Download Session Reports for Administrators

When to Use: When preparing to distribute *generated* Learner Profile Reports, Status and Composite Reports.

Log into MAX
1) Navigate to https://www.tracommax.com/
2) Enter your **USERNAME** and **PASSWORD**
3) Click **LOGIN**

Select Session
1) Under **SESSIONS** tab, click **Manage Session**
2) Click on the Session name

Access Report Section
1) Click **Go To Reports** under **Learner Report** or **Session Report Sections**

Learner Profile Reports
1) To download individual profiles into separate .pdf files, check the box to the left of the Learner Name whose report you want to download.
2) To download ALL PROFILES into one single .pdf file, click Select All.
   **Note – if the word "Sample" is in red under Report Status for an individual, the Learner has insufficient data and will be given a sample report.
3) Choose **Printing Options** for your Profiles (single or double-sided, etc).
4) Click **Download Learner Report(s)**
**PLEASE NOTE: You may need to disable your browser's pop-up blocker in order to download the file.
3) Save and/or print Learner Reports

Composite Report
1) Click **Download Composite Report**
2) Save and/or print Composite Report

Status Report
1) Click **Download Status Report**
2) Save and/or print Status Report

For further questions, please email support@tracom.com.