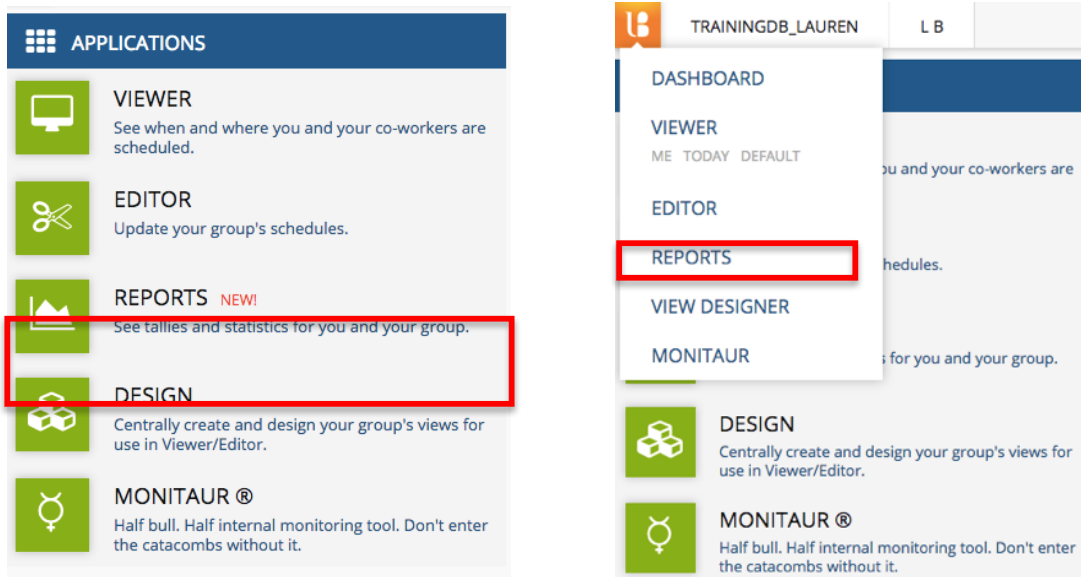# What is a Report?

Reports are a way to collect useful information about assignments worked, vacation days taken, or any other piece of data that is collected in a tally. Only administrators can build a report, but any provider can use them.

To access the report page, you can use the link on your LBLite dashboard, or by the drop-down menu on the top right:

You can also access the report page from the Lightning Bolt Dashboard by selecting Reports under the View tab:

What is a Report?