

## Download and Print Session Learner Profile, Composite, and Status Reports

**When to Use:** When it's time to print Learner profiles and Session reports.

### Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **User name** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

### Select Session

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

### Session Reports

- 1) Click "**Go To Reports**" under **Session Report Options**
- 2) Click "**Select All**" or check the individual boxes to the left of the Learners for whom you want to generate profile reports under **Download Reports**

### Learner Report Options

- 1) Click the radio button next to the desired reports option

### Printing Options

- 1) Click the radio button next to the desired printing option

### Learner Reports

- 1) Click "**Download Learner Report(s)**"
- 2) Save and/or print Learner Reports
- 3) Close the Learner Reports

### Composite Report

- 1) Click "**Download Composite Report**"
- 2) Save and/or print Composite Report
- 3) Close the Composite Report

### Status Report

- 1) Click "**Download Status Report**"
- 2) Save and/or print Status Report
- 3) Close the Status Report