Download Session Reports for Facilitators

When to Use: When a facilitator (who has been added to the specific session in MAX) wants to view or print reports.

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

Select Session
1) Click on the name of the session under the **Session Name** section
   a. The **Session Learner Summary** section provides a quick overview of the profiling status of the Learners in your session(s).

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.