ACCESSING THE CLIENT REPORT ARCHIVE



Login to your Virgin Pulse Member Account

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	MEMBER LOGIN	
	Sign in to your account:	
	Member ID or Email Address	
	Password	
	Forget your password?	
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	Need member support? Email support?Vrgppulse.com	
	Looking for how to join?	
	(nou maar we sponsoretu og en orgenzaarou, soch ze your employer)	
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Access "Admin Portal" under the profile dropdown



ACCESSING THE CLIENT REPORT ARCHIVE



Select 'Report Achieve' in the side navigation

Her Pulse Admin		
C Report Archive	Report Archive Q. Filter Reports	
	FILE NAME	
	2018_02_WespathBenefitsandInvestments HealthFlex.GBOP_Eligibles_ActivityMonth_20180201.csv	
	2018_02_WespathBenefitsandInvestments.HealthFlex.GBOP_MemberActivation_ActivityMonth_20180201.csv	
	2018_01_WespathBenefitsandInvestments.HealthFlex.GBOP_BillableCash_MonthEnd_20180131.csv	
	2018_01_WespathBenefitsandInvestments.HealthFlex.GBOP_Eligibles_ActivityMonth_20180101.csv	
	2018_01_WespathBenefitsandInvestments.HealthFlex.GBOP_MemberActivation_ActivityMonth_20180101.csv	
	2017_12_WespathBenefitsandInvestments.HealthFlex.GBOP_BillableCash_MonthEnd_20171231.csv	
	2017_12_WespathBenefitsandInvestments.HealthFlex.GBOP_Eligibles_ActivityMonth_20171201.csv	
	2017_12_WespathBenefitsandinvestments.HealthFlex.GBOP_HealthFlexLevels_QuarterEnd_20171231.csv	
	2017_12_WespathBenefitsandInvestments.HealthFlex.GBOP_MemberActivation_ActivityMonth_20171201.csv	
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	2017 10 Wester Brook and Annual Harry Charles Brought Harry 2017 (2017) 100	

To download a report simply click on the date or file name of the report you wish to view. The report will download as an csv spreadsheet.

These reports will not expire. You can download any report posted, at any time.

TIPS AND TRICKS

Can't find the report you're looking for?



Filter the reports by date or name within the 'Filter Reports' field at the top of your report list.

Add ADMIN		
👽 Challenges		
🙆 Report Archive	Report Archive	
	Q Filter Reports	
	FILE NAME DATE MODIFIED	FORMAT

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bles_ActivityMonth_20180101.csv
ligibles_ActivityMonth_20180101.csv

Toggle between report pages at the bottom of your report list.

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Still not seeing your report? Click on the 'Don't see your report? Click here to generate more' button at the bottom of your report list to pull in all current and historical reports.

	hive			
Q Filter Reports	Page Size			
FILE NAME	DATE MODIFIED	FORMAT	SIZE	TYPE

Pulco ADMIN

AVAILABLE REPORTS

Report Type	File Name	Description	Date Available
BillableCash_Bi MonthlyEnd	Conference_Billab leCash_BiMonthly end_YYYYMMDD	BiMonthly Rewards Report. This report is not applicable to Wespath Conferences.	By 2 nd and 16 th of the month
BillableCash_M onthlyEnd	Conference_Billab leCash_Monthlye nd_YYYYMMDD	Monthly Rewards Report. This report will match your monthly rewards invoice.	By 2 nd of the month
ProductOrders	PO_XXXXXX	Monthly Device Report. This report will show how many members utilized their device subsidy within the invoice month. Only applicable if a subsidy is provided and utilized in the month	By 15 th of the month
Eligibles_Month End	Conference_Eligib les_ActivityMont h_YYYYMMDD	This report will provide you with the list of participants who are eligible for the program as of the end of the invoice month.	By 2 nd of the month
MemberActivati on_MonthEnd	Conference_Mem berActivation_Act ivityMonth_YYYY MMDD	This report will provide you with the list of participants who are enrolled in the program as of the end of the invoice month.	By 2 nd of the month