This report is an exception report and will display a list of users that have not logged into their account within a certain period of time. The username, paid user status, sign up date and last login date are displayed. A total of inactive users is displayed as well as the date of the last inactive report that was generated.

**Chat Away**

**Inactive Users Report Date:** January 27, 2016

|  |  |  |  |
| --- | --- | --- | --- |
| **Username** | **Paid User** | **Sign Up Date** | **Last Login Date** |
| TestUser | No | 05/27/2015 | 07/3/2015 |
| AnotherUser | No | 02/9/2014 | 06/28/2015 |
| User3 | Yes | 06/22/2014 | 07/25/2015 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Number of Inactive Users:** 7

**Date of Last Report:** December 27, 2015

**System Documentation**

NAME OF SYSTEM DATE PAGE 1 OF 1

Chat Away January 27, 2016

ANALYST PURPOSE OF DOCUMENTATION

Chris MacEachern Show inactive users

|  |  |  |
| --- | --- | --- |
| FIELD | FIELD TYPE | FIELD LENGTH |
| Username | Alphanumeric | 30 |
| Paid User | Alphanumeric | 3 |
| Sign Up Date | Date | 10 |
| Last Login Date | Date | 10 |
|  |  |  |

COMMENTS

1. The date is included at the top of the report
2. A table includes the list of inactive users. The Username, whether they are a paid user, the sign up date, and last login date are displayed
3. The total number of inactive users is displayed at the bottom along with the date of the last report

SORT SEQUENCE

The claims are ordered in alphabetical order based on the username

TOTALS REQURIED

1. The total number of inactive users is required

MEDIA

The report is printed on single-ply, standard white stock paper

FREQUENCY

The report is printed monthly near the end of every month

DISTRIBUTION

The report should be delivered to the database administrator the day that it is printed

ATTACHMENTS

Mock-up report is attached