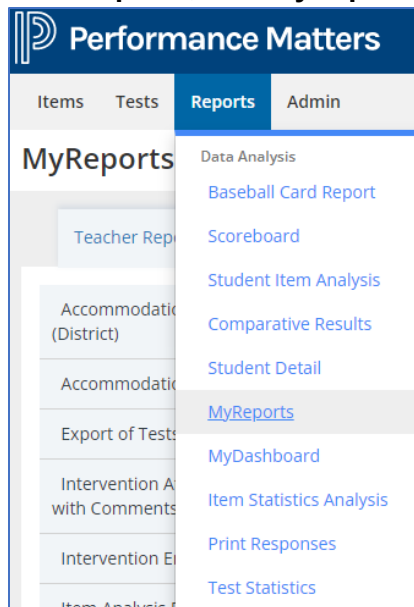
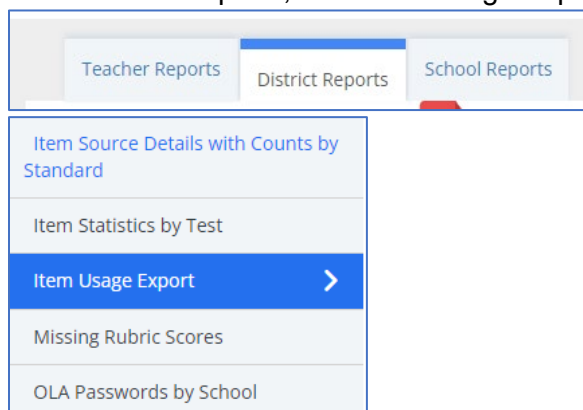


1. Log into Performance Matters
2. Make sure you have a list of the item(s) you've created – [instructions are here](#).

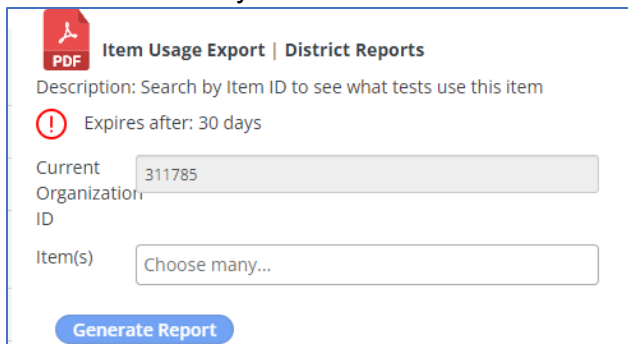
3. Click **Reports**, then **MyReports**



4. Under District reports, click Item Usage Export



5. Enter the Item number(s) you want to report on and click Generate Report. This will give you a PDF of all tests your item has been used in.



The screenshot shows the 'Item Usage Export | District Reports' form. It includes a description: 'Search by Item ID to see what tests use this item'. There is a warning icon and text: 'Expires after: 30 days'. The 'Current Organization ID' field contains the value '311785'. The 'Item(s)' field has a dropdown menu with the text 'Choose many...'. A 'Generate Report' button is at the bottom.