# Generating Risk Reports by User

Risk reports yield data specific to the Health & Safety Risk Assessments, and can only be generated if the optional LMS Risk Assessment module is included in your licence.

Risk Reports by User generate data detailing the risk status of each of the selected risk assessment topics for each of the selected users. To generate this type of report:
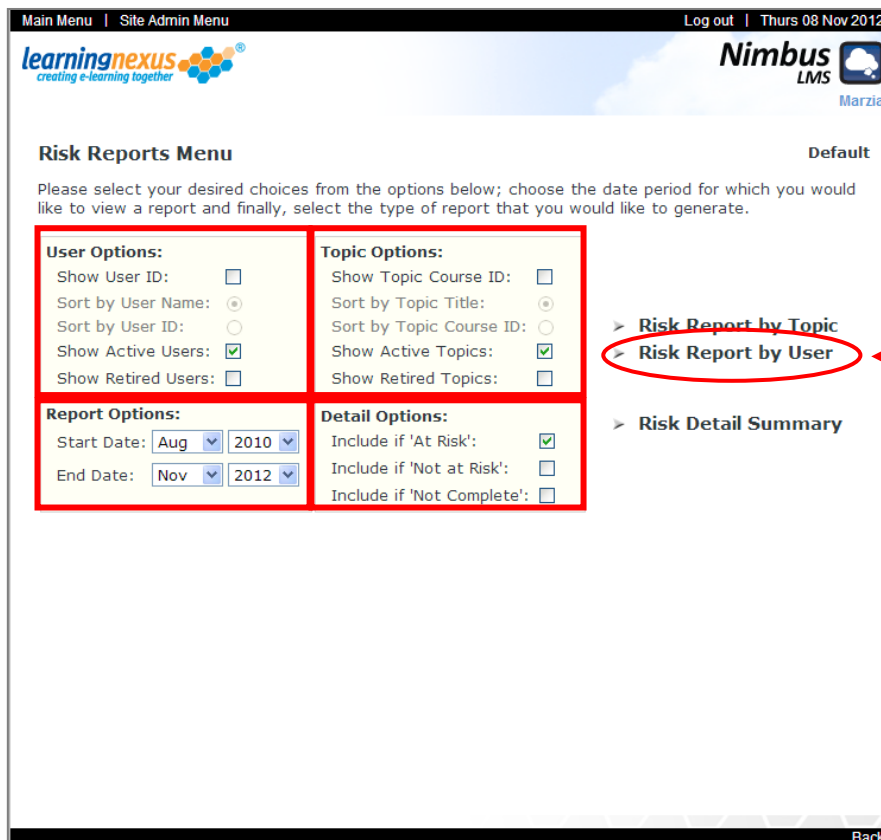
1. From the **Main Menu**, click on the **Administration** option:
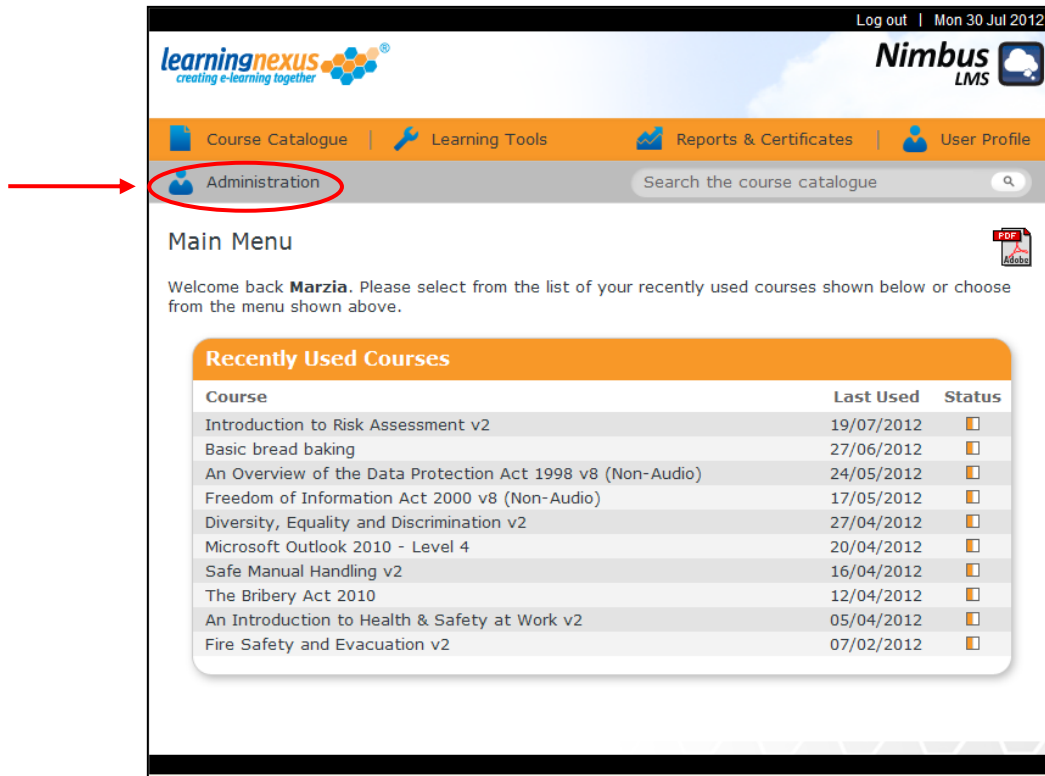
2. This will take you to the **Modify Site Menu** where you will need to select the **Site Risk Reports** option:
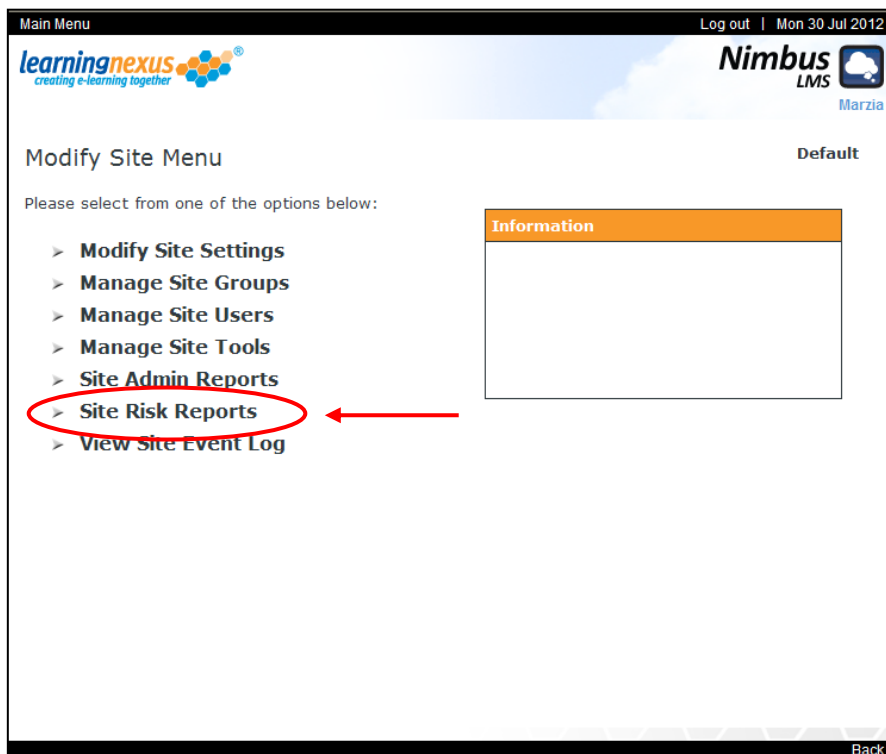
3. On the screen that will appear you will be able to select a series of options for your report, such as the time frame, whether to include retired users or topics, and the details that will be included in the report. Once you set your preferences in the **User Options, Topic Options, Report Options and Details options** sections, click on **Risk Report by User :**

4. You will now see a page displaying two boxes. The one to the left contains the list of all the Risk Assessments allocated to your site. The box on the right contains the list of the users registered on the site. In each of the boxes, select the courses and users for which the report should display data, then click on **Generate Report:**
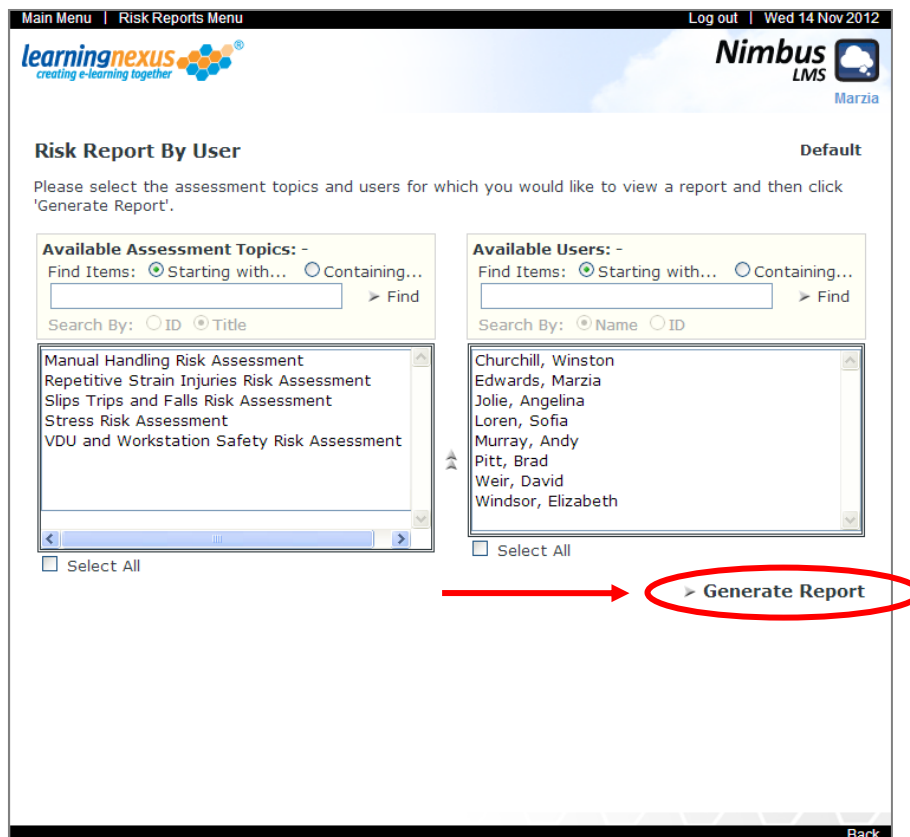
5. Depending on the number of users you selected, you may see a message warning you that the report might take some time to be generated. If this happens, click **OK.**
The report will be generated and will appear on the screen.

Note: By default the selection in the **Details options** section is for **'At Risk'** users, which means that only users that have been identified as at risk will be displayed in the report.