

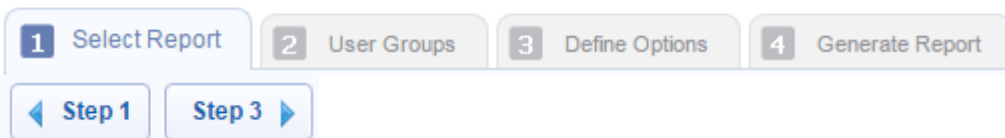
# Run a Report

To launch the report [wizard](#) , users with reporting permissions must select the Reports tab at the top of any page. Site Managers may also select **Report Wizard** from their homepage under the Tools menu.


The report wizard guides you through the four steps needed to build and generate reports. Your current step is highlighted and you can navigate through the steps by selecting a tab at the top or using the buttons at the bottom.

## Report Wizard

You are viewing: Reports > Report Wizard



As you go through the steps, the **Report Summary** provides a running overview of the report data selected. You can easily change your selections from the report summary by selecting Change to return to a particular step. If you can't see the menu, show the [Tool Panel](#) .

Report Summary	
<b>1 Select Report</b>	change
R602: Access Code User Details	
<b>2 User Groups</b>	change
Campuses: 1 Selected Airport Campus	
user group: 2 Selected Equipment Operation Finance Admin Services	
<b>3 Define Options</b>	change
Access Code: All User Status: All	
<b>4 Generate Report</b>	change
	

## Step 1: Select Report

The Report Wizard automatically shows you the reports you can run. There are two views available. Selecting a report shows additional information about the report.

1. Select the report you wish to run.
2. Select Step 2 to continue.

Use the search box to enter one or two words to find the report you need. Search results are returned from the report title, the description text, and the report fields. For example, to see which reports show grade information, enter the term "grade", to view relevant reports.

- 1 Select Report
- 2 User Groups
- 3 Define Options
- 4 Generate Report

Sort by: [List](#) | [Section](#)

Search by Report Title, Description, or Fields

[New Search](#)

- R301: Evaluation Response Comparison
- R103: Grades by Individual
- R204: Grades by Product**
- R221: Group Taxonomy Performance
- R105: Individual Test Responses
- R202: Learner and Grade Details by Classification
- R107: Learner Completion Status
- R108: Learner Taxonomy Performance
- R220: Proctor Authorized Evaluation
- R213: Product Enrollments

#### Title

R204: Grades by Product

#### Description

View user's grades for selected Informetia evaluations (classic and Prova), assignments, modules, and SCORM assets for selected products. The report returns the highest grade obtained by users who completed the assets and shows the number of attempts and results by section. Users who have not obtained a grade will not be on the report. In step 3, you can group all Prova test publishes into one result.

To view reports in alphabetical order, select **List**.

Sort by: [List](#) | [Section](#)

- R501: Access Code List with Balance
- R602: Access Code User Details
- R104: Affidavit Compliance Status by Individual
- R205: Affidavit Compliance Status by Product
- R504: Asset Exceptions
- R207: Curriculum Outstanding
- R301: Evaluation Response Comparison
- R403: External Supplemental Training
- R103: Grades by Individual

To view reports grouped by categories, select **Section**.

Sort by: List | [Section](#)

### Content Details Reports

R503: Test Question Details

### Data and Statistical Reports

R504: Asset Exceptions

R507: Product Exceptions

### Ecommerce

R401: Purchases

R402: Reconciliation Report

### Group Progress

R205: Affidavit Compliance Status by Product

R207: Curriculum Outstanding

R301: Evaluation Response Comparison

R403: External Supplemental Training

## Step 2: User Groups

1. Select the campuses and user groups you want shown on the report.
2. Select Step 3.

The available user groups are shown based on the campuses that you have selected. When a campus is added or removed, the available user groups are also affected. If there are more than 10 user groups, the user group filter is available to help you search for a specific group by name.

# Report Wizard

You are viewing: Reports > Report Wizard

1 Select Report   2 **User Groups**   3 Define Options   4 Generate Report

### Filter By Campus

**Available**

- Cirrus Aircraft
- Demo Campus
- Driving Force
- Guest Access Campus
- Healthcare Campus
- Indivior demo campus
- Japanese Demo

**Selected**

- Informatica Demo
- Sencia Office
- Emergency Response Campus

**Tip:** Use ctrl+click to select multiple locations, shift+click to select all

### User Group

Display inactive User Groups

**Available**

- AT Demo Group
- Amsterdam Pharma
- Catalogue Descriptions
- Demo UG 1
- Publishers
- Sencia Office UG
- Test Group Demo

**Selected**

- Advanced Care Paramedics
- Amsterdam Long Term Health

[Step 1](#)   [Step 3](#)

## Step 3: Define Options

1. Complete the fields. Each report has different criteria so step 3 options will differ depending on the report you select.

The screenshot shows a multi-step process with four tabs: 1. Select Report, 2. User Groups, 3. Define Options (active), and 4. Generate Report. The 'Define Options' section is divided into two panels. The left panel, titled 'Filter Products', contains two dropdown menus: 'Published Status' set to 'Published' and 'Activity Status' set to 'Active'. The right panel, titled 'Product Library (Select One)', contains a list of products with 'WHMIS' selected and highlighted in blue. The other products in the list are Sentinel Vaccine Effectiveness, Simulation Webinar, Transfer Plan, Transferring Patient Care, and Violent & Harassment Policy.

2. Select step 4.

## Date Selection

Many reports require a date range. A report may let you choose from two types of date selections: Specific Dates and Relative Dates.

### Specific Dates

1. Enter the date into the field or use the calendar to select a date.

The screenshot shows a 'Date Range (mm/dd/yyyy) - optional' form. It has two input fields: 'From' (empty) and 'To' (containing '5/3/2017'). Below the fields is a calendar for May 2017. The calendar has a header with 'Wk', 'Mo', 'Tu', 'We', 'Th', 'Fr', 'Sa', and 'Su'. The dates are arranged in a grid, with the 3rd of May highlighted in yellow. The calendar also includes navigation arrows and a dropdown for the month (May) and year (2017).

2. Reports with date ranges will also have an optionally enabled time range.

The screenshot shows a 'Date Range (mm/dd/yyyy) - optional' form. It has two input fields: 'To' (containing '5/3/2017') and a time range field (containing '11:59 PM'). Below the fields is a checkbox labeled 'Enable Time Range' which is checked.

## Relative Dates

A relative date range is a period of time that is relative to the current date.

1. Select a Relative Date option from the drop-down menu.

Date Range (mm/dd/yyyy)

Select a Relative Date  Yes

Select One

Today

Yesterday

This Week

Last Week

This Month

Last Month

Last 90 Days

This Year

Last Year

12:00 AM To 8/15/2017 11:59 PM

Yes

Step 2 Step 4

2. Reports with date ranges will also have an optionally enabled time range.

Date Range (mm/dd/yyyy) - optional

To 5/3/2017 11:59 PM

Enable Time Range

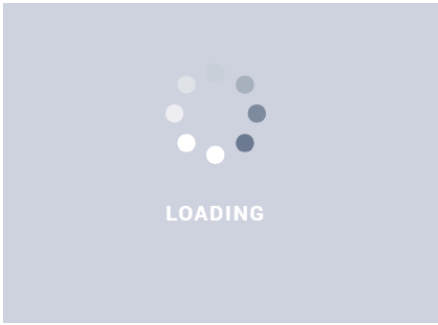
## Step 4: Generate Report

1. Select the output for your report. Choose HTML to view it in your browser or download in

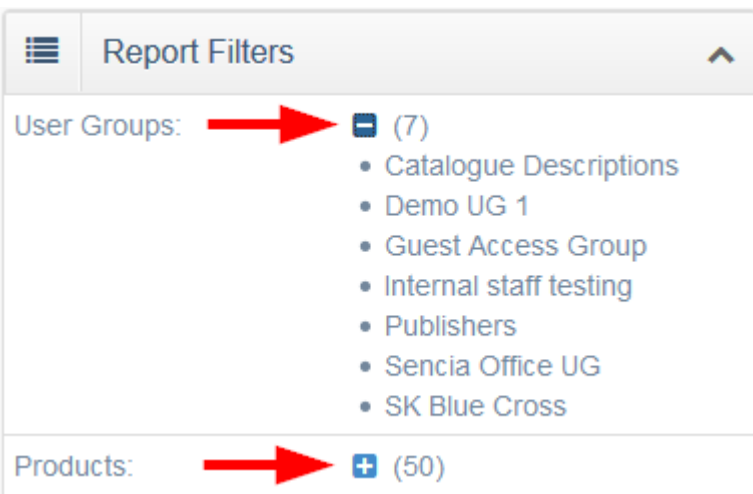
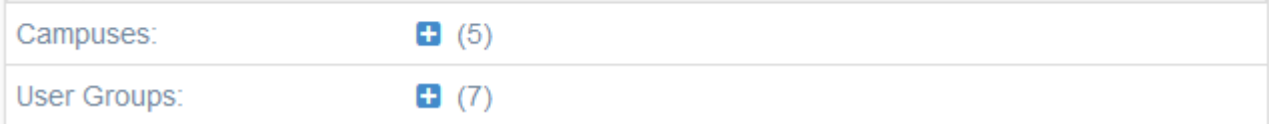
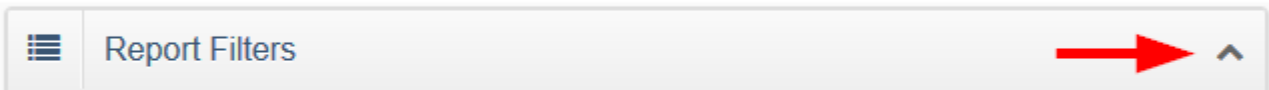
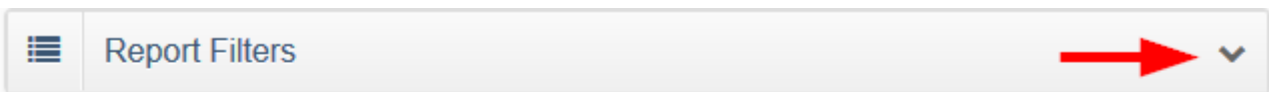


Excel (.xlsx) or CSV format.

Once you export the report, you may briefly see a loading screen until the report is completely loaded. Loading time can be longer for reports returning heavy data, such as thousands of users or a long date span.

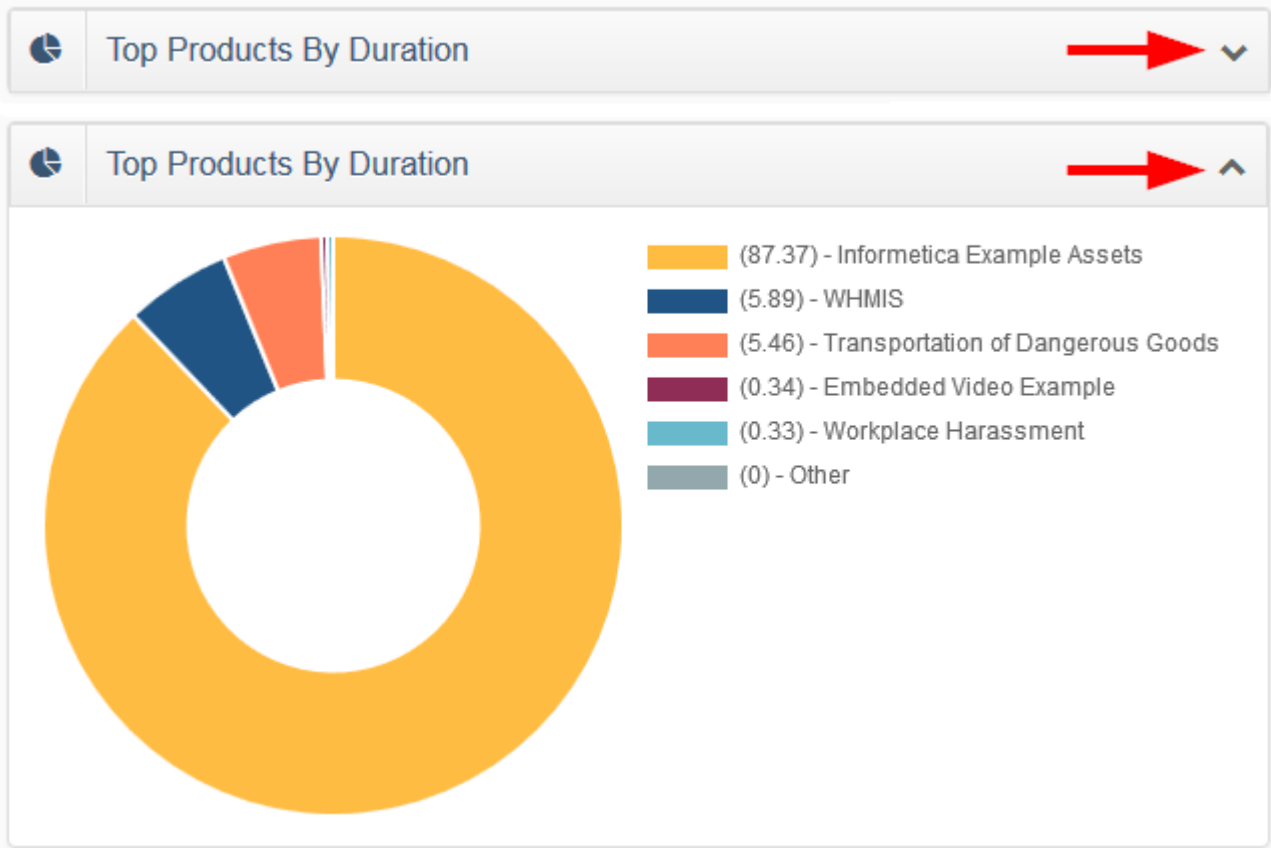


Some HTML reports have interactive elements. Collapse (-) and expand (+) report filters by selecting the +/- buttons.



Graphs can be collapsed/expanded using the arrow. You can also select/deselect the data showing on a graph.





Reports that fail to run properly will show a notice with the attempted output type.

Launch Report
✕

Generate R106 Product Details for Product: **Adverse Drug Reaction Reporting**

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⚠
Failed to Generate Report (EXCEL)

Export As:

HTML

XLSX

CSV