

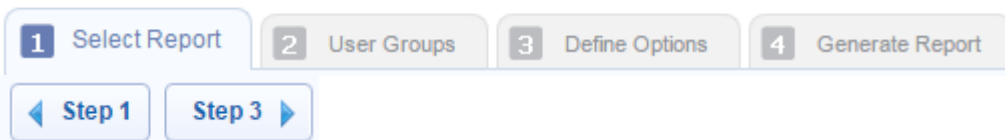
# Run a Report

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>	<a href="#">change</a>
R602: Access Code User Details	
<b>2 User Groups</b>	<a href="#">change</a>
Campuses: 1 Selected Airport Campus user group: 2 Selected Equipment Operation Finance Admin Services	
<b>3 Define Options</b>	<a href="#">change</a>
Access Code: All User Status: All	
<b>4 Generate Report</b>	<a href="#">change</a>
<div>            HTML         </div>	

## 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

Q Grade

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

Add

Remove

Selected

Informeteca Demo  
Sencia Office  
Emergency Response Campus

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

### User Group

Q

Available

☐ Display inactive User Groups  
AT Demo Group  
Amsterdam Pharma  
Catalogue Descriptions  
Demo UG 1  
Publishers  
Sencia Office UG  
Test Group Demo

Add

Remove

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.

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

**Filter Products**

Published Status  
Published ▼

Activity Status  
Active ▼

**Product Library (Select One)**

- Sentinel Vaccine Effectiveness
- Simulation Webinar
- Transfer Plan
- Transferring Patient Care
- Violent & Harassment Policy
- WHMIS**
- Working in Cold Weather

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.

**Date Range (mm/dd/yyyy) - optional**

From  To 5/3/2017

☐ Enable Date Range

May 2017

Wk	Mo	Tu	We	Th	Fr	Sa	Su
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

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

**Date Range (mm/dd/yyyy) - optional**

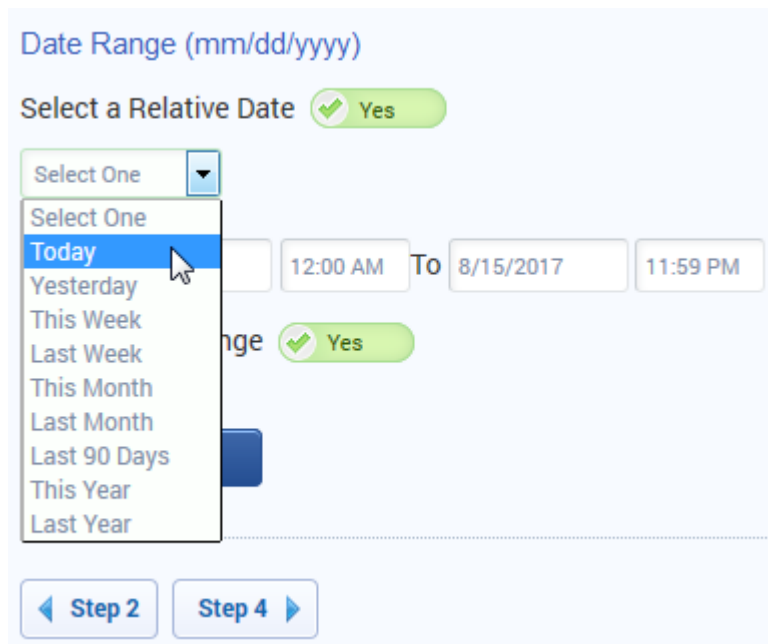
To 5/3/2017 11:59 PM

☒ Enable Time Range

## Relative Dates

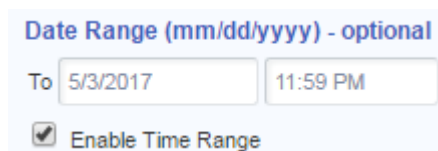
A relative date range is a period of time that is relative to the current date.

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



The screenshot shows a form titled "Date Range (mm/dd/yyyy)". It includes a toggle switch labeled "Select a Relative Date" which is currently turned "Yes". Below this is a dropdown menu with the text "Select One" and a list of relative date options: "Today", "Yesterday", "This Week", "Last Week", "This Month", "Last Month", "Last 90 Days", "This Year", and "Last Year". The "Today" option is highlighted. To the right of the dropdown, there are input fields for a time range: "12:00 AM" and "11:59 PM", with a "To" label and a date field showing "8/15/2017". At the bottom, there are navigation buttons for "Step 2" and "Step 4".




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



The screenshot shows a form titled "Date Range (mm/dd/yyyy) - optional". It includes input fields for a date range: "To 5/3/2017" and "11:59 PM". Below these fields is a checkbox labeled "Enable Time Range" which is checked.

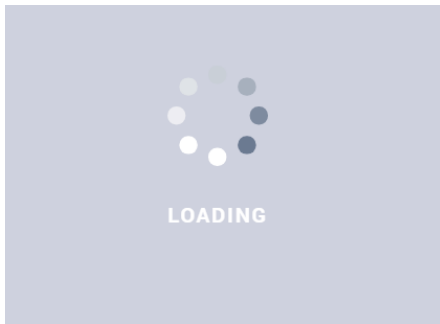
## Step 4: Generate Report

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

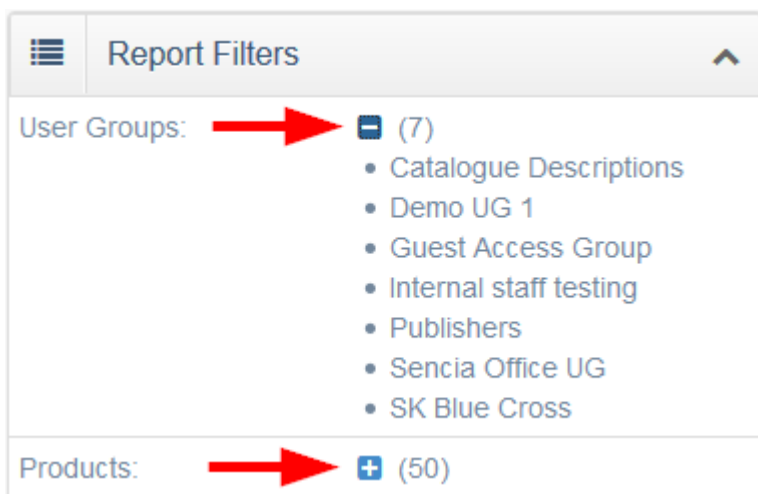
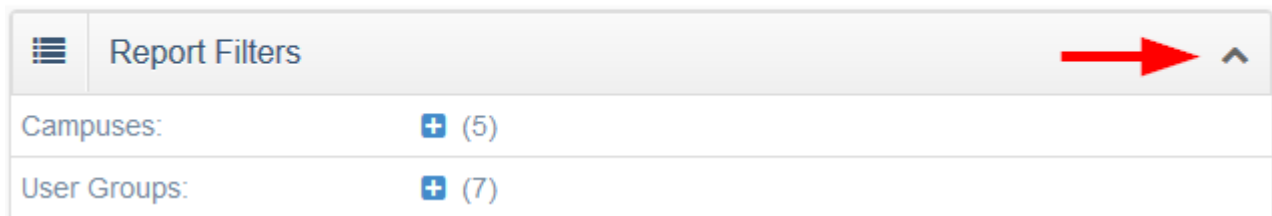
Export As:   

Excel (.xlsx) or CSV format.

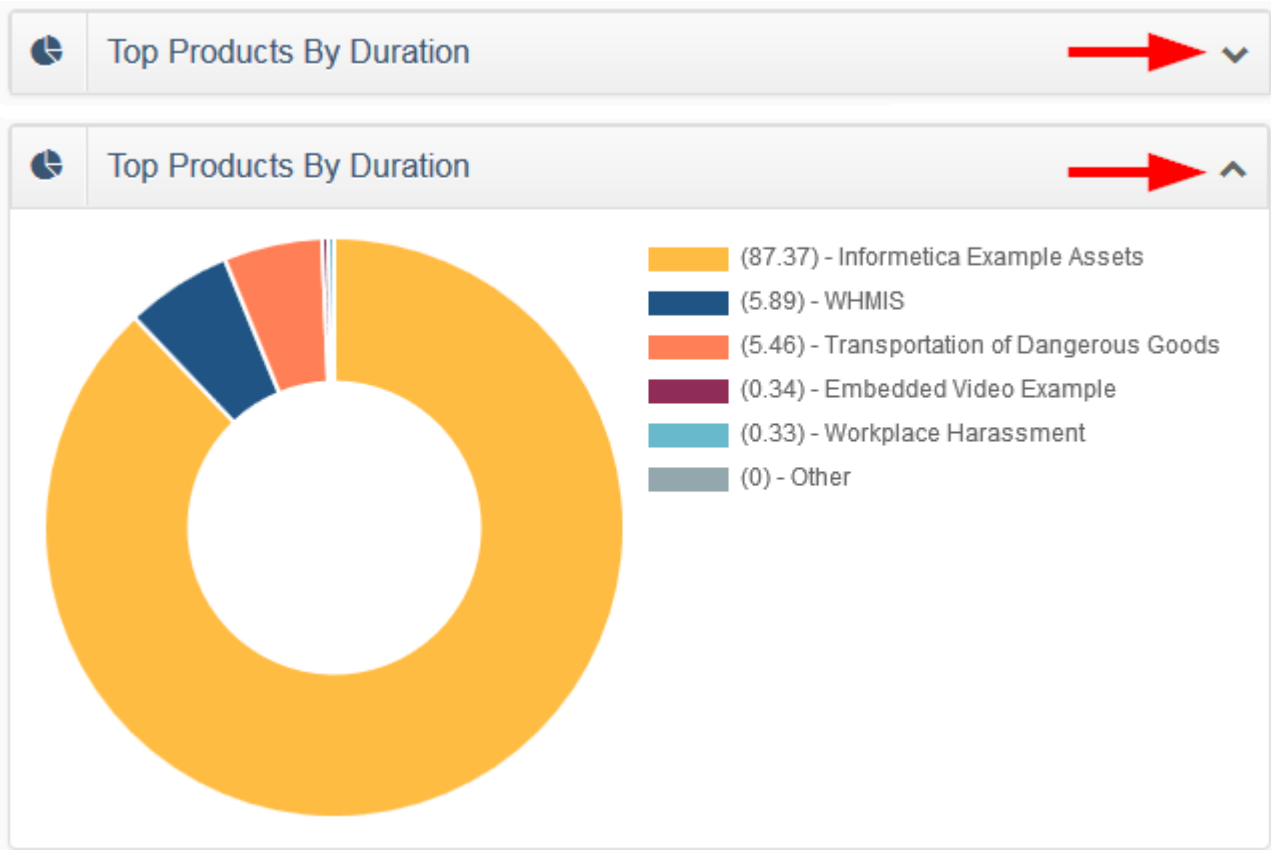
Once you export the report, you may briefly see a loading screen until the report is completely loaded. Loading time can be longer for reports returning heavy data, such as thousands of users or a long date span.



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** [Close]

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

**Failed to Generate Report (EXCEL)**

Export As:

- ☒ HTML
- ☐ XLSX
- ☐ CSV