

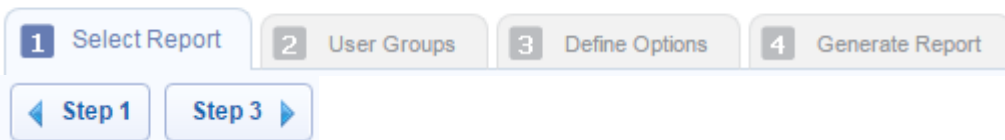
Run a Report

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



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 has a section "Select a Relative Date" with a green "Yes" button. Below this is a dropdown menu currently showing "Select One". The dropdown is open, displaying a list of relative date options: "Today", "Yesterday", "This Week", "Last Week", "This Month", "Last Month", "Last 90 Days", "This Year", and "Last Year". A mouse cursor is pointing at the "Today" option. To the right of the dropdown, there are input fields for a date range, showing "12:00 AM" and "8/15/2017" to "11:59 PM". Below the dropdown, 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 has input fields for "To" with the date "5/3/2017" and a time range "11:59 PM". Below these fields is a checkbox labeled "Enable Time Range" which is checked.

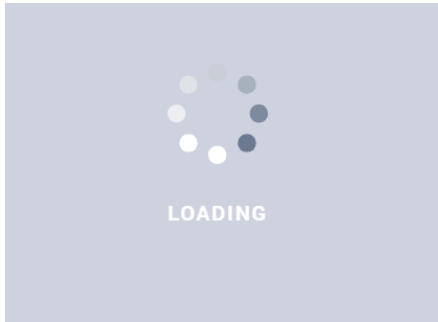
Step 4: Generate Report

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

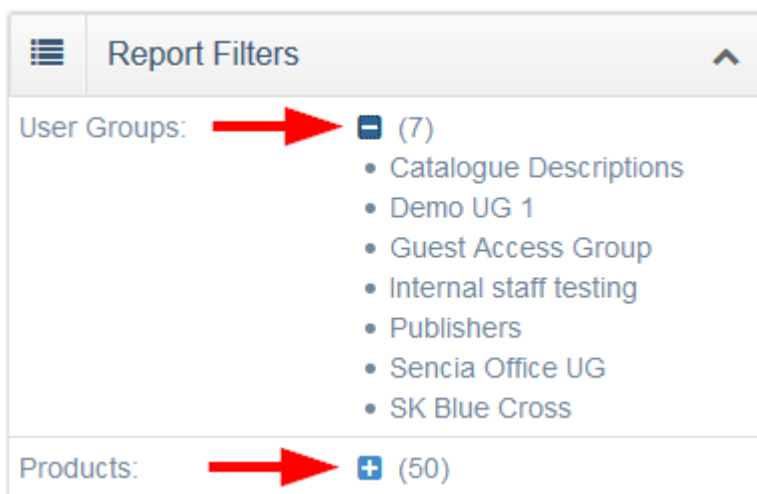
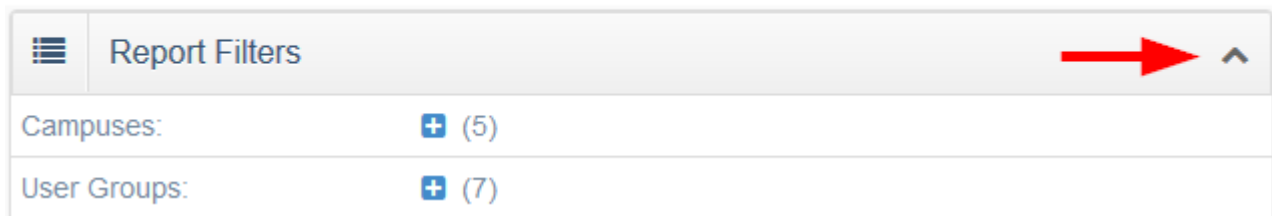
Export As:   

Excel (.xlsx) or CSV format.

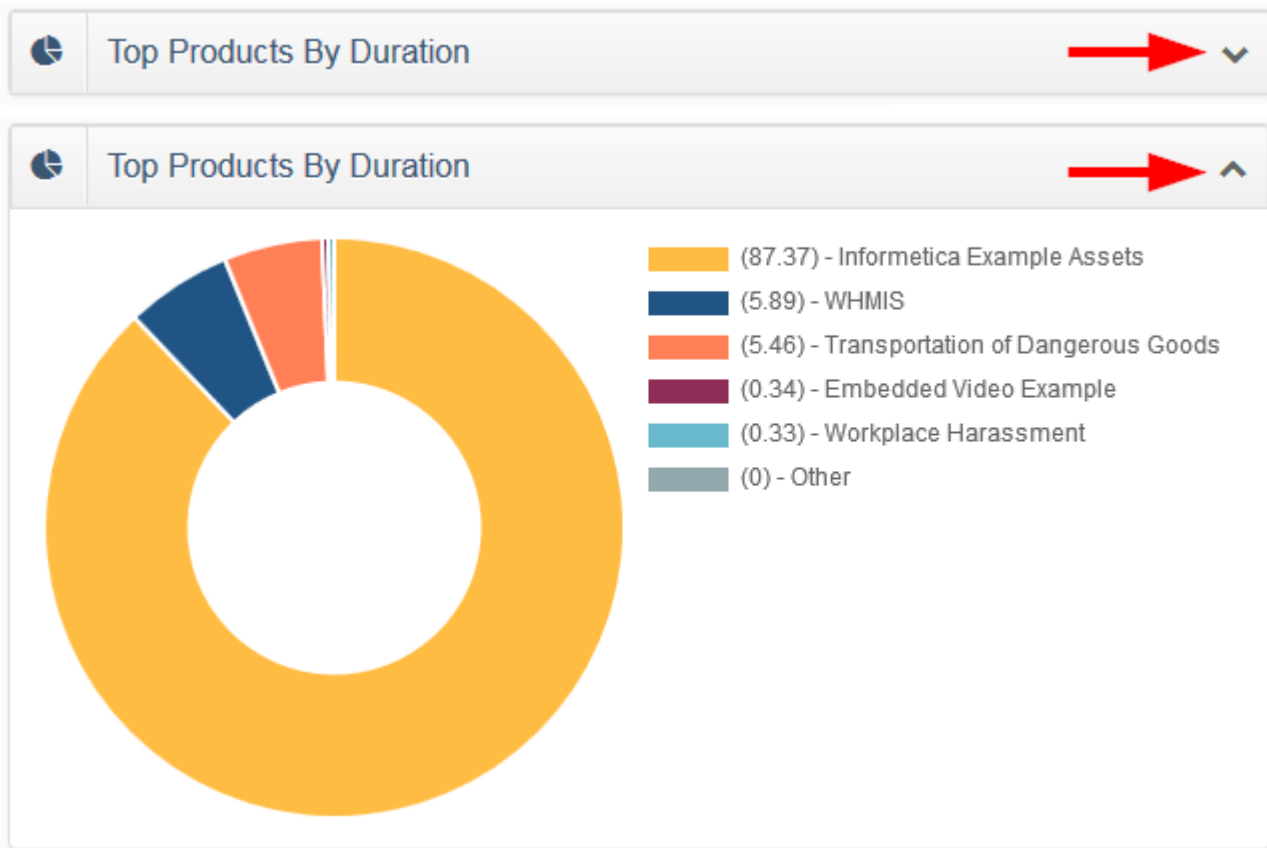
Once you export the report, you may briefly see a loading screen until the report is completely loaded. Loading time can be longer for reports returning heavy data, such as thousands of users or a long date span.



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 [X]

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

Failed to Generate Report (EXCEL)

Export As:

- ☒ HTML
- ☐ XLSX
- ☐ CSV