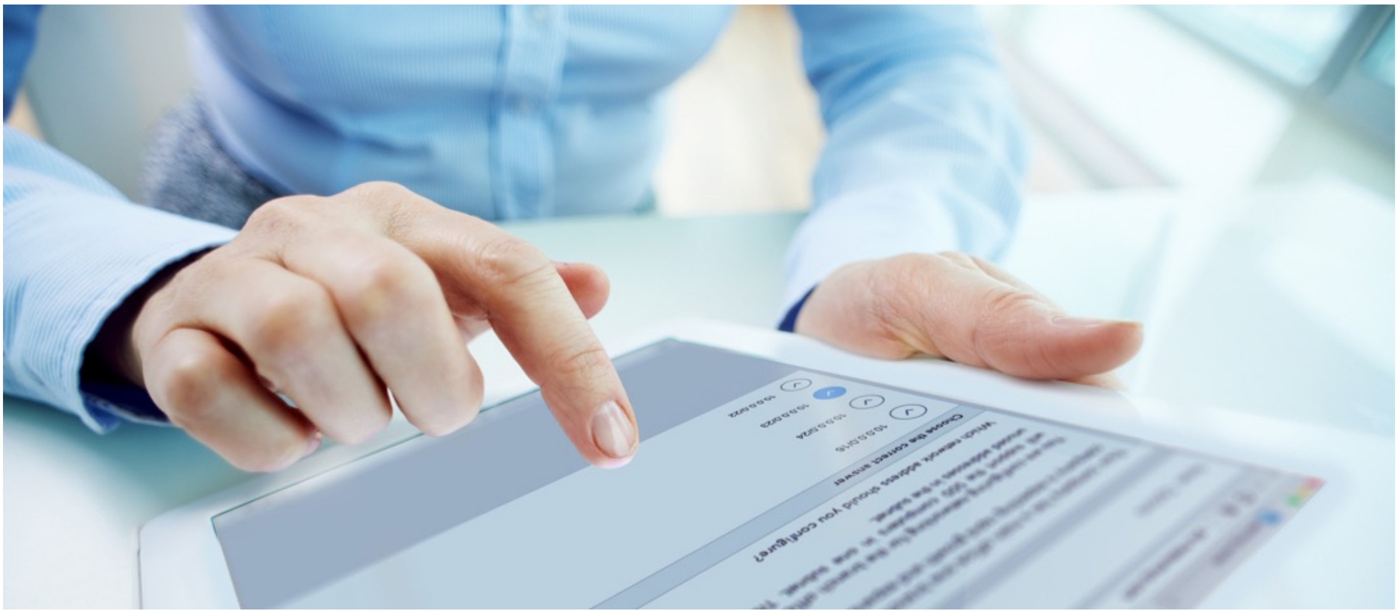
A MEDIA INTERACTIVA BUSINESS



How to create reports

Creating Reports

The Report section allows you **to launch four types of reports:**

Report	Description
Custom report	It can be **customized** by the users.
Group reports	They contain information related **to each test launch**. They can be filtered by groups.
Progress reports	They show the **students' progress**.
Group GAP reports	**Comparative report** of the students' results belonging to **two different groups**

Custom reports

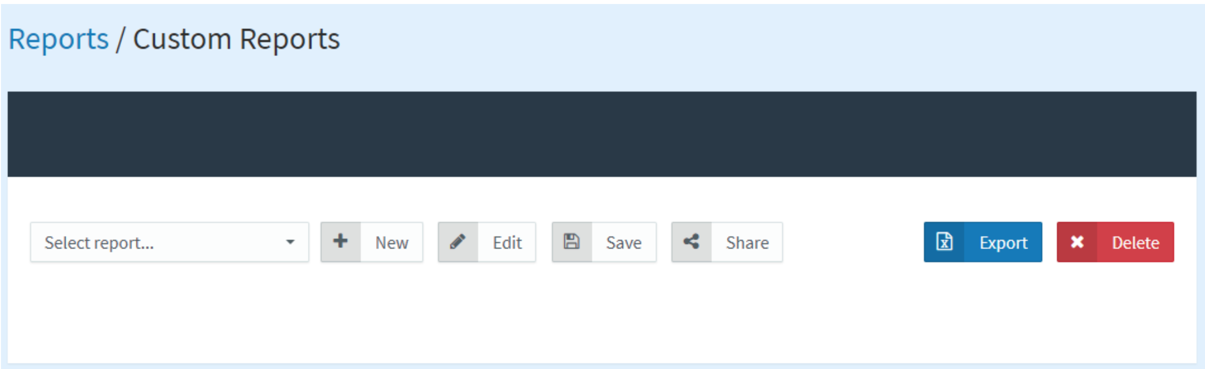
Custom reports allow users to create **customized reports**. This type of report works as a **dynamic table**, which allows users to sort and group data. There are predefined report templates which are used depending on the type of data that you need to work with. All tables can be modified according to the users' needs. Modified templates can be saved for future use of all members of the same organization.

Users will be able to create their own **customized reports** using **four types of data**:

- **Progress Summary**: use this report to track end users' information related to product use and their scoring during a specific period.
- **PO Number**: this report provides information about keys created during a period. Filter and group keys by PO number, product or organization, among other options.
- **Billing B2C**: create reports based on sales for the B2C business line.
- **Billing B2B**: create reports based on sales for the B2B business line.

Configure these templates to get the information that you need to be displayed as you wish. You can save the configuration to get similar reports in the future. Depending on your role and permissions, you will be able to be see and share other users' custom reports from the same organization.

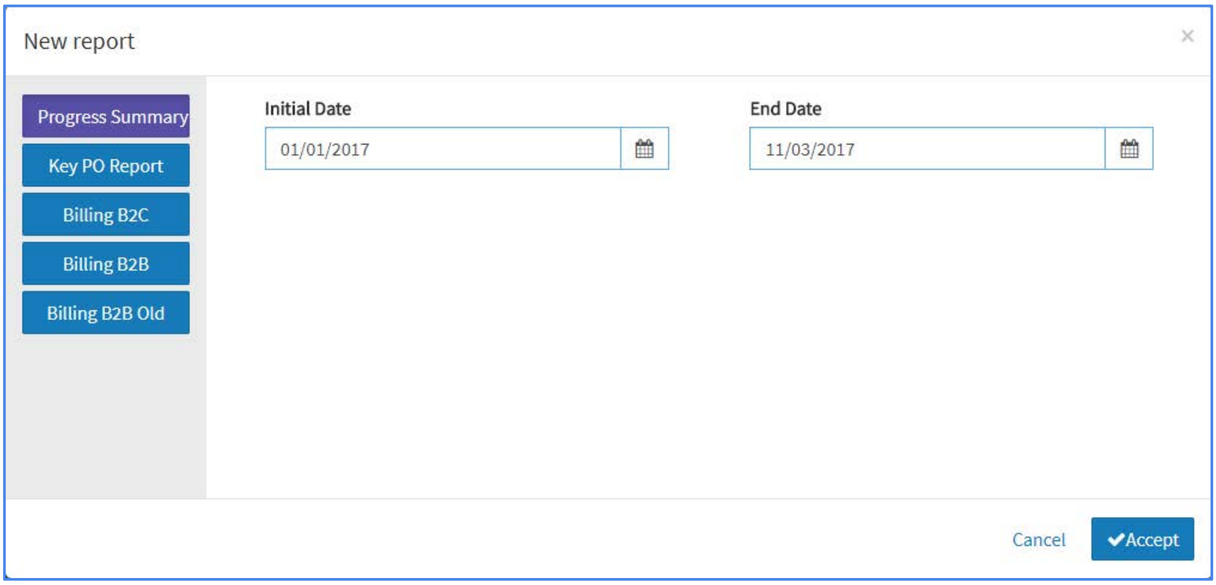
Main screen



- **Select report**: it allows you to **select an existing report or default report** (Progress Summary).
- **New**: click here to create a **new report**.
- **Edit**: it allows you to **filter** the **report by date**. Once you have opened a report, use this option to modify the date range or to switch to a different type of report.
- **Save**: click here to **save** the **selected report**.
- **Share**: it allows you to **share the edited report** with **child organizations**. Any change made by the report owner will appear in the shared reports. If those who have received the shared report want to modify it, they will need to save it under a different name. This option will depend on your user and the permissions settings.

Create a new report

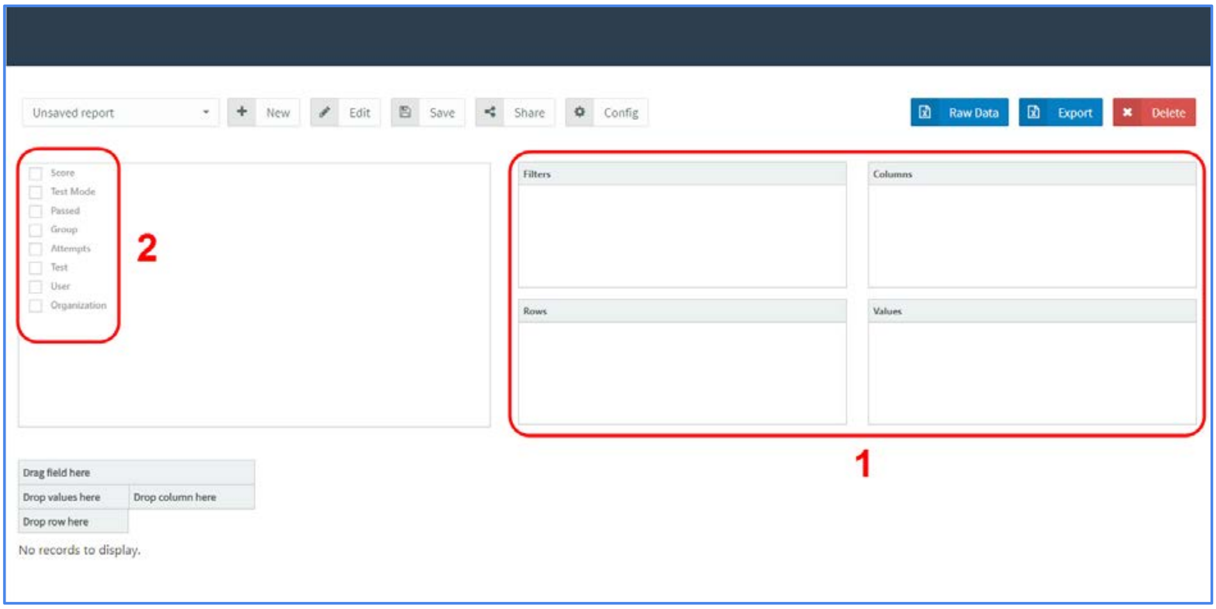
Click **New** to create a **new report**. The following screen displays:



You can **select** any of the following **types of reports**:

- Progress Summary
- Key PO Report
- Billing B2C
- Billing B2B
- Billing B2B Old

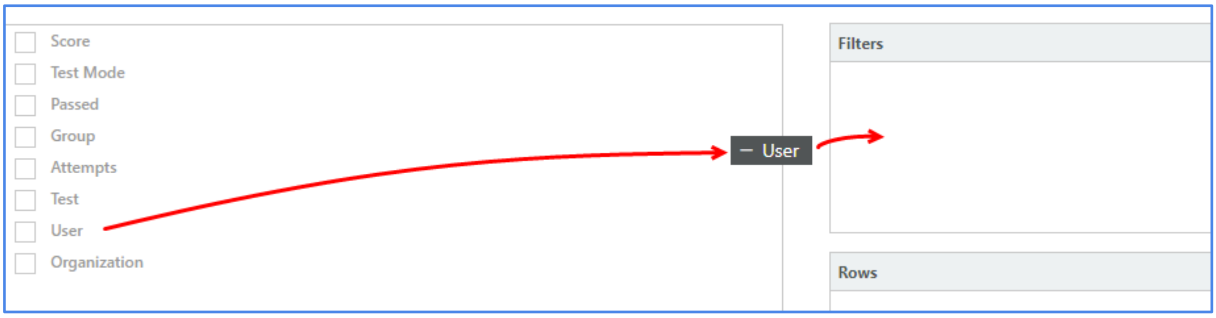
Select the range of dates that you want the report to cover. Then, click Accept. The following screen displays:



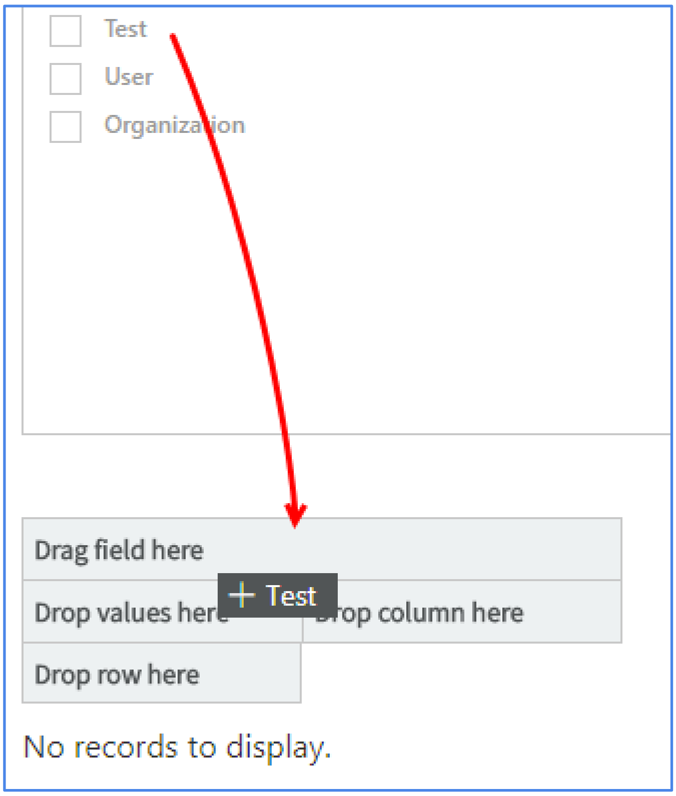
To customize your report, you can use these four boxes (1), where you can move the fields (2).

You can move these fields into the boxes in different ways:

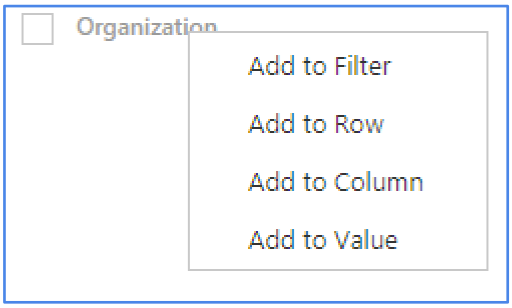
- You can click the field, and drag and drop it into the box:



- You can click the field, and **drag and drop** it into the **Drag … here** or **Drop … here** boxes:



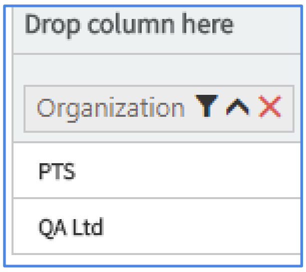
- Or you can **right click** the field to **select** the **box**.



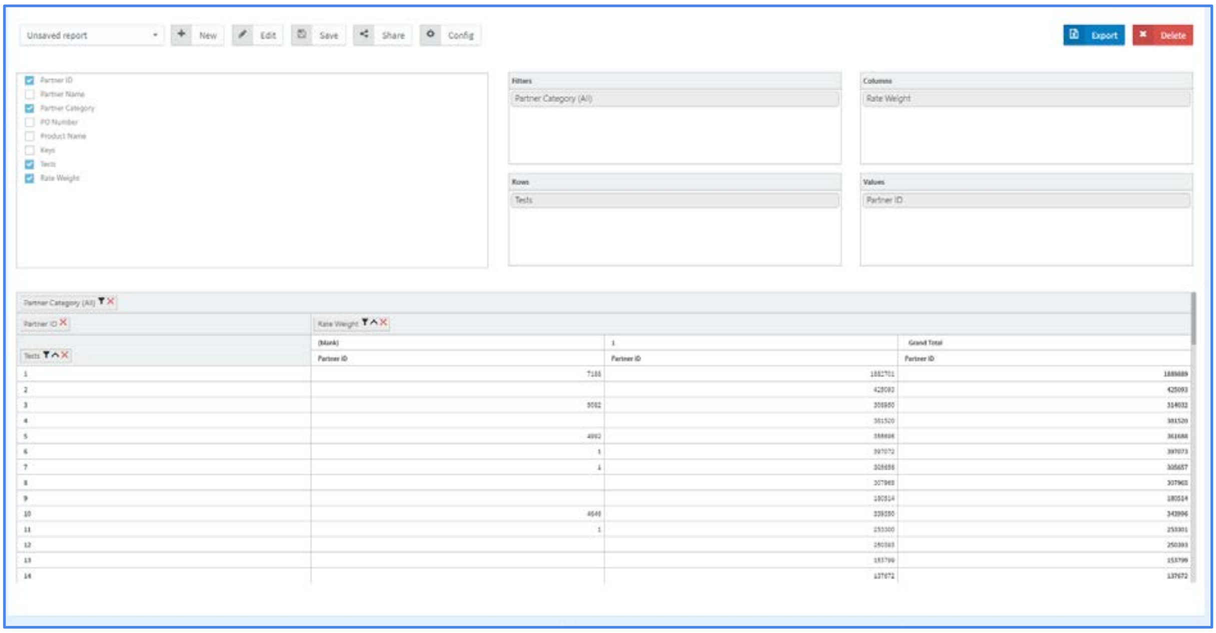
- If you **click the checkbox**, the field will **automatically** move to the **Rows** box. However, from there you can drag and drop the element to any other box.

If you want to **remove a field** from a box:

- You can **uncheck** the field.
- **Or, alternatively, you can click the X** located in the **field tab** that appears on the upper part of the report.

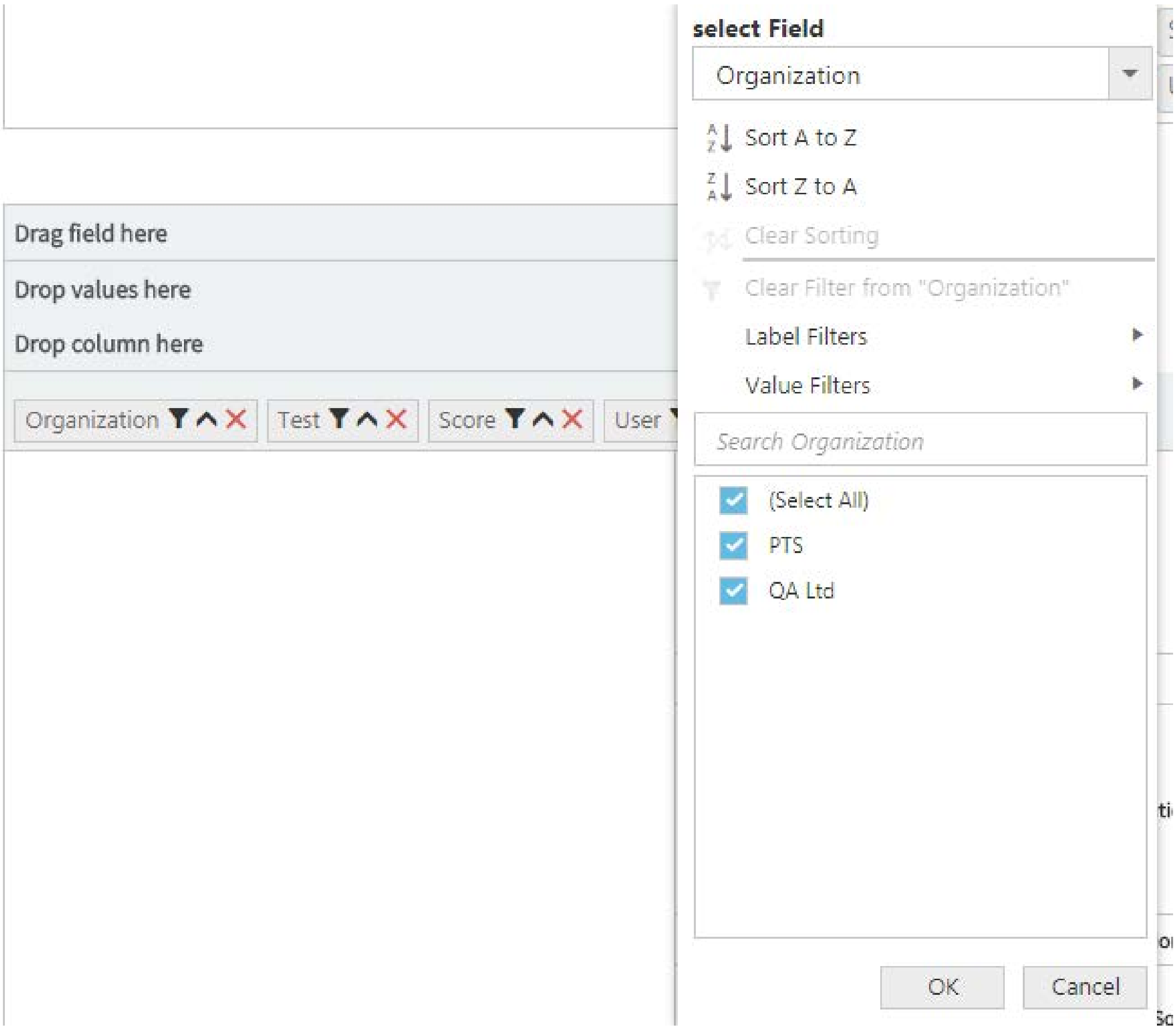


The data will display at the bottom of the page:



The **fields tabs** show some **icons** that allow you to **configure the report**:

- The **first one** allows you to **filter** the displayed data:



- The **second one** allows you to show the data in **ascending or descending order**.
- The **third one removes** the data related to that **field**.

The **Config button** 

(on the upper part of the screen) allows you to **configure the data** in the fields located in the **Value area**. For example, the report can show the sum of the scores or the average.

Note about billing reports:

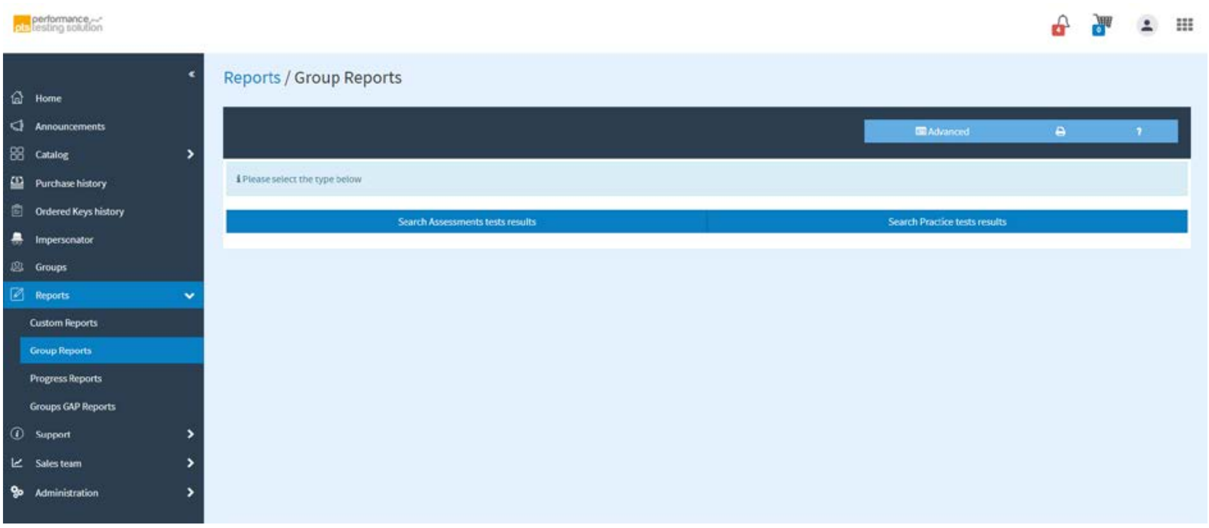
Billing reports work exactly as **custom reports**. They show the license details, generated keys, sales and license prices. Depending on the **type of license**, the **way keys are charged will differ**.

Groups reports

Students' progress can be monitored by using this report.

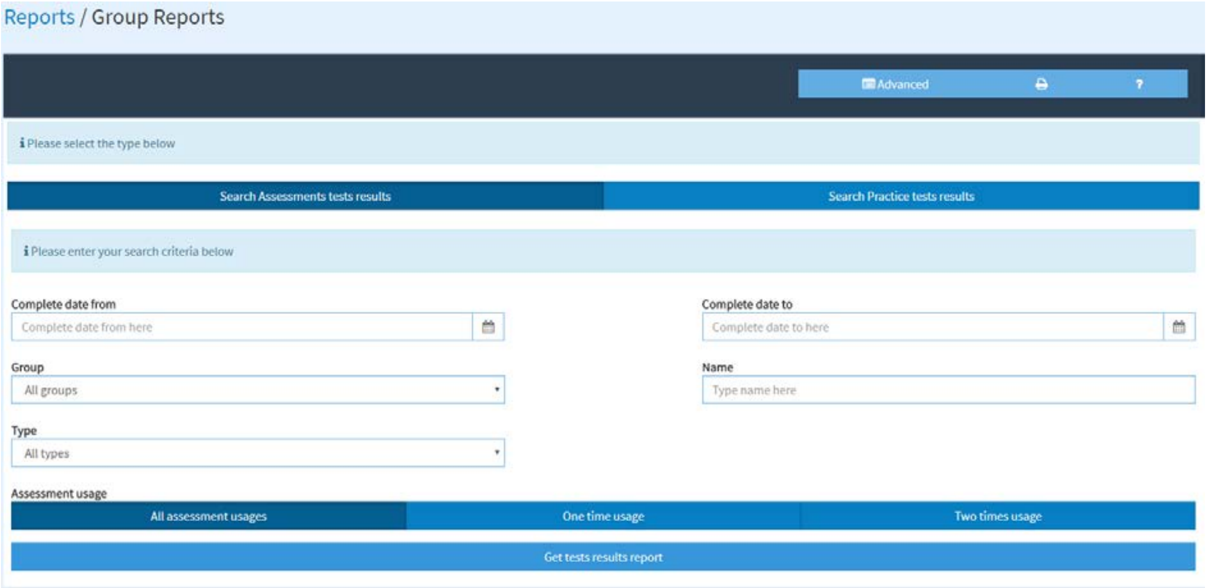
To **access** these reports:

1. Click **Reports** and then click **Group Reports**.



2. Choose between **Search Assessments test results** or **Search Practice Test Results**:

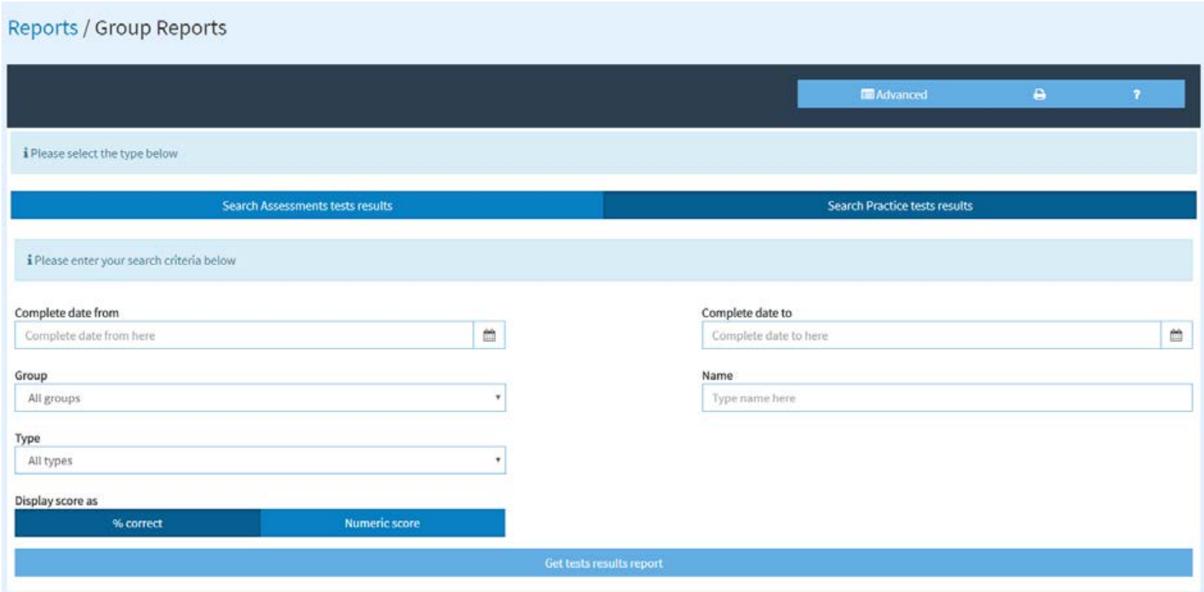
   a. Search Assessment test results



You can filter by:

Field	Description
Date	Shows assessments completed within the selected period.
Group	Displays results for all groups or select just for one group.
Name	Test name
Type	Type of test
Usage	Type of assessment usage

b. Search Practice test results

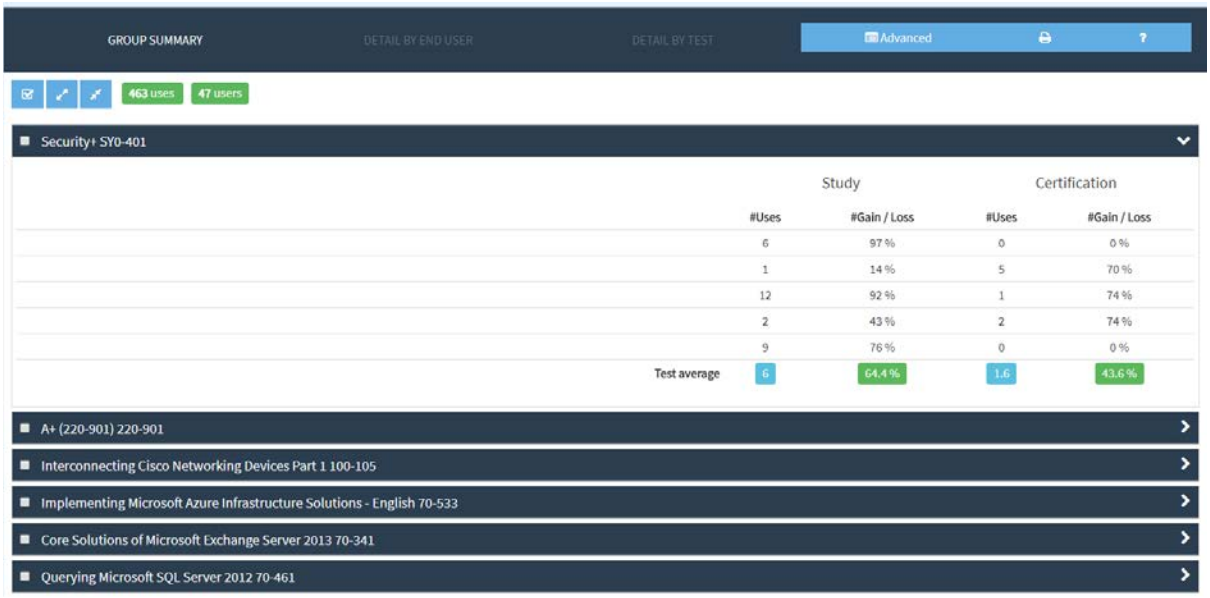


You can **filter by:**

Field	Description
Date	Shows practice tests completed within the selected period.
Group	Displays results for all groups or just for one group.
Name	Test name
Type	Type of test
Score display	Scores can be displayed as a percentage or a number.

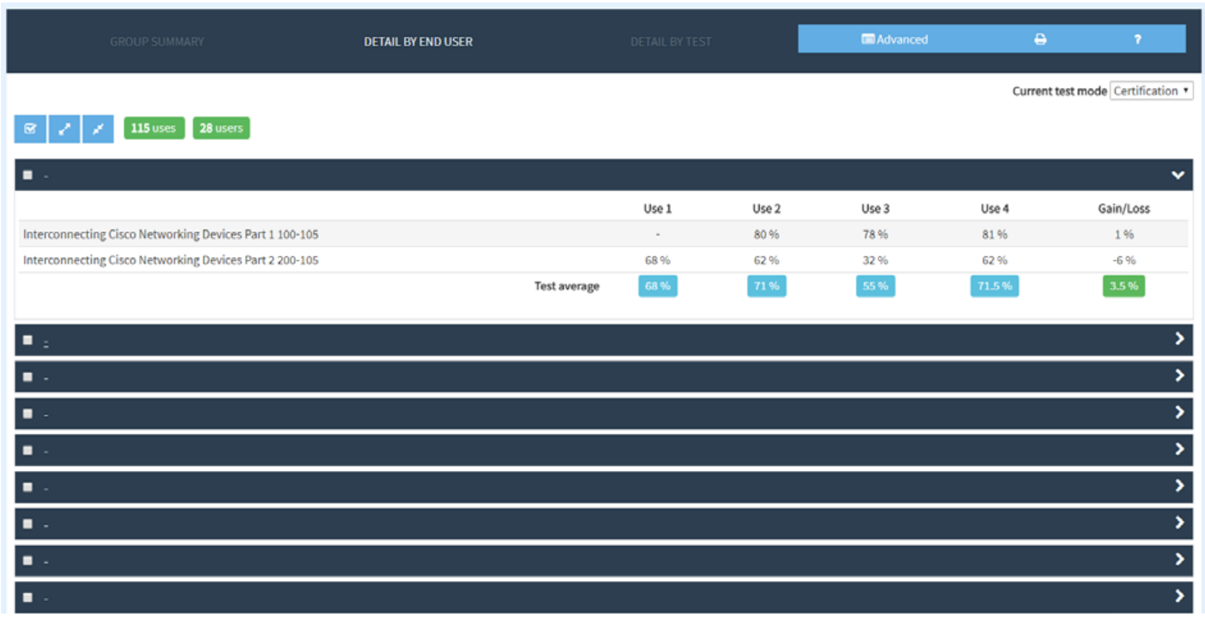
Once you have selected the desired options, click **Get tests results reports**.

Group Summary tab



It shows the list of users grouped by test. The results obtained in certification mode and practice mode by each user are displayed. Users can also see if there is a gain or loss in their progress. The green and blue boxes show the average score of all users.

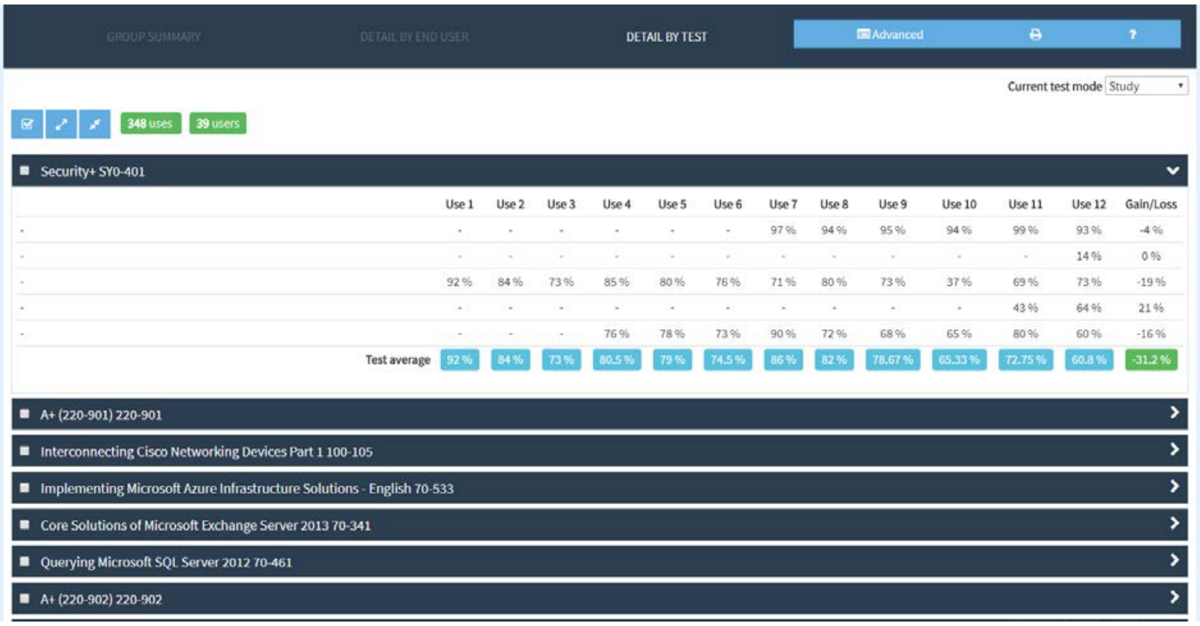
Detail by end user tab



Launched **tests are grouped by the user** who has launched that specific test. You can check the **results** obtained per **every attempt** (use) and if there is any **gain or loss** in the overall **progress**.

You can **switch between modes (study or certification mode)** by using the **drop-down menu** on the upper right side of the screen.

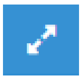
Detail by test tab



Users are grouped by test. If you **click** the **test name**, the **results obtained per each use** are displayed along with the **gain or loss of progress** between the first and the last use.

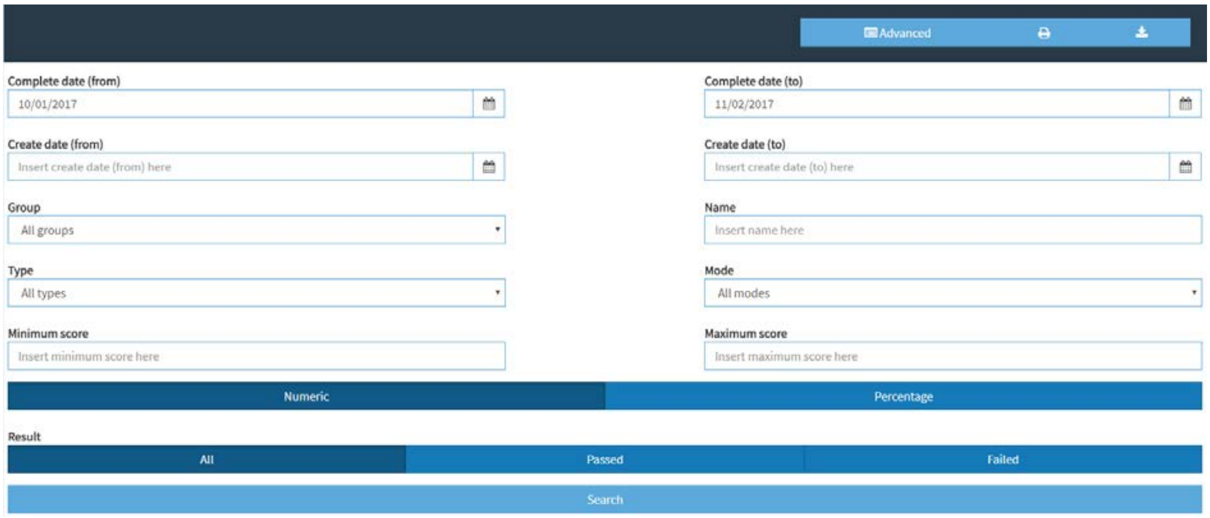
You can **switch between modes (study or certification)** by using the **drop-down menu** on the upper right side of the screen.

Icons functionality

	It allows you to **select** the test (Group Summary or Details by User) or the user (Details user) you want to print.
	Click here to **expand** the results.
	Click here to **collapse** the results.
2 uses	Number of **total uses**
2 users	Number of **total users**

Progress reports

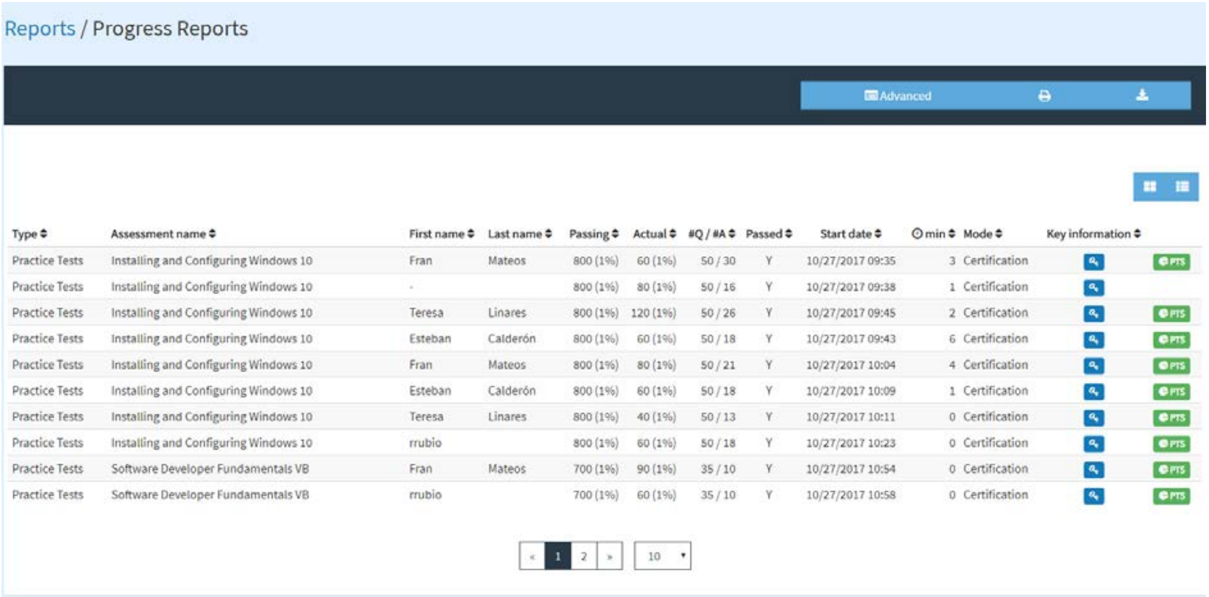
It displays **all tests launched by the users**.



The users can filter the results as follows:

Field	Description
Complete date	Enter the date range for when the assessment/test was completed.
Create date	Enter the date range for when the assessment/test was registered.
Group	Select a group or super group from the list.
Name	Test name
Type	Select a specific test type.
Mode	Select a specific test mode.
Score range	Enter the high and low ends of the score range. Choose whether to have the results displayed as a percentage or a numeric score.
Result	Select to display All exams, Passed exams, or Failed exams.

Click **Search** to get the results:



Reports / Progress Reports

Advanced

Type	Assessment name	First name	Last name	Passing	Actual	#Q / #A	Passed	Start date	min	Mode	Key information	
Practice Tests	Installing and Configuring Windows 10	Fran	Mateos	800 (1%)	60 (1%)	50 / 30	Y	10/27/2017 09:35	3	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	-		800 (1%)	80 (1%)	50 / 16	Y	10/27/2017 09:38	1	Certification		
Practice Tests	Installing and Configuring Windows 10	Teresa	Linares	800 (1%)	120 (1%)	50 / 26	Y	10/27/2017 09:45	2	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	Esteban	Calderón	800 (1%)	60 (1%)	50 / 18	Y	10/27/2017 09:43	6	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	Fran	Mateos	800 (1%)	80 (1%)	50 / 21	Y	10/27/2017 10:04	4	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	Esteban	Calderón	800 (1%)	60 (1%)	50 / 18	Y	10/27/2017 10:09	1	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	Teresa	Linares	800 (1%)	40 (1%)	50 / 13	Y	10/27/2017 10:11	0	Certification		PTS
Practice Tests	Installing and Configuring Windows 10	rrubio		800 (1%)	60 (1%)	50 / 18	Y	10/27/2017 10:23	0	Certification		PTS
Practice Tests	Software Developer Fundamentals VB	Fran	Mateos	700 (1%)	90 (1%)	35 / 10	Y	10/27/2017 10:54	0	Certification		PTS
Practice Tests	Software Developer Fundamentals VB	rrubio		700 (1%)	60 (1%)	35 / 10	Y	10/27/2017 10:58	0	Certification		PTS

« 1 2 » 10

You can change the **view mode** by clicking the icon.

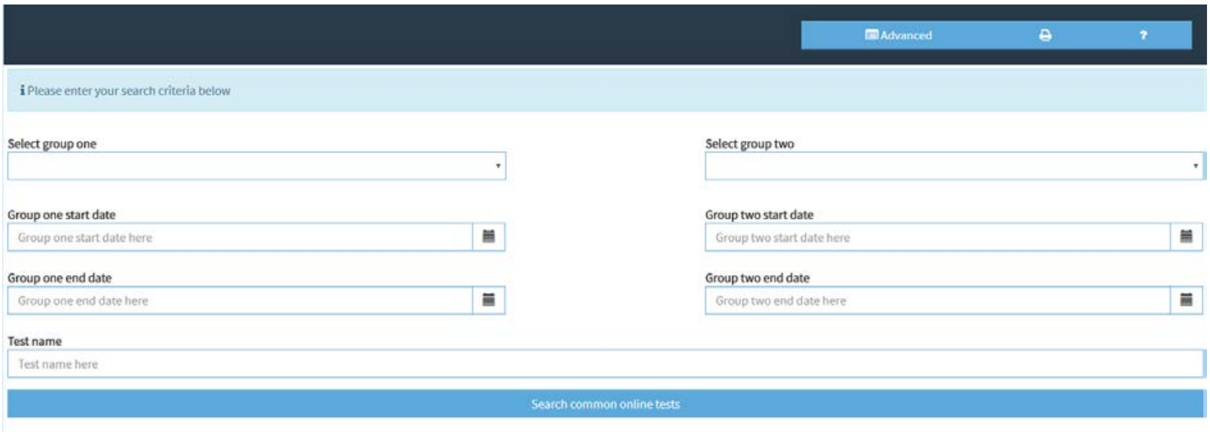
Click the icon to see the **details of the key** associated with the test.

To view a **test taker's score report**, click the PTS green button PTS.

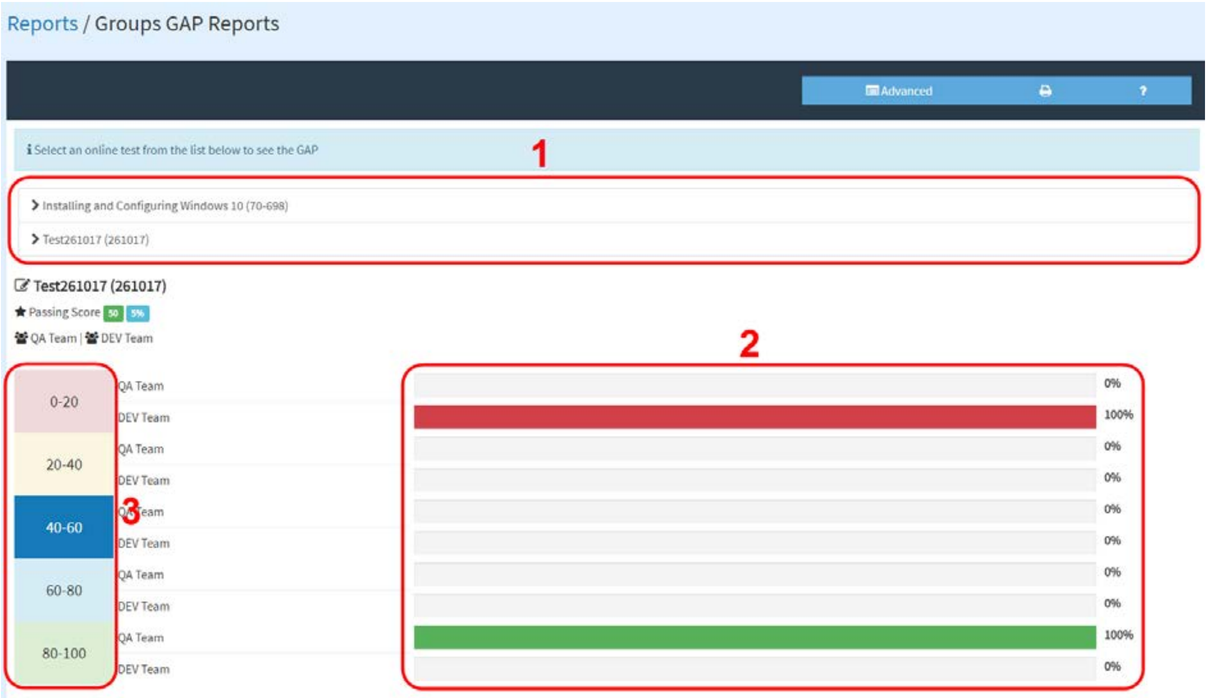
Group GAP reports

GAP Reports show the **difference in progress between two groups** (therefore, two groups that have done the same test are required).

You just need to enter the **group names** you would like to compare, along with the **start and end dates**. Then, you should click **Search common online tests**.



The following screen displays:



Here, you can select the **test** (1) you want to compare. You can see the **percentage** of each group (2) in each **score range** (3).