

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

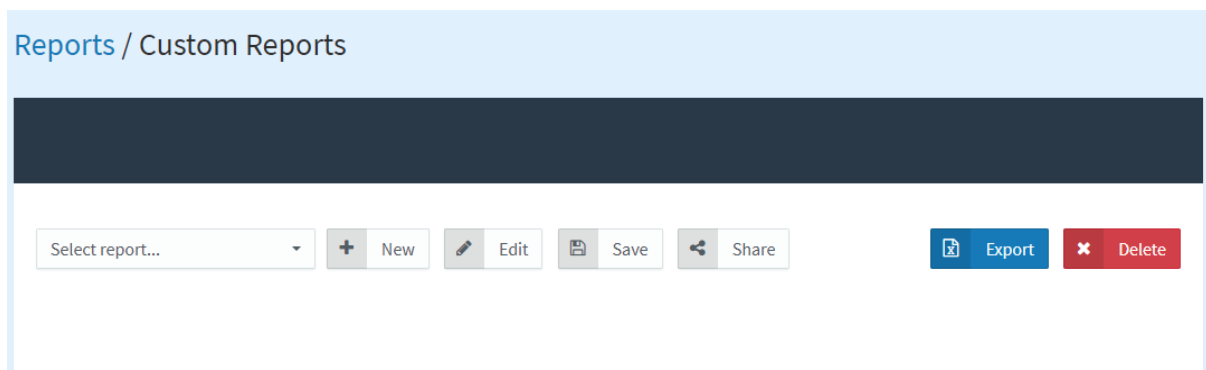
Custom reports allow users to create **customized reports**. This type of report works as a **dynamic table**, which allows users to sort and group data. There are predefined report templates which are used depending on the type of data that you need to work with. All tables can be modified according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

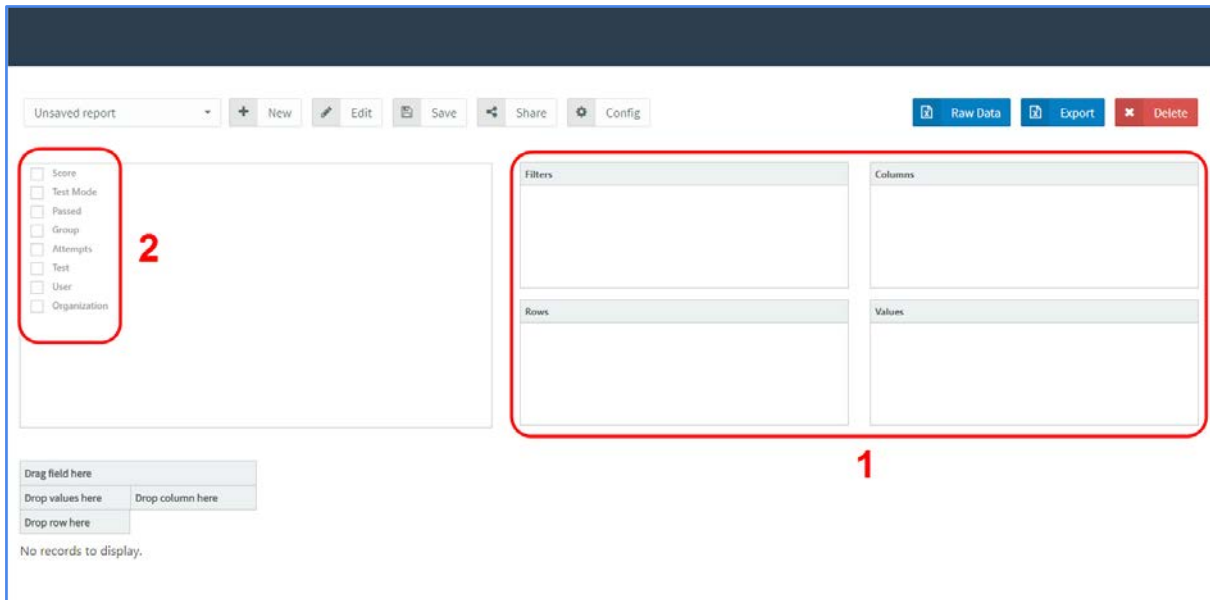
Click **New** to create a **new report**. The following screen displays:

The screenshot shows a 'New report' dialog box. On the left side, there is a vertical list of report types: 'Progress Summary' (highlighted in purple), 'Key PO Report', 'Billing B2C', 'Billing B2B', and 'Billing B2B Old'. To the right of this list, there are two date pickers: 'Initial Date' with the value '01/01/2017' and 'End Date' with the value '11/03/2017'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Accept'.

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

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

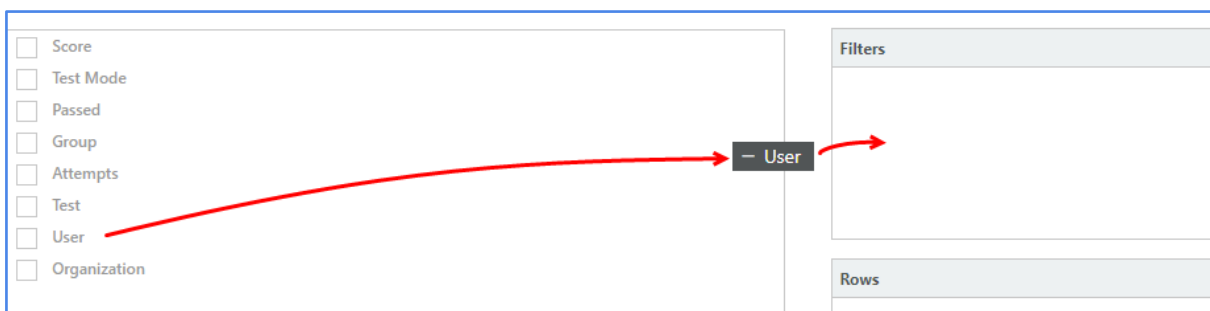
Select the range of **dates** that you want the report to cover. Then, click **Accept**. The following screen displays:



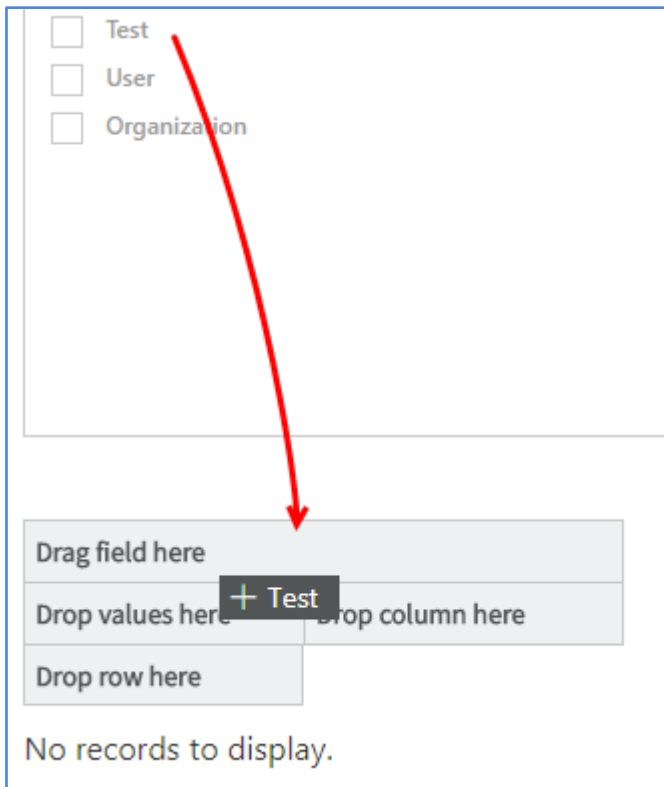
To **customize** your report, you can use these **four boxes (1)**, where you can **move the fields (2)**.

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

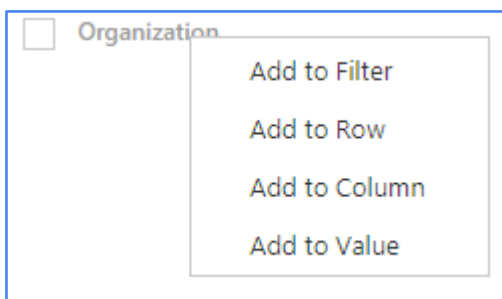
- You can click the **field**, and **drag and drop** it into the **box**:



- 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.

The screenshot shows a configuration interface with two main sections. On the left, there is a list of fields with checkboxes: 'Test' (unchecked), 'User' (unchecked), and 'Organization' (checked). On the right, there is a 'Rows' box containing the 'Organization' field, indicating it has been moved from the left list.

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 screenshot shows a 'Drop column here' box. Inside the box, the 'Organization' field is displayed with a 'field tab' that includes a red 'X' icon for removal. Below the field, the text 'PTS' and 'QA Ltd' is visible, representing data rows.

The data will display at the bottom of the page:

The screenshot shows the MeasureUp report configuration interface. At the top, there is a toolbar with options: Unsaved report, New, Edit, Save, Share, and Config. On the right, there are buttons for Export and Delete.

On the left, there is a list of filters to be included in the report:

- Partner ID
- Partner Name
- Partner Category
- JIG Number
- Product Name
- Keys
- Tests
- Rate Weight

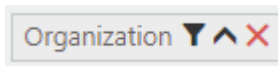
In the center, there are configuration panels for Filters, Rows, Columns, and Values:

- Filters:** Partner Category (All)
- Rows:** Tests
- Columns:** Rate Weight
- Values:** Partner ID

Below these panels, a data table is displayed. The table has columns for Partner ID, Rate Weight, and Grand Total. The data is summarized in the following table:

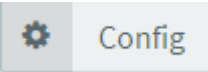
Partner ID	Rate Weight	Grand Total
1	7188	1882762
2		420902
3	5002	300900
4		361500
5	4890	388800
6	1	397072
7	4	308688
8		307960
9		120254
10	4648	326200
11	1	230300
12		260368
13		183798
14		127872

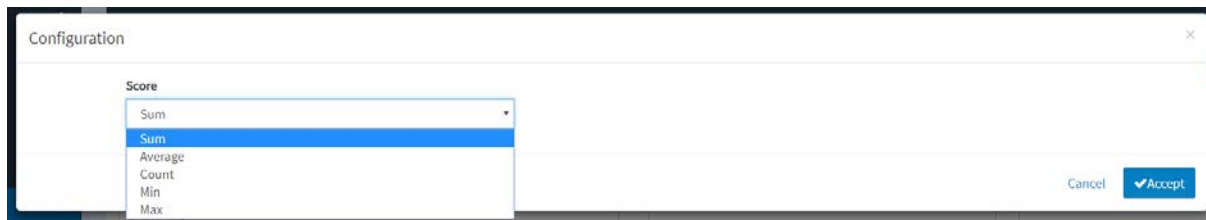
The **fields** tabs show some icons that allow you to configure the report:



- 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:

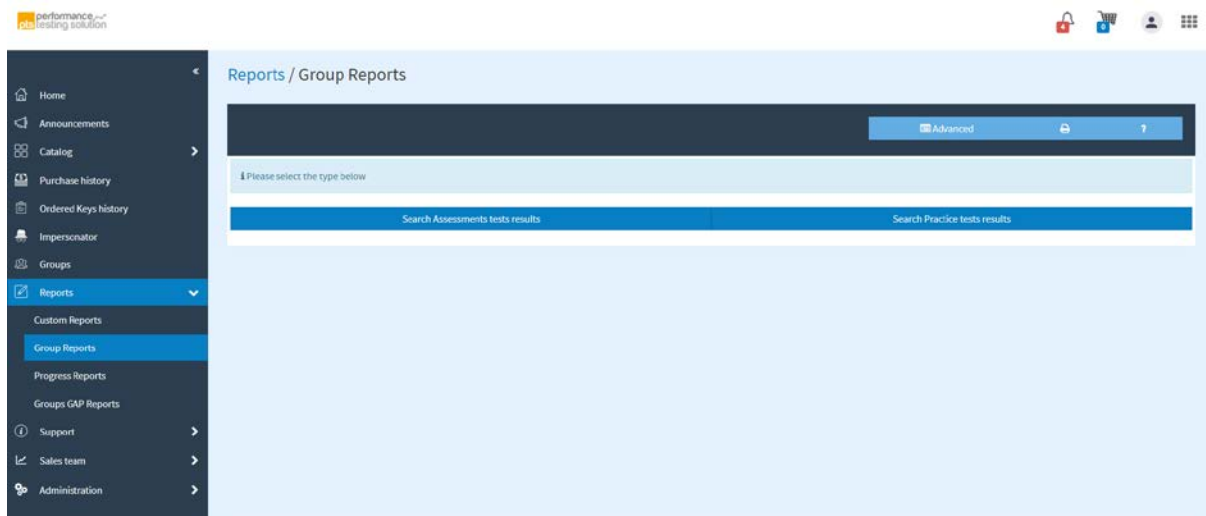
Billing reports work exactly as **custom reports**. They show the license details, generated keys, sales and license prices. Depending on the **type of license**, the **way keys are charged** will differ.

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

The screenshot shows the 'Reports / Group Reports' interface. At the top, there is a navigation bar with 'Advanced', a lock icon, and a help icon. Below this, a message says 'Please select the type below'. There are two tabs: 'Search Assessments tests results' (which is selected) and 'Search Practice tests results'. Another message says 'Please enter your search criteria below'. The search criteria include:

- Complete date from:** A date input field with a calendar icon.
- Complete date to:** A date input field with a calendar icon.
- Group:** A dropdown menu currently set to 'All groups'.
- Name:** A text input field with the placeholder 'Type name here'.
- Type:** A dropdown menu currently set to 'All types'.
- Assessment usage:** Three radio buttons: 'All assessment usages' (selected), 'One time usage', and 'Two times usage'.

 At the bottom, there is a 'Get tests results report' button.

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

The screenshot shows the 'Reports / Group Reports' interface. At the top, there are tabs for 'Search Assessments tests results' and 'Search Practice tests results', with the latter being selected. Below the tabs, there are several filter fields: 'Complete date from' and 'Complete date to' (both with calendar icons), 'Group' (a dropdown menu set to 'All groups'), 'Name' (a text input field with the placeholder 'Type name here'), 'Type' (a dropdown menu set to 'All types'), and 'Display score as' (radio buttons for '% correct' and 'Numeric score', with 'Numeric score' selected). At the bottom of the filter section is a button labeled 'Get tests results report'.

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

The screenshot shows the 'GROUP SUMMARY' tab in the MeasureUp interface. At the top, there are navigation options: 'GROUP SUMMARY', 'DETAIL BY END USER', and 'DETAIL BY TEST'. A blue bar contains 'Advanced', a printer icon, and a help icon. Below this, there are statistics: '463 uses' and '47 users'. The main content is a table for the test 'Security+ SY0-401'. The table has columns for '#Uses' and '#Gain / Loss' under 'Study' and 'Certification' modes. A 'Test average' row is highlighted with a blue box for the average number of uses (6) and a green box for the average gain/loss percentage (64.4%). Below the table, there is a list of other tests with expandable arrows.

	Study		Certification	
	#Uses	#Gain / Loss	#Uses	#Gain / Loss
	6	97 %	0	0 %
	1	14 %	5	70 %
	12	92 %	1	74 %
	2	43 %	2	74 %
	9	76 %	0	0 %
Test average	6	64.4 %	1.6	43.6 %

- A+ (220-901) 220-901
- Interconnecting Cisco Networking Devices Part 1 100-105
- Implementing Microsoft Azure Infrastructure Solutions - English 70-533
- Core Solutions of Microsoft Exchange Server 2013 70-341
- Querying Microsoft SQL Server 2012 70-461

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

	Use 1	Use 2	Use 3	Use 4	Gain/Loss
Interconnecting Cisco Networking Devices Part 1 100-105	-	80 %	78 %	81 %	1 %
Interconnecting Cisco Networking Devices Part 2 200-105	68 %	62 %	32 %	62 %	-6 %
Test average	68 %	71 %	55 %	71.5 %	3.5 %

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.

Current test mode

Detail by test tab





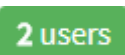
	Use 1	Use 2	Use 3	Use 4	Use 5	Use 6	Use 7	Use 8	Use 9	Use 10	Use 11	Use 12	Gain/Loss
-	-	-	-	-	-	-	97%	94%	95%	94%	99%	93%	-4%
-	-	-	-	-	-	-	-	-	-	-	-	14%	0%
-	92%	84%	73%	85%	80%	76%	71%	80%	73%	37%	69%	73%	-19%
-	-	-	-	-	-	-	-	-	-	-	43%	64%	21%
-	-	-	-	76%	78%	73%	90%	72%	68%	65%	80%	60%	-16%
Test average	92%	84%	73%	80.5%	79%	74.5%	86%	82%	78.07%	65.33%	72.75%	60.8%	-31.2%

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.

Current test mode

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.
	Number of total uses
	Number of total users

Progress reports

It displays all tests launched by the users.

Advanced
🔄
📄

<p>Complete date (from) <input type="text" value="10/01/2017"/> 📅</p> <p>Create date (from) <input type="text" value="Insert create date (from) here"/> 📅</p> <p>Group <input type="text" value="All groups"/> ▾</p> <p>Type <input type="text" value="All types"/> ▾</p> <p>Minimum score <input type="text" value="Insert minimum score here"/></p>	<p>Complete date (to) <input type="text" value="11/02/2017"/> 📅</p> <p>Create date (to) <input type="text" value="Insert create date (to) here"/> 📅</p> <p>Name <input type="text" value="Insert name here"/></p> <p>Mode <input type="text" value="All modes"/> ▾</p> <p>Maximum score <input type="text" value="Insert maximum score here"/></p>
Numeric Percentage	
All Passed Failed	
Search	

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	PTS
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	r rubio		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	r rubio		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.

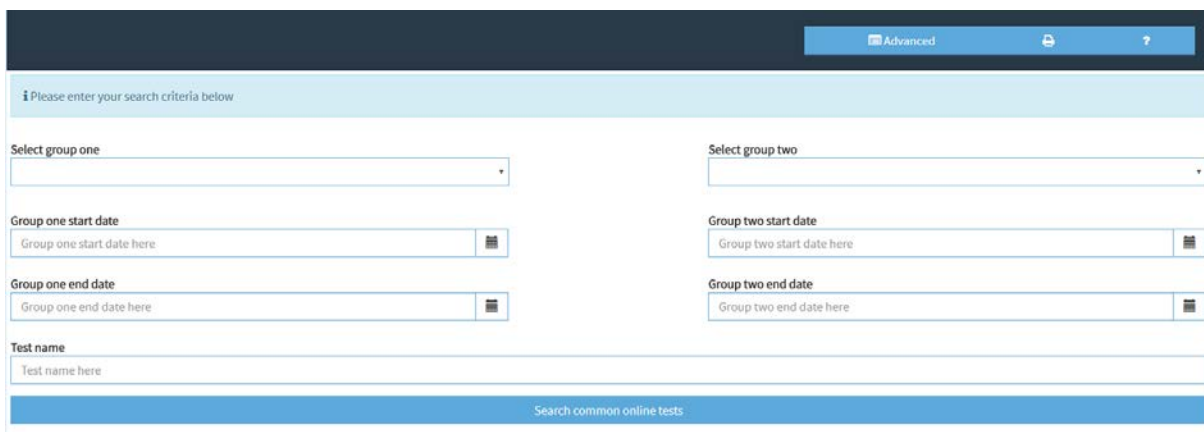
Click the  icon to see the **details of the key** associated with the test.

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

Group GAP reports

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

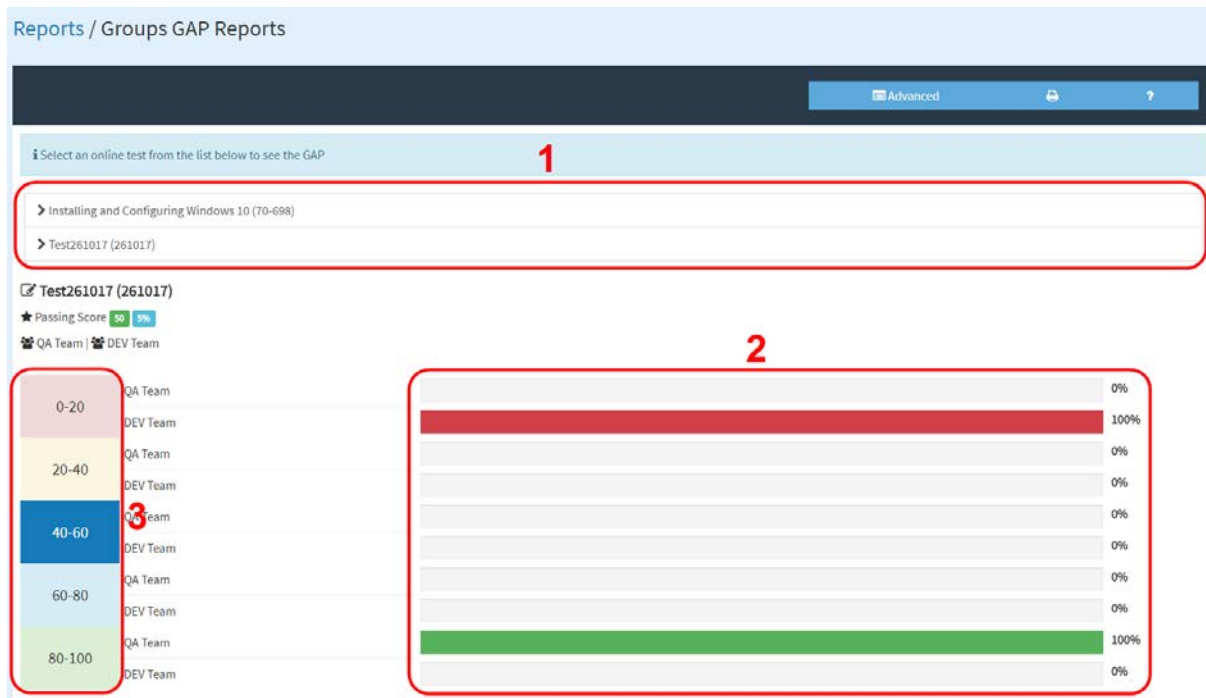
You just need to enter the **group names** you would like to compare, along with the **start and end dates**. Then, you should click **Search common online tests**.



The screenshot shows a search interface with the following elements:

- Advanced Search:** A dark blue header bar with "Advanced", a lock icon, and a help icon.
- Search Prompt:** A light blue bar with the text "Please enter your search criteria below".
- Group Selection:** Two dropdown menus labeled "Select group one" and "Select group two".
- Start Dates:** Two date pickers labeled "Group one start date" and "Group two start date".
- End Dates:** Two date pickers labeled "Group one end date" and "Group two end date".
- Test Name:** A text input field labeled "Test name".
- Search Button:** A blue button at the bottom labeled "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).