



All Results Report

Version 1.0

Reports

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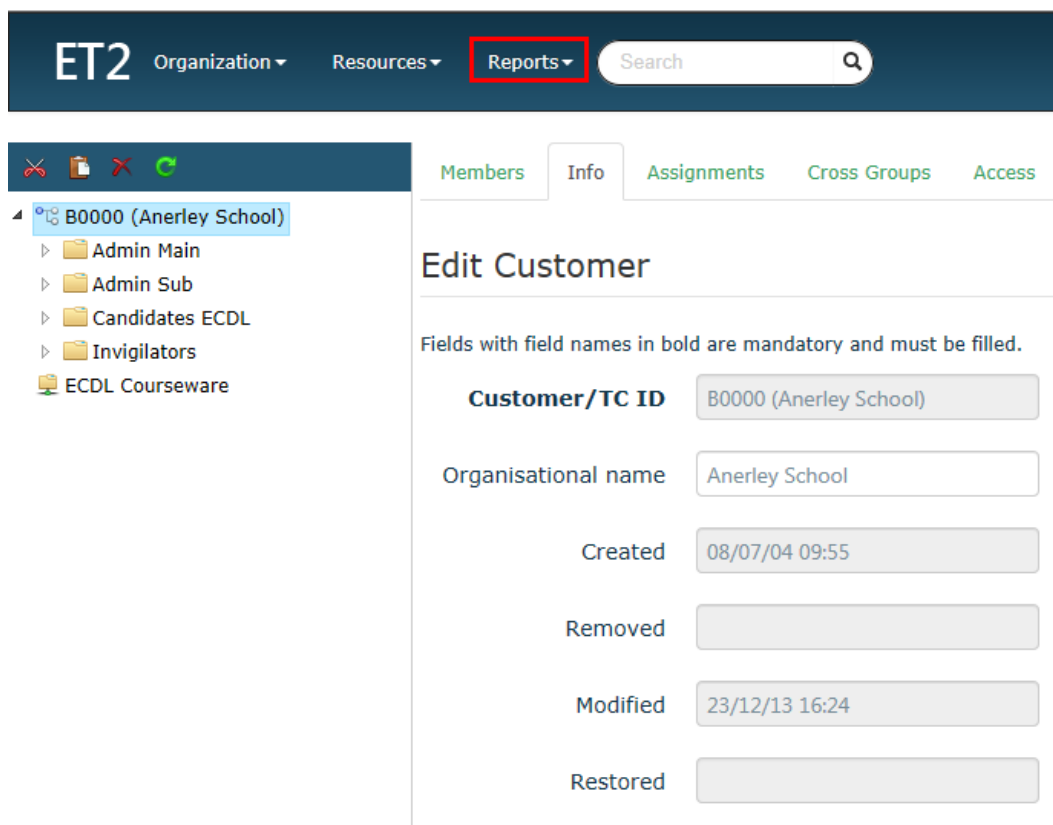
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All Results Report

The All Results report is the most commonly used report. It is used for auditing purposes as it is the only report that records the Invigilator. The report shows all users that have taken a test for a particular Test Centre for a specific time frame. It provides user information such as User ID, Name, Date of Birth and details of the results including date, duration and status.

Creating the Report

In order to use the All Results Report, the Test Centre must first be selected from the tree structure, in this case B0000 (Anerley School), as shown below.



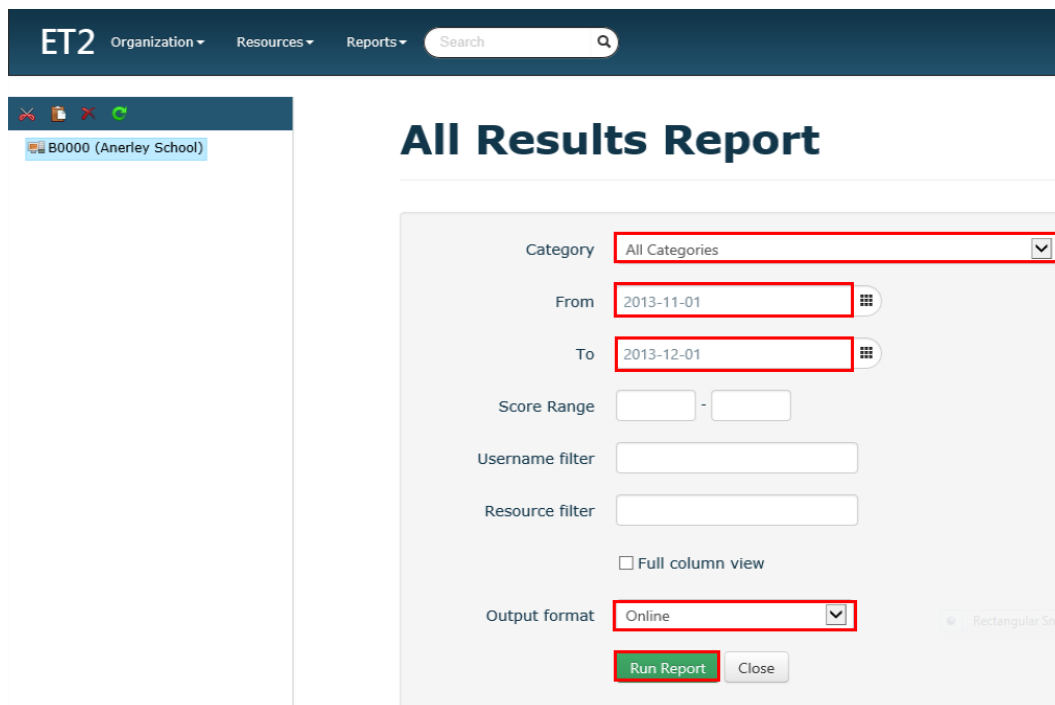
The screenshot shows the ET2 system interface. At the top, there is a navigation bar with 'ET2' and dropdown menus for 'Organization', 'Resources', and 'Reports'. The 'Reports' menu is highlighted with a red box. Below the navigation bar, there is a search bar. On the left side, there is a tree structure of folders, with 'B0000 (Anerley School)' selected and highlighted in blue. The tree structure includes folders for 'Admin Main', 'Admin Sub', 'Candidates ECDL', 'Invigilators', and 'ECDL Courseware'. On the right side, there is a form titled 'Edit Customer' with tabs for 'Members', 'Info', 'Assignments', 'Cross Groups', and 'Access'. The 'Info' tab is active. The form contains several fields: 'Customer/TC ID' (B0000 (Anerley School)), 'Organisational name' (Anerley School), 'Created' (08/07/04 09:55), 'Removed', 'Modified' (23/12/13 16:24), and 'Restored'. A note above the form states: 'Fields with field names in bold are mandatory and must be filled.'

Once the **folder is highlighted**, the report can be accessed using the following steps:

- Select the **Report** drop down
- Select **All Results Report**

Search Parameters

The list of search parameters are shown as seen below:



The parameters highlighted in red above are the commonly filtered parameters. However, complete all parameters as required.

- Select the **Category** drop down and narrow down the Category required if necessary
- Click in the **From** field and enter the date in the format DD/MM/YY for the start date filter (or use the calendar icon to choose a date (use the arrows to move between months)
- Click in the **To** field and enter the date in the format DD/MM/YY for the end date filter (or use the calendar icon to choose a date (use the arrows to move between months)
- Enter the **Score** range if required. It will automatically show all scores but you may want to narrow it down, for example 0-50
- Enter the **Username** filter if you want to search on a particular user
- Enter the **Resource** if you want to filter on a particular resource
- Click the **Full column view** tick box if you wish to see all columns related to user and result information, otherwise it will show a summary
- Select the **Output** format drop down if you wish to select the alternative output of csv file

Once all parameters have been chosen, select **Run Report**.

Report Results

The results will appear in the format you specified in the filters.

Report Output


The results of the report can be reviewed online, printed or output to csv.

Reviewing online

- The reports will show online by **default**
- The online display can be changed to view different columns by using the **Full Column View** tick box in the Search parameters

Printing the Report

Once the results are available online there is a **Print** button that is displayed.

-  If there are a lot of results and a scroll bar is shown. The print button will appear at the end of the results page so use the scroll down facility to access it

Output Report to csv

The report can be output to csv by choosing the report parameter csv under the **Output** field. Once the report is run a message will appear for the csv file to be saved. Once you have saved the file it will be available for you outside of the system.