



# Results Report

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Version 1.0

**Reports**

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# Results Report

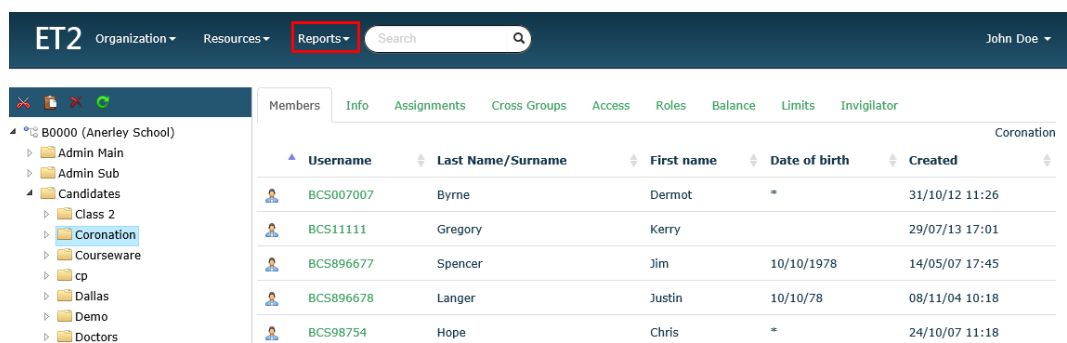
The Results report is a basic results report. The report shows a list of all results of users that belong to the selected folder. It provides user information such as User Name and Full Name as well as assessment information including duration, score and status.

## Creating the Report

In order to use the Results Report, you must first find the appropriate member group that the results report will be based upon. In the example below, the member group 'Coronation' has been chosen.



Please note that unlike the All Results report this report does not need to be run at Test Centre level.



The screenshot shows the ET2 interface with the 'Reports' dropdown menu open. The 'Coronation' folder is selected in the left-hand navigation pane. The main area displays a table of members for the 'Coronation' group.

Username	Last Name/Surname	First name	Date of birth	Created
BCS007007	Byrne	Dermot	*	31/10/12 11:26
BCS11111	Gregory	Kerry		29/07/13 17:01
BCS896677	Spencer	Jim	10/10/1978	14/05/07 17:45
BCS896678	Langer	Justin	10/10/78	08/11/04 10:18
BCS98754	Hope	Chris	*	24/10/07 11:18

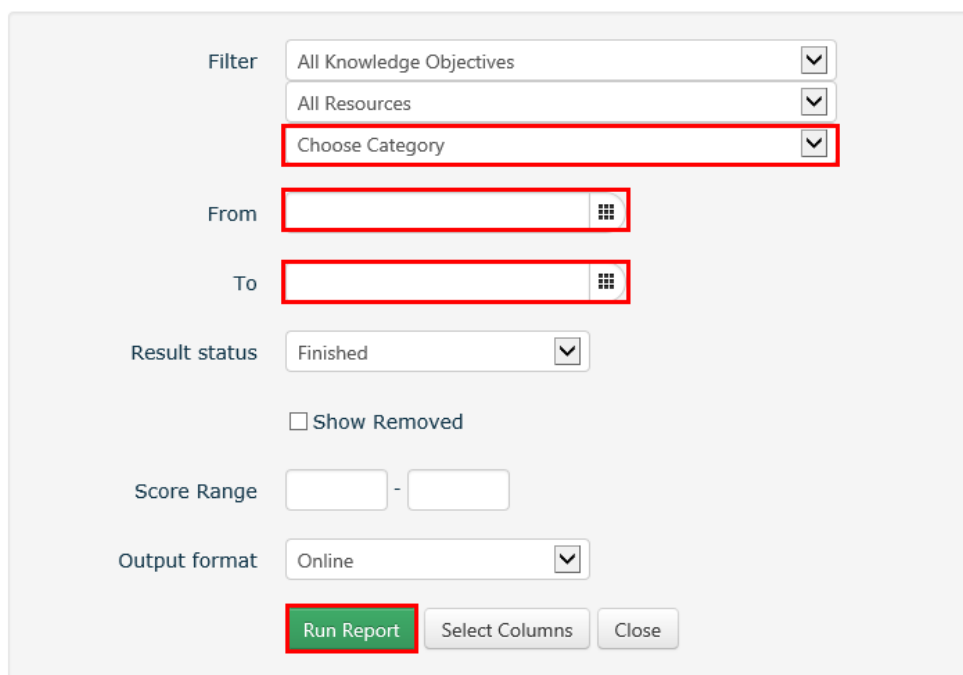
Once the **folder is highlighted**, the report can be accessed using the following steps:

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

## Search Parameters

The list of search parameters are shown as seen below:

# Result Report Online test results



The screenshot shows a search parameter form with the following elements:

- Filter:** Three dropdown menus. The first is set to "All Knowledge Objectives", the second to "All Resources", and the third is "Choose Category". The "Choose Category" dropdown is highlighted with a red box.
- From:** A date input field with a calendar icon, highlighted with a red box.
- To:** A date input field with a calendar icon, highlighted with a red box.
- Result status:** A dropdown menu set to "Finished".
- Show Removed:** An unchecked checkbox.
- Score Range:** Two input fields separated by a hyphen.
- Output format:** A dropdown menu set to "Online".
- Buttons:** "Run Report" (highlighted in red), "Select Columns", and "Close".

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

- Select the **All Knowledge Objectives** drop down and narrow down the Knowledge Objectives if required
- Select the **All Resources** drop down and narrow down the Resources if required
- Select the **Choose Category** drop down and narrow down the Category
- Click in the **From** field and enter the date in the format DD/MM/YY for the start date filter or select the calendar icon and select the 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 (use the arrows to move between months)
- Select the **Results Status** drop down and narrow down the Status from Review, Unfinished or Finished
- Select the **Show Removed** tick box if you wish to include any results for users that have been removed from the system
- Enter the **Score** range if required. It will automatically show all scores but you may want to narrow it down, for example 0-50
- Select the **Output** format drop down if you wish to select the alternative output of txt or xls file (this is covered in the Report Output section below)

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** as shown below

**Result Report** ×

Total		8	Passed		2			
average		23	Failed		6			
Median		5.0						
Username	First name	Last Name/Surname	Resource	Date	Duration	Score	Status	Restarts
 BCS007007	Dermot	Byrne	EnlightKS ECDL 5.0 - M5 Access 2010 - Cert. Eng	21/02/13 17:31	2	5%	Failed	0
 BCS007007	Dermot	Byrne	EnlightKS ECDL 5.0 - M1 IT Security - Cert. UK-Eng	12/06/13 17:09	9	86%	Passed	0
 BCS007007	Dermot	Byrne	EnlightKS ECDL 5.0 - M3 Word 2010 - Cert. Eng	22/07/13 11:52	4	5%	Failed	1
 BCS11111	Kerry	Gregory	EnlightKS ECDL 5.0 - M3 Word 2007 - Cert. Eng	02/09/13 16:37	2	2%	Failed	0
 BCS11111	Kerry	Gregory	EnlightKS ECDL 5.0 - M3 Word 2007 - Cert. Eng	06/09/13 11:08	3	2%	Failed	0
 BCS896677	Jim	Spencer	EnlightKS ECDL 4.5 - M7 Internet Explorer 6/Outlook 2003 - Cert. Eng	17/11/08 09:38	25	80%	Passed	0
 BCS896677	Jim	Spencer	EnlightKS ECDL 4.5 - M1 Basic IT - Cert. Eng	11/01/10 14:03	2	5%	Failed	0
 BCS896677	Jim	Spencer	EnlightKS ECDL 5.0 - M7 Internet Explorer 8/Outlook 2007 - Cert. Eng	06/04/10 09:43	2	5%	Failed	0

## Printing the Report

Once the results are available online there is a **Print** button that is available, as shown on the bottom left of the image above.

-  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 txt or xls

The report can be output to either txt or excel by choosing the report parameter csv under the **Output** field, as shown in the Search Parameters section above.

- Click the **Output** drop down
- Select **CSV**
- Choose any other search parameters required
- Select **Run Report**

Once the report is run, a message will automatically appear for a txt file to be opened or saved, as shown below. Either open the txt file or save the file so it will be available for you outside of the system.



- Select **Open** and the txt file will be viewed on screen
- Or select **Save** and a message will appear to let you know the document has been downloaded for future reference in your download folder. If you wish to view it now select the **View Download** button.

If you require an excel format, again choose the report parameter csv under the **Output** field.

- Click the **Output** drop down
- Select **CSV**
- Choose any other search parameters required
- Select **Run Report**

Once the report is run, this time, you should select to save the file as an excel file.

- Select the **Save** drop down arrow
- Select the **Save As** option.
- Rename the file name to end in a **.xls** rather than a **.txt**.
- Select **Save** and then the file will be available for you outside of the system as an excel file.
- The message will appear to confirm the completed download and the message can then be closed. You will then be returned back to the Parameters screen, ready to run another report.

### Changing the display

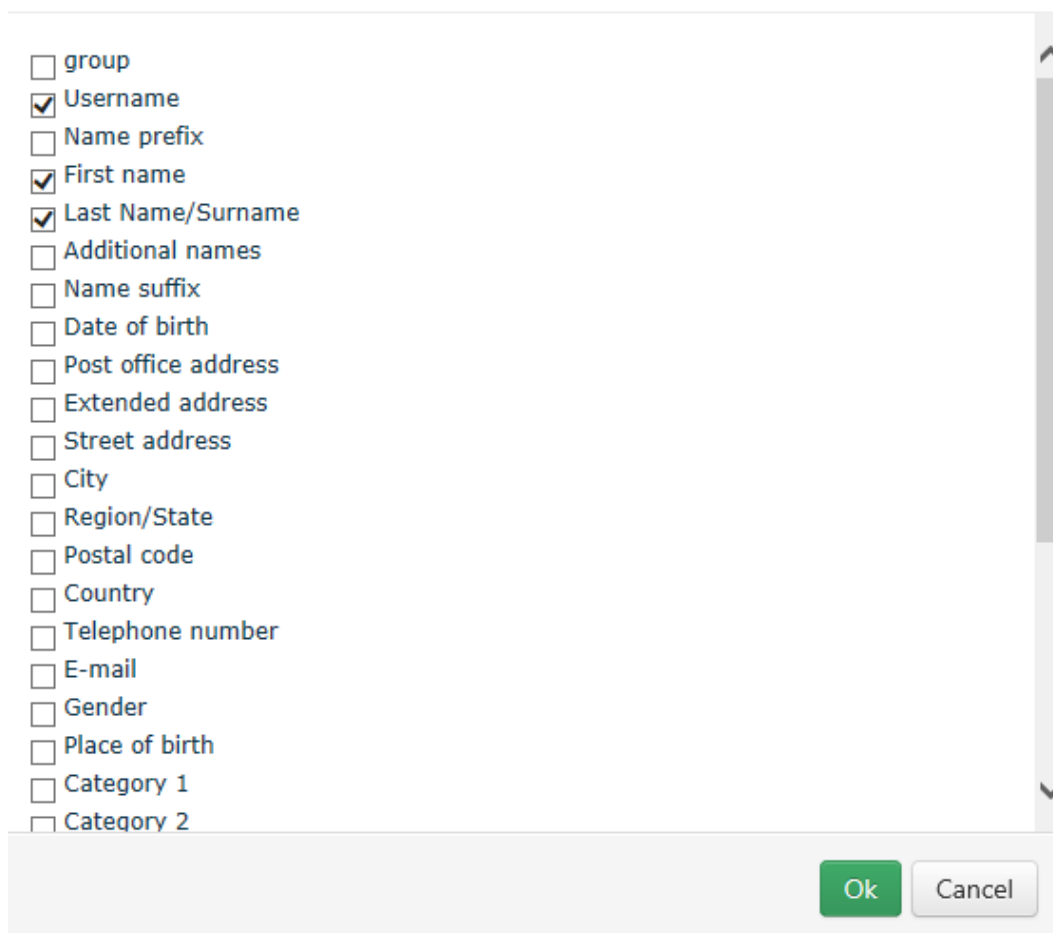
The online display can be changed to view different columns by using the **Select Columns** button in the Search Parameters section.



- Click the **Select Columns** button

A list of all available fields are displayed, as shown below.

## Select Columns



- group
- Username
- Name prefix
- First name
- Last Name/Surname
- Additional names
- Name suffix
- Date of birth
- Post office address
- Extended address
- Street address
- City
- Region/State
- Postal code
- Country
- Telephone number
- E-mail
- Gender
- Place of birth
- Category 1
- Category 2

Ok Cancel

- Use the tick boxes to select and deselect the relevant fields.  
Use the scroll down arrows to view and choose from more fields.
- Once the appropriate selections have been made, Click the **OK** button

Any reports run from now on will be displayed with the fields chosen.