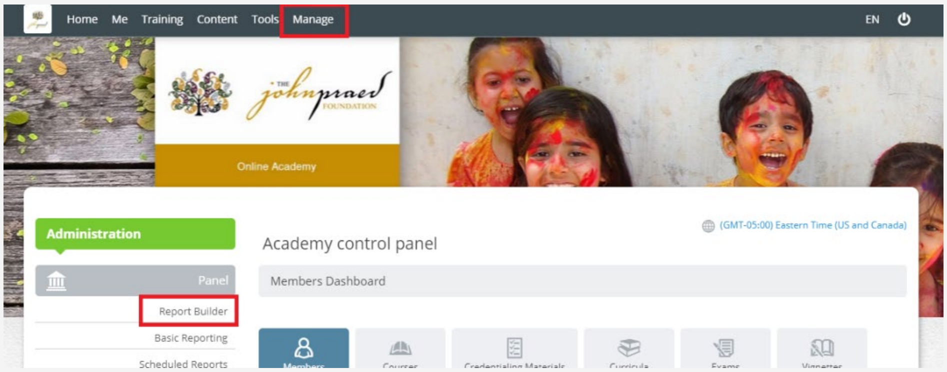
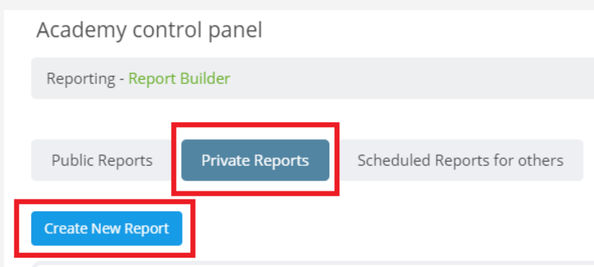
Navigating the Report Area

Basics for navigating to the report area:

1. Click on '***manage'*** in the top toolbar.
2. Click on '***report builder'*** under panel on the left.

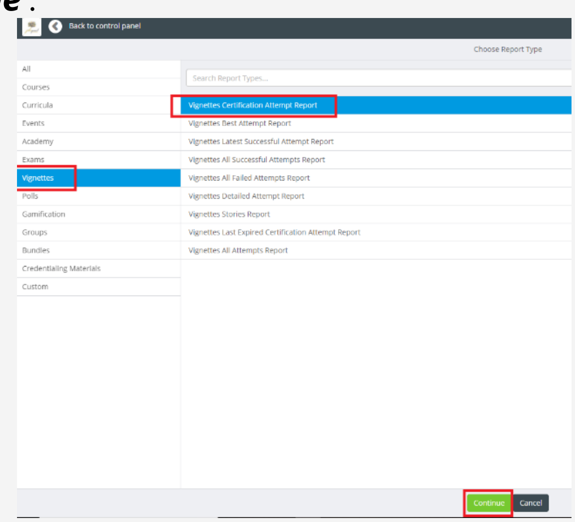


3. Click on '***private reports***' and 'create new report'.

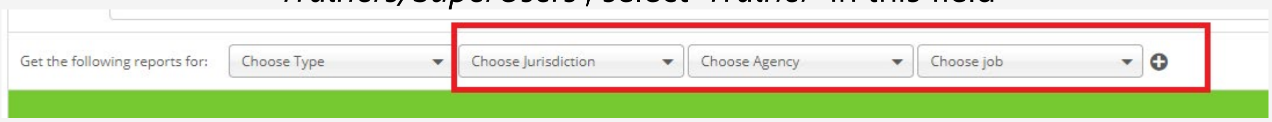


Creating a report showing who is certified:

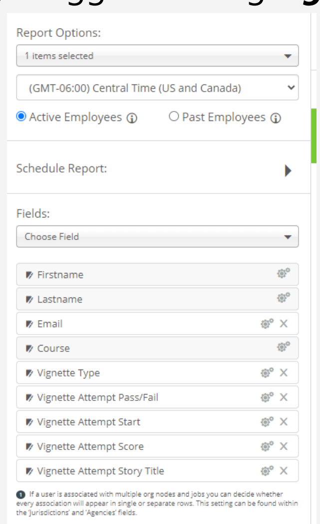
1. Click on '***vignettes***' in the menu on the left.
2. Click on '***vignettes certification attempt report'*** and click '***continue***'.



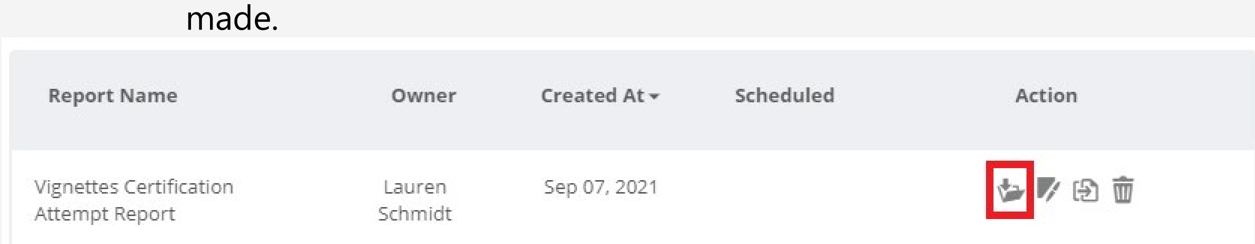
3. At the top – select your parameters. One of the 3 fields must be selected for the report to generate.
    a. '***Choose Jurisdiction'*** – note: this may be pre-selected if your admin access is for a specific regional area
    b. '***Choose Agency***' – note: this may be pre-selected if your admin access is for a specific agency
    c. '***Choose Job'*** – if you want a report that shows only data from '*Trainers/SuperUsers*', select '*Trainer*' in this field



4. On the left – select your parameters:
    d. Select which course(s) you'd like a report for.
    e. Select whether or not you want to schedule the report to come to your email at a regular frequency
    f. Add/remove any fields you would like to add/be left out of your report
        i. I always suggest adding '***agencies***' under '***choose field***'.

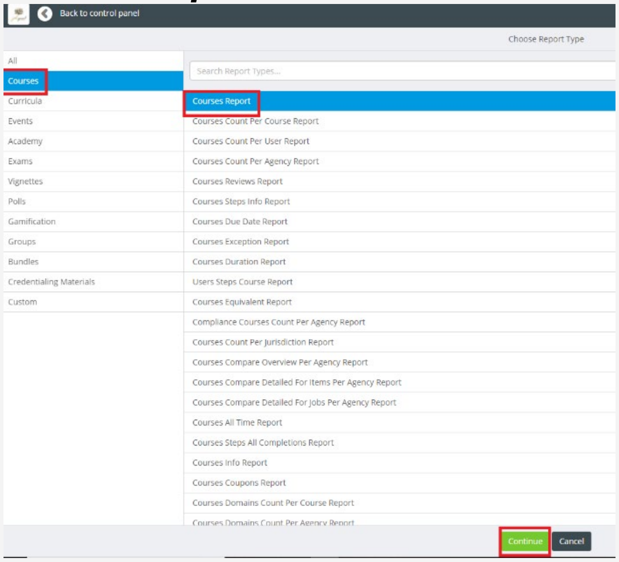


5. Click '***save***' in the top right-hand corner.
6. If you need the report on demand – click the '***download***' button under the private reports' area next to the report you just made.

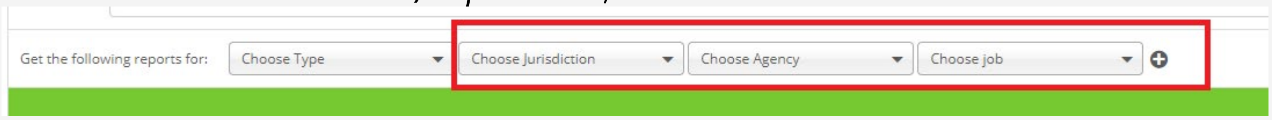


Creating a report to see who is enrolled in a course:

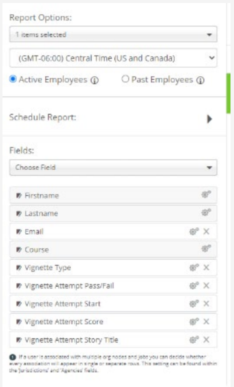
1. Click on '***courses***' in the menu on the left.
2. Click on '***courses report***' and click '***continue***'.



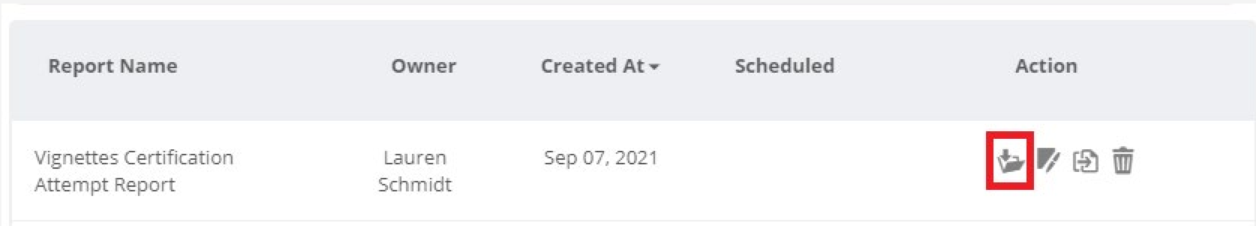
3. At the top – select your parameters. One of the 3 fields must be selected for the report to generate.
   a. '***Choose Jurisdiction***' – note: this may be pre-selected if your admin access is for a specific regional area.
   b. '***Choose Agency***' – note: this may be pre-selected if your admin access is for a specific.
   c. '***Choose Job***' – if you want a report that shows only data from '*Trainers/SuperUsers*', select '*Trainer*' in this field.



4. On the left - select your parameters
   a. Select which course(s) you'd like a report for.
   b. Select whether or not you want to schedule the report to come to your email.
   c. Under '***choose field***', add/remove the fields you want/do not want in your report. I always suggest adding the following to this type of report:
      i. '***Agencies***'
      ii. '***Certificate Expiration***'

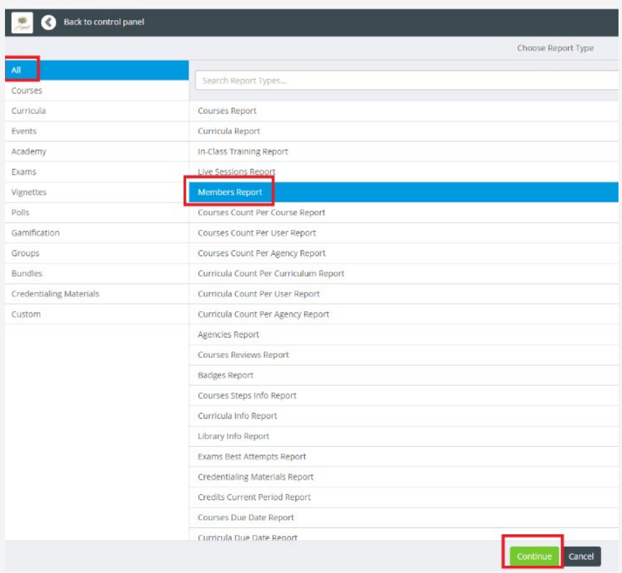


5. Click '***save***' in the top right-hand corner.
    a. If you need the report on demand – click the '***download***' button under the private reports' area next to the report you just made.

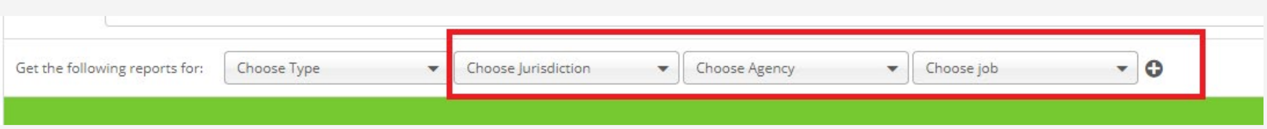


Creating a report to see who is a member of your jurisdiction:

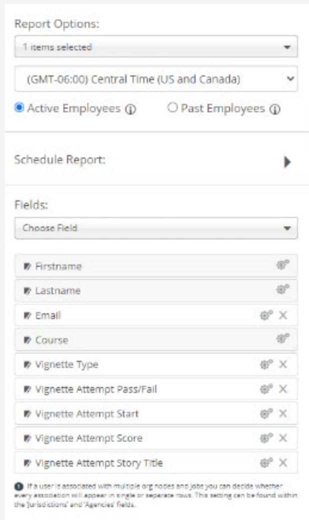
1. Click on '**all**' in the menu on the left.
2. Click on '***members report***' and click '***continue***'.



3. At the top, select your parameters. One of the 3 fields must be selected for the report to generate.
    a. '***Choose Jurisdiction***' – note: this may be pre-selected if your admin access is for a specific regional area.
    b. '***Choose Agency***' – note: this may be pre-selected if your admin access is for a specific.
    c. '***Choose Job***' – if you want a report that shows only data from '*Trainers/SuperUsers*', select '*Trainer*' in this field.



4. On the left – select your parameters:
    a. Select which course(s) you'd like a report for.
    b. Select whether or not you want to schedule the report to come to your email.
    c. Under '***choose field***', add/remove the fields you want/do not want in your report.
        - I always suggest adding the following to this type of report:
            - '***Agencies***'

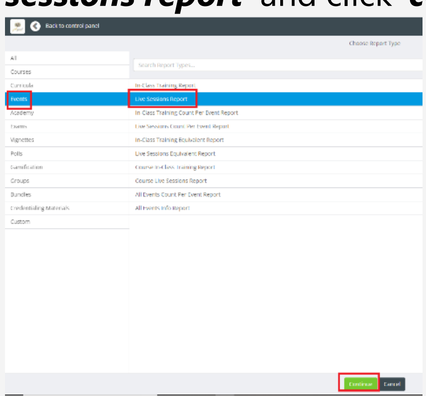


5. Click '***save***' in the top right-hand corner.
6. If you need the report on demand – click the '***download***' button under the private reports' area next to the report you just made.

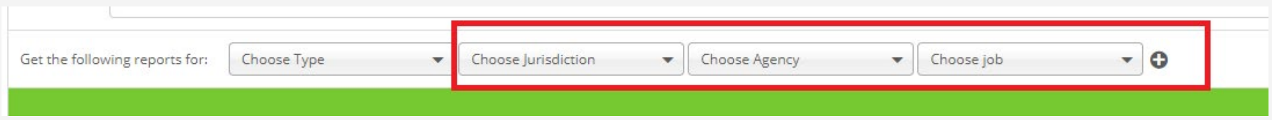
Report Name	Owner	Created At	Scheduled	Action
Vignettes Certification Attempt Report	Lauren Schmidt	Sep 07, 2021		

Creating a report to see who has attended a live session:

1. Click on '***events***' in the menu on the left
2. click on '***live sessions report***' and click '***continue***'



3. At the top, select your parameters. One of the 3 fields must be selected for the report to generate.
    a. '***Choose Jurisdiction'*** – note: this may be pre-selected if your admin access is for a specificregional area.
    b. '***Choose Agency'*** – note: this may be pre-selected ifyour admin access is for a specific.
    c. '***Choose Job'*** – if you want a report that shows onlydata from 'Trainers/SuperUsers', select 'Trainer' in this field.



4. On the left – select your parameters:
    a. Select which course(s) you'd like a report for.
        - Note: if your live session is associated with an overarching course, you must search the name of the overarching course and then select the 'live session' associated with it.
    b. Select whether or not you want to schedule the report to cometo your email.
    c. Under '***choose field***', add/remove the fields you want/do not want in your report.
        - I always suggest adding the following to this type of report:
            - '***Agencies***'