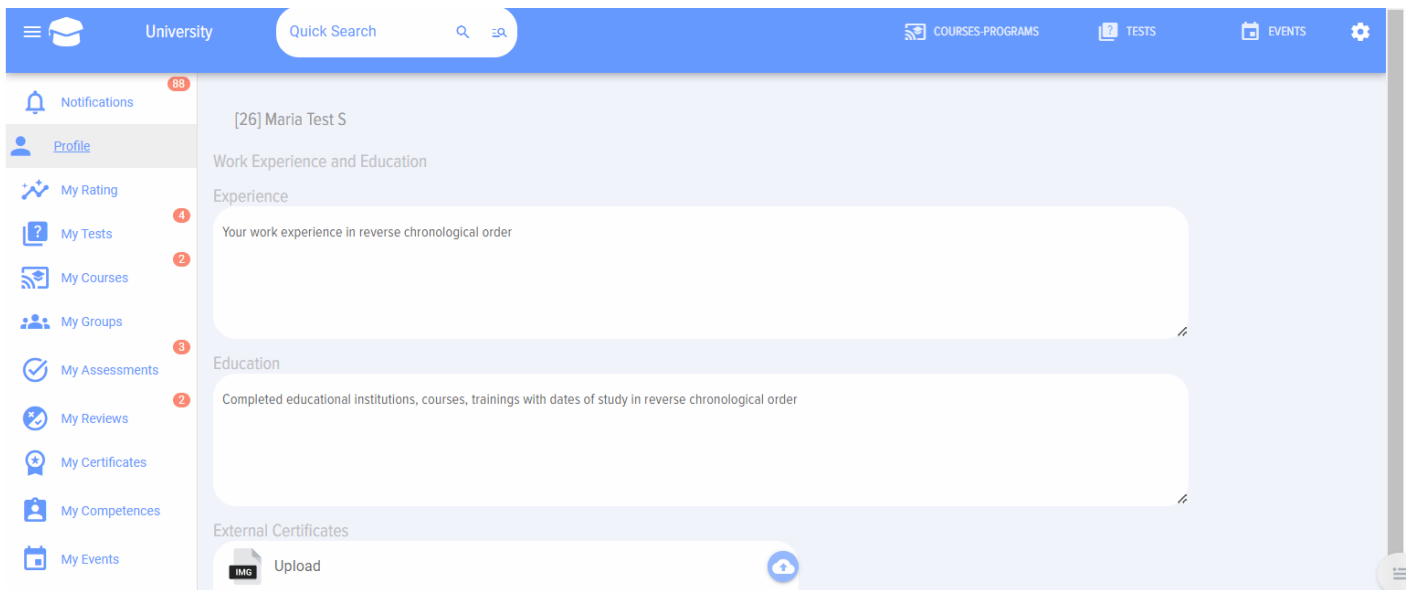


# Reports



Reports

Clicking on the Reports element opens the reports.



By default, when building reports, current employees are pulled up. If you need to pull up dismissed employees, activate this element

Search in inactive as well



The following types of reports are available in the application:

- Course reports:
  - Employees-courses - employees and the courses they are taking.
  - Courses-employees - courses and employees who are taking them.
  - Specific course - employees - a specific course and employees who are taking it. You can select multiple courses.
  - SCORM-employees. Shows the results of completing courses that had lessons in the SCORM standard.
- Test reports:

• The departments for which the report needs to be built are selected. If the department includes level 2 departments, they will also be included in the report. All employees from the selected departments will be included in the report.

- Groups are selected from Bitrix. The report will show whether the employee is in the corresponding group or not. This information will be for reference in the report.
- Dates are selected. Next, the report is built.
- The report will present detailed results of the employees' tests if they are included in the filters by departments and dates. Moreover, for each question, the correct or incorrect answer will be indicated: correct, incorrect.
- This report will be useful for a situation where it is necessary to analyze the training progress in a department, while identifying specific groups of employees (for example, these can be groups based on functional or territorial characteristics).
- Employees-tests - employees and tests they pass.
- Tests-employees - tests and employees who pass them.
- Specific test - employees - a specific test and employees who pass it. You can select several tests.
- Events:
  - Events: external and in-person - participation of selected employees in external and in-person events.
- Assignment reports:
  - Number of employees - shows how many people are in each assignment in total.
  - Percentage of employees who successfully completed - shows the percentage of those who successfully completed testing in the assignment.
  - Training progress by assignment - shows the status of passing tests by assignment.
  - General training progress - for each employee, the total progress for all of their assignments for the selected period.
- Reports by groups:
  - Number of employees - shows how many people in groups are taking the test.
  - Percentage of employees who successfully completed - shows the percentage of those who successfully completed the test in groups.
  - Training progress by groups - shows the status of passing tests by groups.
  - Overall training progress - for each employee, the total progress for all of his groups for the selected period.
- Miscellaneous:
  - Employee rating (write-off). The report allows you to get information about the current level of points scored and write them off.
  - Employee rating (details). The report allows you to get detailed information on the accrual of points.
  - Feedback questionnaires - a report on the results of collecting feedback questionnaires.
  - Programs. A report on the results of employees completing programs.
  - 360 assessment. The report shows the integrated results for the categories of assessors: colleagues, boss, self-assessment.

The status of each test displays information about whether the test was passed or not, the number of points scored, and the passing score. The status also displays whether the test was assigned by a moderator - in this case, Assigned will be displayed or was registered independently, in this case, Self-enrollment will be displayed.

Example: In this screenshot the test is not passed, 0% is scored, while the passing percentage is 70, the student signed up independently.

Assignment Status	Completion Status	Success Status	Results, for the test, %/%
Self-Assigned	Not Completed	Not Passed	0/70

In the screenshot below, the test has been completed, 100 percent was scored, while the passing percentage is 50, the student was assigned the test by the moderator.

Assignment Status	Completion Status	Success Status	Number of attempts	Results, for the test, %/%
Assigned	Completed	Passed		100/50

If an employee fails the test, the following information will be displayed:

- How many questions out of how many were answered correctly;
- Questions that were answered incorrectly.

If there were multiple choice questions among the questions, then for these questions the following will be marked:

**correct selected** - correct answer

**correct unselected** - incorrect answer

**incorrect unselected** - correct answer

**incorrect selected** - incorrect answer

In the screenshot below we have:

- Answer option 1 is correct and it is selected - i.e. the answer is correct;
- Answer option 2 is incorrect, but it is selected - i.e. the answer is incorrect.
- Answer option 3 is correct, but it is not selected - i.e. the answer is incorrect.
- Answer option 4 is incorrect and it is not selected - i.e. the answer is correct;

Results, for the test, %/%	Text	Results, for the test. Action	Results, for the test. Status
0/70			
Sections of Physics	Kinetics(Correct)	Selected	Correct
	Geometry	Selected	Incorrect
	Geophysics(Correct)	Not Selected	Incorrect
	Algebra	Not Selected	Correct

Revision #1  
Created 5 March 2025 08:23:04 by Maria  
Updated 5 March 2025 11:30:05 by Maria