

Reports

Ester Andersson - 2024-02-15 - Functions

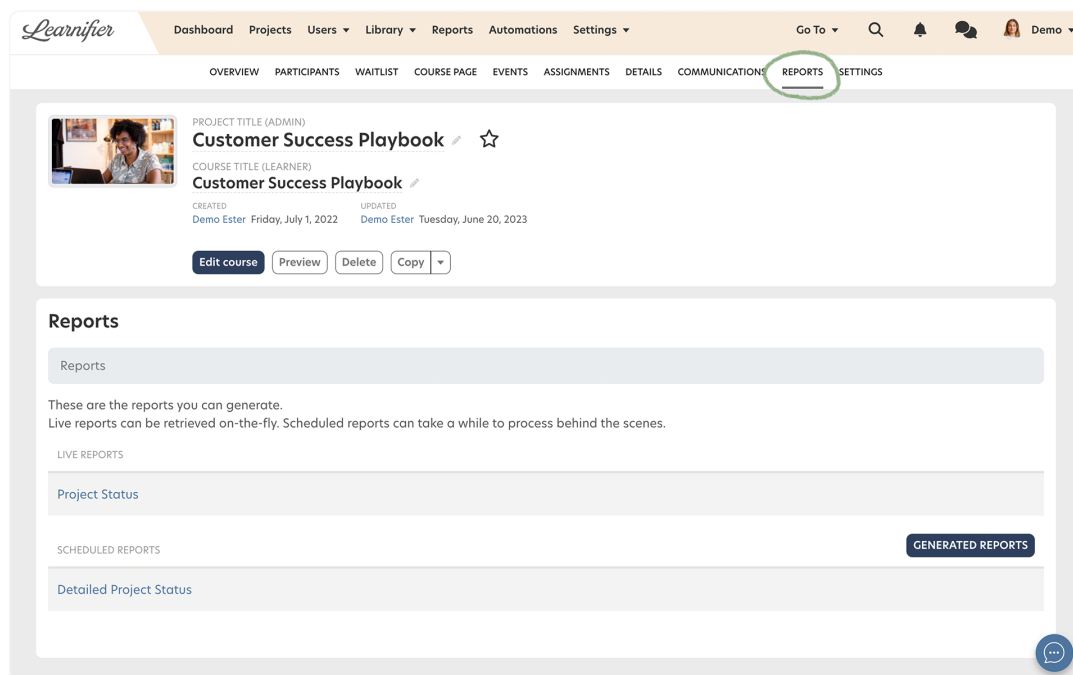
Note

- [Course-based](#)
- [Client-based](#)

Course-based

Live reports can be retrieved on the fly. Scheduled reports can take a while to process behind the scenes.

- **Project status** - A report with information on the activity status for all participants
- **Detailed Project Status** - A detailed report on the activity status, with details on what components in the activities are completed.



The screenshot shows the Learnifier interface. At the top, there is a navigation bar with the Learnifier logo and menu items: Dashboard, Projects, Users, Library, Reports, Automations, Settings. On the right, there are icons for 'Go To', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar is a sub-menu with options: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, **REPORTS** (highlighted with a green circle), and SETTINGS. The main content area displays the course details for 'Customer Success Playbook'. It shows the project title (ADMIN) and course title (LEARNER), both as 'Customer Success Playbook'. It also lists the creator 'Demo Ester' and the update date 'Tuesday, June 20, 2023'. Below this are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The 'Reports' section is titled 'Reports' and contains the text: 'These are the reports you can generate. Live reports can be retrieved on-the-fly. Scheduled reports can take a while to process behind the scenes.' Under 'LIVE REPORTS', there is a 'Project Status' report. Under 'SCHEDULED REPORTS', there is a 'Detailed Project Status' report. A 'GENERATED REPORTS' button is located on the right side of the scheduled reports section. A chat icon is visible in the bottom right corner.

Client-based

- **Bounce emails and activation errors** - Counts the bounced emails and activation errors for projects
- **Client administrators** - a report that lists all Client administrators

- **Project activity overview reports** - reports an overview with participant count per status in all active projects
- **Project administrators** - a report that lists all project team members
- **User Awards** - A report that lists the awards that have been issued to users, when it was issued, and when it expires.
- **User Teams** - A list of all users together with their team memberships. It can be used for example to detect users that don't belong to any team.
- **Automated communication plan activity** - An activity summary for emails sent from automated communication plans.
- **Quiz report** - A report with answers to a quiz used in one or several projects.
- **Survey report** - A report with answers to a survey used in one or several projects.
- **Course enrollments** - A report with all activated course enrollments from all clients. Learners from demo clients and disabled clients are not included.
- **Product activity summary by course** - Summary access and completion details for individual products included in courses.

The screenshot displays the 'Reports' section of the LEARNIFIER dashboard. The navigation bar at the top includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports' (circled in green), 'Automations', and 'Settings'. On the right side of the navigation bar, there are icons for 'Go To', search, notifications (with a '2' badge), chat, and a 'Demo' dropdown.

The main content area is titled 'Reports' and contains a sub-section 'Reports' with a description: 'These are the reports you can generate. Live reports can be retrieved on-the-fly. Scheduled reports can take a while to process behind the scenes.' Below this, there is a section for 'LIVE REPORTS' which lists the following reports: 'Bounced emails and activation errors', 'Client administrators', 'List all users', 'Project activity overview report', 'Project administrators', 'Quiz report', 'Survey report', 'User Awards', and 'User Teams'. At the bottom of the page, there is a 'SCHEDULED REPORTS' section and a 'GENERATED REPORTS' button with a speech bubble icon.