



## Reports

Ester Andersson - 2024-12-27 - Functions

Note

- [Project reports](#)
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### Project reports

Project reports can be found under the “Reports” tab in the project menu.

The screenshot shows the Learnifier web interface. At the top, there is a navigation bar with the Learnifier logo and several menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The 'REPORTS' tab is highlighted with a green circle. Below the navigation, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description	Type
<b>Quiz results</b>	Summary of quiz results	Usage
<b>Survey results</b>	Summary of survey responses	Usage
<b>Survey results - simple</b>	Displaying survey responses per participant in a clear, row-based format for easy use and sharing.	Usage
<b>Participant status</b>	This is an overview of the participants and their completion status in the project. It also includes the status of each activity.	User
<b>Participant status - Detailed</b>	This is an overview of the participants and their completion status in the project. It also includes the status of each activity and material.	User
<b>Participant status - Simple</b>	This is an overview of the participants and their completion status in the project.	User

### Client reports

Client reports can be found on the “Reports” tab in the main navigation bar.

**Reports**

All reports Custom reports Standard reports Favorite reports

Name	Description	Type	Actions
<b>Automated communication activity</b>	Summary of emails sent from automated communication	Communication	☆
<b>Participation errors</b>	Tracks bounced emails and participation errors for projects	Communication	☆
<b>Awards</b>	Lists awards issued to users	Usage	☆
<b>Content usage</b>	Summary access and completion details for individual materials included in courses	Usage	☆
<b>Enrollments status</b>	List of course enrollments, participant information, course progress, and key dates such as invitation, expiration, and completion dates.	Usage	☆
<b>Project completion status</b>	Overview of completion status across all active projects	Usage	☆
<b>Quiz results</b>	Summary of quiz results	Usage	☆
<b>Survey results</b>	Summary of survey responses	Usage	☆

## Good to know (applies to both types of reports)

You can always check when, and by who, a specific report was generated by clicking on it.

Reports > Administrators

**Administrators** Generate new report

Lists all client administrators

ID	Generated by	Generated at	Status	Actions
15463	Ester Andersson	27/12/2024	Generated	<span>Download</span>

You can also bookmark reports by clicking on the star.

# Reports

All reports Standard reports Favorite reports

Name	Description	Type	Actions
<b>Automated communication activity</b>	Summary of emails sent from automated communication	Communication	☆
<b>Participation errors</b>	Tracks bounced emails and participation errors for projects	Communication	☆
<b>Awards</b>	Lists awards issued to users	Usage	☆
<b>Content usage</b>	Summary access and completion details for individual materials included in courses	Usage	★
<b>Enrollments status</b>	List of course enrollments, participant information, course progress, and key dates such as invitation, expiration, and completion dates.	Usage	★
<b>Project completion status</b>	Overview of completion status across all active projects	Usage	☆
<b>Quiz results</b>	Summary of quiz results	Usage	☆
<b>Survey results</b>	Summary of survey responses	Usage	☆
<b>Survey results - clients</b>	Includes survey responses and participant information based on client feedback forms, surveys and studies	Usage	☆

