

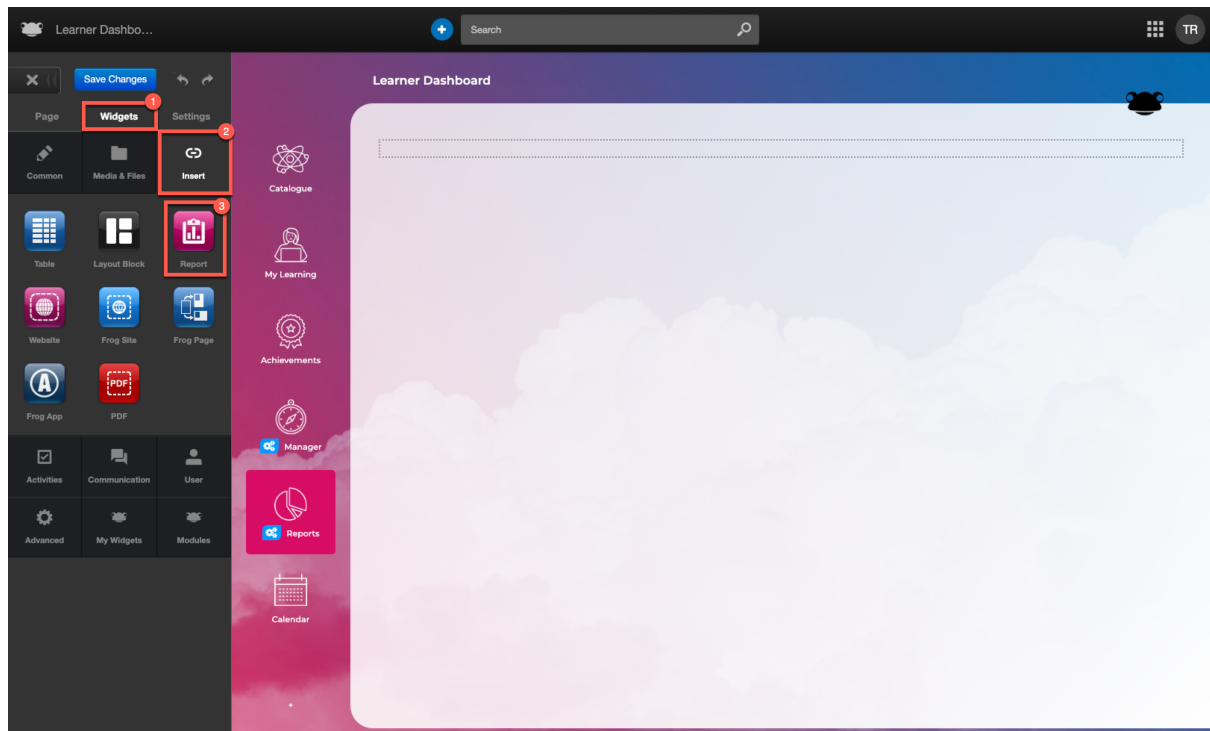
# Report Widget

## Overview

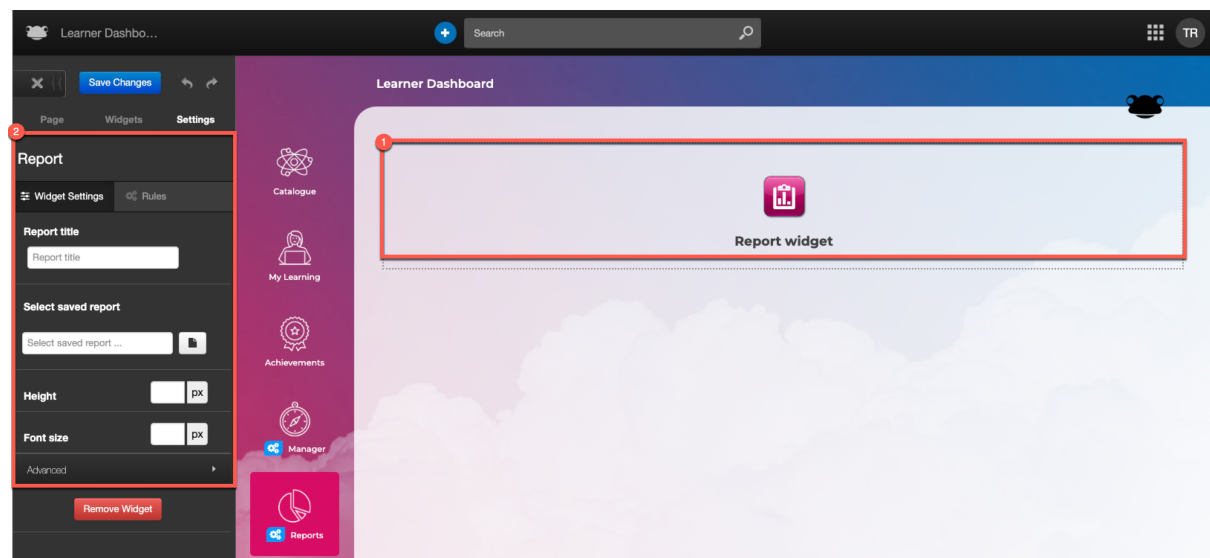
We've introduced a new Report widget that allows administrators to embed a saved report directly onto their dashboard. This widget provides managers with an immediate and concise overview of their staff's progress through allocated modules.

## How-to

As an administrator, navigate to the page where you want to add the **Report** widget. Enter edit mode, then go to **Widgets > Insert**, where you will find the new **Report** widget.

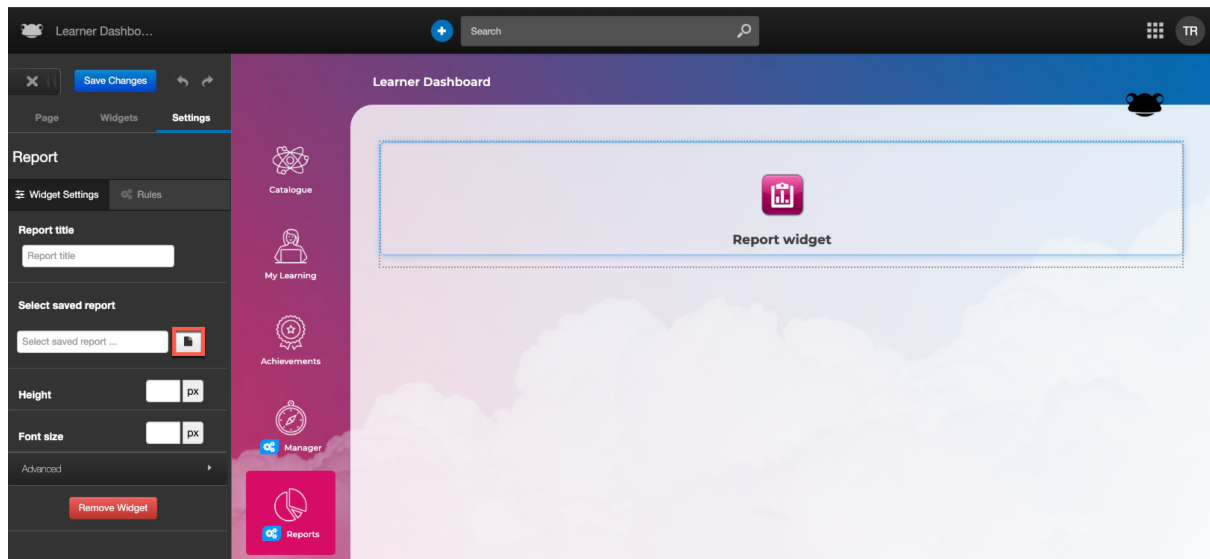


Drag the **Report** widget onto the page, then click on it to display the widget settings.

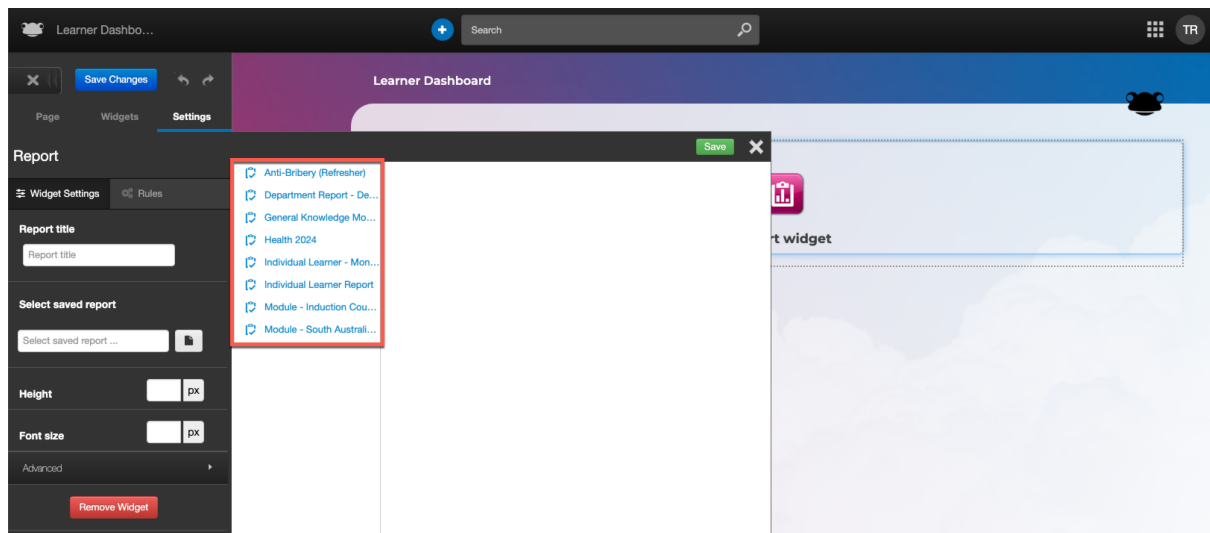


The first step is to choose the saved report you want to display to managers. Select the file icon next to the field Select saved report click on the file icon.

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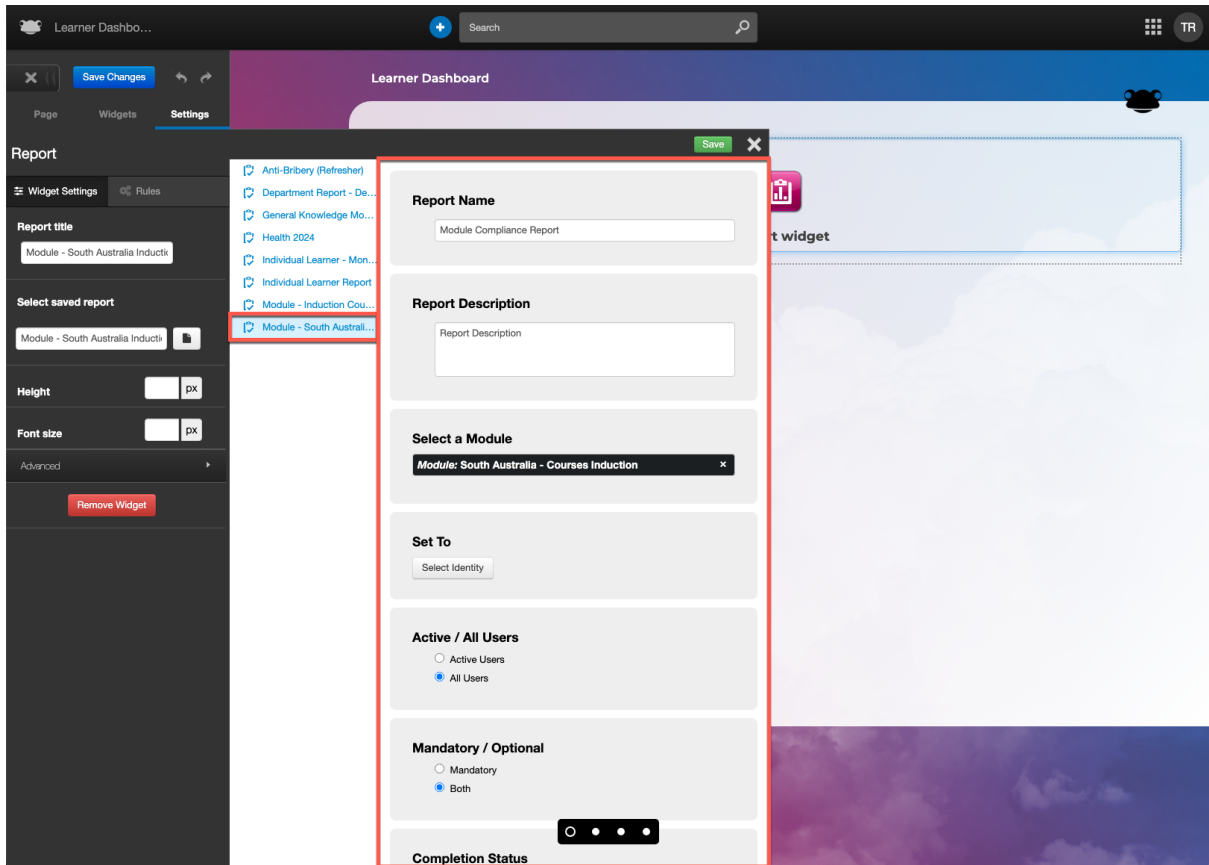


A pop-up window listing all saved reports will appear.

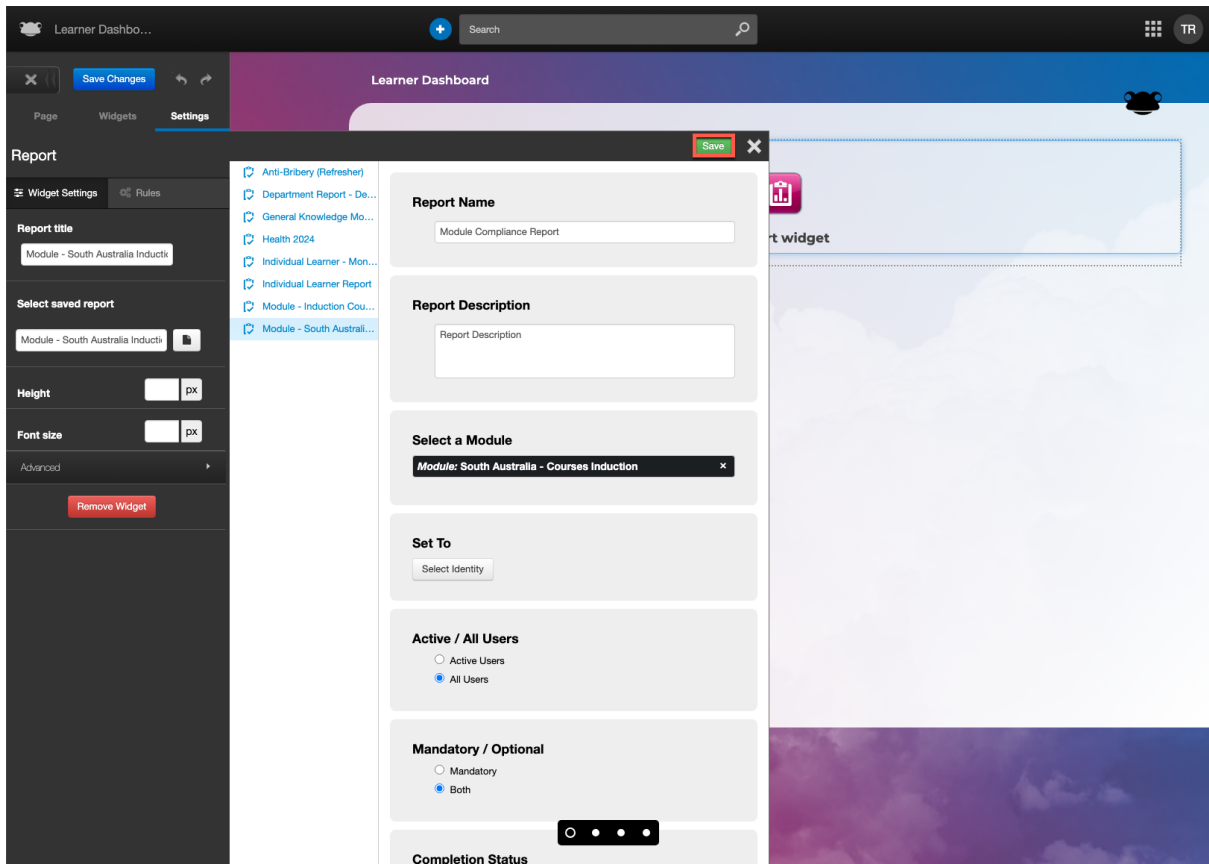


Select one of the saved reports to display all its parameters in the window on the right. If you wish to change any parameters, do so here before saving your changes.

In this example, the saved report titled **Module – South Australia Induction** has been selected, displaying all the associated report parameters.



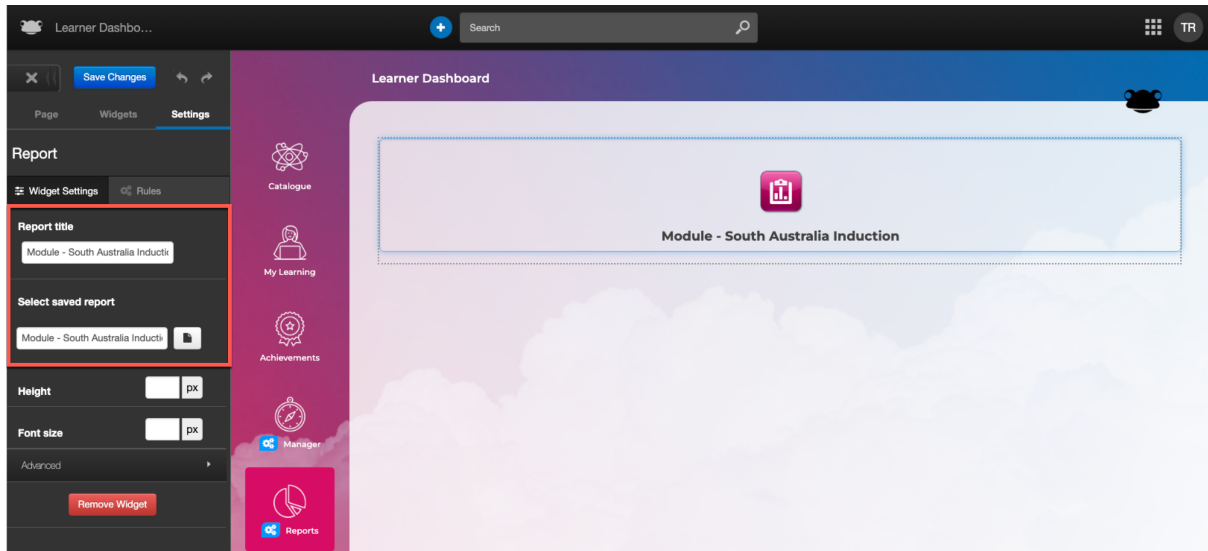
When happy with the report parameters click the **Save** button.



You will be returned to the **Report** widget settings, where you will see that the following fields are now populated with the saved report name, **Module – South Australia Induction**:

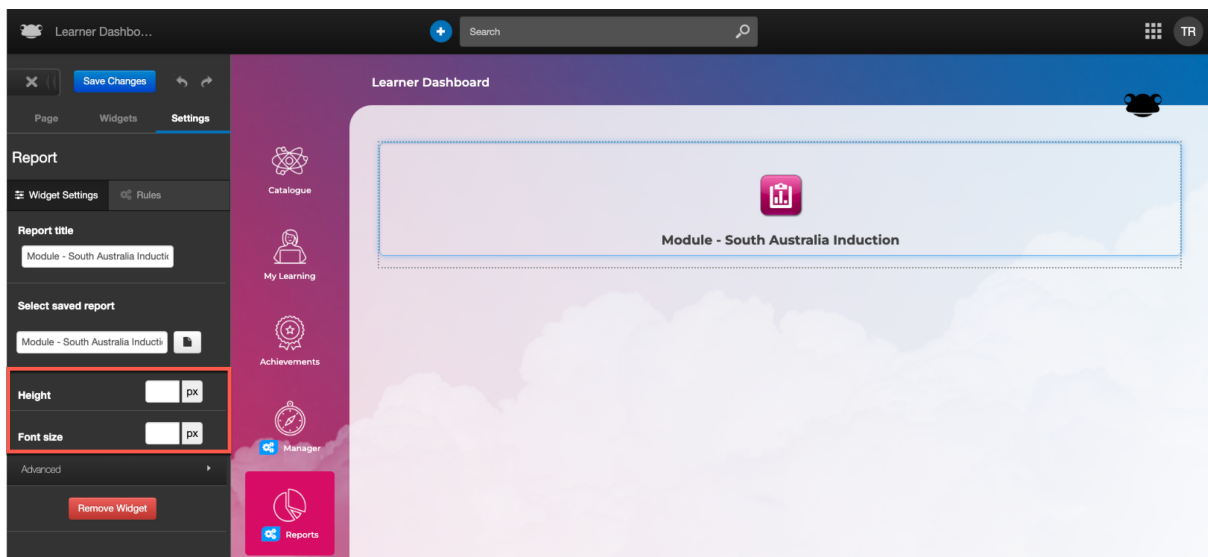
- Report title

- Select saved report



There are a few additional settings within the **Report** widget, including:

- **Height** – Set the widget's height in pixels. By default, this field is blank, resulting in a widget height of 750 pixels.
- **Font size** – Set the font size displayed within the widget. By default, this is set to 13 pixels.

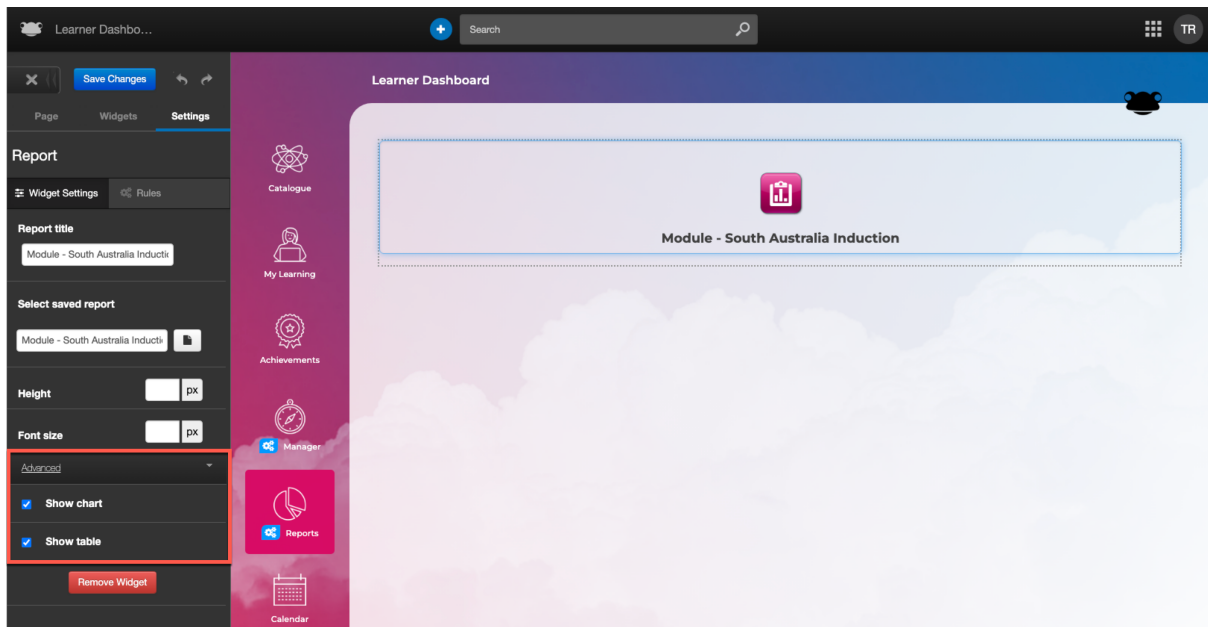


If we select the > for **Advanced**, two additional options appear, both selected by default:

- Show chart
- Show table

**NOTE** – Some reports contain both a chart and a table (e.g., Department Compliance Report, Manager Compliance Report). Therefore, the options above provide flexibility in choosing which elements of the report to display.

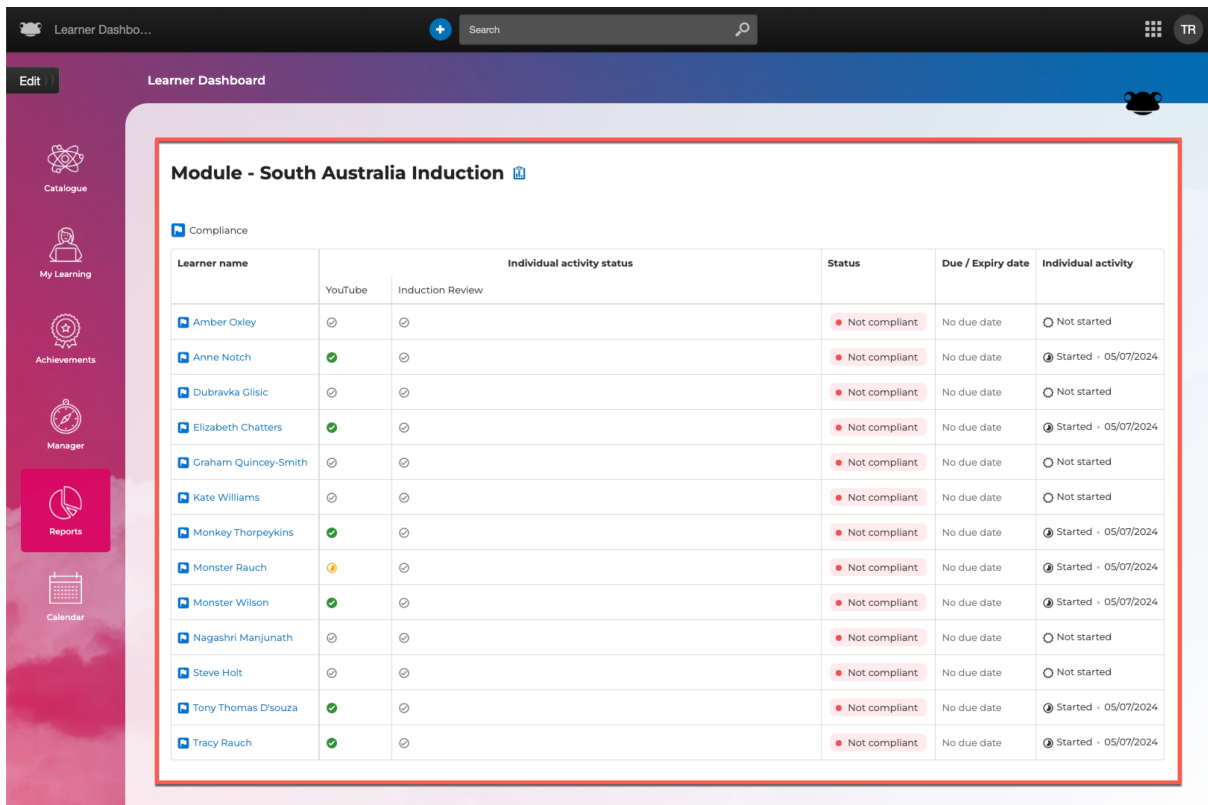




When happy with your changes, select the **Save Changes** button and exit edit mode.

The **Report** widget will now display the selected report, which in this example is **Module – South Australia Induction**.

**NOTE** – The data within the **Report** widget will be filtered to show only the learners managed by the logged-in user.



Within the displayed report, any links will open the **Reporting** application and show relevant content.

For example, in the **Module – South Australia Induction** report, selecting the report icon next to the title will launch the **Reporting** application with the selected report details automatically displayed.

Learner Dashbo... Search TR

Edit Learner Dashboard

Catalogue My Learning Achievements Manager Reports Calendar

### Module - South Australia Induction

Compliance

Learner name	Individual activity status		Status	Due / Expiry date	Individual activity
	YouTube	Induction Review			
Amber Oxley	⊗	⊗	Not compliant	No due date	⊗ Not started
Anne Notch	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Dubravka Glisic	⊗	⊗	Not compliant	No due date	⊗ Not started
Elizabeth Chatters	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Graham Quincey-Smith	⊗	⊗	Not compliant	No due date	⊗ Not started
Kate Williams	⊗	⊗	Not compliant	No due date	⊗ Not started
Monkey Thorpeykins	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Monster Rauch	⚠	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Monster Wilson	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Nagashri Manjunath	⊗	⊗	Not compliant	No due date	⊗ Not started
Steve Holt	⊗	⊗	Not compliant	No due date	⊗ Not started
Tony Thomas D'souza	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Tracy Rauch	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024

Below is the view after selecting the report icon in the previous step. We can see that the **Reporting** application has been launched with all the parameters of the saved report.

Reporting Search TR

Reporting Reports Scheduled

My Saved Reports - Module - South Australia Induction

Report Parameters

### South Australia - Courses Induction

Compliance

Learner name	Individual activity status		Status	Due / Expiry date	Individual activity
	YouTube	Induction Review			
Amber Oxley	⊗	⊗	Not compliant	No due date	⊗ Not started
Anne Notch	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Dubravka Glisic	⊗	⊗	Not compliant	No due date	⊗ Not started
Elizabeth Chatters	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Graham Quincey-Smith	⊗	⊗	Not compliant	No due date	⊗ Not started
Kate Williams	⊗	⊗	Not compliant	No due date	⊗ Not started
Monkey Thorpeykins	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Monster Rauch	⚠	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Monster Wilson	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Nagashri Manjunath	⊗	⊗	Not compliant	No due date	⊗ Not started
Steve Holt	⊗	⊗	Not compliant	No due date	⊗ Not started
Tony Thomas D'souza	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024
Tracy Rauch	⊙	⊗	Not compliant	No due date	🕒 Started - 05/07/2024

Navigating back to the Report widget, we mentioned previously that any links will open the **Reporting** application and show relevant content.

For instance, in the **Module – South Australia Induction** report, selecting the name of an individual learner, **Monster Wilson**, will open the **Reporting** application, displaying all modules assigned to this learner and their current status.

The screenshot shows the 'Learner Dashboard' for the 'Module - South Australia Induction'. A table lists individual learners and their activity status. The learner 'Monster Wilson' is highlighted with a red box.

Learner name	Individual activity status		Status	Due / Expiry date	Individual activity
	YouTube	Induction Review			
Amber Oxley	☑	☑	Not compliant	No due date	Not started
Anne Notch	☑	☑	Not compliant	No due date	Started - 05/07/2024
Dubravka Gliscic	☑	☑	Not compliant	No due date	Not started
Elizabeth Chatters	☑	☑	Not compliant	No due date	Started - 05/07/2024
Graham Quincey-Smith	☑	☑	Not compliant	No due date	Not started
Kate Williams	☑	☑	Not compliant	No due date	Not started
Monkey Thorpeykins	☑	☑	Not compliant	No due date	Started - 05/07/2024
Monster Rauch	☑	☑	Not compliant	No due date	Started - 05/07/2024
<b>Monster Wilson</b>	☑	☑	Not compliant	No due date	Started - 05/07/2024
Nagashri Manjunath	☑	☑	Not compliant	No due date	Not started
Steve Holt	☑	☑	Not compliant	No due date	Not started
Tony Thomas D'souza	☑	☑	Not compliant	No due date	Started - 05/07/2024
Tracy Rauch	☑	☑	Not compliant	No due date	Started - 05/07/2024

Below is the view after selecting the learner in the previous step. The **Reporting** application has launched, displaying all modules assigned to **Monster Wilson** and their current status.

The screenshot shows the 'Reporting' application interface. The main content area displays a report for 'Monster Wilson'. The report includes a table of module details with their respective statuses and activity dates.

Module Detail	Status	Due / Expiry date	Activity
South Australia - Courses Induction	Not compliant	No due date	Started - 05/07/2024
Induction Course	In good standing	No due date	Started - 08/03/2024
Module Task Testing	In good standing	No expiry	Completed - 30/08/2023