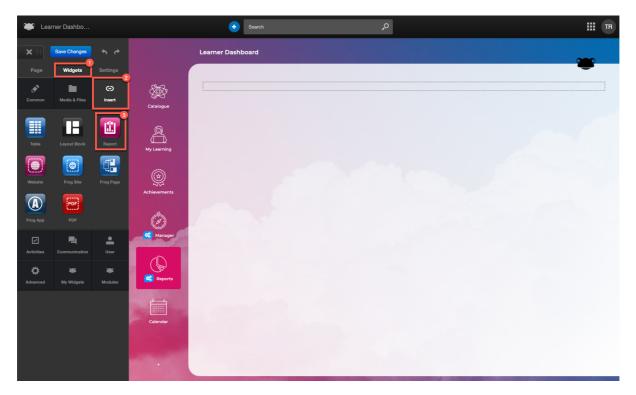
Report Widget

Overview

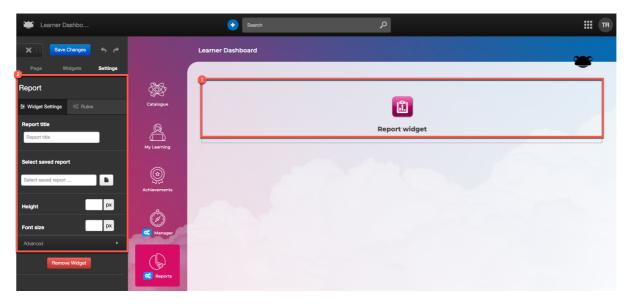
We've introduced a new Report widget that allows administrators to embed a saved report directly onto their dashboard. This widget provides managers with an immediate and concise overview of their staff's progress through allocated modules.

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.

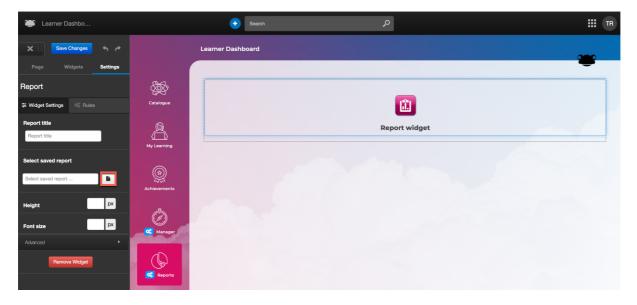


Drag the **Report** widget onto the page, then click on it to display the widget settings.

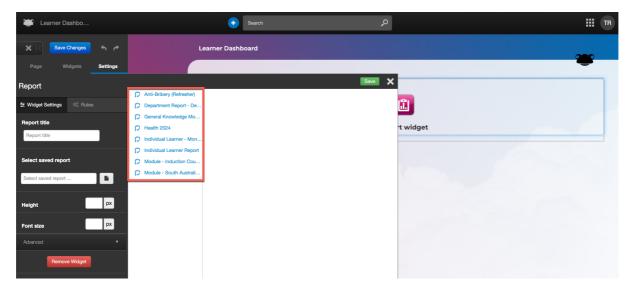


The first step is to choose the saved report you want to display to managers. Select the file icon next to the field Select saved report click on the file icon.

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



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.

💓 Learner Dashbo	Search	Q	III TR
Save Changes	Learner Dashboard		
Page Widgets Settings			
Report		Save 🗙	
😤 Widget Settings 🚳 Rules 🛟 Department Report - De	Report Name		
Report title Ceneral Knowledge Mo	Module Compliance Report	t widget	
Module - South Australia Inductik			
Select saved report	Report Description		
Module - South Australia Inducti	Report Description		
Helght			
Font size px	Select a Module		
Advanced +	Module: South Australia - Courses Ind	uction ×	
Remove Widget			
	Set To		
	Select Identity		
	Active / All Users		
	All Users		
	Mandahara (Ontinual	No.	
	Mandatory / Optional		
	Both		
	O • Completion Status	••	

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

🛎 Learner Dashbo		Search	٩	## T R
Save Changes 🦘 🏕	Lea	rner Dashboard		
Page Widgets Settings				
Report	🗘 Anti-Bribery (Refresher)		Save 🗙	
🗄 Widget Settings 🛛 📽 Rules	Department Report - De	Report Name	1	
Report title	 General Knowledge Mo Health 2024 	Module Compliance Report	rt widget	
Module - South Australia Inductic	Individual Learner - Mon Individual Learner Report			
Select saved report	Discrete Module - Induction Cou	Report Description		
Module - South Australia Inducti	District Australi	Report Description		
Height px				
Font size		Select a Module		
Advanced +		Module: South Australia - Courses In	duction ×	
Remove Widget				
		Set To Select Identity		
		Active / All Users Active Users All Users		
		Mandatory / Optional Mandatory Both		a bea
		Completion Status	• •	States and a state of the

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

Learner Dashbo		Search	٩	Ш ТВ
Save Changes		Learner Dashboard		
Page Widgets Settings				
Report	*			
🗄 Widget Settings 🛛 🕸 Rules	Catalogue			
Report title	Q		Module - South Australia Induction	
Module - South Australia Inductic	My Learning			
Select saved report	A			
Module - South Australia Inducti	Achievements			
Helght px				
Font size px	Manager			
Advanced +				
Remove Widget	Reports			

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

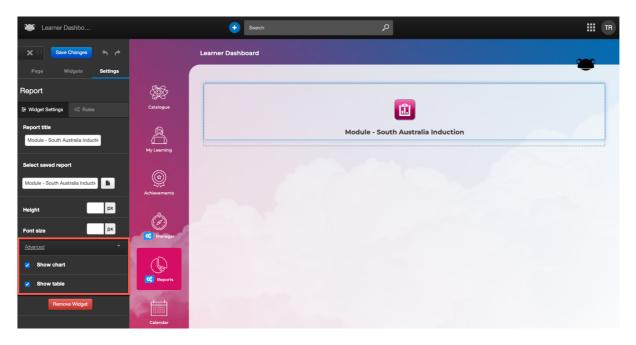
- **Height** Set the widget's height in pixels. By default, this field is blank, resulting in a widget height of 750 pixels.
- Font size Set the font size displayed within the widget. By default, this is set to 13 pixels.

🛎 Learner Dashbo		+ Search	٩	III (R)
Save Changes		Learner Dashboard		
Page Widgets Settings				
Report	[₩]			
₩ Widget Settings ^{©©} Rules	Catalogue			
Report title Module - South Australia Inductik			Module - South Australia Induction	
	My Learning			
Select saved report	۲			
Module - South Australia Inducti	کریج Achievements			
Height px	Â			
Font size px	Manager			
Advanced				
Remove Widget				
	🧟 Reports			

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.

Learner Dashboard					-
Module - Sout	h Austra	lia Induction 🛙			
Compliance					
Learner name		Individual activity status	Status	Due / Expiry date	Individual activity
	YouTube	Induction Review			
Amber Oxley	\oslash	0	Not compliant	No due date	🔘 Not started
Anne Notch	0	0	Not compliant	No due date	③ Started - 05/07/2
Dubravka Glisic	\oslash	0	Not compliant	No due date	() Not started
Elizabeth Chatters	0	0	Not compliant	No due date	③ Started - 05/07/2
Graham Quincey-Smith	0	0	Not compliant	No due date	O Not started
Rate Williams	0	0	Not compliant	No due date	Ö Not started
Monkey Thorpeykins	0	0	Not compliant	No due date	③ Started - 05/07/2
Monster Rauch	۷	0	Not compliant	No due date	③ Started - 05/07/2
Monster Wilson	0	0	Not compliant	No due date	③ Started - 05/07/2
🖪 Nagashri Manjunath	\oslash	0	Not compliant	No due date	() Not started
Steve Holt	0	0	Not compliant	No due date	() Not started
Tony Thomas D'souza	0	\oslash	Not compliant	No due date	③ Started - 05/07/2
Tracy Rauch	0	0	Not compliant	No due date	() Started - 05/07/2

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 Dashboard					2
•	Module - South	Austral	ia Induction 🔟			
	Compliance					
ng	Learner name		Individual activity status	Status	Due / Expiry date	Individual activity
		YouTube	Induction Review			
	Amber Oxley	\oslash	\oslash	Not compliant	No due date	() Not started
nts	Anne Notch	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
	Dubravka Glisic	\oslash	\otimes	Not compliant	No due date	() Not started
	Elizabeth Chatters	0	\odot	Not compliant	No due date	③ Started - 05/07/20
	Craham Quincey-Smith	\odot	\odot	Not compliant	No due date	O Not started
	Kate Williams	\oslash	0	Not compliant	No due date	O Not started
3	Monkey Thorpeykins	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
	Monster Rauch	٩	0	Not compliant	No due date	③ Started - 05/07/20
	Monster Wilson	0	0	Not compliant	No due date	③ Started - 05/07/20
	Nagashri Manjunath	\odot	0	Not compliant	No due date	O Not started
	Steve Holt	\odot	0	Not compliant	No due date	() Not started
	Tony Thomas D'souza	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
1.50	Tracy Rauch	0	0	Not compliant	No due date	() Started - 05/07/20

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.

porting							Reports	Schedu
orts		My Saved Reports - Module - South	n Australia Induction	• x •				
Saved Reports	Show	Derest Derester						
My Saved Reports Training Reports	Show	Report Parameters						
Additional Reports	Show						1 B	~
							- 0	*
		South Austra	ilia - Cou	rses Induction				
		Compliance						
		Learner name		Individual activity status	Status	Due / Expiry date	Individual activ	vity
			YouTube	Induction Review				
		Amber Oxley	\odot	\oslash	Not compliant	No due date	O Not started	
		Anne Notch	0	\oslash	Not compliant	No due date	Started • 0	5/07/202
		Dubravka Glisic	\odot	\oslash	Not compliant	No due date	O Not started	
		Elizabeth Chatters	0	\oslash	Not compliant	No due date	Started • 0	5/07/202
		Graham Quincey-Smith	\oslash	\oslash	Not compliant	No due date	O Not started	
		Kate Williams	\oslash	\oslash	Not compliant	No due date	O Not started	
		Monkey Thorpeykins	•	\oslash	Not compliant	No due date	③ Started - 0	5/07/202
		Monster Rauch	٩	\oslash	Not compliant	No due date	Started - 0	5/07/202
		Monster Wilson	0	\oslash	Not compliant	No due date	③ Started - 0	5/07/202
		Nagashri Manjunath	\odot	\oslash	Not compliant	No due date	O Not started	
		Steve Holt	\oslash	\oslash	Not compliant	No due date	O Not started	
		Tony Thomas D'souza	0	\oslash	Not compliant	No due date	Started • 0	5/07/202
		Tracy Rauch	0	\oslash	Not compliant	No due date	③ Started · 0	5/07/202

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.

	Learner Dashboard					•
I ogue	Module - South	Austral	ia Induction 🛛			
<u>a</u>	Compliance					
arning	Learner name		Individual activity status	Status	Due / Expiry date	Individual activity
		YouTube	Induction Review			
<u>ک</u>	Amber Oxley	\oslash	\oslash	Not compliant	No due date	O Not started
ઝ ements	Anne Notch	0	\odot	Not compliant	No due date	③ Started - 05/07/20
2	Dubravka Glisic	0	0	Not compliant	No due date	O Not started
	Elizabeth Chatters	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
ager	Graham Quincey-Smith	\oslash	\oslash	Not compliant	No due date	O Not started
	Kate Williams	\oslash	0	Not compliant	No due date	O Not started
iorts	Monkey Thorpeykins	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
_	Monster Rauch	٩	0	Not compliant	No due date	③ Started - 05/07/20
	Monster Wilson	0	\oslash	Not compliant	No due date	③ Started - 05/07/20
	Nagashri Manjunath	Ø	\oslash	Not compliant	No due date	O Not started
	Steve Holt	\odot	\oslash	Not compliant	No due date	O Not started
	Tony Thomas D'souza	•	0	Not compliant	No due date	③ Started - 05/07/20
	Tracy Rauch	0	0	Not compliant	No due date	() Started - 05/07/20

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.

Reporting		• Search	Q				TR TR
8							0
Reporting						Reports	Scheduled
Reports		Training Reports - Learner Compliance Report					
All Saved Reports	Show	Descrit Demonstration					
My Saved Reports	Show	Report Parameters					٢
Training Reports Additional Reports	Show					1 a	0 -
		Monster Wilson Peports to Tracy Wilson T - Development Compliance Mandatory					
		Module Detail		Status	Due / Expiry date	Activity	
		South Australia - Courses Induction		Not compliant	No due date	③ Started - 05/07	//2024
		M Induction Course		In good standing	No due date	③ Started - 08/03	1/2024
		Module Task Testing		In good standing	No expiry	✓ Completed - 3	0/08/2023