



YouTestMe

Adjust the Report Builder Format and
Header Names per New Samples

| | |
|------------------------|---|
| File name | Adjust the Report Builder Format and Header Names per New Samples |
| Author | YouTestMe |
| Confidentiality | Public |
| Last save date | Friday, March-04-2022 at 7:35:00 PM |

Table of Contents

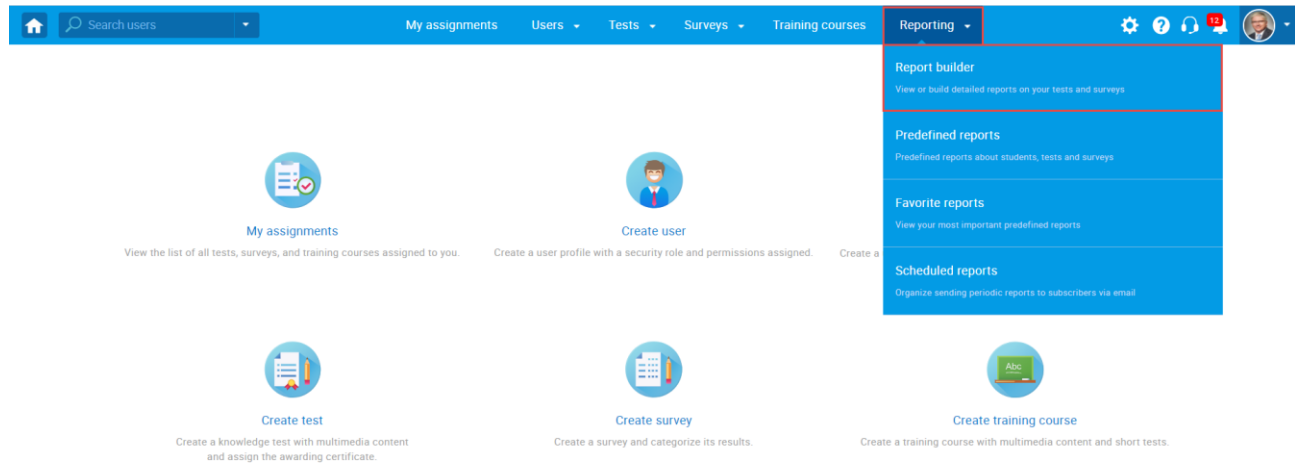
| | | |
|-----|---|---|
| 1 | Introduction..... | 2 |
| 2 | Accessing the Report Builder..... | 3 |
| 3 | Report Builder Before Adjusting..... | 4 |
| 4 | Adjusting the Report Builder | 5 |
| 4.1 | Adjusting Header Names | 6 |
| 4.2 | Saving Adjusting as Template | 7 |
| 5 | Preview of the Adjusted Report Builder..... | 8 |

1 Introduction

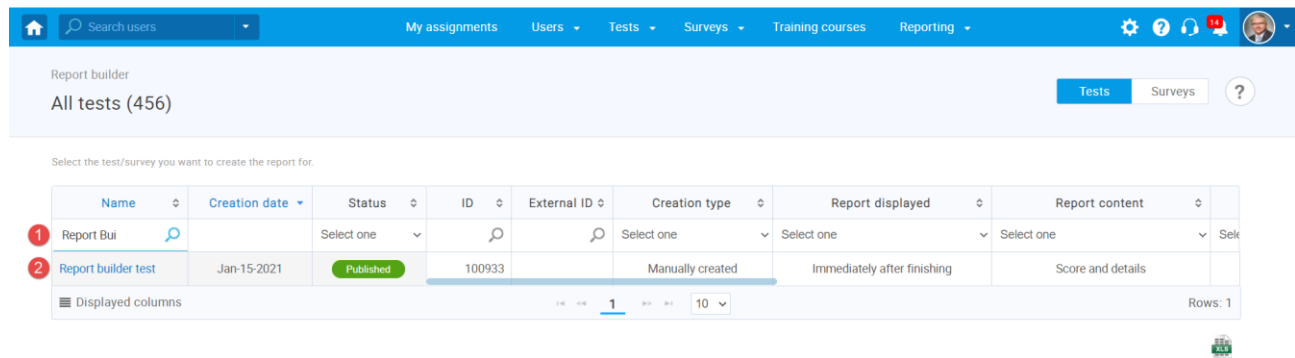
This document will explain how to adjust the report builder format and header names per new samples.

2 Accessing the Report Builder

Navigate to the "Reporting" and choose the "Report builder" option.

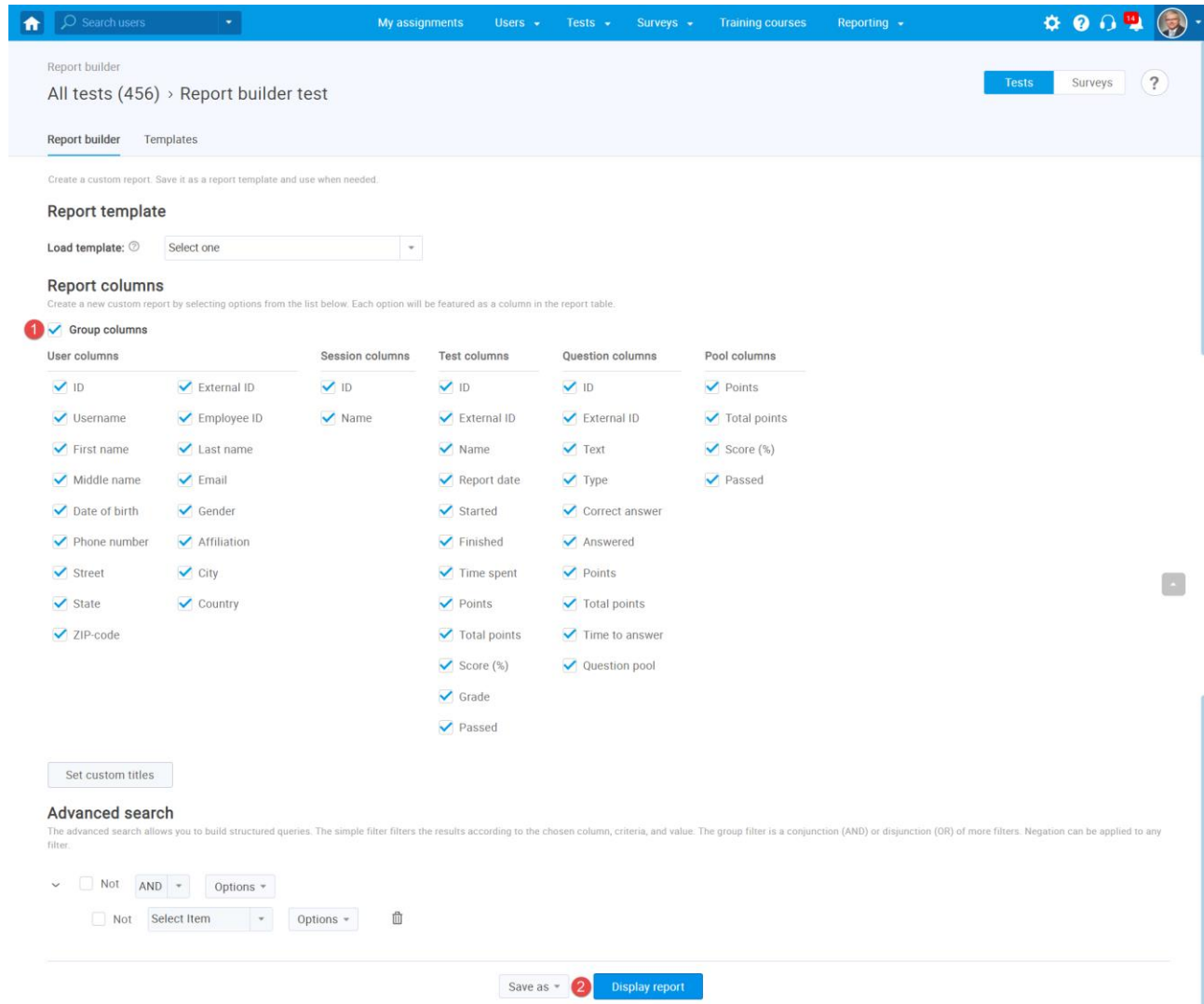


1. You will see the list of all tests. Use the search box to find the test you want to preview.
2. Click on its name to open it.



3 Report Builder Before Adjusting

1. The "Group columns" option is checked by default, and when displaying the report, columns will be grouped
2. Click on "Display report" to see an example of the report when columns are grouped.



Report builder

All tests (456) > Report builder test

Report builder Templates

Create a custom report. Save it as a report template and use when needed.

Report template

Load template:

Report columns

Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.

Group columns

| User columns | Session columns | Test columns | Question columns | Pool columns |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> Points |
| <input checked="" type="checkbox"/> External ID | <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> External ID | <input checked="" type="checkbox"/> External ID | <input checked="" type="checkbox"/> Total points |
| <input checked="" type="checkbox"/> Username | | <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Text | <input checked="" type="checkbox"/> Score (%) |
| <input checked="" type="checkbox"/> Employee ID | | <input checked="" type="checkbox"/> Report date | <input checked="" type="checkbox"/> Type | <input checked="" type="checkbox"/> Passed |
| <input checked="" type="checkbox"/> Last name | | <input checked="" type="checkbox"/> Started | <input checked="" type="checkbox"/> Correct answer | |
| <input checked="" type="checkbox"/> First name | | <input checked="" type="checkbox"/> Finished | <input checked="" type="checkbox"/> Answered | |
| <input checked="" type="checkbox"/> Middle name | | <input checked="" type="checkbox"/> Time spent | <input checked="" type="checkbox"/> Points | |
| <input checked="" type="checkbox"/> Email | | <input checked="" type="checkbox"/> Points | <input checked="" type="checkbox"/> Total points | |
| <input checked="" type="checkbox"/> Date of birth | | <input checked="" type="checkbox"/> Total points | <input checked="" type="checkbox"/> Time to answer | |
| <input checked="" type="checkbox"/> Gender | | <input checked="" type="checkbox"/> Score (%) | <input checked="" type="checkbox"/> Question pool | |
| <input checked="" type="checkbox"/> Phone number | | <input checked="" type="checkbox"/> Grade | | |
| <input checked="" type="checkbox"/> Affiliation | | <input checked="" type="checkbox"/> Passed | | |
| <input checked="" type="checkbox"/> Street | | | | |
| <input checked="" type="checkbox"/> City | | | | |
| <input checked="" type="checkbox"/> State | | | | |
| <input checked="" type="checkbox"/> Country | | | | |
| <input checked="" type="checkbox"/> ZIP-code | | | | |

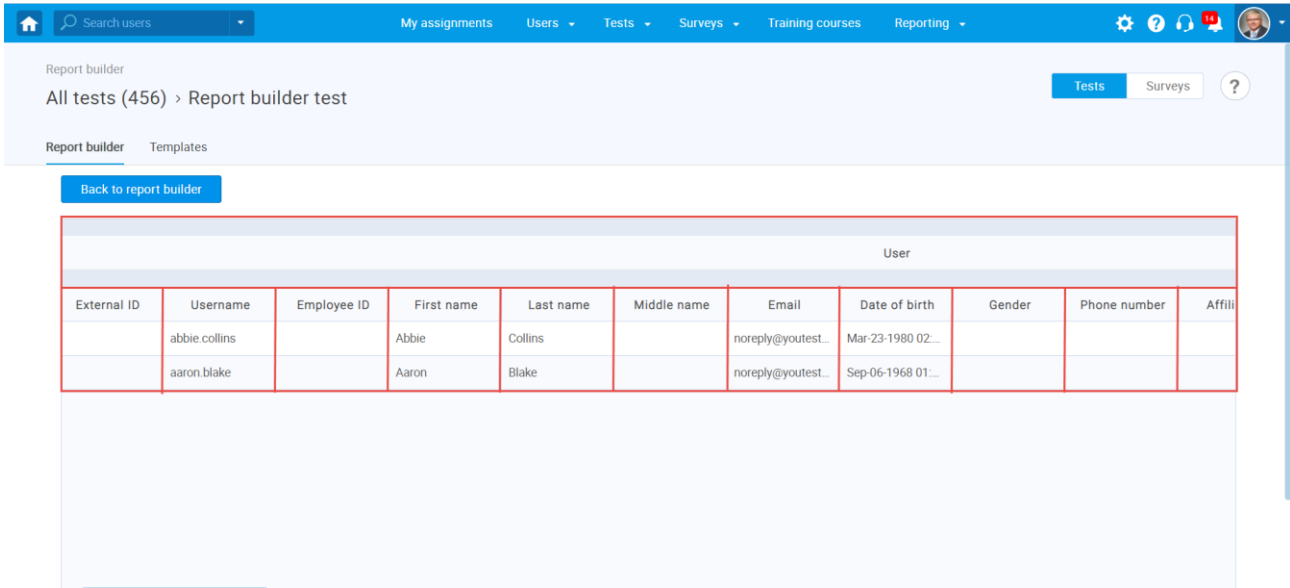
Advanced search

The advanced search allows you to build structured queries. The simple filter filters the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.

Not

 Not

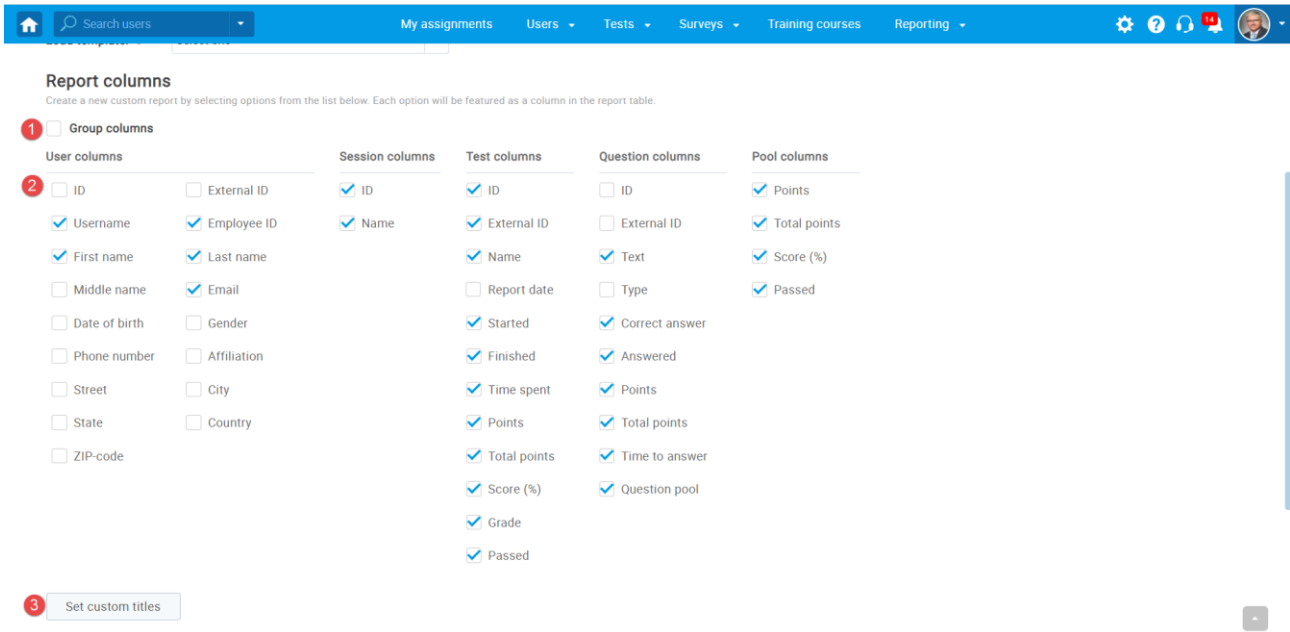
As you can see, all columns related to user information are grouped within the "User" category.



4 Adjusting the Report Builder

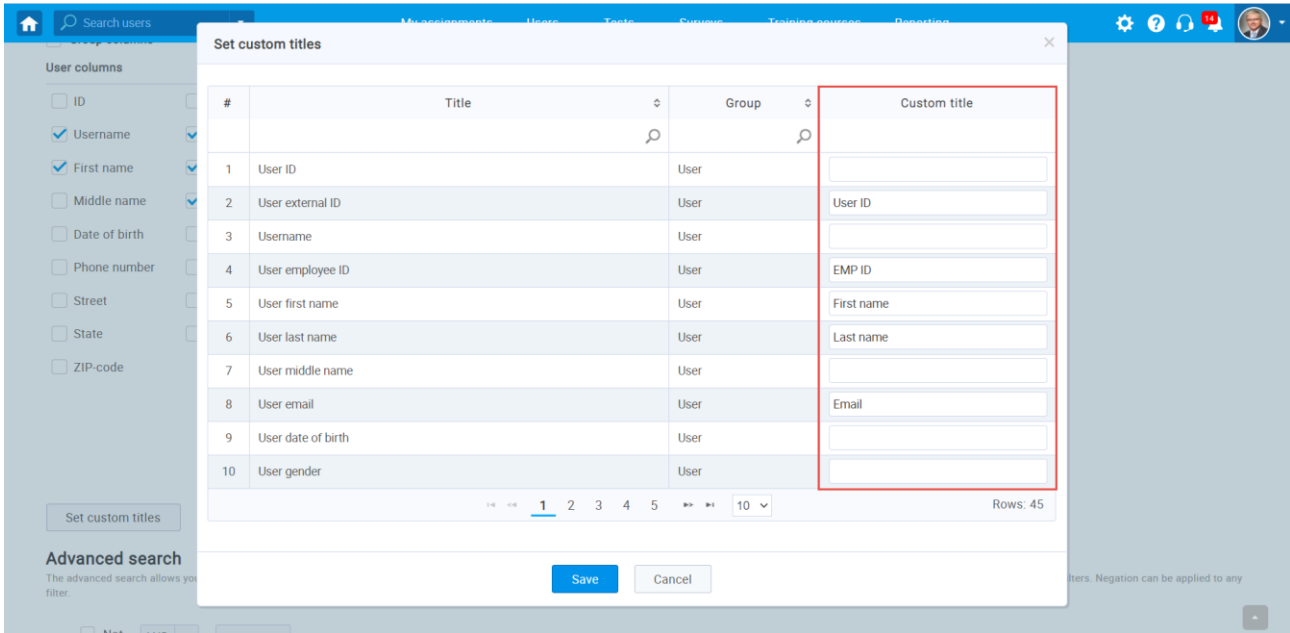
If you want to adjust the Report Builder Format per New Samples and exclude the columns grouping

1. Uncheck "Group columns."
2. Check the columns represented in the screenshot below.
3. Click on the "Set custom titles."

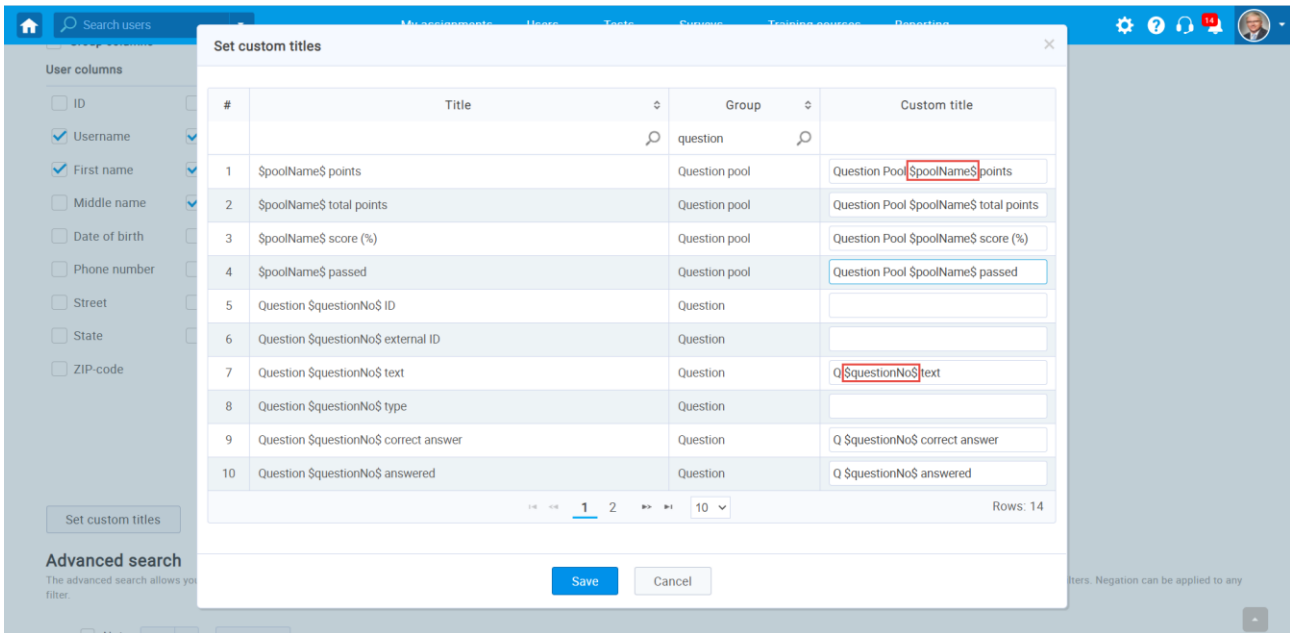


4.1 Adjusting Header Names

You can use the "Custom title" column to change the header's name according to your preferences.



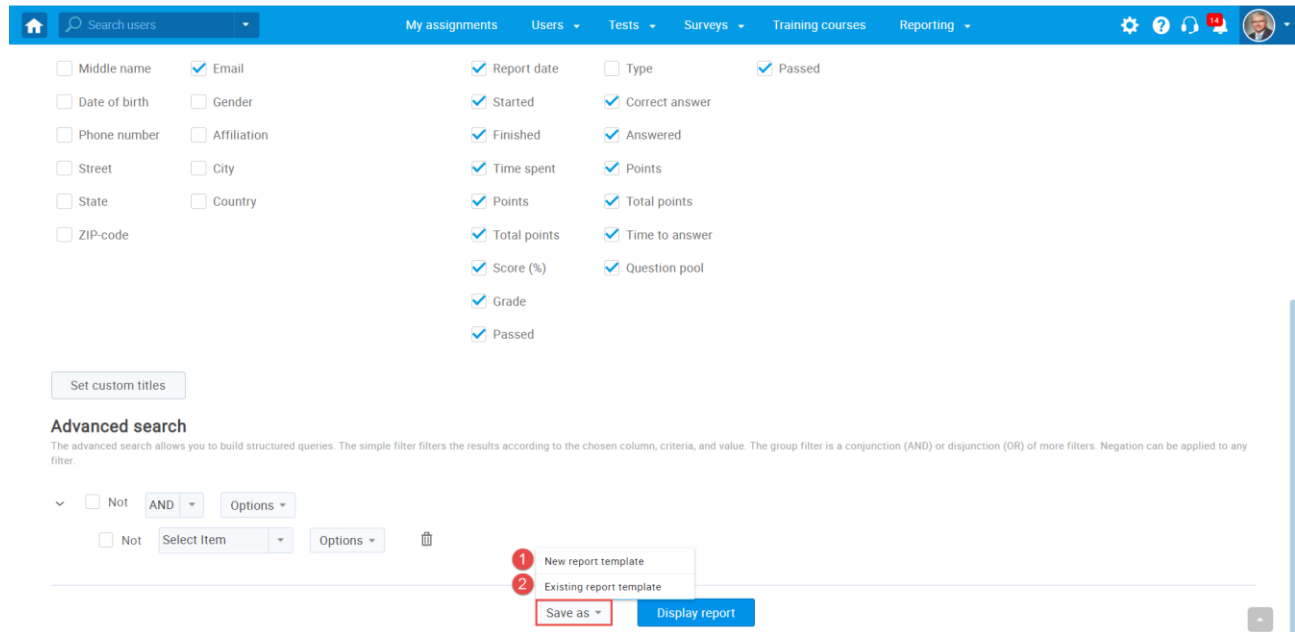
You can use parameters expressed between \$ sign to get the exact name of the pool and add anything static before or after.



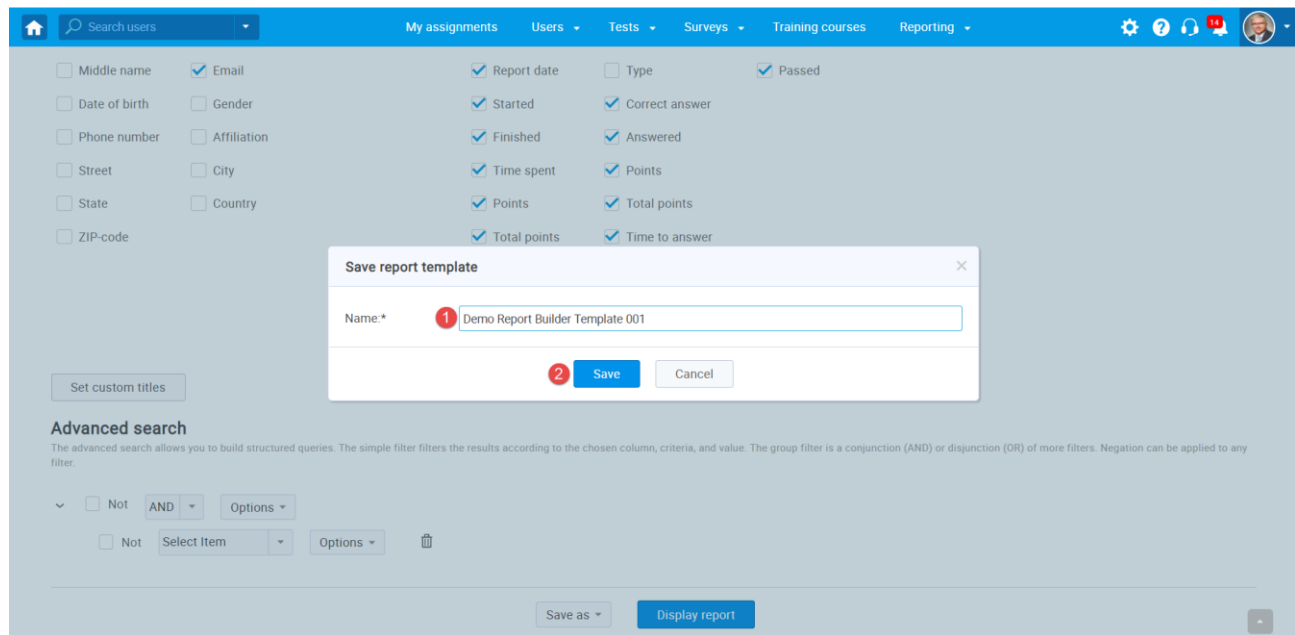
4.2 Saving Adjusting as Template

You can save everything you have configured so far and use it as a template for the next test. Click on the "Save as" and choose:

1. To create a new report template
2. Save as existing report template



1. Enter the name of the template
2. Click the "Save" button



5 Preview of the Adjusted Report Builder

1. Click on the Load template dropdown and find the previously saved template
2. Click the "Display report" button

The screenshot shows the 'Report Builder' interface for 'All tests (458) > Report Builder Test'. The 'Report columns' section is active, showing a grid of columns to be included in the report. The columns are categorized into User, Session, Test, Question, and Pool columns. A 'Set custom titles' button is visible below the grid. At the bottom, there is an 'Advanced search' section and a 'Display report' button.

Report columns
Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.

Group columns

| User columns | Session columns | Test columns | Question columns | Pool columns |
|--|---|--|--|--|
| <input type="checkbox"/> ID | <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> ID | <input type="checkbox"/> ID | <input checked="" type="checkbox"/> Points |
| <input checked="" type="checkbox"/> Username | <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> External ID | <input type="checkbox"/> External ID | <input checked="" type="checkbox"/> Total points |
| <input checked="" type="checkbox"/> First name | <input checked="" type="checkbox"/> Last name | <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Text | <input checked="" type="checkbox"/> Score (%) |
| <input type="checkbox"/> Middle name | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Report date | <input type="checkbox"/> Type | <input checked="" type="checkbox"/> Passed |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Gender | <input checked="" type="checkbox"/> Started | <input checked="" type="checkbox"/> Correct answer | |
| <input type="checkbox"/> Phone number | <input type="checkbox"/> Affiliation | <input checked="" type="checkbox"/> Finished | <input checked="" type="checkbox"/> Answered | |
| <input type="checkbox"/> Street | <input type="checkbox"/> City | <input checked="" type="checkbox"/> Time spent | <input checked="" type="checkbox"/> Points | |
| <input type="checkbox"/> State | <input type="checkbox"/> Country | <input checked="" type="checkbox"/> Points | <input checked="" type="checkbox"/> Total points | |
| <input type="checkbox"/> ZIP-code | | <input checked="" type="checkbox"/> Total points | <input checked="" type="checkbox"/> Time to answer | |
| | | <input checked="" type="checkbox"/> Score (%) | <input checked="" type="checkbox"/> Question pool | |
| | | <input checked="" type="checkbox"/> Grade | | |
| | | <input checked="" type="checkbox"/> Passed | | |

Advanced search
The advanced search allows you to build structured queries. The simple filter filters the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.

Not AND Options
 Not Select Item Options

As you can see, columns are not grouped anymore, and the column headers are presented according to your changes.

1. Click on the XLS icon to download the Report.

| Username | EMP ID | First name | Last name | Email | SOID | SOName | Test ID | Item name | Item title | TestStarted | TestFinished | Test time spent | Points earned | Total points | Score (%) | Passing Grade | Passed |
|---------------|--------|------------|-----------|-----------------------|-------|--------|---------|--------------|---------------------|--------------------------|--------------------------|-----------------|---------------|--------------|-----------|---------------|--------|
| aaron.blake | 12345 | Aaron | Blake | noreply@youtestme.com | 10465 | s | 100940 | Item ID 0986 | Report Builder Test | Jan-16-2021 03:29 PM CET | Jan-16-2021 03:32 PM CET | 00:03:00 | 27 | 36 | 75.00 | Yes | Yes |
| abbie.collins | 123456 | Abbie | Collins | noreply@youtestme.com | 10465 | s | 100940 | Item ID 0986 | Report Builder Test | Jan-16-2021 03:35 PM CET | Jan-16-2021 03:35 PM CET | 00:00:00 | 14 | 36 | 38.89 | Yes | Yes |

| Q1 text | Q1 correct answer | Q1 answered | Q1 points | Q1 total points | Q1 time to answer | Q1 question pool | Q2 text | Q2 correct answer | Q2 answered | Q2 points | Q2 total points | Q2 time to answer | Q2 question pool |
|---|-------------------|-------------|-----------|-----------------|-------------------|-------------------|-------------------------------|-------------------|-------------|-----------|-----------------|-------------------|-------------------|
| A caterpillar may transform into a (select multiple): | D, E | E, D | 6 | 6 | 00:00:08 | General Knowledge | Albert Einstein was a golfer. | B | B | 2 | 2 | 00:00:03 | General Knowledge |
| A caterpillar may transform into a (select multiple): | D, E | E, D | 6 | 6 | 00:00:06 | General Knowledge | Albert Einstein was a golfer. | B | B | 2 | 2 | 00:00:04 | General Knowledge |

| Question Pool Astronomy points | Question Pool Astronomy total points | Question Pool Astronomy score (%) | Question Pool Astronomy passed | Question Pool Geography points | Question Pool Geography total points | Question Pool Geography score (%) | Question Pool Geography passed | Question Pool Gener |
|--------------------------------|--------------------------------------|-----------------------------------|--------------------------------|--------------------------------|--------------------------------------|-----------------------------------|--------------------------------|---------------------|
| 3 | 12 | 25.00 | Yes | 10 | 10 | 100.00 | Yes | 14 |
| 3 | 12 | 25.00 | Yes | -3 | 10 | 0.00 | No | 14 |