YouTestMe

Adjust the Report Builder Format and Header Names per New Samples





File name	Adjust the report builder format and header names
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Table of Contents

1	In	troduction	2
		ccessing the Report builder	
		eport builder adjusting	
		ljusting the report builder	
		Adjusting header names	
		Saving Adjusting as template	
5	Pr	eview of the adjusted report builder	7

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** tab and choose the **Report builder** option.

	Homepage			Q. Search anything
A Home	Welcome John Smith, Your role is Administrator.			Recent activity 200
Assignments 🔹	Your security role is intended for: - Overseeing the entire system			Test "Principles of Taxation" is started about 22 hours ago
😁 Users 👻	- Configuring system setting - Examining reports			Test "Principles of Taxation" is started about 22 hours ago
i Tests 👻 👻	As a start, we advise to: 1. Click the Tests option from the main menu 2. Select the Manage tests option			Test 'Principles of Taxation' is started about 22 hours ago
E-testing center	3. Under the Name column, search for Report Builder Test and select if 4. Select the Summary report to see overall statistics 5. Select the Report builder to generate your report	t		Test "IT Final test" is finished about 23 hours ago
Surveys *	Wy tests	S New user	🌋 New user group	Test 'IT Final test' is started about 23 hours ago
🝷 Training courses 🛛 👻	View the list of tests you can edit, grade or monitor depending on the role assigned to you.	Create a user profile with a pre-created role in accordance with required permissions.	Organize existing users in a group to easily schedule tests or generate reports for that group specifically.	≪ < 1 2 3 > ≫ 5 ▼
Reporting	View	Create	Create	View all activity
Report builder Predefined reports	New test	New training course	New survey	
My favorite reports	Create a test with preferred settings and schedule it for the desired time period.	Create a training as a series of lessons organized into steps. Add materials and schedule a test to check the knowledge.	Create a survey with preferred settings and schedule it for the desired time period.	
Scheduled reports	Create	Create	Create	
Subscribers				
🕸 System 👻				
~				

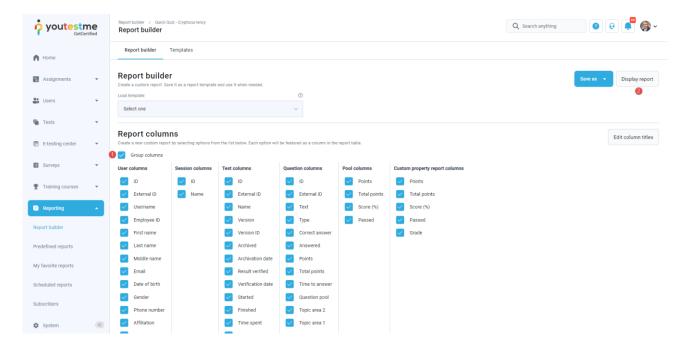
- 1. You will see the list of all tests. Use the search box to find the test you want to preview.
- 2. Click on its name to open it.

			eport builder							Q Search anything	00] 🏟 ~
A Home		Se	elect the test/survey you want	to create a report for.							Tests	Surveys
Assignments	*		All tests									
Users	•		Name †↓	Creation date 👔	Status ↑↓	ID ↑↓	External ID 11	Creation type $\uparrow\downarrow$	Page format ↑↓	Network access ↑↓	Pausing allowed $\uparrow\downarrow$	Passing r
			Q Search 🚺		Select one \backsim	Q Search	Q Search	Select one \backsim	Select one \backsim	Select one \checkmark	Select one \checkmark	Q Search
Tests	*		Banking - Certificati	Sep-07-2022	Suspended	1872		Generated	One question per page	All networks	No	
E-testing center	•	2	Quick Quiz - Crypto	Sep-07-2022	Published	1871		Generated	One question per page	All networks	Yes	
			Quick Quiz - Bankin	Sep-07-2022	Published	1870		Generated	One question per page	All networks	Yes	
Surveys	*		Quick Quiz - Introdu	Sep-07-2022	Published	1869		Generated	One question per page	All networks	Yes	
Training courses	Ŧ		Informatics and Co	Aug-17-2022	Published	1868		Manually created	One question per page	All networks	No	
			Is your business rea	Aug-17-2022	Published	1867		Manually created	One question per page	All networks	No	
Reporting			Java Certification P	Aug-17-2022	Published	1866		Manually created	One question per page	All networks	No	
Report builder			Principles of Taxation	Aug-17-2022	Published	1865		Manually created	One question per page	All networks	No	
Predefined reports			SQL Skill and Knowl	Aug-17-2022	Published	1864		Manually created	One question per page	All networks	No	
My favorite reports			Project Managemen	Aug-17-2022	Published	1863		Manually created	One question per page	All networks	No	
Scheduled reports			Displayed columns			~	< 1 2 3	4 5 > >> 1	10 🕶		4 4	Rows: 61
Subscribers												
🕸 System	~ ~ ~											



3 Report builder 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.



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

	ne tified	Report builder / Quick Report builder	k Quiz - Cryptocurrency							Q Search a	nything	00) ~
f Home		Report builder	Templates										
Assignments	•	Back to report bui	lder										
Users	٣	User											
Tests	*	ID	External ID	Username	Employee ID	First name	Last name	Middle name	Email	Date of birth	Gender	Phone num	Affilia
E-testing center	*	3	787896	student	223356	Mary	Robinson	James	noreply@yout	May-04-1981	Female	(888) 654-1112	Student
Surveys	•	1021	245732	aaron	187945	Aaron	Thompson	James	noreply@yout	Jul-14-1980 0	Male	(888) 232 696	Manage
Training courses	•					<		>> 10 •				4	Rows: 2
Reporting	-												
Report builder													
Predefined reports													
My favorite reports													
Scheduled reports													
Subscribers													
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4 Adjusting the report builder

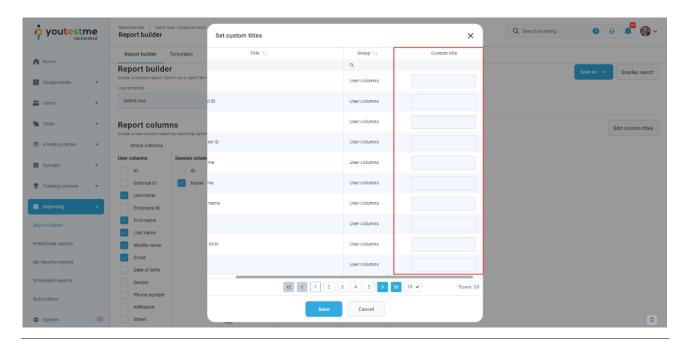
If you want to adjust the Report Builder Format per New Samples and exclude the columns grouping

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

	me	Report builder 7 Quick Q Report builder	uiz - Cryptocurrency					Q Search anything	0 📲 🪳
Home		Report builder	Templates						
Home		Report builde	r					Save as	 Display report
Assignments		Create a custom report. Sa		and use it when needed.				Save as	
, riooiginneinio		Load template:			0				0
Users	× (Select one			~				
Tests	*	Report colum		m the list below. Each option wil	l be featured as a column in the	e report table.			Edit column title
E-testing center	•	2 Group columns							
Surveys		User columns	Session columns	Test columns	Question columns	Pool columns	Custom property report columns		
Surveys		D	DI D	ID	ID 🔽	Points	Points		
Training courses		External ID	Name	External ID	External ID	Total points	Total points		
		Username		Name	Text	Score (%)	Score (%)		
Reporting	-	Employee ID		Version	Туре	Passed	Passed		
	-	First name		Version ID	Correct answer	-	Grade		
port builder		Last name		Archived	Answered		_		
defined reports		Middle name		Archivation date	Points				
		Email		Result verified	Total points				
r favorite reports									
		Date of birth		Verification date	Time to answer				
heduled reports		Gender		Started	Question pool				
bscribers		Phone number		Finished	Topic area 2				
		Affiliation		Time spent	Topic area 1				
System		Street		Points					1

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.

	Report builder / Quick Quiz - Cryptocurrent Report builder	Set custom titles		>	Q Search anything	••••
	Report builder Templates	Title ↑↓	Group ↑↓	Custom title		
ft Home	Report builder		Q			Save as 👻 Display report
🛃 Assignments 👻	Create a custom report. Save it as a report to Load template:	msed	Pool columns			
🛟 Users 👻	Select one	iGroupName\$ points	Custom propert	Question pool \$poolNam		
🖥 Tests 👻	Report columns	IGroupName\$ total points	Custom propert			Edit column titles
E-testing center 👻	Group columns	iGroupName\$ score (%)	Custom propert			
Surveys	User columns Session colu ID ID	GroupName\$ passed	Custom propert			
Training courses		iGroupName\$ grade	Custom propert			
Reporting	Username Employee ID	onNo\$ ID	Question colu			
Report builder	First name	onNo\$ external ID	Question colu			
Predefined reports	Middle name	onNo\$ text	Question colu			
My favorite reports	Email Date of birth	onNo\$ type	Question colu			
Scheduled reports	Gender	< < 2 3	4 5 6	> >> 10 • Rows	s: 58	
Subscribers	Phone number					
🗴 System	Affiliation Street	Save	Cancel]		*

4.2 Saving Adjusting as template

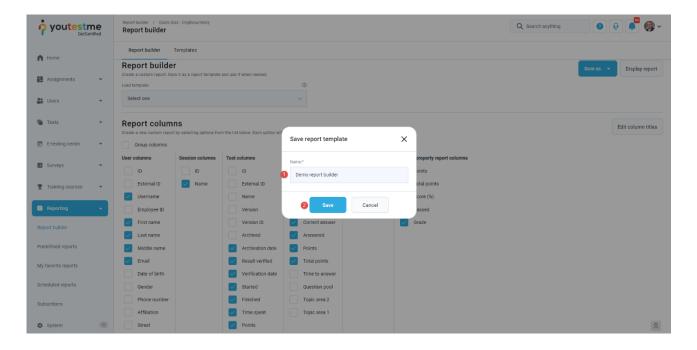
You can save everything you have configured so far and use it as a template for the next test. Click on the **Save as** and choose:

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

GetCe	ne	Report builder						• • • • •
Home		Report builder	Templates					
Home		Report builde						Save as A Display report
Assignments	*	Load template:	re it as a report temptate	and use it when needed.	Ō			1 New report template
		Select one						Existing report template
Users	*	delect one						
Tests	×	Report colum	ns					Edit column title
		Create a new custom report	t by selecting options from	m the list below. Each option will	I be featured as a column in th	e report table.		Eur column the
E-testing center	-	Group columns						
Surveys		User columns	Session columns	Test columns	Question columns	Pool columns	Custom property report columns	
- ourreys		ID	ID	ID	D ID	Points	Points	
Training courses	*	External ID	Name	External ID	External ID	Total points	Total points	
		Username		Name	Text	Score (%)	Score (%)	
Reporting	-	Employee ID		Version	Туре	Passed	Passed	
eport builder		First name		Version ID	Correct answer		Grade	
		Last name		Archived	Answered			
redefined reports		Middle name		Archivation date	Points			
ly favorite reports		Email		Result verified	Total points			
		Date of birth		Verification date	Time to answer			
cheduled reports		Gender		Started	Question pool			
ubscribers		Phone number		Finished	Topic area 2			
		Affiliation		Time spent	Topic area 1			
System	- (32)	Street		Points				3



- 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.

youtestr		Report builder / Quick Q Report builder	uiz - Cryptocurrency					Q Search anything	0 0 🔎 🌍
Home		Report builder	Templates						
Home		Report builde	r					1	Save as 👻 Display repo
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- and - a		Load template:			0				
Users	· •	Demo report builder			~				
Tests	÷	Report colum		n the list below. Each option wil	be featured as a column in the	report table.			Edit column title
E-testing center	*	Group columns							
Surveys		User columns	Session columns	Test columns	Question columns	Pool columns	Custom property report columns		
Surveys		ID	ID	ID	D ID	Points	Points		
Training courses		External ID	Name	External ID	External ID	Total points	Total points		
		Username		Name	Text	Score (%)	Score (%)		
Reporting	-	Employee ID		Version	Туре	Passed	Passed		
	-	First name		Version ID	Correct answer		Grade		
ort builder		Last name		Archived	Answered				
defined reports		Middle name		Archivation date	Points				
		Email		Result verified	Total points				
favorite reports		Date of birth		Verification date	Time to answer				
eduled reports				-					
		Gender		Started	Question pool				
iscribers		Phone number		Finished	Topic area 2				
		Affiliation		Time spent	Topic area 1				
System	- **	Street		Points					



As you can see, columns are not grouped anymore, and the column headers are presented according to your changes. Click on the XLS icon to download the report.

Get	tCertified		Report builder	iick Quiz - Cryptocurrency F							Q	Search anything	g		2	,
Home			Report builder	Templates												
Assignments	•		Back to report b	uilder												
Users	*		Username	User first n	User last n	User middl	User email	User city	User state	User country	User ZIF	P-c Se	ession na	Test a	archiv	Te
Tests			student	Mary	Robinson	James	noreply@yout	Oakville	Ontario	Canada	L2A 8C3	Trai	ining Cour			No
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