



# YouTestMe

Adjust the Report Builder Format and  
Header Names per New Samples

<b>File name</b>	Adjust the report builder format and header names
<b>Author</b>	YouTestMe
<b>Confidentiality</b>	Internal or Public
<b>Last save date</b>	Tuesday, October-25-2022 at 2:06:00 PM

## Table of Contents

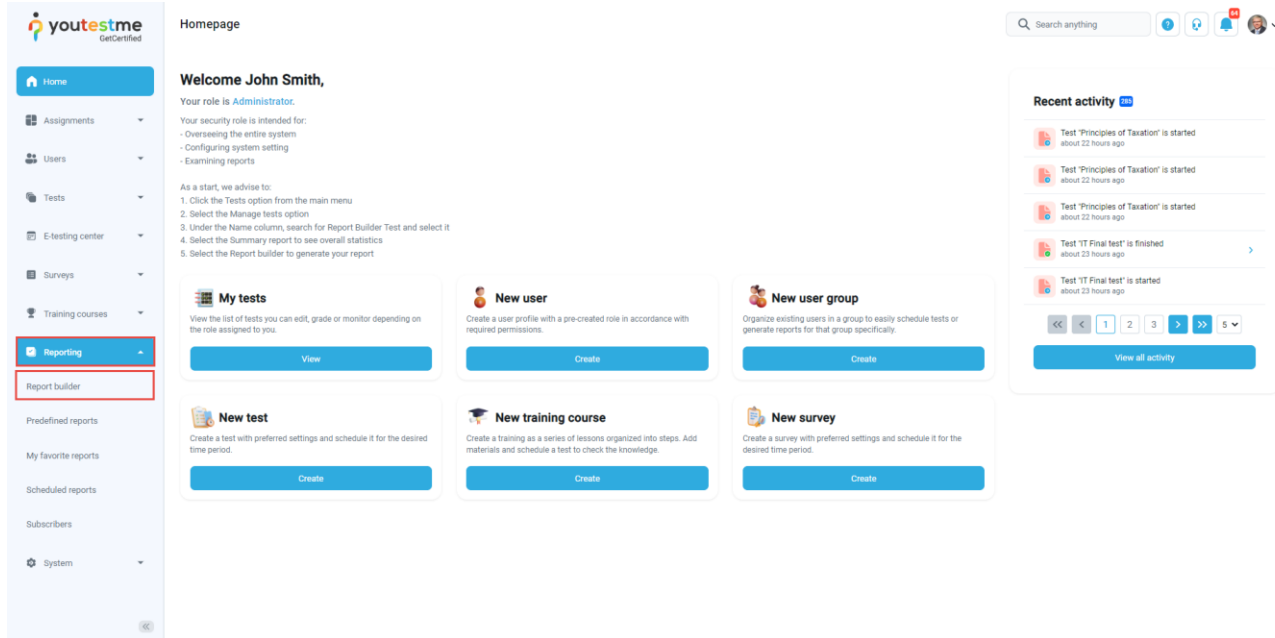
1	Introduction.....	2
2	Accessing the Report builder.....	3
3	Report builder adjusting.....	4
4	Adjusting the report builder .....	5
4.1	Adjusting header names.....	5
4.2	Saving Adjusting as template .....	6
5	Preview of the adjusted report builder .....	7

## 1 Introduction

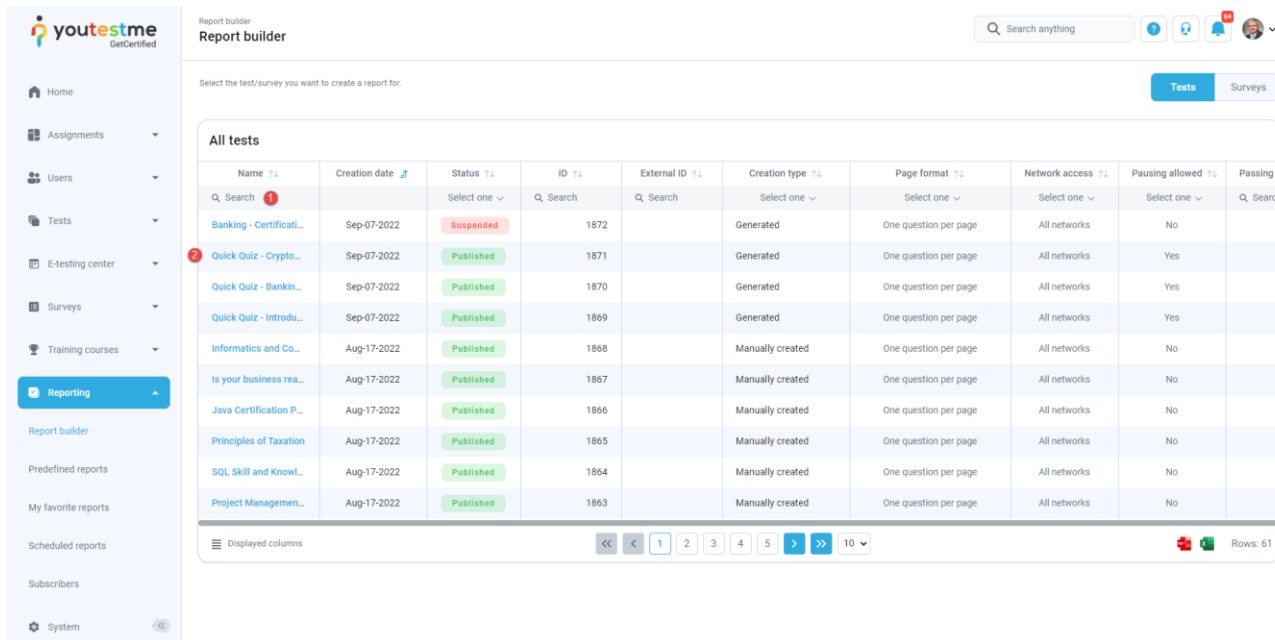
This document will explain how to adjust the report builder format and header names per new samples.

## 2 Accessing the Report builder

Navigate to the **Reporting** tab and choose the **Report builder** option.



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 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.

The screenshot shows the 'Report builder' interface. On the left is a navigation sidebar with 'Reporting' selected. The main area is titled 'Report builder' and contains a 'Load template' dropdown set to 'Select one'. Below this is the 'Report columns' section, which is divided into several categories with checkboxes for selection:

- Group columns:**  Group columns
- User columns:**  ID,  External ID,  Username,  Employee ID,  First name,  Last name,  Middle name,  Email,  Date of birth,  Gender,  Phone number,  Affiliation
- Session columns:**  ID,  Name
- Test columns:**  ID,  External ID,  Name,  Version,  Version ID,  Archived,  Archivation date,  Result verified,  Verification date,  Started,  Finished,  Time spent
- Question columns:**  ID,  External ID,  Text,  Type,  Correct answer,  Answered,  Points,  Total points,  Time to answer,  Question pool,  Topic area 2,  Topic area 1
- Pool columns:**  Points,  Total points,  Score (%),  Passed
- Custom property report columns:**  Points,  Total points,  Score (%),  Passed,  Grade

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

The screenshot shows the 'Report builder' interface with a 'Back to report builder' button. Below it is a table titled 'User' showing a grouped report. The table has the following columns: ID, External ID, Username, Employee ID, First name, Last name, Middle name, Email, Date of birth, Gender, Phone num..., and Affilia. The data is grouped by 'User'.

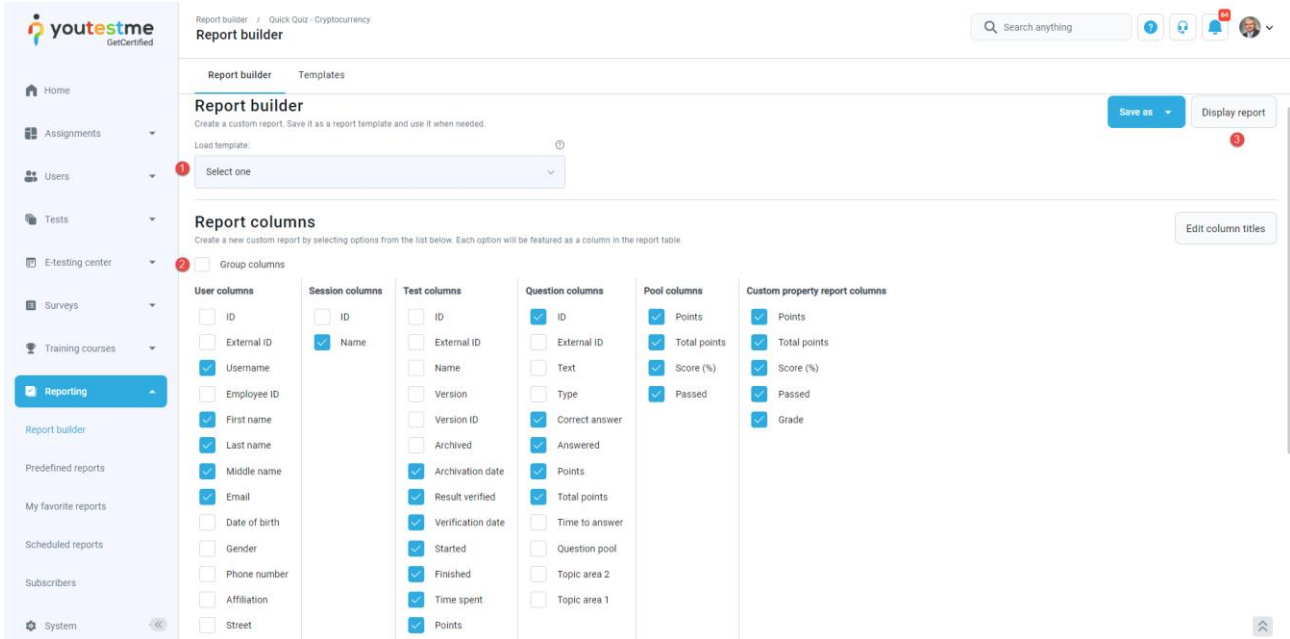
ID	External ID	Username	Employee ID	First name	Last name	Middle name	Email	Date of birth	Gender	Phone num...	Affilia
3	787896	student	223356	Mary	Robinson	James	noreply@yout...	May-04-1981 ...	Female	(888) 654-1112	Student
1021	245732	aaron	187945	Aaron	Thompson	James	noreply@yout...	Jul-14-1980 0...	Male	(888) 232 696	Manage

At the bottom of the table, there are navigation controls: << < 1 > >> 10 ▾ and a 'Rows: 2' indicator.

## 4 Adjusting the report builder

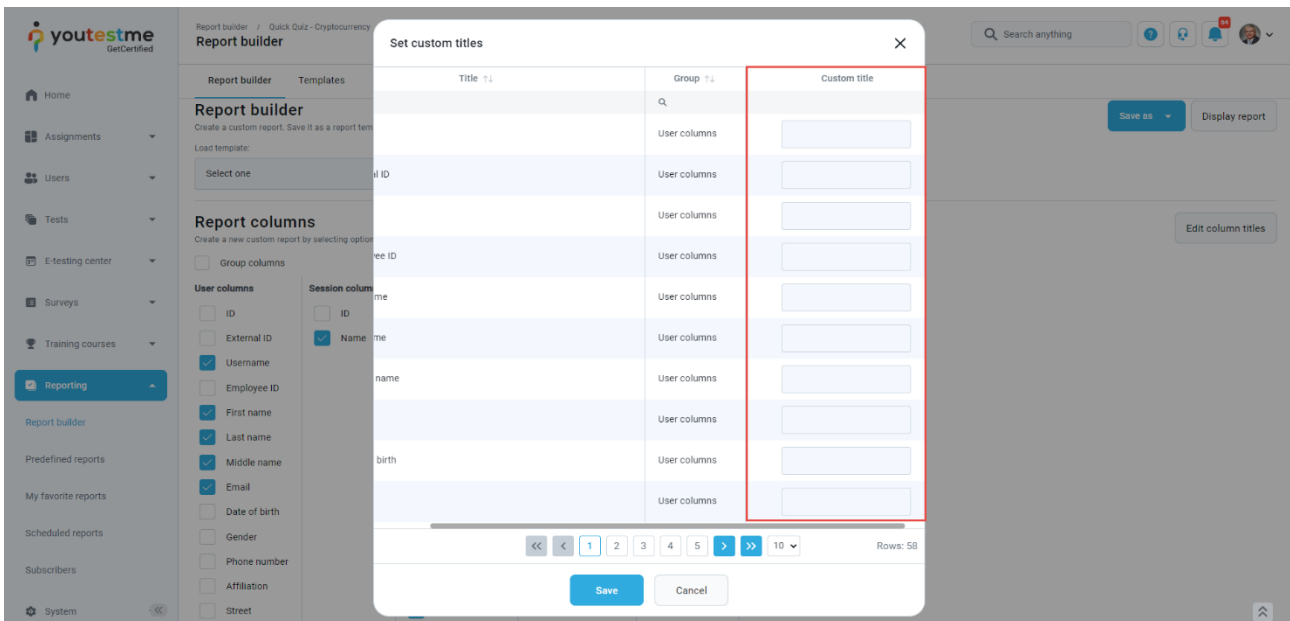
If you want to adjust the Report Builder Format per New Samples and exclude the columns grouping

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

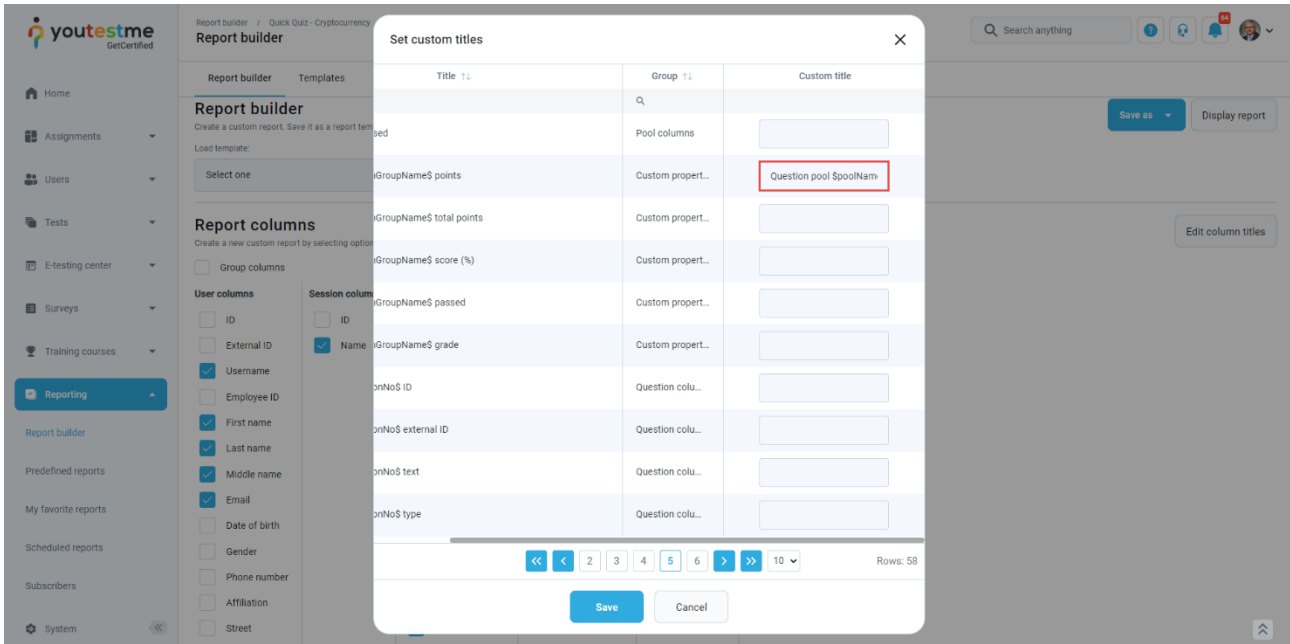


### 4.1 Adjusting header names

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



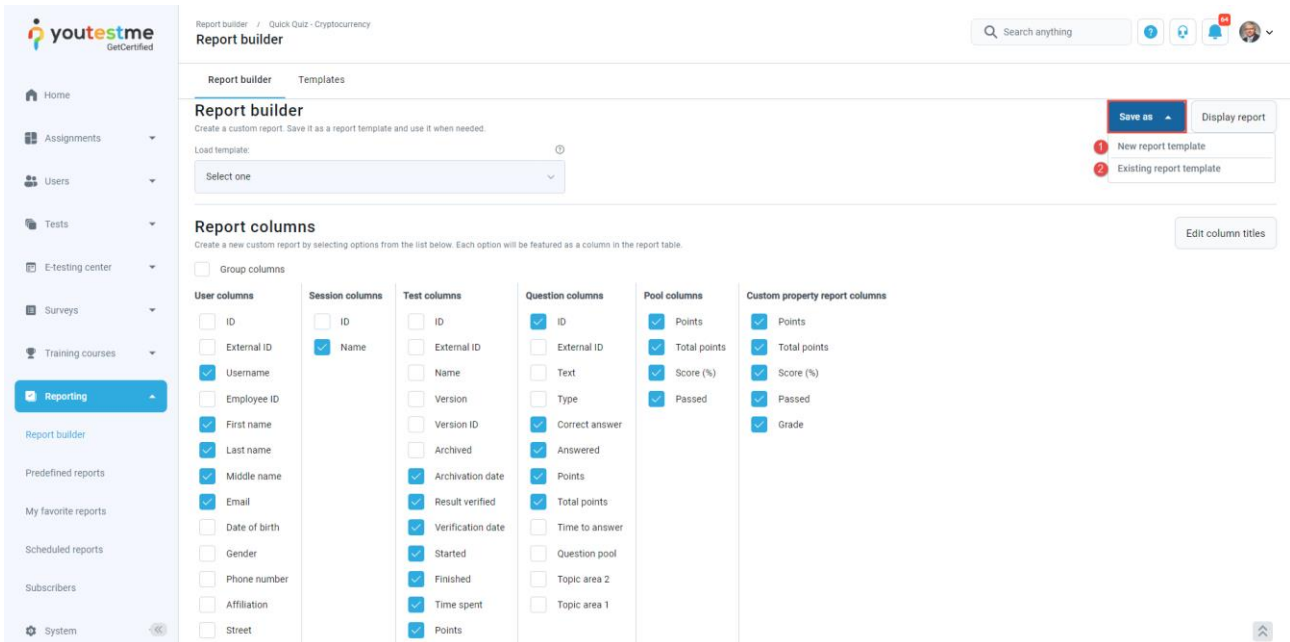
You can use parameters expressed between \$ sign to get the exact name of the pool and add anything static before or after.



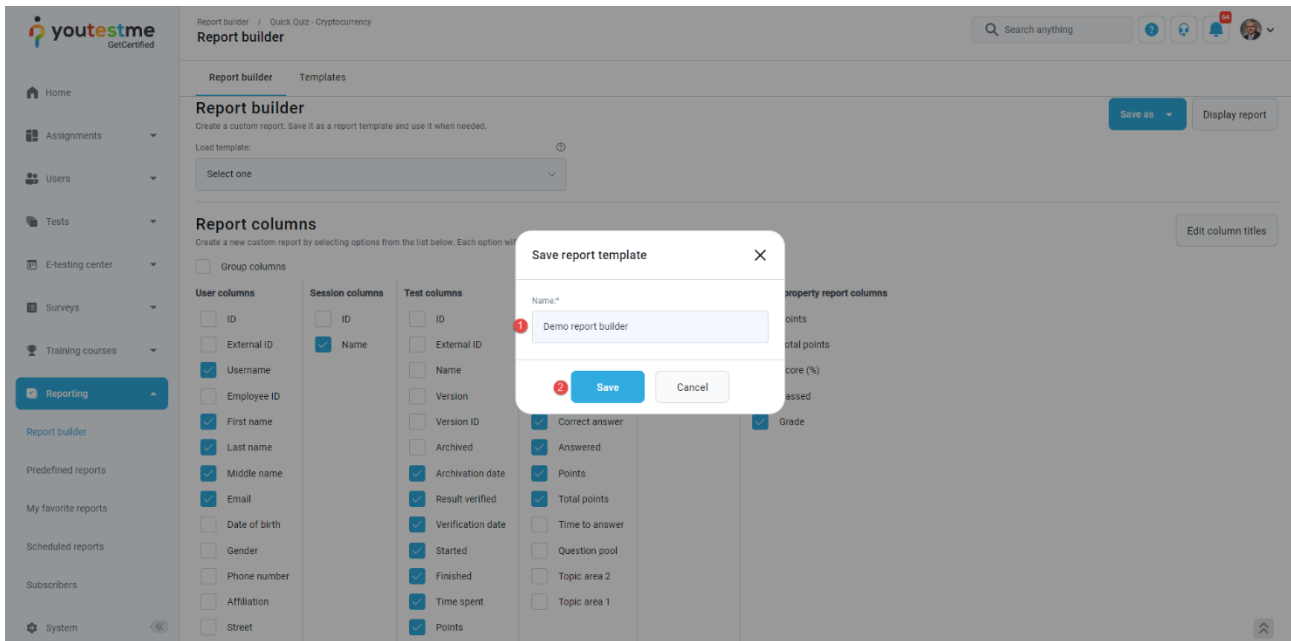
## 4.2 Saving Adjusting as template

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.

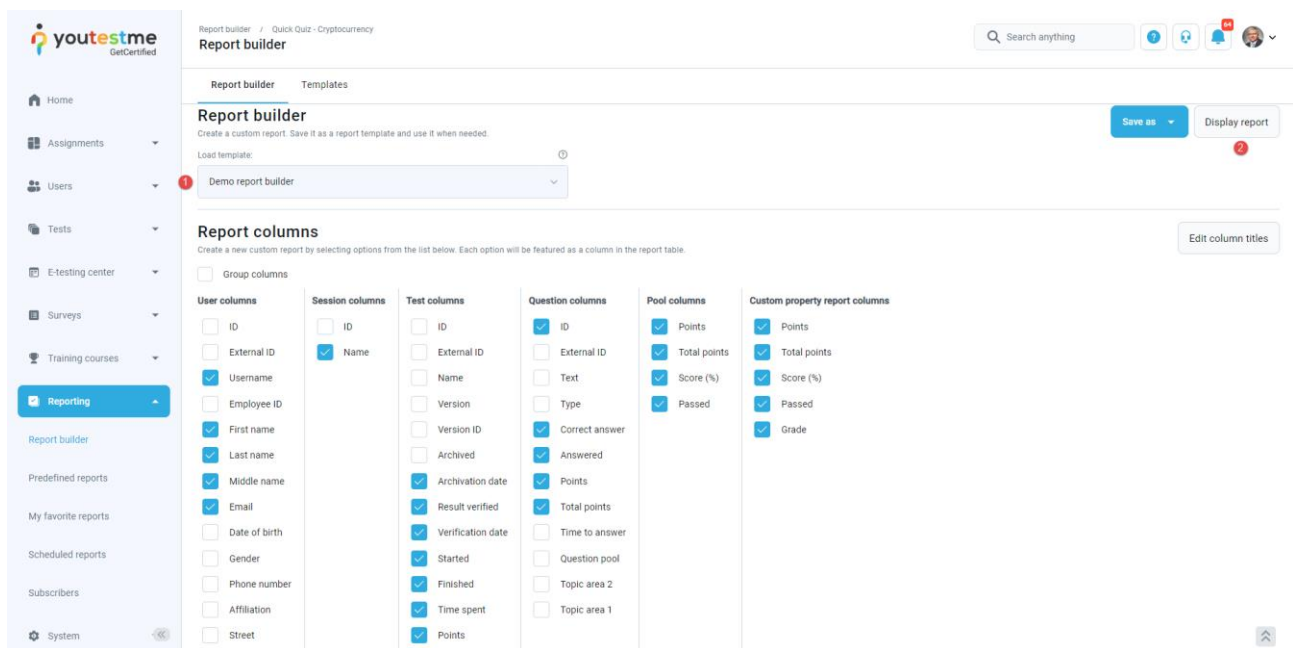


1. Enter the name of the template.
2. Click the **Save** button.



## 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.



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.

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	33465	S	100940	Item ID 0986	Report Builder Test	Jan-16-2021 03:29 PM CET	Jan-16-2021 03:32 PM CET	00:03:06	27	36	75.00		Yes
abbie.collins	123456	Abbie	Collins	noreply@youtestme.com	33465	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

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	5	5	00:00:55	General Knowledge	Albert Einstein was a golfer.	B	B	2	2	00:00:53	General Knowledge
A caterpillar may transform into a (select multiple):	D, E	E, D	5	5	00:00:56	General Knowledge	Albert Einstein was a golfer.	B	B	2	2	00:00:54	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
5	33	25.00	Yes	18	18	100.00	Yes	34
5	33	25.00	Yes	-9	18	0.00	No	34