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YouTestMe

How to Create a Survey Report Builder



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Author	YouTestMe
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1 Introduction

This document will explain how to create flexible and unique reports by defining the Report Builder's columns and applying advanced search filters to obtain a detailed insight into survey statistics.



2 Create a Survey Report Builder

A P Search users • My assignment	ents Users • Tests • Surveys • Training courses	Reporting - 🌣 ? 🕠 🌲 😩 -
		Report builder View or build detailed reports on your tests and surveys
		Predefined reports View various reports from across the system
My assignments	Create user	Favorite reports View your most important predefined reports
View the list of all tests, surveys, and training courses assigned to you.	Create a user profile with a security role and permissions assigned. Create	Scheduled reports Organize sending periodic reports to subscribers via email
		Abe
Create test Create a knowledge test with multimedia content and assign the awarding certificate.	Create survey Create a survey and categorize its results. Cr	Create training course eate a training course with multimedia content and short tests.

Hover over the "Reporting" tab in the main menu and then select the "Report Builder" option

1. Click the "Surveys" button to see the list of surveys you can create the report for

Report builder All surveys (6)						Tests	Surveys ?
Select the test/survey you want to	create the report for.						
Name 🗘	Creation date 🔹	Status \$	ID \$	External ID ≎	Report displayed 🗘	Report content \$	Network access\$
Q		Select one	Q	Q	Select one	Select one	Select one
Survey 1 - Start-up Menta	Aug-23-2019	Draft	100284		Immediately after finishing	Score only	All networks
Survey #1 - Start-up Ment	Aug-23-2019	Published	100283		Immediately after finishing	Score only	All networks
Survey #1 - Start-up Men	Aug-23-2019	Published	100282		Immediately after finishing	Score only	All networks
University student satisfa	Jul-20-2018	Published	100102		Immediately after finishing	Score and details	All networks
General research	Jul-20-2018	Published	100101		Immediately after finishing	Score and details	All networks
Job satisfaction	Jul-19-2018	Published	100100		Immediately after finishing	Score and details	All networks
Displayed columns			14	<1 b> b	10 🗸		Rows: 6

2. Select the Survey from the table



- 1. Create a new custom report by selecting options from the list. Each selected option will be featured as a column in the report table
- 2. The advanced search allows you to build structured queries. The simple filter displays the results according to the chosen column, criteria, and value. The group filter represents conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter
- 3. You can save the report settings as a new report template or update the existing report template. To do so, click the "Save as..." button

Note: Only columns will be saved, excluding the advanced search (queries)

4. Click the "Display report" button to see the report you have made

reate a custom report.	Save it as a report template a	nd use when needed.				
eport templat	e					
oad template: 🗇	Select one	*				
eport column						
eate a new custom rep ser columns	ort by selecting options from	the list below. Each option will Session columns	Survey columns	Question columns	Pool columns	
D	External ID	ID		ID	Points	
Employee ID	Vsername	Name	Name	External ID	Total points	
First name	Last name		Started	✓ Text	Score (%)	
Middle name	Email		Finished	Туре	Passed	
Date of birth	Gender		Time spent	Correct answer		
Phone number	Affiliation		Points	Answered		
Street	City		Total points	V Points		
State	Country		🗹 Score (%)	Total points		
ZIP-code			Grade	Time to answer		
			Passed	Question pool		

- You will be presented with a report with specific columns you have marked, such as the question's External ID and Answered for all users who have a score of less than 100 percent and whose username contains "on."
- 2. You can export the report by clicking on the XLS icon

eport builder Temp	General rese	earch									
eport builder Temp									Tests Surveys	?	
	lates										
Back to report bui	lder										
User	Sur	vey		Question 1					Qu		
Username	Name	Score (%)	External ID	Text	Correct answer	Answered	Points	External ID	Text	Corre	
aaron.blake	General research	84.38	475151	What is your first	By answer weight	A	4	965247	How would you r	By ans	
tom.anderson	General research	12.50	475151	What is your first	By answer weight	D	1	965247	How would you r	By ans	
				14 KK 1	»> ⊨: 10 ¥				F	Rows: 2	