



YouTestMe

Using Report Builder
(How To Display Needed Report Information)

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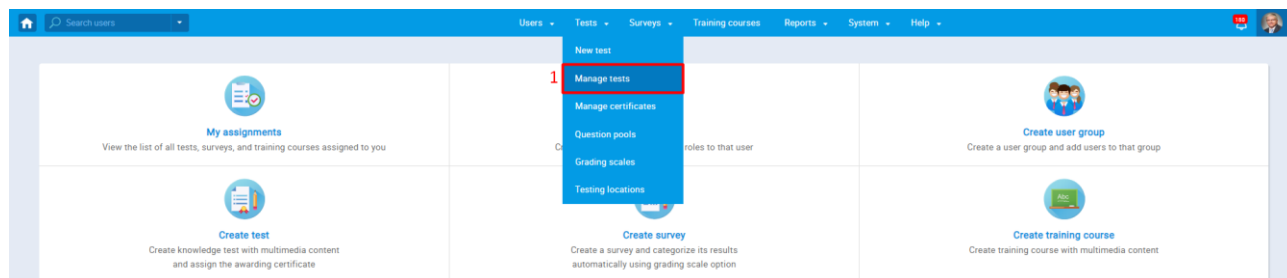
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1 Introduction

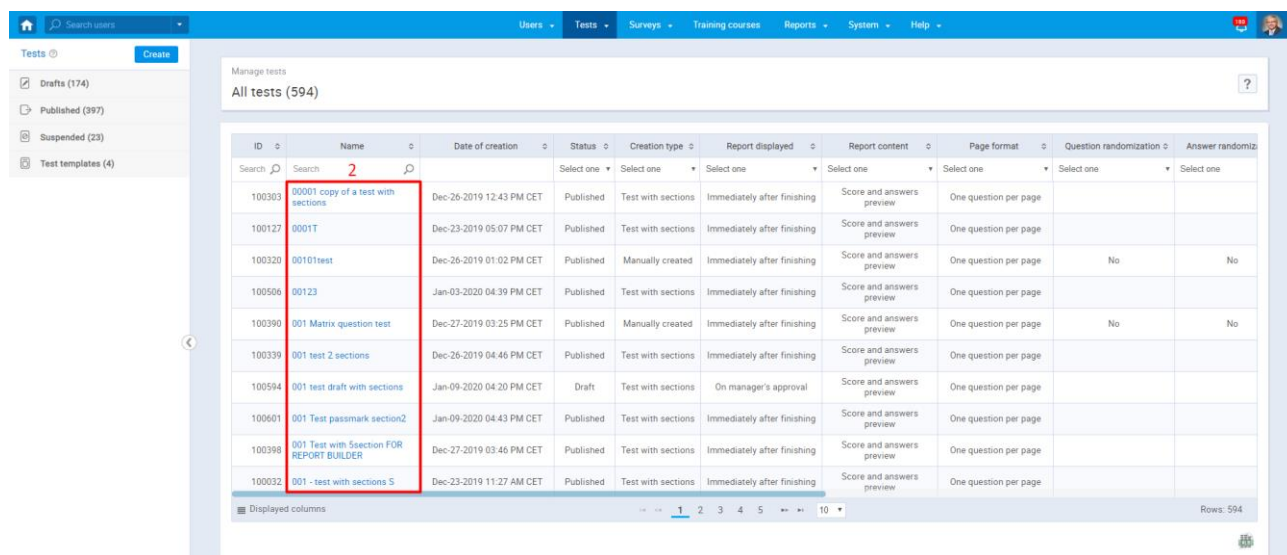
This document's purpose is to explain how to access and use the report builder.

2 Accessing report builder directly from a test

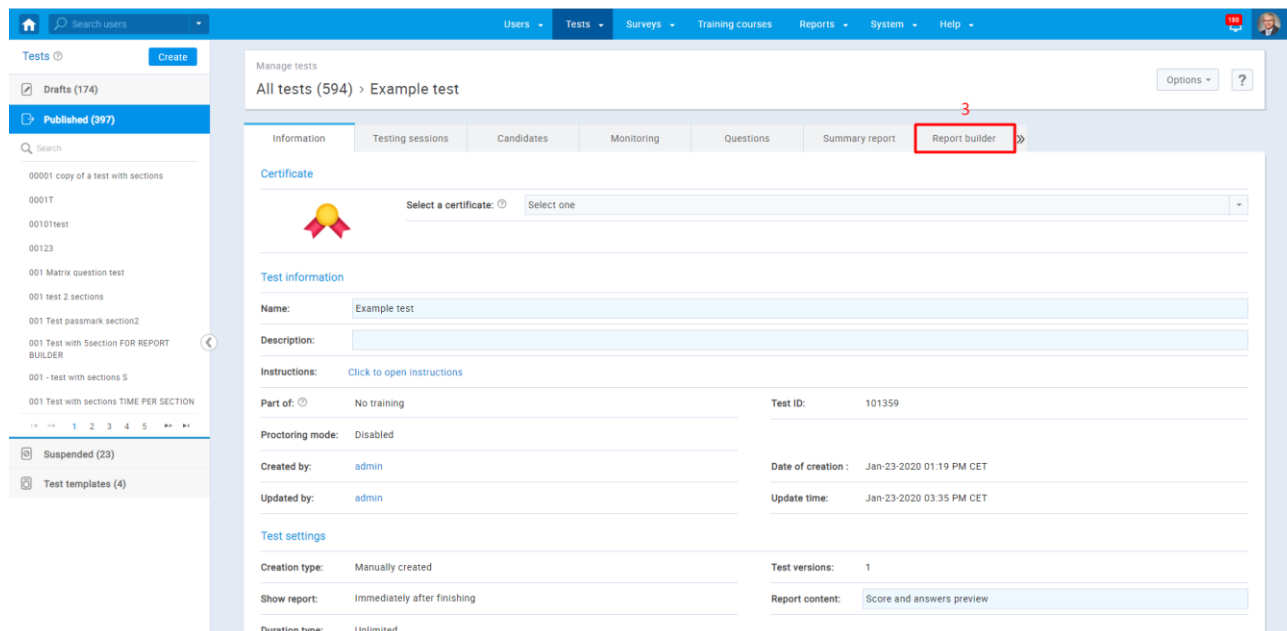
1. To select a report builder from a test, go to "Tests/Manage" tests.



2. To display a report builder for a specific test, select the test name from the "Name" column. There is also a search field to help you find your test faster.



- Once the test information is displayed, select the “Report Builder” tab.



Manage tests
All tests (594) > Example test

Options ?

Information Testing sessions Candidates Monitoring Questions Summary report **Report builder**

Certificate

Select a certificate: Select one

Test information

Name: Example test

Description:

Instructions: [Click to open instructions](#)

Part of: No training

Proctoring mode: Disabled

Created by: admin

Updated by: admin

Test ID: 101359

Date of creation: Jan-23-2020 01:19 PM CET

Update time: Jan-23-2020 03:35 PM CET

Test settings

Creation type: Manually created

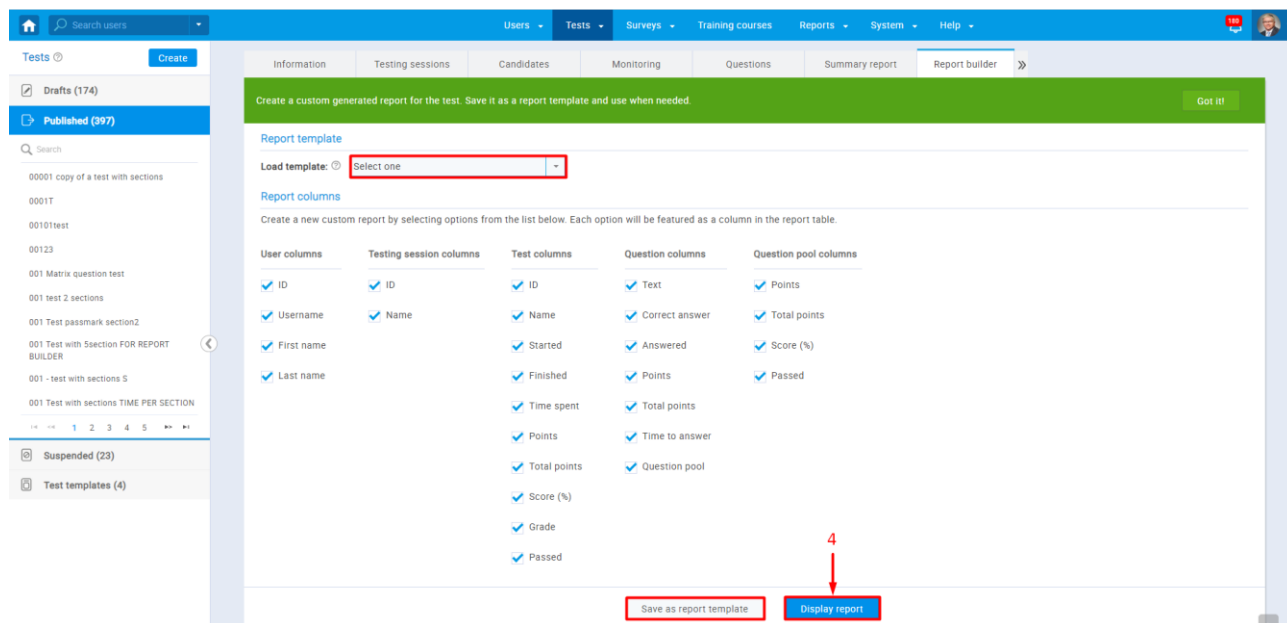
Show report: Immediately after finishing

Duration type: Unlimited

Test versions: 1

Report content: Score and answers preview

- Create a new custom report by selecting options from the list and select the “Display report” button. You can save a specific report builder as a template and load the report builder configuration from one of the saved templates.



Create a custom generated report for the test. Save it as a report template and use when needed. [Got it!](#)

Report template

Load template: Select one

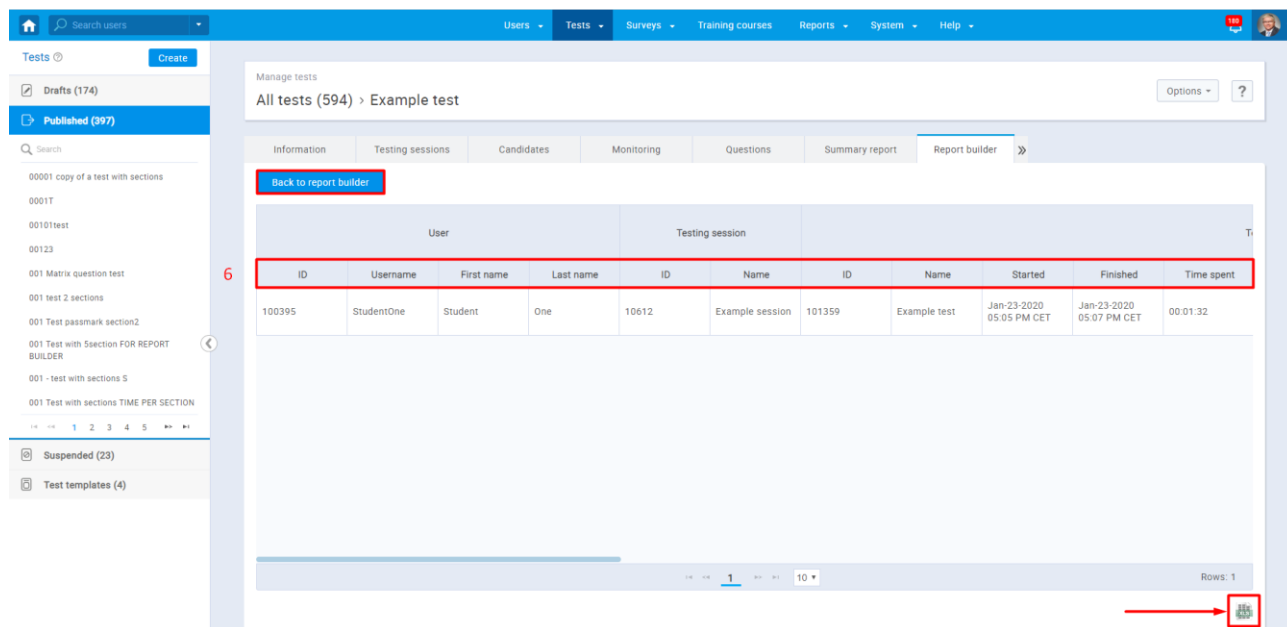
Report columns

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

User columns	Testing session columns	Test columns	Question columns	Question pool columns
<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Text	<input checked="" type="checkbox"/> Points
<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Correct answer	<input checked="" type="checkbox"/> Total points
<input checked="" type="checkbox"/> First name		<input checked="" type="checkbox"/> Started	<input checked="" type="checkbox"/> Answered	<input checked="" type="checkbox"/> Score (%)
<input checked="" type="checkbox"/> Last name		<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Passed
		<input checked="" type="checkbox"/> Time spent	<input checked="" type="checkbox"/> Total points	
		<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Time to answer	
		<input checked="" type="checkbox"/> Total points	<input checked="" type="checkbox"/> Question pool	
		<input checked="" type="checkbox"/> Score (%)		
		<input checked="" type="checkbox"/> Grade		
		<input checked="" type="checkbox"/> Passed		

[Save as report template](#) [Display report](#)

5. Each selected option will be featured as a column in the report table when you display the report.
 - a. You can always go back to the report builder and change the option filters that you want to display.
 - b. There is an option to export the report as an Excel file by clicking on the “Export as Excel” icon.
 - c. Exporting a report as Excel is a great option that helps you save reports, and also gives you better visibility of the report.



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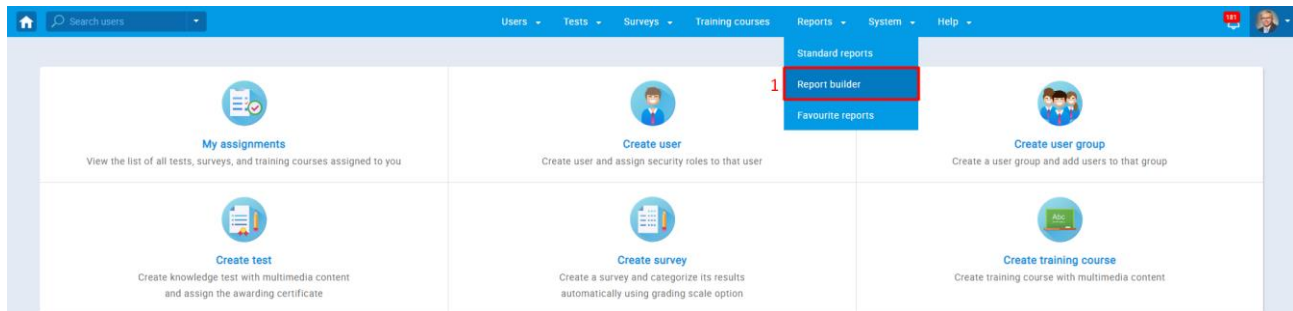
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3 Accessing report builder from quick actions

1. To access a report builder from quick action options, go to “Reports/Report builder.”



2. To display a report builder for a specific test, select the test name from the “Name” column.
 - a. To find the test you need faster, you can search for it using ID and name of a specific test.
 - b. The “Displayed columns” option allows you to show the following options for all tests:
 - i. *ID*
 - ii. *Name*
 - iii. *Date of creation*
 - iv. *Status*
 - v. *Creation type*
 - vi. *Report displayed*
 - vii. *Report content*
 - viii. *Page format*
 - ix. *Question randomization*
 - x. *Answer randomization*
 - xi. *Network access*
 - xii. *Pass mark*
 - xiii. *Pausing allowed*
 - xiv. *Retaking enabled*
 - xv. *Browser lockdown*
 - xvi. *Answer feedback*
 - c. You can also export the list of all tests as an Excel file by clicking the “Export as Excel” icon.

See steps 4 and 5 in the second section (Accessing report builder directly from a test).