ANALYTICS REPORTS: DOWNLOADING REPORTS
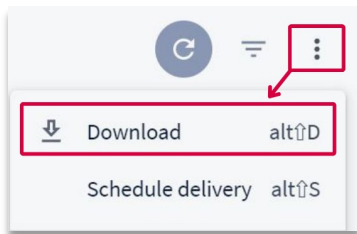
Bridge@UofL
Employee Development & Learning

Report data is generated based on the filters applied within each respective view. To learn more about filtering data, please consult the guides labeled **Analytics Reports: Overview Dashboard** and **Analytics Reports: Transcript View**.
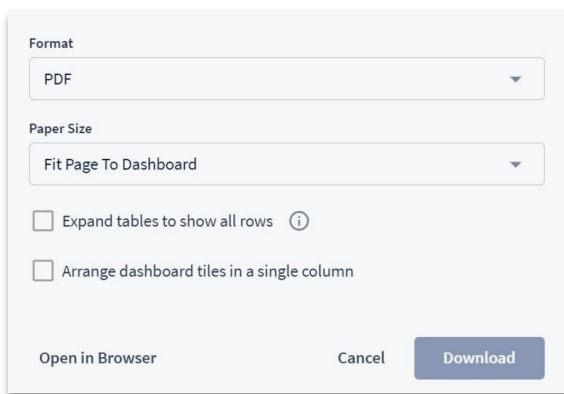
Note:

- Some features might be limited depending on your user role permissions. Analytics are accessible for users with Manager and Bridge Observer roles.
- There is a one-hour cache for Analytics; this means if you have new data it could take up to an hour to populate.
- Managers and Bridge Observers can download reports for both the Overview Dashboard and Transcript View.
- For any inquiries regarding the system or training, please submit a help ticket.

How to Download a Report (Overview and Transcript)

Download enables you to retrieve the information displayed in your search results, including the widgets displayed on the Overview Dashboard for a visual representation of your data.
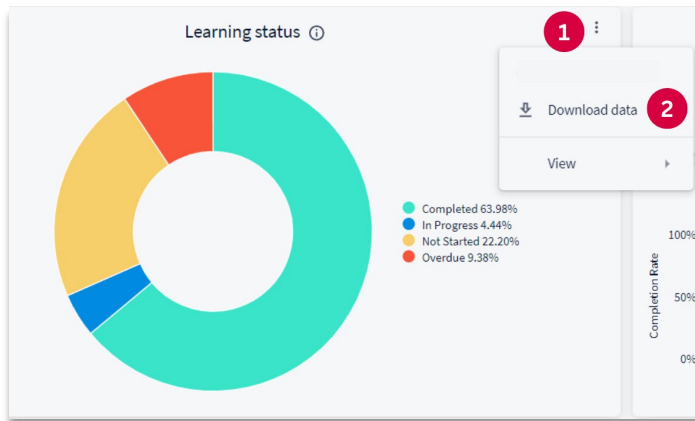

To open the **Download Menu**, click on the three dots (**Dashboard Actions**) in the top right-hand corner of the Analytics report and then select **Download**.

The **Download Menu** allows you to select your preferred format (PDF or CSV), paper size, expand tables to display all rows, and arrange dashboard tiles in a single column. Additionally, there is an option to open the report in the browser to view the data.

Download Widget Data (Overview)

In the **Overview Dashboard** view, you can download individual widget data.

In the upper right-hand corner of the widget, click the **menu button** [1] and select **Download data** [2].
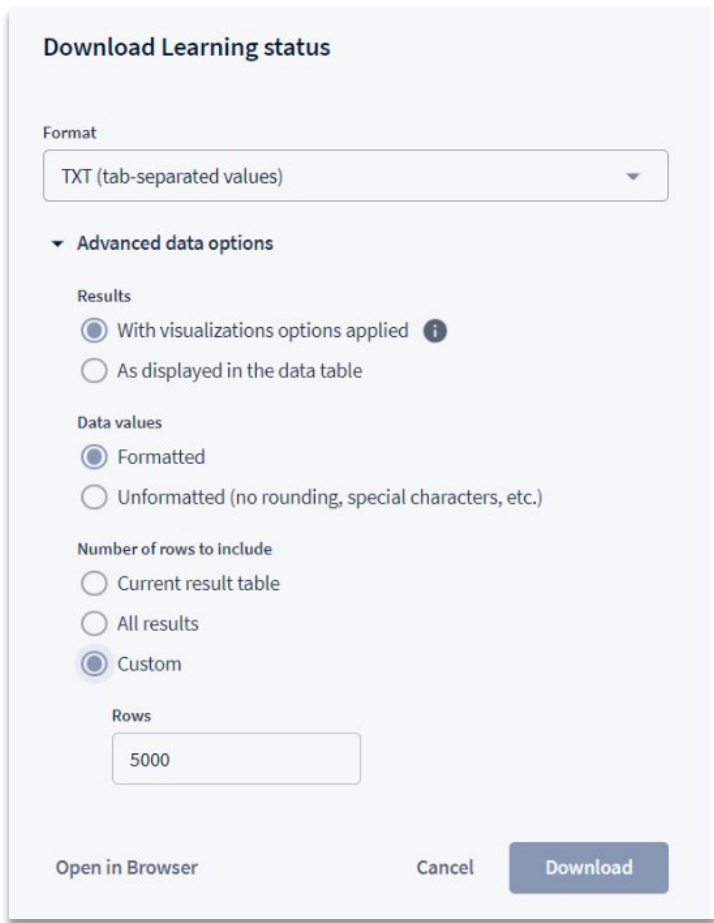
The Download Menu

When downloading data from the different widgets, you have the option to choose the data **Format** [1] and access various **Advanced Data Options** [2].

Data Format

Data options include txt (tab-separated values), Excel Spreadsheet (Excel 2007 or later), CSV, JSON, HTML, Markdown, and PNG. Once you have selected the preferred format, proceed to the Advanced Data Options.

Advanced Data Options

You can choose how to display the **Results** in the export. There are two options available: "**With visualizations options applied,"** which reflects any customizations made for this visualization, such as re-labeling columns, hiding totals, or adding conditional formatting; or **As displayed in the data table.**

Additionally, **Data Values** can be formatted or unformatted (no rounding, special characters, etc.).

The final choice is the **Number of rows to include**. When viewing a table with more than 500 rows, selecting **Current Result Table** will only export the currently displayed rows. To include all data within a larger file, choose **All Results**; this option will export all data for the chosen analytics. You can also opt for a **Custom** format and specify the number of rows of data to include in the downloaded report.