ANALYTICS REPORTS: TRANSCRIPT VIEW

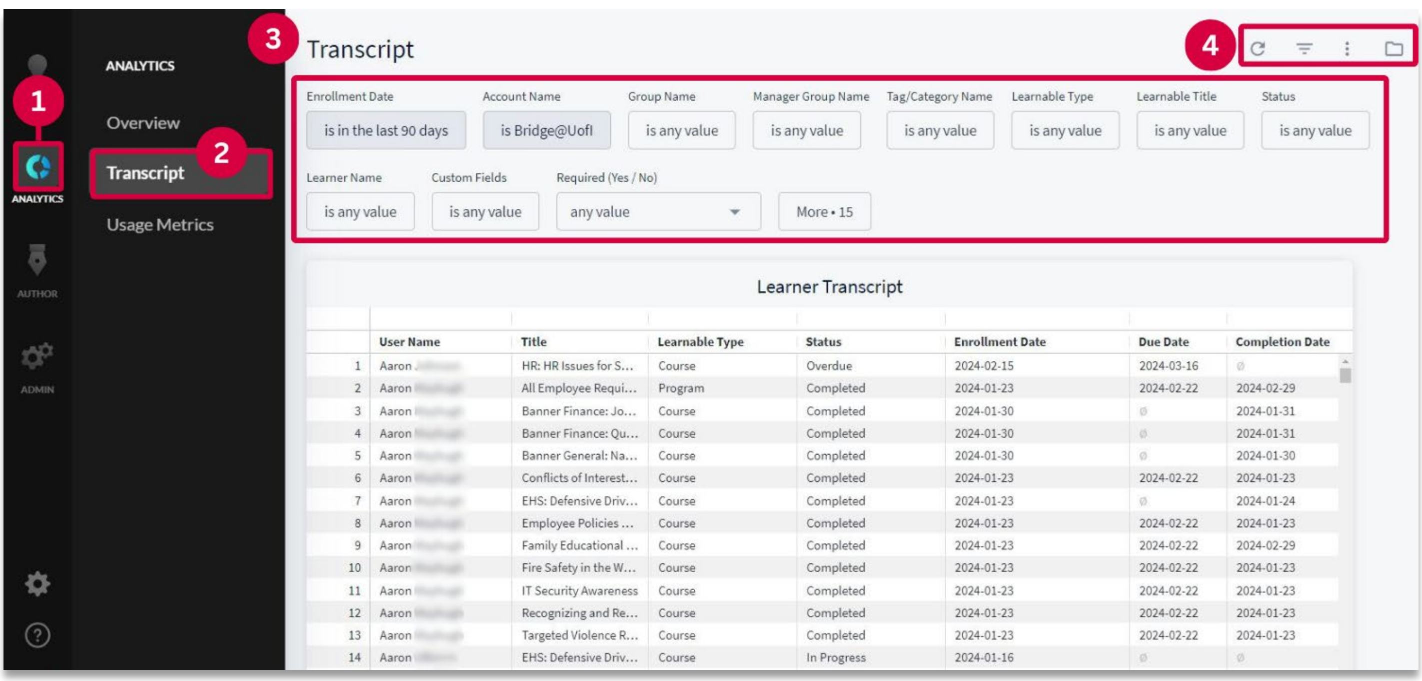
Bridge@UofI
Employee Development & Learning

The Analytics Reports will give you a view of all enrollment data. This report will allow you to pull a comprehensive list of information and include inactive users.

Note:

- Some features might be limited depending on your user role permissions. Analytics are accessible for users with Manager and Bridge Observer roles.
- The Manager's view will look exactly like the Bridge Observer view, with the only distinctions being the users and team group names available for filtering.
- There is a one-hour cache for Analytics; this means if you have new data it could take up to an hour to populate.
- For any inquiries regarding the system or training, please [submit a help ticket].

Filters in the Transcript View



To access the Analytics report you will go to the **Analytics** [1] option in the navigation menu and select **Transcript** [2]. Here you have several **filter options** [3] and the options to **Search, Hide Filters, and Additional Options** [4].

Filter Options

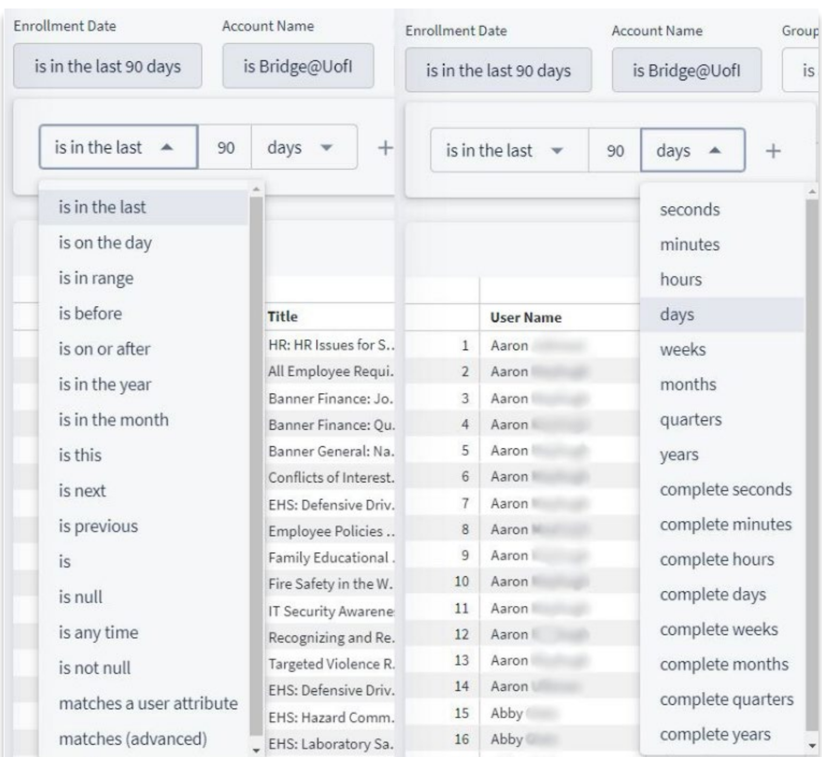
There are several filters you can choose from to pull data on your account; **Enrollment Date** [1], **Account Name** [2], **Group Name** [3], **Manager Group Name** [4], **Tag/Category Name** [5], **Learnable Type** [6], **Learnable Title** [7], **Status** [8], **Learner Name** [9], **Custom Fields** [10], **Required (Yes / No)** [11]**,** and additional enrollments and learning item filter options, including **Show Terminated Users** [12].

The **Account Name** [2] must be set to Bridge@UofI only.

The **Required (Yes / No)** [10] filter option will allow you to select if you want to look specifically for required or optional enrollments; leaving this filter as-is will search for both enrollment types.

Show Terminated Users [12] will allow you to identify enrollments for all terminated (inactive) users if needed.

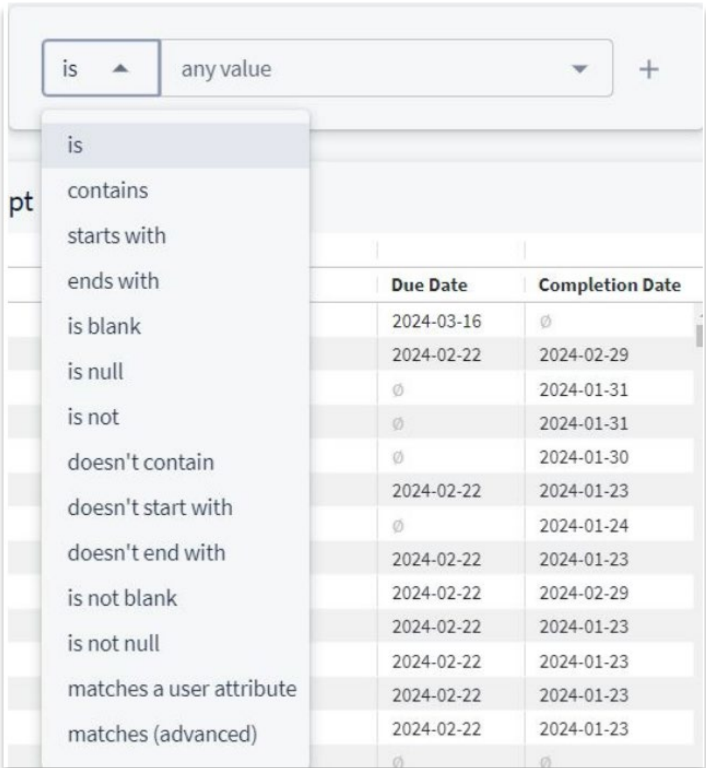
Enrollment Date



The **Enrollment Date** filter can be set to various options, as depicted in the screenshots above. You have the flexibility to select from multiple options for this filter, including 'is in the last' followed by a variable (which you manually input), then 'seconds', 'minutes', 'hours', 'days', 'weeks', and so forth.

Note: Choose "is any time" unless you have specific requirements for a date range.

Tag/Category Name and Learnable Titles Filter Options



Tag/Category Name and Learnable titles all have the same options that allow you to specify if you want to look for a specific item.

- **is -** This will only pull data for the exact item(s) that you selected.
- **contains -** This will pull data if the enrollment contains any of the item(s) selected.
- **starts with -** This will pull data if the enrollment starts with the item(s) selected.
- **ends with -** This will pull data if the enrollments end with the item(s) selected.
- **is blank -** This will pull data if there is a group, tag/category, or learnable item(s) with no name (aka blank name or title).
- **is null -** This will pull data if there is any item(s) with no name.
- **is not -** This will pull data for any item that is not which item(s) you've selected.
- **doesn't contain -** This will pull data for any item that doesn't contain the item(s) you've selected.
- **doesn't start with -** This will pull data for any item that doesn't start with the item(s) you've selected.
- **doesn't end with -** This will pull data for any item that doesn't end with the item(s) you've selected.
- **is not blank -** This will pull data for any item(s) that is not blank.
- **is not null -** This will pull data for any item(s) that is not null.
- **matches a user attribute -** This will pull data for any item(s) that matches the user attribute(s) you've selected.
- **matches (advanced) -** This requires that you type the name exactly and will search as an 'is' statement.

Custom Attributes

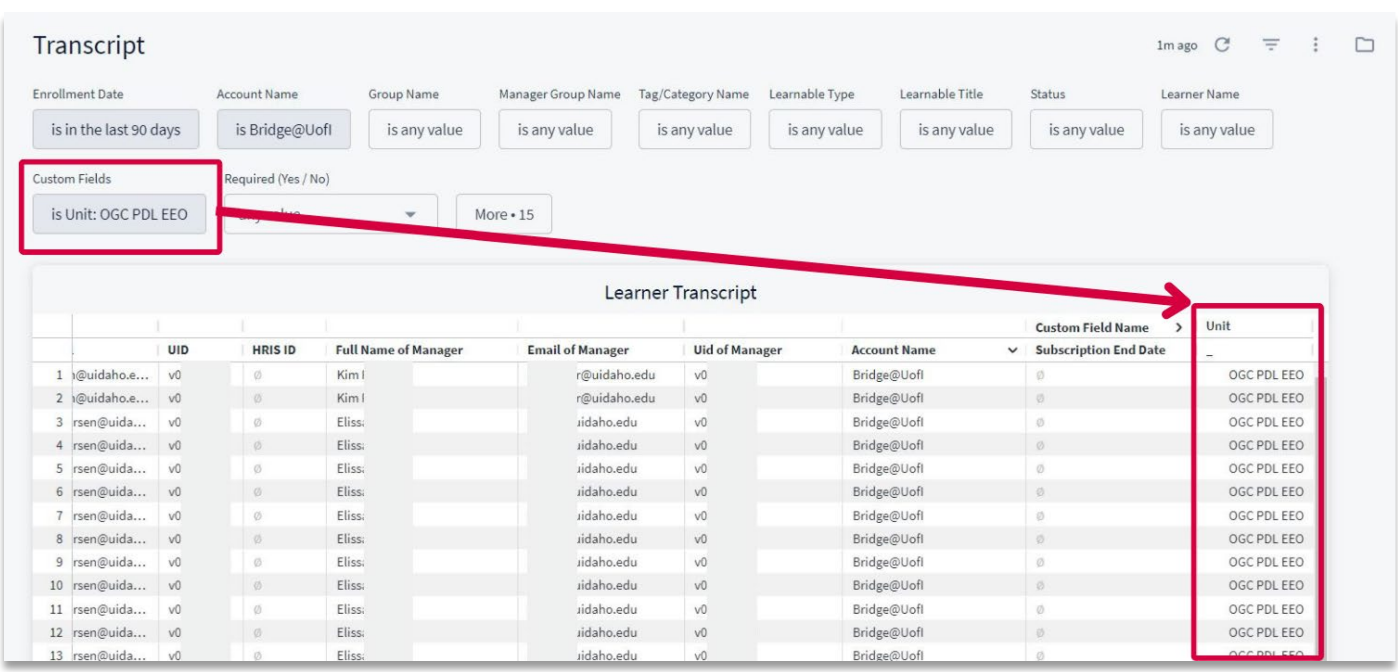
Filtering custom fields dynamically expands the Analytics Transcript table when viewing, downloading, or scheduling it. Here are the steps to ensure that the filtered custom field types are included in your Transcript table.

1. Select the ‘contains’ prefix from the Custom Fields advanced filter

2. Type the custom field type name (without any value after it) into the Custom Fields filter input field, then hit tab

3. You can add another row (and with that another custom field type) by using the ‘+’ button at the right-hand side of the first row

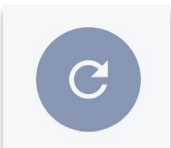
4. Hit refresh at the top right corner of the page to actively filter based on your input criteria.



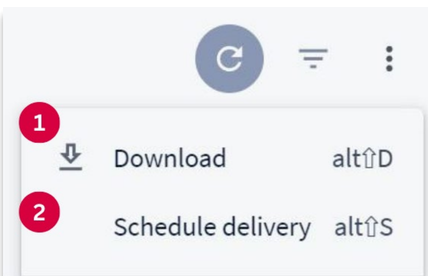
5. See that the data is not only filtered (if criteria are defined), but the custom field type data is added to the far right of the Transcript table. You can drag and drop the columns in whatever order you would like.

Remaining Options

In the top right corner of the Analytics are you will have the option to **Update** [1], **Hide/Show Filters** [2], and **Dashboard Actions** [3].

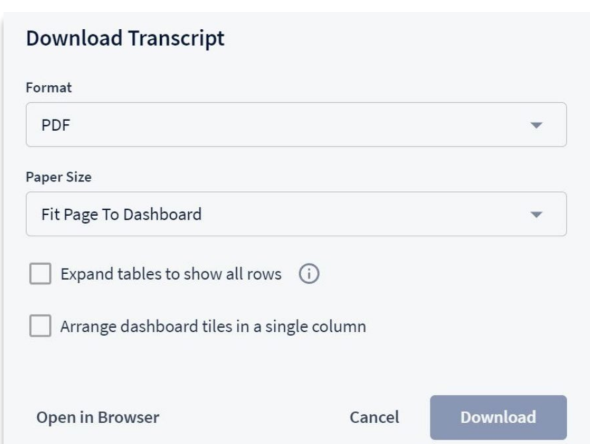


Once you've set up some filters for the search parameters the **Search** arrow will show up as blue, this indicates there are new options selected that need to be searched for. If you've already hit the search button it will appear gray.



In the more options menu, you can access the options to **Download** [1] and **Schedule Delivery** [2].

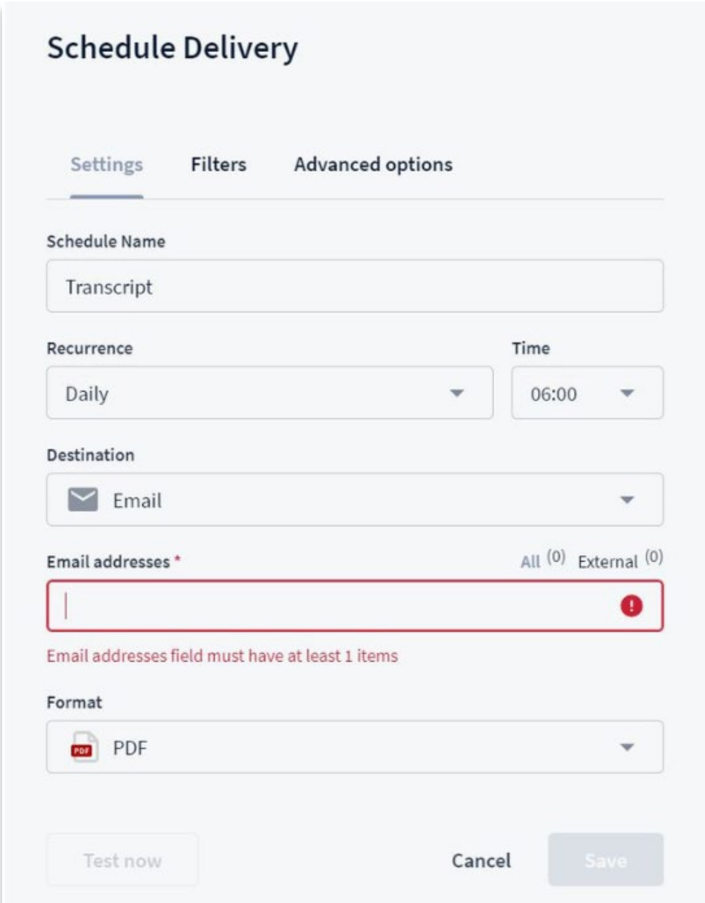
Download



Download enables you to retrieve the information displayed in your search results. This 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.

For additional details, please refer to the guide titled **Analytics Reports: Downloading Reports**.

Schedule Delivery



Schedule Delivery allows you to schedule a report based on your selected filters to an internal or external email.

For additional details, please refer to the guide titled **Analytics Reports: Scheduling Reports**.