I   Click on the Reports Tab

    A. J-Infonet's jReport is a client based report-authoring tool.

        1. A license is included with the purchase of the LMS.

        2. A thirty-day evaluation copy can be obtained from J-Infonet's Web site.

        3. It is used to create custom reports that are posted to the server for use online.

    B. In the **Report Options** Section

        1. Click Run a Report

        2. Create a Scheduled report

            a. Select **Enrollment Reports** as the Category from the drop down list.

            b. Click on the Enrollment Summary link

                1) Enter **"George"** in the First Name Field

                2) Enter **"Poirier"** in the Last Name Field

                3) Click **Search**

                4) Click **Add All**

                5) Click **Continue**

            c. Reports can be generated in different formats now.

                1) HTML

                2) Adobe Acrobat

                3) XML

                4) Comma-Separated Values [1]

                5) Text

            d. Select Adobe Acrobat as the format for the report from the drop down list.

            e. You can select a country from the dropdown list to generate the text of the report template in the native language of that local.[2]

            f. Leave Report Locale at the default value.

            g. Do not click **Run** yet.

            h. Click **Schedule**

                1) Enter a start date for next Monday by clicking on the calendar icon -

                2) Specify the Schedule Unit as Monthly.

                3) Select Number of Repetitions to be 12

                4) Add E-Mail Addresses

                      a) Search for a stored E-Mail Address by user.

                          i) Enter "*" in the User ID field.

                          ii) Click Search

                          iii) Select a user.

                          iv) Click Add

                          v) Repeat to build the list.

                      b) Manually add an e-Mail address.

                          i) Type john_smith@bp.com into the open text field

                          ii) Click Add.

            i. Click **Save**

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1 Comma Separated Values can be imported into other applications - MS Excel for example.

2 If your report shows raw data from the database, then that text cannot be translated. This is an industry wide obstacle to keep in mind when creating reports for a multinational audience. Keep it simple, use graphs, etc…

3. Run a report
- **a.** Select **Resource Reports** as the Category from the drop down list.
- **b.** Click on the Classroom Utilization link
  - 1) Enter "*" in the Location Field
  - 2) Click **Search**
  - 3) Click **Add All**
  - 4) Click **Continue**
  - 5) Select the Date Range for this report
    - a) Relative to a Specific Range
    - b) Select Year from the dropdown list.
    - c) Click **Continue**
  - 6) Accept the defaults on the next screen to generate the report in HTML
  - 7) Click **Run**
- **c.** The report will run in a new Window.

4. Close report window when finished

C. The Manage Scheduled Reports allows you to edit or delete existing scheduled reports and will not be covered in this class.
- **1.** Edit the Format
- **2.** Change the Criteria based on your LDAP.
- **3.** Modify the Schedule settings

D. Log out.

End of Manager Scenario