
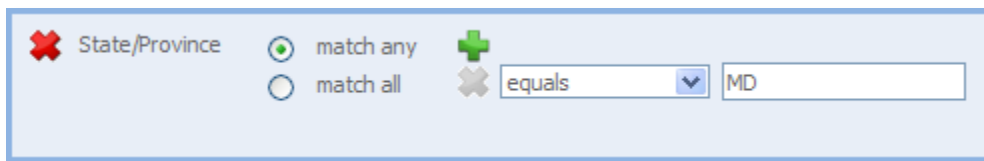


Examples: How to Configure and Run a Report

This section provides examples of report configurations that vary from basic to advanced.

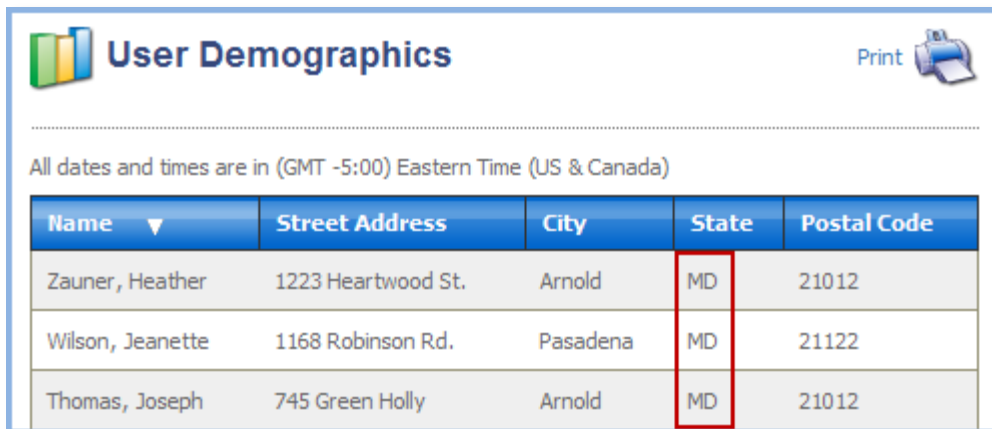
Example: Create a report that shows all the users who live in Maryland:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **User Demographics** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Street Address, City, State/Province, and Postal Code** fields.
4. Under the Filters section, select the **State** field from the drop-down menu.
5. Click the **Add Filter** button . The State filter now appears in a list of filters below.
6. Select **equals** from the drop-down menu.
7. Type "MD" in the criteria field.



The screenshot shows a filter configuration box for the 'State/Province' field. On the left, there is a red 'X' icon and the text 'State/Province'. To the right, there are two radio buttons: 'match any' (selected) and 'match all'. Further right, there is a green plus icon and a grey minus icon. Below these icons is a dropdown menu set to 'equals' and a text input field containing 'MD'.

8. Click **Run Report**.
9. Click on the **HTML** icon to view the report results as an HTML page.




The screenshot shows the 'User Demographics' report results. At the top left is a bar chart icon and the title 'User Demographics'. At the top right is a 'Print' button with a printer icon. Below the title, a note states: 'All dates and times are in (GMT -5:00) Eastern Time (US & Canada)'. The main content is a table with the following data:

Name ▼	Street Address	City	State	Postal Code
Zauner, Heather	1223 Heartwood St.	Arnold	MD	21012
Wilson, Jeanette	1168 Robinson Rd.	Pasadena	MD	21122
Thomas, Joseph	745 Green Holly	Arnold	MD	21012

The 'State' column in the table is highlighted with a red border, indicating the filter applied.

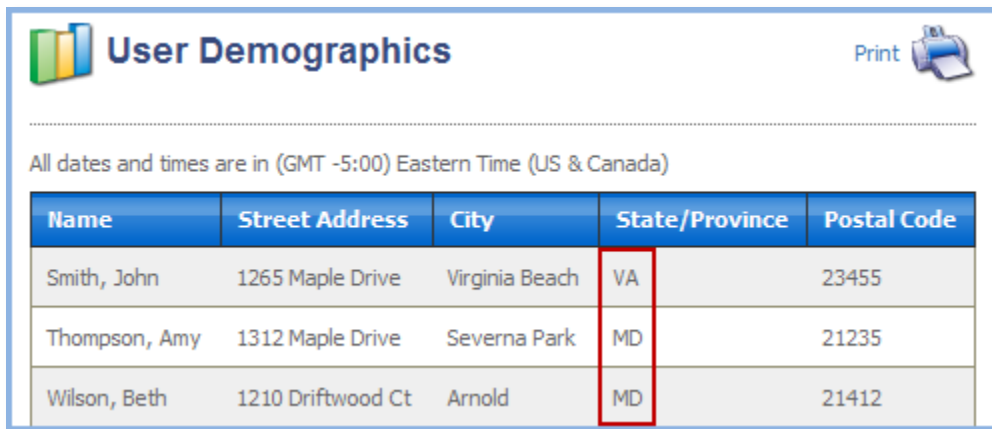
Example: Create a report that shows all the users who live in Maryland and all users who live in Virginia:

1. Follow steps 1-7 above.
2. Click the **Add Criterion** button  located to the right of the **match any** option.
3. Select **equals** from the drop-down menu.
4. Type "VA" in the criteria field.



The screenshot shows a criteria configuration box for the field "State/Province". The "match any" radio button is selected. There are two criteria added, both with the operator "equals". The first criterion has the value "VA" and the second has the value "MD".


5. Click **Run Report**.
6. Click on the **HTML** icon to view the report results as an HTML page.

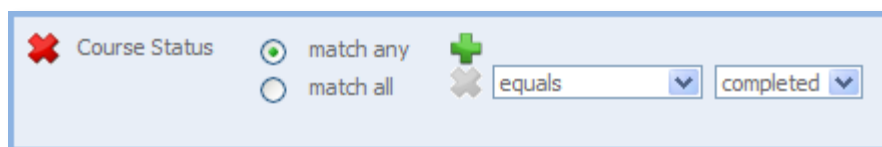


The screenshot shows a report titled "User Demographics" with a "Print" button. Below the title, it states "All dates and times are in (GMT -5:00) Eastern Time (US & Canada)". The report displays a table with the following data:



Name	Street Address	City	State/Province	Postal Code
Smith, John	1265 Maple Drive	Virginia Beach	VA	23455
Thompson, Amy	1312 Maple Drive	Severna Park	MD	21235
Wilson, Beth	1210 Driftwood Ct	Arnold	MD	21412

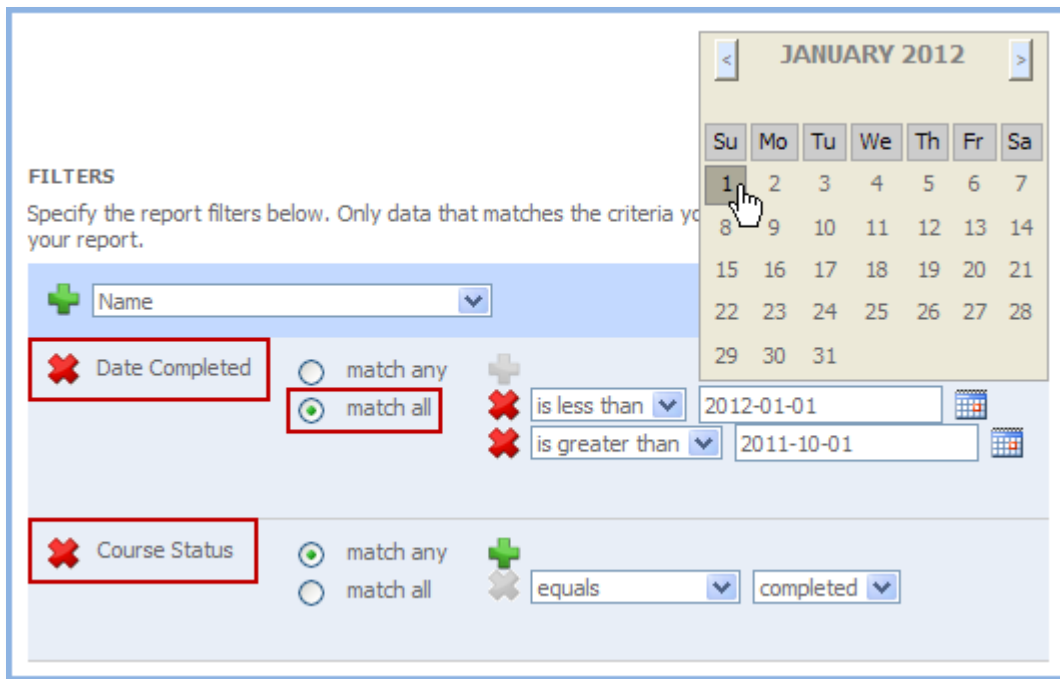
Example: Create a report that shows the name and email for any user who has completed a course in the 4th quarter of 2011:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **Course Transcript** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Email, Course, and Date Completed** fields.
4. Under the Filters section, select the **Course Status** field from the drop-down menu. Then click the **Add Filter** button .
5. Select **equals** from the drop-down menu.
6. Select **completed** from the drop-down menu in the criteria field.










The screenshot shows a criteria configuration box for the field "Course Status". The "match any" radio button is selected. There is one criterion with the operator "equals" and the value "completed".




- Under the Filters section, select the **Date Completed** field from the drop-down menu. Then click the **Add Filter** button. 
- Select **is greater than** from the drop-down menu, then click the calendar icon and select **October 1, 2011** from the calendar.
- Click the **Add Criterion** button  located to the right of the **match any** option.
- Select **is less than** from the drop-down menu, then click the calendar icon and select **January 1, 2012** from the calendar.



FILTERS
Specify the report filters below. Only data that matches the criteria you specify will be included in your report.

 Name

 **Date Completed** match any  **match all**  is less than   is greater than 

 **Course Status** match any  match all  equals

JANUARY 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Select "match all" as the logical operator. This ensures that your filtered date range is **both** greater than October 1, 2011 **and** less than January 1, 2012.
- Click **Run Report**.