

## Navigating the Reports Screen

A user with “Reporter permissions” will see the **Reports** tab in the main menu along the top of the screen. If the Reports tab is not visible to you, then you do not have the correct permissions (contact [moreinfo@criticalpointce.com](mailto:moreinfo@criticalpointce.com) for permissions). To access the Reports screen, click on the **Reports** tab.

The **Reports** screen has two sections: Reports and Datasets. The **Reports** section provides you quick access to all previously saved reports and report subscriptions (please refer to the section, “Creating a Report Subscription,” for further details on that feature). Notice that the saved reports are divided into two categories, the ones on top are the reports that you have created and saved, while the ones below are reports that other people have saved and made public.

The screenshot shows the 'Reports' screen with a blue header and a white background. The 'Reports' section on the left is divided into three sub-sections: 'MY SAVED REPORTS', 'MY SUBSCRIPTIONS', and 'PUBLIC REPORTS'. The 'Datasets' section on the right lists various report types: 'CATALOG AND COURSE INFORMATION', 'CERTIFICATES', 'COURSE TRANSCRIPTS', 'PURCHASES', and 'USER DEMOGRAPHICS'. Each sub-section includes a description and a 'Create New Report' button. The 'Create New Report' button for 'COURSE TRANSCRIPTS' is highlighted with a red box.

**Reports**

**Reports**  
Reports that you have configured as well as those that others have configured and marked as "public" are listed below.

**MY SAVED REPORTS**  
Reports that you have configured and saved:  
You do not have any saved reports available.

**MY SUBSCRIPTIONS**  
Reports that you have subscribed to:  
You are not subscribed to any reports.

**PUBLIC REPORTS**  
Reports that others have saved and made public:  
No public reports are available.

**Datasets**  
Available datasets are listed below. Add filtering criteria to available datasets to create reports that may be viewed immediately or saved.

**CATALOG AND COURSE INFORMATION**  
Information for Catalogs, Courses, Lessons, and Sessions.  
Create New Report

**CERTIFICATES**  
Certificate award information. Includes certificates that have been earned as well as those that have been manually awarded.  
Create New Report

**COURSE TRANSCRIPTS**  
Course and lesson status and completion information including scores and dates.  
Create New Report

**PURCHASES**  
Purchase information including final costs and coupon codes used.  
Create New Report

**USER DEMOGRAPHICS**  
Complete user account information for all users including name, username, email, contact information, organizational information and more.  
Create New Report

The **Datasets** section provides categorized collections of data that you can pull from to create a report. Each dataset contains different information, although a lot of information can be found in more than one dataset. Five datasets have been created for you and come standard with Inquisiq:

- **Catalog and Course Information:** contains information for all Catalogs, Courses, Lessons, and Sessions.
- **Certificates:** contains information related to certificates that have been awarded. This includes information like Certificate name, award date, expiration date, credits, etc.
- **Course Transcripts:** contains user activity and all information related to course enrollments. This includes information like course completions, lesson completions, lesson scores, and interaction data (quiz questions).
- **Purchases:** contains information related to course purchases such as order number, purchase amounts, purchase dates, and coupon codes.
- **User Demographics:** contains profile information for all user accounts. This dataset allows you to run reports that are essentially user lists that can be filtered for specific criteria. This information is also in the other datasets.

Once you have decided which dataset is most appropriate for the information you are looking for, click the **Create New Report** link for that dataset to take you to the **Report Configuration** screen.