

This documentation refers to an old version of Accudemia 6.2 and has been replaced by Accudemia 7.0:

[Accudemia 7.0 - Reports](#)

Reports

Reports are our reward for all the time spent collecting attendance, working on imports/data, and system setup that has been done for in Accudemia. This first page will introduce the basics of reporting features in Accudemia and the next pages about reports are grouped by the sections you see in Accudemia and will give you information about the actual reports explaining what data they contain and their purposes.

Filters

Depending on the report being ran you will have different filter options to choose from. Typically if the report does not include the information you will not see it as a filter option. These are some you may have:

- **Locations & Services** - Choose from the **Centers & Services** that you want to report on.
- **Subject Areas** - Choose from available **Subject Areas** you want to report on.
- **Students** - Choose from available **Students** you want to report on.
- **Tutors** - Choose from available **Tutors** you want to report on.
- **Instructors** - Choose from available **Instructors** you want to report on.
- **Student Groups** - Choose from available **Student Groups** you want to report on.
- **Period** - The **Period** filter allows you to filter the report information for a certain amount of time such as:
 - **Today**
 - **Last Week**
 - **Last Month**
 - **Next Week** (for appointments and schedules)
 - **Next Month** (for appointments and schedules)
 - **Semester(s)**
 - **As Entered** (Chosen Calendar Dates)

Additional Options

Depending on the report being ran you may have additional options to choose. Typically if the report does not include the information you will not see it as an additional option.

- **Show Pie Charts** - This option is available when you pull certain reports that can display statistical data in a pie chart such as Surveys.
- **Grouping Criteria** - This option allows you to group the report that is created into sections based on either **Tutors**, **Subject Areas**, **Centers**, or **Services**.
- **Show User ID** - This option allows you to include the IDs of the **Students** on the report. This option only appears for **College and Center Admins** if you do not otherwise allow it on to be used on **Tutors** and other **System Users**.

- **Include CRN** - This report option is used on Class Attendance reports to display the individual section's **Class Registration Number** (CRN) for each **Class** being tracked.
- **Create Group** - This option is typically available on most reports and will allow you to create a "Report-Generated Group" based on filters you selected.

You can later rename this **User Group** in the **User Accounts > Groups** section.

[More information can be found here.](#)

Formats

When you have selected all the required filter data you can choose from the following formats:

- **Portable Data File (PDF)**
- **Excel Formatted Report (XLS)**
- **Microsoft Word (DOC)**
- **Web Archive (HTML)**
- **Extensible Markup Language (XML)**
- **Comma Separated Values (CSV)**

Reports History

Accudemia has the possibility to review reports. Use the **Share Report** button to sent the report via e-mail to users that you want.

If your report is taking too long to being processed (like I ran several semesters worth of reporting data) then **Accudemia** has the option to **Email a message when complete**. If **Accudemia** has your correct email on file it will send you an email when the report is completed once you click the link that appears while it is processing your report. Then when you get this email you can view this report and reports ran anytime in the last 30 days in the **Report History** screen.

Daily the **Report History** will automatically remove any reports that was ran more than 30 days in the past.

[Previous Article - SI Class Attendance](#) | [Table of Contents](#) | [Next Article - My Reports](#)

From:

<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://www.attendance-tracking.com/docs/doku.php/accudemia/manual/reports>

Last update: **2020/01/10 10:28**

