

Running a Report

The general information and performance data for User members of a group is available to any Owner or Admin member of that same group. This information is available in the Manager Tools tab under Reports. This tutorial will walk you through the steps to access and filter this information.

Requirements

The Reports feature comes with a few requirements you must be aware of:

- You must have the role of Owner or Admin. (For more information, see the tutorial [Overview: Groups and Roles](#))
- Any user(s) you want to run a report on must be part of the group of which you are an Owner or Admin.

1. Log-in

When you first visit ignitorlabs.com, you will see three large squares on the home page. Click on the box labeled 'Login' This will take you to the Login page. You will enter your user name and password and click the 'Login' button.

2. Locating the Manage Profile Section

The first page you will see when you log in is your account home page. Look to the top menu bar and click on 'Manage Profile'

3. Manager Tools Tab

The Manager Tools tab is located at the end of the row of tabs in the Manage Profile section. Clicking on the Manager Tools tab will display a new page accessible only to Owner and Admin members. The Content Management and Reports tabs are located here.

4. Reports Tab

This section will list the available data which can be used to generate a report. Select from the following data sets:

Company Enrollment: This data set lists the available users and the current status of their courses.

This data can be configured further by clicking on the **Report Configuration** link. Under the drop down, you can select the enrollment status you wish to see. You can further filter the visible results by using the **Search** field to search for a specific user or course. Once you have filtered the report as needed, click the **Download/show as** button. You will be presented with three options for the format your file will be downloaded as. Select your format of choice and the file will be downloaded to the download location designated for your browser.

Company Registration: This data set lists the available users and their registration information.

You can further filter the visible results by using the **Search** field to search for a specific piece of information. Once you have filtered the report as needed, click the **Download/show as** button. You will be presented with three options for the format your file will be downloaded as. Select your format of choice and the file will be downloaded to the download location designated for your browser.

Transcripts before April 5, 2016: This data set lists the available users, their course status, scores if available, and date of completion recorded prior to April 5, 2016.

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