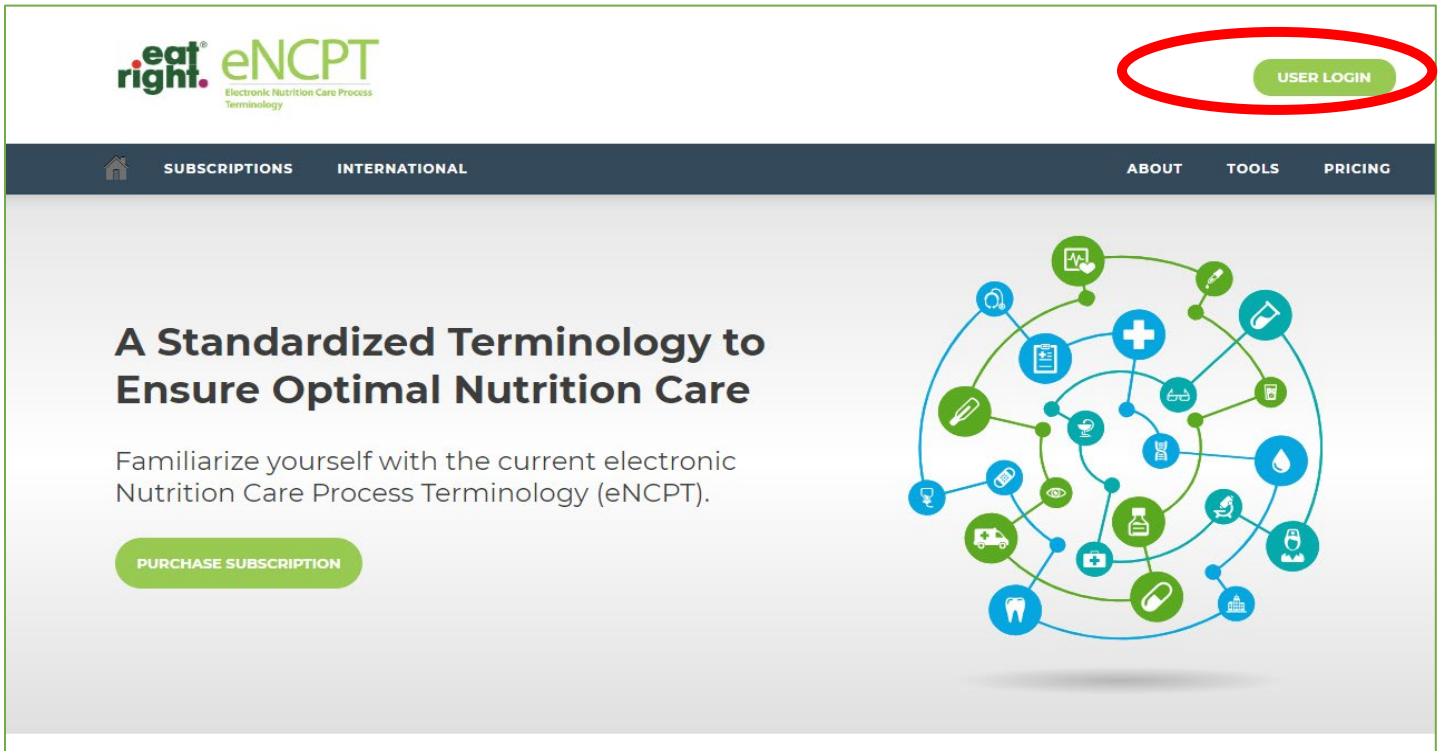


How to Generate User Reports

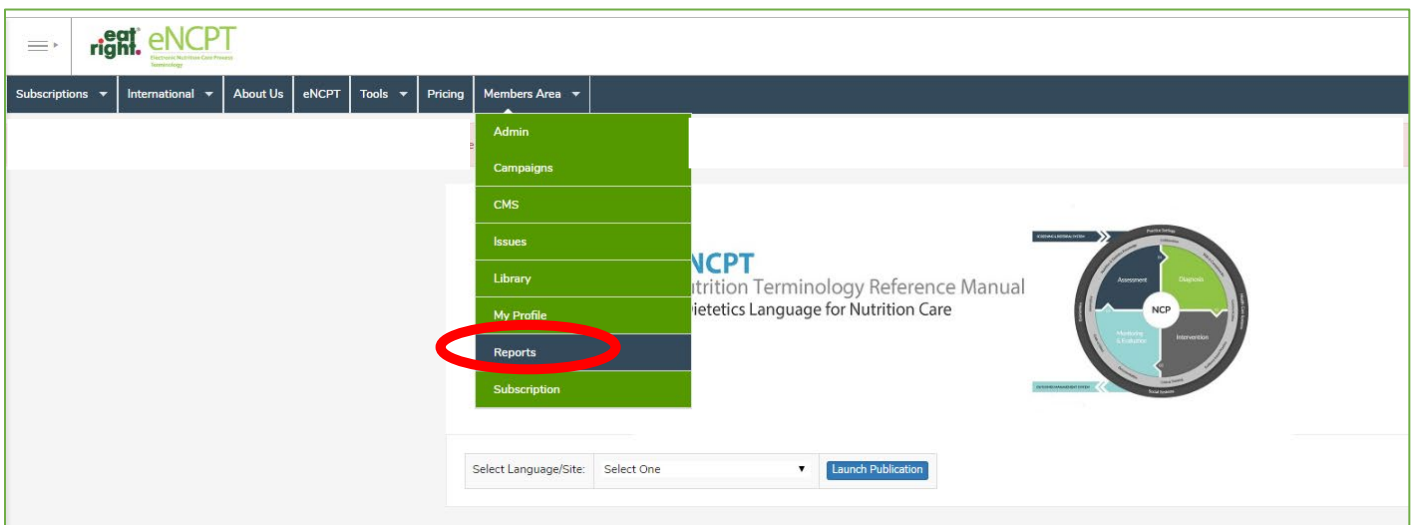
Available to Billing Users/Administrators on Educator and Organization Subscriptions

www.ncpro.org

1. Log in to your subscription.



2. Hover over “Members Area” and select “Reports” to access the Report Center.



3. In the Report Center, you have the ability to generate five types of reports on user activity: Monthly Page Views, Monthly Sessions, Number of Sessions by User, Weekly Page Views, and Weekly Sessions. A short description of each report is provided in the Summary column, or by clicking on the title of the report.

The screenshot shows the eNCPT Report Center interface. At the top, there is a navigation bar with links for Subscriptions, International, About Us, eNCPT, Tools, Pricing, and Members Area. Below this, the 'Report Center' section is active. A table titled 'User Activity - 5 Items' lists the following reports:

Title	Summary
Monthly Page Views	Total Number of unique Page Views by Month, filterable by state, user type ...
Monthly Sessions	Total Number of User Sessions by month, filterable by state, user type or m...
Number of Sessions by User	Detailed list of sessions, dates, duration and page views by user
Weekly Page Views	Total Number of unique Page Views by Week, filterable by state, user type ...
Weekly Sessions	Total Number of User Sessions by Week, filterable by state, user type or me...

To the right of the table is a section titled 'MY SAVED REPORTS' which is currently empty.

4. When one of the reports is selected, you will be prompted to filter your report. In the Filter box, select “Add Filter.” Multiple filters can be applied to one report.

The screenshot shows the eNCPT Filter and Format Output interface. The 'Filter' section has a table with columns 'Data Field', 'Operator', and 'Value'. Below this table is a button labeled 'Add Filter', which is circled in red. The 'Format Output' section has two columns: 'Available Columns' and 'Columns to Display'. The 'Columns to Display' column contains the following items: Session Year, Session Month, Session Month Name, and Total Page Views. Below these columns are fields for 'Save Report' (with a text input box and a note 'Enter a title above to save this report with the parameters you choose.') and 'E-mail Frequency' (with a dropdown menu). At the bottom of the interface is a 'Run Report' button.

5. To generate a report on page views within a certain date range, select “Session Dates” within the Data Field, followed by an “In Range” Operator, and enter the date range you are interested in querying. The example below will produce the number of unique page views by month between January 1, 2017 and December 31, 2017.

The screenshot shows the 'REPORTS' interface. Under the 'Filter' section, there is a table with three columns: 'Data Field', 'Operator', and 'Value'. The first row contains 'Session Dates' in the 'Data Field' column, 'In Range' in the 'Operator' column, and a date range '03/01/2019' to '03/31/2019' in the 'Value' column. A red circle highlights this entire filter configuration. To the right of the date range is a 'Delete' button. Below the table is an 'Add Filter' button.

Data Field	Operator	Value
Session Dates	In Range	03/01/2019 - 03/31/2019

6. In the Format Output section, choose the columns you would like displayed in your report by clicking on a column name and clicking the arrows to move it between “Available Columns” and “Columns to Display.”

The screenshot shows the 'REPORTS' interface, specifically the 'Format Output' section. It features two columns: 'Available Columns' on the left and 'Columns to Display' on the right. Between these columns are four arrows: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). A red circle highlights these arrows. The 'Columns to Display' column contains a list of columns: 'Session Year', 'Session Month', 'Session Month Name', and 'Total Page Views'. Below the columns are fields for 'Save Report' (with a text input), 'E-mail Frequency' (with a dropdown menu), and a 'Run Report' button at the bottom.

Available Columns	Columns to Display
	Session Year
	Session Month
	Session Month Name
	Total Page Views

7. If you enter a title in the “Save Report” box, the system will save a quick link to your “Report Center” in the “My Saved Reports” box so that you can run recurring reports without entering your filters and formatting your output each time. Click Run Report.

REPORTS

Filter

Data Field	Operator	Value	
Session Dates	In Range	03/01/2019	03/31/2019

Delete

Add Filter

Format Output

Available Columns

Columns to Display

- Session Year
- Session Month
- Session Month Name
- Total Page Views

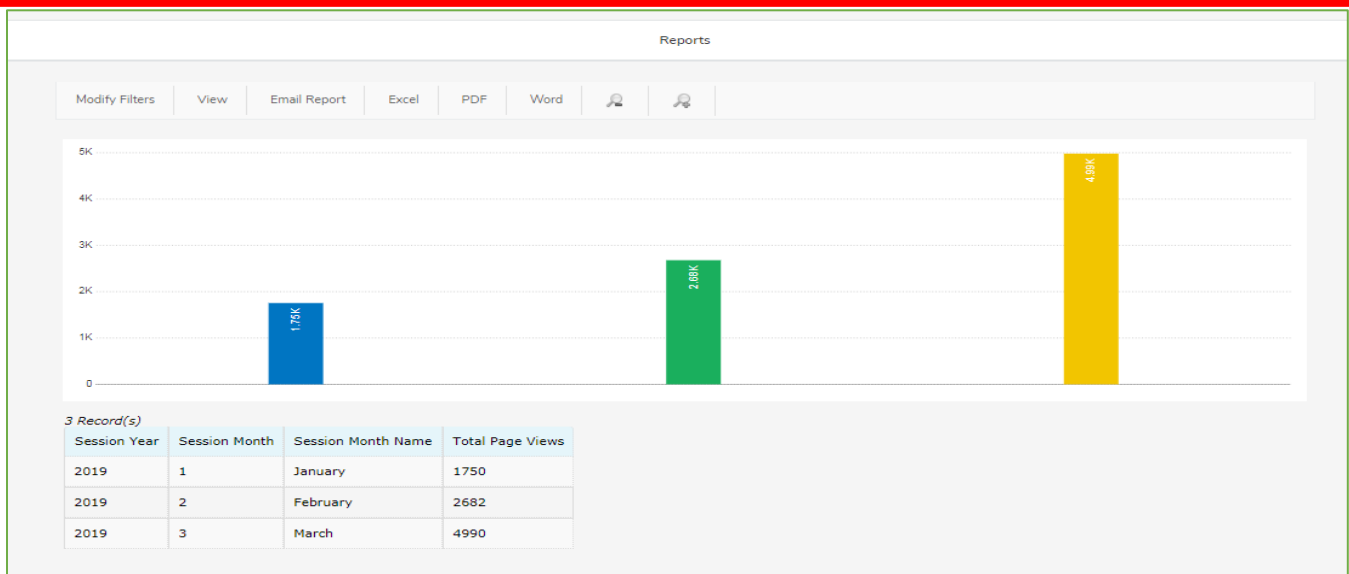
Save Report

Enter a title above to save this report with the parameters you choose.

E-mail Frequency



Run Report

8. Your report will be generated. You can export your report in various ways, including email, Excel, PDF, and Word.



Tip for Educators:

Many educators are interested in tracking student sessions. This can be accomplished by selecting the “Number of Sessions by User” report in the “Report Center.” Reports can be filtered by entering a specific date range or a specific student. An example report of number of sessions by user is shown below. As is the case for all reports, the data can be exported via email, Excel, PDF, or Word.

Reports							
Modify Filters	View	Email Report	Excel	PDF	Word		
53 Record(s)							
Username	Person	Date Started	Date Ended	Duration	Page Views	First Name	Last Name
		01/31/19	01/31/19	3	24		
		01/31/19	01/31/19	0	3		
		02/13/19	02/13/19	0	6		
		01/16/19	01/29/19	18501	15		
		01/29/19	02/20/19	31833	24		
		02/20/19	02/20/19	0	9		
		03/21/19	03/27/19	8961	33		
		03/27/19	03/28/19	1229	15		
		01/29/19	01/29/19	3	27		
		01/29/19	01/29/19	0	3		
		01/29/19	01/29/19	2	30		
		02/25/19	02/27/19	2411	3		
		03/18/19	03/18/19	0	3		
		03/18/19	03/18/19	0	3		
		03/28/19	03/28/19	1	3		