

Operational Reports

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Report availability varies by program

Operational reports detail data gathered on operations before, during, and after testing sessions to help with necessary assessment tasks.

The system can provide **various types of operational reports**.




Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Reports**, select **Operational Reports**. 
2. Click the checkbox next to the report category. 
3. Click the report. 
4. If available, select the necessary parameters.
5. View Reports:
 - Some reports allow you to display *or* download them.
 - Some reports *only* create a downloadable file.
 - For downloadable reports, you can **Refresh** the report or create a new one.



Watch It




Effects

The system provides reports in CSV format. You can view them in a spreadsheet program, such as Microsoft Excel.

What's Next? (Optional)

You can use operational reports to find users of a specific category. For example - users who have access to a specific organization.

▼ To use Report Categories...

1. From **Reports**, select **Operational Reports**. 
2. Click the checkbox next to **Users** under **Report Categories**. 
3. Click the report you want to view. 

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