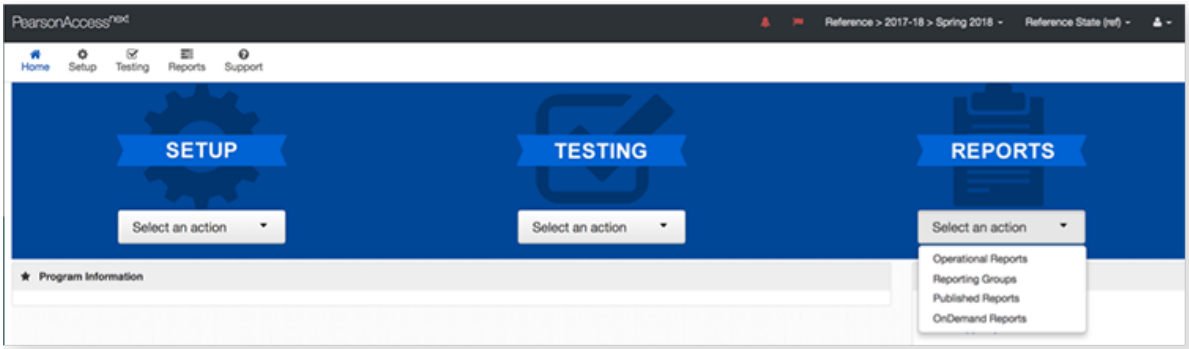
Operational Reports

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

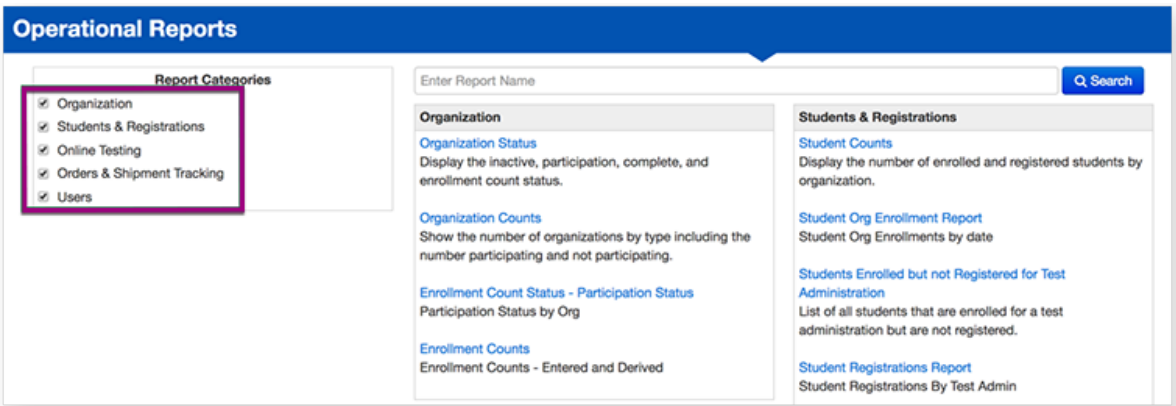
The system can provide **various types of operational reports.**

Step-by-Step

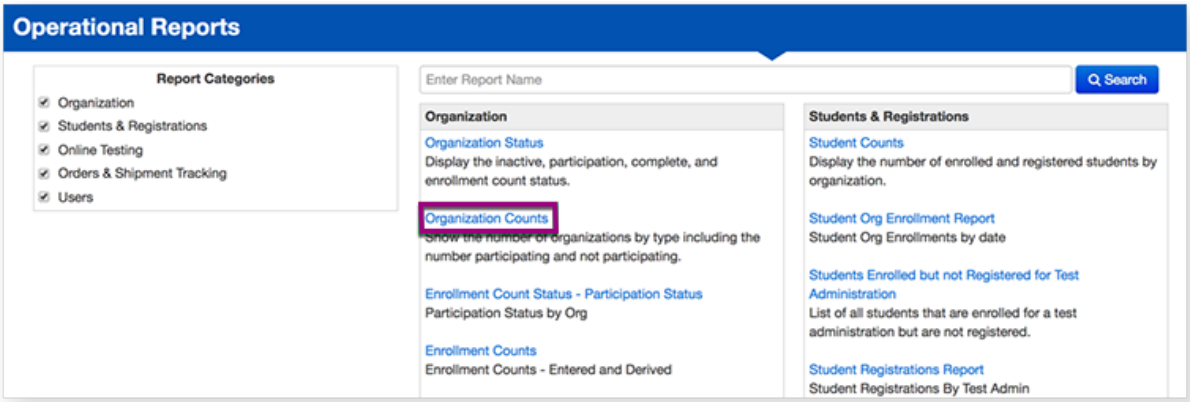
1. From **Reports**, select **Operational Reports.**



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.

Video

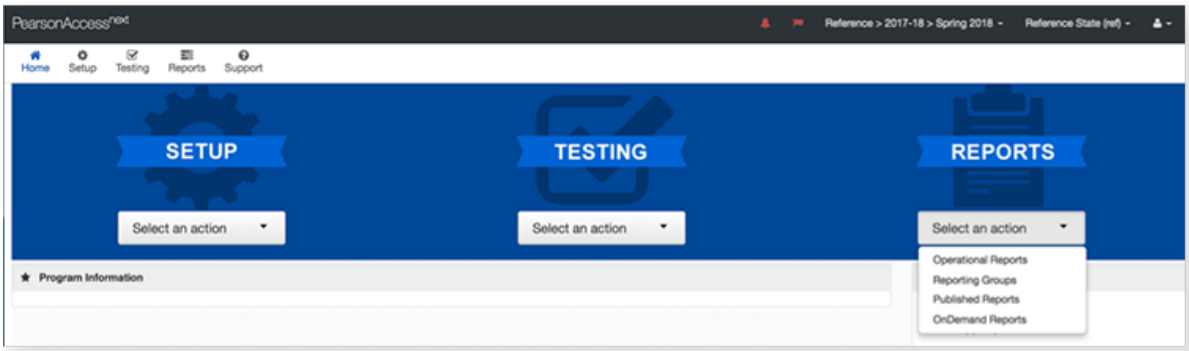
Effects

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

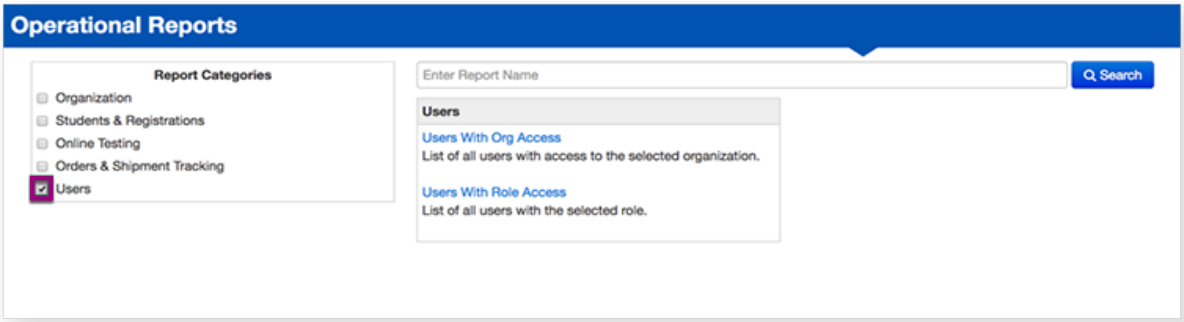
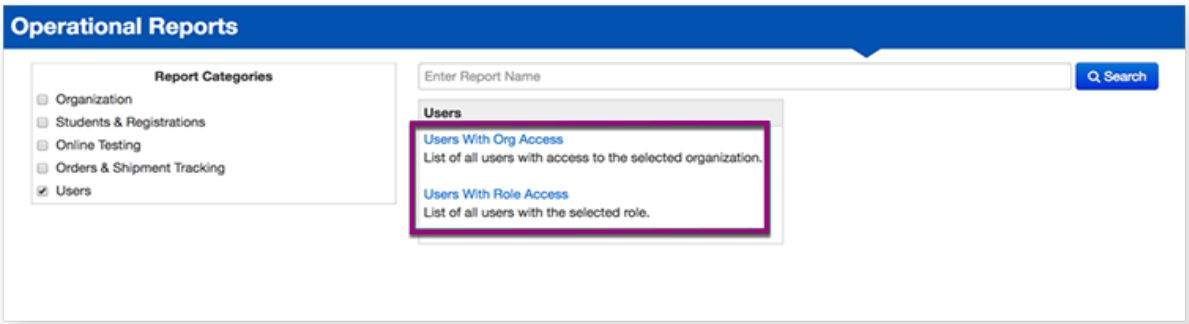
What's Next? (Optional)

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

1. From **Reports**, select **Operational Reports**.



2. Click the checkbox next to **Users** under **Report Categories**.



3. Click the report you want to view.