



[Knowledge base](#) > [Administration](#) > [Functions](#) > [Reports](#)

Reports

Ester Andersson - 2024-12-27 - [Functions](#)
Note

- [Project reports](#)
- [Client reports](#)
- [Good to know](#)

Project reports

Project reports can be found under the “Reports” tab in the project menu.

The screenshot shows the Learnifier web application interface. At the top, there is a navigation bar with the Learnifier logo and several menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this, there is a secondary navigation bar with tabs: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The REPORTS tab is highlighted with a green circle. Below the navigation bar, there is a section titled "Reports" which contains a table with the following data:

Name	Description	Type
Quiz results	Summary of quiz results	Usage
Survey results	Summary of survey responses	Usage
Survey results - simple	Displaying survey responses per participant in a clear, row-based format for easy use and sharing.	Usage
Participant status	This is an overview of the participants and their completion status in the project. It also includes the status of each activity.	User
Participant status - Detailed	This is an overview of the participants and their completion status in the project. It also includes the status of each activity and material.	User
Participant status - Simple	This is an overview of the participants and their completion status in the project.	User

Client reports

Client reports can be found on the “Reports” tab in the main navigation bar.

LEARNIFIER

Dashboard

Projects

Users

Library

Reports

Automations

Settings

Go To

2

Demo



















Reports

All reports

Custom reports

Standard reports

Favorite reports

Name	Description	Type	Actions
 Automated communication activity	Summary of emails sent from automated communication	Communication	
 Participation errors	Tracks bounced emails and participation errors for projects	Communication	
 Awards	Lists awards issued to users	Usage	
 Content usage	Summary access and completion details for individual materials included in courses	Usage	
 Enrollments status	List of course enrollments, participant information, course progress, and key dates such as invitation, expiration, and completion dates.	Usage	
 Project completion status	Overview of completion status across all active projects	Usage	
 Quiz results	Summary of quiz results	Usage	
 Survey results	Summary of survey responses	Usage	
 Course results sheets	Provides survey responses presentation in a clean, easy-to-read format for reviews and sharing.	Usage	

Good to know (applies to both types of reports)

You can always check when, and by who, a specific report was generated by clicking on it.

LEARNIFIER

Dashboard

Projects

Users

Library

Reports

Automations

Settings


Go To

2

Demo

Reports

Administrators

 Administrators

Generate new report

Lists all client administrators

ID	Generated by	Generated at	Status	Actions
15463	Ester Andersson	27/12/2024	Generated	<div>Download</div>










You can also bookmark reports by clicking on the star.

Reports

All reports

Standard reports

Favorite reports

Name	Description	Type ▴	Actions
 Automated communication activity	Summary of emails sent from automated communication	Communication	☆
 Participation errors	Tracks bounced emails and participation errors for projects	Communication	☆
 Awards	Lists awards issued to users	Usage	☆
 Content usage	Summary access and completion details for individual materials included in courses	Usage	★
 Enrollments status	List of course enrollments, participant information, course progress, and key dates such as invitation, expiration, and completion dates.	Usage	★
 Project completion status	Overview of completion status across all active projects	Usage	☆
 Quiz results	Summary of quiz results	Usage	☆
 Survey results	Summary of survey responses	Usage	☆
 Course results	Summary of course results	Usage	☆

