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Tilpassede og planlagte rapporter

Gabriella Eriksson - 2026-05-11 - [Administrasjon](#)

Med **Custom & Scheduled Reports** kan du lage fleksible rapporter tilpasset organisasjonens behov. Rapportene kan brukes både på portalnivå og prosjektnivå for å følge opp aktivitet, progresjon og fullføring.

Rapportene kan:

- Filtreres
- Automatiseres
- Planlegges
- Sendes til bestemte mottakere

Dette gir bedre innsikt og enklere oppfølging.

Tilgjengelighet

Funksjonen er tilgjengelig:

- I Enterprise-planen
- Som tillegg i Professional-planen

Opprette en rapport

Du kan åpne rapportverktøyet på to måter:

Fra toppmenyen

1. Klikk på **Reports**

Fra et prosjekt

1. Åpne prosjektet
2. Klikk på **Reports**
3. Klikk på **Create report template**

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Reports

All reports Custom reports Standard reports Favorite reports

[Create report template](#)

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	☆
Duration report		Custom	☆
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	☆
Monthly course activity	Course activity month-over-month comparison	Usage	☆
Project completion status	Overview of completion status across all active projects	Usage	☆
Quiz results	Summary of quiz results	Usage	☆

Grunninnstillinger

Report Name

Velg et internt navn på rapporten.

Description

Legg inn en beskrivelse av hva rapporten brukes til.

Language

Velg hvilket språk rapporten skal genereres på.

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Reports > Custom Report

Custom Report

Define report settings

Report name *
Team Learning Time Report

Report description
Learning reporting for Stockholm Office

Report language
English

Report parameters
You can choose to narrow down the data by selecting specific parameters.
If no selection is made, the report will include all projects and teams by default.
Selecting fewer parameters may also speed up the report generation process.

Projects

Velge datagrunnlag

Projects

Velg:

- Ett spesifikt prosjekt
- Flere prosjekter
- Alle prosjekter

Teams

Filtrer rapporten basert på Teamview.

User Fields

Bruk egendefinerte felt for segmentering.

- *Eksempel:* Filtrer en rapport for IT-avdelingen:

Department (egendefinert felt) → Er en av... → IT

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Report parameters
 You can choose to narrow down the data by selecting specific parameters.
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Projects

Introduction to Learnifier Learnifier - A Style Guide Learnifier Onboarding Learnifier Preboarding
 Life at Learnifier Sustainability The Coaching Leadership

Teams

Select teams

User fields
 Define additional conditions for filtering report data

Office is any of... Stockholm

Add Rule

Columns

<input type="checkbox"/> First name	<input type="checkbox"/> Last name	<input checked="" type="checkbox"/> Activities completed
<input type="checkbox"/> Activities total	<input type="checkbox"/> Client Name	<input type="checkbox"/> Client Number
<input checked="" type="checkbox"/> Completion	<input type="checkbox"/> Completion Date	<input type="checkbox"/> Course
<input type="checkbox"/> Course end	<input type="checkbox"/> Course ID	<input type="checkbox"/> Course start
<input checked="" type="checkbox"/> Duration (minutes)	<input type="checkbox"/> E-mail	<input type="checkbox"/> Expiration date

Velge kolonner

Velg hvilke felter som skal inkluderes i rapporten.

Eksempler:

- Fullføringsdato
- Prosjekt
- E-post
- Startdato
- Fremdrift
- Team

Standardfelter som:

- Fornavn
- Etternavn

inkluderes automatisk.

Eksempel på rapporter

Fullføringsrapport

Vis hvem som har fullført et kurs.

Kolonner:

- Project
- Completion
- Completion Date

Fremdriftsrapport

Se når deltakere startet og fullførte kurs.

Kolonner:

- Course Start
- Completion Date

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Add Rule

Columns

<input checked="" type="checkbox"/> First name	<input checked="" type="checkbox"/> Last name	<input checked="" type="checkbox"/> Activities completed
<input type="checkbox"/> Activities total	<input type="checkbox"/> Client Name	<input type="checkbox"/> Client Number
<input checked="" type="checkbox"/> Completion	<input type="checkbox"/> Completion Date	<input type="checkbox"/> Course
<input type="checkbox"/> Course end	<input type="checkbox"/> Course ID	<input type="checkbox"/> Course start
<input checked="" type="checkbox"/> Duration (minutes)	<input type="checkbox"/> E-mail	<input type="checkbox"/> Expiration date
<input checked="" type="checkbox"/> Format	<input checked="" type="checkbox"/> Invitation Date	<input type="checkbox"/> Last Date
<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Project	<input type="checkbox"/> User course name
<input type="checkbox"/> Team	<input type="checkbox"/> User ID	<input type="checkbox"/> Mobile Phone
<input type="checkbox"/> Date of Birth (YYYYMMDD)	<input type="checkbox"/> Employment Date (YYYY-MM-DD)	<input type="checkbox"/> Termination Date (YYYY-MM-DD)
<input type="checkbox"/> Country	<input checked="" type="checkbox"/> Role	<input checked="" type="checkbox"/> Managerial Responsibility
<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Office	<input checked="" type="checkbox"/> Manager's Name
<input type="checkbox"/> Employment Status		

Report data time range
The report's data time range can be set automatically based on the report scheduling frequency or manually each time you generate it.

Report scheduling
Schedule report generation in your preferred cadence

Planlagte rapporter

Du kan automatisere rapportutsendelser.

Aktiver:

Report Scheduling

Velg deretter:

- Daglig
- Ukentlig
- Månedlig
- Årlig

Mottakere

Rapporter kan sendes til:

- Spesifikke e-postadresser
- Teamledere via Teamview

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[Report data time range](#)
The report's data time range can be set **automatically** based on the report scheduling frequency or **manually** each time you generate it.

Report scheduling
Schedule report generation in your preferred cadence.

Frequency **Day of the month**

Monthly 1

Next generation: Jan 1, 2026

Report sharing
Define recipients for report sharing. The report will be shared automatically each time it is generated.

Email recipients
 Team(s) managers

Cancel Save report

Generere rapport

1. Klikk på **Generate New Report**
2. Velg eventuelt datointervall
3. Klikk på **Generate Report**

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Reports > Team Learning Time Report > Generate

Team Learning Time Report

Learning reporting for Stockholm Office

Select report settings
Please define the report parameters before generating your report.

Date range Reset

01/01/2025 - 23/02/2025

Columns
These are default columns included in this report. It is not possible to change them.

<input checked="" type="checkbox"/> First name	<input checked="" type="checkbox"/> Last name	<input checked="" type="checkbox"/> Role
<input checked="" type="checkbox"/> Managerial Responsibility	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Manager's Name
<input checked="" type="checkbox"/> Project	<input checked="" type="checkbox"/> Completion	<input checked="" type="checkbox"/> Activities completed
<input checked="" type="checkbox"/> Format	<input checked="" type="checkbox"/> Duration (minutes)	<input checked="" type="checkbox"/> Invitation Date

Cancel **Generate report**

Redigere eksisterende rapporter

1. Gå til **Reports**
2. Åpne rapporten
3. Klikk på **Report Settings**
4. Gjør ønskede endringer

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Reports > Team Learning Time Report

Team Learning Time Report Next generation: Mar 1, 2025 Report settings Generate new report

Learning reporting for Stockholm Office

Date range	Projects	Teams	User fields	Generated by	Generated at	Status	Actions
01/01/2025 - 24/02/2025	Introduction to Learnifler, Learnifler - A Style Guide, Learnifler Onboarding, Learnifler Preboarding, Life at Learnifler + 2 more		Office is Stockholm	Gabriella Eriksson	23/02/2025	Generated	Download ...

Vanlige spørsmål

Kan jeg endre en rapport etter at den er opprettet?

Ja. Du kan oppdatere innstillingene og generere en ny versjon.

Finnes det en grense for antall rapporter?

Nei, du kan opprette så mange rapportmaler du ønsker.

Hvordan sikrer jeg at rapporten inneholder riktige data?

Kontroller:

- Prosjektvalg
- Team
- Filtre
- Egendefinerte felt

før rapporten genereres.

Oppsummering

Custom & Scheduled Reports gjør det enkelt å:

- Analysere data
- Følge opp deltakere
- Automatisere rapportering

- Dele innsikt med organisasjonen