


Viewing Reports

This page opens when you click the **Run Report** button on the "Manage Content Item" or "Generate report" pages. Input parameters for a generated report are displayed on top of this page (see [Generating Report](#)). You can use these parameters to filter data on your reports.



Organization: Date Range:
Group: -

Score Results







Jan 11, 2016 - Jan 31, 2016 Print Email Export

Passed/Failed: 1/1
Average Score: 50%

- Export to CSV
- Export to XML
- Export to PDF

| Date ↑ | Title | User | Duration | Status | Score | Correct Answers |
|--------------|--------------|--------------------------------|----------|--------|--------|-----------------|
| Jan 30, 2016 | Everest Quiz | Peter Jackson | 00:02:55 | Passed | 78.57% | 11 |
| Jan 25, 2016 | Everest Quiz | jane.smith@ispringolutions.com | 00:01:10 | Failed | 21.43% | 3 |

Below the input parameters, you will see a panel with brief information on the report. This panel also contains the following links:

-  Print - prints a PDF version of the report.
-  Email - sends a PDF version of the report to emails of users and groups of your account or to separate emails. For more information, see [Sending Report by Email](#).
-  Export - shows a drop-down menu with the following items:
 -  Export to CSV - save report data in the CSV format
 -  Export to XML - saves report data in the XML format
 -  Export to PDF - save a PDF version of the report.

A report itself will be displayed below the panel with input parameters. Report data will be published in the form of a table, so that you could sort the data the way you need. To sort data in a table, click a corresponding column title. A small black triangle to the right of the column title will show the sort order (ascending or descending). Clicking the same column title again will toggle the sort order.