


# 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

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

[Print](#) [Email](#) [Export](#)

[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@ispring solutions.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.