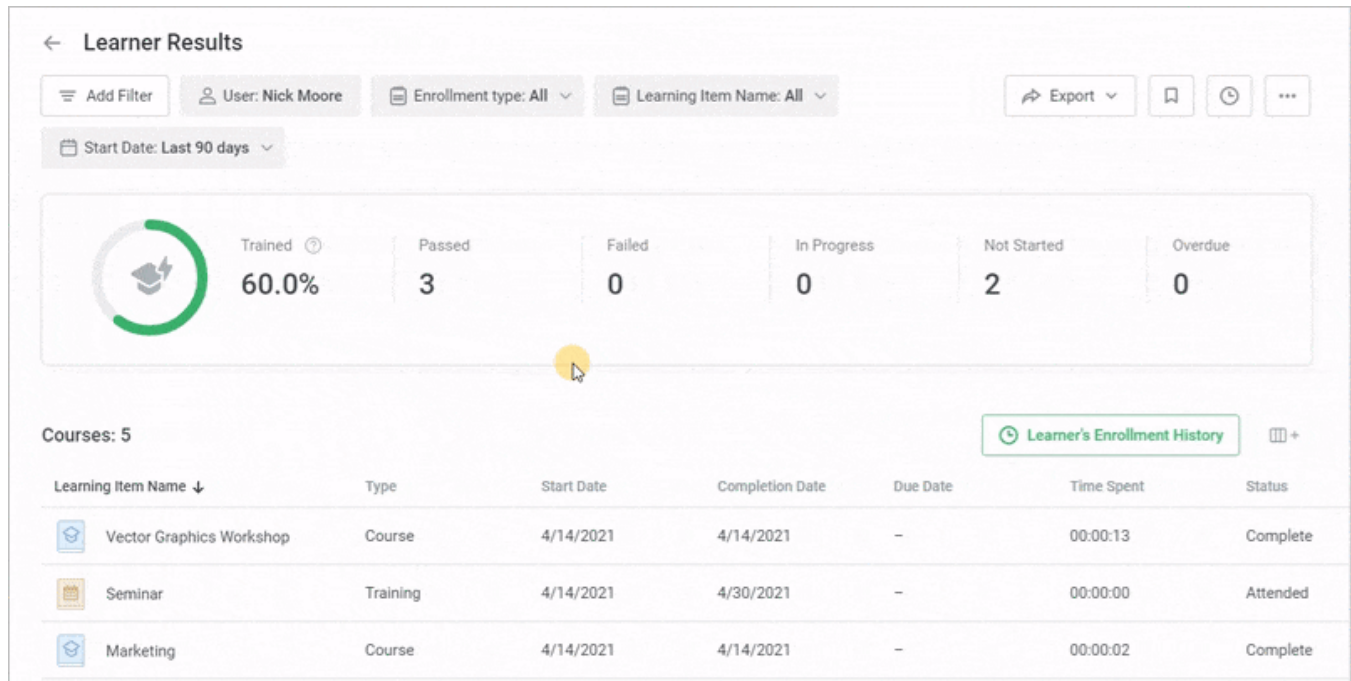


Report Filters

When the data in the report is abundant, you may want to use filters to hide useless or irrelevant information.

Let's try and apply a filter to the Learner Results report. For example, click on the **Status** filter and select **Complete**. The report will display only those courses which the user has already passed.



Use the **Enrollment type** filter to view report on materials:

- **Enrolled by Admin**

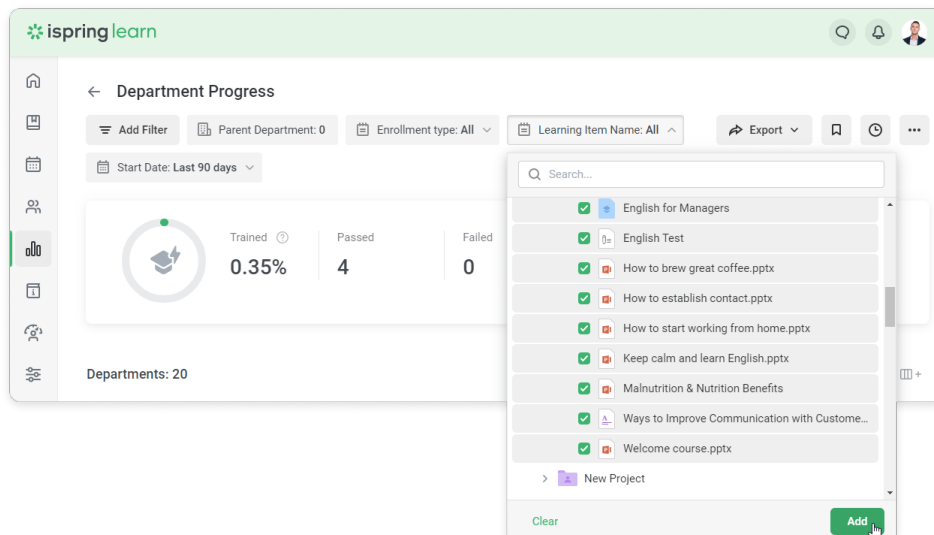
The report will contain only mandatory materials that have been assigned by the administrator.

- **Added from the Catalog**

The report will contain materials that the user added from the Catalog.

How to Use Report Filters

1. First, select the content for your report. You can select up to 50 learning items in all types of reports except for **Quizzes** and **Answer Breakdown**.



2. Set up the time period. If it's more than a year, enter the dates manually. Then, click **Update**.

The screenshot shows the 'ispring learn' interface. The 'Learner Progress' section has filters for 'Add Filter', 'Enrollment type: All', and 'Learning Item Name: All'. The 'Start Date' is set to 'Last 90 days'. A calendar is open, showing February 2021 and March 2021. The date 15 in February 2021 is selected. To the right, a summary table shows:

In Progress	Not Started	Overdue
0	1203	399

Below the table, it says '1-100 of 749 elements'. An 'Update' button is at the bottom right of the calendar.

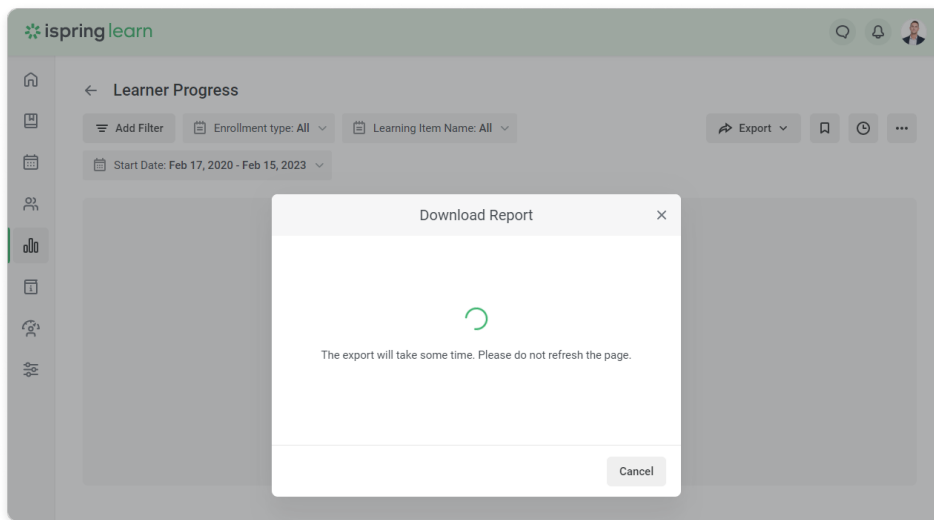
3. If you enter a time period that's less than 2 years, you'll see this message letting you know that your report is being created.

The screenshot shows the 'ispring learn' interface. The 'Learner Progress' section has filters for 'Add Filter', 'Enrollment type: All', and 'Learning Item Name: All'. The 'Start Date' is set to 'Feb 17, 2022 - Feb 17, 2023'. A green loading spinner is in the center of the page with the text: 'Please don't refresh this page while we're creating your report.'

4. When your time period is more than 2 years, you'll be able to download the report as an XLSX file. To do this, click **Download Report**.

The screenshot shows the 'ispring learn' interface. The 'Learner Progress' section has filters for 'Add Filter', 'Enrollment type: All', and 'Learning Item Name: All'. The 'Start Date' is set to 'Feb 17, 2020 - Feb 15, 2023'. A message in the center says: 'Reports that span a 740 days period or more are available as an XLSX file download.' Below the message is a green button labeled 'Download Report'.

5. Don't refresh the page while your report is being exported. Report generation can sometimes take up to 40 or even 50 minutes. This can happen when there are a lot of users, groups, departments and enrollments in your account.



6. iSpring Learn will let you know when your report is ready.

