Early Childhood Australia
Learning Hub

ECA Learning Hub LMS

how to GUIDE

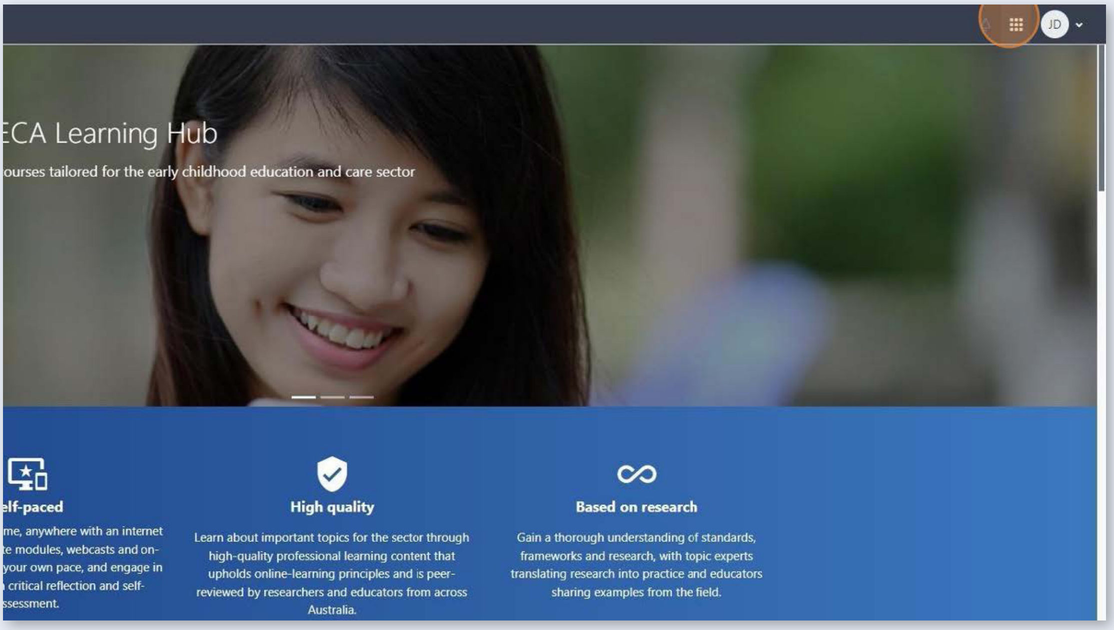
Create Reports: Account Manager

1

Navigate to https://onlinelearninghub.earlychildhoodaustralia.org.au/?redirect=0

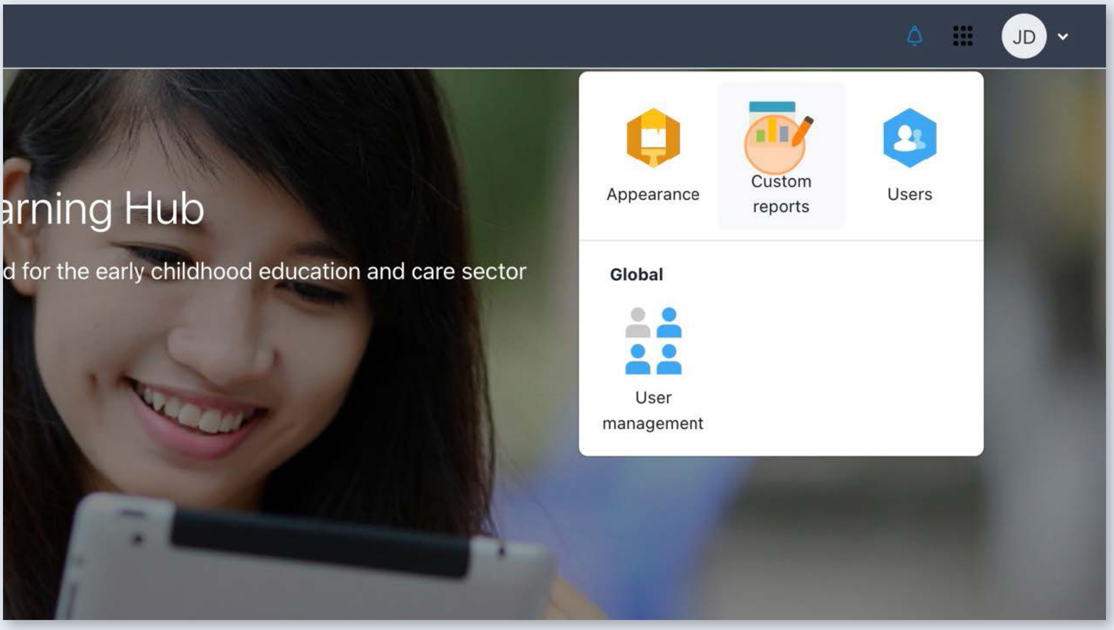
2

Open the **Workplace launcher**.



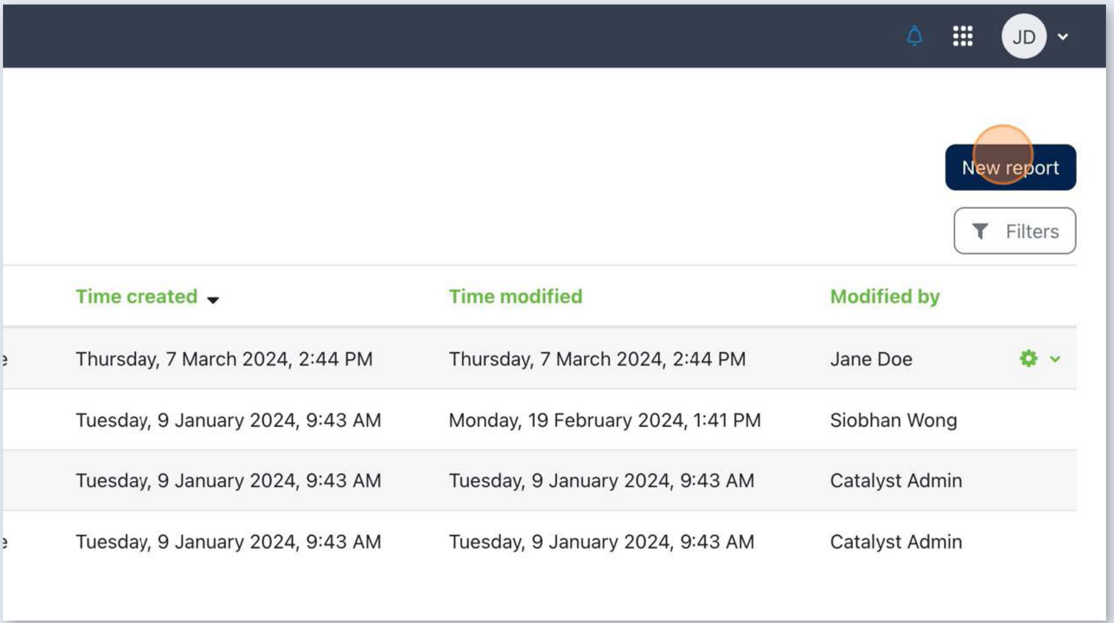
3

Click **Custom reports**.



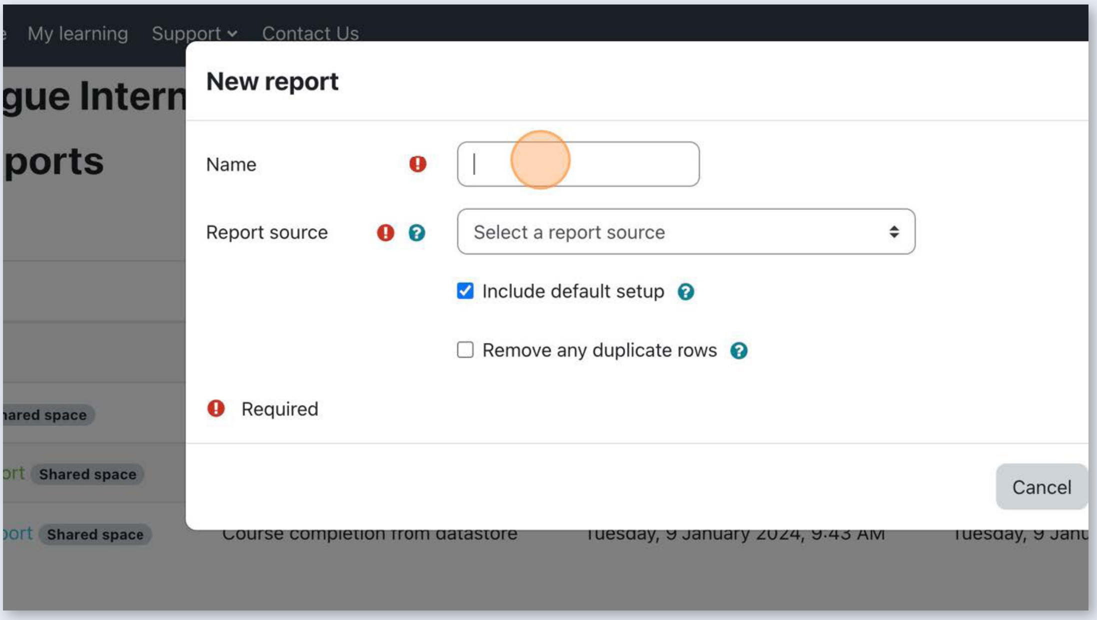
4

Click **New report**.



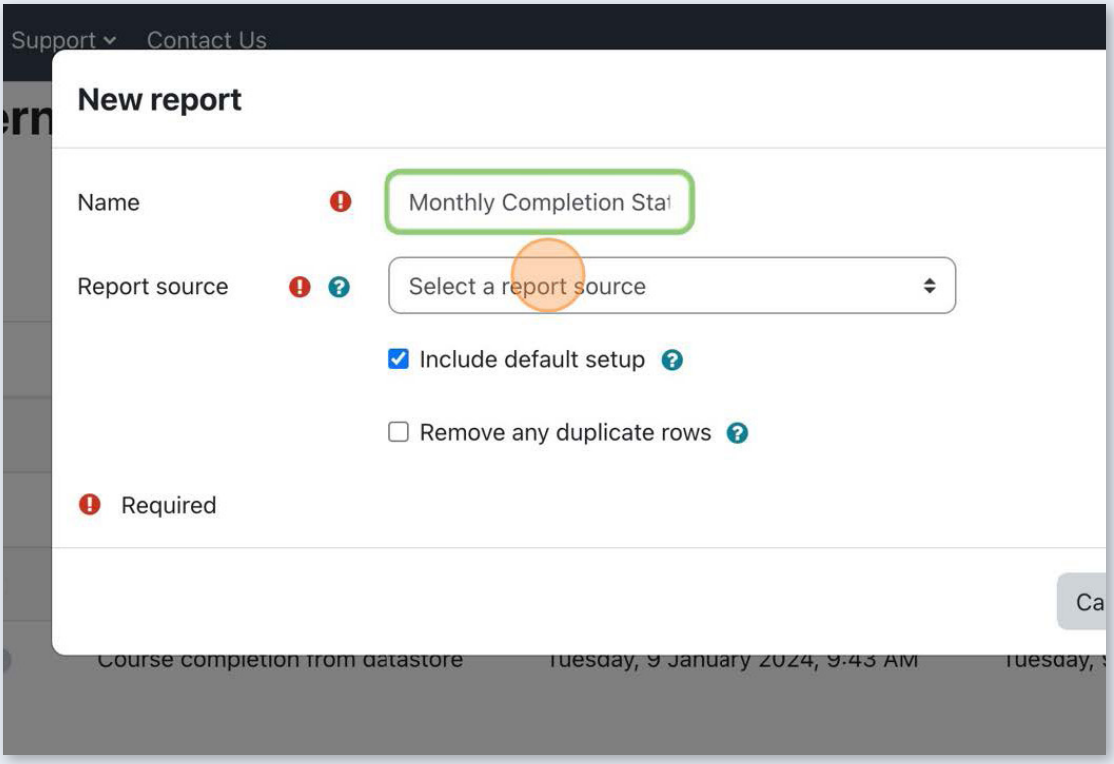
5

Enter a name for the report.



6

Select a report source from where data is to be pulled.



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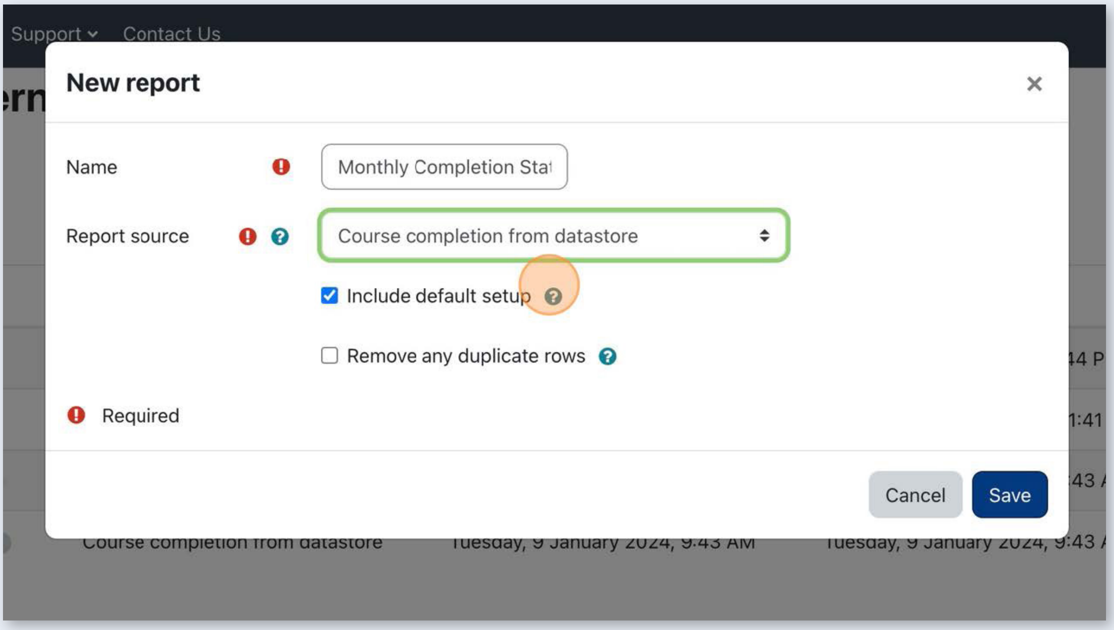
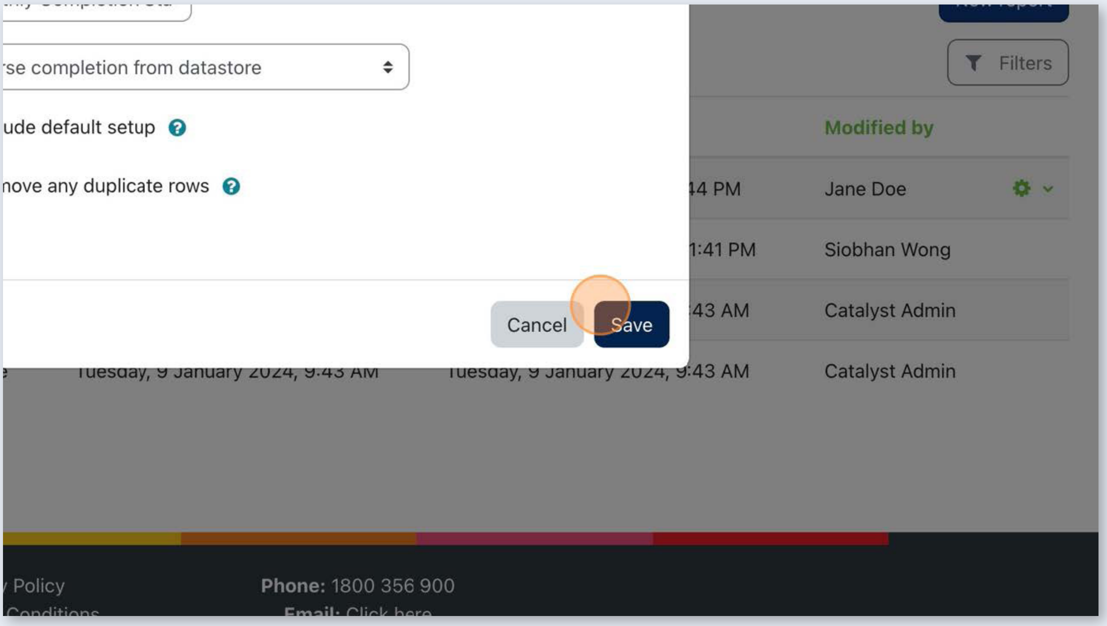
By default, the report will have some boilerplate settings enabled. These defaults can be disabled if a report does not require them. The ? icon can be clicked to view details about this setting.



8

Click **Save**.



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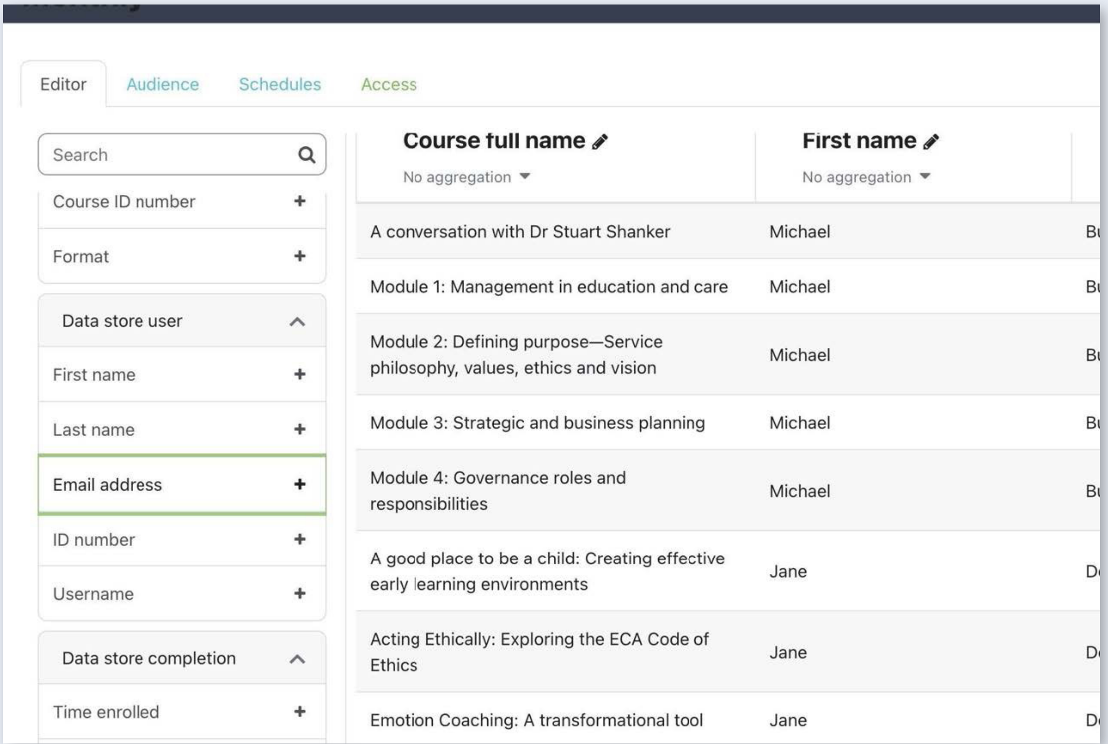
On the left, the data columns can be seen. You can add them to the report using the + symbol located to the right of the column data label.



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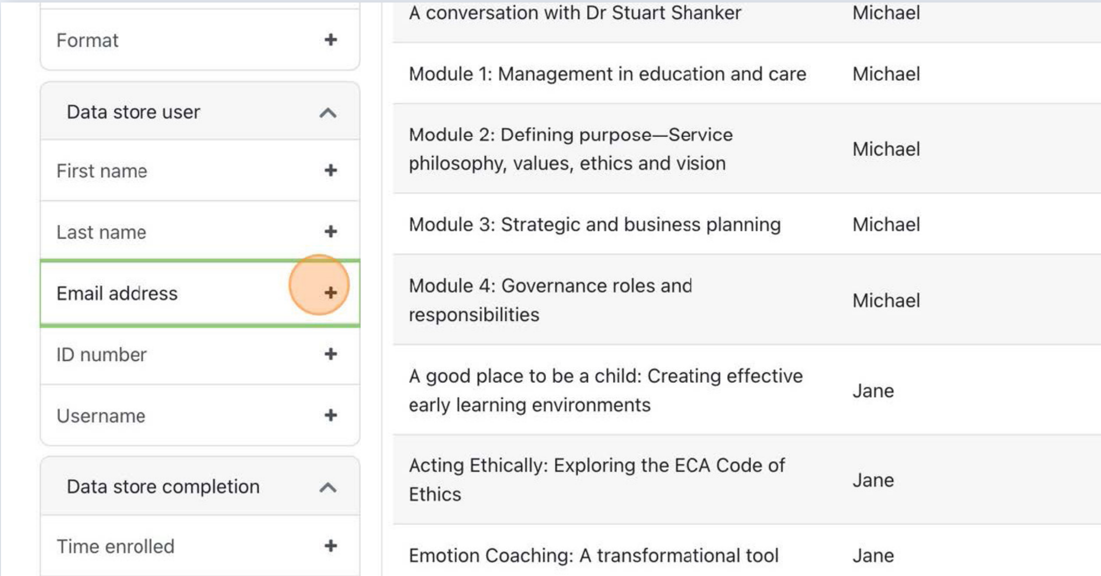
Click here:



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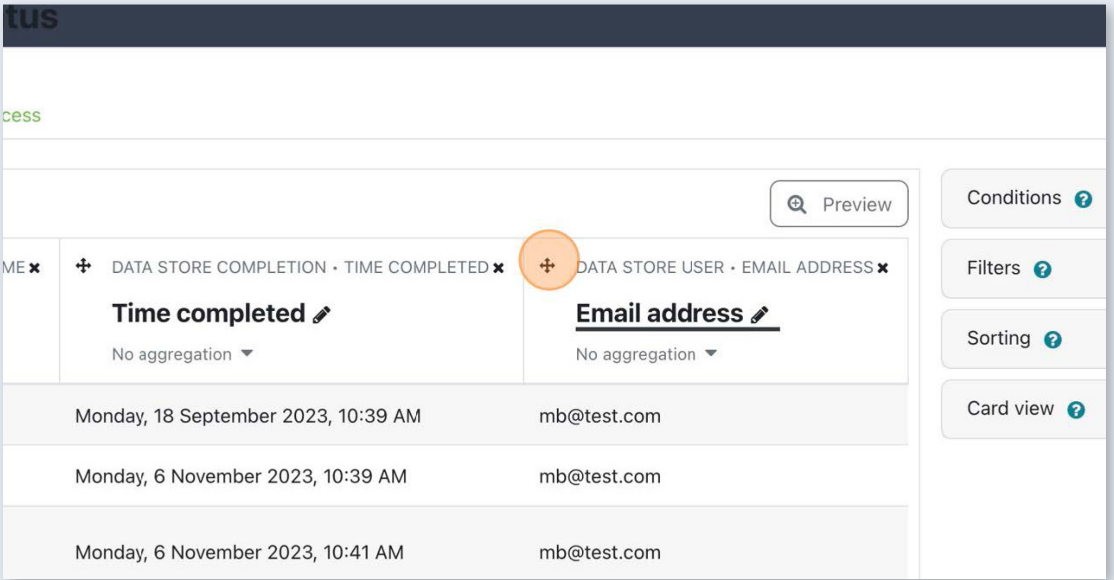
The data columns can be reordered by hovering over the button shown below and dragged to the left or right.



The report can be filtered using the drop-down menu on the right.

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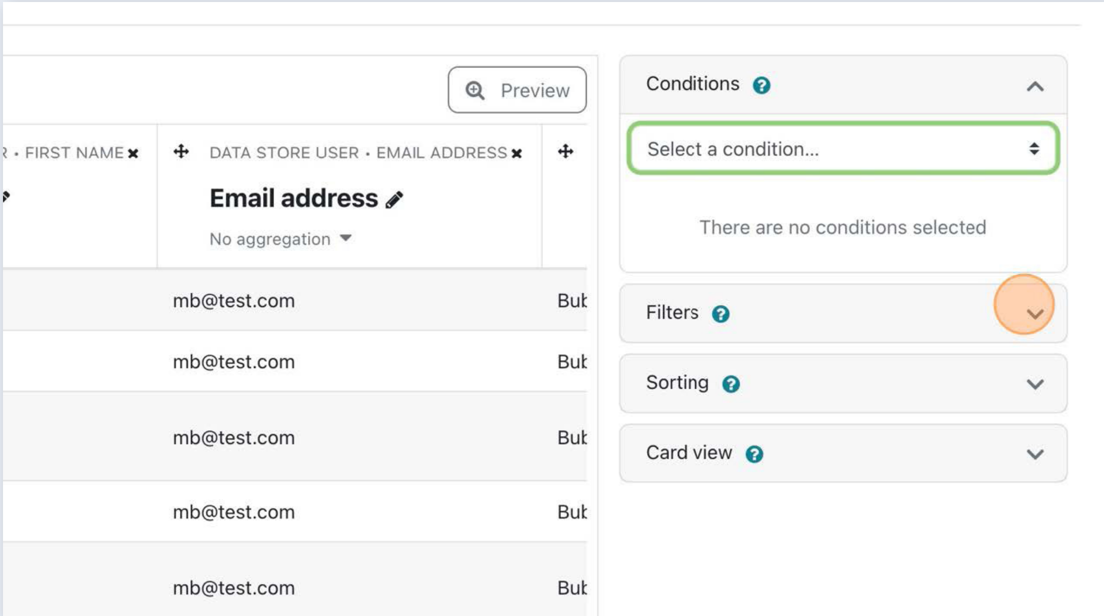
Let's see an example. Open the **Filters** drop-down menu.



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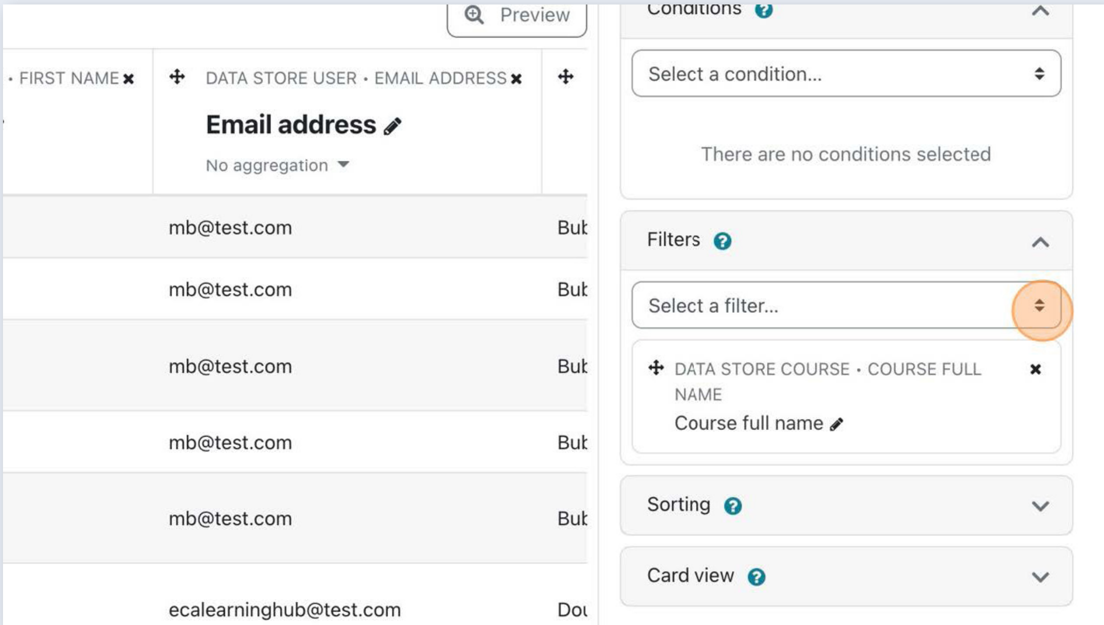
Click the **Select a filter** drop-down menu.



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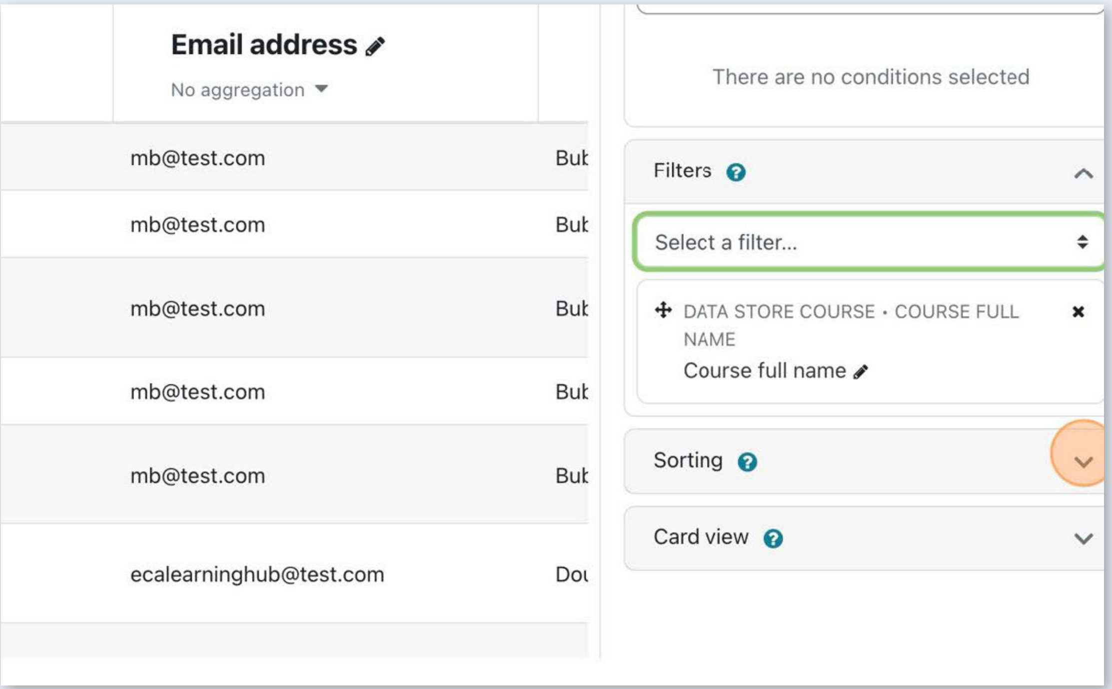
Let's sort this report so that the latest completions are seen first. Click the **Sorting** drop-down menu.



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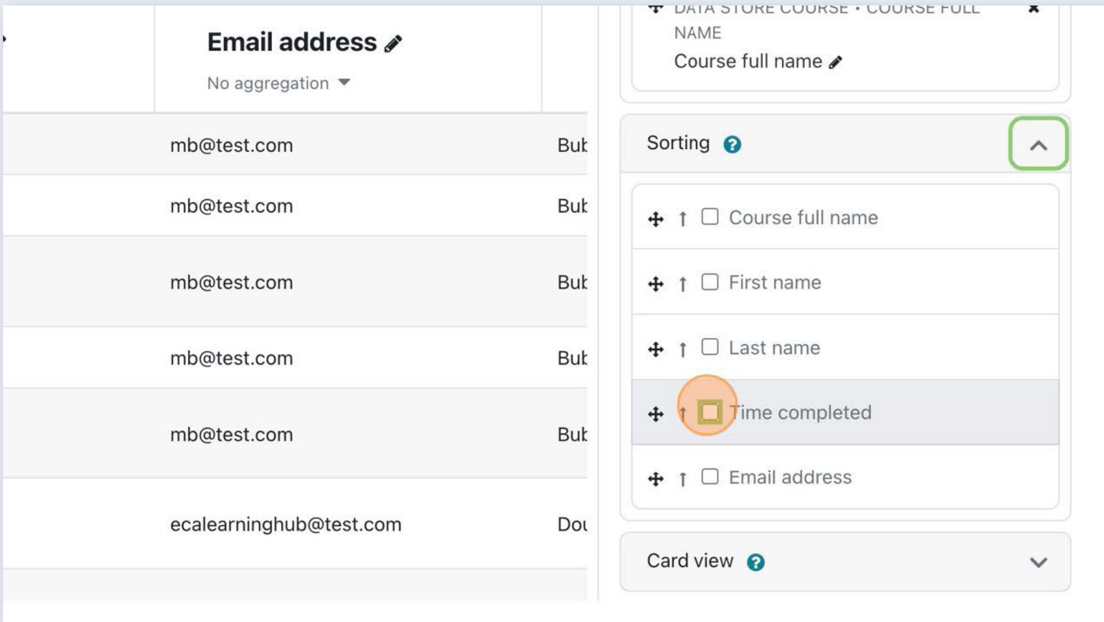
Check the **Time completed** field. The arrow directly to the left of each field will reverse the order.



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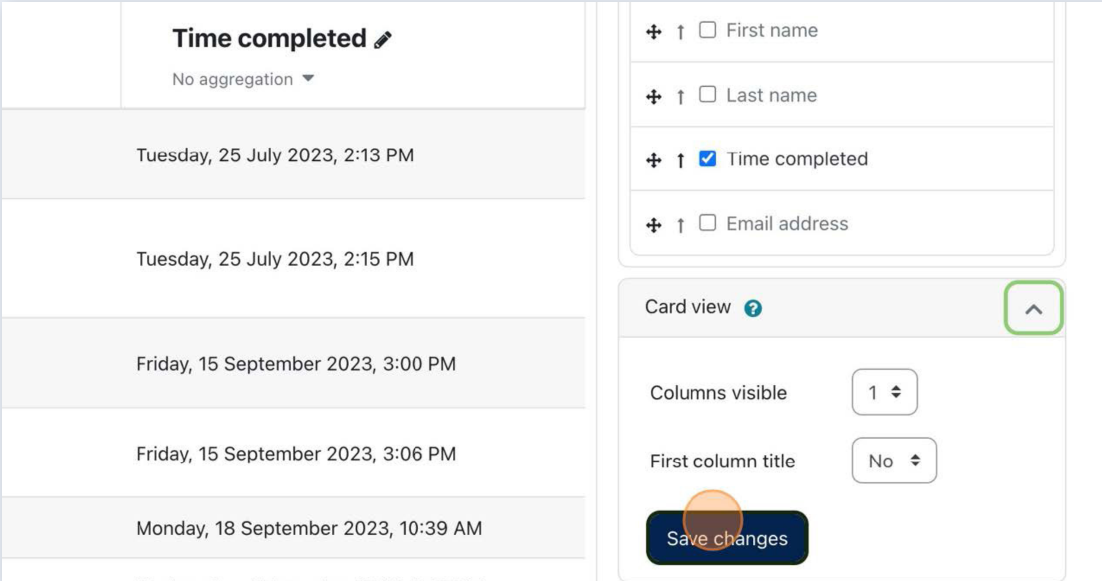
Click **Save changes**.



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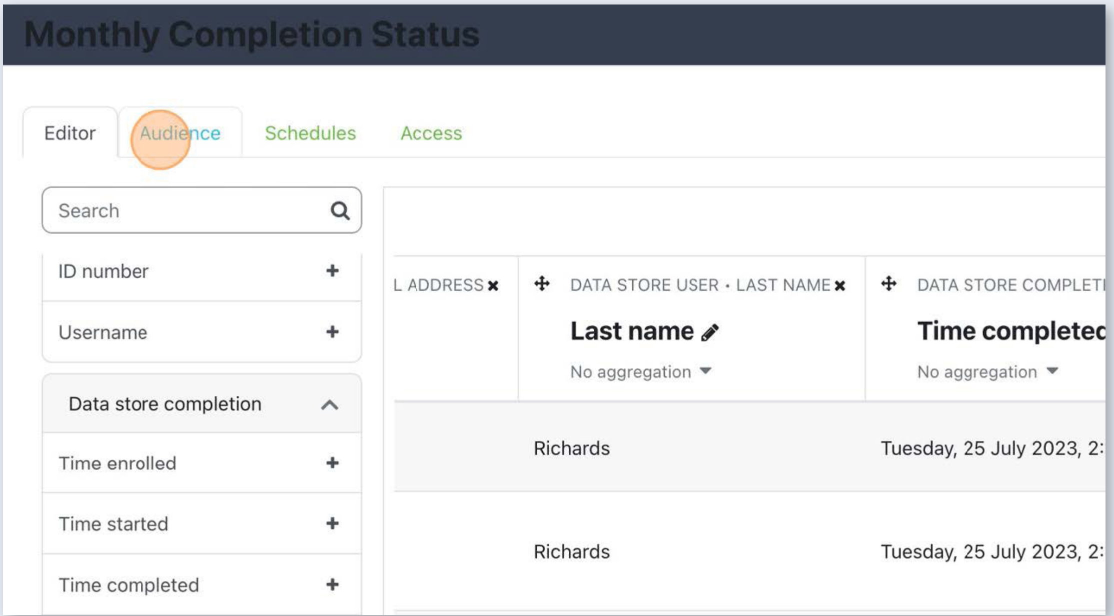
Click **Audience**.



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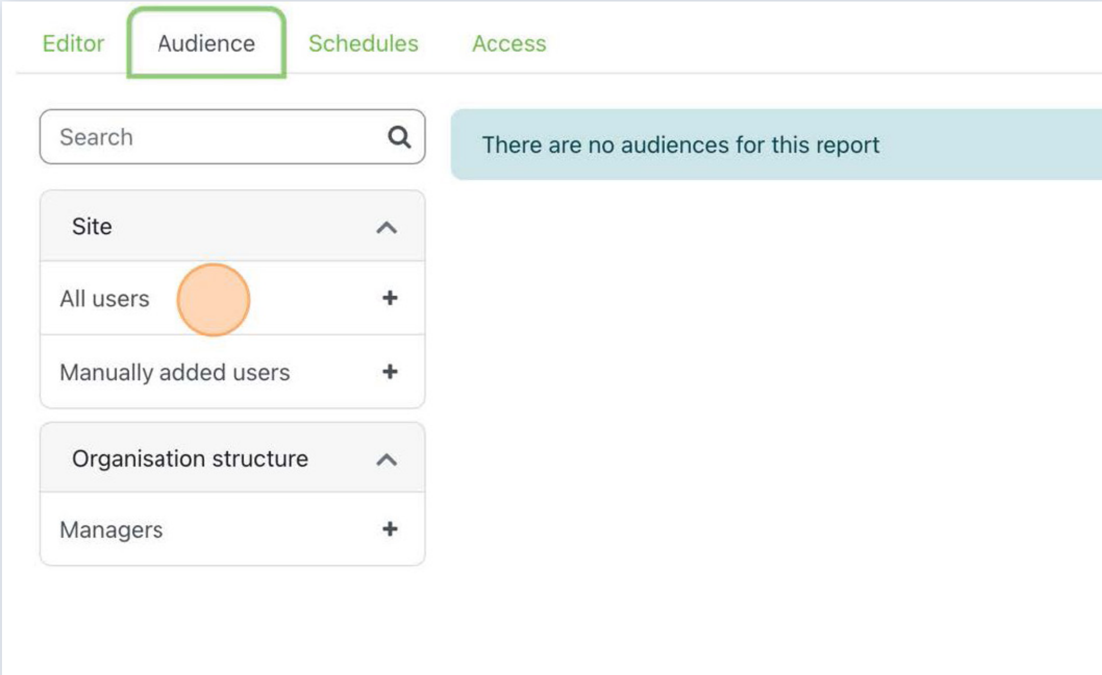
Click **All users**.



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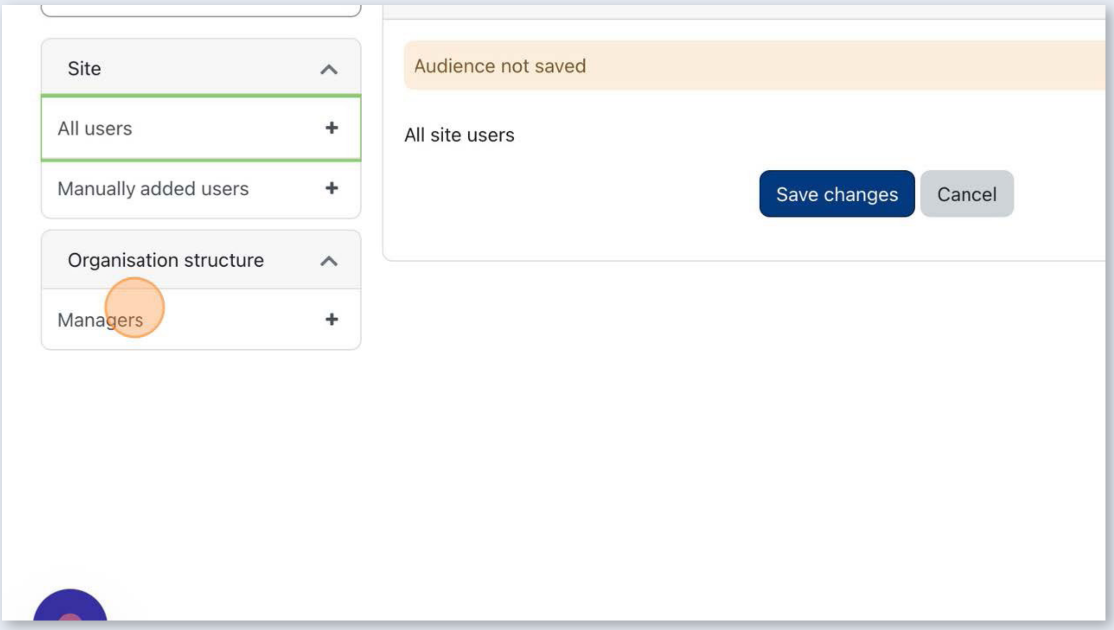
Let's add **Managers** so that they can view the report.



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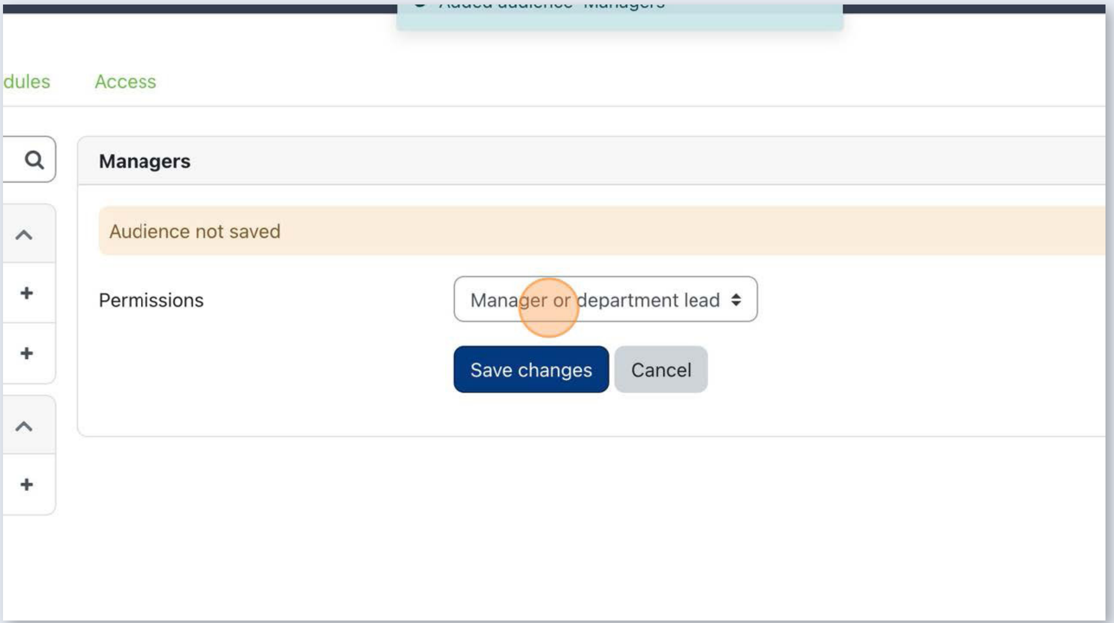
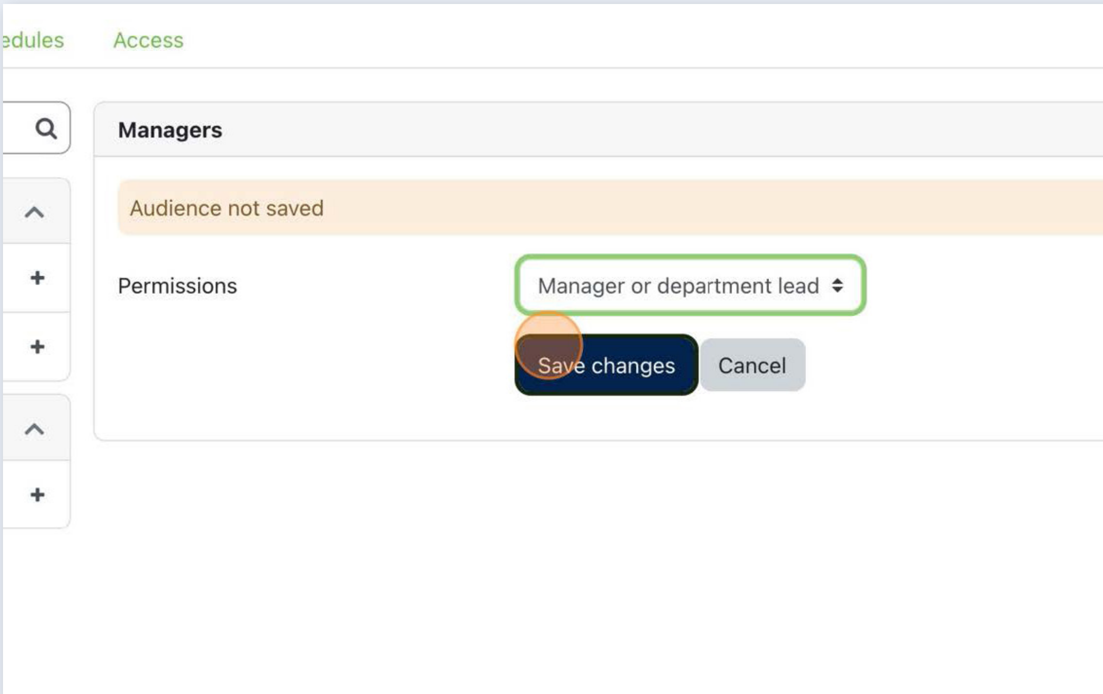
Permissions can be left as they are.



21

Click **Save changes**.



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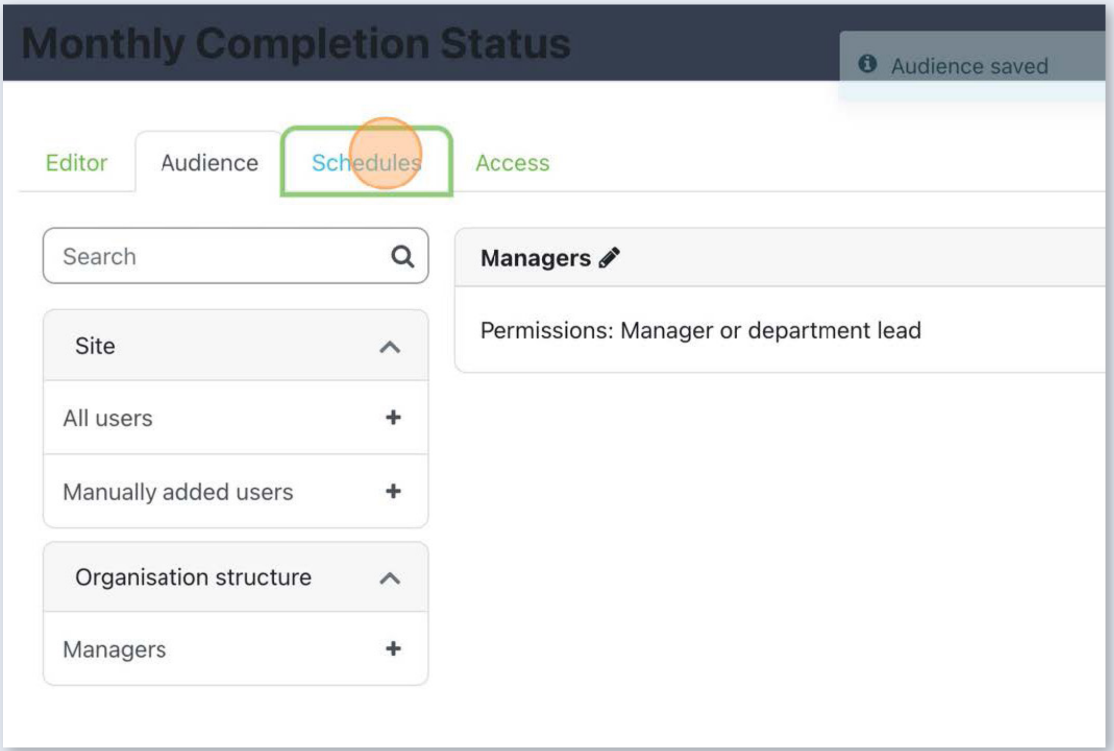
Now let's set up a schedule for our report.



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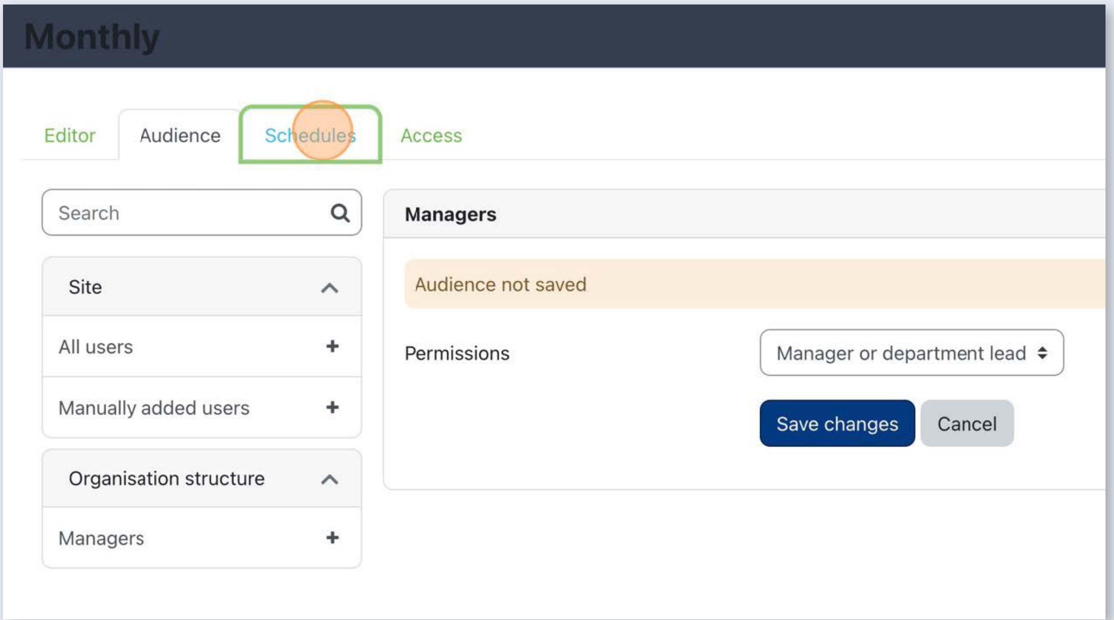
Click **Schedules**.



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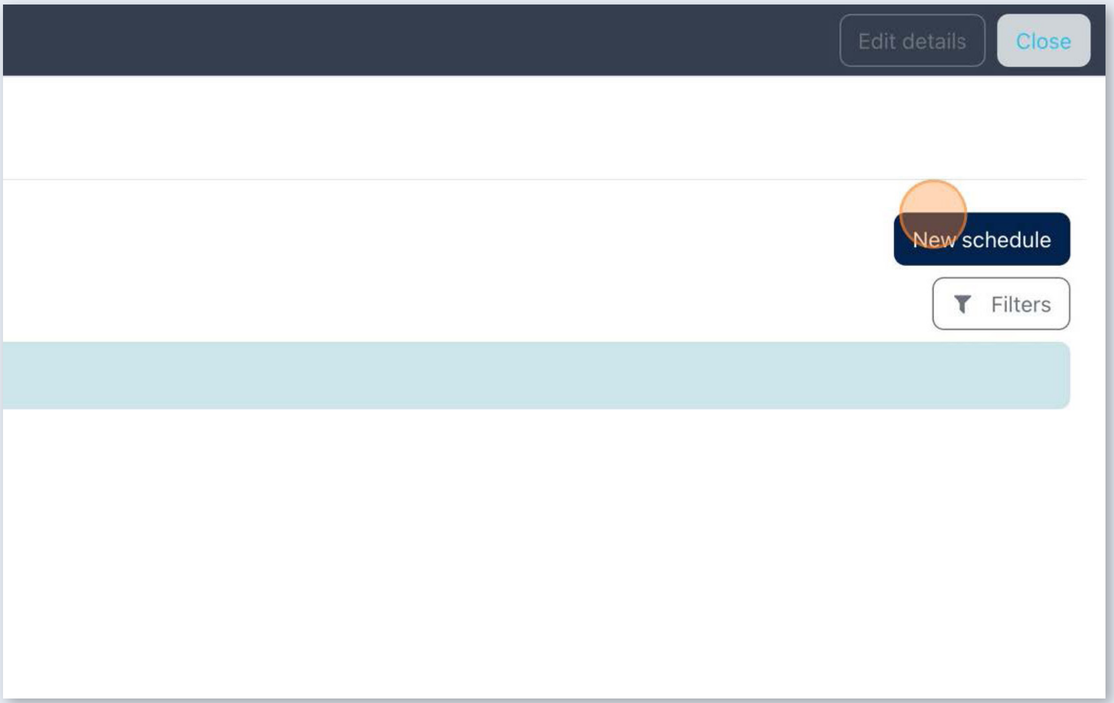
Click **New schedule**.



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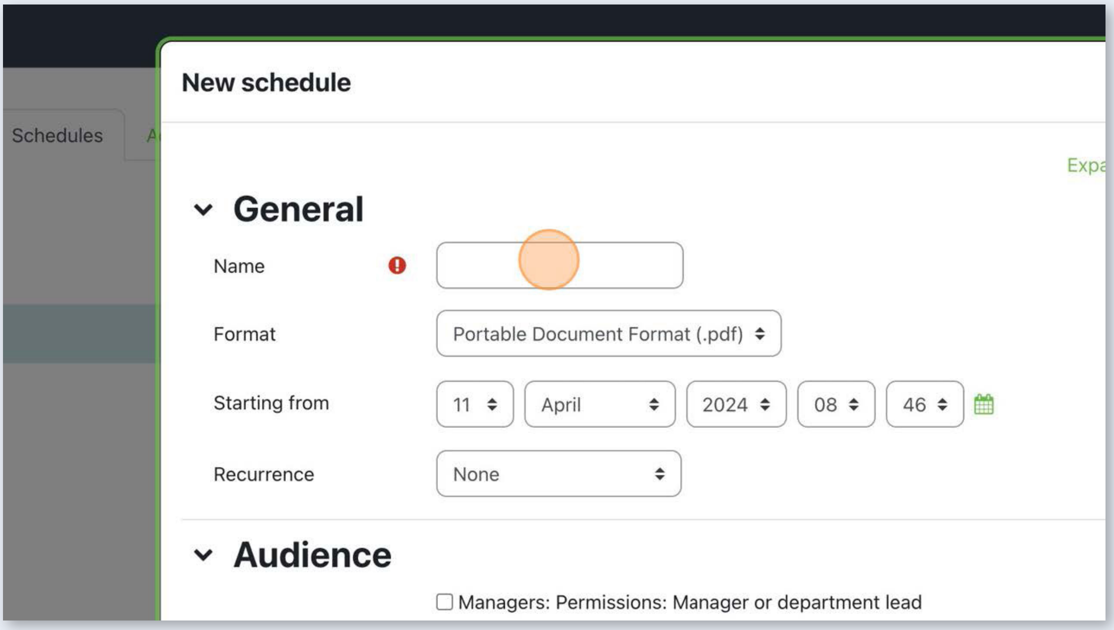
Create a name for your schedule.



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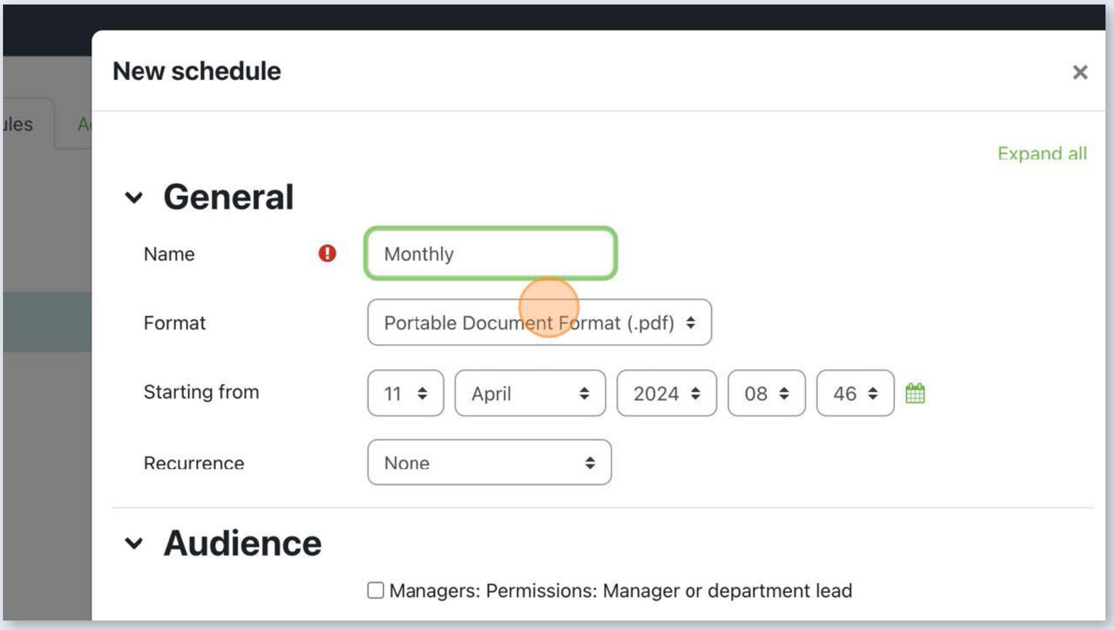
Select the format for the report. Let's select **Comma separated values (.csv)**.



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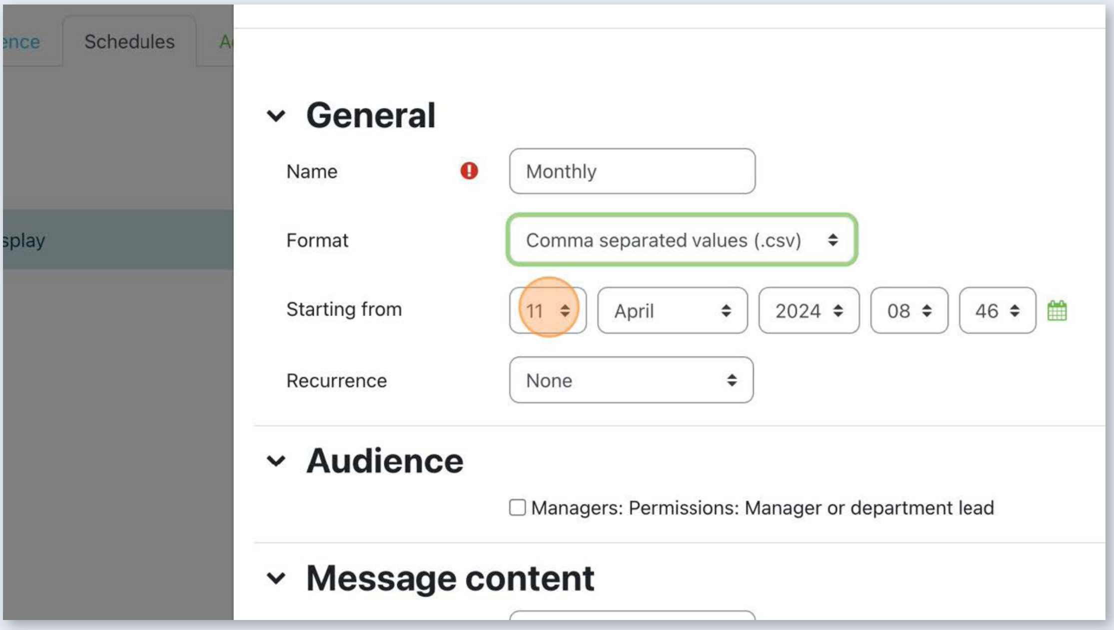
Select the start date for the schedule.



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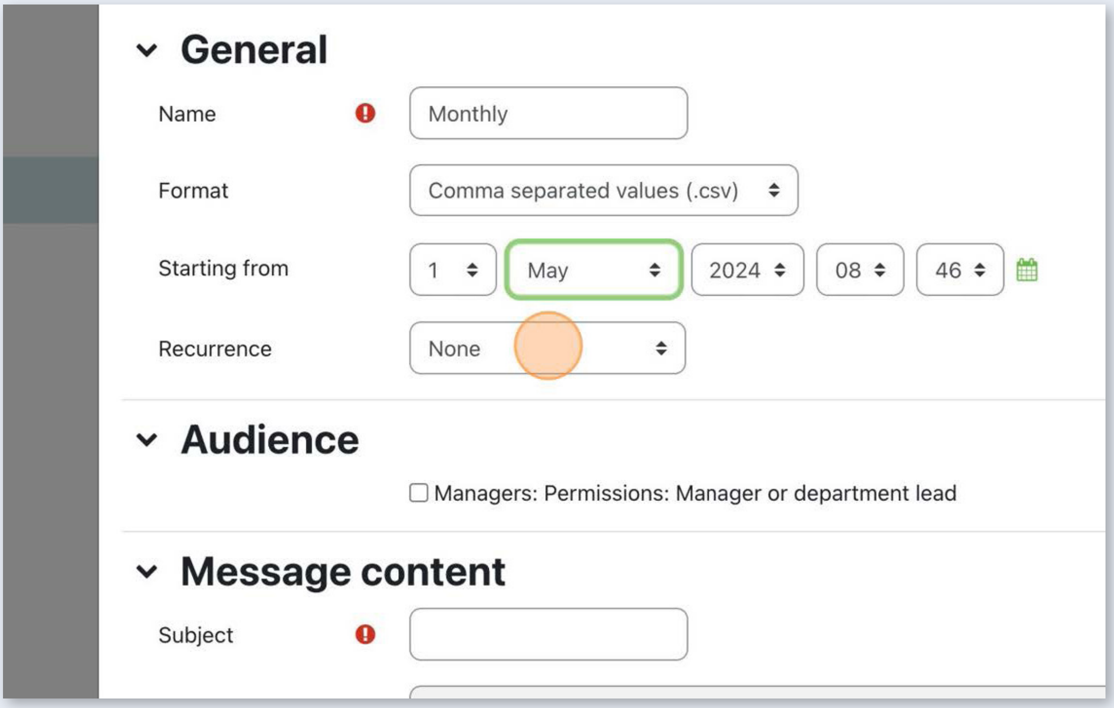
Under **Recurrence**, we can select how often the report runs. In our case, we want the report to run monthly, so we will select **Monthly**.



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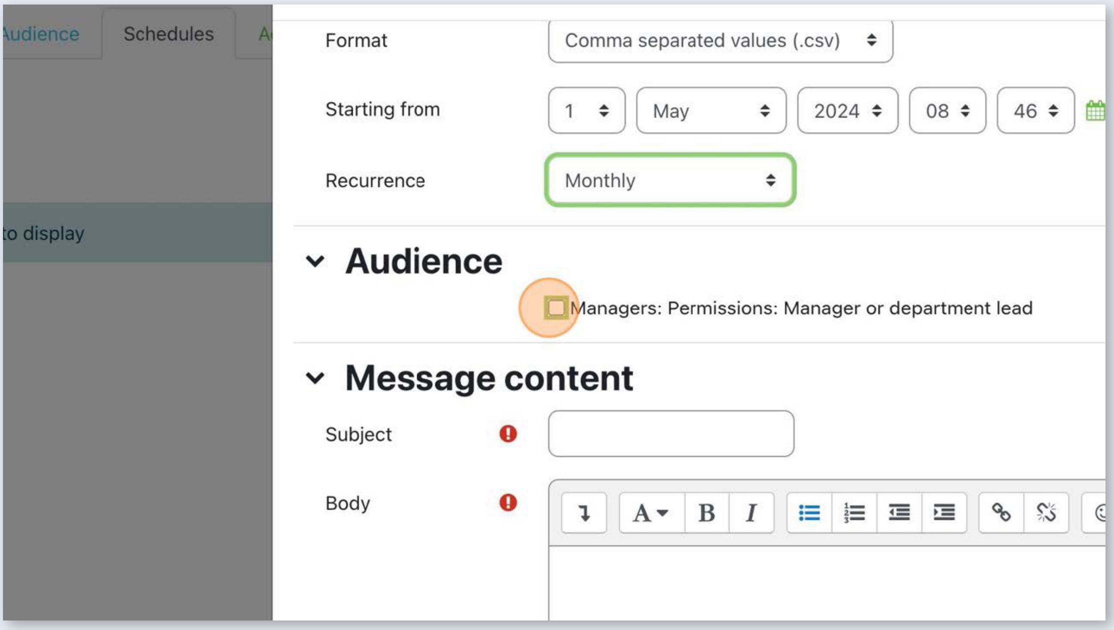
Click the **Managers: Permissions: Manager or department** lead field.



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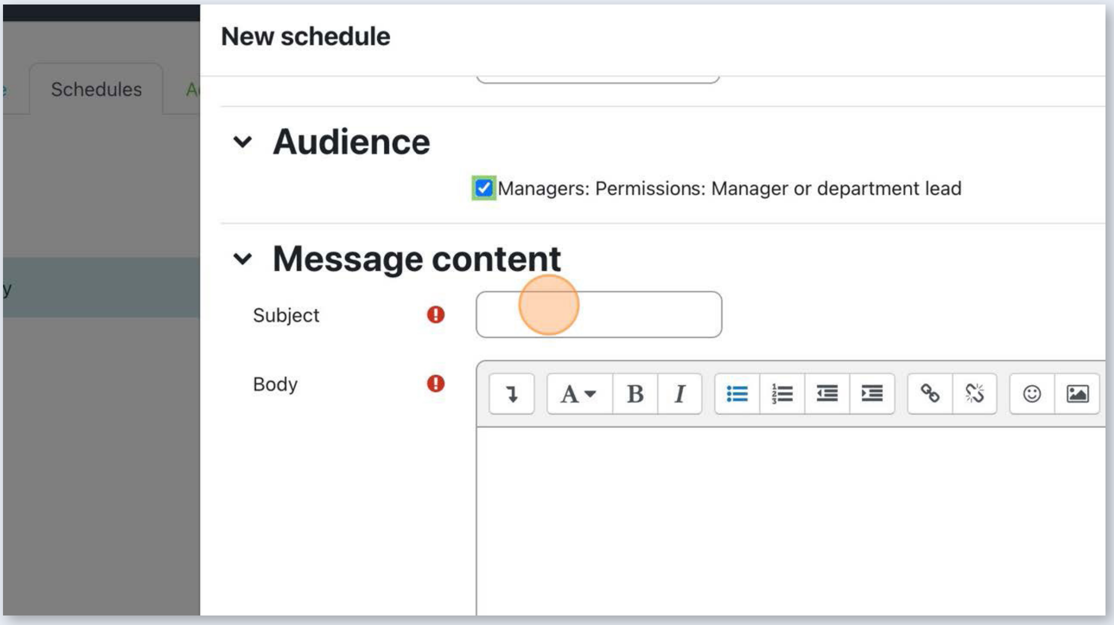
Under **Message content**, let's add some information so the monthly report can be easily identified.



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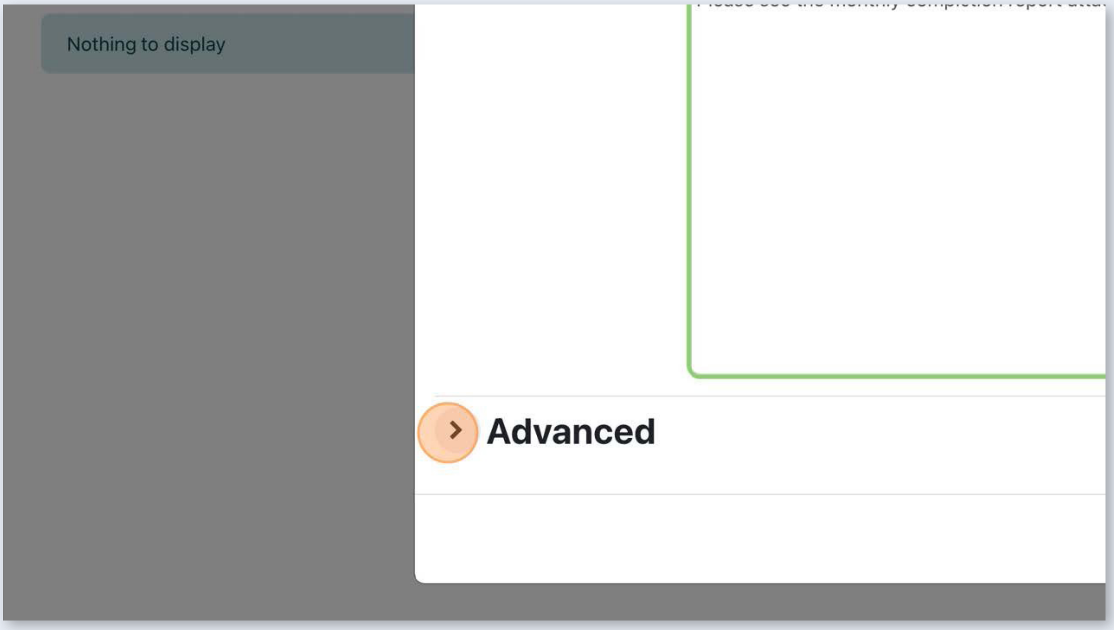
Open the **Advanced** drop-down menu.



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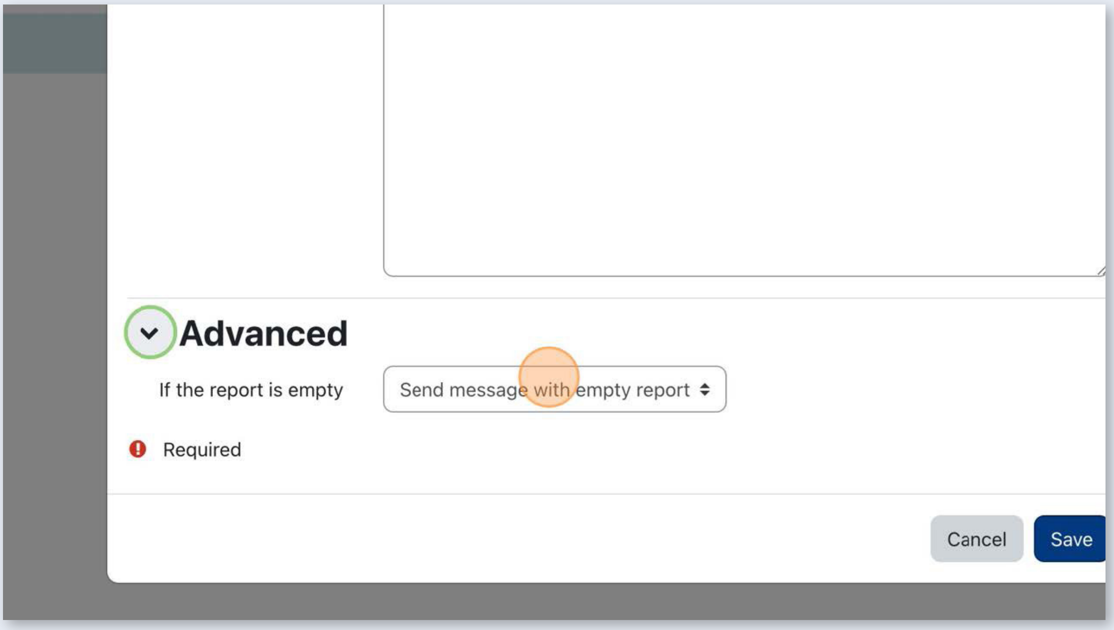
Here we can select what happens if the report is empty. It might be a good idea to keep this setting as **Send message with empty report** so that you can see if the report is working as intended.



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Click **Save**.