

# Filtering Reports by Department

## BSC Health & Safety E-Learning Platform



### Introduction

It is often necessary to obtain reports on a subset of data. This guide will demonstrate how to do this using the standard report filters.

### Step One: Access the reports

Reports can be accessed via the **Reports** link on the administration block. For the purposes of this document we are going to use the "Course completion" report which is accessible via **Administration > Reports > Course completion**.

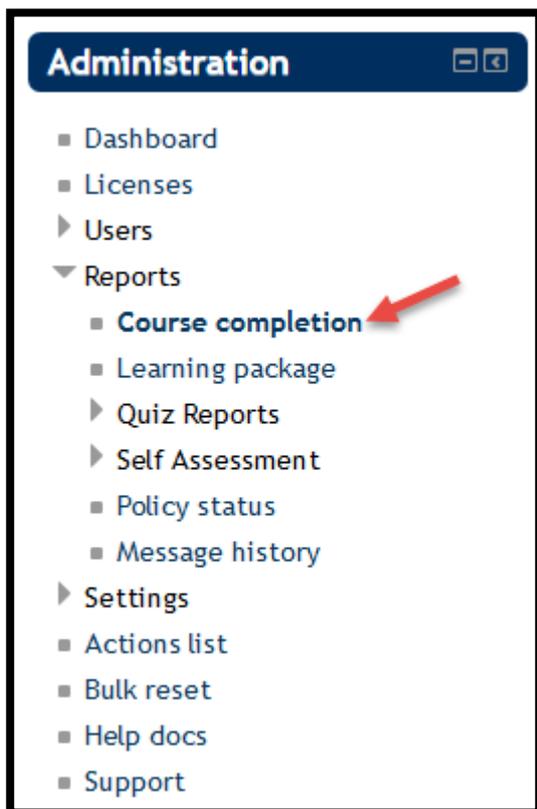


Figure 1 - Accessing the "Course completion" report via the Administration Block

### Step Two: Access the advanced filters

The advanced filters will be hidden by default. You can expand the filters by clicking on the **Show more** link. The filter area will then expand to show all available filters.

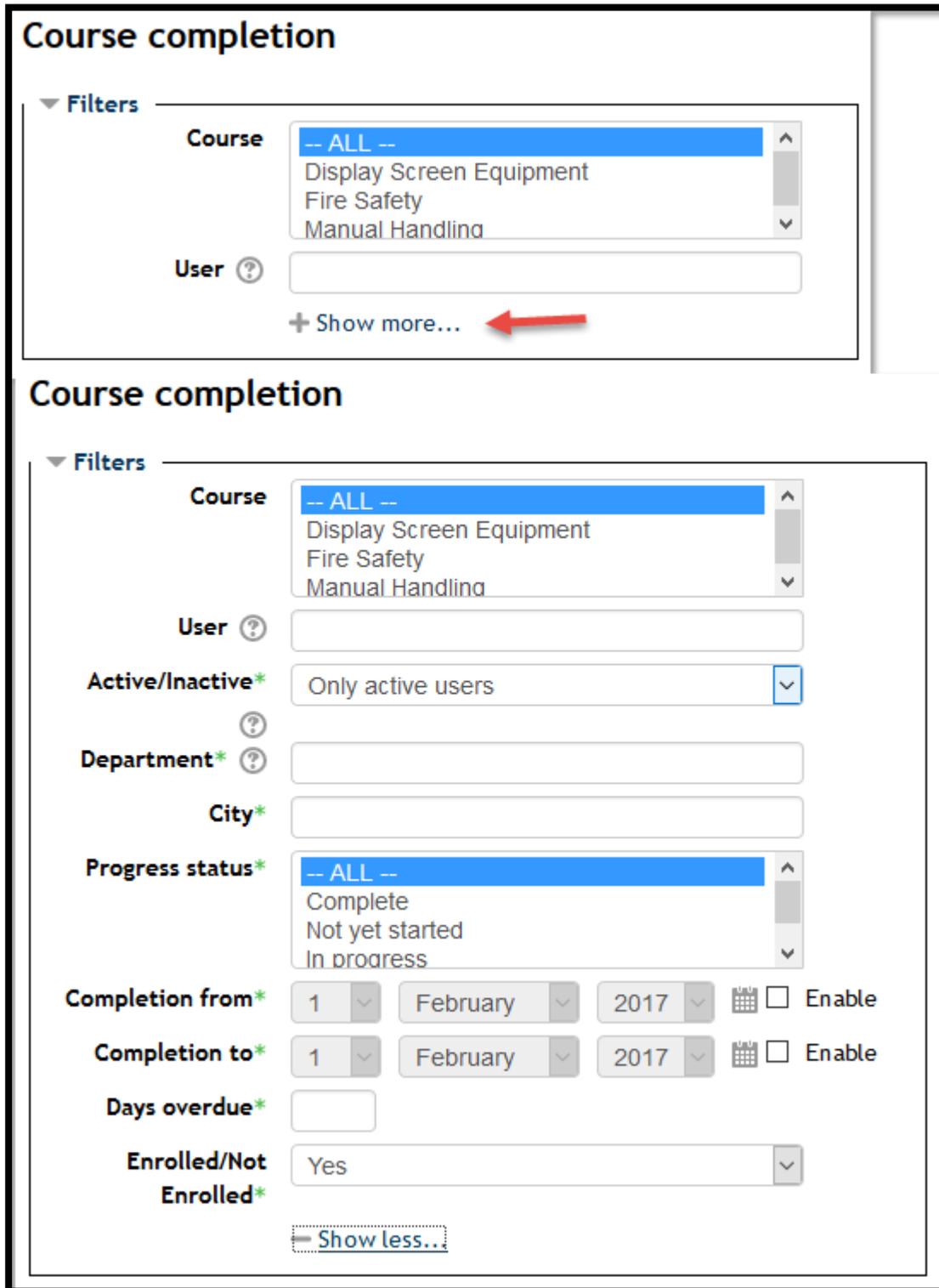


Figure 2 - The filters before and after expansion

### Step Three: Using the filters

Depending on how your platform has been configured, the 'Department' filter may be a drop-down selection box or allow for free text to be entered. In the example below I have filtered the report to show only users whose department is 'IT'.

The screenshot shows a 'Course completion' filter interface. The 'Filters' section is expanded, showing several filter options:

- Course:** A dropdown menu with options: -- ALL --, Display Screen Equipment, Fire Safety, Manual Handling.
- User:** A text input field.
- Active/Inactive\*:** A dropdown menu with the option: Only active users.
- Department\*:** A text input field containing 'IT', highlighted in yellow.
- City\*:** A text input field.
- Progress status\*:** A dropdown menu with options: -- ALL --, Complete, Not yet started, In progress.
- Completion from\*:** A date range selector with dropdowns for '3', 'February', and '2017', and an 'Enable' checkbox.
- Completion to\*:** A date range selector with dropdowns for '3', 'February', and '2017', and an 'Enable' checkbox.
- Days overdue\*:** A text input field.
- Enrolled/Not Enrolled\*:** A dropdown menu with the option: Yes.

At the bottom of the filter section, there is a link: [- Show less...](#)

Below the filter section, there are two buttons: **Submit** and **Export**.

Figure 3 - Filtering the department to IT

### Step Four: Viewing or Downloading the Data

Once you have decided how to filter your data you can either view it on the screen or export it to a spreadsheet. Simply click the '**Submit**' button to view the data on screen or the '**Export**' button to save the data in a spreadsheet file.