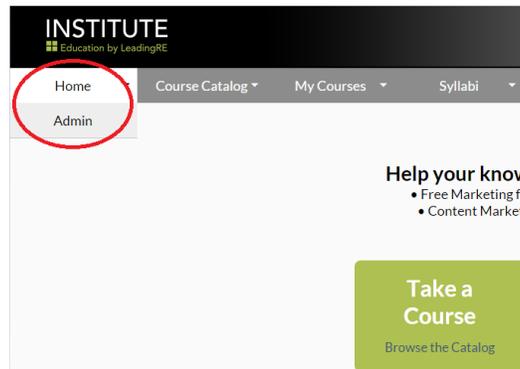


## Reporting Help Guide

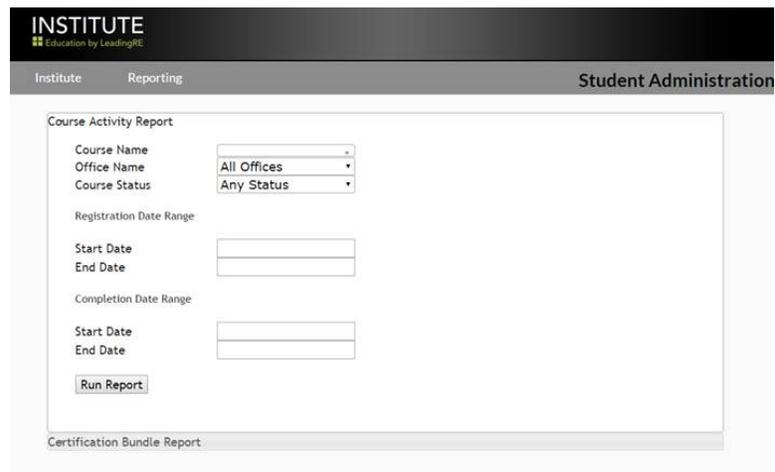
### Report Access

Hover over the 'Home' navigation and select Admin from the drop down.



### Course Activity Report

After selecting 'Admin', you will want to select Reporting from the grey navigation. You then will see the Course Activity Report which provides information about all course activity depending on the filters applied.



**Course Name:** Able to select single, multiple, or all courses for report (leave blank to report on all courses)

**Office Name:** Enterprise participants can pull reports for a specific office – Set up is required - contact [Institute@leadingre.com](mailto:Institute@leadingre.com)

**Status:** Able to select by any (all) status, new registration, in progress or completed

**Registration Date Range:** Course activity based on when students registered for courses

**Completion Date Range:** Generates list of completed courses for the date range selected

## Certification Bundle Report

To pull a report on LeadingRE certifications, select the 'Certification Bundle Report'

The screenshot shows the INSTITUTE Reporting interface. The main heading is 'Course Activity Report'. Below this, there are several fields: 'Course Name' (empty), 'Office Name' (dropdown menu with 'All Offices' selected), and 'Course Status' (dropdown menu with 'Any Status' selected). There are two sections for date ranges: 'Registration Date Range' and 'Completion Date Range', each with 'Start Date' and 'End Date' input fields. A 'Run Report' button is located below the date range fields. At the bottom of the form, the text 'Certification Bundle Report' is circled in red.

**Certification Type:** Default set to Certification

**Office Name:** Enterprise participants can pull reports for a specific office – Set up is required - contact [Institute@leadingre.com](mailto:Institute@leadingre.com)

**Certification Name:** Either select all or specific certificate to pull report

**Status:** *All* generates report for activity regardless of status. *Only Completed Certifications* includes only certificates that have been completed

**Date Range:** Select the desired date range for activity

The screenshot shows the INSTITUTE Reporting interface with the 'Certification Bundle Report' form expanded. The form includes: 'Certification Type' (dropdown menu with 'Certification' selected), 'Office Name' (dropdown menu with 'All Offices' selected), 'Certification Name' (dropdown menu with 'Select All' selected), and 'Status' (dropdown menu with 'All' selected). There are also 'Date Range' fields for 'Start Date' and 'End Date', and a 'Run Report' button at the bottom.