

CUSTOM REPORTS IN THE ELECTIONS ELEARNING CENTER

The ability to create or view customizable reports about your jurisdiction’s activity in the Michigan Elections eLearning Center is available. County personnel can also run reports for the city and township staff from their county.

A few reports have been built and shared to your accounts. You can also create your own custom reports.

To access the reports in the Michigan Elections eLearning Center login at <https://mielections.csod.com>

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FIELD EXPLANATIONS

Location	County Name the Jurisdiction (County, City, Township) is located
Location ID	Region Number County Code (601 is Region 6, County Code 01 Alcona County)
Grade	Jurisdiction Type (County, City, Township) People who work for 2 offices may have differing Grade in their profile compared to their Division
Division	County Name;Jurisdiction Name;Jurisdiction Type
Division ID	Jurisdiction Code (5 for cities / townships, 2 for counties)
ILT Facility Parent	Region Number County Code (601 is Region 6, County Code 01 Alcona County)

VIEWING REPORTS

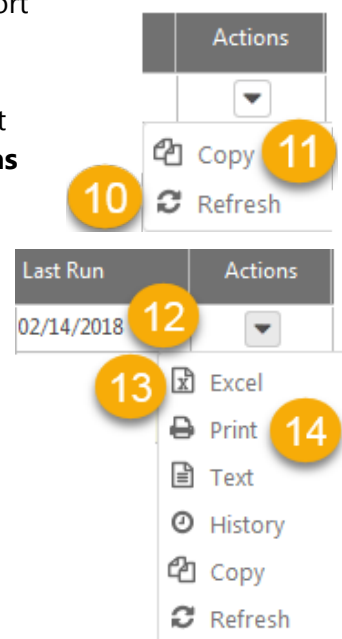
On the Homepage, in the Menu Bar

1. Hover your mouse over *Reports*
2. Click *Custom Reports*



Custom Report Show Me					
<input type="text" value=""/>		All Reports	Ran Anytime	Search	New
Title	Type	Creator	Folder	Last Run	Actions
QVF Refresh Basic Sessions with Available Se...	Training Report	eLearning, Elections	All Folders	Never	▼
QVF Refresh Complete Sessions with Availab...	Training Report	eLearning, Elections	Training Report	Never	▼
Train the Trainer Sessions with Available Sea...	Training Report	eLearning, Elections	All Folders	Never	▼

3. The *Title* column names the reports
4. The *Type* column determines that information that is available in the report: User profile, Training in Progress, Transcript status and completions
5. The *Creator* column shows if this is a shared report or one you created
6. The *Last Run* column shows the date the report was last refreshed
7. Under *Actions* is a drop down menu of different choices to perform depending on whether this is a shared report or one you created – * In some versions of Internet Explorer the arrow image may not display properly; click in that column to activate the dropdown menu *
8. If you have many reports, use the Search box to type part of the name of a report
9. Click the *Search* button to narrow your list
10. Under the Action column for a certain report, click *Refresh* to generate the most current information; * Note information like seat availability for classes is **only as up to date as the time you refresh** the report *
11. Click *Copy* to create a new version of this report under your profile to make changes to the report
12. Once a shared report is *Refreshed*, the *Last Run* date will update and allow you to access other Actions
13. *Excel* allows you to export the report to a spreadsheet format;
 - a. Based on your computer settings you can either save the file to your computer or open the file
 - b. If the report doesn't open in excel, please check your [Protected View settings listed in this document. Click here to go to that section](#)
14. *Print* displays the report as an html web page; use your internet browser software to print the information.
 - a. Close the Report window to return to the Elections eLearning Center.

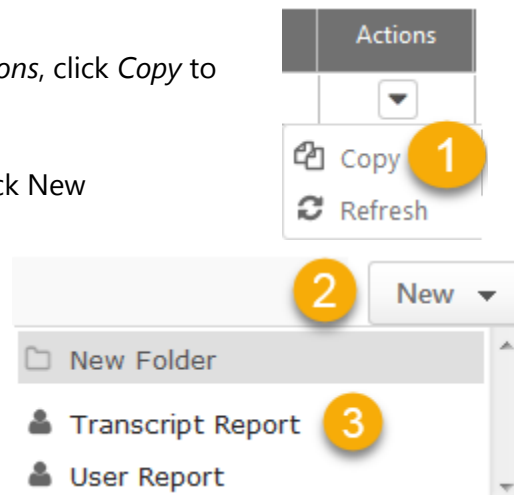


CREATING CUSTOM REPORTS

You can either build a new report from scratch or copy a shared report to add or remove information.

* Note some fields are constantly being updated due to system processes and may not reflect current status like cost center, jurisdiction email and QVF version.

1. For a report that was shared with you by someone else, under *Actions*, click *Copy* to create a new version of this report
2. To build an entirely new report yourself, under Custom Reports click *New*
3. Choose the type of report to create
 - a. Transcript – status of the training
 - b. User – information in the person’s public profile; Only people in your jurisdiction is available to run reports on



4. Type a *Title* for your Report
 - a. This is a required field; Save is not available until this and some fields are added to the report. You can change this field at any time

* Required

5. Using the *Fields* Column on the left side, search for information you want to include in your report by typing in the Search box
 - a. Refer to the chart of [Field Explanations](#) at the start of this document
6. Or, click on the topics and click on a desired field to add to the report
7. Click the *Refresh* button in the report builder to display sample data
8. The order of the columns can be changed by dragging and dropping the desired column to a new location

The screenshot shows the 'Fields' panel on the left with a search box (5) and a list of categories: Assignment (59), User (80), Training (134) (6), and Transcript (65). On the right, a 'Refresh' button (7) is shown above a table. The table has columns: User First Name, Position, User Last Name, and Maximum num. A dashed arrow (8) indicates a drag operation from the 'Position' column to the 'User Last Name' column. The table contains the name 'Jane' under 'User First Name'.

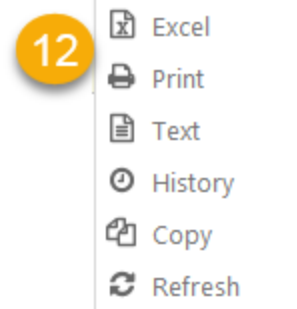
CREATING CUSTOM REPORTS (CONTINUED)

9. Save your report
10. Click *Close* to initiate processing and return to the list of reports
11. On the list of Reports the *Last Run* column will display *Processing* until the information is ready for viewing
12. When the *Last Run* column changes to a date, you can now print or export your report to Excel
13. *Excel* allows you to export the report to a spreadsheet format;
 - b. Based on your computer settings you can either save the file to your computer or open the file
 - c. If the report doesn't open in excel, please check your [Protected View settings listed in this document. Click here to go to that section](#)
14. *Print* displays the report as an html web page; use your internet browser software to print the information.
 - d. Close the Report window to return to the Elections eLearning Center.



Last Run	Actions
Processing...	▼

Last Run	Actions
02/14/2018	▼



IF THE REPORT DOESN'T OPEN IN EXCEL, CHECK THE PROTECTED VIEW SETTINGS

In Excel, click

15. File
16. Options
17. Trust Center
18. Trust Center Settings
19. Protected View
20. Uncheck the Protected View boxes
21. OK to save

*Also, in the Trust Center check File Block Settings to ensure you are not blocking specific types of excel file types from opening or saving

