

# Manager Resource Overview: How to Pull Reports with Analytics

If you have been assigned the Manager role in Bridge@Uofl, you can view employee learning transcripts, assign training, and run standard reports. Please see below for more information about analytics.

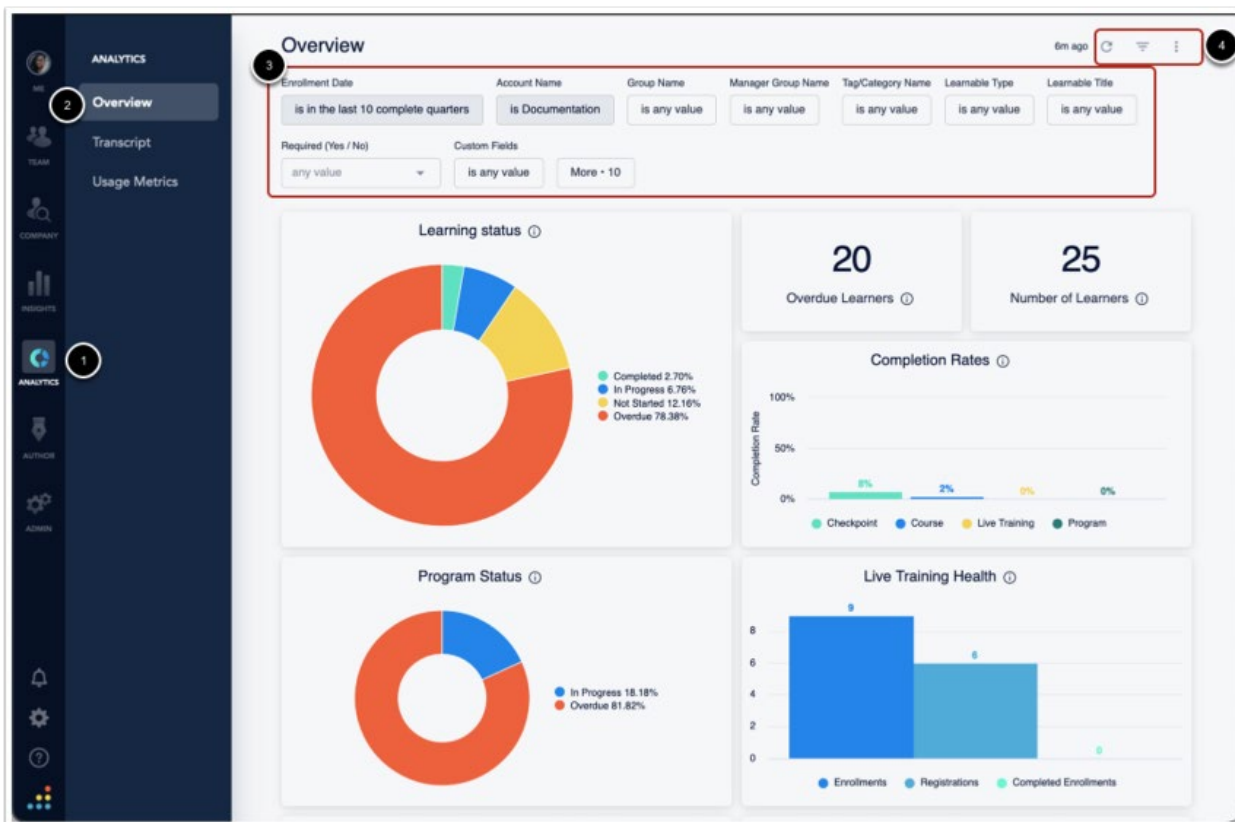
Please note this guide reflects the roles and features available during the initial rollout of the system. We look forward to adding additional roles, features, and diverse learning opportunities over the following months.

If you have system or training questions, please [submit a help ticket](#).

## Analytics Overview Dashboard (report by Manager or Team, Department, Content, Group or Timeframe)

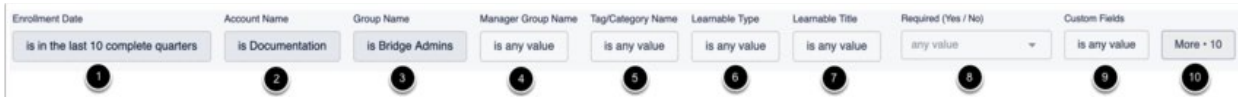
The Analytics Reports will give you a view of all enrollments data across all accounts set up within your instance of Bridge. These reports will let you pull a comprehensive list of information. To get to the new Analytics reports you will want to select **Analytics** in the global navigation and then select the **Overview** option.

### Filters in the Analytics report



To access the Analytics report you will go to the **Analytics** [1] option in the navigation menu and select **Overview** [2]. Here you have several **filter options** [3] and the options to **Search, Hide Filters, and Additional Options** [4].

## Filter options

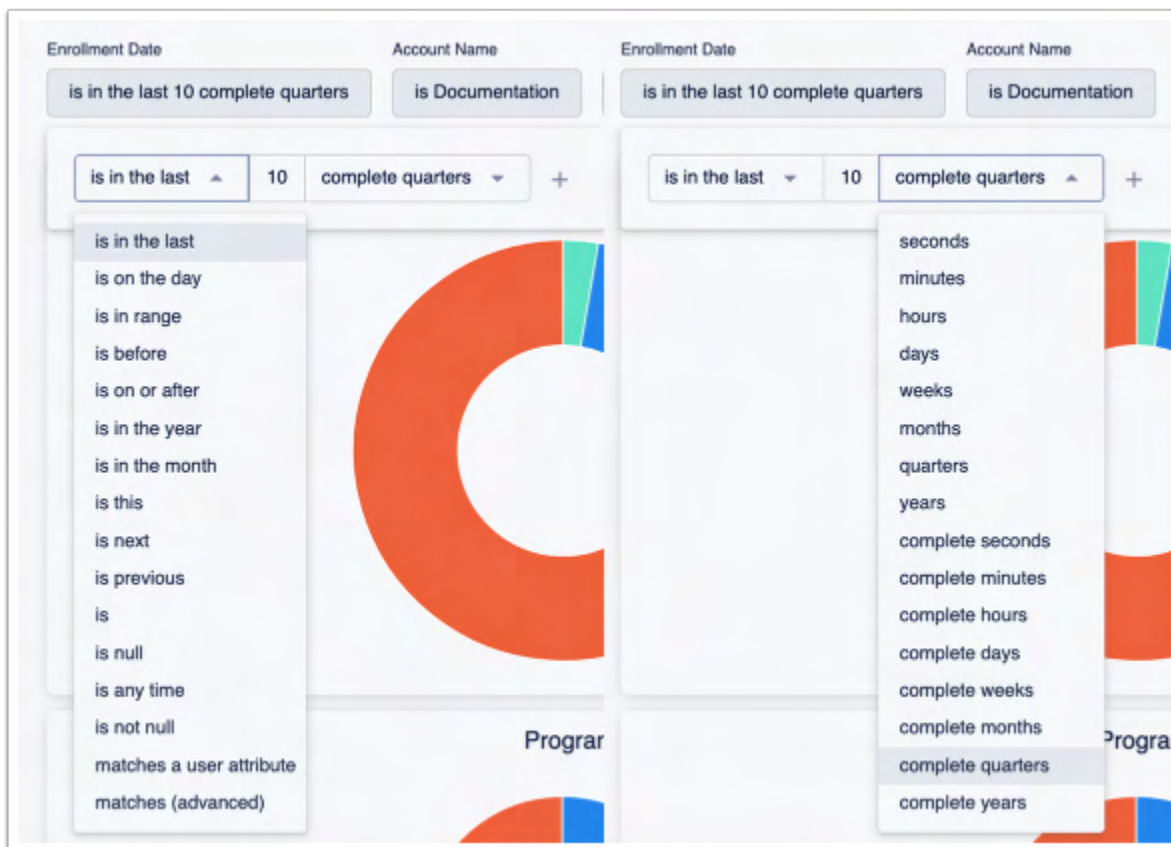


There are several filters you can choose from to pull data on your account; **Enrollment Date** [1], **Account Name** [2], **Group Name** [3], **Manager Group Name** [4], **Tag/Category Name** [5], **Learnable Type** [6], **Learnable Title** [7], **Required (Yes / No)** [8], **Custom Fields** [9] and additional enrollments and learning item filter options [10].

The **Account Name** [2] will allow you to specify if you want to look for the root accounts information or any of the subaccounts information specifically.

The **Required (Yes / No)** [8] filter option will allow you to select if you want to look specifically for required or optional enrollments; leaving this filter as-is will search for both enrollment types.

## Enrollment Date



The **Enrollment Date** filter can be set to assorted options, as seen in the screenshots above. You can choose from multiple options for this filter, such as 'is in the last' 'x' (this variable is one you manually type in) 'seconds', 'minutes', 'hours', 'days', 'weeks', etc.

## Tag/Category Name and Learnable Titles Filter Options

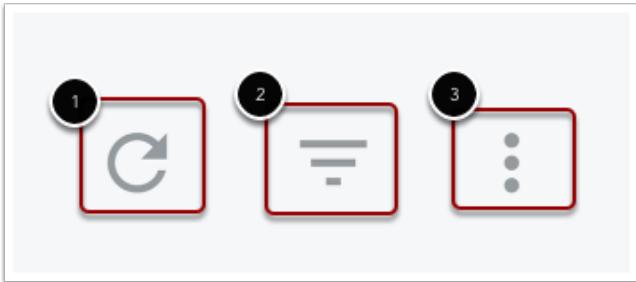
The screenshot shows a filter interface with four columns: Tag/Category Name, Learnable Type, Learnable Title, and Required (Yes/No). Each column has a dropdown menu with the text 'is any value'. The 'Tag/Category Name' dropdown is open, showing a list of filter options: 'is', 'contains', 'starts with', 'ends with', 'is blank', 'is null', 'is not', 'doesn't contain', 'doesn't start with', 'doesn't end with', 'is not blank', 'is not null', 'matches a user attribute', and 'matches (advanced)'. To the left of the dropdown, there are percentages: 70%, .76%, 2.16%, and 8%. In the background, a 'Completion Rate' chart is visible, showing a bar at 0% and a label 'Ov'.

Tag/Category Name and Learnable titles all have the same options that allow you to specify if you want to look for a specific item.

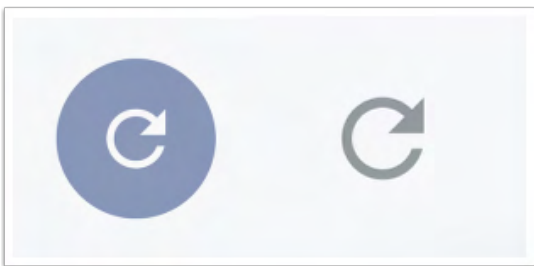
- **is** - This will only pull data for the exact item(s) that you selected.
- **contains** - This will pull data if the enrollment contains any of the item(s) selected.
- **starts with** - This will pull data if the enrollment starts with the item(s) selected.
- **ends with** - This will pull data if the enrollments end with the item(s) selected.
- **is blank** - This will pull data if there is a group, tag/category, or learnable item(s) with no name (aka blank name or title).
- **is null** - This will pull data if there is any item(s) with no name.
- **is not** - This will pull data for any item that is not which item(s) you have selected.
- **does not contain** - This will pull data for any item that does not contain the item(s) you have selected.
- **does not start with** - This will pull data for any item that does not start with the item(s) you have selected.

- **does not end with** - This will pull data for any item that does not end with the item(s) you have selected.
- **is not blank** - This will pull data for any item(s) that is not blank.
- **is not null** - This will pull data for any item(s) that is not null.
- **matches a user attribute** - This will pull data for any item(s) that matches the user attribute(s) you have selected.
- **matches (advanced)** - This requires that you type the name exactly and will search as an 'is' statement.

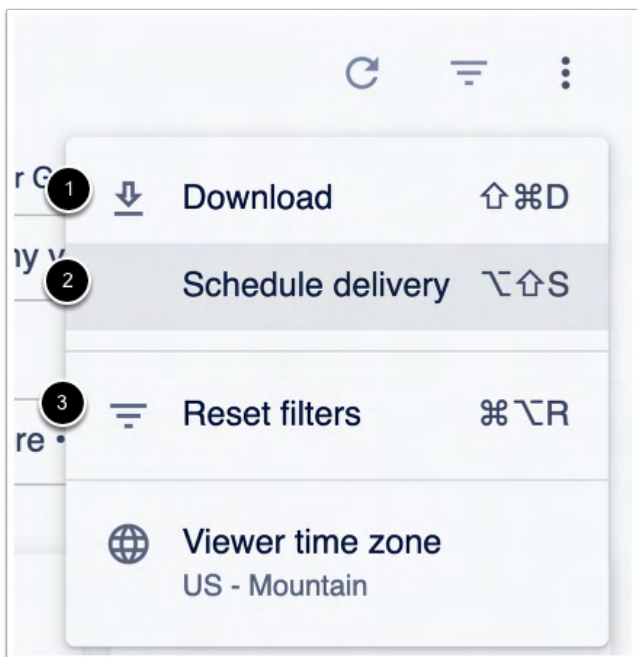
Remaining options



In the top right corner of the Analytics are you will have the option to **Update** [1], **Hide/Show Filters** [2], and **Dashboard Actions** [3]



Once you have set up some filters for the search parameters the **Search** arrow will show up as blue, this indicates there are new options selected that need to be searched for. If you have already hit the search button it will show in grey.



In the more options menu, you will see the options to **Download** [1], **Schedule Delivery** [2], **Reset Filters** [3], and the **Viewer time zone** [4].

**Download** - This allows you to download the information that appears for your search. This will show the widgets and information within the page as it shows on the webpage.

**Schedule Delivery** - This allows you to schedule a new report and see existing ones that you have created to be sent out.

### Analytics Report Schedules

In analytics you can download data as seen or set up a scheduled delivery. There are two ways to create schedules. The first way is on the main dashboard page by clicking more options and selecting **Schedule Delivery**; it is important to note that if you create a schedule there it is limited to a max of five hundred rows of data. The other way to schedule a report is to click on the tile actions (3 dots in the top right-hand corner of any widget on the dashboard), select view look, and then use the gear icon and chose the schedule option.

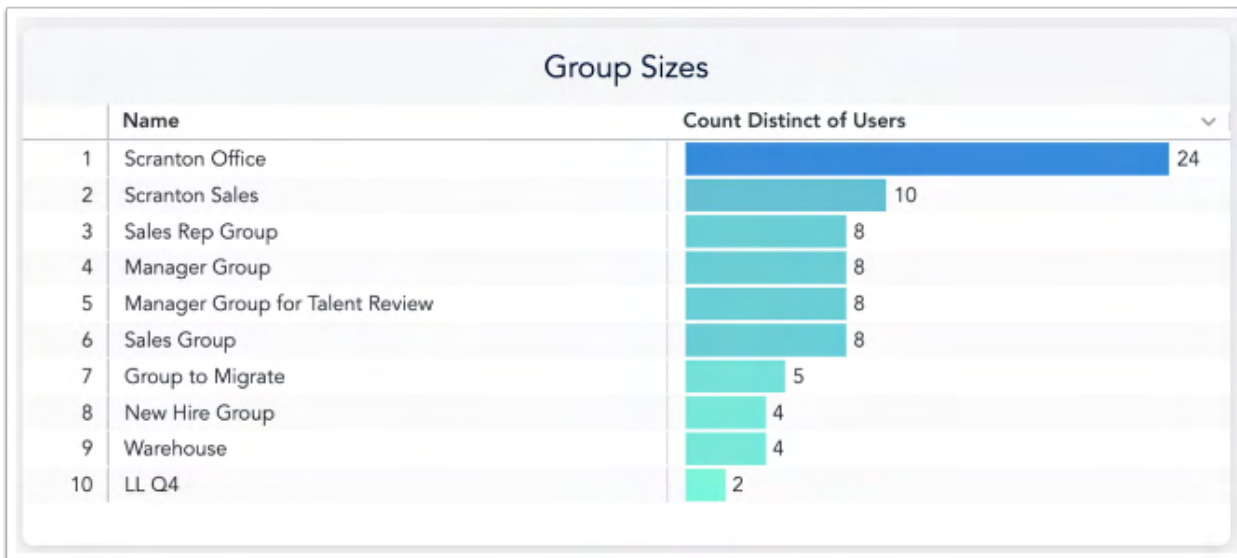
For more information on scheduling reports you can review the guide on "[Scheduling Analytics Reports](#)".

### Widget Filter Information

The widgets listed below are only affected by specific filters.



The **Total Number of Learners** widget will only be affected by the Account Name, Group Name, Manager Group Name, and Show Terminated Users filters.



The **Group Sizes** widget will only be affected by the Account Name, Group Name, and Show Deleted Users filters.

