Manager Analytics Overview:
How to Schedule an Analytics Report

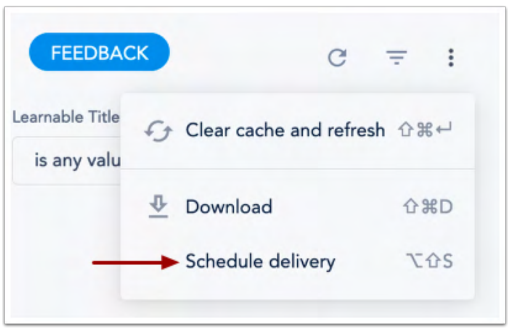
Bridge@UofI
Employee Development & Learning

If you been assigned the Manager role in Bridge@UofI, 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.

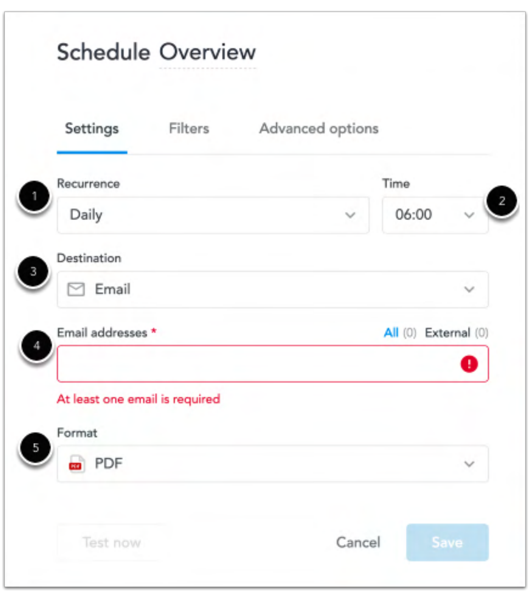
If you have system or training questions, please [submit a help ticket](#).

Scheduling Delivery



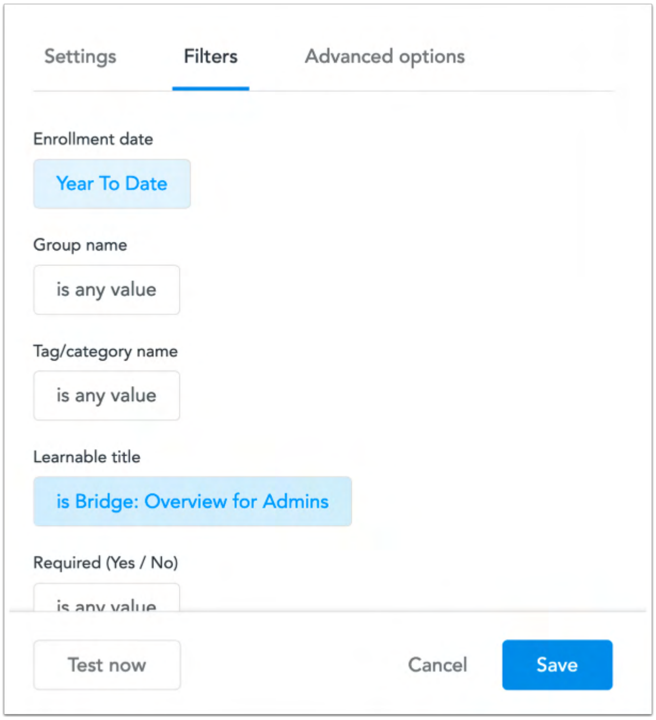
To schedule a report, click on the three dots (dashboard actions) in the top right-hand corner and then select "**Schedule Delivery**".

Schedule Settings



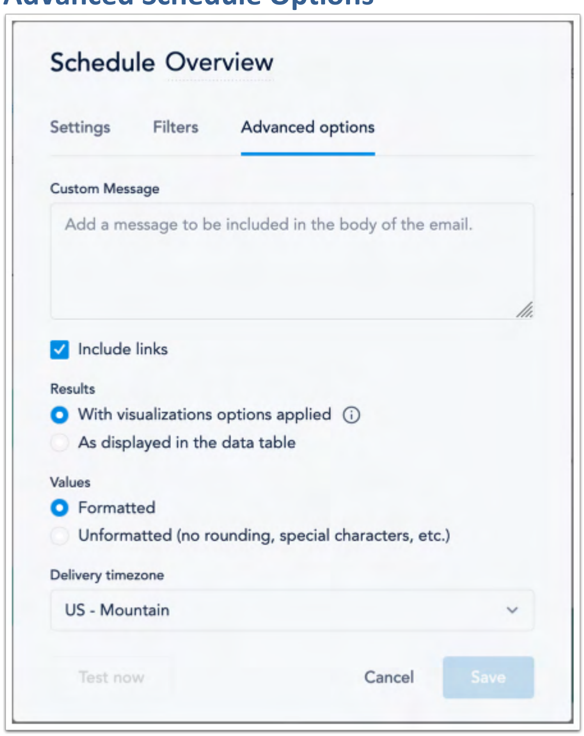
Once you've selected the option to schedule a delivery you will see this screen. In the settings tab you can set the recurrence [1], time [2], destination [3], email addresses [4] and format [5].

Schedule Filters



The Schedule Filters will be filled in with the items you already had selected when viewing the dashboard. If needing to add any additional parameters, you can do that within this window. If adding more filters, it will save automatically; you do not need to hit the save option until you've gone through the setup entirely.

Advanced Schedule Options



The Advanced Options allow you to add a message and select if you want to include links, show results, select if you want the values formatted or not, and select a delivery time zone.

Once you've finished setting all options you can either use the **Test Now** option to see if you like the way the report looks or **save** it.

Saved Schedules

Once saved it will take you to a window that shows all currently scheduled reports. You can create a new report, send an existing report now, or select done to close out of the window and go back to the main Analytics page.