

*Learn*Connect

LEARNCONNECT 'ACTIVE USER' REPORT

LearnConnect 'Active User' Report

Hello and welcome to LearnConnect help.

Purpose

This guide has been created to help you create a report in LearnConnect that shows you the users in LearnConnect that are either 'Active' or 'Archived'.

Audience

This guide is designed for anyone with Administrator privileges who has experience creating reports in LearnConnect.

Supporting documents

Definitions of an extensive list of LearnConnect reporting terms can be found in the Custom Reports Glossary of Terms.

The Introduction to Reporting guide provides foundation knowledge for this document. If you are new to creating custom reports in LearnConnect it is strongly recommended that you refer to that guide before beginning this one. Additional reporting functionality, including the configuration of complex report filters, is covered in the Advanced Reporting guide.

Creating an Active User report

This enrolment report is configured to display users in LearnConnect who are:

- Active, or
- Have been archived, e.g. because they have left the organisation.

Filters

In this example we have selected **Yes** in the **Value** drop-down list to find users who are 'Active'.
Select **No** in the **Value** drop-down list if you wish to find users who have been archived.

Report Type

User

Filters

AND Add Item Add Group Delete All Items

Field	Operator	Value	Control
Active	=	Yes	<input type="checkbox"/> -

Columns

▼ Select Columns

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> User Details</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full Name <input checked="" type="checkbox"/> Active <input type="checkbox"/> Address Line 1 <input type="checkbox"/> Address Line 2 <input type="checkbox"/> Country <input type="checkbox"/> Created <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Email <input type="checkbox"/> Extra Role Scopes <input type="checkbox"/> Extra Roles <input type="checkbox"/> First Name <input type="checkbox"/> Gender <input type="checkbox"/> Home Phone <input type="checkbox"/> Identifier <input type="checkbox"/> Image Url <input type="checkbox"/> Is Locked 	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> System Details</div> <ul style="list-style-type: none"> <input type="checkbox"/> Role <input type="checkbox"/> Groups <input type="checkbox"/> Points <input type="checkbox"/> Manager Username <input type="checkbox"/> Manager Name <input type="checkbox"/> View more (Role) 	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Custom Attributes</div> <ul style="list-style-type: none"> <input type="checkbox"/> Dietary Requirements <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Group Types</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Branch <input checked="" type="checkbox"/> Business Unit <input type="checkbox"/> Department <input type="checkbox"/> Employment Status <input type="checkbox"/> Gender <input type="checkbox"/> State <input type="checkbox"/> Travel Locations
---	---	--

Columns continued over the page

<input type="checkbox"/> Language	
<input type="checkbox"/> Last Active	
<input type="checkbox"/> Last Logged on	
<input type="checkbox"/> Last Name	
<input type="checkbox"/> Last Password Change	
<input type="checkbox"/> Middle Name	
<input type="checkbox"/> Mobile	
<input type="checkbox"/> Organisation Unit Identifier	
<input type="checkbox"/> Password	
<input type="checkbox"/> Postcode	
<input type="checkbox"/> Preferred Name	
<input type="checkbox"/> Previous Log-on	
<input type="checkbox"/> State	
<input type="checkbox"/> Suburb	
<input type="checkbox"/> Time Zone	
<input type="checkbox"/> Title	
<input checked="" type="checkbox"/> Username	
<input type="checkbox"/> Work Phone	
<input type="checkbox"/> View more (User)	

Report results

This is an example of results for this report. Your results may vary depending on which columns you select to display. You can also export your results to an Excel, CSV or PDF file.

Active Users					
This report displays all active users. Created by Lisa Anderson					
Refine Report		Save Report		Export as <input type="text" value="Excel format (.xlsx)"/>	Export
<u>Full Name</u>	<u>Active</u>	<u>Email</u>	<u>Username</u>	<u>Branch</u>	<u>Business Unit</u>
Billy Jackson	true		Billy.Jackson	Executive Services	Executive
Chloe Doring	true		Chloe.Doring	Executive Services	Executive
Jane Brown	true		Jane.Brown	Corporate Strategies	Customer Service
Janet Jennings	true		janet.jennings	Executive Services	Finance
Jennifer Watson	true		Jennifer.Watson	Corporate Strategies	Customer Service
Jillian Ellersley	true		Jillian.Ellersley	Business Development	Planning
Justin Brown	true		Justin.Brown	Business Development	Planning
Lisa Howard	true		lisa.howard	Corporate Strategies	Administrators
Lucy Holbrook	true		Lucy.Holbrook	Corporate Strategies	Operations
Mark James	true		Mark.James	Corporate Strategies	Finance