List Reports

All grid lists can be printed from their task group. Click on the **Explore** or **Search** tabs on the left column, to select the item, which will populate a list on the right column. Use the Search field above the Search Result Page to further filter your results.

How to Print the List

Check the checkboxes next to the items to include in the report and then click **Print**.

I want to generate	Report Name	How to Generate List
Sign-in Sheet for Learner	Sessions & Courses	Session Activity page > Print button at the top right of page. Select Learner Sign In Log. Click Print.
Sign-in / Payroll Record Sheet for SP	Sessions & Courses	Session Activity page > Print button at the top right of page. Select SP Sign In Log/Payroll Record button. Click Print.
Questions	Items Library	Explore tab > Click on Questions, filter by Question Name. Category, Grading Type, Weight and Status.
Categories	Items Library	Explore tab > Categories. Filter search by Group Name and Status.
Category Group	Items Library	Explore tab > Category Group. Filter search by Category Name, Grading type, Weight, Pass %, and Status.
Competencies	Items Library	Explore tab > Categories. Filter search by Competency Name and Status.
Dictionary	Items Library	Explore tab > Dictionary. Filter by Keywords or Status.
Choice Groups	Items Library	Explore tab > Choice Group. Filter by Name or Status.
Multimedia files	Items Library	Explore tab > Support Files > Multimedia. Filter by Folder name, Title, Size, Parent Folder name, Status or Type (Audio, Documents, Images, Videos)
Lab Reports	Items Library	Explore tab >Support Files > Lab Reports. Filter Lab Report name, Report Group, type, or Status.

I want to generate	Report Name	How to Generate List
SOAP Note Abbreviations	Items Library	Explore tab > Support Files > SOAP Note Abbreviations. Filter by Abbreviation or Status.
All Cases and Scenarios in my system	Cases & Scenarios	Explore tab > Click on Cases, filter by Name, Title, Classification, Type, Date created, Status
List of Cases	Cases & Scenarios	Explore tab > Click on Cases > SP Cases, filter by Name, Title, Classification, Type, Date created, Status
List of Scenarios	Cases & Scenarios	Explore tab > Click on Cases > Scenarios, filter by Name, Title, Classification, Type, Date created, Status
Classifications for Cases and Scenarios	Cases & Scenarios	Explore tab > Click on Cases > Checklists in the Explore tab, filter by Name, Type, Date Created, Status (Complete or Incomplete), Filter your list by Checklist types (Learner Pre-encounter, Learner Post-encounter, Learner Self-Assessment, Survey, Performance Assessment, SP Performance Assessment) by clicking on the sub menu items under Checklist.
Checklists	Cases & Scenarios	Explore tab > Click on Checklists, filter by Name, Title, Classification, Type, Date created, Status
EHR Patients	Cases & Scenarios	Explore tab > Click EHR (Electronic Health Records), filter by Patient Name, Gender, Age, Status.
EHR Classifications	Cases & Scenarios	Explore tab > Click on the classifications listed under the EHR (Electronic Health Records) listing.
Case Collection List	Cases & Scenarios	Explore tab > Click on Case Collections, filter by Name, Date Created, Status, Schedule Count (the number of times this collection has been scheduled in a sim session), Minimum Pass required to pass the case collection.
Trained Participants	Cases & Scenarios	Explore tab > Cases > check the checkboxes next to the cases to be included in the report
Case Trainer (used to train SPs)	Cases & Scenarios	Explore tab > Click on Case Trainer, filter by Patient Name, Age, Gender, Status

I want to generate	Report Name	How to Generate List
Follow-up Cases	Cases & Scenarios	Search tab > Check the Show Only Follow up Cases/Scenarios
List of Simulation Sessions	Sessions & Courses	Explore tab > Click on Simulation Sessions to see what is scheduled today, the last 7 days, last 30 days, or the next 30 days. Search tab > List of sessions by date or date range, by status (Pending, Scheduled, Cancelled, Out of Stock, Return for Submission), by duration, by room, by case/scenario, by evaluator, by SP.
Session Blueprint	Sessions & Courses	On the session's activity page, click the Print button located on the top right, select Session Blueprint > Staff Report or Learner Report
Course List	Sessions & Courses	Explore tab > Courses. Filter search by Course name, Case List, Start date and End Date, and Status.
EHR Exercises	Sessions & Courses	Explore tab > EHR Exercise. Filter your search by EHR Exercise name, Availability date, Due date, and Status.
Scheduled Surveys	Sessions & Courses	Explore tab > Survey. Filter search by Survey name, Availability date, due date and Status.
Scheduled Events	Sessions & Courses	Explore tab > Event. Filter search by Event name, Availability date, due date and Status.
Session Request List	Sessions & Courses	Explore tab > Request Session. Filter search by Session Name, Date, Duration, Rooms, Case/Scenario, Status and Requestor.
Blueprints	Sessions & Courses	Explore tab > Blueprints. Filter search by Blueprint name, Number of Rooms, Number of Encounters, and Status.
Inventory Availability	Sessions & Courses	Explore tab > Availability > Inventory. Filter search by Equipment Name, Unique ID, Type (Capital, Supply, Drug), Available Quantity, Reorder Quantity, Accounted Quantity and Status (Out of Stock, Available)
SP Availability	Sessions & Courses	Explore tab > Availability > User Availability. Filter Search by User Name, Start and End date of availability, Status and Confirmation of availability for a session.

I want to generate	Report Name	How to Generate List
Recorded Video	Video	Explore tab > Playback. Filter search by today's video, the last 2, 7, 14 or 30 days. Search tab > search by any date range
Playlists	Video	Explore tab > Playlists. Filter search by today's video, the last 2, 7, 14 or 30 days.
Indexed	Video	Explore tab > Playback > Indexed. Filter search by Recorded Date, Room, Session name, Case/Scenario, or Learner, SP or Evaluator names.
Non Indexed	Video	Explore tab > Playback > Non Indexed. Filter search by Recorded Date, Room, Session name, Case/Scenario, or Learner, SP or Evaluator names.
Rooms	Video	Explore tab > Rooms. Lists all rooms, or select a particular room under Rooms to display video recorded using that room.
Bookmarks used	Video	Explore tab > Bookmarks. Filter search by Recorded Date, Room, Session name, Case/Scenario, or by Learner, SP or Evaluator names. Select the bookmark in the submenu under Bookmarks to search for video that used that particular bookmark.
Recordings by room	Video	Explore tab > Playback > Rooms. Filter search by Room name, Description, or the next upcoming session scheduled per room. Select a certain room in the Rooms submenu to view a list of recordings that used only that room.
Live view into a room	Video	Explore tab > Live. Select a room from the list on the right. Then click on the room name in the Room column to view.
Bookmark icons	Video	Explore tab > Bookmarks. Filter search by Name, Description, Bookmark Group name, or Status
Locked Video	Video	Search tab > Options, check Locked and Search
Unlocked Video	Video	Search tab > Options, check Unlocked and Search

I want to generate	Report Name	How to Generate List
Keyword search	Video	Search tab > Keywords, type in keyword or words, separated by comma.
List of Learner Assessments	Evaluations	Explore tab > Learner Assessments. Filter search by Today, Last 7 or 30 days, or use the Search tab to refine the date range, or to search by Session Name, Evaluator, Learner, Case/Scenario or Scoring Status
Ad hoc Assessments	Evaluations	Explore tab > Ad hoc Assessments.
SP Performance Assessments	Evaluations	Explore tab > SP Performance Assessments. Filter search by Today, Last 7 or 30 days, or use the Search tab to refine the date range, or to search by SP, Learner, Session Name, Evaluator, Case/Scenario or Scoring Status
Survey Submissions	Evaluations	Explore tab > Survey Submissions. Filter search by Today, Last 7 or 30 days, or use the Search tab to refine the date range, or to search by Survey name, Submitted by and Date.
Learner EHR Submissions	Evaluations	Explore tab > Learner Assessments. Filter search by Today, Last 7 or 30 days, or use the Search tab to refine the date range, or to search by Learner, Session Name, EHR Patient, Date and Scoring Status.
Learner Encounter Notes	Evaluations	Explore tab > Learner Assessments. Filter search by Today, Last 7 or 30 days, or use the Search tab to refine the date range, or to search by Learner, Session Name, Case/Scenario, Date, or Scoring Status
Pending Assessments **(non-submitted evaluations and assessments**	Evaluations	Explore tab > choose either Learner Assessments (Evaluations submitted by evaluators) or Learner Encounter Notes (Pre and Post Encounter submissions by learner). Select Today, Last 7 Days or Last 30 Days. For any date range, use the Search tab > Select Session Name, Date range, Evaluation Type, any other search filters. Click on Search. Check your selections from the list or select all by checking the top checkbox, and then click "Print" on the blue Action bar above the column headers.

I want to generate	Report Name	How to Generate List
Published Reports	Scores & Reports	Explore tab > Published Reports. Filter search by Schedule name, Dated of Availability, Published date, and Status (Pending, Completed).
My Reports	Scores & Reports	Explore tab > My Reports Filter search by Schedule name, Dated of Availability, Published date, and Status (Pending, Completed).
Audit Score	Scores & Reports	Explore tab > Audit Score Reports. Filter search by who modified the score, Session name, Learner name and Description.
Data results from Scores and Statistical search criteria	Scores & Reports	When search filters are applied in the right column of either Analyze Score or Analyze Statistics, click on the Show Data Grid, check the items to be printed and click on Print on the blue action bar. See Data Grid section for more information.
All User Accounts	Settings	Explore tab > User Management > User List
Users by type	Settings	Explore tab > User Management > User List > User Type. Select the any of the user types (Educator, Administrator, SP, or Learner)
Users by Task Access Role	Settings	Explore tab > User Management > User List > User Task Access. Select the any of the User Task Access Roles in the list.
Pending Users	Settings	Explore tab > User Management > Pending Users
User Timesheets	Settings	Explore tab > User Management > User Timesheets
Pay Voucher	Settings	Explore tab > User Management > User Timesheets. Select user by checking the checkbox to the left of name, and then click on Payment Voucher on the blue action bar above the list grid.
Organization Structure	Settings	Explore tab > System Administration > Organization Structure. Select the Organizational Units by checking the checkbox(es)

I want to generate	Report Name	How to Generate List
		to the right of the item. Use the blue action bar to print, edit, change status or delete selected items.
Inventory	Settings	Explore tab > System Administration > Inventory. Click on Capital Equipment, Supplies or Drugs under Inventory to filter your list.
Task Access Roles	Settings	Explore tab > System Administration > Task Access
Email templates	Settings	Explore tab > System Configuration > Email Settings
System Updates	Settings	Explore tab > System Configuration > System Updates
Room Zones	Settings	Explore tab > AV Configuration > Zones
Rooms	Settings	Explore tab > AV Configuration > Rooms
Kiosk Activity log	Settings	Explore tab > Activity > Kiosk Activity