



# RIGHT *choice* SYSTEM

## Accessing System Activity Reports

# Four Reports Available for Viewing

## Individual Status

This report shows the status of an individual (Completed, Assigned, etc.) based on selection criteria. It is best viewed in MS Excel.

## Raw Results

This report exports all of the basic data from completed individual sessions. The output can include demographics, item level results, and scoring information. It is best viewed in MS Excel.

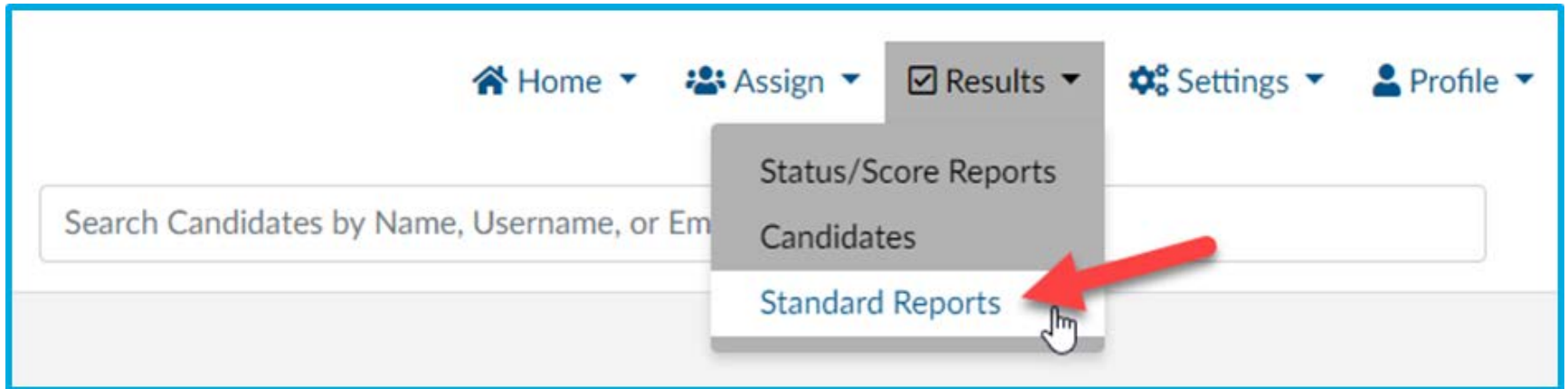
## Tests Completed

The Tests Completed Report shows completed tests number by Day, Month or Year for a given client or sub-clients. The report is also broken down to report by assessment statistics. It is best viewed in MS Excel.

## Administrator Audit

This report gives a snapshot of all administrators, status, last login, and roles for clients and potentially subclients. It is best viewed in MS Excel.


Go to “Results” and click on “Standard Reports”.



Click on “Standard Reports”.

## Request a standard report

You can request any of our standard reports with just a few clicks. Reports will be available to download for 7 days:

 A dark blue rectangular button with a white document icon and the text 'STANDARD REPORTS'. A red arrow points to the button from the right.


After each report is run, you will need to refresh the screen to complete the process. You may have to click refresh multiple times.

Standard Reports

### Your Requested Reports

These are the reports that you have requested in the past 7 days:

Name	Comment	Format	Date Created	Status
Administrator Audit		Excel	Feb 28, 2020 9:55 AM	Processing...

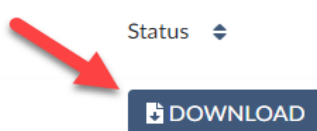


Standard Reports

### Your Requested Reports

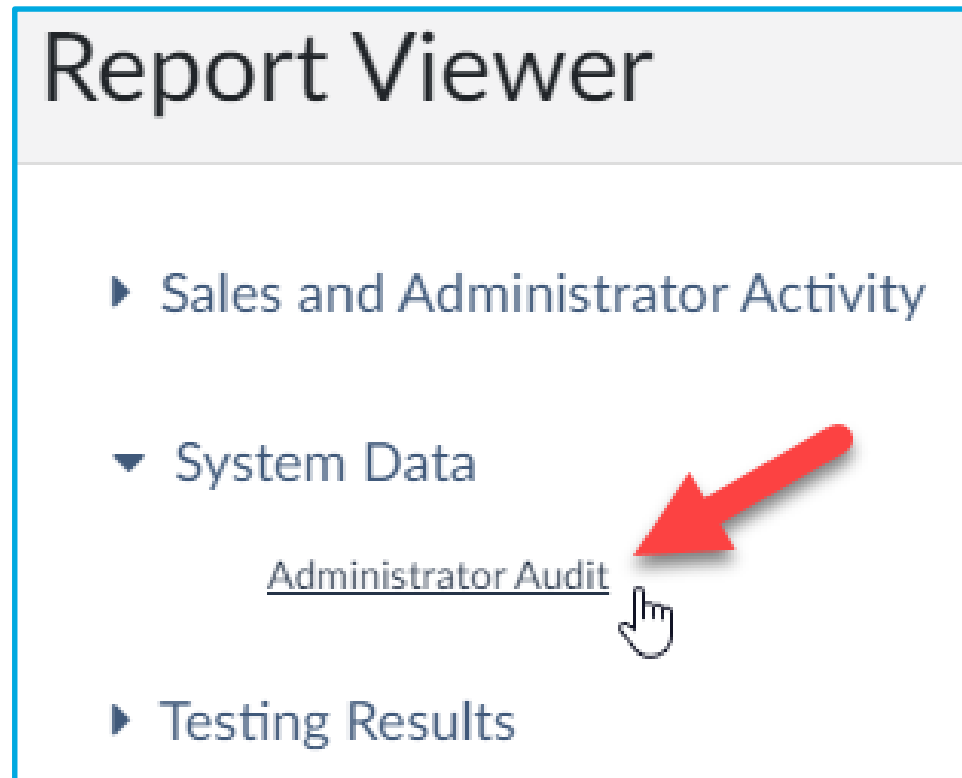
These are the reports that you have requested in the past 7 days:

Name	Comment	Format	Date Created	Status
Administrator Audit		Excel	Feb 28, 2020 9:55 AM	<a href="#">DOWNLOAD</a>



## Individual Status

Click on “Testing Results” and then “Individual Status”.



Fill in the fields and click “Request Report”.  
Format is best viewed in MS Excel.

**Individual Status**


**Description:**  
This report shows the status of an individual (Completed, Assigned, etc.) based on selection criteria. It is best viewed in MS Excel or Adobe .pdf. See the report sample for column descriptions.

[View Sample Report](#)


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**Select A Date Filter**

**Date Start**



**Date End**



**First Name**

**Last Name**

**Email Address**

**Username**

**Username**


**Group**

**Include sub-client data**

**Select Status:**

<input type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	In Progress
<input checked="" type="checkbox"/>	Completed and Scored
<input checked="" type="checkbox"/>	Expired
<input checked="" type="checkbox"/>	Assigned
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Error in Building
<input checked="" type="checkbox"/>	Withdrawn
<input checked="" type="checkbox"/>	Expired (Reclaimed)

**Language**



**Format:**

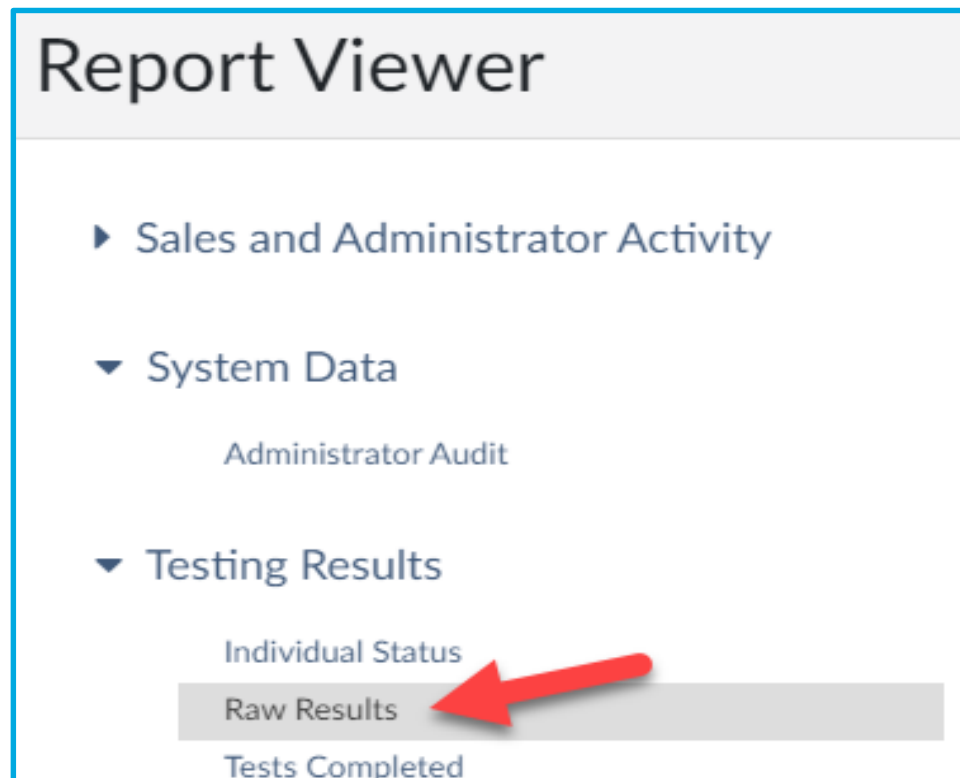
**Comment**

This comment will be saved with your requested report. It can be used to differentiate multiple reports of the same type.

**Request Report**

# Raw Results

Click on “Testing Results” and then “Raw Results”.



Fill in the fields and click “Request Report”.  
Format is best viewed in MS Excel.

**Raw Results**

**Description:**  
This report exports all of the basic data from completed individual sessions. The output can include demographics, item level results, and scoring information. This is best viewed in MS Excel or .csv for data manipulation.

[View Sample Report](#)

**Report Data Source**  
Assessments ▼

**Date Completed Start**  
02/27/2020 📅

**Date Completed End**  
02/28/2020 📅

**Choose an Assessment or Form**  
▼

**Select a Report**  
--

**Group (Optional)**  
(Optional Account Group) ▼

**First Name (Optional)**

**Last Name (Optional)**

**AlternateID (Optional)**

**Select Report Columns**  
--

**Show Correct Response**  
--

**Language**  
English 📄

**Select Versions (Optional)**  
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**Format:**  
Adobe (PDF) ▼

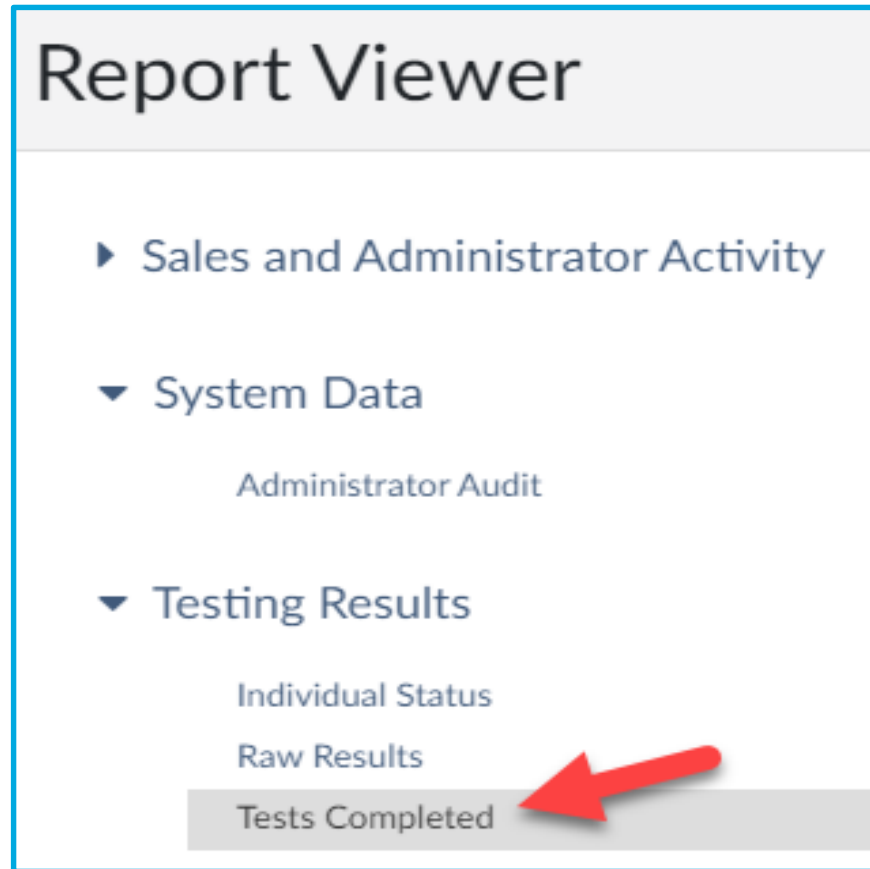
**Comment**  
This comment will be saved with your requested report. It can be used to differentiate multiple reports of the same type.

**Request Report**



# Tests Completed

Click on “Testing Results” and then “Test Completed”.



Fill in the fields and click “Request Report”.  
Format is best viewed in MS Excel.

### Tests Completed

**Description:**  
The Tests Completed Report shows completed tests number by Day, Month or Year for a given client or sub-clients. The report is also broken down to report by assessment statistics. The report is best viewed in MS Excel or Adobe .pdf.

[View Sample Report](#)

**Include Sub Clients**

Yes

**Start Date**

01/01/2019

**End Date**

02/28/2020

**Granularity**

Month

**Language**

English

**Format:**

Adobe (PDF)

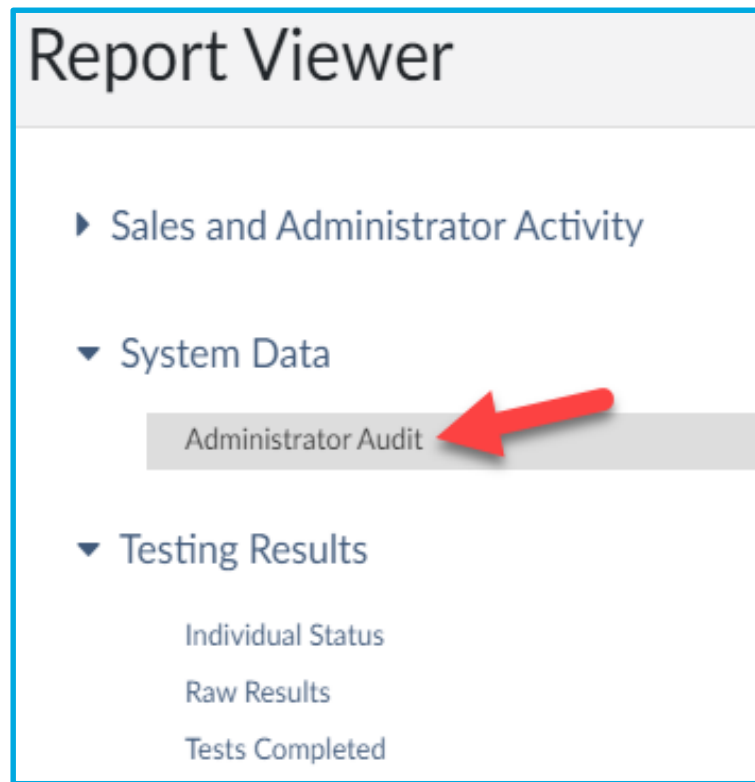
**Comment**

This comment will be saved with your requested report. It can be used to differentiate multiple reports of the same type.

**Request Report**

# Administrator Audit

Click on “System Data” and then “Administrator Audit”.



Fill in the fields and click “Request Report”.  
Format is best viewed in MS Excel.

### Administrator Audit

**Description:**  
This report gives a snapshot of all administrators, status, last login, and roles for clients and potentially subclients. This is best viewed in Adobe .pdf and MS Excel.

[View Sample Report](#)

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**Include Sub Clients**

Yes **YES** ▼


**Include Inactive Accounts**

No **NO** ▼

**Start Date (Optional)**




**End Date (Optional)**

 **Leave Blank**

**Date To Filter On**

Date Approved **Date Approved** ▼

**Language**

English 

**Format:**

Excel **Excel** ▼

**Comment**

This comment will be saved with your requested report. It can be used to differentiate multiple reports of the same type.

**Request Report**