



Learning Management System Reports 2.0 Administrator User Guide

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Publication Information

Release: Learning Management System Reports 2.0

Publication date: September 30, 2026

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Change History

Date	Author	Revision	Change Description
September 28, 2026		2.0	Updated sections: Chapter 1 - Scope Chapter 2 - Business Views available Chapter 3 - LMS Report 2.0 Landing Page Chapter 4 - Creating a Report Using Web Report Studio - Creating a Report Using Page Report Studio Added sections: Chapter 5 - Advance Filter Chpater 6 - Export Reports

About this guide

The Infor Learning Management Portal is used to access the personalized learning program that your company has structured for you in Infor Learning Management. These are examples of tasks you may perform within your personalized portal:

- Register and launch e-learning courses
- Register and track instructor-led training sessions
- Complete curricula and certification programs
- Take online evaluations and surveys
- View your instructor-led training calendar, training history, and achieved certifications
- Run, print, and export reports
- View and track e-Meetings

Depending upon your company's configuration of Infor Learning Management Portal, the fields and screens that are described in this guide may differ from your portal.

The purpose of this guide is to:

- Provide clear, step-by-step instructions for LMS Reports 2.0
- Serve as a reference for troubleshooting.

How to Use

- Start with *Introduction* for context.
- Use *Step-by-Step Instructions* for walkthroughs.
- Refer to *FAQ and Troubleshooting* for problem resolution.

Intended audience

This guide is designed for:

Administrators who are responsible for

- Creating and managing reports within the LMS Reports 2.0
- Generating reports for operational, compliance, or organizational insights
- Configuring and maintaining reporting access and permissions within the LMS Reports 2.0

This guide assumes that readers have **LMS Administrator access** and are familiar with basic LMS navigation and administrative functions.

The documentation provides guidance on how administrators can **access, configure, and generate reports using LMS Reports 2.0**, including how to use **Business Views, fields, filters, and report outputs** to analyze LMS data.

Related documents

You can find the documents in the product documentation section of the Infor Support portal, as described in "Contacting Infor".

Contacting Infor

If you have questions about Infor products, go to the Infor Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Introduction

1.1 What is LMS Reports 2.0?

LMS Reports 2.0 is a modern tool that improves how administrators' access, analyze, and generate reports from LMS data.

LMS Reports 2.0 allow administrators to:

- Create custom reports using predefined datasets called Business Views
- Enabling structured reporting without technical knowledge of database relationships.

By organizing LMS data, LMS Reports 2.0 simplifies report building and helps administrators retrieve insights on courses, users, certifications, and learning activities.

Reports can be customized by:

- Selecting fields
- Applying filters
- Sorting results,
- And exporting outputs in formats like Excel, CSV, and PDF.

LMS Reports 2.0 is a new reporting tool within the LMS designed to evolve through phased releases that expand capabilities over time.

Important Note: Administrators can continue using Ad Hoc reports for scenarios unsupported in Reports 2.0

1.2 Scope

This documentation covers these areas of LMS Reports 2.0:

- Overview of the LMS Reports 2.0
- Explanation of Business Views
- Available Business Views
 - a) UserScore_Simple
 - b) UserLevels_UsingViews
 - c) CourseUser_UsingViews
 - d) CertificateUser_Simple
 - e) EventUser_Simple
 - f) CertificateUser_Advanced
 - g) UserEnrollmentScoreHistorical
- Instructions for accessing and navigating LMS Reports 2.0
- Basic steps for creating reports
- Exporting reports with partial or complete datasets
- Hiding unavailable navigation buttons
- Displaying only data sources in report and catalog folders
- User common fields available in Business Views

This guide focuses on the initial release, introducing the core reporting framework and enhanced Business Views for administrators.

1.3 Limitations

- Access is restricted to LMS Administrators.
- Available Business Views are limited to datasets within the scope of release.
- Additional reporting features will be added in future releases.

Chapter 2 Business Views

2.1 What is a Business View?

A **Business View** is a predefined dataset that organizes related data fields for reporting purposes.

Business Views simplify report creation by grouping data into logical categories, allowing users to build reports without understanding the underlying database structure.

2.2 What Business Views are available?

In the initial release of LMS Reports 2.0 the available business views are:

Business View	Description
UserScore_Simple	Provides information about user assessment scores and results.
UserLevels_UsingViews	Contains user hierarchy and organizational level information.
CourseUser_UsingViews	Includes course enrollment and completion information for users.
CertificateUser_Simple	Provides user certification records and status.
EventUser_Simple	Contains event participation and attendance information.
CertificateUser_Advanced	Provides additional data for Certificate Users compared to Certificate Simple BV
UserEnrollmentScoreHistorical	Provides user current and historical course enrollment data

Chapter 3 Navigating LMS Reports 2.0

3.1 Prerequisites

Before you can access LMS Reports 2.0 ensure the following requirements are met.

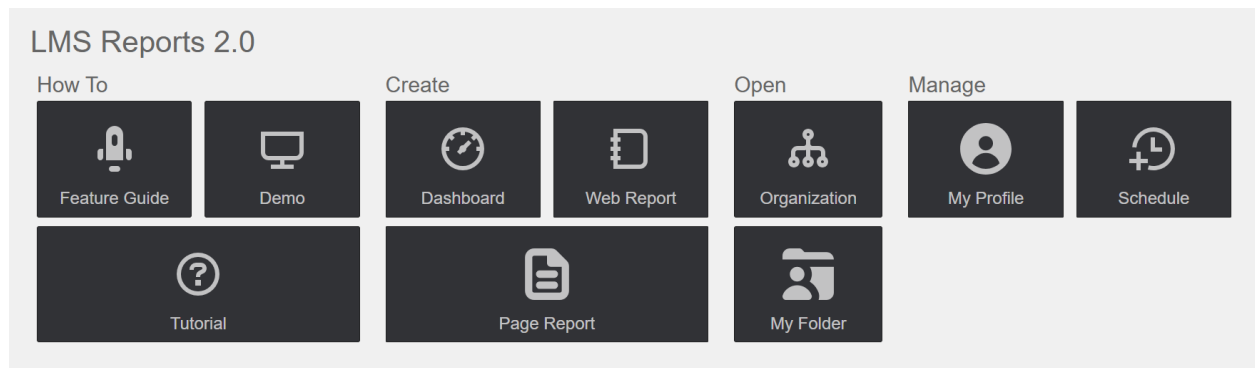
Requirement	Description
Administrator Role	User must have an LMS Administrator role
LMS Reports 2.0 Permission	User must have LMS Report 2.0 permission granted

3.2 LMS Reports 2.0 Landing Page

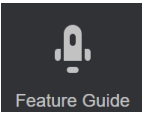
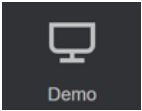
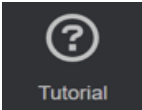
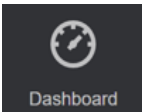
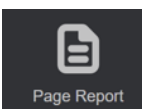
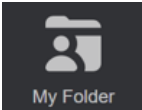
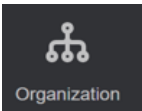
The landing page in LMS Reports 2.0 serves as the primary workspace where users access reporting tools, create reports, and manage reporting resources.

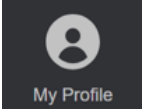
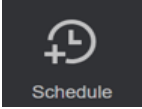
The page provides several options for accessing reports and creating new ones. The main sections include:

- How To
 - Feature Guide
 - Demo
 - Tutorial
- Create
 - Dashboard
 - Web Report
 - Page Report
- Open
 - Organization Folder
 - Public Folder
- Manage
 - My Profile
 - Schedule



The table below provides a quick reference to each option.

Button	Name	Description
	Feature Guide	Displays a brief overview of key reporting features and capabilities.
	Demo	Allows users to explore sample reports to understand how reports are built.
	Tutorial	Provides guided instructions for new users to learn the reporting interface.
	Dashboard	Create visual dashboards combining multiple reports
	Page Report	Create a highly formatted operational report
	Web Report	Create an interactive analytical report
	My Folder	Reports created by the user
	Organization Folder	Accessing shared organizational reports

Button	Name	Description
	My Profile	Managing personal account preferences
	Schedule	Reports scheduled for automatic delivery

Note: As the LMS Reports 2.0 tool evolves, expect changes to the landing page.

3.3 Accessing LMS Reports 2.0

To access the reporting environment:

Steps

1. Log in to the LMS
2. Confirm your account has:
 - **LMS Administrator Role**
 - **LMS Report 2.0 Administrator Permission**
3. Locate the **Reports navigation menu**.

Expected Result

Users with the correct permissions will see the **LMS Reports 2.0 interface** available in the system navigation.

Chapter 4 Creating Reports

4.1 What is Web Report Studio?

Web Report Studio

- **Web Report Studio** is designed for **interactive and exploratory reporting**.
- Users can dynamically analyze data by adding fields, applying filters, and adjusting report layouts.

Key Characteristics

Feature	Description
Flexible layout	Reports can be adjusted dynamically
Interactive filtering	Users can filter data during analysis
Drill-down capability	Allows deeper exploration of data
Charts and visualizations	Supports visual reporting

Typical Use Cases

- User activity analysis
- Learning progress monitoring
- Performance tracking reports

4.2 Create a Report Using Web Report Studio

Web Report Studio allows users to create **interactive reports** that support filtering, sorting, and real-time data analysis.

This section explains a sample on how to create a web report using the Web Report Wizard in LMS Reports 2.0 and how to work with report components using LMS Business Views.

Contents Covered

- 4.2.1 [Create a Web Report Using the Wizard](#)
- 4.2.2 [Work with the Crosstab](#)
- 4.2.3 [Work with the Chart](#)
- 4.2.4 [Work with the Table](#)
- 4.2.5 [Work with the Banded Object](#)
- 4.2.5 [Apply a Filter](#)

4.2.1 Create a Web Report Using the Wizard

1. Navigate to **LMS > Administrator > LMS Reports 2.0**.
2. On the landing page, under the **Create** section, select **Web Report**.
3. On the **Page** screen, configure the report page:
 - Keep **Blank** selected.
 - In the report label field, enter **Learner Performance Dashboard**.
 - Select **Next**.
4. On the **Layout** screen, choose the report layout:
 - Select **T-Style**.
 - In each layout cell, select Click here to select component, and then add:
 - **Crosstab** for the left cell.
 - **Table** for the right cell.
 - **Banded Object** for the bottom row.
5. Select **Next** to define the data for each report component.

Important: The wizard displays the component currently being configured below the instruction **Choose the data for the component in the report**. Confirm the component number and name before selecting a Business View or adding fields. For example, the first component should display **1: Crosstab**, followed by **2: Table** and **3: Banded Object**.

Define the Crosstab Data

1. From the **Data Source** drop-down list, select **UserScore_Simple** as the Business View.
2. Select the following fields in the Resources box:
 - a. **UserCompletionStatus** () to add it to the **Columns**

- b. **CourseName** (📄) to add it to the **Rows**
- c. Create an aggregate for **WeightedScore**:
 - Select **WeightedScore** (📄)
 - Create an aggregate function for the field.
 - Select the aggregate function appropriate for the report, such as **Average**.
 - Add the resulting aggregate to **Summaries**

***Tip:** If a field is not visible, use the **Search** icon to search for its name.*

3. Select **Next**.

Define the Table Data

1. Confirm that **2: Table** is the active component.
2. From the Data Source drop-down list, select **CourseUser_UsingViews** as the Business View
3. Select each of the following fields in the Resources box, and then use the arrow to add the field to **Details** section:
 - **FirstName**
 - **LastName**
 - **CourseName**
 - **UserDataRegistered**
4. Select the Group Tab to group the data:
 - **Manager Name** or **Level Name**
5. Select **Next**.

Define the Banded Object Data

1. From the **Data Source** drop-down list, select **CertificateUser_Simple** as the Business View.
2. Select each of the following fields in the Resources box, and then use the arrow to add the field to **Details** section:
 - **FirstName**
 - **LastName**
 - **CertificateName**
 - **CertificateUserStatus**
 - **DateValidUntil**
3. To group the banded object data by:
 - **LevelName**

Finish and Save the Report

1. Select **Save**.
2. Save the report as **LearnerPerformanceDashboard.wls**.
3. Ensure that the **Web Report (*.wls)** is selected for **Type**.
4. Select **Run**
5. Select the desired style.

6. Review the generated report in Web Report Studio

4.2.2 Work with the Crosstab

Use the crosstab to compare learner completion information and aggregated scores.

1. Open the report in Web Report Studio.
2. Switch from **View Mode** to **Edit Mode**.
3. Select the crosstab component.
4. Right-click the **CourseName** row header.
5. Select **Switch Row**.
6. Select another available row field:
 - If the report uses **EventUser_Simple**, select **EventName**.
 - If the required value is not displayed, select **More** to display additional values.
7. Review values for the available completion statuses, which can include:
 - **Completed**
 - **In Progress**
 - **Not Started**
8. To convert the crosstab to a chart:
 - Confirm that the report is in **Edit Mode**.
 - Right-click the crosstab intersection area.
 - Select **To Chart**.
9. Configure the chart:
 - **Bar Length:** Aggregated WeightedScore
 - **X-Axis:** CourseName
 - **Clustering:** UserCompletionStatus
10. Select **OK**.
11. Save the report.

4.2.3 Work with the Chart

Use a chart to present LMS report data visually.

1. Open the report in **Edit Mode**.
2. Select the chart that you want to modify.
3. Use **Swap Chart Groups** to change the placement of categories and series.
4. If required, select another supported chart type, such as:
 - Line
 - Bar
 - Pie
5. To view supporting detail:
 - Right-click an applicable chart data point.
 - Select **Go to Detail**, if available.
 - Review the displayed learner records.
 - Select **Back** to return to the chart.
6. To modify the detail table:

- Select **Edit Detail Table**.
 - Add fields available in the chart's Business View, such as:
 - **FirstName**
 - **LastName**
 - **Email**
 - **WeightedScore**
 - **UserCompletionStatus**
7. Save the report.

Note: The fields available in the detail table depend on the Business View selected for the chart.

4.2.4 Work with the Table

Use the Table component to display detailed learner information.

1. Open the report in **Edit Mode**.
2. Select the Table component that you want to modify.
3. In the **Resources** panel, locate the field you want to add.
4. Drag the field to the required table position.
5. Configure the required sorting.
6. To summarize a numeric field:
 - Right-click the field.
 - Select the appropriate aggregate option, if available.
 - Select the required function, such as **Average**.
7. Apply conditional formatting where required.
8. Add a grouping field only if the field is available in the selected Business View.
9. Save the report.

Example Use Cases

Business View	Measure
UserScore_Simple	WeightedScore
CourseUser_UsingViews	Enrollment Count
EventUser_Simple	Attendance Count
CertificateUser_Simple	Active Certificates

Custom aggregates and formulas

Custom aggregates and formulas can be used when a required measure cannot be added directly to a report summary.

Before using a custom aggregate or formula:

- Confirm that the required source field is available in the selected Business View.

- Select the table, chart, crosstab, or banded-object component that will use the calculation.
- Create the aggregate or formula using an option supported by the installed version of LMS Reports 2.0.
- Assign the calculation to the appropriate summary or measure area.
- Run the report and verify the calculated result before saving it.

4.2.5 Work with the Banded Object

Use a Banded Object to present detailed certification or enrollment information in grouped sections.

1. Open the report in **Edit Mode**.
2. Select the Banded Object.
3. Select **Edit Template**.
4. Add fields that are available in the selected Business View, such as:
 - **CertificateName**
 - **CertificateUserStatus**
 - **DateValidUntil**
5. Add a group only when the grouping field exists in the Business View and has been validated in the supported release.
6. If required, insert a chart into the Banded Object.
7. Configure the chart using available fields and supported aggregate measures.
8. Resize and position the chart as required.
9. Return to the main report.
10. Save the changes.

4.2.6 Apply a Filter

Use a component or report filter to narrow the displayed results while you review a report. Use a dataset filter when the data must be restricted before the report results are generated.

1. Open the report in Edit Mode.
2. Open the **Filter** panel.
3. Select **Add**.
4. Select an available field from the report's Business View.
5. Select the required operator or condition.
6. Enter or select the filter value.
7. Select **OK**.
8. Review the filtered results.
9. Select **Clear** to remove the active filters.
10. Save the report.

Possible filters depend on the Business Views used by the report components.

Examples can include:

- `UserCompletionStatus`

- CourseName
- CertificateUserStatus
- Available organizational fields

When to use this filter:

- Use a report or component filter when report viewers must interactively narrow the data being displayed.
- Use a dataset filter when the report must restrict the dataset before the report is run.
- Use the **Apply To** setting when a report contains multiple components and the same filter should not affect every component.

4.3 What is Page Report Studio?

Page Report Studio

- **Page Report Studio** is designed for **structured and highly formatted reports**.
- These reports are typically used for official reporting outputs.

Key Characteristics

Feature	Description
Fixed layout	Reports follow a structured format
Pagination	Supports multi-page reports
Headers and footers	Allows formal report formatting
Printable output	Suitable for PDF exports

Typical Use Cases

- Compliance reports
- Certification reports
- Operational summaries

4.4 Create a Report Using Page Report Studio

Page Report Studio is used to create **highly formatted reports designed for printing or scheduled distribution**. A Page Report serves as a container for one or more report tabs. Each tab can display data using a different layout while leveraging the same or different Business Views.

Contents Covered

- 4.4.1 [Create a Page Report](#)
- 4.4.2 [Create a Banded Report](#)
- 4.4.3 [Create a Table Report](#)
- 4.4.4 [Create a Chart Report](#)
- 4.4.5 [Create a Crosstab Report](#)

4.4.1 Create a Page Report

1. Open the **New Page Report** dialog by using one of the following available options:
 - On the LMS Reports 2.0 landing page, select **Page Report**, select the target folder and catalog, and then select **OK**.
 - On the **Report Resources** page, select **New > Page Report**.
 - In Page Report Studio, select **Menu > File > New Page Report**.
2. In **Report Title**, enter a name for the report tab.
3. Under **Choose Report Layout**, select the required layout.
4. Select **OK**.
5. Select the Business View that contains the data required for the report.
6. Complete the configuration steps for the selected report layout.

Note: If the selected catalog contains only one Business View, LMS Reports 2.0 can select it automatically and skip the Business View selection step.

Add a Report Tab

1. Open an existing Page Report.
2. Select **Menu > File > New Page Report Tab**, or select **Add Tab**.
3. Enter a title for the report tab.
4. Select the required report layout.
5. Select **OK**.
6. Select the appropriate Business View.
7. Complete the report configuration.

4.4.2 Create a Banded Report

Use a Banded Report to organize LMS data into grouped sections with summarized information.

1. In the **New Page Report** dialog, select **Banded**.
2. Select **OK**.
3. On the **Data** screen, select the required Business View.
4. On the **Display** screen:

- Add the required detail fields.
 - Arrange the fields in the required display order.
- 5. On the **Group** screen:
 - Add one or more available grouping fields.
 - Configure the grouping hierarchy and sort order.
- 6. On the **Summary** screen:
 - Add supported aggregate functions, such as Count, Sum, Average, Minimum, or Maximum.
 - Assign each aggregate to the appropriate group level.
 - Update summary labels where required.
- 7. On the **Dataset Filter** screen:
 - Add the required filters.
 - Enter parameter values when prompted.
- 8. On the **Style** screen, select the required report style.
- 9. Select **Finish**.

4.4.3 Create a Table Report

Use a Table Report to display LMS data in rows and columns, with optional grouping and summarization.

1. In the **New Page Report** dialog, select one of the available table layouts:
 - **Table (Group Above)**: Displays grouping information above detail records.
 - **Table (Group Left)**: Displays grouping information to the left of detail records.
 - **Table (Group Left Above)**: Displays grouping information above and to the left of detail records.
 - **Summary Table**: Displays grouped and summarized information without detail records.
2. Select **OK**.
3. On the **Data** screen, select the required **Business View**.
4. On the **Display** screen:
 - Add the required detail and group fields.
 - Arrange column order as needed.
 - Update column labels if required.
5. On the **Group** screen:
 - Add grouping fields.
 - Configure the grouping levels and sort direction.
6. On the **Summary** screen:
 - Add the required summary measures.
 - Assign summaries to the appropriate group levels.
 - Configure summary placement where applicable.
7. On the **Dataset Filter** screen:
 - Apply filters based on reporting requirements.
 - Enter any required parameter values.
8. On the **Style** screen, select the required table style.
9. Select **Finish**.

4.4.4 Creating a Chart Report

Use a Chart Report to visualize LMS data through trends, comparisons, distributions, and performance metrics.

1. In the **New Page Report** dialog, select **Chart** and then select **OK**.
2. On the **Data** screen, select the required **Business View**.
3. On the **Type** screen, select the chart type and subtype.
4. On the **Display** screen:
 - Add Category fields.
 - Add Series fields where applicable.
 - Add Value or Measure fields.
5. For specialized chart types, configure the additional required values:
 - For a Combo chart, configure the additional values.
 - For a Bubble chart, configure the X, Y, and Size values.
6. Optional:
 - Use **Order/Select N** to display Top N or Bottom N results.
 - Apply sorting to highlight key business insights.
7. On the **Dataset Filter** screen:
 - Apply filters as required.
 - Enter parameter values if prompted.
8. On the **Style** screen:
 - Select an appropriate chart style.
9. Select **Finish**.

4.4.5 Creating a Crosstab Report

Use a Crosstab Report to analyze LMS data across multiple dimensions using rows, columns, and summarized measures.

1. In the **New Page Report** dialog, select **Crosstab** and then select **OK**.
2. On the **Data** screen, select the required **Business View**.
3. On the **Display** screen:
 - Add Row fields.
 - Add Column fields.
 - Create and add the required aggregate or summary measures.
4. For a compound crosstabs:
 - Add multiple row groups.
 - Add multiple column groups.
 - Configure the desired hierarchy.
5. On the **Dataset Filter** screen:
 - Apply filters to refine the report output.
 - Enter parameter values when applicable.
6. On the **Style** screen:
 - Select a crosstab style.
7. Select **Finish**.

4.5 Web Report and Page Report Key Differences

1. **Web Report Studio** is best for **interactive data exploration and analysis**.
2. **Page Report Studio** suits reports requiring **structured formatting for official or printable outputs**.

Feature	Web Report	Page Report
Purpose	Designed for interactive data analysis , allowing users to explore, filter, and adjust report data dynamically.	Designed for structured operational reports requiring consistent formatting and layout for official reporting.
Layout	Uses a flexible layout where components like tables, charts, and fields can be added and adjusted dynamically.	Uses a fixed layout with elements placed to maintain a consistent report structure.
Interactivity	Supports high interactivity , letting users filter, sort, group, and drill down into data while viewing the report.	Offers limited interactivity since the structure is predefined and mainly for viewing, not exploring data.
Output	Enables quick report creation by selecting fields and organizing data in the browser.	Enables precise report formatting , including headers, footers, sections, and structured layouts.

Chapter 5 Advance Filter

Advanced filters allow report designers to restrict a dataset by using fields, conditions, values, and supported parameters.

A dataset filter restricts records before the report results are generated. This differs from an interactive report filter, which allows a user to narrow results while viewing or editing the report.

The example in this chapter uses a user-related parameter so that a report can display data associated with the relevant account. For example, an appropriately configured report can use a manager-related parameter to restrict the displayed data to records associated with that manager.

Note: *The parameter and field mappings must be configured and validated for the selected Business View and reporting environment.*

5.1 Configure the Dataset Filter

The following example configures a filter by using a global parameter:

1. Open the report in **Edit Mode**.
2. Select the report component whose dataset you want to filter.
3. Select the **Dataset Filter** icon.
4. In the field drop-down list, select **User ID**.
5. Set the comparison condition to **IN**.
6. Select the parameter button next to the value field.
7. Under **Global Parameter**, select the applicable user-related parameter, such as **lms_managerid**.
8. Confirm the filter configuration.
9. Run the report and verify that it returns data associated with the selected or signed-in account, as required by the report design.

Note: Use a dataset filter when records must be restricted before report generation. Use the Filter panel described in Section 4.2.6 when users need to interactively narrow displayed report results.

5.2 Run the Filter in Web Report Studio

1. Open the report in Web Report Studio.
2. Select the double-right arrow on the left side of the screen to open the Parameters and Filter pane.
3. Locate the configured parameter, such as **lms_managerid**.
4. Select the required value.
5. Apply or run the report with the selected value.
6. Confirm that the displayed records match the selected parameter.

Common Filter Conditions: Depending on the selected field and supported configuration, the list of conditions may include equality, inclusion, comparison, range, or text-matching conditions.

Chapter 6 Export Reports

This chapter explains how to export either a full filtered dataset or only the subset displayed in a report.

6.1 Export Reports with Full Data

1. Open the report containing the data to export.
2. Apply and verify the required filters.
3. Open the report's export options.
4. Locate Show Full Data.
5. Select Show Full Data.
6. Select the required export format.
7. Export report.
8. Confirm that the output includes all records that match the selected filters.
9. Repeat the process for other required file formats.

Expected Result: *The exported file contains the full dataset that matches the selected filters and uses the selected export format.*

6.2 Export Reports with Partial Data

1. Open the report containing the data to export.
2. Confirm that the report displays the required subset of records.
3. Open the report's export options.
4. Locate **Show Full Data**.
5. Leave **Show Full Data** cleared.
6. Select the required export format.
7. Export the report.

8. Confirm that the output contains only the displayed subset.
9. Repeat the process for other required file formats.

Expected Result: *The exported file contains the displayed subset and retains the applicable filters and selected export format.*

Chapter 7 FAQ and Troubleshooting

Frequently Asked Questions

What are the recommended practices for building reports?

When building reports in LMS Reports 2.0:

1. Select the appropriate Business View before adding fields.
2. Confirm that each required field exists in the selected Business View.
3. Use Business View fields instead of underlying database objects.
4. Apply filters early to reduce report complexity and improve report performance.
5. Use meaningful report titles, labels, and summary names.
6. Create an aggregate before adding a numeric measure to a crosstab summary.
7. Select the layout that best supports the reporting objective:
 - Use a **Table** for detailed records.
 - Use a **Banded Report** for grouped operational information.
 - Use a **Chart** for trends and comparisons.
 - Use a **Crosstab** for multidimensional analysis.

Is LMS Reports 2.0 replacing Ad Hoc Reports?

- No. **LMS Reports 2.0 is not replacing Ad Hoc reports at this time.**
- Reports 2.0 is introduced as a **new reporting tool** that will expand over time through phased releases.
- Administrators may continue using **Ad Hoc reports** for reporting scenarios not yet supported in Reports 2.0.

Who can access LMS Reports 2.0?

- Access is currently limited to LMS Administrators.
- Access permissions are managed through role-based configuration and user synchronization within the LMS.

What are Business Views?

- Business Views are predefined reporting datasets that organize LMS data into structured reporting sources.

- They simplify report creation by managing complex data relationships behind the scenes.

Can reports be exported?

- Yes. Reports generated in LMS Reports 2.0 can be exported in several formats, including:
 - Excel
 - CSV
 - PDF
- Exported reports can be shared with stakeholders or used for compliance and operational reporting.

Troubleshooting

Unable to Access LMS Reports 2.0

Issue:

The LMS Reports 2.0 option is not visible or accessible.

Possible Causes

- The user does not have **LMS Report 2.0 Administrator permissions**
- User synchronization has not completed successfully

Resolution

1. Confirm that the user account has **Administrator privileges**.
2. Verify that reporting access is enabled through **User Sync or role-based configuration**.

Report Displays No Data

Issue:

The report runs successfully but returns **no results**.

Possible Causes

- Filters applied are too restrictive
- The selected **Business View** does not contain the expected dataset
- The selected **date range** excludes relevant records

Resolution

1. Review and remove unnecessary filters.
2. Verify that the correct **Business View** is selected.

3. Expand the **date range** or reporting criteria.
4. Confirm that the underlying data exists.

Report Takes Too Long to Load

Issue:

Report generation takes longer than expected.

Possible Causes

- The report includes a **large dataset**
- Too many fields are selected
- Filters are not applied

Resolution

1. Apply **filters** to reduce the dataset.
2. Limit the number of **selected fields**.

Missing Data Fields

Issue:

A specific data field is not available when creating a report.

Possible Causes

- The field is not included in the selected **Business View**
- The dataset is not part of initial release **reporting capabilities**

Resolution

1. Review the **Business Views Catalog** to confirm the available datasets.
2. Select a different **Business View** if appropriate.
3. Check release updates for additional Business Views in future releases.