

READsquared Reporting Overview

All reports can be filtered, generated on-demand, scheduled, and delivered via email in MS Word, MS Excel, or PDF. There are five types of reporting features:

- 1. Predefined Reports** - reports with the most common types of information needed. Some of these reports will allow for some limited customization of the results. Some of these reports are standard (always available), and some are options and can be given access to by request.
- 2. Ad-Hoc Reports** - reports that can be customized and run once or saved for later. These reports are highly customizable.
- 3. Deprecated Reports** - older reports that are less commonly used but are still available to run.
- 4. Optional reports** - Some of the less common reports, built specifically to meet some client's custom needs. Free access to the custom reports available upon request.
- 5. Analytics Database** – Advanced database files available upon request.

You can use the screen tabs to switch between the various report categories.

Reports



Predefined Reports	Ad-Hoc Reports	Deprecated Reports	Optional Reports
<p>Organization Rollup Rollup of all organization activity</p>	<p>Program Enrollment Rollup Enrollment numbers rolled-up by program</p>	<p>Program Activity Rollup Activity counts rolled-up by program</p>	<p>Program Points Rollup Point counts rolled-up by program</p>
<p>Custom Enrollment Rollup Enrollment numbers rolled-up by custom fields you select</p>	<p>Custom Activity Rollup Activity counts rolled-up by custom fields you select</p>	<p>Custom Points Rollup Point counts rolled-up by custom fields you select</p>	<p>Participant Activity Rollup For each participant, display rolled-up activity counts</p>
<p>Participant Points Rollup For each participant, display rolled-up point counts</p>	<p>Participant Reading Log Details For each participant, display their reading log details</p>	<p>Participant Prize Details For each participant, display their prize details</p>	<p>Badges Custom Rollup Custom counts on what badges were earned, rolled up by custom field selection</p>
<p>Book Title Popularity Counts for the number of times a book is logged (shows title popularity), rolled up by custom fields</p>	<p>Mission Activity Rollup Mission activity completion counts rolled-up by custom fields you select</p>	<p>Mission Activity Details For selected mission activities, show each participant who completed and completion details</p>	<p>Mission Activity Images For selected mission activities, show each participant who completed and completion images (only image upload tasks)</p>
<p>Survey Response Rollup For selected survey, show answers counts</p>	<p>Survey Response Details For selected survey, show each participant's answers</p>		

1. Predefined Reports

Predefined reports are reports that were developed to provide extensive filtering options, summary and detailed information on programs, patrons, and activities that can be run on-demand and/or scheduled and delivered via email in various file formats. If your library is needing report(s) not found here, see Ad hoc Reports.

Sample report:

Participant Activity Rollup

Program

Date Range
 Date Range Based On Runtime Date: 1/1/2020 - 11/20/2020

Additional Fields To Include In Report

READsquared Demo

Participant Activity Rollup

Program Name: Teen 2020 Imagine Your Story
 Date Range: Year To Date (based on the report run date)
 Add Report Fields: Age

	AccountType	ProgramName	FirstName	LastName	Username	Age	LogEntries	ActivitiesCompleted	BookReviews	BingoSquares	Pages	Books
1	Group (2 people)	Teen 2020 Imagine Your Story	Amy	Beem	AmyBeem	7 Years Old	2	0	0	0	0	0
2	Individual	Teen 2020 Imagine Your Story			parent493030	Under 1 Years Old	0	0	0	0	0	0
3	Individual	Teen 2020 Imagine Your Story	Aarohi	Gami	1105100475157	14 Years Old	22	1	0	0	0	0
4	Individual	Teen 2020 Imagine Your Story	Abbigail	israllova	Abbi2007	13 Years Old	24	0	1	0	0	0
5	Individual	Teen 2020 Imagine Your Story	Addison	Mayer		13 Years Old	1	0	0	0	0	0
6	Individual	Teen 2020 Imagine Your Story	Adriana	Carlucci	anna30148	17 Years Old	0	0	0	0	0	0
7	Individual	Teen 2020 Imagine Your Story	Adriana	Saco		13 Years Old	0	2	0	0	0	0
8	Individual	Teen 2020 Imagine Your Story	adfasdf	adfasdf	asdfasdf	15 Years Old	0	0	0	0	0	0
9	Individual	Teen 2020 Imagine Your Story	Alexandra	Neubert	BANANAXq	13 Years Old	11	0	0	0	0	0

2. Ad-hoc Reports

READsquared’s Ad-hoc reporting is an easy-to-use module that provides full access to patron data and activity. End-users can easily create, save, save-as, filter, run, schedule, and deliver to stakeholders the data they need via MS Word, MS Excel, or PDF format. Any and all patron data can be accessed and “filtered on” via an Ad-hoc report.

Ad-hoc reports, when saved, are shown on the Reports dashboard and can be deleted if no longer needed.

Data is grouped logically and as selected for reporting; the grouping is highlighted when collapsed. Every data element can be used as a filter specifically or as a range; such as, Age or Age range, School, etc. The Clone feature performs a “save-as” for easily creating similar reports.

Sample Fields:

Ad-Hoc Report

Ad Hoc Report

Report Parameters

Participant Program

1,000 Books

- Registration Fields Selection
- Logging Information Selection
- Badge & Prize Related Information Selection
- Book Reviews Selection
- Random Drawing Selection
- Mission Selection
- Literacy Testing Results Selection

Run Report | Data Extract | Schedule For Later | Back

Save Report Setup

Report Name

1000 Books Test

Save Report | Clone Report

3. Deprecated Reports

Some of the lesser-used reports that some libraries may find useful.

Reports ?

Predefined Reports	Ad-Hoc Reports	Deprecated Reports	Optional Reports
<p>Program Statistics <small>Display statistical graphs and charts about participants.</small></p>	<p>Registration Statistics <small>Display statistical graphs regarding the age of participants recorded when registering.</small></p>	<p>Organization Summary <small>Display general statistics about the Organization's activity.</small></p>	<p>Finisher Statistics <small>Display statistics regarding participants who have completed the program.</small></p>
<p>Reading Activity (Normalized) <small>Display statistics about the participants reading activity.</small></p>	<p>Participant Activity <small>Display statistics about general participant activity.</small></p>	<p>Participant Logging <small>Display logging details for participants.</small></p>	<p>Prize Status <small>Display participants who have earned prizes and if they have been redeemed.</small></p>
<p>Trending Books <small>Display log count of the titles that participants are reading.</small></p>	<p>Game Board Levels Attained <small>Display statistics about what levels/how far along the participants have progressed thru the Program.</small></p>	<p>Branch Statistics <small>Display general statistics about specific branches within the organization.</small></p>	<p>School Statistics <small>Display general statistics about specific schools within the organization.</small></p>

4. Optional Reports

See list in control room.

5. Analytics Database

READsquared offers an Analytics Database for a point-in-time snapshot of all patron data and activity, de-normalized for reporting, in an MS Access database format. READsquared staff can provide to your team upon request.

Download Analytics Database

Analytics Download - download an MS Access database with all your participation data ?

Please be advised that generating the Analytics Database this operation might take a while. This is highly dependent on the number of patrons registered. A good rule of thumb is that a 50,000 patrons data extract will take about 10-15 minutes to generate.

Once you click the generate button, check back this page in a few minutes. Once the database is created, it will be listed below and available for you to download. You will receive a zip file containing a Microsoft Access database with the patron analytics.

Generate Analytics Database
Schedule For Later

Download Analytics Database

Analytics Database created on: 04/06/2018 20:56:13