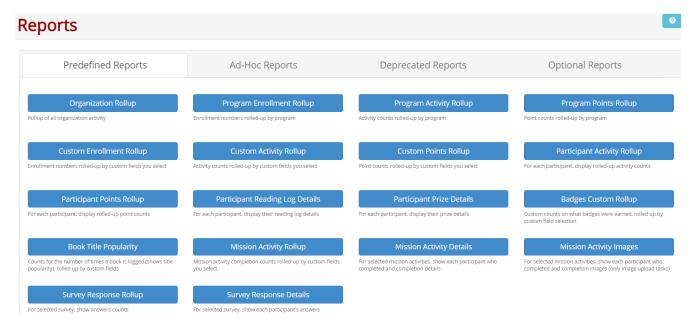# READsquared Reporting Overview

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

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:

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.

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.