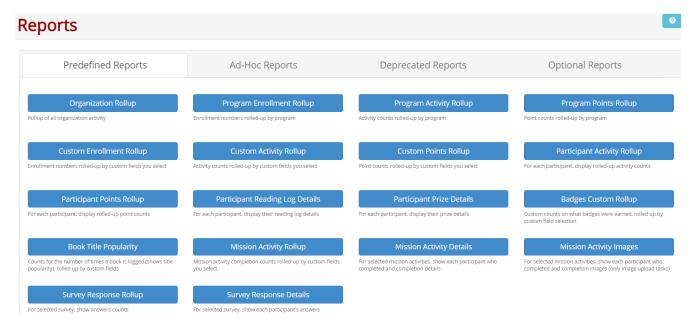
# READ <u>Squared</u> Habit Forming

## **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.

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#### **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**

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### 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:

d Hoc Report	
Report Parameters	Save Report Setu Report Name
1,000 Books	✓ 1000 Books Test
Registration Fields Selection	Save Report
Logging Information Selection	
Badge & Prize Related Information Selection	0
Book Reviews Selection	0
Random Drawing Selection	0
Mission Selection	0
Literacy Testing Results Selection	0

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### 3. Deprecated Reports

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

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

### 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**

