

# Totara – Reporting

To make the right decisions quickly, you need timely and targeted information at your fingertips.



Reporting is a key feature of Totara with a powerful, flexible report builder. Totara ensures you have a complete picture of usage, progress and achievement across your business.

Totara also includes a set of pre-configured dashboards which give each primary system role (Learner, Manager, Trainer, Assessor, and Administrator) an overview of key information.

## My Reports tab

Pre-built reports for each system role.

Allows personalisation by the user.

Scheduled reports can be sent via email at specified times.

## My Dashboard page

Pre-built dashboards for each system role.

Allows personalisation by the user.

Provides timely and key information related to role such as alerts, tasks, statistics, news and events.

## Report Builder

Build your own reports from scratch -no technical knowledge required!

Export reports to a variety of formats such as CSV.

Add in customised search filters to allow users to drill down into data.

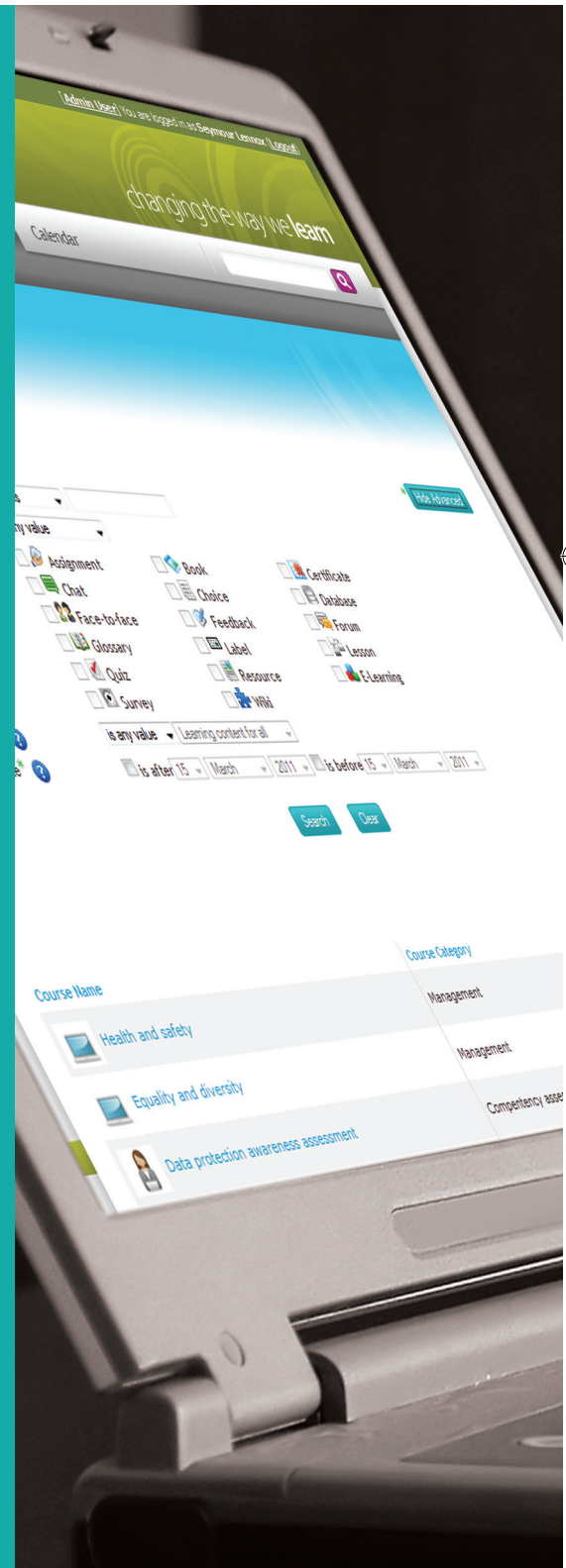
Report on numerous data sources such as e-learning and assessments.

Assign pre-built or custom reports to any system role.

Filter reports by organisation, position or user information.

## Go to [www.totarlms.com](http://www.totarlms.com)

- Learn more about the key features of Totara
- Try our Totara Demo
- Contact a Totara Partner
- Subscribe online to the Totara service





“ We saved over **\$500k** on our LMS implementation ”

**THE NEW IDEA** ”

Innovate to succeed  
Innovate to succeed  
Innovate to succeed

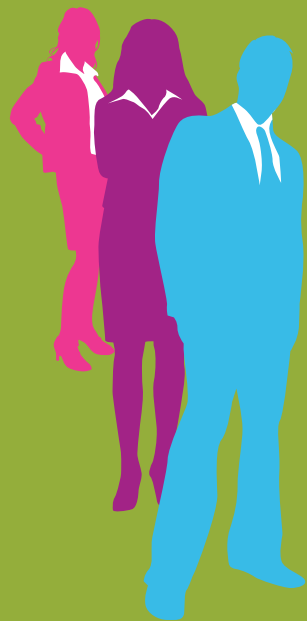
The solution delivered on every **aspect**

**GREAT PRODUCT SUPPORT**

FELT GREAT TO BE COMPLIMENTED ON THE DESIGN OF OUR LMS

Open source = Freedom

simply **Excellent**



Open for business  **totara**lms