# Onefile

Centre Manager Basics

Learner Database Report

Reporting in OneFile

As a centre manager you have a lot of reports available to you. The Learner Database Report will allow you to customise which columns will appear within your report as well as being able to add fields from your custom forms.
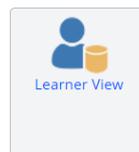
Learner Database Report

You will notice that you have (My Reports) and (Centre Reports) this will give you the option to create and save a report for just yourself to see (My Reports) or for all centre managers on your centre to see (Centre Reports)
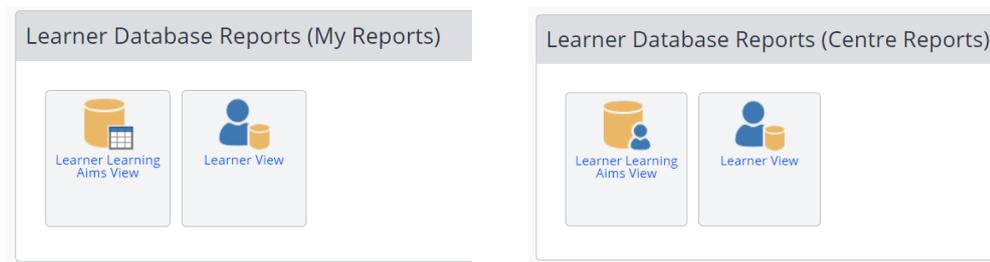
Report options

Learner Learning Aims view will automatically include the learners name and the learners learning aims

Learner view will automatically show the learners name.

Select your report option and then select the blue **Select Columns** button. This will then

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You will then see the below window with all of the column options, select the column you want to add and click the blue **Add >** button. If there is a column you need to remove from the report simply select this within the selected columns box and click the blue **< Remove** button

Select Columns

Form

| General ▼ |

Available columns

| Date A.B. Registered |
| MIS Value |
| Tracking Tutor |
| Tutor Name |
| Tutor Last Activity |
| IQA Name |
| IQALast Activity |
| EV Name |
| First Assessment Date |
| Time Elapsed From Start(days) |
| Last Completed Progress Review Date |
| Last IQA Assessment Sample Date |
| Last EV Assessment Sample Date |
| Date Certificate Applied |
| Date Certificate Receieved |
| Learning Aims Status |
| Applied Status Date |
| IQA Signed Units |
| Last Unit Date |
| Final Unit Sign Date (IQA) |

Add >

< Remove

Selected columns

Close

Once you are happy with your report you can **save** this so you can see this under 'My Reports' and this will be available for you to run at anytime. Simply press the blue save button and the below window will appear, select 'save as new report' and give this a name, then press save.

Save

Save Report

◉ Overwrite current report
○ Save as new report

Name of report:

Save **Cancel**

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https://live.onefile.co.uk/userguides/

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info.onefile.co.uk/onboarding