Onefile

Centre Manager Basics

Reporting

Onefile

Reporting in OneFile

As a centre manager you have a lot of reports available to you...

Report Groups

To create a new report group please follow the steps:

1. Click the **centre** icon from the left side bar
2. From here please select the **Report Groups icon**
3. Now select the '**create new report group'** button
4. Please now give your Report Group a name
5. Select the **cohorts, employers, providers** and **tutors** using the arrows, to include within the report group

Report Groups

Create new report group

>

<
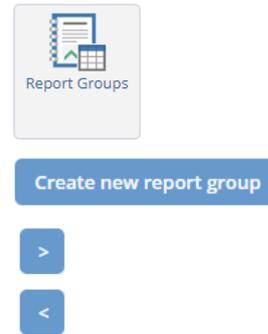
*Tip - Hold down the **Ctrl** key to select multiple values at once. Hold the **Shift** key to select a block of values.*

Progress Report

The progress report will always sit at the top on the page, you can either use your report group or use the filter boxes to filter the report.

Progress Reports			⌄
Report Group:	**By Cohort:**	**By Employer:**	**By Provider:**
Select a report group... ▾	Select a cohort... ▾	Select a employer... ▾	Select a provider... ▾

Once the filter options have been selected the report will then appear below

NVQ Report

											Export

| Last Name	First Name	Cohort	Employer	Provider	Overall	Actual	Target	Start Date	End Date
Earner	Leah	Business Administration FY 19/20	OneFile	None		9%	71%	04/09/2018	10/12/2020
Bowen	Ana	Business Administration FY 19/20	Kelloggs	Example		6%	100%	23/06/2017	23/12/2018
Jane	Mary	Business Administration FY 19/20	Kelloggs	None		3%	92%	07/11/2017	07/02/2020

Tip - Click the tick box in the top right hand corner to show the details view.   ☑ Show detailed view

Continued...

Reports

The reports will be grouped into sections. This should make it easier for you to locate a report that you want to run.
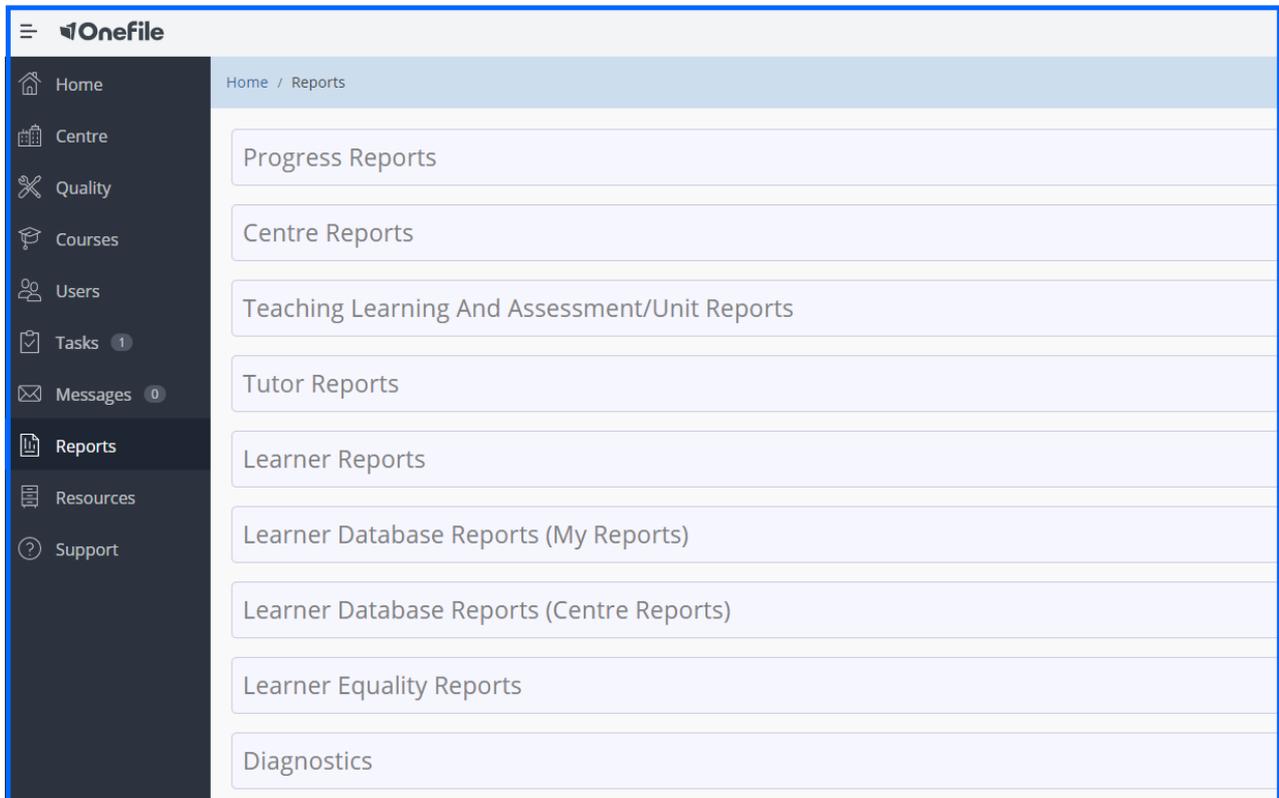
Every Report that you run, you will have the option to export the information out of the system into a spreadsheet

The maximum records per page is 1000.

To learn more see our full guides
https://live.onefile.co.uk/userguides/

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info.onefile.co.uk/onboarding