



LMS Reporting
Requirements:



•Reports

- Ability to deliver reports in multiple formats including browser, email, fax, and printer
- Vendor suggested list of reports to include but not limited to:
 - Pre and post assessments- User and CUSTOMER
 - Length of time in program- CUSTOMER
 - Number of times individual user accesses program- CUSTOMER
 - % of course completed - CUSTOMER
- Flexible reports with various parameters for CUSTOMER
 - Date range
 - Specific dates
 - Specific territory/zone
 - Specific customer
- Ability to export report data to standard MS Office tools, e.g., Word, Excel
- Built-in report scheduling and event-based generation
- Secured access to information and ability to integrate with single sign-on
- Ability to control report access through client/reporting groups, e.g., Territory Managers, Training, Zone Vice Presidents, senior management.

•Report Development

- Hierarchies: Ability to define drill-down paths and report layouts.
- Provide visual development tools and environment for rapid report development.
- Ability to develop reports centrally and distribute to client/reporting groups stated above.

•Interface

- Offers intuitive user interface
- Integrates and provides portal capability
- Includes specific CUSTOMER branding in all appropriate images

•Control/Execution

- Client-controlled content selection
- Usage charges based on bulk license not individual access occurrences
- Allow CUSTOMER to define reports and queries
- Filtering: Allows client to select subset of results (e.g., top 10%)
- Allows client to define exception conditions

•Optional Features/Functions

- CUSTOMER controlled report personalization and formatting
- Parameterized reporting: Allows CUSTOMER to refresh data in report by providing runtime values
- Allows CUSTOMER to hide fields
- Ability to toggle between tabular and graphical views of data



•**Optional Features/Functions: CUSTOMER Control/Execution**

- Drill-down: Ability to navigate to the next level of detail by selecting values
- Drill-across: Ability to navigate to a different set of analytical results for the same dimensions
- Roll-up: Ability to summarize a set of results
- Ad-hoc queries: Allows the user to explore the data by dynamically formulating queries
- Grouping: Allows user to define categories of data subset for analysis
- Allows client to enter ranking criteria and sort dynamically
- Ability to embed calculations (e.g., statistical)

•**Executive Dashboard**

- Ability to provide CUSTOMER-customizable tracking
 - Ability to respond to questions via email, phone, fax
 - On-line notebook capability on/off control
 - Control audio on/off
 - Control chat function on/off