

Creating User Specific Reports

1. Sign into **Develop West** www.westga.edu/developwest Your User ID and Password will be your UWG network credentials.
2. Click the **Admin** link.
3. Click the **Reports** tab.
4. Click **Templates**.

The screenshot shows the Admin Home page with a navigation bar containing tabs: Admin Home, Users & Groups, Content, Display, Configuration, Reports, and Support. The Reports tab is selected, and a dropdown menu is open, showing options: My Dashboard, Templates (highlighted with a mouse cursor), Schedules, and Results. Below the navigation bar, the main content area is titled "What do you want to do?" and includes a sub-header "Click an item below to quickly access common tasks. Additional functionality can be accessed from the tabs above." The page is divided into four sections: Users & Groups, Reports, Content, and Configuration. Each section contains several links for administrative tasks.

Admin Home | **Users & Groups** | **Content** | **Display** | **Configuration** | **Reports** | **Support**

My Dashboard
Templates
 Schedules
 Results

What do you want to do?
 Click an item below to quickly access common tasks. Additional functionality can be accessed from the tabs above.

Users & Groups | **Reports**

[Create a new user](#)
[Create a new group](#)
[Assign learning resources to a user or group](#)
[Manage enrollments or waivers](#)

[View My Dashboard](#)
[View Results](#)

Content | **Configuration**

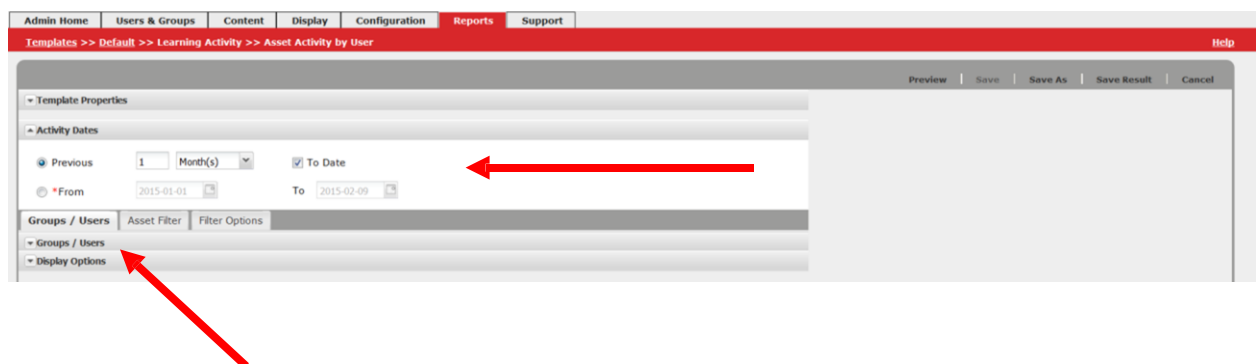
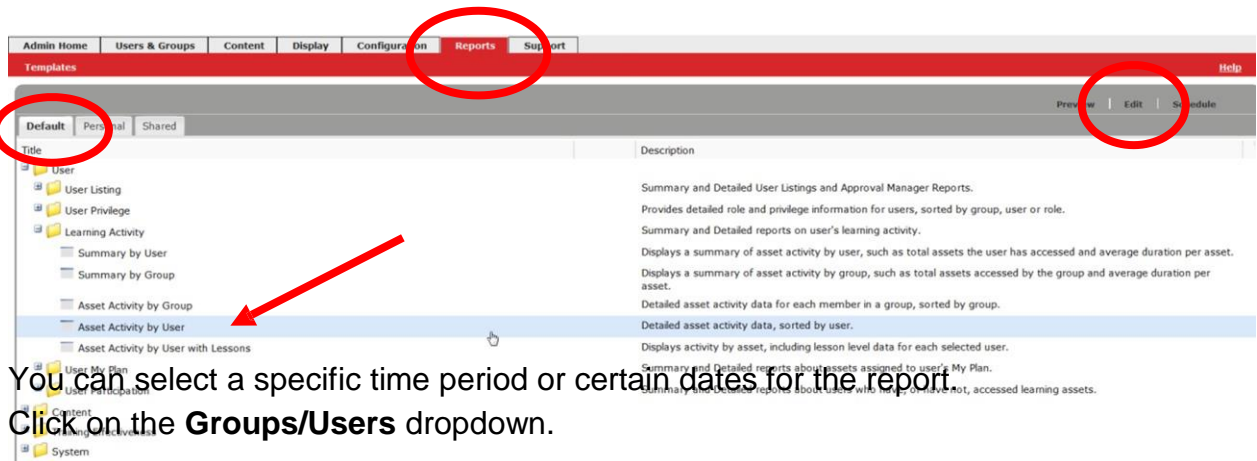
[Create a Learning Program](#)
[Edit an existing Learning Program](#)
[Organize the catalog](#)
[Create a new evaluation](#)
[Link learning resources to an evaluation](#)

[Allow new users to self-register](#)
[Edit or add new fields to the user profile](#)
[Change the way search results are displayed](#)
[Change completion criteria](#)

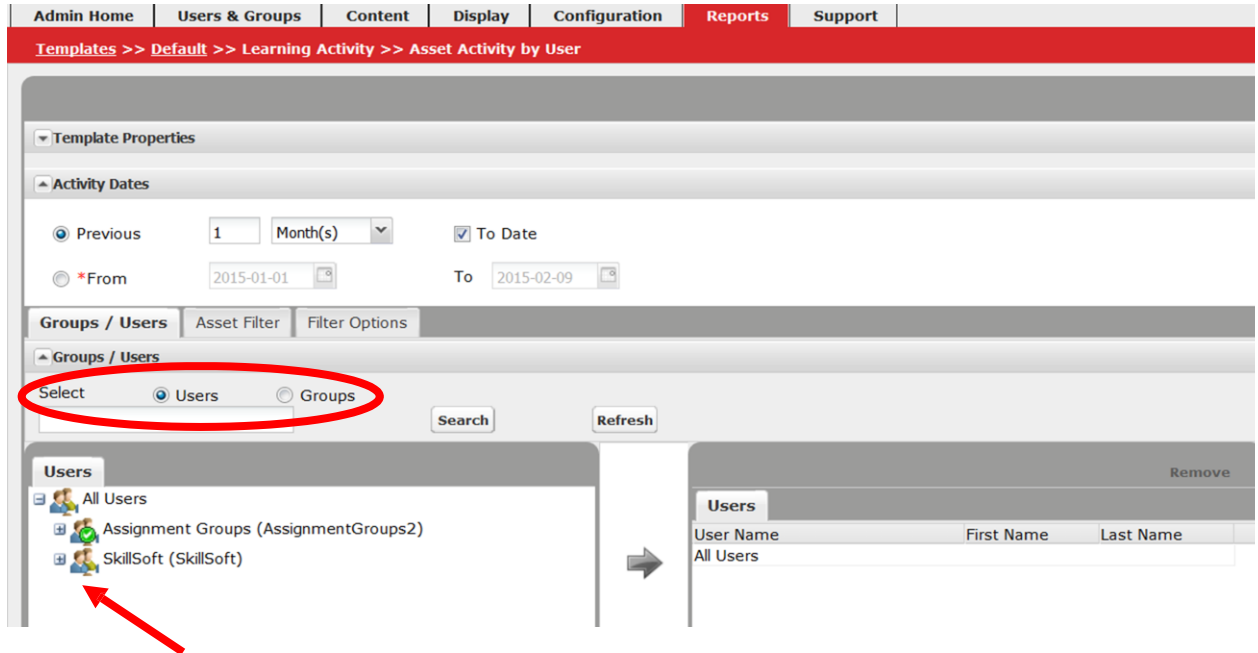
Display

[Customize the login page](#)
[Customize the home page](#)
[Add a navigation shortcut](#)
[Add a top link](#)

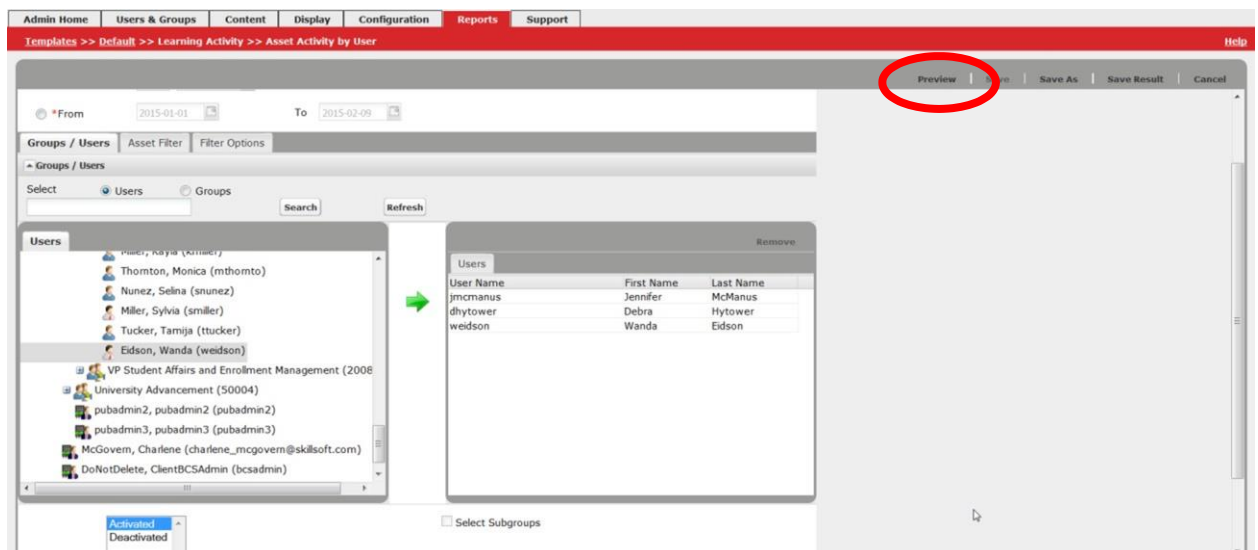
5. In the **Reports** window and on the **Default** tab, select the report that you would like to run. A popular report is Asset Activity by User. You may need to click the plus sign (+) to drill down to the list of reports.
6. Click on the report name.
7. Click on the **Edit** link.



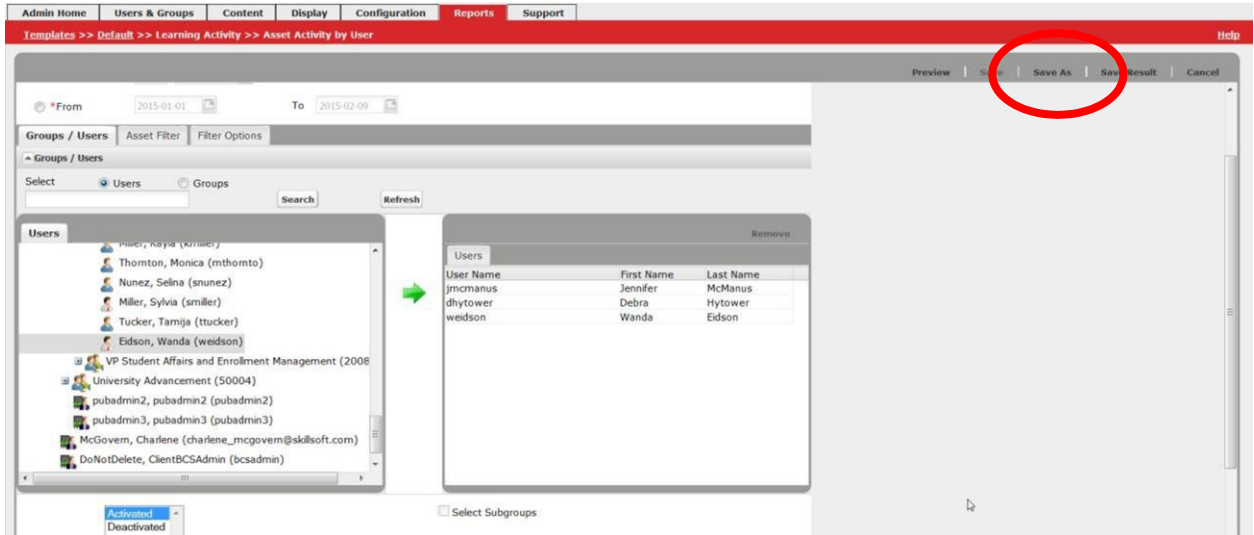
10. Once in the Groups/Users dropdown box, select the Users radio button.
11. You may need to click on the plus sign (+) next to your department name to see all users.



12. Select the users that you would like to add to your report. Click the green arrow to add them to the user group.
13. Click the **Preview** link to run the report.

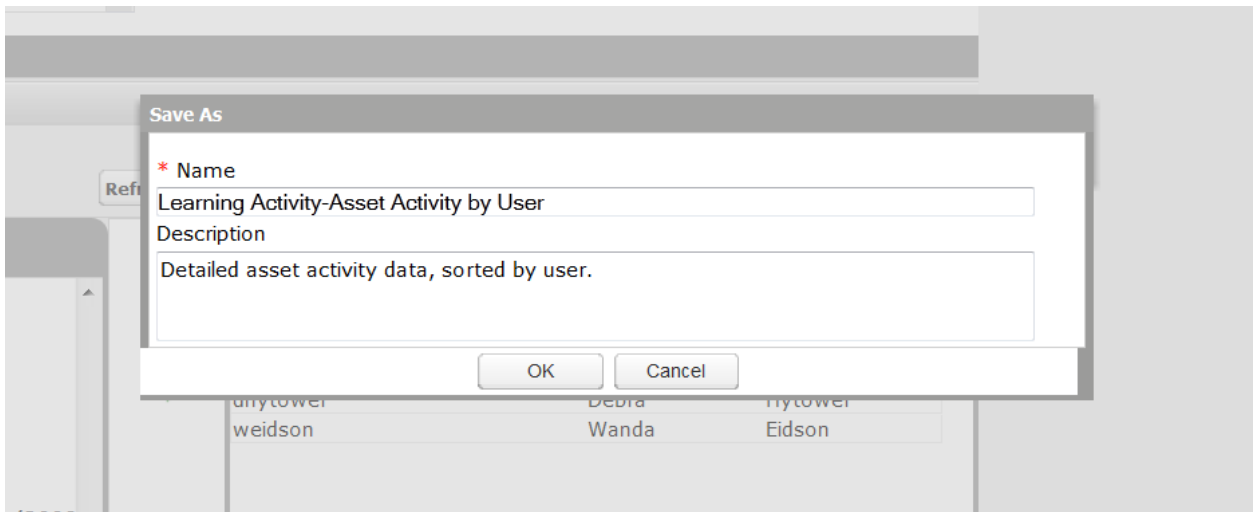


14. Click on the **Save As** link to save the report as a personal report.



15. You will be asked to name the report and can give it a description.

16. Click **OK**.



17. Once saved, the report will be available for future use in the **Personal** folder of the **Reports** tab.

