



# RC Reports

## Summary

RCAApp Navigation Menu -- Select the menu icon  found in the TOP RIGHT hand corner to reveal or hide the navigation menu. This menu can also be hidden by clicking in the main reports view.

Reports Menu -- Select the menu icon  found in the TOP LEFT hand corner to reveal or hide the reports options menu. The menu can also be hidden by clicking in the main reports view.

Report filter options are found at the top of the reports menu and other report options, e.g., search, sort, pagination, export, heatmaps (toggle on/off), and include/exclude non-responses, are found in the report output view.

With the Reports Menu open, the Reading Club select list will show the default club selection or the previous selection. If you have more than one club configured, the default selection is determined by the club name that appears first in alphabetical order. The Reading Club selection can be changed and this selection determines the data source for the report views.

Filter reports by Branch, Group, Gender, Grade, School (per the club configuration settings). Select the filter type, then select the option(s) to be included in the report(s). Repeat to add/remove filters. Select Apply Filters to view filtered report output. Filters, when applied, are applied to all reports.


Reset removes all filters and resets all report views.

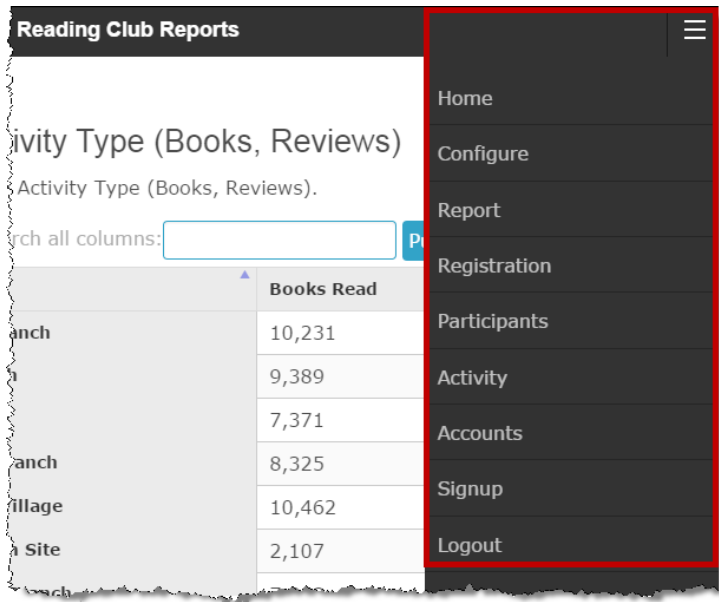
Reports are listed by name in the menu and are grouped by Activity Summaries, Personal Goals Reports and Registration Summaries.

Reports can be saved or published with filters applied.


## Report Features

### Navigation

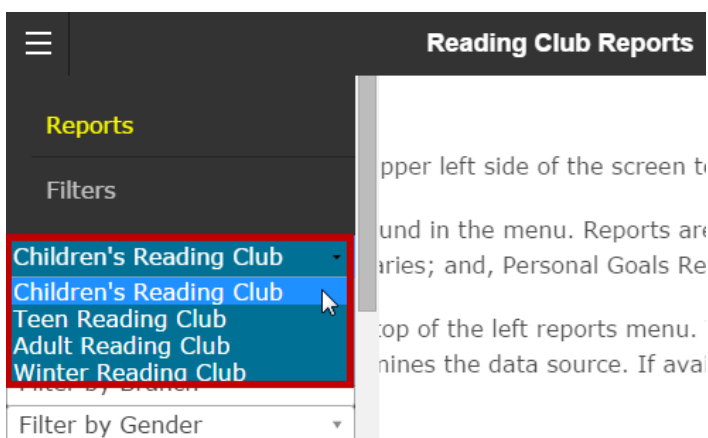
Select the menu icon  (top right hand corner) to open the RCAApp navigation menu. The menu icon is persistent in the main reports view. The RCAApp navigation menu enables users to navigate away from the Reports to other modules of the RCAApp.



## Reports and Filtering

Select the menu icon  (top left hand corner) to open the report options menu. The menu icon is persistent in the main reports view.

Open the report options menu to select the Reading Club (i.e., data source), as shown below, select the Period (i.e., the date range for the occurrence) select and apply and/or remove filters, and select report type. **Note: A report type must be selected to view any reported results.** Close the report menu (select menu icon or the reports view) to view the report results and interact with the data through searches, column sorting, and paging through the data if warranted by the number of entries (10 or more).



## Reading Club Specific

The report outputs are all reading club specific. At this time combining data from two or more clubs is not available.

# Report View Features

## Search

Some reports feature a search option. The search field is found at the top right of the data table. Data entries can be searched by any data values (numeric or text) among the data entries. The search feature automatically returns data entries matching the search term as you type.

### Activities by Outlet by Activity Type (Minutes, Pages)

Activities by Outlet by Activity Type (Minutes, Pages)

Show  entries

Search all columns:  [Publish](#) [Save](#) 

| Branch         | Minutes Read | Pages Read |
|----------------|--------------|------------|
| Main Library   | 400          | 302        |
| <b>Total</b>   | 752          | 1000       |
| <b>Maximum</b> | 400          | 302        |
| <b>Minimum</b> | 60           | 50         |
| <b>Average</b> | 188          | 250        |

Showing 1 to 1 of 4 entries (filtered from 4 total entries) [Previous](#) [Next](#)

## Publish, Save and Export

Publish, Save and Export features are found above the top right corner of the data table.

### Activities by Outlet by Activity Type (Minutes, Pages)

Activities by Outlet by Activity Type (Minutes, Pages)

Show  entries

Search all columns:  [Publish](#) [Save](#) 

| Branch         | Minutes Read | Pages Read |
|----------------|--------------|------------|
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Showing 1 to 1 of 4 entries (filtered from 4 total entries) [Previous](#) [Next](#)

## Publish

The Publish report feature enables a report to be saved with all report filters as set and creates a unique URL for the reports so that this report can be shared online (post the link or show in an iframe) or distributed to others (send link by email). No user login is required to view a published report.

To publish a report, select Publish. A dialog overlay will open enabling the report to be saved with a unique report title and report description describing the content of the report (as shown

below). Placeholders are given for the Original report name and description. The Report name and description provide information about the report, and are also useful to identify the report in the Published Reports section of the RApp reports. Note: If several reports are published with the same Report Title and Description, it will be difficult to distinguish the difference of these reports when selecting from the list of published reports. Please give each of your published reports a unique Report Title and/or Description.

Report title

Main Library Activities by Activity Type

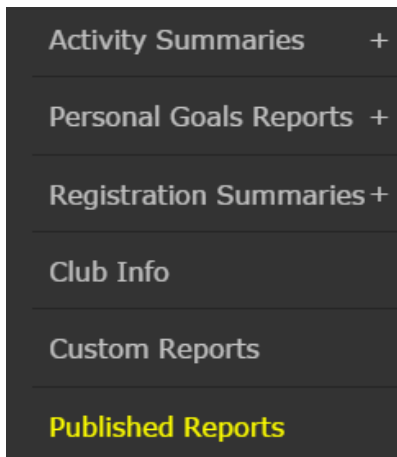
Report description

Main Library Activities by Activity Type (Minutes and Pages)

Save

Cancel

Save the published report to add it to the Published Report section found in the Reports menu.



Published reports that have been previously saved are found in the Published Report section and listed in a table, as shown. The published report highlighted was saved earlier as described above.

Delete Show 10 entries Search all columns:

| <input type="checkbox"/> | Report Name   | Club Name           | Report Description | Period     | Last Updated        | Filters                               | Hyperlink            |
|--------------------------|---|---------------------|--------------------|------------|---------------------|---------------------------------------|----------------------|
| <input type="checkbox"/> | <a href="#">Badges Report</a>                       | Summer Reading Club |                    | 2015-05-01 | 2015-05-25 09:07:18 |                                       | <a href="#">Open</a> |
| <input type="checkbox"/> | <a href="#">Main Library Activities by Activity</a> | Summer Reading Club |                    | 2015-05-01 | 2015-05-22 12:45:27 |                                       | <a href="#">Open</a> |
| <input type="checkbox"/> | <a href="#">Marketing Questions</a>                 | Summer Reading Club |                    | 2015-05-01 | 2015-05-21 14:31:52 | Group Name: B0-5,B9-12,G0-5,G13+,G6-8 | <a href="#">Open</a> |

## Save

Saving reports enables a report to be saved with all filters, thereby creating a custom report view that can be retrieved and run at a later date without having to re-set the report filters.

### Participants by Outlet by Group

The number of participants summarized by outlet by group.

Show 100 entries Search all columns:  [Publish](#) [Save](#)

| Branch              | B13+     | G0-5      | G13+      | G6-8       | G9-12     |
|---------------------|----------|-----------|-----------|------------|-----------|
| Main Street Library |          | 56        | 10        | 58         | 28        |
| Central Library     | 1        | 16        | 4         | 23         | 17        |
| 2nd Avenue Library  |          | 17        | 5         | 22         | 23        |
| <b>Total</b>        | <b>1</b> | <b>89</b> | <b>19</b> | <b>103</b> | <b>68</b> |
| <b>Maximum</b>      | <b>1</b> | <b>56</b> | <b>10</b> | <b>58</b>  | <b>28</b> |
| <b>Minimum</b>      | <b>1</b> | <b>16</b> | <b>4</b>  | <b>22</b>  | <b>17</b> |
| <b>Average</b>      | <b>1</b> | <b>29</b> | <b>6</b>  | <b>34</b>  | <b>22</b> |

Showing 1 to 3 of 3 entries

Previous **1** Next

**CURRENT FILTERS:** Branches -- Angus Glen Library,Markham Public Library,Thornhill Community Centre Library Gender -- F

To Save the report select “Save” (shown above). A dialog overlay will open enabling the report to be saved with a unique report title and report description describing the content of the report (as shown below). Placeholders are given for the Original report name and description. The Report name and description provide information about the report, and are also useful to identify the report in the Custom Reports folders of the RApp reports. Note: If several reports are saved in the same report folder with the same Report Title and Description, it will be difficult to distinguish the difference of these reports when selecting from the list of Custom Reports. Please give each of your saved reports a unique Report Title and/or Description.

Report title

Participants by Outlet by Group

Report description

The number of participants summarized by outlet by group.

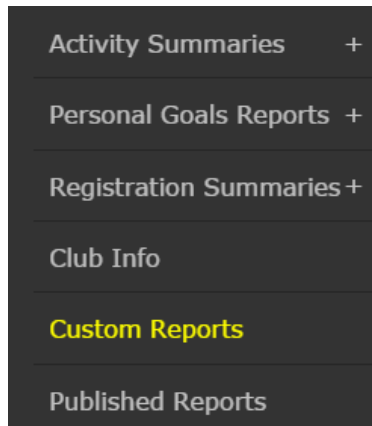
Folder

Reports

Save

Cancel

Save the report. By default the saved report is saved in the “Reports” folder in the Custom Reports section. After you have saved one report a New Report folders can be created in the Custom Reports view for filing reports.



## Custom Reports

Reports + Female Participants **Male Participants**

Male Participants Reports viewing male participation (Men/Boys)

Delete Move Show 10 entries

Search all columns:

| <input type="checkbox"/> | Report Name   | Club Name           | Report Description | Period     | Last Updated        | Filters   |
|--------------------------|---|---------------------|--------------------|------------|---------------------|-----------|
| <input type="checkbox"/> | <a href="#">Male Participant Activities by Participant by Activity Type</a> | Summer Reading Club |                    | 2015-05-01 | 2015-05-22 15:39:24 | Gender: M |

Showing 1 to 1 of 1 entries

Previous **1** Next

In the above example Report folders for Reports by Gender (Female and Male) have been added. In the Male Participants folder, reports filtered by Gender:M are saved for future review.

Male Participant Activities by Participant by Activity Type

Total participant Activity by Participant by Activity Type sorted by group name

Show  entries Search all columns:

[Publish](#) [Save](#) [Export](#)

| Group Name | Branch                    | Participant Name | School                        | Grade | Gender | Books Read | Minutes Read | Pages Read |
|------------|---------------------------|------------------|-------------------------------|-------|--------|------------|--------------|------------|
| B9-12      | Central Library           | John Doe         | Fairclough Public School      | 3     | M      | 12         | 1,436        | 1,177      |
| B9-12      | Georgetown Library        | Joseph Smith     | Crosby Public School          | 3     | M      | 18         | 1,174        | 1,288      |
| B9-12      | Allentown Library         | Sam Sneed        | Franklin Street Public School | 6     | M      | 10         | 1,256        | 450        |
| B9-12      | Jamestown Village Library | Peter Matthews   | Legacy Public School          | 4     | M      | 15         | 1,645        | 1,123      |

Select the Export button (as shown above) to download the data in Comma Separated Value format. This file can be opened in a spreadsheet program e.g., MS Excel, Apple's Numbers, etc.

## Summary Data

Summary information, including Total, Maximum, Minimum and Average, is found at the bottom of the data table and calculated for each column. The summary information is calculated from all entries included in the report and excludes entries that do not satisfy set filter criteria. Searches do not affect the calculation of the summary values, as shown.

### Activities by Outlet by Activity Type (Books, Reviews)

Total participant Activity by Outlet by Activity Type (Books, Reviews).

Show  entries Search:  [CSV](#) [Copy](#)

| Branch                     | Books Read | Reviews |
|----------------------------|------------|---------|
| Counting Opinions (SQUIRE) | 211        | 9       |
| Total                      | 571        | 20      |
| Maximum                    | 350        | 11      |
| Minimum                    | 0          | 0       |
| Average                    | 142        | 5       |

Showing 1 to 1 of 1 entries (filtered from 4 total entries) [Previous](#) **1** [Next](#)

## Pagination

Report outputs by default show 10 entries at a time. If the report has more than 10 entries, these entries can be viewed in each of the subsequent pages. Select a page number to view that page or move through the pages using the previous and next buttons found at the bottom of the data table.

## Show Entries per Page

At the top left of the report table, the number of entries per page can be increased by selecting to show more entries per page.

Male Participant Activities by Participant by Activity Type

Total participant Activity by Participant by Activity Type sorted by group name

Show **100** entries Search all columns:  **Publish** **Save**

| Group Name | Branch             | Participant Name | School                   | Grade | Gender | Books Read | Minutes Read | Pages Read |
|------------|--------------------|------------------|--------------------------|-------|--------|------------|--------------|------------|
| B9-1       | Central Library    | John Doe         | Fairclough Public School | 3     | M      | 12         | 1,436        | 1,177      |
| B9-12      | Georgetown Library | Joseph Smith     | Crosby Public School     | 3     | M      | 18         | 1,174        | 1,288      |
| B9-12      | Allentown          | Sam Sneed        | Franklin Street          | 6     | M      | 10         | 1,256        | 450        |

## Heat Maps

### Participants by Outlet by Group

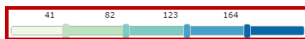
The number of participants summarized by outlet by group.

Show **100** entries Search all columns:  **Publish** **Save**

| Branch             | B0-5 | B13+ | B6-8 | B9-12 | G0-5 | G13+ | G6-8 | G9-12 |
|--------------------|------|------|------|-------|------|------|------|-------|
| Library Location A | 151  | 12   | 150  | 112   | 140  | 32   | 161  | 188   |
| Library Location B | 74   | 14   | 127  | 116   | 119  | 28   | 181  | 182   |
| Library Location C | 112  | 17   | 103  | 115   | 111  | 30   | 99   | 107   |
| Library Location D | 95   | 14   | 124  | 112   | 114  | 27   | 151  | 155   |
| Library Location E | 130  | 13   | 164  | 138   | 142  | 32   | 205  | 197   |
| Library Location F | 27   | 7    | 23   | 26    | 29   | 10   | 20   | 42    |
| Library Location G | 68   | 19   | 89   | 99    | 92   | 17   | 111  | 137   |
| Total              | 657  | 96   | 780  | 718   | 747  | 176  | 928  | 1,008 |
| Maximum            | 151  | 19   | 164  | 138   | 142  | 32   | 205  | 197   |
| Minimum            | 27   | 7    | 23   | 26    | 29   | 10   | 20   | 42    |
| Average            | 93   | 13   | 111  | 102   | 106  | 25   | 132  | 144   |

Showing 1 to 7 of 7 entries

- Heatmap
- Non-Responses



When enabled, value ranges are assigned a color gradient and each cell with the data table is assigned a color based on the value it contains according to these value ranges. The value ranges can be adjusted by sliding the lower and/or upper range selectors. The visual output in the table will refresh as a range is changed.

Deselect the Heatmap option to disable the heatmap.

In some instances when there is not enough variable data to report, the heatmap option will not be available.



## Non-Responses

### Returning Participant

The number of participants who have (Y) previously participated in the program, have not (N) participated in the program or did not respond (N/A) to the question.

Show  entries    Search all columns:

| Branch             | N     | Y     | Non-Responses |
|--------------------|-------|-------|---------------|
| Library Location A | 645   | 301   |               |
| Library Location B | 541   | 298   | 2             |
| Library Location C | 485   | 209   | 1             |
| Library Location D | 481   | 310   | 1             |
| Library Location E | 714   | 305   | 3             |
| Library Location F | 113   | 71    |               |
| Library Location G | 410   | 221   | 2             |
| Total              | 3,389 | 1,715 | 9             |
| Maximum            | 714   | 310   | 3             |
| Minimum            | 113   | 71    | 1             |
| Average            | 484   | 245   | 1             |

Showing 1 to 7 of 7 entries     **1**

- Heatmap
- Non-Responses

When enabled, a Non-Responses column is added and all entries that have no response are counted in this column for the selected report parameters. Non-response examples include, skipped questions during registration (as shown above), or a group is not assigned when response are outside the group definitions.

Deselect the Non-Responses option to remove non-responses from the report.

If each entry included in the report is complete, the Non-Response option will not be available.

## Activity Summaries Reports

Four different activity summary reports are available choose from:

### 1) Activities by Outlet by Activity Type (Books, Reviews)

Total participant Activity by Outlet by Activity Type (Books, Reviews).

### 2) Activities by Outlet by Activity Type (Minutes, Pages)

Total participant Activity by Outlet by Activity Type (Minutes, Pages).

### **3) Activities by Participant by Activity Type**

Total participant Activity by Participant by Activity Type sorted by group name

### **4) Badges Report**

The total number of badges awarded by Outlet (e.g. the library may have set up 20 badges and if all 200 participants earned all of the badges that would be  $20 * 200 = 4,000$  achievements awarded).

## **Personal Goals Report**

### **1) Goals Reviews Report**

The number of participants who have either set and achieved their own personal goals (YES), set and not achieved their own personal goal (NO), or not setup any personal goals (N/A).

## **Registration Summaries Reports**

Three different activity reports are available for you to select from.

### **1) Marketing Questions**

The number of registrants who heard about the program according to the available select options. Note: Registrants may choose more than one option, so total options selected may be higher than the number of registrants.

### **2) Participants by Outlet by Group**

The number of participants summarized by outlet by group.

### **3) Returning Participant**

The number of participants who have (Y) previously participated in the program, have not (N) participated in the program or did not respond (Non-Responses) to the question.

### **4) Returning Registrant**

The number of registrants who have (Y) previously participated in the program, have not (N) participated in the program or did not respond (Non-Responses) to the question.

## **Club Info Report**

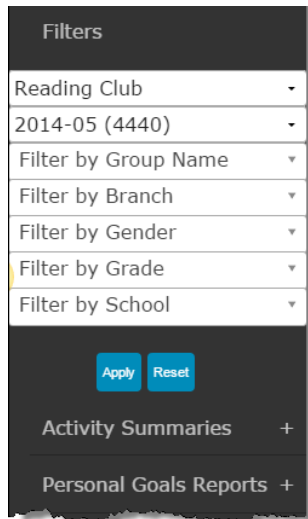
This report summarizes the following:

Registered Participants (i.e., all participants that have been registered)

Active Participants (i.e., those participants that have recorded activity)  
Club Last Update (i.e., the last date/time the Club was updated)  
Period (i.e., the Period selected and/or from which the data pertains).

## Filters

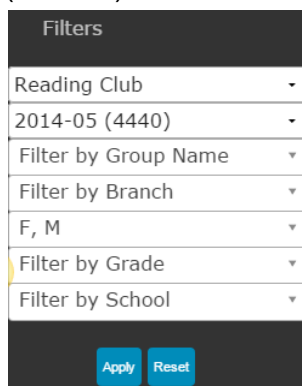
Filter and filter options are found at the top of the reports menu and are applied to all reports available in RC Reports.



Each filter option is derived from the configured settings for the selected reading club, initially set in the RC Configuration.

After selecting the filters you would like to apply to your report. Select the “Apply Filters” button.

The selection(s) will be shown in place of the Filters option select list (e.g., M (Male), F (Female) selected below replaces the “Filter by Gender” select list prompt.) -



When filters are set these selections are noted at the bottom of the main report view.

To reset all filter options back to the default, “no filters”, select “Reset”.