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