

1. Program Reports

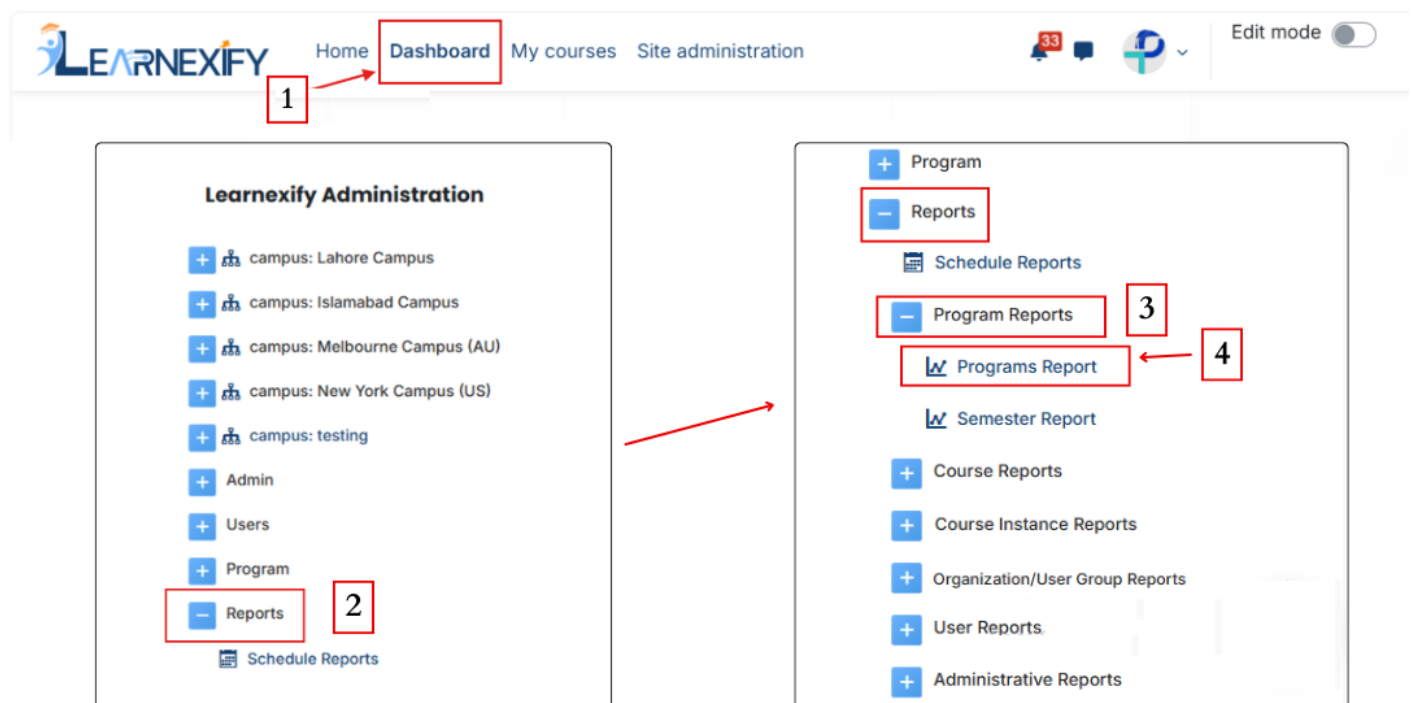
- [1.1 Program Report](#)
- [1.2 Semester Report](#)

1.1 Program Report

The Programs Report is used to **view individual program-Level** data of **users enrolled** in the system. Through this report, the **enrollment, progress, and completion details** of each user can be easily **tracked**.

Accessing the Report:

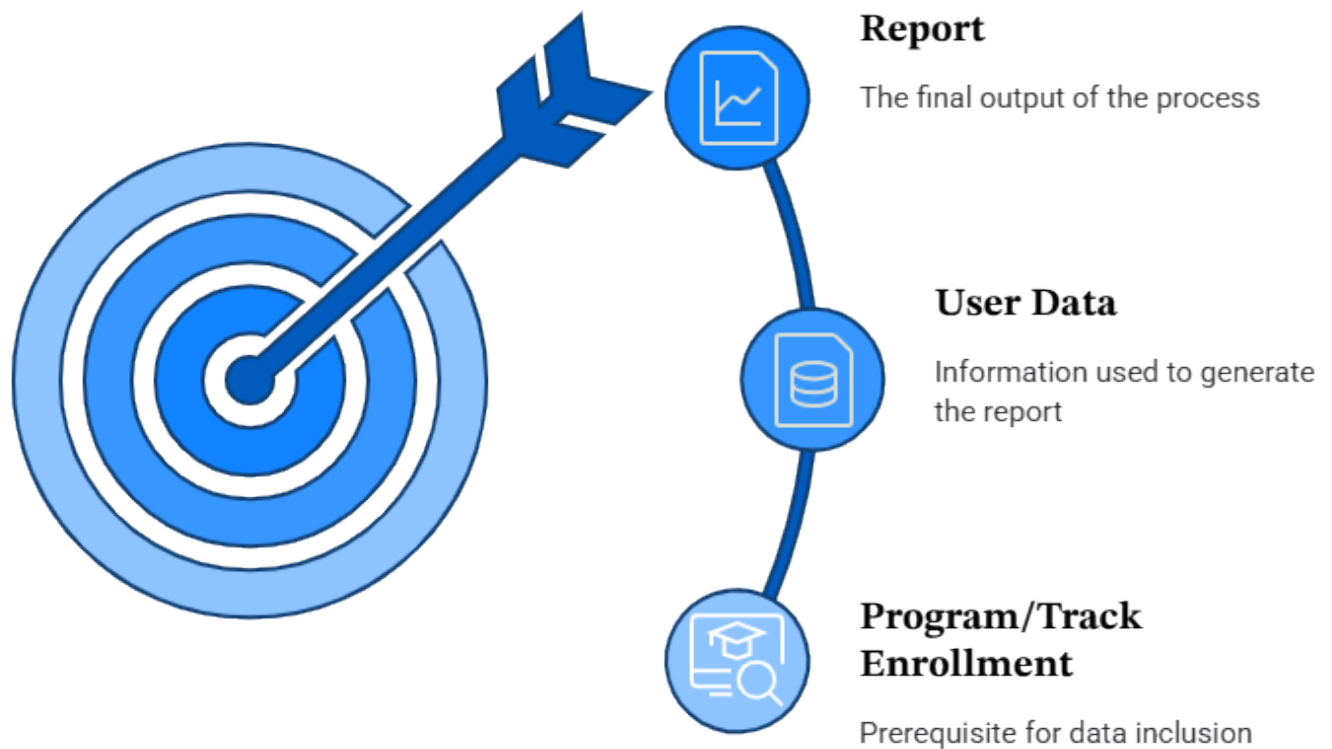
From the side drawer, click on Reports, then select Program Reports and open Program Report.



Report Requirements:

To generate this report, it is required that **users** are **enrolled in programs or Batches**. If a user is **not enrolled** in any **program or Batch**, their data will not be included in the report.

Report Generation Requirements



Report Filter:

Here is the brief, documentation for each filter in the Programs Report:

- **Full name:** Search for specific users by entering their complete name.
- **Last name:** Filter the report to include users with a specific surname.
- **First name:** Narrow down results based on a user's given name.
- **Middle Initial:** Refine search results using the user's middle initial.
- **ID number:** Filter the report using unique employee or system identification numbers.
- **Email address:** Generate a report for users linked to a specific primary email.

- **Email address 2:** Search for users based on their secondary or alternative email address.
- **Username:** View report data for specific accounts using their unique login ID.
- **Address / Address 2:** Filter users based on their primary or secondary street address details.
- **City/town:** Generate a regional report for users located in a specific city.
- **State/Prov:** Filter the report by a particular state, province, or territory.
- **Country:** Narrow the report scope to users within a specific country.
- **Zip/Postal Code:** Filter the report by specific postal or zip code regions.
- **Phone / Phone 2:** Search for users using their primary or secondary contact numbers.
- **Fax:** Identify users associated with a specific fax number.
- **Preferred language:** Group report results based on the user's selected system language.
- **Time created:** Filter the report by the date and time the user account was first registered.
- **Last modified:** View users whose records were updated within a specific timeframe.
- **Inactive:** Specify whether to include active, inactive, or all user accounts in the report.
- **Select the program or all programs:** Choose the specific programs or certifications you wish to analyze in the report.
- **Choose an organization/User Set:** Narrow the report data to a specific campus, department, or user group.

The screenshot shows the LERNEXIFY dashboard with the following form fields and options:

- Full name:** contains [dropdown]
- Last name:** contains [dropdown]
- First name:** contains [dropdown] (highlighted with a red box and a 'Help Icon' label)
- Time created:** [checkbox] is after 18 June 2026 [checkbox] is before 18 June 2026
- Last modified:** [checkbox] is after 18 June 2026 [checkbox] is before 18 June 2026
- Inactive:** any value [dropdown]
- Select the program or all programs:** [dropdown] (highlighted with a red box)
 - Show All
 - Bachelor of Engineering in Electrical Engineering
 - BE Electrical Engineering
 - Diploma in Computer Science (DCS)
 - Diploma in Graphic Design
 - documentation testing
 - Test program
 - Test Program BS_QA
- Choose an organization/User Set or all organization/User Sets:** [dropdown] (highlighted with a red box)
 - is any value
 - Islamabad Campus
- Buttons:** Reset Form, Show Report (highlighted with a red box and an arrow)

Note: Each field includes a help icon that explains its functionality.

The “**Select Program**” filter is **mandatory** for generating the **Program Report**. Users must either select a **specific program** or choose the “**All Programs**” option. If this field is left empty, the system will not be able to generate the report. All other filtering fields are optional.”

Programs Report View:

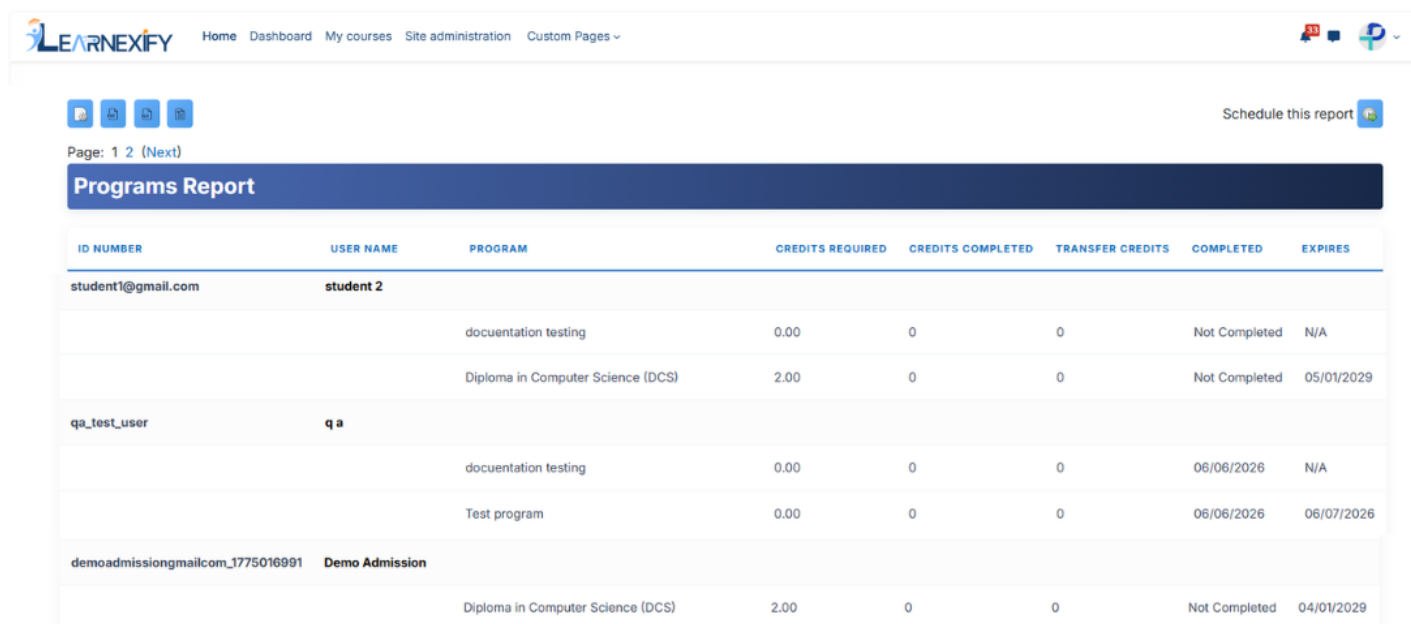
After **generating the report**, program-level data for the selected users is displayed.

Under each user’s name, the list of enrolled programs is shown. Next to each program, the following details are displayed:

- **ID Number ?** Unique identification number of that user
- **User Name?** Name of the user as displayed in the system
- **Program ?** Program name where the user is enrolled.

- **Credits Required ?** Total credits required to complete the program
- **Credits Completed ?** Number of credits the user has completed so far
- **Transfer Credits ?** Displays any transferred credits, if applicable
- **Completed ?** Date when the program was completed
- **Expired ?** Date when the completion status expires

Clicking on any user's name redirects to that user's individual detailed report page.



ID NUMBER	USER NAME	PROGRAM	CREDITS REQUIRED	CREDITS COMPLETED	TRANSFER CREDITS	COMPLETED	EXPIRES
student1@gmail.com	student 2						
		documentation testing	0.00	0	0	Not Completed	N/A
		Diploma in Computer Science (DCS)	2.00	0	0	Not Completed	05/01/2029
qa_test_user	q a						
		documentation testing	0.00	0	0	06/06/2026	N/A
		Test program	0.00	0	0	06/06/2026	06/07/2026
demoadmissiongmailcom_1775016991	Demo Admission						
		Diploma in Computer Science (DCS)	2.00	0	0	Not Completed	04/01/2029

Report Configuration:

To **modify** report options, the **Configure Parameters** icon is used, **located** in the **upper left corner** of the report.

This option allows updating filters and parameters to generate the required data.

[Home](#)
[Dashboard](#)
[My courses](#)
[Site administration](#)
[Custom Pages](#)

[Edit mode](#)

Configure Parameters

Page: 1 2 (Next)

Schedule this report

Programs Report

ID NUMBER	USER NAME	PROGRAM	CREDITS REQUIRED	CREDITS COMPLETED	TRANSFER CREDITS	COMPLETED	EXPIRES
student1@gmail.com	student 2	documentation testing	0.00	0	0	Not Completed	N/A
		Diploma in Computer Science (DCS)	2.00	0	0	Not Completed	05/01/2029
qa_test_user	q a	documentation testing	0.00	0	0	06/06/2026	N/A
		Test program	0.00	0	0	06/06/2026	06/07/2026

Report Scheduling:

To run the report automatically at a specific time in the future, the **Schedule Reports** icon is used, located in the **upper right corner**.

This feature is used to automate report generation based on a predefined schedule.

[Home](#)
[Dashboard](#)
[My courses](#)
[Site administration](#)
[Custom Pages](#)

[Edit mode](#)

Page: 1 2 (Next)

Schedule this report

Programs Report

ID NUMBER	USER NAME	PROGRAM	CREDITS REQUIRED	CREDITS COMPLETED	TRANSFER CREDITS	COMPLETED	EXPIRES
student1@gmail.com	student 2	documentation testing	0.00	0	0	Not Completed	N/A
		Diploma in Computer Science (DCS)	2.00	0	0	Not Completed	05/01/2029
qa_test_user	q a	documentation testing	0.00	0	0	06/06/2026	N/A
		Test program	0.00	0	0	06/06/2026	06/07/2026

Report Export:

The report can be exported in **PDF, CSV and Excel** formats:

These options allow the report to be saved locally on the system.

Programs Report

PDF Excel CSV

Page: 1 2 (Next)

Schedule this report

Programs Report

ID NUMBER	USER NAME	PROGRAM	CREDITS REQUIRED	CREDITS COMPLETED	TRANSFER CREDITS	COMPLETED	EXPIRES
student1@gmail.com	student 2						
		Diploma in Computer Science (DCS)	24.00	0	0	Not Completed	05/01/2028
		documentation testing	0.00	0	0	Not Completed	N/A

Refresh the Report Data:

The report data can be **refreshed** to **show** the **latest information** without reopening or reapplying parameters. Click the **Refresh button** at the **bottom center** of the page, and the system will reload the report with **updated data automatically**.

student14@paktaleem.net	Test student14						
		documentation testing	0.00	0	0	Not Completed	N/A
		Test program	0.00	N/A	0	Not Completed	05/24/2026
support@paktaleem.net	PakTaleem Support						
		documentation testing	0.00	0	0	Not Completed	N/A
		BE Electrical Engineering	136.00	0	0	Not Completed	N/A
		Diploma in Graphic Design	0.00	0	0	Not Completed	N/A
		Bachelor of Engineering in Electrical Engineering	125.00	0	0	Not Completed	N/A
		Test program	0.00	0	0	Not Completed	06/07/2026

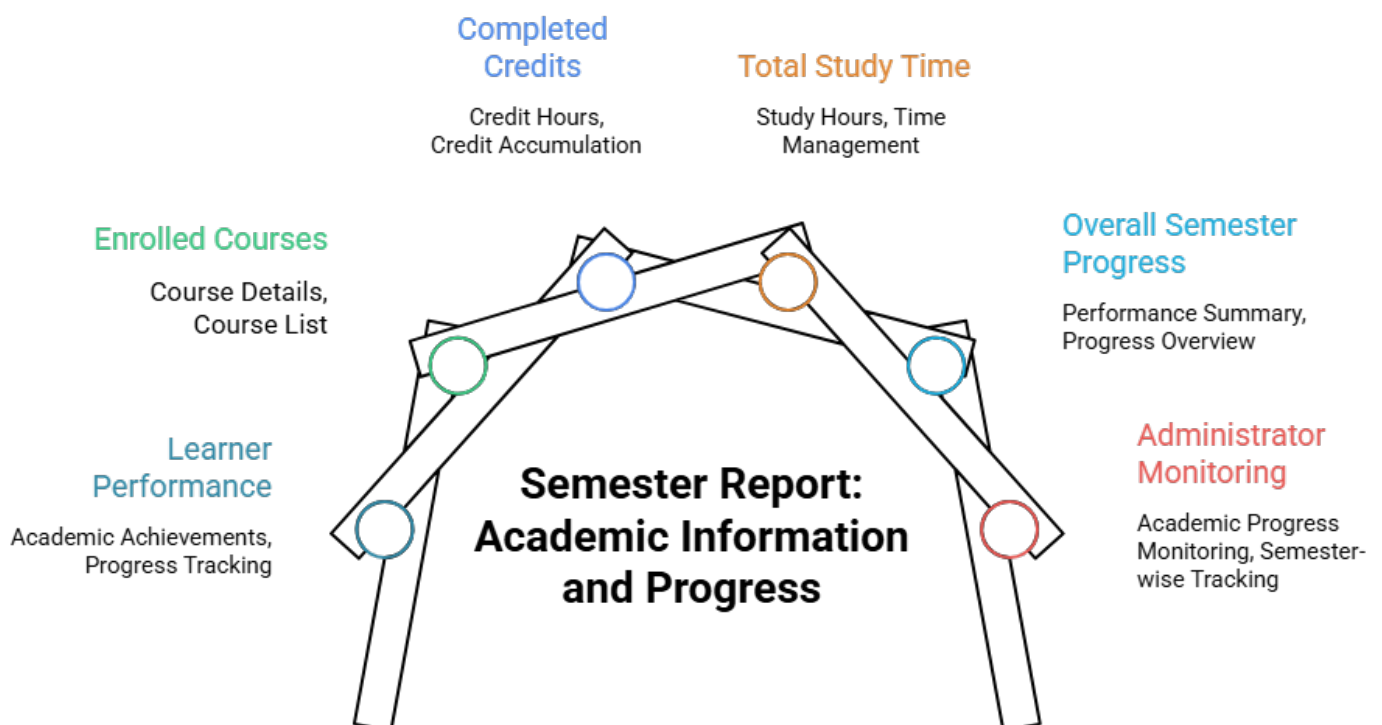
Refresh

From here you can refresh this report

1.2 Semester Report

The Semester Report **displays semester-related academic** information and **progress** for a **selected user**. The **main** purpose of this report is to **summarize learner performance**, enrolled courses, **completed credits**, total study time, and **overall semester progress** in a single report.

This report helps administrators to monitor semester-level learner performance and Batch academic progress.



Accessing the Report:

From the side drawer, click on Reports, then select Program Reports and open Semester Report.

The screenshot displays the Learnexify Administration interface. At the top, the navigation bar includes the Learnexify logo, a 'Home' link, a 'Dashboard' link (highlighted with a red box and labeled '1'), 'My courses', and 'Site administration'. On the right, there are notification icons and an 'Edit mode' toggle.

The main content area is divided into two panels. The left panel, titled 'Learnexify Administration', lists various system components with expandable/collapsible icons: '+ campus: Lahore Campus', '+ campus: Islamabad Campus', '+ campus: Melbourne Campus (AU)', '+ campus: New York Campus (US)', '+ campus: testing', '+ Admin', '+ Users', '+ Program', and '- Reports' (highlighted with a red box and labeled '2'). Below this list is a 'Schedule Reports' link.

The right panel shows a detailed view of the 'Reports' section. It includes a '+ Program' link, a '- Reports' link (highlighted with a red box), and a 'Schedule Reports' link. Below these are several report categories, each with a '+' icon: 'Program Reports' (highlighted with a red box and labeled '3'), 'Programs Report', 'Semester Report' (highlighted with a red box and labeled '4'), 'Course Reports', 'Course Instance Reports', 'Organization/User Group Reports', 'User Reports', and 'Administrative Reports'. A red arrow points from the 'Reports' link in the left panel to the 'Reports' section in the right panel.

Report Requirements:

The following requirements are needed to generate Semester report:



User Enrollment

The user must be enrolled in the system



Semester and Program Association

The user must be associated with a semester and related program.



Data Availability

Semester and course-related data must be available for proper report generation.

Report Filters:

This report includes the following fields and filters:

- **Select User ?** Used to select a specific learner
- **Semester Selection ?** Used to select a specific semester.

Additional User Filtering Options:

The report also includes multiple filters for searching and refining user data, such as:

- **Name fields** (Full Name, First Name, Last Name, Middle Initial)
- **User identification details** (ID Number, Username)

- **Contact information** (Email Address, Phone, Fax, Address, City, State, Country, Zip Code)
- **Account-related fields** (Preferred Language, Time Created, Last Modified, Inactive Status)

Most text-based fields use the “contains” option, while date fields include:

- “Is after”
- “Is before”

These filters are used to customize and narrow down report data according to specific users or semesters.

After completing all the **configuration**, click on the **Show Report** button to display the report.

The screenshot shows the LARNEXIFY configuration interface. At the top, there is a navigation bar with links: Home, Dashboard, My courses, Site administration, and Custom Pages. Below the navigation bar, the main configuration area is divided into sections. The 'Select User' section has a dropdown menu with 'Semester' selected, highlighted by a red arrow. To the right of this is a search bar labeled 'Type to Search'. Below the 'Select User' section, there are filter sections for 'Full name', 'Time created', 'Last modified', and 'Inactive'. The 'Full name' section has a dropdown menu with 'contains' selected. The 'Time created' and 'Last modified' sections have date pickers for 'is after' and 'is before' with month and year dropdowns. At the bottom of the configuration area are two buttons: 'Reset Form' and 'Show Report'.

Report Output:

The report displays the following information:

- **Semester Name ?** Name of the selected semester
- **User ?** Name of the learner
- **ID Number ?** User's unique ID number
- **Start Date ?** Start date of Semester
- **End Date ?** End date of Semester
- **Semester Duration ?** Total semester duration
- **Program Name ?** Name of the related program
- **Total Enrolled Students ?** Total students enrolled in the semester
- **Total Courses ?** Total number of semester courses
- **Total Credits ?** Total semester credits
- **Credits Completed ?** Credits completed by the learner
- **Transfer Credits ?** Details of transferred credits
- **Total Time ?** Total learning/study time
- **Semester Fee ?** Semester fee details
- **Completed Courses (100% Progress) ?** Fully completed courses
- **In Progress Courses ?** Courses currently in progress
- **Not Started Courses ?** Courses not yet started

- **View Certificate ?** Option to view certificates

[Home](#)
[Dashboard](#)
[My courses](#)
[Site administration](#)
[Custom Pages](#)

33

Edit mode

Schedule this report

Page: 1 2 (Next)

Semester Report

SEMESTER NAME	USER	ID NUMBER	START DATE	END DATE	SEMESTER DURATION	PROGRAM NAME	TOTAL ENROLLED STUDENTS	TOTAL COURSES	TOTAL CREDITS	CREDITS COMPLETED	TRANSFER CREDITS	TOTAL TIME	SEMESTER FEE	COMPLETED COURSES (100% PROGRESS)	IN PROGRESS COURSES	NOT STARTED COURSES	VIEW CERTIFICATE
Semester 1	Mahtab Hussain	DCS_J1001	25 March 2026	20 May 2026	26w	Diploma in Computer Science (DCS), BE Electrical Engineering	6	4	12.00	0.00	0	305.4 hours	40.00 USD	Total: 0	Total: 4 • Programming Basics • Math • Object-Oriented Programming (OOP) • Adobe Photoshop Basics	Total: 0	-
Semester 1	PakTaleem Support	DCS_J1001	25 March 2026	20 May 2026	26w	Diploma in Computer Science (DCS), BE Electrical Engineering	6	4	12.00	0.00	0	546.0 hours	40.00 USD	Total: 0	Total: 4 • Programming Basics • Math • Object-Oriented Programming (OOP) • Adobe Photoshop Basics	Total: 0	-

Report Actions:

- **Report settings** and filters can be **modified** using **Configure Parameters**.
- The report can be **exported** in **PDF, Excel and CSV** formats.
- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

These options allow the report to be saved locally on the system.

**Configure
Parameters**

Page: 1 2 (Next)

**Download Report in PDF,
Excel and CSV Format.****Schedule this report****Semester Report**

SEMESTER NAME	USER	ID NUMBER	START DATE	END DATE	SEMESTER DURATION	PROGRAM NAME	TOTAL ENROLLED STUDENTS	TOTAL COURSES	TOTAL CREDITS	CREDITS COMPLETED	TRANSFER CREDITS	TOTAL TIME	SEMESTER FEE	COMPLETED COURSES (100% PROGRESS)	IN PROGRESS COURSES	NOT STARTED COURSES	VIEW CERTIFICATE
Semester 1	Mahtab Hussain	DCS_31001	25 March 2026	20 May 2026	26w	Diploma in Computer Science (DCS), BE Electrical Engineering	6	4	12.00	0.00	0	305.4 hours	40.00 USD	Total: 0	Total: 4 • Programming Basics • Math • Object-Oriented Programming (OOP) • Adobe Photoshop Basics	Total: 0	-
Semester 1	PakTaleem Support	DCS_31001	25 March 2026	20 May 2026	26w	Diploma in Computer Science (DCS), BE Electrical Engineering	6	4	12.00	0.00	0	546.0 hours	40.00 USD	Total: 0	Total: 4 • Programming Basics • Math • Object-Oriented Programming (OOP) • Adobe Photoshop Basics	Total: 0	-