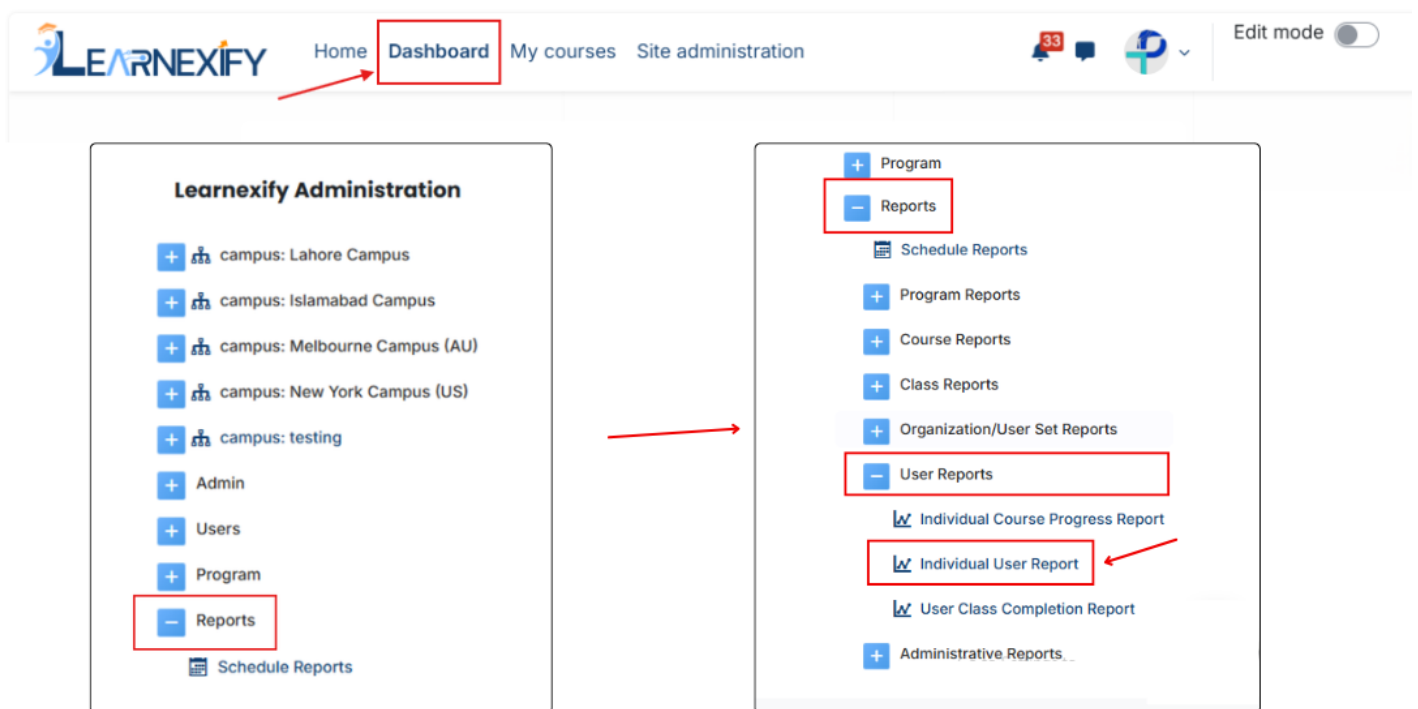


5.2 Individual User Report

Individual User Report is used to **view a specific learner's** program and **course completion information**. This report shows details of the **user's enrolled** and **completed courses**.

Report Path:

Dashboard ? Side drawer ? Reports ? User Reports ? Individual User Report



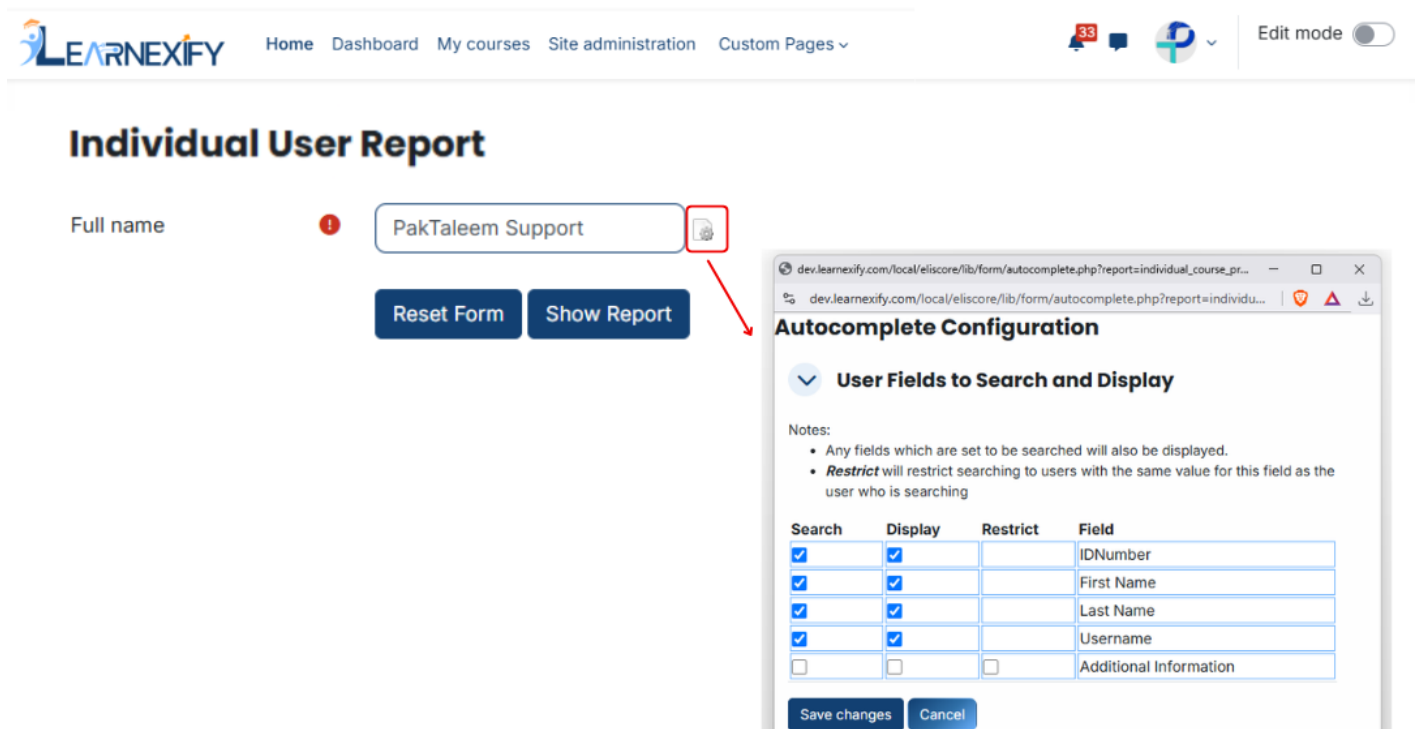
Report Requirements:

For this report, it is **necessary** that the user is **enrolled** or has previously been **enrolled** in a Learnexify course. Only then the user data will be displayed in the report.

Report Filter:

This report has a User selection option where a **specific user** is selected and their data is shown in the report.

Before using the report, click on the **Configure icon** to set user search and display fields. Learnexify **custom user fields** can also be selected here.



The screenshot shows the 'Individual User Report' page in the Learnexify system. The main form has a 'Full name' label, a red information icon, a text input field containing 'PakTaleem Support', a 'Configure' icon (a document with a gear), and two buttons: 'Reset Form' and 'Show Report'. A red arrow points from the 'Configure' icon to a pop-up window titled 'Autocomplete Configuration'.

The 'Autocomplete Configuration' window has a section 'User Fields to Search and Display' with the following notes:

- Any fields which are set to be searched will also be displayed.
- Restrict** will restrict searching to users with the same value for this field as the user who is searching

Search	Display	Restrict	Field
☒	☒	☐	IDNumber
☒	☒	☐	First Name
☒	☒	☐	Last Name
☒	☒	☐	Username
☐	☐	☐	Additional Information

At the bottom of the pop-up are 'Save changes' and 'Cancel' buttons.

After **configuring the fields**, type the **user name** in the **search box** and **select the required user** from the **pop-up list**.

Individual User Report

Full name



paktaleem

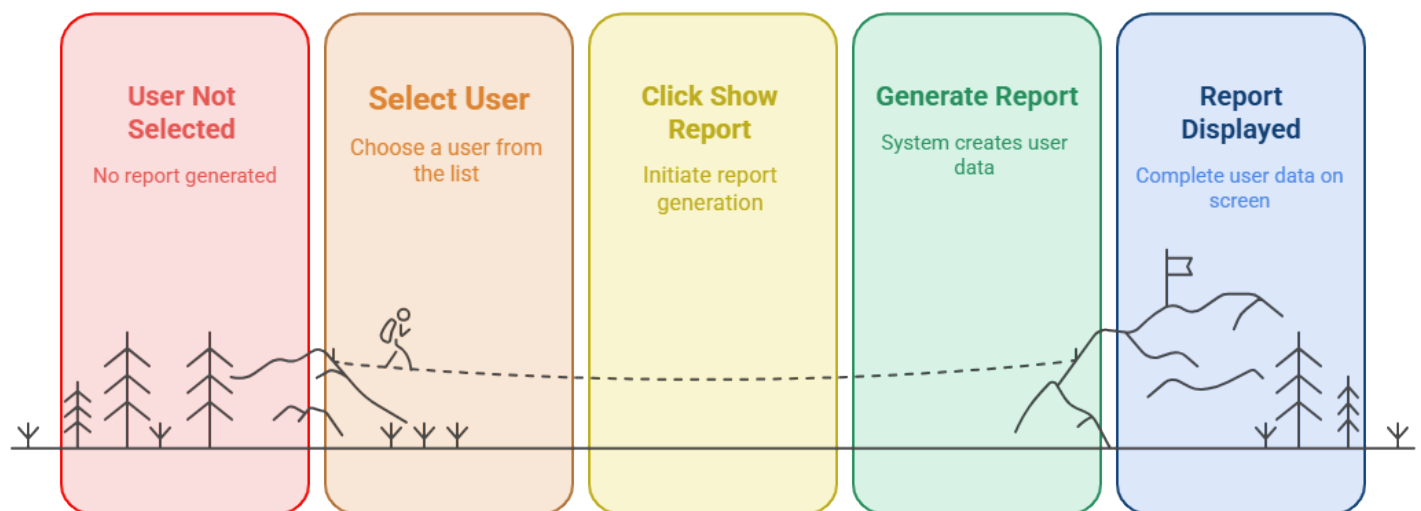
Required

IDNumber	First Name	Last Name	Username
Test Program _User	Test	User	testuser@paktaleem.net
Test Program User	Tester	Demo	tester@paktaleem.net
support@paktaleem.net	PakTaleem	Support	support@paktaleem.net
warda@paktaleem.net	Syeda	Warda	warda@paktaleem.net

Generate Report:

Once the user is selected, click on the **Show Report** button.

After this, the system **generates** the **report** for the **selected user** and **displays the complete data** on the screen.



Report View:

The report shows the **user's assigned programs** and the courses within them. If a **course** does not belong to a **program**, it is shown under **Non-Program Courses**.

Non-Program Courses

Courses not linked to any program

Assigned Programs

Courses grouped into specific programs



Courses Within Programs

Individual courses part of a program

User Information

- **User ID ?** User's Learnexify ID number
- **First Name ?** User's first name
- **Last Name ?** User's last name
- **Email ?** User's email address
- **Registration Date ?** Date the account was created

Class Information

- **Program ?** Name of the Learnexify program
- **Course ID ?** Learnexify course ID number
- **Course Name ?** Name of the Learnexify course
- **Credits ?** Credits earned after course completion
- **Class ID ?** Learnexify class ID number
- **Grade ?** Current total grade (0 if not assigned)
- **Date Completed ?** Course completion date

- **Status ?** Completion status (Complete, Incomplete, Overdue)
- **Learning Objectives and Score ?** Learning objectives and their scores
- **Expires ?** Expiry date of the course or certificate
- **Certificate ?** Indicates the certificate status or availability for the completed course


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



[Edit mode](#)






Page: 1 2 (Next)
[Schedule this report](#)

Individual User Report

User ID:	support@paktaleem.net
First name:	PakTaleem
Last name:	Support
Email:	support@paktaleem.net
Registration date:	Wednesday, 03 December 2025, 1:42 PM

Program: Bachelor of Engineering in Electrical Engineering

Course Set: N/A

Course ID: 11101

Course name: Programming Basics

Credits: 0

Grade: 0.00

Report Scheduling, Export & Refresh:

Like other reports, this report also includes the same features:

- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**
- Report settings and **filters** can be **modified** using **Configure Parameters**.
- The report can be **exported** in both **PDF and CSV formats**.
- Click the **Refresh button** at the **bottom center** to update the **report** with the latest data.

Individual User Report

Configure
Parameters



Page: 1 2 (Next)

Download Report in PDF,
Excel and CSV Format.

Schedule this report



User ID:	support@paktaleem.net
First name:	PakTaleem
Last name:	Support
Grade:	0.00
Class ID:	SEM5-11104-00978_QA_Track
Date completed:	Not Complete
Status:	Incomplete
Expires:	Not Available
Certificate :	Not Available

This information is current as of Friday, June 19, 6:42:43 am

Refresh

From here you can refresh this report

Note: Individual User Reports can also be generated for inactive users.

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Created 2026-06-16 06:31:10 UTC by Danain

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