

# Running 60 Day Employee Survey with custom date ranges

You are currently logged in as Candice. [Switch](#)

Pathways Learning And Development

Supervisor [v]

OVERVIEW

Dashboard

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Users

Reports

TRAINING PERFORMANCE

Course Status Top/Bottom Performers

Course Status %

Announcements

HR Supervisor Series: Interviewing  
Posted 5/22/2019

Gaming Elements Makes Training a WIN!  
Posted 5/16/2019

My Saved Reports

Pathways 60 Day Survey - VA Corporate - Summary

1

From your initial Dashboard screen choose Reports

You are currently logged in as Candice. [Switch back to Rhett.](#)

Pathways Learning And Development

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Create Report

Saved Reports

Module Enrollments and

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Module Analytics

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From the Main Reports screen select Saved Reports

You are currently logged in as Candice. [Switch back to Rhett.](#)

Pathways Learning And Development

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HELP

Connect

Relias Support

Search

Among your list of Saved Reports should be a pair of analysis reports for each of the states you support.

Title ^	Report v	Last Modified v	Options
Pathways 60 Day Survey - DC FPS - Detailed	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - DC FPS - Summary	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - DE Pathways - Detailed	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - DE Pathways - Summary	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - GA TFS - Detailed	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - GA TFS - Summary	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - LA FPS - Detailed	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]
Pathways 60 Day Survey - LA FPS - Summary	Course Evaluation Survey Analysis	05/20/2019	[edit] [share] [delete]

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These reports are set to include data each week from Friday to Thursday, and delivered by email on Friday. But you can change the date range to anything you prefer and run these reports yourself whenever you want up-to-the minute data, or data for different periods.

use the pencil shaped icon to edit the report parameters

# The Report Parameter Screen

Back to Reports Page

## Course Evaluation Survey Analysis

Saved Report: Pathways 60 Day Survey - DC FPS - Detailed

**1 FILTER BY HIERARCHY** (Optional - All selected by default)

Hierarchy

- Virginia x
- Virginia FPS x
- Abingdon x
- Cedar Bluff x
- Charlottesville x
- Covington x
- Duffield x
- Eastern Shore x
- Fairfax x
- Farmville x
- Franklin/Rocky Mount x
- Fredericksburg x
- Galax x
- Lynchburg x
- Martinsville x
- New River Valley x
- Norfolk x
- Peninsula x
- Richmond x
- Roanoke x
- South Boston x
- Staunton x
- Winchester x
- Wise x
- North Carolina x
- Georgia-TFS x
- DC - Washington x
- Delaware x
- Louisiana x
- Georgia-AmericanWork x

**2 FILTER BY COURSE**

Remove + Add Module

Title
<input type="checkbox"/> Pathways 60 Day New Hire Survey PLADSURVEY_HRRetentionSurvey

**3 FILTER BY USER ATTRIBUTES** (Optional filters - All users selected by default)

License/Certifications

User Locations

Job Titles

Provided Services

User Categories

Employment Status

Department

Education Level

Hire Date Between

Learner Status \*

**4 REPORT OUTPUT**

View \*

Show deleted questions

Course Completion Date

Specify Dates... 05/24/2019 - 05/30/2019

RUN REPORT

SAVE MY REPORT AS

CANCEL

This report has all if its parameters set to match the name. You will ONLY be changing the Date Range of the survey completion!

This automatically prefills all of the hierarchies you have access to (states you support). No Changes here.

This is the survey module. No change needed.

This limits the response data to the State/Agency in the name of the report No Change.

This limits to Active employees and Detailed responses (shows each employee response)

This is where you can change the date range for the course completion dates.

# Changing Date examples

4 REPORT OUTPUT

View \*  
Detailed

Show deleted questions

Course Completion Date  
Specify Dates... ▼

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		1

05/24/2019 - 05/30/2019

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You can type in or use the calendar pop-up to select any specified start date and end date to create a custom period for your completion data. In this example, a week from Friday the 24th to Thursday the 30th is selected.

Specify Dates... ▼

- Last Year
- This Year
- Year to Date
- Last Six Months
- Last Month
- This Month**
- Last Quarter
- This Quarter
- Yesterday
- Today

Specify Dates... ▼ 05/24/2019 - 05/30/2019

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You can also select from a dropdown of preset ranges that are not date specific. In this example "This Month" will be selected to show all survey responses so far this month.

4 REPORT OUTPUT

View \*  
Detailed

Show deleted questions

Course Completion Date  
This Month ▼ 5/1/2019 - 5/31/2019

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... Which prefills the dates for the current month.

Scroll up to Run Report

Back to Reports Page

Select another report ... ▼

## Course Evaluation Survey Analysis

Saved Report: Pathways 60 Day Survey - DC FPS - Detailed

1 FILTER BY HIERARCHY (Optional - All selected by default)

Hierarchy

- Virginia x
- Virginia FPS x
- Charlottesville x
- Farmville x
- Galax x
- Lynchburg x
- Norfolk x
- South Boston x
- North Carolina x
- Covington x
- Farmville x
- Lynchburg x
- Peninsula x
- Staunton x
- Georgia-TFS x
- Richmond x
- Winchester x
- DC - Washington x
- Martinsville x
- New River Valley x
- Roanoke x
- Wise x
- Delaware x

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Since you already have the original report saved, click on Run Report, and not Save Report

RUN REPORT

SAVE MY REPORT AS

CANCEL

Remove From My Saved Report

## Generating and Downloading report

Saved Report: Pathways 60 Day Survey - DC FPS - Detailed

1 of 4 Find | Next

### Course Evaluation Survey Analysis

5/29/2019

**Hierarchies** - Virginia, -- Virginia FPS, --- Abingdon, --- Cedar Bluff, --- Charlottesville, --- Covington, --- Duffield, --- Eastern Shore, --- Fairfax, --- Farmville, --- Franklin/Rocky Mount, --- Fredericksburg, --- Galax, --- Lynchburg, --- Martinsville, --- New River Valley, --- Norfolk, --- Peninsula, --- Richmond, --- Roanoke, --- South Boston, --- Staunton, --- Winchester, --- Wise, - North Carolina, - Georgia-TFS, - DC - Washington, - Delaware, - Louisiana, - Georgia-AmericanWork

**Course** Pathways 60 Day New Hire Survey

**Training Plan** All

**License/Certifications** All

**User Locations** All

**Job Titles** All

**Provided Services** All

**User Categories** All

**Learner Status** Active

**Date Range** 5/1/2019 - 5/31/2019

**Employment Status** All

**Department** DC - Family Preservation Services

**Education Level** All

Report generates.  
Example Report screen

**1. The hiring process was well-organized and seamless.**

<b>Jeffrey Bussie</b>	<b>Response:</b> Strongly Agree
	Response: Agree
	Response: Neutral
	Response: Disagree
	Response: Strongly Disagree

**Total Responses 1**

Saved Report: Pathways 60 Day Survey - DC FPS - Detailed

1 of 4 Find | Next

### Course Evaluation Survey Analysis

5/29/2019

**Hierarchies** - Virginia, -- Virginia FPS, --- Abingdon, --- Cedar Bluff, --- Charlottesville, --- Covington, --- Duffield, --- Eastern Shore, --- Fairfax, --- Farmville, --- Franklin/Rocky Mount, --- Fredericksburg, --- Galax, --- Lynchburg, --- Martinsville, --- New River Valley, --- Norfolk, --- Peninsula, --- Richmond, --- Roanoke, --- South Boston, --- Staunton, --- Winchester, --- Wise, - North Carolina, - Georgia-TFS, - DC - Washington, - Delaware, - Louisiana, - Georgia-AmericanWork

**Course** Pathways 60 Day New Hire Survey

**Training Plan** All

**License/Certifications** All

**User Locations** All

**Job Titles** All

**Provided Services** All

**User Categories** All

**Learner Status** Active

**Date Range** 5/1/2019 - 5/31/2019

**Employment Status** All

**Department** DC - Family Preservation Services

**Education Level** All

9  
You can export the file in Excel or PDF to download and review. Normally Excel allows for more flexible printing formatting options.

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
**Excel**  
PDF file  
Word

## Opening and saving Exported Report file

Click here to open the file from your Downloads folder into Excel where you can rename and save where-ever you wish

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Date Range 5/1/2019 - 5/31/2019  
Employment Status All  
Department DC - Family Preservation Services  
Education Level All  
Hire Date Range -  
Evaluation Template

1. The hiring process was well-organized and seamless.

Jeffrey Rascoe Response: Strongly Agree  
Response: Agree  
Response: Neutral  
Response: Disagree  
Response: Strongly Disagree

Total Responses 1

SurveyDetail (35).xlsx

SurveyDet

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

1

A B D E F H I J K

### Course Evaluation Survey Analysis

5/29/2019

Hierarchies - Virginia, -- Virginia FPS, --- Abingdon, --- Cedar Bluff, --- Charlottesville, --- Covington, --- Duffield, ---

Course Pathways 60 Day New Hire Survey

Training Plan All

License/Certifications All

User Locations All

Job Titles All

Provided Services All

User Categories All

Learner Status Active

Date Range 5/1/2019 - 5/31/2019

Employment Status All

Department DC - Family Preservation Services

Education Level All

Hire Date Range -

Evaluation Template

+

1. The hiring process was well-organized and seamless.

Jeffrey Rascoe Response: Strongly Agree  
Response: Agree  
Response: Neutral  
Response: Disagree  
Response: Strongly Disagree

Sample Report appearance with THIS MONTH date range selected

Save Report as needed with name reflecting content (i.e. Pathways 60 Day Survey Analysis May – Detailed).