

WISETAIL RELEASE NOTES Q1.2021.1

COMPILED BY
Wisetail Product Management Team

DATE
25 January 2021

OVERVIEW

The purpose of this document is to provide a summary of features, fixes and outstanding enhancements that have been completed as of the indicated release of the Wisetail Platform.

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Q1.2021.1 RELEASE NOTES

Release Goals/Themes

The key business objectives achieved in this release are:

- Enhancements to Daily Checklists Tool Permissions
- Audiences in Enrollments
- User-Contributed (UC) Module Management based on User-Contributed (UC) Media Updates
- User Specific Observation Checklist Queue Enhancements
- Multi-Module Completion Report (MMCR) Preview Enhancements
- Test Report Enhancements
- Streamlined Module Embedding Options
- Homework Auto-Approval for Super Admins
- New Event Summary and Event Details Reports

Feature Functionality

This section captures the new features/fixes delivered as part of this release.

Daily Checklists Tool Permissions

Overview

The Checklist Admin can set who the Audience of a Checklist are. To do so, Checklist Admin can apply Permissions to a Checklist. These permissions allow / restrict access based on currently configured profile fields.

When a checklist is made available to a specific location, they may choose to hide it if it does not currently apply to them. When this is done, the user must provide a reason for hiding the checklist. Should the checklist become applicable again in the future it can easily be added again.

LMS SSO Profile Fields Configuration Changes

When a Client is being Onboarded for the first time, the Implementation Team should work with the client to identify how checklists should be set up. A preliminary training for clients needs to be

provided to ensure clients understand how profile fields affect what their users will have access to and will be able to view.

By Default, we should set up each Client SSO Configuration to include Country, Province/State, Department, and Job Title, so that the rules engine would not be blank when Checklist Admins attempt to set permissions. Or we should display a message that instructs users to add Profile Fields in their SSO Configuration.

Daily Checklist tool should be able to receive, store, and make Profile Fields available within the Checklist Permissions so that Audiences can be set.

We need rules in place that identify multi-value fields and will turn them into multi-select fields by default. This includes fields like Industry or SIC Codes.

Profile Fields received should include labels and values.

Checklist Creation / Update

Checklist Admins can set audiences that should be able to access and fulfill checklists by clicking on Checklist Permissions. Clicking Checklist Permissions will open the Rules page. The Rules page should mimic the LMS Rules Engine.

Checklist Admin can click on “+ Rule” to add a new rule to the Rules page. Clicking on “+ Rule” should open a modal window that allows for selection of appropriate permissions. These permissions are the profile fields that were included as part of LMS SSO Profile Fields.

ANY are true

After the Checklist Admin clicks on the “Save” button, the Rule page displays the permissions separated by “OR” to imply that if any of the permissions have been met, the checklist should be displayed to users. By default “ANY are true” is selected and implies an “OR” Condition statement.

ALL are true

If Checklist Admin selects “All are true” drop down from the rules page, it implies an “AND” condition statement. It implies that checklists are visible to checklist users where all conditions have been met.

Audiences in Enrollments

Overview

Admins can now only create and apply enrollments to the audience(s) they have access to.

When creating a custom role with “Manage Enrollments” ability enabled, Super Admins can now specify the audiences within which that new custom role user can create and manage Enrollments.

Admin users that have “Manage Enrollments” enabled as well as a defined audience will now only be able to create Enrollment that apply to one or more of their assigned audiences. They will also only be able to see the Enrollments that they have created. User will continue to have the ability to be assigned multiple audiences and have multiple roles.

Additionally, if the user has multiple roles with “Manage Enrollment” enabled, they will be able to create Enrollments applicable to the individual roles (and associated audience) that have been assigned.

Defining Audiences for Custom Roles

During the role creation process, Super Admins can follow the established process to enable “Manage Enrollments” to the role, and as well continue to define the role’s audience through the established workflow. Admins will not be able to edit or alter their defined Audiences.

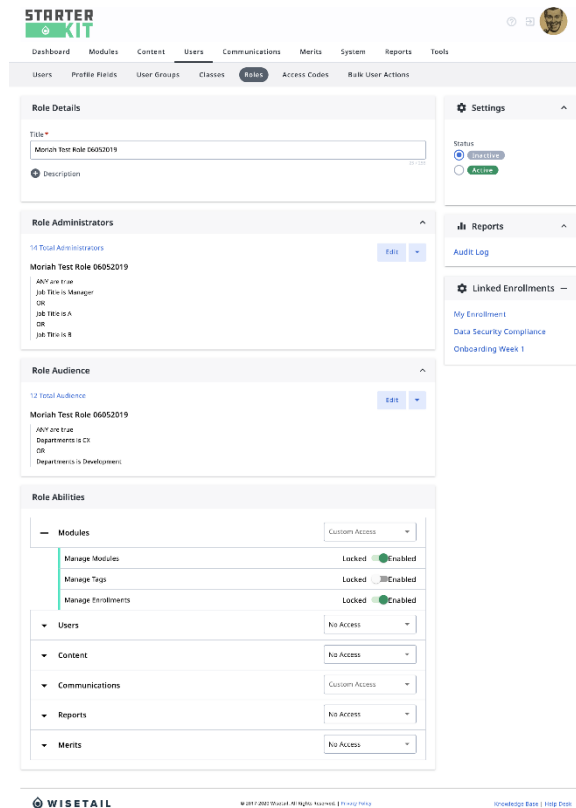


Figure 1 – Admin Tool – Custom Role Creation

Admin’s Value

When a custom role is created using “Admin’s Value” to define the audience rules and the below conditions are met, the “Admin’s Value” fields cannot be edited or deleted.

- The role has the “Manage Enrollments” ability enabled
- The role has associated enrolment sets

The audience for this particular type of custom role will be locked and a visual indicator is placed on the audience to display this.

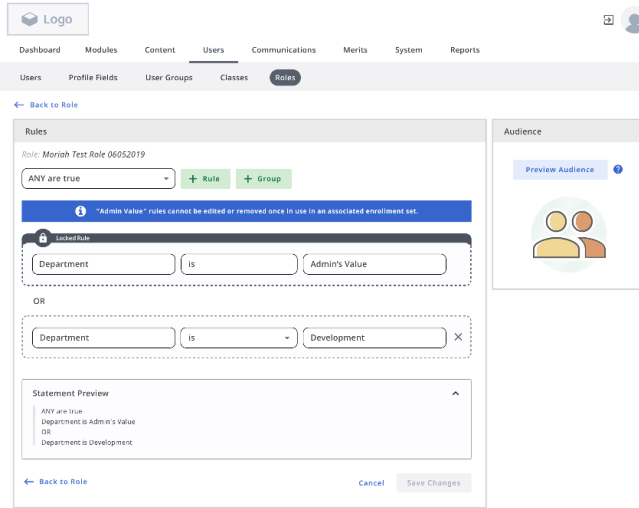
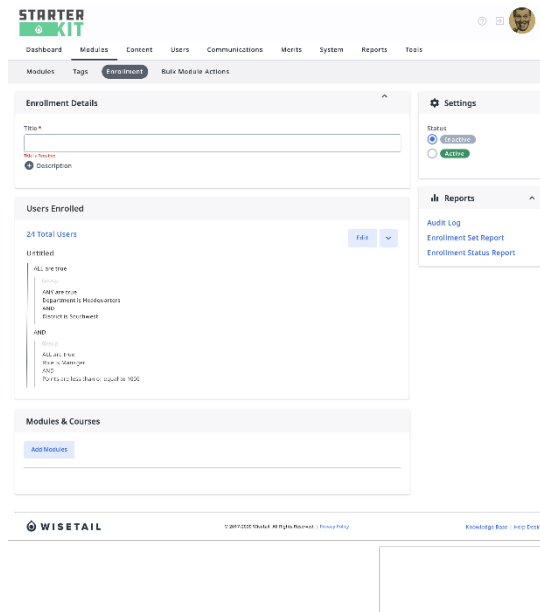


Figure 2 – Admin Tool – Locked Audience

Audience Previews

Single-Role Enrollment

For users that have only one role with “Manage Enrollments” abilities, when creating new enrollments, an Admin will be able to see the details of their defined audience when creating an enrollment. The audience for this admin is locked and cannot be edited. The rules engine can still be applied to this enrollment if further rules are desired.



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Dashboard Modules Content Users Communications Merits System Reports Tools

Modules Tags **Enrollment** Bulk Module Actions

Enrollment Details

Title *

Description

Users Enrolled

24 Total Users [Add](#)

Unfiltered

- ALL (24)
 - ALL (24)
 - Equipment Maintenance
 - AMM
 - Research Equipment
 - AMM
 - ALL (14)
 - Research Equipment
 - AMM
 - Research Equipment
 - AMM
 - Research Equipment

Modules & Courses

[Add Modules](#)

Settings

Status

Inactive

Active

Reports

- Audit Log
- Enrollment Set Report
- Enrollment Status Report

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Figure 3 – Admin Tool – Create Enrollment

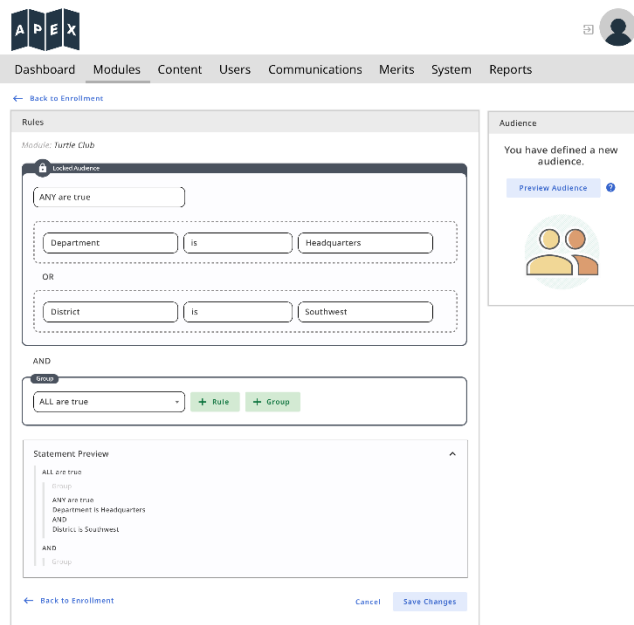


Figure 4 – Admin Tool – Module Settings

Multi-Role Enrollment

For users that have multiple roles assigned, and more than one of those roles have “Manage Enrollments” enabled, the user can create different enrollments for each of their roles and associated audiences.

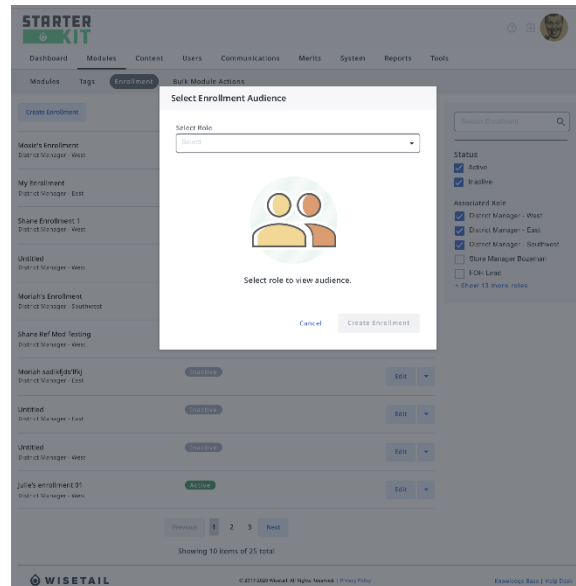


Figure 5 – Admin Tool – Create Enrollment – Select Audience

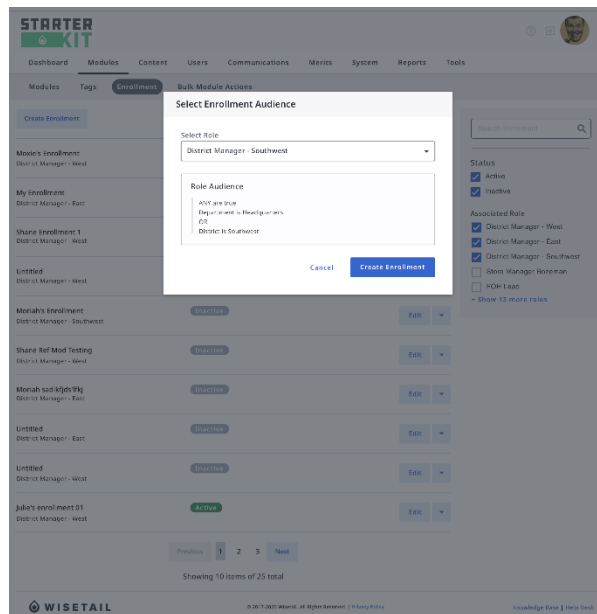


Figure 6 – Admin Tool – Module Settings

After selecting the role for which an enrollment is being created, within the Enrollment Details page an “Info” widget to the left will be visible and shows the role this enrollment is created for.

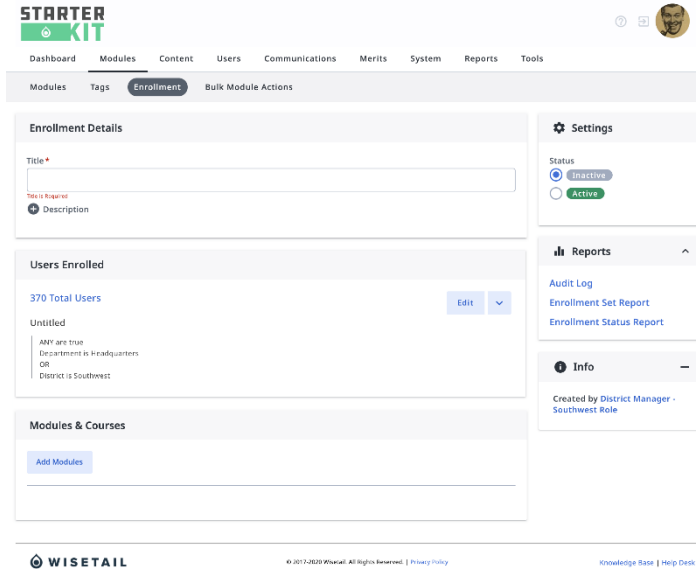


Figure 7 – Admin Tool – Module Settings

Editing Role Audiences

When the audience of an existing custom role with “Manage Enrollments” enabled is changed in some way, the Super Admin will be notified of the effects of this change. A modal will appear when the Admin clicks “Save Changes” – the Admin will need to acknowledge the changes by checking the checkbox within the modal to save and update changes.

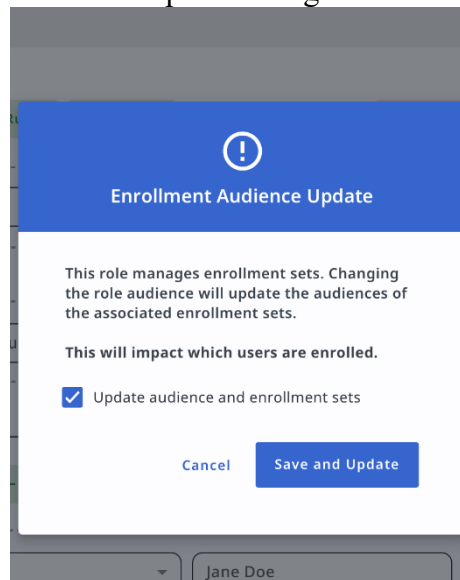


Figure 8 – Admin Tool – Roles - Edit Audience Modal

Deleting Custom Role

When deleting a custom role with “Manage Enrollments” enabled, the Super Admin will see a pop-up modal outlining the effects deleting this role may have on existing enrollments. The Admin will need to acknowledge the effects of the change prior to deleting the role.

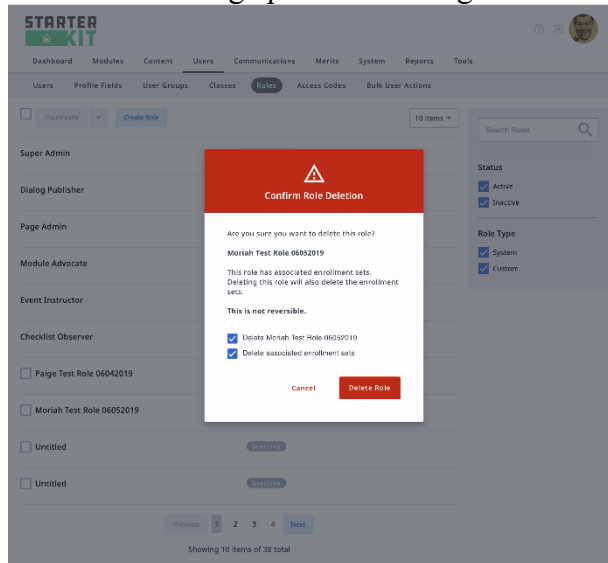


Figure 9 – Admin Tool – Roles – Delete Role

Enrollment Details

Role Information

New details about the enrollment have been added to the Enrollment Details page! When creating a new enrollment, Admins will be able to see the role the enrollment was created for, as well as the corresponding audience that the enrollment applies to. This information will only appear for Admins that have multiple roles. If the Admin has only one role, this is not visible.

New Filters

Two new filters have been added to the Enrollments page to make it easier to find what you’re looking for!

- Active/Inactive: filter by the status of the Enrollment
- Associated Role: filter by the roles that the user has been granted. If the user has only one role, this filter will not appear

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Dashboard Modules Content Users Communications Merits System Reports Tools

Modules Tags **Enrollment** Bulk Module Actions

Create Enrollment 10 Items ▾

Search Enrollment 🔍

Moxie's Enrollment District Manager - West	Active	Edit ▾
My Enrollment District Manager - East	Active	Edit ▾
Shane Enrollment 1 District Manager - West	Active	Edit ▾
Untitled District Manager - West	Inactive	Edit ▾
Moriah's Enrollment District Manager - Southwest	Inactive	Edit ▾
Shane Ref Mod Testing District Manager - West	Inactive	Edit ▾
Moriah sadkjdsjfdj District Manager - East	Inactive	Edit ▾
Untitled District Manager - East	Inactive	Edit ▾
Untitled District Manager - West	Inactive	Edit ▾
Julie's enrollment 01 District Manager - West	Active	Edit ▾

Status

Active

Inactive

Associated Role

District Manager - West

District Manager - East

District Manager - Southwest

Store Manager Bozeman

FOH Lead

[+ Show 13 more roles](#)

Previous 1 2 3 Next

Showing 10 items of 25 total

Figure 10 – Admin Tool – Module Settings

User-Contributed (UC) Module Management based on User-Contributed (UC) Media Updates

The admin user now has the ability to indirectly update the state of the UC modules when updates are made to the UC media that had created those modules initially. The various permutations of scenarios and their outcomes are listed in the table below:

UC Media State	UC Module State	
	UC module contains only UC media	UC module contains other media than the UC media
Delete User-Contributed Media	<ul style="list-style-type: none"> ● UC Module is moved to Inactive state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>. 	<ul style="list-style-type: none"> ● UC Module is left in Active state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>.
Disapprove User-Contributed Media	<ul style="list-style-type: none"> ● UC Module is moved to Inactive state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>. 	<ul style="list-style-type: none"> ● UC Module is left in Active state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>.
Pending State for User-Contributed Media	<ul style="list-style-type: none"> ● UC Module is moved to Inactive state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>. 	<ul style="list-style-type: none"> ● UC Module is left in Active state. ● UC Module thumbnail restored to default site thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>.
Re-approved User-Contributed Media	<ul style="list-style-type: none"> ● UC Module is moved to Active state. ● UC Module thumbnail updated to UC media thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>. 	<ul style="list-style-type: none"> ● UC Module is moved to Active state. ● UC Module thumbnail updated to UC media thumbnail. ● Update thumbnail event logged in <i>Audit Log</i>. <p><i>Note:</i> <i>If other media is inserted in an empty inactive UC module, the UC</i></p>

UC Media State	UC Module State	
	UC module contains only UC media	UC module contains other media than the UC media
		<i>Module will not auto-reactivate until the UC Media is re-approved.</i>

Figure 11 – User-Contributed Module Management based on User-Contributed Media Updates

Should an admin user attempt to reactivate a user-contributed module that is inactive AND that does not have any content attached to the user-contributed module, the admin user will see the following message:

“Hang on! [Module Title] cannot be activated, because it does not have any content. Edit the module and add content to activate it.”

The admin user will then have access to a single button that indicates “*Ok, Got it*” and returns the admin user back to the previous screen in the LMS.

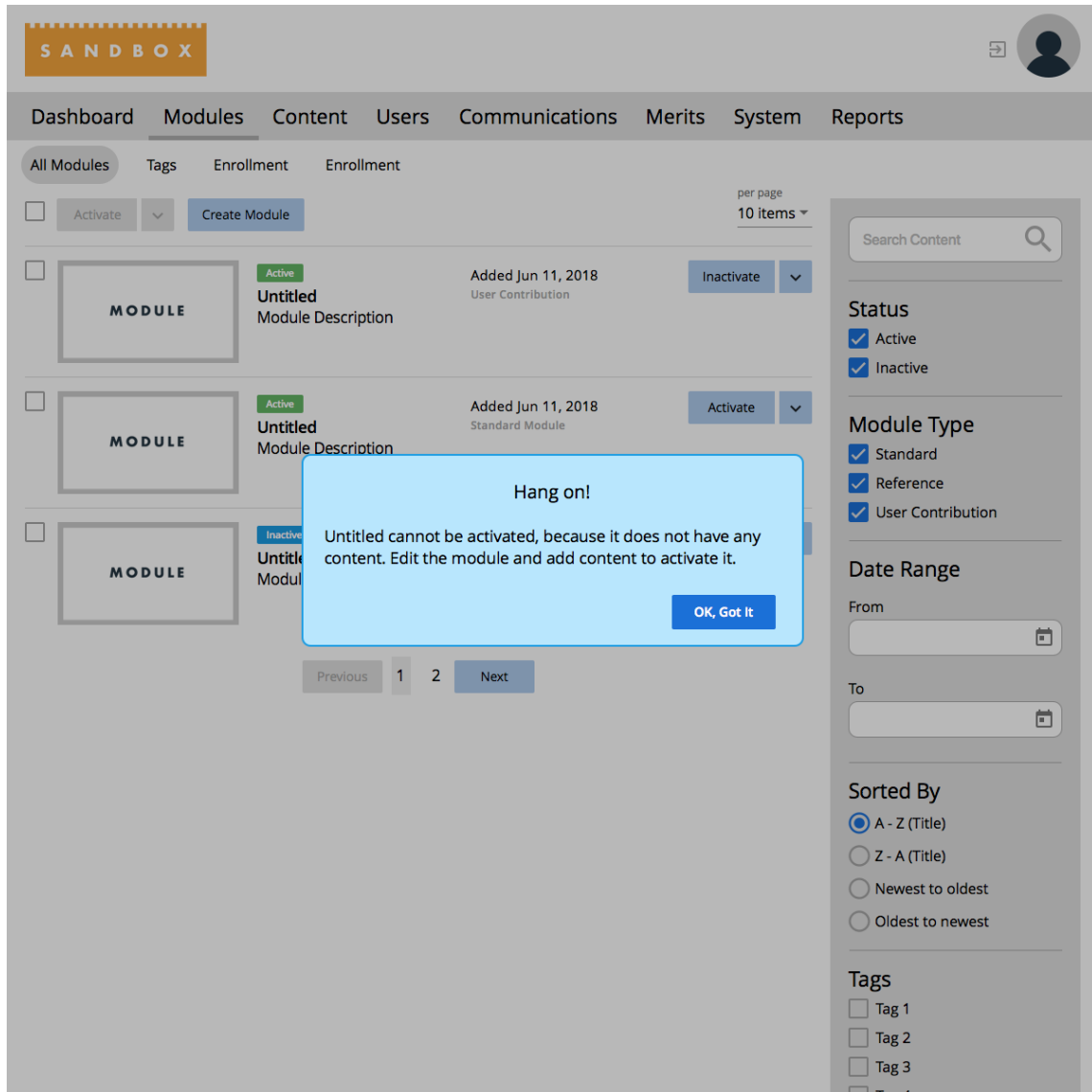


Figure 12 – Reactivating a UC Module with no Content

User Specific Observation Checklist Queue Enhancements

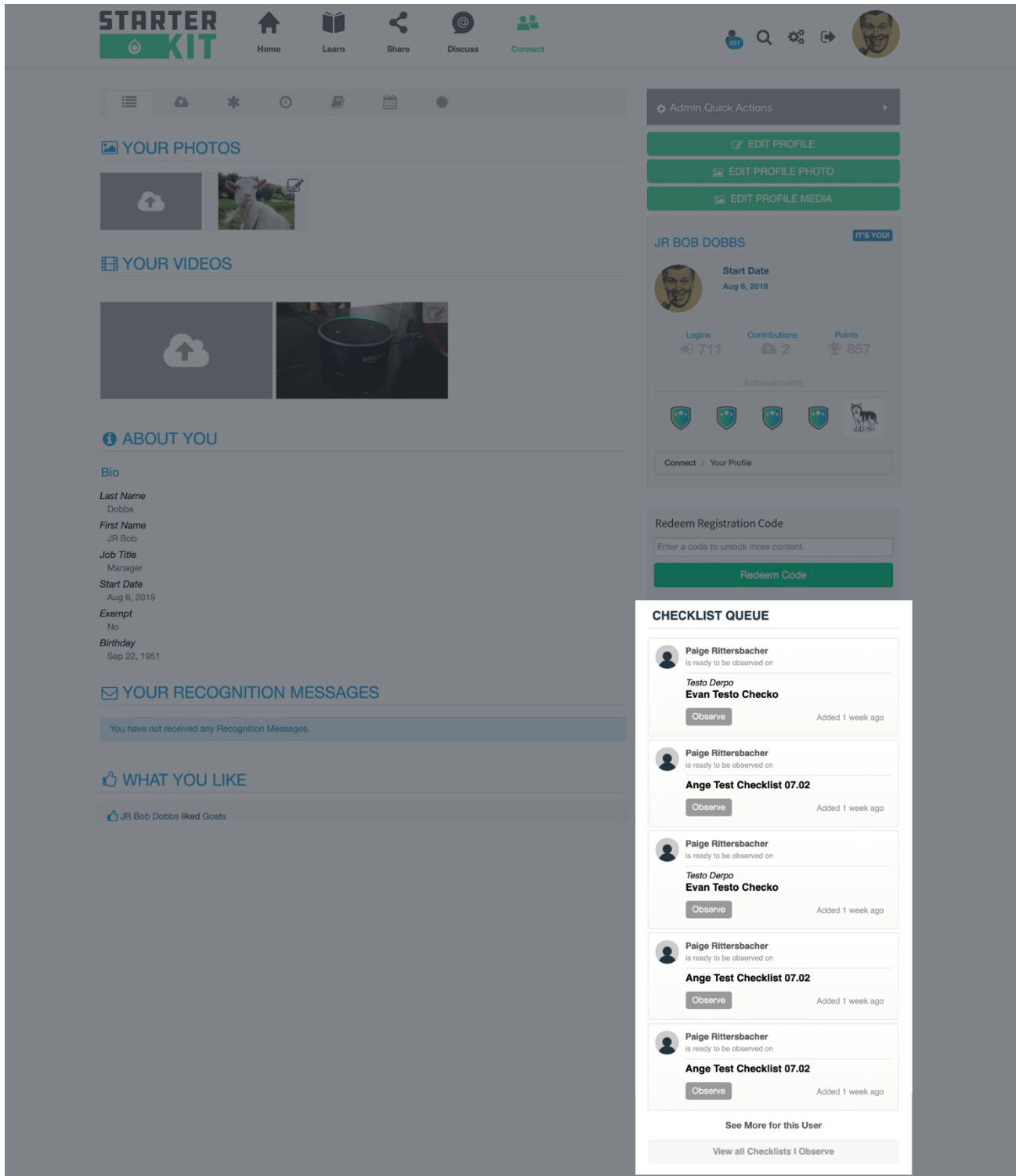
The user profile view in the learner tool will now have the ability to showcase the Observation Checklists that are in queue for that user.

As long as the admin user accessing the learner user profile has:

- The learner user as part of their admin role audience AND
- The admin ability to observe learner users

The observer admin user will see the following for a learner user that has unobserved checklists in their user profile:

- The name of the learner user
- The Observation Checklist that the user is ready to be observed on
- An *Observe* button for the individual Observation Checklist entry
- An *Added since* time indicator to showcase how long ago the Observation Checklist has been in queue for the learner user
- The default ordering of the items in the Observation Checklist queue will be oldest Observation Checklist queue item to newest Observation Checklist queue item from first to last item displayed in the queue.
- A maximum of five (5) Observation Checklist queue items will be displayed in the Observation Checklist queue UI.



STARTER KIT Home Learn Share Discuss Connect

Admin Quick Actions

- EDIT PROFILE
- EDIT PROFILE PHOTO
- EDIT PROFILE MEDIA

JR BOB DOBBS IT'S YOU!

Start Date
Aug 6, 2019

Logins 711 Contributions 2 Points 857

Achievements

Connect / Your Profile

Redeem Registration Code

Enter a code to unlock more content.

Redeem Code

CHECKLIST QUEUE

- Paige Rittersbacher is ready to be observed on
Testo Derpo Evan Testo Checko
Observe Added 1 week ago
- Paige Rittersbacher is ready to be observed on
Ange Test Checklist 07.02
Observe Added 1 week ago
- Paige Rittersbacher is ready to be observed on
Testo Derpo Evan Testo Checko
Observe Added 1 week ago
- Paige Rittersbacher is ready to be observed on
Ange Test Checklist 07.02
Observe Added 1 week ago
- Paige Rittersbacher is ready to be observed on
Ange Test Checklist 07.02
Observe Added 1 week ago

See More for this User

View all Checklists | Observe

Figure 13 – Observation Checklist Queue on Learner Tool User Profile

The interaction areas in the checklist queue will be as follows:

1. The name of the learner user will simply bring the observer admin back to the same user profile page on the learner tool.
2. The Observation Checklist Title will take the observer admin to the specific Observation Checklist in the admin tool.
3. The “Observe” button will take the observer admin in observer view of the Observation Checklist in the learner tool.
4. The “See More for this User” will allow the observer admin to show an additional five (5) Observation Checklist queue items to be added to the already number of Observation Checklist items that are being displayed in the queue.

The observer admin can continue to choose “Show More for this User” to grow the list of Observation Checklist queue items to display even more items (if any) after selecting it the first time.

5. The “View all Checklists | Observe” button will take the observer admin user to the *Content > Checklists* section where the observer admin can see all the checklists in the LMS.

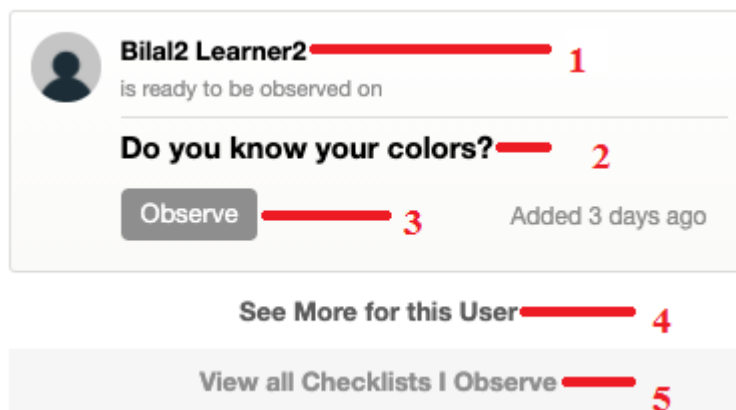


Figure 14 – Observation Checklist Queue – Interaction Areas

If a Learner user or a non-observer admin access the user profile, they will see a less actionable version of the checklist queue. The difference for these two user types will be:

1. Observation Checklist Title will not be selectable
2. The “Observe” button will be hidden
3. The “View all Checklists | Observe” button will be hidden

Note: A non-observer admin is defined as an admin user that does not have the learner user as part of their checklist observation group audience.

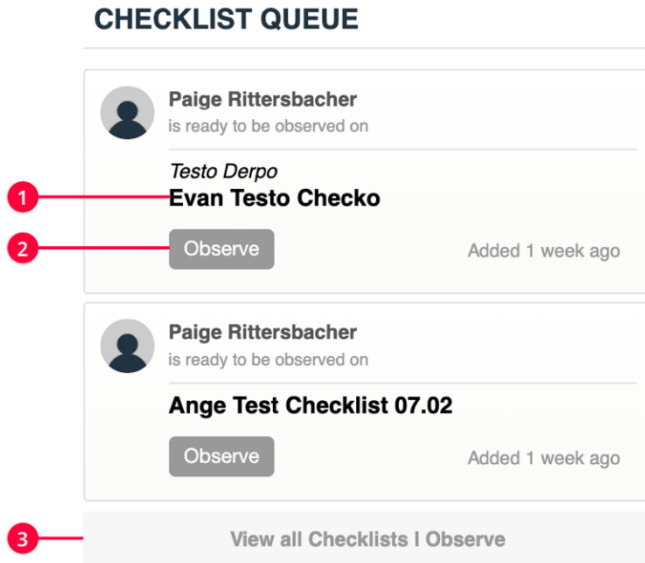


Figure 15 – Observation Checklist Queue – Learner or Non-Observer admin view

If the observer admin user accesses a learner user profile that is NOT part of the observer admin users role audience OR there are no more Observation Checklists that are in queue for that learner user, then the observer admin user will be a the following message:

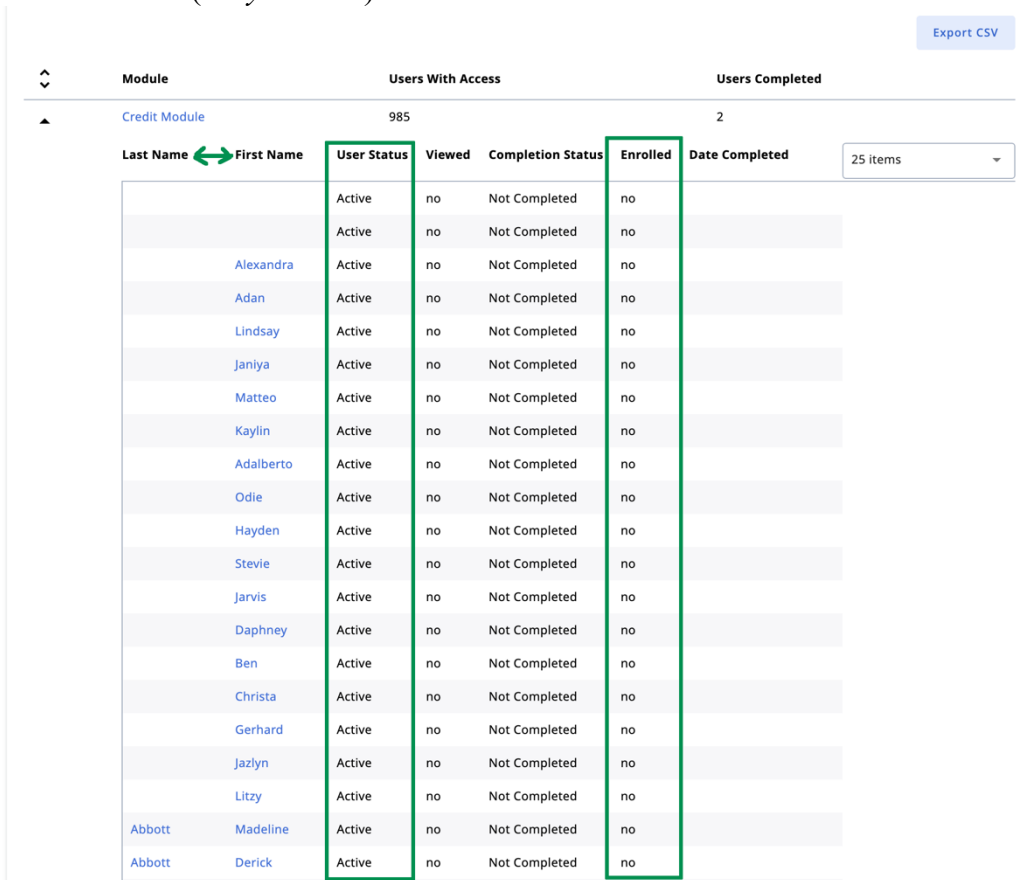


Figure 16 – Observation Checklist Empty Queue

Multi-Module Completion Report (MMCR) Preview Enhancements

The MMCR preview has now been updated to match the order of data displayed on the MMCR csv export so that the admin user can now have a more consistent experience across the UI preview as well as the data extract via the csv export. These changes to the UI preview include:

- Reversing the order of the *Last Name* and *First Name* columns to match that of the csv export. This also ensures it will be easier to locate a specific user since the MMCR is ordered by *Last Name* ascending to match the ordering of data in the csv export.
- The column *User Status* has been added between the *First Name* and *Viewed* columns and now displays information with regards to the specific users status within the LMS (i.e. *Active* or *Inactive*).
- The column *Enrolled* has been added between the *Completion Status* and *Date Completed* columns and now displays information with regards to the specific users enrolment status within the LMS (i.e. *yes* or *no*).



[Export CSV](#)

Module		Users With Access	Users Completed			
Credit Module		985	2			
Last Name	First Name	User Status	Viewed	Completion Status	Enrolled	Date Completed
		Active	no	Not Completed	no	
		Active	no	Not Completed	no	
Alexandra		Active	no	Not Completed	no	
Adan		Active	no	Not Completed	no	
Lindsay		Active	no	Not Completed	no	
Janiya		Active	no	Not Completed	no	
Matteo		Active	no	Not Completed	no	
Kaylin		Active	no	Not Completed	no	
Adalberto		Active	no	Not Completed	no	
Odie		Active	no	Not Completed	no	
Hayden		Active	no	Not Completed	no	
Stevie		Active	no	Not Completed	no	
Jarvis		Active	no	Not Completed	no	
Daphney		Active	no	Not Completed	no	
Ben		Active	no	Not Completed	no	
Christa		Active	no	Not Completed	no	
Gerhard		Active	no	Not Completed	no	
Jazlyn		Active	no	Not Completed	no	
Litzy		Active	no	Not Completed	no	
Abbott	Madeline	Active	no	Not Completed	no	
Abbott	Derick	Active	no	Not Completed	no	

25 items

Figure 17 – MMCR – UI Preview Enhancements

Test Report Enhancements

The Test Report now has added configurability to allow to view Test Reports only for a user with no Test selection.

The UI preview and csv exports will show updated data pertaining to the test result report:

Results							
25 items							
Export CSV							
↕	Test Title	Overall Result	Attempts	Attempts Allowed	Attempts Average	Best Score	Date of Last Attempt
▼	Server Day 1	Passed	1	3	100	100	2020-03-10
▼	Server Day 1	Passed	1	3	93	93	2019-05-22
▼	Server Day 1	Passed	2	3	93	93.33	2020-01-28
▼	Server Day 1	Passed	1	3	95	95	2020-07-15
▼	Server Day 1	Passed	1	3	100	100	2020-03-07
▼	Server Day 1	Passed	2	3	83	100	2020-03-13
▼	Server Day 1	Passed	2	3	100	100	2020-01-24
▼	Server Day 1	Passed	2	3	74	87	2019-05-08
▼	Server Day 1	Passed	1	3	100	100	2020-03-04
▼	Server Day 1	Passed	1	3	87	87	2019-09-18
▼	Server Day 1	Passed	1	3	93	93	2019-08-24

Previous 1 2 3 4 5 ... 27 Next

Figure 18 – Test Report UI preview for only a User Selection

Streamlined Module Embedding Options

The ability to upload various types of content to a module has been updated and improved to provide a more seamless experience:

- The ability to take HTML code and embed items into a module will now **only** be available from the *Embed* pill.
- The *Document* pill option will now handle the ability to:
 - Attach a document to a module as a downloadable resource OR
 - Attach **ONLY** a PDF document to a module to be rendered and viewed live within the module (i.e. without the need to download the PDF).
- The *Video* and *Image* pill will no longer have the option to embed.

The *Embed* pill remains the same with a few minor tweaks to inform the user of browser security restrictions

- When selecting the *New Embed* pill, the admin user is notified via a **red** warning message that attempting to embed any content from the Wisetail LMS media library will not work since new browser restrictions forbid the loading of unknown URL information within a webpage.
- Furthermore, if the “Embedded Content” field were to detect any mention of content from the Wisetail LMS media library, the “Save” option will remain disabled until the mention of the URL for the Wisetail LMS media library is removed from the “Embedded Content” field.

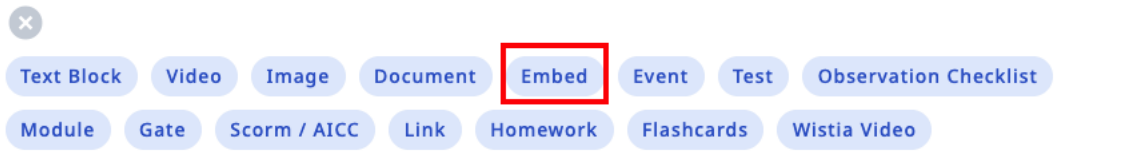


Figure 19 – Embed Pill



Figure 20 – New Embed Pill

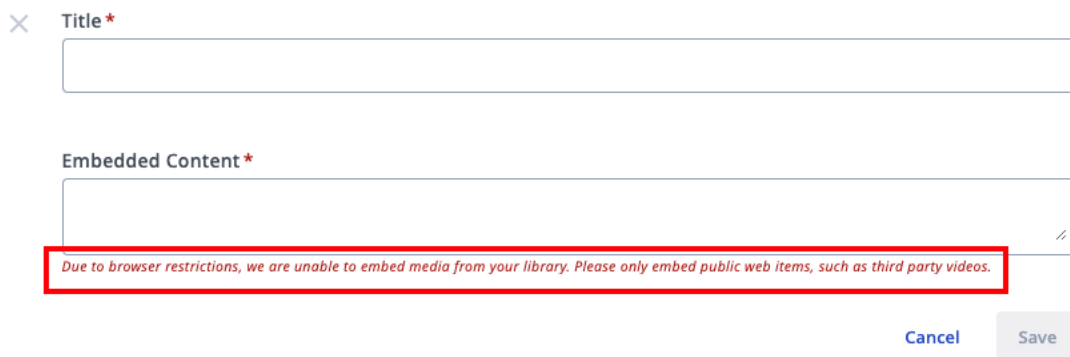
A form with a close button (X) in the top left. It has two text input fields: 'Title *' and 'Embedded Content *'. Below the 'Embedded Content *' field, there is a red-bordered warning message: "Due to browser restrictions, we are unable to embed media from your library. Please only embed public web items, such as third party videos." At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 21 – New Embed Warning Message

The *Document* pill has been updated to provide more concise messaging as well filtered viewing and rendering of PDFs within a module.

- *Downloadable Document* – where the admin user can choose any document to link as a downloadable attachment to the module.
 - *Upload Document* – This sub-option will allow the admin user to navigate the local drive of their device to upload and attach an appropriate document to the module.
 - *Select from Library* – This sub-option will allow the admin user to navigate their Wisetail LMS media library to attach an appropriate document to the module.

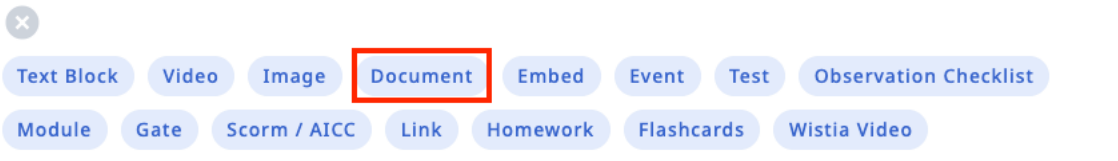


Figure 22 – Document Pill

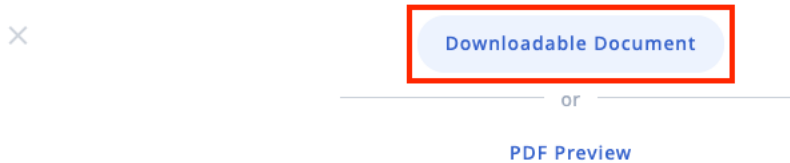


Figure 23 – Downloadable Document Pill

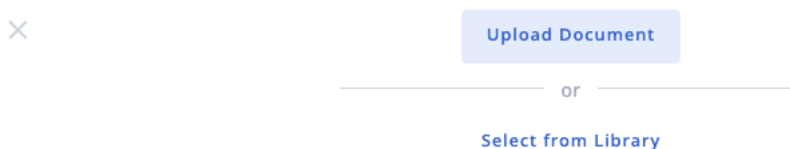


Figure 24 – Downloadable Document Pill – Sub-Options

- *PDF Preview* – where the admin user can choose only PDF documents to attach to a module in order for it be rendered and displayed on the learner tool interface.
 - *PDF Upload* – This sub-option will allow the admin user to navigate the local drive of their device to upload and attach a PDF document to the module. The file browser selection view will be filtered to show PDF items only.
 - *Select from Library* – This sub-option will allow the admin user to navigate their Wisetail LMS media library to attach a PDF document to the module. The library selection view will be filtered to show PDF items only.

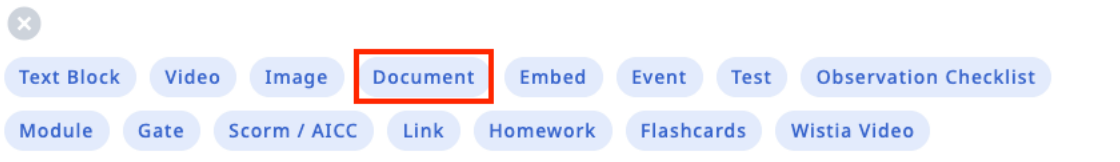


Figure 25 – Document Pill

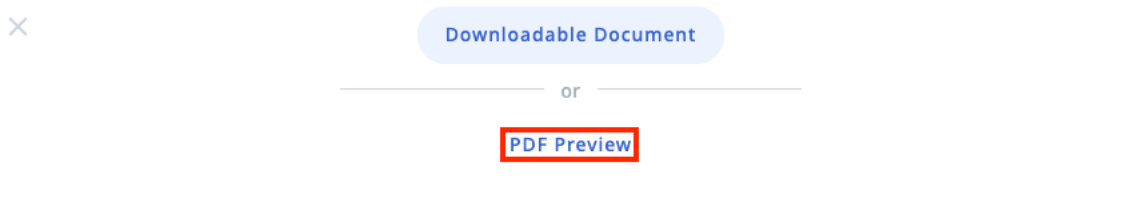


Figure 26 – PDF Preview Pill



Figure 27 – PDF Preview Pill – Sub-Options

The *Video* and *Image* pill have been simplified by removing the sub-options of *Embed Video* and *Embed Image* pills respectively.



Figure 28 – Removal of Embed Video and Embed Image Pills

Homework Auto-Approval for Super Admins

Super admins no longer have to approve their own homework. The LMS will now recognize that the user is a super admin and will auto-approve any homework submitted by the super admin user. The auto-approval will also be logged and tracked in the LMS system

New Event Summary and Event Details Reports

In order to provide further value and the ability to gain overall insight into Events and their respective Event Sessions, two reports have been created for the admin user to leverage

- Event Summary Report
- Event Details Report

The Event Summary Report will allow the super admin user a few configuration options:

- The admin user can choose a maximum of 10 events that they wish to generate the report for.
- The report will allow the option to *Manage Columns*. Any added columns will be inserted at the end of the table.
- Both the preview and the export will contain the following columns. Items in **green text** will be displayed by default and cannot be removed since they will be part of the “Columns Included”.
 - **Module Title** - Title of the module.
 - **Event Title** - Title of the event.
 - **Description** - Description of the event.
 - **State** - The state of the current Event. Either “Scheduled” or “Canceled”.
 - **Created by** - Appended first and last name of the user who created the event.
 - **Sessions** - Display a count of all the event sessions for the specific event.
 - **Attending** - Display a count of all the users attending the event sessions associated to the event.

- **Waitlisted** - Display a count of all the users waitlisted for the event sessions associated to the event.
- **Created At** - Date/time when the event was created displayed in YYYY-MM-DD hh:mm:ss TMZ
- **Updated At** - Date/time when the event was last updated displayed in YYYY-MM-DD hh:mm:ss TMZ
- **Updated By** - Appended first and last name of the user that updated the event

If there are multiple modules associated to an event, the Event Summary Report will display row entries corresponding to the number of modules that are associated to that event.

Furthermore, changing the date range for the Event Summary Report will not display more row entries in the table. Instead, changing the date range will simply update the numerical values displayed in the *Sessions*, *Attending* and *Waitlisted* columns to reflect the number of users based on the date range selected.

Events

EVENT

Bilal's Test Event

Active

Event created: **November 23, 2020**

Event last modified: **November 23, 2020**

Clear

Start date

End date

Range

Filter Report Results Add Filter

No filters created.

Events 25 items ▼ Export CSV ▼

Module Title	Event Title	Description	State	Created By	Sessions	Attending	Waitlisted	Created
Bilal Test Module	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-05:29:23 MST
Bilal Test Module	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-05:29:23 MST
Module with Event URL	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-05:29:23 MST

Figure 29 – Event Summary Report – UI Preview

Event Summary Report		Date: 2021-01-06 15:51:34 MST								
Module Title	Event Title	Description	State	Created By	Sessions	Attending	Waitlisted	Created At	Updated At	Updated By
Bilal Test Module	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-23 05:29:23 MST	2020-11-23 05:29:32 MST	Automation Profile
Bilal Test Module	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-23 05:29:23 MST	2020-11-23 05:29:32 MST	Automation Profile
Module with Event URL	Bilal's Test Event		Scheduled	Automation Profile	0	0	0	2020-11-23 05:29:23 MST	2020-11-23 05:29:32 MST	Automation Profile

Figure 30 – Event Summary Report – CSV Export

The Event Details Report will further expand upon the Event Summary Report and display actual Events and their associated sessions. Here are the configuration options:

- The report will have a multi-select checkbox selection that will have the following selections:
 - *Include Cancelled Sessions* - Will display all the sessions that have been cancelled as well as all other sessions (*Active* and *Past*). This checkbox will **NOT** be selected by default.
- The ability to choose a maximum of 10 events that they wish to generate the report for.
- The report will allow the option to *Manage Columns* and permit the user to select any of the profile fields to be attached to a report. Any added columns will be inserted at the end of the table.
- Both the preview and the export will contain the following columns. Items in **green text** will be displayed by default and cannot be removed since they will be part of the “Included Columns”.
 - ***Event Title*** - Title of the event (default sorted alpha-numeric ascending).
 - ***Event Description*** - Description of the event.
 - ***Event State*** - The state of the current Event. Either “Scheduled” or “Canceled”.
 - ***Event Created By*** - Appended first and last name of the user.
 - ***Session Title*** - Title of the event session.
 - ***Session Description*** - Description of the event session.
 - ***Session State*** - The state of the current Event session will be either *Canceled Session*, *Past Session* or *Active Session*. Past and Active will both work with a value of “1” but will be dependent on the current date to indicate when the session state is in the past or is active.
 - ***Locked Session*** - A *Yes* if the event session wait list is locked. A *No* if the event session is unlocked.
 - ***Session Capacity*** - A whole number to indicate the count of team members that can attend the event.
 - ***Session Start Date*** - Date/time when the event session is to start displayed in YYYY-MM-DD hh:mm:ss TMZ.
 - ***Session End Date*** - Date/time when the event session is to end displayed in YYYY-MM-DD hh:mm:ss TMZ.

- **Session Location** – Address for the location of the session.
- **Session Created By** - Appended first and last name of the user who created the session.
- **Username** - Displays the username of a user that is attached to the session.
- **First Name** – Displays the first name of the user that is attached to the session.
- **Last Name** – Displays the last name of the user that is attached to the session.
- **Attended** - A **Yes** if the user attended the event session. A **No** if the user did not attend the event session
- **Waitlisted** - A **Yes** if the user is waitlisted for the event session. A **No** if the user is not waitlisted for the event session
- **Event Created At** - Date/time when the event was created displayed in YYYY-MM-DD hh:mm:ss TMZ..
- **Event Updated At** - Date/time when the event was last updated displayed in YYYY-MM-DD hh:mm:ss TMZ.
- **Event Updated By** - Appended first and last name of the user that updated the event.
- **Session Created At** - Date/time when the session was created displayed in YYYY-MM-DD hh:mm:ss TMZ.
- **Session Updated At** - Date/time when the session was last updated displayed in YYYY-MM-DD hh:mm:ss TMZ.
- **Session Updated By** - Appended first and last name of the user that updated the event session

If there are multiple event sessions associated to an event AND multiple users associated to an event session, the Event Details Report will display individual row entries corresponding to each unique combination of Event + Event Session + Event Session Attendee.

Event Details Report Details

Include Canceled Sessions

Report type: **System Report**
Report created: **January 6, 2021 @ 5:23 PM CST**

Events

EVENT

Bilal's Test Event
Active

Event created: **November 23, 2020**
Event last modified: **November 23, 2020**

Clear

Start date: End date: Range:

Filter Report Results

Add Filter

No filters created.

Users

25 items Export CSV

Event Title	Event Description	Event State	Event Created By	Session Title	Session Description	Session State	Locked
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes

Figure 31 – Event Details Report – UI Preview

Event Title	Event Description	Event State	Event Created By	Session Title	Session Description	Session State	Locked Session	Session Capacity	Session Start Date	Session End Date	Session Location	Session Created By	Username	First Name
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes	4	2020-12-01 04:00:06 MST	2020-12-31 04:00:06 MST	67 Mowat Ave 67 Mowat Ave, Toronto, ON M6K 3L5, Canada	Automation Profile	SoumyaD	Soumya Admin
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes	4	2020-12-01 04:00:06 MST	2020-12-31 04:00:06 MST	67 Mowat Ave 67 Mowat Ave, Toronto, ON M6K 3L5, Canada	Automation Profile	TestIndi	Test
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes	4	2020-12-01 04:00:06 MST	2020-12-31 04:00:06 MST	67 Mowat Ave 67 Mowat Ave, Toronto, ON M6K 3L5, Canada	Automation Profile	SuperBilal	Super
Bilal's Test Event		Scheduled	Automation Profile	Bilal's Test Event Session Title	Description for test event session	Past Session	Yes	4	2020-12-01 04:00:06 MST	2020-12-31 04:00:06 MST	67 Mowat Ave 67 Mowat Ave, Toronto, ON M6K 3L5, Canada	Automation Profile	bilal	bilal

Figure 32 – Event Details Report – CSV Export