

Competency Performance Reports



Navigate to Reporting

- Go to the navigation bar.
- Under Funder Tools, select Reporting.

Or go directly to:

<https://wsfl.onrender.com/Reporting>.

The screenshot shows the Water Skills for Life dashboard with a blue header. In the top right corner, there are links for Dashboard, Funder Tools, Forms, Staff, eLearning, Create User, Profile, and Logout. Below the header, there's a "Welcome, FUNAdmin!" message and a note that the user is logged in as Example Funder (funder) staff with Adminstrative privileges. A timestamp indicates the session was opened on Wednesday, 25 June 2025, at 09:09 PM. The main area features four cards: Overview, Class Lookup, Provider Maintenance, and Reporting. The Reporting card is highlighted with a callout box containing the text "Manage funder/provider reports" and a "Click here" button. The background of the dashboard has a stylized blue wave pattern.

Choose Report Type

- In the Report Options panel, select a report type from the dropdown.
- For now, choose Funder Report.

Set the Reporting Term

- Select a term from the Reporting Term dropdown (e.g., Term 2, 2025).

The screenshot shows the "Report Options" page. At the top, there are links for Dashboard, Funder Tools, Forms, Staff, eLearning, Create User, Profile, and Logout. On the left, a "Report Options" sidebar includes a "Report Type" dropdown set to "Funder Report", a "Reporting Term" dropdown set to "Term 2, 2025", and a "View Report" button. To the right, a "Report Output" section displays the message "Select a report type and options to view output." The background features a large, stylized blue wave graphic.

View the Report

- Click View Report to generate a Funder National Competency Achievement Report.

⚠ Note: This may take a while as it pulls live data from the database.

Export the Report

- Once generated, scroll down to the Download buttons.
- Choose either Download PDF or Download PNG, depending on your needs.

The screenshot shows the "Competency Report for Example Funder" page. It features three main sections: "Competencies Related to Years 5-8", "Competencies Related to Years 9-10", and "Competencies Related to Years 11-12". Each section contains a grid of competency achievement data with color-coded bars. At the bottom of the page, there are two download buttons: "Download PDF" and "Download PNG". The background has a stylized blue wave pattern.

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WATER SKILLS FOR LIFE

DATABASE 2025

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Step-by-step guide and supporting video tutorials

