How to: View induction result (1 Specific Induction)

This is a how-to guide on viewing the results of a specific induction module in the AUT Events Induction Portal.

This includes a page overview, what each section contains, how to export reports and view the user the options in the assignment table.
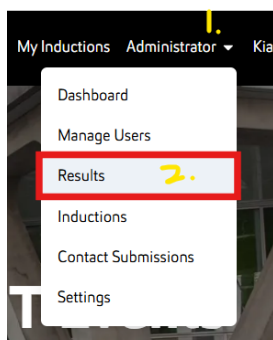
Manager or Administrator access required

Last updated by Thomas Brears on 01/05/25. V1.0

1. Navigate to the results hub page

Use the "View Results" button from the management dashboard on the Results card, or use the navigation page dropdown and select "Results"
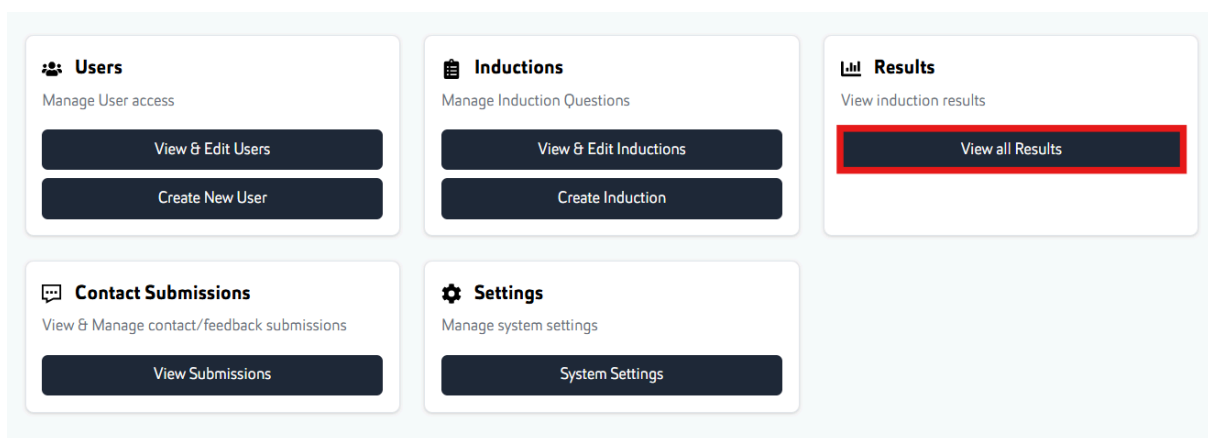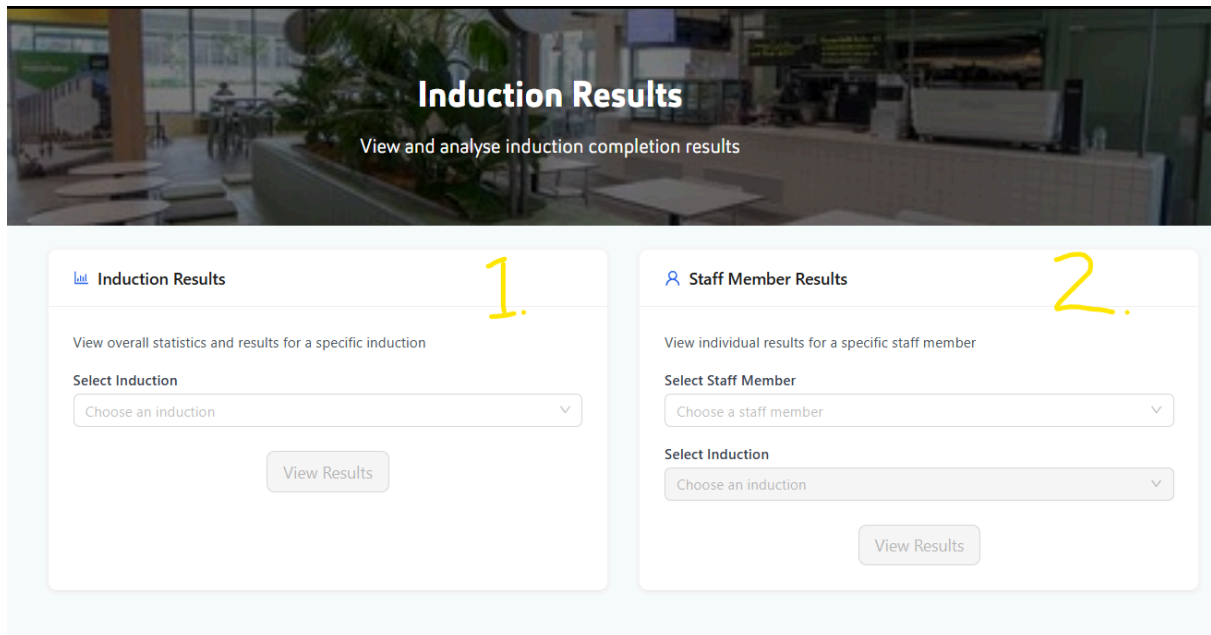

OR

NOTE: For administrators, this dropdown text in the navigation is called Administrator, and for Managers, it is called Manager

This is the results hub:

The first section (left) can be used to view the results for a single selected induction.
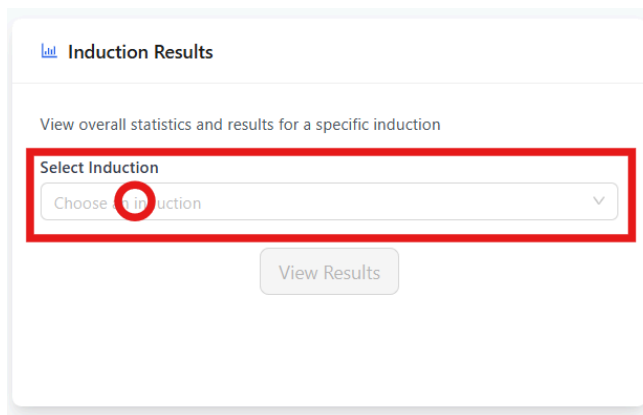
The second section (Right) can be used to view the results of a user's attempt at the selected induction.

This how-to guide looks at the first results view, for one specific induction; let's take a look:
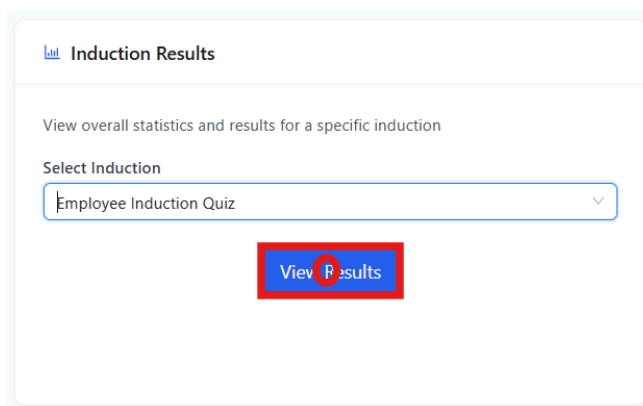
2. Search & Select the Induction:

Click the dropdown field within the Induction Results card
(First, Left card that is titled "Induction Results")

Search for the induction module you would like to view results for
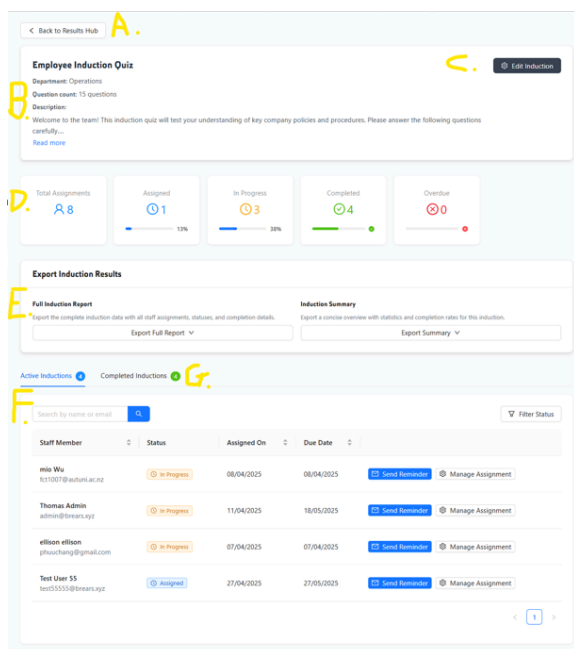Then select the induction.
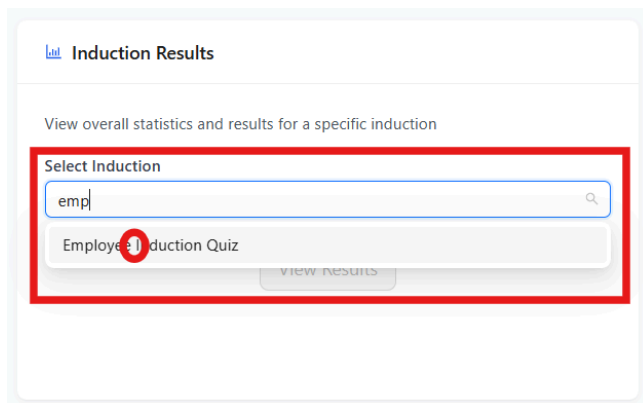
Then click the blue "View Results" button.
(If it is not blue, you have not yet selected an induction)

You are now taken to the page with the overview for the selected induction module

3. Specific Results Page overview

a. Back **button to the results hub** (Back to step 2 of this guide)

b. **Induction overview section** - Includes title, department, number of questions, and description

c. Button that'll take you to the **edit induction page**

d. **Assignment overview** - Includes the total number of assignments to this induction and the status breakdown for the induction (Assigned (Default), In Progress, Completed and Overdue)

e. **Export results function**: Ability to export a full report or summary for this induction (Available in Excel and PDF formats)

f. **List of active assignments -** A list of all staff members currently assigned to this induction (Active means the induction status is either Assigned, In Progress or Overdue)

g. **List of completed assignments** - Those who have completed the induction module are displayed under the completed induction tab

4. Induction information:

The first section of the page is the overview section for the selected induction.

The module's title, assigned department, the number of questions, and description are included here.

The dark "Edit Induction" button will take you to the edit page for the induction you are currently on.
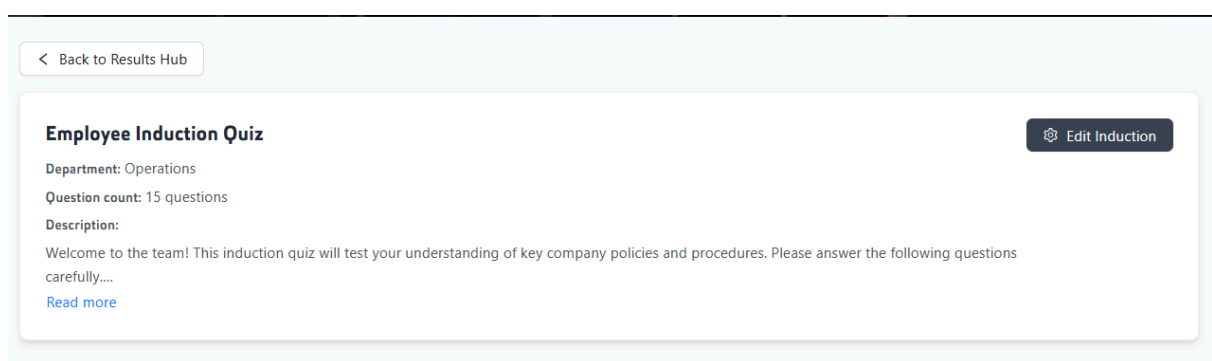
5. Assignment overview:

The second section includes the total number of assignments for this induction and a breakdown of their status. (statuses includess Assigned (Default), In Progress, Completed and Overdue)
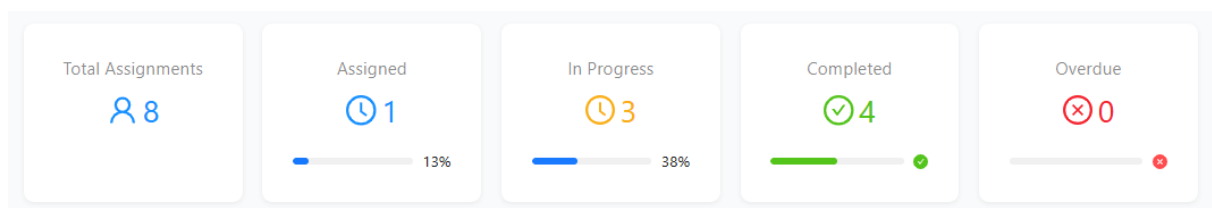
6. Exporting results:

You have two types of reports available to export:

1. **Full Report**
   The full report includes an overview of the induction details, the assignment and completion statistics, along with a table listing the staff member assignments with their status, assignment date, due date, completion date and time to complete

2. **Summary Report**

    The summary consists of only the assignment and completion statistics.

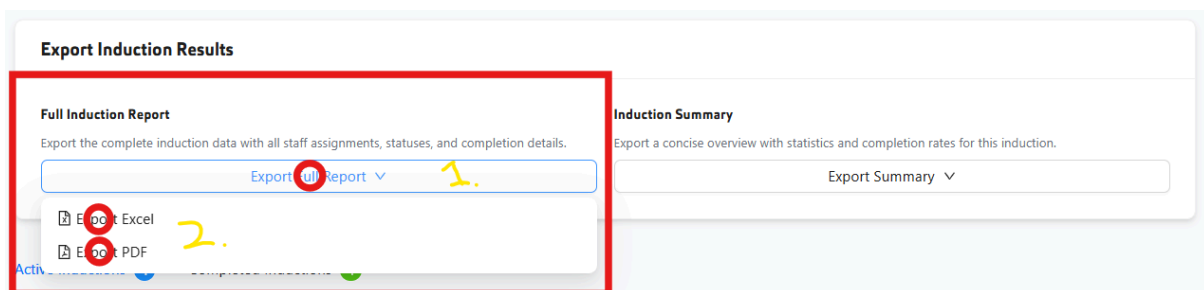**Each report can be exported as either a PDF or Excel file.**

6.1. Exporting a full report

Click the outlined button that says "Export Full Report",
Then select the export file type (Excel or PDF)

The file will then be prepared and downloaded to your device
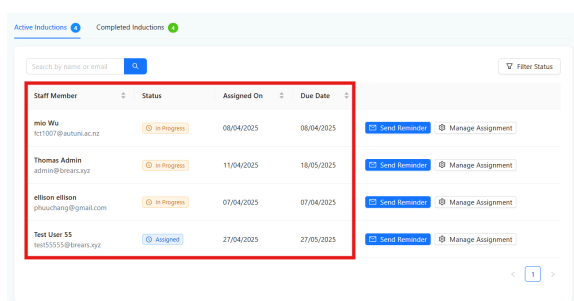(A nice animated download notification will show the status of the export in the top right of the screen)

6.2. Exporting a Summary

Click the outlined button that says "Export Summary",
Then select the export file type (Excel or PDF)

The file will then be prepared and downloaded to your device
(A nice animated download notification will show the status of the export in the top right of the screen)
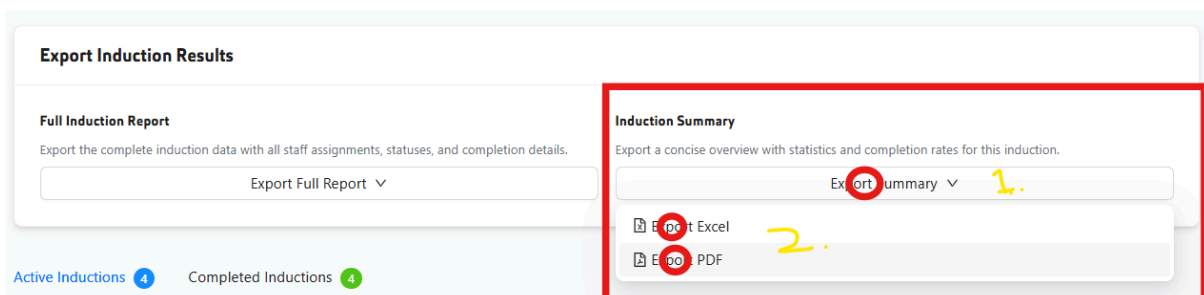
7. Viewing induction assignment (Active & Complete)

The final section of the page allows you to view both active and completed assignments for the selected induction module.

Use the tab at the top of the section to toggle between active and complete inductions.
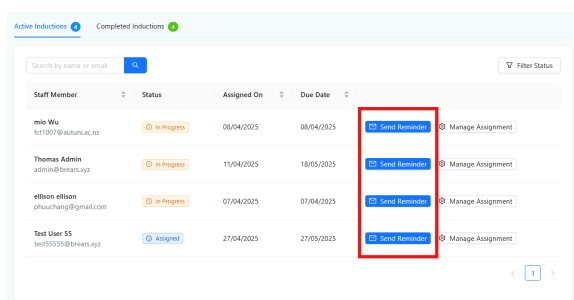
7.1. Active inductions overview

The active induction (Those with the status, Assigned (Default), In Progress or Overdue) are listed here
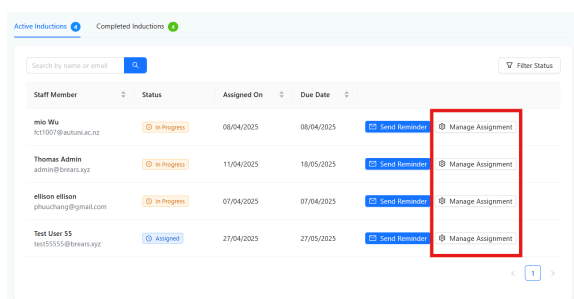
This table lists details, including the staff member's name, email, status, assignment date, and due date.

Clicking the blue "Send Reminder" button will send an email notification to the user, reminding them to complete their induction.

Clicking the outlined "Manage Assignment" button will take you to the manage assignment page for this user.

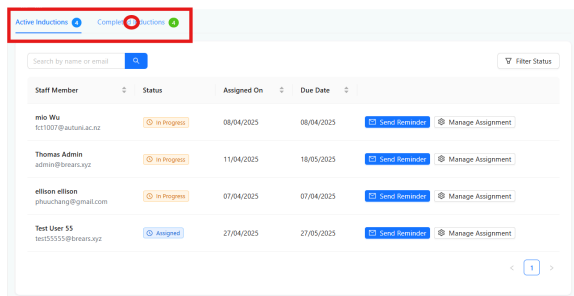The list of displayed users can be filtered by using either the:

1. Search Bar:
   Click the search bar and enter a user's name or email address to filter the displayed results
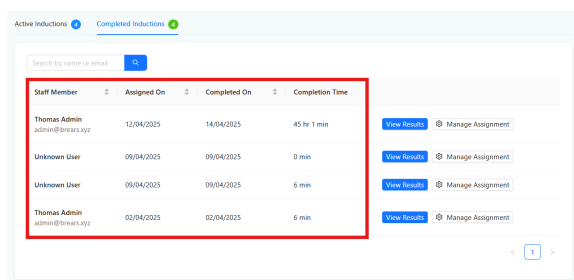
2. Filter Status dropdown:
   Click the outlined "Filter Status" buttons and select a status to filter the displayed results
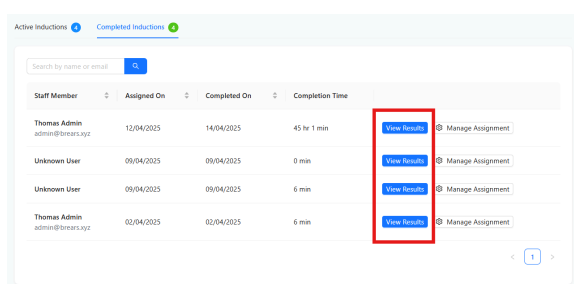
7.2. Completed induction overview

Click the Completed Induction tab to view completed inductions.

Only inductions with a status of 'complete' are displayed here.

This table lists details, including the staff member's name, email, assignment date, completion date and time taken.

Clicking the blue "View Results" button will take you to the results page for this staff member's attempt at the induction.

Clicking the outlined "Manage Assignment" button will take you to the manage assignment page for this user.

The list of displayed users can be filtered by using the search Bar:

Click the search bar and enter a user's name or email address to filter the displayed results

You are now an expert in viewing the results for an induction :)