

Create a Cross Customer report


Unlike the old Testwise platform, you do not need to access a separate URL (i.e. www.testingforschools.com/twcc) to manage your cross customer reports. Once at least one of the schools in your cluster have a sufficient quantity of test data for one or more students, you can create a cross customer report. Please log into your account ([www.testingforschools.com/\[customerID\]](http://www.testingforschools.com/[customerID])) and follow the steps below.

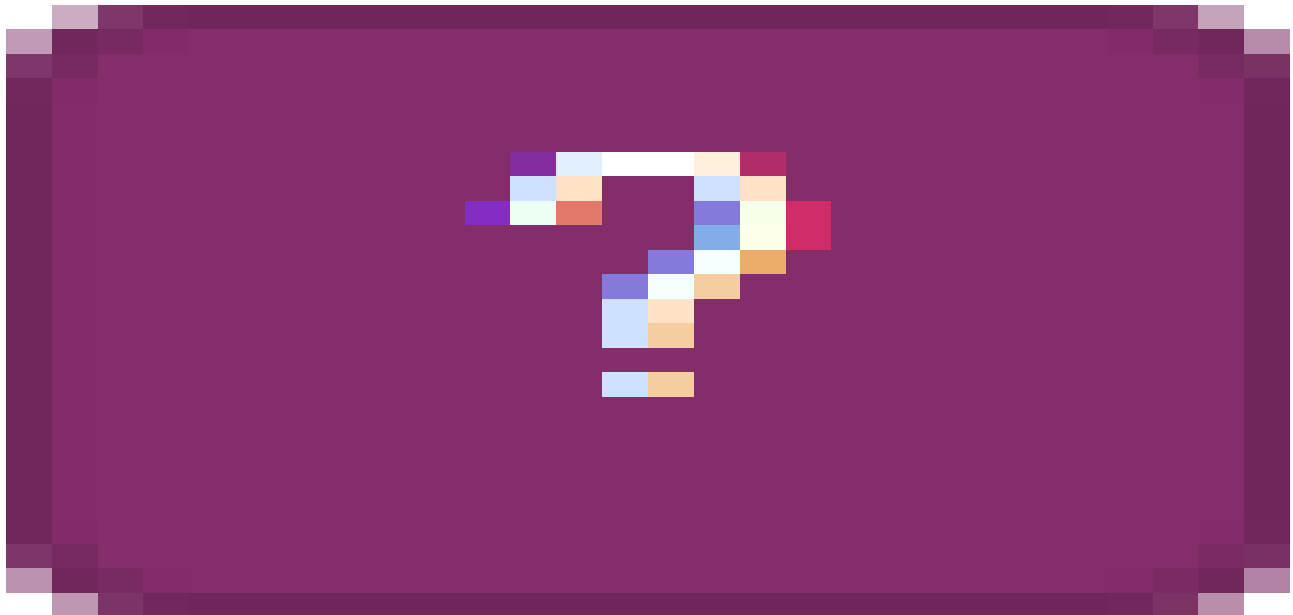
To create a cross customer report

- 1 Click the **Reports** button  from the dashboard.

All existing reports are displayed within the [Reports List](#).

Find Report Type

- 2 Click the **Select Report** button  to display the Report Selection List. This list contains all the reports that are available to you based up the [services](#) you have purchased.





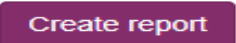
See [Understand Report Selection Details](#) for specific information about each column within the Report Selection List.

- 3 Find the cross customer report you want to create by using one or more of the following methods:

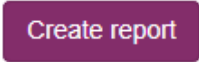
3.1 [Filtering](#) the list to reduce the number of reports displayed on your screen. For example, select 'Cross Customer Report' from the **Package Types** list.

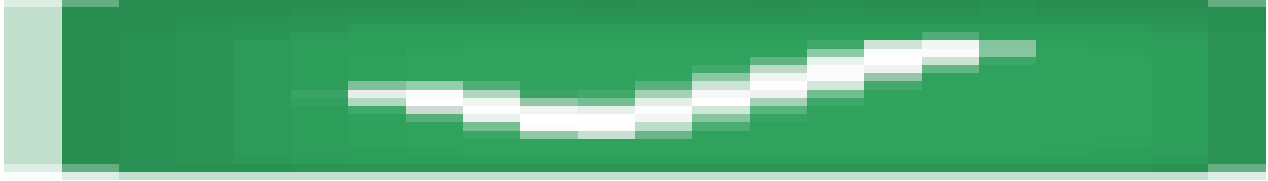
- 3.2** View detailed information about each report by examining the contents of the following columns:

- Report Type - Includes report format and recommended audience for the report.
- Report Description - Click the **Report Description** button  to view a detailed description of the contents of the report. Click **OK** to close the window after viewing the information contained within it.
- Sample - Click the **Sample** link  to access a sample of the report.

- 3.3** If a Load More button  is displayed at the bottom of the Report Selection List, this means all reports are not currently displayed on the screen. Click the **Load More** button to display the next 20 reports.


Create Report


4 Once you have found the cross customer report you want to create, click the **Create Report** button  alongside it. The School Details screen is displayed, showing the list of schools who can be included within the report.



Please note: 'Insufficient Data' is displayed when no students within the school have completed the test.

Select schools

5 Select the schools who you want to include in the report by clicking the **Check** box  to the left of each school name. Each time you click the Check box for a school, notice the following:

- The Check box changes colour .
- The total number of schools you have selected is displayed within the Select Group(s) button, in the top right corner of the screen.

Select groups

6 Click the **Select Group(s)** button  to display the list of groups within your cluster.

Report Selected: CA T4LevelPre-A Group Group report for teachers

Report Name: [text input]


School Name: School 1


Group Name: [text input]

Sort pupil listings by: surname

Country: England

Buttons: Cancel, Generate Report

7 Select the groups who you want to include in the report by clicking the **Check** box  to the left of each group name. Each time you click the Check box for a group, notice the following:

- The Check box changes colour .
- The total number of groups you have selected is displayed within the Select Group(s) button, in the top right corner of the screen.

Define Report Settings

8 Click the **Define Report Settings** button  to display the Report Settings box.

x

Report Selected: **CAT4LevelPre-A Group Group report for teachers**

Report Name:

School Name:

Group Name:

Sort pupil listings by: ▼

Country: ▼

8 Within the Report Settings box:

8.1 View the information within the following read-only fields:

| | |
|------------------------|---|
| Report Selected | The name of the test taken by the students and also the report type you selected. |
| School Name | The name of your school. |

8.2 Enter the Report Name, which can contain up to 100 characters and is a mandatory field. The report name is the name that you will use to find the report within the Reports List.

8.3 Enter information in any other fields that may be displayed. Different types of reports contain different types of information, therefore, the fields at the bottom of this box may change depending upon which report you are creating.




One of the fields displayed may be the 'Include Logo in Report' option. If a logo has been added to your school's account details then you will have the option to include your school logo on the front page of the report. Select the 'Include Logo in Report' check box if you want your school logo to appear on the front page of the report.

Generate Report

9 Click the **Generate Report** button .

The Report List will be displayed, showing the report you just generated at the top of the list.

Preview or Download Report

10 If you want to view or download the report, click the **Actions** button  displayed alongside the report, and then click the **Preview** button  or the **Download** button .

See [Preview Reports](#) or [Download Reports](#) for more information about each function.

Note: You can also download multiple reports in a batch rather than download each one individually. Multiple reports are automatically compressed, grouped together and saved within a single zip file. See [Download Reports](#) for full details of the process.

11 To return to the dashboard, click the **Home** button



Related Articles

Unable to render {children}. Page not found: ds:Reports.