

Module Non-Completion Report

Last Modified on 06/12/2023 11:19 am AEDT

The Non-Attendance Report is designed as tool for administrators to track the users who still have outstanding modules or never attended the course so refunds can be organized.

To access this reports, select the Reports Tab, from your Centre dashboard.



From within the Reports area, select the Courses Tab:

Admin Reports	
Competition	Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left. There are two types of reports present in the system.
Contacts	Ouick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.
Courses	2. Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report
Finance	
Members / Participants	
Non-Members	
Qualification	
Teams	

From within the Courses tab, select the Module Non-Complete Report:

Courses

Courses Enrolments	Module Non-completion Report	Courses History
Report on Enrolments Configure	List Members who have not yet completed modules	List Courses run given a period of time
Course Role History		
Report on roles and courses assigned historically		
Run		

In the window that opens, choose your desired Course to report on, or select "All Programs" and select Run Report.

Choose Options 🗙							
Choose your parameters and press the 'Run Report' button to proceed.							
Active ReplaceText-Program Name Start Sailing (TBD \$							
Cancel Run Report							

Your results will appear in a new tab.

Returned 1 records



First Name	Family Name	Email	Course	Start Date	Fee	Paid for Enrolment		
Jon	Smith		Start Sailing	2016-11-20	150.00	Paid		
1 rows								
Report Run Thu Nov 10 15:45:51 2016								