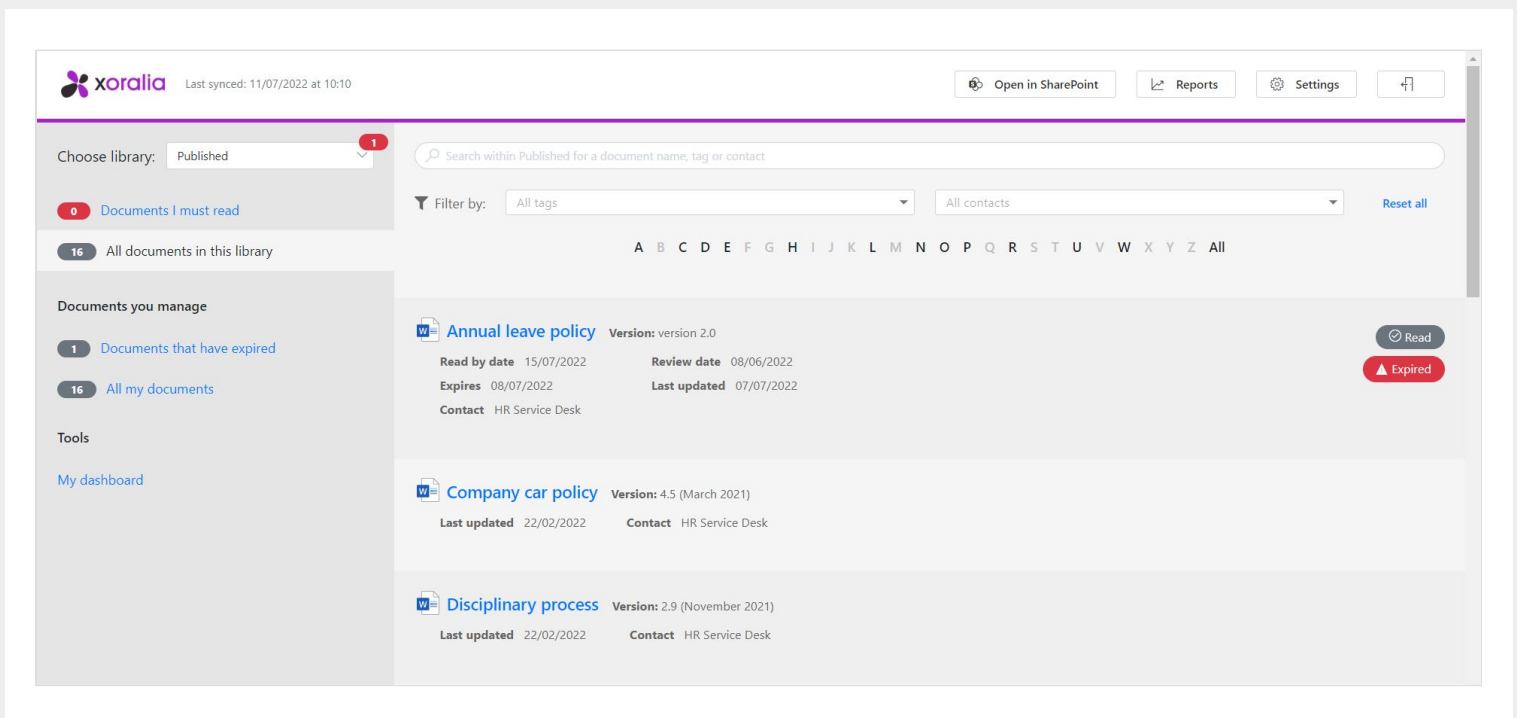



Reporting suite

For users that are a Xoralia system administrator, a suite of reports is now available to help with the use and statistics stored within Xoralia. The following reports are available with their denoted purpose below and can be found in the Reports button in the heading menu.




Last synced: 11/07/2022 at 10:20
Open in SharePoint
Reports
Settings

Choose library: Published


- Documents I must read
- All documents in this library

Documents you manage

- Documents that have expired
- All my documents

Tools

[My dashboard](#)

Powered by  V 2.3.195

Reports

You can download and use the below suite of reports to understand usage within your organisation for Xoralia

Xoralia system information

See details of Xoralia usage

Number of document libraries	3
Number of documents	98
Number of documents assigned	10
Number of assignments total	33
Number of document assignments read	21


Document information

Documents expired or pending review

Document and associated assignments

User read history

1. Xoralia system information: This report will help system users to identify the use of Xoralia and details how many document libraries are associated with Xoralia, how many documents are displayed within Xoralia, how many documents are assigned to users to attest to, how many assignments there are across all users within all documents and how many documents have been read throughout the Xoralia read reports


Last synced: 11/07/2022 at 10:20
Open in SharePoint
Reports
Settings

Choose library: Published


- Documents I must read
- All documents in this library

Documents you manage

- Documents that have expired
- All my documents

Tools

[My dashboard](#)

Powered by  V 2.3.195

Reports

You can download and use the below suite of reports to understand usage within your organisation for Xoralia

Xoralia system information

Document information

See details of all documents stored across all libraries and their metadata [Download report](#)

Documents expired or pending review

Document and associated assignments

User read history

2. Document information: This report allows you to extract an excel document that details the metadata information of all documents stored across Xoralia across all libraries.

The screenshot displays the Xoralia Reports interface. At the top left, the Xoralia logo is shown next to the text 'Last synced: 11/07/2022 at 10:20'. On the top right, there are three buttons: 'Open in SharePoint', 'Reports', and 'Settings'. Below the header, a 'Choose library:' dropdown menu is set to 'Published'. The left sidebar contains several sections: 'Documents I must read' (0 items), 'All documents in this library' (16 items), 'Documents you manage' (1 item: 'Documents that have expired'), and 'All my documents' (16 items). Under 'Tools', there is a link for 'My dashboard'. The main content area is titled 'Reports' and includes a sub-header: 'You can download and use the below suite of reports to understand usage within your organisation for Xoralia'. A list of reports is shown with expand/collapse arrows: 'Xoralia system information', 'Document information', 'Documents expired or pending review', 'Document and associated assignments', and 'User read history'. The 'Documents expired or pending review' report is expanded, showing the text 'See details of all documents pending document owner review' and a blue 'Download report' button with a download icon.

3. Document expired or pending review: This report is particularly useful for compliance managers as it highlights all documents that are pending review via their document owner or administrator and all documents that are expired and may no longer be valid.

xoralia Last synced: 11/07/2022 at 10:20 Open in SharePoint Reports Settings +

Choose library: Published 1

- 0 Documents I must read
- 16 All documents in this library

Documents you manage

- 1 Documents that have expired
- 16 All my documents

Tools

My dashboard

Reports

You can download and use the below suite of reports to understand usage within your organisation for Xoralia

- Xoralia system information ∨
- Document information ∨
- Documents expired or pending review ∨
- Document and associated assignments ∧

See details of a document and its assignments

Download report

You must select a document above to download this report

User read history ∨

Powered by **xoralia** V 2.3.195

4. Document and associated assignments: Select and view all the users that have been assigned a document to read. The report will allow the system admin to view all assignees and their read status against the current assignment of the chosen document. Note: You cannot view more than one document at a time when extracting this report.

xoralia Last synced: 11/07/2022 at 10:20 Open in SharePoint Reports Settings +

Choose library: Published 1

- 0 Documents I must read
- 16 All documents in this library

Documents you manage

- 1 Documents that have expired
- 16 All my documents

Tools

My dashboard

Reports

You can download and use the below suite of reports to understand usage within your organisation for Xoralia

- Xoralia system information ∨
- Document information ∨
- Documents expired or pending review ∨
- Document and associated assignments ∨
- User read history ∧

See details of an individual and their read status and history per document

Download report

You must select a user above to download this report

Powered by **xoralia** V 2.3.195

5. User read history: See details of all individuals that have been assigned a document within Xoralia and their read status history per document. Not one user must be chosen at a time.