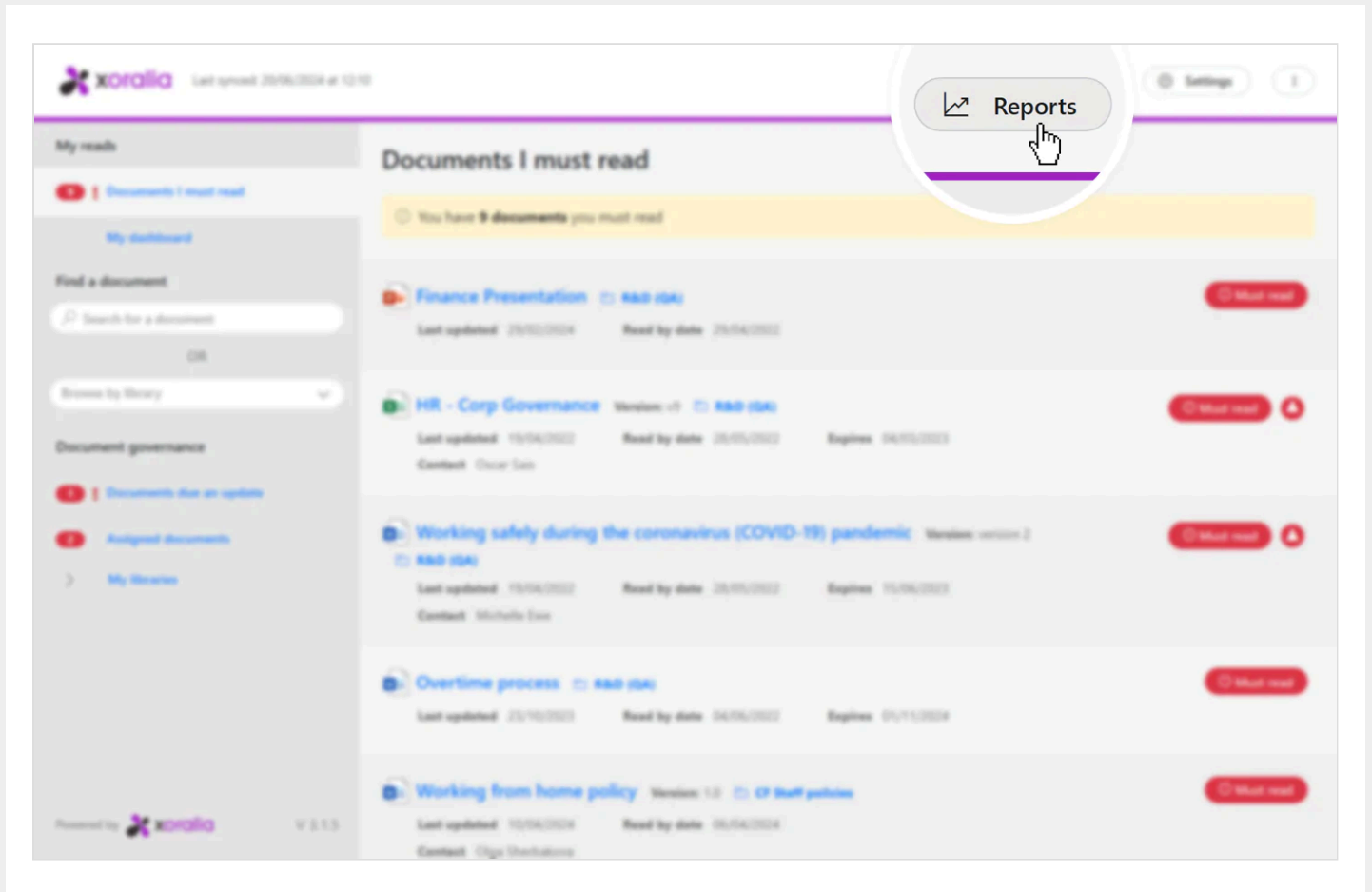


Reporting suite



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.

My reads

9 ! Documents I must read[My dashboard](#)

Find a document

OR

Document governance

1 ! Documents due an update**2** Assigned documents> [My libraries](#)

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	22
Number of documents	149
Number of documents assigned	87
Number of assignments total	388
Number of document assignments read	208
Attestation compliance	54%

Document information ∨Documents expired and due an update ∨Document and associated assignments ∨User read history ∨All overdue assignments ∨

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

My reads

[9 ! Documents I must read](#)[My dashboard](#)

Find a document



OR

Document governance



[1 ! Documents due an update](#)[2 Assigned documents](#)[My libraries](#)

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

[Generate report](#)[Documents expired and due an update](#) [Document and associated assignments](#) [User read history](#) [All overdue assignments](#) 

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.

My reads

9 ! Documents I must read[My dashboard](#)

Find a document

Search for a document

OR

Browse by library

Document governance

1 ! Documents due an update**2** Assigned documents> [My libraries](#)

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 and due an update



See details of all documents pending document owner review

[Generate report](#)

Document and associated assignments



User read history



All overdue assignments



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.

My reads

9 ! Documents I must read[My dashboard](#)

Find a document



OR

Document governance

1 ! Documents due an update**2** Assigned documents> [My libraries](#)



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 and due an update Document and associated assignments 

See details of a document and its assignments

You must select a document above to download this report

[Generate report](#)User read history All overdue assignments 

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.

My reads

9 ! Documents I must read[My dashboard](#)

Find a document





OR

Document governance

1 ! Documents due an update**2** Assigned documents[My libraries](#)


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 and due an update Document and associated assignments User read history 

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

You must select a user above to download this report

[Generate report](#)All overdue assignments 

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.