

Clinical **LEARNING** Australia

The ePortfolio for **prevocational doctors**

Running and Exporting CLA Reports

This guide is intended for Supervisors, Directors of Clinical Training (DCTs) and Executive Directors of Medical Services (EDMS) who use reporting functions within CLA. It explains how to access, run, view and export reports, including Detailed Response Reports, Completion Reports and User Diagnostic Reports.

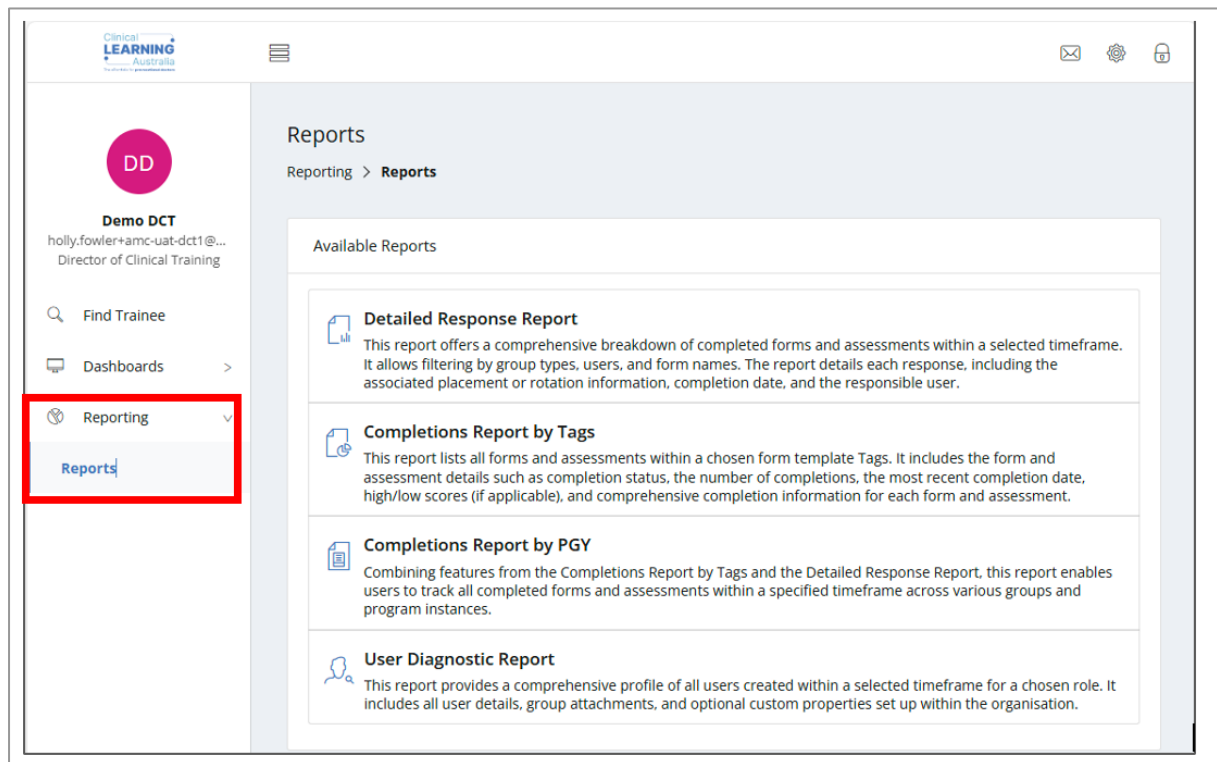
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1 Reports

1.1 Reporting – Reports Overview

CLA provides a suite of standard reports that can be run across groups available to you. To run reports, click on **Reporting** in the side navigation toolbar and select **Reports**.



1.1.1 Report permissions

Different roles have varying permissions to view and run reports. Based on your role, you may not see all the reports.

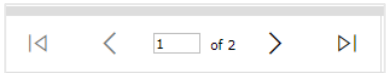
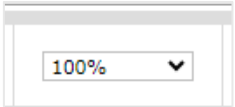
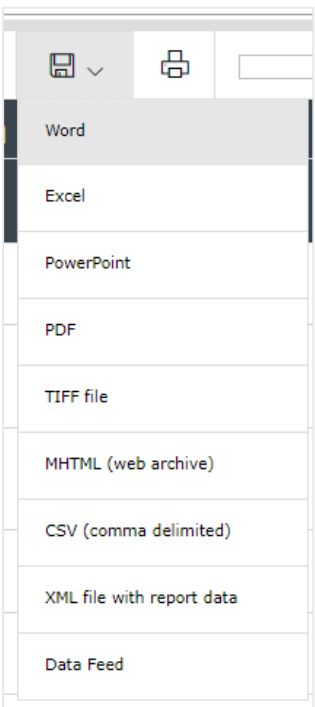
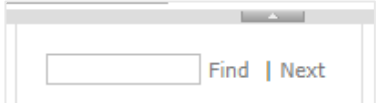
Report Name	Available to	
	Supervisors	DCTs & EDMS'
• Detailed Response Report	✓	✓
• Completions Report by Program	✓	✓
• Completions Report by Tags	✓	✓
• User Diagnostic Report		✓

1.1.2 Viewing reports

Generated reports can be viewed and exported from the report screen. The following functions are available to users.



Each of the functions is described in the table below.

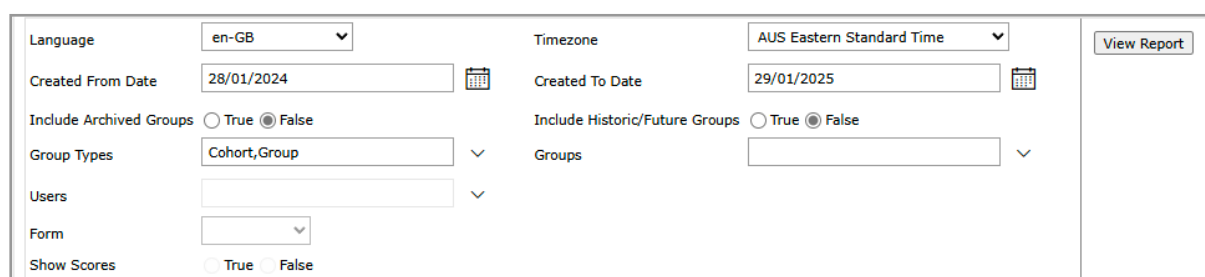
	The reports will be viewable from page 1 and information about the specifications on the report will be viewable on the last page. Click the arrows to toggle between the pages.
	Click the refresh icon to refresh the results.
	Click the zoom drop down to change the zoom level.
	Click the disc icon to export results. A list of options is available in the drop-down menu. Excel is recommended for exporting report data.
	Click the print icon to print the report.
	To search for a particular text, type in the desired text in the find search bar.

1.2 Detailed Response Report

This report offers a breakdown of completed forms and assessments within a selected timeframe. It allows filtering by group types, users, and form names. The report details each response, including the associated Term or rotation information, completion date, and the responsible user.

1.2.1 Setting up a Detailed Response Report

- Select the **language** – **en-GB**
- Select the **created from date** and **created to date** to specify the timeframe.
- To **include archived groups**, select **true** otherwise select **false**. For example, you may want to report on previous groups that have finished.
- To **include historic/future groups**, select **true** otherwise select **false**.
- Select **group type**. There is the option to select multiple group types or select all.
- Select the **group**. There is the option to select multiple groups or select all. **Note:** As you will be only using the **Cohort** group type, you only need to select this group type.
- If you would like to view particular users, select the required **users**, or select **all**.
- Select the **form**. There is the option to select multiple forms or select all. **Note:** Only forms that have completed responses against them will appear, the parameters set will impact this list, e.g. if you put a date range where no EPA 1 forms were completed, this will not be seen as an option in the dropdown to report on.
- To include the **scores** associated with submitted forms select **true** otherwise select **false**. **Note:** Currently, scores are not being used in CLA, so this can be left false.



The screenshot shows a web form for setting up a Detailed Response Report. It includes fields for Language (en-GB), Timezone (AUS Eastern Standard Time), Created From Date (28/01/2024), Created To Date (29/01/2025), Include Archived Groups (True/False), Include Historic/Future Groups (True/False), Group Types (Cohort,Group), Groups (empty dropdown), Users (empty dropdown), Form (empty dropdown), and Show Scores (True/False). A View Report button is located on the right side of the form.

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. Export the report if needed by clicking on the **disc** icon at the top of the report and selecting the **Excel** export format.

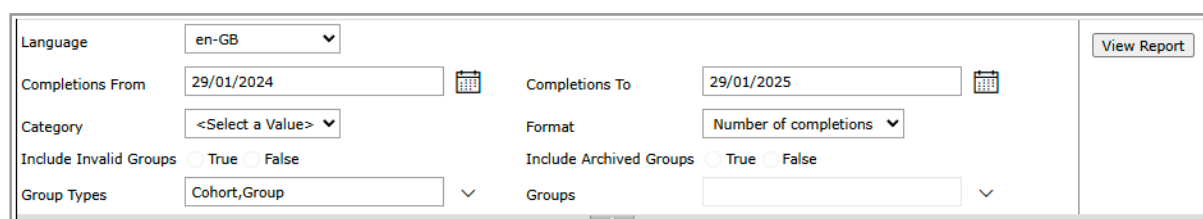
If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

1.3 Completions Report by Tags

This report lists all forms and assessments from a chosen form category (Tag) e.g. Assessments, EPAs. It includes the form and assessment details such as completion status, the number of completions, the most recent completion date, high/low scores (if applicable), and comprehensive completion information for each form and assessment.

Setting up a Completions Report by Tags.

- Select the **language – en-GB**.
- Select the **completions from** date and **completions to** date to specify the timeframe.
- Select the **category** from the drop-down list.
- Select the **format** from the drop-down list.
- To **include invalid groups**, select **true** otherwise select **false**.
- To **include archived groups**, select **true** otherwise select **false**.
- Select the **group**. There is the option to select multiple groups or select all. **Note:** As you will be only using the **Cohort** group type, you only need to select this group type.



The screenshot shows a web form for setting up a 'Completions Report by Tags'. The form is organized into two main columns. The left column contains: 'Language' (dropdown set to 'en-GB'), 'Completions From' (date field set to '29/01/2024' with a calendar icon), 'Category' (dropdown set to '<Select a Value>'), 'Include Invalid Groups' (radio buttons for 'True' and 'False', with 'True' selected), and 'Group Types' (dropdown set to 'Cohort,Group'). The right column contains: 'Completions To' (date field set to '29/01/2025' with a calendar icon), 'Format' (dropdown set to 'Number of completions'), 'Include Archived Groups' (radio buttons for 'True' and 'False', with 'False' selected), and 'Groups' (empty dropdown). A 'View Report' button is located on the far right of the form.

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the **disc** icon at the top of the report and select the **Excel** export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

1.4 Completions Report by Program

Combining features from the Completions Report by Tags and the Detailed Response Report, this report enables users to track all completed forms and assessments within a specified timeframe across various groups and PGY instances.

1.4.1 Setting up a Completions Report by Program

- Select the **language – en-GB**.
- Select the **completions from** date and **completions to** date to specify the timeframe.
- To include invalid groups, select **true** otherwise select **false**.
- To include archived groups, select **true** otherwise select **false**.

- Select **group type**. There is the option to select multiple group types or select all.
Note: As you will be only using the **Cohort** group type currently, you only need to select this group type.
- Select the **group**. There is the option to select multiple groups or select all.
- To **include invalid PGY instances** select **true** otherwise select **false**.
- To **include archived PGY instances** select **true** otherwise select **false**.
- Select the **PGY instance** from the drop-down list.
- Select the **report format** from the drop-down list.

The screenshot shows a report configuration interface. On the left, there are fields for 'Language' (set to 'en-GB'), 'Completions From' (29/01/2024), 'Include Invalid Groups' (radio buttons for True and False, with False selected), 'Group Types' (a dropdown menu), 'Include Invalid ePAD Instances' (radio buttons for True and False), and 'ePAD Instance' (a dropdown menu). On the right, there are fields for 'Completions To' (29/01/2025), 'Include Archived Groups' (radio buttons for True and False, with False selected), 'Groups' (a dropdown menu), 'Include Archived ePAD Instances' (radio buttons for True and False), and 'Report Format' (a dropdown menu set to 'Number of Completions'). A 'View Report' button is located on the far right.

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

1.5 User Diagnostic Report

This report provides a comprehensive profile of all users created within a selected timeframe for a chosen role. It includes all user details, group attachments, and optional custom properties set up within the organisation.

1.5.1 Setting up a User Diagnostic Report

- Select the **language** – **en-GB**.
- Select the **created from date** and **created to date** to specify the timeframe.
- Select **role**. There is the option to select multiple roles or select all.
- Select **format** from the drop-down list.
- To include deleted groups, select **true** otherwise select **false**.
- To **show organisation** select **true** otherwise select **false**.
- To show all custom properties select **true** otherwise select **false**.

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the **disc** icon at the top of the report and select the **Excel** export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

2 Support

- For local set up issues, contact your MEU Administrator
- For guidance and learning resources, refer to the [CLA webpage and user guides](#)
- For MEU support enquiries, please email CLA.help@digitalhealth.gov.au