

Interface Basics—Reports

The screenshot shows the Zogotech Reports interface. The top navigation bar includes Home, Reports, Navigator, Students, Definitions, and Admin. The left sidebar contains a 'Reports List Bar' with categories like Favorites, Recently Viewed, User Tags, Institutional Tags, and various report categories. The main display pane shows a list of reports and dashboards with columns for Name and Type. A red box highlights the 'Retention, Graduation, Transfer' report in the left sidebar (labeled 1) and the corresponding report in the main display pane (labeled 2).

Name	Type
* Executive Dashboard - Campus Tracking	Dashboard
* Executive Dashboard: Field Of Study - Communication (IP)	Dashboard
** Executive Dashboard - Bachelor Degree - Nursing	Dashboard
** Executive Dashboard - Completions	Dashboard
** Executive Dashboard - Course Outcomes	Dashboard
** Executive Dashboard - Dual Credit	Dashboard
** Executive Dashboard - Enrollment	Dashboard
** Executive Dashboard - Honors	Dashboard
** Executive Dashboard - Part-of-Term (Course Duration)	Dashboard
** Executive Dashboard - Program Tracking (IP)	Dashboard
** Executive Dashboard - Science Lecture/Lab Courses	Dashboard
** Executive Dashboard - Testing	Dashboard
** Executive Dashboard - Transfer Out	Dashboard

- ❶ **Reports List Bar:** List of reports and dashboards. Clicking on a report or dashboard will cause the report or dashboard to appear in the display pane.
- ❷ **Report Display/Dashboard:** Will display the report or report.