[eLA Registration/Attendee Reporting BR]

Clockify Project/Task:	Custom eLogic Alchemy Software Development – ██████████
Requester:	██████████
Priority:	
Related Features:	
Expected Client Delivery/Project Hours Allocated:	
Additional References:	N/A
Business Analyst:	SG

Change Log

#	Date	REF #	Previous	New	
MM.DD.YYYY		INITIAL INTERNAL SIGN-OFF			

General Information/Overview

Summary	The eLA Registration and Attendee Reports feature enables administrators to generate detailed reports on course registrations and attendance. This includes filtering by various criteria such as date, region, funding source, and course status, and exporting data in CSV and PDF formats. The feature supports tracking key metrics like no-show rates and attendance trends over time.
Problem	
Goal	Provide administrators with advanced reporting tools to analyze registration and attendee data. This includes generating customizable reports with filters, tracking no-show rates, and exporting data in multiple formats for ease of use.
Scope	● Centralized access to registration and attendee reports. ● Filters for generating reports (e.g., date, region, funding source, course title). ● Export options for reports in CSV and PDF formats. ● Tracking metrics like attendance rates and no-show statistics. ● Role-based access to ensure data security.
Risks	N/A
Key Terms/Definitions	● **No-Show Rate**: The percentage of registered participants who did not attend a course. ● **Funding Source**: The financial source tied to a training event. ● **Tag**: Metadata assigned to courses for easier filtering and aggregation.
Policies/Rules/Flags	Access to reports is restricted to administrators.
Feature Flow	

Business Requirements

Location (s):

- On a dedicated "Registration Reports" page accessed via the main admin nav menu or reporting sub-menu.

Assumption/Precondition:

- User is an authenticated administrator with the necessary permissions to access the reports.

BR1: Report Repository Access

UC1: An admin locates the "Reports" tab in the left-hand navigation bar.**US1:** As an admin, I want a centralized Reports tab in the portal so I can easily locate and manage all registration and attendee reports.

- The system will provide a "Reports" tab within the portal navigation.
- Administrators can access links to all registration and attendee report options.
- Administrators can view, filter, and export reports from this centralized location.

BR2: Registration Report Functionality

UC2: Admin generates a registration report using filters.**US2:** As an admin, I want to generate a registration report filtered by course, date range, and other criteria to analyze who registered for each training.

- Admin selects filters such as course title/name, date ranges, region, and funding source.
- Admin can select multiple courses for one report.
- The system generates a registration report based on the selected filters.
- Reports differentiate between private and public courses.

BR3: Attendee Report Insights

UC3: Admin generates an attendee report to monitor attendance.**US3:** As an admin, I want to generate an attendee report to see who actually attended each training, filtered by course and date range.

- Admin builds attendee reports using criteria similar to registration reports.

- Reports differentiate between those registered and those who attended.
- The system tracks no-show rates and attendance patterns to assess training effectiveness.

BR4: Exportable Report Data

UC4: Admin exports registration and attendee reports.**US4:** As an admin, I want the ability to export registration and attendee reports in CSV/PDF formats for further analysis and record-keeping.

- The system will support exporting data in PDF for sharing and presentation.
- Reports can be exported in CSV format for manipulation in software like Excel.
- Reports will include aggregated data summaries for selected courses.

BR5: Funding Source Tracking

UC5: Admin includes funding source data in reports.**US5:** As an admin, I want registration and attendee reports to include funding source data for each training event to analyze outcomes by funding source.

- Training events will have funding source identifiers.
- Reports will tie funding sources to registration and attendance data.
- Admins can include or exclude the funding source column when building reports.

BR6: Tag-Based Filtering and Aggregate Reporting

UC6: Admin filters and aggregates reports by tags.**US6:** As an admin, I want to filter and aggregate reports based on tags for better organization and trend analysis.

- Admins can apply tags (e.g., professional development, CEUs, child care) to courses.
- The system will allow filtering by tags to view related courses and aggregate metrics.
- Admins can view data trends for courses offered multiple times under the same tag.

BR7: Role-Based Access Controls

UC7: Admin manages report access based on roles.**US7:** As an admin, I want access controls for reports to ensure only authorized users can view or export data.

- The system restricts report access to admin roles.
- Admin roles will include permissions to generate, view, and export reports.

BR8: No-Show Tracking

UC8: Admin tracks no-show rates.**US8:** As an admin, I want to track and analyze no-show rates to optimize training schedules and attendance.

- Reports include data on registered attendees vs. actual attendance.
- No-show rates are calculated and displayed for each course.
- Admins can filter and sort by no-show rates to identify patterns.

BR9: Instructor and Tag Search

UC9: Admin searches reports by instructor or tag.**US9:** As an admin, I want to search for reports by instructor or tag to quickly locate relevant data.

- Admins can search by instructor name to view aggregated data on courses led by specific instructors.
- Tag search functionality enables admins to filter and locate courses by topics or objectives.

BR10: Aggregated Reporting Over Time

UC10: Admin generates aggregate reports for specific courses.**US10:** As an admin, I want to generate aggregate reports for specific courses offered multiple times to analyze long-term trends.

- Admins can filter reports by course title to aggregate data over multiple sessions.
- The system calculates attendance trends, no-show rates, and other metrics over time for selected courses.