

January 28, 2025

# Training Tuesday

## All About Reports

Presented by:

Maria Magouirk – Senior Software Trainer

[mmagouirk@modernncampus.com](mailto:mmagouirk@modernncampus.com)

# A BIT OF “HOUSEKEEPING”

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This webinar is being **recorded** and will be available on our support site



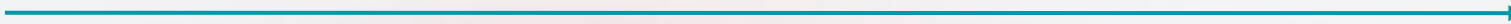
Use the **Q&A** for questions. Feel free to ask during the presentation.



I am working in a sandbox, but you can **follow along** in your own instance



Please complete our **survey** after the webinar



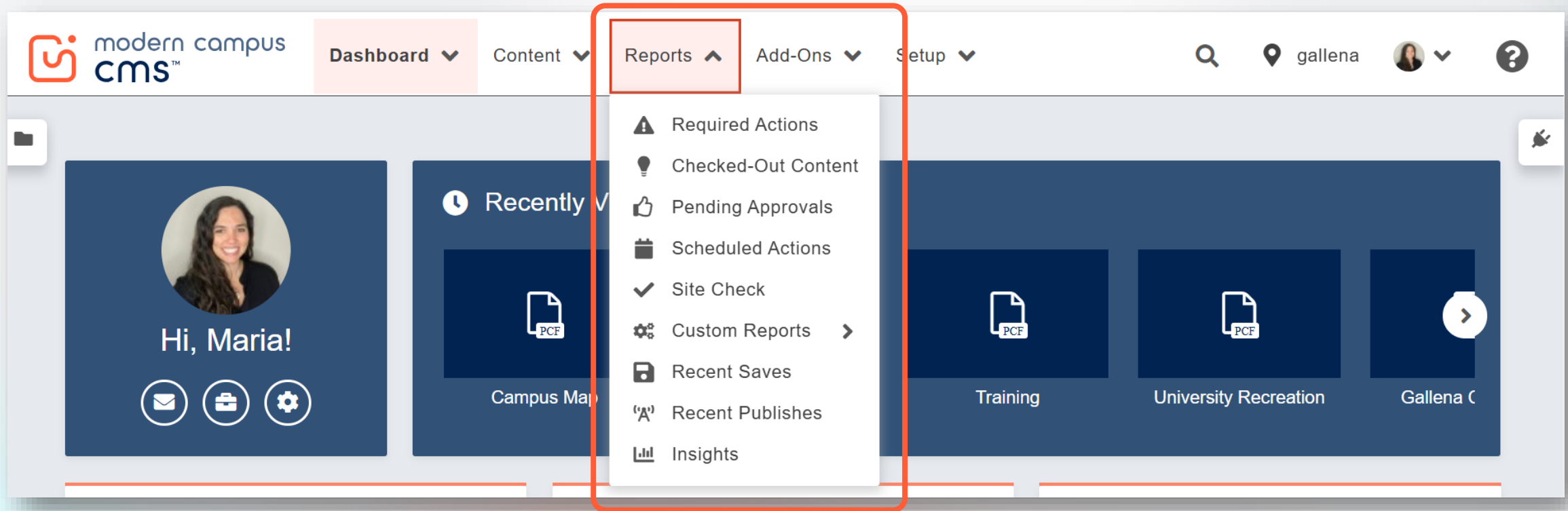
# Agenda

1. Quick Overview of Reports
2. Live Demonstrations
  - What is it
  - Why it is useful
  - Examples of when to use it
  - How to use it
3. Q&A



# Overview of Reports

- Located in the Global Navigation Bar



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# Overview of Reports

Report	Available To	Purpose
<b>Required Actions</b>	All users*	Reviews broken dependency tags and out-of-sync pages for the site.
<b>Checked-Out Content</b>	All users	Shows content checked out to the user or users.
<b>Pending Approvals</b>	All users	Shows pages pending approval to the user or all users.
<b>Scheduled Actions</b>	All users	Shows pages that have an action, such as a publish or an expiration, scheduled.
<b>Site Check</b>	Level 9 and 10 users	Reviews all links across the site.
<b>Custom Reports</b>	Level 9 and 10 users	Create specific reports on multiple criteria, including users, groups, pages, assets, and more.
<b>Recent Saves</b>	All users	Shows recently saved content.
<b>Recent Publishes</b>	All users	Shows recently published content.
<b>Insights**</b>	Based on Access Group	Provides reports on search engine optimization (SEO) strength, accessibility compliance, spelling, and links

\*Only level 9 and 10 users can view the Out-of-Sync Pages and Orphan Pages reports

\*\*Available for an additional cost. Please contact your Account Manager for more details.

# Overview of Reports

- Different user levels have different access to reports

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Levels 9 & 10

Reports ^ Add-Ons v

- ⚠ Required Actions
- 💡 Checked-Out Content
- 👍 Pending Approvals
- 📅 Scheduled Actions
- ✓ Site Check
- ⚙️ Custom Reports >
- 💾 Recent Saves
- 📄 Recent Publishes
- 📊 Insights

Reports ^ Add-Ons v

- ⚠ Required Actions
- 💡 Checked-Out Content
- 👍 Pending Approvals
- 📅 Scheduled Actions
- 💾 Recent Saves
- 📄 Recent Publishes

Levels 0 - 8

# Overview of Reports

- Non-admins will see less information than an admin viewing the same report - content they have affected or that is available to them

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Checked-Out Content (17) EXPORT CSV

Filter

<input type="checkbox"/>		Name	Status	Checked-Out By	Checked-Out Date	Last Saved Date
<input type="checkbox"/>		/athletics/tickets-football.pcf		athletics-editor	9/13/24, 1:49 PM	12/8/23, 12:22 PM
<input type="checkbox"/>		/campus-life/housing-dining.pcf		zz-level6	3/5/24, 3:27 PM	7/13/22, 2:32 PM
<input type="checkbox"/>		/campus-life/index.pcf		zz-level6	3/5/24, 3:27 PM	12/19/23, 12:48 PM
<input type="checkbox"/>		/campus-life/student-union.pcf		zz-level6	3/5/24, 3:27 PM	4/22/22, 1:43 PM
<input type="checkbox"/>		/academics/FAFSA-information...		zz-level8	1/9/25, 10:22 AM	11/28/23, 4:13 PM
<input type="checkbox"/>		/admissions/out-of-state-assist...		zz-level8	9/12/24, 3:29 PM	9/12/24, 3:27 PM
<input type="checkbox"/>		/admissions/index.pcf		zz-level9	9/13/24, 1:06 PM	9/13/24, 1:06 PM

Items per page: 100 1 - 19 of 19

Levels 9 & 10

Checked-Out Content (2) EXPORT CSV

Filter

<input type="checkbox"/>		Name	Status	Checked-Out Date	Last Saved Date
<input type="checkbox"/>		/academics/FAFSA-information.pcf		1/9/25, 10:22 AM	11/28/23, 4:13 PM
<input type="checkbox"/>		/admissions/out-of-state-assistance.pcf		9/12/24, 3:29 PM	9/12/24, 3:27 PM

Items per page: 100 1 - 2 of 2

Levels 0 - 8

LET'S SEE IT



# Q&A

# Other Questions?

- Email us at [training@moderncampus.com](mailto:training@moderncampus.com)
- Visit our [support site](https://support.moderncampus.com/cms/) (https://support.moderncampus.com/cms/)
- View all past [Training Tuesdays](https://support.moderncampus.com/cms/webcasts/training-tuesday.html) (https://support.moderncampus.com/cms/webcasts/training-tuesday.html)

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The next Training Tuesday will be on

**February 25<sup>th</sup>**

**Leveraging Versions and Scheduled Actions**

Registration is now open!

modern  
campus™

Thank You

Learn more:

- 🌐 [moderncampus.com](https://moderncampus.com)
- in [/moderncampus](https://www.linkedin.com/company/moderncampus)
- 📺 [@moderncampus7963](https://www.youtube.com/channel/UC...)

