

HOW TO CREATE AN AD HOC VIEW (CHART)

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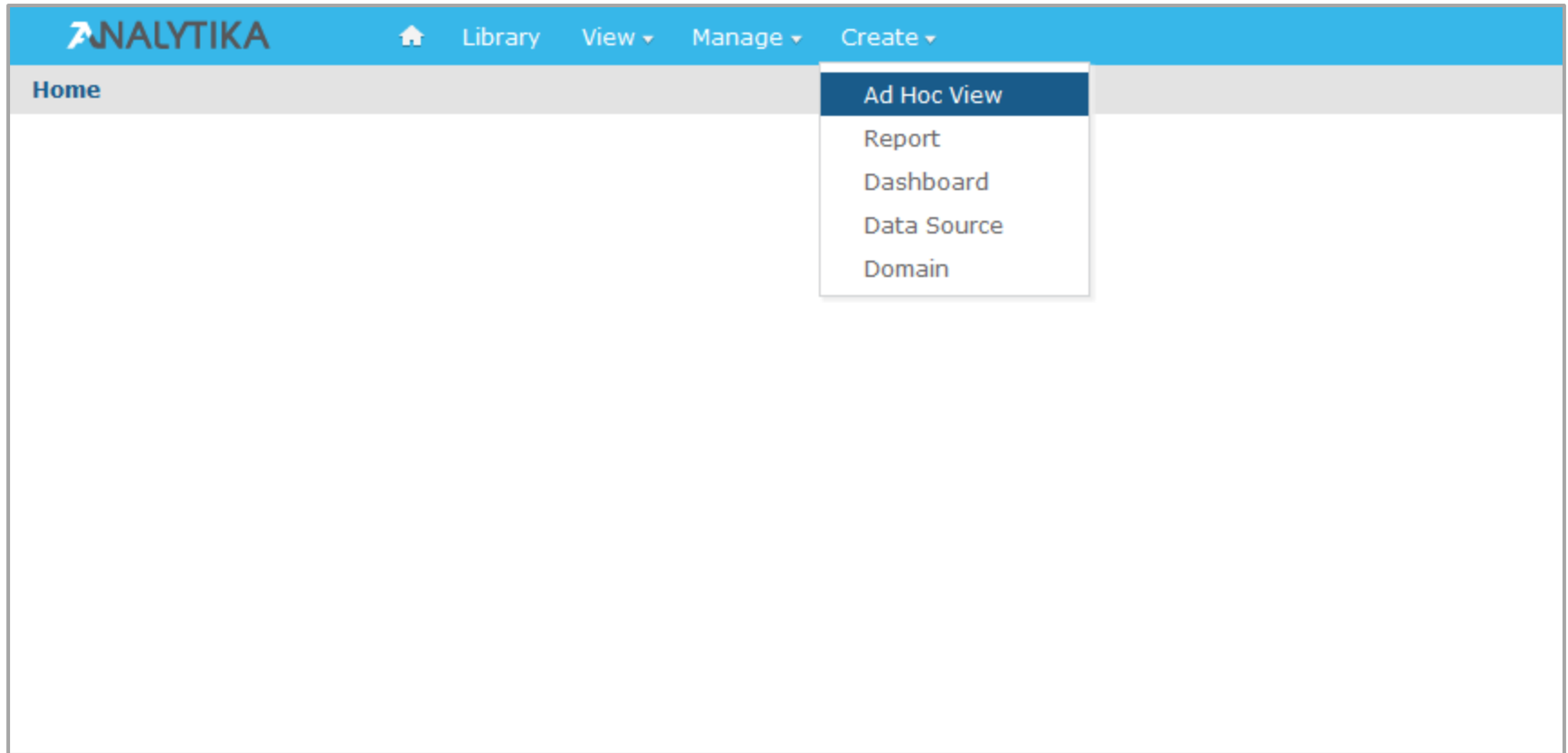


WHAT IS AN AD HOC VIEW

Lambda Analytika **Ad Hoc Views** provides the ability to create charts, lists (or tables), and crosstabs for your presentation and analysis of the data that resides in your Totara LMS. You can choose to present your analysis results in either tabular format or with one of the 30+ options for charts. Upon selection of a presentation style or analysis option you decide what information is in your charts, which fields are visible in your table, in what order and how the information is sorted and filtered. **Ad Hoc Views** are easy to export, can be saved for future use or used in dashboards.

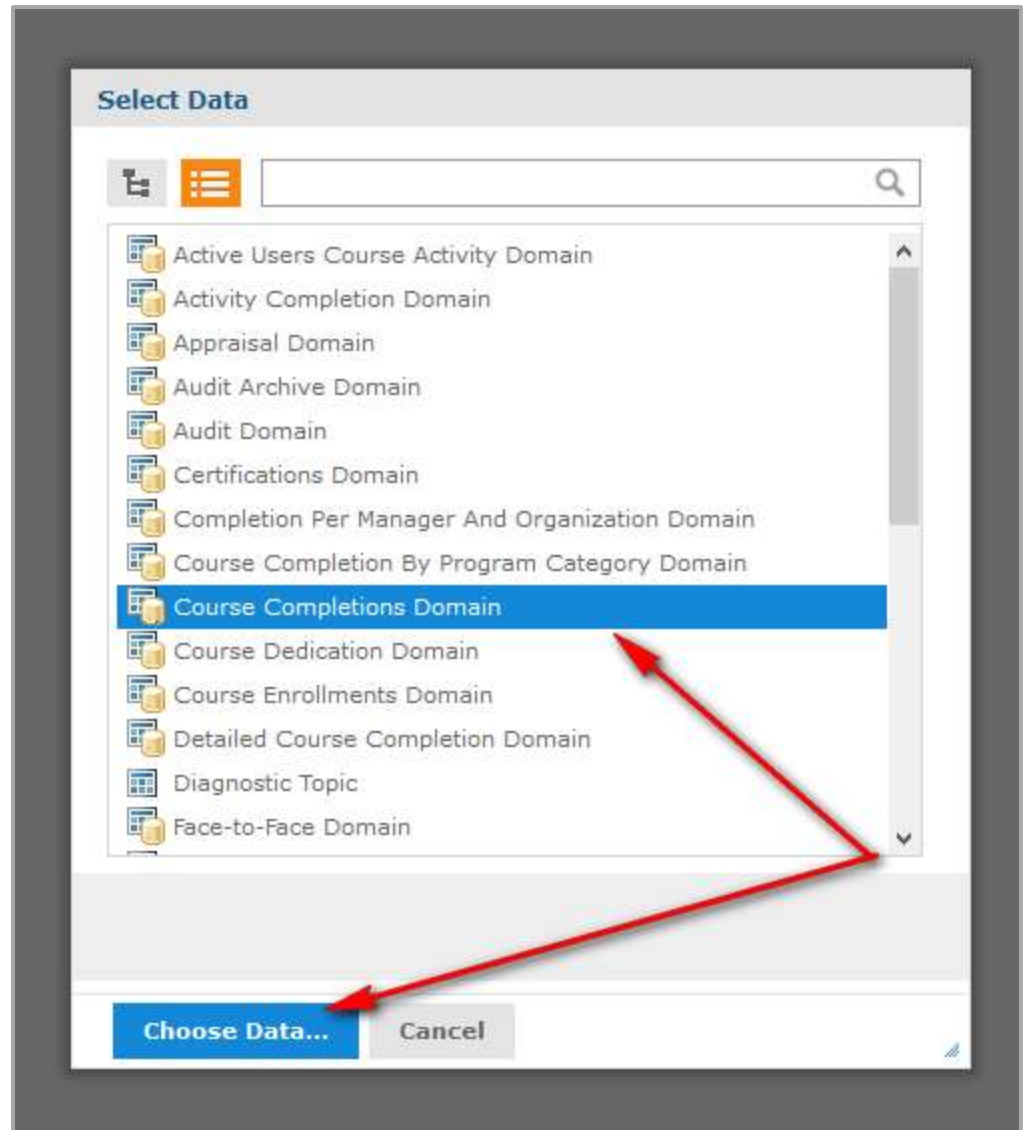
HOW TO CREATE AN AD HOC VIEW CHART

1. From the Home screen, click on **Create** and select **Ad Hoc View**.



2. In the **Select Data** wizard select the **Course Completions Domain**.

Click **Choose Data...**

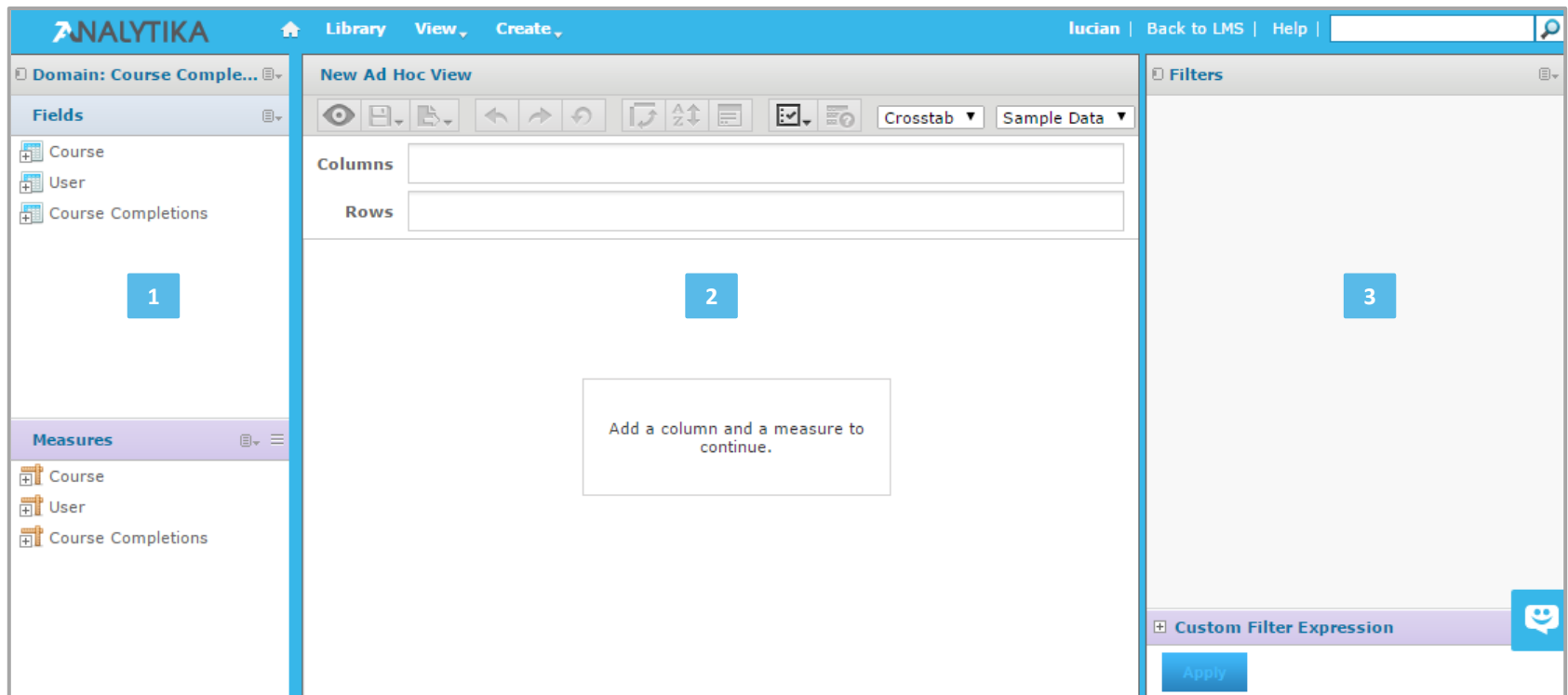


3. Move all items in the **Source** panel using the double arrows or drag and drop all items into the **Selected Fields** panel.

Click **OK** to launch the **Ad Hoc View Editor**.

The screenshot displays the ANALTIKA Data Chooser interface. At the top, there is a navigation bar with the ANALTIKA logo, a home icon, and menu items for Library, View, Manage, and Create. The user is logged in as 'lambdaadmin' with links for 'Back to LMS' and 'Help'. Below the navigation bar is the 'Data Chooser' header. The main content area is titled 'Choose Data' and includes the instruction: 'To move items in or out of selected fields, double-click them, drag them, or use the direction buttons.' On the left, there is a sidebar with buttons for 'Fields', 'Pre-filters', 'Display', and 'Save as Topic'. The central area is divided into two panels: 'Source' and 'Selected Fields'. The 'Source' panel contains three items: 'Course', 'User', and 'Course Completions', which are highlighted in blue and enclosed in a red rectangular box. A red arrow points from the right side of this box towards the 'Selected Fields' panel. Between the two panels are four directional buttons: a single right arrow, a double right arrow, a double left arrow, and a single left arrow. At the bottom left, there are 'OK' and 'Cancel' buttons.

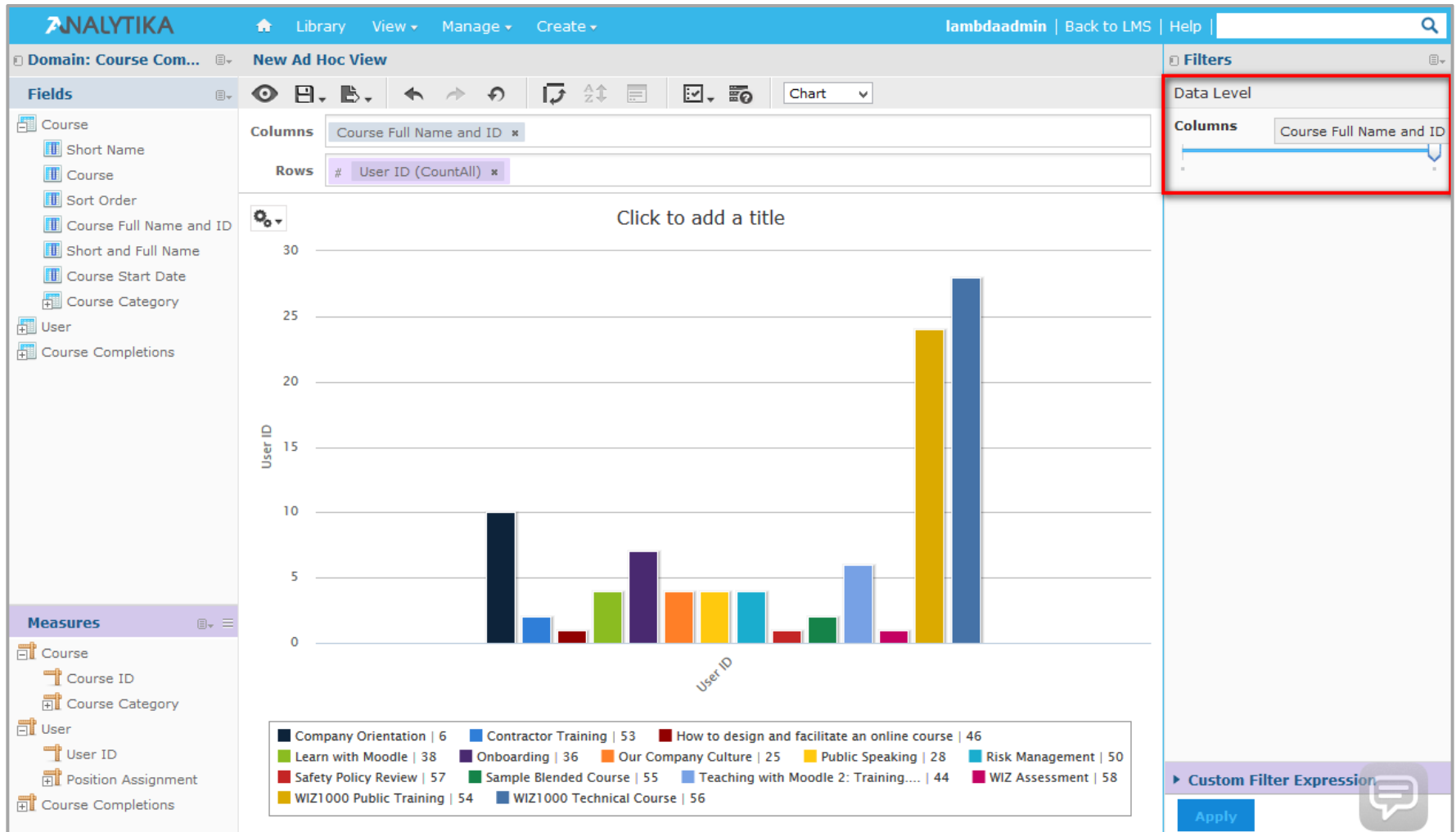
4. There are three panels in the Ad Hoc View Editor: **Domain Selection Panel**, **Ad Hoc View Panel**, and **Filters**.



5. Now you will create a Chart to help display data in a more visual formats. Let's graph Courses against User IDs to display the number of users who have completed each course. Using the Ad Hoc View Editor, let's create a **Chart** view. Select **Chart** as the View Type in the View drop down.

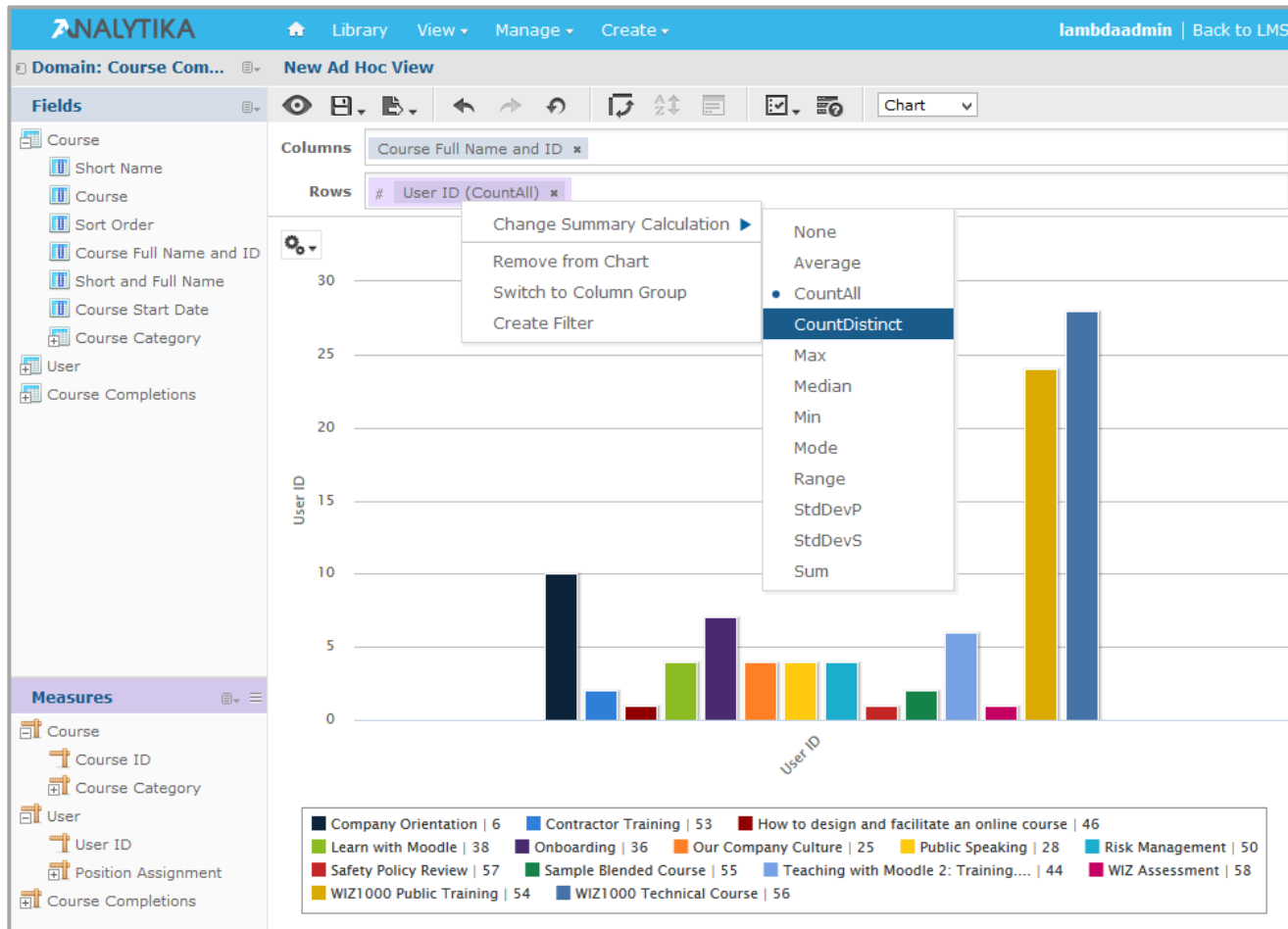
The screenshot displays the ANALYTIKA Ad Hoc View Editor interface. The top navigation bar includes 'Library', 'View', 'Manage', and 'Create' menus, along with the user 'lambdaadmin' and a 'Back to I' link. The main header shows 'Domain: Course Com...' and 'New Ad Hoc View'. On the left, a 'Fields' pane lists data sources: 'Course Category' (with fields like Course Category, Sort Order, Course Categor...) and 'User' (with fields like First Name, Last Name, Name, City, Country, Deleted, Confirmed, Suspended, User Name and ID, Position Assignment, Course Completions, Date Enroll...). The central workspace features a toolbar with icons for view actions, a 'Columns' field, a 'Rows' field, and a 'View Type' dropdown menu. The dropdown menu is open, showing options: 'Chart', 'Table', 'Chart', and 'Crosstab'. A red arrow points to the 'Chart' option. Below the dropdown, the main area contains the text 'Click to add a title' and a large box with the text 'Add a measure to continue.'

- From Fields, add **Course Full Name and ID** to Columns. From Measures add **User ID** to Rows. A control will appear in the Filters Panel. Use it to expand the amount of data that appears in the charts.



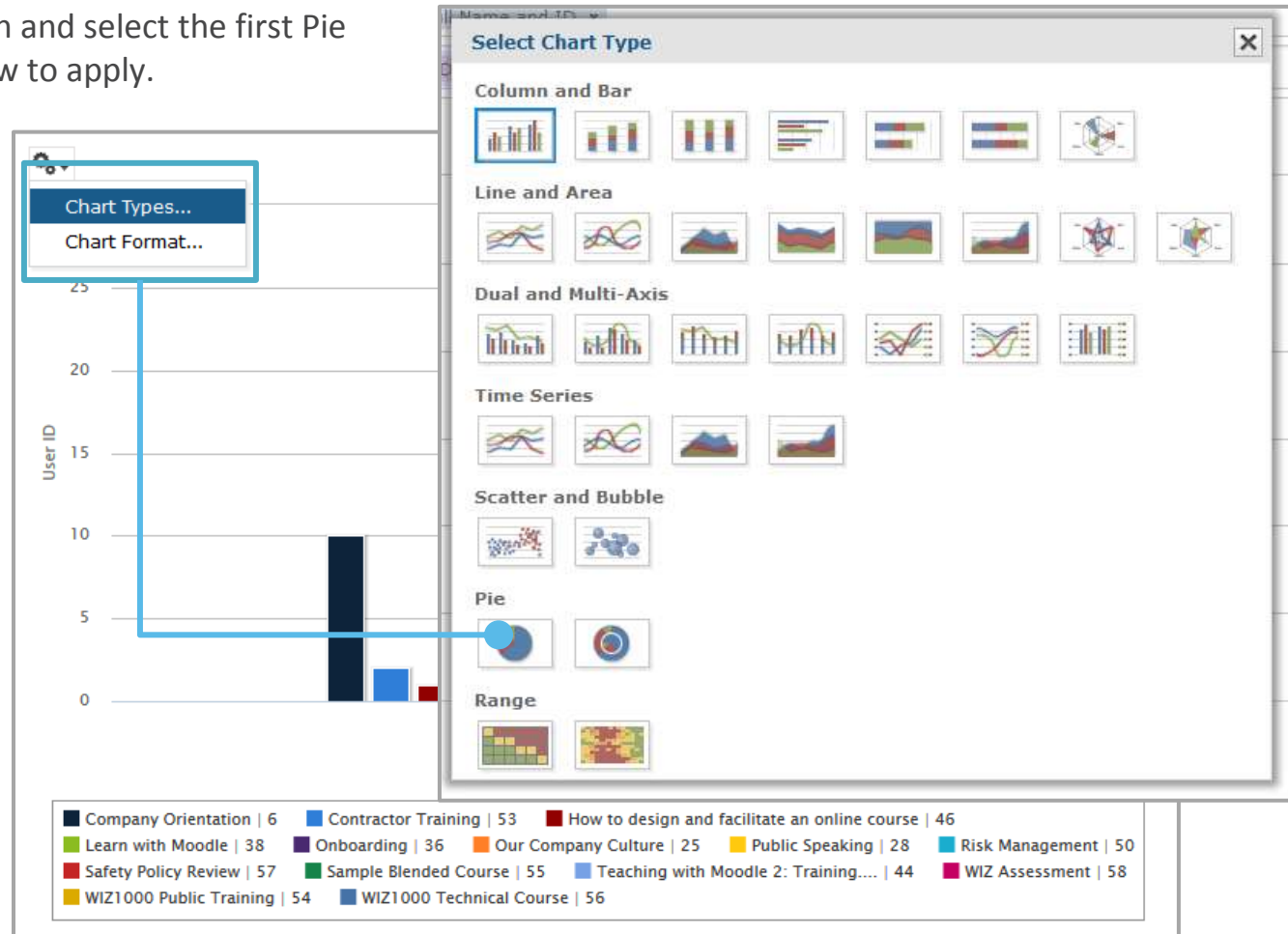
- To ensure that the count of Users enrolled in each Course is accurate, let's change the User ID Summary Calculation to **Count Distinct** and remove the duplicates.

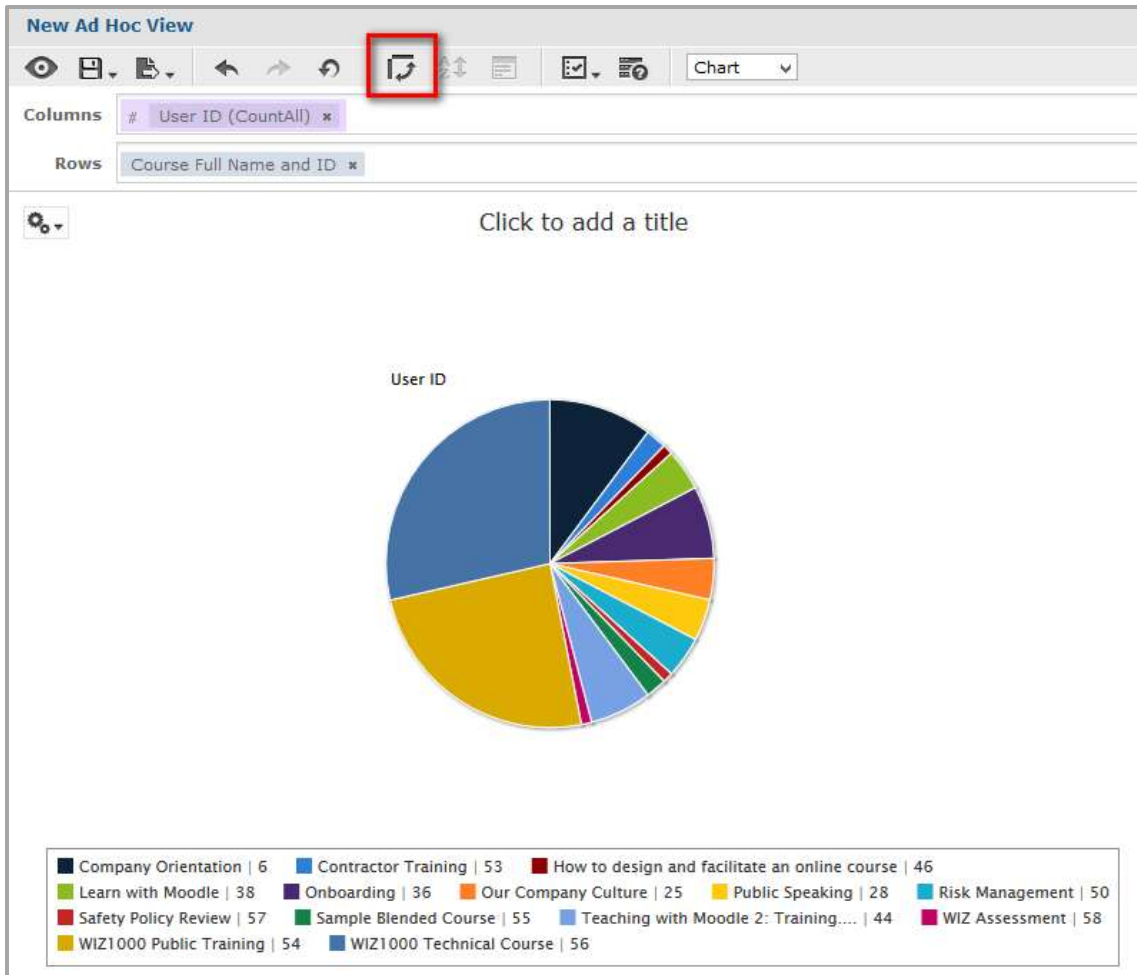
Right click on User ID (CountAll) > Change Summary Calculation > CountDistinct



- There is a variety of charts that you may use to display your information.

To change your current chart to a Pie Chart, click on the Gears drop down and select the first Pie Chart. Close this window to apply.





- Clicking on the **Switch the groups** button will allow you to switch fields from columns to rows and vice versa.

This view allows you to display the number of users enrolled in each category using a simple Pie Chart.

10. You are also able to apply a filter that will help narrow your data within your pie chart.

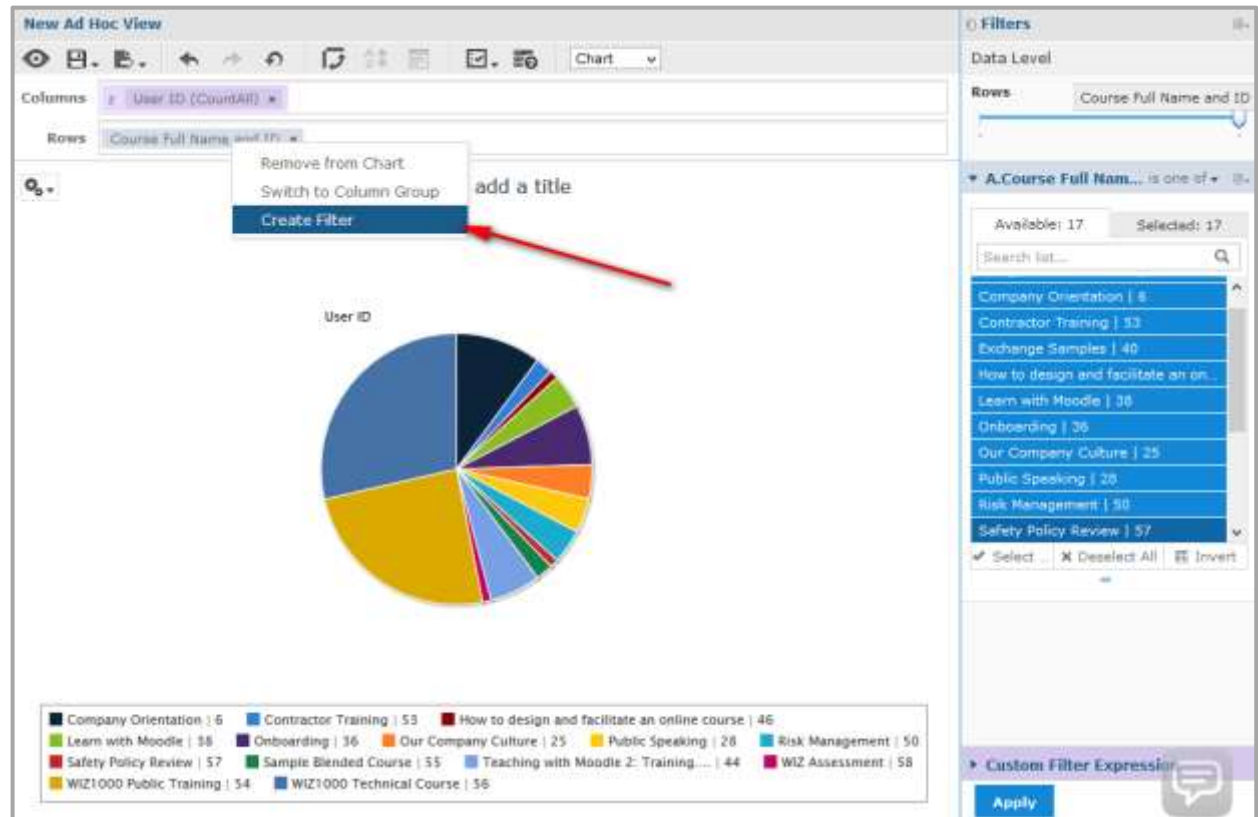
In the Filter panel, click on the drop down next to the filter title and select “is one of”.

To add filters to our charts:

Right click on the **Course Full Name and ID** field and select **Create Filter**.

Select the values you want to filter for and hit **Apply**.

Your Pie Chart will now only display information about the courses you are filtering for.



11. To save, click the **Save** button

Save your new **Ad Hoc View As...**

Provide a unique descriptive name and save to your private folders in Ad Hoc Components | Views

Click **Save**

The screenshot shows the 'New Ad Hoc View' interface. The top toolbar contains a 'Save' button (a floppy disk icon) which is highlighted with a red box. A dropdown menu is open from this button, showing three options: 'Save Ad Hoc View', 'Save Ad Hoc View As...' (which is highlighted in blue), and 'Save Ad Hoc View and Create Report'. A red arrow points to the 'Save Ad Hoc View As...' option. Below the toolbar, there is a table with columns: 'Category', 'User ID', 'First Name', 'Last Name', and 'Date Started'. The table contains data for 'Course Completions'. A 'Save As' dialog box is open in the foreground. It has a 'Data View Name (required):' field with 'Your Ad Hoc View' entered. Below that is a 'Data view Description:' field. A tree view shows the folder structure: 'Demo Des' > 'Ad Hoc Components' > 'Views' (highlighted in blue). A red arrow points to the 'Views' folder. At the bottom of the dialog are 'Save' and 'Cancel' buttons.



If you have any questions do not hesitate to contact the

Lambda Solutions Customer Support Team at [+1.877.694.5289](tel:+18776945289)

or support@lambdasolutions.net and they will help you out.

