

Single Pathway Completion Report

1. Overview

The Single Pathway Completion Report provides completion details for one selected learning pathway, showing user-wise progress and completion status for each card within the pathway.

2. When to Use

- When you need to review completion status for a specific learning pathway.
- When tracking how users are progressing across cards within a single pathway.
- When managers, trainers, or coaches need visibility into pathway completion for their mapped users.
- When validating overall completion percentages for a single pathway.

3. Concepts

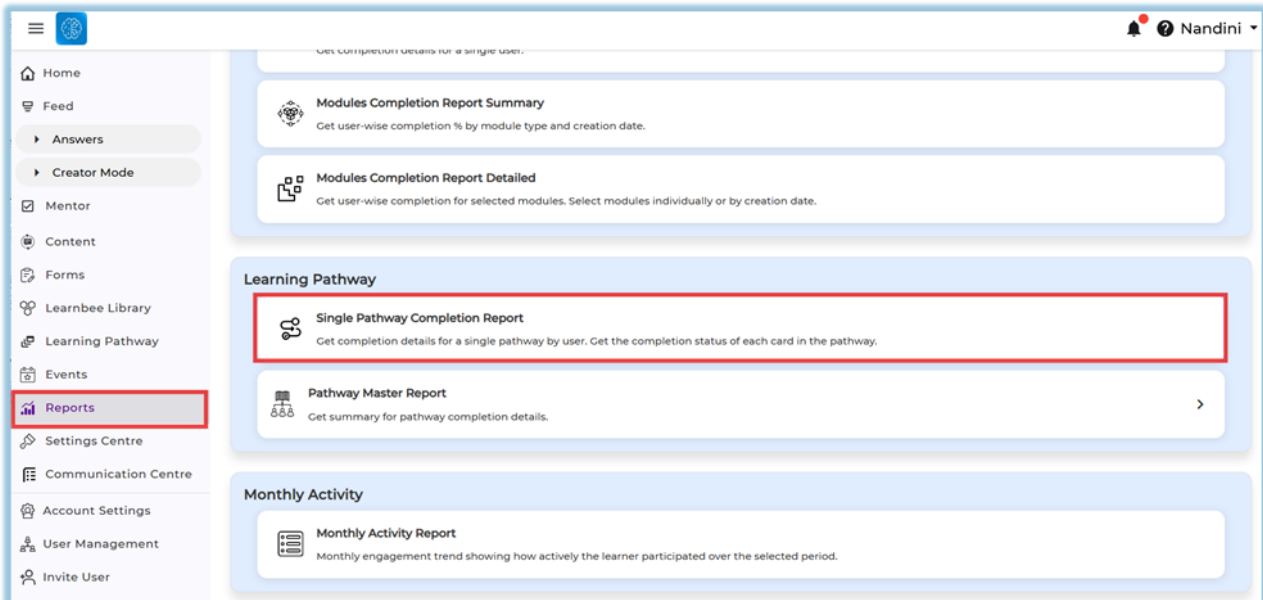
- **Single Pathway** - One learning pathway selected at a time.
- **Company Tab** - Shows data for all users (Admin only).
- **Team Tab** - Shows data for mapped users (Manager/Trainer/Coach).
- **Attribute Filter** - Filters users by attributes.
- **Completion Chart** - Shows completed vs not completed users.
- **Completion Summary** - Displays total users and completion percentage.
- **User Completion Table** - Shows user-level completion details.
- **User Drill-down** - Opens individual user journey details.
- **Selected Columns** - Controls fields in the downloaded report.
- **Download Report** - Exports pathway completion data.

4. Set Up Guide

1. Open the **menu bar** and navigate to **Reports**.

<https://converse.bsharpcorp.com/celebrate/user-report-page>

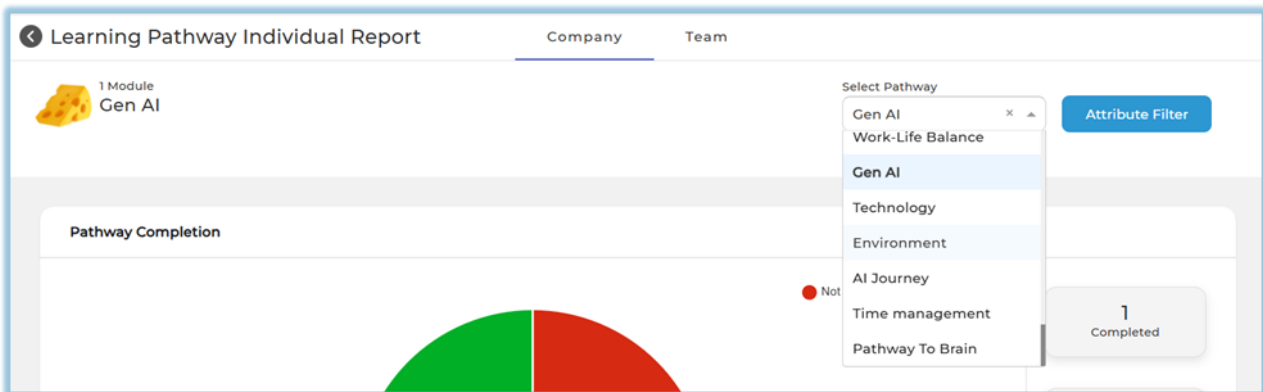
2. Go to the **Learning Pathway** section under Reports.



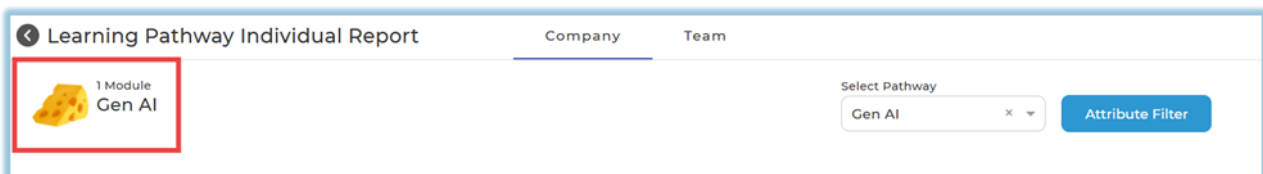
3. Select **Single Pathway Completion Report**.

https://converse.bsharpcorp.com/celebrate/pathway_individual_report/0

4. Choose **one pathway** from the pathway selection dropdown.



5. Review the pathway details shown on the left side, including the pathway name and number of cards.



6. Click **Attribute filter** to apply attribute-based filtering if required.

7. Select an attribute and value, then click **Apply**.

Attributes

Select Attribute

x Department x ▼

| ▲

- Designation
- Department
- Country
- Coach Email
- Trainer Email
- Manager Email
- State

Select Value

x Sales x ▼

▼



Cancel

Apply

8. Review the updated completion data and charts based on the applied filters.

Pathway Completion



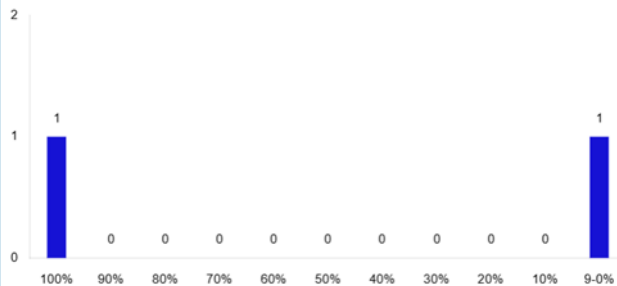
● Not Completed ● Completed

1
Completed

1
Not Completed

2
Total Users

50
Completion %



9. Use **Check User Completion Status** to select users by name or search.

Check User Completion Status

Search...

Apply

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Akash Kateemane	akash@bsharpcorp.com	Logged In	18	2	11%
approval user	approvalUser@gmail.com	Logged In	3	0	0%
Avinash S	avinash.s@bsharpcorp.com	Logged In	7	1	14%

Page Size 5 First Prev 1 2 3 4 5 Next Last

See All Selected Columns Download

10. Click **Apply** to view user-level completion details.

Check User Completion Status

Kavya R kavya.rajkumar@bsharpcorp.com

Reset Apply

Search...

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Kavya R	kavya.rajkumar@bsharpcor...	Logged In	6	0	0%

Page Size 5 First Prev 1 Next Last

See All Selected Columns Download

11. Click the arrow icon against a user to navigate to the **User Journey Report**.

Check User Completion Status

Kavya R kavya.rajkumar@bsharpcorp.com

Reset Apply

Search...

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Kavya R	kavya.rajkumar@bsharpcor...	Logged In	6	0	0%

Page Size 5 First Prev 1 Next Last


← User Journey Report

Select User: Kavya R kavya.rajkumar@bsharp... x

Select Published Date: Last 12 months

Select Completed Date: Select

Reset

User Info  Kavya R Test kavya.rajkumar@bsharpcorp.com	Manager Email nandini@bsharpcorp.com	Trainer Email kavya.rajkumar@bsharpcorp.com
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12. Click **See All** to view completion details for all users.

Check User Completion Status Select Users Apply

Search...

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Rajeev Mehta	rajeev.mehta@bsharpcorp...	Logged In	4	0	0%
Stebin sabu	stebin@bsharpcorp.com	Logged In	14	3	21%
Ojaswani Sahu	ojaswani.sahu@bsharpcorp...	Logged In	4	0	0%
Syed Waqhas	syed.waqhas@bsharpcorp...	Logged In	4	0	0%
Avinash S	avinash.s@bsharpcorp.com	Logged In	7	1	14%

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See All Selected Columns Download

◀ User Details

Name	Email ID	Status	Assigned	Completed	Completed %
Nandini Testing	Nandinisubbarao06@gmail.com	Logged In	16	2	12%
Rajeev Mehta	rajeev.mehta@bsharpcorp.com	Logged In	4	0	0%
Stebin sabu	stebin@bsharpcorp.com	Logged In	14	3	21%
Ojaswani Sahu	ojaswani.sahu@bsharpcorp.com	Logged In	4	0	0%
Syed Waqhas	syed.waqhas@bsharpcorp.com	Logged In	4	0	0%
Pavan Ram	pavan.ram@bsharpcorp.com	Logged In	5	0	0%
Ranjitha P	ranjitha.p@bsharpcorp.com	Logged In	21	3	14%

13. Click **Selected Columns** to customize report columns.

Check User Completion Status Select Users Apply

Search...

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Rajeev Mehta	rajeev.mehta@bsharpcorp...	Logged In	4	0	0%
Stebin sabu	stebin@bsharpcorp.com	Logged In	14	3	21%
Ojaswani Sahu	ojaswani.sahu@bsharpcorp...	Logged In	4	0	0%
Syed Waqhas	syed.waqhas@bsharpcorp...	Logged In	4	0	0%
Avinash S	avinash.s@bsharpcorp.com	Logged In	7	1	14%

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See All Selected Columns Download

← Select Columns
Save Changes

User fields

First Name

Last Name

Mobile Number

Hired On

Designation

Email Address

Manager Email Address

Trainer Email Address

Coach Email Address

Country

State

City

Additional Attributes

Promotion Name

Product

Brand

Testing

Date Test

Zones

new attribute

new attribute two testing

Select Date

Remember these report settings

14. Click **Save changes** and then **Download** to export the report.

Check User Completion Status
Select Users
Apply

Name	Email ID	Status	Assigned	Completed	Completion Percentage
Rajeev Mehta	rajeev.mehta@bsharpcorp...	Logged In	4	0	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0% >
Stebin sabu	stebin@bsharpcorp.com	Logged In	14	3	<div style="width: 21%; height: 10px; background-color: #e74c3c;"></div> 21% >
Ojaswani Sahu	ojaswani.sahu@bsharpcorp...	Logged In	4	0	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0% >
Syed Waqhas	syed.waqhas@bsharpcorp...	Logged In	4	0	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0% >
Avinash S	avinash.s@bsharpcorp.com	Logged In	7	1	<div style="width: 14%; height: 10px; background-color: #e74c3c;"></div> 14% >

Page Size 5
First
Prev
1
2
3
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5
Next
Last

See All
Selected Columns
Download

5. User View

- Admins see the **Company** tab.
- Managers, Trainers, and Coaches see the **Team** tab.
- Completion charts and user tables are visible based on access.

6. Reporting

- **Single Pathway Completion Report**
 - Shows completion status for a selected pathway at user level.
 - Displays completed and not completed users using a pie chart.

- Provides total users, completed users, not completed users, and overall completion percentage.
- Allows redirection to **User Journey Report** for detailed user activity.
- Accessible from **Reports → Learning Pathway → Single Pathway Completion Report**.

7. Best Practices

- Select only one pathway, as this report supports single-pathway analysis.
- Apply attribute filters to narrow results to relevant user groups.
- Use user-level completion view for follow-ups and coaching.
- Customize columns before downloading to avoid unnecessary data.

8. Related Links / FAQs

- **What happens when I click the arrow icon next to a user?**
It redirects to the User Journey Report for that user.
- **Why can I select only one pathway?**
This report is designed for individual pathway analysis.

9. Version Notes

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Revision #4

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