

6.3.1.4 Assignments tab

The **Assignments** tab of the **Generate Reports** page allows you to view details about assignments for all the users in all the active projects under the current Item Bank.

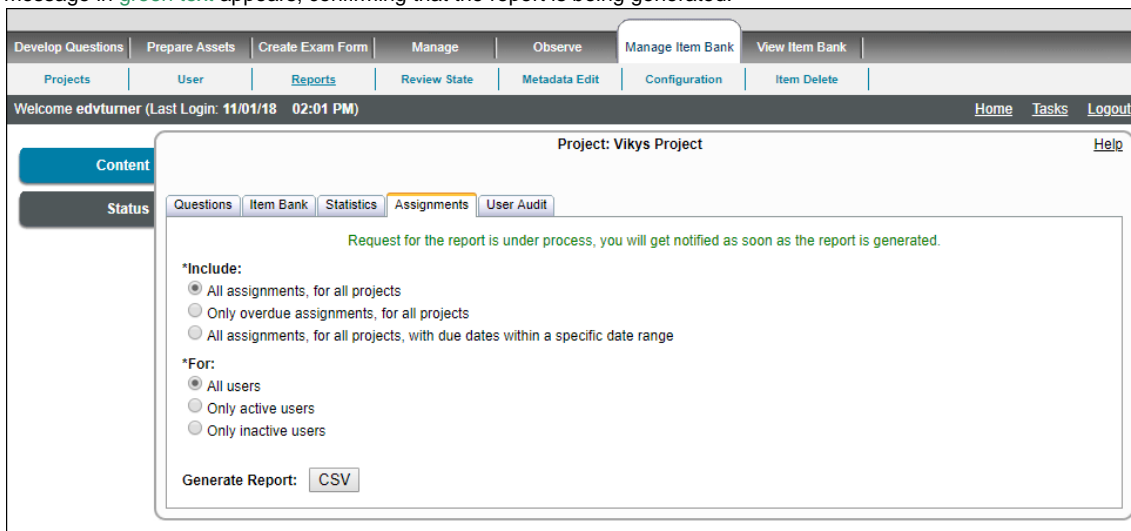
A total of nine different types of assignment reports can be generated by combining the options under **Include** and **For**.

Criteria	Option	Description
Include	All assignments, for active projects	The report contains details about all the assignments for all the active projects under the current Item Bank.
	Only overdue assignments, for active projects	The report contains details about only those assignments for all the active projects under the current Item Bank, whose due date has passed with respect to the current date.
	All assignments, for active projects, with due dates within a specific date range	The report contains details about all assignments for all the active projects under the current Item Bank, within the specified date range of due dates.

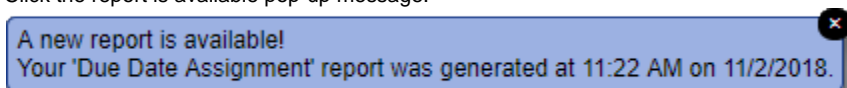
For	All users	The report contains details about assignments for all users from all the active projects under the current Item Bank.
	Only active users	The report contains details about assignments for all active users from all the active projects under the current Item Bank.
	Only inactive users	The report contains details about assignments for all inactive users from all the active projects under the current Item Bank.

Generate the Assignments report

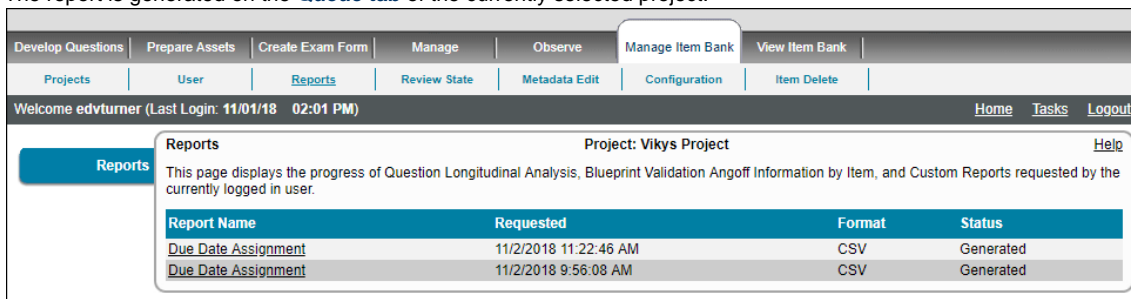
1. To generate the report, make the selections for the **Include** and **For** options and click the **CSV** button next to **Generate Report**. A message in **green text** appears, confirming that the report is being generated.



2. Click the report is available pop-up message.



3. The report is generated on the **Queue** tab of the currently selected project.



Report Name	Requested	Format	Status
Due Date Assignment	11/2/2018 11:22:46 AM	CSV	Generated
Due Date Assignment	11/2/2018 9:56:08 AM	CSV	Generated

4. Once generated, the report appears as hyperlinked text with the name "Due Date Assignment" under the **Report Name** column. Click this hyperlink to download the report in the CSV file format.
5. The generated CSV file of the assignment report appears as below.

	A	B	C	D	E	F	G	H	I
1	Project Name	User Name	Assignment Type	Criteria	Due Date	Questions Assigned	Questions Remaining	Questions Completed	
2	Advance	rev1	Review:Review One	Review 1	11/15/2018 0:00	0	0	0	
3	Advance	rev2	Review:Review One	Review 1		0	0	0	
4	Advance	rev2	Review:Review Two	Review 2		1	1	0	
5	Advance	rev1	Review:Review Two	Review 2	11/15/2018 0:00	1	1	0	
6	Advance	rev2	Review:Review Three	Review 3		0	0	0	
7	Advance	rev1	Review:Review Three	Review 3	11/15/2018 0:00	0	0	0	
8	Vikys Project	rev1	Review:Review One	Question Review		10	10	0	
9	Vikys Project	rev2	Review:Review One	Question Review		10	10	0	
10	Vikys Project	rev3	Review:Review One	Question Review		10	10	0	
11	Vikys Project	rev1	Review:Review Two	Rainbow review	11/15/2018 0:00	0	0	4	
12	Vikys Project	rev2	Review:Review Two	Rainbow review		3	3	1	
13	Vikys Project	jadoe	Translate: Japanese	Translate		4	3	1	



The "Due Date" column of the Assignments report is blank for those assignments where the date has not been specified.