Accredited Unanet GovCon: Using Reporting Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet Unanet GovCon: Using Reporting Accreditation demonstrates users' knowledge required to perform basic reporting using Unanet GovCon.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

Exam Blueprint

- The exam consists of 25 multiple choice questions.
- This is a timed 30-minute exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

CATEGORY	WEIGHT
Reporting Basics • Navigate layout and functionality • Identify and describe types of data • Run reports from the Reports Dashboard	**49%**
Creating Reports • Utilize report criteria options • Create, modify, and run Adhoc reports • Create, modify, and run ExpressView Analytics reports	**38%**
Managing Reports • Create Saved Reports • Run Shared Reports	**13%**

Exam Preparation

The exam is based on the training content listed below. While it is optional, we recommend you complete the following training before attempting the exam.

Self-Paced eLearning
Unanet GovCon: Introduction to Reporting (ELN)

Instructor-Led Training OR Self-Directed Learning
Unanet GovCon: Using the Reports Dashboard (ILT)
Unanet GovCon: Using Adhoc Reports & Analytics ExpressView (ILT)

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

Resource Documents
Support Portal: GC | Sys Doc | Reports Dashboard
Support Portal: GC | Sys Doc | Reports – Reference Dashboard
Support Portal: GC | Sys Doc | Dashboard and Reference Reports by License Type
Support Portal: GC | Sys Doc | Reports – Working with Saved Reports, Charts, Lists
Support Portal: GC | Sys Doc | Creating Saved Reports on Your Dashboards
Support Portal: GC | Sys Doc | Create Adhoc Reports
Support Portal: GC | FAQ | How Do I Share An Adhoc Report?
Support Portal: GC | Sys Doc | Reports - Analytics
Support Portal: GC | Sys Doc | Analytics – Available Data Categories
Support Portal: GC | FAQ | How To Share Analytics Reports

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