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:

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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 courses 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)
	• Using Adhoc Reports & Analytics ExpressView (ILT)

RESOURCE DOCUMENTS

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

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