

Administrator Guide

Reporting

Pulling Reports by Date Range

- 1 Select **Reports**.
- 2 Select **Bulk NLN Reports Download**.
- 3 Input the date range for when you'd like reports.
- 4 Choose the report type. NEX for the NEX exam and Coaching Report for other exams.
- 5 Choose the exam product.
- 6 Optional: name your file.

Reporting

Pulling Reports by Date Range

- 7 Click **Download all reports** in the upper right corner.
- 8 A yellow notification will appear by your name on the left of the screen when your reports are ready. Click it.
- 9 The newest file will be at the top and bolded. Choose Download beside the file.
 - All reports for this session will download in a ZIP file.

Administrator Guide Screenshots: Reports by Date Range

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Reports



2



Bulk NLN Reports Download

Download (asynchronous) a zip with selected NLN reports (NEX Coaching, NEX Historical, FAX)



3

Start Date



End Date



Clear dates

7

Download all reports



4

Report types

Select Reports *

You must select at least one option

Institution

You must select at least one option

5

Products

Select Products

6

File name (optional)

nln_reports

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My Account

Notifications

Log Out



Date	Type	Source Type	Source Name	Message	Download
03-26-2026	EXPORT	Report	coaching_reports_03_26_2026_18:19	Export 'coaching_reports_03_26_2026_18:19' successful.	

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