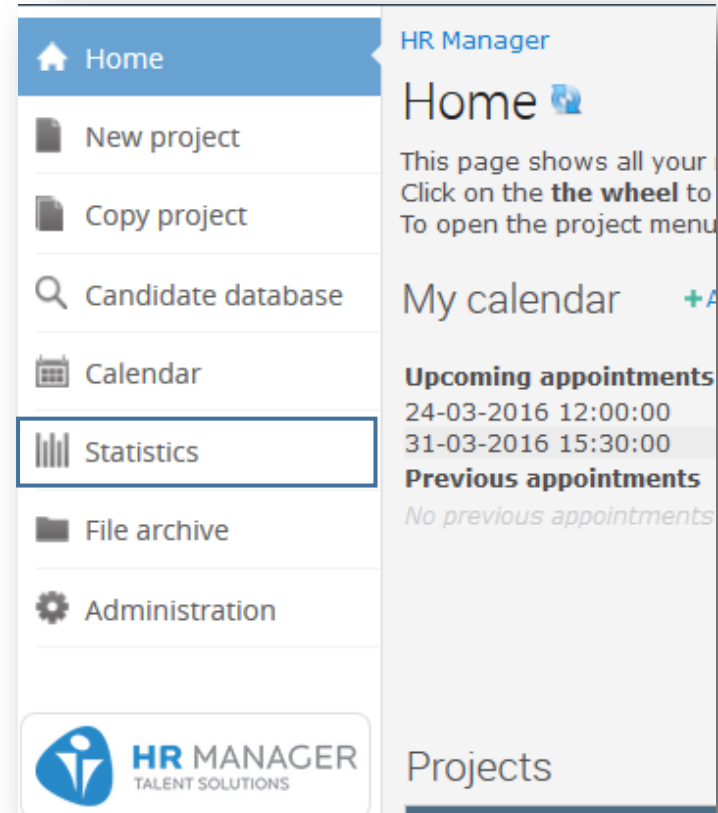


# Quick Guide **Statistics**

# Statistics

Access the 'Statistics' module in the left hand menu .

It allows you to generate a number of different statistics; applications, projects and candidates based on various factors.

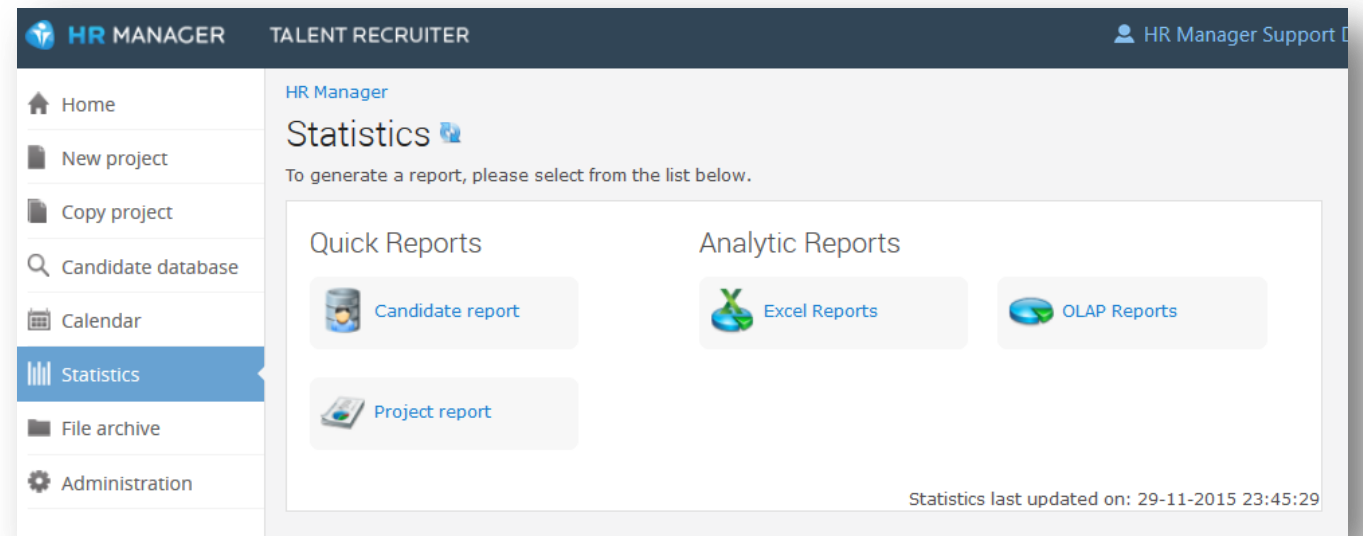


# Reports

The statistics module consists of two types of reports.

'Quick reports', provides an immediate overview over candidates and projects.

'Analytic reports', provides a broader and more detailed overview with option to customize the report, based on various factors.

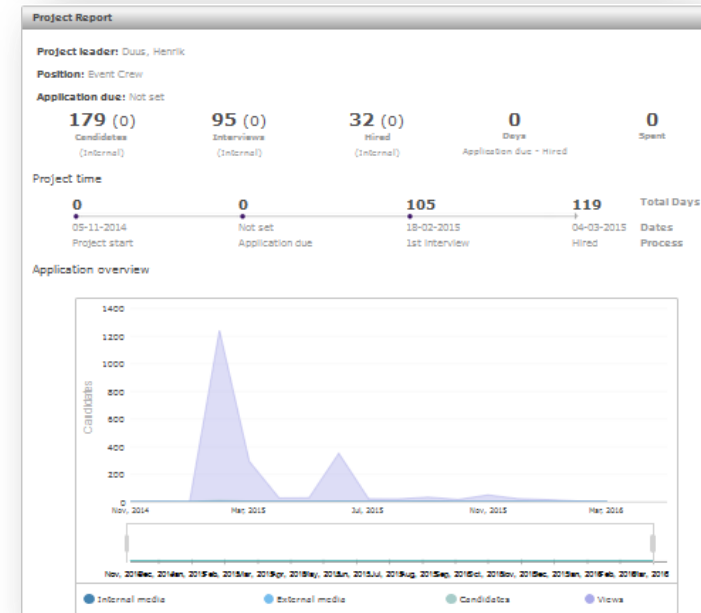
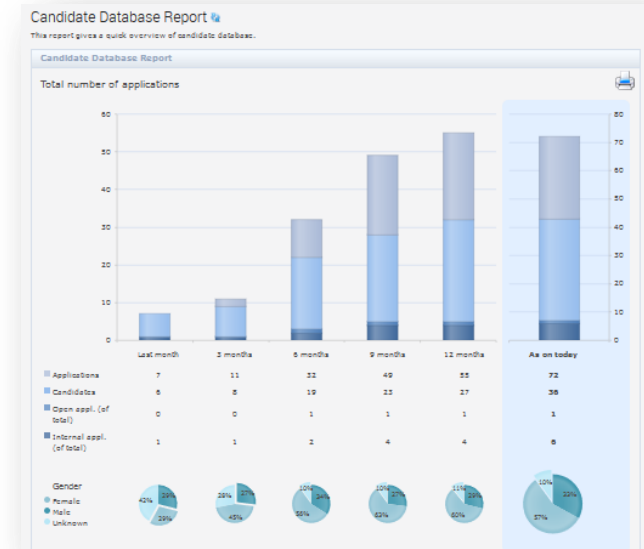


# Quick Reports

'Candidate reports' provides an immediate overview of the candidates, in the system.

For example, it allows you to see; the number of candidates who applied for a particular position, gender balance, which media candidate has applied through etc.

'Project reports' allows to see particular information about a project such as; project time, number of candidates, medias applied through etc.



# Analytic reports – Excel

The main page displays an overview of candidates, applications and projects. The data only applies the department selected before accessing the 'Analytic reports'.

Furthermore, the system offers several 'Standard reports', which can be generated with a couple of clicks. Create the statistics in Excel, where a number of different parameters can be included.

## Excel Reports

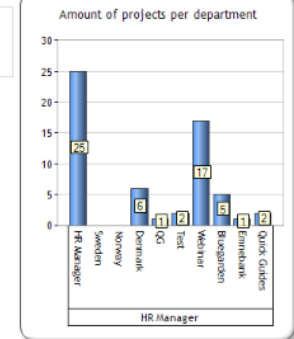
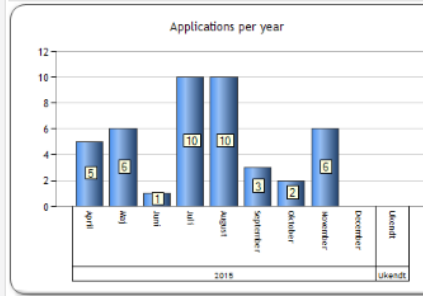
You have a number of useful statistics and the possibility to generate reports. For generating reports about candidates and project, please click on links below. Available reports will be shown and opened in new window when clicked on. It is also possible to generate customized reports. Please contact your contact person for further info.

NB: When generating a new report, please be patient as it may take some time to generate them.

### Statistics

#### Summary

Amount of candidates (including deleted candidates)	40
Amount of applications (including deleted applications)	83
Amount of applications per candidate	2,075
Current amount of applications (excluding deleted applications)	72



### Excel Reports

#### Standard reports

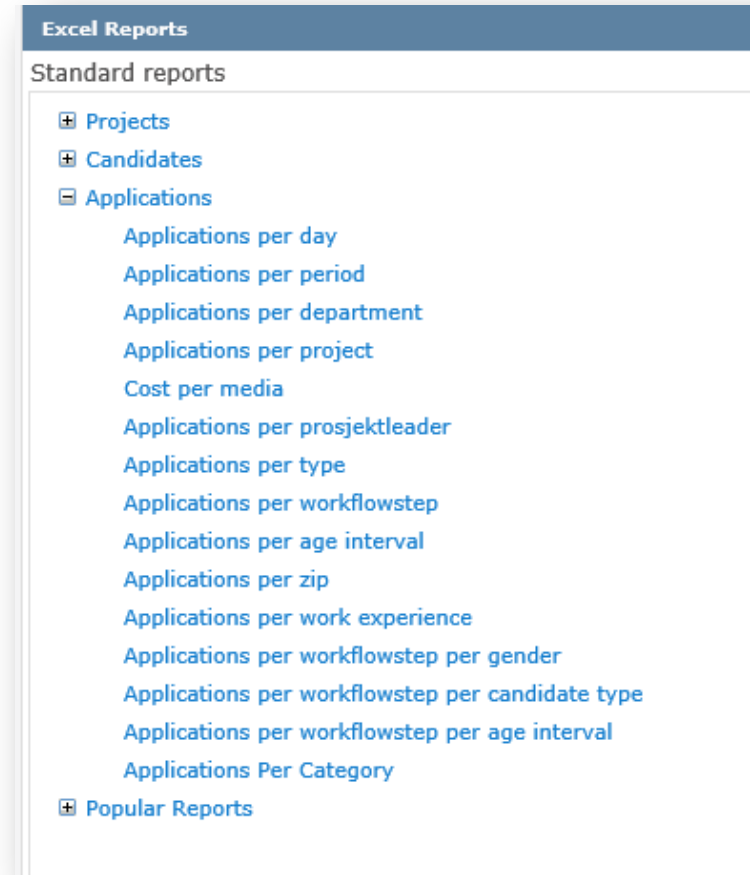
- Projects
- Candidates
- Applications
- Popular Reports

# Analytic reports - Excel

The 'Standard reports' contains several predefined reports under the categories:

- Projects
- Candidates
- Applications
- Popular Reports

Each category has a number of report options available. Click on the '+' to expand the folder.



# Analytic reports - Excel

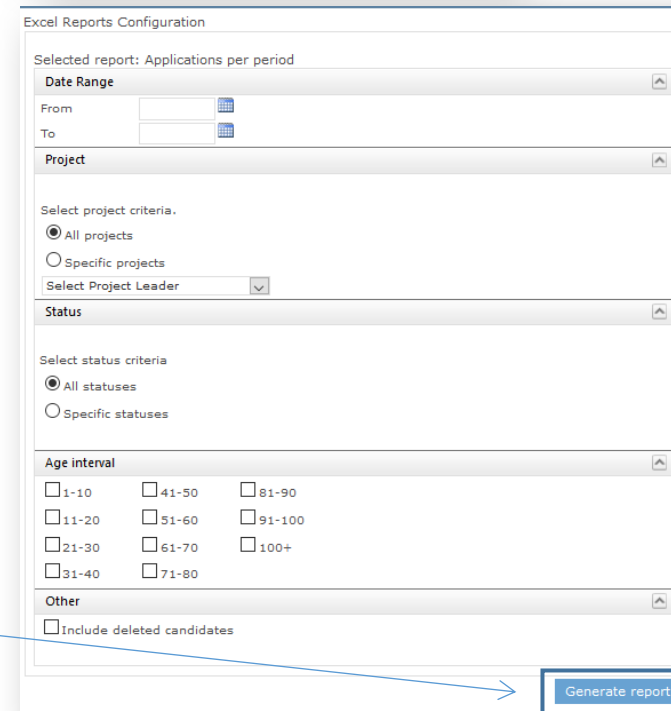
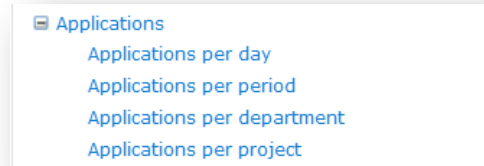
Simply click on the name of the report to create a report.

For example:

'Applications per period'

Next, enter details like date range, project, status, and age interval in the 'Excel Reports Configuration'.


Once report is configured, click 'Generate report' to create the report.




Excel Reports Configuration

Selected report: Applications per period

**Date Range**

From:  


To:  

**Project**

Select project criteria.

☒ All projects

☐ Specific projects

Select Project Leader:  

**Status**

Select status criteria

☒ All statuses

☐ Specific statuses

**Age interval**

<input type="checkbox"/> 1-10	<input type="checkbox"/> 41-50	<input type="checkbox"/> 81-90
<input type="checkbox"/> 11-20	<input type="checkbox"/> 51-60	<input type="checkbox"/> 91-100
<input type="checkbox"/> 21-30	<input type="checkbox"/> 61-70	<input type="checkbox"/> 100+
<input type="checkbox"/> 31-40	<input type="checkbox"/> 71-80	

**Other**

☐ Include deleted candidates

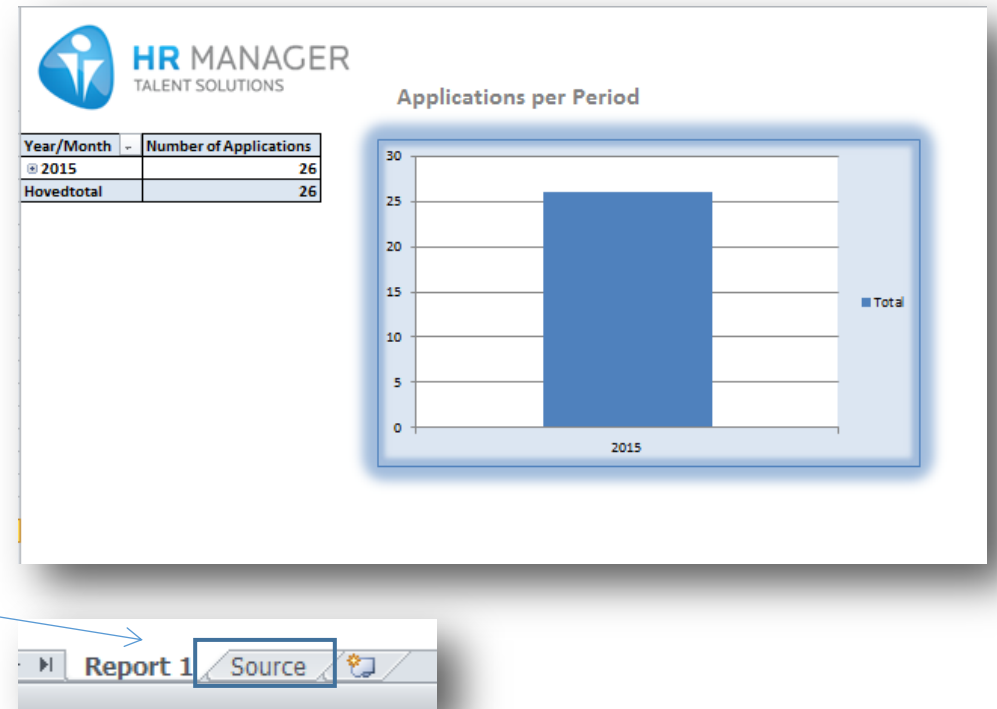
**Generate report**

# Analytic reports - Excel

The report is opened in Excel. It consists of a table and a chart.

The example displays 'Applications per period' from 1st March 2015 – 30th November 2015.

To view the details of the report, click on the tab 'Source'.



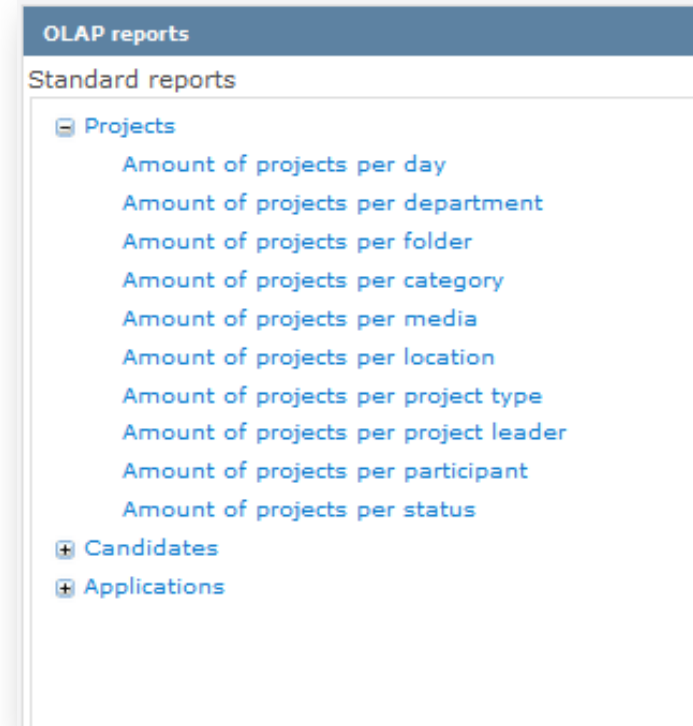


# Analytic reports - OLAP

OLAP reports (OnLine Analytical Processing), mainly offers the same report options as Excel.

The majority of users mainly use the Excel reports, as it is generates reports faster.

OLAP will not be updated with new report options in future.

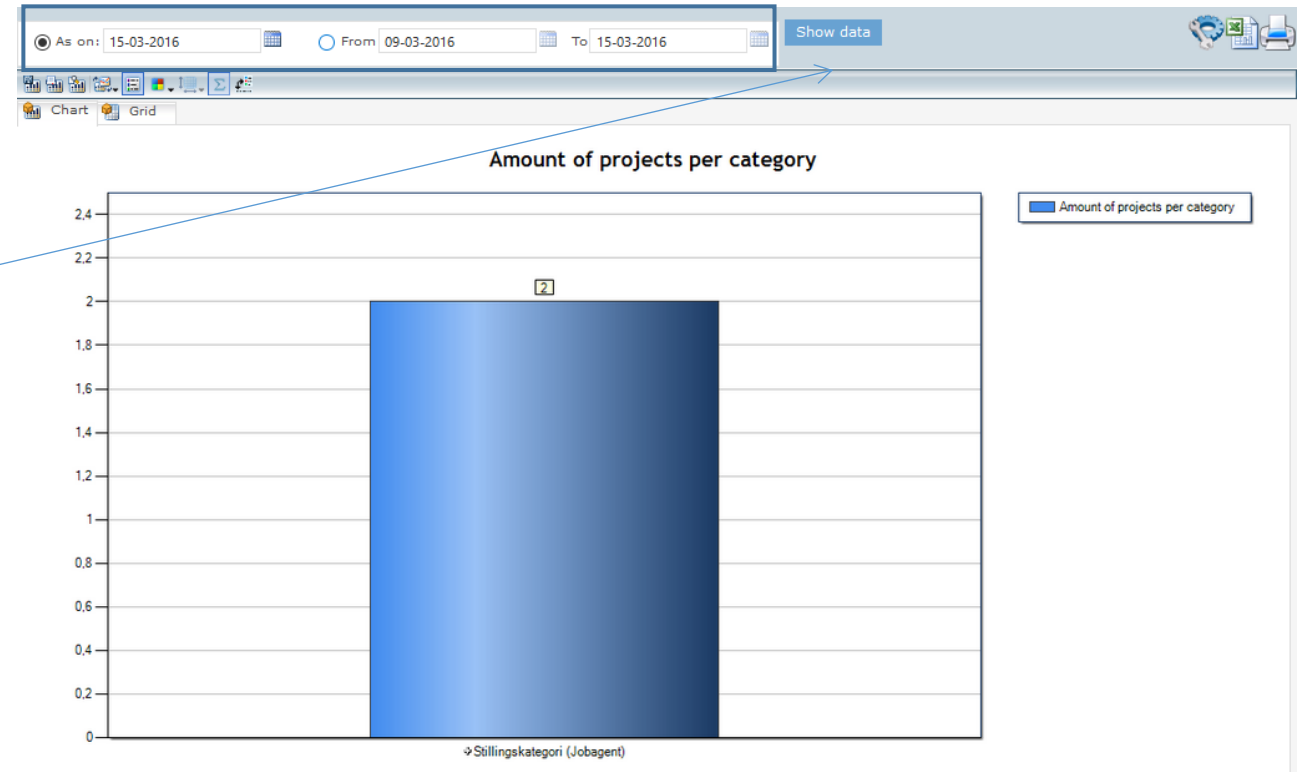


# Analytic reports - OLAP

Once report is selected and generated, the report opens in a new window or tab.

Update dates, if applicable.

Click 'Show data' once period is updated.



# You can now create reports

Please contact Support, for any further information

Tel: +45 72 44 06 44

Email: [support@hr-manager.net](mailto:support@hr-manager.net)

[Chat with us](#)



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