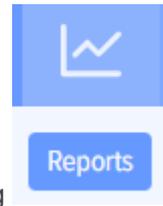


Reports



Reports can be accessed by the [app moderators](#) and Bitrix portal administrator by pressing

The screenshot shows a web interface for 'Best practices'. At the top, there is a blue header with the text 'Best practices', a search bar, and several utility icons. Below the header, there are two dropdown menus: 'All practices' and 'All categories'. The main content is a table with the following columns: Name, Author, Category, Rating, and Status. The table contains four rows of data, each with a hamburger menu icon on the left. The 'Status' column contains icons representing different states: a refresh icon, a document icon, a green checkmark, and a red prohibition sign.

Name	Author	Category	Rating	Status
Product best practice 5/2	user A , Novus-HCM 25.09.2024 18:23	My cat 2/subcat2	♥ □	↻
My practice 2	user A , Novus-HCM 25.09.2024 17:43		♥ □	📄
My practice 31	user A , Novus-HCM 11.09.2024 21:56		♥ □	✅
My practice 2	user A , Novus-HCM 11.09.2024 14:49		♥ □	🚫

The following reports are available

- Total number of practices. Shows the number of practices added within specified period.
- Staff activity. Shows staff activity.
- Activity by departments. Shows the activity of departments and units.
- Number of practices by status. Shows the number of practices assigned with specific statuses.
- Number of tasks. Shows the number of tasks assigned for practices within a set period.
- Overdue tasks for practices. Shows overdue tasks within a set period.

If these reports are not enough for you, feel free to contact us.

Revision #4

Created 25 September 2024 15:51:43 by Maria

Updated 23 October 2024 13:52:04 by Admin