

Reports



be accessed only by the [app moderator](#) and the Bitrix24 portal administrator by clicking the symbol

Reports

- Reports.

The screenshot displays the 'My lessons' section of the Novus-HCM app. At the top, there's a header with 'My lessons' and a 'List of lessons' button. Below this is a search bar and a list of lessons. Each lesson entry includes the user (user A), the lesson name (Lesson 1, Lesson 2, Lesson 3), and the status (ON COORDINATION, ON APPROVAL, APPROVED). The interface is in English and shows the Novus-HCM logo at the bottom right.

The app provides the following reports:

- Total number of lessons added;
- Staff activity showing the number of lessons added by certain staff members (selected at report drawing);
- Activity by departments showing the number of lessons added by each department;
- Lesson statuses showing the number of lessons assigned with each of the existing statuses;
- Number of tasks showing the total number of tasks assigned to lessons;
- Overdue tasks showing the tasks with expired completion deadline.

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