

Reports



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

Reports

bit - Reports.

The screenshot displays the 'My lessons' interface. At the top, there is a header 'My lessons' and a sub-header 'List of lessons' with a refresh icon. Below this is a search bar with 'All lessons' and 'All categories' dropdowns, and a search input field. The main area shows a list of lessons with the following details:

User	Lesson	Date	Status
user A Novus-HCM	Lesson 3	2024-10-21 12:07:35	ON COORDINATION
user A Novus-HCM	Lesson 2	2024-10-21 12:06:58	ON APPROVAL
user A Novus-HCM	Lesson 1	2024-10-21 12:06:21	APPROVED

At the bottom of the interface, there is a language dropdown set to 'English' and the text 'Novus-HCM'.

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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