



Reports available within Claromentis

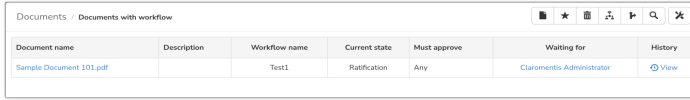
Most popular reports

- **Audit logs:** Administrators can export a host of information across all applications to gain insight into engagement with the platform as well as investigate issues e.g. user login totals, page views
- **Remaining holiday quota for your staff:** Within the Holiday Planner application, set your scope of user groups and see a list of all staff's used and remaining holiday quota. A valuable tool for any manager who wishes to remain vigilant against any end-of-year accumulations of holiday days.
- **Bradford Factor:** The widely used absence management calculation is available as a Holiday Planner report. See the 'Bradford Score' of any staff within the scope you set.
- **Document Permissions Report:** Working with a document management system can often yield doubts about whether permissions have been correctly set throughout a folder structure. Simply pick a user, and see a report on what they can and can't see within your structure.
- **Expenses:** Generate a list of all submitted expenses and their important details.
- **Craft your own reports:** The Reports application is a valuable tool for querying your database's information and fetching bespoke reports that go beyond the standard offerings. Available for Projects, Policy Manager, Courses, Learning and Quiz.

Reports per application

Documents

Workflow report: Generate a list of any documents awaiting workflow approval. If you choose to have documents move through an approvals process, some items can occasionally get held up. This area gives an oversight on which items are awaiting approval, and from whom.



| Document name | Description | Workflow name | Current state | Must approve | Waiting for | History |
|-------------------------|-------------|---------------|---------------|--------------|--------------------------|----------------------|
| Sample Document 101.pdf | | Test1 | Ratification | Any | Claremonts Administrator | View |

Number/size of documents and electronic records by record type: If you choose to make use of Record Types, this will generate a list summarising the quantity and size of each type.

For example, you may wish to know how many Gigabytes of CAD documents you have stored, or how many scanned document images you have.

Detailed report on documents and folder structure: Generate a list of files and folders that exist, showing their creation, last modified and last accessed dates, together with their size and how many versions exist.

The report can be filtered by folder, creation date range, last modified date range, and users. The report can be downloaded as a CSV, and can include document metadata in the export.

| Type | Title | Size | Date Created | Last Modified | Last Accessed | Num. of Versions | Parent |
|------|--|-------|-----------------------|------------------|------------------|------------------|---------------------|
| | Document Library | | 28-10-2014 14:06 | 18-04-2023 06:54 | | | |
| | Using an Agile Approach in a Large, Traditional Organisation.pdf | 40319 | 21-09-2016 14:04 | 19-09-2017 21:29 | 14-07-2023 12:03 | 2 | Document Library |
| | Demo User Documents | | 06-11-2014 16:06 | 21-09-2023 12:21 | | | Document Library |
| | Sample Document 2.pdf | 91167 | 30-12-2014 14:45 | 30-12-2014 14:45 | 21-09-2023 12:44 | 1 | Demo User Documents |
| | Sample Document 3.pdf | 91167 | 30-12-2014 14:45 | 30-12-2014 14:45 | 21-09-2023 12:45 | 1 | Demo User Documents |
| | Sample Document 4.pdf | 91167 | 30-12-2014 14:45 | 30-12-2014 14:45 | 21-09-2023 12:45 | 1 | Demo User Documents |
| | Sample Document 5.pdf | 91167 | 31-12-2014 12:59 | 31-12-2014 13:07 | 21-09-2023 12:45 | 2 | Demo User Documents |
| | Sample Document 7.pdf | 91167 | 13-01-2015 09:25 | 13-01-2015 09:25 | 21-09-2023 12:45 | 1 | Demo User Documents |
| | Sample Document 6.pdf | 91167 | 13-01-2015 09:25 | 13-01-2015 09:25 | 21-09-2023 12:45 | 1 | Demo User Documents |
| | Sample Document 8.pdf | 91167 | 13-01-2015 13-01-2015 | 13-01-2015 | 21-09-2023 | 1 | Demo User |

Number and location of folders, documents and records by specific access control markings: If your company deals with secure information, you can make use of access control markings to mark documents as 'Restricted', 'Secret', 'Top Secret' and so on. This report will generate a list of documents, showing their location and access control levels.

Report by review date: generate a list of documents showing their creation, last modified, and review dates. This is useful if your business has a policy to ensure checks are made that review dates are not missed, and that all documents remain relevant.

Documents Permissions Report: Select an individual user, to check what they are able to see within your Documents system.

A useful tool to put at ease any concerns that permissions may have been set incorrectly somewhere within a folder structure. This report will visually show what your chosen user can and cannot achieve.

This report is filterable by user and can be exported to a CSV.

Admin / Documents / Documents permissions report

User: Claromentis Administrator

CSV report: Folders Documents

CSV delimiter: Comma Semicolon

Root

| Name | perm_id | View | Edit | Move/Del | E.Mets | E.Perms | Owner |
|--|---------|------|------|----------|--------|---------|---------------------------|
| Root | 0 | ● | ● | ● | ● | ● | |
| Discussions | 235 | ● | ● | ● | ● | ● | |
| Sample Document 1.pdf | 235 | ● | ● | ● | ● | ● | |
| Document Library | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Certificates | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Demo User Documents | 47 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Human Resources | 154 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Marketing | 156 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Projects | 42 | ● | ● | ● | ● | ● | Michael Hassman |
| Sales | 158 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Templates | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| User Guides | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Videos | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Using an Agile Approach in a Large, T... | 42 | ● | ● | ● | ● | ● | Claromentis Administrator |
| Drop Zone | 164 | ● | ● | ● | ● | ● | Michael Christian |

Learning

Course and Module Activity Reports: Generate a list of enrolment and completion activity within the eLearning system.

The lists will show who the users are, the modules they are engaging with, their completion status such as 'Enrolled' or 'Completed', how many times they've accessed the module, and their dates of enrolment and completion if available.

The report can be filtered by individual modules/assessments, users, and user groups. The report can be downloaded as a CSV.

Learning / Courses / Reports / Course Activity Report

Course Name:

User/Group/Role:

Course Category:

Enrolment Status:

Include Archived Courses
 Mandatory Courses Only

100 entries per page

| User ID | Name | Group | Role | Course ID | Course | Course Status | Validity | Enrolment Status | Date Enrolled | Date Completed |
|---------|---------------------------|-------|------|-----------|-------------------|---------------|----------|------------------|---------------|----------------|
| 1 | Claromentis Administrator | | | 13 | Agile Development | Done | | Completed | 24 March 2023 | 24 March 2023 |

Showing 1 to 1 of 1 entry

Training Record reports: Generate a list of all forms of training completed by your users.

This can be modules completed, learning events attended, certificates obtained, or learning paths achieved. The report will show the users, the type of learning achieved, the completion date, the qualification code, and any other information.

The report can be filtered by keywords, individual users, learning object type, License number, Qualification code, and record date ranges. The report can be downloaded as a CSV.

Learning / Training Record Reports

Keywords:

User:

Type:

License No:

Qualification Code:

Record Date:

10 entries per page

| Id | Name | Title | Completion Date | Other Information | Qualification Code | Hours of training |
|----|---------------------------|-------------------|-----------------|--------------------------------|--------------------|-------------------|
| 96 | Claromentis Administrator | Agile Workshop | 1 June 2023 | Learn more about Agile | AGILE | 6 |
| 97 | Claromentis Administrator | Agile Development | 24 March 2023 | Videos about Agile Development | AGILE | 2 |
| 93 | Playground Admin | Agile workshop | 13 August 2019 | | CLABEG | |

Use our *Reports* application to craft your own report and query the database further than the standard report offering.

Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. For example, you may wish to know of any users who have passed courses, but you would also like the report to show which department those users work in.

The reports application can be scheduled to run on an interval, for a scope of users of your choosing. Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Reports / Courses / Modules longer than 30 minutes / Modules longer than 30 minutes

Modules longer than 30 minutes

Created on 29 Sept 2023, 15:09 by Claromentis Administrator
Updated on 29 Sept 2023, 15:13 by Claromentis Administrator

Filtered by Length (minutes) Add Filter

Show 100 entries

Search: Search

| Course Id | Title | Summary | Training Record? | Module Id | Title | Duration | Length (minutes) |
|-----------|---------------------|---------|------------------|-----------|----------------------------------|----------|------------------|
| 9 | Onboarding Training | | Yes | 14 | Apply transitions between slides | 3 hours | 40 |

Showing 1 to 1 of 1 entry (filtered from 10 total entries)

Quiz

Overview report: Generate a list of all available quizzes.

See the number of users completed, the pass mark required and the maximum achievable score, the average user score, the average time taken, the number of questions, and a visual bar chart representation of the pass/fail ratio.

Learning / Quiz / Statistics

Overview

These statistics are based on each user's best attempt at each Quiz.

10 entries per page

| Quiz Title | Users Completed | Total Score | Pass Mark | Avg. User Score | Avg. Time Taken | # of Questions | Pass / Fail Ratio |
|-------------------|-----------------|-------------|-----------|-----------------|-----------------|----------------|-------------------|
| Company Knowledge | 12 / 68 (17%) | 70 | 42 | 45 | 00:19 | 7 | Pass Fail |
| Pages Quiz | 1 / 9 (11%) | 30 | 21 | 20 | 00:34 | 3 | Fail |
| Quiz Features | 1 / 63 (1%) | 50 | 35 | 30 | 00:29 | 3 | Pass |

Showing 1 to 3 of 3 entries

Individual quiz report: Generate a list of all the attempts taken. See the date of the attempt, the score achieved, the time taken, and the pass/fail status.

A questions breakdown tab shows a visual representation of the pass/fail ratio of each individual question, which helps to highlight where your users are struggling the most within your quiz.

Learning / Quiz / Statistics / Company Knowledge

Company Knowledge - Quiz Statistics

Test your knowledge of our company's values, its history, and its goals.

Author: Claromentis Administrator

Questions: 7

Total Score: 70

Pass Mark: 42 (60%)

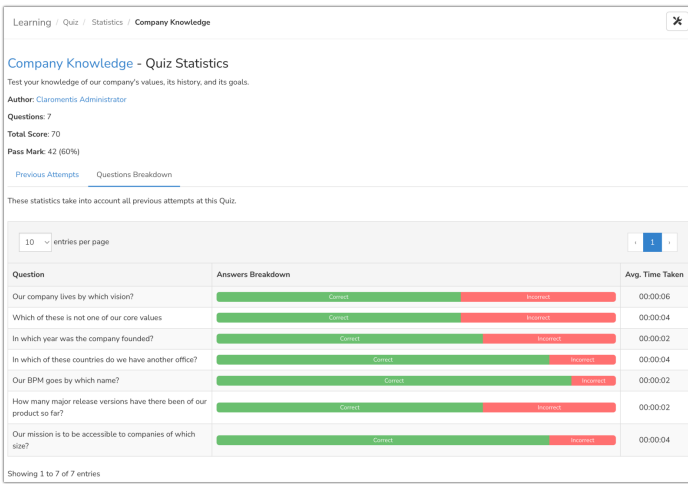
Previous Attempts Questions Breakdown

Each user's best attempt at the Quiz.

Export to CSV

10 entries per page

| Name | Date | Score | Results | Time Taken | Status |
|---------------------------|------------------|-------|---------|------------|--------|
| Claromentis Administrator | 24-08-2017 16:18 | 20 | 29% | 00:00:15 | Fail |
| Michael Hassman | 18-07-2017 15:42 | 70 | 100% | 00:00:32 | Pass |
| Barclay Martin | 27-06-2017 19:49 | 50 | 72% | 00:00:46 | Pass |
| Nicola Gibson | 11-05-2017 15:23 | 10 | 15% | 00:00:13 | Fail |
| Mary Rees | 11-05-2017 15:22 | 20 | 29% | 00:00:12 | Fail |
| Pippa Fraser | 11-05-2017 15:22 | 30 | 43% | 00:00:14 | Fail |
| Jason Reid | 11-05-2017 15:21 | 40 | 58% | 00:00:14 | Fail |
| Irene Gray | 11-05-2017 15:21 | 50 | 72% | 00:00:15 | Pass |
| Frank Simpson | 11-05-2017 15:20 | 60 | 86% | 00:00:11 | Pass |



Use our *Reports* application to craft your own report and query the database further than the standard report offering. Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. The reports application can be scheduled to run on an interval, for a scope of users of your choosing.

Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Reports / Quiz

[Add New Report](#)

| Name | Owner | Last Modified | Next Schedule |
|----------------------------|---------------------------|--------------------|---------------|
| Quiz scores and time taken | Claromentis Administrator | 11 Aug 2017, 16:04 | |
| Just failures | Claromentis Administrator | 11 Aug 2017, 16:07 | |
| Just passes | Claromentis Administrator | 11 Aug 2017, 16:06 | |
| Scores less than 50 | Claromentis Administrator | 11 Aug 2017, 16:08 | |

| Name | Owner | Last Modified | Next Schedule |
|--------------------------|---------------------------|--------------------|---------------|
| Total questions answered | Claromentis Administrator | 11 Aug 2017, 16:01 | |

Audit Log

A tool available only to administrators is the Audit Log.

Actions performed across the system are logged in the background, which is useful for problem-solving. e.g. when a document was viewed and by whom, if an InfoCapture notification was sent, records of user logins etc

The report can be filtered by date, individual user, application, or sub-category within an application and be downloaded to a CSV for each searching or record keeping.

Admin / Audit / View logs

From: 04-10-2023 00:00 To: 04-10-2023 13:21

User name:

Category: System Login

CSV delimiter: Comma (,) Semicolon (;) Get CSV file

[View](#)

| Date/Time | User name | Impersonated user | IP address / Proxy IP | Type | Category | Subcategory | Object | Details |
|------------------|---------------------------|-------------------|-----------------------|---------|----------|-------------|--|--|
| 04-10-2023 09:53 | Claromentis Administrator | | 2.217.72.26 | SUCCESS | System | Login | 'Claromentis Administrator' (Object ID: 1) | User 'Claromentis Administrator' (#1) logged in through a web form (LoginHandlerHtmlPlain) |
| 04-10-2023 11:08 | Claromentis Administrator | | 2.217.72.26 | FAILURE | System | Login | 'Claromentis Administrator' (Object ID: 1) | Login failure for user 'admin': Invalid username or password given (LoginHandlerHtmlPlain) |
| 04-10-2023 11:08 | Claromentis Administrator | | 2.217.72.26 | SUCCESS | System | Login | 'Claromentis Administrator' (Object ID: 1) | User 'Claromentis Administrator' (#1) logged in through a web form (LoginHandlerHtmlPlain) |
| 04-10-2023 11:09 | Claromentis Administrator | | 2.217.72.26 | SUCCESS | System | Login | 'Claromentis Administrator' (Object ID: 1) | User 'Claromentis Administrator' (#1) logged in through a web form (LoginHandlerHtmlPlain) |

Infocapture

Infocapture's reports are configurable to achieve a list of information relevant to your needs. Lists can be generated of any data from a project, set to filter in advance or allow the generating user to define their own filters.

The report can group together any matching data, for example, you may wish to know the total number of submitted forms that show a particular list value - such as the number of forms submitted specifying 'Region A' and the number with 'Region B' and so on.

The reports can be saved and permission controlled, as you may wish to define that only a certain group of users can re-run your saved report.

The report can be downloaded to a CSV, for further data manipulation within Excel.

| Report name | Owner | Last modified | Date created |
|---|-------|------------------|------------------|
| Bug Tracker | | | |
| Bug Tracker - All data | | 05-12-2014 14:47 | 05-12-2014 14:45 |
| Bug Tracker - All data, filterable by date and priority | | 05-12-2014 14:53 | 05-12-2014 14:51 |
| Bug Tracker - Status count | | 05-12-2014 14:55 | 05-12-2014 14:52 |
| Product Review | | | |
| Product Review - All data | | 05-12-2014 14:58 | 05-12-2014 14:57 |
| Product Review - All data, filterable by date and product | | 05-12-2014 15:00 | 05-12-2014 14:58 |
| Product Review - Star ratings by product | | 05-12-2014 15:05 | 05-12-2014 15:00 |
| Support Tickets | | | |
| Support Tickets - All data, filterable by date | | 05-12-2014 15:07 | 05-12-2014 15:06 |
| Support Tickets - Status count | | 08-01-2015 10:09 | 05-12-2014 15:08 |
| Support Tickets - Type count | | 05-12-2014 15:12 | 05-12-2014 15:12 |

Pre-filter options

Submitted From Date: Not lower, 28-12-2010

Submitted To Date: Not greater, 24-10-2023

Submit Reset Comma (,) Semicolon (;) Download CSV

Total: 24 rows

| ID in project | Creator | Assigned to | Created | Last modified | Status | Traffic light | Name | Department | Job Title | Contact Number | Ticket Type | Urgency | Ticket Summary | Ticket Details |
|---------------|---------------|------------------|----------------|----------------|--------|---------------|---------------|------------|---------------------|--------------------|-------------|---------|-------------------------------|--|
| ST0001 | Joshua Tucker | Charles Johnston | 2 January 2015 | 2 January 2015 | Closed | Closed | Joshua Tucker | Marketing | Marketing Executive | +44 (0)1273 666355 | Problem | Medium | Unable to edit a news article | I am not able to edit news article which changing is it permissions? |
| ST0002 | John Vance | Dan Butler | 2 January 2015 | 2 January 2015 | Closed | Closed | John Vance | Finance | Finance Executive | +44 (0)1273 666355 | Request | Medium | Increase file upload limit | Can you please inc the file upload limit Currently we can o upload files up to 4 |
| ST0003 | Stephanie | Dan | 2 | 17 August | Closed | Closed | Stephanie | Human | Human | +44 | Problem | High | Emails are | I am currently unab |

Events

User report: Generate a list of all instances of users joining events. The report will display the user’s name, the name of the event they joined, the joining date, the user’s “note to organiser” if they left one, and the number of extra guests.

The report can be filtered by individual users, user groups, date ranges, and event categories.

Select User: Select user, Browse

User Group: =All=, Company, Development, Finance

Date Range: [] []

Event Category: =All=, Social, Training Events

Filter Reset Export to CSV

| Name | Event Title | Join Date | Note | Extra Guests |
|--------------------------|-------------------------------|------------------|------|--------------|
| Claremonts Administrator | Corporate Team Building Event | 18-02-2019 11:30 | | |
| Austin Glover | Corporate Team Building Event | 18-02-2019 11:48 | | |
| James Terry | Corporate Team Building Event | 18-02-2019 11:31 | | |
| Charles Johnston | Corporate Team Building Event | 18-02-2019 11:31 | | |
| Alan Metcalf | Corporate Team Building Event | 18-02-2019 11:31 | | |
| Brian MacDonald | Christmas Party 2021 | 19-06-2023 16:34 | | |
| Playground User | Christmas Party 2021 | 07-12-2021 10:27 | | |

Events Report: Generate a list of all events, showing the start and end dates, the number of users able to join the event, their maximum capacities, the total attendees, users and guests, and the number of users on the waiting list.

The report can be filtered by event category, event status such as Draft, Live, or Cancelled, and by date range. The report can be downloaded as a CSV.

Events / Events Report + Create event

Event Category: Social Training Events

Event Status: Draft Live Cancelled

Date Range: to

Hide recurring event

| Event name | Start date | End date | Users who can join | Max capacity | Total Views | Total Attendees | Total extra guests | Waiting list |
|-------------------------------|------------------|------------------|--------------------|--------------|-------------|-----------------|--------------------|--------------|
| Summer Party | 15-08-2025 18:00 | 15-08-2025 23:00 | 64 | | 0 | 0 | 0 | 0 |
| Corporate Team Building Event | 15-12-2024 12:30 | 15-12-2024 16:00 | 64 | | 0 | 5 | 0 | 0 |
| Friday drinks! | 26-01-2024 17:00 | 26-01-2024 19:30 | 0 | | 0 | 0 | 0 | 0 |
| Christmas Party 2021 | 14-12-2023 03:00 | 14-12-2023 07:00 | 64 | 2 | 0 | 2 | 0 | 2 |
| Agile Workshop | 01-06-2023 10:00 | 01-06-2023 16:00 | 64 | | 0 | 1 | 0 | 0 |
| CPR + AED Training | 30-09-2022 12:00 | 30-09-2022 13:00 | 64 | | 0 | 0 | 0 | 0 |

Expenses

Expense item report: Generate a list of all items that have been claimed on expenses.

The report will show the expense date, vendor, cost code, client and project names, the submitting user's name and department, the item cost, and a link to the expense sheet it originates from.

The report can be filtered by all of these, and it can be downloaded as a CSV.

Expenses / Expense Item Report + Create report

Select User:

Project Name:

Client's Name:

Department:

Expense Date: to

| Expense Date | Vendor | Cost Code | Client Name | Project Name | Billable | Type | Department | Name | Amount | Sheet |
|---------------|-----------------|-------------------------------|----------------|-------------------|--------------------------|---------------------------|-----------------|-----------|--------|-----------------------|
| 9 April 2015 | Amazon | 8547 Gifts | | | <input type="checkbox"/> | Entertainment/Hospitality | Marketing | Mary Rees | 50.00 | Sheet |
| 22 April 2015 | Amazon | 4127 Hardware | | | <input type="checkbox"/> | IT Hardware | Marketing | Mary Rees | 140.80 | Sheet |
| 13 April 2015 | Virgin Atlantic | 7231 Air Travel (Overseas) | The North Face | Intranet Relaunch | <input type="checkbox"/> | Travel | | Mary Rees | 380.00 | Sheet |
| 13 May 2015 | The Carolina | 7894 Accommodation (Overseas) | The North Face | Intranet Relaunch | <input type="checkbox"/> | Accommodation | | Mary Rees | 230.00 | Sheet |
| 20 April 2015 | Amazon | 4253 Stationery | | | <input type="checkbox"/> | Stationery | Human Resources | | 120.00 | Sheet |

Holiday Planner

Users day-type report: Generate a list counting the number of days of each type used by each user. For example, see how many sickness days, holiday days, and unpaid days a particular user has taken.

This report can be filtered by date range and holiday user group and downloaded as a CSV.

Holiday planner / Reports / Users day-type report + Create report

Dates: To

For groups: UK Admin

Show day types: Sickness day Unpaid holiday Holiday Work day Test Late

Comma Semicolon

| Name | Sickness day | Holiday | Late |
|--------------------------|--------------|---------|------|
| Barclay Martin | 0 | 0 | 0 |
| Claremonts Administrator | 0 | 0 | 0 |
| Dave Arril | 0 | 0 | 0 |
| Demo Account | 0 | 0 | 0 |
| Michael Christian | 0 | 0 | 0 |
| Michael Hassman | 0 | 0 | 0 |

Users holiday report: Generate a list of users with a breakdown of their holiday usage.

The report will show their remaining holiday, their original quota for the year, the number of days carried from a previous year, the number of days they have used, how many requests they have pending, and who their two holiday approvals managers are.

The report is filterable by holiday period year, and by holiday user group. It can be downloaded as a CSV.

Holiday planner / Reports / Users holiday report

Holiday year: 2023 (Year when holiday period has started)

For groups: LUK, Admin

View [Comma (,)] [Semicolon (;)] Get CSV file

| Name | Holiday start month | Holiday remaining | Quota | Carried | Expired | Used | Request pending | Manager | Substitute |
|--------------------------|---------------------|-------------------|-------|---------|---------|------|-----------------|--------------------------|------------|
| Barclay Martin | January | 25 | 25 | 0 | 0 | 0 | 0 | Claroments Administrator | |
| Claroments Administrator | January | 25 | 25 | 0 | 0 | 0 | 0 | Claroments Administrator | |
| Dave Arrit | January | 25 | 25 | 0 | 0 | 0 | 0 | Claroments Administrator | |
| Demo Account | January | 25 | 25 | 0 | 0 | 0 | 0 | Claroments Administrator | |
| Michael Christian | January | 25 | 25 | 0 | 0 | 0 | 0 | Claroments Administrator | |
| Michael Hassman | January | 130 | 25 | 5 | 5 | -105 | 0 | Michael Hassman | |

Holidays reports by days: Generate a list of Holiday day types, such as sickness day, unpaid holiday, holiday, etc, and show the number of days of those types used within a date range of your choosing. The results can be grouped by week, fortnight, month, or year.

For example you may wish to assess your staff absences over the past year, and group by month, to gain an awareness of which months saw peaks in holidays, sickness, and so on.

The report can be filtered by date range, week/fortnight/month/year grouping, calculation type, holiday user groups, and day types. The report can be downloaded as a CSV.

Holiday planner / Reports / Holidays reports by days

Date Range: 01-07-2023 To 05-10-2023 Group by: Month

Calculate: Total holiday time (selected), Full day total, Half-day (am) total, Half-day (pm) total

For groups: LUK, Admin

Show day types: Sickness day (checked), Unpaid holiday, Holiday (checked), Work day, Test, Late (checked)

View [Comma (,)] [Semicolon (;)] Get CSV file

| Name | July 2023 | August 2023 | September 2023 | October 2023 |
|--------------|-----------|-------------|----------------|--------------|
| Sickness day | 0 | 0 | 0 | 0 |
| Holiday | 0 | 0 | 0 | 0 |
| Late | 0 | 0 | 0 | 0 |

Holidays reports by groups: The same report as Holiday Reports by Days, but showing a breakdown of holiday user groups rather than a breakdown of day types.

Bradford Factor: If you make use of Bradford Factor in your business, a report can be run to make your calculations.

The report will show each user's name, their current Bradford score, the number of absence spells, the total number of days off, and the total number of each day type that you choose to factor into your calculation - by default this is just 'Sickness day'.

The report is filterable by date range and holiday user group, and can be downloaded as a CSV.

Holiday planner / Reports / Bradford Factor Report

Dates: 05-10-2022 To 04-10-2023

For groups: LUK, Admin

View [Comma (,)] [Semicolon (;)] Get CSV file

| Name | Bradford Factor Score | Spells | Total days off | Sickness day |
|--------------------------|-----------------------|--------|----------------|--------------|
| Claroments Administrator | 0 | 0 | 0 | 0 |
| Dave Arrit | 0 | 0 | 0 | 0 |
| Barclay Martin | 0 | 0 | 0 | 0 |
| Nigel Davies | 0 | 0 | 0 | 0 |
| Robert Reith | 0 | 0 | 0 | 0 |

Digital Assets Manager

Viewed asset list: Generate a list of your digital assets that have been downloaded or viewed. Filter by category, asset type, and date range. The list can be downloaded as a CSV format.

Digital Assets / Reports

Report Type: Downloaded Asset Category: All Categories

Asset Type: All

From: To:

View Report Download as CSV

| Asset ID | Asset Title | Type | File Name | Category | User | Date |
|----------|-----------------------|-------|-------------------------|--------------|--------------------------|------------------|
| 11 | Policy Manager images | image | flexible working@2x.jpg | Cover Images | Claremonts Administrator | 06-09-2021 12:26 |

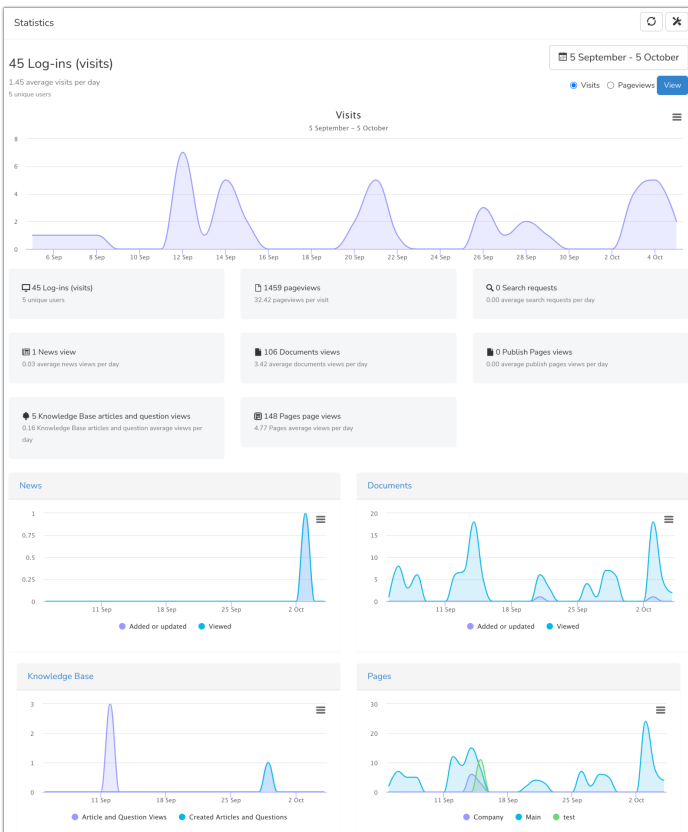
Statistics

Our Statistics application can give administrators a visual representation of user engagement. Three graphs show the number of logins, news added and viewed, and documents added and viewed.

Figures are also provided for the per-day average of news views, logins, document views, search requests, and Publish application page views.

Further information is also available showing a 'top 10' most popular documents and news, as well as your top document and news updaters.

The graphs can be filtered by date range, and by a choice of visits or pageviews. The charts can be downloaded as PNG, JPEG, PDF, or SVG.



Policy Manager

Use our *Reports* application to craft your own report and query the database further than the standard report offering.

Use the interface to build the report that works for your needs, pulling only the columns of data that are relevant to you. The reports application can be scheduled to run on an interval, for a scope of users of your choosing.

Results can be searched and filtered by any column you have chosen to include. The report can be downloaded as a CSV.

Reports / Policy Manager / Individual policy acceptances Add New Report ✕

Individual policy acceptances [✎](#)

Created on 11 May 2017, 14:58 by [Claremontis Administrator](#)
 Updated on 11 May 2017, 15:01 by [Claremontis Administrator](#)

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| Reference | Title | Username | Approved | Date Approved | Approval Stage | Policy Stage | Expiry Date |
|-----------|-------------------------------|--------------------------|----------|------------------|--|--|-------------|
| INS-0001 | Induction Process Instruction | bartlay | Yes | 07-05-2015 19:38 | Distribution | Distribution | --- |
| POL-0002 | Flexible Working Policy | mhassman | Yes | 01-06-2016 16:10 | Distribution | Distribution | --- |
| INS-0001 | Induction Process Instruction | dave | Yes | 06-07-2016 19:58 | Distribution | Distribution | --- |
| POL-0002 | Flexible Working Policy | nigel | Yes | 20-07-2016 16:36 | Distribution | Distribution | --- |

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