



Analytics Module

User Guide

Filter workforce and business data, review key trends, and export the results for further analysis.

1

Filter

Date range, company, and currency

2

Review

Executive and operational dashboards

3

Analyze

Headcount, payroll, and hiring trends

4

Export

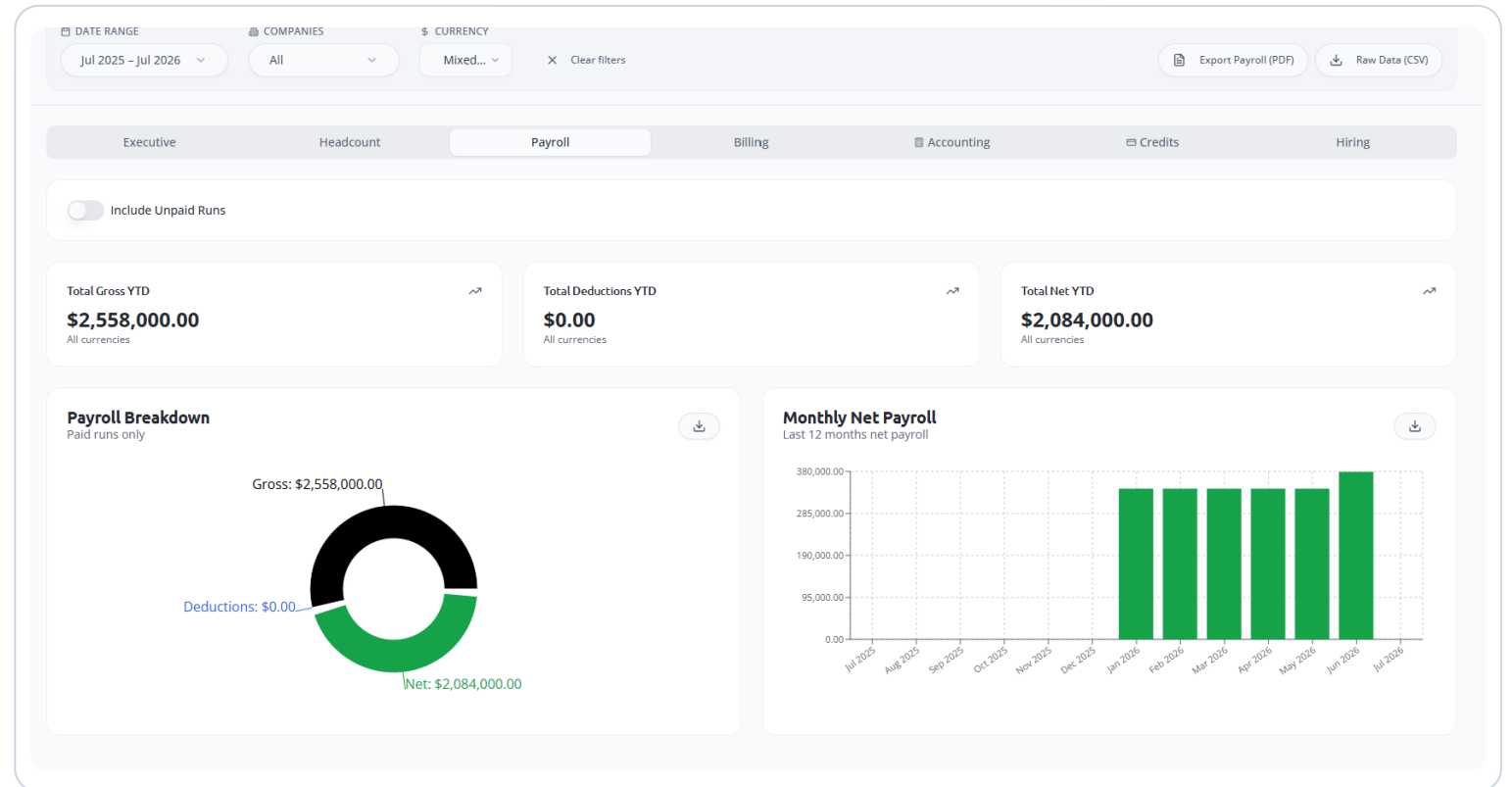
Download PDF reports or CSV data

STEP 1

Filter the analytics data

Apply global filters once; the dashboard automatically refreshes the displayed metrics and charts.

- 1 **Open Analytics from the platform menu.**
- 2 **Select the date range, company, and currency.**
- 3 **Use Clear filters to return to the default view.**
- 4 **Choose Export [section] (PDF) or Raw Data (CSV) to download the results.**



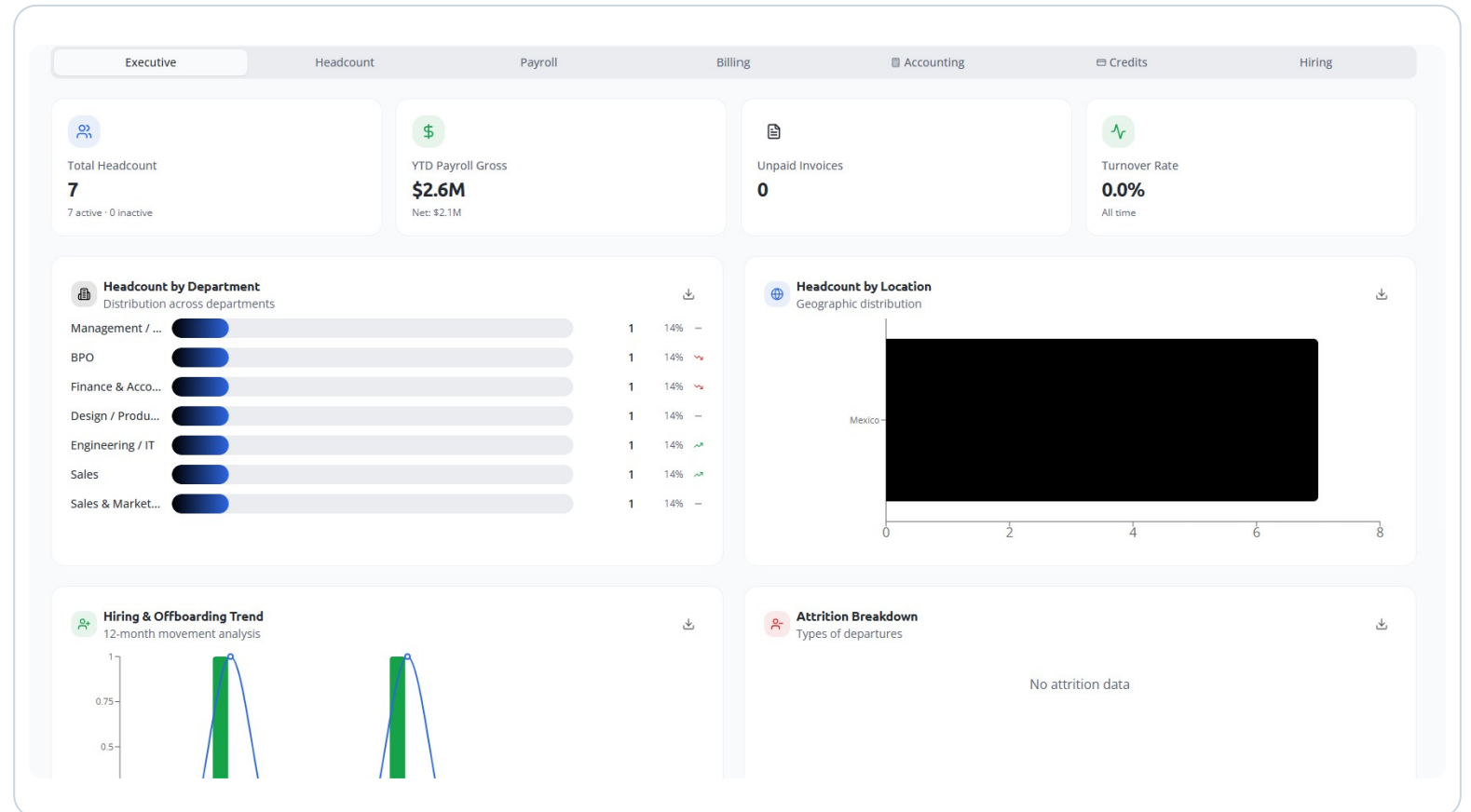
Export options reflect the active section and selected filters.

STEP 2

Review the executive overview

Use the Executive tab for a consolidated view of workforce, payroll, invoices, turnover, and organizational trends.

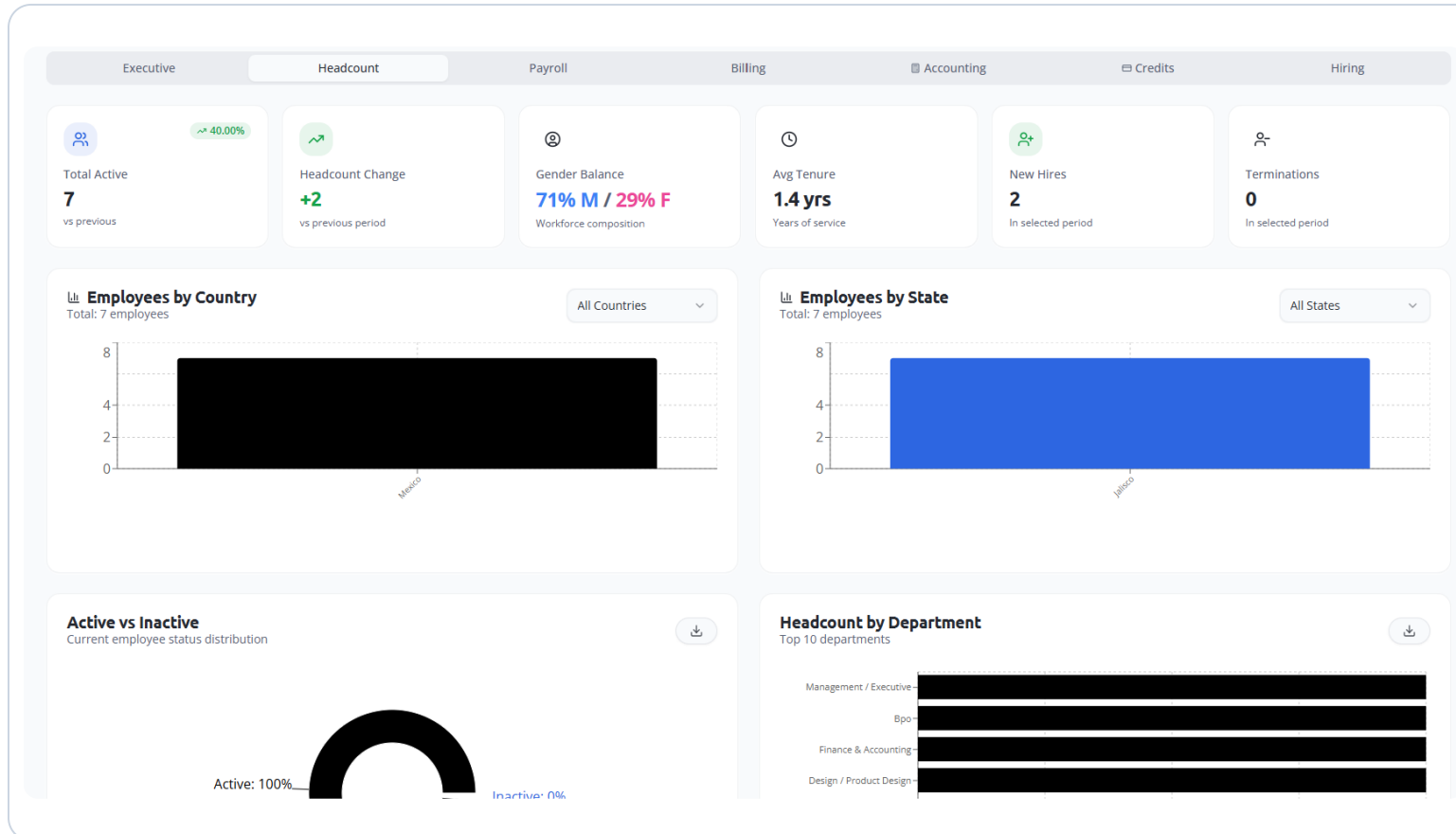
- 1 Review total headcount, year-to-date payroll, unpaid invoices, and turnover.
- 2 Compare headcount by department and location.
- 3 Monitor hiring, offboarding, and attrition trends.



STEP 3

Analyze workforce composition

The Headcount tab summarizes employee distribution, workforce changes, tenure, hires, and terminations.



Key information

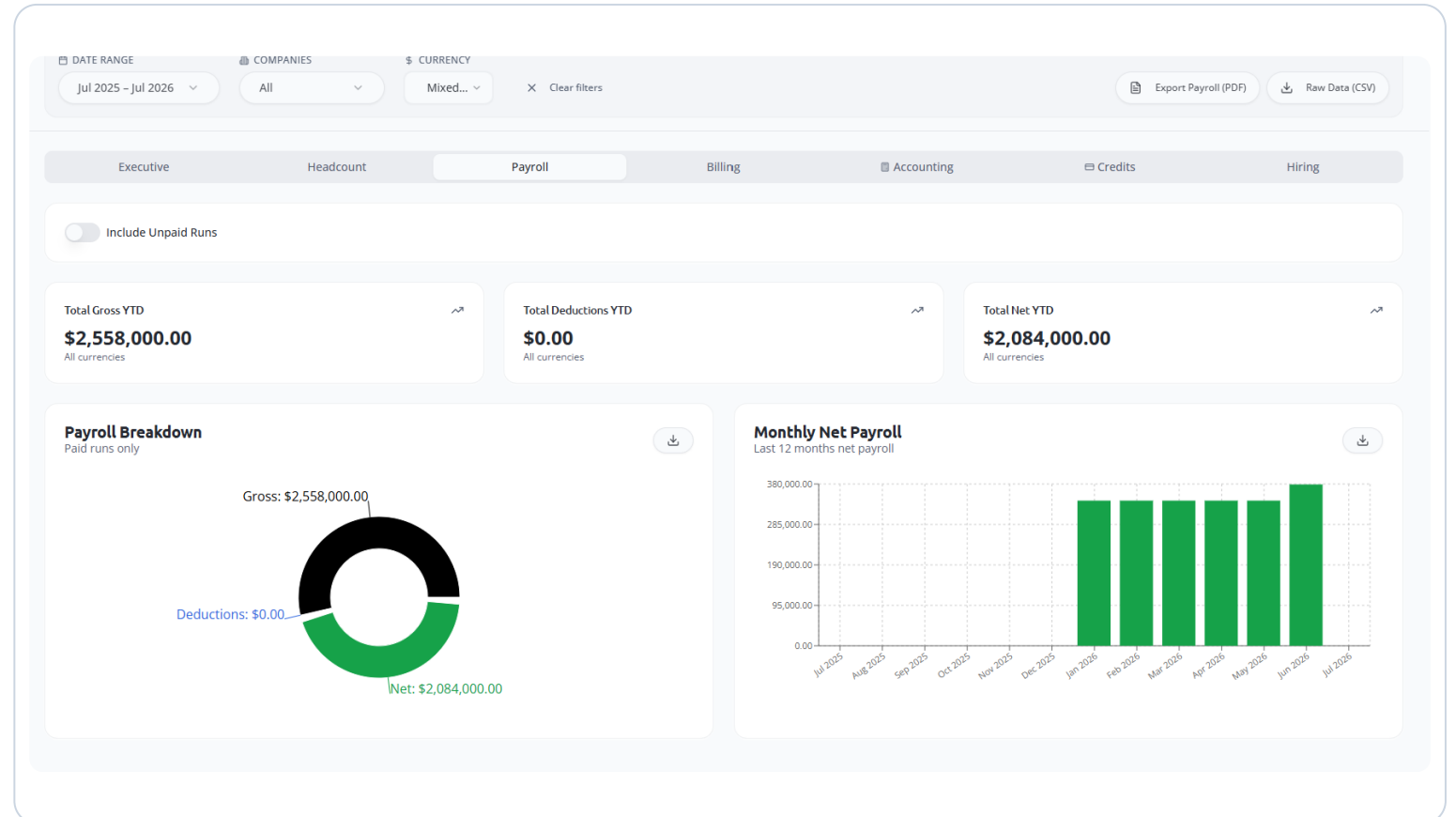
- Total active employees
- Change vs. previous period
- Gender balance and average tenure
- New hires and terminations
- Country, state, status, and department views

STEP 4

Review payroll trends

The Payroll tab compares gross, deductions, and net payroll for the selected period.

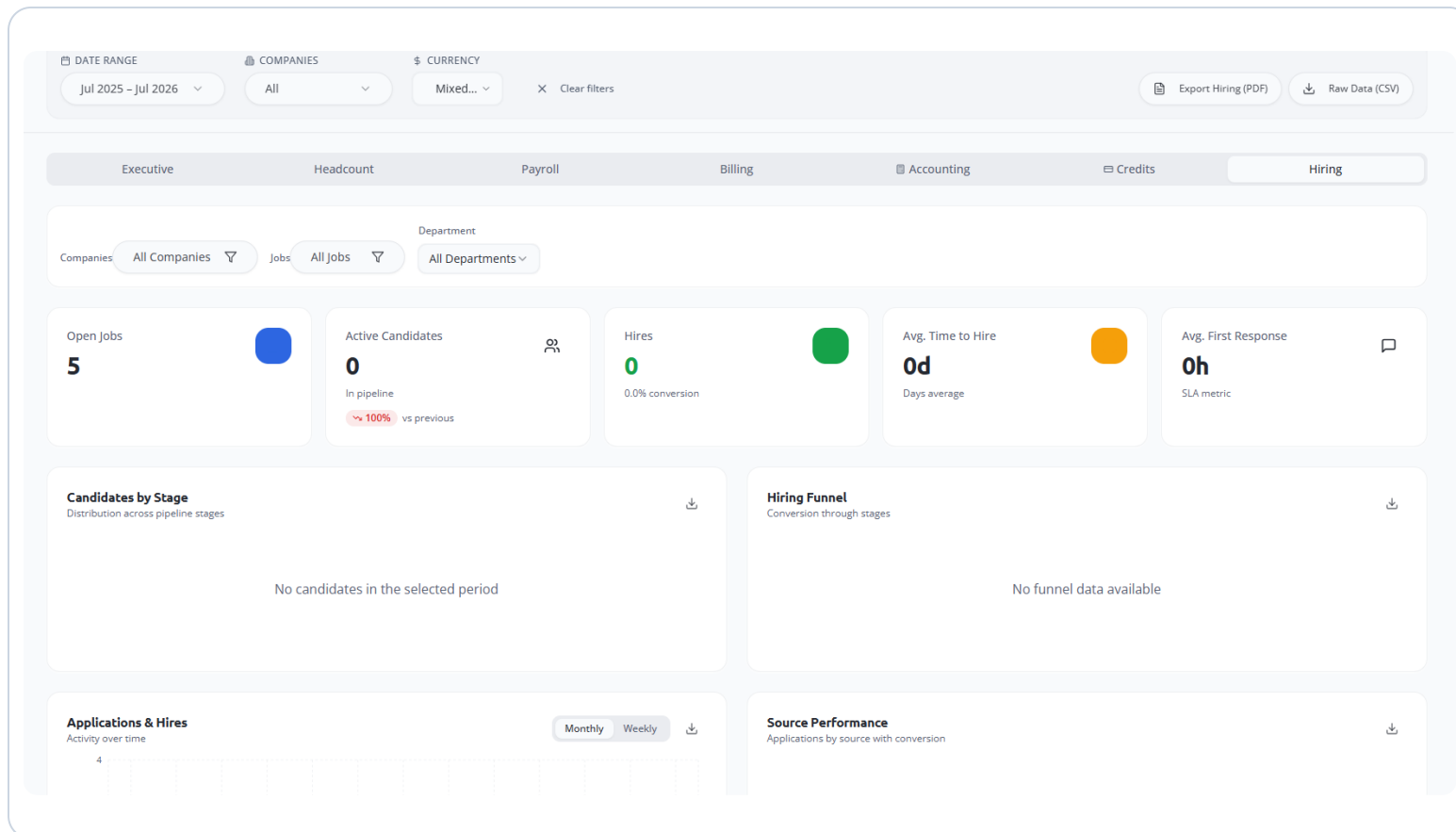
- 1 Choose whether unpaid payroll runs should be included.
- 2 Review gross, deductions, and net year-to-date totals.
- 3 Use the breakdown and monthly trend charts to analyze payroll movement.
- 4 Export the filtered payroll report or raw data when needed.



STEP 5

Monitor recruiting performance

The Hiring tab consolidates open jobs, candidates, hires, response times, funnel activity, and source performance.



How to use this view

- **Filter by company, job, or department.**
- Review open jobs and active candidates.
- Track hires, conversion, time to hire, and first response.
- Analyze stage, funnel, application, and source trends.
- Export the Hiring PDF or raw CSV data.