

# How to run a report on consultants' activity

---

*There are several types of report that managers can run in Recruit Studio. The 'User Statistics' report covers all the report criteria and displays the activity in one easy to use report.*

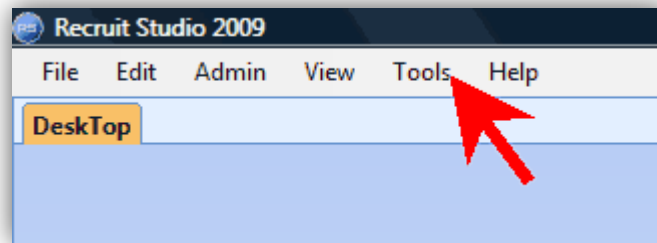
*Reporting in Recruit Studio covers:*

- The number of new clients, companies, candidates and vacancies created*
- The number of CVs sent to clients*
- The number of interviews arranged*
- The number of placements made*
- The total number of logs recorded*
- The number of Notes logs recorded*
- The number of Phone Call logs recorded*
- The number of Client Meeting logs recorded*
- The total number of sales calls recorded*
- The number of 1<sup>st</sup> interview sales calls recorded*
- The number of 2<sup>nd</sup> interview sales calls recorded*
- The number of Terms Agreed sales calls recorded*
- The number of Leads generated sales calls recorded*
- The number of Referrals generated sales calls recorded*
- The number of Offers made sales calls recorded*
- The number of Invoices sales calls recorded*
- The number of 'Other' sales calls recorded*

*The User Statistics report allows you to view this on a daily, weekly or monthly basis per consultant or team.*

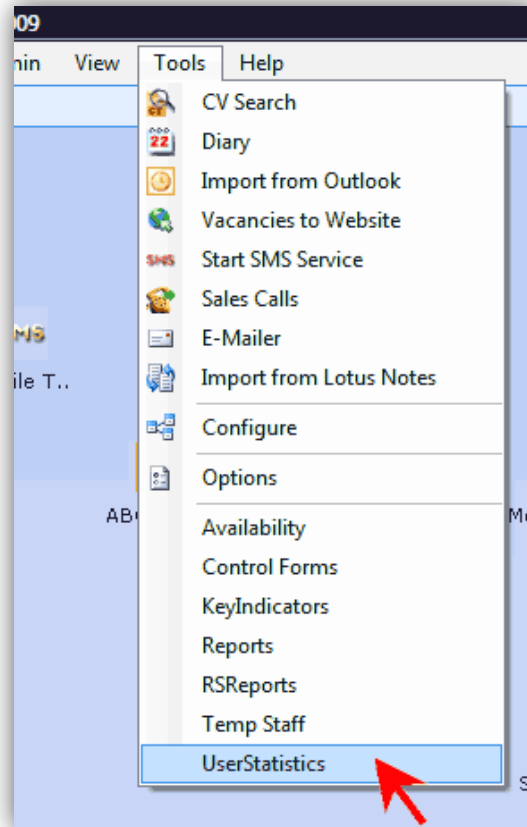
*Note: You will need to have the Add-ins module installed on your PC in order to run reports. If you don't have this already or would like to update your version please visit [www.recruitstudio.co.uk/addins.shtml](http://www.recruitstudio.co.uk/addins.shtml)*

1. Go to the Tools menu.

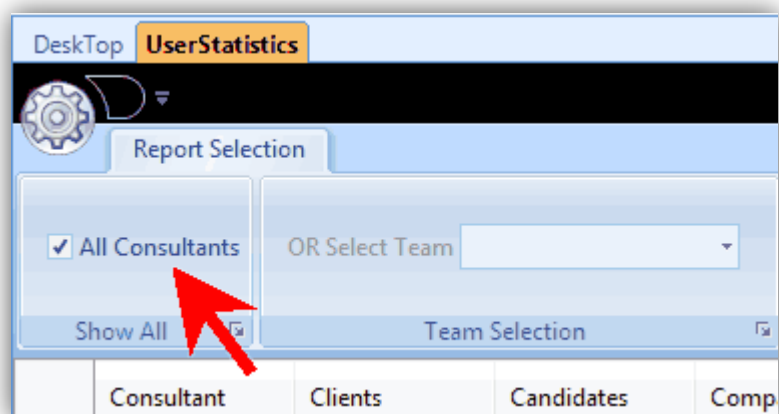


2. Choose 'User Statistics'.

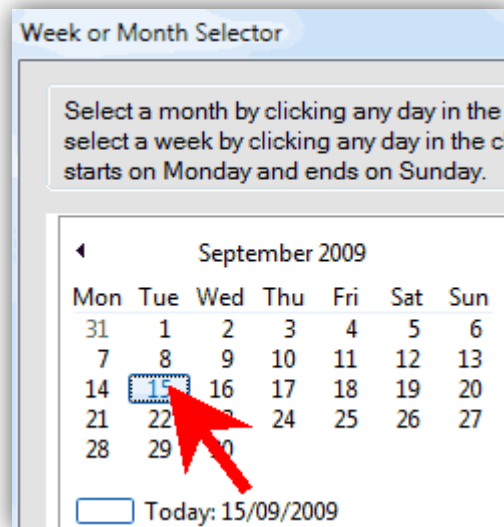
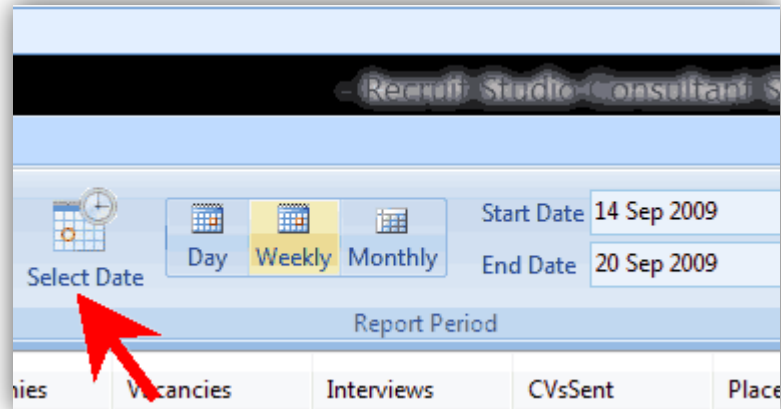
*If you can't see it in the list you need to install the Add-ins module and configure it. See above.*



3. Choose either 'All Consultants' or select a team from the far left of the ribbon toolbar.

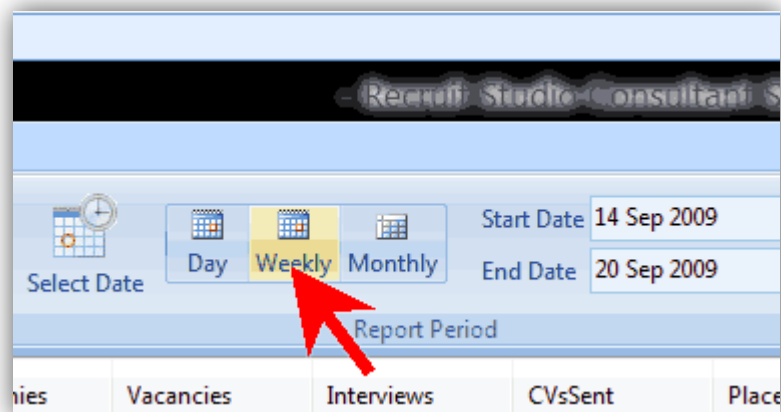


4. Select a start date for your report.

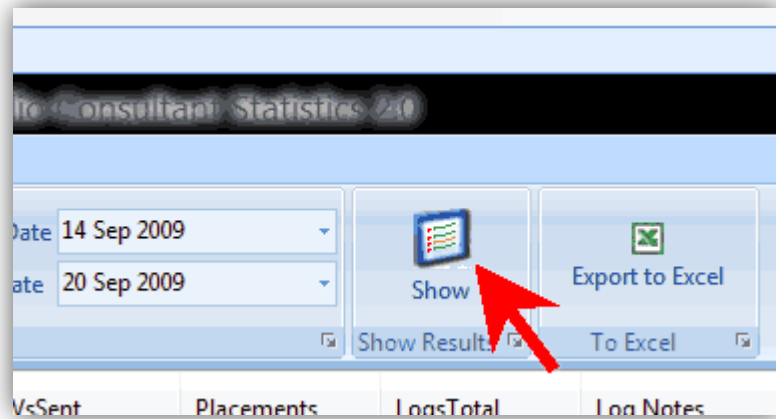


5. Choose the report period – day, week or month.

The start and end dates will show in the boxes.

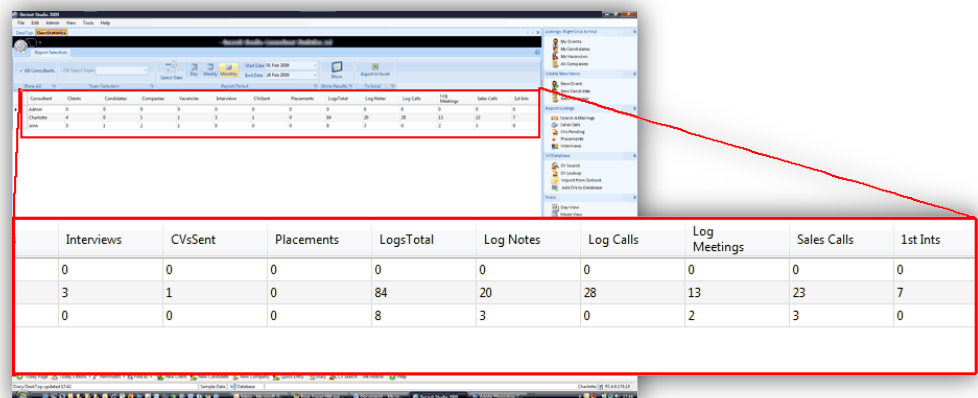


- Click 'Show' and the report will be displayed.



- The report consists of a row per consultant or team.

You may need to scroll left to right to view the entire report.



- To export the report to Excel, click 'Export to Excel' on the toolbar and the chart will open in a new spreadsheet.

*This is useful if you want to extract one row at a time e.g. to show to a consultant during a review.*

