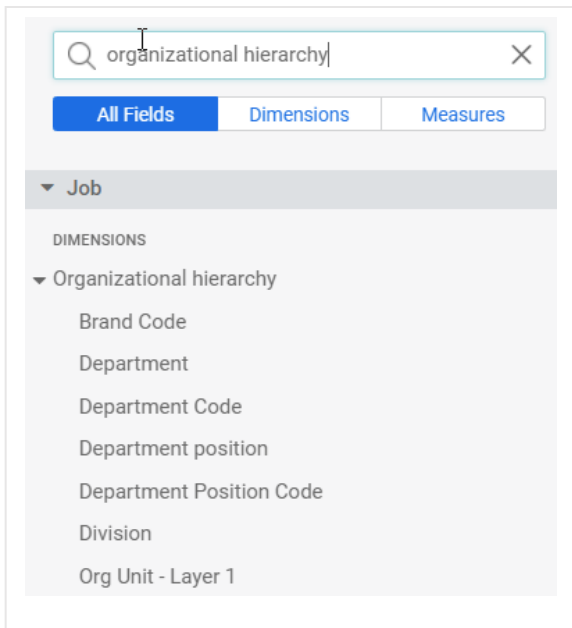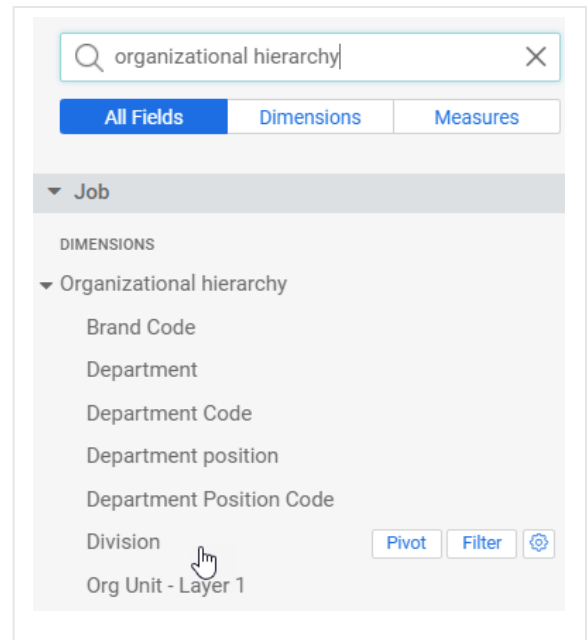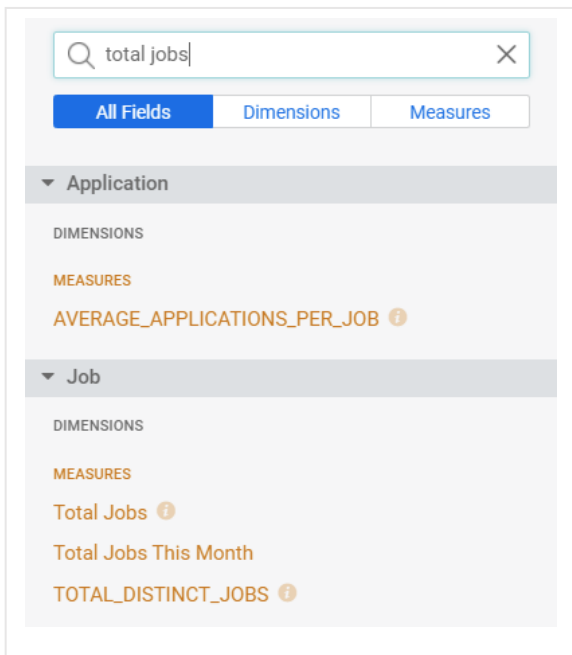# Quick Reference Guide: Enhanced Reporting - Building a Report
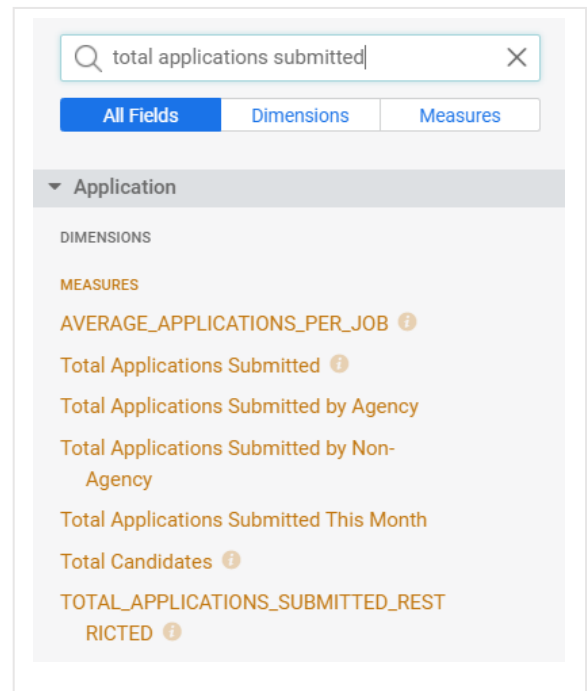
1 In the search box, search for **Organizational hierarchy**

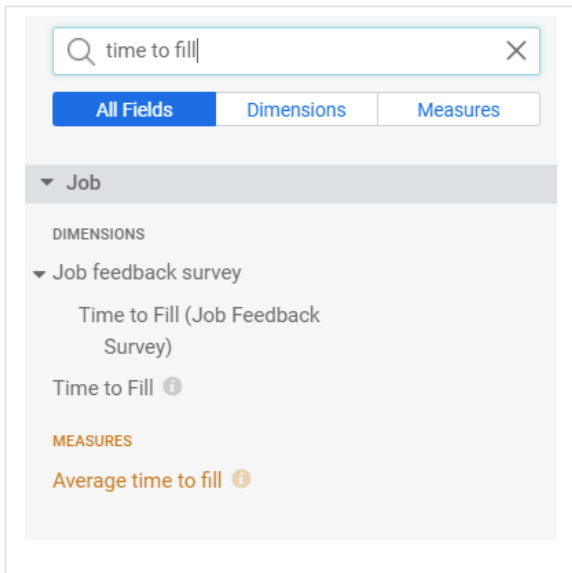**2** In the **Job** section, under **Organizational hierarchy** click **Brand** once to add as a column

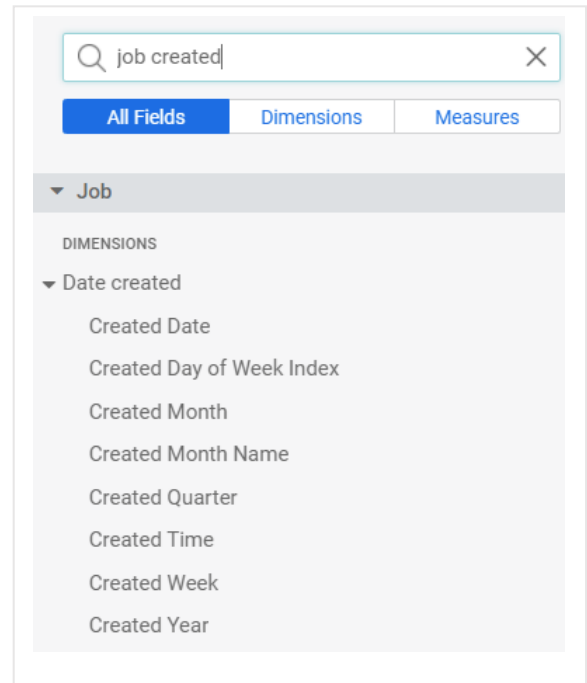**3** Search for **Total Jobs,** click once to add as a column

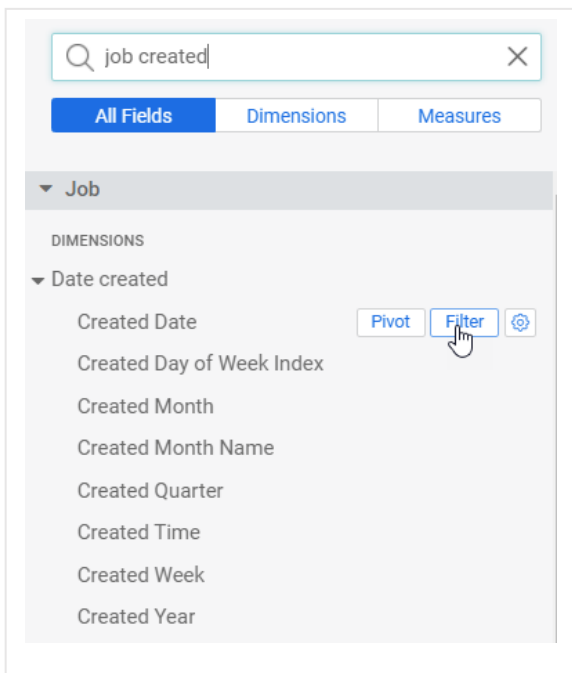**4** Search for **Total Applications Submitted,** click once to add as a column

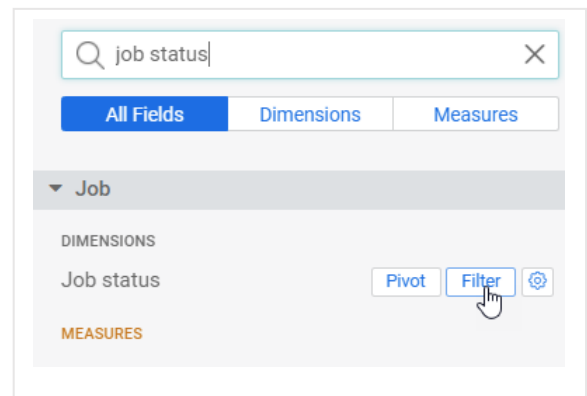# Quick Reference Guide: Enhanced Reporting - Building a Report

5 Search for **Average time to fill**, click once to add as a column
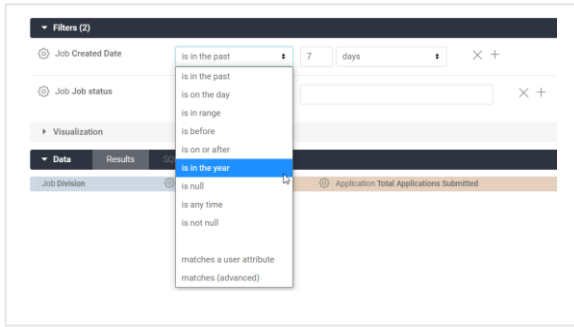
6 Search for **Job Created**

7 Under the **Job** section, then under **Date created,** hover mouse over **Created Date,** click **Filter**
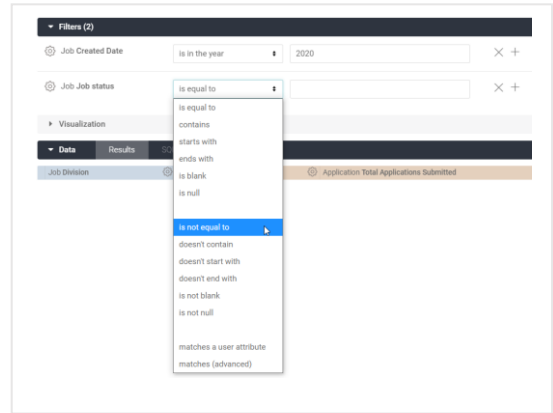
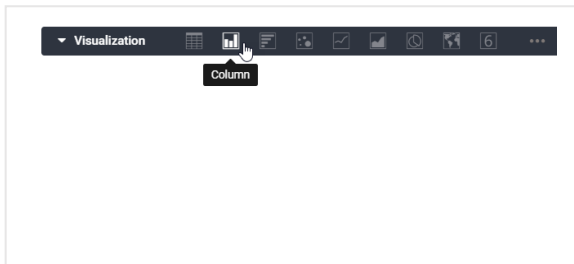**8** Search for **Job status**, hover mouse over, click **Filter**

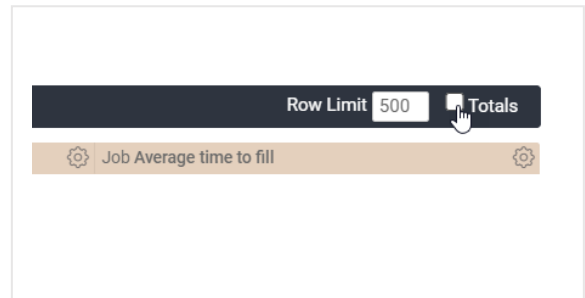# Quick Reference Guide: Enhanced Reporting - Building a Report

9 Expand **Filters**, change the **Job Created Date** filter select list to **is in the year**, then type the year you want to filter on the filter box e.g. 2020
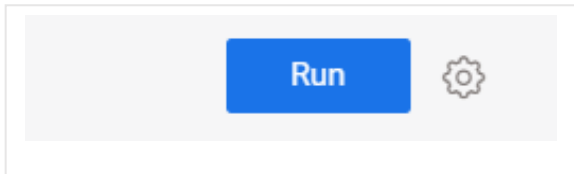

10 Change the **Job status** filter to **is not equal to**, then click in the filter box, a list of Job statuses will show, select the ones you don't want to see e.g. **Withdrawn, Cancelled, Draft**

11 Expand **Visualization**, hover mouse over the visualization options, select either **Column** or **Bar**, depending on how you want to visualize the data

12 Under **Data,** click the **Totals** tick box

13 Click **Run**

14 The results of your report will show in the **Visualization** and the **Data**