Quick Reference Guide: Enhanced Reporting - Building a Report



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	✓ Filters (2)		* Filters (2)
	⊚ Job Created Date Is in the past € 7 days € × +		③ Job Created Date Is in the year ■ 2020 × +
	 is in the past is on the day X + 		(☉) Job Job status is equal to ■
	is in range		Is equal to Visualization contains
	Visualization Is on or after Data Results SS		Data Results S0 ends with
	Job Division is null 🖓 🎯 Application Total Applications Submitted		Job Division
	is any time		10 Mar
	The resk street		le not equal to
	matches a user attribute matches (advanced)		doesn't start with doesn't end with
			is not blank is not null
			matabas a uses attribute
			matches (advanced)
	Expand Filters, shangs the lab Created		Change the lab status filter to is not equal
9	Expand Filters, change the Job Created	10	Change the Job status litter to is not equal
	Date filter select list to is in the year, then		to, then click in the filter box, a list of Job
	type the year you want to filter on the filter		statuses will show, select the ones you don't
	box e.g. 2020		want to see e.g. Withdrawn, Cancelled,
			Draft
	Column		
			Row Limit 500
			(a) Job Average time to fill
			123 Job Average time to the
	Expand Visualization, hover mouse over		Under Data. click the Totals tick box
(11)	the visualization options, select either	12	
	Column or Bar , depending on how you		
	want to visualize the data		
	want to visualize the data		
			Filters (2) Jill Creater Date in the year 2020 Juli Jill Juli and Tableself or "Welderself or "Welderself"
	Pup		• * Musiliation 11 M 27 24 27 46 37 66 ··· tot 63 • 1923
	Kun ççy		¹ Laber and the second seco
			Total Juhns Amarger time to 64 Total Applications Submitted
			Cons Results 002 Results 002 Results 002 Actionate Orac Denses Orac Dense Orac Den
			Instrumentation 1502 106 402 Oververly 661 328 302 Confinementation 500 107 305
			Institution 10 10 10 Institution 100 101 100 101 Institution 100 101 100 101 Institution 100 100 101 100
			Modem I III IIII Preez 79 100 20 mode 100 00 20
			6479 888 2.602
	Click Run		The results of your report will show in the
13		14	Visualization and the Data