Auditing Reports

Standard Reports · https://learnpcr.pcrecruiter.net/site/docs/reports/auditing-reports/

Transaction Reports

Users may generate the Transactions added to Companies, Names or Position Records within a specific date range. Users may also filter by User Names or Rollup List. The report generated includes the Transaction Date, User Name, Company/Name/Position, Description and Amount. The items are calculated and the total is provided at the end of the report. And bar and pie charts are provided on subsequent tabs.

Sample Transaction Report



Transaction Report

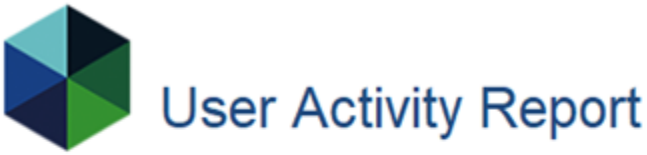
User Name: ADMIN (Date Created: 11/22/2021)

Date	User Name	Name	Description	Amount
10/6/21 10:35 AM	ADMIN	Stacy Racutt	PLACEMENT FEE [201025]	$10.00
8/13/21 10:11 AM	JAKE	DAVID BIRD	PLACEMENT FEE [201012]	$10,000.00
➥ Total Amount: $10,010.00				

User Activity Report

Generates a listing of the number of Names Entered, Company Activities, Names Activities, Interviews, Positions, Appointments, Commissions, Placements, Letters, or Stage Changes written by each user. The report can be sorted by record count or user name.

Sample User Activity Report (Names Added)



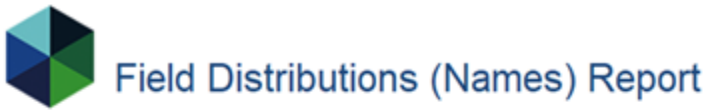
User Name: ADMIN (Date Created: 11/29/2021)

User Name	*Record Count*
ADMIN	11.00
CANDIDATE	8.00
DYLAN	3.00

Field Distributions (Names) Report

Provides the ability to select a pre-defined or custom field and generates a list of the values and number of records with the value. This report can be sorted by Field Name or Count.

Sample Field Distribution (Names) Report (For Cities)



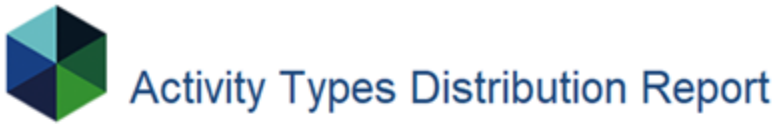
User Name: ADMIN (Date Created: 11/29/2021)

Field Value	*Record Count*
(Blank)	10.00
Anchorage	1.00
Baton Rouge	1.00
Cleveland	2.00
Mentor	1.00
Montgomery	1.00
Nashville	1.00
Orlando	1.00
Phoenix	1.00
San Francisco Bay	2.00

Activity Types Distribution Report

Generates a list of Activity Types, Activity Results, Activity Description, and the Number of Activities written. Filtering options include Date Range, Record Type, and User Name. Users may also group results by user or combine totals, limit to users, sort by Activity Type or Description, and limit the list to the Activity Type table (omits system-generated activities).

Sample Activity Types Distribution Report



User Name: ADMIN (Date Created: 11/29/2021)

User Name
ADMIN

Activity Type	*Activity Result*	*Activity Description*	*Record Count*
ADDNAME	(Blank)	Add new candidate	12.00
ASSIGNED	(Blank)	Issue Assigned	5.00
CDC	(Blank)	Candidate Development Call	1.00
CONNECTED	(Blank)	Candidate Development Call	22.00
EMAIL	(Blank)	Email sent	113.00
INT	(Blank)	Interested	1.00
INTERVIEW	Sent To Hi	Interview activity	16.00
INTERVIEWP	Sent To Hi	Interview Position	8.00
LINKNAME	(Blank)	Name linked to position	153.00
LINKNAMEP	(Blank)	Name linked to position	31.00
LM-Cand	(Blank)	Left Message for Candidate	2.00
NOTES	(Blank)	Notes Modified	8.00
OUTBOUND	(Blank)	Outbound Call	5.00
PIPELINE	(Blank)	Pipeline Activity	18.00
PIPELINE	1ST IN PER	Pipeline Activity	1.00
PIPELINE	BACKGROUND	Pipeline Activity	1.00
PIPELINE	CONTACTED	Pipeline Activity	27.00
PIPELINE	F2F 1	Pipeline Activity	6.00
PIPELINE	F2F 2	Pipeline Activity	3.00
PIPELINE	FDBK REC	Pipeline Activity	5.00
PIPELINE	Location	Pipeline Activity	1.00
PIPELINE	OFFERPEND	Pipeline Activity	1.00
PIPELINE	OUT-NQ	Pipeline Activity	1.00

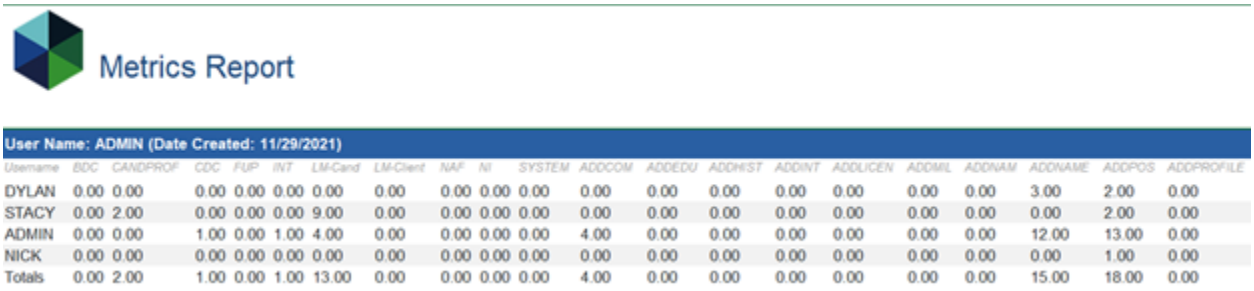
Posting Reports

The posting report is for listing and tallying postings to CareerBuilder and Monster through PCR. User can generate the report based on date and job board. Resulting report includes the Job Title, Job ID, Date Posted (or reposted or removed), and Company/Division Name. Additional tabs of the report include totals for Postings, Reposted, and Removed.

Metrics Report

Generates a report of all Activity Types and Statuses generated by each user and the count of each Activity Type and Status. This report is generated by Date Range and User Names, and includes a total for all users selected.

Sample Metrics Report



Metrics Report

User Name: ADMIN (Date Created: 11/29/2021)

Username	BDC	CANDPROF	CDC	FUP	INT	LM-Cand	LM-Client	NAF	NI	SYSTEM	ADDCOM	ADDEDU	ADDHIST	ADDINT	ADDLICEN	ADDMIL	ADDNAM	ADDNAME	ADDPOS	ADDPROFILE
DYLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	2.00	0.00
STACY	0.00	2.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00
ADMIN	0.00	0.00	1.00	0.00	1.00	4.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	13.00	0.00
NICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
Totals	0.00	2.00	1.00	0.00	1.00	13.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	18.00	0.00

Duplicate Companies Report

This report generates a list of potential duplicate company records with the ability to merge records. To learn more visit www.pcrecruiter.net/site/suite/merge-duplicate-records/

Duplicate Names Report

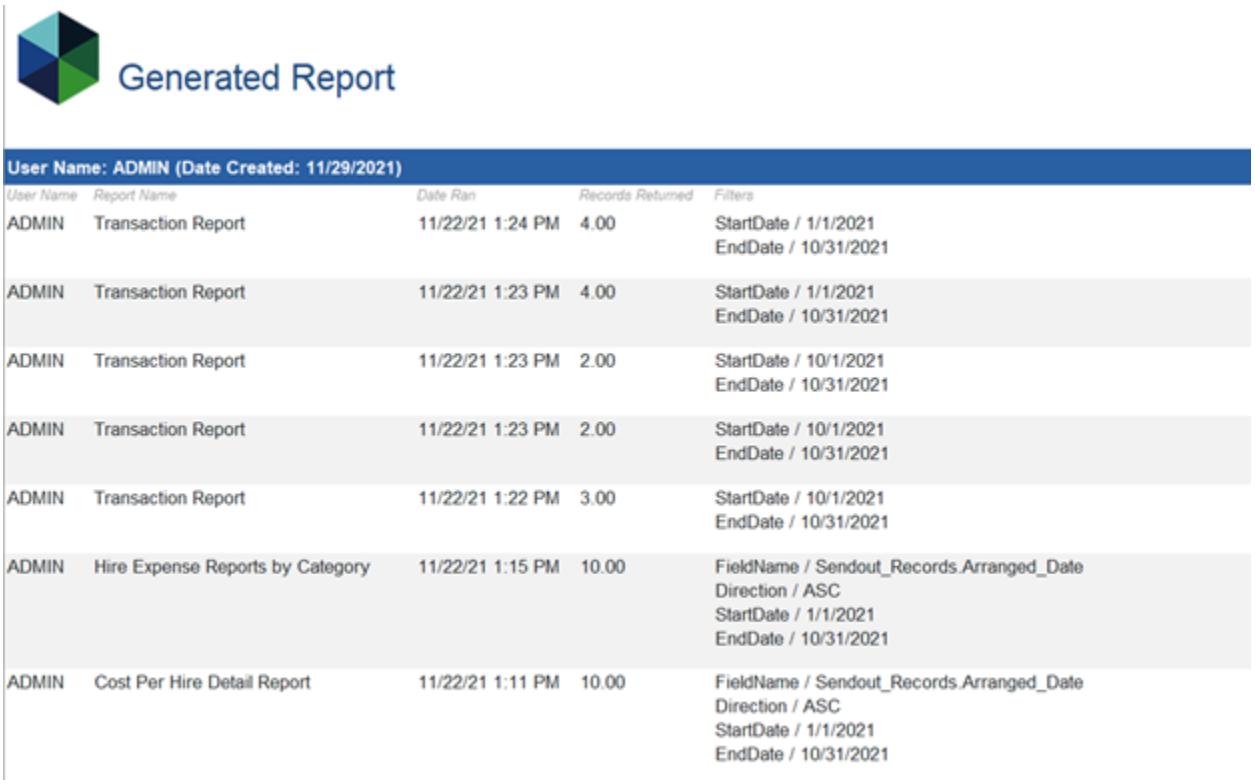
This report generates a list of potentially duplicate Name records with the ability to merge records. To learn more visit www.pcrecruiter.net/site/suite/merge-duplicate-records/

Generated Reports

This report allows you to see what reports users are running and how many results are being returned. The report requires a Date Range to be run, but can also be filtered by a specific report or a username. The resulting report will include the following:

- User Name
- Report Name
- Date Ran
- Records Returned
- Filters

Sample Generated Report



Generated Report

User Name: ADMIN (Date Created: 11/29/2021)

User Name	Report Name	Date Ran	Records Returned	Filters
ADMIN	Transaction Report	11/22/21 1:24 PM	4.00	StartDate / 1/1/2021 EndDate / 10/31/2021
ADMIN	Transaction Report	11/22/21 1:23 PM	4.00	StartDate / 1/1/2021 EndDate / 10/31/2021
ADMIN	Transaction Report	11/22/21 1:23 PM	2.00	StartDate / 10/1/2021 EndDate / 10/31/2021
ADMIN	Transaction Report	11/22/21 1:23 PM	2.00	StartDate / 10/1/2021 EndDate / 10/31/2021
ADMIN	Transaction Report	11/22/21 1:22 PM	3.00	StartDate / 10/1/2021 EndDate / 10/31/2021
ADMIN	Hire Expense Reports by Category	11/22/21 1:15 PM	10.00	FieldName / Sendout_Records.Arranged_Date Direction / ASC StartDate / 1/1/2021 EndDate / 10/31/2021
ADMIN	Cost Per Hire Detail Report	11/22/21 1:11 PM	10.00	FieldName / Sendout_Records.Arranged_Date Direction / ASC StartDate / 1/1/2021 EndDate / 10/31/2021