



REPORT MODULE
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All reports are now available in 2 languages:

- FR version for users of the application in French.
- EN version for all users using the application in another language.

Dates are displayed in DD/MM/YYYY format, for both FR and EN versions.

For each report we have indicated in this documentation:

- Its description
- The details of the filters
- Additional information to help you understand the reports better.



POSITION REPORT

DESCRIPTION :

This report presents the actions done according to the positions created over a defined period. Only the number of actions done over the defined period is displayed, without listing the candidates concerned.

FILTERS :

POSITION CREATION DATE: period during which positions are created

POSITION TYPE: position status (in progress, closed, talent pool)

AGENCY: Agency of position 1 supervisor

ACTIONS LIST: list of candidate action types for which data will be displayed.

INFORMATION :

- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the positions created in the period indicated, the last day being included, are considered
- Line limit: a limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report

DESCRIPTION :

This report presents the follow-up actions done for the positions created over the defined period.

FILTERS :

POSITION CREATION DATE: period during which positions are created

POSITION TYPE: position status (in progress, closed, talent pool)

AGENCY: Agency of position 1 supervisor

ACTIONS LIST: list of candidate action types for which data will be displayed

LAST ACTION TYPE: list of the last candidate action types for which data will be displayed

INFORMATION :

- In the “Last action” column, the last action done, even if it is a technical step, is displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the positions created in the period indicated, the last day being included, are considered.
- Line limit: a limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report

DESCRIPTION :

This report presents the different lengths of time (in days) for positions created during the defined period.

FILTERS :

POSITION CREATION DATE: period during which positions are created

AGENCY: Agency of position 1 supervisor

POSITION TYPE: position status (in progress, closed, talent pool)

INFORMATION :

- Recruitment of several candidates for the same position: the report will present one line per recruited candidate so that the creation of the recruited action and the creation of hiring length of time are correct and reflect the recruitment length of time for each candidate.
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the positions created in the period indicated, the last day being included, are considered.
- Definition of length of time:

AVERAGE LENGTH OF TIME FOR RECEIPT OF APPLICATIONS: average time between the creation of a position and the date of receipt of applications (in number of days).

If a candidate has made several applications to the same position, the date of the first application for the calculation is considered.

PRESCREENING AVERAGE LENGTH OF TIME: average time between the date of receipt of applications and the date of the first prescreening (red cross, question mark, green arrow) (number of days).

If a candidate has made several applications to the same position, the time is calculated between the first application and the first prescreening (of the same application or not as long as the applications are attached to the same position)

Applications which are not prescreened are excluded from this calculation.

CREATION PERIOD - 1ST POSTING: time between the date of creation of the position and the date of the first posting (in number of days) ✗ ? ▶

CREATION PERIOD - LAST POSTING: time between the date of creation of the position and the date of the last posting (in number of days)

CREATION PERIOD - RECRUITED ACTION: time between the date of creation of the position and the date of the action Recruited (in number of days)

CREATION PERIOD - HIRING: time between the date of creation of the position and the date of hiring (in number of days)

DATE CREATED PERIOD - CLOSING: time between the creation and closing dates of the position (in number of days).

- Line limit: a limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report presents the follow-up of the actions by position, done over a defined period.

FILTERS :

ACTION DATE BETWEEN: period during which the actions are done

ACTIONS LIST: list of candidate action types for which data will be displayed

AGENCY: Agency of position 1 supervisor

INFORMATION :

- Only positions for which an action follow-up has been added over a defined period and on an application attached to this position are displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the actions created in the indicated period, the last day being included, are considered.
- Line limit: a limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report



CANDIDATE REPORT

DESCRIPTION :

This report presents the daily activity by user on candidate handling.

FILTERS :

ACTION DATE BETWEEN: period during which the actions are carried out

AGENCY: Agency of position 1 supervisor

ACTIONS LIST: list of candidate action types for which data will be displayed

INFORMATION :

- Only actions created during the period specified are displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the actions carried out in the indicated period, the last day being included, are considered
- Line limit: a limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report shows the breakdown of candidates by civility for each position created during the defined period.

FILTERS :

POSITION CREATION DATE: period during which positions are created

STANDARD POSITION: position status (in progress, closed, talent pool)

AGENCY: Agency of position 1 supervisor

CIVILITY: Civility list configured

INFORMATION :

- Only positions created during the period filled are displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method:
 - The positions created in the indicated period, the last day being included, are considered
 - If a candidate has made several applications to the same position, we count 1 in the corresponding civility.
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report

DESCRIPTION :

This report indicates the number of SMS sent by user to enable a detailed follow-up.

FILTERS :

SMS SENDIND DATE : period during which SMS are sent

AGENCY : agency of the user who did the action of sending the SMS

INFORMATION :

- This report tracks the sending of SMS only for the service provider lesms.com.
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: the SMS sent in the indicated period, the last day being included, are considered
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report enables you to have the list of candidates recruited over a given period.

The first part of the report shows the data of the positions for which the candidates were recruited. The second part displays the data related to the recruited candidates.

FILTERS :

ACTION “RECRUITED” (Action date “Recruited”): period during which the action (standard step) “Recruited” is achieved

HIRING DATE (Hiring Date): period during which the hiring date is entered in the pop-up following the completion of the «Recruited» action

AGENCY: Agency of position 1 supervisor.

INFORMATION :

- The “ACTION "RECRUITED" BETWEEN” and “HIRING DATE” filters can be filled in independently. To remove a date, click on “Null”.
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method:
 - The “Recruited” actions created or the hiring dates entered in the indicated period, the last day being included are considered
 - If a candidate has made several applications to the same position, only his first application is considered in the report and in the calculation of the length of time.

- Definition of length of time:

DATE OF ACTION "RECRUITED" - DATE OF APPLICATION (NUMBER OF DAYS): time between the date of application and the date of action "Recruited" (in number of days)

"RECRUITED" ACTION DATE - DATE OF CREATION OF THE POSITION (NUMBER OF DAYS): time between the date of creation of the position and the date of the "Recruited" action (in number of days)

DATE OF HIRING - DATE OF APPLICATION (NUMBER OF DAYS): time between the date of application and the date of hiring (in number of days)

DATE OF HIRING - DATE OF CREATION OF THE POSITION (NUMBER OF DAYS): time between the date of the creation of the position and the date of hiring (in number of days).

- Line Limit: A limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report

DESCRIPTION :

This report enables you to analyse the applications created over a given period. You'll find information related to the application, the actions of your process through which it has passed but also information about the position to which it is attached.

FILTERS :

APPLICATION FOLLOW-UP: period during which applications are created

ACTIONS LIST: list of candidate action types for which data will be displayed

AGENCY: Agency of position 1 supervisor

SOURCES: list of the origins of the applications

INFORMATION :

- Exclusion of applications not attached to positions
- The list of agencies in the AGENCY filter depending on your access and visibility rights, is displayed
- Calculation method:
 - Applications created in the period indicated, the last day being included, are considered
 - If a candidate has two applications attached to the same position, then there will be two lines in the report if the applications meet the filter criteria. If an action is added in the follow-up of the candidate actions, it will be counted on each application line.

Example:

Candidate X has 2 applications for the same position:

- Application A submitted on 01/01/2024
- Application B submitted on 10/01/2024

If in the actions follow-up, the "Telephone interview" step is entered, then in the report, we will record:

- 1 telephone interview on the application line A
- 1 telephone interview on the application line B

- Characteristics of INT and MAIL actions:

- If the candidate has 3 applications for the same position, in the report, we will have 3 INT actions for each application line, as well as for the MAIL action.
- In Eolia, the actions are linked to the position.

- Definition of length of time:

TIME BETWEEN CREATION AND CLOSING OF THE POSITION (NUMBER OF DAYS): time between the date of creation and the closing date of the position (in number of days)

TIME BETWEEN ACTION RECRUITED AND DATE OF APPLICATION (NUMBER OF DAYS): time between the date of application and the date of the action "Recruited" (in number of days)

- Line Limit: A limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report presents all the actions created over a given period, with the candidate detail, as well as all the event dates related to these actions.

FILTERS :

ACTION DATE BETWEEN : period during which the actions are carried out

EVENT DATE BETWEEN : period during which events are carried out (dates entered in the Eolia calendar)

ACTIONS LIST : list of candidate action types for which data will be displayed

AGENCY : Agency of position 1 supervisor

INFORMATION :

- Exclusion of action follow-up not attached to positions
- The “ACTION DATE BETWEEN” and “EVENT DATE BETWEEN” filters can be filled in independently.
- To remove a date, click on “Null”.
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: actions made in the period indicated and/ or the event dates entered in the agenda, the last day being included, are considered.
- Line Limit: A limit of 70,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report



ORIGINS REPORT

DESCRIPTION :

This report provides a breakdown of the number of applications received by origin, by position and by client.

FILTERS :

POSITION CREATION DATE: period during which positions are created

APPLICATION FOLLOW-UP: period during which applications are created

SOURCE: list of origins of application

AGENCY: Agency of position 1 supervisor

POSITION TYPE: position status (in progress, closed, talent pool).

INFORMATION :

- Exclusion of applications not related to positions
- The two "date" filters can be filled independently or be combined.

They do not refer to the same data; the results may be different depending on the filter chosen.

To remove a date, click on “Null”.

- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed

- Calculation method:
 - The positions created and/or applications received in the indicated period, the last day being included, are considered.
 - If a candidate has two applications for the same position with the same origin = 2 is counted in origin.
 - If a candidate has two applications for the same position with two different origins = 1 is counted in each origin.
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



The 4 fields of the position file (status, business line, category, branch of attachment) personalised in the position file will go up with the technical labels in the report

DESCRIPTION :

This report enables you to analyse the sources of applications received over a given period.

FILTERS :

APPLICATION FOLLOW-UP : period during which applications are created

SOURCE : list of origins of application

INFORMATION :

- All users have the same access to this report.
- Calculation method:
 - The applications received in the period indicated, the last day being included, are considered.
 - All applications created during the period filled whether or not they are attached to positions are counted.
- Line limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.



CLIENT REPORT

DESCRIPTION :

This report presents the activity carried out day by day and by user on the handling of clients/ prospects.

FILTERS :

CLIENT EXCHANGE BETWEEN : period during which discussions are created

AGENCY : agency of the account 1 supervisor on the customer form

TYPE : list type (clients, prospects, unqualified prospects)

NATURE : list of the nature of the discussions for which the data will be displayed.

INFORMATION :

- Only the discussions made over the period specified are displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: discussions created in the indicated period, the last day being included, are considered.
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, a message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report presents the activity carried out over a period for the handling of customers/ prospects.

FILTERS :

CLIENT EXCHANGE BETWEEN : period during which discussions are created

AGENCY : agency of the account 1 supervisor on the customer form

TYPE : type list (customers, prospects, unqualified prospects)

NATURE : list of the nature of the discussions for which the data will be displayed

INFORMATION :

- Only discussions made over the specified period are displayed
- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- Calculation method: discussions created in the indicated period, the last day being included, are considered.
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, an information message will tell you that you have reached this limit and that you will have to modify the filters.



ADMINISTRATOR REPORT

DESCRIPTION :

This report provides visibility on the number of connections to Eolia distributed by day and by user.

FILTERS :

CONNECTION DATE BETWEEN: period during which the user logged in

AGENCY: list of the agencies of the users

INFORMATION :

- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed
- The number of connections initiated by the user on a specific day is displayed
- Calculation method: the days in the indicated period, the last day being included, are considered.
- Line Limit: A limit of 20,000 raw lines was set up to avoid lengthy loading times or loading errors. If you have exceeded this limit, an information message will tell you that you have reached this limit and that you will have to modify the filters.

DESCRIPTION :

This report provides a view of all user accounts created on your database: active, inactive and technical accounts.

FILTERS :

ACCOUNT STATUS: account status (active, inactive, technical)

AGENCY: list of the agencies of the users.

INFORMATION :

- The list of agencies in the AGENCY filter, depending on your access and visibility rights, is displayed.



HOTLINE

For more information, please contact our hotline at **04 78 43 34 41**

Or by email : support@eolia-software.com