



# HR TRACKING STATISTICS USER GUIDE

## Front End – For HR/Training Coordinators

The login screen to the HR Tracking is located at the bottom of the 'Welcome' page:

**HR Tracking Login**

Username  Password  Master Password  Remember Me

[forgot your username](#) [forgot your password](#)

[User Guide](#)

Note: Clients will be supplied with their login details at the start of their company's subscription.

**Main stats page:** (after you login, details of your staff's usage will be displayed)



Hello ! language

## HR Tracking Statistics Export all

### Date time selection

From: Jun 2009 To: Oct 2009

Username	Total sub-accounts	Pages Viewed	Total Time online	Clarity visit	Site visit	Files downloaded
language	16	4206	214h 06m	306	469	185

### Member list

Displaying: 5 of 16 members.

Display Num: 5 Page: 01 of 4

Member	Name	E-Mail Address	Pages Viewed	Total Time online	Clarity visit	Site visit	Files downloaded
xipat	Duong	dungdt@xipat.com	47	03h 23m	8	13	0
xipat100	Duong Tiên Dũng	123456@adc.com	866	29h 43m	8	94	36
xipat1000	Duong Tien Dung	aunh@xipat.com	332	12h 22m	8	44	8
xipat868	Dungdt	info@xipat.com	111	07h 50m	8	9	0

## **Stats Summary**

The first block of data, highlighted in red, will give you the number of individual sub-accounts set up by your staff, and a summary of your staff's combined usage.

## **Stats for Individual Sub-Accounts**

The second block of data, highlighted in orange, will give detailed usage statistics for each sub-account, including the number of pages viewed, the total time online, the number of Clarity (interactive exercises) visits, the number of site visits and the number of files downloaded. You can display between 5 and 50 sub-accounts on a single page by selecting the Display Num drop-down list. You can also jump to different page numbers by choosing a page number from the drop-down list.

## **Stats Date Range**

Under 'Date time selection' you can create a date range for the statistics you want to display. Note that we recommend that you do not create a date range of longer than 3 months as it may take the system a long time to fetch the data.

## **Export Stats to Excel**

Click the 'Export to Excel' button to export the stats on the page you're displaying to an Excel file. If you tick the 'Export All' tick box before clicking the 'Export to Excel' button, the stats of all sub-accounts will be exported to an Excel file.

## **Logout**

When you have finished viewing the stats, click on the 'Logout' button in the top right corner of the page. This will take you back to the 'Welcome' page.