

Feature Overview

Reports Refresh

We're always looking for effective ways to enhance and streamline users' symplr Recruiting experience. In this spirit, we're excited to bring you a refreshed *Reports* page interface loaded with customization options and sporting a modern, efficient look and feel. These updates let you view your data from more angles than ever before, helping you to determine the best approach to achieve the best possible outcomes for your team, and improve the quality of care for your patients.

Master Application

Applicants with current selected Applicant Status that either applied (Date Applied), hired (Date Hired) etc. within specified date range. The report allows for field selection customization.

Hierarchy Level 1

1 item selected x v

Recruiter

1 item selected x v

Job Title

1 item selected x v

Select Date

Applied Date v

Hierarchy Level 2

1 item selected x v

Hiring Manager

1 item selected x v

Application Status

1 item selected x v

*** Start Date**

03/01/2022

Hierarchy Level 3

1 item selected x v

Job Category

1 item selected x v

Requisition Status

All v

*** End Date**

07/12/2022

[View Report](#)

Master Application							
Applicant Name	Applied Date	Application Status	Job Title	Requisition Status	Requisition Number	Reviewed Date	
Cook, Sandra	05/17/2022	Active - Reviewed	* Catie Test Template	Active - Posted	1719	07/06/2022	
crosssite, test	07/06/2022	File - Hired	* Catie's Test Template 3	Filled	3050	07/06/2022	
Applicant1, 3044Test	07/01/2022	Active - Interview Sched...	A Nov11 QA Position Title	Active - Posted	3044	07/05/2022	
CKE, test	07/04/2022	File - Hired	* Catie's Test Template 3	Filled	3048	07/04/2022	
ckeditor, test	06/30/2022	File - Hired	* Catie's Test Template 3	Filled	3046	06/30/2022	
applicant13, Nithin	06/30/2022	File - Hired	HRA test	Filled	3026	06/30/2022	
Applicant, 3044Test	06/30/2022	Active - Phone Screen	A Nov11 QA Position Title	Active - Posted	3044	06/29/2022	
hcsupgrade2, pm11	03/29/2022	Active - Reviewed	HRA test	Active - Posted	2914	06/01/2022	
tester, santosh	06/01/2022	File - Hired	Misc Position 29 TC38609	Filled	2993	06/01/2022	
May20, TestApplicant~...	05/20/2022	Active - Reviewed	* Catie's Test Template 3	Active - Posted	2962	05/20/2022	
Ingrid, Mark	03/08/2022	Active - Reviewed	Misc Position 29 TC38609	Filled	2308	05/17/2022	

What's changed?

The *Reports* page in symplr Recruiting has been given a full technical overhaul and visual refresh. Your reports now feature fluid, dynamic data manipulation from within symplr Recruiting. Using this next-generation reporting technology you can now review, customize, group, and even *pivot* your data however you need.

The introduction of **Pivot Mode** is exciting news for anyone looking to push their reporting capabilities to the limit (or at least not export to Excel so often). Using Pivot Mode lets you create your own custom pivot tables, directly within symplr Recruiting!

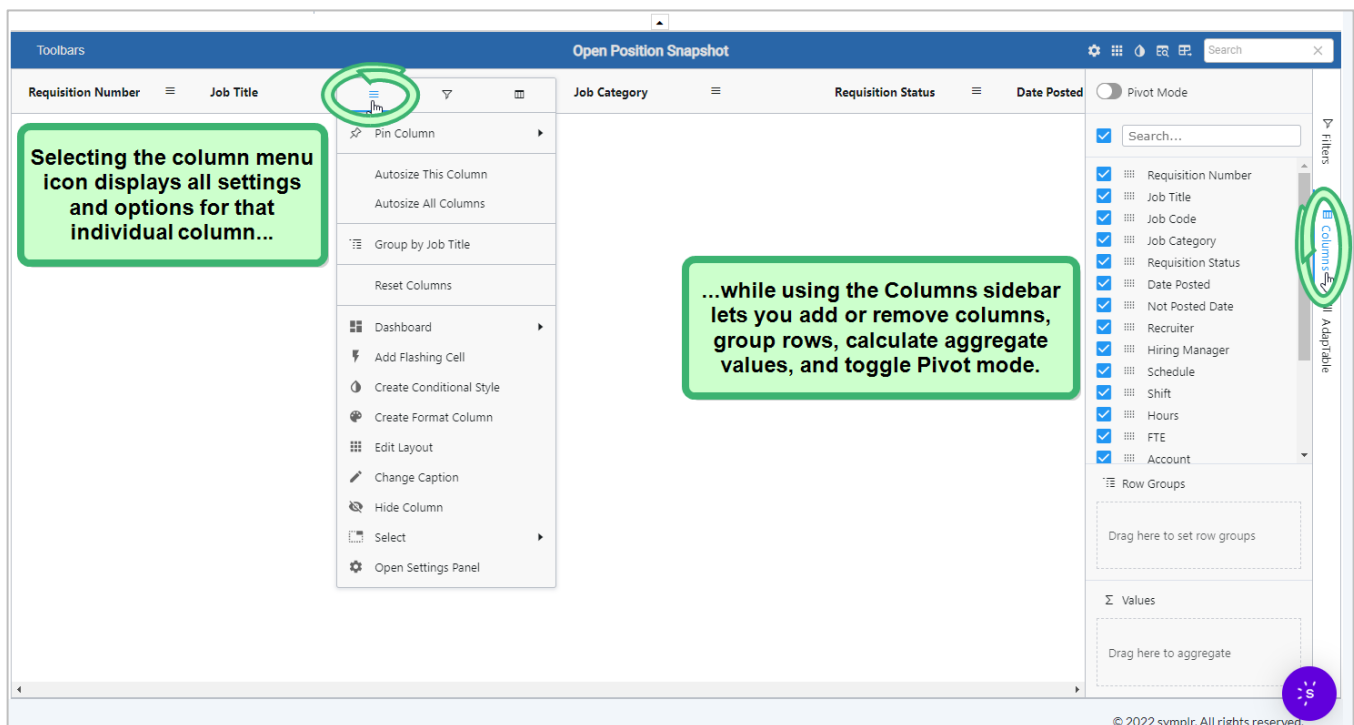
We've also made it easier to maximize your on-screen real estate with options to add, remove, sort, or filter every individual column, and hide unnecessary sections of the page.

How do I use it?

Same as before, it's accessed by selecting **Reports** from the *Insights* top menu. Selecting a system report shows its search and filter options at the top of the page. Set the parameters and select **View Report** to run the query.

Upon seeing your report, you'll notice there's a bit more tucked into your display than before. A blue header bar displays the report title, along with several layout and formatting options, and a search bar. If you still need to send your data elsewhere, the **Export** option is found in this row.

In keeping your data manipulation as fluid and flexible as possible, every report column can be individually relocated, removed, sorted, filtered, and grouped. Select a **column options** icon at the top of the page to modify your report based on a single column. You can also make changes across the entire report by using the options found within the **Filters**, **Columns**, and **Adaptable** menus along the right-hand edge of the page.



The Fine Print

Not much else, just some more details you might want to know about this new look and feel.

- Over time, you will find that the library of Classic Reports will be streamlined into fewer, more versatile reports in the refreshed *Reports* page. In the interim, you can still access these reports if needed, as well as any custom-built reports, via the *Classic Reports* page.
- Custom fields are not yet available in the refreshed Reports page; however, this functionality will be introduced in the near future!