

People Statistics

Version 7

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The People Statistics page provides a recognition statistics report for all users. You can see how many kudos badges users have sent and received, how many challenges they have completed, their department, and who their supervisor is. You can also see the last badges users have sent and received and the last challenges users have completed.

To view people statistics, click the gear icon > **Analytics** > **Recognition Analytics** > **People Statistics**.

People Statistics

All Time ▾ Download CSV ⚙

Type first or last name Recognition Program ▾ Department ▾ Reports to ▾

Person	Kudos Received	Kudos Given	Challenges Completed
Burton Bell HR Generalist	Total: 18 Received: Thank You 4 days ago From: June Mattie	Total: 10 Last Given: Thank You 7 days ago To: Steven Gray	Total: 15 Last Completed: Taskmaster 4 minutes ago
Elizabeth Bishop Trainer	Total: 5 Received: Growth 2 days ago From: Ben Newman	Total: 9 Last Given: Thank You 4 days ago To: Evelyn Gomez	Total: 9 Last Completed: Read employee handbook 4 days ago
Laura Carter Recruiter	Total: 11 Received: Thank You 14 days ago From: Toni Bragg	Total: 12 Last Given: Growth 9 days ago To: Michael Kent	Total: 6 Last Completed: Communicator 12 days ago
James Donnelly Chief Diversity Officer	Total: 16 Received: Thank You 3 days ago From: Alice Romero	Total: 23 Last Given: Employee of the Month 29 days ago To: Penny Ray	Total: 11 Last Completed: Complete your profile 4 hours ago
Alexis Fox CEO	Total: 10 Received: Thank You	Total: 30 Last Given: Employee of the Month	Total: 20 Last Completed: Collaborator

Using Analytics

You can filter people statistics in the following ways:

People Statistics

By individual user

By program

By demographics

By date range

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Type first or last name Recognition Program ▾ Department ▾ Reports to ▾

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Laura Carter Recruiter	Total: 11 Received: Thank You 14 days ago From: Toni Bragg	Total: 12 Last Given: Growth 9 days ago To: Michael Kent	Total: 6 Last Completed: Communicator 12 days ago
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Alexis Fox CEO	Total: 10 Received: Thank You	Total: 30 Last Given: Employee of the Month	Total: 20 Last Completed: Collaborator

Select a recognition program to filter the report by badge.

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Type first or last name

Community Recognition Program

Badge

Department

Reports to

Person	Kudos Received	Kudos Given	Challenges Completed
Alice Romero Sales Representative	Total: 8 Received: Thank You 2 days ago From: Steven Spears	Total: 6 Last Given: Thank You 7 days ago To: June Mattie	Total: 15 Last Completed: Taskmaster 4 minutes ago
Brenda Keen Sales Representative	Total: 9 Received: Growth 2 days ago From: Ben Newman	Total: 6 Last Given: Thnak You 4 days ago To: Evelyn Gomez	Total: 9 Last Completed: Read employee handbook 4 days ago
Julie Labarre Sales Representative	Total: 11 Received: Thank You 14 days ago From: Toni Bragg	Total: 12 Last Given: Growth 9 days ago To: Michael Kent	Total: 6 Last Completed: Communicator 12 days ago
Robert Walters Sales Representative	Total: 16 Received: Thank You 3 days ago From: Alice Romero	Total: 13 Last Given: Employee of the Month 29 days ago To: Penny Ray	Total: 11 Last Completed: Complete your profile 4 hours ago
Steven Spears Sales Representative	Total: 10 Received: Thank You	Total: 7 Last Given: Employee of the Month	Total: 5 Last Completed: Collaborator

Add Filters

You can add filters to the people statistics page.

- Click the gear icon.
- Custom Filters:** Add filters for the report.
 - Check **Spaces** to add a spaces filter.
 - Check **Roles** to add a roles filter.
 - To add a profile field filter, select a field in the **Select field** menu. (*Reports to* and picklist fields only).
- Report Fields:** Select profile fields to display in the table. Any profile field can be displayed in the table.
- Check or uncheck **Include fields only in CSV download**. If checked, Report Fields will only appear in the CSV download. If unchecked, Report Fields will appear on the people statistics page and in the CSV download.
- Click **Refresh**.

The new filters will appear in the filters bar and as additional columns in the statistics table.

People Statistics

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People Statistics

All Time ▼ [Download CSV](#) ⌵

Person	Kudos Received	Kudos Given	Challenges Completed	Department	Reports to
Alice Romero Sales Representative	Total: 8 Received: Thank You 2 days ago From: Steven Spears	Total: 6 Last Given: Thank You 7 days ago To: June Mattie	Total: 15 Last Completed: Taskmaster 4 minutes ago	Sales	Mia Wilson
Brenda Keen Sales Representative	Total: 9 Received: Growth 2 days ago From: Ben Newman	Total: 6 Last Given: Thnak You 4 days ago To: Evelyn Gomez	Total: 9 Last Completed: Read employee handbook 4 days ago	Sales	Mia Wilson
Julie Labarre Sales Representative	Total: 11 Received: Thank You 14 days ago From: Toni Bragg	Total: 12 Last Given: Growth 9 days ago To: Michael Kent	Total: 6 Last Completed: Communicator 12 days ago	Sales	Mia Wilson
Robert Walters Sales Representative	Total: 16 Received: Thank You 3 days ago From: Alice Romero	Total: 13 Last Given: Employee of the Month 29 days ago To: Penny Ray	Total: 11 Last Completed: Complete your profile 4 hours ago	Sales	Mia Wilson
Steven Spears Sales Representative	Total: 10 Received:	Total: 7 Last Given:	Total: 5 Last Completed:	Sales	Mia Wilson

Download People Statistics

Click [Download CSV](#) to download the report as a CSV file. Any selected filters will be applied to the download.

Sample people statistics CSV file

Person	User ID	Occupation	Profile URL	Kudos Received	Received	Date
Burton Bell	2	HR Generalist	https://myintranet.communifire.com/people/burton	18	Thank You	9/13/2019 5:09:06 PM
Elizabeth Bishop	3	Trainer	https://myintranet.communifire.com/people/elizabeth	5	Growth	9/3/2019 7:05:40 PM
Laura Carter	7	Recruiter	https://myintranet.communifire.com/people/laura	11	Thank You	9/11/2019 9:00:10 AM
James Donnelly	9	Chief Diversity Officer	https://myintranet.communifire.com/people/james	16	Thank You	9/3/2019 7:05:40 PM
Alexis Fox	1	HR Manager	https://myintranet.communifire.com/people/admin	10	Thank You	9/11/2019 9:00:10 AM
Evelyn Gomez	13	Compensation and Benefits Manager	https://myintranet.communifire.com/people/evelyn	5	Continuous Improvement	9/3/2019 7:05:40 PM
Christine Jackson	22	Payroll Coordinator	https://myintranet.communifire.com/people/christine	27	Employee of the Month	9/11/2019 9:00:10 AM
Michael Kent	12	Recruiting Coordinator	https://myintranet.communifire.com/people/micahel	4	Thank You	9/13/2019 5:09:06 PM
June Mattie	44	HR Manager	https://myintranet.communifire.com/people/june	10	Growth	9/11/2019 7:35:29 PM
Antonia Murray	17	HR Coordinator	https://myintranet.communifire.com/people/antonia	1	Continuous Improvement	9/11/2019 7:35:50 PM
Ben Newman	18	Recruiting Manager	https://myintranet.communifire.com/people/ben	2	Thank You	9/11/2019 10:56:42 PM

Opening the CSV file in Excel

- Open a blank workbook in Excel.
- Windows:
 - Click **Data > From Text/CSV**.
 - Select the CSV file.
 - Select **Comma** as the **Delimiter**.
 - Click **Load**.
- Mac:
 - Click **Data > Get External Data > From Text**.
 - Select the CSV file.
 - Select **Delimited**.
 - Click **Next**.
 - Check **Comma**.
 - Uncheck other delimiters.
 - Click **Next**.
 - Click **Finish**.
 - Click **OK**.

