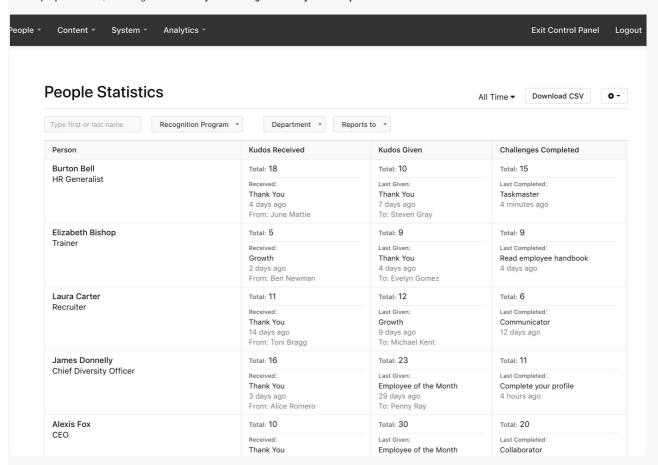
People Statistics

Version 7

Published 1/23/2020 08:30 PM by Grace Kamau Last updated 4/30/2021 11:11 PM by Grace Kamau

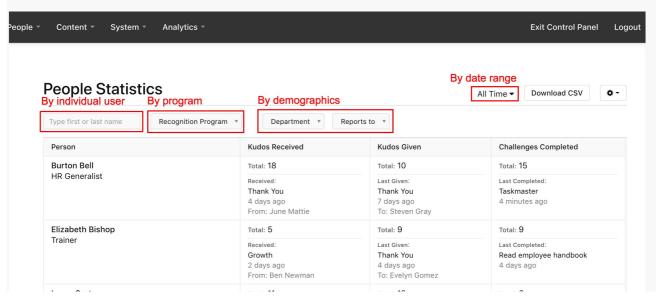
The People Statistics page provides a recognition statistics report for all users. You can see how many kudos badges users have sent and received, how many challenges they have completed, their department, and who their supervisor is. You can also see the last badges users have sent and received and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

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



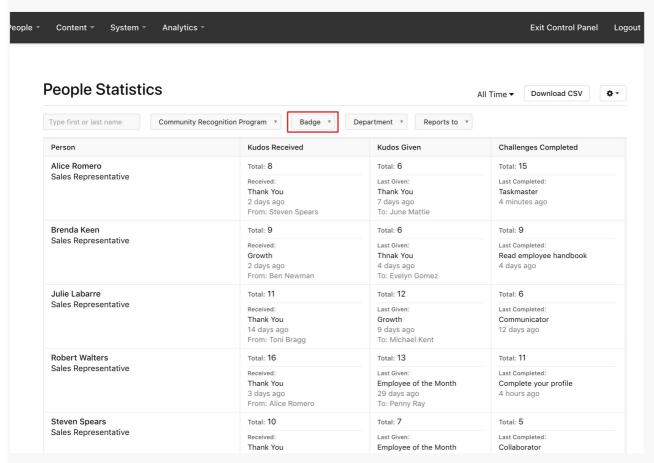
Using Analytics

You can filter people statistics in the following ways:



Laura Carter Recruiter	Total: 11	Total: 12	Total: 6
	Received:	Last Given:	Last Completed:
	Thank You	Growth	Communicator
	14 days ago	9 days ago	12 days ago
	From: Toni Bragg	To: Michael Kent	
James Donnelly Chief Diversity Officer	Total: 16	Total: 23	Total: 11
	Received:	Last Given:	Last Completed:
	Thank You	Employee of the Month	Complete your profile
	3 days ago	29 days ago	4 hours ago
	From: Alice Romero	To: Penny Ray	
Alexis Fox CEO	Total: 10	Total: 30	Total: 20
	Received:	Last Given:	Last Completed:
	Thank You	Employee of the Month	Collaborator

Select a recognition program to filter the report by badge.



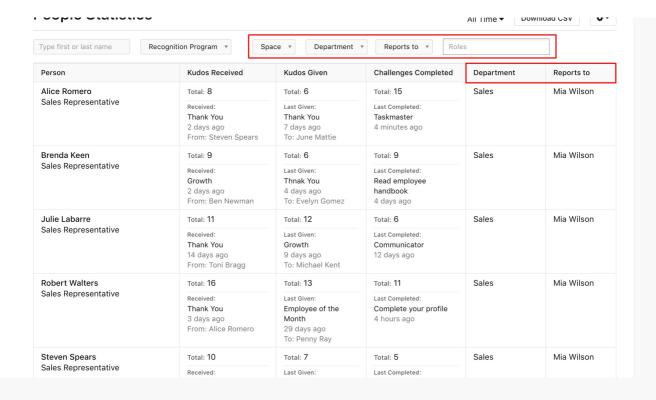
Add Filters

You can add filters to the people statistics page.

- 1. Click the gear icon.
- $2. \ \, \hbox{\bf Custom Filters} \hbox{:} \ \, \hbox{Add filters for the report}. \\$
 - 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).
- 3. Report Fields: Select profile fields to display in the table. Any profile field can be displayed in the table.
- 4. 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.
- 5. Click Refresh.

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





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

- 1. Open a blank workbook in Excel.
- 2. Windows:
 - a. Click Data > From Text/CSV.
 - b. Select the CSV file.
 - c. Select Comma as the Delimiter.
 - d. Click Load.
- 3. Mac:
 - a. Click Data > Get External Data > From Text.
 - b. Select the CSV file.
 - c. Select Delimited.
 - d. Click Next.
 - e. Check Comma.
 - f. Uncheck other delimiters.
 - g. Click Next.
 - h. Click Finish.
 - i. Click OK.