



Reports

Your platform has many different reports at your disposal to break down the data within your platform. Do you want to see what was purchased, by whom, and when? There's a report for that. Do you want to see taxes paid? There's a report for that, too.

All of your information is available for you to see, and if we don't have a particular report you need (though we'd be surprised if that's the case) you can download all your data and organize it however you like to see the results you want. See below for a breakdown of the reports we have available:

- **Awarded vs Redeemed:** view total awarded points vs redeemed points for each user in the platform. Add group filters to make searching and analysis easier.
- **Budgets Incoming Details:** see how much was added to which budget and by whom. If you have cost centers assigned, information regarding each center will also be available.
- **Budgets Outgoing Summary:** see the outgoing details for each individual budget in your platform. For detailed information on outgoing transactions for a time period, see the Transactions Report.
- **Cost Center Distribution:** determine the distribution of funds for each cost center in your platform, as well as taxable and non-taxable amounts from each cost center.
- **Hashtags Given:** see a breakdown of how often each employee has recognized others using the value hashtags you have created.
- **Hashtags Received:** view a detailed report of how often each employee has been recognized for each value hashtag in your platform.
- **Last Award:** see the last award each employee received, along with notes, dates, and amount of the award.
- **Last Login:** view the last login date for each employee.
- **Least Awarded:** view award amount data filtered from least to most.
- **Most Awarded:** view award amount data filtered from most to least.
- **Nominations Pending Approval:** view details of those nominations that are still pending manager approval.
- **Recognition Details:** view the details of each individual recognition on your platform from nominators to recipients, reward amount to budget details, and more.
- **Recognition Pending Approval:** view those recognitions that are still pending manager approval.
- **Recognition Summary:** see the total amount awarded to each employee.

- **Redemption Details:** view details from each redemption, such as employee name, order number, type of redemption, quantity, and cost. This report is most often used by accounting departments when processing invoices for retainer.
- **Redemption Summary:** see the total amount redeemed by each employee.
- **Retainer:** review a breakdown of deposits, orders, and remaining balance in your retainer.
- **Transactions:** an overview of all transactions in your platform. Any transaction or exchange of funds in your platform will display here.
- **Users:** show detailed information for all users such as name, employee ID, role, email, etc.