

# Employee Messages Report

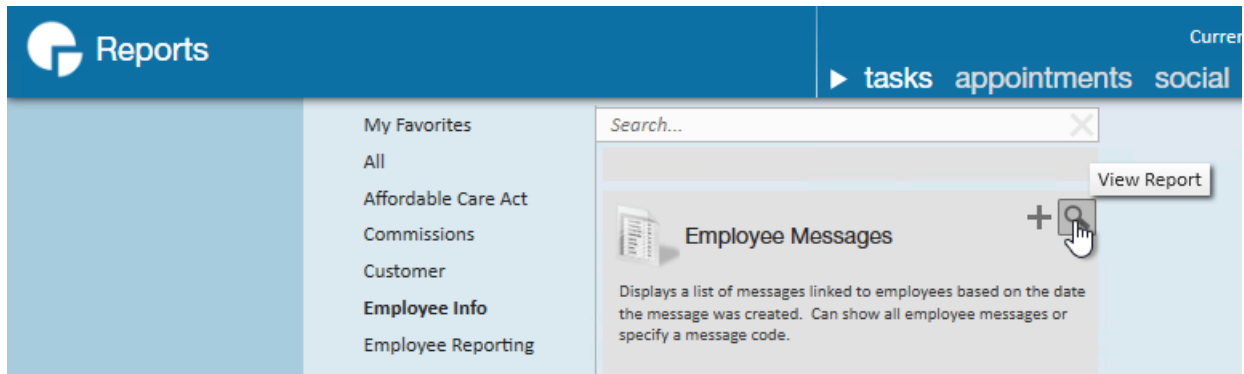
Last Modified on 04/18/2024 3:54 pm CDT

## Purpose

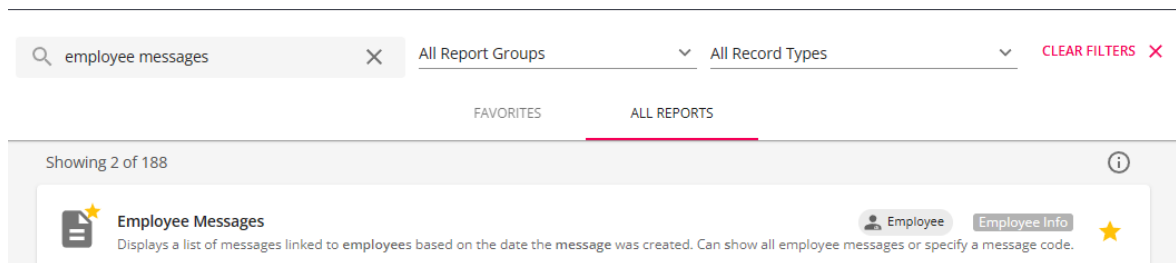
This report allows you to view all messages logged on employee records for a date range. It is designed to enable you to view different types of activity going on with an employee as well as audit your reps productivity with certain employees. This can allow the user to essentially run a report for any criteria that service reps consistently log as messages with the corresponding message action. I.E. Cold call attempts, Interviews scheduled, LMTC, ect...

## Where You Can Run this Report

This report can be run in Enterprise under All Options > reports. Select the Employee Info category on the left.



You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of employee info.




## Parameters

Branch: Canada Test, CardiffUK, Eag | Message Action: 1st Interview w/client, 1st R...  
 Start Date: 7/21/2019 | End Date: 7/25/2019  
 Employee ID: | Group by: Rep

1 of 2 | 100% | Find | Next

### Employee Messages

High Tech Staffing | Entity Level (Hierld 2) | 

Messages logged from 7/21/2019 to 7/25/2019 grouped by Rep for aident: , from the following selected branches: '(All Branches Selected)'.

Date	Time	Employee ID	Employee Name	Rep	Action	Employee Location
<b>amelia.stout</b>						
7/24/2019	10:12 AM	4295080432	Woodbury, Lorelai	amelia.stout	LMTC	Saint Paul, MN
need to schedule an interview						
7/24/2019	8:32 AM	4295038293	Begood, Johnnie	amelia.stout	Placed	Atwood, TN
Placed -- Independence Inn Comments: Looking to schedule interview						
7/24/2019	8:30 AM	4295037216	Bob, Joe S	amelia.stout	Rejected	Norcross, GA
Rejected -- Independence Inn Comments: Customer was looking for someone with more experience						
7/24/2019	8:29 AM	4295038293	Begood, Johnnie	amelia.stout	Presented Position	Atwood, TN
Present -- Independence Inn Comments: Looking to schedule interview						
7/24/2019	8:27 AM	4295037216	Bob, Joe S	amelia.stout	Order Candidate	Norcross, GA
Candidate -- Independence Inn Comments:						
7/24/2019	8:27 AM	4295038293	Begood, Johnnie	amelia.stout	Order Candidate	Atwood, TN
Candidate -- Independence Inn Comments:						
<b>amelia.stout Totals 6 messages</b>						
<b>lan.lehfeldt</b>						
7/22/2019	5:11 PM	4295081121	11930, Test	lan.lehfeldt	No show	Newark, NJ

1. **Start Date:** Starting message logged date of your desired date range
2. **End Date:** Ending message logged date of your desired date range
3. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. **Group By:** A list of different fields to group the data into on the report. Has the following options:
  - o No grouping
  - o Branch on the employee
  - o Date of the message
  - o Rep who logged the message
  - o Action of the message
5. **Employee ID:** Can enter a specific employee id to filter for
6. **Action:** A drop down list of message actions. Is a multi-value parameter, therefore you can select all action codes, just one specific code or all action codes.

## Related Articles