



Analytics Standard Reports List

Reference Guide

DocuPhase 6.1 (or later)

Last Revised: November 25, 2019

Copyright © 2019, DocuPhase Corporation. All rights reserved.

DISCLAIMER

These recommendations are only provided as a general point of reference for system installations, and may need to be adjusted to meet the demands of your specific situation.

DocuPhase has made every effort to ensure that this document is accurate;
DocuPhase disclaims liability for any inaccuracies or omissions.

No part of the contents of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form without written consent from DocuPhase Corporation.

Information in this document is subject to change without notice and does not represent commitment on the part of DocuPhase.

If you find information in this document that is incorrect, misleading, or incomplete, we would appreciate your comments and suggestions.

Table of Contents

Overview.....	1
Purpose of this Document.....	1
Questions or Need Assistance?	1
Standard Reports.....	2
Appendix – Report Examples	6
Batch Report	6
Status Summary Report.....	6
Document Count.....	7
Page Count	7
Entry Point.....	8
Process Report	8
Process Report Collection	9
Production Analysis	10
Production Resource Analysis.....	11
Remote Data Sources	12
User Productivity	12
DocuPhase Task Drill Down.....	13
Executive Dashboard	14
Operational Dashboard	15
Operational Dashboard - Selected Business Process Analytics and Workflow	15
Operational Dashboard –Time-Shift Controls.....	16
Operational Dashboard – Process Diagram Task Drilldown	17
Performance Dashboard	18
Performance Dashboard –Data Drill Down	19
Performance Dashboard –Process Icon ().....	20
Performance Dashboard –Task Node.....	20
Executive Dashboard - Operational Dashboard Level	21
Operational Dashboard - Performance Dashboard Level.....	21

Revision History

Item #	Release #	Revision Date	Description	Tracking Notes
000	6.1 (and later)	11/25/19	<i>ORIGINAL</i>	Creation of document based content from 6.2 Analytics Advanced Manual.

Overview

Purpose of this Document

This goal of this document is to provide Clients and Technical Staff with a basic list of Standard Analytics Analysis and Report documents included in the base DocuPhase Analytics component. Some standard reports can be customized on-the-fly – by any User with permissions to do so.

All Standard reports use the DocuPhase Data Model Data Sources. Reports are divided into two categories, and accessed accordingly by either of the following:

1. Reports Menu – see page 2
2. Dashboard – see page 3

NOTES

- *Only the authorized Dashboards for the current user appear main header menu. However, Analytics View mode & Design mode authorized users can access Analytics Dashboard documents via the Documents Tab, on the Analytics Smartpad.*
- *Progression must be installed and enabled in order for the 'Dashboards' menu item to appear since each of the dashboards present Progression Business Process transaction results.*

Questions or Need Assistance?

If you have specific questions, or need assistance regarding the Analytics Reports listed in this document, please contact DocuPhase at any of the following:

Email: support@docuphase.com

Phone: (727) 441-8228

Website: <https://www.docuphase.com/contact-us>


BEST PRACTICES

When sending an email please use the following format:





- ***In the Subject line:*** “Request for information about Analytics Reports”
- ***In the Body of the email:***
 - + *Give a brief description of the information you are looking to obtain.*
 - + *Provide the best contact name, phone number, and email address.*

Standard Reports



Name	Report Description	Customizable? (i.e. the Ability to modify the analytical report)
REPORTS ACCESS		
Batch Report	Lists a summary number of documents in each capture batch with time and batch number data. <i>See example on page 6.</i>	Yes. Filter information in either View or Design Mode.
Status Summary	Summarize the number of documents for each of the existing or desired status codes. <i>See example on page 6.</i>	
Document Count	Provides the number of documents in each DocuPhase application cabinet or selected cabinets based on the selection criteria you supply. There is one report for each application. <i>See example on page 7.</i>	
Page Count	Provides the number of pages in the documents stored in each DocuPhase application cabinet or selected cabinets based on the selection criteria you supply. <i>See example on page 7.</i>	
Entry Point Report	Summarizes the Entry Point parameters of the Processes for which you have access permission. <i>See example on page 8.</i>	Yes. Filter by subset.
Process Report	Summarizes each selected Progression Process definition to which you have access. It includes each of the business process component Tasks and Steps (i.e., subtasks) and Task Users. <i>See example on page 8.</i>	Yes. Select the specific Process Name or Names you wish to include in your report.
Process Report Collection	Permissions based, it lists all of the selected, Progression Process Definitions to which you have access. <i>See example on page 9.</i>	
Production Analysis	Progression-based workflow production statistical results for a variety of factors. <i>See example on page 10.</i>	Yes. Choose whether you want all results or specified results for Time Interval and/or Process Names.
Production Resource Analysis	Provides statistical results of Progression-based workflow resources for a variety of factors. <i>See example on page 11.</i>	Yes. Choose whether you want all results or specified results for Time Interval and/or Process Names.
Remote Data Sources	Provides Progression-based workflow resource for a variety of factors. <i>See example on page 12.</i>	
User Productivity	Provides Progression-based workflow resource for a variety of factors - including each type of workflow action performed by each user for the selected business Processes and/or Time Interval. <i>See example on page 12.</i>	Yes. Choose whether you want all results or specified results for Time Interval and/or Process Names.
DocuPhase Task Drill Down	Provides Progression-based workflow task production results for selected Process Names, Task Names and Time Intervals. Also includes a Bar Chart that shows a summary of the number of work items completed at each task. <i>See example on page 13.</i>	Yes. Choose whether you want all results or specified results for Time Interval, and/or Process Names, and/or Task Names.

Name	Report Description	Customizable? <i>(i.e. the Ability to modify the analytical report)</i>
DASHBOARD ACCESS		
Executive Dashboard	<p>Provides an overall analysis of three Key Performance Indicators (KPI), in easy-to-read graphs summarizing your business process usage:</p> <ul style="list-style-type: none"> ✓ Completed Work Item Volume ✓ Completion Time: Max, Avg. and Min. number of Resources (i.e., users) with Items Completed <p>See example on page 14.</p> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 10px;"> <p> TIP Also see Executive Dashboard - Operational Dashboard Level on page 5.</p> </div>	Yes. Choose the year intervals.
Operational Dashboard	<p>Displays six KPI analysis object results for the selected process. See example on page 15.</p> <ul style="list-style-type: none"> ✓ Work Items Completed ✓ Work Items by Finish Type ✓ Resources per Task ✓ Task Timing Average Statistics in seconds: <ul style="list-style-type: none"> - Average Timespan per Task: Length of time to process the task - Average Lifespan per Task: Length of time the task is in existence - Average Lifespan per Document Wait Task 	Yes. Choose the Process Name to display summary information.
Operational Dashboard - Progression Process Selector	<p>Displays a Progression workflow diagram that goes with the Analytics Operational Information for any process to which you have access (e.g., for the AP Process). See example on page 15.</p>	<p>Yes. Select the Process Name to display corresponding analytical information.</p> <p>There is also an option overlay a semi-transparent image of the Progression Workflow Diagram for the selected process.</p> <p>Finally, the Interval dropdown selector can be used to select a timeframe filter to restrict the data being displayed by the six Analysis objects for can be dynamically changed to either graphic or crosstab rendering.</p>
Operational Dashboard - Time Shift Controls	<p>Presents the six interrelated Analytics Analysis objects. See example on page 16.</p>	Yes. Change the timeframes to move Forward or Backward in time.
Operational Dashboard - Process Diagram Task Drilldown	<p>Allows you to drilldown in the Process Diagram overlay on the Operational Dashboard to display Analytics of the number of Work Items Completed for each task, each year. See example on page 17.</p>	

Dashboard Access (continued on next page)

Name	Report Description	Customizable? <i>(i.e. the Ability to modify the analytical report)</i>
<i>Dashboard Access (continued)</i>		
Performance Dashboard	<p>The Performance Dashboard displays four KPI analysis object results. <i>See example on page 18.</i></p> <ul style="list-style-type: none"> ✓ Completed Work Items per Action ✓ Completed Work Items per Task and Resource (i.e., User) ✓ Completed Work Item Averages per Task in seconds <ul style="list-style-type: none"> - Average Lifespan per User – Length of time the task is in existence by User - Average Timespan per User – Length of time to process the task by User ✓ Completed Work Item Averages Per User in seconds <ul style="list-style-type: none"> - Average Lifespan per User – Length of time the task is in existence by User - Average Timespan per User – Length of time to process the task by User <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-top: 10px;"> <p> TIP <i>Also, see Operational Dashboard – Performance Dashboard Level on page 5.</i></p> </div>	Yes. Select specific Unique Task Names from the AP Process: narrowing the presentation to the Task Accounting Review.
Performance Dashboard - Data Drill Down	<p>Display the selected object in a high-level drill-down dimension as one color, with remainder of the objects' dimensions and measures greyed out. <i>See example on page 19.</i></p> <div style="border: 1px solid #add8e6; border-radius: 10px; padding: 5px; margin-top: 10px;"> <p> NOTE <i>The other Analytics Objects that share the same dashboard are influenced by the drill-down choice.</i></p> </div>	
Performance Dashboard - Process Icon 	<p>Like the Operations Dashboard, you can use the icon () to toggle the Performance Dashboard to display an overlay of the Process Diagram for the currently selected process: allowing you to view the Process Diagram along with the related performance statistical displays. <i>See example on page 20.</i></p>	Yes. Select an individual task node to drilldown to view its specific task performance results.
Performance Dashboard - Task Node	<p>Drill down on the displayed process and add a diagram overlay for the Performance Dashboard. <i>See example on page 20.</i></p>	Yes. Select an individual task node to click and drilldown to view its specific task performance results.

Dashboard Access (continued on next page)

Name	Report Description	Customizable? <i>(i.e. the Ability to modify the analytical report)</i>
<i>Dashboard Access (continued)</i>		
<p>Executive Dashboard - Operational Dashboard Level</p>	<p>Presents an Executive Operational Dashboard view of all processes: providing an advanced drill-down utilizing a pre-defined hyper-relation that expands the available detail information for the Executive by displaying the Operational Dashboard Level.</p> <p>This Executive Operational View can be used to launch an additional advanced drill-down operation that turns into a display of a view of the Performance Dashboard. <i>See example on page 21.</i></p> <div data-bbox="367 615 1016 947" style="border: 1px solid #ADD8E6; border-radius: 10px; padding: 10px;"> <p> NOTES</p> <ul style="list-style-type: none"> • <i>This Operational Dashboard is similar to the Operational Dashboard except it does not have the Progression Process selector, nor the option to view the corresponding Analytics and Progression Workflow Process Diagram.</i> • <i>This drill-down step can also be reversed by using a drill-out button.</i> </div>	<p>Yes. Subsequent drill-downs on the Performance Dashboard result in a normal drill-down on the criteria selected in one of the displayed objects.</p>
<p>Operational Dashboard – Performance Dashboard Level</p>	<p>Displays the Performance Dashboard Level through advanced drill-down utilizing a pre-defined hyper-relation to expand the available operational detail information. <i>See example on page 21.</i></p> <div data-bbox="367 1129 1003 1339" style="border: 1px solid #ADD8E6; border-radius: 10px; padding: 10px;"> <p> NOTE</p> <p><i>The This Executive Performance Dashboard does not have the Progression Process selector, nor the option to view the corresponding Analytics and Progression Workflow Process Diagram.</i></p> </div>	<p>Yes. Subsequent drill-downs on the Performance Dashboard result in a normal drill-down on the criteria selected in one of the displayed objects. This drill-down step can also be reversed by using a drill-out button.</p>

Appendix – Report Examples

The following are basic examples of each of the reports as previously described.

Batch Report

Time Interval: 2019

No selection

2019

User Name: apsupervisor1, sysadmin

No selection

apsupervisor1

sysadmin

DOCUPHASE ANALYTICS

Workflow Search Forms Capture Analytics Tools Administration

Application Name: Accounts Payable, Check Request, Claims, Con... User Name: apsupervisor1, sysadmin Time Interval: 2019

CRITERIA

Global criteria

DocuPhase System Analytics/Batches

Application Name = Accounts Payable, Check Request, Claims, Contracts, Expense Reports or HR

Time Interval = 2019

User Name = apsupervisor1 or sysadmin

Add or Edit global criteria

Remove all global criteria

Disable immediate refresh

Batch Report

Application: Accounts Payable

Batch ID	Batch Time	Docs	Pages	Status	User Name	Station	First Filename	Last Filename	Errors	DPI	Profile
1000	10/7/2019 8:09:29 PM	1	0	P	sysadmin	(Null)	_obj_3_D1_001.txt	_obj_3_D1_001.txt	0	-1	(Null)
1001	10/7/2019 8:11:54 PM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
1326	10/8/2019 5:16:01 PM	-1	-26	E	sysadmin	(Null)	_obj_3_D1_004.pdf	_obj_3_D10_967.pdf	-1	-1	(Null)
1484	10/8/2019 5:32:38 PM	1	1	P	sysadmin	(Null)	_obj_3_D11_125.pdf	_obj_3_D11_125.pdf	0	-1	(Null)
2986	10/9/2019 10:23:11 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2987	10/9/2019 10:23:12 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2988	10/9/2019 10:23:24 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2989	10/9/2019 10:23:26 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2990	10/9/2019 10:23:27 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2991	10/9/2019 10:23:28 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2992	10/9/2019 10:23:29 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
2993	10/9/2019 10:23:30 AM	1	0	F	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3003	10/9/2019 10:23:41 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3004	10/9/2019 10:23:42 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3005	10/9/2019 10:23:43 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3006	10/9/2019 10:23:44 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3007	10/9/2019 10:23:45 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3008	10/9/2019 10:23:46 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)
3009	10/9/2019 10:23:48 AM	1	0	E	sysadmin	(Null)	(Null)	(Null)	(Null)	(Null)	(Null)

Status Summary Report

Status Summary Report

List of all Statuses and Descriptions...

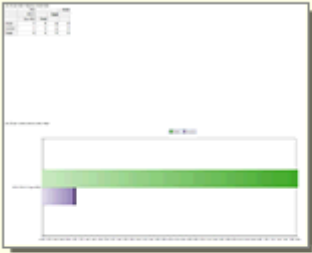
Status	Status Desc
0	Undefined
1	Undefined
2	Undefined
3	Undefined
4	Undefined
5	Undefined
6	Undefined
7	Undefined
8	Undefined
9	Undefined
A	Auto Indexing
B	Undefined
C	Corrupt
D	Undefined
E	Entered
F	Undefined
G	Undefined
H	Undefined
I	Inbox
J	Undefined
K	Undefined
L	Undefined
M	Undefined
N	Undefined
O	Undefined
P	Pending

Number of Documents per Status per Application

Application Name	Status	Status Desc	Document Count
Accounting	E	Entered	3
	X	Deleted	2
	Total	Total	5
AP Samples	E	Entered	23
	X	Deleted	1
	Total	Total	24
Bank Customer Files	E	Entered	30
	X	Deleted	1
	Total	Total	31
Case Tracking	E	Entered	21
	P	Pending	1
	Total	Total	22
Checks	E	Entered	13
	X	Deleted	1
	Total	Total	14
Client Documentation	E	Entered	11
	X	Deleted	1
	Total	Total	12
Data Entry	E	Entered	23
	Total	Total	23
	GeneralCapture	E	Entered
Total		Total	1
Healthcare Claims		E	Entered
	P	Pending	1
	Total	Total	93
HR	E	Entered	53
	Total	Total	53

Document Count

Document Count-NewApp ✕
 Shared / iDatix / Reports / iSynergy / DocumentCount



Analysis objects

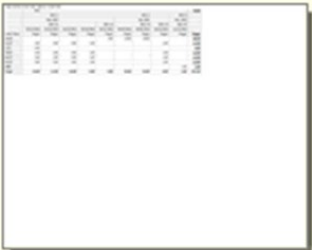
- Document Counts per Index Value by Create Date
- Document Counts per Create Date by Index Value

Global criteria
 index Name = IdatixDefault

Modified 2/28/2013 2:39 PM by SYS

Page Count

Page Count-NewApp ✕
 Shared / iDatix / Reports / iSynergy / PageCount



Analysis objects

- Page Counts per Index Value by Create Date

Global criteria
 index Name = IdatixDefault

Modified 2/28/2013 2:39 PM by SYS

Page Count Report

Page Counts per Index Value by Create Date

	Total
Total	0

Entry Point

Process Definition Report

AP Process (PID 4)

Entry Points

Entry Point ID	EP Allow Reentrance	Binder Name	Binder Conditions	Entry Point Documents
16	yes	Purchasing		Invoice Packing List PO Purchase Requisition

Budget Planning (PID 9)

Entry Points

Entry Point ID	EP Allow Reentrance	Binder Name	Binder Conditions	Entry Point Documents
9	yes	Budget Planning	Budget Planning.Pro Forma[Status] = New	Pro Forma

Claim Correction Process (PID 16)

Entry Points

Entry Point ID	EP Allow Reentrance	Binder Name	Binder Conditions
18	yes	Healthcare Claim Packet	Healthcare Claim Packet.Healthcare Denial Letter[Status] = Denied Claim

Process Report

Process Name **AP Process** ✓

- No selection
- AP Process
- Budget Planning
- Claim Correction Process
- EOB Payment Process
- Expense Report Process
- Front Desk Patient Process
- GPS Assembly Process
- Homestead Application
- Initial Services Securing Process
- Inventory Tracking Process
- Land Title Transfer Process
- Lease Activity Process
- Lease Execution Process
- Loan Approval Process
- Medical Billing Process
- New Hire Process
- New Hire Process - Basic

[Editor](#)

Search members

Process Definition Report

AP Process (PID 4) Version : 0

Task : Accounting Review UTID : 35 Reusable : 0

Priorities : Critical

Version : 0

Cost : 0

Steps :

Task Step Number	Task Step Name	Instructions
1	Verify Packing List	Review packing list and verify the contents match the PO information.
2	Verify Vendor Information	Verify Invoice Matches PO information.

Users :

User Name	Expiration
Demo	Dec 31 9998 12:00AM
Demo User	Dec 31 9998 12:00AM
ESpeed System	No Expiration

Process Report Collection

Process Name ✓

- No selection
- AP Process
- Budget Planning
- Claim Correction Process
- EOB Payment Process
- Expense Report Process
- Front Desk Patient P
- GPS Assembly Proce
- Homestead Applicati
- Initial Services Secur
- Inventory Tracking F
- Land Title Transfer F
- Lease Activity Proce
- Lease Execution Pro
- Loan Approval Proce
- Medical Billing Proces
- New Hire Process
- New Hire Process - F

Show selected (1) Ed

Search members

Process Definition Report

AP Process (PID 4) Version : 0

Task : Accounting Review UTID : 35 Reusable : 0
Priorities : Critical Version : 0
Cost : 0

Steps :

Task Step Number	Task Step Name	Instructions
1	Verify Packing List	Review packing list and verify the contents match the PO information.
2	Verify Vendor Information	Verify Invoice Matches PO information.

Users :

User Name	Expiration
Demo	Dec 31 9998 12:00AM
Demo User	Dec 31 9998 12:00AM
ESpeed System	No Expiration

Process Definition Report

AP Process (PID 4)

Entry Points

Entry Point ID	EP Allow Reentrance	Binder Name	Binder Conditions	Entry Point Documents
16	yes	Purchasing		Invoice Packing List PO Purchase Requisition

Task : Amount Routing OSID : 230 Reusable : 0
Priorities : (Null) Version : 0
Cost : 0

Task : Budget Approval Required UTID : 236 Reusable : 0
Priorities : Critical Version : 0
Cost : 0

Actions :

Sequence Name	Next Task Name	Next Task Ident
Approved	Generate Official PO For Vendor	43

Steps :

Task Step Number	Task Step Name
1	New Purchase Requisition

2 2/28/2013 4:15:21 PM

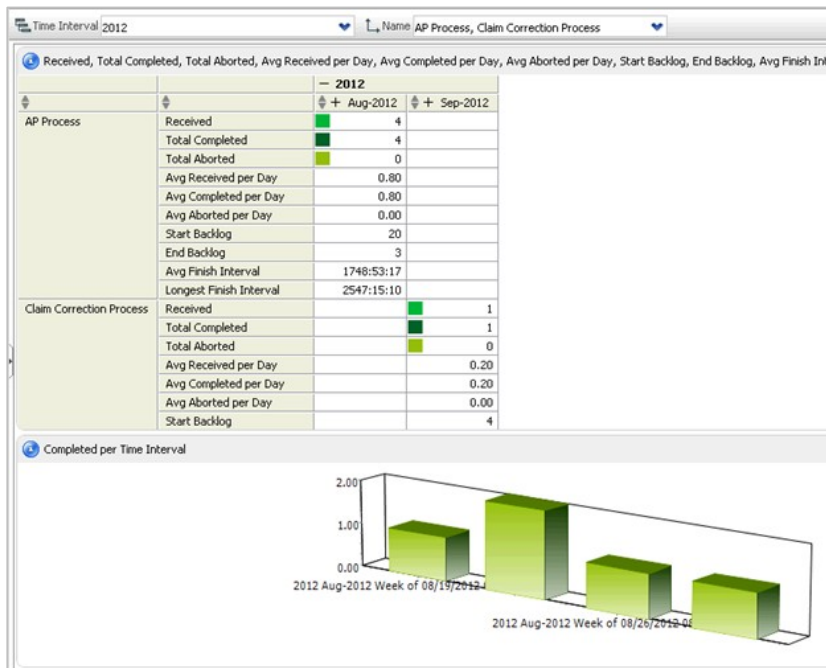
Production Analysis

Name **AP Process, Claim Correction Process** ✓

- No selection
- AP Process
- Claim Correction Process
- Homestead Application
- Initial Services Securing Process
- Inventory Tracking Process
- Time Off Request Approval Process
- Warranty Claim Process

Time Interval **2012** ✓

- No selection
- 2011
- 2012
- 2013



Production Resource Analysis

Process Name AP Process, New Hire Process

- No selection
- AP Process
- Claim Correction Process
- Homestead Application
- Initial Services Securing Process
- Inventory Tracking Process
- Land Title Transfer Process
- Lease Activity Process
- Loan Approval Process
- New Hire Process
- Time Off Request Approval Process
- Warranty Claim Process

Time Interval 2012

- No selection
- 2011
- 2012
- 2013

Show selected (1) Editor

Search members

Process Name AP Process, New Hire Process		Time Interval 2012																
		- 2012				+ Mar-2012				- Oct-2012				+ Sep-2012		Total		
		+ Aug-2012		- Dec-2012		+ Mar-2012		- Oct-2012		+ Sep-2012		+ Sep-2012		Total				
		- Week of 12/09/2012		- Week of 12/16/2012		+ Mar-2012		- Week of 10/26/2012		+ Sep-2012		+ Sep-2012		Total				
		12/11/2012	Total	12/18/2012	Total			10/30/2012	Total									
AP Process	Demo User	Total Resources						1.00						1.00	1.00			
		Total Person Hours						0.01						0.01	0.01			
		Total Suspended Time						0.00						0.00	0.00			
		Avg Resources per Day												0.20	0.20			
		Avg Person Hrs per Day												0.00	0.00			
		Avg Suspended Time per Day												0.00	0.00			
		Tasks/hr												80.00	80.00			
		Peak Resources																
		Peak Person Hrs																
		Peak Suspended Time																
		ESpeed System	ESpeed System	Total Resources	1.00					1.00	1.00					1.00	1.00	
				Total Person Hours	0.09					0.07	0.00					0.04	0.21	
				Total Suspended Time	0.00					0.00	0.00					0.00	0.00	
				Avg Resources per Day												0.20	0.20	
				Avg Person Hrs per Day												0.01	0.04	
Avg Suspended Time per Day														0.00	0.00			
Tasks/hr	42.35							117.55	240.00					49.32	72.29			
Peak Resources																		
Peak Person Hrs																		
Peak Suspended Time																		
John Demo	John Demo			Total Resources		1.00	1.00	1.00			1.00	1.00	1.00			1.00	1.00	
				Total Person Hours		0.02	0.02	0.02			0.01	0.01	0.01			0.04	0.04	
				Total Suspended Time		0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00	
				Avg Resources per Day		0.20	0.20	0.20			0.00	0.00	0.20			0.20	0.20	
				Avg Person Hrs per Day		0.00	0.00	0.00			0.00	0.00	0.00			0.01	0.01	
		Avg Suspended Time per Day		0.00	0.00	0.00			0.00	0.00	0.00			0.00	0.00			
		Tasks/hr		46.75	46.75	46.75			67.92	67.92	67.92			53.29	53.29			
		Peak Resources																
		Peak Person Hrs																
		Peak Suspended Time																
		Manufacturing Member	Manufacturing Member	Total Resources	1.00	1.00	1.00	1.00								1.00	1.00	
				Total Person Hours	0.03	0.03	0.03	0.03									0.03	0.03
				Total Suspended Time	0.00	0.00	0.00	0.00									0.00	0.00
				Avg Resources per Day													0.20	0.20
				Avg Person Hrs per Day		0.01	0.01	0.01									0.01	0.01
Avg Suspended Time per Day				0.00	0.00	0.00									0.00	0.00		
Tasks/hr				73.47	73.47	73.47									73.47	73.47		
Peak Resources																		
Peak Person Hrs																		
Peak Suspended Time																		
Total	Total			Total Resources	1.00	1.00	1.00	1.00	2.00	1.00	2.00	1.00	1.00	1.00	1.00	4.00	4.00	
				Total Person Hours	0.09	0.03	0.03	0.02	0.05	0.07	0.02	0.01	0.01	0.01	0.01	0.04	0.28	
				Total Suspended Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				Avg Resources per Day	0.20	0.20	0.20	0.20	0.40	0.20	0.00	0.20	0.20	0.20	0.20	0.20	0.80	
				Avg Person Hrs per Day	0.01	0.01	0.01	0.00	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.01	0.06	
		Avg Suspended Time per Day																
		Tasks/hr	42.35	73.47	73.47	46.75	46.75	61.71	117.55	120.00	67.92	67.92	67.92	49.32	70.66			
		Peak Resources	Null	Null	Null	Null	Null	Null	Null	1.00	Null	Null	Null	Null	1.00			
		Peak Person Hrs	0.09	0.03	0.03	0.02	0.05	0.07	0.02	0.01	0.01	0.01	0.01	0.04	0.28			
		Peak Suspended Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

New Hire Process		Time Interval 2012															
ESpeed System	ESpeed System	Total Resources												1.00	1.00		
		Total Person Hours													0.02	0.02	
		Total Suspended Time													0.00	0.00	
		Avg Resources per Day													0.20	0.20	
		Avg Person Hrs per Day													0.00	0.00	
		Avg Suspended Time per Day													0.00	0.00	
		Tasks/hr													40.45	40.45	
		Peak Resources															
		Peak Person Hrs															
		Peak Suspended Time															
		Total	Total	Total Resources	1.00	1.00	1.00	1.00	2.00	1.00	2.00	1.00	1.00	1.00	1.00	4.00	4.00
				Total Person Hours	0.09	0.03	0.03	0.02	0.05	0.07	0.02	0.01	0.01	0.01	0.01	0.04	0.28
				Total Suspended Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Avg Resources per Day	0.20	0.20	0.20	0.20	0.40	0.20	0.00	0.20	0.20	0.20	0.20	0.20	0.80
				Avg Person Hrs per Day	0.01	0.01	0.01	0.00	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.01	0.06
Avg Suspended Time per Day																	
Tasks/hr	42.35			73.47	73.47	46.75	46.75	61.71	117.55	120.00	67.92	67.92	67.92	49.32	70.66		
Peak Resources	1.00			1.00	1.00	1.00	2.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	4.00		
Peak Person Hrs	0.09			0.03	0.03	0.02	0.05	0.07	0.02	0.01	0.01	0.01	0.01	0.04	0.28		
Peak Suspended Time	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Remote Data Sources

Remote Data Sources
Shared / iDatix / Reports / Progression

Global criteria
No criteria specified

Modified 2/26/2013 1:32 AM by SYS

User Productivity

Process Name AP Process, New Hire Process

- No selection
- AP Process
- Claim Correction Process
- Homestead Application
- Initial Services Securing Process
- Inventory Tracking Process
- Land Title Transfer Process
- Lease Activity Process
- Loan Approval Process
- New Hire Process
- Time Off Request Approval Process
- Warranty Claim Process

Show selected (2) Editor

Search members

Time Interval No selection

- No selection
- 2011
- 2012
- 2013

Process Name AP Process, New Hire Process

Time Interval No selection

Task ID, Total Time Spent, Shortest Time Spent, Longest Time Spent and Average Time Spent per User and Action

User	Action	Task ID	Total Time Spent	Shortest Time Spent	Longest Time Spent	Average Time Spent
Demo User	Reject	1	45	45	45	45
	Total	1	45	45	45	45
ESpeed System	Approve	8	6:08	5	1:25	46
	Approved	1	1:09	1:09	1:09	1:09
	Complete	1	1:29	1:29	1:29	1:29
	Reject	3	33	5	15	11
	Vendor Information Matches	1	1:17	1:17	1:17	1:17
	Total	14	10:36	5	1:29	45
John Demo	Approve	1	53	53	53	53
	Processing Complete	1	1:17	1:17	1:17	1:17
	Vendor Information Matches	1	53	53	53	53
	Total	3	3:03	53	1:17	1:01
Manufacturing Member	Processing Complete	1	58	58	58	58
	Reject	1	40	40	40	40
	Total	2	1:38	40	58	49
Total	Total	20	16:02	5	1:29	48

© 2019, DocuPhase Corporation

Page 12 of 21

Appendix – Report Examples

DocuPhase Task Drill Down

Interval: No selection

- No selection
- 2011
- 2012
- 2013

Process Name: AP Process, New Hire Process

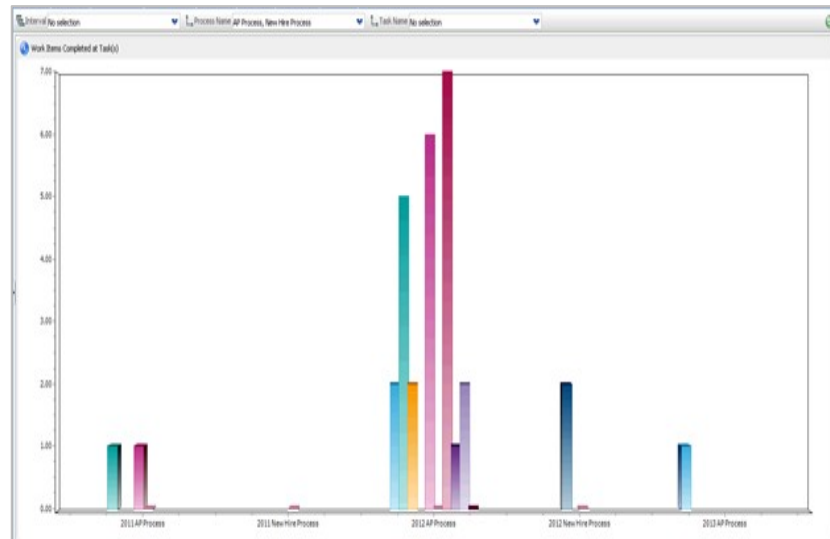
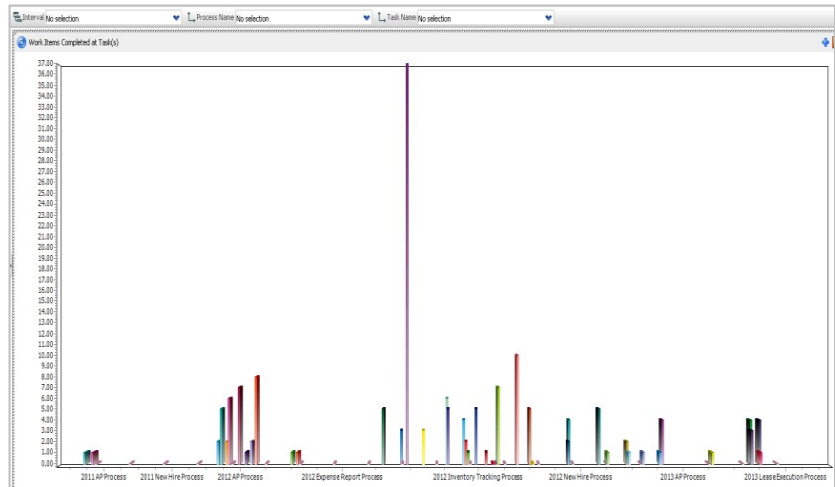
- No selection
- AP Process
- Claim Correction Process
- EOB Payment Process
- Expense Report Process
- Front Desk Patient Process
- GPS Assembly Process
- Homestead Application
- Initial Services Securing Process
- Inventory Tracking Process
- Land Title Transfer Process
- Lease Activity Process
- Lease Execution Process
- Loan Approval Process
- New Hire Process
- Time Off Request Approval Process
- Time Sheet Processing
- Warrant Claim Process

Show selected (2) Editor

Task Name: No selection

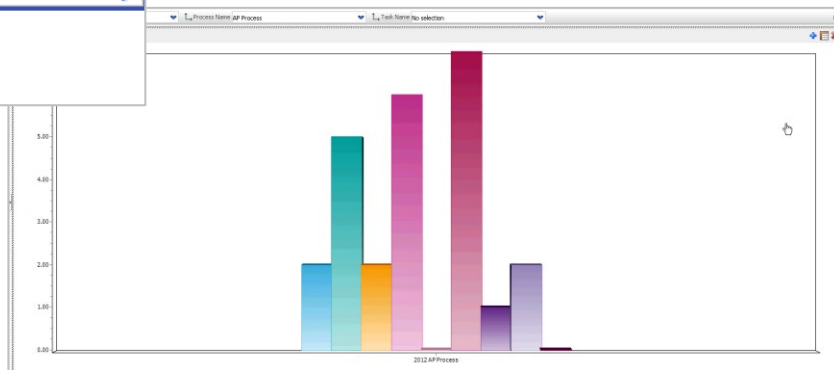
- No selection
- Accounting Review-2
- Bid Process-13
- Business Check Task-20
- CEO Approval-1
- Claim Review Task-3
- Condition Waiting-26
- Confirm Paid Vacation Time Available - HR-4
- Create Client in TPS System-15
- Finance Approval-6
- Forms Complete-4
- Generate Official PO For Vendor-1
- Global Operations Review-8
- GPS Front Panel Assembly-5
- hide
- Homer Simpson Time Off Approval-5
- HVAC Claim Review-17
- HX Decision Task-17

Show selected (0) Editor



Interval: 2012

- No selection
- 2011
- 2012
- 2013



Interval: 2012 | Process Name: AP Process | Task Name: No selection

		Total	Accounting Review-2	CEO Approval-1	Finance Approval-6	Generate Official PO For Vendor-1	hide	IT Approval-4	Payment Approval-1	Sales Approval-5	Support Approval-10
Total	Total	25.00	2.00	5.00	2.00	6.00	0.00	7.00	1.00	2.00	0.00
2012 +		25.00	2.00	5.00	2.00	6.00	0.00	7.00	1.00	2.00	0.00
	AP Process	25.00	2.00	5.00	2.00	6.00	0.00	7.00	1.00	2.00	0.00

Executive Dashboard

Interval 2012

No selection

2011

2012

2013



Interval 2012

No selection

2011

2012

Q1

Jan-2012

Feb-2012

Week of 02/05/2012

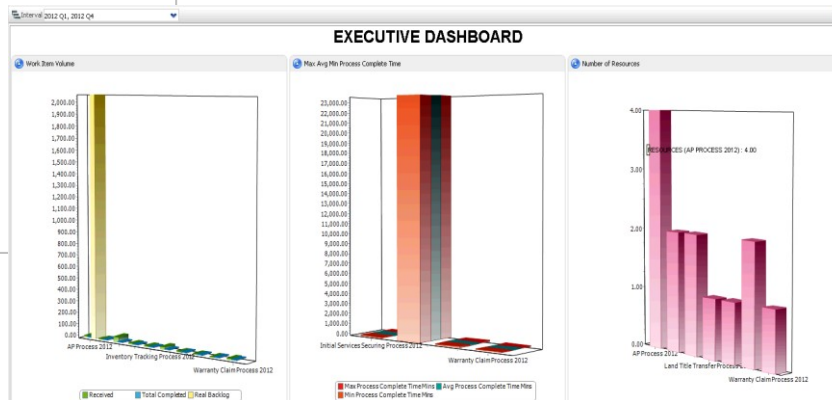
02/09/2012

Mar-2012

Q3

Q4

2013

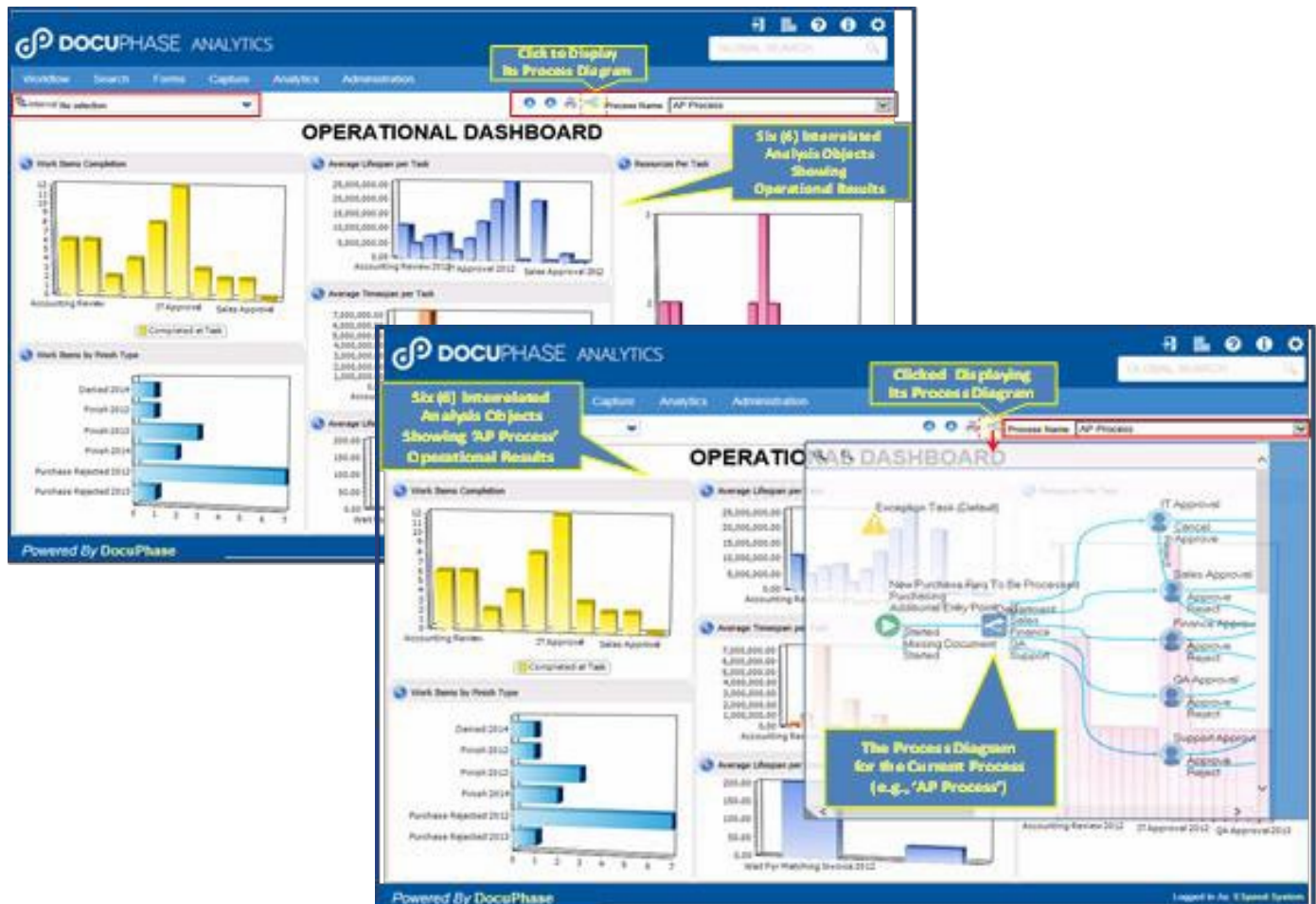


Operational Dashboard



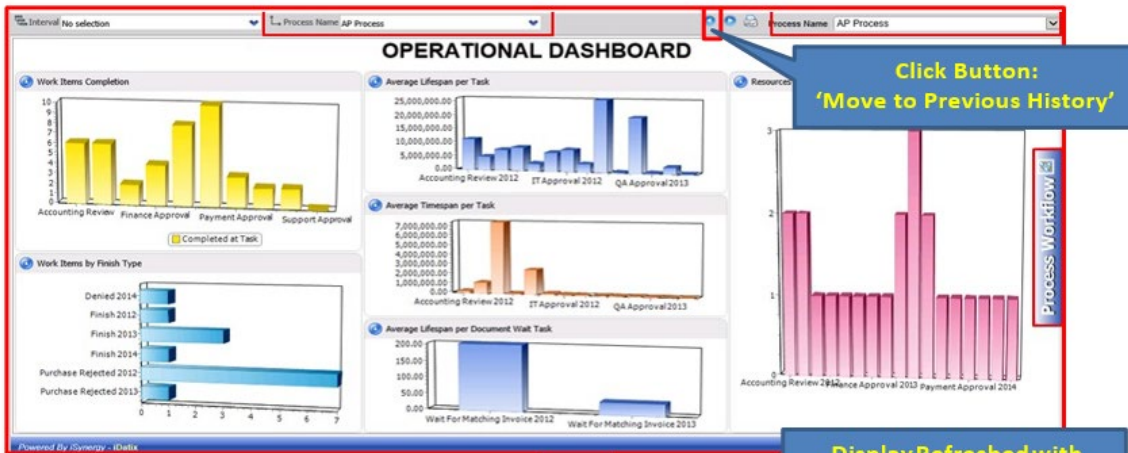
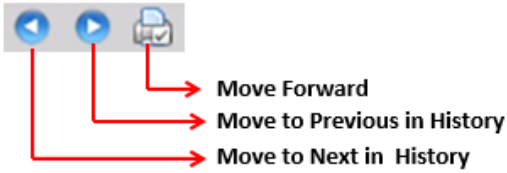
Process Name	AP Check Request Process
AP Process	
Budget Planning	
Claim Correction Process	
EOB Payment Process	
Expense Report Process	
Front Desk Patient Process	
GPS Assembly Process	
Homestead Application	
I9 Renewal Process	
Initial Services Securing Process	
Inventory Tracking Process	
Land Title Transfer Process	
Lease Activity Process	
Lease Execution Process	
Loan Approval Process	
Manu - PM and Production Process	
Manu - Production and Purchasing	
Manu - Receiving Production Shipping Process	
Medical Billing Process	
New Hire Process	
Rebate Process	
Time Off Request Approval Process	
Time Sheet Processing	
Warranty Claim Process	

Operational Dashboard - Selected Business Process Analytics and Workflow



Operational Dashboard –Time-Shift Controls

Time-Shift Controls

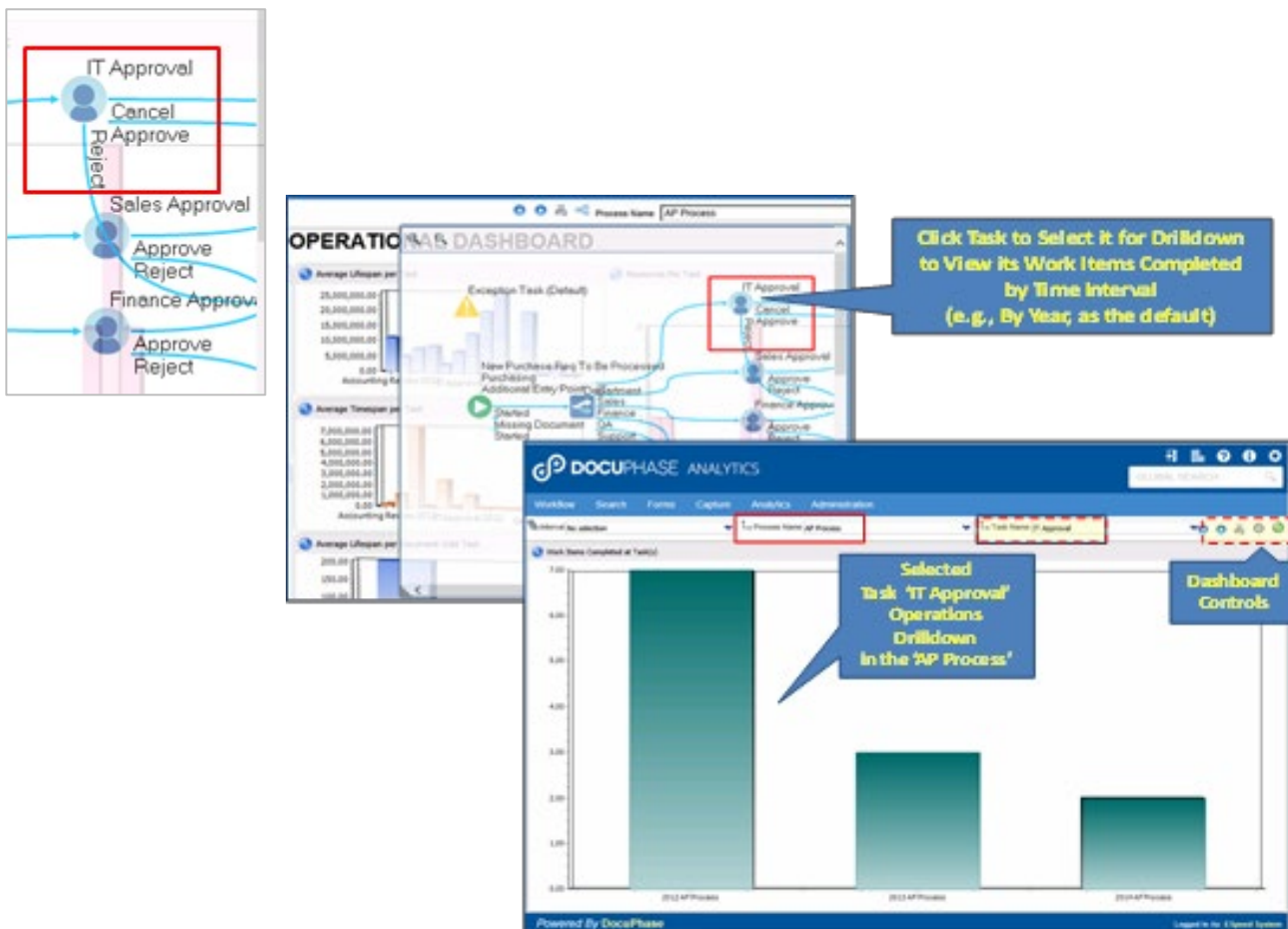


The Previous History Displayed

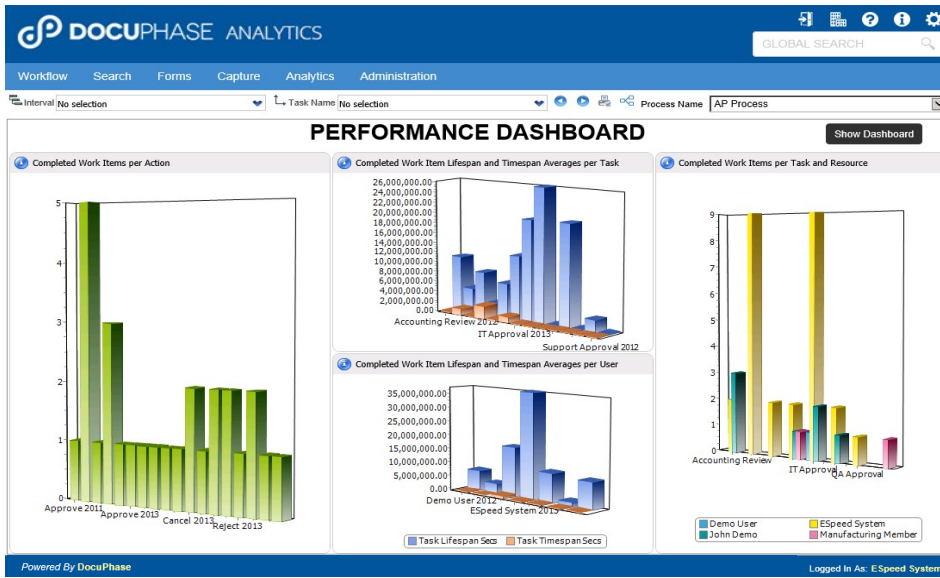
Display Refreshed with Previous Period's Data



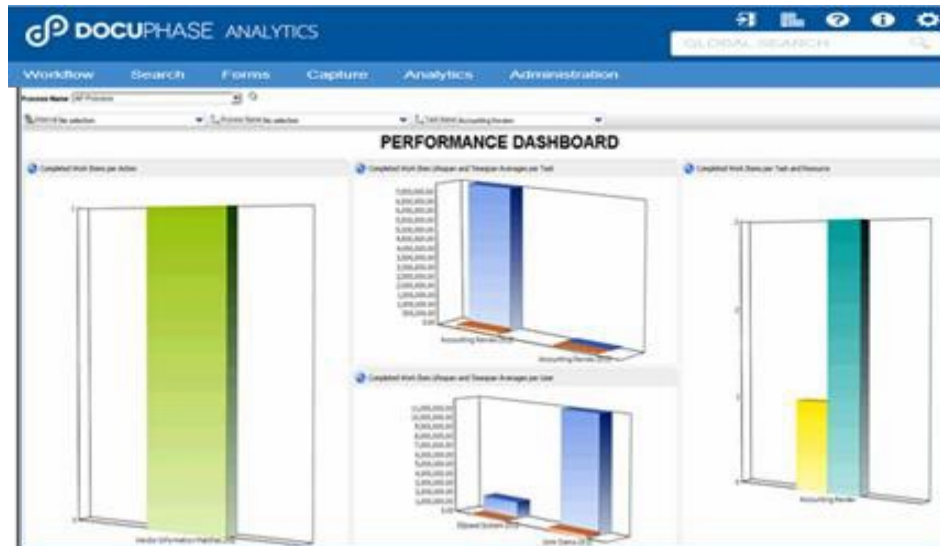
Operational Dashboard – Process Diagram Task Drilldown



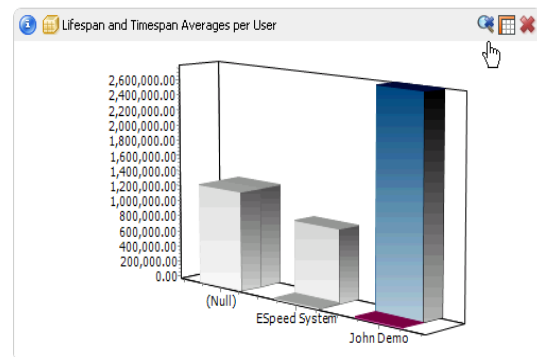
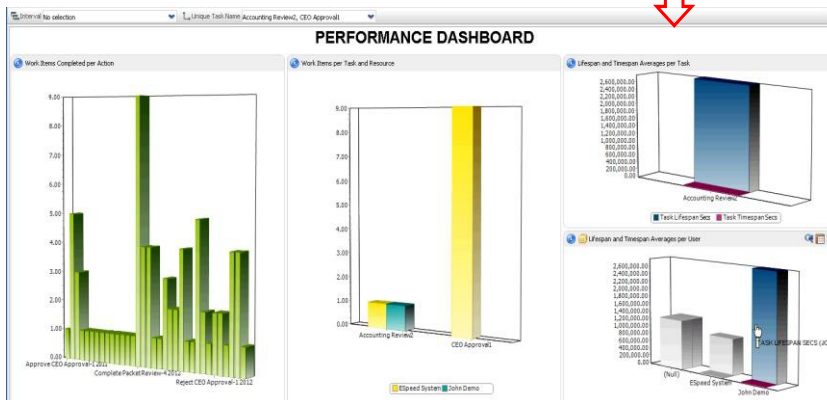
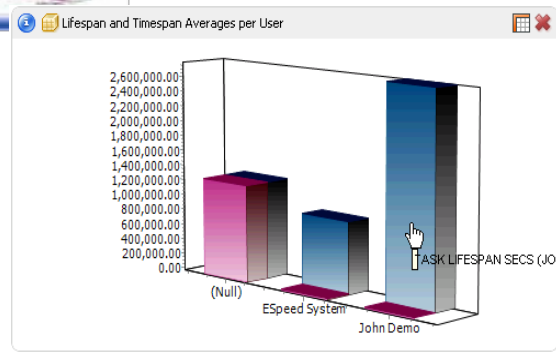
Performance Dashboard



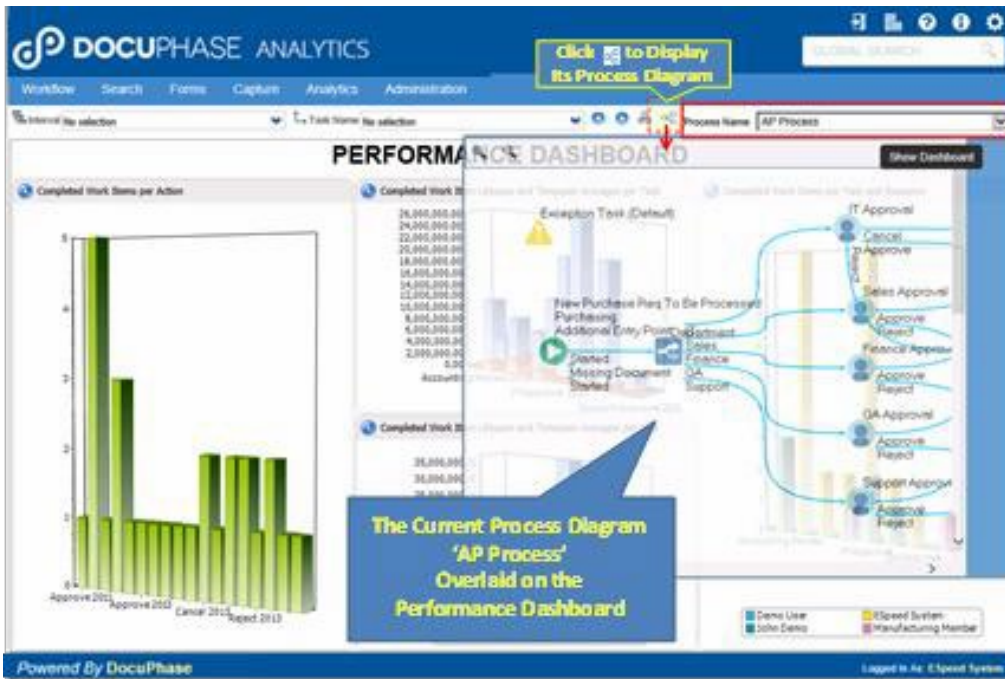
- Task Name: Accounting Review
- No selection
 - Accounting Review
 - Affidavit of Value Wait
 - Awaiting Docs for Application
 - Awaiting Docs For Application in Trust
 - Bid Process
 - Business Check Task
 - CEO Approval
 - Claim Canceled
 - Claim Review Task
 - Completed
 - Completed Item
 - Condition Waiting
 - Confirm Paid Vacation Time Available - HR
 - Corporation Document Wait
 - Create Client in TPS System
 - Declined HX App
 - Document Wait
 - Editor
- Search members



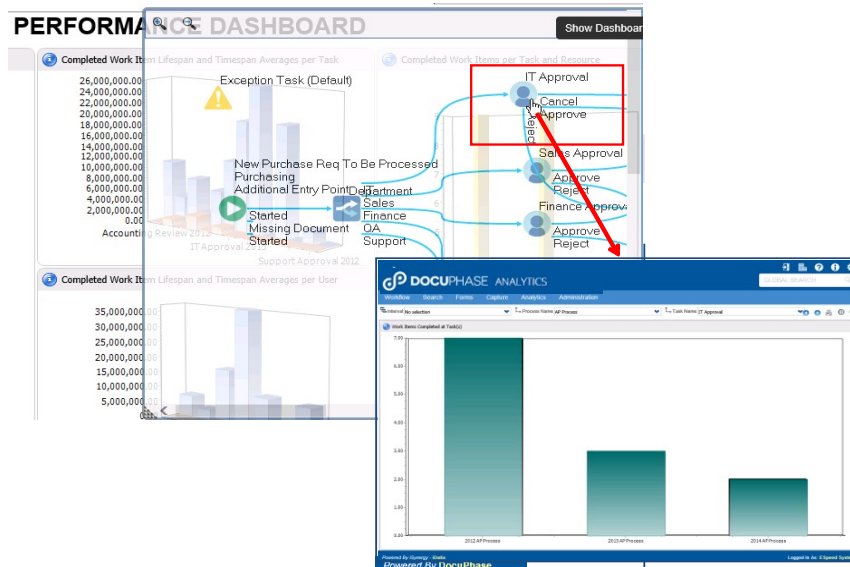
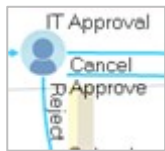
Performance Dashboard –Data Drill Down



Performance Dashboard –Process Icon ()



Performance Dashboard –Task Node



Executive Dashboard - Operational Dashboard Level



Operational Dashboard - Performance Dashboard Level

