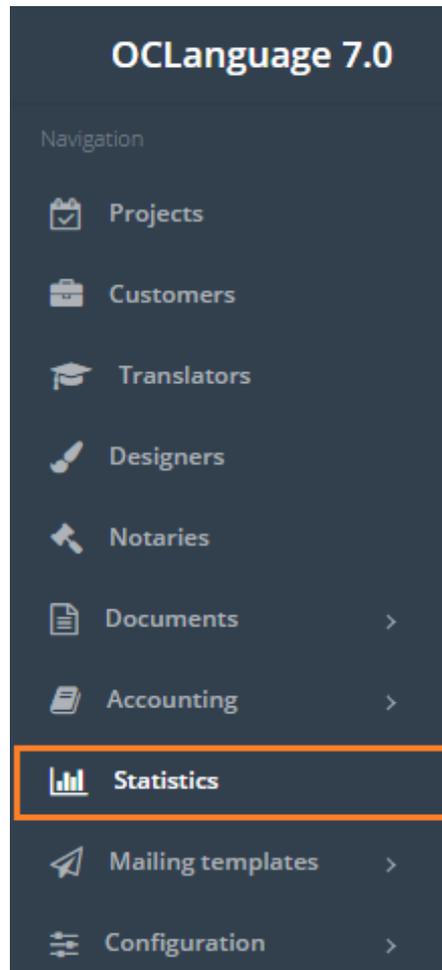


4.6. Statistics

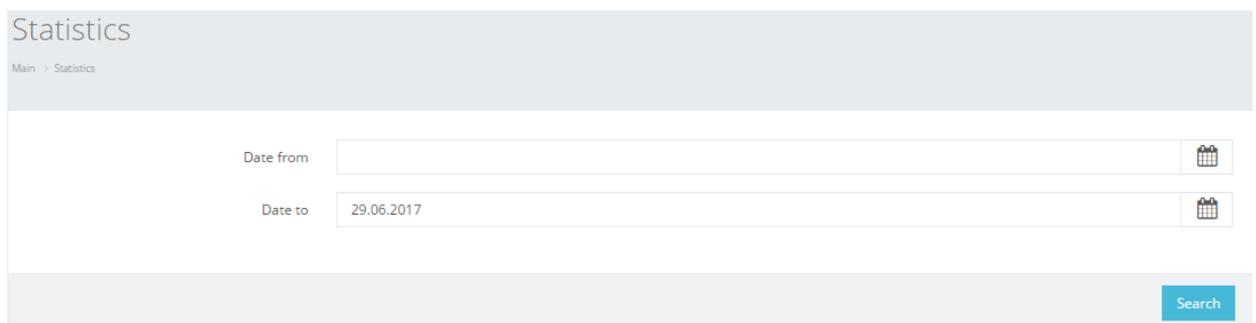
To view business statistics data, click “Statistics” in the main menu.



To gather statistics set the period start and end dates. The user can leave “start date” empty, but “end date” field should always be filled.

Search parameters are described in the table below.

Field	Description
Date from	Date range from (period the user wants to gain data for)
Date to	Date range to (period the user wants to gain data for)

A screenshot of the "Statistics" search interface. The page title is "Statistics" and the breadcrumb is "Main > Statistics". There are two date input fields: "Date from" (empty) and "Date to" (containing "29.06.2017"). Each field has a calendar icon to its right. At the bottom right, there is a blue "Search" button.

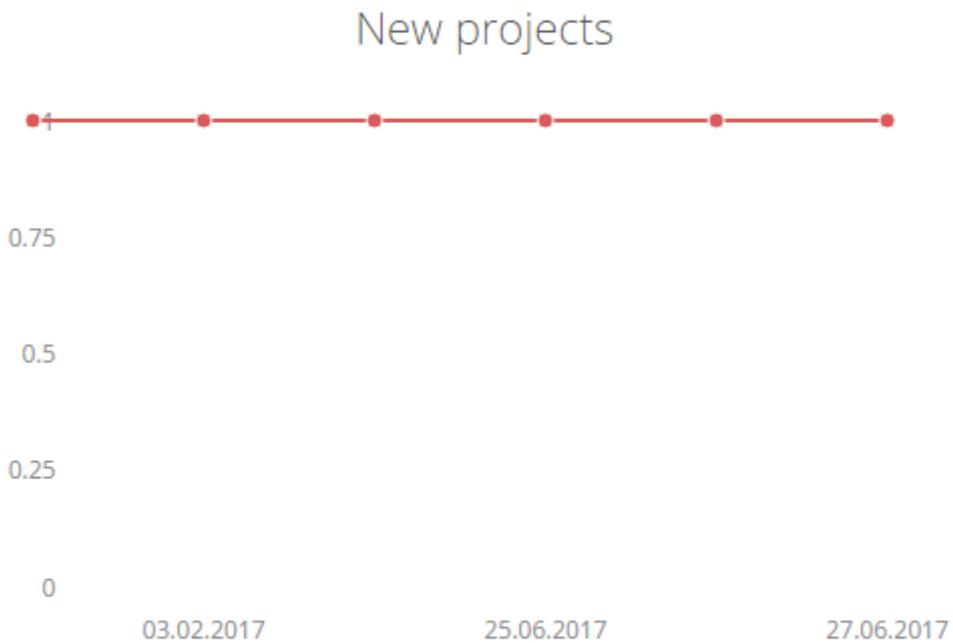
! Please fill in as much data as possible to minimize affect to system performance.

Statistics section consists of 10 charts, representing the main KPIs of translation agency business.

1. New Customers – the system counts the Customers as new ones, if they are registered in OCLanguage within the specified period in Search window. In brackets the user can see the total amount of Customers.



2. New projects – the system counts order (project) as new, if it was placed in OCLanguage within the specified period in Search window. In brackets the user can see the total amount of orders.



3. Project type – written/oral.

Project types



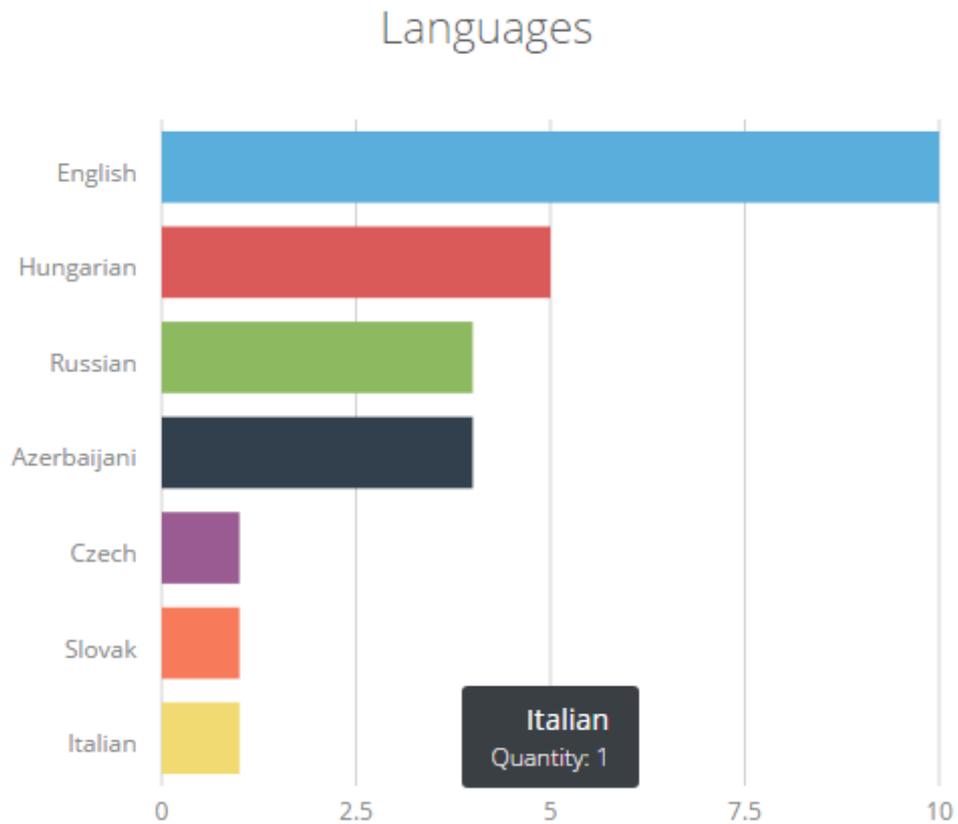
4. Task type – in the table below you can see the description of fields related to project tasks statistics.

Row name	Description
Oral translation	Oral translation task amount within specified period
Written translation	Written translation task amount within specified period
Translation services	Translator services (selection, literary editing, validation, layout, proofreading) task amount within specified period
DTP	DTP task amount within specified period
Notary certification	Notary certification task amount within specified period
Sworn translator	Task amount assigned to sworn translators (within specified period)
Other task	Other tasks amount within specified period

Task types



5. Languages

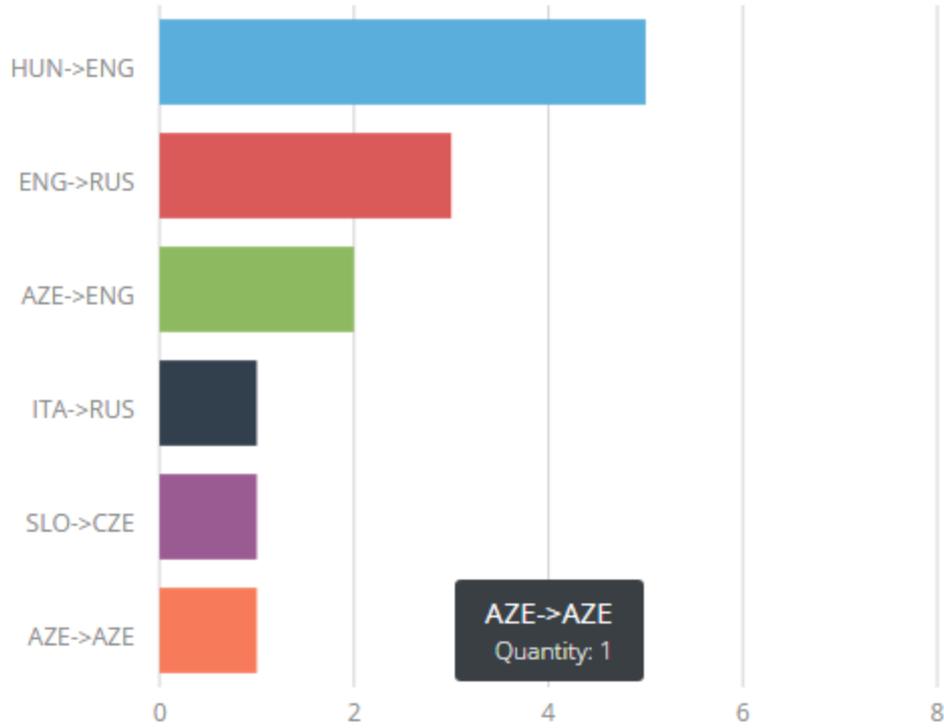


6. Language combinations

In the table below you can see the description of fields related to languages.

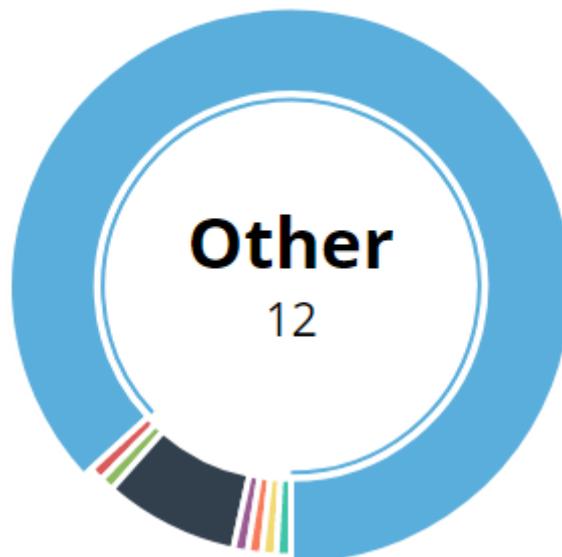
Column name	Description
Languages	All languages the company has done translation projects for within specified period
Language combinations	All language combinations the company has done translations for within specified period

Language pairs



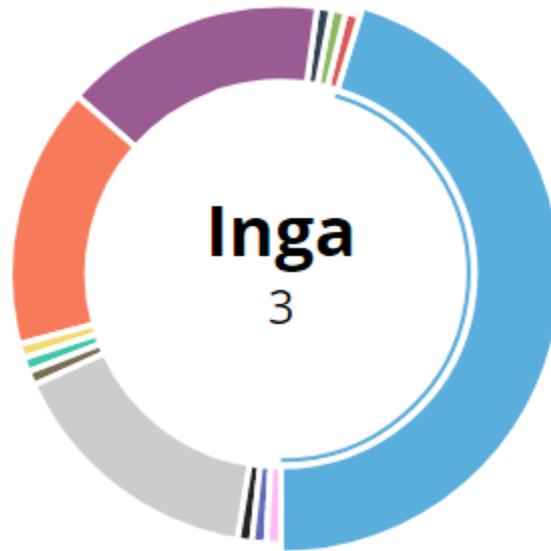
7. Translation fields – the translation field, specified in translation Document window under field “Translation type”.

Translation fields statistics



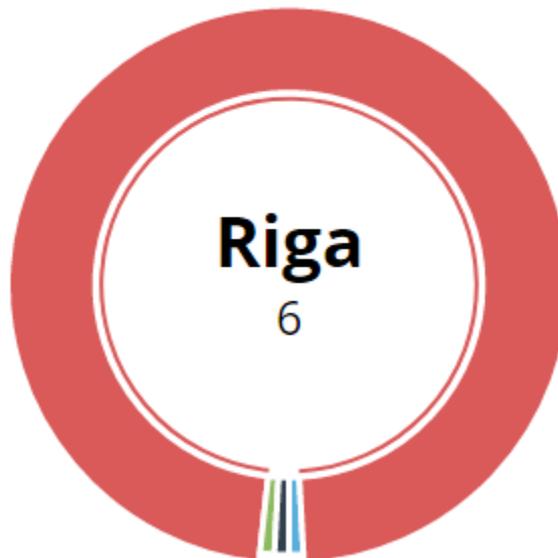
8. Projects per manager – total project quantity, assigned to a specific manager.

Projects per manager



9. Projects per branch – total project quantity, assigned to a specific branch.

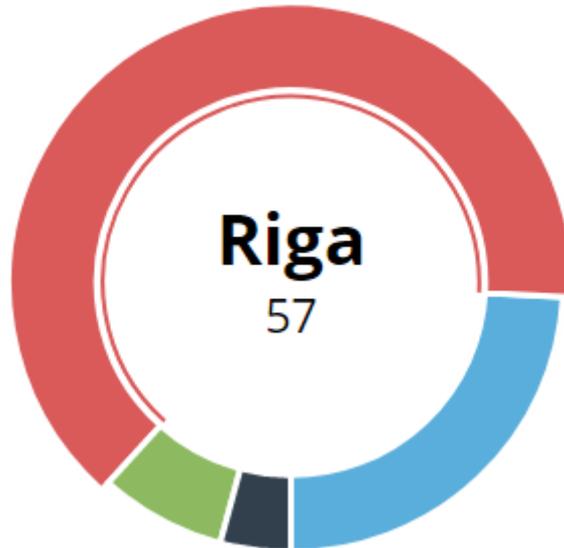
Projects per branch



! Please note that if no branch is specified in the project, the system will not include the project in the branches statistics table.

10. Customers per branch – total quantity of the Customers belonging to a particular branch.

Customers per branch



! Please note that the system counts budget of projects with all statuses.

! Please note that, if no manager is specified in the project, the system will not include the project in the branches statistics table.