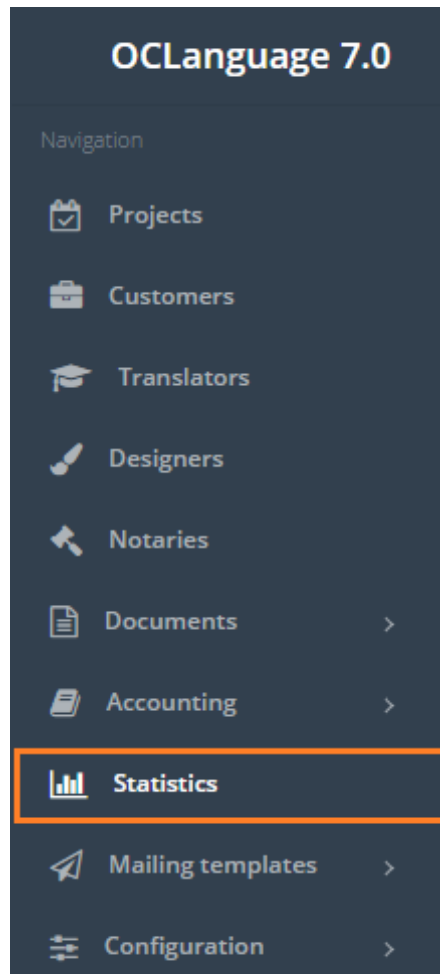


4.6. Statistics

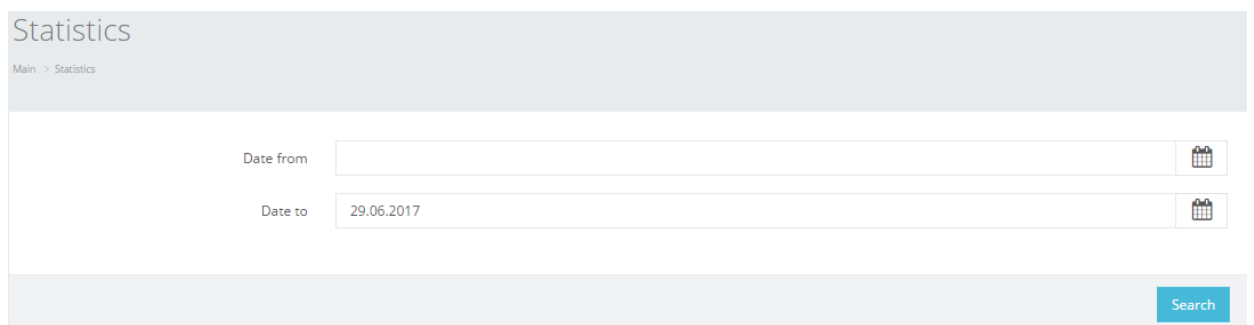
To view business statistics data, click “Statistics” in the main menu.



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.

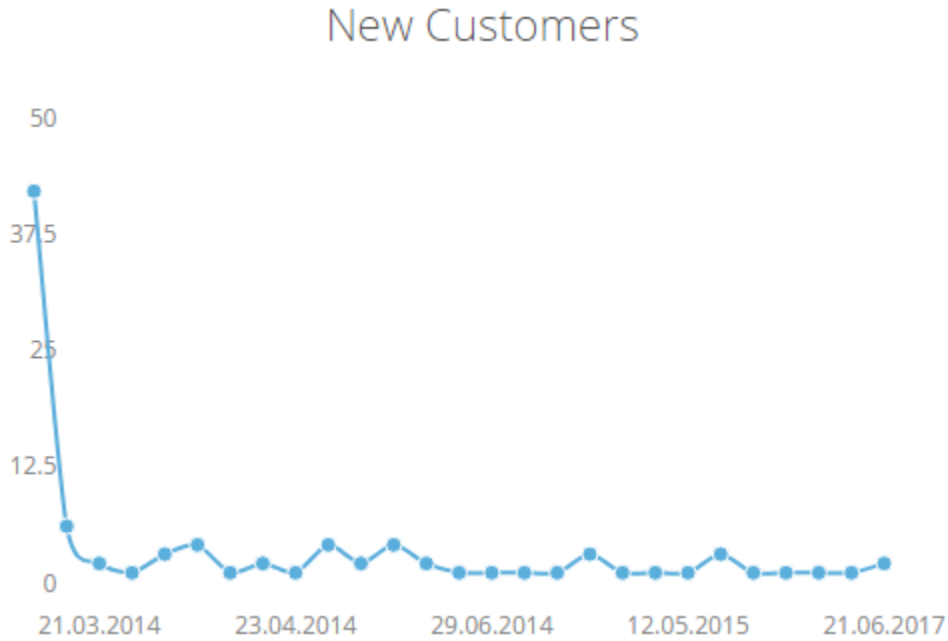
| Field | Description |
|-----------|--|
| Date from | Date range from (period the user wants to gain data for) |
| Date to | Date range to (period the user wants to gain data for) |

A screenshot of the "Statistics" search form. The title "Statistics" is at the top left. Below it, the breadcrumb "Main > Statistics" is visible. The form has two input fields: "Date from" and "Date to". The "Date to" field contains the date "29.06.2017". Both fields have a calendar icon to their right. At the bottom right, there is a blue "Search" button.

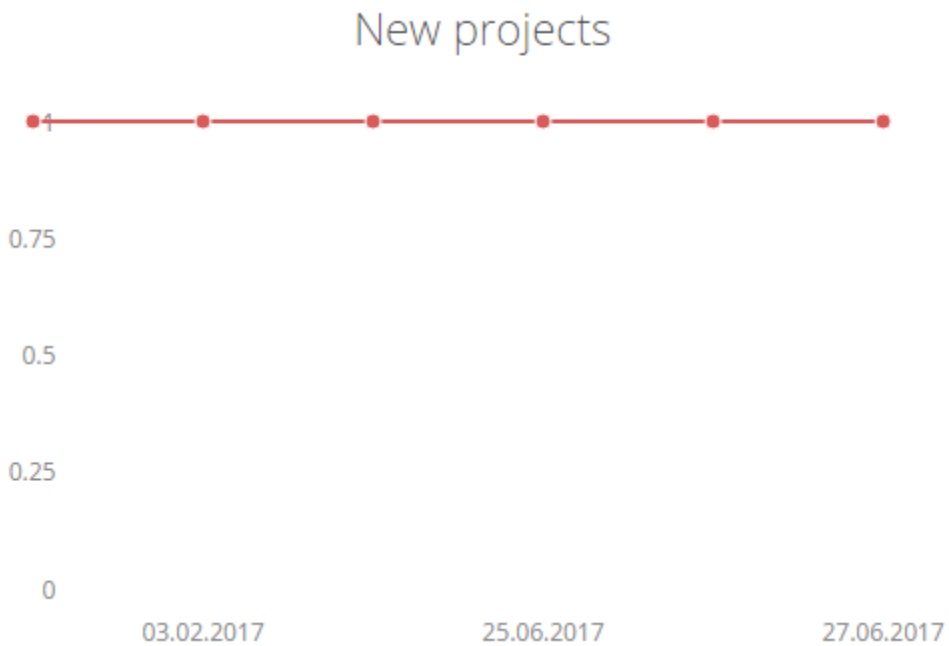
! Please fill in as much data as possible to minimize affect to system performance.

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



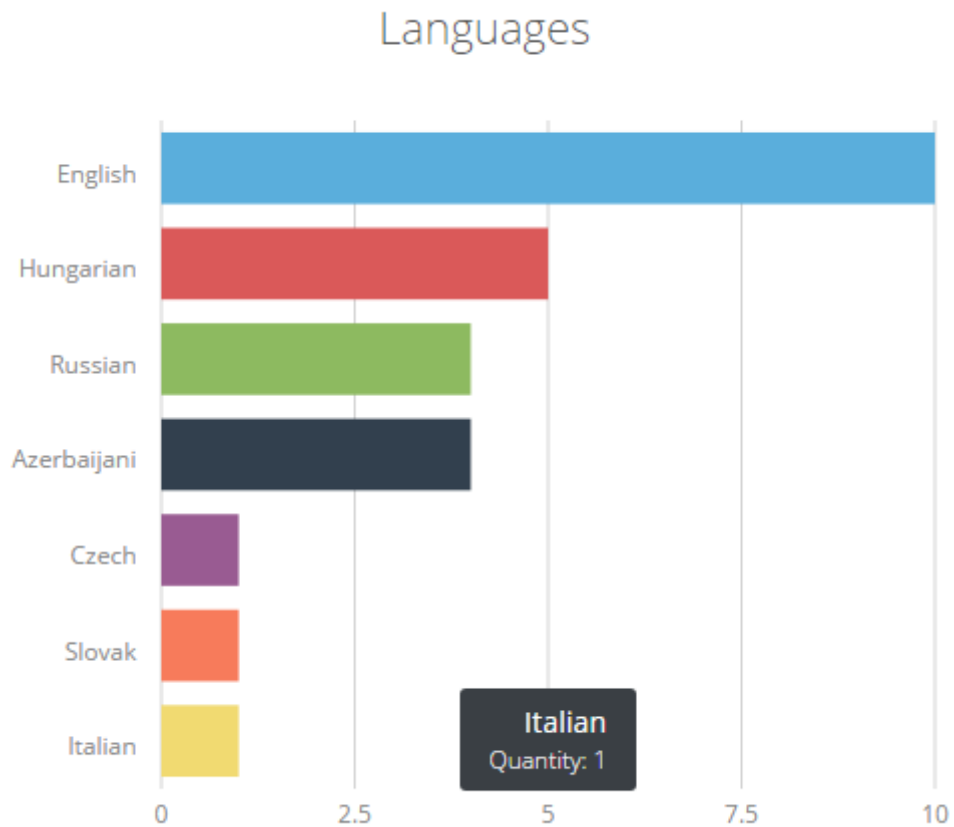
4. Task type – in the table below you can see the description of fields related to project tasks statistics.

| 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

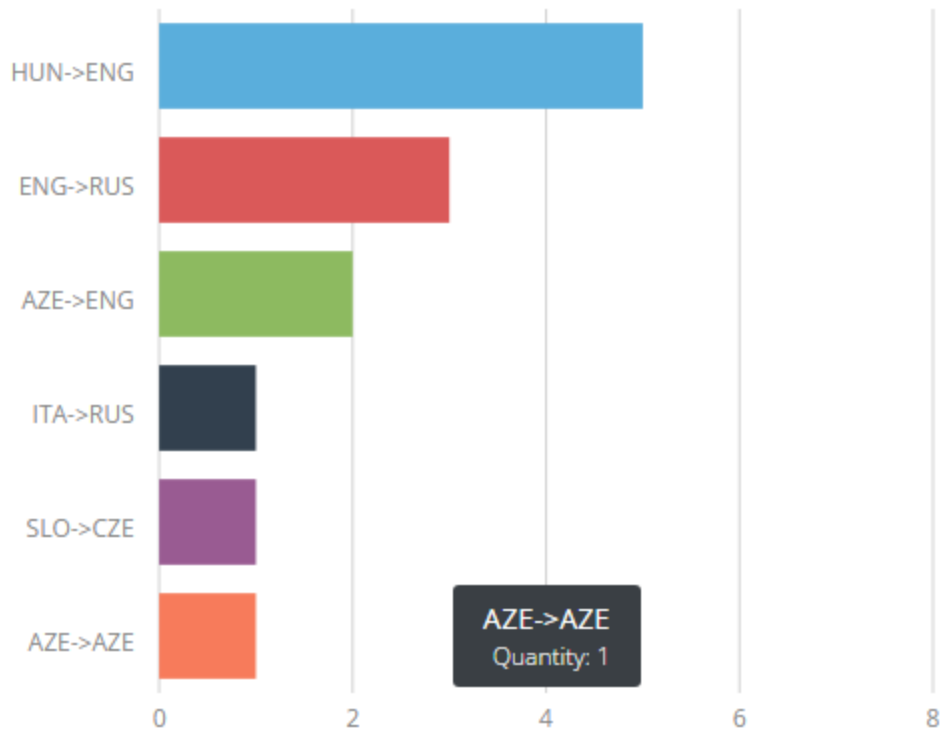


6. Language combinations

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

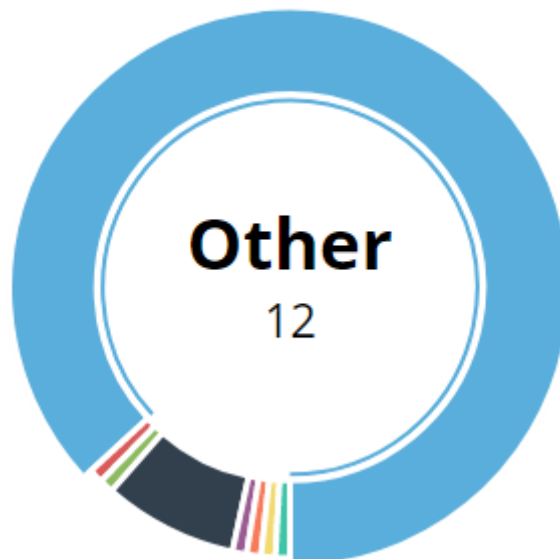
| Column name | Description |
|------------------------------|---|
| Languages | All languages the company has done translation projects for within specified period |
| Language combinations | All language combinations the company has done translations for within specified period |

Language pairs



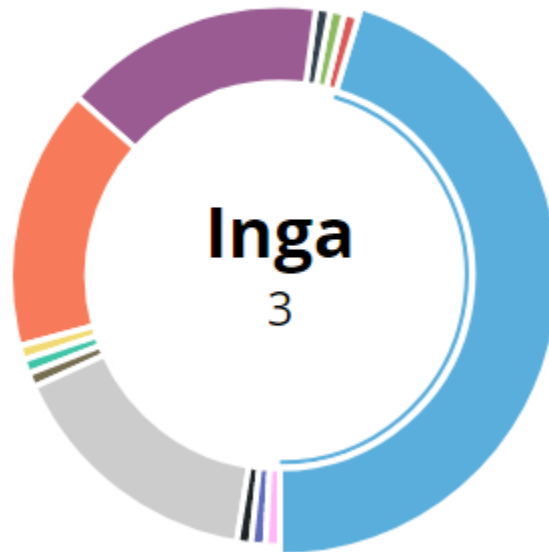
7. Translation fields – the translation field, specified in translation Document window under field “Translation type”.

Translation fields statistics



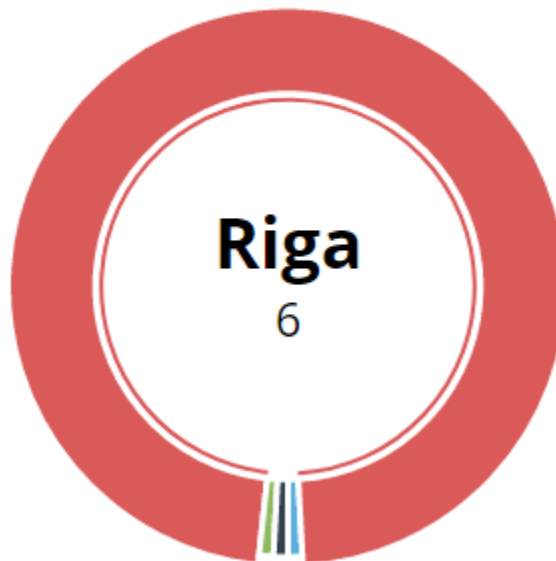
8. Projects per manager – total project quantity, assigned to a specific manager.

Projects per manager



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

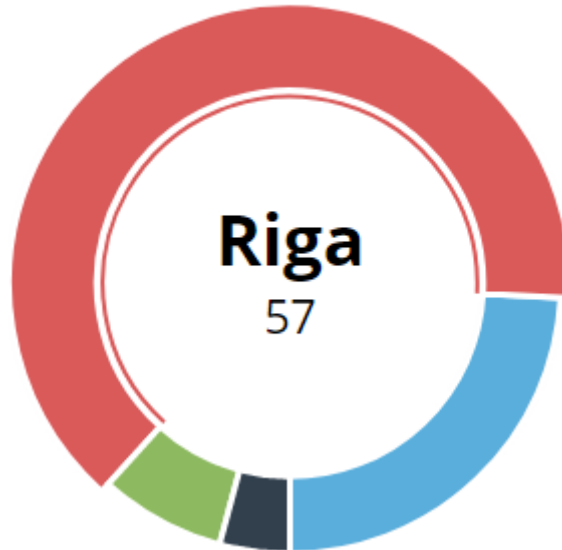
Projects per branch



! 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.