

## How to extract statistic reports from XpertSuite:

1. **Go to XpertSuite en login to your account**
2. **Click on 'Statistieken' on the left-hand side of the screen**
3. **Choose 'Basisrapportages 3.1'**

## Statistic Reports in XpertSuite Report Summary

Name	Summary
Afgesloten trajecten per duurcategorie / Closed trajectories per duration category	This overview shows the number of absence processes that were closed in the period, broken down by the duration category they fell into when they were closed. Among other things, the average duration of absence and the absenteeism percentage are shown.
AO status	Shows all employees with current benefits, with corresponding information.
Basis statistieken / Basic statistics	Displays the most important absenteeism figures, broken down by gender.
Benchmark basis statistieken / Benchmark basic metrics	The main absenteeism figures of the chosen employer and those of the corresponding benchmark (= sector), broken down by gender.
Beschikbaarheid / Availability	Displays employee availability, both in absolute days and as a percentage, broken down by gender.
Casemanagementteams per werkgever / Case management teams by employer	Shows the (estimated) number of employees on the reference date and the set up absenteeism team roles for each employer.
Dossier raadplegen gebruiker / User consultation file	An overview of the number of file consultations with associated information, per user, with the possibility to search for a specific user.
Dossier raadplegen log / File consultation log	An overview of the number of file consultations with associated information, per employee, with the possibility to look up a specific personnel number.
Dossiers in behandeling/ Files pending	Number of cases per duration category and practitioner and number of unaccompanied files per duration category.
Dossiers in behandeling variatie 2/ Files pending variation2	Number of files per duration category and practitioner and number of unaccompanied

