



## Process Metrics Dashboard



### A graphical reporting tool to measure Key Process Indicators (KPI)

DocuClass Process Metrics Dashboard provides management with real time information about document centric processes. The easy to read dynamic display delivers information about the status of documents within a business process and instant access to all related documents from anywhere and any device.

How could you use this simple yet powerful dashboard?

#### General Indicators:

- List all documents at every stage of a process
- Number or amount of applications by date, employee, etc.
- Number of invoices pending approval (at any given time) by vendor
- Deadlines or benchmarks are being met or not
- Customized information about key accounts, vendors, partners, and clients

#### A/P:

- Invoices processed vs. outstanding
- Processed by time period, sales rep, vendor, etc.
- Aging reports

#### Education:

- Applications processed
- Student Payments pending/paid
- Evaluation of Teachers/Professors/Students

#### Human Resources:

- Turnover/Retention Rates
- Training and Mentoring
- Recruitment/Reduction
- Employee Performance



Select Metric:

Loc. A: Invoice

Loc. A: Invoice

Loc. A: Aging Report

Loc. B: Sales By Rep

Loc. B: Budget Report

Loc. B: Inventory

Loc. B: Aging Report



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