

# Reschedule: Report types

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Reschedule provides the ability to generate multiple Reports to cover all scheduling activity that is performed across the organization.

To use Reschedule Reports, click on the Reports tab at the top navigation bar. Each Reschedule account comes with six default Reports. The default Reports can be run by three different dimensions: Time period, recruiter (User) or Interviewer.

Each Report can either refer to scheduled Interviews (past & future Interviews that were scheduled across the organization) or only conducted Interviews (past Interviews only).

You can remove a Report by clicking on Remove, or [edit and even customize new Reports](#), using additional dimensions and filters, by clicking on Customize.

You can view the Report's chart, data or the list of Interviews that the Report consists of by switching between the different tabs.

Finally, you have the ability to export the Report as CSV (applies for Report data & Interviews views).

## **Note**

Account Admins can also view Interviews that were assigned to another Assignee with private Access level. Users & Non-scheduling Users will not be able to view such Interviews.

Reports

Interviews conducted by interviewer (last 30 days) Remove Customize

Interviews conducted by interviewer for 11/06/2016 - 12/05/2016

Chart Report Data Interviews
Download CSV

Date Created	Date Conducted	Candidate	Requisition	Interview Type	Assignee	Access Level
11/08/16	11/09/16	Peter Johnson	System Analyst	In-Person	Dmitri	account
11/09/16	11/15/16	Linda Bolder	PM	In-Person	Guy	account
11/09/16	11/10/16	Sarah Welsh	Product Manager	In-Person	Rami Goraly	account
11/09/16	11/11/16	Marsha blackwell	Product manager	In-Person	Rami Goraly	account
11/09/16	11/17/16	John Adams	Sales		Guy	account
11/10/16	11/11/16	Dana White	SDM #4285710	Virtual	Guy	account
11/10/16	11/19/16	Roy Levinson	CS		Guy	account
11/10/16	11/19/16	Guy Clark			Guy	account
11/10/16	11/14/16	Julian banks	Sales manager	Virtual	Rami Goraly	account

## Interviews conducted by month/week

These two reports present the number of Interviews that were conducted across your organization, from the day your account was created. The data can be either presented on a monthly or weekly basis.

You can drill-down to see the actual list of Interviews by going to the Interviews view.

## Interviews conducted by Interviewer (last 30 or 7 days)

These two reports present the number of Interviews that were conducted by each Interviewer in the last 30 or 7 days. This Report will also present data on Interviewers that are no longer active in Reschede, or that their name in Reschede has changed.

You can view the actual Interviews at the Interviews view.

**Remember:** Each Interview can include more than one Interviewer.

### Note

You won't be able to see Interviews that were scheduled on the current day.

## Interviews scheduled by recruiter (last 30 or 7 days)

These two reports present the number of past & future Interviews that were scheduled in

the last 30 or 7 days by the Assignee the Interview was assigned to. This report will also present data on Interviews that were scheduled by Users that are now set to be inactive.

 **Note**

You won't be able to see Interviews that were scheduled on the current day.