

# MSITE REPORTS

## Reports

**MSite Reports** allows a user to access a huge wealth of **data** relating to their company and workforce. This data can be used & viewed in a multitude of ways to better understand efficiencies and drive business decisions.

### Viewing Reports

- Select the **Reports** option in the MSite Toolbar on the left-hand side of the screen.



- Click on the required report to run.



### Hint

- Hovering over any report will show a **summary box** explaining what that report will include.

