

Analytics User Guide 2019

HappySignals Analytics User Guide



HappySignals

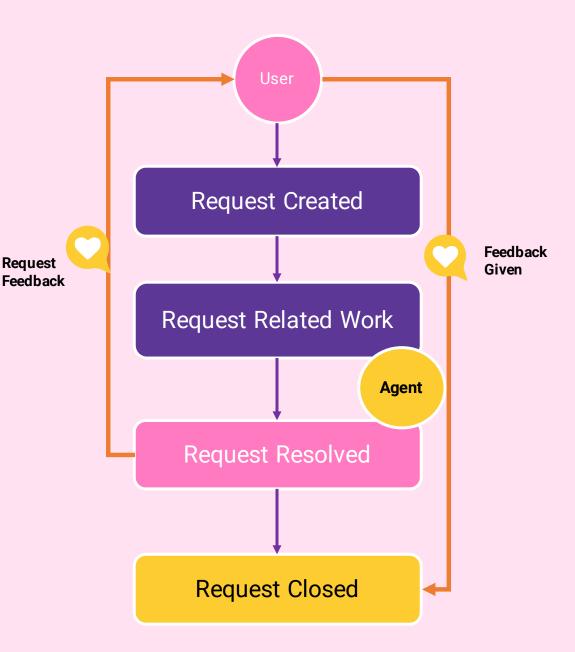
What is HappySignals Analytics?

HappySignals Analytics is our cloud based employee experience management system.

HappySignals measures end-user experience of internal services employees use at their work.

Measurement targets the end-to-end experience – from the creation of a service request to the point the user's request has been solved.

HappySignals Analytics provides insights to the data received in the course of measurement.



What do we measure?

We gauge service experience from user happiness and productivity perspectives.

Similarly to the NPS® customer loyalty scoring system, Happiness score compares positive and negative feedback against the total volume of feedbacks.

Employees are asked to rate each resolved ticket service experience from 0 to 10. The overall service Happiness is calculated as:

```
% positive - % negative = Happiness
```

Happiness score ranges from -100 to +100, a plus value means you get more positive than negative scores.

Lost time is asked each time from employees, and is a soft value of how they felt service experience affected their work. We show average of all feedbacks with this value given.

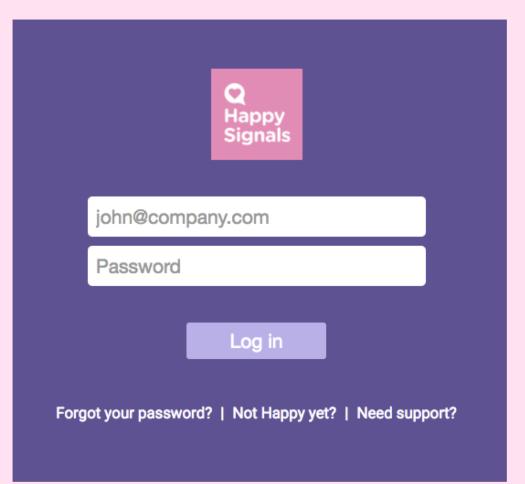






Login

- Go to https://<happy_address> to login.
- Fill in your email address and password, and click "Log in" button.
- If somebody misplaced your password, you can get a new one by clicking "Forgot your password?"







When you login, you will land on Dashboard page.

Use top menu to navigate from page to page.

Your current page is always highlighted in pink.

Settings

Q HappySignals	<u>Dashboard</u>	Reports	Feedback	Benchmarks	Settings	۵
					Projector mode on	
Use the settings me	nu to:				Support	
Turn on Projector r	mode to	highlig	ht trend	chart	Logout	

 Visit our Support portal at support.happysignals.com to see FAQ, release notes, etc.

data e.g. when presenting via data projector

Logout to end your Analytics session

Dashboard view 1/3

Top of page you can find your overall Happiness score and Lost Time average from the last 7 days.

You can also check out your feedback volume, all time volume and daily average.

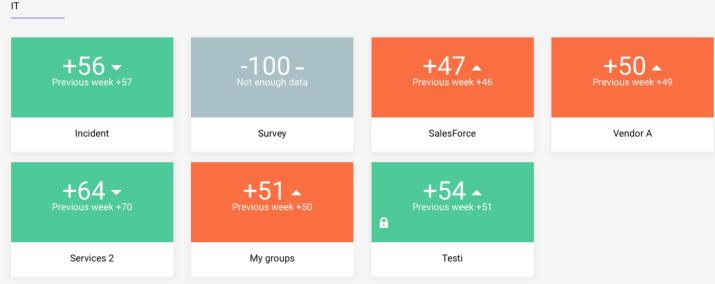




Dashboard view 2/3

Next section shows the Happiness scores for various QuickSignal elements. A QuickSignal element is a selected set of filters for your data.

Cleverly these elements also function as shortcuts to Reports page to see more detailed data.



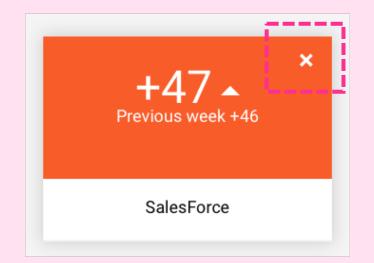


Finance

Dashboard view 2/3

Some of the QuickSignal elements are there by default and cannot be removed. These QuickSignals are based on your ticketing system structure.

Rest of the elements in this view are optional. You can find the deletion function by hovering on top of the element. Adding a new QuickSignal is done in the Reports section.





Dashboard view 3/3

The last section of the Dashboard page lists latest actions from Analytics tool users and the latest comments from survey answers.

Recent actio	ons -		Latest com	ments —
	Sami Signals Aarnio saved a commment	28-03-2019	10 50m	For me the best service inside our office.
۲	Sami Signals Aarnio deleted	21-03-2019	8 2h	
۲	Ilkka Malva deleted	07-03-2019	1 15m	The solution can't be to always create a new profile when a
Ø	Ilkka Malva created Some name	05-03-2019	10 10m	Fast, good solution.
Ø	Sami Signals Aarnio created My groups	01-03-2019	9 25m	Please buy proper headsets, it was difficult to understand
	Sami Signals Aarnio saved a commment	01-03-2019	10 43m	Jack was great!
ø	Sami Signals Aarnio created Services 2	14-02-2019	1 6h 8m	No real information provided about how what was the prob
	Sami Signals Aarnio saved a commment	11-01-2019	1 15m	This wasn't even my case!



Reports view

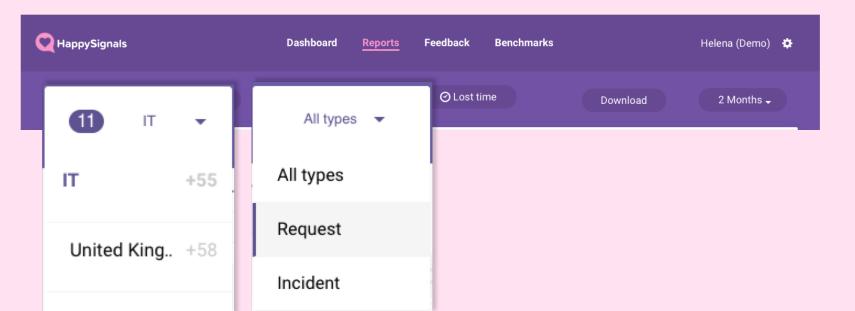
- This is what you came to see!
- If you clicked on a specific QuickSignal element on Dashboard, that's what you see here preselected.
- If you clicked Reports link on top of the page, you will see results from the first ESM category (selected in the top left QuickSignal dropdown menu).
- Most of the data elements on this page function as a filter.

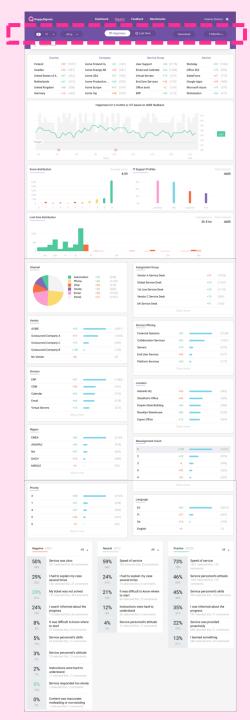




Reports view 1/9

- Choose a QuickSignals report you want to view from the dropdown menu. QuickSignals are listed under respective main ESM categories. By default, the first ESM category is selected.
- Select Ticket type to limit results. By default all types of tickets are selected.

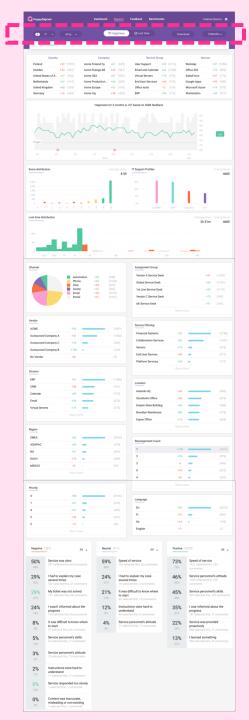




Reports view 1/9

- Switch between Happiness or Lost time to see values and graphs for each.
- Select Download if you need to get a local CSV copy of selected data
- Choose suitable time period by selecting between preset options or manually select a timeframe

C HappySignals	Dashboard <u>Reports</u> Feedback Benchmarks	Helena (Demo) 🔅
8 IT • All ty •	♥ Happiness Ø Lost time Download	Period
		2 Months
		6 Months
		This Year
		Go back in tim



Reports view 2/9

- In this field you can add search words to narrow down the results visible on Reports view
- · You also see all the filters you've selected in this field
- You can easily clear all filters by selecting "Clear".

Q in		
Category	Inquiry Help	
Service Offering	Financial Systems	
Country	Finland	
Company	Acme Finland Oy	
Netherlands	+67 (420) Acme Production Li +67 (535) End User Services +46 (188) Google Apps +49 (489)	

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Lange and			ليبينا
Country	Company	Service Group	Service

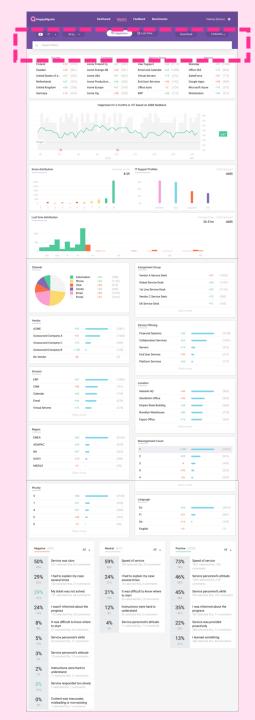




Reports view 2/9

- You can also create new QuickSignals elements by selecting "Save" after you've made your filtering selections.
- QuickSignals element will be added to both Dashboard view and Reports view dropdown menu. You can make your QuickSignals private or public.

		Save a QuickSig	nal	×	
Q Finl	land x Office tools x Sear	Name (max 25 chars)	Save		± Save ★ Clear
	Country	🗌 Make it priva	te		Service
		To create a QuickSignal with select Dashboard and QuickSignals menu			
		Choose Private, if you do not wish t QuickSignal with other users.	o share this		
	L.				





Reports view 3/9

- Here you see the results under one selected ESM category divided into selected data categorization. This categorization has been defined by your organization during rollout process.
- You can use these filters to narrow down the results visible on Reports page. Choose as many filters as you need.

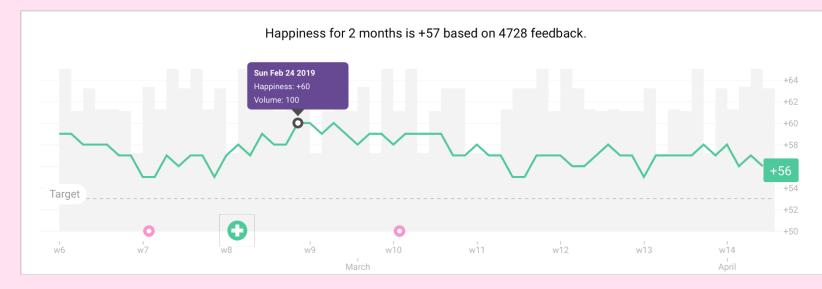
Country		Company	/		Service Grou	ıp	Service	9
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Sweden	+43 (581)	Acme Sverige AB	+43	(581)	Email and Calendar	+64 (1388)	Office 365	+73 (899)
United States of A	+67 (562)	Acme USA	+67	(562)	Virtual Servers	+74 (373)	SalesForce	+47 (772)
Netherlands	+67 (419)	Acme Production	+66	(540)	End User Services	+46 (193)	Google Apps	+49 (489)
United Kingdom	+68 (338)	Acme Europe	+67	(419)	Office tools	+2 (124)	Microsoft Azure	+74 (373)
Germany	+16 (263)	Acme Oyj	+48	(333)	ERP	+55 (115)	Workstation	+54 (277)

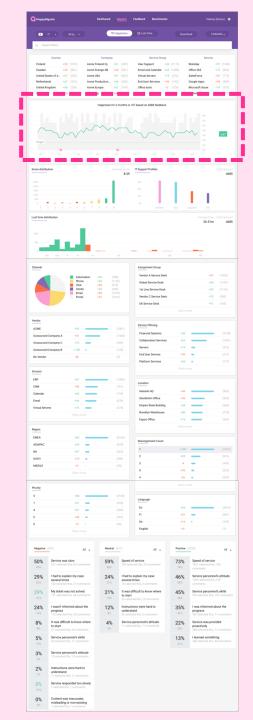




Reports view 4/9

- Each daily Happiness value is calculated from previous 7 days, Lost worktime value is average for the day. View the daily Happiness Value by hovering on top of the graph line.
- You can add comments to annotate the timeline e.g. for major events (see pink icons below). Do this by hovering on the bottom line of the graph (see green icon below). These comments are visible for all.







Reports view 5/9

- Here you can find the distribution of Happiness scores and division between different IT support profiles.
- You can see more detailed data by hovering on top of the graph
- Each graph element also functions as a filter when selected.

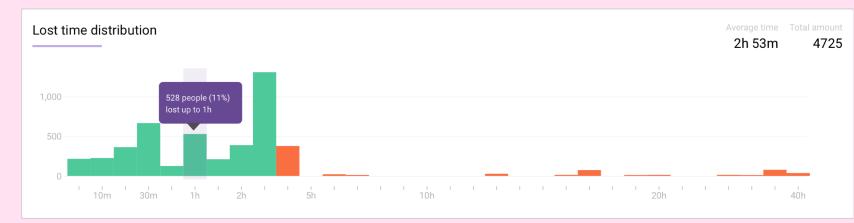


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						Platform Services	+65	•	
Division									
ERP CRM		+57			(386)	Location			
CRM Calendar		+45	_			Helsinki HQ	+49		-
Email		+65 💼	-	(6	78)	Stockholm Office Empire State Building	+46 +54	_	
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Reports view 6/9

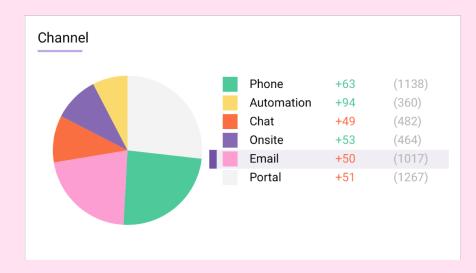
- Here you can find the distribution of how much time respondents have evaluated to have lost.
- You can find more detailed data by hovering on top of the graph.

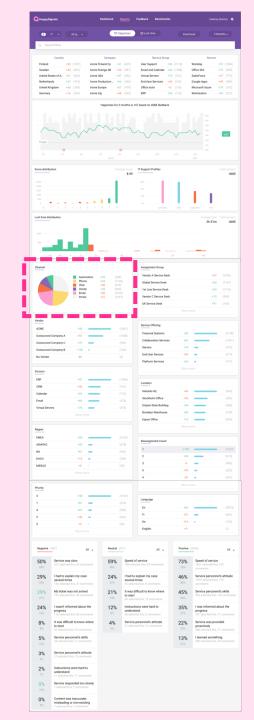




Reports view 7/9

- Here you can see the distribution between different channels.
- Each channel also functions as a filter when selected

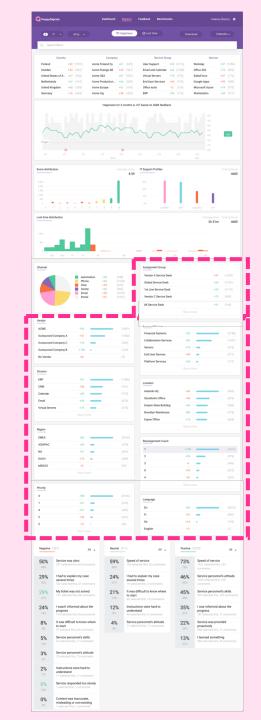






Reports view 8/9

- These graphs help you to understand how your support processes are performing from different viewpoints and based on data from your ticketing system.
- You can quickly see which aspects of your service needs attention the most, based on Happiness/Lost time and feedback volumes. Each list shows largest volumes at the top.
- Each result row also functions as a filter when selected.

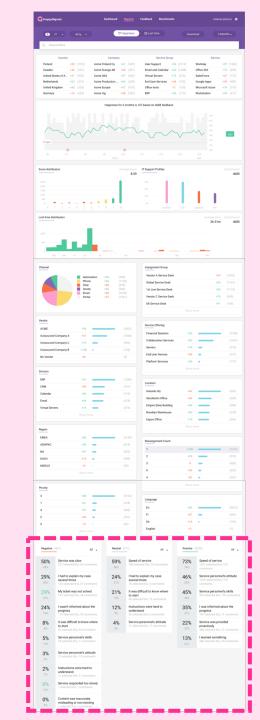




Reports view 9/9

- Here you can find the distribution between negative, neutral and positive factors behind the Happiness Score.
- Percentage values show how often each factor is selected.
- Click on a factor to drill down to related feedback details

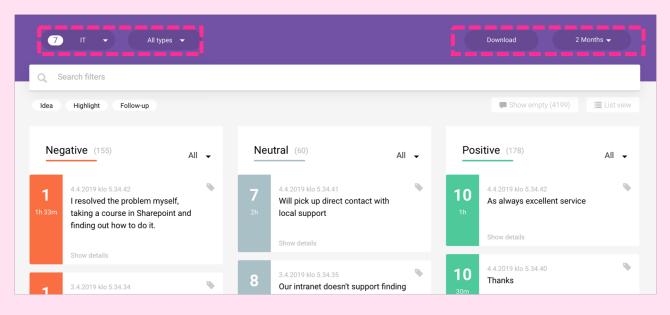
Negativ	/e (459) All	•	Neutral (All -	Positiv	e (2233) All -
50% 45%	Service was slow 228 selected this, 60 comments		59% ^{56%}	Speed of service 188 selected this, 25 comments	73% ^{76%}	Speed of service
29% 32%	I had to explain my case several times 133 selected this, 38 comments		25% ^{21%}	I had to explain my case several times 79 selected this, 0 comments	46%	Service personnel's attitude
3 55m	4.4.2019 klo 6.41.46 I was bouncing between internal and external service	•	21% 14%	It was difficult to know where to start 68 selected this, 14 comments	45% 46%	Service personnel's skills 994 selected this, 121 comments
	desks. Show details		11% ^{8%}	Instructions were hard to understand 36 selected this, 0 comments	35% 31%	I was informed about the progress 790 selected this, 70 comments
1	3.4.2019 klo 6.50.45	•	3%	Service personnel's attitude	22%	Service was provided





Feedback view 1/4

- In Feedback view you can by default see all the feedback listed under one selected ESM category. You can change the feedback categories from the dropdown menus just like in Reports page.
- You can also download selected data or select time period just like in Reports page.

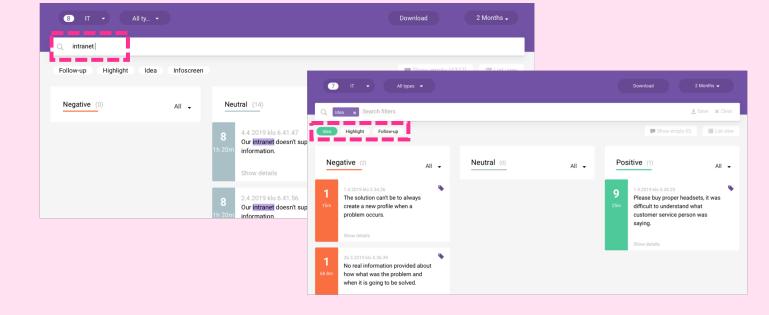






Feedback view 2/4

- You can also choose to search feedback with specific search words
- And you can choose to see only tagged feedback.

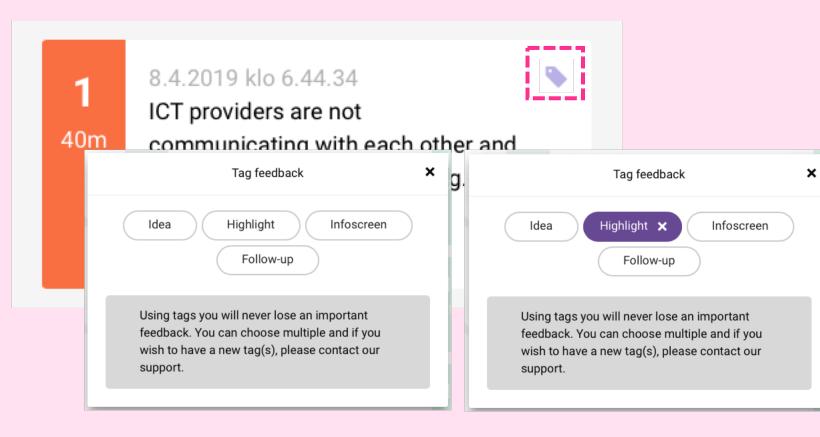






Feedback view 3/4

 You can tag feedback by clicking the icon on top right corner of the feedback card

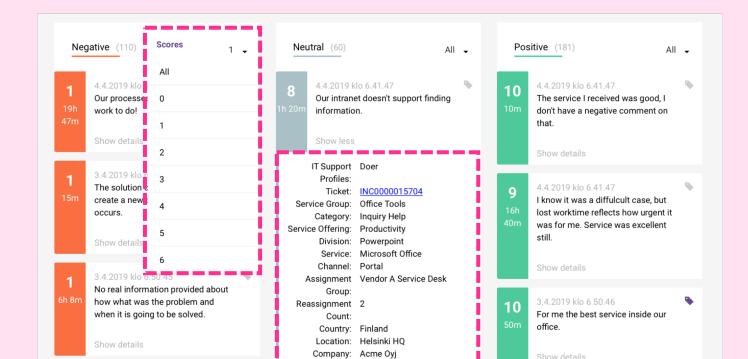






Feedback view 4/4

- You can choose to see feedback based on the given score, see dropdown menu below
- Each feedback item can also be opened to view the ticket details

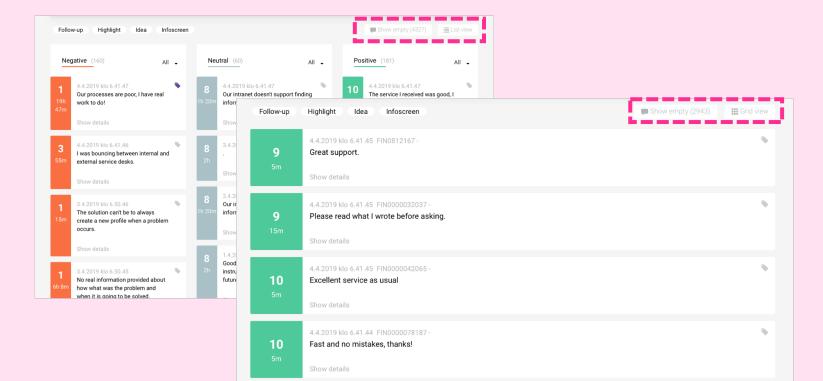






Feedback view 4/4

- In List view you see the latest ones at the top.
- In Grid view feedback is grouped to Negative, Neutral and Positive.



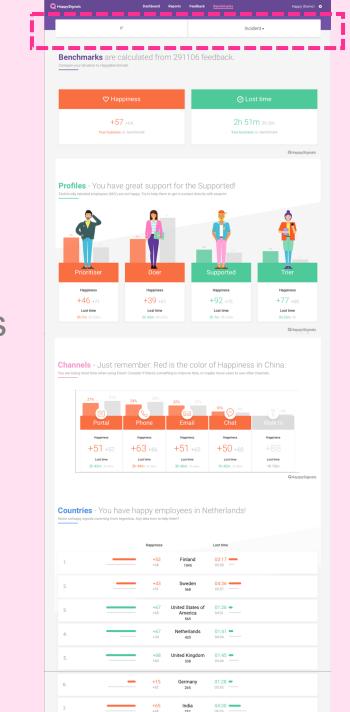




Benchmark view 1/2

- Benchmark view gives you more insight into your data and allows you to compare your company to global results.
- Current benchmark is available for IT Incidents and Requests. More benchmarks will be published as enough feedback has been received.

IT	Incident ~
	Incident
Benchmarks are calculated from 2911	Request UD TEEODACK.

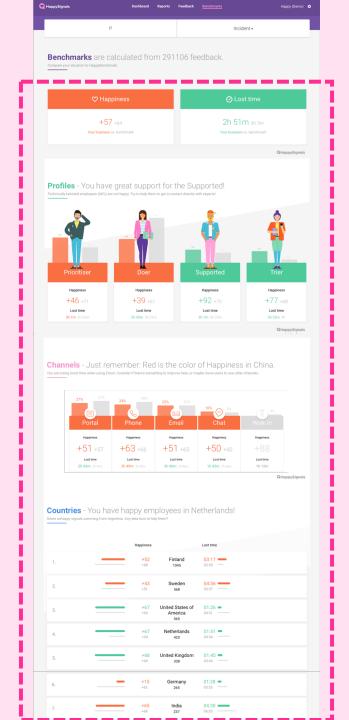




Benchmark view 2/2

- The numbers in grey represent the benchmark.
- The colored numbers represent scores of your organization. Green is above benchmark, Red is below.







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