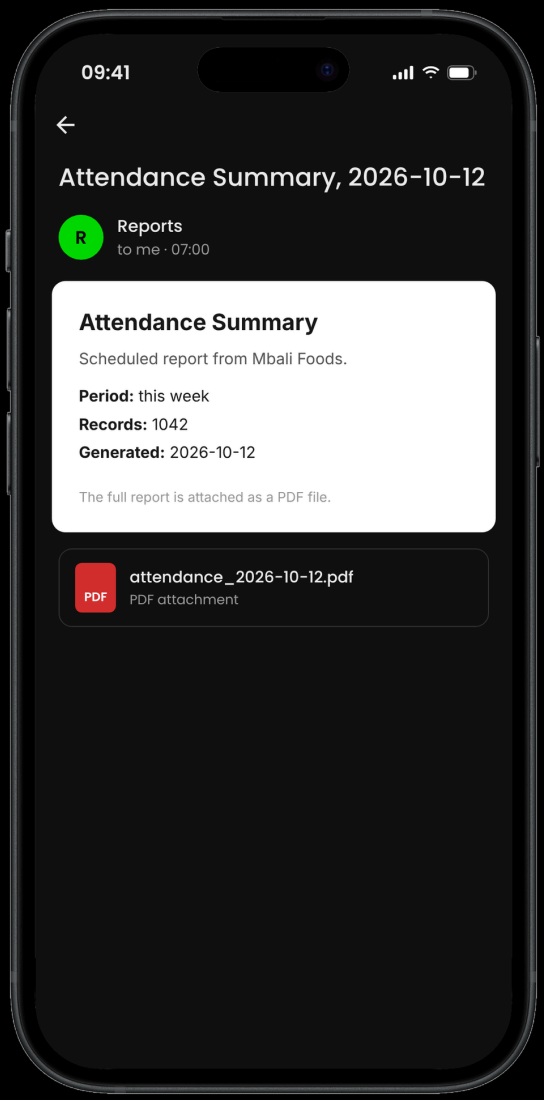
LSFlow

Module 09

Reporting & Dashboards

Built-in reports, dashboards set up around the way you run the business, and custom reports when you need something new.





Answers in minutes, not at month end.

HR numbers usually start as exports: leave from one place, clock-ins from another, claims from a spreadsheet. By the time someone has stitched them together, the month is over.

LSFlow reports from the data your employees and managers already capture in the app, alongside employee records synced from Sage 300 People. The numbers are current the moment you open them.

10 reports

Ready on day one

Leave, attendance, claims, headcount, shifts and more.

Live data

No exports to compile

From the same records your people use every day.

Made for you

Dashboards and reports

Set up and built by LSFlow around your business.

Ten reports, ready on day one.

Pick a report, a period and a department. Preview and search it on screen, then download it as a PDF or CSV.

Headcount
Active employees by department, position, type and start date.

Leave Utilisation
Days taken and remaining per employee and leave type.

Attendance Summary
Days present and absent, and average hours per day.

Clock-In Anomalies
Clock-ins outside the geofence, with distance and review status.

Shift Overtime
Scheduled, clocked and overtime minutes per shift.

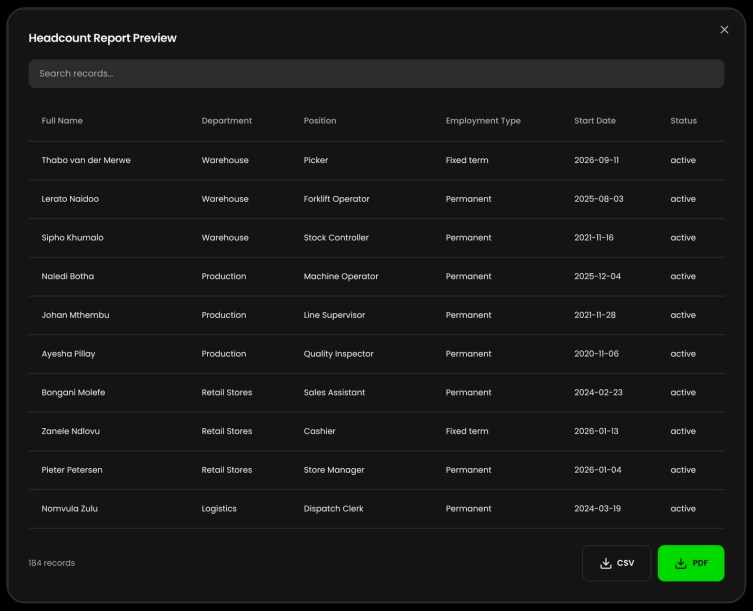
Shift Schedule Export
Every shift with required, assigned and open places.

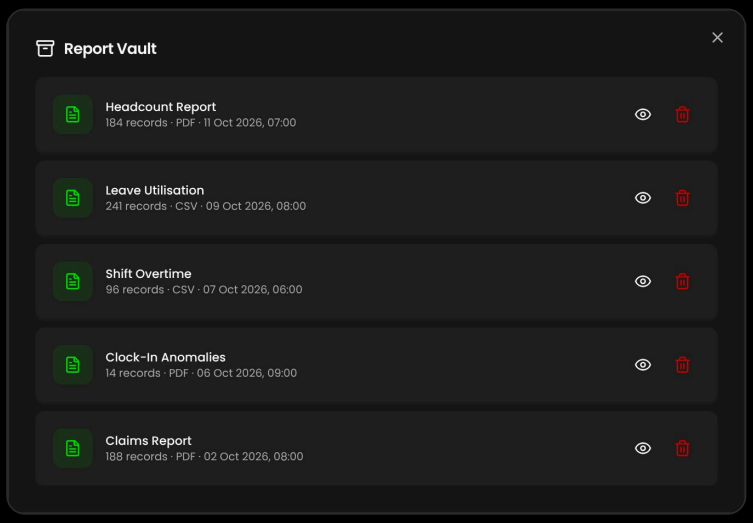
Coverage Summary
Coverage and gaps by day and schedule group.

Claims
Expense claims by category, amount and status.

HR Claims
Grievances and HR requests, with SLA due dates.

Form Submissions
Digital forms submitted and their approval status.

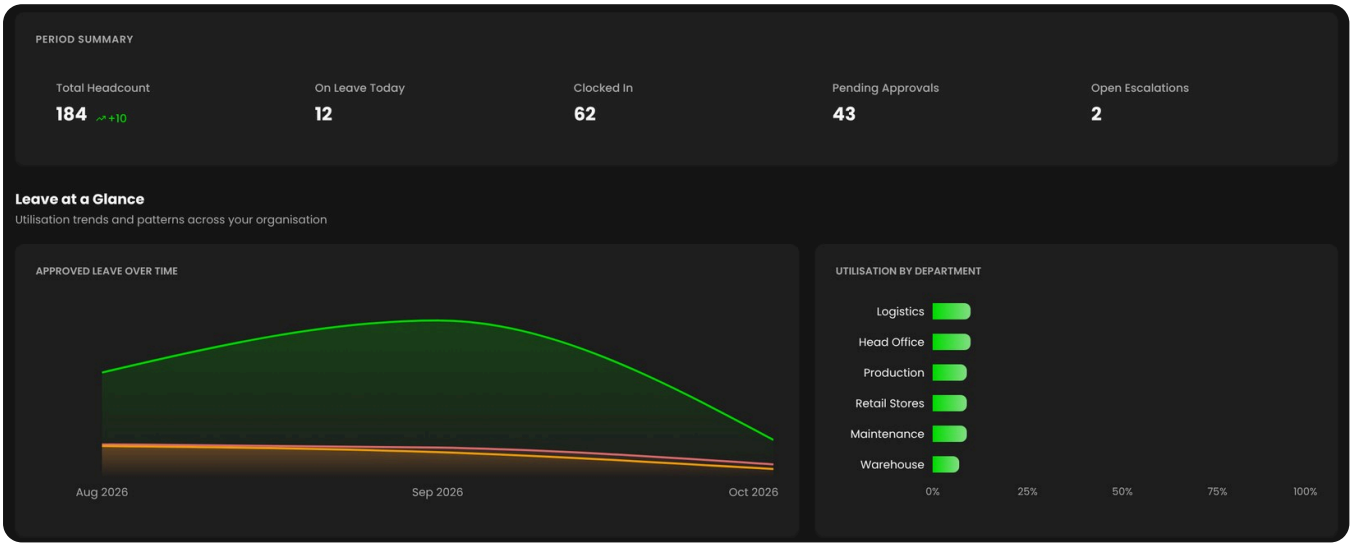




Every report you download is kept in the Report Vault, ready to open again.

The whole workforce on one screen.

The Reports overview pulls headcount, leave, attendance and claims together for the period you choose.



Any period

This week, this month, the last three months or your own dates.

Any department

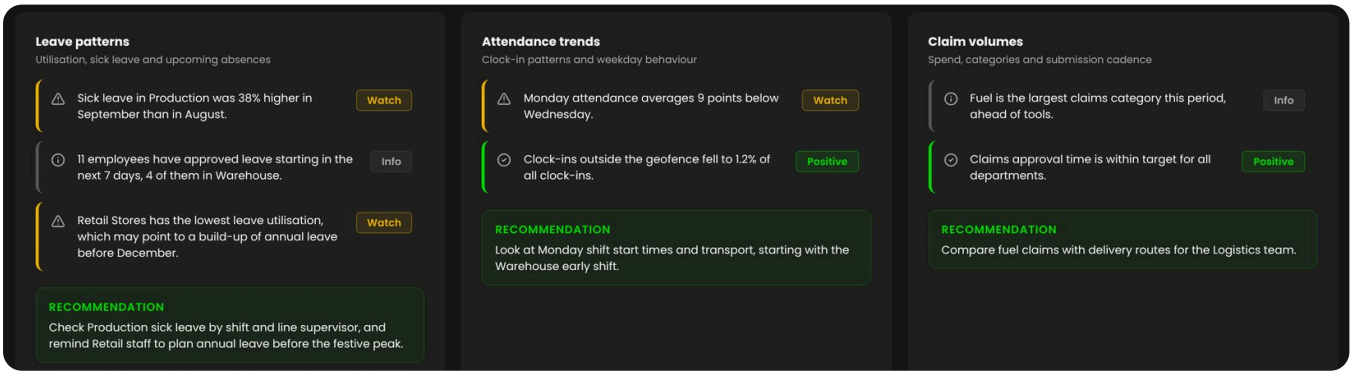
Narrow every chart and figure to one department.

Patterns called out

Short notes flag the busiest department, upcoming leave and the weakest day.

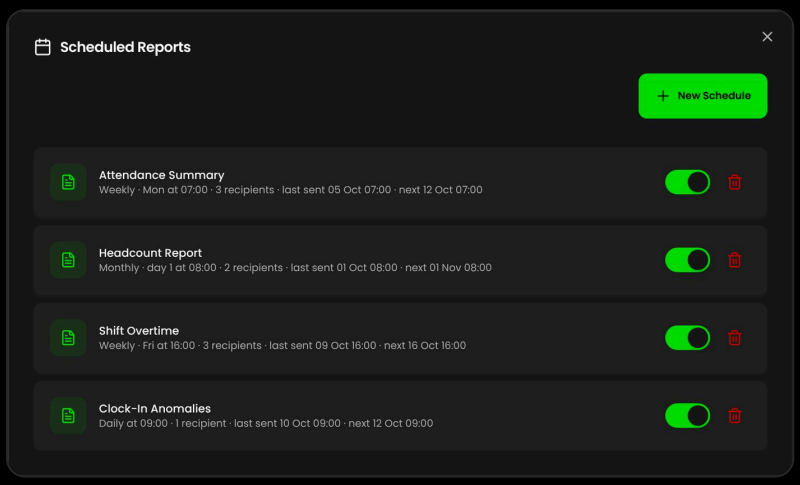
Smart insights

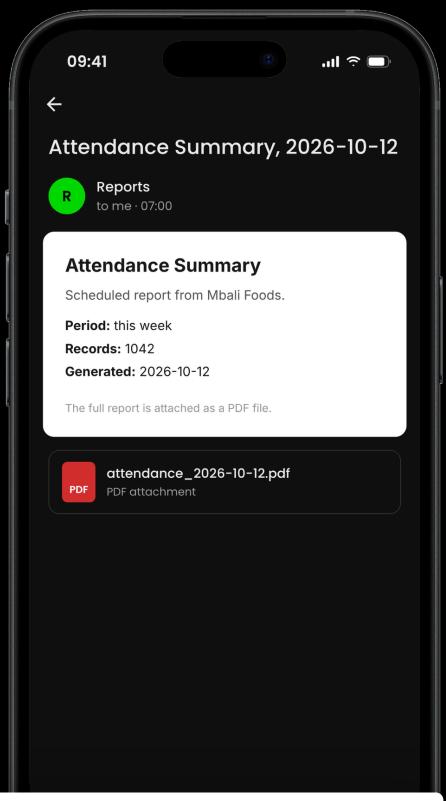
One click turns the period's leave, attendance and claims into a plain-language summary, with a recommendation for each.



Reports that arrive on schedule.

Choose a report, a day and a time. LSFlow emails it to the people who need it, without anyone remembering to send it.





Daily, weekly or monthly

Pick the day and the hour it goes out.

To anyone

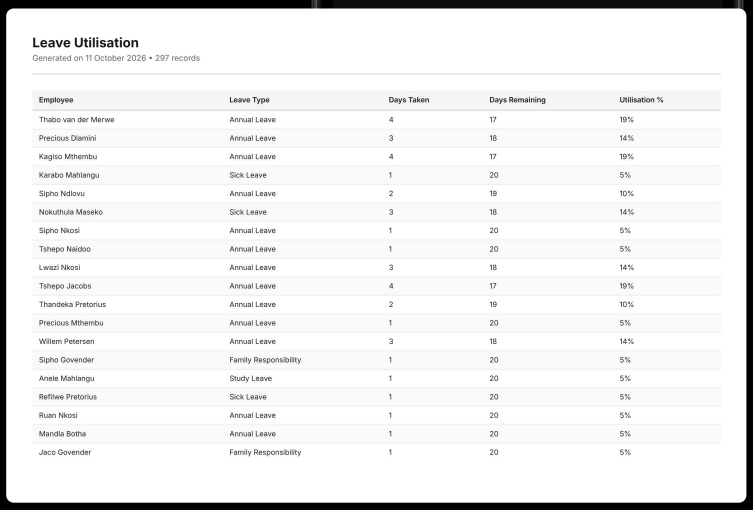
Employees from your records, or any email address.

PDF or CSV

Attached to the email, ready to open or analyse.

Survey results too

Engagement survey reports can be scheduled the same way.



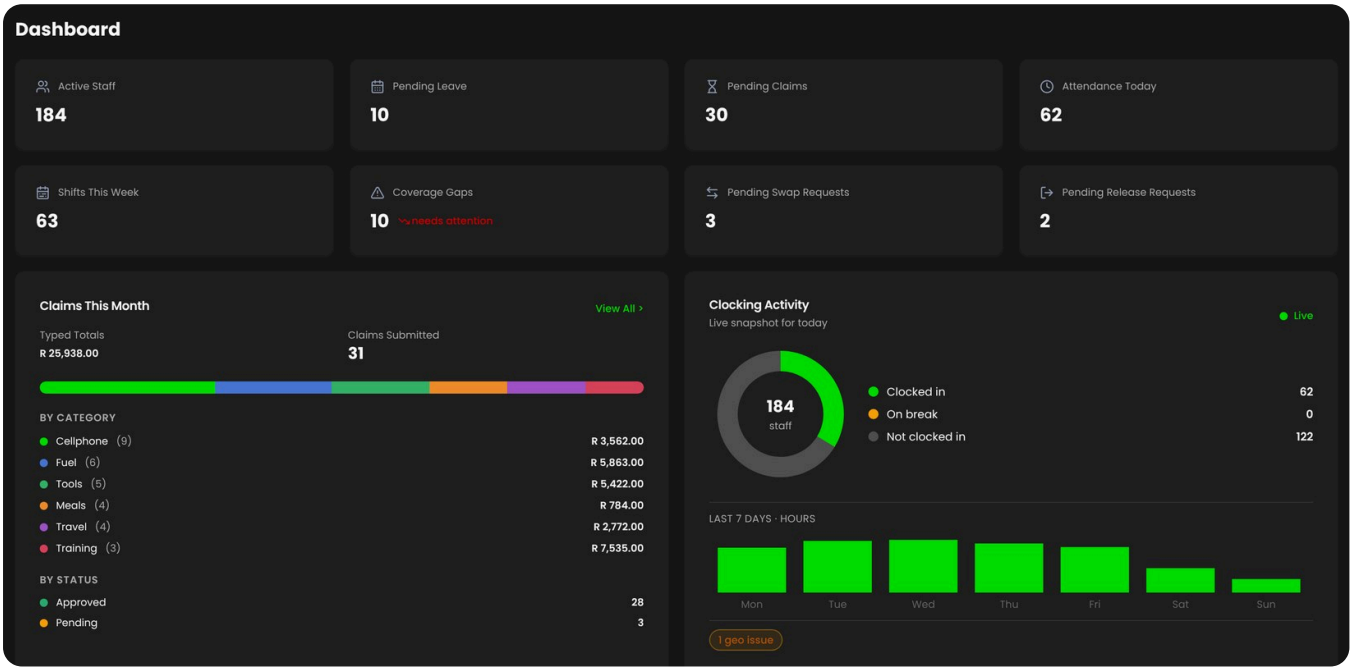
Leave Utilisation

Generated on 11 October 2026 • 297 records

Employee	Leave Type	Days Taken	Days Remaining	Utilisation %
Thabo van der Merwe	Annual Leave	4	17	19%
Precious Dlamini	Annual Leave	3	18	14%
Kagiso Mthembu	Annual Leave	4	17	19%
Karabo Mahlangu	Sick Leave	1	20	5%
Sipho Ndlovu	Annual Leave	2	19	10%
Nokuthula Maseko	Sick Leave	3	18	14%
Sipho Nkosi	Annual Leave	1	20	5%
Tshepo Naidoo	Annual Leave	1	20	5%
Lwazi Nkosi	Annual Leave	3	18	14%
Tshepo Jacobs	Annual Leave	4	17	19%
Thandeka Pretorius	Annual Leave	2	19	10%
Precious Mthembu	Annual Leave	1	20	5%
Willem Petersen	Annual Leave	3	18	14%
Sipho Govender	Family Responsibility	1	20	5%
Anele Mahlangu	Study Leave	1	20	5%
Refilwe Pretorius	Sick Leave	1	20	5%
Ruan Nkosi	Annual Leave	1	20	5%
Mandla Botha	Annual Leave	1	20	5%
Jaco Govender	Family Responsibility	1	20	5%

Dashboards set up around your business.

Every business watches different numbers. LSFlow sets up your dashboard so the figures your managers act on are the first thing they see.



Your numbers first

Staff clocked in, pending leave and claims, shifts and coverage gaps.

One company or all

Focus on one company in your group, or see them together.

Live, not exported

Figures update as employees clock in, apply and claim.



01

Tell us

Which numbers each team checks first.

02

We set it up

LSFlow configures the dashboard for you.

03

Refine it

Ask for changes as your business changes.

Reports on request.

Need a report that isn't in the standard set? Ask, and LSFlow builds it for you.

01 **Ask**
Tell us what you need to see, and who needs to see it.

02 **We build it**
From the data already in LSFlow.

03 **Use it like the others**
Preview, download and schedule it alongside the built-in reports.



Your custom reports sit in the same list as the built-in ones.

Get the numbers you actually need.

Start with a free 30 to 90 day pilot for up to 50 employees, with no commitment.

www.LSFlow.co.za
Info@LSFlow.co.za

LSFlow