



DATASHEET · UNDERSTAND · ANALYTICS AI

Compiling archive statistics by hand? Now your archive counts itself.

Analytics AI counts what happens in your document stock: uploads per day, activity per user and how far the AI analysis reaches. Inventory, pages, storage, trends and distribution come from the API, for your own reports and AI assistants.

AT A GLANCE

Upload heatmap across the year, user ranking, coverage of embeddings and entities in the app. Plus inventory, trends and distribution via REST API and MCP.

01 · WHAT IT IS ABOUT

Reports cost evenings. The numbers build up on the side.

How many documents came in this year, who is working with them, how much has the AI already read? Questions like these often end in a spreadsheet built by hand. Analytics AI keeps count while your team works.

IN THE APP

Activity & Processing, AI Quality & Coverage, Audit Center, Sender Map

METRICS

Uploads per calendar day, active days, average and peak per day, user ranking

VIA API

Inventory, pages, storage, trends, distribution, comparison with the previous period

ACCESS

Analytics AI in the Corporate plan, REST API and MCP tools



Upload heatmap

Uploads per calendar day for the selected year, plus documents in the year, active days, average and peak per day.

User ranking

Per user: documents, actions, active days and last action, for 7, 30 or 90 days or the last year, with search by name.

AI coverage

AI Quality & Coverage shows vectors, documents and coverage per embedding type, plus entity types, top entities and detected topics.

Inventory via API

analytics/overview returns documents, pages, storage, workspaces, entities and AI-DMS levels, compared with the previous period.

Trends and distribution

Uploads, pages and storage per day, week or month. Distribution by document type, workspace, AI-DMS level and file format.

Export

With **Export** you save the heatmap, user ranking and AI coverage as CSV. The API delivers every metric as JSON.

02 · HOW IT WORKS

Count, condense, retrieve.

The metrics come from uploads, processing and usage. There is nothing to set up. You pick the year and period in the app or pull the numbers via the API.

1

Open Activity

Open `Analytics AI > Activity & Processing` . The heatmap shows uploads per day, with the metrics next to it.

2

Pick year and period

`Calendar year` for the heatmap, `Period` for the user ranking. The two filters are independent.

3

Check AI coverage

Under `AI Quality & Coverage` , see how many documents have embeddings and entities.

4

Go further via API

Call `analytics/overview` or `analytics/trends`, or ask Claude about inventory and trends.

TECHNICAL DATA

FEATURE	DETAILS
App pages	Activity & Processing, AI Quality & Coverage (Analytics AI)
Periods in the app	Heatmap per calendar year, ranking 7, 30, 90 days or last year
REST API	<code>analytics/overview</code> , <code>/trends</code> , <code>/distribution</code> , <code>/activity-heatmap</code> , <code>/activity-users</code> , <code>/workspaces-compare</code>
Periods via API	7d, 30d, 90d, 365d, all; trends per day, week or month
Distribution	Document type, workspace, AI-DMS level, file format
MCP	<code>po_analytics_overview_get</code> , <code>po_analytics_trends_get</code> , <code>po_bi_dashboard_get</code> , <code>po_bi_trends_get</code>
Plan	Analytics AI included in the Corporate plan

03 · IN PRACTICE

Numbers that answer questions fast.

Tracking the rollout

In the first weeks with PaperOffice, the heatmap shows on which days documents come in. The ranking shows who on the team is already on board.

AI coverage before you start

Before the team searches by meaning, **AI Quality & Coverage** shows how many documents already have embeddings and which entities were detected.

Monthly report from the API

A BI tool calls analytics/overview and analytics/trends and sets documents, pages and storage against the previous month.

FREQUENTLY ASKED QUESTIONS

Do I have to set anything up?

The metrics build up on their own from uploads, processing and usage. In the app you choose the calendar year and the period for the user ranking.

Which metrics does the API provide?

Inventory, pages, storage, workspaces, entities and AI-DMS levels, trends per day, week or month, distributions, heatmap, user activity and workspace comparison.

Who sees which numbers?

Owners and administrators see the workspaces they have access to. Team members see the numbers for their active workspace.

Can I export the numbers?

In the app, **Export** saves the heatmap, user ranking and AI coverage as CSV. Via REST API and MCP, every metric comes as JSON.

GET STARTED

See what is happening in your archive.

Sign in to the app and open **Analytics AI > Activity & Processing**. For your own reports, call analytics/overview via the REST API.

paperoffice.ai/en/ai-analytics-dashboard-kpi-reports-visualization



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-analytics-dashboard-kpi-reports-visualization

PRICING

paperoffice.ai/en/pricing

CONTACT

paperoffice.ai/en/contact