

# DataBob

## User Guide

*Data quality scanning for HiBob*

|                     |                              |
|---------------------|------------------------------|
| <b>Version</b>      | 1.0                          |
| <b>Last updated</b> | July 2026                    |
| <b>Built by</b>     | Homer Semantics              |
| <b>Support</b>      | info@homersemantics.com      |
| <b>App URL</b>      | https://databob.onrender.com |

## 1. Overview

DataBob is a HiBob Marketplace app that connects to your HiBob account, scans your employee and organizational data for quality issues, and surfaces them in a clear dashboard. Every issue includes a direct link to the correct page in HiBob to fix it.

DataBob helps HR Ops and People Ops teams:

- Identify missing fields, broken reporting lines, and stale lifecycle statuses
- Measure data quality with a company-wide health score (0–100, graded A–F)
- Fix issues faster with "Fix in Bob" deep links
- Track improvement over time with a score trend chart

*DataBob is read-only. It never writes to or modifies your HiBob data.*

## 2. Prerequisites

Before installing DataBob, ensure you have:

- A HiBob account with Admin or HR Manager access
- Permission to install Marketplace apps in your HiBob account

## 3. Installation from the HiBob Marketplace

DataBob is installed directly from the HiBob Marketplace using the standard OAuth 2.0 flow. You do not need to create any service users or manage credentials manually.

### 3.1 Install the app

1. Log in to your HiBob account at <https://app.hibob.com>
2. Navigate to the HiBob Marketplace and find DataBob.
3. Click Install.
4. Review the permissions DataBob is requesting (read-only access to employee, org, employment, and payroll data).
5. Select the audience — we recommend selecting All company so DataBob can scan your full employee population.
6. Click Approve.
7. You will be redirected to the DataBob dashboard, which loads automatically for your account.

*The permissions DataBob requests are read-only. DataBob never writes to or modifies any data in HiBob. DataBob uses HiBob's OAuth process.*

## 4. Running your first scan

### 4.1 Sync data

When you first land on the DataBob dashboard, click the Sync button in the top navigation bar. This pulls your current employee, org, employment, and payroll data from HiBob.

*A full sync typically takes 30–90 seconds depending on the size of your organization. The last sync timestamp is shown in the navigation bar.*

### 4.2 Run a scan

Once the sync is complete, click Run Scan. DataBob runs 22 data quality rules across your employee population and produces:

- A company-wide health score (0–100)

- A grade: A (90+), B (80+), C (70+), D (60+), F (<60)
- A full list of issues by severity and category

**Free trial:** DataBob includes a free trial of up to 10 scans within your first 30 days, for organizations with up to 500 employees. The trial clock starts on your first scan, not on installation. To continue after your trial or for larger organizations, contact [info@homersemantics.com](mailto:info@homersemantics.com).

## 5. Understanding the dashboard

### 5.1 Score overview

The score ring at the top of the dashboard shows your company health score and grade. Below it are counts of Critical, Warning, and Info issues, along with how many have been resolved.

### 5.2 Score trend

The trend chart plots your health score across all historical scan runs. Use this to measure whether data quality is improving over time.

### 5.3 Issue list

The issue list shows every open data quality issue. You can filter by severity (Critical, Warning, Info) and category. Each issue row shows:

- Employee name and the rule that was triggered
- Severity badge (Critical / Warning / Info)
- "Fix in Bob" link — takes you directly to the correct page in HiBob
- "Resolve" button — marks the issue as fixed (hides it from the list)
- "Ignore" button — suppresses the issue (e.g. known exceptions)

## 6. Data quality rules

DataBob runs 22 rules across 6 categories. All rules are read-only checks — no data is modified.

| Category             | Example issues                                                                                                                         |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Completeness</b>  | Missing email, title, department, site, employment type, or start date; duplicate email or name; work email on personal domain         |
| <b>Org structure</b> | Missing manager; broken manager chain (terminated manager); self-referencing manager; span of control > 15; department with no manager |
| <b>Lifecycle</b>     | Terminated employee still marked active; past probation date with no update; start date past with onboarding incomplete                |
| <b>Compensation</b>  | Active employee with no compensation record; currency mismatch vs site location; missing payroll ID                                    |
| <b>Documents</b>     | Required documents missing; document expiry passed; new hire > 30 days with incomplete checklist                                       |
| <b>Time off</b>      | Negative leave balance; no leave policy assigned                                                                                       |

## 7. Severity levels

Each issue is assigned one of three severity levels:

|                 |                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------|
| <b>Critical</b> | Data errors likely to cause payroll failures, compliance risk, or system errors. Fix immediately. |
| <b>Warning</b>  | Incomplete data that may affect reporting accuracy or employee experience.                        |
| <b>Info</b>     | Minor gaps or best-practice recommendations.                                                      |

## 8. Fixing issues

### 8.1 Use "Fix in Bob" links

Every issue row includes a "Fix in Bob" link. Hover over the issue row to reveal the link. Clicking it opens the correct page in HiBob (e.g. the employee profile, employment history, or payroll record) so you can fix the issue directly.

### 8.2 Resolve an issue

Once you have fixed an issue in HiBob, hover over the issue row in DataBob and click Resolve. The issue is removed from the active list and counted in the "Resolved" tally on the overview card.

## 8.3 Ignore an issue

If an issue is a known exception (e.g. a contractor intentionally without a payroll record), click Ignore to suppress it. Ignored issues are not included in the score calculation.

## 8.4 Re-sync after fixing

After fixing issues in HiBob, click Sync followed by Run Scan in DataBob to pull the updated data and see your new score.

# 9. Data and privacy

- DataBob accesses employee data read-only via the HiBob API.
- Data is stored in an isolated, per-company Postgres database hosted on Render (US region).
- No employee data is shared between tenants or used for any purpose other than running quality scans.
- DataBob does not use employee data for ML training, analytics, or advertising.
- All data in transit is encrypted via HTTPS (TLS 1.2+).

Full privacy policy:

<https://databob.onrender.com/privacy>

# 10. Uninstalling DataBob

To uninstall DataBob:

1. Go to the HiBob Marketplace and find DataBob.
2. Click Uninstall.

This revokes DataBob's access token. To permanently delete all company data stored in DataBob (employee records, scan results, and issue history), contact [info@homersemantics.com](mailto:info@homersemantics.com). Data is deleted within one business day of your request.

## 11. Troubleshooting

|                                                 |                                                                                                                             |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Sync shows no employees</b>                  | Ensure the HiBob audience permission was set to "All company" during installation. If not, uninstall and reinstall the app. |
| <b>Score did not change after fixing issues</b> | Click Sync and then Run Scan again to pull the latest data from HiBob.                                                      |
| <b>"Fix in Bob" link goes to wrong page</b>     | Contact <a href="mailto:info@homersemantics.com">info@homersemantics.com</a> with the rule name and employee ID.            |
| <b>Dashboard shows a blank screen</b>           | Try a hard refresh (Cmd+Shift+R or Ctrl+Shift+R). If the issue persists, contact support.                                   |
| <b>Installation failed or redirect error</b>    | Ensure you are logged into HiBob before clicking Install. Try in an incognito window if the issue persists.                 |

## 12. Support

|                       |                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------|
| <b>Email</b>          | <a href="mailto:info@homersemantics.com">info@homersemantics.com</a>                    |
| <b>App URL</b>        | <a href="https://databob.onrender.com">https://databob.onrender.com</a>                 |
| <b>Privacy policy</b> | <a href="https://databob.onrender.com/privacy">https://databob.onrender.com/privacy</a> |
| <b>Built by</b>       | Homer Semantics                                                                         |

We aim to respond to all support requests within one business day.