HarePoint Analytics

For SharePoint

User Manual



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Introduction

HarePoint Analytics for SharePoint is a solution designed for web analytics, documents flow audit and retrieving administrative data about usage of SharePoint-based intranet portals and web-sites.

This guide is intended for the solution users and implies that the solution is properly deployed and collects data regularly. It is further implied that user is given complete access rights to statistic reports. Product deployment and configuration are described in **Deployment guide**.

The following must be understood before working with solution:

- HarePoint Analytics for SharePoint collects data only from web-sites for which this option is activated by an administrator.
- Data collection is activated for site collection, not for single web-site.
- Site collection may include one or more web-sites or/and sub-sites.
- Data collection on certain users, document libraries, web-sites or document types may be restricted by system administrator, and those data will not be shown in reports.
- Viewing of certain reports or data types in reports may be restricted by a system administrator.
- Reports may be viewed within the whole farm, sites collection or within a certain web-site.

Quick start

1. Define the scope of statistics needed: within the whole farm, site collection or within a certain web-site. Depending on the selected report scope you have to use a corresponding link to go to HarePoint Analytics for SharePoint reports page. See **Getting started** section for more information.
2. Select the necessary report in a categorized list and generate the report by mouse clicking on it. Reports categories and their selection are described in details in Report selection chapter.
3. Use connected reports to obtain more detailed data (use drill-down feature).
4. Use filters to obtain only necessary data or to modify the necessary data period. Filters system is described in details in **Filters use** section.
5. Sort and group data within the report if necessary. These functions are described in details in **Data sorting and grouping** section.
6. Export the generated report for publishing or further processing. Export functions are described in details in **Reports export** section.

Getting started

Accessing reports

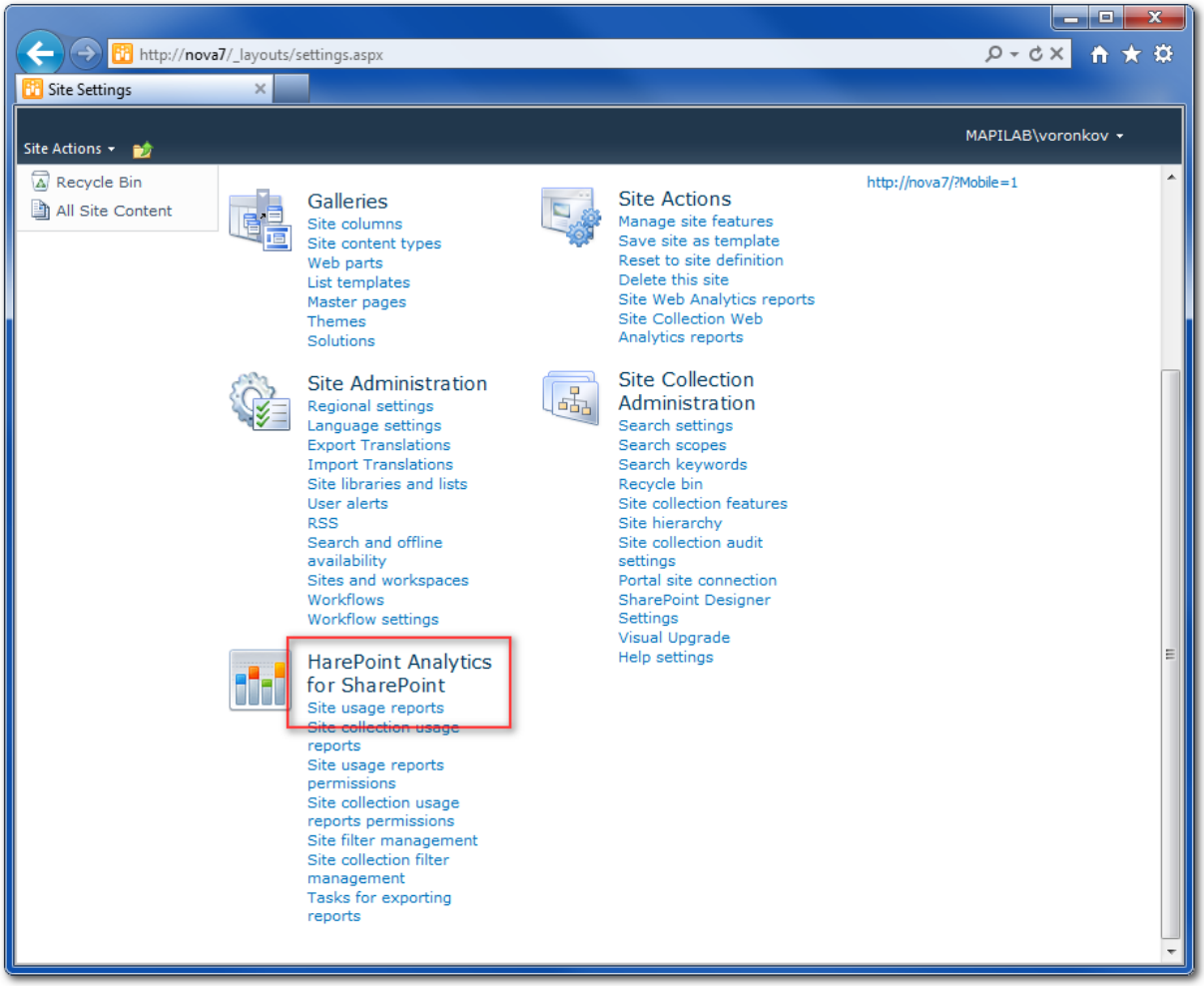
After the deployment and activation of HarePoint Analytics functions for SharePoint, additional pages for working with product reports appear on each site of the SharePoint farm. By default, links to these pages are arranged in sections of SharePoint site administration.

If, for safety reasons, administration pages are unavailable, the administrator of a site collection can place a link to the report pages at any other page of the site. In these cases you need to request addresses of web pages with links to HarePoint Analytics for SharePoint reports from your system administrator.

Accessing site reports

To view reports, complete the following actions:

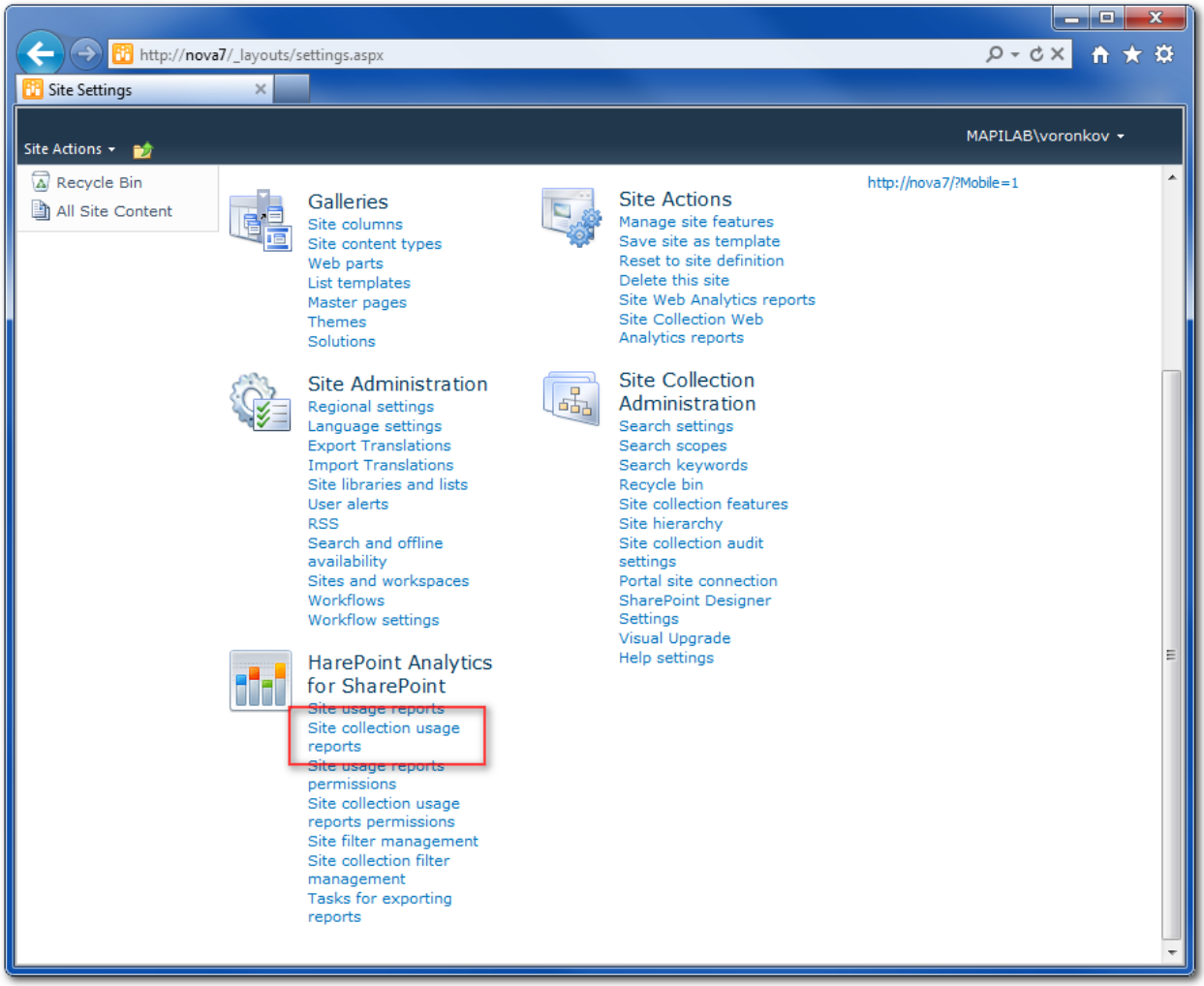
1. From the **Site Actions** drop-down menu, choose **Site Settings**.
2. In the **HarePoint Analytics for SharePoint** section, choose **Site usage reports**.



Accessing site collection reports

To view reports you need to complete the following:

1. In the **Site Actions** drop-down menu, choose **Site Settings**.
2. In the **HarePoint Analytics for SharePoint** section, choose **Site collection usage reports**.

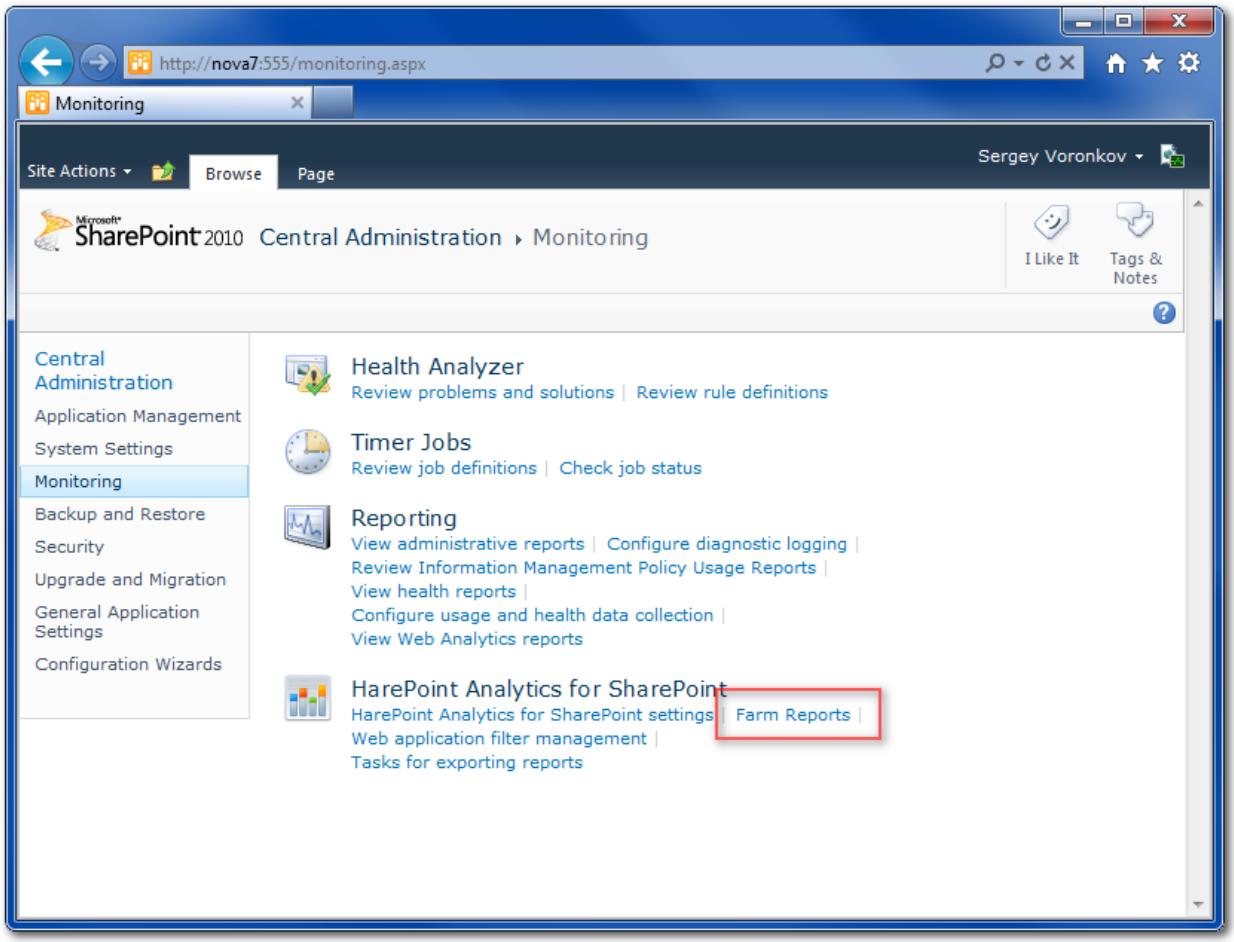


Accessing farm reports

To view reports you need to complete the following:

1. Go to the SharePoint **Central Administration** page. You must use farm administrator account during the authorization.
2. Open the **Monitoring** page.

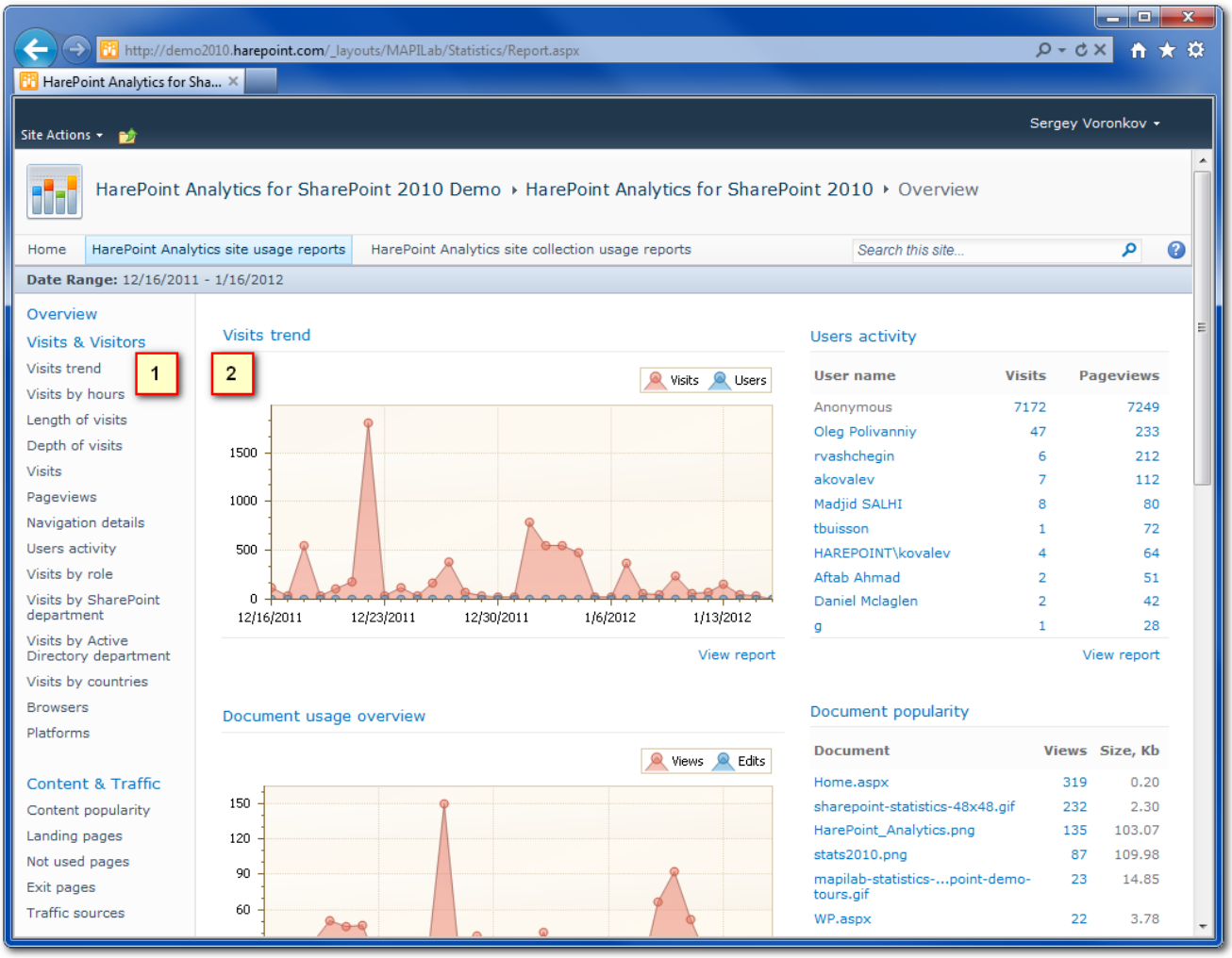
3. Go to the report page using the hyperlink **Farm Reports** located in the HarePoint Analytics for SharePoint section:



Report selection

Scope of data into reports shall be defined before working with reports. This is described in details in **Getting started** section. HarePoint Analytics for SharePoint allows reports generation within a farm, sites collection or a current site scopes.

HarePoint Analytics for SharePoint dashboard contains brief reports about the current web-site (or sites collection): traffic during the last month (marked with the figure **1** on the screenshot) and categorized list of reports (marked with the figure **2**):



This page displays web-sites visitors amount and activity (**Visit trend** and **User Activity** reports); documents usage activity and 10 the most popular documents (**Document Usage Overview** and **Document Popularity** reports); 10 the most visited pages on the web-site or sites collection (**Content popularity** report) and 10 the most popular search requests for web-site or sites collection search engine (**Search keywords** report). Please note that some of the reports shown at the screenshot will not be available in the list while viewing reports for the current site and not the sites collection. This is described in detail in **Getting started** section.

View report link is available from below of each report in dashboard. User can go to the report page and obtain more detailed data by clicking this link.

Reports are grouped by categories in the reports list (marked with the figure **2** on the screenshot):

Visits & Visitors – user activity and visits dynamics reports. Reports in this category can help answering, for example, the following questions:

- Site visitors total amount by days;
- Total visits number per day;
- Number of pages viewed;
- Average number of pages viewed during one visit;
- Average visit duration;
- Number of visits with a certain duration;
- How many users (in %) view two or, for example, five pages during their visit;
- Which users and when visit the web site;
- What page on the site was the first during the user's visit;
- How long did the user view one or another page of the site;
- Which site pages were viewed by one or another visitor;
- Which users are the most active visitors of site pages and which users are rare visitors;
- Which internet-browsers are used by visitors;
- Which platforms and operating systems are used by site visitors.

Content & Traffic – reports on web-site or sites collection pages use intensity. Reports in this category can help answering, for example, the following questions:

- What are the most visited pages on the site or site collection;
- What is the exit percent for one or another page;
- Rating of pages from which users begin viewing the site;
- Rating of pages from which users leave the site;
- From which external web-sites do users come to this web-site, which are traffic sources.

Documents – reports on documents creation and use. Reports in this category can help answering, for example, the following questions:

- How many documents does each library contain;
- What size do documents occupy in one or another documents library;
- Which libraries contain no documents;
- Document libraries ratings by documents number or volume (in Mb);
- How many documents were viewed, edited, added or deleted in one or another documents library;
- Which documents namely were used in the specified time range;
- How many documents were viewed, edited, added or deleted and which exactly;
- Daily documents use intensity tables and diagrams;
- Tables and diagrams of total documents number variation on the web-site or sites collection;
- Tables and diagrams of variation of disk space occupied by documents on the web-site or sites collection;
- Which documents are the most actively used and by whom exactly;
- Which documents were not used in the selected time period;
- Rating of documents use by document types;
- Documents use by visitors (who, what and when did with one or another document);
- Documents use by departments and user groups of SharePoint and Active Directory.

Search – reports on SharePoint search services use. Reports in this category can help answering, for example, the following questions:

- How often do site visitors use search features;
- Search engine queries number on various days;
- How many queries were effective and non-effective;
- Which search phrases were used in queries;
- How many and which results were returned by search engine for one or another phrase;
- How often do visitors use advanced search options;
- Which search queries were made by one or another user;
- To which site pages or documents were users going to from search results.

List Items – reports on entries use in SharePoint lists. Reports in this category can help answering, for example, the following questions:

- How much elements does one or another list contain;
- What disk space is occupied by list elements;
- What disk space is occupied by files attached to list elements;
- Growth diagrams for lists number, list elements number and disc space occupied by list elements and attached files;
- On which days list elements are used the most actively;
- Which list elements are in the most and the least demand;
- With which list elements do employees from various departments and groups work.
- Which list elements were used by various users in the specified time period.

Databases – These reports are located in **Central Administration** - **Monitoring**. Reports in this category can help answering, for example, the following questions:

- At what rate and how dramatically does SharePoint database size grow;
- Which exactly database tables size grows and at what rate?

A brief description of report is displayed below the reports list during reports selection that will help you in the necessary report selection.

Report generation

After selection the necessary report from the list click on its name to generate it. Reports are generated in a few seconds due to data preliminary preparation special system.

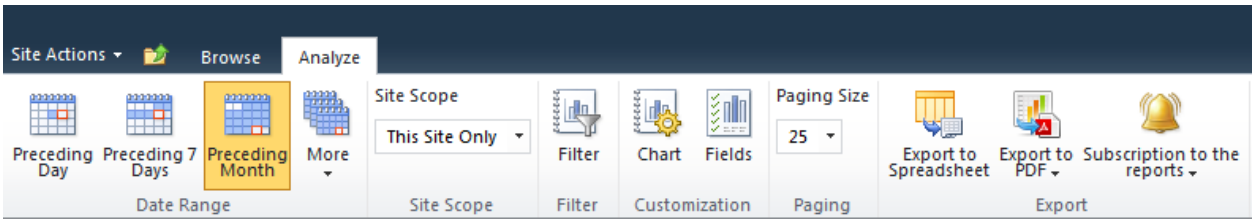
All reports are generated with preset filters, sorting mode and diagrams display preset parameters. Filters use is described in details in Filters use chapter, data grouping option use and sorting mode alteration is described in Data sorting and grouping chapter.

Data set and reports layout are fixed and cannot be modified. Only report fields order can be altered (by dragging field names in field headings area). Data sorting and grouping mode may be set for the displayed data. This is described in detail in Data sorting and grouping section. If any data or comments to them should be added one can use reports export feature. Furthermore, one can send a request for template changes or new report adding to HarePoint technical support. This can be done at Company's web-site:

http://www.harepoint.com

In bottom of the page the tabs **Browse** and **Analyze** are located.

Browse tab allows you to view a report in more comfortable way. **Analyze** tab contains the tools to manage of the generated report. The list of options is different for each report but the most changes are near the data range and filters. For report **Content popularity** it looks like the following:



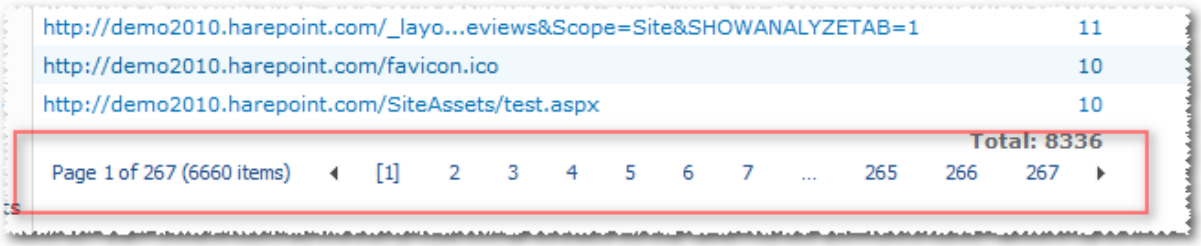
Where:

Preceding Day, **Preceding 7 days**, **Preceding Month**, **More** – allow you to change the date range.

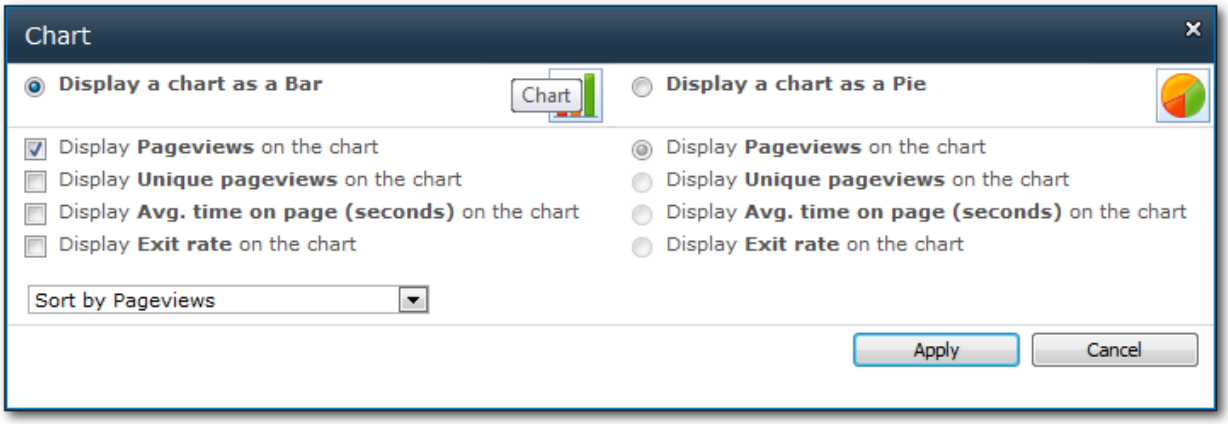
- **Filter** – allows to change or to set up the filter to view the data in report. You can learn more about using the filters in Filters use area of this manual.
- **Chart** – allows you to change the setting for diagram which is displayed in the report.
- **Paging Size** – allows you to setup how many rows should be displayed on the page.

- **Export to Spreadsheet** – allows you to export data into Microsoft Excel format file.
- **Export to PDF** – allows you to export data into PDF.
- **Subscription to the report** – Allows you to subscribe to receive reports by E-Mail.

If report contains many data lines it will be divided into pages for display. Control elements in the bottom left of the page serve for navigation among report pages:



Use **Chart** button to change diagram view mode and data displayed:



You can alter data sorting mode and group data by a selected field during the report viewing. These functions are described in details in Data sorting and grouping section.

Reports in HarePoint Analytics for SharePoint are cross-referenced. This option allows you to get clarifying reports (drill-down) and make deep and detailed users behavior surveys on the site or investigate incidents. If a report allows obtaining more detailed information on data retrieved these data are highlighted in the report and are hyperlinks to go to a referenced report with clarifying data. Filters will be used automatically in this report so that you could get the data of your interest.

Web-site documents and pages displayed in reports are also hyperlinks that will lead you to a web page or a specified document viewing if followed.

Viewing of some reports by users can be prohibited by a system administrator. In this case the following message will be given after an attempt of these data viewing:



Also some data categories in reports may be hidden by a system administrator. These data have their own identifiers and look as follows:

User name
[Hidden: F889A07C]
[Hidden: 106C2EC2]
[Hidden: 24B9A4D1]
[Hidden: 77C37CD2]

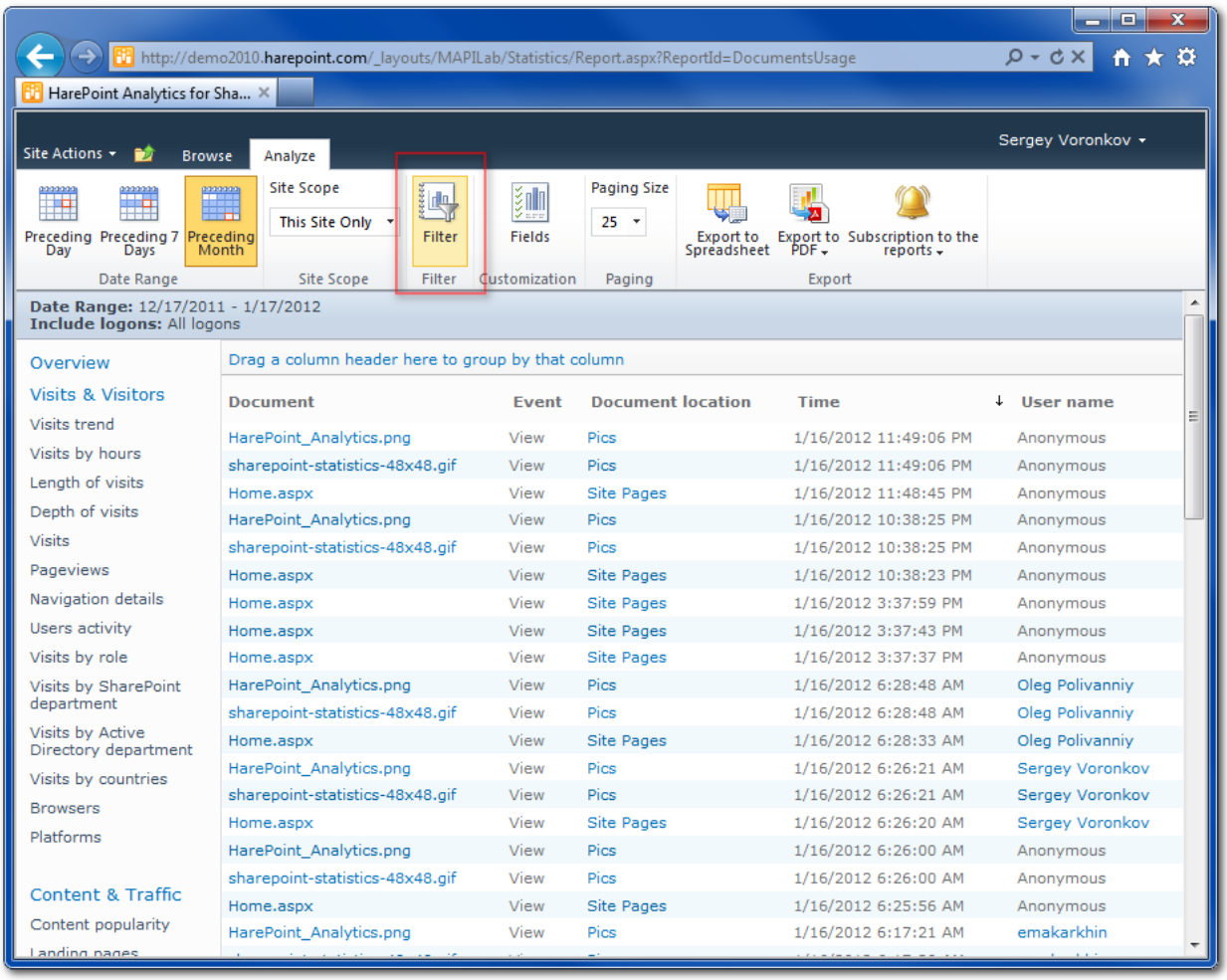
Despite that you cannot know what user is meant exactly (as in this example) you can still analyze these data. The program interprets these data correctly despite their coded displaying.

You may encounter some data discrepancies when viewing and working with data in referenced reports. For example, number of visits may be displayed as 500 in **Visits Trend** report, but 502 lines with information about visits will be displayed after drill-down to **Visits** report. Such discrepancies are possible, for example, if the same user's visit start and end are in different dates, i.e. the user entered the site on one date and left on another date. As a result the report on visits number for the second day will contain less entries but this session will be included in both days in detailed information on users' sessions. It should be also remembered that reports data, including summation in **Total** column, are made considering applied filters that also can cause discrepancies in parental and related reports.

Report filters settings

HarePoint Analytics for SharePoint includes powerful and convenient system of data filtration retrieved in reports. The filtering system allows both excluding unnecessary data from reports and include only necessary. For example you can exclude from a report all GIF and PNG image files while including all other images and documents. Alternatively, filters can help generating a report containing only data about viewing GIF and PNG image files.

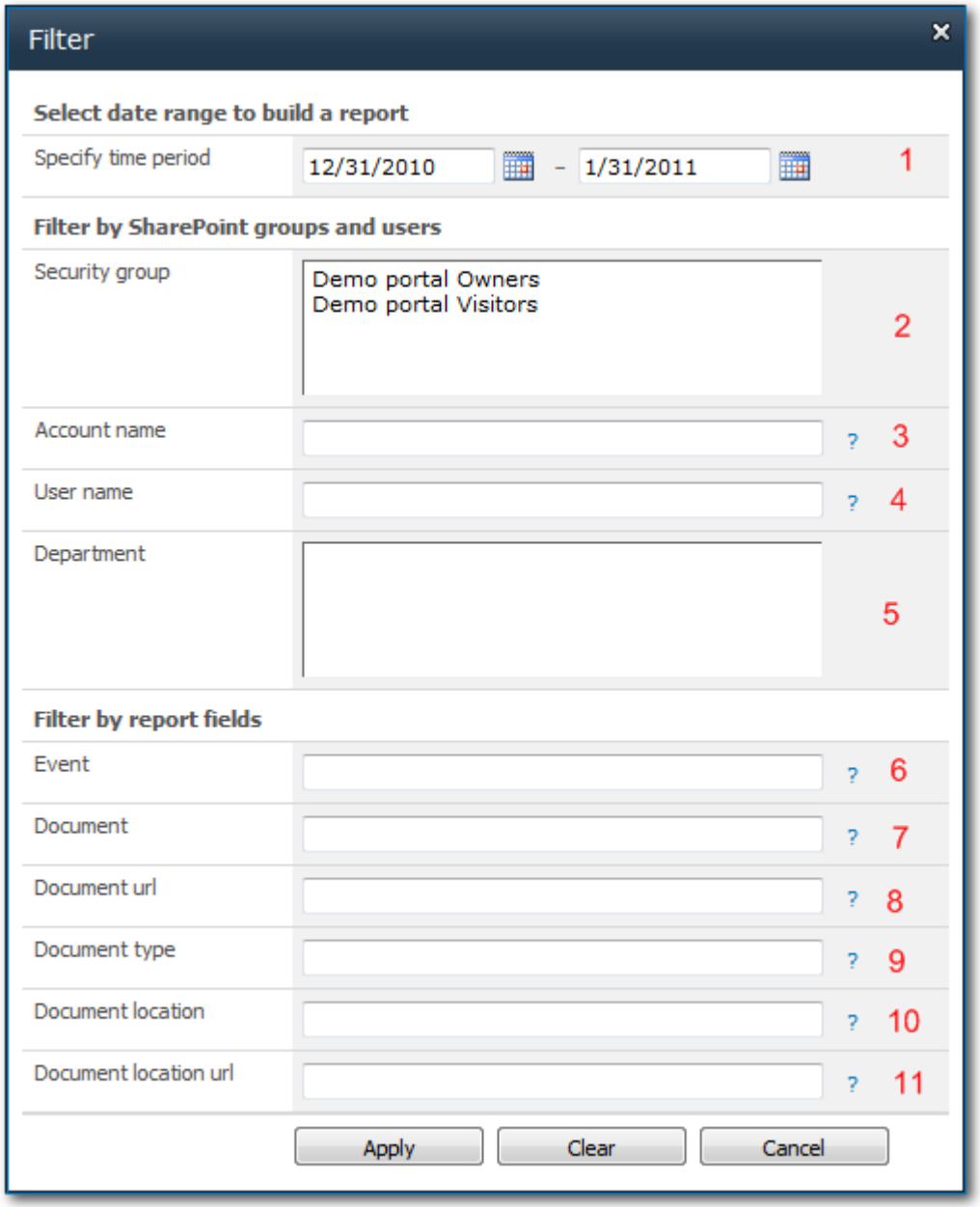
Filters are available for generated reports only, and all reports are generated with applied default filters (at least a filter by dates range for data retrieval). To set or change a filter click the control element **Filters** in the top right of the page containing the generated report:



Default filters values and fields set that can be used for filtering are individual for each report.

When using filters please note that applied filters values are kept during the whole session of work with reports. This means that if you applied a filter to any report, then shifted to viewing another one and then generated the first report again, the previously applied filter will be applied again automatically. To clear filter fields and reset them to the default values use **Clear** button in the filter setting window and then click **Apply**. This is very important, as this action may impact the final result. The applied filter fields' values must always be checked. Filters values for all reports are reset to defaults after internet browser window closing or reports opening in a new window.

Let's consider filter fields and their values on the example for **Document Usage** report:



Filters fields common for the most of reports:

1. **Specify time period** – dates range to select data for report generation. A report is generated for the last month by default.
2. **Security group** – belonging to SharePoint security group.
3. **Account name** – user account name in SharePoint. Data are retrieved from user's profile.
4. **User name**. Data are retrieved from user's profile in SharePoint.
5. **Department** -- Data are retrieved from user's profile in SharePoint.

A set of fields individual for each report goes further. These fields in **Document Usage** report are:

1. **Event**: action type for a document. May contain the following values:
    a. **View** – viewed documents
    b. **Update** – updated and amended documents
    c. **Remove** – deleted documents
    d. **Add** – added or new documents.
2. **Document** – name of the document
3. **Document location** -- address of allocation of the document
4. **Document type**. May contain the following values: **DOCX**, **GIF**, **JPG**, **XLS** and others.
5. **Document location** – the name of documents library in which the document is located.
6. **Document location URL** – documents library location address.

Not only data in the necessary filter fields but special expressions joining several values within the same field may be used.

The following syntax may be used for fields implying string data input:

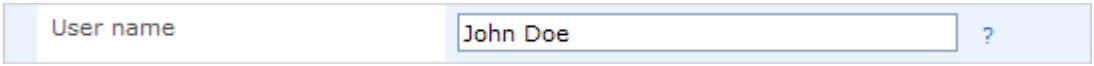
Character	Description
-	Sign before a value allows excluding data corresponding the preset expression.
+	Sign before a value allows including data corresponding the preset expression.
=	Sign before an expression value indicates an exact coincidence of the indicated expression and data in this report field.
“”	Sign is used when the search phrase includes several words and indicates that search must be kept by a whole phrase. The necessary phrase is quoted with double quotes.

For fields supposed for digital values input the following syntax may be used:

Character	Description
>	More than.
>=	More than or equal.
<	Less than.
<=	Less than or equal.
=	Equal.
-	Range indication from and to.

Filters definition examples

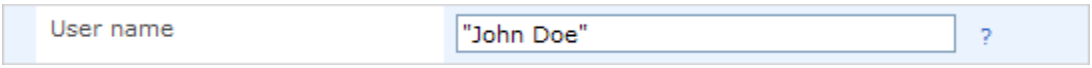
Example 1: Simple filter definition



After this filter all data containing either **John** either output **Doe** in the User Name field.

Example 2: Filtration by a full phrase

To set a filtering mode **by a filtering phrase** an expression must be quoted with double quotes:



In this case only data in which User Name field will contain **John Doe** phrase, including those like **John Doehl** will be output in the report.

Example 3: Filtering with exact matching mode setting.

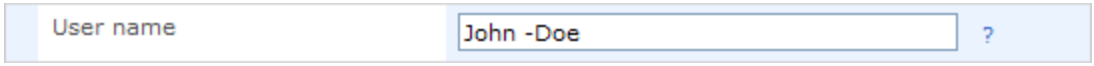
To set the **exact matching mode** filtering mode the **"="** (equal) sign must be placed before an equation. If an equation contains several words it must be enclosed in double quotes:



If this filtration mode is used only data containing the exact phrase and nothing more than the User Name field will be included in the report.

Example 4: Values exclusion.

To exclude values it is necessary to add **"-"** (minus) sign before the filter value that must be excluded:



The use of this filter will result in generating a report containing **John** and not containing **Doe** in the User Name field.

Example 5: Expression value compulsory inclusion.

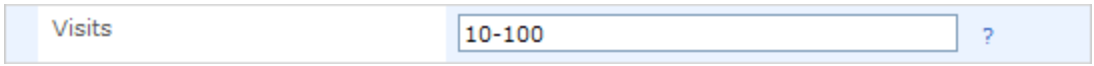
Using **"+"** (plus) sign you may state that the expression following this sign must be contained in the indicated field:



As a result any data in the User Name field containing Doe and obligatory John will be included in the report. It means that John Doehl will also be included, but Johnn Doe will not be.

Example 6: Filtration with values range indicated.

Minus **"-"** sign is used for setting values range in the filter field:



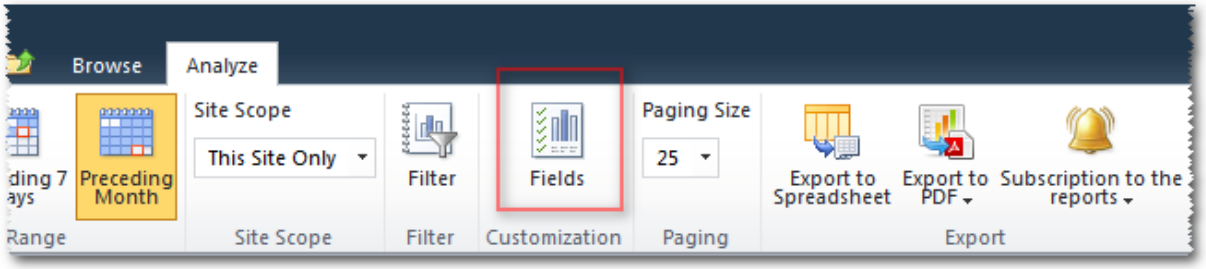
This filter application will result in displaying all data with values in Visits fields between 10 and 100 inclusively.

Report grid settings

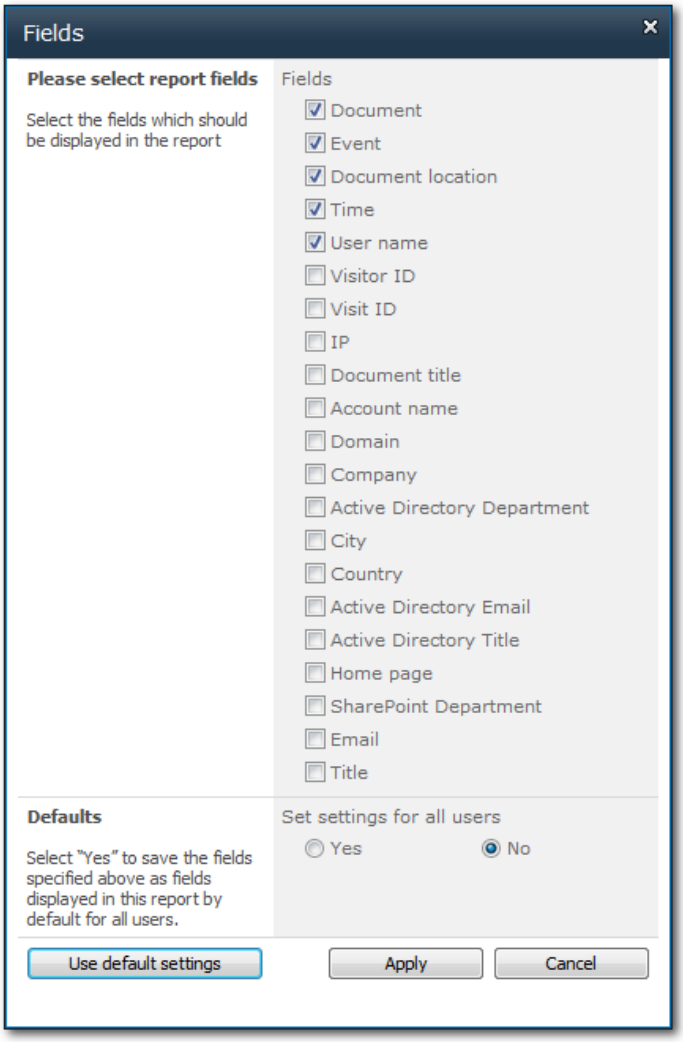
Setting report fields

HarePoint Analytics for SharePoint allows you to specify a list of fields displayed in the report.

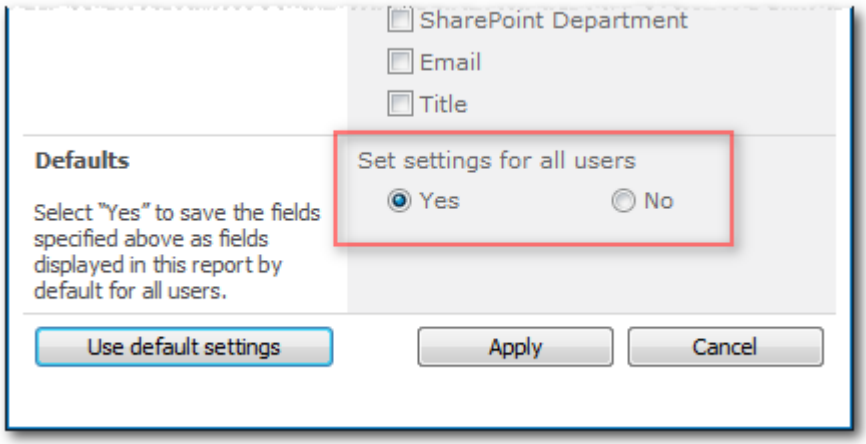
To show or hide the report fields, click Fields, located on tab Analyze:



In the new window mark with flags the fields that you would like to see in the report:

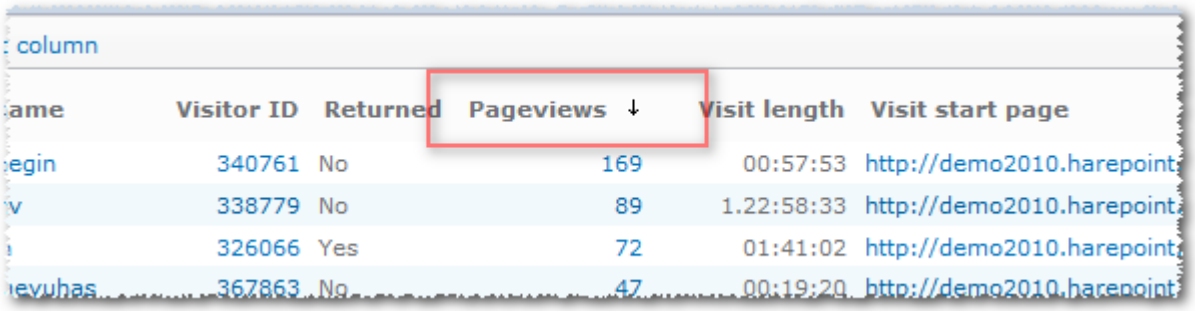


If your account is one of the administrators' site collection, then the selected configuration for report fields can be saved for all users of this site:



Data sorting

Data sorting mode can be changed in the generated report. Data may be sorted by any report field. Sorting mode **in increasing** or **in decreasing** order may be set. A field currently used for sorting is marked with an arrow:

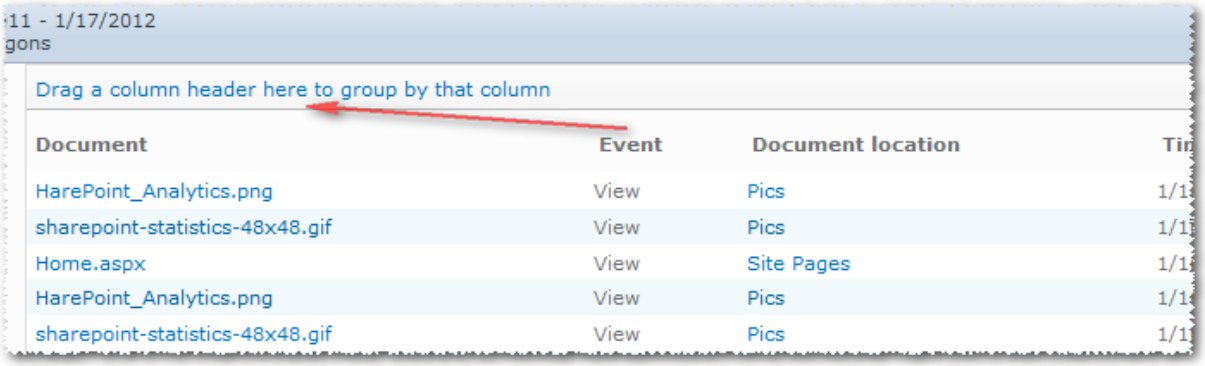


Arrow direction indicates the selected sorting mode: **down** – decreasing sorting (from greater to less), **up** - increasing sorting (from less to greater).

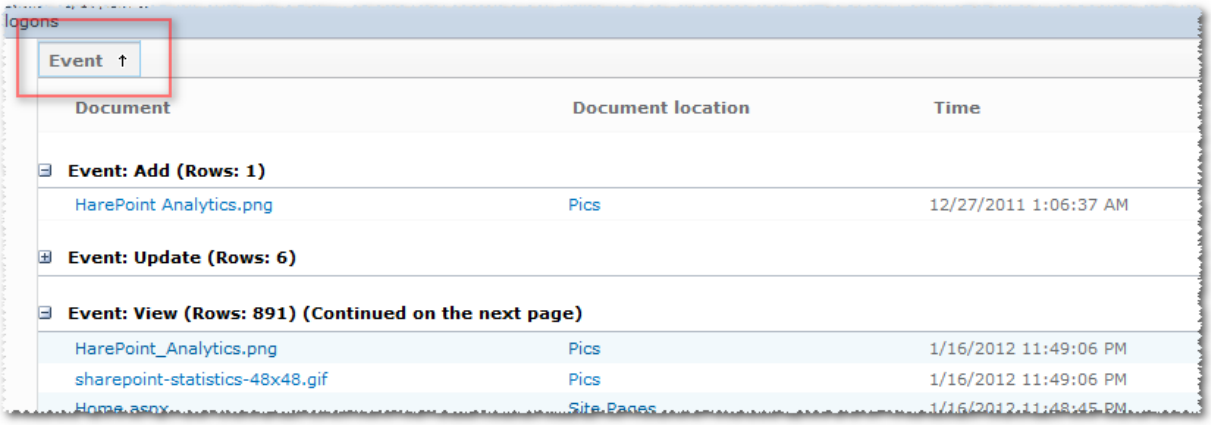
To change sorting mode or data sorting field user only have to click the needed field header by mouse.

Data grouping

Data in a generated report may be grouped to facilitate their analysis. To do this user must drag a header of the report field selected for grouping onto the separating field in the upper part of the report field:



After that data in the report will be grouped, and the name of the report field selected for grouping will be displayed on the separating field:



The currently used sorting mode will be also displayed.

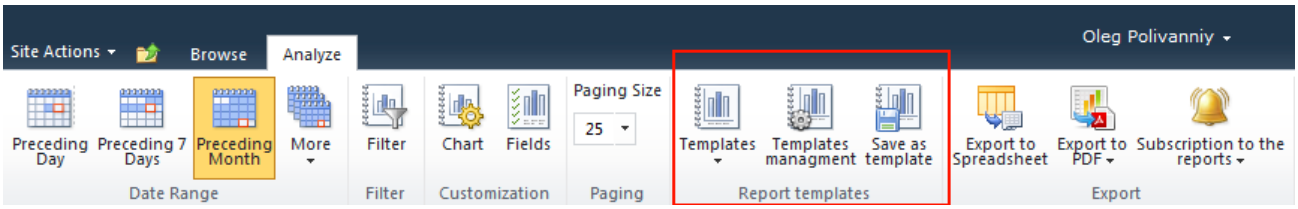
To cancel the grouping mode user must drag the report field from the separating line into the report.

Preset data sorting and grouping modes are saved during reports export.

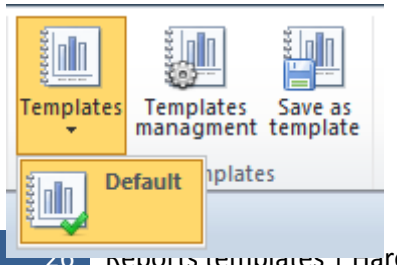
Reports templates

Report template predefines appearance and filter settings for current report. There are two types of report templates. User templates are visible and can be modified only by those who created them. Despite administrator templates are visible for all users only administrators can modify them.

When viewing the report, template control buttons are available on the “Analyze” tab.

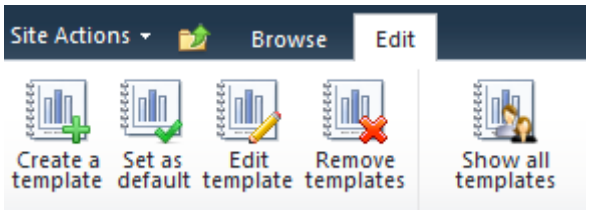


Here you can use one of the existing templates, proceed to managing report templates, or save current settings as a template:

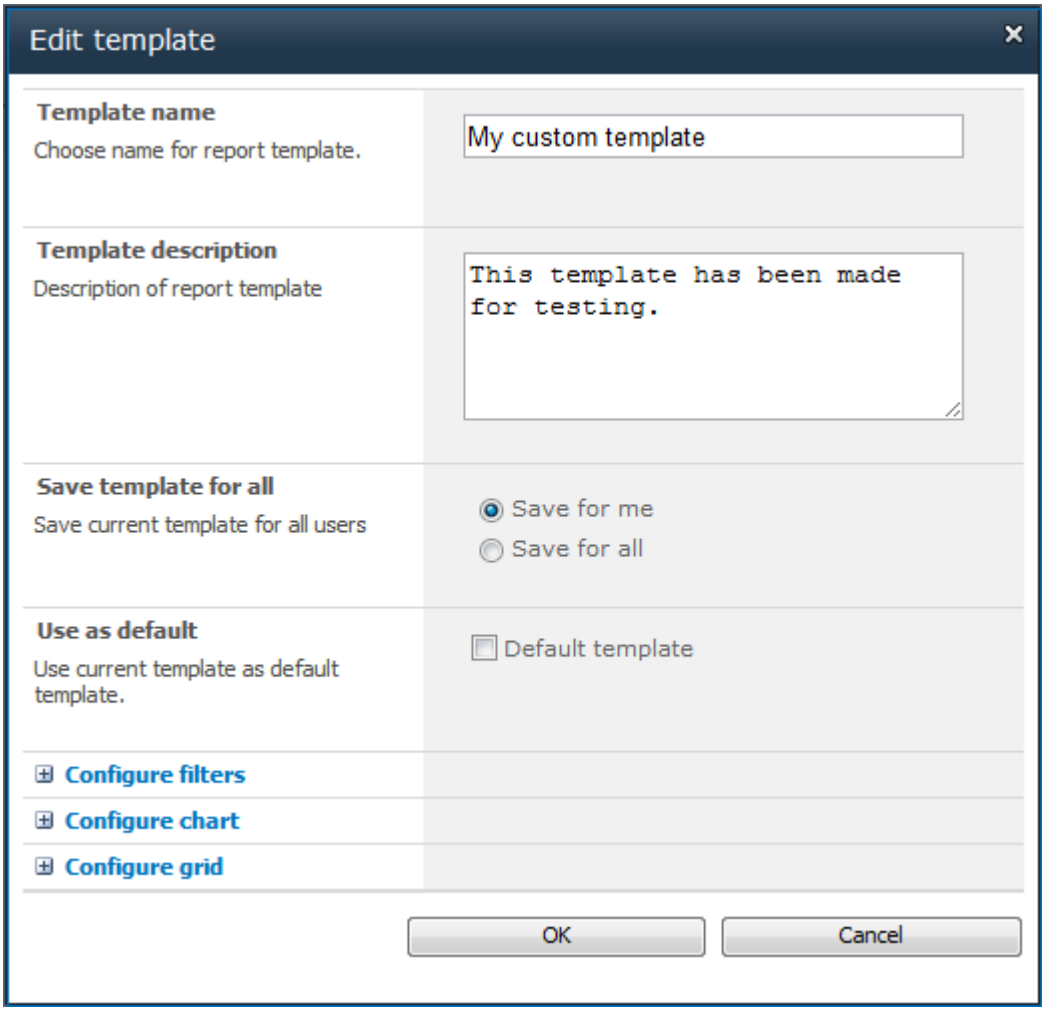


The following operations are available in the templates management:

- Create a template
- Set a template as default
- Edit a template
- Remove selected templates
- Show all templates (this operation is available only to the administrator of a site collection)

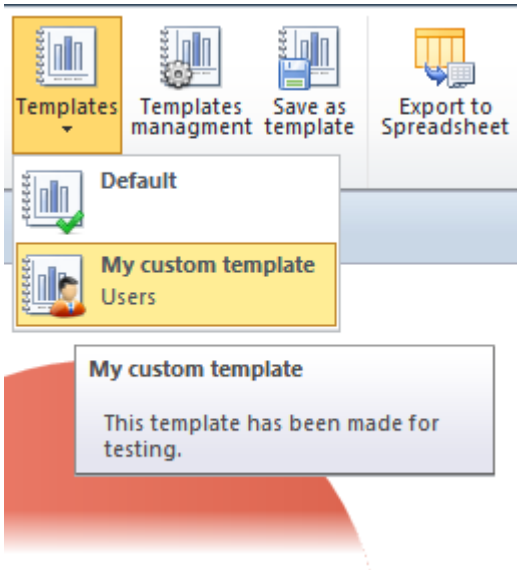


When creating a template for the report, you see the following window:



Here you see blocks of settings for a new template:

- **Template name**
  Here you can specify the name of a new template for the report, or choose one of the old templates to redefine the settings
- **Template description**
  Here you can enter the description for a template, which will be displayed in the SharePoint Analytics interface

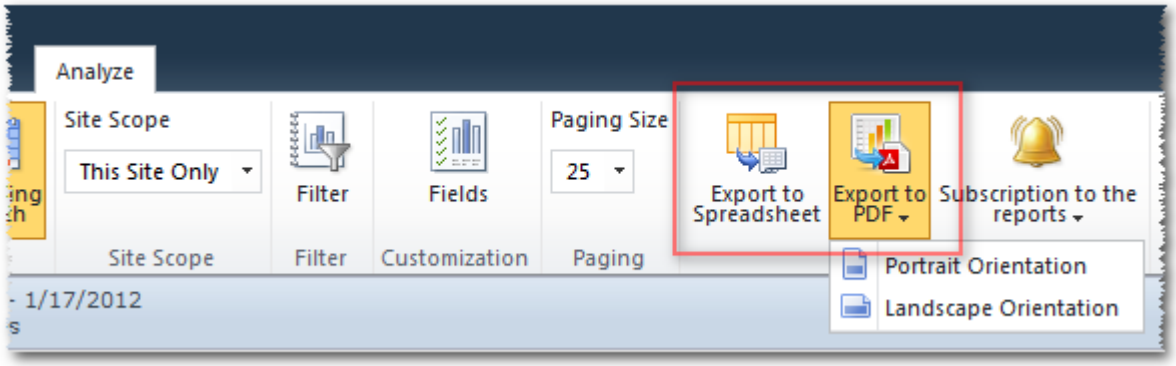


- **Save template for all** (the block is available only to the administrator of a site collection)
  Here you can specify that the template you have created should be available to all users. Such a template is displayed in the list of preset available templates. A user will not be able to edit this template.
- **Use as default**
  If this option is selected, this template of filters will be loaded for you when loading the report. When editing templates, you can select any one of them as the default template. Please notice that even if you select "**Save template for all**" you can set this report as default only for yourself.
- **Configure filters**
  In this block, you can set filter values for the report fields.
- **Configure grid**
  In this block, you can configure the report representation. You can specify which fields of the report you want to display, by which field the rows must be sorted, by which field they must be grouped, how many rows must be displayed on a page.

Reports export

HarePoint Analytics for SharePoint allows reports export into **Portable Document Format (PDF)** and **Microsoft Office Excel document (XLS)** formats.

To export a generated report click one of Export buttons:



Select the necessary format and the program will perform data export.

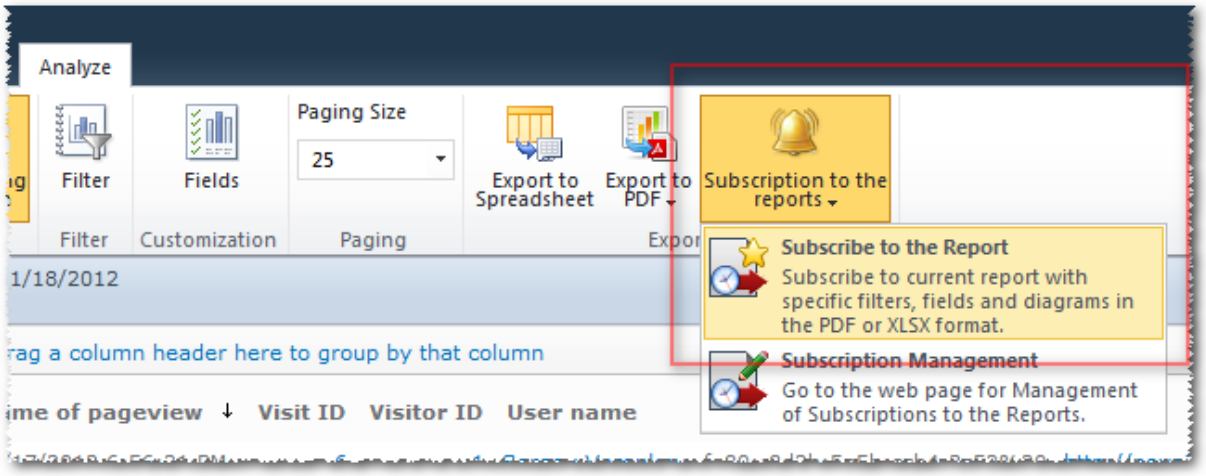
Please note that selected data sorting and grouping modes and applied filters are preserved during data export.

Both data and diagrams are saved during export in PDF format, but only data without diagrams are exported into XLS format.

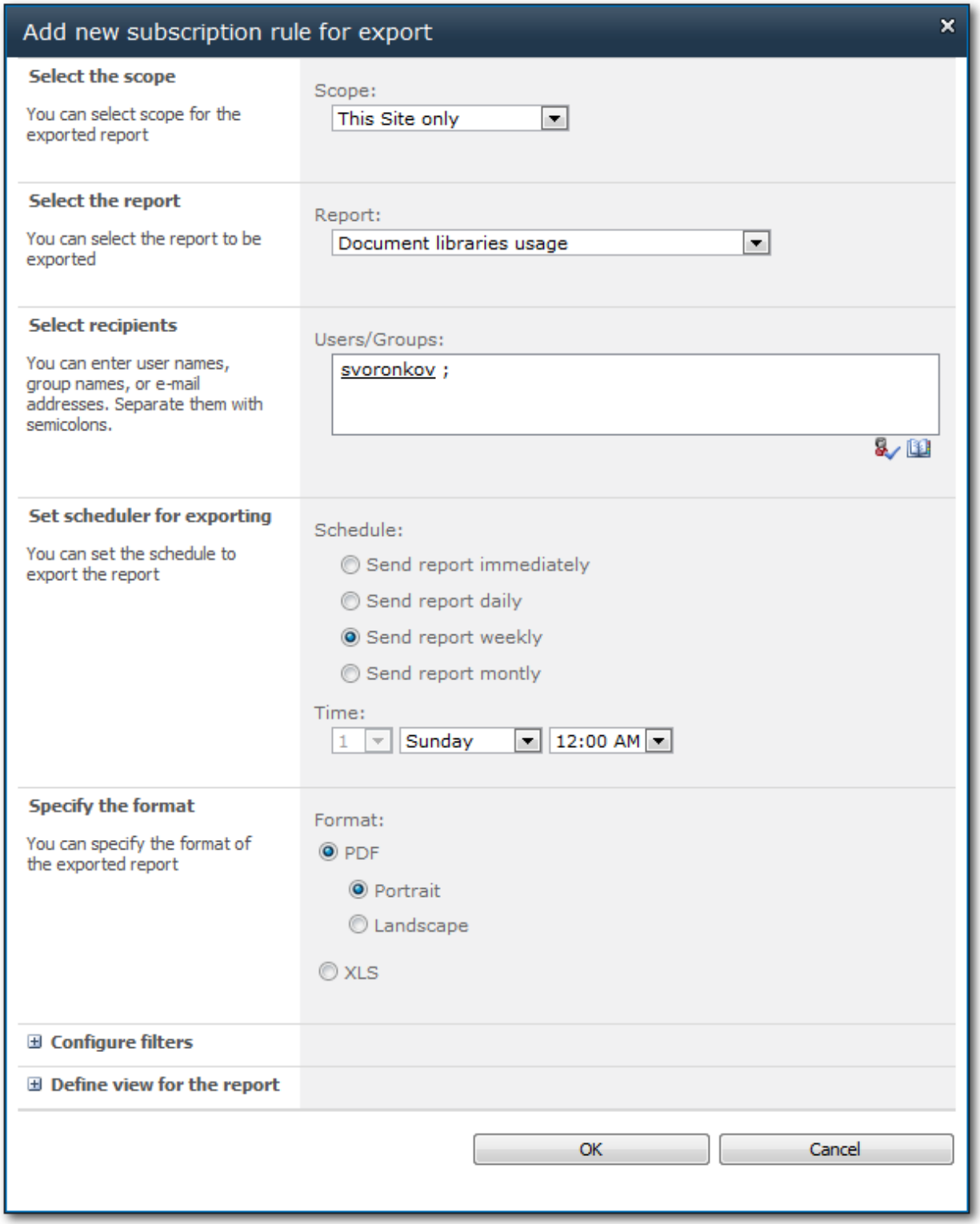
Subscription

HarePoint Analytics for SharePoint provides the ability to subscribe to receiving one or more reports by e-mail. The frequency and build options of a report sent by e-mail can be customized in a wide range.

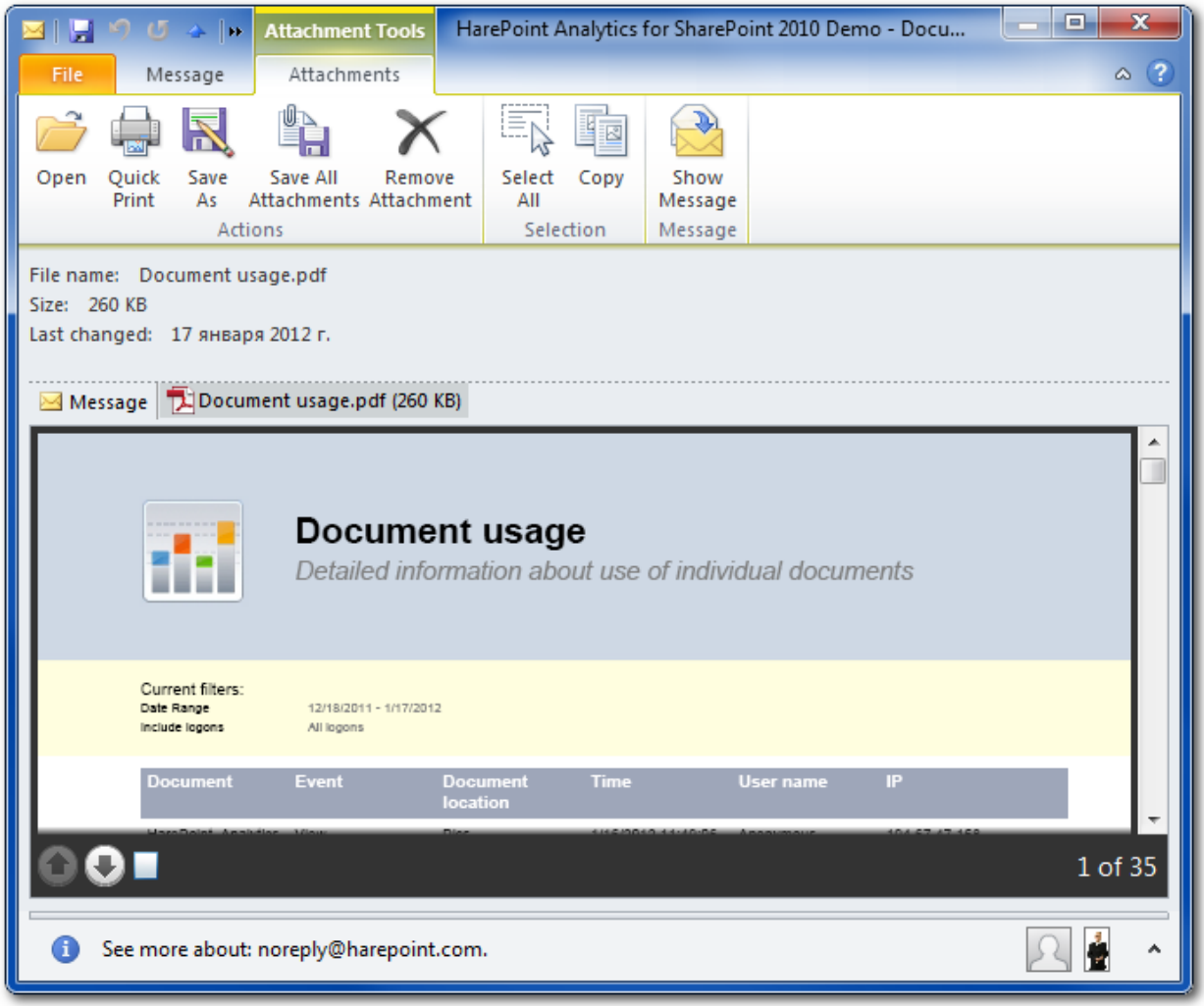
To subscribe to the selected report, click Subscribe to the Report in menu Subscription to the reports:



In the new window you can override the set of subscription parameters, which will be described below in subparagraph Configuring subscription:

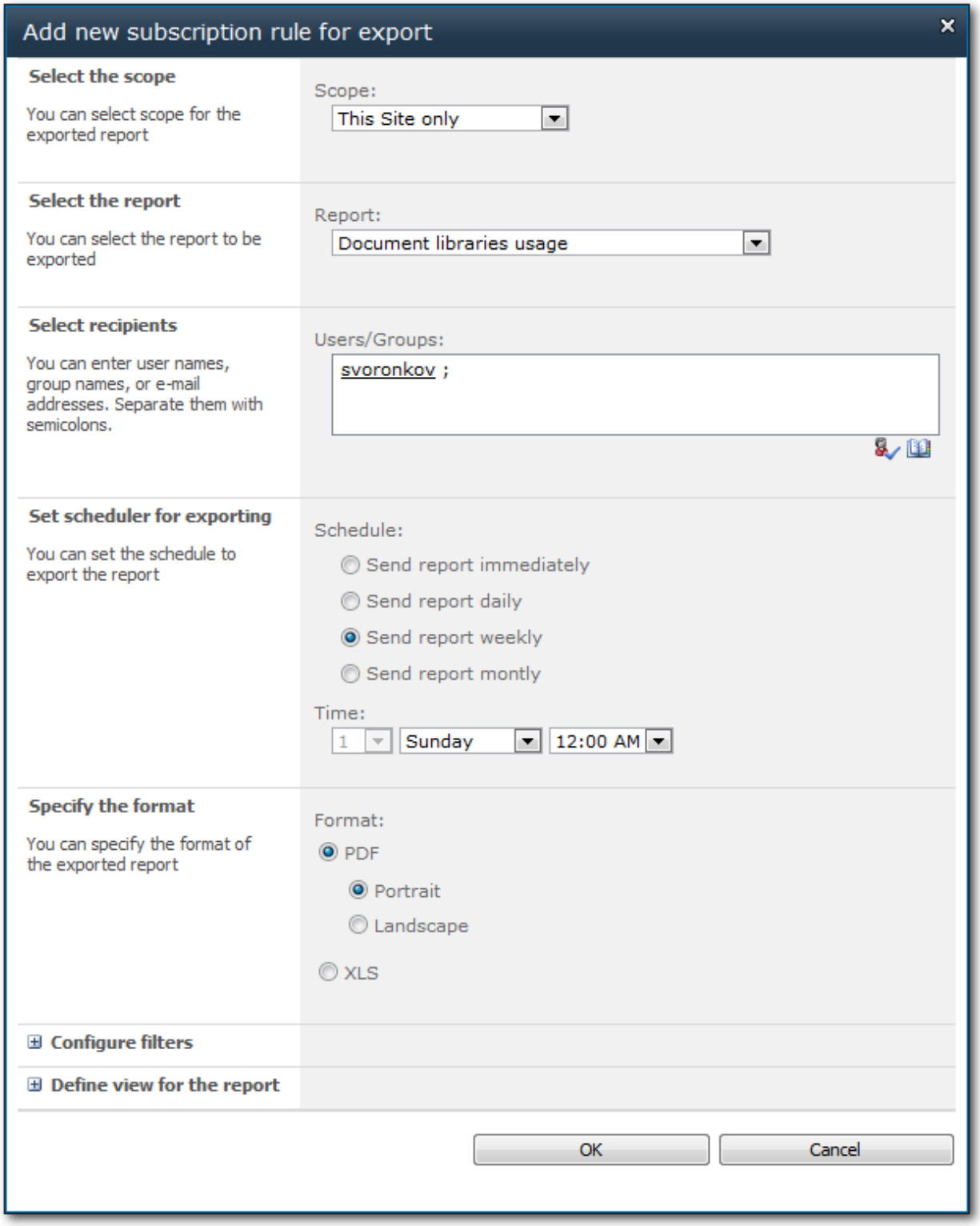


To complete the subscription, click **OK**. After that, messages with the attached reports will start coming to your e-mail:



Configuring subscription

Subscription parameters can be divided into two groups: basic parameters, which include the report, its range, recipients, schedule, format and settings of the report.



Basic subscription parameters

Parameter **Scope** determines the range of data covered by the report. It may possess one of the values **This Site only**, **This Site and Subsites**, **Site collection**.

Parameter **Report** allows you to specify to which report the subscription is performed. By default, the current report is used for this parameter. However, if necessary, this parameter can be changed.

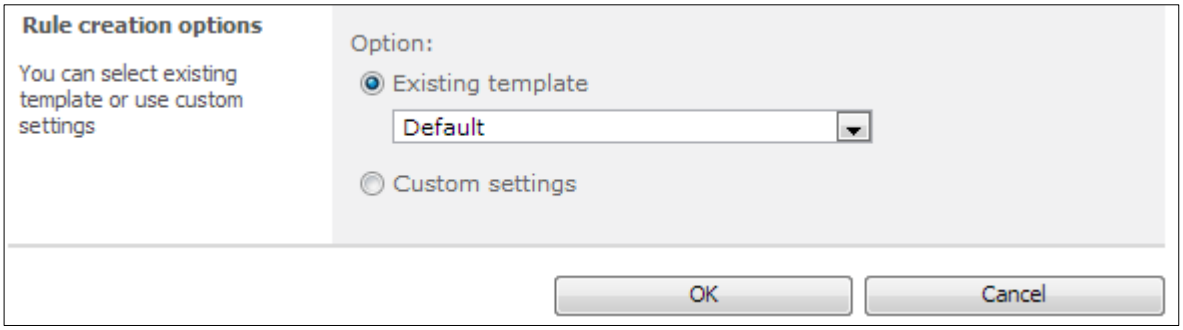
The list of report recipients is specified in the field **User/Groups**. By default, the current user is specified there. Besides yourself, you can subscribe some more users or a group of users to receiving the report. It is important that a random e-mail address can't be specified in this field – the owner of this address must be registered as a user of the SharePoint site.

Parameter **Schedule** allows you to configure the frequency of report delivery. Of particular note is schedule setting option **Send report immediately**. This type of schedule is different from all others by the fact that the process of preparing and sending the report is run immediately after clicking OK. After the report is sent the subscription is automatically deleted. This type of schedule setting is very useful when selecting the subscription parameters, as well as in cases when a report should be sent by e-mail to another user of the SharePoint site.

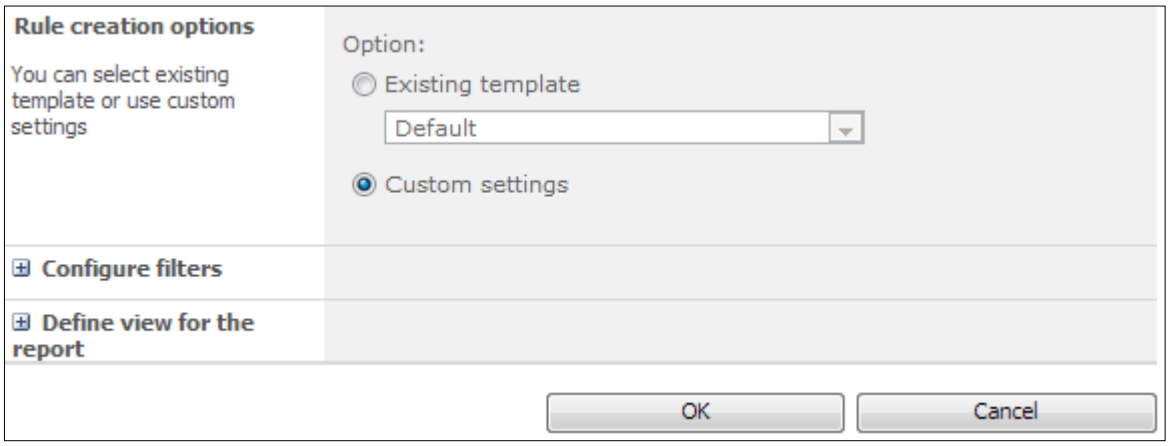
Making a report is identical to registration of the report on export. To get an idea about the report, which will come by mail, you can export the report into one of the available formats, and then specify the most successful version as parameter **Format**.

Report settings

Report settings based on template takes appearance and content from template:

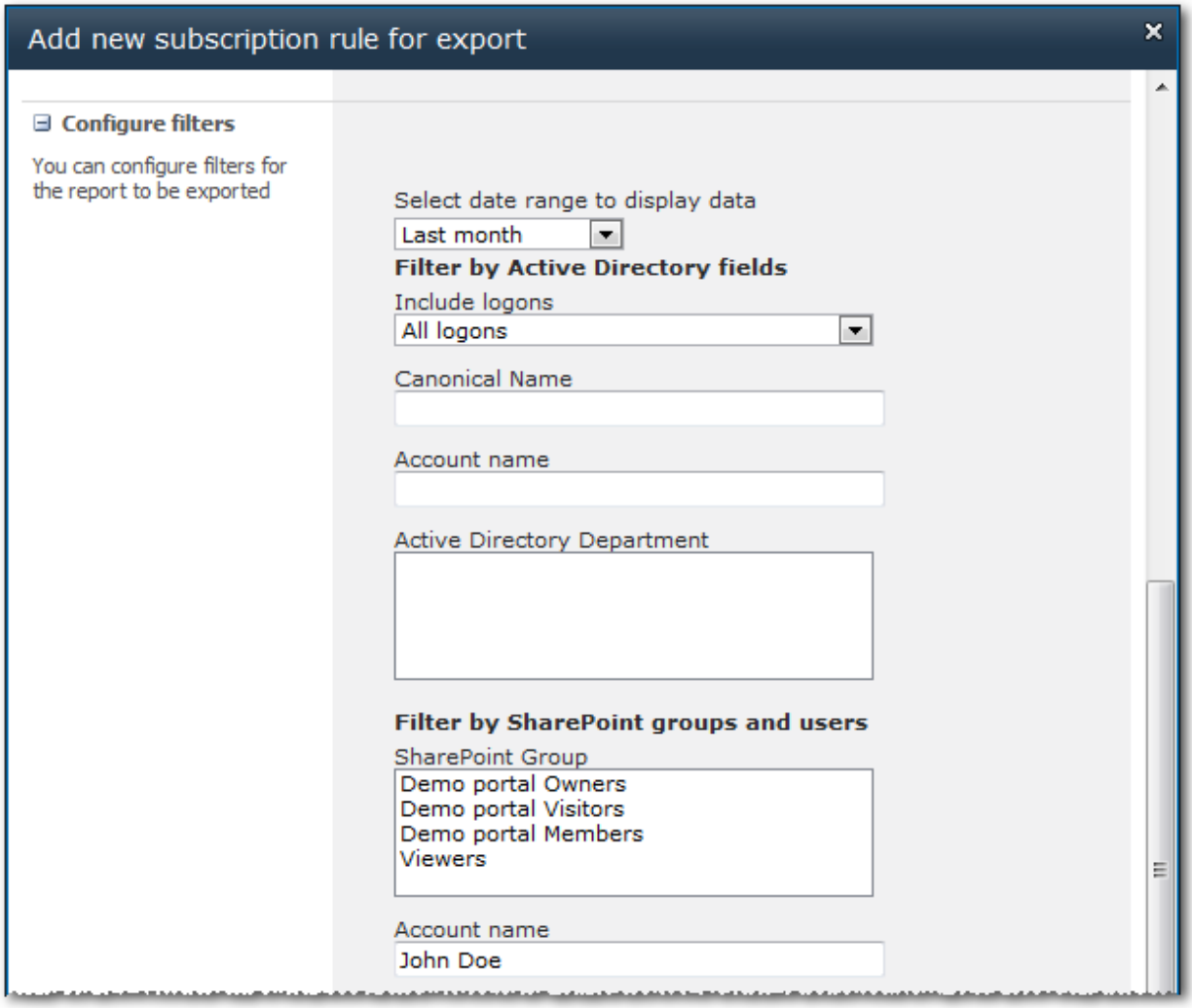


Custom report settings define the appearance and content of the report sent out to subscribers. These parameters are presented in the form of two large groups in the window of subscription creation:



By default, the groups are collapsed to save the screen space.

Group **Configure filters** contains the settings of report filters.



Configuring filters don't differ from filter configuration when simply making reports. This process is described in details in paragraph Filters use.

The initial state of filters during the subscription corresponds to the filter state of the current report.

Group **Define view for the report** defines the appearance of a report during the subscription.

With the help of these parameters you can specify whether to include charts and tables to the report or not (parameters **Show chart** and **Show table**), customize the appearance of charts, tables, define a set of columns in the report.

The initial state of the parameters in this group coincides with the corresponding parameters of the current report. The exception is parameter **Group by column** – this value must be specified explicitly.

Due to the fact that almost all report parameters under the subscription are taken out of the current report state, good practice is to create a full set of report parameters in the standard way first, and then to create a subscription to the report. With this approach, you can always be sure that the generated filter has no errors and the report will contain the expected data set.

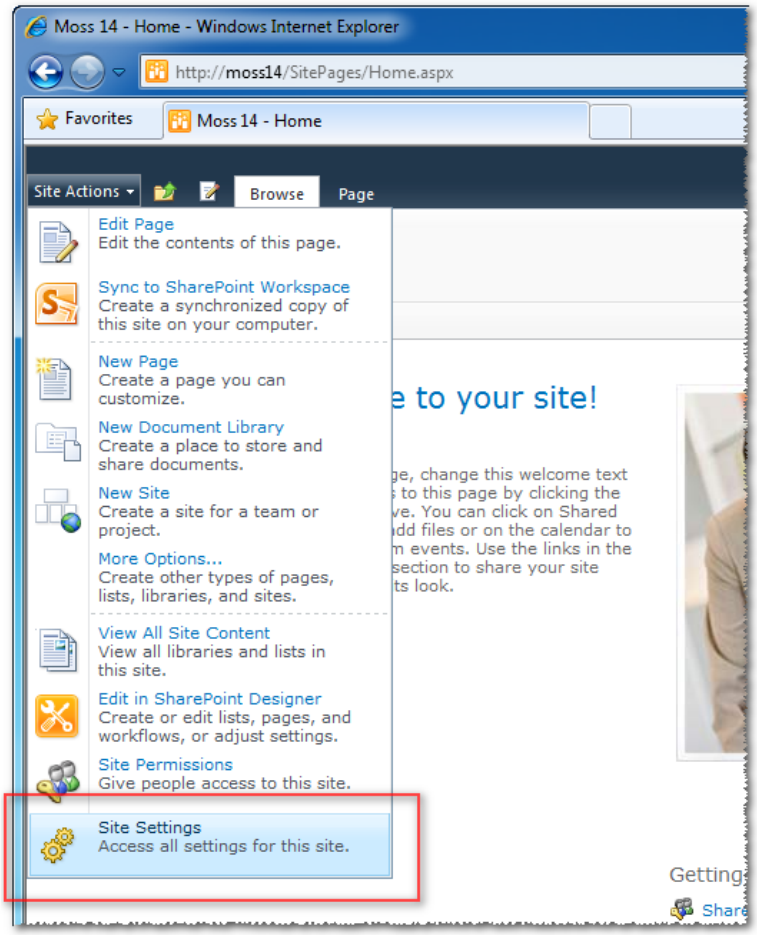
Configuring report dashboard Overview

HarePoint Analytics for SharePoint provides the ability to customize report dashboard Overview.

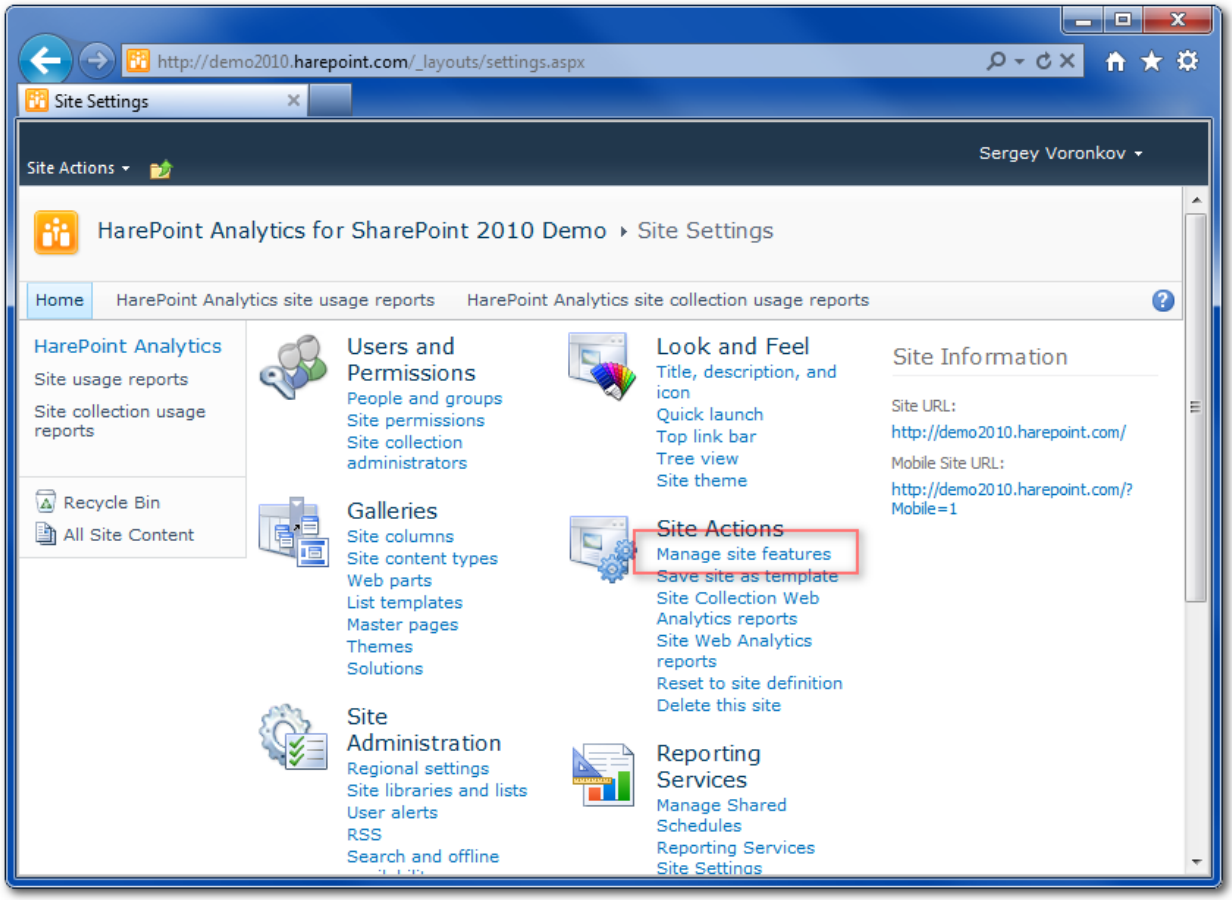
To modify report dashboard Overview function HarePoint Analytics for **SharePoint: Dashboard** must be activated for the web site where such modification is necessary.

To do this:

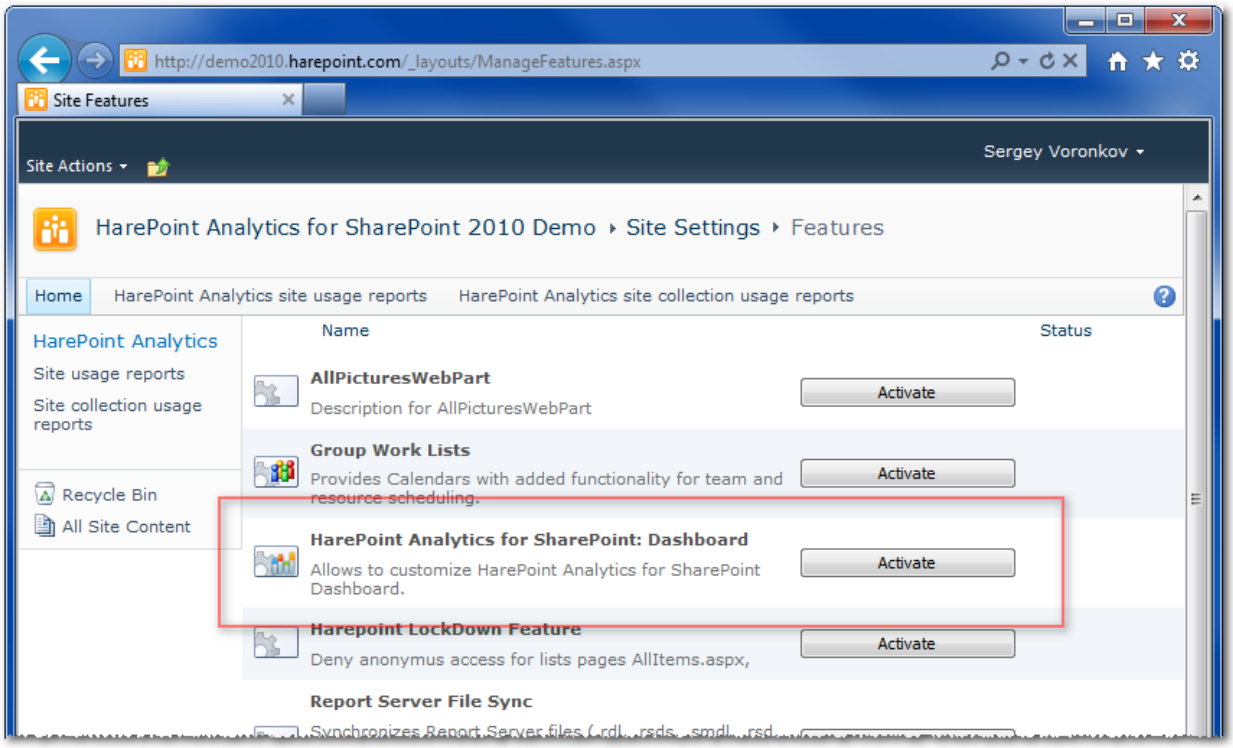
1. In the **Site Actions** drop-down menu, choose **Site Settings**.



2. In the **Site Actions** section, choose **Manage site features**.

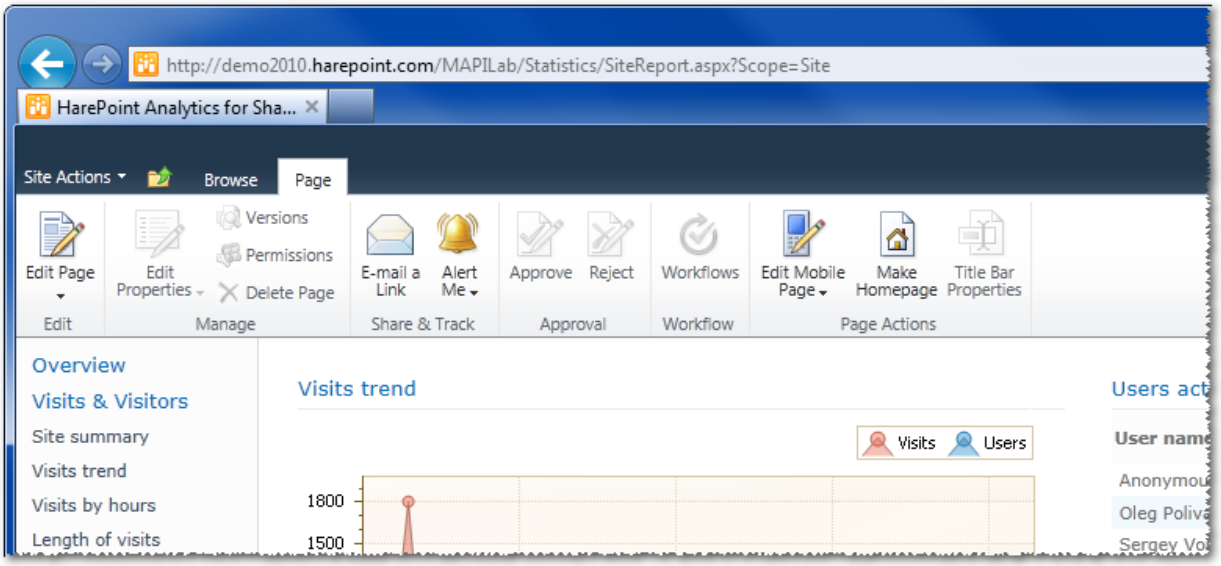


3. Activate **HarePoint Analytics for SharePoint: Dashboard** feature.

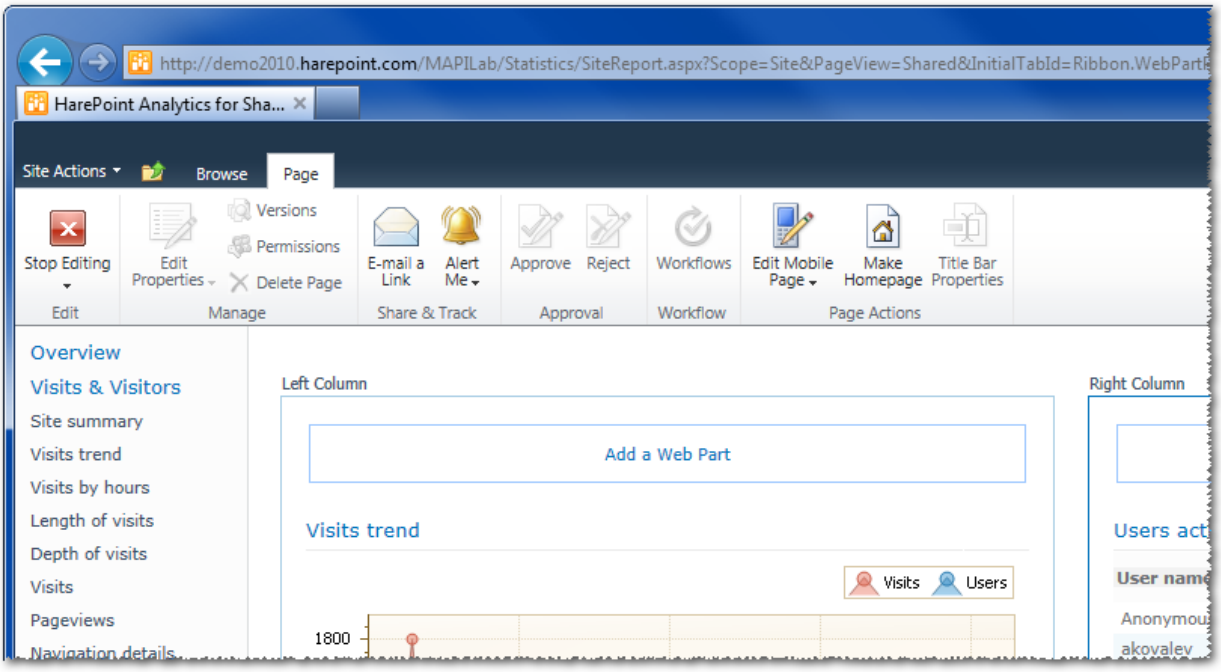


If you are not allowed to activate web sites, contact the site administrator.

After function **HarePoint Analytics for SharePoint: Dashboard** has been activated in the ribbon on the main page for working with reports, additional tab **Page** will appear automatically, containing standard means of modification of the report dashboard.



In fact, report dashboard Overview is a standard page of web-parts, at which special web-parts are placed and deployed as a part of HarePoint Analytics for SharePoint. Ways for customizing pages of web-parts are well described in the documentation of SharePoint, as well as many other alternative sources.



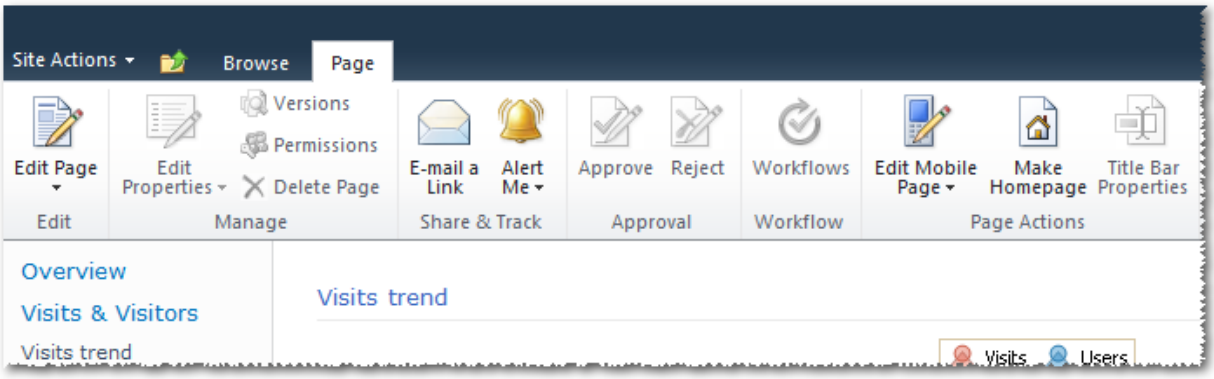
Such method of forming the report dashboard means that you can add web-part **HarePoint Analytics for SharePoint** to another page of web-parts on your SharePoint site, or create any number of arbitrary report dashboards.

Let's consider the basic options for configuring the report dashboard.

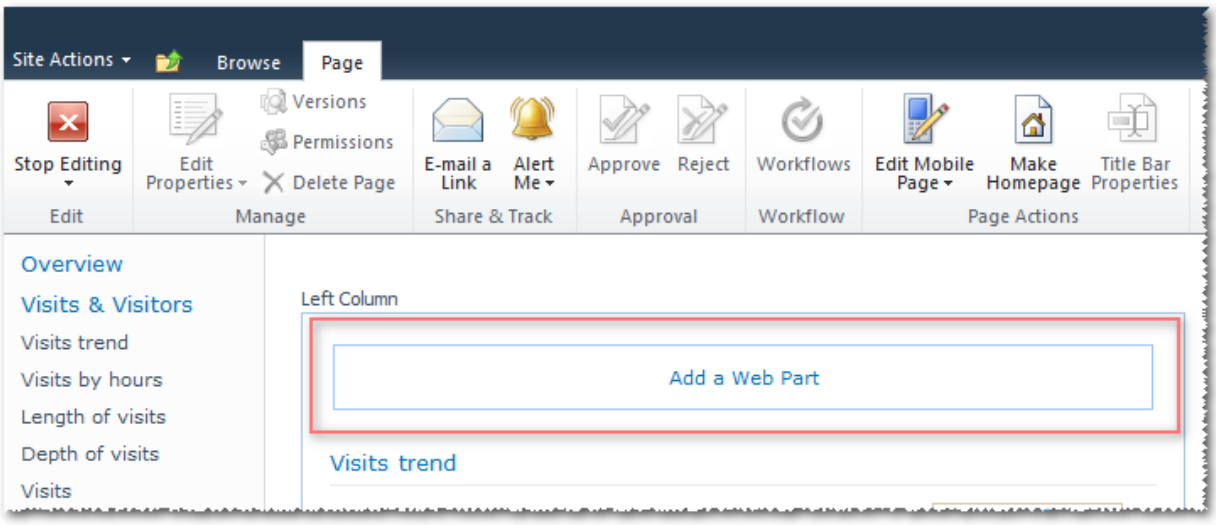
Adding a report to dashboard Overview

To add a new report to the report dashboard:

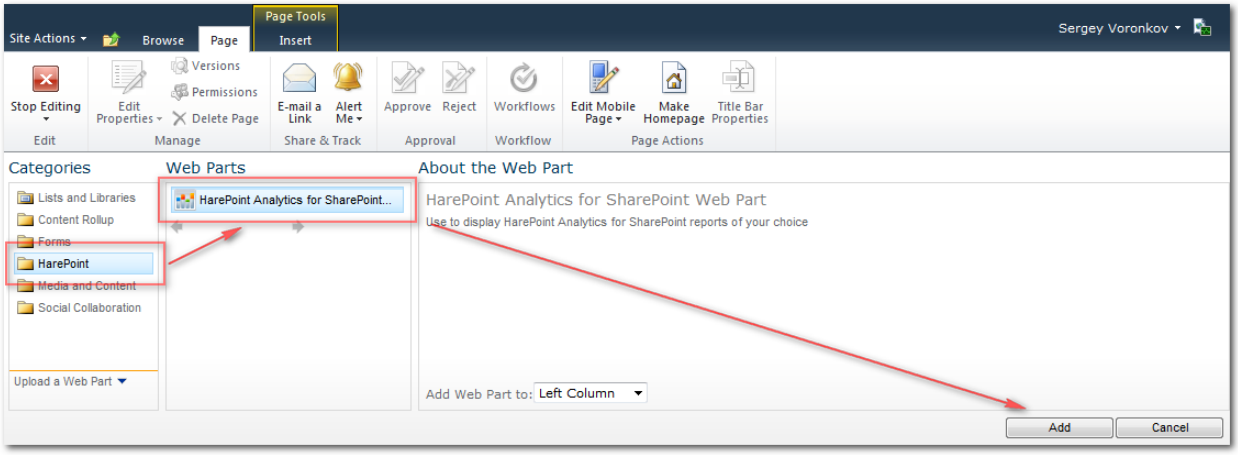
1. Open the report dashboard.
2. Open tab **Page** in the ribbon.



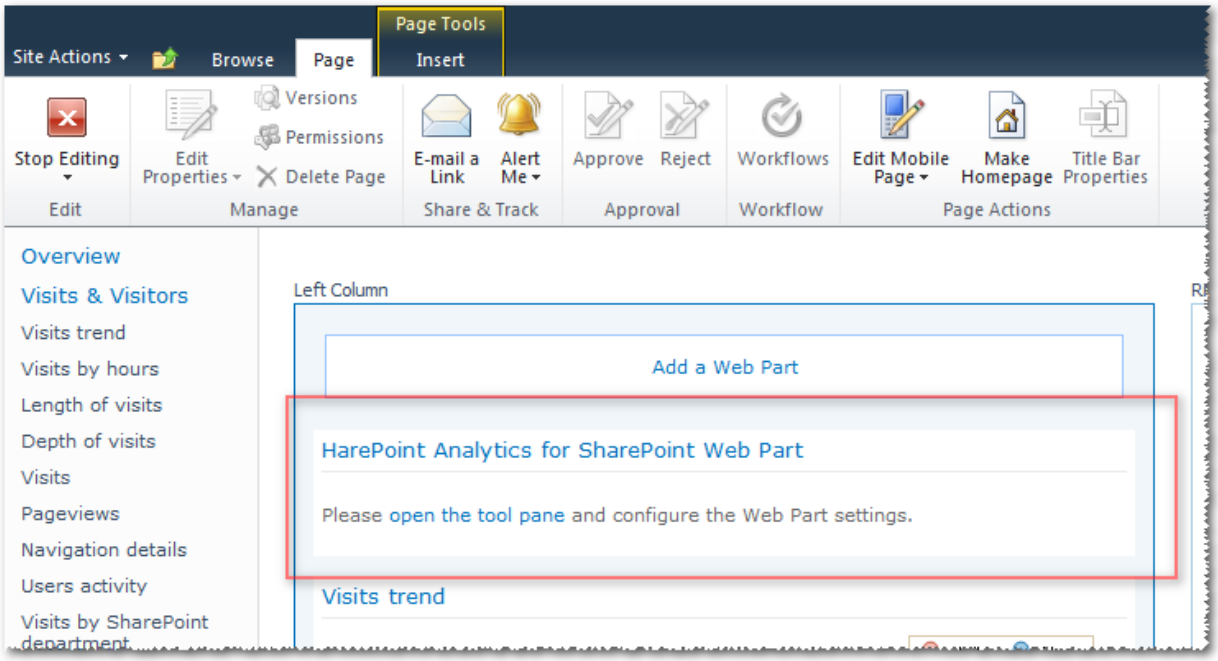
3. Click **Edit Page**.
4. In one of the columns click **Add a Web Part**.



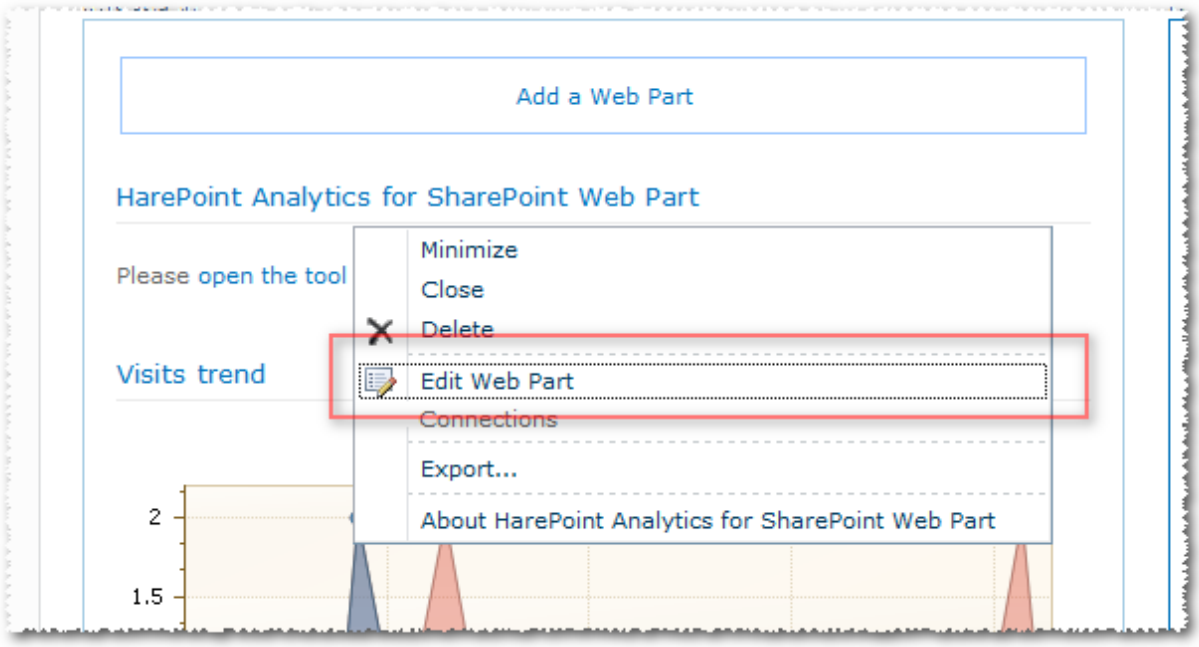
5. On the next panel select category **HarePoint**, and then web-part **HarePoint Analytics for SharePoint**. Click **Add**.



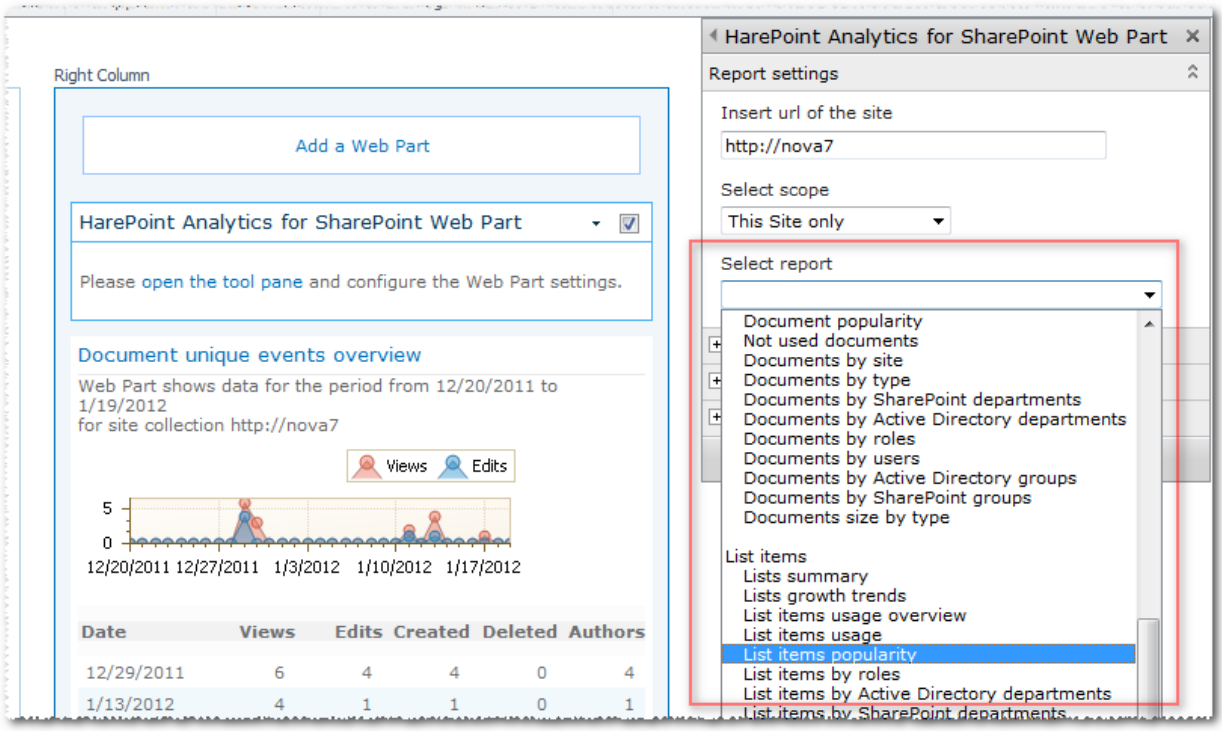
6. A new web-part will appear in the selected area. To complete the process of adding a report it must be configured properly.



7. In the web-part menu select **Edit Web Part**, or click the link **open the tool part**.

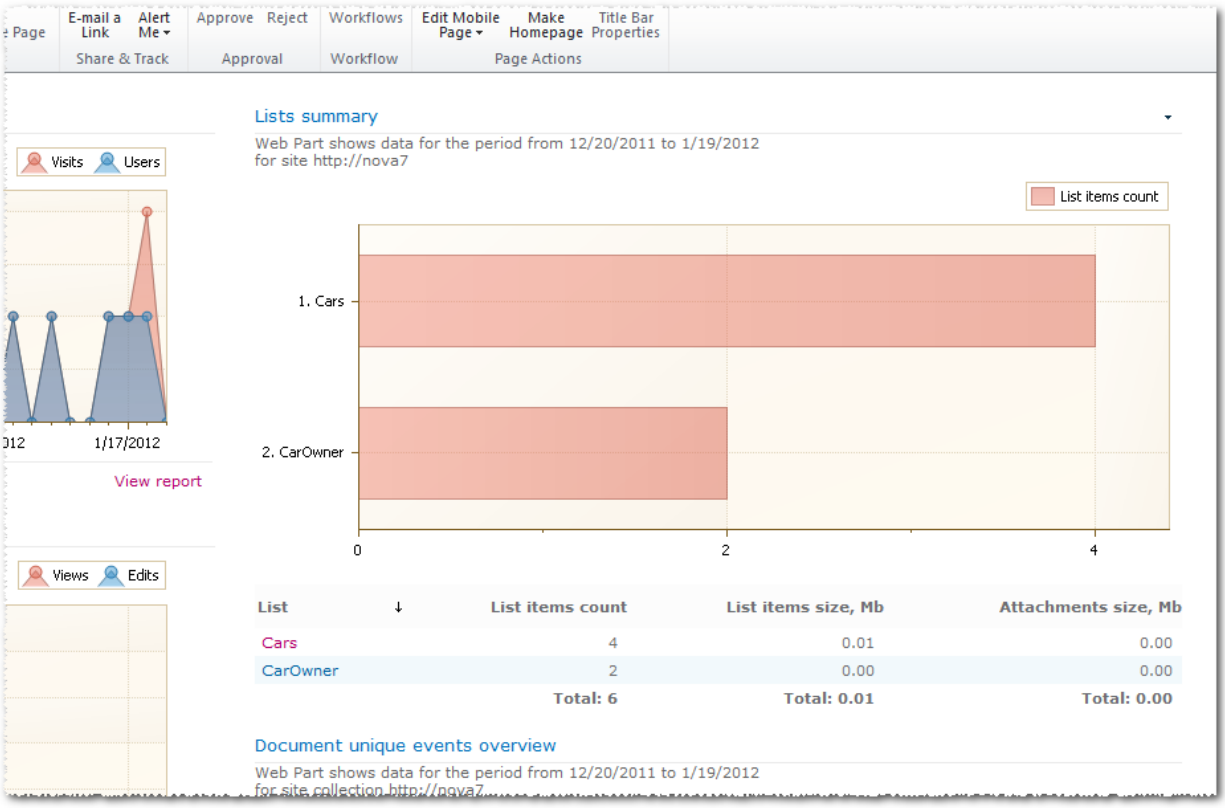


8. In the next panel of web-part settings select any report from dropdown list **Select report**.



9. Click OK at the bottom of the panel of web-part settings.

As a result of the above actions the selected report will appear on the report dashboard.

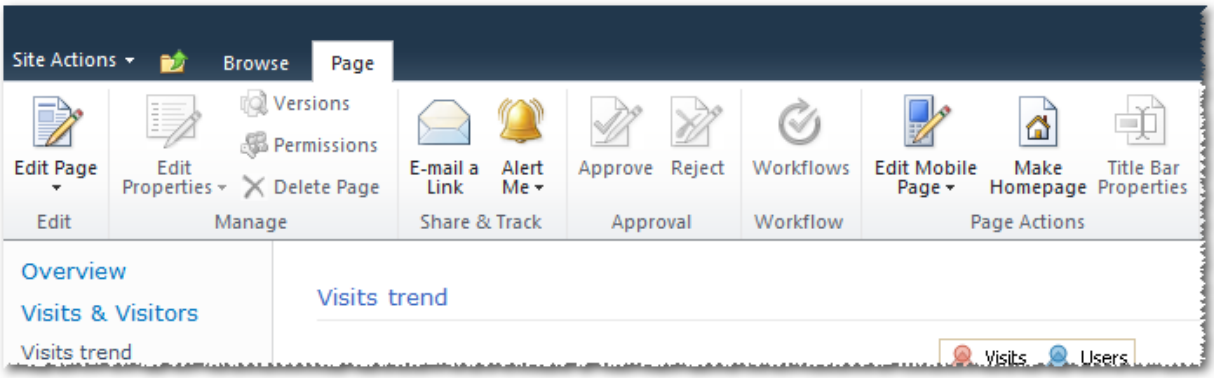


Web-part **HarePoint Analytics for SharePoint** allows you to customize a lot of parameters that determine the appearance of a report, data range included into the report, and much more. More details about the process of adding and configuring this part are given in paragraph Adding and configuring web-part HarePoint Analytics for SharePoint.

Deleting a report from dashboard Overview

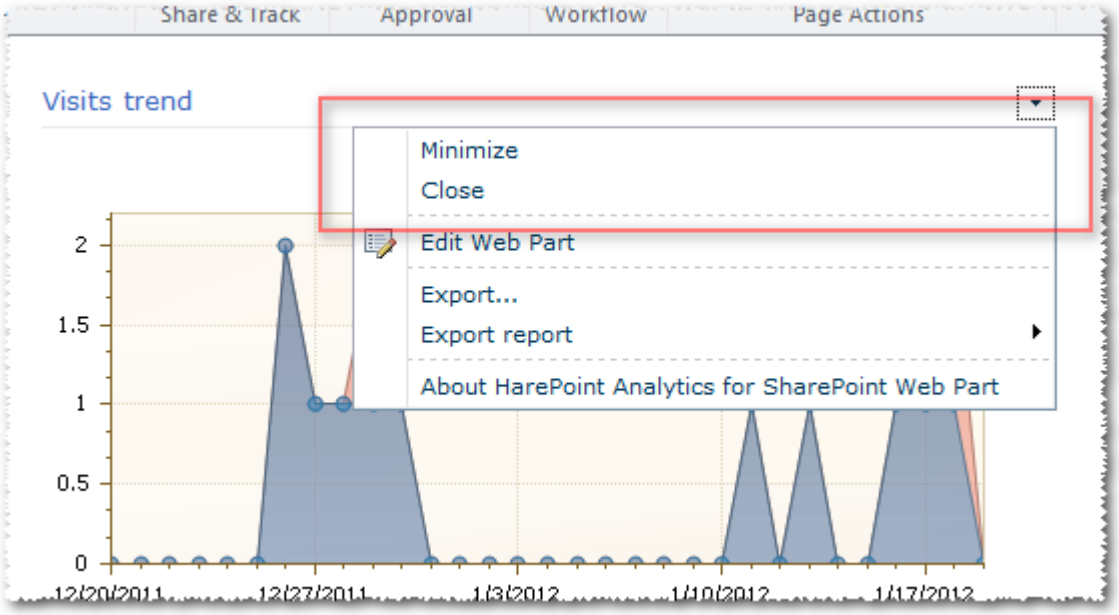
To delete a report from the report dashboard:

1. Open the report dashboard.
2. Open tab **Page** in the ribbon.



3. Click **Edit Page**.

4. In the web-part menu of the report that you would like to delete, click Close or Minimize, depending on how you would like to delete the report from the dashboard.



Adding and configuring web-part HarePoint Analytics for SharePoint

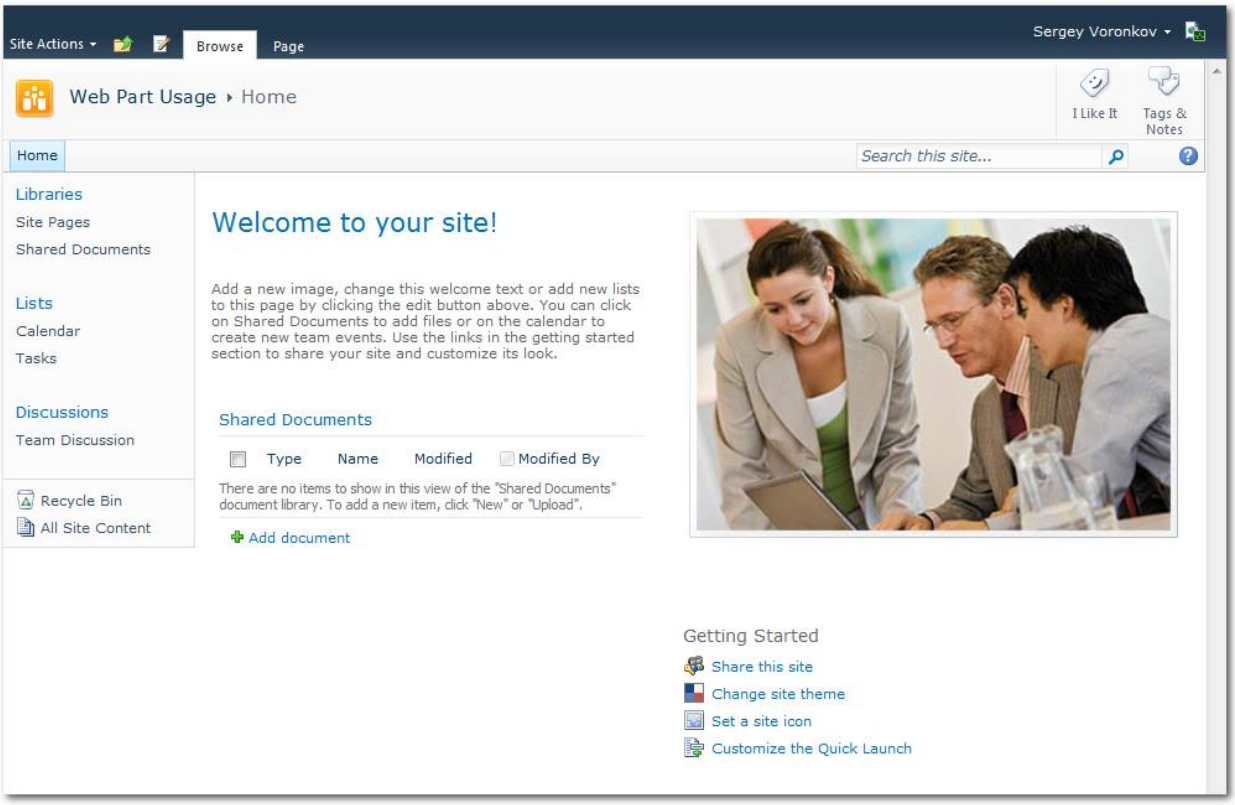
In the process of deployment and activation of functions of HarePoint Analytics solution for SharePoint, special web-part **HarePoint Analytics for SharePoint** is added to the web-part collection of site collection SharePoint.

Using this web-part you can:

- Add a report to any page of the SharePoint site.
- Create any report dashboards.
- Provide users with low access level with the ability of viewing statistical reports without providing access to the standard interface for working with reports.

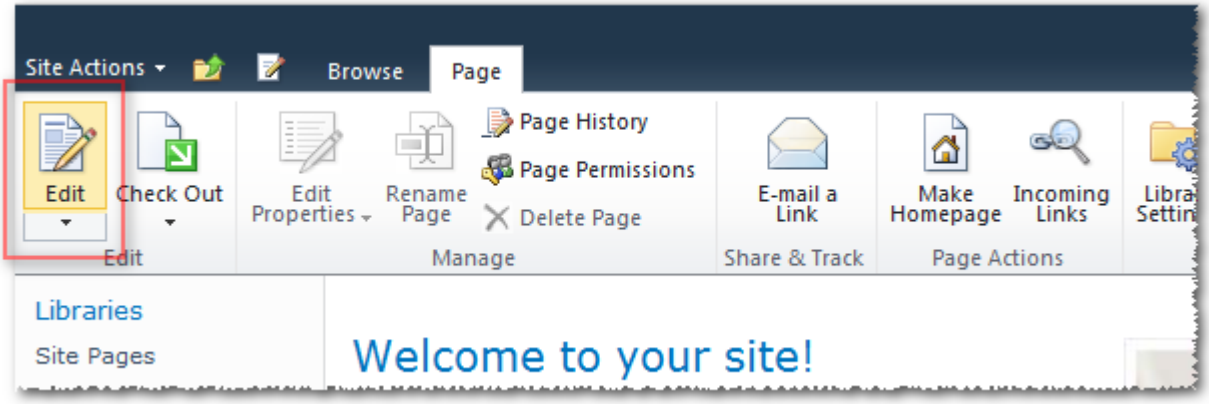
Adding a web-part

Let's consider the process of adding web-part HarePoint Analytics for SharePoint by example of modifying the cover page of the standard SharePoint web-site.



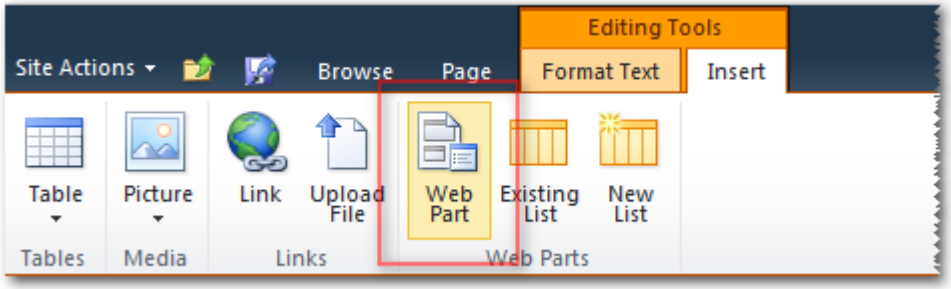
To add web-part HarePoint Analytics for SharePoint to the page:

1. Open tab **Page** in the ribbon. Click Edit to enter the edit page mode.

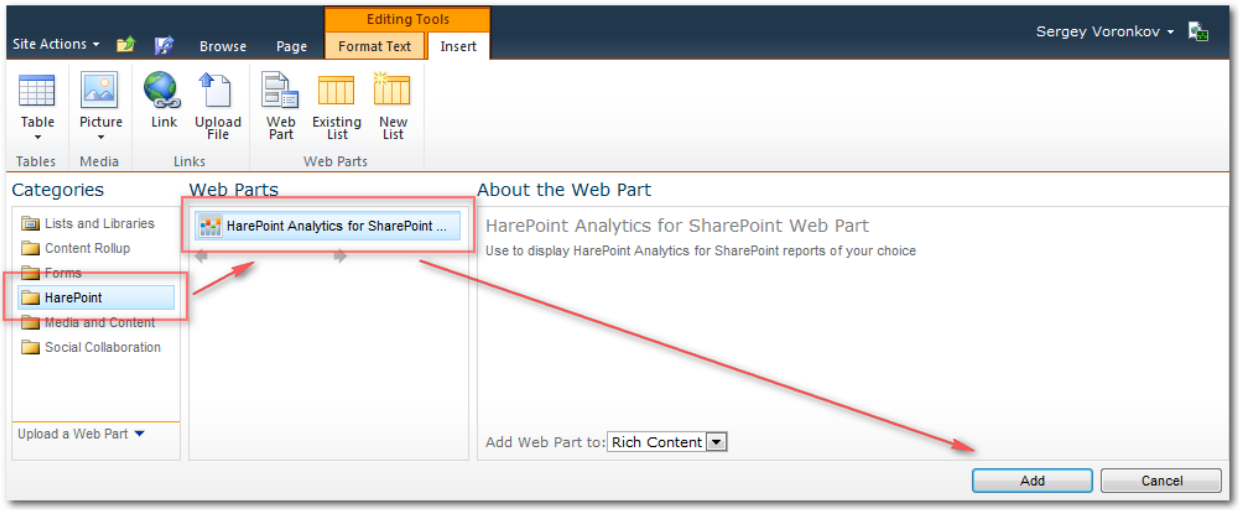


2. Place the cursor at the location where you would like to add the web-part.

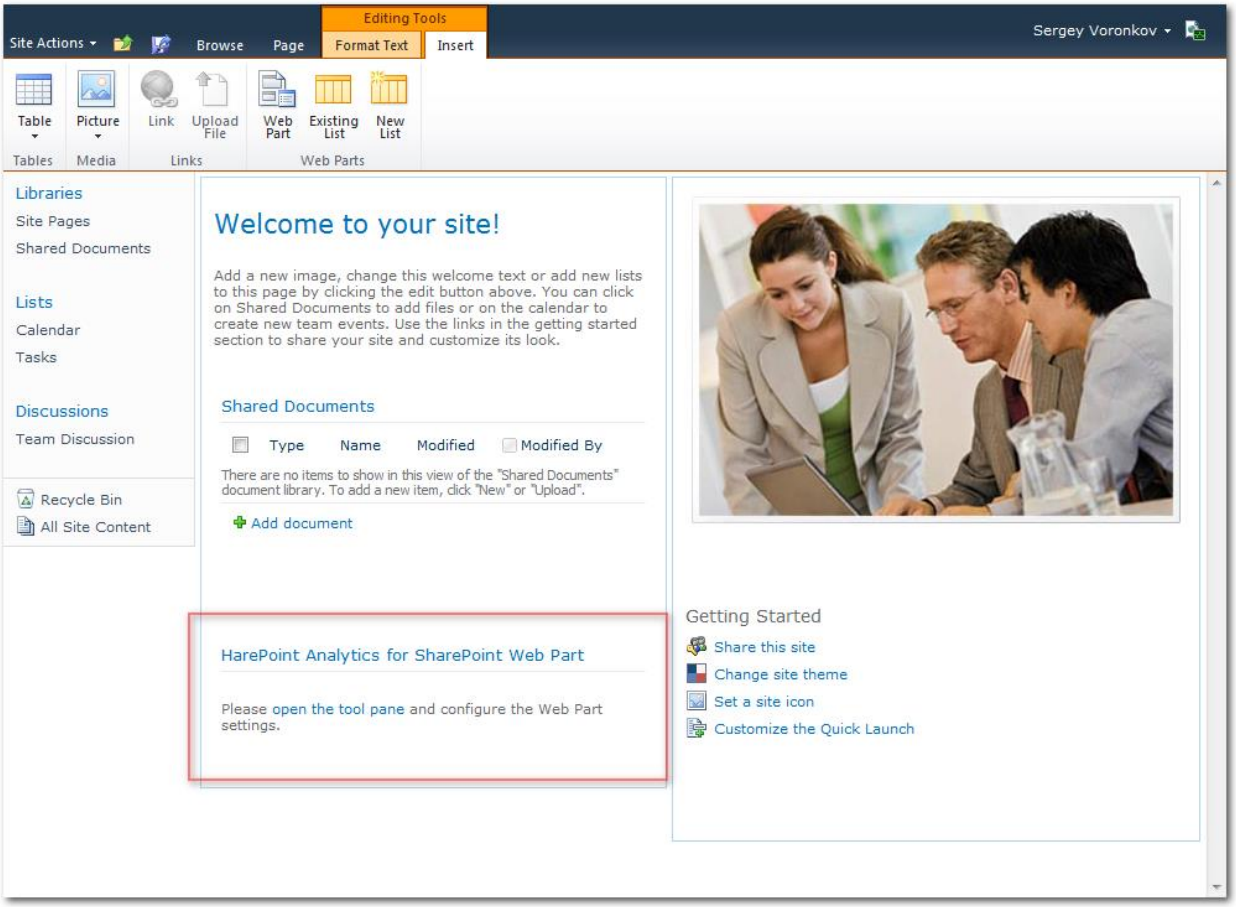
3. On contextual tab **Insert** of the ribbon click **Web Part**.



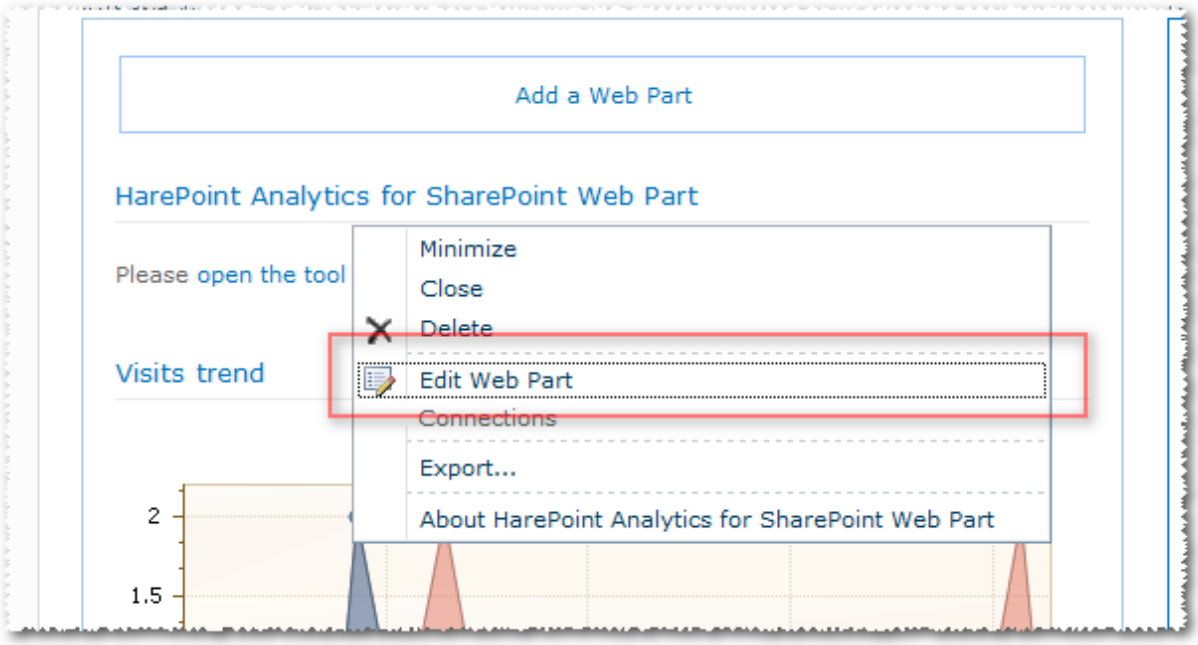
4. On the next panel select category **HarePoint**, and then web-part **HarePoint Analytics for SharePoint**. Click **Add**.



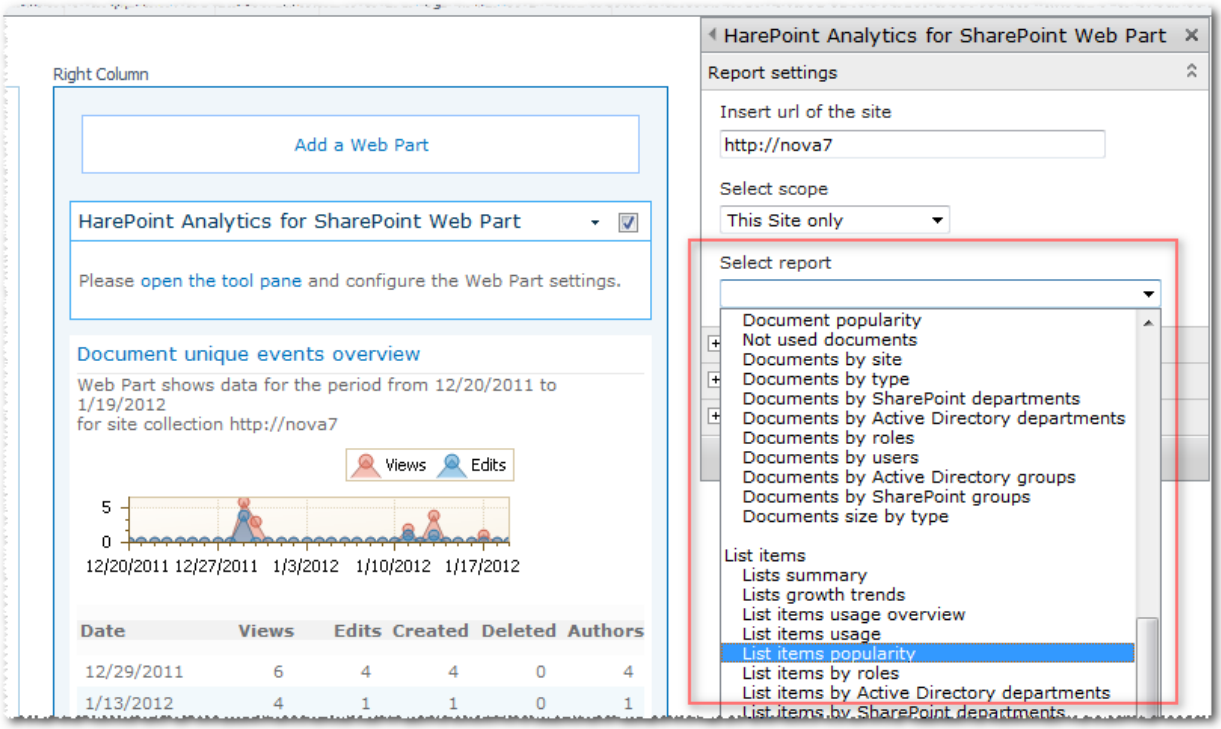
5. The web-part will be added to that place of the page where the cursor is located.



6. In the web-part menu select **Edit Web Part** or click the link **open the tool part**.



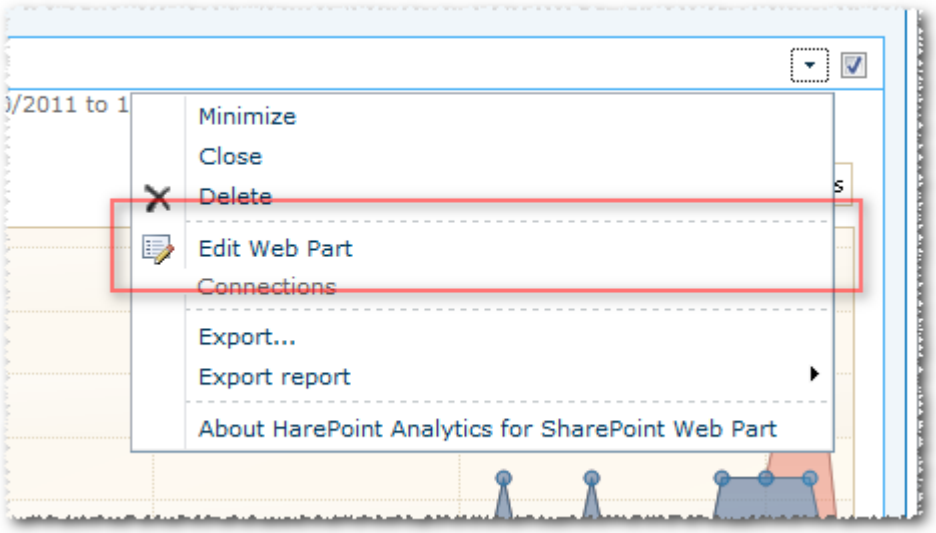
7. In the resulting panel of web-part settings, select any report from dropdown list **Select report**.



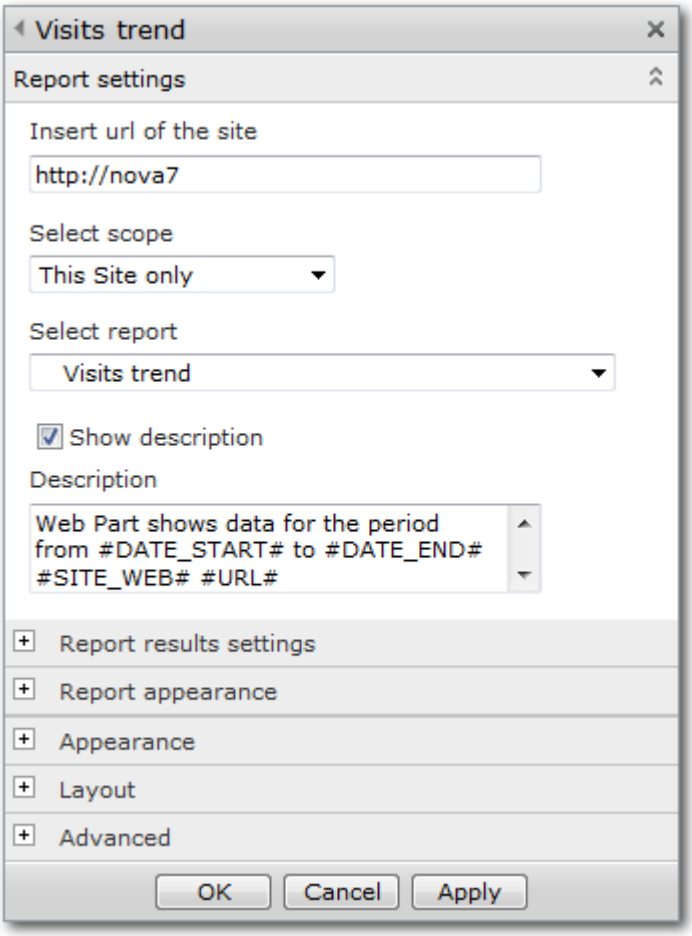
8. Click **OK** at the bottom of the panel of web-part settings.
9. Selecting a report is the minimum possible configuration of the web-part. Detailed configuration of the web-part is discussed in paragraph Configuring a web-part.

Configuring a web-part

1. Configuring web-part **HarePoint Analytics for SharePoint** doesn't differ from configuring another web-part delivered with distributive SharePoint.
2. The web-part setting dashboard is opened in the standard way, by choosing item **Edit Web Part** of the web-part menu.



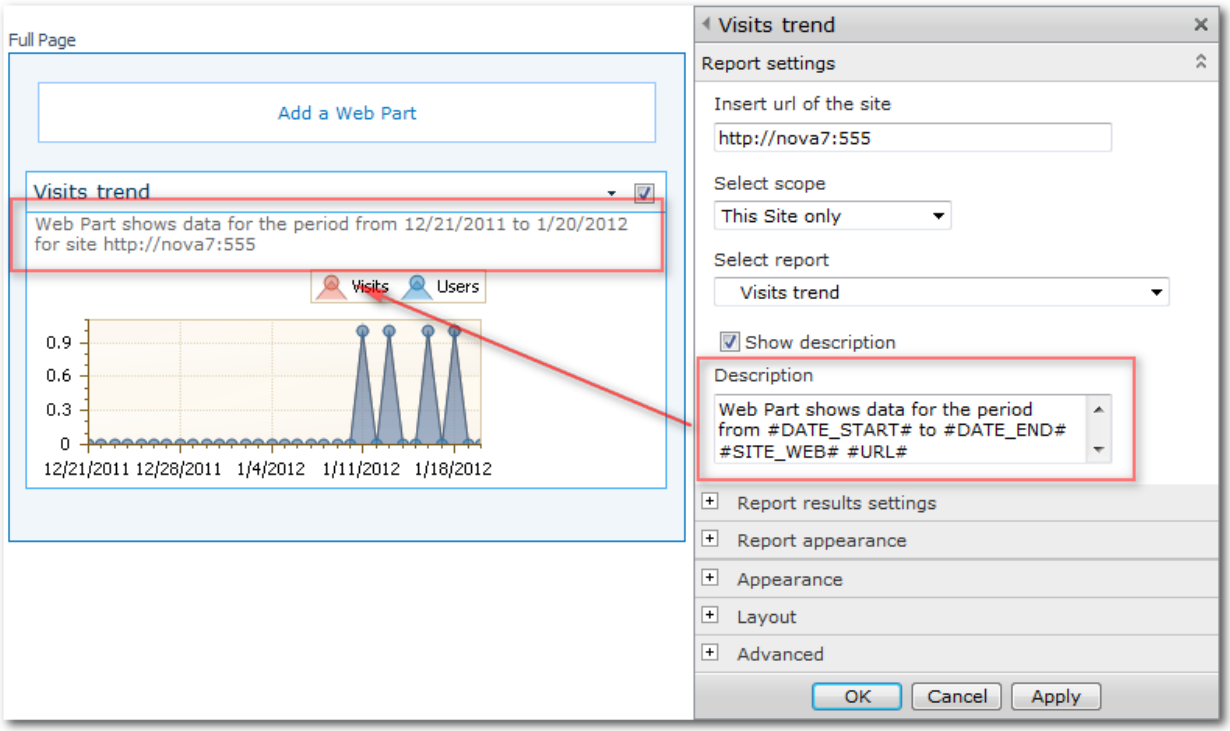
The setting dashboard of the web-part, in addition to standard sections Appearance, Layout and Advanced, contains special sections (toolparts - instrumental parts) to set specific parameters. These instrumental parts are not displayed as long as you select any of the reports in dropdown list **Select report**.



Tool panel Report settings

The tool panel contains the minimum possible set of web-part settings.

- **Insert url of the site**
  The address of a web site for which the report is built. By default, this address is selected as the address for the current web site. If it is necessary to show reports of one web site on the page of another one, the address can be changed. Such approach may be useful in the case when you need to compare the statistics of different web sites.
- **Select scope**
  The parameter determines the data range used for building the report: **Site collection**, **This Site only**, **This Site and Subsites**. Adding multiple web-parts to one page, showing the same record, but with different data ranges is a good way to analyze which of the web sites contributes most to a particular statistical parameter.
- **Select report**
  The dropdown list contains a list of reports available for displaying through a web-part. This includes all reports available in the product, except specifying reports and reports at the level of SharePoint farm.
- **Show description**
  To show the description in the report header.
- **Description**
  The template of description in the report header.



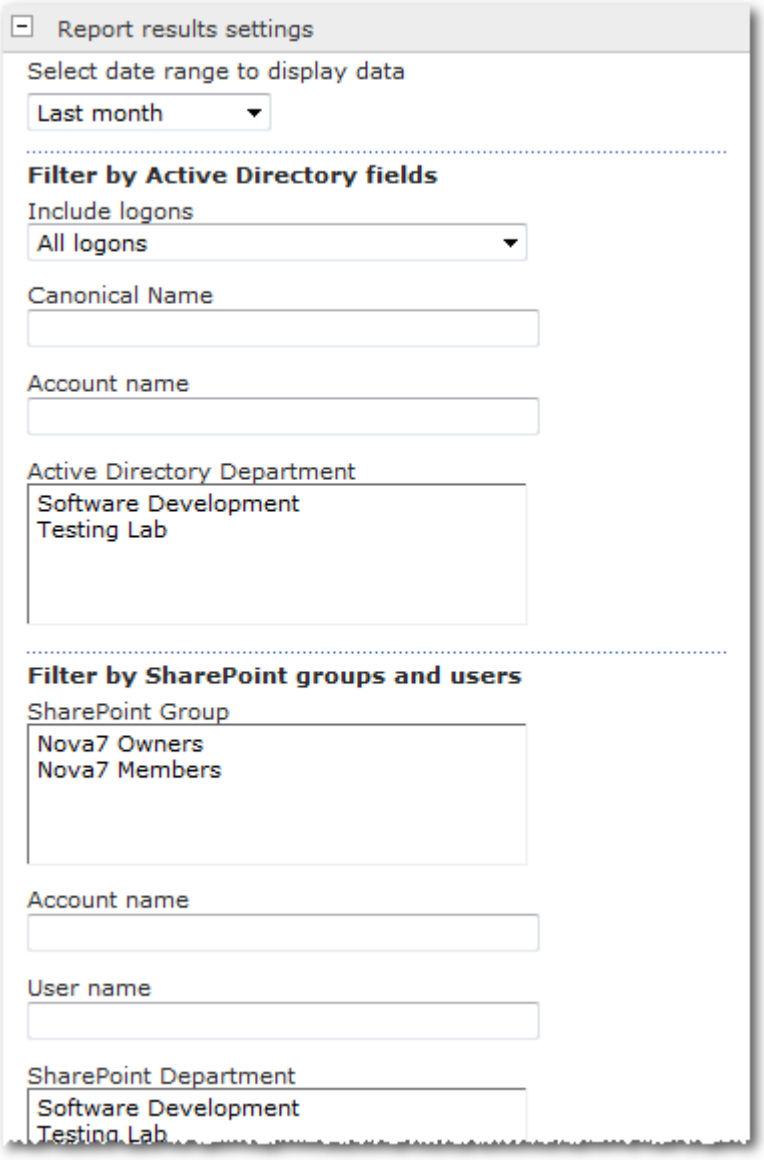
The description template includes macros that are replaced by context-dependent values during creation of the web-part contents. The following macros are available:

a. **#DATE_START#**
   The date of the reporting period start.

b. **#DATE_END#**
   The date of the reporting period finish.
c. **#SITE_WEB#**
   The macro is replaced by word **site** or **site collection**, depending on the range specified in field **Select scope**.
d. **#URL#**
   Address, specified in field **Insert url of the site**.

Tool panel Report results settings

The tool part contains filter settings for building the report. The content of this tool part is completely dependent on what report is selected in field Select report.

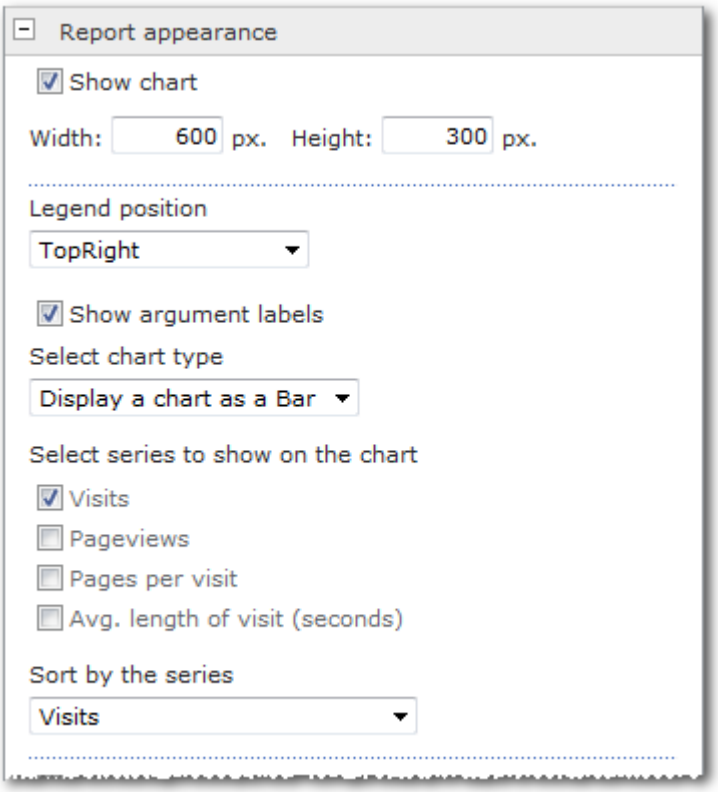


The filter list fully repeats the list of report filters. How to work with such filters is described in paragraph Filters use.

Tool panel Report appearance

The tool panel allows you to configure the parameters of displaying the report web-part.

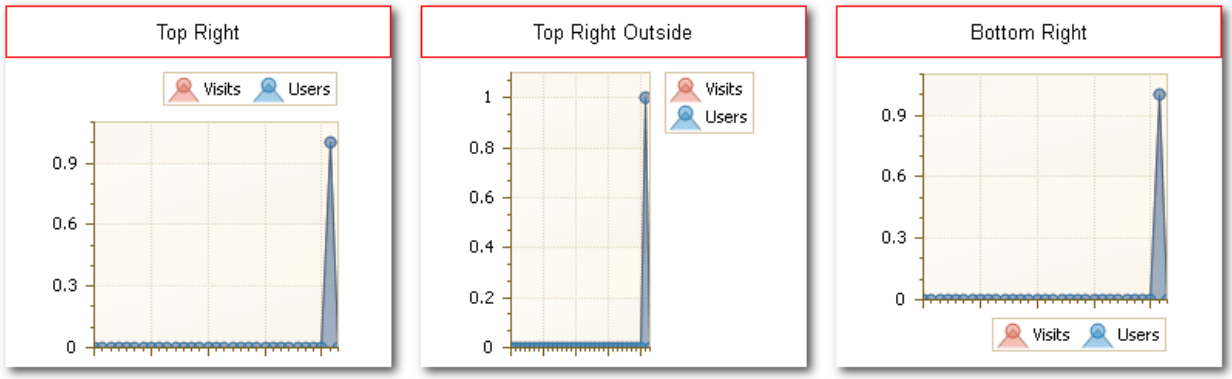
Conventionally, the settings displayed on the panel can be divided into two groups: chart displaying settings and table displaying settings with the report data. Displaying settings of the chart for some reports are not available, since these reports do not include charts.



The group of chart settings contains the following fields:

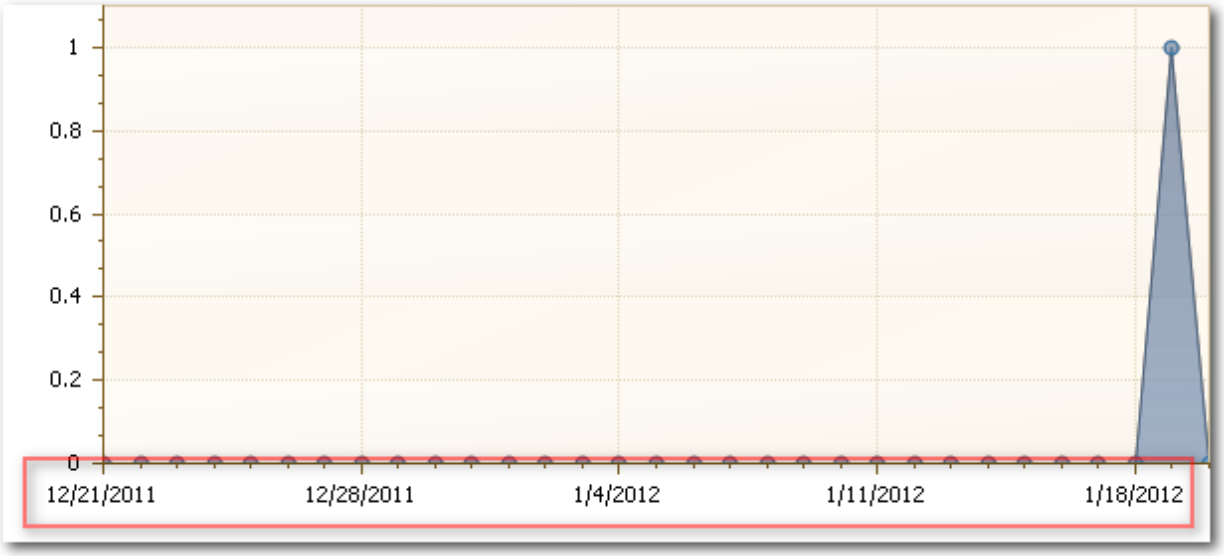
- **Show chart**
  A flag that allows you to completely hide a chart in the report.
- **Width, Height**
  The chart size in pixels.
- **Legend position**
  The position of the report legend. In addition, by using this option, you can hide the legend.

Here are some examples of possible legend position:



- **Show argument labels**

  The option allows you to hide labels near the horizontal axis.

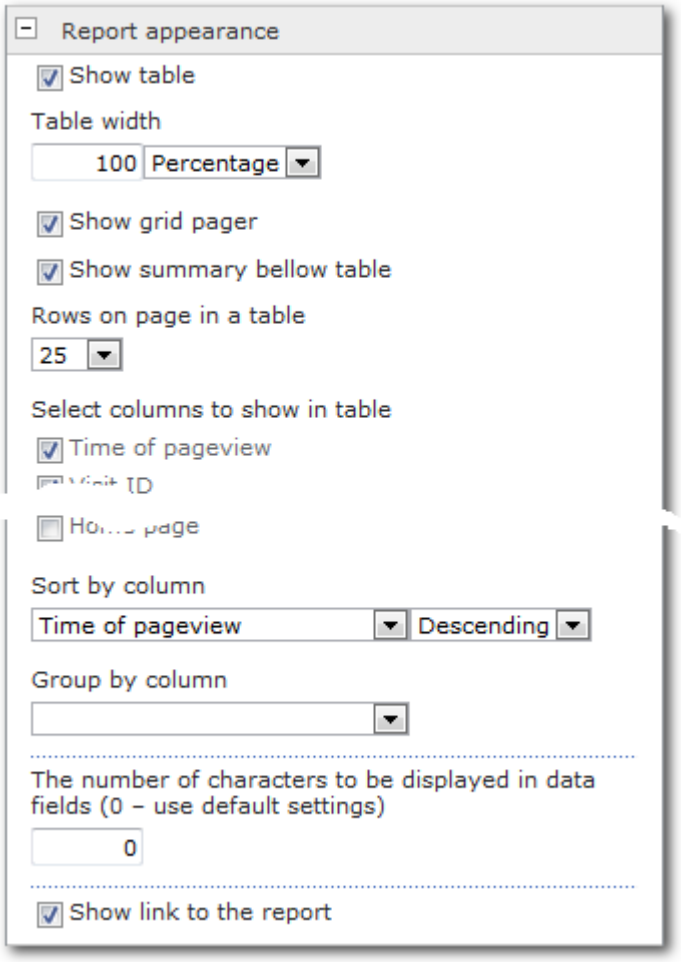


- **Select chart type**

  The chart type. You can use two types: Bar or Pie. Not every report has the option.
- **Select series to show on the chart**

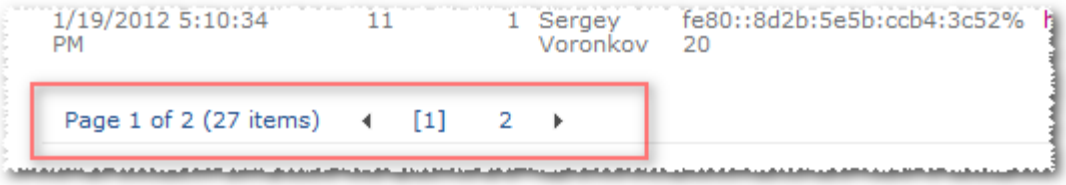
  Selecting data series to be displayed in the chart.
- **Sort by the series**

  Sorting series in the chart.

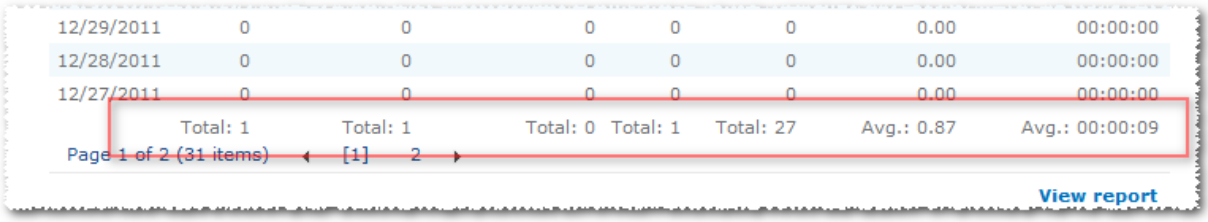


The group of table settings allows you to configure the following parameters:

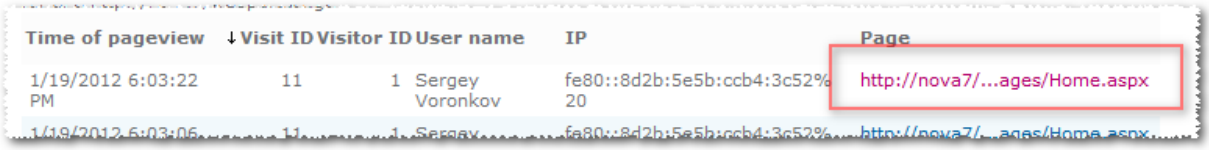
- **Show table**
  The parameter allows you to hide a table in the report.
- **Show grid pager**
  Displaying the grid pager under the table.



- **Show summary bellow table**
  Displaying the summary string under the table.



- **Select columns to show in table, Sort by column, Group by column**
  Selecting columns to be included in the report, sorting and grouping.
- **The number of characters to be displayed in data fields**
  The parameter provides the ability of specifying the maximum length of rows in the table. If any of the rows in the table exceeds the specified length, then it is cut off:



- **Show link to the report**
  To show the link to the standard page of viewing the report.

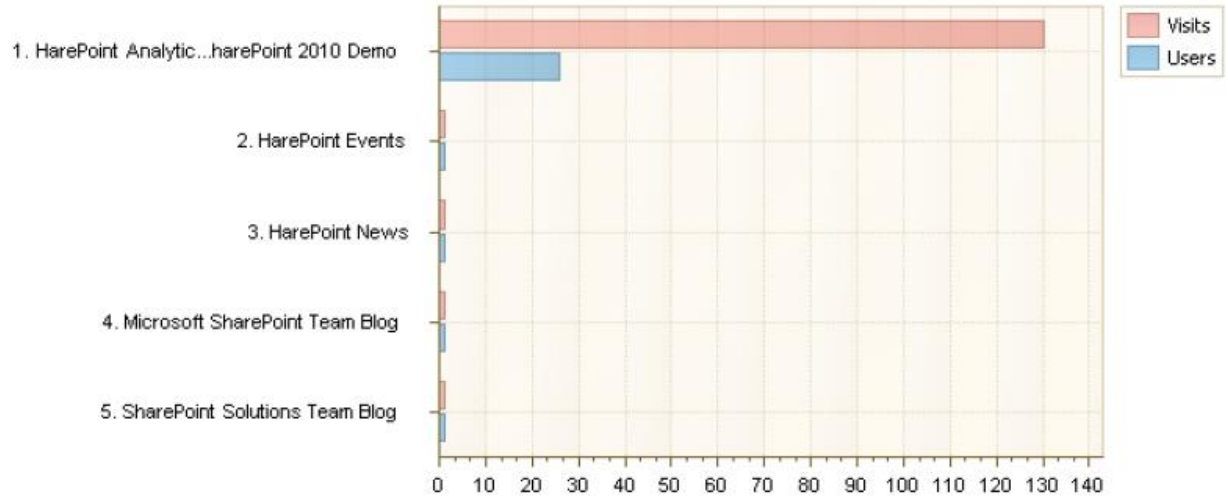
Reports

Visits & Visitors

Site summary

The report is available for a web site collection.

The Site summary report provides the number of visitors, page views and averaged values of the number of viewed pages and length of visits for each web site of a collection.



Site	Visits	Users	Pageviews	Pages per visit	Avg. length of visit
HarePoint Analytics for SharePoint 2010 Demo	130	26	1418	10.91	00:46:11
SharePoint Solutions Team Blog	1	1	8	8.00	00:02:48
Microsoft SharePoint Team Blog	1	1	13	13.00	00:22:39
HarePoint News	1	1	11	11.00	00:03:15
HarePoint Events	1	1	16	16.00	00:03:10

The report allows you to draw conclusions on the overall activity of users, detect sites that are not visited at all or visited rarely, conduct basic analysis of the audience quality. The indicator of audience quality is an average length of visits. If the average number of pages viewed per visit is close to unity and the duration of work with a site is less than 10 seconds – the site is likely to mismatch the expectations of visitors. For example, interests of visitors differ from the interests of your target audience, or your target audience is not interested in the information on site pages. In any case, a large number of visitors with low visit length indicates the need of studying the site audience, its sources and analyzing how good the visited site pages meet the expectations of this audience.

Examples

- What sites of a collection are visited more actively
- If there are any sites among the sites of a collection that are not visited, "neglected"

- How active is one or the other part of the audience (for example, employees of a department)

Columns

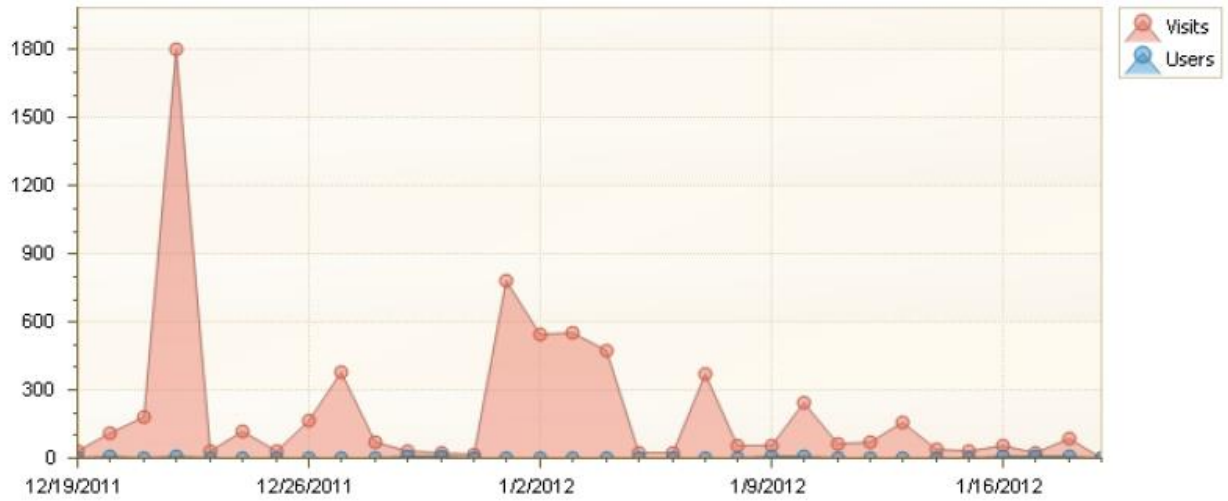
Site, Visits, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Site, Site url, Visits, Users, Pageviews, Visit length (seconds).

Visits trend

The report provides information on the dynamics of visits.



Date	Visits	Unique visitors	Returned visitors	Users	Pageviews	Pages per visit	Avg. length of visit
1/19/2012	0	0	0	0	0	0.00	00:00:00
1/18/2012	87	84	0	6	348	4.00	00:02:35
1/17/2012	23	22	0	4	100	4.35	00:05:50
1/16/2012	54	54	0	4	118	2.19	00:00:56
1/15/2012	30	30	0	1	32	1.07	00:00:07
1/14/2012	43	43	0	0	43	1.00	00:00:00
1/13/2012	158	158	0	3	175	1.11	00:00:02

Data are represented in the form of a chart and grouped by days and months. This report clearly demonstrates days with the highest and lowest activity of the site audience, identifies the days on which the number of visitors increases or decreases dramatically and provides all necessary basic information for more detailed studying and revealing the reasons of changes in the number of visitors.

Examples

- How does the activity of visitors change with the time
- How do advertising campaigns and actions influence the activity of visitors

Columns

Search time, Visits, Unique visitors, Returned visitors, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Visits, Unique visitors, Returned visitors, Users, Pageviews, Pages per visit, Visit length (seconds).

Visits by hours

The report provides the number of visitors, page views and averaged values of the number of viewed pages and length of visits, with data grouped by hours. It makes it possible to evaluate the distribution of user activity and site loading within a day. By default, the report represents average values for each hour of the last month.



Hour	Visits	Pageviews	Pages per visit	Avg. length of visit
00:00:00	994	1084	1.09	00:00:47
01:00:00	1297	1413	1.09	00:00:24
02:00:00	323	380	1.18	00:00:54
03:00:00	163	265	1.63	00:02:43
04:00:00	307	626	2.04	00:01:55
05:00:00	391	648	1.66	00:00:31
06:00:00	282	393	1.39	00:09:31

Examples

- When do servers experience peak loads
- What loads do servers experience in peak periods

- In what time is a site visited by audience of a higher quality. For example, if the number of views per visit is more in the morning and less in the evening, it means that your active audience visits the site at working time, and in the evening the great mass of visits is accidental

Columns

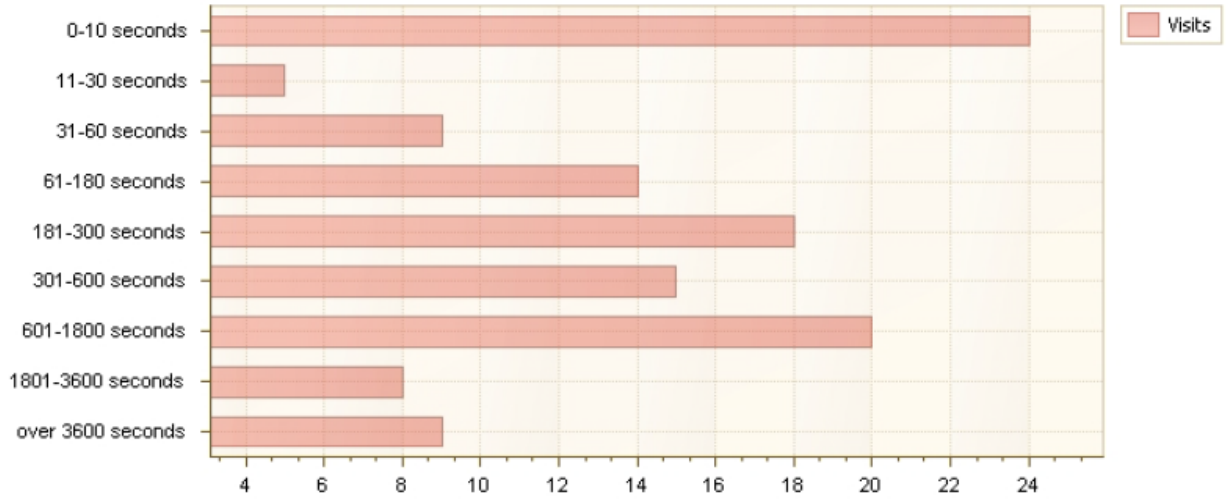
Hour, Visits, Pageviews, Pages per visit, Avg. length of visit.

Filters

Specify time period, Visits, Pageviews, Pages per visit, Visit length (seconds).

Length of visits

The report shows the distribution of visits by the duration of working with a site.



Length of visits	Visits	Percentage of all visits
0-10 seconds	24	19.67 %
11-30 seconds	5	4.10 %
31-60 seconds	9	7.38 %
61-180 seconds	14	11.48 %
181-300 seconds	18	14.75 %
301-600 seconds	15	12.30 %
601-1800 seconds	20	16.39 %
1801-3600 seconds	8	6.56 %
over 3600 seconds	9	7.38 %
Total: 122		

On the basis of the report, it is possible to make conclusions on audience quality or decide if the site meets the audience expectations. For example, if visitors spend less than 10 seconds on the site, it means that the site is not interesting for them. With the help of links in the report, it is possible to

view details of such short visits (or, on the contrary, long visits, which indicates the interest) and make conclusions on the content of pages from which visits started. It is very important for conducting advertising campaigns, when the content of a landing page determines if a visitor will continue to work with the site or leave it.

Also, the report can pay your attention to the activity of parsing bots. Typical behavior of a parsing bot is shown in the report as a strong overbalance of distribution in the favour of visits with length from 0 to 10 seconds.

Examples

- How much does the site audience is interested in its content
- What is the rate of active audience

Columns

Depth of visits, Visits, Visits rate.

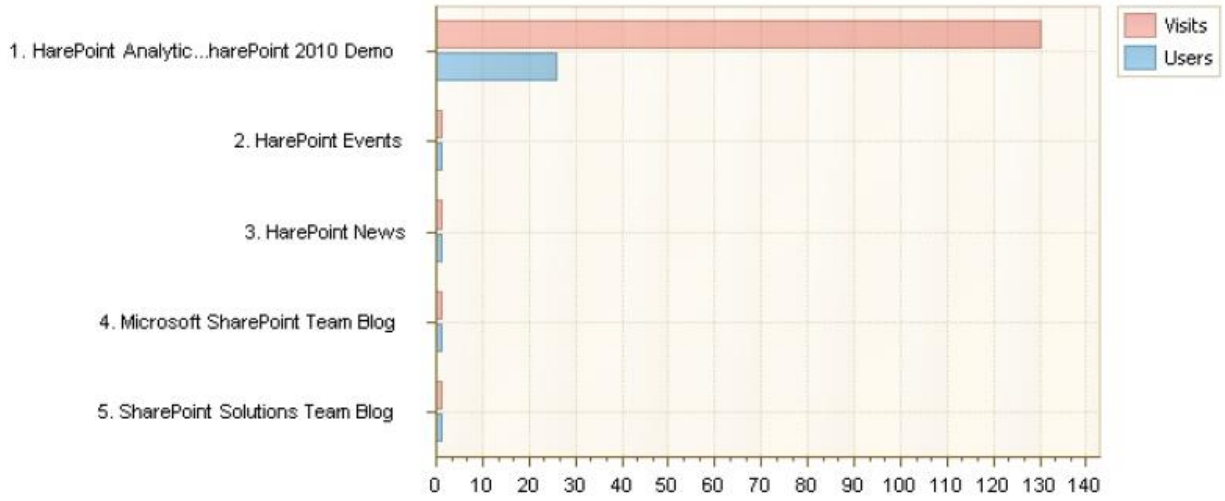
Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role.

Site collection summary

The report is available for a site collection.

It represents the number of visitors, page views, average length and depth of views.



Site	Visits	Users	Pageviews	Pages per visit	Avg. length of visit
HarePoint Analytics for SharePoint 2010 Demo	130	26	1418	10.91	00:46:11
SharePoint Solutions Team Blog	1	1	8	8.00	00:02:48
Microsoft SharePoint Team Blog	1	1	13	13.00	00:22:39
HarePoint News	1	1	11	11.00	00:03:15
HarePoint Events	1	1	16	16.00	00:03:10

The report allows you to draw conclusions on the overall activity of visitors and audience quality. If the average number of pages viewed per visit is close to unity and the duration of work with the site is less than 10 seconds – the site is likely to mismatch expectations of visitors. Either interests of visitors differ from the interests of your target audience, or your target audience is not interested in the information on site pages.

Examples

- What sites of a collection are visited more actively
- If there are any sites among the sites of a collection that are not visited, "neglected"
- How active is one or the other part of the audience (for example, employees of a department)

Columns

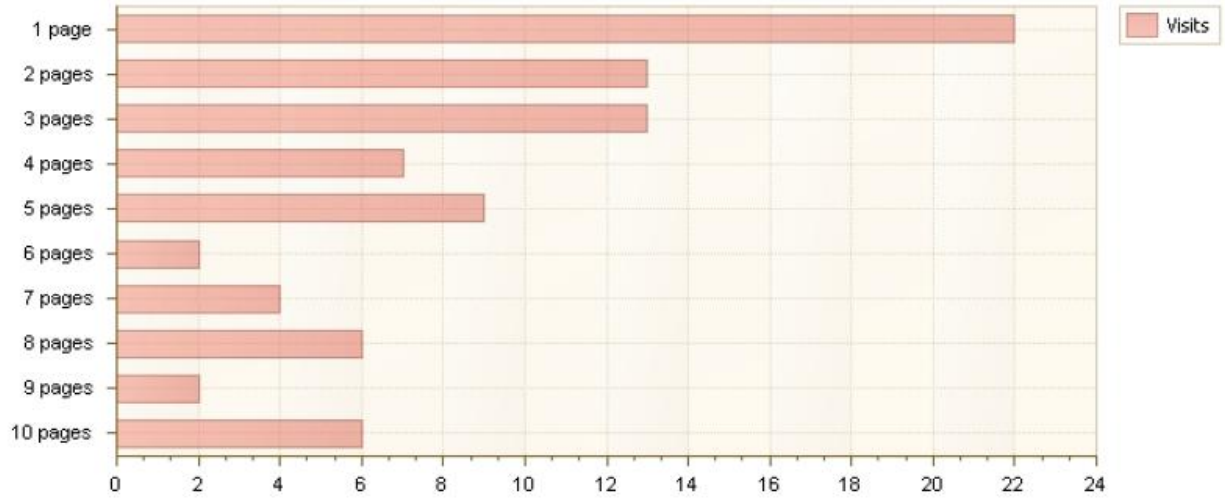
Site collection url, Visits, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Specify time period, Web application.

Depth of visits

The report shows the distribution of audience by the number of page views per visit.



Depth of visits	Visits	Percentage of all visits
1 page	22	18.03 %
2 pages	13	10.66 %
3 pages	13	10.66 %
4 pages	7	5.74 %
5 pages	9	7.38 %
6 pages	2	1.64 %
7 pages	4	3.28 %
8 pages	6	4.92 %
9 pages	2	1.64 %
10 pages	6	4.92 %
over 10 pages	38	31.15 %
	Total: 122	

It is an important indicator for evaluating the interest (quality) of visitors. As a rule, visitors who finished to work with the site at the first page – inactive or accidental audience. At the same time, visitors who viewed more than two-three pages – potentially active audience. These are visitors who looked through the content of some site pages and now have an idea of the site subject.

Examples

- What is the rate of visitors who were not interested by a landing page
- What is the rate of active audience, how has it changed as compared with the previous reporting period

Columns

Depth of visits, Visits, Visits rate.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role.

Visits

The report shows the list of visits with details on each visit.

Visit ID	Visit start time	User name	Visitor ID	Returned	Pageviews	Visit length	Visit start page	Source page
383306	1/18/2012 11:54:05 PM	Anonymous	369740	No	1	00:00:00	http://demo2010.spstats.com/SitePages/Home.aspx	
383275	1/18/2012 11:16:17 PM	rvashchegin	370765	No	7	00:01:37	http://demo2010.spstats.com/SitePages/Home.aspx	
383226	1/18/2012 10:22:58 PM	Anonymous	370717	No	1	00:00:00	http://demo2010.spstats.com/ScriptResource.axd	
383225	1/18/2012 10:22:56 PM	Anonymous	370716	No	1	00:00:00	http://demo2010.spstats.com/WebResource.axd	
383224	1/18/2012 10:22:55 PM	Anonymous	370715	No	1	00:00:00	http://demo2010.spstats.com/SitePages/Home.aspx	
383223	1/18/2012 10:22:55 PM	Anonymous	370714	No	1	00:00:00	http://demo2010.spstats.com/SitePages/Home.aspx	http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx
383151	1/18/2012 9:03:28 PM	Anonymous	370643	No	1	00:00:00	http://demo2010.spstats.com/SitePages/Home.aspx	http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx

With the help of filters, you can view the history of visits for a particular visitor. Using links in the report, you can view overall details for a particular visit.

Examples

- When did a particular visitor visit the site for the last time
- What is the behavior of a particular visitor on the site
- Which of visitors were on the site during a particular time interval
- Which computers were used for logging on under a particular account of an authorized visitor

Columns

Visit ID, Search time, User name, Visitor ID, IP, Returned, Pageviews, Visit length, Visit start page, Exit page, Source page, Visit end time, Browser, Platform, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, User ID, Visit ID,

Pageviews, Visit length (seconds), Visit start page, Exit page, Source page, Browser, Platform, Domain, Email, Title, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Visitor ID, IP, Returned.

Pageviews

It represents information on site visits, including detailed information: IP-address, operating system, browser used by a site visitor.

Time of pageview	Visit ID	Visitor ID	User name	IP	Page
1/18/2012 11:54:05 PM	383306	369740	Anonymous	194.67.47.158	http://demo2010.spstats.com/SitePages/Home.aspx
1/18/2012 11:17:54 PM	383275	370765	rvashchegin	194.67.47.158	http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?ReportId=ListsUsageTrend&Scope=Site
1/18/2012 11:17:32 PM	383275	370765	rvashchegin	194.67.47.158	http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?ReportId=ListItemsUsage&Scope=Site
1/18/2012 11:17:02 PM	383275	370765	rvashchegin	194.67.47.158	http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?ReportId=DocumentsUsage&Scope=Site
1/18/2012 11:16:35 PM	383275	370765	rvashchegin	194.67.47.158	http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?Scope=Site
1/18/2012 11:16:33 PM	383275	370765	rvashchegin	194.67.47.158	http://demo2010.spstats.com/SitePages/Home.aspx

Using this report, you can view details on a particular visit, visit history of a particular page or history of pages viewed by a particular visitor.

Examples

- What pages were visited by a particular visitor or a group of visitors
- Which visitors viewed a particular page. The site may have target pages – for example, a page with a form of payment for merchandise or form of subscription to the company news
- Which computers were used for logging on under a particular account of an authorized visitor

Columns

Search time, Visit ID, Visitor ID, User name, IP, User agent, Page, Page title, Previous page, Previous page title, Page status code, Account name, Domain, SharePoint Department, Email, Title, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Include ReAuthorizations, User ID, Visit ID, Visitor ID, IP, User agent, Page, Page title, Previous page, Previous page title, Page status code, Domain, Email, Title.

Navigation details

It shows the navigation of visitors through the site. The main purpose of the report – tracking errors in the site operation, errors in access permissions. Using a filter, you can see what pages have broken links. Or you can see if public pages of the site have links leading to parts of the site that are available only to company employees.

Columns

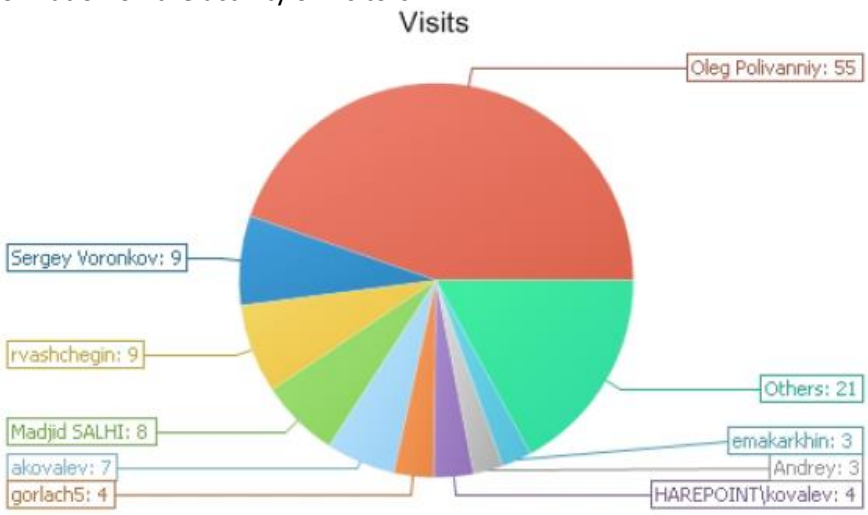
Search time, Visit ID, Visitor ID, User name, IP, Previous page, Previous page title, Page, Page title, Next page, Next page title, Page status code, Account name, Domain, SharePoint Department, Email, Title, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Visit ID, Visitor ID, IP, Previous page, Previous page title, Page, Page title, Page status code, Next page, Next page title, Domain, Email, Title.

Users activity

It represents information on the activity of visitors.



User name	Visits	Pageviews	Pages per visit	Avg. length of visit
Oleg Polivanniy	55	243	4.42	00:41:46
rvashchegin	9	369	41.00	00:14:55
Sergey Voronkov	9	105	11.67	00:21:55
Madjid SALHI	8	80	10.00	00:02:58
akovalev	7	112	16.00	00:10:21
HAREPOINT\kovalev	4	64	16.00	00:08:37
gorlach5	4	42	10.50	00:18:22
emakarkhin	3	30	10.00	00:08:44
Andrey	3	14	4.67	00:03:24

With the help of the report, you can detect the most active of authorized visitors. Using links in the report, you can view detailed information on a visitor or his activity on the site.

Examples

- Who is the most active visitor
- How many pages per visit does a particular authorized visitor view
- How has the proportion of active visitors changed as compared with the previous reporting period

Columns

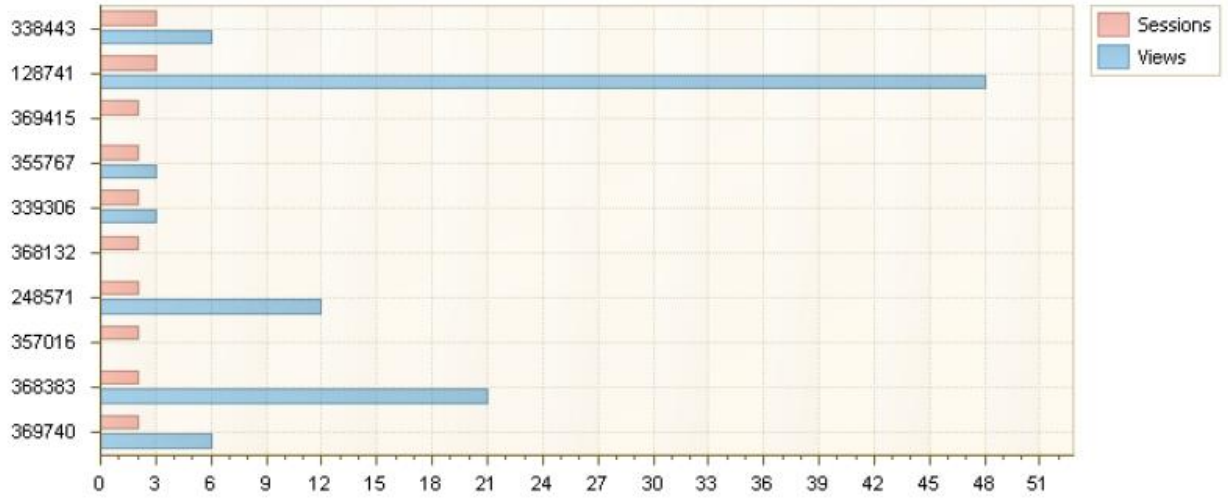
Document, Visits, Pageviews, Pages per visit, Avg. length of visit, Account name, Domain, SharePoint Department, Email, Title, Company, Department, City, Country, Active Directory Email, Document library, Home page.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Visits, Pageviews, Pages per visit, Visit length (seconds), Domain, Email, Title.

Visitors activity

It represents information on the activity of users. It shows the number of visits and number of viewed pages.



Visitor Id	Sessions	Views	Edits	Created	Deleted
128741	3	48	0	0	0
338443	3	6	0	0	0
341724	2	6	0	0	0
369378	2	9	0	0	0
364397	2	6	0	0	0
369498	2	1	0	0	0
360512	2	0	0	0	0
358368	2	9	0	0	0

For the report data, visitors are identified by cookies, not by accounts. While a visitor does not clear cookies in his browser, this browser will be identified as one and the same visitor. Thus, the report allows you to see how many different computers are used by a particular authorized visitor to enter the site. Or conversely, who else, besides a particular authorized visitor, visits the site from his computer.

Columns

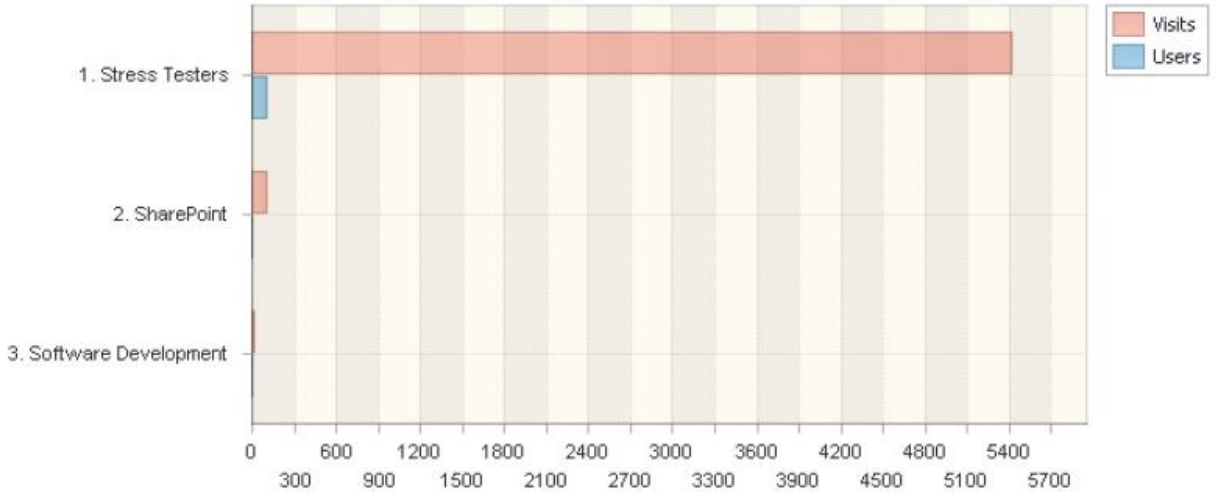
Visitor Id, Sessions, Views, Edits, Created, Deleted.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Visitor Id, Views, Edits, Created, Deleted.

Visits by SharePoint department

It shows visits, views of visitors from different SharePoint departments.



Department	Visits	Users	Pageviews	Pages per visit	Avg. length of visit
Stress Testers	5409	99	25642	4.74	00:01:25
SharePoint	100	6	692	6.92	00:06:03
Software Development	10	1	72	7.20	00:08:43

SharePoint departments are specified for authorized visitors by administrators of a site collection. For each account, only one SharePoint department can be assigned.

The main purpose of this report – evaluation of activity of the site usage by employees of different company departments.

Examples of SharePoint departments:

- Marketing department
- Sales department
- Technical support

Columns

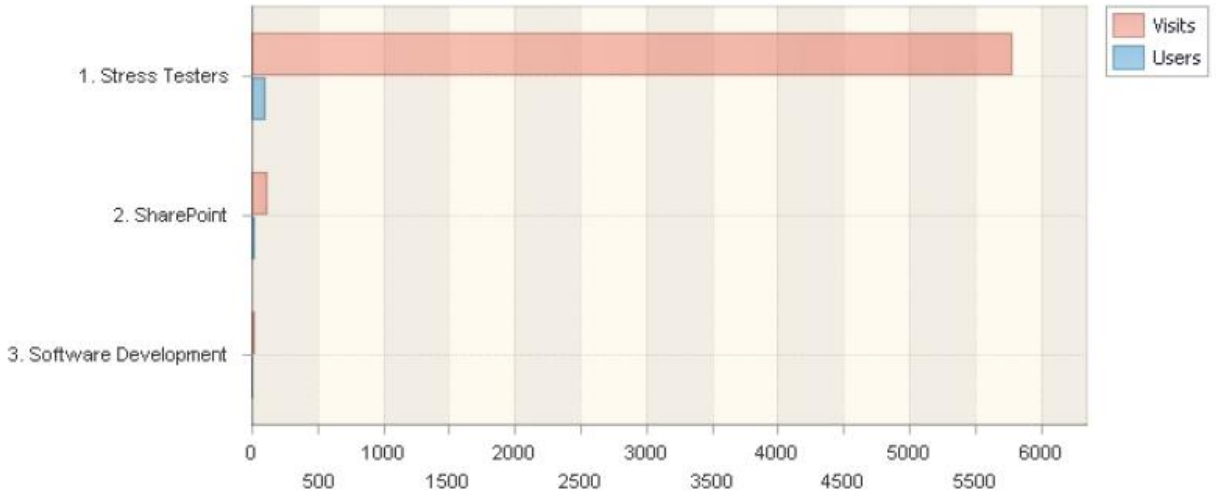
Department, Visits, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Specify time period, Visits, Users, Pageviews, Visit length (seconds).

Visits by Active Directory department

It shows visits, views of visitors of different Active Directory departments.



Department	Visits	Users	Pageviews	Pages per visit	Avg. length of visit
Stress Testers	5769	100	28373	4.92	00:02:05
SharePoint	104	7	726	6.98	00:06:21
Software Development	11	2	78	7.09	00:08:09

If you use Active Directory, SharePoint is able to receive the names of visitor departments. Active Directory departments for a visitor account are specified by the network system administrator. For each account only one Active Directory department can be assigned.

Examples of Active Directory departments:

- Marketing department
- Sales department
- Technical support

Columns

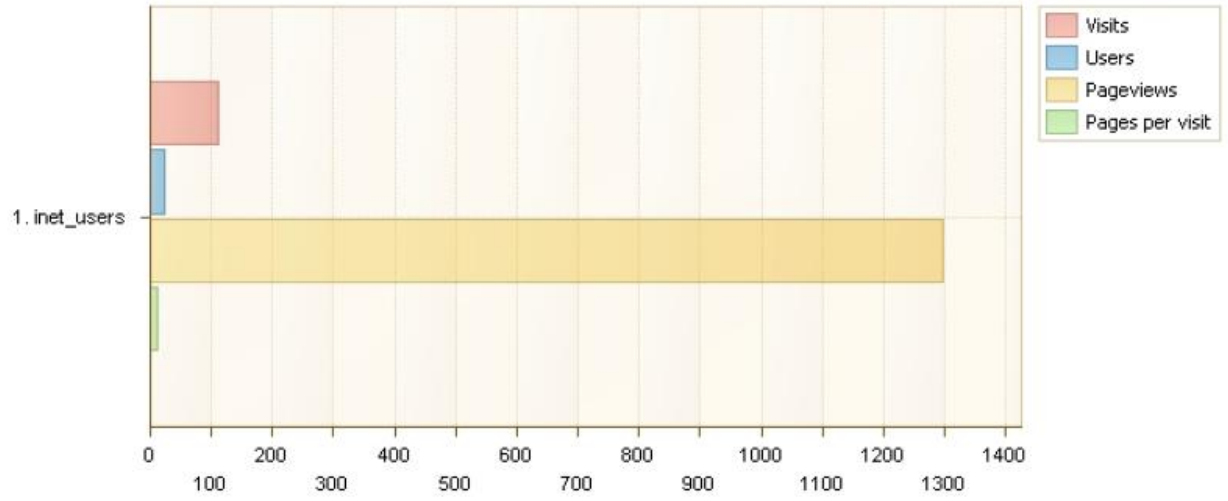
Department, Visits, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Specify time period, Visits, Users, Pageviews, Visit length (seconds).

Visits by role

It shows visits, views of visitors with different roles.



Role	Visits	Users	Pageviews	Pages per visit	Avg. length of visit
inet_users	110	24	1297	11.79	00:52:45

The report provides evaluation of visitor activity by predefined groups. Besides text group ID, roles of visitors also have differentiation of access rights, which gives you the opportunity to evaluate the activity of users with different levels of access to functions and sections of a site collection.

Depending on site collection settings, roles of visitors can be assigned by the site collection administrator, or network system administrator (if Active Directory service is a provider of roles). Several roles can be assigned for a single account.

Examples of user roles:

- Administrators
- Heads of departments
- Technical support staff
- Site visitors

Columns

Role, Visits, Users, Pageviews, Pages per visit, Avg. length of visit.

Filters

Specify time period, Visits, Users, Pageviews, Visit length (seconds).

Visits by countries

It shows the geographical distribution of visits, views and visitors.



Country	Visits	Users	Pageviews	Avg. length of visit
United States of America	6130	1	6138	00:00:00
Russia	210	52	1125	00:27:39
China	107	0	107	00:00:00
Unknown (non set)	92	2	163	00:00:35
Ukraine	49	1	60	00:00:03
France	19	5	180	00:06:54

With the help of the report, you can identify a country (or countries) where your main active audience is situated. Using links in the report that lead to report Visits by countries (details), you can view the distribution of visitor activity by the selected country.

Note, that by default, the update of geographical base by which visitor IP-address is compared to geographical objects runs once a month.

Columns

Country, Visits, Users, Pageviews, Avg. length of visit.

Filters

Specify time period, Visits, Users, Pageviews, Avg. length of visit (seconds).

Visits by countries (details)

It shows the distribution of visitor activity by cities of the selected country. The country of view is selected in report Visits by countries.



City	Visits	Users	Pageviews
Mountain View	5773	0	5773
Seattle	246	0	246
Unknown (non set)	62	0	62
Staten Island	35	0	35
Syosset	3	0	3
Philadelphia	3	0	3
Sunnyvale	2	0	2
Long Beach	2	0	3

With the help of the report, you can see what cities have the greatest number of active visitors. Or you can see what cities have the most active visitors.

Examples

- What city does have the greatest number of visitors of your site
- What city of the country does have the most active audience
- What city of the country does have the greatest number of views

Columns

City, Visits, Users, Pageviews.

Filters

Specify time period, Visits, Users, Pageviews, Code of country.

User info

It represents data of a user account and information on the activity of a visitor on the site for the last month.

Columns

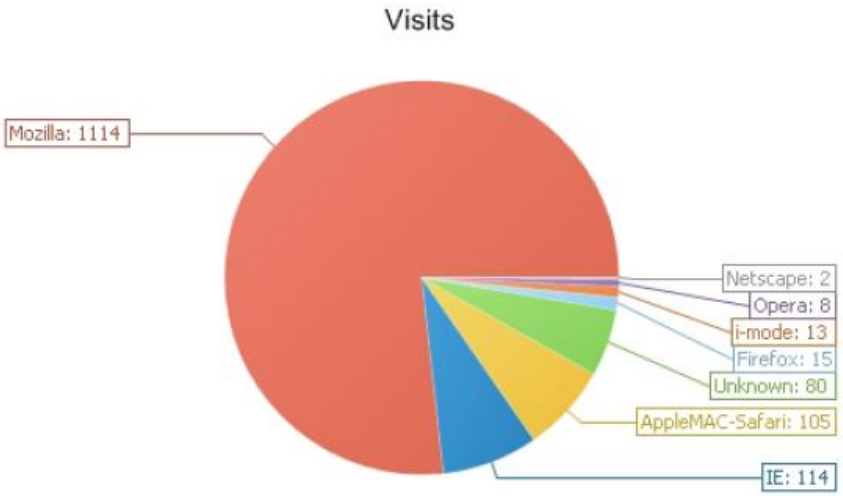
Parameter, Value.

Filters

Include logons, Specify time period.

Browsers

It shows the number and proportion of visitors with different browsers.



Browser	Visits	Visits rate
Mozilla	1114	76.77 %
IE	114	7.86 %
AppleMAC-Safari	105	7.24 %
Unknown	80	5.51 %
Firefox	15	1.03 %
i-mode	13	0.90 %
Opera	8	0.55 %
Netscape	2	0.14 %
	Total: 1451	

It helps to determine the support for browsers. For example, the report will help you to form the list of browsers in which you need to test the layout of your site.

To view the versions of a particular browser used by visitors, you can pass to report Browsers Versions using links in the report.

Examples

- How many visitors do enter the site from mobile devices. Using filters, you can know how many company employees use mobile version of the site
- How many visitors do use a particular browser

Columns

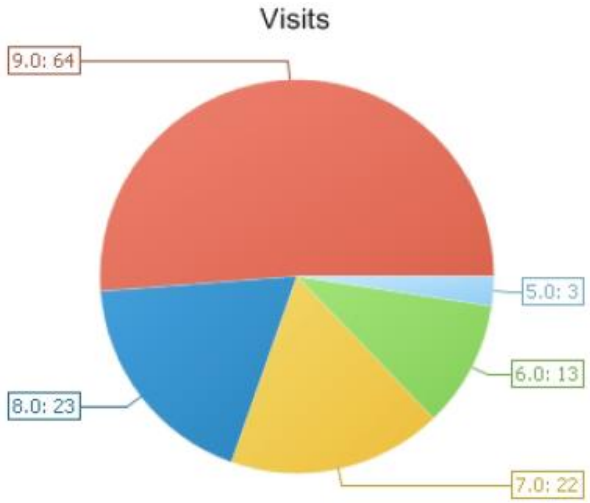
Browser, Visits, Visits rate.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Browser, Visits.

Browser versions

It shows browser versions used by visitors of your site.



Browser version	Visits	Current browser rate	All browsers rate
9.0	64	51.20 %	1.29 %
8.0	23	18.40 %	0.46 %
7.0	22	17.60 %	0.44 %
6.0	13	10.40 %	0.26 %
5.0	3	2.40 %	0.06 %

The report allows you to see whether the site visitors use outdated browser versions, which is a potential security threat.

Examples

- Are there people that use outdated, vulnerable browsers (in terms of security) among company employees

Columns

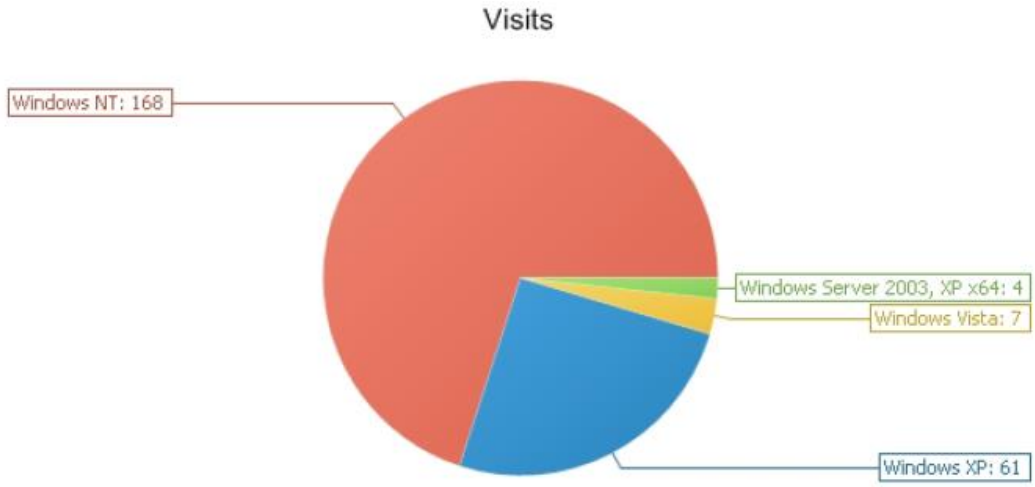
Browser version, Visits, Current browser rate, All browsers rate.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Browser, Browser version, Visits.

Platforms

It shows the number and proportion of visitors with different platforms.



Platform	Visits	Visits rate
Windows NT	168	0.70 %
Windows XP	61	0.25 %
Windows Vista	7	0.03 %
Windows Server 2003, XP x64	4	0.02 %
	Total: 240	

When applying filters, you can learn what operating systems are used in your company. Such data may be needed, for example, if the company is large and the question of purchasing and using corporate software licenses arises, particularly of operating systems or programs the licensing of which is different for different operating systems.
Also, using the report, you can see what operating systems should be familiar to your system administrators.

Columns

Platform, Visits, Visits rate.

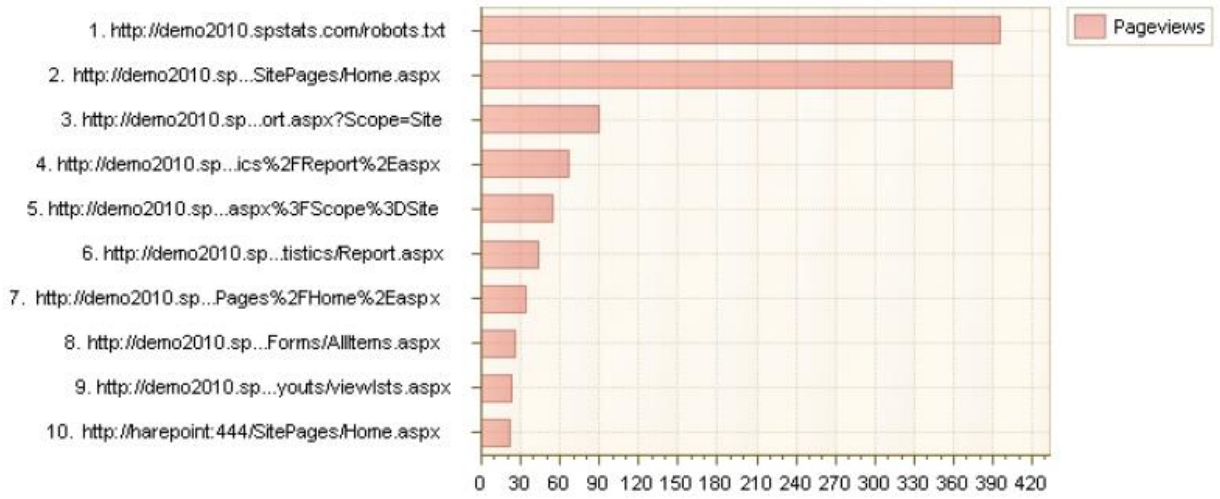
Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Platform, Visits.

Content & Traffic

Content popularity

It represents information on visits of site pages.



Page	Pageviews	Unique pageviews	Avg. time on page	Exit rate
http://demo2010.spstats.com/robots.txt	396	396	00:00:00	99.49 %
http://demo2010.spstats.com/SitePages/Home.aspx	359	244	00:08:40	45.68 %
http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?Scope=Site	90	57	00:05:00	22.22 %
http://demo2010.spstats.com/_layouts/mapilab/formauthentication/login2010.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F%255Flayouts%252FMAPILab%252FStatistics%252FReport%252Easpx&Source=%2F%5Flayouts%2FMAPILab%2FStatistics%2FReport%2Easpx	66	43	00:00:32	24.24 %
http://demo2010.spstats.com/_layouts/mapilab/formauthentication/login2010.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F%255Flayouts%252FMAPILab%252FStatistics%252FReport%252Easpx%253FScope%253DSite&Source=%2F%5Flayouts%2FMAPILab%2FStatistics%2FReport%2Easpx%3FScope%3DSite	55	49	00:00:53	21.82 %

The report represents information so that you can evaluate the effectiveness of the page content. Key indicators that allow you to do this – the rate of exits and average viewing time. If any page has the rate of exits significantly higher than the average value for a site or site collection, and the average viewing time is much lower, it is necessary to analyze the content of this page – this page is likely to motivate visitors to finish the work with the site.

Examples

- What pages are the most popular
- On what pages do visitors finish the work with the site

Columns

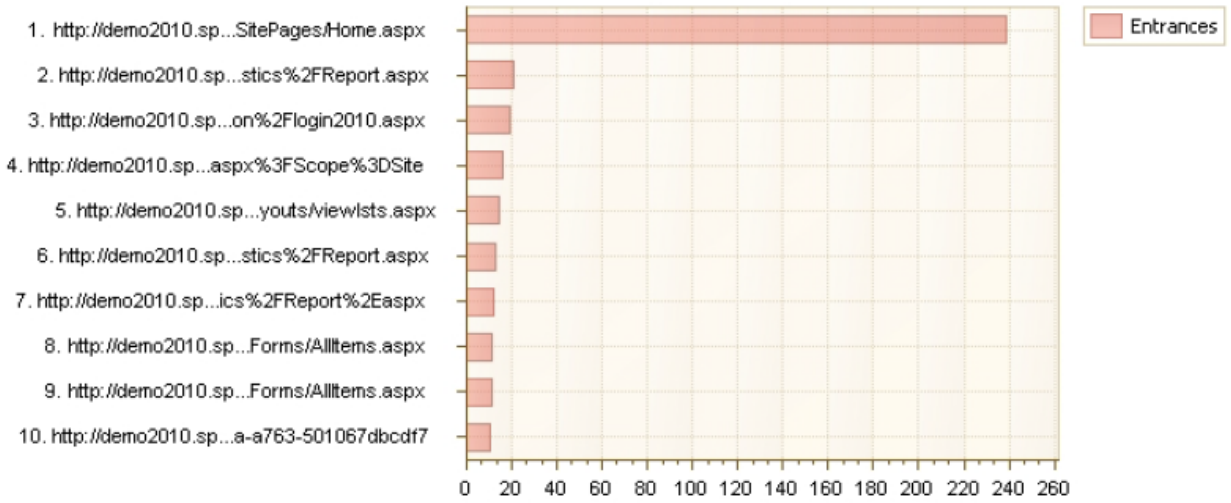
Page, Pageviews, Unique pageviews, Avg. time on page, Exit rate, Document library.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Page, Pageviews, Unique pageviews, Avg. time on page (seconds), Exit rate, Active Directory Title.

Landing pages

It shows the addresses of pages from which the work with the site started. Here you can see the list of pages that seem as «the site face» for a visitor. On the basis of contents of these pages, a visitor forms the first impression about the site, and thus about your project.



Page	Entrances	Bounces	Bounce rate
http://demo2010.spstats.com/SitePages/Home.aspx	239	139	58.16 %
http://demo2010.spstats.com/_layouts/mapilab/formauthentication/login2010.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F_layouts%252FMAPILab%252FStatistics%252FReport.aspx&Source=%2F_layouts%2FMAPILab%2FStatistics%2FReport.aspx	21	21	100.00 %
http://demo2010.spstats.com/_layouts/mobile/mblerror.aspx?Source=%2F_layouts%2Fmapilab%2Fformauthentication%2Flogin2010.aspx	19	19	100.00 %
http://demo2010.spstats.com/_layouts/mapilab/formauthentication/login2010.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F_layouts%252FMAPILab%252FStatistics%252FReport.aspx%253FScope%253DSite&Source=%2F_layouts%2FMAPILab%2FStatistics%2FReport.aspx%3FScope%3DSite	16	16	100.00 %
http://demo2010.spstats.com/_layouts/viewlsts.aspx	14	14	100.00 %

For each page, besides the number of visits started from it, the number of bounces is shown. This is a very important indicator for analyzing the overall site efficiency and the efficiency of specific pages in particular. A high indicator of bounces is typical for pages with uninteresting content, for pages with technical problems, for pages with careless appearance.

Examples

- What pages of the site are inefficient, that is, on what pages of the site the number of bounces tends to the number of entrances
- What pages are visited by visitors. For example, if you run an advertising campaign, it helps to understand how active is the flow of visits created by it
- What pages precede «long», or conversely, «short» visits. Using this report, you can understand what pages of the site do not meet expectations of users. Or on the contrary, what pages fully carry out their task, and the others should follow their example.

Columns

Page, Entrances, Bounces, Bounce rate, Document library.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Page, Entrances, Bounces, Bounce rate, Active Directory Title.

Not used pages

It shows the list of pages that haven't been viewed for the reporting period. The reporting period on default – a month before the current date.

Page	Page location	Modified by	Modified	Last viewed by	Last viewed
MAPILab HelpDesk for SharePoint - Приближение 3.aspx	WikiDocs	Sergey Voronkov	8/9/2011 5:05:50 AM	(Not defined)	
MAPILab HelpDesk for SharePoint - Приближение 2.aspx	WikiDocs	Sergey Voronkov	4/26/2011 5:00:08 AM	(Not defined)	
MAPILab HelpDesk for SharePoint - Приближение 1.aspx	WikiDocs	Sergey Voronkov	4/26/2011 4:28:51 AM	(Not defined)	
How To Use This Library.aspx	Site Pages	Sergey Voronkov	3/3/2011 4:47:14 AM	svoronkov	3/3/2011 4:46:36 AM
Home.aspx	Site Pages	Sergey Voronkov	3/3/2011 4:47:14 AM	svoronkov	3/3/2011 4:46:50 AM

With the help of this report, you can detect some problems in the site functioning, relevance of the provided information. If some pages are not viewed, possibly, visitors do not need their content or they can't find such pages.

Examples

- Pages with program errors
- Absence of links to the site pages
- Pages are excluded from the search
- Unobvious formatting of links to such pages

Columns

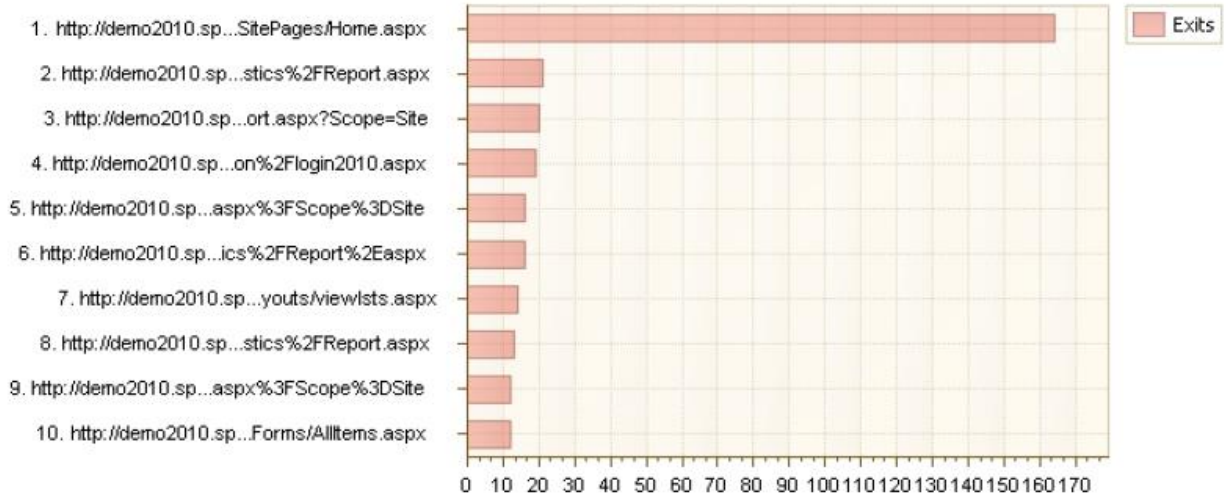
Document, Page location, Modified by, Modified, Last viewed by, Last viewed.

Filters

Document, Page location, Not modified since, Modified by, Not viewed since, Last viewed by.

Exit pages

It represents pages on which the work with the site was finished.



Page	Exits	Exit rate	Time on page
http://demo2010.spstats.com/SitePages/Home.aspx	164	45.68 %	00:08:40
http://demo2010.spstats.com/_layouts/mapilab/formauthentication/login2010.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F_layouts%252FMAPILab%252FStatistics%252FReport.aspx&Source=%2F_layouts%2FMAPILab%2FStatistics%2FReport.aspx	21	100.00 %	00:00:00
http://demo2010.spstats.com/_layouts/MAPILab/Statistics/Report.aspx?Scope=Site	20	22.22 %	00:05:00
http://demo2010.spstats.com/_layouts/mobile/mblerror.aspx?Source=%2F_layouts%2Fmapilab%2Fformauthentication%2Flogin2010.aspx	19	100.00 %	00:00:00

It is a very important indicator for those who appreciate every visitor. Using the report, you can obtain the average rate of exits. Knowing this value, you can easily reveal pages with the increased rate of exits. Such increased rate of exits indicates the probability of motivation of visitors for finishing the work with the site.

Examples

- The page is not interesting for a visitor. The interests of visitors got to these pages do not match the subject of the provided information. Possibly, the advertising campaign brings you inappropriate audience. Possibly, the page doesn't contain expected information in accordance with a banner or link.
- Inefficient presentation of information on the page. People are hard to read bulk unstructured texts. If you select key moments of the text, draw the structure, much more visitors will read the complete text and continue to work with the site
- Program errors on pages, problems with the site layout
- Inaccurate design of pages

Columns

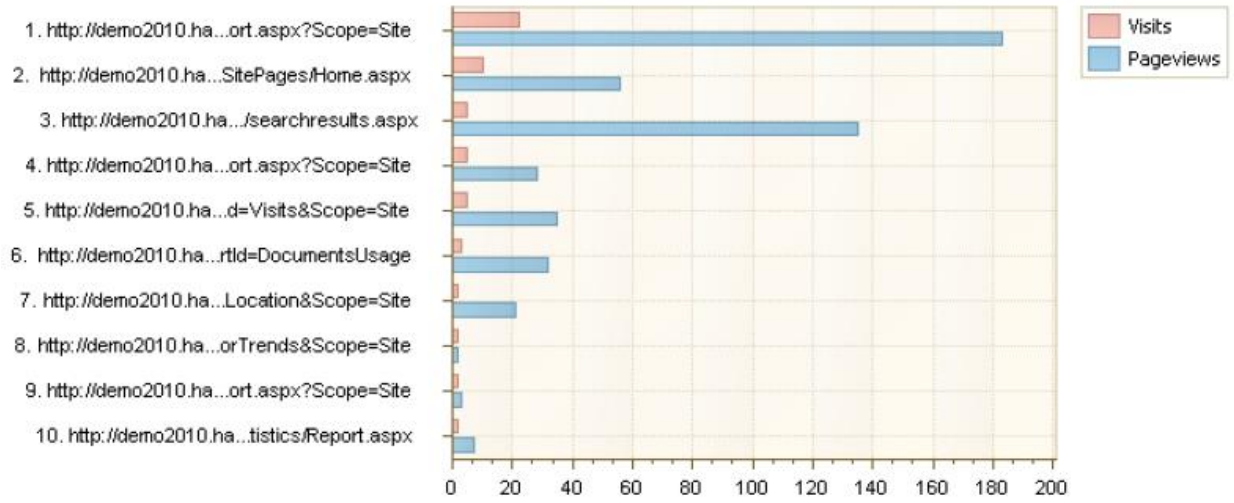
Page, Exits, Exit rate, Time on page, Document library.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Page, Exits, Exit rate, Time on page, Active Directory Title.

Traffic sources (detailed)

It shows page addresses of the site selected in report Traffic sources from which transitions to your site were made.



Page	Visits	Pageviews	Pages/Visit
http://demo2010.harepoint.com/MAPILab/Statistics/SiteReport.aspx?Scope=Site	22	183.0	8.32
http://demo2010.harepoint.com/SitePages/Home.aspx	10	56.0	5.60
http://demo2010.harepoint.com/_layouts/MAPILab/Statistics/Report.aspx?ReportId=Visits&Scope=Site	5	35.0	7.00
http://demo2010.harepoint.com/_layouts/MAPILab/Statistics/Report.aspx?Scope=Site	5	28.0	5.60
http://demo2010.harepoint.com/_layouts/searchresults.aspx	5	135.0	27.00
http://demo2010.harepoint.com/_layouts/MAPILab/Statistics/Report.aspx?ReportId=DocumentsUsage	3	32.0	10.67
http://demo2010.harepoint.com/	2	2.0	1.00
http://demo2010.harepoint.com/_layouts/MAPILab/Statistics/Report.aspx	2	7.0	3.50

The report can help to evaluate the efficiency of advertisement placement on certain pages of other sites.

Examples

- What pages of the site have links to your site
- From what pages the most active audience comes

Columns

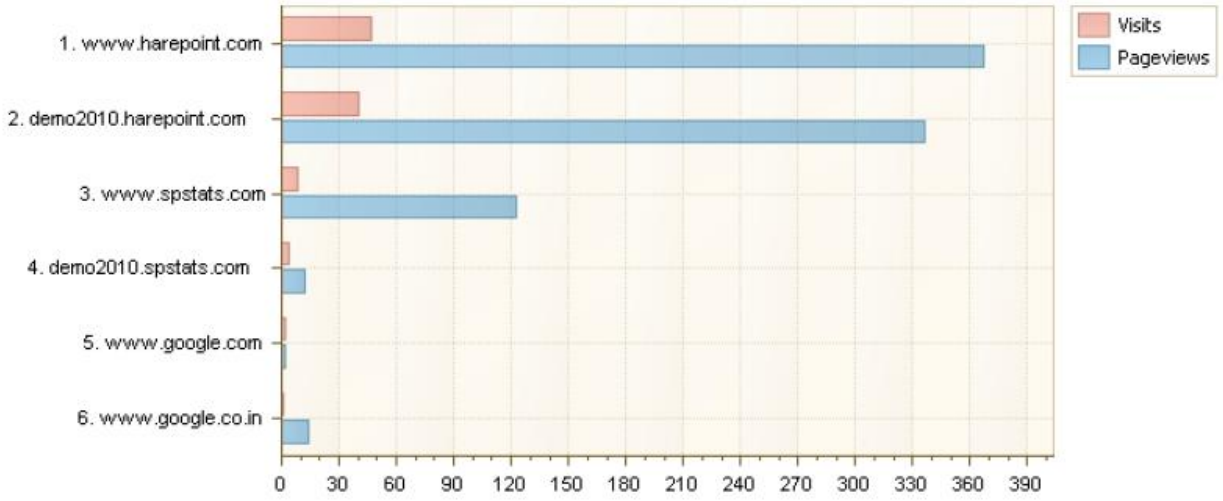
Page, Visits, Pageviews, Pages per visit.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Page, Visits, Pageviews, Pages per visit, Domain.

Traffic sources

It represents site addresses from which visitors have come.



Domain	Visits	Pageviews	Pages/Visit
www.harepoint.com	47	367	7.37
demo2010.harepoint.com	40	336	10.27
www.spstats.com	8	123	15.38
demo2010.spstats.com	4	12	3.50
www.google.com	2	2	1.00
www.google.co.in	1	14	14.00
	Total: 102	Total: 854	Avg.: 8.59

The report can help to evaluate the efficiency of advertising campaigns and placement on certain sites.

Examples

- From where do visitors come. It is a very important indicator if you conduct several advertising campaigns simultaneously
- What is the intensity of transitions to the site from search engines

Columns

Domain, Visits, Pageviews, Pages per visit.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Domain, Visits, Pageviews, Pages per visit.

Events (HarePoint Analytics 2010 only)

This report contains a table with all the events the collection of which is set for SharePoint Analytics (you can learn about the setting in the SharePoint Analytics Admin Guide, Part 17).

Type	Name	Description	Value	Time	Page	User name
OnLoad test	harepoint	some text	0.00	9/21/2012 5:30:01 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 4:39:18 PM	http://makarkhin/test/SitePages/test.aspx	System Account
Test	harepoint	some text	0.18	9/21/2012 4:39:09 PM	http://makarkhin/test/SitePages/test.aspx	System Account
Test	harepoint	some text	0.45	9/21/2012 4:39:01 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 4:38:28 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 4:38:08 PM	http://makarkhin/test/SitePages/test.aspx	System Account
Test	harepoint	some text	0.54	9/21/2012 4:35:30 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 4:24:23 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 1:05:42 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 1:05:40 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 12:30:42 PM	http://makarkhin/test/SitePages/test.aspx	System Account
OnLoad test	harepoint	some text	0.00	9/21/2012 12:27:04 PM	http://makarkhin/test/SitePages/test.aspx	System Account

In this report, you can sort and/or group events by any field, for example, view a list of events that have worked for a certain group of users.

Columns

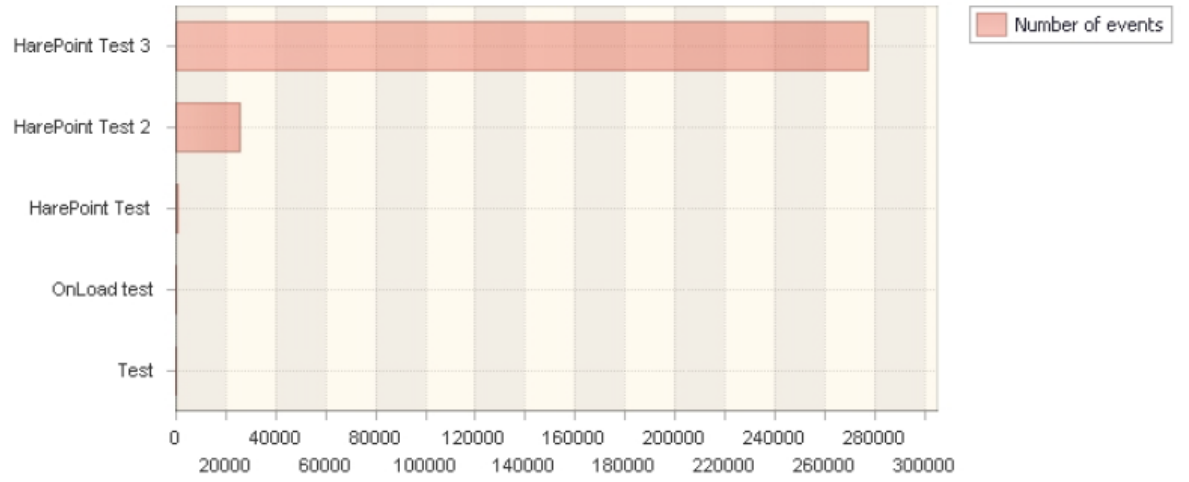
Type, Name, Description, Value, Time, Page, Page title, User name, Visitor ID, Visit ID, IP

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Type, Number of events, Avg. value, Page, Page title

Events popularity (HarePoint Analytics 2010 only)

This report shows the most popular events, the collection of which is set for SharePoint Analytics (you can learn about the setting in the SharePoint Analytics Admin Guide, Part 17).



Type	Number of events	Event rate	Avg. value
HarePoint Test 3	277,333.00	91.45 %	0.50
HarePoint Test 2	25,300.00	8.34 %	0.08
HarePoint Test	606.00	0.20 %	0.00
OnLoad test	28.00	0.01 %	0.00
Test	4.00	0.00 %	0.39
Total: 303,271.00			

With this report, you can define events that occur most frequently. In this report, you can sort events by any of the fields available in the report, for example, view the popularity of events for a certain group of users.

By default this report shows event types and additional information about them for the selected period. Drilldown on type shows the names of all this type events. And additional drilldown on event name shows all event descriptions with the specified name and type.

Columns

Type, Name, Description, Number of events, Event rate, Avg. value

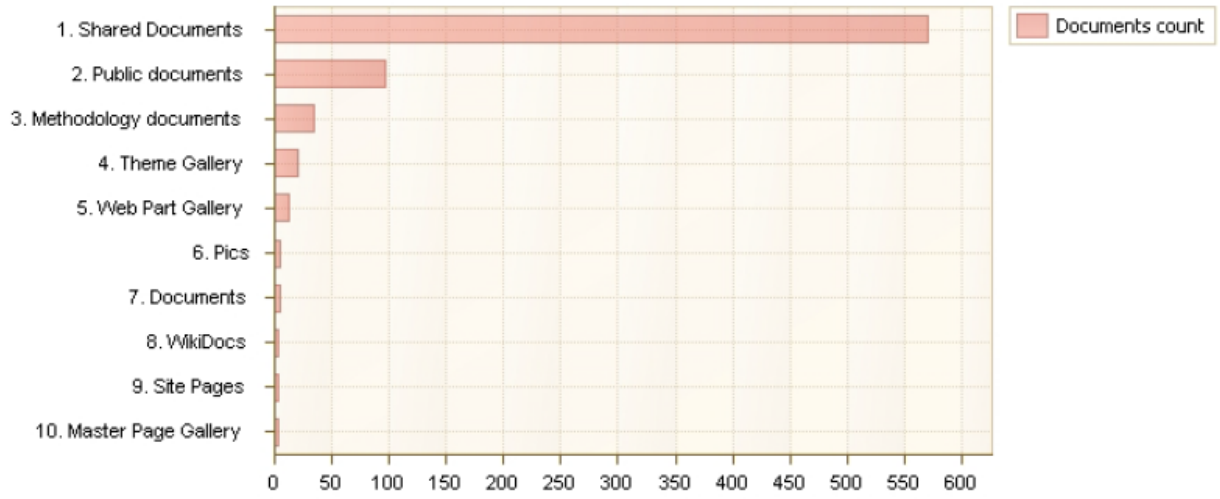
Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Type, Name, Description, Value, Page, Page title, Visitor ID, Visit ID, IP

Documents

Document libraries summary

It shows the number of documents and data amount in document libraries of a site collection.



Document library	Documents count	Documents size, Mb	Attachment size, Mb	Site title
Shared Documents	570	9.43	0.00	HarePoint Analytics for SharePoint 2010 Demo
Public documents	96	1.51	0.00	HarePoint Analytics for SharePoint 2010 Demo
Methodology documents	34	55.06	0.00	MAPILab SD for SharePoint
Theme Gallery	20	0.80	0.00	HarePoint Analytics for SharePoint 2010 Demo
Web Part Gallery	13	0.01	0.00	HarePoint Analytics for SharePoint 2010 Demo
Pics	5	0.27	0.00	HarePoint Analytics for SharePoint 2010 Demo
Documents	4	16.34	0.00	MAPILab SD for SharePoint
Site Assets	3	0.13	0.00	MAPILab SD for SharePoint
Master Page Gallery	3	0.07	0.00	MAPILab SD for SharePoint

Examples

- In what libraries does the average size of a document exceed a certain size. Possibly, for a convenient transfer of such documents over the network, it makes sense to split such documents into pieces or archive them
- Which site of a collection uses document libraries most actively
- How many document are there on a certain site

Columns

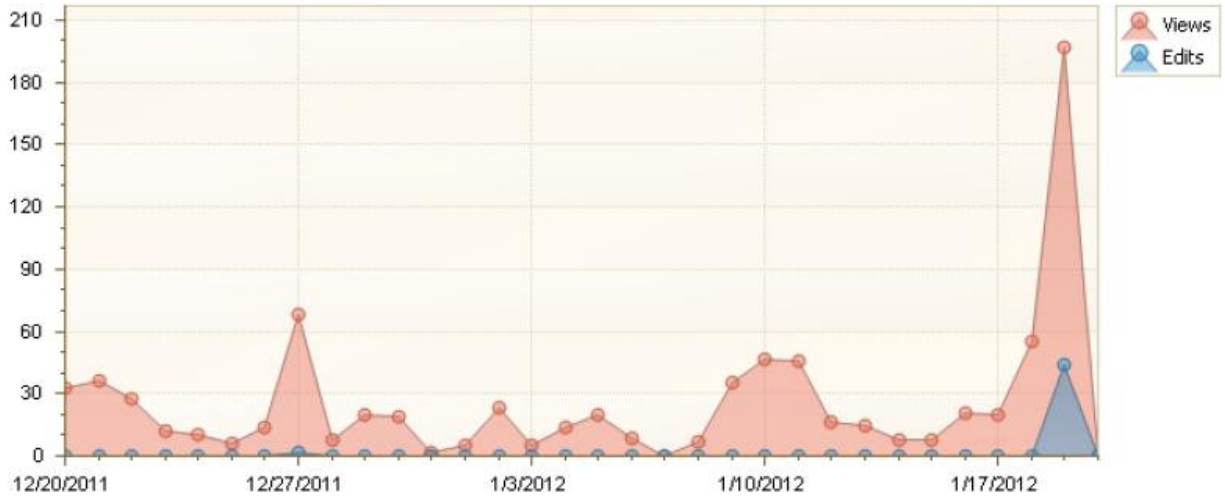
Page location, Documents count, Documents size, Mb, Attachment size, Mb, Site title.

Filters

Document location, Documents count, Documents size, Mb, Attachment size, Mb, Site title.

Document libraries usage

It shows the number of actions due to document libraries.



Date	Views	Edits	Created	Deleted	Authors
1/20/2012	0	0	0	0	0
1/19/2012	197	44	10	3	10
1/18/2012	55	0	0	0	0
1/17/2012	20	0	0	0	0
1/16/2012	21	0	0	0	0
1/15/2012	8	0	0	0	0
1/14/2012	8	0	0	0	0
1/13/2012	15	0	0	0	0

The report allows you to evaluate the activity of document library usage.

Examples

- What libraries are used more frequently
- How many documents have been removed and from what libraries. Such data can be needed, for example, if you want to conduct investigation
- What libraries are used more frequently by a particular visitor or a visitor group

Columns

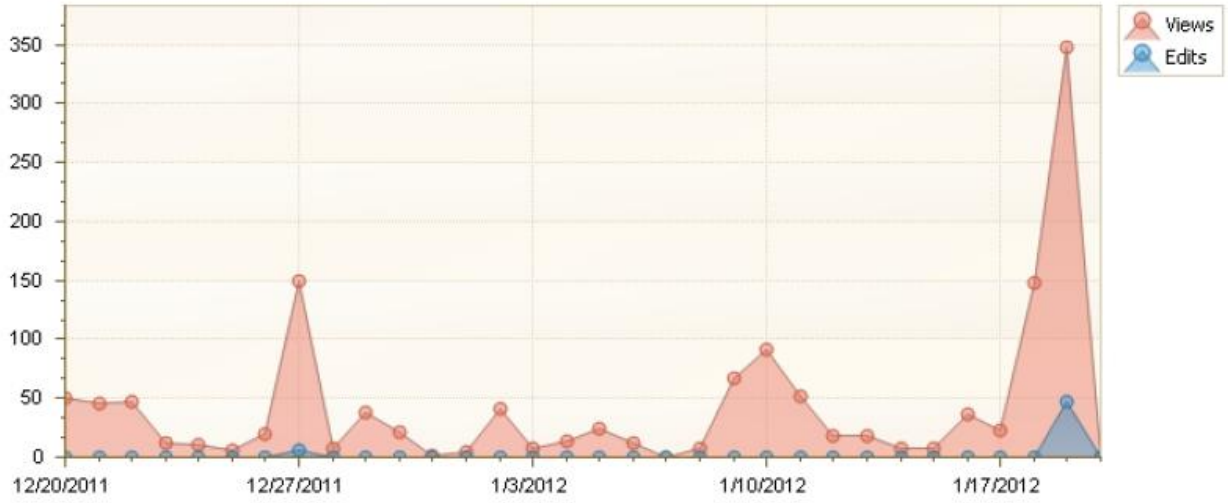
Document library, Views, Edits, Created, Deleted.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document location, Views, Edits, Created, Deleted.

Document usage overview

It represents the usage of document libraries.



Date	Views	Edits	Created	Deleted	Authors
1/20/2012	0	0	0	0	0
1/19/2012	348	47	10	3	1
1/18/2012	148	0	0	0	0
1/17/2012	23	0	0	0	0
1/16/2012	36	0	0	0	0
1/15/2012	8	0	0	0	0
1/14/2012	8	0	0	0	0

The report provides extended information on the usage of libraries, groups information by time periods (by days or months), which makes it possible to estimate changes of activity in using document libraries.

Examples

- What is the dynamics of document usage
- How does the number of visitors working with a document changes with the time

Columns

Date, Views, Edits, Created, Deleted, Authors.

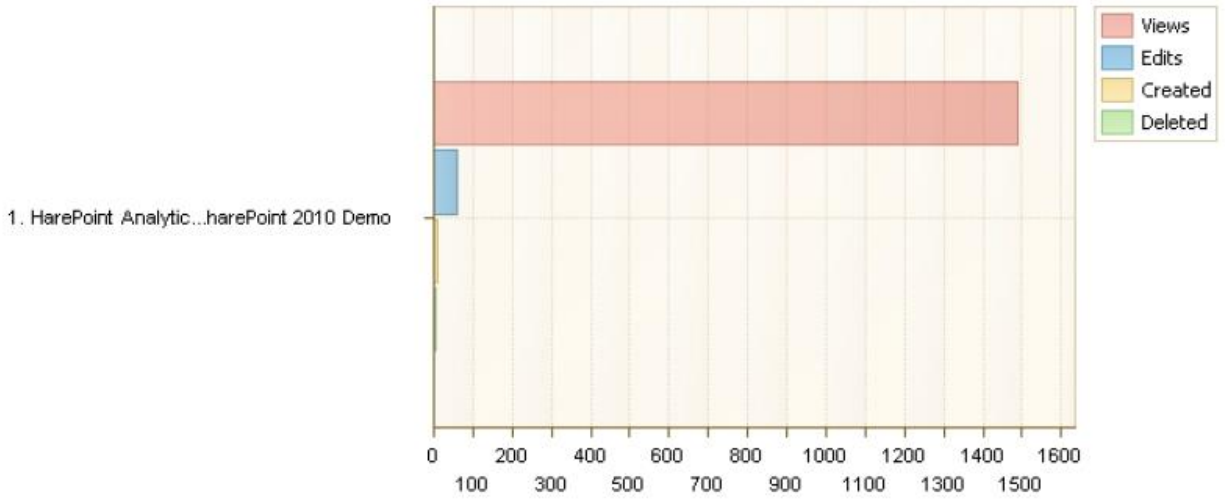
Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document, Document url, Document type, Document location, FileId, Document title, Views, Edits, Created, Deleted, Authors.

Documents by site collections

The report is available for a site collection.

It groups the report on document operation by sites of the collection.



Site	Views	Edits	Created	Deleted
HarePoint Analytics for SharePoint 2010 Demo	1487	58	11	5
	Total: 1487	Total: 58	Total: 11	Total: 5

With the help of the report, you can compare the activity of using document libraries on different sites.

Columns

Site collection url, Views, Edits, Created, Deleted.

Filters

Specify time period, Web application.

Document unique events overview

It represents unique, within a visit, views and edits of documents.



Date	Views	Edits	Created	Deleted	Authors
1/20/2012	0	0	0	0	0
1/19/2012	197	44	10	3	10
1/18/2012	55	0	0	0	0
1/17/2012	20	0	0	0	0
1/16/2012	21	0	0	0	0
1/15/2012	8	0	0	0	0
1/14/2012	8	0	0	0	0
1/13/2012	15	0	0	0	0

There are often situations when a person works with one document for a long time, keeping intermediate results. Thus, the statistics shows a large number of views and edits. The report shows unique events, which makes it possible to estimate the number of effective edits, unique views of documents.

You can also set a filter on the name of a specific file (if, for example, downloading such a file is a goal), it will give the opportunity to see the number of unique file downloads, excluding re-downloads that may be related to problems of connecting the visitor or its mistake.

Columns

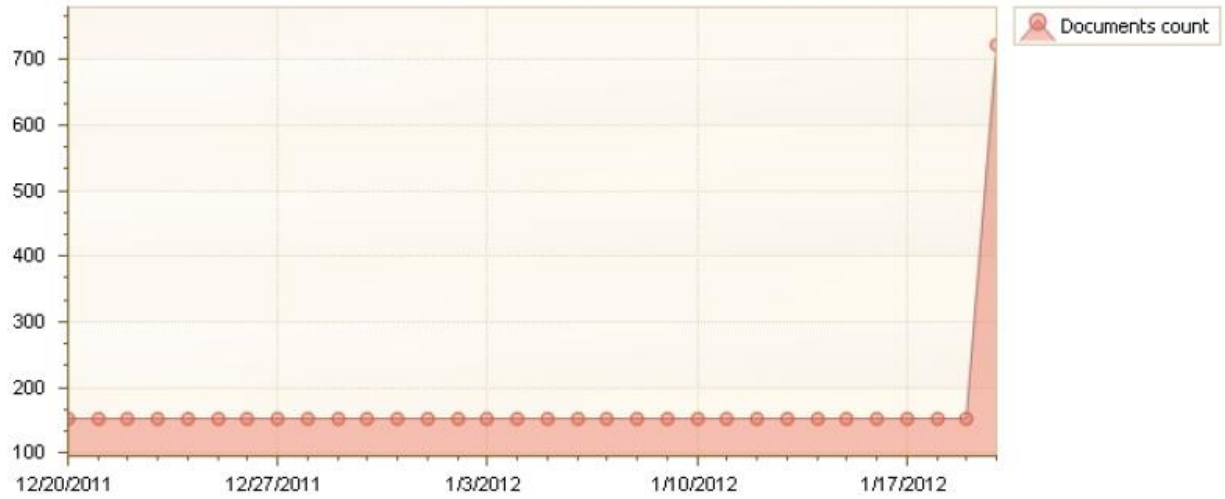
Date, Views, Edits, Created, Deleted, Authors.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document, Document url, Document type, Document location, FileId, Document title, Views, Edits, Created, Deleted, Authors.

Document growth trends

It shows changes in the number of libraries, documents, data size over the time.



Date	Libraries count	Documents count	Documents size, Mb
1/20/2012	17	723	83.00
1/19/2012	17	153	74.00
1/18/2012	13	153	74.00
1/17/2012	13	153	74.00
1/16/2012	13	153	74.00
1/15/2012	13	153	74.00
1/14/2012	13	153	74.00

With the help of the report, you can see time periods when visitors removed or added documents especially actively.

Columns

Search time, Lists count, Documents count, Items size, Mb.

Filters

Specify time period, Document location.

Document usage

It is a summary table that represents the history of using document libraries.

Document	Event	Document location	Time	User name
Group by on 4 colums in Share point Designer 5.docx	View	Public documents	1/19/2012 11:54:21 PM	Anonymous
sharepoint-statistics-48x48.gif	View	Pics	1/19/2012 11:54:18 PM	Anonymous
HarePoint_Analytics.png	View	Pics	1/19/2012 11:52:46 PM	Anonymous
HarePoint_Analytics.png	View	Pics	1/19/2012 11:52:06 PM	Anonymous
sharepoint-statistics-48x48.gif	View	Pics	1/19/2012 11:52:06 PM	Anonymous
Home.aspx	View	Site Pages	1/19/2012 11:52:04 PM	Anonymous
mapilab-statistics-for-sharepoint-demo-tours.gif	View	Pics	1/19/2012 11:50:42 PM	Anonymous
Adding docx attachment to list programmatically.docx	View	Shared Documents	1/19/2012 11:49:33 PM	Anonymous
About SharePoint Visualization Workflow Authoring in Visio + Visual Studio 2010.docx	View	Shared Documents	1/19/2012 11:48:53 PM	Anonymous
Approval issue.docx	View	Public documents	1/19/2012 11:47:48 PM	Anonymous

Examples

- Who uses a particular document
- What documents have been changed for the reporting period
- With what documents does a particular authorized visitor work

Columns

Document, Event, Document location, Search time, User name, Visitor ID, Visit ID, IP, Document title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Event, Document, Document url, Document type, Document location, FileId, Document title, Visitor ID, Visit ID, IP, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title, User ID.

Document unique events

It shows unique events with documents.

Last event time	Document	Event	Events number	Document location	Last user name	Visit ID
1/19/2012 11:54:21 PM	Group by on 4 colums in Share point Designer 5.docx	View	1	Public documents	Anonymous	385439
1/19/2012 11:54:18 PM	sharepoint-statistics-48x48.gif	View	1	Pics	Anonymous	385438
1/19/2012 11:52:46 PM	HarePoint_Analytics.png	View	1	Pics	Anonymous	385427
1/19/2012 11:52:06 PM	HarePoint_Analytics.png	View	1	Pics	Anonymous	385407
1/19/2012 11:52:06 PM	sharepoint-statistics-48x48.gif	View	1	Pics	Anonymous	385407
1/19/2012 11:52:04 PM	Home.aspx	View	1	Site Pages	Anonymous	385407
1/19/2012 11:50:42 PM	mapilab-statistics-for-sharepoint-demo-tours.gif	View	1	Pics	Anonymous	385366
1/19/2012 11:49:33 PM	Adding docx attachment to list programmatically.docx	View	1	Shared Documents	Anonymous	385339
1/19/2012 11:48:53 PM	About SharePoint Visualization Workflow Authoring in Visio + Visual Studio 2010.docx	View	1	Shared Documents	Anonymous	385325

The report contains the history of operations with documents. The feature of the report – it excludes recurring events from the displayed information, for example, only one download of several downloads of a single file made by a single visitor will be shown.

Examples

- What visitors downloaded a particular file
- How many files, not counting re-downloads, has a particular visitor downloaded
- What documents has a particular visitor edited

Columns

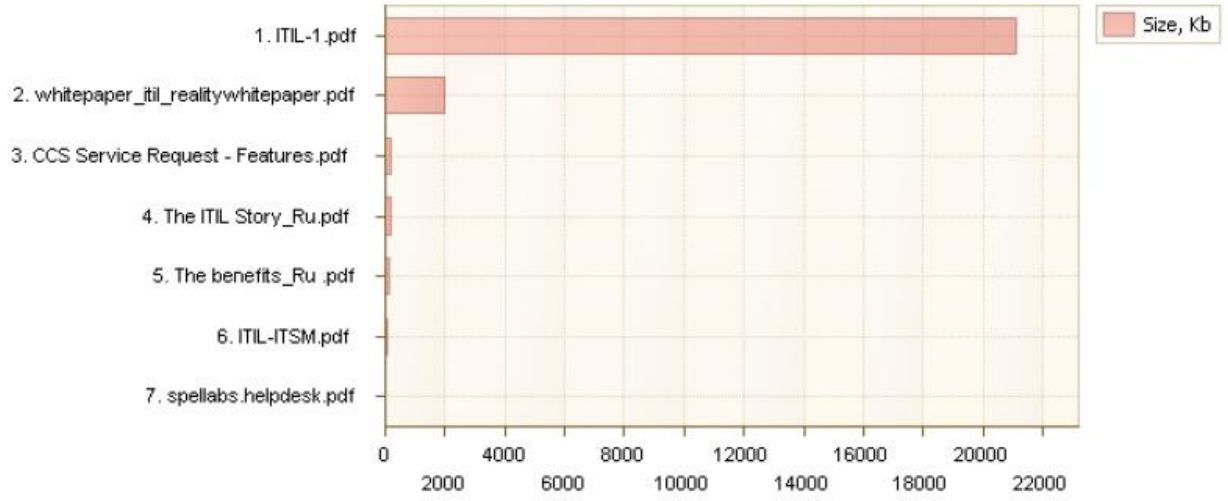
Last event time, Document, Document title, Event, Events number, Document location, User name, Visitor ID, Visit ID.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Event, Document, Document url, Document type, Document location, FileId, Document title, Visitor ID, Visit ID.

Documents size detail report

It shows documents of a certain type (the type of documents for representation is chosen in report Documents size by type) and their size.



Document	Location	Size, Kb
ITIL-1.pdf	ITIL	21,086.60
whitepaper_itil_realitywhitepaper.pdf	ITIL	1,960.49
CCS Service Request - Features.pdf	Documents	204.82
The ITIL Story_Ru.pdf	ITIL	156.13
The benefits_Ru .pdf	ITIL	130.74
ITIL-ITSM.pdf	ITIL	55.33
spellabs.helpdesk.pdf	spellabs.helpdesk	4.12
		Total: 23,598.23

Columns

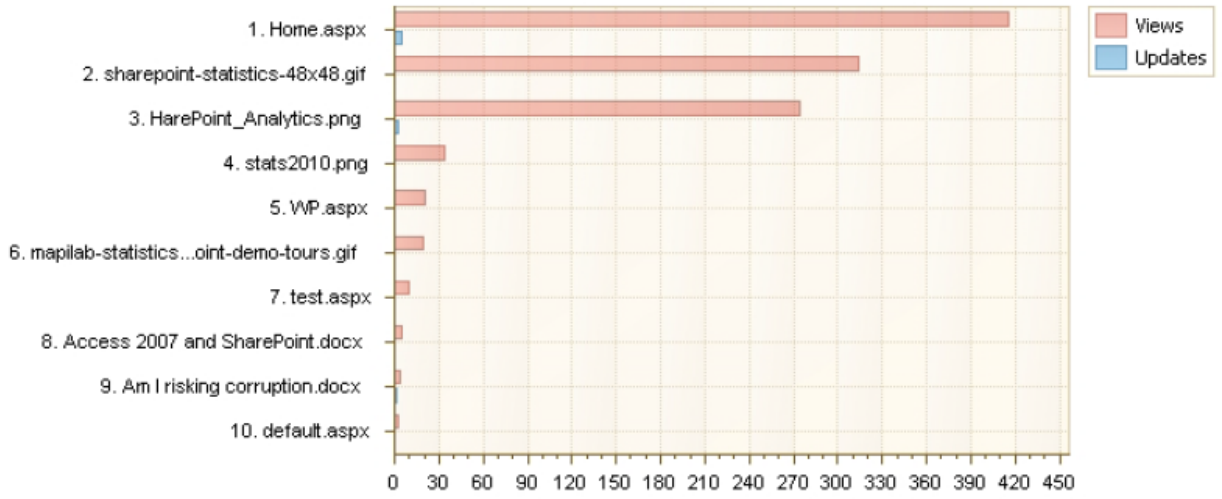
Document, Location, Size, Kb.

Filters

Specify time period, Document, Document type, Size, Kb.

Document popularity

It represents the activity of document usage.



Document	Author	Views	Updates	Size, Kb
Home.aspx	System Account	415	5	0.20
sharepoint-statistics-48x48.gif	HAREPOINT\administrator	314	0	2.30
HarePoint_Analytics.png	HAREPOINT\kovalev	274	2	103.07
stats2010.png	HAREPOINT\kovalev	34	0	109.98
WP.aspx	rvashchegin	20	0	3.78
mapilab-statistics-for-sharepoint-demo-tours.gif	HAREPOINT\kovalev	19	0	14.85
test.aspx	avm	10	0	3.78
Access 2007 and SharePoint.docx	rvashchegin	5	0	15.96
Am I risking corruption.docx	rvashchegin	4	1	15.75
Adding an Attachment to a List Item Programmatically in SharePoint.docx	HAREPOINT\kovalev	3	0	18.24
mss_boxshots.jpg	HAREPOINT\kovalev	3	0	48.84
How To Use This Library.aspx	System Account	3	0	4.65
default.aspx	HAREPOINT\administrator	3	0	3.78

The report represents documents in order of decreasing popularity – the number of operations with the document. When using filters, the report provides an opportunity to highlight the most used documents not only by the site in general, but also by the library, authorship, file type or any other document properties.

Examples

- How actively are the documents of a particular author used
- What documents are used more actively in the reporting period

- What documents, and how actively, does a particular visitor or visitor group, for example, a company department, use

Columns

Document, Document location, Author, Views, Edits, Size, Kb, Document title, Account name, Domain, Company, Department, City, Country, Active Directory Email, Document library, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document, Document url, Document location, Author, Views, Edits, Size, Kb, Document title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Not used documents

It shows the list of documents with which there haven't been any operations during the reporting period.

Document	Document location	Modified by	Modified	Last viewed by	Last viewed
MAPILab HelpDesk for SharePoint - Приближение 3.aspx	WikiDocs	Sergey Voronkov	8/9/2011 5:05:50 AM	(Not defined)	
RequestsListComments.png	Site Assets	Sergey Voronkov	8/9/2011 4:57:15 AM	(Not defined)	
RequestsList.png	Pictures	Sergey Voronkov	8/9/2011 4:56:38 AM	(Not defined)	
ML HD - product construction.docx	Documents	Sergey Voronkov	5/12/2011 4:44:22 AM	svoronkov	4/8/2011 4:14:52 AM
MAPILab HelpDesk for SharePoint - Приближение 2.aspx	WikiDocs	Sergey Voronkov	4/26/2011 5:00:08 AM	(Not defined)	
MAPILab HelpDesk for SharePoint - Приближение 1.aspx	WikiDocs	Sergey Voronkov	4/26/2011 4:28:51 AM	(Not defined)	
ML HD - list of demands.docx	Documents	Sergey Voronkov	4/8/2011 1:57:35 AM	svoronkov	4/8/2011 1:57:36 AM
CCS Service Request - Features.pdf	Documents	Sergey Voronkov	3/29/2011 8:43:55 AM	svoronkov	3/29/2011 8:43:55 AM
Features for m hd.docx	Documents	Sergey Voronkov	3/29/2011 3:01:59 AM	svoronkov	3/29/2011 3:01:58 AM

Such behavior of visitors can be related to problems in the site operation, irrelevant information.

Examples

- Visitors can't find a document, because there are no links on site pages or the document library is excluded from the search. Visitors simply do not know about the existence of this document (as well as search engines that scan the site)
- The document has become outdated or lost relevance
- The document name does not correlate with its content or is uninformative

Columns

Document, Page location, Modified by, Modified, Last viewed by, Last viewed.

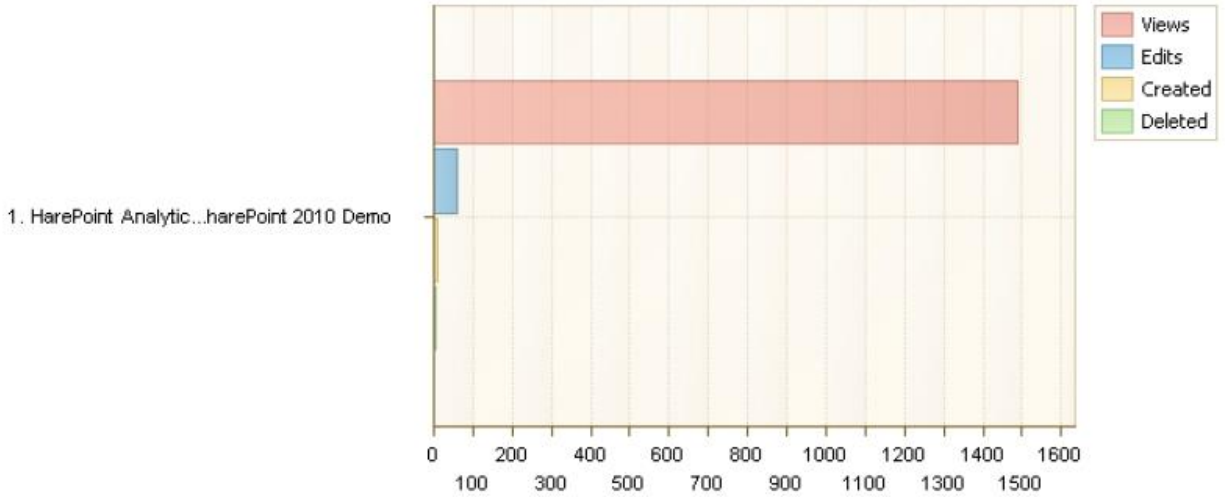
Filters

Document, Document url, Document location, Not modified since, Modified by, Not viewed since, Last viewed by.

Documents by site

The report is available for a site collection.

The report on document operation is grouped by sites of the collection.



Site	Views	Edits	Created	Deleted
HarePoint Analytics for SharePoint 2010 Demo	1487	58	11	5
	Total: 1487	Total: 58	Total: 11	Total: 5

With the help of the report, you can compare the activity of using document libraries on different sites of the collection.

Columns

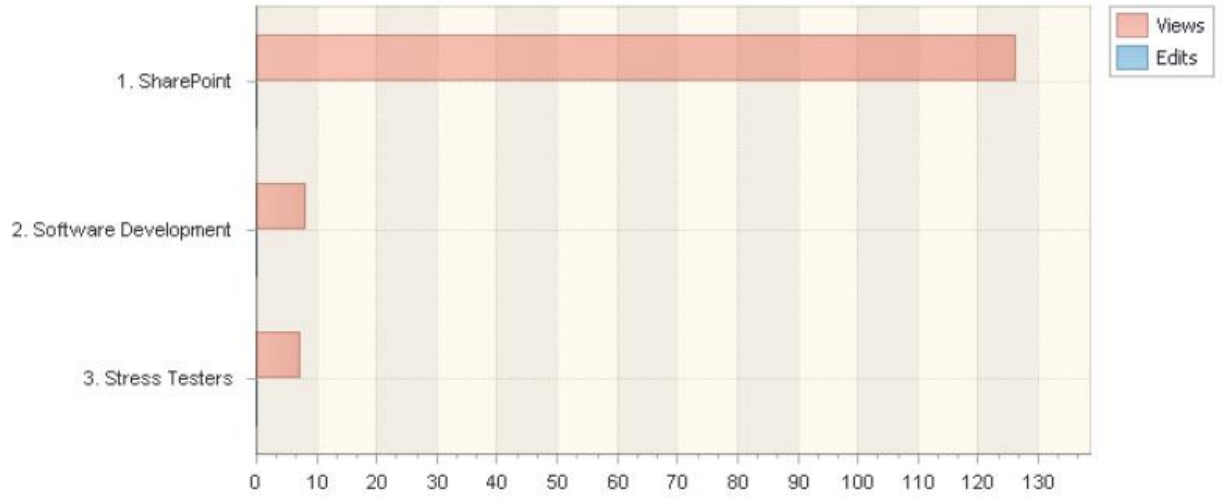
Document library, Views, Edits, Created, Deleted.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Active Directory Title, Created, Deleted, Edits, Views.

Documents by SharePoint departments

It groups the report on document operation by SharePoint departments.



Department	Views	Edits	Created	Deleted
SharePoint	126	0	0	0
Software Development	8	0	0	0
Stress Testers	7	0	0	0
	Total: 141	Total: 0	Total: 0	Total: 0

The report allows you to evaluate the activity of using document libraries by different company departments.

SharePoint department is specified for an account by administrators of the site collection. Only one department can be assigned for a single account.

Columns

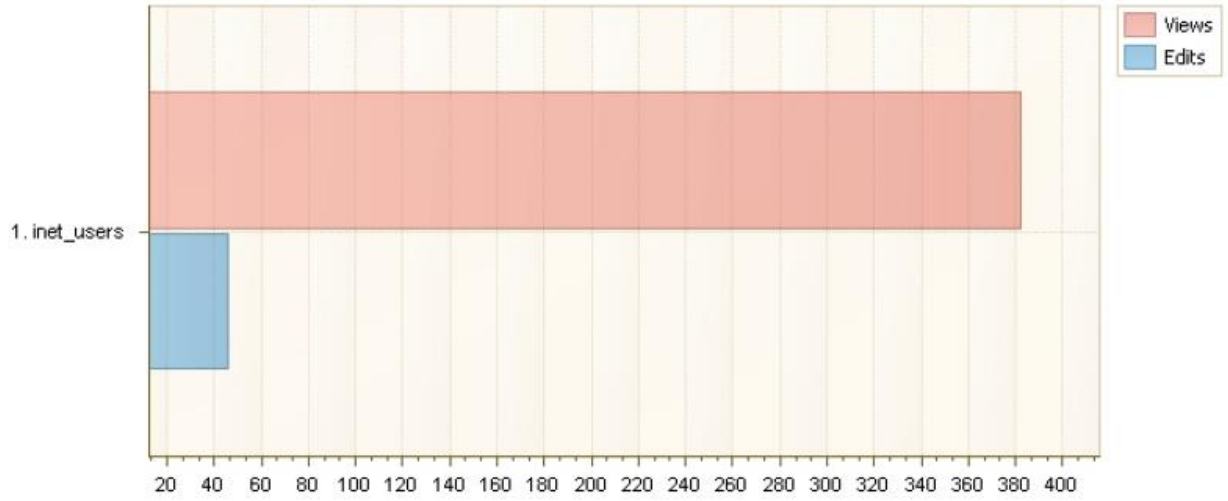
Department, Views, Edits, Created, Deleted.

Filters

Specify time period, Department, Views, Edits, Created, Deleted.

Documents by roles

It groups the report on the document operation by roles of visitors.



Role	Views	Edits	Created	Deleted
inet_users	382	46	10	3
	Total: 382	Total: 46	Total: 10	Total: 3

The report allows you to evaluate the activity of using documents by visitors with different access levels. The roles can be performed by functions of grouping visitors and authorized visitors. For example, you can specify the position of an employee as a role of an account of employees of your company.

Depending on the SharePoint settings, the roles of visitors are specified either by administrators of the site collection, or by the network system administrator. Only one role can be assigned for a single account (or for unauthorized visitors).

Columns

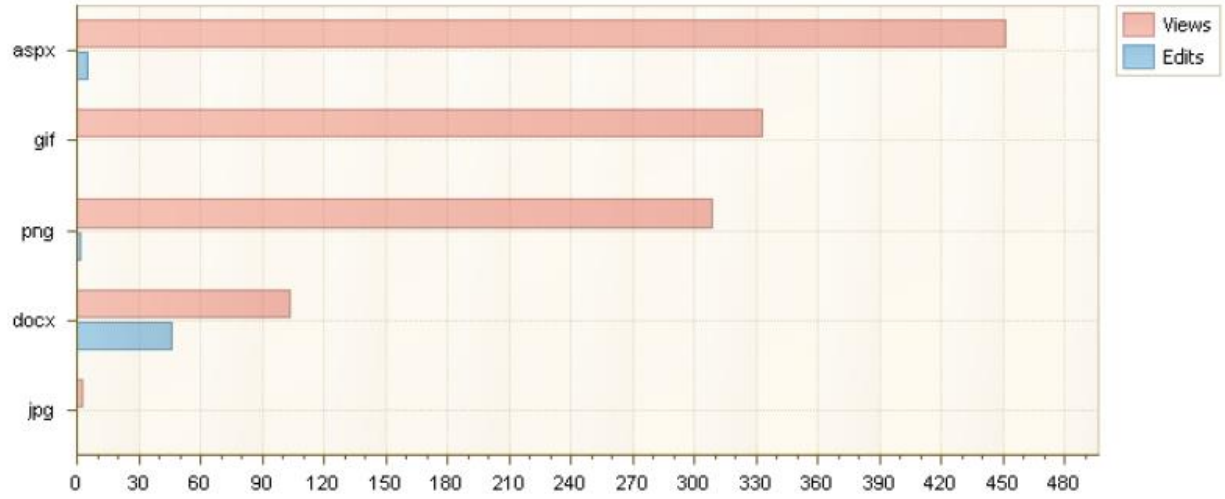
Role, Views, Edits, Created, Deleted.

Filters

Specify time period, Role, Views, Edits, Created, Deleted.

Documents by type

It represents summary information on the usage of documents of each file type.



Document type	Views	Edits	Created	Deleted
aspx	451	5	0	0
gif	333	0	0	0
png	308	2	1	0
docx	103	46	10	3
jpg	3	0	0	0
	Total: 1198	Total: 53	Total: 11	Total: 3

Examples

- How many pictures have been viewed over the month
- How many site pages have been changed over the year
- How many text documents have been created

Columns

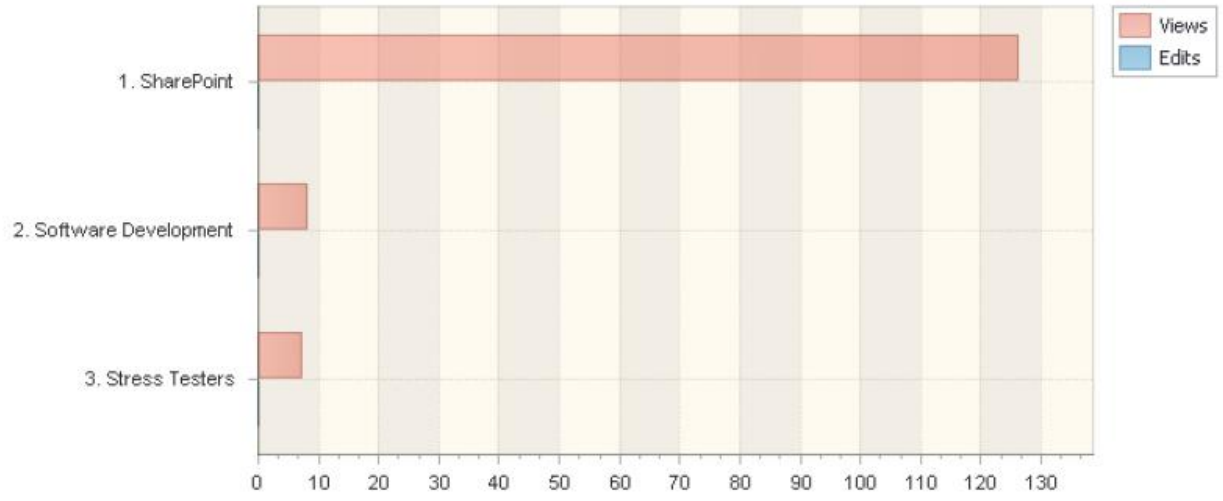
Document type, Views, Edits, Created, Deleted.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Document type, Views, Edits, Created, Deleted.

Documents by Active Directory departments

It groups the report on the document operation by Active Directory departments.



Department	Views	Edits	Created	Deleted
SharePoint	126	0	0	0
Software Development	8	0	0	0
Stress Testers	7	0	0	0
	Total: 141	Total: 0	Total: 0	Total: 0

The report allows you to evaluate the activity of using document libraries by different company departments.

Active Directory department is specified for an account by the network system administrator. Only one department can be assigned for a single account.

Columns

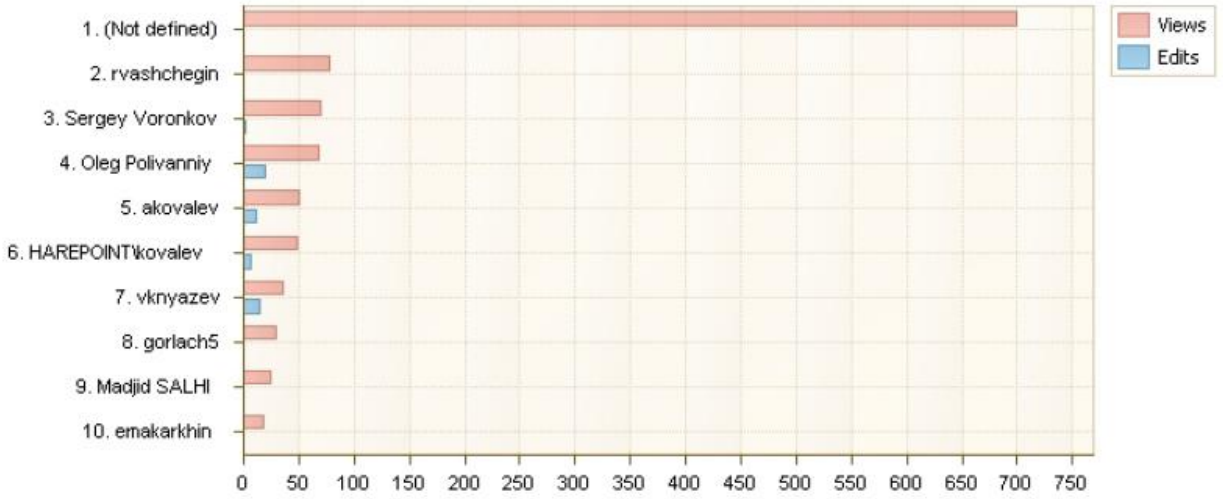
Department, Views, Edits, Created, Deleted.

Filters

Specify time period, Department, Views, Edits, Created, Deleted.

Documents by users

It represents the activity of using documents by each visitor.



User name	Views	Edits	Created	Deleted
(Not defined)	699	0	0	0
rvashchegin	78	0	10	0
Sergey Voronkov	69	1	0	0
Oleg Polivanniy	68	20	0	1
akovalev	50	12	0	2
HAREPOINT\kovalev	48	6	1	0
vknyazev	36	14	0	0
gorlach5	29	0	0	0
Madjid SALHI	24	0	0	0
emakarkhin	18	0	0	0

Examples

- How many documents has a particular visitor viewed or edited for the reporting period
- Which of the visitors is the most active in operating with documents of the site collection
- Who edits documents the most frequently

Columns

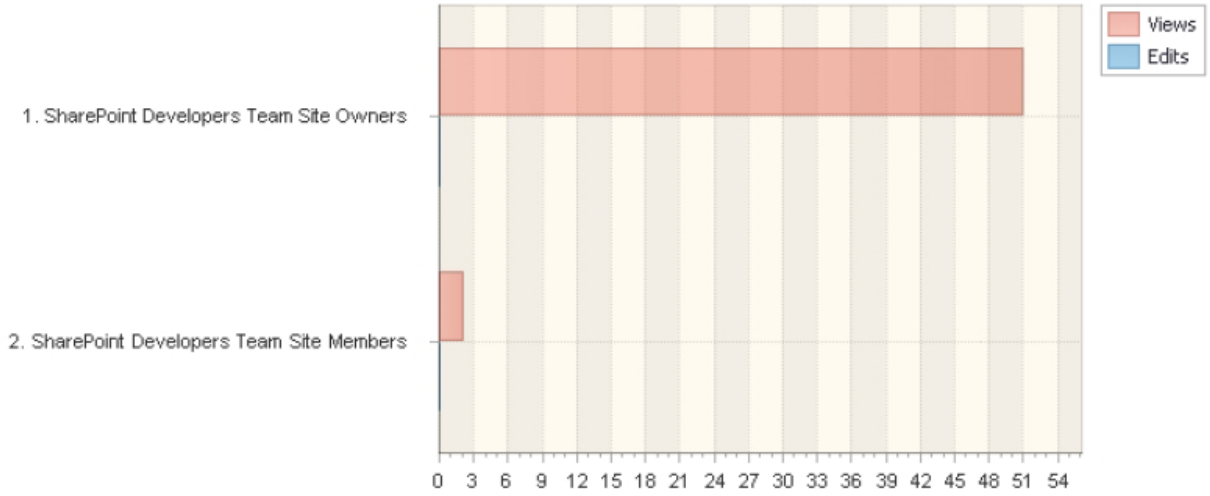
Document, Views, Edits, Created, Deleted, Account name, Domain, Company, Department, City, Country, Active Directory Email, Document library, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document, Views, Edits, Created, Deleted, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Documents by SharePoint groups

It represents information on the operation with documents, grouping them by SharePoint groups.



Group name	Views	Edits	Created	Deleted
SharePoint Developers Team Site Owners	51	0	0	0
SharePoint Developers Team Site Members	2	0	0	0
	Total: 53	Total: 0	Total: 0	Total: 0

The report allows you to evaluate the activity of work of employees being members of certain SharePoint groups with documents.

SharePoint groups for a visitor account and group rights are specified by the administrator of the site collection. Several groups can be assigned for a single account.

Columns

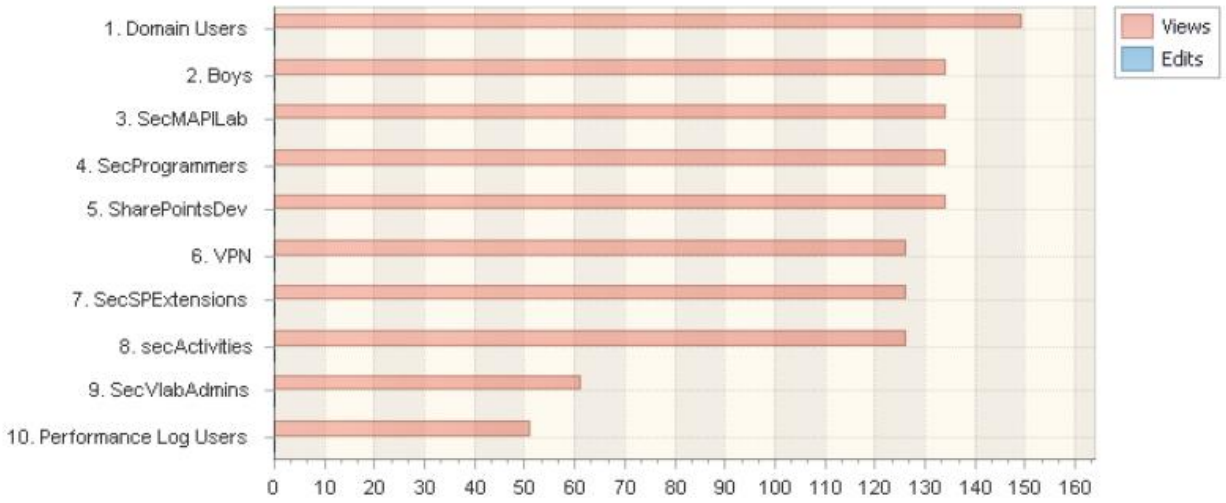
Group name, Views, Edits, Created, Deleted, About Me.

Filters

Specify time period, Group name, Views, Edits, Created, Deleted, About Me.

Documents by Active Directory groups

It represents information on the work with documents, grouping them by Active Directory groups.



Group name	Views	Edits	Created	Deleted
Domain Users	149	0	0	0
SharePointsDev	134	0	0	0
SecProgrammers	134	0	0	0
SecMAPILab	134	0	0	0
Boys	134	0	0	0
secActivities	126	0	0	0
SecSPExtensions	126	0	0	0
VPN	126	0	0	0
SecVlabAdmins	61	0	0	0
Performance Monitor Users	51	0	0	0
Performance Log Users	51	0	0	0

The report allows you to evaluate the activity of work of employees being members of certain Active Directory groups with documents.

Active Directory groups for a visitor account are specified by the network system administrator, group rights – by administrators of the site collection. Several groups can be assigned for a single account.

Columns

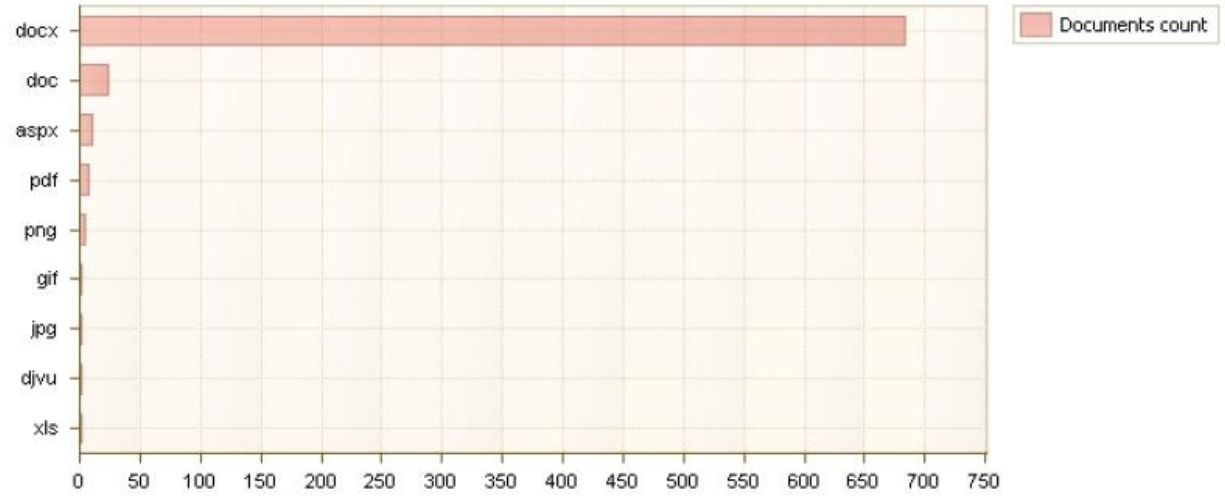
Group name, Views, Edits, Created, Deleted, About Me.

Filters

Specify time period, Group name, Views, Edits, Created, Deleted, About Me.

Documents size by type

It represents the usage of disk space by documents of different types.



Document type	Documents count	Documents size, Mb
docx	683	13.90
doc	24	25.39
aspx	10	0.04
pdf	7	23.05
png	4	0.41
gif	2	0.02
xls	1	0.11

You can go to report Document size detailreport by links and view the list of documents of the selected type and details on the occupied disk space by documents of the selected type.

Examples

- What is the data size of files of a certain type
- What is the data size of all images (file types jpg, gif, png)
- What is the data size of documents (file types doc, docx, pdf, djvu)

Columns

Document type, Documents count, Size, Kb.

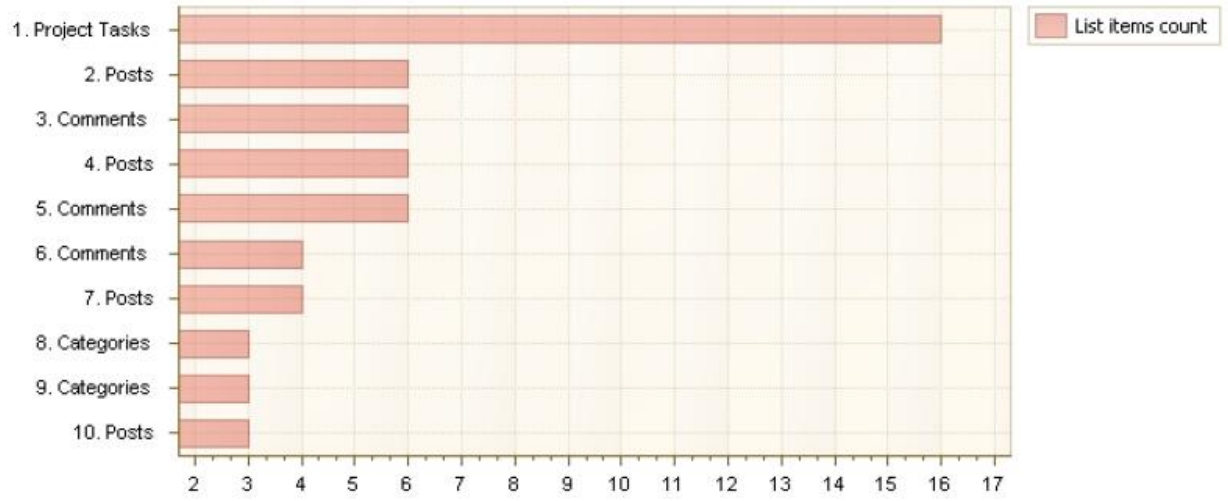
Filters

Document type, Documents count, Size, Kb.

List items

Lists summary

It shows the number of records in lists, data size of lists, data size of applications for list items.



List	List items count	List items size, Mb	Attachments size, Mb
Project Tasks	16	0.01	0.00
Comments	6	0.00	0.00
Posts	6	0.01	0.00
Comments	6	0.00	0.00
Posts	6	0.02	0.00
Posts	4	0.03	0.00
Comments	4	0.00	0.00
Categories	3	0.00	0.00
Categories	3	0.00	0.00
Posts	3	0.04	0.00

Columns

Page location, Documents count, Documents size, Mb, Attachment size, Mb, Site title.

Filters

Specify time period, Page location, List url, Documents count, Documents size, Mb, Attachment size, Mb, Site title.

Lists growth trends

It represents changes in the number of lists, records, data size over the time.



Date	Lists count	List items count	Items size, Mb	Attachments size, Mb
1/23/2012	29	69	0.00	0.00
1/22/2012	29	69	0.00	0.00
1/21/2012	29	69	0.00	0.00
1/20/2012	29	69	0.00	0.00
1/19/2012	29	53	0.00	0.00
1/18/2012	13	18	0.00	0.00
1/17/2012	13	18	0.00	0.00
1/16/2012	13	18	0.00	0.00

The report allows you to see sudden changes in values of the number of list items. For example, if you put addresses to tech support in lists, this allows you to see sharp increase in the number of addresses if the site has any problems.

Columns

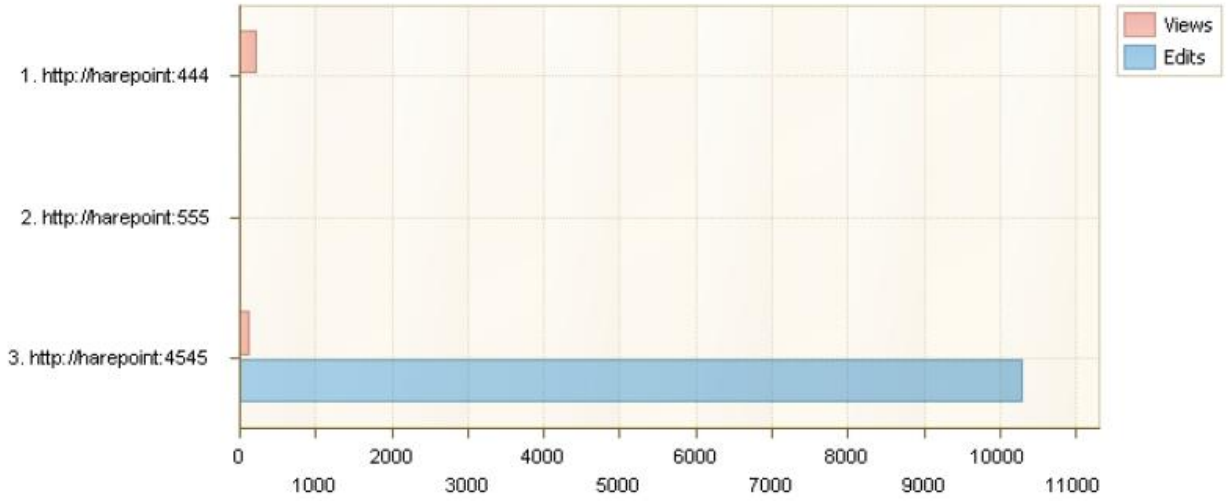
Search time, Lists count, Documents count, Items size, Mb, Attachment size, Mb.

Filters

Specify time period, Document location.

Lists by site collections

The report is available for a site collection.



Site collection url	Views	Edits	Created	Deleted
http://harepoint:444	219	2	67	1
http://harepoint:4545	114	10274	1500	0
http://harepoint:555	0	3	0	1
	Total: 333	Total: 10279	Total: 1567	Total: 2

It represents the activity of work with the list items on different sites of a collection.

Columns

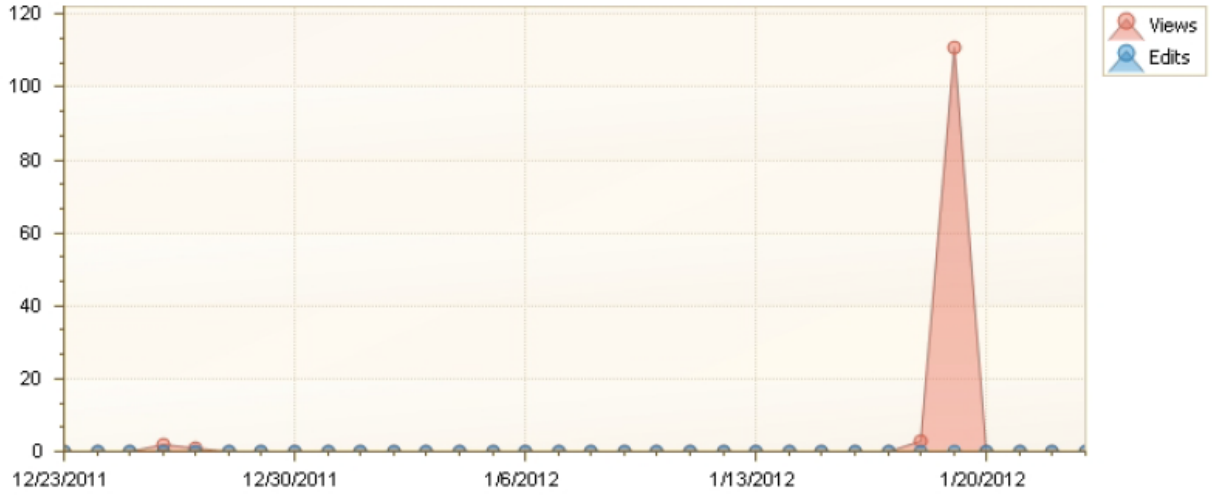
Site collection url, Views, Edits, Created, Deleted.

Filters

Specify time period, Web application.

List items usage overview

It represents the usage of list items: views, changes, creations.



Date	Views	Edits	Created	Deleted
1/23/2012	0	0	0	0
1/22/2012	0	0	0	0
1/21/2012	0	0	0	0
1/20/2012	0	0	0	0
1/19/2012	111	0	0	0
1/18/2012	3	0	35	1
1/17/2012	0	0	0	0
1/16/2012	0	0	0	0
1/15/2012	0	0	0	0
1/14/2012	0	0	0	0

To evaluate changes in the activity of using lists, it shows information with grouping by time in the reporting period – by days or months.

Columns

Date, Views, Edits, Created, Deleted.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, List, List url, List item, List item url, Document location, ItemId, Views, Edits, Created, Deleted.

List items usage

It represents the history of operations with list items. It shows views, changes and creations of items.

List item	Event	List	Time	User name
SharePoint Collaboration Days	View	Posts	1/19/2012 11:52:48 PM	Anonymous
Re: SharePoint Connections Amsterdam 2011	View	Comments	1/19/2012 11:52:41 PM	Anonymous
Merry Christmas and a Happy New Year from MAPILab!	View	Posts	1/19/2012 11:52:37 PM	Anonymous
Welcome to your Blog!	View	Posts	1/19/2012 11:52:35 PM	Anonymous
Category 1	View	Categories	1/19/2012 11:52:31 PM	Anonymous
New version of HarePoint Workflow Extensions	View	Posts	1/19/2012 11:52:27 PM	Anonymous
Re: HarePoint will participate in Swiss SharePoint Conference	View	Comments	1/19/2012 11:52:25 PM	Anonymous
Category 3	View	Categories	1/19/2012 11:52:12 PM	Anonymous
SharePoint Connections Amsterdam 2011	View	Posts	1/19/2012 11:52:08 PM	Anonymous

Examples

- What visitors have worked with a particular item of the list
- With what items of lists has a particular visitor worked
- What list items have been created or modified during a particular time period, for example, on a certain day

Columns

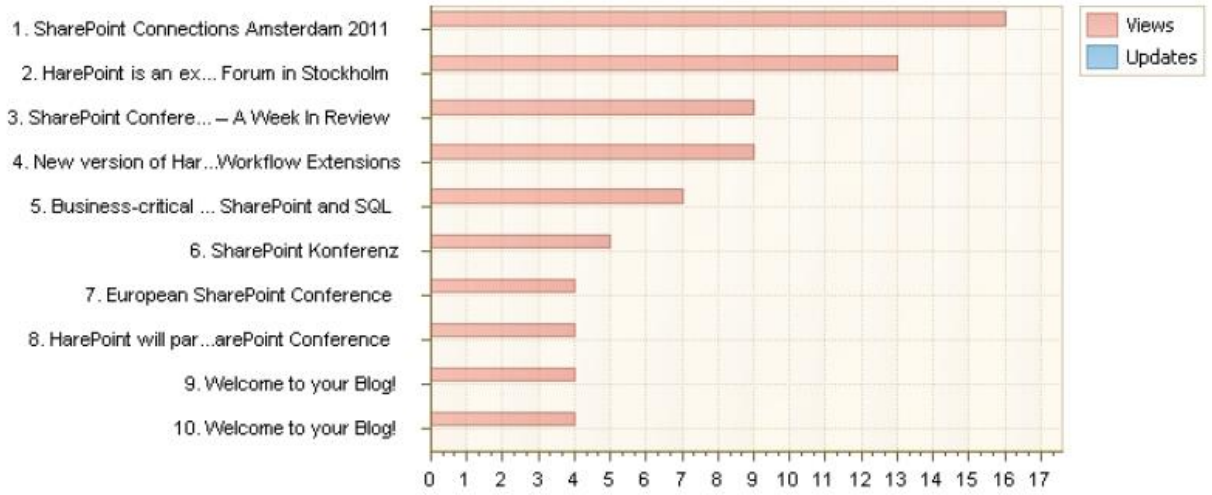
List item, Event, Document location, Search time, User name, Visitor ID, Visit ID, IP, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, List item, List item url, Event, List, List url, Visitor ID, Visit ID, IP, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title, User ID.

List items popularity

It represents the activity of using list items.



Document	Author	Views	Updates
SharePoint Connections Amsterdam 2011	rvashchegin	16	0
HarePoint is an exhibitor on SharePoint&Exchange Forum in Stockholm	rvashchegin	13	0
New version of HarePoint Workflow Extensions	rvashchegin	9	0
SharePoint Conference 2011 – A Week In Review	rvashchegin	9	0
Business-critical processes with SharePoint and SQL	rvashchegin	7	0
SharePoint Konferenz	rvashchegin	5	0
Welcome to your Blog!	rvashchegin	4	0
Welcome to your Blog!	rvashchegin	4	0
HarePoint will participate in Swiss SharePoint Conference	rvashchegin	4	0
European SharePoint Conference	rvashchegin	4	0

Examples

- What is the activity of using records of a particular author
- What is the activity of using records for a certain period of time

Columns

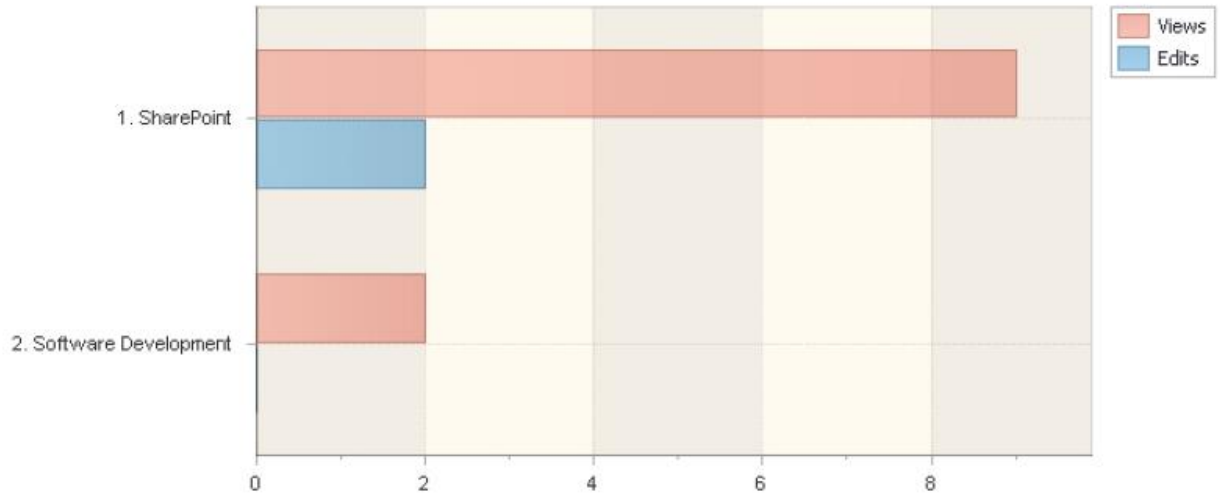
Document, Author, Views, Edits, Account name, Domain, Company, Department, City, Country, Active Directory Email, Document library, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document, Author, Views, Edits, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

List items by Active Directory departments

It represents operations with list items, grouping information by Active Directory departments.



Department	Views	Edits	Created	Deleted
SharePoint	9	2	1	0
Software Development	2	0	0	0
	Total: 11	Total: 2	Total: 1	Total: 0

The report will help you to evaluate the activity of using list items by employees of different company departments. It may be necessary, for example, for viewing which of the company departments is most often involved in dealing with tech support.

Active Directory departments for a user account are assigned by the network system administrator. For a single account only one Active Directory department can be assigned.

Columns

Department, Views, Edits, Created, Deleted.

Filters

Specify time period, Department, Views, Created, Edits, Deleted.

List items by roles

It represents operations with list items, grouping information by visitor roles.

Visitor roles are assigned for an account by administrators of a site collection. For a single user account only one role can be assigned.

Columns

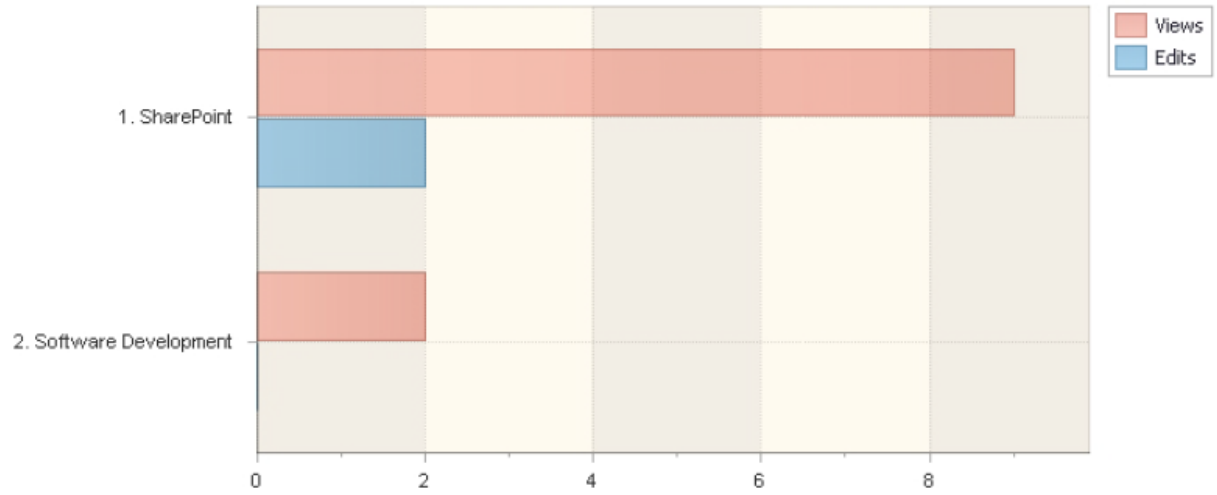
Role, Views, Edits, Created, Deleted.

Filters

Specify time period, Role, Views, Created, Edits, Deleted.

List items by SharePoint departments

It represents operations with list items, grouping information by SharePoint departments.



Department	Views	Edits	Created	Deleted
SharePoint	9	2	1	0
Software Development	2	0	0	0
	Total: 11	Total: 2	Total: 1	Total: 0

The report allows you to evaluate the activity of using list items by different company departments.

SharePoint department is assigned for a visitor account by administrators of a site collection. For a single account only one SharePoint department can be assigned.

Columns

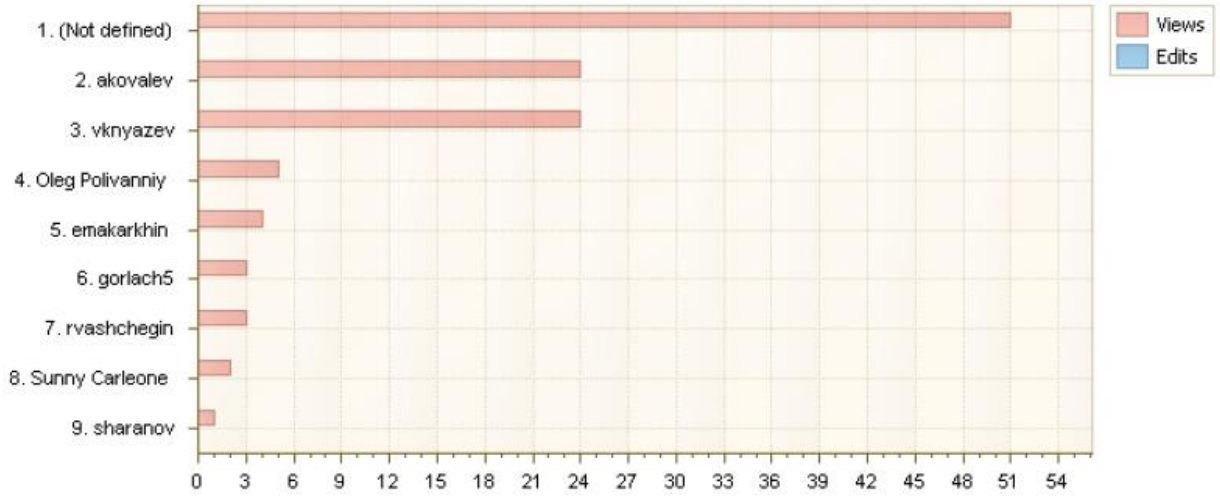
Department, Views, Edits, Created, Deleted.

Filters

Specify time period, Department, Views, Created, Edits, Deleted.

List items by users

It represents the activity of using list items by each visitor.



User name	Views	Edits	Created	Deleted
rvashchegin	3	0	35	1
sharanov	1	0	0	0
Sunny Carleone	2	0	0	0
gorlach5	3	0	0	0
emakarkhin	4	0	0	0
Oleg Polivanniy	5	0	0	0
vknyazev	24	0	0	0
akovalev	24	0	0	0
(Not defined)	51	0	0	0
	Total: 117	Total: 0	Total: 35	Total: 1

Examples

- How many records has a particular visitor viewed or edited for the reporting period

Columns

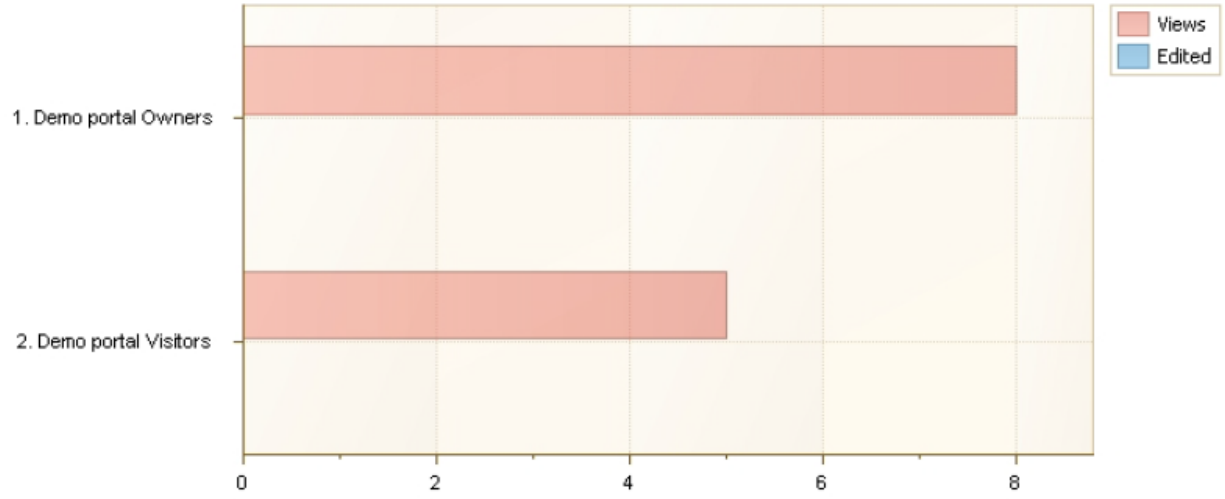
Document, Views, Edits, Created, Deleted, Account name, Domain, Company, Department, City, Country, Active Directory Email, Document library, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Views, Edits, Created, Deleted, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

List items by SharePoint groups

It represents operations with list items, grouping information by SharePoint groups.



Group name	Views	Edited	Created	Deleted
Demo portal Owners	8	0	35	1
Demo portal Visitors	5	0	0	0
	Total: 13	Total: 0	Total: 35	Total: 1

The report allows you to evaluate how actively employees who are members of certain SharePoint groups work with list items.

SharePoint groups for a visitor account and group rights are specified by administrators of a site collection. For a single account several groups can be specified.

Columns

Group name, Views, Edits, Created, Deleted, About Me.

Filters

Specify time period, Group name, Views, Edits, Created, Deleted, About Me.

List items by Active Directory groups

It represents operations with list items, grouping information by Active Directory groups. The report allows you to evaluate how actively employees who are members of certain Active Directory groups work with list items. Active Directory groups for a visitor account are specified by the network system administrator, group rights – by administrators of a site collection. For a single account several groups can be specified.

Columns

Group name, Views, Edits, Created, Deleted, About Me.

Filters

Specify time period, Group name, Views, Edits, Created, Deleted, About Me.

Content Types

Site collection Content Types

The report is available for a site collection.

The report shows list of content types which are used on the current site-collection. It doesn't include the Lists content types.

Name	Parent content type name	Group	Immediate children	Site	Is deleted
System	System	_Hidden	2	HarePoint Analytics for SharePoint 2010 Demo	No
Item	System	List Content Types	28	HarePoint Analytics for SharePoint 2010 Demo	No
Circulation	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
New Word	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
Health Analyzer Rule Definition	Item	_Hidden	0	HarePoint Analytics for SharePoint 2010 Demo	No
Resource	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
Official Notice	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
Phone Call Memo	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
Holiday	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
What's New Notification	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No
Timecard	Item	Group Work Content Types	0	HarePoint Analytics for SharePoint 2010 Demo	No

Examples

- What types of documents are included into the site collection
- How many documents of a given type the site collection contains

Columns

Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted, Deleted time

Filters

Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted

Content Types by Document Libraries

The report is available for a site collection.

The report shows list of documents libraries and associated content types.

Document library	Name	Parent content type name	Site	Is deleted
Pics	Picture	Picture	HarePoint Analytics for SharePoint 2010 Demo	No
Pics	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Public documents	Document	Document	HarePoint Analytics for SharePoint 2010 Demo	No
Public documents	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Shared Documents	Document	Document	HarePoint Analytics for SharePoint 2010 Demo	No
Shared Documents	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Site Assets	Document	Document	HarePoint Analytics for SharePoint 2010 Demo	No
Site Assets	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Site Pages	Wiki Page	Wiki Page	HarePoint Analytics for SharePoint 2010 Demo	No
Site Pages	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Style Library	Document	Document	HarePoint Analytics for SharePoint 2010 Demo	No
Style Library	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
WebParts	Document	Document	HarePoint Analytics for SharePoint 2010 Demo	No
WebParts	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Photos	Picture	Picture	HarePoint Events	No
Photos	Folder	Folder	HarePoint Events	No
Photos	Picture	Picture	SharePoint Solutions Team Blog	No
Photos	Folder	Folder	SharePoint Solutions Team Blog	No

Examples

- What types of documents are included into any given document libraries

Columns

Document library, Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted, Deleted time

Filter

Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted

Content Types by Lists

The report is available for a site collection.

The report shows the SharePoint Lists and associated content types.

List	Name	Parent content type name	Site	Is deleted
Announcements	Announcement	Announcement	HarePoint Analytics for SharePoint 2010 Demo	No
Announcements	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Calendar	Event	Event	HarePoint Analytics for SharePoint 2010 Demo	No
Links	Link	Link	HarePoint Analytics for SharePoint 2010 Demo	No
Links	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Tasks	Task	Task	HarePoint Analytics for SharePoint 2010 Demo	No
Tasks	Folder	Folder	HarePoint Analytics for SharePoint 2010 Demo	No
Tasks	Summary Task	Summary Task	HarePoint Analytics for SharePoint 2010 Demo	No
Team Discussion	Discussion	Discussion	HarePoint Analytics for SharePoint 2010 Demo	No
Team Discussion	Message	Message	HarePoint Analytics for SharePoint 2010 Demo	No
Categories	Categories	System	HarePoint Events	No
Comments	Comment	Comment	HarePoint Events	No
Links	Link	Link	HarePoint Events	No
Links	Folder	Folder	HarePoint Events	No
Posts	Post	Post	HarePoint Events	No

Examples

- What types of documents are included into any given lists

Columns

List, Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted, Deleted time

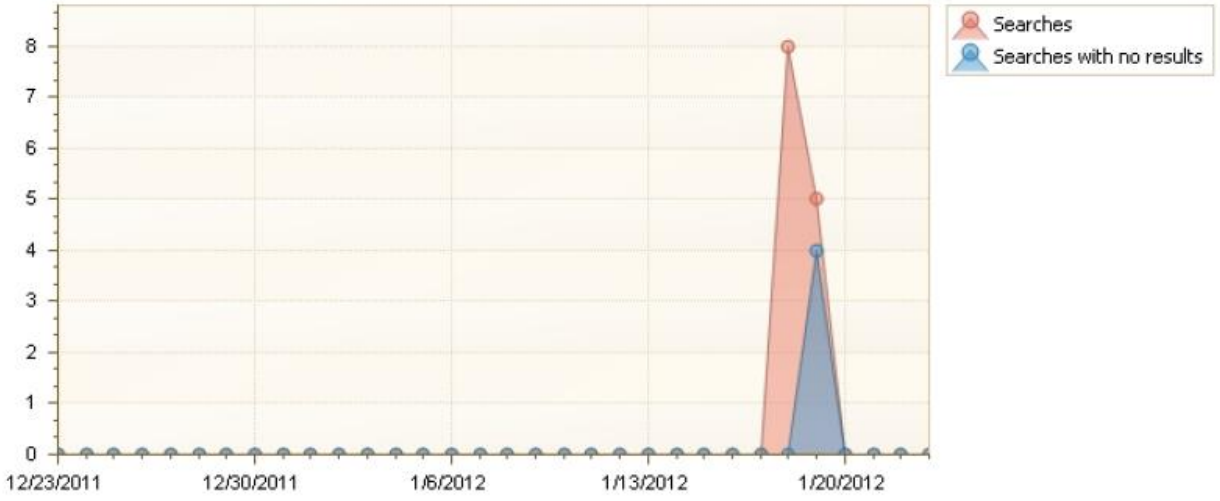
Filter

Id, Name, Parent content type Id, Parent content type name, Description, Group, Version, Immediate children, Is hidden, Is read only, Is sealed, Site, Is deleted

Search

Search overview

The report provides an opportunity to get an idea of the search usage on the site.



Date	Searches	Searches with no results	Clicks on search results	Searches per users
1/23/2012	0	0	0	0.00
1/22/2012	0	0	0	0.00
1/21/2012	0	0	0	0.00
1/20/2012	0	0	0	0.00
1/19/2012	5	4	0	5.00
1/18/2012	8	0	0	4.00
1/17/2012	0	0	0	0.00
1/16/2012	0	0	0	0.00
1/15/2012	0	0	0	0.00
1/14/2012	0	0	0	0.00
1/13/2012	0	0	0	0.00
1/12/2012	0	0	0	0.00
1/11/2012	0	0	0	0.00

A very important indicator – the number of search queries with no results. If you see large rate of such search queries that means visitors do not find what they expect to find. Using report “Search keywords” you can find out exactly what queries have failed.

Examples

- Are there search queries for the reporting period with no results
- How actively do visitors use the search through a site collection

Columns

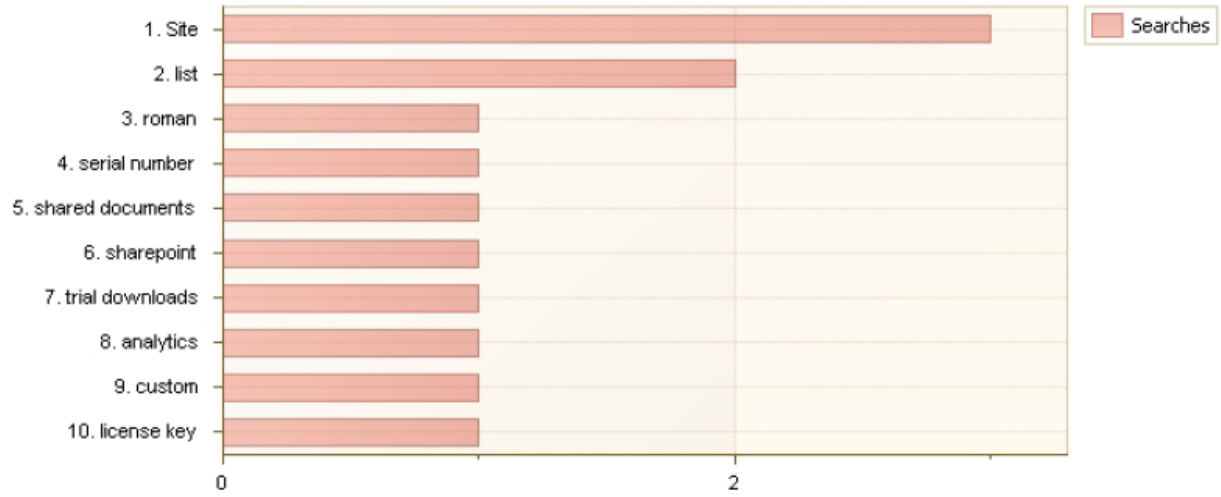
Search time, Searches, Searches with no results, Clicks on search results, Searches per users.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Searches, Searches with no results, Clicks on search results, Searches per users.

Search keywords

The report represents the formulation of search queries.



Search keyword	Searches	Avg. number of found results
Site	3	62.00
list	2	87.00
license key	1	0.00
custom	1	13.00
analytics	1	2.00
trial downloads	1	0.00
sharepoint	1	67.00
shared documents	1	12.00
serial number	1	0.00
roman	1	0.00
	Total: 13	**Avg.: 24.30**

With the help of filters, you can select search queries with no results. If such queries are popular – therefore, visitors expect information on them from the site. If such a search query corresponds to the site subject and your goals – possibly, it would be appropriate to create a page that will match such search queries.

Examples

- How many search queries with no results have been there for the reporting period
- What search query is the most popular within a site collection
- For which search queries should the site pages be designed

Columns

Search keyword, Searches, Results found.

Filters

Specify time period, Search keyword, Searches, Results found.

Advanced searches

The report is available only for a SharePoint 2007 site collection.

It shows advanced search queries of visitors.

Those visitors who use the advanced search, as a rule, know what they want to find. After analyzing such queries, you can conclude whether these visitors find what they seek, and whether it is necessary to change anything in the site structure or page contents, if visitors do not find the information they need.

Columns

Search time, User name, All of this words, The exact phrase, Any of this words, None of this words, Results found.

Filters

Include logons, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Id, All of this words, The exact phrase, Any of this words, None of this words, Results found.

Users searches

The report shows the history of search queries.

Search time	User name	Search expression	Search scope	Results found	Clicks on results	Avg rank of clicked url
1/19/2012 1:13:36 AM	gorlach5	roman		0	0	0.00
1/19/2012 1:13:29 AM	gorlach5	trial downloads		0	0	0.00
1/19/2012 1:13:24 AM	gorlach5	license key		0	0	0.00
1/19/2012 1:13:16 AM	gorlach5	serial number		0	0	0.00
1/19/2012 1:13:03 AM	gorlach5	shared documents		12	0	0.00
1/18/2012 4:41:50 AM	Anonymous	sharepoint		67	0	0.00
1/18/2012 4:40:52 AM	rvashchegin	analytics		2	0	0.00

Examples

- What did visitors find on a certain day
- What was a particular visitor searching for
- Which visitors were searching for a certain search query

Columns

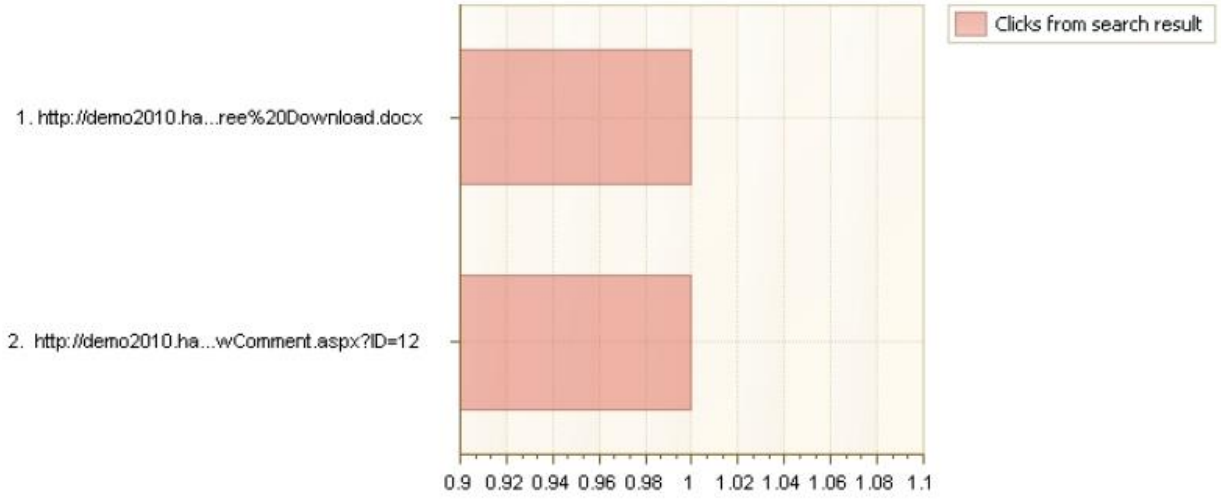
Search time, User name, Search keyword, Search scope, Results found, Clicks on results, Avg rank of clicked url, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Search keyword, Search scope, Results found, Clicks on results, Avg rank of clicked url, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Search destinations

The report shows information on the destination of search queries.



Resource location	Clicks from search result	Avg. clicked url rank
http://demo2010.harepoint.com/harepointnews/Lists/Comments/ViewComment.aspx?ID=12	1	4.00
http://demo2010.harepoint.com/Shared%20Documents/Antivirus%20Free%20Download.docx	1	1.00

The report allows you to determine to what pages visitors get from the search.

Columns

Resource location, Clicks from search result, Avg. clicked url rank.

Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, Document url, Clicks from search result, Avg. clicked url rank.

Search destination details

The report shows detailed information on transitions from the search to a particular page. The page address for analyzing search destination is selected in report Search destinations.

Columns

Search time, Search keyword, Resource rank, Search scope, User name.

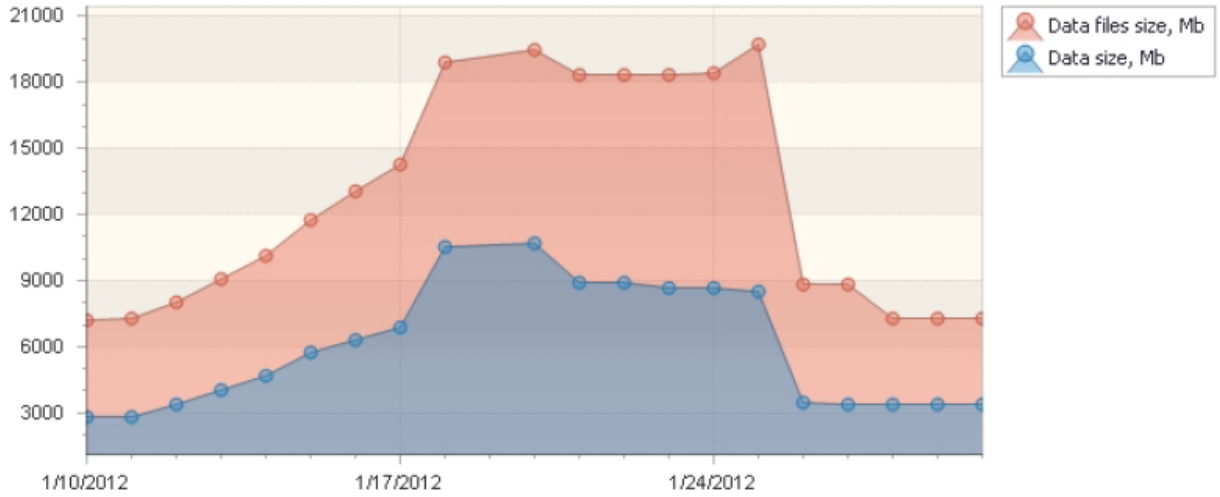
Filters

Include logons, Canonical Name, Account name, Active Directory Department, Specify time period, SharePoint Group, Account name, User name, SharePoint Department, Role, ClickedUrl, Search keyword, Resource rank, Search scope, User name.

Databases

Database size growth

The report shows the size of SharePoint server database and changes in the size over the time.



Date	Data size, Mb	Index size, Mb	Data files size, Mb	Log files size, Mb
1/30/2012	3,396.55	3,491.68	7,288.69	1,594.19
1/29/2012	3,411.48	3,492.21	7,288.69	1,594.19
1/28/2012	3,407.55	3,535.99	7,287.69	683.94
1/27/2012	3,418.85	3,495.76	8,845.00	26,286.25
1/26/2012	3,434.50	3,500.91	8,845.00	26,286.25
1/25/2012	8,501.45	4,890.76	19,749.75	26,685.94
1/24/2012	8,661.12	5,059.85	18,403.00	26,287.69
1/23/2012	8,707.99	5,106.96	18,362.00	343.81
1/22/2012	8,888.63	5,165.29	18,361.06	625.38
1/21/2012	8,942.47	5,166.27	18,360.25	4,106.94
1/20/2012	10,738.68	5,426.11	19,526.94	14,256.56

Using the report, you can track the state of databases and predict the growth of their size.

Columns

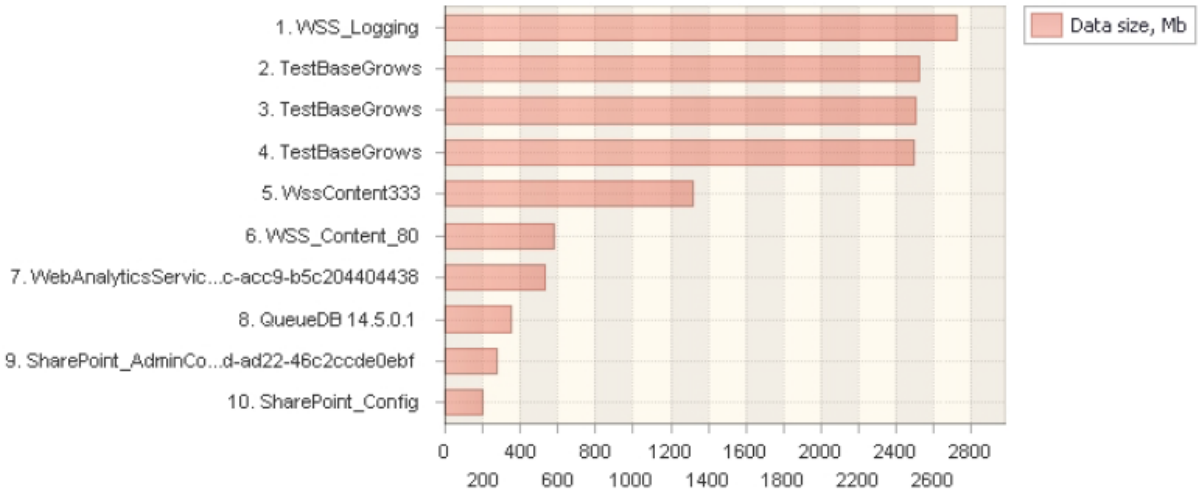
Search time, Data size, Mb, Index size, Mb, Data files size, Mb, Log files size, Mb.

Filters

Specify time period, Database.

Database size overview

It shows the sizes of farm databases, their indices and log-files.



Database	Server	Data size, Mb	Index size, Mb	Data files size, Mb	Log files size, Mb
WSS_Logging	SP14-DB	2,725.69	828.29	3,810.44	9.19
TestBaseGrows	SP14-DB	2,520.16	3,326.91	7,433.00	25,602.88
TestBaseGrows	WSS14\SQl Express	2,503.23	3,320.20	7,433.00	25,602.88
TestBaseGrows	WSS14\SQl Express	2,493.87	3,314.04	5,876.69	910.81
WssContent333	SP14-DB	1,315.10	189.54	1,510.25	0.81
WSS_Content_80	SP14-DB	577.41	47.75	652.13	2.81
WebAnalyticsServiceApplication_ReportingDB_aaa1f21c-46c8-473c-acc9-b5c204404438	SP14-DB	529.13	276.98	2,142.88	4.19
QueueDB 14.5.0.1	WSS14\SQl Express	351.44	0.69	354.25	1.06

Columns

Document, Server, Data size, Mb, Index size, Mb, Data files size, Mb, Log files size, Mb.

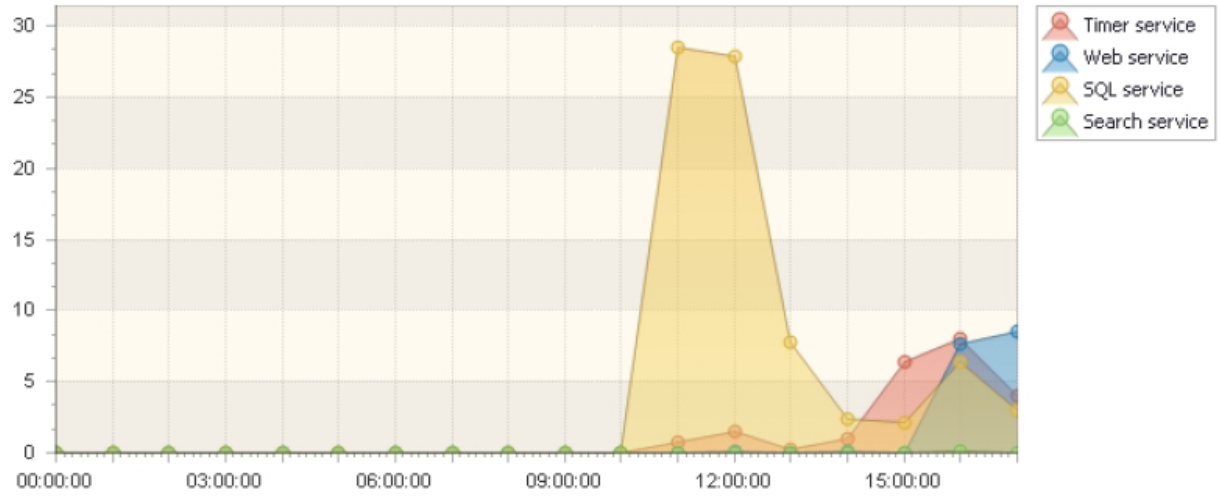
Filters

Include logons, Specify time period.

Performance

CPU usage

It represents the intensity of usage of computing capacities of farm servers.



Time	Timer service	Web service	SQL service	Search service	All processes
17:00:00	4.06 %	8.49 %	3.02 %	0.02 %	15.42 %
16:00:00	8.00 %	7.69 %	6.37 %	0.13 %	17.11 %
15:00:00	6.42 %	0.00 %	2.09 %	0.02 %	12.04 %
14:00:00	1.02 %	0.15 %	2.35 %	0.02 %	7.09 %
13:00:00	0.29 %	0.01 %	7.82 %	0.02 %	10.23 %
12:00:00	1.55 %	0.16 %	27.86 %	0.05 %	37.65 %
11:00:00	0.73 %	0.02 %	28.54 %	0.06 %	32.34 %
10:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
09:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
08:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
07:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

By default, the report contains information on the usage of computing resources for the current day, but you can select another day, as well as select the displaying of information not for the whole farm of servers, but only for one or several servers.

Examples

- If there is need of upgrading the equipment
- What is the type of services that use resources most of all

Columns

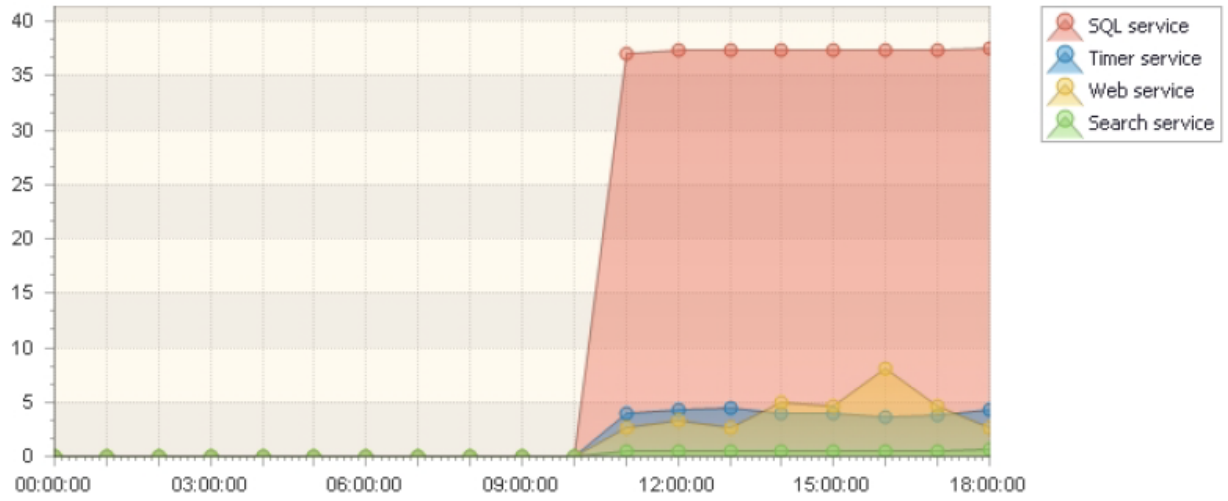
Time, Timer service, Web service, SQL service, Search service, All processes.

Filters

Specify date, Average parameter, Server.

Memory usage

It represents the intensity of using memory of farm servers.



Time	Timer service	Web service	SQL service	Search service	All processes
18:00:00	4.34 %	2.67 %	37.60 %	0.60 %	80.36 %
17:00:00	3.88 %	4.57 %	37.45 %	0.50 %	78.80 %
16:00:00	3.69 %	8.17 %	37.41 %	0.50 %	73.41 %
15:00:00	3.93 %	4.55 %	37.38 %	0.49 %	70.75 %
14:00:00	3.94 %	5.00 %	37.33 %	0.47 %	71.38 %
13:00:00	4.41 %	2.67 %	37.31 %	0.49 %	73.01 %
12:00:00	4.26 %	3.38 %	37.31 %	0.46 %	73.32 %
11:00:00	4.01 %	2.69 %	37.07 %	0.43 %	72.96 %
10:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
09:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
08:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
07:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

It shows information for the current day, but if necessary, you can view values for other days.

Columns

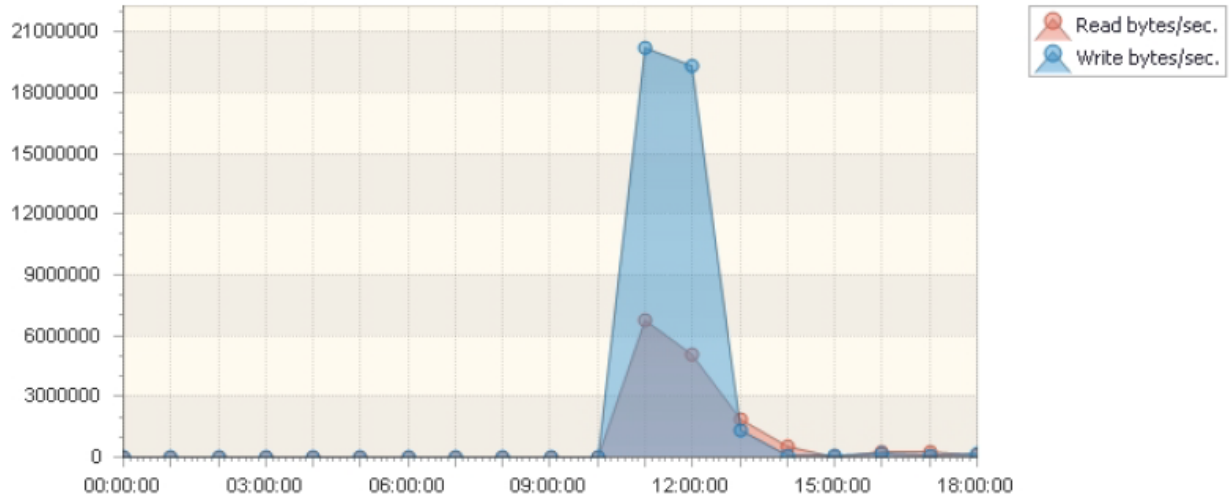
Time, Timer service, Web service, SQL service, Search service, All processes.

Filters

Specify date, Average parameter, Server.

Disk usage

It represents the intensity of using hard drives of a farm, showing the speed of data recording and reading.



Time	Avg. % disk usage	Read bytes/sec.	Write bytes/sec.	Total bytes/sec.
18:00:00	79.00 %	107,177.47	150,212.45	257,389.92
17:00:00	79.00 %	300,672.38	108,370.38	409,042.76
16:00:00	79.00 %	285,320.98	135,069.35	420,390.33
15:00:00	79.00 %	35,687.03	113,695.94	149,382.97
14:00:00	79.00 %	535,679.05	126,956.29	662,635.33
13:00:00	79.00 %	1,879,802.15	1,375,483.42	3,255,285.57
12:00:00	79.00 %	5,045,139.36	19,293,354.75	24,338,494.11
11:00:00	78.00 %	6,727,939.77	20,235,435.26	26,963,375.03
10:00:00	0.00 %	0.00	0.00	0.00
09:00:00	0.00 %	0.00	0.00	0.00
08:00:00	0.00 %	0.00	0.00	0.00
07:00:00	0.00 %	0.00	0.00	0.00

With the help of the report, you can monitor the load on server hard drives. If the intensity of using hard drives is close to technical limitations of equipment, it may be worthwhile to think about replacing or upgrading equipment.

Also, knowing the amount of loads and technical resources of equipment, you can schedule the change of hard drives.

Columns

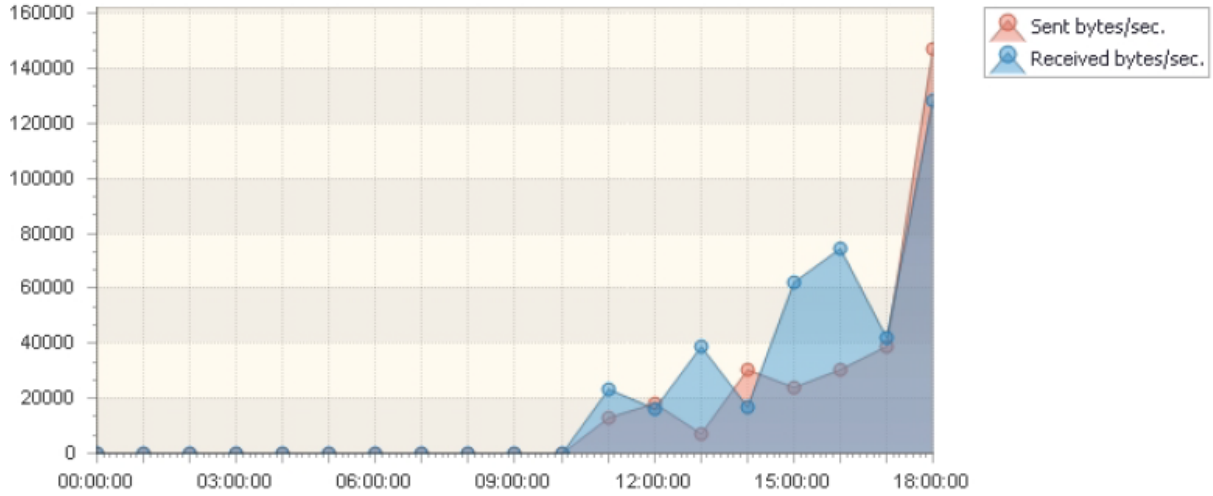
Time, Avg. % disk usage, Read bytes/sec., Write bytes/sec., All processes.

Filters

Specify date, Average parameter, Server.

Network usage

It represents the intensity of using network connection.



Time	Sent bytes/sec.	Received bytes/sec.	Total bytes/sec.
18:00:00	147,400.24	128,124.14	275,524.38
17:00:00	38,867.50	42,161.67	81,029.17
16:00:00	30,460.13	74,534.39	104,994.52
15:00:00	24,003.09	62,087.28	86,090.37
14:00:00	30,658.28	16,634.10	47,292.38
13:00:00	7,146.97	38,894.33	46,041.30
12:00:00	18,212.46	16,360.93	34,573.39
11:00:00	12,782.93	23,509.92	36,292.84
10:00:00	0.00	0.00	0.00
09:00:00	0.00	0.00	0.00
08:00:00	0.00	0.00	0.00
07:00:00	0.00	0.00	0.00

If the use of network comes close to the bandwidth limit of your channel, it may be worthwhile to expand the channel.

Columns

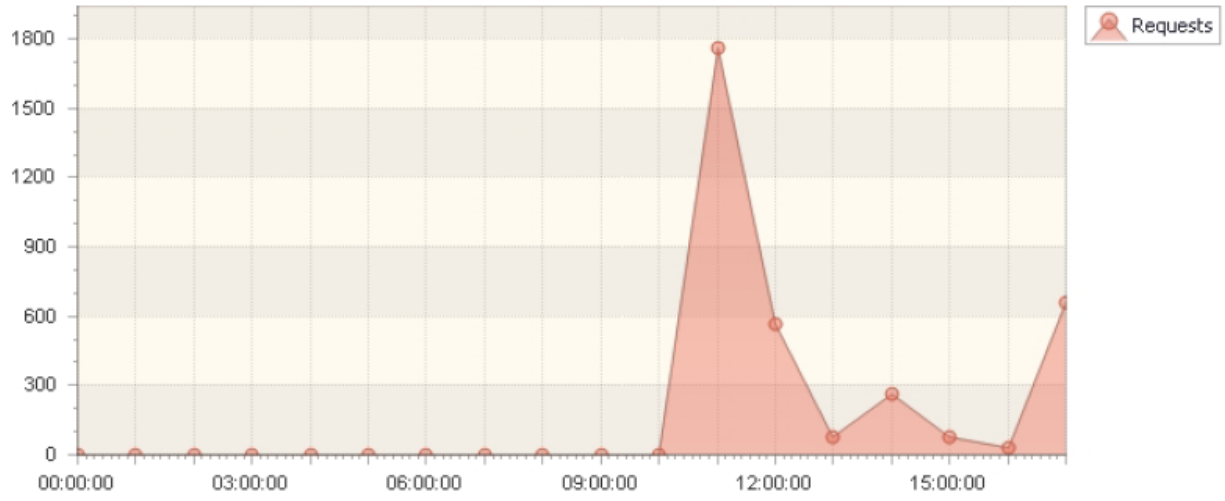
Time, Sent bytes/sec., Received bytes/sec., All processes.

Filters

Specify date, Average parameter, Server.

IIS usage

It represents the intensity of using IIS (Microsoft Internet Information Services) on farm servers.



Time	Requests	Requests queued	Requests rejected	Avg. request wait time, ms.	Avg request execution time, ms.
17:00:00	662	0	0	0.00	4,555.00
16:00:00	28	0	0	0.00	43,312.00
15:00:00	79	0	0	0.00	45.00
14:00:00	267	0	0	0.00	304.00
13:00:00	76	0	0	0.00	2,222.00
12:00:00	566	0	0	0.00	17,403.00
11:00:00	1764	0	0	0.00	1,218.00
10:00:00	0	0	0	0.00	0.00
09:00:00	0	0	0	0.00	0.00
08:00:00	0	0	0	0.00	0.00
07:00:00	0	0	0	0.00	0.00

The use of IIS is expressed as the number of requests to farm servers.

Columns

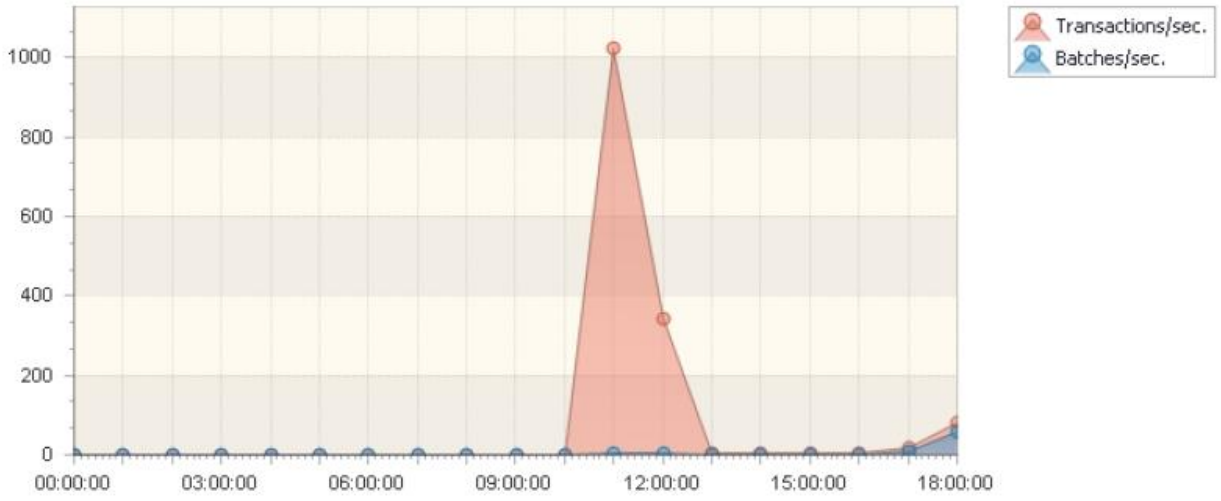
Time, Requests, Requests queued, Requests rejected, Avg. request wait time, ms., Avg request execution time, ms..

Filters

Specify date, Average parameter, Server.

SQL usage

It represents the intensity of using databases of farm servers.



Time	Batches/sec.	Transactions/sec.	Lock waits/sec.	Deadlocks/sec.
18:00:00	58.15	81.54	0.44	0.00
17:00:00	11.04	17.43	0.00	0.00
16:00:00	1.42	4.32	0.00	0.00
15:00:00	1.83	3.78	0.00	0.00
14:00:00	2.12	5.29	0.02	0.00
13:00:00	2.16	5.70	0.01	0.00
12:00:00	2.45	344.46	0.04	0.00
11:00:00	4.59	1,025.48	0.02	0.00
10:00:00	0.00	0.00	0.00	0.00

Columns

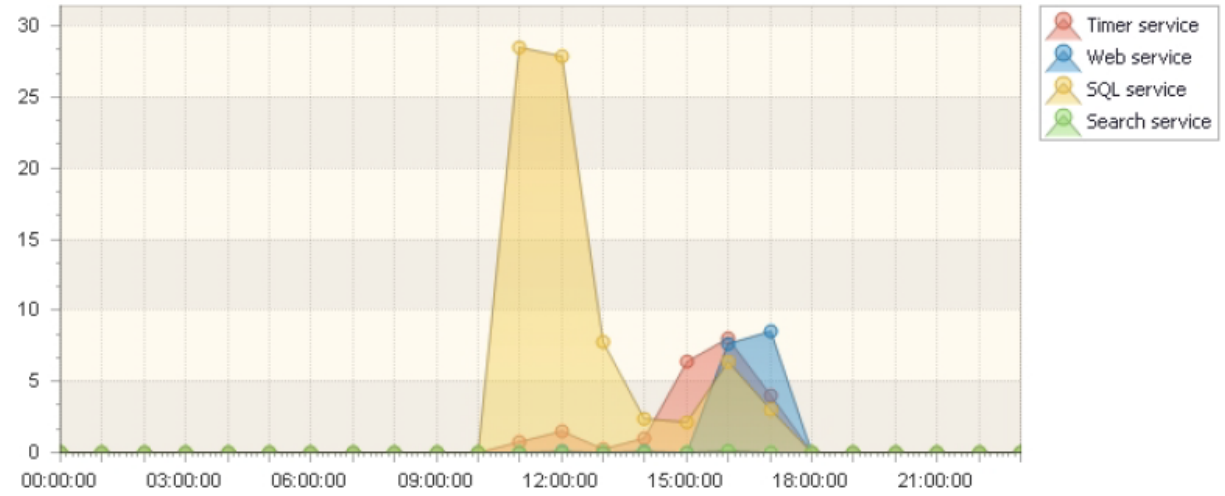
Time, Batches/sec., Transactions/sec., Lock waits/sec., Deadlocks/sec..

Filters

Specify date, Average parameter, Server.

CPU by hours

It represents the average intensity of using computing resources of farm servers considering both current and previous days (over the last thirty days).



Hour	Timer service	Web service	SQL service	Search service	All processes
00:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
01:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
02:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
03:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
04:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
05:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
06:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
07:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
08:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
09:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
10:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
11:00:00	0.73 %	0.02 %	28.54 %	0.06 %	32.34 %
12:00:00	1.55 %	0.16 %	27.86 %	0.05 %	37.65 %
13:00:00	0.29 %	0.01 %	7.82 %	0.02 %	10.23 %
14:00:00	1.02 %	0.15 %	2.35 %	0.02 %	7.09 %
15:00:00	6.42 %	0.00 %	2.09 %	0.02 %	12.04 %
16:00:00	8.00 %	7.69 %	6.37 %	0.13 %	17.11 %
17:00:00	4.06 %	8.49 %	3.02 %	0.02 %	15.42 %

Columns

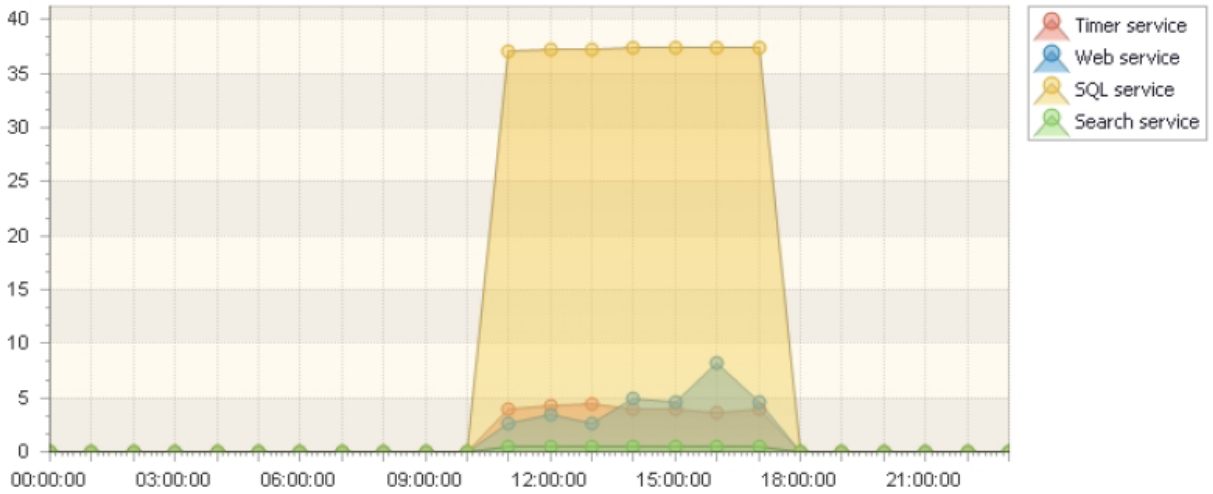
Time, Timer service, Web service, SQL service, Search service, All processes.

Filters

Specify time period, Server.

Memory by hours

It represents the average intensity of using memory of farm servers considering both current and previous days.



Time	Timer service	Web service	SQL service	Search service	All processes
00:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
01:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
02:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
03:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
04:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
05:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
06:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
07:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
08:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
09:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
10:00:00	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
11:00:00	4.01 %	2.69 %	37.07 %	0.43 %	72.96 %
12:00:00	4.26 %	3.38 %	37.31 %	0.46 %	73.32 %
13:00:00	4.41 %	2.67 %	37.31 %	0.49 %	73.01 %
14:00:00	3.94 %	5.00 %	37.33 %	0.47 %	71.38 %
15:00:00	3.93 %	4.55 %	37.38 %	0.49 %	70.75 %
16:00:00	3.69 %	8.17 %	37.41 %	0.50 %	73.41 %
17:00:00	3.88 %	4.57 %	37.45 %	0.50 %	78.80 %

Columns

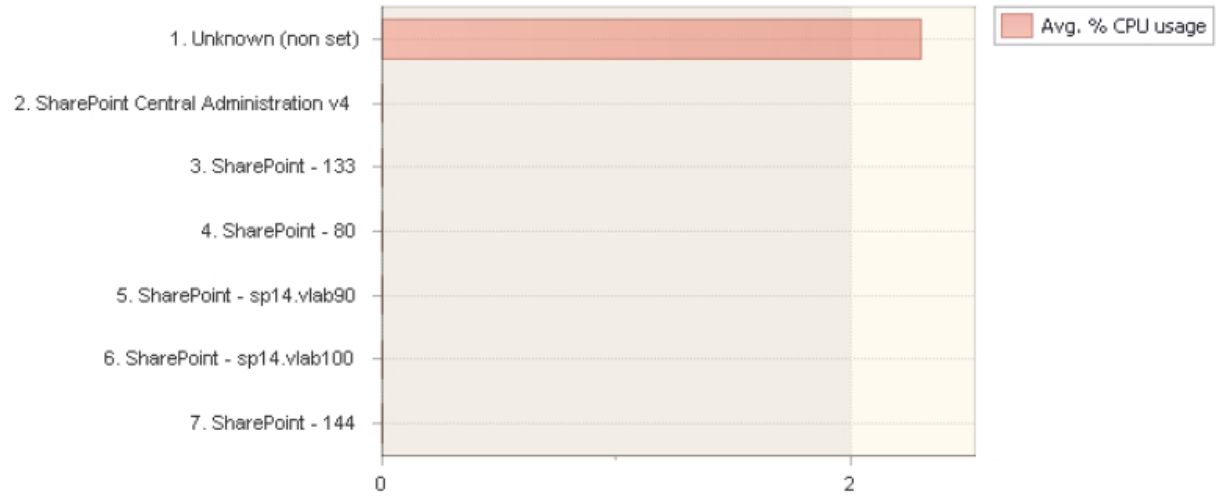
Time, Timer service, Web service, SQL service, Search service, All processes.

Filters

Specify time period, Server.

Application pools summary

It represents the ratio of intensity of using farm resources by different sites located on the farm.



Web application name	Avg. % CPU usage	Avg. % Memory usage
Unknown (non set)	2.30 %	4.42 %
SharePoint - 144	0.00 %	0.00 %
SharePoint - sp14.vlab100	0.00 %	0.00 %
SharePoint - sp14.vlab90	0.00 %	0.00 %
SharePoint - 80	0.00 %	0.00 %
SharePoint - 133	0.00 %	0.00 %
SharePoint Central Administration v4	0.00 %	0.00 %
	Avg.: 0.33 %	Avg.: 0.63 %

Columns

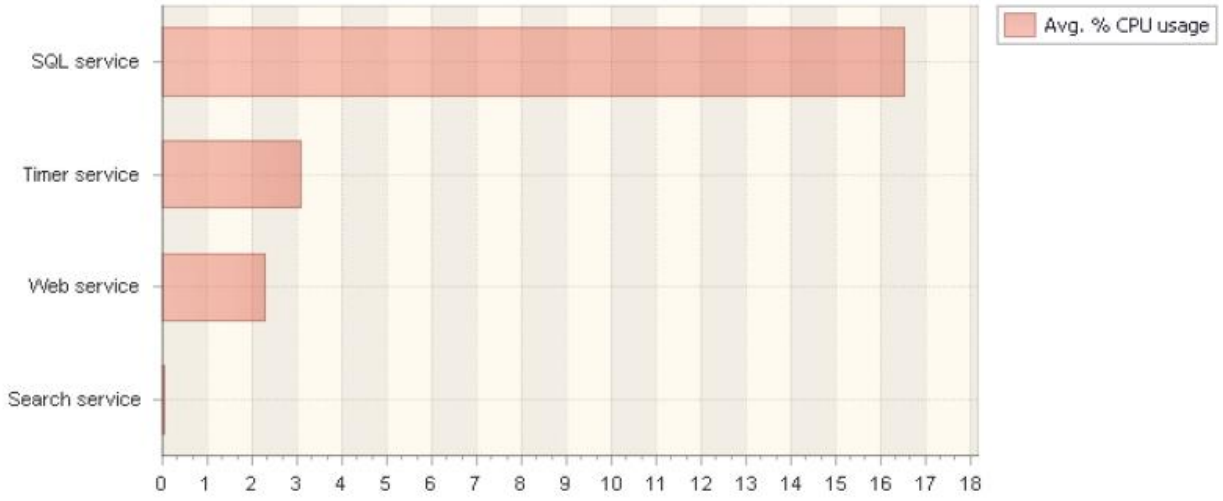
Web application name, Avg. % CPU usage, Avg. % Memory usage.

Filters

Specify time period, Server.

Processes summary

It represents the ratio of intensity of using farm resources by services of different types.



Process	Avg. % CPU usage	Avg. % Memory usage
SQL service	16.52 %	37.32 %
Timer service	3.09 %	4.02 %
Web service	2.27 %	4.36 %
Search service	0.04 %	0.48 %
	Avg.: 5.48 %	Avg.: 11.55 %

Columns

Process, Avg. % CPU usage, Avg. % Memory usage.

Filters

Specify time period, Server.

Columns

Value

It shows the value of parameter of user profile.

Examples of contents of a column field:
John Smith
jsmith@mapilab.com

Parameter

It shows the name of parameter of user profile.

Examples of contents of a column field:
Name
Email

About Me

It shows a brief description of a SharePoint or Active Directory group.

Examples of contents of a column field:
Use this group to grant people full control permissions to the SharePoint site: Demo portal

Account name

It shows the name specified in the visitor account who views the site. If the visitor is not authorized, the field shows "Anonymous"

Examples of contents of a column field:
Anonymous
John Smith

Active Directory Department

It shows the department name that is specified in Active Directory user data.

Examples of contents of a column field:
Marketing
Support

Active Directory Email

It shows E-Mail address specified in Active Directory user data.

Example of contents of a column field:
jsmith@mapilab.com

Active Directory Title

It shows the position title specified in Active Directory user data.

Examples of contents of a column field:
Programmer
President

All browsers rate

It shows what rate of total number of visitors uses a version of the selected browser displayed in the report position.

Examples of contents of a column field:
1.29 %
0.44 %

All of this words

It shows words used by a visitor at the advanced search through the site based on SharePoint 2007, in field "All of this words". The user would like to get the list of pages with all words mentioned in the query.

Example of contents of a column field:
product sales discount name of product

All processes

It shows the total process costs of farm resources, as a rate of overall size of available farm resources.

Examples of contents of a column field:
31.56%
0.00%

Any of this words

It shows words used by a visitor at the advanced search through the site based on SharePoint 2007, in field "Any of this words". The user would like to get the list of pages with at least one of the words he mentioned in the search query.

Examples of contents of a column field:
product sales discount
name of product

Attachment size, Mb

It shows the total size of attachments in Mb for each document library included in the report, or for each list included in the report.

Examples of contents of a column field:
14.03
0.02

Author

It shows the account name of a user who created a document or a list item.

Examples of contents of a column field:
System Account
jsmith

Authors

It shows the number of visitors who create of edit documents.

Examples of contents of a column field:
14
2

Avg rank of clicked url

It shows the average page rank in search results.

Examples of contents of a column field:
1.00
4.45

Avg request execution time, ms.

It shows the average time (in milliseconds) of request execution.

Examples of contents of a column field:
45.00
213.00

Avg. % CPU usage

It shows an average value of using computing capacities of farm servers for each process included in the report.

Examples of contents of a column field:
0.00 %
23.54 %

Avg. % disk usage

It shows the percentage of occupied disk space. Zeroes in this report mean that there were no operations of reading and recording in the period displayed in the report position.

Examples of contents of a column field:

79.00 %
0.00 %

Avg. % Memory usage

It shows the average value of using memory of farm servers for each process included in the report.

Examples of contents of a column field:

0.00 %
23.54 %

Avg. clicked url rank

It shows the average page rank in search results.

Examples of contents of a column field:

1.00
4.00

Avg. length of visit

It shows the average length of visits for each report position. In various reports, the meaning of data in this column may differ. For example, in report "Users activity" the column shows the average length of visits for each visitor included in the report. At the same time, in report "Visits trend" the column indicates the average length of visits of all visitors on the site for each day included in the report.

Examples of contents of a column field:

00:02:21
00:15:36

Avg. request wait time, ms.

It shows the average time (in milliseconds) of waiting for requests in the queue. The more this time, the stronger servers were loaded during peak loads. If for the hour displayed in the report position there were no requests queued, this field displays "0.00".

Examples of contents of a column field:

0.00
14.56

Avg. time on page

It shows the average time visitors spend for viewing a page, for each page included in the report.

Examples of contents of a column field:
- 00:00:34
- 00:07:15

Avg. value (JS Events)

It shows the average value specified in events.

Examples of contents of a column field:
- 1.00
- 4.00

Batches/sec.

It shows the average amount of batches processed by databases per second for each hour included in the report.

Examples of contents of a column field:
- 0
- 58.15

Bounce rate

It shows the rate of bounces. Bounce is a visit for which a visitor views one page and stops working with the site. A high rate of bounces means information provided on the page mismatches visitor expectations.

Example of contents of a column field:
- 58.16 %

Bounces

It shows the number of bounces. Bounce is a visit for which a visitor views one page and stops working with the site.

Examples of contents of a column field:
- 139
- 14

Browser

It shows the names of browsers included in the report.

Examples of contents of a column field:
- IE
- Mozilla

Browser version

It shows the names of versions of a selected browser.

Examples of contents of a column field:
9.0
6.0

City

It shows the name of a city specified in portal user data.

Examples of contents of a column field:
New-York
London

Clicks from search result

It shows the number of transitions from search to the page.

Examples of contents of a column field:
1
14

Clicks on results

It shows the number of clicks on links from search results.

Examples of contents of a column field:
0
14

Clicks on search results

It shows the number of clicks on links of search results for the period of report position.

Examples of contents of a column field:
0
5

Company (AD)

It shows the name of a company specified in Active Directory data.

Example of contents of a column field:
MAPILab ltd.

Company (SP)

It shows the name of a company specified in portal user data.

Example of contents of a column field:
MAPILab ltd.

Country (AD)

It shows the name of a country specified in Active Directory user data.

Examples of contents of a column field:
USA
Italy

Country (SP)

It shows the name of a country specified in portal user data.

Examples of contents of a column field:
USA
Italy

Created

It shows the number of created documents or list items. For example, how many documents or list items have been created by a particular visitor or a group of visitors. Or how many documents (list items) have been added to the library (list).

Example of contents of a column field:
13 453

Current browser rate

It shows what rate of the total number of visitors using a particular browser uses the browser version displayed in the report position.

Examples of contents of a column field:
51.20 %
2.40 %

Data files size, Mb

It shows the size of database files, in Mb

Examples of contents of a column field:
10,738.68
3,396.55

Data size, Mb

It shows the data size, in Mb.

Examples of contents of a column field:
10,738.68
3,396.55

Date

It is shown in reports related to grouping data by days or months. It shows dates of report positions.

Example of contents of a column field:
12/23/2011 January, 2012

Deadlocks/sec.

It shows the average number of deadlocks per second for each hour included in the report. Deadlock is a situation of database operation when two or more processes lock items necessary for the continuation of other processes, but cannot continue their work, because of locks of other processes. If you see a large number of deadlocks, you need to check the algorithms of data processing for the presence of bottlenecks.

Examples of contents of a column field:
0.00
0.01

Deleted

It shows the number of removed documents or list items. For example, how many documents of list items have been removed by a particular visitor or a group of visitors. Or how many documents (list items) have been removed from the library (list).

Examples of contents of a column field:
13
453

Deleted time

It shows when was element deleted.

Examples of contents of a column field:
00:00:01
14:32:11

Department

It shows the company department of which a visitor is a member, if this value is specified in the user profile.

Examples of contents of a column field:
support
marketing

Depth of visits

It shows the number of viewed pages per visit.

Examples of contents of a column field:
1 page
over 10 pages

Description

It shows short information about elements.

Examples of contents of a column field:

A report from the health analyzer
Create a new list item

Description (JS Events)

It shows the description specified in the properties of the event.

Examples of contents of a column field:

User clicked “buy” button
User rejected agreement

Document

It shows the name for each document included in the report.

Examples of contents of a column field:

ML HD - list of demands.docx
CCS Service Request - Features.pdf

Document library

It shows the name of a list in which the list item is located.

Examples of contents of a column field:

Glossary
Filters

Document location

It shows the name of a document library in which the document is located.

Examples of contents of a column field:

Public documents
Pics

Document title

It shows the names of documents included in the report.

Examples of contents of a column field:

HarePoint Analytics

Create and Update Views Programmatically in SharePoint

Document type

It represents the types of documents displayed in the report.

Examples of contents of a column field:

docx
pdf
aspx

Documents count

It shows the number of documents in libraries included in the report.

Examples of contents of a column field:

14
845

Documents size, Mb

It shows the size, in Mb, of documents for each library included in the report, or size of items for each list included in the report.

Examples of contents of a column field:

0.02
14.3

Domain (HTTP Referer)

It shows the site domain, from which transitions to the site were done.

Examples of contents of a column field:

www.harepoint.com
www.mapilab.com

Domain (AD)

It shows the name of a domain of which the user is a member.

Examples of contents of a column field:

mapilab
local

Edits

It shows the number of edits of list items made by visitors. The representation of data in different reports depends on the report subject. In some reports data are given with reference to visitors – how many documents or list items has a particular visitor or a group of visitors edited. Other reports are bound to documents, document libraries, list items, lists – how many documents has been modified by all visitors in a particular library, for example.

Examples of contents of a column field:

198
23

Email

It shows E-Mail address specified in a portal user account, or, depending on setting of the site collection, inherited from an Active Directory user account.

Examples of contents of a column field:
jsmith@mapilab.com

Entrances

It shows the number of views from which the site visit started, for each page included in the report.

Examples of contents of a column field:
239
21

Event

It shows the type of a document event.

Examples of contents of a column field:
Add View Update Remove

Event rate (JS Events)

It shows the ratio of the number of events with certain properties to the total number of events.

Examples of contents of a column field:
21.82 %
0.4 %

Events number

It shows the number of events happened to a document or documents.

Examples of contents of a column field:
14
1

Exit page

It shows the addresses of pages on which visits finished, for each visit included in the report.

Examples of contents of a column field:
http://demo2010.harepoint.com/SitePages/Home.aspx
http://demo2010.harepoint.com/_layouts/viewlsts.aspx

Exit rate

It shows the rate of page views that are the last for a visit.

Examples of contents of a column field:
21.82 %
0.4 %

Exits

It shows the number of page views that are the last for a visit.

Examples of contents of a column field:

142
17

Group

It shows the name of group that contains current element.

Examples of contents of a column field:

_Hidden
List Content Types

Group name

It shows the name of SharePoint group of visitors who made operations with documents or list items.

Example of contents of a column field:

heads_of_departments

Home page (SP)

It shows the address of a home page specified in portal user data.

Example of contents of a column field:

www.harepoint.com

Home page (AD)

It shows the address of a home page specified in Active Directory user data.

Example of contents of a column field:

www.harepoint.com

Hour

It shows the time of hour beginning for each report position.

Examples of contents of a column field:

00:00:00
15:00:00

Id

It shows the identificator of element

Examples of contents of a column field:

1
14
0x01

Immediate children

It shows the number of element's immediate children.

Examples of contents of a column field:

14
0

Index size, Mb

It shows the index size of databases, in Mb

Examples of contents of a column field:

10,738.68
3,396.55

IP (User)

It shows user IP-address.

Examples of contents of a column field:

192.168.1.144
83.219.130.160

IP (Operation)

It shows user IP-address who made operation (creation, view, editing, removing) with a document or list item.

Examples of contents of a column field:

192.168.1.10
83.219.130.160

Is deleted

It shows "Yes" if current element is deleted.

Examples of contents of a column field:

Yes
No

Is hidden

It shows "Yes" if current element is hidden.

Examples of contents of a column field:

Yes
No

Is read only

It shows "Yes" if current element is available only for reading.

Examples of contents of a column field:

Yes
No

Is sealed

It shows "Yes" if current element is sealed.

Examples of contents of a column field:

Yes
No

Items size, Mb

It shows the total data size, in Mb, for each day included in the report.

Examples of contents of a column field:

0.00
14.52

Last event time

It shows the time of the last usage of a document or list item.

Examples of contents of a column field:

8/9/2011 5:05:50 PM
3/3/2011 4:47:14 AM

Last viewed

It shows the time of the last view of a document or list item.

Examples of contents of a column field:

8/9/2011 5:05:50 PM
3/3/2011 4:47:14 AM

Last viewed by

It shows the user name specified in the account on behalf of which the last view of a document or list item was made.

Examples of contents of a column field:
Victoria Daw
John Smith

List

It shows the name of list which contains current element.

Examples of contents of a column field:
Announcements
Calendar

List item

It shows the name of a list item for each item included in the report.

Examples of contents of a column field:
SharePoint Collaboration Days
European SharePoint Conference

Lists count

It shows the number of document libraries or lists for each day included in the report.

Examples of contents of a column field:
14
52

Location

It shows the name of a document library in which the current document is located.

Examples of contents of a column field:
Shared Documents
Support

Lock waits/sec.

It shows the average number of database items locked per second for each hour included in the report.

Examples of contents of a column field:
3.44
0.04

Log files size, Mb

It shows the size of log-files of database operation, in Mb

Examples of contents of a column field:
10,738.68
3,396.55

Modified

It shows the time of the last document modification or list item.

Examples of contents of a column field:
8/9/2011 5:05:50 PM
3/3/2011 4:47:14 AM

Modified by

It shows the name of a user specified in the account on behalf of which the last document or list item editing was made.

Examples of contents of a column field:
Victoria Daw
John Smith

Name

It shows the name of an element that figures in report.

Examples of contents of a column field:
YearReport
Photo

Name (JS Events)

It shows the description specified in the properties of the event.

Examples of contents of a column field:
Myproduct
Main Page

Next page

It shows the address of next page viewed by a visitor after the current page.

Examples of contents of a column field:
http://demo2010.harepoint.com/SitePages/Home.aspx
http://demo2010.harepoint.com/_layouts/viewlsts.aspx

Next page title

It shows the name of a page viewed by a visitor after the current page.

Examples of contents of a column field:
HarePoint Analytics for SharePoint 2010
Tasks - All Items

None of this words

It shows the words used by a visitor at the advanced search through the site based on SharePoint 2007, in field "Any of this words". The user would like to exclude pages of those given by the search, on which there is at least one of the specified words.

Examples of contents of a column field:
product sales
discount name of product

Number of events (JS Events)

It shows number of events with specified type.

Examples of contents of a column field:
14
52

Page

It shows the page addresses.

Examples of contents of a column field:
http://demo2010.harepoint.com/SitePages/Home.aspx

Page location

It shows the names of document libraries which contain documents displayed in the report.

Examples of contents of a column field:
WikiDocs
Site Pages

Page status code

It shows the code of HTTP status returned by the requested page. For example, code "200" means the page is successfully given to a visitor, and code "404" means the page with the requested address does not exist.

Examples of contents of a column field:
200
404

Page title

Shows the title of the page viewed by a visitor.

Examples of contents of a column field:
HarePoint Analytics for SharePoint 2010
Tasks - All Items

Pages per visit

It shows the number of pages viewed by a visitor per visit. If the report shows the statistics on one or several sites of a collection, this field displays the average number of views for all visitors of a site or site collection.

Examples of contents of a column field:
14
15.3

Pageviews

It shows the number of views made by a particular visitor or group of visitors on the site or a particular page.

Examples of contents of a column field:
23
158

Parent content type Id

It shows the identificator of parent element

Examples of contents of a column field:
23
0x01

Parent content type name

It shows the type name of element parent.

Example of contents of a column field:
System
Item

Platform (Platforms)

It shows the names of operating systems used by visitors.

Examples of contents of a column field:
Windows NT
Windows XP

Platform (User)

It shows the name of a platform on which the computer is based, with the help of which a visitor views the site.

Examples of contents of a column field:
Windows NT
Windows XP

Previous page

It shows the address of a page from which a visitor came to the current one.

Examples of contents of a column field:
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/Default.aspx

Previous page title

It shows the title of a page from which a visitor came to the current one.

Examples of contents of a column field:
HarePoint Analytics for SharePoint 2010
Tasks - All Items

Process

It shows the type of a process that uses farm resources.

Examples of contents of a column field:
Timer service
SQL service

Read bytes/sec.

It shows the average speed of reading data from farm hard drives, in bytes per second, for each hour included in the report.

Examples of contents of a column field:
107,177.47
6,727,939.77

Received bytes/sec.

It shows the average speed, in bytes per second, of receiving data for each hour included in the report.

Examples of contents of a column field:

147,400.24
7,146.97

Requests

It shows the number of requests processed by IIS for each hour included in the report.

Examples of contents of a column field:

1623
156

Requests queued

It shows the number of requests to servers queued by IIS. As a rule, it means farm resources are not enough for processing the incoming amount of requests, without using queues.

Examples of contents of a column field:

0
458

Requests rejected

It shows the number of rejected requests to servers. As a rule, these are incorrect requests triggered by malfunctions in the network connection or the client's equipment.

Examples of contents of a column field:

0
14

Resource location

It shows the address of a page to which a visitor came from the search.

Examples of contents of a column field:

http://www.harepoint.com/News/NewYear2012.aspx

Resource rank

It shows the rank of a page in search results.

Examples of contents of a column field:

1
4

Results found

It shows the number of results found by a visitor search query.

Examples of contents of a column field:

22

Returned

It shows if a visitor viewed your site earlier, before the current visit.

Examples of contents of a column field:
Yes
No

Returned visitors

It shows the number of returned visitors. It may be either a visitor returned to his work with the site during a day, or a visitor who viewed the page of your site a month ago.

Examples of contents of a column field:
141
39

Role

It shows a visitor role.

Examples of contents of a column field:
inet_users
portal_owners

Search keyword

It shows the keywords of a search query made by a visitor or visitors.

Examples of contents of a column field:
Site
list

Search scope

It shows the scope of search through the site, if the search query has such a scope.

Examples of contents of a column field:
This site
This list

Search service

It shows the costs of farm resources for Search service processes, in percentage of the total size of available farm resources.

Examples of contents of a column field:
31.56%
0.00%

Search time

It is shown in reports related to grouping data by days or months. It shows dates of report positions.

Examples of contents of a column field:
12/23/2011 January, 2012

Searches

It shows the number of search queries made by visitors for the period displayed in the report position, or on a certain site of the collection for the reporting period.

Examples of contents of a column field:
0
12

Searches per users

It shows the average number of search queries made by a single visitor for the period of report position. For example, if 10 visitors used search once a time, and one visitor used it 12 times, the average number of search queries will be equal to two.

Examples of contents of a column field:
0.00
2.23

Searches with no results

It shows the number of search queries for which no results were displayed.

Examples of contents of a column field:
0
2

Sent bytes/sec.

It shows the average speed, in bytes per second, of data sending for each hour included in the report.

Examples of contents of a column field:
147,400.24
7,146.97

Server

It shows the names of servers where databases are located, for each database included in the report.

Examples of contents of a column field:
SP14-DB
DB-SERVER

Sessions

It shows how many visits have been made by each visitor included in the report.

Examples of contents of a column field:
1
4

SharePoint Department

It shows the name of a company department specified in a portal user account, or, depending on settings of the site collection, inherited from an Active Directory user account.

Examples of contents of a column field:
Marketing
Support

Site

It shows the name of each site included in the report.

Examples of contents of a column field:
HarePoint Analytics for SharePoint 2010 Demo
HarePoint News

Site collection url

For each site of the collection it shows its address.

Examples of contents of a column field:
http://www.harepoint.com
http://www.mapilab.com

Site title

It shows the title of a site on which the current document library or list is located.

Examples of contents of a column field:
HarePoint Analytics for SharePoint 2010 Demo
HarePoint News

Size, Kb

It shows the size in Kb for each file included in the report.

Examples of contents of a column field:

21,086.60
55.33

Source page

It shows the address of a page from which a visitor came to your site.

Examples of contents of a column field:

http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/Default.aspx

SQL service

It shows costs of farm resources for SQL service processes, in percentage of the total size of available farm resources.

Examples of contents of a column field:

31.56%
0.00%

The exact phrase

It shows the words used by a visitor at the advanced search through the site based on SharePoint 2007, in field "The exact phrase". This exact phrase was searched by the visitor on the site.

Examples of contents of a column field:

product sales discount name of product

Time

It shows the time for the report rank. In reports where data grouping is made by hours it shows the time of beginning of each hour.

Examples of contents of a column field:

00:00:00
15:00:00

Time on page

It shows the average time which visitors spend on the page.

Examples of contents of a column field:

00:00:27
00:04:54

Timer service

It shows costs of farm resources for Timer service processes, in percentage of the total size of available farm resources.

Examples of contents of a column field:
- 31.56%
- 0.00%

Title

It shows the job title specified in a portal user account, or, depending on settings of a site collection, inherited by an Active Directory user account.

Examples of contents of a column field:
- Programmer
- President

Transactions/sec.

It shows the average amount of transactions made by databases per second, for each hour included in the report.

Examples of contents of a column field:
- 0
- 58.15

Type (JS Events)

It shows the value specified in the properties of the event.

Examples of contents of a column field:
- Page view
- Purchase

Unique pageviews

It shows the number of unique, within a visit, views for each page included in the report. It means, if one visitor has viewed the page for several times, only one view will be counted for this indicator.

Examples of contents of a column field:
- 456
- 32

Unique visitors

It shows the number of unique visitors who viewed the site, for each day included in the report.

Examples of contents of a column field:
- 87
- 54

User agent

It shows a part of string User-agent from the browser request. This information can be needed for determining browser version, from which a particular view was made.

Examples of contents of a column field:

Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/535.7 (KHTML, like Gecko) Chrome/16.0.912.77 Safari/535.7

User name

User name specified in his account on the SharePoint site.

Examples of contents of a column field:

Anonymous
John Smith

Users

It shows the number of visitors who have viewed a site, page, document or list item for the reporting period.

Examples of contents of a column field:

12
49

Value (JS Events)

It shows the value specified in the properties of the event.

Examples of contents of a column field:

12
49

Version

It shows versions number

Examples of contents of a column field:

0
1

Views

It shows the number of views. The meaning of data of this field may be different in different reports. For example, in report "Visitors activity" fields of this column show the number of pages viewed by each visitor included in the report. At the same time, in report "Documents by site" this column shows the number of documents been viewed on each site included in the report.

Examples of contents of a column field:

1487

24

Visit end time

For each visit included in the report it shows the time of viewing the last page.

Examples of contents of a column field:

1/30/2012 11:55:10 PM

12/29/2011 10:43:12 AM

Visit ID

It shows the visit ID. ID is saved from site opening in the browser till the browser is closed. Also a visit is considered to be completed, if a visitor is inactive for more than 20 minutes on the site.

Examples of contents of a column field:

383306

383275

Visit length

It shows the length of each visit included in the report.

Examples of contents of a column field:
00:00:00
00:01:37

Visit start page

It shows the addresses of pages from which visits started, for each visit included in the report.

Examples of contents of a column field:
http://demo2010.harepoint.com/SitePages/Home.aspx
http://demo2010.harepoint.com/_layouts/viewlsts.aspx

Visitor ID

It shows the unique visitor ID. ID is specified for user browser with the help of cookies, that is why one and the same person can have multiple identifiers - one for each browser, which he used to view the site. However, when clearing cookies, ID is reset and a new ID is assigned to the browser at the next visit.

Examples of contents of a column field:
369740
254632

Visits (of Visitor)

It shows the number of visits related to the report positions. The meaning of data of this field may be different in different reports. For example, in report "Users activity" this field displays the number of views for each visitor included in the report. At the same time, in report "Depth of visits" this field displays the number of visits with a certain number of viewed pages.

Examples of contents of a column field:
11
134

Visits (with Certain Depth)

It shows the number of visits with a certain amount of viewed pages.

Examples of contents of a column field:
24
9

Visits rate

It shows the rate of the current report rate of the total amount of visits, in percentage.

Examples of contents of a column field:
18.03%
5.74%

Web application name

It shows the name of each web-application included in the report.

Examples of contents of a column field:
SharePoint Central Administration v4
SharePoint

Web service

It shows costs of farm resources for Web service processes, in percentage of the total size of available farm resources.

Examples of contents of a column field:
31.56%
0.00%

Write bytes/sec.

It shows the average speed of data writing to farm hard drives in bytes per second for each hour included in the report.

Examples of contents of a column field:
107,177.47
6,727,939.77

Filters

Date Range

Specify time period

It is responsible for the limitation of data included in the report by time. If data grouping is done by months, in these fields you choose the month from and till which data should be included in the report. In all other cases the first and last days of the reporting period are specified here.

Examples of contents of a filter field:

September 2011 - February 2012
1/4/2012 - 2/4/2012

Filter by report fields

About Me

Here you can display data associated with the groups which descriptions contain certain words, or, conversely, exclude such data from the representation.

Examples of contents of a filter field:

Support
-Marketing

Active Directory Email

It can limit the representation of report positions by user email addresses. For example, using this filter, you can display data associated with user with a certain email address, or, conversely, exclude such data from the report. Also, you can specify not an email address, but a part of the address. This can be useful if you want to display or delete data associated with users who have e-mail addresses in the same domain.

Examples of contents of a filter field:

jsmith@mapilab.com
-mapilab.local

Active Directory Title

With the help of this filter, you can display only positions associated with users who have a certain job, or, conversely, exclude such positions from the report.

Examples of contents of a filter field:

Manager
-Programmer

All of this words

It can limit the represented information by phrases of search queries. For example, you can display only search queries that contain a certain word, or, conversely, exclude such requests from the representation.

Examples of contents of a filter field:

-site
sale

Any of this words

It can limit he represented information by phrases of search queries. For example, you can display only search queries that contain a certain word, or, conversely, exclude such requests from the representation.

Examples of contents of a filter field:

-site
sale

Attachment size, Mb

It allows you to limit the represented positions by the size of data associated with them. For example, you can display positions where the size of data is equal to a certain number, greater or less than a certain number, or belongs to a certain interval.

Examples of contents of a filter field:

0
<100
100-1000

Author

With the help of this filter, you can display pages, documents or list items the author of which is a certain user, or conversely, exclude the pages, documents or items of this author from the report.

Examples of contents of a filter field:

johnsmith
-"System Account"

Authors

With the help of this filter, you can display only positions where the number of authors (visitors who have created, edited or deleted documents) is equal to a certain number, or greater than a certain number, or less than a certain number in the report.

Examples of contents of a filter field:

0
>100
<10

Avg rank of clicked url

With the help of this filter, you can display, for example, pages, links to which have a certain middle rank in the search, have rank higher or lower than a certain rank, have a rank of a certain interval.

Examples of contents of a filter field:

1
<10
10-20

Avg. clicked url rank

With the help of this filter, you can display, for example, pages the links to which have a certain middle rank in the search, have rank higher or lower than a certain rank, have rank of a certain interval.

Examples of contents of a filter field:

1
<10
10-20

Avg. length of visit (seconds)

With the help of this filter, you can display positions of the report where average time spent on the site, in seconds, matches to the set condition. As a condition, you can specify that the time should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Avg. time on page (seconds)

With the help of this filter, you can display positions of the report where average time spent on the page, in seconds, matches the specified condition. As a condition, you can specify that the time should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Avg. value (JS Events)

With the help of this filter, you can display positions of the report where average value specified in event properties matches the specified condition. As a condition, you can specify that the time should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>100
100-1000

Bounce rate

With the help of this filter, you can display positions of the report where bounce rate matches the specified condition. As a condition, you can specify that the number should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>10
10-100

Bounces

With the help of this filter, you can display positions of the report where the number of bounces matches the specified condition. As a condition, you can specify that the number should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>10
10-100

Browser (Browsers)

With the help of this filter, you can display only a certain browser or exclude one or several browsers from the report.

Examples of contents of a filter field:
IE
-Mozilla -Safari

Browser (Visitors)

With the help of this filter, you can display only visits made using a certain browser, or conversely, exclude such visits from the report. Besides the browser name, you can also filter by version.

Examples of contents of a filter field:
IE 6.0

-Safari

Browser version

With the help of this filter, you can display report positions associated with a certain browser version, or, conversely, exclude such positions from the report.

Examples of contents of a filter field:
6.0
-9.0

City (SP)

With the help of this filter, you can display report positions associated with visitors who live in a certain city, or, conversely, exclude such data from the report.

Examples of contents of a filter field:
New-York
-London

City (AD)

With the help of this filter, you can display only data associated with users who live in a certain city, or, conversely, exclude such data from the report.

Examples of contents of a filter field:
New-York
-London

ClickedUrl

With the help of this filter, you can display transitions by links from search results to a certain page, or, conversely, exclude such transitions from the report.

Examples of contents of a filter field:
http://www.harepoint.com/Default.aspx
-Home

Clicks from search result

With the help of this filter, you can display report positions in which the number of transitions by links from results of search queries matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>100
100-1000

Clicks on results

With the help of this filter, you can display report positions in which the number of transitions by links from results of search queries matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Clicks on search results

With the help of this filter, you can display report positions in which the number of transitions by links from results of search queries matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Code of country

It defines the country displayed in the report.

Examples of contents of a filter field:

US

Company

With the help of this filter, you can display only data associated with users who work in a certain company, or, conversely, exclude such data from the report.

Examples of contents of a filter field:

MAPILab
-SomeCompany

Country

With the help of this filter, you can display report positions associated with visitors who live in a certain country, or, conversely, exclude such positions from the report.

Examples of contents of a filter field:

USA
-Italy

Created

It can limit the represented positions by the number of created documents or list items, with a number less or greater a certain value.

Examples of contents of a filter field:

0
>10
<300

Database

With the help of this filter, you can display positions associated with a certain database, or, conversely, exclude such positions from the report.

Examples of contents of a filter field:

HarePointStatistics
-WSS_Content

Deleted

It can limit represented positions by the number of removed documents or list items. You can display only positions with a certain number of deleted documents and items, with the number less or greater than a certain value.

Examples of contents of a filter field:

0
>10
<300

Department

It can limit the represented positions by the names of company departments. You can display data associated with a certain department, or conversely, exclude such data from the representation.

Examples of contents of a filter field:

Support
-Marketing

Description

It can limit the represented positions by the descriptions of elements.

Examples of contents of a filter field:

Create a new list item.
- ‘‘Add a new”

Description (JS Events)

It can limit the represented positions by the descriptions of events.

Examples of contents of a filter field:

User clicked “buy” button
User rejected agreement

Document

It can limit the represented data by the names of documents, pages and list items with which these data are associated. For example, you can display data associated with a certain document (or several documents that contain a certain combination of symbols in their names), or, conversely, exclude such data.

Examples of contents of a filter field:
sharepoint
-home
ITL-1.pdf

Document location

With the help of this filter, you can display only documents or items located in a certain library or list, or, conversely, exclude such documents and items.

Examples of contents of a filter field:
Public Documents
-Share

Document title

Here you can limit the representation of report positions by document and list item titles. It is possible to display only documents and list items which titles contain a certain set of symbols, or, conversely, exclude such documents and list items from the representation.

Examples of contents of a filter field:
Sales
-Home

Document type

With the help of this filter, you can display only data associated with a certain type of files, or, conversely, exclude such data from the report.

Examples of contents of a filter field:
PDF
-docx

Document url

With the help of this filter, you can display positions associated with a certain document, or, conversely, exclude such positions from the report.

Examples of contents of a filter field:
http://www.harepoint.com/Default.aspx
-Home

Documents count

With the help of this filter, you can display only those libraries and lists in the report, the number of documents or items in which satisfies the given condition. As a condition, you can specify the number of documents or items should be equal to a certain number, be greater or less than a certain number or belong to the given interval.

Examples of contents of a filter field:

1
<10
10-100

Documents size, Mb

It allows you to limit the represented positions by the size of data associated with them. For example, you can display the positions the data size of which is equal to a certain number, greater or less then a certain number, or belongs to the given interval.

Examples of contents of a filter field:

0
<100
100-1000

Domain

With the help of this filter, you can display only data in the report that are associated with users who belong to a certain domain, or, conversely, exclude such data from the report.

Examples of contents of a filter field:

mapilab
-local

Edits

It can limit the represented positions by the number of document edits or list items. It is possible to display only positions with a certain number of edits, with number less or greater than a certain value.

Examples of contents of a filter field:

0
>10
<300

Email

It can limit the representation of report positions by user e-mail addresses. For example, with the help of this filter you can display data associated with a user who has a certain e-mail address, or, conversely, exclude such data from the report. Also you can specify not an e-mail address, but a part of the address. It can be useful, if you want to display or exclude data associated with users who have e-mail addresses in the same domain.

Examples of contents of a filter field:

jsmith@mapilab.com

-mapilab.local

Entrances

With the help of this filter, you can display report positions where the number of entrances to the site should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0

>10

10-100

Event

It can limit the represented data by the type of events with documents and list items. For example, you can display only deletion of documents in the report, or, conversely, exclude them from the representation in the report.

Examples of contents of a filter field:

Add

View

Edit

Remove

Exit page

With the help of this filter, you can display only visits that finished on a certain page, or, conversely, exclude such visits from the report.

Examples of contents of a filter field:

http://www.harepoint.com/Products/Default.aspx

-Home

Exit rate

With the help of this filter, you can display positions of the report where exit rate matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0

>10

10-100

Exits

With the help of this filter, you can display report positions where the number of exits matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>10
10-100

FileId

With the help of this filter, you can display only a certain document or list item, or, conversely, exclude such documents and items from the representation.

Examples of contents of a filter field:
logo.jpg
-somefile

Group

It can limit the represented positions by the names of groups of elements.

Examples of contents of a filter field:
_Hidden
- List Content Types

Group name (AD)

It can limit the represented data by Active Directory user groups. You can display data associated with a certain group, or, conversely, exclude these data from the representation.

Examples of contents of a filter field:
Marketing
-Support

Group name (SP)

It can limit the represented data by portal user group names. You can display data associated with a certain group, or, conversely, exclude these data from the representation.

Examples of contents of a filter field:
Marketing
-Support

Home page

With the help of this filter, you can display only positions associated with users in accounts of which a certain home page is specified, or, conversely, exclude such positions form the report.

Examples of contents of a filter field:

www.harepoint.com

-www.mapilab.com

Id

It can limit the representation of the report data by IDs of search queries. For example, you can display search queries with a certain ID or ID greater the certain one.

Examples of contents of a filter field:

1546

<100

Id (Content types)

It can limit the representation of the report data by elements Id.

Examples of contents of a filter field:

1546

>100

<10

Include ReAuthorizations

With the help of this filter, you can choose whether to display page views made during the session, but under another name — for example, a visitor viewed several pages under one account, than he logged out from the system, logged on under another account and viewed some more pages.

Examples of contents of a filter field:

Yes

No

Immediate children

It can limit the represented positions by number of children of elements.

Examples of contents of a filter field:

0

>0

Is deleted

With the help of this filter you can include to display only deleted elements or, conversely, only not deleted elements.

Examples of contents of a filter field:

Yes

No

Is hidden

With the help of this filter you can include to display only hidden elements or, conversely, only not hidden elements.

Examples of contents of a filter field:

Yes
No

Is read only

With the help of this filter you can include to display elements which are available only to reading or, conversely, elements which are available to write too.

Examples of contents of a filter field:

Yes
No

Is sealed

With the help of this filter you can include to display only sealed elements or, conversely, only not sealed elements.

Examples of contents of a filter field:

Yes
No

IP

With the help of this filter, you can display visits and views made from a certain IP-address, for example, to see what users viewed the site from one network or one computer, or, conversely, exclude such visits and views from the report.

Examples of contents of a filter field:

192.168.1.44
-66.249.72.46

ItemId

With the help of this filter, you can display list items IDs of which match the given condition. As a condition, you can specify the ID that should be equal to a certain number, be greater or less than a certain number or belong to the given interval.

Examples of contents of a filter field:

1
<10
10-100

Last viewed by

It can limit the representation of pages, documents and list items by user name who last viewed this page, document or list items. For example, you can display only pages, documents or list items which a certain user viewed as the last, or, conversely, exclude these pages, documents or list items from the representation in the report.

Examples of contents of a filter field:

Victoria Daw
John Smith

List

With the help of this filter, you can display all items from a certain list, or, conversely, exclude such items from the report.

Examples of contents of a filter field:

Issues
-News

List item

With the help of this filter, you can display list items which have a certain name or contain a certain word in their titles. Also you can exclude such items from the report.

Examples of contents of a filter field:

SharePoint disadvantages
New version of HarePoint Workflow Extensions

List item url

With the help of this filter, you can limit the representation of list items by their location on the site. For example, you can display only documents and items located in a certain directory, or, conversely, exclude such documents and items from the report.

Examples of contents of a filter field:

http://demo2010.harepoint.com/Lists/Announcements/DispForm.aspx?ID=1 -Announcements

List url

With the help of this filter, you can display all items from a certain list, or, conversely, exclude such items from the report.

Examples of contents of a filter field:

Issues
-News

Modified by

It can limit the representation of pages, documents and list items by the user name who edited this page, document or list item for the last time. For example, you can display only pages, documents or list items which were edited for the last time by a certain user, or, conversely, exclude such pages, documents or list items from the representation in the report.

Examples of contents of a filter field:

Victoria Daw
John Smith

Name

It can limit the represented information by elements name. Also you can exclude some names from the representation in the report.

Examples of contents of a filter field:
Issues
-News

Name (JS Events)

It can limit the represented information by events name. Also you can exclude some names from the representation in the report.

Examples of contents of a filter field:
harepoint
-test

Next page

It can limit the representation of report positions by page address to which the transition was made. For example, you can display transitions to a certain page, or, conversely, exclude such transitions from the report.

Examples of contents of a filter field:
http://www.harepoint.com/Products/Default.aspx
-Home

Next page title

It can limit the representation of report positions by page title to which the transition was made. For example, you can display transitions to a certain page, or, conversely, exclude such transitions from the report.

Examples of contents of a filter field:
Harepoint News
-Home

None of this words

It can limit the represented information by phrases of search queries. For example, you can display only search queries in which a visitor excluded a certain word from the results, or, conversely, display all other requests.

Examples of contents of a filter field:
site
sale

Not modified since

With the help of this filter, you can display only documents or list items which haven't been modified since a certain date.

Examples of contents of a filter field:
1/7/2012
10/14/2011

Not viewed since

With the help of this filter, you can display only documents or list items which haven't been viewed since a certain date.

Examples of contents of a filter field:
1/7/2012
10/14/2011

Number of events (JS Events)

With the help of this filter, you can display report positions where number of events matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>100
100-1000

Page

It can limit the representation of report positions by the address associated with the page report position. For example, you can display views of a certain page, or, conversely, exclude such views from the report.

Examples of contents of a filter field:
http://www.harepoint.com/Products/Default.aspx
-Home

Page location

With the help of this filter, you can display only documents or items located in a certain library or list, or, conversely, exclude such documents and items from the representation.

Examples of contents of a filter field:
Issues
-News

Page status code

It can limit the representation of report positions by HTTP-status of the page associated with the page report position. For example, you can display requests by addresses of non-existent documents, or, conversely, exclude such views from the report.

Examples of contents of a filter field:

404
-200

Page title

It can limit the representation of report positions by the address of the page associated with the report position. For example, you can display views of a certain page, or, conversely, exclude such views from the report.

Examples of contents of a filter field:

Harepoint News
-Home

Pages per visit

With the help of this filter, you can display report positions where average number of pages viewed per visit matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Pageviews

With the help of this filter, you can display report positions where the number of page views matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Parent content type Id

It can limit the representation of the report data by elements parent Id.

Examples of contents of a filter field:

0
>100
100-1000

Parent content type name

It can limit the representation of the report data by elements parent name.

Examples of contents of a filter field:

System
Item

Platform (Visits)

With the help of this report, you can display only visits made by a computer with a certain operating system, or, conversely, exclude such visits from the report.

Examples of contents of a filter field:

WINDOWS XP
-UNIX

Platform (Platforms)

With the help of this filter, you can display only operating systems that contain a certain word in their names, or, conversely, exclude these operating systems from the representation.

Examples of contents of a filter field:

Windows
-UNIX

Previous page

It can limit the representation of report positions by page address from which the transition was made. For example, you can display transitions from a certain page, or, conversely, exclude such transitions from the report.

Examples of contents of a filter field:

http://www.harepoint.com/Products/Default.aspx
-Home

Previous page title

It can limit the representation of report positions by the page title from which the transition was made. For example, you can display transitions from a certain page, or, conversely, exclude such transitions from the report.

Examples of contents of a filter field:

Harepoint News
-Home

Resource rank

With the help of this filter, you can display, for example, pages the link to which have a certain rank in the search, have a rank higher or lower than a certain position, have a rank in the given interval.

Examples of contents of a filter field:

1
<10
10-20

Results found

It can limit the representation of report positions by the number of found results. For example, you can display only report positions with the number of search results equal to the given number, or with the number greater or less.

Examples of contents of a filter field:

0
<10
>100

Returned

With the help of this filter, you can display only returned visitors (e.g., for whom the current visit is not the first one), or, conversely, only new ones.

Examples of contents of a filter field:

Yes
No

Returned visitors

With the help of this filter, you can display report positions where the number of returned visitors matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Role

It can limit the represented data by user roles. For example, you can display only data associated with visitors with a certain role or several roles.

Examples of contents of a filter field:

inet_users
inet_admins

Search keyword

With the help of this filter, you can display search queries and phrases in keywords of which a certain word appears.

Examples of contents of a filter field:

Sale
-Site

Search scope

With the help of this filter, you can display report positions associated with search queries limited by a specified scope, or, conversely, exclude such positions from the search.

Examples of contents of a filter field:

This Site
-"This List"

Searches

With the help of this filter, you can display report positions in which the number of search queries matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Searches per users

With the help of this filter, you can display report positions in which an average number of search queries made by a visitor matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Searches with no results

With the help of this filter, you can display the report positions in which the number of search queries without found results matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Server

Here you can choose data on which servers are to be included in the report.

Examples of contents of a filter field:

SP14-APP SP14-FE1

Site

With the help of this filter, you can limit the represented data by belonging to sites located on the farm. For example, you can display information on one certain site, or, conversely, exclude information on this site from the report.

Examples of contents of a filter field:
www.harepoint.com
-www.mapilab.com

Site title

With the help of this filter, you can display only libraries or lists of a certain site located on the farm, or, conversely, exclude such libraries or lists from the report.

Examples of contents of a filter field:
Harepoint.com
-mapilab.com

Site url

With the help of this filter, you can limit represented data by belonging to site located on the farm. For example, you can display information on one certain site, or, conversely, exclude information on this site from the report.

Examples of contents of a filter field:
http://www.harepoint.com
-http://www.mapilab.com

Size, Kb

It allows you to limit represented positions by the size of data associated with them. For example, you can display positions where data size is equal to a certain number, greater or less than a certain number, or belongs to the given interval.

Examples of contents of a filter field:
0
<100
100-1000

Source page

With the help of this filter, you can display only visits the source of which was a certain page, or, conversely, exclude such visits from the report.

Examples of contents of a filter field:
http://www.harepoint.com/Products/Default.aspx
-Home

The exact phrase

It can limit the represented information by phrases of search queries. For example, you can display only search queries which contain a certain word, or, conversely, exclude such requests from the representation.

Examples of contents of a filter field:
product sale

Time on page

With the help of this filter, you can display report positions where time spent on the page, in seconds, matches the given condition. As a condition, you can specify the time that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>10
10-100

Title

With the help of this filter, you can display only data associated with users who have a certain job, or, conversely, exclude such data from the report.

Examples of contents of a filter field:
manager
-programmer

Type (JS Events)

With the help of this filter, you can display only events with specific title, or, conversely, exclude such events from the report.

Examples of contents of a filter field:
Page view
Purchase

Unique pageviews

With the help of this filter, you can display report positions where the number of unique page views within a session matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:
0
>100
100-1000

Unique visitors

With the help of this filter, you can display report positions where the number of unique visitors matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

User agent

With the help of this filter, you can display all page views made using browser which User-Agent contains a certain combination of symbols, or, conversely, exclude such views.

Examples of contents of a filter field:

Chrome/16.0.912.77
-"Mozilla/5.0"

User ID

With the help of this filter, you can display data associated with users whose IDs matches the given condition. As a condition, you can specify the ID that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Users

With the help of this filter, you can display the report position where the number of users matches the specified condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Value (JS Events)

It can limit the represented positions by values of events.

Examples of contents of a filter field:

0
>0

Version

It can limit the represented positions by versions of elements.

Examples of contents of a filter field:

0
>0

Views

With the help of this filter, you can display documents, libraries, lists and pages with a certain number of views for the reporting period or report position. Besides a certain number of views, you can display documents, libraries, lists and pages with the number of views less than the given number, or, conversely, greater than the given one.

Examples of contents of a filter field:

0
>45
<300

Visit ID

With the help of this filter, you can display only data associated with a certain visit, or, conversely, exclude these data from the report. Also you can display data associated with visits IDs of which are greater than a certain number, less, or belong to the given interval.

Examples of contents of a filter field:

0
>100
150-200

Visit length (seconds)

With the help of this filter, you can display report positions where the visit length, in seconds, matches the condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Visit length (seconds) (Average)

With the help of this filter, you can display report positions where the average visit length, in seconds, matches the given condition. As a condition, you can specify the number of seconds that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Visit start page

With the help of this filter, you can display only visits which started from a certain page, or, conversely, exclude such visits from the report.

Examples of contents of a filter field:

http://www.harepoint.com/Products/Default.aspx
-Home

Visitor ID

With the help of this filter, you can display report positions associated with visits ID of which matches the specified condition. As a condition, you can specify the ID that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
150-200

Visits

With the help of this filter, you can display report positions where the number of visits matches the given condition. As a condition, you can specify the number that should be equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of contents of a filter field:

0
>100
100-1000

Web application

The filter by the name of web-application responsible for the site functioning. With the help of this filter, you, for example, can display data by lists or documents on sites for which web-applications that contain a certain word in their names are responsible. Or, conversely, you can exclude such data from the report.

Examples of contents of a filter field:

SP14.VLAB
-"Central Administration"

Filter by Active Directory fields

Account name

With the help of the filter, you can view data associated with only one Active Directory user account. Or you can exclude these data and display the others.

Examples of contents of a filter field:

-Anonymous
johnsmith

Active Directory Department

With the help of this filter, you can display only data associated with certain company departments, or, conversely, exclude them from the representation in the report. To mark several departments, you can select them by holding the Ctrl key down (Cmd on Mac).

Examples of contents of a filter field:

Support
Marketing

Canonical Name

With the help of the filter, you can view data associated with only one Active Directory user account. Or you can exclude these data and display all others.

Examples of contents of a filter field:

i:0#.f|inet_member|johnsmith
i:0#.w|mapilab\victoriadaw

Include logons

Here you can limit the representation of data by the method of visitor logons. You can display only data associated with entrances made by Active Directory, or, conversely, exclude such data from the representation.

Examples of contents of a filter field:

All logons
Only AD logons
Only not AD logons

Filter by SharePoint groups and users

Account name

With the help of this filter, you can view data associated with only portal user account. Or you can exclude these data and display the other.

Examples of contents of a filter field:

-Anonymous
johnsmith

Role

With the help of this filter, you can display only data associated with visitors having a certain role, or, conversely, exclude them from the representation in the report. To mark several roles, you can select them by holding the Ctrl key down (Cmd on Mac).

Examples of contents of a filter field:
inet_users
portal_owners

SharePoint Department

With the help of this filter, you can display only data associated with certain company departments, or, conversely, exclude them from the representation in the report. To mark several departments, you can select them by holding the Ctrl key down (Cmd on Mac).

Examples of contents of a filter field:
Support
Marketing

SharePoint Group

With the help of this report, you can display only data associated with a certain group of users, or, conversely, exclude them from the representation in the report. To mark several groups, you can select them by holding the Ctrl key down (Cmd on Mac).

Examples of contents of a filter field:
Support
Marketing

User name

It can help to limit the represented information by user name. Here you can enter user name and look through data associated with it, or, conversely, exclude it from the represented data.

Examples of contents of a filter field:
-Anonymous
johnsmith

Performance Date Range

Average parameter

Here you can select a time period to round data on using farm resources. High precision (small time interval for rounding) is necessary for determining peak loads, long period for rounding is necessary for identifying common trends.

Examples of contents of a filter field:
5 minutes
60 minutes

Specify date

It is responsible for the limitation of data included in the report by time. In case data are grouped by months, you select from which month data should be included in the report and till which month in these fields. In the other cases the first and the last days of the period are set here.

Examples of contents of a filter field:

September 2011 - February 2012
1/4/2012 - 2/4/2012

Glossary

Account

Account of a SharePoint portal user stores user data, such as first name, last name, contact details, other information supplied by the user and inherited from Active Directory.

Active Directory Department

Department names appointed by administrators of the site collection. Only one department can be assigned for a visitor account.

Active Directory group

Active Directory groups for an account are assigned by the network system administrator. As SharePoint gets information about the groups of a visitor from Active Directory, Active Directory groups are sufficient to be assigned once a time for all site collections. If you need to give a visitor the rights not for all collections, but only for one or several – use SharePoint groups.

Visitor account can belong to several groups at the same time.

This tool allows you to clearly distinguish the rights between visitors, because you can give the permission to work with any section of the site not to a visitor, but to a group. This can be useful, for example, if you want to grant one or more visitors with rights, slightly different from those for the department – it is enough to create a group, to give rights to groups and assign it to the visitor. The rights will remain and the group rights will be added for the visitor.

Address

URL, by which, using a browser, you can refer to a document, list item or site page. If a page address appears in the report, you can open this document in the browser and view it.

Bounce

Bounce — a visit, during which the site page was viewed only once. Typically, this means that a visitor came to the site by accident, or the page to which he came did not match his expectations. The indicator of bounces is very important for evaluating the effectiveness of advertising campaigns, attractiveness of pages. For example, if you run an advertising campaign with a specific landing page on your site, but the indicator of bounces tends to one hundred percent, the information provided in advertising materials is most likely to create wrong expectations of visitors.

Click

Click is a transition of a site visitor from one page to another by link. The page from which the transition was made may be located both on the same site and on another.

Cookie

The standard of storing text information on the client side. With each new request to the server, the client sends all previously obtained Cookies to it. The system uses HarePoint Analytics for storing user ID.

Page

In the context of SharePoint server, all pages generated by the server (usually these are documents with extension "aspx") and given to the client. It is very important for accounting the statistics that all list items and most documents in libraries have paged representation, which is viewed by a visitor in most cases. Therefore, the use of documents and list items is also reflected in reports associated with page views.

Pageview

The fact of downloading a site page or file by the user browser. Also there can be a case when a page or file is loaded by an automated script, such as search engine bot.

Platform (Operation System, OS)

The name of operating system used by a visitor for working with the site.

Report entry

Each report has data divided into lines – report positions. Depending on the type and grouping of the report, an object or a certain time period can be related to one position. For example, if the report shows the list of library documents, one document corresponds to each report position. If the report showing the number of visits for a certain period is grouped by days, a certain day corresponds to each report position.

Roles

The roles of visitors – low-level division of user rights in IIS. Thanks to such a division, IIS assigns access levels, which serves as an additional degree of protection for your servers.

A user account may have several roles. Roles are assigned for a user account by the administrator of a site collection.

SharePoint Department

Department names assigned by administrators of a site collection. Only one department can be assigned for a user account.

SharePoint group

SharePoint groups for an account are specified by administrators of a site collection.

User account can belong to several groups at the same time.

This tool allows you to clearly distinguish the rights between visitors, because you can give the permission to work with any section of the site not to a visitor, but to a group. This can be useful, for example, if you want to grant one or more visitors with rights, slightly different from those for the department – it is enough to create a group, to give rights to groups and assign it to the visitor. The rights will remain and the group rights will be added for the visitor.

User

A visitor who has a portal account and works with the site on its behalf. The account can be established by the site administrator, or an unauthorized visitor, after the process of registration on the site.

User Agent

The string of HTTP-header sent by the browser to the server. From this header you can extract information about the browser and operating system used by the visitor.

Visit

The set of page views occurred within a single session. Technically, a visit begins when you open the site in the browser and ends when the browser is closed or when there is has been no activity for 20 minutes.

Visit Depth

The number of pages viewed by a visitor per visit. This indicator is very important for evaluating the compliance of visitor expectations and information provided on the site. If a visitor views a lot of pages when working with the site, then your site is for some reasons interesting for him. The opposite statement is also correct.

Visit Length

The time from the first view of one of the pages to the last within a session. The session ends when the browser is closed or when there has been no user activity for 20 minutes. If only one view has been made during the session, the visit length is considered to be equal to zero.

Visitor

A person who opened the site in the browser. The situation may occur, when a visitor is not a person, but an automated script, such as a search engine robot.