HarePoint Analytics

For SharePoint

User Manual

HarePoint Analytics for SharePoint 2019/2016, product version: 16.9
HarePoint Analytics for SharePoint 2013, product version: 15.14

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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, configured and collects data regularly.
It is also implied that the users are given appropriate access permissions to work with Analytics reports.
Product deployment, configuration and permissions management are described in **Administrator Guide**.
Product maintenance (data collection mechanism) is described in **Maintenance Guide**.

Quick start

1. **Define the scope of statistics needed**

   HarePoint Analytics provides reporting at all levels in SharePoint. You can view reports for the entire farm, or for specific site collections or sites.

   It is important to select the appropriate scope, otherwise you will see either unnecessary information in a report, or the information will be incomplete.

   Depending on the required report scope, use the links below to find out how to access reports for that scope:

   - Reports for a site (can include or not include sub-sites of this site – this is configurable)
   - Reports for a site collection (includes all sites in this site collection)
   - Reports for the entire farm (includes all site collections and sites in this farm)

2. **Select a report in a categorized list**

   HarePoint Analytics comes with a preset list of reports. This list is divided into categories. Select the report and click on its name in the left pane to generate it.

   In particular, if you are not sure which report to choose, refer to Selecting a report paragraph for a short description of reports.

3. **Drill-down**

   Reports in HarePoint Analytics are cross-referenced. This feature allows you to obtain detailed information on a report entries simply by clicking on them. That is, you can drill-down from one report to another getting more and more detailed information.

4. **Use filters**

   HarePoint Analytics collects a large amount of detailed data. Quite often, reports display more data than you need. Filter is the most efficient tool to limit data in reports so that only required information is displayed. Start filtering by clicking **Filter** button on a ribbon. For detailed information on how to use filters, refer to Report filter settings paragraph.

5. **Sort and group data**

   You can change the way how data are represented by sorting and grouping them. For detailed information on how to use these features, refer to Report grid settings paragraph.

6. **Customize the chart**

   Some reports in HarePoint Analytics contain charts. These charts can be customized as well: you can change the chart type, series displayed and some other options. Start by clicking **Chart** button on a ribbon. For detailed information on customizing charts, refer to Report chart settings paragraph.

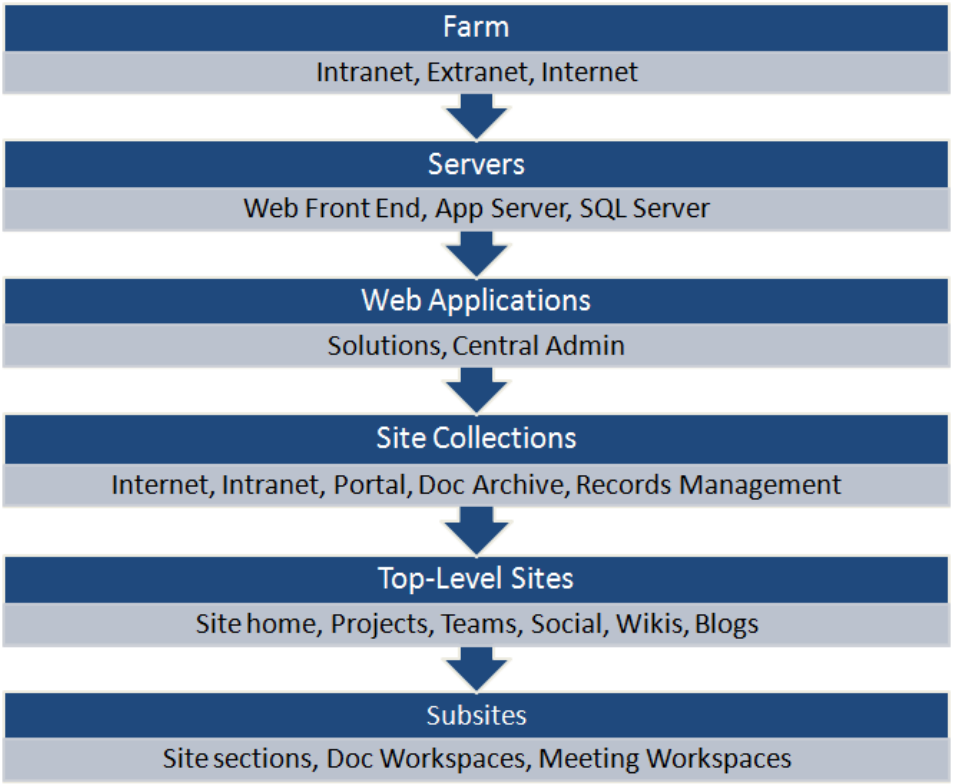
7. **Export**

   Any report in HarePoint Analytics can be exported as seen on the screen for publishing or further processing. Start by clicking **Export to spreadsheet** or **Export to PDF** button on a ribbon. Exporting data is described in details in Export paragraph.

Getting started

The concept: levels of reporting

HarePoint Analytics is a **global** solution, and it provides reports at various levels of SharePoint:



diag. 1 SharePoint hierarchy

Farm level reports – available in Central Administration. Includes farm-wide reports that cover **all** site collections and sites in the given farm.
Later versions of HarePoint Analytics also feature the **cross-farm reports**.

Server level reports – can be easily obtained from **farm level performance reports** by filtering them by necessary server (see Report filter settings).

Web application level reports – can be easily obtained from **farm level reports** by filtering them by necessary web application (see Report filter settings).

Site collection level reports – cover **all sites** within the given site collection.

Site level reports – cover either **only a selected site**, or **selected site and all its subsites**.

Important Notes:

- HarePoint Analytics for SharePoint collects data **only for those site collections** where your administrator has **activated this feature**. Make sure it is activated on the site collections that you need to report on.
- **Site collection** may include **one or more** web-sites or/and sub-sites. Make sure you are looking at the correct scope of report.
- HarePoint Analytics **does not provide a real-time reporting**. Normally, the new data in reports appear on the next day (except **farm reports** from **Performance** category)

Also, please **note the following**:

- Data collection on certain **users**, **document libraries**, **web-sites** or **document types** may be restricted by an administrator, and those data will not be shown in reports.
- Viewing certain **reports** or **data types** in reports (such as users' names, IP addresses, etc) may be restricted by an administrator.

Accessing reports

HarePoint Analytics reports can be conveniently accessed right from the corresponding level in SharePoint:

- **Site reports** and **Site collection reports**: from **Site Settings** – HarePoint Analytics section
- **Farm reports** and **cross-farm reports**: from **Central Administration – Monitoring** – HarePoint Analytics section

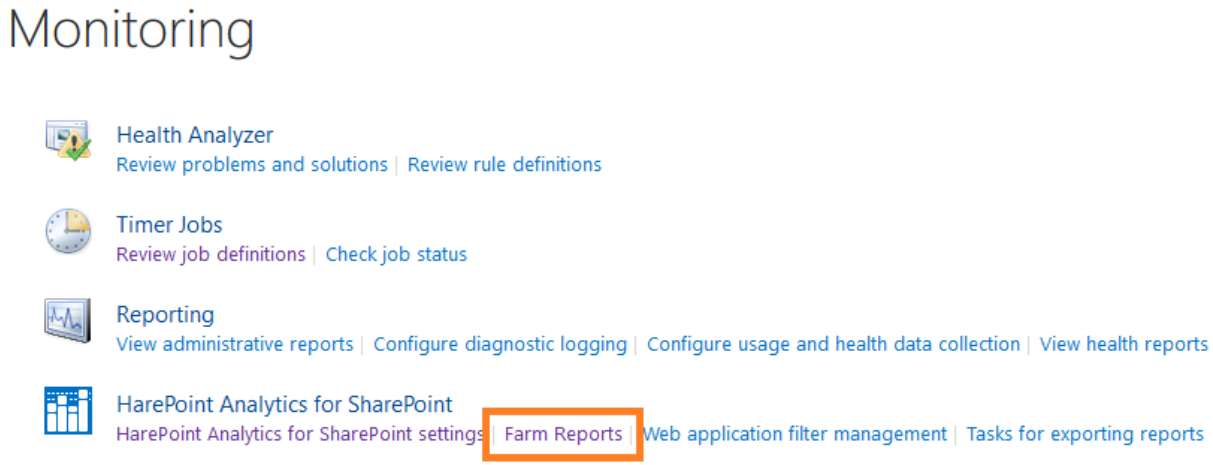
Note: Site Settings and Central Administration are administration pages, and if for some reason they are not accessible for you, contact your SharePoint administrator. Administrator would be able either to grant you necessary permissions, and/or provide you with direct links to reports.

Accessing farm reports and cross-farm reports

Follow these steps to view **farm reports** and **cross-farm** reports:

1. Go to the SharePoint **Central Administration** page.
   Note: You must have **farm administrator permissions** to be able to access Central Administration. **However**, your SharePoint administrator can grant you access to farm reports only and provide you direct links to farm reports that you need – without making you a farm administrator.
2. Open the **Monitoring** page.

3. Go to the reports page using the **Farm Reports** link under the HarePoint Analytics for SharePoint section:

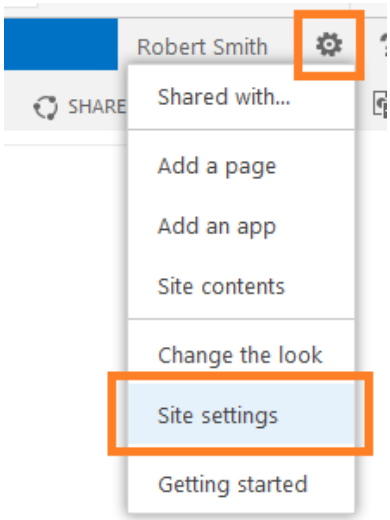


4. Proceed with selecting a farm report, or cross-farm report.

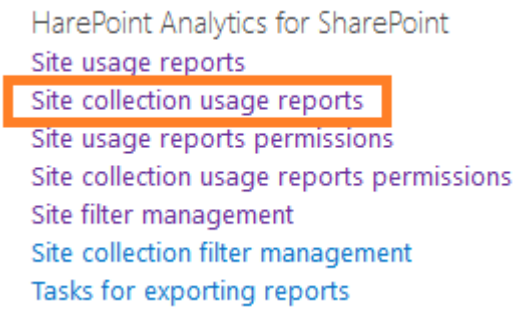
Accessing site collection reports

Follow these steps to view **site collection** reports:

1. Click on the gear icon in the top right corner, choose **Site Settings**.



2. In the **HarePoint Analytics for SharePoint** section, choose **Site collection usage reports**.

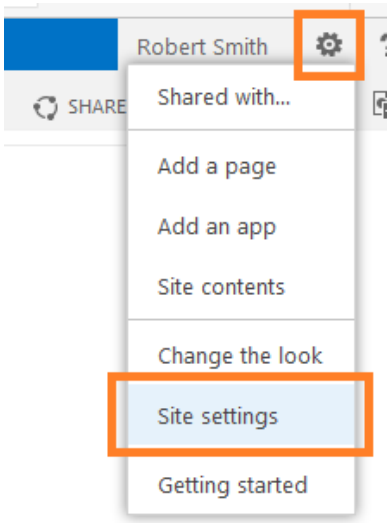


3. Proceed with selecting site collection report.

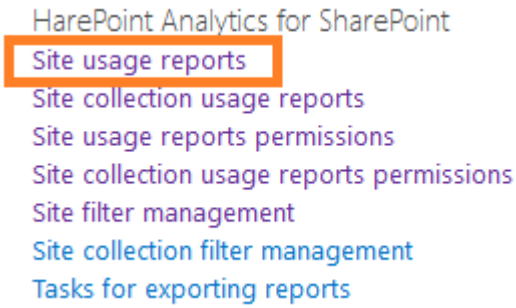
Accessing site reports

Follow these steps to view **site** reports:

1. Click on the gear icon in the top right corner, choose **Site Settings**.



2. In the **HarePoint Analytics for SharePoint** section, choose **Site usage reports**.



3. Proceed with selecting a site report.

Selecting a report

Important note: Be sure to select an appropriate report scope first! (see [The concept: levels of reporting]).

It is important to select the appropriate scope, otherwise you will see either unnecessary information in a report, or the information will be incomplete.

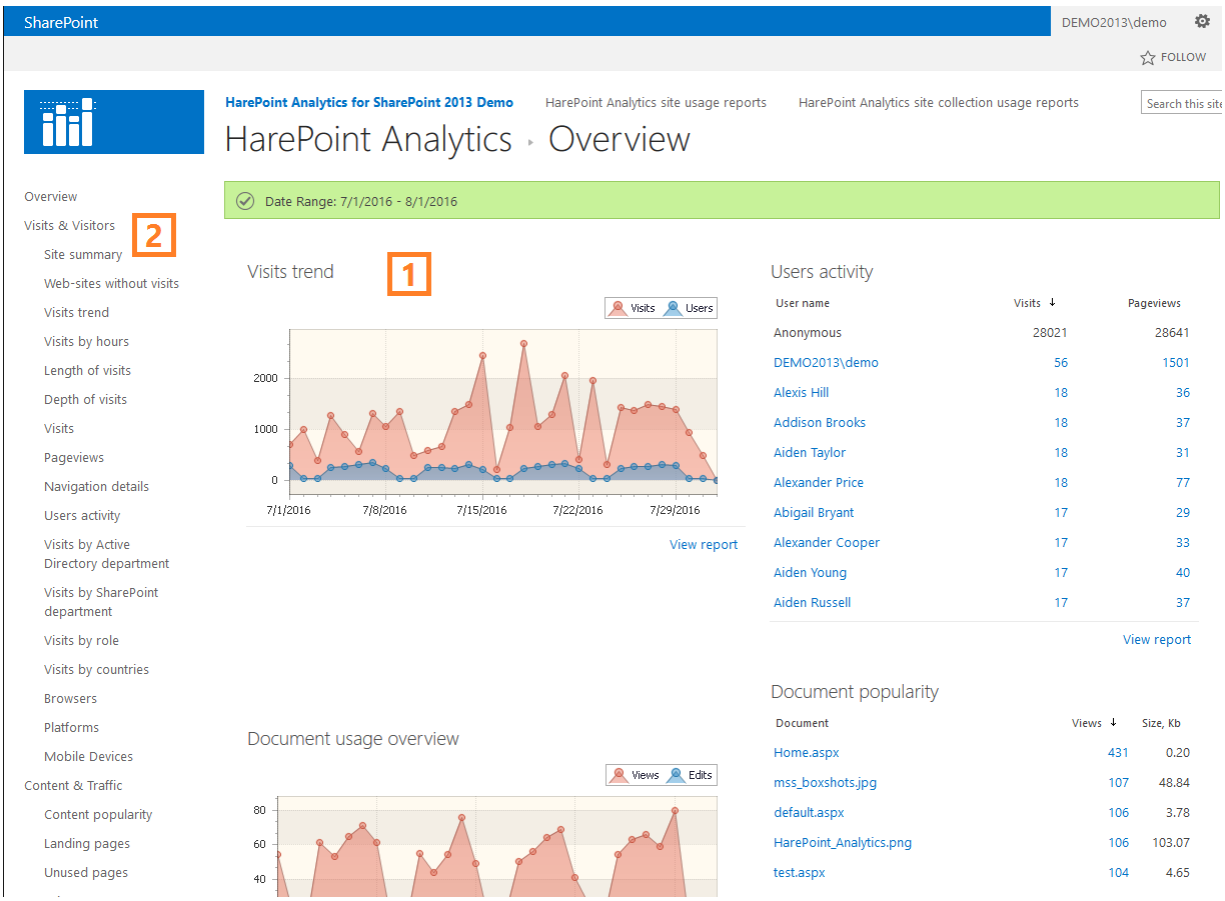
HarePoint Analytics provides reporting at farm, site collection and site levels (scopes).

Site and site collection reports

When you go to site or site collection reports, you first get to an **Overview** page (also called **Analytics Dashboard**).

This Dashboard contains:

- **brief reports** for the current site or site collection (marked with **1**)
- **categorized list of reports** (marked with **2**)



Note: The dashboard is customizable, so it can be configured to display different brief reports, than on the screenshot above. (For further details, refer to [Customizing the Dashboard (Overview page)].)

By default, the **Overview** page displays:

- the number of site or site collection visitors and their activity (**Visit trend** and **User Activity** reports)

- documents usage activity and top 10 most popular documents (**Document Usage Overview** and **Document Popularity** reports)
- top 10 most visited pages on this site or site collection (**Content popularity** report)
- top 10 most popular search requests for this site or site collection (**Search keywords** report)

View report link is available under each brief report on the dashboard. This link will take you to the corresponding full report.

Short overview of site and site collection reports categories

Note: the list of reports is slightly different for site and site collection levels of reporting, some reports are not available at the site level – see The concept: levels of reporting for more details.

The list of reports is grouped by categories. (The detailed information is available in Site and Site Collection reports section of this Guide).

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

- Total number of site visitors by days
- Total number of visits per day
- Web-sites that have not been visited by users (unused web-sites)
- 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 %) viewed certain number of pages during their visit (visit depth)?
- Users from which departments and when have visited the site or site collection?
- Users from which countries or offices have visited the site or site collection?
- What page on the site was the first during the user's visit (landing page)?
- How long did the user view certain pages on the site (visit length)?
- Which site pages were viewed by a certain visitor, group of visitors or department?
- Which users were the most active visitors, and which users were rare visitors?
- Which internet-browsers were used by visitors?
- Which platforms and operating systems were used by site visitors?

Content & Traffic – reports on how intensively site or site collection pages were used. Reports in this category can help answering questions, such as:

- Which are the most visited pages and the most popular content on this site or site collection?
- What is the exit rate for a certain page (how many users finished browsing after this page)?
- Rating of landing pages (the first pages in user's visit)
- Rating of exit pages (the last pages in user's visit)
- From which external web-sites do users come to this web-site, which are the traffic sources?
- Custom events on the web-page (clicking buttons, menu items, activity in custom webparts, etc) – requires a special configuration, contact your SharePoint administrator

Documents – reports on documents creation and use. Reports in this category can help answering questions, such as:

- How many documents does each library contain?
- How large is a certain document library?
- Which libraries contain no documents?
- Document libraries ratings, by documents number or size (in MB)
- How many documents were viewed, edited, added or deleted in certain document libraries?
- Which documents have been used in the specified time range?
- How many documents were viewed, edited, added or deleted and which exactly?
- Daily documents usage intensity tables and diagrams?
- Which documents are not used (never viewed by the users)?
- Tables and diagrams showing the growth rate of disk space occupied by documents
- Which documents are the most actively used and by which users, groups or departments?
- Rating of documents usage by document types
- Documents usage by visitors (who, what and when did something with certain documents)
- Documents usage by SharePoint or Active Directory departments and user groups

Search – reports on SharePoint search service usage. Reports in this category can help answering questions, such as:

- How often do site visitors use search?
- Number of search queries on various days
- How many queries were successful (there were results found) and unsuccessful (no results found)?
- If users actually used the search results or abandoned them (so called “abandoned searches”)
- Which search phrases were used in queries?
- How many results were returned by the search engine for each search phrase?
- How often do visitors use advanced search options?
- Which users, groups or departments use search the most?
- To which site pages or documents did users go from search results page?

List Items – reports on SharePoint lists items usage. Reports in this category can help answering questions, such as:

- How many items does a certain list contain?
- How many disk space is occupied by list items?
- How many disk space is occupied by list item attachments?
- Diagrams for lists number growth, list item number and disk space occupied by list items and attached files
- Which list items are in the most popular?
- With which list items do users from various departments or groups work?
- Which list items were viewed/modified by various users in the specified time period?

Content Types – reports on content types for the given site collection:

- General overview of all content types available in this site collection
- Content types by document libraries
- Content types by lists

Workflows – reports on workflows running on this site collection. Reports in this category can help answering questions, such as:

- Which sites have associated workflows?
- How many instances of workflows have been running for a given site or site collection?
- How long do workflows usually run? Are there workflows running for too long?
- How many Failed or Canceled workflows are there?

Social – reports on users' social activity on this site collection. Reports in this category can help answering questions, such as:

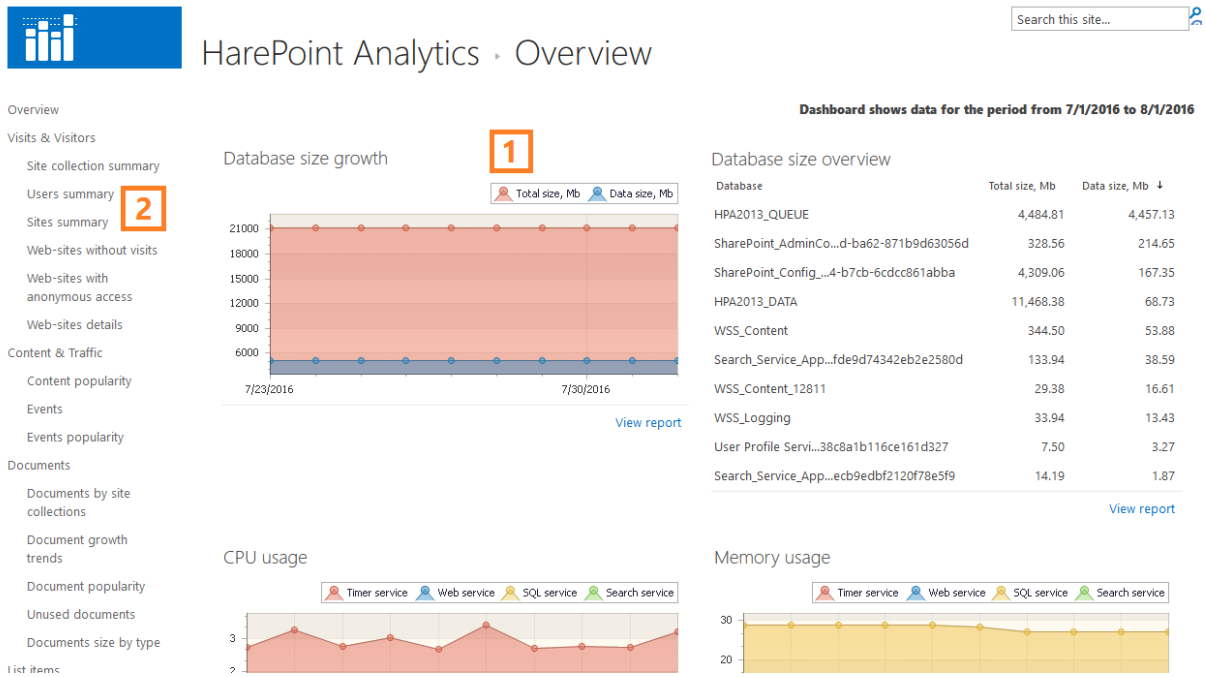
- Which documents or list items users rated or liked the most?
- Which blog posts have been frequently viewed?
- In which Discussions users participated?
- How many users joined or left the site community?

Farm reports

When you go to farm reports, you first get to an **Overview** page (also called **Analytics Dashboard**).

This Dashboard contains:

- **brief reports** for this farm (marked with **1**)
- **categorized list of reports** (marked with **2**)



Note: The Dashboard for the farm level cannot be customized.

An **Overview** page displays:

- The growth trend of SQL databases and detailed information for each database (**Database size growth** and **Database size overview** reports)
- Hardware resource usage since 12AM of the current day (**CPU usage** and **Memory usage** reports)

View report link is available under each brief report on the dashboard. This link will take you to the corresponding full report.

Short overview of farm reports categories

The list of reports is grouped by categories. (The detailed information is available in Farm reports section of this Guide).

Visits & Visitors - user activity and visits dynamics reports for the entire farm. Reports in this category can help answering the following questions:

- Total number of site visitors by days
- Total number of visits per day
- Web-sites that have not been visited by users (unused web-sites on this farm)
- Which web-sites have anonymous access enabled?
- Web-sites details: created and modified dates, size, owners and which site collection it belongs to
- The most active users, groups and departments on this farm

Content & Traffic - reports on how intensively the web-pages across the entire farm were used. Reports in this category can help answering questions, such as:

- Which are the most popular web-pages and content across the entire farm?
- Custom events on the web-page (clicking buttons, menu items, activity in custom webparts, etc) across the entire farm – requires a special configuration, contact your SharePoint administrator

Documents - reports on documents creation and use. Reports in this category can help answering questions, such as:

- Which are the most actively used documents across the entire farm?
- Which documents on this farm have never been viewed by the users?
- Tables and diagrams showing the growth rate of disk space occupied by documents
- Created and updated documents on this farm

List Items - reports on SharePoint lists items usage. Reports in this category can help answering questions, such as:

- Diagrams for list items number growth, list item number and disk space occupied by list items and attached files
- Which list items are in the most popular?
- Created and updated list items on this farm

Databases – reports on SQL database sizes and growth trends. Reports in this category can help answering questions, such as:

- At what rate and how dramatically does SharePoint content database size grow?
- Which are the current database sizes? (available for all SQL databases on SQL server used by HarePoint Analytics – consult your SharePoint administrator for further details)

Performance – reports on SharePoint servers' utilization. This category of reports is updated every 5 minutes by default. These reports are quite technical, and intended to be used mostly by SharePoint administrators. Reports in this category can help answering questions, such as:

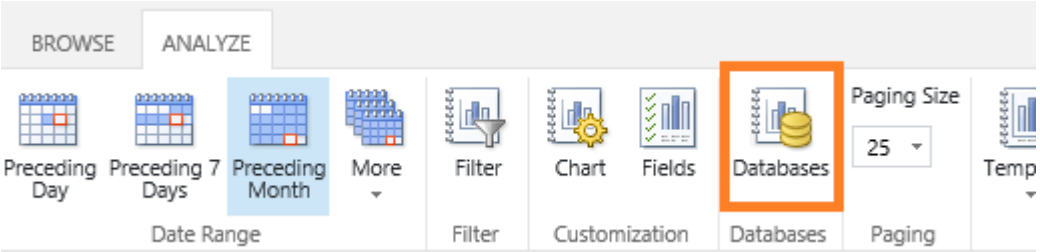
- Actual severs' utilization for the entire farm or each server individually
- Average server's utilization by hours
- IIS usage and application pool summary

Note: This category requires a special configuration; please refer to HarePoint Analytics Administrator Guide if you are not seeing data in this category.

Cross-farm reports

If there are several SharePoint farms in your organization, your administrator can connect databases from other farms, so that data from those farms can be displayed in **cross-farm** reports. These reports allow you to view and compare statistics from multiple farms in one place, without the need to access each farm individually. This saves time and provides simple access to data from other farms.

To view cross-farm reports, simply to go **Farm reports** section and open the report you are interested in. To include data from other farms to the current farm report, click **Databases** button on the ribbon:



A list of databases from other farms **that were connected by your administrator** will appear in the new window. If the list is empty or you are not seeing the necessary databases in the list, contact your administrator.

When the database from another farm is selected, its data will appear in the farm report along with the data from the current farm, enabling you to compare statistical information on these farms side by side.

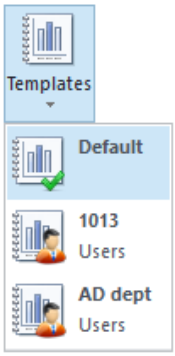
Generating reports

Click on report's name in the list to generate it. It takes only a few seconds to build a report, thanks to special preliminary data preparation mechanism.
When selected in left pane, reports are generated with default filtering, sorting, grouping modes and chart display parameters.

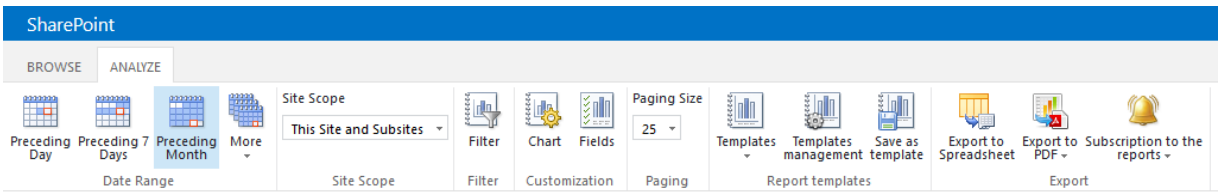
Note: HarePoint Analytics comes with a preset list of reports. Reports are hard-coded and cannot be changed.
In later versions, new reports can be added by your administrator, after consulting and confirming technical details with HarePoint Support.

The **rich filtering, sorting, grouping and drilling-down capabilities** make it is possible to obtain a **very large number of specific reports**.
You can also **customize reports** by defining the **Fields** displayed in tables, as well as by configuring **Chart** display parameters (selecting a chart type, series displayed on the chart, etc).

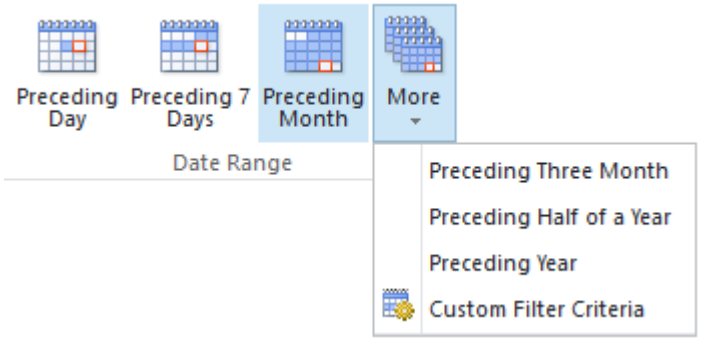
Information: These specific reports and customizations can be saved by **creating a template**, so that at any time later you can quickly access your customized report simply by selecting it from the drop-down list of templates (see Report templates paragraph for more details):



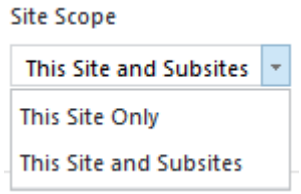
At the top of the page, you can find **Browse** and **Analyze** tabs.
Analyze tab expands the ribbon with the **tools to manage the generated report**. The list of options is slightly different for each report.



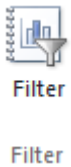
- With the buttons in **Date Range** section, you can set the date range for the report. Default is **Preceding Month**:



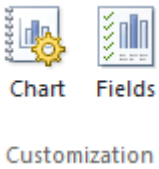
- **Site scope selector** is available only for site level reports. It allows toggling between **This site only** and **This Site and Subsites** modes:



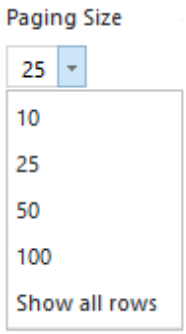
- **Filter** is the most powerful tool allowing you to create multiple highly specific reports based on a single basic report. For more details about using the filters, refer to Report filter settings paragraph of this guide.



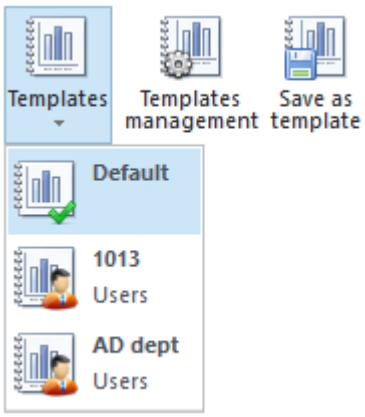
- There are two buttons in **Customization** section – **Chart** and **Fields**. These buttons allow customizing reports by configuring the **chart** and **report table fields** respectively. For more details about using these options, refer to Report chart settings and Report grid settings paragraphs.
Note: The Chart button is not displayed on the ribbon if the current report has no chart.



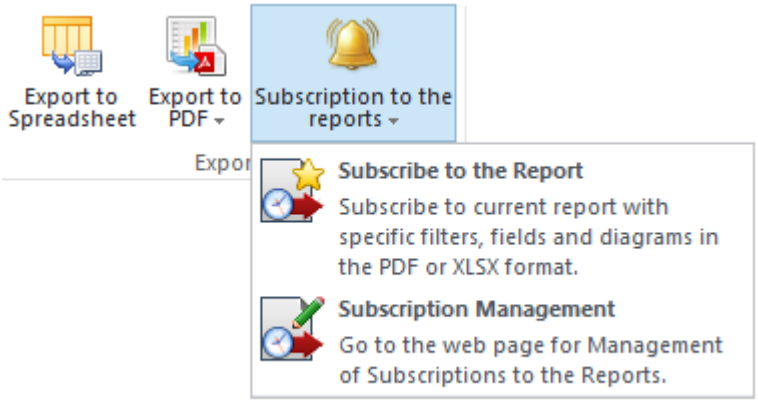
- With **Paging Size** drop-down menu, you can define how many rows should be displayed in report grid on one page.



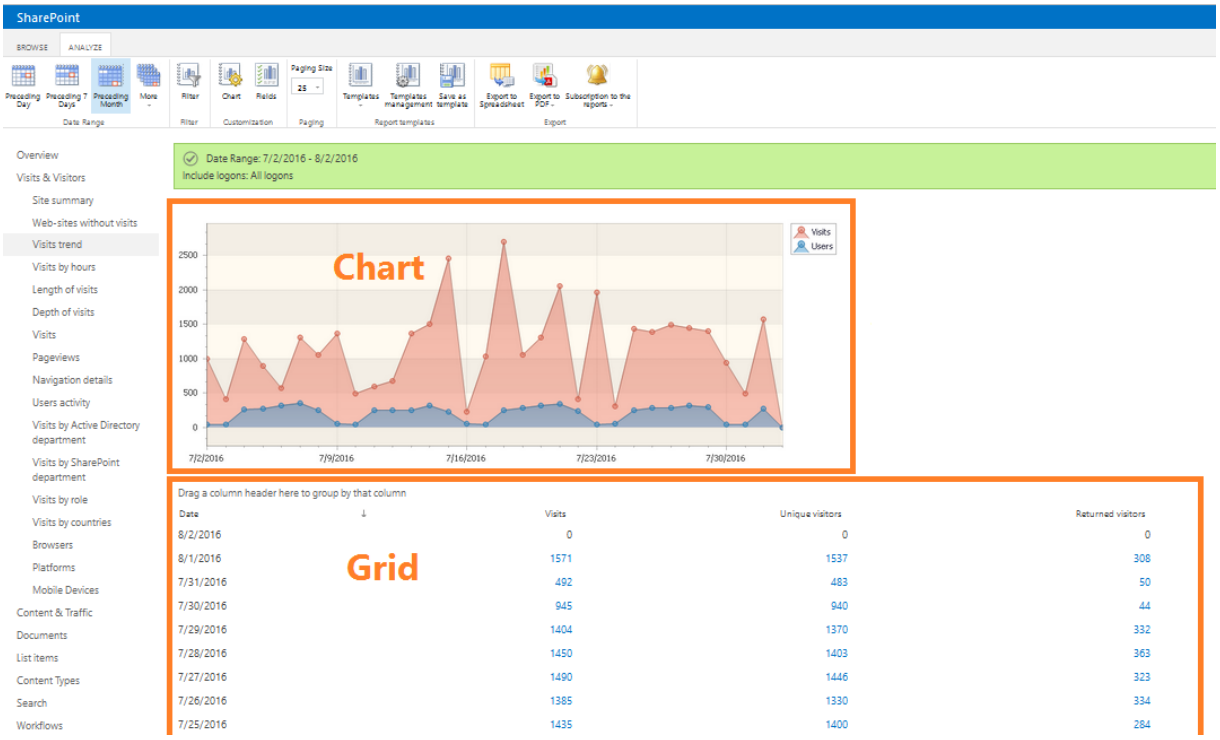
- In **Report Templates** section, you can **select a saved report template** from a drop-down list, **save currently displayed report as a template** or **manage the existing templates** (refer to Report templates paragraph for more details):



- In **Export** section, you can **export** the currently displayed report to **Excel spreadsheet** or to **PDF**, as well as **subscribe** to this report to receive it by e-mail and/or to a document library according to the schedule (refer to Report templates and Subscription for more details):



Some reports contain both a **chart and a grid**, some contain **only a grid**:



The **chart** can be customized (using the **Chart** button on the ribbon - refer to [Report chart settings]() for more details):

- **Chart type** can be changed
- **Additional series** can be added to a chart
- The **field to sort by** can be changed

Note: the available options depend on the report.

In the **report grid**, you can do the following (refer to [Report grid settings]() for more details):

- Change the **columns order** (by drag-and-dropping them as necessary)
- **Add new columns** or **hide the existing columns** (using the **Fields** button on the ribbon)
- **Sort** by any of the columns, in **ascending** or **descending** order (by clicking on column header)
- **Group** data by one or more columns (by dragging the corresponding column header to the special area over the table and dropping it there)
- **Drill down** by clicking on values in a table – this will take you to another report, which is automatically configured to display the data that stand behind that value.
  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.
  Note: this option can be unavailable in some cases
- **Navigate to** a document, list item, document library, list or page (by clicking on its name in the grid)

Viewing some reports can be **restricted by an administrator**. In this case, the following message will be displayed if attempted to view the report:

Viewing this report is forbidden by Administrator.

Contact your SharePoint administrator for further details.

Some **data types** in reports may be **hidden** by an administrator. In this case, instead of the actual values, the unique identifiers will be displayed in reports.
This is an example of **Visits** report when **User name** is set to be hidden by an administrator:

Drag a column header here to group by that column

Visit ID	Visit start time	↓	User name	Visitor ID	Returned	Pageviews
12296	8/1/2016 4:29:05 PM		[Hidden: 214539C1]	2478062	Yes	9
12295	8/1/2016 3:36:18 PM		[Hidden: 214539C1]	2478062	Yes	9
12294	7/25/2016 7:49:23 PM		[Hidden: 214539C1]	2478062	Yes	2
12293	7/22/2016 4:00:41 PM		[Hidden: 214539C1]	2478076	Yes	1
12292	7/22/2016 3:45:38 PM		[Hidden: 214539C1]	2478062	Yes	34
12291	7/22/2016 3:03:13 PM		[Hidden: 214539C1]	2478062	Yes	7
12290	7/21/2016 5:06:16 PM		[Hidden: 214539C1]	2478062	Yes	8
12289	7/20/2016 11:07:52 PM		[Hidden: 214539C1]	2478062	Yes	14
12288	7/19/2016 11:25:39 AM		[Hidden: 214539C1]	2478062	Yes	10
12287	7/15/2016 2:41:13 PM		[Hidden: 214539C1]	2478062	Yes	10

In this case, however, it is still possible to analyze information in reports since HarePoint Analytics **interprets the data correctly despite their encoded display.**

Note: Since there are several different sources and methods are used to collect data for various reports, as well as due to complex nature of statistical data, some **discrepancies** in data between reports are expected. 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 drilling-down to **Visits** report. This can happen if the user's visit begin and end on different dates, i.e. the user entered the site on one day and left on another day. As a result, Visits report for the second day will contain less entries but this session will be included in both days in detailed information on users' sessions.

Report filter settings

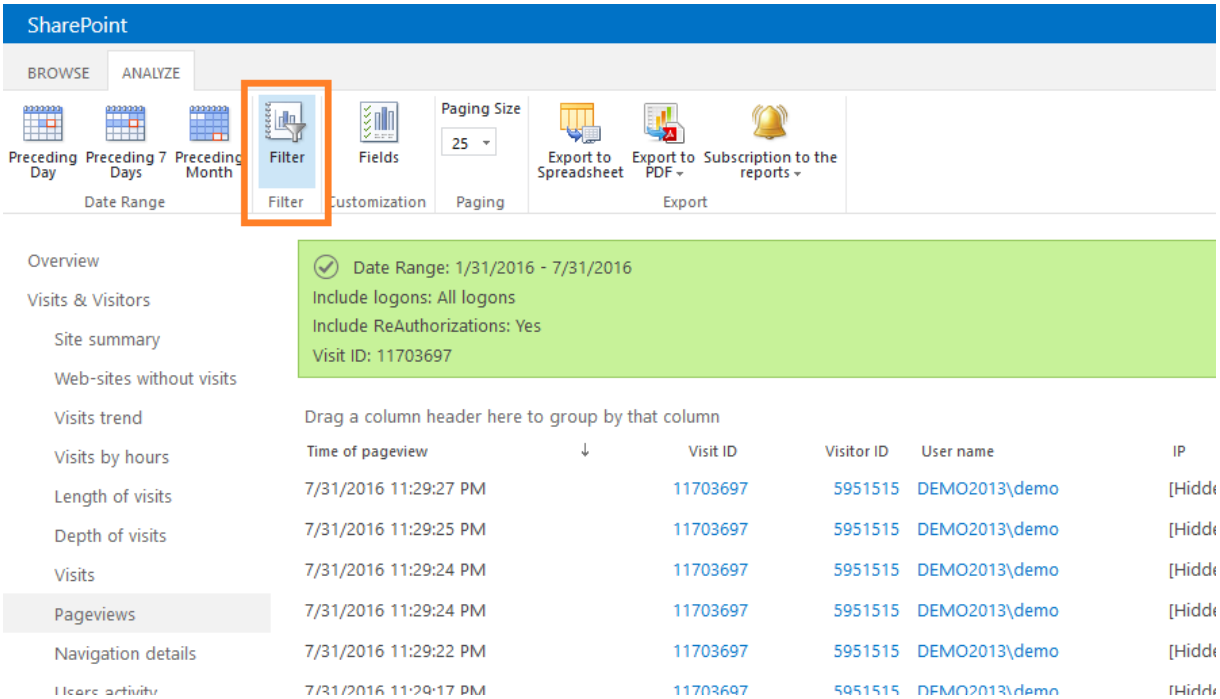
HarePoint Analytics for SharePoint includes powerful and convenient mechanism to filter data in reports. In many cases, if you simply select a report in the left pane, it shows you a basic report with more data than you need. Filtering data is the main approach to make the report specific to your needs.
The filtering system allows both **excluding** unnecessary data from reports and **including** only the necessary ones.

For example, you can exclude all GIF and PNG image files from a report keeping all other images and documents. Opposite is also possible: filters can help generating a report containing only data about viewing GIF and PNG image files.

When you **select a report in the left pane**, it is generated with a **default filter settings** (which is usually only a date range set to preceding month).
If you **drill-down from one report to another**, the target report will be **filtered automatically** to display the corresponding drill-down data.

The **current filter settings** are always displayed on a green section above the report:

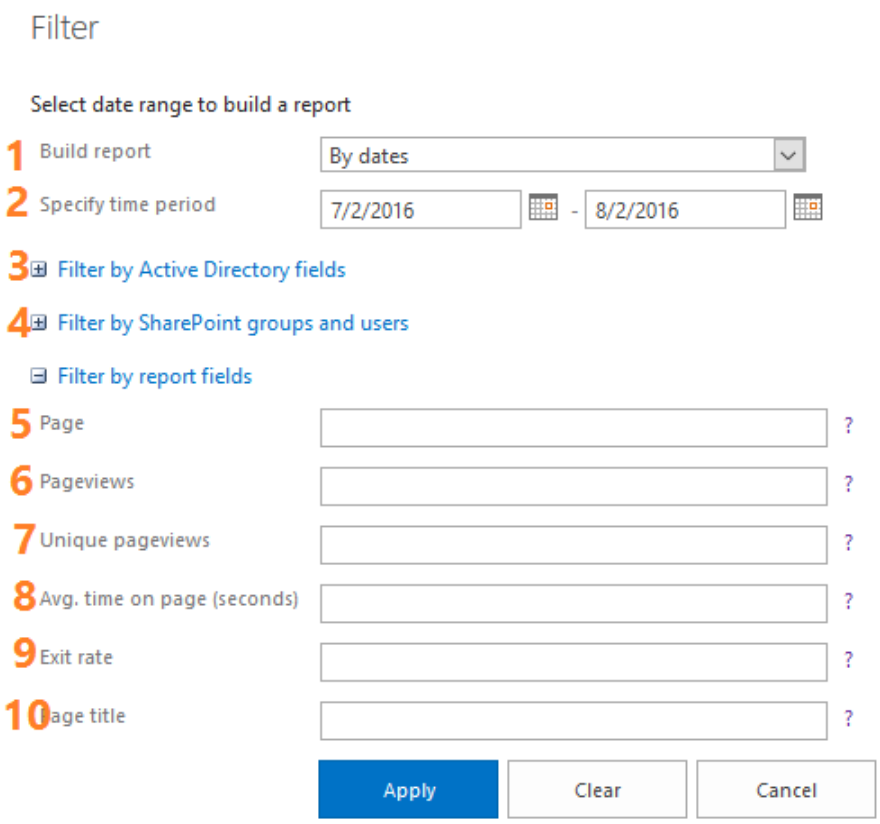
To **set or change filter** settings, click the **Filter** button on the ribbon:



Note: The filter settings are **reset** if you select another report in the left pane. If you plan to use the report with the current filter settings in the future, **create a template** for it - see [Report templates] chapter for further details.

Note: Each report has individual filter settings. For **detailed information on each filter field** available in a report, refer to a corresponding report description in Site and Site Collection reports and Farm reports chapters.

Let's review the available filter fields and their values on the example of **Content Popularity** report:



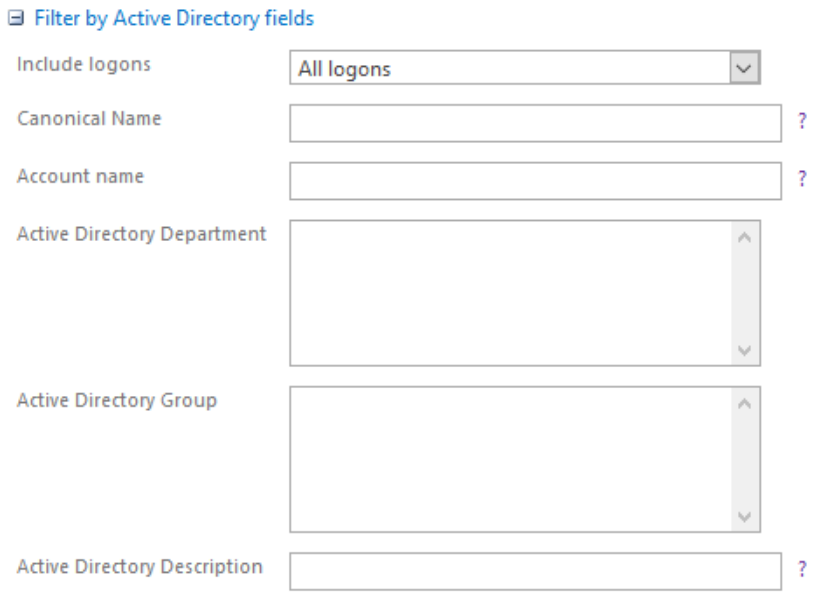
1. **Data source for the report**: **Daily** data or **Monthly** data. In HarePoint Analytics, daily and monthly data are calculated and stored separately.

   Daily data
   - Provide the most detailed information
   - Drill-down feature is only available when daily data are used
   - Daily data are removed after 180 days to maintain reasonable database size (this is a default value and it can be changed by your SharePoint administrator)

   Monthly data
   - Provide only summary data
   - Drill-down feature is not available when monthly data are used
   - Monthly data are never removed from the database

2. **Date range:** It is convenient to set the date range using the preset buttons on the ribbon, but if you need a custom date range, it can be set in the filter. **Default setting:** preceding month.

3. **Filter by Active Directory fields:**
   - **Logons** – Include All logons/Only AD logons/Non-AD logons
   - **AD account name – canonical** or **display name**
   - **AD department** – it will display a list of AD departments, which users have ever visited SharePoint sites where HarePoint Analytics feature is enabled
   - **AD group** - it will display a list of AD groups, which users have ever visited SharePoint sites where HarePoint Analytics feature is enabled
   - **AD description field**
   - **Custom Active Directory fields** (optional) **–** later versions of HarePoint Analytics allow collecting data on any additional AD fields (other than mentioned above), as well as filter reports by these fields. Consult the administrator of HarePoint Analytics (SharePoint farm administrator) to configure this option.
     All the additional AD fields, enabled for the data collection, will also be displayed in this section.



4. **Filter by SharePoint groups and users:**
   - **SharePoint Group** – it will display a list of SharePoint Groups, which users have ever visited SharePoint sites where HarePoint Analytics feature is enabled
   - **SharePoint user account name** or **display name**
   - **SharePoint Department** – it will display a list of SharePoint departments, which users have ever visited SharePoint sites where HarePoint Analytics feature is enabled
   - **IIS security roles –** usually makes sense if Form-Based Authentication is used
   - **Custom SharePoint User Profile fields** (optional) – later versions of HarePoint Analytics allow collecting data on any additional User Profile fields (other than mentioned above), as well as filter reports by these fields. Consult the administrator of HarePoint Analytics (SharePoint farm administrator) to configure this option.
     All the additional User Profile fields, enabled for the data collection, will also be displayed in this section.

Filter by SharePoint groups and users

SharePoint Group

Demo portal Owners
Demo portal Owners
Demo portal Visitors
Demo portal Visitors
Demo portal Members

Account name ?

User name ?

SharePoint Department

SharePoint developers

Role

5. **Page URL** – can be either an **absolute URL**, or only a **part** of it, to show all pages where URL contains this keyword(s)

   Page ?

6. **Number of pageviews** – you can type either **exact value**, or an expression, like **>10** or **<2**

   Pageviews ?

7. **Number of unique pageviews** – you can type either **exact value**, or an expression, like **>10** or **<2**

   Unique pageviews ?

8. **Average time on page (in seconds)** – you can type either **exact value**, or an expression, like **>300** or **<60**

   Avg. time on page (seconds) ?

9. **Exit rate (in %)** - you can type either **exact value**, or an expression, like **>95** or **<5**

   Exit rate ?

10. **Page Title –** you can type either a **full title**, or only a **part** of it, to show all pages that contain this keyword(s) in the Title. **Note:** Not all pages have titles.

    Page title ?

The fields in the filter settings also support the **advanced syntax**, which extends the filtering system capabilities even further.

The following syntax is supported for **text fields**:

Character	Description
-	An expression after this sign needs to be excluded
+	An expression after this sign needs to be included
=	The exact match of the expression is required
(spacebar)	When the search expression consists of several words (delimited by a space bar), each

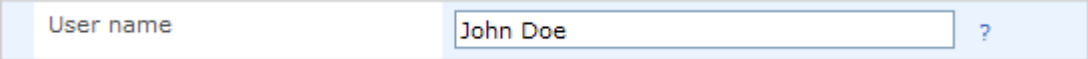
	word will be searched separately
“”	When the search expression consists of several words and needs to be searched as a whole

The following syntax is supported for **numeric fields**:

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

Filter settings examples

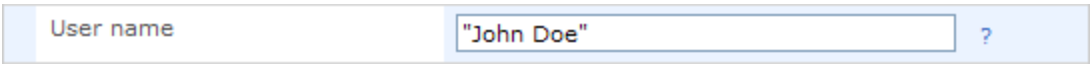
Example 1: Simple filter expression



After applying this filter, only entries containing either **John** or **Doe** in the User Name field will be displayed, e.g.: *John Smith, John Anderson, Andy Doe, Michael Doe*.

Example 2: Filtering by a phrase

To filter **by a phrase,** it must be enclosed with double quotes:



In this case, only entries where User Name field contains **John Doe** phrase will be displayed, including those like **John Doehl** will be output in the report.

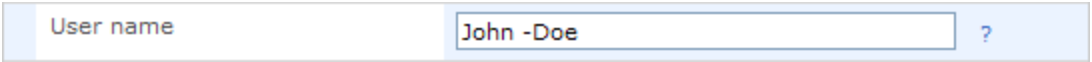
Example 3: Exact match filtering

To perform the exact match filtering, the **“=”** (equal) sign must be placed before an expression. Additionally, if an expression contains several words, it must be enclosed with double quotes:

With these filter settings, only entries containing this exact phrase and nothing else, in the User Name field, will be displayed in the report.

Example 4: Excluding values

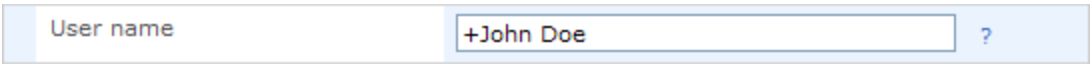
To exclude values it is necessary to add **“-“** (minus) sign before the filter keyword to be excluded:



This filter setting will result in generating a report containing **John** and **not** containing **Doe** in the User Name field.

Example 5: Compulsory value inclusion

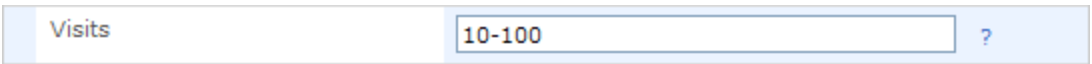
Using **"+"** (plus) sign, you may indicate that the keyword after this sign must be included:



As a result, the entries only containing **John** and optionally **Doe** in the User Name will be displayed in the report. It means that **John Anderson** will be included, but **Andy Doe** will not be.

Example 6: Filtering for a values range

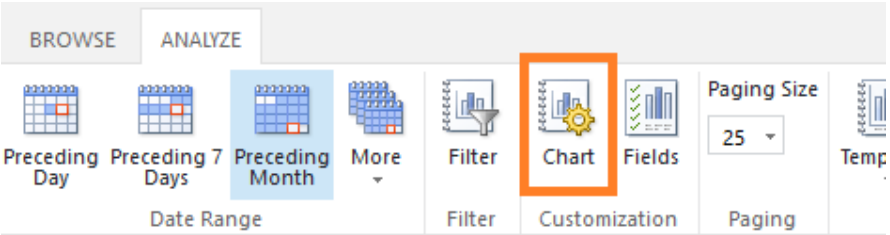
Minus **"-"** sign is used for setting the range of numeric values:



Using this filter expression will result in displaying entries with number of Visits between 10 and 100 inclusively.

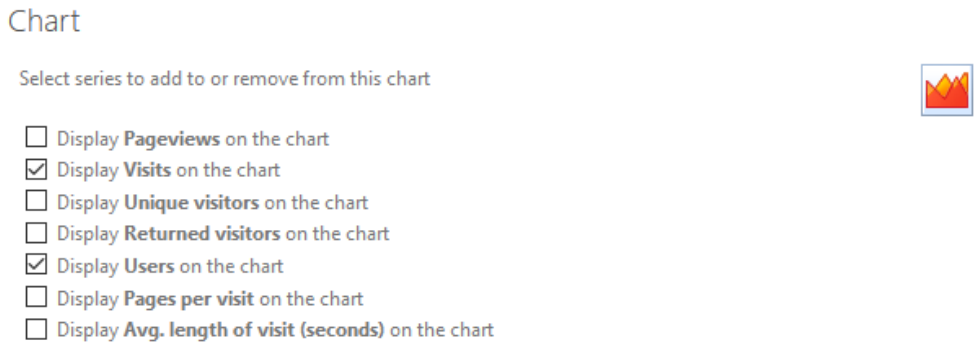
Report chart settings

Some reports in HarePoint Analytics contain charts. These charts can be customized.
Start with clicking **Chart** button on the ribbon:

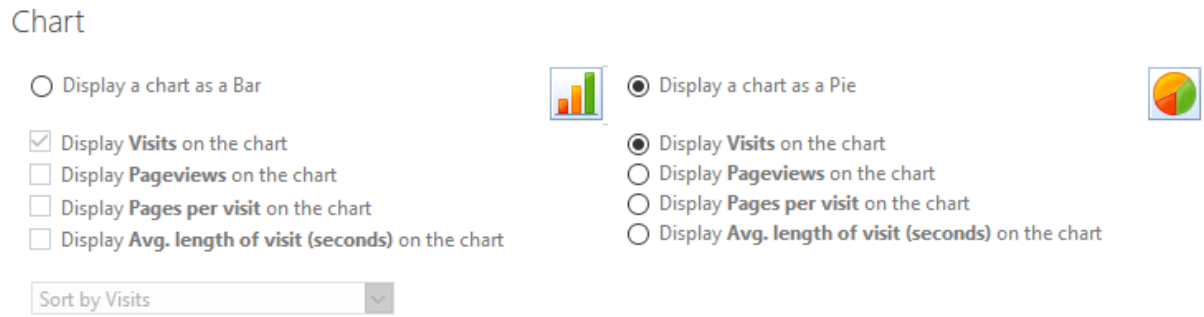


Each report has its own set of options, for example:

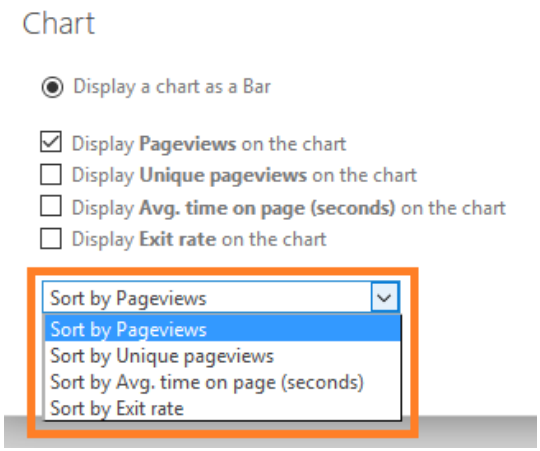
- **Adding or removing series** from the chart:



- **Switching between bar chart and pie chart:**



- **Selecting a field to sort by:**



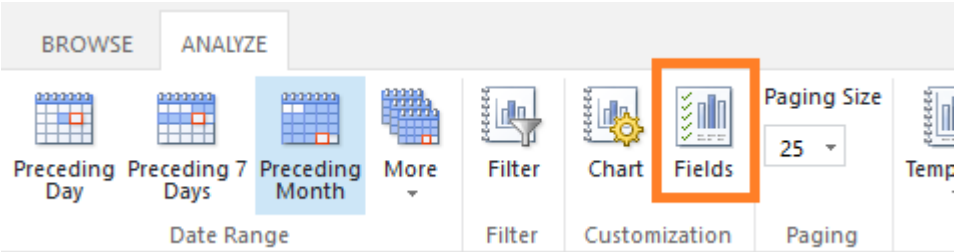
Note: The chart settings are **reset** if you select another report in the left pane. If you plan to use the report with the current chart settings in the future, **create a template** for it - see Report templates chapter for further details.

Report grid settings

Selecting report fields

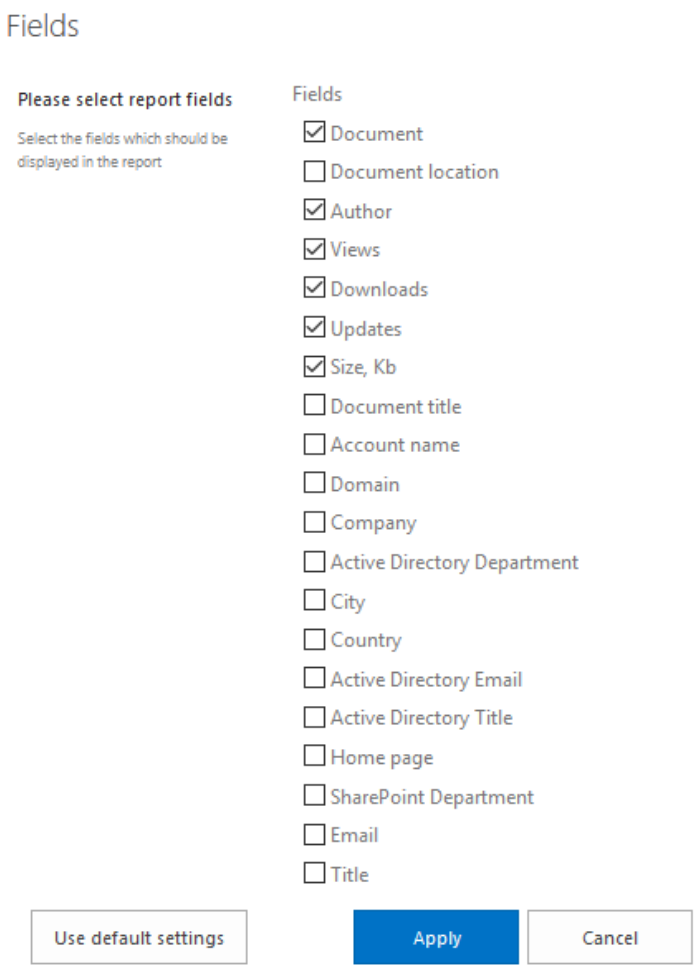
In HarePoint Analytics, you can select which fields (columns) should be displayed in a report grid.

Start with clicking **Fields** button on a ribbon:



Note: Each report has individual set of available fields, and usually not all available fields are enabled for display by default.
For a **detailed information on each field** available in a report, refer to a corresponding report description in Site and Site Collection reports and Farm reports chapters.

Check the fields that you would like to see in the report (a screenshot is an example from Document Popularity report):



Note: The later versions of HarePoint Analytics allow collecting data on any additional Active Directory or SharePoint User Profile fields (other than mentioned above). Consult the administrator of HarePoint Analytics (SharePoint farm administrator) to configure this option.

All the additional AD and User Profile fields (enabled for the data collection by an administrator) will be displayed at the bottom of this section, so that you are able to select them to be displayed in a report grid.

Click **Apply** when finished.
If you want to reset the report to a default definition, click **Use default settings** button.

Note: These settings are also **reset** to default if you select another report in the left pane. If you plan to use the report with the current fields settings in the future, create a template for it - see Report templates chapter for further details.

Sorting data

Data sorting order can be easily changed in HarePoint Analytics reports. Data can be sorted by any of report fields, either in ascending or descending order.
The field that is currently used for sorting, is marked with an **arrow**:

Drag a column header here to group by that column

Date ↓	Visits	Unique visitors
8/3/2016	0	0
8/2/2016	1467	1421
8/1/2016	1571	1537
7/31/2016	492	483
7/30/2016	945	940
7/29/2016	1404	1370

An arrow direction indicates the sorting mode:

- **down** – descending order (from the largest to the smallest number)
- **up** – ascending order (from the smallest to the largest number).

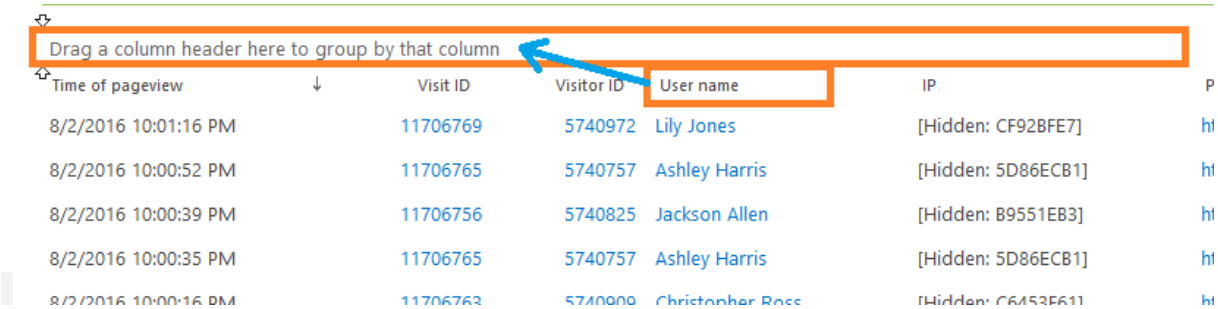
To sort by any of the fields, simply click on a field header. Click on it once again to change the order from ascending to descending or vice versa.

Note: The sorting is **reset** to a default field if you select another report in the left pane. If you plan to use the report with the current sorting settings in the future, create a template for it - see Report templates chapter for further details.

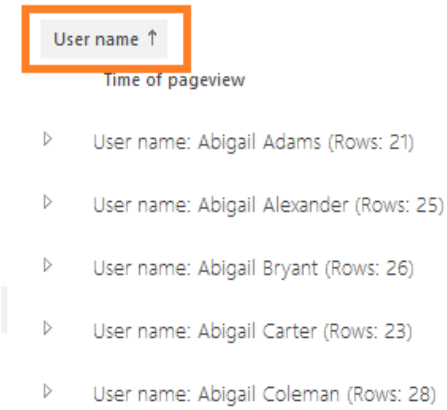
Grouping data

In HarePoint Analytics, you can group data to facilitate their analysis.

To group data by any of the fields, **drag** the field header over the table to a special grouping area **and drop** it there:



After that, the data in the report will be grouped by that field. The field header will remain in the grouping area to indicate by which field this report is grouped by:



Note that an arrow indicating the current **sorting order** is also displayed next to the grouping field header. That is, by clicking that header you can change the sorting order.

It is possible to group by more than one field.

To **cancel grouping**, drag the field header from the grouping area back to the report grid.

Note: Grouping data is **reset** to if you select another report in the left pane. If you plan to use the report with the current grouping settings in the future, create a template for it - see Report templates chapter for further details.

Report templates

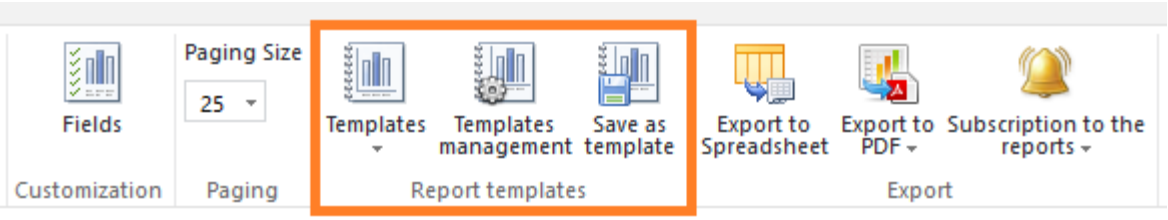
The custom configuration made in report (such as sorting, grouping, filtering, chart settings) can be **saved as a report template**. Thanks to this, you can quickly access a custom report without a need to repeat all configuration steps every time.
You can also **redefine the default template**, so that specific configuration will be used every time when you select this report in the left pane.

There are **two types** of report templates:

- **Personal templates -** are visible and can be modified only by those who created them

- **Global templates -** are visible for all users, but only site collection administrators can modify them

On the ribbon, there are **three buttons** to work with templates:

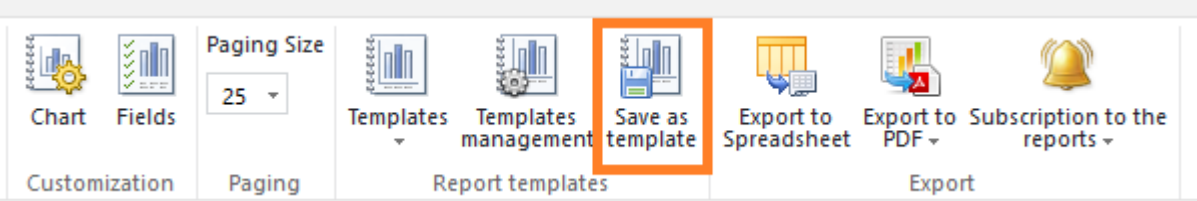


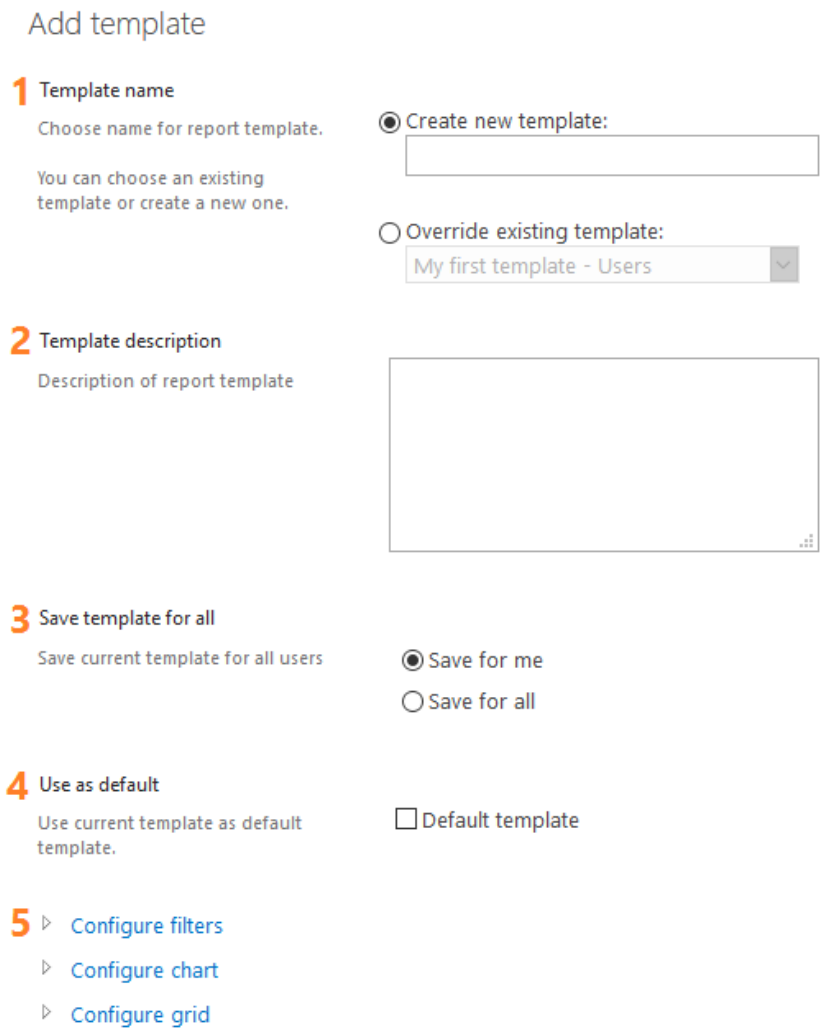
These buttons are described below in this chapter:

- **Templates** button
- **Templates management** button
- **Save a a template** button

Creating or modifying a template

Save as a template button opens a dialog window to create a new template, as well as override the settings of an existing template - based on a current report configuration:

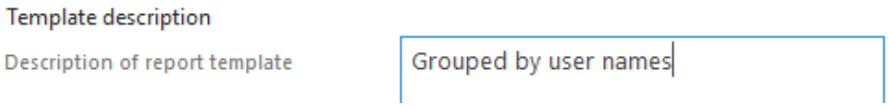




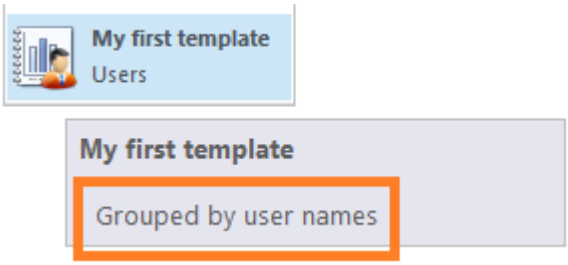
1. Type in the **name for the new template**:

   or **select an existing template to override** its existing configuration with the current one:

2. Type in the **template description** (optional):

   It will be displayed in a template tooltip:



3. Choose whether this template should be made visible **only for you**, or **for all users** (this option is **available only for site collection administrators**; non-administrators can only create personal templates):

   Save template for all

   Save current template for all users — ◉ Save for me / ○ Save for all

4. Choose if this template should be **set as a default template** for this report (this option is **available only for site collection administrators**):

   Use as default

   Use current template as default template. — ☐ Default template

   Note: If checked, this template will be set as default **only for you**, even with **for all users** option selected in the previous control.

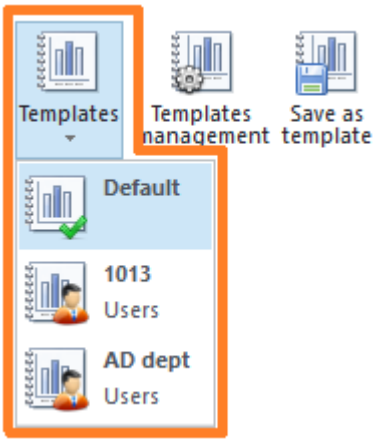
5. If necessary, expand **Configure filters**, **Configure chart** and/or **Configure grid** controls to review the corresponding settings and adjust them if necessary:

   ▷ Configure filters
   ▷ Configure chart
   ▷ Configure grid

   By default, they inherit the current configuration of the report.
   Important: An exception is **Group by column** setting under **Define view for the report** – it needs to be set explicitly.
   For more details on configuring these settings, refer to the following paragraphs in this Guide:
   - Configure filters – Report filter settings
   - Configure chart – Report chart settings
   - Configure grid – Report grid settings

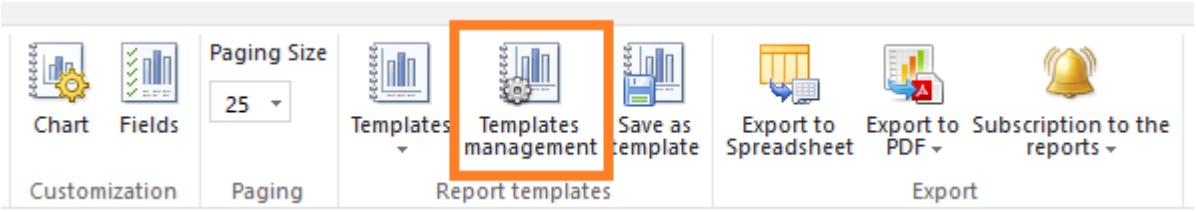
List of templates

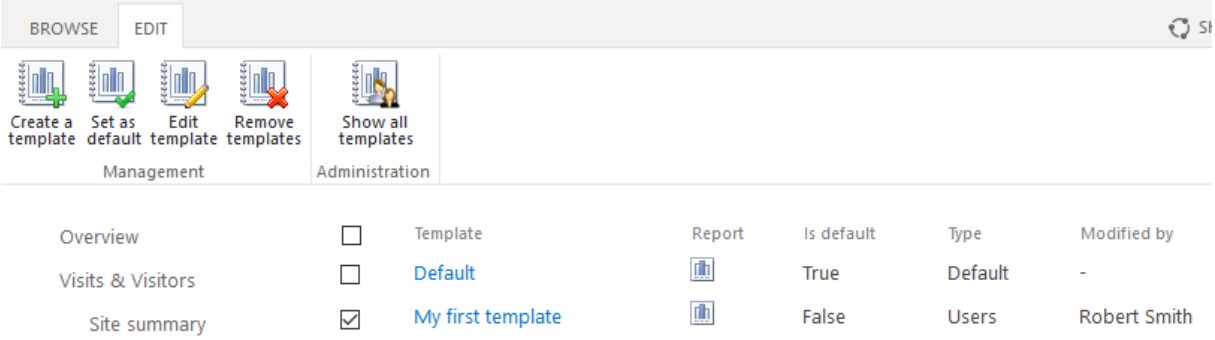
Templates button expands a list of available templates for this report. Click on a template in a list to see the given report configured according to that template.



Templates management

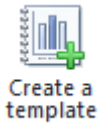
Templates management button opens a template management page, where you can conveniently review and manage templates for this report.



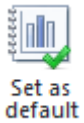


The following operations are available in the templates management:

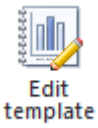
- **Create a new template** - displays a dialog window identical to the one described in [Creating or modifying a template]



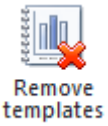
- **Set a template as a default template** for this report (select a template to activate the button)
  Note: this operation requires site collection administrator permissions

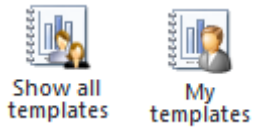
- **Edit a template** (select a template to activate the button) - displays a dialog window identical to the one described in [Creating or modifying a template]

- **Remove selected templates** (select one or more templates to activate the button)

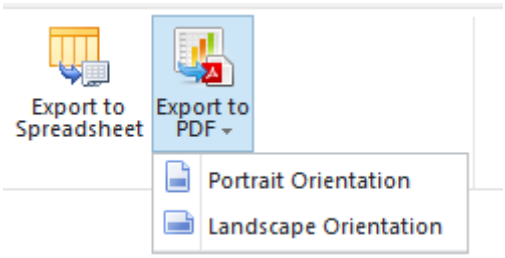
  

- Switch the view between **Show all templates** or **Show my templates** modes
  Note: this option is available only for site collection administrators; non-administrators can only see their personal templates

Export

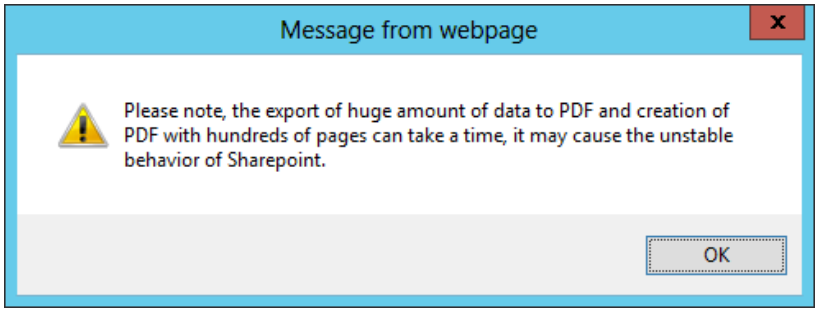
In HarePoint Analytics, you can export the report you are currently viewing to either **Portable Document Format (PDF)** or **Microsoft Office Excel document (XLS)** formats using the corresponding buttons on the ribbon:



The current sorting, grouping and filtering settings are kept during the export, which ensures the exported report will look exactly the same as the original one.

When you export to **PDF**, both chart and a data grid will be exported.
When you export to **XLS**, only a data grid will be exported.

Important note: It is recommended to export reports only containing a reasonable amount of data, since exporting a large report can take too much time, or even cause a browser timeout. HarePoint Analytics does not limit the data to be exported, so generally it is not recommended to export a report containing more than 100-200 pages.
When you export a report for the first time, a warning will be displayed:



Subscription

In HarePoint Analytics you can subscribe to certain reports to receive them **by e-mail** or/and have them **saved to a document library**, according to a schedule.
E-mails also contain a **link to the corresponding report**, as well as the **unsubscribe link**.
Site collection administrators can also subscribe other people; non-administrators can only subscribe themselves.

Note: Export templates can be customized by SharePoint administrator (for more details refer to HarePoint Analytics Administrator Guide).

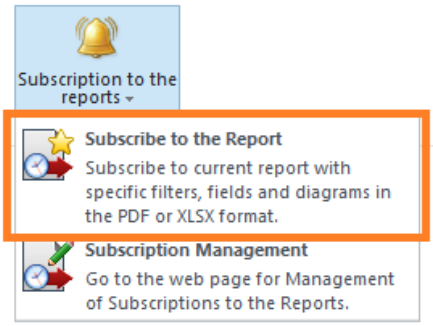
On a ribbon, there is a **Subscription to reports** button, which expands a drop-down menu with two options:

These buttons are described below in this chapter:

- **Subscribe to the report** button
- **Subscription management** button

Adding a new subscription

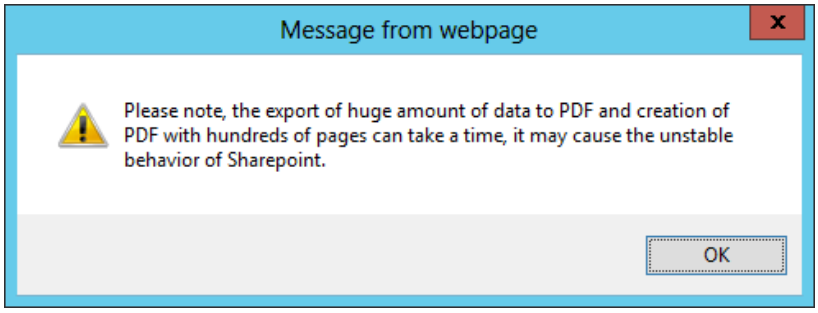
Click on **Subscribe to the report** option:



A dialog window will open where you can set up all the parameters for the subscription to the current report.

Note: The current sorting, grouping and filtering settings of a report are inherited for the subscription, which ensures the exported report will look exactly the same as the original one. That is, the settings in this dialog window will be **automatically pre-configured** according to the current settings of a report.
You can double-check the settings, and adjust them if necessary.

Important note: It is recommended to subscribe to reports only containing a reasonable amount of data, since exporting a large report can take too much time. HarePoint Analytics does not limit the data in reports, so generally it is not recommended to export a report containing more than 100-200 pages. When you subscribe to a report for the first time, a warning will be displayed:



Add new subscription rule for export

1 Select the scope

Select the scope for the exported report

Scope:

Site collection

2 Select the report

Select the report to be exported

Report:

Visits trend

3 Select the action

Select the action that should be done after export of the report

Action:

Save the report in a document library and send it by e-mail

4 Select the document library

You can set the document library for storing the exported report

Document library:

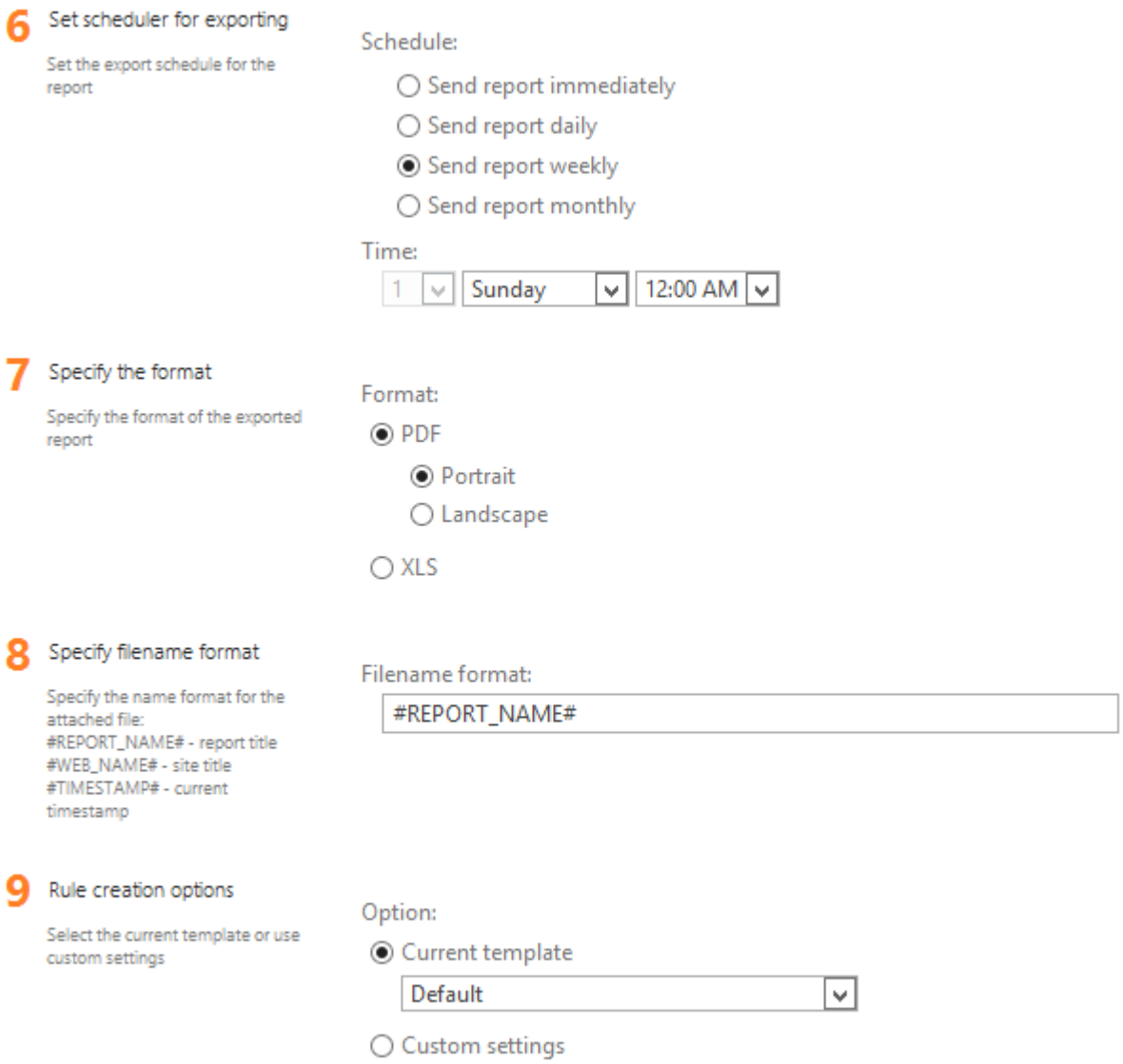
- http://labsp13/
- http://labsp13/my
- http://labsp13/my/personal/administrator
- http://labsp13/sites/sthnew

5 Select recipients

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

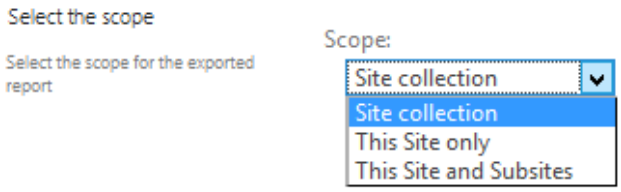
Users/Groups:

administrator x



1. **Select the scope**

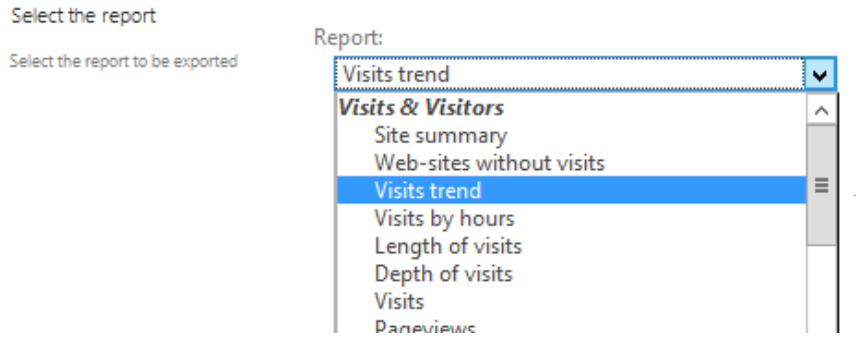
   Select the scope for the report – **Site collection**, **This Site only** or **This site and Subsites**:



   Note: Some reports are only available for **Site Collection** scope.

2. **Select the report**

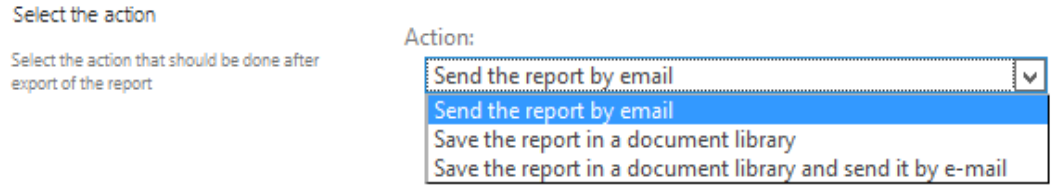
   Select the report to subscribe to:



Note: Some reports are only available for **Site Collection** scope.

3. **Select the action**

   Select the delivery method: **send by e-mail**, **save to a document library**, or **both**.

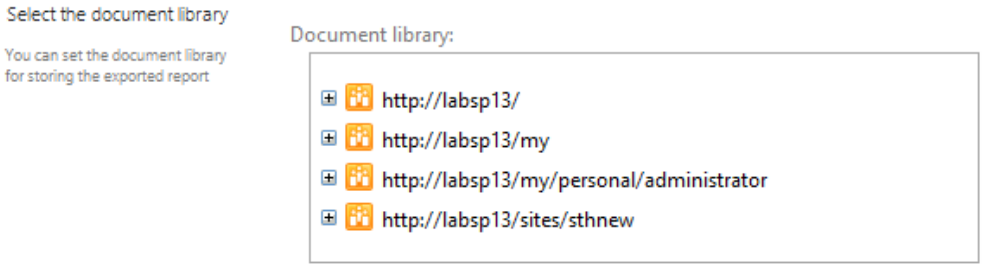


   Depending on this selection, the next parameter will be **Select recipients**, **Select a document library**, or **both** respectively.

4. **Select a document library**

   Note: This setting is displayed only if **Save the report in a document library** or **Save the report in a document library and send by e-mail** is selected in a previous setting.

   A tree view of site collections and available document libraries is displayed. Select the appropriate document library:



5. **Select recipients**

   Note: This setting is displayed only if **Send by e-mail** or **Save the report in a document library and send by e-mail** is selected in a previous setting.

   Note: this field is displayed only for site collection administrators. Non-administrators can only subscribe themselves.

   Put the recipients of the subscription into this field. Your current account is added automatically:

Select recipients

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Users/Groups:

administrator x

6. **Set scheduler for exporting**

   Define the schedule to export a report:

Set scheduler for exporting

Set the export schedule for the report

Schedule:

- ○ Send report immediately
- ○ Send report daily
- ◉ Send report weekly
- ○ Send report monthly

Time:

1 | Sunday | 12:00 AM

Note: Due to technical nuances, **Send the report immediately** option actually means **within 10 minutes.**

7. **Specify the format**

   Specify the output format – PDF (in Portrait or Landscape orientation), or XLS:

Specify the format

Specify the format of the exported report

Format:

- ◉ PDF
  - ◉ Portrait
  - ○ Landscape
- ○ XLS

8. **Specify file name format**

   Specify the **file name format**. Three **macros** can be used:

   - *#REPORT_NAME#* - report title
   - *#WEB_NAME#* - site title
   - *#TIMESTAMP#* - current timestamp

Specify filename format

Specify the name format for the attached file:
#REPORT_NAME# - report title
#WEB_NAME# - site title
#TIMESTAMP# - current timestamp

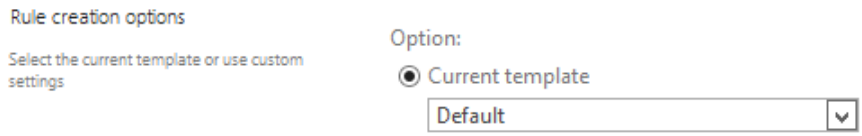
Filename format:

#REPORT_NAME#

9. **Rule creation options**

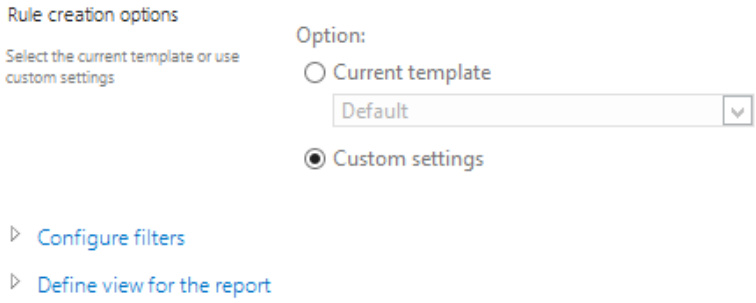
   Select if a report should be based either on an existing report **template**, or on **custom settings that are inherited** from the current report configuration.

   If you choose **Current template** option, select a template from a drop-down list of templates:



(See also Report Templates chapter)

If you choose **Custom settings** option, two additional sections will appear: **Configure filters** and **Define view for the report**:

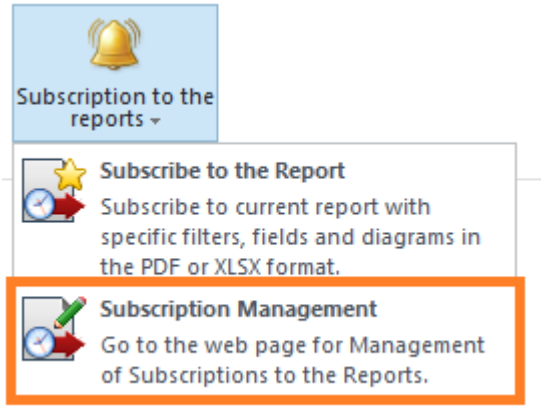


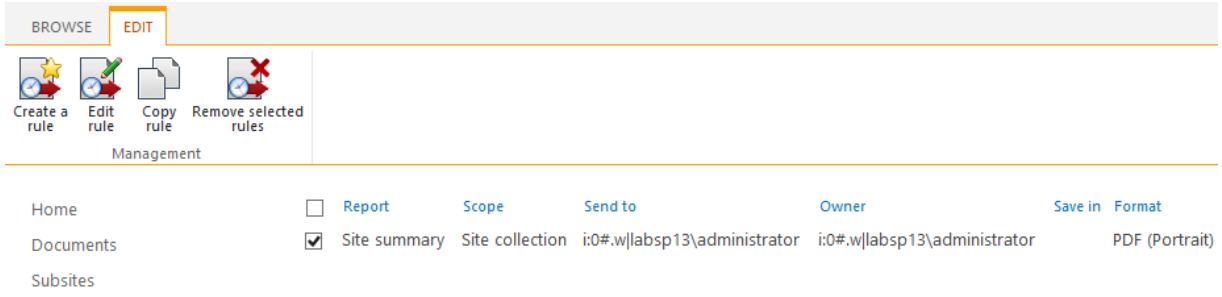
Note: the settings in these sections will be **automatically pre-configured** according to the current settings of a report. You can double-check the settings, and adjust them if necessary.
Important: An exception is **Group by column** setting under **Define view for the report** – it needs to be set explicitly.
For more details on configuring these settings, refer to the following paragraphs in this Guide:

- Configure filters – Report filter settings
- Define view for the report – Report chart settings and Report grid settings

Subscription management

Click on **Subscription Management** option to go to Subscription Management page:





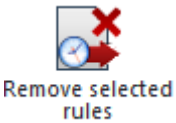
The following operations are available in Subscription Management:

- **Create a rule** – displays a dialog window identical to the one described in [Adding a new subscription](#).

- **Edit a rule** (select a rule to activate the button) - displays a dialog window identical to the one described in [Adding a new subscription](#).

- **Copy rule** (select a rule to activate the button)

- **Remove selected rules** (select one or more rules to activate the button)

Adding and configuring a web-part

HarePoint Analytics offers a powerful approach to creating custom dashboards, as well as integrating reports to existing web-pages: **HarePoint Analytics web-part.**
During the product deployment, HarePoint Analytics web-part is added to the gallery of web parts.
This web part can display any report from **site** or **site collection** level of reports.
Note: Farm reports cannot be displayed by a web-part.

Using this web-part, you can:

- **Display a report** for any site or site collection **on any SharePoint page across the whole farm**

- **Create custom dashboards** easily and flexibly by simply placing several web-parts on a new blank page
- **Customize HarePoint Analytics Overview pages** for site and site collection reports – see Customizing the Dashboard (Overview page) chapter

Important note: viewing a web-part requires the same **permissions** as viewing the corresponding report. Be sure to consider this when placing HarePoint Analytics web-parts to existing web pages. In particular, if you place a web-part to the page, the web-part will anonymize data (display them as *Hidden: <unique ID>*) for those users who do not have the corresponding permissions in HarePoint Analytics.

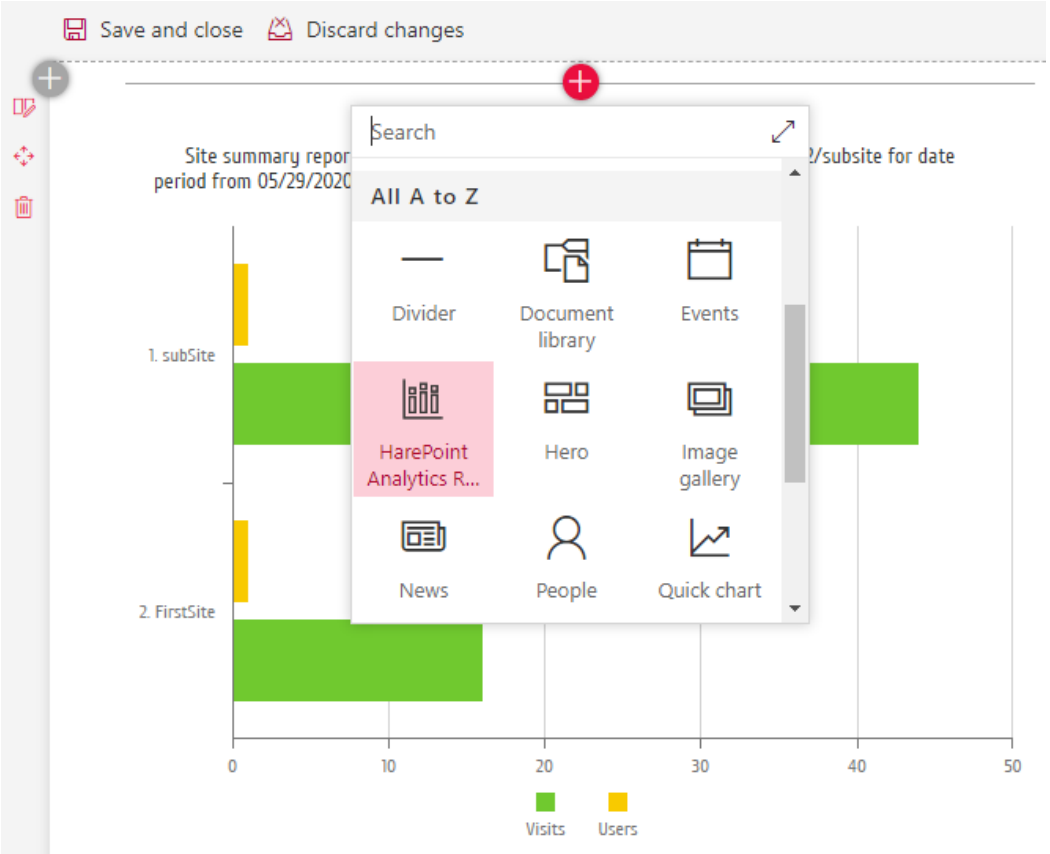
SharePoint 2016 and SharePoint 2019 introduce the new user interface known as **Modern Experience**, whereas older interface is referred to as **Classic Experience**.
(Classic experience is still fully available; at any time you can switch to it in Site Settings if needed).
Note: HarePoint Analytics web-part for the **Modern Experience** is not available by default, as well as requires additional configuration to be made in SharePoint, please contact your administrator for further details (the related technical information is available in the Administrator Guide for HarePoint Analytics).

Adding a web-part

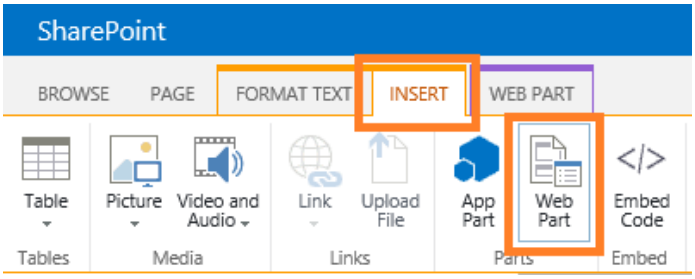
Note: adding a web-part requires a certain permission level. Consult your SharePoint administrator if you have sufficient permissions to edit pages and add web-parts on specific sites or site collections.

Access the page where you need to add a web-part.
Enter the **Edit page** mode.
Put the cursor to a place on the page where you would like to add the web-part.

If you are in **Modern Pages** interface, **HarePoint Analytics Report** web part is available in the list of web parts:

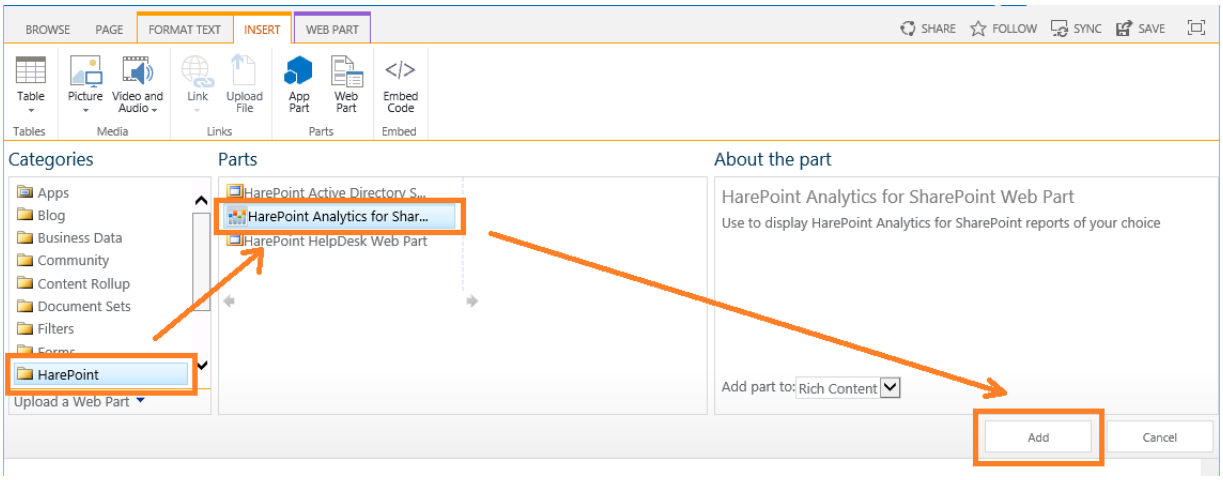


For **Classic Mode**, the new HarePoint Analytics web part is available under **Insert** ribbon tab, **Web part** button:

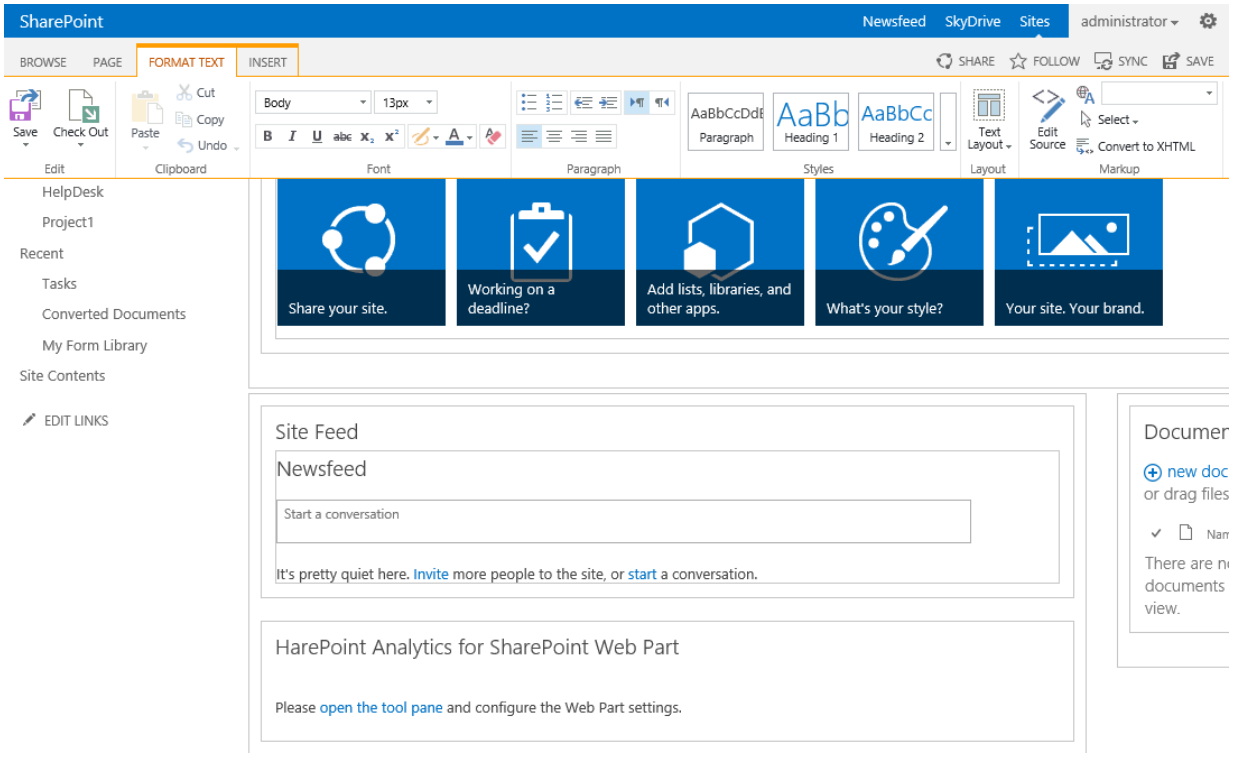


Go to **HarePoint** web-part category, and then select **HarePoint Analytics for SharePoint** web-part. **Note:** The web-part for Modern experience mode is also available in the list as **HarePoint Analytics Report** web-part. You can use either of these web-parts in Classic experience mode.

Go to **HarePoint** web-part category, and then select **HarePoint Analytics for SharePoint** web-part. Click **Add** button:



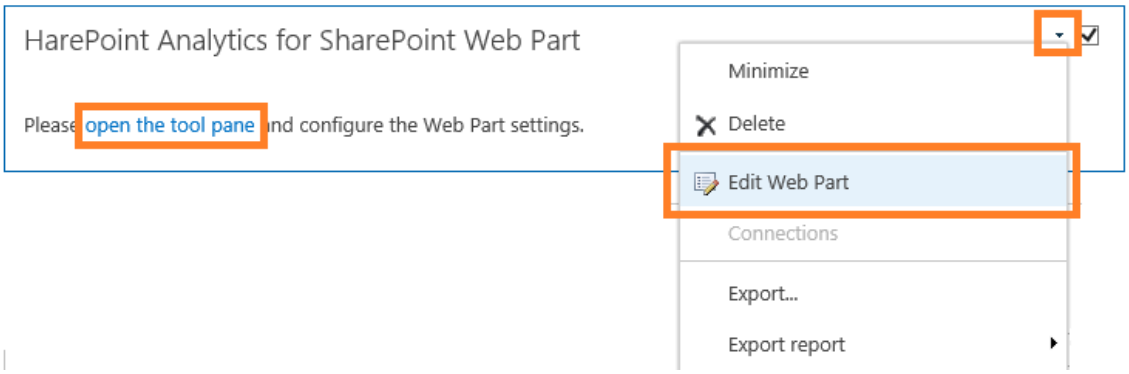
The web-part will be added to the place where the cursor was located:



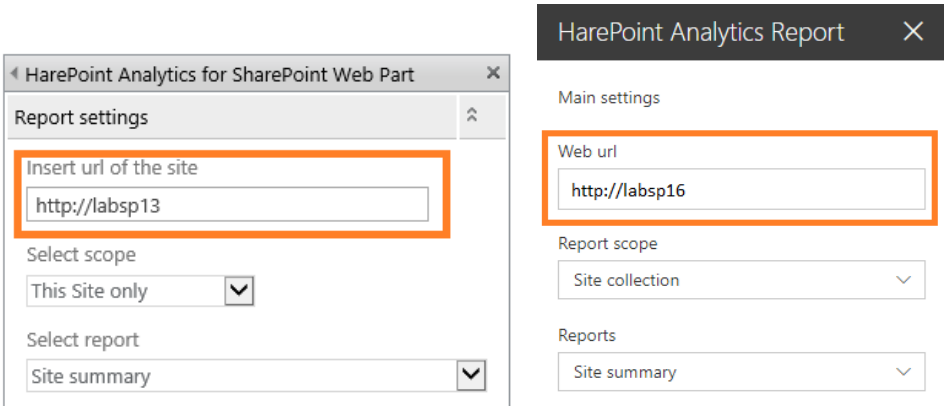
After the web-part is added to the page, it needs to be configured.

For modern web-part, click **Edit web part** icon:

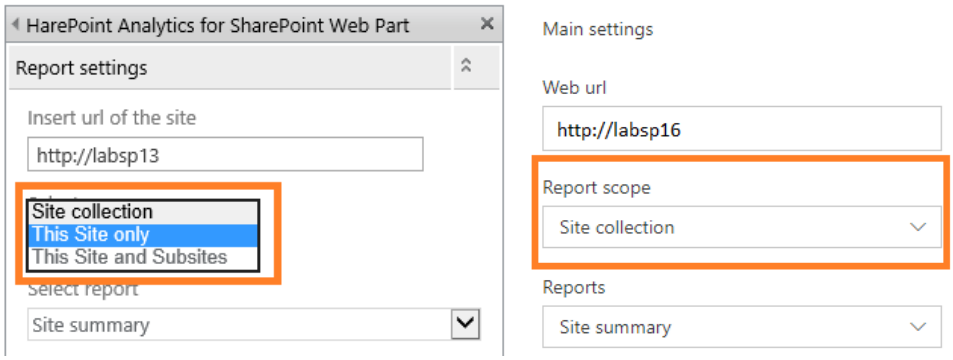
For the classic web-part, expand the web-part menu, select **Edit Web Part**, or click the link **open the tool pane**:



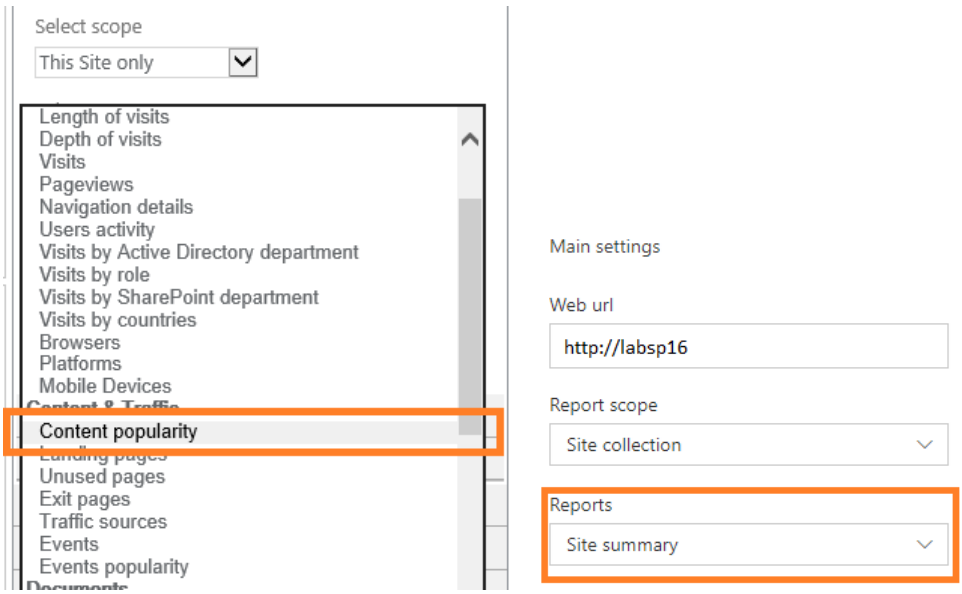
Web-parts for Classic Experience and Modern experience have identical settings, as indicated below. In the web-part settings, **adjust the URL, if necessary** – by default, the URL of the current site is used to display reports from the current site, but it can be the URL of any other site on this SharePoint farm:



Select the **scope**, **note** that some reports are only available for Site Collection scope:

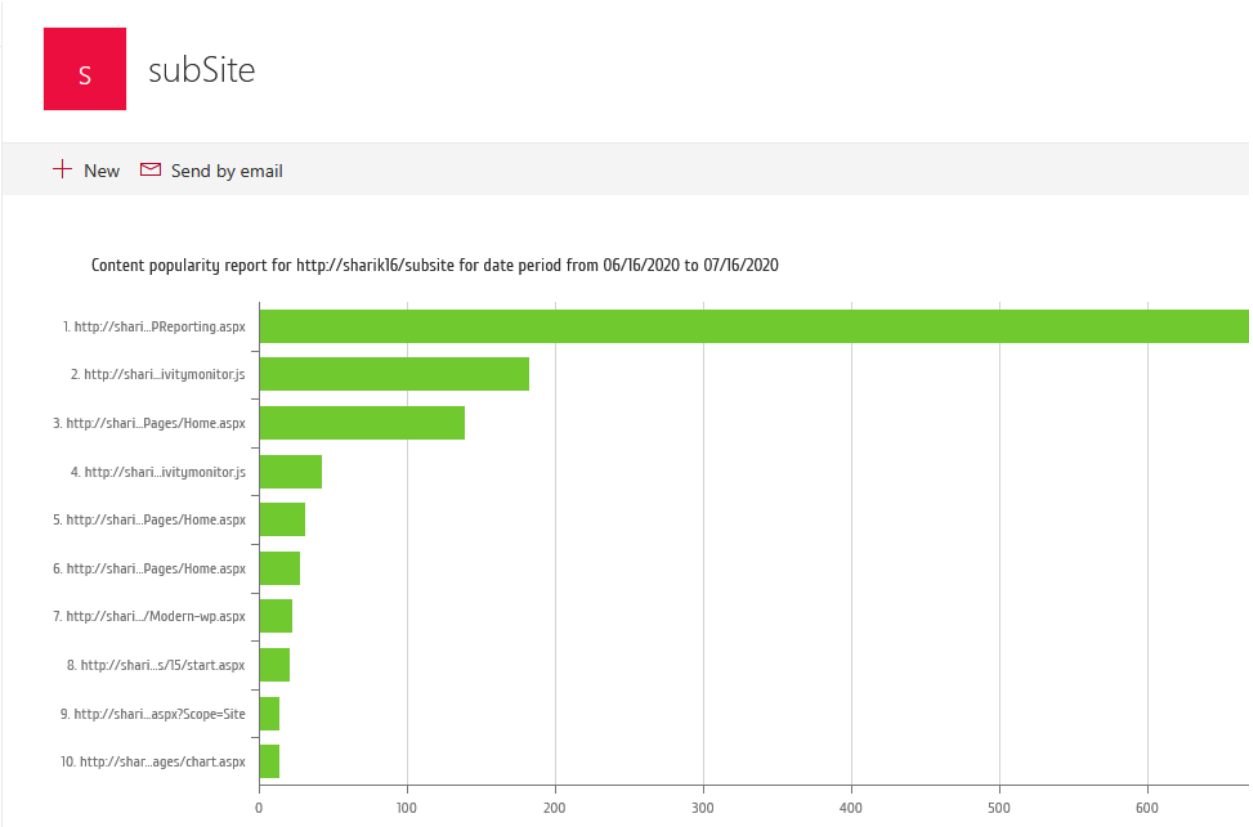


Select the report from the dropdown list:

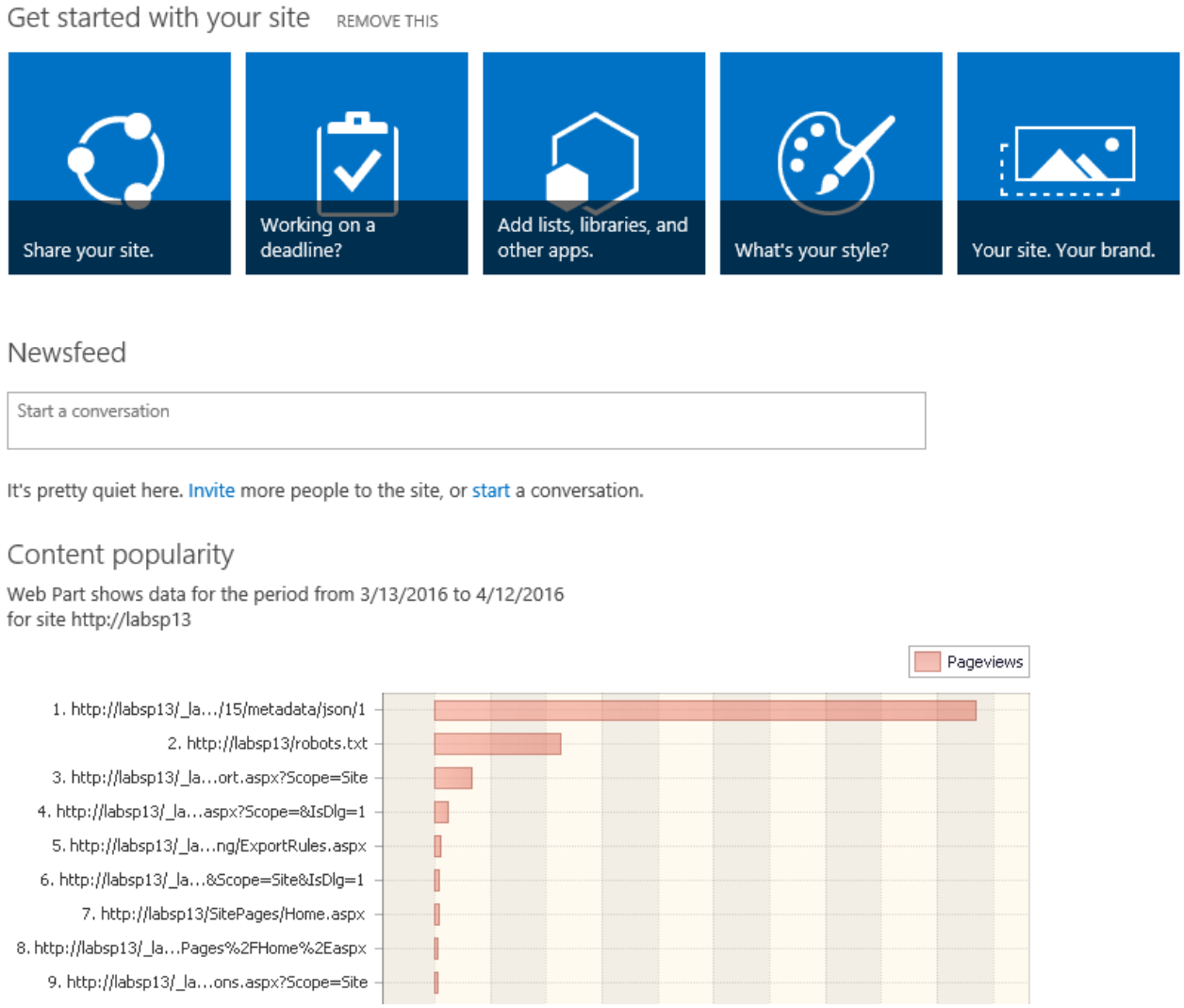


Click **OK** at the bottom of web-part settings panel. The web-part now displays a selected report:

Modern pages:


s
subSite
New
Send by email
Content popularity report for http://sharik16/subsite for date period from 06/16/2020 to 07/16/2020
1. http://shari...PReporting.aspx
2. http://shari...ivitymonitor.js
3. http://shari...Pages/Home.aspx
4. http://shari...ivitymonitor.js
5. http://shari...Pages/Home.aspx
6. http://shari...Pages/Home.aspx
7. http://shari.../Modern-wp.aspx
8. http://shari...s/15/start.aspx
9. http://shari...aspx?Scope=Site
10. http://shar...ages/chart.aspx
0
100
200
300
400
500
600

Classic view:



Described are the **minimum steps** to set up the web-part.

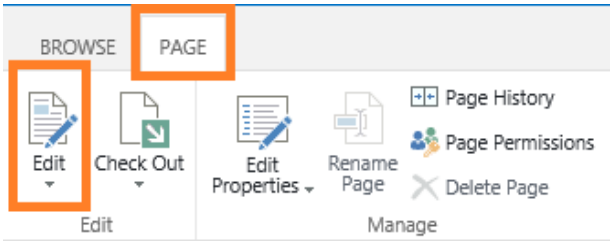
The detailed configuration of the **classic web-part** is described in the next paragraph Configuring a web-part (Classic experience).
The detailed configuration of the **modern web-part** is described in Configuring a Modern web-part.

Configuring a web-part (Classic experience)

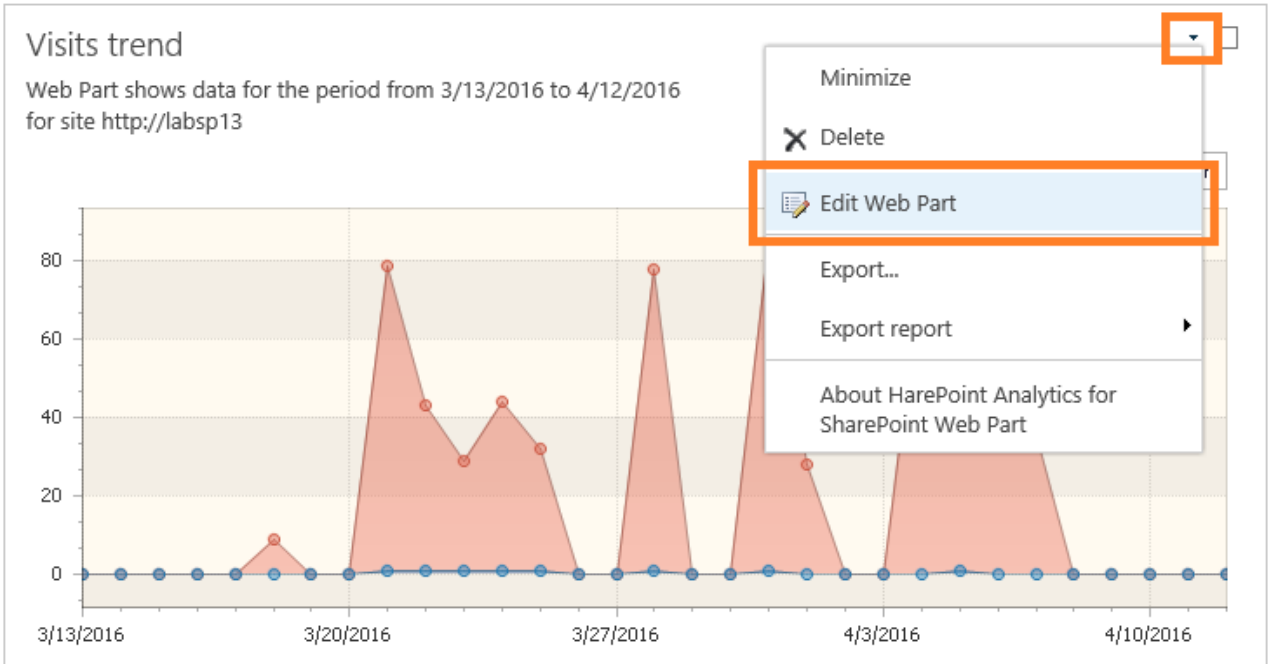
Note: configuring a web-part requires a certain permission level. Consult your SharePoint administrator if you have sufficient permissions to edit pages and manage web-parts on specific sites or site collections.

Configuring **HarePoint Analytics for SharePoint** web-part is identical to configuring any other web-part that is available in SharePoint.

To access the web-part settings, go to **Edit page** mode:

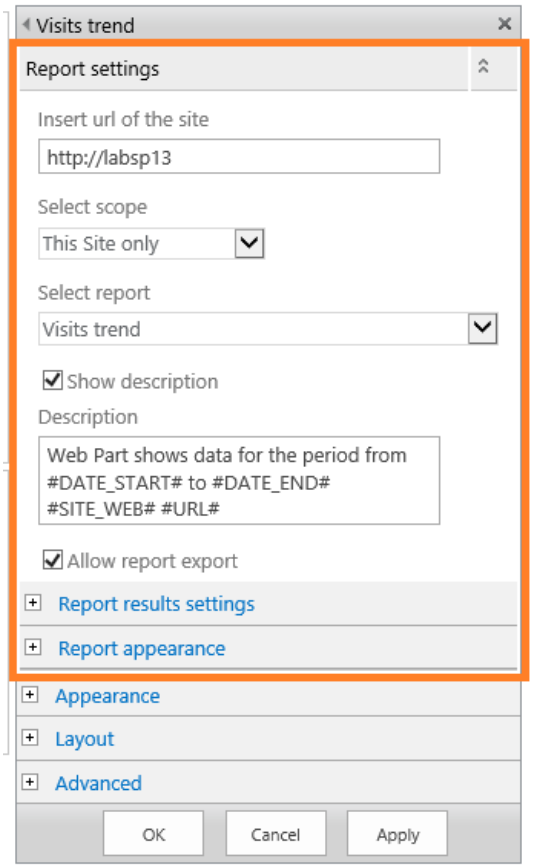


Click **Edit Web Part** in the web-part menu:



HarePoint Analytics web-part settings contains **special sections**, in addition to the standard sections **Appearance**, **Layout** and **Advanced**.

These sections are only displayed after you select a report in **Select report** drop-down list:



Note: Be sure to click **OK** button to save the web-part settings.

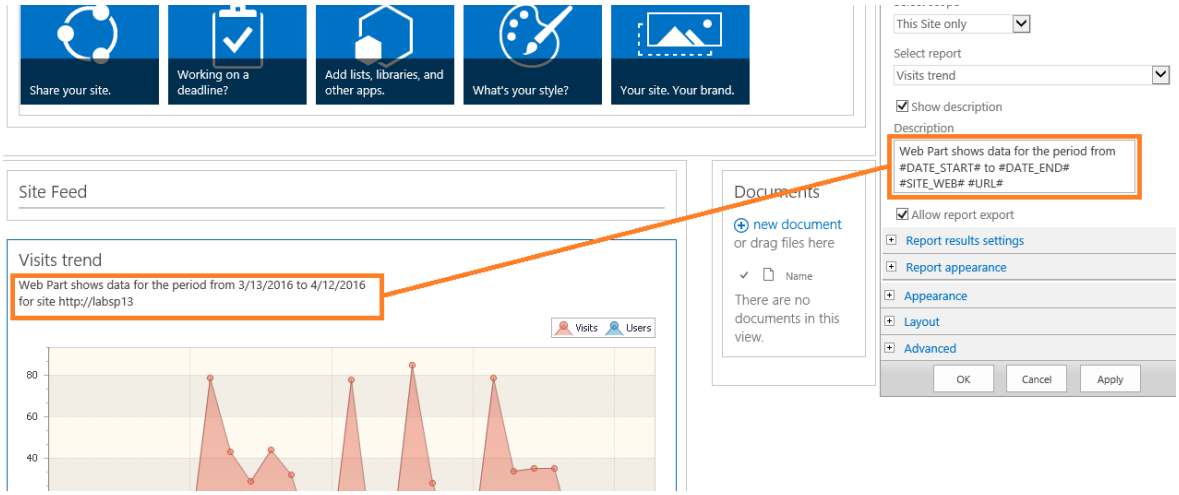
Report settings

The **Report Settings** tool panel contains the web-part settings that need to be configured at least:

- **Insert url of the site**
  The URL address of a source web site, for which the report should be displayed. By default, this is the URL of the current site. You can display reports for any other sites in this SharePoint farm, so you can put the URL address of the respective site. This approach is especially useful if you need to compare the statistical data for different web sites on a single page.
- **Select scope**
  This parameter determines the scope that is used for building the report: **Site collection**, **This Site only**, **This Site and Subsites**.
  Note: some reports are only available for site collection scope. This is in particular, Sites Summary report
  Note: farm level reports cannot be displayed by a web-part.
- **Select report**
  The dropdown list contains a list of reports that can be displayed by a web-part. This includes all reports available for site and site collection scopes.
  Note: farm level reports cannot be displayed by a web-part.
- **Show description**
  Check to show description in the report header.

- **Description**

  The template for the description in the report header.

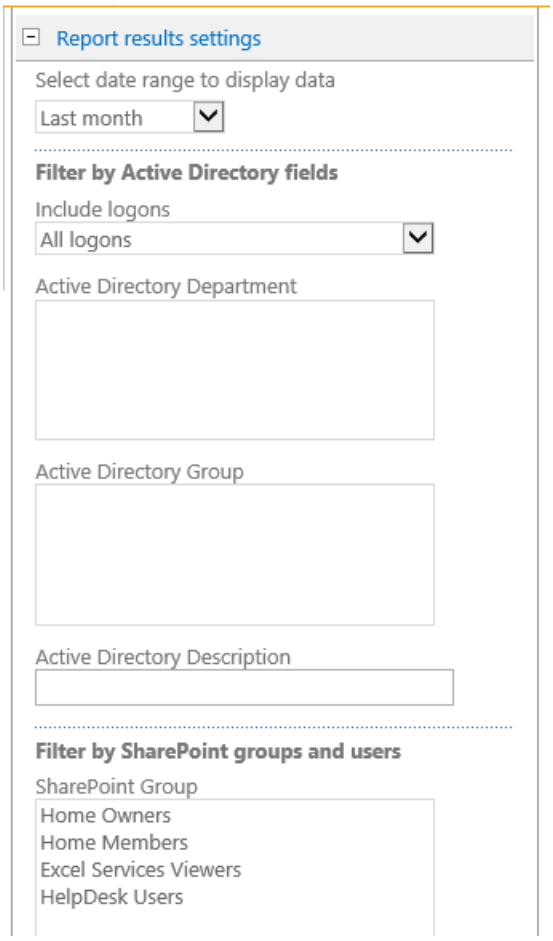


The description template may include the following **macros**:

- **#DATE_START#**
  The starting date of the reporting date range
- **#DATE_END#**
  The ending date of the reporting date range
- **#SITE_WEB#**
  This macro is replaced by a word **site** or **site collection**, depending on the scope of the report
- **#URL#**
  URL of the source site for which the report is displayed (equal to **Insert url** setting)

Report results settings

Report results settings tool panel contains the **filter settings** for the report. The contents of this tool panel depends on which report is selected in **Select report** field, and is completely identical to Filter settings for the given report (**Filter** button on the ribbon):



See also Report filter settings chapter.

Report appearance settings

Report appearance tool panel allows you to configure how a report is displayed by a web-part.

The settings on this panel are divided into two sections:

- **chart** settings (not available for reports that do not contain charts)
- **table** settings

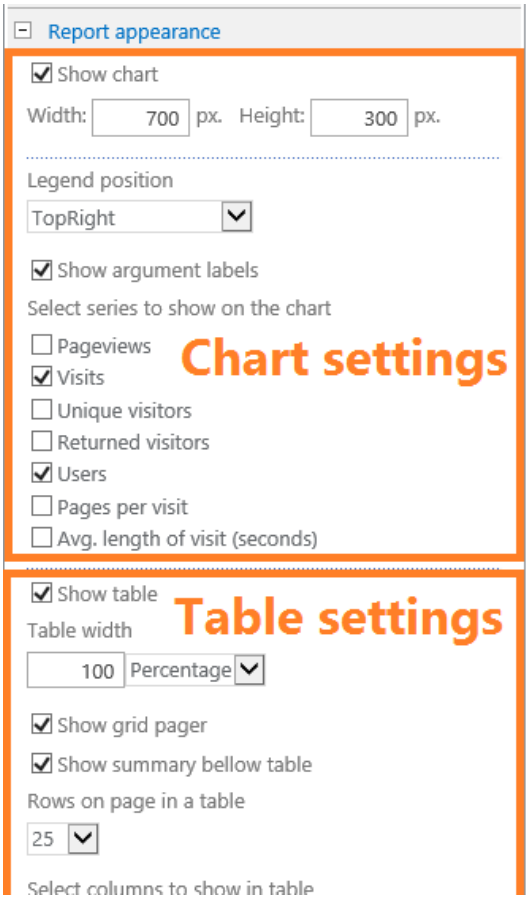
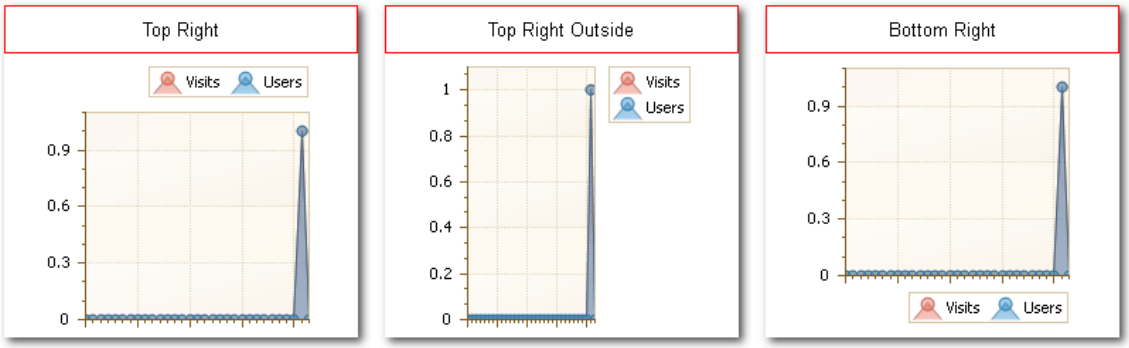


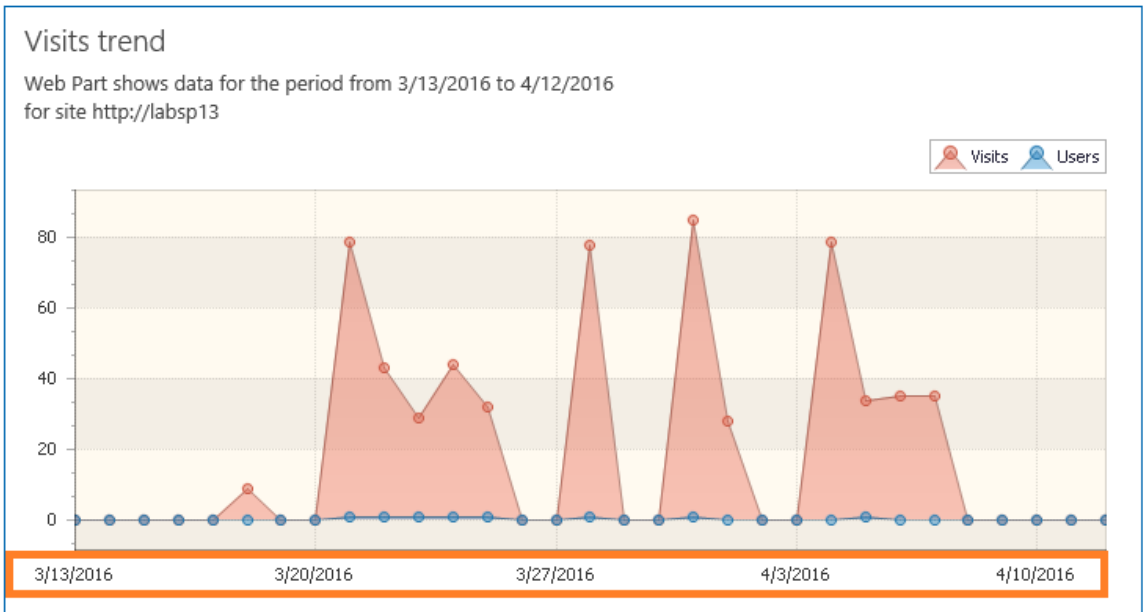
Chart settings

The **chart settings** section contains the following parameters:

- **Show chart**
  Select to show or hide a chart
- **Width, Height**
  Specify the chart size in pixels
- **Legend position**
  Specify the position of the report legend. It is also possible to hide the legend. Here are several examples of legend positions:



- **Show argument labels**
  Select to show or hide the labels near the horizontal axis.

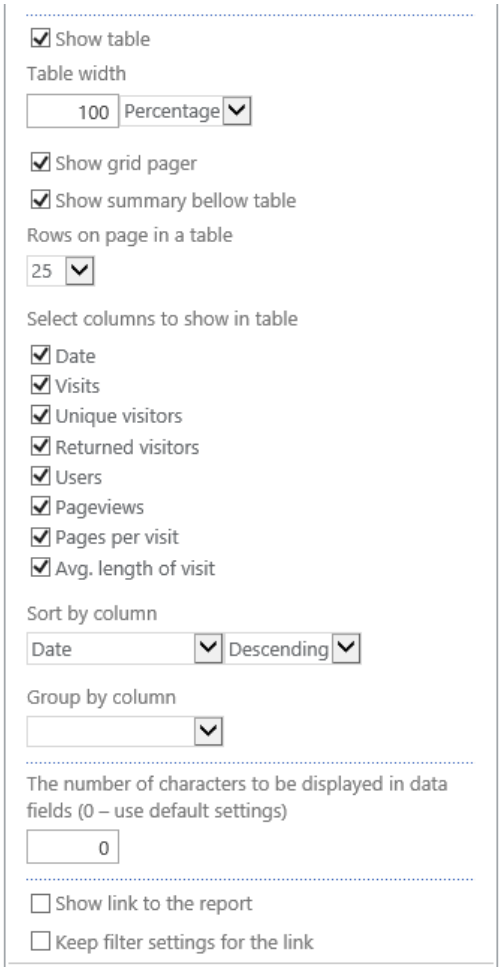


- **Select chart type** (where applicable)
  Select the chart type. Two types are available: **Bar chart** or **Pie chart**.
- **Select series to show on the chart** (where applicable)
  Select the series to be displayed on the chart.
- **Sort by the series** (where applicable)
  Choose the series to sort by.

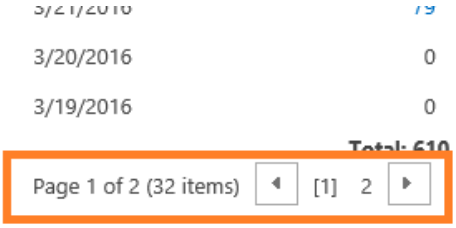
See also Report chart settings chapter.

Table settings

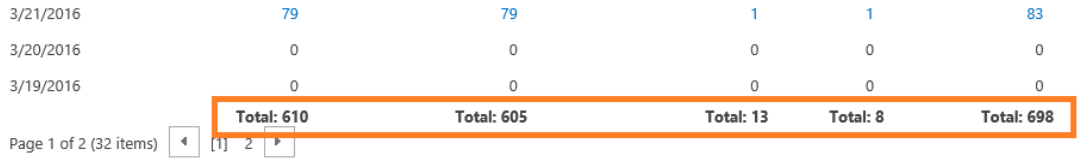
The **table settings** section contains the following parameters:



- **Show table**
  Select to show or hide a table in the report.
- **Table width**
  Adjust the table width, if necessary. The required width can be set either in **percentage** or in **pixels**.
- **Show grid pager**
  Select to show or hide the grid pager under the table:



- **Show summary bellow table**
  Select to show or hide the summary line under the table.



- **Rows on page on a table**
  Specify how many rows should be displayed per page in the report. The fixed values **10, 25, 50, 100, 500** are available.
- **Select columns to show in table**
  Select the columns to be displayed in the report. The set of available columns depends on the selected report.
- **Sort by column**
  Select the column to sort by, as well as the sorting order (**ascending, descending**).
- **Group by column**
  Select the column to group by. This is optional.
- **The number of characters to be displayed in data fields**
  Specify the maximum length for text lines in the table. Longer text lines will be shortened by skipping a part of the text in the middle and replacing it with ellipsis (…):

  http://labsp13/_layouts/15/metadata/json/1

  http://labsp13/robots.txt

  http://labsp13/_layouts/15/MAPILab/Statistics/Report.aspx?Scope=Site

  http://labsp13/_layouts/15/MAPI…a…EditExportRule.aspx?Scope=&IsDlg=1

  http://labsp13/_layouts/15/MAPI…a…tistics/Exporting/ExportRules.aspx

  http://labsp13/SitePages/Home.aspx

- **Show link to the report**
  Select to show or hide a link to the corresponding report page.

3/19/2016	0	0	0	0	0	0.00	00:00:00
	Total: 610	Total: 605	Total: 13	Total: 8	Total: 698	Avg.: 0.48	Avg.: 00:00:03

  Page 1 of 2 (31 items) [1] 2

  View report

- **Keep filter settings for the link**
  When this setting is checked, the link will contain the web-part filter settings, so when clicking the link, the corresponding report page will open and display the report in an **exact same way** as a web-part.
  If this setting is not checked, clicking the link will open the corresponding report, but with the **default** filter settings.

See also: Report grid settings chapter.

Configuring a Modern web-part

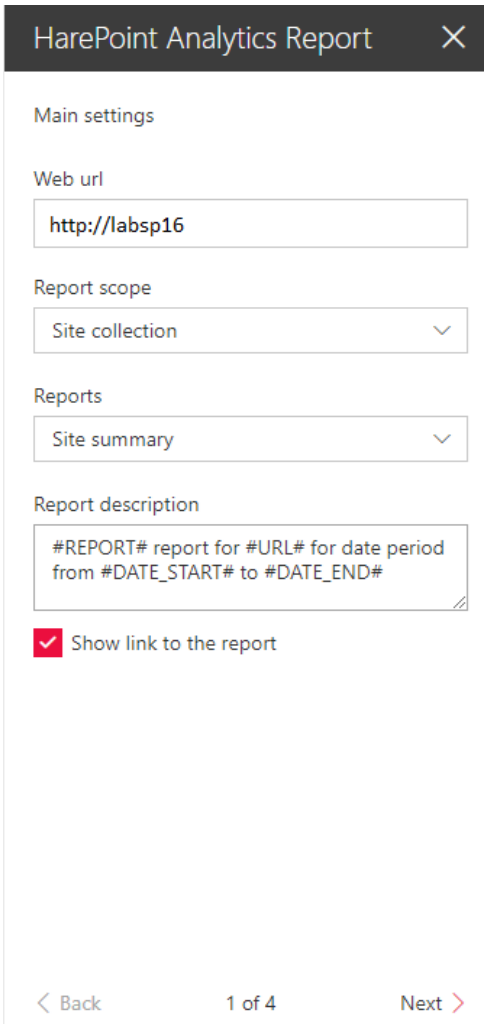
Configuring **HarePoint Analytics for SharePoint** Modern web-part is identical to configuring any other modern web-part that is available in SharePoint.

To access the web-part settings, go to **Edit page** mode and open the **Web Part** settings:

HarePoint Analytics Modern web-part settings are represented on four pages:

1. Main settings
2. Filter settings
3. Table settings
4. Chart settings (not available for reports that do not contain charts)

Main settings

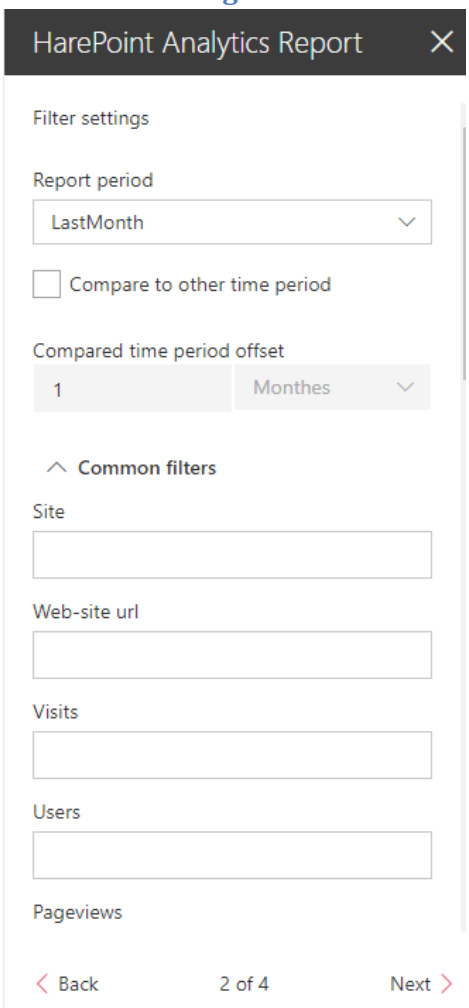


Page 1: Main settings contains the web-part settings that need to be configured at least:

- **Web url**
  The URL address of a source web site, for which the report should be displayed. By default, this is the URL of the current site. You can display reports for any other sites in this SharePoint farm, so you can put the URL address of the respective site. This approach is especially useful if you need to compare the statistical data for different web sites on a single page.
- **Report scope**
  This parameter determines the scope that is used for building the report: **Site collection, This Site only, This Site and Subsites**.
  Note: some reports are only available for Site Collection scope. This is in particular, Sites Summary report
- **Reports**
  The dropdown list contains a list of reports that can be displayed by a web-part. This includes all reports available for site and site collection scopes.
  Note: farm level reports cannot be displayed by a web-part.
- **Report description**
  The template for the description in the report header.
  The description template may include the following **macros**:

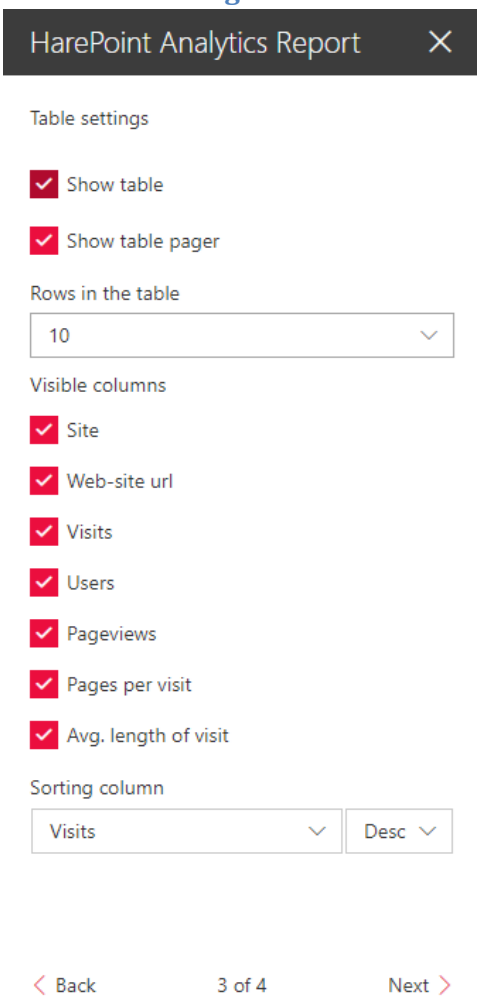
  - **#DATE_START#**
    The starting date of the reporting date range
  - **#DATE_END#**
    The ending date of the reporting date range
  - **#URL#**
    URL of the source site for which the report is displayed (equal to **Insert url** setting)
- **Show link to the report**
  Show or hide the link to the report in the web-part. By clicking this link user will be redirected to the same report in the console of HarePoint Analytics reports.

Filter settings



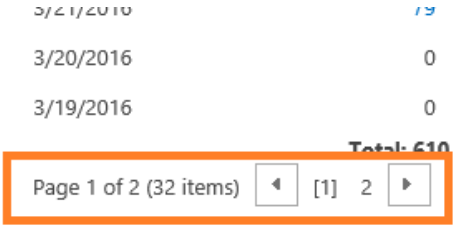
Page 2: Filter settings. The contents of this page depends on which report is selected in **Reports** field, and is completely identical to Filter settings for the given report (**Filter** button on the ribbon).

Table settings



Page 3: Table settings allows you to configure how a report table is displayed by a web-part. The contents of this page depends on which report is selected in **Reports** field, and is completely identical to table settings for the given report (**Fields** button on the ribbon).

- **Show table**
  Select to show or hide a table in the report.
- **Show table pager**
  Select to show or hide the table pager under the table:

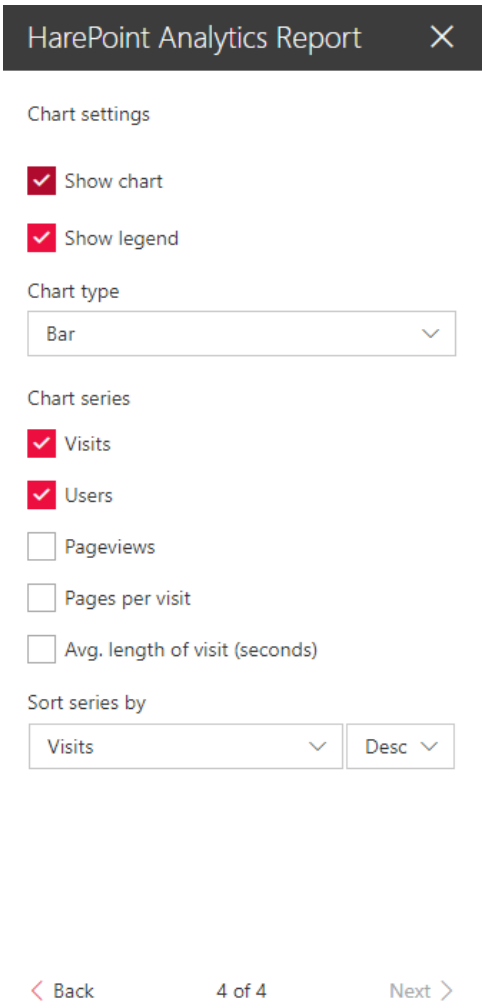


- **Rows in the table**
  Specify how many rows should be displayed per page in the report. The fixed values **10, 25, 50, 100, 500** are available.

- **Visible columns**
  Select the columns to be displayed in the report. The set of available columns depends on the selected report.
- **Sorting column**
  Select the column to sort by, as well as the sorting order (**ascending, descending**).
- **Grouping column** (where applicable)
  Select the column to group by.

Chart settings

(not available for reports that do not contain charts)



Page 4: Chart settings page allows you to configure how a chart in a report is displayed by a web-part.
The contents of this page depends on which report is selected in **Reports** field, and is completely identical to chart settings for the given report (**Charts** button on the ribbon).

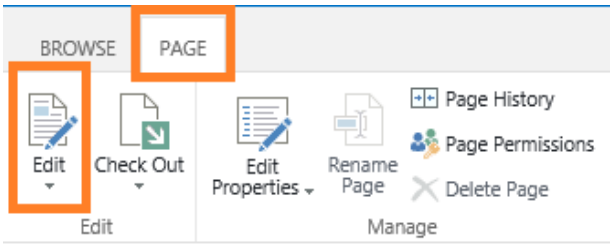
- **Show chart**
  Select to show or hide a chart

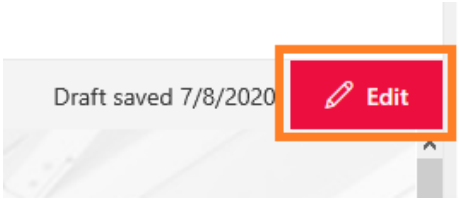
- **Show legend**
  Select to show or hide legend for a chart
- **Chart type** (where applicable)
  Select the chart type. Two types are available: **Bar** or **Pie**.
- **Chart series** (where applicable)
  Select the series to be displayed on the chart.
- **Sort series by** (where applicable)
  Choose the series to sort by.

Removing a web-part

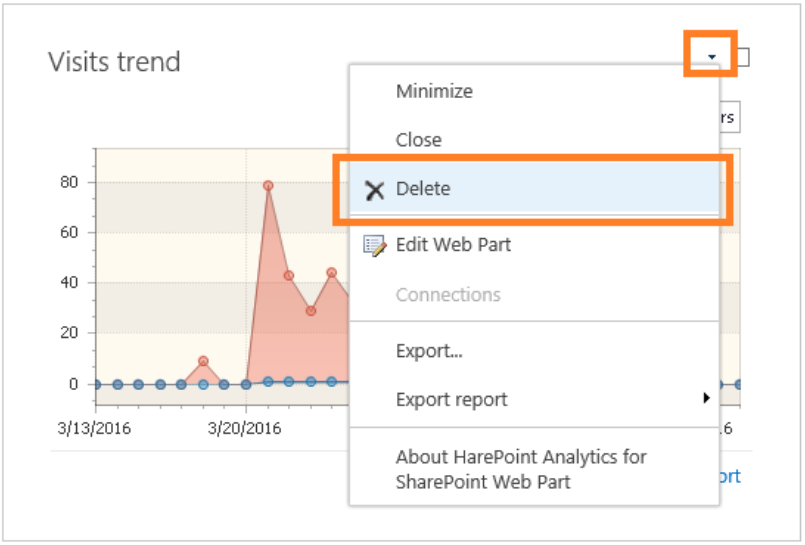
Note: removing a web-part requires a certain permission level. Consult your SharePoint administrator if you have sufficient permissions to edit pages and manage web-parts on specific sites or site collections.

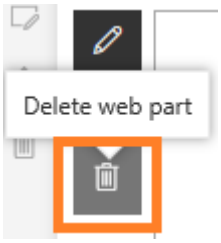
To remove a classic web-part, or a modern web-part, go to **Edit page** mode:



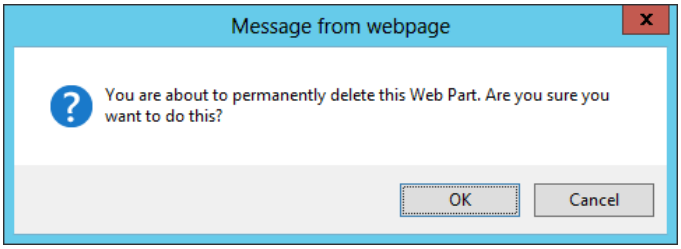


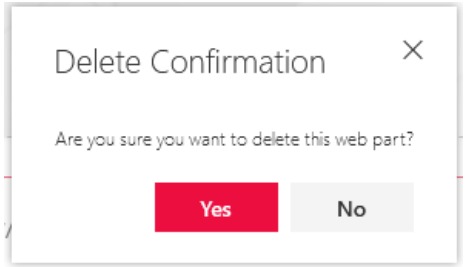
Open the web-part menu and click **Delete**:





Confirm the web-part deletion:



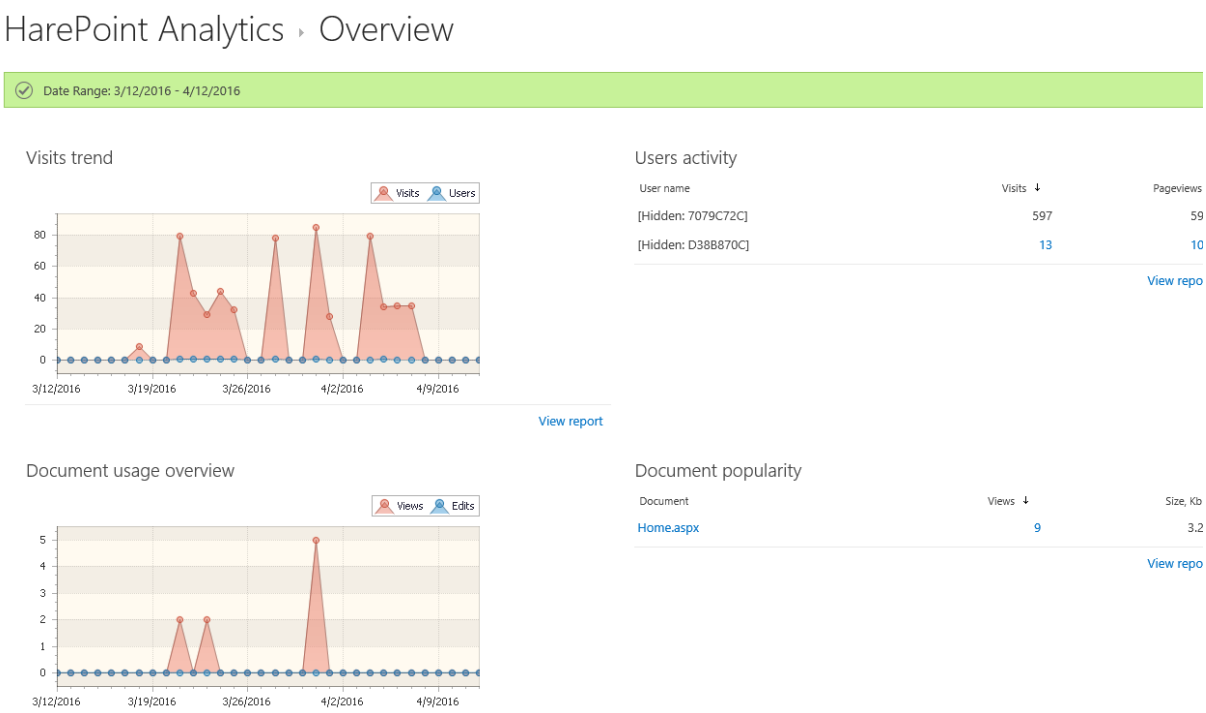


Save changes on this page.

Customizing the Dashboard (Overview page)

A **Dashboard**, or an **Overview page** – it is a page that is displayed every time when you start viewing reports. This page shows several short reports from the given scope in order to provide a general information and overview of this scope.

For site and site collection scopes, the Dashboard can be customized.
(see also Site and site collection reports).



By default, the HarePoint Analytics **Dashboard** (or **Overview** page) is a hard-coded page and therefore cannot be modified.
It is however possible to **replace** the hard-coded Dashboard with a page containing the HarePoint Analytics **web-parts** displaying the same data. After this, necessary adjustments can be made to the web-parts on this page, or even the entire page can be rearranged completely (see also Adding and configuring a web-part).

To make this **replacement**, activate the **site level** feature **HarePoint Analytics for SharePoint: Dashboard** on the corresponding sites – see below for more details.
This replacement is reversible, and by deactivating the feature, the original predefined paged will be used again.

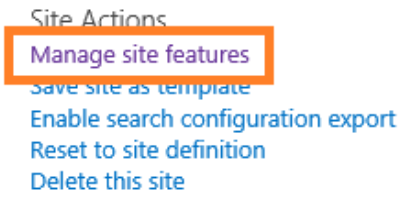
Important note: It is not possible to customize a Dashboard (Overview page) for the Farm scope.

Customizing a Dashboard for a site

Note: Customizing the Dashboard requires a certain permission level. Consult your SharePoint administrator if you have sufficient permissions to activate site features, edit pages and manage web-parts on specific sites or site collections. Usually, you need to be a Site Owner.

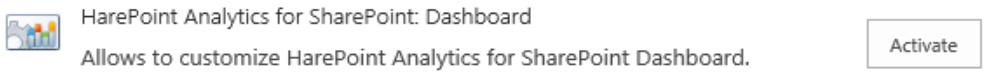
To replace the predefined HarePoint Analytics Dashboard with a web-part page for a **site** scope reports, follow these steps:

1. Make sure you are logged in using the account with **sufficient permissions** and access the **site** for which the Dashboard should be customized
2. Go to **Site Settings** - **Manage site features**

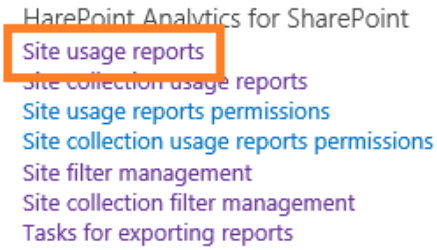


Important note: Make sure you are in **Site features** and **not** Site collection features!

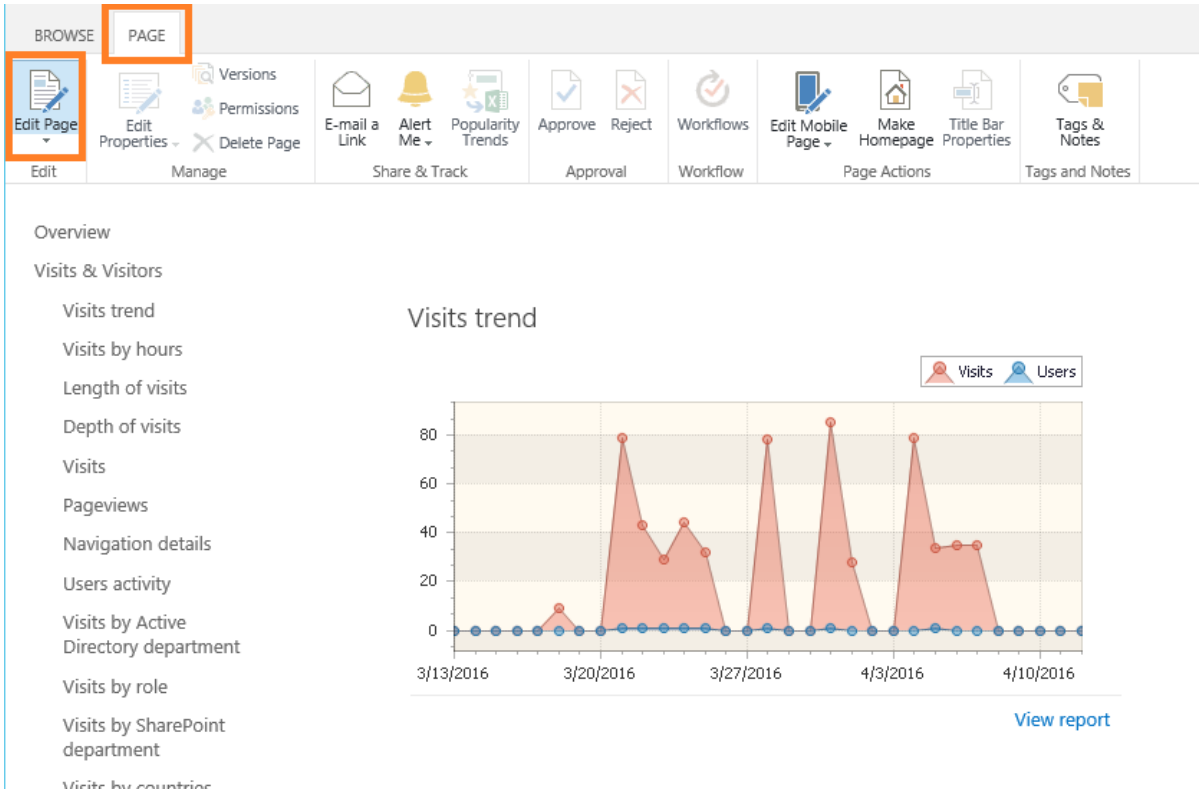
3. Scroll to **HarePoint Analytics for SharePoint: Dashboard** feature and activate it:



4. Get back to **Site Settings** and click **Site usage report** under **HarePoint Analytics** section**:**



5. Expand the **Page** tab on the ribbon and click **Edit Page** button:



Each section on the Dashboard is now represented as a web-part, so you can **change** settings of existing web-parts, **add** new web-parts, or **remove** web-parts as necessary.

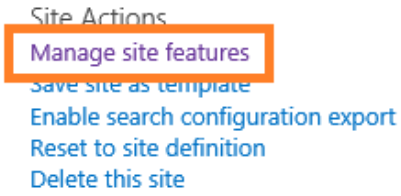
For **further details** regarding web-parts configuration, **refer to** [Adding and configuring a web-part](#).

Customizing a Dashboard for a site collection

Note: Customizing the Dashboard requires a certain permission level. Consult your SharePoint administrator if you have sufficient permissions to activate site features, edit pages and manage web-parts on specific sites or site collections. Usually, you need to be a Site Owner.

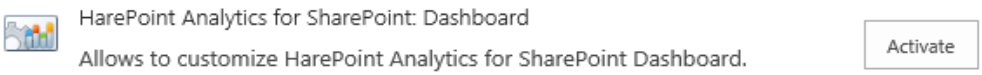
To replace the predefined HarePoint Analytics Dashboard with a web-part page for a **site collection** scope reports, follow these steps:

1. Make sure you are logged in using the account with **sufficient permissions** and access the **root site of a site collection** for which the Dashboard should be customized
2. Go to Site Settings - **Manage site features**

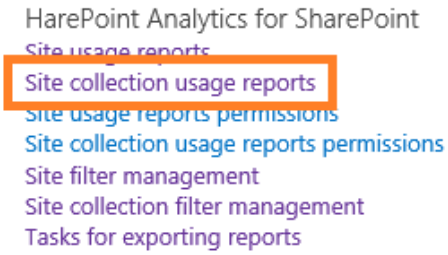


Important note: Make sure you are in **Site features** and **not** Site collection features!

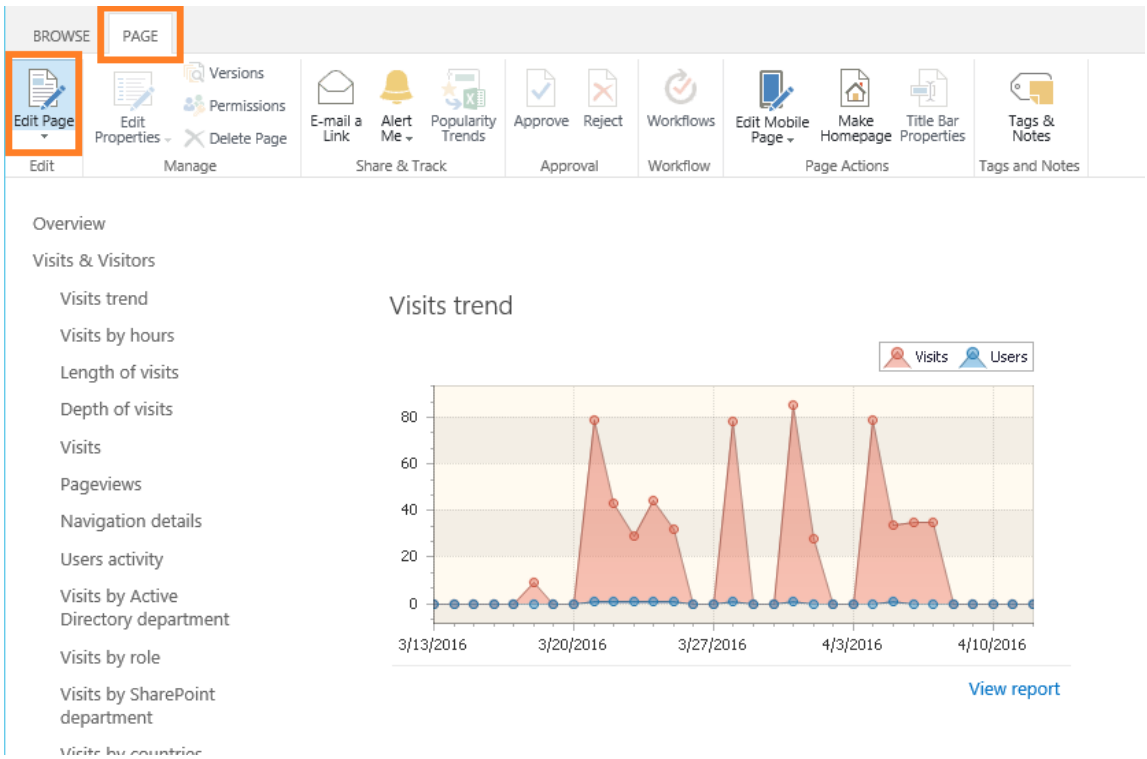
3. Scroll down to **HarePoint Analytics for SharePoint: Dashboard** feature and activate it:



4. Go back to the **root site of the site collection** and click **Site collection usage reports** under **HarePoint Analytics** section:



5. Expand the **Page** tab on the ribbon and click **Edit Page** button:



Each section on the Dashboard is now represented as a web-part, so you can **change** settings of existing web-parts, **add** new web-parts, or **remove** web-parts as necessary.
For **further details** regarding web-parts configuration, **refer to** **Adding and configuring a web-part.**

Site and Site Collection reports

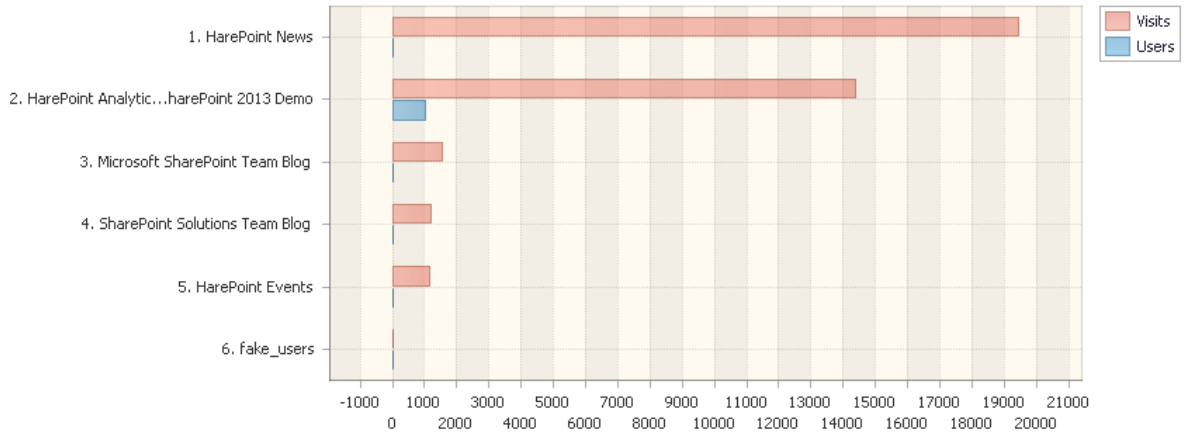
This chapter describes the reports available in HarePoint Analytics for **Site** and **Site Collection** scopes.
Please refer to Getting started chapter for important information.
In particular, if you are not sure which report to choose, refer to Selecting a report paragraph.

Visits & Visitors

Site summary

Note: This report is only available for site collection scope.

The **Site summary** report provides information on number of visitors, users, pageviews as well as the average values: pageviews per visit and length of visit - for each site of a given site collection.



Drag a column header here to group by that column

Site	Visits ↓	Users	Pageviews	Pages per visit	Avg. length of visit
HarePoint News	19461	1	19494	1.00	00:00:00
HarePoint Analytics for SharePoint 2013 Demo	14387	1009	25629	1.78	00:16:37
Microsoft SharePoint Team Blog	1527	1	1543	1.01	00:00:00
SharePoint Solutions Team Blog	1176	0	1176	1.00	00:00:00
HarePoint Events	1147	0	1147	1.00	00:00:00
fake_users	1	1	2	2.00	00:00:07
	Total: 37699	**Total: 1012**	**Total: 48991**		

Page 1 of 1 (6 items)

The report allows you to draw conclusions on the overall activity of users, detect sites that are 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 1.00 and the length of visit is less than 10 seconds – this site likely mismatches 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?
- Are there any sites in this site collection that are almost never visited, "neglected"?
- How active is a certain part of the audience (for example, employees of a certain department)?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site, Site url, Visits, Users, Pageviews, Visit length (seconds).

Web-sites without visits

Note: This report is only available for site collection scope.

The **Web-sites without visits** report shows a list of sites that haven't been viewed since certain date. The report also includes sites that have never been viewed.

Drag a column header here to group by that column

Web-site title	Description	Date of last visit ↓
MAPILab SD for SharePoint		

Page 1 of 1 (1 items)

Examples

- Which sites on this site collection haven't been viewed in last three months?
- Which sites on this site collection haven't been viewed at all?

Columns

Web-site title, Description, Date of last visit

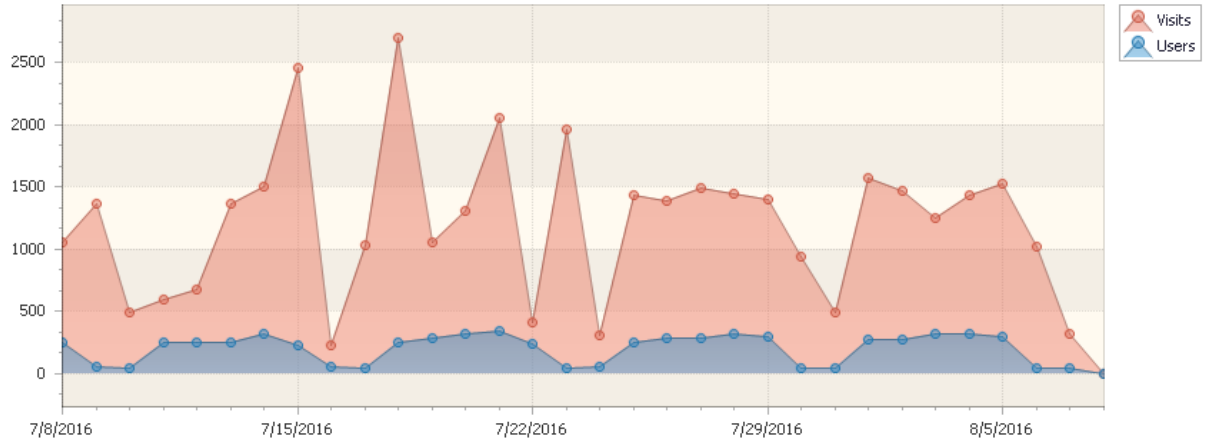
Filters

Report fields

Web-site title, Description, Not viewed since

Visits trend

The report provides information on the dynamics of visits.



Drag a column header here to group by that column

Date ↓	Visits	Unique visitors	Returned visitors	Users	Pageviews	Pages per visit	Avg. length of visit
8/8/2016	0	0	0	0	0	0.00	00:00:00
8/7/2016	320	308	51	39	396	1.24	00:07:51
8/6/2016	1022	1012	46	36	1110	1.09	00:02:39
8/5/2016	1524	1466	354	295	1966	1.29	00:06:22
8/4/2016	1431	1363	400	322	2256	1.58	00:08:01
8/3/2016	1254	1201	371	317	1895	1.51	00:09:45
8/2/2016	1470	1423	320	271	2138	1.45	00:06:28

Data are also visualized in a chart. With this report you can easily and simply figure out on which days there have been the highest and lowest activity on the site, identify the days when the number of visitors increased or decreased dramatically and get all the necessary information for detailed studying and revealing the reasons of these changes.
This report is a good starting point when you need to review statistical data for a site or site collection.

Examples

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

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

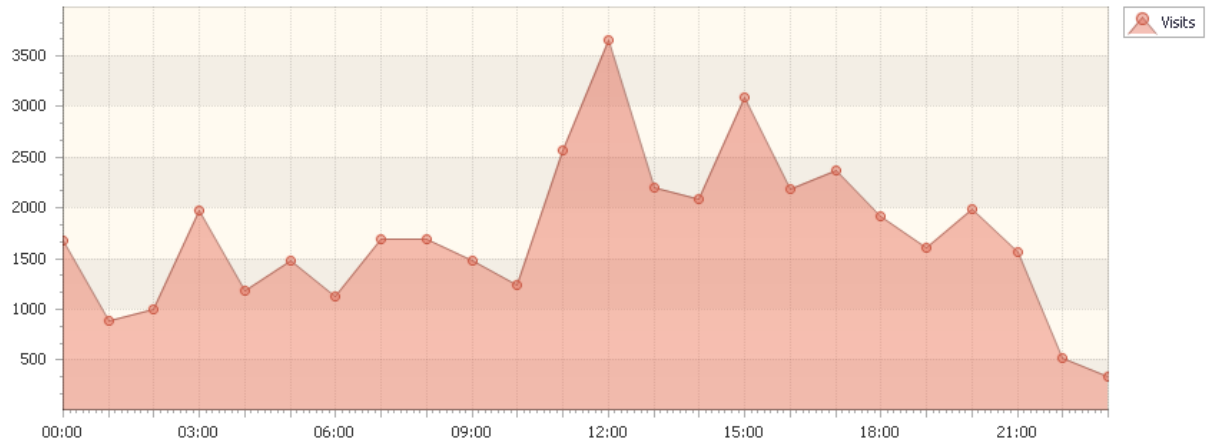
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Visits, Unique visitors, Returned visitors, Users, Pageviews, Pages per visit, Visit length (seconds).

Visits by hours

This report provides the number of visitors, users, pageviews as well as the average values: pageviews per visit and length of visit, with data grouped by hours.



Drag a column header here to group by that column

Hour ↑	Visits	Pageviews	Pages per visit	Avg. length of visit
00:00:00	1679	1826	1.09	00:02:23
01:00:00	893	1113	1.25	00:06:19
02:00:00	993	1166	1.17	00:04:16
03:00:00	1968	2100	1.07	00:02:14
04:00:00	1177	1366	1.16	00:03:27
05:00:00	1474	1713	1.16	00:03:32
06:00:00	1121	1390	1.24	00:05:13

With this report, it possible to evaluate the distribution of user activity and site load during a day. By default, the report represents average values per hour for the preceding month.

Examples

- When do servers experience peak loads?
- What loads do servers experience at peak load periods?
- At what time a site is visited by the audience of a higher quality?
  For example, if the number of pages per visit is higher in the morning and lower in the evening, it means that your target audience visits the site in the morning hours, while in the evening the most of visits are accidental.

Columns

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

Filters

General

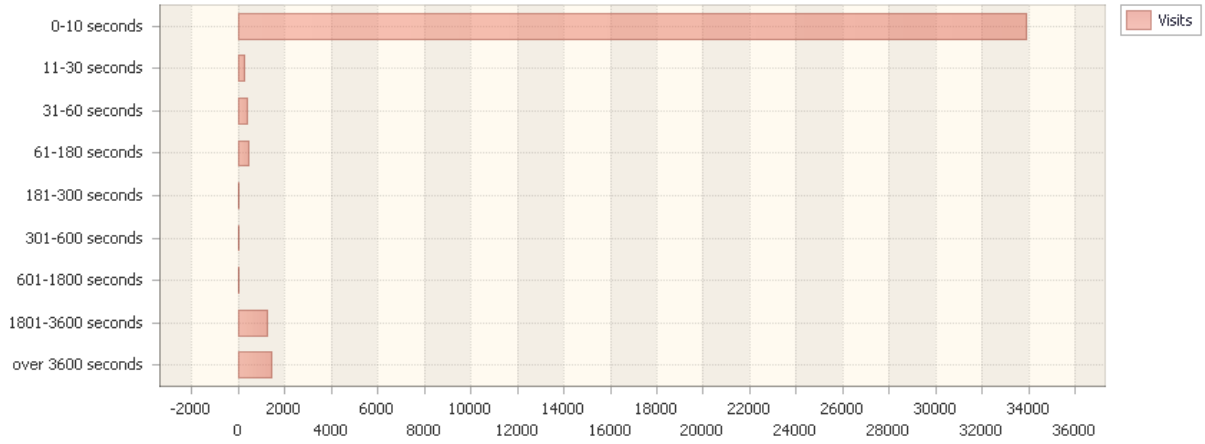
Specify time period

Report fields

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

Length of visits

This report shows the distribution of visits by the duration of visiting a site.



Length of visits

Length of visits	Visits	Percentage of all visits
0-10 seconds	33891	89.92 %
11-30 seconds	253	0.67 %
31-60 seconds	404	1.07 %
61-180 seconds	447	1.19 %
181-300 seconds	20	0.05 %
301-600 seconds	11	0.03 %
601-1800 seconds	13	0.03 %
1801-3600 seconds	1241	3.29 %

Based in this 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. You can drill-down using links on number of visits in the report 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 these visits started (landing pages). It is very important for conducting advertising campaigns, when the content of a landing page determines if a visitor will continue to viewing a site or leaves it.

Also, the report can draw your attention to the activity of parsing bots. Typical behavior of a parsing bot can be seen in the report as a strong overbalance of visits with length *0-10 seconds*.

Examples

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

Columns

Length of visits, Visits, Percentage of all visits.

Filters

General

Report data source, Specify time period

Active Directory

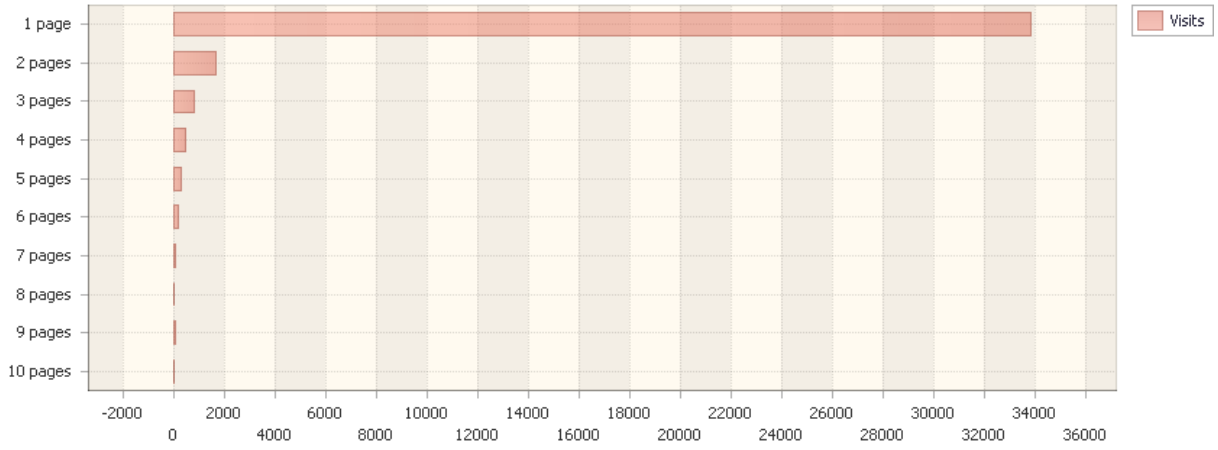
Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Depth of visits

This report shows the distribution of audience grouped by the number of pageviews per visit.



Depth of visits

Depth of visits	Visits	Percentage of all visits
1 page	33833	89.77 %
2 pages	1687	4.48 %
3 pages	842	2.23 %
4 pages	497	1.32 %
5 pages	297	0.79 %
6 pages	199	0.53 %
7 pages	96	0.25 %
8 pages	46	0.12 %

It is an important parameter for evaluating the interest rate (quality) of visitors. As a rule, visitors who exited site at the first page – are inactive or accidental audience. At the same time, visitors who

viewed more than two-three pages are potentially active audience. These are visitors who looked through the content of several site pages and now have an idea of the site subject.

Examples

- What is the rate of visitors who didn't consider landing page to be interesting?
- What is the rate of active audience?
- How has the rate of active audience changed compared to the previous reporting period?

Columns

Depth of visits, Visits, Percentage of all visits.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Visits

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

Drag a column header here to group by that column

Visit ID	Visit start time ↓	User name	Visitor ID	Returned	Pageviews	Visit length	Visit start page
12310	8/5/2016 8:21:34 PM	Robert Smith	2478062	Yes	12	00:10:22	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/Exp
12309	8/5/2016 6:11:41 PM	Robert Smith	2478062	Yes	1	00:00:00	http://avm-sp2013/_layouts/15/MAPILa...CpRwozlObfqV7dF8AEo\
12308	8/5/2016 5:24:47 PM	Robert Smith	2478062	Yes	11	00:14:32	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/Exp
12307	8/5/2016 4:53:17 PM	Robert Smith	2478062	Yes	2	00:00:14	http://avm-sp2013/_layouts/15/MAPILa...orTrends&Scope=Site&S
12306	8/5/2016 4:52:50 PM	Robert Smith	2478062	Yes	1	00:00:00	http://avm-sp2013/_layouts/15/MAPILa...s&Scope=Site&Mode=F
12305	8/5/2016 4:51:55 PM	Robert Smith	2478062	Yes	1	00:00:00	http://avm-sp2013/_layouts/15/MAPILa...s&Scope=Site&Mode=F
12304	8/4/2016 8:35:16 PM	Robert Smith	2478062	Yes	14	00:26:45	http://avm-sp2013/_layouts/15/MAPILa...CpRwozlObfqV7dF8AEo\
12303	8/4/2016 8:08:53 PM	Robert Smith	2478062	Yes	10	00:06:02	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?S
12302	8/4/2016 12:56:37 AM	Mark Andrews	2478077	No	4	00:01:11	http://avm-sp2013/_layouts/15/MAPILa...ortId%3dVisitorTrends%
12301	8/4/2016 12:53:42 AM	Robert Smith	2478062	Yes	38	00:47:38	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?S
12300	8/3/2016 10:33:08 PM	Robert Smith	2478062	Yes	26	00:08:19	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?S
12299	8/2/2016 4:27:51 PM	Robert Smith	2478062	Yes	1	00:00:00	http://avm-sp2013/_layouts/15/MAPILa...px?ReportId=VisitorTren
12298	8/2/2016 2:12:08 PM	Robert Smith	2478062	Yes	10	00:08:40	http://avm-sp2013/_layouts/15/MAPILa...ortId%3dVisitorTrends%
12297	8/2/2016 1:31:57 PM	Robert Smith	2478062	Yes	8	00:01:22	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?S
12296	8/1/2016 4:29:05 PM	Robert Smith	2478062	Yes	9	00:00:21	http://avm-sp2013/_layouts/15/MAPILa...s/Report.aspx?Scope=Si
12295	8/1/2016 3:36:18 PM	Robert Smith	2478062	Yes	9	00:08:29	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?S
12294	7/25/2016 7:49:23 PM	Robert Smith	2478062	Yes	2	00:00:14	http://avm-sp2013/HelpDesk/default.a...jaxDelta=1&isStartPlt1=1

Using the filter, you can view the history of visits for a particular visitor. Using links in the report, you can drill-down and review 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?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

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

Pageviews

This report shows the information on pageviews for the given site or all sites in this site collection, including all the detailed information: IP-addresses, operating systems, browsers used by the site visitors, etc.

Drag a column header here to group by that column

Time of pageview ↓	Visit ID	Visitor ID	User name	IP	Page
8/5/2016 8:31:56 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:31:52 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=S
8/5/2016 8:30:19 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:30:11 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:23:10 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:22:44 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:22:36 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...Exporting/EditExportRule.aspx?Scope=&IsDlg
8/5/2016 8:22:11 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:22:05 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:21:57 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 8:21:52 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...Exporting/EditExportRule.aspx?Scope=&IsDlg
8/5/2016 8:21:34 PM	12310	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Exporting/ExportRules.aspx
8/5/2016 6:11:41 PM	12309	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...t5gs5j3nCpRwozlObfqV7dF8AEoVlltQAQAA&I
8/5/2016 5:39:19 PM	12308	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...px?ReportId=VisitorTrends&Scope=Site&IsDl
8/5/2016 5:38:59 PM	12308	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...px?ReportId=VisitorTrends&Scope=Site&IsDl
8/5/2016 5:38:51 PM	12308	2478062	Robert Smith	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...px?ReportId=VisitorTrends&Scope=Site&IsDl

Using this report, you can view details of a particular pageview, 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 (AD department)?
- Which visitors viewed a particular page?
  For example, 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
- On which computers did a particular visitor log on?

Columns

Time of pageview, Visit ID, Visitor ID, User name, IP, User agent, Page, Page title, Source page, Source page title, Status code, Account name, Domain, SharePoint Department, Email, Title, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Include ReAuthorizations, User ID, Visit ID, Visitor ID, IP, User agent, Page, Page title, Source page, Source page title, Status code, Domain, Email, Title.

Navigation details

This report shows the navigation path of the visitors on the site – the previous and the next page for each pageview.

Drag a column header here to group by that column

Time of pageview	Visit ID	Visitor ID	IP	Previous page	Page	Next page
8/10/2016 8:08:32 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...Report.aspx?ReportId=SitesSummary&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	
8/10/2016 8:08:28 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...Report.aspx?ReportId=SitesSummary&Scope=Site	http://avm-sp2013/_layouts/15/MAPIL
8/10/2016 8:08:25 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	http://avm-sp2013/_layouts/15/MAPIL
8/10/2016 8:07:05 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...t.aspx?ReportId=NavigationDetails&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	http://avm-sp2013/_layouts/15/MAPIL
8/10/2016 8:05:22 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...t.aspx?ReportId=NavigationDetails&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...eport.aspx?ReportId=VisitorTrends&Scope=Site	http://avm-sp2013/_layouts/15/MAPIL
8/10/2016 8:02:29 PM	12322	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Statistics/Report.aspx?ReportId=Pageviews&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...t.aspx?ReportId=NavigationDetails&Scope=Site	http://avm-sp2013/_layouts/15/MAPIL
8/10/2016 3:11:54 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/Hare...tViewID=c2f9a5f2-d822-45ed-958c-522cccda65451	http://avm-sp2013/HelpDesk/_layouts/15/Hare...tViewID=c2f9a5f2-d822-45ed-958c-522cccda65451	
8/10/2016 3:08:21 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/Hare...iewID={C2F9A5F2-D822-45ED-958C-522CCDA65451}	http://avm-sp2013/HelpDesk/_layouts/15/Hare...tViewID=c2f9a5f2-d822-45ed-958c-522cccda65451	http://avm-sp2013/HelpDesk/_layouts
8/10/2016 3:08:01 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/HarePoint/HelpDesk/Requests/Requests.aspx	http://avm-sp2013/HelpDesk/_layouts/15/Hare...iewID={C2F9A5F2-D822-45ED-958C-522CCDA65451}	http://avm-sp2013/HelpDesk/_layouts
8/10/2016 3:07:06 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/HarePoint/HelpDesk/StartPage.aspx?IsDlg=1	http://avm-sp2013/HelpDesk/_layouts/15/HarePoint/HelpDesk/Requests/Requests.aspx	http://avm-sp2013/HelpDesk/_layouts
8/10/2016 3:05:10 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/start.aspx	http://avm-sp2013/HelpDesk/_layouts/15/HarePoint/HelpDesk/StartPage.aspx?IsDlg=1	http://avm-sp2013/HelpDesk/_layouts
8/10/2016 3:04:32 PM	12321	2478062	192.168.4.193	http://avm-sp2013/HelpDesk/_layouts/15/start.aspx	http://avm-sp2013/HelpDesk/default.aspx?AjaxDelta=1&isStartPlt1=1470834154861	http://avm-sp2013/HelpDesk/_layouts
8/10/2016 12:26:37 AM	12320	2478062	192.168.4.193	http://avm-sp2013/_layouts/15/MAPILab/Stati...t.aspx?ReportId=NavigationDetails&Scope=Site	http://avm-sp2013/_layouts/15/MAPILab/Stati...eportId=NavigationDetails&Scope=Site&IsDlg=1	

The main purpose of the report – tracking errors in the site operation, errors in access permissions.

Example

You can determine if public pages of the site have links leading to the intranet portal, which is only available to company employees.

Columns

Time of pageview, 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

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

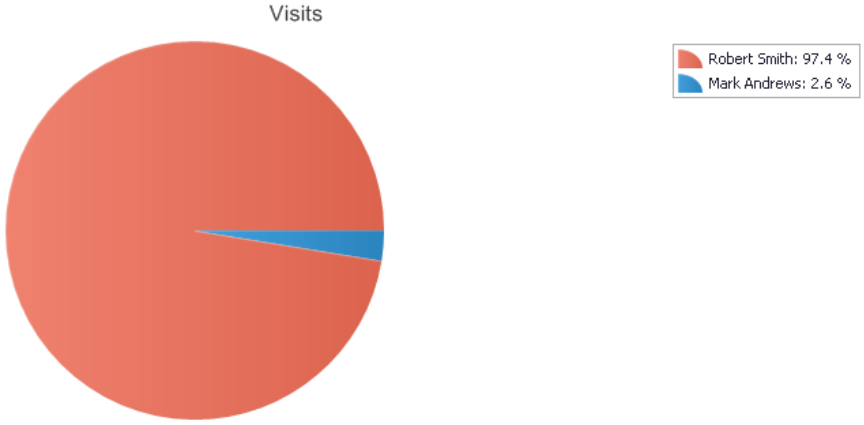
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

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

This report displays information on the activity of users.



Drag a column header here to group by that column

User name	Visits ↓	Pageviews
Robert Smith	38	301
Mark Andrews	1	4
	Total: 39	**Total: 305**

From this report, you can find out which are the most active authorized visitors. Using links in the report, you can drill-down to another report showing detailed information about a visitor and his/her activity on the site.

Examples

- Who is the most active user on this site or site collection?
- How many pages per visit does a particular authorized visitor view?
- How has the proportion of active visitors changed as compared to the previous reporting period?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

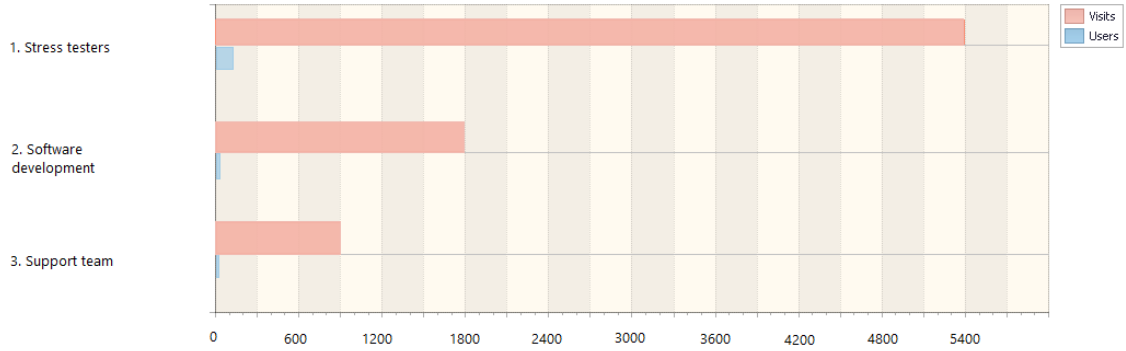
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Visits, Pageviews, Pages per visit, Avg. length of visit (seconds), Domain, Email, Title.

Visits by SharePoint department

This report shows information on visits and pageviews grouped by SharePoint departments. SharePoint departments are specified for authorized visitors by site collection administrators.
Note: in some cases, SharePoint User Profile is synchronized with Active Directory. In this case, Visits by SharePoint Departments will resemble Visits by Active Directory departments.



Drag a column header here to group by that column

Department	Visits ↓	Users	Pageviews
Stress test	5394	139	25642
Software development	1802	41	3667
Support team	912	23	10016

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

Examples

- Which company departments are the most active in this site?
- Which is a typical “pages per visit” ratio for each department?

Columns

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

Filters

General

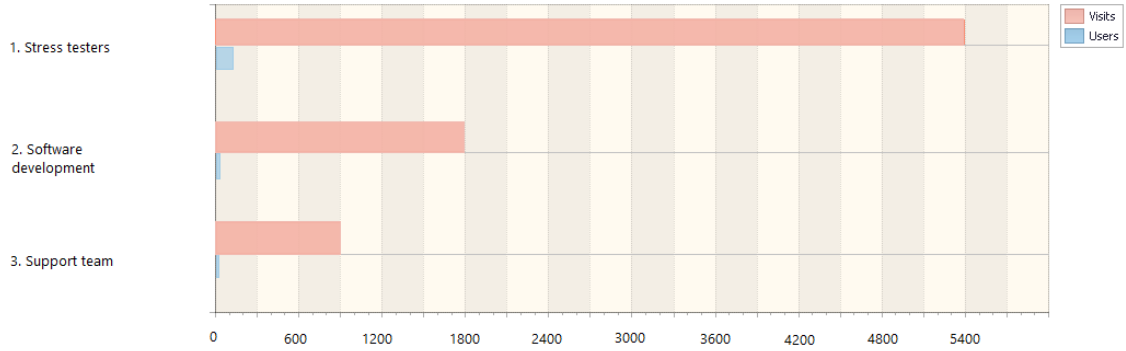
Report data source, Specify time period

Report fields

Visits, Users, Pageviews, Visit length (seconds).

Visits by Active Directory department

This report shows information on visits and pageviews grouped by Active Directory departments.



Drag a column header here to group by that column

Department	Visits ↓	Users	Pageviews
Stress test	5394	139	25642
Software development	1802	41	3667
Support team	912	23	10016

If you use Active Directory, SharePoint is able to determine the Active Directory departments of site visitors. Active Directory departments are managed by domain administrators.

Examples

- Which company departments are the most active in this site?
- Which is a typical "pages per visit" ratio for each department?

Columns

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

Filters

General

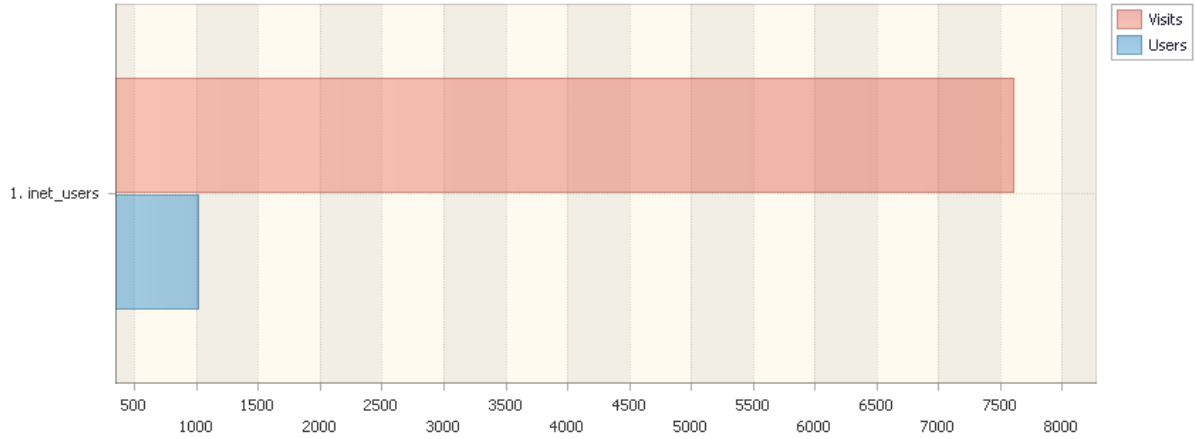
Report data source, Specify time period

Report fields

Visits, Users, Pageviews, Visit length (seconds).

Visits by role

This report shows information on visits and pageviews grouped by IIS security roles.



Drag a column header here to group by that column

Role	Visits ↓	Users
inet_users	7612	1007

Roles of visitors also have differentiation of access rights, which gives you the opportunity to evaluate the users' activity with different access levels on a site collection.

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

Examples of user roles:

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

Example

The users with which access level are the most active on this site or site collection?

Columns

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

Filters

General

Report data source, Specify time period

Report fields

Visits, Users, Pageviews, Visit length (seconds).

Visits by countries

This report shows the geographical distribution of visits, views and site visitors.
Note: This report is not enabled by default. Contact your SharePoint administrator for further details.
Note: Due to technical nuances, detecting countries may not be possible in some cases.

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

Using this report, you can identify a country (or countries) where the active audience is situated. Using links in the report, you can drill down to Visits by countries (details) report; you can view the distribution of visitor activity for the selected country.

Example

Which countries does the most active audience come from?

Columns

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

Filters

General

Specify time period

Report fields

Country, Visits, Users, Pageviews, Avg. length of visit (seconds).

Visits by countries (details)

This report shows the distribution of visitor activity by cities of the selected country.

Note: there is no link to this report in the left pane of HarePoint Analytics. You can only access this report by drilling-down from Visits by countries report (by clicking on a country name).

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

Using this report, you can find out what cities have the greatest number of active visitors.

Examples

- What city has the greatest number of visitors of this site?
- What city of the certain country has the most active audience?
- What city of the certain country has the greatest number of views?

Columns

City, Visits, Users, Pageviews.

Filters

(not available for this report)

User info

This report displays the information of a user account as well as the information on the activity of this user on a site for the last month.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only drill-down to this report by clicking on user name (in any report where user names are displayed, for example **Users' Activity**, **Visits**, **Pageviews**, etc).

HarePoint Analytics ▸ User info

Date Range: 7/12/2016 - 8/12/2016

User info for the period from 7/12/2016 to 8/12/2016

Account name	i:0#.w|avm-sp2013\administrator
Name	Robert Smith
Email	rsmith@ourcompany.org
SharePoint Department	
Active Directory Department	Software Developers
Office name	
Active Directory Title	
Title	
Active Directory Description	
Roles	
Address	
City	
Province	
Country	Canada
Home page	
Visits	39
Pageviews	303

Columns

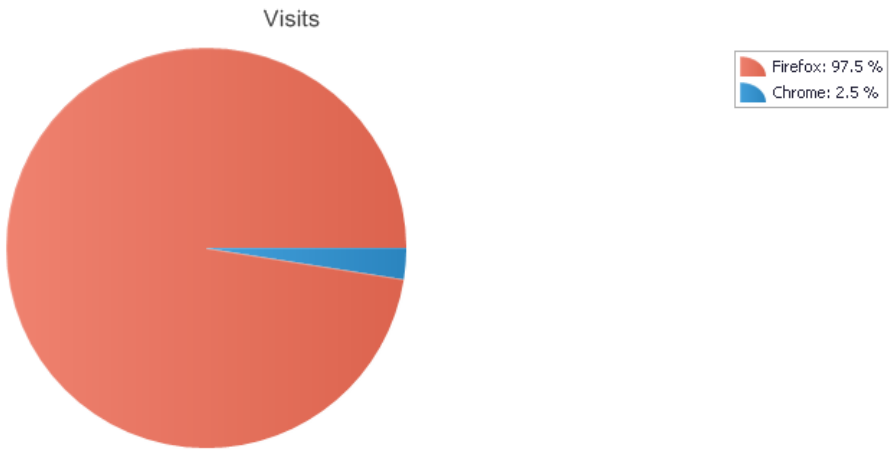
Property, Value.

Filters

(not available for this report)

Browsers

This report shows the number and proportion of visitors using various browsers.



Drag a column header here to group by that column

Browser	Visits ↓	Visits rate
Firefox	39	97.50 %
Chrome	1	2.50 %
	Total: 40	

Using this report, you can determine which browsers are used (or not used) by the visitors, so you can concentrate on testing and adjusting your portal for specific browsers only, which helps not to waste time for unused browsers.

To review versions of a particular browser used by visitors, you can click on a browser name and drill-down to Browsers Versions report.

Examples

- Which are top five mostly used browsers?
- What is the distribution between these browsers?

Columns

Browser, Visits, Visits rate.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

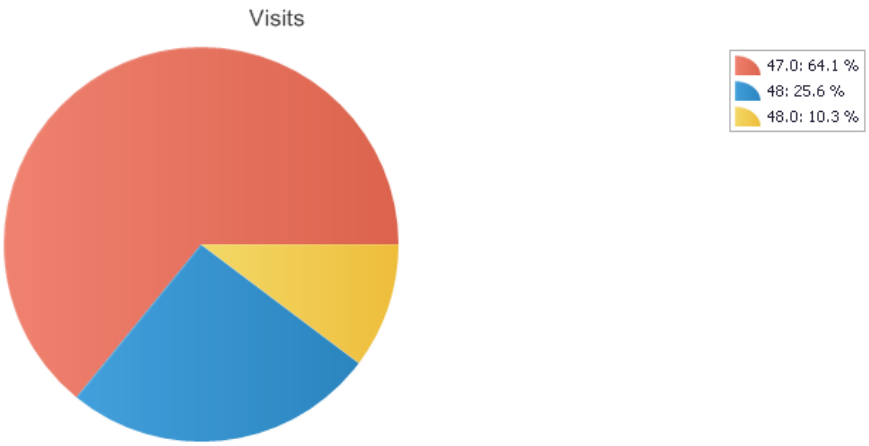
Report fields

Browser, Visits.

Browser versions

This report shows browser versions for a specific browser used by the site visitors.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only drill-down to this report by clicking on a browser name in Browsers report.

Date Range: 7/12/2016 - 8/12/2016
Include logons: All logons
Browser: Firefox



Drag a column header here to group by that column

Browser version	Visits ↓	Current browser rate	All browsers rate
47.0	25	64.10 %	62.50 %
48	10	25.64 %	25.00 %
48.0	4	10.26 %	10.00 %
	Total: 39		

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

Example

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

Columns

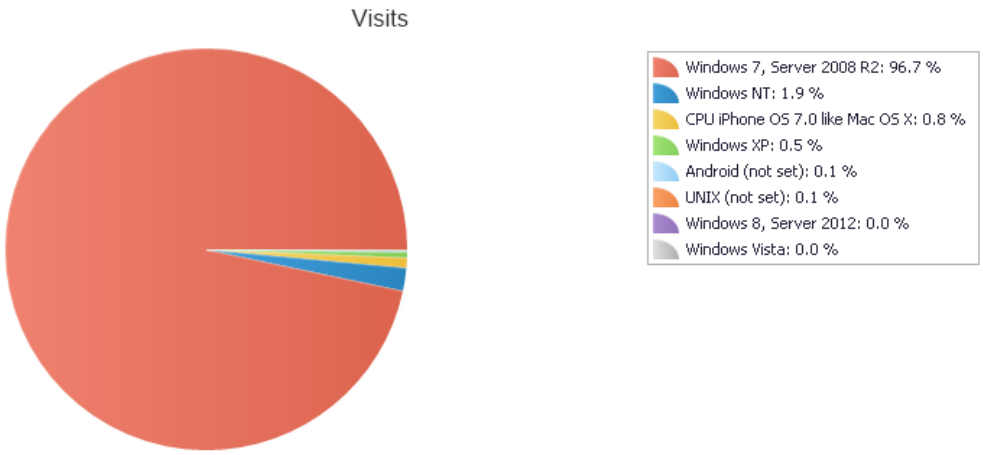
Browser version, Visits, Current browser rate, All browsers rate.

Filters

(not available for this report)

Platforms

This report shows the number and proportion of visitors using various platforms (operating systems).



Drag a column header here to group by that column

Platform	Visits ↓	Visits rate
Windows 7, Server 2008 R2	7741	96.70 %
Windows NT	148	1.85 %
CPU iPhone OS 7.0 like Mac OS X	64	0.80 %
Windows XP	37	0.46 %
Android (not set)	8	0.10 %
UNIX (not set)	5	0.06 %

By applying a filter, you can find out which operating systems are used different departments of your company. This information may be helpful if, for example, the company is large and you need to compile a budget for corporate licensing.

Examples

- What is the distribution between the operating systems used on visitors' computers?
- Are there any outdated platforms used which can be potentially incompatible with the new corporate software?

Columns

Platform, Visits, Visits rate

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

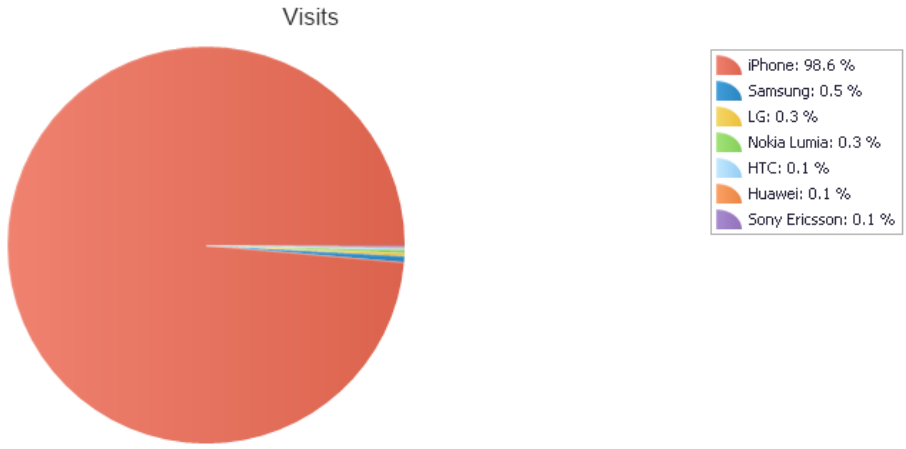
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Platform, Visits.

Mobile devices

This report shows the number and proportion of visitors using various mobile devices.



Drag a column header here to group by that column

Device name	Visits ↓	Visits rate
iPhone	799	98.64 %
Samsung	4	0.49 %
Nokia Lumia	2	0.25 %
LG	2	0.25 %
Sony Ericsson	1	0.12 %
Huawei	1	0.12 %

Using this report, you can find out which mobile devices are used by site visitors, so you can optimize mobile versions of the sites to be displayed properly on the most popular mobile devices.
You can also find out if certain mobile devices are not used at all to access your site, so you don't waste your time for optimization for unnecessary devices.
You can obtain more detailed information for a specific device by clicking on its name (drill-down). This will take you to Mobile Devices Versions report.

Examples

- Which mobile devices are used to access this site?
- Which mobile devices are the most popular? Based on this, you can concentrate on optimizing a site for those devices first.
- How many visitors access the site from mobile devices? You can find out how many company employees use mobile version of the site

Columns

Device name, Visits, Visits rate

Filters

General

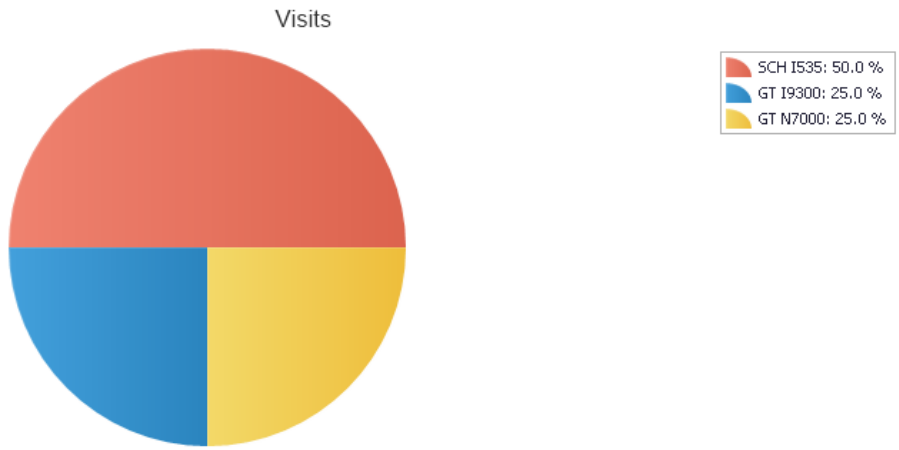
Report data source, Specify time period

Active Directory
Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group
SharePoint groups and users
SharePoint Group, Account name, User name, SharePoint Department, Role
Report fields
Device name, Visits

Mobile devices versions

This report shows mobile device versions for a specific mobile device used by the site visitors.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only drill-down to this report by clicking on a mobile device name in Mobile devices report.

Date Range: 7/11/2012 - 8/11/2016
Include logons: All logons
Device name: ="Samsung"



Drag a column header here to group by that column

Version	Vendor	Visits ↓	Visits rate
SCH I535	Samsung	2	50.00 %
GT N7000	Samsung	1	25.00 %
GT I9300	Samsung	1	25.00 %
		Total: 4	

With this report, you can identify specific versions and editions of mobile devices used by visitors. This information can be used for improved site optimization for these mobile devices (like different versions of the same device can have different screen resolutions).

Examples

- Which versions of the mobile devices are specifically used by the site visitors?

- Are there still any outdated mobile device versions being used?

Columns

Version, Build, Vendor, Visits, Visits rate

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

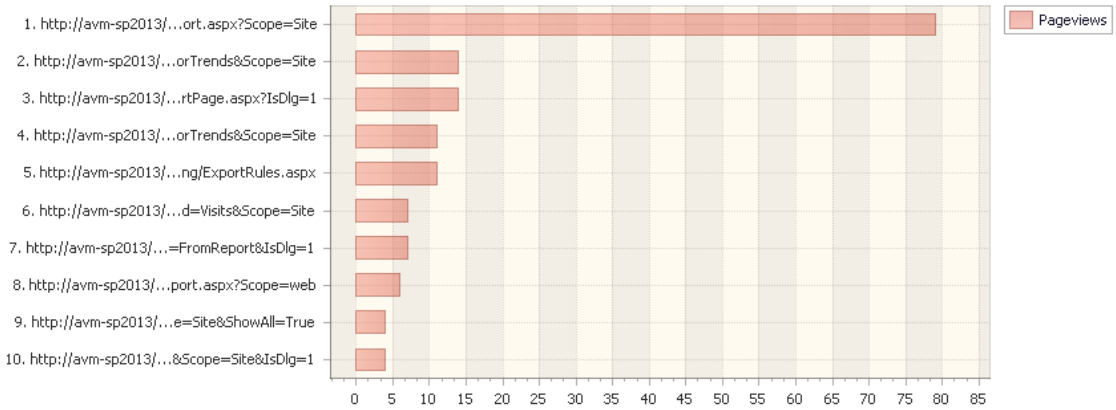
Report fields

Device name, Version, Vendor, Visits

Content & Traffic

Content popularity

This report displays the most popular content and links on this site or site collection.



Drag a column header here to group by that column

Page	Pageviews ↓	Unique pageviews	Avg. time on page	Exit rate
http://avm-sp2013/_layouts/15/MAP.../Statistics/Report.aspx?Scope=Site	79	11	00:00:14	0.00 %
http://avm-sp2013/HelpDesk/_layou...nt/HelpDesk/StartPage.aspx?IsDlg=1	14	6	00:00:17	21.43 %
http://avm-sp2013/_layouts/15/MAP...?ReportId=VisitorTrends&Scope=Site	14	9	00:00:35	28.57 %
http://avm-sp2013/_layouts/15/MAP...tistics/Exporting/ExportRules.aspx	11	3	00:00:57	18.18 %
http://avm-sp2013/_layouts/15/MAP...?ReportId=VisitorTrends&Scope=Site	11	2	00:00:32	0.00 %
http://avm-sp2013/_layouts/15/MAP...Scope=Site&Mode=FromReport&IsDlg=1	7	5	00:06:22	42.86 %

With the information in this report, you can assess the effectiveness of the page content. Key indicators that allow you to do this – exit rate and average time on a page. If any page has the exit rate significantly higher than the average value for a site or site collection, and the average time on a page is much shorter, then the content of this page needs to be revised – the visitors are not interested in viewing this site anymore after looking at that page.

Examples

- What pages are the most popular?
- On what pages do visitors usually exit the site?

Important note: This report is technically designed to show statistics for the most popular **pages and links**. Despite some of the links may be links to documents, use the corresponding reports from **Documents** category of reports for comprehensive analysis of document usage and document popularity.

Columns

Page, Pageviews, Unique pageviews, Avg. time on page, Exit rate, Page title, Web-site url, Web-site title

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

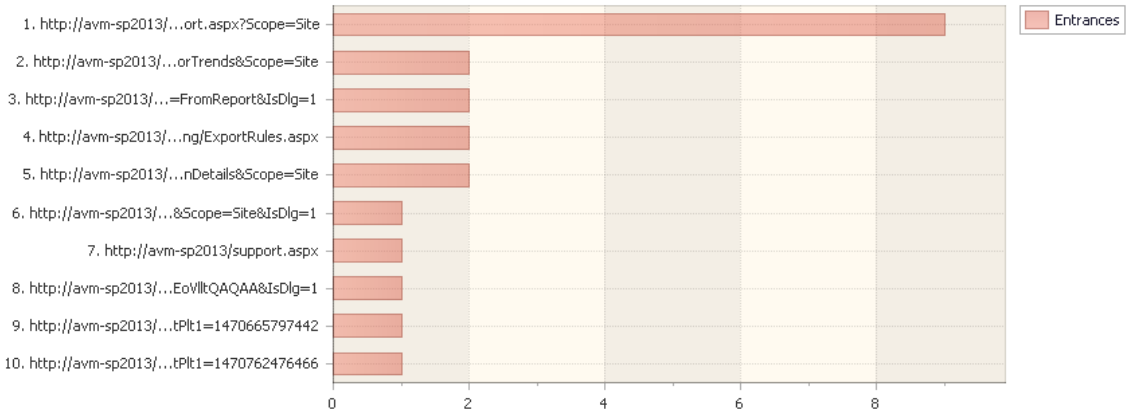
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Page, Pageviews, Unique pageviews, Avg. time on page (seconds), Exit rate, Page title, Web-site url, Web-site title.

Landing pages

This report shows the web pages that were the first pages in a visit.



Drag a column header here to group by that column

Page	Entrances ↓	Bounces	Bounce rate
http://avm-sp2013/_layouts/15/MAP.../Statistics/Report.aspx?Scope=Site	9	0	0.00 %
http://avm-sp2013/_layouts/15/MAP...ortId=NavigationDetails&Scope=Site	2	0	0.00 %
http://avm-sp2013/_layouts/15/MAP...tistics/Exporting/ExportRules.aspx	2	0	0.00 %
http://avm-sp2013/_layouts/15/MAP...Scope=Site&Mode=FromReport&IsDlg=1	2	2	100.00 %

Here you can see a list of pages that are «the face of a site» for a visitor. Based on the contents of these pages, a visitor gets the first impression about the site, and thus about your project.
For each page, the number of bounces is also shown. This is a very important indicator for analyzing the overall site efficiency and the efficiency of specific pages in particular. A high number of bounces is typical for pages with uninteresting content, for pages with technical problems, or for pages with design and layout mistakes.

Examples

- What pages of the site are inefficient? In other words, on what pages the bounces rate is close to 100%?
- What pages are visited by visitors first? For example, if you run an advertising campaign, it helps to understand how active is the flow of visits created by the campaign.
- With which pages do «long», or conversely, «short» visits start with?

Columns

Page, Entrances, Bounces, Bounce rate, Page title, Web-site url, Web-site title

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Page, Entrances, Bounces, Bounce rate, Page title, Web-site url, Web-site title

Unused pages

This report shows the list of pages that have not been viewed and/or modified since the certain date. By default, it is set to one month before the current date.

Drag a column header here to group by that column

Page	Page location	Modified by	Modified ↓	Last viewed by	Last viewed
HarePoint Analytics Web Parts.aspx	Site Pages	Robert Smith	11/6/2015 9:39:39 PM	Robert Smith	6/21/2016 10:54:10 AM
Home.aspx	Site Pages	Robert Smith	8/3/2015 8:50:32 PM	(Not defined)	
How To Use This Library.aspx	Site Pages	Robert Smith	8/3/2015 8:50:25 PM	(Not defined)	
Discussion Room.aspx	Site Pages	Robert Smith	1/15/2015 1:49:09 AM	(Not defined)	
Home.aspx	Site Pages	Robert Smith	1/9/2015 6:43:33 PM	(Not defined)	
How To Use This Library.aspx	Site Pages	Robert Smith	1/9/2015 6:43:22 PM	(Not defined)	
Home.aspx	Site Pages	Robert Smith	11/24/2014 8:03:21 PM	Robert Smith	6/21/2016 12:25:04 PM
Statistics.aspx	Site Pages	Robert Smith	11/10/2014 3:12:55 PM	(Not defined)	
support.aspx	Site Pages	Robert Smith	7/15/2014 3:42:15 PM	Robert Smith	6/6/2016 3:24:06 PM
HelpDesk UserConsole page.aspx	Site Pages	Robert Smith	5/21/2014 9:48:52 PM	(Not defined)	
Home.aspx	Site Pages	Robert Smith	5/21/2014 9:29:36 PM	(Not defined)	

Using this report, you can detect problems in the site functioning, relevance of the provided information. If some pages are not viewed, possibly visitors are not interested in page content or they simply cannot find these pages.

Examples

- To which documents there are no links on sites?
- Which pages are excluded from search?
- Are there any technical issues preventing some documents from being viewed?

Columns

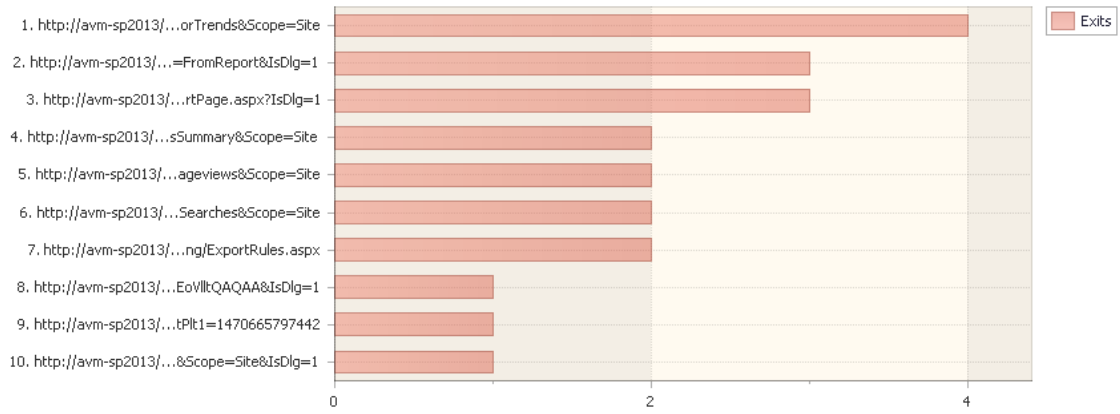
Page, Page location, Modified by, Modified, Last viewed by, Last viewed, Web-site url, Web-site title

Filters

Page, Page location, Not modified since, Modified by, Not viewed since, Last viewed by, Web-site url, Web-site title

Exit pages

This report shows the last pages in visits. After visiting these pages, visitors either closed their browsers, of were inactive for longer than 20 minutes.



Drag a column header here to group by that column

Page	Exits ↓	Exit rate	Time on page
http://avm-sp2013/_layouts/15/MAP...?ReportId=VisitorTrends&Scope=Site	4	28.57 %	00:00:35
http://avm-sp2013/HelpDesk/_layou...nt/HelpDesk/StartPage.aspx?IsDlg=1	3	21.43 %	00:00:17
http://avm-sp2013/_layouts/15/MAP...Scope=Site&Mode=FromReport&IsDlg=1	3	42.86 %	00:06:22
http://avm-sp2013/_layouts/15/MAP...tistics/Exporting/ExportRules.aspx	2	18.18 %	00:00:57
http://avm-sp2013/_layouts/15/MAP...?ReportId=UsersSearches&Scope=Site	2	66.67 %	00:00:51

Using the report, you can review the exit rate for various web pages. Knowing this value, you can easily detect pages with an increased exit rate. You can analyze the content on such pages to find out why most visitors leave the site after viewing those pages. There could be several reasons for that:

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 does not contain the expected information according to a banner or link.
- Inefficient representation of information on the page. It is hard to read bulk unstructured texts. If you highlight the keywords in the text, improve text 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, Page title, Web-site url, Web-site title

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

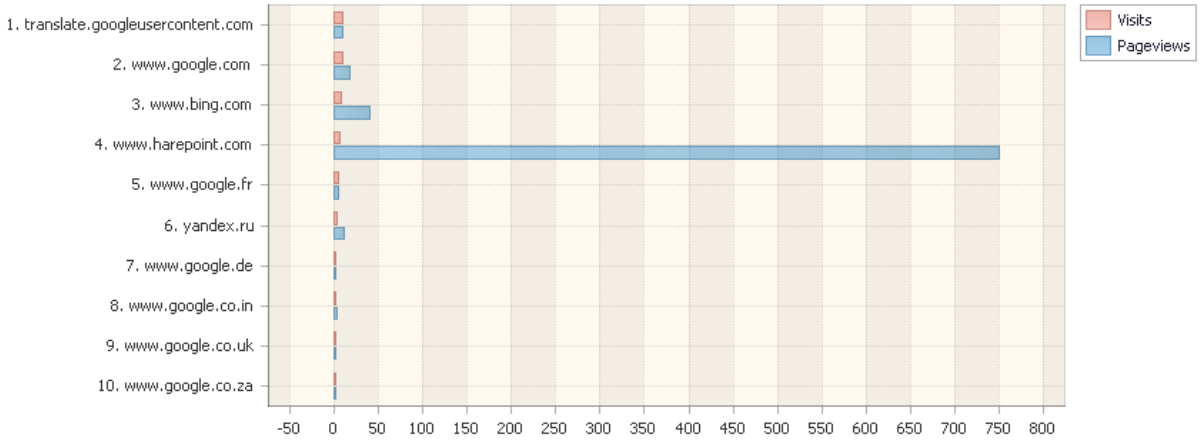
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Page, Exits, Exit rate, Time on page, Page title, Web-site url, Web-site title

Traffic sources

This report shows sites (domains) where the visitors came from to this site.



Drag a column header here to group by that column

Domain	Visits ↓	Pageviews	Pages/Visit
www.google.com	10	18	2.20
translate.googleusercontent.com	10	10	1.00
www.bing.com	8	40	5.00
www.harepoint.com	7	749	75.20
www.google.fr	5	5	1.00
yandex.ru	3	11	3.67
www.google.co.uk	2	2	1.00
www.google.co.in	2	3	1.50
www.google.de	2	2	1.00

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

You can click on domain names to drill-down to Traffic Sources (details) report to see actual URLs of the source pages.

Examples

- Where the visitors do come from? 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

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

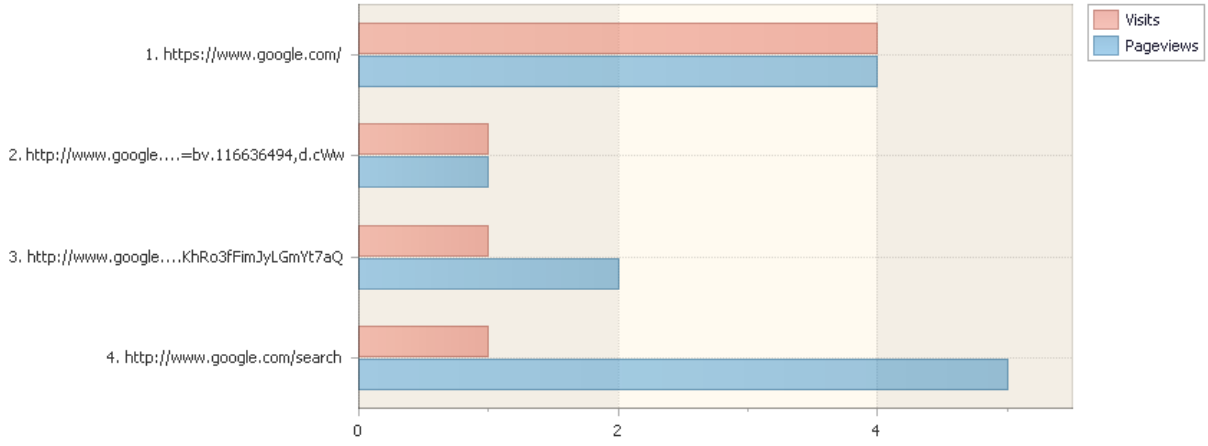
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Domain, Visits, Pageviews, Pages per visit.

Traffic sources (details)

This report shows actual URLs of the traffic sources from Traffic sources report.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only get to this report by drilling-down from Traffic sources report.



Drag a column header here to group by that column

Page	Visits ↓	Pageviews	Pages/Visit
https://www.google.com/	4	4	1.00
http://www.google.com/search	1	5	5.00
http://www.google.com/url?url=htt...AFQjCNFEyy6yIecKhRo3fFimJyLGmYt7aQ	1	2	2.00
http://www.google.com/url?sa=t&rc...9oUTrh9VAFw&bvm=bv.116636494,d.cWw	1	1	1.00
	Total: 7	**Total: 12**	**Avg.: 2.25**

Page 1 of 1 (4 items)

The report can help to evaluate the efficiency of advertising campaigns placed on certain pages of other sites.

Examples

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

Columns

Page, Visits, Pageviews, Pages per visit.

Filters

(not available for this report)

Events

This report provides a list of custom events tracked by a special JavaScript for HarePoint Analytics for this site or site collection.

A special JavaScript can be setup by SharePoint administrator to track custom events on a page. It is possible to transfer the event description and numeric parameter – these are completely customizable.

Adding and configuring JavaScript is described in **HarePoint Analytics Administrator Guide**.

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

With this report, you can monitor visitor activity on certain areas on the page such as custom menus, custom web parts, HTML5 player, or button/link clicks.

By clicking on an event type, you will drill-down to Events Popularity report that will show all events for this event type, and many times each event has occurred.

Examples

- Do visitors use the new drop down menu at the top of the page?
- How often did visitors click on a certain link or button on a page?
- For how long was a video file played in HTML5 player on a page?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

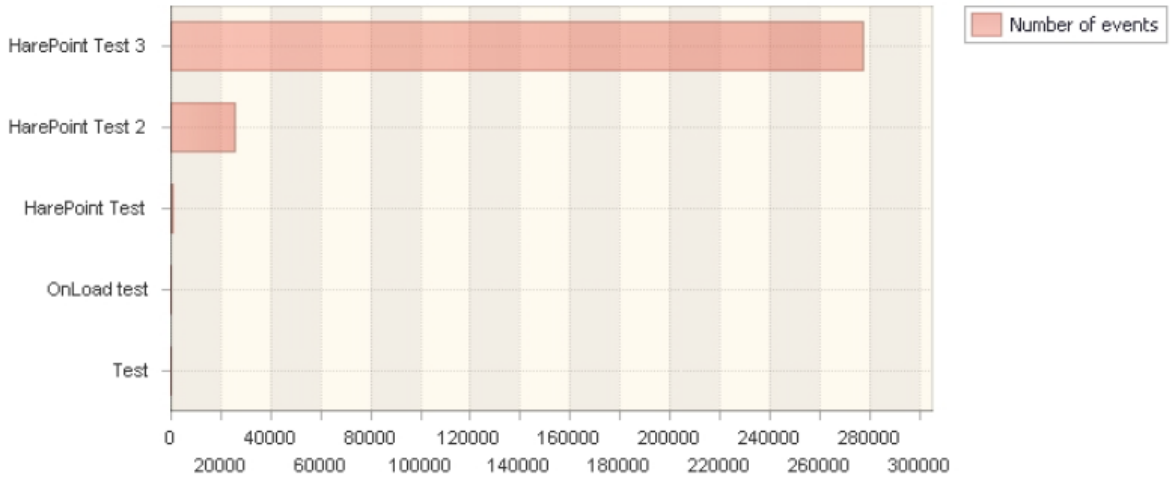
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Type, Name, Description, Value, User e-mail, Page, Page title, Visitor ID, Visit ID, IP

Events popularity

This report shows the most popular events, based on the list of events from Events report.
A special JavaScript can be setup by SharePoint administrator to track custom events on a page.
Adding and configuring JavaScript is described in **HarePoint Analytics Administrator Guide**.



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 determine which events occur most frequently.

By default, this report shows event types and additional information about them.
Drill-down on **event type** will show the **names** of all events of this type.
An additional drill-down on **event name** will show **event descriptions** of all events with this name.

Examples

- Do visitors use the new drop down menu at the top of the page?
- How often did visitors click on a certain link or button on a page?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

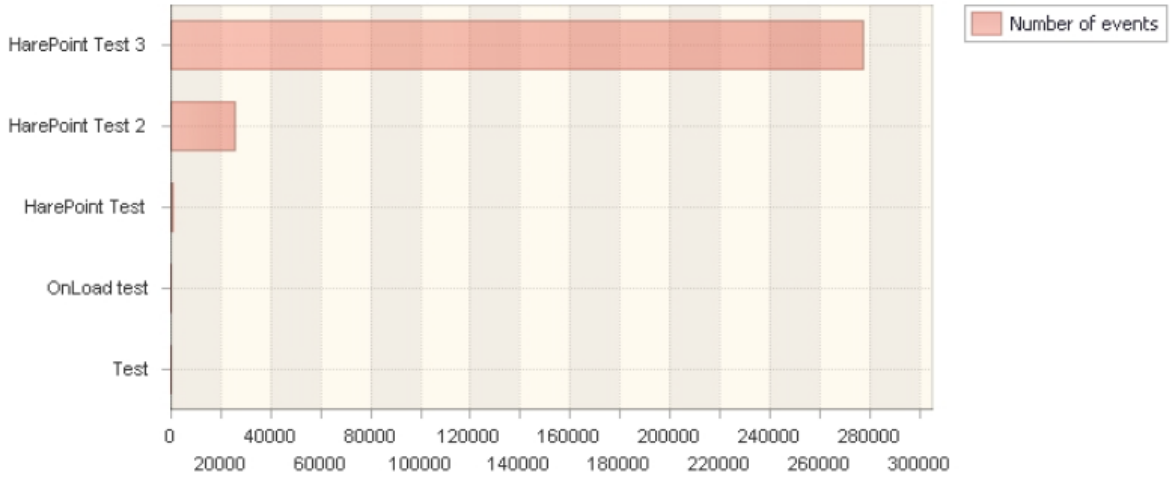
Report fields

Type, Number of events, Avg. value, Page, Page title

Events popularity by type

This report shows the most popular events grouped by their type, based on the list of events from Events report.

A special JavaScript can be setup by SharePoint administrator to track custom events on a page. Adding and configuring JavaScript is described in **HarePoint Analytics Administrator Guide**.



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 determine which type of events occur most frequently.

By default, this report shows number of events for each event type.

Examples

- Which event type is the most popular?
- How many events each event type has?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

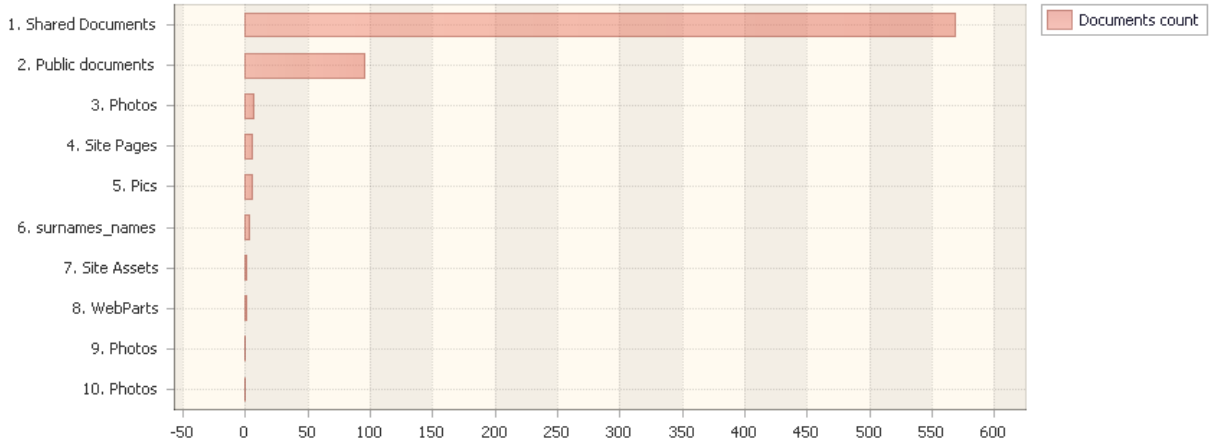
Report fields

Type, Number of events, Avg. value, Page, Page title

Documents

Document libraries summary

This report shows the total number of documents and their size in document libraries of this site or site collection.



Drag a column header here to group by that column

Document library	Documents count ↓	Documents size, Mb
Shared Documents	568	9.38
Public documents	96	1.51
Photos	7	9.96
Pics	5	0.27
Site Pages	5	0.13
surnames_names	3	0.12
WebParts	1	0.00

Examples

- Which document libraries are too large?
- Which site of a collection uses document libraries most actively?
- How many documents are there on a certain site in total?

Columns

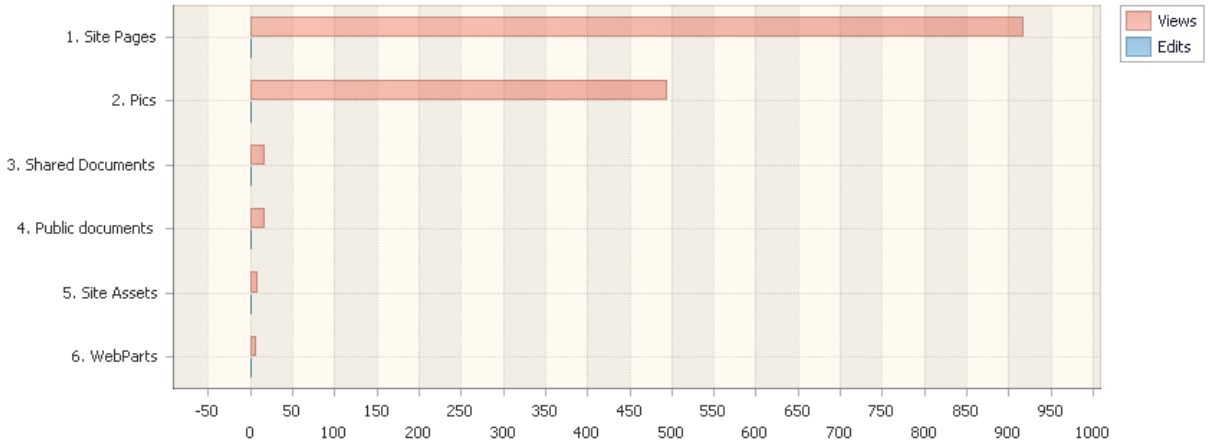
Document library, Documents count, Documents size, Mb, Site title.

Filters

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

Document libraries usage

This report shows the number of document events (Views, Edits, Created, Deleted) for each document library.



Drag a column header here to group by that column

Document library	Views ↓	Edits	Created	Deleted
Site Pages	917	0	0	0
Pics	493	0	0	0
Public documents	15	0	0	0
Shared Documents	15	0	0	0
Site Assets	7	0	0	0

The report allows you to evaluate how active document libraries are used.

Examples

- Which document libraries are used more frequently?
- How many documents have been deleted and from which document libraries? This kind of information might be needed if, for example, you want to carry out an investigation.
- Which document libraries are used more frequently by a particular visitor or a group of visitor?

Columns

Document library, Views, Edits, Created, Deleted.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

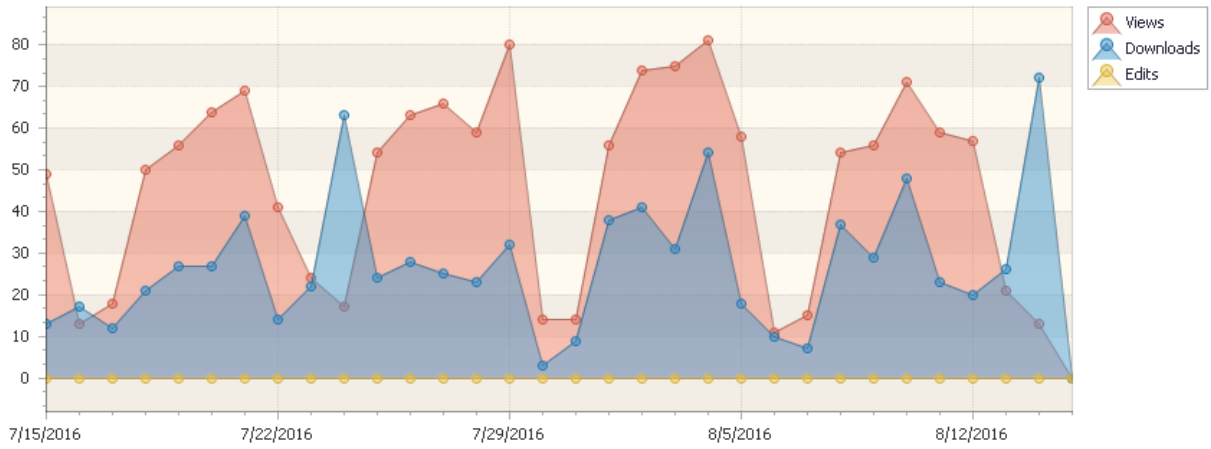
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document library, Views, Edits, Created, Deleted.

Document usage overview

This report shows how the documents have been used over a time.



Drag a column header here to group by that column

Date ↓	Views	Downloads	Edits	Created	Deleted	Authors	Avg. duration of view
8/15/2016	0	0	0	0	0	0	00:00:00
8/14/2016	13	72	0	0	0	0	00:00:25
8/13/2016	21	26	0	0	0	0	00:00:07
8/12/2016	57	20	0	0	0	0	00:00:11
8/11/2016	59	23	0	0	0	0	00:00:08
8/10/2016	71	48	0	0	0	0	00:00:09

The report provides a document usage trend, broken down by events (Views, Downloads, Edits, Created, Deleted).

Examples

- What is the dynamics of document usage? (For example, do users collaborate by working with documents stored in SharePoint?)
- Does the number of Created documents increase?

Columns

Date, Views, Downloads, Edits, Created, Deleted, Authors, Avg. duration of view

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

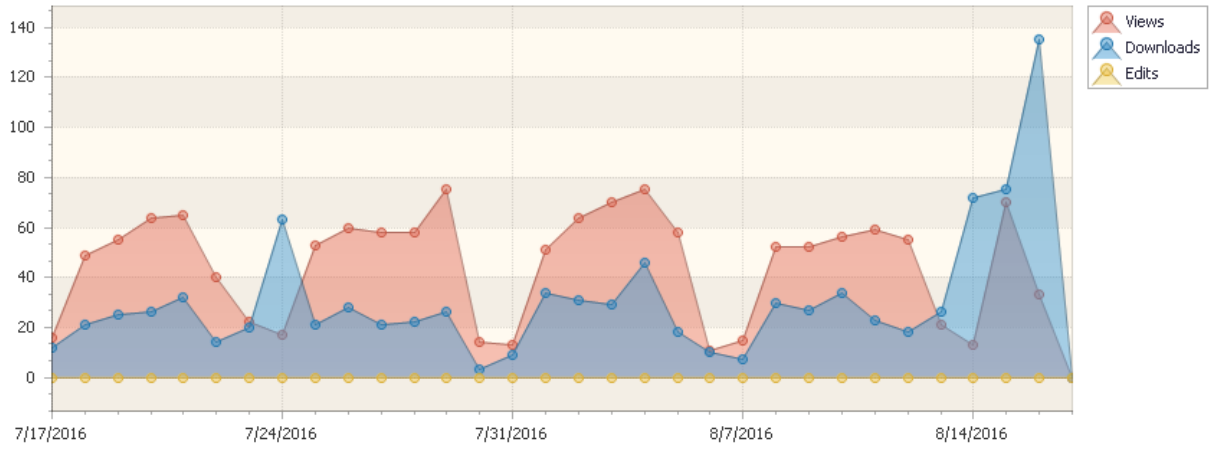
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document, Document url, Document type, Document location, Document title, Author name, Views, Downloads, Edits, Created, Deleted, Authors, Avg. duration of views (seconds)

Document unique events overview

This report provides a document usage trend, broken down by unique events (Views, Downloads, Edits, Created, Deleted).



Drag a column header here to group by that column

Date ↓	Views	Downloads	Edits	Created	Deleted	Authors
8/17/2016	0	0	0	0	0	0
8/16/2016	33	135	0	0	0	0
8/15/2016	70	75	0	0	0	0
8/14/2016	13	72	0	0	0	0
8/13/2016	21	26	0	0	0	0
8/12/2016	55	18	0	0	0	0

Quite often, there are situations when a person works with one document for a long time, saving intermediate results. Because of this, statistics shows a large number of views and edits, making, for example, **Document usage overview** report uninformative. As opposed to it, the **Document unique events overview** report shows unique events, which makes it possible to estimate the number of effective edits and unique views of documents.

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

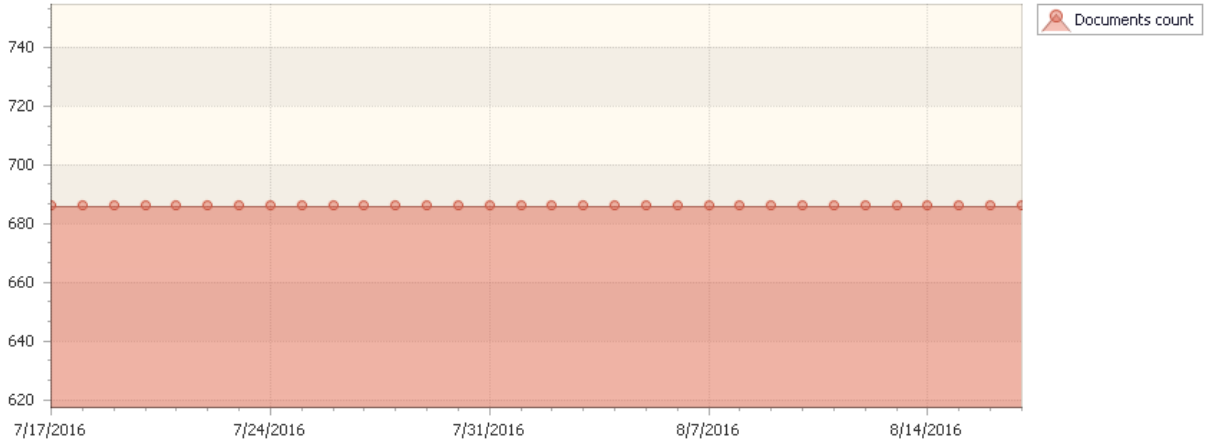
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document, Document url, Document type, Document location, Document title, Author name, Views, Downloads, Edits, Created, Deleted, Authors.

Document growth trends

This report shows how the number of document libraries, documents, and total documents' size have been changing over the time.



Drag a column header here to group by that column

Date ↓	Libraries count	Documents count	Documents size, Mb
8/17/2016	12	686	21.00
8/16/2016	12	686	21.00
8/15/2016	12	686	21.00
8/14/2016	12	686	21.00
8/13/2016	12	686	21.00

With this report, you can identify when documents have been actively added or removed.

Columns

Date, Libraries count, Documents count, Items size, Mb.

Filters

General

Report data source, Specify time period

Report fields

Document library

Document usage

This report provides information on how documents have been used on this site or site collection.

Drag a column header here to group by that column

Document	Event	Document location	Time
default.aspx	View	Site Pages	8/16/2016 10:38:
Adding an Attachment to a List Item Programmatically in SharePoint.docx	Download	Public documents	8/16/2016 10:14:
QuickLaunch not inheriting from parent site 5.docx	Download	Shared Documents	8/16/2016 8:30:0
mss_boxshots.jpg	View	Pics	8/16/2016 7:59:5
registration_login.aspx	View	Site Pages	8/16/2016 7:01:3
HarePoint_Analytics.png	View	Pics	8/16/2016 7:01:2
How do I navigate to a file in my directory 5.docx	Download	Shared Documents	8/16/2016 6:32:5
default.aspx	View	Site Pages	8/16/2016 5:59:4
stats2010.png	View	Pics	8/16/2016 5:00:5
HarePoint_Analytics.png	View	Pics	8/16/2016 5:00:3
stats2010.png	View	Pics	8/16/2016 5:00:2
default.aspx	View	Site Pages	8/16/2016 5:00:2
mapilab-statistics-for-sharepoint-demo-tours.gif	View	Pics	8/16/2016 5:00:0

Examples

- Who uses a particular document?
- Which documents have been changed for a certain period?

Columns

Document, Event, Document location, Time, Duration, Author name, 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

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Event, Duration (seconds), Document, Document url, Document type, Document location, Document title, Author name, Visitor ID, Visit ID, IP, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Document unique events

This report provides information on documents unique events on this site or site collection.

Drag a column header here to group by that column

Last event time	Document	Event	Events number	Document location	Last user name
8/16/2016 10:38:21 PM	default.aspx	View	1	Site Pages	Anonymous
8/16/2016 10:14:45 PM	Adding an Attachment to a List Item Programmatically in SharePoint.docx	Download	1	Public documents	Anonymous
8/16/2016 8:30:05 PM	QuickLaunch not inheriting from parent site 5.docx	Download	1	Shared Documents	Anonymous
8/16/2016 7:59:57 PM	mss_boxshots.jpg	View	1	Pics	Nathan Watson
8/16/2016 7:01:20 PM	HarePoint_Analytics.png	View	1	Pics	Hailey Sanchez
8/16/2016 7:01:32 PM	registration_login.aspx	View	1	Site Pages	Sophia Powell
8/16/2016 6:32:52 PM	How do I navigate to a file in my directory 5.docx	Download	1	Shared Documents	Anonymous
8/16/2016 5:00:38 PM	HarePoint_Analytics.png	View	1	Pics	Noah Clark
8/16/2016 5:00:23 PM	default.aspx	View	1	Site Pages	William Allen
8/16/2016 5:00:07 PM	mapilab-statistics-for-sharepoint-demo-tours.gif	View	1	Pics	Isabella Flores
8/16/2016 5:00:50 PM	stats2010.png	View	1	Pics	Grace Gray
8/16/2016 4:01:03 PM	sharepoint-statistics-48x48.gif	View	1	Pics	Grace Gray

The report displays documents' usage grouped by event types, thus displaying only one entry for one or more document events.

Examples

- How many visitors have downloaded a particular file?
- How many unique files has a particular visitor downloaded?

Columns

Last event time, Document, Event, Events number, Document location, Author name, Last user name, Visitor ID, Visit ID.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

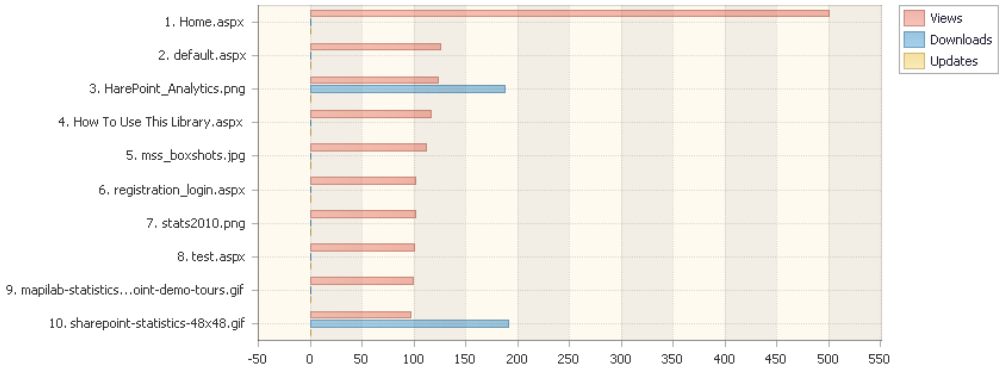
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Event, Document, Document url, Document type, Document location, Author name, Visitor ID, Visit ID.

Document popularity

This report shows the most popular documents for this site collection.



Drag a column header here to group by that column

Document	Author	Views ↓	Downloads	Updates	Size, Kb
Home.aspx	System Account	501	0	0	0.20
default.aspx	HAREPOINT\administrator	126	0	0	3.78
HarePoint_Analytics.png	HAREPOINT\kovalev	123	188	0	103.07
How To Use This Library.aspx	System Account	117	0	0	4.65
mss_boxshots.jpg	HAREPOINT\kovalev	112	1	0	48.84
stats2010.png	HAREPOINT\kovalev	102	1	0	109.98

The report represents documents in order of decreasing popularity – the number of document events.
By using filters, the report provides an opportunity to highlight the most used documents not only by the site in general, but also by a certain library, author, file types or any other document properties.

Important note: This report is technically designed to show statistics specifically on documents' usage. Despite the site pages (.aspx) also show up in this report (because they are stored in document libraries as well), for comprehensive analysis of visits, pageviews and content popularity use the corresponding reports from **Content & Traffic** and **Visits & Visitors** categories of reports.

Examples

- Which documents are used more actively?
- How actively the documents of a particular author are used?
- Which documents are the most popular for various departments?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document, Document url, Document library, Author, Views, Downloads, Updates, Size, Kb, Document title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Unused documents

This report shows the list of documents that have not been viewed and/or modified since certain date.

Drag a column header here to group by that column

Document	Document location	Modified by	Modified ↓	Last viewed by	Last viewed
Lazy Bag Repair.JPG	Photos	Alexander Gorlach	1/24/2012 2:33:39 AM	(Not defined)	7/4/2016 7:32:54 AM
Thailand Networks.JPG	Photos	Alexander Gorlach	1/24/2012 2:31:43 AM	(Not defined)	7/4/2016 7:34:01 AM
James Bond Island in Thailand.JPG	Photos	Alexander Gorlach	1/24/2012 2:29:42 AM	(Not defined)	7/4/2016 7:38:39 AM
Islands in Baltic.jpg	Photos	Alexander Gorlach	1/24/2012 2:28:42 AM	(Not defined)	7/4/2016 7:32:54 AM
Small Sweden Port.jpg	Photos	Alexander Gorlach	1/24/2012 2:27:57 AM	(Not defined)	7/4/2016 7:35:32 AM
Knidos Bay.jpg	Photos	Alexander Gorlach	1/24/2012 2:26:44 AM	(Not defined)	7/4/2016 7:32:53 AM
Islands in Turkey.jpg	Photos	Alexander Gorlach	1/24/2012 2:25:53 AM	(Not defined)	7/4/2016 7:36:57 AM
SharePoint Designer-Wor... discussion group 2.docx	Shared Documents	rvashchegin	1/19/2012 4:05:12 AM	(Not defined)	6/30/2016 7:53:59 AM
Search 2.docx	Shared Documents	rvashchegin	1/19/2012 4:05:10 AM	(Not defined)	6/30/2016 7:46:55 AM
Sadasd 2.docx	Shared Documents	rvashchegin	1/19/2012 4:05:09 AM	(Not defined)	6/30/2016 7:46:56 AM
Render Failed filtering...le selection column.docx	Shared Documents	rvashchegin	1/19/2012 4:05:08 AM	(Not defined)	6/30/2016 7:47:08 AM
Remove Title Column and...gn its attributes 4.docx	Shared Documents	rvashchegin	1/19/2012 4:05:08 AM	(Not defined)	6/30/2016 7:47:03 AM
Remove Title Column and...gn its attributes 2.docx	Shared Documents	rvashchegin	1/19/2012 4:05:08 AM	(Not defined)	6/30/2016 7:47:02 AM
RE OpenIn-Browser.docx	Shared Documents	rvashchegin	1/19/2012 4:05:08 AM	(Not defined)	

This report helps to discover irrelevant information, problems in the site operation; simplifies the cleanup of unused content in SharePoint

Examples

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

Columns

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

Filters

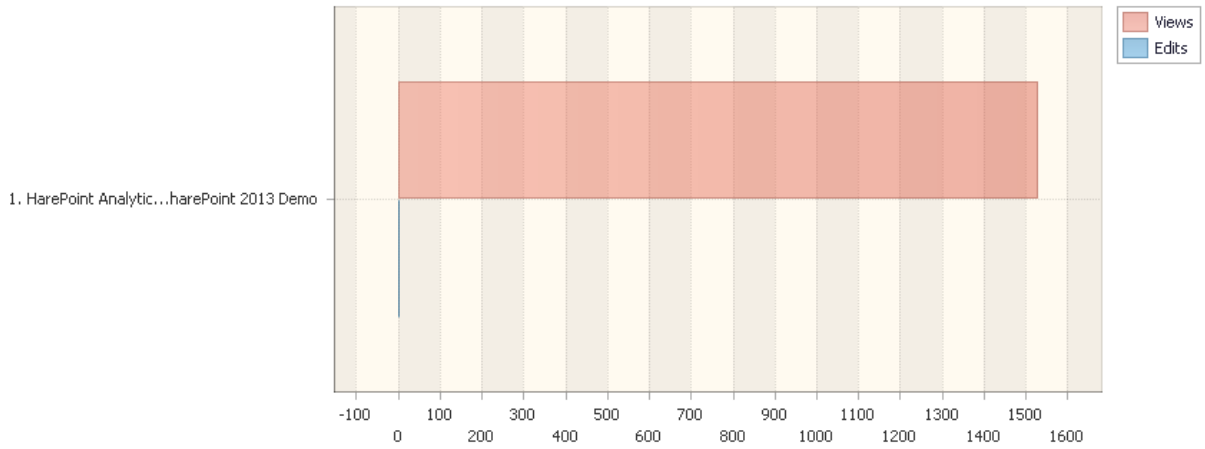
Report fields

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

Documents by site

Note: This report is only available for **site collection** scope.

In this report, document events are grouped by sites of the collection.



Drag a column header here to group by that column

Site	Views ↓	Edits	Created	Deleted
HarePoint Analytics for SharePoint 2013 Demo	1528	0	0	0
	Total: 1528	**Total: 0**	**Total: 0**	**Total: 0**

Page 1 of 1 (1 items)

With this report, you can compare how actively the documents are used across sites of the collection.

Columns

Site, Views, Edits, Created, Deleted.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

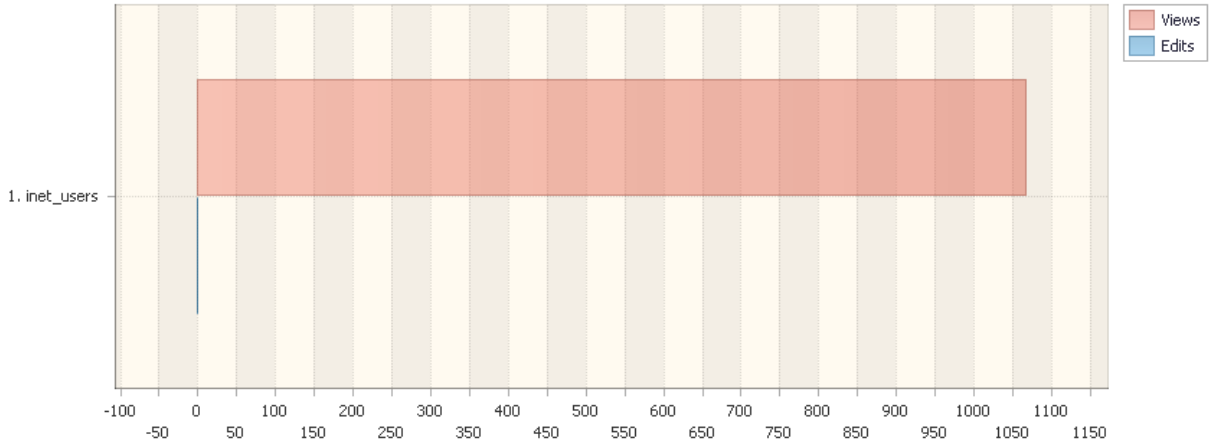
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site title, Created, Deleted, Edits, Views.

Documents by roles

This report displays document events grouped by IIS security roles.



Drag a column header here to group by that column

Role	Views ↓	Edits	Created	Deleted
inet_users	1066	0	0	0
	Total: 1066	**Total: 0**	**Total: 0**	**Total: 0**

Page 1 of 1 (1 items)

This report allows you to evaluate how actively the documents are used by visitors with different access levels.

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

Columns

Role, Views, Edits, Created, Deleted.

Filters

General

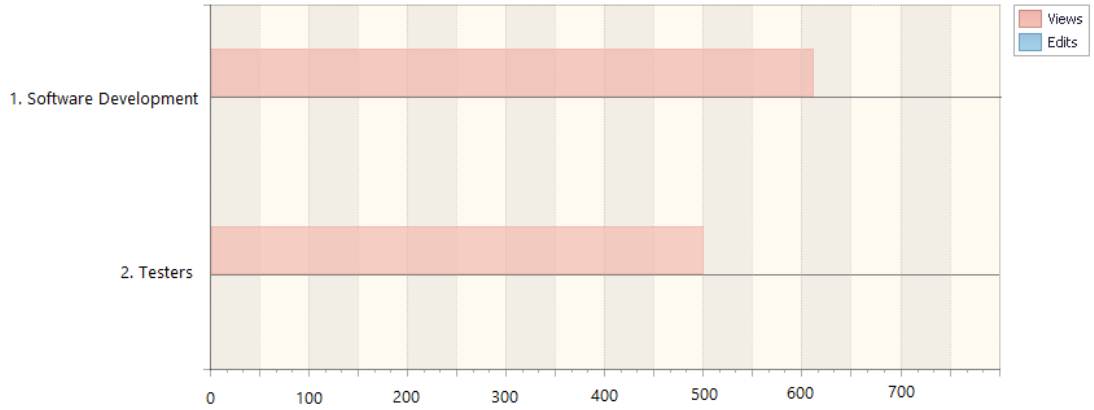
Report data source, Specify time period

Report fields

Role, Views, Edits, Created, Deleted.

Documents by Active Directory departments

This report displays document events grouped by Active Directory departments.



Drag a column header here to group by that column

Department	Views ↓	Edits	Created	Deleted
Software Developers	617	0	0	0
Testers	500	0	0	0

This report allows you to evaluate how actively the documents are used by visitors from various company departments.

Active Directory departments are managed by Domain administrators.

Columns

Department, Views, Edits, Created, Deleted.

Filters

General

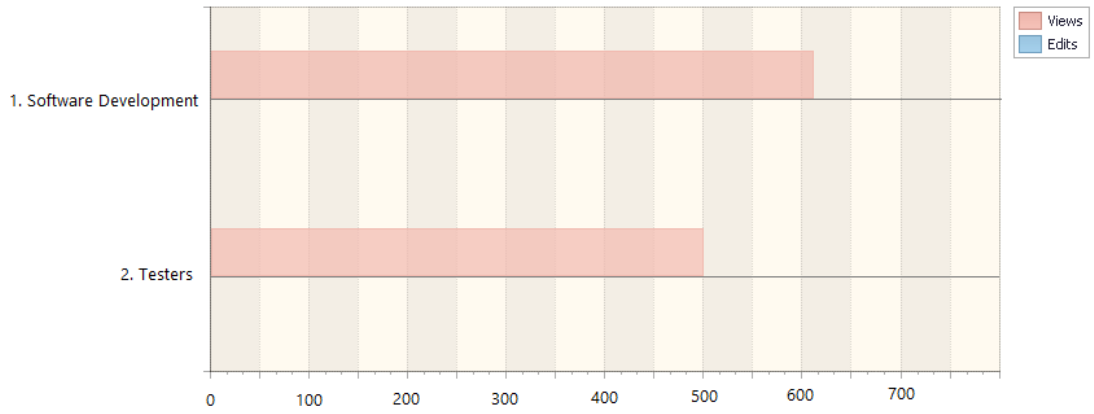
Report data source, Specify time period

Report fields

Department, Views, Edits, Created, Deleted.

Documents by SharePoint departments

This report displays document events grouped by SharePoint departments.



Drag a column header here to group by that column

Department	Views ↓	Edits	Created	Deleted
Software Developers	617	0	0	0
Testers	500	0	0	0

This report allows you to evaluate how actively the documents are used by visitors from various company departments.

SharePoint departments are managed by Site Collection Administrators.

Columns

Department, Views, Edits, Created, Deleted.

Filters

General

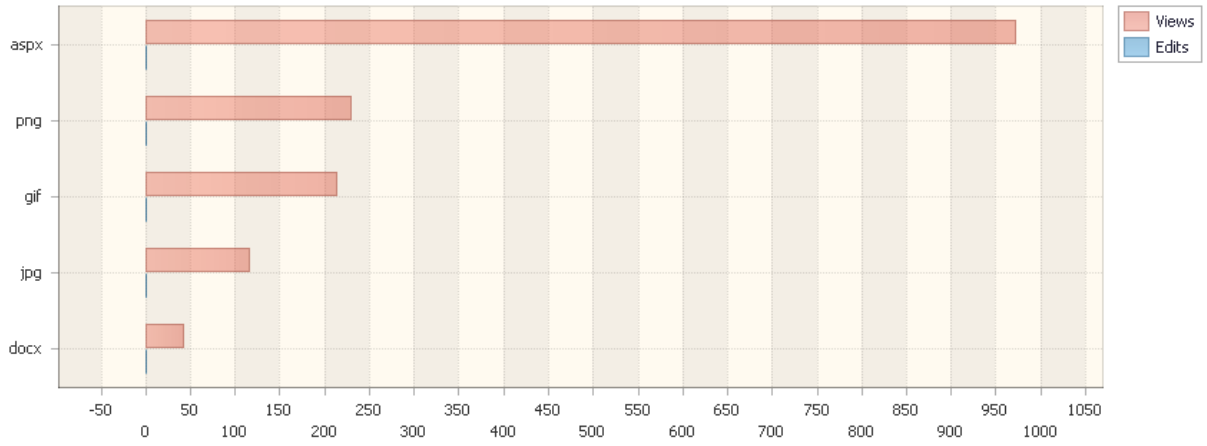
Report data source, Specify time period

Report fields

Department, Views, Edits, Created, Deleted.

Documents by type

This report displays document events grouped by document types.



Drag a column header here to group by that column

Document type	Views ↓	Edits	Created	Deleted
aspx	972	0	0	0
png	229	0	0	0
gif	213	0	0	0
jpg	115	0	0	0
docx	42	0	0	0
	Total: 1571	**Total: 0**	**Total: 0**	**Total: 0**

Page 1 of 1 (5 items)

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, Downloaded.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

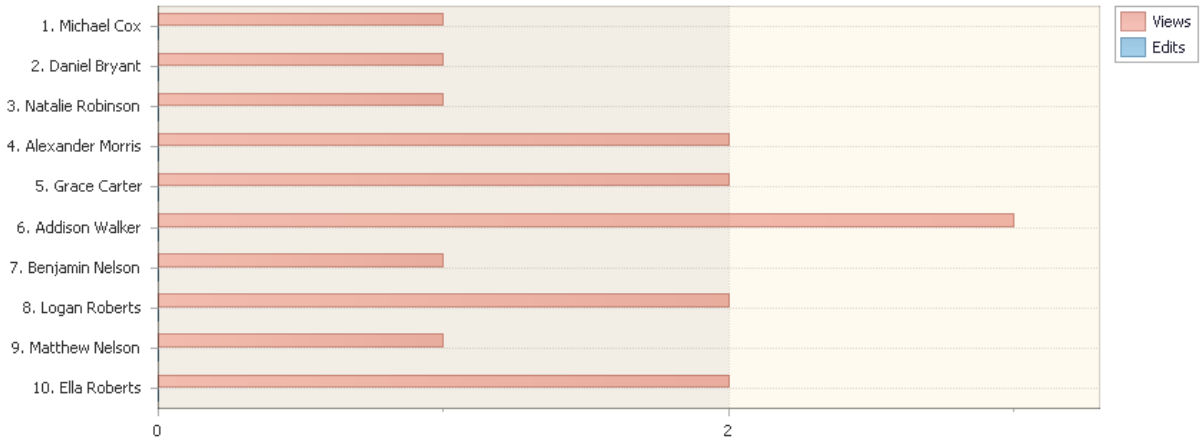
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document type, Views, Edits, Created, Deleted, Downloaded.

Documents by users

This report displays document events grouped by site visitors.



Drag a column header here to group by that column

User name	Views ↓	Edits	Created	Deleted
Anonymous	432	0	0	0
DEMO2013\demo	37	0	0	0
Olivia Bell	7	0	0	0
Lily Miller	6	0	0	0
Alexander Perry	6	0	0	0
Addison Foster	5	0	0	0

Examples

- How many documents has a particular visitor viewed or edited?
- Which of the visitors is the most active in working with documents on this site collection?
- Who edits documents most frequently?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

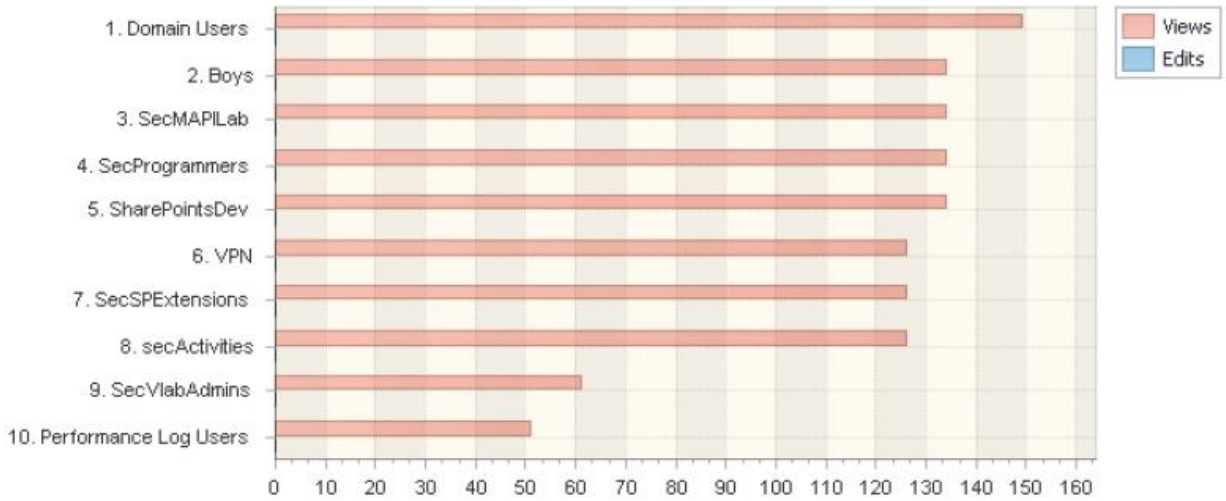
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

User name, Views, Edits, Created, Deleted, Downloaded, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Documents by Active Directory groups

This report displays document events grouped 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

This report allows you to evaluate how actively the documents are used by visitors from various Active Directory groups.

Active Directory groups are managed by domain administrator; AD group permissions in SharePoint are managed by site collection administrators. A single account can be a member of several groups.

Columns

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

Filters

General

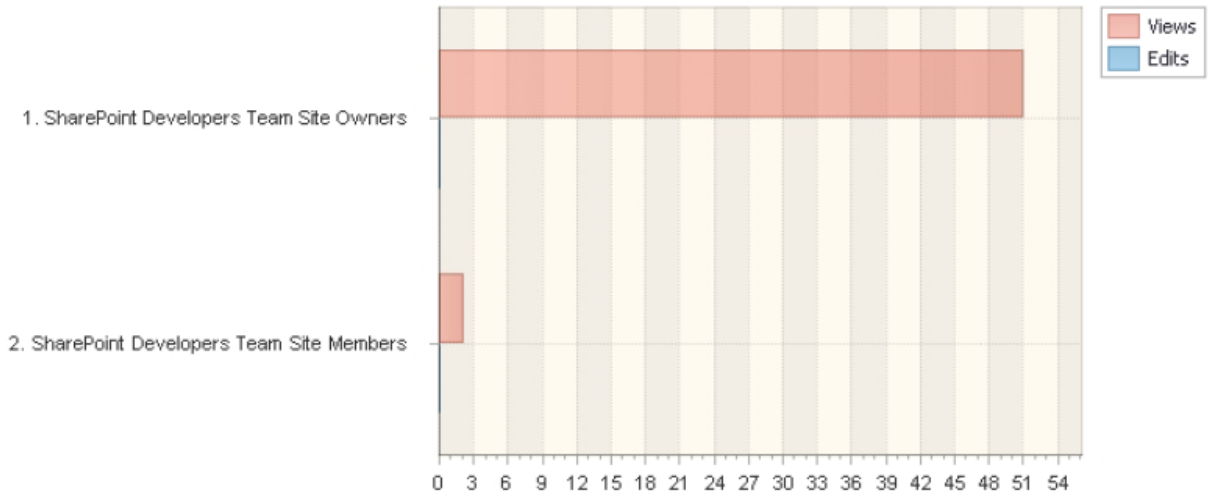
Report data source, Specify time period

Report fields

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

Documents by SharePoint groups

This report displays document events grouped 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

This report allows you to evaluate how actively the documents are used by visitors from various SharePoint groups.

SharePoint groups, as well as group permissions are managed by site collection administrator. A single account can be a member of several groups.

Columns

Group name, Views, Edits, Created, Deleted, Downloaded, Description.

Filters

General

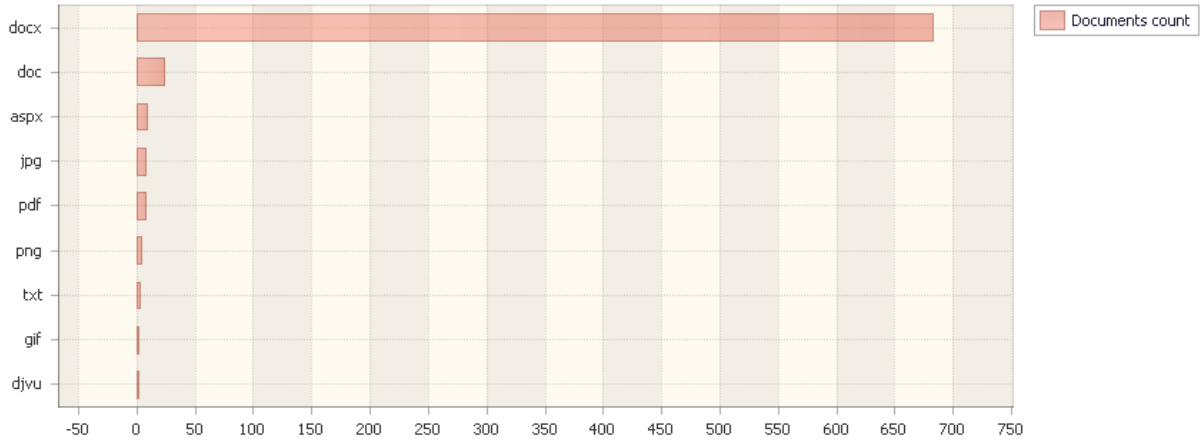
Report data source, Specify time period

Report fields

Group name, Views, Edits, Created, Deleted, Downloaded, Description.

Documents size by type

This report displays how much space is used by documents, broken down by document types.



Drag a column header here to group by that column

Document type	Documents count ↓	Documents size, Mb
docx	683	13.90
doc	24	25.39
aspx	9	0.03
jpg	8	10.01
pdf	7	23.05
png	4	0.41

You can find out more details on certain document type and drill down to Document size (details) report by clicking on a document 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 office documents (file types doc, docx, pdf)?

Columns

Document type, Documents count, Size, Kb.

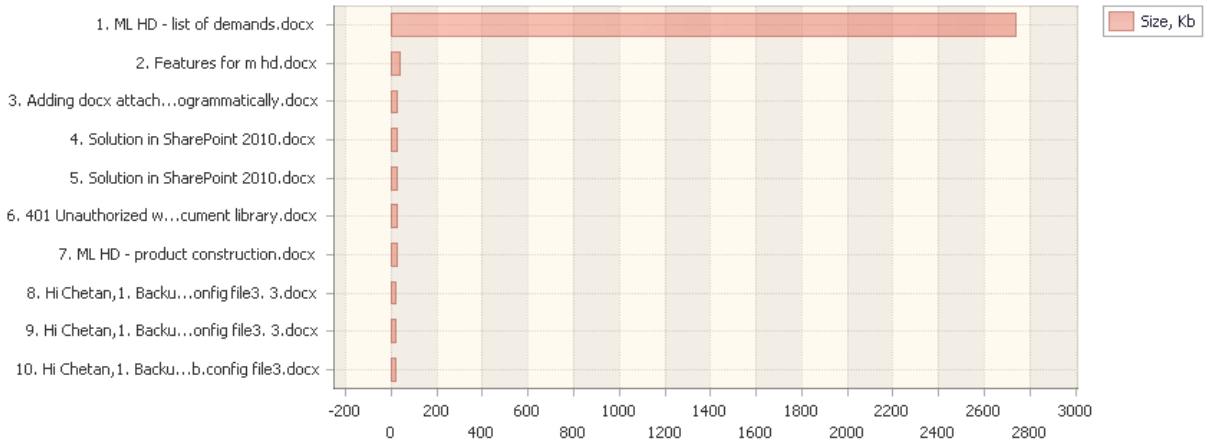
Filters

Report fields

Document type, Documents count, Size, Kb.

Documents size (details)

This report shows the documents of a certain type sorted by their size.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only access this report by drilling-down from Documents size by type report (by clicking on a document type).



Drag a column header here to group by that column

Document	Location	Size, Kb ↓
ML HD - list of demands.docx	Documents	2,736.97
Features for m hd.docx	Documents	36.20
Adding docx attachment to list programmatically.docx	Shared Documents	29.17
Solution in SharePoint 2010.docx	Shared Documents	27.02
Solution in SharePoint 2010.docx	Old	27.02
401 Unauthorized when trying to email enable a document library.docx	Shared Documents	25.22

Example

- Which documents of this type are the largest (consume disk space the most)?
- Which document libraries are they stored in?

Columns

Document, Location, Size, Kb.

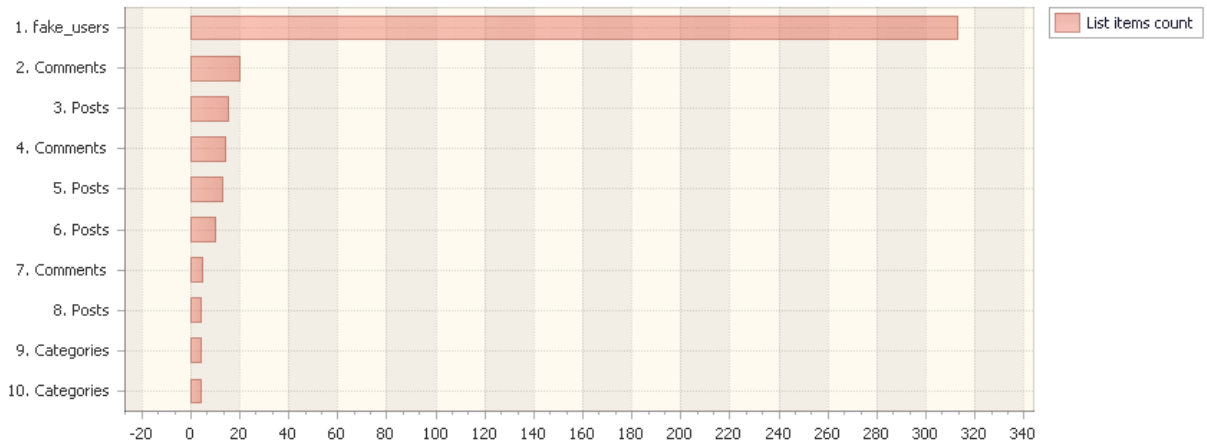
Filters

(not available for this report)

List items

Lists summary

This report shows the list items count, size of lists and list items attachments.



Drag a column header here to group by that column

List	List items count ↓	List items size, Mb	Attachments size, Mb
fake_users	313	0.05	0.00
Comments	20	0.00	0.00
Posts	15	0.00	0.00
Comments	14	0.00	0.00
Posts	13	0.00	0.00

Columns

List, List items count, List items size, Mb, Attachment size, Mb, Site title.

Filters

General

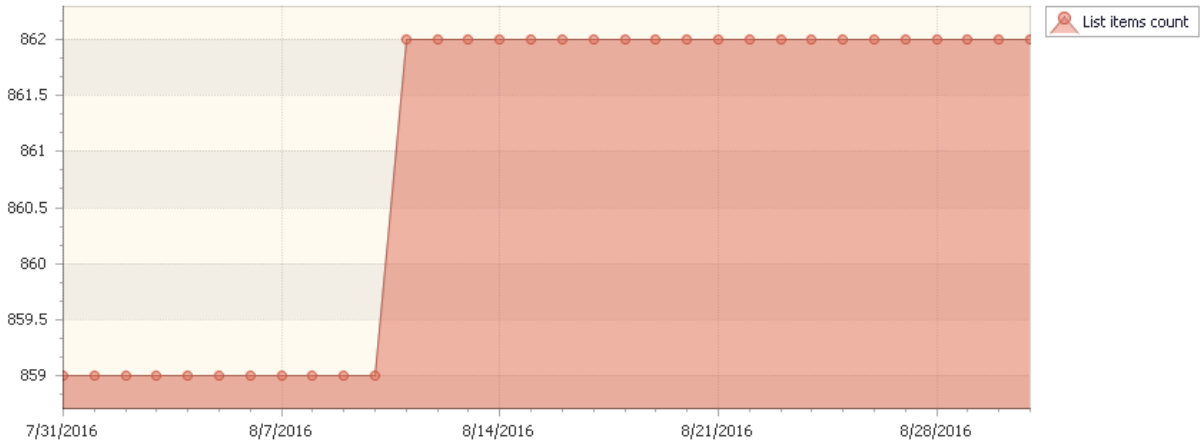
Specify time period

Report fields

List, List location, List items count, List items size, Mb, Attachment size, Mb, Site title.

Lists growth trends

This report shows how the number of lists, list items, and list item attachments have been changing over the time.



Drag a column header here to group by that column

Date ↓	Lists count	List items count	Items size, Mb	Attachments size, Mb
8/31/2016	155	862	0.00	0.00
8/30/2016	155	862	0.00	0.00
8/29/2016	155	862	0.00	0.00
8/28/2016	155	862	0.00	0.00
8/27/2016	155	862	0.00	0.00

The report allows you to track changes in the number of list items.

Columns

Date, Lists count, List items count, Items size, Mb, Attachment size, Mb,

Filters

General

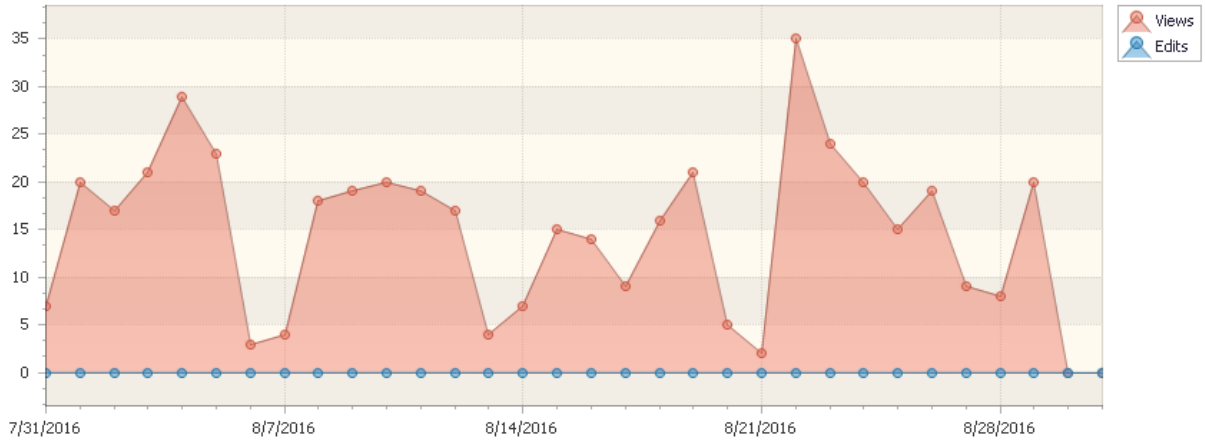
Report data source, Specify time period

Report fields

List

List items usage overview

This report shows how the list items have been used over a time.



Drag a column header here to group by that column

Date ↓	Views	Edits	Created	Deleted
8/31/2016	0	0	0	0
8/30/2016	0	0	0	0
8/29/2016	20	0	0	0
8/28/2016	8	0	0	0
8/27/2016	9	0	0	0

The report provides a list items usage trend, broken down by events (Views, Downloads, Edits, Created, Deleted).

Columns

Date, Views, Edits, Created, Deleted.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

List, List url, List item, List item url, Folder path, Views, Edits, Created, Deleted.

List items usage

This report provides information on how list items have been used on this site or site collection.

Drag a column header here to group by that column

List item	Event	List	Time	User name
Add new reports	View	Tasks	8/29/2016 6:00:24 PM	Samantha Wood
Test all reports	View	Tasks	8/29/2016 5:00:43 PM	Samantha Hughes
Add new reports	View	Tasks	8/29/2016 5:00:38 PM	Matthew Richardson
Add new features	View	Tasks	8/29/2016 5:00:18 PM	Elijah Martin
Improve performance	View	Tasks	8/29/2016 5:00:13 PM	Ava Wilson
Test all reports	View	Tasks	8/29/2016 4:01:04 PM	Taylor Wright
Add new reports	View	Tasks	8/29/2016 3:59:50 PM	Chloe Garcia
Add new reports	View	Tasks	8/29/2016 3:00:11 PM	Daniel Garcia
Test all reports	View	Tasks	8/29/2016 2:01:07 PM	Jacob Flores
Test all reports	View	Tasks	8/29/2016 2:00:56 PM	Chloe Phillips
Add new features	View	Tasks	8/29/2016 1:59:17 PM	Chloe Phillips
Add new reports	View	Tasks	8/29/2016 12:59:37 PM	Abigail Adams
Add new reports	View	Tasks	8/29/2016 10:00:55 AM	David Lee
Improve performance	View	Tasks	8/29/2016 10:00:53 AM	Emma Watson
Improve performance	View	Tasks	8/29/2016 10:00:17 AM	Alyssa Howard

Examples

- Which visitors have worked with certain list items?
- With which list items has a particular visitor worked?
- Which list items have been created or modified during a certain time period?

Columns

List item, Event, List, Folder, 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

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

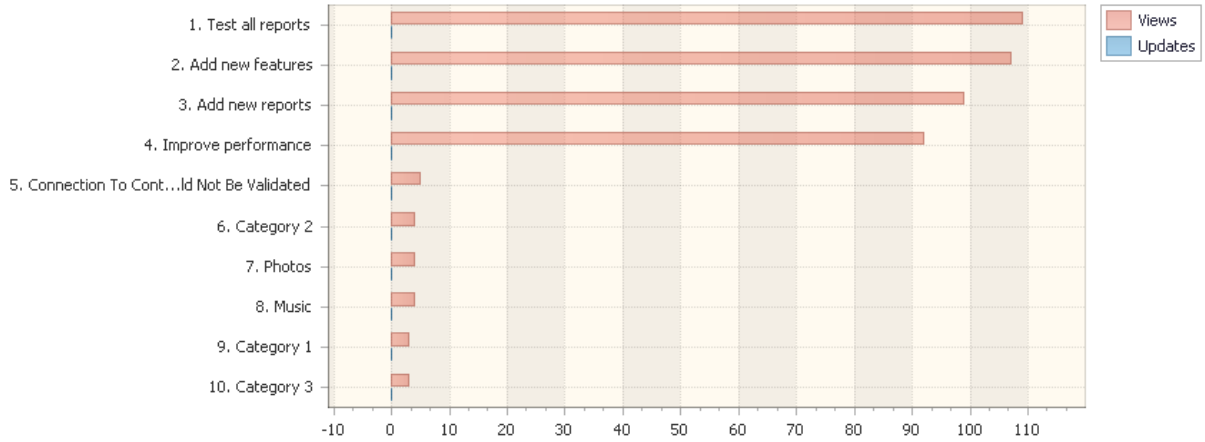
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

List item, List item url, Event, List, List url, Folder path, Visitor ID, Visit ID, IP, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title .

List items popularity

This report shows the most popular list items for all lists on this site or site collection.



Drag a column header here to group by that column

List item	List	Author	Views ↓	Updates
Test all reports	Tasks	Eugene Makarkhin	109	0
Add new features	Tasks	Eugene Makarkhin	107	0
Add new reports	Tasks	Eugene Makarkhin	99	0
Improve performance	Tasks	Eugene Makarkhin	92	0
Connection To Content Distributor Could Not Be Validated	Posts	Sergey Voronkov	5	0
Music	Categories	akovalev	4	0

Examples

- List items of which author are the most popular?
- Which list items are the most popular in certain list(s)?
- Which company departments use list items more actively?

Columns

List item, List, Folder, Author, Views, Updates, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

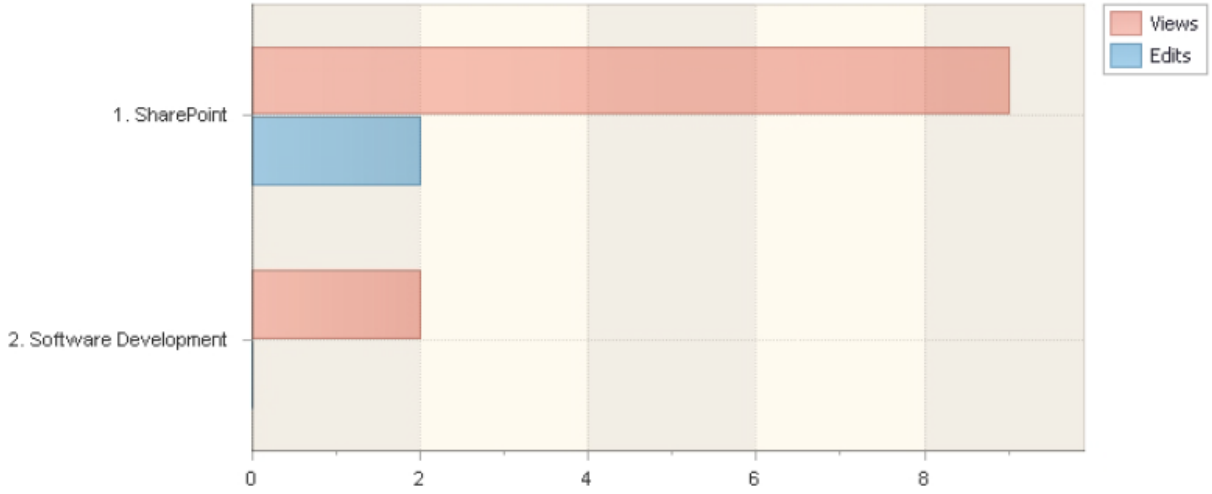
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

List item, List item url, Folder, List Url, Author, Views, Updates, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

List items by SharePoint departments

This report shows list items' events grouped 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

This report allows you to evaluate how actively list items are used by visitors from various company departments.

SharePoint departments are managed by Site Collection Administrators.

Columns

Department, Views, Edits, Created, Deleted.

Filters

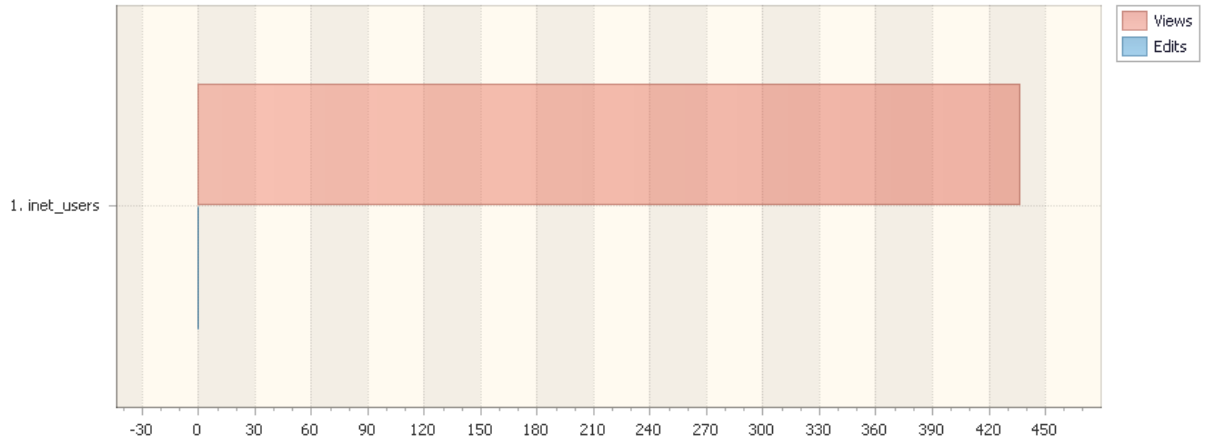
General

Report data source, Specify time period

Report fields
Department, Views, Created, Edits, Deleted.

List items by roles

This report displays list items' events grouped by IIS security roles.



Drag a column header here to group by that column

Role	Views	Edits	Created ↓	Deleted
inet_users	436	0	0	0
	Total: 436	**Total: 0**	**Total: 0**	**Total: 0**

This report allows you to evaluate how actively list items are used by visitors with different access levels.

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

Columns

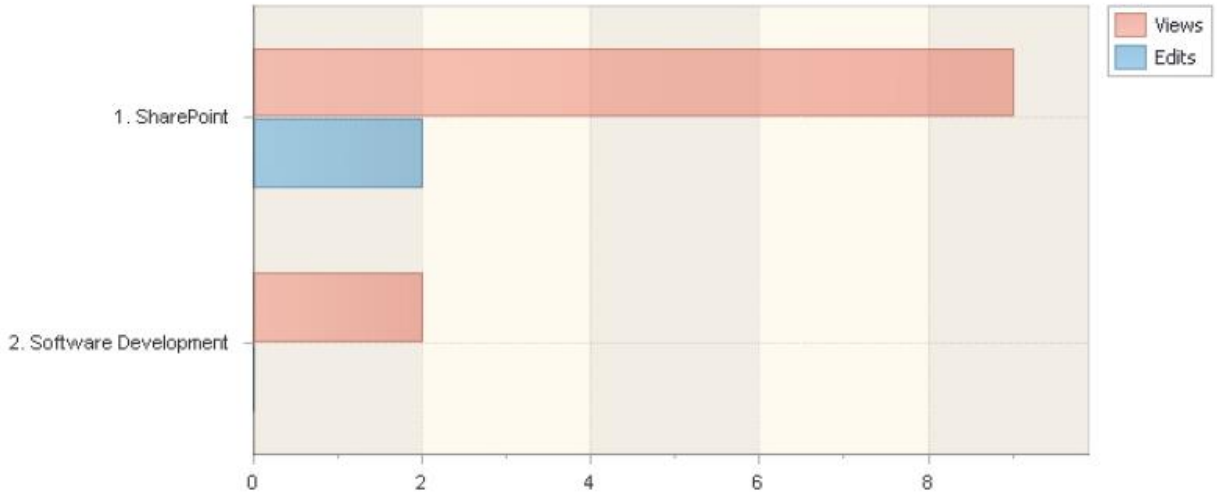
Role, Views, Edits, Created, Deleted.

Filters

General
Report data source, Specify time period
Report fields
Role, Views, Created, Edits, Deleted.

List items by Active Directory departments

This report displays list items' events grouped 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

This report allows you to evaluate how actively list items are used by visitors from various company departments.

Active Directory departments are managed by Domain administrators.

Columns

Department, Views, Edits, Created, Deleted.

Filters

General

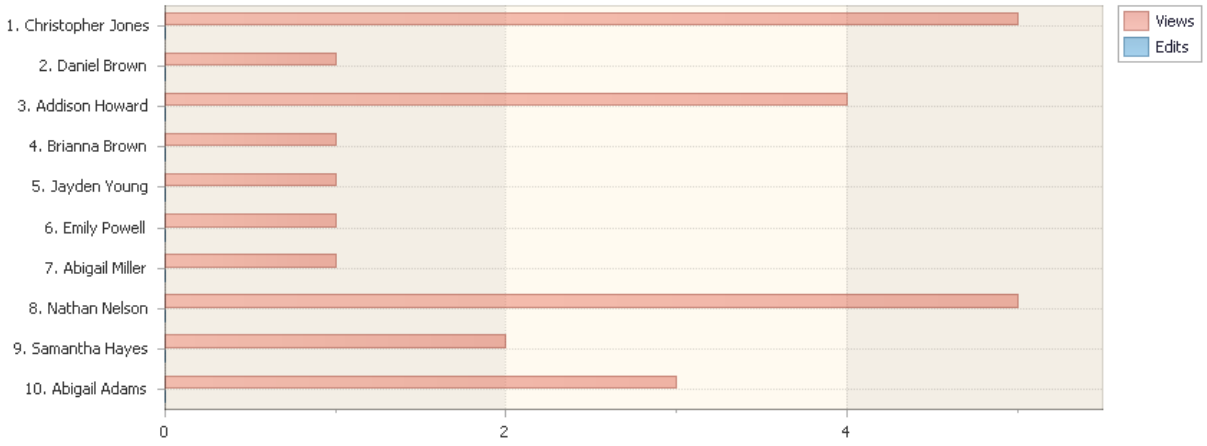
Report data source, Specify time period

Report fields

Department, Views, Created, Edits, Deleted

List items by users

This report displays list items' events grouped by site visitors.



Drag a column header here to group by that column

User name	Views	Edits	Created ↓	Deleted
DEMO2013\demo	3	0	0	0
Jacob Price	1	0	0	0
Emma Gonzalez	1	0	0	0
Matthew Bailey	2	0	0	0
Jackson Lopez	3	0	0	0
David Butler	2	0	0	0

Examples

- Which users work with list items the most actively?
- How many list items has a particular visitor viewed or edited for the reporting period?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

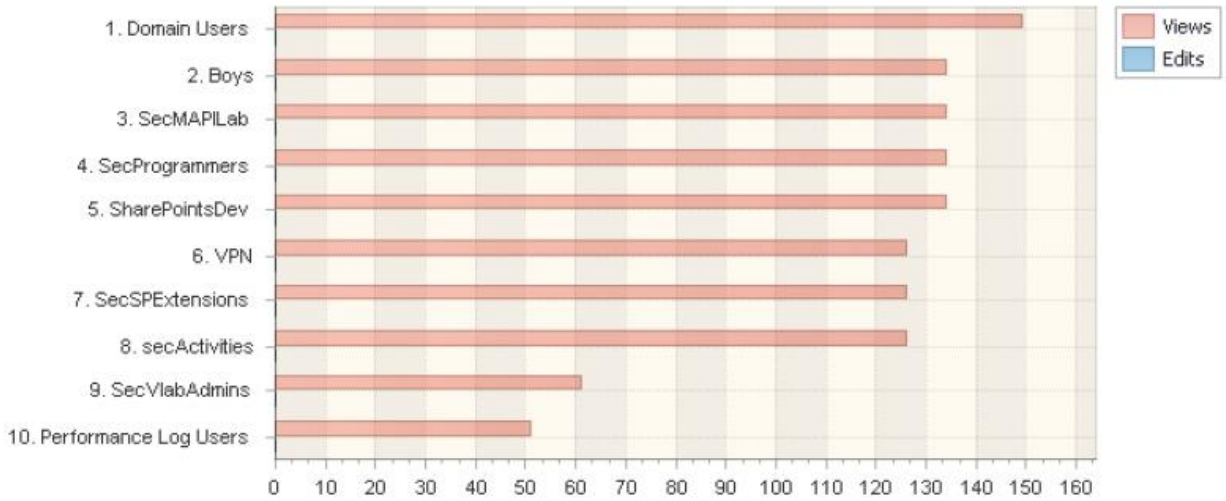
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Views, Edits, Created, Deleted, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

List items by Active Directory groups

This report displays list items' events grouped 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

This report allows you to evaluate how actively list items are used by visitors from various Active Directory groups.

Active Directory groups are managed by domain administrator; AD group permissions in SharePoint are managed by site collection administrators. A single account can be a member of several groups.

Columns

Group name, Views, Edits, Created, Deleted, Description.

Filters

General

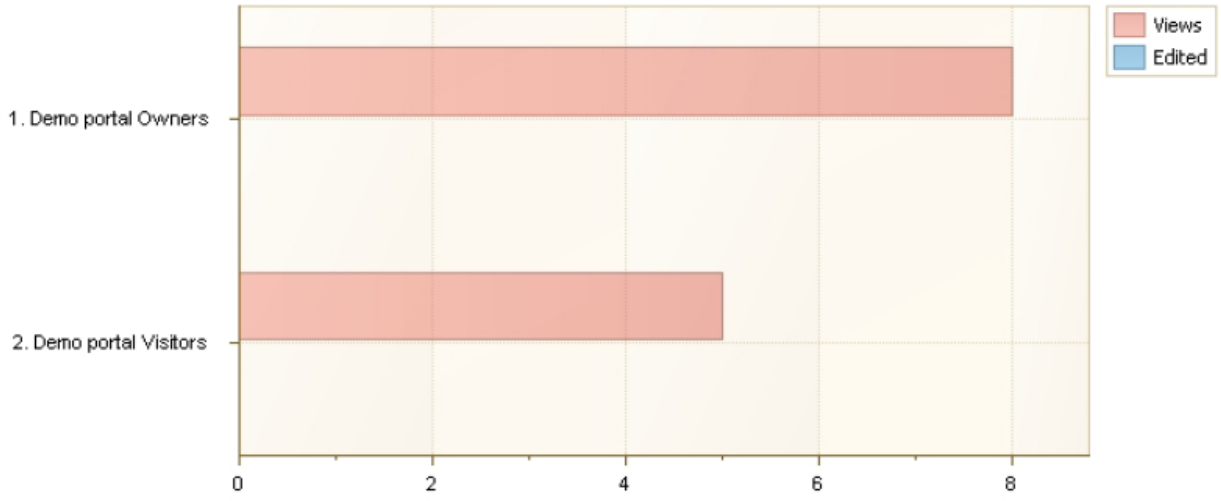
Report data source, Specify time period

Report fields

Group name, Views, Edits, Created, Deleted, Description.

List items by SharePoint groups

This report displays list items' events grouped 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

This report allows you to evaluate how actively list items are used by visitors from various SharePoint groups.

SharePoint groups, as well as group permissions are managed by site collection administrator. A single account can be a member of several groups.

Columns

Group name, Views, Edits, Created, Deleted, Description.

Filters

General

Report data source, Specify time period

Report fields

Group name, Views, Edits, Created, Deleted, Description.

Content Types

Note: This category of reports is only available for **site collection level** reports.

Site collection Content Types

Note: This report is only available for site collection scope.

The report shows list of content types that are used on the current site-collection.
It does not include the Lists content types.

Drag a column header here to group by that column

Name	Parent content type name	Group	Immediate children	Site	Is deleted
Administrative Task	Task	_Hidden	0	Home	No
Announcement	Item	List Content Types	0	Home	No
Audio	Rich Media Asset	Digital Asset Content Types	0	Home	No
Basic Page	Document	Document Content Types	1	Home	No
Category	Item	Community Content Types	0	Home	No
Circulation	Item	Group Work Content Types	0	Home	No
Comment	Item	List Content Types	0	Home	No
Common Indicator Columns	System	_Hidden	4	Home	No
Community Member	Site Membership	Community Content Types	0	Home	No
Contact	Item	List Content Types	0	Home	No
Design File	Document	_Hidden	0	Home	No
Discussion	Folder	Folder Content Types	0	Home	No
Display Template	Document	_Hidden	1	Home	No
Display Template Code	Display Template	_Hidden	0	Home	No
Document	Item	Document Content Types	20	Home	No

Examples

- What types of documents are included in the site collection?
- How many documents of a given type this 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

Report fields

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

Content Types by Document Libraries

Note: This report is only available for site collection scope.

The report shows document libraries and the associated content types.

Drag a column header here to group by that column

Document library ↑	Name	Parent content type name	Site	Is deleted
Attachments	Document	Document	kb002	No
Attachments	Folder	Folder	kb002	No
Attachments	Document	Document	HarePoint HelpDesk	No
Attachments	Folder	Folder	HarePoint HelpDesk	No
Documents	Document	Document	Home	No
Documents	Folder	Folder	Home	No
Documents	Document	Document	HelpDesk Users Site	No
Documents	Folder	Folder	HelpDesk Users Site	No
Documents	Document	Document	DiscussionBoard	No
Documents	Folder	Folder	DiscussionBoard	No
Documents	Document	Document	Corporate Site	No
Documents	Folder	Folder	Corporate Site	No
Form Templates	InfoPath Form Template	InfoPath Form Template	Home	No
Inbox	Document	Document	Home	No
Inbox	Folder	Folder	Home	No

Examples

- What types of documents are included into given document library?

Columns

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

Filter

Report fields

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

Content Types by Lists

Note: This report is only available for site collection scope.

The report shows SharePoint Lists and the associated content types.

Drag a column header here to group by that column

List	Name	Parent content type name	Site	Is deleted
Article Statistics	Item	Item	kb002	No
Article Statistics	Folder	Folder	kb002	No
Article Statistics	Item	Item	HarePoint HelpDesk	No
Article Statistics	Folder	Folder	HarePoint HelpDesk	No
Article Templates	Item	Item	kb002	No
Article Templates	Folder	Folder	kb002	No
Article Templates	Item	Item	HarePoint HelpDesk	No
Article Templates	Folder	Folder	HarePoint HelpDesk	No
Articles	Item	Item	kb002	No
Articles	Folder	Folder	kb002	No
Articles	Item	Item	HarePoint HelpDesk	No
Articles	Folder	Folder	HarePoint HelpDesk	No
Category	Item	Item	kb002	No
Category	Folder	Folder	kb002	No
Category	Item	Item	Home	No
Category	Folder	Folder	Home	No

Examples

- What types of documents are included into given list?

Columns

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

Filter

Report fields

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

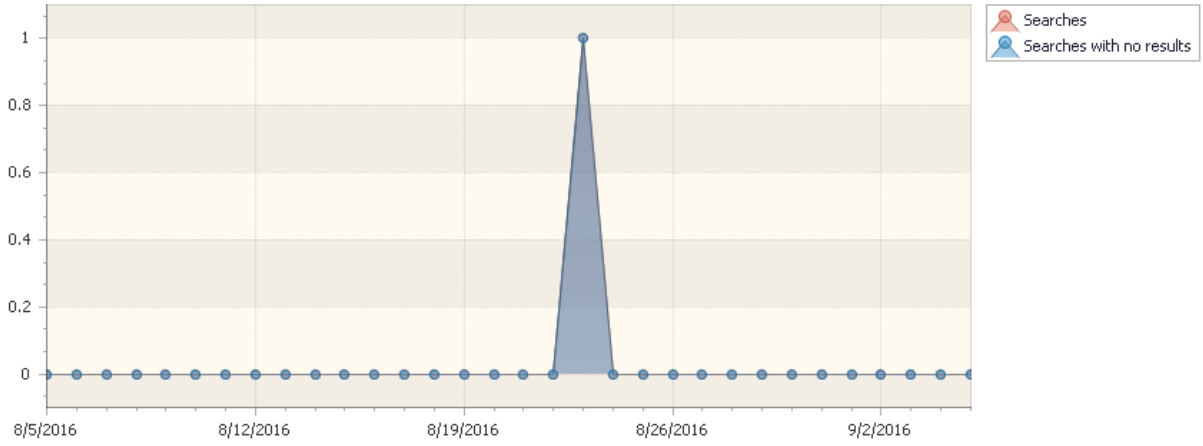
Search

Note: This category of reports is only available for **site collection level** reports.

Search overview

Note: This report is only available for site collection scope.

The report provides an overview of how Search has been used on this site collection.



Drag a column header here to group by that column

Date ↓	Searches	Searches with no results	Clicks on search results	Searches per users
9/5/2016	0	0	0	0.00
9/4/2016	0	0	0	0.00
9/3/2016	0	0	0	0.00
9/2/2016	0	0	0	0.00

Unsuccessful searches (the number of search queries with no results) is a very important parameter. If you see a large number of unsuccessful searches - that means visitors are not able to find what they expect on this site collection. You can drill down by clicking on the numbers in the report to find out exactly which queries have failed.
If you improve the content and layout of the pages, so that visitors can quickly see what they need on a page, then from this report you will see the number of searches had reduced.

Examples

- Are there search queries with no results?
- How actively do visitors use the search on a given site collection?

Columns

Date, Searches, Searches with no results, Clicks on search results, Searches per users.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

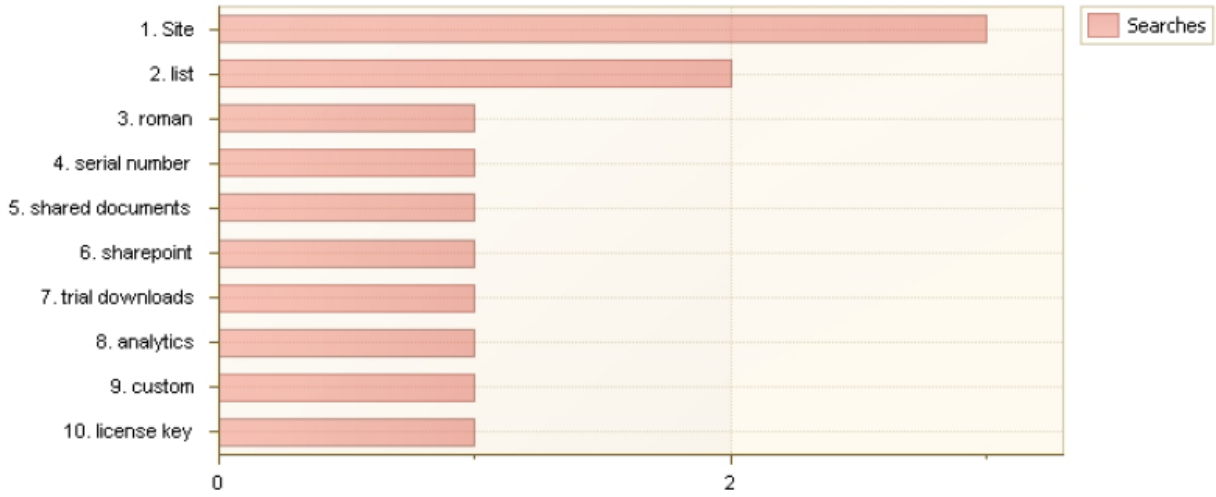
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

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

Search keywords

The report displays search keywords, sorted by their popularity.



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

In particular, using the filter you can display only keywords for unsuccessful searches (queries with no results). If such search keywords are popular, it indicates the site visitors are expecting to find that, but it is not on the site. This report can give directions on which content exactly needs to be improved on a site.

Examples

- Which search keywords are the most popular for this site collection?
- Which content exactly cannot be found on the sites?

Columns

Search keyword, Searches, Avg. number of found results.

Filters

General

Report data source, Specify time period

Report fields

Search keyword, Searches, Avg. number of found results.

Users searches

This report shows the history of search queries.

Drag a column header here to group by that column

Search time ↓	User name	Search expression	Search scope	Results found	Clicks on results	Avg rank of clicked url
8/23/2016 1:48:46 PM	Robert Smith	logo		0	0	0.00

Page 1 of 1 (1 items)

Examples

- What was a particular visitor searching for?
- Which visitors were searching for a certain search expression?

Columns

Search time, User name, Search expression, 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

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

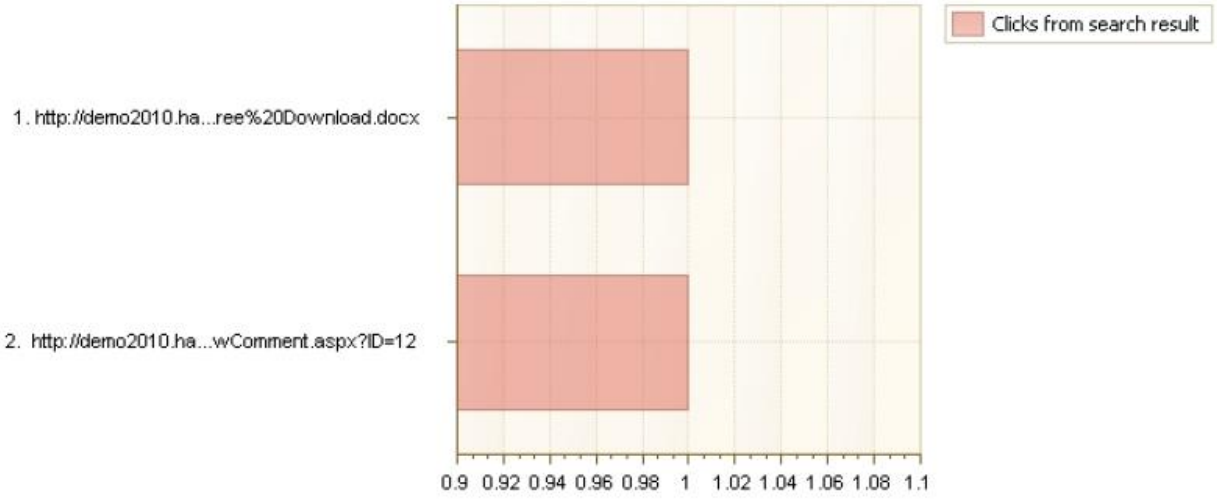
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Search expression, 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

This 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 results page.

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Resource location, 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.
Note: there is no link to this report in the left pane of HarePoint Analytics. You can only access this report by drilling-down from Search destinations report (by clicking on a certain destination page).

Columns

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

Filters

(not available for this report)

Workflows

Important note: This section of reports only displays activity of workflows that are built on **SharePoint 2010 Workflow Platform**!

Workflow association usage

This report shows a list of workflows that have been created or modified within a reporting date range.

Drag a column header here to group by that column

Name	Description	List	Site	Created	Modified	Task list
HarePoint HelpDesk v2 - Check SLA.v2.2		Requests	HelpDesk Test	10/17/2014 5:54:10 PM	10/29/2014 10:25:47 PM	Tasks
HarePoint HelpDesk v2 - Check SLA.v2.1		Requests	HelpDesk Test	10/17/2014 5:53:45 PM	10/17/2014 5:53:45 PM	Tasks
HarePoint HelpDesk v2 - Check SLA.v2.2		Requests	HarePoint HelpDesk	10/17/2014 5:03:04 PM	10/17/2014 5:03:04 PM	Tasks
HarePoint HelpDesk v2 - Check SLA.v2.1		Requests	HarePoint HelpDesk	10/17/2014 5:02:27 PM	10/17/2014 5:02:27 PM	Tasks
HarePoint HelpDesk v2 - Process Request Task.v2.1		Tasks	HarePoint HelpDesk	6/6/2014 2:20:14 PM	6/6/2014 2:20:14 PM	Tasks
HarePoint HelpDesk v2 - Evaluate SLA.v2.1		Requests	HarePoint HelpDesk	6/6/2014 2:20:05 PM	6/6/2014 2:20:05 PM	Tasks
HarePoint HelpDesk v2 - Escalation.v2.1		Requests	HarePoint HelpDesk	6/6/2014 2:09:56 PM	6/6/2014 2:09:56 PM	Tasks
HarePoint HelpDesk v2 - Check SLA.v2.1 (Previous Version:6/6/2014 5:09:47 PM)		Requests	HarePoint HelpDesk	6/6/2014 2:09:47 PM	10/17/2014 5:02:27 PM	Tasks
HarePoint Helpdesk v2 - Assigning Support Rep.v2.1	Autoassign Support Representative by Category	Requests	HarePoint HelpDesk	6/6/2014 2:09:37 PM	6/6/2014 2:09:37 PM	Tasks
HarePoint HelpDesk v2 - Process Request Task.v2.1		Tasks	HelpDesk	6/6/2014 12:20:48 PM	6/6/2014 12:20:48 PM	Unknown
HarePoint HelpDesk v2 - Evaluate SLA.v2.1		Requests	HelpDesk	6/6/2014 12:20:36 PM	6/6/2014 12:20:37 PM	Unknown
HarePoint HelpDesk v2 - Escalation.v2.1		Requests	HelpDesk	6/6/2014 12:11:07 PM	6/6/2014 12:11:07 PM	Unknown
HarePoint HelpDesk v2 - Check SLA.v2.1		Requests	HelpDesk	6/6/2014 12:10:59 PM	6/6/2014 12:10:59 PM	Unknown

Using this report, you can analyze how many workflows have been created or modified on this site or site collection. This indicates how actively the automation of business processes are used for the sites.

Examples

- How many workflows have been created in the last month?
- Which lists or document libraries use automation the most?
- How often is the certain workflow updated (i.e. improved or troubleshooted)?

Columns

Name, Association ID, Description, Author, Account name, Domain, SharePoint Department, Email, Active Directory Department, Company, City, Country, Active Directory Email, Active Directory Title, List, Site, Created, Modified, Task list.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Name, Association ID, Association Description, List, List Url, List ID, Task list, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Email

Workflow instances usage

This report shows the status of workflow instances running on a current site or site collection.

Drag a column header here to group by that column

Name	List	Site	Created ↓	Modified	List Item	Status	Internal state
HarePoint HelpDesk v2 - Check SLA.v2.2	Requests	HelpDesk Test	8/10/2016 1:11:55 PM	8/10/2016 10:00:30 PM	List of ...not found	Custom status	
HarePoint HelpDesk v2 - Check SLA.v2.2	Requests	HelpDesk Test	4/14/2016 12:14:22 AM	4/14/2016 12:14:23 AM	Checking	Custom status	Completed
HarePoint HelpDesk v2 - Process Request Task.v2.1	Tasks	HelpDesk Test	4/14/2016 12:13:22 AM	4/14/2016 12:13:50 AM	first task	In Progress	Running
HarePoint Helpdesk v2 - Assigning Support Rep.v2.1	Requests	HelpDesk Test	4/14/2016 12:13:07 AM	4/14/2016 6:15:28 AM	Checking	Completed	Completed
HarePoint HelpDesk v2 - Check SLA.v2.2	Requests	HelpDesk Test	4/14/2016 12:12:35 AM	4/14/2016 12:14:21 AM	Checking	Custom status	Completed
HarePoint HelpDesk v2 - Check SLA.v2.2	Requests	HelpDesk Test	8/28/2015 12:06:22 AM	8/28/2015 12:07:02 AM	Licenses...V servers	Custom status	

Page 1 of 1 (6 items)

Using this report, you can discover problematic workflows that have failed, stuck or have been canceled.

Examples

- How many workflows have been in In Progress status for too long?
- Which list or document library has the most of problematic workflows?

Columns

Name, Workflow ID, Workflow Template ID, Author, Account name, Domain, SharePoint Department, Email, Active Directory Department, Company, City, Country, Active Directory Email, Active Directory Title, List, Site, Created, Modified, Task list, List item, Status, Internal State.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Name, Workflow ID, Status, Internal State, List, List Url, List ID, Task list, Task List Url, Task List ID, List Item Url, List Item Unique ID, Domain, City, Country, Active Directory Email, Active Directory Title, Email

Workflow instances duration

This report displays the execution time of each workflow instance that was running on this site or site collection.

Drag a column header here to group by that column

Name	Start time	End time	Duration	Average duration	Status	Internal state
Convert and resize images <Cfg.077065f4_54da_469f_b315_343942d50b2a.12.5120.>	9/6/2016 3:59:50 PM	9/6/2016 4:00:41 PM	00:00:51	00:00:51	Canceled	
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.4608.>	9/6/2016 3:14:27 PM	9/6/2016 3:15:07 PM	00:00:40	00:00:40	Completed	Completed
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.4096.>	9/6/2016 2:15:39 PM	9/6/2016 2:16:05 PM	00:00:26	00:04:54	Completed	Completed
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.4096.>	9/6/2016 2:05:50 PM	9/6/2016 2:15:13 PM	00:09:23	00:04:54	Canceled	
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.3584.>	9/6/2016 1:53:34 PM	9/6/2016 1:54:04 PM	00:00:30	00:00:35	Completed	Completed
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.3584.>	9/6/2016 1:46:43 PM	9/6/2016 1:47:23 PM	00:00:40	00:00:35	Completed	Completed
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.2048.>	9/6/2016 1:43:08 PM	9/6/2016 1:43:18 PM	00:00:10	00:00:10	Error Occurred	
Convert and resize images (Previous Version:9/6/...fg.077065f4_54da_469f_b315_343942d50b2a.12.1536.>	9/6/2016 1:36:38 PM	9/6/2016 1:37:20 PM	00:00:42	00:00:42	Completed	Completed
			Avg.: 00:01:40	Avg.: 00:01:40		

Using this report, you can review workflow instances execution times and their statuses to identify workflows running for too long and/or failing. This information is very helpful in troubleshooting workflows.

Examples

- Are there previous instances of a workflow that are still running?
- For which workflows the newer instances are running for too long or failing while previous instances used to run quickly and complete successfully?

Columns

Name, Workflow ID, Author, Account name, Domain, SharePoint Department, Email, Active Directory Department, Company, City, Country, Active Directory Email, Active Directory Title, Start time, End time, Duration, Average duration, Status, Internal State.

Filters

General

Report data source, SSpecify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Name, Workflow ID, Status, Internal State, Duration, Domain, Company, City, Country, Active

Directory Email, Active Directory Title, Email, List, List Url, List ID, List Item, List Item Url, List Item Unique ID.

Workflow instances by status

This report displays information about workflow instances grouped by their statuses.

Drag a column header here to group by that column

Status	Count ↓
Completed	5
Canceled	2
Error Occurred	1

Page 1 of 1 (3 items)

This report gives an overview of how workflow instances are running. You can easily find out if you have too many failing or canceled workflows.
By clicking on a number in Count column, you can get more details on workflow instances with corresponding status, as it will drill-down to Workflow Instances Usage report.

Examples

- How many workflow instances have failed or have been canceled on this site or site collection?
- What is the percentage of failed workflow instances?

Columns

Status, Count.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Name, Status, List, List Url, List ID, Task list, Task List Url, Task List ID, List Item Url, List Item Unique ID, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Email.

Workflow by site

Note: this report is only available at **site collection level**.

This report displays a summary information about workflows for each site of the current site collection.

Drag a column header here to group by that column

Web	Failed on Start	In Progress	Error Occurred	Completed
DE subsite	0	0	1	5

Page 1 of 1 (1 items)

With this report, you can quickly overview how workflows are running on each site in this site collection.
By clicking on numbers in columns, you can get more details on workflow instances with corresponding status, as it will drill-down to Workflow Instances Usage report.

Examples

- Which site in this site collection has the biggest number of failed workflows?
- How many workflows have been successfully completed on each site in this site collection?

Columns

Web, Starting, Failed on Start, In Progress, Error Occurred, Canceled, Completed, Failed on Start (retrying), Error Occurred (retrying), ViewQueryOverflow, Max, Approved, Rejected, Custom status.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

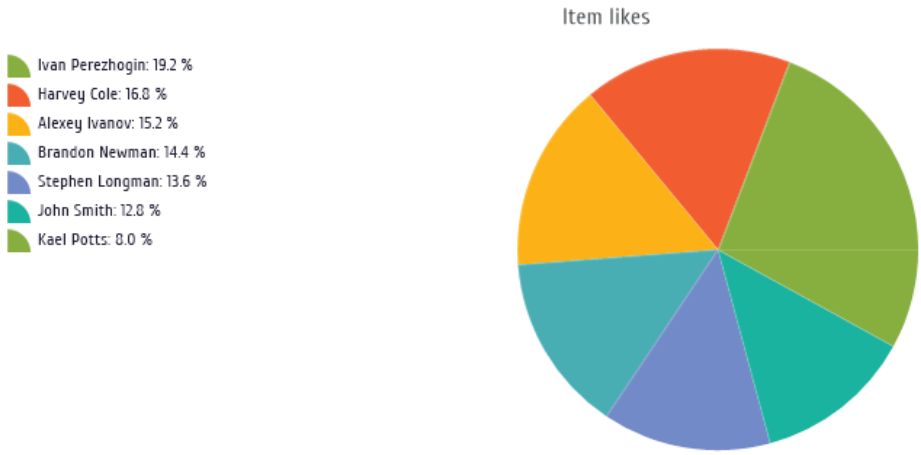
Name, Internal State, List, List Url, List ID, Task list, Task List Url, Task List ID, List Item Url, List Item Unique ID, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Email.

Social

Note: By default, HarePoint Analytics does not collect data on users' social activity. If you are not seeing data in this section, consult your SharePoint administrator.

Users' social activity

This report shows a social activity of SharePoint users (likes, rates, follows, replies, posts, comments, joins, etc) within a reporting date range.



Drag a column header here to group by that column

User name	Item likes ↓	Item rates	Document likes	Document rates
Ivan Perezhogin	24	1	4	0
Harvey Cole	21	1	2	0
Alexey Ivanov	19	2	3	0

Using this report, you can analyze how actively SharePoint portal visitors are using the social features available since SharePoint 2013.

Examples

- How many times users liked list items or documents?
- How actively users participated in discussions?
- How often certain user joined or left community sites?

Columns

User name, Item likes, Item rates, Document likes, Document rates, Document follows, Discussions, Replies, Posts, Comments, Joins, Leaves, Account name, Domain, SharePoint Department, Email, Title, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

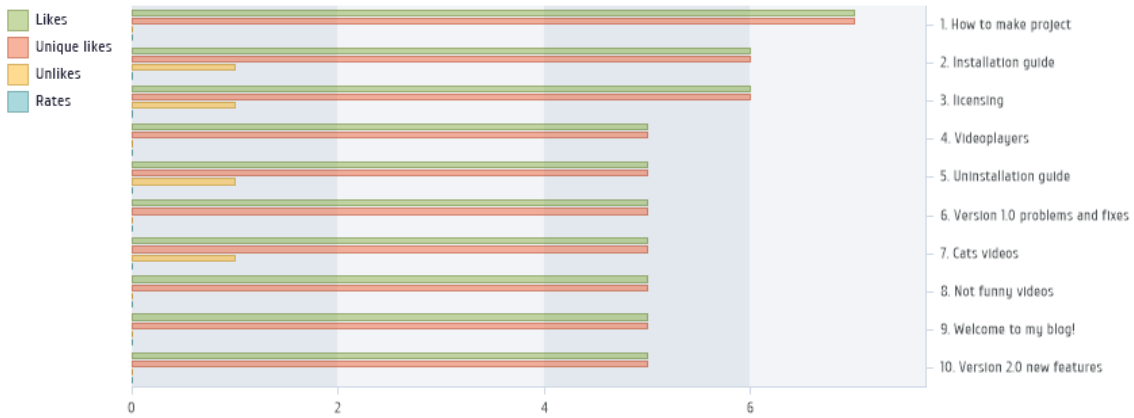
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Item likes, Item rates, Document likes, Document rates, Document follows, Discussions, Replies, Posts, Comments, Joins, Leaves, Domain, Email, Title

List items popularity by rating

This report shows the most popular list items by rating (likes, unlikes, rates) within a reporting date range.



Drag a column header here to group by that column

List item	List	Author	Likes ↓	Unlikes
How to make project	Posts	Stephen Longman	7	0
licensing	Posts	Stephen Longman	6	1
Installation guide	Posts	Ivan Perezhogin	6	1
Version 2.0 new features	Posts	Ivan Perezhogin	5	0
Welcome to my blog!	Posts	Ivan Perezhogin	5	0

Using this report, you can analyze which list items are the most popular in terms of users' rating activity (have been rated/liked the most).

Examples

- How many times specific list item was rated?
- Which list items were liked the most?
- Items from which list have the most social reaction from users?

Columns

List item, List, Folder, Author, Likes, Unlikes, Unique likes, Total likes, Rates, Total rates, Total rating, Web-site url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

List item, List, Folder, List url, Author, Likes, Unlikes, Unique likes, Total likes, Rates, Total rates, Total rating, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

List items social usage

This report shows how list items have been rated/liked within a reporting date range.

Drag a column header here to group by that column

List item	Event	List	Time	User name
Welcome to my blog!	Like	Posts	2/28/2018 5:32:33 PM	Stephen Longman
Not funny videos	Like	Posts	2/28/2018 5:32:23 PM	Stephen Longman
Welcome to my blog!	Like	Posts	2/28/2018 5:32:16 PM	Stephen Longman
Version 2.0 new features	Like	Posts	2/28/2018 5:32:09 PM	Stephen Longman
{EmptyName}	Like	Discussions List	2/28/2018 5:31:59 PM	Stephen Longman
{EmptyName}	Like	Discussions List	2/28/2018 5:31:53 PM	Stephen Longman
Sql server permissions	Like	Posts	2/28/2018 5:31:00 PM	Stephen Longman

Using this report, you can find out when a specific social event (like, unlike, rate, comment) took place for the list items.

Examples

- When the specific list item was liked?
- Who rated the given list item and when?

Columns

List item, Event, Stars, List, Folder, Time, User name, Web-site url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

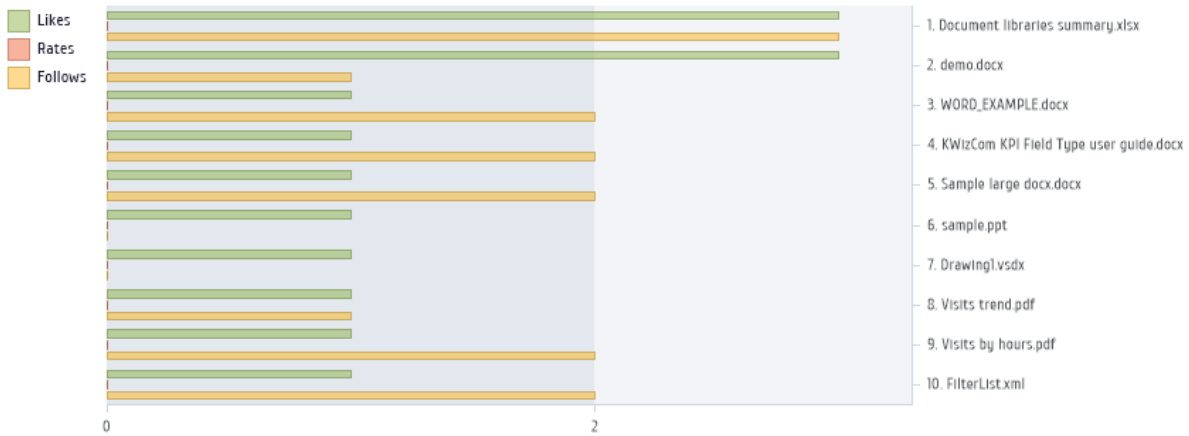
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

List item, List item url, Event, Stars, List, List url, Folder path, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

Document social popularity

This report shows the most popular documents by rating (likes, unlikes, reates) within a reporting date range.



Drag a column header here to group by that column

Document	Author	Likes ↓
demo.docx	Ivan Perezhogin	3
Document libraries summary.xlsx	System Account	3
sample.xls	Ivan Perezhogin	1
SharePoint_List_Aggregator_Admin_Guide.docx	Ivan Perezhogin	1
tests-example.xls	Ivan Perezhogin	1
Sample-doc-file-5000kb.doc	Ivan Perezhogin	1

Using this report, you can analyze which documents are the most popular in terms of users' rating activity (have been rated/liked the most).

Examples

- How many times specific document was rated?
- Which documents were liked?
- Documents from which library have the most social reaction from users?

Columns

Document, Document location, Author, Likes, Unique likes, Total likes, Unlikes, Rates, Unique rates, Total rates, Rating, Follows, Unique follows, Total follows, Unfollows, Size Kb, Web-site

url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document, Document url, Document library, Author, Likes, Unlikes, Unique likes, Total likes, Rates, Rating, Unique rates, Total rates, Follows, Unique follows, Unfollows, Total follows, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

Document social usage

This report shows how documents have been rated/liked within a reporting date range.

Drag a column header here to group by that column

Document	Event	Document location	Time	User name
Document.docx	Unlike	testRating	2/28/2018 5:30:45 PM	Stephen Longman
Sample large docx.docx	Follow	Documents	2/28/2018 5:30:16 PM	Stephen Longman
Document libraries summary.xlsx	Follow	Documents	2/28/2018 5:30:10 PM	Stephen Longman
Sample large docx.docx	Unlike	Documents	2/28/2018 5:30:05 PM	Stephen Longman
Document libraries summary.xlsx	Like	Documents	2/28/2018 5:30:00 PM	Stephen Longman
tests-example.xls	Like	Documents	2/28/2018 5:26:31 PM	Kael Potts
KWizCom KPI Field Type user guide.docx	Follow	Documents	2/28/2018 5:26:27 PM	Kael Potts
KWizCom KPI Field Type user guide.docx	Like	Documents	2/28/2018 5:26:24 PM	Kael Potts
demo.docx	Like	Documents	2/28/2018 5:26:22 PM	Kael Potts
Document libraries summary.xlsx	Follow	Documents	2/28/2018 5:26:21 PM	Kael Potts
Visits trend.pdf	Like	Documents	2/28/2018 5:22:36 PM	John Smith

Using this report, you can find out when a specific social event (like, unlike, rate, comment) took place for the documents.

Examples

- When the specific document was liked?
- Who rated the given document and when?

Columns

Document, Event, Stars, Document location, Time, User name, Web-site url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

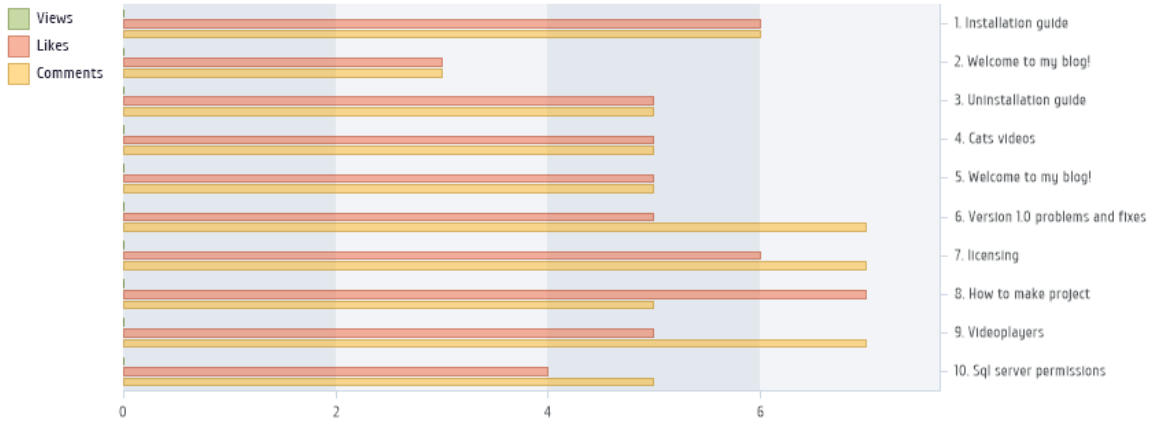
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Event, Stars, Document, Document url, Document type, Document location, Author name, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

Blog posts popularity

This report shows the most popular blog posts by rating (likes, unlikes, reates) within a reporting date range.



Drag a column header here to group by that column

Blog post	Author	Views ↓
Version 2.0 new features	Ivan Perezhogin	0
Welcome to my blog!	Ivan Perezhogin	0
Not funny videos	John Smith	0
Sql server permissions	John Smith	0
Videoplayers	Stephen Longman	0
How to make project	Stephen Longman	0

Using this report, you can analyze which blog posts are the most popular in terms of users' rating activity (have been rated/liked the most).

Examples

- How many times specific blog post was rated?
- Which blog posts were unliked?

Columns

Blog post, Author, Views, Updates, Likes, Unique likes, Total likes, Unlikes, Rates, Rating, Unique rates, Total rates, Total rating, Comments, Total comments, Web-site url, Web-site title, Created

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Blog post, Blog post url, Views, Updates, Likes, Unlikes, Unique likes, Total likes, Rates, Unique rates, Rating, Total rates, Total rating, Comments, Total comments, Author, Web-site url, Web-site title, Created

Blog posts usage

This report shows how blog posts have been rated/liked within a reporting date range.

Drag a column header here to group by that column

Time	Blog post	Event	User name
2/28/2018 5:32:33 PM	Welcome to my blog!	Like	Stephen Longman
2/28/2018 5:32:33 PM	Welcome to my blog!	Comment	Stephen Longman
2/28/2018 5:32:26 PM	Not funny videos	Comment	Stephen Longman
2/28/2018 5:32:23 PM	Not funny videos	Like	Stephen Longman
2/28/2018 5:32:16 PM	Welcome to my blog!	Like	Stephen Longman
2/28/2018 5:32:15 PM	Welcome to my blog!	Comment	Stephen Longman
2/28/2018 5:32:09 PM	Version 2.0 new features	Like	Stephen Longman
2/28/2018 5:32:09 PM	Version 2.0 new features	Comment	Stephen Longman

Using this report, you can find out when a specific social event (like, unlike, rate, comment) took place for the blog posts.

Examples

- When the specific blog post was liked?
- Who rated the given blog post and when?

Columns

Time, Blog post, Event, User name, Web-site url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

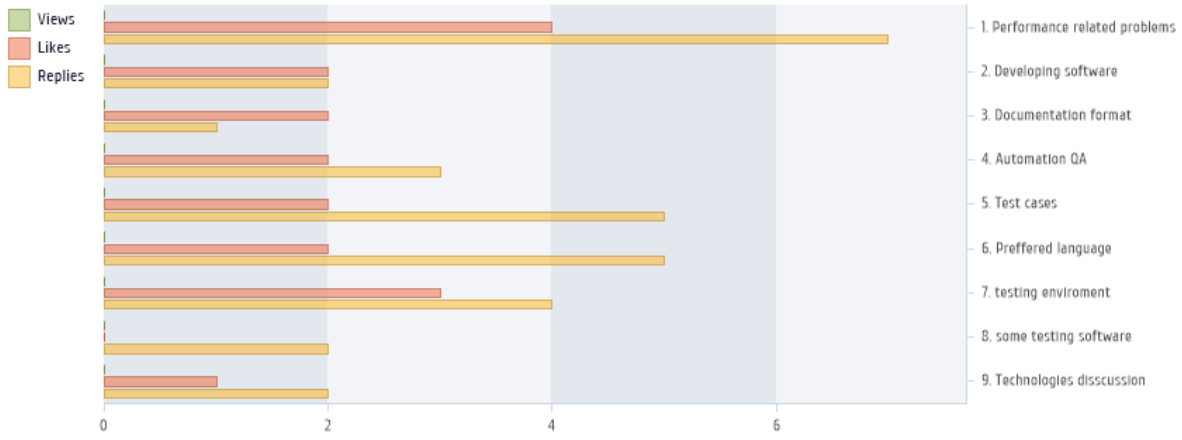
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Blog post, Blog post url, Event, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

Discussions popularity

This report shows the most popular discussions by rating (likes, unlikes, reates) within a reporting date range.



Drag a column header here to group by that column

Discussion	List	Author
Technologies disscussion	Discussions List	Ivan Perezhogin
some testing software	Discussions List	Alexey Ivanov
testing enviroment	Discussions List	Harvey Cole
Preffered language	Discussions List	Stephen Longman
Test cases	Discussions List	Ivan Perezhogin

Using this report, you can analyze which discussions are the most popular in terms of users' rating activity (have been rated/liked the most).

Examples

- How many times specific discussion was rated?
- Which discussions have replies?

Columns

Discussion, List, Folder, Author, Views, Updates, Likes, Unlikes, Rates, Replies, Web-site url, Web-site title, Created

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Discussion, Views, Updates, Likes, Unlikes, Rates, List, Folder, List url, Author, Web-site url, Web-site title, Created

Discussions usage

This report shows how discussions have been rated/liked within a reporting date range.

Drag a column header here to group by that column

Time	Discussion	Event	List	User name
2/28/2018 5:31:48 PM	Performance related problems	Reply	Discussions List	Stephen Longmar
2/28/2018 5:25:06 PM	Performance related problems	Like	Discussions List	John Smith
2/28/2018 5:25:01 PM	Performance related problems	Reply	Discussions List	John Smith
2/28/2018 5:16:45 PM	Test cases	Reply	Discussions List	Harvey Cole
2/28/2018 5:15:13 PM	Performance related problems	Like	Discussions List	Harvey Cole
2/28/2018 5:15:03 PM	Technologies disscussion	Reply	Discussions List	Harvey Cole
2/28/2018 3:42:52 PM	some testing software	Reply	Discussions List	Brandon Newman
2/28/2018 3:42:34 PM	testing enviroment	Reply	Discussions List	Brandon Newman
2/28/2018 3:33:58 PM	testing enviroment	Reply	Discussions List	Alexey Ivanov

Using this report, you can find out when a specific social event (like, unlike, rate, comment) took place for the discussions.

Examples

- When the specific discussion was liked?
- Who rated the given discussion and when?

Columns

Time, Discussion, Event, List, Folder, User name, Web-site url, Web-site title, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

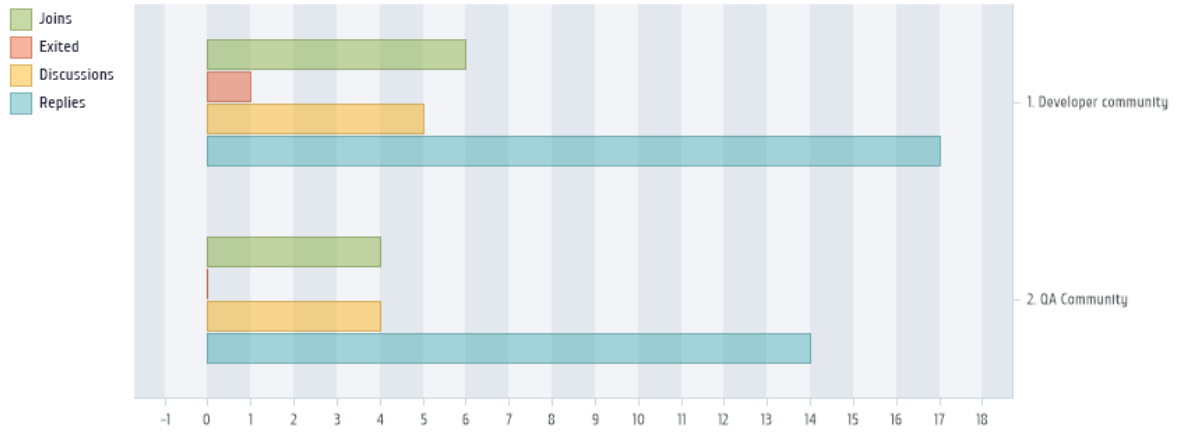
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Discussion, Discussion url, Event, List, List url, Folder path, Web-site url, Web-site title, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title

Community site summary

This report shows the summary information on user activity for the community sites, within a reporting date range.



Drag a column header here to group by that column

Site	Joins ↓	Total members	Exited
Developer community	6	5	1
QA Community	4	4	0

Using this report, you can get the summary on users' joins, exits, discussions, replies, etc on the community sites.

Examples

- How many members does the community sites have?
- How many joins and exits a specific community site had within last month?
- Which community site has the largest number of new members (joins) for the last week?

Columns

Site, Web-site url, Joins, Total members, Exited, Discussions, Total discussions, Replies, Total replies

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site, Web-site url, Joins, Total members, Exited, Discussions, Total discussions, Replies, Total replies

Farm reports

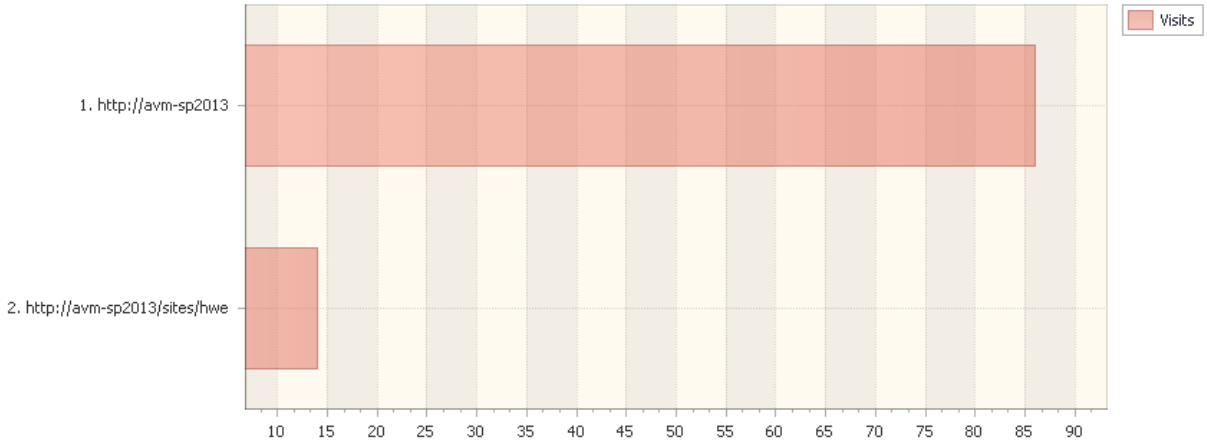
This chapter describes the reports available in HarePoint Analytics for **farm** scope.
Farm reports are available in Central Administration. For detailed instructions on how to access them, refer to Accessing farm reports paragraph.
By default, only SharePoint farm administrators have access to farm reports, but if necessary, the access permissions can be granted to other users as well. For further information, consult your SharePoint administrator.

Please refer to Getting started chapter for important information.
In particular, if you are not sure which report to choose, refer to Selecting a report paragraph.

Visits & Visitors

Site collection summary

This report provides the number of visitors, users, pageviews as well as the average values: pageviews per visit and length of visit - for each site collection on a farm.



Drag a column header here to group by that column

Site collection url	Visits ↓	Users	Pageviews	Pages per visit	Avg. length of visit
http://avm-sp2013	86	4	665	7.73	00:12:51
http://avm-sp2013/sites/hwe	14	3	365	26.07	00:16:20
	Total: 100	**Total: 7**	**Total: 1030**		

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 1.00 and the length of visit is less than 10 seconds – the sites in this site collection likely 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 site collections in a farm are visited more actively?
- Are there any site collections in this farm that are almost never visited, "neglected"?

Columns

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

Filters

General

Report data source, Specify time period

Report fields

Site collection URL, Web application

Users summary

This report shows the summary information for all users who have at least once accessed site collections where HarePoint Analytics is activated.

Drag a column header here to group by that column

Login	User Name	E-mail	Added	Last visit time ↓
i:0#.w|avm-sp2013\administrator	AVM-SP2013\administrator		9/5/2016 7:01:43 PM	9/9/2016 3:57:05 PM
i:0#.w|avm-sp2013\roman	AVM-SP2013\roman		9/5/2016 7:01:43 PM	9/9/2016 1:42:24 PM
i:0#.w|avm-sp2013\mandrews	Mark Andrews		6/26/2014 12:47:09 AM	8/23/2016 3:38:30 PM

Page 1 of 1 (3 items)

Note: this report does not list all users from your organization! It will list only those who have at least once accessed site collections where HarePoint Analytics is activated.
This report will also include the users who are no longer with the company, because their activity on the sites is still stored in HarePoint Analytics database, and can be displayed in certain reports.

Examples

- When did a certain user visit sites on this farm last time?
- Which users visited sites on this farm within last three months?

Columns

Login, User name, E-Mail, Added, Last visit time

Filters

General

Report data source, Specify time period

Report fields

Login, User name, E-Mail, Web application

User Profile fullness

Note: this report is not available on SharePoint 2013 Foundation.
This report shows an overview of how fully are the User Profile properties are filled.

Drag a column header here to group by that column

Login ↑	Id	Account name	First name	Last name	Work phone	Work email
c:0(.s|true	-	-	-	-	-	-
i:0#.w|labsp13\administrator	+	+	-	-	-	-
i:0#.w|labsp13\alariviere	+	+	-	-	-	-
i:0#.w|labsp13\rhenderson	-	-	-	-	-	-
LABSP13\Administrator	+	+	-	-	-	-
SHAREPOINT\system	-	-	-	-	-	-

Using this report, you can easily analyze which properties in SharePoint User Profile are not filled.
If you have Active Directory and SharePoint User Profile synchronized, you can also analyze the status of corresponding Active Directory properties.

Example

- Which users don't have e-mail addresses specified in their profiles?

Columns

Login, UserProfile_GUID, AccountName, FirstName, LastName, WorkPhone, WorkEmail, Department, PictureURL

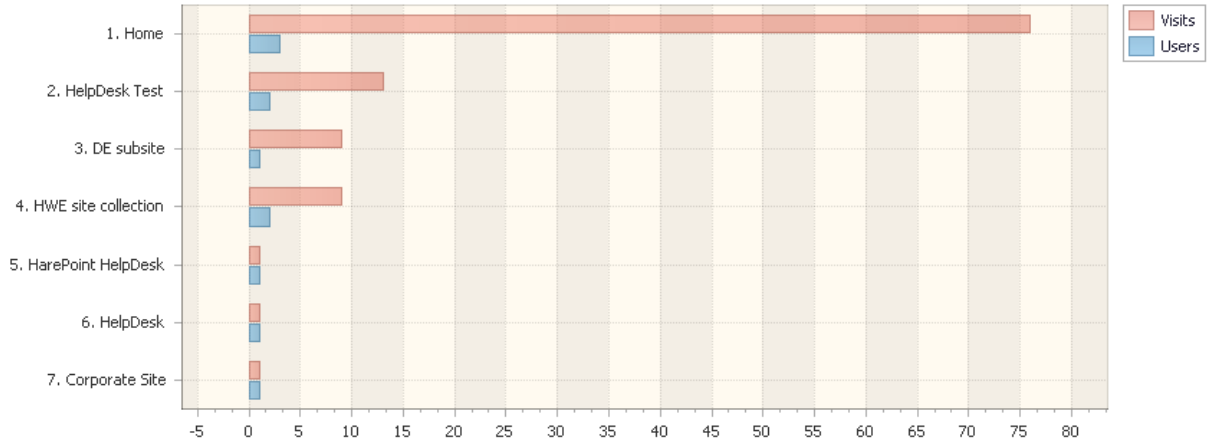
Filters

Report fields

Login, Selected fields are empty, User profile fields

Sites summary

The **Site summary** report provides the number of visitors, users, pageviews as well as the average values: pageviews per visit and length of visit - for each site on the entire farm.



Drag a column header here to group by that column

Site	Site url	Visits ↓	Users	Pageviews	Pages per visit	Avg. length of visit
Home	http://avm-sp2013/	76	3	526	6.92	00:13:50
HelpDesk Test	http://avm-sp2013/HelpDesk	13	2	129	9.92	00:04:06
HWE site collection	http://avm-sp2013/sites/hwe	9	2	54	6.00	00:07:52
DE subsite	http://avm-sp2013/sites/hwe/german	9	1	311	34.56	00:17:32
Corporate Site	http://avm-sp2013/cs	1	1	1	1.00	00:00:00
HelpDesk	http://avm-sp2013/hhd3	1	1	8	8.00	00:00:18

The report allows you to draw conclusions on the overall activity of users, detect sites that are 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 1.00 and the length of visit is less than 10 seconds – this site likely mismatches 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 on this farm are visited more actively?
- Are there any sites on this farm that are almost never visited, "neglected"?
- How active is a certain part of the audience (for example, employees of a certain department)?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site, Site url, Visits, Users, Pageviews, Visit length (seconds), Web application

Web-sites without visits

The **Web-sites without visits** report shows a list of sites that both haven't been viewed since certain date, and haven't been viewed at all.

Drag a column header here to group by that column

Web-site title	Description	Date of last visit
DiscussionBoard	by Andrey K	
HelpDesk		
hhd1		
HelpDesk Users Site		
Central Administration		
kb002		
kb01		
kb003		
kb7		

Examples

- Which sites on this farm haven't been viewed in last three months?
- Which sites on this farm haven't been viewed at all?

Columns

Web-site title, Description, Date of last visit

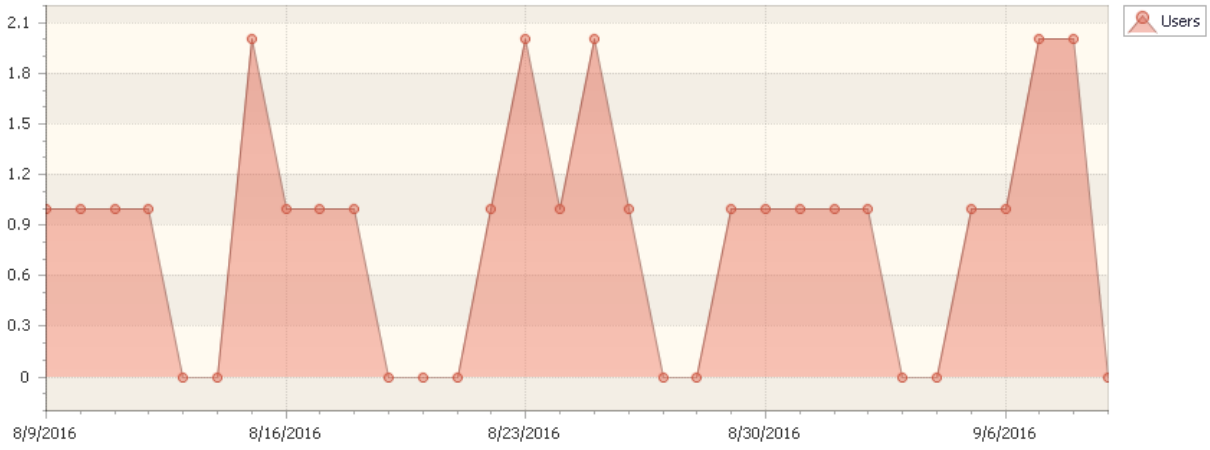
Filters

Report fields

Web-site title, Description, Not viewed since, Web application

Visitor trends summary

This report shows summary information on how many users have visited all the sites (monitored by HarePoint Analytics) on this farm, and how many visits have been there accordingly.



Drag a column header here to group by that column

Date	Users	Pageviews
9/9/2016	0	0
9/8/2016	2	137
9/7/2016	2	103
9/6/2016	1	135
9/5/2016	1	79
9/4/2016	0	0

Data are also visualized in a chart. With this report you can easily and simply figure out on which days there have been the highest and lowest activity on the site, identify the days when the number of visitors increased or decreased dramatically.

Examples

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

Columns

Date, Users, Pageviews

Filters

General

Report data source, Specify time period

Report fields

Users, Pageviews, Web application

Web-sites with anonymous access

This report shows a list of all sites on this farm that have anonymous access enabled.

Drag a column header here to group by that column

Web-site title	Description	Permission mask
	No data to display	

With this report, you can easily identify sites that can be accessed anonymously.

Columns

Web-site title, Description, Permission mask

Filters

Report fields

Web-site title, Description, Permission mask, Web application

Web-sites details

This report shows the summary information for all sites on this farm.

Drag a column header here to group by that column

Web-site title	Created	Last modified	Size, Mb	Owners	Site-collection
Central Administration					http://avm-sp2013:23954
Corporate Site	8/3/2015 6:49:59 PM	7/13/2016 10:01:48 PM	0.28	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
DE subsite	8/18/2016 2:35:16 PM	9/8/2016 10:24:09 AM	1.61	AVM-SP2013\administrator; AVM-SP2013\roman	http://avm-sp2013/sites/hwe
DiscussionBoard	1/9/2015 4:42:54 PM	7/13/2016 10:02:37 PM	0.41	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
HarePoint HelpDesk	6/6/2014 2:07:56 PM	7/13/2016 10:02:49 PM	1.50	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
HelpDesk	6/6/2014 12:09:25 PM	7/13/2016 10:02:34 PM	1.25	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
HelpDesk					http://avm-sp2013
HelpDesk Test	10/31/2013 5:53:28 PM	9/9/2016 1:57:32 PM	1.72	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
HelpDesk Users Site	5/21/2014 7:29:25 PM	7/13/2016 10:02:35 PM	0.27	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
hhd1	6/5/2014 9:26:50 AM	7/13/2016 10:02:20 PM	1.31	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
Home	9/13/2013 3:17:50 PM	8/23/2016 11:48:47 AM	22.21	AVM-SP2013\test1; AVM-SP2013\test2; AVM-SP2013\test3; Robert Smith	http://avm-sp2013
HWE site collection	8/18/2016 1:53:56 PM	9/8/2016 12:08:20 PM	6.01	AVM-SP2013\administrator; AVM-SP2013\roman	http://avm-sp2013/sites/hwe

With this report you can find out when a site was created, last modified, how many disk space it consumes, who are site owners and many more.
Using the filter, you can limit report to a specific web application or a site collection.

Examples

- When was a specific site created?
- Who are the site owners on sites from a specific site collection?
- On which sites the specific user is an owner?

Columns

Web-site title, Created, Last modified, Size Mb, Owners, Site Collection

Filters

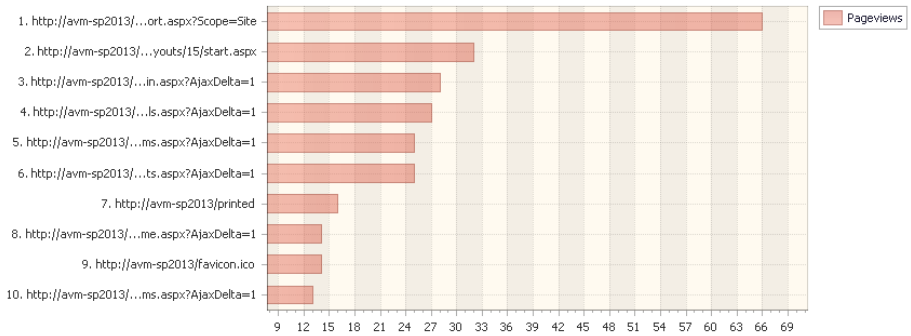
Report fields

Web-site title, Size Mb, Owners, Site collection, Web application

Content & Traffic

Content popularity

This report displays the most popular content and links on the entire farm.



Drag a column header here to group by that column

Page	Web	Pageviews ↓	Unique pageviews	Avg. time on page	Exit rate
http://avm-sp2013/_layouts/15/MAP.../Statistics/Report.aspx?Scope=Site	http://avm-sp2013/	66	9	00:00:21	4.55 %
http://avm-sp2013/sites/hwe/german/_layouts/15/start.aspx	http://avm-sp2013/sites/hwe/german	32	3	00:00:00	0.00 %
http://avm-sp2013/sites/hwe/germa...uts/15/RecycleBin.aspx?AjaxDelta=1	http://avm-sp2013/sites/hwe/german	28	6	00:00:20	3.57 %
http://avm-sp2013/sites/hwe/germa.../Forms/Thumbnails.aspx?AjaxDelta=1	http://avm-sp2013/sites/hwe/german	27	5	00:00:34	7.41 %
http://avm-sp2013/sites/hwe/germa...youts/15/viewlsts.aspx?AjaxDelta=1	http://avm-sp2013/sites/hwe/german	25	9	00:00:45	8.00 %
http://avm-sp2013/sites/hwe/germa...es/Forms/AllItems.aspx?AjaxDelta=1	http://avm-sp2013/sites/hwe/german	25	4	00:00:26	4.00 %

With the information in this report, you can assess the effectiveness of the page content. Key indicators allowing you to do this – *exit rate* and *average time on a page*. If any page has the exit rate significantly higher than the average value for a site or site collection, and the average time on a page is much shorter, then the content of this page needs to be revised – the visitors are not interested in viewing this site anymore after looking at that page.

Examples

- What pages are the most popular?
- Which site collections have the most popular content?

Important note: This report is technically designed to show statistics for the most popular **pages and links**. Despite some of the links may be links to documents, use the corresponding reports from **Documents** category of farm reports for comprehensive analysis of document usage and document popularity.

Columns

Page, Web, Pageviews, Unique pageviews, Avg. time on page, Exit rate, Page title.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Page, Web, Pageviews, Unique pageviews, Avg. time on page (seconds), Exit rate, Page title, Web application

Events

This report provides a list of all custom events tracked by a special JavaScript for HarePoint Analytics for the entire farm.

A special JavaScript can be setup by SharePoint administrator to track custom events on a page. It is possible to transfer the event description and numeric parameter – these are completely customizable.

Adding and configuring JavaScript is described in **HarePoint Analytics Administrator Guide**.

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

With this report, you can monitor visitor activity on certain areas on the page such as custom menus, custom web parts, HTML5 player, or button/link clicks.

By clicking on an event type, you will drill-down to Events Popularity farm report that will show all events for this event type, and many times each event has occurred.

Examples

- Do visitors use the new drop down menu at the top of the page?
- How often did visitors click on certain links or buttons on pages?

- For how long was a video file played in HTML5 player on a page?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

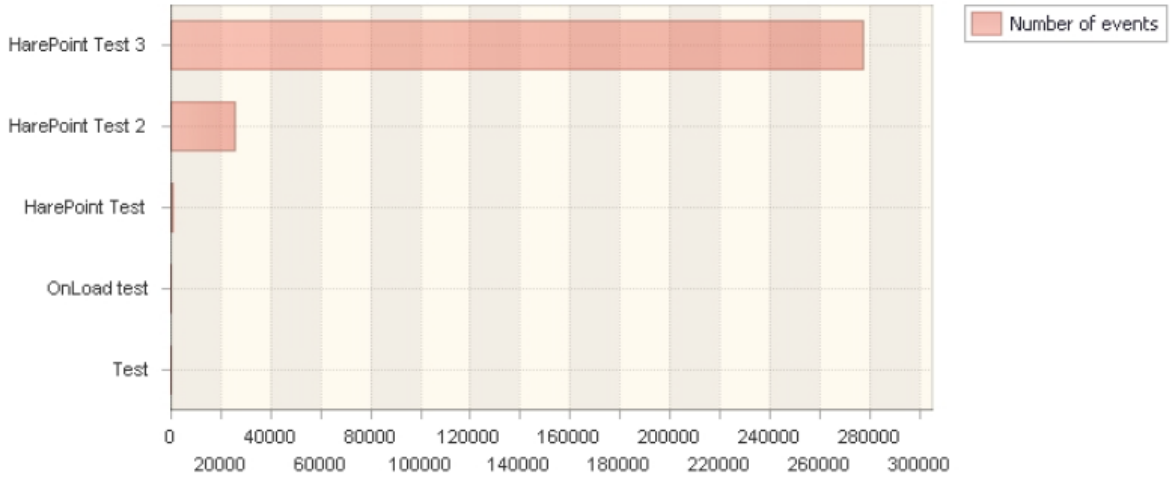
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Type, Name, Description, Value, User e-mail, Page, Page title, Web, Web application, Visitor ID, Visit ID, IP

Events popularity

This report shows the most popular events, based on the list of events from Events farm report. A special JavaScript can be setup by SharePoint administrator to track custom events on a page. Adding and configuring JavaScript is described in **HarePoint Analytics Administrator Guide**.



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 determine which events occur most frequently on this farm.

By default, this report shows event types and additional information about.
Drill-down on **event type** will show the **names** of all events of this type.
An additional drill-down on **event name** will show **event descriptions** of all events with this name.

Examples

- Do visitors use the new drop down menu at the top of the page?
- How often did visitors click on certain links or buttons on pages?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

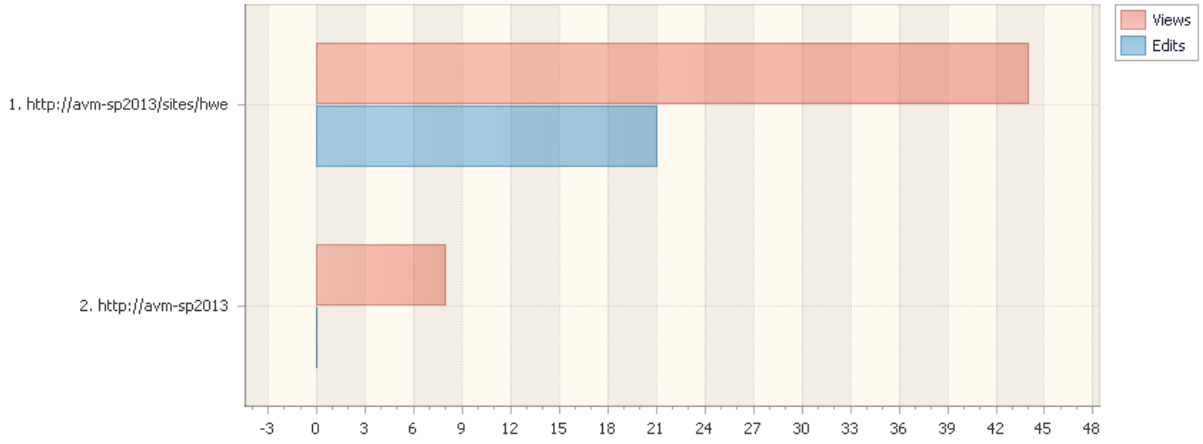
Report fields

Type, Number of events, Avg. value, Page, Page title

Documents

Documents by site collections

In this report, all document events are grouped by sites collections of a farm.



Drag a column header here to group by that column

Site collection url	Views ↓	Edits	Created	Deleted
http://avm-sp2013/sites/hwe	44	21	15	16
http://avm-sp2013	8	0	0	0
	Total: 52	**Total: 21**	**Total: 15**	**Total: 16**

Page 1 of 1 (2 items)

With this report, you can compare how actively the documents are used across the site collections in this farm.

Columns

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

Filters

General

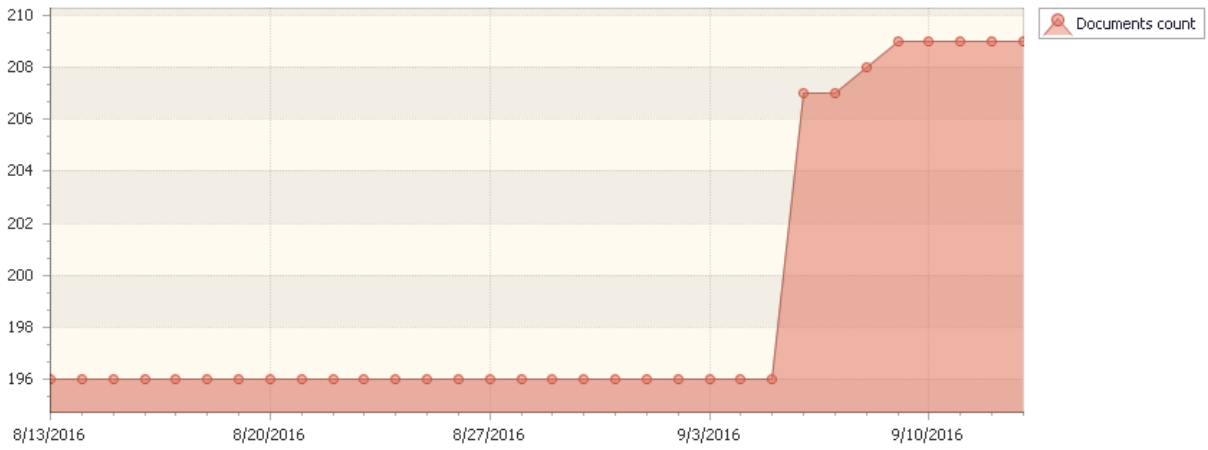
Report data source, Specify time period

Report fields

Web application

Document growth trends

This report shows how the number of document libraries, documents, and total documents' size have been changing over the time on this farm.



Drag a column header here to group by that column

Date ↓	Libraries count	Documents count	Documents size, Mb
9/13/2016	59	209	22.00
9/12/2016	59	209	22.00
9/11/2016	59	209	22.00
9/10/2016	59	209	22.00

With this report, you can identify when documents have been actively added or removed.

Columns

Date, Libraries count, Documents count, Items size, Mb.

Filters

General

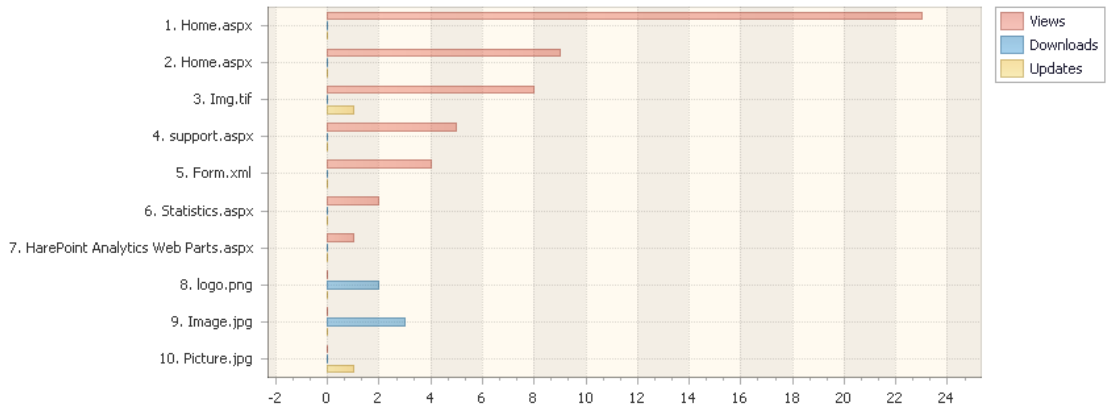
Report data source, Specify time period

Report fields

Document library, Web application

Document popularity

This report shows the most popular documents for the entire farm.



Drag a column header here to group by that column

Document	Web	Author	Views ↓	Downloads	Updates	Size, Kb
Home.aspx	http://avm-sp2013/sites/hwe/german	AVM-SP2013\administrator	23	0	0	3.28
Home.aspx	http://avm-sp2013/sites/hwe	System Account	9	0	0	3.28
Img.tif	http://avm-sp2013/sites/hwe/german	AVM-SP2013\roman	8	0	1	4.59
support.aspx	http://avm-sp2013/	Robert Smith	5	0	0	3.28
Form.xml	http://avm-sp2013/sites/hwe	AVM-SP2013\roman	4	0	0	0.87
Statistics.aspx	http://avm-sp2013/	Robert Smith	2	0	0	0.20
HarePoint Analytics Web Parts.aspx	http://avm-sp2013/cs	Robert Smith	1	0	0	3.28

The report represents documents in order of decreasing popularity – the number of document events.
By using filters, the report provides an opportunity to highlight the most used documents not only by the farm in general, but also by a certain site, library, author, file types or any other document properties.

Important note: This report is technically designed to show statistics specifically on documents' usage. Despite the site pages (.aspx) also show up in this report (because they are stored in document libraries as well), use the corresponding reports from **Content & Traffic** and **Visits & Visitors** categories of farm reports for comprehensive analysis of visits, pageviews and content popularity.

Examples

- Which documents are used the most actively on the entire farm?
- How actively the documents of a particular author are used across the entire farm?
- Which documents are the most popular for various departments?

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Document, Document url, Document location, Web, Author, Views, Downloads, Updates, Size, Kb, Document title, Web application, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Unused documents

This report shows the list of documents that have not been viewed and/or modified since certain date.

Drag a column header here to group by that column

Document	Web	Document location	Modified by	Modified ↓
3673E964-F5CD-43AD-8986-010148B1993E.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	4/16/2016 8:16:03 AM
DEA355E2-81E5-4200-A4D6-51319F635E8B.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	4/16/2016 8:06:02 AM
Usage SLA.rule	http://avm-sp2013/HelpDesk	Service Level Agreements Settings	Robert Smith	10/20/2015 6:15:34 PM
Home.aspx	http://avm-sp2013/cs	Site Pages	Robert Smith	8/3/2015 8:50:32 PM
How To Use This Library.aspx	http://avm-sp2013/cs	Site Pages	Robert Smith	8/3/2015 8:50:25 PM
50390A20-9E79-4B6A-94F2-996D72E461B3.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	5/2/2015 10:58:03 PM
A225C104-45B6-47A6-A9ED-620E66BA43BE.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	3/15/2015 5:17:07 PM
E96C0F4B-E514-473A-86F6-F3866189A605.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	3/15/2015 5:17:03 PM
4CF7B041-05C7-441B-ADFE-55FE11126AF8.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	3/5/2015 5:16:03 PM
18949BD6-B87E-4555-972E-018E941FE52D.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	3/5/2015 5:15:03 PM
53F74D44-EFE1-4F2E-B044-2D319D29AD91.eml	http://avm-sp2013/HelpDesk	Outbox	System Account	3/5/2015 5:14:03 PM
Discussion Room.aspx	http://avm-sp2013/HPDB	Site Pages	Robert Smith	1/15/2015 1:49:09 AM
Home.aspx	http://avm-sp2013/HPDB	Site Pages	Robert Smith	1/9/2015 6:43:33 PM
How To Use This Library.aspx	http://avm-sp2013/HPDB	Site Pages	Robert Smith	1/9/2015 6:43:22 PM

This report helps to discover irrelevant information, problems in the site operation; simplifies the cleanup of unused content in SharePoint

Examples

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

Columns

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

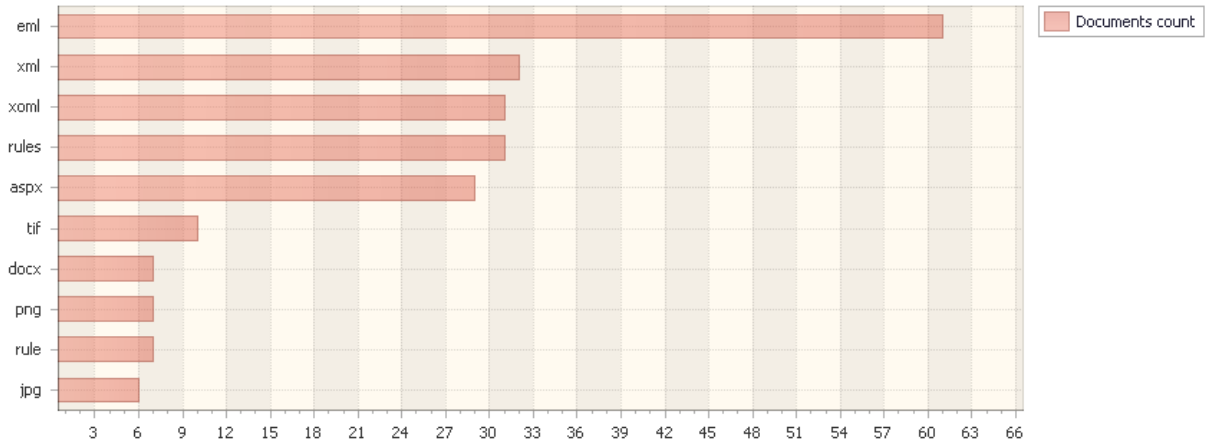
Filters

Report fields

Document, Web, Document url, Document location, Not modified since, Modified by, Not viewed since, Last viewed by, Web application

Documents size by type

This report displays how much space is used by documents on this farm, broken down by document types.



Drag a column header here to group by that column

Document type	Documents count ↓	Documents size, Mb
eml	61	0.46
xml	32	0.06
rules	31	1.07
xoml	31	0.87
aspx	29	0.11

Examples

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

Columns

Document type, Documents count, Size, Kb.

Filters

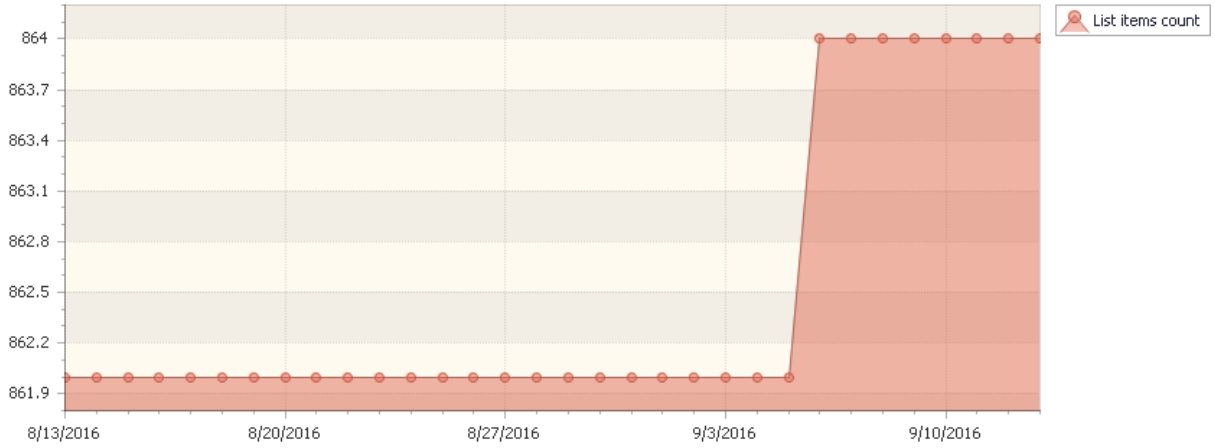
Report fields

Document type, Documents count, Size, Kb.

List items

List growth trends

This report shows how the number of lists, list items, and list item attachments have been changing over the time on this farm.



Drag a column header here to group by that column

Date ↓	Lists count	List items count	Items size, Mb	Attachments size, Mb
9/13/2016	160	864	0.00	0.00
9/12/2016	160	864	0.00	0.00
9/11/2016	160	864	0.00	0.00
9/10/2016	160	864	0.00	0.00
9/9/2016	160	864	0.00	0.00
9/8/2016	160	864	0.00	0.00

The report allows you to track changes in the number of list items on this farm.

Columns

Date, Lists count, List items count, Items size, Mb, Attachment size, Mb,

Filters

General

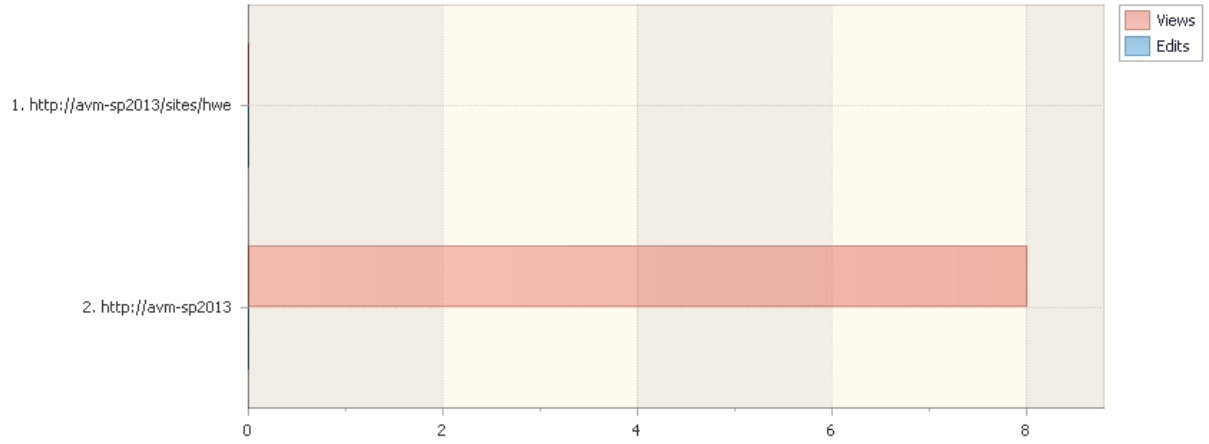
Report data source, Specify time period

Report fields

List, Web application

Lists by site collections

In this report, all list items' events are grouped by sites collections of a farm.



Drag a column header here to group by that column

Site collection url	Views ↓	Edits	Created	Deleted
http://avm-sp2013	8	0	0	0
http://avm-sp2013/sites/hwe	0	0	2	2
	Total: 8	**Total: 0**	**Total: 2**	**Total: 2**

Page 1 of 1 (2 items)

With this report, you can compare how actively the list items are used across the site collections in this farm.

Columns

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

Filters

General

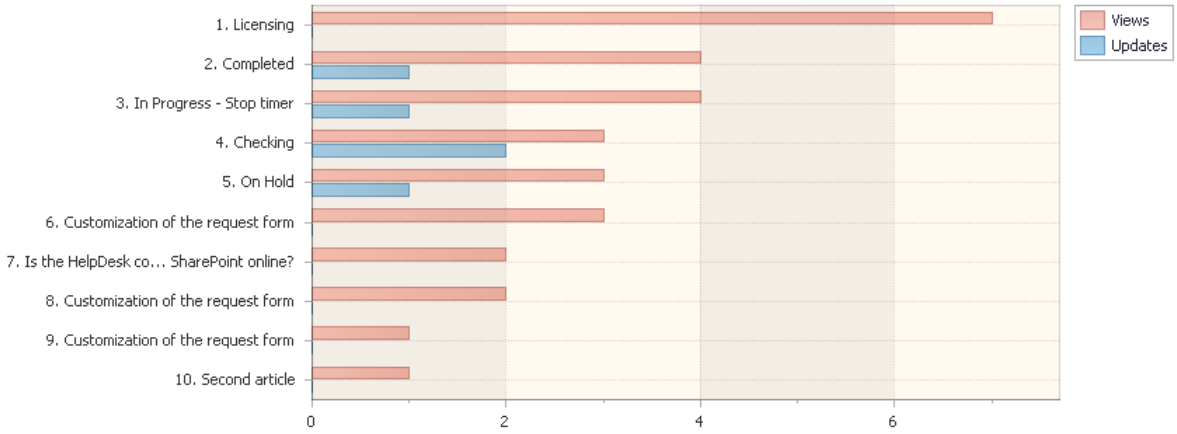
Report data source, Specify time period

Report fields

List, Web application

List items popularity

This report shows the most popular list items for all lists on this farm.



Drag a column header here to group by that column

List item	Web	List	Author	Views ↓	Updates
Licensing	http://avm-sp2013/HelpDesk	Category	Administrator	7	0
In Progress - Stop timer	http://avm-sp2013/HelpDesk	Status Type	Administrator	4	1
Completed	http://avm-sp2013/HelpDesk	Status Type	Administrator	4	1
Customization of the request form	http://avm-sp2013/HelpDesk	Request Comments	System Account	3	0
On Hold	http://avm-sp2013/HelpDesk	Status	Administrator	3	1
Checking	http://avm-sp2013/HelpDesk	Requests	Robert Smith	3	2
Customization of the request form	http://avm-sp2013/HelpDesk	Request Comments	System Account	2	0

Examples

- List items of which author are the most popular on this farm?
- Which list items are the most popular in certain list(s) on this farm?
- Which company departments use list items more actively?

Columns

List item, Web, List, Folder, Author, Views, Updates, Account name, Domain, Company, Active Directory Department, City, Country, Active Directory Email, Active Directory Title, Home page, SharePoint Department, Email, Title.

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

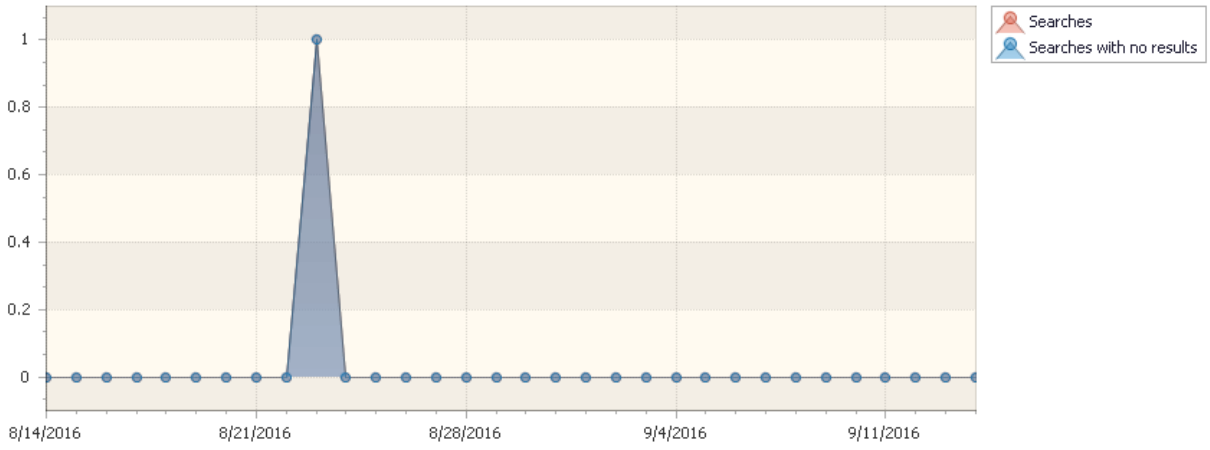
Report fields

List item, List, Folder, List Url, Author, Views, Updates, Web, Web application, Domain, Company, City, Country, Active Directory Email, Active Directory Title, Home page, Email, Title.

Search

Search overview

The report provides an overview of how Search has been used on the entire farm.



Drag a column header here to group by that column

Date ↓	Searches	Searches with no results	Clicks on search results	Searches per users
9/14/2016	0	0	0	0.00
9/13/2016	0	0	0	0.00
9/12/2016	0	0	0	0.00
9/11/2016	0	0	0	0.00
9/10/2016	0	0	0	0.00
9/9/2016	0	0	0	0.00

Unsuccessful searches (the number of search queries with no results) is a very important parameter. If you see a large number of unsuccessful searches - that means visitors are not able to find what they expect on this site collection. You can drill down by clicking on the numbers in the report to find out exactly which queries have failed.
If you improve the content and layout of the pages, so that visitors can quickly see what they need on a page, then from this report you will see the number of searches had reduced.

Examples

- Are there search queries with no results?
- How actively do visitors use the search on this farm?

Columns

Date, Searches, Searches with no results, Clicks on search results, Searches per users.

Filters

General

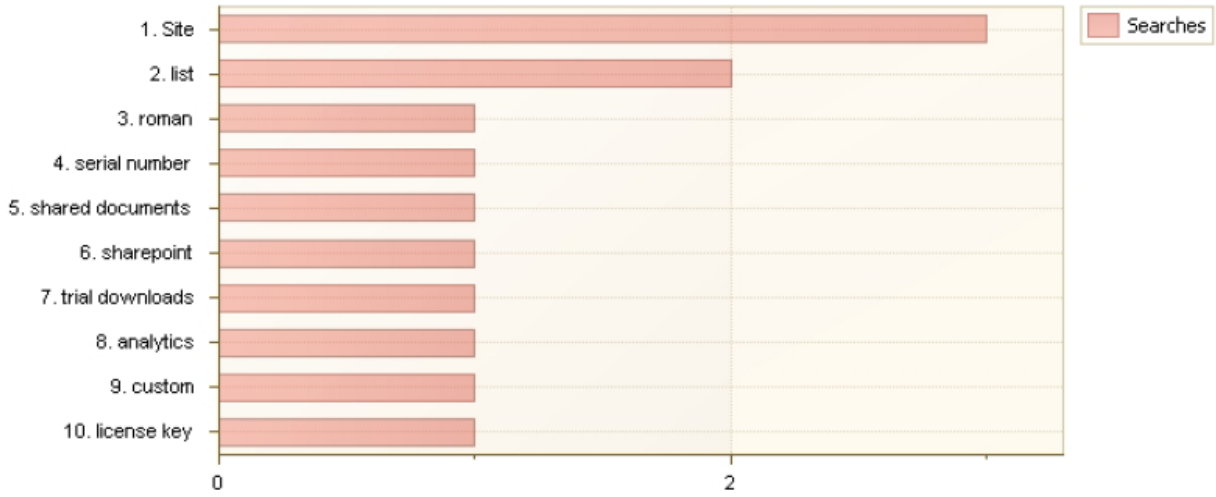
Report data source, Specify time period

Report fields

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

Search keywords

The report displays search keywords, sorted by their popularity.



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

In particular, using the filter you can display only keywords for unsuccessful searches (queries with no results). If such search keywords are popular, it indicates the site visitors are expecting to find that, but it is not on the site. This report can give directions on which content exactly needs to be improved on a site.

Examples

- Which search keywords are the most popular on all sites of this farm?
- Which content exactly cannot be found on the sites in this farm?

Columns

Search keyword, Searches, Avg. number of found results.

Filters

General

Report data source, Specify time period

Report fields

Search keyword, Searches, Avg. number of found results

Users' searches

This report shows the history of search queries for the entire farm.

Drag a column header here to group by that column

Search time ↓	User name	Search expression	Search scope	Results found	Clicks on results	Avg rank of clicked url
8/23/2016 1:48:46 PM	Robert Smith	logo		0	0	0.00

Page 1 of 1 (1 items)

Examples

- What was a particular visitor searching for?
- Which visitors were searching for a certain search expression?

Columns

Search time, User name, Search expression, 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

General

Report data source, Specify time period

Active Directory

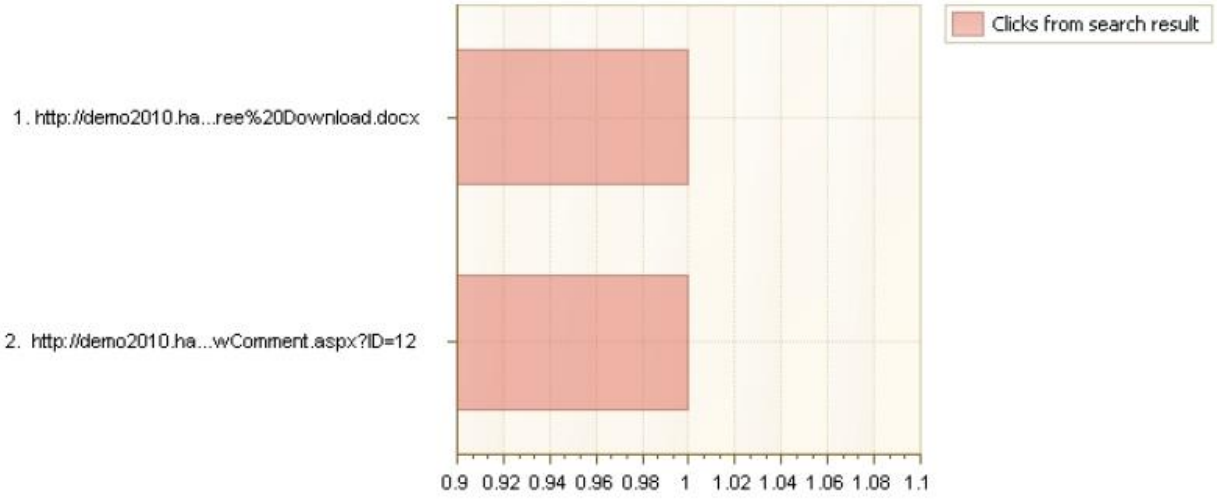
Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

Report fields

Search expression, 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

This 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 results page.

Columns

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

Filters

General

Report data source, Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

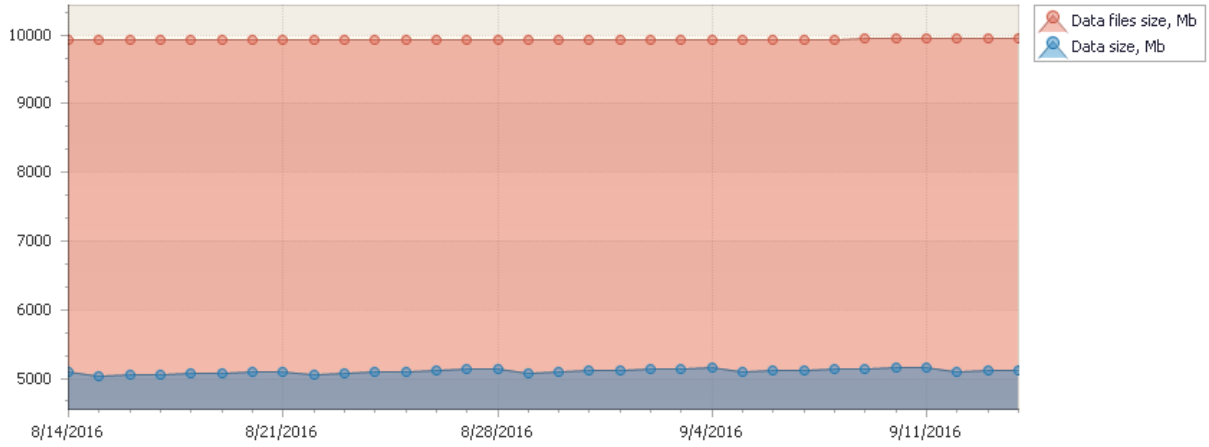
Report fields

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

Databases

Database size growth

The report shows the size of SharePoint SQL Server databases that are hosted on the same SQL instance as HarePoint Analytics databases, and the changes of their size over the time.



Drag a column header here to group by that column

Date ↓	Data size, Mb	Index size, Mb	Data files size, Mb	Log files size, Mb
9/14/2016	5,123.89	203.63	9,943.50	11,264.13
9/13/2016	5,115.34	196.22	9,943.50	11,264.13
9/12/2016	5,105.49	190.87	9,942.50	11,264.13
9/11/2016	5,163.37	226.22	9,942.50	11,264.13
9/10/2016	5,153.66	218.88	9,942.50	11,264.13
9/9/2016	5,142.87	215.33	9,942.50	11,264.13
9/8/2016	5,131.04	208.89	9,941.50	11,264.13

With this report, you can track the status of databases and keep database growth under control.

Columns

Date, Data size, Mb, Index size, Mb, Data files size, Mb, Log files size, Mb.

Filters

General

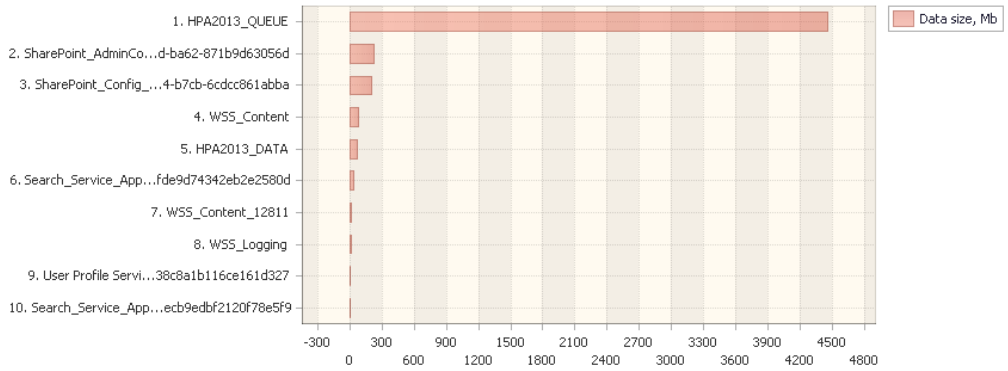
Specify time period

Report fields

Database.

Database size overview

This report shows the sizes of SQL Server databases that are hosted on the same SQL instance as HarePoint Analytics databases.



Drag a column header here to group by that column

Database	Server	Data size, Mb ↓	Index size, Mb	Data files size, Mb
HPA2013_QUEUE	AVM-SP2013\SharePoint	4,457.13	0.70	4,480.25
SharePoint_AdminContent_74ce714d-9d17-491d-ba62-871b9d63056d	AVM-SP2013\SharePoint	222.26	53.19	282.25
SharePoint_Config_13f02e14-d466-4ff4-b7cb-6cdcc861abba	AVM-SP2013\SharePoint	207.39	55.72	570.25
WSS_Content	AVM-SP2013\SharePoint	82.34	16.60	302.25
HPA2013_DATA	AVM-SP2013\SharePoint	70.86	50.24	4,182.25
Search_Service_Application_DB_6e21f61ade304fde9d74342eb2e2580d	AVM-SP2013\SharePoint	38.59	3.65	43.25
WSS_Content_12811	AVM-SP2013\SharePoint	16.61	6.02	23.25

Columns

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

Filters

(not available for this report)

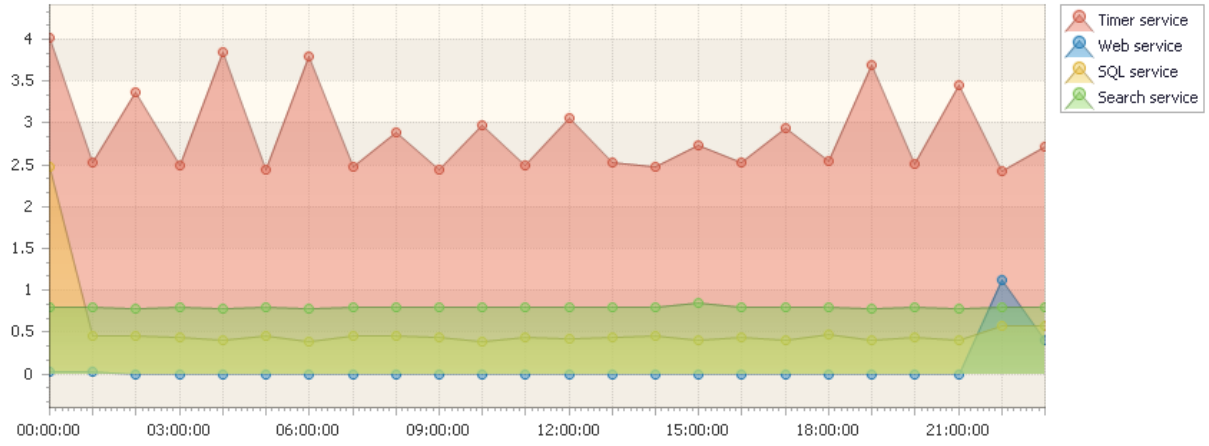
Performance

Note: by default, collecting statistical data for **Performance** section is **disabled**. If you are not seeing data in this section, consult your SharePoint administrator.

By default, reports in this section display **summary data for all servers** in this farm, but if necessary, data can be filtered by specific server(s).

CPU usage

This report shows the recent intensity of processor usage on servers in this farm.



CPU usage

Time ↓	Timer service	Web service	SQL service	Search service	All processes
23:00:00	2.71 %	0.41 %	0.57 %	0.79 %	5.79 %
22:00:00	2.43 %	1.12 %	0.58 %	0.79 %	7.46 %
21:00:00	3.45 %	0.00 %	0.40 %	0.78 %	9.44 %
20:00:00	2.51 %	0.00 %	0.44 %	0.79 %	4.75 %
19:00:00	3.69 %	0.00 %	0.40 %	0.78 %	9.52 %
18:00:00	2.55 %	0.00 %	0.47 %	0.80 %	4.87 %
17:00:00	2.94 %	0.00 %	0.40 %	0.79 %	9.70 %
16:00:00	2.53 %	0.00 %	0.44 %	0.79 %	4.83 %
15:00:00	2.74 %	0.00 %	0.41 %	0.85 %	9.57 %

By default, the report shows the processor usage since the beginning of the current day, but you can select any other date.
By default, report data are averaged by 60 minutes, but you can select shorter average parameter (up to 5 minutes) for more detailed reporting.
The report displays the processor usage by the most important services in SharePoint.
Note: there are other services not mentioned in the report, but still accounted in **All processes** column, as it displays the summary for all the processes.

Examples

- Does farm servers' hardware needs upgrading?
- What services use resources the most?

Columns

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

Filters

Set date settings to build a report

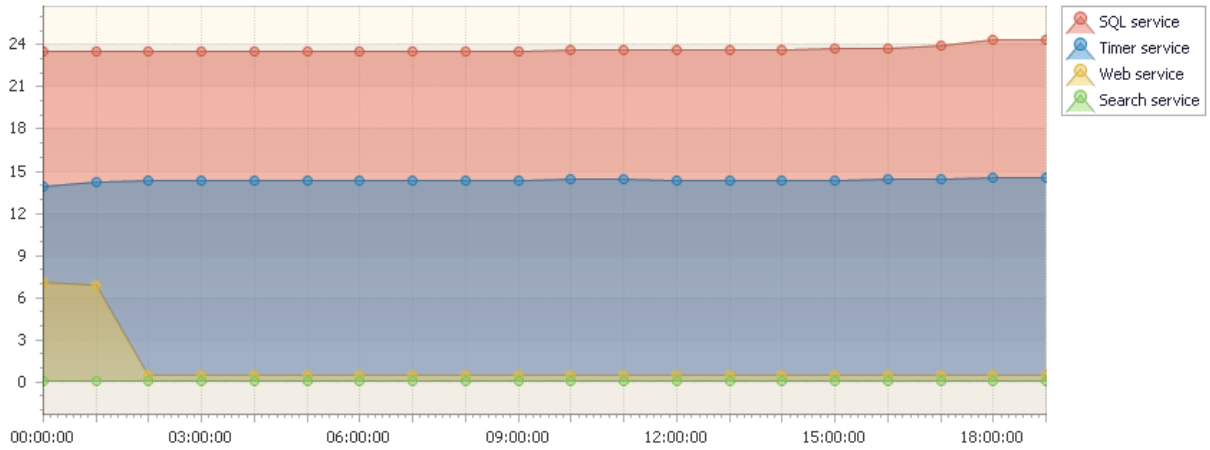
Specify date, Average parameter

Filter by report fields

Server

Memory usage

This report shows the recent intensity of memory usage on servers in this farm.



Memory usage

Time ↓	Timer service	Web service	SQL service	Search service	All processes
19:00:00	14.49 %	0.46 %	24.31 %	0.11 %	76.48 %
18:00:00	14.51 %	0.46 %	24.31 %	0.11 %	76.55 %
17:00:00	14.43 %	0.46 %	23.95 %	0.11 %	79.05 %
16:00:00	14.42 %	0.46 %	23.72 %	0.11 %	80.86 %
15:00:00	14.38 %	0.46 %	23.69 %	0.11 %	80.80 %
14:00:00	14.35 %	0.46 %	23.67 %	0.11 %	80.73 %

By default, the report shows the memory usage since the beginning of the current day, but you can select any other date.
By default, report data are averaged by 60 minutes, but you can select shorter average parameter (up to 5 minutes) for more detailed reporting.
The report displays the memory usage by the most important services in SharePoint.
Note: there are other services not mentioned in the report, but still accounted in **All processes** column, as it displays the summary for all the processes.

Examples

- Does farm servers' hardware needs upgrading?
- What services use memory the most?

Columns

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

Filters

Set date settings to build a report

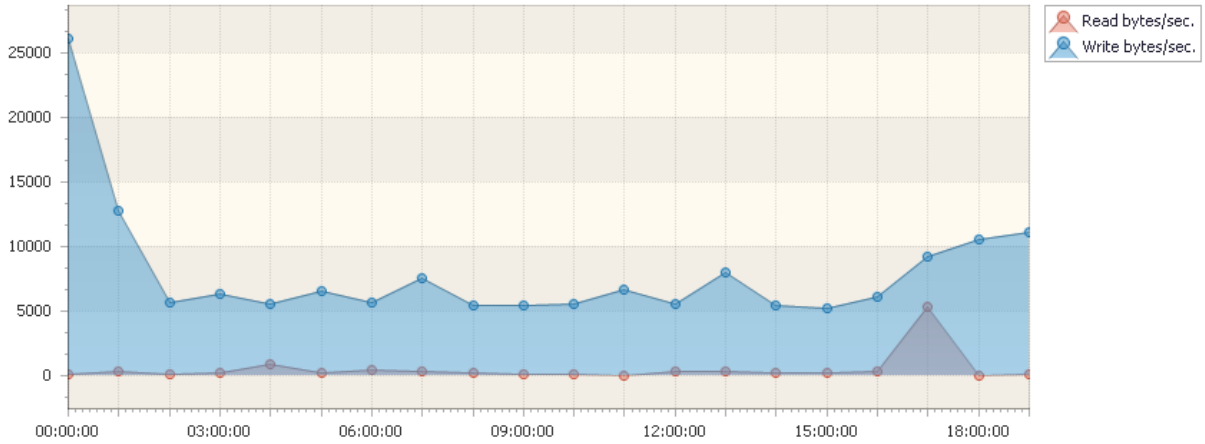
Specify date, Average parameter

Filter by report fields

Server

Disk usage

This report shows the hard drives' utilization on servers in this farm.



Disk usage

Time ↓	Avg. % disk usage	Read bytes/sec.	Write bytes/sec.	Total bytes/sec.
19:00:00	94.00 %	26.75	11,143.64	11,170.39
18:00:00	94.00 %	6.82	10,583.07	10,589.89
17:00:00	94.00 %	5,319.28	9,227.49	14,546.77
16:00:00	94.00 %	319.68	6,112.24	6,431.92
15:00:00	94.00 %	232.27	5,152.16	5,384.43
14:00:00	94.00 %	183.75	5,438.10	5,621.85
13:00:00	94.00 %	328.10	7,997.09	8,325.19

Using this report, you can monitor the load on servers' hard drives. If the hard drives utilization is close to technical limitations of equipment, it may be worthwhile to think about upgrading equipment.
By default, report data are averaged by 60 minutes, but you can select shorter average parameter (up to 5 minutes) for more detailed reporting.

Columns

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

Filters

Set date settings to build a report

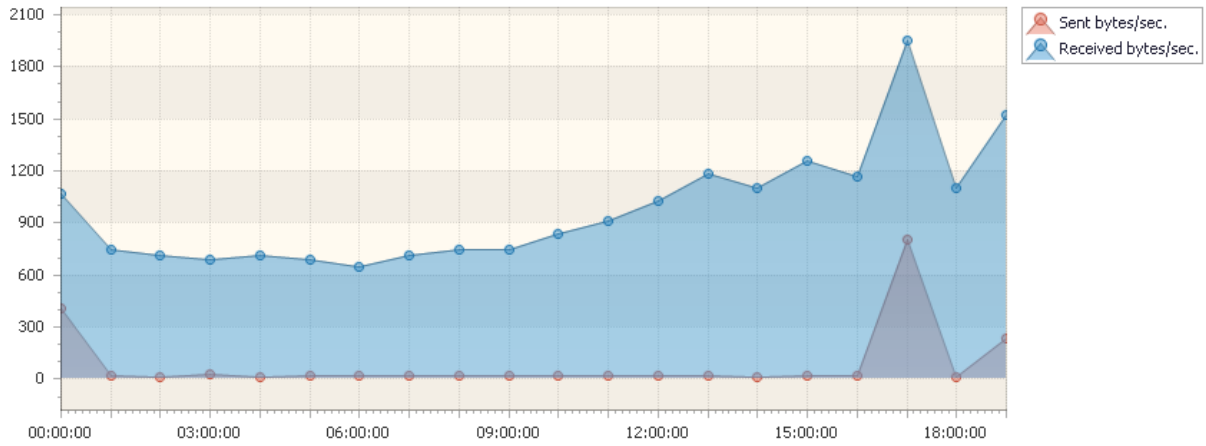
Specify date, Average parameter

Filter by report fields

Server

Network usage

This report shows the local network utilization by servers in this farm.



Network usage

Time ↓	Sent bytes/sec.	Received bytes/sec.	Total bytes/sec.
19:00:00	234.57	1,521.38	1,755.95
18:00:00	15.53	1,103.03	1,118.56
17:00:00	807.51	1,947.26	2,754.77
16:00:00	17.33	1,170.88	1,188.21
15:00:00	23.71	1,260.29	1,284.00
14:00:00	15.85	1,104.02	1,119.87
13:00:00	21.63	1,183.06	1,204.69
12:00:00	16.06	1,023.97	1,040.03

If local network network utilization approaches the bandwidth limit of your transmission channel, it may be worthwhile to consider upgrading to a larger bandwidth channel.

Columns

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

Filters

Set date settings to build a report

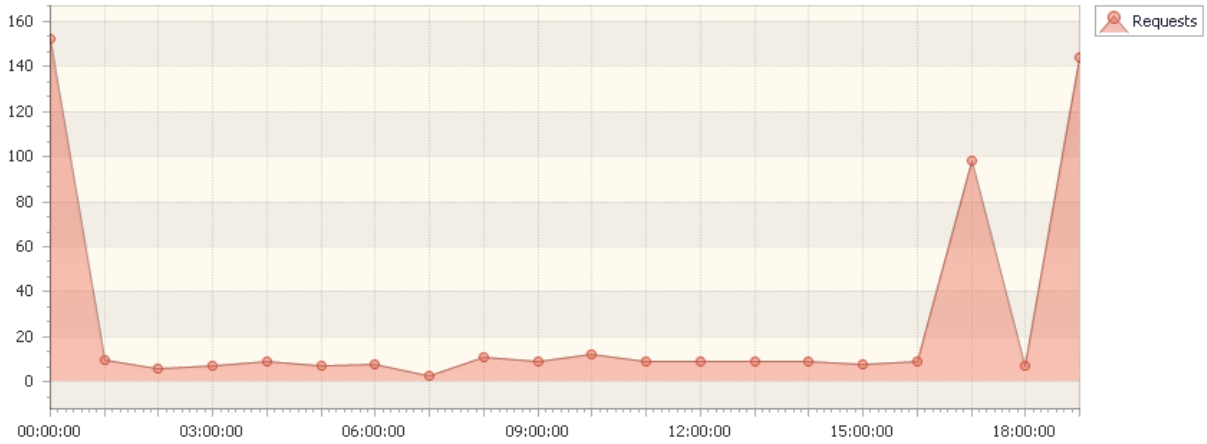
Specify date, Average parameter

Filter by report fields

Server

IIS usage

This report shows the intensity of using IIS (Microsoft Internet Information Services) by servers in this farm.



IIS usage

Time ↓	Requests	Requests queued	Requests rejected	Avg. request wait time, ms.	Avg request execution time, ms.
19:00:00	144	0	0	0.00	14,887.00
18:00:00	7	0	0	0.00	20,476.00
17:00:00	98	0	0	0.00	2,067.00
16:00:00	9	0	0	0.00	62.00
15:00:00	8	0	0	0.00	60.00
14:00:00	9	0	0	0.00	42.00
13:00:00	9	0	0	0.00	1,288.00
12:00:00	9	0	0	0.00	7,561.00

The key parameter indicating the service load is the number of requests.

Columns

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

Filters

Set date settings to build a report

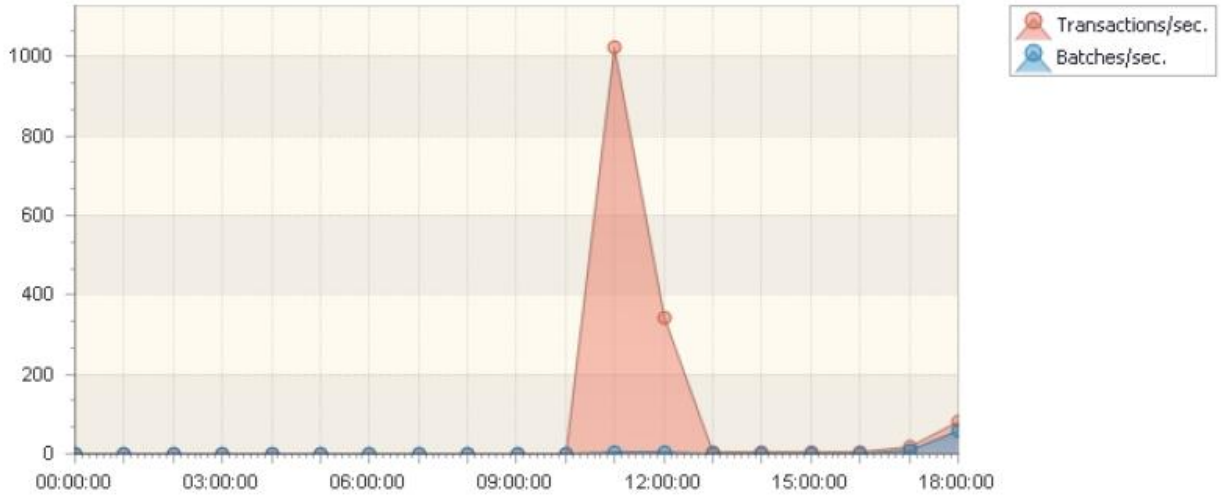
Specify date, Average parameter

Filter by report fields

Server

SQL usage

This report shows the intensity of using SQL Server databases by servers in this farm.



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

Using this report, you can review how actively the SQL databases are used by servers on this farm. This includes all SQL databases that are hosted on the same SQL instance as HarePoint Analytics databases.

Columns

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

Filters

Set date settings to build a report

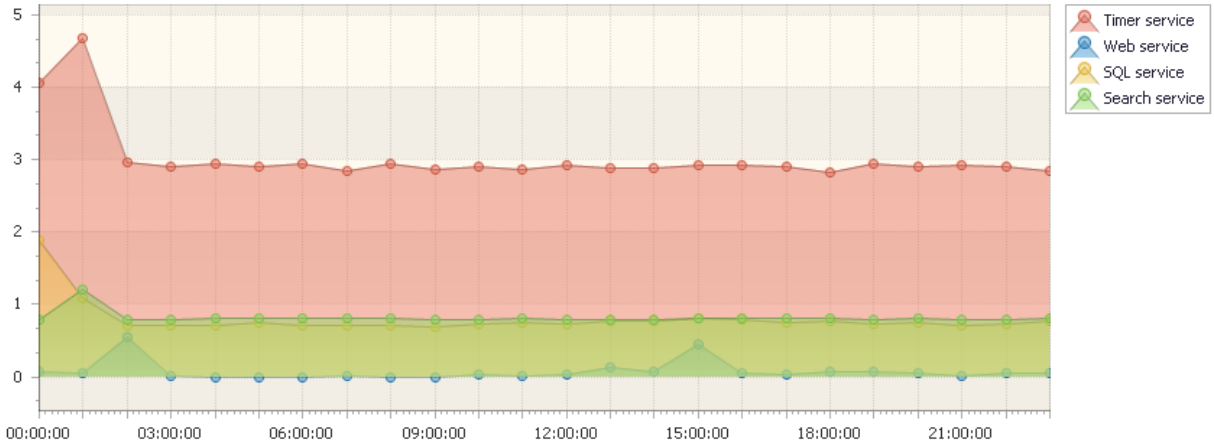
Specify date, Average parameter

Filter by report fields

Server

CPU by hours

This report shows the statistically average intensity of processor usage on servers in this farm.



CPU by hours

Hour ↑	Timer service	Web service	SQL service	Search service	All processes
00:00:00	4.06 %	0.07 %	1.88 %	0.79 %	16.15 %
01:00:00	4.67 %	0.05 %	1.08 %	1.20 %	12.46 %
02:00:00	2.96 %	0.55 %	0.71 %	0.79 %	13.71 %
03:00:00	2.90 %	0.01 %	0.71 %	0.79 %	13.81 %
04:00:00	2.95 %	0.00 %	0.71 %	0.80 %	13.47 %
05:00:00	2.90 %	0.00 %	0.75 %	0.80 %	12.18 %
06:00:00	2.94 %	0.00 %	0.71 %	0.80 %	12.99 %
07:00:00	2.84 %	0.01 %	0.71 %	0.80 %	12.66 %

By default, this report shows the CPU usage statistically averaged for last 30 days.
Using this report you can find out at which hours you have statistically the highest and the lowest CPU usage for all or specific servers in this farm. This information is especially important when planning maintenance jobs on the farm.

The report displays the processor usage by the most important services in SharePoint.
Note: there are other services not mentioned in the report, but still accounted in **All processes** column, as it displays the summary for all the processes.

Columns

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

Filters

General

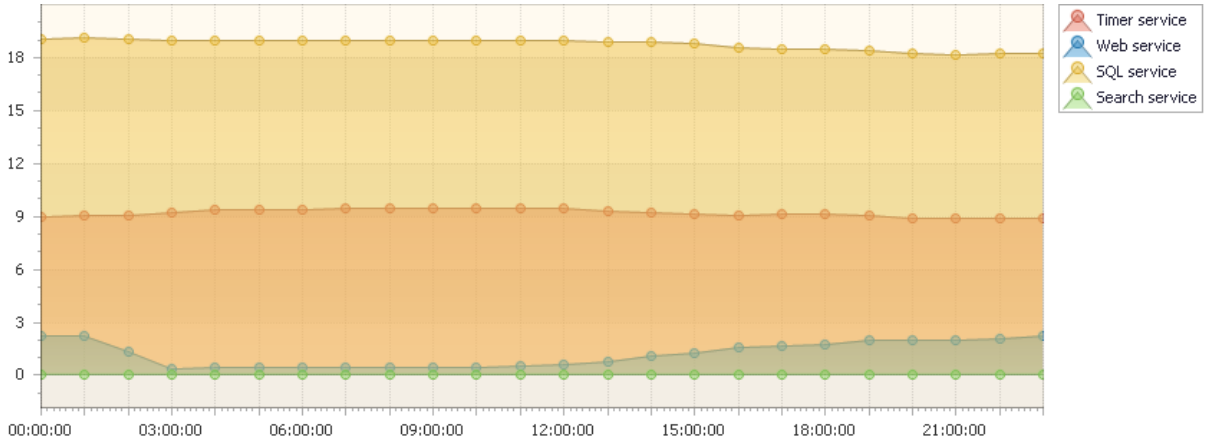
Specify time period

Filter by report fields

Server

Memory by hours

This report shows the statistically average intensity of memory usage on servers in this farm.



Memory by hours

Time ↑	Timer service	Web service	SQL service	Search service	All processes
00:00:00	8.99 %	2.21 %	19.06 %	0.07 %	79.52 %
01:00:00	9.06 %	2.22 %	19.09 %	0.07 %	79.56 %
02:00:00	9.05 %	1.33 %	19.07 %	0.07 %	80.20 %
03:00:00	9.22 %	0.35 %	18.97 %	0.07 %	80.79 %
04:00:00	9.37 %	0.42 %	18.94 %	0.07 %	80.57 %
05:00:00	9.40 %	0.42 %	18.95 %	0.07 %	80.51 %
06:00:00	9.41 %	0.42 %	18.96 %	0.07 %	80.47 %
07:00:00	9.42 %	0.42 %	18.96 %	0.07 %	80.51 %

By default, this report shows the memory usage statistically averaged for last 30 days.
Using this report you can find out at which hours you have statistically the highest and the lowest memory usage for all or specific servers in this farm. This information is especially important when planning maintenance jobs on the farm.

The report displays the memory usage by the most important services in SharePoint.
Note: there are other services not mentioned in the report, but still accounted in **All processes** column, as it displays the summary for all the processes.

Columns

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

Filters

General

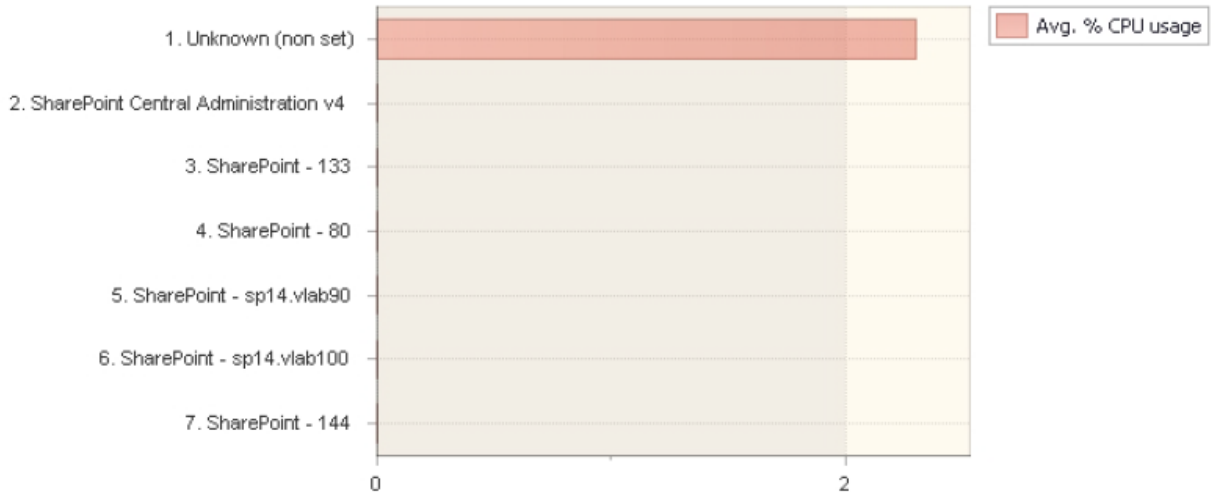
Specify time period

Filter by report fields

Server

Application pools summary

This report shows the distribution of farm resources usage intensity by various IIS application pools (or web applications) 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

General

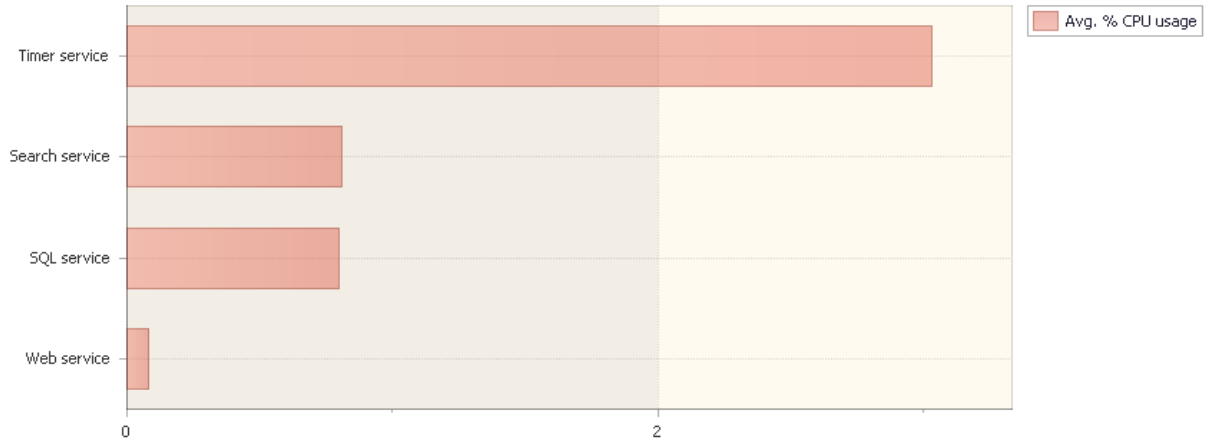
Specify time period

Filter by report fields

Server

Processes summary

This report shows the distribution of farm resources usage intensity by the most significant services on the farm.



Processes summary

Process	Avg. % CPU usage ↓	Avg. % Memory usage
Timer service	3.03 %	9.19 %
Search service	0.81 %	0.07 %
SQL service	0.80 %	18.76 %
Web service	0.08 %	1.19 %
	Avg.: 1.18 %	**Avg.: 7.30 %**

Page 1 of 1 (4 items)

The report displays the processor and memory usage by the most important services in SharePoint.
Note: there are other services not mentioned in the report.

Columns

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

Filters

General

Specify time period

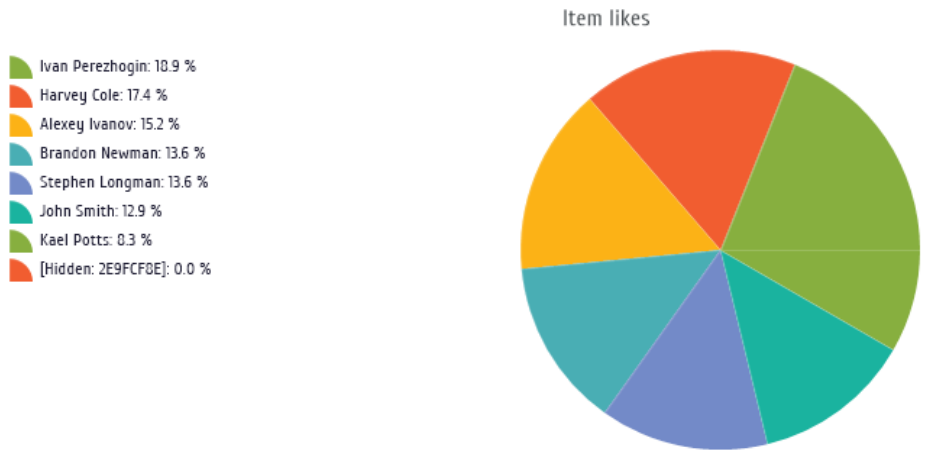
Filter by report fields

Server

Social

Users social activity on farm

This report shows a social activity of SharePoint users (likes, rates, follows, replies, posts, comments, joins, etc) at the farm scope.



Drag a column header here to group by that column

User name	Item likes ↓	Document likes	Document follows	Webs follows
Ivan Perezhogin	25	4	7	6
Harvey Cole	23	2	5	3
Alexey Ivanov	20	3	5	3
Stephen Longman	18	1	6	5
Brandon Newman	18	2	2	4

Using this report, you can analyze how actively SharePoint portal visitors are using the social features available since SharePoint 2013.

Examples

- How many times users liked list items or documents on this farm?
- How actively users participated in discussions?
- How often certain user joined or left community sites on this farm?

Columns

User name, Login, Item likes, Item rates, Document likes, Document rates, Document follows, Documents unfollows, Webs follows, Webs unfollows, User Profile follows, User Profile unfollows, Discussions, Replies, Posts, Comments, Joins, Leaves, Followers

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

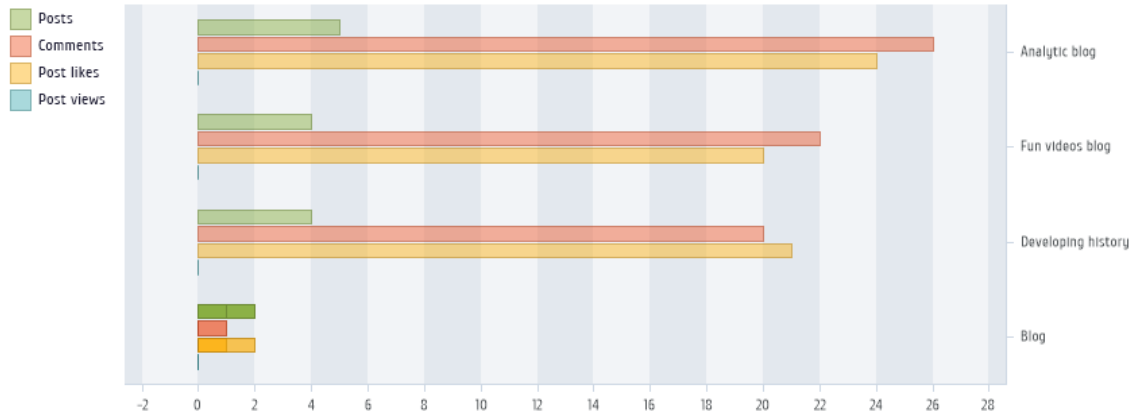
Report fields

User name, Login, Item likes, Item rates, Document likes, Document rates, Document follows, Documents unfollows, Webs follows, Webs unfollows, User Profile follows, User Profile

unfollows, Discussions, Replies, Posts, Comments, Joins, Leaves, Followers, Web application, Web-site url

Blog sites summary

This report shows the summary for the blog sites at farm scope.



Drag a column header here to group by that column

Site	Posts ↓	Comments
Analytic blog	5	26
Developing history	4	20
Fun videos blog	4	22
Blog	2	0

Using this report, you can find out how many social events (views, rates, comments) each of the blog sites on this farm has.

Examples

- Which blog site has the largest number of posts on the farm?
- Which blog site on the farm had no posts during last month?

Columns

Site, Web-site url, Posts, Comments, Post views, Post likes, Post rates

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

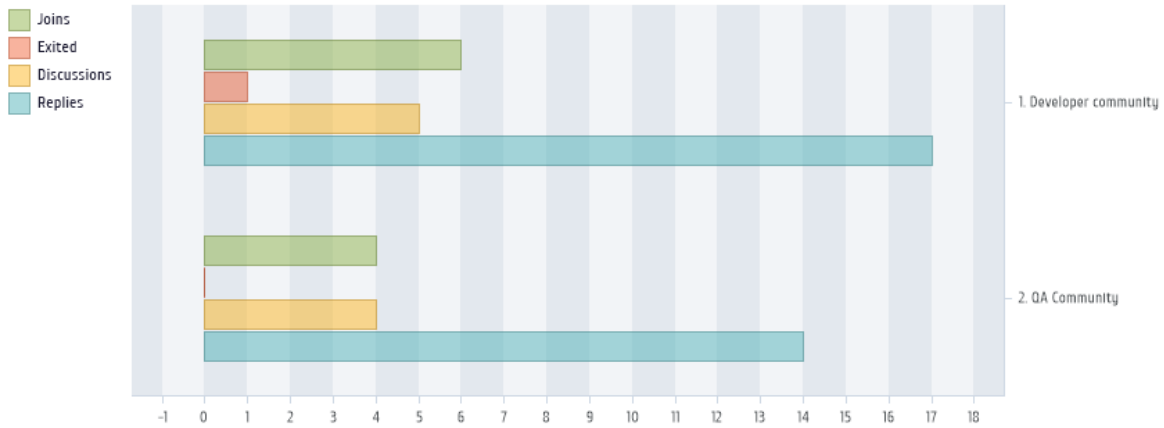
SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site, Web-site url, Posts, Comments, Post views, Post likes, Post rates, Web application

Community site summary

This report shows the summary information on user activity for the community sites at the farm scope.



Drag a column header here to group by that column

Site	Joins ↓	Total members	Exited
Developer community	6	5	1
QA Community	4	4	0
	Total: 10	**Total: 9**	**Total: 1**

Using this report, you can get the summary on users' joins, exits, discussions, replies, etc on the community sites.

Examples

- How many total members does the community site have?
- How many joins and exits the specific community site had within last month?
- Which community site on this farm has the largest number of new members (joins) for the last week?

Columns

Site, Web-site url, Joins, Total members, Exited, Discussions, Total discussions, Replies, Total replies

Filters

General

Specify time period

Active Directory

Include logons, Canonical Name, Account name, Active Directory Department, Active Directory Group

SharePoint groups and users

SharePoint Group, Account name, User name, SharePoint Department, Role

Report fields

Site, Web-site url, Joins, Total members, Exited, Discussions, Total discussions, Replies, Total replies, Web application

Columns

About Me

Shows a brief description of a SharePoint group or an Active Directory group.

Examples of column values:

Use this group to grant people full control permissions to the SharePoint site: Demo portal

Account name

Shows the login name of a visitor account. Usually it depends on authentication method used, and may contain domain name, or Claims-based authentication prefix.
If the visitor is not authorized, the field shows "Anonymous".

Examples of column values:

COMPANY\J.Smith
i:0#.f|mymembershipprovider|chris
i:0#.w|company\andrewwhite

Active Directory Department

Shows the Department name that is specified in Active Directory user profile.

Examples of column values:

Marketing
Support

Active Directory Email

Shows E-Mail address specified in Active Directory user profile.

Example of contents of a column field:

jsmith@mapilab.com

Active Directory Title

Shows the Position title specified in Active Directory user profile.

Examples of column values:

Programmer
President

Added (Users' Summary)

Shows the date and time when a given user has been **added to HarePoint Analytics database**. This happens when user visits a site for a first time after HarePoint Analytics has been activated on corresponding site collection.

Note: this column **does not** display when a user account has been created!

All browsers rate

Shows the rate of number of visitors using the specific browser version versus the total number of visitors using all browsers.

Examples of column values:

1.29 %
0.44 %

All processes

Shows the total cost of all farm processes, in percentage.

Examples of column values:

31.56%
0.00%

Association ID

Shows the Association ID for each workflow in the report.

Example:
d24e0d4c-3a62-4e1d-bd09-3baca3f2997b

Attachment size, Mb

Shows the total size of all attachments (in megabytes) for each list included in the report.

Examples of column values:

14.03
0.02

Author

Shows the account name of a user who created a document, list item, or a blog post.

Examples of column values:

System Account
jsmith

Authors

Shows the **number** of visitors who create or edit documents.

Examples of column values:

14
2

Average duration (workflows)

A workflow instance can be running several times with different durations. This column shows the average duration of workflow instances execution.

Avg rank of clicked url

Shows the average page rank in search results.

Examples of column values:
1.00
4.45

Avg. request execution time, ms.

Shows the average time of request execution (in milliseconds).

Examples of column values:
45.00
213.00

Avg. % CPU usage

Shows an average processor usage on farm servers for each process included in the report.

Examples of column values:
0.00 %
23.54 %

Avg. % disk usage

Shows the percentage of occupied disk space. Zeroes in this report mean that there were no operations of reading and writing data within the given date period.

Examples of column values:
79.00 %
0.00 %

Avg. % Memory usage

Shows an average memory usage on farm servers for each process included in the report.

Examples of column values:
0.00 %
23.54 %

Avg. clicked url rank

Shows the average page rank in search results.

Examples of column values:
1.00
4.00

Avg. duration of view

Shows the average duration of a document or list item View events for each report entry.

Avg. length of visit

Shows the average length of visits for each report entry. In various reports, the meaning of data in this column may differ. For example, in "Users activity" report, this column shows the average length of visits **for each visitor** included in the report. However, in "Visits trend" report, this column shows the average length of visits **for all visitors** on the site for each day included in the report.

Avg. request wait time, ms.

Shows the average waiting time (in milliseconds) for requests in the queue. Higher request waiting times point to high server load. If during an hour displayed in the report entry there were no requests queued, this field displays "0.00".

Examples of column values:

0.00
14.56

Avg. number of found results

Shows the average number of results returned by a search query for a given keyword.
Since the site content may change during the reporting period, the number of results returned for a keyword may vary with the time as well.

Avg. time on page

Shows the average time visitors spent viewing a page, for each page included in the report.

Examples of column values:

00:00:34
00:07:15

Avg. value (JS Events)

Shows the average value for each event type included in the report.

Examples of column values:

1.00
4.00

Batches/sec.

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

Examples of column values:

0
58.15

Blog post

Shows the title of SharePoint blog post.

Bounce rate

Shows the rate of bounces. Bounce is a visit for which a visitor views only one page and leaves the site. A high rate of bounces means information provided on the page doesn't match visitors' expectations.

Example of contents of a column field:

58.16 %

Bounces

Shows the number of bounces. Bounce is a visit for which a visitor views one page and leaves the site.

Examples of column values:

139
14

Browser

Shows the name of browser that visitor was using.

Examples of column values:

IE
Mozilla

Browser version

Shows the version number of a selected browser.

Examples of column values:

9.0
6.0

Build (of a mobile device)

Shows a build number of a mobile device version.

City

Shows the name of a city specified in SharePoint User Profile for this user.

Examples of column values:

New-York
London

Clicks from search result

Shows the number of transitions from search results page to a destination page.

Examples of column values:

1
14

Clicks on results

Shows the number of clicks on links displayed on search results page.

Examples of column values:

0
14

Clicks on search results

Shows the number of clicks on links displayed on search results page.

Examples of column values:

0

5

Comments
Shows the number of comments in discussions or blog posts.

Company (AD)
Shows the name of a company, as specified in Active Directory profile.

Example of contents of a column field:
MAPILab ltd.

Company (SP)
Shows the name of a company, as specified in SharePoint User profile.

Example of contents of a column field:
MAPILab ltd.

Count (workflows)
Shows the number of workflow instances with specific status.

Country (AD)
Shows the name of a country, as specified in Active Directory user profile.

Examples of column values:
USA
Italy

Country (detected by IP address or by SharePoint User Profile field)
Shows the name of a country, which was detected, based either on visitor's external IP address, or on the specific field from SharePoint User Profile – depending on report configuration.

Country (SP)
Shows the name of a country, as specified in SharePoint User Profile.

Examples of column values:
USA
Italy

Created
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

Created (Social reports)
Shows the date and time when a blog post or discussion was created

Created (web-site details)
Shows the date and time when a site was created.

Current browser rate
Shows the rate of number of visitors using the specific browser version versus the total number of visitors using this browser.

Examples of column values:
51.20 %
2.40 %

Data files size, Mb
Shows the size of database files, in Mb

Examples of column values:
10,738.68
3,396.55

Data size, Mb
Shows the data size, in Mb.

Examples of column values:
10,738.68
3,396.55

Database
Displays the SQL Server database name. This can be a SharePoint content database, or any other SQL database (used by other applications, but hosted on the same SQL instance).

Date
Displays the date and the time of an event. The date format is displayed according to report data source – if the report is built on **daily** data, it will display days (e.g. 8/16/2021 4:28:56pm), or if the report is built on **monthly** data, it will display months (e.g. January, 2021).
See also: Report filter settings

Date of last visit
It is used in **Web-sites without visits** report to display the date when the site has been visited last time.
If this column has **empty value**, it means this specific site has never been accessed.

Deadlocks/sec.
Shows the average number of deadlocks per second for each hour included in the report. A deadlock occurs when two or more transactions permanently block each other by each transaction having a lock on a resource, which the other transactions are trying to lock. If you see a large number of deadlocks, consult the vendor of an application that uses those specific databases.

Examples of column values:
0.00
0.01

Deleted

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 column values:

13
453

Deleted time

Shows the time when an item was deleted.

Examples of column values:

00:00:01
14:32:11

Department

Shows the company department of which a visitor is a member, if this value is specified in SharePoint User profile.

Examples of column values:

support
marketing

Depth of visits

Shows the number of viewed pages per visit.

Examples of column values:

1 page
over 10 pages

Description

Shows a short information about the object.

Description (JS Events)

Shows the description specified in the properties of the event.

Examples of column values:

User clicked “buy” button
User rejected agreement

Device name

Shows the name of a mobile device used by a visitor.

Examples of a column values:

iPhone
Samsung
Sony

Discussion
Shows the title of the discussion.

Discussions
Shows the number of discussions.

Document
Shows the name of each document included in the report.
Note: the document name also includes file extension.

Examples of column values:
ML HD - list of demands.docx
CCS Service Request - Features.pdf

Document follows
Shows the number of follows for a document, for the selected date range.

Document library
Shows the name of a document library where the document is located.

Examples of column values:
Glossary
Filters

Document likes
Shows the number of likes for a document, for the selected date range.

Document location
Shows the name of a document library in which the document is located.

Examples of column values:
Public documents
Pics

Document rates
Shows the number of rates for this document, for the selected date range.

Document title
Shows the title of each document included in the report.
Note: document title does not include file extension.

Examples of column values:
HarePoint Analytics
Create and Update Views Programmatically in SharePoint

Document type
Shows the types of documents displayed in the report.
Document type is a file extension name, without a leading dot.

Examples of column values:

docx
pdf
aspx

Document unfollows

Shows how many timers users stopped following the documents

Documents count

Shows the number of documents in a document library for a corresponding report entry.

Documents size, Mb

Shows the total size of documents for each library included in the report.

Examples of column values:
0.02
14.3

Domain (HTTP Referrer)

Shows the site domain, from which transitions to the given SharePoint site were made.

Examples of column values:
www.harepoint.com
www.mapilab.com

Domain (AD)

Shows the name of a domain, which the visitor is a member of. This information is taken from Active Directory profile.

Examples of column values:
mapilab
local

Downloads

Shows the number of document downloads. A **Download** event is triggered when a document has been actually downloaded (even if to a temporary folder). This happens when you select "Download a copy" option, or if you use browsers other than Internet Explorer (Edge).
Note: in Internet Explorer (Edge) browser, opening an office document is counted as View event.

Duration

Shows the duration of a **View** event.

Duration (workflows)

Shows the duration of a workflow instance execution.

Edits

Shows the number of edits of list items or documents made by visitors.

Email

Shows E-Mail address of a user, as specified in SharePoint User profile. Depending on the site collection settings, this can be inherited from an Active Directory user account profile.

Examples of column values:

jsmith@mapilab.com

End time (workflows)

Shows the time when a workflow instance has finished running (was completed or canceled).

Example:

9/6/2021 3:30:45PM

Entrances

Shows how many times the given page has served as a landing page.

Examples of column values:

239
21

Event

Shows a document event type – View, Edit, Download, Created, Deleted.

Event (Social reports)

Shows which kind of social event occurred – rate, like, unlike, follow, unfollow, etc.

Event rate (JS Events)

Shows the ratio of the number of events with certain properties to the total number of events.

Examples of column values:

21.82 %
0.4 %

Events number

Shows the number of events happened to a document or documents.

Examples of column values:

14
1

Exit page

Shows the URLs of last pages in the visit.

Examples of column values:

http://demo.harepoint.com/SitePages/Home.aspx
http://demo.harepoint.com/_layouts/viewlsts.aspx

Exit rate

Shows the rate of how many times the given page was the last page in a visit.

Examples of column values:

21.82 %
0.4 %

Exited

Shows how many times users left (exited) the community site.

Exits

Shows how many times the given page was the last page in a visit.

Examples of column values:

142
17

Followers

Shows the number of followers for a document, web-site or user profile.

Follows

Shows how many times the document has been followed for the selected date range, not taking into account when it was unfollowed.

Example: document was followed 3 times, then was unfollowed 1 time, this results in 3 follows.

Group

Shows the name of group that contains current element.

Examples of column values:

_Hidden
List Content Types

Folder path

Displays the path to the list item relative to list URL, for example *List/folder1/subfolder*. It is especially helpful when there list items with the same names in the same list, but in different folders.

Group name

Shows the name of SharePoint group that visitors belong to.

Example of contents of a column field:

heads_of_departments

Home page (SP)

Shows the URL of a home page specified in SharePoint User profile.

Example of contents of a column field:

www.harepoint.com

Home page (AD)

Shows the URL of a home page specified in Active Directory profile.

Example of contents of a column field:
www.harepoint.com

Hour

Shows the hour beginnings for each report entry.

Examples of column values:
00:00:00
15:00:00

Id

Shows the ID for each report entry

Examples of column values:
1
14
0x01

Immediate children

Shows the number of immediate children for each content type.

Examples of column values:
14
0

Index size, Mb

Shows the index size of databases, in Mb

Examples of column values:
10,738.68
3,396.55

Internal state (workflows)

Shows the internal state of a workflow.

The following Internal States are available in SharePoint:

- Locked
- Running
- Completed
- Cancelled
- Expiring
- Expired
- Faulting
- Terminated
- Suspended

- Orphaned
- HasNewEvents
- NotStarted

IP (User)

Shows the IP-address of the visitor's computer.
Note: In some cases, determining the exact IP address is not possible due to technical reasons, for example when NAT or load balancer is used – in that case, NAT router or Load Balance Server IP address will be recorded.

Examples of column values:
192.168.1.144
83.219.130.160

IP (Operation)

Shows user IP-address who performed the action (creation, view, editing, removing) with a document or list item.
Note: In some cases, determining the exact IP address is not possible for technical reasons when NAT or load balancer is used – in that case, NAT router or Load Balance Server IP address will be recorded.

Examples of column values:
192.168.1.10
83.219.130.160

Is deleted

Shows "Yes" if current content type is deleted.

Examples of column values:
Yes
No

Is hidden

Shows "Yes" if current content type is hidden.

Examples of column values:
Yes
No

Is read only

Shows "Yes" if current content type is available only for reading.

Examples of column values:
Yes
No

Is sealed

Shows "Yes" if current content type is sealed. Sealed content types cannot be modified.

Examples of column values:

Yes
No

Item likes

Shows the number of likes for this list item, for the selected date range.

Item rates

Shows how many times this list item was rated, for the selected date range.

Items size, Mb

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

Examples of column values:

0.00
14.52

Joins

Shows how many times users joined the community site.

Last event time

Shows the date and time when the document or list item event occurred last time.

Examples of column values:

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

Last modified (web-sites details)

Shows the date and time when a site was modified last time.

Examples of column values:

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

Last viewed

Shows the date and time when a document or list item was viewed last time.

Examples of column values:

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

Last viewed by

Shows the user name of the account on behalf of which the last view of a document or list item was made.

Examples of column values:

Victoria Daw
John Smith

Last visit time

Shows the date and time when a given user has accessed last time any of site collections on this farm, where HarePoint Analytics is activated.

Note: the user however can be accessing other site collections in the farm, where HarePoint Analytics is not activated.

Last user name

Shows the display name (as specified in his/her account on the SharePoint site) of the **last** User who was working with the document.

Leaves

Shows how many times users left the community site.

Length of visits

Shows the length of each visit. Calculated as a difference between the time of a last pageview in a visit and a first pageview in a visit.

Note: For visits consisting of one pageview, the length of visit is indicated as **00:00:00**, since the first and the last visit coincide in this case.

Libraries count

Shows the number of document libraries for a corresponding report entry.

List

Shows the name of the list, which contains the current list item.

Examples of column values:

Announcements
Calendar

List (workflows)

Shows the name of the list or a document library with which the current workflow is associated with.

Examples of column values:

Announcements
Calendar

List item

Shows the name of a list item.

Examples of column values:

SharePoint Collaboration Days
European SharePoint Conference

List items count

Shows the number of list items for this report entry

List items size, Mb

Displays the size of list items in megabytes.

Lists count

Shows the number of lists for each report entry.

Examples of column values:

14
52

Location

Shows the name of a document library where the document is located.

Examples of column values:

Shared Documents
Support

Lock waits/sec.

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

Examples of column values:

3.44
0.04

Log files size, Mb

Shows the size of log-files for each database in the report, in megabytes.

Examples of column values:

10,738.68
3,396.55

Login

Shows the login name for a given user.

Examples:

i:0#.w|avm-sp2019\administrator
i:0#.w|avm-sp2019\jsmith

Mobile device

Shows the name of the mobile device that has been used to access the site.

Examples of column value:

iPhone
Samsung
Nokia Lumia

Modified

Shows the date and time of the last document modification or list item.

Examples of column values:

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

Modified by

Shows the name of a user, as specified in his/her SharePoint profile who was the last to modify a document or a list item.

Examples of column values:

Victoria Daw
John Smith

Name

Shows the name of a corresponding report entry.

Examples of column values:

Yearly Report
Photo

Name (JS Events)

Shows the event description, as specified in the properties of an event.

Examples of column values:

My product
Main Page

Next page

Shows the URL of page viewed by a visitor **after** the current page.

Examples of column values:

http://demo.harepoint.com/SitePages/Home.aspx
http://demo.harepoint.com/_layouts/viewlsts.aspx

Next page title

Shows the title of a page viewed by a visitor **after** the current page.

Examples of column values:

HarePoint Analytics for SharePoint 2010
Tasks - All Items

Number of events (JS Events)

Shows the number of events with specified type.

Examples of column values:

14
52

Owners

Shows a list of site owners, delimited by a semicolon.

Example:

AVM-SP2019\test1; AVM-SP2019\test2; AVM-SP2019\test3; Robert Smith

Page
Shows the full (absolute) URL of the page.

Examples of column values:
http://demo.harepoint.com/SitePages/Home.aspx

Page location
Shows the name of document library where the site page is located.

Examples of column values:
WikiDocs
Site Pages

Page title
Shows the title of the page viewed by a visitor.
Note: not all pages have titles.

Examples of column values:
HarePoint Analytics for SharePoint 2019
Tasks - All Items

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

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

Parent content type Id
Shows the ID of parent content type.

Examples of column values:
23
0x01

Parent content type name
Shows the name of the parent content type.

Example of contents of a column field:
System
Item

Percentage of all visits
Shows the rate of the current report entry, in percentage.
For example, "*89% for 0-10 seconds length of visits*" means that 89% of all visits for that selection (time range and filter settings) have been 0 to 10 seconds long.

Examples of column values:
18.03%
5.74%

Permission mask

Enumerates the permissions for anonymous users on this site.

Examples of column values:
ViewListItems, ViewVersions, ViewFormPages, Open, ViewPages, UseClientIntegration

Platform

Shows the names of operating systems used by visitors.

Examples of column values:
Windows NT
Windows XP

Post likes

Shows the number of blog post likes.

Post rates

Shows the number of blog post rates.

Posts

Shows the number of posts in discussions or blogs.

Previous page

Shows the URL of a page from which a visitor came to the current one.

Examples of column values:
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/Default.aspx

Previous page title

Shows the title of a page from which a visitor came to the current one.
Note: not all pages have titles.

Examples of column values:
HarePoint Analytics for SharePoint 2019
Tasks - All Items

Process

Shows the type of a process that utilizes farm resources.

Examples of column values:
Timer service
SQL service

Property

Shows the name of the user profile property.

Examples of column values:
Name
Email

Rating

Shows the current rating of a document or a blog post.

Read bytes/sec.

Shows the average speed of reading data from farm hard drives, in bytes per second.

Examples of column values:
107,177.47
6,727,939.77

Received bytes/sec.

Shows the average speed of receiving data, in bytes per second.

Examples of column values:
147,400.24
7,146.97

Replies

Shows the number of replies in discussions.

Requests

Shows the number of requests processed by IIS.

Examples of column values:
1623
156

Requests queued

Shows the number of server requests queued by IIS. As a rule, it means farm resources are insufficient for processing the incoming amount of HTTP requests.

Examples of column values:
0
458

Requests rejected

Shows the number of rejected server requests. As a rule, these are incorrect requests caused by malfunctions in the network connection or the client's equipment.

Examples of column values:
0
14

Resource location

Shows the address of a page to which a visitor was routed from the search results page.

Examples of column values:
http://www.harepoint.com/News/NewYear2012.aspx

Resource rank

Shows the rank of a page in search results.

Examples of column values:
1
4

Results found

Shows the number of results found by a search query.

Examples of column values:
22

Returned

Shows if a visitor has viewed this site earlier, before the current visit.

Examples of column values:
Yes
No

Returned visitors

Shows the **number of visits** from returned visitors.

Role

Shows visitor's IIS security role.

Examples of column values:
inet_users
portal_owners

Search keyword (expression)

Shows the keyword (expression) of a search query made by a visitor.

Examples of column values:
Site
list

Search scope

Shows the scope of search query (where applicable).

Examples of column values:
This site
This list

Search service

Shows the costs of farm resources consumed by Search service processes, in percentage of the total available farm resources.

Examples of column values:

31.56%
0.00%

Search time

Shows the time when a search query has been processed.

Examples of column values:

12/23/2011 January, 2012

Searches

Shows the number of search queries made by visitors either for the period displayed in the report entry, or on a certain site of the collection for the reporting period.

Examples of column values:

0
12

Searches per users

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

Examples of column values:

0.00
2.23

Searches with no results

Shows the number of search queries for which returned no results.
Also knows as “unsuccessful searches”.

Examples of column values:

0
2

Sent bytes/sec.

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

Examples of column values:

147,400.24
7,146.97

Server

Shows the name of a SQL server and instance name where databases are located, for each database included in the report.

Examples of column values:
SP14-DB
DB-SERVER

Sessions

Shows how many visits (sessions) have been made by each visitor included in the report.

Examples of column values:
1
4

SharePoint Department

Shows the name of a company department, as specified in a SharePoint User profile, or, depending on settings of the site collection, inherited from an Active Directory user profile.

Examples of column values:
Marketing
Support

Site

Shows the title of each site displayed in the report.

Examples of column values:
HarePoint Analytics for SharePoint 2019 Demo
HarePoint News

Site collection url

Shows the absolute URL of root site of the site collection.

Examples of column values:
http://www.harepoint.com
http://www.mapilab.com

Site title

Shows the title of a site where the current page, document library or list is located.

Examples of column values:
HarePoint Analytics for SharePoint 2019 Demo
HarePoint News

Site url

Shows the absolute URL of the given site.

Examples:
http://intranet/sites/blogs

Size, Kb

Shows the size of each document in the report, in kilobytes.

Examples of column values:
21,086.60
55.33

Size, Mb

Shows the total size of each site in the report, in megabytes.

Source page

Shows the absolute URL of a page from which a visitor came to this site.

Examples of column values:
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/OnlineDemo.aspx
http://www.harepoint.com/Products/HarePointAnalyticsForSharePoint/Default.aspx

Source page title

Shows the title of the page from which a visitor came to this site.

Note: not all pages have titles.

SQL service

Shows costs of farm resources consumed by SQL service processes, in percentage of the total available farm resources.

Examples of column values:
31.56%
0.00%

Stars

Shows how many stars in a 5-star rating this item has received.

Start time (workflows)

Shows the time when a workflow instance has started.

Example:
9/6/2021 3:15:05PM

Status (workflows)

Shows the status of a given workflow.

Following statuses are available in SharePoint:

- Not Started
- Failed on Start
- In Progress
- Error Occurred
- Canceled
- Completed
- Failed on Start (retrying)
- Error Occurred (retrying)
- ViewQueryOverflow

- Max
- Approved
- Rejected
- Custom status

Status code

Shows the HTTP status code returned for the requested page by the server.
For example:

- code "200" stands for “The request has succeeded”, which means the page has been downloaded successfully by a visitor
- code "404" stands for “The server has not found anything matching this Request-URI” means the page with the requested address does not exist.

Examples of column values:

200
404
401

Task list

Shows the task list for each workflow in a report.

Examples of column values:

Tasks
Custom Task List

Time

Shows the time for the report entry. In reports where data are grouped by hours, it shows the beginning of each hour, e.g. 3:00, 4:00, 5:00, etc.

Examples of column values:

00:00:00
15:00:00

Time of pageview

Shows the time when a certain pageview has happened.

Time on page

Shows the average time that visitors spend on the page.

Examples of column values:

00:00:27
00:04:54

Timer service

Shows costs of farm resources consumed by Timer service processes, in percentage of the total available farm resources.

Examples of column values:

31.56%

0.00%

Title

Shows the job title for this user account, specified either in SharePoint User Profile, or in Active Directory profile (depending on site collection configuration).

Examples of column values:

Programmer
President

Total comments

Shows how many times the blog post was commented in total, not taking into account the date range selected in the report.

Total discussions

Shows how many discussions the community site has in total, not taking into account the date range selected in the report.

Total follows

Shows how many times the document was followed in total, not taking into account the date range selected in the report, and not taking into account how many times it was unfollowed.

Total likes

Shows how many likes this item or document have received, without taking into account unlikes, and without taking into account the date range in the report.

Example: document had 2 likes and 1 unlike, this results in 2 total likes.

Total memebers

Shows how many members in total the community site has.

Total rates

Shows how many times this item or document has been rated in total, without taking into account the date range in the report.

Total rating

Shows the total rating this item or document has.

Total replies

Shows how many replies in discussions the community site has in total, without taking into account the date range selected in the report.

Transactions/sec.

Shows the average amount of SQL transactions per second, for each hour in the report.

Examples of column values:

0
58.15

Type (JS Events)
Shows the value specified in the properties of the event.

Examples of column values:
Page view
Purchase

Unfollows
Shows how many times the document was unfollowed.

Unique follows
Shows how many times the document was followed for the selected date range, taking into account when it was unfollowed.

Example: document was followed 3 times, then was unfollowed 1 time, this results in 2 unique follows.

Unique likes
Shows how many likes an item or a document currently has.

Example: document had 2 likes and 1 unlike, this results in 1 unique like.

Unique pageviews
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 column values:
456
32

Unique rates
Shows how many rates an item or a document currently has.

Example: document was rated 2 times, then 1 rate was removed, this results in 1 unique rate.

Unique visitors
Shows the **number of visits** from unique visitors who accessed the site.

Unlikes
Shows how many times users canceled their previous “like”.

Updates
Shows the number of Update events for a document (when a document has been edited and modified).

User agent
Shows a part of User-agent string from the browser’s request. This information can be used to determine which browser has been used by a visitor for a particular pageview.

Examples of column values:

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

User profile fields

Shows if each of the following User Profile Fields is filled(+), or not (-):

- UserProfile_GUID
- AccountName
- FirstName
- LastName
- WorkPhone
- WorkEmail
- Department
- PictureURL

User Profile follows

Shows how many times users followed a user profile.

User Profile unfollows

Shows how many times users stopped following a user profile.

User name

Shows the display name of the User, as specified in his/her account on the SharePoint site.

Examples of column values:
Anonymous
John Smith

Users

Shows the **number of registered users** who have viewed a site, page, document or list item for the reporting period.
Note: This doesn't include anonymous users.

Value

Shows the value of the user profile property.

Examples of column values:
John Smith
jsmith@mapilab.com

Value (JS Events)

Shows the value specified in the properties of the event.
Examples of column values:
12
49

Vendor
Shows the name of a mobile device vendor.

Examples of a column value:

Samsung
Philips

Version (content types)
Shows version number for a content type.

Examples of column values:

0
1

Version (of a mobile device)
Shows a version of a mobile device.

Examples of a column value:

SCH I535
I908

Views
Shows the number of views.
In **Visits & Visitors** and **Content & Traffic** reports, this field shows the number of page views.
In **Lists** reports, this value refers to number of list item views.
In **Documents** reports, a **View** event is triggered when either

- an **office** document has been opened by **Internet Explorer (Edge)** browser, since only this browser can establish a direct connection between office application (MS Word, MS Excel) and SharePoint allowing document changes to be uploaded directly to SharePoint.
  (any other browser simply downloads a document copy to a temporary folder and opens it, thus triggering Download event instead)

or

- a document **properties** have been viewed in SharePoint (applicable for documents of any types)

Visit end time
Shows the time when a visit end has been registered (when a browser was closed, or if a visitor was inactive on this site for more than 20 minutes).

Visit ID
Shows the ID of a visit. This ID is generated when the site has been opened in the browser, and kept until the browser was closed, or if a visitor was inactive for more than 20 minutes on the site.

Examples of column values:

383306
383275

Visit length

Shows the length (time span) of each visit included in the report.

Examples of column values:
00:00:00
00:01:37

Visits rate

Shows the rate of visits (in %) for the given parameter (browser, platform, mobile device), compared to the total number of visits.
For example, in Browsers report, Visits rate for a specific browser indicates how many visits to this site were made using this specific browser.

Visit start page

Shows the URL of page from which a visit has started.

Examples of column values:
http://demo.harepoint.com/SitePages/Home.aspx
http://demo.harepoint.com/_layouts/viewlsts.aspx

Visit start time

Shows the time when a visit has started (i.e. when a first pageview has occurred).

Visitor ID

Shows the unique ID assigned to a visitor. The Visitor ID is stored by means of browser cookies, and that is why one user can have multiple IDs - one for each browser and/or device that has been used to view the site. Beside that, when cleaning cookies, the current ID is lost and a new ID is assigned at the next visit.

Examples of column values:
369740
254632

Visits

Shows the number of visits for each report entry. The meaning of data of this field depends on a report. For example, in "Users activity" report, this field displays the number of views for each visitor included in the report. However, in "Depth of visits" report, this field displays the number of visits with a certain number of pageviews.

Visits (with Certain Depth)

Shows the number of visits with a certain number of pageviews.

Web application name

Shows the name of each web-application included in the report.

Examples of column values:

SharePoint Central Administration v4
SharePoint

Web follows

Shows how many times users followed a web-site.

Web service

Shows costs of farm resources consumed by Web service processes, in percentage of the total available farm resources.

Examples of column values:

31.56%
0.00%

Web unfollows

Shows how many times users stopped following a web-site.

Workflow ID

Shows the ID of a workflow.

Example:

c673aa1d-8e0b-4712-8991-45f83807a34a

Workflow Template ID

Shows the ID of a workflow template.

Example:

47e077a5-02ac-4c0b-afa5-3340a86c4ae2

Write bytes/sec.

Shows the average hard drives writing speed in bytes per second for each hour included in the report.

Examples of column values:

107,177.47
6,727,939.77

Filters

General

Report data source

Select the data source for the report: **Daily** data or **Monthly** data. In HarePoint Analytics, daily and monthly data are compiled and stored separately.

Daily data

- Provide the most detailed information
- Drill-down feature is available when daily data are used
- Daily data are removed after 180 days to maintain reasonable database size (this is a default value and it can be changed by your SharePoint administrator)

Monthly data

- Provide only summary data
- Drill-down feature is not available when monthly data are used
- Monthly data are never removed from the database

Specify time period

Using this filter field, you can limit the report to a **certain date range**.

Examples of filter expressions:

September 2020 - February 2021 (when a report is built by Months)
1/4/2020 - 2/4/2021 (when a report is built by Days)

Filter by report fields

About Me

Using this field, you can limit the report to display only data associated with SharePoint groups which descriptions contain certain words, or, conversely, exclude such data from the representation.

Examples of filter expressions:
Support
-Marketing

Active Directory Email

Using this field, you can limit the report by AD users' email addresses.
For example, using this filter, you can display data associated with user having a certain email address, or, conversely, exclude such data from the report.
You can specify only a part of the address. This can be useful if you want to display or exclude report entries associated with users having e-mail addresses in the same domain.

Examples of filter expressions:
jsmith@mapilab.com
-mapilab.local

Active Directory Title

Using this field, you can limit the report to display only entries associated with users having a certain job title, or, conversely, exclude such entries from the report.

Examples of filter expressions:

Manager
-Programmer

Association ID

Using this filter, you can only display workflows with certain Association ID, or, conversely, exclude such entries from the report.

Association Description

Using this filter, you can only display workflows with certain Association description, or, conversely, exclude such entries from the report.

Attachment size, Mb

Using this filter, you can limit the report by the summary size of a list item attachments.
You can display entries where data size is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
<100
100-1000

Author

Using this filter, you can only display entries, the author of which is a certain user, or conversely, exclude such entries from the report.

Examples of filter expressions:

johnsmith
-"System Account"

Authors

Using this filter, you can only display entries where the **number of authors** (visitors who have created, edited or deleted documents) is equal to, greater, or less than a certain value.

Examples of filter expressions:

0
>100
<10

Avg rank of clicked url

Using this field, you can limit the report to display only pages, links to which have a certain average rank in the search, rank higher or lower than a certain value, or a rank from a certain interval.

Examples of filter expressions:

1
<10
10-20

Avg. clicked url rank

Using this field, you can limit the report to display only pages, links to which have a certain average rank in the search, rank higher or lower than a certain value, or a rank from a certain interval.

Examples of filter expressions:

1
<10
10-20

Avg. length of visit (seconds)

Using this field, you can limit the report to display entries, only where **average time spent on the site**, in seconds, is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Avg. duration of view (seconds)

Using this filter, you can only display documents or list items that have been viewed for certain duration, shorter or longer than specified value.

Filter value examples:

>120
<600

Avg. number of found results

Since the site content may change during the reporting period, the number of search results returned for a keyword may vary with the time as well.

Using this filter, you can limit the report to display only report entries with average number of search results matching the certain number, with the number less or greater than a certain value, or with the number from a certain range.

Examples of filter expressions:

0
>25
10-50

Avg. time on page (seconds)

Using this field, you can limit the report to display entries, where **average time spent on the page**, in seconds, is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Avg. value (JS Events)

Using this field, you can limit the report to display entries only where **average value** specified in event properties is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Blog post

Using this filter, you can display only blog posts with specific **name(s)**, or exclude such blog posts from a report. You can use the either a complete blog post name, or only a part of it.

Blog post url

Using this filter, you can display only blog posts with **specific URL(s)**, or exclude such blog posts from a report.
You can use the either a full absolute URL, or only a part of it.

Bounce rate

Using this field, you can limit the report to display entries only where **bounce rate** (in percentage) is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>10
10-100

Bounces

Using this field, you can limit the report to display entries only where the **number of bounces** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>10
10-100

Browser (Browsers)

Using this field, you can limit the report to display entries only referring to a certain browser or, conversely, exclude entries referring to certain browsers.

Examples of filter expressions:

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 filter expressions:
IE 6.0
-Safari

Browser version

Using this field, you can limit the report to display entries only associated with a certain **browser version**, or, conversely, exclude such positions from the report.

Examples of filter expressions:
6.0
-9.0

Build (of a mobile device)

Using this filter, you can display only mobile devices with certain **version build number**, or, conversely exclude certain mobile devices having certain build number(s) from a report.

City (SP)

Using this field, you can limit the report to display only visitors who live in a certain city, or, conversely, exclude such data from the report. The information about the city where the visitor is located, is taken from SharePoint User profile.

Examples of filter expressions:
New-York
-London

City (AD)

Using this field, you can limit the report to display only visitors who live in a certain city, or, conversely, exclude such data from the report. The information about the city where the visitor is located, is taken from Active Directory profile.

Examples of filter expressions:
New-York
-London

ClickedUrl

Using this field, you can limit the report to display only **transitions from search results page to a certain page**, or, conversely, exclude such transitions from the report.

Examples of filter expressions:
http://www.harepoint.com/Default.aspx
-Home

Clicks from search result

Using this field, you can limit the report to display entries only where the **number of transitions from search results page** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Clicks on results

Using this field, you can limit the report to display entries only where the **number of transitions from search results page** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Clicks on search results

Using this field, you can limit the report to display entries only where the **number of transitions from search results page** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Company

Using this field, you can limit the report to display entries only associated with users who work in a certain company, or, conversely, exclude such data from the report.

Examples of filter expressions:

MAPILab
-SomeCompany

Comments

Using this filter, you can limit the report to display only users' activity for events with specific number of comments.

As a condition, you can specify the comments number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Country

Using this filter, you can display entries for site visitors only from certain country (countries), or, conversely, exclude such entries from the report.

Examples of filter expressions:

USA Canada
-Italy

Created

Using this filter, you can limit the report to display only entries with **certain number of created documents or list items**, greater or less than a certain number, or falling within the given range.

Examples of filter expressions:

0
>10
<300

Created (social reports)

Using this filter, you can limit the report to display only blog posts or discussions that were created within the specified date range.

Database

Using this field, you can limit the report to display entries only associated with a certain database, or, conversely, exclude such positions from the report.

Examples of filter expressions:

HarePointStatistics
-WSS_Content

Deleted

Using this filter, you can limit the report to display only entries with **certain number of deleted documents or list items**, greater or less than a certain number, or falling within the given range.

Examples of filter expressions:

0
>10
<300

Department

Using this filter, you can display entries for site visitors only from certain **company department(s)** or, conversely, exclude such entries from the report.

Examples of filter expressions:

Support
-Marketing

Description

Limits the displayed entries by their **descriptions**. You can use the either a complete description, or only a part of it.

Examples of filter expressions:

Create a new list item.

- "Add a new"

Description (JS Events)

Using this field, you can limit the report to display entries only with specific **descriptions of events**. You can use the either a complete description, or only a part of it.

Examples of filter expressions:

User clicked "buy" button

User rejected agreement

Device name

Using this field, you can limit the report to display only specific devices, by their names.
You can use the either a complete device name, or only a part of it.

Examples of filter expressions:

Philips

Samsung

Discussion

Using this filter, you can display only discussions with specific **name(s)**, or exclude such discussions from a report. You can use the either a complete discussion name, or only a part of it.

Discussion url

Using this filter, you can display only discussions with **specific URL(s)**, or exclude such discussions from a report. You can use the either a full (absolute) discussion URL, or only a part of it.

Discussions

Using this filter, you can limit the report to display only users' activity for events with specific number of discussions.
As a condition, you can specify the discussions number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10

<100

100-1000

Document

Using this filter, you can display only documents with specific **name(s)**, or exclude such documents from a report. You can use the either a complete document name, or only a part of it.

Examples of filter expressions:

.docx
"annual report"
ITL-1.pdf

Document follows

Using this filter, you can limit the report to display only users' activity for events with specific number of document follows.
As a condition, you can specify the document follows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Document library location

Using this filter, you can only display documents located in **certain library (or libraries)**, or, conversely, exclude such documents from the report.
Hold down the **Ctrl** key to select **multiple** document libraries.
Note: This field does not display all available document libraries, but only those, which have ever been accessed since HarePoint Analytics was installed.

Document title

Using this filter, you can display only documents with **specific title(s)**, or exclude such documents from a report. You can use the either a complete document title, or only a part of it.

Examples of filter expressions:
Sales
"Proof of concept"

Document type

Using this filter, you can only display documents of **certain types**, for example include or exclude pictures, or aspx pages.

Examples of filter expressions:
PDF
-docx

Document url

Using this filter, you can display only documents with **specific URL(s)**, or exclude such documents from a report. You can use the either an absolute document URL, or only a part of it.

Examples of filter expressions:
http://www.harepoint.com/Shared documents/Get_Started.docx
News

Documents count

Using this filter, you can display only those entries in the report, where **number of documents** satisfies the given condition. As a condition, you can specify the number of documents to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of a filter field:

5
<10
10-100

Document likes

Using this filter, you can limit the report to display only users' activity for events with specific number of document likes.
As a condition, you can specify the document likes number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Document rates

Using this filter, you can limit the report to display only users' activity for events with specific number of document rates.
As a condition, you can specify the document rates number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Documents size, Mb

Using this filter, you can only display document libraries with **certain size in megabytes**. As a condition, you can specify the document library size to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Document unfollows

Using this filter, you can limit the report to display only users' activity for events with specific number of document unfollows.

As a condition, you can specify the document unfollows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Domain

Using this filter, you can display entries for site visitors only from **certain company domain(s)** or, conversely, exclude such entries from the report.

Examples of filter expressions:
mapilab
-local

Downloads

Using this filter, you can only display documents with certain number of **download** events.
A **Download** event is triggered when a document has been actually downloaded (even if to a temporary folder). This happens when you select "Download a copy" option, or if you use browsers other than Internet Explorer (Edge).
Note: in Internet Explorer (Edge) browser, opening an office document is counted as View event.

Examples of filter value:
>10
<2

Duration (seconds)

Using this filter, you can only display documents, for which the View event lasted for a specific amount of time, or remove such entries from the report.

Examples of filter expressions:
>10
<300
300-500

Duration (workflows)

Using this filter, you can only display workflow instances, which were running for a specific amount of time, or remove such entries from the report.
Specify the required duration time in seconds.

Examples of filter expressions:
>10
<300
300-500

Edits

Using this filter, you can limit the report to display only entries with **certain number of edited documents or list items**, greater or less than a certain number, or falling within the given range.

Examples of filter expressions:

0
>10
<300

Email

Using this field, you can limit the report only to display entries for users with specific e-mail addresses, or, conversely, exclude such data from the report.
You can use the either a full e-mail address, or only a part of it. The latter can be useful, if you want to display or exclude data associated with users having e-mail addresses in the same domain.

Examples of filter expressions:

jsmith@mapilab.com
-mapilab.local

Entrances

Using this field, you can limit the report only to display entries where the **number of entrances to the site via the specific page** is equal to a certain number, be greater or less than a certain number or belong to the given interval of values.

Examples of filter expressions:

0
>10
10-100

Event

Using this filter, you can limit the displayed data by certain **events types**. For example, you can include or exclude document deletion events from the report.
Hold down **Ctrl** button to select **multiple** events.

Examples of filter expressions:

Add
View
Edit
Remove

Event (social reports)

Using this filter, you can limit the report to display only specific social events.
Hold down **Ctrl** button to select **multiple** events.

Examples of filter expressions:

Rate
Like
Unlike

Follow
Unfollow
(etc)

Exit page

Using this filter, you can display only **visits that finished on a certain page**, or, conversely, exclude such visits from the report. You can use the either a complete page URL, or only a part of it to include/exclude multiple pages.

Examples of filter expressions:
http://www.harepoint.com/Products/Default.aspx
-Home

Exit rate

Using this field, you can limit the report only to display entries where **exit rate** is equal to a certain number, greater or less than a certain number, or falls within the given range (in percentage).

Examples of filter expressions:

0
>10
10-100

Exited

Using this filter, you can limit the report to display only users' activity for events with specific number of leaves (exits) of community site.
As a condition, you can specify the number of community site leaves(exits) to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Exits

Using this field, you can limit the report only to display entries where **number of exits** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
0
>10
10-100

Folder path

A list can contain several list items with the same names under different folders. Using this filter, you can only display list items with **certain folder path within the list**.

Examples:

List1/folder1

List1/folder2/subfolder1

Followers

Using this filter, you can limit the report to display only entries with specific number of followers. As a condition, you can specify the number of followers to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10

<100

100-1000

Follows

Using this filter, you can limit the report to display only items with specific number of follows. As a condition, you can specify the number of follows to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10

<100

100-1000

Group

Using this field, you can limit the report to display **only content types from specific groups**, or conversely, exclude such content types from a report.

Examples of filter expressions:

_Hidden

- List Content Types

Group name (AD)

It limits the displayed data by Active Directory groups. You can either display data associated with a certain group, or, conversely, exclude these data from the representation.

Examples of filter expressions:

Marketing

-Support

Group name (SP)

It limits the displayed data by SharePoint User profile groups. You can either display data associated with a certain group, or, conversely, exclude these data from the representation.

Examples of filter expressions:

Marketing

-Support

Home page

Using this field, you can limit the report to display entries only referring to **users having a certain home page** specified in their user profile, or, conversely, exclude such positions form the report.

Examples of filter expressions:

www.harepoint.com
-www.mapilab.com

Id (search)

Using this field, you can limit the report to display entries only where the **ID of a search query** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

1546
<100

Id (Content types)

Using this field, you can limit the report to display entries only where the **ID of a content type** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

1546
>100
<10

Include ReAuthorizations

Using this filter, you can choose whether to include in the report the pageviews by the same visitor, but under another name — for example, a visitor viewed several pages under one account, than logged out and logged in under another account, then viewed some more pages.

Examples of filter expressions:

Checked/unchecked checkbox

Immediate children

Using this field, you can limit the report to display entries only where the **number of immediate children of a content type** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>0

Internal state (workflows)

Use this filter to display workflows only with certain Internal State.

The following Internal States are available in SharePoint:

- Locked

- Running
- Completed
- Cancelled
- Expiring
- Expired
- Faulting
- Terminated
- Suspended
- Orphaned
- HasNewEvents
- NotStarted

Is deleted

Using this filter, you can include or exclude **deleted content types** from a report.

Examples of filter expressions:
Yes
No

Is hidden

Using this filter, you can include or exclude **hidden content types** from a report.

Examples of filter expressions:
Yes
No

Is read-only

Using this filter, you can include or exclude **read-only content types** from a report.

Examples of filter expressions:
Yes
No

Is sealed

Using this filter, you can include or exclude **sealed content types** from a report.
Sealed are the content types that cannot be modified.

Examples of filter expressions:
Yes
No

Item likes

Using this filter, you can limit the report to display only users' activity for events with specific number of item likes.

As a condition, you can specify the item likes number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Item rates

Using this filter, you can limit the report to display only users' activity for events with specific number of item rates.
As a condition, you can specify the item rates number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

IP

Using this field, you can limit the report only to display visits and views made from a **certain IP-address**, or conversely, exclude such visits and views from the report.

Examples of filter expressions:
192.168.1.44
-66.249.72.46

Joins

Using this filter, you can limit the report to display only users' activity for events with specific number of joins to community sites.
As a condition, you can specify the number of joins to community sites to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Last viewed by

Using this filter, you can display only pages, documents or list items which have **been viewed last time by a specific user** (by user name). Conversely, you can exclude these pages, documents or list items from the report.

Examples of filter expressions:
"Victoria Daw"
-"John Smith"

Leaves

Using this filter, you can limit the report to display only users' activity for events with specific number of leaves (exits) of community site.
As a condition, you can specify the number of community site leaves to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

List

Using this filter, you can only display **items from a certain list**, or, conversely, exclude such items from the report.

List (workflows)

Using this filter, you can only display workflows that are associated with certain list(s) or document libraries, by specifying list or document library **name**.

Examples of column values:

Announcements
Calendar

List ID (workflows)

Using this filter, you can only display workflows that are associated with certain list(s) or document libraries, by specifying list or document library **ID**.

Examples of column values:

e24e0d4c-3a62-4e1d-bd09-3baca3f2997b

List item

Using this filter, you can only display list items, which have a certain name or contain a certain word in their titles. You can also exclude such items from the report.

Examples of filter expressions:

SharePoint disadvantages
New version of HarePoint Workflow Extensions

List items count

Using this filter, you can only display lists containing certain **number of list items**. As a condition, you can specify the number of list items to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

List items size, Mb

Using this filter, you can only display lists with certain size in megabytes. As a condition, you can specify the list size to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

List item unique ID (workflows)

Using this filter, you can display only workflows or workflow instances that refer to a specific list item by its **unique ID**. Conversely, you can exclude such data from the report.

Example:

47e077a5-02ac-4c0b-afa5-3340a86c4ae2

List item url

Using this filter, you can only display **specific list items** by their **URLs**. For example, you can display only list items located in a certain list, or, conversely, exclude such list items from the report.
You can use the either an absolute URL to include/exclude only one list item, or only a part of it to include/exclude multiple items.

Examples of filter expressions:

http://demo.harepoint.com/Lists/Announcements/DispForm.aspx?ID=1
-Announcements

List location

Using this filter, you can only display **list items from a certain list**, or, conversely, exclude such items from the report. Either you can use a full (absolute) list URL, or only a part of it, so that all lists containing that keyword in URL will be taken into account.

Examples of filter expressions:

Issues
-News

List URL (lists)

Using this filter, you can limit the report to display only list items from certain list(s). Either you can use a full (absolute) list URL, or only a part of it, so that all lists containing that keyword in URL will be taken into account.

Examples of filter expressions:

Issues
-News

List URL (workflows)

Using this filter, you can only display workflows associated with certain list or document libraries, or, conversely, exclude such entries from the report. Either you can use a full (absolute) list URL, or only a part of it, so that all lists containing that keyword in URL will be taken into account.

Examples of filter expressions:

Issues
-News

Login

Using this filter, you can limit the report to display only users with certain login names. You can use either a complete login name, or only a part of it, to display all users containing that keyword in their login names. In this way, for example, you can filter the report for a certain domain.

Examples:

i:0#.w|avm-sp2019\administrator
i:0#.w|avm-sp2019

Mobile device

Using this filter, you can limit the report to display data only associated users that used mobile devices to access the site.

Examples of filter field:

Samsung
Nokia Lumia
Huawei

Modified by

Using this field, you can limit the report only to display pages, documents or list items **modified by a certain user**. Conversely, you can exclude such pages, documents or list items from the report.

Examples of filter expressions:

"Victoria Daw"
-"John Smith"

Name

Using this field, you can limit the report to display only entries with certain names. Conversely, you can exclude entries with certain names from the report.

Examples of filter expressions:

Issues
-News

Name (JS Events)

Using this field, you can limit the report to display only **events with specific names**. Conversely, you can exclude certain events by their names from the report.

Examples of filter expressions:

harepoint
-test

Next page

Using this field, you can limit the report to display pages, only with a **specific next page in navigation path,** by next page URL. Conversely, you can exclude such entries from the report.
You can use the either absolute next page URL, or only a part of it.

Examples of filter expressions:

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

-Home

Next page title

Using this field, you can limit the report to display pages, only with a **specific next page in navigation path,** by next page title. Conversely, you can exclude such entries from the report.
You can use the either full next page title, or only a part of it.
Note: Not all pages have titles.

Examples of filter expressions:

HarePoint News

-Home

Not modified since

Using this filter, you can display only documents or list items, which haven't been modified since a certain date.

Not viewed since

Using this filter, you can display only documents, list items, or sites, which haven't been viewed since a certain date.

Number of events (JS Events)

Using this field, you can limit the report only to display entries where **number of events** is equal to a certain number, greater or less than a certain number, or falls within the given range. Examples of filter expressions:

0

>100

100-1000

Owners

Using this filter, you can only display **sites with certain owner(s)**. If you need to specify several owners, delimit them by a space bar, not by a semicolon, as displayed in a report.

Examples:

"Robert Smith" – will display sites where Robert Smith is an owner

"Robert Smith" "Mark Andrews" – will display sites where either Robert Smith or Mark Andrews, or both are owners

+"Robert Smith" +"Mark Andrews" – will display sites where both Robert Smith and Mark Andrews are owners

Page

Using this field, you can limit the report only to display entries referring to a **specific page**, by page URL. Conversely, you can exclude such entries from the report.
You can use the either an absolute page URL, or only a part of it.

Examples of filter expressions:

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

-Home

Page location (unused pages)

Using this filter, you can display only pages located in a certain library (by library name) or, conversely, exclude such pages from the report.

Examples of filter expressions:

Issues
-News

Page title

Using this field, you can limit the report only to display entries referring to specific pages by their titles. Conversely, you can exclude such entries from the report.
Note: Not all pages have titles.

Examples of filter expressions:

HarePoint News
-Home

Pages per visit

Using this filter, you can only display report entries where the **average number of pages viewed per visit** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Pageviews

Using this filter, you can only display report entries where the **number of page views** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Parent content type Id

Using this field, you can limit the report only to display content types with **specific parent content type ID**, or conversely, exclude such content types from a report.

Examples of filter expressions:

0
>100
100-1000

Parent content type name

Using this field, you can limit the report only to display content types with **specific parent content type name**, or conversely, exclude such content types from a report.

Examples of filter expressions:

System
Item

Permission mask

Using this filter, you can display only sites with certain permissions for anonymous users.

Examples of filter expressions:

ViewListItems
ViewListItems ViewVersions ViewFormPages Open ViewPages UseClientIntegration

Platform (Visits)

Using this filter, you can display only visits made from a computer or a device running a certain operating system, or conversely, exclude such visits from the report.

Examples of filter expressions:

WINDOWS 7
-UNIX

Platform (Platforms)

Using 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 filter expressions:

Windows
-UNIX

Post likes

Using this filter, you can limit the report to display only blog sites with a specific number of post likes. As a condition, you can specify the post likes number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Post rates

Using this filter, you can limit the report to display only blog sites with a specific number of post rates.
As a condition, you can specify the post rates number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Post views

Using this filter, you can limit the report to display only blog sites with a specific number of post views.
As a condition, you can specify the post views number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Posts

Using this filter, you can limit the report to display only users' activity for events with specific number of posts.
As a condition, you can specify the posts number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Previous page

Using this field, you can limit the report to display pages, only with a **specific previous page in navigation path,** by next page URL. Conversely, you can exclude such entries from the report.
You can use the either absolute next page URL, or only a part of it.

Examples of filter expressions:

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

Previous page title

Using this field, you can limit the report to display pages, only with a **specific previous page in navigation path,** by next page title. Conversely, you can exclude such entries from the report.
You can use the either full next page title, or only a part of it.
Note: Not all pages have titles.

Examples of filter expressions:

HarePoint News
-Home

Rating

Using this filter, you can limit the report to display only items with specific rating.
As a condition, you can specify the rating to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Replies

Using this filter, you can limit the report to display only users' activity for events with specific number of replies.
As a condition, you can specify the replies number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Resource location

Using this filter, you can only display **certain destination pages** to which a visitor was routed from the search results page.
You can specify either a full (absolute page URL), or only a part of it.

Examples of filter expressions:
http://www.harepoint.com/Products/Default.aspx
-Home

Resource rank

Using this filter, you can display only **pages links to which (on search results page) have a certain rank**, a rank higher or lower than a certain value, or have a rank in the given interval.

Examples of filter expressions:
1
<10
10-20

Results found

Using this field, you can limit the report to display entries only where the **number of found result** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
0
<10
>100

Returned

Using this filter, you can display only returned visitors (e.g., for whom the current visit is not the first one), or, conversely, only new visitors.

Examples of filter expressions:

Yes
No

Returned visitors

Using this filter, you can display entries where the **number of visits from returned visitors** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Role

Using this field, you can limit the report only to display entries with **specific visitors' IIS security roles**.

Examples of filter expressions:

inet_users
inet_admins

Search keyword

Using this field, you can limit the report only to display entries referring to **certain search phrases and keywords**, or conversely exclude such data from the report.

Examples of filter expressions:

Sale
-Site

Search scope

Using this field, you can limit the report only to display entries referring to a **specific search scope**, or conversely, exclude such entries from the search.

Examples of filter expressions:

"This Site"
-"This List"

Searches

Using this field, you can limit the report to display entries only where the **number of search queries** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Searches per users

Using this field, you can limit the report to display entries only where an **average number of search queries made by a visitor** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Searches with no results

Using this field, you can limit the report to display entries only where the **number of unsuccessful searches** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Selected fields are empty

You can limit the report to display only users having **certain SharePoint User profile fields filled or not filled**. See User profile fields filter description.

Server

Here you can choose servers, data from which should be included in the report.

Examples of filter expressions:

SP14-APP SP14-FE1

Site

Using this filter, you can limit the displayed entries to only **certain sites**. You can use the full **site URL**, or only a part of it, so that all sites containing that keyword in URL will be included/excluded from the report.

Examples of filter expressions:

www.harepoint.com
-blogs -news

Site collection URL

Using this filter you can limit the displayed entries to only **certain site collections**. You can use either the full **URL of the root site of the site collection**, or only a part of it, so that all site collections containing that keyword in URL will be included/excluded from the report.

Examples:

intranet:8080/sites/gallery
-intranet:8080

Site title

Using this filter, you can limit the displayed entries to only **certain sites**. You can use the full **site title**, or only a part of it, so that all sites containing that keyword in site title will be included/excluded from the report.

Examples of filter expressions:

Home
-Blogs

Site url

Using this filter, you can limit the displayed entries to only **certain sites**. You can use the full **site URL**, or only a part of it, so that all sites containing that keyword in site title will be included/excluded from the report.

Examples of filter expressions:

http://www.harepoint.com
-http://www.mapilab.com

Size, Kb

Using this filter, you can have only entries with certain data size displayed in a report. For example, you can display entries where data size is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
<100
100-1000

Size, Mb

Using this filter, you can limit the report to display only sites with certain size in megabytes. For example, you can display sites the size of which is equal to a certain value, greater or less than a certain value, or falls within the given range.

Examples:

>0.5
2-10

Source page

Using this filter, you can limit the report to display only those **visits, the source of which was a certain page** (**by the URL**), or conversely, exclude such visits from the report.
This field can contain either a full URL of the page, or only a part of it.

Examples of filter expressions:

http://www.harepoint.com/Products/Default.aspx
-Home -Blogs +News

Source page title

Using this filter, you can limit the report to display only those **visits, the source of which was a certain page** (**by the title**), or, conversely, exclude such visits from the report.

This field should contain page titles.
Note: not all pages have titles.

Examples:

"News section"

Blog

Stars

Using this filter, you can limit the report to display only users' activity for items with a specific 5-star rating.
As a condition, you can specify the number of stars to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>1

<5

1-3

Status (workflows)

Use this filter to display workflows with certain statuses only.

The following statuses are available:

Following statuses are available in SharePoint:

- Not Started
- Failed on Start
- In Progress
- Error Occurred
- Canceled
- Completed
- Failed on Start (retrying)
- Error Occurred (retrying)

Status code

Use this filter field to limit the report entries by HTTP status code of the page. For example, you can display broken links by filtering for 404 HTTP status code.

Examples of filter expressions:

404 (will display requests for non-existing pages – broken links)

-200 (will exclude all successful pageviews and will display only pageviews with any kind of issues – missing pages, failed authentication, etc)

Task list

Using this filter, you can only display workflows referring to **a certain task list**, by specifying the **task list name**.

Examples of column values:

Tasks
Custom Task List

Task list ID (workflows)

Using this filter, you can only display workflows that are associated with **certain task list** by specifying the **task list ID**.

Examples of column values:
e24e0d4c-3a62-4e1d-bd09-3baca3f2997b

Task list URL (workflows)

Using this filter, you can only display workflows associated with **certain task list** or, conversely, exclude such entries from the report. Either you can use a full (absolute) task list URL, or only a part of it, so that all task lists containing that keyword in URL will be taken into account.

Examples of filter expressions:
Tasks

Time on page

Using this filter, you can only display entries where the **time spent on the page (in seconds)** is equal to a certain number, greater or less than a certain number, or falls within the given range.
Note: If a visit (a session) consists only from one pageview, it's not technically possible to determine the time on page. Such pages have time on page displayed as 00:00:00.

Examples of filter expressions:
0
>10
10-100

Title

Using this field, you can limit the report only to display entries associated with users having a **certain job title** in their SharePoint User profile, or, conversely, exclude such data from the report.

Examples of filter expressions:
manager
-programmer

Total comments

Using this filter, you can limit the report to display blog posts only with specific **total** number of comments.
For example, if a blog post was commented total of 3 times, then 1 comment was removed, this results in **3 total comments**.
As a condition, you can specify the **total** number of comments to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Total discussions

Using this filter, you can limit the report to display only items with specific **total** number of discussions.
Note it is not taking into account the date range selected in the report.
As a condition, you can specify the **total** number of discussions to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Total follows

Using this filter, you can limit the report to display only items with specific **total** number of follows.
For example, if a document was followed total of 3 times, then was unfollowed 1 time, this results in **3 total follows**.
As a condition, you can specify the **total** number of follows to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Total likes

Using this filter, you can limit the report to display only users' activity for items with specific **total** number of likes.
For example, if document had 2 likes and 1 unlike, this results in **2 total likes**.
As a condition, you can specify the **total** number of likes to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Total members

Using this filter, you can limit the report to display only items with specific **total** number of site members.
Note it is not taking into account the date range selected in the report.
As a condition, you can specify the **total** number of site members to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Total rates

Using this filter, you can limit the report to display only users' activity for items with a specific **total** number of rates.
For example, if document had 2 rates and 1 rate was canceled afterwards, this results in **2 total rates**.
As a condition, you can specify the **total** number of rates to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Total rating

Using this filter, you can limit the report to display only users' activity for items with a specific total rating.
As a condition, you can specify the total rating to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>4
<2
1-4

Total replies

Using this filter, you can limit the report to display only items with specific **total** number of replies.
Note it is not taking into account the date range selected in the report.
As a condition, you can specify the **total** number of replies to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Type (JS Events)

Using this field, you can limit the report to display only **events with specific types**, or, conversely, exclude such events from the report.

Examples of filter expressions:

"Page view"
Purchase

Unfollows

Using this filter, you can limit the report to display only items with specific number of unfollows.
As a condition, you can specify the number of unfollows to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Unique follows

Using this filter, you can limit the report to display only items with specific number of unique follows. For example, if a document was followed 3 times, then was unfollowed 1 time, this results in **2 unique follows**.

As a condition, you can specify the number of unique follows to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Unique likes

Using this filter, you can limit the report to display only users' activity for items with specific number of unique likes.

For example, if document had 2 likes and 1 unlike, this results in **1 unique like**.

As a condition, you can specify the unique likes number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Unique pageviews

Using this field, you can limit the report only to display entries where the **number of unique page views** within a visit (session) is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

0
>100
100-1000

Unique rates

Using this filter, you can limit the report to display only items with specific number of unique rates. For example, if a document was rated 2 times, then 1 rate was removed, this results in **1 unique rate**.

As a condition, you can specify the number of unique rates to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10

<100
100-1000

Unique visitors

Using this field, you can limit the report only to display entries where the **number of unique visitors** is equal to a certain number, greater or less than a certain number, or falls within the given range. Unique visitors are calculated based on **Visitor ID**. The Visitor ID is stored by means of browser cookies, and that is why **one user can have multiple IDs** - one for each browser and/or device that has been used to view the site. Beside that, when cleaning cookies, the current ID is lost and a new ID is assigned at the next visit.

Examples of filter expressions:
0
>100
100-1000

Unlikes

Using this filter, you can limit the report to display only users' activity for items with specific number of unlikes.
As a condition, you can specify the item unlikes number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Updates

Using this filter, you can only display documents, list items or blog posts with certain number of update events.

Examples of filter expressions:
0
>100
100-110

User agent

Using this field, you can limit the report only to display pageviews made using a **browser with a specific User-Agent**, or conversely, exclude such pageviews from a report.

Examples of filter expressions:
"Chrome/16.0.912.77"
-"Mozilla/5.0"

User profile fields

Note: this filter is used in combination with **Selected fields are empty** checkbox.
Using this filter, you can limit the report to display only users who have specific User Profile fields filled (**Selected Fields Are Empty** is unchecked) or not filled (**Selected Fields Are Empty** is checked):

- UserProfile_GUID
- AccountName
- FirstName
- LastName
- WorkPhone
- WorkEmail
- Department
- PictureURL

You can select multiple items by holding down **Ctrl** button while clicking.

User name

Using this filter, you can limit the report to display only **users with certain names**. You can use either a complete name, or only a part of it, to display all users containing that keyword in their names. In this way, for example, you can filter a report for a certain domain.

Examples:
avm-sp2019\administrator
avm-sp2019

User ID

Using this field, you can limit the report only to display entries associated with **users whose IDs match the given condition**.
Note: User IDs are specific to HarePoint Analytics.

Examples of filter expressions:
75362
-214

User Profile follows

Using this filter, you can limit the report to display only users' activity for events with specific number of User Profile follows.
As a condition, you can specify the User Profile follows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

User Profile unfollows

Using this filter, you can limit the report to display only users' activity for events with specific number of User Profile unfollows.
As a condition, you can specify the User Profile unfollows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:

>10
<100
100-1000

Users

Using this field, you can limit the report only to display entries where **the number of users** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:

7
>100
100-1000

Value (JS Events)

Using this field, you can limit the report to display only **events with specific values**, or, conversely, exclude such events from the report.

Examples of filter expressions:

15
>10
10-25

Vendor

Using this filter, you can limit the displayed **mobile devices to certain vendor(s).**

Examples of filter values:

Samsung
iPhone

Version

This filter field is used to limit the displayed entries by **the versions of the corresponding items**.

Views

Using this filter, you can display documents, lists items, pages, and blog posts with certain number of **views**.

In **Visits & Visitors** and **Content & Traffic** reports, this field refers to the number of page views.
In **Lists** reports, this field refers to the number of list item views.

In **Documents** reports, a **View** event is triggered when either

- an **office** document has been opened by **MS Office** via **Internet Explorer (Edge)** browser, since only this browser can establish a direct connection between office document and SharePoint allowing document changes to be uploaded directly to SharePoint.
  (any other browser simply downloads a document to a temporary folder and opens it, thus triggering Download event instead)

or

- a document **properties** have been viewed in SharePoint (applicable for documents of any types)

Examples of filter value:
0
>45
<300

Visit ID

Using this field, you can limit the report only to display entries associated with **certain visits (by Visit IDs)**, or, conversely, exclude these data from the report.
In addition, you can display data associated with Visits IDs which are equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
1522324
>142232
150132-150138

Visit length (seconds)

Using this field, you can limit the report only to display entries where the **visit length** (in seconds) is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
60
>120
120-3600

Visit length (seconds) (Average)

Using this field, you can limit the report only to display entries where the **average visit length** (in seconds) is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
0
>100
100-1000

Visit start page

Using this field, you can limit the report only to display **visits, which started from a certain page**, or, conversely, exclude such visits from the report.
You can use the either an absolute visit start page URL, or only a part of it.

Examples of filter expressions:
http://www.harepoint.com/Products/Default.aspx
-Home

Visitor ID

Using this field, you can limit the report only to display entries associated with **certain Visitor ID**.
The Visitor ID is stored by means of browser cookies, and that is why **one user can have multiple IDs** - one for each browser and/or device that has been used to view the site. Beside that, when cleaning cookies, the current ID is lost and a new ID is assigned at the next visit.

Examples of filter expressions:
1566
>1560
1560-2007

Visits

Using this field, you can limit the report only to display entries where the **number of visits** is equal to a certain number, greater or less than a certain number, or falls within the given range.

Examples of filter expressions:
10
>100
100-1000

Web application

Using this field, you can limit the report to display data only from **specific web applications**.
To select **multiple** web applications, hold down **Ctrl** button, while clicking.

Webs follows

Using this filter, you can limit the report to display only users' activity for events with specific number of web-site follows.
As a condition, you can specify the webs-site follows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Webs unfollows

Using this filter, you can limit the report to display only users' activity for events with specific number of web-site unfollows.

As a condition, you can specify the webs-site unfollows number to be equal to a certain number, to be greater or less than a certain number, or to fall within the given range.

Examples of filter expressions:
>10
<100
100-1000

Workflow ID

Using this field, you can limit the report only to display **workflows with certain IDs**.

Example:
47e077a5-02ac-4c0b-afa5-3340a86c4ae2

Filter by Active Directory fields

Account name

Using this field, you can limit the report only to display entries associated only with specific Active Directory user accounts. Conversely, you can exclude these data.

Examples of filter expressions:
"John Smith"
-"John Abraham"

Active Directory Department

Using this field, you can limit the report only to display entries associated with **certain company departments**, or conversely, exclude them from the report.
To mark several departments, you can select them by holding the down **Ctrl** key (Cmd on Mac).

Active Directory Group

Using this field, you can limit the report only to display entries associated with **certain AD groups**, or conversely, exclude them from the report.
To mark several AD groups, you can select them by holding the down **Ctrl** key (Cmd on Mac).

Canonical Name

Using this field, you can limit the report only to display entries associated only with specific Active Directory user accounts by their canonical names. Conversely, you can exclude these data.

Examples of filter expressions:
i:0#.f|inet_member|johnsmith
i:0#.w|mapilab\victoriadaw

Include logons

Here you can limit the displayed data by the **visitor logon method**. For example, you can have only data associated with Active Directory users displayed, or, conversely, exclude such data from the report.

Available filter expressions:
All logons

Only AD logons
Only not AD logons

Filter by SharePoint groups and users

Account name

Using this field, you can limit the report only to display entries associated only with specific SharePoint user accounts. Conversely, you can exclude these data.

Examples of filter expressions:
DOMAIN\jsmith
-DOMAIN\irentman

Role

Using this field, you can limit the report only to display entries associated with **visitors having a certain IIS role**, or, conversely, exclude them from the report.
To mark several roles, you can select them by holding the **Ctrl** key down (**Cmd** on Mac).

Examples of filter expressions:
inet_users
portal_owners

SharePoint Department

Using this field, you can limit the report only to display entries associated with **certain company departments**, or conversely, exclude them from the report.
To mark several departments, you can select them by holding the down **Ctrl** key (Cmd on Mac).

Examples of filter expressions:
Support
Marketing

SharePoint Group

Using this field, you can limit the report only to display entries associated with **certain SharePoint groups**, or conversely, exclude them from the report.
To mark several groups, you can select them by holding the down **Ctrl** key (Cmd on Mac).

User name

Using this field, you can limit the report only to display entries associated with **specific user** by his/her name, as specified in SharePoint User profile. Conversely, you can exclude these data from the report.

Examples of filter expressions:
"John Smith"
-"John Abraham"

Performance Date Range

Average parameter

Here you can select a time period for averaging data on using farm resources. High precision (smaller time interval for rounding) is necessary for determining peak loads, longer period is necessary for identifying common trends.

Examples of filter expressions:

5 minutes
60 minutes

Specify date

Using this filter field, you can limit the report to a **certain date range**.

Examples of filter expressions:

September 2020 - February 2021 (when a report is built by Months)
1/4/2020 - 2/4/2021 (when a report is built by Days)

Glossary

Account

Account of a SharePoint User Profile is a collection of data associated with a particular SharePoint user. Each account comprises a user name and password, and defines security access levels, disk storage space, etc. SharePoint User profile accounts are managed by SharePoint administrators. In many cases, SharePoint User Profile is synchronized with Active Directory.

Active Directory Department

Active Directory Department indicates which company department does the given user account belong to. Active Directory Departments are assigned by domain administrators. Only one department can be assigned for a visitor account.

Active Directory group

Active Directory groups for an account are assigned by domain administrators. Visitor account can belong to several AD groups.

Address

Address is an absolute URL, using which you can refer to a document, list item or site page. If a page address is displayed in the report, you can open this document in the browser and view it simply by clicking on a link in a report.

Bounce

Bounce is 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 did not match visitor's expectations. The bounce rate is very important indicator 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 bounce rate approaches 1.00, the information provided in advertising materials is most likely to create wrong expectations for visitors.

Click

Click is a transition of a site visitor from one page to another by using a link.

Cookie

Cookie is a text file retained on client computers by browsers containing various information in regards to a specific site visit. This is the standard method of storing technical information on the client side. Upon each request to the server, the browser sends all previously obtained cookies to it. In particular, HarePoint Analytics uses cookies for storing Visitor ID.

Page

In the context of SharePoint server, all pages dynamically generated by the Web Front-End server (usually these are documents with extension ".aspx") and delivered to the client.

Pageview
Pageview is the fact of downloading a site page by the browser. Pageview can also be registered when a page is requested by an automated script, such as search engine bot.

Platform (Operating System, OS)
The name of operating system that is running on a visitor's computer or another.

Report entry
The data in each report is divided into rows – report entries. Depending on a report, an entry has different meanings.

Roles
The roles of visitors is a low-level user rights management in IIS. Thanks to this, IIS assigns access levels, which serve as an additional degree of protection for your servers.
A user account may have several roles. IIS security Roles are assigned by a site collection administrator.

SharePoint Department
SharePoint Department indicates which company department does the given user account belong to. SharePoint Department names are assigned by site collection administrators. Only one department can be assigned for a user account.

SharePoint group
SharePoint groups for an account are assigned by domain administrators. Visitor account can belong to several SharePoint groups..

User
User is a site visitor who has an account in SharePoint.

User Agent
The string of HTTP-header sent by the browser to the server. From this header it is possible to obtain information about the browser and operating system used by the visitor.

Visit
Visit is the set of pageviews occurred within a single session. Technically, a visit begins when visitor opens the site in a browser and ends when the browser is closed, or when there has been no activity for longer than 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 many pages on the site, then your site is indeed interesting for this visitor. Visit depth of 1 indicates the content on this site is not what he/she was looking for.

Visit Length
The time span from the viewing a first and a last page in a visit. If only one page has been viewed in a visit, the visit length cannot be determined and thus is considered to be zero seconds.

Visitor

A person who is viewing the site in the browser.
Note: Automated scripts, such as a search engine robot are also counted as visitors.
Each visitor gets the unique Visitor ID, which is stored by means of browser cookies, and that is why **one user can have multiple Visitor IDs** - one for each browser and/or device that has been used to view the site. Beside that, when cleaning cookies, the current Visitor ID is lost and a new ID is assigned at the next visit.
Visitor can also be anonymous user.