

View CardioLog Analytics Reports from SharePoint's Site Actions Menu

The CardioLog Usage Reports SharePoint Feature enables you to view usage reports from within your SharePoint website by using the SharePoint Site Actions menu. The basic process consists of two steps:

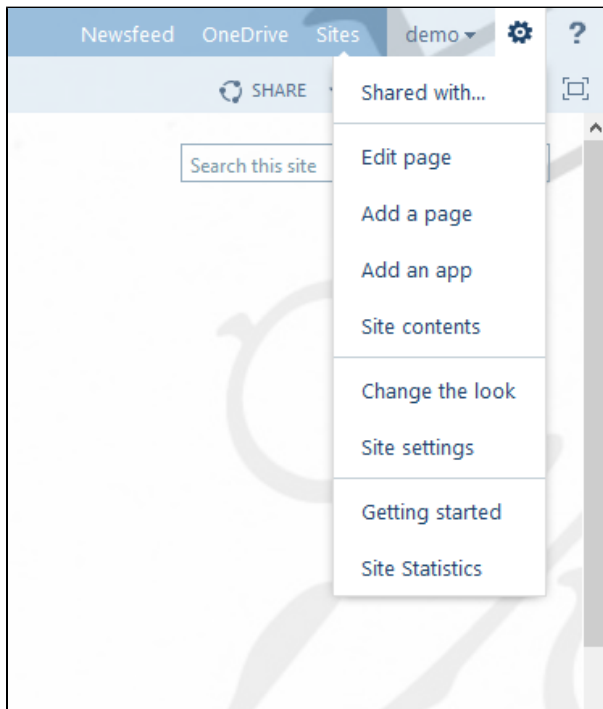
1. The CardioLog system administrator publishes [Report Templates](#). These templates are available from within SharePoint website pages.
2. Each SharePoint page displays a link to CardioLog Analytics usage reports in the Site Actions menu. Click the link will generate a report for the page based on the template.

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How to View a Report From SharePoint's "Site Actions" Menu

In the **Site Actions** menu gear on the desired SharePoint page, click **Site Statistics** to run a usage report for the page you are visiting. The report will be displayed in a new browser tab or window depending on your browser's preferences.



SharePoint Site Actions Menu

CardioLog Analytics generates usage reports and includes Table, Chart, Meter and Map widgets

- **Meter** - A component that displays a single, exact value. Meters can display data in both Specific mode** and Aggregated mode*. By default meters display data in Aggregated mode*.
- **Chart** - A graph component that displays data over time (trends). Charts display data in both Specific mode** and Aggregated mode*. By default charts display data in Aggregated mode*.
- **Table** - A component used to display a list of data. Tables display data in "Aggregated mode*". Each table row displays data in Specific mode**. The data for each item is specific to that item URL.
- **Map** - A map component which displays geo data.

* Displays the data for the website item and anything it comprised of (for example a site and all its sub sites, lists, list items and documents).

** Displays the data for the home page of the item (for example the home page of the site).

How to Select a Report Template

Once you have opened a CardioLog Site Statistics page, you can select a **Template** from the top right drop-down menu.

In order to create a new report template, contact your CardioLog system administrator (see the [Reports Gallery](#) for a complete list of available reports).

Report Actions

The following actions for a report are available from the top toolbar:

- **Date Range** - Edit the time frame of a report.
- **Share:**
 - **Send To** - Send an Email with a link to the report.
 - **Export to PDF** - Download the report data as a PDF for printing or file sharing.
 - **Export to CSV** - Download the report data as a CSV file for use with spreadsheet programs such as MS Excel.

How to Edit the Report Date Range

You can edit the time frame of a report.

1. Click the current **Date Range** on the top right of the report.
2. Select the desired date range and time interval and click **OK**.

Customized Date Range [X]

Date Range (M/d/yyyy)

From: 05/16/2016 To: 05/23/2016

Time Interval: Day [v]

◀ Previous month Next month ▶

March 2016							April 2016							May 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4

Cancel OK

Edit Date Range Dialogue Window

How to Send the Report via Email

You can send an email with a unique link to the report, and the data in the report will be automatically refreshed whenever the recipient opens the link.

1. Click **Share** in the Top Toolbar and select **Send To**.
2. In the new email window, enter an email address and click **Send**.

Email [X]

Enter recipient email address:
paul@intlock.com

Send link to the report.

Send report as PDF attachment.

Send report as CSV attachment.

Cancel OK

"Send To" Email Report Dialogue Window

How to Export the Report to PDF

You can export a report to PDF format for printing.

1. Click **Share** in the Top Toolbar and select **Export to PDF**.
2. In the File Download dialog, click **Open** or **Save**.

How to Export the Report to CSV

You can export a report to CSV file format.

1. Click **Share** in the Top Toolbar and select **Export to CSV**.
2. In the File Download dialog, click **Open** or **Save**.

Report Data Drill Down

Each table type report provides drill down capabilities for selected items, allowing you to expand knowledge and information on them. For example, in the page views table report, you can drill down on the listed sites to see more detailed user information. By default the data will be displayed for the selected site and all child pages. In the unique users table, you can drill down on specific visitors to see their activity throughout your site. For more information see [Widget Data Drill Down](#).

To view more information on an item, click the item and select the desired report template.

Note: Using this module requires configuration (See how to [install the "CardioLog Usage Reports" SharePoint feature](#)).