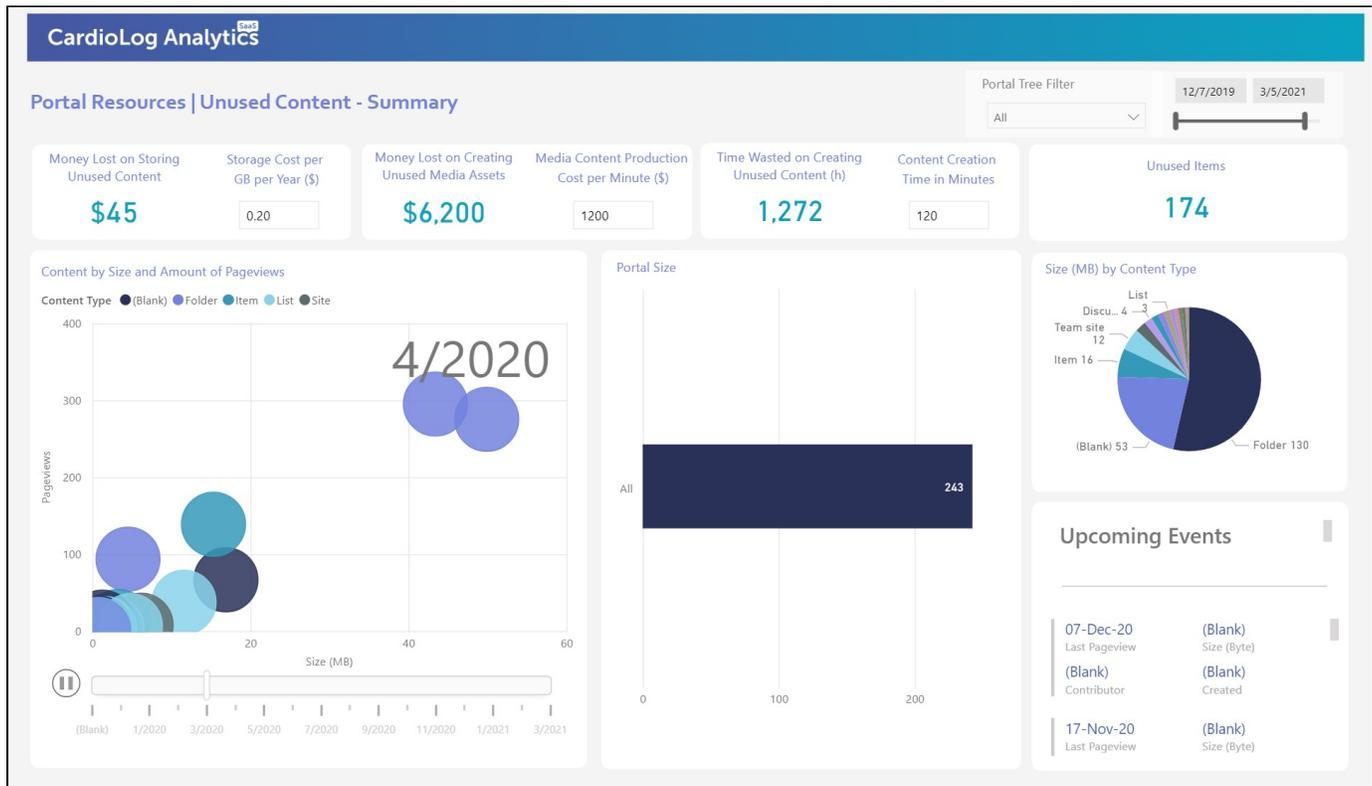


Portal Resources - Unused Content

The Unused Content reports includes a collection of widgets that allow you to understand which content on your site is not currently being used.

Irrelevant information in the portal can work against your intranet success in two ways. It can cost your organization in terms of wasted portal storage space, and it can overwhelm users trying to navigate through your portal. Some organizations fail to remove data from their portal that hasn't been used in months, or even years. This can create confusion across various department and employees. Encouraging content owners and managers to limit the amount of information they post can also be helpful. The Unused Content report provides insight into the content that is not being used in your portal, across your entire portal tree structure. Once you understand which content is not being used, you can take action. Unneeded content can be deleted or archived to save space and decrease sprawl. If the content is not being used, but should be, then it's possible that users aren't being directed towards it. Make sure important content is linked from relevant pages, and is easily searchable to make sure that the right people see it.



Portal Resources | Unused Content - Summary

Number of Unused Items

This is the total number of content items that were not viewed at all in the selected date range.

Money Lost on Storing Unused Content

Money Lost on Storing Unused Content equals to the total size (in MB) of unused content items multiplied by the storage cost per GB per month (configurable). Unused content items are items that were not viewed at all in the selected date range.

Money Lost on Creating Unused Media Assets

Money Lost on Creating Unused Media Assets equals to the number of unused media files multiplied by the media content production cost per minute (configurable) and by the average video length in minutes. Unused media files are files stored in SharePoint Assets libraries that were not viewed at all in the selected date range.

Time Wasted on Creating Unused Content

Time Wasted on Creating Unused Content equals to the number of unused content items multiplied by content creation time in minutes

(configurable). Unused content items are items that were not viewed at all in the selected date range.

Content by Size and Pageviews

This scatter chart compares the cumulative size for each content type at every level of your site. You can drill up or down to move through each level in your tree structure.

Portal Size (by Page)

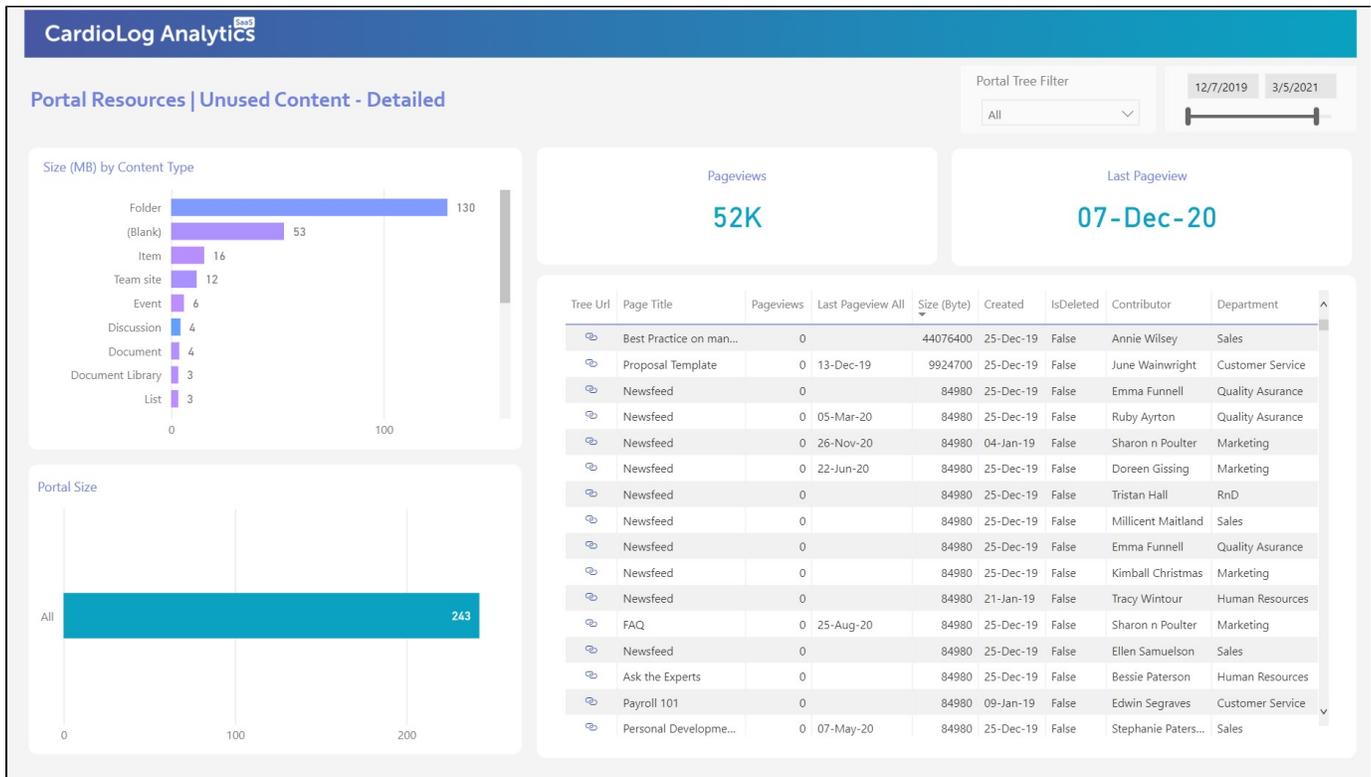
This bar graph compares total page size by tree level. You can drill up or down to move through each level in your SharePoint portal tree structure.

Size by Content Type

This bar graph compares the total size of content items of each SharePoint content type.

Item Information

This widget provides a file information overview of any selected item or page.



Portal Resources | Unused Content - Detailed

Size by Content Type

This bar graph displays the total size of content items of each SharePoint content type.

Portal Size by Level

This bar graph displays the total size of content items by tree level. You can drill up or down to move through each level in your SharePoint portal tree structure.

Page Information Table

This table details all unused content items in your site during the selected time range, and allows you to rank them by size and sort them by creation date, last pageview date and content creator.