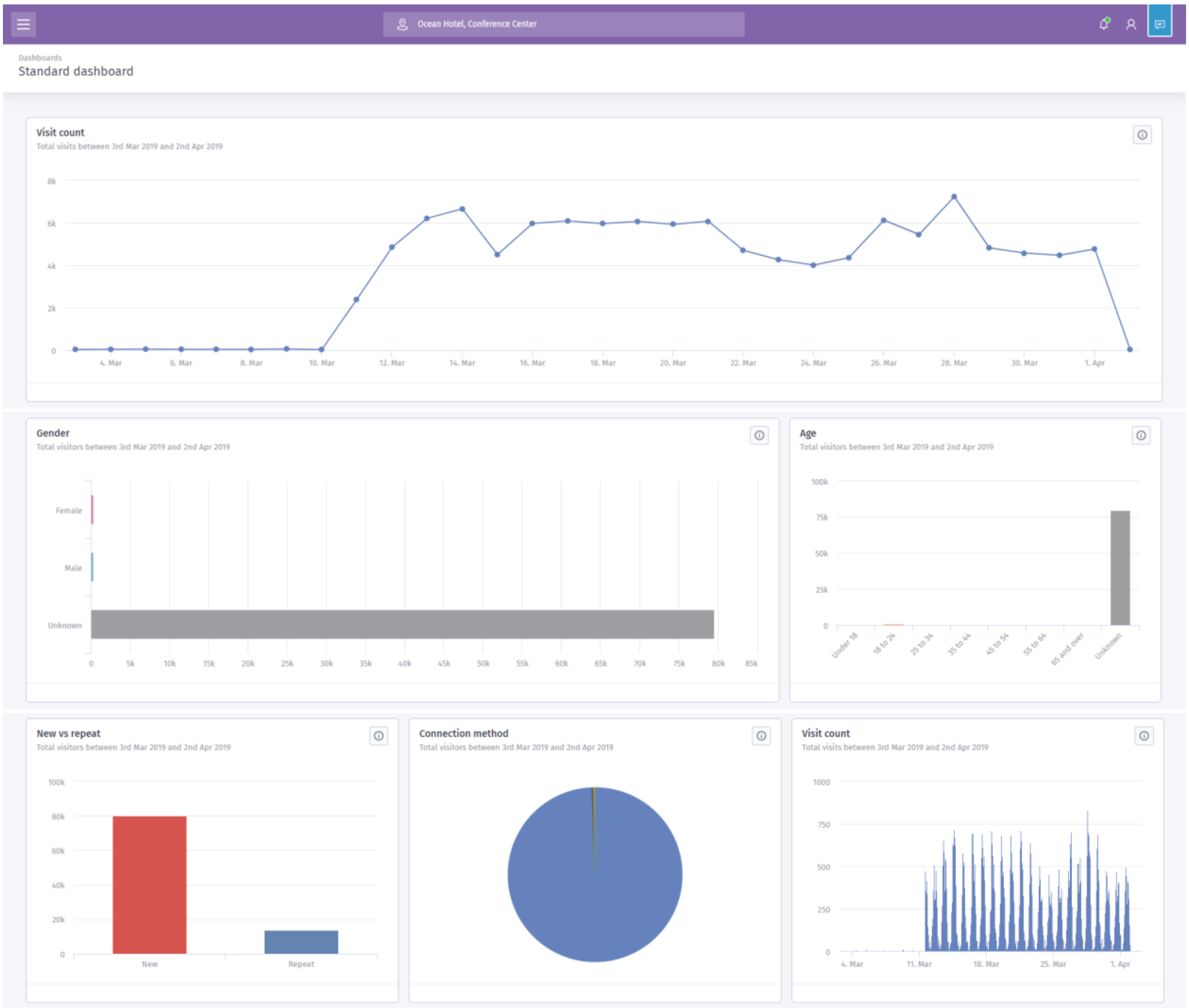
STANDARD DASHBOARD

The dashboard is what is loaded first when you access the portal, by default a Standard dashboard is displayed. This dashboard cannot be edited or deleted and consists of the following report widgets:

- Visit count
- Gender
- Age
- New vs repeat
- Condition method
- Visit count by hour



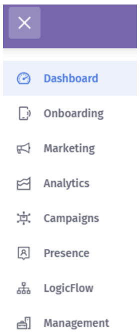
CUSTOM DASHBOARD

You are also able to create Custom Dashboards, this allows you to select which analytic reports you want to have access to quickly. You can also apply filters to the report before adding to the dashboard. This means when the custom dashboard loads it will apply the filters to the report so you don't have to each time. You can only add reports from the analytics area

You can have up to 8 widgets within the dashboard but as many dashboards are required. You can even share you own dashboards with others and have them shared with you.

1. To access the Dashboards first, click the fly out menu .

2. The menu will appear. Click **Dashboards** form the list.



3. The area will expand and display the **Standard dashboard** and the **Manage dashboards** option. If you have created your own dashboard or had one shared with you, these will also be displayed.

4. Clicking onto a dashboard will load that on the screen.

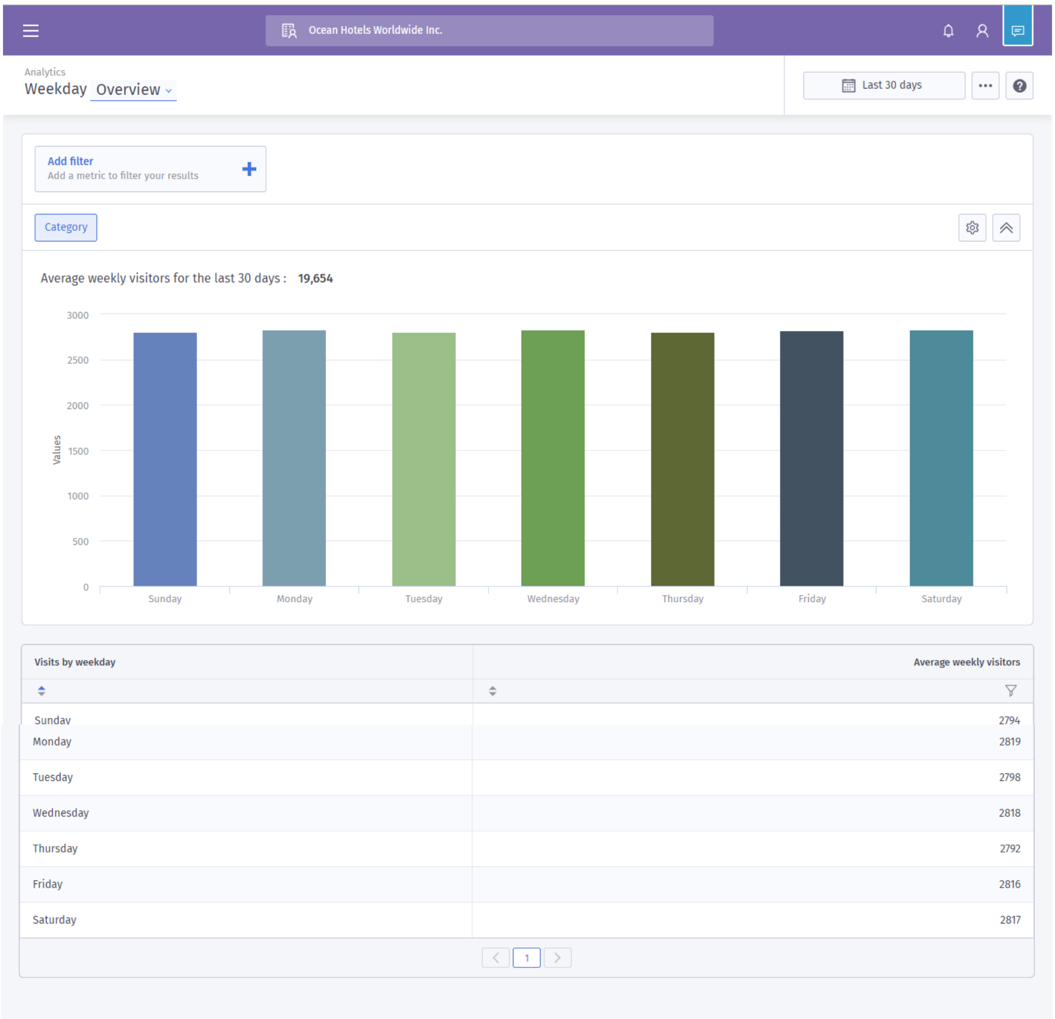
5. To create your own custom dashboard, you will first need to find the Analytic report you wish to add to the custom dashboard.

6. Click **Analytics** from the fly-out menu.

7. The sub report headings will appear, these are:

   - Behaviours
   - Network usage
   - Technology
   - Users
   - Visits

8. Clicking a heading will display the available reports within that area. Selecting one will load the report.



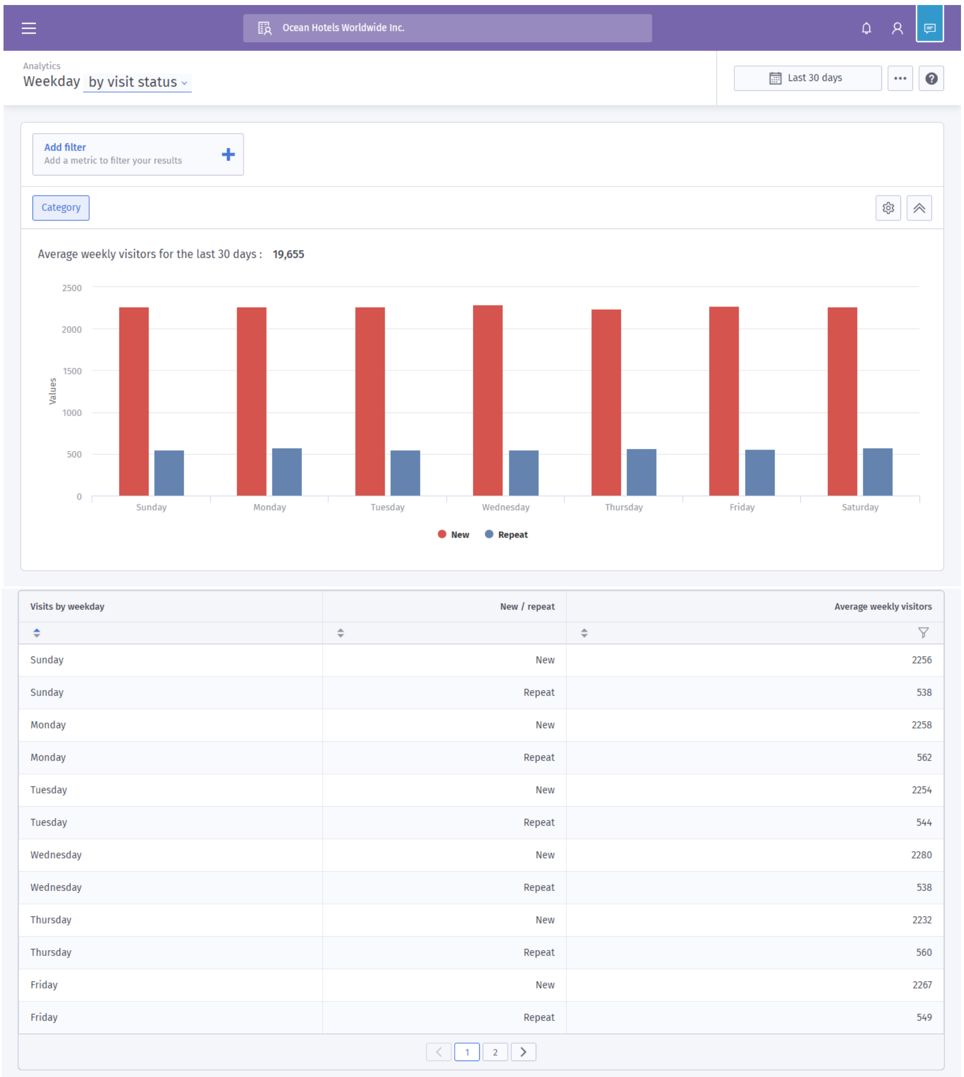
9. The screen will load, at the top is the name of the report and a drop-down menu, this will be defaulted to show the overview. But this can be clicked and you are able to compare one report with another.

10. The reports that can be compared are as follows:

- **User**
  - By age range
  - By connection method
  - By gender
  - By location
  - By language
  - By visits status
- **Technology**
  - By operating system
  - By platform
  - By browser
  - By device type
  - By device manufacturer

- **Venue**
  - By venue ID
  - By venue tags
  - By venue country
  - By venue sector ID
  - By venue sector category
- **Hardware**
  - By SSID

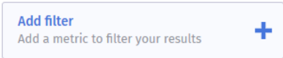
11. Selecting any from the list other than overview, will combine this data with the current report.



12. At the bottom of the page will give you the breakdown of the actual figures in columns and if the report is being displayed by another report it will also give the figure for this report also.

Add Filters

You can filter the data from the report and apply as many filters as required. If you add more than one filter, you have the option to either have the filters calculated cumulatively or in isolation by setting the required option in the setting area.

1. To add a filter, click the 

button.

2. A drop down will appear displaying the available filters, these are:

   - **User**
     - Gender
     - Connection method
     - Location
     - Age range
     - New / repeat
     - Language

   - **Device**
     - Operating system
     - Platform
     - Browser
     - Device Type
     - Manufacturer

   - **Venue**
     - Venues
     - Country
     - Tags

   - **Venue>Sector**
     - Sector
     - Sector Categories

   - **Hardware**
     - Service set Identifier (SSID)

   - **Visit**
     - Bytes downloaded
     - Bytes uploaded
     - Duration
     - Authenticated
     - Bounce
     - Engagement
     - conversion

3. Once a filter is selected an additional box will appear to select the required filter information.

4. You can click the radio button and a tick will appear, you can select more than one option if required.

5. Once selected click the Apply filters button to apply the filter.

6. The data will update and the filter button will now show the filter applied and the sections made. It will also show the percentage of the filtered data.

7. You can delete the applied filter by clicking the small ⊗ and then clicking the Remove? button. The filter will then be removed.

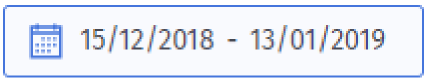
8. You can also add further filters if required by clicking the Add filter button.

9. Following the same process to add the additional filter, but by default the filtered data will be applied cumulatively, so the second filter will only filter the data from the previous filter that was initially applied. So, the percentage will get lower the more filters that are applied.

10. This can be changed in the settings area by changing the option from **Stack filters** to **Segment filters**. This will then apply each filter to the main data in the report

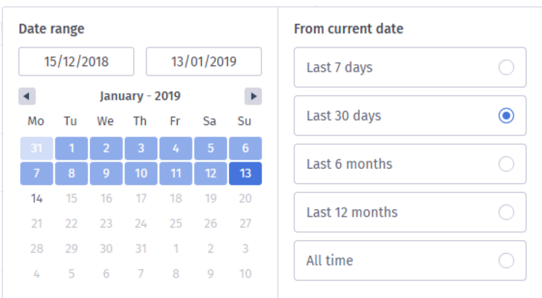
Calendar

1. By default, the date range will be set to the **Last 30 days.** Hovering your mouse over the Last 30 days button will show the actual date range.



2. You can change the date range by click the **Last 30 days** button.

3. The Calendar window will open.



4. You can either select your own date range by clicking on the left-hand side calendar to select the start date and then click the calendar again for the end date.

5. Then click the 

button to apply that date range. The data will update accordingly.

6. On the right of the calendar options you can select one of the predefined date ranges, these are:

- Last 7 days
- Last 30 days
- Last 6 months
- Last 12 months
- All time

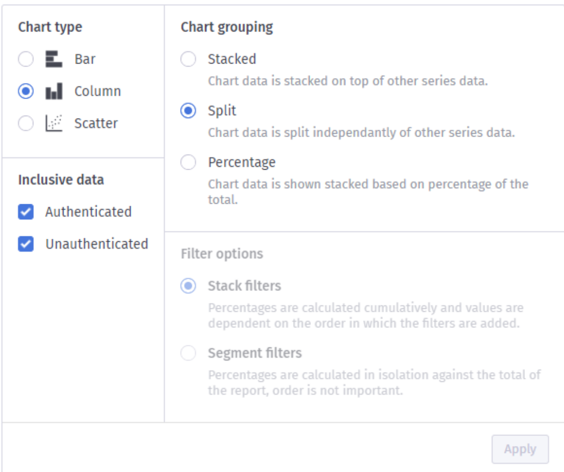
7. Again, when a selection is made the 

button must be pressed to apply that date range

Settings

1. Depending on the initial report selected will determine the type of chart displayed by default, but the type can be changed by clicking the cog  button.

2. The area will expand to display a number of options,



3. The first option is **Chart type**.

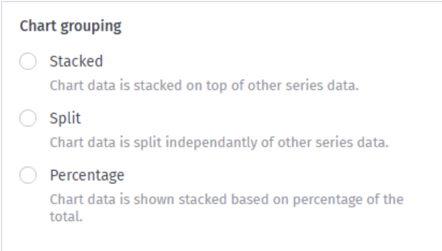
4. The available chart types are: (some are only available on certain reports)

- Bar
- Column
- Scatter
- Pie
- Spline
- Line
- Area

5. You also have **Chart grouping**, these again will differ depending on the report selected. The available grouping options are:

- **Stacked** – Chart data is stacked on top of other series data.
- **Split** – Chart data is split independently of other series data.
- **Percentage** – Chart data is shown stacked based on percentage of the total.

6. You can change the default by clicking the required radio button.



7. You also have an option called **Inclusive data**, this allows you to select to show or hide Authenticated and Unauthenticated users.

8. By default, both options are selected, to unselect click the tick box. The tick will be removed and that type of data will be removed from the report.

9. Finally, **Filter options**. This option will be greyed out unless you have applied a filter to the data.

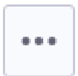
10. If filters to the data have been applied, you have the following options:

- **Stack filters** – Percentages are calculated cumulatively and values are dependent on the order in which the filters are applied.

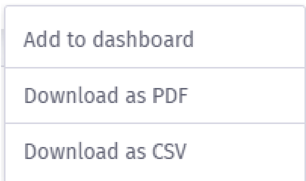
- **Segment filters** – Percentages are calculated in isolation against the total of the report, order is not important.

Adding to a Custom Dashboard

1. You can add the report and any filters, date range and chart type applied to either an existing custom dashboard (apart from the Standard dashboard) or to a brand new dashboard.

2. To do this clicking the  button.

3. A drop down will appear giving you the option to select either the required download option or **Add to dashboard**.



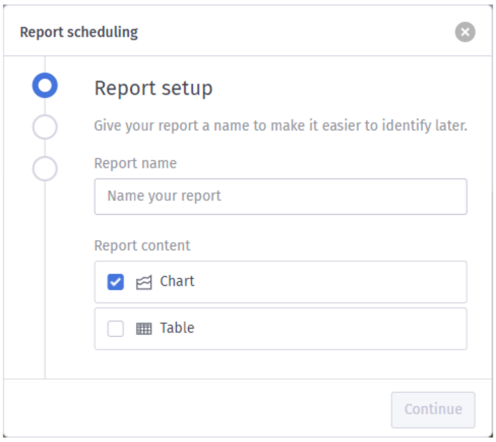
4. Once a selection is made the download will start straight away.

5. If any filters have been applied only the filtered data will be downloaded.

6. You can also schedule the download to be sent to one or many recipients.

7. Click **Schedule report** option from the drop-down.

8. A new window will open with the available options



9. You first need to give the report a name to make it easier to identify.

10. Then select what to include in the download report, the options are **Chart** and **Table** and by default both will be selected.

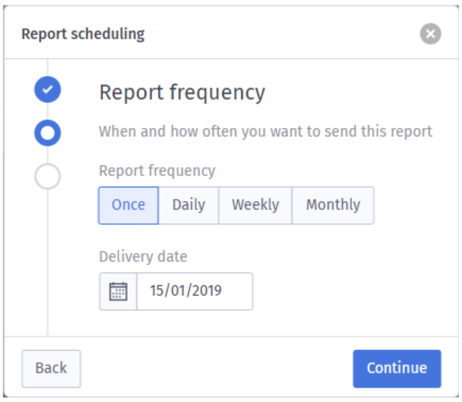
11. You can keep both selected and pick one or the other as required.

12. Then click the  button.

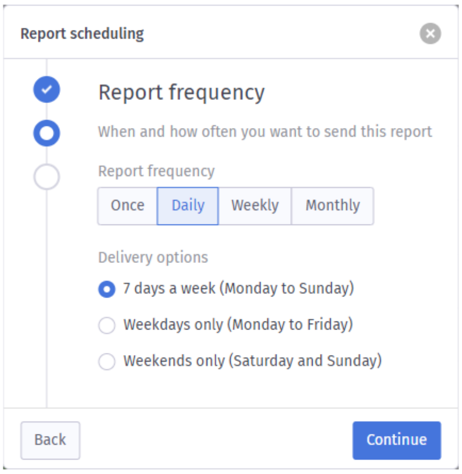
13. We can now set the report frequency

14. You have the option to set the frequency to the following:

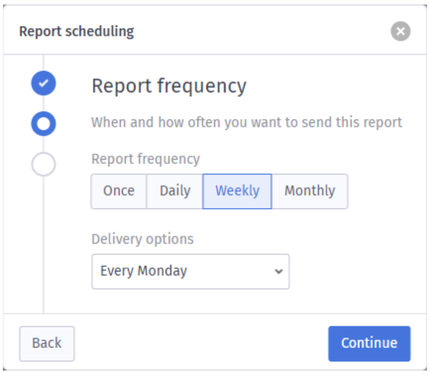
- Once
  - Delivery date (select a date, defaults to today's date)



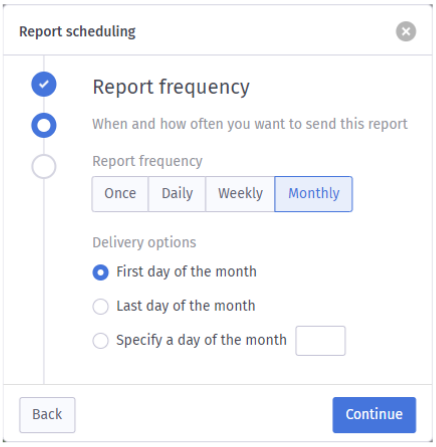
- Daily
    - 7 days a week (Monday to Sunday)
    - Weekdays only (Monday to Friday)
    - Weekends only (Saturday and Sunday)



- Weekly
    - Every Monday
    - Every Tuesday
    - Every Wednesday
    - Every Thursday
    - Every Friday
    - Every Saturday
    - Every Sunday



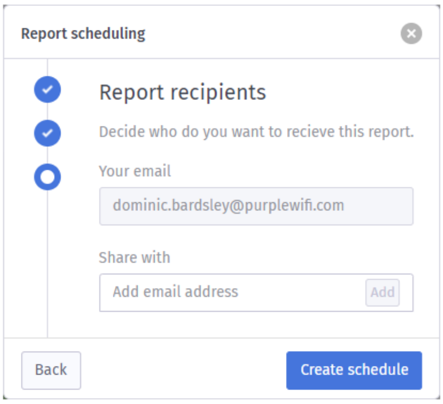
- Monthly
    - First day of the month
    - Last day of the month
    - Specify a day of the month



15. Once the selection is made, click the 

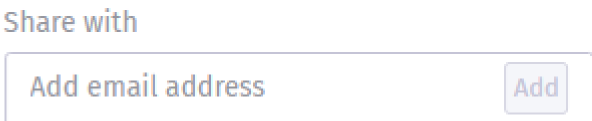
button.

16. Finally, we can add the report recipients



17. It will display your email, this cannot be changed

18. But you can add email addresses to share this report with

19. Click into the 

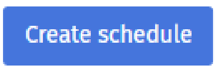
box and type the email address.

20. Then click the 

button.

21. The email address will appear below the **Share with** box, you can now add further recipients if required. There is no limit to the number of recipients.

22. To delete a recipient, click the small red  button next to the email address you wish to remove.

23. Once all recipients have been added click the 

button.

24. The report is now scheduled and will be sent depending on the selections made.