

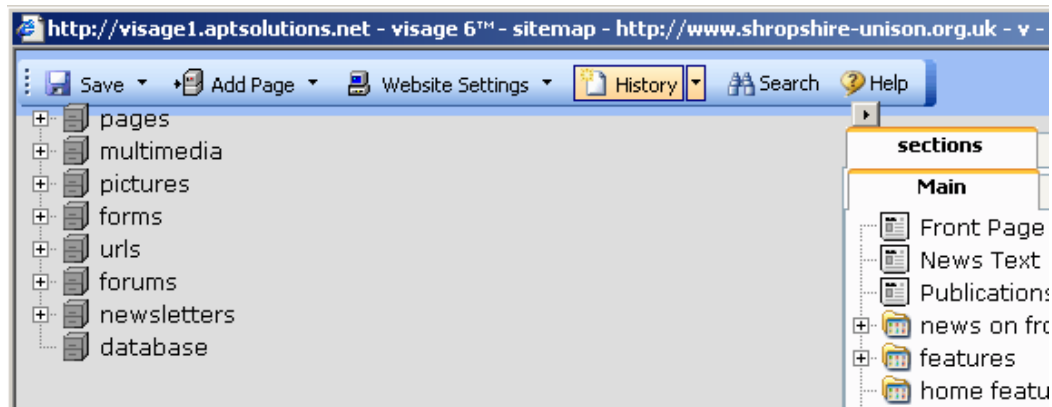
Your Site Statistics in Visage



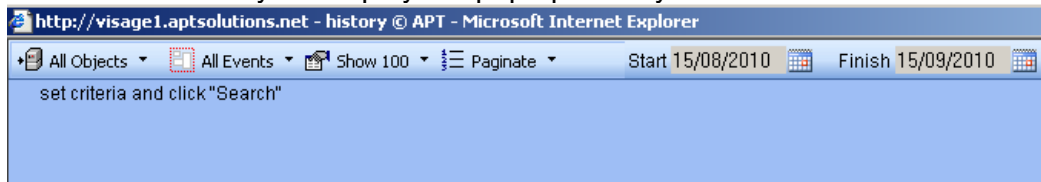
UNISON Virtual Branches

Your Site Statistics in Visage

1. The information on site use in Visage is located in History section of your site.



2. Click on “History” to display the pop up History window



- a. The help button on the right hand side of the screen gives you access to some on line help on using the screen.
3. The History screen allows you to see all the activity on the website. Because of this, you will need to select the type of activity you wish to look at.
 - a. **Objects.** Select the type of item you wish statistics for (eg: pages, pictures etc), or leave this as All Objects for the full statistics
 - b. **Events.** Select the event type you wish to view statistics for. The most useful events to look at are
 1. Log in – this shows how often users log in to see content on the site
 2. Create – This shows when new pages or items were created
 3. Delete – allows you to see what items were deleted within Visage.

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- c. **Show** – Choose the number of result to display. It is suggested you set this to “show all”.
- d. **Display** You can choose to display results on the screen or to download a file for use later.
 - i. **Paginate** displays the result in a series of pages online.
 - ii. **Scroll** allows you to see all results and scroll down them with your mouse
 - iii. **Download** allows you to open or save the data for use with a spreadsheet program such as MS Excel.
- e. **Dates**
 - i. You can adjust the from and to dates for the results by clicking on the dates displayed and choosing new dates from the calendar forms that appear.
- f. **Arranging the results**
 - i. You can move the columns in the display by clicking and dragging them.
 - ii. You can sort the column by clicking on the column titles.
- g. **Results**
 - i. You can see the results of the search when you click the “Search” button on the screen.

4. User statistics

- a. To assess how many members have logged into your site, you should perform the History search,
 - i. set the dates to the period you are interested in
 - ii. Set the Event type to “log in”.
 - iii. Set the “Show” parameter to Show All
- b. The result will show the user names in the ID column and the date and time of the log in in the “date” and “Time” columns.
- c. When you are happy with the results displayed on the screen, change the display option to download and click “search”.
- d. You will then be able to choose to open the results as a spreadsheet file or download as a csv file to your computer.
- e. You can then assess and analyse the results in the spreadsheet.