# CardioLog 2011 – User Guide

## Enterprise, Professional, Standard

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# Contents

**1. Introduction** .... **4**
**2. Role Types** .... **5**
**3. Glossary** .... **7**
**4. User Interface** .... **10**
**5. System Components** .... **11**
**6. Visual Controls** .... **12**
6.1 Control Preferences .... 12
6.1.1 Appearance .... 13
6.1.2 Filter .... 17
6.1.2.1 Date Range .... 17
6.1.2.2 Portal Item .... 18
6.1.2.3 Users and Groups .... 22
6.1.3 Group By .... 23
6.1.4 Meter Preferences .... 24
6.2 Saving Preferences and Exporting Data .... 25
6.3 Visual Control Actions .... 26
6.4 Help .... 27
6.5 Set Preferences .... 28
6.6 Cached Mode .... 31
6.7 Data Drilldown .... 32
**7. How To's** .... **33**
7.1 Report Center .... *33*
7.1.1 How to Create a Report .... 33
7.1.2 How to Copy a Report .... 40
7.1.3 How to create a report based on a Favorite item .... 42
7.1.4 How to Set Permissions for a Report .... 44
7.1.5 How to export a report as a Microsoft SharePoint Web Part .... 47
7.1.6 How to export a report to PDF .... 49
7.1.7 How to Set an Email Distribution List for a Scheduled Report .... 51
7.2 Analysis Center .... *54*
7.2.1 How to display real time data .... 54
7.2.2 How to view item properties in Object Explorer .... 55
7.2.3 How to edit an item in Object Explorer .... 56

7.2.4 How to switch between Object Explorer and Favorites .......... 57
7.2.5 How to select a template for an item in Object Explorer .......... 58
7.2.6 How to set a default template for an item .......... 59
7.2.7 How to search Object Explorer .......... 59
7.2.8 How to set view permissions for items in Object Explorer .......... 62
7.2.9 How to display deleted items in Object Explorer .......... 65

# 1. Introduction

CardioLog is an integrative solution that offers monitoring and reporting for enterprise portals of various technologies such as Microsoft SharePoint 2010, Microsoft SharePoint 2007 and Microsoft SharePoint 2003.

Unlike other web analytic tools, CardioLog offers statistical aggregations based on the logical structure of the monitored environment as well as aggregations based on a physical structure (URL address).
By working directly with a tree that represents the logical structure of the organization, users are able to view accurate data according to the familiar organization structure (and not according to the URL addresses of the various applications in the organization – which do not necessarily illustrate the hierarchal relationship between the applications).

CardioLog fully supports the Microsoft SharePoint 2010, Microsoft SharePoint 2007 and Microsoft SharePoint 2003 object models and hierarchies, including the various portal objects (such as Wikis, Blogs, Sites, Documents, etc.) Moreover, CardioLog supports any custom portal hierarchy, which can be defined either manually or through an API – for environments that are not shipped with the product.

CardioLog is accompanied by full support for integration with multiple Active Directories and also offers data filtering by users and groups in the organization.

In addition, CardioLog offers:

- Monitoring of portal events such as – views, updates, and searches – in various time intervals and for any object in the organization's hierarchal tree.
- Generation of queries about portal usage and displaying them as tables, charts or meters (gauges) – and distributing them throughout the organization in various ways, such as: web interface, Email, and SharePoint Web Parts.

CardioLog is designed for IT managers and content managers. The product's working environment includes an easy-to-operate user interface and administration interface.

This guide offers a basic knowledge of how to operate the system, including specific "How To" scenarios.

# 2. Role Types

CardioLog includes 3 role types:

**Information Worker**
This role is designed for content administrators, managers and any other user who consumes regular reports produced by CardioLog and those reports may be distributed in the following ways:

- Publication of report data - within the monitored environment using a Web Part.
- Publication of links to reports - within the monitored environment using a Web Part.
- Automatic production of scheduled reports and distribution through Email.
- CardioLog user interface.

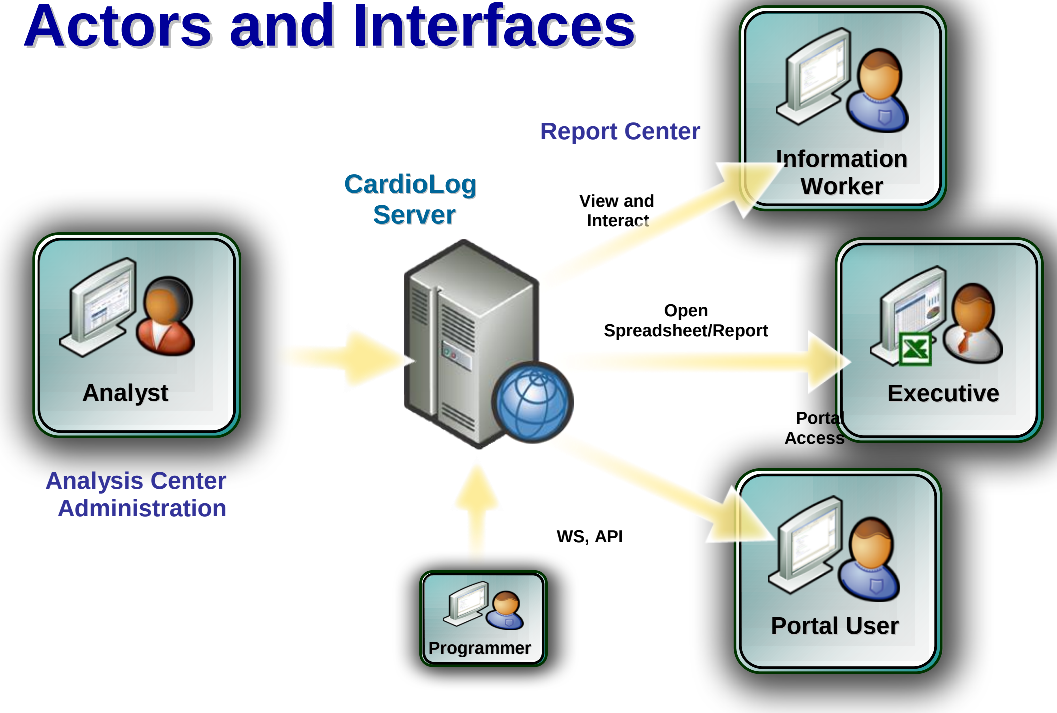
The reports presented to Information Workers are clear and simple and do not require any prior knowledge of CardioLog (not including the CardioLog user interface).

**Analyst**
This role is designed for the administrators of the monitored environments and other IT managers who are responsible for creating and sending out scheduled reports. In addition to using the interface for scheduled reports, analysts can create and view real-time reports for all objects (pages) in the monitored environments, in accordance with their read permissions.

**Administrator**
Users with the administrator role can set login permissions for the different levels of the system, meaning they can set read permissions for the various objects in the monitored environments and also define criteria for event monitoring (black list).

**Note**: The Administrator Role is automatically assigned to the user who installs the product.

# Actors and Interfaces



# 3. Glossary

These are the terms used in the CardioLog user interface:

| | |
|---|---|
| **Report** | A scheduled report that is created and distributed once a day/week/month. The report includes several visuals controls and can be viewed in the CardioLog Report Center or by browsing directly to the report's URL address. |
| **Real Time Preview** | Unlike scheduled reports, the real time preview is available by running ad-hoc queries directly on the CardioLog database. This feature is available for analysts who wish to see reports for any given moment in time. |
| **Template** | Templates can be defined for any object type in the monitored environment (for instance, Area, Site, List, etc.). Each template includes several visual controls (just like a report). A user can view real time data for a specific object in Object Explorer by selecting a report template from a pre-defined list of templates for the object. CardioLog is shipped with several templates for each object type. |
| **Visual Control** | A visual component that displays the results for a query. There are 3 types of components: meter, chart, and table. |
| **Metric** | Metric refers to the query results contained in the visual control (such as number of page views for a site, top search terms, etc.) |

| | |
|---|---|
| **Object Explorer** | Object Explorer contains a hierarchal list of the objects which are monitored by CardioLog. The Professional edition includes all objects in the Microsoft SharePoint environment.<br>In the Enterprise edition, Object Explorer includes also other portals and applications. Object Explorer represents the hierarchal structure upon which CardioLog performs the various query aggregations (for instance, number of page views for a site and its sub sites). |
| **Specific (Home Page)** | Report data for a selected item in Object Explorer (the selected item home page). |
| **Aggregated (All Pages)** | Report data for a selected item and all children items in Object Explorer (the selected item and all its sub-items). |
| **Favorites** | A collection of objects in Object Explorer which were selected by the user for real time preview. |
| **Views** | The number of views within a specific item or level of the portal hierarchy. |
| **Visits** | The activity of one visitor within a single browser session . |
| **Unique Users** | The number of people who visited a specific item or level of the portal hierarchy. |
| **Duration** | The average time (in seconds) spent in a web page within a specific item or level of the portal hierarchy. |

| | |
|---|---|
| **Exit Rate** | The percentage of times a specific page was the last page in a visit. |

# 4. User Interface

The main screen includes 3 working areas:


CardioLog main screen

1. The left **Navigation pane** is used to navigate between the different parts of the system.
2. The **Central Area** displays the data. This area displays the bread crumbs (upper part) for the item selected in the navigation pane.
3. The **Top Toolbar** is used to quickly perform common functions.

# 5. System Components

**Report Center**

This is an interface for creating and viewing scheduled reports. The Report Center is available for users with any role and is designed mainly for information workers. Reports are generated automatically after they have been set by analysts.
All of the reports displayed in the Report Center are created and administered by users with the appropriate permissions.

**Analysis Center**

This is an interface for viewing real time statistical data for any object in the monitored environment in which the user has view permissions. One can select the desired object by manually navigating within the tree, by searching Object Explorer, or by looking through the user's favorites. Upon selecting an object, the user can select a display template from a list of available templates for the item.
The administration of templates is performed in the CardioLog administration user interface and is described in this document. The Analysis Center is designed for users assigned with an analyst role.

**Administration**

This is an interface for administrating the system, including creating templates, administering the "Black List", mapping URLs, configuring Portal Adaptors, and more. The Administration is designed for users assigned with an administrator role. For more information, see the CardioLog Administrator Guide.

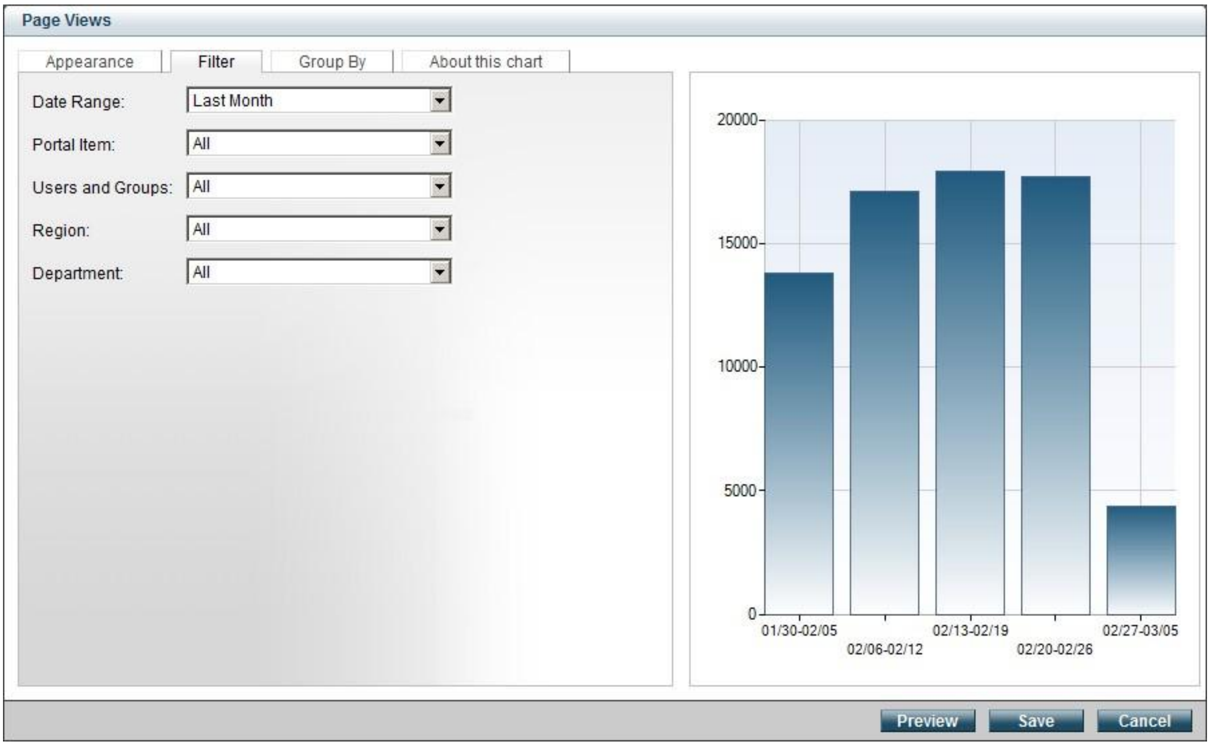
# 6. Visual Controls

Adding visual controls to reports is performed by clicking **Add** in the Top Toolbar and selecting the desired control from the menu.
The visual control types are:

- **Meter** - a gauge component that displays a single value. Meters display data in "Aggregated" mode (for instance, the "Page Views" Meter displays the number of page views for a site and all its sub sites).
- **Chart** - a graph component that displays data over time (trends). Charts display data in both "Specific" and "Aggregated" modes (for instance, the "Page Views" Chart displays the number of page views for a site home page in the "Specific" series and the number of page views for a site home page and all its sub sites in the "Aggregated" series).
- **Table** - a tabular component that displays a list of data. Tables display data in "Aggregated" mode. Each table row displays data in "Specific" mode (for instance, the "Page Views" Table displays a list of items for a site and all its sub sites. The number of page views for each item is specific to that item URL).

## 6.1 Control Preferences

After adding a visual control to a report, you can set the control preferences. The Control Preferences dialog can be opened by double clicking the control or by clicking **Report Actions** and then selecting **Edit**.



Control Preferences dialog

The left hand side of the Control Preferences dialog displays the control settings. It is divided into the following sections:

**Appearance** – setting the visual appearance of the data.
**Filter** – setting the filters for the data.
**Group By** – setting the various groupings of the data and the data series (available for charts which support multiple series).
**Advanced** – setting advanced options.

## 6.1.1 Appearance

| | |
|---|---|
| **Enable 3D** | Display chart in 3D |
| **Perspective** | Display chart in an angular view |
| **Values** | Display chart with values |
| **Legend** | Display chart with legend |

| | | |
|---|---|---|
| | Inside chart area | Display the legend inside the chart |
| | Style | Legend style: List, Row, Column |
| | Docking | Legend position: Bottom, Top, Right, Left |
| | Font Style | Legend font style: font face, font size, font color, bold, italic, underline |
| **Show Dates in Legend** | | Display chart with dates in legend |
| **Title** | | Display chart title (the title is entered in the text box at the top of the dialog).<br>Title style: alignment, font face, font size, font color, bold, italic, underline |
| **Axis X Title** | | Display axis X title (the title is entered in the Title text box).<br>Title style: alignment, font face, font size, font color, bold, italic, underline |
| **Axis Y Title** | | Display axis Y title (the title is entered in the Title text box).<br>Title style: alignment, font face, font size, font color, bold, italic, underline |
| **Enable Scale Breaks** | | Display a stripe drawn across the plotting area of a chart to denote a break in continuity between the high and low values on a value axis. Use a scale break to display two distinct ranges in the same chart area.<br>Scale Break style: break line type, spacing, color |
| **Show Preferences** | | Display the control preferences in the report |

| | |
|---|---|
| **Show Help** | Display a general description of the visual control |
| **Show X axis margins** | Display chart with side margins on the ends of the x-axis |
| **Show All X axis Labels** | Display chart with all X axis labels |
| **Show All Y axis Labels** | Display chart with all Y axis labels |
| **Highlight min and max values** | Highlight the data points in a chart series that have maximum and minimum Y values |
| **Highlight weekends** | Highlight the weekends in a chart plotting area |
| **Chart Background** | Chart background style: background color, gradient, hatch style, secondary background color, border style |
| **Chart Plotting Area** | Chart plotting area style: color, gradient, hatch style, secondary color, border style, border color, border size |
| **Chart Series** | Chart series style: gradient, hatch style, secondary color |
| **Chart Type** | Chart type selection |
| **Palette** | Chart color scheme |
| **Drawing Style** | Column, Bar chart: Default, Emboss, Wedge, LightToDark<br>Pie<br>Doughnut chart: Default, SoftEdge, Concave |
| **Point Width** | Column chart data points width |

| | |
|---|---|
| **Point Depth** | Cylinder chart: data points thickness |
| **Gap Depth** | Cylinder chart: distance between data series that are displayed along different rows |
| **Clustered** | Column, Bar, Cylinder chart: display data series along distinct rows |
| **Lighting** | Area, SplineArea chart lighting effects: None, Simplistic, Realistic |
| **Label Style** | Pie, Doughnut slices label style: Inside, Outside, Disabled |
| **Radius** | Doughnut chart: open space in the center radius size |
| **Collect pie slices** | Pie, Doughnut chart: Collect small slices into a single slice to prevent overlapped labels |
| Collected % | Pie, Doughnut chart: Collect any slice that is less than Collected% into a single slice |
| Collected color | Collected pie slice color |
| Collected label | Collected pie slice label (the label is entered in the Collected label text box) |
| Show exploded | Separate the collected pie slice |

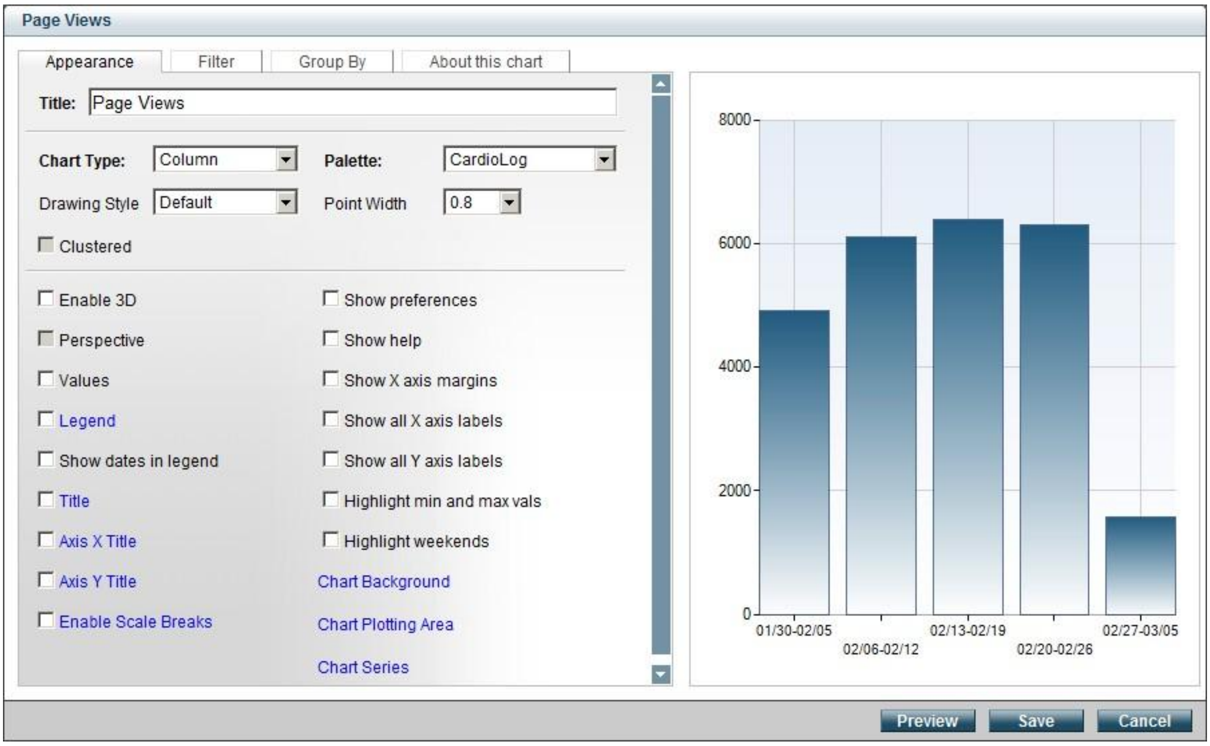



Chart Appearance Preferences tab

### 6.1.2 Filter

There are several types of filters for a visual control:

- Date Range
- Portal Item
- Users and Groups

Additional filters are available in the Enterprise edition (region, department, etc.)

#### 6.1.2.1 Date Range

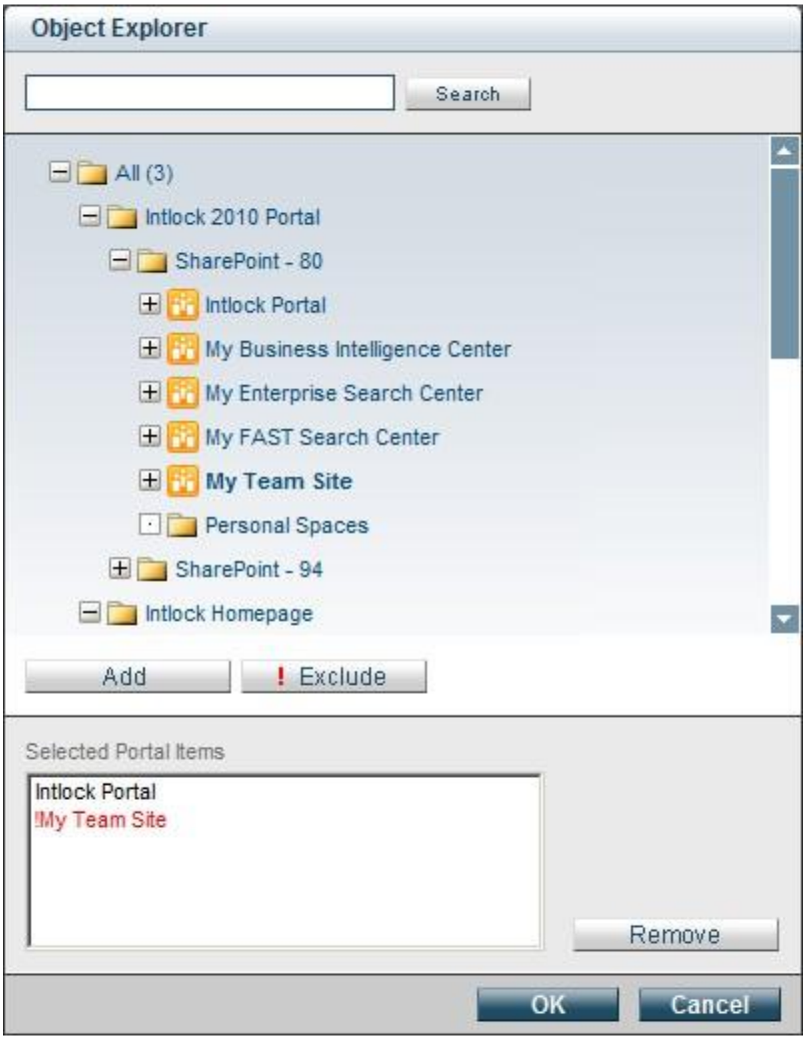
The date range list box includes constant values and a **Customize...** option.

The **Customize Date Range** dialog displays two date selection options: calendar date selection, last X number of days. The **Time Interval** drop down list defines the intervals for displaying the data.


The “Customized Date Range” dialog

## 6.1.2.2 Portal Item

Choose objects from Object Explorer by selecting the **Customize** option:

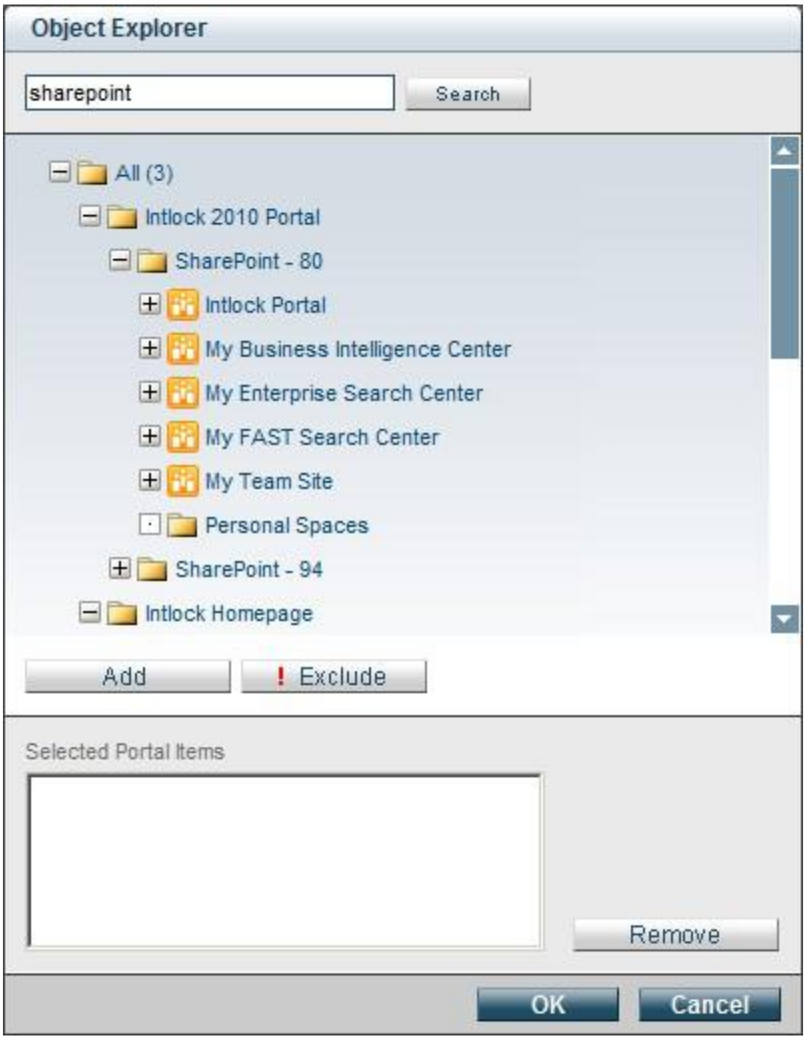


Object Explorer dialog

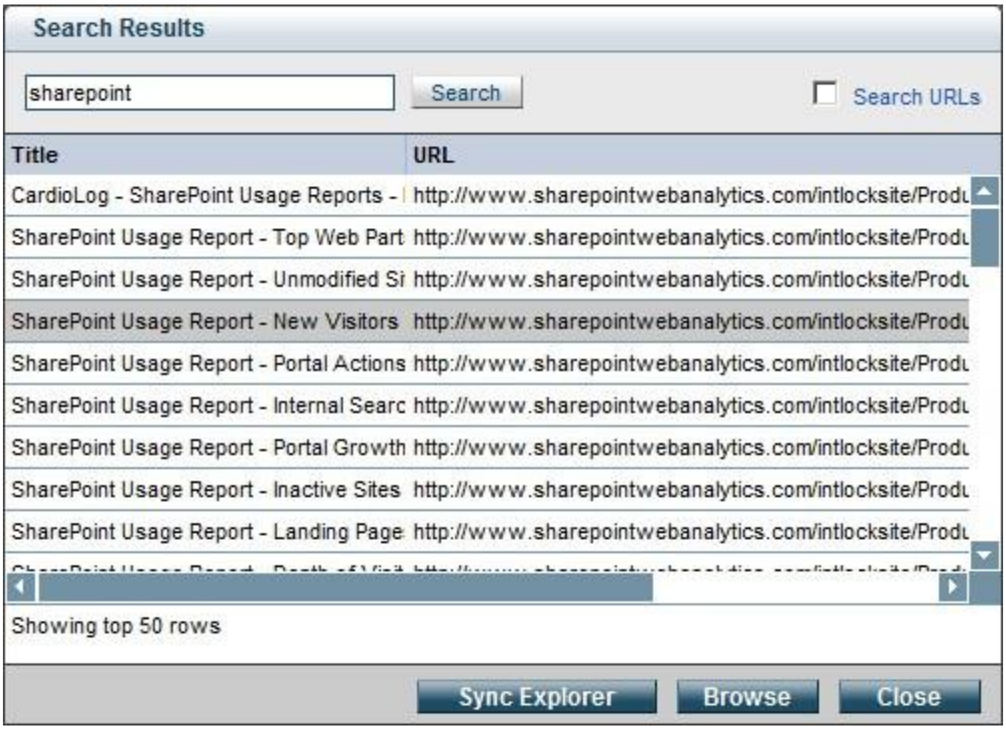
Adding and removing objects is performed by double clicking an object or by selecting an object and clicking the **Add, Remove** buttons. To exclude an object, click the **Exclude** button (the name will appear in red).

When selecting an object, the report data will be displayed for the selected item in Object Explorer and all children items (the selected item and all its sub-items). When excluding an object the report data will not be displayed for the excluded item in Object Explorer and all its children items.

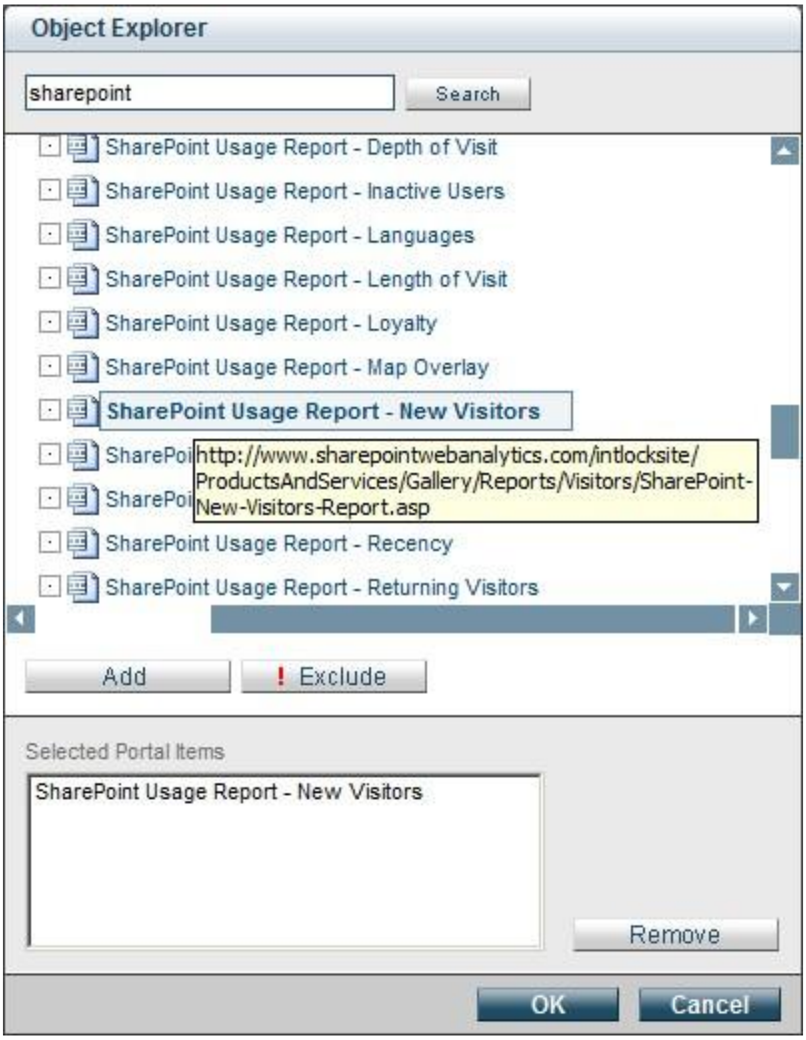
To search for an object in Object Explorer, enter the object display name in the top text box and then click **Search**. In the Search Results dialog, select the desired item and click the **Sync Explorer** button. The selected item will be displayed in Object Explorer.




Object Explorer dialog



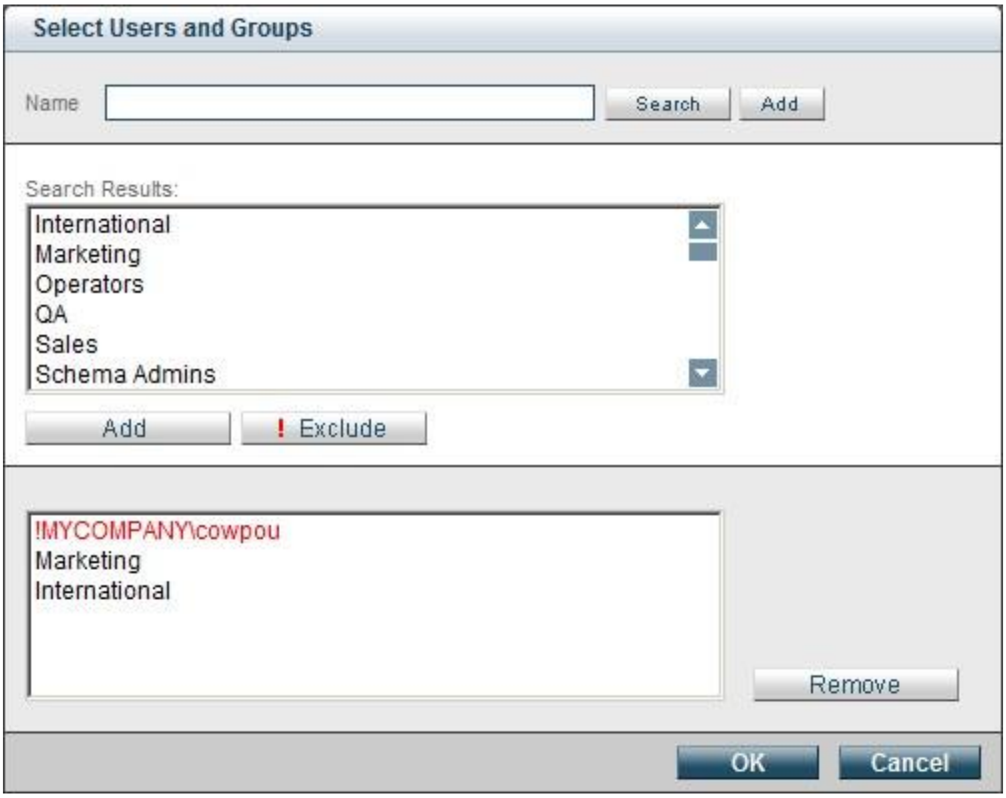
The Search Results dialog



The Object Explorer dialog

### 6.1.2.3 Users and Groups

Choose Active Directory users and groups by selecting the **Customize** option.




The Select Users and Groups dialog

Enter a login account name or display name in the **Name** field and then click **Search**. Select the desired result and click the **Add** button to add it to the filter. To exclude a user or group, click the **Exclude** button (the name will appear in red).

Filters give precedence to users over groups. For instance, if a selected user A belongs to an excluded group B, then user A will be contained in the results data.

### 6.1.3 Group By

The grouping of data can be performed in two ways:

- **Time Interval** – the time axis can be displayed in a resolution of minutes, hours, days, weeks, months, and quarters.
- **Dimension** – grouping according to the type of the reported items. This option is available only for visual controls that support advanced grouping.

Chart visual controls can display multiple series of data. You can re-order the series' data points, edit their title and compare parallel date ranges.

- **Specific (Home Page)** - data for the selected Portal Item.
- **Aggregated (All Pages)** – data for all children items of a selected Portal Item.


The Compare Parallel Period dialog

### 6.1.4 Meter Preferences

This section is available for visual controls of type meter.

- **Min Value** – the minimum value for the meter
- **Max Value** – the maximum value for the meter
- **Undershoot** – a value under which the meter hand is displayed in red
- **Overshoot** – a value over which the meter hand is displayed in red


Meters

## 6.2 Saving Preferences and Exporting Data

After setting the control's preferences, the data can be viewed without saving the preferences (**Preview**) or with saving the preferences (**Save**).
The visual control can be exported to Microsoft Excel by clicking the **Report Actions** button and then selecting **Export to CSV**.

## 6.3 Visual Control Actions

The following actions can be performed by clicking the **Report Actions** button:

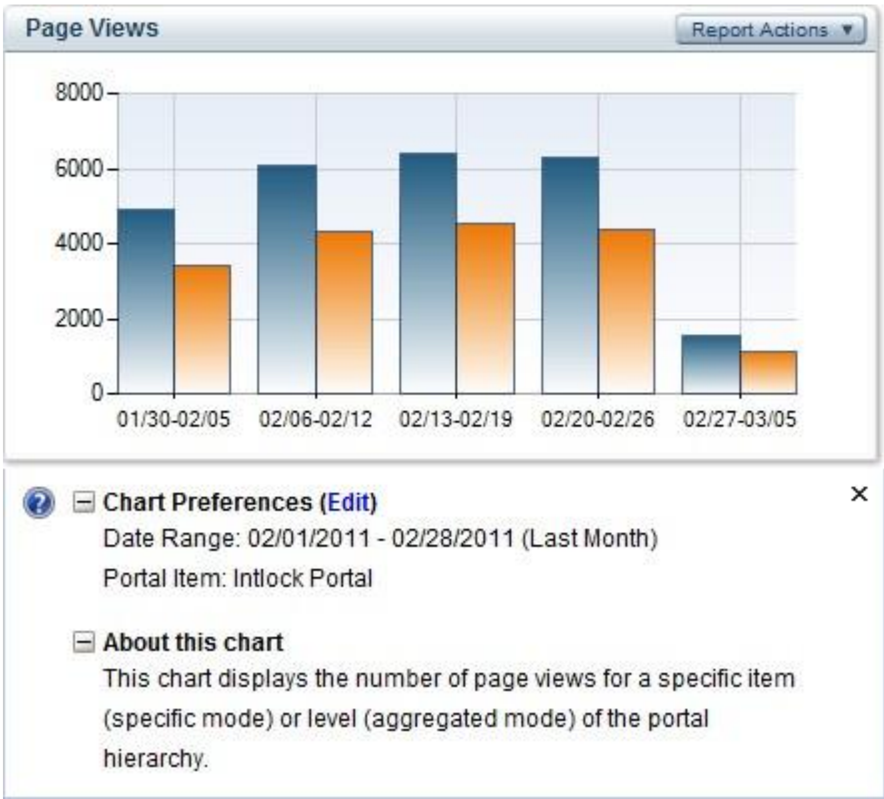

The Visual Control's Report Actions menu

- **Edit…** – open the Control Preferences dialog
- **Delete** – remove the visual control from the report
- **Export to CSV…** – export the control's data to Microsoft Excel
- **Set as Default Preferences –** save the control's preferences as default preferences
- **Refresh –** refresh the data
- **Restore to Default Preferences –** restoring the control's preferences to the default setting

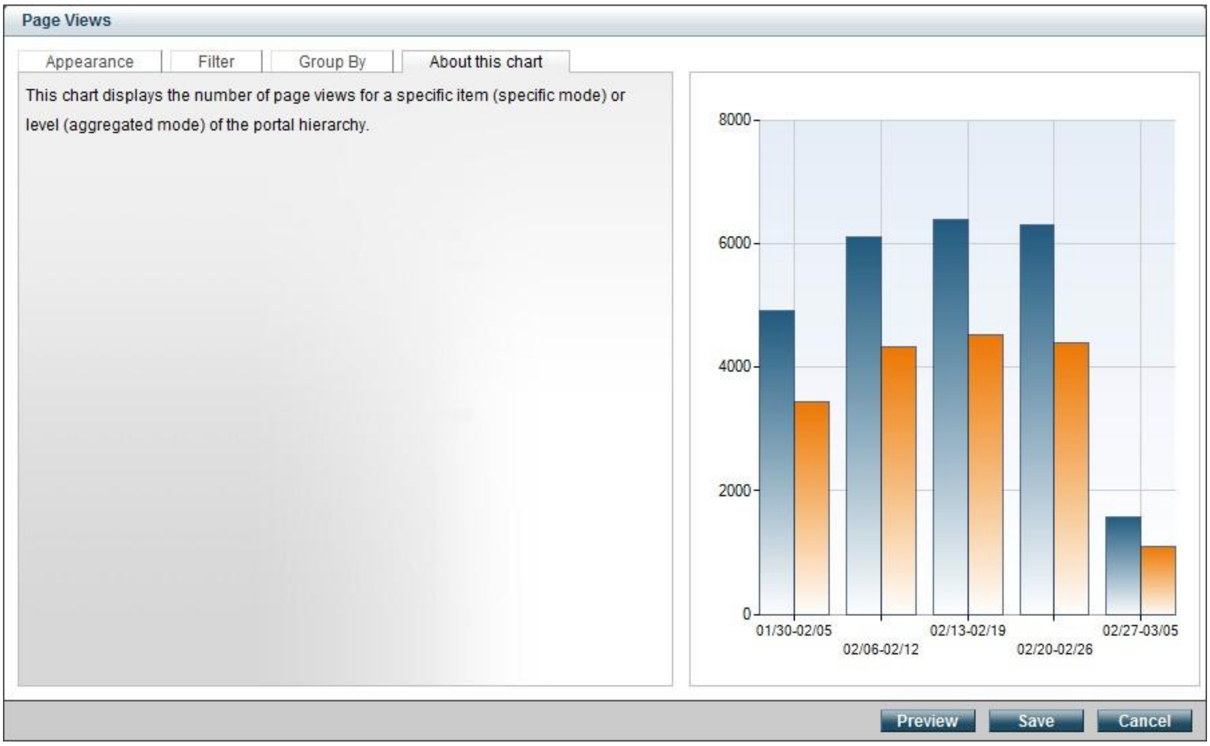
Drag the visual controls to change their placement in the report.

## 6.4 Help

The help section displays the control's preferences and a brief description about the control's features. To open the Help section, click the help icon at the top of the control.




The Visual Control's Help section




The "About this chart section" in the Control Preferences dialog

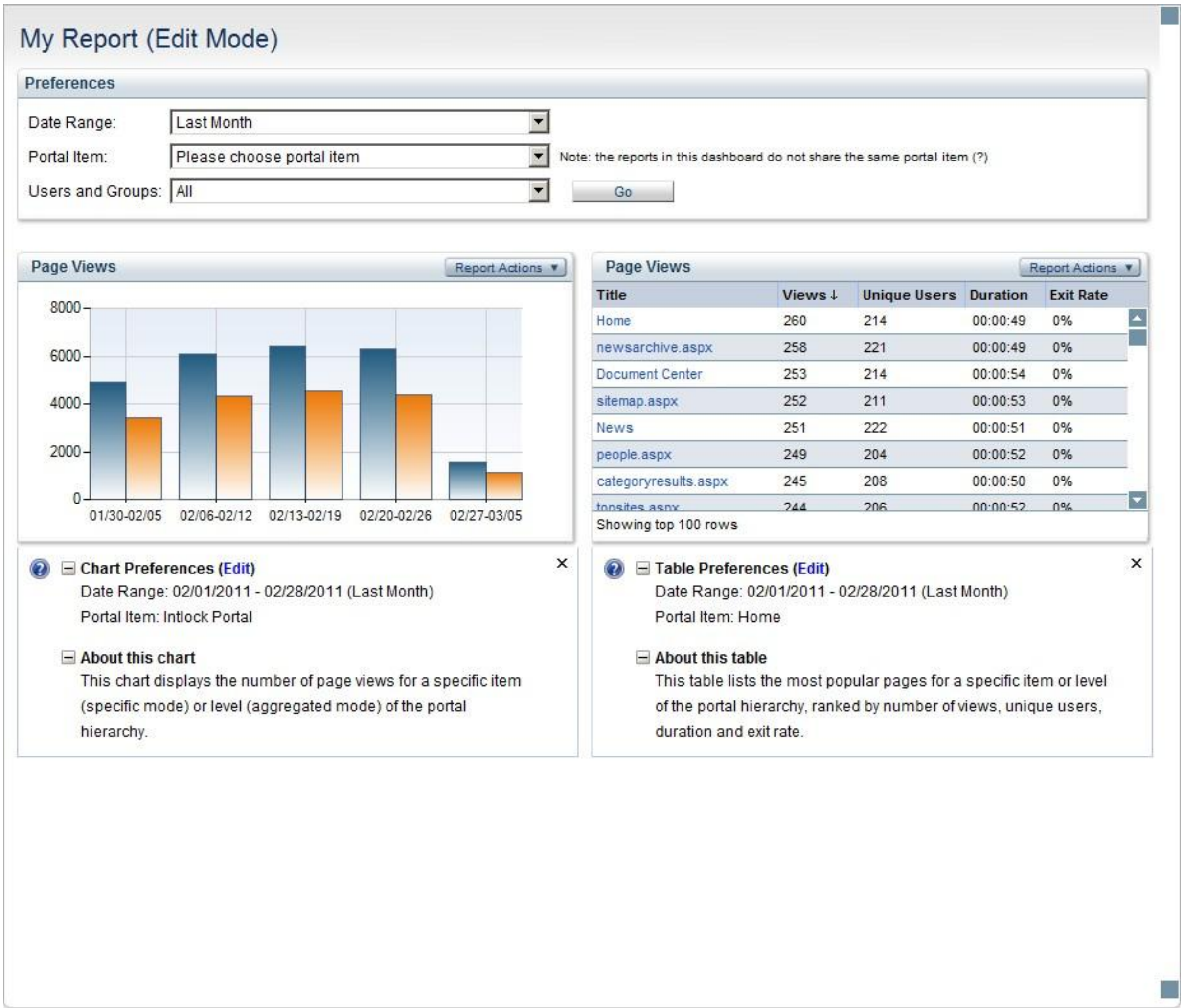
## 6.5 Set Preferences

Use the Preferences pane in order to apply similar filters for all visual controls in a report. When using this pane, all individual preferences for the visual controls in the report are over-written.

If the visual controls in the report use different filter settings, an alert will be displayed in the Preferences pane.

**Note**: Due to the fact that the visual controls use different filter sets (for instance, some controls filter Portal Item by URL, while others filter Portal Item by items in Object Explorer), the filter settings in the Preferences pane will be applied only for controls containing the selected filters.

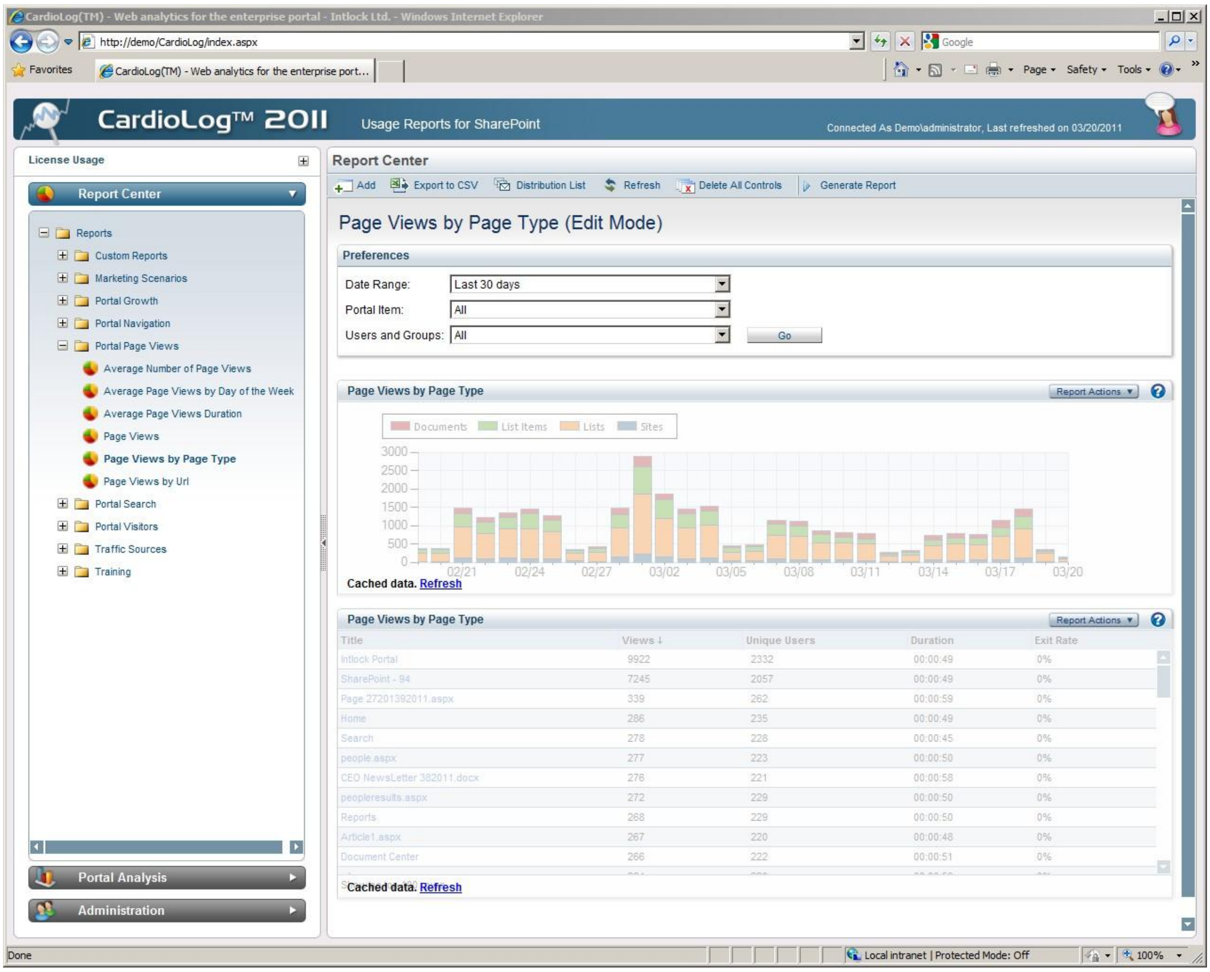

The Preference pane - to apply and save – click **Go**




The Preferences pane (example: controls with different Portal Item filter)

## 6.6 Cached Mode

For enhanced performance and quick loading, visuals controls are displayed in cached mode while edited in an existing report. Controls in cached mode display old data and are presented with a white filter layer. To view current data for a visual control, click **Refresh**. To refresh data for all controls in an edited report, click the **Refresh** button in the Top Toolbar.



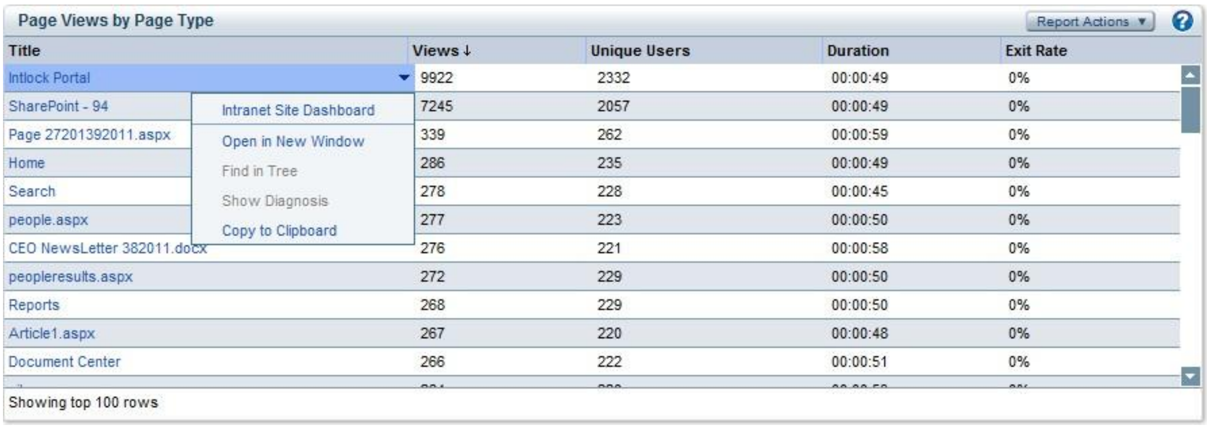

Visual controls in cached mode

## 6.7 Data Drilldown

Visual controls of type table provide drilldown capabilities for selected items.

Report drilldown is available from the site collection level to a single document, and for specific users and user categories.

To view reports for an item, click the item and select the desired report template.




| Title | Views ↓ | Unique Users | Duration | Exit Rate |
|---|---|---|---|---|
| Intlock Portal | 9922 | 2332 | 00:00:49 | 0% |
| SharePoint - 94 | 7245 | 2057 | 00:00:49 | 0% |
| Page 27201392011.aspx | 339 | 262 | 00:00:59 | 0% |
| Home | 286 | 235 | 00:00:49 | 0% |
| Search | 278 | 228 | 00:00:45 | 0% |
| people.aspx | 277 | 223 | 00:00:50 | 0% |
| CEO NewsLetter 382011.docx | 276 | 221 | 00:00:58 | 0% |
| peopleresults.aspx | 272 | 229 | 00:00:50 | 0% |
| Reports | 268 | 229 | 00:00:50 | 0% |
| Article1.aspx | 267 | 220 | 00:00:48 | 0% |
| Document Center | 266 | 222 | 00:00:51 | 0% |

The drilldown menu

To create a new drill down template, see the CardioLog Administrator Guide.

# 7. How To's

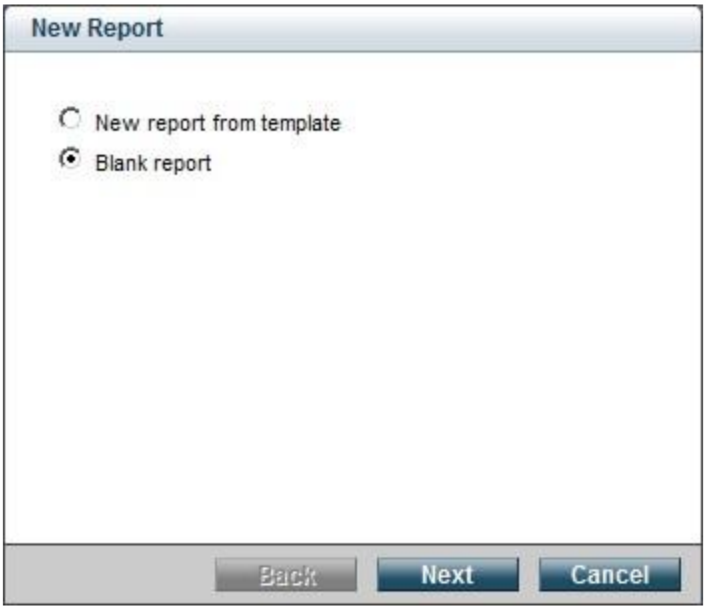
## 7.1 Report Center

### 7.1.1 How to Create a Report

1. In the Navigation pane, under Report Center, click a folder in the Reports tree, and then select **New Report**… (You can first create a Reports folder by selecting **New Folder…**)


Create a new report

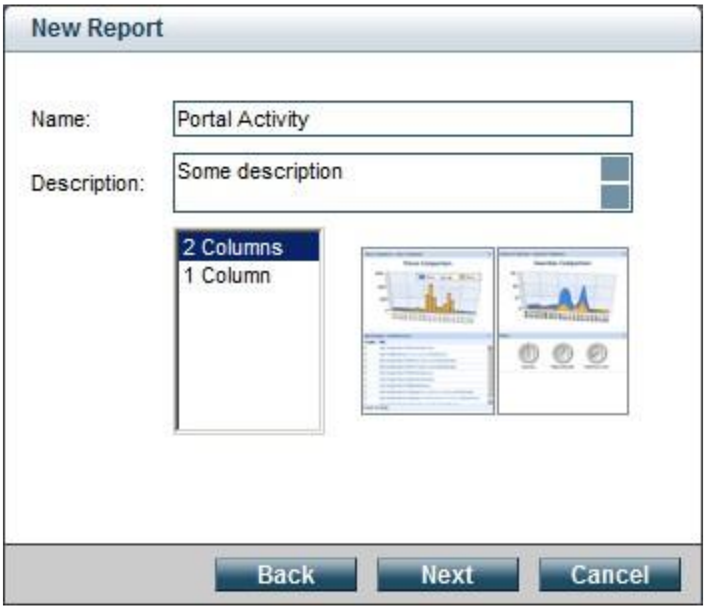
2. In the **New Report** dialog, select the **Blank Report** option and then click **Next**:



Create a blank report

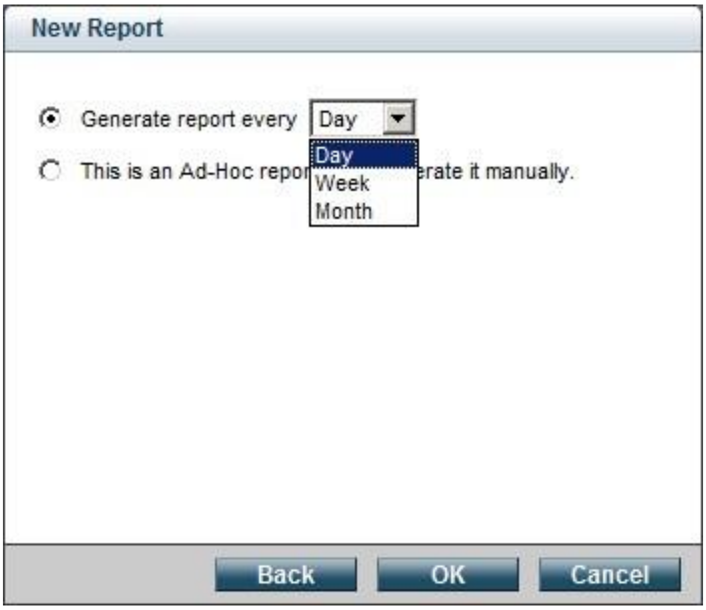
3. Enter the **Name** and **Description** fields, select the number of columns for the report, and then click **Next**.

   To display dynamic dates in the **Name** and **Description** fields, use the following variables: $now$, $today$, $lastday$, $thisweek$, $lastweek$, $thismonth$, $lastmonth$, $thisquarter$, $lastquarter$, $thisyear$, $lastyear$

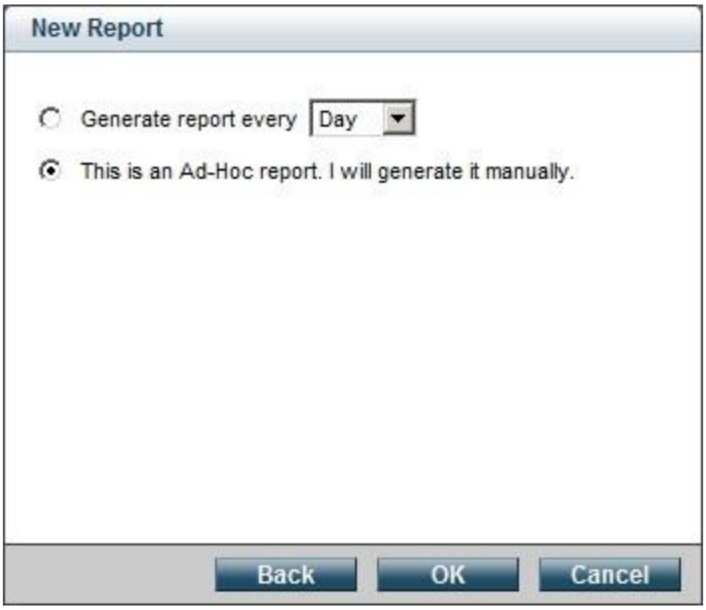


Report details

4. Schedule the report: either according to a pre-defined time interval (day, week or month) or ad-hoc. Then click **OK**.

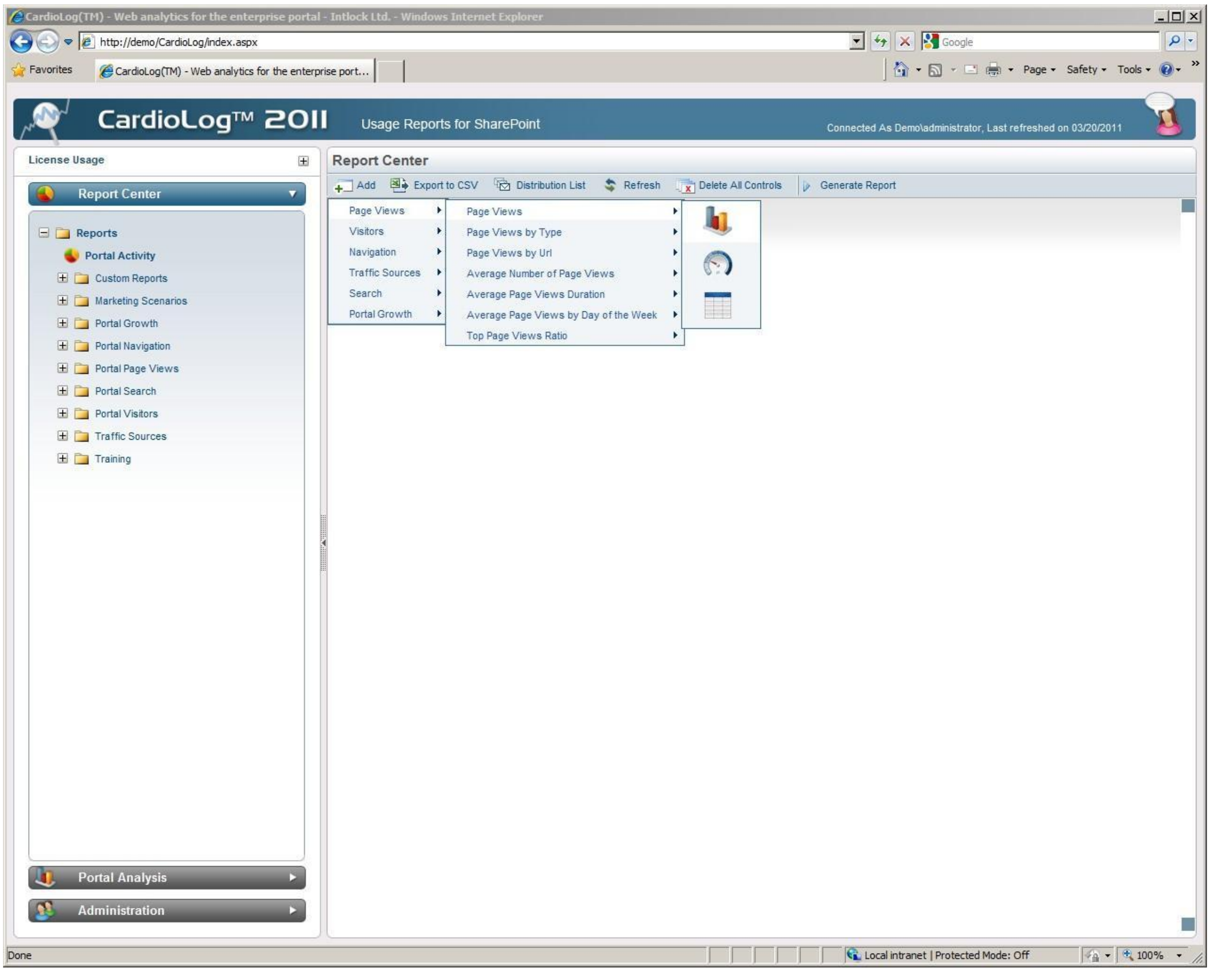



Report scheduling




The ad-hoc report generation option

5. You now have a blank report in Edit Mode. When a report is in Edit Mode, you can add visual controls to it.
6. Click **Add** in the Top Toolbar and select a visual control to add to the report (for a complete list of available visual controls, see the Reports Gallery).




Add visual controls to a report

7. The following actions are available in the Top Toolbar, while in Edit Mode:
   - **Add** – add visual controls to the report (see section 6 in this guide)
   - **Export to CSV** - export the data to Microsoft Excel.
   - **Distribution List -** send the report to a distribution list (see "How to send a report by Email" in this guide).
   - **Refresh** - refresh the report's settings.
   - **Delete All Controls** – remove all visual controls from the report.
   - **Generate Report** – create the report in real time.

8. Upon setting the report, you can create a static version with real time data (by selecting **Generate Report**) or you can wait until the report will be automatically generated – according to the report scheduling. As long as there are no static versions for the report, when selected from the Reports tree - it will be displayed in

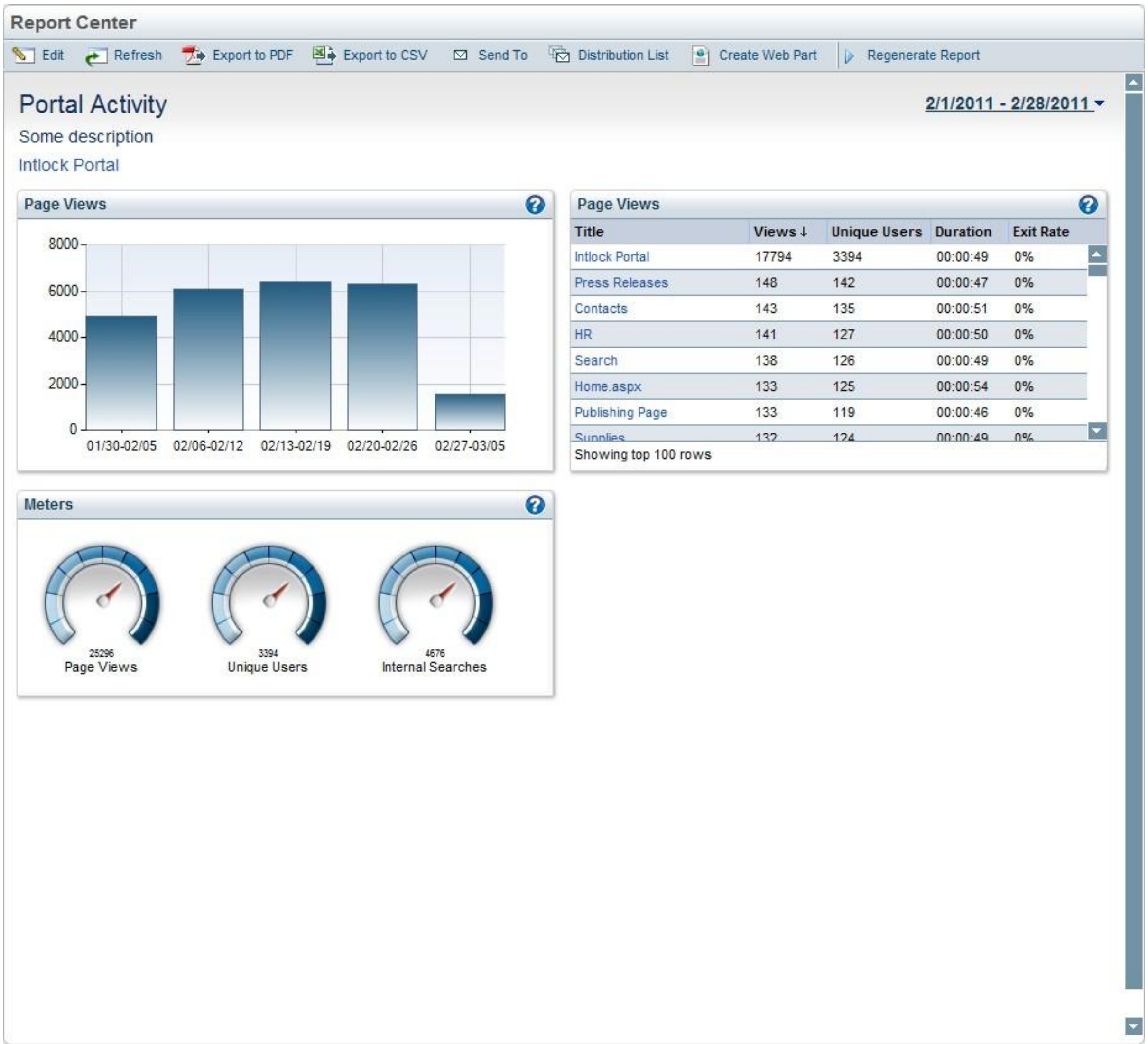
Edit Mode (if there are edit permissions for the current user). Otherwise, the latest static version will be displayed.


A Static Report

9. The following actions are available in the Top Toolbar when the latest report version is displayed (static mode):

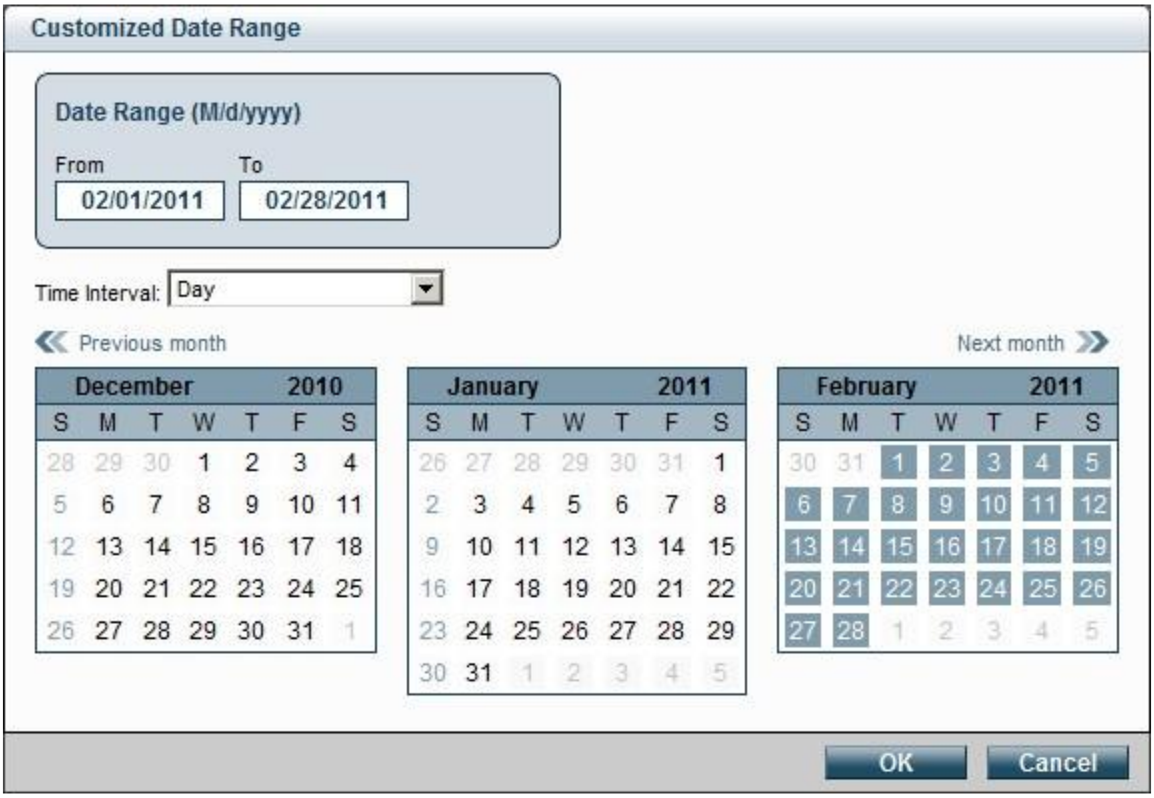
- **Edit** – change the report mode to Edit Mode - for editing.
- **Refresh -** refresh the report settings.
- **Export to PDF** - export the report data to PDF for printing (see "How to export a report to PDF" in this guide).
- **Export to CSV** - export the report data to Microsoft Excel.
- **Send To** - send an Email with a link to the report.
- **Distribution List** - send the report to a distribution list (see "How to send a report by Email" in this guide).

- **Create Web Part** – create a web part for the report (see "How to export a report to a Microsoft SharePoint Web Part" in this guide).
- **Regenerate Report** - refresh the report data.




Static report – right click menu

10. To edit the time frame for a static report, click the **Date Range** link at the top right of the report. Then select the desired date range and time interval and click **OK**.




Re-creation of the report with a newly selected date range

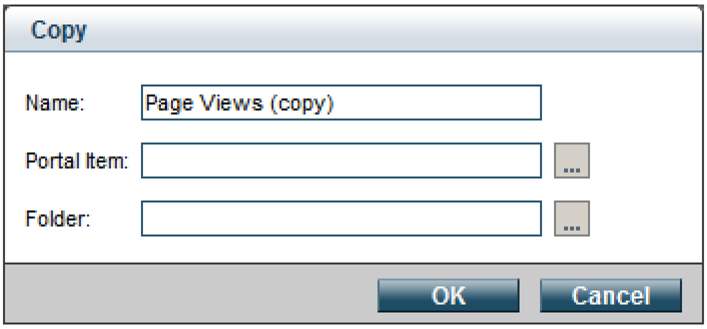
11. To remove the report, including all previous versions - in the Navigation pane – right click the report and select **Remove**. To remove only the previous versions of the report, select **Remove Historical Data**.

    The report's Historical Data refers to all versions from prior dates which are saved in the system. If there exists a report version for a selected date range, the actual saved version is displayed, and no query is submitted to the database. This is in order to save system resources and shorten the waiting time for the report.
12. To modify the report properties (report title, description, number of columns and scheduling type) - in the Navigation pane – click the report and select **Properties**.
13. To view the report in a new window (without the CardioLog scheme) - in the Navigation pane – click the report and select **Browse**.

### 7.1.2 How to Copy a Report

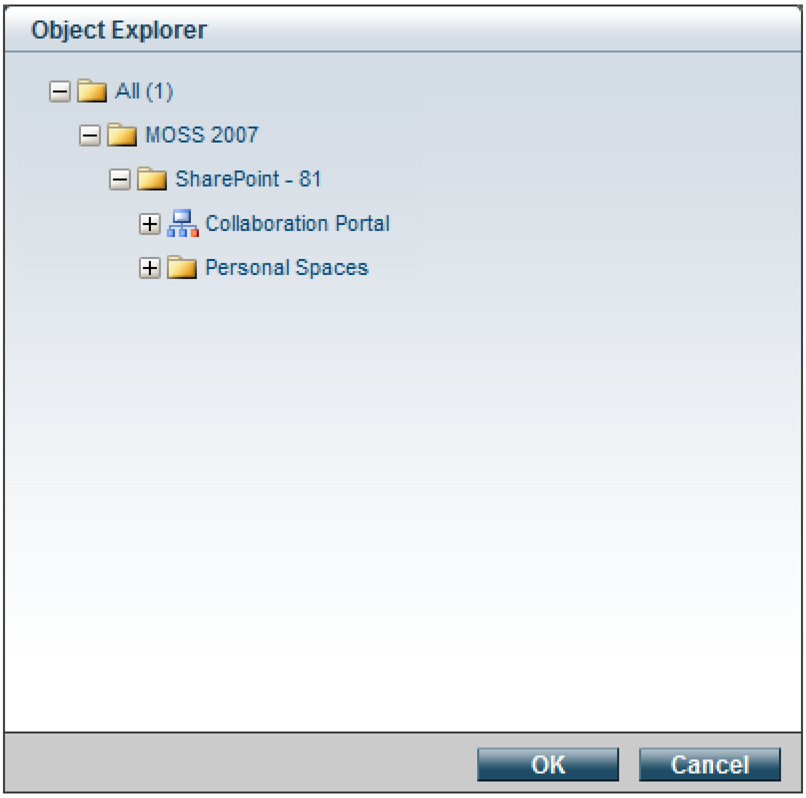
This useful feature enables copying an existing report and applying it to a selected item from Object Explorer.

1. In the Navigation pane, under Report Center, click a report from the Reports tree and select **Copy**.




Copy report dialog

2. In the Object Explorer dialog, add the portal item for the copied report. Then click **OK**.

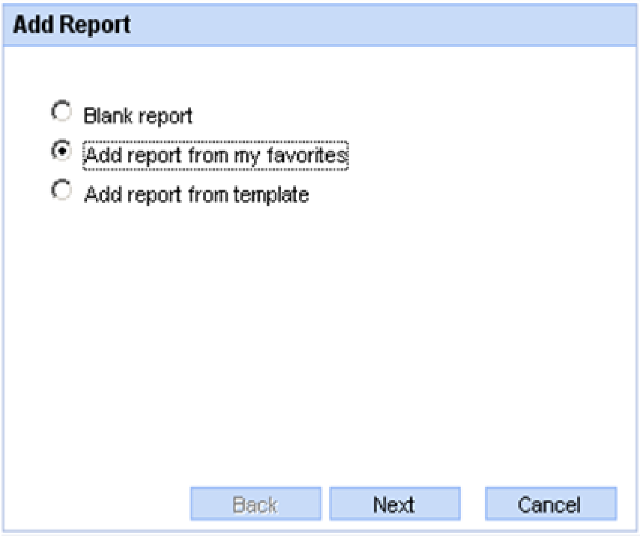



Object Explorer dialog

3. In the **Choose Location** dialog, select a reports folder where the copied report will be displayed.
4. The copied report will be displayed in its new location in the reports tree.

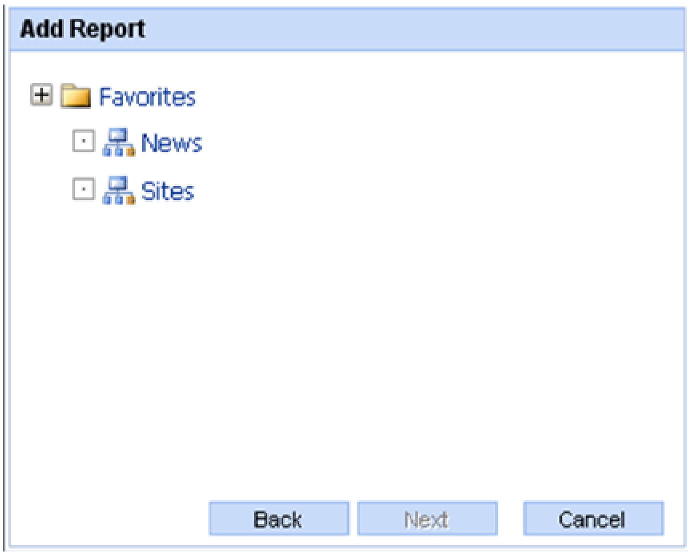
### 7.1.3 How to create a report based on a Favorite item

1. In the Navigation pane, under Report Center, click a folder in the Reports tree and then select **New Report**… (You can first create a Reports folder by selecting **New Folder…**)
2. In the New Report dialog, select the **New report from my favorites** option, and then click **Next:**



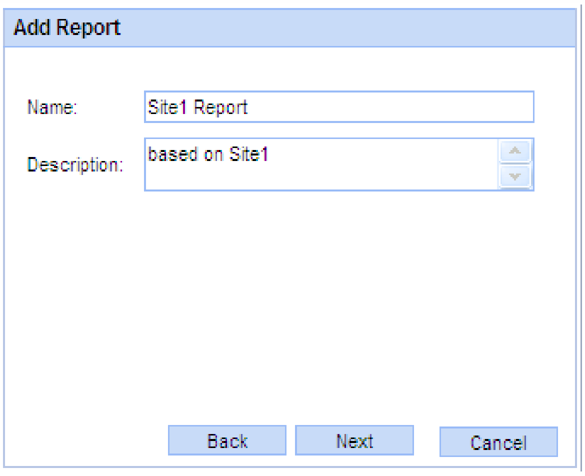

The "New report from my Favorites" option

3. Select the desired item from your Favorites tree and then click **Next**.




The Favorites tree

4. Enter the **Name** and **Description** fields and then click **Next**.




Report details

### 7.1.4 How to Set Permissions for a Report

Permissions are available in CardioLog installations that include integration with Active Directory.

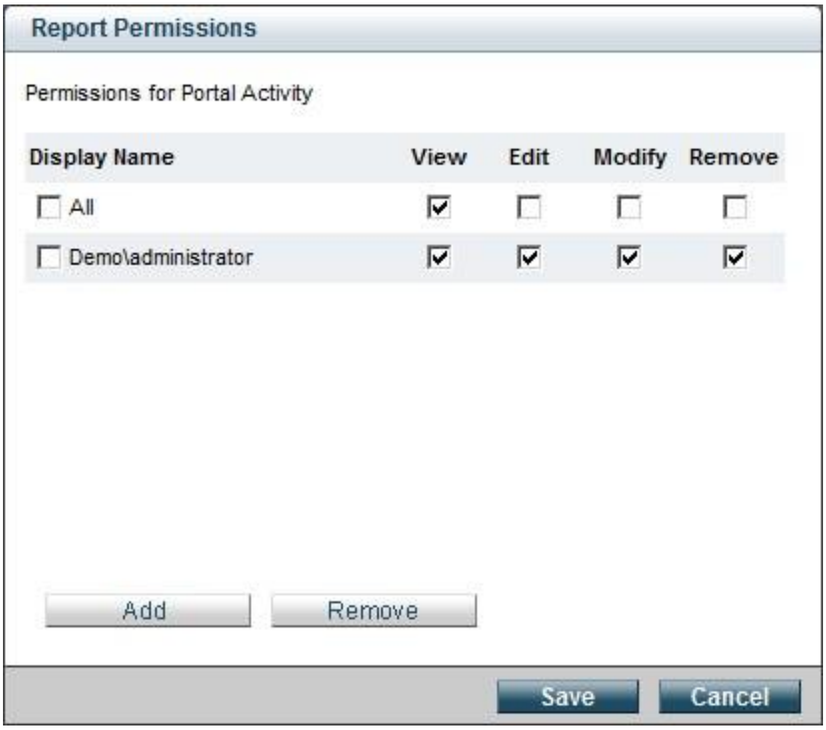
You can set view, edit (Edit Mode), modify (modify report properties) and delete permissions for a specific report for any user or group in Active Directory. By default, the report creator has all full control permissions, while view permissions are given to everyone. In addition, you can add new users and groups, delete users and groups, or modify existing permissions.

1. In the Navigation pane, under Report Center, click a report from the Reports tree and select **Permissions...**


Report Permissions menu option

2. In the Permissions dialog, click **Add** and then enter the user/group name and the desired permissions.
   You can assign View, Edit, Remove and Modify permissions. User permissions

precede group permissions. To assign permissions for all users, use the default “**All**” group.



Permissions dialog

3. When entering the user/group name, click Ctrl+K to search for users/groups.
4. Select the desired results and click **OK**.

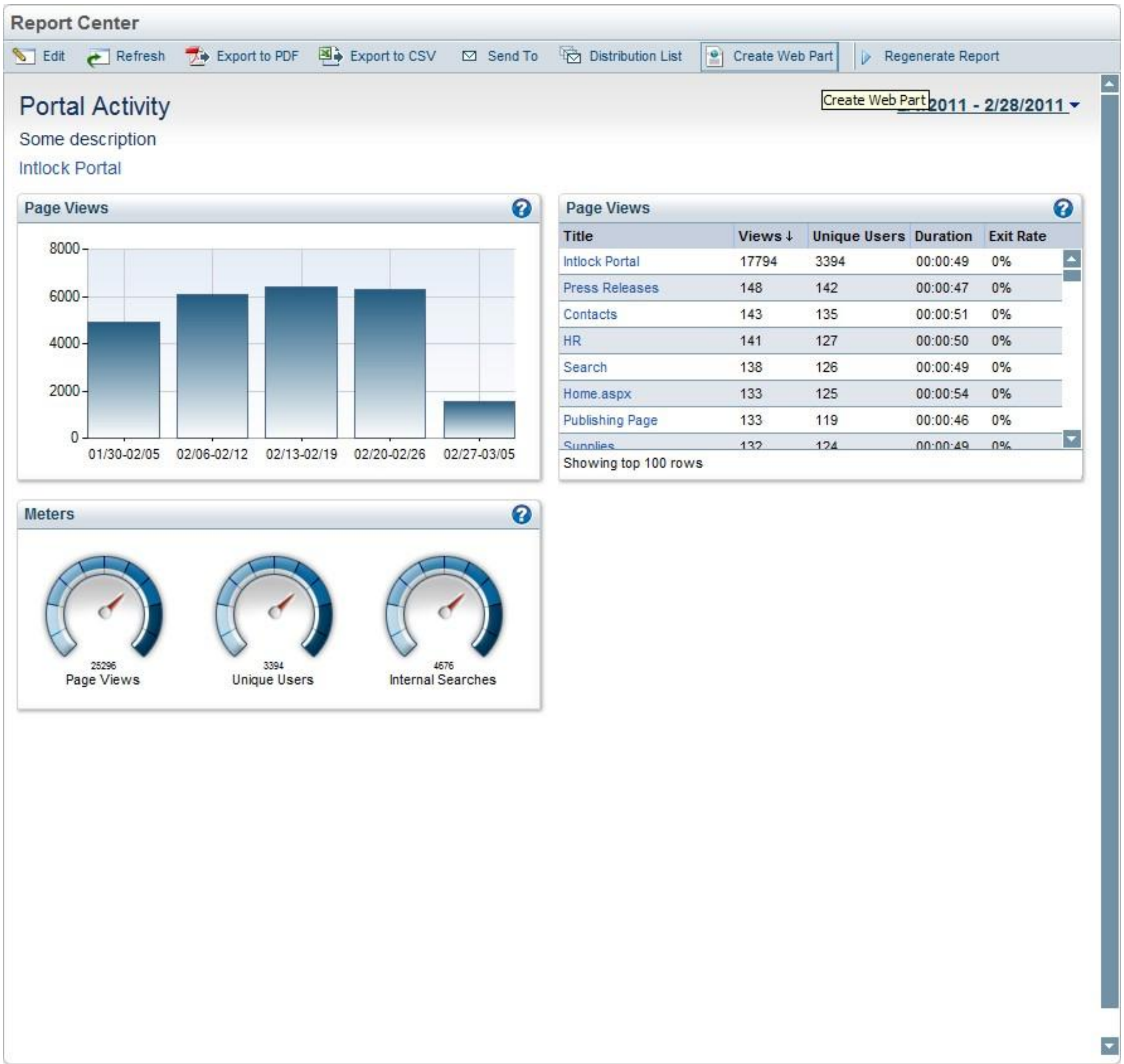

Select Users and Groups dialog

5. Click **Save** to save the permissions.

### 7.1.5 How to export a report as a Microsoft SharePoint Web Part

A Web Part is a component which displays data in a Microsoft SharePoint Portal. You can create a Web Part that displays a report from Report Center and add it to any page in the portal.

1. In a report in View Mode (not Edit Mode) click the **Create Web Part** button in the Top Toolbar:

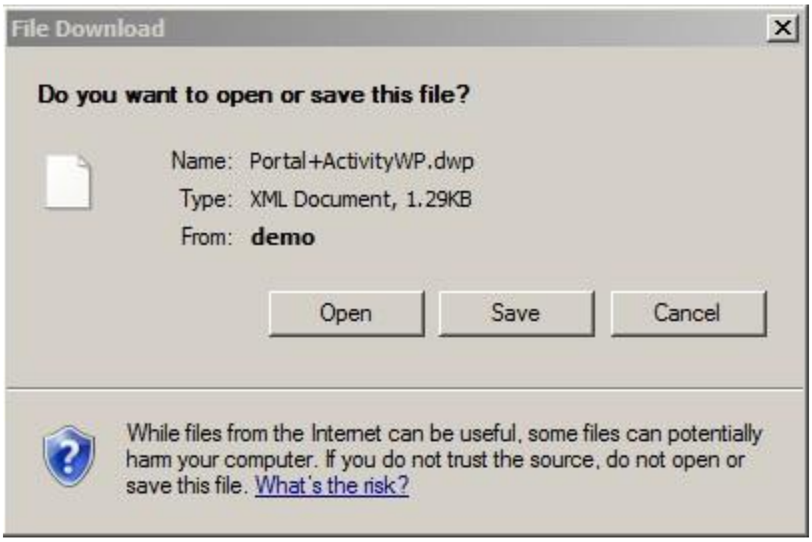



Create Web Part option

2. Select whether to create a Web Part with a CardioLog frame style (scheme).


Select create Web Part with CardioLog frame style

3. In the File Download dialog, click **Save**.

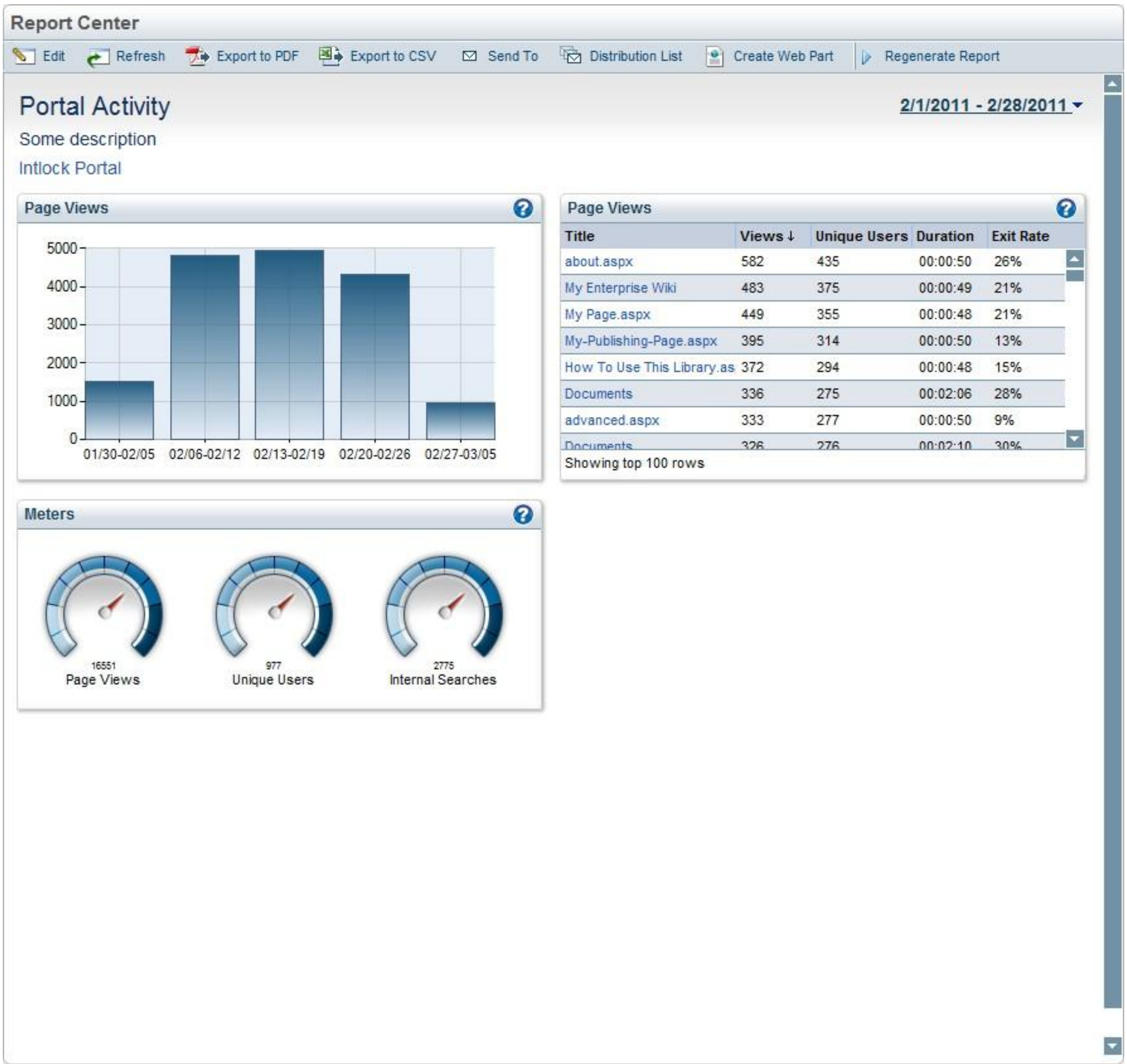



Save a Web Part file

### 7.1.6 How to export a report to PDF

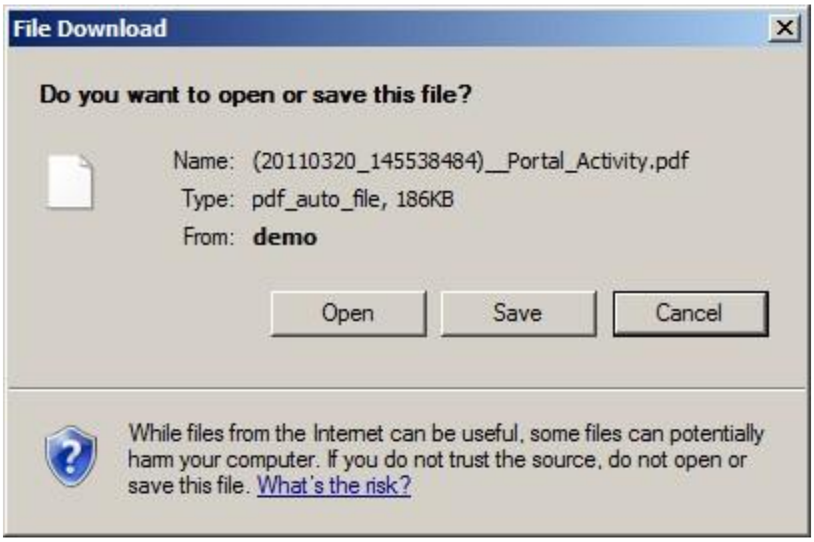
You can export a report from the Report Center to PDF format for printing.

1. In a report in View Mode (not Edit Mode) click **Export to PDF** in the Top Toolbar:




Export to PDF option

2. In the File Download dialog, click **Open** or **Save**.



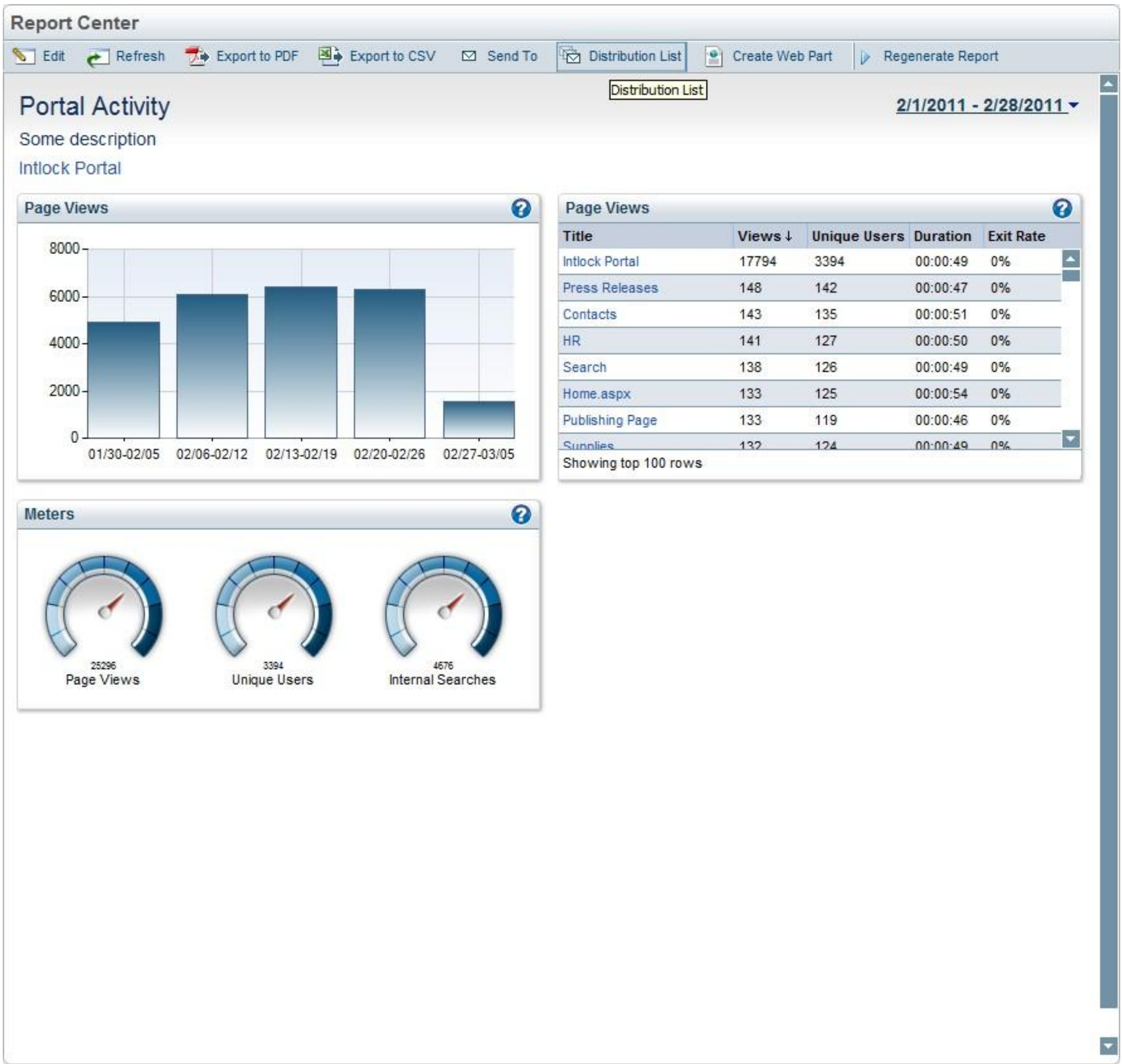

Save a PDF file


Report in PDF format

### 7.1.7 How to Set an Email Distribution List for a Scheduled Report

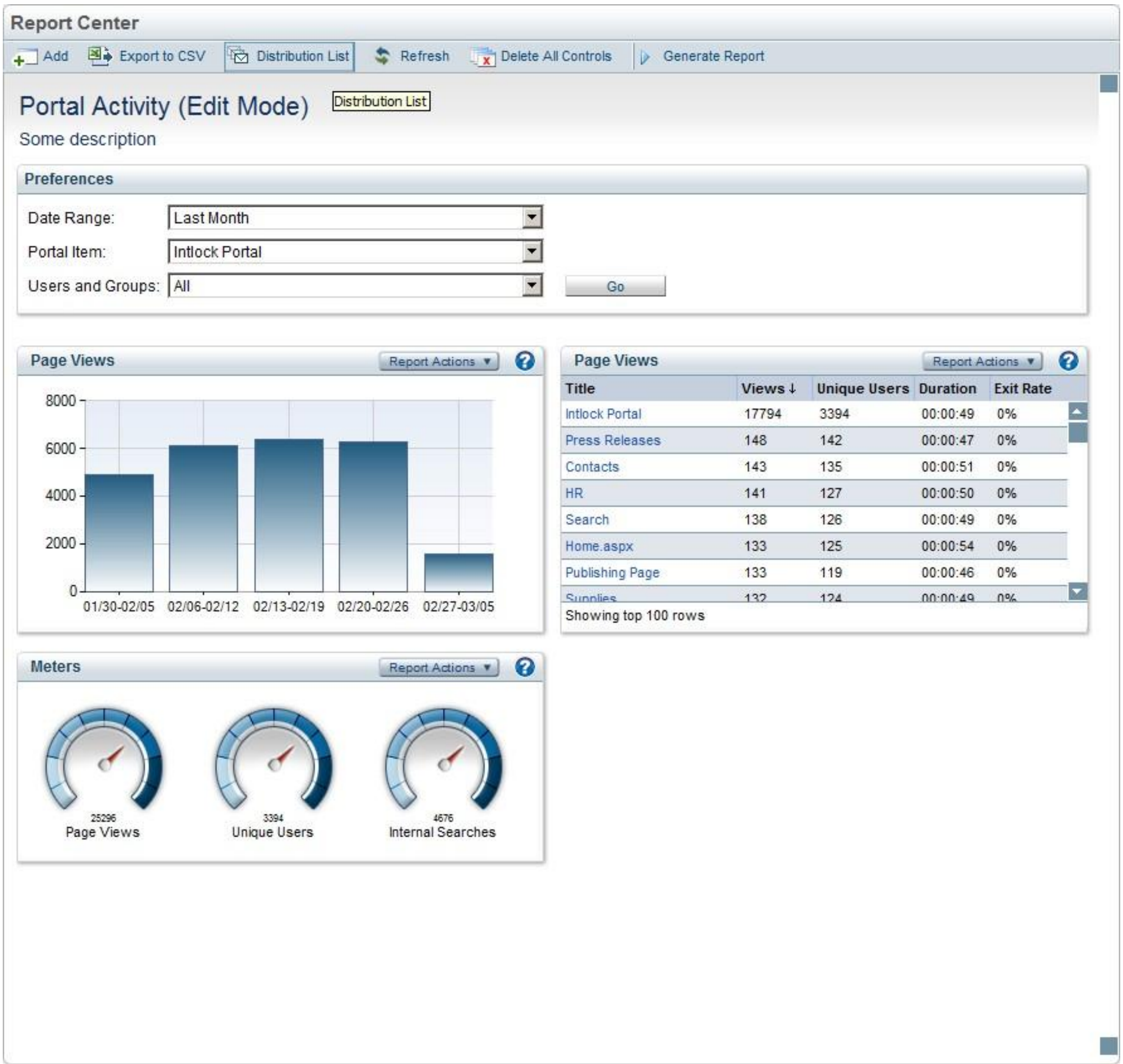
Whenever a new report version is created, you can send an automated Email to a pre-defined distribution list. The Email includes a link to the new report version.
The report link is unique and the data in the report is automatically refreshed.
Whenever you browse to the report link you will see the latest generated report (based on the report type).

1. In a report in View Mode click the **Distribution List** button in the Top Toolbar:



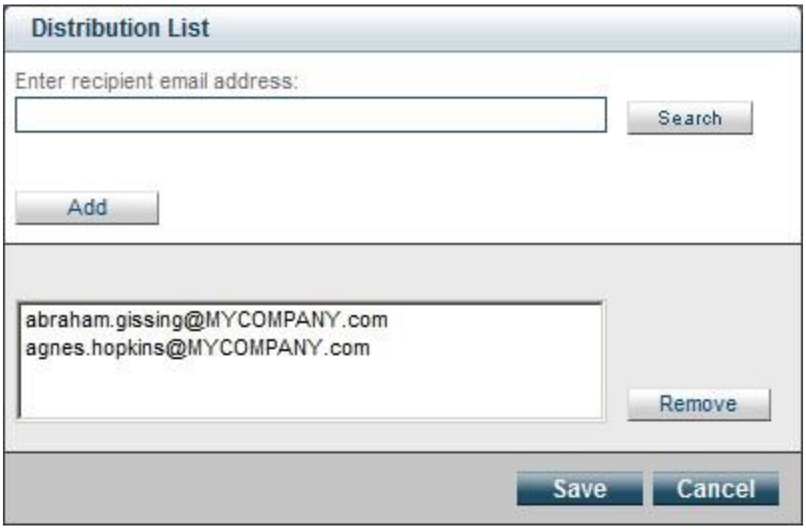

Distribution List option

You can also click the **Distribution List** button for a report in Edit Mode:




Distribution List option in Edit Mode

2. Enter an Email address in the text box and click the **Add** button to add the address to the distribution list. Click Ctrl+K to select from a list. Then click **Save**.



Report Distribution List dialog

# 7.2 Analysis Center

## 7.2.1 How to display real time data

In Analysis Center, a user assigned with an Analyst role can view real time data for any monitored page. The query results in Analysis Center are not for distribution purposes and are not saved in a historical format.
The Navigation between the monitored pages is done in the Navigation panel with Object Explorer or with the user's Favorite items.

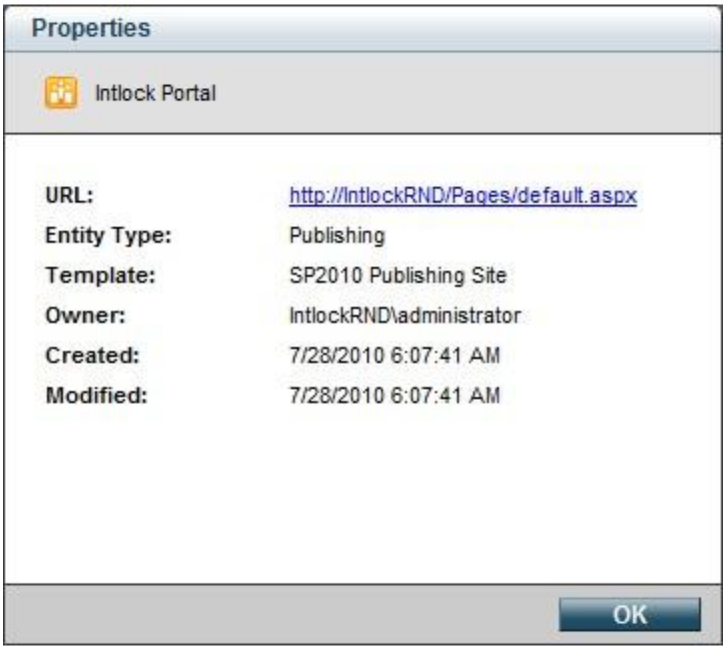
In the Navigation pane, under Analysis Center, click an item in Object Explorer or in Favorites and select **Open**.


Real time data for a selected item in Object Explorer

### 7.2.2 How to view item properties in Object Explorer

In the Navigation pane, under Analysis Center, click an item in Object Explorer and then select **Properties.**


View item properties in Object Explorer




Item properties dialog

### 7.2.3 How to edit an item in Object Explorer

You can customize an item in Object Explorer by adding it to your Favorites:

In the Navigation pane, under Analysis Center, click an item in Object Explorer and select **Add to My Favorites…**


Add item to My Favorites from Object Explorer

### 7.2.4 How to switch between Object Explorer and Favorites

Click the desired tab in the Navigation pane to switch between Object Explorer and Favorites.

Object Explorer displays all the monitored pages. Items which are selected as Favorites are presented in Italic.


| Title | Views | Unique Users | Duration | Exit Rate |
|---|---|---|---|---|
| Contacts | 2 | 2 | 00:00:31 | 0% |
| Employees | 2 | 2 | 00:00:49 | 0% |
| Pages | 2 | 2 | 00:01:00 | 0% |
| Images | 1 | 1 | 00:01:57 | 0% |
| Pages | 1 | 1 | 00:00:12 | 0% |
| Press Releases | 1 | 1 | 00:01:12 | 0% |
| Workflow History | 1 | 1 | 00:01:01 | 0% |

| Term | Searches | Results | Clicks | Position |
|---|---|---|---|---|
| Business Data | 1 | 4 | 0 | 0 |
| central admin | 1 | 2 | 0 | 0 |
| extension | 1 | 1 | 0 | 0 |
| holidays | 1 | 10 | 0 | 0 |
| Microsoft | 1 | 13 | 0 | 0 |
| Outlook | 1 | 12 | 0 | 0 |
| wiki | 1 | 7 | 0 | 0 |

Switch between Object Explorer and Favorites

## 7.2.5 How to select a template for an item in Object Explorer

Each item type in Object Explorer has several pre-defined templates, which were created by the Administrator. A user assigned with an Analyst role can select from a list of available templates located in the top right of the Central Area.

To create a new template, see the CardioLog Administrator Guide.


Select a template for an item in Object Explorer

## 7.2.6 How to set a default template for an item

Authorized users can select a default template for a single item in Object Explorer:

1. In the Navigation pane, under Analysis Center, click an item in Object Explorer and select **Open**.
2. In the top of the Central Area, select a template from the list of templates.
3. Click **Set as default**.

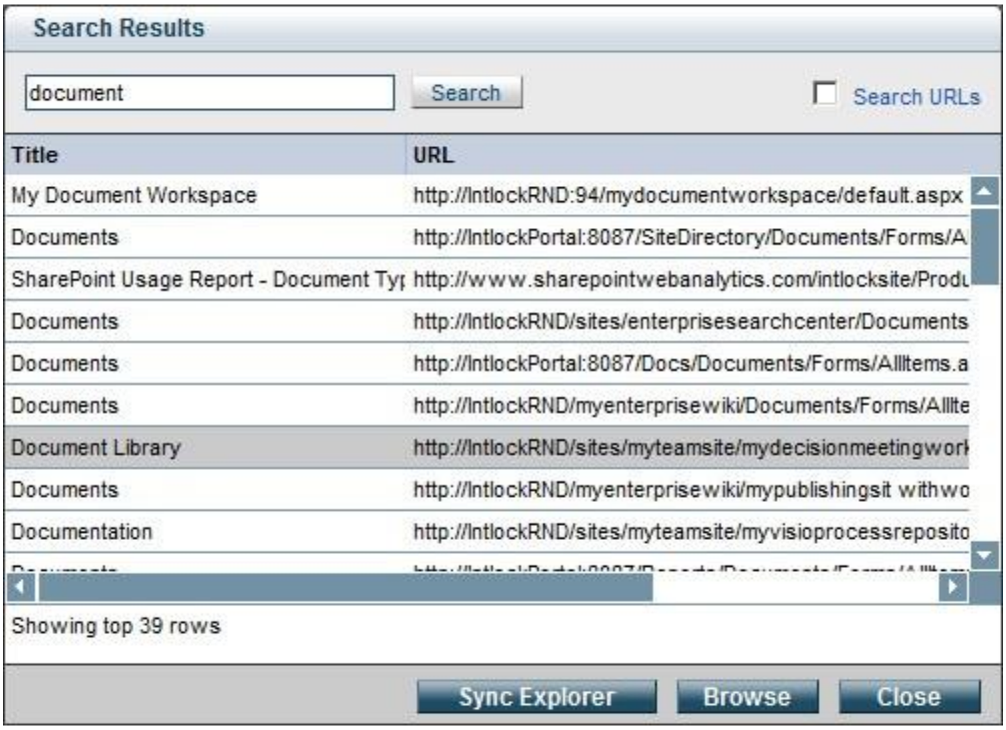
## 7.2.7 How to search Object Explorer

You can search Object Explorer with the search box in the Navigation pane:

1. In the search box at the top of the Navigation pane, enter a search term and click the blue arrow.
2. To search an item by its URL, select **Search URLs**.

3. In the Search Results dialog, select the desired item and click **Sync Explorer**.
4. Object Explorer displays the selected item.
5. To view an item as a web page, click **Browse** in the Search Results dialog.

Search box in the Navigation pane




Search Results dialog

### 7.2.8 How to set view permissions for items in Object Explorer

The system administrator can set view permissions for items in Object Explorer – for any user or group in Active Directory. The permissions are aggregative, meaning they are applied for an item and its child items in Object Explorer.

1. In the Navigation pane, under Analysis Center, click an item in Object Explorer and select **Permissions…**
2. In the Permissions dialog, click **Add**, then enter the user/group name and select the View check box.
   User permissions precede group permissions. To grant permissions for all users, select the default group "All".
3. While entering the user/group name, click Ctrl+K to search for a user/group.
4. Select the desired result and click **OK**.
5. To save the permissions, click **Save**.

Permissions menu option

Permissions dialog

### 7.2.9 How to display deleted items in Object Explorer

Deleted items are items which were physically deleted from the monitored environment but are saved in Object Explorer. Reports and real time queries are available for deleted items.

1. In the Navigation pane, under Analysis Center, click **Show Deleted Items**.
2. The removed items are displayed in Object Explorer in red.


Deleted item in Object Explorer