

CardioLog Lite User Guide

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1. Introduction

CardioLog Lite for SharePoint 2007 is a FREE web analytics solution for SharePoint 2007, delivered with a set of basic SharePoint 2007 usage reports.

Specially built for authenticated environments, CardioLog Lite for SharePoint 2007 provides enhanced visitor segmentation - which is available through seamless integration with the organization's Active Directory.

CardioLog Lite for SharePoint 2007 includes an advanced JavaScript tracking agent to monitor visitor actions such as item additions and deletions, document viewing, search results clicks and other Web 2.0 actions. In addition, the SharePoint 2007 Adaptor - identifies the structure of the SharePoint 2007 portal and enables easy reporting for specific content areas.

CardioLog Lite's client UI is a complete HTML solution - enabling users to view reports in various ways - through the UI itself, by exporting them to web parts, or launching them directly from the portal.

CardioLog Lite for SharePoint 2007 includes a set of 3 free basic SharePoint usage reports: Unique Users, Visitors and Page Views. It ships with the complete set of available reports - for a 14-days trial. All of the reports can be filtered by - Time frame, Portal object (such as farm, site collection, site, list, list item, etc.), and Active Directory users and groups.

2. Glossary

These are the terms used in the CardioLog Lite user interface:

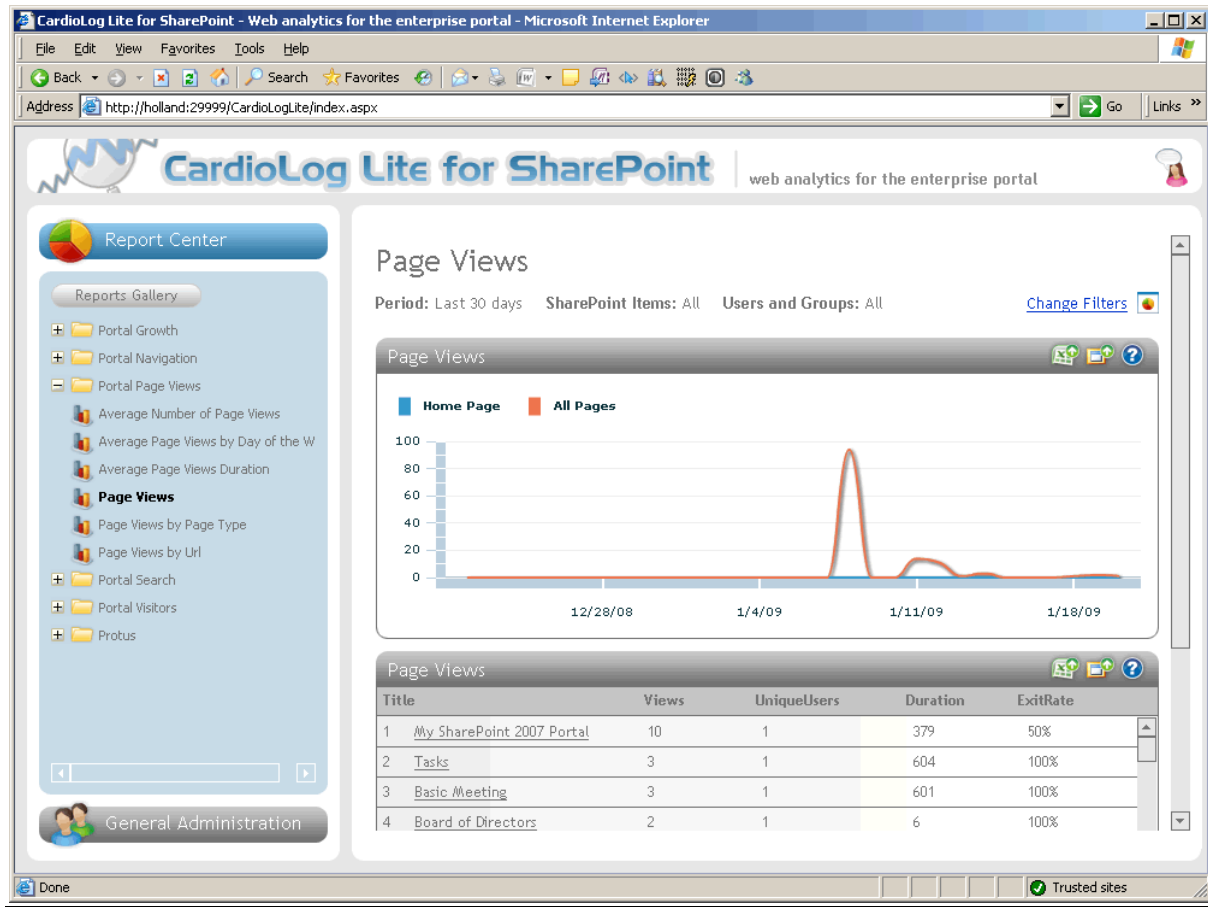
Report	A report includes several visual controls (charts and tables). The report can be viewed in the CardioLog Lite Report Center, or by browsing directly to the report's URL address.
Metric	Metric refers to the query results contained in the visual control (such as number of page views for a site, top search terms, etc.)
Object Explorer	Object Explorer contains a hierarchal list of the objects which are monitored by CardioLog Lite. The Lite edition includes all objects in the Microsoft SharePoint 2007 environment. Object Explorer represents the hierarchal structure upon which CardioLog Lite performs the various query aggregations (for instance, number of page views for a site and its sub sites).
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 last in a visit.

3. User Interface

The CardioLog Lite user interface includes 2 working areas:



CardioLog Lite main screen

1. The left **Navigation Pane** is used to navigate between reporting and administration.
2. The **Central Area** displays the data which corresponds to the item selected in the **Navigation Pane**.

4. System Components

Report Center

This is an interface for viewing reports. CardioLog Lite for SharePoint 2007 includes a set of 3 basic SharePoint usage reports: Unique Users, Visitors and Page Views. Additional [SharePoint report bundles](#) can be added at any time. All of the reports can be filtered by Time frame, Portal object (such as farm, site collection, site, list, listitem, etc.), and Active Directory users and groups.

General Administration

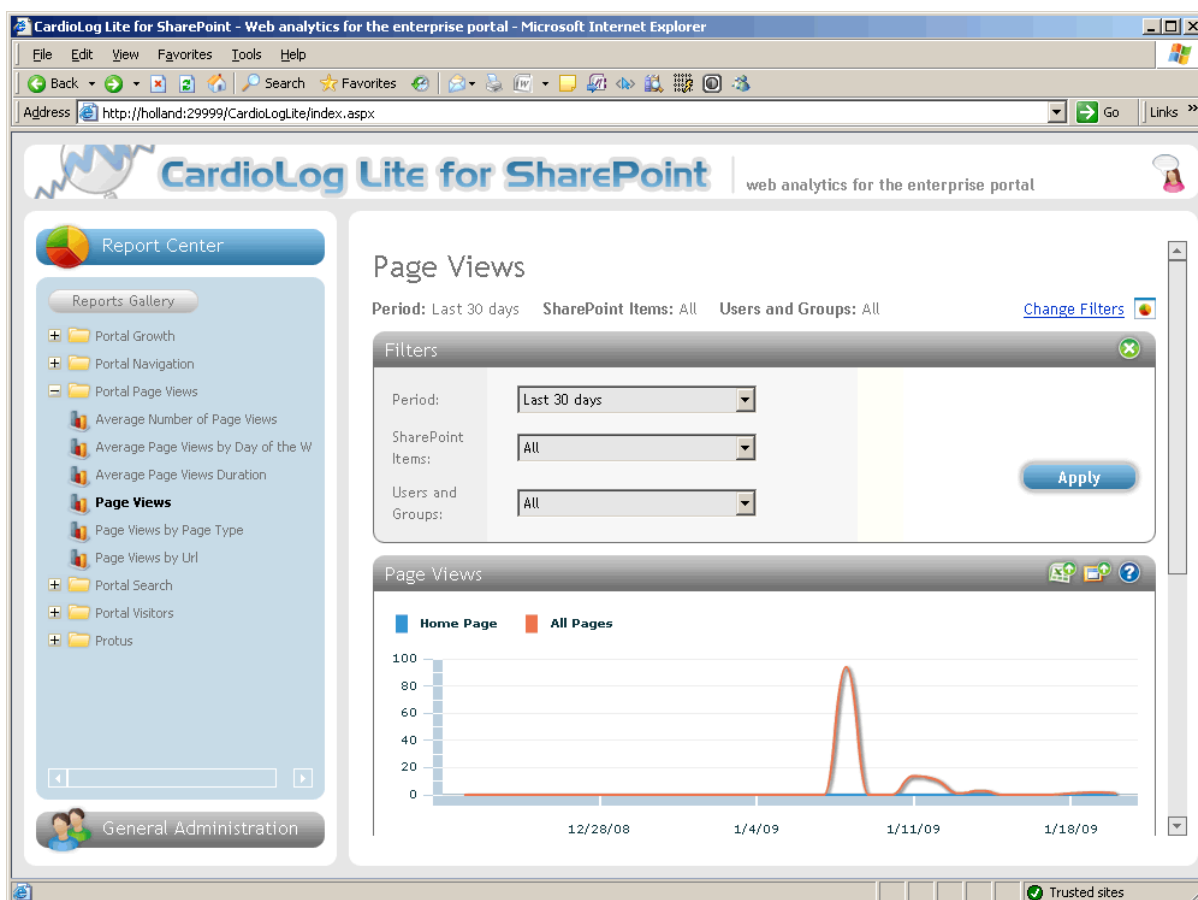
This is an interface for administrating the system components, such as URL Mappings, Portal Adaptors, and more. The General Administration is designed for users assigned with an administrator role. For more information, see the [CardioLog Lite Administrator Guide](#).

5. Report Center

5.1 Applying Report Filters

Reports include 3 filter types: 'Period', 'SharePoint Items' and 'Users and Groups'

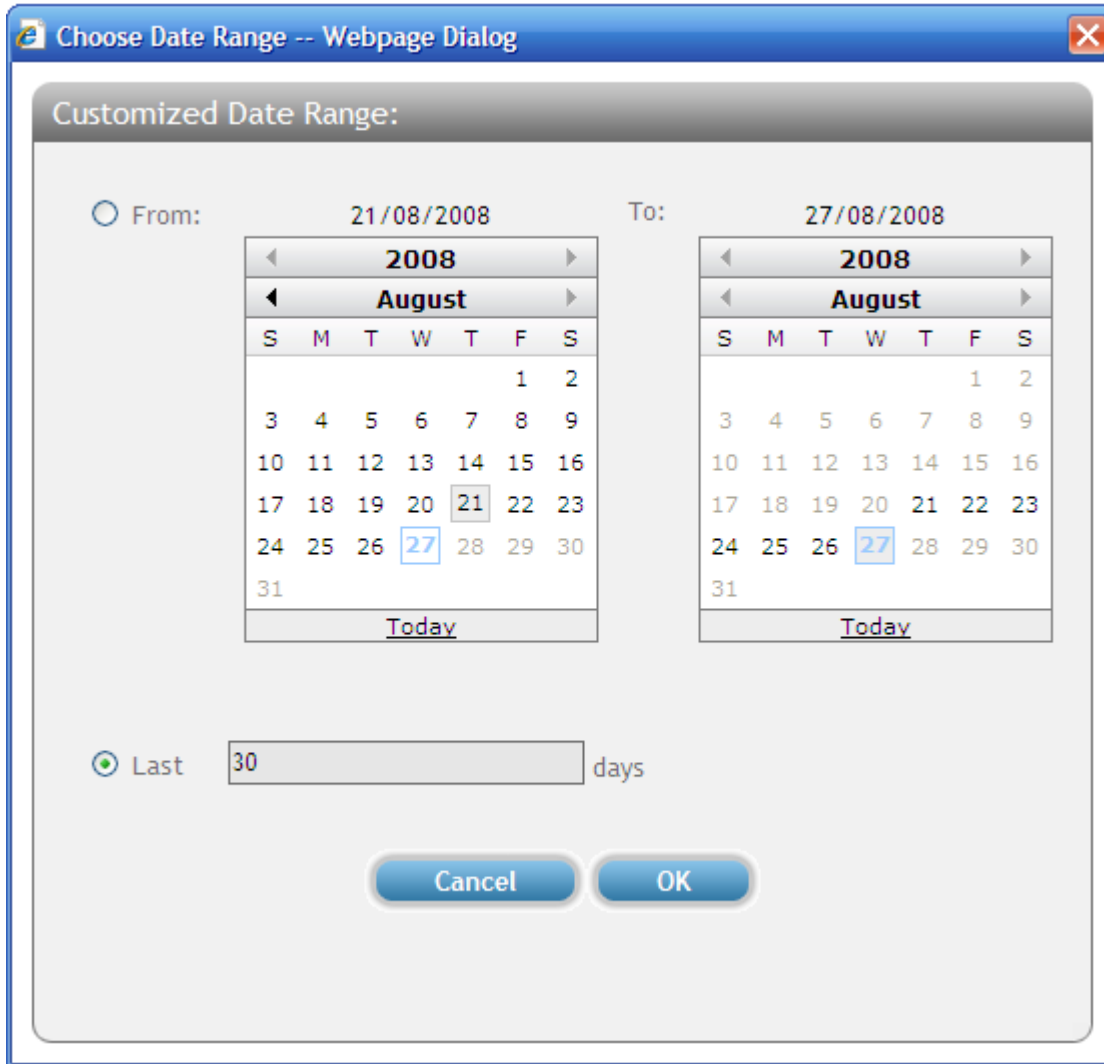
1. In the Central Area, click on **Change Filters**.
2. In the Filters box, select the desired filter.
3. Click **Apply**.



The Filters pane

5.1.2 Applying a Period Filter

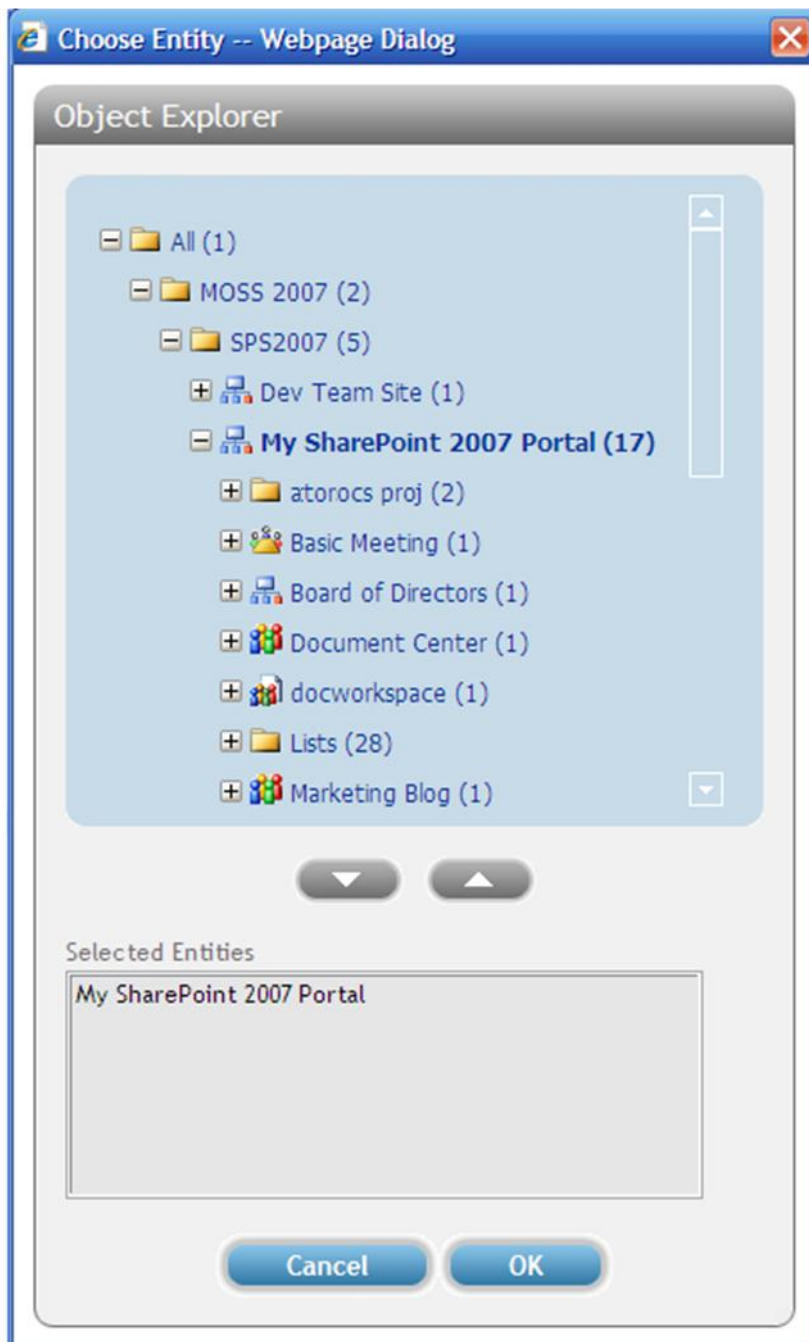
1. In the **Filters** box, click the **Period** drop-down, and then click **Select...**
2. In the **Customize Date Range** dialog, select either a calendar date selection, or last X number of days.



The "Customized Date Range" dialog

5.1.3 Applying a SharePoint Items Filter

1. In the **Filters** box, click the **SharePoint Items** drop-down, and then click **Select...**



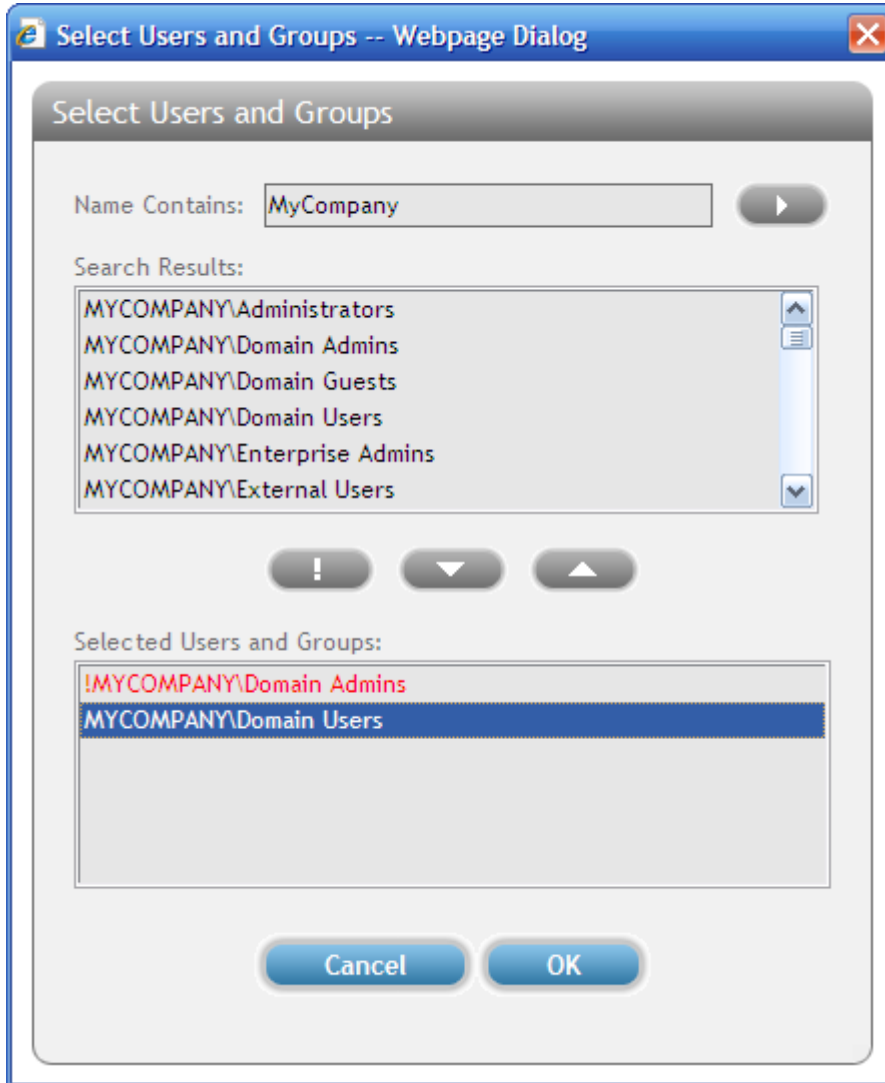
The Choose Entity dialog

2. In the **Object Explorer** dialog, add and remove objects by double clicking them, or by selecting them and then clicking the arrow buttons (up = remove, down = add).

Note: Reports are also available for deleted portal items - meaning items which were physically deleted from the monitored environment, but are saved in Object Explorer. Deleted items appear in red.

5.1.4 Applying a Users and Groups Filter

1. In the **Filters** box, click the **Users and Groups** drop-down, and then click **Select...**



The Select Users and Groups dialog

2. In the **Select Users and Groups** dialog, search for an Active Directory user or group.
3. Select the desired user/group from the search results and click the down arrow to add the them to the filter. To exclude a user or group, click the “!” button (the group name will appear in red).

Note: Users are given precedence over groups. For instance, if a selected user ‘A’ belongs to and excluded group ‘B’, then user ‘A’ will be contained in the results data.

5.2 Viewing Report Help Information

The Help popup message displays information about the selected filters and a brief overview of the report.

1. To open the Help section, click the help icon at the top of the chart or table (grid).

Title	Views	UniqueUsers
1. Reporting Metadata	27	13
2. blk_Shadow_Right.jpg	26	13
3. Variation Labels	26	16
4. Welcome to Document	25	15
5. Site Collection Images	25	16
6. SResources:CRStatus_Choice3	25	15
7. 11	25	15
8. XSL Style Sheets	24	16
9. Sample KPIs	24	14
10. Links	24	14

Showing top 100 rows

Table Filters
 Period: Last 30 days
 SharePoint Items: All
 Users and Groups: All

About this Table
 This table lists the most popular pages for a specific item or level of the portal hierarchy, ranked by number of views, unique users, duration and exit rate.

Close

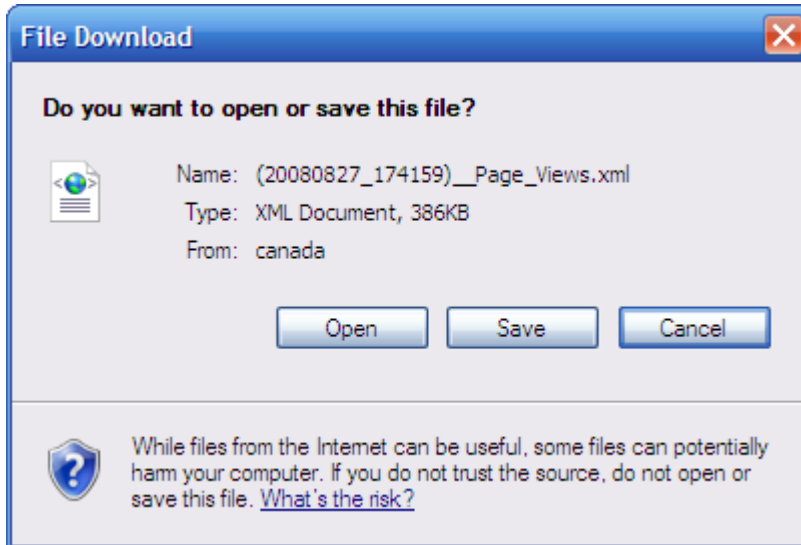
Report Help

5.3 Exporting Report Data

Reports can be exported to both Microsoft Excel and Microsoft SharePoint Web Parts

5.3.1 How to Export a Report to Microsoft Excel

1. To export a report to Microsoft Excel, click the Microsoft Excel icon at the top of the chart or table (grid).
2. In the **File Download** dialog, click **Save**.

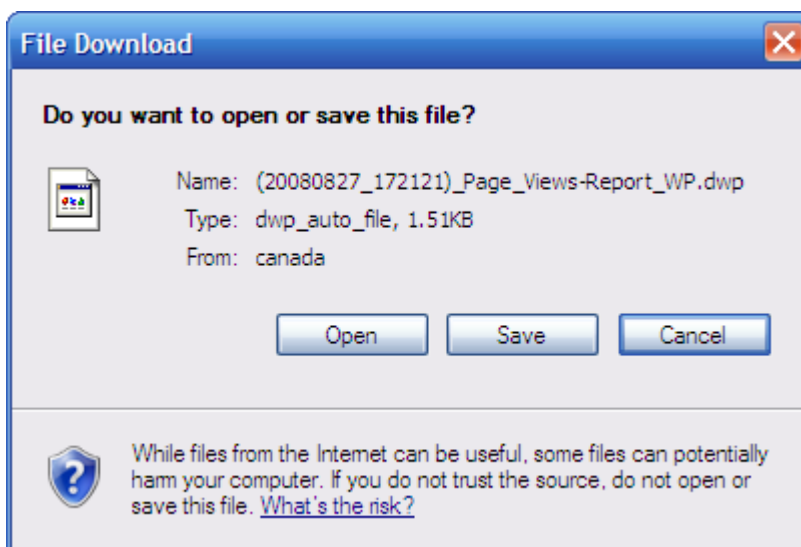


Save a Microsoft Excel file

5.3.2 How to Export a Report to Microsoft SharePoint Web Part

Reports can be saved as Web Parts and then added to portal pages. These Web Parts show dynamic content, according to the selected period filter.

1. To export a report to Microsoft SharePoint Web Part, click the Web Part icon at the top of the chart or table (grid).
2. In the File Download dialog, click **Save**.



Save a Web Part file