

Chainformation Admin User Guide

(User Statistics Module)

Last Updated: January 26, 2023

Welcome to the **Chainformation** user guide. In this manual, we will learn how to create new statistics reports, manage your statistics dashboard and extended reports in the **Statistics** module.

Chainformation allows you to track user activity in your local unit, geographical area or across the organisation by creating **logins**, **pages read rating**, and **file views reports**. You can see the brief summary of each report in its dedicated **widget** on your **Statistics dashboard**. While, the **extended statistics reports** are available to view in the **Reports** page of the **Statistics** module.

A **logins statistics report** shows you the user logins data of the selected **areas**, **units**, or individual **users** in the **selected time period**. You can also see the **login session** details of your **colleagues** such as when they sign in and log out and which platform they use for a particular session.

A **read rating report** includes the read rating data of your colleagues in selected **areas**, **units** or selected individual **users** for the **selected Pages**. It shows the **percentage** of users in the selected areas and units who have **read** the **selected pages**.

A **read rating report** also shows you the **percentage** of **selected pages** that a particular **user** has **read** in the selected time period. Furthermore, you can see whether your colleagues have **read** a particular **page** or not. You can also see **how many times** your colleagues have **visited** a particular **page**.

A **file views report** includes the file views and downloads data of your colleagues in selected **areas**, **units** or selected individual **users** for the **selected Files**. It shows the number of views and downloads of selected files by your selected colleagues in the selected units and areas.

Remember, you can create **read/view statistics** reports for the **Pages** and **Files** module only. You **cannot create** a **statistics report** for other content sharing modules such as **Forms**, **Checklists**, **Posts**, **Forums**, etc. You can track the user response to checklists, forms and any other content in their respective modules only and not in the **Statistics** module.

For read/view statistics on Feed and Forum posts, see the respective manuals for these functions.

It's important to know that the **Statistics** module is **dynamic** in nature and the data in a statistics report updates in **real time**. Remember, **statistics reports** created on the

Chainformation platform are for **personal** use only. Your colleagues can never access your statistics reports and also, you can not share these reports with them.

To give you a better understanding of how statistics reports work, a **Chainformation** platform features **two built-in statistics reports** for every user who has access to the **Statistics** module.

- The report named as “**Our logins for the last month**” includes the user logins data from your respective local unit, geographical area or across the organisation for the last 30 days.
- The report named as “**Our read rating**” includes the read rating data of all the users for all the pages shared in your respective local unit, geographical area or across the organisation.

You can **edit** these **demo reports** or **create new statistics reports** to collect your required user logins or read rating data.

NOTE to SUPER ADMIN: You must first make the proper settings for the **Statistics** function in your **system setup** to control which **Roles** in your organisation are allowed to see user statistics and create statistics reports. [See the User Guide for Roles Administration](#)

Here is a list of all the features of the **Statistics** module that we will discuss in this manual.

- How do Statistics Reports work?
- Important Tips for the Creation of a Statistics Report
- Create a New Statistics Report
 - Create a Logins Report
 - Create a Read Rating or File Views Report
- Manage Your Statistics Dashboard
 - View a Logins Report on Your Dashboard
 - View a Read Rating Report on Your Dashboard
 - View a File Views Report on Your Dashboard
 - Access an Extended Report from the Dashboard
 - Add a Report Widget to Your Dashboard
 - Remove a Report Widget from Your Dashboard
- Manage the Extended Reports
 - View Your Existing Reports
 - View an Extended Statistics Report
 - View an Extended Logins Report
 - View an Extended Read Rating Report
 - Edit a Statistics Report
- Delete a Statistics Report

How do Statistics Reports work?

1. The user logins, read rating, and file views data you see in a statistics report depends upon the **Right** your **Role** has been assigned for the **Statistics** function. See the User Guide for Roles Administration

a) **Local Admins** can see user logins data of their local colleagues from the same unit only. Likewise, they can see the read rating and file views of their selected colleagues, only for the local pages and files shared to their respective local unit.

Remember, they cannot create reports for their colleagues from other units. Similarly, they cannot see the read rating of the pages and views of the files that have not been shared to their respective local units.

b) **Central Admins** can see user logins data of their central colleagues from the same geographical main area only. Likewise, they can see the read rating and file views of their selected colleagues, only for the central pages and files shared to their respective main area.

Remember, they cannot create reports for their colleagues from other main areas. Similarly, they cannot see the read rating of the pages and views of the files that have not been shared to their respective main areas.

c) **Global or Super Admins** can see user logins data of every user in your organisation. Likewise, they can also see the read rating and views of all the users for every page and file (published with whatever sharing selection).

2. The data in a **statistics report updates** in **real time** and every user activity that matches the criteria of a report is included in it immediately.

For example, whenever a user **logs in to** either the **Chainformation desktop platform** or **mobile app**, the system **updates** the information of their login session in the corresponding **logins reports**. Likewise, whenever a user **visits** a particular **page** or views/downloads a **file**, the system **updates** their date in the corresponding **read rating** and **file views reports**.

Furthermore, the **statistics reports** created for a **flexible time period** such as the **last week**, **month** or **year** always **show** the **data** for the **recent period**. The data in a **flexible statistics report updates every day** and you always see the **most recent information** in such reports.

Important Tips for the Creation of a Statistics Report

Before we proceed to discuss the navigation steps for how to create logins, read rating, and file views reports, we would like to give you some important tips to choose different options for a statistics report appropriately.

1. How to show results in a report?

- When you choose to show **results per user** in a report, you can see logins, read ratings and file views data of your selected colleagues. However, the relevant data will not be shown for their respective local units and geographical areas.
- When you choose to show **results per unit** in a report, you can see logins, read ratings and file views data of every colleague in the selected local units. However, you cannot see the relevant data for the corresponding geographical areas of these local units.
- When you choose to show **results per area** in a report, you can see logins and the read rating data of every colleague in every local unit of the selected geographical areas.

Therefore, we recommend you should choose to show **results per user** only when you are creating a report for logins or read ratings of your selected colleagues.

Otherwise, you should choose to show **results per unit** or **area** so that you can see the relevant data for each unit and area in the report respectively.

2. Show a Report on Your Statistics Dashboard

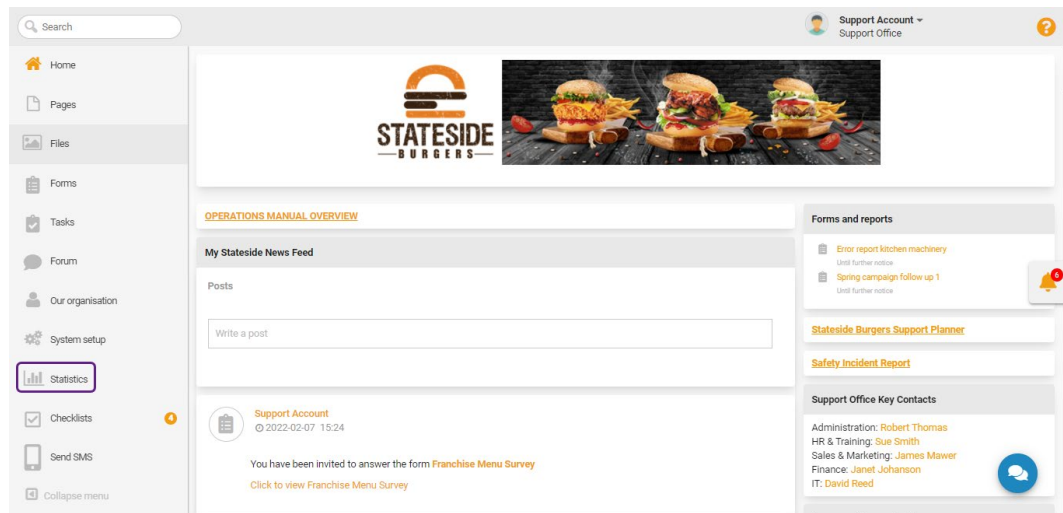
- When you opt to show a report on the dashboard, the system will create a widget for this report on your **Statistics Dashboard** tab where you can quickly review the corresponding data in a graph. See the User Guide for **Manage Your Statistics Dashboard**
- When you opt to not show a report on the dashboard, this report will be shown only on the **Reports** tab of your Statistics module and not on your **Statistics dashboard** (for now).

However, you can create a widget for this report on your **Statistics dashboard** later.

Create a New Statistics Report

Once you have logged in to the **Chainformation** platform, follow these navigation steps to **create a new statistics report**.

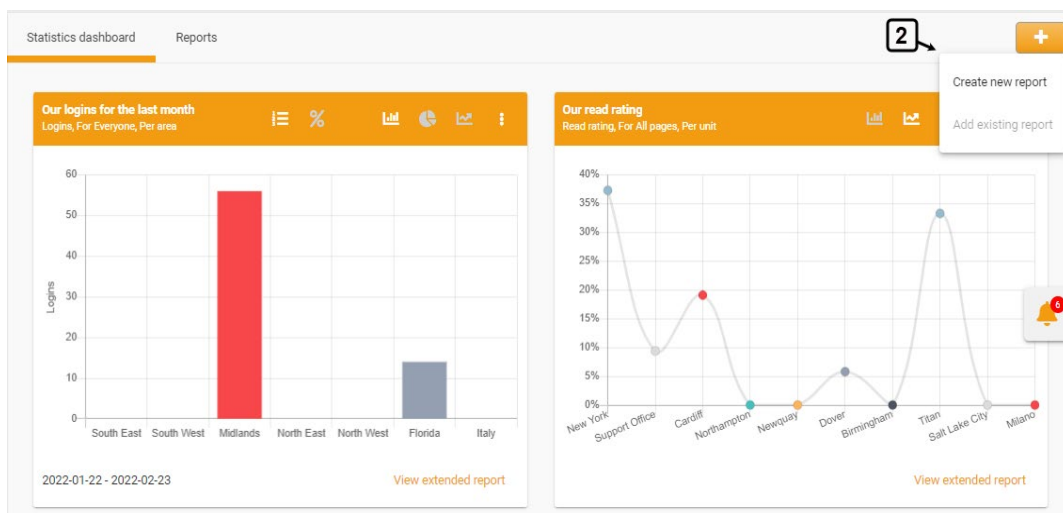
1. Click the **Statistics** button in the left-side menu to open the **Statistics** page.



By default, you will be redirected to your **Statistics dashboard**.

2(a). Click the (+) icon in the top-right corner of the **Statistics dashboard** page and then, click the **Create new report** button from the context menu to create a new statistics report.

2(b). You can also create a new statistics report by clicking the (+) icon on the **Reports** tab of the **Statistics** page.



This will open the **New statistics report** tab on which you can create a **Logins**, **Read rating** or **File views** report.

We will go through the navigation steps for the creation of these reports separately.

Create a Logins Report

3. Select the **Logins** report **type** to create a statistics report for logins of your colleagues.

4. Select an appropriate option from the **User selection** menu to select your colleagues whose logins you want to track.

4(a). When you choose the **Everyone** option, this report will show you logins of all the users in your respective local unit, geographical area or across the organisation for the selected time period. See the User Guide for **How do Statistics Reports work?**

4(b). When you choose the **Areas** option and select particular geographical areas from the dropdown, this report will show you logins of all the users in your selected main areas for the selected time period.

4(c). When you choose the **Units** option and select particular local units from the dropdown, this report will show you logins of all the users in your selected local units for the selected time period.

4(d). When you choose the **Roles** option and select particular roles from the dropdown, this report will show you logins of all the colleagues associated with your selected roles for the selected time period.

4(e). When you choose the **Colleagues** option and select particular colleagues from the dropdown, this report will show you logins of your selected colleagues for the selected time period.

5. Select the **Time period** for which you want to see the user logins in this report.

You can choose one of the following time periods:

- Last 7 days
- Last month
- Last year
- Custom

5(a). Select the appropriate **Start date** and **End date** if you have opted to create the report for a **custom time period**.

6. Once you have selected the type, user selection and time period of the report, click the **NEXT** button to select other options for this report.

The screenshot shows a 'New statistics report' configuration form. It includes the following elements:

- 7**: 'Show results per' with buttons for 'Area', 'Unit', and 'User'. 'Area' is selected.
- 8**: 'Show' with buttons for 'Percentage' and 'Number of logins'. 'Number of logins' is selected.
- 9**: 'Display type' with buttons for 'Bar chart', 'Pie chart', and 'Line graph'. 'Bar chart' is selected.
- 10**: 'Report name' with a text input field containing 'User logins report 2022-02-22'.
- 11**: 'Show on dashboard' with a checked checkbox.
- 12**: A 'CREATE REPORT' button.

At the bottom, there are 'BACK' and 'CREATE REPORT' buttons.

7. On the next tab, select whether you want to **show results per Area, Unit, or User** in this report.

8. Select whether you want to show **Percentage** or **Number** of logins in this report.

9. Select the **Display type** of this report from the following options:

- Bar chart
- Pie chart
- Line graph

10. Enter an appropriate **Report name**.

11. Check the **checkbox** next to the **Show on dashboard** option if you want to show this report on your **Statistics dashboard**.
12. Once you have selected all the options correctly, click the **CREATE REPORT** button to see the data in this report.

Create a Read Rating or File Views Report

The screenshot shows a 'New statistics report' form with the following elements and callouts:

- 13(a)** points to the 'Read rating' button under the 'Type' section.
- 13(b)** points to the 'File views' button under the 'Type' section.
- 14** points to the 'Selected tags' button under the 'For' section.
- 15** points to the 'Units' button under the 'User selection' section.
- 16** points to the 'NEXT' button at the bottom right.

The form includes sections for 'Type', 'For', 'User selection', and 'Select tags *'. The 'Type' section has buttons for 'Logins', 'Read rating', and 'File views'. The 'For' section has buttons for 'Selected pages', 'Selected tags', and 'All pages'. The 'User selection' section has buttons for 'Everyone', 'Areas', 'Units', 'Roles', and 'Colleagues'. The 'Select tags *' section has a dropdown menu with 'BRAND MANUAL' selected. The 'Select units *' section has a dropdown menu with 'Birmingham' and 'Cardiff' selected. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

13(a). On the **New statistics report** tab, select the **Read rating** report **type** to create a statistics report for the read rating of your selected colleagues for the selected pages.

13(b). On the **New statistics report** tab, select the **File views** report **type** to create a statistics report for file views and downloads of your selected colleagues for the selected files.

14. Select the pages/files **for** which you are creating this read rating or file views report.

14(a). When you choose to create a report for the **Selected pages/files** and select particular pages/files from the dropdown, this report will show you the read rating or file views of your selected colleagues for all the selected pages/files.

14(b). When you choose to create a report for the **Selected tags** and select particular tags from the dropdown, this report will show you the read rating or file views of your selected colleagues for all the pages/files associated with your selected tags.

14(c). When you choose to create a report for **All pages/files**, this report will show you the read rating or file views of your selected colleagues for all the **local, central, or global** pages/files. See the User Guide for **How do Statistics Reports work?**

15. Select an appropriate option from the **User selection** menu to select your colleagues whose read rating or file views for the selected pages/files you want to see in this report.

15(a). When you choose the **Everyone** option, this report will show you read ratings or file views of all the users in your respective local unit, geographical area or across the organisation for the selected pages/files. See the User Guide for **How do Statistics Reports work?**

15(b). When you choose the **Areas** option and select particular areas from the dropdown, this report will show you the read rating or file views of all the users in your selected main area for the selected pages/files.

15(c). When you choose the **Units** option and select particular local units from the dropdown, this report will show you the read rating or file views of all the users in your selected local units for the selected pages/files.

15(d). When you choose the **Roles** option and select particular roles from the dropdown, this report will show you the read rating or file views of all the users associated with your selected roles for the selected pages/files.

15(e). When you choose the **Colleagues** option and select particular colleagues from the dropdown, this report will show you the read rating or file views of your selected colleagues for the selected pages/files.

16. Once you have selected the report type, required pages/files and user selection of the report, click the **NEXT** button to select other options for this report.

The screenshot shows a 'New statistics report' form with the following elements and callouts:

- 17**: Points to the 'Show results per' section, where 'Area' is selected.
- 18**: Points to the 'Display type' section, where 'Bar chart' is selected.
- 19**: Points to the 'Report name' text input field, which contains 'Read rating report 2022-02-22'.
- 20**: Points to the 'Show on dashboard' checkbox, which is checked.
- 21**: Points to the 'CREATE REPORT' button.

At the bottom of the form, there are 'BACK' and 'CREATE REPORT' buttons.

17. On the next tab, select whether you want to **show results per Area, Unit, or User** in this report.

18. Select the **Display type** of this report from the following two options:

- Bar chart
- Line graph

19. Enter an appropriate **Report name**.

20. **Check** the **checkbox** next to the **Show on dashboard** option if you want to show this report on your **Statistics dashboard**.

21. Once you have selected all the options correctly, click the **CREATE REPORT** button to see the data in this report.

Manage Your Statistics Dashboard

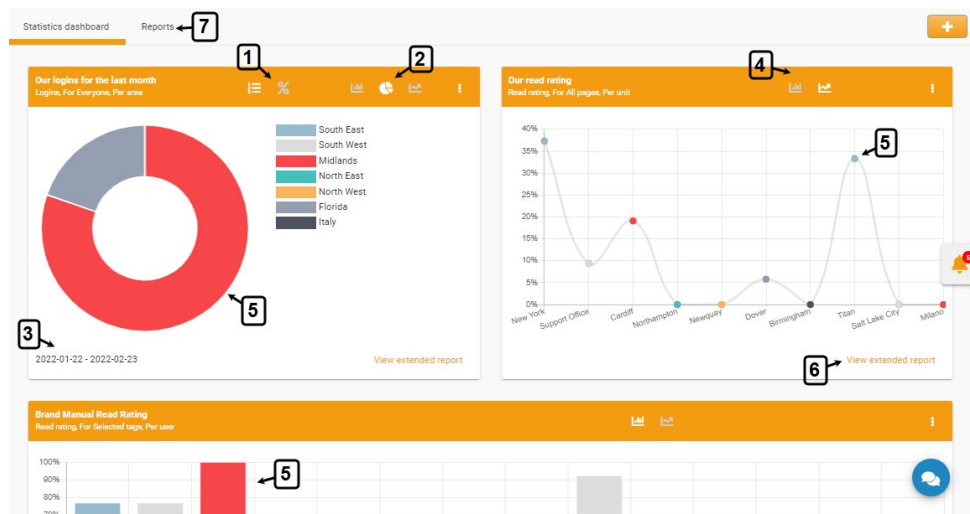
The reports on your **Statistics dashboard** are shown as the graphs. You can see the time period for which a particular graph is showing the data in its bottom-left corner.

By default, the system shows the data in a report as the graph you have selected in its **display type**. However, you can also see the logins, read rating, and file views reports on your dashboard as other available graphs.

Furthermore, you can **add widgets** for reports that are not shown on your **Statistics dashboard** for now. On the other hand, you can remove widgets of particular reports from your **Statistics dashboard** as well.

In this section, we will discuss the following features of your **Statistics dashboard**.

- View a Logins Report on Your Dashboard
- View a Read Rating Report on Your Dashboard
- View a File Views Report on Your Dashboard
- Access an Extended Report from the Dashboard
- Add a Report Widget to Your Dashboard
- Remove a Report Widget from Your Dashboard



View a Logins Report on Your Dashboard

The system shows the total number of user logins or percentage of logins as a graph in a logins report on your **Statistics dashboard**.

1. You can see the total number of user logins or the percentage of logins by clicking the **Numbering** and **Percentage** icons respectively from the header menu of a logins report on your Statistics dashboard.
2. You can see the data in a logins report as the bar chart, pie chart or line graph by clicking the **Bar chart**, **Pie chart** and **Line graph** icons respectively from the header menu of its widget on your Statistics dashboard.
3. In the **bottom-left corner** of a logins report widget, you can view the **start** and **end date** of the time period for which you are seeing data in this report.

Remember, the data shown in a logins report on your **Statistics dashboard** varies with different display types.

Let's discuss the **results shown per area, unit and user** one by one.

Results per Area

When you have opted to show **results per area** in a report, the system shows the total number of user logins or percentage of logins in the selected geographical areas on your **Statistics dashboard**.

Note: The **percentage** of **user logins** in a **geographical area** reflects the percentage of users in this area who have logged in to the **Chainformation desktop platform** or **mobile app** at least once in the selected time period.

Results per Unit

When you have opted to show **results per unit** in a report, the system shows the total number of user logins or percentage of logins in the selected local units on your **Statistics dashboard**.

Note: The **percentage of user logins** in a **local unit** reflects the percentage of users in this unit who have logged in to the **Chainformation desktop platform** or **mobile app** at least once in the selected time period.

Results per User

When you have opted to show **results per user** in a report, the system shows the total number of logins or percentage of logins for selected users on your **Statistics dashboard**.

Note: The **percentage of logins** of a **user** reflects the percentage of units to which they are associated and logged in at least once in the selected time period.

For example, a user is associated with 2 units but has logged in to the only 1 unit in the selected period, then the logins percentage of this particular user is shown as 50%.

Remember, when a user logs in to the **Chainformation** platform, the system counts this login for the particular unit to which this user **belongs right now** i.e. at the time of login. See the User Guide for **Colleagues**

View a Read Rating Report on Your Dashboard

The system shows the read ratings of your selected colleagues as a graph of different units, areas or individual users in a read rating report on your **Statistics dashboard**.

4(a). You can see the data in a read rating report as the bar chart or line graph by clicking the **Bar chart** and **Line graph** icons respectively from the header menu of its widget on your Statistics dashboard.

Note: The read rating of a user, unit or area is always shown in the **percentage**. However, the percentage read ratings of users, units and areas are calculated differently.

Let's discuss data shown in a read rating report with **results per user**, **unit** and **area** one by one.

Results per User

When you have opted to show **results per user** in a read rating report, its graph on your **Statistics dashboard** shows the read rating of your selected colleagues for the selected pages.

Note: The **read rating** of a **user** reflects the percentage of pages that have been shared with them and they have read these pages at least once.

Results per Unit

When you have opted to show **results per unit** in a read rating report, its graph on your **Statistics dashboard** shows the average read rating of the users in the selected local unit for the selected pages.

Note: The **read rating** of a **unit** is actually the average of read ratings of all the users in this particular local unit.

Results per Area

When you have opted to show **results per area** in a read rating report, its graph on your **Statistics dashboard** shows the average read rating of the users in the selected geographical areas for the selected pages.

Note: The **read rating** of an **area** is actually the average of percentage read ratings of all the units in this particular main area.

View a File Views Report on Your Dashboard

The system shows the **number of views and downloads** of the selected files by your selected colleagues as a graph of different units, areas or individual users in a file views report on your **Statistics dashboard**.

4(b). You can see the data in a file views report as the bar chart or line graph by clicking the **Bar chart** and **Line graph** icons respectively from the header menu of its widget on your Statistics dashboard.

Let's discuss data shown in a file views report with **results per user**, **unit** and **area** one by one.

Results per User

When you have opted to show **results per user** in a file views report, its graph on your **Statistics dashboard** shows the total number of file views and downloads of your selected colleagues.

Results per Unit

When you have opted to show **results per unit** in a file views report, its graph on your **Statistics dashboard** shows the total number of file views and downloads of all users in the selected local units.

Results per Area

When you have opted to show **results per area** in a file views report, its graph on your **Statistics dashboard** shows the total number of file views and downloads of all users in the selected geographical areas.

Access an Extended Report from the Dashboard

5. You can view an **extended** logins, read rating, or file views **report** by **clicking** anywhere on its **graph** on your **Statistics dashboard**.

6. Likewise, you can also open an extended report by **clicking** the **View extended report** button in the **bottom-right corner** of its widget on your **Statistics dashboard**.

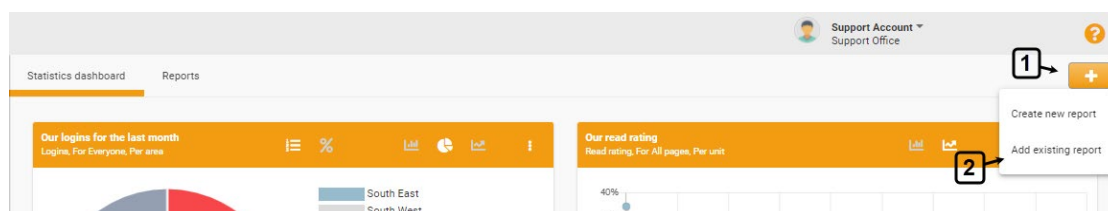
7. On the other hand, you can access all the **extended reports** from the **Reports** tab of the **Statistics** page as well. See the User Guide for **Manage Extended Reports**

Add a Report Widget to Your Dashboard

You can **add** a widget on your **Statistics dashboard** for such a report that has not been shown on your dashboard before.

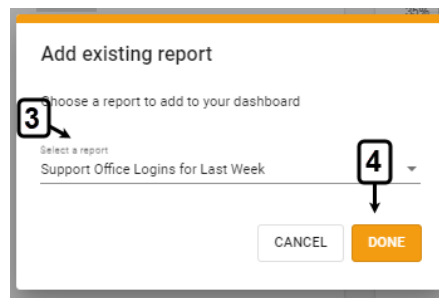
Follow the navigation steps demonstrated below to show a report on your **Statistics dashboard** from the dashboard page:

1. Click the (+) icon in the top-right corner of the **Statistics dashboard** page.
2. Click the **Add existing report** button from the context menu to add a report widget to your dashboard.



3. From the **Select a report** dropdown in the **Add existing report** tab, select the report for which you want to add the widget to your dashboard.

4. Click the **DONE** button to show the selected report on your **Statistics dashboard**.

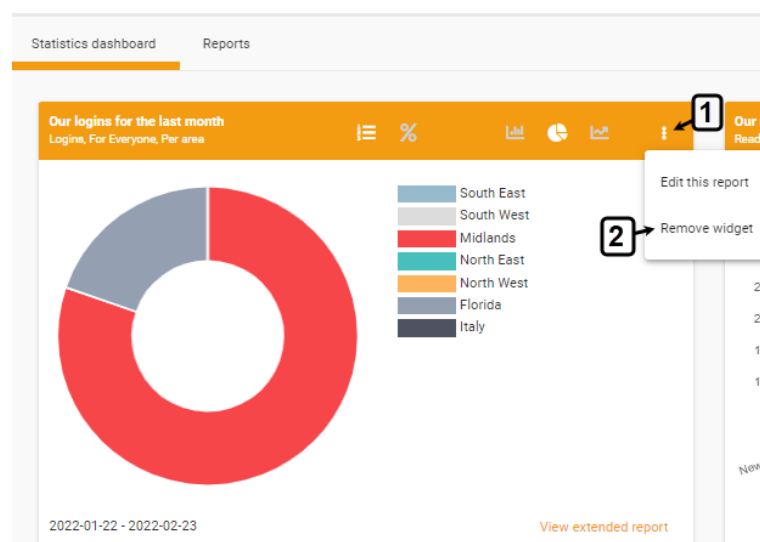


Remove a Report Widget from Your Dashboard

1. Click the **three dots Ellipsis** icon in the top-right corner of the report widget you want to remove your dashboard.

This will open the **context menu** of the selected widget.

2. Click the **Remove this widget** option from the context menu to remove this report widget from your **Statistics dashboard**.



Note: When you remove a widget from your dashboard, this does not delete this particular report.

You can still open this report from the Reports tab and add it to your Statistics dashboard again.

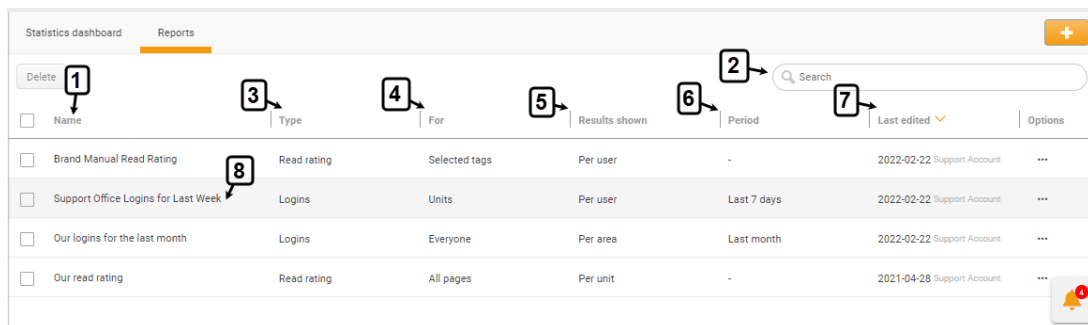
Manage the Extended Reports

On the **Reports** page of the **Statistics** module, you can view the brief details of all the reports you have created till now. You can edit or delete logins, read ratings, or file views reports from the **Reports** page as well.

In this section, we will discuss the following features of the **Reports** page

- View Your Existing Reports
- View an Extended Statistics Report
- View an Extended Logins Report
- View an Extended Read Rating Report
- Edit a Statistics Report
- Delete a Statistics Report

View Your Existing Reports



<input type="checkbox"/>	Name	Type	For	Results shown	Period	Last edited	Options
<input type="checkbox"/>	Brand Manual Read Rating	Read rating	Selected tags	Per user	-	2022-02-22 Support Account	...
<input type="checkbox"/>	Support Office Logins for Last Week	Logins	Units	Per user	Last 7 days	2022-02-22 Support Account	...
<input type="checkbox"/>	Our logins for the last month	Logins	Everyone	Per area	Last month	2022-02-22 Support Account	...
<input type="checkbox"/>	Our read rating	Read rating	All pages	Per unit	-	2021-04-28 Support Account	...

1. Under the “**Name**” heading on the **Reports** page, you can view the list of all the reports you have created till now.

2. You can also use the **Search** field to find a statistics report based on any of the available data/information. [See the User Guide for Search](#)

3. Under the “**Type**” heading, you can see the **type** of a report i.e. whether it is a Logins, Read rating, or File views report.

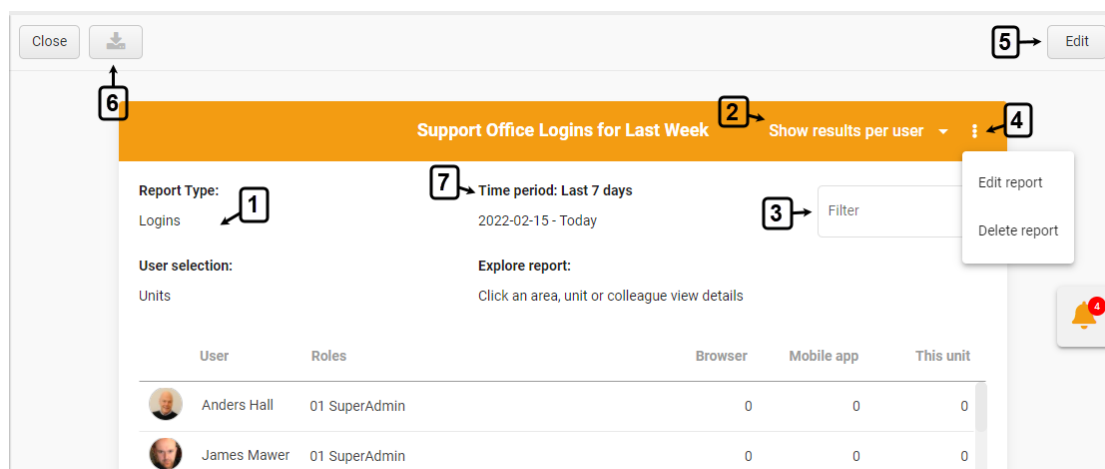
4. Under the “**For**” heading, you can see the target users, pages, or files for which you have created a report.

5. Under the “**Results shown**” heading, you can see how the results are shown in a report.

6. Under the “**Period**” heading, you can see the time period for which a logins report has been created.
7. Under the “**Last edited**” heading, you can review when you have last edited a report.
8. You can view an extended logins, read rating, or file views report by **clicking its name** on the **Reports** page.

View an Extended Statistics Report

You can view the details of user logins, read ratings, and file views/downloads in the extended logins, read rating, and file views reports respectively.



1. On the selected **Report** page, you can view its **type** and **user selection**.
2. You can quickly switch to see **results per area, unit or user** on the selected **Report** page by selecting the required option from its **header menu**.
3. You can scroll down the report or use the **Filter** field to find a particular user, unit or area in the report based on any of the available data/information. See the User Guide for Search
4. You can **edit** or **delete** a report by clicking the **three dots Ellipsis** icon in its header menu. See the User Guides for Edit and Delete a Statistics Report
5. You can also edit a report by clicking the **Edit** button in the top-right corner of the selected **Report** page.
6. You can download a **Statistics report** as an **Excel** file by clicking the **Download** icon in the top-left corner of the selected **Report** page.

Note: By clicking the **Download** icon on a specific page of a report, you will not get all the data in this report. Instead, it will download the data on this particular page only.

Therefore, if you want to download multiple pages, you have to download these pages manually by clicking the **Download** icon on each of the required pages.

Furthermore, you can also see some additional information on different pages of an extended statistics report such as geographical area of listed units, roles of listed users, etc.

Now, we will show you the **extended logins, read rating, and file views reports** one by one.

View an Extended Logins Report

7. On a **Logins report** page, you can view the **start** and **end date** of the time period for which you are seeing data in this report.

The details of the user logins shown in a logins report depend on how results are being shown in this report i.e. per area, unit or user.

Let's discuss the results shown per area, unit and user separately.

View Logins per Area or Unit

User logins data in an extended report is shown under the following four heading when you are seeing the results **per area or unit**.

Unit ↑	Area	1 → Logged in	2 → Browser	3 → Mobile app	4 → Logins
Salt Lake City	Florida	0 %	0	0	0
Support Office	Midlands	23 %	45	3	48
Titan	Florida	25 %	9	0	9

1. Under the "**Logged in**" heading, you can see the **percentage** of active users (i.e. the users who have logged in to the **Chaininformation desktop platform** or **mobile app** at least once in the selected time period) in each area/unit.

2. Under the "**Browser**" heading, you can see the number of user logins on the **Chaininformation desktop platform** in the selected time period in each area/unit.

3. Under the "**Mobile app**" heading, you can see the number of user logins on the **Chaininformation** mobile app in the selected time period in each area/unit.




4. Under the "**Logins**" heading, you can see the **total number** of user logins on either the **Chaininformation desktop platform** or **mobile app** in the selected time period.

5. You can see the **extended logins report** of each **area** by **clicking** its **name** on the selected Report page when the results are being shown **per area**.

6. You can see the **extended logins report** of a local unit by **clicking its name** on the selected Report page when the results are being shown **per unit** or for a specific area.

View Logins per User

User logins data in an extended report is shown under the following three heading when you are seeing the results **per user**.

User ↑	Roles	1 → Browser	2 → Mobile app	3 → Total
 01 Test User	01 SuperAdmin, 10 Test Role	6	0	6
 02 Test User	10 Test Role	0	0	0
 Anders Hall	01 SuperAdmin	2	0	2




1. Under the “**Browser**” heading, you can see how many times a user has logged in to the **Chainformation desktop platform** in the selected time period.

2. Under the “**Mobile app**” heading, you can see how many times a user has logged in to the **Chainformation mobile app** in the selected time period.

3. Under the “**Logins**” heading, you can see the **total number** of logins of a user on either the **Chainformation desktop platform** or **mobile app** in the selected time period.

View Logins Report of a Specific Unit

When you are seeing the extended logins report of a specific unit, the system shows an additional column “**This unit**” next to the “**Logins**” column for each user listed in the report.

User ↑	Roles	Browser	Mobile app	Total	4 → This unit
 01 Test User	01 SuperAdmin, 10 Test Role	6	0	6	2
 02 Test User	10 Test Role	0	0	0	0
 Anders Hall	01 SuperAdmin	2	0	2	2

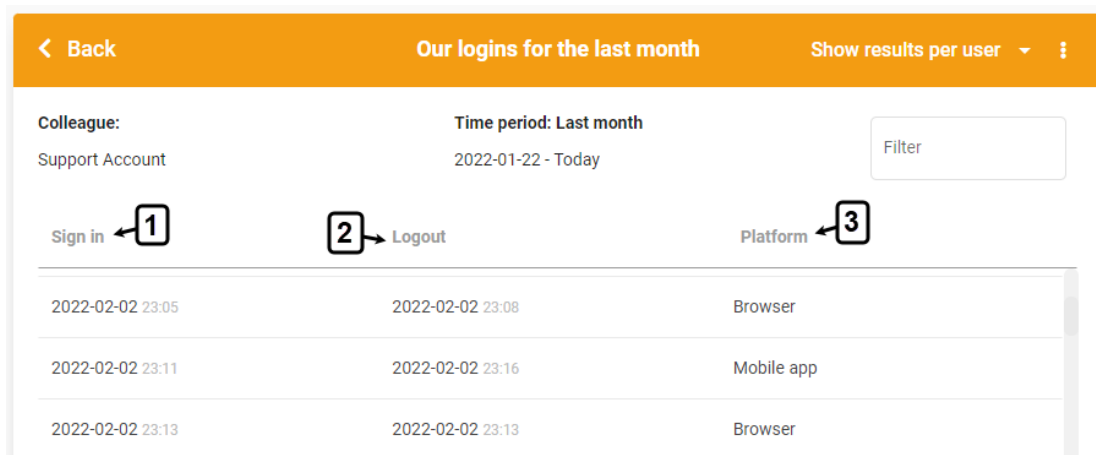
4. Under the “**This unit**” heading, you can see how many times a user has logged in to the selected unit on either the **Chainformation desktop platform** or **mobile app** in the selected time period.

5. You can see the extended logins report of a colleague by clicking their name on the selected **Report** page when the results are being **shown per user** or for a specific unit.

Review Login Sessions of a User

You can see the details of each login session of a user in the selected time period by **clicking** their **name** on the selected **Report** page or your **Statistics dashboard**.

On the **extended logins report** page of the selected **colleague**, you can view the details of their each login session as follows:



Sign in	Logout	Platform
2022-02-02 23:05	2022-02-02 23:08	Browser
2022-02-02 23:11	2022-02-02 23:16	Mobile app
2022-02-02 23:13	2022-02-02 23:13	Browser

1. Under the **Sign in** heading, you can see the date and time when your selected colleague has started a session.
2. Under the **Logout** heading, you can see the date and time when your selected colleague has ended a session.
3. Under the **Platform** heading, you can see the platform that your selected colleague has used to login i.e. **Browser** or **Mobile app**.

View an Extended Read Rating Report

As we have mentioned in the previous sections of this manual, the read ratings of areas, units and users are calculated differently. See the User Guide for **View a Read Rating Report on Your Dashboard**

However, an **extended Read rating report** always shows the read ratings in **two** different **categories** whether you are seeing **results per area, unit** or **user**.

The screenshot shows a dashboard titled "Our read rating" with a sub-header "Show results per unit". Below the header, there are filters for "Report Type" (Read rating for: All pages) and "User selection" (Everyone). An "Explore report" section instructs users to "Click an area, unit or colleague view details". The main table has four columns: "Unit ↑", "Area", "Selected pages" (marked with a circled '1'), and "New pages" (marked with a circled '2').

Unit ↑	Area	Selected pages	New pages
Birmingham	Midlands	12.8 %	10 %
Cardiff	South West	14.2 %	1 %
Milano	Italy	16.6 %	53 %

1. Under the “**Selected pages**” heading, you can see the read ratings of individual users or users in the selected area/unit for all the selected pages.

2. Under the “**New pages**” heading, you can see the read ratings of individual users or users in the selected area/unit for only those pages that were shared after your selected colleagues were added to your **Chainformation** platform.

In other words, the system does not consider the pages for the **New pages read rating** that were shared before your selected colleagues were added to your organisation.

3. You can view the **extended read rating report** of an area by clicking its name on the selected **Report** page when the results are being **shown per area**.

4. You can see the **extended read rating** report of a local unit by clicking its name on the selected **Report** page when the results are being **shown per unit** or for a specific area.

5. You can see the extended read rating report of a colleague by clicking their name on the selected **Report** page when the results are being **shown per user** or for a specific unit.

View Individual Read Rating of a Colleague for All the Selected Pages

You can see the individual **read rating** of a **colleague** for each page included in the report by **clicking** the name of the **colleague** on the selected **Report** page or your **Statistics dashboard**.

On the **extended read rating report** page of the selected **colleague**, the information is displayed in the following three columns:

Colleague:
Anders Hall

Filter

Page 1	Read rating 2	Visits to page 3
New radio spot	0 %	0
Christmas 2018 Campaign	100 %	2
form	100 %	1

1. Under the “**Page**” heading, you can see each page listed in the selected report.
2. Under the “**Read rating**” heading, you can see whether the selected colleague has read a page or not.
 - **0% read rating** means the user has not visited the listed page yet.
 - **100% read rating** means the user has visited the listed page at least once.
3. Under the “**Visits to page**” heading, you can see how many times the selected user has visited a particular page.

View an Extended File Views Report

1. On a **File views report** page, you can see how many times your selected colleagues have viewed and downloaded the selected files under the **Views** and **Downloads** headings respectively.

File views report 2023-01-20 Show results per user Filter

Report Type: File views User selection: Everyone

Explore report: Click an area, unit or colleague view details

User ↑	Roles	1(a) Views	1(b) Downloads
JD John Demouser	01 SuperAdmin	0	1
John Storemanager	05 Store Manager / Franchisee	0	2
Support Account	01 SuperAdmin	2	6

When you are seeing results of a file views report **per area**, the system shows the total number of file views and downloads of all the users in each geographical area.

2. You can see the **extended file views report** of an area by **clicking** its **name** on the selected **Report** page when the results are being shown **per area**.

When you are seeing results of a file views report **per unit**, the system shows the total number of file views and downloads of all the users in each unit.

3. You can see the **extended file views report** of a unit by **clicking** its name on the selected **Report** page when the results are being shown **per unit** or for a specific area

When you are seeing results of a file views report **per user**, the system shows the total number of file views and downloads of the selected user.

4. You can see the **extended file views report** of an individual user by **clicking** their **name** on the selected **Report** page when the results are being shown per user or for a specific unit.

On the **extended file views report** page of the selected colleague, you can see how many times they have viewed and/or downloaded a file.

Colleague:		
Support Account		Filter
File ↑	Views	Downloads
Option 2 for login screen	0	1
Option for login screen 1	0	1
Stateside Burgers Food Specification Manual October 2018	0	1
burgerbanner	1	1

Edit a Statistics Report

You can access the **Edit statistics report** tab from the selected **Report** page or your **Statistics dashboard** as we have demonstrated in the previous section.

Edit statistics report

Type: Logins, **Read rating**, File views

For: Selected pages, **Selected tags**, All pages

Select tags *
BRAND MANUAL ×

User selection: **Everyone**, Areas, Units, Roles, Colleagues

CANCEL NEXT

1. On the **Edit statistics** report tab, you can also change the type of a report.

However, we strongly recommend you should create a new report instead of changing the type of an existing report.

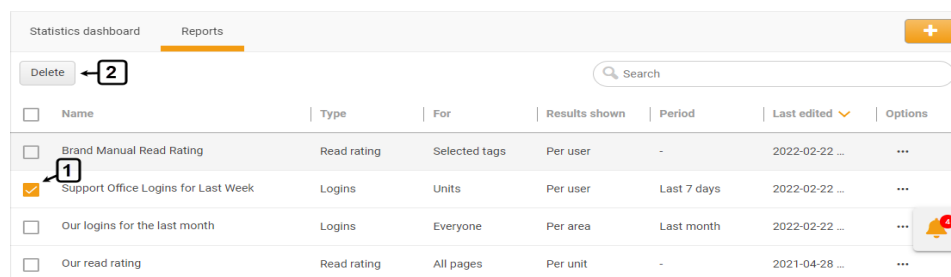
2. Leaving the report type aside, you can change the user selection, time period, page selection and display options of a report on the Edit statistics report tab. [See the User Guide for Create a Statistics Report](#)

Delete a Statistics Report

Remember, there is no **Trash** folder for the **Statistics** module on the **Chainformation** platform from which you can restore a deleted remove. Therefore, when you delete a statistics report, the system will delete all the user logins or read rating data in this report permanently.

However, you can create a report with the same options again whenever you want.

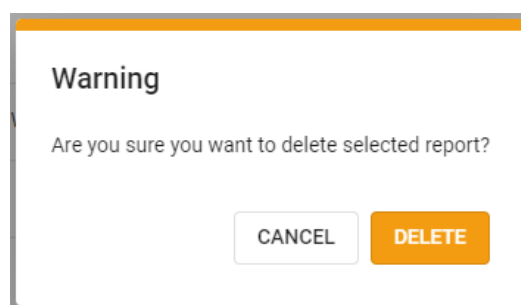
Now, follow the navigation steps demonstrated below to delete a statistics report if its data is no more important for you.



1. Navigate to the report you want to delete on the **Reports** page of the **Statistics** module and **check** the **checkbox** next to its name.

2. Click the **Delete** button above the list of reports.

3. Click the **DELETE** button in the pop-up message shown on the screen to delete the selected report.



Note: You can also delete a report by clicking the **Delete** button from the context menu of the **Report** page you want to delete. See the User Guide for **View an Extended Statistics Report**