

Custom Reports

“Users” report

1. Customization → New Custom Report

Home Reporting **Customization** Admin

Custom Reports

+ New Custom Report + New Category Import from Gallery

Title

2. Change the values according to the image below and click “save”:

Note: Metrics may be altered according to reporting needs; “Pageviews” is the essential metric in this report. Such as “Avg. visit duration” or “Pages / Visit” may be of use.

Edit Custom Report

General Information

Title Users

Report Content

Report Tab x + add report tab

Name Report Tab

Type Explorer Flat Table Map Overlay

Metric Groups

Metric Group

Pageviews + add metric

+ Add metric group

Dimension Drilldowns

user + add dimension

Filters - optional

+ add filter

Views - optional

Any view

Kaikki verkkosivuston tiedot

Save Cancel

“Pages / User” shortcut

1. Navigate to “Users” report
2. Make this view a shortcut and name it “Pages / User” (we will make a small change on the report and thus change the name)

Users

Edit Email Export ▾ Add to Dashboard **Shortcut**

▼  All Visits
100.00%

Report Tab

Pageviews ▾ vs. Select a metric

3. Now it can be seen under Shortcuts

Dashboards

Shortcuts

Overview

Users per Pages

Pages / User

Intelligence Events

4. Add a secondary dimension “Page”

Primary Dimension: user

Plot Rows: **Secondary dimension: Page** ▾ Sort Type: Default ▾

	user ?	Page ?
<input type="checkbox"/>		
<input type="checkbox"/>	1. JulkiCT:n yleinen katselijatunnus	/JulkiCT navigaatio/JulkiCT navigaatio
<input type="checkbox"/>	2. JulkiCT:n yleinen katselijatunnus	/Palvelukartta/Palvelukartta

5. Click “save” on the top left corner.

Note: The idea of the shortcuts is to enforce current configurations and customizations of the reports, thus preserving them.