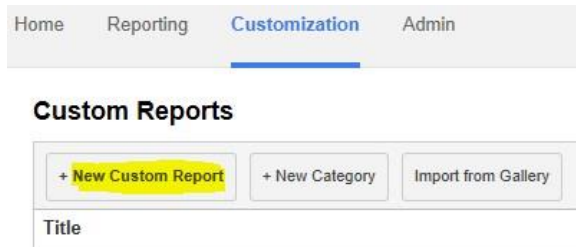


Custom Reports

“Users” report

1. Customization → New Custom Report



The screenshot shows the top navigation bar with 'Home', 'Reporting', 'Customization' (active), and 'Admin'. Below the navigation bar, the 'Custom Reports' section is visible, containing three buttons: '+ New Custom Report' (highlighted in yellow), '+ New Category', and 'Import from Gallery'. Below these buttons is a 'Title' input field.

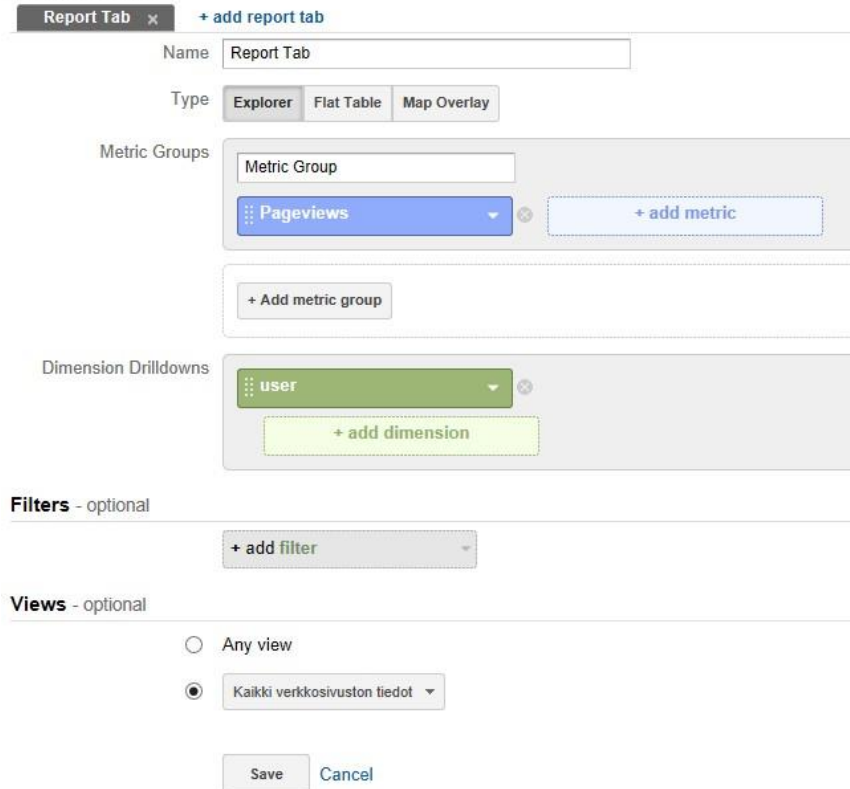
2. Change the values according to the image below and click “save”:
Note: Metrics may be altered according to reporting needs; “Pageviews” is the essential metric in this report. Such as “Avg. visit duration” or “Pages / Visit” may be of use.

Edit Custom Report

General Information

Title

Report Content



The screenshot shows the 'Edit Custom Report' form with the following sections:

- Report Tab:** A tab labeled 'Report Tab' with a close button 'x' and a '+ add report tab' button.
- Name:** An input field containing 'Report Tab'.
- Type:** Three buttons: 'Explorer' (selected), 'Flat Table', and 'Map Overlay'.
- Metric Groups:** A section containing a 'Metric Group' input field, a dropdown menu showing 'Pageviews', a '+ add metric' button, and a '+ Add metric group' button.
- Dimension Drilldowns:** A section containing a dropdown menu showing 'user', a '+ add dimension' button, and a '+ add filter' button.
- Filters - optional:** A section with a '+ add filter' button.
- Views - optional:** A section with two radio buttons: 'Any view' (unselected) and 'Kaikki verkkosivuston tiedot' (selected). Below the radio buttons is a dropdown menu showing 'Kaikki verkkosivuston tiedot'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

“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

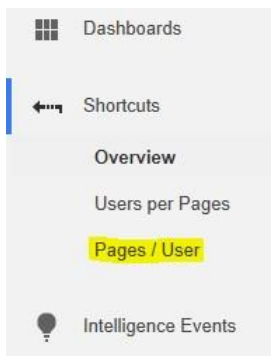
Edit Email Export Add to Dashboard **Shortcut**

▼ All Visits 100.00%

Report Tab

Pageviews VS. Select a metric

3. Now it can be seen under Shortcuts



4. Add a secondary dimension “Page”

Primary Dimension: user

Plot Rows Secondary dimension: Page Sort Type: Default

| | user ? | Page ? |
|--------------------------|--------------------------------------|----------------------------------------|
| <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.