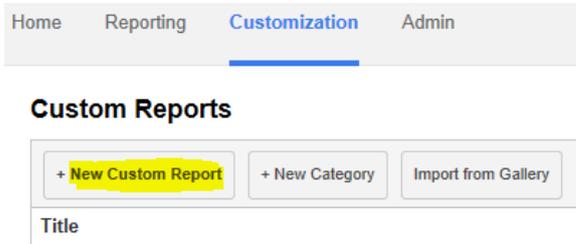


## Custom Reports

### “Users” report

1. Customization → New Custom Report



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

**Report Tab** × [+ add report tab](#)

Name

Type  Explorer  Flat Table  Map Overlay

Metric Groups

× [+ add metric](#)

[+ Add metric group](#)

Dimension Drilldowns

× [+ add dimension](#)

**Filters** - optional

[+ add filter](#)

**Views** - optional

Any view

### “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 ▾

<input type="checkbox"/>	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.*