SHAREPOINT VITALS
A COMPLETE USER GUIDE

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LOGGING ONTO SHAREPOINT VITALS

Set your own password on first login and remember the select ‘Remember Me’ for future ease of use.

Go to https://www.spvitals.com and use the email address you used to signup with. If you have not yet signed up please you can do so by clicking here.

If you have forgotten your password simply request a password reset link by clicking ‘Forgot Password’.
TOP 10 DASHBOARD

SharePoint Vitals Top 10 dashboard is the landing page for the portal.

The top three main icons indicate the total amount of active users, sites and page hits throughout the site for a rolling one week period.

TOP 10 VISITED SITES

The top 10 visited sites based on the selected date range. This report can be helpful in identifying the most active sites which can be used for promotional influence.
TOP 10 ACTIVE USERS
The top 10 active users based on the selected date range. This report can be helpful in identifying SharePoint power users and influencers.

TOP 10 FASTEST USERS
The top 10 average page load times per user on the selected date range. This report can be helpful in identifying what the average experience is like the for the fastest connected users.

TOP 10 SLOWEST USERS
The top 10 slowest average page load times per user on the selected date range. This report can be helpful in identifying what the average experience is like the for the slowest connected users.

TOP 10 PAGE HITS
The top 10 page hits based on the selected date range. This report can be helpful in identifying the most active pages within sites which can be used for promotional influence.

DOWNLOAD REPORTS
It is possible to download or print reports directly from the Top 10 Dashboard page. Select the ellipses and make a choice between print or download to your desired format.

TOP 10 GRAPH TYPES
Graphs are available in Pie Chart, Line Graph or Data extract.
SITE MAP

The SharePoint Vitals Site Map is a feature exclusive to our product. This report creates a site map of the active users across all monitored sites which can also be scoped to a user level. Generating a report is simple and easy.

To generate a new Site Map click the ‘+’ icon on the top right
Once the popup is presented select a user, or leave blank for all active users, and then select a date range and click ‘Generate’

After a brief moment the following popup will let you know that a report is ready.

Find the report on the top of the list of generate reports.

This report is interactive and you are able to click through the site structure to unveil what users are looking into and how popular that specific location might be.

If you have selected a user view then greyed out section indicate that they have been visited by other users in the same time period but not the user you have selected.
This report can be helpful for a number of adoption stats and identifying a user’s journey through one’s intranet. This report may also be helpful for migrations to understand what data is required to move beforehand.

HEAT MAP

SharePoint Vitals Heat Map aka Geolocation identifies user location by their public IP address. This means that the location may not be accurate and should only be used as an indicator as to where potentially users are accessing your environment from.

The heat map can also be filtered on sites and users.
Click the beacon to identify the users in the location

This should give an audit list of the users accessing SharePoint from the geographical location.
SCHEDULED REPORTS

Reporting on a weekly and monthly basis SharePoint Vitals allows you to schedule the reports to your inbox. Reports include the top 10 dashboard as well as top search terms, active documents, used devices and browsers.

To create a report simply click the check box for monthly or weekly or both and add the desired email address to whom you wish to receive the report.

A confirmation of the details will be shown once save has been clicked.
Send a report now feature allows for the required monthly or weekly report to be sent immediately.
DEVICES

This report displays the devices used to connect to the SharePoint monitoring environment based on the period selected. This report clarifies what devices to cater for when developing and testing solutions.
BROWSERS

This report displays the browsers used to connect to the SharePoint monitoring environment based on the period selected. This report clarifies what browsers to cater for when developing and testing solutions.

PAGE HITS
PAGE CLICKS
VISITED SITES

USER HISTORY
SEARCH TERMS

VIDEO REPORTS
ACTIVE DOCUMENTS PER USER

ACTIVE DOCUMENTS PER SITE
ACTIVE USERS PER SITE

Identify the most active users per site by filtering and searching in this report. Select the users and/or sites along with the timelines you wish to report on to get the desired results.

PROVIDE FEEDBACK

To report a bug or provide feedback to SharePoint Vitals simply click the conversation icon on the top right next to the logout button after logging in. You will be presented with the following popup which will send a screenshot and your message back to Vitals HQ for review.
**CHANGE PASSWORD**

To change your SharePoint Vitals password, click on your username on the top left after logging in.

![Change Password Image]

**EXPORT TO EXCEL**

Where ever this icon is available ‘Export to Excel’ will be made possible by clicking the icon.

**ODATA FEED**

Connect to your SharePoint Vitals data from PowerBI with the below OData feed.

https://www.spvitals.com/powerbi/v1/stats/ ADD YOUR CUSTOMER CODE HERE

User your SharePoint Vitals login to complete the data source connection.