



SharePoint Vitals

SHAREPOINT VITALS

A COMPLETE USER GUIDE

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GTCONSULT

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LOGGING ONTO SHAREPOINT VITALS

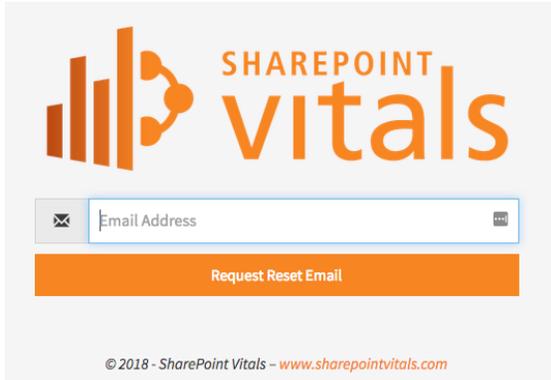
Set your own password on first login and remember the select 'Remember Me' for future ease of use.

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'



The login form features the SharePoint Vitals logo at the top. Below the logo are two input fields: 'Email Address' and 'Password', each with a small icon on the right. A 'Remember me' checkbox is located below the password field. A large orange 'Login' button is positioned below the checkbox. At the bottom of the form, there is a link for 'Forgot Password?' and a copyright notice: '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

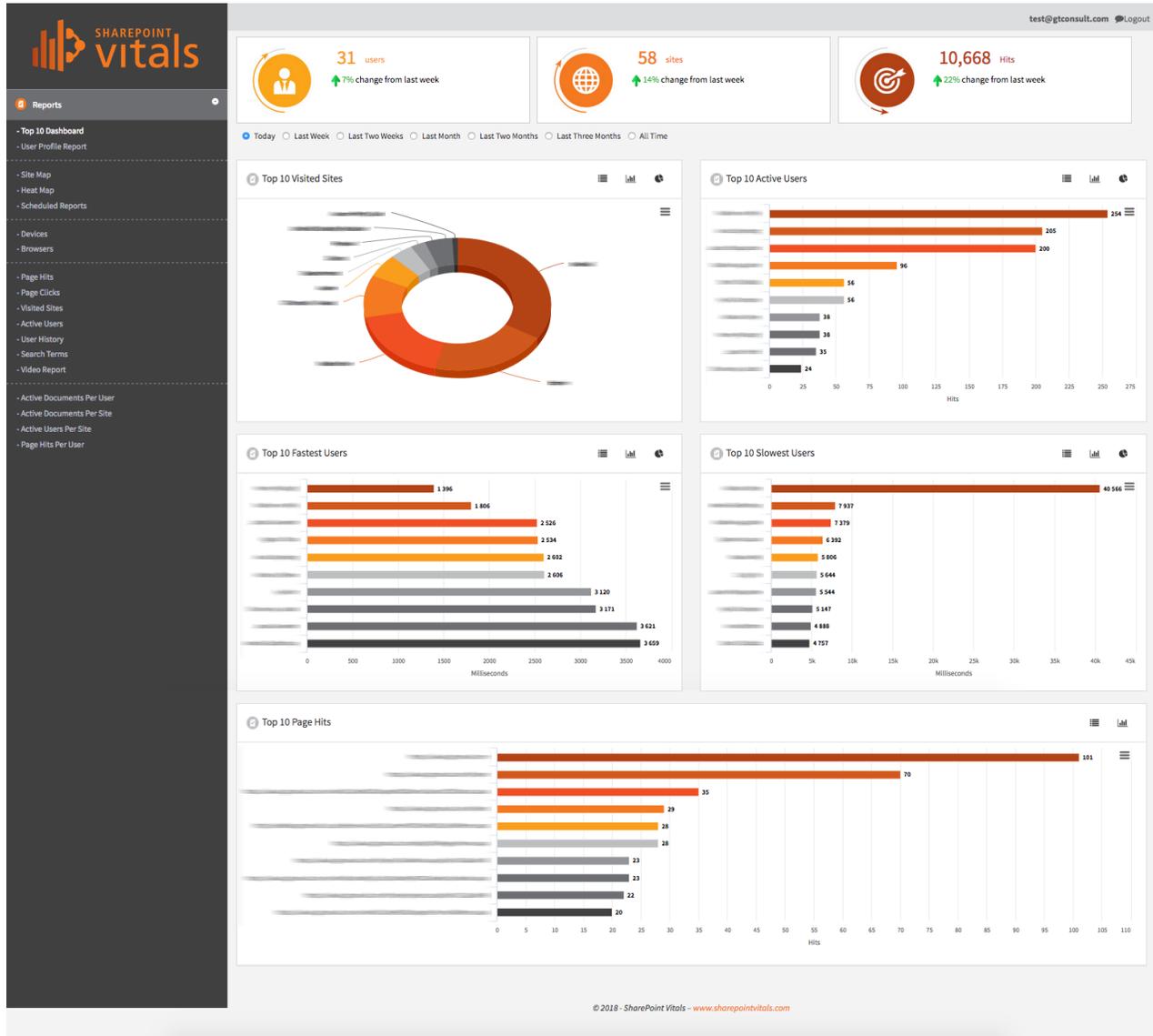


The forgot password form features the SharePoint Vitals logo at the top. Below the logo is an 'Email Address' input field with a small icon on the right. Below the input field is a large orange button labeled 'Request Reset Email'. At the bottom of the form, there is a copyright notice: '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

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

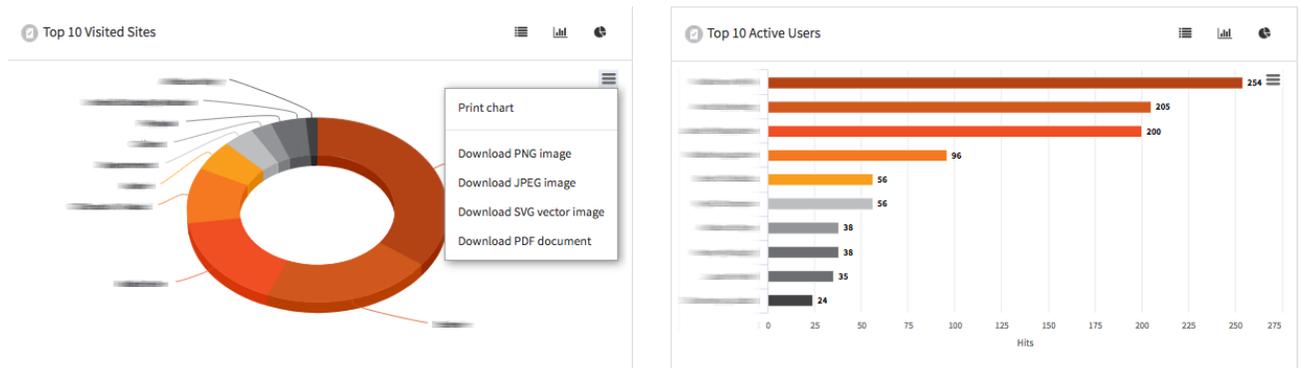
The top 10 page hits based on the selected date range. This report can be helpful in identifying the most active pages within sites which can be used for promotional influence.

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



Top 10 Fastest Users

Username	Hits	Avg Load Time (ms)
[Redacted]	38	1396
[Redacted]	254	1806
[Redacted]	17	2526
[Redacted]	23	2534
[Redacted]	205	2602
[Redacted]	21	2606
[Redacted]	23	3120
[Redacted]	24	3171
[Redacted]	8	3621
[Redacted]	5	3659

SITE MAP

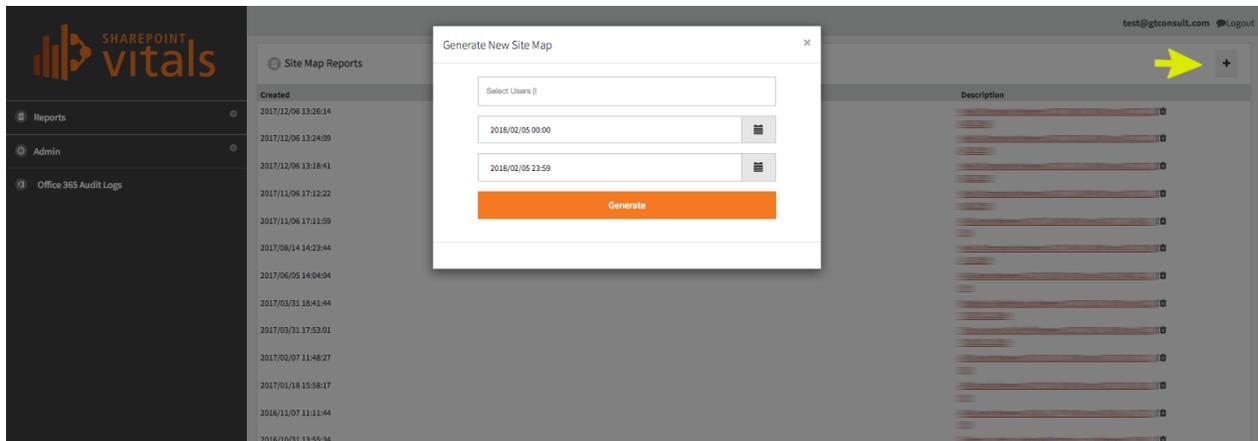
The SharePoint Vitals Site Map is a feature exclusive to our product. This report creates a site map of the active users across all monitored sites which can also be scoped to a user level. Generating a report is simple and easy.

The screenshot shows the SharePoint Vitals dashboard. On the left is a sidebar with a navigation menu. The main content area is titled 'Site Map Reports' and contains a table of reports. The table has two columns: 'Created' and 'Description'. The 'Created' column shows dates and times, and the 'Description' column shows horizontal bar charts representing site maps. A '+' icon is visible in the top right corner of the report list.

Created	Description
2017/12/06 13:26:14	[Redacted]
2017/12/06 13:24:09	[Redacted]
2017/12/06 13:18:41	[Redacted]
2017/11/06 17:12:22	[Redacted]
2017/11/06 17:11:59	[Redacted]
2017/06/14 14:23:44	[Redacted]
2017/06/05 14:04:04	[Redacted]
2017/03/31 18:41:44	[Redacted]
2017/03/31 17:53:01	[Redacted]
2017/02/07 11:48:27	[Redacted]
2017/01/18 15:58:17	[Redacted]
2016/11/07 11:11:44	[Redacted]
2016/10/31 13:55:34	[Redacted]
2016/09/23 20:36:07	[Redacted]
2016/09/15 19:34:24	[Redacted]
2016/09/14 11:35:15	[Redacted]
2016/09/14 11:34:40	[Redacted]
2016/09/01 17:59:24	[Redacted]
2016/09/01 17:36:47	[Redacted]

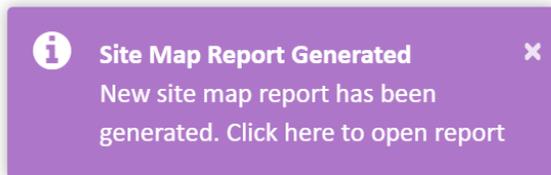
© 2018 - SharePoint Vitals - www.sharepointvitals.com

To generate a new Site Map click the '+' icon on the top right

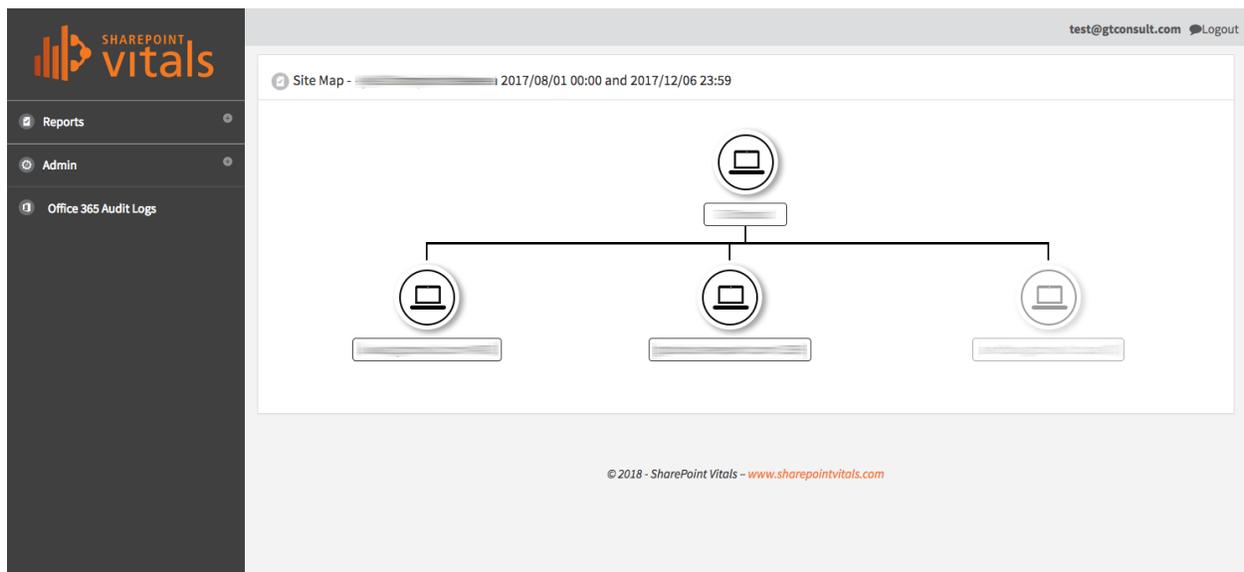


Once the popup is presented select a user, or leave blank for all active users, and then select a date range and click 'Generate'

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.



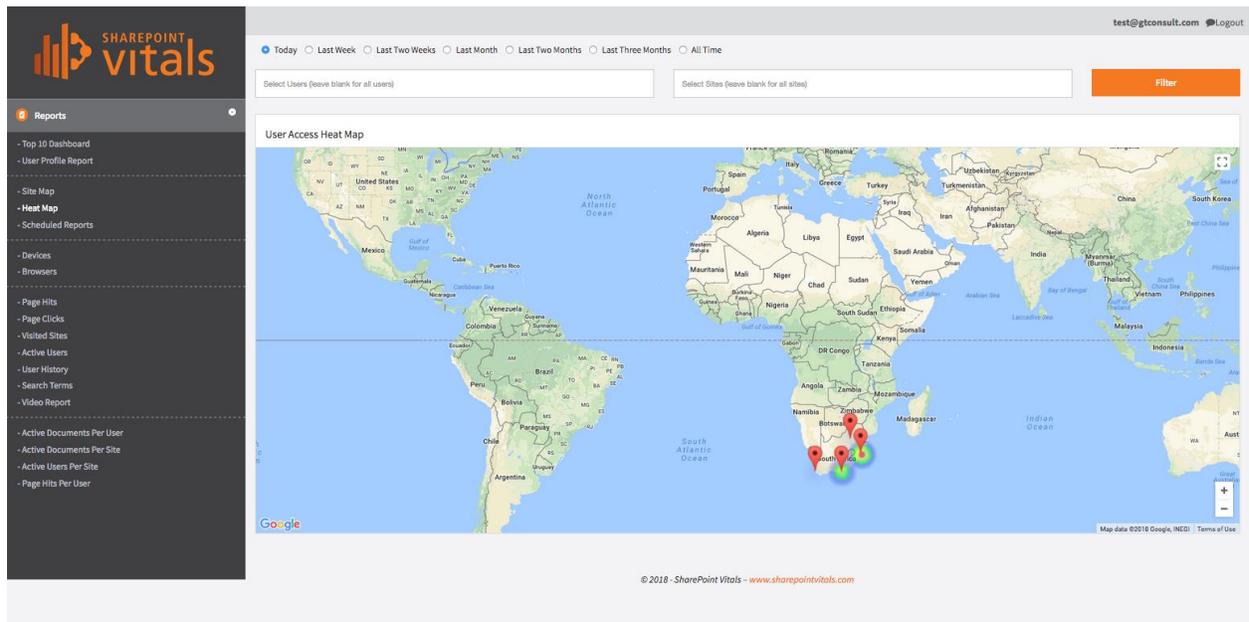
This report is interactive and you are able to click through the site structure to unveil what users are looking into and how popular that specific location might be.

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

test@gtconsult.com Logout

Today Last Week Last Two Weeks Last Month Last Two Months Last Three Months All Time

Select Sites (leave blank for all sites) Filter

User Access Heat Map

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Click the beacon to identify the users in the location

test@gtconsult.com Logout

Location Access History - GTconsult AS3741, Port Elizabeth, Eastern Cape, ZA, 6200

Date	Site Name	User
2018/02/05 06:16:29 (8 hours ago)		
2018/02/05 06:16:29 (8 hours ago)		
2018/02/05 06:33:41 (8 hours ago)		
2018/02/05 06:41:28 (8 hours ago)		
2018/02/05 06:41:32 (8 hours ago)		
2018/02/05 06:41:32 (8 hours ago)		
2018/02/05 06:41:35 (8 hours ago)		
2018/02/05 06:42:54 (8 hours ago)		
2018/02/05 06:43:08 (8 hours ago)		
2018/02/05 06:50:02 (8 hours ago)		
2018/02/05 06:51:07 (8 hours ago)		
2018/02/05 06:51:40 (8 hours ago)		
2018/02/05 06:51:58 (8 hours ago)		
2018/02/05 06:51:59 (8 hours ago)		
2018/02/05 06:52:08 (8 hours ago)		
2018/02/05 06:52:35 (8 hours ago)		
2018/02/05 06:52:58 (8 hours ago)		
2018/02/05 06:53:02 (8 hours ago)		
2018/02/05 06:55:29 (8 hours ago)		
2018/02/05 06:55:34 (8 hours ago)		
2018/02/05 06:56:10 (8 hours ago)		
2018/02/05 06:56:19 (8 hours ago)		
2018/02/05 06:56:25 (8 hours ago)		
2018/02/05 06:56:51 (8 hours ago)		
2018/02/05 06:56:57 (8 hours ago)		
2018/02/05 06:58:19 (8 hours ago)		
2018/02/05 06:58:28 (8 hours ago)		
2018/02/05 06:58:53 (8 hours ago)		
2018/02/05 07:02:23 (8 hours ago)		

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.

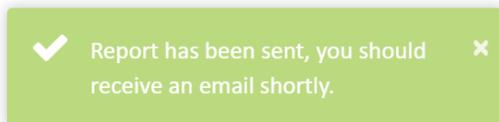
The screenshot displays the SharePoint Vitals interface. On the left is a dark sidebar with the 'SHAREPOINT vitals' logo and navigation links for 'Reports', 'Admin', and 'Office 365 Audit Logs'. The main content area is titled 'Monthly Statistics Report' and 'Weekly Statistics Report'. Each section has a checked checkbox for 'Email monthly/weekly statistics report', a text input field for 'Recipients', and a 'Monthly/Weekly Schedule' section. The monthly schedule is set to '1st' at '07:00' on '(UTC+02:00) Harare, Pretoria'. The weekly schedule is set to 'Friday' at '13:00' on '(UTC+02:00) Harare, Pretoria'. Both sections include a 'Send Report Now' button. A footer at the bottom reads '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

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.

The screenshot shows the 'Devices' report in the SharePoint Vitals application. The interface includes a navigation menu on the left, a top navigation bar with filters, and a main table displaying device usage data.

Device	Hits	User	Site Name
Desktop PC	193		
Desktop PC	121		
Desktop PC	119		
Desktop PC	96		
Desktop PC	57		
Desktop PC	51		
Desktop PC	44		
Desktop PC	38		
Desktop PC	37		
Desktop PC	33		
Desktop PC	30		
Desktop PC	29		
Desktop PC	25		
Desktop PC	21		
Desktop PC	19		
Desktop PC	18		
Desktop PC	18		
Desktop PC	18		
Desktop PC	15		
Desktop PC	13		
Desktop PC	12		
Desktop PC	12		
Desktop PC	12		
Desktop PC	10		
Desktop PC	10		
Desktop PC	9		
Desktop PC	8		
Desktop PC	8		
Desktop PC	7		
Desktop PC	6		
Desktop PC	5		
Desktop PC	5		

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.

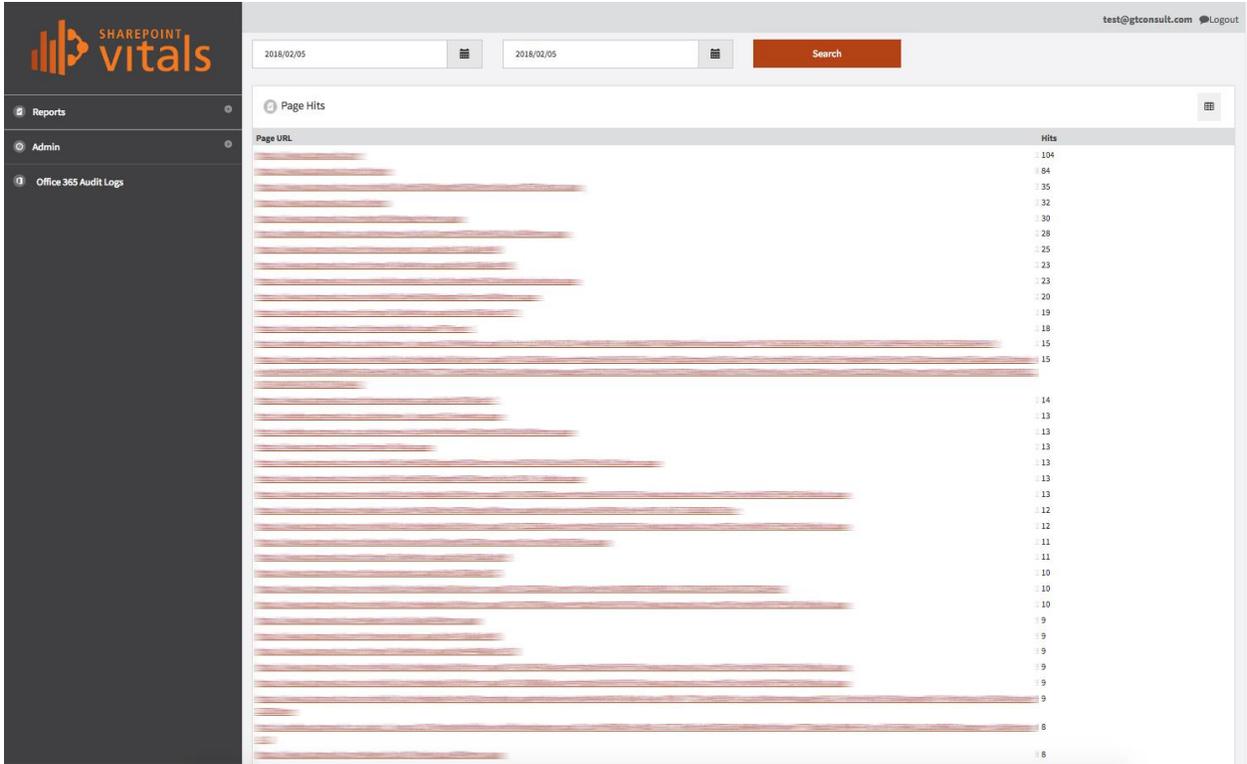
The screenshot shows the 'Browsers' report in the SharePoint Vitals application. The interface includes a sidebar with navigation options, a top navigation bar with filters, and a main table displaying browser usage data.

Browser	Hits	User	Site Name
Chrome	193		
Chrome	121		
IE	119		
IE	98		
Chrome	56		
Chrome	44		
Chrome	38		
Chrome	37		
Chrome	35		
Chrome	33		
Firefox	30		
Chrome	29		
Firefox	25		
Firefox	21		
Firefox	19		
Chrome	18		
Chrome	18		
Firefox	18		
Vivaldi	16		
IE	15		
IE	13		
Chrome	12		
Edge	12		
IE	12		
Chrome	10		
Edge	10		
Edge	9		
Chrome	8		
IE	8		
Chrome	7		
Edge	7		
IE	7		
IE	7		
Firefox	6		
IE	6		
Chrome	5		
Chrome	5		
Chrome	5		

PAGE HITS

The screenshot shows the 'Page Hits' report in the SharePoint Vitals application. The interface includes a sidebar with navigation options, a top navigation bar with search filters, and a main table for page URL and hits.

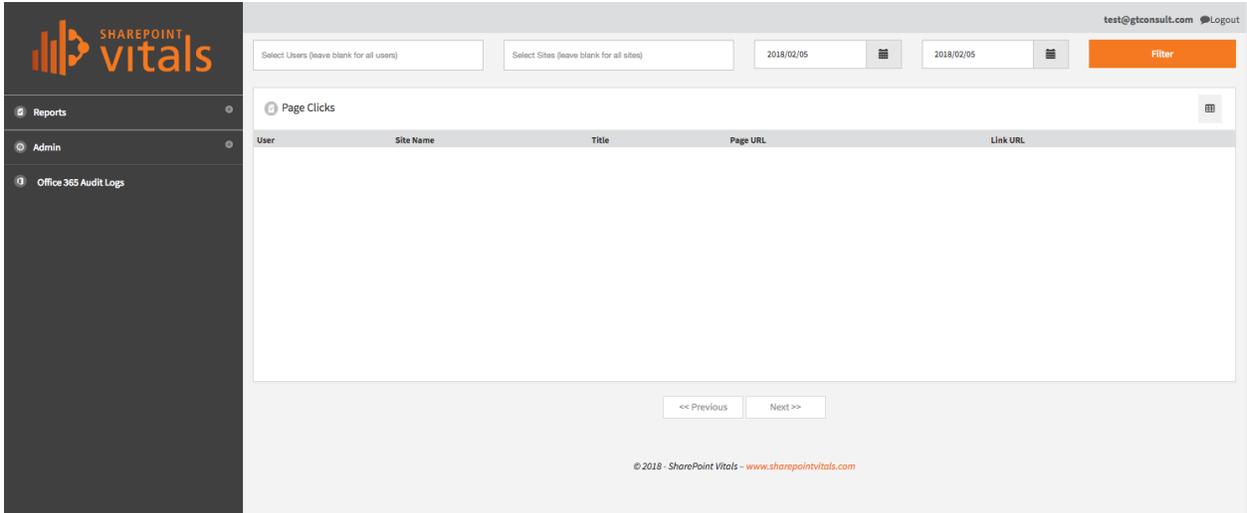
Page URL	Hits



The screenshot shows the 'Page Hits' report in the SharePoint Vitals application. The interface includes a sidebar with 'Reports', 'Admin', and 'Office 365 Audit Logs' options. The main content area displays a table with two columns: 'Page URL' and 'Hits'. The 'Page URL' column contains numerous redacted entries, while the 'Hits' column shows numerical values ranging from 8 to 104. At the top of the report, there are two date filters set to '2018/02/05' and a 'Search' button. The user 'test@gtconsult.com' is logged in.

Page URL	Hits
[Redacted]	104
[Redacted]	84
[Redacted]	35
[Redacted]	32
[Redacted]	30
[Redacted]	28
[Redacted]	25
[Redacted]	23
[Redacted]	23
[Redacted]	20
[Redacted]	19
[Redacted]	18
[Redacted]	15
[Redacted]	15
[Redacted]	14
[Redacted]	13
[Redacted]	12
[Redacted]	12
[Redacted]	11
[Redacted]	11
[Redacted]	10
[Redacted]	10
[Redacted]	10
[Redacted]	9
[Redacted]	8
[Redacted]	8

PAGE CLICKS



The screenshot shows the 'Page Clicks' report in the SharePoint Vitals application. The interface includes a sidebar with 'Reports', 'Admin', and 'Office 365 Audit Logs' options. The main content area displays a table with five columns: 'User', 'Site Name', 'Title', 'Page URL', and 'Link URL'. The table is currently empty. At the top of the report, there are filters for 'Select Users (leave blank for all users)', 'Select Sites (leave blank for all sites)', two date filters set to '2018/02/05', and a 'Filter' button. At the bottom, there are navigation buttons '<< Previous' and 'Next >>'. The user 'test@gtconsult.com' is logged in. A copyright notice at the bottom reads '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

User	Site Name	Title	Page URL	Link URL
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VISITED SITES

The screenshot shows the 'Visited Sites' report in the SharePoint Vitals application. The interface includes a top navigation bar with the logo, a search bar, and a user profile. The main content area features a table with columns for 'Site Name', 'Active Users', and 'Hits'. The table is currently empty. Navigation buttons for '<< Previous' and 'Next >>' are located below the table. A footer contains the copyright information: '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

USER HISTORY

The screenshot shows the 'User History' report in the SharePoint Vitals application. The interface includes a top navigation bar with the logo, a search bar, and a user profile. The main content area features a table with columns for 'Date', 'User', 'Site Name', 'Page URL', 'Load Time (ms)', and 'Time On Page (ms)'. The table is currently empty. Navigation buttons for '<< Previous' and 'Next >>' are located below the table. A footer contains the copyright information: '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

SEARCH TERMS

The screenshot shows the 'Search Terms' report in the SharePoint Vitals application. The interface includes a top navigation bar with the logo, a user profile 'test@gtconsult.com', and a 'Logout' link. Below the navigation bar is a filter section with radio buttons for time periods: Today (selected), Last Week, Last Two Weeks, Last Month, Last Two Months, Last Three Months, and All Time. There are three input fields: 'Filter by Search Term', 'Select Users (leave blank for all users)', and 'Select Sites (leave blank for all sites)', followed by an orange 'Filter' button. The main content area is titled 'Search Terms' and contains a table with the following headers: Search Term, Hits, User, and Site Name. The table body is currently empty. At the bottom of the table area are navigation buttons '<< Previous' and 'Next >>'. The footer of the page reads '© 2018 - SharePoint Vitals - www.sharepointvitals.com'. On the left side, there is a dark sidebar with a 'Reports' menu and a list of report categories including Top 10 Dashboard, User Profile Report, Site Map, Heat Map, Scheduled Reports, Devices, Browsers, Page Hits, Page Clicks, Visited Sites, Active Users, User History, Search Terms (highlighted), Video Report, Active Documents Per User, Active Documents Per Site, Active Users Per Site, and Page Hits Per User.

VIDEO REPORTS

The screenshot shows the 'Video Report' in the SharePoint Vitals application. The interface is similar to the Search Terms report, featuring a top navigation bar with the logo, user profile 'test@gtconsult.com', and 'Logout' link. The filter section includes radio buttons for time periods: Today (selected), Last Week, Last Two Weeks, Last Month, Last Two Months, Last Three Months, and All Time. There are two input fields: 'Select Users (leave blank for all users)' and 'Select Sites (leave blank for all sites)', followed by an orange 'Filter' button. The main content area is titled 'Video Report' and contains a table with the following headers: User, Site Name, Title, and Watched. The table body is currently empty. At the bottom of the table area are navigation buttons '<< Previous' and 'Next >>'. The footer of the page reads '© 2018 - SharePoint Vitals - www.sharepointvitals.com'. On the left side, there is a dark sidebar with a 'Reports' menu and a list of report categories including Top 10 Dashboard, User Profile Report, Site Map, Heat Map, Scheduled Reports, Devices, Browsers, Page Hits, Page Clicks, Visited Sites, Active Users, User History, Search Terms, Video Report (highlighted), Active Documents Per User, Active Documents Per Site, Active Users Per Site, and Page Hits Per User.

ACTIVE DOCUMENTS PER USER

The screenshot shows the 'Active Documents Per User' report. The top navigation bar includes filters for time periods (Today, Last Week, Last Two Weeks, Last Month, Last Two Months, Last Three Months, All Time) and a 'Filter' button. Below the navigation bar, there are input fields for 'Select Users (leave blank for all users)' and 'Filter by Document'. The main content area displays a table with the following columns: Document, Site, Document Library, User, and Hits. The table lists various documents and their activity across different sites and document libraries. At the bottom of the table, there are navigation buttons for '<< Previous' and 'Next >>'. The footer of the report area contains the text '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

Document	Site	Document Library	User	Hits
[Redacted]	[Redacted]	Accounts	[Redacted]	2
[Redacted]	[Redacted]	Accounts	[Redacted]	2
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	Shared Documents	[Redacted]	1
[Redacted]	[Redacted]	Helpdesk	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	[Redacted]	1

ACTIVE DOCUMENTS PER SITE

The screenshot shows the 'Active Documents Per Site' report. The top navigation bar and filter options are identical to the previous report. The main content area displays a table with the following columns: Document, Site, Document Library, and Hits. The table lists various documents and their activity across different sites and document libraries. At the bottom of the table, there are navigation buttons for '<< Previous' and 'Next >>'. The footer of the report area contains the text '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

Document	Site	Document Library	Hits
[Redacted]	[Redacted]	Accounts	2
[Redacted]	[Redacted]	Accounts	2
[Redacted]	[Redacted]	SiteAssets	2
[Redacted]	[Redacted]	SiteAssets	2
[Redacted]	[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	1
[Redacted]	[Redacted]	[Redacted]	1
[Redacted]	[Redacted]	SiteAssets	1
[Redacted]	[Redacted]	Shared Documents	1
[Redacted]	[Redacted]	Helpdesk	1
[Redacted]	[Redacted]	SiteAssets	1
[Redacted]	[Redacted]	SiteAssets	1

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.

The screenshot shows the SharePoint Vitals web application interface. On the left is a dark sidebar with the 'SHAREPOINT vitals' logo and a 'Reports' menu. The main content area is titled 'Active Users Per Site' and features a search bar with filters for 'Select Users (leave blank for all users)', 'Select Sites (leave blank for all sites)', and date ranges for '2018/02/05'. A table with columns for 'Username', 'Site', and 'Hits' is visible but empty. The footer contains the copyright notice: '© 2018 - SharePoint Vitals - www.sharepointvitals.com'.

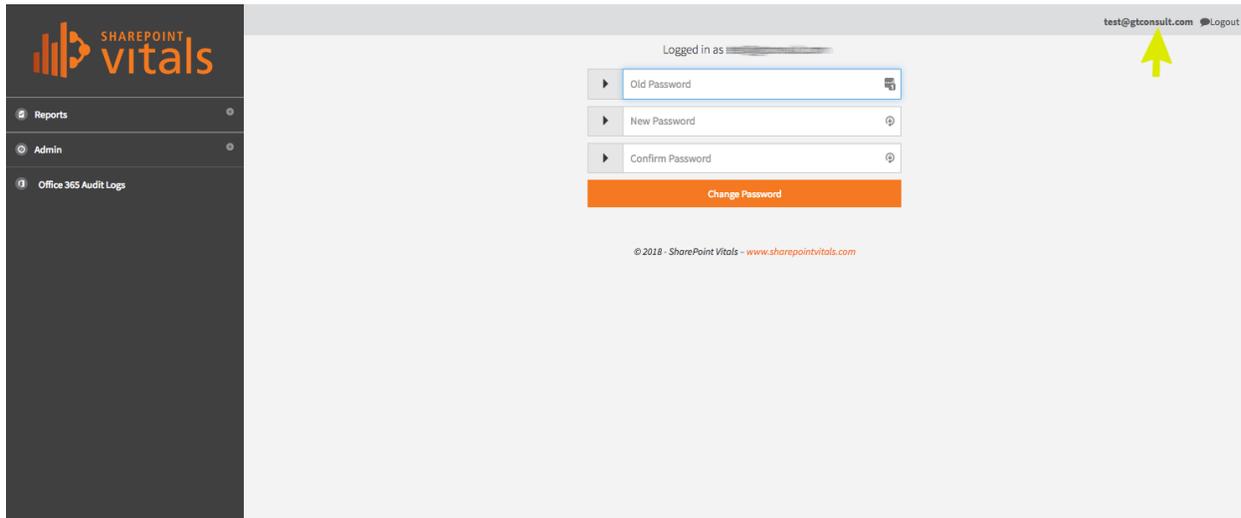
PROVIDE FEEDBACK

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.

This screenshot shows the same SharePoint Vitals interface as above, but with a 'Feedback' popup window open in the center. The popup has a title bar with 'Feedback' and a close button. The main text inside says 'Share your feedback on SharePoint Vitals' above a text input field. A 'Send' button is located at the bottom right of the popup. In the background, a yellow arrow points to the 'Logout' button in the top right corner of the application, which is the trigger for the feedback popup.

CHANGE PASSWORD

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



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.