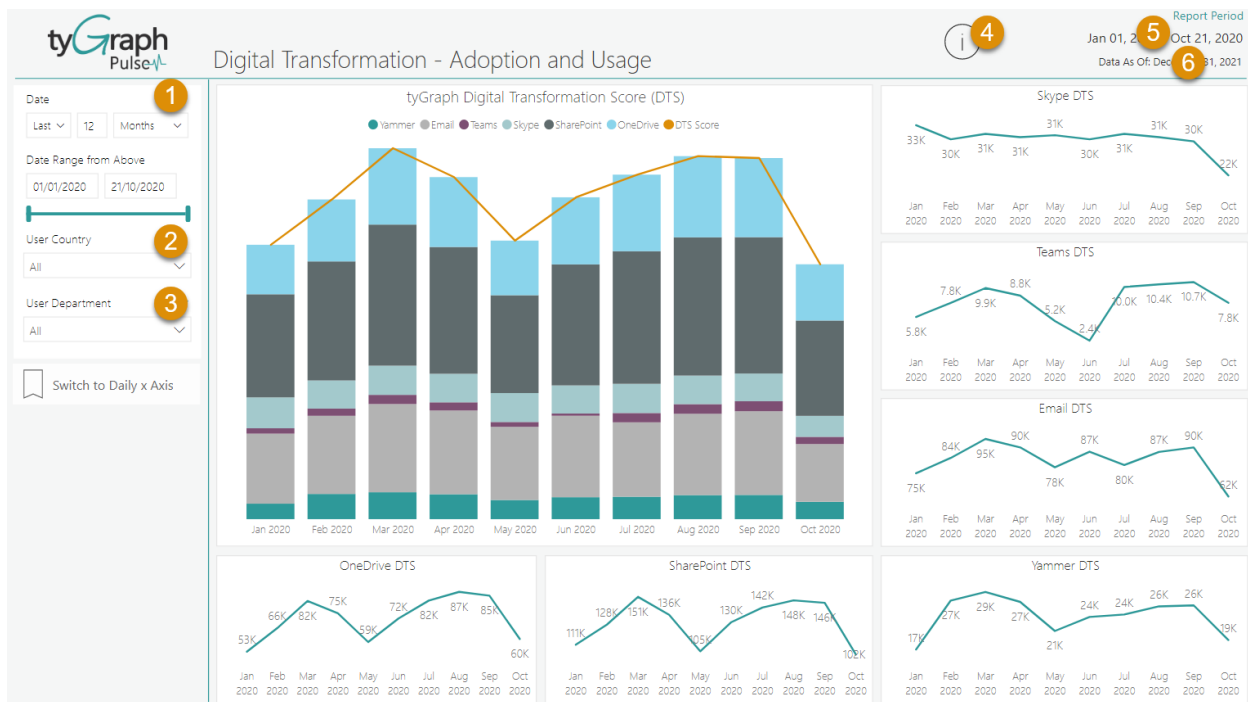# tyGraph Pulse

Product Guide
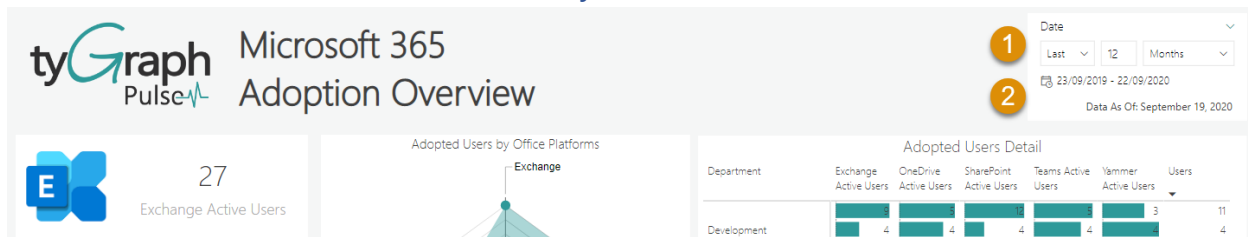
2020 Release

Companion Video

Overview

This is a summary of all help tips on the latest tyGraph Pulse report. Help tips are brief descriptions of the visual, explanation on how to use the visual, or details about the calculation, limited to 250 characters. They can be found at the top of any visual by hovering over them.

Universal Items – Toolbar (Report Layout)

1. **This is a rolling filter that is enabled by default.** Use this to select a rolling range of recent dates. **You can erase this slicer to select specific dates** (below) outside the rolling range. You can glance to the "Report Period" element at anytime to see the overall filter.
2. Narrow down the data to countries of interest. This data is integrated from either your Active Directory or an HR Source.
3. Narrow down the report to a set of departments. This data is integrated from either your Active Directory or an HR Source.
4. Looking for more information? Click here for detailed articles and terms on our website!
5. This shows you the report period for the page you are on. This is very important if you have both report and page filters applied either from the slicers on the left or from the filter UI on the right. Always check your date range before you export!
6. **This shows the most recent date in the dataset**. If the date is behind what you expect, check if the dataset has refreshed. If you are in tyGraph Online please contact support or your Admin immediately.

Universal Items – (Dashboard Layout)

1. **Use this to change the report date**. You can select a variety of settings for the date slicer beyond the default relative filter. To change the filter type hover over this card and click the down carrot that appears next to the eraser. From this list you can choose a variety of filter methods.
2. **This shows the most recent date in the dataset**. If the date is behind what you expect, check if the dataset has refreshed. If you are in tyGraph Online please contact support or your Admin immediately.

Digital Transformation – Adoption and Usage

This page gives an overview of how your tenant is performing across M365 workloads.

1.

Tell Your Digital Transformation Story -This is a weighted score that awards points based on user activity across Microsoft 365 Platforms. See our web documentation for details.

2.

Total Skype DTS for the time frame. Each day a user has IM, Audio Calls, Video Calls, File Sharing or File Transfers they will get three points. If your business is transitioning from Skype to Teams then this should be going down.

3.

Total Teams DTS across users for the time frame. Each day a user chats, has a meeting, posts a channel message, or has a voice call they get five points. This should be going up as you adopt Teams.

4.

Each day a user sends or reads email they get one point. This is then totalled across users for the time frame and selection. For most companies this slowly levels off, and then and sometimes decline for companies with high Teams and Yammer usage.

5.

Total OneDrive DTS for the time frame. Each day a user has file activity in OneDrive for Business, they get three points. This is then totalled across users for the time frame and selection.
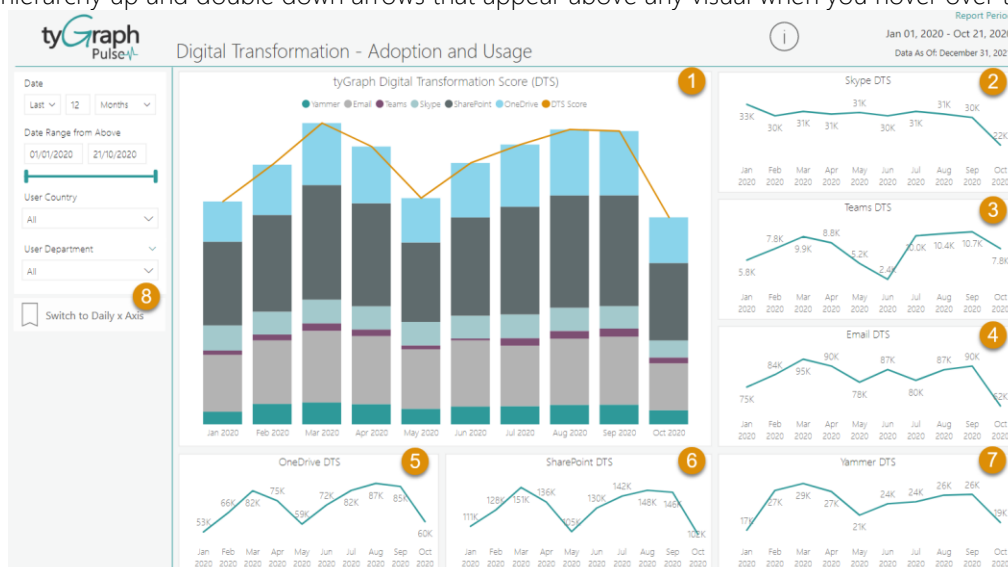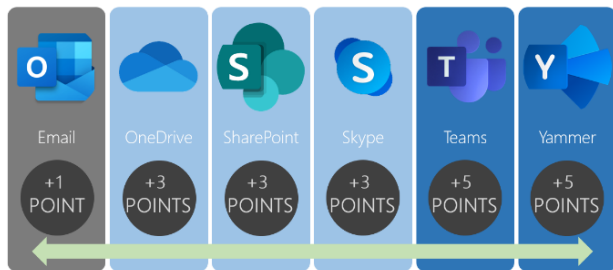
6.

Total SharePoint DTS for the time frame. Each day a user has Viewed, Edited, Synced, Shared Files, or Visited a Page, they get three points. This is then totalled across users for the time frame and selection.

7.

Total Yammer DTS for the time frame. Each day a user has Posted, Read, or Liked a message, they get five points. This is then totalled across users for the time frame and selection.
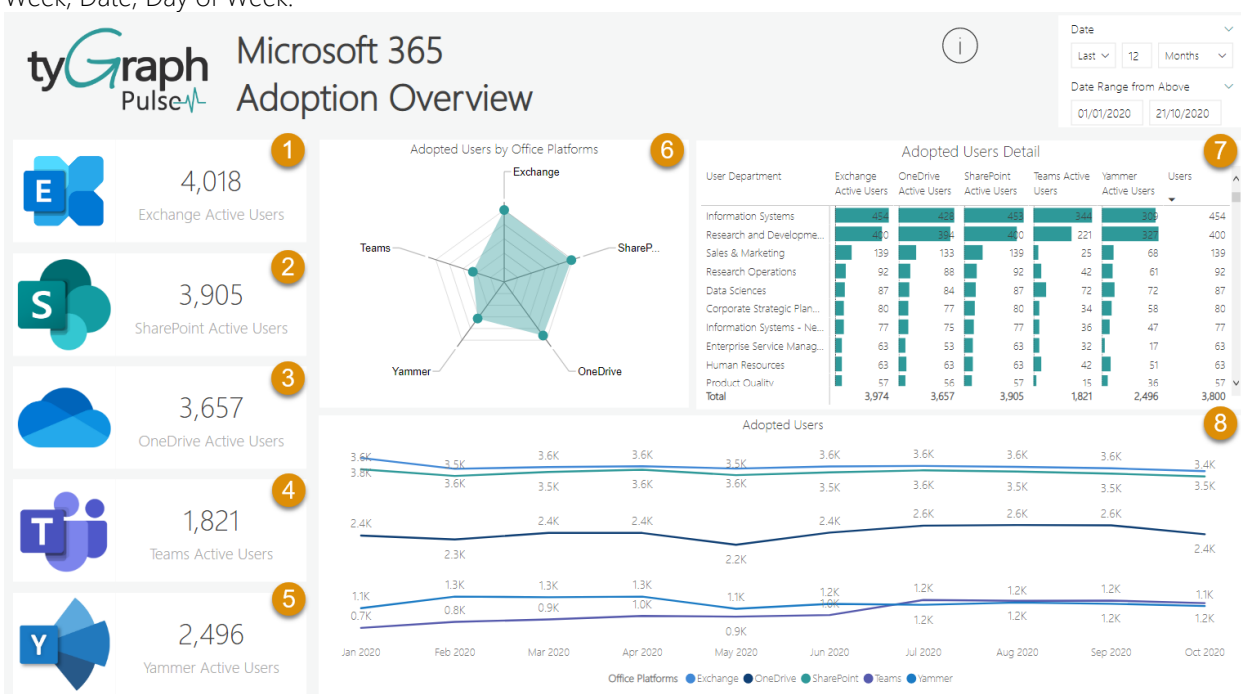
8.

Use this to toggle between a Monthly and Daily aggregation for these visuals. You can also filter these manually using the hierarchy up and double down arrows that appear above any visual when you hover over them.
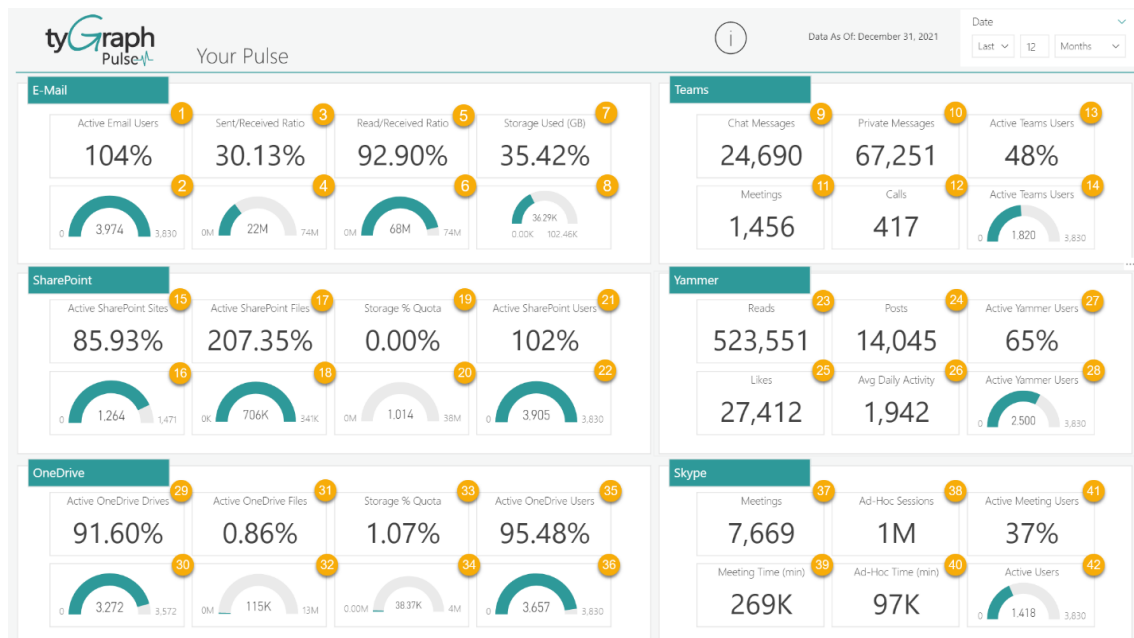
Microsoft 365 Adoption Overview

1.

Total unique active users in Exchange for the report period. An active user has sent, received, or read content. You can click the icon to the left to navigate to the specific Email activity Page.

2.

Total unique active users in SharePoint for the report period. An active user has either Edited Files, Viewed Files, Synced, Shared Files, or Viewed Pages. You can click the icon to the left to navigate to a specific activity report.

3.

Total unique active users in OneDrive for the report period. An active user has either Edited/Viewed Files, Synced Files, or Shared Files. You can click the icon to the left to navigate to a specific activity report.

4.

Total unique active users in Teams for the report period. An active user has either had chat messages, channel messages, voice calls, or meetings. You can click the icon to the left to navigate to a specific activity report.

5.

Total unique active users in Yammer for the report period. An active user has either posted, read, or liked a message in Yammer. You can click the icon to the left to navigate to a specific activity report.

6.

Easily spot which platforms are most popular. This is best cross filtered by an organizational unit on the left to see patterns within the business. You can also select the dots of products to focus on their trend over time in the chart below.

7.

Use the dynamic hierarchy (arrows to the left of your cursor) to navigate within your Active Directory Org Structure. The order is: Organization, Business Unit, Department, Division, Building, Job Title, Manager Email, User Email.

8.

Total unique users with activity in the given product over time. You can use the up and down arrows (left of your cursor) to change the aggregation of the x axis. The hierarchy order is: Year, Quarter Year, Month Year, Week, Date, Day of Week.

Your Pulse

1. **Active Email Users** – Ratio of Active email users to All email users. Expressed as a percentage. For a user to be considered "active", they must have read, received, or sent an email message.
2. Compares Active email users to All email users. For a user to be considered "active", they must have read, received, or sent an email message.
3. **Sent/Received Ratio** – Ratio of emails Sent to Received. Expressed as a percentage.
4. Compares the total number of emails Sent to Received.
5. **Read/Received Ratio** – Ratio of emails Read to Received. Expressed as a percentage.
6. Compares the total number of emails Read to Received.
7. **Storage Used (GB)** – Ratio of email storage Used to the email storage Limit. Expressed as a percentage.
8. Compares the total Used email storage to the email storage Limit. Expressed in gigabytes (GB).
9. **Chat Messages** – Total Teams Chat / Channel messages for all teams.
10. **Private Messages** – Total user to user(s) Teams messages for the report period.
11. **Meetings** – Total Teams meetings for the report period.
12. **Calls** – Total Teams voice calls for the report period.
13. **Active Teams Users** – Ratio of Active Teams users to All licensed users within the tenant. Expressed as a percentage. For a user to be considered "active", they must have received a Chat Message, a Private Chat Messages, or participated in a Call or Meeting.
14. **Active Teams Users** – Compares Active Teams users to all licensed users within the tenant. For a user to be considered "active", they must have received a Chat Message, a Private Chat Messages, or participated in a Call or Meeting.
15. **Active SharePoint Sites** – Ratio of Active sites to the total number of sites. Expressed as a percentage. For a site to be considered "active", there must be file activity (saved, synced, modified, or shared) or page views within the site.
16. Compares Active sites to the total number of sites. For a site to be considered "active", there must be file activity (saved, synced, modified, or shared) or page views within the site.
17. **Active SharePoint Files** – Ratio of Active files to All files. Expressed as a percentage. For a file to be considered "active", it must have been saved, synced, modified, or shared.
18. Compares active files to the total number of files across all sites. For a file to be considered "active", it must have been saved, synced, modified, or shared.
19. **Storage % Quota** – Ratio of Consumed to Total storage allocated. Expressed as a percentage.
20. Compares the storage Consumed to the Total storage allocated. Expressed in gigabytes (GB).
21. **Active SharePoint Users** – Ratio of Active users to All licensed users within the tenant. Expressed as a percentage. User activity includes pages visited, files synced, file views/edits, files shared externally, and files share internally.
22. Compares Active users to All licensed users within the tenant. User activity includes pages visited, files synced, file views/edits, files shared externally, and files share internally.
23. **Reads** – Total number of Yammer Reads for the report period.
24. **Posts** – Total number of Yammer Posts for the report period.
25. **Likes** – Total number of Yammer Likes for the report period.
26. **Avg Daily Activity** – Average number of daily Yammer activity for the report period. Yammer activity include reads, likes, and posts.
27. **Active Yammer Users** – Ratio of active Yammer users to all tenant users. Expressed as a percentage. For a user to be considered "active", they must have read, like or post must occur.
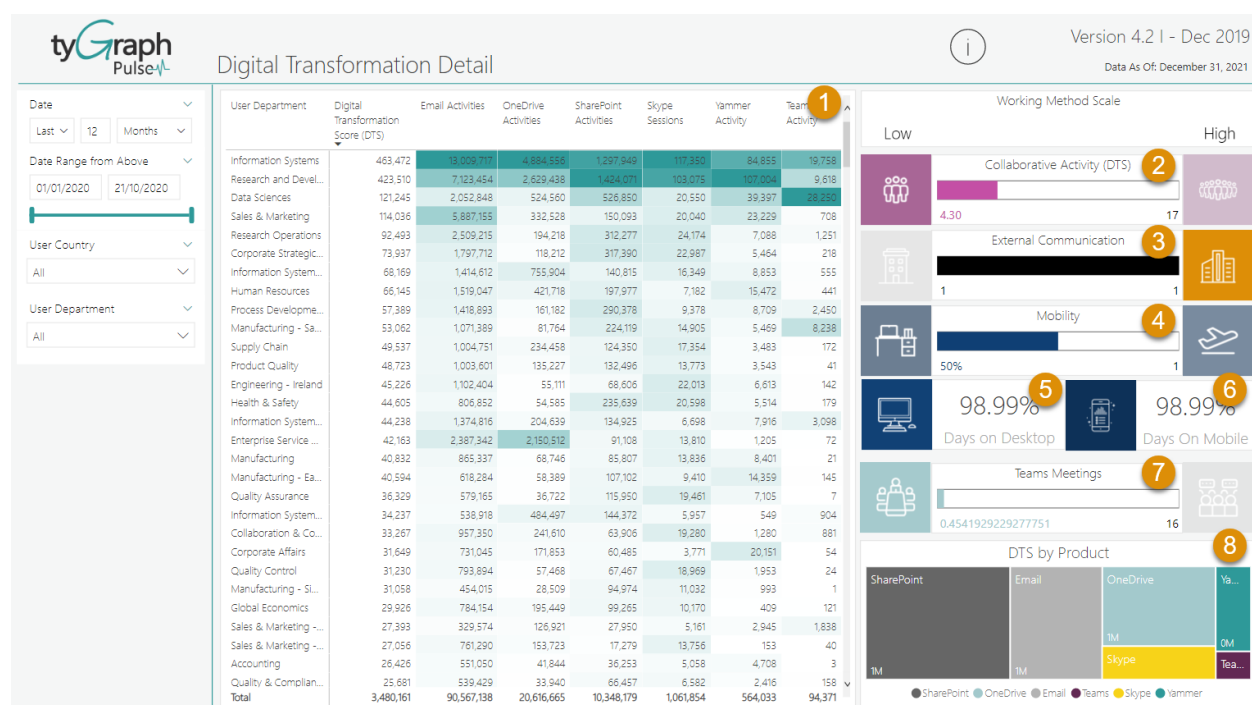
28. **Active Yammer Users** – Compares active Yammer users to all tenant users. For a user to be considered "active", they must have read, like or post must occur.
29. **Active OneDrive Drives** – Ratio of active OneDrive's to the total number of OneDrive's. Expressed as a percentage. Any OneDrive on which users viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
30. Compares active OneDrive's to the total number of OneDrive's. Any OneDrive on which users viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
31. **Active OneDrive Files** – Ratio of active OneDrive files to the total number of OneDrive files across all users. Expressed as a percentage. A file is considered "active" if it has been saved, synced, modified, or shared.
32. Compares active OneDrive files to the total number of OneDrive files across all. A file is considered "active" if it has been saved, synced, modified, or shared.
33. **Storage % Quota** – Ratio of consumed OneDrive storage to the total amount storage allocated for the report period. Expressed as a percentage.
34. Compares the total amount of storage consumed by all users in OneDrive to the total amount storage allocated for the report period. Expressed in gigabytes (GB).
35. **Active OneDrive Users** – Ratio of active OneDrive users to all tenant users. Expressed as a percentage. Any OneDrive on which users viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
36. Compares active OneDrive users to the total number of OneDrive users. Any OneDrive on which users viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
37. **Meetings** – Total number of organized Skype meetings.
38. **Ad-Hoc Sessions** – Total number of unscheduled Skype sessions for the report period. Sessions include IM, audio, video, application sharing, and file transfer.
39. **Meeting Time (min)** – Total audio/video minutes for all Skype meeting participants users.
40. **Ad-Hoc Time (min)** – Total number of unscheduled Skype audio minutes for the report period.
41. **Active Meeting Users** – Ratio of Skype meeting participants to all users. Expressed as a percentage.
42. **Active Users** – Compares the total number of Skype meeting participants to all users.
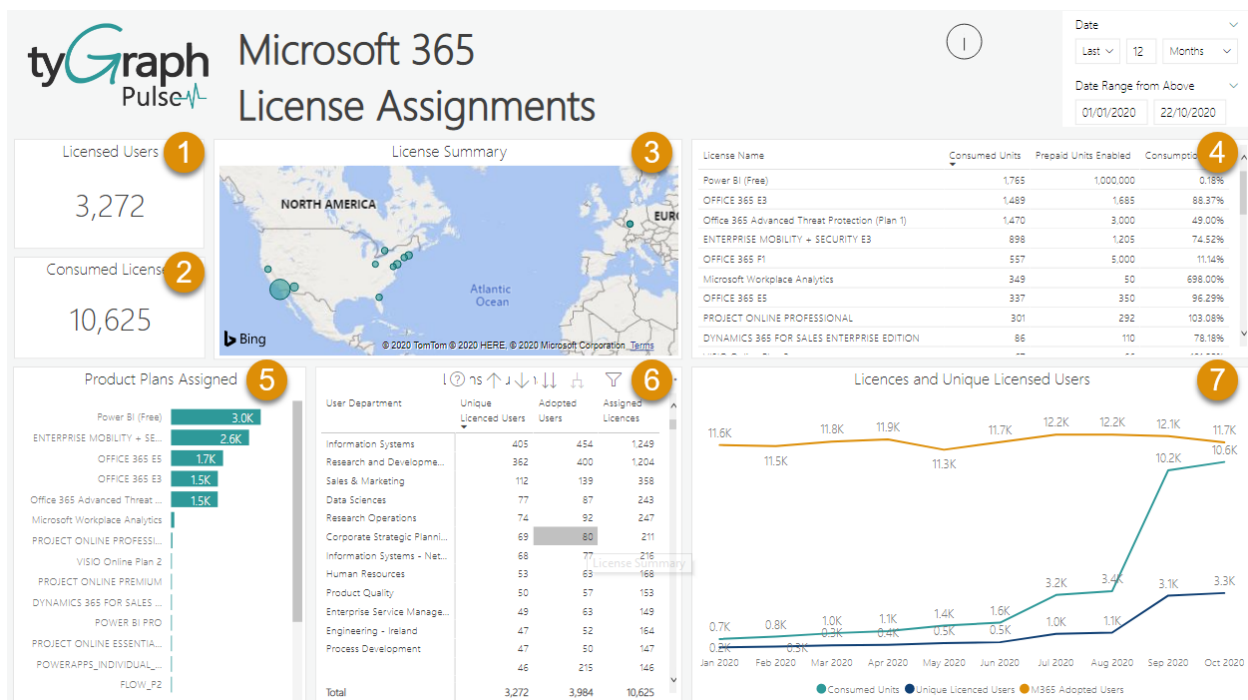
Digital Transformation Detail

This allows you to understand the usage persona of various areas of the business.

1. Provides organizational insights and usage details including Digital Transformation Score (DTS), Email, OneDrive, SharePoint, Skype, Yammer, and Teams activities.
2. **Collaborative Activity (DTS)** - The average collaborative adoption level of users. Users are categorized each day into five stages of collaborative adoption. Where 1 is joining a tool and 5 is highly collaborative actions such as using SharePoint documents with other users.
3. **External Communication** - The average collaborative adoption level of users. Users are categorized each day into five stages of collaborative adoption. Where 1 is joining a tool and 5 is highly collaborative actions such as using SharePoint documents with other users.
4. **Mobility Overall** - Propensity for a user or collection of users to have mobile usage. Calculated as the average of desktop and mobile usage. This is intended to show the balance of someone's days spent in each fashion.
5. **Days on Desktop** - Percentage of days that users had desktop usage.
6. **Days on Mobile** - Percentage of days that users had Mobile usage.
7. **Teams Meetings –** The average number of meetings per day for the selection of users. We assumed 16 meetings as the reasonable maximum. (8 hour work day with 30 minute meetings ~16 possible per day)
8. **DTS by Product** – Digital Transformation Score (DTS) by M365 workload. DTS scores are determined using days of activity multiplied by the respective weighted application score. This is a weighted score that awards points for user activity across Microsoft 365.

Microsoft 365 License Assignments

1. **Licensed Users** - Total number of unique users assigned a license.
2. **Consumed Licenses** - Total number of licenses assigned to all users.
3. **License Summary** - Total number of licenses assigned to all users shown by Geography hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
4. Organizational License assignments and consumption by each Licence. This allows you to see your licence limits at glance and decide areas that are at or approaching capacity.
5. **Product Plans Assigned** - Total unique users assigned to each licence type.
6. **License Summary** - Total number of unique users assigned a license shown by Organizational hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
7. **Licenses and Unique Licenses Users** – A plot of total unique users assigned a license, total licenses assigned, and users with activity in all or your selected M365 platforms of interest. Try filtering on M365 Platforms attribute in right filter pane to focus on certain platforms.

Microsoft 365 License Adoption

1. Locate dark spots in your organization where users are not active in Teams. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
2. **Emails Sent Trend** - Indicates if Emails sent is higher or lower compared to the previous report period.
3. **Skype Users Trend** - Indicates if the unique number of users with activity in Skype is higher or lower compared to the previous report period.
4. **Active Teams Users Trend -** The percentage change in unique users with Teams activity compared to the previous period. For a user to be considered "active", they must have posted a Chat Message, a Private Chat Message, or participated in a Call or Meeting.
5. **Unique Teams Users** - Total number of unique active Teams users. For a user to be considered "active", they must have received a Chat Message, a Private Chat Messages, or participated in a Call or Meeting.
6. **Users by Skype Use-Case** - A total of users by the style that they used Skype in the report period. A user can only belong to one category. They are evaluated in the following order: Meeting Organizers, Attendees Only, Ad-Hoc Attendees, IM Only.
7. **Teams Adoption Probability by Profile** – Total unique users by their probability to adopt Teams. This is based on the actions they've taken in other workloads like SharePoint, OneDrive, or Yammer. For details see the "Licence Summary and Usage" help tip.
8. **License Summary and Usage** - User level usage activity and adoption by application.
9. **Teams Adoption Probability** - Categorizes users by their probability to adopt Teams shown by Date hierarchy.
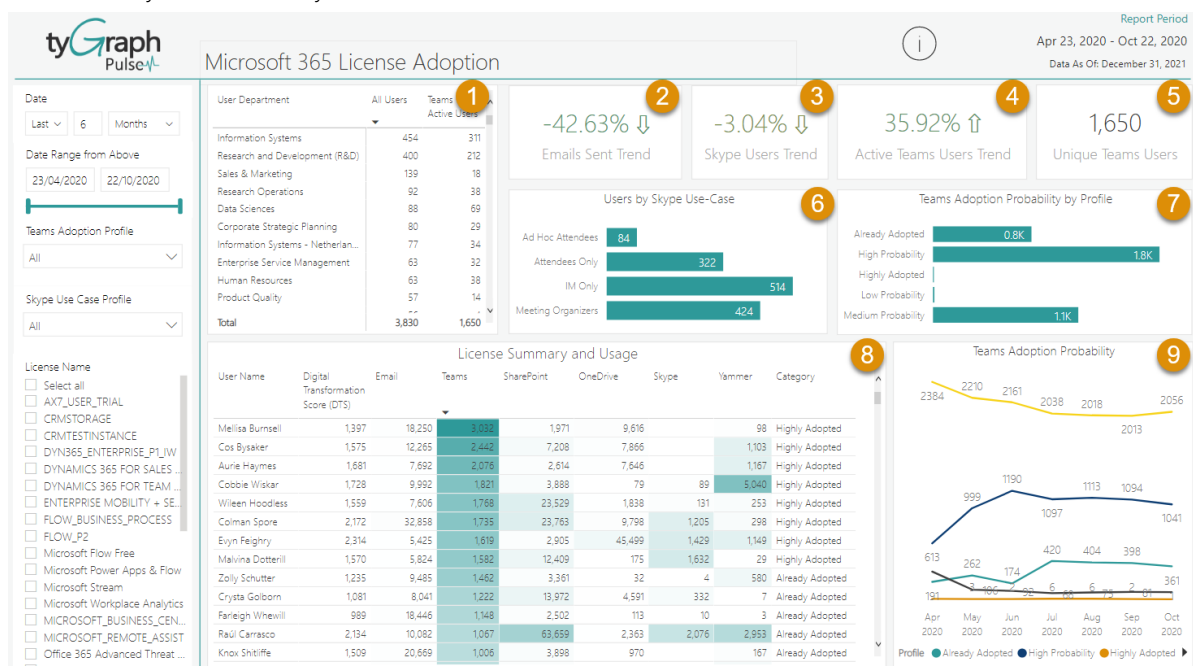

Low Probability – User had email activity only.

Medium Probability – User had email and SharePoint or Yammer activity.

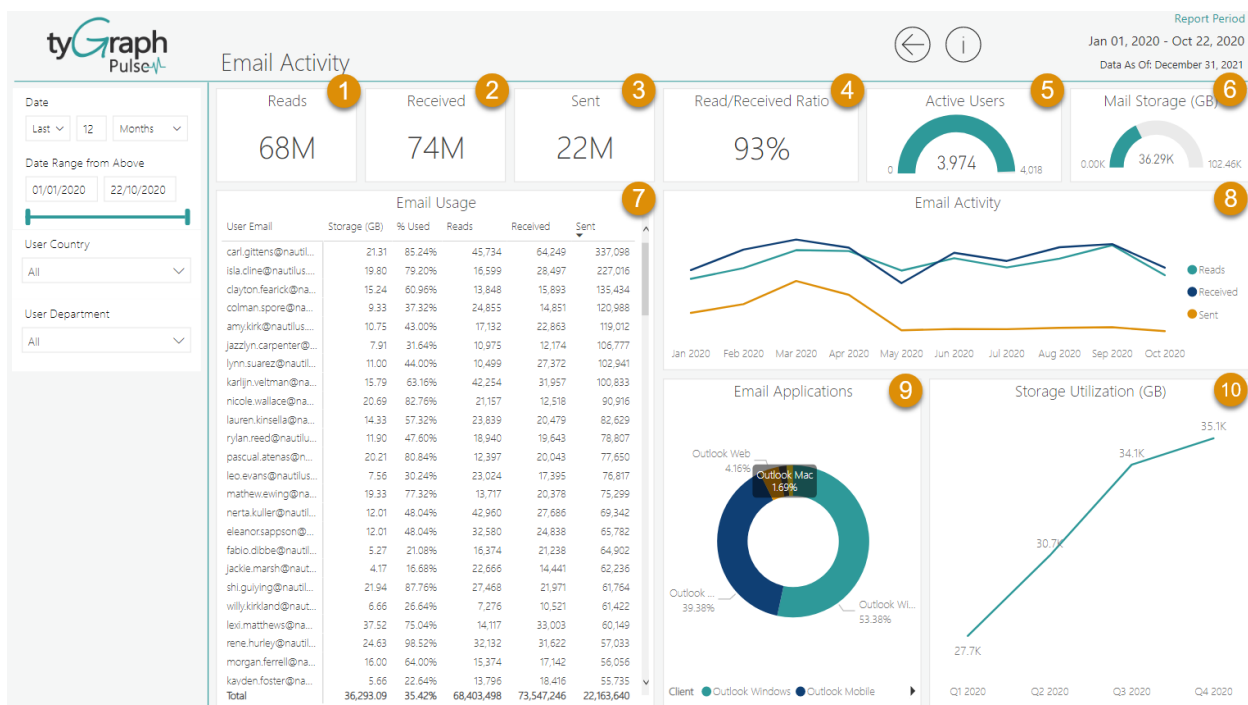High Probability – User had SharePoint, OneDrive & (Skype or Yammer) activity.

Already Adopted – User had Teams activity but is not in the Highly Adopted.

Highly Adopted (Champions) – Person was among those who has the most Teams activity in the company.
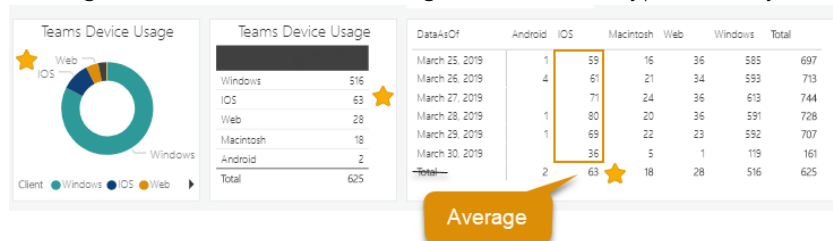
Email Activity

1. **Reads** - Total number emails read.
2. **Received** - Total number emails received.
3. **Sent** - Total number emails sent in the report period.
4. **Read/Received Ratio** – Emails Read divided by Emails Received.
5. **Active Users** - Compares active email users to all email users. For a user to be considered "active", they must have read, received, or sent an email message.
6. **Mail Storage (GB)** - Compares the used email storage to the email storage limit for all email users. Expressed in gigabytes (GB).
7. **Email Usage** - User level email usage activity and adoption.
8. **Email Activity** - Total number of email Reads, Received and Sent for all email users shown by Date hierarchy.
9. **Email Application** - Total email apps used for the report period. Email apps include Mac mail, Outlook for Mac, Outlook mobile, Outlook desktop, and Outlook on the web.
10. **Storage Utilization (GB)** - Total email storage used by shown by Date hierarchy. Expressed in gigabytes (GB).

Teams Activity

1. **Chat Messages** - Total Teams Chat / Channel messages for the report period.
2. **Private Messages** - Total user to user(s) Teams messages for the report period.
3. **Meetings** - Total Teams meetings for each user in the report period. When cross filtered to a user this is both meetings attended and organized. If three users attend the same meeting it would be counted three times, once for each user.
4. **Calls** - Total Teams voice calls for each user in the report period. When cross filtered to a user this is both calls made and received. If three users participate in the same call it would be counted three times, once for each user.
5. **Working Out Loud %** - Benchmark collaboration by calculating the ratio of Chat / Channel Messages for all Teams. Expressed as a percentage.
6. **Active Users** - Compares active Teams users with all licensed users. For a user to be considered "active", they must have received a Chat Message, a Private Chat Messages, or participated in a Call or Meeting.
7. **Top Teams Users** - User level Teams usage activity and adoption insights.
8. **Teams Device Usage** – The average number of devices with usage for each client type each day. Each person/device/date combination is counted once. Device types include Web, Windows Phone, Android Phone, iPhone, iPad and Other.
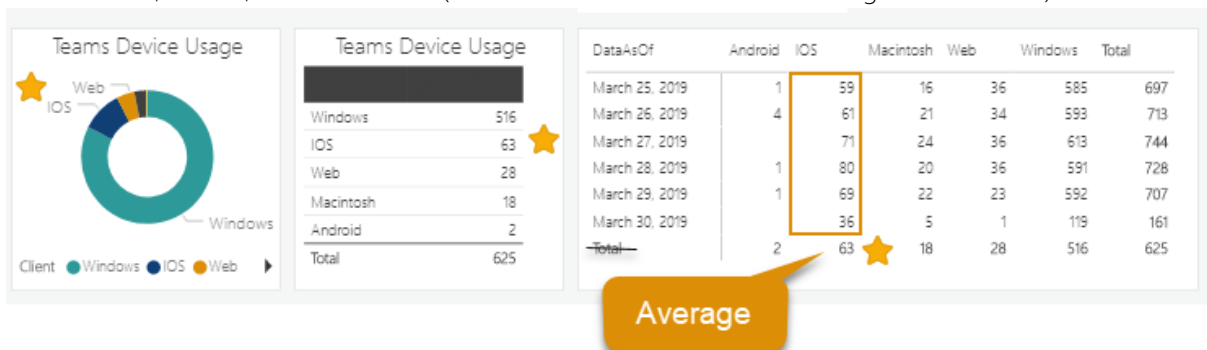

9. **Working Out Loud Score** - Benchmark collaboration by calculating the ratio of Chat / Channel Messages for all Teams. shown by Organizational hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
10. **Teams User Activity** - Total number of Chat Messages, Private Chat Messages, Voice Calls and Meetings for all Teams users shown by Date hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
11. **Teams Message Volume by User Country** - Total Teams messages shown by Geography hierarchy. Teams messages include Chat Messages, Private Messages and Voice Calls.

Yammer Activity

1. **Top Yammer Users** - Total Yammer activity type shown by Department hierarchy. Yammer activity types include reads, likes, and posts.
2. **Reads** - Total number of Yammer Reads for the report period.
3. **Likes** - Total number of Yammer Likes for the report period.
4. **Posts** - Total number of Yammer Posts for the report period.
5. **Avg Daily Activity** - Average number of daily Yammer activity. Yammer activity include reads, likes, and posts.
6. **Active Users** - Compares active Yammer users licenced users. For a user to be considered "active", they must have read, like or post must occur.
7. **Yammer User Activity** – Total Yammer activity by type shown by Date hierarchy. Yammer activity types include reads, likes, and posts. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
8. **Yammer Device Usage** – The average number of devices with usage for each client type each day. Each person/device/date combination is counted once. Device types include Web, Windows Phone, Android Phone, iPhone, iPad and Other. (works the same as Teams Device Usage shown below)
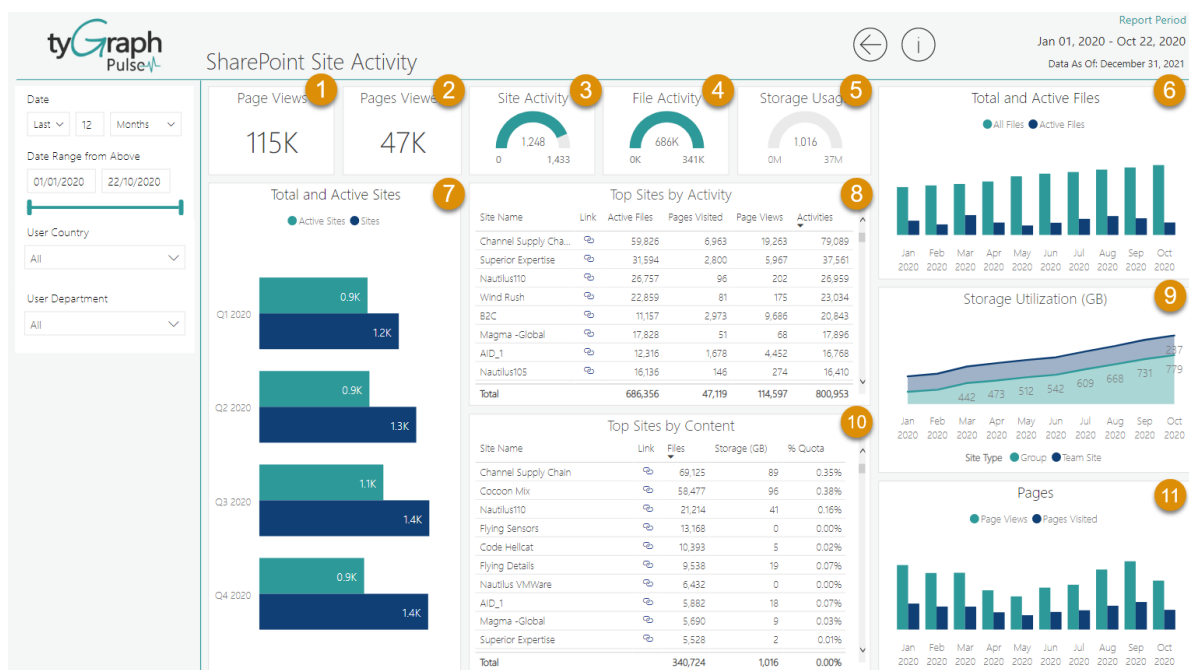

9. **Yammer User Activity** - Total Yammer activity by user Location hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
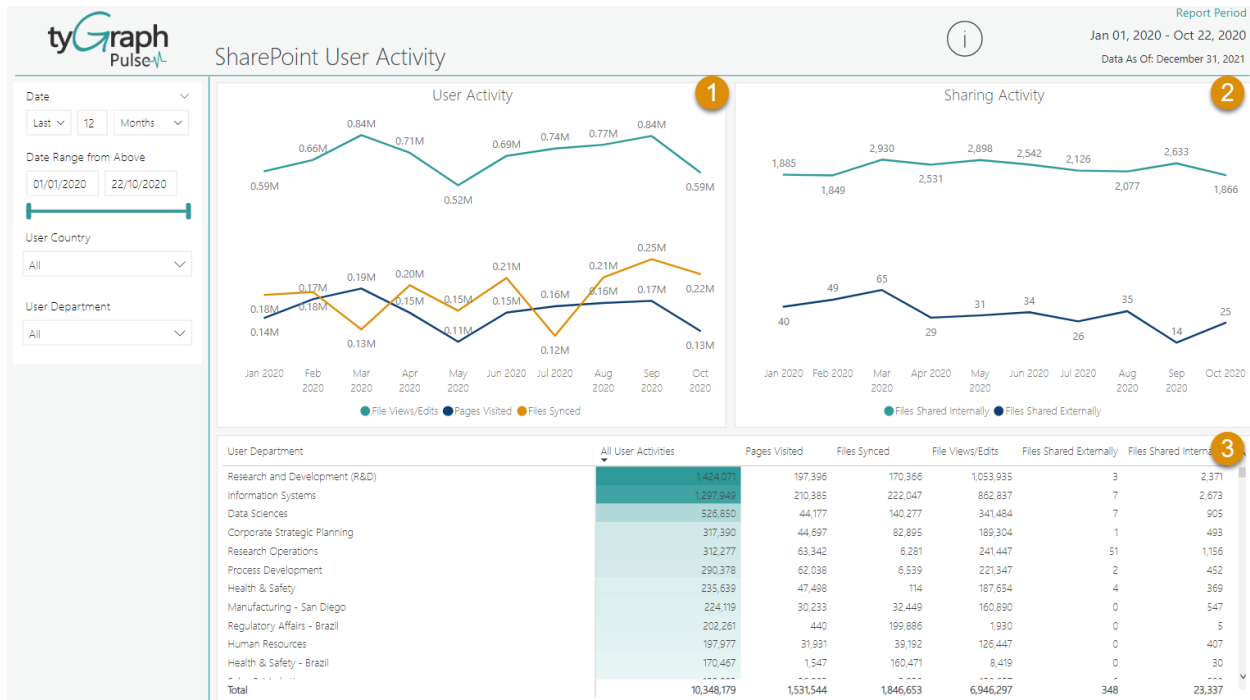
SharePoint Site Activity

1. **Page Views** - The number of times pages were viewed across all SharePoint sites in the report period.
2. **Pages Viewed** - The number of unique pages that were visited across all sites in the report period.
3. **Site Activity** - Compares active sites to the total number of sites. For a site to be considered "active", there must be file activity (saved, synced, modified, or shared) or page views within the site.
4. **File Activity** - Compares active files to the total number of files across all sites. For a file to be considered "active", it must have been saved, synced, modified, or shared.
5. **Storage Usage** - Compares the storage consumed to the total storage allocated. Expressed in gigabytes (GB).
6. **Total and Active Files** - Displays active files and the total number of files across all sites shown by Date hierarchy. For a file to be considered "active", it must have been saved, synced, modified, or shared.
7. **Total and Active Sites** - Displays active sites and the total number of sites. For a site to be considered "active", there must be file activity (saved, synced, modified, or shared) or page views within the site.
8. **Top Sites by Activity** – Site activity usage counts by activity type. Activities include file activity (saved, synced, modified, or shared) and page views within the site.
9. **Storage Utilizations (GB)** – Total storage consumed by site template shown by Date hierarchy.
10. **Top Sites by Content** – Site storage usage by total files, storage used and storage quota %.
11. **Pages** - Number page views and pages visited across all sites shown by Date hierarchy.
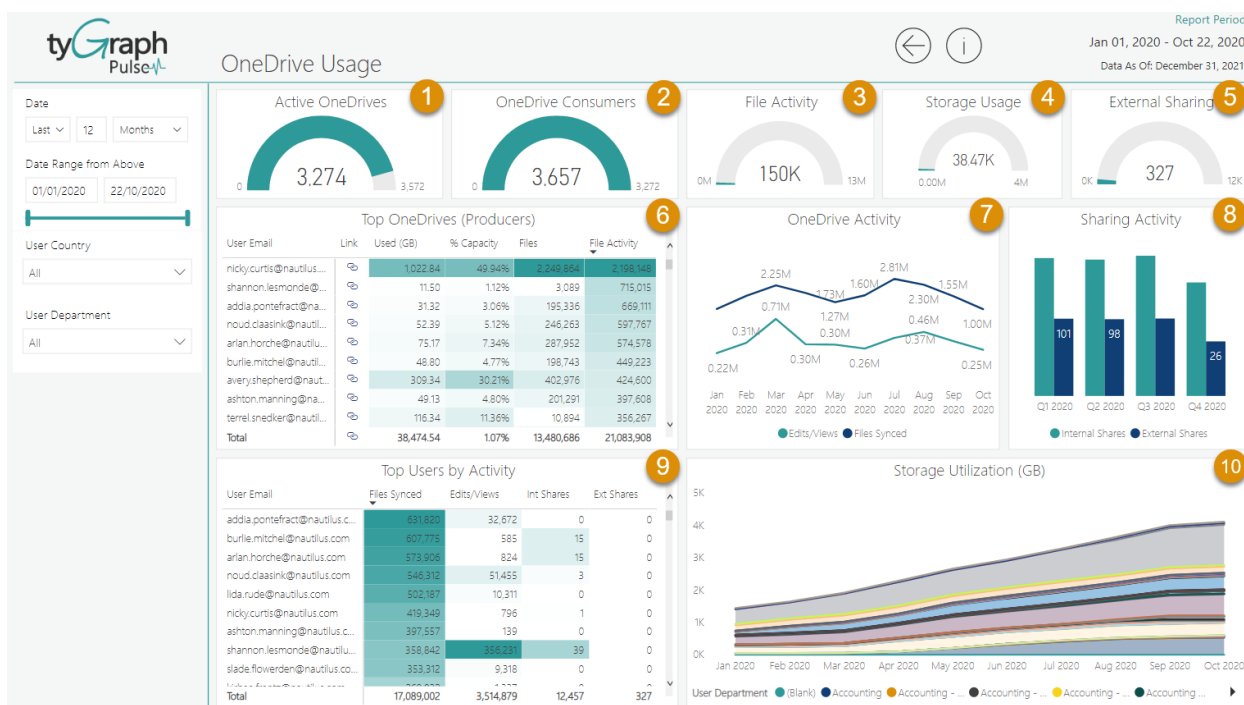
SharePoint Users

1. **User Activity** - Total SharePoint activity type shown by Date hierarchy. Activity types include File Views/Edits, Pages Visited and Files Synced.
2. **Sharing Activity** – Total number of files shared internally and externally shown by Date hierarchy. A file share is considered "external" if the recipient is someone from outside your Office 365 subscription.
3. Total SharePoint user activity shown by Department hierarchy. User activity includes pages visited, files synced, file views/edits, files shared externally, and files share internally by department hierarchy during the report period.
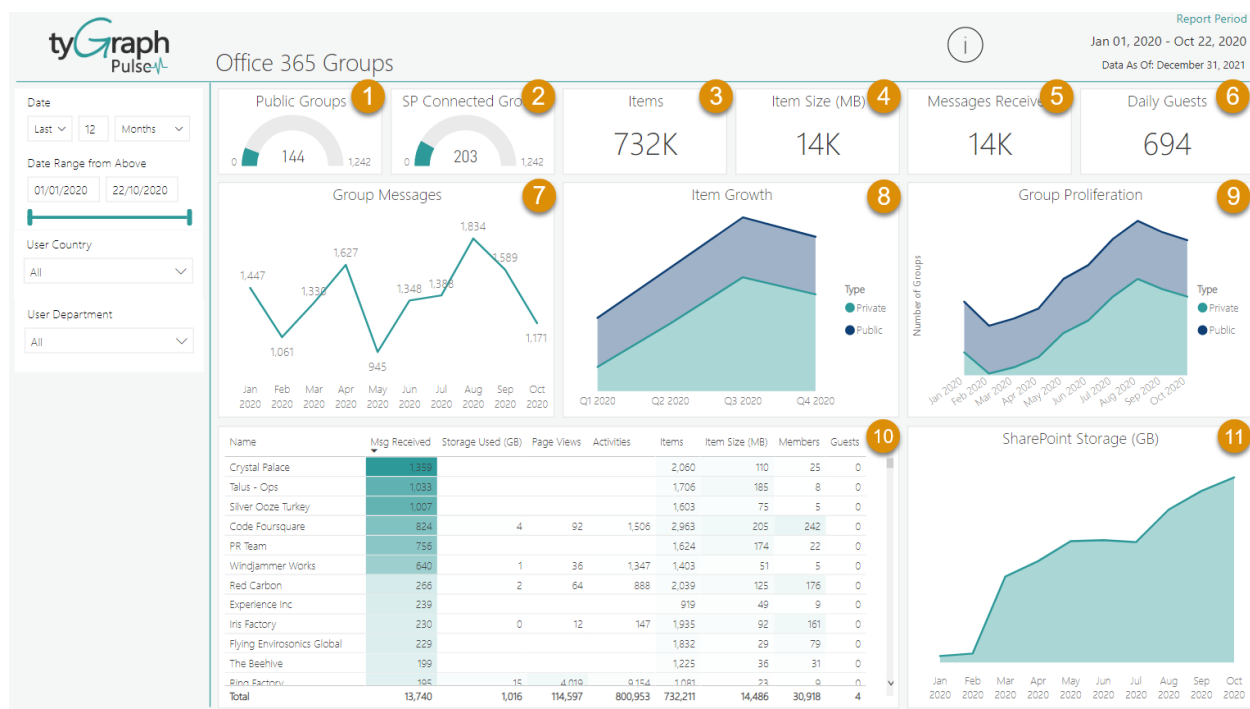
OneDrive Usage

1. **Active OneDrives** - Compares active OneDrive users to the total number of OneDrive users. Any OneDrive on which users viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
2. **OneDrive Consumers** - Compares active OneDrive users to licenced users. Any user with the following activities: viewed, modified, uploaded, downloaded, shared, or synced files is considered "active".
3. **File Activity** - Compares active OneDrive files to the total number of OneDrive files across all. A file is considered "active" if it has been saved, synced, modified, or shared.
4. **Storage Usage** - Compares the total amount of storage used by all users in OneDrive to the total amount storage allocated for the report period.
5. **External Sharing** - Compares the total number of externally shared OneDrive files to the total number of internally shared OneDrive files for the report period. A file share is considered "external" if the recipient is someone from outside your Office 365 subscription.
6. **Top OneDrive (Producers)** – User level summary listing of OneDrive information.
7. **OneDrive Activity** - Displays OneDrive edit/view and file sync activity across all OneDrive's.
8. **Sharing Activity** – Total OneDrive internal and external sharing activity across all OneDrive's.
9. **Top Users by Activity** – User summary of OneDrive activity including files synced, edits/views, internal shares, and external shares by member name.
10. **Storage Utilization (GB)** - Displays total OneDrive storage utilization shown by Department hierarchy across all OneDrive's.
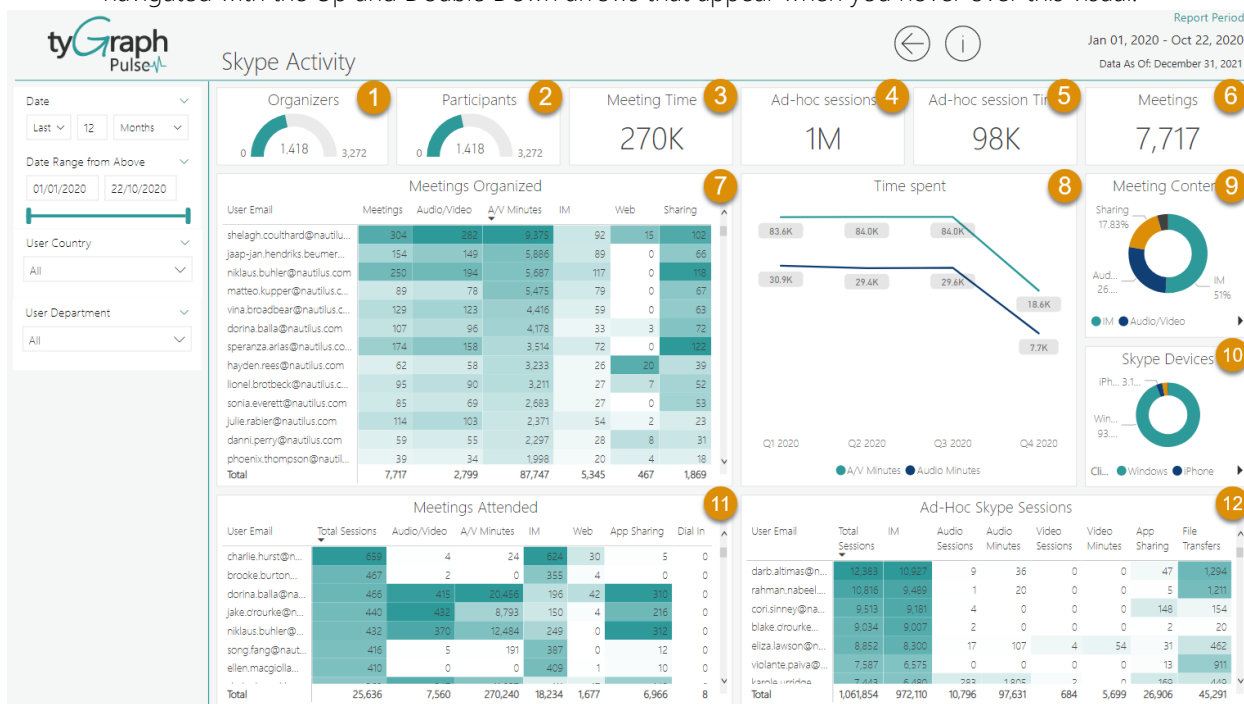
Office 365 Groups

1. **Public Groups** - Compares "Public" Groups to all Groups. A "Public" Group is visible and accessible to all users.
2. **SP Connected Groups** - Compares Groups with an associated SharePoint site to all Groups.
3. **Items** - Total number of Group email items across all Groups.
4. **Item Size (MB)** - Total Group email items size in MB across all Groups.
5. **Messages Received** - Total received emails across all Groups.
6. **Daily Guests** – Total guests that visited groups within the report period.
7. **Group Messages** - Total received emails across all Groups shown by Date hierarchy.
8. **Item Growth** - Total item growth across all Groups by Group type and shown by Date hierarchy. Group types include Private and Public Groups.
9. **Group Proliferation** - Total number of Groups by Group Type and shown by Date hierarchy. Group types include Private and Public Groups.
10. Total Group level activity. Group activity includes Msg Received, Storage Used (GB), Page Views, Activities, Items, Item Size (MB), Members and Guests.
11. **SharePoint Storage (GB)** - Displays storage consumed for SharePoint Connected Groups shown by Date hierarchy.
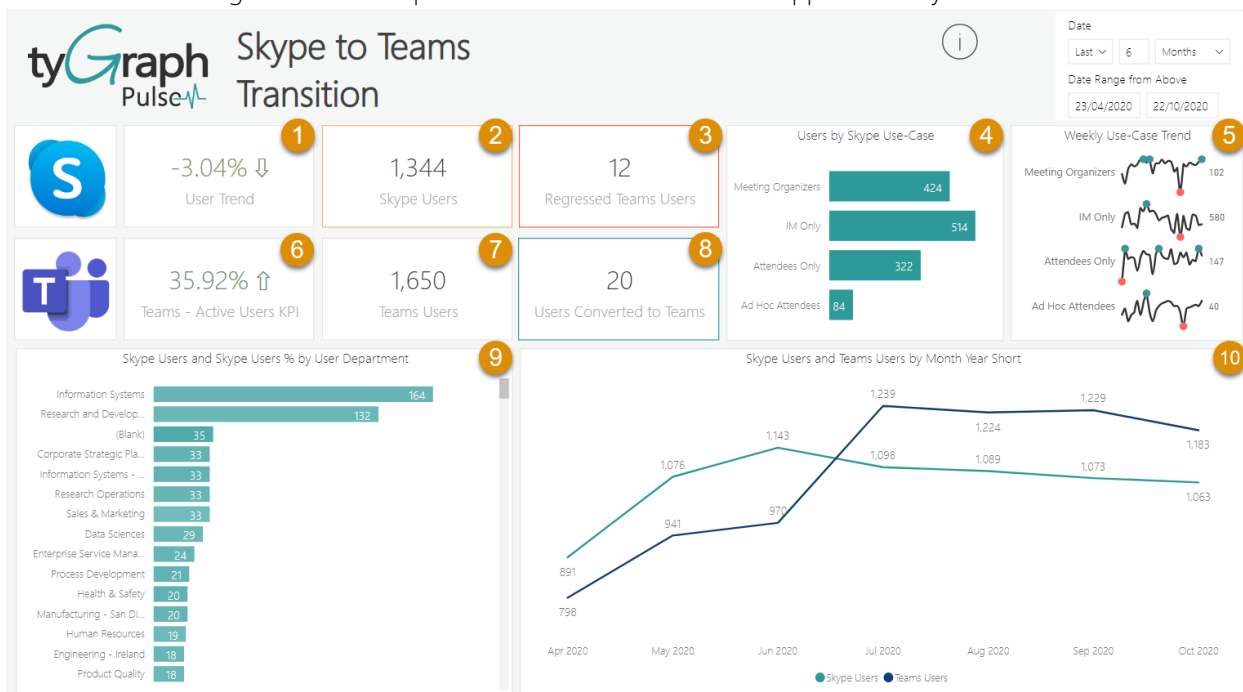
Skype Activity

1. **Organizers** – The total number of unique users who organized Skype meetings in the report period.
2. **Participants** - The total number of unique users who participated in Skype meetings in the report period.
3. **Meeting Time** - Total audio/video minutes for Skype meeting participants in the report period.
4. **Ad-hoc sessions** - Total number of unscheduled Skype sessions for the report period. Sessions include IM, audio, video, application sharing, and file transfer.
5. **Ad-hoc session Time** - Total number of unscheduled Skype audio minutes for all.
6. **Meetings** - Total number of organized Skype meetings.
7. **Meetings Organized** – User level summary listing of organized Skype meetings including meetings, audio/visual, a/V minutes, IM, web and sharing counts by all members. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
8. **Time Spent** - Total A/V Minutes and Audio Minutes for all members shown by Date hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
9. **Meeting Content** - Displays the distribution of Skype session types by all members. Session types include IM, audio/video, application sharing, web, dial-in/out - 3rd party, and dial-in/out Microsoft.
10. **Skype Devices** - Total device usage for the report period. Devices include Windows, Windows Phone, Android Phone, iPhone, and iPad.
11. **Meetings Attended** – User level summary listing of participant Skype user activity including Meetings, Audio/Video, A/V Minutes, IM, Web and Sharing. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
12. **Ad-hoc Skype Sessions** – User level summary listing of unscheduled Skype user activity. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.

Skype to Teams Transition

1. **User Trend** - The percentage change in unique users with Skype activity from the previous parallel report period to the current one.
2. **Skype – Active Users Trend** – Unique users with activity in Skype for the report period.
3. **Regressed Teams Users** – Unique users who had stopped using Skype for Teams and have now begun using Skype again.
4. **User by Skype Use-Case** - A total of users by the style that they used Skype in the report period. A user can only belong to one category. They are evaluated in the following order: Meeting Organizers, Attendees Only, Ad-Hoc Attendees, IM Only.
5. **Weekly Use-Case Trend** - The numbers will be different than on the right bar chart because a users behavior may be different week to week. The left chart is evaluated overall thereby giving a longer period where a user may have had a higher activity like attending a meeting.
6. **Teams – Active Users Trend** – The percentage change in unique users with Teams activity from the previous parallel report period to the current one.
7. **Teams Users** – Total unique active users in Teams for the report period. An active user has either had chat messages, channel messages, voice calls, or meetings.
8. **Users Converted to Teams** – Total unique users with teams activity this report period and gave up using skype in the previous report period.
9. **Skype User and Skype Users % by User Department** – Total unique Skype users by Organization hierarchy. The bar colour is the percent of skype users out of licenced users. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.
10. **Skype Users and Teams Users by Month Year Short** – Total unique Skype users by Date hierarchy. This can be navigated with the Up and Double Down arrows that appear when you hover over this visual.

Skype to Teams Traffic

1. Total Unique Skype Users by organization hierarchy.
2. **Skype – Audio Calls and Teams – Voice Call by Month Year Short** - Displays the total number of Skype audio calls and Teams voice calls by date hierarchy during the report period.
3. **Dynamic Skype Users By Use Case by Profile** - Total of users by the style that they used Skype in the report period shown by Organization hierarchy. A user can only belong to one category. They are evaluated in the following order: Meeting Organizers, Attendees Only, Ad-Hoc Attendees, IM Only.
4. **Skype – Instant Message and Teams – Private Messages by Month Year Short** - Displays the total number of Skype Instant Messages and Teams Private Messages by date hierarchy during the report period.