



# Summary of Reports



Gold Independent Software Vendor (ISV)



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# 1.0 Welcome to Nintex Analytics

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Nintex Analytics 2010 is a window into how your organization uses SharePoint, providing valuable insight into content, collaboration and performance.

The browser based online reports and dashboards are easy to use and customize, suited for everyone from system administrators and developers to end users and business owners.

- Stay in control of site and content proliferation
- Identify collaboration patterns and power users
- Plan and budget for resources, upgrades and roll-outs
- New report designer empowers everyone to create, configure or customize reports
- Share and consume report updates via subscriptions
- Meet privacy requirements with settings that can limit data exposure

Nintex Analytics 2010 is installed with two dashboard reports, fifty-four global reports, and eight site reports\* that are scoped to the site they are activated on. In addition, there are eighty-five Data Sets that additional reports can be created from, at farm or site level.

This guide provides descriptions of the installed reports and data sets.

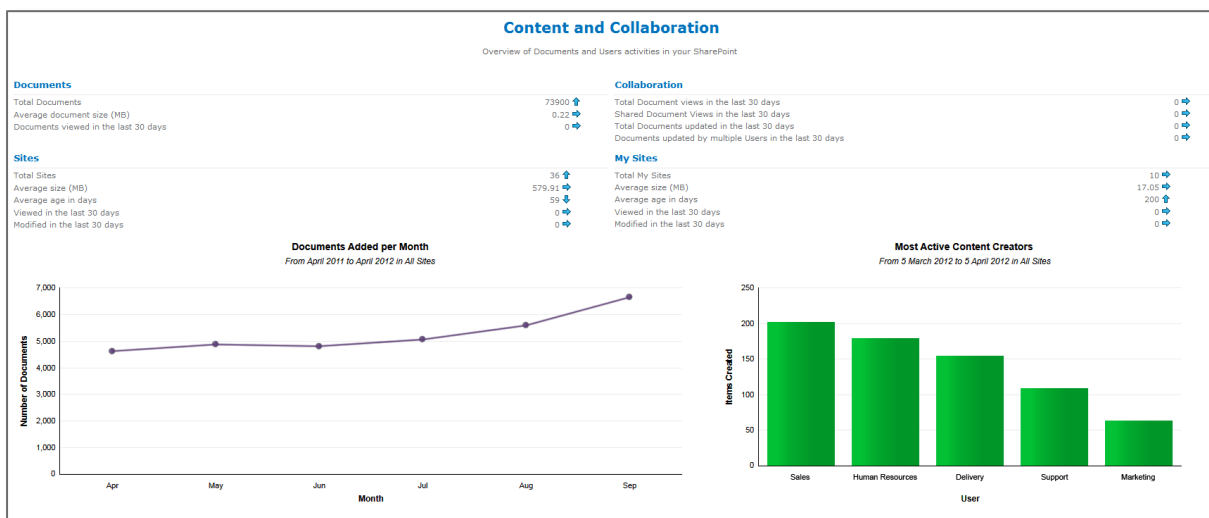
*\*Please note that these report numbers are correct as of April 2012 and permissions set per individual may limit the number of reports accessible.*

# 2.0 Nintex Analytics Global Report Center

The Global Report Center reports consist of two dashboards, and thirty-four reports listed in the Report Catalog, with a further twenty related reports that can be accessed either by drilling down from the parent report, or clicking the link in the Related Reports section.

## Dashboards

### Content and Collaboration



#### KPI's:

**Documents:** Displays the total number of documents, the average document size and the number of documents viewed in the last 30 days.

**Sites:** Displays the total number of sites, the average age in days, sites viewed in the last 30 days and the number of sites modified in the last 30 days.

**Collaboration:** Displays the total document views in the last 30 days, the shared document views in the last 30 days, the total documents updated in the last 30 days and the documents updated by multiple users in the last 30 days.

**My Sites:** Displays the total number of my sites, the average size, the average age in days, the number viewed in the last 30 days and the number modified in the last 30 days.

#### Reports:

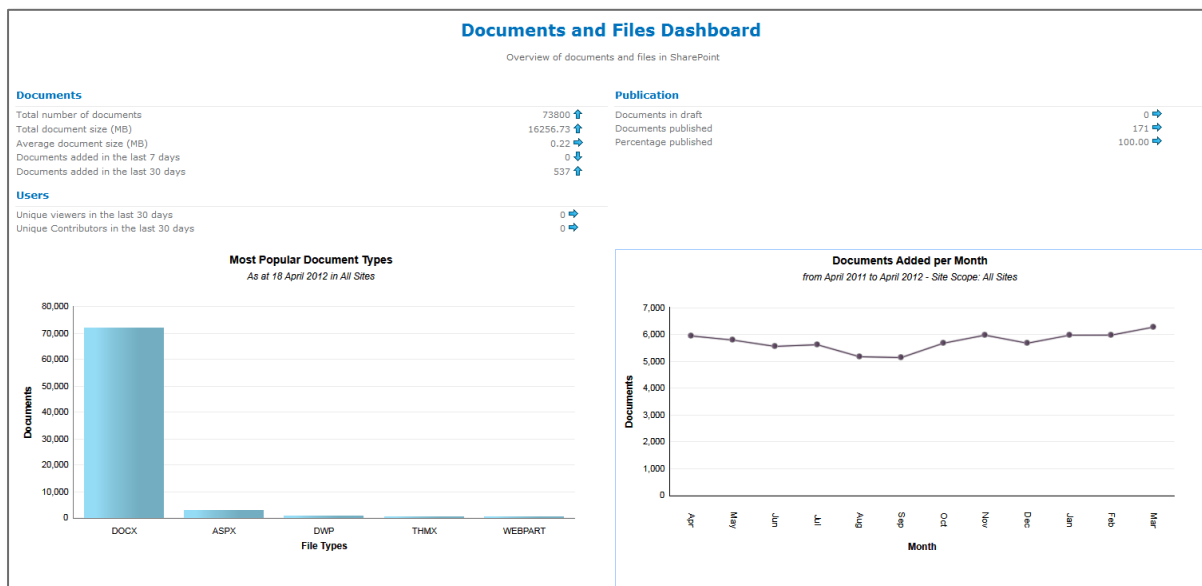
**Documents Added per Month:** Displays the number of documents added per month.

**Most Active Content Creators:** Displays the users who have uploaded and added documents.

**Document Updates per Month:** Displays the number of times that shared documents have been updated by users other than the original author, per month.

**Document Views per Month:** Displays the number of times that shared documents have been viewed by the user other than the original author, per month.

## Documents and Records



### KPI's:

**Documents:** Displays the total number of documents, the total document size, the average document size, the number of documents added in the last 7 days and the number of documents added in the last 30 days.

**Users:** Displays the unique viewers in the last 30 days and the unique contributors in the last 30 days.

**Publication:** Displays the documents in draft, the documents published and the percentage published.

### Reports:

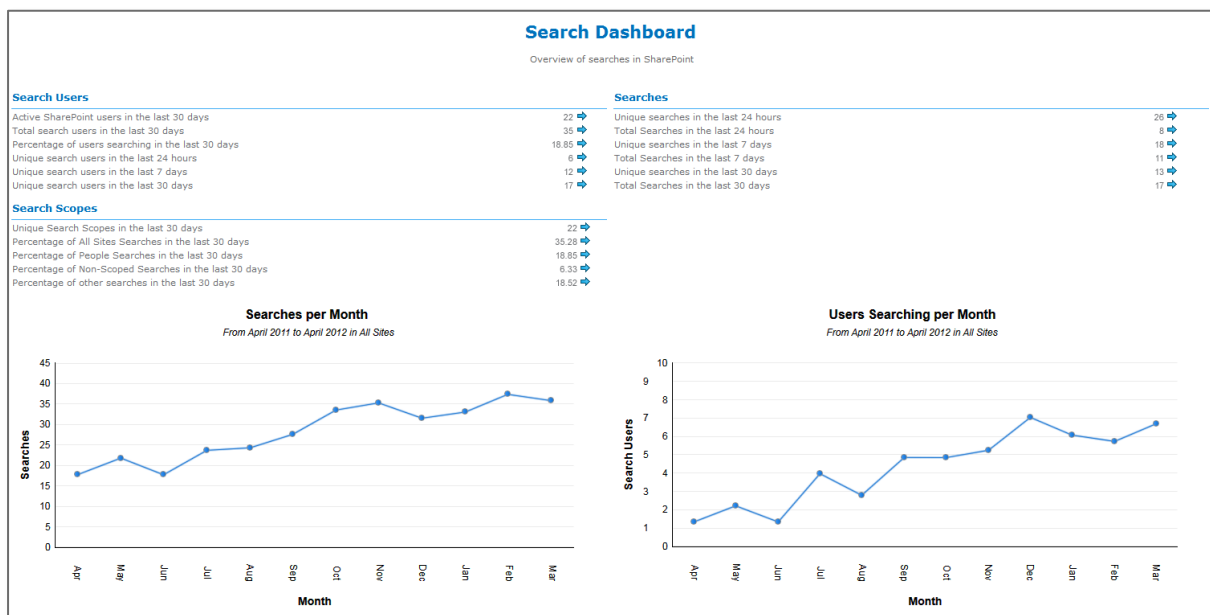
**Most Popular Document Types:** Displays the total number of documents and total size of documents in each file type.

**Documents Added per Month:** Displays the number of documents that have been added per month.

**Users by Level of Contribution:** Displays all users ordered by their level of contribution (update, delete, undelete, check in and move).

**Publication Levels:** Displays number of documents in checked out, draft or published state.

## Search



### KPI's:

**Search Users:** Displays the active SharePoint users in the last 30 days, the total search users in the last 30 days, the percentage of users searching in the last 30 days, the unique search users in the last 24 hours, 7 days and 30 days.

**Search Scopes:** Displays the search scopes in the last 30 days, the percentage of all sites searches in the last 30 days, the percentage of people searches in the last 30 days, the percentage of non-scoped Searchers in the last 30 days, the percentage of other searches in the last 30 days.

**Searches:** Displays the unique searches in the last 24 hours, the total searchers in the last 24 hours these are repeated showing the last 7 and 30 days.

### Reports:

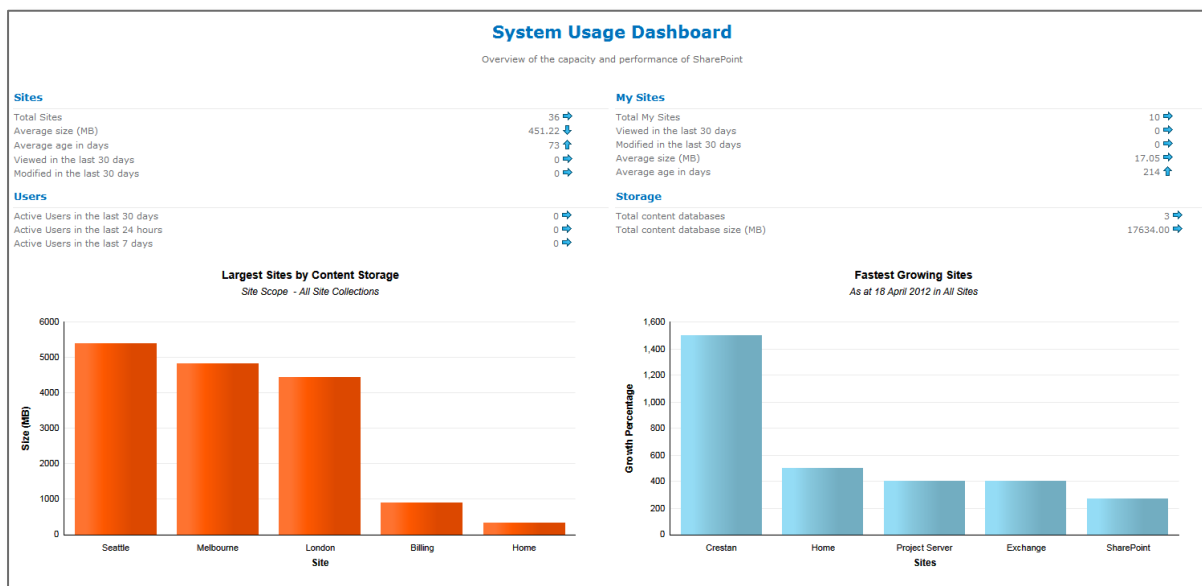
**Search Users by Activity:** Displays search users ordered by the number of times they have executed search.

**Users Searching per Month:** Displays the number of users executing search queries per month.

**Searchers per Month:** Displays the total number of search queries executed per month.

**Most Popular Search Queries:** Displays search queries ordered by the number of times they have been used in a search.

## System Usage



### KPI's:

**Sites:** Displays the total number of sites, the average site size, and the average age in days, the number of sites viewed in the last 30 days, the number of sites modified in the last 30 days.

**Users:** Displays the number of active users over the last 30 days, 7 days, and the last 24 hours.

**My Sites:** Displays the total number of my sites, the number of my sites viewed in the last 30 days, the number of my sites modified in the last 30 days, the average my site size, and the average age in days.

**Storage:** Displays the number of content databases, and the total content database size.

### Reports:

**Largest Sites by Content Storage:** Displays total disk storage consumed by each site.

**Fastest Growing Sites:** Displays growth details of the current number of lists in each site compared to the past month.

**Content Databases by Size:** Displays disk storage consumed by each SharePoint content database, as at the selected date.

**Active Users per Month:** Displays the number of users performing views, update, add, delete, undelete, copy, move, check-in, check-out or move per month.

## Reports

### Sites and Pages

**Most Popular Pages:** Displays ASPX pages with the highest number of page hits in the last 30 days.

**Site Collections by Size:** Displays the site collection by size (the total size of documents and lists within the site collection).

**Sites by Activity:** Displays total number of actions (view, edit, add, delete, undelete, check-in, check-out and move) per site in the selected date range and site scope. Includes the related drill down report Site Activity Details.

**Sites by Document Growth:** Displays sites according to their document growth rate compared to the previous month. Includes the related drill down Site Document Details.

**Sites by Document Size:** Displays the total size of the documents for each Site, in the selected Site Collection. Includes the related drill down report to the details of the sites documents.

**Sites Created per Month:** Displays the number of sites that have been created per month. This includes the related drill down reports to the weekly and daily levels.

**Total Activity per Month:** Displays total user activity per month for the selected site scope. The default date range is from the 1st of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, hourly, and audit detail levels.

## Users

**Active Users:** Displays the latest user activity in the selected date range. The default date range is from the current day to the previous day.

**Active Users per Month:** Displays the total number of user activities (view, edit, add, delete, undelete, check in, check out and move) per month for the selected site scope. The default date range is from the start of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, and hourly levels.

**Content Creators:** Displays Users who have created the most documents in the selected date range, within the selected site scope. The default date range is from the current day to one month earlier. Includes a related drill down report to see the details of the documents created by the selected user.

**Content Creators per Month:** Displays the number of users creating documents per month for the selected site scope. The default range is from the 1st of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, hourly, and audit detail levels.

**Users by Level of Activity:** Displays all users ordered by their level of activity (view, edit, add, delete, undelete, check in, check out and move). Include related drill down report User Activity Details.

**Users by Level of Contribution:** Displays all users ordered by their level of contribution (update, delete, undelete, check in and move) in the selected date range, within the selected site scope. The default date range is from the current day to one month earlier. The table also displays the number of each type of contribution made. Note: the “Updates” type includes “create” and “upload” events.



## Content

**Documents Downloads per Month:** Displays the number of documents downloaded per month within the selected site scope. The default date range is from the start of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, and hourly levels.

**Document Publication Levels:** Displays the proportion of documents in Checked out, Draft or Published state within the selected site scope, as at the last collector run.

**Documents Added per Month:** Displays the number of documents added per month within the selected site scope. The default date range is from the start of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, hourly, and audit detail levels.

**Document by File Types:** Displays total number of documents and total size of documents in each file type eg. aspx, pdf, jpg as at the time the collector last run. Includes related drill down report to the details of the related file types.

**Documents by Level of Activity:** Displays documents ordered by their level of total activity (view, update, delete, undelete, check in, check out and move) in the selected date range, within the selected site scope. The default date range is from the previous twelve months earlier.

**Documents in Draft:** Displays a listing of all documents currently in draft, the number of days since each document was modified, and the number of major and minor versions.

**Unpublished Documents per Site:** Displays details of the documents in unpublished state within sites.

## Collaboration

**Document Updates per Month:** Displays the number of document updates by users other than the original author, within the selected site scope. The default date range is from the first of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, and hourly levels.

**Document Views per Month:** Displays the number of times documents are viewed by users other than the original author, within the selected site scope. The default date range is from the first of the current month to twelve months earlier. Includes related drill down reports to the weekly, daily, and hourly levels.

**Document Views vs Updates:** Displays the number of shared document views versus number of shared document updates, within the selected site scope. The default date range is from the current day to one month earlier.

## Lists and Discussions

**Discussion Boards:** Displays the number of Discussion Board Lists and threads per site.

**List Creators:** Displays the number of lists created by each user, within the selected site scope.

**List Growth by Site:** Displays the growth details of the current number of lists in each site compared to the past month.

**Lists Created per Month:** Displays the number of Lists and Libraries created per month, within the selected site scope. The default date range is from the current day to six months earlier. Includes related drill down reports to the weekly, daily, and hourly levels.

## Storage and Capacity

**Content Database by Size:** Displays disk storage consumed by each SharePoint content database, as at the selected date.

**Content Storage by Site:** Displays total disk storage consumed by each site, as at the last collector run.

**Document Storage per Month:** Displays the total disk storage consumed by documents per month.

## System Performance

**CPU Usage:** Displays average SharePoint CPU usage of all servers per hour on the selected day.

**Memory Usage:** Displays the total memory usage of all servers across all farms per hour on the selected day.

## Search Activity

**Search Activity per Month:** Displays the total number of search queries executed per month, within the selected site scope. The default date range is from the start of the current month to twelve months earlier. Includes related drill down reports to weekly and daily.

**Search Queries by Popularity:** Displays search queries ordered by the number of times they have been used in searches.

**Search Scopes by Popularity:** Displays search scopes ordered by the number of times they have been used in searches.

**Search Users by Activity:** Displays the total number of users executing search queries per month, within the selected site scope. The default date range is from the start of the current month to twelve months earlier.

**Search Users per Month:** Displays the Users who have executed the most searches, as at the last collector run.

## Workflow

**Approver Performance:** Displays statistics on each workflow approver, including the number of assigned workflows and response times.

**Completed Workflows:** Displays Nintex Workflow instances that are completed.

**Unusually Long Running Workflows:** Displays Nintex Workflow instances where the duration is longer than other instances of the same definition.

**Workflow Statistics:** Displays statistics on completed instances (runs) for each Nintex Workflow definition.

**Workflow Usage Growth:** Displays the number of Nintex Workflows initiated per month.

**Workflows by Department:** Displays the number of Nintex Workflow instances by department.

**Workflows by Job Title:** Displays the number of Nintex Workflow instances by job title.

**Workflows by List:** Displays the number of Nintex Workflow instances by list.

**Workflows by Location:** Displays the number of Nintex Workflow instances by location.

**Workflows by Site:** Displays the number of Nintex Workflow instances by site.

**Workflows by State:** Displays the number of Nintex Workflow instances by state.

**Workflows in Error:** Displays Nintex Workflow instances that are in an errored state.

**Workflows in Progress:** Displays Nintex Workflow instances that are still in progress.

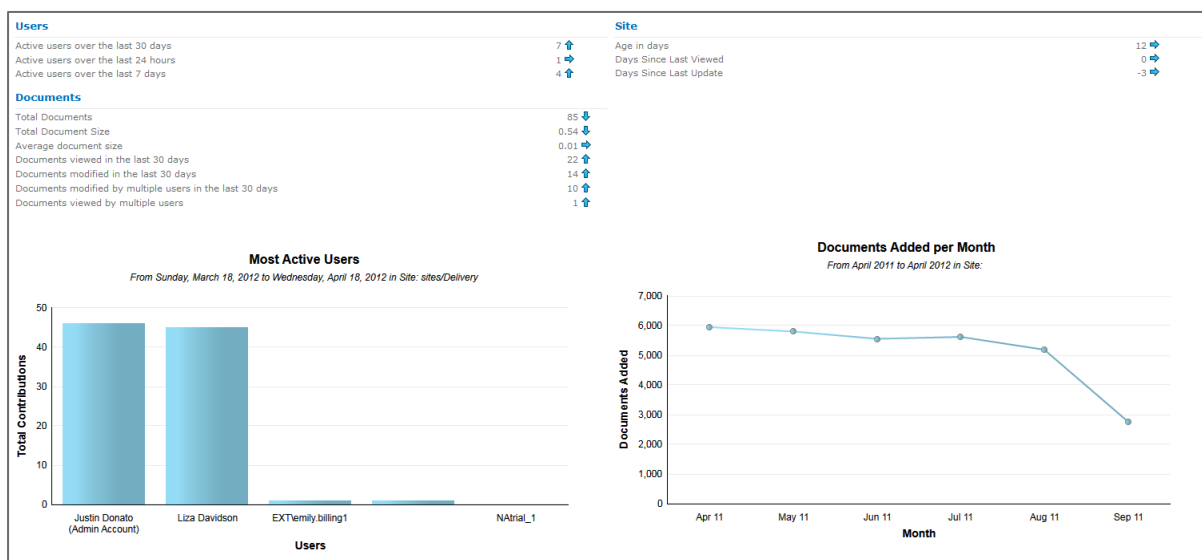
## 3.0 Nintex Site Analytics Report Center

The Site Analytics reports are scoped to the site they are activated on. The installed reports consist of one dashboard and seven reports listed in the Report Catalog, and a related report that can be accessed either by drilling down from the parent report, or clicking the link in the Related Reports section.

*Note: Nintex Site Analytics reports have not been scheduled by default. The reports will run when opened in the Report Viewer, however, a schedule must be activated in order to enable subscriptions or embedding the report in a Dashboard or WebPart page.*

### Dashboards

#### Site Statistics



#### KPI's:

**Users:** Displays the number of active users over the last 30 days, 7 days, and the last 24 hours.

**Documents:** Displays the total number of documents in the site, the total Document Size, the average document size, the number of documents viewed in the last 30 days, the number of documents modified in the last 30 days, the number of documents modified by multiple users in the last 30 days, and the number of documents viewed by multiple users.

**Sites:** Displays the age of the site in days, number of days since the site was last viewed, and the number of days since last updated.

#### Reports:

**Active Users per Month:** Displays the total number of users and user activities (view, update, add, delete, undelete, copy, check in, check out or move) per month.

**Documents Added per Month:** Displays the number of documents that have been added per month.

**Most Active Users:** Displays all users ordered by their level of contribution (update, delete, undelete, check in and move).

**Most Active Documents:** Displays documents ordered by their level of total activity (view, update, delete, undelete, check in, check out and move).

Users		Site	
Active users over the last 30 days	0	Age in days	10
Active users over the last 24 hours	0	Days Since Last Viewed	0
Active users over the last 7 days	0	Days Since Last Update	10
Documents			
Total Documents	159		
Total Document Size	1.49		
Average document size	0.01		
Documents viewed in the last 30 days	0		
Documents modified in the last 30 days	0		
Documents modified by multiple users in the last 30 days	0		
Documents viewed by multiple users	0		

## Site Reports

### Sites and Pages

**Site Activities:** Displays a list of activities (view, update, add, delete, undelete, copy, move, check in, check out) which occurred in the selected site.

**Site Users:** Displays the most recent date each user viewed or updated content.

**Total Site Activities:** Displays the number of activities (view, update, add, delete, undelete, copy, move, check in, check out) per hour.

### Users

**Active Users per Month:** Displays the total number of users and user activities (view, update, add, delete, undelete, copy, check in, check out or move) per month.

**Users by Level of Contribution:** Displays all users ordered by their level of contribution (update, delete, undelete, check in and move).

### Content

**Documents Added per Month:** Displays the number of documents that have been added per month.

**Documents by Level of Activity:** Displays documents ordered by their level of total activity (view, update, delete, undelete, check in, check out and move).

### Storage & Capacity

**Document Storage per Month:** Displays the total disk storage consumed by documents per month.

## 4.0 Data Sets

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Data Sets are pre-defined data frameworks (containing columns, permissions, parameters and filters) used to query the data warehouse and provide data for the reports. The following Data Sets are configured for Global and Site Report Center use when Nintex Analytics is installed.

**Activity:** Displays total user activity over a specified time period.

**Audit Events:** Displays SharePoint audit events and date of the event for specific items.

**Content Creator Growth:** Displays the number of unique users creating documents over a specified time period.

**Content Creators:** Displays the number of items created by each user.

**Content Creators Detail:** Displays details of documents created by a specified user.

**Content Database Growth:** Displays disk space required to backup content databases over a specified time period.

**Content Databases:** Displays the size of each content database.

**Content Type Hierarchy:** Displays the root content types and the number of immediate child content types.

**Content Type Hierarchy Detail:** Displays the specified content type and the number of immediate child content types.

**Content Type List Item Usage:** Displays the number of List items associated with each content type.

**Content Type List Item Usage Detail:** Displays the List items associated with a specified content type.

**Content Type List Usage:** Displays the number of Lists associated with each content type.

**Content Type List Usage Detail:** Displays the Lists associated with a specified content type.

**Content Type Workflow Creators:** Displays the number of content type workflow associations created by each user.

**Content Type Workflow Creators Detail:** Displays content type workflow associations created by a specified user.

**Content Types:** Displays the number of List items assigned to each content type.

**Content Types Detail:** Displays the List items assigned to a specified content type.

**Contributions:** Displays user contributions over a period of time, grouped by type of contribution.

**Contributors:** Displays the total activities of each user over a period of time.

**Contributors Detail:** Displays the activities of a specified user over a period of time.

**Discussion Boards:** Displays the number of Discussion Board Lists and List items.

**Discussion Boards Detail:** Displays the number of List items per Discussion Board.

**Document Change Count:** Displays the number of documents compared to a specified time period.

**Document Change Count Detail:** Displays a list of all the documents in a specified site scope.

**Document Downloads:** Displays the number of documents downloaded over a specified time period.

**Document File Types:** Displays document count and volume by file extension.

**Document File Types Detail:** Displays details of documents with a specified file extension.

**Document Growth:** Displays the number of documents created over a specified time period.

**Document Growth Detail:** Displays details of documents for a specified site.

**Document Publication Level:** Displays the number of documents in draft, checked out, or published status.

**Documents Deleted:** Displays details of deleted documents.

**Documents in Collaboration Detail:** Displays details of documents updated by non-authors over a specified time period.

**Documents in Collaboration Growth:** Displays the number of documents updated by non-authors over a specified time period.

**Documents in Draft:** Displays details of documents at draft publication level.

**Documents Shared Growth:** Displays the number of documents viewed by non-authors over a specified time period.

**Document Storage Growth:** Displays disk space occupied by documents over a specified time period.

**Documents Unpublished:** Displays details of documents for which no major version exists.

**Document Views Versus Updates:** Displays the number of documents viewed versus updated.

**List Change Count:** Displays changes in the number of Lists over the specified time period.

**List Creators:** Displays the number of Lists created by each user.

**List Growth:** Displays the number of Lists created over a specified time period.

**List Workflow Creators:** Displays the number of List workflow associations created by each user.

**List Workflow Creators Detail:** Displays List workflow associations created by a specified user.

**Most Active Users:** Displays users with the most views or updates over a period of time.

**Most Popular Documents:** Displays the most used documents over a period of time.

**My Site Last Access:** Displays the most recent date each mysite was accessed.

**Nintex Workflow - Workflow Approver Performance:** Displays Workflow Approver Performance.

**Nintex Workflow - Workflow Authors:** Displays number of Nintex Workflows created by each User.

**Nintex Workflow - Workflow Authors Detail:** Displays Workflows created by a User.

**Nintex Workflow - Workflow Instances:** Displays Nintex workflow instances in different States i.e. In Progress, Errored, Long Running.

**Nintex Workflow - Workflow Instances Grouped by SharePoint:** Displays workflows grouped by SharePoint.

**Nintex Workflow - Workflow Instances Grouped by User Profile:** Displays Workflow Instances Grouped by User Profile.

**Nintex Workflow - Workflow Statistics:** Displays statistics about completed instances of each Nintex workflow definition.

**Nintex Workflow - Workflow Usage Growth:** Displays the workflow growth.

**Page Hits:** Displays the number of views for each aspx page.

**PerfMon Report:** Displays performance monitor values for a specified counter.

**PerfMon Report Detail:** Displays detailed performance monitor values for a specified counter.

**Search Events Detail:** Displays all search actions carried out.

**Search Queries:** Displays the most popular search queries.

**Search Query Growth:** Displays the number of unique search queries over a specified time period.

**Search Query Users:** Displays the number of searches executed by each user.

**Search Scopes:** Displays the most commonly used search scopes.

**Search User Growth:** Displays the number of unique users using search over a specified time period.



**Site Audit Settings:** Displays audit settings for a site collection.

**Site Collections by Size:** Displays Site Collections ordered by their size.

**Site Collections by Visits:** Display Site Collections ordered by number of visits.

**Site Collection Size:** Displays the size of each site collection according to Documents and List items.

**My Site Last Access:** Displays the most recent date each MySite was accessed.

**Stale Sites:** Displays each site collection and the last modified date.

**SharePoint Implementation Summary Statistics:** Displays a report overview of SharePoint implementation within the organization.

**IT Manager Summary Statistics:** Displays a report overview of IT kpis.

**Organizational Collaboration Summary Statistics:** Displays a report overview of organizational collaboration.

**Document Usage Summary Statistics:** Displays a report overview of document usage across all sites.

**Search Usage Summary Statistics:** Displays a report overview of search usage.

**Key System Measures Summary Statistics:** Displays a report overview of key system measures.

**Usage for Specified Site Summary Statistics:** Displays a report overview of SharePoint usage for a specified site.

**Site Size:** Displays site size estimate according to documents (count and size) and Lists (Lists and List items).

**Site Files Detail:** Displays details of documents for a specified site.

**Site Growth:** Displays the number of sites created over a specified time period.

**Site Last Access:** Displays the most recent date each site was accessed or modified.

**Site Lists:** Displays the number of Lists and List items for each site.

**Site Lists Detail:** Displays details of each List and its List items for a specified site.

**Site Popularity:** Displays the total number of user actions for each site over a specified time period.

**Site Size Rollup:** Displays a rollup view of site size estimate.

**Site Templates:** Displays the number of sites assigned to each template.

**Site Templates Detail:** Displays sites assigned to a specified site template.

**Unique User Growth:** Displays the number of unique users over a specified time period.

**Unique Users:** Displays the number of actions for each unique user over a period of time.

**Unique Users Growth Detail:** Displays details of unique users for a specified time period.

**User Last Access:** Displays the most recent date each user viewed or updated content.

**User Listing:** Displays users based on Active Directory or SharePoint profile database attributes.

**Weighted Site Popularity:** Displays site popularity adjusted according to age of events.

**Workflow Associations per List:** Displays the number of workflows per List.

**Workflow Associations per List Detail:** Displays details of workflows for the specified List.