



NINTEX[®]
Reporting
2008

Report Overview

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Welcome to Nintex Reporting

Nintex Reporting is a server-based reporting tool that allows you to monitor, audit, and gain valuable insight from the content and activity information contained within your Microsoft SharePoint portal. An innovative product custom designed from the ground up, Nintex Reporting gives you unprecedented power to explore workplace usage, trends and behaviors. With Nintex Reporting, everyone from system administrators to business owners can access online reports and key information dashboards targeted to their role.

Visually and functionally, Nintex Reporting surpasses the traditional reporting experience, providing appealing, interactive web-based charts which utilize the power of Microsoft's advanced Silverlight technology. Users can hover over a data point to focus on specific information, click on a bar to drill-down to finer detail or scroll through pages of data in an instant, all without needing to install special charting software.

Nintex Reporting includes an extendable range of summary statistics and views built around specific information consumer scenarios, such as *IT Manager*, *Implementation Manager*, and *Knowledge Manager*. Dashboards specially tailored for these roles include roll-ups and drill-down reports that enable navigation through layers of data, and interactive reports that make it easy to alter comparison data live in the models at run-time. In addition, rich synopsis information on such topics as site activity and document collaboration is provided through statistical summary panels targeted to the various report consumers.

SECTION ONE

Nintex Reporting for Implementation Managers

Benchmark the success of your SharePoint rollout

One of the key objectives of any SharePoint rollout is to empower users and free IT from day-to-day administration to focus on bigger issues. Nintex Reporting helps businesses analyze the progress of a SharePoint rollout against goals, measure user skills and uptake of the new system, and provide tools that let implementation managers drill-down to assess their success. Some specific activity benchmarks include analyzing the level of collaboration, who is using the portal, and which sites are the most popular.

Get the facts on use and collaboration

Understand Usage

Understanding who is using your new SharePoint portal, and how they are using it, is important to know when assessing the success of your implementation project. The *Documents* and *Team Sites* roll-up summaries can disclose some important trend information about the ways in which your SharePoint site is being used.

The Documents summary

Documents

Total documents	74,391	↓
Documents viewed in the last 30 days	95	↓
Documents modified in the last 30 days	34	↓
Documents modified by multiple users in the last 30 days	1	↑
Average document size	0.04 MB	→

The *Documents* roll-up summary gives you information about:

- The total number of documents stored in the portal.
- The number of those documents which have been viewed in the last 30 days.
- The number of documents which have been modified in the last 30 days.
- The number of documents which have been modified by more than one user in the last 30 days.
- The average size of documents in the portal.

Document use is a crucial metric to be considered in assessing the success of a SharePoint rollout. Increases in the number of documents stored in your SharePoint portal show not only that your organization's users have the skills necessary to create document libraries and upload documents into your portal, but that there has been a user acceptance of the benefits of storing their intellectual property and other corporate knowledge in your new system.

If your business goal in implementing SharePoint was to increase the amount of collaboration across your organization, you'll be wanting to keep an eye on the *Documents viewed in the last 30 days* statistic to ensure that your SharePoint environment is being used as a "live" collaboration space, where people go to share information, and that the portal does not simply become a "dead" archive of unused documents.

Comparison of the number of *Total documents* stored in your portal against the number of *Documents modified by multiple users* can give you an idea of the degree to which collaboration

is happening in your organization. Large numbers of documents and with very low numbers of multiple user modification suggest that, while your users may have adopted your new portal, information is still “siloeed” in the organization, with little sharing of knowledge amongst individuals and across teams. Moreover, this trend shows that the opportunity to use SharePoint specifically as a collaboration space – using the targeted SharePoint project, team and document collaboration tools – has been lost, or underutilized. As an implementation manager, you can use the real-time power of this dashboard information to identify these trends during the early stages of portal roll-out, and take the steps necessary within the organization to promote the benefits of collaboration, *before* unhealthy or unproductive work patterns become ingrained in your organization’s users or business culture.

The Team Sites summary

Team Sites

Total team sites	1,374	↔
Viewed in the last 30 days	14	↓
Modified in the last 30 days	7	↓
Average size	2.35 MB	↔
Average age in days	866	↑

The *Team Sites* roll-up summary gives you information about:

- The total number of team sites on your portal
- The number of team sites accessed in the last 30 days
- The number of sites modified in the last 30 days
- The average size of each team site, and
- The average age of each team site

The *Team Sites* summary gives you the most up-to-date information about the number of team sites on your SharePoint portal, how large they are, how often they are used and how frequently they are updated. Compare the *Viewed in the last 30 days* statistic against the *Total Team Sites* to find out exactly what percentage of your portal is actually being used by employees in your organization. *Modified in the last 30 days* gives you a good idea about how up-to-date your portal is, across the board.

Examine Trends

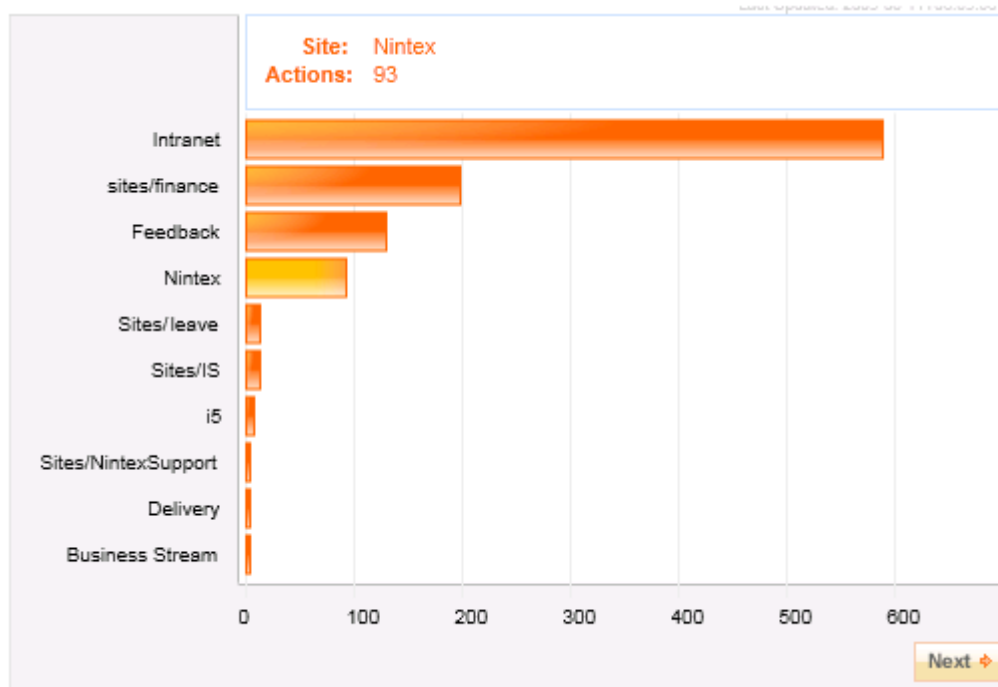
The Users summary

Users

Active users over the last 30 days	4	↑
Active users over the last 24 hours	0	↓
Active users over the last 7 days	4	↑

At a very fundamental level, the *Users* summary gives you some raw information about how popular your SharePoint portal has been over the last month, the last week, or the last 24 hours. Use this summary to quickly see if portal use is trending up or down. Hovering, the mouse over the arrows will show the previous figure and indicate the increase or decrease.

The Popular Sites chart








The *Popular Sites* chart gives a good overview of the most popular team sites on your portal, calculated by the number of *site events* that have occurred on each site, over the current reporting cycle. A *site event* could be a document being uploaded to, viewed from, or updated in a SharePoint document library. Or, it could be that a new item was added to a SharePoint list or calendar, or an existing one edited. Whatever it might be, the more events (broadly speaking) which occur on a team site, the more that site is being used by employees in your organization, and the more useful that site is to your business. Clicking on any of the bars of the chart will allow you to drill-down to the *Site Activity* roll-up information panel (shown below), which gives full details of the site in question, and related additional information, such as whether any SharePoint *Site Events* have been excluded from the scope of this particular report.

Site Activity (details)

Site Activity (details)

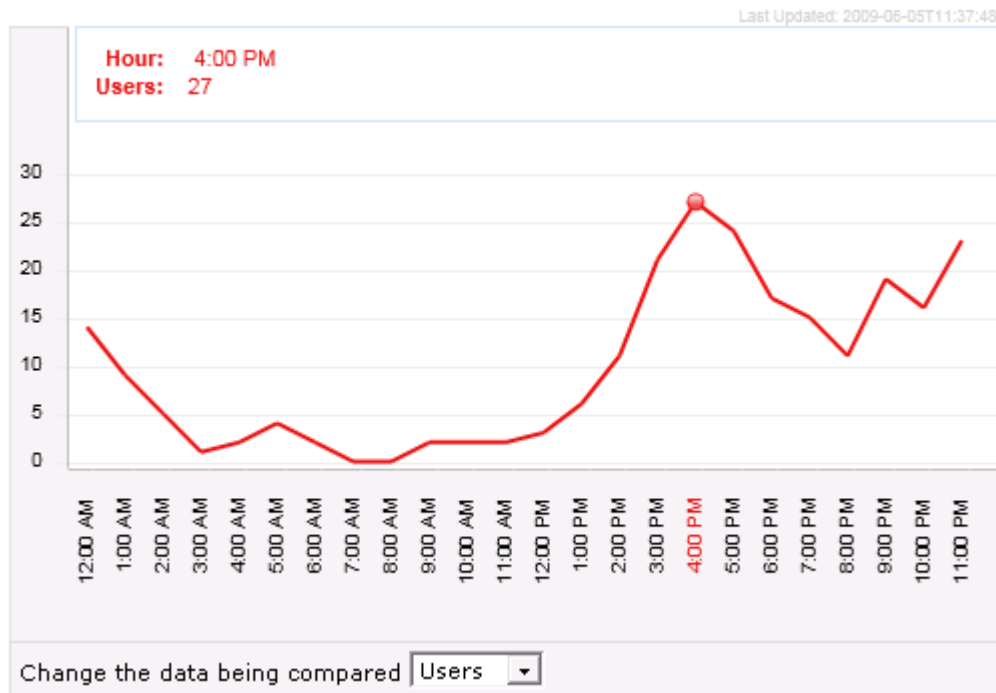
Report Parameters

- Farm [SharePoint_Config](#)
- Web Application [SharePoint - 80](#)
- Site Collection [Intranet](#)
- Team Site [Nintex](#)
- Start Date [2009-06-10 12:00 AM](#)
- End Date [2009-06-11 12:00 AM](#)
- Exclude Images [Yes](#)
- Exclude System Files [Yes](#)
- SharePoint Event [All Events](#)
- SharePoint Object [All Objects](#)
- Login Name [All Logins](#)
- Url [All Urls](#)
- Search Query [All Search Queries](#)
- Search Scope [All Search Scopes](#)
- User Filter [All](#)

Web Application	User ID	Url
SharePoint - 80	 Eden Stafford	/Sales/products/License Request/Forms/AllItems.aspx
SharePoint - 80	 Eden Stafford	/Sales/products/License Request/Forms/AllItems.aspx
SharePoint - 80	 Eden Stafford	/Sales/products/License Request/Forms/AllItems.aspx
SharePoint - 80	 Eden Stafford	/Sales/products/License Request/Forms/AllItems.aspx
SharePoint - 80	 Eden Stafford	/Sales/products/License Request/Forms/AllItems.aspx

Measure Return on Investment

The Unique Users chart



The *Unique Users* chart allows implementation managers to view the number of unique users who have used – or the number of discrete actions that have taken place on – the portal in the last 24 hours, across the entire site collection. The *Unique Users* line graph shows the number of users, or actions (set using the drop-down dialog box at the base of the chart) mapped against hourly time segments, distributed along the graph’s horizontal axis.

Clicking on any of the graph’s nodes will open a drill-down view showing the details of all the users that were using the portal at the time selected.

Unique Users (details)

Unique Users (details)

Report Parameters	
• Farm	All Farms
• Web Application	All Web Applications
• Site Collection	All Site Collections
• Team Site	All Team Sites
• Start Date	2009-06-04 4:00 PM
• End Date	2009-06-04 5:00 PM
• User Filter	All

Web Application	User†
SharePoint - 80	A Neum
SharePoint - 80	A Burns
SharePoint - 80	Grant Hay

For implementation managers, the *Unique Users* chart is an excellent way of gathering raw data which can be used to assess the level of user adoption of your new SharePoint portal, and

report the success of your implementation against the initial business case. *Unique Users* is easy to use and check often; should you find that user acceptance is under target, checking this report frequently can alert you to this trend and allow you to quickly take remedial action.

The Document Growth chart



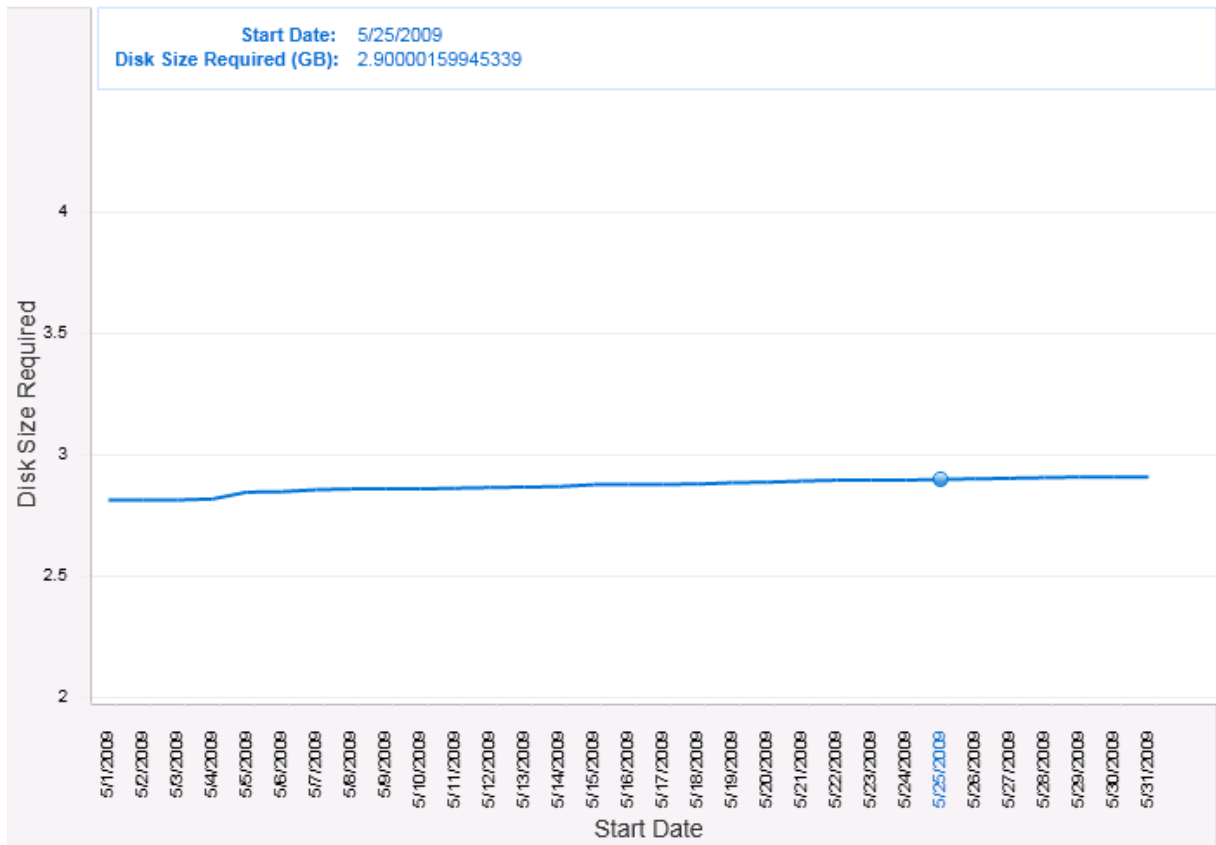
The *Document Growth* chart shows the growth in the amount of disk space required by the portal’s document collection, on a month-to-month basis. The line chart graphs the *Disk Size Required* to store the collection against a six month time sample. Moving the cursor across the length of the graph changes the summary information displayed in the top-left hand corner for each one of the graph’s node; this is the quickest way for implementation managers to get an overview of the dimension of the growth of a site collection over a sample period.

For more detailed information, clicking on a chart node will open a *Document Storage Growth* drill-down chart.

Document Storage Growth (daily)

Document Storage Growth (daily)

Report Parameters	
▪ Farm	All Farms
▪ Web Application	All Web Applications
▪ Site Collection	All Site Collections
▪ Team Site	All Team Sites
▪ Exclude Deleted Files	No
▪ Include Document Versions	Yes



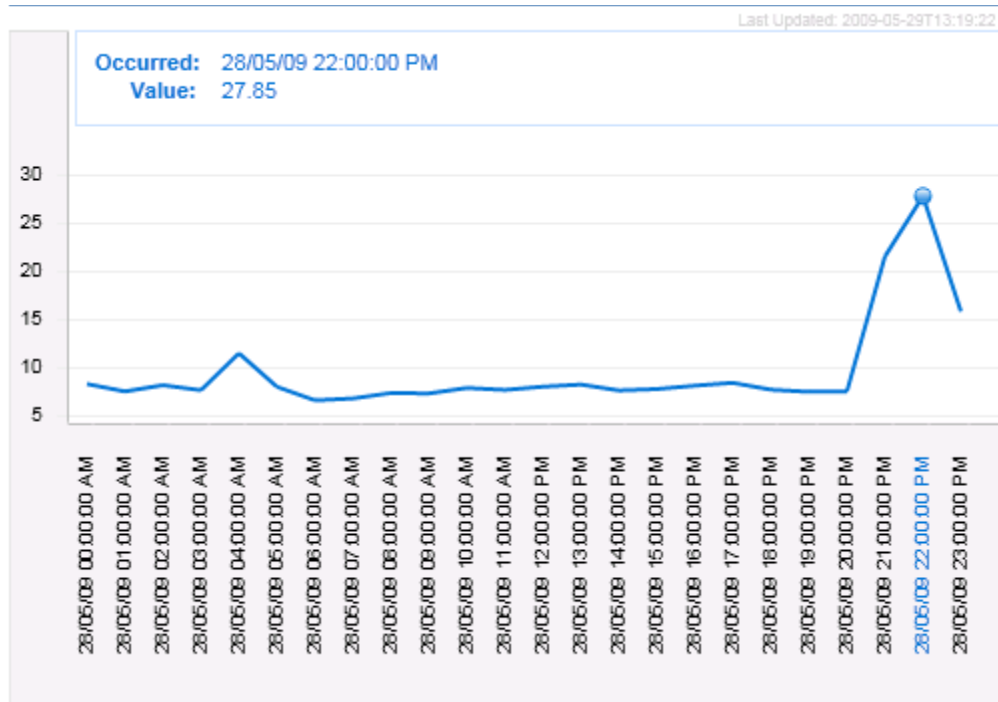
This line chart shows a month’s worth of storage growth statistics, charted day-by-day.

In addition to the line chart, the *Document Storage Growth* drill-down view provides a line-by-line summary of the disk space consumed by the site collection on any given day of the sample range.

Start Date ↑	Disk Size Required
5/1/2009	2.81 GB
5/2/2009	2.81 GB
5/3/2009	2.81 GB
5/4/2009	2.82 GB
5/5/2009	2.85 GB
5/6/2009	2.85 GB
5/7/2009	2.86 GB
5/8/2009	2.86 GB
5/9/2009	2.86 GB

System Reporting

The CPU Usage chart



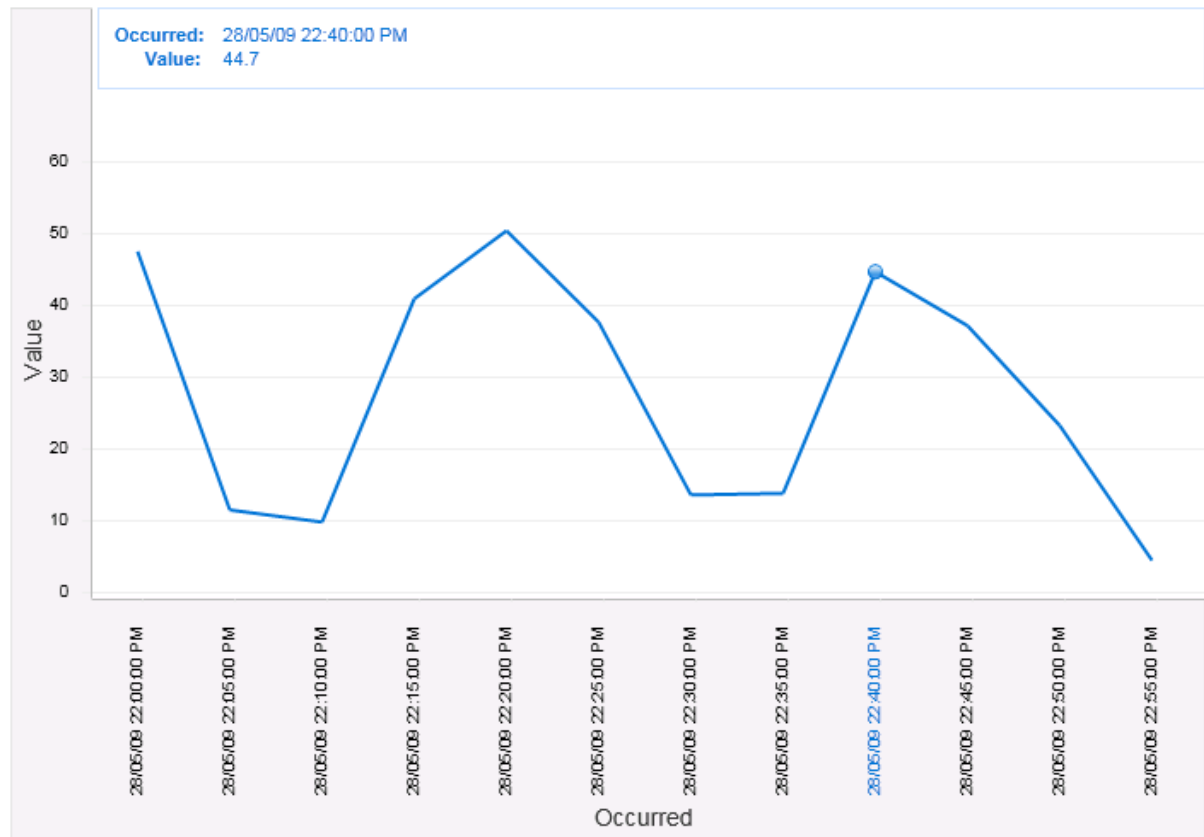
The *CPU Usage* chart allows an implementation manager to survey in fine-grained detail the relative performance of the SharePoint server hardware over a period of several hours. As with many of the line graphs, clicking on a node will open a drill-down view displaying the specific details of the performance of the server's CPU, ordered into 5 minute time intervals (by default).

Performance Counter Report

Performance Counter Report

Report Parameters

- Performance Watch Name Total CPU
- Computer All Computers
- Start Date 2009-05-28 10:00 PM
- End Date 2009-05-28 11:00 PM
- Interval 5 minutes



In addition, the drill-down view provides a line-by-line summary of the performance counter values for each of the sampled time intervals.

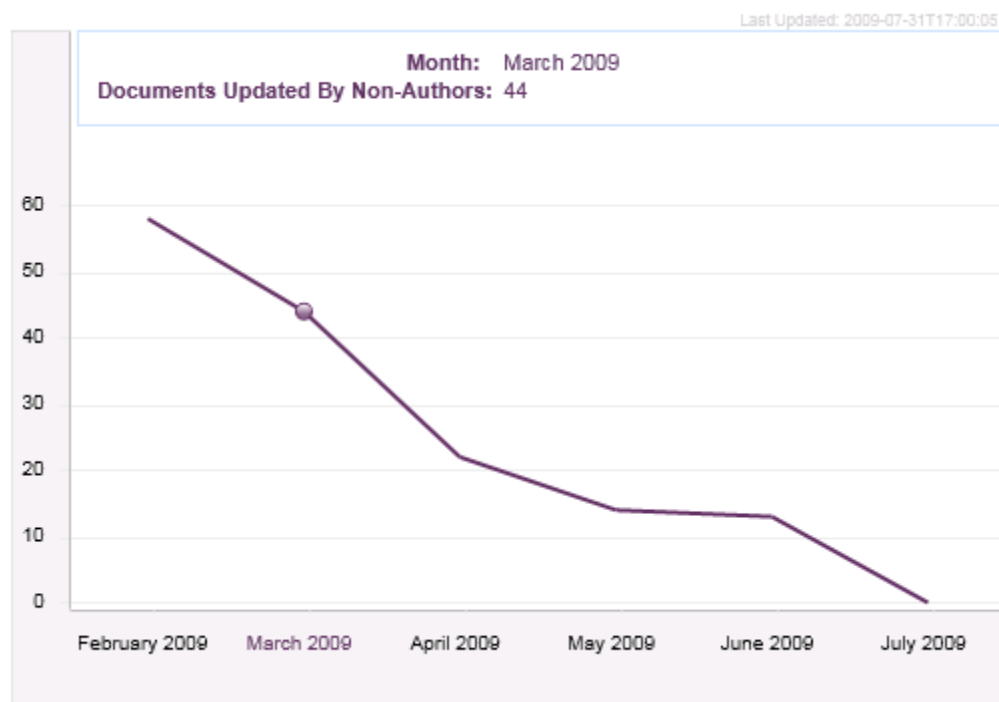
Occurred ↑	Value
28/05/09 22:00:00 PM	47.54
28/05/09 22:05:00 PM	11.52
28/05/09 22:10:00 PM	9.83
28/05/09 22:15:00 PM	40.94
28/05/09 22:20:00 PM	50.42
28/05/09 22:25:00 PM	37.69
28/05/09 22:30:00 PM	13.61
28/05/09 22:35:00 PM	13.84
28/05/09 22:40:00 PM	44.70
28/05/09 22:45:00 PM	37.19
28/05/09 22:50:00 PM	23.28
28/05/09 22:55:00 PM	4.49

Analyzing *CPU Usage* gives implementation managers some vital granular information about the periods during which the portal is under greatest load. This information can be very useful when mapped against the business context of the SharePoint environment, helping managers to build rich models of how, when and why their users are accessing their portal, in what numbers, and for what purpose.

Measure deeper user adoption and uptake trends

For a manager who must report on the success of a SharePoint implementation, there are some obvious indicators of success. As previously discussed, Nintex Reporting gives implementation managers the tools to view the number of documents on the portal, the number of users currently using the portal, and the number of users who have used the portal in the last 24 hours, in the last week, etc. Usage and storage indicators like these are useful in showing that the new SharePoint portal is being utilized in your business. However, if collaboration and the improvement of work practices is a key goal of your SharePoint rollout, it is important to analyze deeper usage trends in order to demonstrate to the enterprise that these goals are being achieved.

The Collaboration Growth chart



One of the most important indicators of user adoption of SharePoint is the growth in collaboration. An indicator of the health of enterprise collaboration is the degree to which a team works together to help grow corporate knowledge. The Nintex Reporting *Collaboration Growth* chart is an invaluable tool in measuring the growth in enterprise collaboration, by tracking the number of documents in the portal which have been updated by users who were not that document's original author.

Growth in collaboration demonstrates that the portal is being used as a platform to help knowledge development in the business. As an implementation manager, keep an eye on this metric as your SharePoint portal matures, and your user base skills-up to achieve the maximum

benefit from the platform. During the early phases of a SharePoint roll-out, in particular, it is all too easy for users to see SharePoint as a “simple” replacement for a network drive or other online archival resource. As content is migrated to SharePoint, old habits are often transferred as well – while users might find SharePoint a convenient place to store their own files, very little collaboration or sharing occurs outside these discrete “silos” of content. In time, a rich collaboration platform becomes nothing more than an expensive file share for users to store their stuff.

Check the *Collaboration Growth* chart often throughout the various phases of your roll-out project to ensure your business gets the maximum benefit from SharePoint.

The My Sites summary

My Sites

Total My Sites	2	↔
Viewed in the last 30 days	0	↔
Modified in the last 30 days	0	↔
Average size	0.44 MB	↔
Average age in days	150	↑

My Sites (available in MOSS 2007) are a great way to get new users introduced to and using SharePoint, providing them with a place to save and share their documents, tools to manage their corporate profiles, and the facility to search for, connect and collaborate with others in the business. When a new SharePoint user creates and configures a *My Site*, they immediately learn valuable SharePoint skills, with the added advantage that they have created for themselves a powerful, extensible toolset they can continue to build-out over time to achieve increased benefits from the SharePoint portal.

The Nintex Reporting *My Sites* summary gives MOSS administrators valuable insight into the number and usage of *My Sites* on their corporate portal.

The *My Sites* roll-up summary gives you information about:

- The total number of *My Sites* on your portal
- The number of *My Sites* viewed in the last 30 days
- The number of *My Sites* modified in the last 30 days
- The average size of a *My Site*

Implementation managers can keep an eye on this dashboard to gauge the growth and maturity of your users’ SharePoint skills and proficiencies.

The Content Creators summary

Content Creators	
User ID	Items Created ↓
DEMOSERVER\$	20
Nic Black	14
Ben Harris	12
Nintex Support	12
Alyssa	10

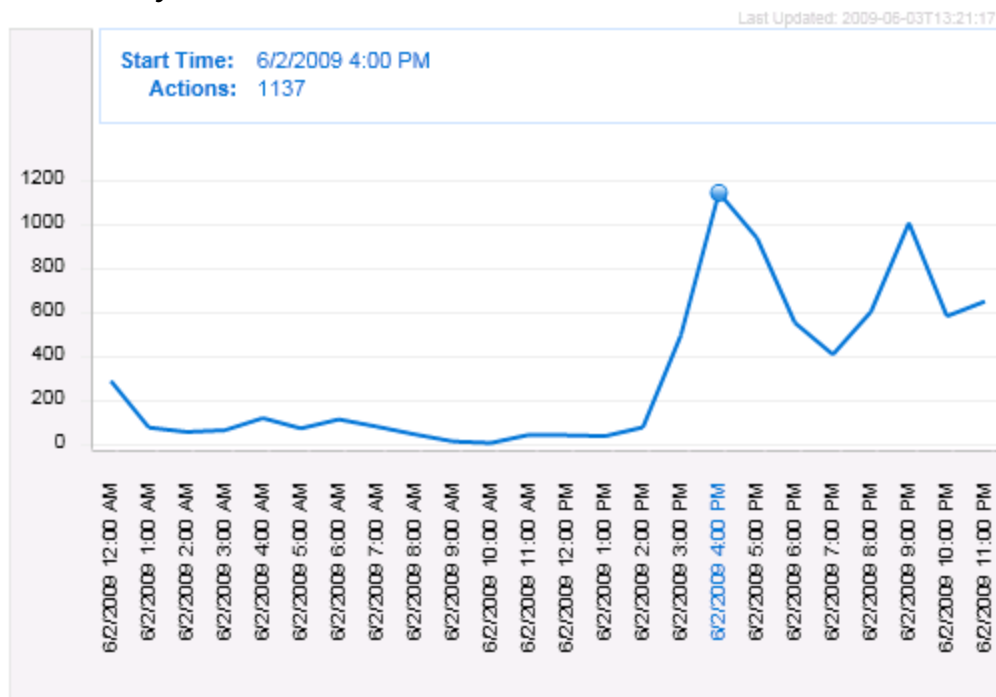
So called *Content Champions* are important to the success of your SharePoint rollout. Successful adoption by key players across your enterprise can have a powerful knock-on effect; satisfied users will evangelize to others, and help grow user acceptance of your new system. Nintex Reporting provides the *Content Creators* summary dashboard to help portal implementers identify these key individuals early on. The *Content Creators* roll-up summary gives you information about:

- Who the most active content creators on your portal are, and
- The numbers of items created, per content creator

Use the *Content Creators* summary to identify individuals who are enthusiastic about SharePoint; these people can become your partners in the implementation of your portal. Reward them with extra training and other learning resources. Keep referring to this dashboard throughout the implementation to keep an eye on the contributions (and enthusiasm) of your content champions.

Who's using it?

Site Activity chart



The *Site Activity* chart gives implementation managers a raw, real-time indication of how many people have been using your portal over the last twenty-four hour period.

Collaboration analysis

Collaboration summary

Collaboration

Shared Document Updates in the last 30 days	1	↑
Isolated Document Updates in the last 30 days	34	↓
Shared Updates Ratio in the last 30 days	2.94%	↑
Shared Document Views in the last 30 days	48	↑
Isolated Document Views in the last 30 days	95	↓
Shared Views Ratio in the last 30 days	50.53%	↑

Collaboration is an important indicator of the health of a SharePoint portal. Collaboration identifies documents on the portal which are being shared, updated and viewed by more than one person. A large proportion of documents on the portal not in collaboration indicates that your SharePoint implementation is in effective being used like a very expensive file share; if collaboration is one of the business goals of your roll-out, you will want to look closely at the *Collaboration* summary statistics to observe the effect in the business.

The *Collaboration* summary allows you to:

- Observe document activity trends across the organization: view the number of documents in collaboration (*Shared*) being updated, as compared to *Isolated* (single-user) documents
- Compare the most viewed documents: Shared or Isolated

SECTION TWO

Nintex Reporting for IT Managers

Take control of your SharePoint portal

Implementing and running a SharePoint portal can be a challenging prospect for most IT Managers. While it might be easy to install, configure and administer a small SharePoint installation, a successful rollout often sees demand increase dramatically, requiring the rapid addition of more resources to match demand. As SharePoint matures to become an integral line-of-business application, maximizing uptime and server performance becomes paramount. Nintex Reporting gives IT managers the tools to monitor the performance of their SharePoint portals in real-time, and the data to anticipate and plan for future resource or infrastructure investment.

Calculate departmental use and allocate costs

Nintex Reporting shows you which departments are using your portal's resources, and the most active users. Get the statistics you need to charge-back and cross charge for departmental use of your SharePoint portal.

Identify how your resources are used

Drill-down into the details of your content stores with Nintex Reporting statistics on file types, team site size and content database growth.

Assess system performance

Successful SharePoint rollouts often see dramatic user uptake, with a corresponding growth in storage requirements and processor load. As the SharePoint installation matures, it become harder to ensure system performance and reliability. For IT Managers keen to ensure quality and performance for their users, the real-time statistics on resource allocation and CPU usage Nintex Reporting provides are vital tools to planning and response to ensure imminent challenges are forecast and dealt with.

Justify your infrastructure investment now, plan for the future

Departmental charging & Cost Allocation

For many IT Managers, it is critical to know who the users of their SharePoint portal are, in order to recoup costs and charge departments accordingly. For this purpose, Nintex Reporting makes available tools to view the most *Popular Sites* and *Team Sites Size*.

The Popular Sites summary

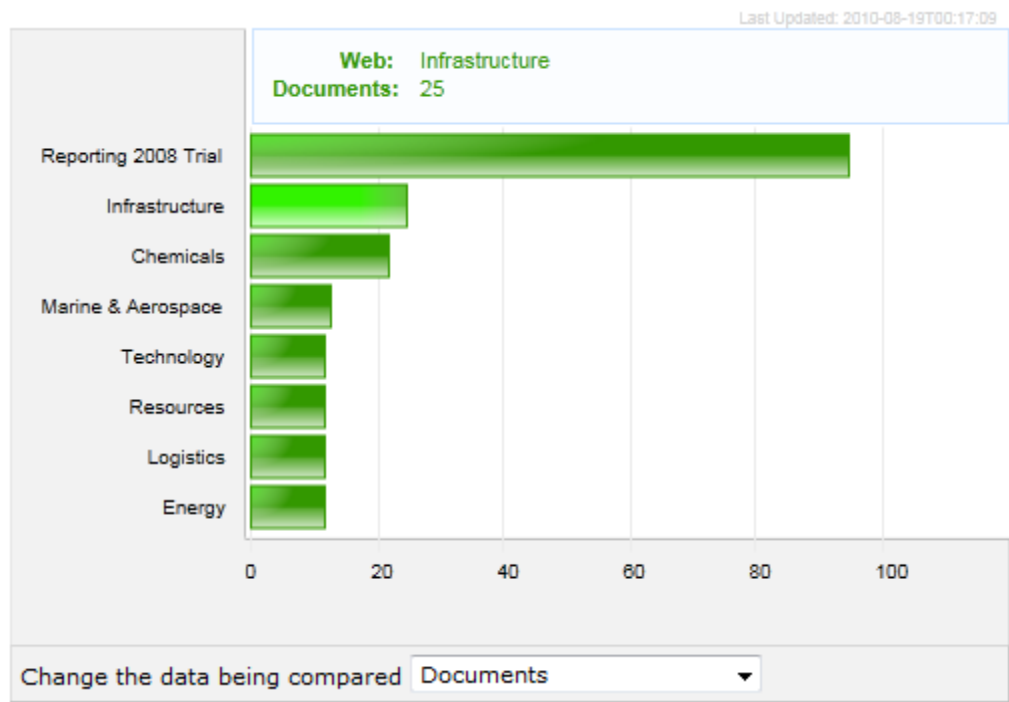
Popular Sites

Web Application	Web	Actions
SharePoint - 80	Reporting 2008 Trial	2,895
SharePoint - 80	Logistics	36
SharePoint - 80	Technology	30
SharePoint - 80	Infrastructure	29
SharePoint - 80	Chemicals	28
SharePoint - 80	Resources	9
SharePoint - 80	Energy	8
SharePoint - 80	Marine & Aerospace	7
SharePoint - 80	sales	6
SharePoint - 80	Warehousing	1

[next >](#)

The *Popular Sites* summary helps IT Managers identify which sites on their portals are the most popular, and are attracting the most traffic.

The Team Site Size chart



The *Team Site Size* Chart displays the size of the document collection for each team site. Use the *Data being compared* control to alter the data being displayed to *the number of documents*, *document size*, *the percentage of total Documents* or *the percentage of total Document Size*.

Resources consumed

Storage summary

Storage

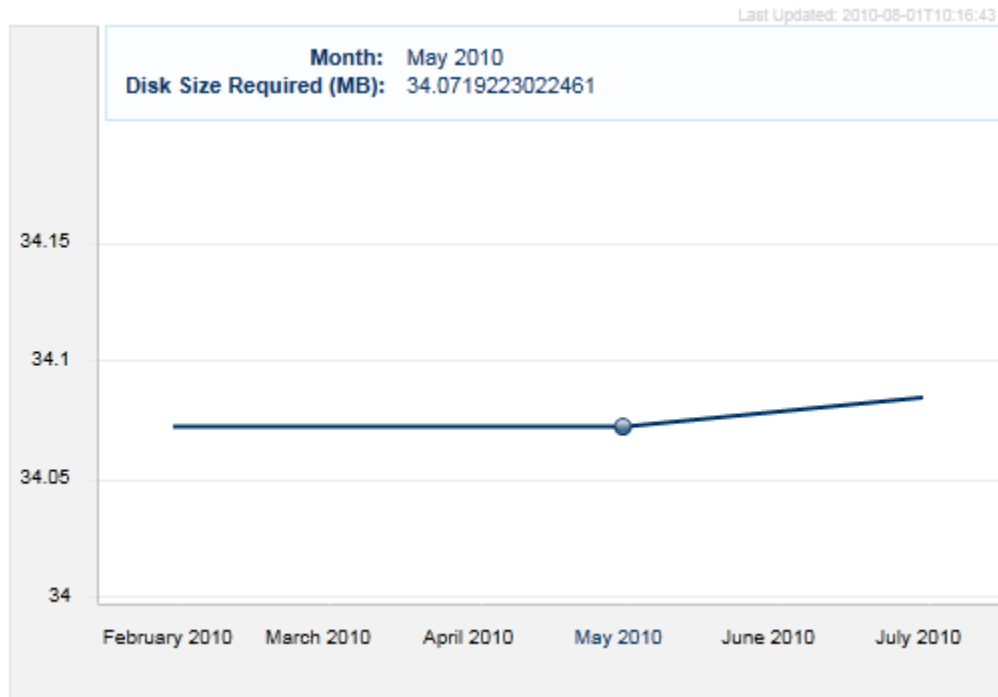
Number of content databases	1 ➡
Total content database size	5,897.00 MB ➡

The *Storage* summary is a real-time indication of the raw size of

- Number of content databases
- Total content database(s) size

Use this high-level metric to see at a glance the amount of raw disk space your SharePoint farm is currently consuming, and to monitor trends over time.

Document Storage chart

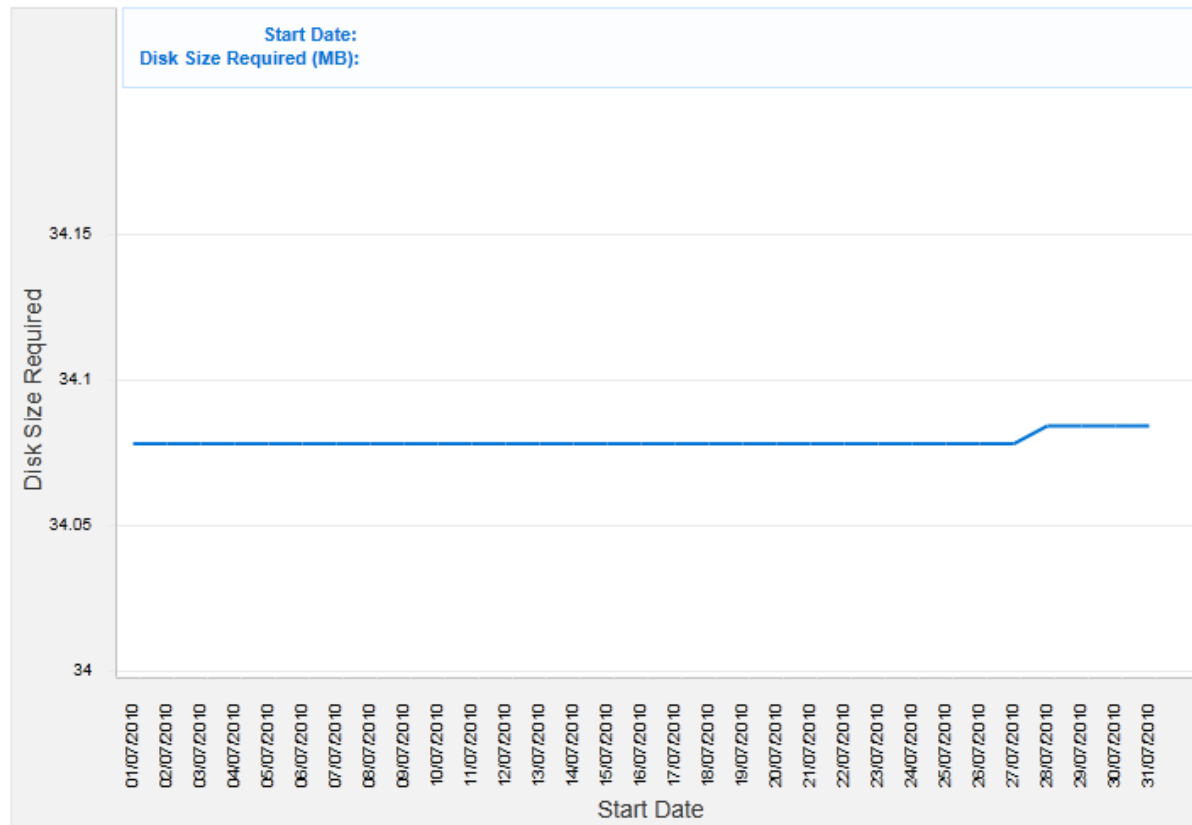


Document Storage shows the disk space used for the storage of documents in your SharePoint libraries, charted over several months. Click on any of the displayed months to see in-detail statistics for the selected time period.

Document Storage Growth (daily)

Document Storage Growth (daily)

Report Parameters	
▪ Farm	All Farms
▪ Web Application	All Web Applications
▪ Site Collection	All Site Collections
▪ Team Site	All Team Sites
▪ Exclude Deleted Files	No
▪ Include Document Versions	Yes



Team Sites summary

Team Sites

Total team sites	29 →
Viewed in the last 30 days	12 ↓
Modified in the last 30 days	1 →
Average size	1.17 MB ↓
Average age in days	806 ↑

The *Team Sites summary* rolls-up useful information about the various team sites in your SharePoint site collection. This includes:

- The total number of team sites
- The number of team sites viewed and modified in the last 30 days
- The average size and age of your team site

Team Sites is useful to measure the overall popularity of your SharePoint installation, by showing the growth in the number of team sites, and how often those sites are viewed and modified. The *Average age* of a team site is a good indicator of how dynamic your SharePoint portal is; lower numbers suggest many topical sites are being created on an ad-hoc basis to meet emerging business requirements. Keep an eye on this metric to ensure the infrastructure is sufficient to support the load.

My Sites summary

My Sites

Total My Sites	121 ↗
Viewed in the last 30 days	1 ↓
Modified in the last 30 days	1 ↗
Average size	11.14 MB ↓
Average age in days	255 ↑

The *My Sites* summary is similar to *Team Sites*, but focuses specifically on the SharePoint *My Sites* created by users. Information displayed includes:

- Total number of *My Sites*
- The number of *My Sites* viewed and modified in the last 30 days
- The average size and age of *My sites* in your installation

If your organization is using *My Sites*, keep an eye on this summary to measure the business benefits of utilizing this functionality against the cost of the IT resources committed to it.

Site Activity

Users summary

Users

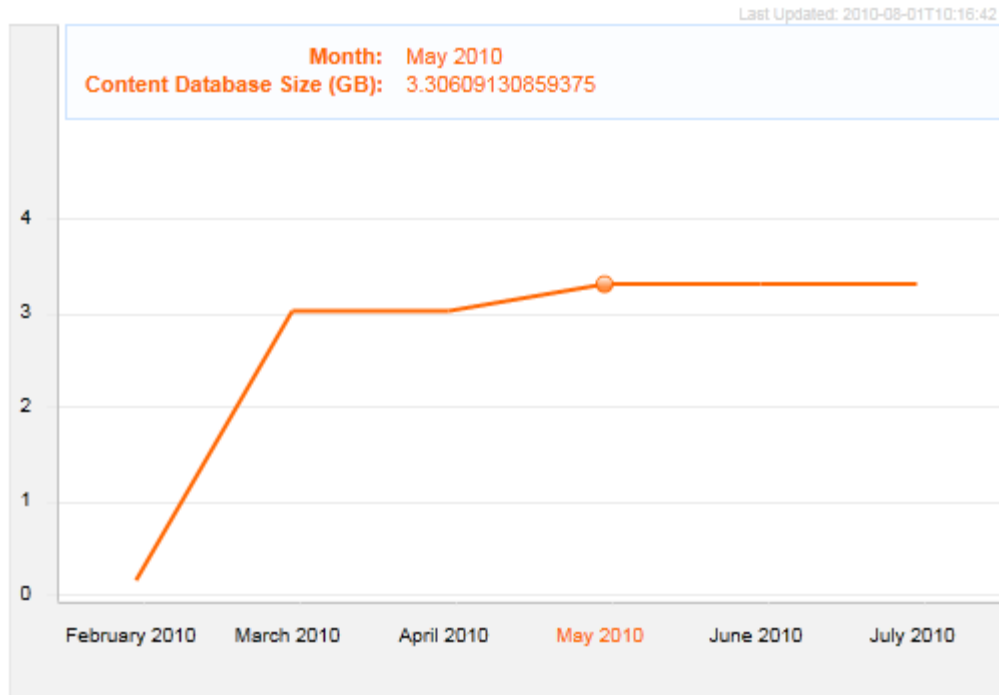
Active users in the last 30 days	116 ↑
Active users in the last 24 hours	97 ↗
Active users in the last 7 days	109 ↓

The *Users* summary shows the number of active users over the last 30 days, in the last 24 hours and in the last 7 days.

Infrastructure planning and analysis

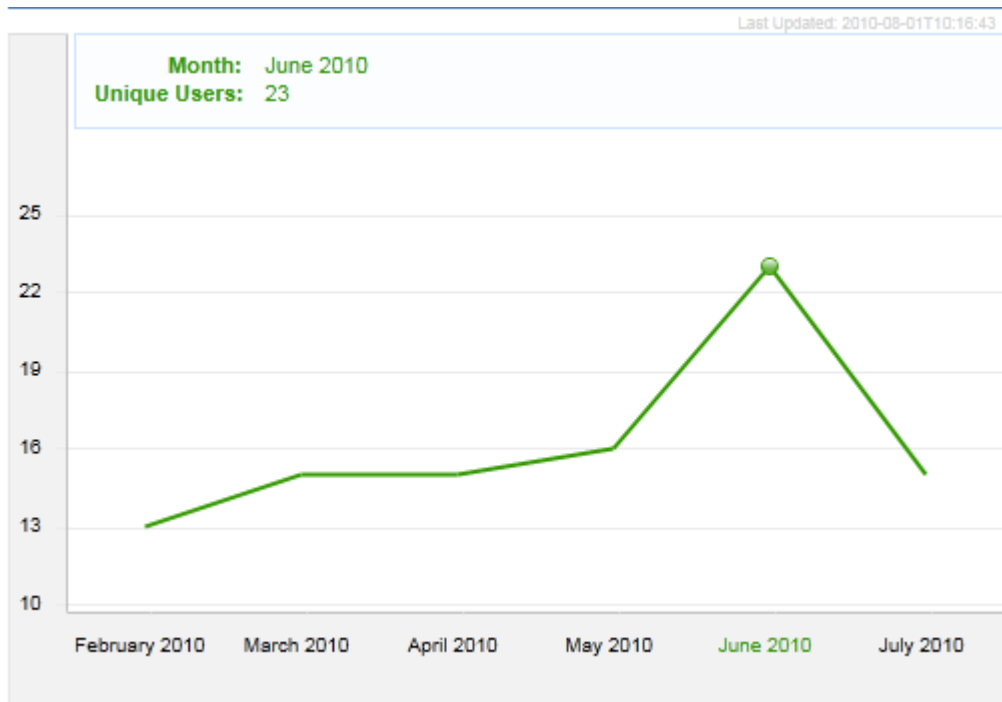
IT managers responsible for managing successful SharePoint portals will appreciate the *Content Database* and *User growth charts*. Both charts provide a drill-down facility and in-detail summary information, helpful to keep an eye on user and database growth trends, and invaluable for managers planning for long-term infrastructure investments.

Content Database Growth chart



SharePoint is only as powerful as the SQL Server backend that hosts the information and content – prepare your support infrastructure for imminent or future growth by using the *Content Database Growth* chart to examine your SharePoint Content database growth over several months. Drill-down to view information about the amount of disk space used and required, and to see the number of sites your database collection will support.

User Growth chart

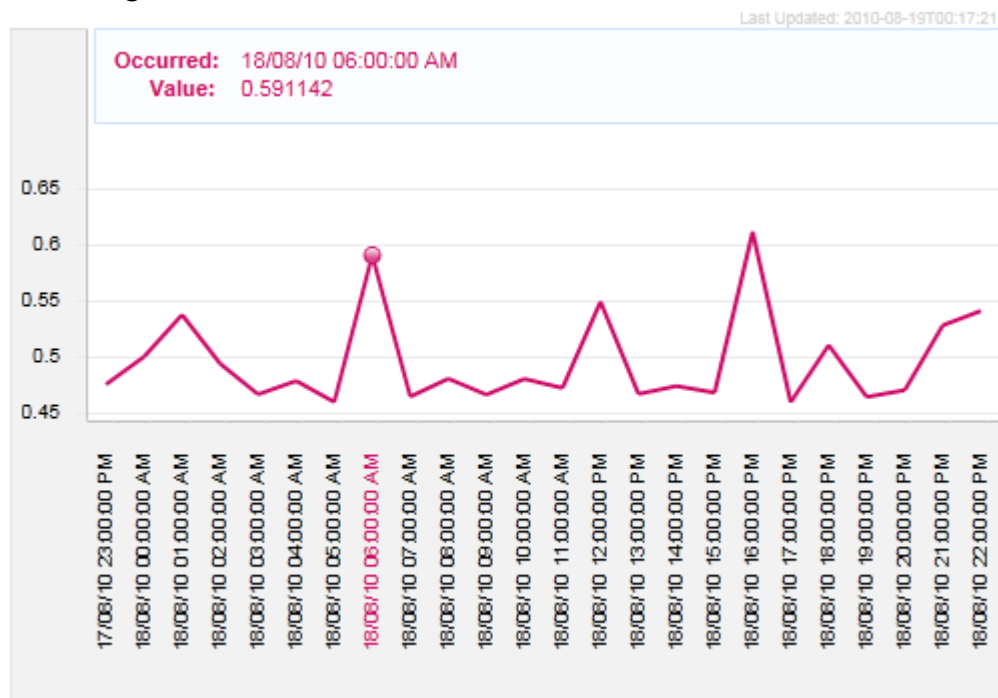


Use the *User Growth* chart to see the number of active users over a period of six months, one month, or even hour-by-hour over a period of one day. Detailed drill-down charts give you the power to observe not just the busy times of the month and the week for your portal, but the most active times of the day. The *User Growth* chart is a handy tool for tracking down surges in use which may affect the response time and general performance of your portal.

Performance analysis

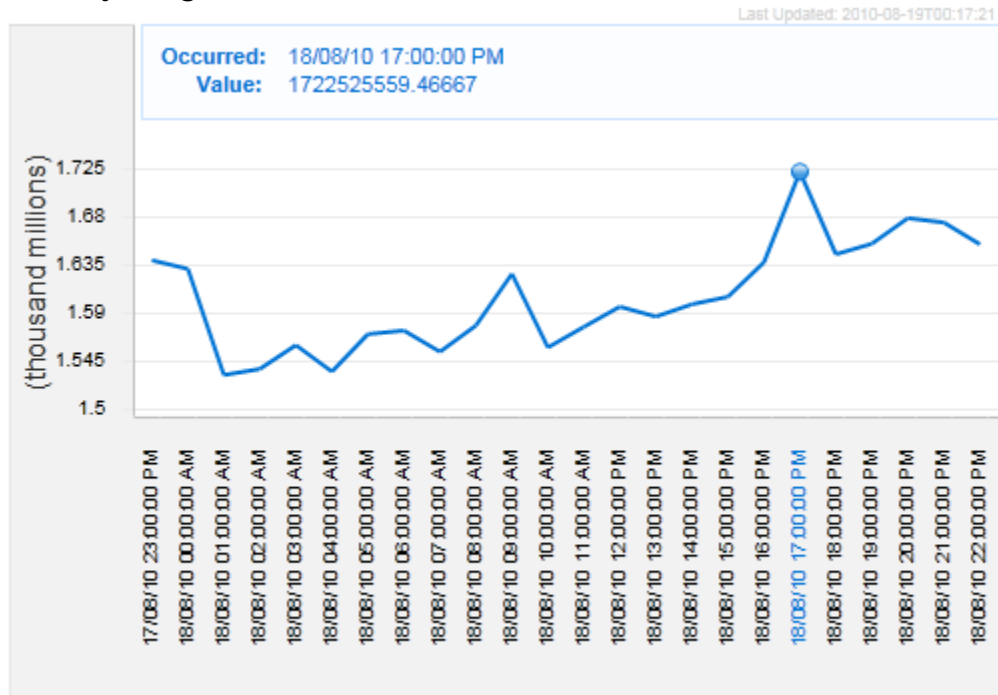
Two of the most important real-time metrics to analyze the performance of your SharePoint portal are made available through the *CPU Usage* and *Memory Usage* performance charts.

CPU Usage chart



The *CPU Usage* chart gives you an easy to use hour-by-hour view of load on the portal’s central processor. Use this to ensure you have enough server resources to match the load, identify specific periods of performance “brown-out” and monitor the general health of your SharePoint installation. The drill-down view provides a graph of performance plotted using 5 minutes intervals, to give you even more granular performance information.

Memory Usage chart

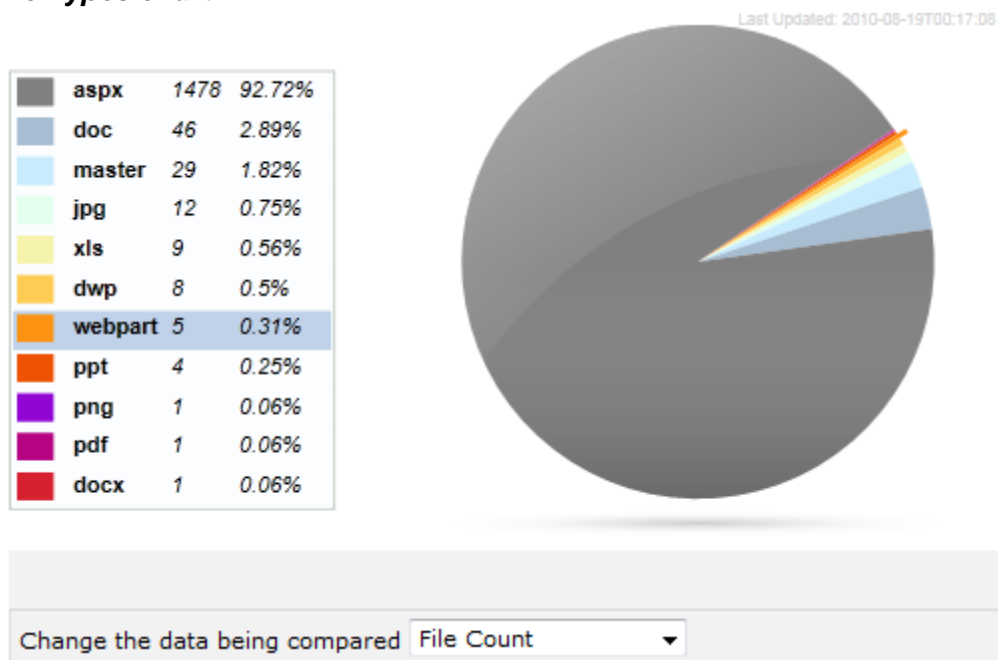


Similar to the *CPU Usage* chart, the *Memory Usage* chart displays the total memory usage of your SharePoint portal hour-by-hour, over a 24 hour period. A per-hour drill-down is also provided, plotted by 5 minute intervals.

Analyze SharePoint content

In addition to the general tools Nintex Reporting makes available to the IT manager to access the health of their SharePoint installation, some specific tools provide insight into details of SharePoint content. One such tool is the SharePoint *File Type* Chart.

File Types chart



Going beyond raw metrics of database size and CPU load, the *File Types* chart presents specific information about the *actual contents* of your SharePoint content databases. The various types of files stored are displayed by raw **File Count** or relative **File Volume**.

The chart allows you to quickly see what sort of files make up the bulk of your SharePoint Content, and provides drill-down views so that you can examine where the files are located, the size of each file, when they were created, etc.

File Types (1 file type)
File Types (1 file type)

Report Parameters	
▪ Farm	All Farms
▪ Web Application	All Web Applications
▪ Site Collection	All Site Collections
▪ Team Site	All Team Sites
▪ File Type	XLS
▪ Include Document Versions	No

Web Application	File Name↑	Url	TimeCreated	TimeLastModified
SharePoint - 80	Accounts Finance.xls	/infrastructure/Shared Documents/Accounts Finance.xls	04/06/2008 07:47:11	04/06/2008 07:47:11
SharePoint - 80	Accounts Payable.xls	/infrastructure/Shared Documents/Accounts Payable.xls	04/06/2008 07:47:11	04/06/2008 07:47:11
SharePoint - 80	Accounts Resources.xls	/infrastructure/Shared Documents/Accounts Resources.xls	04/06/2008 07:47:11	04/06/2008 07:47:11
SharePoint - 80	Adoption Website.xls	/infrastructure/Shared Documents/Adoption Website.xls	04/06/2008 07:47:11	04/06/2008 07:47:11
SharePoint - 80	Business Accounts.xls	/infrastructure/Shared Documents/Business Accounts.xls	04/06/2008 07:47:11	04/06/2008 07:47:11
SharePoint - 80	Business Process.xls	/infrastructure/Shared Documents/Business Process.xls	04/06/2008 07:47:12	04/06/2008 07:47:12
SharePoint - 80	Nintex Business.xls	/chemicals/Shared Documents/Nintex Business.xls	04/06/2008 07:47:43	04/06/2008 07:47:43
SharePoint - 80	Request Nintex.xls	/chemicals/Shared Documents/Request Nintex.xls	04/06/2008 07:47:43	04/06/2008 07:47:43
SharePoint - 80	Sales Sales.xls	/chemicals/Shared Documents/Sales Sales.xls	04/06/2008 07:47:43	04/06/2008 07:47:43

SECTION THREE

Nintex Reporting for System Administrators

Guarantee system performance and integrity

Keep your SharePoint portal performing well

To ensure that your SharePoint installation is performing optimally, it is important to keep a close watch on some key performance indicators at regular intervals over time to establish a server performance baseline, even when there are no problems. The Nintex Reporting System Administrator dashboard gives you the information you need to ensure the optimal performance of your SharePoint portal.

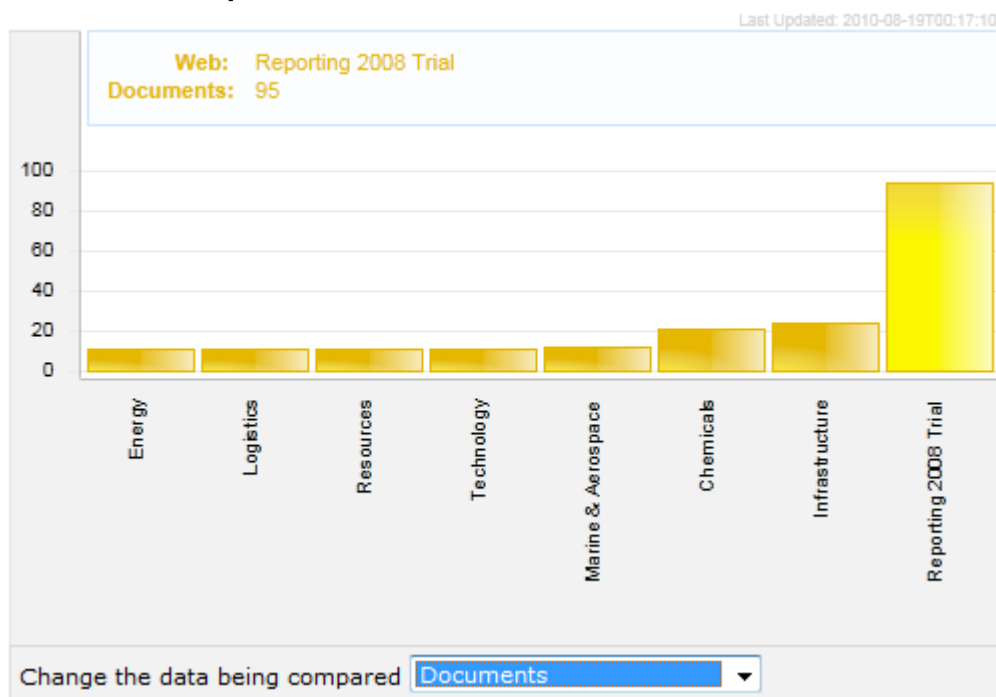
Anticipate future infrastructure requirements

By regularly checking the health and capacity of your SharePoint portal using the System Administrator dashboard, you will be able to better anticipate future infrastructure requirements and plan for staged updates.

Tame the SharePoint beast

Assess Performance and Capacity

Most Content Populated Sites chart



The *Most Content Populated Sites chart* displays the team sites on the portal with the most content. The chart can be updated live (using the drop-down menu at the bottom of the control) to display the number of documents, the size of the document storage or the percentage of total documents storage.

The chart provides a “click through” drill down functionality, which opens a report that displays the details of the content within the selected team site.

Team Site Files (details)

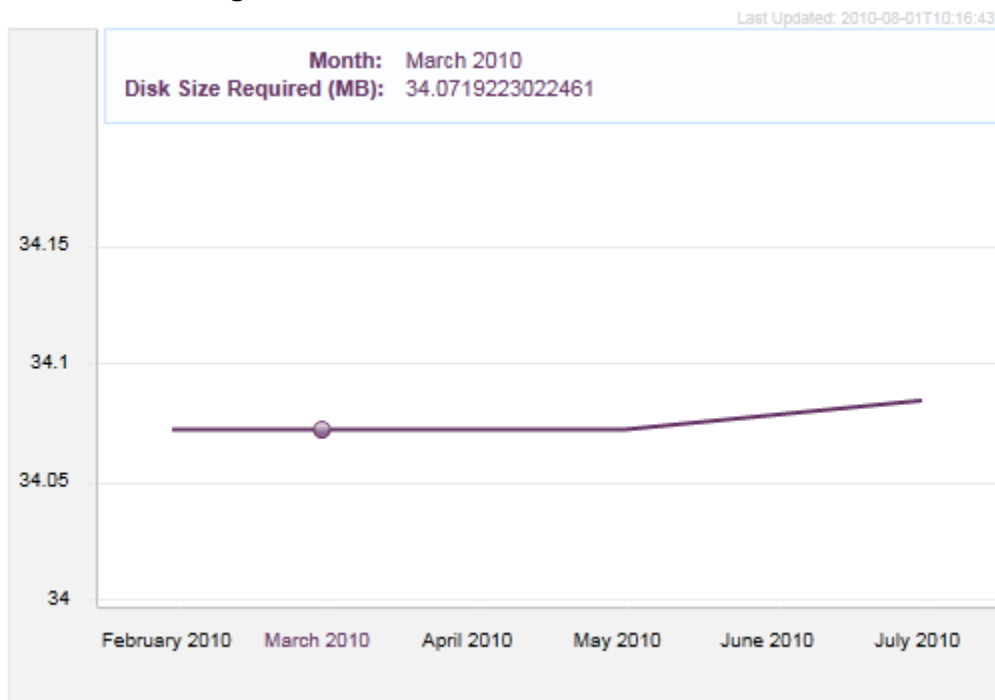
Team Site Files (details)

Report Parameters

- Farm: NintexTrial_SharePoint_Config
- Web Application: SharePoint - 80
- Site Collection: Reporting 2008 Trial
- Team Site: Reporting 2008 Trial
- Exclude Deleted Files: Yes
- Include Document Versions: No

Web Application	Name	Url†	Author	Created	Last Modified
SharePoint - 80	Activity - Latest Team Site Activity.aspx	/Nintex Reporting/Activity - Latest Team Site Activity.aspx	NT AUTHORITY\system	06/03/2009 13:25	06/03/2009 13:25
SharePoint - 80	Activity - Most Popular Sites.aspx	/Nintex Reporting/Activity - Most Popular Sites.aspx	NT	06/03/2009	06/03/2009 13:25

Document Storage Volume chart



The *Document Storage Volume Chart* displays the growth in the amount of disk space required to store the portal’s document collection, on a month-to-month basis, over a six month period. Drill-down to get weekly, daily and hourly growth information for any time period within the sample. For any of the sample periods, a *Disk Size Required* estimate is provided as part of the report summary. The *Document Storage Volume* chart is the easiest way for system administrators to get an overview of a site collection’s growth trends during a sample period.

Storage summary

Storage

Number of content databases	1 ➔
Total content database size	5,897.00 MB ➔

The *Storage summary* is a real-time indication of:

- The number of content databases in your SharePoint installation
- The total size of those content databases

Use this high-level metric to see at a glance the amount of raw disk space your SharePoint farm is currently consuming, and use it to monitor trends over time.

Forecasting resource use and growth

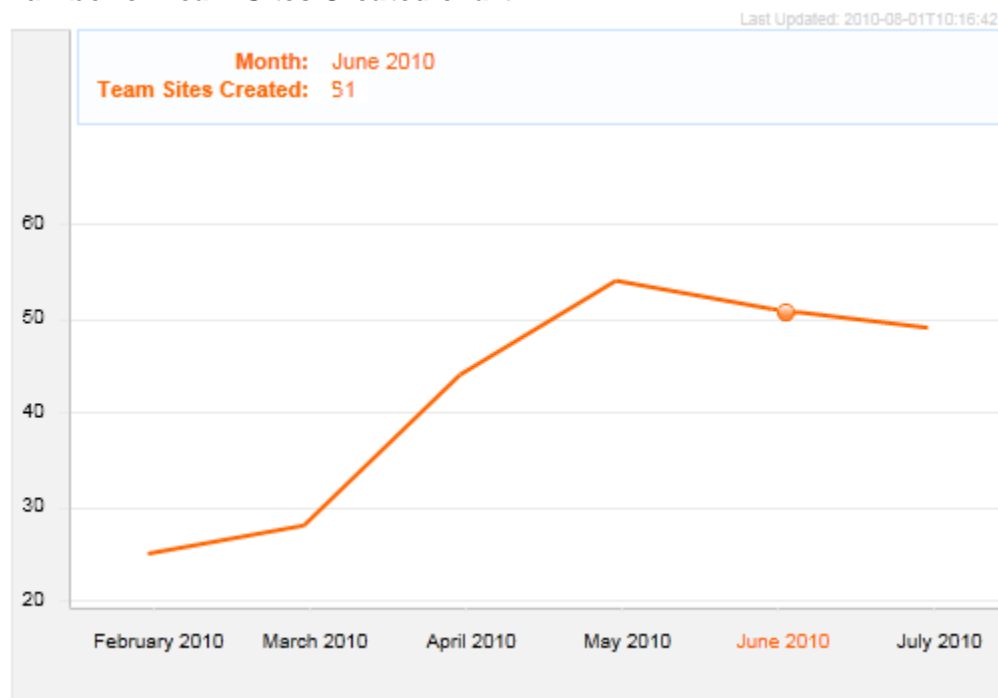
Team Sites summary

Team Sites

Total team sites	29	↔
Viewed in the last 30 days	12	↓
Modified in the last 30 days	1	↔
Average size	1.17 MB	↓
Average age in days	806	↑

Use the *Team Sites summary* to view the **total number** of team sites, the **average size** and **age** of a team site, and the number of sites **viewed** and **modified** in the last 30 days. Use *Team Sites* to get an insight into your organization's knowledge holdings, and the sites which are the **most popular** and the **most up-to-date**.

Number of Team Sites Created chart



The *Number of Team Sites Created chart* provides real-time statistics about the sites created by your users, displayed on a six month line graph, with monthly and daily statistics provided as drill-down charts.

Creating a new SharePoint Team Site consumes substantially more resources than just adding a new document library or list to an existing site. As new and inexperienced SharePoint users often unwittingly create unnecessary team sites (where the addition of one or two libraries or lists would suffice) keeping an eye on the *Number of Team Sites chart* is a useful way of preventing the size of your Site Collection from blowing out unnecessarily, particularly during the early stages of a portal roll-out.

My Sites summary

My Sites

Total My Sites	121	↔
Viewed in the last 30 days	1	↓
Modified in the last 30 days	1	↔
Average size	11.14 MB	↓
Average age in days	255	↑

The *My Sites summary* gives you information about the **total number** of *My Sites* that have been created on the portal, the average site **size** and **age**, and the sites which are the **most popular** and the **most up-to-date**.

Use the *My Sites summary* to see the number of *My Sites* on your portal, and monitor the resource implications over time. An increase in the number of *My Sites* is a good sign of the success of your SharePoint portal, as users begin to adopt it as a personal productivity and collaboration tool. However, this success must be managed carefully by the system administrator over time to ensure available resources are properly allocated. The *My Sites summary* is invaluable in helping to identify usage trends when planning for additional infrastructure and capacity investment.

Documents summary

Documents

Total documents	61,825	↑
Documents viewed in the last 30 days	5,316	↓
Documents modified in the last 30 days	3,299	↑
Documents modified by multiple users in the last 30 days	132	↑
Average document size	0.36 MB	↔

The *Documents summary* shows the total number of documents in the portal, the number of those documents which have been viewed in the last 30 days, the number modified in the last 30 days and the average document size. A high number of Documents modified by multiple users indicates that users are using your SharePoint environment as a collaboration platform to develop and build documents, working together. If a criterion by which your SharePoint roll-out is judged a success is the degree to which it fosters collaboration across your enterprise, observing the *Documents modified by multiple users* metric is proof positive that the employees in your organization are using SharePoint as a collaboration platform, and not simply a “fancy file share”.

Lists summary

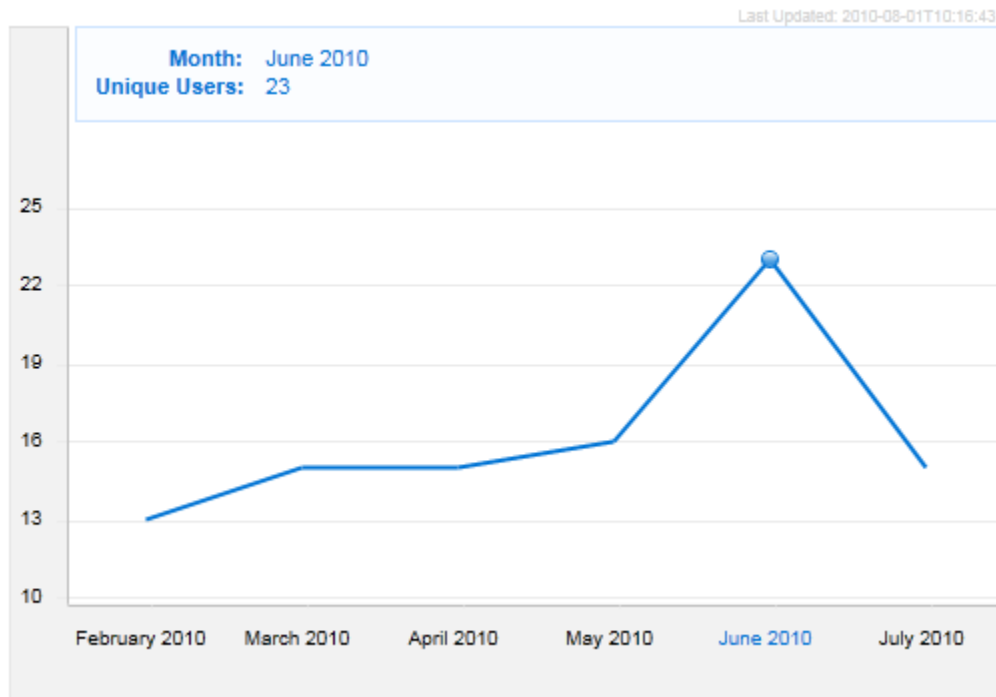
Lists

Total lists	11,563	↑
Largest list by list items	NintexWorkflowHistory	
Team site containing largest list	/Sales/products	

The *Lists summary* shows a high-level view of the total number of the lists on the site portal, the largest list (ranked by number of list items) and the name of the team site which contains that list.

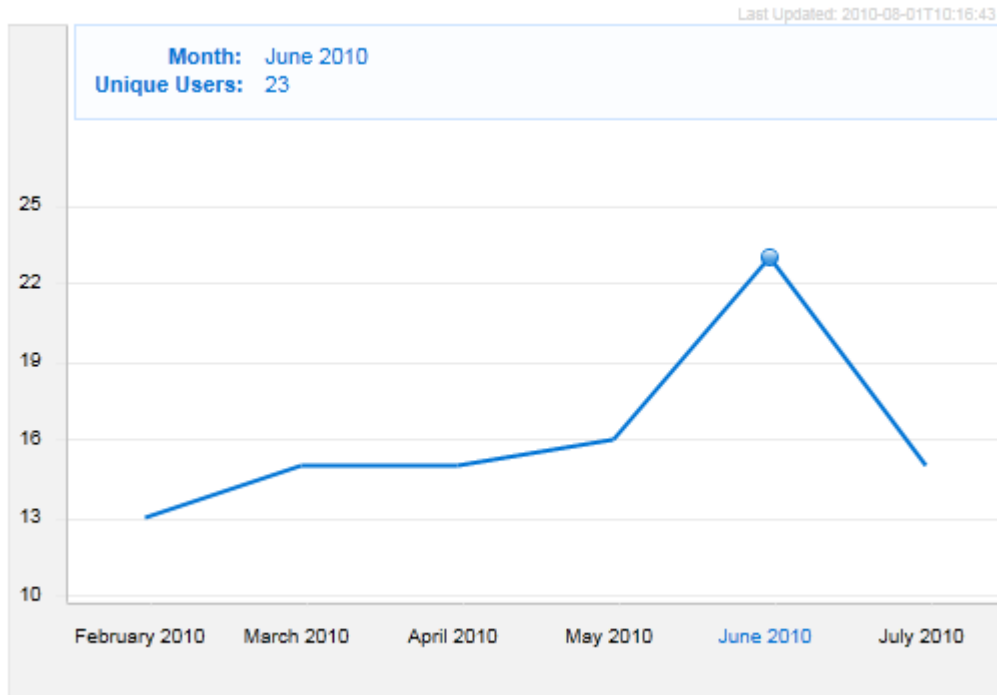
Management Reporting

Users Contributing per Month chart



The *Users Contributing per Month chart* displays a line graph displaying the number of unique portal users who have created content, tracked over a six month period. The chart provides drill-down functionality to per-week, per-day and per-hour summaries of the content created on the site. The per-hour view displays the names of the users and the number of content items created in that hour.

Active Users per Month chart



The *Active Users per Month chart* displays the total number of unique portal users over a six month period. This line graph provides drill-down functionality, allowing a system administrator to view chart and summary information on the number of unique users per-week, per-day and per-hour, for any time period within the scope of the report. Drilling down to the per-hour view will provide a list of the names of all the users who were using the portal during that hour.

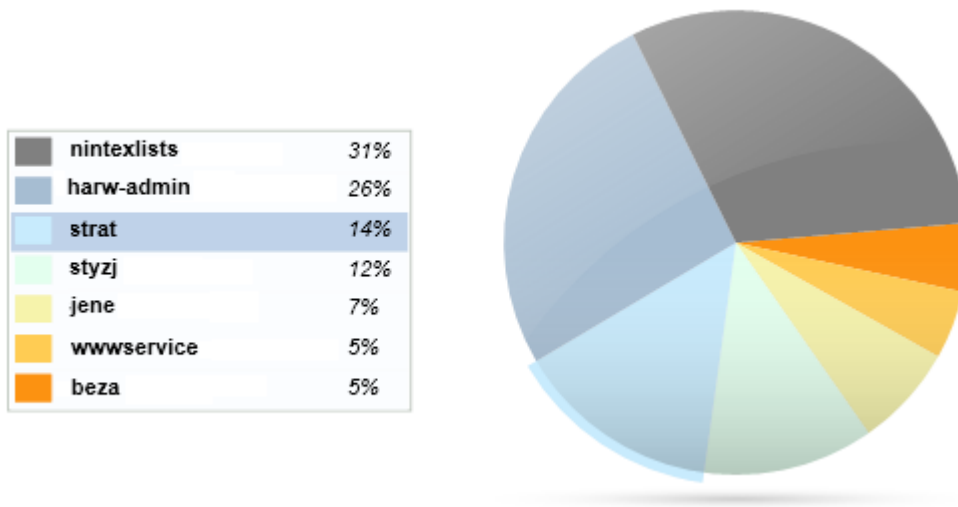
Users summary

Users

Active users over the last 30 days	116 ↑
Active users over the last 24 hours	97 ↑
Active users over the last 7 days	109 ↓

The *Users summary* provides a simple overview of the number of active users in the last day and week, mapped against the total number of portal users.

Top 10 Active Users (last 30 days) chart



The *Top 10 Active Users (last 30 days) chart* shows the users who have been most active on your SharePoint portal in the last 30 days. Click-through functionality opens a pop-up dialog with details of the selected user, the coverage period and the scope of the report. Typically, *Active Users* will capture all the SharePoint events that have been instigated by the user on the server, although it is possible for administrators to specify that images and system files are excluded from the report scope.

SECTION FOUR

Nintex Reporting for Knowledge Managers

Gain insight into organizational knowledge

Businesses have a vested interest in leveraging both the knowledge they own, and the personal knowledge of their employees, to improve business outcomes. One of the reasons behind SharePoint's tremendous success in recent years has been the acknowledgement by business of the need to invest in IT infrastructure that facilitates and promotes the capture of practical, useful organizational knowledge to help improve their competitive edge. Nintex Reporting helps you leverage this investment, giving you insight into patterns of knowledge use in the organization, and the tools you need to promote best practice in knowledge management.

Better manage existing knowledge

Nintex Reporting can help you identify the knowledge that is critical to the operation of your organization. Typically located in manuals, reports and papers, this intellectual property is crucial to the growth, innovation and success of your business. Discover what resources your employees are accessing frequently, and take the necessary steps to protect your investment.

Organize content for maximum reuse

Useful intellectual property is often unwittingly buried away in corporate silos by employees too busy to repackage the information in appropriate ways to promote knowledge reuse across the enterprise. Use Nintex Reporting to drill-down into these silos to rescue knowledge from obscurity and share it with the business.

Monitor intellectual property value as it grows

SharePoint is a great platform for business units and project teams to collaborate and grow knowledge. Don't wait until after a project is closed to sift through the artifacts to assess reuse opportunities for the business – keep an eye on project portals throughout all stages of the project to discover who's contributing content, which documents are the most frequently viewed, which documents are the most frequently updated and who is updating them, to get a picture of the knowledge reuse opportunities.

Manage the information architecture

For the first time, Nintex Reporting gives you the tools to analyze live collaboration in your SharePoint portal. Use this real-time information to observe what works in your organization's information architecture, and what doesn't. Use these learnings to improve your systems to ensure employees can easily access and use your corporate knowledge store.

Measure the success of your Knowledge Management efforts

As your knowledge architecture matures and grows, use the Nintex Reporting tools to measure the success of your efforts. Observe increased user uptake and collaboration growth, and measure the relative success in specific departments. Failures can also be observed, and remedial steps quickly put into place to improve performance.

Identify knowledge transfer opportunities in your enterprise

Understand knowledge collection

Team Sites summary

Team Sites

Total team sites	1,092 ↑
Viewed in the last 30 days	295 ↓
Modified in the last 30 days	108 ↑
Average size	23.27 MB ↑
Average age in days	671 →

Use the *Team Sites summary* to view the total number of team sites, the average size and age of the team site, and the number of sites viewed and modified in the last 30 days. Use *Team Sites* to get an insight into your organization's knowledge holdings, and the sites which are the most popular and the most up-to-date.

My Sites summary

Team Sites

Total team sites	121 →
Viewed in the last 30 days	12 ↓
Modified in the last 30 days	1 →
Average size	11.14 MB ↓
Average age in days	806 ↑

High-performance workplaces rely on using tools such as SharePoint to encourage ad-hoc collaboration between individuals and across teams. SharePoint *My Sites* take this story further by enabling workers to quickly create spaces to store and share information. As a knowledge manager, it is important for you to be aware of organizational *My Sites* as alternative centres and repositories for corporate knowledge.

The *My Sites* summary gives you information about the total number of *My Sites* that have been created in your organization, the average site size and age, and the sites which are the most popular and the most up-to-date.

Use this summary to gauge the growth and impact of *My Sites* in your organization, and keep an eye on the size of the corporate knowledge hosted within them over a period of time.

Understand knowledge access and growth

As a knowledge manager, it is important to distinguish between the live "in collaboration" knowledge being hosted on your portal and the knowledge artifacts which have slipped out of collaboration and are no longer being updated. The *Document summary* is an easy-to-read summary of the total organizational content holdings, and a measure of its currency and popularity.

Documents summary

Documents

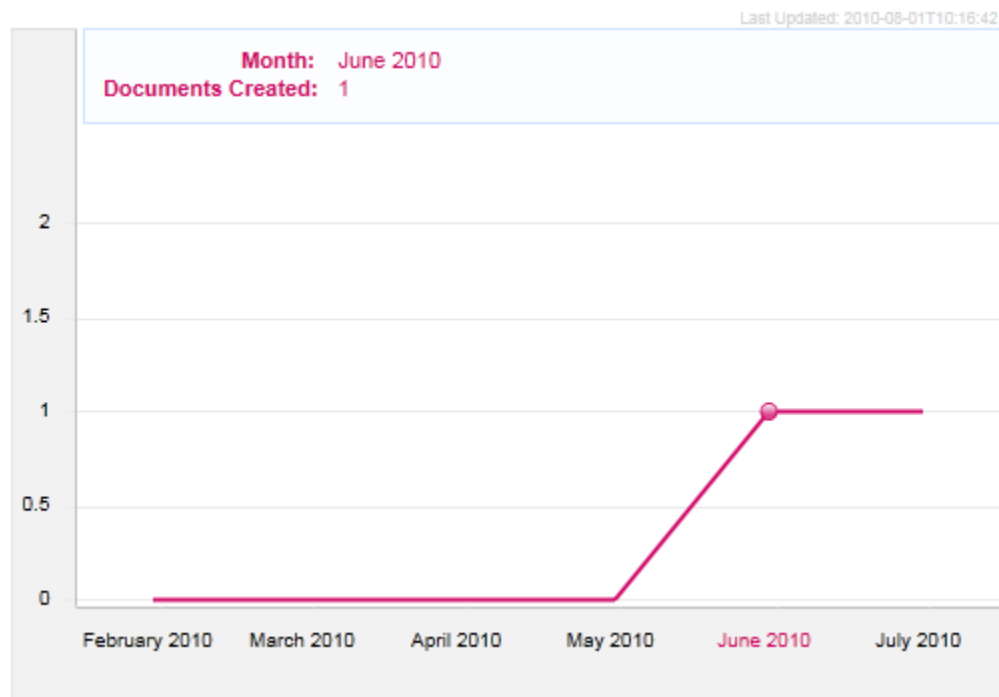
Total documents	61,825 ↑
Documents viewed in the last 30 days	5,316 ↓
Documents modified in the last 30 days	3,299 ↑
Documents modified by multiple users in the last 30 days	132 ↑
Average document size	0.36 MB →

The *Document summary* shows the total number of documents in the portal, the number of those documents which have been viewed in the last 30 days, the number modified in the last 30 days and the average document size. An important metric for knowledge managers interested in growing broadly-based organizational knowledge is the number of Documents modified by multiple users, which is a good indication that these documents are being collaboratively developed by more than one user or a team.

Measure knowledge growth

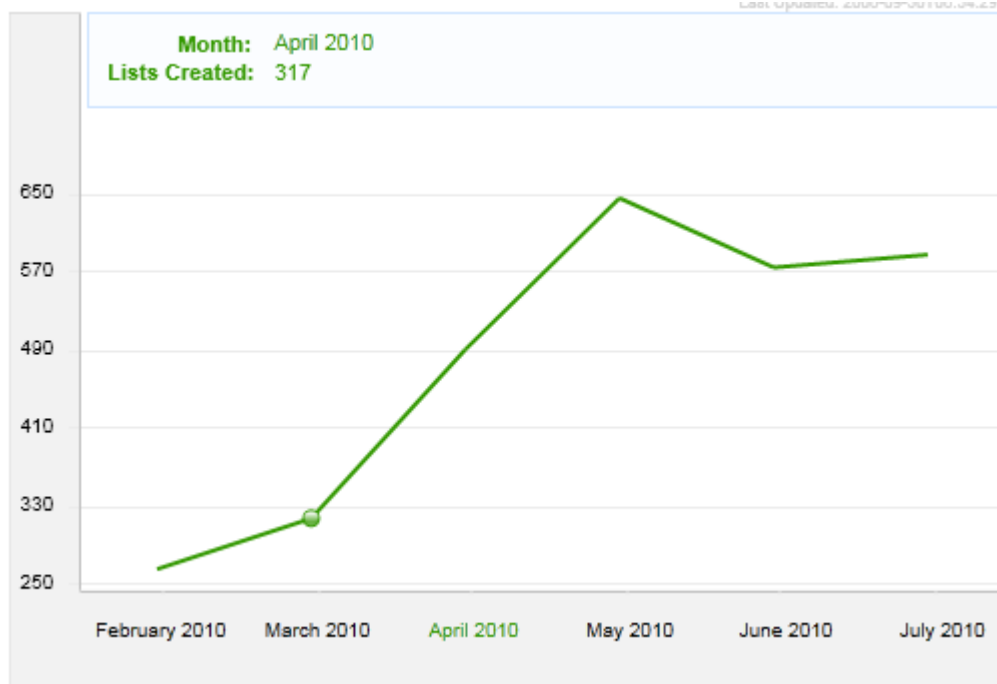
In SharePoint, the primary data stores for content are document libraries and lists. The *Document Growth* and *List Growth* charts show the respective growth of this content.

Document Growth chart



The *Document Growth* chart show the number of new documents created over a six month period. Drill-down views show the number of new documents created each month, and each day, tracked per-hour.

List Growth chart

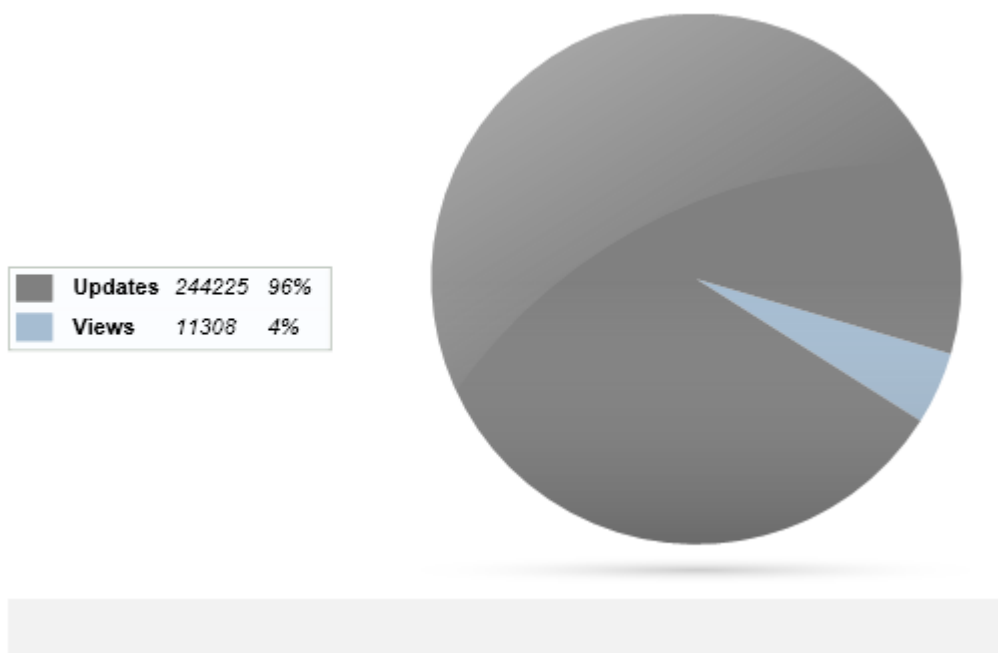


Similar to the *Documents Growth chart*, *List Growth chart* shows the number of new lists created over a six month period, and features monthly, daily and hourly drill-downs.

Measure Employee contribution

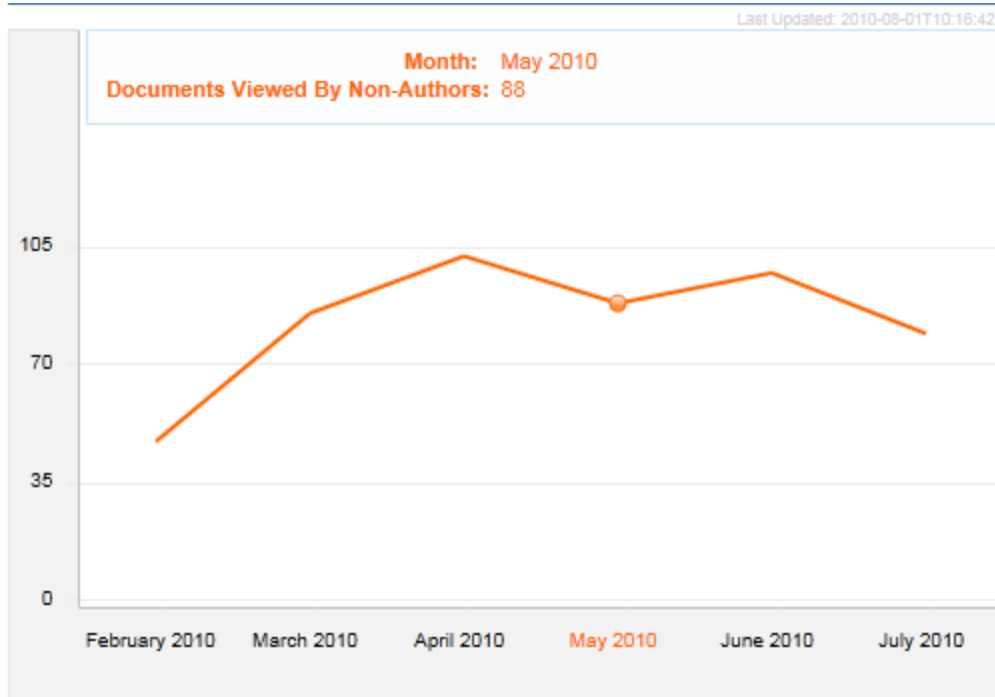
Nintex Reporting supports knowledge management efforts by providing tools to analyze content topicality and collaboration. These tools include the *Document Views vs Updates chart*, the *Documents viewed by users other than the author chart*, the *Documents in Collaboration chart* and the *Collaboration summary*.

Document Views vs Updates (last 30 days) chart



The *Document Views vs Updates* chart quickly shows you the frequency of documents updated graphed against document views, for the enterprise document collection. This chart can quickly give you a feel (in the broadest sense) for your SharePoint portal's use as a *collaboration* platform, whereas the inverse suggests it performs more of a publishing role.

Documents viewed by users other than the author chart



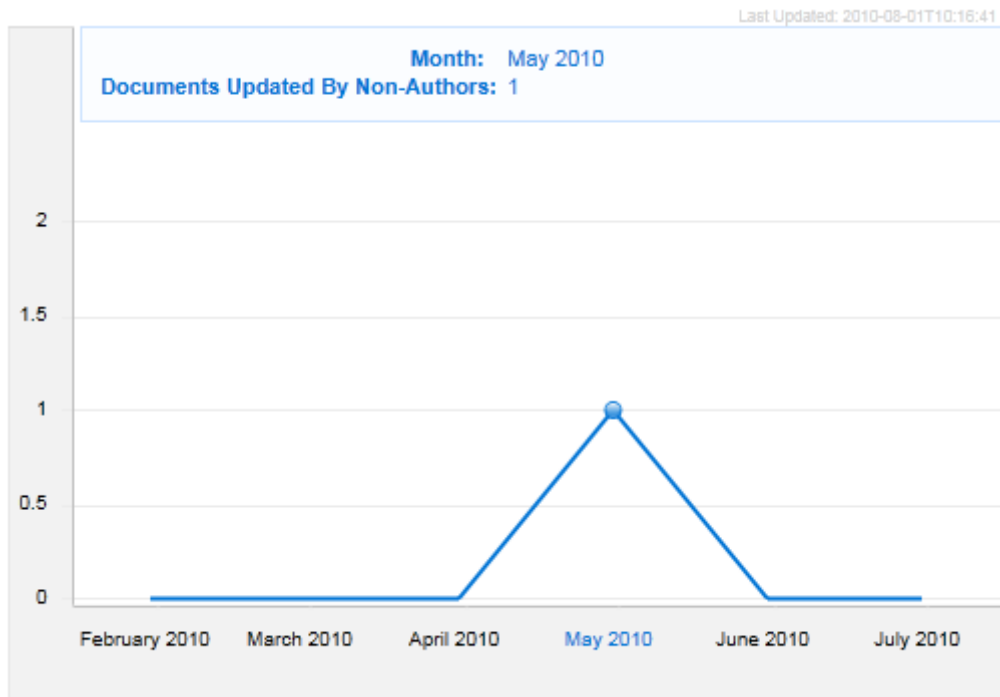
The *Documents viewed by users other than the author* chart is a good way to check if content stored on the portal is being used by many people within the organization, compared to documents which are never viewed by anyone other than the author.

Collaboration summary

Collaboration

Shared Document Updates in the last 30 days	132	↑
Isolated Document Updates in the last 30 days	3,299	↑
Shared Updates Ratio in the last 30 days	4.00%	↓
Shared Document Views in the last 30 days	1,539	↓
Isolated Document Views in the last 30 days	5,316	↓
Shared Views Ratio in the last 30 days	28.95%	↑

Documents in Collaboration chart



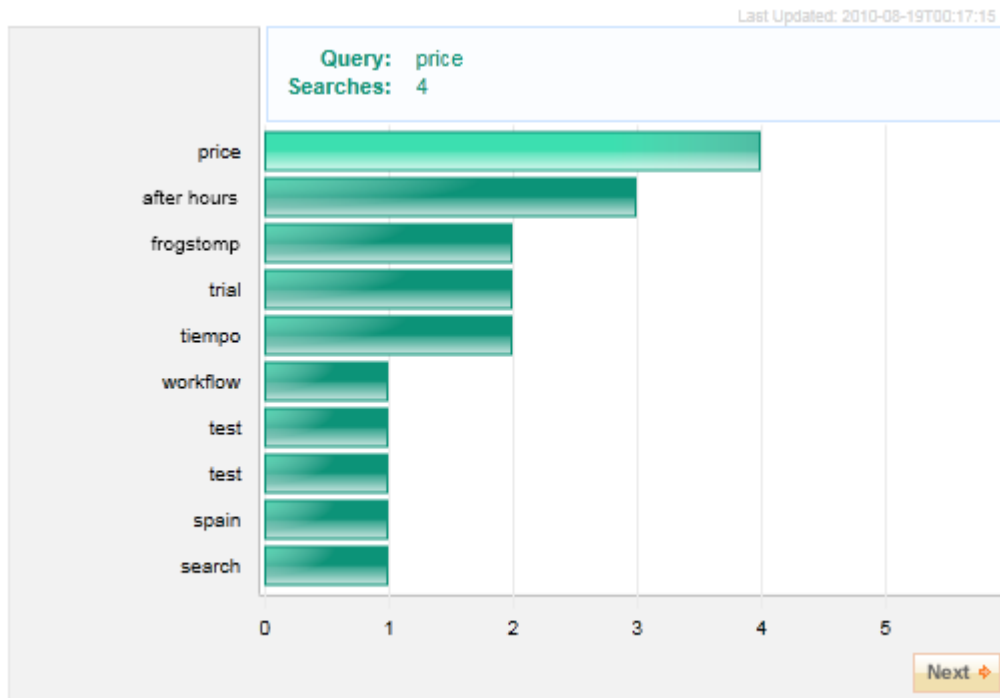
The *Documents in Collaboration chart* shows documents which have been updated by users other than the author. More than one author indicates the document is a piece of corporate knowledge developed through the collaboration of several individuals or a team.

Identify the “hot topics”

Search is a powerful corporate tool, and not just for finding information on your portal! By monitoring the type and frequency of search terms, knowledge managers can discover the sorts of information employees in their organization are trying to source, and take steps to develop a site structure and taxonomy to better facilitate access to this information.

The *Popular Search Terms chart* is an easy-to-use tool to identify the most popular searches conducted on your SharePoint portal.

Popular Search Terms chart



The *Popular Search Terms* chart shows the most popular search terms, ranked by the number of times it has been used. Clicking on the bars of the bar chart provides details of the search query, the search scope, when the search was conducted and the user who ran the search.

Who is accessing and generating knowledge?

Discover the number of employees who are consuming and creating knowledge in your enterprise with the *User summary*.

Users summary

Users

Active users over the last 30 days	116 ↑
Active users over the last 24 hours	98 ↑
Active users over the last 7 days	109 ↓

The *Users Summary* is a handy tool too quickly shows trends for:

- The Total number of SharePoint users
- The number of active users over the last 24 hours, and
- The number of active users over the last 7 day

SECTION FIVE

Nintex Reporting for Records Managers

Connect records management to business processes

Records managers have increasing responsibilities for content generated in collaboration systems such as SharePoint. Whether SharePoint is used as a document management system or as the collaboration feeder to another enterprise DMS, it is important for document managers to identify and understand the source, amount and nature of the content being generated within their enterprises so they can best plan an appropriate management strategy. Nintex Reporting helps records managers connect with the generation of content and intellectual property in the business by identifying the sources of content generation, and providing real-time statistics on the size of these holdings, the types of artifacts being generated, and the publication status of the material.

Ensure long-term security of your corporate records

Use the Nintex Reporting tools to drill-down into team and project sites to view the details of stored documents. Develop capture, storage and metadata indexing plans for documents and collections identified as having slipped out of collaboration. Nintex Reporting gives you the insight you need to understand the patterns of document creation and use in your enterprise, to assist you with the development of a long-term, value-add records management strategy.

Conform to best-practice guidelines, ensure regulatory compliance

Nintex Reporting can be used to identify silos of corporate information in team and project sites, and to help create a plan for the indexing and long-term storage of this material, to satisfy corporate best-practice guidelines, and ensure regulatory compliance.

Discover the records it's your job to manage

Document management

Documents summary

Documents

Documents Added in the last 7 days	1,319 ↑
Documents Added in the last 30 days	4,206 ↑
Total Document Size	22,144.00 MB ↑
Average Document Size	0.36 MB ↓

Use the *Documents summary* to drill-down into your corporate SharePoint portal to get the facts on document activity. Keep an eye on the total size of the collection with the *Total Document Size* statistic, and observe the growth of the collection in detail by watching *Documents Added* (per week or per month).

Users summary

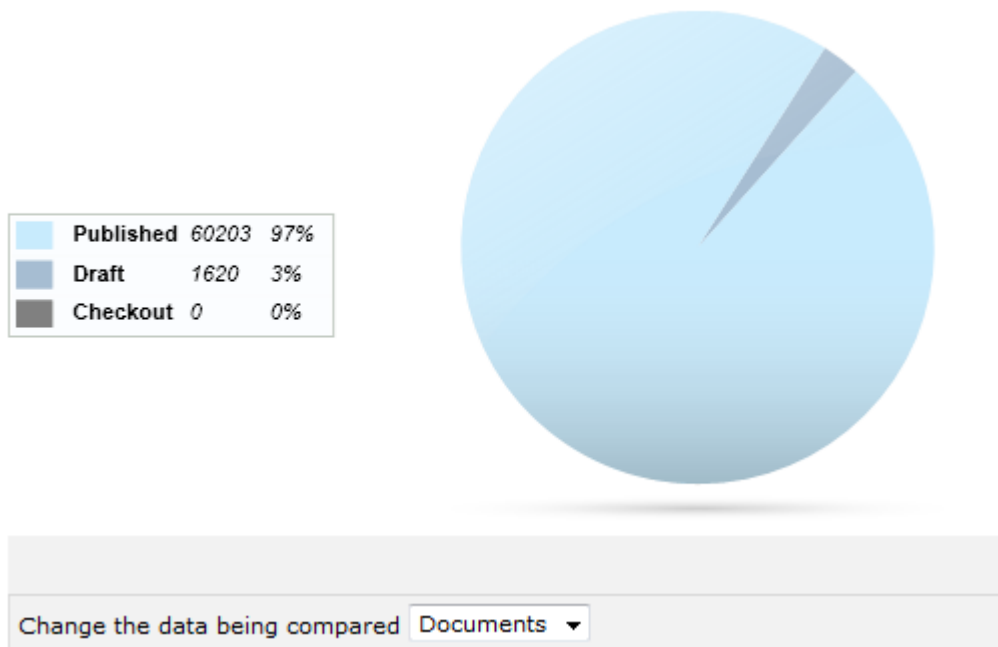
Users

Unique Viewers in the last 30 days	113 ↑
Unique Contributors in the last 30 days	109 ↑

Use the *Users* summary to map the users who are *viewing* documents against those who are *creating* them.

Document control and status

Document Publication Status chart



The *Document Publication Status* chart displays the status of documents in the site collection: *published in-draft* or *checked-out*. Using a drop-down menu, it is possible to change the chart display to show the raw number of documents, or the percentage of documents, categorized by status. The chart provides drill-down functionality, which opens a pop-up window to display a full list of documents in any of the available categories. A chart legend is also provided to identify the sections of the pie, and provide a summary of the chart statistics.

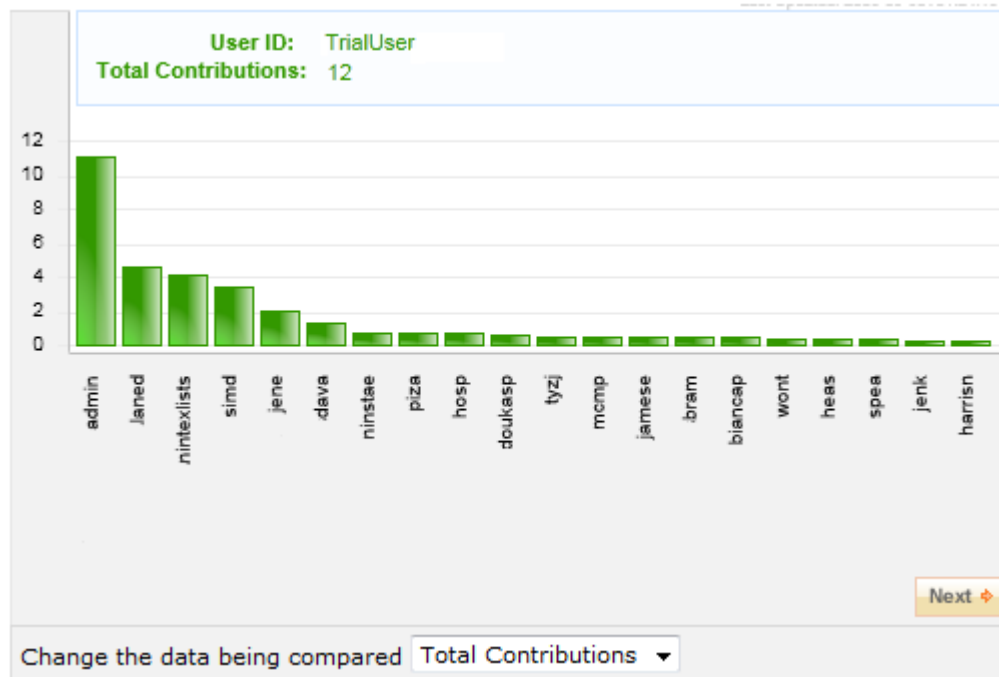
Publication summary

Publication	
Total Documents	61,823 ↑
Documents In Draft	2,350 ↑
Documents Published	25,018 ↑
Percentage Published	91.41% ↓

Use the *Publication summary* to track the number of documents *in draft* against the number and percentage of *published* documents on the portal.

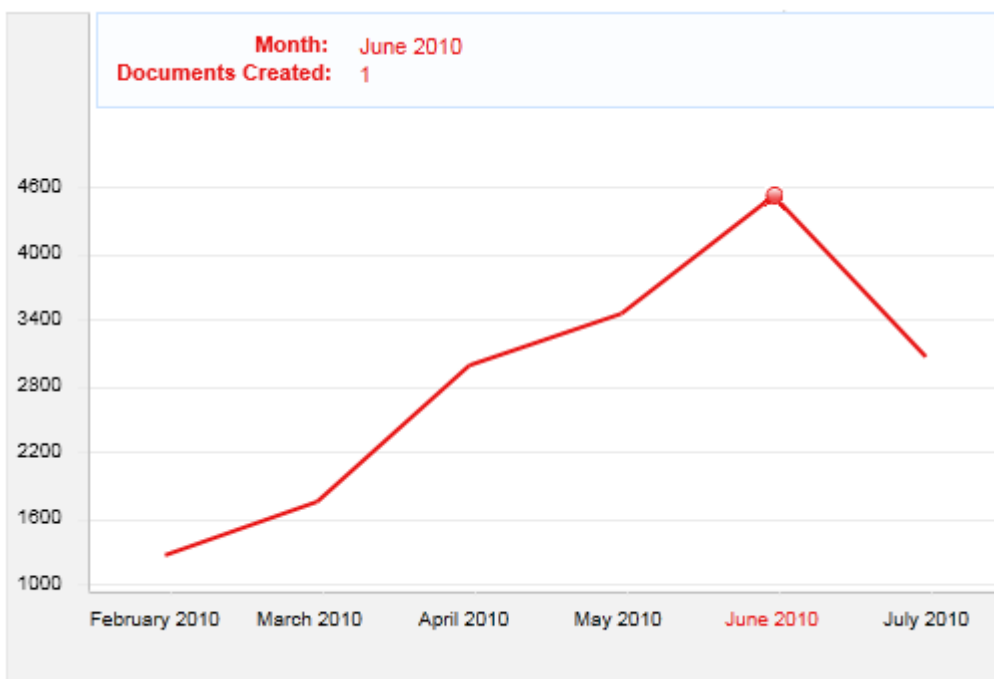
Document analysis

Active Authors chart



The *Active Author* chart displays activity on the site collection, ordered by user. Using a drop-down menu, it is possible to configure the chart to display users' total raw document *additions*, document *check-ins*, document *deletes*, document *updates*, the "undeletion" of documents and other file movements.

Document Growth chart



The *Document Growth* chart graph shows the number of documents created on all site collections over a period of six months. Using the drill-down facility, it is possible to examine daily growth (per month) and hourly growth (per day).

File Types summary

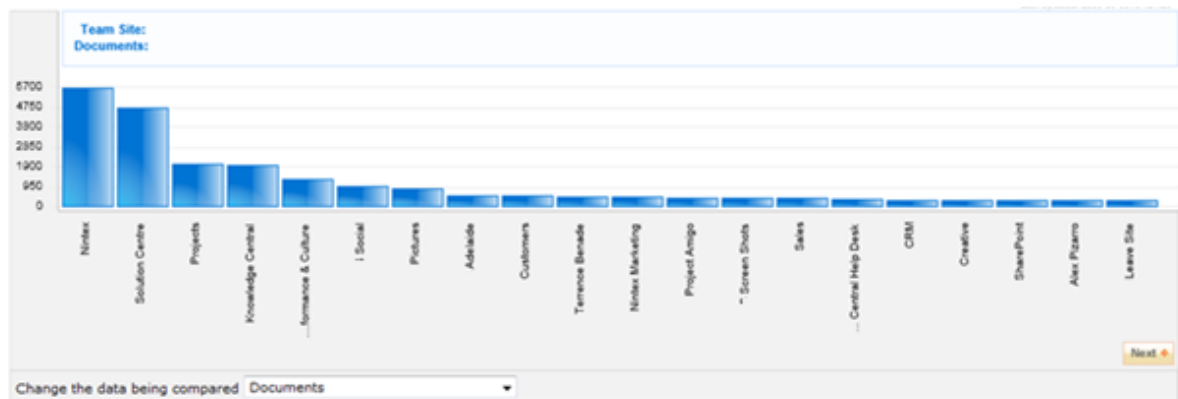
File Types

Most Used FileType by count	aspx
Most Used FileType by volume	xls

The *File Types* summary is a very simple roll-up report that shows the most popular file type on the portal, by both raw count (number of) and the volume (takes up the most storage space).

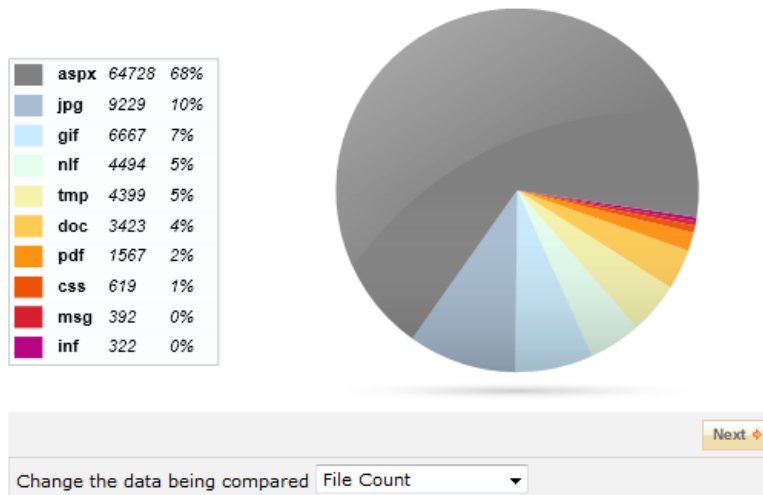
Archival...Where are my documents??

Team Site Documents chart



The *Team Site Documents* chart displays statistics on documents per-site in the SharePoint site collection. The mode of display can be changed to display statistics ordered by the number of documents, the size of documents collection or as a percentage of total document size, using a drop-down menu. Drill-down functionality is provided to display the complete details of all documents within category scope, including the *document name*, *URL*, *author*, *file size*, and the *creation* and *last modified dates*.

Document Types chart



The *Document Types* chart displays the number of documents, or the size of the document store, categorized by file type. The chart can be customized using a drop-down menu to display a raw count of files, or the size of the collection in bytes. A legend to the chart is also displayed to identify chart sections and provide easy-to-read summary statistics for each Document Type.

Click on the pie segments to open a drill-down view that displays all the details of the *Document Types* included in this scope, including *File Name*, *Url*, *Created*, *Modified*.

File Types (1 file type)

File Types (1 file type)

Report Parameters

- Farm: All Farms
- Web Application: All Web Applications
- Site Collection: All Site Collections
- Team Site: All Team Sites
- File Type: DOC
- Include Document Versions: No

File Name ↑	Url	TimeCreated	TimeLastModified
Adoption Desk.doc	/infrastructure/Shared Documents/Adoption Desk.doc	04/06/2008 07:47:11	04/06/2008 07:47:11
Adoption Payable.doc	/infrastructure/Shared Documents/Adoption Payable.doc	04/06/2008 07:47:11	04/06/2008 07:47:11
Architecture Website.doc	/infrastructure/Shared Documents/Architecture Website.doc	04/06/2008 07:47:11	04/06/2008 07:47:11
Business Finance.doc	/infrastructure/Shared Documents/Business Finance.doc	04/06/2008 07:47:12	04/06/2008 07:47:12
Business Leave.doc	/infrastructure/Shared Documents/Business Leave.doc	04/06/2008 07:47:12	04/06/2008 07:47:12

SECTION SIX

Nintex Reporting for Search Managers

Add value to your enterprise

Nintex Reporting helps Search Managers add value to their businesses, giving them the tools to perform deep analysis of searches conducted on SharePoint portals in their organizations. Such analysis can reveal data which can be used to help improve business information architecture and leverage existing infrastructure investments to improve collaboration and knowledge reuse.

Identify information architecture improvements

Use Nintex Reporting to identify ways of improving your enterprise's information architecture by tracking organizational search trends. Identify hot topics and use this information to make recommendations on ways in which the SharePoint portal could be restructured to help get your employees the information they need more quickly.

Improve business productivity through information sharing

Collaboration environments such as SharePoint allow teams to work together effectively, share information and promote knowledge reuse. However an enterprise gains greater productivity traction when this information is broken-free from organizational silos and shared across business units and project teams. The Nintex Reporting tools can help discover real-time who's searching for what, so that the business can develop a plan for information sharing that addresses the need to share information across the organization.

Deriving crucial business information from search

Who's searching for information?

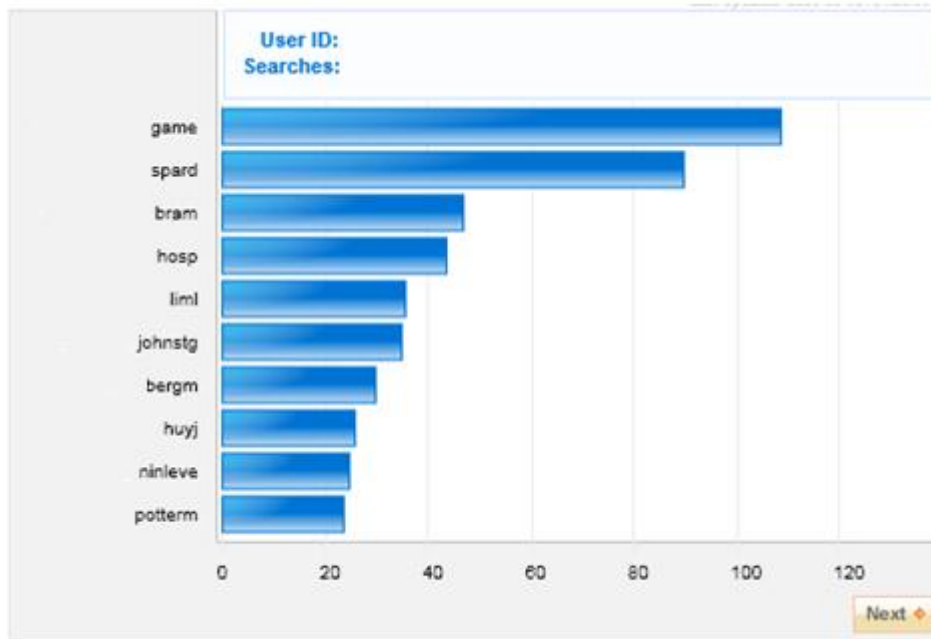
Search Users summary

Search Users

Active users over the last 30 days	116 ↑
Total users Searching in the last 30 days	92 ↑
Percentage of users Searching in the last 30 days	79.31% ↑
Users Searching in the last 24 hours	97 ↑
Users Searching in the last 7 days	109 ↓
Users Searching in the last 30 days	116 ↑

The *Search Users* summary provides a high-level summary of the current state of search on the portal. Search manager can see the number of users searching over the past 24 hours, past 7 days and past 30 days. In addition, you can see at a glance what percentages of active users are searching in the last 30 days.

Search Users chart



The *Search Users* chart ranks site users by the number of their searches. This allows a drill-down to view the detail of each search query, including the search scope and when the search occurred.

What are they searching for?

Searches summary

Searches

Unique Searches in the last 24 hours	41 ↑
Total Searches in the last 24 hours	47 ↑
Unique Searches in the last 7 days	105 ↓
Total Searches in the last 7 days	143 ↓
Unique Searches in the last 30 days	523 ↑
Total Searches in the last 30 days	840 ↑

The *Searches* summary displays the number of Unique and Total searches over the past day, week and month. If these measures are out of balance, for example very low unique search numbers compared to high total search numbers, this can indicate problems in the navigation and taxonomy of the portal – i.e. many users are searching for the same information, therefore it should be located more prominently.

Search Scope Usage chart

All Sites	1063	83%
People	118	9%
https://inside.ides.com.au/Solutions	30	2%
https://inside.ides.com.au/Sites/technical/SharePoi	16	1%
https://inside.ides.com.au/Wikis	12	1%
https://inside.ides.com.au/Sites/Projects	12	1%
https://inside.ides.com.au/Sites/IS	9	1%
https://inside.ides.com.au/sites/hr	8	1%
https://inside.ides.com.au/sites/customers/DET/CIPD8		1%
https://inside.ides.com.au/sites/finance	5	0%



Next ➤

The *Search Scope Usage* chart shows the sum total of all searches, broken up by the sites being searched. It shows you who searched, what they searched for (their search query) and when the search took place.

The *Search Scope Usage Chart* allows you to get a better understanding of how people are trying to connect in your organization. For example, if you use SharePoint *People Search* in your organization to publish information about employee skills, responsibilities and group memberships, you can easily analyze the most popular searches against this data source by drilling into searches against the *People* site.

Search Scopes summary

Search Scopes

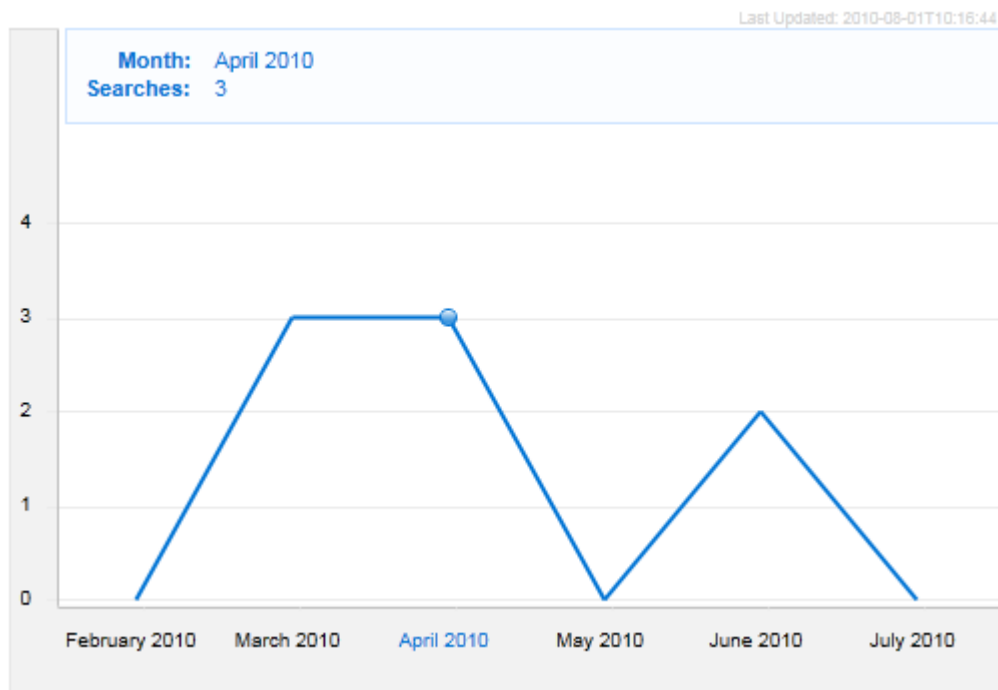
Unique Search Scopes in the last 30 days	21	↑
Percentage of AllSites Searches in the last 30 days	85.83%	↑
Percentage of People Searches in the last 30 days	4.76%	↓
Percentage of Non-Scoped Searches in the last 30 days	0.00%	↓
Percentage of Other Searches in the last 30 days	9.40%	↓

The *Search Scopes* summary is a handy way to get a get a high-level view of the sort of drill-down information provided by the *Search Scopes Usage* chart. Use this summary to get a 30-day roll-up view of:

- The number of *Unique Search Scopes* searched.
- The percentage of searches using the *All Sites* scope.
- What percentages of searches were for people?
- The percentage of searches where no scope was specified.

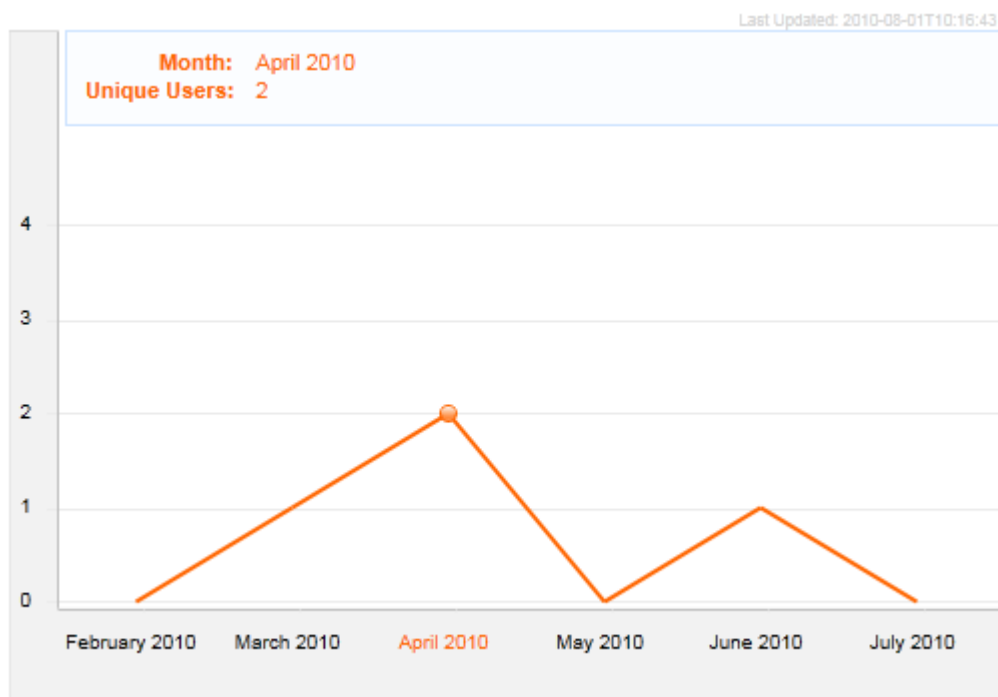
How much searching is taking place?

Search Queries Per Month chart



The *Search Queries Per Month* chart shows the raw number of searches performed each month, displayed as a line graph tracking several months. Use this chart to perform drill-downs into monthly, weekly, daily and hourly summaries.

Search Users Per Month chart



Similar to the *Search Queries Per Month* chart, this line chart shows half-yearly breakdown of the number of unique users who have conducted searches. Use this chart to perform drill-downs into monthly, weekly, daily and hourly summaries.

Appendix one: Summary of Key Reports

The following list provides brief descriptions of all of the standard reports shipped with Nintex Reporting 2008. Some of these reports are displayed in the role-based dashboards described in the Report Overview, while others can only be accessed through the Reports menu or by running a new report.

Please note: reports with a * after the description are available from the **Run new report** options. These reports are not delivered with a schedule or a report page but can be configured with parameters to be added to the Report Center.

Reports marked with a double asterix (**) are Nintex Workflow reports and only available to customers who have Nintex Workflow 2007 installed.

Activity Reports

Item History	Displays all audit records for a specified SharePoint object*
Latest Team Site Activity	Displays the most recent date each team site was accessed or modified
Most Popular Sites	Team Sites hits for each team site for the past 30 days
Page Hits	Displays the number of views for each aspx page*
Total User Activity	Displays the total activities of each user over a period of time
User Activities	Displays unique users and actions over a period of time
User Activities Last Month	Displays last Month's user activities
User Activities Last Week	Displays last week's user activities

Content Types Reports

Content Type Hierarchy	Displays the root content types and the number of immediate child content types
Content Type List Usage Details	Displays the number of list items associated with each content type*
Content Type List Usage	Displays the lists associated with a specified content type
Content Type ListItem Usage	Displays the number of list items associated with each content type
Content Types	Displays the number of list items assigned to each content type*

Document Reports

Audit Report	Displays all actions carried out on a document*
Daily Growth	Displays document growth each day
Deleted	Displays documents which were deleted over a period of time*
Downloads	Displays the documents viewed over a period of time
In Draft	Displays documents at draft publication level

Monthly Growth	Displays documents created each month
Movements Past Month	Displays changes in the number of documents over the past month
Movements Past Week	Displays changes in the number of documents over the past week
Multiple Authors Daily Growth	Displays documents updated by non-authors each day
Multiple Authors Monthly Growth	Displays documents updated by non-authors each month
Multiple Authors Weekly Growth	Displays documents updated by non-authors each week
Popularity	Displays most used documents over a period of time
Publication	Displays document publication level
Shared Daily Growth	Displays documents viewed by non-authors each day
Shared Monthly Growth	Displays documents viewed by non-authors each month
Shared Weekly Growth	Displays documents viewed by non-authors each week
Specific Document	Displays views for a specified document over a period of time*
Total Views vs Updates	Displays number of documents viewed versus updated
Unpublished	Displays documents for which no major version exists
Weekly Growth	Displays documents created each week

Lists & Discussions Reports

Discussion Boards	Displays discussion board lists and list items
List Creators	Displays users who have created lists over a period of time
List Daily Growth	Displays the number of lists created each day
List Monthly Growth	Displays the number of lists created each month
List Weekly Growth	Displays the number of lists created each week
Movements Past Month	Displays changes in the number of lists over the past month
Movements Past Week	Displays changes in the number of lists over the past week

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

Management Reports

Site Audit Settings Shows audit settings for a Site Collection

Nintex Workflow Activity**

Documents In Workflow	Displays documents related to a workflow instance for a specified workflow name and state*
List Workflows	Displays the number of workflow instances created within each list
Most Active Initiators	Displays the number of workflow instances grouped by user
Site Collection Workflows	Displays the number of workflow instances created within each site collection
Team Site Workflows	Displays the number of workflow instances created within each team site
Unusually Long Running Workflows	Displays workflow instances whose duration is much longer than other instances
Workflow Approver Performance	Displays approver statistics
Workflow Authors	Displays the number of workflows created by each user
Workflow Statistics	Displays statistics for each workflow definition
Workflow Tasks Overdue	Displays each workflow instance for which a task is overdue
Workflow Usage Daily Growth	Displays the number of workflow instances created over a specified time period
Workflow Usage Monthly Growth	Displays the number of workflow instances created over a specified time period
Workflow Usage Weekly Growth	Displays the number of workflow instances created over a specified time period
Workflows By Department	Displays the number of workflows initiated by each department
Workflows By Location	Displays the number of workflows initiated by each location
Workflows By State	Displays the number of workflows initiated by each state
Workflows By Title	Displays the number of workflows initiated by each title
Workflows Completed	Displays each workflow instance which has a status of completed

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

Workflows In Error	Displays each workflow instance which has a status of errored
Workflows In Progress	Displays each workflow instance which has a status of in progress
Workflows Overdue	Displays each workflow instance which is overdue

Performance Reports

CPU Usage	Displays performance monitor values for a specified counter
Performance Counter Report	Displays performance monitor values for a specified counter*
Total Memory Usage	Displays performance monitor values for a specified counter

Search Reports

Most Active Users	Displays users actioning a search most often
Most Popular Query	Displays most popular search queries
Queries Daily Growth	Displays unique search queries each day
Queries Monthly Growth	Displays unique search queries each month
Queries Weekly Growth	Displays unique search queries each week
Search Audit Report	Displays all search actions carried out*
Search Scopes	Displays most commonly used search scopes
Unique Users Daily Growth	Displays unique search users each day
Unique Users Monthly Growth	Displays unique users actioning search each month
Unique Users Weekly Growth	Displays unique users actioning search each week

Site Reports

Site Activity	Displays site activity each hour for a 24-hour period
Site Collection Size	Displays the size of each site collection according to documents and lists
Stale Sites	Displays each site collection and the last modified date*
Team Site Daily Growth	Displays team sites created each day
Team Site Documents	Displays document count and total volumes for each team site
Team Site Lists	Displays lists and list items for each team site
Team Site Monthly Growth	Displays team sites created each month

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

Team Site Size	Displays team site size estimate according to documents (count and size) and lists (lists and list items)
Team Site Size Rollup	Displays a rollup view of team site size estimate according to documents*
Team Site Templates	Displays the number of team sites assigned to each template*
Team Site Templates Detail	Displays team sites assigned to a specified web template*
Team Site Weekly Growth	Displays team sites created each week
Weighted Team Site Popularity	Displays team site popularity adjusted according to age of events*
Storage Reports	
Content Database Monthly Growth	Displays disk space required to backup content databases each month
Document Storage Daily Growth	Displays disk space occupied by documents each day
Document Storage Monthly Growth	Displays disk space occupied by documents each month
Document Storage Weekly Growth	Displays disk space occupied by documents each week
File Types	Displays document count and volume by file extension
Summary Statistics Reports	
Implementation Manager	Displays a dashboard overview of SharePoint implementation within the organization
IT Manager	Displays a dashboard overview of I.T. KPIS
Knowledge Manager	Displays a dashboard overview of organizational collaboration
Records Manager	Displays a dashboard overview of document usage across all sites
Search Manager	Displays a dashboard overview of search usage
System Administrator	Displays a dashboard overview of key system measures
Team Site Summary	Displays a dashboard overview of SharePoint usage for a specified team site
Workflow Manager	Displays a dashboard overview of workflow usage

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

User Reports

Content Creator Daily Growth	Displays unique users uploading documents each day
Content Creator Monthly Growth	Displays unique users uploading documents each month
Content Creator Weekly Growth	Displays unique users uploading documents each week
Content Creators	Displays users who have uploaded documents over a period of time
Contributors	Displays user contributions over a period of time, grouped by type of contribution
Latest Activity	Displays the most recent date each user viewed or updated content
Latest MySites Activity	Displays the most recent date each mysite was accessed
Most Active	Displays users with the most views or updates over a period of time
Specific User Audit	Displays a user's interaction with a site*
Unique Users Daily Growth	Displays the number of unique users each day
Unique Users Hourly	Displays the number of unique users each hour for a 24-hour period
Unique Users Monthly Growth	Displays the number of unique users each month
Unique Users Weekly Growth	Displays the number of unique users each week
User Listing	Displays users based on AD or SharePoint profile database attributes*

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

Workflow Definitions Reports

Content Type Workflow Creators	Displays the number of content type workflow associations created by each user*
List Workflow Creators	Displays the number of list workflow associations created by each user
Workflows per List	Displays the number of workflows per list

* Available from the **Run new report** options.

** Nintex Workflow reports, only available when Nintex Workflow 2007 is installed.

Appendix Two: Summary of Child Reports

The following child reports can only be accessed via drill-down functionality from other reports. These reports cannot be run separately or scheduled.

Activity Reports

Most Popular Sites (1 team site)	Displays hits each day of the month for a specified team site
Most Popular Sites	Displays the number of hits for each team site each day
Site Activity (1 hour)	Displays site activity for a specified hour
Site Activity (details)	Displays details of site activity for a specified 5-minute period
Total User Activity (details)	Displays the activities of a specified user over a period of time
User Activities (1 day)	Displays unique users and actions each hour for a 24-hour period
User Activities (1 hour)	Displays unique users and actions for a 1-hour period
User Activities (details)	Displays details of unique users and actions
User Activities (drilldown)	Displays unique users and actions over a period of time

Content Types Reports

Content Type Hierarchy (drilldown)	Displays the specified content type and the number of immediate child content types
Content Type ListItem Usage (drilldown)	Displays the list items associated with a specified content type

Document Reports

Document Downloads Daily (details)	Displays document downloads each hour for a 24-hour period
Document Movements (details)	Displays the current documents for a specified site collection and team site
Growth (daily)	Displays documents created each day
Growth (details)	Displays details of all documents created for a specified day
Growth (hourly)	Displays documents created each hour
Movements (1 team site)	Displays documents created each day for a specified month
Multiple Authors Growth (daily)	Displays documents updated by non-authors each day
Multiple Authors Growth (details)	Displays details of documents updated by non-authors for a specified month

Multiple Authors Growth (hourly)	Displays documents updated by non-authors each hour
Publication (details)	Displays details of documents at a specified publication level
Shared Growth (daily)	Displays documents viewed by non-authors each day
Shared Growth (details)	Displays details of documents viewed by non-authors for a specified month
Shared Growth (hourly)	Displays documents viewed by non-authors each hour

Lists & Discussions Reports

Content Types (details)	Displays the list items assigned to a specified content type
Discussion Boards (details)	Displays discussion board lists and list items for a specified team site
Movements (1 team site)	Displays lists created each day for a specified month
List Creators (1 user)	Displays details of lists created by a specified user
List Growth (daily)	Displays the number of lists created each day
List Growth (details)	Displays details of lists created for a specified day
List Growth (hourly)	Displays the number of lists created each hour

Nintex Workflow Activity Reports

List Workflows (detail)	Displays each workflow instance and state for a specified list
Most Active Initiators (details)	Displays the number of workflow instances initiated by a specified user
Site Collection Workflows (drilldown)	Displays the number of workflow instances created within each team site of a specified site collection
Team Site Workflows (drilldown)	Displays the number of workflow instances created within each list
Workflow Authors (details)	Displays workflows created by a specified user
Workflow Usage Growth (daily)	Displays the number of workflow instances created over a specified time period

Workflow Usage Growth (details)	Displays details of workflow instances created within a specified date range
Workflow Usage Growth (hourly)	Displays the number of workflow instances created over a specified time period
Workflows By Department (details)	Displays details of workflow instances created within a specified date range for a specified department
Workflows By Location (details)	Displays details of workflow instances created within a specified date range for a specified location
Workflows By State (details)	Displays details of workflow instances created within a specified date range for a specified state
Workflows By Title (details)	Displays details of workflow instances created within a specified date range for a specified title

Performance Reports

Performance Counter Report (daily)	Displays performance monitor values for a specified counter for a specified day
Performance Counter Report (details)	Displays detailed performance monitor values for a specified counter
Performance Counter Report (hourly)	Displays performance monitor values for a specified counter for a specified hour

Search Reports

Most Popular Query (1 query)	Displays users actioning a specified search and search scope
Queries Growth (daily)	Displays unique search queries each day
Queries Growth (details)	Displays details of unique search queries for a specified day
Queries Growth (hourly)	Displays unique search queries each hour
Most Active Users (1 user)	Displays search information for a specified user
Unique Users Growth (daily)	Displays unique search users each day
Unique Users Growth (details)	Displays details of unique search users for a specified day
Unique Users Growth (hourly)	Displays unique search users each hour
Search Scopes (1 scope)	Displays search users and latest search terms for a specified search scope

Site Reports

Most Popular Query (1 query)	Displays users actioning a specified search and search scope
Queries Growth (daily)	Displays unique search queries each day

Queries Growth (details)	Displays details of unique search queries for a specified day
Queries Growth (hourly)	Displays unique search queries each hour
Most Active Users (1 user)	Displays search information for a specified user
Unique Users Growth (daily)	Displays unique search users each day
Unique Users Growth (details)	Displays details of unique search users for a specified day
Unique Users Growth (hourly)	Displays unique search users each hour
Search Scopes (1 scope)	Displays search users and latest search terms for a specified search scope

Storage Reports

Most Popular Query (1 query)	Displays users actioning a specified search and search scope
Queries Growth (daily)	Displays unique search queries each day
Queries Growth (details)	Displays details of unique search queries for a specified day
Queries Growth (hourly)	Displays unique search queries each hour
Most Active Users (1 user)	Displays search information for a specified user
Unique Users Growth (daily)	Displays unique search users each day
Unique Users Growth (details)	Displays details of unique search users for a specified day
Unique Users Growth (hourly)	Displays unique search users each hour
Search Scopes (1 scope)	Displays search users and latest search terms for a specified search scope

User Reports

Content Creator Growth (daily)	Displays unique users uploading documents each day
Content Creator Growth (details)	Displays details of unique users uploading documents for a specified day
Content Creator Growth (hourly)	Displays unique users uploading documents each hour
Content Creators (1 user)	Displays details of documents uploaded by a specified user
Unique Users (daily)	Displays the number of unique users each day
Unique Users (details)	Displays details of unique users for a specified day

Unique Users (hourly) Displays the number of unique users each hour

Unique Users Hourly (details) Displays details of unique users for a specified 1-hour period

Workflow Definitions Reports

ContentType Workflow Creators (details) Displays content type workflow associations created by a specified user

List Workflow Creators (details) Displays list workflow associations created by a specified user

Workflows per List (details) Displays details of workflows for the specified list