

How to Access Privia Server Usage Statistics

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Privia has a built-in mechanism that captures user transaction information in the database and has a reporting engine built in to present that information to an Administrator.

As an administrator, the only report that you can run on your server without getting a DBA involved is a statistics report. You can get to this by navigating to the web address:

<https://SERVERNAME/Privia/statistics>

Substitute your server name (e.g. abc.privia.com) for SERVERNAME.

Note:

This feature can only be used in the IE web browser.

Also, when you navigate to the address above, you will be prompted to install different Office Add-ins that are packaged up with the server install. These add-ins work with Excel Functionality, so please make sure you click "Yes" to install these add-ins.

Log in with your normal credentials and you will see a screen that is similar to the one below (Figure 1).

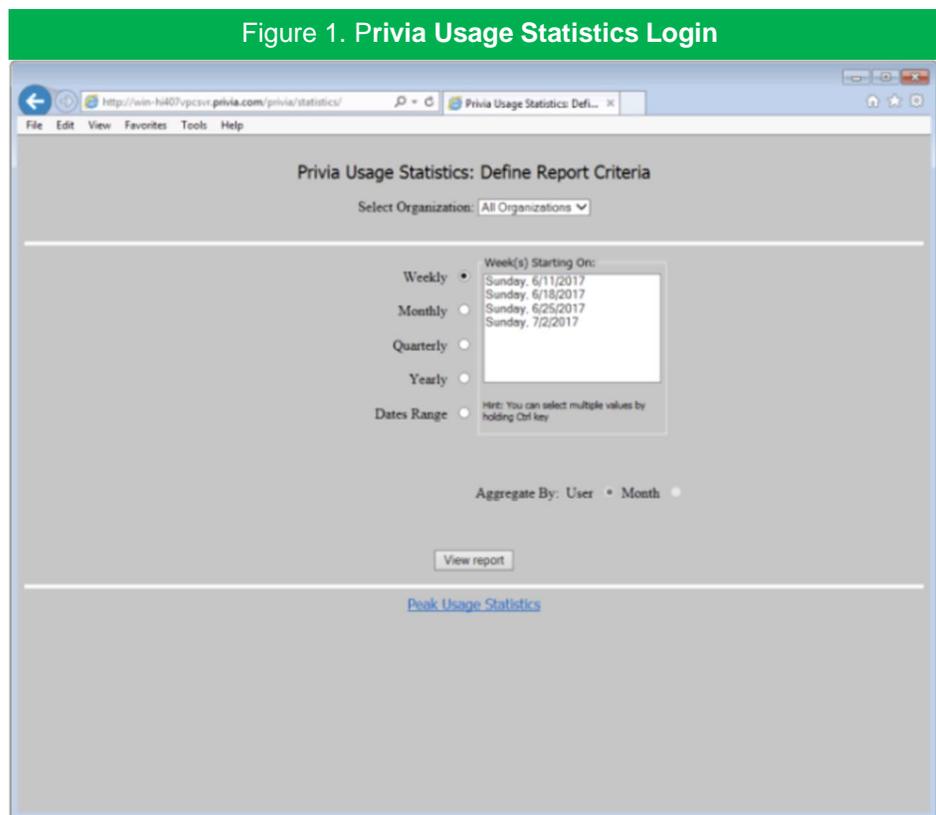


Figure 1. Privia Usage Statistics Login

You simply enter the timeframe that you want to get information on, and then ask for the report. Privia will then generate a report that can be opened in Microsoft Excel and used in other reports. It will tell you the basics of logon, logoff, # files uploaded, etc.

After entering the date range, when you generate your report, you will get a display similar to the following:

