

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

The screenshot shows a web browser window with the URL <http://win-h407pvcsv-privia.com/privia/statistics/>. The page title is "Privia Usage Statistics: Define Report Criteria". The form includes a "Select Organization:" dropdown menu set to "All Organizations". Below this, there are radio buttons for "Weekly", "Monthly", "Quarterly", "Yearly", and "Dates Range". The "Weekly" option is selected, and a "Week(s) Starting On:" dropdown menu is open, showing dates: "Sunday, 6/11/2017", "Sunday, 6/18/2017", "Sunday, 6/25/2017", and "Sunday, 7/2/2017". A hint below the dates states: "Hint: You can select multiple values by holding Ctrl key". Below the date selection, there is an "Aggregate By:" section with radio buttons for "User" and "Month", with "User" selected. At the bottom of the form is a "View report" button. Below the form, there is a link for "Peak Usage Statistics".

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:

Figure 2

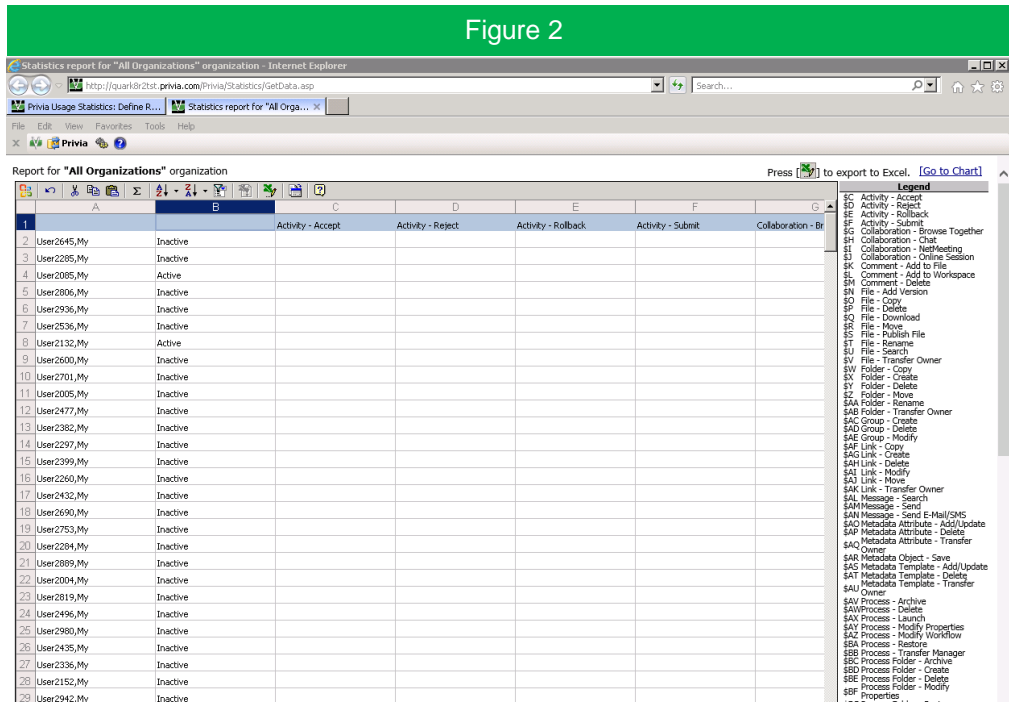


Figure 1. Begin Integration Setup

