



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								
Impu//win-hid0/upcs-r.privla.com/privle/tatistics/ P × C Privla Usage Statistics: DefX File Edit View Favorites Tools	0							
Privia Usage Statistics: Define Report Criteria Select Organization: All Organizations V Week(s) Starting On:								
Sunday, 6/25/2017 Sunday, 6/25/2017 Sunday, 7/2/2017 Sunday, 7/2/2017 Sunday, 7/2/2017 Dates Range Hirth You can select multiple values by holding Chf key								
Aggregate By: User * Month View report								
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									
Statistics report for "All Org	janizations" organization -	Internet Explorer					_ 🗆 ×		
🕞 🐑 🗢 🔛 http://quark8r2	tst.privia.com/Privia/Statistics/	GetData.asp			💌 🍫 Search.		▶ ☆ ☆		
Privia Usage Statistics: Define I	R M Statistics report for	"All Orga ×							
File Edit View Favorites	Tools Help								
🗴 🙀 👩 Privia 🐁 👩									
Report for "All Organizatio	ons" organization					Press [3] to	export to Excel [Go to Chart]		
	≜] - ?] - № ‰ ;	🍇 🚔 🛛				11000 [[] [] [0	Legend		
A	B	C C	D	E	F	G	\$C Activity - Accept \$D Activity - Reject		
1		Activity - Accept	Activity - Reject	Activity - Rolback	Activity - Submit	Collaboration - Br	\$E Activity - Rollback \$F Activity - Submit		
2 User2645,My	Inactive						SG Collaboration - Browse Logether SH Collaboration - Chat		
3 User2285,My	Inactive						\$1 Collaboration - Netweeting \$3 Collaboration - Online Session		
4 User2085,My	Active						\$L Comment - Add to Hile		
5 User2806,My	Inactive						\$N File - Add Version		
6 User2936,My	Inactive						SP File - Delete		
7 User2536,My	Inactive						\$2 File - Move		
8 User2132,My	Active						\$T File - Rename		
9 User2600,My	Inactive						\$V File - Transfer Owner		
10 User2701,My	Inactive						\$X Folder - Create \$X Folder - Delate		
11 User2005,My	Inactive						\$2 Folder - Move		
12 User2477,My	Inactive						\$AB Folder - Transfer Owner		
13 User2382,My	Inactive						SAD Group - Delete SAE Group - Modify		
14 User2297,My	Inactive						\$4F Link - Copy \$4G Link - Create		
15 User2399,My	Inactive						\$AH Link - Delete		
16 User2260,My	Inactive						\$4 Link - Move \$4K Link - Transfer Owner		
17 User2432,My	Inactive						\$AL Message - Search \$AMMessage - Send		
18 User2690,My	Inactive						\$AN Message - Send E-Mail/SMS \$40 Metadata Attribute - Add/Undate		
19 User2753,My	Inactive						\$AP Metadata Attribute - Delete		
20 User2284,My	Inactive						\$40 Owner \$48 Metadata Object - Save		
21 User2889,My	Inactive						\$AS Metadata Template - Add/Update \$4T Metadata Template - Delete		
22 User2004,My	Inactive						\$AU Metadata Template - Transfer		
23 User2819,My	Inactive						\$AV Process - Archive \$AWProcess - Delete		
24 User2496,My	Inactive						\$AX Process - Launch \$AY Process - Modify Properties		
20 User2900,My	Inacove						\$AZ Process - Modify Workflow \$BA Process - Restore		
20 User2405,My 27 User2226 Mu	Inacove						\$BB Process - Transfer Manager \$BC Process Folder - Archive		
28 Urov2152 Mu	Inactive						\$BD Process Folder - Create \$BE Process Folder - Delete		
29 User2942.Mv	Inactive						\$BF Process Folder - Modify Properties		

