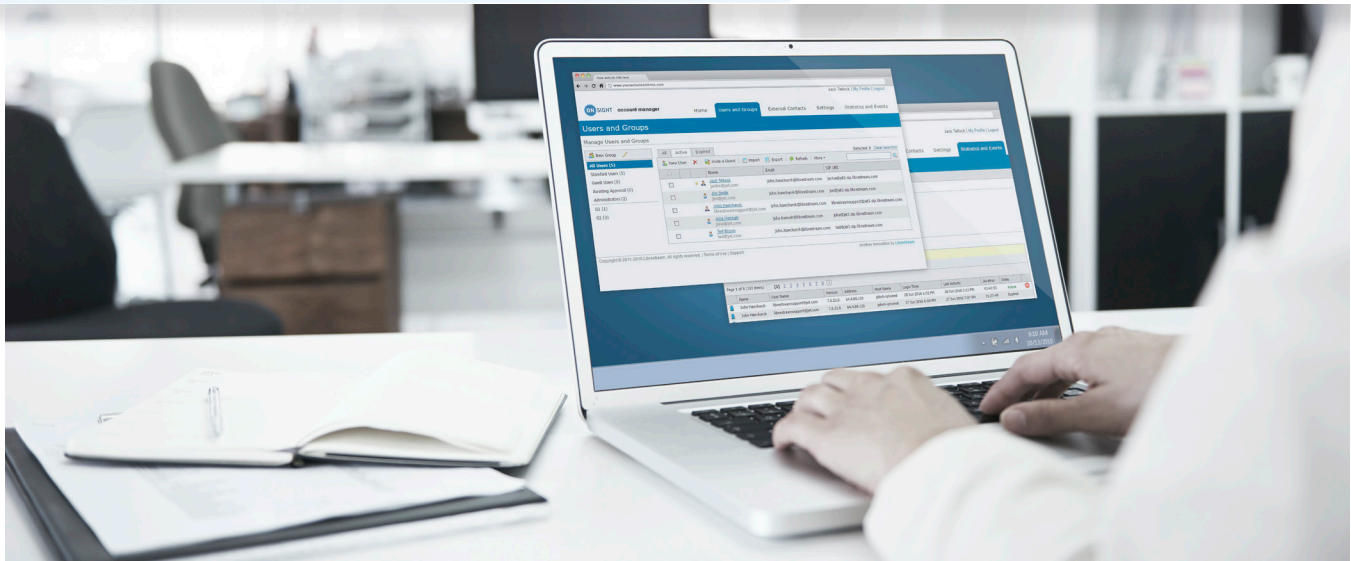


# REPORTING TIPS



## FOR SUMMARY REPORTS OF ONSIGHT CONNECT USAGE

1. Log in to OPM and click on **STATISTICS AND EVENTS** from the main menu.
  2. Select the **REPORTS** tab.
  3. Select the desired report:
    - **Top Usage** (Calls)
    - **Least Usage** (Calls)
    - **Top Usage** (Logins)
    - **Least Usage** (Logins)
    - **Top Usage** (Bandwidth)
    - **Least Usage** (Bandwidth)
    - **License Usage Summary**
    - **Guest Invite Summary**
    - **Overall Usage Summary**
  4. Define the date range using the **Start** and **End date**.
  5. Define the report period for **Usage Summary Reports** as:
    - **Weekly**
    - **Monthly**
    - **Quarterly**
    - **Yearly**
  6. Click **Run Report**.
- Note:** Any report can be exported to Excel/CSV format.

## FOR MORE DETAIL

1. Click on **STATISTICS** (for call statistics) and input a date range and click **Apply Filter**. Click **Export** to review data in Excel/CSV format.
2. Click on **Client Activity** for Login data and click **Apply Filter**. Click **Export** to review data in Excel/CSV format.

## EVENTS

Lists Information, Errors, Warnings, and Fatal events. An Admin can see when an OnSight license was created, deleted, or locked out. They can determine when the welcome email was sent to new users, and events are useful for trouble shooting.

## FOR HEAT MAP

1. Heat Map depicts client activity based on IP address.
2. Select Type: **Logins** or **Calls**
  - If Calls, select: **Caller**, **Callee** or **Both**.
3. Define the date range using the **Start** and **End date**.
4. Click **Apply Filter**.