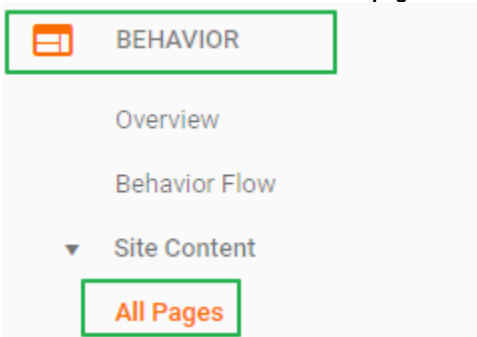


# Build standard report

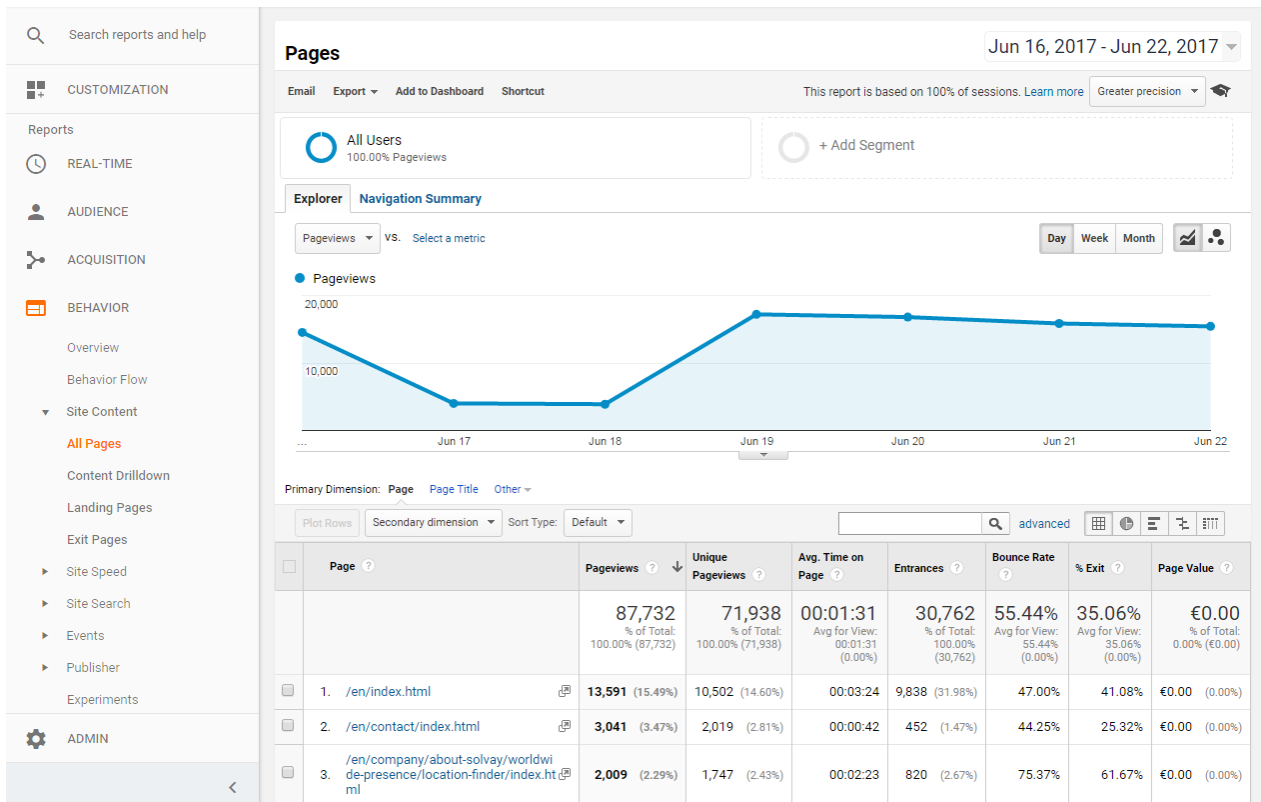
- For a site (e.g. [www.solvay.com](http://www.solvay.com),...)
- For a specific page using filters
- Export a report
- Parameter an automatic report

## For a site (e.g. [www.solvay.com](http://www.solvay.com),...)

1. Select your view with the button on top left  
[blocked URL](#)
2. Go to **BEHAVIOUR > Site Content > All pages**



3. Choose a **date range** in top right  
[blocked URL](#)
4. The statistic are displayed in graphics and tables



**Pageviews:**

The total number of pages viewed. Repeated views of a single page are counted.

**Unique Pageviews:**

The number of sessions during which the specified page was viewed at least once.

**Average Time on Page:**

Average amount of time users spent viewing a specified page or screen.

**Bounce Rate:**

The percentage of single-page sessions in which there was no interaction with the page.

**% Exit:**

*(number of exits) / (number of pageviews)* for the page or set of pages.

It indicates how often users exit from that page or set of pages when they view the page(s).

## For a specific page using filters

The standard report needs to be builded for the site first ([follow the steps above](#))

- Filters are located just above the table for standard reporting [blocked URL](#)
- You can use the text box or click on advanced.
  - Copy and past the URL
    - To filter per language, (example: /en/, /fr/, /pt/, ...)
    - To filter per space (example: /sbs/, /hr/, /marketing/, ...)
    - To filter to a specific page (example: /en/sbs/index.html)

Primary Dimension: Page Page Title Other

Plot Rows Secondary dimension Sort Type: Default

/en/sbs/index.html advanced

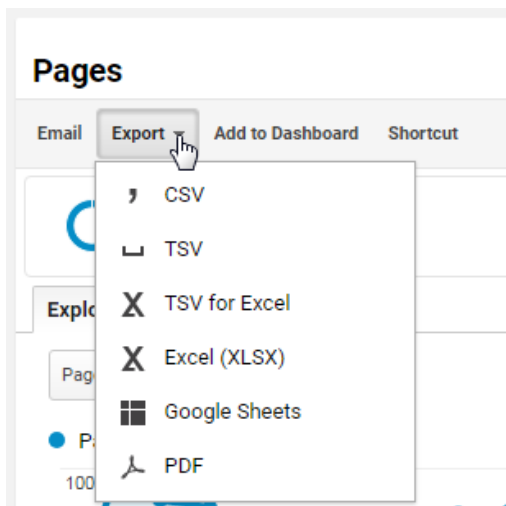
Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?	Page Value ?
	922 % of Total: 0.05% (1,814,459)	729 % of Total: 0.05% (1,427,997)	00:00:33 Avg for View: 00:03:46 (-85.52%)	127 % of Total: 0.01% (953,334)	11.81% Avg for View: 66.61% (-82.27%)	6.29% Avg for View: 52.54% (-88.03%)	€0.00 % of Total: 0.00% (€0.00)
1. /en/sbs/index.html	599 (64.97%)	444 (60.91%)	00:00:51	69 (54.33%)	21.74%	9.68%	€0.00 (0.00%)
2. /ext/one.solvay.com/en/sbs/index.html	323 (35.03%)	285 (39.09%)	00:00:03	58 (45.67%)	0.00%	0.00%	€0.00 (0.00%)



Select "Page Title" on top of the table to see the entire title instead of the URL address.

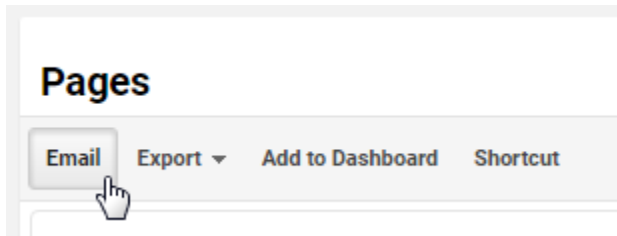
## Export a report

After [creating your report](#), select the **Export** option on top of the screen:




## Parameter an automatic report

Select the **Email** option on top of the screen.



You can then define the parameter of your automatic report:

- To - entre the recipient of the report. You can define several addresses by separating with a coma
- Subject
- Attachments - select the format of the report (csv, pdf, xls, ...)
- Frequency - defines how often you receive the report. (daily, monthly, Quarterly,...)

 Automatic reports can be parameters to be sent during 12 months maximum.

Email Report: *Pages* ✕

From **gaetan.andria-exterieur@solvay.com**

To

Subject

Attachments

Frequency  Day of Month:

**▶ ADVANCED OPTIONS**

Hello,

Please find attached in [this email your monthly statistics for your website.](#)

Best regards,

[Add to an existing email](#)

