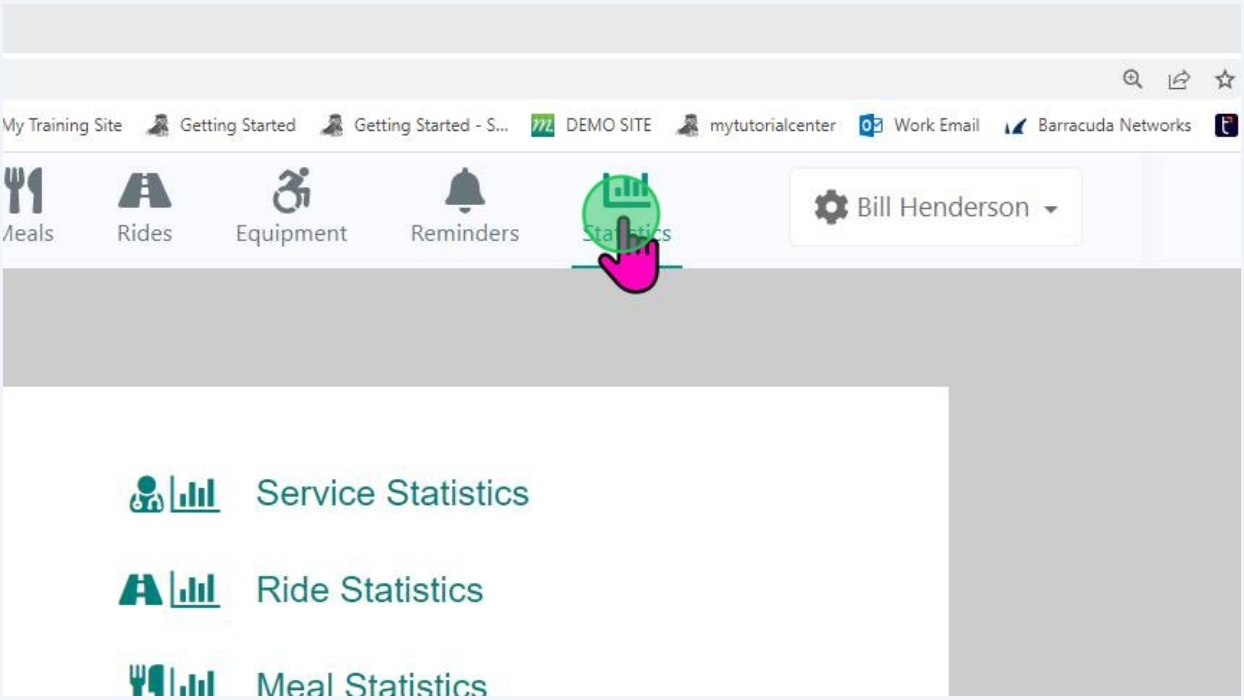
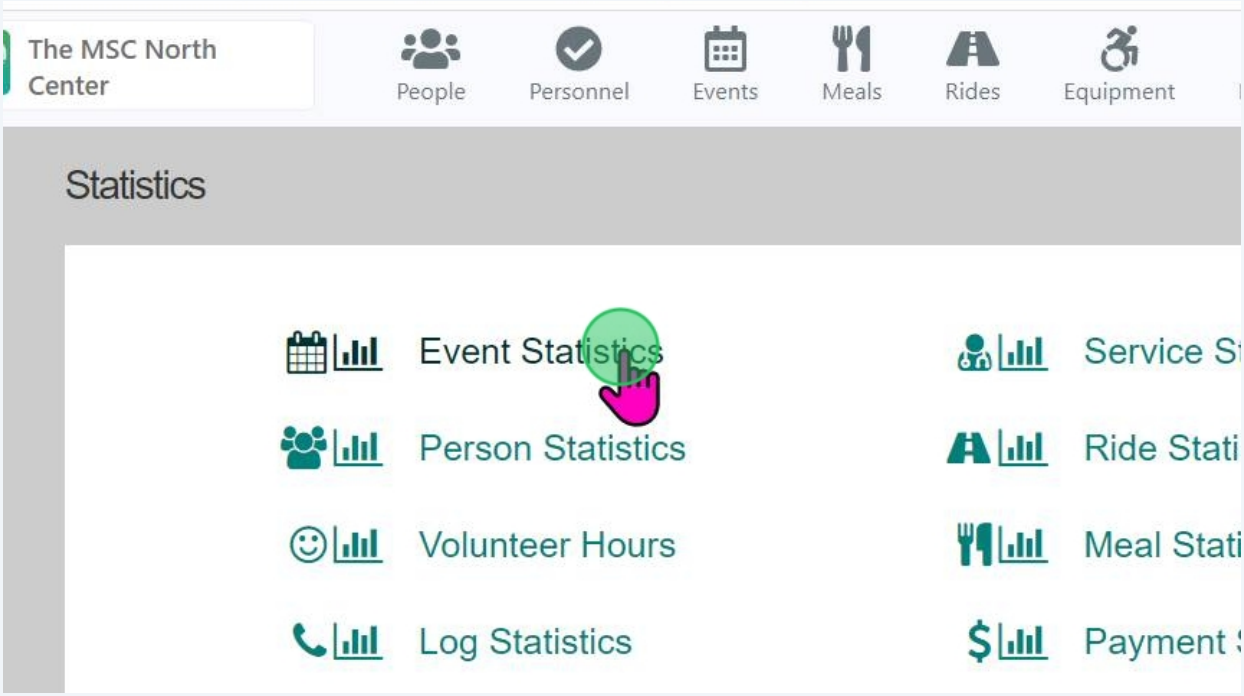
How to Generate Statistics

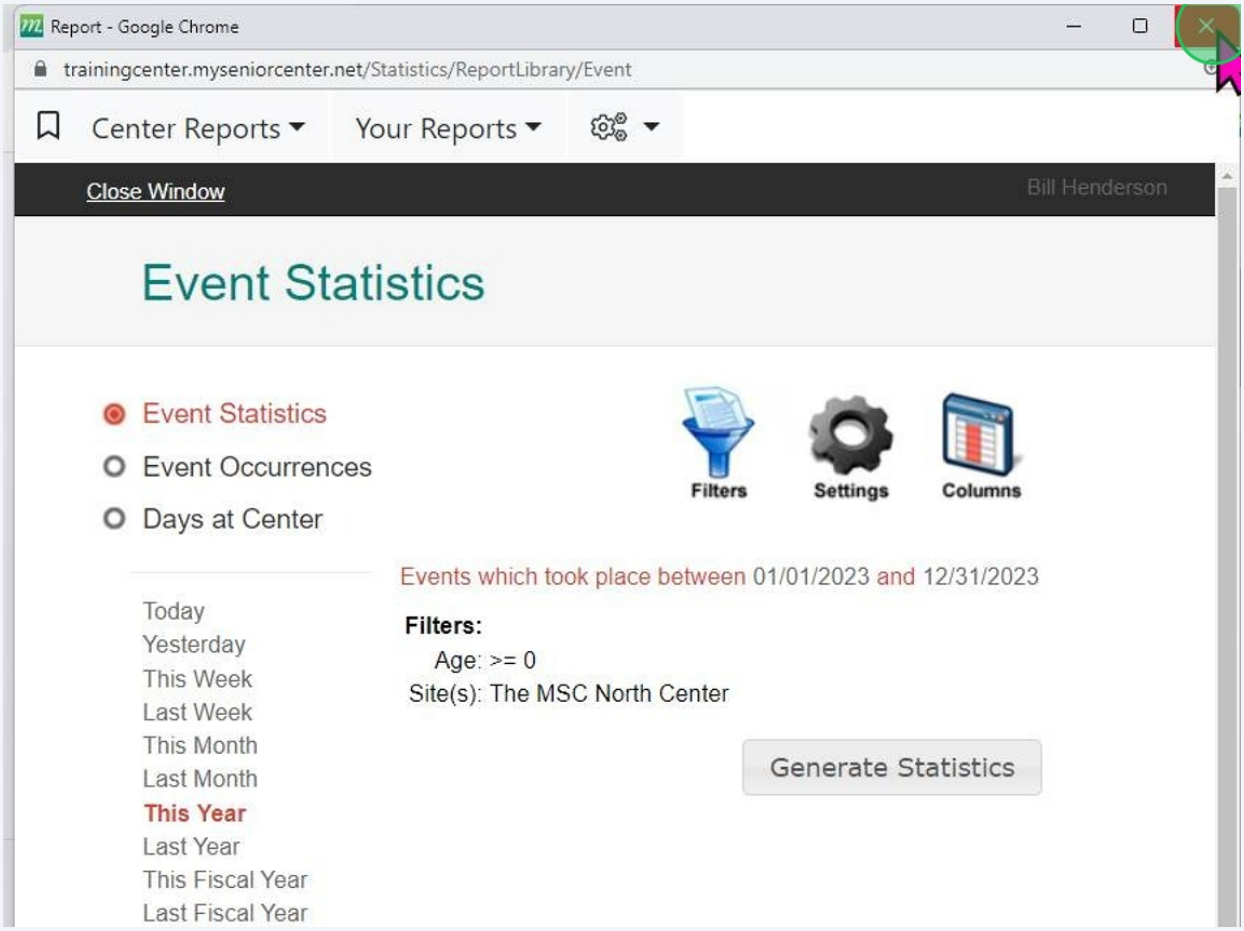
1 Click the Statistics tab



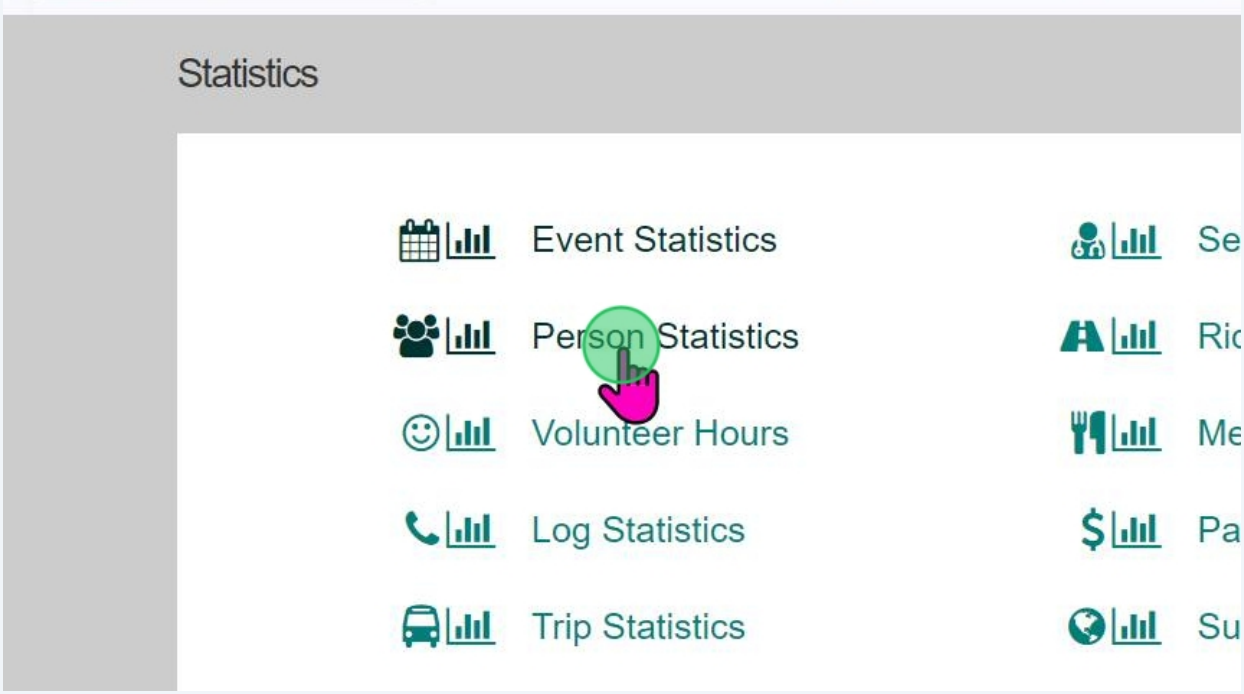
2 Click "Event Statistics"



3 Just take a quick look at it then close the window.

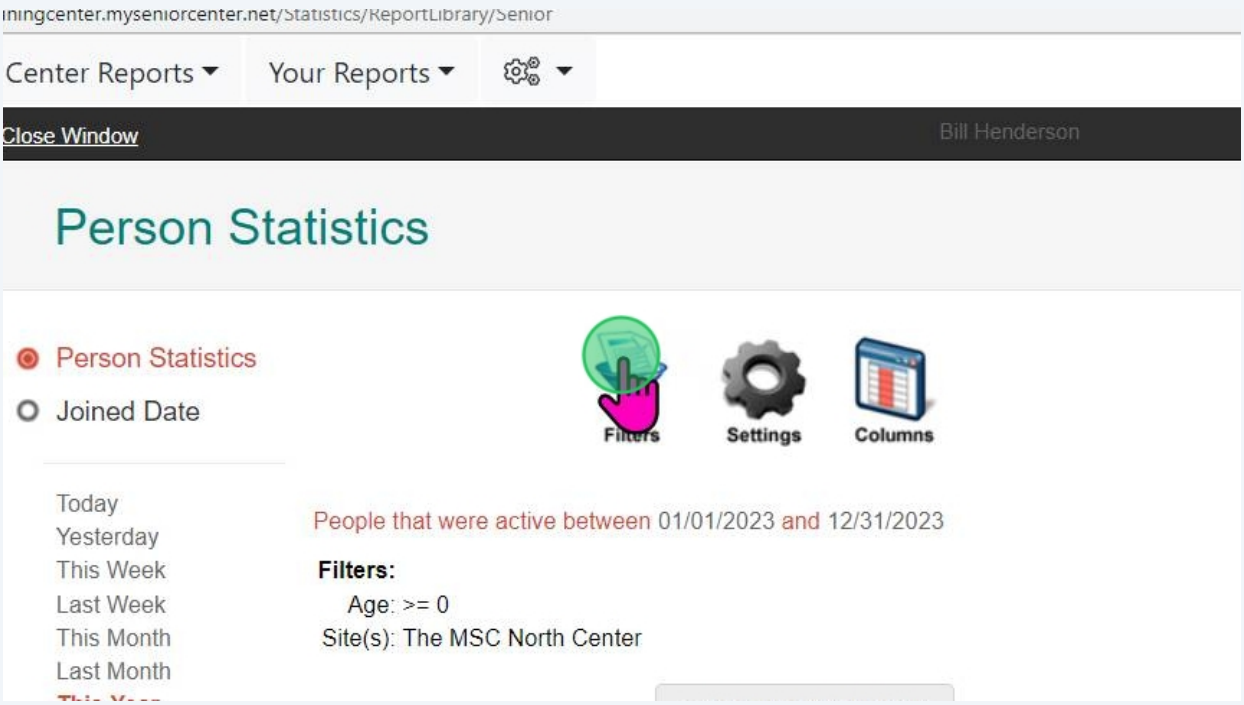


4 Click "Person Statistics"

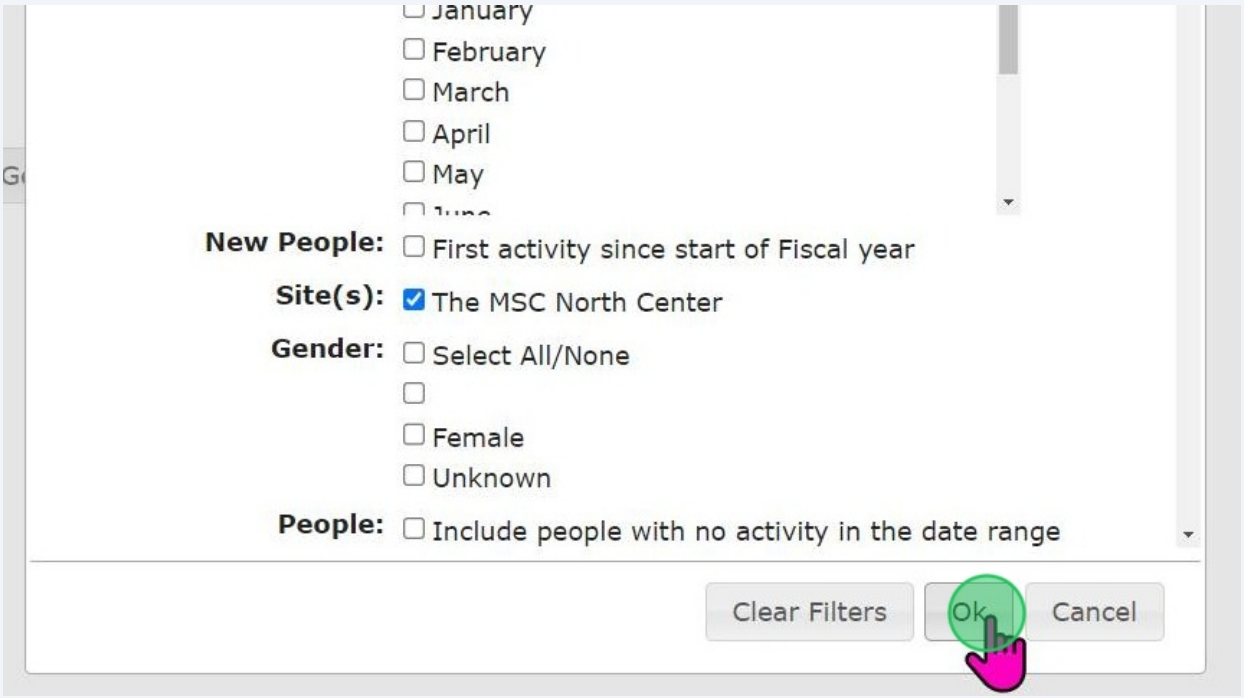


Date Range and Filters

5 You can see they really look the same. All the statistics work the same way for the most part. In every Statistic window you will see three common things. The first are the date ranges. You are always choosing a date range when running any statistics. The second are the filters. Click the Filters icon.

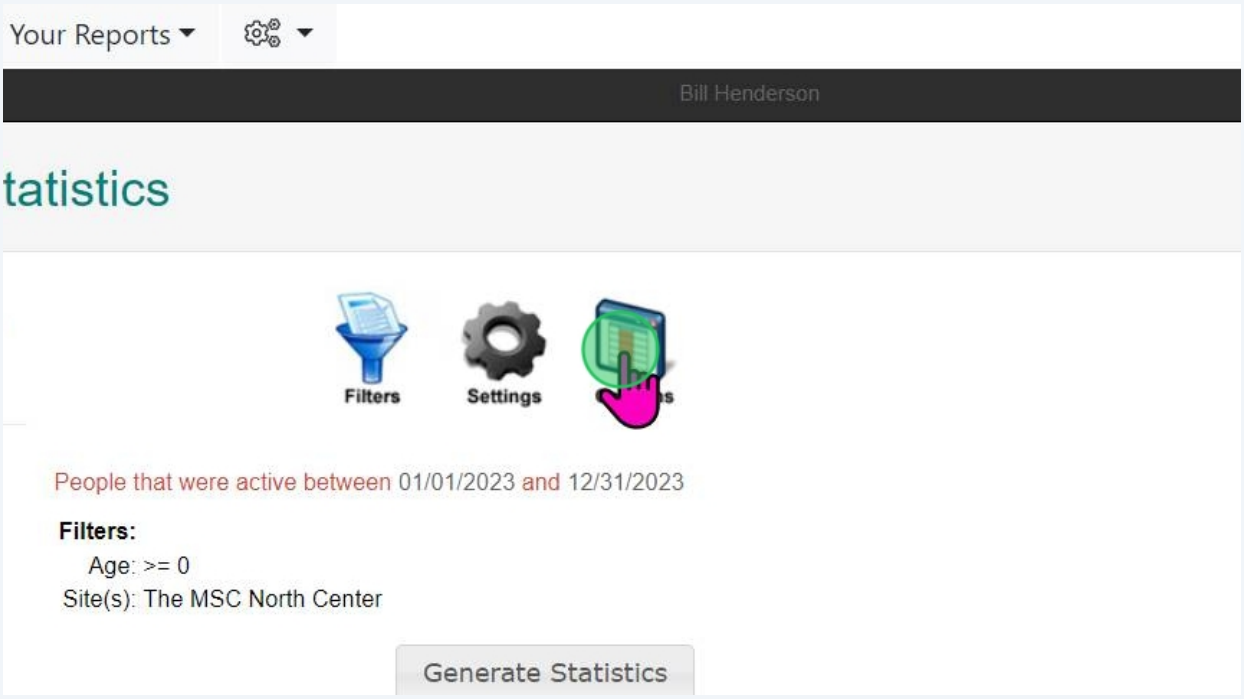


6 Filter are how you narrow down the results. The more filters you select lesser is the number of people that will be included in your results. Everyone must fit all filters to be included. Choosing to many filters may result in no matches. Close the window.



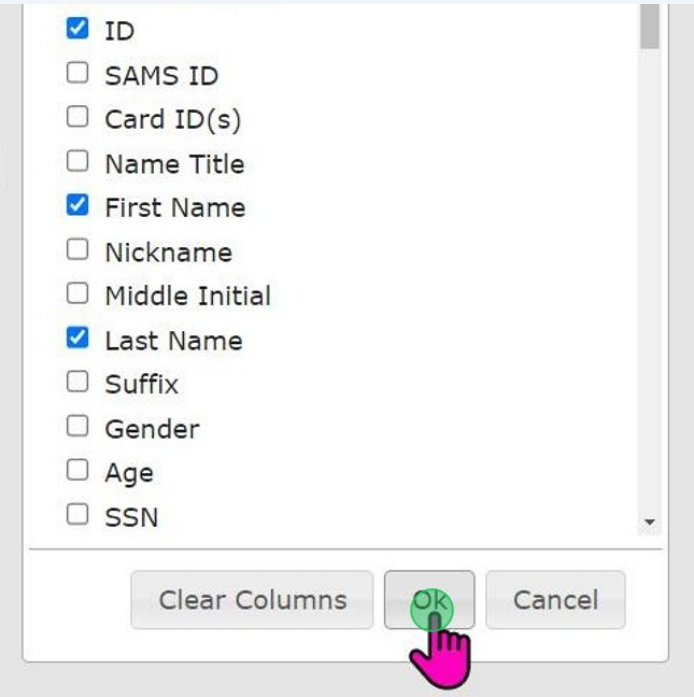
Columns

7 The third common item is the Columns icon. Click Columns.



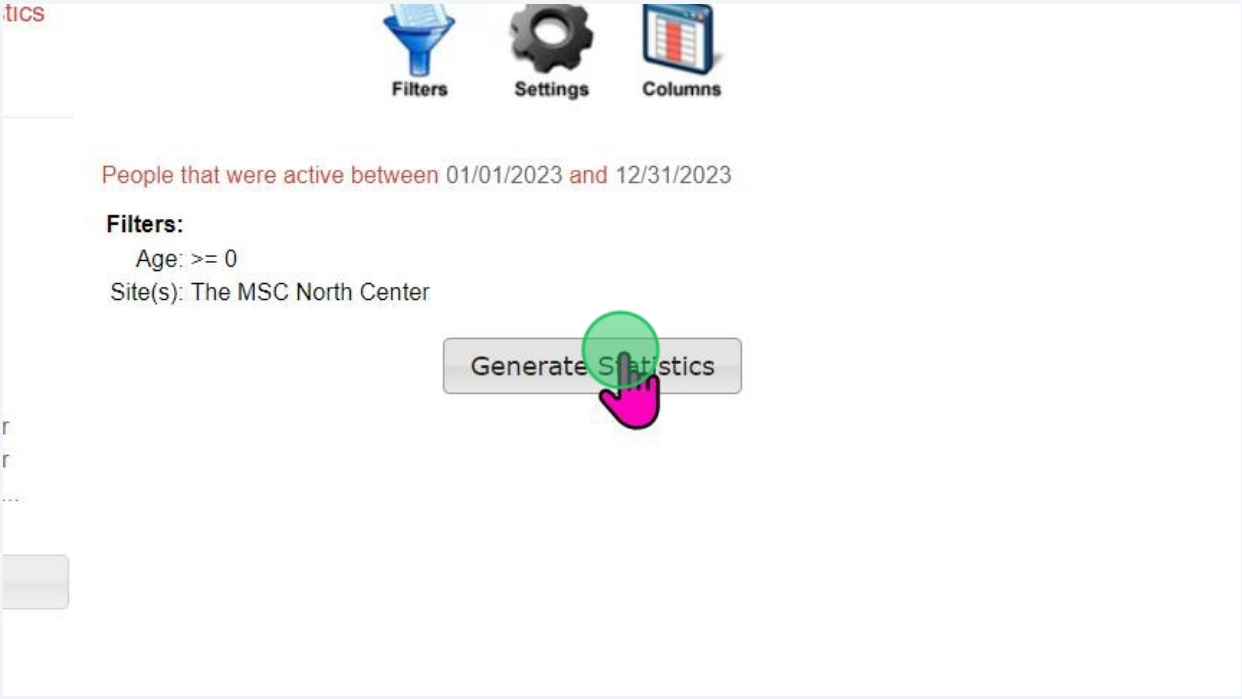
8 Once you run your statistics and get to a list of people you will have the option of printing and exporting to excel. Here you can choose from the person's "File Info" fields and "Custom fields". Those fields will be displayed when printing and used as columns when exporting to excel.

Close the window.

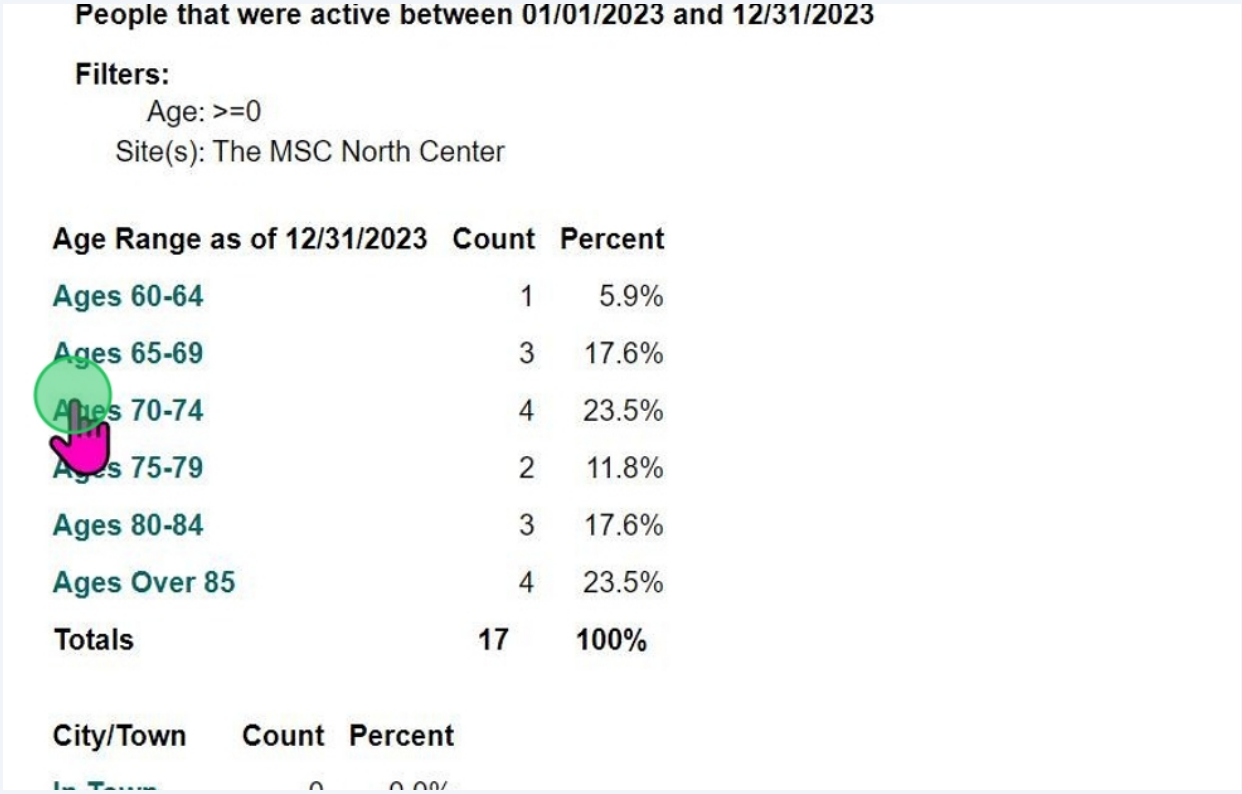


Generate Statistics

9 Click "Generate Statistics"



10 Here you will see stats on different demographics. All of the bolded green lettering on the left hand side are links. Click on an age range.



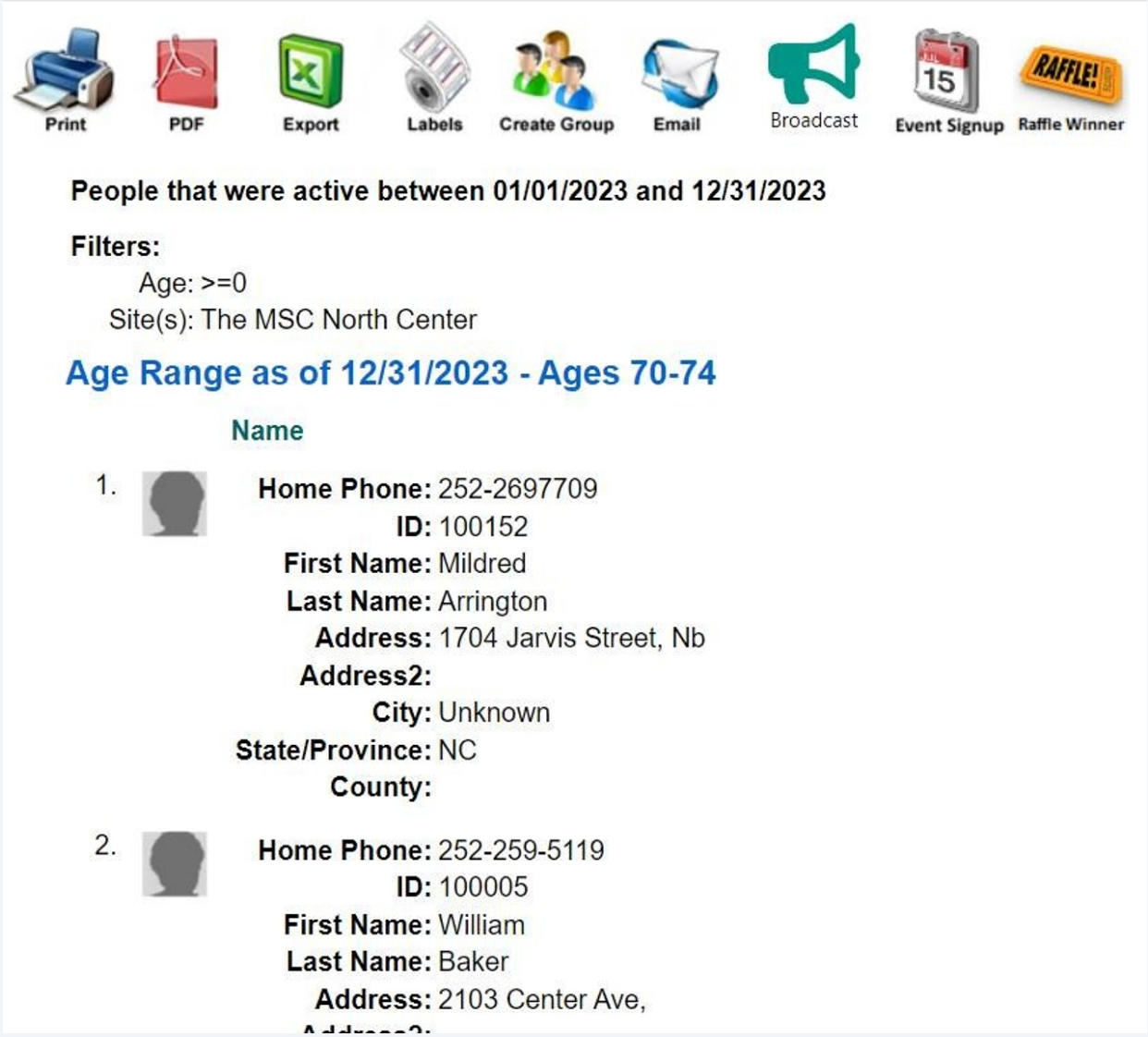
People that were active between 01/01/2023 and 12/31/2023

Filters:
Age: >=0
Site(s): The MSC North Center

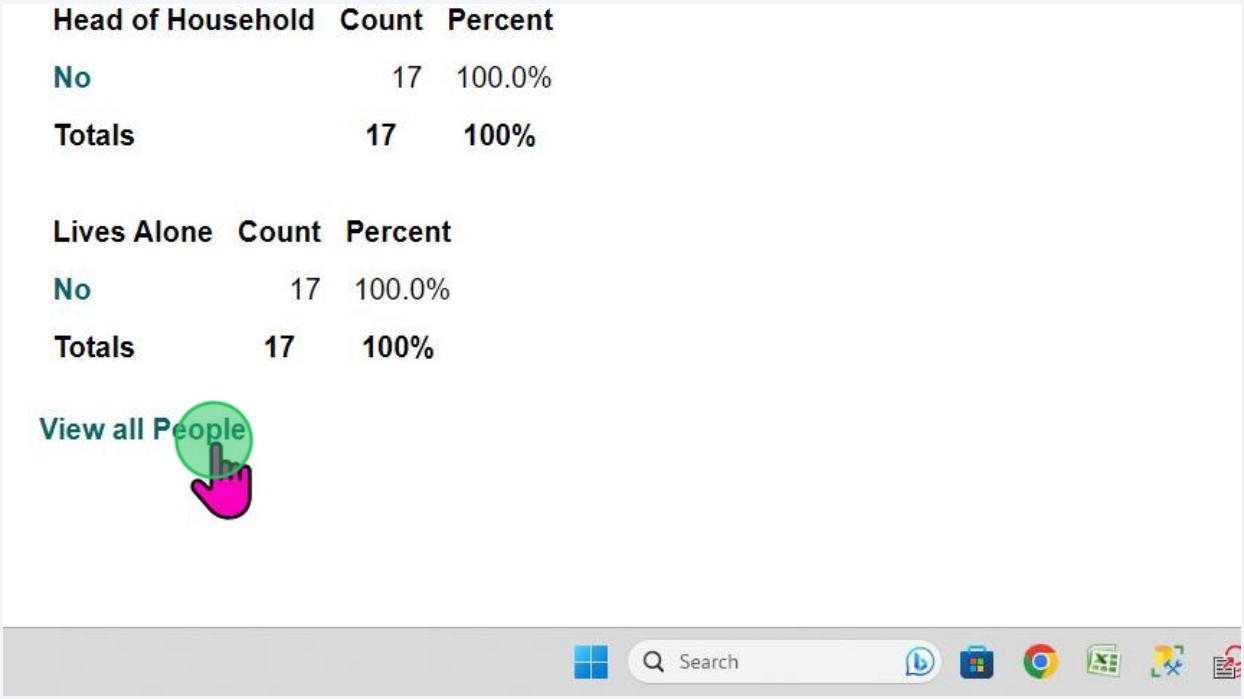
Age Range as of 12/31/2023	Count	Percent
Ages 60-64	1	5.9%
Ages 65-69	3	17.6%
Ages 70-74	4	23.5%
Ages 75-79	2	11.8%
Ages 80-84	3	17.6%
Ages Over 85	4	23.5%
Totals	**17**	**100%**

City/Town	Count	Percent
In Town	0	0.0%

11 Now we see a list of those people and we get all of the fields we selected under the columns icon. Click Back.



12 Click View all People



What can I do with Stats?

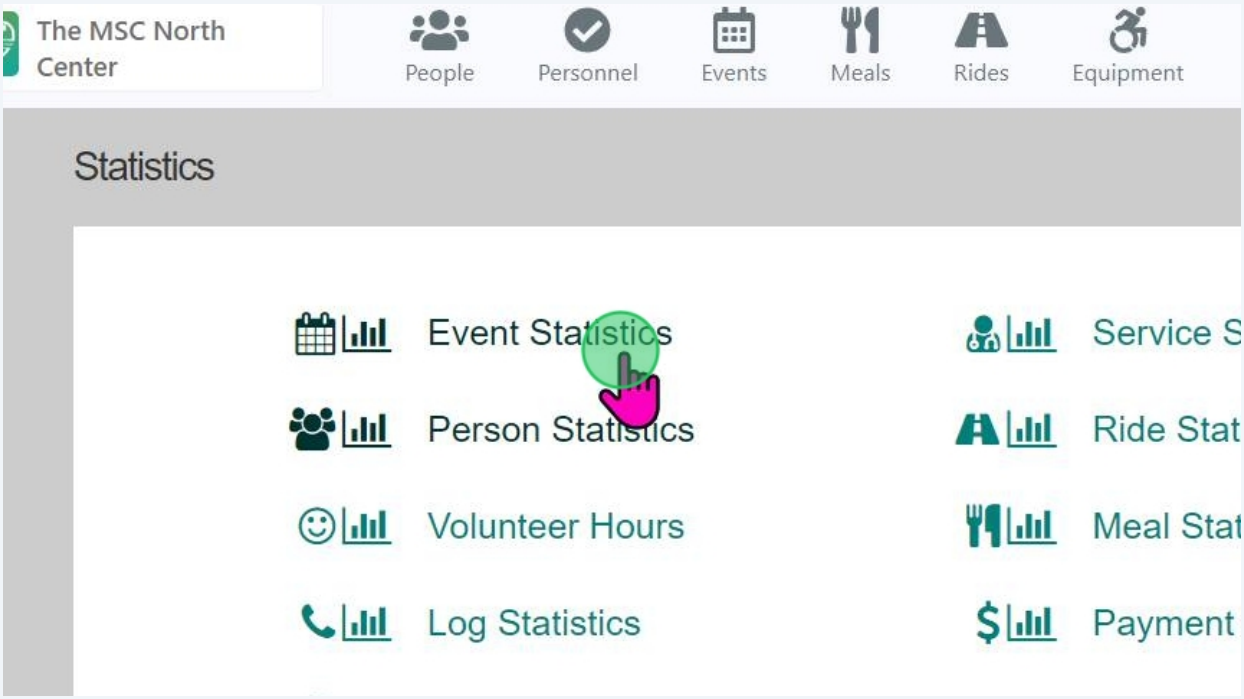
13 Now we have a list of everyone. Along the top of the window we have a handful of actions we can perform.

- Print
- Create A Pdf
- Export To Excel
- Create Mailing Labels
- Create Group And Add These People To It
- Get An Email List For Use In A 3rd Party App Outside MSC
- Send Out A Broadcast
- Sign These People Up For Events Together
- Pick A Raffle Winner.

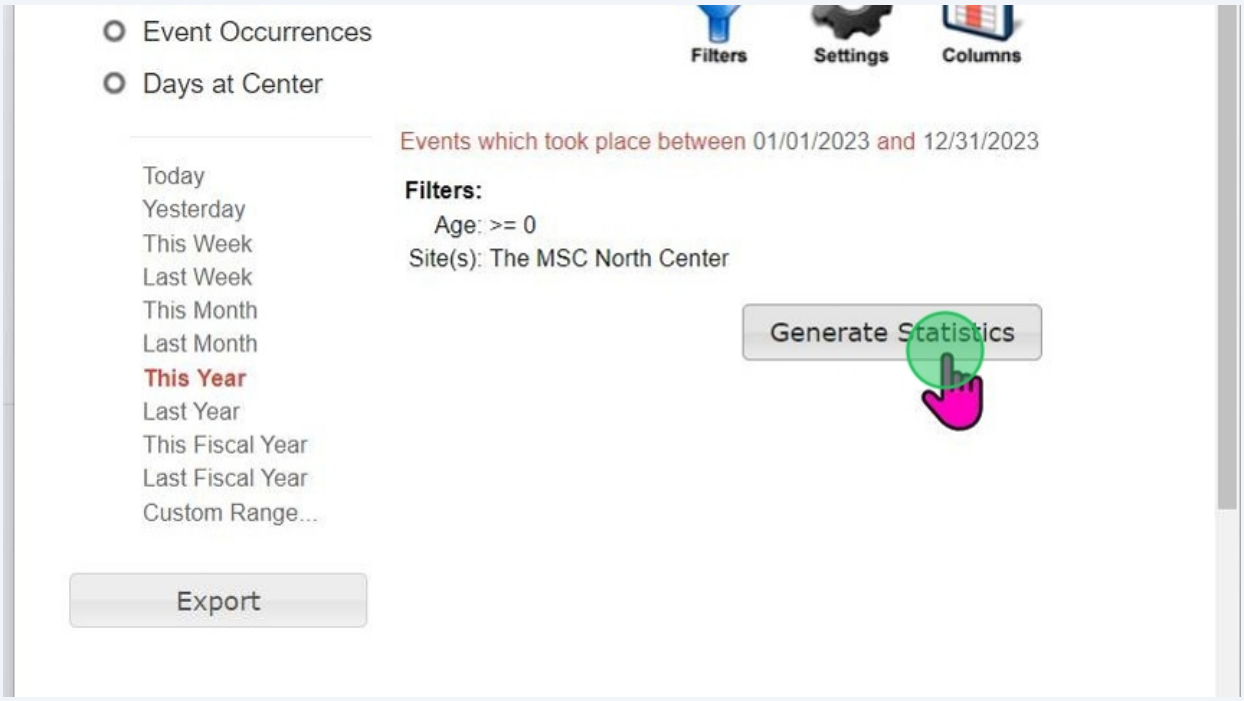
All of those option show when you get to a list of people in all of the statistics.

Close the Window.

14 Click "Event Statistics"



15 Click "Generate Statistics"



Digging into Stats

16 There are three different sections in event statistics.

The section in red is all of the event categories. We can see how many unique people went to something under each category, that's the unduplicated number, and we can see how many times they all attended as a whole, that's the duplicated number.

The section in green shows us the total unique people for all events, that's the unduplicated number, and how many times they all attended as a whole for all events.

The section in blue is actual physical swipes for unique people at the touchscreen (this includes using the I don't have my card button), that's unduplicated, and how many times they all swiped, duplicated.

Click a Category.

Event Statistics

Event Statistics from 01/01/2023 to 12/31/2023

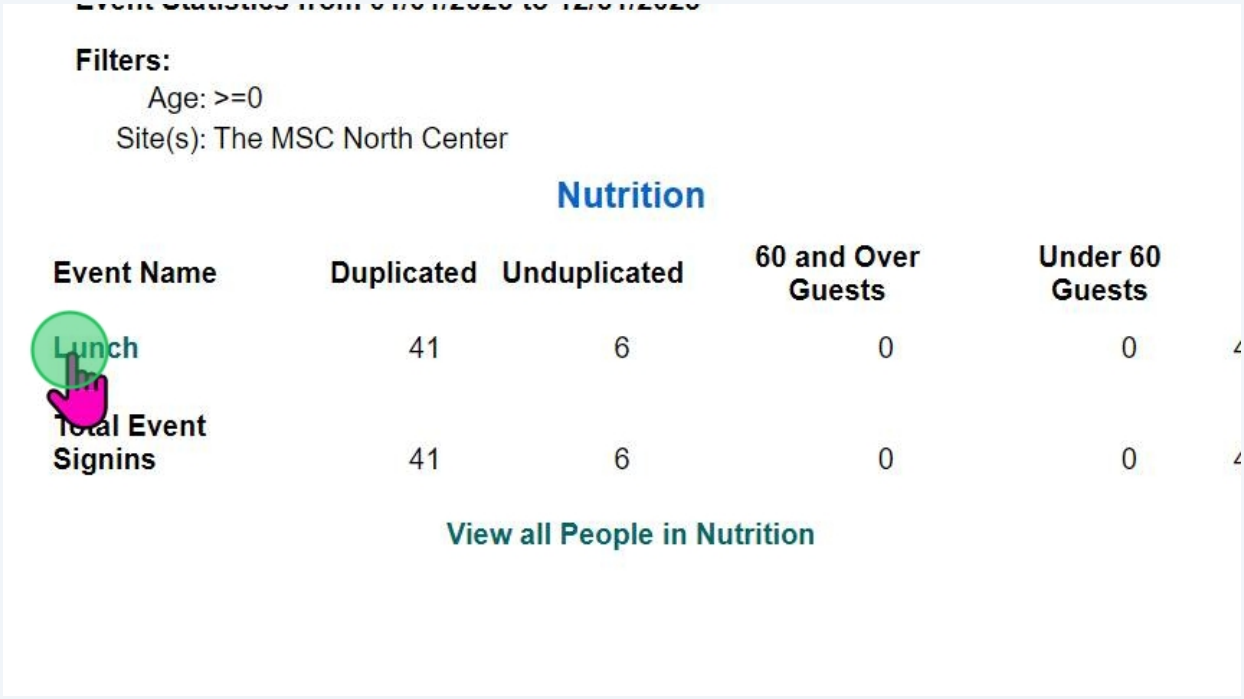
Filters:

Age: >=0

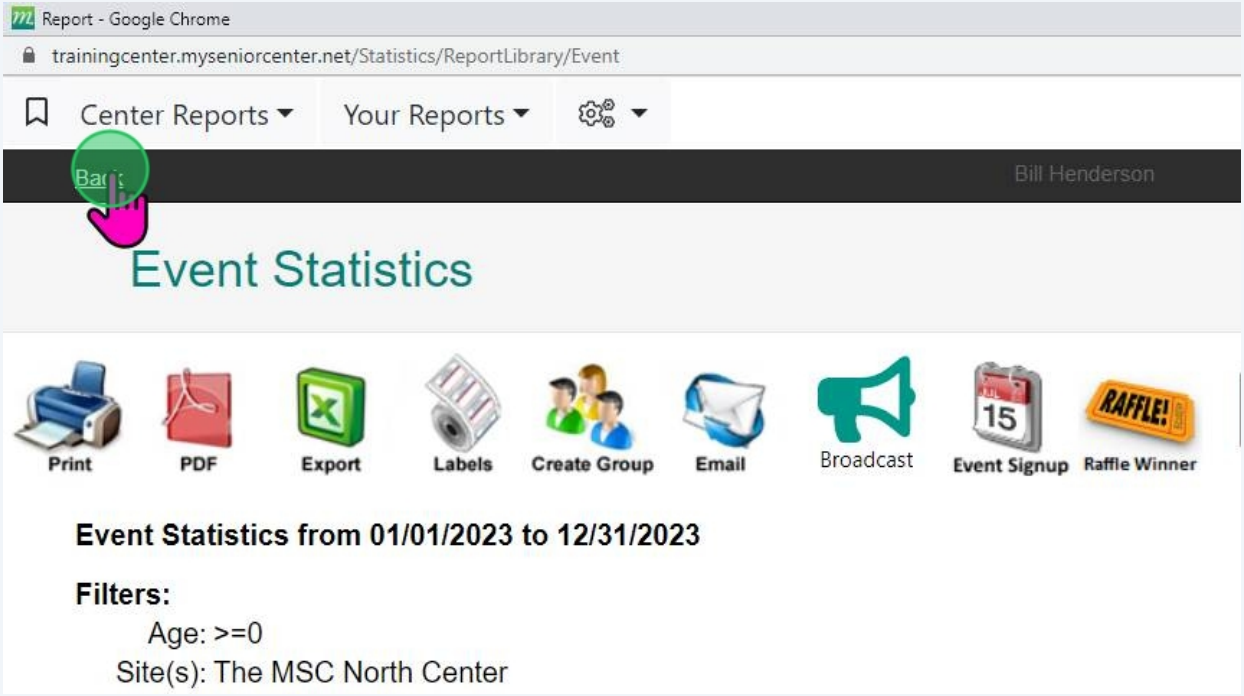
Site(s): The MSC North Center

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests	Hours
Classes/Workshops	2	2	1	0	2.00
Health/Fitness	14	2	1	0	14.00
Nutrition	41	6	0	0	41.00
Special Groups	23	10	0	0	23.00
Total Event Signins	80	11	2	0	80.00
Total Swipes	4	2			

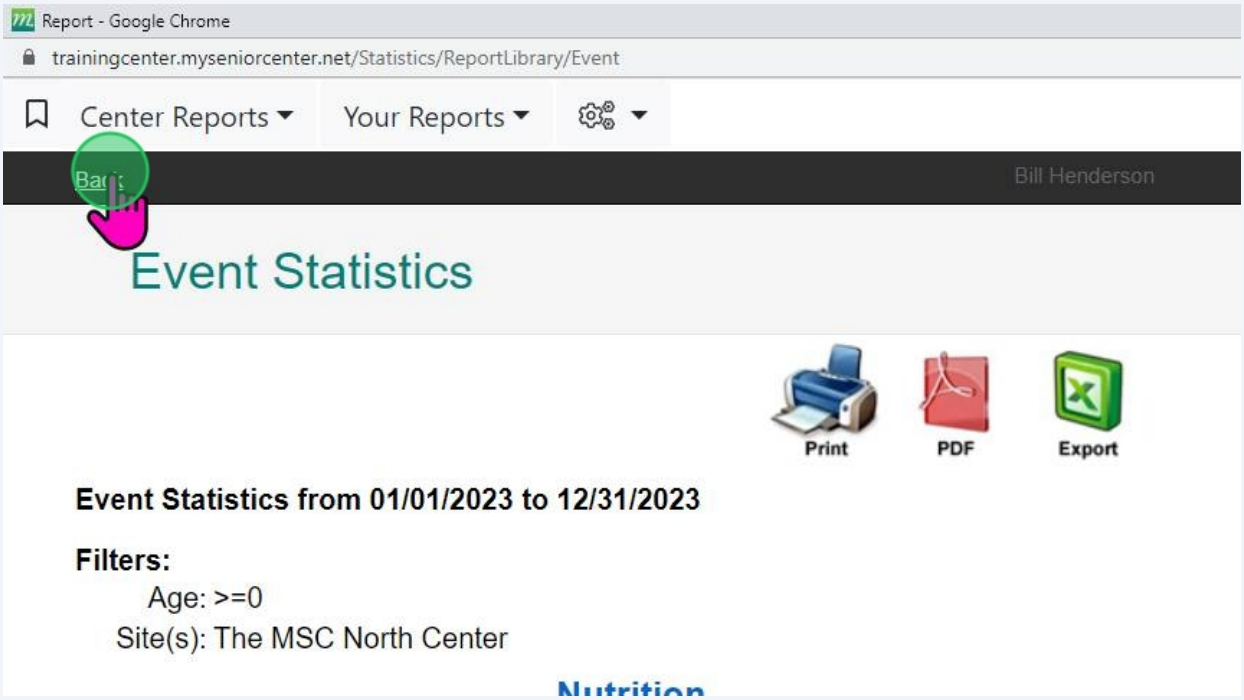
17 Now you will see the events within that category along with the same numbers except they will be by category. Click on an event.



18 Now we can see the people that attended along with their individual attendance and hours and minutes. We also have all of the actions mentioned earlier. Click Back.



19 Click Back

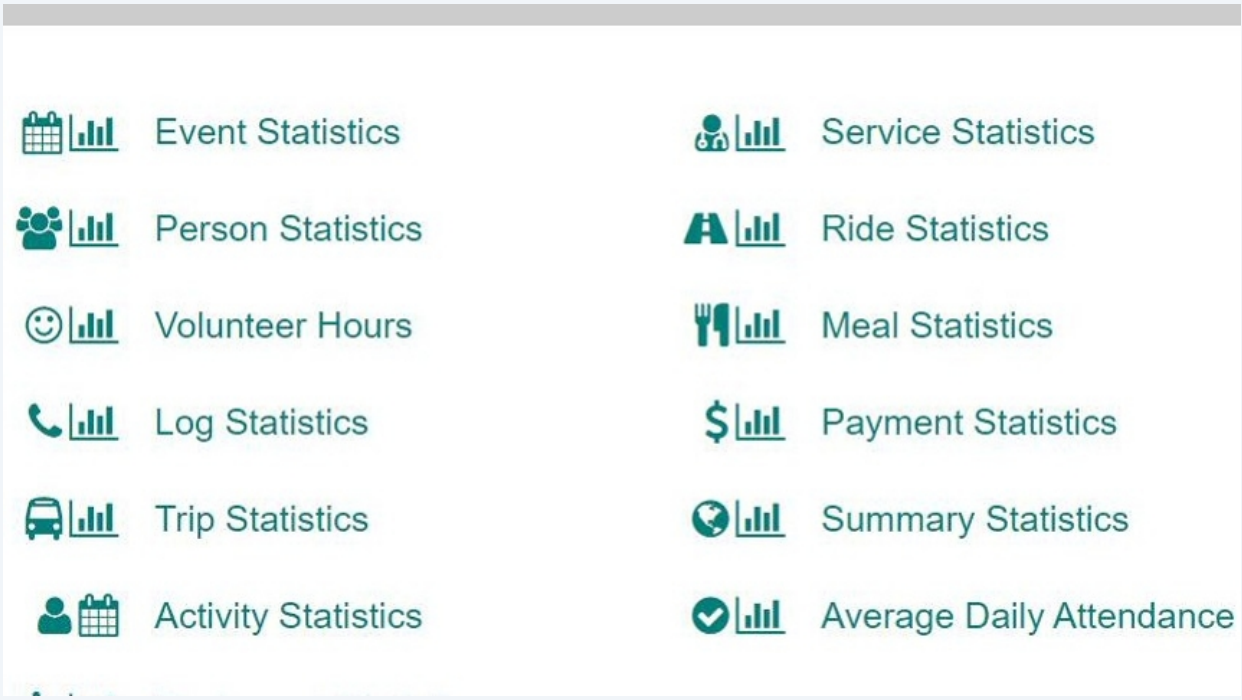


20 Click Total Swipes.

21 Here we have a list of people that have been actually swiping at the touchscreen as opposed to having staff sign them in through MSC.

Close the Window.

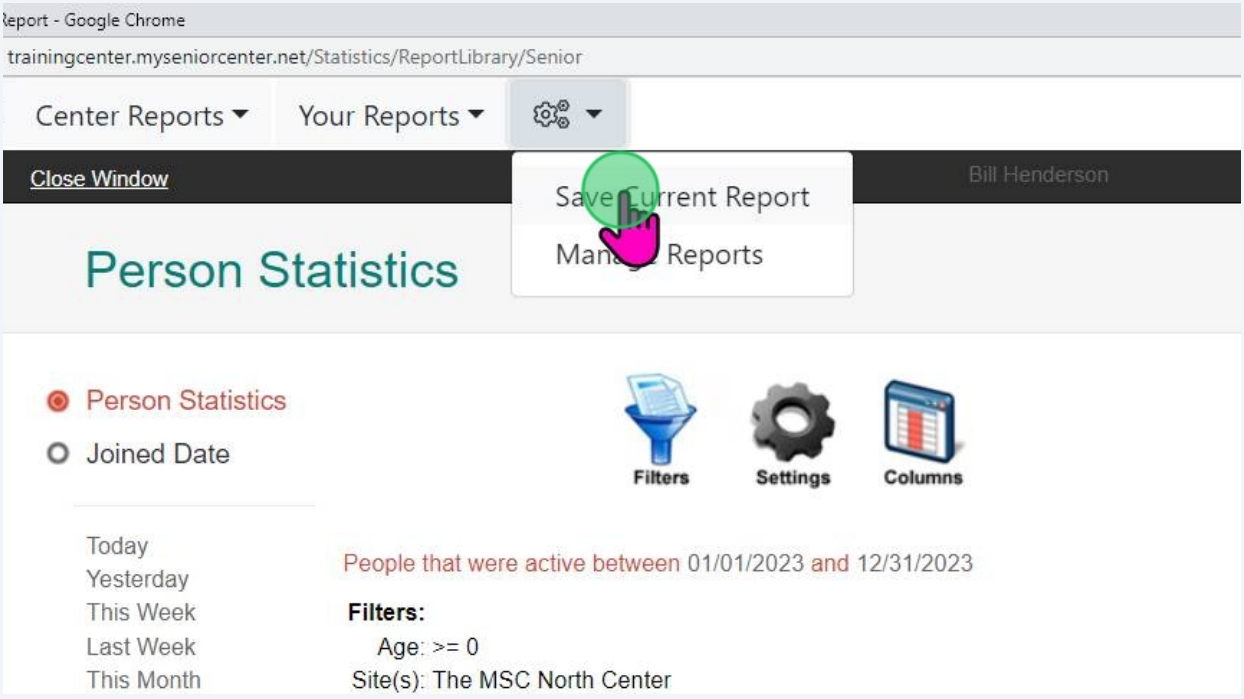
22 All of the statistics work the same way. The best way to get used to using them is to simply play around with them. You can't hurt anything running statistics.



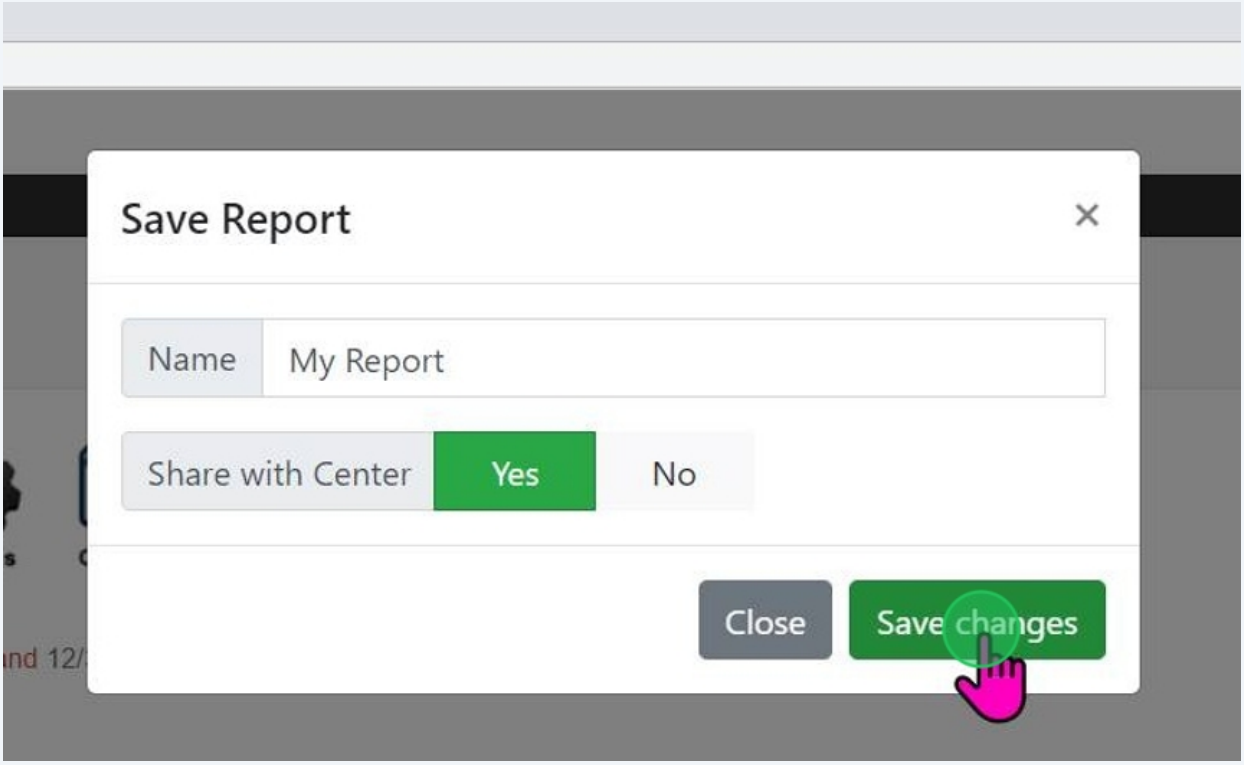
Saving Your Filters and Columns

You can save your filters and columns so that you can easily run the same stats any time you like.

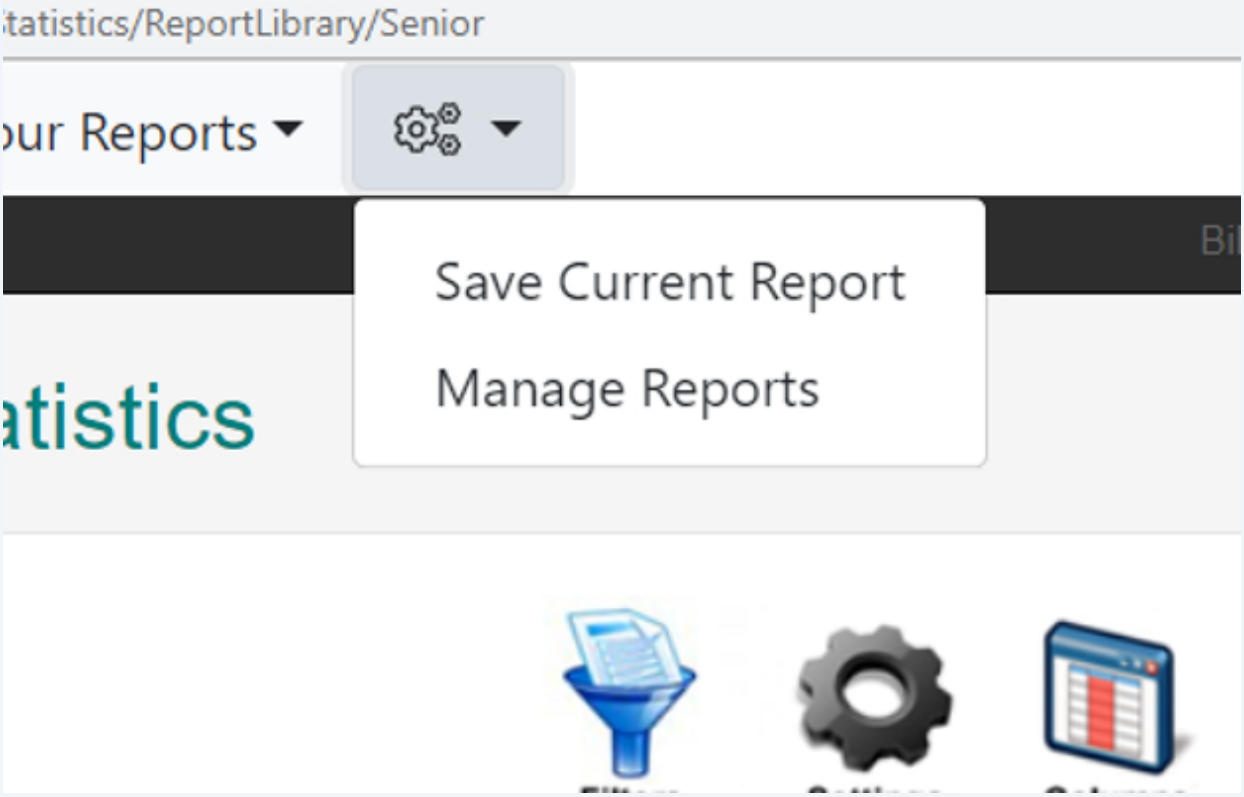
23 Click the Gear icon then click Save Current Report.



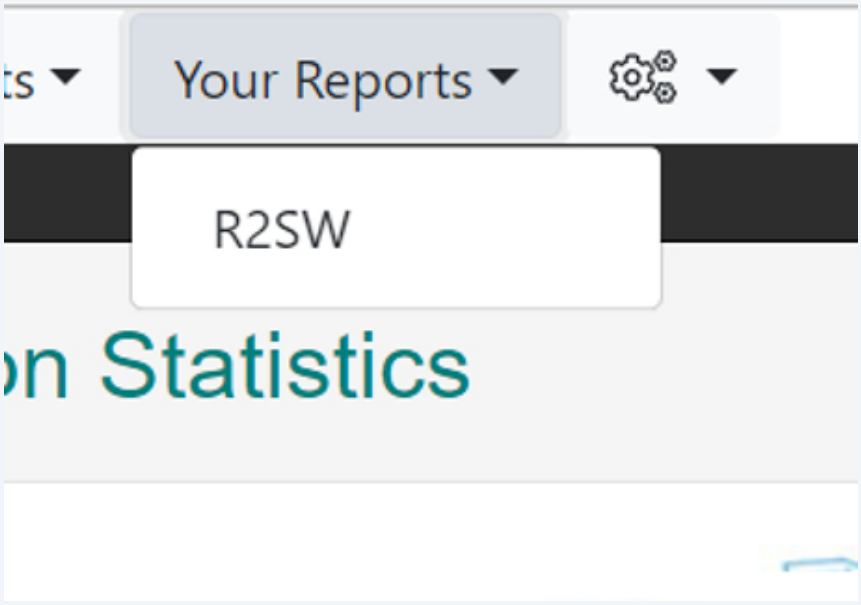
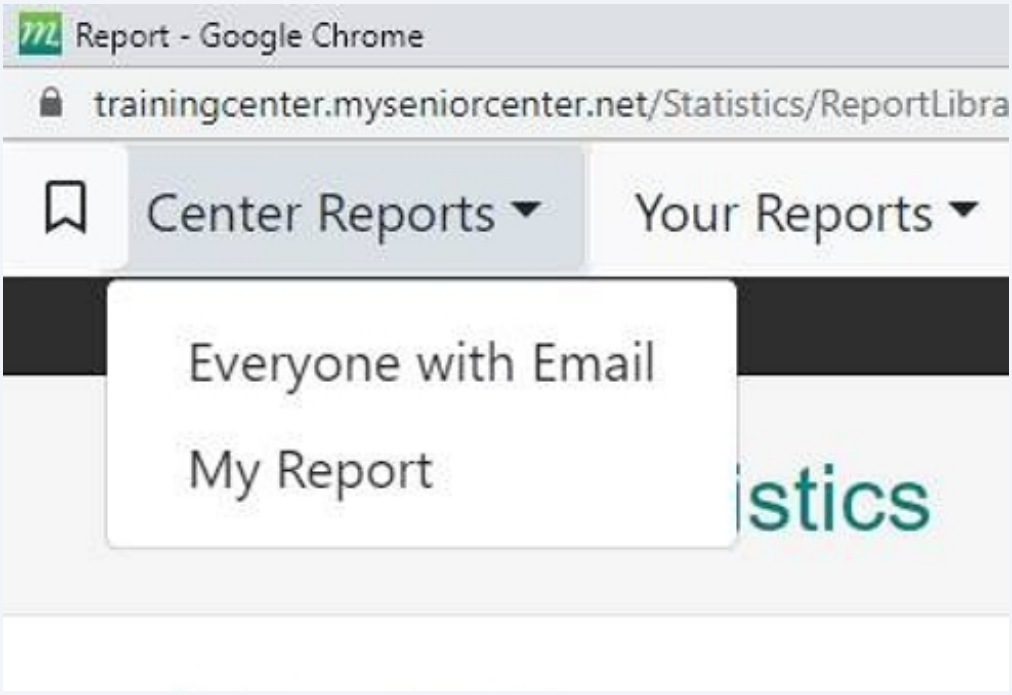
24 Give the report a name. If you want other at your center to be able to run this as well keep shared with center at yes. If this is only for yourself change it to no. Click Save Changes.



25 If you need to make changes you can click back on the Gear icon and click Manage Reports.



26 Reports that are not shared show up under the "Your Reports" drop down.



27 Reports shared with others show up under the "Center Reports" icon.