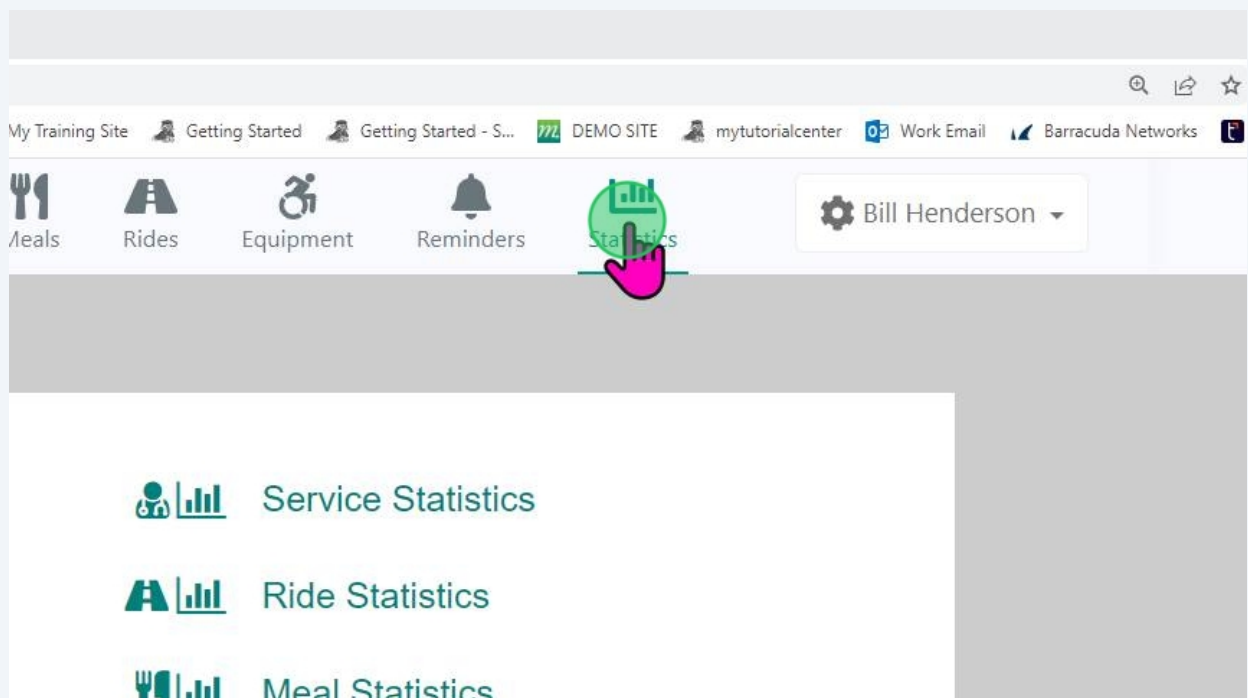


How to Generate Statistics



1 Click the Statistics tab



2

Click "Event Statistics"

The MSC North
Center



People



Personnel



Events



Meals



Rides



Equipment

Statistics



Event Statistics



Person Statistics



Volunteer Hours



Log Statistics



Service Statistics



Ride Statistics



Meal Statistics



Payment Statistics

3

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




Report - Google Chrome
trainingcenter.myseniorcenter.net/Statistics/ReportLibrary/Event

Center Reports ▾ Your Reports ▾ ⚙️ ▾

Close Window Bill Henderson

Event Statistics

- Event Statistics
- Event Occurrences
- Days at Center

Filters Settings Columns

Events which took place between 01/01/2023 and 12/31/2023

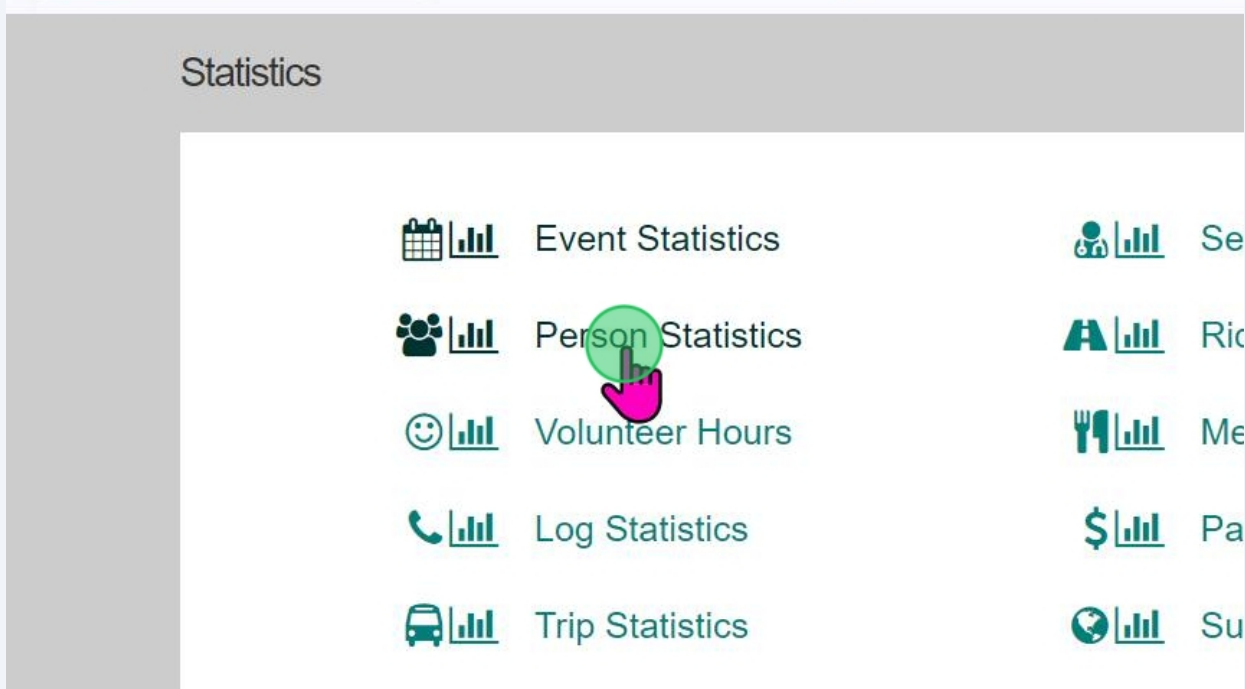
Today
Yesterday
This Week
Last Week
This Month
Last Month
This Year
Last Year
This Fiscal Year
Last Fiscal Year

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

Generate Statistics

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.

ningcenter.myseniorcenter.net/Statistics/ReportLibrary/Senior

Center Reports ▾ Your Reports ▾  ▾

[Close Window](#)

Bill Henderson

Person Statistics

Person Statistics

Joined Date



Filters



Settings



Columns

Today
Yesterday
This Week
Last Week
This Month
Last Month

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

Filters:

Age: >= 0

Site(s): The MSC North Center

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.

January
 February
 March
 April
 May
 June

New People: First activity since start of Fiscal year

Site(s): The MSC North Center

Gender: Select All/None

 Female
 Unknown

People: Include people with no activity in the date range

Columns

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

Your Reports ▾



Bill Henderson

tatistics



Filters



Settings



Columns

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

Filters:

Age: >= 0

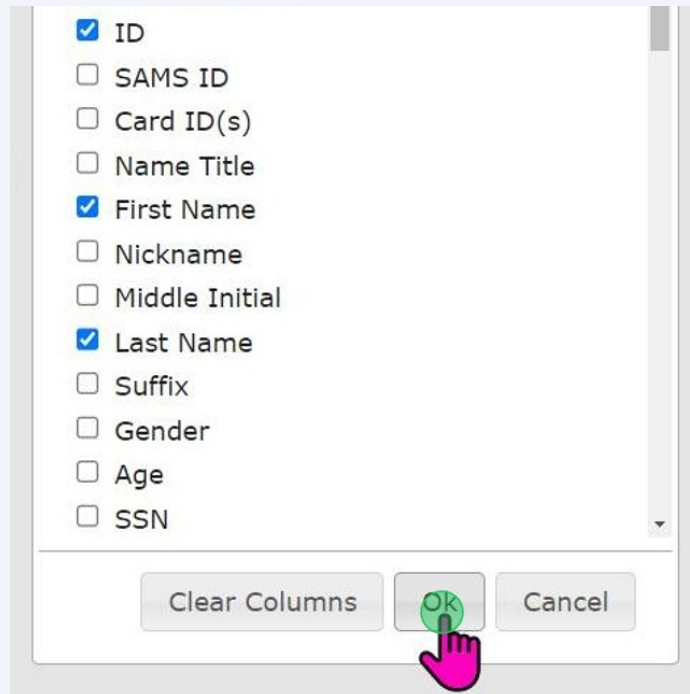
Site(s): The MSC North Center

Generate Statistics

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"

tics

Filters Settings Columns

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

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

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
Is 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.



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 - Ages 70-74

Name

-  **Home Phone:** 252-2697709
ID: 100152
First Name: Mildred
Last Name: Arrington
Address: 1704 Jarvis Street, Nb
Address2:
City: Unknown
State/Province: NC
County:
-  **Home Phone:** 252-259-5119
ID: 100005
First Name: William
Last Name: Baker
Address: 2103 Center Ave,
Address2:

12 Click View all People

Head of Household	Count	Percent
No	17	100.0%
Totals	17	100%

Lives Alone	Count	Percent
No	17	100.0%
Totals	17	100%

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.

Person Statistics



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

Filters:

Age: >=0

Site(s): The MSC North Center

Name

1.  **Home Phone:** 252-288-5479
ID: 100002
First Name: Sadie
Last Name: Adams

14 Click "Event Statistics"

The MSC North Center

People Personnel Events Meals Rides Equipment

Statistics

- Event Statistics
- Person Statistics
- Volunteer Hours
- Log Statistics
- Service S
- Ride Stat
- Meal Stat
- Payment

15 Click "Generate Statistics"

Event Occurrences

Days at Center

Today
Yesterday
This Week
Last Week
This Month
Last Month
This Year
Last Year
This Fiscal Year
Last Fiscal Year
Custom Range...

Filters Settings Columns

Events which took place between 01/01/2023 and 12/31/2023

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

Generate Statistics

Export

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.

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

Filters:

Age: >=0

Site(s): The MSC North Center

Nutrition

Event Name	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests	
Lunch	41	6	0	0	4
Total Event Signins	41	6	0	0	4

[View all People in Nutrition](#)

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.

Report - Google Chrome
 trainingcenter.myseniorcenter.net/Statistics/ReportLibrary/Event

Center Reports ▾ Your Reports ▾ ⚙️ ▾

Bar Henderson Bill Henderson

Event Statistics

Print
 PDF
 Export
 Labels
 Create Group
 Email
 Broadcast
 Event Signup
 Raffle Winner

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

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

19 Click Back

Report - Google Chrome
trainingcenter.myseniorcenter.net/Statistics/ReportLibrary/Event

Center Reports ▾ Your Reports ▾ ⚙️ ▾

Bar... Bill Henderson

Event Statistics

Print PDF Export

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

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

[Nutrition](#)

20 Click Total Swipes.

Health/Fitness	14	2	1	0	1
Nutrition	41	6	0	0	4
Special Groups	23	10	0	0	2
Total Event Signins	80	11	2	0	8
Total Swipes	4	2			

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.



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

Filters:

Age: >=0













Site(s): The MSC North Center

Total Swipes

	Person	Attendance	Hours	Tickets
1.	 <p>Home Phone: 252-288-5479 ID: 100002 First Name: Sadie Last Name: Adams</p>	2		

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.

- | | |
|---|--|
|  Event Statistics |  Service Statistics |
|  Person Statistics |  Ride Statistics |
|  Volunteer Hours |  Meal Statistics |
|  Log Statistics |  Payment Statistics |
|  Trip Statistics |  Summary Statistics |
|  Activity Statistics |  Average Daily Attendance |

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.

The screenshot shows a web browser window with the URL `trainingcenter.myseniorcenter.net/Statistics/ReportLibrary/Senior`. The page title is "Person Statistics". At the top, there are navigation tabs: "Center Reports", "Your Reports", and a gear icon. A dropdown menu is open under the gear icon, showing "Save Current Report" and "Manage Reports". A pink hand cursor is pointing at "Save Current Report". Below the navigation, there are three icons: "Filters" (funnel), "Settings" (gear), and "Columns" (table). The main content area shows a list of filters: "Person Statistics" (selected), "Joined Date", "Today", "Yesterday", "This Week", "Last Week", and "This Month". To the right of the filters, it says "People that were active between 01/01/2023 and 12/31/2023". Below this, it lists "Filters: Age: >= 0" and "Site(s): The MSC North Center".

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.

The image shows a 'Save Report' dialog box with a close button (X) in the top right corner. It contains a text input field labeled 'Name' with the value 'My Report'. Below this is a 'Share with Center' section with two radio buttons: 'Yes' (which is selected and highlighted in green) and 'No'. At the bottom right of the dialog are two buttons: 'Close' and 'Save changes'. A hand cursor is pointing at the 'Save changes' button, which is also highlighted with a green circle.

25

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

Statistics/ReportLibrary/Senior

Your Reports ▾



Save Current Report

Manage Reports

Statistics



26

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

ts ▾

Your Reports ▾



R2SW

on Statistics

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

