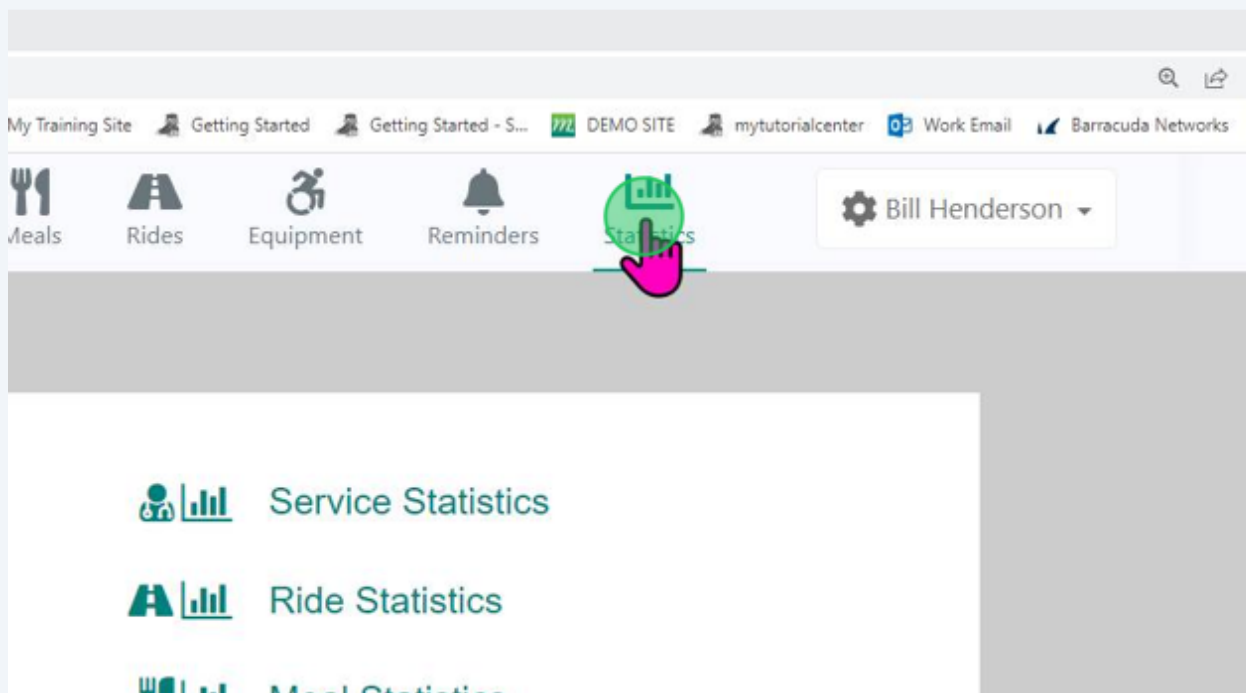
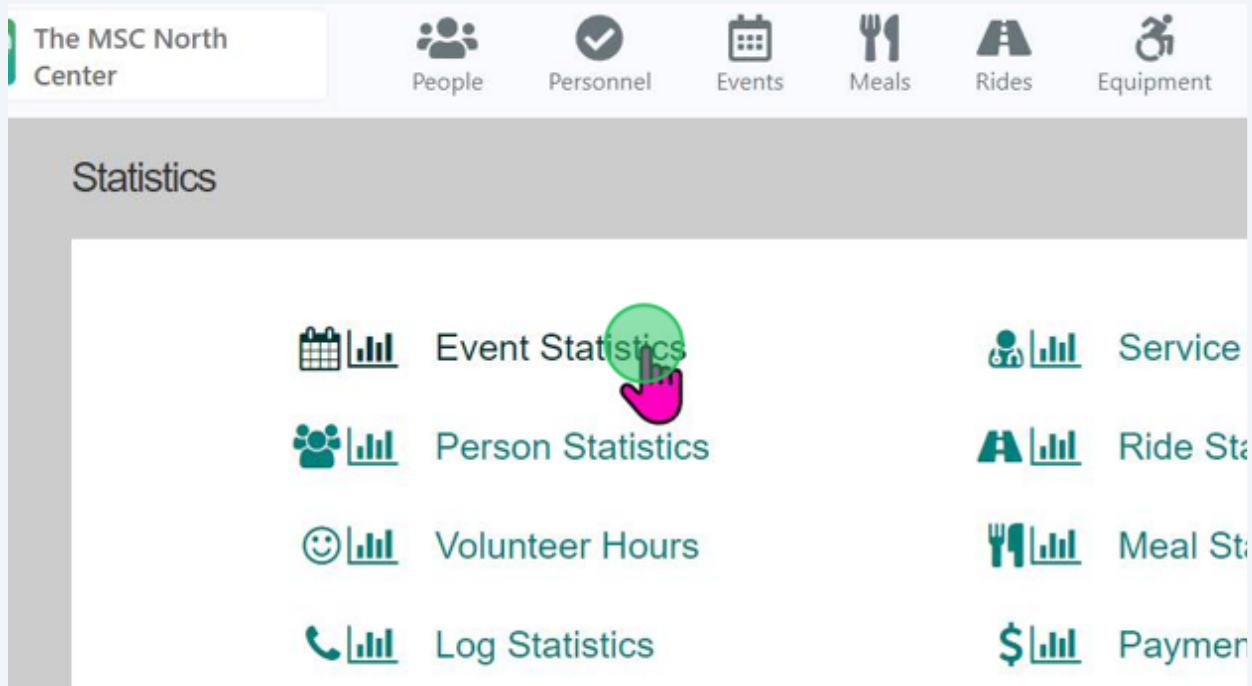


How to Generate Statistics

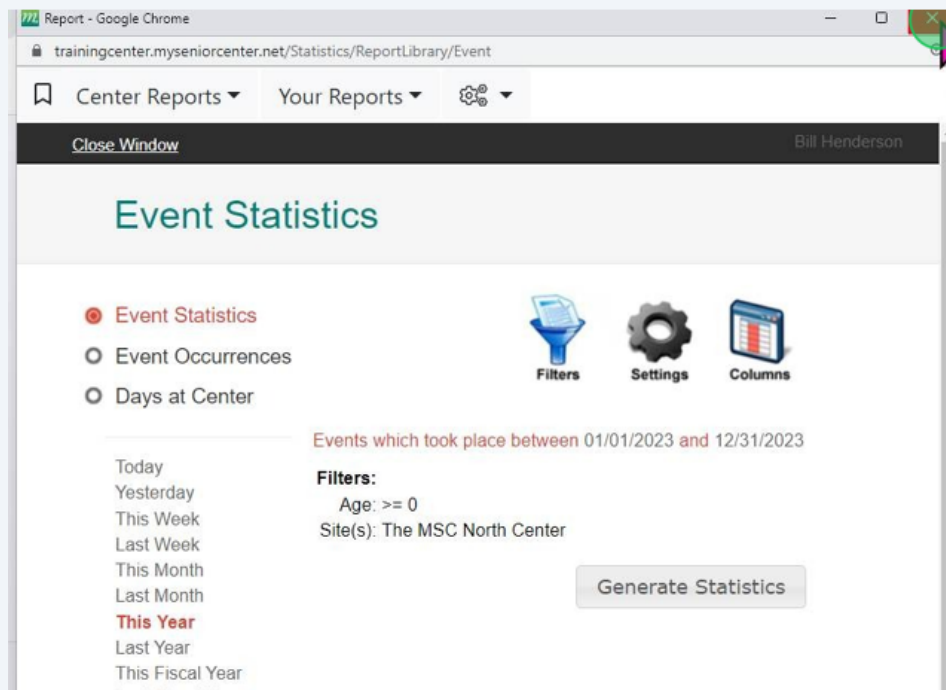
1 Click the Statistics tab



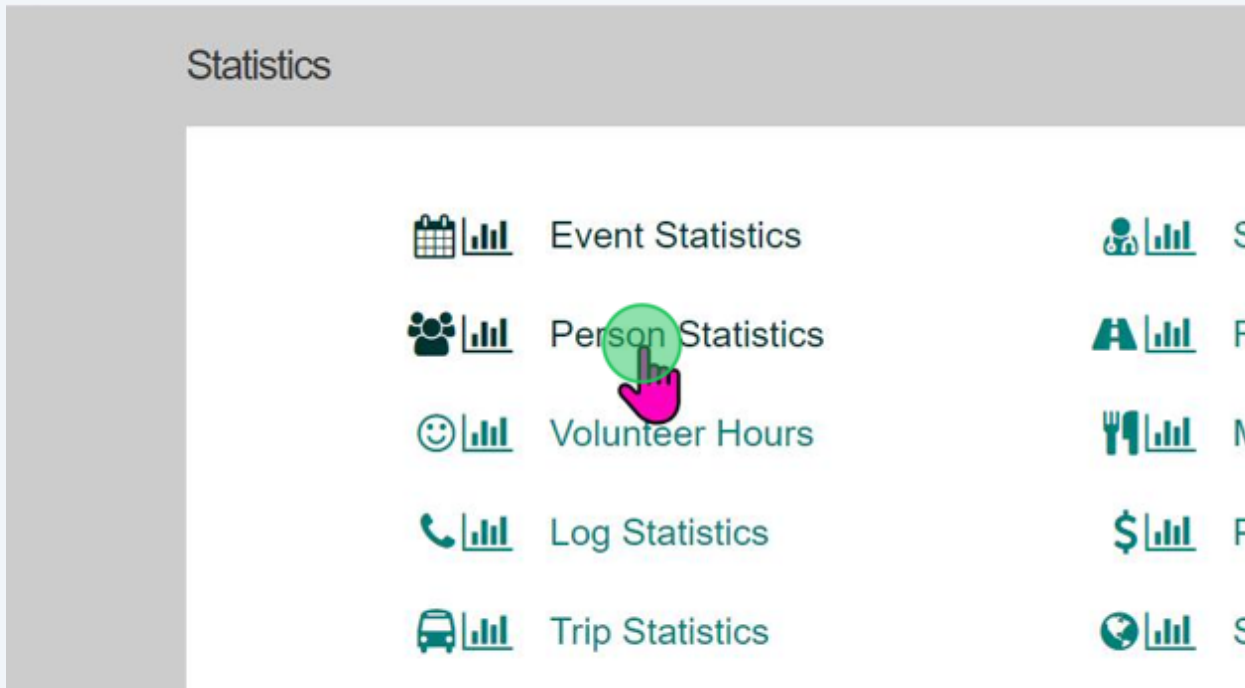
2 Click "Event Statistics"



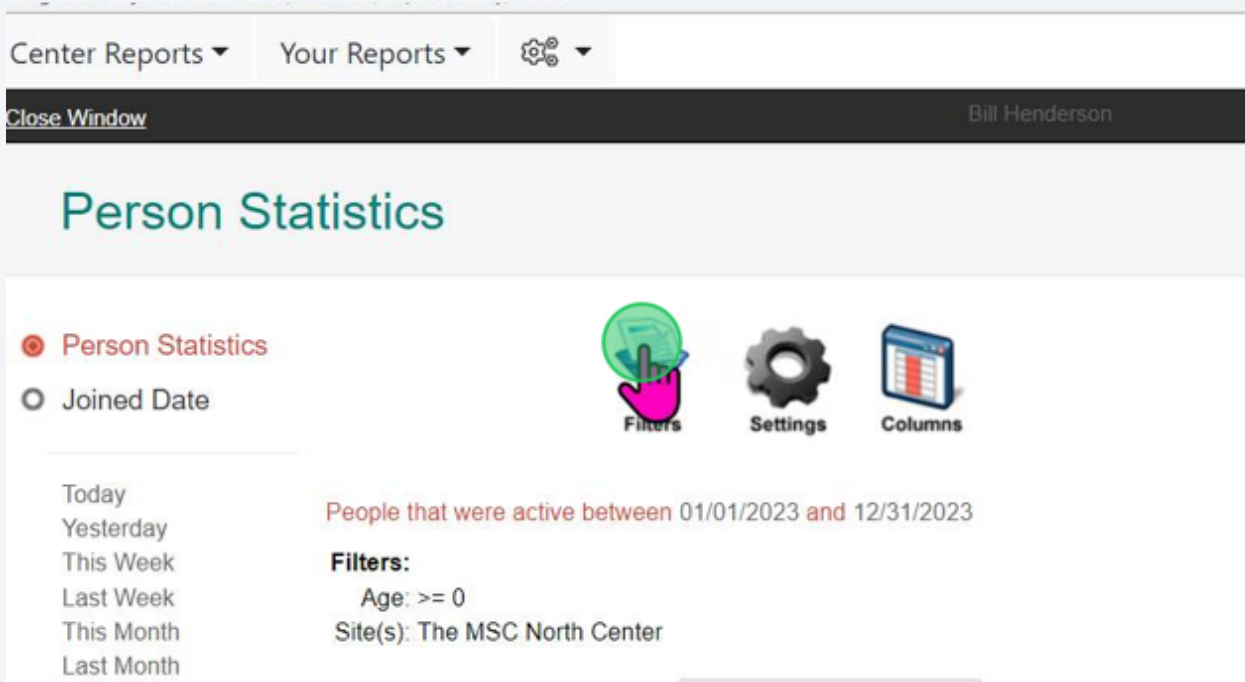
3 Just take a quick look at it then close the window.



4 Click "Person Statistics"



5 You can see they really look the same. All the statistics work the same way for the most part. If 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 include in your results. Everyone must fit all filters to be included. Choosing to many filters may result in no matches. Close the window.

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

Clear Filters Ok Cancel

7

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

Your Reports

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tatistics

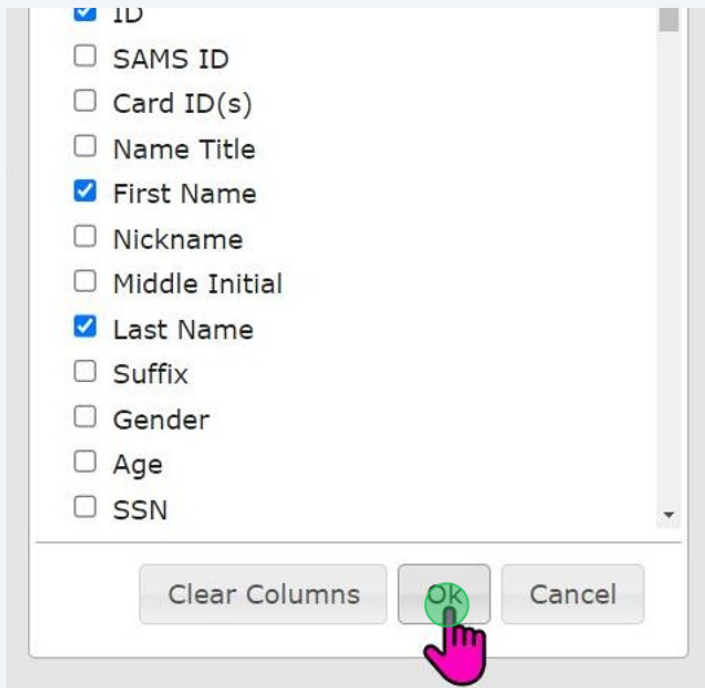
People that were active between 01/01/2023 and 12/31/2023

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

Generate Statistics

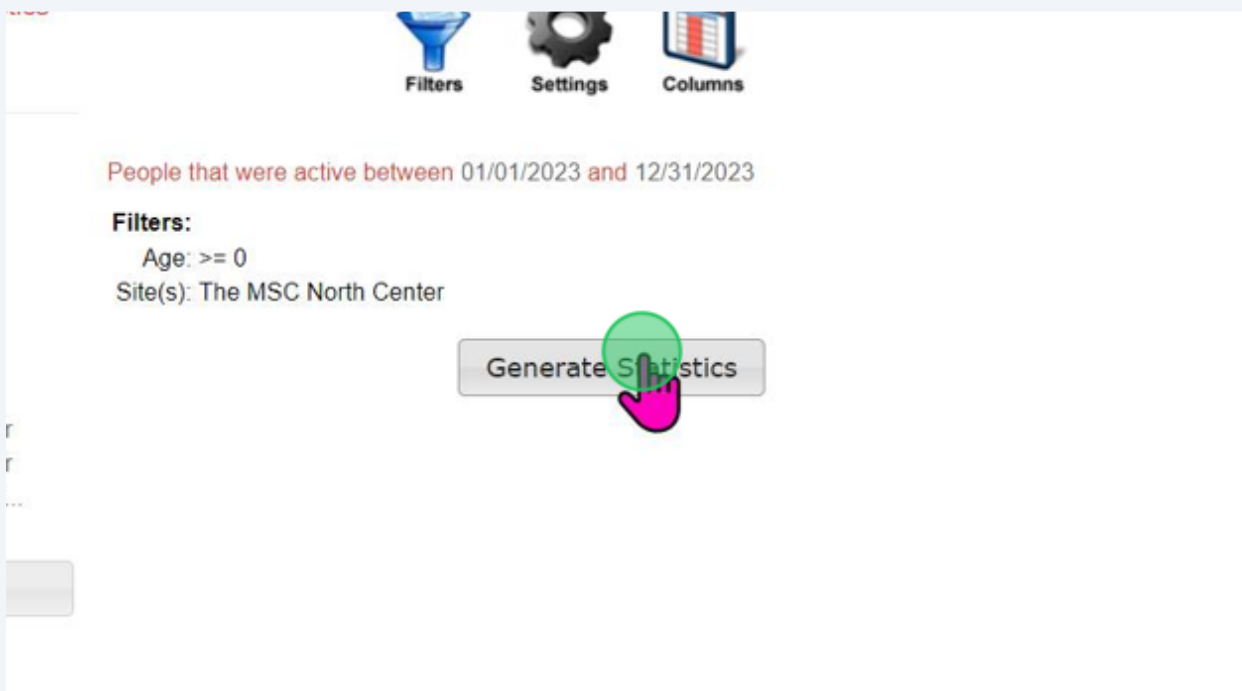
8

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.



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.

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
-----------	-------	---------

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,

12 Click View all People

View all People	Count	Percent
No	17	100.0%
Totals	17	100%

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

View all People 



13 Now we have a list of everyone. Along the top of the window we have a handful of actions we can perform. We can print, create a PDF, export to excel, create mailing labels, create a new group and these people will be added to the group automatically, get an email list for use in a 3rd party app outside MSC, send out a broadcast, sign these people up for events together and 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

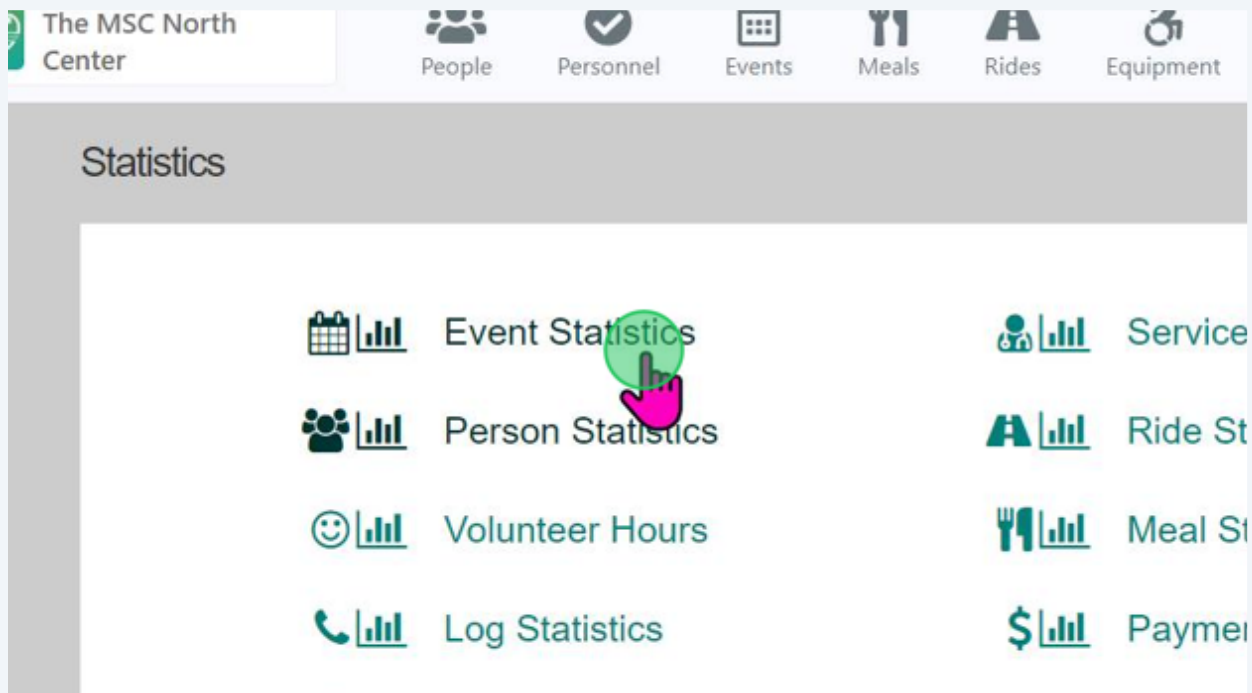
Filters:

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

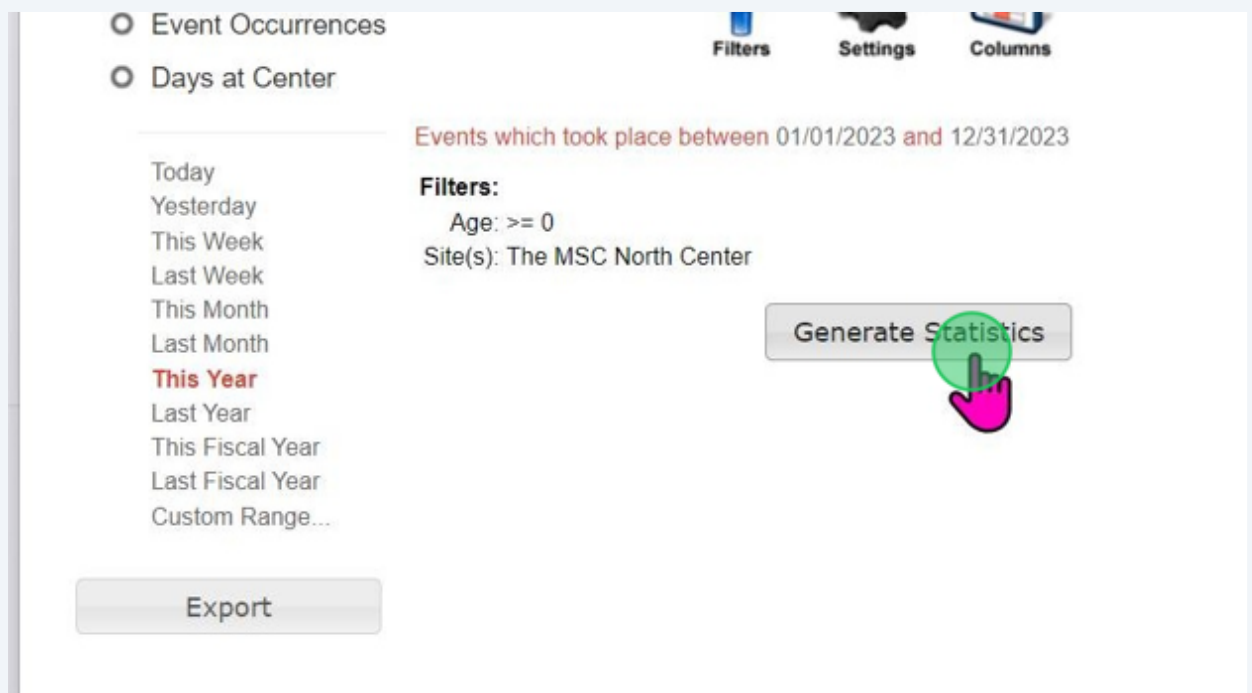
Name

-  **Home Phone:** 252-288-5479
ID: 100002
First Name: Sadie

14 Click "Event Statistics"



15 Click "Generate Statistics"



16

There are three different sections in event statistics.




The section in red is all of the event categories. We can see how many people went to something under each category, that 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 show 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 at the touchscreen (this includes using the I don't have my card button) and how many times they all swiped.

Click a Category.

Event Statistics

  
Print PDF Export

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.

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
Total Event Signins	41	6	0	0

[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 ▾ ⚙ ▾

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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

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Event Statistics

Print PDF Export

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

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

20 Click Total Swipes.

Healthiness	14	2	1	0
Nutrition	41	6	0	0
Special Groups	23	10	0	0
Total Event Signins	80	11	2	0
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. 	Home Phone: 252-288-5479 ID: 100002 First Name: Sadie Last Name: Adams	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.





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.

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

Center Reports ▾ Your Reports ▾ ⚙️ ▾

[Close Window](#) Bill Henderson

Person Statistics

Save Current Report
Manage Reports

Person Statistics
 Joined Date

Filters Settings Columns

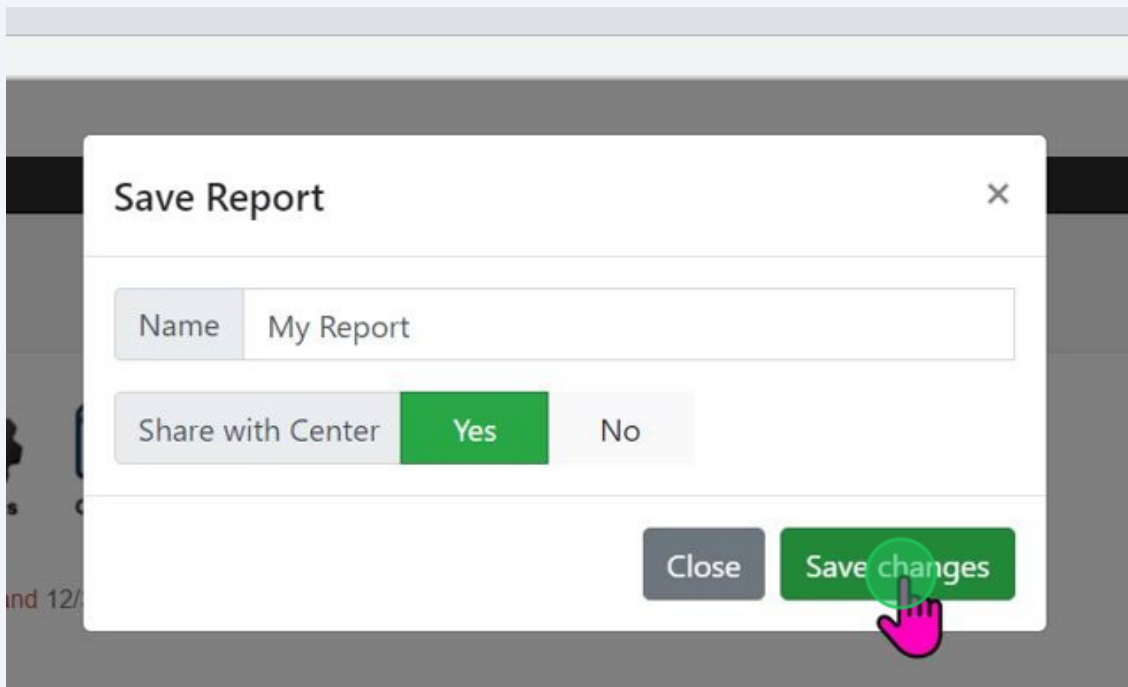
Today
Yesterday
This Week
Last Week
This Month

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

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

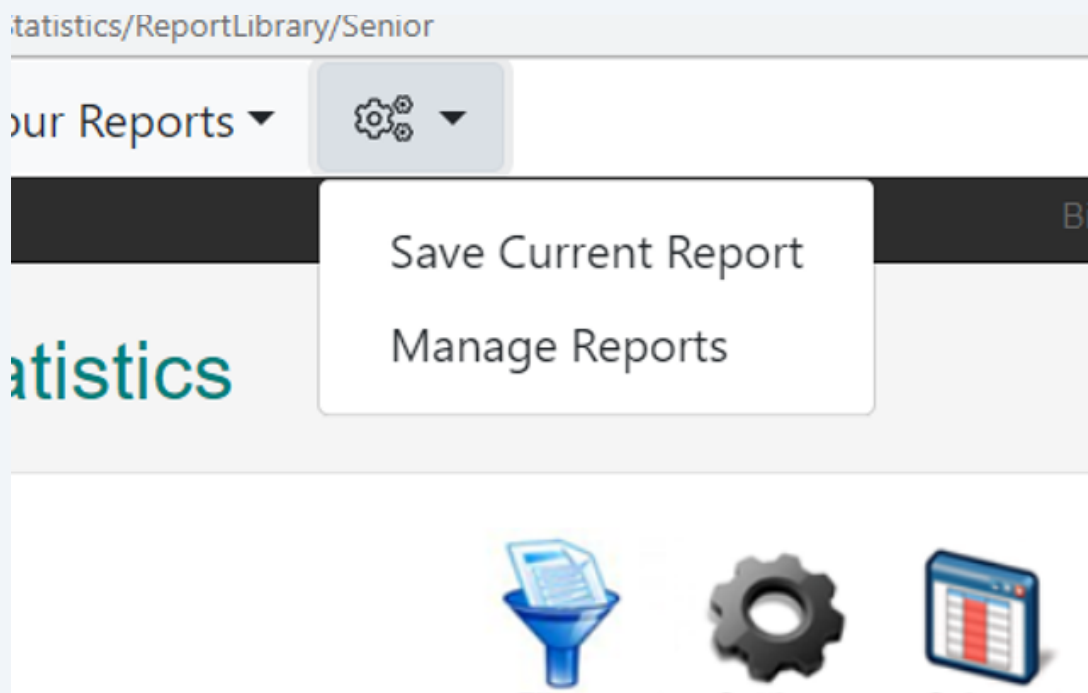
24

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.

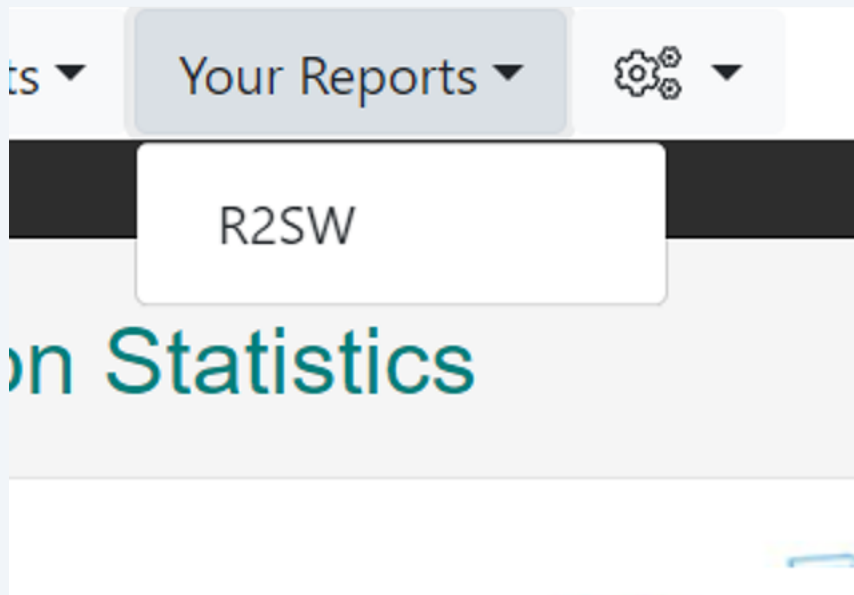


25

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.

