## Pivot-RP Admin Essentials

# Reports

This video explains some of the reports available to Pivot-RP administrators. There are several tools on the Admin Dashboard that provide a view into how your researchers are using Pivot-RP. We won't go through all of them, but we'll look at a few of the more important ones to give you an idea of the information available.

Let's start with Usage and Activity Stats. Here you can see summaries of the number of Pageviews and the number of Sessions people have accessed your Pivot-RP service. A Session begins when a user accesses Pivot-RP in their internet browser, and it ends when they close the browser. You can look at Daily or Monthly statistics, and you can select a particular date range. You can also scroll below a chart to see the actual numbers.

Next, let's see Alert Statistics. Organized by week, you can see data such as the number of people at your institution who could possibly receive alerts, the number who have saved searches, who have or haven't received an advisor alert, and so on. Below are the numbers of people actively working with Pivot-RP searches in various ways.

The Alert History report shows the opportunities that have been recommended for your users either through the weekly Funding Advisor alert, based on a user’s profile, or via Saved Searches for which users have requested a weekly email alert. This report is organized by week, in the tabs along the top. When you view by opportunity, you can click the title to see the funding opportunity itself, or click the number to see the names of people who have been recommended or alerted to this opportunity. You can also view this report by person, which allows you to see which people at your institution have received opportunity recommendations. Click a name to see their Pivot-RP profile, or click the Number of opps to see the list of funding opportunities for which that person has chosen to be alerted.

On the Tracked Opps report, you can see every funding opportunity that at least one person in your institution has chosen to add to their Tracked items list. By default, they are sorted alphabetically by opportunity name, but you can also sort by the number of people who have tracked the opportunities. Click the number of people to see the list of the people who tracked that funding opportunity. Alternatively, you can switch to View by Person. Here you will see the people who are tracking funding opportunities, and click through to see which opportunities they are tracking. Note that you can export this list to an Excel spreadsheet.

Other available reports include the following:

Funding Activity Stats show things like the number of opportunities added to tracking and active lists each day.

Funding Searches show how many quick searches and advanced searches were conducted each day.

Funding Notes display funding opportunities that have had Notes added by either you or other Pivot-RP administrators at your institution.

User Account reports are discussed in another training session.

Profile Claims and Profile Searches present information about how your users are working with Profiles.

Finally, there is a Downloadable Profile Report, which can be useful in keeping your profiles up to date.

Those are some of the reports and statistics available to Pivot-RP administrators at your institution.