My Settings

Help Documentation

My Settings

Account Settings

To edit your personal settings, click the Settings icon. Then expand the My Settings folder and click Account Settings in the navigation pane. The account settings will load in the content pane and the following tabs will be available:

User

Use this tab to edit the following user settings:

- Username - The name used to log into SmarterStats.
- Email Address - The full email address that's associated with the user.
- New Password - To change the current password, type in the new password the user wants to use to log into SmarterStats.
- Confirm Password - Re-type the new password the user wants to use to log into SmarterStats. Note: To successfully change the password, be sure the text typed into this field matches the text typed into the New Password field.

Report Options

Use this tab to edit the following report settings for reports and report items:

- Default Date Range - The default date range for which statistics are calculated upon login.
- Default Report Rows - The default number of rows in each table of a report or report item.
- SEO Report Charts - To enable charts for SEO reports, choose the appropriate option from the list.
- Enable IP address resolution - Select this option to resolve all IP addresses that show up in reports to their host names. Note: Enabling this feature will increase the amount of time it takes to render report items with IP addresses. System administrators may limit the number of resolutions performed per report item.
- Enable percentage indicators in report columns - Select this option to display percentages next to the data in report columns.
- Generate reports automatically on page load - Select this option to automatically generate reports when they are selected. Enabling this option will make navigating SmarterStats slower, but will reduce the amount of clicking you have to do to see reports.

Filter Sets

Site administrators as well as general users can use filter sets to view only the data they want to see in reports. Filter sets are created with a combination of website directories or single pages to limit the report data, allowing users to quickly flip between subsets of data when viewing reports.

For example, suppose your company sells furniture. In the reports you want to view the data associated with all bedroom furniture, except for a specific product ID for a nightstand that is being discontinued. The URL for the bedroom furniture page of the website might be "/furniture/bedroom.aspx".To narrow down the reports to only bedroom furniture you would enter this directory in the Included Items field. Then, to exclude the discontinued nightstand, enter "/furniture/bedroom/nightstands/elegant_collection/detail.aspx?prodid=3" into the Excluded Items field.

To access this section, click the Settings icon. Then expand the My Settings folder and click Filter Sets in the navigation pane. A list of the existing filter sets will load in the content pane if any have already been created.

Adding a Filter Set

To create a new filter set, click New in the content pane toolbar. The following options will be available:

- Filter Name - The name of the filter set.
- Included Items (one per line) - Type the items you want added to the filter, one per line. Any text field in reports that contain any item in this list will be kept in the report and its values will remain in the summary line. Note: Filters are NOT case sensitive.
- Excluded Items (one per line) - Type the items you want excluded from the filter, one per line. Any text field in reports that contain any item in this list will be excluded from the report and its values will be removed from the summary line. Note: Filters are NOT case sensitive.
- Mark as default filter set - Check this box to automatically apply this filter set to reports upon loading. Note: If left unchecked, you will need to manually apply the filter to each report and click Generate Report to view the report with the selected filter.

Scheduled Email Reports

This feature is available in Enterprise Edition only

The Enterprise edition of SmarterStats has the ability to email standard and custom reports on a daily, weekly, and monthly basis.

• Daily email reports are sent at 8:00 AM the next day.
• Weekly email reports are sent at 8:00 AM every Monday.
• Monthly email reports are sent at 8:00 AM of the first day of the month.

The reports are generated and sent by SmarterStats according to the time zone configured for that particular site. This gives the Web server a solid opportunity to flush all log files out and allows the system to import the previous day's log file before generating the report. Note: The time zone is configured during the initial site setup, but can be changed by logging in as the site administrator and editing the site importing settings. In addition, system administrators have the ability to change the default time that reports are sent after.

Sheduling Email Reports

Follow these steps to automatically email reports on a regular basis:

• Log in as a site administrator or end user.
• Click the Settings icon.
• Expand the My Settings folder and click Scheduled Email Reports in the navigation pane. A list of existing scheduled email reports will load in the content pane.
• Click New in the content pane toolbar.
• In the Custom Report field, select the desired custom report from the list.
• In the Frequency field, select how often the report should be emailed to recipients.
• Type the email addresses of the recipients in the To field. Separate multiple addresses with a semicolon.
• Click Save .

Note: Email reports are only sent if there is data available in the report. Blank reports are not sent so if no data is available a scheduled email will not be sent.

To see which reports are scheduled to be emailed, click the Settings icon. Then expand the My Settings folder and click Scheduled Email Reports in the navigation pane. A list of scheduled email reports will load in the content pane and the following options will be available in the content pane toolbar:

• New - Creates a new scheduled email report.
• Edit - Edits the email options for the report.
• Actions - Click this button and choose the appropriate option to send the selected email report(s) immediately.
• Delete - Permanently removes the selected report(s) from the emailed reports list.