

Visitor Interaction Report Generator

The Visitor Interaction Report Generator takes a CSV file downloaded from Asana, aggregates user chosen datapoints, and transforms it into another CSV file. The only required inputs for the application to work are uploading a viable CSV file and inputting a date range. Once inputs are chosen and the report is generated, the new CSV file will be saved in the location of the original file.

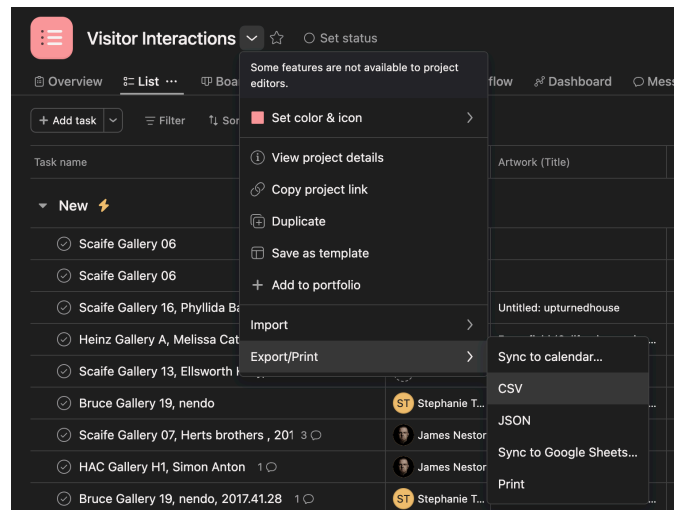
Download Instructions

Downloading the Application

Download the application from the shared Google Drive file, “Visitor Interactions Report Generator.” It is recommended to save the application on your desktop.

Preparing the CSV File

From the Asana homepage, navigate to the Visitor Interactions page. Click the caret to the right of “Visitor Interactions” then Export/Print > CSV. This should open up a new tab that will read, “Your CSV is being generated. You will get an email when it is finished.” The file may take up to a full day to generate.

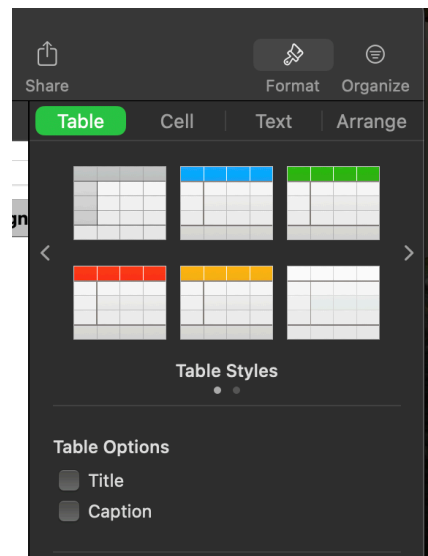


Windows:

Asana will export the download as an Excel CSV file. If not, be sure to export and save as a .csv file manually.

Apple:

Open Asana's download in Numbers. The Numbers CSV will include a table title that will need to be deleted before it is viable for use. In the upper right corner of the window, there will be a "Format" button that will open a sidebar. Open "Format" then click over to the "Table" tab. In this tab, you will see a check box labeled "Title" that will already be checked. Uncheck this box. Now, export the file as a CSV as follows: File > Export To > CSV... > New... > Export (rename the file and choose a save location before exporting).



Visitor Interaction Report Generator

Upload File

/Users/kristawright/Desktop/vi_04_2024.csv

Advanced Options

Start Date (yyyy-mm-dd) 2021-02-03

End Date (yyyy-mm-dd) 2023-12-24

Gallery scaife

Artwork

Level level 2

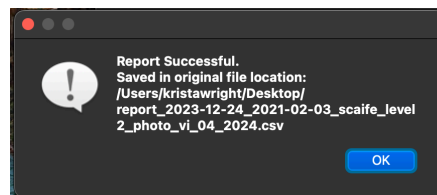
Query photo

Generate Report

Visitor Interaction Report Generator v1.0.0
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Using the Application

The only two requirements needed to create a report is uploading a CSV file downloaded from Asana and entering a date range (yyyy-mm-dd), all other inputs are optional. Once the CSV file is uploaded and all desired inputs are entered, click Generate Report and if successful, the report will be saved to the same location as the original Asana CSV file.



Notes on Inputting

Inputs must be spelled correctly for the application to find them in the CSV file, but partial inputs can be used for Artwork and Location (i.e. type in “scaife” to search all of the Scaife galleries or “oyo” to search for “Oyonik” by Edgar Calel). Locations and Levels are listed below.

List of Locations:

- scaife gallery 01
- scaife gallery 02
- scaife gallery 03
- scaife gallery 04
- scaife gallery 05
- scaife gallery 06
- scaife gallery 07
- scaife gallery 08
- scaife gallery 09
- scaife gallery 10
- scaife gallery 11
- scaife gallery 12
- scaife gallery 13
- scaife gallery 14
- scaife gallery 15
- scaife gallery 16
- scaife gallery 17
- scaife gallery a
- scaife gallery b
- scaife gallery c
- scaife lounge
- scaife staircase
- heinz gallery a
- heinz gallery b
- heinz gallery c
- heinz gallery d
- hac gallery h1
- hac gallery h2
- hac gallery h3
- hac gallery h4
- hac gallery h5
- hac gallery h6
- hac gallery h7
- bruce gallery 18
- bruce gallery 19
- bruce gallery 20
- hall of sculpture / hos balcony
- forum gallery
- hall of architecture (hoa)
- grand staircase
- lobby / foyer
- miniatures gallery
- theater / theater hallway
- outdoor / museum grounds

List of Levels:

- level 0
- level 1
- level 2
- level 3