FAQ: Populate and create live Export Dashboards

[Dashboard 3](#_Toc479946393)

[The process 3](#_Toc479946394)

[MITM 4](#_Toc479946395)

[Google Sheet 4](#_Toc479946396)

[Data Source 4](#_Toc479946397)

[Instructions 4](#_Toc479946398)

[BY DESIGN 5](#_Toc479946399)

[Google Sheet 5](#_Toc479946400)

[Data Source 5](#_Toc479946401)

[Instructions 5](#_Toc479946402)

[Export Savvy 6](#_Toc479946403)

[Google Sheet 6](#_Toc479946404)

[Data Source 6](#_Toc479946405)

[Instructions 6](#_Toc479946406)

[IMRS 7](#_Toc479946407)

[Google Sheet 7](#_Toc479946408)

[Data Source 7](#_Toc479946409)

[Instructions 7](#_Toc479946410)

[IMRS Guide 8](#_Toc479946411)

[Google Sheet 8](#_Toc479946412)

[Data Source 8](#_Toc479946413)

[Instructions 8](#_Toc479946414)

[Export Diagnostic 9](#_Toc479946415)

[Google Sheet 9](#_Toc479946416)

[Data Source 9](#_Toc479946417)

[Instructions 9](#_Toc479946418)

[Other 10](#_Toc479946419)

[Google Sheet 10](#_Toc479946420)

[Data Source 10](#_Toc479946421)

[Instructions 10](#_Toc479946422)

# Dashboard

The dashboard is created using a combination of:

* Google Sheets
* HTML, CSS, Javascript

# The process

1. Get the data for each graph and put it in the relevant Google Sheet
2. Ensure that a section of the dashboard, (using [Highcharts.js](http://www.highcharts.com/)), is using this data to draw the relevant graph.

# MITM

## Google Sheet

**Prequals**  Shared by David

* Sheet1 – MITM Daily
* Sheet 2 – MITM Cummulative

## Data Source

**Prequals**  Google Sheet Shared by David O’Brien

googleSpreadsheetKey: '1MgXE7bjr6PDDRubxmizGOl-PfYA6clbYsEGcEjoS0r8',

googleSpreadsheetWorksheet: 2

## Instructions

David keeps this up to date from email alerts he gets every time a form is filled in

# BY DESIGN

## Google Sheet

**Prequals** Shared by David

* Sheet 3 – ByDesign Daily
* Sheet 4 – ByDesign Cumulative

## Data Source

**Prequals** Google Sheet Shared by David O’Brien

googleSpreadsheetKey: '1MgXE7bjr6PDDRubxmizGOl-PfYA6clbYsEGcEjoS0r8',

googleSpreadsheetWorksheet: 4

## Instructions

David keeps this up to date from email alerts he gets every time a form is filled in

# Export Savvy

## Google Sheet

<https://docs.google.com/spreadsheets/d/1UBmuuCZxA5efx-7ax2Owh0FFgVhwpONMrBIZYPFf7hU/edit#gid=1617337598>

**DASHBOARD – Export Savvy**

Also known as: <https://docs.google.com/spreadsheets/d/1UBmuuCZxA5efx-7ax2Owh0FFgVhwpONMrBIZYPFf7hU/pubhtml>

## Data Source

Login to export savvy with an admin account and download data from Admin Tools: https://www.exportsavvy.co.uk/admin-tools/scotland/overview

## Instructions

Update the daily figures in the google spreadsheet. Download to CSV files and upload to 1and1 hosting.

1. Open google sheets
2. Update google sheet DASHBOARD – Export Savvy

# IMRS

## Google Sheet

<https://docs.google.com/spreadsheets/d/1pVgUoNfuj__EL2HfNOAPFTm0UM9_wbzuGaE2PvUUMTw/edit#gid=0>

DASHBOARD - IMRS

## Data Source

**Visits to Form**

Omniture Dashboard: 2016 – Export Team Dashboard Stats

Report: IMRS Form Visits (Visitors).

This show stats for page (IMRS Enquiry Form)

**Post March 2017**

You Now need to run stats for the page International market research Overview as someone broke the form page tagging. (Unique Visitors)

**Succesful Form Completions**

Download entries from Sitecore form: /sitecore/system/Modules/Web Forms for Marketers/SE forms/Redesign/Do business outside Scotland/International Market Research. Cleanse SE tests from the list.

## Instructions

Update Google sheet with Omniture figures (Daily and Cumulative)

Update Google Sheet with cleansed applications from the Sitecore Form (Daily and Cumulative)

# IMRS Guide

## Google Sheet

<https://docs.google.com/spreadsheets/d/1ubSNv8pexZVXnJHSW8QEF-z_8MjVJe7ci3wA-1mrZvk/edit#gid=0>

DASHBOARD – IMRS - Guide

## Data Source

Visits to Guide

Omniture Dashboard: 2016 – Export Team Dashboard Stats

Report: IMRS Form Views (Visitors).

This show stats for page (Conducting International Market Research)

## Instructions

Update Google sheet with Omniture figures (Daily and Cumulative)

# Export Diagnostic

## Google Sheet

https://docs.google.com/spreadsheets/d/1x4bdzgkfcbKFDCaDCF-lnZTrqu8pSvBYWzA9gtWld7c/edit#gid=0

**DASHBOARD – Export Diagnostic**

## Data Source

**Google Analytics:**

www.scottish-enterprise.com

Export Health Tool – Live

*https://analytics.google.com/analytics/web/?authuser=1#report/defaultid/a7337508w14051140p109522955/*

Browse to: Behaviour > Events > Overview > Event Actions > Result

Export as a spreadsheet and pull out relevant information

**Orrrrrrrrrrr**

If this is broken (the tagging often is) go into omniture or GA and look up visitor stats for: http://www.scottish-enterprise.com/Services/Do business outside Scotland/Export Health/Results

## Instructions

Download (export) spreadsheet of the figures for Behaviour > Overview > Event Actions > Result from October 1st 2015 until today.

Adjust for Higher Precision

Update google sheet: https://docs.google.com/spreadsheets/d/1x4bdzgkfcbKFDCaDCF-lnZTrqu8pSvBYWzA9gtWld7c/edit#gid=0

# Other

## Google Sheet

## Data Source

## Instructions