FAQ  
Populate and create live Export Dashboards

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# 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

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| Google Sheet |  | Prequals Shared by David  Sheet1 – MITM Daily  Sheet 2 – MITM Cummulative |

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| Data Source |  | Prequals Google Sheet Shared by David O’Brien |

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| Instructions |  | 1. Open google sheets 2. Copy stats from “PREQUALS” sheet that wil lbe shared by David O’Brien 3. Past them into CSV files on \\csnsrvbl0007\margrps\SESDI Marcomms\Digital First\DashboardCSV\csv (mitm.csv and mitmdaily.csv) |

# BY DESIGN

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| Google Sheet |  | Prequals Shared by David  Sheet 3 – ByDesign Daily  Sheet 4 – ByDesign Cumulative |

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| Data Source |  | Prequals Google Sheet Shared by David O’Brien |

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| Instructions |  | 1. Open google sheets 2. Copy stats from “PREQUALS” sheet that wil lbe shared by David O’Brien. 3. Past them into CSV files on \\csnsrvbl0007\margrps\SESDI Marcomms\Digital First\DashboardCSV\csv (bydesign.csv and bydesigndaily.csv) |

# Export Savvy

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| Google Sheet |  | <https://docs.google.com/spreadsheets/d/1UBmuuCZxA5efx-7ax2Owh0FFgVhwpONMrBIZYPFf7hU/edit#gid=1617337598>  DASHBOARD – Export Savvy |

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| 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> |

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| 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 3. Copy stats them into CSV files on \\csnsrvbl0007\margrps\SESDI Marcomms\Digital First\DashboardCSV\csv (Exportsavvy.csv, Exportsavvymodules.csv) |

# IMRS

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

This is where the data gets put so that the form can access it.

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| 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)  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. |

This is where the actual data is extracted from which is then put into the google sheet

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| Instructions |  | Update Google sheet with Omniture figures (Daily and Cumulative)  Update Google Sheet with cleansed applications from the Sitecore Form (Daily and Cumulative) |

High level instructions

# IMRS Guide

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| Google Sheet |  | https://docs.google.com/spreadsheets/d/1ubSNv8pexZVXnJHSW8QEF-z\_8MjVJe7ci3wA-1mrZvk/edit#gid=0 |

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| 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) |

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| Instructions |  | Update Google sheet with Omniture figures (Daily and Cumulative) |

# Export Diagnostic

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

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| Data Source |  | Google Analytics:  [www.scottish-enterprise.com](http://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](http://www.scottish-enterprise.com/Services/Do%20business%20outside%20Scotland/Export%20Health/Results) |

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| 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