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)  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. |

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