Reports

Reports Overview

Administrator functionality on the Reports menu is available for Level 9 or 10 administrators with the exception of the Recent Saves and Recent Publishes reports. Administrator functions for reports include the ability to check pages back in that have been inadvertently left checked-out, override the approval process when pages have been sent to unresponsive approvers, and run customized reports. Custom reports includes the ability to run specific reports about content, users, and other system details, as well as export the results via a CSV file. Reports are not available for Level 0.

The following items are available from the Reports menu:

- Required Actions (All Levels)
  - Broken Pages (All Levels)
  - Out of Sync Pages (Available for Level 9 and 10 administrators)
- Checked Out Content (All Levels; Levels 0 through 8 only see their own checked out content)
- Pending Approvals (Available for Level 9 and 10 administrators)
- Scheduled Actions (Available for Level 9 and 10 administrators)
- Site Check (Available for Level 9 and 10 administrators)
- Recent Saves (Available for levels 5 and above)
- Recent Publishes (Available for levels 5 and above)

Examples of Reports Menu

Levels 9 and 10	Levels 5 through 8	Levels 0 through 4

Required Actions

Required Actions has two list views: Broken Pages and Out of Sync Pages, which display any broken dependencies for the site on which the administrator is working and pages out of sync across all sites in order to allow an administrator to publish them. For more information:

Required Actions

Checked Out Content

The Checked Out Content report is available for all levels and Levels 0 through 8 only see their own checked out content. The Checked Out Content report provides a list of pages, files, and assets that are currently checked out. From the displayed list of files, it is possible to preview any page by clicking the preview button, or check-in any page by clicking the glowing light bulb next to the appropriate page. For more information:

Checked Out Content

Recent Saves

The Recent Saves report is available for levels 5 and above, displays a list of content that has been recently saved, and includes information about the type of save that was performed. The content listing includes linked file names to preview the content. The report is paginated so that a user might navigate through the list of pages in manageable chunks and may export the report to CSV. For more information:

Recent Saves

Recent Publishes

The Recent Publishes is available for levels 5 and above, displays a list of content that has been recently published, and includes information about the type of publish that was performed. The content listing includes linked file names to preview the content. The report is paginated so that a user might navigate through the list of pages in manageable chunks and may export the report to CSV. For more information:

Recent Publishes

Pending Approvals

Available for Level 9 and 10 administrators, the Pending Approvals report provides a list of pages that are currently awaiting approval. From the displayed list of files, it is possible to preview any page by clicking the preview button, or check-in any page by clicking the glowing light bulb next to the appropriate page. Checking in a page that is pending approval overrides the approval of that page, but does not publish it. This gives an administrator, or the original author, the ability to continue revising the page, or publish it using a different approval process. For more information:

Pending Approvals

Scheduled Actions

Available for Level 9 and 10 administrators, the Scheduled Actions report provides a list of pages with a scheduled action; for example, scheduled publish or expire, and reminders. Items may be scheduled to automatically be published, expired, or setup to send an alert. For more information:

Scheduled Actions

Site Check

The Site Check report allows a sitewide link check to be run in order to find all broken links or warnings related to links on the pages. For more information:

Site Check

Custom Reports

Custom Reports allow administrators (Level 9 and Level 10 users) to create the kinds of specific reports that he or she needs to manage, monitor, report, and ultimately control or change settings within OU Campus. Custom Reports can be created with as little as two clicks for the following report types: Users, Directories, Pages, Sites, Groups, Tweets, Facebook Wall Posts, Products, and Assets. Reports run in real time and generate results in 2 seconds or less for sites with less than 1 million pages and 10,000 users. For more information:

Custom Reports

UT Tyler Support

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu