

Reports

Overview

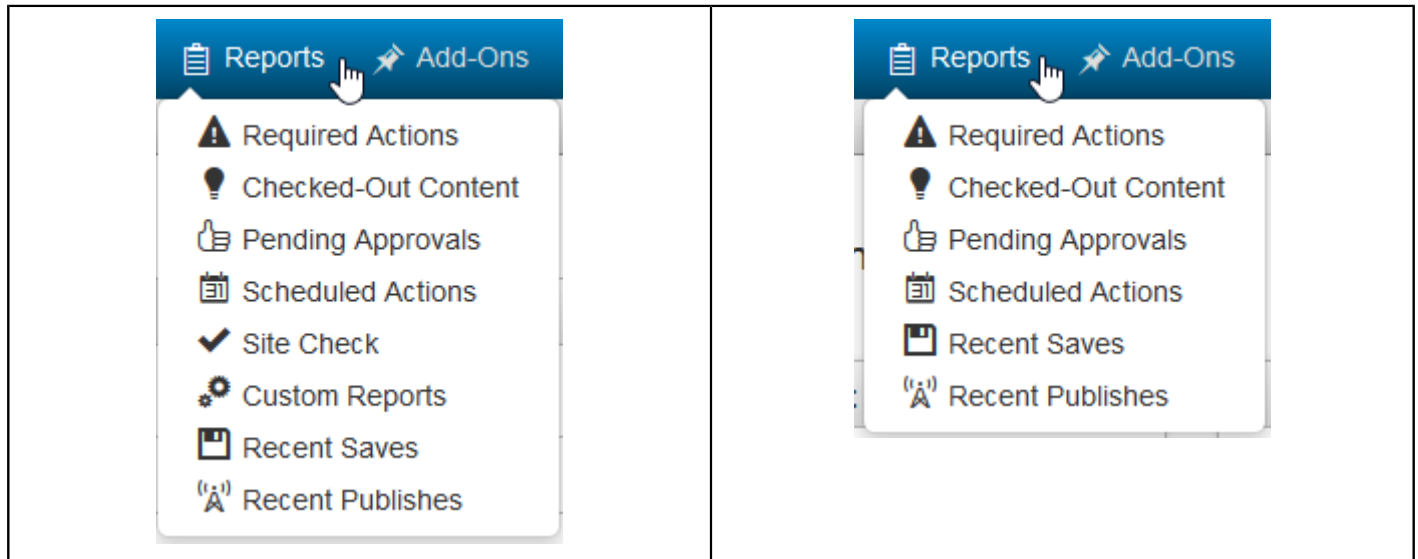
Administrator functionality on the Reports menu is available for Level 9 or 10 administrators with the exception of the Recent Saves and Recent Publishes reports. Administrator functions for reports include the ability to check pages back in that have been inadvertently left checked-out, override the approval process when pages have been sent to unresponsive approvers, and run customized reports. Custom reports include the ability to run specific reports about content, users, and other system details, as well as export the results via a CSV file.

The following items are available from the Reports menu:

- Required Actions (All Levels)
 - Broken Pages (All Levels, Levels 0 through 8 only see broken pages to which they have access.
 -)
 - 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 (
 - All Levels; Levels 0 through 8 only see their pending approvals
 -)
- Scheduled Actions (
 - All Levels; Levels 0 through 8 only see their scheduled actions
 -)
- Site Check (Available for Level 9 and 10 administrators)
- Recent Saves (
 - All Levels; Levels 0 through 8 see all saves for pages they have access to)
- Recent Publishes (
 - All Levels; Levels 0 through 8 see all publishes for pages they have access to
 -)

Reports Menu for Different User Levels

Levels 9 and 10	Levels 0 through 8
-----------------	--------------------



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, visit the [Required Actions](#) page.

Checked-Out Content

The Checked-Out Content report is available for all user levels. 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, visit the [Checked-Out Content](#) page.

Pending Approvals

Available for all users. Level 9 and 10 administrators are able to view the pending approvals for all users, while user levels 8 and below are only able to view pages that have been sent to them for approval. 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, visit the [Pending Approvals](#) page.

Scheduled Actions

Available for all users. Level 9 and 10 administrators are able to view the scheduled actions for all users, while user levels 8 and below are only able to view scheduled actions they have set.

The Scheduled Actions report provides a list of pages with a scheduled action. For example, items may be scheduled to automatically be published, expired, or set up to send an alert.

For more information, visit the [Scheduled Actions](#) page.

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, visit the [Site Check](#) page.

Custom Reports

Custom Reports allow level 9 and 10 administrators 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, Groups, Pages, Directories, Sites, Page Products, Assets, Tweets, and Facebook Wall Posts. 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, visit the [Custom Reports](#) page.

Recent Saves

The Recent Saves report 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, visit the [Recent Saves](#) page.

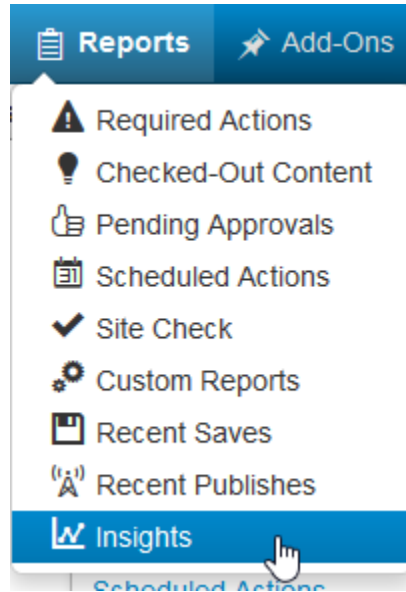
Recent Publishes

The Recent Publishes report 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, visit the [Recent Publishes](#) page.

OU Insights

[OU Insights](#) is an optional module that can be purchased for OU Campus. It allows users to view data for their site covering a variety of topics, such as SEO strength, accessibility, links, and more. Once purchased for an institution, Insights will be available from within the Reports menu.



The users who can view Insights will vary from institution to institution: by default, level 9 and 10 administrators will be able to view Insights, though a level 10 administrator can change this setting to any group of users in the system.