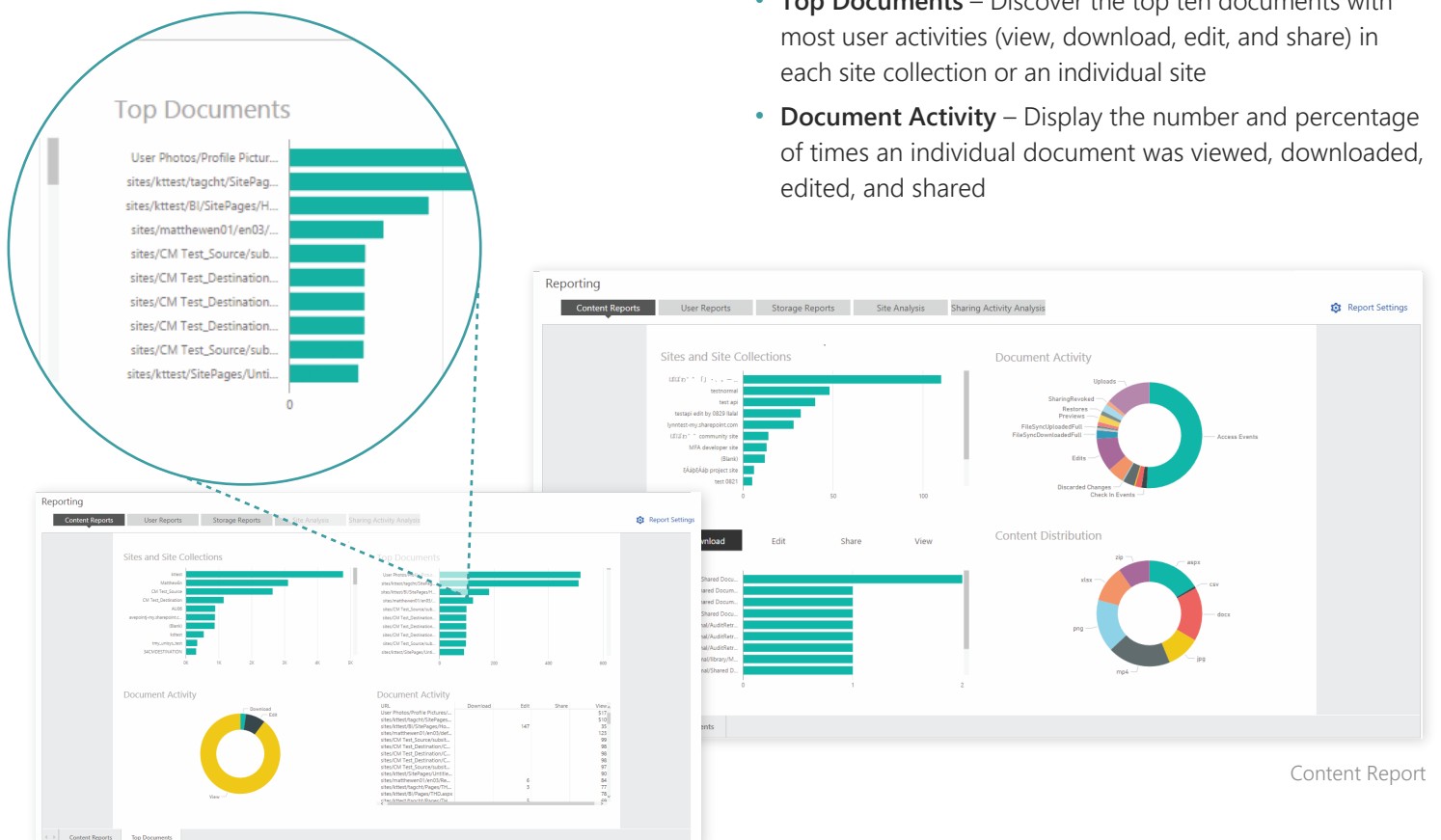


Microsoft 365 Reporting & Analytics

Gain insights into the value of your content and sites in Microsoft 365 by uncovering trends in site usage and user activity.

Content Reports

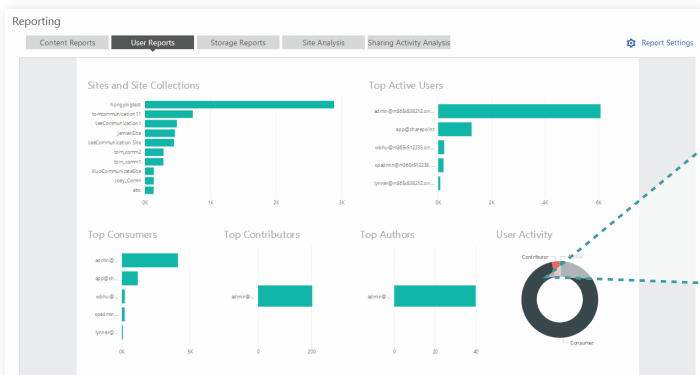
- **Total Content Valuation** – Analyze the content usage across Microsoft 365, including SharePoint Online site collections, Groups team sites and communication sites by time and percentage of activities on individual documents such as access, check in, check out, modify, download, upload, and delete
- **Content by Activity** – Display the view, download, edit, and share times of files in each site collection respectively in descending order via stacked bar charts
- **Content by File Type** – Analyze the number and percentage of user activities by file types such as .aspx, .pdf, .xlsx, csv, jpg, .zip or .docx
- **Top Documents** – Discover the top ten documents with most user activities (view, download, edit, and share) in each site collection or an individual site
- **Document Activity** – Display the number and percentage of times an individual document was viewed, downloaded, edited, and shared



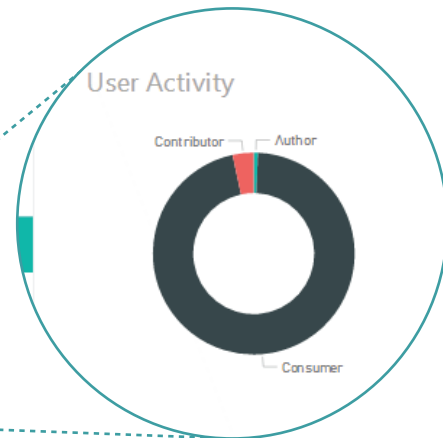
Top Documents

User Reports

- **Overall Activity Report** – Discover the top ten users, departments, and offices that are most active in Microsoft 365 sorted by access times and the different activities such as download, view, edit, or upload
- **Top Consumers** – Show the top ten users, departments, and offices with the highest number of download or view actions within a specific period of time
- **Top Contributors** – Display the top ten users, departments, and offices with the highest number of edit actions within a specific period of time
- **Top Authors** – Display the top ten users, departments, and offices with the highest number of uploads within a specific period of time
- **User Activity** – Display the total number and percentage of consumers, contributors, and authors across your user base, departments, or offices

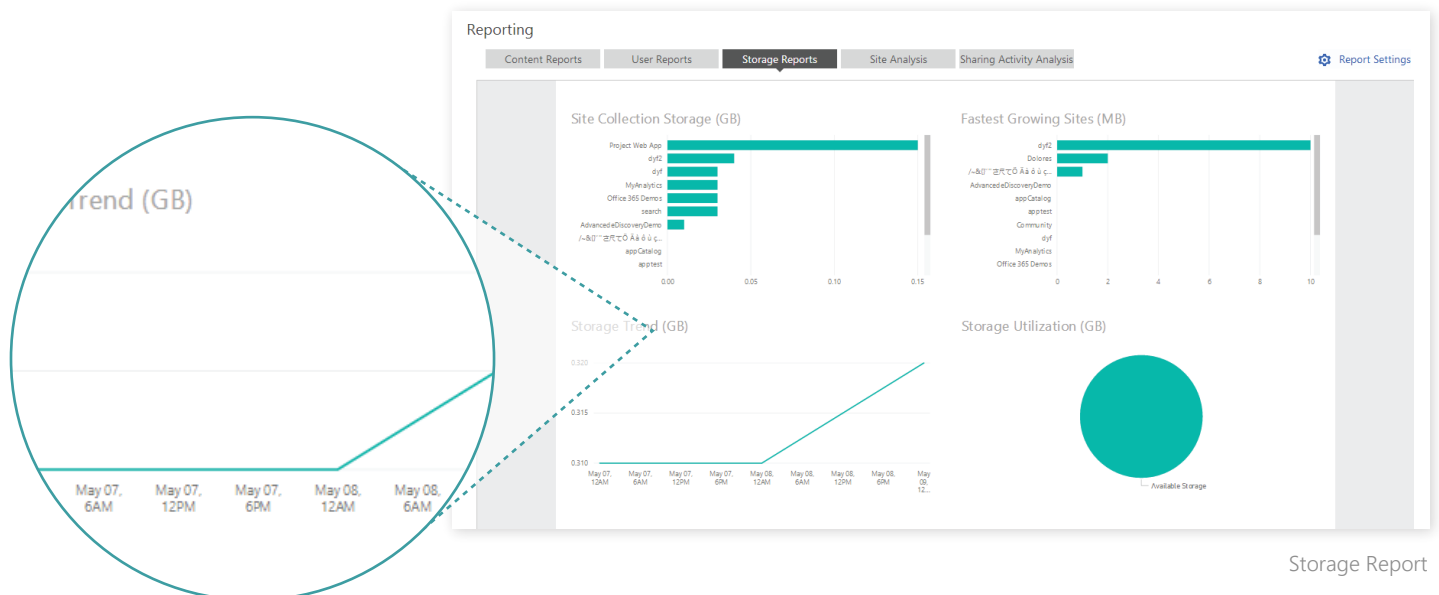


User Report



Storage Reports

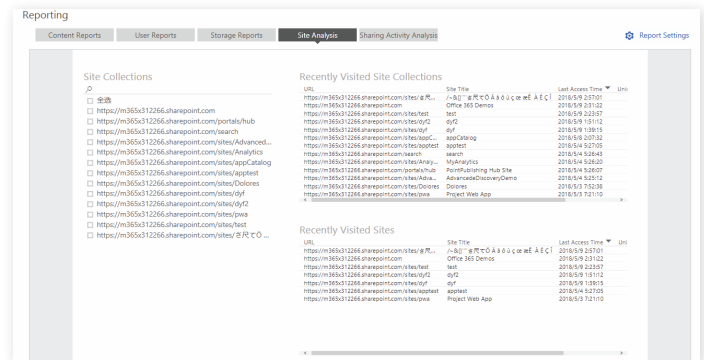
- **Overall Storage Usage** – Generate reports showing the current usage and size of individual sites and site collections
- **Growth per Site and Site Collection** – Track growth in storage by time for individual sites and site collections
- **Available Storage per Site and Site Collection** – Gain insight into occupied and available storage for each site or the overall Microsoft 365 environment



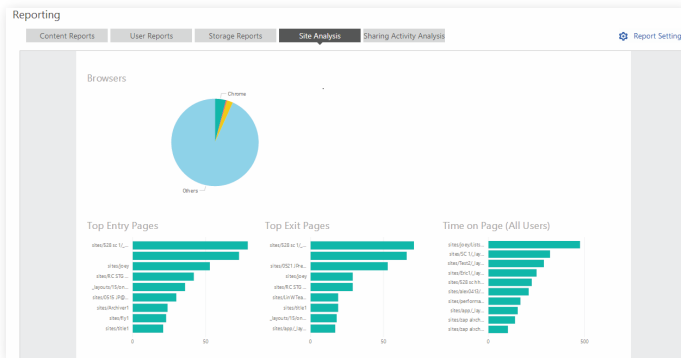
Storage Report

Site Analytics

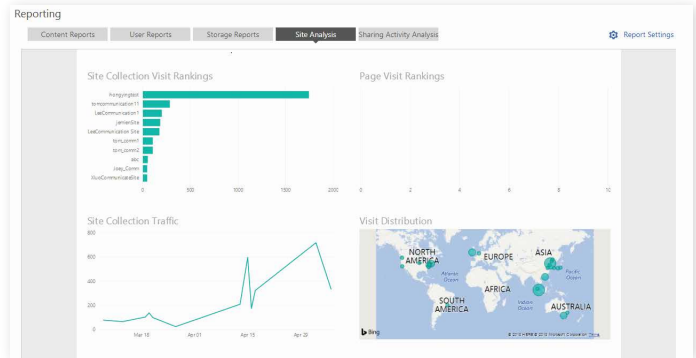
- **Page Visit Ranking** – Gain insight into page popularity by ranking sites across Microsoft 365 according to the total number of unique visits for each page
- **Page Traffic** – Track page view trends per site or across Microsoft 365
- **Recently Visited Sites and Site Collections** – Understand user behavior in individual sites and site collections with reports on recently visited sites or site collections, last access time, and the number of unique users
- **Track Browser Usage** – Track which web browsers are used to access Microsoft 365 and how frequently
- **Track the User Journey** – Discover how your users enter Microsoft 365 sites and site collections as well as the pages they visit by tracking the top 10 entry, exit, and referral pages
- **Track Top Referrers** – Display most popular sites or pages that users jumped from to specific sites or site collections
- **Top Entry Pages** – Display the top ten most-viewed pages that users first accessed by total sessions within a specific period of time
- **Top Exit Pages** – Display the top ten most-viewed pages that users last accessed to by total sessions within a specific period of time
- **Top Duration on Page** – Display the top ten pages where users spend the longest amount of time within a specific period of time



Active Sites and Site Collections



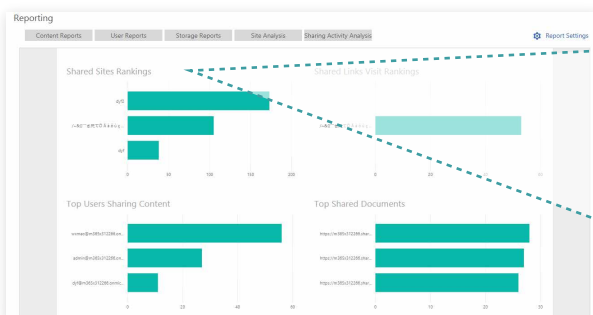
Page Analysis



Page Visit Analysis

Sharing Activity Analysis

- **Shared Sites/Files Rankings** – Analyze both internally and externally shared sites and files and display those most frequently shared and visited via an easy-to-read bar chart
- **User Exposure Rankings** – Display the top ten users who share files most often based on their sharing times of documents, both internally and externally, within a specific period

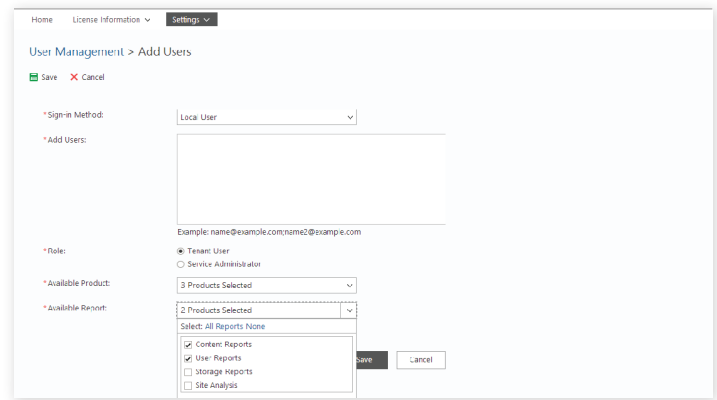


Sharing Activity Analysis



Report Management

- **Security Trimming** – Allow users or groups to view reports based on the content they own, or have “read” access to
- **User Filter** – Filter out unnecessary user accounts to only get the information you need
- **Time Based Filters** – View reports with information from the last 30 days or other custom time ranges
- **Export Report** – Export a consolidated report for all details of content usage, user activity, storage trends and site traffic



The screenshot shows the 'User Management > Add Users' interface. At the top, there are navigation links: Home, License Information, and Settings. Below the title, there are 'Save' and 'Cancel' buttons. The form includes the following sections:

- *Sign-in Method:** A dropdown menu set to 'Local User'.
- *Add Users:** A large empty text area for adding users.
- Example:** name@example.com;name2@example.com
- *Role:** Radio buttons for 'Tenant User' (selected) and 'Service Administration'.
- *Available Product:** A dropdown menu showing '3 Products Selected'.
- *Available Report:** A dropdown menu showing '2 Products Selected'.
- Select: All Reports None:** A dropdown menu with options: 'Content Reports' (checked), 'User Reports' (checked), 'Storage Reports' (unchecked), and 'Site Analysis' (unchecked).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Security Trimming

Technology Support

- Microsoft Power BI
- Microsoft Azure Cloud Service
- Microsoft Azure Storage
- Microsoft Azure SQL Database
- Microsoft Azure SQL Data Warehouse
- Microsoft Azure Service Bus

For a comprehensive list of new features in this release, please view our [AvePoint Cloud Insights Release Notes](#).

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