How to Generate a Statistic Summary

Within the Intelligence section of Views, there is an area called Statistic Summaries. Statistic Summaries are pre-built reports that allow users to generate headline statistics and charts in a quick and easy way. To generate a statistic summary, follow the steps below:

• Hover over *Intelligence* and click on *Statistic Summaries*

• Click on **Actions**

• Select *Legacy Statistic Summaries*

• Click on the *plus* icon ⊞

• Click on the name of the Statistic Summary you wish to generate

• In the *Work Filter* area, filters can be created to fence the statistical data to a particular *Agency Project* or *Session Group*

• A *Start* and *End date* can be entered manually or by choosing from one of the pre-set *Quick Dates*

• After selecting any relevant filters, click *Apply*

The report data will be displayed below.

You can *Export* the *Statistic Summary* into a .csv file by clicking on Download

You can save the *Statistic Summary* by clicking on the **save** icon, entering a name and selecting *Save Current View*

Saved Statistic Summaries are available to set Targets against. Please see the **How to Add Targets** guide

1.1 Attendance		
1.1.1 Number of participants in contact during report period Count of all participants attending in report period	60	
1.1.2 Number of 'starter' participants Count of participants in contact for first time in 12 week period prior to the end date of report period	0	0%
1.1.3 Number of currently 'involved' participants Count of participants in contact in 12 week period prior to end date of report period and in contact prior to that	12	20%
1.1.4 Number of 'not currently attending' participants Count of participants NOT in contact in 12 week period prior to end date of report period BUT in contact prior to that	48	80%
1.1.5 Aggregate attendance at all sessions Sum of all attendances at sessions in report period	1559	
1.1.6 Aggregate contact hours at all Sessions Sum of all hours of contact with participants in report period	3158:00	
1.1.7 Average contact hours (per participant) Aggregate contact hours at all sessions divided by number of participants	3158:00	