


How to Generate a Statistic Summary

Statistic Summaries can be accessed via the **Intelligence** area of Views. These are pre-built reports that enable you to generate headline statistics and charts in a quick and easy way. To generate a statistic summary:

- Hover over **Intelligence** and click on **Statistic Summaries**
- Click on the **plus** icon 
- Click on the name of the Statistic Summary you wish to run
- 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**

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	

The report data will be displayed below.

You can **Export** the **Statistic Summary** into a .csv file by clicking on **Download** and you can **Save** the **Statistic Summary** by clicking on the **save** icon, entering a name, and selecting **Save Current View**.