



The Statistics application

The Statistics application can be used to obtain a general overview of intranet usage.

While there are insights into valuable areas, the metrics on offer are not as sophisticated, customisable or potentially as useful for answering research questions as those offered by [Google Analytics](#).

We would recommend creating a profile with Google Analytics and setting this up with your Intranet so that your team has access to Google's more powerful metrics and analysis features for the data collected from your site.

Otherwise, the metrics currently available in the Claromentis Statistics application are:

- User logins
- Page views
- Number of Search requests a day
- News article views
- Document views
- Blog post views
- Knowledge base article views

As well as information on the most popular items within certain applications, or a leaderboard of top contributors within them.

This guide will detail the specifics available.

Access to the Statistics application

Only users permitted to access the application will be able to open it.

Generally, this will be administrators or any other responsible users.

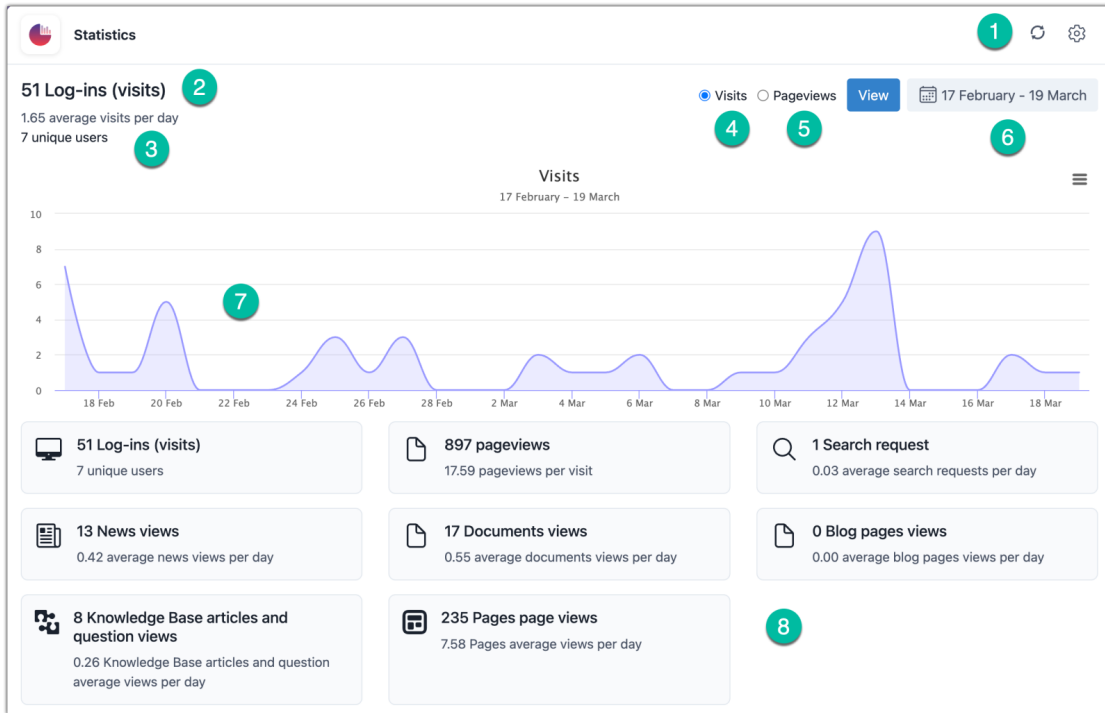
An [application administrator](#) can change who can access Statistics from Applications > Admin > Statistics:

A screenshot of a web application interface titled "Admin > Statistics control panel". The interface includes a search bar with the placeholder text "Start typing to add...", a "Browse" button, and a "Remove" button. Below the search bar, there is a text input field containing "Role: Administrators". A link "View matching users..." is positioned below the input field. At the bottom of the panel, there is a blue button labeled "Apply permissions".

Statistics overview

Head to Application > Statistics to open the landing page of the application.

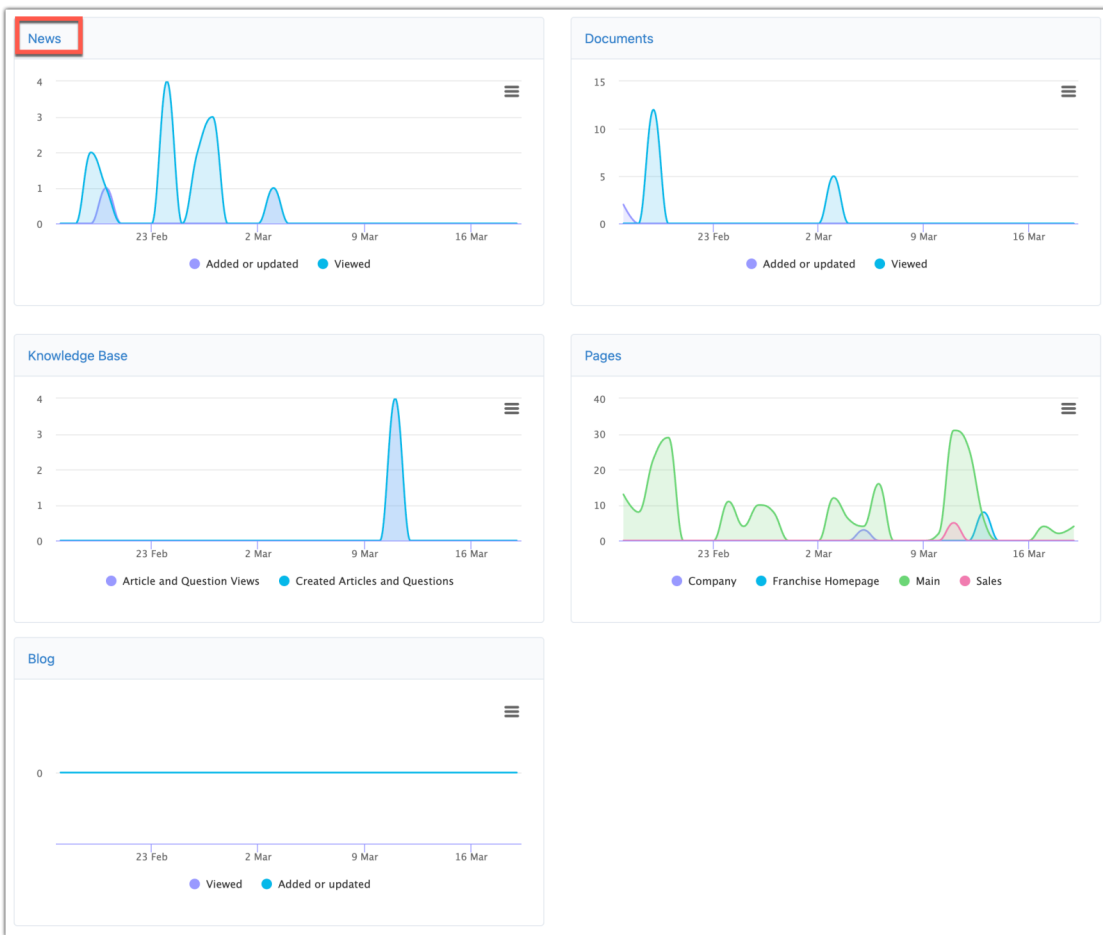
The top half of the screen reports on general statistics within the timeframe selected:



1. **Collect Statistics:** Click the refresh icon to force the system to collect data and update the current values displaying
2. **Log in (visits):** Total number of unique & repeated site visits in the defined time frame.
3. **Log in (unique):** Total number of unique site visits in the defined time frame.
4. **Visits:** Breakdown of the total number of different people who used the site.
5. **Page views:** Breakdown of the total number of individual pages that have been viewed.
6. **Date field:** Defined time frame. Change this to update the graph and application metrics shown in 7. It's possible to compare two different date ranges when choosing a time frame.
7. **Graph:** Hover over the line to see totals on a particular day. Use the 3-line menu to download an image of the chart
8. **Other application metrics:** Totals across other applications for the displayed metric and the current timeframe set.

Scroll down to the second half of the screen to see graphs for each application currently available.

Click on their titles to go to their particular area to learn more.

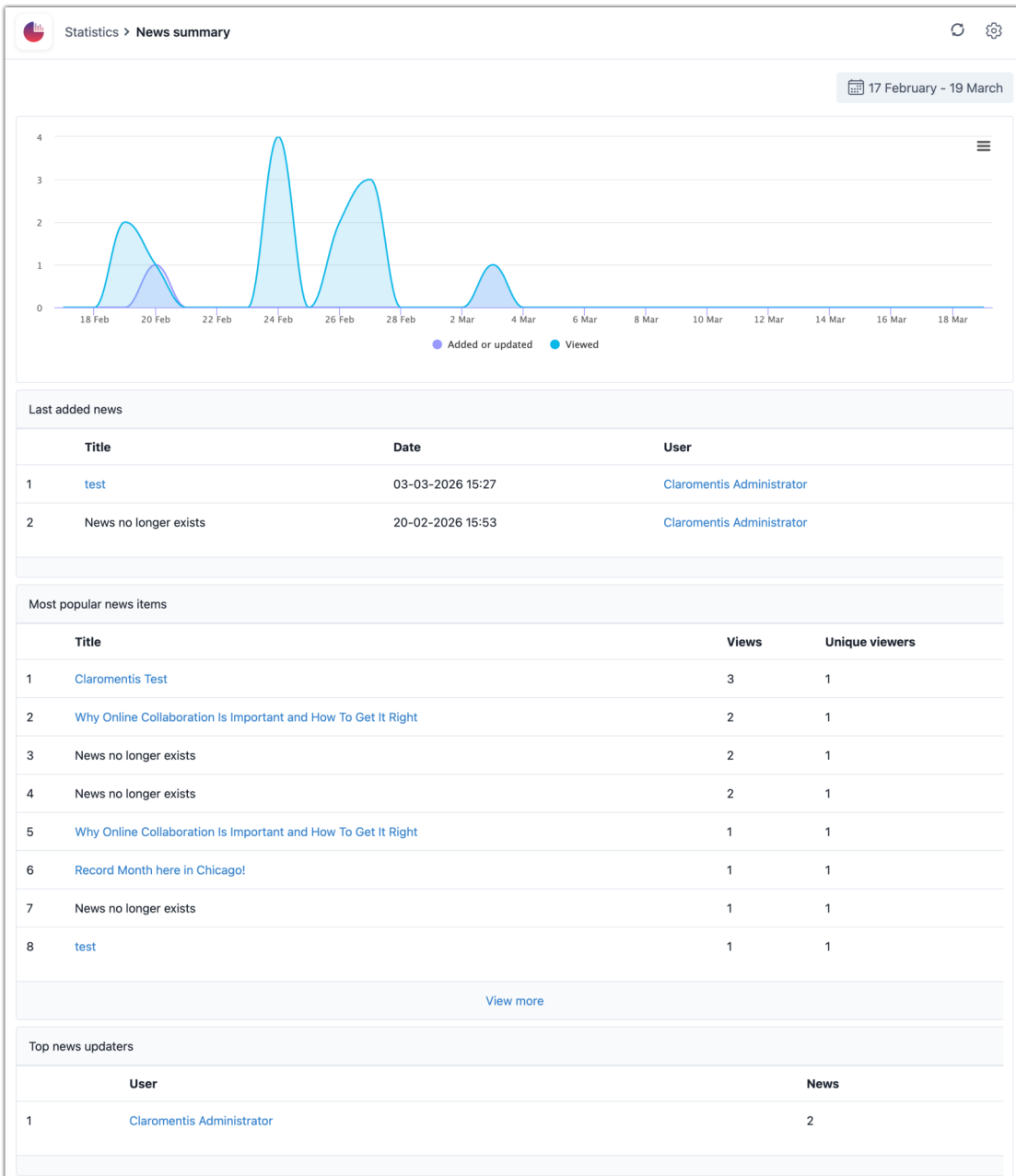


News

Its graph will display data on (1) **Added & updated news** and (2) **View count** in the defined time frame.

Hover your mouse over the graph line to see the view count for particular dates.

Click the refresh icon in the top right to force the system to check for any updates to the values it is displaying.



Below the graph, view a breakdown of the following analytics:

- Last added news
- Most popular news items
- Top news updaters

Click on the News title to open the article. Clicking on a user name will open their profile.

Please note: News view count can only provide the number of views and will not record who visited the content. If you need this breakdown, it can be obtained using the [audit log](#) with the 'News' and 'Viewed news' filters.

Admin > Audit > View logs

From 16-03-2026 00:00 To 19-03-2026 12:19

User name

Category

CSV delimiter Comma (,) Semicolon (;)

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
19-03-2026 12:20	Claromentis Administrator		34.39.76.62	SUCCESS	News	View full news	'Record Month here in Chicago!' (Object ID: 100)	News viewed

Documents

Its graph will display data on (1) **Added & updated documents** and (2) **View count** in the defined time frame.

Hover your mouse over the graph line to see the view count for particular dates.

Click the refresh icon in the top right to force the system to check for any updates to the values it is displaying.

Statistics > Documents summary

17 February - 19 March

● Added or updated ● Viewed

Last added/edited documents			
	Title	Date	User
1	testimage.png	17-02-2026 12:03	Claromentis Administrator
2	Sample Document 3.pdf	17-02-2026 11:55	Claromentis Administrator

Most popular documents			
	Title	Views	Unique viewers
1	Sample Document 10.pdf	17	1

Top document updaters	
User	Documents
1 Claromentis Administrator	2

Below the graph, view a breakdown of:

- Last added/edited documents
- Most popular documents
- Top document updaters

Select the blue 'i' icon or the document title to open it. Clicking on a user's name will open their profile.

Please note: The document's view count can only provide the number of document views and will not record who visited the content. This can be

obtained from the audit log using the 'Document' and 'View document' filters.

Admin > Audit > View logs

From 16-03-2026 00:00 To 19-03-2026 12:19

User name

Category Documents View document

CSV delimiter Comma (,) Semicolon (;) Get CSV file

View

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
19-03-2026 12:26	Claromentis Administrator		34.39.76.62	SUCCESS	Documents	View document	'Sample Document 10.pdf' (Object ID: 39)	Component 'Sample Document 10.pdf' was viewed in format 'pdf'

Knowledge base

Two graphs will display (1) **Article view count & question view count**, and (2) **Article Created article & question created count** for the defined time frame.

Hover your mouse over the graph line to see the view count for particular dates.

Click the refresh icon in the top right to force the system to check for any updates to the values it is displaying.

Statistics > Knowledge Base

17 February - 19 March

Overall Views

New Articles / Question

Knowledge Base Articles Breakdown

Modified Date	Title	Author	Category	Views	Unique Views	Likes	Comments	Follows
11-03-2026 13:44	testing	Claromentis Administrator	Demo Processes	1	1			0
11-03-2026 13:42	test	Claromentis Administrator	Demo Processes	3	1			0

Knowledge Base Questions Breakdown

Modified Date	Title	Author	Category	Views	Unique Views	Likes	Comments	Follows
No result								

Below the graph, view a detailed breakdown of:

- Knowledge base articles
- Knowledge base questions

Click the columns to change the sorting.

Click on the KB article titles to view them. Clicking on a username will open their profile.

Please note: Knowledge base view count can only provide the number of views and will not record who visited the content. This can be obtained from the audit log using the 'Knowledge Base' and 'View document' filters.

Admin > Audit > View logs

From 16-03-2026 00:00 To 19-03-2026 12:19

User name

Category Knowledgebase View article

CSV delimiter Comma (,) Semicolon (;) [Get CSV file](#)

[View](#)

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
19-03-2026 12:38	Claromentis Administrator		34.39.76.62	SUCCESS	Knowledgebase	View article	'Wellbeing and Wellness in the Workplace' (Object ID: 47)	Article 'Wellbeing and Wellness in the Workplace' (#47) viewed

Pages

Its graph will display data on **aggregated page views per Site** for the defined time frame.

Hover your mouse over the graph line to see the view count for particular dates.

Click the refresh icon in the top right to force the system to check for any updates to the values it is displaying.

Statistics > Pages

17 February - 19 March

Aggregated page views per Site (including any sub-pages)

Pages page views breakdown by Site

Site	Path	Views	Unique Views
About Us	about_us	0	0
About Us	about_us/sharepoint	0	0
About Us	about_us/social_media	0	0
Charities	charities	0	0
Claromentis Training	claromentis_training	0	0
Company	company	3	1
Company	company/sharepoint	0	0
Company	company/social_media	0	0
Compliance	compliance	0	0
Compliance	compliance/health__safety	0	0

1 2 3 4 5 6

Below the graph, see data on:

- Page views by Site

By default, the data will be ordered by 'Site' in alphabetical order. Change the sorting filter by clicking the titles.

Click on site titles to open the site, or Page titles to view the page.

Please note: Page view count can only provide the number of page views and will not record who visited the content. This can be obtained from the

audit log using the 'Pages' and 'View page' filters.

Admin > Audit > View logs
🔄

From
 To

User name

Category Pages View page

CSV delimiter Comma (,) Semicolon (;) [Get CSV file](#)

[View](#)

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
19-03-2026 12:44	Claromentis Administrator		34.39.76.62	SUCCESS	Pages	View page	'Charities' (Object ID: 73)	Page 'charities' viewed

Blog

Its graph will display data on (1) **Added & updated posts** and (2) **View count** in the defined time frame.

Hover your mouse over the graph line to see the view count for particular dates.

Click the refresh icon in the top right to force the system to check for any updates to the values it is displaying.

Statistics > Blog summary
🔄 ⚙️

Last blog posts added or edited

Title	Date	User
1 Intranet launch ideas	19-03-2026 12:53	Claromentis Administrator

Most popular blog posts

Title	Views	Unique viewers
1 Intranet Launch Ideas	2	1
2 Top Tips for Naming your Intranet	1	1
3 Intranet launch ideas	1	1

[View more](#)

Top blog updaters

User	Blogs
1 Claromentis Administrator	1

Below the graph, view a breakdown of:

- Last posts added or edited
- Most popular posts
- Top post updaters

Click on a post title to open it, or click on a username to view their profile.

Please note: The Blog post view count can only provide the number of views and will not record who visited the content. This can be obtained from the audit log using the 'Blog' and 'View blog post' filters.

Admin > Audit > View logs

From 19-03-2026 00:00 To 19-03-2026 12:49

User name

Category

CSV delimiter Comma (,) Semicolon (;)

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
19-03-2026 12:49	Claromentis Administrator		34.39.76.62	SUCCESS	Blog	View post	" (Object ID: 3)	Blog post viewed

Created on 19 March 2026 by [Hannah Door](#)

Tags: [intranet](#), [user guide](#), [statistics](#), [views](#)