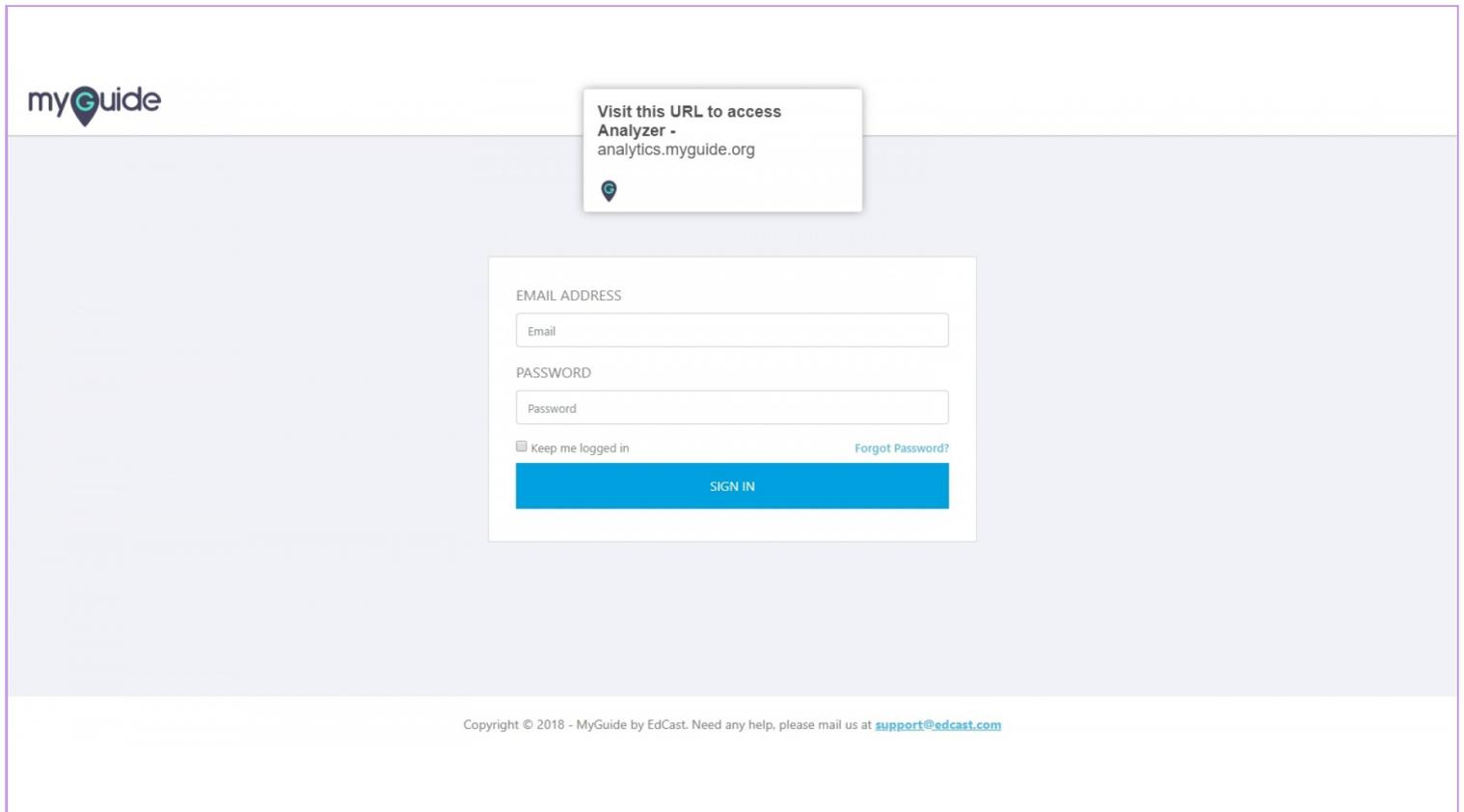




How to Export Data from Insights

Step: 01

Visit this URL to access Analyzer -
analytics.myguide.org



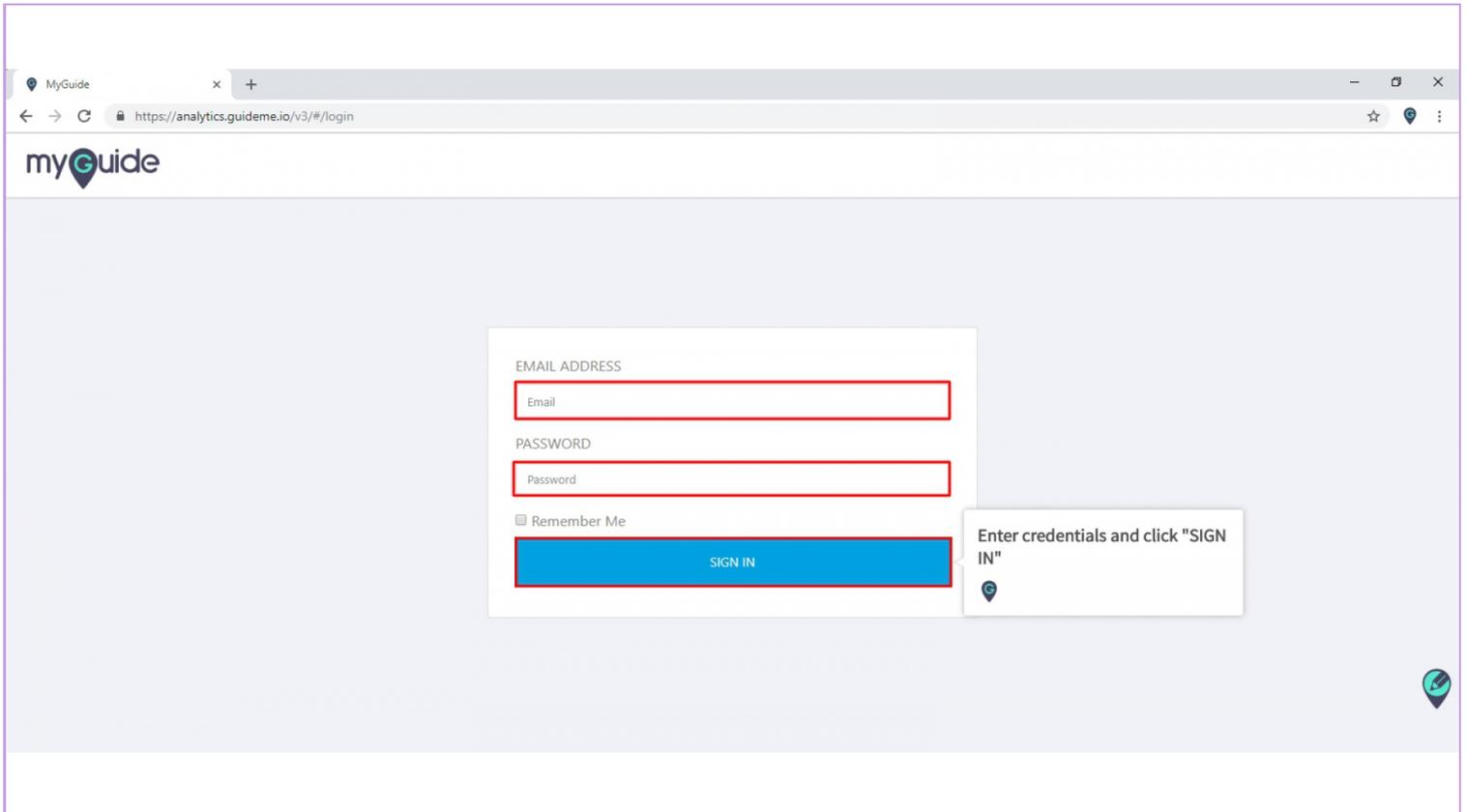
The screenshot shows the login interface for the myGuide Analyzer. In the top left corner is the myGuide logo. A central callout box contains the text: "Visit this URL to access Analyzer - analytics.myguide.org" with a location pin icon below it. Below this is a login form with the following elements:

- EMAIL ADDRESS**: A text input field with the placeholder text "Email".
- PASSWORD**: A text input field with the placeholder text "Password".
- Keep me logged in
- [Forgot Password?](#)
- SIGN IN**: A blue button.

At the bottom of the page, the copyright notice reads: "Copyright © 2018 - MyGuide by EdCast. Need any help, please mail us at support@edcast.com".

Step: 02

Enter credentials and click "SIGN IN"



The screenshot shows a web browser window with the URL <https://analytics.guideme.io/v3/#/login>. The page features the myGuide logo in the top left corner. The main content area contains a login form with the following elements:

- EMAIL ADDRESS:** A text input field with the placeholder text "Email".
- PASSWORD:** A text input field with the placeholder text "Password".
- Remember Me
- SIGN IN:** A blue button with white text.

A callout box on the right side of the form contains the text "Enter credentials and click 'SIGN IN'" and a small location pin icon.

Step: 03

Click on "Export"

The screenshot displays the myGuide Analytics interface for the 'GuideMe' app. The main chart shows activity metrics (Total Played, Unique Played, Completed) over time from Dec 11, 2019, to Jan 9, 2020. A significant spike in 'Total Played' is observed on Dec 27, 2019, reaching a count of 60. To the right, a 'Completion Ratio' gauge indicates that 41% of played users completed the app. Summary statistics show 238 Played Count and 97 Completed Count. The left sidebar contains navigation options, with 'Export' highlighted in red. A tooltip with the text 'Click on "Export"' points to the 'Export PDF' button in the top right of the dashboard area.

Date	Total Played	Unique Played	Completed
11 Dec 2019	~5	~2	~1
16 Dec 2019	~10	~5	~3
21 Dec 2019	~10	~5	~3
26 Dec 2019	~10	~5	~3
27 Dec 2019	60	~10	~15
31 Dec 2019	~15	~5	~3
5 Jan 2020	~10	~5	~3
9 Jan 2020	~30	~10	~15

Step: 04

Select Date Range from here

The screenshot displays the myGuide Analytics dashboard. An 'Export' dialog box is open, showing a 'Select Date Range' dropdown menu. The menu is highlighted with a red border and contains the following options: '03 Jan 2020 to 10 Jan 2020' (selected), 'Last 7 Days', 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', 'Last 180 Days', 'Last 365 Days', and 'Last Calendar Year'. A blue 'Custom Range' button is at the bottom of the menu. A callout box with a location pin icon points to the menu with the text 'Select Date Range from here'. The background dashboard shows a line chart for 'Activity' and a 'Completion Ratio' of 6%.

Step: 05

Choose any use case that you want to export from here

The screenshot displays the myGuide Analytics interface. An 'Export' modal is open, allowing the user to select a date range and a use case. The date range is set to '06 Jan 2020 to 12 Jan 2020'. Three use cases are available: 'GuideMe', 'ShowMe', and 'TestMe'. The 'GuideMe' option is selected and highlighted with a red box. A callout box points to the radio buttons with the text 'Choose any use case that you want to export from here'. The background dashboard shows a line chart for 'Activity' and a 'Played to Completion Ratio' gauge.

Date	GuideMe	ShowMe	TestMe
3 Jan 2020	4	17	1
4 Jan 2020	0	0	0
5 Jan 2020	0	0	0
6 Jan 2020	2	11	1
7 Jan 2020	4	10	2
8 Jan 2020	3	10	1
9 Jan 2020	0	0	0

Metric	Value
Played Count	49
Completed Count	3
Played to Completion Ratio	6%

Step: 06

And the data will be downloaded!

Click on "Export"

The screenshot displays the myGuide Analytics interface. An 'Export' dialog box is open, allowing the user to select a date range (06 Jan 2020 to 12 Jan 2020) and choose which data series to export: GuideMe, ShowMe, and TestMe. The 'Export' button is highlighted with a red box, and a callout box indicates to click on it. The background shows a line chart for 'Activity' and a 'Completion Ratio' of 6%.

Date	GuideMe	ShowMe	TestMe
3 Jan 2020	4	17	1
4 Jan 2020	0	0	0
5 Jan 2020	0	0	0
6 Jan 2020	2	11	2
7 Jan 2020	4	10	2
8 Jan 2020	3	10	2
9 Jan 2020	0	0	0

Metric	Count
Played Count	49
Completed Count	3

Thank You!

myguide.org