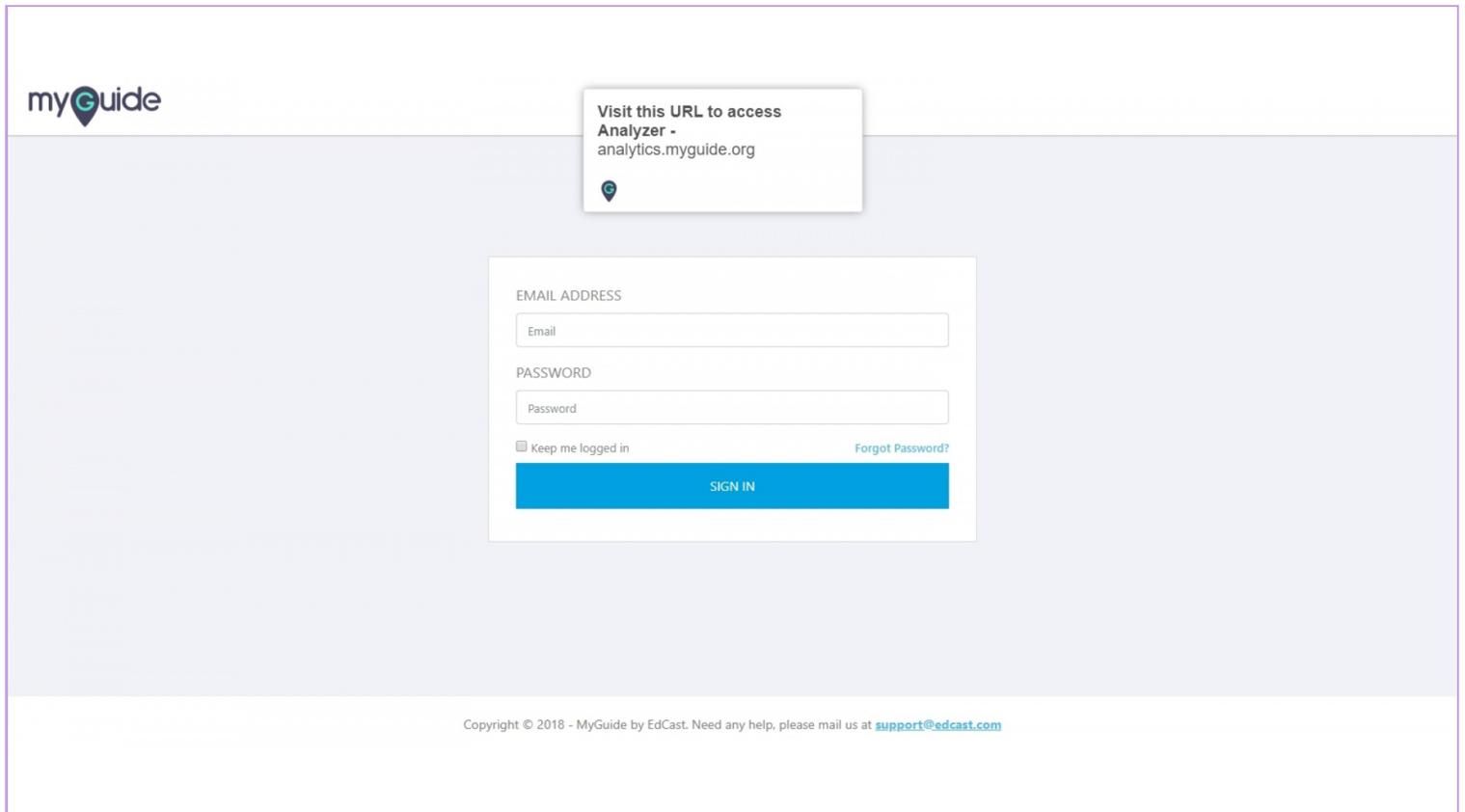




How to view App Insights to track Page and Workflow Activity

## Step: 01

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



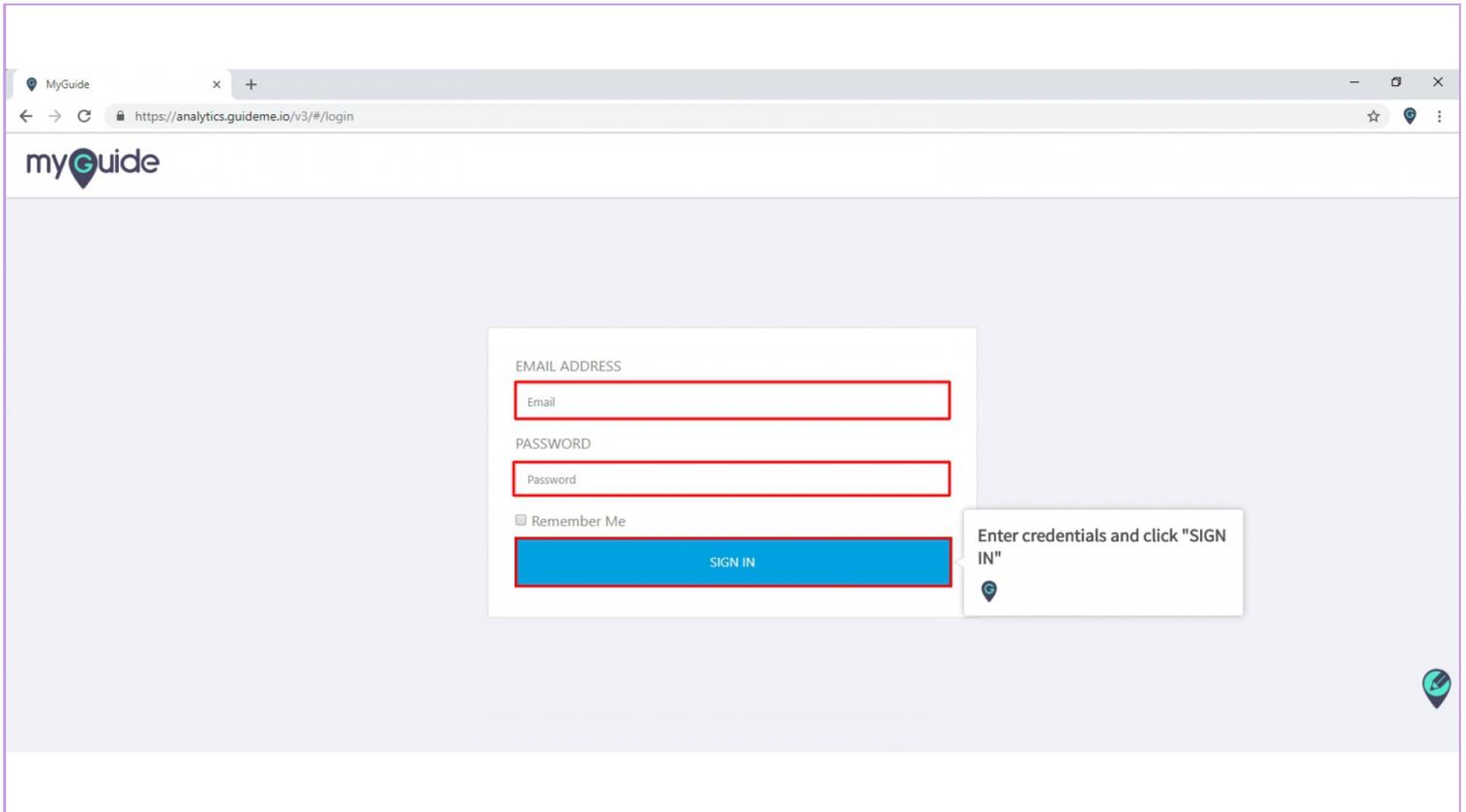
The screenshot shows the login interface for the myGuide Analyzer. In the top left corner is the myGuide logo. A central callout box contains the text: "Visit this URL to access Analyzer - analytics.myguide.org" with a location pin icon below it. The main login form is centered and includes the following 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](mailto:support@edcast.com)".

## Step: 02

Enter credentials and click "SIGN IN"



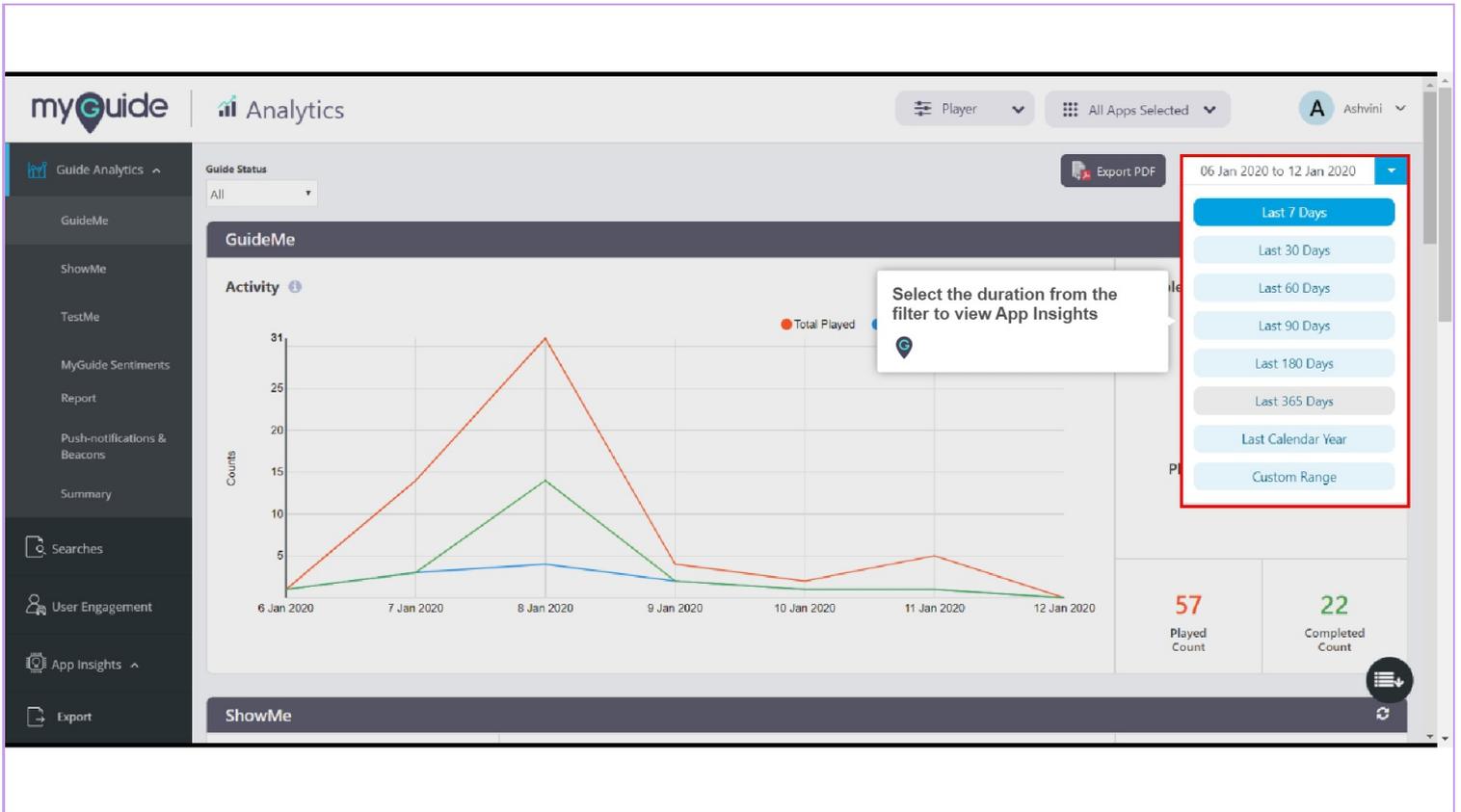
The screenshot shows a web browser window with the URL <https://analytics.guideme.io/v3/#/login>. The page features the myGuide logo at the top left. The main content area contains a login form with the following elements:

- 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.

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

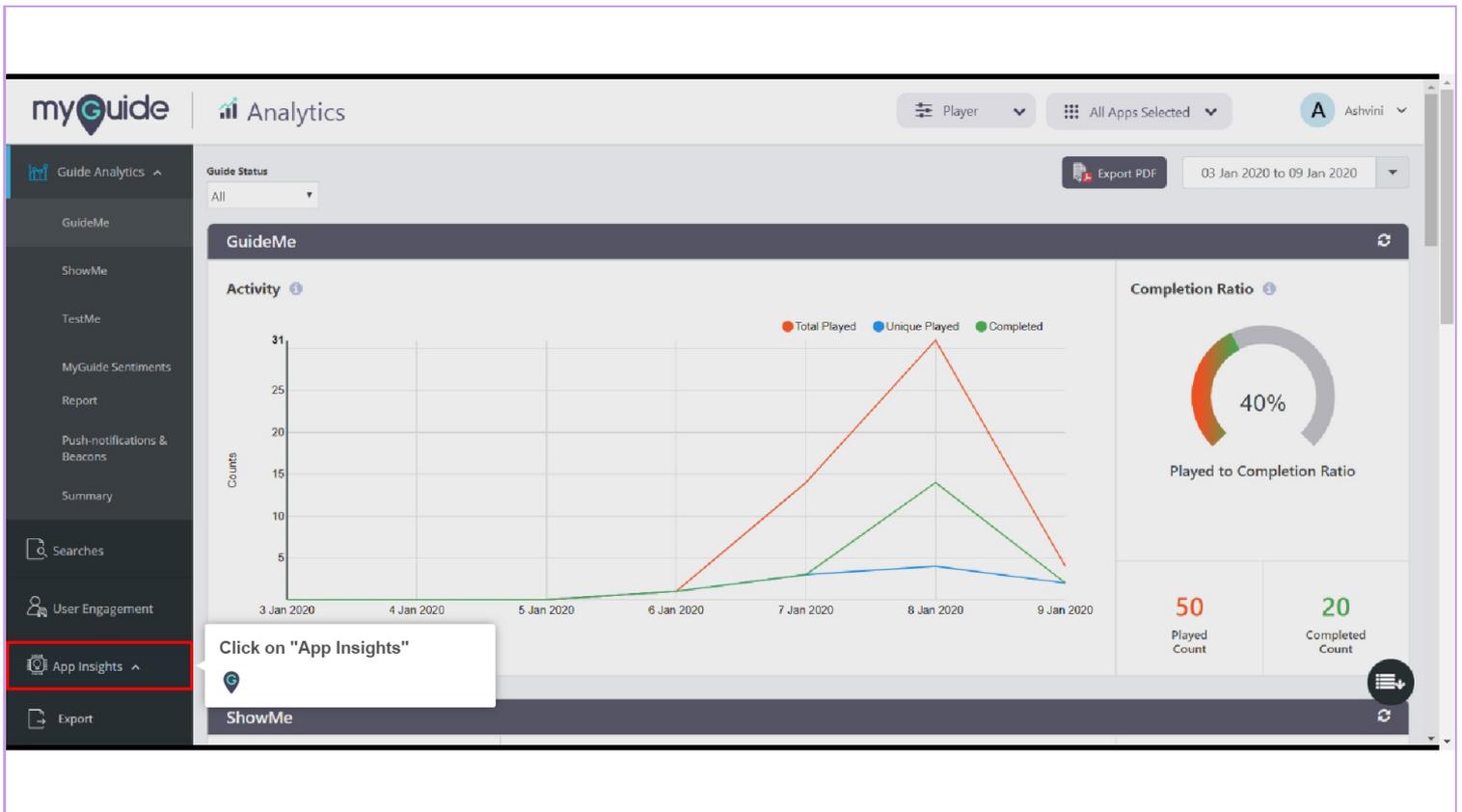
# Step: 03

Select the duration from the filter to view App Insights



# Step: 04

Click on "App Insights"





# Step: 06

## Scroll down to view Page Summary

A table representing top 50 pages containing at least one published guide. You can search the Page title and track Total number of Visits, Average Time spent on the page, Maximum Time spent on the page and Minimum Time spent on the page in the given span of time

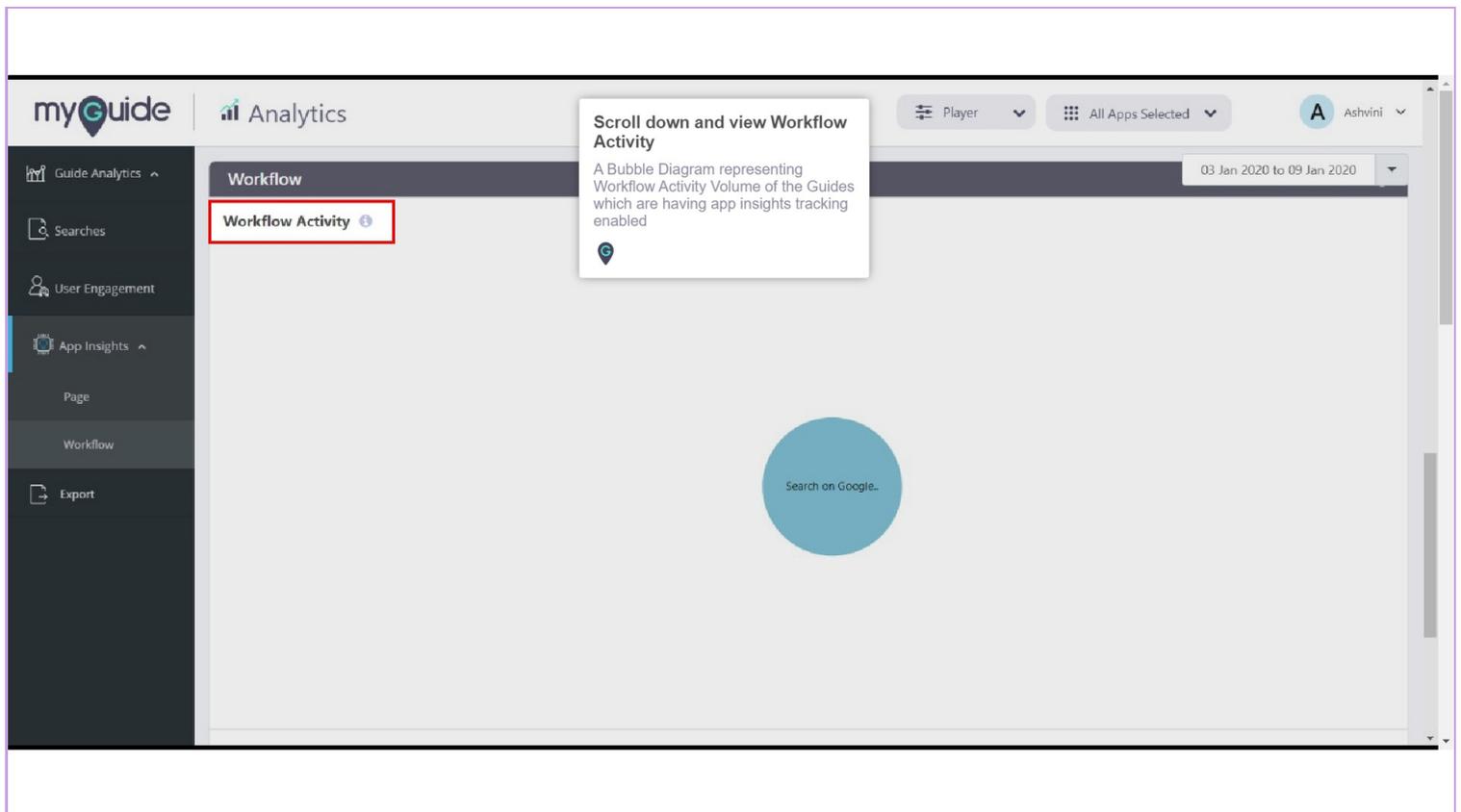
The screenshot shows the 'myGuide Analytics' interface. A callout box titled 'Scroll down to view Page Summary' contains the text: 'A table representing top 50 pages containing at least one published guide. You can search the Page title and track Total number of Visits, Average Time spent on the page, Maximum Time spent on the page and Minimum Time spent on the page in the given span of time'. Below this, a table displays the top 10 pages. The table has columns for Page Title, Total Visit, Avg Time, Max Time, and Min Time. A search bar labeled 'Search Guide' is visible in the top right corner of the analytics view.

Page Title	Total Visit	Avg Time	Max Time	Min Time
Inbox (5,963) - - Home First Finance Company India Pvt Ltd Mail	38	1 hr, 34 mins	19 hrs, 11 mins	5 secs
Magellan custom player (possibly) - - EdCast, Inc Mail	18	14 mins, 29 secs	21 mins, 11 secs	6 secs
Google	14	22 mins, 56 secs	3 hrs, 24 mins	1 sec
Home   Salesforce	11	6 mins, 34 secs	55 mins, 41 secs	1 min, 37 secs
MyGuideTest - SP Configuration	9	1 min, 22 secs	5 mins, 21 secs	12 secs
Inbox (5,973) - - Home First Finance Company India Pvt Ltd Mail	9	7 mins, 6 secs	21 mins, 20 secs	21 mins, 20 secs
Home   Salesforce	7	1 min, 57 secs	4 mins, 26 secs	37 secs
Home   Salesforce	7	6 mins, 8 secs	13 mins, 10 secs	39 secs
Recently Viewed   Accounts   Salesforce	6	1 min, 41 secs	7 mins, 43 secs	1 sec
Recently Viewed   Opportunities   Salesforce	5	2 mins, 58 secs	4 mins, 43 secs	1 sec

## Step: 07

### Scroll down and view Workflow Activity

A Bubble Diagram representing Workflow Activity Volume of the Guides which are having app insights tracking enabled



## Step: 08

### Scroll down to view Workflow Summary

A Table representing Workflow Activities as - Total Walkthrough, Unique Walkthrough, Average Walkthrough/User and Total Steps

The screenshot displays the myGuide Analytics dashboard. A callout box at the top center reads: "Scroll down to view Workflow Summary" followed by "A Table representing Workflow Activities as - Total Walkthrough, Unique Walkthrough, Average Walkthrough/User and Total Steps". The main content area features a "Workflow Summary" section with a "Show 10 entries" dropdown and a "Search Keyword" input field. Below this is a table with the following data:

Guide Name ↑	Total Walkthrough ↓	Unique Walkthrough ↓	Avg. Walkthrough/User ↓	Total Steps ↓
Search on Google	1	1	1	2

At the bottom of the table, it says "Showing 1 - 1 of 1". The footer contains the copyright information: "Copyright © 2020 - MyGuide by EdCast. (Build Version 2.0.8)" and a support email: "Need any help, please mail us at [support@edcast.com](mailto:support@edcast.com)".

# Thank You!

[myguide.org](https://myguide.org)