Website Analyser Log User Guide

Website Analyser Log Actions

View

To start this action, select the Website Analyser Log you need to work on, and click the 🔍 View button in the ⋮ More Menu on that row.

Display the selected Website Analyser Log.

This action displays the Website Analyser Log similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Delete

To start this action, either select the Website Analyser Log to work on and click the 🗑 button on that row. Or CTRL+click to select multiple Website Analyser Logs and click the 🗑 button above the Website Analyser Log listing.

Deletes an existing Website Analyser Log.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Website Analyser Log.

Search

To start this action, click the 🔍 button above the Website Analyser Log listing.

Allows a Search of Website Analyser Logs.

This allows a simple text search across all Website Analyser Logs.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the 🔍 Adv. Search button above the Website Analyser Log listing in the ⋮ More Menu.

Allows an Advanced Search of Website Analyser Logs.

The Advanced Search opens a new section at the bottom of the Website Analyser Logs and allows several distinct features:

- Multiple Search Lines : allows Website Analyser Log matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the ⟳ Refresh button above the Website Analyser Log listing in the ⋮ More Menu.

Refresh the list of Website Analyser Logs.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the ☁ Export to List button above the Website Analyser Log listing in the ⋮ More Menu.

Export the Website Analyser Log results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Website Analyser Logs shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Website Analyser Logs will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the ⤓ Export All button above the Website Analyser Log listing in the ⋮ More Menu.

Export all the Website Analyser Logs to a List.

Exactly as for "Export to List" except rather than just Exporting the Website Analyser Log results shown, all Website Analyser Logs will be expored.

Export Item

To start this action, select the Website Analyser Log you need to work on, and click the ☁ Export Item button in the ⋮ More Menu on that row.

Export only the selected Website Analyser Log to a List.

Exactly as for "Export to List" except rather than just Exporting the Website Analyser Log results shown, only the selected Website Analyser Log is exported.

Choose Columns

To start this action, click the ⚙ Choose Columns button above the Website Analyser Log listing in the ⋮ More Menu.

Changes the Columns shown in the Website Analyser Log Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Website Analyser Log Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Website Analyser Log Listing.

Manage Filters

To start this action, click the ⌅ Manage Filters button above the Website Analyser Log listing in the ⋮ More Menu.

Creates custom Filters for Website Analyser Logs.

A Filter is a saved Advanced Search. Multiple Filters can be created for Website Analyser Logs.

These Filters appear at the top of the Website Analyser Log listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Website Analyser Logs where these can be managed.

Website Analyser Log Field Reference