USER GUIDE

MADCAP FLARE ONLINE

Reports Guide

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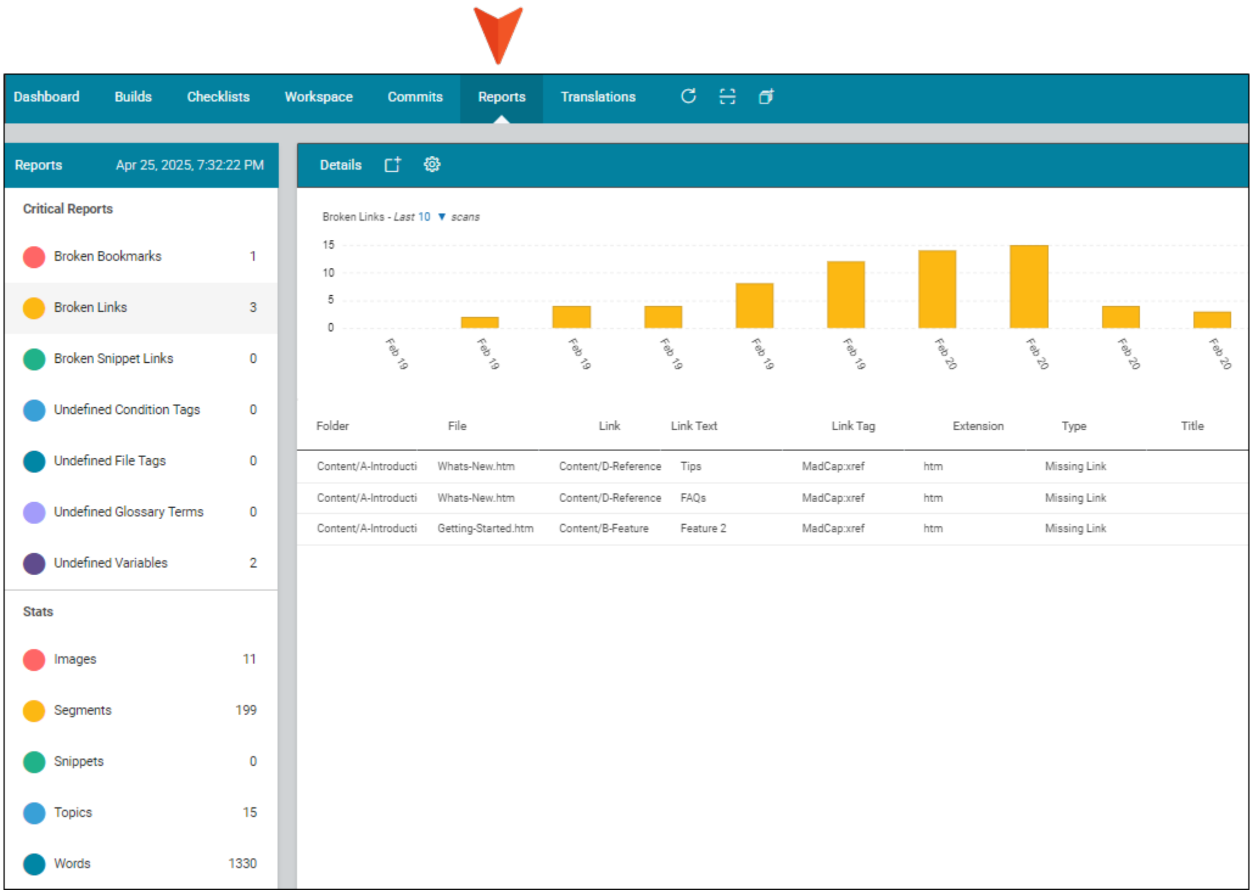
CHAPTER 1

Introduction

After opening a project in Flare Online, you can click **Reports** at the top of the interface to see various types of reports and statistics. When you select a report or statistical category on the left, a chart and grid are populated on the right with details. At this time, reports support only the master branch, not other branches that you might have created.



Main Activities and Information

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CHAPTER 2

Opening the Reports Page

You can access the Reports page after opening a project in Flare Online, or by using a widget.

This chapter discusses the following:

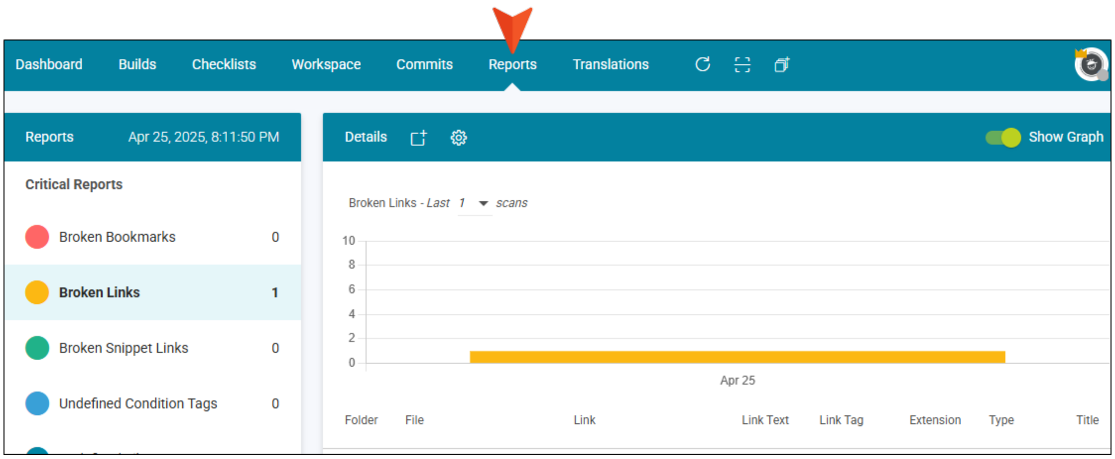
Permission Required?

No special permission is required for this activity. All authors who are associated with the project are allowed.

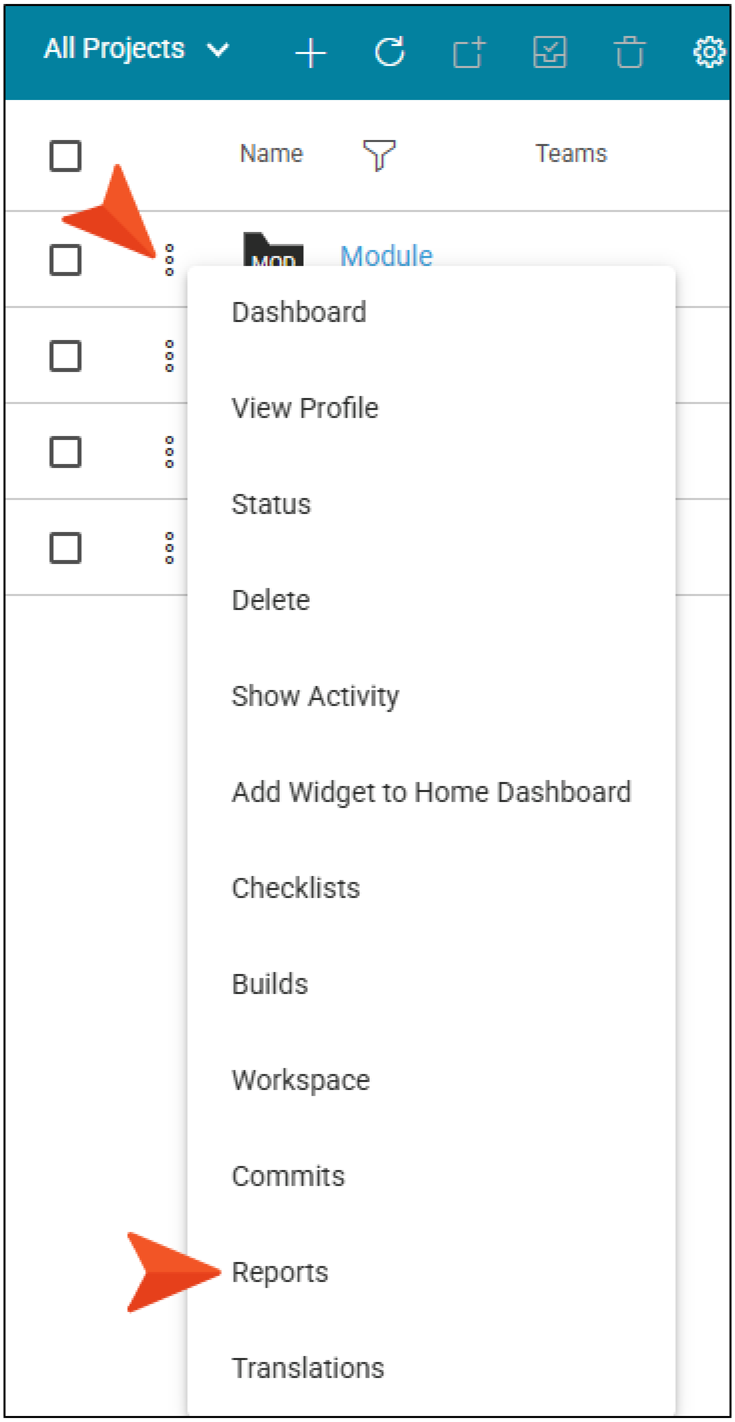
Methods for Opening the Reports Page

There are multiple ways to open the Reports page to view it:

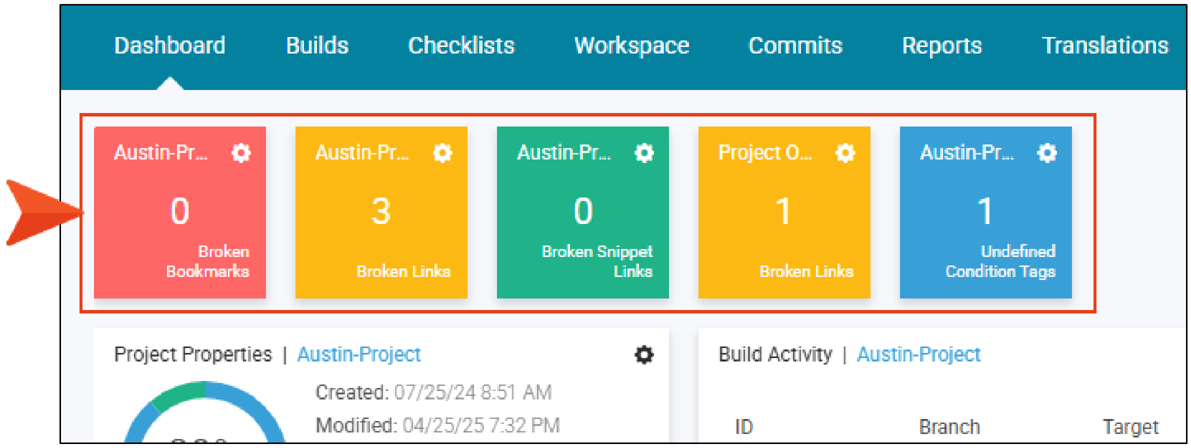
- **Reports Option on Projects Page** After opening a project in Flare Online, you can click **Reports** at the top.



- **Project Grid Context Menu** On the Projects page, you can click the three dots ⋮ on the left side of the row and select **Reports**.



- **Report Widgets** If you have added Report widgets to a dashboard, you can click any of the square objects related to a specific type of report.

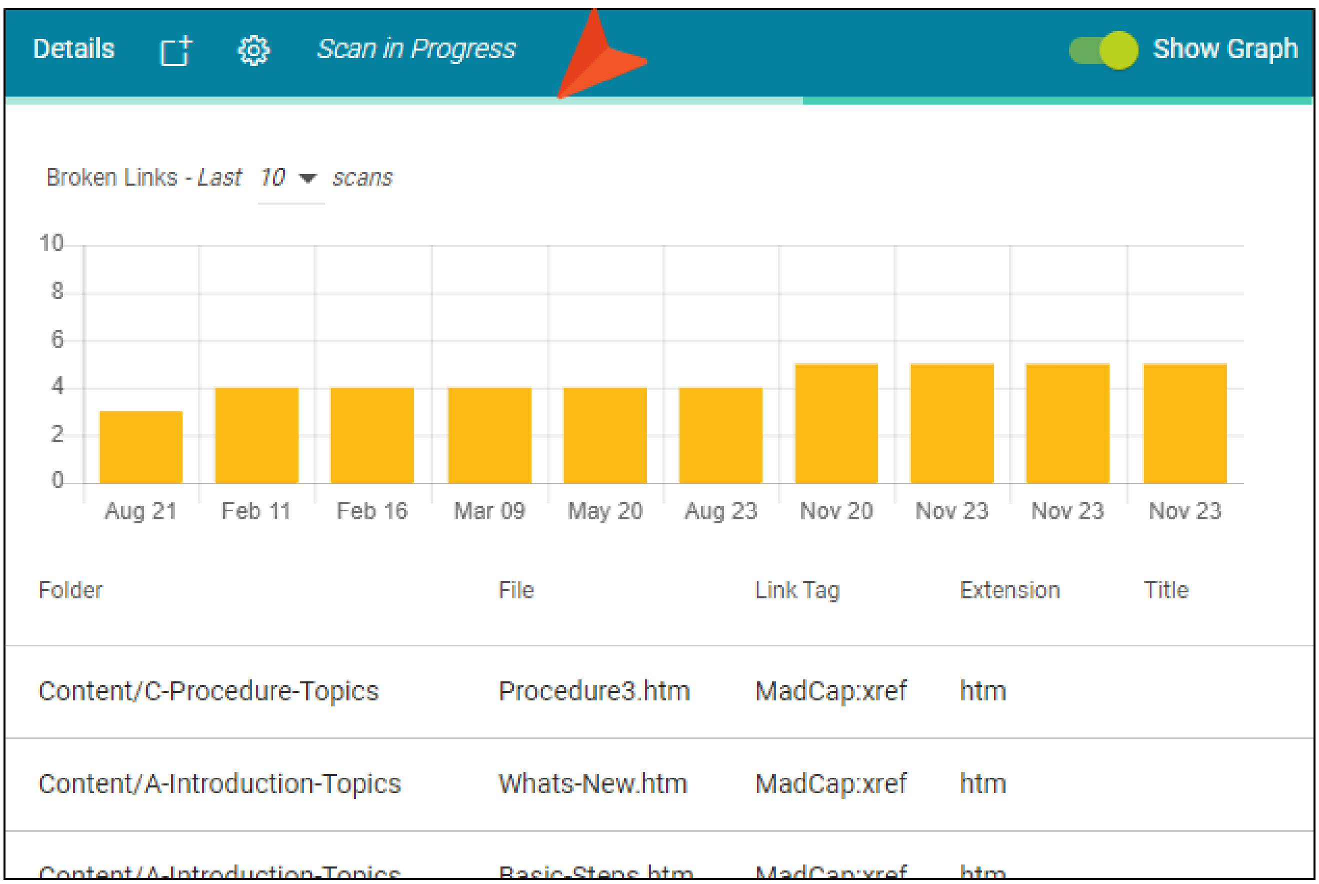


> NOTE A refresh button is available in the toolbar on the Reports page. This option is not necessary to populate the chart and grid. However, the project activity sometimes does not automatically refresh after a scan; therefore, you can click the refresh button to update it.

CHAPTER 3

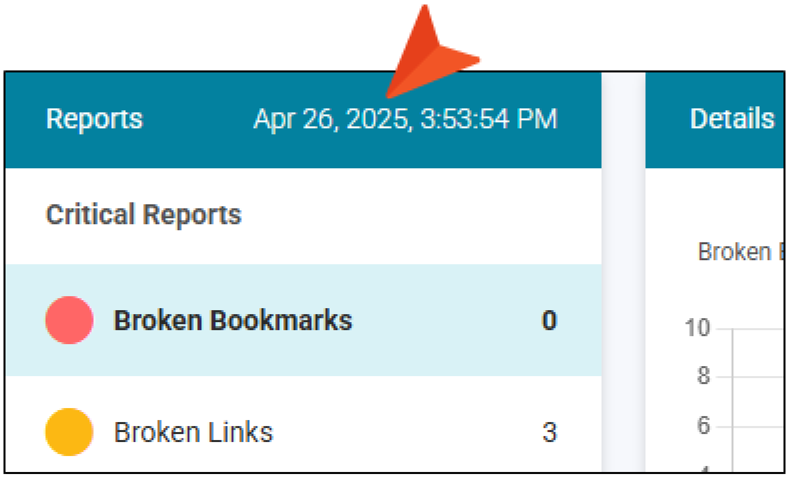
Automatic or Manual Scans

Whenever you push changes for a project to Flare Online, a new scan will be automatically initiated. While the scan is in process, a green progress bar will move across the top.



When you no longer see the green bar, the scan is finished. Larger projects will take longer to scan.

The last time the project was scanned is indicated in the upper-left part of the page, next to the Reports pane heading.



You can also click in the main toolbar to initiate a scan manually whenever you like. However, make sure you first have the Scan permission to do this.

NOTE This feature is currently limited to projects smaller than 1 GB. Projects larger than that will not be scanned for reports or statistics.

CHAPTER 4

Selecting and Viewing Reports and Statistics

From the Reports page, you can open various kinds of reports and statistics to view details.

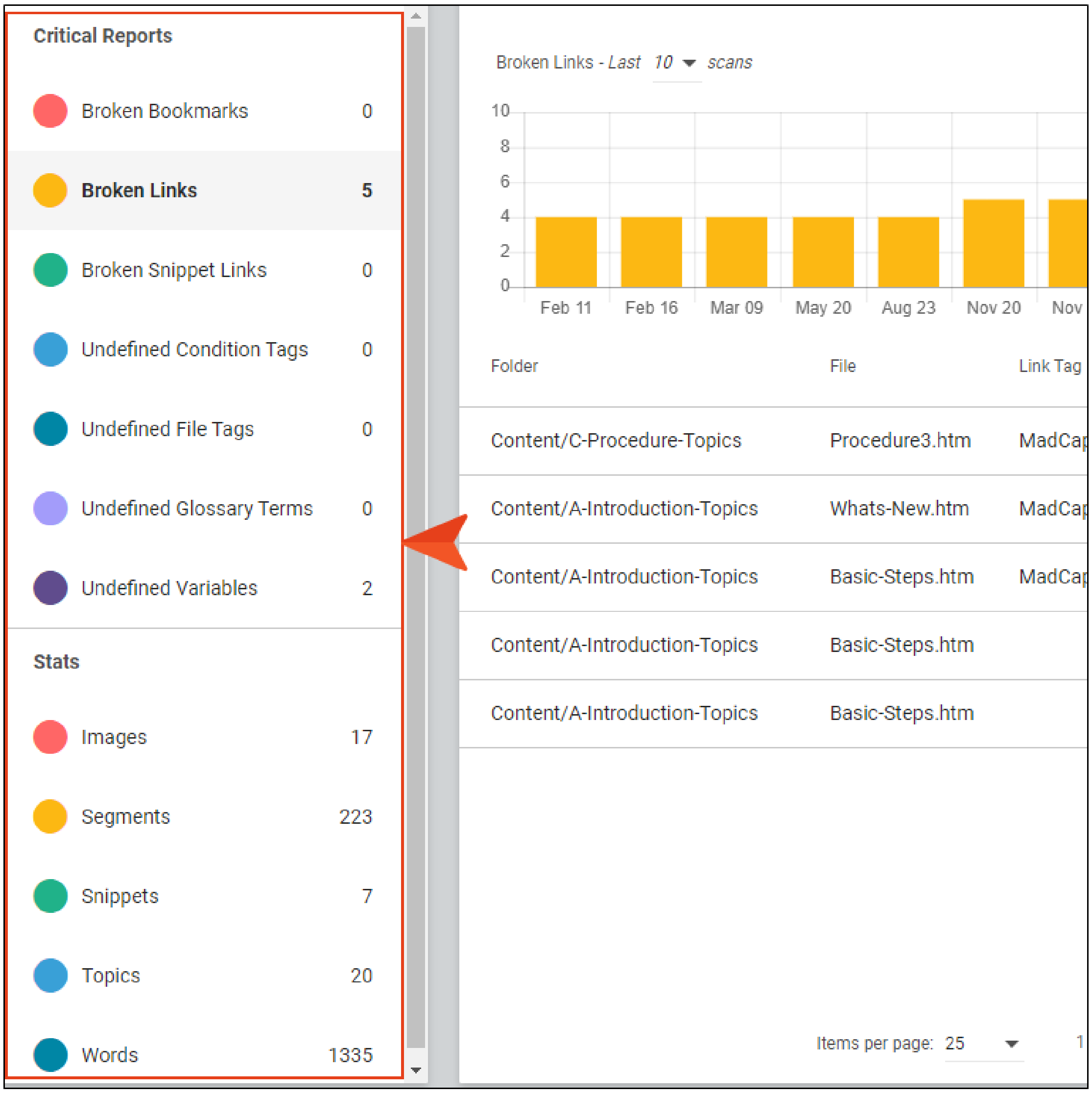
This chapter discusses the following:

Permission Required?

No special permission is required for this activity. All authors who are associated with the project are allowed.

How to Select and View Reports and Statistics

1. After opening the Reports page, notice the various types of reports and statistics on the left side of the page.



CRITICAL REPORTS

The following reports are provided. These are all reports that are considered “critical,” in that your output will contain missing or incorrect information if you do not fix the issues.

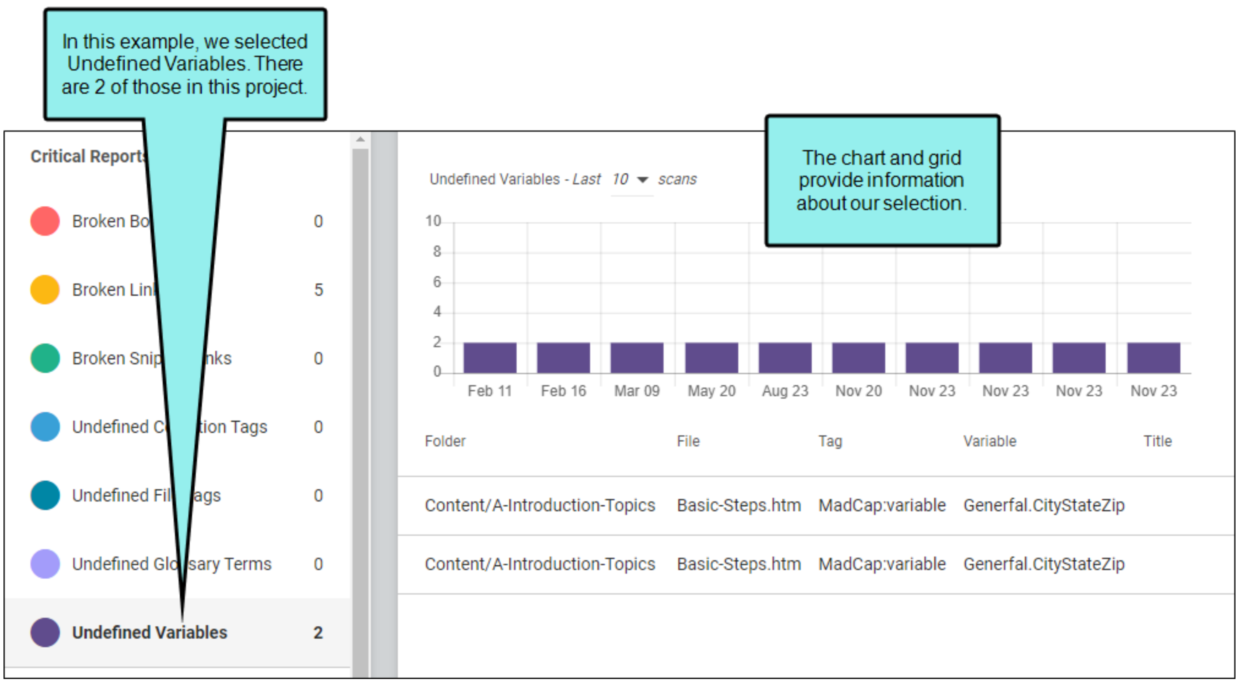
- Broken Bookmarks These are links to bookmarks that are broken. In Flare Desktop, you need to fix the issue (e.g., remove or replace the bookmark link).
- Broken Links These are links—such as cross-references—that are broken. In Flare Desktop, you need to fix the issue (e.g., remove or replace the link).
- Broken Snippet Links These are links to snippets that are broken. In Flare Desktop, you need to fix the issue (e.g., remove or replace the snippet).
- Undefined Condition Tags These are conditions that have been applied in the project, but the name or location of those conditions cannot be found. This might occur, for example, if you have applied a condition in a topic and then later change the name of the tag or condition tag set. The old tag or set name is still used at the location where it was previously applied in the topic. In Flare Desktop, you need to fix the issue (e.g., rename the condition tag or set, remove the tag where it was applied).
- Undefined File Tags These are file tags that have been applied in the project, but the name or location of those file tags cannot be found. This might occur, for example, if you have associated a file tag with a topic and then later change the name of the tag or file tag set. The old tag or set name is still used for the topic. In Flare Desktop, you need to fix the issue (e.g., rename the file tag or set, remove the tag where it was applied).
- Undefined Glossary Term Links These are glossary term links in your content that are broken. This might occur, for example, if you have created a new term in a glossary and then inserted that term into a topic as a glossary term link. Later, you remove that term from the glossary. You now have a glossary term link in a topic, but the term no longer exists in the glossary. In Flare Desktop, you need to either remove the glossary term link from the content, or you need to add the term to the glossary again.
- Undefined Variables These are variables that have been inserted in the project, but the name or location of those variables cannot be found. This might occur, for example, if you have inserted a variable in a topic and then later change the name of the variable or variable set. The old variable or set name is still used at the location where it was previously inserted in the topic. In Flare Desktop, you need to fix the issue (e.g., rename the variable or set, remove the variable where it was applied).

STATS

In addition, you can view statistics (i.e., the count) for the following in each project:

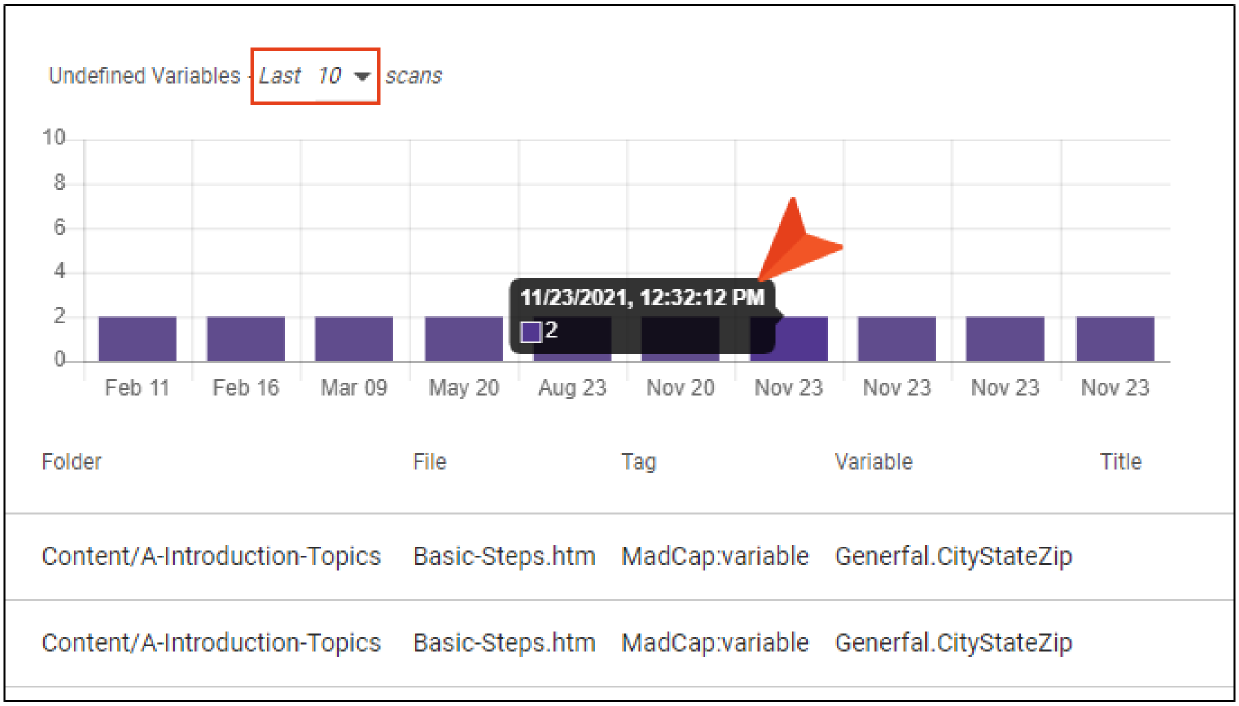
- Images
- Segments (i.e., phrases or sentences)
- Snippets
- Topics
- Words

2. To see data for a particular report or statistical category, click it. The area to the right is then populated with a chart and grid.



The chart shows a count history of the item, with each bar representing a different push of changes to Flare Online. You might see many bars with the same date, because you might have pushed changes to Flare Online multiple times throughout the day.

A drop-down lets you choose how many of the most recent scans to show in the chart (e.g., 1, 10, or 25). If you hover over a bar, the date, time, and count shows for a particular scan of the selected item.



Unlike the chart, the grid below it does not show a history of pushes. Instead, it shows results for the most recent scan and displays all of the instances of the selected item in the project. For example, if you selected the Broken Links report, each row of the grid will show a broken link that was found in the latest scan of the project. The Folder and File columns on the left tell you where the issue was found. The rest of the columns are different for each type of report and provide information to track down the problem.

In addition to the folder and file location, the grid for broken links shows information such as each broken link path, the link text, and the type of issue encountered.

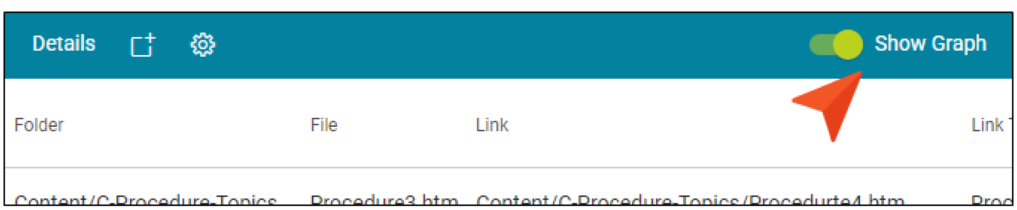
Folder	File	Link	Link Text	Link Tag	Extension	Type	Title
Content/C-Procedure-Topics	Procedure3.htm	Content/C-Procedure-Topics/Procedurte4.htm	Procedure 4	MadCap:xref	htm	Missing Link	
Content/A-Introduction-Topics	Whats-New.htm	Content/B-Feature-Topics/Featurfes.htm	Features	MadCap:xref	htm	Missing Link	
Content/A-Introduction-Topics	Basic-Steps.htm	Content/A-Introduction-Topics/Getting-Sftarted.htm	Getting Started	MadCap:xref	htm	Missing Link	

Hover to the right of any column heading for an arrow to display. Click the arrow to sort the information according to that column.

Folder	File ↑	Link	Link Text	Link Tag	Extension	Type	Title
Content/C-Procedure-Topics	Procedure3.htm	Content/C-Procedure-Topics/Procedurte4.htm	Procedure 4	MadCap:xref	htm	Missing Link	
Content/A-Introduction-Topics	Whats-New.htm	Content/B-Feature-Topics/Featurfes.htm	Features	MadCap:xref	htm	Missing Link	
Content/A-Introduction-Topics	Basic-Steps.htm	Content/A-Introduction-Topics/Getting-Sftarted.htm	Getting Started	MadCap:xref	htm	Missing Link	

When you select a statistical category, the grid will show a count history for all of the categories. However, the chart above represents the count history for only the selected item.

NOTE The chart and grid show by default for a particular report. You can hide the visual display of the chart by clicking the Show Charts option.



CHAPTER 5

When a Scan Shows Critical Issues

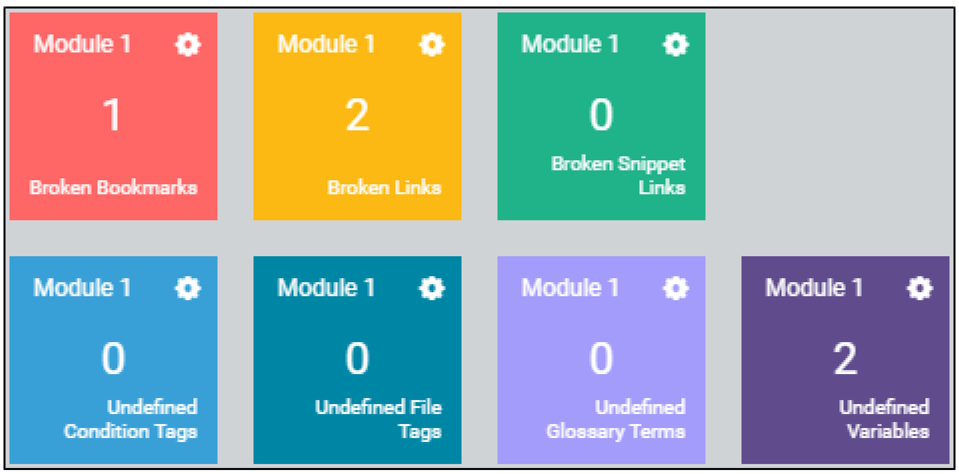
When you view a report and notice critical issues, you should do the following:

1. Use the report to identify the location in the project where the issue exists.
2. Open Flare Desktop and fix the problem.
3. Commit and push your changes to Flare Online.
4. Open the Reports page again and ensure that no more critical issues are present. (Alternatively, you can use the Analysis ribbon in Flare Desktop to see the updated reports.)

CHAPTER 6

Report Widgets

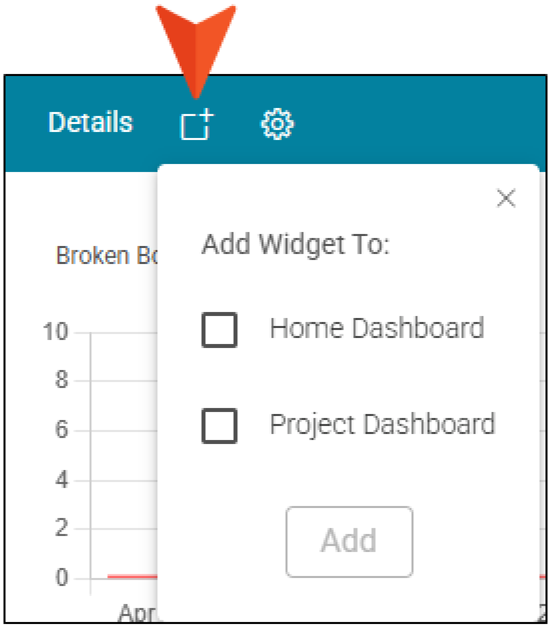
You can add Report widgets to your Home or Project dashboards, based on any of the critical reports. Each widget is a small square with a number that indicates the number of issues found in the project.



This chapter discusses the following:

How to Add Report Widgets

1. Open the Reports view, and in the toolbar click . From the context menu, you can select to add the widget for the active report to the Home or Project dashboard(s).



Alternatively, you can click this same button in the toolbar of the Home or Projects dashboard.

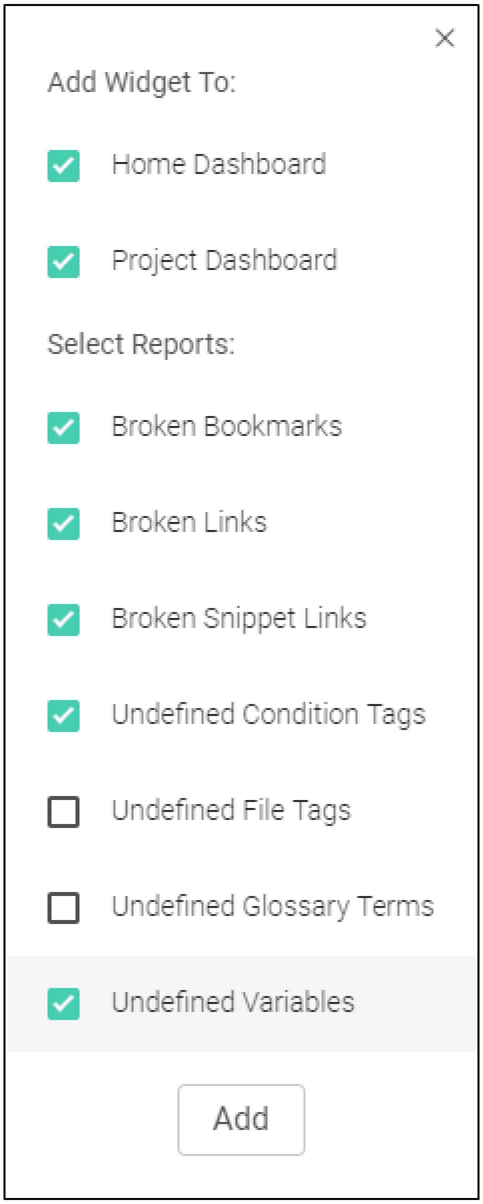
> TIP In the main toolbar you can click to add multiple report widgets to the Home or Project dashboard(s).
>
> It is recommended to use this option in the Reports view because it lets you add widgets for multiple kinds of critical reports at the same time. On the other hand, if you are on a dashboard, you will need to repeat the steps for adding each type of report, plus you will need to filter each blank widget afterward to choose a report for it.

2. Do one of the following in the dialog that displays, depending on the method you are using:

METHOD 1: REPORTS VIEW (RECOMMENDED)

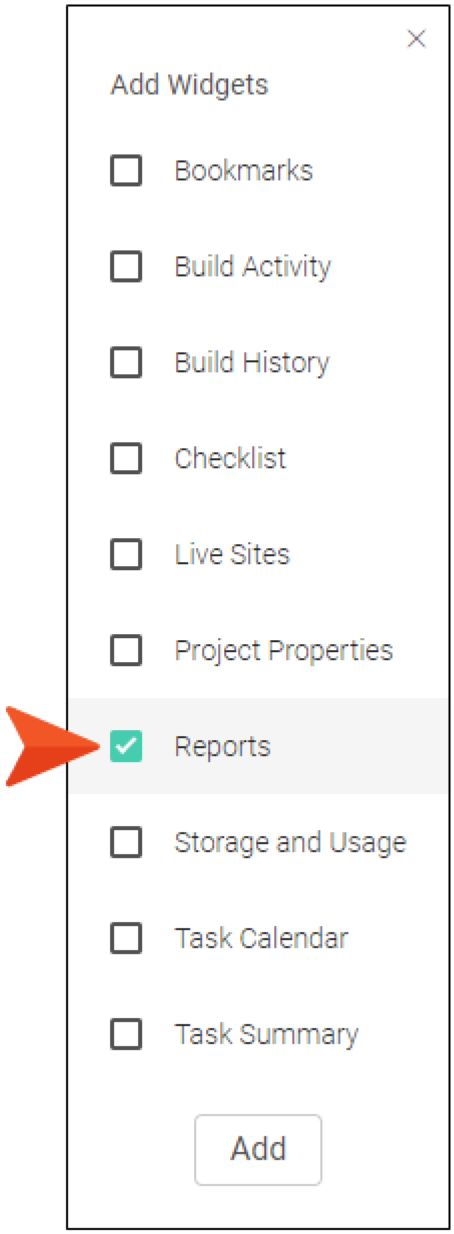
If you click in the Reports view, select **Home Dashboard**, **Project Dashboard**, or both, depending on where you want to see the widgets.

Then, below those selections, choose which types of reports you want to include in widgets. After that, click **Add**.



METHOD 2: HOME OR PROJECT DASHBOARD

If you click on a dashboard, select **Reports** and click **Add**.



Repeat these steps for each type of report widget you want to add to a dashboard.

If you used the Reports view method, you can go to the dashboard, then click and drag the widgets to move them where you want them.

If you used the Dashboard method, the new widgets are initially empty. You need to filter them in order to choose report types. After this, you can click and drag the widgets to move them where you want them on the dashboard.

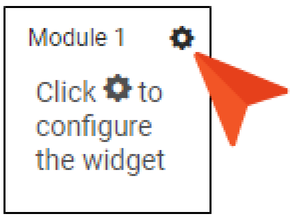
Regardless of the method, keep in mind that you might need to scroll down to see your new widgets if existing widgets are already taking up all the space toward the top of the dashboard.

How to Filter Report Widgets

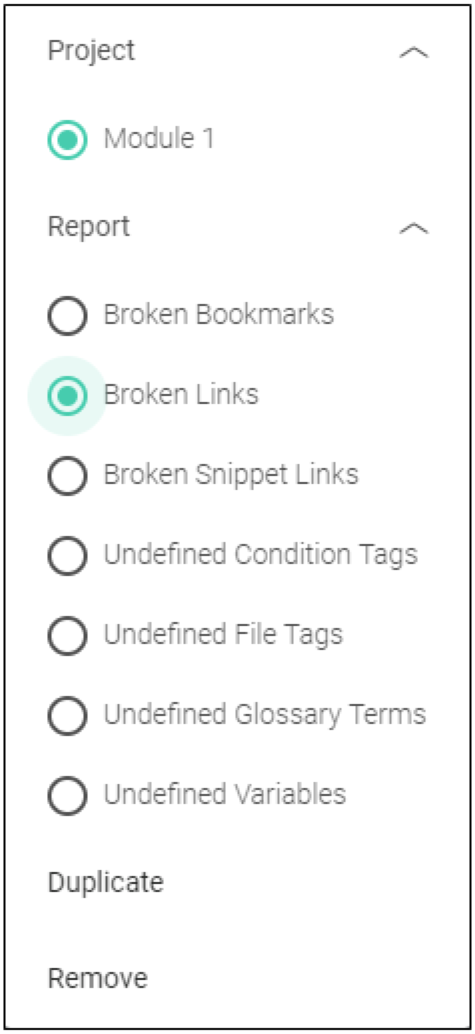
If you added a widget from the Reports view, it should be populated already. But if you have an empty reports widget, use the following steps to choose a report type in order to populate it.

1. On the left side of the interface, select either **Home** or **Projects**, depending on the dashboard where you've added the report widgets. If you selected Projects, you might also need to choose **Dashboard** at the top of the interface.

2. In the empty widget container, click  in the upper-right corner.



3. In the menu, expand **Project** (if necessary) to choose a project. Then expand **Report** and select a report type.



4. Click away from the dialog. The widget is now populated with data for that report type.

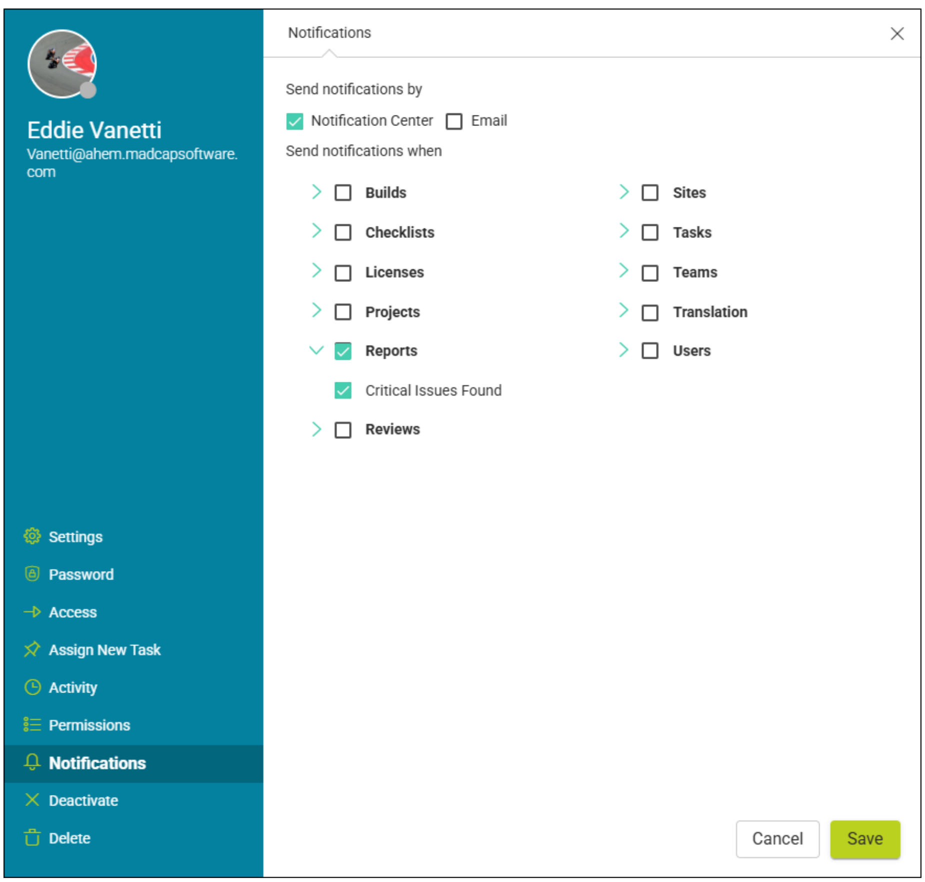
What’s Noteworthy?

TIP If you click the number on a report widget, the Reports page automatically opens with that report selected.

CHAPTER 7

Setting Notifications for Reports

In your account settings, you can choose when to be notified for specific activities. The user who is notified depends on the activity. For more information, see the Help system.



PDFs

The following PDFs are available for download from the Help system.

- *AI Assist Guide*
- *Analytics Guide*
- *Authoring Guide*
- *Branding Guide*
- *Building Output Guide*
- *Checklists Guide*
- *Conditions Guide*
- *Getting Started Guide*
- *Images and Multimedia Guide*
- *License Management and Purchasing Guide*
- *Links Guide*
- *Projects Guide*
- *Reports Guide*
- *Reviews Guide*
- *Security Whitepaper*
- *Sites Guide*
- *Snippets Guide*
- *Source Control Guide*
- *Targets Guide*
- *Tasks Guide*
- *Topics Guide*
- *Translation Guide*
- *Users and Teams Guide*
- *Variables Guide*
- *What's New Guide*
- *Widgets Guide*