



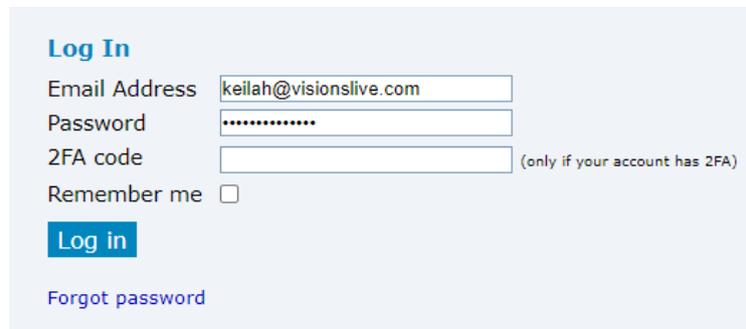
# visionslive

## Extracting Reports from the Bulletin Boards Platform

Prepared for:  
First time users of Bulletin Boards

# Getting Started

Log in at: <https://client.visionlive.com> – you should have received an email regarding setting up your login details. If you have not, contact [support@visionlive.com](mailto:support@visionlive.com). If you have forgotten your password, click on the 'Forgotten your password?' link to be sent a new one.



**Log In**

Email Address

Password

2FA code  (only if your account has 2FA)

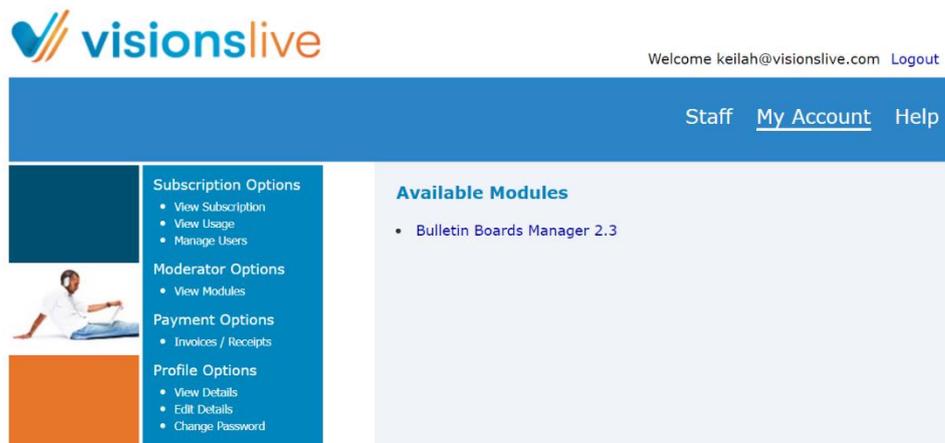
Remember me

[Log in](#)

[Forgot password](#)

Once logged in, you will be brought to your account dashboard. Here you will see a list of options, but to access reports, click on 'View Modules' on the left-hand side under the 'Moderator Options' section.

It will open a section that says 'Available Modules'. Select the 'Bulletin Boards Manager 2.3'



**visionslive** Welcome keilah@visionlive.com [Logout](#)

[Staff](#) [My Account](#) [Help](#)

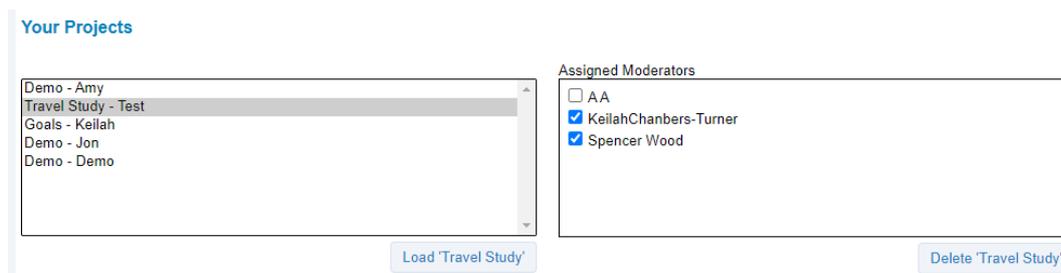
- Subscription Options**
  - View Subscription
  - View Usage
  - Manage Users
- Moderator Options**
  - View Modules
- Payment Options**
  - Invoices / Receipts
- Profile Options**
  - View Details
  - Edit Details
  - Change Password

**Available Modules**

- Bulletin Boards Manager 2.3

This will open your Project Dashboard.

In your project dashboard, select the project you want to view reports on and select 'Load [board name]'.



**Your Projects**

- Demo - Amy
- Travel Study - Test
- Goals - Keilah
- Demo - Jon
- Demo - Demo

[Load 'Travel Study'](#)

**Assigned Moderators**

- AA
- KeilahChambers-Turner
- Spencer Wood

[Delete 'Travel Study'](#)

**Note:** If nothing happens, please ensure you are an assigned moderator on the right-hand side of the screen by selecting the tick box next to your name.

# View Statistics

If you click on the 'view statistics' button in the moderator tools on the right-hand side of the screen, you will be given the option to see statistics from the whole board, or from individual respondents.

Project: Travel Study 1483  
Client: Test  
[Manage Projects](#)
[Boards](#)
[Participants](#)
[Create Board](#)
[Tools](#)
[Archive](#)

Welcome KeilahChanbers-Turner

Vacation Tracker App UK Resp. - 17433 [Hide Details](#)

Name	Role	Messaging Activity	Last Seen	Last Message	Send Message
KeilahChanbers-Turner	Moderator	4 posts, 1 deleted	6 hours ago		
Spencer Wood	Moderator	no posts yet	never	never	
Superman	Observer	2 posts	216 days ago	216 days ago	
Oracle (Barbara Gordon)	Respondent	14 posts	44 days ago	259 days ago	
Batman (Bruce Wayne)	Respondent	5 posts	91 days ago	259 days ago	
Commissioner (Jim Gordon)	Respondent	14 posts	259 days ago	259 days ago	
Princess Peach (Peach Toadstool)	Respondent	12 posts, 10 deleted	66 days ago	69 days ago	
Catwoman (Selena Kyle)	Respondent	12 posts, 3 deleted	174 days ago	217 days ago	

Start: 16 Jan 2023 14:00  
 End: 05 Feb 2024 07:13  
 Duration: 384.717 days (385 days usage)  
 Language: English

- [View Discussion](#)
- [Edit Board Details](#)
- [Edit Board Content](#)
- [Manage Board Participants](#)
- [View Statistics](#)
- [Transcripts/Reports](#)

You can use this information to see what percentage of the board has been completed by question, or what percentage of the total questions each individual respondent has answered. You can also download these statistics into an excel document.

### Board Statistics

Board: Vacation Tracker App UK Resp.

Board statistics
Respondents statistics

**Section: Introduction** [Show Details](#)

**Section: Day 1: Motivation** [Hide Details](#)

**Q1: 1.1 Initial Thoughts:** answered by 5 respondents (100%), 11 messages posted [0 via mobile app (0%)]

**Q2: 1.2 Moodboard:** answered by 4 respondents (80%), 5 messages posted [0 via mobile app (0%)]

**Q3: 1.3 Deciding Factors:** answered by 5 respondents (100%), 5 messages posted [0 via mobile app (0%)]

**Q4: 1.4 Main Deciding Factor:** answered by 4 respondents (80%), 4 messages posted [0 via mobile app (0%)]

**Q5: 1.5 Thanks:** answered by 5 respondents (100%), 5 messages posted [1 via mobile app (20%)]

**Section: Day 2. Previous Travel** [Show Details](#)

**Section: Day 3. Planning Vacations** [Show Details](#)

**Section: Day 4. Ideal Travel Plans** [Show Details](#)

**Section: Thank you!** [Show Details](#)

[Excel download](#)

## Board Statistics

Board: Vacation Tracker App UK Resp.

Board statistics Respondents statistics

 <b>Oracle</b> answered 14/18 questions (78%), with 14 messages [0 via mobile app (0%)]	<input type="checkbox"/>
 <b>Batman</b> answered 5/18 questions (28%), with 5 messages [0 via mobile app (0%)]	<input type="checkbox"/>
 <b>Commissioner</b> answered 14/18 questions (78%), with 14 messages [0 via mobile app (0%)]	<input type="checkbox"/>
 <b>Princess Peach</b> answered 8/18 questions (44%), with 9 messages [1 via mobile app (11%)]	<input type="checkbox"/>
 <b>Catwoman</b> answered 10/18 questions (56%), with 10 messages [0 via mobile app (0%)]	<input type="checkbox"/>

[Excel download](#) [Select All](#) [Select None](#) [Send message to selected](#)

# Transcripts/Reports

To extract your reports and media from your board, firstly press on the 'Transcripts/Reports' button. This can be found within your moderator tools on the right-hand side of the screen.

Project: Travel Study  
Client: Test  
[Manage Projects](#)

[Boards](#) [Participants](#) [Create Board](#) [Tools](#) [Archive](#)

Welcome KeillahChambers-Turner

Vacation Tracker App UK Resp. - 17433

Name	Role	Messaging Activity	Last Seen	Last Message	Send Message
KeillahChambers-Turner	Moderator	4 posts, 1 deleted	6 hours ago		<input type="checkbox"/>
Spencer Wood	Moderator	no posts yet	never	never	<input type="checkbox"/>
Superman	Observer	2 posts	216 days ago	216 days ago	<input type="checkbox"/>
Oracle (Barbara Gordon)	Respondent	14 posts	44 days ago	259 days ago	<input type="checkbox"/>
Batman (Bruce Wayne)	Respondent	5 posts	91 days ago	259 days ago	<input type="checkbox"/>
Commissioner (Jim Gordon)	Respondent	14 posts	259 days ago	259 days ago	<input type="checkbox"/>
Princess Peach (Peach Toadstool)	Respondent	12 posts, 10 deleted	66 days ago	69 days ago	<input type="checkbox"/>
Catwoman (Selena Kyle)	Respondent	12 posts, 3 deleted	174 days ago	217 days ago	<input type="checkbox"/>

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- [Edit Board Details](#)
- [Edit Board Content](#)
- [Manage Board Participants](#)
- [View Statistics](#)
- [Transcripts/Reports](#)

When you press this, you'll be brought to a page with three tabs – 'Export Text', 'Browse Media', and 'Media List'.

## Export Text

The Export Text tab allows you to export all the answers from your boards into a file format of your choice.

Browse Media

Export Text

Media List

Please select whether you want to generate a transcript for the whole board, a particular section or just a question.

Please note, the generation may take a minute, depending on your board size.

Section/Question selection:

Include notes in transcript

Include profile fields in transcript

Export responses from participants who pass a filter

Export responses from certain participants

Export only responses that have certain Tags

File format:

Whole board in one document

One section per document

One question per document

\*"Microsoft Excel" means Excel 2007 and later. These files can also be opened by Excel 2003 if the relevant [compatibility pack](#) is installed

\*"CSV Text" has columns of data separated by commas and is a text based file widely supported by a variety of programs including old versions of Excel. Some additional work may be required to import the file depending on the program used.

You can customise what is and isn't show in your transcripts with the options before you export them:

- **Section/Question selection:** You can use this box to select whether you want all the board, a specific section, or only a specific question exported.
- **Include notes in the transcripts:** When ticked, this includes any notes that were attached to board responses in your chosen selection.
- **Include profile fields in transcript:** When ticked, you can choose which profile fields you would like to be included in your transcripts, from the ones you assigned when adding respondents.
- **Export responses from participants who pass a filter:** When ticked, this only includes responses only from people that have the profile fields that you select.
- **Export responses from certain participants:** When ticked, this only includes answers from the participants you select.
- **Export only responses that have certain Tags:** When ticked, this only includes answers that have the tags you select, based on those added in the 'View Discussion' section.

You also have the choice of what file format you would like to export your text in. You can choose between 'Web page (view)', 'Web page (download)', 'Microsoft Excel', or 'CSV Text'.

The last option you have is to decide whether you want all answers in one document, or if you'd like them to be saved as separate documents.

When you have chosen your options, press 'Export Board Transcript' to open or download your transcripts, depending on the file format you chose.

**Note:** If you'd like a PDF version of your document, you can do this by exporting as 'Web page (view)' > 'Export Board Transcript' > right-click anywhere on the opened transcript page and select 'print' > choose 'Save as PDF' on the dropdown next to the printer option 'Destination'

## Browse Media

If you click on the 'Browse Media' tab, you'll be shown a list of all the media in your board. This includes video, audio, and images, including snapshots of whiteboard and heatmap activities.

You can use the options at the top of the section to filter which responses appear based on section, question, group, user, or tags - similar to the 'Export Text' tab.

You can also filter what kind of media you'd like to see based on format and can select the tick boxes next to 'Show' to filter between audio, image, and video.

Note: If you have a lot of responses in your board, ensure you press the 'Load More' button at the bottom to be able to see all available media.

When hovering over a piece of media, you have the option to 'Open', which brings you to the question in your board that the is attached to. Alternatively, you can 'Download' the media to your device.

### **Media List**

On the 'Media List' tab, you are given the hyperlinks to all the media responses in your board, separated into into board questions.

You can adjust the file names in this view, with the merge fields listed at the bottom of the screen. This can be useful if you need the files you download to have different names to the default option used in the 'Browse Media' download.