visionslive

Extracting Reports from the Bulletin Boards Platform

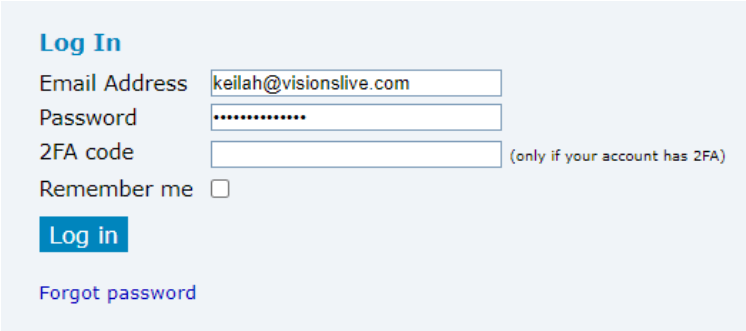
Prepared for:

First time users of Bulletin Boards

Version: 3.1
Last Updated: 19/10/23

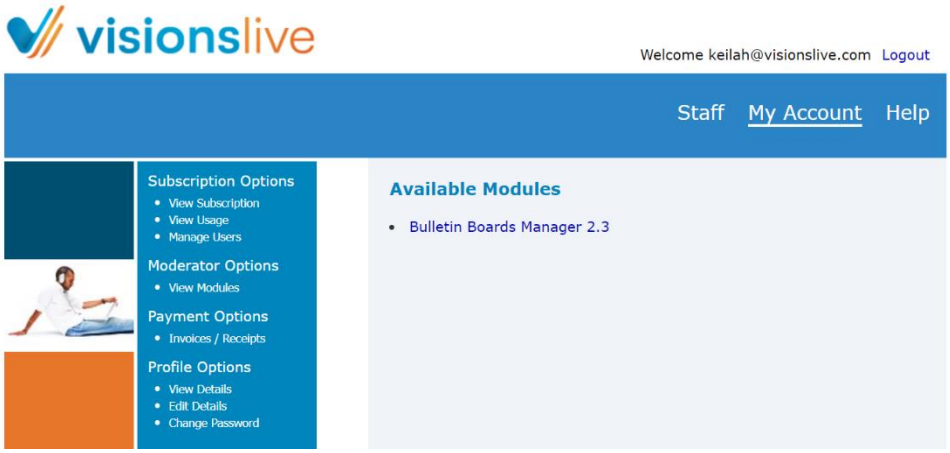
Getting Started

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



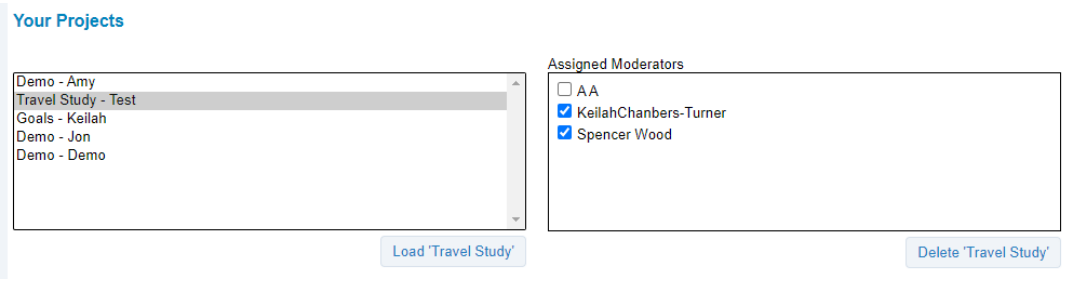
Once logged in, you will be brought to your account dashboard. Here you will see a list of options, but to access reports, click on 'View Modules' on the left-hand side under the 'Moderator Options' section.

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



This will open your Project Dashboard.

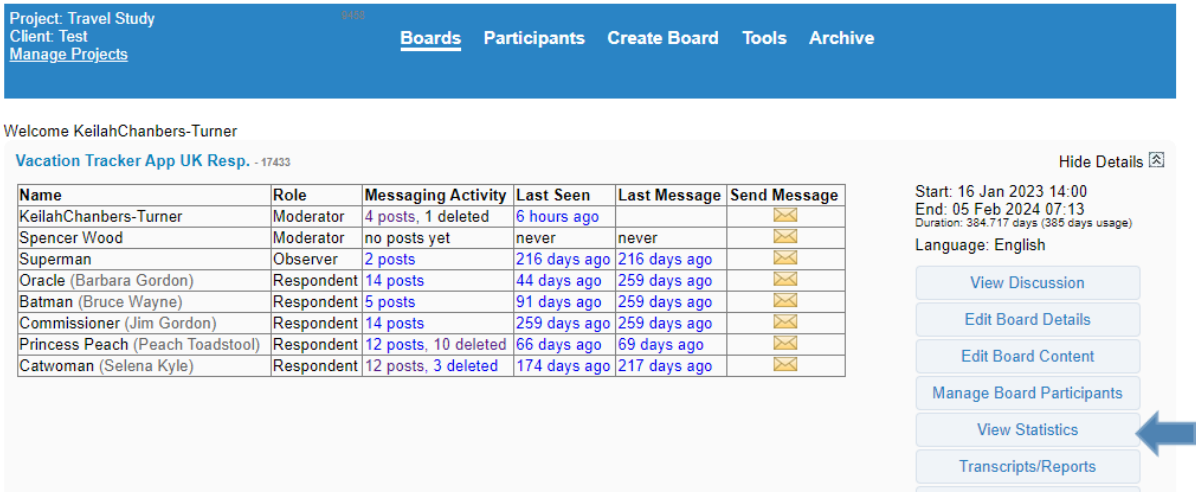
In your project dashboard, select the project you want to view reports on and select 'Load '[board name]'.



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.

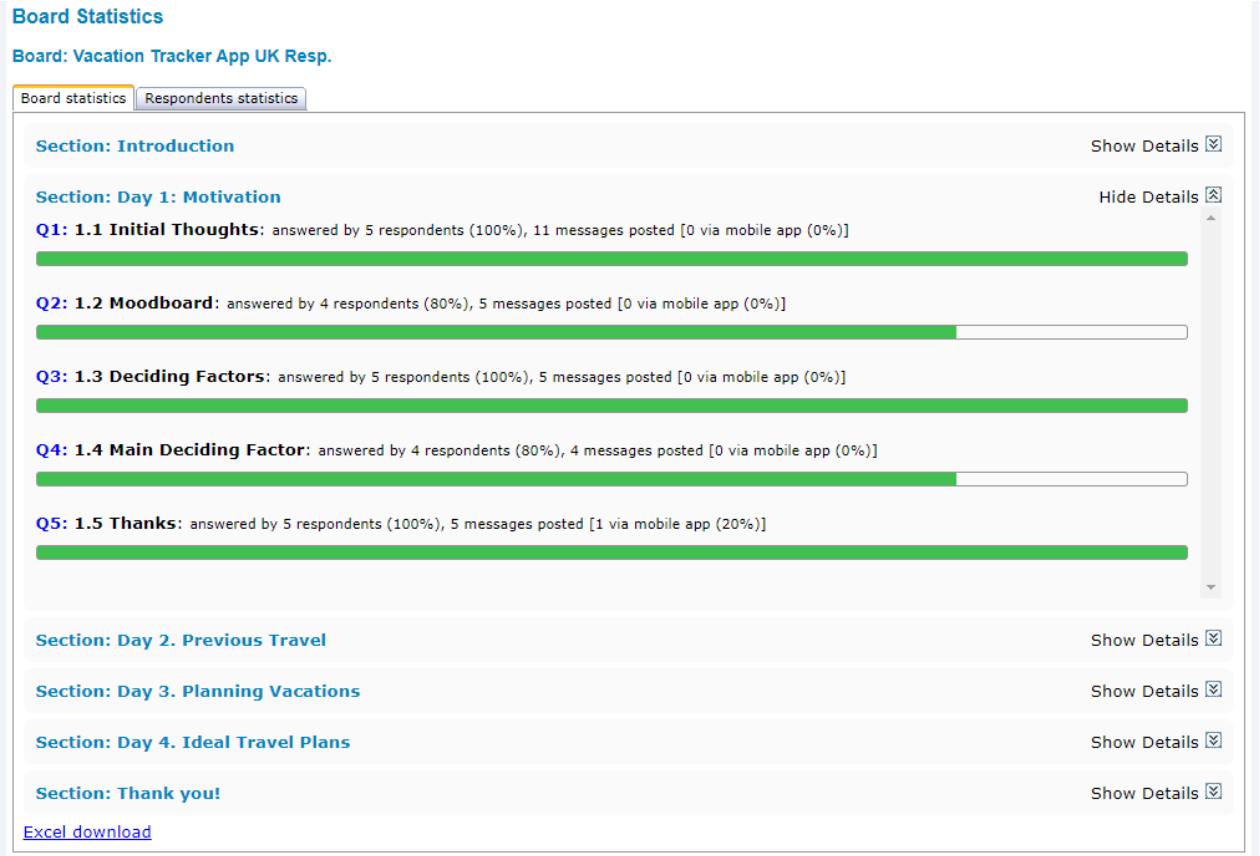
View Statistics

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.



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	

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.



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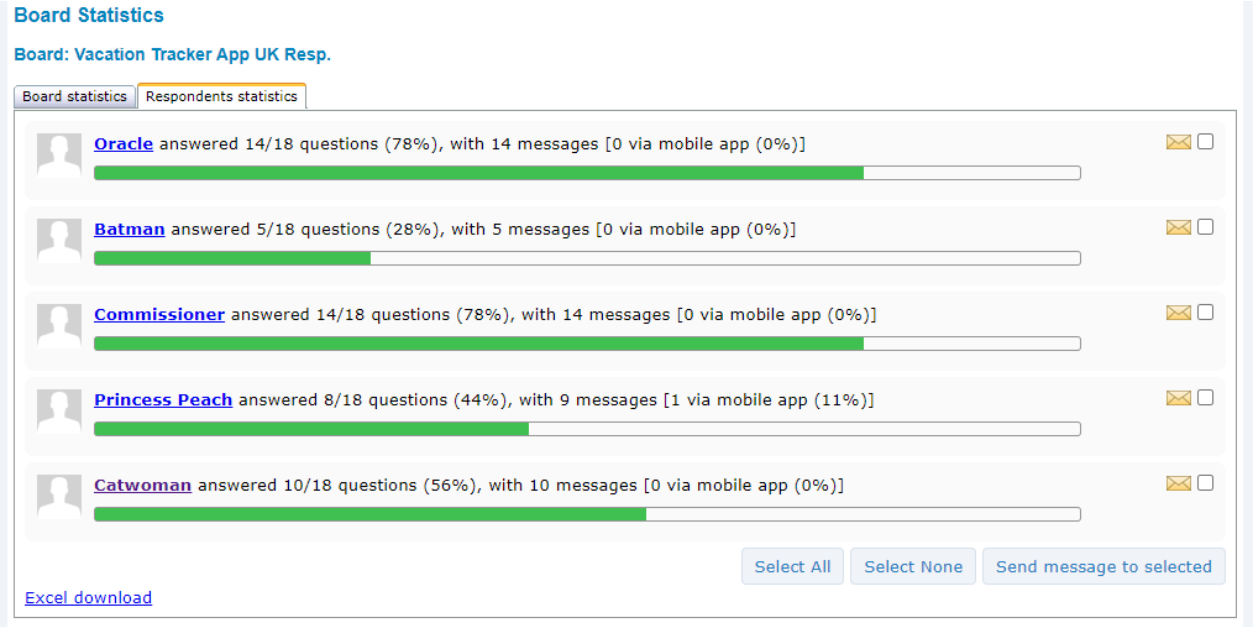
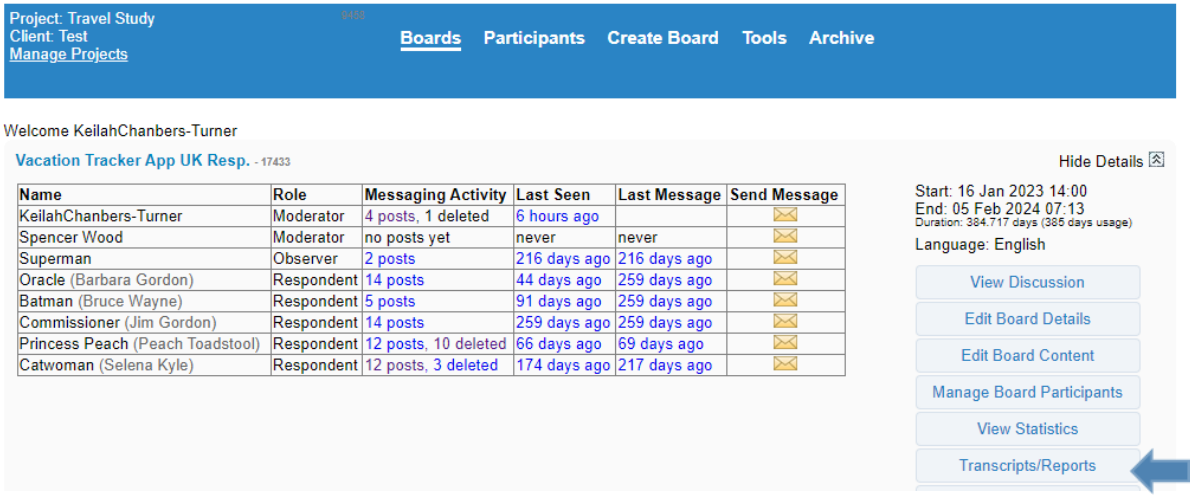


Transcripts/Reports

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.



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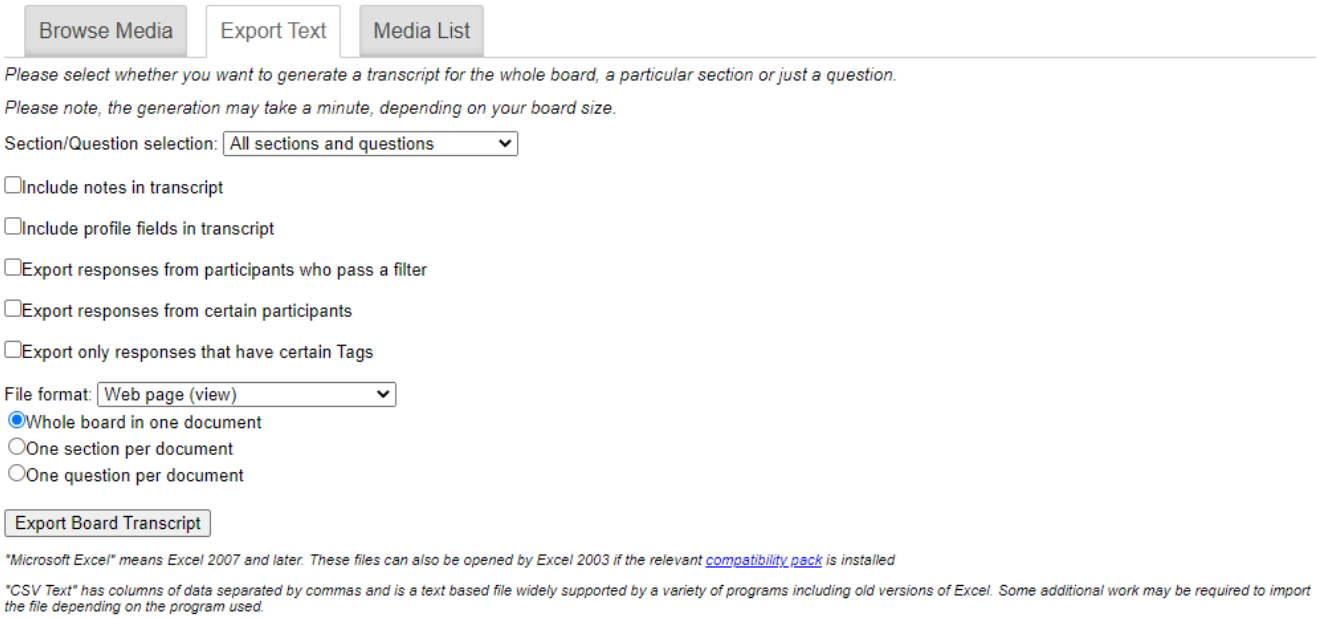
When you press this, you'll be brought to a page with three tabs – 'Export Text', 'Browse Media', and 'Media List'.

Export Text

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



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.