



visionslive

Bulletin Boards Statistics Report Guide

Prepared for:

Users of VisionsLive's Bulletin Boards

How to use this handbook:

This guide details how to access and navigate your Bulletin Board Statistics Report.

If you need information on something specific, you can find it using the table of contents below or by using CTRL+F to search for specific keywords.

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Accessing the Statistics Report

To access your report, please click on the “Statistics Report” button located on the right-hand side.

The screenshot shows the VisionsLive interface for a project named 'New Food Diary Demo'. At the top, there is a navigation bar with 'Boards', 'Participants', 'Create Board', 'Tools', and 'Archive'. Below this, a table lists board members with columns for Name, Role, Messaging Activity, Last Seen, Last Message, and Send Message. On the right side, there is a sidebar with various actions: View Discussion, Edit Board Details, Edit Board Content, Manage Board Participants, View Statistics, Media Report, **Statistics Report** (highlighted with an orange arrow), Retrieve Participant Links, Resend Invitation Emails, and Delete Board. The 'Statistics Report' button is the one to click to access the report.

Name	Role	Messaging Activity	Last Seen	Last Message	Send Message
VisionsLive Moderator	Moderator	4 posts, 4 deleted	1 day ago		
Observer 1	Observer	no posts yet	45 days ago	never	
Chandler Bing	Respondent	7 posts, 1 deleted	45 days ago	227 days ago	
Gunther Central-Perk	Respondent	3 posts, 1 deleted	32 days ago	225 days ago	
Joey Tribbiani	Respondent	5 posts, 1 deleted	45 days ago	45 days ago	
Monica Geller	Respondent	11 posts, 1 deleted	45 days ago	45 days ago	
Mr Heckles	Respondent	3 posts	45 days ago	45 days ago	
Phoebe Buffay	Respondent	13 posts	45 days ago	227 days ago	
Rachel Green	Respondent	3 posts	46 days ago	46 days ago	
Ross Geller	Respondent	14 posts	29 days ago	227 days ago	

You view your report, you must first generate it. To do so, please select the “Create Report” button.

The screenshot shows the report generation interface. It includes two dropdown menus: 'View' set to 'All Sections' and 'Respondent' set to 'All Users'. There is a 'Reset Filters' button. Below the filters are two buttons: 'Create Report(20)' and 'Export PDF'.

You can export the Text Analysis Sentiment Report or Responses Analysis via the “Export PDF” button found below the filters.

Statistics Report Content

The Statistics Report is comprised of three separate reports:

1. Text Analysis

- Sentiment
 - Sentiment by Question
 - Overall Respondent Sentiment
 - Top-10 comments with positive sentiment
 - Top-10 comments with negative sentiment
 - Most controversial questions
- Keywords
- Recognised Entities

2. Responses Analysis

- Reaction Count by Board
- Overall Respondent Reaction
- Top-10 comments with positive reactions
- Top-10 comments with negative reactions
- Most controversial questions

3. Heatmap.

You can switch between reports by selecting the appropriate button.

Filtering Results

You can filter results by selecting the sections and respondent individually using the “View” and “Respondent” filters, respectively. By default, the filters will be set to All Sections and All Users.

Text Analysis Responses Analysis Heatmap

Sentiment Key Words Recognised Entities

View Respondent

All Sections All Users Reset Filters

Report Updated Export PDF

By selecting the “View” filter, you will find a drop down of all sections within the board. You can opt to select “All Sections” seen as the first option or filter results individually by selecting one or more. The same can be done for the “Respondent filter” by choosing “All Users” or selecting them individually from the drop down. Both filters can be used in conjunction with one another simultaneously. To reset your filter, simply select the “Reset Filters” button found to the right of the “View” and “Respondent” filters. Resetting the filters will revert both to ‘All Sections’ and ‘All Users’.

View Respondent

WELCOME, + 1 all sections All Users

All Sections	<input type="checkbox"/>	All Users	<input checked="" type="checkbox"/>
WELCOME	<input checked="" type="checkbox"/>	Monica Geller	<input type="checkbox"/>
FAVOURITE FOODS	<input checked="" type="checkbox"/>	Chandler Bing	<input type="checkbox"/>
DIARY	<input type="checkbox"/>	Ross Geller	<input type="checkbox"/>
COFFEE	<input type="checkbox"/>	Phoebe Buffay	<input type="checkbox"/>
TEA	<input type="checkbox"/>	Jamie Oliver	<input type="checkbox"/>

Text Analysis

The Text Analysis report has three areas of analysis: Sentiment, Keywords, and Recognised Entities.

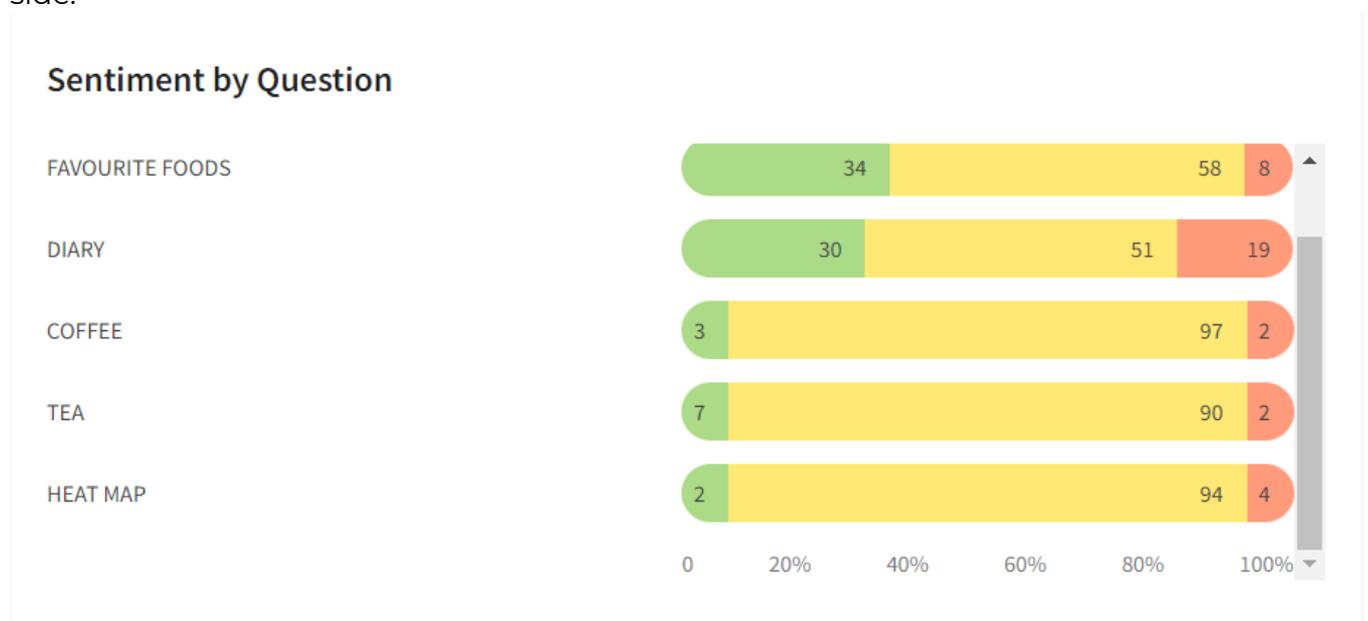
Sentiment

The Sentiment section presents the positive, negative, and neutral sentiments based on the board's contents. These are represented by the colours green, red, and yellow respectively. After generating your Text Analysis, you will see a report containing the following fields:

- Sentiment by Question
- Overall Respondent Sentiment
- Top-10 comments with positive sentiment
- Top-10 comments with negative sentiment
- Most controversial questions

Sentiment by Question

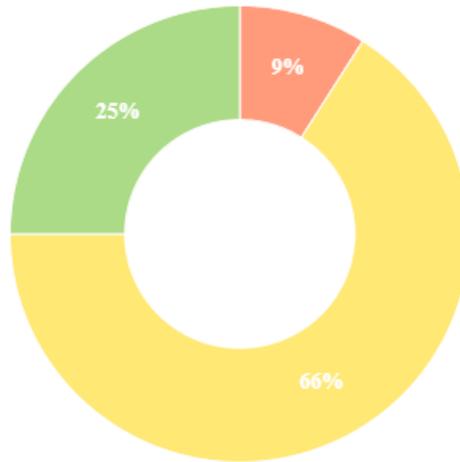
This shows you the respondents' sentiment for each question within the board. Please note that by default, the first view of this will show the sentiment by *section*. In order to view all the sentiment by *question*, please adjust the 'View' filter and manually select "All Sections". You can scroll through the questions using the scrollbar on the right-hand side.



Overall Respondent Sentiment

This section of the report shows the percentages for the overall sentiment across the whole board. Thus this will not change even after adjusting the report filters.

Overall Respondent Sentiment



Top 10 Comments with positive and negative sentiment sections

These sections display the top ten comments with the most positive and most negative responses according to their average sentiment score. By clicking the ellipsis, you will find the “View” button. Selecting the “View” button will open a new tab to direct you to the respondent’s message within the board itself.

Top-10 comments with positive sentiment

Name	Message	Reply count	Avg Sentiment Score	Actions
Phoebe Buffay	My lunch was healthy and tasty!	1	<div style="width: 99%; background-color: #4CAF50;"></div> 99%	View
Ross Geller	Yes, it means I get to live a long and healthy life!	1	<div style="width: 99%; background-color: #4CAF50;"></div> 99%	View
Ross Geller	I think fast food is great, but not too often.	0	<div style="width: 98%; background-color: #4CAF50;"></div> 98%	View

Top-10 comments with negative sentiment

Name	Message	Reply count	Avg Sentiment Score	Actions
Monica Geller	I had a cookie and it was nice, I felt a bit guilty after it so went down for a quick run...	0	<div style="width: 16%; background-color: #F44336;"></div> 16%	View
Firstname Lastname	Is it difficult to find healthy meals that the whole family can enjoy?	0	<div style="width: 34%; background-color: #F44336;"></div> 34%	View
Gordon Ramsay	As a chef you would think I always ate healthily, however after looking at and preparing food all day, I often just have something simple and it can not always be that healthy like some crisps and chocolate.	0	<div style="width: 40%; background-color: #F44336;"></div> 40%	View

Most controversial questions

This section displays the most controversial questions according to their average reaction score.

Keywords

The Keywords section generates an interactive word cloud that allows you to select keywords and view them in context in the field below. By hovering your mouse over the words, you can view the number of times the word was used by a respondent within the board. By clicking the word, it will then pull up respondent phrases containing the word.

Recognised Entities

This section of the report presents various recognised entities that are automatically sorted into their appropriate category. Certain entities will possess a hyperlink to its Wikipedia page to provide further information about the item. This is discernible through the hyperlink icon on the righthand side.

Recognised Entities

Skill	
Product	
fruit	↗
vegetables	
pizza	↗

Responses Analysis

The Responses Analysis works exactly as Text Analysis report with the only difference being its analysis of respondent sentiment rather than text. Please note that this section is only retrievable by enabling the Sentiment reactions in the board details.

This analysis is comprised of:

- Reaction Count by Board
- Overall Respondent Reaction
- Top-10 comments with positive reactions.
- Top-10 comments with negative reactions.
- Most controversial questions

Heatmap

The Heatmap section allows you to view and filter a full summary of all responses for each heatmap within the board. You can view the pins on the heatmap by selecting the “Pins” button. The “Original” button reverts the heatmap to its image form without the pins.

Heatmap Activity



By using the pin numbers located on the heatmap, you can find the corresponding answer below it.

Respondent: Reaction:

Results: All

PIN Nº	Name	Answer	Reaction	Actions
1	Joanna Smith	I like the colour	Positive	<input style="background-color: #ADD8E6;" type="button" value="..."/>
2	Joanna Smith	I don't like the tinted windows	Negative	<input style="background-color: #ADD8E6;" type="button" value="..."/>

Similar to the Text and Responses Analyses, you can filter by respondent and reactions. This can then be reset using the “Reset Filter” button on the right. By selecting the ellipsis button, you can click “View” to be directed to the selected response within the board itself.