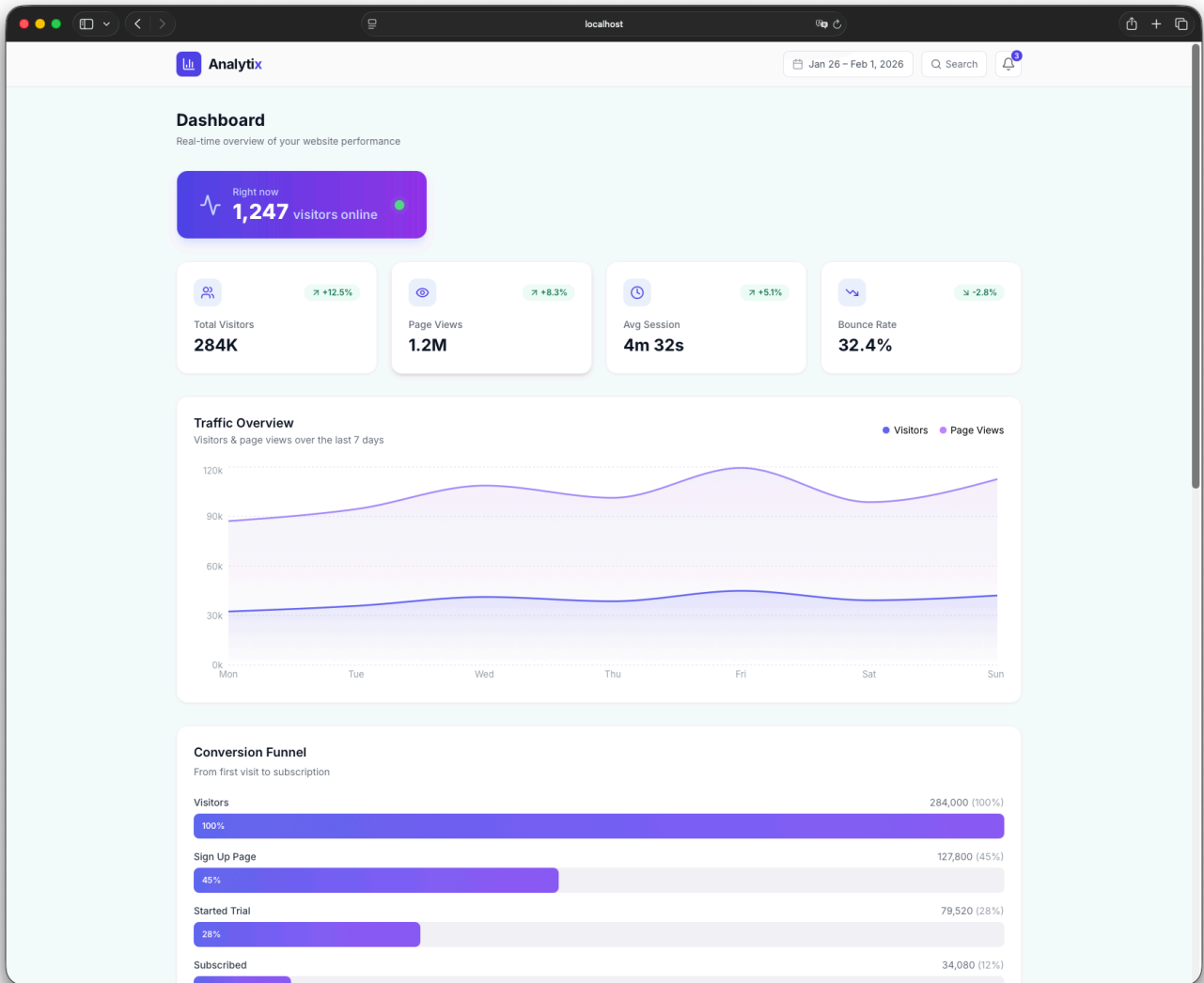


Analytics Dashboard

Created on March 1, 2026

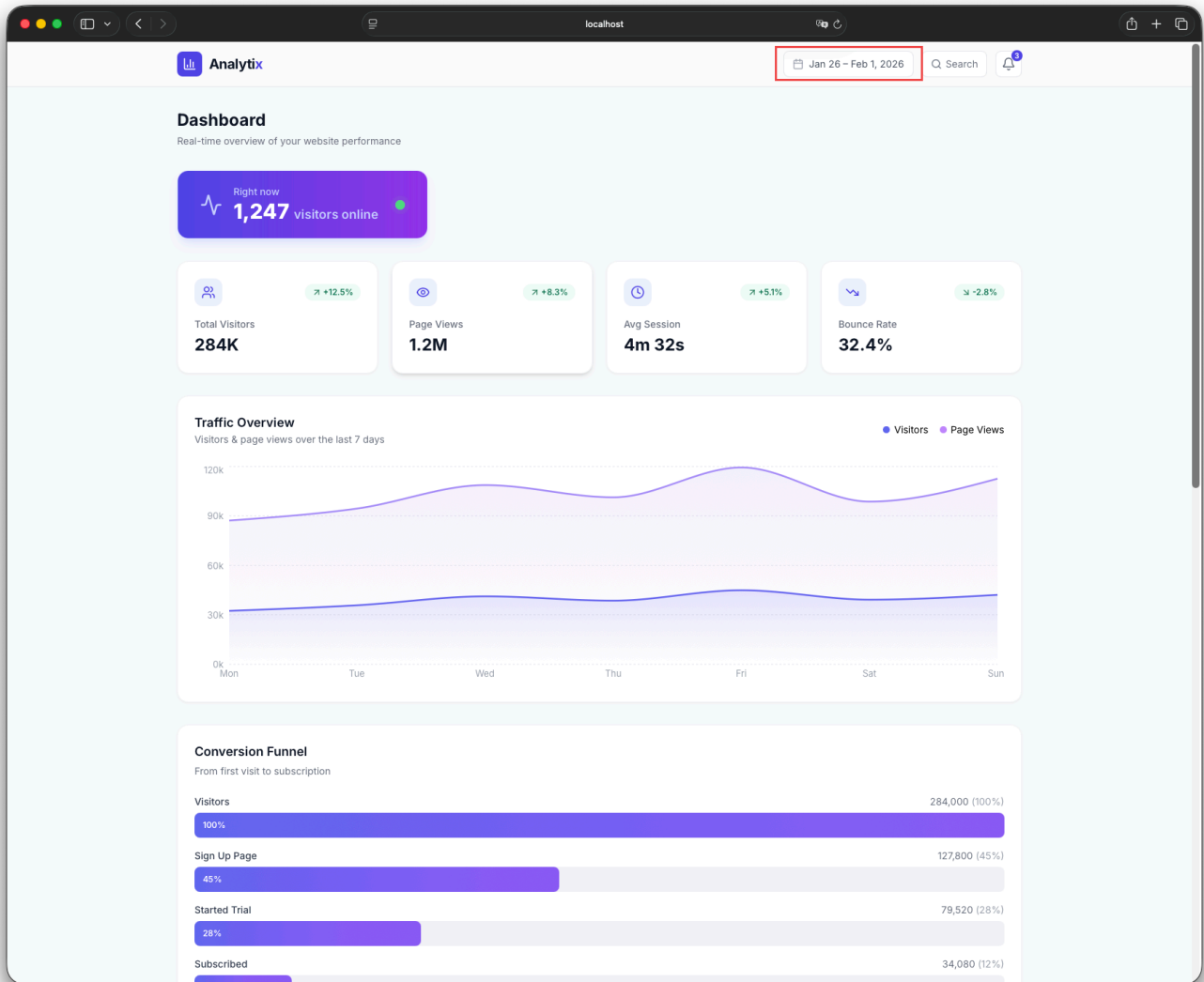
1 Review website analytics on the Dashboard

Use the dashboard summary cards and charts to monitor real-time activity and recent performance. If a card or chart is clickable in your version, select it to drill into more detailed reports.



2 Change the reporting date range

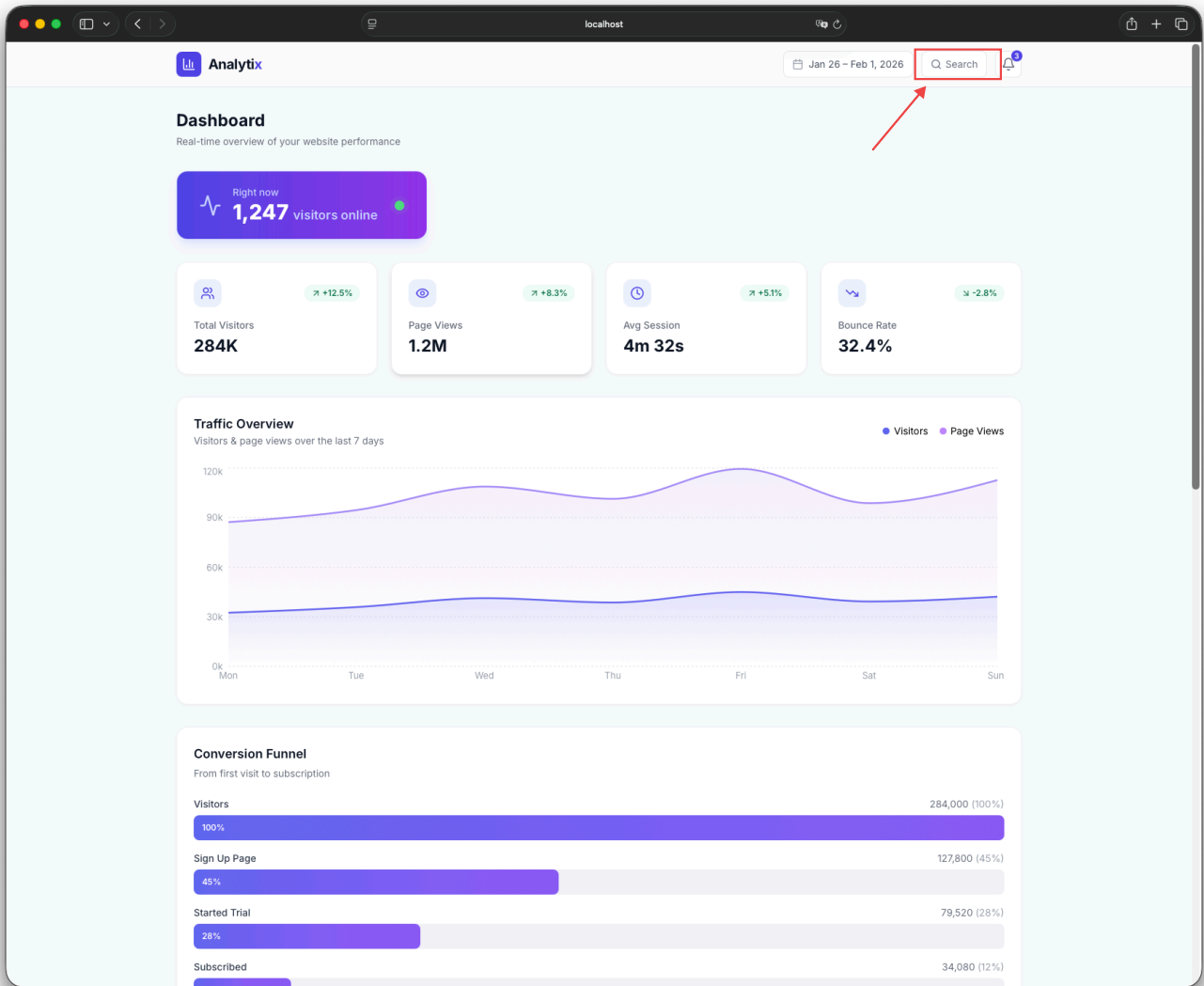
Click the date range control in the top bar (the element showing a start and end date). If a calendar or preset list opens, choose a new range and apply/confirm it if your UI provides an Apply button.



3

Search within the analytics app

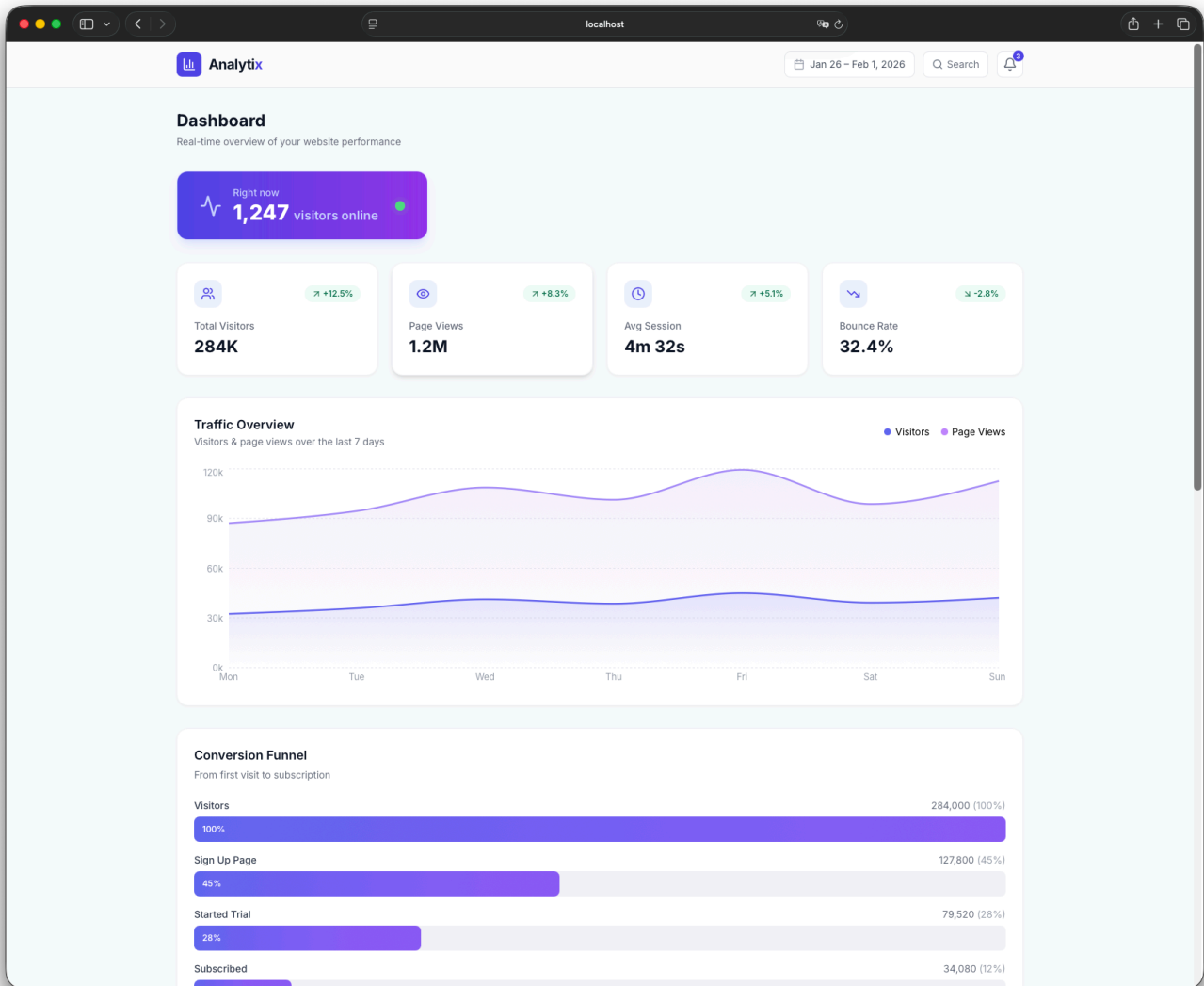
Select the search control in the top bar, type your query (for example, a page name or report keyword), then press Enter or choose a suggested result if one appears.



4

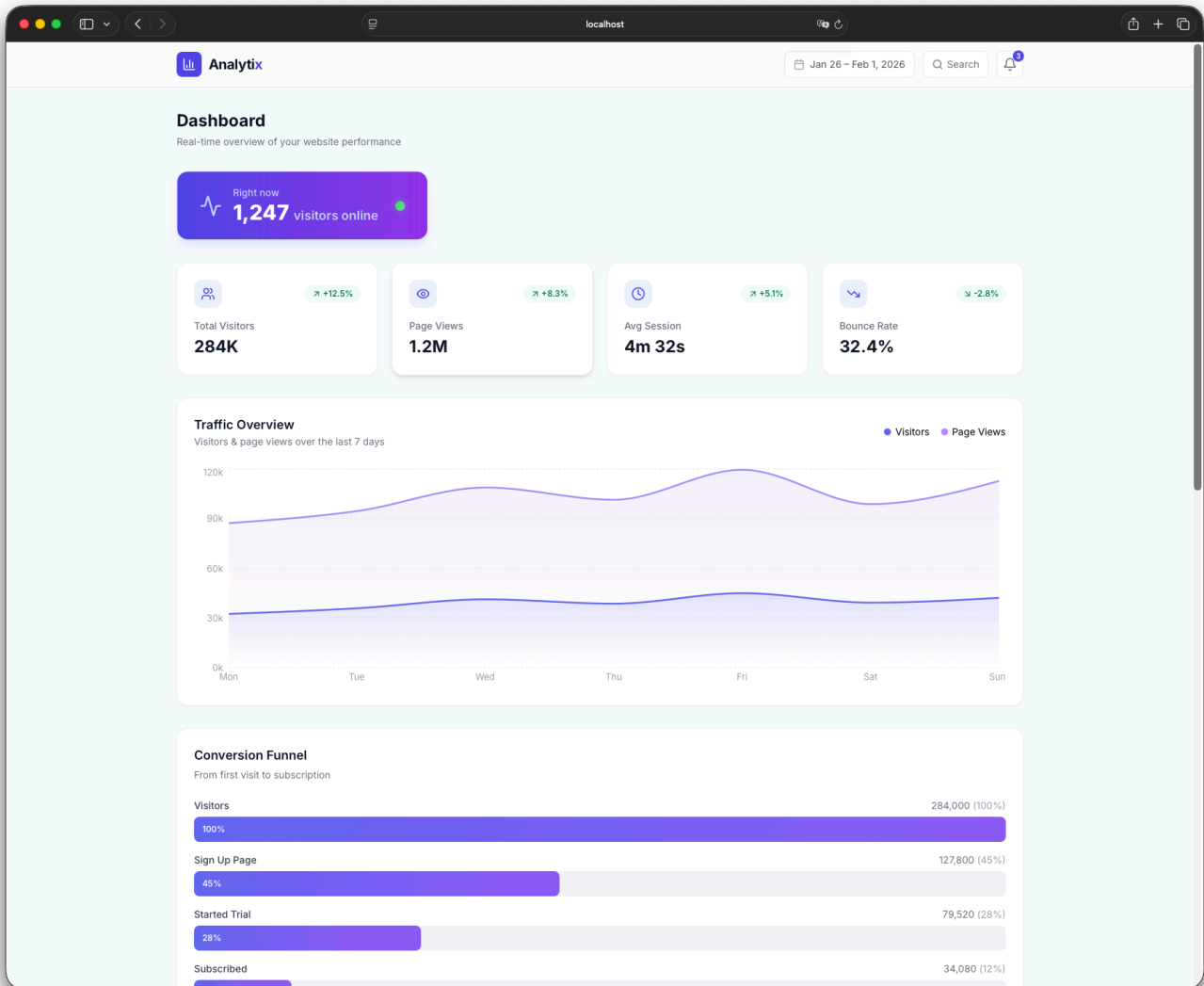
Open and review notifications

Click the bell icon in the top bar to open the notifications list. If you see unread items, select a notification to view details or mark it as read if your UI provides that option.



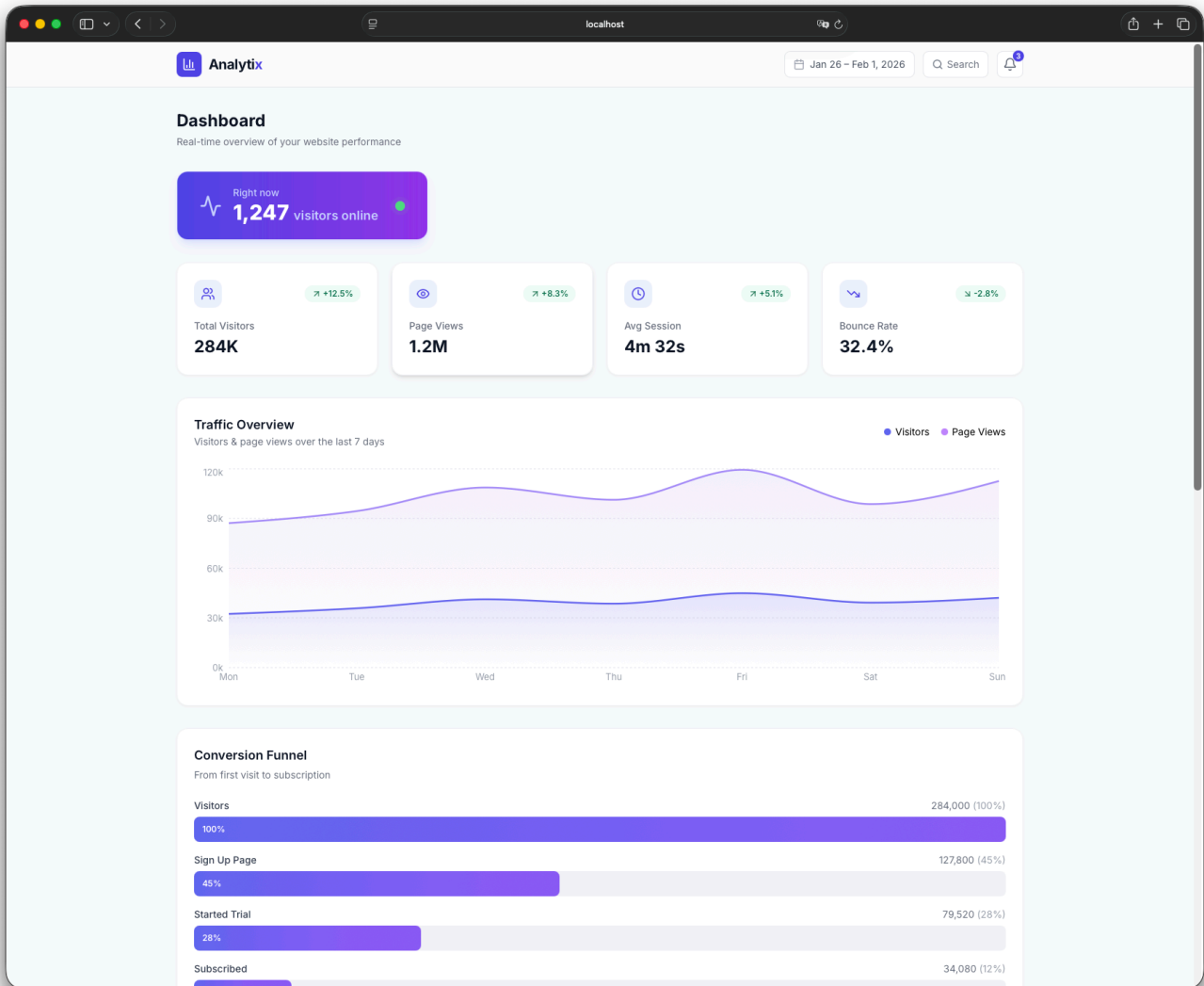
5 Drill into a KPI metric card

Click a metric summary card (such as Total Visitors, Page Views, Avg Session, or Bounce Rate) to navigate to a more detailed breakdown, if your version supports card click-through.



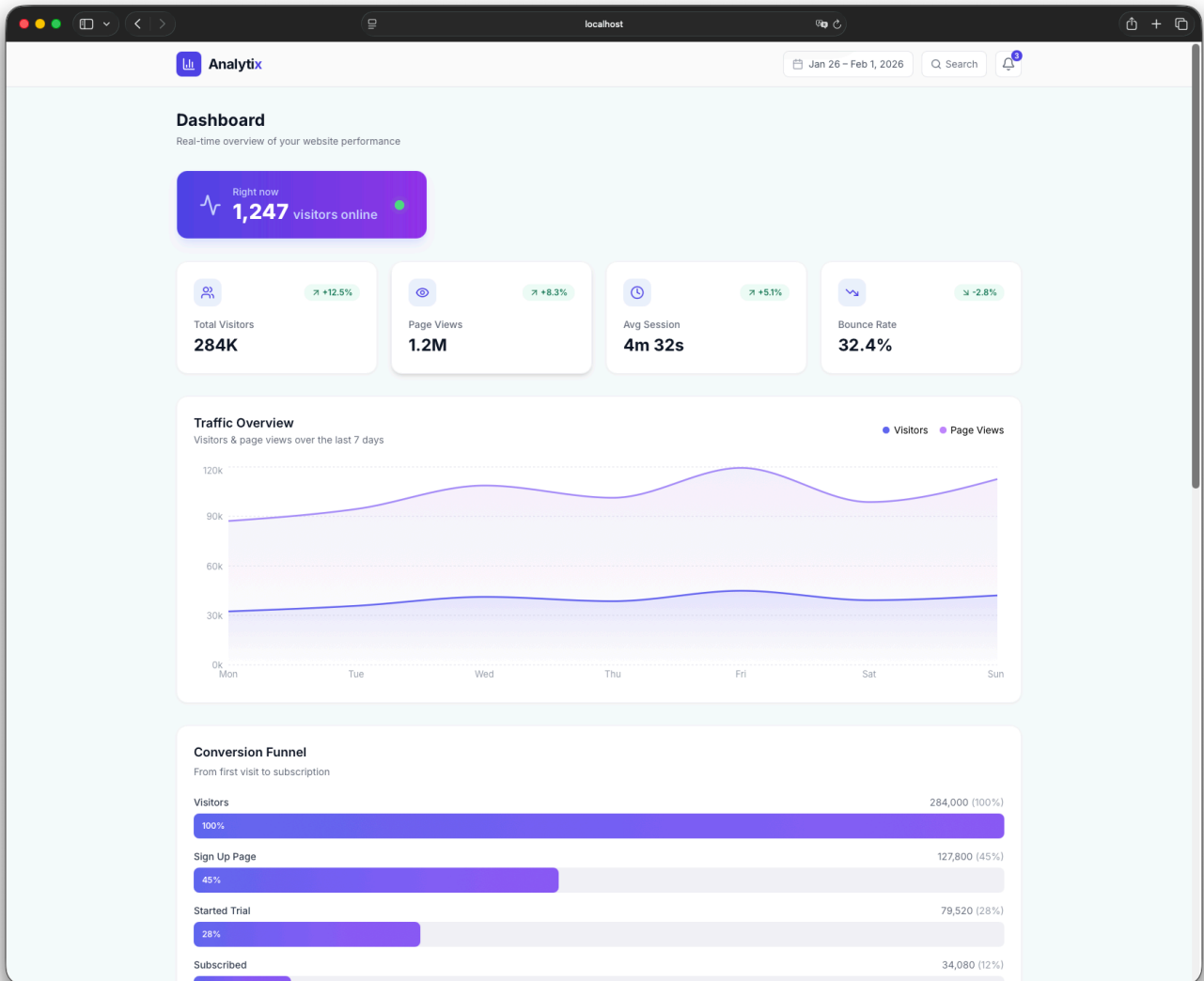
6 Inspect or toggle series in the Traffic Overview chart

Hover over the chart lines to view tooltips for a specific day. If the legend items are interactive in your chart library, click a legend label (e.g., Visitors or Page Views) to show/hide that series.



7 Explore the Conversion Funnel stages

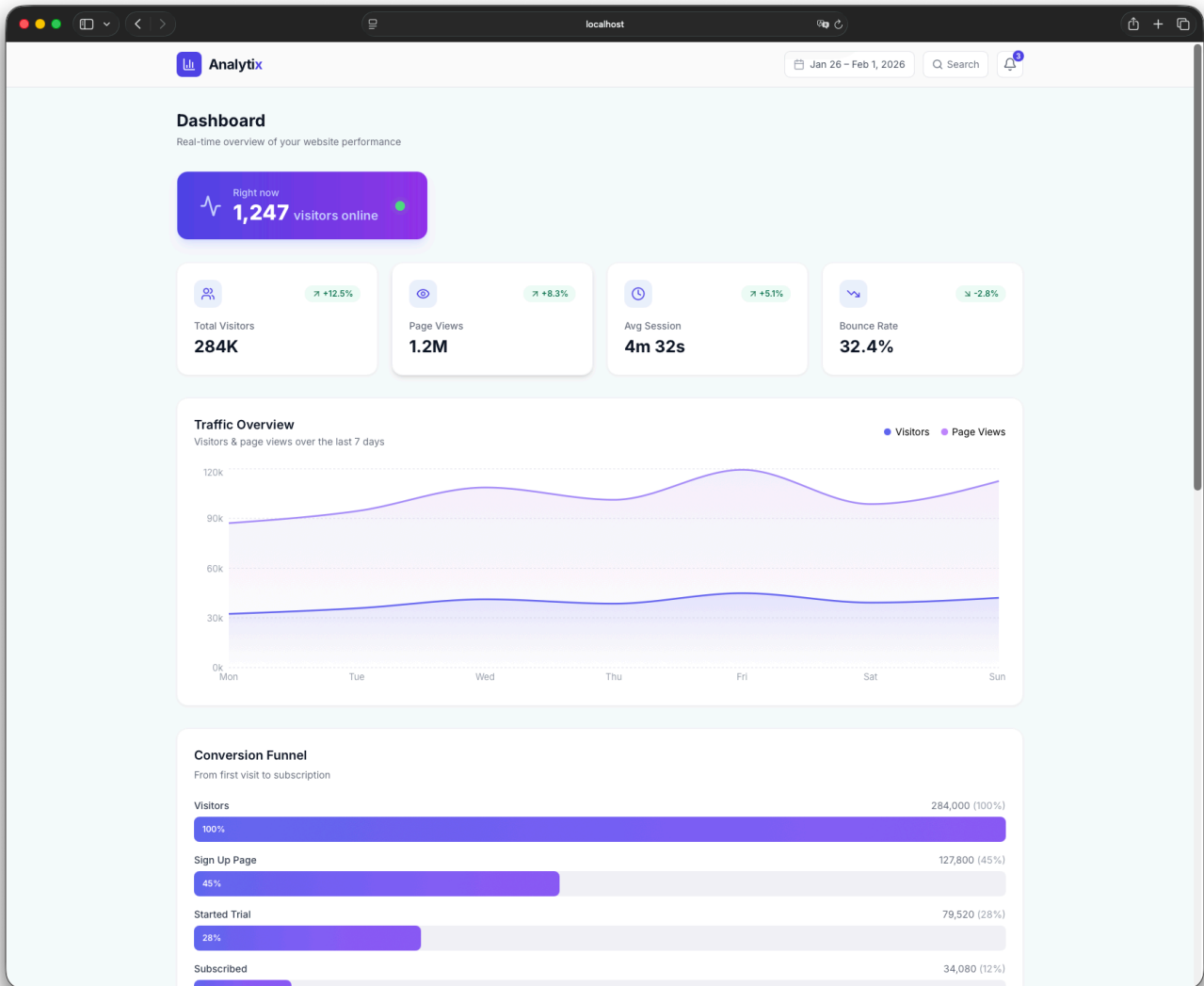
Move your pointer over each funnel bar to view stage details (such as counts and conversion percentages). If the bars are clickable in your UI, select a stage (e.g., Sign Up Page or Started Trial) to open a detailed report for that segment.



8

Return to the main dashboard/home (if applicable)

If the product name/logo in the top-left is a navigation link, click it to return to the main dashboard or home view from anywhere in the app.



Troubleshooting

Dashboard cards or charts look blank or show no data

Confirm the selected date range includes active traffic. Then refresh the page. If it still persists, check whether you have access to the property/site you expect.

Numbers on the dashboard don't match what you expect

Verify the reporting date range and timezone settings (if available). Also confirm you're viewing the correct site/property and not a different environment (e.g., staging vs production).

Date range picker won't change or reverts back

After selecting dates, click Apply/Confirm if your UI has it. If there's no Apply button, try selecting a preset range instead and wait for the dashboard to reload.

Real-time activity seems delayed

Real-time charts can lag slightly depending on processing. Refresh after a minute and confirm you're not using an old date range that excludes "today."

Clicking a card or chart doesn't open a detailed report

Some versions don't support click-through. Try clicking the card title/label instead of the number, or use the search bar to open the detailed report directly.

Search returns no results for a page/report you know exists

Try a shorter keyword, different spelling, or remove special characters. Ensure you're searching in the correct workspace/site and that the date range isn't too narrow for the report to appear.

Pressing Enter in search doesn't do anything

Click a suggested result (if shown) or click the search icon/button. If the top bar is not focused, click inside the search field first.

Notifications list is empty or not updating

Refresh the page and check any notification filters (if available). If you expect alerts, confirm notifications are enabled for your account/role in settings.

Unread notification won't mark as read

Open the notification details first, then look for a Mark as read option. If it doesn't update, refresh and try again; it may be a sync delay.

Traffic Overview chart tooltips don't appear on hover

Move the pointer directly over the line/point rather than empty space. On touch devices, tap and hold or tap a point if hover isn't supported.

Chart series disappeared and you can't get it back

Check whether a legend label was toggled off. Click the legend item again to re-enable the series, or use a reset option if your chart provides one.

Conversion Funnel stage details don't show

Hover directly over the funnel bar segment. If tooltips are blocked, disable ad blockers for the app or try another browser.

Funnel bars aren't clickable

Click-through may not be enabled in your version. Use search to find the relevant funnel stage report, or drill down via a related KPI card if available.

Clicking the logo/product name doesn't return to the dashboard

Not all apps use the logo as a home link. Look for a Home/Dashboard item in the navigation menu or use the browser back button as a workaround.

Frequently Asked Questions

Why can't I click some dashboard cards or charts to drill down?

Click-through behavior can vary by version and permissions. If it's not supported, use the search bar to open the detailed report instead.

Do I need to click an Apply button after changing the date range?

Sometimes. If your UI shows an Apply/Confirm button, use it. If not, the dashboard may update automatically after you select the range.

How do I quickly switch to common ranges like "Last 7 days"?

Open the date range control and choose a preset range if the calendar panel provides presets.

What kinds of terms can I search for in the analytics app?

Typically report names, page titles/URLs, and keywords related to metrics or sections. If results are limited, try broader terms.

How can I see the exact value for a day in the Traffic Overview chart?

Hover over the line (or tap a point on mobile) to show the tooltip for that date.

How do I hide or show a series (e.g., Visitors vs Page Views) on the chart?

If the legend is interactive, click the legend label to toggle that series on/off.

What does drilling into a KPI metric card do?

If supported, it opens a more detailed breakdown for that metric (often by time, page, source, or segment).

How do I read the Conversion Funnel stages?

Hover over each stage to see counts and conversion percentages. Some UIs also let you click a stage to view a detailed segment report.

Why are my funnel conversion percentages different than expected?

It may depend on the selected date range, filters, attribution rules, or event definitions. Double-check the range first, then confirm your funnel stage definitions if your app allows it.

Where do I find notifications and alerts?

Click the bell icon in the top bar to open the notifications list, then select an item to view details.

How do I return to the main dashboard from a detailed report?

If the logo/product name in the top-left is a home link, click it. Otherwise, use the navigation menu's Dashboard/Home item.

