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About EPiServer Platform

The **EPiServer platform** with OnlineCenter is the common framework used by EPiServer products, containing features available with all product installations. OnlineCenter offers an overview with easy access to all installed systems. From here you can also access the online help, perform global searches, and customize your settings.

The **global menu** at the top holds the navigation for all systems integrated with your website. This is a plug-in area which can also be used to provide access to third-party products integrated with EPiServer products.

Depending on which system you select in the menu, the submenu on the second row will change to display the functions for that specific system.



The *Dashboard* option features a customizable area where you can add gadgets to support your daily work. A **gadget** is a small application available from the **Dashboard** in EPiServer OnlineCenter and the Assets Pane and Navigation Pane in EPiServer CMS. A number of gadgets are shipped out-of-the-box with each EPiServer product, see the product-specific user documentation. You can use some of the gadgets with other devices, such as iPhone and iPad. You can also develop and customize your own gadgets to suit your needs, see *EPiServer Framework SDK*.

The **Add-ons** option in the global menu provides access to the *add-on system* where you can manage plug-ins and upgrades for both EPiServer and third-party modules.

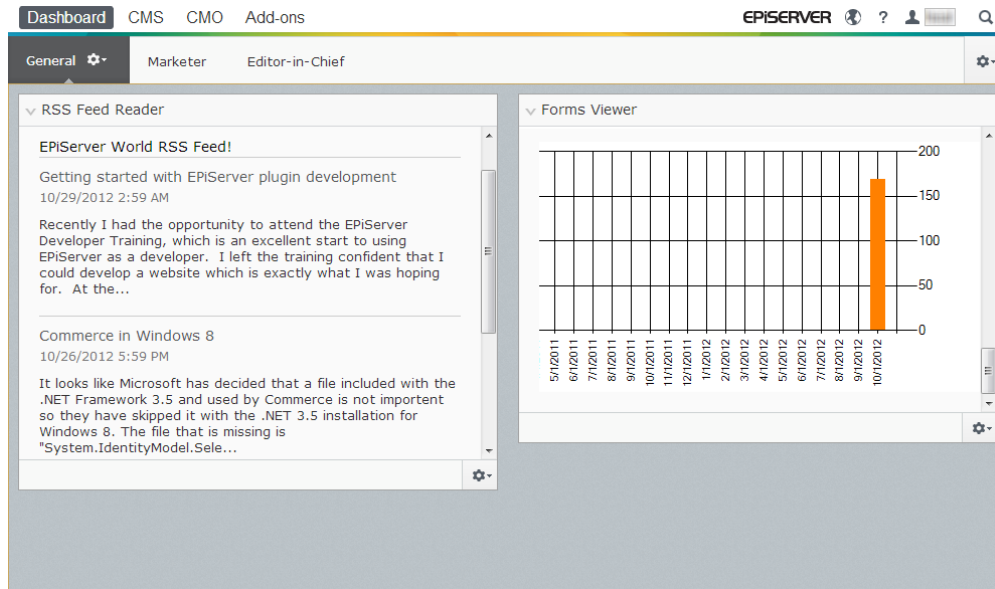


The upper right part of the global menu holds the following options:

- Clicking the EPiServer logo will take you to www.episerver.com.
- Clicking the earth globe symbol provides view options for the websites.
- Clicking the ? symbol provides access to the online help for the various products in your installation.
- The user profile symbol provides access to personal system settings. From here you can also **log out**.
- Clicking the magnifier symbol allows you to perform a *global search*.

Dashboard

The **Dashboard** is a personal area used for aggregation and display of important website information. The dashboard is also a plug-in area where you can add customized gadgets for presenting high-level information or provide quick access to common tasks or frequently used features. It can be for instance viewing recently changed pages or monitoring a web form.



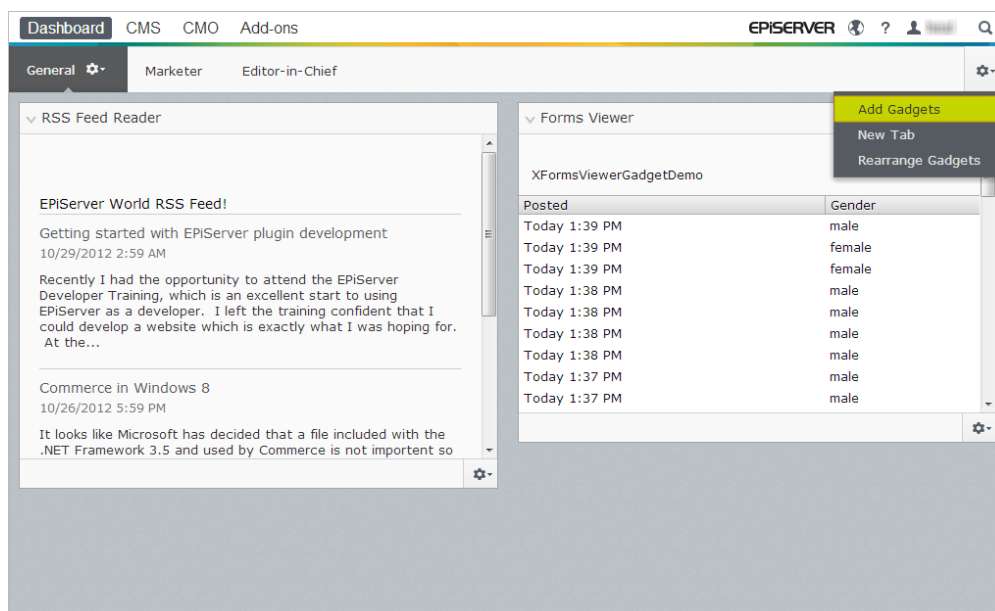
When logging in to the website, the dashboard can be accessed by selecting **Go to my Dashboard** in the EPiServer log in dialog, or from the **Dashboard** option in the global menu.

You can do the following when working with the dashboard:

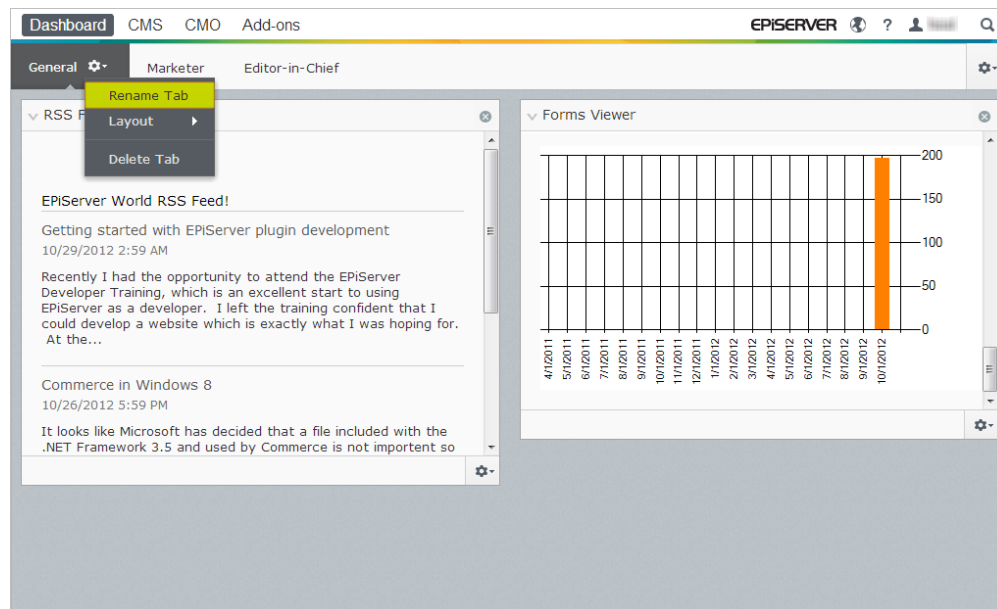
- **Organizing the dashboard.** Adding, editing and deleting tabs and columns. You can divide the layout of the dashboard tabs into one, two or three columns, depending on your choice.
- **Gadgets.** Organizing gadgets in columns and under tabs. Adding, editing and deleting gadgets, see *Gadgets*.

Tabs

Tabs are used for organizing the dashboard information. You can create your own tabs, and add gadgets of your choice. You can for instance have one tab for the marketing team, and one for product editors, with specific gadgets available for each of these groups. You can customize the layout of each tab by setting the number of columns for displaying information. There will always be at least one default tab available in the overview.

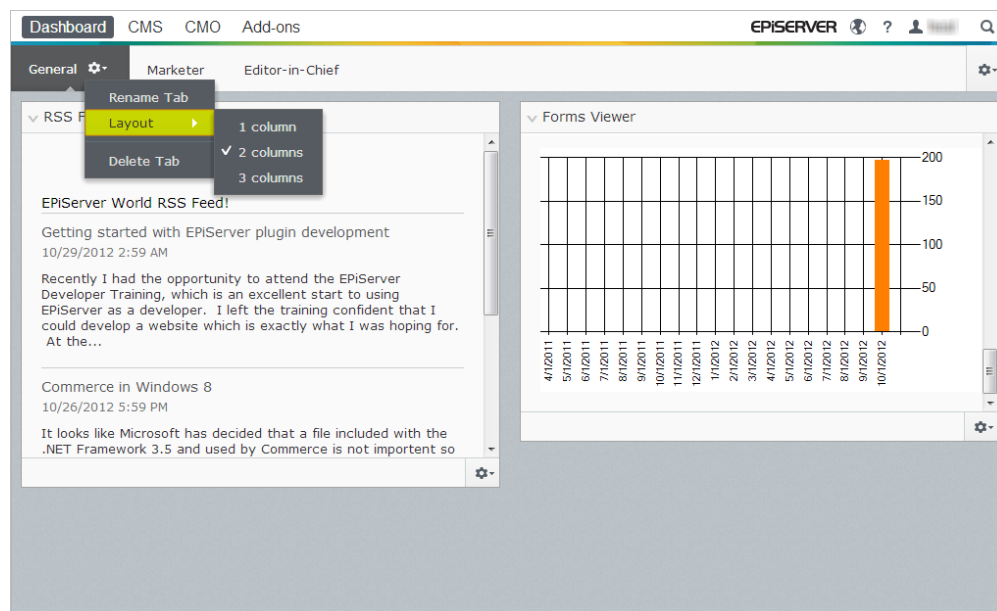


Creating Tabs



Add a new tab on the dashboard as follows:

1. Select **New Tab** from the dashboard menu.
2. Select **Rename Tab** in the drop-down list for the tab you want to add and type a name for the tab.
3. In **Layout**, define how many columns the tab information area will have by clicking one of the available options.
4. Add the gadgets you want to the tab you have just created as described in *Adding a Gadget*.



You cannot change the order of tabs after they have been created.

Editing Tabs

Edit a tab on the dashboard as follows:

1. Click the arrow for the tab you want to edit. You have the following options:
 - Select **Rename Tab** to change the name of the tab.
 - Select **Layout** to change the number of columns on the tab. All existing gadgets will be moved to available columns in the new layout.
2. Select **Save** to save your changes.

Deleting Tabs

Delete a tab from the dashboard as follows:

1. Click the arrow for the tab you want to delete.
2. Select **Delete Tab** in the drop-down list for the tab you want to delete.
3. Select **Yes** to confirm the deletion.



There must always be at least one tab available on the dashboard, which means that the last remaining tab cannot be deleted.

Gadgets

A **gadget** is a small application available from the **Dashboard** in EPiServer OnlineCenter and the Assets Pane and Navigation Pane in EPiServer CMS. A number of gadgets are shipped out-of-the-box with each EPiServer product, see the product-specific user documentation.

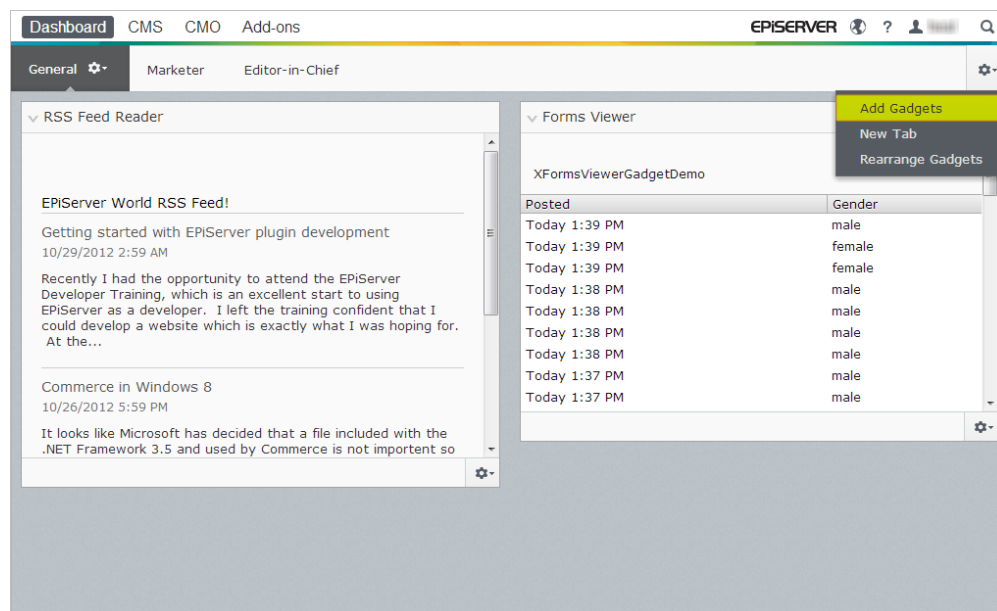
You can use some of the gadgets with other devices, such as iPhone and iPad.

You can also develop and customize your own gadgets to suit your needs, see *EPiServer Framework SDK*.








Each gadget has a drop-down menu in the upper right corner. What you see in the menu depends on the functionality available for the gadget, but you will most often find at least the **Edit** and **Delete** options here.

You have the following options:

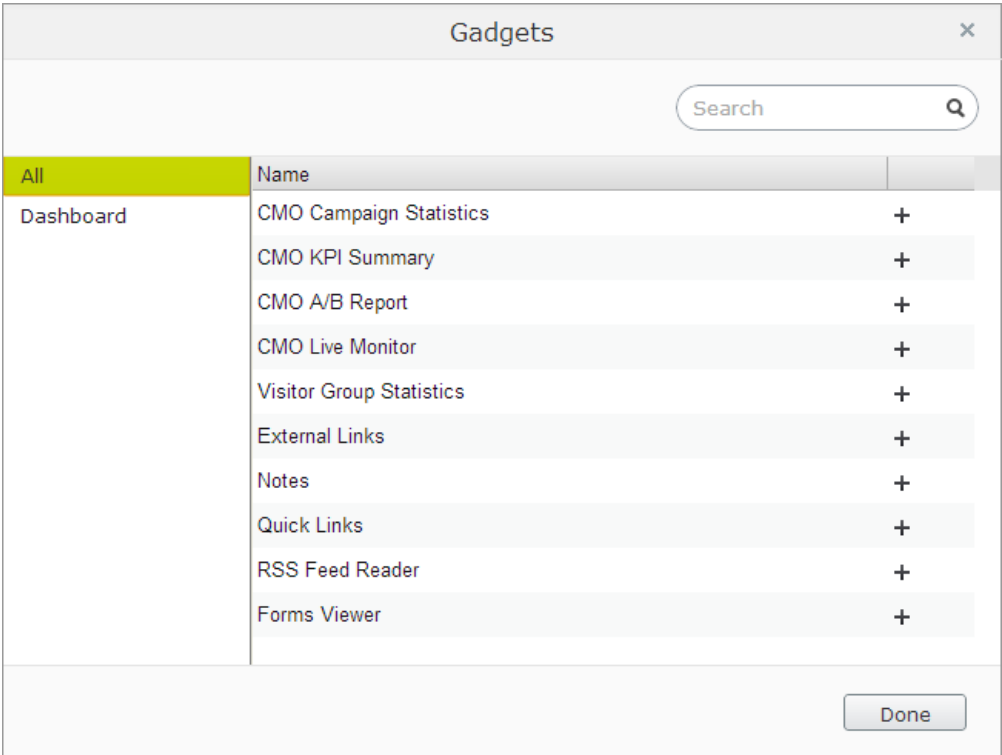
Customizing Your Gadget Settings



You can customize your settings on the panes by adding, moving and deleting gadgets. You have the following options:

-  **Pane Settings.** Click the cogwheel symbol to open a menu with gadget options, for example, add gadgets to the pane.
-  **Gadget Settings.** Click the arrow next to the cogwheel symbol to select options for the specific gadget, for example, remove the gadget from the pane.
-  **Gadgets Options.** Click the arrow to select options for the specific gadget.
-  **Toggle Minimize and Maximize Gadget.** Click  to minimize and  to maximize the gadget.
-  **Remove.** Click to remove a gadget.

Adding a Gadget



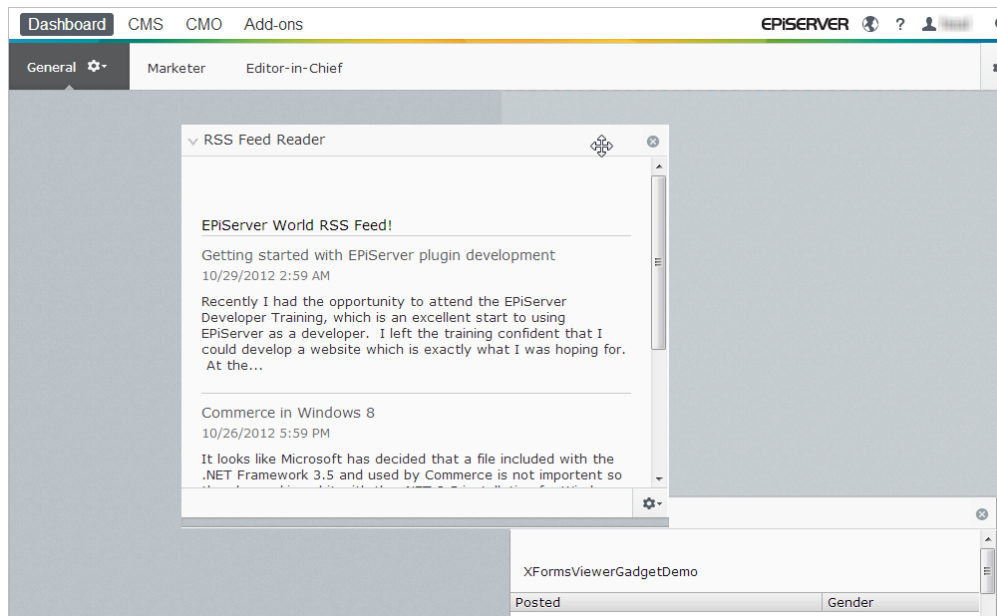
Add a gadget to the pane as follows:

1. Click **Add Gadgets**.
2. The **Gadgets** window shows a list with all gadgets. By clicking the product name to the left, you can filter product-specific gadgets.
3. Click the plus symbol for the gadget you want to add. If you select several gadgets, they are added on the pane in the order you have selected them.
4. Click **Done**.

Moving a Gadget

The dashboard and panes are locked by default. You can organize these areas by moving gadgets around and placing them where you want them.

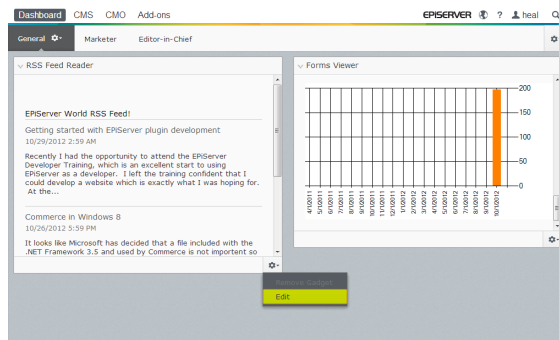
The dashboard is organized into columns, and gadgets can be moved up and down in a column, and between columns.



Move a gadget on the dashboard and panes as follows:

1. Select **Rearrange Gadgets** to unlock the settings.
2. Move a gadget in the pane by dragging it to the highlighted area where you want it, and then drop it.
3. Select **Rearrange Gadgets** again to lock the settings.

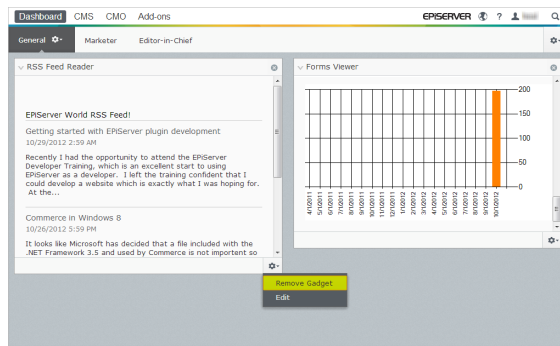
Editing a Gadget




Edit a gadget as follows:

1. Click **Select Options** and select **Edit**. Depending on the type of gadget, editing can be done in different ways.
2. Change the options for gadget. For example, for the **Forms Viewer** gadget you can change the number of items displayed in the regular and maximized view.
3. Select **OK** to save your changes.

Removing a Gadget



Remove a gadget from the dashboard and panes in any of the following ways:

- Unlock the pane and click  for the gadget, and lock the pane again.
- Select the gadget settings and select **Remove Gadget**.

When you have removed the gadget from the pane, you can add it again as described in *Adding a Gadget*.

Out-of-the-Box Gadgets

A **gadget** is a small application available from the **Dashboard** in EPiServer OnlineCenter and the Assets Pane and Navigation Pane in EPiServer CMS. A number of gadgets are shipped out-of-the-box with each EPiServer product, see the product-specific user documentation.

You can use some of the gadgets with other devices, such as iPhone and iPad.

You can also develop and customize your own gadgets to suit your needs, see *EPiServer Framework SDK*.

Gadgets on the Dashboard

The following gadgets are available on the dashboard in a EPiServer CMS standard installation:

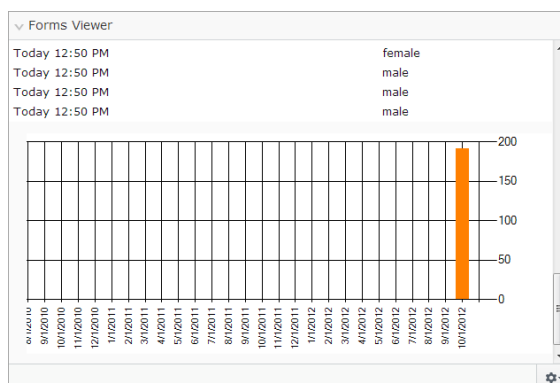
Forms Viewer

The **Forms Viewer** gadget provides a possibility to monitor the activity for a specific web form, for instance a poll, a registration or contact form. This is intended not only for editors, but anyone who has an interest in the activities of your website, for instance a marketing or business area manager.

The **Form Viewer** will display a selected number of the latest activities for instance the latest votes or registrations to a form. The result of the **Forms Viewer** gadget can also be displayed graphically, providing a quick and easily interpreted overview of the form activities.

Add a form and configure the settings for the **Forms Viewer** gadget as follows:

1. Click **Edit** in the drop-down list in the top right corner of the gadget.



2. Select **Demo mode** to view the form in graphical demo mode. Note that you will need to prepare a demo view file of the form. This will then appear in the **Select Form** drop-down list. In a standard installation you will find an example form viewer, the “XFormsViewerGadgetDemo”.

The screenshot shows the 'Forms Viewer' settings dialog box. It has a 'Settings' section with several options:

- Demo mode**: Checked.
- Select form**: A dropdown menu showing 'XFormsViewerGadgetDemo'.
- Fields to view**: A list of checkboxes for 'Name', 'Phone', and 'Gender'. 'Gender' is checked.
- Number of items to display**: A text input field containing '50'.
- Display item post date**: Checked.
- Chart settings**:
 - Display chart**: Checked.
 - Chart periodicity**: A dropdown menu showing 'Per month'.
- Automatically update**: A dropdown menu showing 'Often (every 60 seconds)'.

 At the bottom right are 'OK' and 'Cancel' buttons. A gear icon for settings is at the bottom right corner of the dialog.

3. Select a form in the **Select form** drop-down list. Depending on the form you select, you will get different options of fields to include in the viewer. In this example, a contact form with a name, e-mail and a message, has been selected.
4. In the **Display item post date**, you can choose to display the date of the form posting.
5. Select the number of form post to display in the **Number of items to display** field.
6. Select **Display chart** to display a chart for the form.
7. Select the periodicity for the chart in the **Chart periodicity** drop-down list.
8. Select the frequency for information update in the **Automatically update** drop-down list. This setting determines how often the information in the forms viewer will be updated.
9. Select **OK** to save the settings.

Quick Links

With the **Quick Links** you can create easy accessible links on the dashboard.

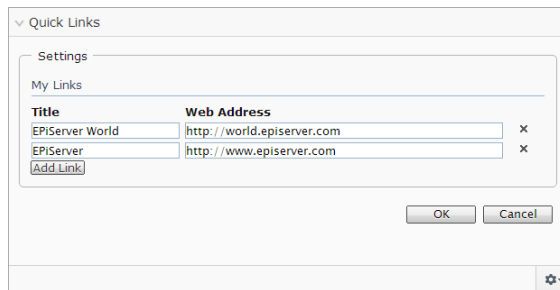
Adding Quick Links

The screenshot shows the 'Quick Links' gadget. It has a title bar 'Quick Links' and a section 'My Links' with a list of links:

- EPiServer World
- EPiServer

 A gear icon for settings is at the bottom right corner of the gadget.

To add links in a newly created **Quick Links** gadget, click **Manage Links**. You can add a new link to an existing **Quick Links** gadget by opening the gadget for editing and clicking the **Add Link** button. Type a display title in the **Title** field, and a URL for the link in the **URL** field.



External Links

The **External Links** gadget provides an overview of the external links of your website. This is useful if you want to find out to which external websites you are referring to from your own site.

Adding External Links

When adding external links, you can select the number of items to display in the list. The list will display the number of pages that contains one or several links to each external web address. You can also choose to see a more detailed item list by selecting **Show details**. This option will display the full URL for each link.



Notes

With the **Notes** gadget you can add “post it” notes on the dashboard. When you have inserted the **Notes** gadget on the Dashboard, you can enter the text directly in the notes area. You can also customize the appearance of the **Notes** gadget.

Customizing the Notes Gadget

You have the following customizing possibilities for the **Notes** gadget:

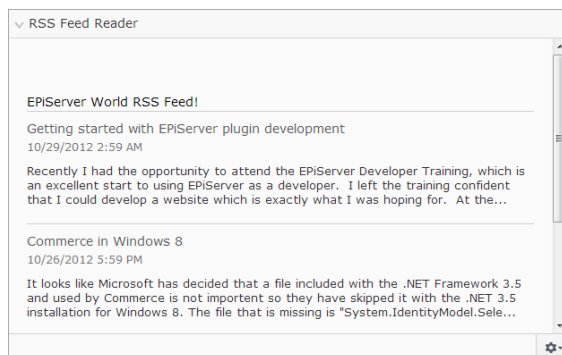
- Change the text size by selecting a size in the **Text Size** field.
- Select a background color in the **Background Color** field.



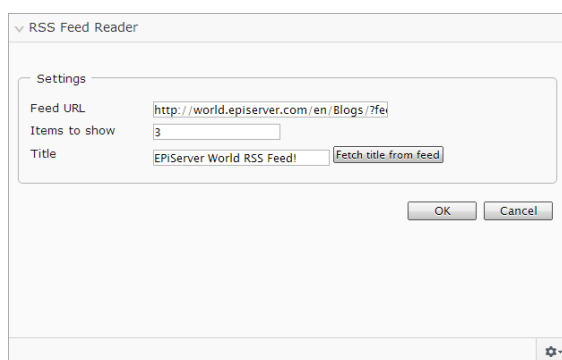
RSS Feed Reader

The **RSS Feed Reader** gadget is an example of how you can use gadgets to display RSS feeds on the dashboard. The gadget shows the latest feeds from an RSS source of your choice. You can define the number of feeds to be displayed in the gadget.

Configuring the RSS Feed Reader Gadget



When you set up the **RSS Feed Reader** gadget you enter the URL for the RSS feed of your choice. Define the number of feed items to be displayed and enter a title for the RSS feed. Click **Fetch title from the feed** to use the default title from the source. Click **OK** to save the RSS Feed Reader gadget. You can create multiple RSS Feed Reader gadgets if you want.



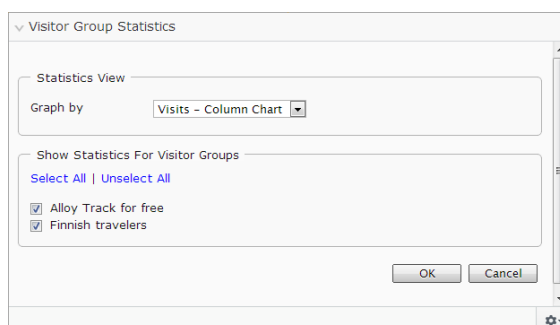
Visitor Groups Statistics

The **Visitor Group Statistics** gadget displays an overview of selected visitor groups in different time periods. You can set up the **Visitor Group Statistics** gadget to follow statistics for the visitor groups viewing the personalized content. By default statistics will only be counted once per session for each visitor group.

You can use this gadget on the dashboard, on the panes, as well as in your iPhone or iPad.

Set up **Visitor Group Statistics** as follows:


1. In the **Statistic View** section, select to show the statistics in the following views:
 - **Visits - Column Chart.** Shows statistics for visits as column bars.
 - **Visits - Line Chart.** Shows statistics for visits as a line chart. Use if you want to view the statistics for only one visitor group.
 - **Total visits - Pie chart.** Shows total statistics for visits in a pie chart.



2. In the **Show Statistics For Visitor Groups** section, select the visitor groups you want to include in your statistics. Or, use the jump buttons **Select All** and **Unselect All**.
3. When you are done, click **OK**.

Changing the Display of the Statistic Diagrams

In **Graph by**, use the jump buttons to see the statistics in the following diagrams:

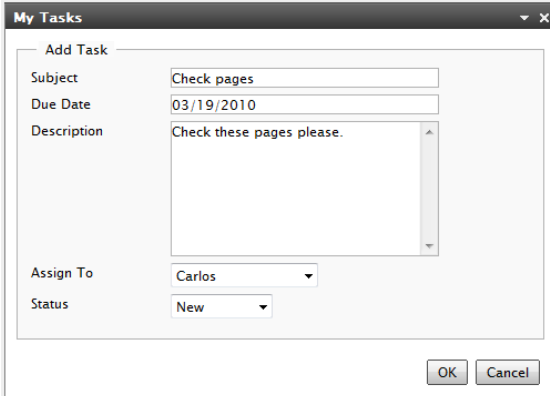
- **Day**. Shows statistics for visitor group matches the latest day.
- **Month**. Shows statistics for visitor group matches for the latest month.
- **Year**. Shows statistics for visitor group matches for the latest year.
-  By clicking the **Select Date Interval** icon, you can select the start and end dates in the statistics interval.

My Tasks

With the **My Tasks** gadget you will have quick access for managing tasks to be distributed to others, that can be related to EPiServer CMS pages. You can view their status and create new ones. Tasks can be created and distributed directly from the dashboard, or from the EPiServer CMS edit mode. When tasks are created and saved in EPiServer CMS, they will be displayed in the **My Tasks** gadget on the dashboard. Selecting a task link in the **My Tasks** gadget will take you to the EPiServer CMS edit mode.

Creating Tasks from the Dashboard

1. Select **Quick Add** to create a task directly from the dashboard.
2. In **Subject**, type the subject name.



3. In **Due Date**, type the due date to finish the task. Also type a description of the task.
4. In **Assign To**, select a group or an individual from the list to assign the task.
5. In **Status**, set a status for the task. This is also where you update the status of a task created from the Dashboard.
6. Click **OK** to save the task.

Creating Tasks from EPiServer CMS Edit Mode

Select **Create in Edit Mode** in the **My Tasks** gadget to create a task. This will take you to the EPiServer CMS edit mode with the **Action Window** open to the right, in order for you to select a page and create a task. Enter the tasks details and click **Save**.

The task will be added to the **My Tasks** gadget on the dashboard. Clicking a task link from the dashboard will take you to edit mode.

Recently Changed Pages Gadget

The **Recently Changed Pages** gadget lists recently changed pages on the website. You can choose to view either all changes or your own changes only. The list of changed pages will be displayed showing page name, modification date, the user who has done the change and the status for the page.

EPiServer CMS-Specific Gadgets

The following EPiServer CMS-specific gadgets are available in the editorial interface in a standard installation:

Pages

The **Pages** gadget provides a list of all pages on the website in a tree structure, see *Structuring the Website*.

Sites

The **Sites** gadget gives you access to change language in the tree structure on your site, see *Glob-alizing Content*.

Tasks

The **Tasks** gadget provides a list of tasks to take action on, see *Customizing the Navigation Pane*.

Blocks

The **Blocks** gadget gives you access to drag and drop shared content as blocks on a page and create new blocks, see *Using Shared Content on a Page*.

Files

The **Files** gadget gives you quick access to upload and manage files and folders, see *Managing Files*.

Versions

The **Versions** gadget gives you access to the version list of the page or block you are working on, see *Managing Versions*.

Recent

The **Recent** gadget shows the content that you recently have visited.

Recently Changed

The **Recently Changed** gadget lists recently changed content on the website and selected language. You can choose to view either all changes or your own changes only. The list of changed content will be displayed showing name, status, modification date, the user who has done the change.

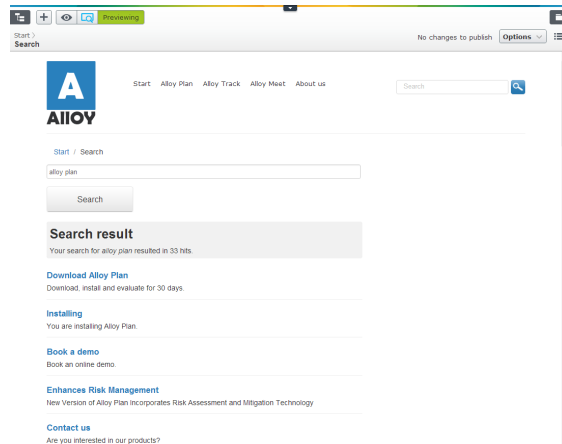
Search

The EPiServer platform has a sophisticated search functionality which allows you to search through different types content on your entire website. You can search for web pages, blocks, document files and community objects. The same search function is used in the global search available in the top global menu of the EPiServer platform, as well as for sample search page templates and the file manager in EPiServer CMS. The search can be extended to include results from external systems integrated with your website.

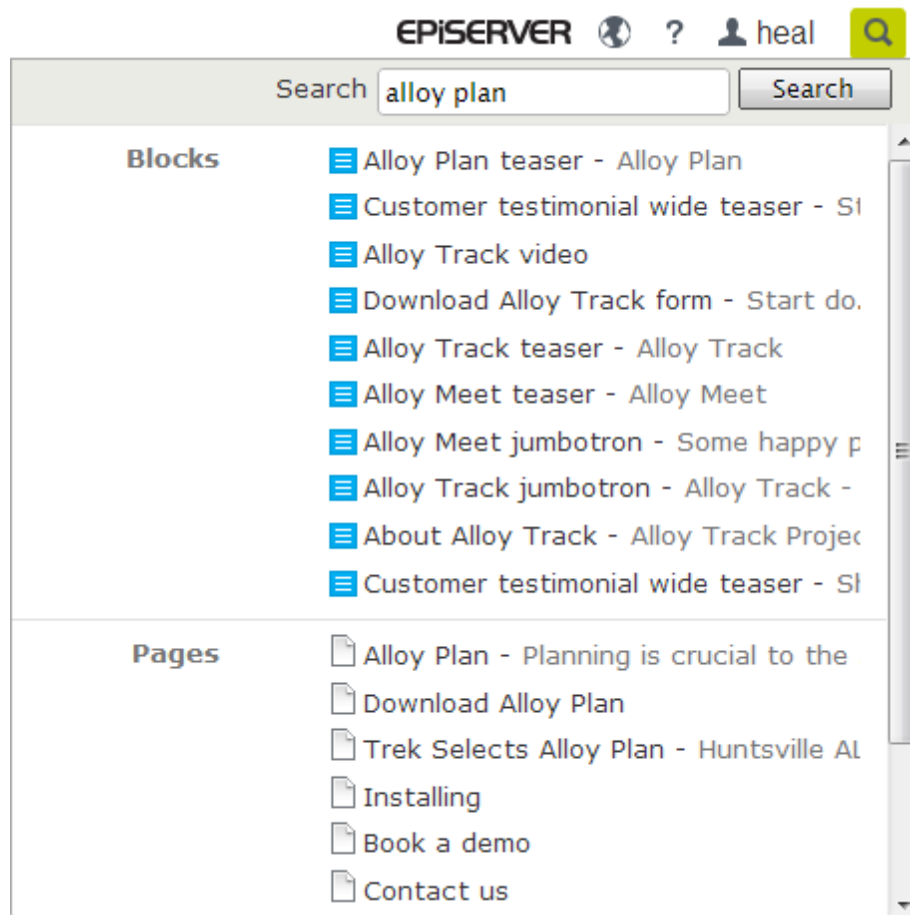
The search results will automatically be filtered based on access rights so that users will only see content they have access to. The search service in EPiServer is based on the open source search engine **Lucene**. The service is pluggable which means that Lucene can be replaced by another search indexing provider.

Accessing Search

The underlying search functionality is used by the different EPiServer products, and the description here applies to standard installations of EPiServer products with their respective sample templates. Visitors to the site will usually access the search through a website **search page** with a search field. The search field is also available in the top menu of the website. Below is an example of the EPiServer CMS search page. Checking the **Search in files** option in this page will also include files in the search, otherwise only web page content is searched.



From the top global menu, editors and administrators can access the **global search option** in the upper right corner of the page when logged on to the website.



When hovering over a link in the search hit list, information about the page will be displayed, helping you identifying the correct item. Clicking a link will take you to the item, for instance an web page or a document file.

How to Search

You can search for web pages with a certain name, and you can also search for pages that contain a certain text string. This means that if you cannot remember what the page is called but remember the first lines of the text, then the page can easily be retrieved. It is also possible to search for a page using its ID number.

Use the following ways to search:

- Enter a sufficient number of search keywords, usually around 6–8 carefully selected words, separated with a space. Start with fewer keywords and if needed narrow your search by extending the number of words.
Example: **episerver product project**.
- Combine keywords using quotation marks when searching for specific phrases.
Example: “**episerver search tips**”.
- The search function is case insensitive, meaning that you can use both upper and lowercase letters.
Example: **New York** and **new york** will both return the same result.
- Restrict the search by placing a plus sign (+) in front of the words that must be **found** considered the page match.
Example: **+episerver +search +tips**.
- Restrict the search by placing a minus sign (–) in front of the words that must to be **omitted** considered the page match.
Example: **-episerver -search -tips**.
- Match a part of a word by placing an asterisk (*) at the end of the word.
Example: **word1* word2** will return content with the words **word123** and **word2**, but not **word123** and **word234**.
- Use the boolean operators **And** and **Or** in the following ways:
 - **And** means that you want documents that contain both/all words.
Example: **episerver AND search** returns documents with both words.
 - **Or** means that you want documents that contain either word, regardless of which one.
Example: **episerver OR search** returns documents with either **episerver** or **search**.

Displaying Search Results

The items in the search result listing will appear based on the ranking they received from the search algorithm. The display of the search results depends on how this is set up on your website, since this can be customized in many ways. Often some kind of filtering is applied which can be based for instance on categorization of content.

Administering and Configuring Search

The search feature has some administration and configuration options which are managed from the **administrative interface** in EPiServer CMS, as described in *EPiServer CMS Web Help*.

For a technical description of the search functionality, configuration possibilities and the integration interface, refer to the *EPiServer Framework SDK*.

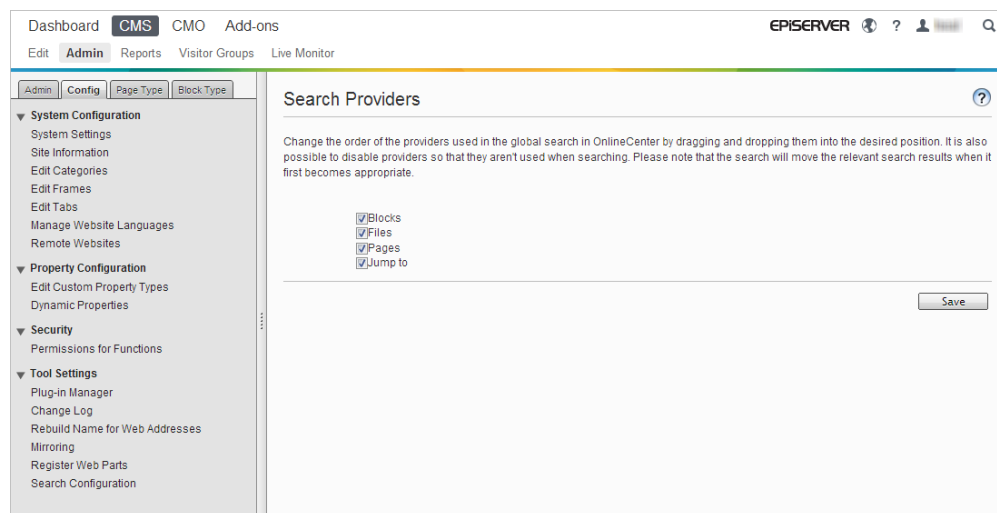
Search Configuration

It is possible to configure different **search providers** for the modules in your website implementation. A search provider can be for instance pages, files, categories, forums or page types. The standard installation of EPiServer CMS comes with two search providers, **Pages** and **Files**. To configure additional search providers for your website, check with your system administrator and refer to the *Developer Guide in the EPiServer Framework SDK*.

You can decide which search providers you want to enable, and the order in which they will appear in the search hit list. To access these settings, switch to the admin mode and select **Search Configuration** under the **Config** tab. The following options are available for a standard installation:

- **Blocks**. Selecting this option will allow for search in blocks on the website.
- **Jump to**. Selecting this option will make it possible to jump from the search hit list directly to **menu alternatives** matching your search criteria.
- **Pages**. Selecting this option will allow for search in pages on the website.
- **Files**. Selecting this option will allow for search in files on the website.

You can drag and drop the search provider options to change the order between them. This will control the order in which the results will be displayed in the hit list. Clearing a checkbox will disable this search provider option. Select **Save** to save your changes.



Add-on System

The EPiServer Add-on Store feature contains plug-ins and extensions developed by EPiServer and third-party companies, with which site owners and system administrators can extend their website platform. EPiServer Add-on Store makes add-ons easy to find and get started with, and ensures that they will work on the platform. With this feature you can modularize upgrading of the platform by having smaller maintainable pieces, and can also add value to the platform that speeds up time to test and roll out new releases.

The EPiServer Add-on Store supports the following:

- Lists available packages for the environment (products, version) to install and uninstall in a list
- Lists available packages to upgrade, as well as see already installed packages in a list
- Provides possibility to add package files to the list for installation and upgrade through upload

Name	Description	Tags	Installation date	By	
EPiServer Add-On Store Platform 1.0.1090	Core components for the Add-on store	EPiServer-Platform			System Update available
EPiServer Add-On Store UI 1.0.1090	The Add-on store user interface	EPiServer-UI			System
EPiServer Edit UI 1.5.425	The Edit user interface	EPiServer-UI	Today 11:38 AM	peis	System
EPiServer UI Platform 1.0.454	Core components for the user interface	EPiServer-Platform			System Update available

Access the EPiServer Add-on Store by clicking **Add-ons** in the Global Menu. The EPiServer Add-on Store consists of the following views:

- **EPiServer Add-ons**, **EPiServer Beta** and **Third-Party Add-ons** shows the list of available modules from a feed that you can install, see *Installing a Package*. You can browse or search to see available add-ons that can be installed on your website, or which can be updated. EPiServer provides a sample of add-on packages to get started with, and you can test some add-ons in a beta version. Some add-ons can be purchased, and others are free. Here you will also see information about the package and instructions after installation for a quick start.
- **Installed** shows the list of installed modules you can upgrade or uninstall. When an update is available you will also be notified about it here.
- **Updates** shows the list of all available upgrades, see *Upgrading a Package*. The add-on system on the website will be able to determine which add-ons that can be installed based on the particular platform version. In addition, add-on packages can have dependencies on other add-on packages, which will ensure that these can only be installed or uninstalled in such combinations that all dependencies are met.
- **Manual Upload** is where you upload and install module packages as files on your website that has not been listed in EPiServer Add-on Store, see *Uploading a Package as a File for Installation or Upgrade*.

EPiServer Add-on Store has the following buttons:

- The **Install** button will add the module to the site and the **Uninstall** button will remove the module from the site.
- The **Update** button will upgrade the module to the site.



Tip Clicking any of the header columns in the **Installed** view makes it possible for you to sort the installed add-ons in ascending or descending order, by tags, date and more.



Tip Clicking **More information** on an add-on provides detailed information, such as name, description, creator, and dependencies. The add-ons can be tagged for browse filtering.



Note To access the EPiServer Add-on Store interface for installation, upgrading and uploading, you need to be a member of either the **CmsAdmins** or the **PackagingAdmins** role.

The packages for installation and upgrading are in NUPKG file format. The list of all modules available in the repository are stored in the default location C:\EPiServer\Packages.

For detailed technical information about how to develop your own add-ons to upload in the EPiServer Add-on Store, refer to the *Developer Guide* in EPiServer Framework SDK.

Installing a Package

Install a package as follows:

1. Under **Add-ons** > select **EPiServer Store**.
2. Select the package you want to install and click **Install**. Confirm the installation.
3. You will receive an action feedback message. After the uninstallation has finished, click **Restart site now** if that button appears to restart the website.

Uninstalling a Package

Uninstall a package as follows:

1. Under **Add-ons** > select **Installed**.
2. Select the package you want to uninstall and click **Uninstall**. Confirm the uninstallation.
3. After the uninstallation has finished, click **Restart site now** if that button appears to restart the website.



Note The uninstallation will only remove the module from the list, *not* from the repository.

Upgrading a Package

When an update is available for the installed add-ons on your website, you will be notified by the number of upgrades.

Upgrade a package as follows:

1. Under **Add-ons** > select **Installed** or **Updates**.
2. Select the package you want to upgrade and click **Update**.
3. After the uninstallation has finished, click **Restart site now** if that button appears to restart the website.



Note Also the add-on system itself on your website sometimes needs to be upgraded. It works like installing any add-on except for that it cannot be uninstalled (the **Uninstall** button is unavailable).

Uploading a Package as a File for Installation or Upgrade

The EPiServer Add-on Store supports multi-file upload.

Upload a package as follows:

1. Under **Add-ons**, select the **Manual Upload** button.

2. Click the **Select Packages** button and browse to one or several packages you want to install and click **Install**. The package will be installed to the local repository as well as deployed on the site.
3. After the uninstallation has finished, click **Restart site now** if that button appears to restart the website.

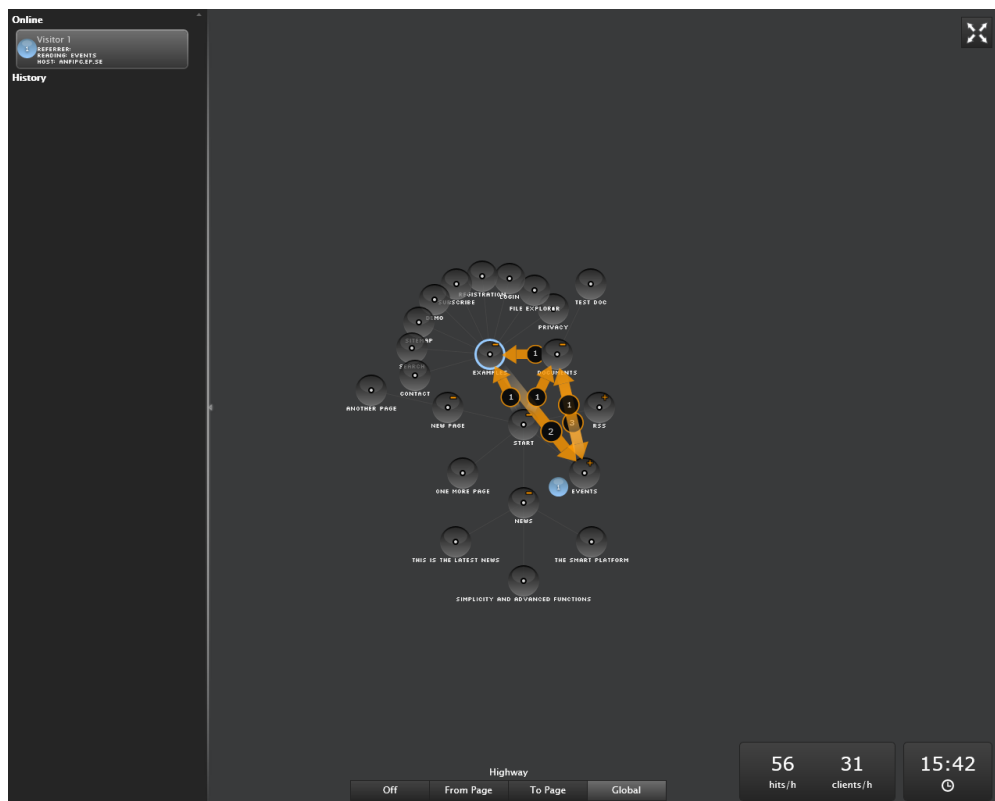


Note The uploaded file must contain a manifest, otherwise the installation fails. Refer to the *Developer Guide* in EPiServer Framework SDK.

Live Monitor

Live Monitor is used by EPiServer CMS to visualize the current traffic on the website. Live Monitor monitors the traffic to your website and follows the behavior of visitors, making your website activity easily available to the organization.

With Live Monitor you can see potential customers and partners that are visiting your website. Using "highways" you can analyze the traffic on your website and adapt the communication accordingly.



The Live Monitor user interface is designed to make it easy to see who is visiting your website right now. Clear real-time animations show you how each visitor navigates your website, where they came from and what pages they are visiting. Live Monitor can be viewed in full screen mode.

Website Structure

The main part of the Live Monitor user interface shows the structure of the EPiServer CMS website. Click on the circles to expand the structure and see how many visitors are currently viewing a certain page that is stored deep in the structure of the website. Activity on the subpages in the website can be viewed by double-clicking the node (page) in question to expand (or collapse) the structure.

Highways

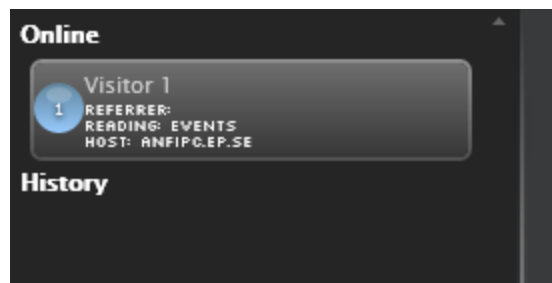
A "highway" is a common navigation track used on the website and is indicated in the user interface by an orange arrow. Highways make it easy to see how visitors choose to navigate your website and indicate how many visitors have chosen a particular route on the site.

It is possible to either view the highways for the entire site, so-called global highways, or to or from a certain part of the website. Global highways cover all the tracks navigated by visitors over a certain amount of time.

Real-Time Visitor Information

When someone visits your website, information about the visitor will be collected based on the IP address. Each IP address (visitor) is assigned a unique number and is displayed graphically by a rotating ball. Visitors to the website are indicated by the same number until they have been inactive on the website for 60 seconds.

Click on the left frame to expand the visitors information pane.



Online and History

For each visitor you can see the referral URL together with the pages visited and host information under the **Online** section. For each active visitor the current page that is visited is displayed. When a visitor has been static on the website for 60 seconds, the visitor is removed from the list of active visitors to the **History** section. The historical data shows when the visitor's most recent activity on the website was concluded. The time stated is taken from the computer's built-in time and date which is displayed in the lower right corner of the screen.

Accessing Live Monitor on Your Website

When **Live Monitor** is installed on your website, you will find it in the EPiServer CMS top menu next to the **Report Center**. Live Monitor can be set up to use any page on the website as the root. This does not necessarily have to be the site's start page, although this is most common. The configuration of Live Monitor can be customized. Check with your system administrator what applies on your website, and refer to the technical documentation for Live Monitor on world.episerver.com.

Viewing Highways

It is possible to either view the highways for the entire site, so-called **global highways**, or **to or from** a certain part of the website. Global highways cover all the tracks navigated by visitors over a certain amount of time, and will display the most frequently visited pages on the website. The to/from highways displays from which page a visitor came, and to which page a visitor went.

Viewing and Hiding Global Highways

Global highways are common navigation tracks that exist for the entire website. They are indicated by an orange arrow with a number representing how many visitors have navigated the site as indicated by the arrow.

- Click **Global** in the lower part of the Live Monitor screen to display global highways.
- Click **Off** in the lower part of the Live Monitor screen to hide global highways.

How to View Highways to or from a Certain Part of the Website

1. Click the page for which you want to view the highways to or from.
2. Click **From Page** or **To Page**, to display the highways showing from which page most visitors came, or to which page most visitors went.
3. Click **Off** in the lower part of the Live Monitor screen to hide the highways again.

Viewing Traffic Statistics

The following information is calculated and displayed in the lower right corner of the overview:

- **Hits/hour**. The number of clicks per hour to pages on the website.
- **Clients/hour**. The number of individual visitors per hour to the website.

Displaying Live Monitor in Full Screen



Click the **Full screen** button in the upper right part of the screen to display Live Monitor in full screen mode. Click the **Full screen** button again to exit full screen mode. You can also click **Esc** on your keyboard to exit full screen mode.