

# WorkPace Reports

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## Introduction - WorkPace Reports

WorkPace automatically records monitoring data for each individual that uses the software. Unless this feature is turned off (see "*System Administrator Mode*"). A range of information is logged as a daily summary for each day of the year with a total of 12 months information been stored in the user file (once the user file is full the oldest monitoring data is simply overwritten ). The information includes the time spent using the keyboard and mouse, the number of keystrokes and mouse clicks, the current WorkPace settings, and the number of breaks, micropauses taken and ignored. All this information is automatically logged and stored in the user file (\*.usr). This information can be viewed on screen through the **System Admin login / User Data** or the menu **View / User Data** (unless this has been disabled by the "*System Administrator*"). To be able to properly analyse this information, however, we really need to be able to load it into software packages that are designed for such analysis e.g. Microsoft Access, Excel, Crystal Reports. WorkPace Reports has been designed to allow you to do this.

WorkPace reports allows you to access all the user files and extract recorded information and monitoring data for specific users, specific parameters and a specific period of time. For example, you might want to compare the daily *keystroke totals* for 5 people over the last 3 months. Using Excel or Crystal Reports (and similar packages e.g. Lotus 123, Quicken) you can then perform more detailed analysis of the data e.g. calculate weekly and monthly totals, averages, maximum's and minimums as well as plotting graphs.

## Password

You can set a password for WorkPace Reports to prevent unauthorized users from gaining access to other people's recorded user statistics.

1. Choose **File / Set Password**
2. Enter your choice of password

**Note:** Passwords are case sensitive.

The default when WorkPace Reports is first installed is to have no password. Once you have set your password you must ensure that you do not forget it. If you forget the password you will need to reinstall WorkPace Reports to reset it.

**Note:** The WorkPace reports password is quite separate from the WorkPace system administrator password. You can, of course, choose to use the same password for both (however, changing the password for one package will not change the password for the other)

## Multiple User, Single Statistic Report

This option allows you to export and examine a single WorkPace statistic for multiple users. For example you may wish to create a report showing the total computer usage time for a group of people. To create such a report:

1. Go to the Main window of WorkPace Reports
2. Select option 1
3. Using the **Drive** and **Directory** boxes go to the directory where WorkPace user files are stored. This would normally be *C:\WorkPace\User* if WorkPace is installed locally, or the *central user directory* on a network. Whenever you go to a directory where user files are stored, the filenames will be displayed in the **User List** box. If you select one of these filenames, more detailed information is given in the top right area of the window. You may also select a directory with user files you have visited before using **File** option from the menu. You may sort the users by different categories using the **Options** menu
4. Once there are names listed in the **User List** box, you may choose any number of users to report on by using the left and right arrow buttons to add or remove users to or from the **Selected Users List**
5. Select a reporting period
6. Select a Statistic to report on
7. Click the **Create Report** button. A save box will appear
8. Type in a file name to save the report data under, e.g. *report.txt* and click **Save**
9. This data is in a suitable format for importing into most database and graphing packages. See instructions for importing the data into Microsoft Excel, Access, and Word.

## Selecting a Statistic for Multiple User, Single Statistic Report

This explanation applies to the Multiple User Single Statistic report. The statistics have been divided into 3 categories. These are:

1. **Usage Statistics** - these include the users' time spent on the computer, numbers of mouse clicks, keys pressed etc
2. **Break Statistics** - these are the number of, and types of breaks taken by users
3. **User Settings** - reports on the WorkPace settings for the user

To select a statistic:

1. Select one of the above classes from the **Category** pulldown list
2. Select a statistic from the **Statistic** pulldown list

## Single User, Multiple Statistics Report

This option allows you to export and examine multiple WorkPace statistics for a particular person. For example, you may wish to print out statistics on one person's mouse usage, keystroke totals, and the number of breaks they have taken. To create such a report:

1. Go to the Main window of WorkPace Reports
2. Select option 2
3. Using the **Drive** and **Directory** boxes go to the directory where WorkPace user files are stored. This would normally be *C:\WorkPace\User* if WorkPace is installed locally, or the *central user directory* on a network. Whenever you go to a directory where user files are stored, the filenames will be displayed in the **User List** box. If you select one of these filenames, more detailed information is given in the top right area of the window. You may also select a directory with user files you have visited before using **File** option from the menu. You may sort the users by different categories using the **Options** menu
4. Once there are names listed in the **User List** box, highlight the user you wish to generate a report for
5. Select a reporting period
6. Select the statistics you wish to report on
7. Click the **Create Report** button. A save box will appear
8. Type in a file name to save the report data under, e.g. *report.txt*, and click **Save**
9. This data is in a suitable format for importing into most database and graphing packages. See instructions for importing the data into Microsoft Excel, Access, and Word.

## Selecting Multiple Statistics

This help applies to the [Single User, Multiple Statistics](#) report. You may select multiple statistics from the **Statistics** list box by holding down the **CTRL** key on the keyboard (bottom left key) and clicking the entries in the list. You may also deselect entries this way. By clicking on the **Usage** button, **Break** button, or **Settings** button you can quickly select or deselect the entire corresponding category of entries.

## Selecting a Reporting Period

You may select the reporting period in three different ways:

1. **Manually:** Go to the **Reporting Period** area of the window and select the period manually by clicking on the day, month or year of the date you wish to change and using the up/down arrows (or the keyboard)
2. **Select by Month:** From the menu select the month and year you wish to generate a report on, and the **Reporting Period** area is automatically filled in for you with the beginning and the end of the month you selected
3. **Select by Year:** From the menu select the year you wish to generate a report on, and the **Reporting Period** area is automatically filled in for you with the beginning and the end of the year you selected



## Importing Data into other packages

The report data files produced by WorkPace Reports can be imported into most data analysis packages. Included here we provide step-by-step instructions for importing data into Microsoft Excel, Word, and Access.

## Importing Data into Excel

Once you have generated either a Single User, Multiple Statistics Report or a Multiple User, Single Statistic Report, you may view the data by importing it into an Excel Worksheet :

1. Start Excel
2. From **File** menu, select **Open**. A file open window now appears
3. From the **Files of Type** pulldown list select **All Files (\*.\*)**
4. Navigate the file structure until you find the name of the file you saved the report under
5. Double click on the file name
6. You will now be taken to the **Text Import Wizard**. Click **Finish**

## Importing Data into Word

Once you have generated either a Single User, Multiple Statistics Report or a Multiple User, Single Statistic Report, you may import the data into a Word table:

1. Start Word
2. From the **Insert** menu, select **File**. A file open window now appears
3. From the **Files of Type** pulldown list select **All Files (\*.\*)**
4. Navigate the file structure until you find the name of the file you saved the report under
5. Double click on the file name
6. Select/highlight the imported report text
7. Choose Table / Convert Text to Table
8. Press **OK**

## Importing Data into Access

Once you have generated either a Single User, Multiple Statistics Report or a Multiple User, Single Statistic Report, you may view the data by importing it into an Excel Worksheet :

1. Start Access
2. From **File** menu, select **Get External Data / Import**. A file open window now appears
3. From the **Files of Type** pulldown list select **Text Files**
4. Navigate the file structure until you find the name of the file you saved the report under
5. Double click on the file name
6. You will now be taken to the **Import Text Wizard**.
7. Click **Next**
8. Tick the check box First Row Contains Field Names. Click Next.
9. Choose whether to store this information in a **New Table** or an **Existing Table**
10. Click **Next**
11. Click **Next**
12. Type in name of report table

## The WorkPace Reports Data Format

The output report file that WorkPace Reports produces is a text file containing rows and columns of information.

WorkPace Reports exports the data you select into a text file containing a table of the information. The format of this table is as follows.

The rows are consecutive days with the first column showing the date for each row. Even though data may not exist for every day in the chosen period (i.e. if the computer was not used for several days) all dates in the period are shown in the report. For those days on which no data was recorded the data field is left blank -- equivalent to a NULL value. Note that a blank/NULL value is quite different to a zero value. A zero value might, for example, mean that although the person was using the computer no rest breaks were taken, whereas a blank/NULL means that the person did not use the computer that day at all. This difference is important when calculating averages and counting days worked e.g. if we want the average time worked per day we are normally only interested in averaging over the days actually worked, not the total number of days in the month. As most people do not work during the weekend then data will likely only be recorded for around 20 - 22 days out of each month.

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## Export format options

Depending upon what software package you are going to use for further analysis of the WorkPace uses statistics you may need to adjust the export format for WorkPace Reports. Many packages such as Excel and Access can take data in many formats. However, other packages may be more restrictive and, for example, may require that *Field Delimiters* be commas, *Null* values be displayed as "", *Boolean* fields as *True/False* and any text be surrounded by quotes. If you are having problems importing the data you can try changing some of the export format options.

### Field Delimiter

Used as the separator between different fields.

#### Options

Tab\*  
Comma  
Semicolon  
Space  
\*Default

### Text Qualifier

Used to surround any text fields.

#### Options

Double quote\* "  
Single quote '  
{None}  
\*Default

### Date Format

The exact form for the Short, Medium, and Long date formats is determined by your Regional settings (see Windows Control Panel).

Format	Example
Medium Date*	24-Sep-98
Long Date	Thursday, 24 September 1998
Short Date	24/09/98
dd mmm yyyy	24 Sep 1998
dd/mm/yyyy	24/09/1998
mm/dd/yyyy	09/24/1998

\*Default

### Time Format

The exact form for the Short, Medium, and Long time formats is determined by your Regional settings (see Windows Control Panel).

Format	Example
Medium Time*	08:23 PM
Long Time	20:23:34
Short Time	20:23
hh:mm:ss AM/PM	08:23:34 PM
hh:mm:ss 24hr	20:23:34
hh:mm AM/PM	08:23 PM
hh:mm 24hr	20:23

\*Default

## Boolean

False	True
0*	-1*
0	1
F	T
False	True
No	Yes
N	Y
Off	On

\*Default

## Null Field

A Null field is any field/parameter for which no information was recorded. This would occur if, for example, the person did not use the computer on a particular day. Note that a Null value is not the same as a zero value. \*Default

## Options

{none}\* (i.e. blank)

NULL

0

-

## Data separators

Each row in the report text file is separated by Carriage Return/New Line. Each column/field is separated by either a ',' 'TAB' ':' or 'SPACE' character. The default is a 'TAB' character. The column separator can be changed under the menu **Options / Export Format**. Text fields (dates or names) are delimited by either single or double quotes (or no delimiter) -- see **Options / Export Format / Text Qualifier**.

## Multiple users, single statistic report

For this report each column contains data for a different user, with the column title being the user's name. The first column shows the name of the parameter being reported on. An example is shown below.

"Micropauses ignored"	"John"	"Mary"	"Bill"	"Paul"
"1/3/98"	13	27	0	2
"2/3/98"	5	10	0	19
"3/3/98"	7			
"4/3/98"	9			
"5/3/98"	12	10	0	21

Note here that the 3/3/98 and 4/3/98 were the weekend and in this case John was the only person working over the weekend, meaning that the data fields are blank for everyone else who did not work.

Note that this format is primarily intended for importing into other packages, such as Excel, Word, and Access.



## Multiple statistics, single user

This report is for a single user, and each column contains a different parameter. An example of this report is shown below. The name of the user concerned is displayed at the top of the first column.

"John" Clicks"	"Micropauses taken" "Usage Time"		"Micropauses ignored"		"Keystroke total"	"Mouse"
"1/3/98"	40	13	20,345	1,122	5:34	
"2/3/98"	34	5	13,034	834	4:21	
"3/3/98"	30	7	25,543	1,533	4:06	
"4/3/98"	45	9	22,342	1,234	4:34	
"5/3/98"	25	12	18,123	942	3:12	

Note that this format is primarily intended for importing into other packages, such as Excel, Word, and Access.

