



Request an analytics report

The HSE Digital Marketing team can provide website analytics reports on HSE websites.

What to include in your request

When you email, please tell us:

- the site section you need data for (please include links)
- the type of data you need. This could include: number of visits, number of visitors, most visited pages, traffic sources, demographics, device type, visit duration
- the reason you need this data
- when this report is needed by. Requests should be sent to digital@hse.ie at least 3 working days in advance.
- how often you would like to receive updates on this data
- how long you will need to receive the reports for

If you are not responsible for the site section you need data for, please also copy in that section's owner so they can approve your request.

Please note, website reports will only be made available to HSE staff who have a HSE.ie email address and who have received authority from the section's owner.

Please make these requests well in advance of any deadlines, as review time may be required.

Turnaround time: minimum 3 working days (from the point when your request is confirmed)

To request a report you must send the request to digital@hse.ie

What happens next

Your request will be added to our ticketing system. You'll get a confirmation email with a ticket number.

If something changes and you need to update the request, follow the link in the confirmation email to update the ticket in our ticketing system.

How your request is prioritised

The report will usually be completed within 3 working days.



If the request is more complex, your report could take longer to complete.

Your request will be prioritised according to:

- deadlines, for example if a report is required for a meeting
- the complexity of the request
- how old the request is

Analytics Report request form - IDEAS FOR FORM components

Name

Job title

Division or service

Email

Phone

What site section(s) do you need data for ? (provide url)

Should anybody else be copied in on this request (comma-separated list of emails)

What is the main reason you need this report?

How urgent? When is this report required for?

How often you would like to receive updates on this data

How long you will need to receive the reports for

What type of data do you need in this report. (check boxes)

- Number of visits
- Number of visitors
- Most visited pages
- Traffic sources
- Demographics
- Device Type
- Visit Duration
- Other

Do you have a client director? (If so, who are they)?