



# Overview report

Last Modified on 05/21/2026 11:11 am EDT

The **Overview** report displays a line graph of visits to your knowledge base for the selected time period. You can update the graph to display a handful of different metrics and export the graph as an image for use in presentations, documents, and performance tracking.

It's a top-level report available in the **Choose your report** dropdown.



## Updated hourly

The Overview report updates all of its statistics once per hour. Most other reports update in near-real-time as visits occur.

## How to view the report

To open the Overview report:

1. Go to **Reporting > Owl Analytics**.
2. Select **Overview** from the **Choose your report > Type** dropdown.
3. Select the time **Period** you want the report to display. Refer to [Use the Period filter](#) for more information on the options available.
4. By default, reports include views and visits from authors and readers. Use the **Audience** to filter to **Readers (no authors)** or **Authors only**. Refer to [Use the Audience filter](#) for more information on the options available.

## Anatomy of the report

The Overview report opens in the main report window. It includes the **Visits over time** line graph, controls for that graph, and the **Visits overview** metrics:

Sample Overview report

Let's review each section in more detail below.

### 1: Visits over time graph

The **Visits over time** graph plots the selected metric(s) in a line graph.

## 2: Export this dataset in other formats

Select the **Export this dataset in other formats** icon (the rectangle with the arrow icon) to open a modal to export the data in this report in another format.

Refer to [Export data from Owl Analytics](#) for more detailed instructions on using this feature.

## 3: Export as image

Select the **Export as Image** icon (the picture icon) to open a modal with just the image in it.

Right-click on the image and select **Save image As...** to save the image to your computer as a .png with the filename of your choice.

This can be a great way to share these metrics with a larger audience, in a presentation, as part of key performance indicators, and so on!

## 4: Change period selector

Use the **Change period** icon and label (a calendar with the current x-axis period label) to change the time period used for the x-axis. Choose from **Day**, **Week**, **Month**, and **Year**.

## 5: Rows to display

Use the **Rows to display** numeric dropdown to change the number of the selected periods to display. Choose from 3, 6, 12, 24, 36, and 120.

## 6: Visits overview metrics

The **Visits overview** section displays all of the overview metrics available in this graph.

Each metric includes a small, simplified version of the metric with dots to indicate the highest and lowest point.

Select any of the **Visits overview** metrics to update the **Visits over time** graph to explore the metrics in more detail, export as an image, and so on.

Options include:

- [Visits](#) and unique visits
- Readers
- Average visit duration
- [Bounce rates](#)
- [Actions per visit](#)
- The maximum number of actions in one visit
- [Pageviews](#) and [Unique pageviews](#)
- Searches
- [Downloads](#)

- [Outlinks](#)
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