File Download Tracker - User Guide
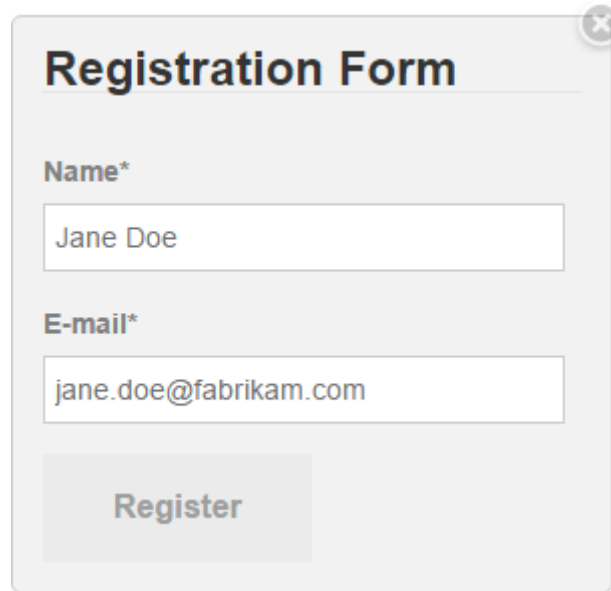
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1 Introduction

The File Download Tracker add-on allows you to track file downloads from your website. For this, you need to "protect" links to downloadable files on pages forcing visitors on your website to register before downloading such files.

Figure 1: Registration form for file downloads

You can either list links to files from a specific folder in the media archive as requiring registration, or "protect" links already inserted on a page.

Each download is thus logged and you can view the file download report directly in the CMS Console. You can export the report to an Excel spreadsheet to process and analyze its data as you like.

Figure 2: File download report

You can also choose to get email notifications on each download.

1.1 Who Should Read This Guide?

This guide is intended for those who wants to keep tracks of media file download statistics on websites.

You will primarily work within the Content perspective, editing pages and working with reports. You should know how to work with pages in C1 CMS, namely, insert CMS functions.

You may also need access to the Media perspective where you can upload media files.

1.2   Getting Started

To get started with the Form Builder, consider learning to do the following activities.

Getting Started		
Step	**Activity**	**Chapter or section**
1	Create links requiring registration	Creating links that require registration
2	Require registration on existing links	Requiring registration on existing links
3	Get email notifications	Getting notified of new downloads by email
4	View download reports	Viewing download reports
5	Export reports to Excel	Exporting statistics to Excel

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2 Creating links that require registration

You can have users register before downloading media files from your website. All downloads by the registered user will be tracked now. (Please "Viewing download reports" for more information.)

For this, you will list links to these media files on a web page. When an unregistered user clicks such a link, a registration form will pop up prompting him or her to register by providing information such as the user name and an email address.

This is one-time operation. Once registered, the user will be able to download one or more media files from the website.

If the user chooses not to register, she or he will not be able to download the protected media.

To expose media files that require registration before being downloaded:

1. Edit a page where you want the media links to appear.
2. Insert the Composite.Media.FileDownloadTracker.ListFiles function (Insert | Function).
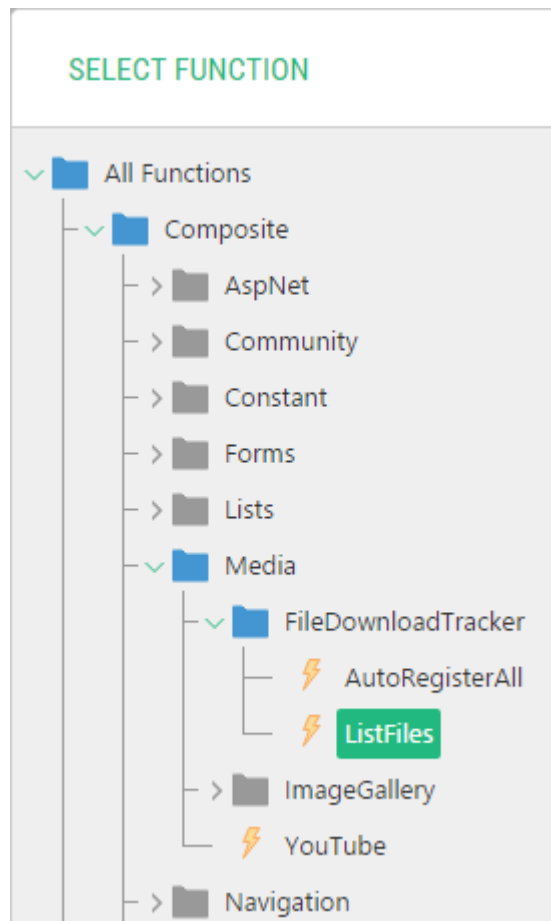

Figure 3: Inserting the ListFiles function

3. Specify its required parameter:
    a. **Media folder**: The folder in the media archive to expose files from. Files in subfolders will be listed, too.
4. If necessary, specify these optional parameters:
    a. **Notification Email**: When specified, the email address is used to send notifications of each download to.

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b. **Required Fields**: Fields required to fill out on the registration form. The Name and Email are required by default.
c. **Optional Fields**: Optional fields to be displayed on the registration form.
d. **Form Intro Text**: Text that appears on the form to explain the use of the registration form.
e. **Test Mode**: If selected, the registration form will always be shown.

Figure 4: Setting the ListFiles function parameters

5. Click OK.

Please note that the fields that appear on the form are a combination of required and optional fields with the required fields having higher priority.

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3   Requiring registration on existing links

You can also turn the existing "unprotected" links on a page into those that require registration when clicked.

For this, use the Composite.Media.FileDownloadTracker.AutoRegisterAll function:

1. Edit a page with existing downloadable links.
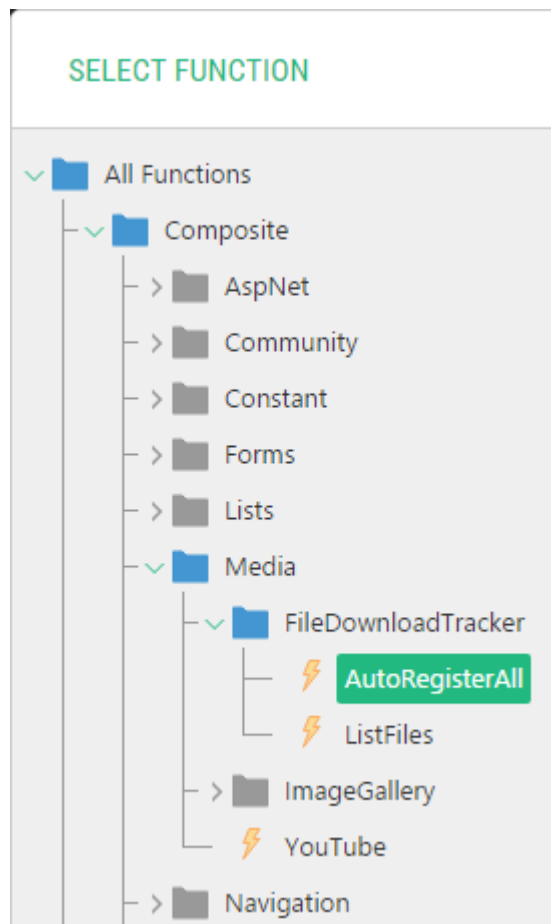2. Insert the Composite.Media.FileDownloadTracker.AutoRegisterAll function (Insert | Function).

Figure 5: Inserting the AutoRegisterAll function

3. If necessary, specify these optional parameters:
   a. **Notification Email**: When specified, the email address is used to send notifications of each download to.
   b. **Required Fields**: Fields required to fill out on the registration form. The Name and Email are required by default.
   c. **Optional Fields**: Optional fields to be displayed on the registration form.
   d. **Form Intro Text**: Text that appears on the form to explain the use of the registration form.
   e. **Test Mode**: If selected, the registration form will always be shown.

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Figure 6: Setting the AutoRegisterAll function parameters
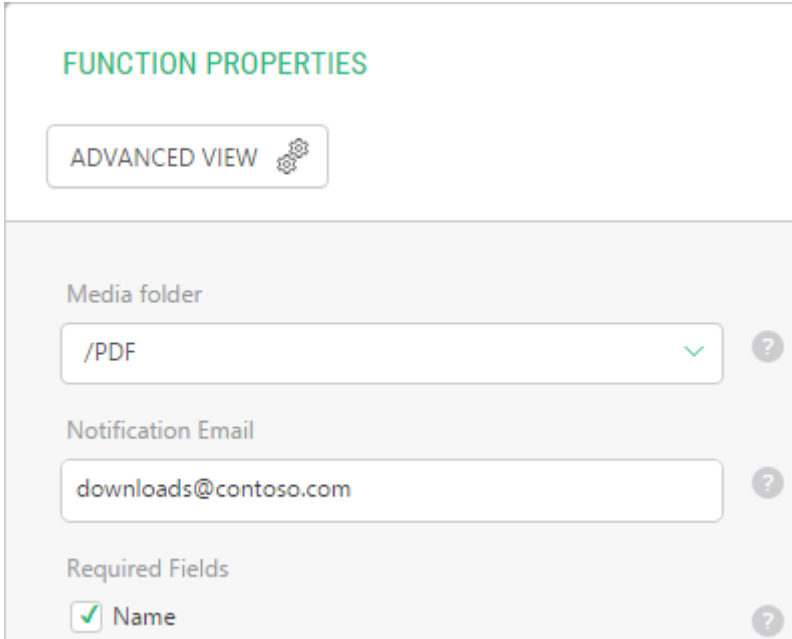
4. Click OK.

4   Getting notified of new downloads by email

If you choose to, you can receive notifications by email every time a registered user downloads a file.

Please note that this requires that a mail host should be properly configured on your website. (See "Configuring Email Host".)

1. Edit a page with links protected by File Download Tracker.
2. Edit the properties of the Composite.Media.FileDownloadTracker.ListFiles or Composite.Media.FileDownloadTracker.AutoRegisterAll function.
3. In the Notification Email parameter, type in a valid email address where you want to receive notifications.
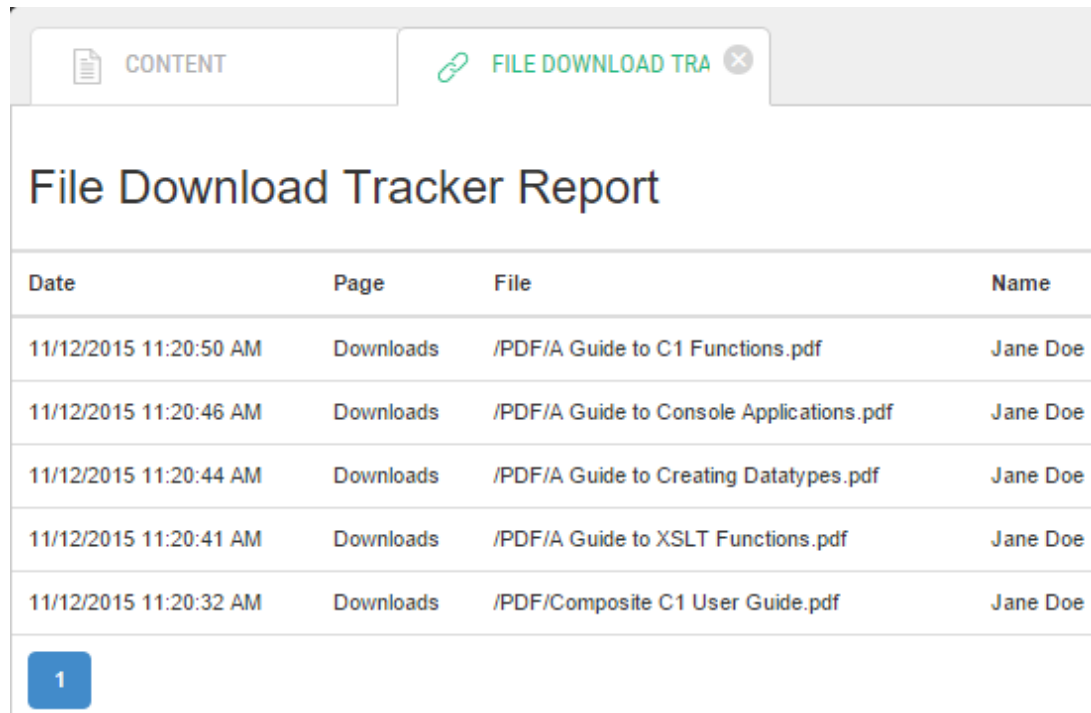
Figure 7: Setting up email notifications

4. Click OK.

5   Viewing download reports

As File Download Tracker logs each download by registered users, you can view this information in the CMS Console.

Figure 8: File download report

To view the report:

1. Form the "Content" perspective, select "File Download Tracker".
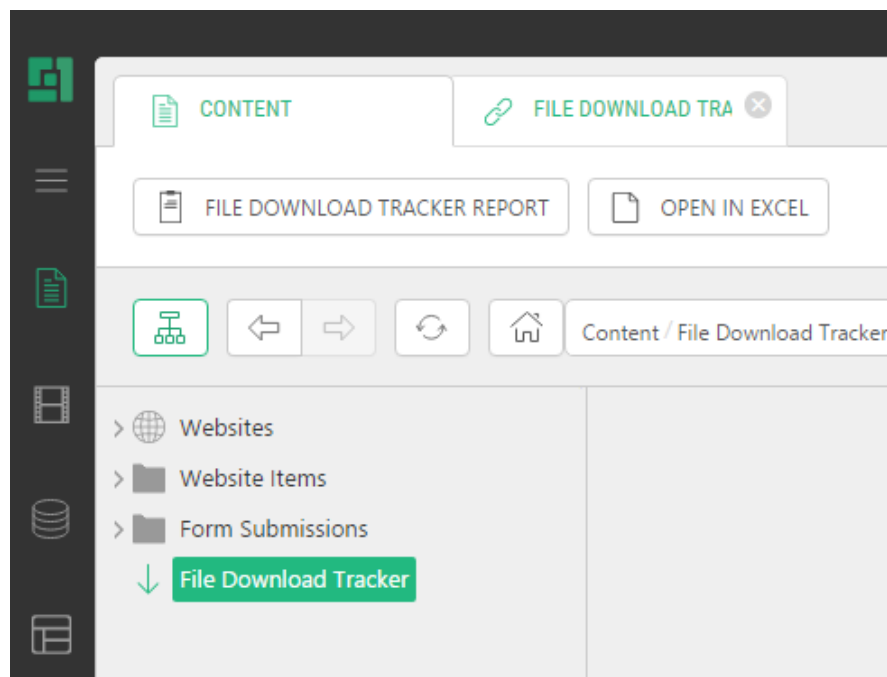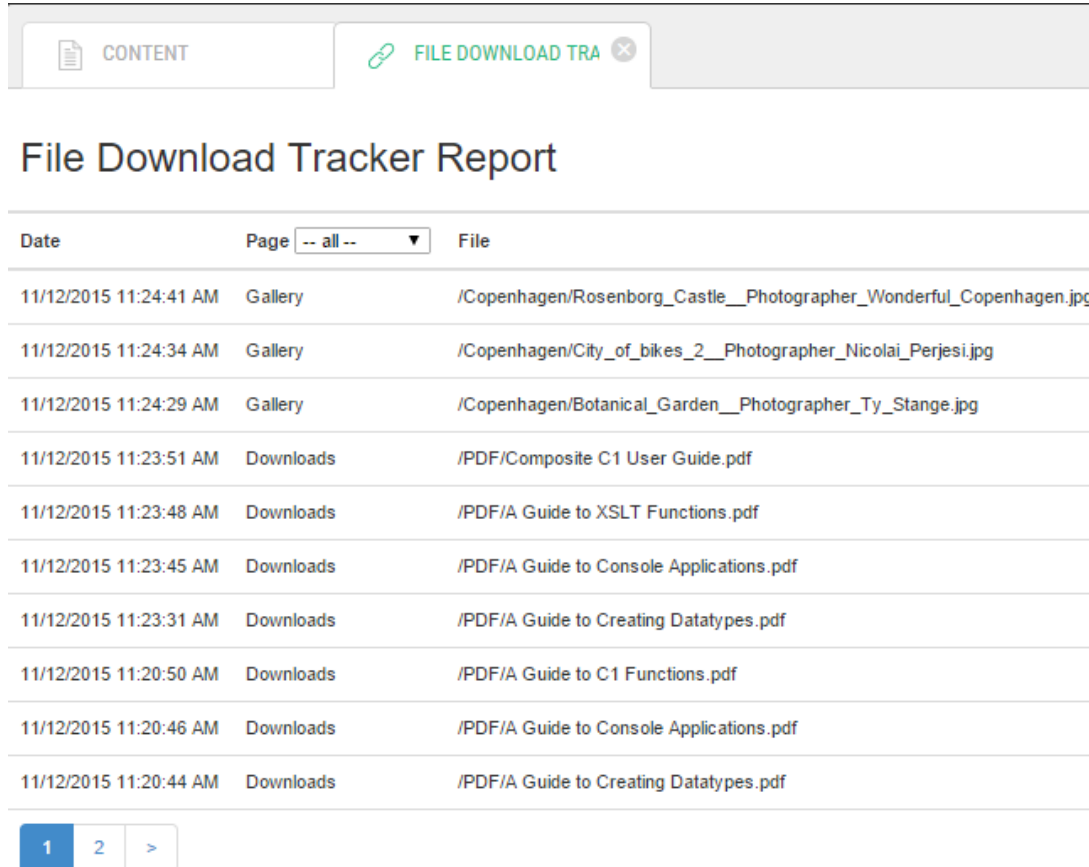2. On the toolbar, click "File Download Tracker Report".

Figure 9: Opening the file download report

The report will open in the right pane.

The information collected about each download includes the date, the file name, the page the file was downloaded from, the user name, the email address etc.

The long reports are split into pages 10 entries each.

Figure 10: Paging in the report

If you have more than one page to download files form, you can choose to filter the report by page.
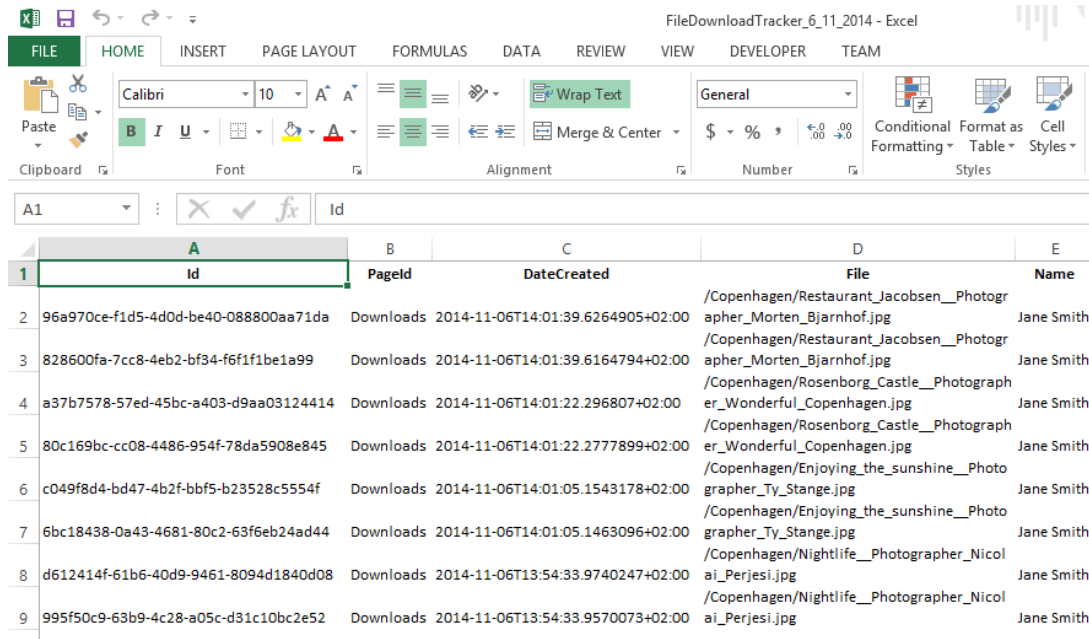

Figure 11: Filtering by page in the report

6 Exporting statistics to Excel

Along with viewing the download report in the CMS Console, you can also export this data to an Excel spreadsheet.

Figure 12: File download report exported to Excel

To export the download data:

1. On the "Content" perspective, select "File Download Tracker".
2. On the toolbar, click "Open in Excel".
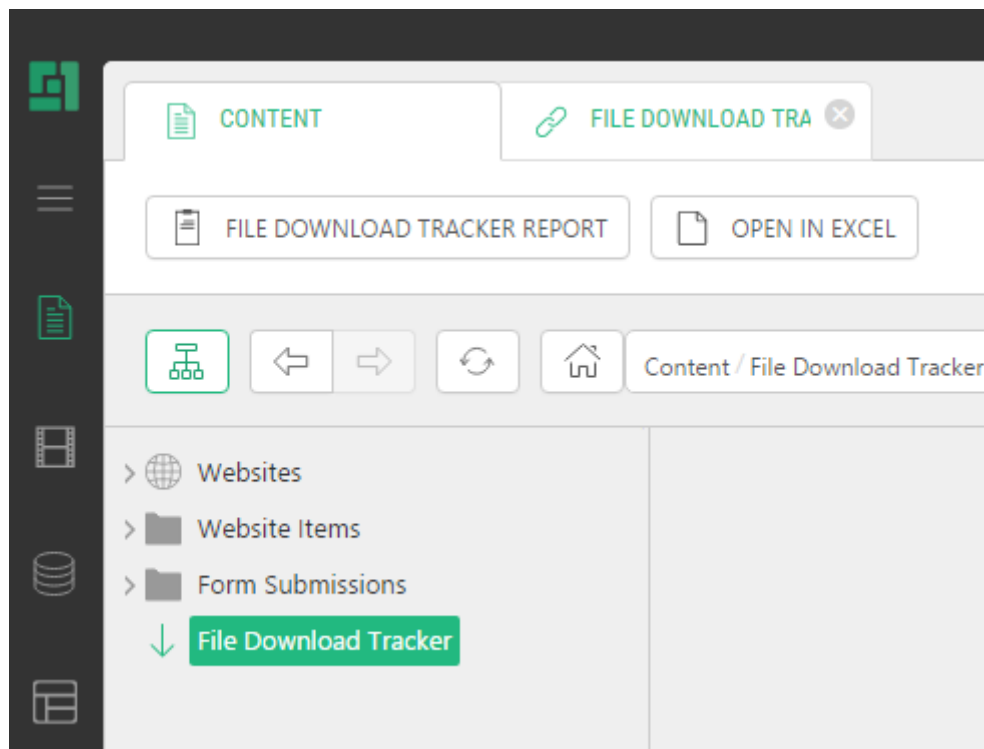

Figure 13: Exporting the file download report to Excel

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3. When prompted, select whether to open or save the report.
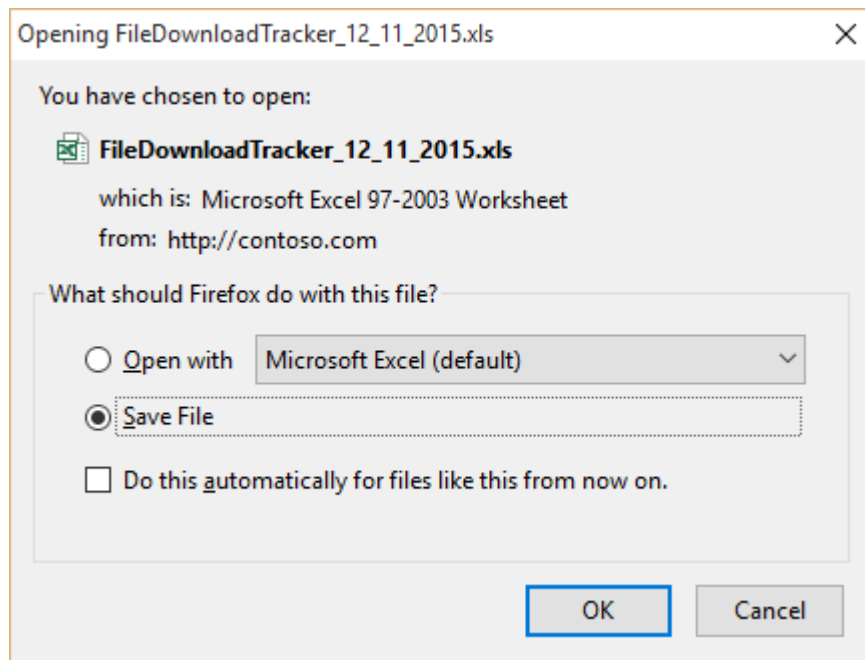
Figure 14: Selecting to open or save the report

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7   Test Your Knowledge

TASK 1

1. Edit a page.
2. List files from a folder in the media archive with the corresponding function.
3. Save and publish the page.
4. Open the page in a browser and try downloading files from it. Register if necessary.

TASK 2

1. Edit a page where several links are manually added.
2. Protect these links with the corresponding function so that a registration would be required when clicked.
3. Save and publish the page.
4. Open the page in a browser and try downloading files from it. Register if necessary.

TASK 3

1. Add one or more mandatory fields to one of the registration forms added in Task 1 or Task 2.
2. Add one or more optional fields to one of the registration forms added in Task 1 or Task 2.
3. Save the changes, then save and publish the page.
4. Open the page in a browser and try downloading files from it. Register if necessary.

TASK 4

1. Set up a mail host on your website.
2. Set up email notifications for one of the registration forms added in Task 1 or Task 2.
3. Save the changes, then save and publish the page.
4. Open the page in a browser and try downloading files from it. Register if necessary.
5. Make sure notifications are sent out.

TASK 5

1. Make sure a number of files have been downloaded from two or more pages by now.
2. View the download report.
3. Page through the report if it is multi-page.
4. Choose to only show downloads from a specific page.

TASK 6

1. Export the download report to an Excel spreadsheet.
2. Save it on your computer.

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