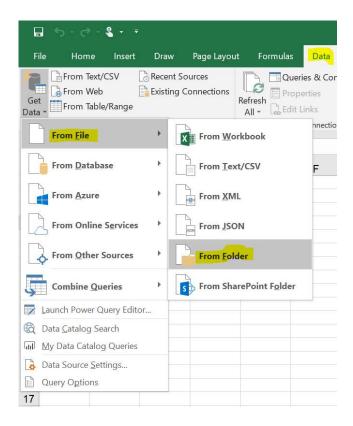
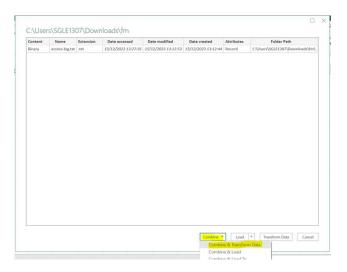
## Determination of the user peak with Excel

(only works with Microsoft Office for Windows, not with Microsoft Office for Mac)

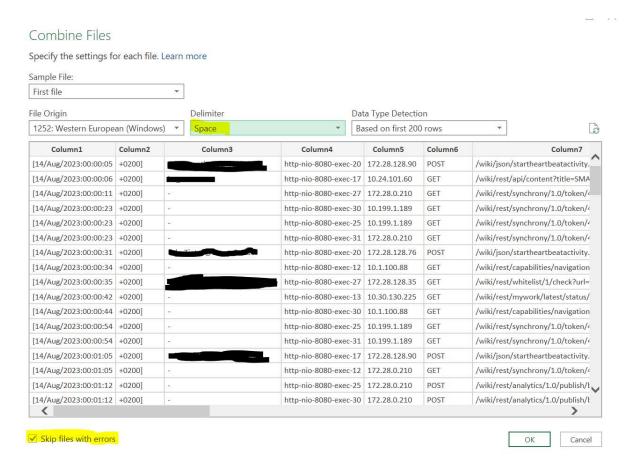
- 1. Copy the log files from the desired period into a local folder
- 2. Open a new Excel file, select Data > from file > from folder



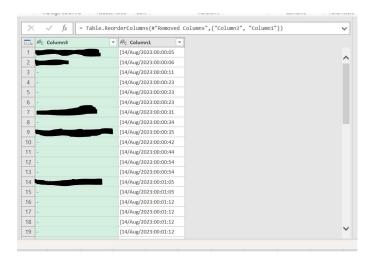
3. Select the folder that the logs were copied to and then combine > combine & transform data > ok



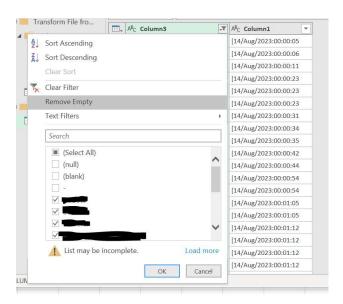
4. Change the "Delimiter" to **space** and tick "Skip files with errors" at the bottom of the window



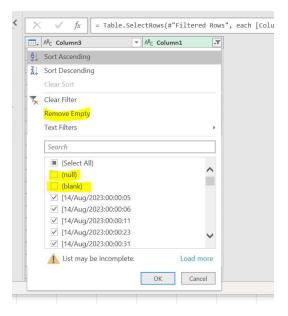
5. In the next window, remove all columns except Column 1 (which contains the date) and Column 3 (which contains the user name), then swap their positions.



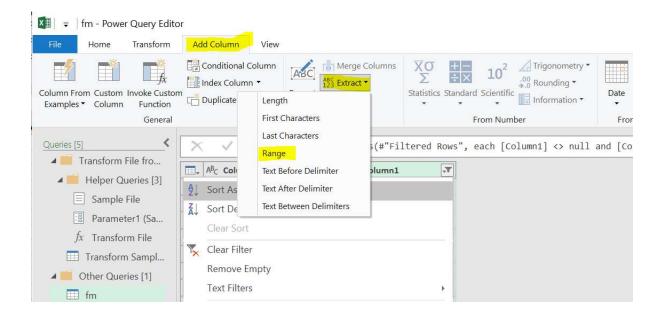
- 6. Now click on the selection arrow in the column with the dates and
  - → Click once on "Remove empty".
  - → Make sure that the items "Zero", "Empty" and "-" are not selected.



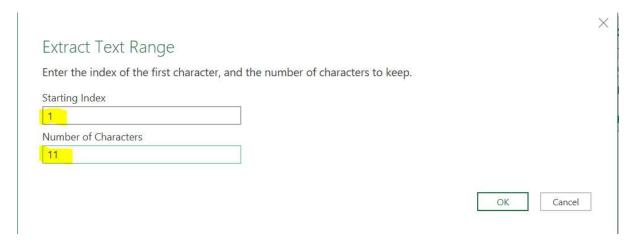
- 7. Now click on the selection arrow in the column with the names and
  - → Click once on "Remove empty".
  - → Make sure that the items "Zero" and "Empty" are not selected.



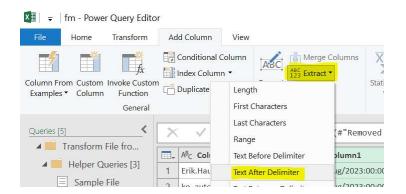
#### 8. After selecting the date column, select Add Column > Extract > Range



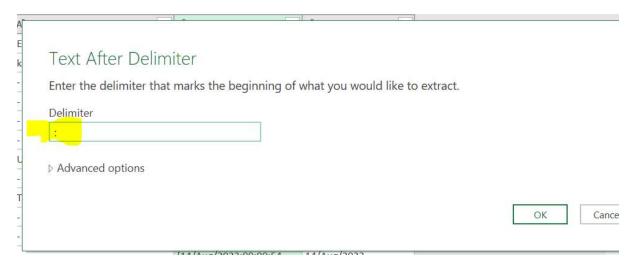
- 9. Enter the following values in the new window
  - → Start index: 1
  - → Number of characters: 11



# 10. Select the column with date and time and select Add column > Extract > Text After Delimiter



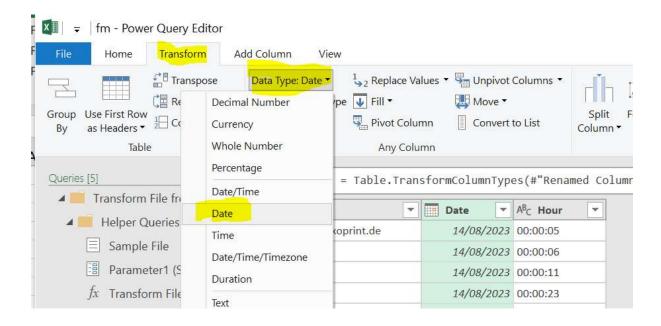
11. Enter: as the Delimiter



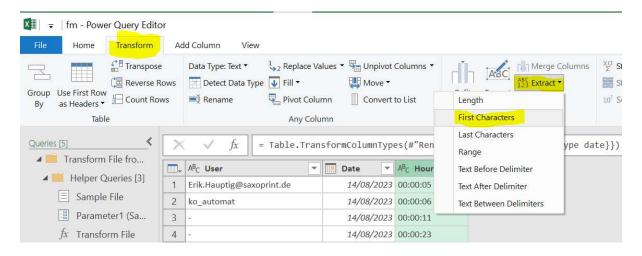
- 12. Make the following changes
  - → Column1 can now be deleted
  - → Rename Column3 to User
  - → Rename the column "Text Area" to <u>Date</u>
  - → Rename the column Text by separator to Hour



### 13. Select the Transform> Data Type > Date

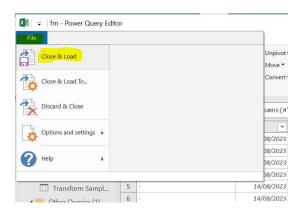


#### 14. Select the hours column and select Transform > Extract > First Characters

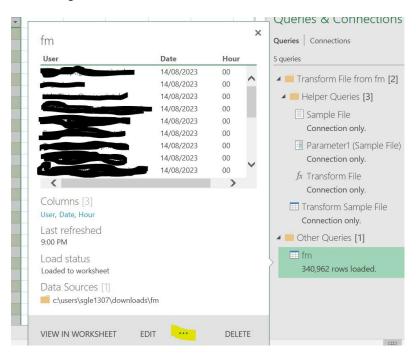


#### 15. and enter the value 2

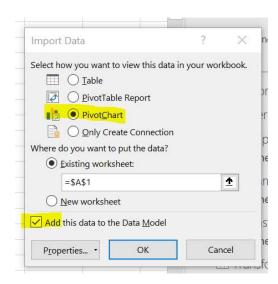
#### 16. Now click File > Close and Load



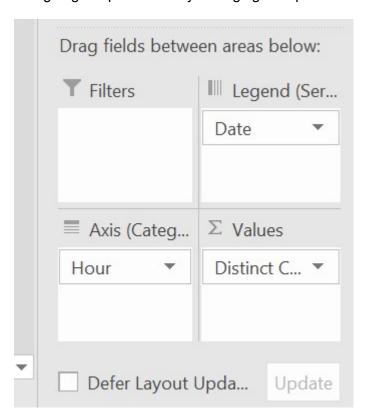
17. Once the data has been loaded into Excel, click on "Load" with the 3 dots on the right-hand side



18. Now select "PivotChart" and "Add this data to the data model"



19. Designing the pivot table by arranging it as per the below



20. The final step is to set the value field for "Number of users" > "Discrete number"