

Web Statistics for UCT admin forms

Dated: 08 January 2015

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Introduction

This document presents summarised statistics for **UCT Administrative Forms** gathered from **01 January 2014 to 31 December 2014**.

The statistics measure hits and visits to the websites defined as follows:

- **Visit:** One person's visit to the website regardless of how many pages are viewed.
- **Hit:** The number of times a single page on the website is viewed or form is downloaded.

Note:

- Statistics exclude visits and hits from both the Content Architecture Team and the Kramer S&P Lab, so as to not skew the data collected.



UCT Administrative Forms statistics

Monthly visits

Table 1 below shows the monthly visits to the UCT Administrative Forms web page:

Table 1: Visits to the UCT Administrative Forms web page per month

<u>Month</u>	<u>Visits 2014</u>
January	6247
February	7123
March	6263
April	5632
May	5957
June	6158
July	6248
August	5601
September	5932
October	6042
November	5848
December	4772
TOTAL visits	71823

Most popular forms

Table 2 below shows the 20 most popular forms, in decreasing order, by number of hits.

This data was gathered from **01 January 2014 to 31 December 2014**.

The **HR201: Application form for Staff Vacancies** and the **HR140: Leave form** consistently remain the most popular forms for this period. The **HR201: Application form for Staff Vacancies** accounts for half (50.24%) of the accumulative hits of the top 20 forms.

**Table 2: Top 20 Most Popular Forms during the period
01 January 2014 to 31 December 2014**

Rank	Hits	Code	Form Name	Department
1	55135	HR201	Application form for Staff Vacancies	Human Resources
2	10981	HR140	Leave	Human Resources
3	4706	FHS002	Clearance of research proposals	Health Sciences Faculty
4	4326	FM045	Reimbursement (UCT internal)	Central Finance
5	4291	HR101	Personal Details	Human Resources
6	3972	HR100a	Appointment (for department use)	Human Resources
7	3657	MM010	Purchase order request	Purchasing Services
8	3377	FM013	Request for journal: single entry form	Central Finance
9	2564	FM032	Subsistence and Travel	Central Finance
10	2490	TA01	Staff parking application & renewal form	Traffic Administration
11	2025	PPS01	Personal Performance System	Personal Performance Systems
12	1852	FM030	Claim for mileage reimbursement	Central Finance
13	1811	HR204	Senior Executive Staff vacancies application form	Human Resources
14	1793	HR100b	Appointment : Students in roles linked to their studentship	Human Resources
15	1662	FM014	Request for journal: multiple entry form	Central Finance
16	1564	FHS013	New protocol application form	Health Sciences Faculty
17	963	HR125	Staff Tuition Rates	Human Resources
18	947	PG002	Departmental Claim Form	Postgraduate Scholarships
19	835	HR105	Additional Payment	Human Resources
20	788	BAS03	Application for the Issue of a Third Party Identification and Access Control Card	Properties and Services

Hit distribution by Department/Faculty

Tables 3 below uses the hit data from the preceding table (Top 20 Most Popular Forms) and represent the hit distribution by Department / Faculty. This data was gathered from **01 January 2014 to 31 December 2014**.

HR (Human Resources) forms consistently account for just over 70% of the accumulative hits within the top 20 most popular forms.

Table 3: Department/Faculty hit distribution during the period 01 January 2014 to 31 December 2014

Rank	Hits	% of Hits	Department / Faculty
1	79781	73%	Human Resources
2	13781	13%	Central Finance
3	6270	6%	Health Sciences Faculty
4	3657	3%	Purchasing Services
5	2490	2%	Traffic Administration
6	2025	2%	Personal Performance Systems
7	947	1%	Postgraduate Scholarships
8	788	1%	Properties and Services
TOTAL	109739	(accumulative hits of Top 20 Forms)	