Assess the Business Value of Applications

- **Find applications that are the most frequently used**
  - Dashboard 'Usage' > 'Sessions vs. Complexity'
    - Focus on the right side of the dashboard, bottom or top
  - Dashboard 'Catalog'
    - Select 'Columns' > 'Default', sort column 'Usage Rank' so that '1' is up

- **Uncover applications used by many end-users**
  - Dashboard 'Usage' > 'Sessions vs. Complexity'
    - Focus on the big bubbles (high end-user numbers)
  - Dashboard 'Catalog'
    - Select 'Columns' > 'Usage', sort available columns titled '<...> 90d' so that the highest number is up

- **Pinpoint applications that embrace the highest design complexity**
  - Dashboard 'Usage' > 'Sessions vs. Complexity'
    - Focus on the upper part, left or right (the right side usually means higher value)
  - Dashboard 'Design' > 'Complexity'
    - Scroll down to 'Complexity Index of Focus DB', the highest columns represent the highest design complexity

Identify Archiving or Transformation Candidates

- **Locate applications which are un- or under-utilized and can be archived**
  - Dashboard 'Usage' > 'Notes Client Usage'
    - Focus on the idle apps in the bottom left corner
  - Dashboard 'Catalog'
    - a) Select 'Columns' > 'Default', sort by 'Last Access', so that 'Never' is up
    - b) Select 'Columns' > 'Usage', sort by 'U access days all', so that '0' is up
    - c) Select 'Columns' > 'Usage', sort available columns titled '<...> 90d' so that '0' is up, click on the apps with result '0' and analyze historic usage in 'Instance Details' > 'Usage'

- **Find applications that are mostly used read-only and can be archived or content migrated**
  - Dashboard 'Usage' > 'Notes Client Usage'
    - Focus on the apps on the bottom from center to the right hand side

Make Your Data Work For You.