How to Specify Which Websites to Load by Default in Matomo
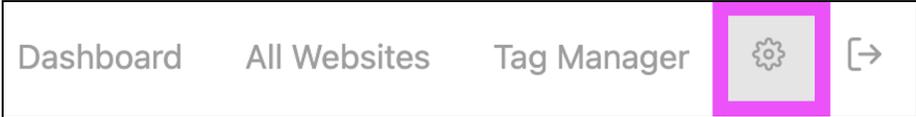
This guide explains how users can configure Matomo to load specific websites or dashboards by default when they log in.
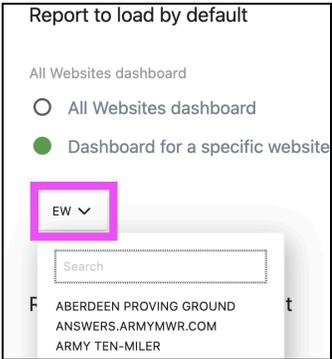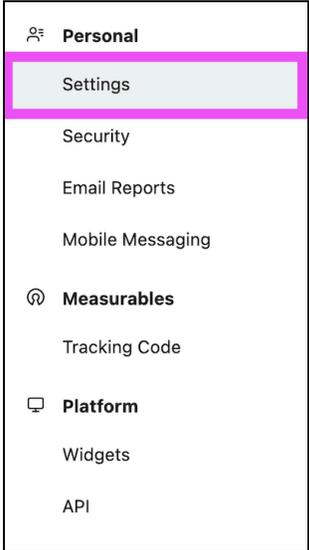
Change Log

Date	Author	Comments
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Steps to Configure Default Websites in Matomo

1. **Log in to Matomo:**
   - Use your Matomo authentication to log into the platform at https://analytics.armymwr.com/.
2. **Access Administration Settings:**
   - From the top menu, click on the "Gear Icon" to access the administration area.

3. **Go to Personal Settings:**
   - Under the **"Personal"** section in the left-hand menu, select **"Settings."**
4. **Select the Default Report to Load:**
   - Locate the section labeled **"Report to load by default."**
   - Use the dropdown menu to choose your preference:
     - **Specific Website:** Select a specific website to load its report by default.
     - **All Websites Dashboard:** Choose this option for an overview of all websites you have access to.

5. **Save Changes:**
   - After selecting your preferred default report, click **"Save"** to apply the changes.

Understanding the Options

- **Specific Website:**
  - Best for users who primarily manage or analyze a single website.
  - Automatically loads the selected website's reports upon login.
- **All Websites Dashboard:**
  - Ideal for users managing multiple websites.
  - Provides a summary of the performance and status of all accessible websites.

Benefits of Configuring a Default Report

- Saves time by loading the most relevant data immediately upon login.
- Reduces navigation steps, streamlining your workflow.
- Ensures you focus on the data that matters most to your role.

Results

Customizing the default website or dashboard in Matomo helps users optimize their experience by displaying the most relevant data as soon as they log in. This simple setting improves efficiency and allows users to focus on their key metrics right away.

Troubleshooting

If you need assistance with Matomo, the **IMCOM G9 Help Desk HQ** is your primary resource. You can submit a support ticket through the official SharePoint portal at:

IMCOM G9 Help Desk