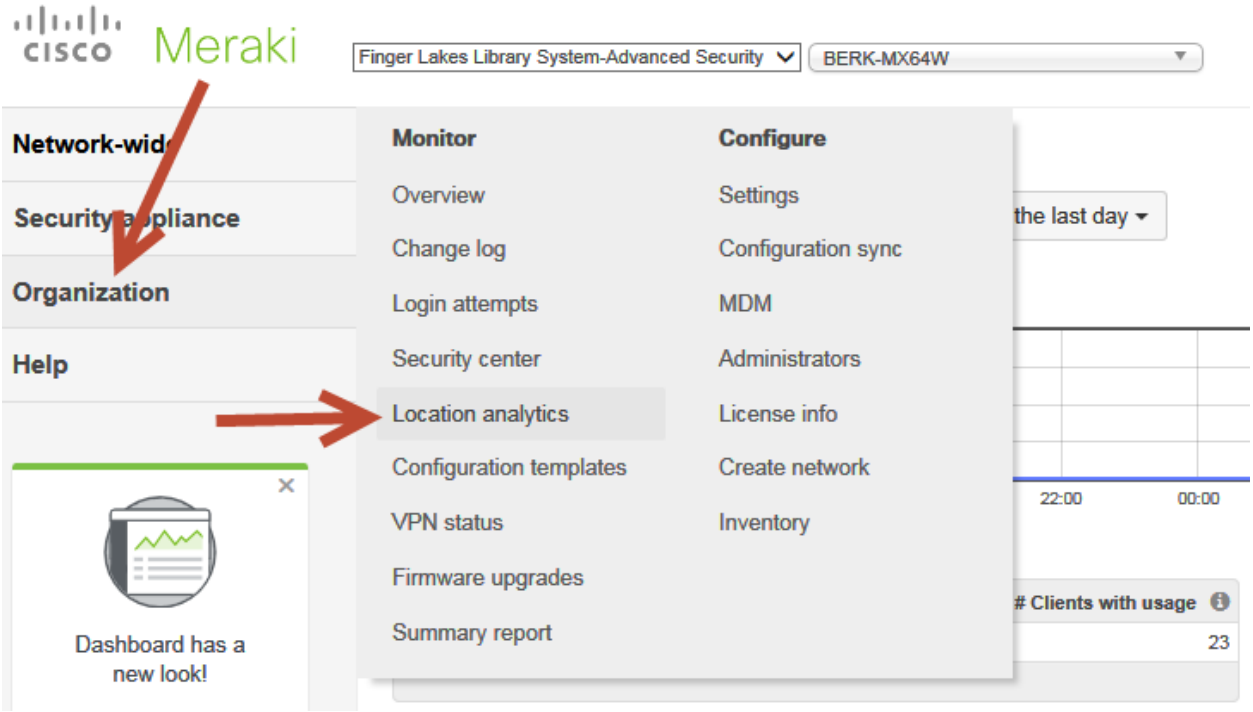
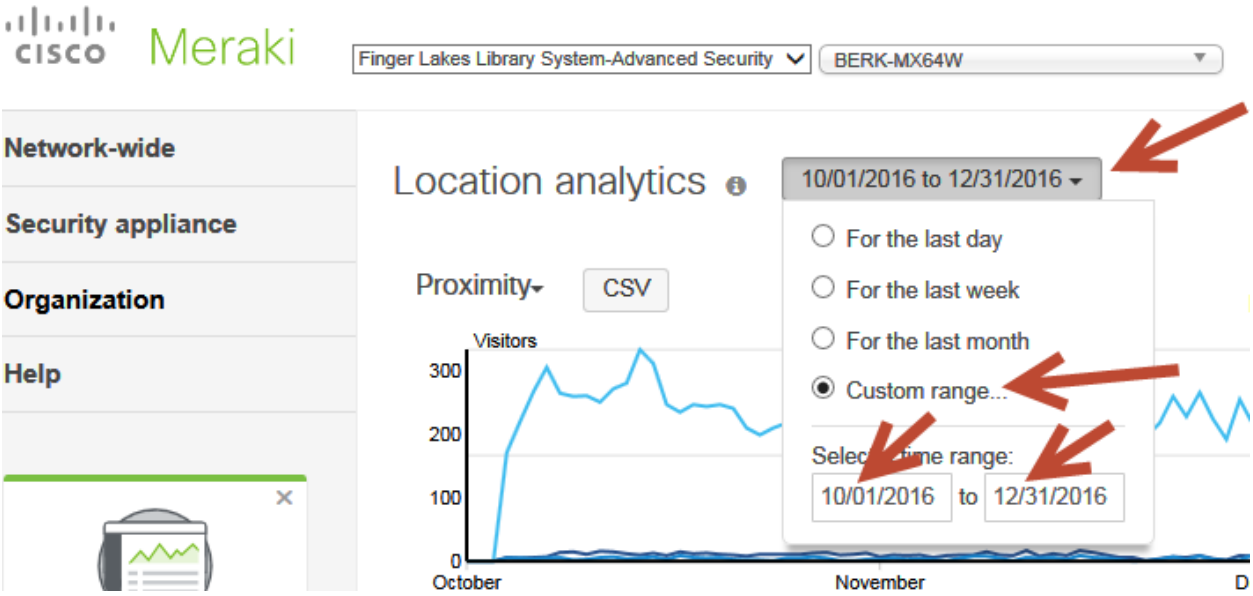
Instructions on how to retrieve your wireless users from a Meraki Security Appliance

For the libraries with a Meraki Security Appliance, please follow the following instructions to calculate your wireless user count.

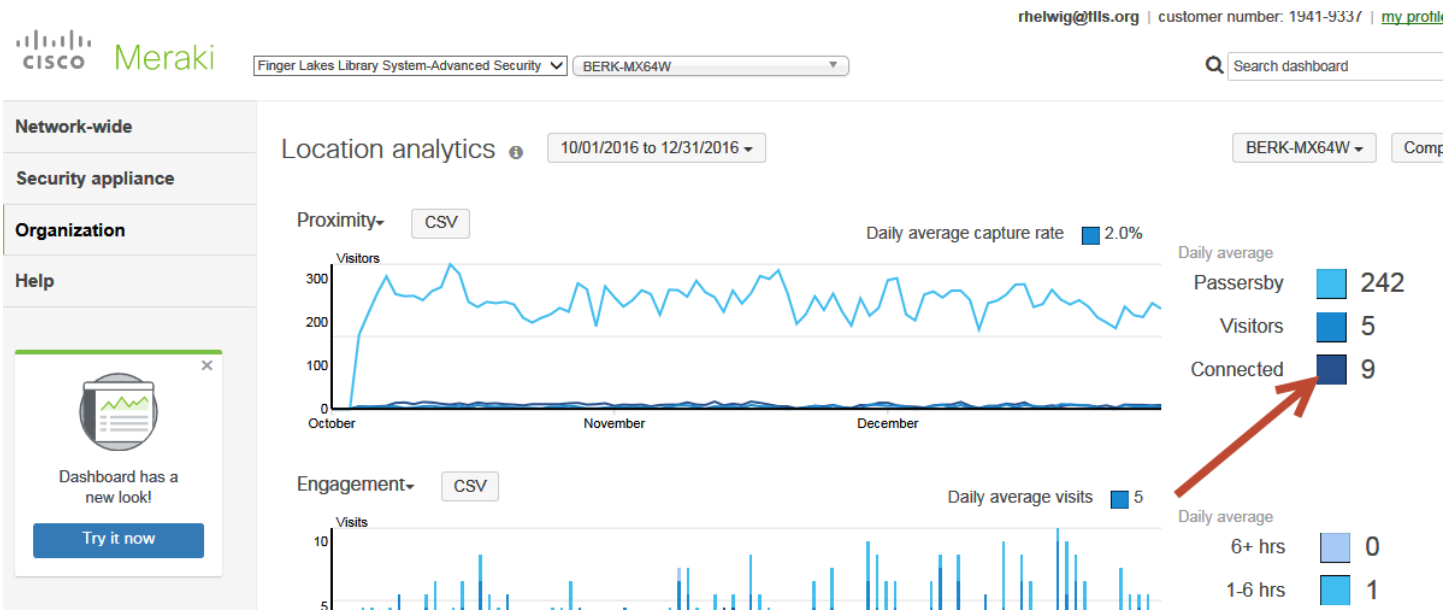
1. Log into your Meraki Dashboard
2. Hover your cursor over Organization (a menu will appear). Click on "Location Analytics" (this should be located in the left hand column and should be the fifth item down.



3. Since these Security Appliances have not been in service for an entire year, we will need to select a sample period of 10/01/2016 to 12/31/2016. Click on the drop down box that says "For the last week" and select "Custom range". Click in the first box and use the pop up calendar to select 10/1/2016. Click in the second box and use the pop up calendar to select 12/31/2016. In future years you will use the entire year as the range.



4. You should now see three graphs displayed on the screen. We will be using just the top graph. Find the number to the right of the dark blue square labeled “Connected”. That number is the number of average daily users that have connected to your wireless network. Take that number and multiply it by 365 days and that will be what you enter in your NYS Annual Report in Section 9, question #33 (Number of wireless sessions provided by the library wireless service per year).



In the example above, your annual sessions provided would be 9 (daily ave.) X 365 (days) = 3,285.