



WebAbacus Introductory Session Agenda

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Version Control

Version	Author	Release Date	Reason	Approved by
1.0	Sean Burton	24/01/2006	Initial release	



Overview

The *WebAbacus Introductory Session* is intended to give a brief overview of the WebAbacus interface.

- **Objectives**
 - Allow attendees to feel comfortable with the WebAbacus interface, allow specific data to be found for a given date or date range.
 - Allow attendees to search, and cross-reference the data displayed within WebAbacus.
- **Includes**
 - Overview of default WebAbacus reports
 - Searching, and filtering within WebAbacus reports
 - Selecting data across ad hoc date ranges
 - Common terminology used within Web Analytics
- **Excludes**
 - Creation of new reports
 - Creation of new date ranges
 - Data integration
- **Prerequisites:** Basic numerical understanding
- **Intended for**
 - Anyone using the WebAbacus tool, and wishes a quick overview.
 - Customers of the *Experience Management Programme* wishing to look at the supporting data detailed in the monthly reports.
- **Duration:** 1-3 hours
- **Max people:** Ten



Agenda

1. Web Terminology and its meaning
2. WebAbacus reporting (front-end) interface
 - a. Report Listing Area
 - b. Data selection Area
 - c. Reporting Area
 - i. Sites
 - ii. Date Ranges
 - iii. Calendar
 - iv. Filters
 - v. Configuration
 - vi. Personal settings
3. How to change personal settings
 - a. Email address
 - b. Password
 - c. Default site / report
 - d. Help text
4. Run through of the basic reports
5. How to select data for specific dates
 - a. Selecting an existing Date Range
 - b. Selecting an ad-hoc date range
6. How to search
 - a. Search for a specific Resource
 - b. Search for a group of similar resources
7. How to filter
 - a. Single-Click Analysis™ using the 'Browsers' report
 - b. Inverting a Filter
 - c. Editing a Filter
 - d. Saving a Filter
 - e. Removing a Filter



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