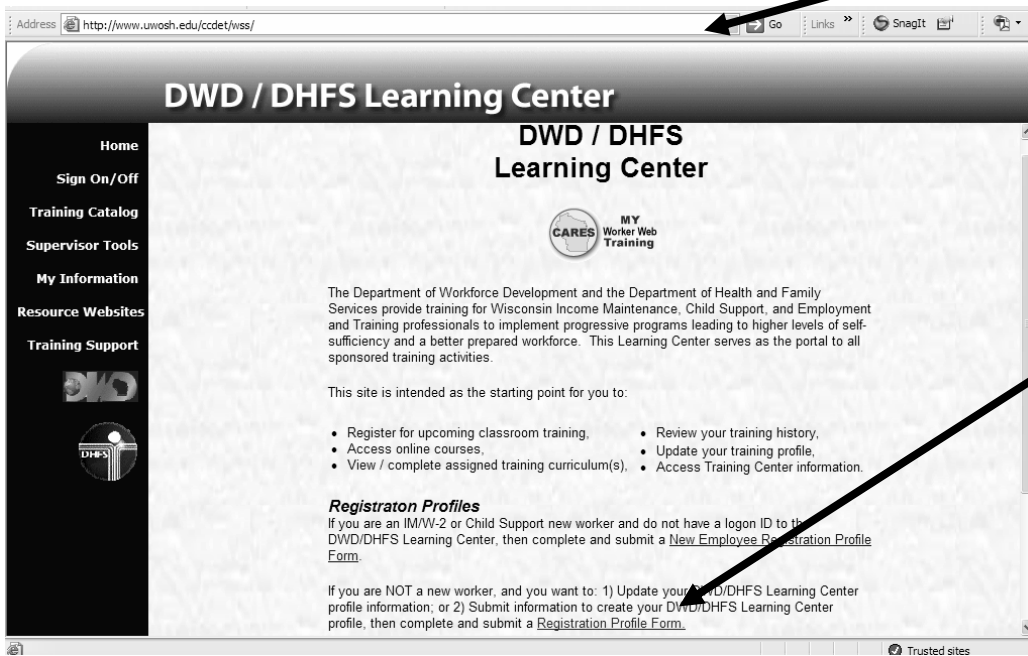


Accessing the WebIntelligence Training Materials in the DWD/DHFS Learning Center

Step 1: Open a new Internet browser (Internet Explorer, Netscape, Mozilla, etc.).

Step 2: Enter the following URL in the browser address field – <http://www.uwosh.edu/ccdet/wss/>



NOTE: If you have never used the Learning Center, please download and submit a Registration Profile Form Request to create a user ID that may be used throughout the Learning Center.

You will receive your Learning Center Logon ID via email within one working day.

Step 3: Click the Training Catalog link in the Left Navigation bar.

Step 4: Click the Entire Catalog Link.



Step 5: Type "webi" in the Keyword Search field, and then click the Go button.



Step 6: Click the Select button to the left of either the Viewer User or Editor User course.

All Courses

Search for all words : webintelligence [Search Again](#)

Select the button to the left of a course for more information about that course.

	Course Name ▾	Delivery Method
SELECT	WISDOM 101: WEBINTELLIGENCE TRAINING FOR THE VIEWER USER	Blended Learning
SELECT	WISDOM 201: WEBINTELLIGENCE TRAINING FOR THE EDITOR USER	Blended Learning

NOTE: The Course Detail tab provides more information about the course. This tab displays the course description, which identifies the course objectives, the intended audience, any prerequisites or special notes, and contact information in case you have questions.

Step 7: Click the Course Content Tab.

WISDOM 101: WEBINTELLIGENCE TRAINING FOR THE VIEWER USER

Here is more information about this course:

[Online Registration Information](#)

[Course Detail](#) [Course Content](#)

Description **Course**

WISDOM 101 - WebIntelligence Training for the Viewer User
Independent Learning - Documents

WebIntelligence (WebI) is a software package that is used to access the data warehouse over the intranet - it provides historical information about various subject areas in the form of reports (Corporate Documents). This training program is designed to help you learn how to access these reports and navigate within WebI to perform the basic Viewer-level functions.

This course will cover:

- Access and navigation within WebI
- Setting User options for WebI
- The function of 'drilling'; when and how to drill reports
- How to save, export, and print reports
- Description and use of Metadata

Intended Audience: Line staff, lead workers, and supervisors who need to access WebI for case management, tracking, or planning purposes.

Prerequisites: None

Special Notes: Obtain Viewer level access to WebI from security prior to beginning the course.

Step 8: Sign in using your Logon ID.

Please Sign On

To perform the requested function, we need to know who you are.

Please enter your Learning Center logon ID. If you do not know your logon ID, or if you do not have a logon ID, please call the Registration staff at 920-424-1071 for further assistance.

NOTE: The Course Content tab displays the component modules included in the course. All required components must be completed to receive a completion status for the course.

Each component displays your status (Not Started, In Progress, Completed, etc.) and whether or not the component is required.

Step 9: Click the "Start the Course" link to begin each component.

JOSEPH USER

WISDOM 101: WEBINTELLIGENCE TRAINING FOR THE VIEWER USER

Here is more information about this course:

You have not started this course. [Start Course](#)

Warning: If you have a pop-up blocker, it may prevent online content from launching.

[Course Detail](#) [Course Content](#)

Module 1 - Getting Started
[Start the Course](#)
⊗ Status: Not Started Required: Yes

Module 2 - Setting User Options
[Start the Course](#)
⊗ Status: Not Started Required: Yes

Module 3 - Access, View and Drill Corporate Documents
[Start the Course](#)
⊗ Status: Not Started Required: Yes

Module 4 - Save, Print, and Send Documents
[Start the Course](#)
⊗ Status: Not Started Required: Yes

Module 5 - Metadata
[Start the Course](#)