



WebSpy Analyzer Standard 4.0 Getting Started Guide

This document is intended to help you get started using *WebSpy Analyzer Standard*. For more detailed information, please see the *Analyzer Standard* user guide or online help.

Please send all issues or queries to WebSpy Support (support@webspy.com).



About WebSpy Analyzer Standard

Analyzer Standard is the latest release in the popular range of Internet monitoring products by WebSpy. It enables you to analyze log files from firewalls and proxy servers to discover what members of your organization have been browsing, and when.

This new version of *Analyzer Standard* features a new intuitive user interface, improving usability, and a custom database back end.

WebSpy supports over 60 log formats, with new formats added regularly. If you have a format we don't support, please send a sample file and the name of the product that produced the file to support@webspy.com.

Key Features

- Allows in-depth interrogation of your log file data
- Provides Internet usage analysis
- Generates customizable reports in a variety of common formats
- Enables logical organization of your data using configurable aliases and profiles
- Schedules tasks for "set and forget" data analysis
- Utilizes existing network resources like Windows NT® User Groups
- Simple installation and set-up
- Intuitive user interface with a web-like look and feel

New in WebSpy Analyzer Standard 4.0

- **New database back end**
Analyzer Standard now imports log files into compressed database files called storages. These storages compress the files to approximately 10% of their original size. This means that you only have to import log files once, and no longer need to reload after making changes to aliases or profiles.
- **More powerful, customizable reports**
The Report Wizard now provides extended choices for customizing reports, replacing the older Custom and Comparison reports.
- **Custom filters in Analysis and Report Wizards**
These filters allow you to reduce the amount of data you wish to report upon.
- **User interface and navigation improvements**
Analyzer Standard's user interface has been simplified and the navigation has been updated to include home, up and down buttons, and a hyperlinked Location Bar.
- **Faster drilldowns and reports**
Changes to *Analyzer Standard's* reports engine now provides greater speed and efficiency.
- **Changes to configuration files**
All configuration files (profiles, aliases, departments) will need to be transferred from the previous version using the import from CSV feature.



Before Installing

For optimal performance WebSpy recommends that *WebSpy Analyzer Standard* is installed on a workstation running Windows® 2000 or above on an NTFS file system with at least 256 MB of RAM and a PIII 500 MHz or faster processor. You need Microsoft® Internet Explorer 5.5 or above to run *Analyzer Standard* HTML reports.

Please Note: While *Analyzer Standard* can be installed on any workstation that is running Windows® 95 or above, Windows® 2000 or XP is preferred. Also, *Analyzer Standard* should be run on a workstation rather than a server.

Users of *Analyzer Standard* must have access to the log files, and have permission to read and write files to the Program Files folder on the computer running *Analyzer Standard*.

Importing Log Files

To get started with *WebSpy Analyzer Standard*, you need to import log files. When *Analyzer Standard* imports log files, they are loaded into a compressed format called a 'storage'. The architecture of a storage enables efficient processing of large amounts of data.

To import log files into a storage:

- 1 Select **Views | Storages** from the main menu. Click the **Import log files** link in the Files task pad to launch the Import Wizard.
- 2 On the Input Format page, select the name of your firewall or proxy server from the list, and click Next. *Analyzer Standard* will automatically detect the format of your log files.
- 3 On the Input Location page, click the **Add** button and select Files from the pop-up menu to select individual log files to import. Consult your system administrator or proxy server documentation for information on where your proxy server creates and stores its log files. The files you selected will be displayed in the list. Click **Next** to continue.
- 4 On the final page of the wizard, click **Finish** to start importing your log files. *Analyzer Standard* will import your log files, and run an analysis for you.

You can also specify an entire folder of log files to import. For more information on importing log files, see the online help or the user guide.

Once you have imported some log files, you can create reports, and utilize other *Analyzer Standard* functions such as Aliases, Profiles and Tasks.

Analyzing Data

Once you have imported data into a storage, you can use Summaries to view the data. *WebSpy Analyzer Standard* allows you to drill down into all areas of your data and view the results graphically. You can access Summaries by selecting **Views | Summaries** from the main menu.

To display the data in your storage, you need to run the Analysis Wizard. The Analysis Wizard guides you through the process of selecting the data you want to analyze.



To run an analysis:

- 1 Click the **New Analysis** link in the Summaries task pad to launch the wizard
- 2 Proceed to the Select Analysis page. Select the 'Standard Analysis' radio button to include common summaries. Click **Next**.
- 3 You do not need to make any selections on the Selection page. Click **Next**.
- 4 Click **Finish** to begin the analysis

On the Selection page, you can choose to filter the data being analyzed based on certain criteria. For more information on running an analysis, please see the online help or the user guide.

Using Summaries to View Data

Once it has finished an analysis, *Analyzer Standard* displays an overview screen similar to the one in Figure 1.



Figure 1: The Overview screen in Summaries

Clicking on a summary in this Overview screen displays the data in your log files grouped by that summary.

For example, if you click the 'Users' link in Figure 1, you will see all imported data, but organized by users. If you then return to the Overview (by selecting 'Summaries' from the Location bar) and click the 'Sites' link, you will see the same information, but organized by site.



Once you have selected a summary to view, you can view data associated with any item in that summary using Analyzer Standard's drilldown functionality. To drilldown into a data item, right-click the item and select Drilldown from the pop-up menu. This displays a list from which you can select the summary that you wish to view.

*For example, if you click the 'Sites' summary on the Overview screen, a list of all websites that have been visited is displayed. You can view the users that visited a site by right-clicking the site in the list and selecting **Drilldown | Users**. Alternatively, you can view the profiles that the site falls into by right-clicking the site and selecting **Drilldown | Profiles**.*

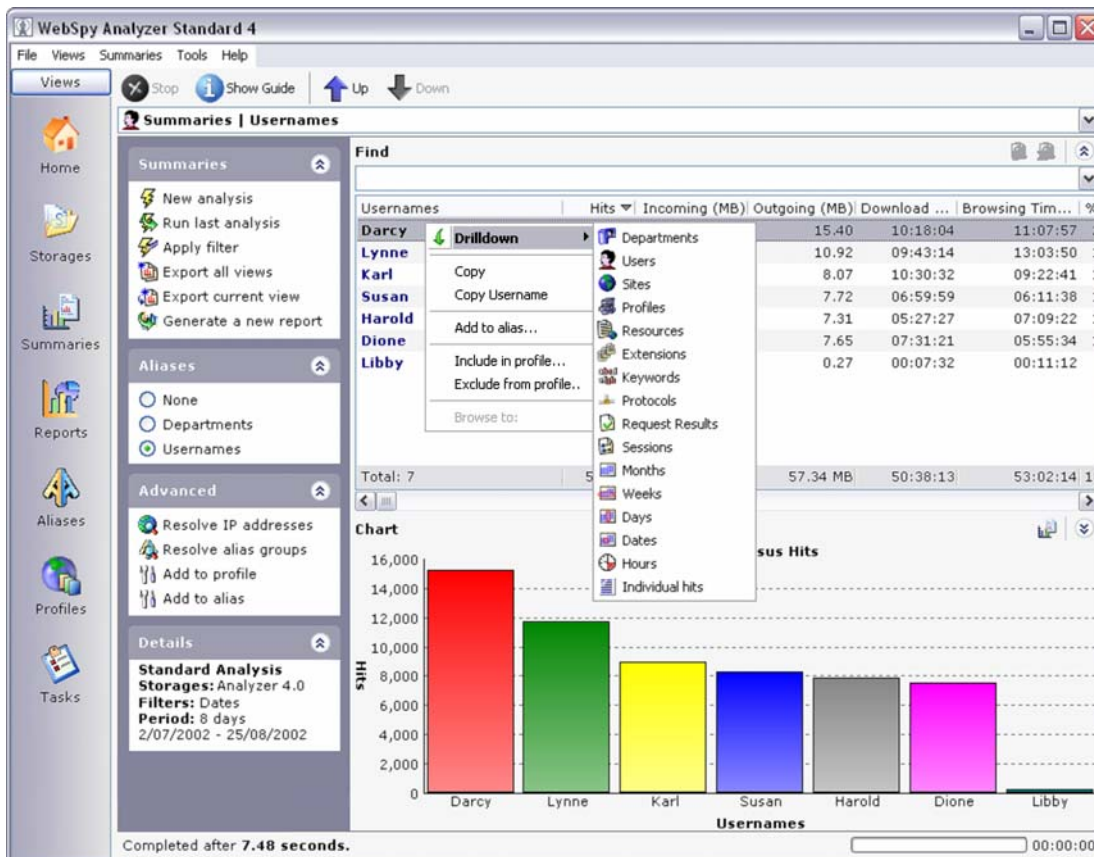


Figure 2: Drilldown functionality

You can use the Location bar at the top of the screen to switch between different views of the currently displayed data.

For example, if you are viewing the profiles a user visited, you can change views to see the hours that the user spent browsing, or the resources they downloaded.

Once you are comfortable drilling down into data and using the Location bar to switch views, finding the information you are looking for is fast and easy.

The best way of understanding the power of this reporting interface is to experiment and see what you can find.

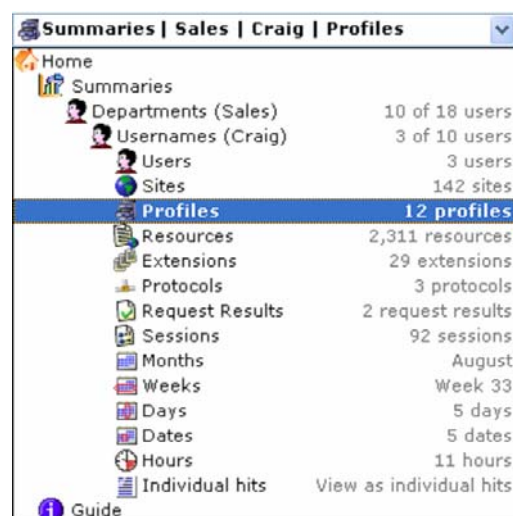


Figure 3: Using the Location Bar



Creating Reports

The easiest way to create a report for printing is to use the new Report Wizard. Click the **Generate a new report** link in the Reports task pad in Reports, and *Analyzer Standard* will launch the Report Wizard, which will guide you through generating a report.

Getting More from Analyzer Standard

To get the maximum benefit from *WebSpy Analyzer Standard's* reporting capabilities, you need to configure *Analyzer Standard* to appropriately interpret your organization's log file data. The features included in Aliases, Profiles and Tasks help you use *Analyzer Standard* more efficiently and to produce more useful reports.

Aliases

Aliases are used to represent raw data items with understandable names, enabling you to create more meaningful reports.

For example, you can set up the 'Usernames' alias to translate user IP addresses in your log files into real names, or you can categorize browsing from different profiles as being appropriate or inappropriate.

Analyzer Standard comes with a list of default aliases; however, you can create your own to suit your organization.

Using Aliases

The easiest way to create and apply aliases to your data is by using *Analyzer Standard's* Quick Alias function in Summaries.

To utilize this function:

- 1 Select **View | Summaries** from the menu and run an analysis
- 2 Select a summary such as 'Sites' by clicking the appropriate hyperlink in the Overview screen. Notice that the list of Aliases available in the task pad only shows aliases applicable to the current summary.
- 3 Click the **Add to alias** link in the Advanced task pad
- 4 Select an alias from the 'In alias' drop down list, and a group from the 'As' list, or type in new names.
- 5 Click **OK**

In the example displayed in Figure 4, when the Departments alias is selected in the Aliases task pad in Summaries, the user Darcy will be included in the Management department.

For more information on using and configuring aliases, please see the online help or the user guide.

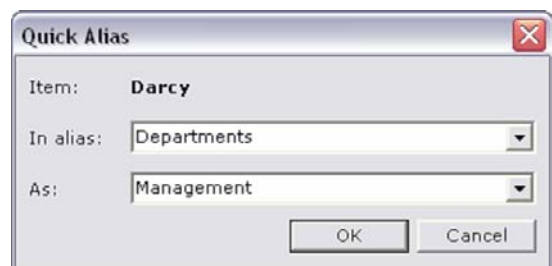


Figure 4: Quick Alias



Profiles

Profiles are collections of keywords that are matched against the site name and resource name of a hit. Profiles are used to categorize the types of browsing recorded in your log files. Using profiles is an easy way to group common hits into a category for enhanced analysis.

Analyzer Standard comes with a set of default profiles such as Adult, Advertising and Information Technology. Any browsing that does not match a profile is assigned to the Miscellaneous profile. You can view the hits that belong to a certain profile in Summaries, by clicking 'Profiles' on the Overview screen, and drilling down into the desired profile.

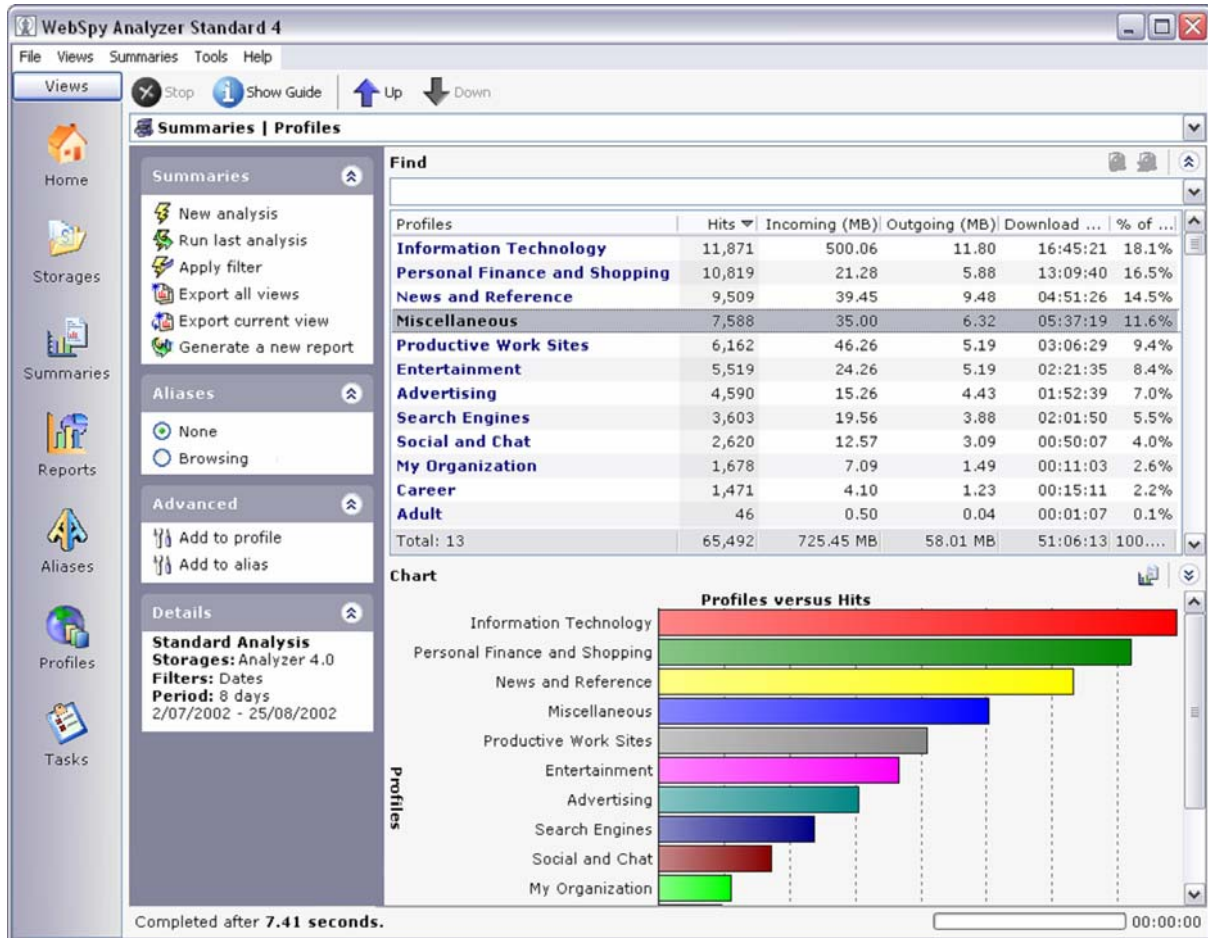


Figure 5: Viewing Profiles in Summaries

There are two types of keywords: includes and excludes. If a site or resource name contains an includes keyword for a profile, it will be placed in that profile. If a site or resource name contains an excludes keyword, it will not be placed in that profile even if the site or resource name contains an includes keyword.



Configuring Profiles

The easiest way to configure profiles is with *Analyzer Standard's* Quick Profile function in Summaries.

To utilize this function:

- 1 Select **View | Summaries** from the menu and run an analysis
- 2 Select a summary category such as 'Sites' by clicking the appropriate hyperlink in the Overview screen
- 3 Select the item to add to a profile
- 4 Click the **Add to profile** link in the Advanced task pad
- 5 Select the profile to associate the keyword with from the Profile drop down box, or type the name of a new profile
- 6 Click **OK**

In the example displayed in Figure 6, any hits that contain the text 'www.inspectionmanager.com' will be assigned to the 'My Organization' profile.

For more information on using and configuring profiles, please see the online help or the user guide.



Figure 6: Quick Profile

Tasks

Tasks enable you to set up activities for *Analyzer Standard* to perform at a later time. These activities include importing data into storages, and creating and publishing reports. This is especially useful for dealing with large amounts of data as you can set the task to run overnight. For information on using and configuring tasks, please see the online help or the user guide.

Contact Information

If you would like further assistance with any WebSpy product, you can email your query to support@webspy.com. If you have any comments or suggestions, please feel free to send them to suggestions@webspy.com.

For sales information, please contact the WebSpy Ltd. office in your region:

- Australia: sales@webspy.com.au
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