IBM User Report Training

Overview

IBM requires user reports to be sent to them every monday morning (EST). They then use this report to generate user reports in Tableau.

Deliverables

Email sent to IBM every Monday morning with 2 attachments.

File 1

Beckon User Report

Navigate to https://app.beckon.com/ibm/home > DATA > Standard Export > Account Users or use https://app.beckon.com/ibm/data/components.export:exportaccount/account-user-info/false?XSRF-TOKEN=2cb5a47174823e3d27f39f12cc5d7133273eabef (URL may need to be modified for specific user)

File Manipulation
Any user with Email matching 'beckon' or 'yahoo' in IBM-account user-info needs to be deleted. File needs to be saved as .xlsx instead of .csv format it is in.

This can be done manually or automated using the script. See instructions for script under 'Script Instructions'

File 2

Google Analytics User Report
Manual Steps
1. Log onto Google Analytics/ with Beckon credentials.
2. Make sure you have been granted access to the custom report or grab from this URL: https://analytics.google.com/analytics/web/template?uid=UVeHU0svQ4WAN_Ke7v6eOA
3. Navigate to Beckon App (UA-31506333-1) > Beckon App > Customization (Tab on Nav Bar) > IBM Users & Sessions > Table view (tab)

4. Set the date range for January 1, 2016 to most recent Sunday.
5. Set the number of rows to 5000. (Show rows on bottom of page)
6. Choose export as .csv
7. Go to page 2 (bottom of page)
8. Choose export as .csv
9. Continue the process until all pages are downloaded.
10. Open the first file and delete the first 5 rows.
11. Open the 2nd file and copy all the rows (except the first 6) and append to the 1st file.
12. Follow this process for the remaining downloaded files if there are more.
13. Delete all users with email 'yahoo.com' or 'beckon.com'
14. Save the file as Analytics Beckon App IBM Users & Sessions 20160101-2016XXXX.csv (XXXX) for the most recent sunday month and date in MMdd format.

File Processing Using Script

Requirements:
- Install Python 3 or later
- Install pandas library: http://pandas.pydata.org/pandas-docs/stable/install.html

1. Download the files either manually or using URL shortcuts
2. Rename Google Analytics files as f1.csv, f2.csv, f3.csv etc. in order of download
3. Run python script 'sunday_reports.py'. Note: Script should be in the same folder as files.
4. Rename IBM Users & Sessions 20160101-2016XXXX.csv with the accurate date.
5. Save IBM-account-user-info-final as .xlsx and save as IBM-account-user-info.xlsx

Email Template

Suggestion: Create Canned Response or Save Email Template

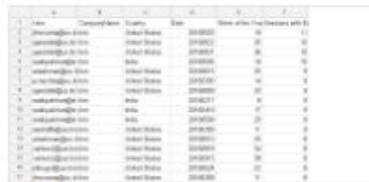## [IBM] - Weekly reports - Beckon users   Clients/IBM   x

Sean Kuriyan

to Justin, Ricardo, Paul, Philip, Rebecca, IBM ▾

Hi all,

Attached are the weekly user reports.

Thanks,

Sean

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Sean Kuriyan
Data Solutions Consultant
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[BECKON]

* * *

2 Attachments

X IBM-account-use...

📄 Analytics Beckon...

Recipients:

Justin D Kruger <jdkruger@us.ibm.com>,
Ricardo Campbell <rcampbe@us.ibm.com>

CC:
Paul Schweigert <paulschw@us.ibm.com>,
Philip C Nachbar <pcnachba@us.ibm.com>,
Rebecca G Waddell <rgwaddel@us.ibm.com>,
IBM <ibm@data.beckon.com>

Header: Weekly Reports - Beckon Users
Body:

Hi all,

Attached are the weekly user reports.

Thanks,