



E-WorkBook 9.4

**End User (Half-day)
Workshops**

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This Reference Guide has been produced to provide support material for delegates attending the **E-Workbook End User** course.

Materials Version 2.0

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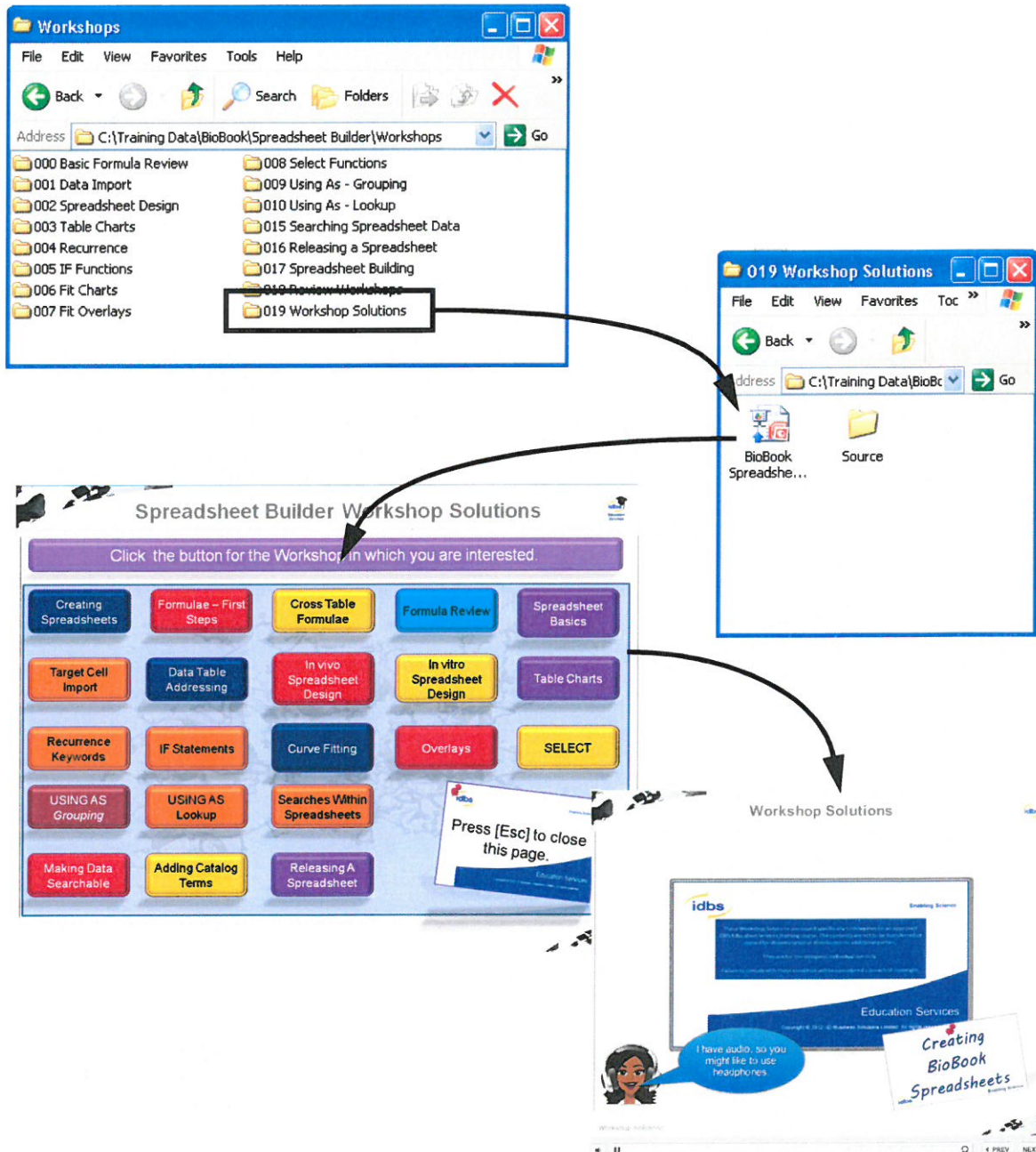
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Workshop Solutions

There are video solutions with audio narration for all the workshops. These are available in the Training Data Folder.

You will also find copies on the Training Reference Guide CD that has been supplied, to allow you to review these workshops away from the Training Environment.



How To Use These Workshops

introduction

These workshops will be completed at different times during the course.

If there are files to be used, the location of the files will be indicated:

All the files that you use during this Workshop can be found here:

Location
<i>C:\Training Data\File Locations</i>

Each Workshop may consist of a number of Exercises. Some may be optional. These do not have to be completed.

Overview

Each Workshop is divided into a number of sections:

Summary

This has a list of tasks that you will need to do to complete the Exercises.

There is no guidance on **HOW** to complete the Tasks.

Summary

In this workshop you will log on to **E-WorkBook** and create Experiments, and then add some items to the experiments before saving them as a draft.

There are **two** exercises in this Workshop.

- ❖ **Exercise 1** - Projects & Experiments
- ❖ **Exercise 2** - Experiments from Templates

All the files that you add to the Experiment during this workshop can be found here :

Location
<i>C:\Training Data\E-WorkBook\Workshops\E-WorkBook Basics</i>

Exercise 1 - Projects & Experiments

In **Exercise 1** you will create a new blank Experiment and then add some items to it.

- ❖ Double-click **E-WorkBook** on your desktop and enter your user name and password
- ❖ Create a new project called **<Your Name>**, in your group e.g. **EWB1**
- ❖ Add an Experiment, with a title of your choice to this project
- ❖ Add a **keyword** that is relevant to the Experiment
- ❖ Insert the following items, using the techniques indicated, into the Experiment:

Step By Step

This has the same tasks as the Summary.

There is full guidance on **HOW** to complete the Tasks.

Step-by-Step

In this workshop you will log on to **E-WorkBook** and create Experiments, and then add some items to the experiments before saving them as a draft.

There are two exercises in this Workshop.

- ❖ **Exercise 1** - Projects & Experiments
- ❖ **Exercise 2** - Experiments from Templates

All the files that you add to the Experiment during this workshop can be found here:

Location
C:\Training Data\E-WorkBook\Workshops\E-WorkBook Basics

Exercise 1 - Projects & Experiments

In **Exercise 1** you will create a new blank Experiment and then add some items to it.

Creating a Project and an Experiment

In this section you will create a new project and experiment.



1. Launch E-WorkBook using the Desktop icon.
2. Log onto E-WorkBook using your designated **User name** and **Password**.

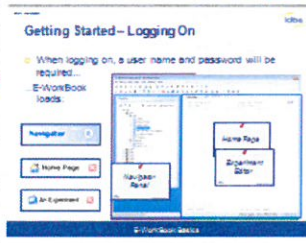
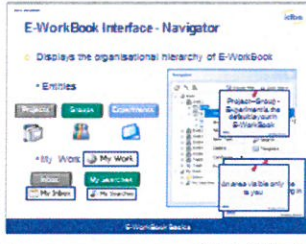
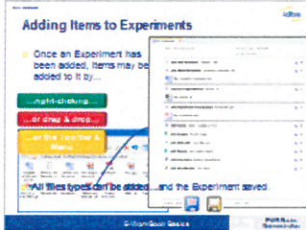


E-WorkBook will open.

Notes Page

There is a page for notes, that follows the same structure as the slides used by the IDBS Trainer.

Notes

Slide	Notes
	
	
	

Additional Material

There are short videos that will run through each of the Workshops. This will allow you to review the Workshop after the course has finished. These will be supplied as a resource after the Training.

