

Workspace Cheat Sheet

Analysis Workspace is one of Adobe's flagship tools that provides a robust, flexible canvas for building custom analysis projects.

This cheat sheet helps you to get started, understand, navigate, and manage your workspace projects.

Organization Data structure

Understand how data is structured/modeled using solution design reference, Reportsuite/Virtual Reportsuite documentation.

Solution Design/Data Model

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Report suites

.....

Virtual report suites

.....

Templates

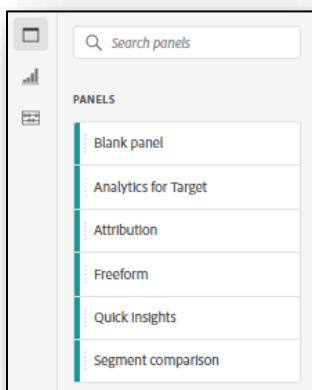
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PROJECTS

Workspace PROJECTS allow you to COMBINE DATA COMPONENTS, TABLES, and VISUALISATIONS to craft your analysis and share with anyone in your organization.

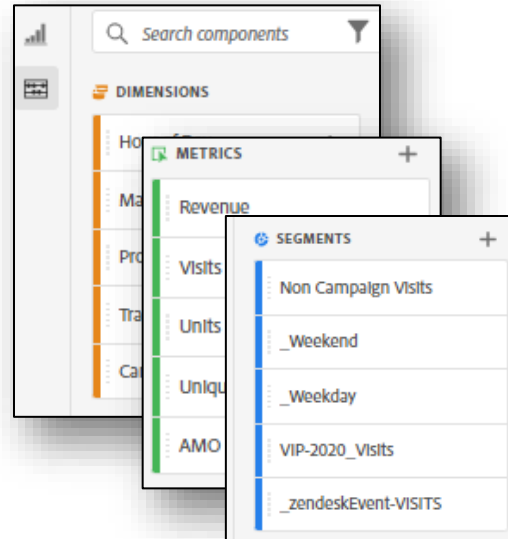
PANELS

A PANEL is a collection of tables and visualizations. Panels are helpful when you want to organize your projects according to time periods, report suites, or analysis use case



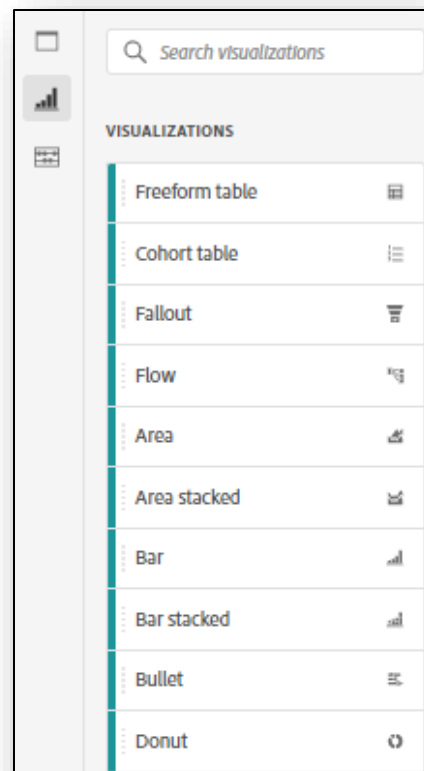
COMPONENTS

COMPONENTS in Analysis Workspace consist of dimensions, metrics, segments, and date ranges that you can drag-and-drop onto a project.



VISUALISATION

Workspace offers several VISUALISATIONS that let you generate visual representations of your data, such as bar charts, donut charts, histograms, line charts, maps, scatterplots, and others.





Project Name & Menu

Create or Add Segments for PANEL-1

Data source for PANEL-1

Date Ranges for PANEL-1

LEFT rail includes PANELS, VISUALISATION & COMPONENTS (Dimensions, Metrics, Segments & Data Ranges)

You can add one or more Data tables/ Visualisation into PANEL-1

You can add multiple panels with SAME or DIFFERENT data source/Date range/Segments

Insert Visualisation based on Data Tables

Panel-1: Freeform table

Panel-2: Freeform table

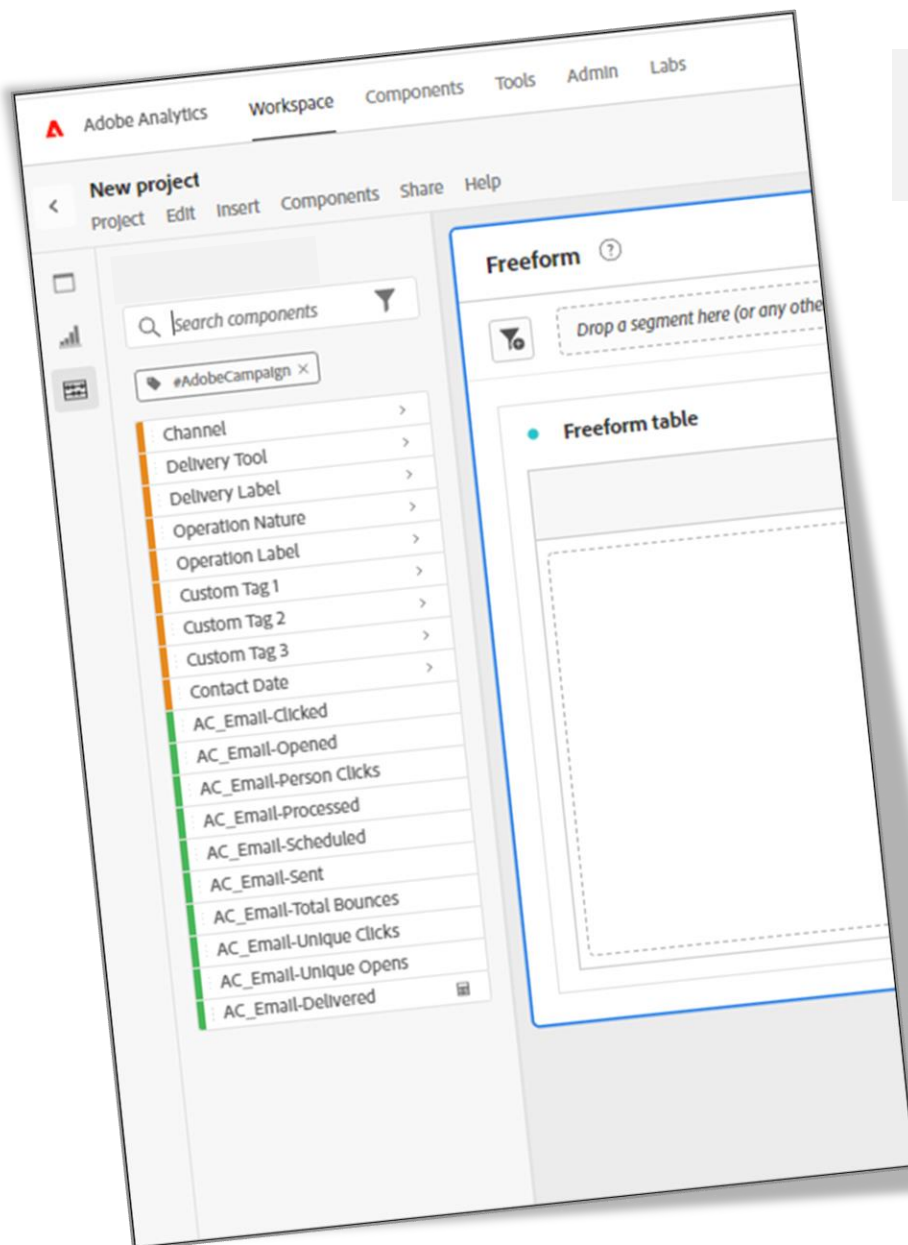
Panel-1 Data:

Marketing Channel	Visits	Percentage
Organic Search	64,571	41.2%
Paid Search	36,495	23.3%
Email	23,505	15.0%
Direct	17,614	11.2%
Session Refresh	6,361	4.1%
Other	8,090	5.2%
Total	156,636	100%

Panel-1 Date Range: This month (May 1, 2022 - May 31, 2022)

Panel-2 Data:

Marketing Channel	Visits	Orders	Conversion Rate
1. Organic Search	64,571	1,548	2.38%
2. Paid Search	36,495	1,189	3.26%
3. Email	23,505	418	1.76%
4. Direct	17,614	310	1.76%
5. Session Refresh	6,361	121	1.90%
6. Natural Referring Domains	2,380	43	1.81%
7. Paid Social	2,094	13	0.61%
8. Affiliates	1,744	26	1.49%
9. Remarketing	965	13	1.35%
10. Referral	735	26	3.54%
Total	150,139	4,003	2.67%



TAGS are a quick and easy way to filter the left rail in Analysis Workspace to find the components you need. Leverage out-of-the-box tags provided by Adobe or add your own custom tags to organize related components.

[illegible]



NAVIGATION ACTIONS

Navigation Menu hotkeys.

- CREATE NEW PROJECT
→ CTRL + SHIFT + p
- OPEN EXISTING PROJECT
→ CTRL + o
- GO TO PANELS PANE
→ ALT + SHIFT + 1
- GO TO VISUALIZATIONS PANE
→ ALT + SHIFT + 2
- GO TO COMPONENTS PANE
→ ALT + SHIFT + 3
- COLLAPSE/EXPAND ALL PANEL
→ ALT + m
- COLLAPSE/EXPAND ACTIVE PANEL
→ ALT + CTRL + m
- MOVE TO NEXT PANEL
→ ALT + RIGHT KEY
- MOVE TO PREVIOUS PANEL
→ ALT + LEFT KEY

ANALYSIS ACTIONS

Components and Analysis Menu hotkeys.

- SEARCH LEFT RAIL
→ CTRL + /
- CREATE AN ALERT
→ CTRL + SHIFT + a
- CREATE AN ANNOTATION
→ CTRL + SHIFT + o
- CREATE A CALCULATED METRIC
→ CTRL + SHIFT + c

Analysis actions contd.

- CREATE A DATE RANGE
→ CTRL + SHIFT + d
- CREATE A SEGMENT
→ CTRL + SHIFT + e
- CLEAR ALL
→ ALT + w
- COPY
→ CTRL + c
- REDO
→ CTRL + SHIFT + z
- UNDO
→ CTRL + z
- REFRESH COMPONENTS
→ ALT + SHIFT + r
- REFRESH PROJECT
→ ALT + r
- SET AS LANDING PAGE
→ CTRL + SHIFT + l

ADD PANEL AND VIZ

Panel and Visualization Menu hotkeys

- ANALYTICS FOR TARGET PANEL
→ ALT + g
- ATTRIBUTION PANEL
→ ALT + e
- BLANK PANEL
→ ALT + b
- FREEFORM PANEL
→ ALT + a
- MEDIA CONCURRENT VIEWERS PANEL
→ ALT + h

Add panel and viz contd.

- QUICK INSIGHT PANEL
→ ALT + f
- SEGMENT COMPARISON PANEL
→ ALT + c
- FREEFORM TABLE
→ ALT + 1
- LINE GRAPH
→ ALT + 2
- BAR CHART
→ ALT + 3

SHARE AND CURATE

Project & Sharing Menu hotkeys.

- SAVE PROJECT
→ CTRL + s
- SAVE PROJECT AS
→ CTRL + SHIFT + s
- SAVE AS TEMPLATE
→ ALT + t
- DOWNLOAD AS CSV
→ CTRL + SHIFT + v
- DOWNLOAD AS PDF
→ CTRL + SHIFT + b
- CURATE PROJECT DATA
→ CTRL + SHIFT + g
- SHARE PROJECT
→ CTRL + g
- GET PROJECT LINK
→ ALT + l
- SEND FILE NOW
→ ALT + s
- SEND FILE ON SCHEDULE
→ SHIFT + ALT + s

CTRL = CMD on MAC
ALT = OPTIONS on MAC