

Enterprise Data Warehousing

1152 Trade Program Management Market & Consumer Insights

## **Dhiva Home Page Walkthrough**



- 1. Tile View and List View Use the 🖶 and 🧮 icons to toggle between the Tile view and the List view respectively. When users switch from the Tile view to the List view, the screen displays only the 'Last Accessed' assets. Click the All Assets link if you want to view all available assets.
- 2. Sort At a broad level, you can sort assets based on Domains. In addition, you can also sort these assets based on Name, Owner, Type and Last Accessed Date using the Sort By drop-down list. Lastly, you can use the 🗾 icon to sort assets in the Ascending or Descending order.
- Search Type a keyword or phrase in the Search textbox to limit assets displayed. 3.
- Advanced Search It allows you to search for assets based on additional search criteria such as "Published by Me", 4. "Published to Me", "Scheduled by Me" and "Scheduled to Me".
- Filters Use the Y icon to locate the desired assets based on specified criteria such as Starred, Storyboards, 5. Reports, Custom Reports, and Merged Reports.
- Data Domains It is visible at the right side of the screen in the List view. In the Tile view, click the 🔊 icon to view 6. and select the desired data domain. You can click on the data domain to create a new report.

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- 7. Notifications Click the icon to view the system-generated notifications. As an alternate, you can also view notifications by opening the Notifications folder.
- 8. **Downloads** Click the **I** icon to access completed exports. As an alternate, you can also view your downloads by opening the Downloads folder.
- 9. Support Click the 🕡 icon to get the contact details of the MSA Product Support Helpdesk.
- 10. User Preferences Click your Username initial placed at the extreme right top corner of the screen to define user preferences, change user password, set mobile accessibility and to logout from the application.

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Category reports		Folder				
Executive Overview		Storyboard	02:09	Feb 24, 09:59 AM		
Notifications		Folder			11	Demo Mfg
Downloads		Folder				Last Updated 27 November 2021
					12	NEW

- 11. **Right-click / Ellipses** Click the icon placed at the right of any desired asset to open the menu and select from the list of the most frequently performed tasks such as Rename, Export, Publish, Delete, Schedule, etc. Some menu options are available to the asset owners only.
- 12. New Use this button to create new Folders, Reports (Databooks), or Storyboards

