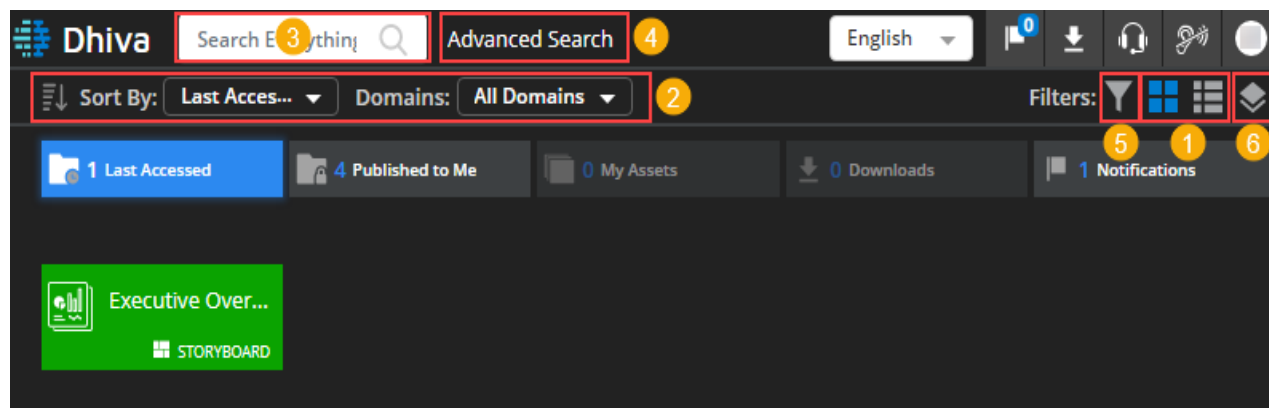







## Dhiva Home Page Walkthrough




- 1 Tile View and List View** - Use the  and  icons to toggle between the Tile view and the List view respectively.


When you 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 of your assets.

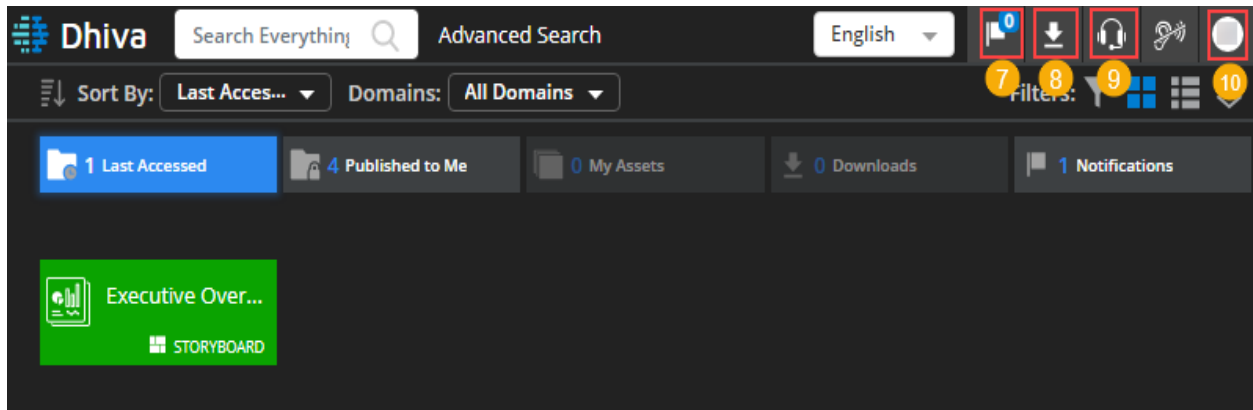
- 3 Search** - Type a keyword or phrase in the **Search** textbox to limit assets displayed.


- 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.


- 4 Advanced Search** - It allows you to search for assets based on additional search criteria such as "Published by Me", "Published to Me", "Scheduled by Me" and "Scheduled to Me".


- 5 Filters** - Use the  icon to locate the desired assets based on specified criteria such as Starred, Storyboards, Reports, Custom Reports, and Merged Reports.


- 6 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 and select the desired data domain. You can click on the data domain to create a new report.

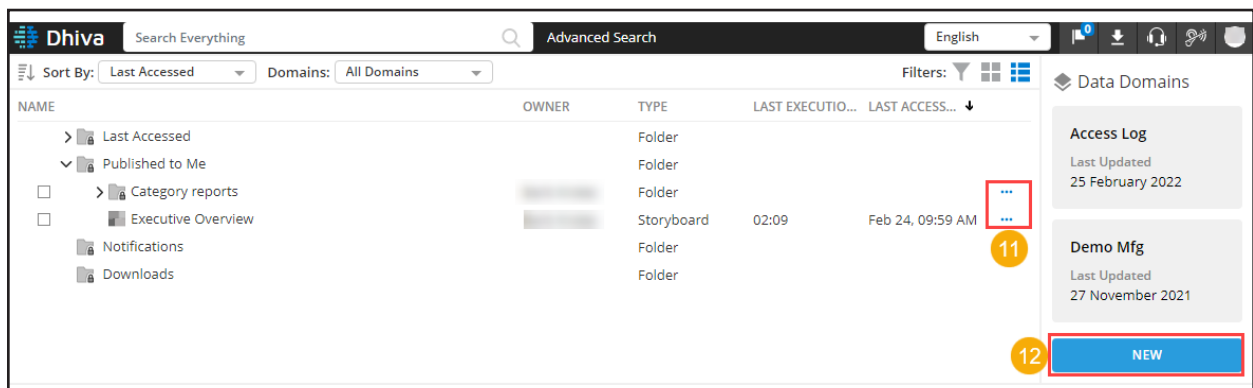



**7 Notifications** - Click the  icon to view the system-generated notifications. As an alternate, you can also view notifications by opening the Notifications folder.

**8 Downloads** - Click the  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  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.



**11 Right-click / Ellipsis options** - Click the  icon placed at the right of any desired asset to open the menu and select from the list of 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.



**Management Science Associates, Inc.**

[www.msa.com/IMS](http://www.msa.com/IMS) 1.800.MSA.Info [info@msa.com](mailto:info@msa.com)

© 2022 Proprietary and Confidential

Page 2 of 2