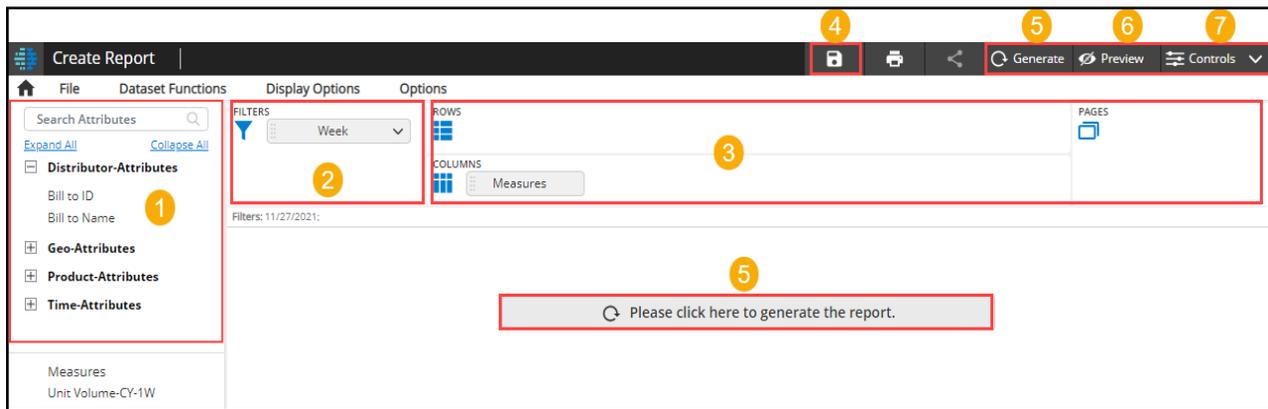
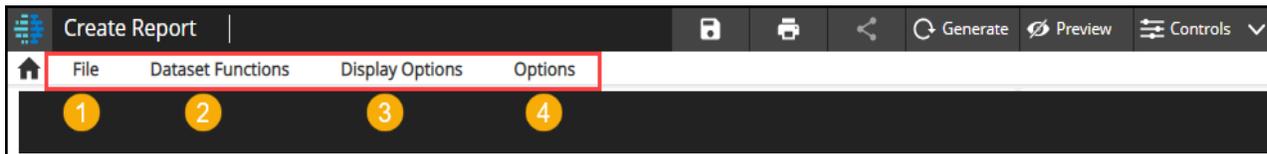




Dhiva - Report Creation Screen Walkthrough

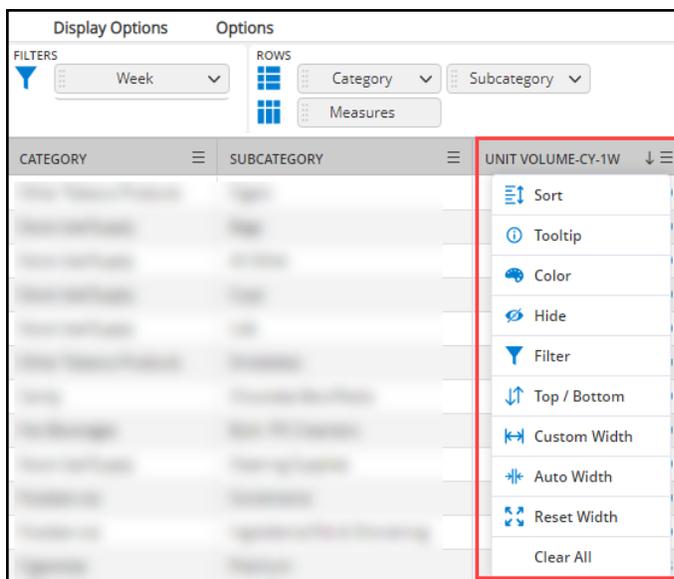


1. **Attribute Panel** - Placed on the left, this panel contains available attributes organized in folders. Folders and the attributes within are listed alphabetically.
2. **Report Filters** - Select any attribute as a report filter which will be applicable to the entire report.
3. **Report Rows, Columns, and Pages** - These are the report dimensions on a report and they serve as locations for dragging the attributes and measures.
4. **Save** - Use the Save button to save a report.
5. **Generate** - There are two Generate buttons on the screen. Use either of them to generate a report after specifying the report dimensions. Users can use the generate button placed at the top of the screen or the generate button placed at the center of the screen.
6. **Preview** - You may use the Preview button to view the report in a non-edit mode prior to publishing it.
7. **Controls** - Use the Controls menu to navigate pages and to apply user filters in a report/chart.



1. **File Menu** - This menu contains option to save, publish, export, etc. Some menu options are greyed out until you save a copy of the report. Also note that some menu options are only available to the asset owner.
2. **Dataset Functions Menu**- This menu helps to enhance the report data using the post-report generation functions mentioned below:
 - **Alerts and Color Conditions** to apply color conditions to data in the extracted report.
 - **Filter Conditions** to include or exclude certain data values based on conditions.
 - **New Attribute Value** to create custom values for attributes.
 - **New Measure Value** to create new measures.
3. **Display Options Menu** - This menu provides a variety options to manage various report elements such as filter attribute, user filter attribute, footer, report specifications, hide attribute values, and control wrapping.
4. **Report Options Menu** - Use this menu option to create report links, set publishing locks or apply row and columns functions such as sum, mean, and so on.

Grid Column Options



After a user generates a report, click on  in any desired report column to open the column options drop-down menu. The menu options differ for attributes vs. metrics. This menu provides a variety of options to organize data in a desired manner. Some of the options available are: Sort, Filter, Top/Bottom, Color, Hide, and so on.

