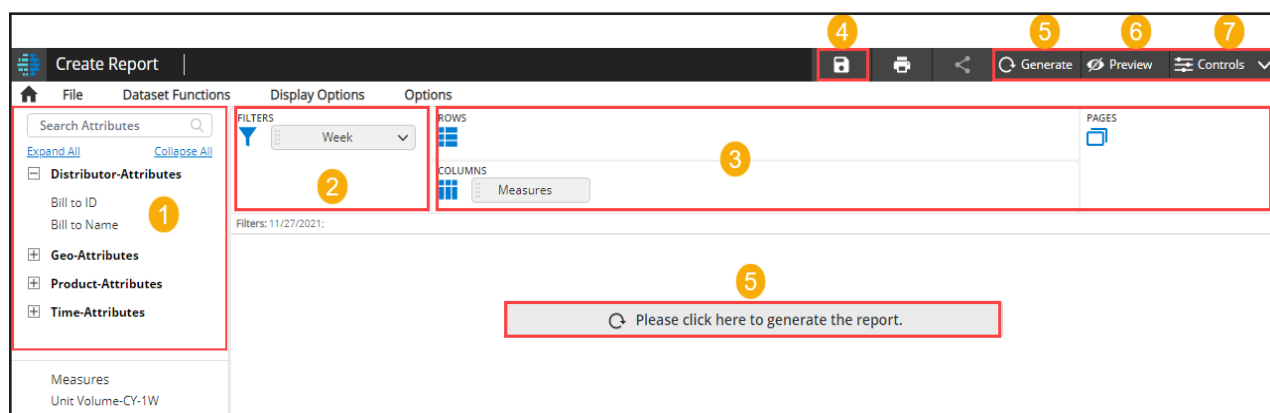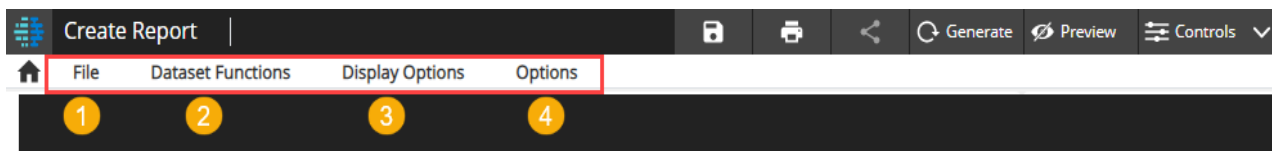# Dhiva - Report Creation Screen Walkthrough

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:
- Generate button placed at the top of the screen. Or,
- 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.
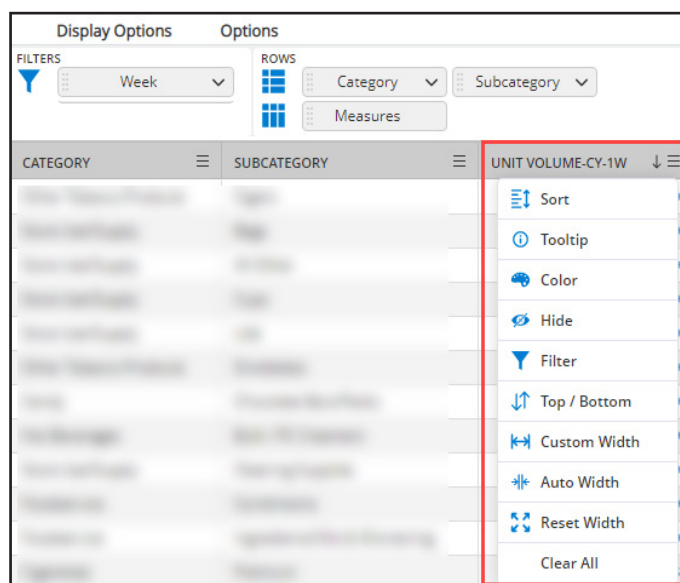
2 Dataset Functions Menu- This menu helps to enhance the report data using the post-report generation functions mentioned below:
- **Alerts and Color Conditions** to apply color conditions to data in the extracted report.
- **Filter Conditions** to include or exclude certain data values based on conditions.
- **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 you generate a report, click on ☰ of any desired report column to open the column options dropdown 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.