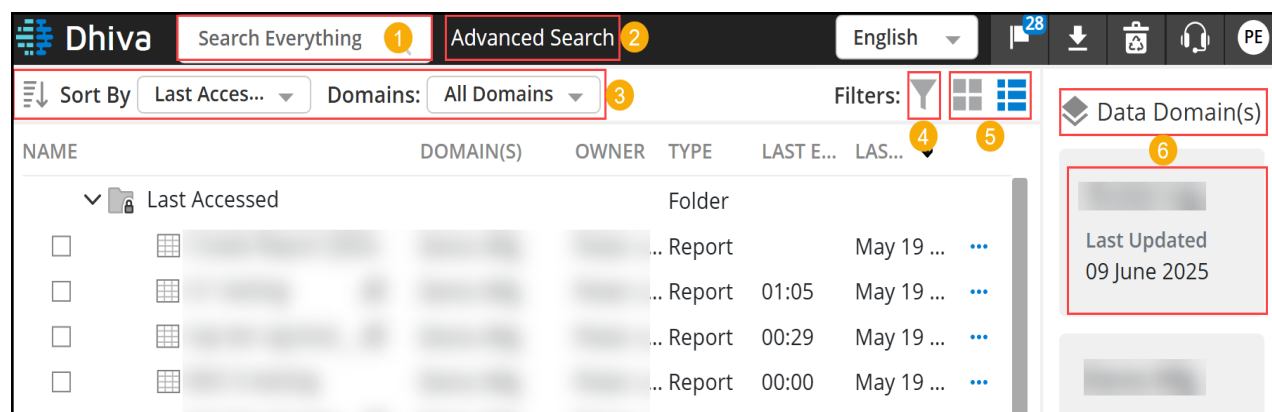
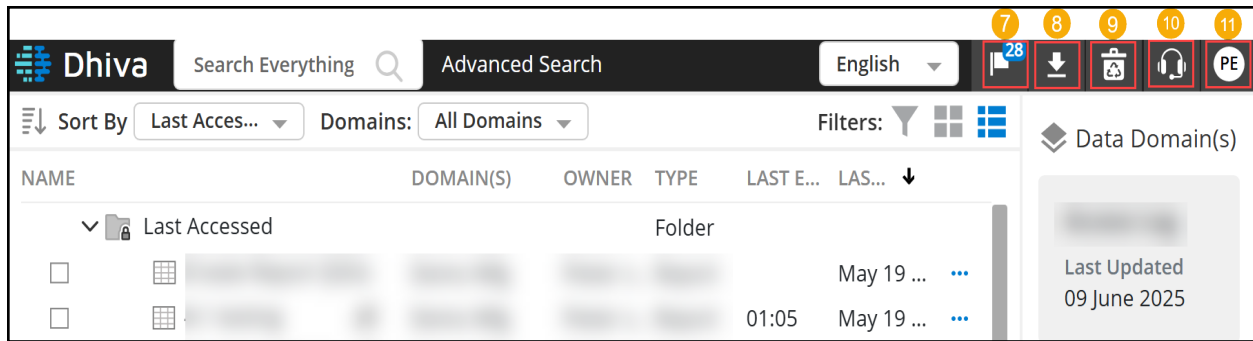




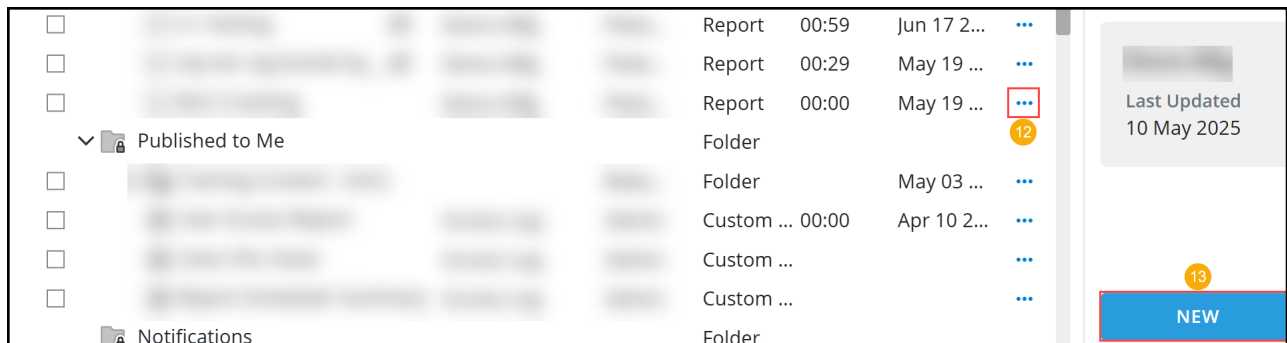
Dhiva Home Page Walkthrough



1. **Search** - Type a keyword or phrase in the **Search** textbox to limit assets displayed.
2. **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”.
3. **Sort** - By default, assets will be sorted after folders and based on the date/time in the Last Accessed column. At a broad level, you can sort assets based on Domains. In addition, you can sort assets based on Name, Owner, Type, or Last Accessed using the **Sort By** drop-down list or you can sort by clicking the desired column header. Lastly, you can use the to sort assets in Ascending or Descending order based on the date/time in the Last Accessed column.
4. **Filters** - Use the to locate the desired assets based on specified criteria such as Starred, Storyboards, Reports, Custom Reports, and Merged Reports.
5. **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.
6. **Data Domain** - The available dataset(s) are listed on the right side of the screen in the List view. In the Tile view, click the to display the dataset(s). Select the desired dataset to create a new report.



7. **Notifications** - Click the icon to view the system-generated notifications. As an alternative, you can also view notifications by opening the Notifications folder.
8. **Downloads** - Click the icon to access completed exports. As an alternative, you can also view your downloads by opening the Downloads folder.
9. **Recycle Bin** - Click on the icon to navigate to the Recycle Bin tab. The Recycle Bin tab allows users to view assets that have been deleted. Items in the Recycle Bin can be restored or permanently deleted by the user. Once an asset has been moved to the recycle bin, it will be stored there for 30 days. After that period of time the asset will expire and be permanently deleted.
10. **Support** - Click the icon to get the contact details of the MSA Product Support Helpdesk and a link to the support documentation.
11. **User Options** - Click your Username initial placed at the top right corner of the screen to define user preferences, change user password, set mobile accessibility and to logout from the application.



12. **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.
13. **New** - Use this button to create new Folders, Reports (Databooks), or Storyboards.

