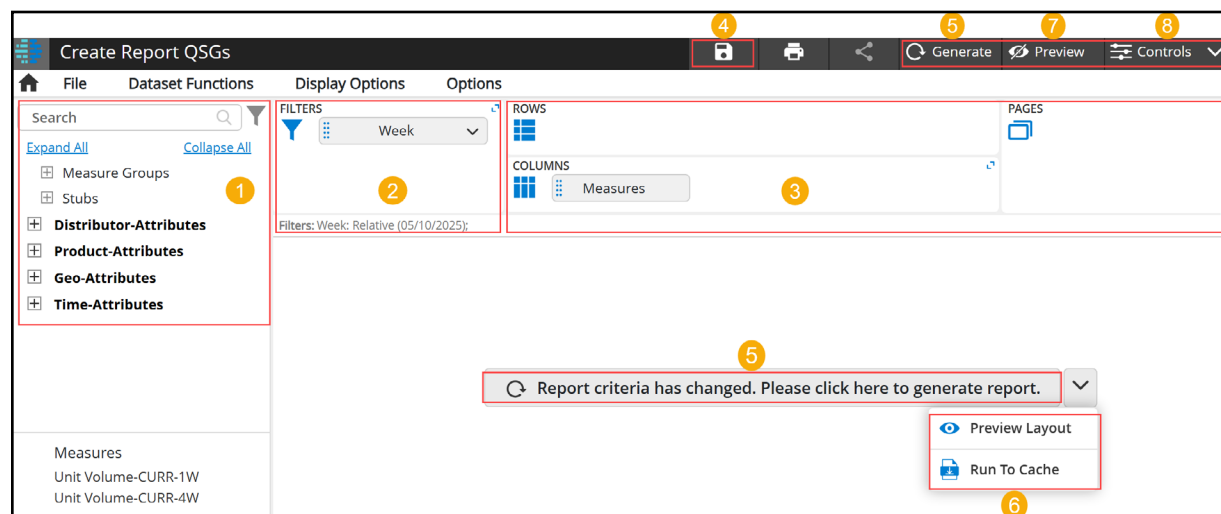
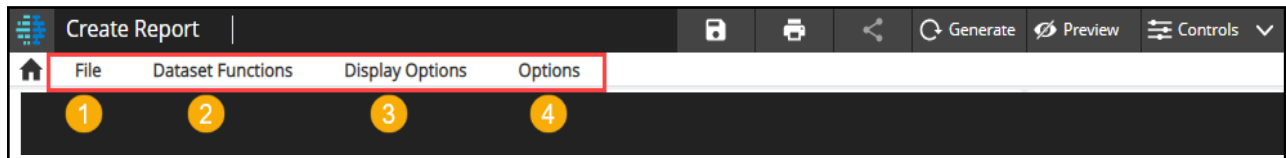




Dhiva - Report Creation Screen Walkthrough

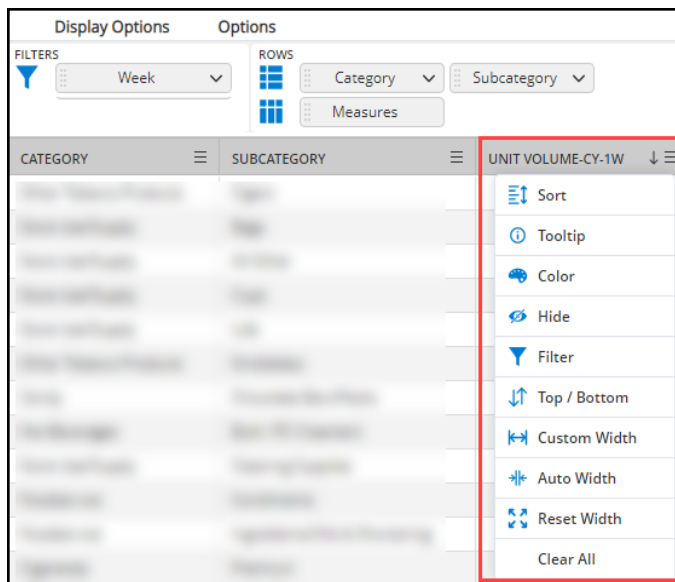


- Attribute Panel** - Placed on the left, this panel contains available attributes organized in folders.
- Report Filters** - Select any attribute as a report filter which will be applicable to the entire report.
- Report Rows, Columns, and Pages** - These are the dimensions of a report, and they serve as locations for dragging the attributes and measures.
- Save** - Use the save button to save a report.
- Generate** - There are two Generate buttons on the screen: one at the top of the screen and another placed at the center of the screen. Use either button to generate a report after specifying the report dimensions.
- Generate Dropdown Menu** - Clicking on the arrow next to the lower Generate button causes a dropdown menu to appear, which has two options: "Preview Layout" and "Run to Cache". Preview Layout allows users to view what the report will look like when generated without fully loading the data. The Run to Cache option is available after a report has been saved, and it generates a version of the report based on current data that users can access quickly without having to go through the data loading process.
- Preview** - The Preview button can be used to view the report in a non-editable mode prior to publishing it.
- Controls** - Use the Controls menu to navigate pages and to select user filter values in a report/chart.



1. **File Menu** - This menu contains option to save, publish, export, etc. Some menu options are greyed out until you generate or 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. Some options are grayed out until the report is generated:
 - **Alerts and Color Conditions** to apply color conditions to data in the 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 of options to manage various report elements such as filter attribute, user filter attribute, footer, report specifications, hide attribute values, and control text 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.

