



Dhiva - Artifact Color/Access

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Artifacts

An Artifact is a user-defined entity. This includes Groups, Lists, Conditional Lists, Hierarchies, Stubs, and Measure Groups (see respective QSGs for additional information on each).

In many cases, Artifacts function as system-defined Attributes. For example, they can be placed on the Report Layout, added to Hierarchies, etc.

One difference between Artifacts and system-defined Attributes is that Artifacts are indicated with a small icon as shown below. The indicators/icons in Dhiva represent the type of Artifacts (including if it is “Dynamic”) and its Artifact access. Where system-defined Attributes are available to all users who have access to that domain, Artifacts can be personal (blue), global (green), or Report-specific (grey). This document will explain what each Artifact Type means.



All the Artifact icons and what they represent are listed below:

- | | |
|----------------------------------|------------------------------|
| N – Nested Hierarchy | CL – Conditional List |
| R – Replacement Hierarchy | DG – Dynamic Group |
| S – Stacked Hierarchy | G – Group |
| MG – Measure Group | DL – Dynamic List |
| ST – Stub | L – List |

Personal

A **Personal Artifact** is only visible/usable by the current user and will be denoted by a blue icon:



This is the default setting when creating any Artifact. A Personal Artifact will only be displayed in the left-hand panel for the owner's account. Likewise, only the Artifact owner can use it when creating assets.

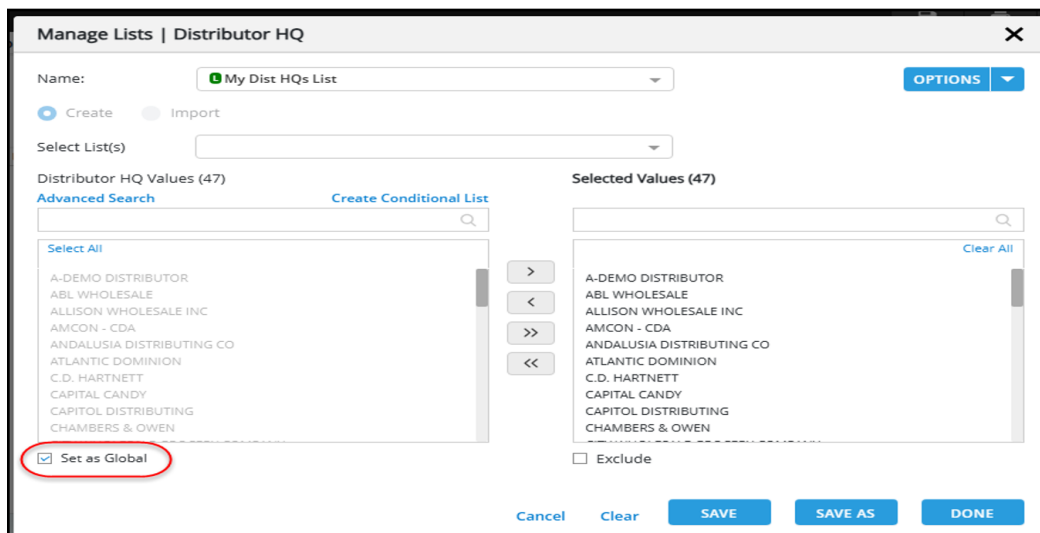
Global

A **Global Artifact** is one that is shared with all users of that domain and will be denoted by a green icon:



An Artifact is made global by the owner selecting "Set as Global" in the Artifact's "Manage" window. This ability is available only to administrative users in Dhiva.

Global Artifacts are listed in the left-hand Attributes panel for all users with access to the domain in which the Artifact was created. They can be used by any user, but only the Artifact's owner can modify it.



To request a new Global Artifact or any edits to existing Global Artifacts on your client's site, please contact your Client Relations team.

Report-Specific

In addition to the saved Artifact types discussed above, Producers can also make temporary edits to Personal or Global Artifacts from the Report layout. These Artifacts will not be saved to the left-hand panel for use in other Reports. This results in a **Report-specific** Artifact, denoted by a grey icon:



The "Report-specific" editing feature is only available for Hierarchies, Lists, Conditional Lists, and Groups. It is not available for Measure Groups or Stubs.

Managing Report-Specific Artifacts

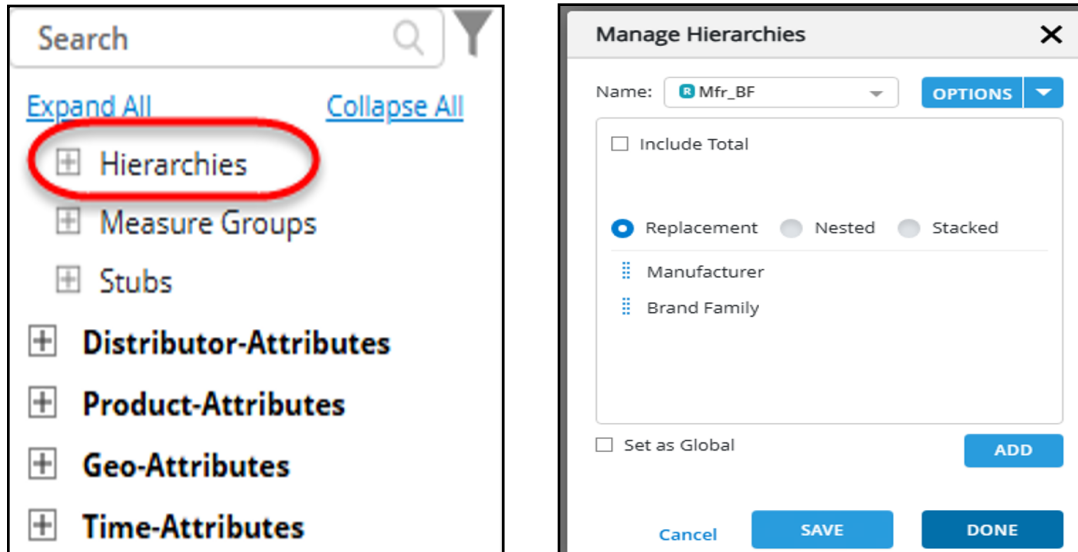
The method used to create and manage a Report-specific Artifact depends on the Artifact type. The next sections have information on the different procedures.

Hierarchies

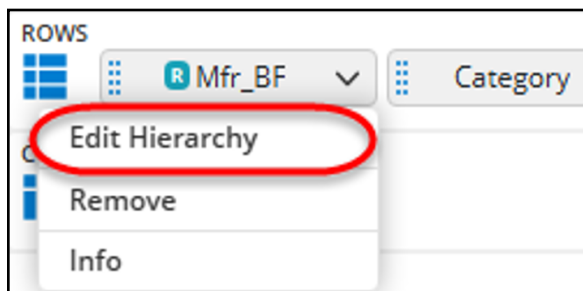
One method to create a Hierarchy involves dragging-and-dropping Attributes on top of one another. When creating a Hierarchy using the drag-and-drop method, the Hierarchy will automatically become Report-specific. This Hierarchy will not be listed in the Attributes panel for use in other Reports.



In addition to the drag-and-drop method of creating Hierarchies, Producers can also create and save Hierarchies in the “Hierarchy” section of the Attributes panel.



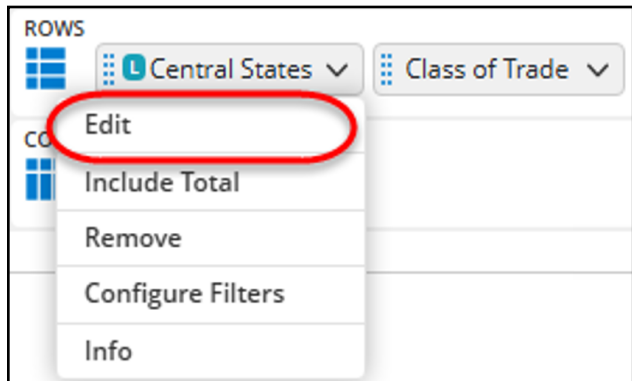
When using a saved Hierarchy on a Report, the Edit Hierarchy option is available in the drop-down menu. Performing an edit on a Hierarchy via this method will automatically create a Report-specific copy of the Hierarchy. Limited functionality is available in this Edit option, compared to the full Manage Hierarchy window.



Note: To edit and save changes to a saved Hierarchy, changes must be made in the **Manage Hierarchies** menu accessed via the left-hand attributes panel.

Other Artifacts

When a saved List, Conditional List, or Group is placed on a Report, Producers have the ability to Edit this Artifact via the Artifact’s drop-down menu when clicked on the Report layout. Users can make modifications to Artifacts this way, such as adding/removing Attributes.



After making modifications, the user can retain changes made to the Artifact by selecting Save, Save As, or Apply.

Note: If a user wants to create a Report-specific Artifact from a Global Artifact owned by someone else, they must first perform a “Save As” in order to have the “Save” or “Apply” options available.



Cancel will discard any changes and close the dialogue window.

Save and **Save As** function similar to saving a Report/Storyboard in Dhiva. Using Save will update the existing Artifact, thus overwriting it in the left-hand panel. On the other hand, Save As will save a copy of the Artifact to the left-hand panel with the current changes applied and leave the original Artifact unchanged.

The **Apply** button allows Producers to create ad hoc changes without overwriting the original Artifact by making the Artifact Report-specific.

By selecting “Apply”, the new version of the List/Group will not be added to the left-hand attributes panel. Instead, this modified Artifact (now with a grey indicator) will replace the previous Artifact on the Report Layout.

