



# Mastering OBIEE11g

## Dashboard and Report Building Hands-on Guide

BISP is committed to provide BEST learning material to the beginners and advance learners. In the same series, we have prepared a complete end-to-end Mastering OBIEE Dashboard and Report Building Hands-on Guide. The document briefs you practical approach to create Dashboard, Analysis, Filters, Maps, KPI, scorecard, Gauge, functions, formulas, master detailed table, report formatting and Prompts. The document assists OBIEE11g learners to explore the various features. The document simplifies OBIEE11g. In the first part of tutorial it is shown creation of Brand Analysis Dashboard. The subsequent release of the case study will cover many new advanced features of Dashboard building. **Join our professional training program to learn from the experts.**

### History:

Version	Description Change	Author	Publish Date
0.1	Initial Draft	Kuldeep Mishra	1 <sup>st</sup> Jul 2012
0.1	1 <sup>st</sup> Review	Amit Sharma	5 <sup>th</sup> Jul 2012

## Purpose

This tutorial covers steps to create OBIEE11g Dashboard, Dashboard Prompts, Filters, Analysis, Charts, functions, formulas, master detailed table, report formatting and Pivots. Finally it shows how to integrate them into a single unit.

## Time to Complete

Approximately 120 min.

## Overview

- OBIEE11g provides rich functionalities to create Dashboard and Users requests in multiple formats i.e Chart ,
- Tabular, Pivots, Filters, Gauge, Maps, Scorecard etc.
- Dashboard: Single user interface to show the complete company stats in common windows.
- Analysis — Business Users makes adhoc queries to satisfy various business questions by simply drag and drop the objects.
- Filters/Dashboard Prompts— Enable users to filter the records. It could be based on user inputs.
- Pivot: Cross Tabular layout of the information.
- Chart: Graphical view of the business data.
- Gauge: An alternate way to display info where we need to project data Actual Vs Target.

## Software and Hardware Requirements

The following is a list of software requirements:

- Oracle Database 11g
- OBIEE11g 11.1.1.5

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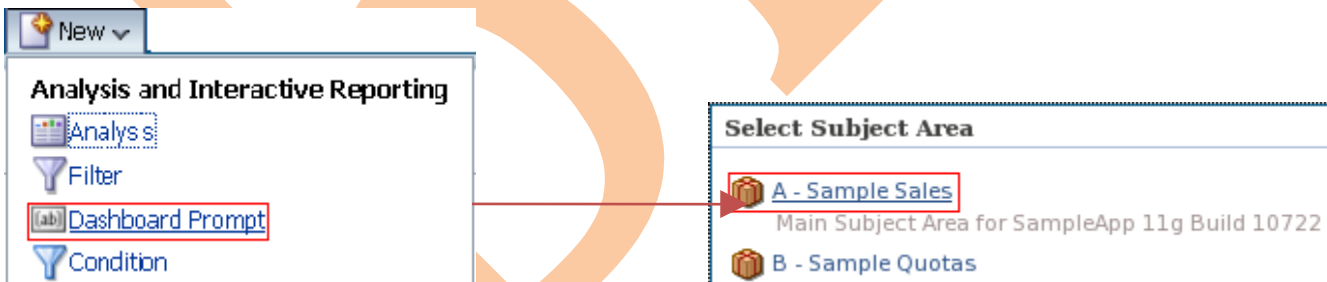
BISP

**Dashboard:-** Below is the complete Distribution Metrics Dashboard. We'll see step by step how to create Dashboard and Report.

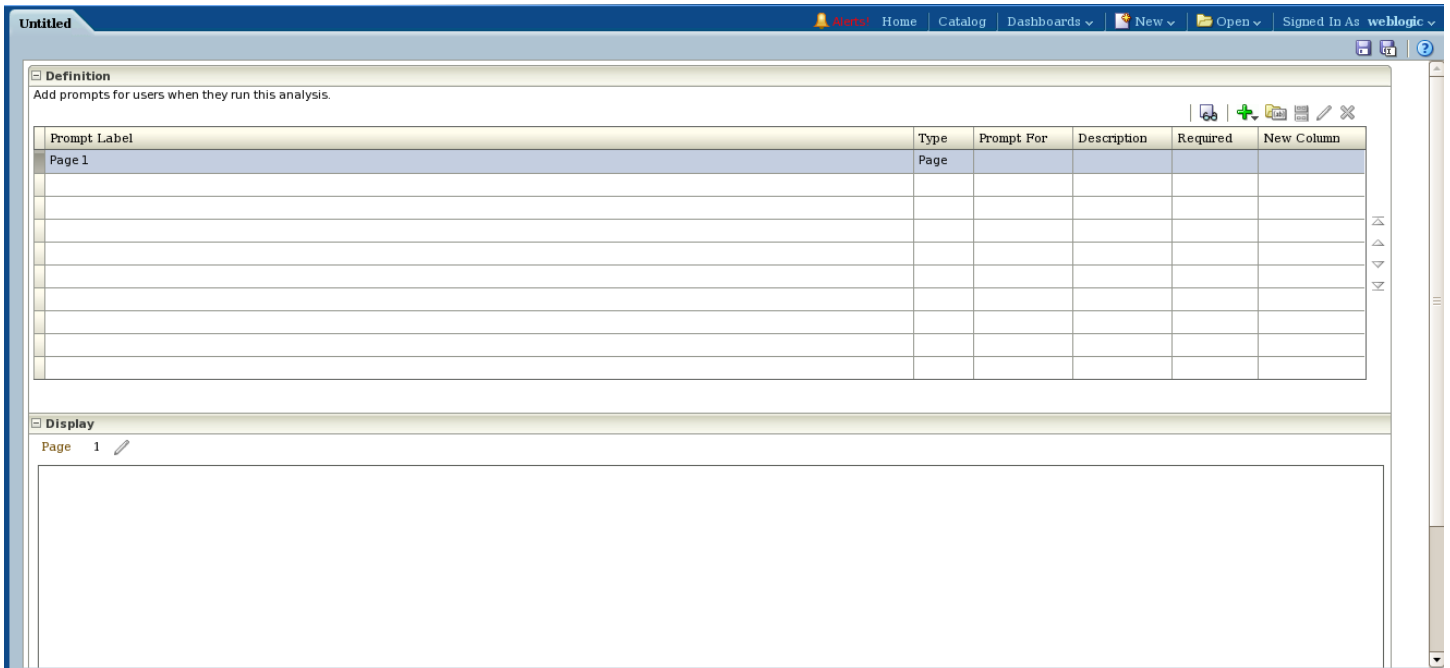



**Step 1):-** Creating a new dashboard prompt.

i) To create a dashboard prompt, login into Analytics and go to right pane Click → New and select dashboard prompt and select a Subject Area.



ii) After selecting subject area, Dashboard Prompt window will display. Here we have preview, add, open prompt for catalog, insert page break, edit, delete options.



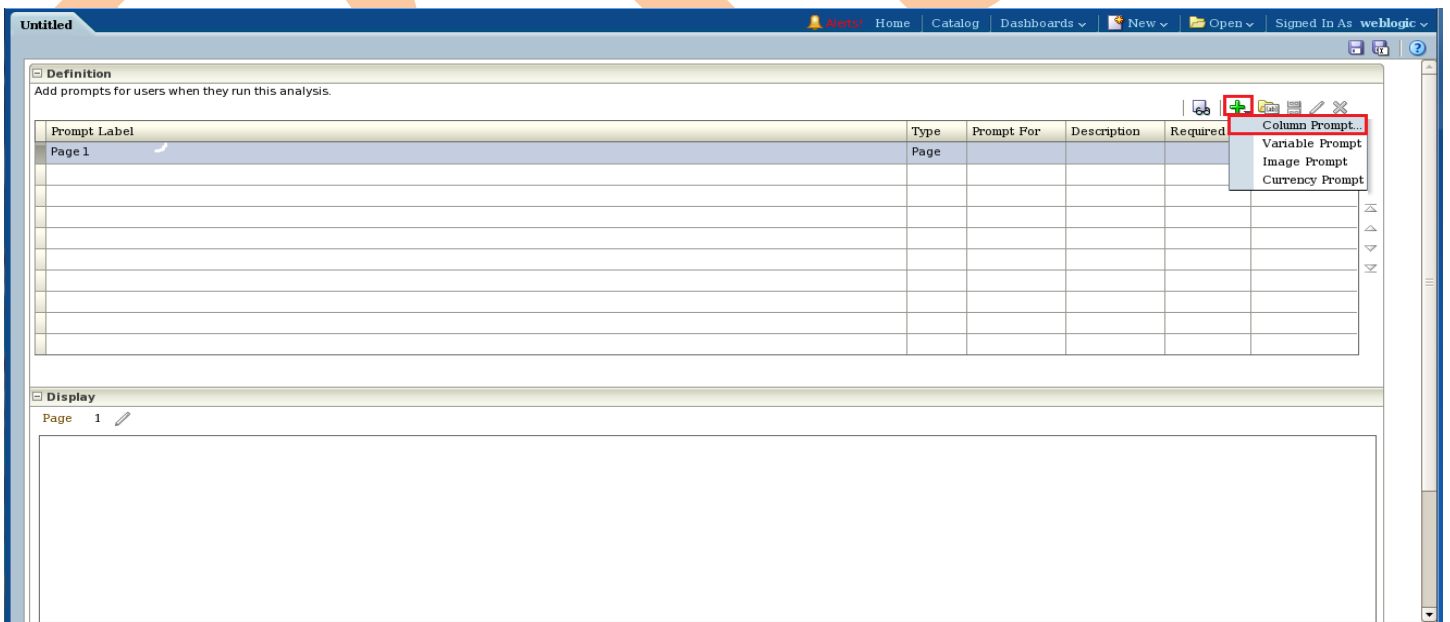
Now, Click the  button to add a new prompt ,We have three choices.

**Column Prompt** :- Obtain list of values from a Subject Area column.

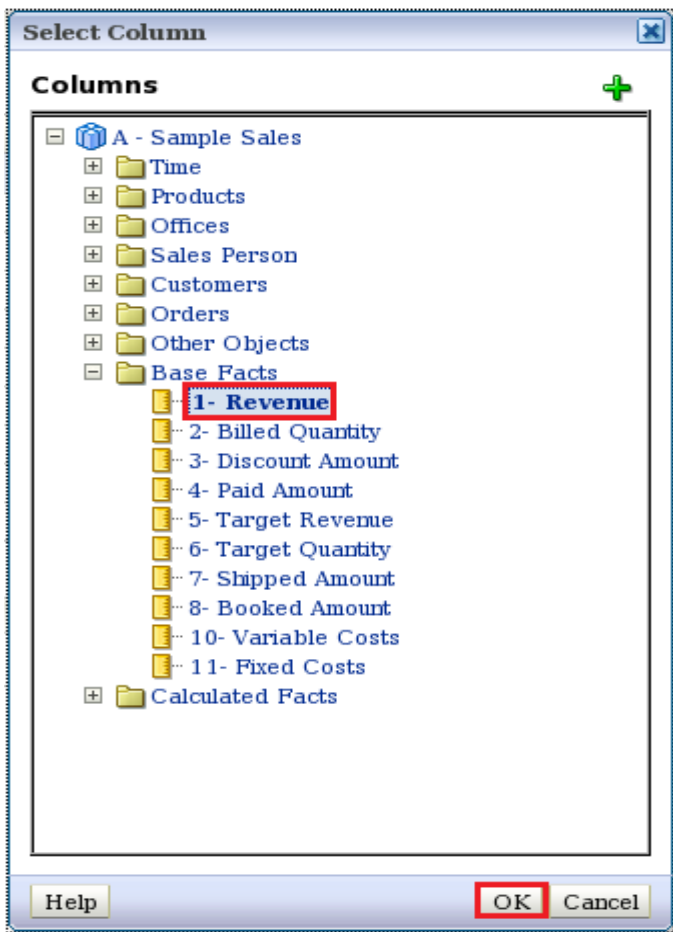
**Variable Prompt** :- Provide a custom list of values to populate a variable.

**Image Prompt** :- Allow the user to select values using an HTML

iii)Click the  button and Select → Column Prompt.



a) After selected Column Prompt option , Select Column window will display. Choose column from subject area Sample Sales within Select Column window .



Click→Ok.

b) After chose the column and Click Ok then the New Prompt window will display.

**New Prompt: 1- Revenue**

Prompt For Column: 1- Revenue

Label: 1- Revenue

Description:

Operator: is equal to / is in

User Input: Text Field

**Options**

Require user input

Default selection: None

Text Field Width:  Dynamic  120 Pixels

Set a variable: None

Buttons: Help, OK, Cancel

b.i) Click on Edit Formula option and replace column formula from "Base Facts"."1-Revenue" to 'A'.

**Edit Column Formula**

Column Formula

Available

Subject Areas

- A - Sample Sales
  - Time
  - Products
  - Offices
  - Sales Person
  - Customers
  - Orders
  - Other Objects
  - Base Facts
  - Calculated Facts

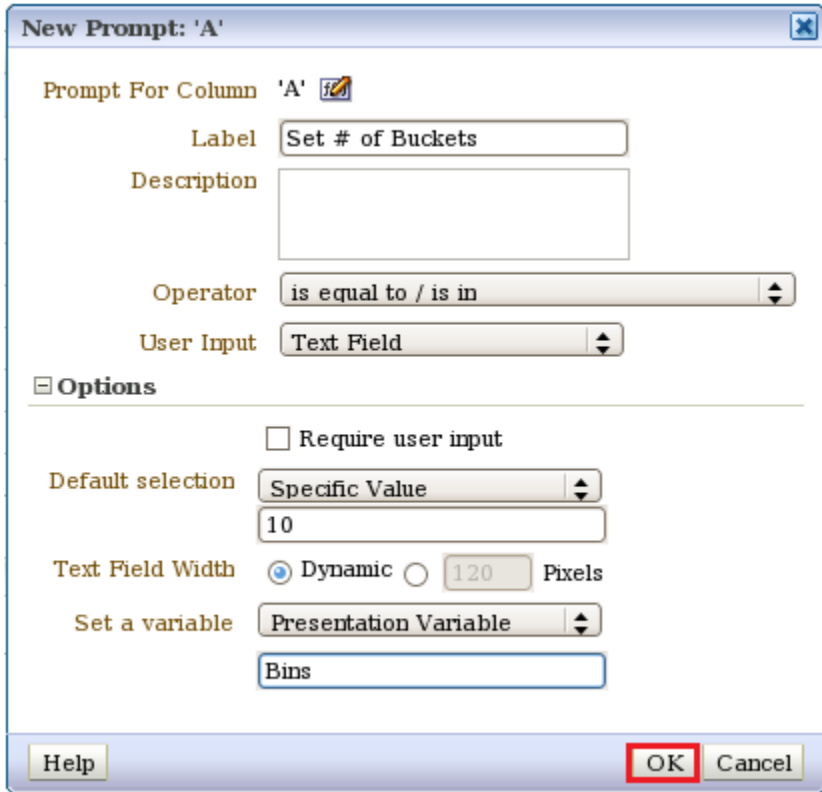
Column Formula: 'A'

Buttons: f(...), Filter..., Column, Variable, +, -, x, /, %, (, ), ||

Buttons: Help, OK, Cancel

Click→Ok.

Here we see the Prompt For Column and specify the following properties.



b.ii)Label→Set # of Buckets

b.iii)Operator→is equal to / is in

b.iv)User Input → Text Field

b.v)Default selection →Specific Value→10

b.vi)Text Field Width→Dynamic

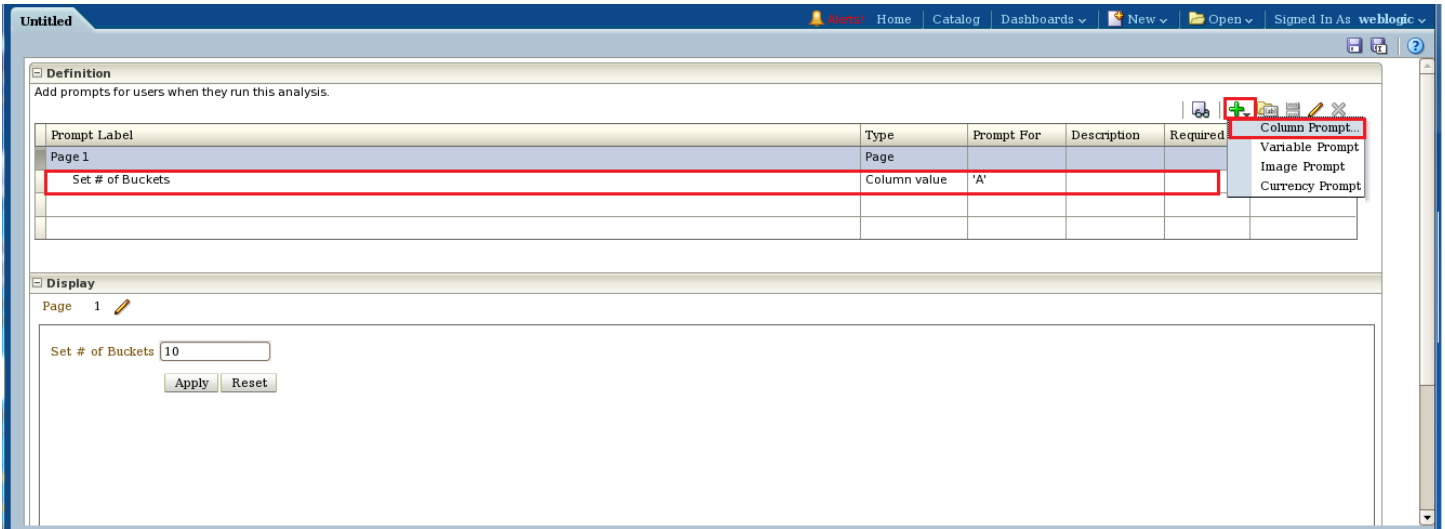
b.vii)Set a Variable→ Presentation Variable→ Bins.


Click→Ok.

c) After click ok , we see the prompt in prompt label and In display pane we see the view of prompt.

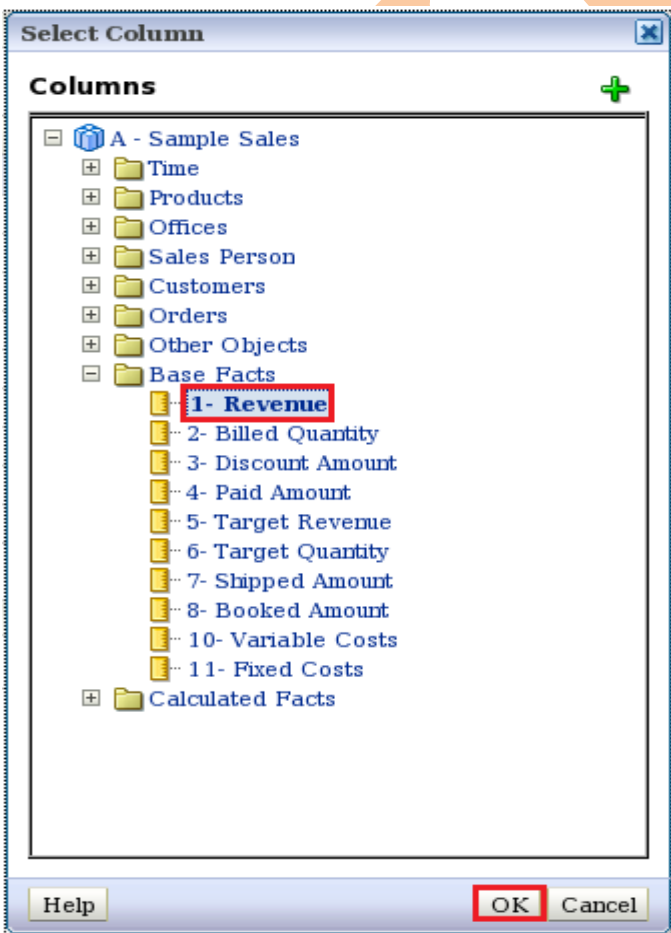
Click the  button and Select→ Column Prompt.





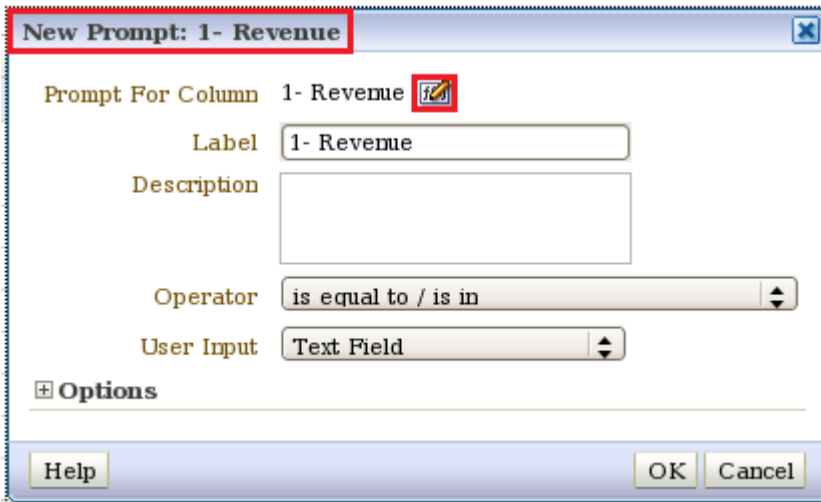
iv) After Click the  button and Select  $\rightarrow$  Column Prompt.

a) Select Column window will display. Choose column from subject area Sample Sales within Select Column window.

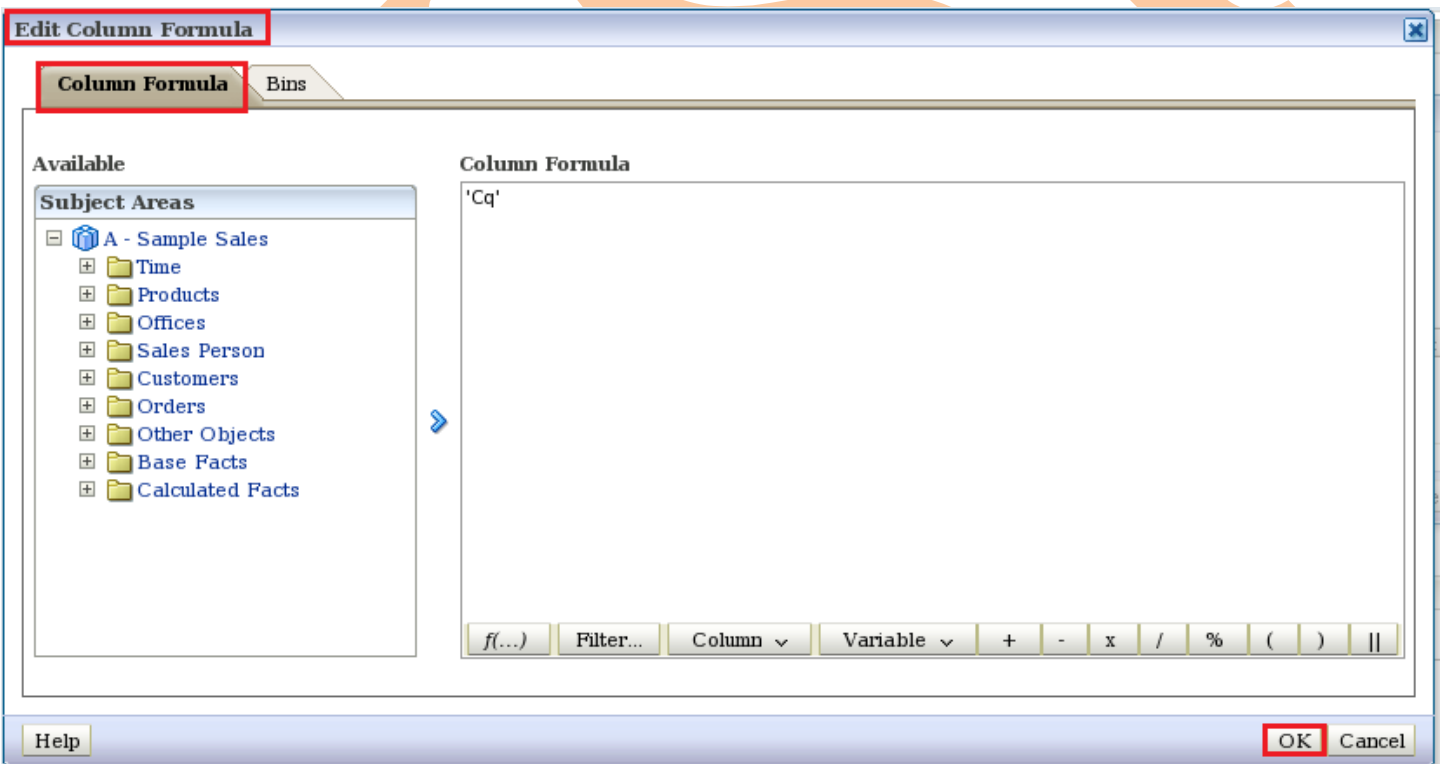


Click→Ok.

b) After chose the column and Click→ Ok ,then the New Prompt window will display.

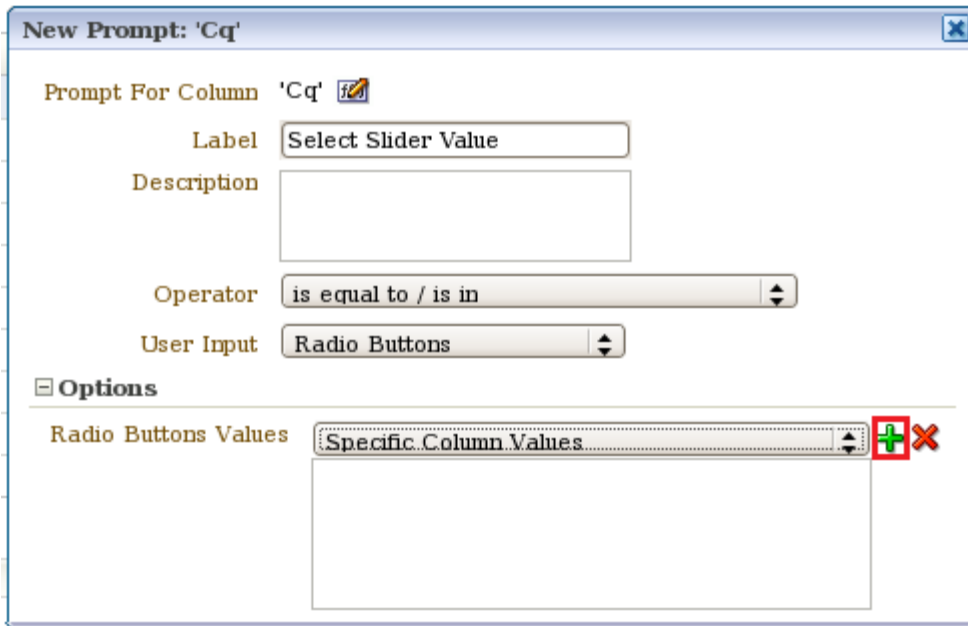


b.i) Click on Edit Formula  option and replace column formula from "Base Facts"."1-Revenue" to 'Cq'.



Click→Ok.

Here we see the Prompt For Column and specify the following properties.



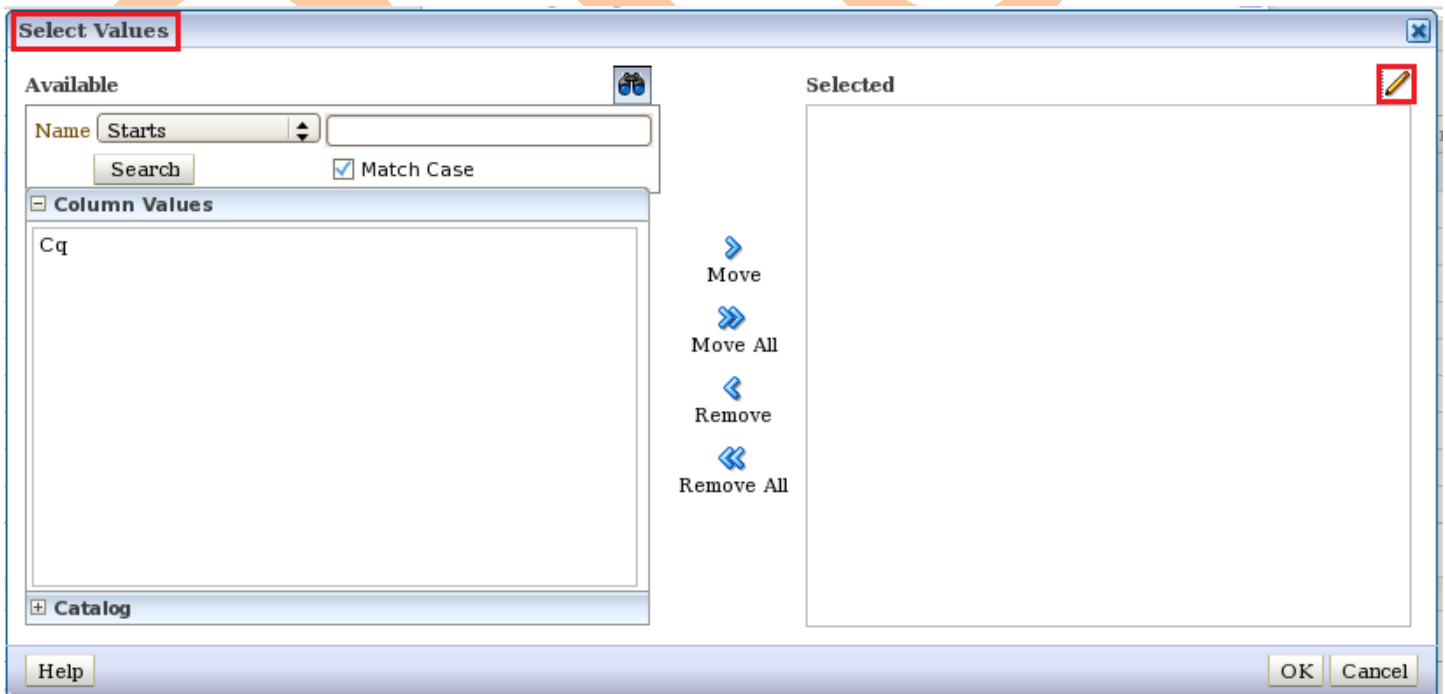
b.ii)Label→Select Slider Value


b.iii)Operator→is equal to / is in

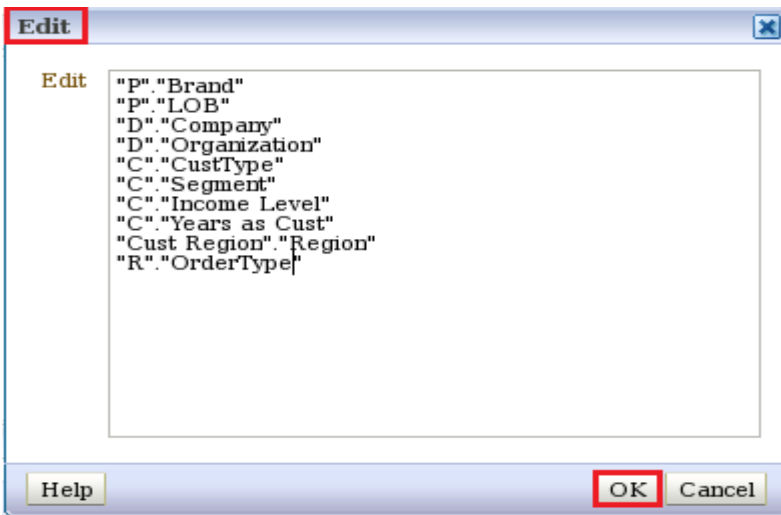
b.iv)User Input → Radio Button

b.v)Default selection →Specific Column Value and Click→+

After Click→+ the Select Values window will display, Here we click on Edit option.

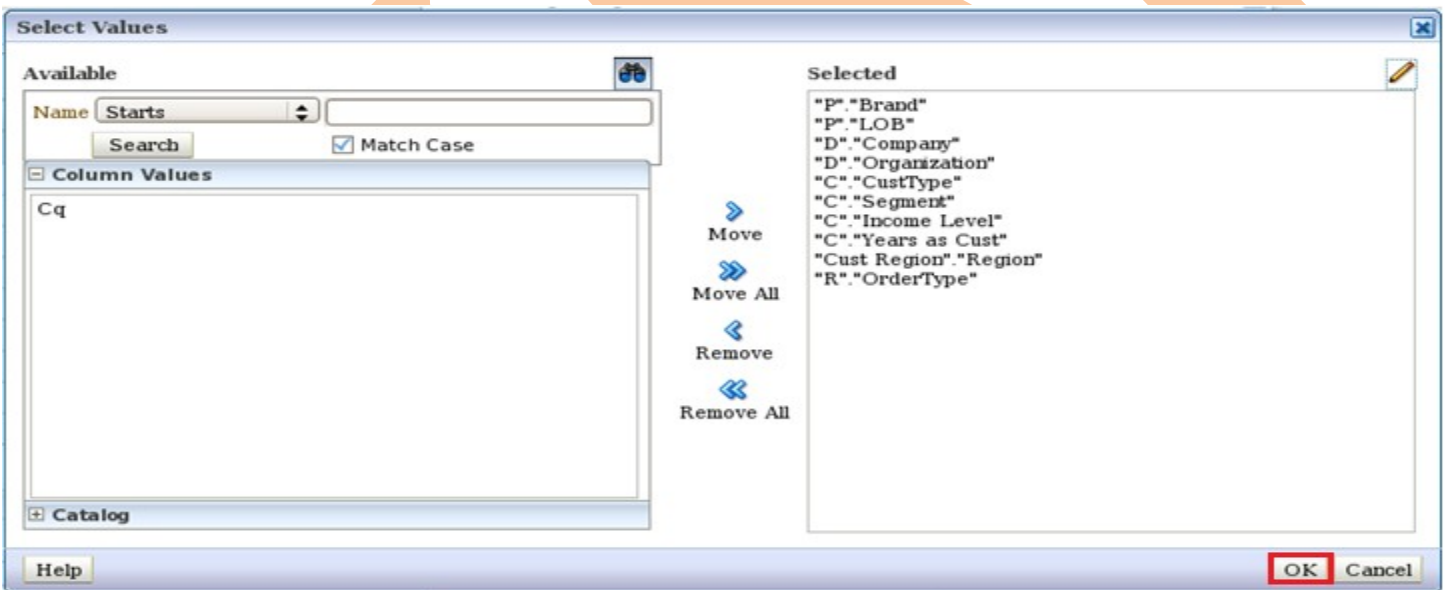


After click on  Edit option the Edit window will display. Here we write the values which we want.



Click→Ok.

After Click→Ok we see the selected value in the Selected Pane within Select Value window.



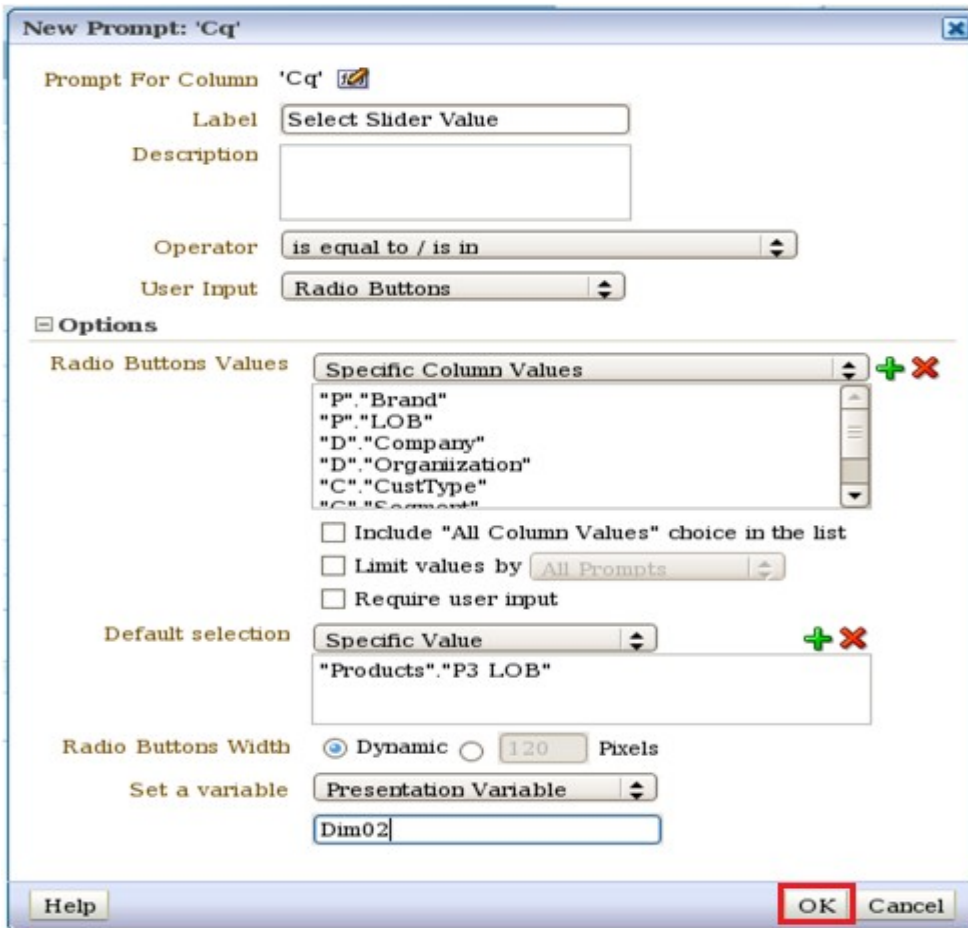
Click→Ok.

After Click→Ok, we see the selected values within Specific Column Values and specify the remaining properties.

b.vi) Default selection →Specific Value→"Products"."P3 LOB".

b.vii) Radio Button Width →Dynamic

b.viii) Set a variable→Presentation Variable→Dim02.



Click→Ok.

c) After click ok , we see the prompt in prompt label and In display pane we see the view of prompt.

Click the  button and Select→ Column Prompt.

Untitled Home Catalog Dashboards New Open Signed In As weblogic

Add prompts for users when they run this analysis.

Prompt Label	Type	Prompt For	Description	Required
Page 1	Page			
Set # of Buckets	Column value	'A'		
Select Slider Value	Column value	'Cq'		


Display

Page 1

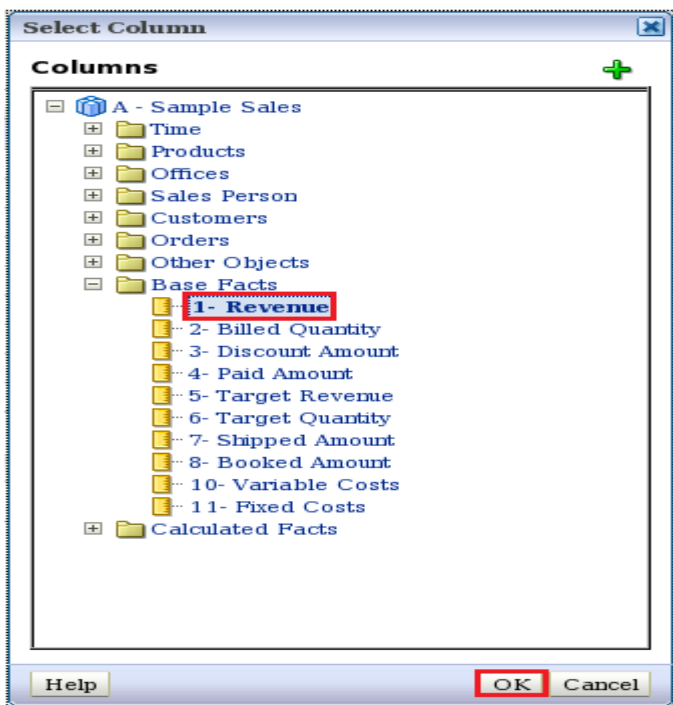
Set # of Buckets

Select Slider Value

- "P"."Brand"
- "P"."LOB"
- "D"."Company"
- "D"."Organization"
- "C"."CustType"
- "C"."Segment"
- "C"."Income Level"
- "C"."Years as Cust"
- "Cust Region"."Region"
- "R"."OrderType"

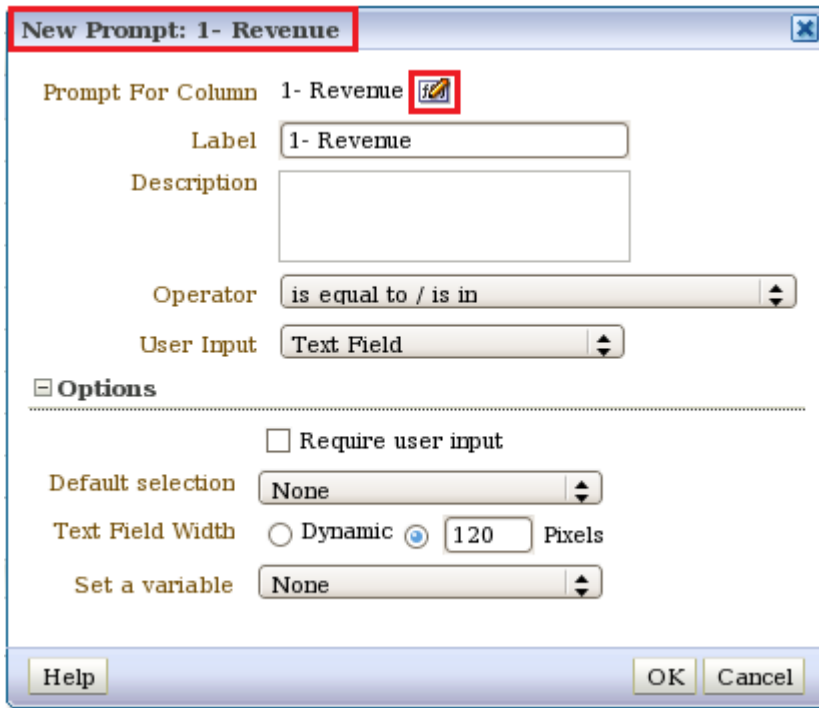
v)After Click the  button and Select → Column Prompt.

a) Select Column window will display. Choose column from subject area Sample Sales within Select Column window.

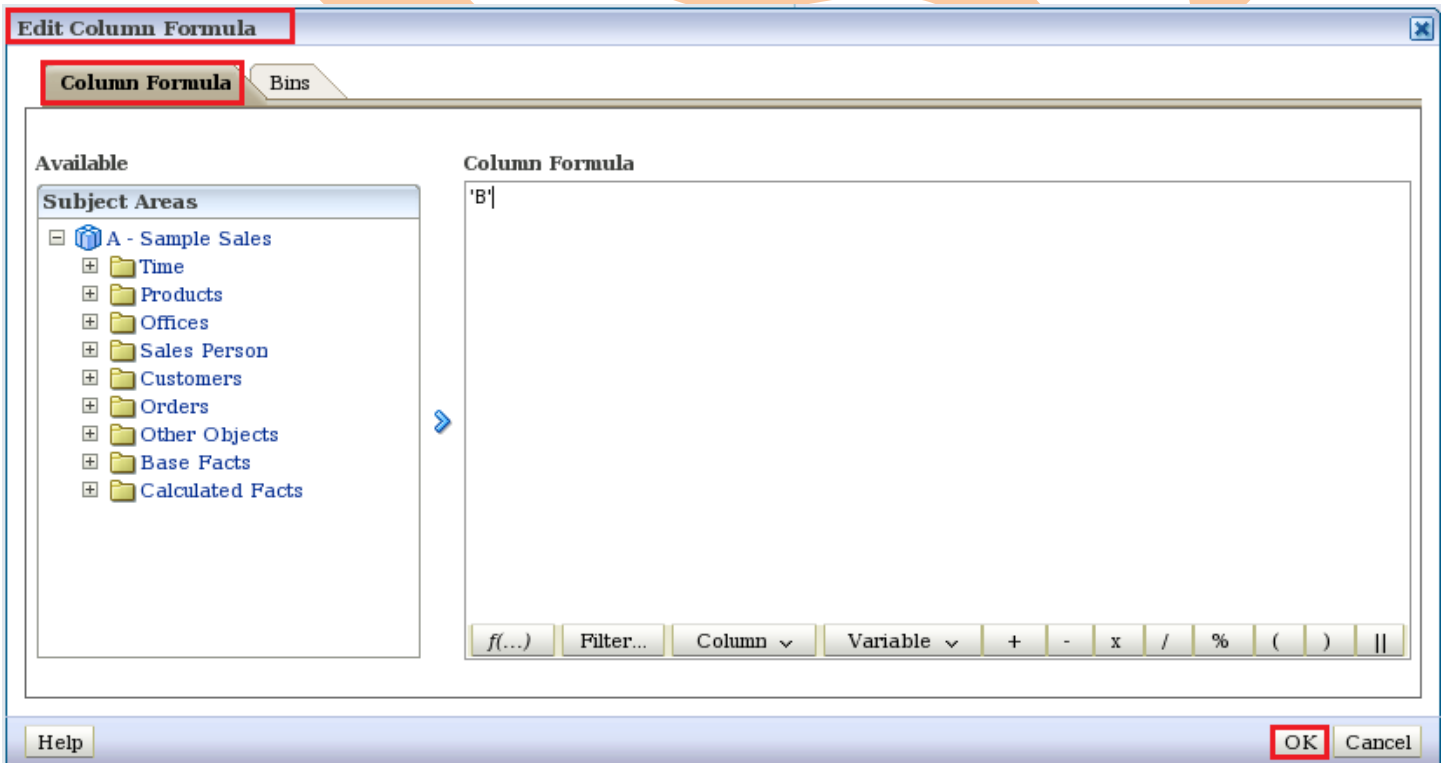


Click→Ok.

b) After chose the column and Click Ok then the New Prompt window will display.



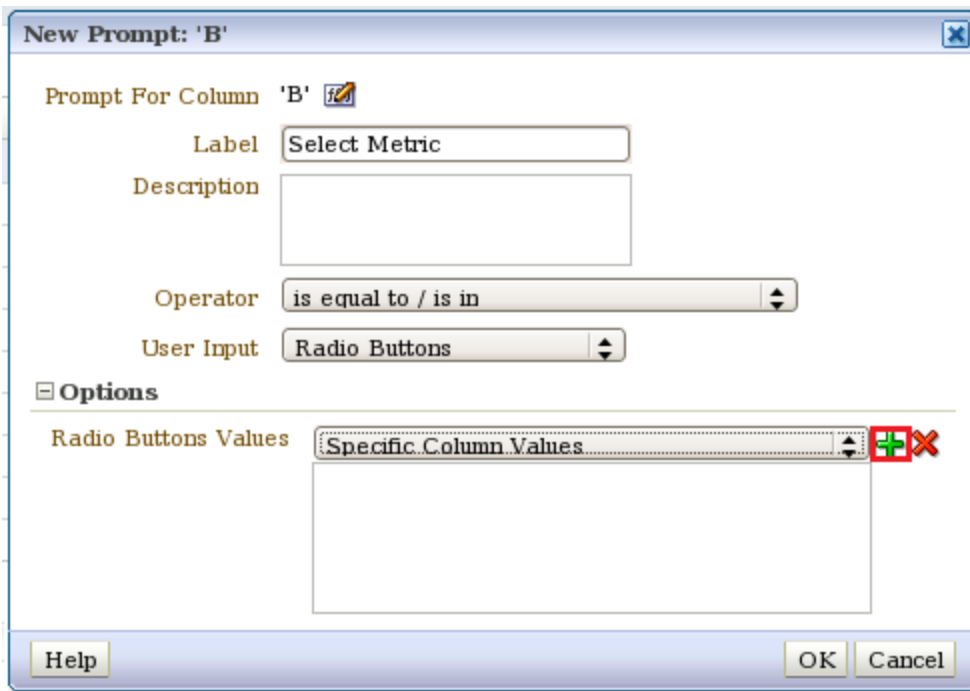
b.i) Click on Edit Formula  option and replace column formula from "Base Facts"."1-Revenue" to 'B'.



Click→Ok.

Here we see the Prompt For Column and specify the following properties.





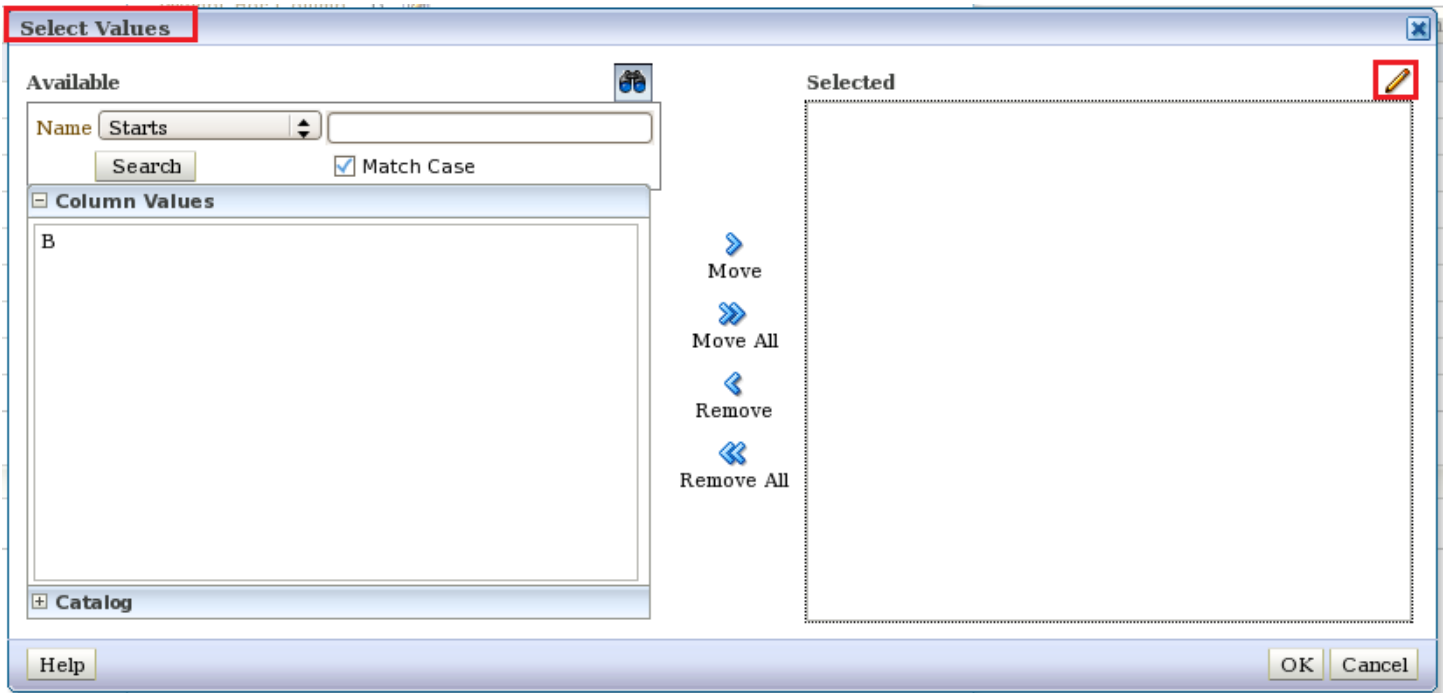
b.ii) Label → Select Metric


b.iii) Operator → is equal to / is in

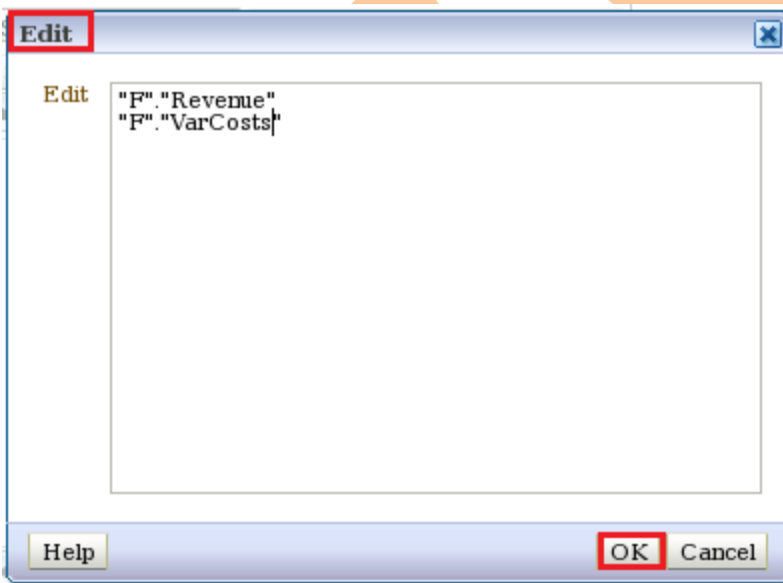
b.iv) User Input → Radio Button

b.v) Default selection → Specific Column Value and Click → +

After Click → + the Select Values window will display, Here we click on  Edit option.

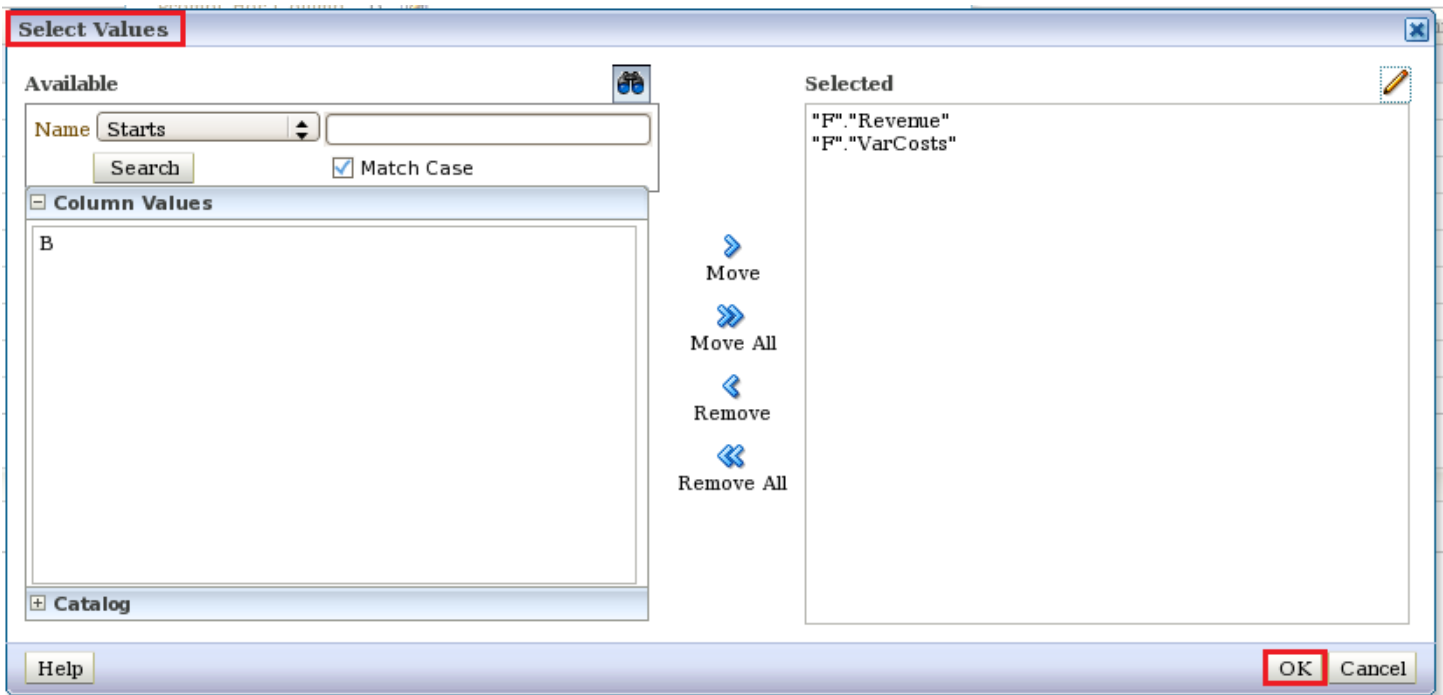


After click on  Edit option the Edit window will display. Here we write the values which we want.



Click→Ok.

After Click→Ok we see the selected value in the Selected Pane within Select Value window.



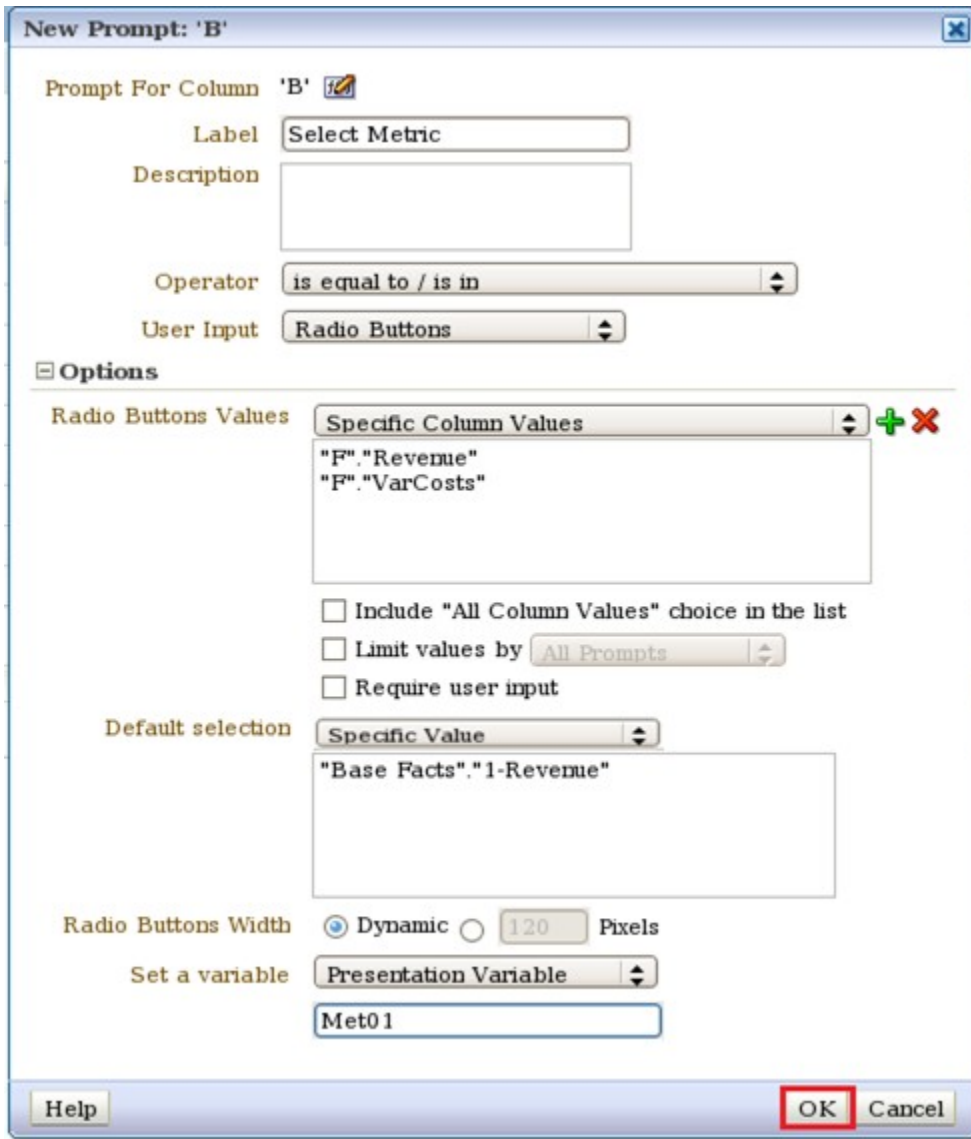
After Click→Ok, we see the selected values within Specific Column Values and specify the remaining properties.

b.vi) Radio Button Values→ Specific Column Values.

b.vii) Default selection →Specific Value→"Base Facts"."1-Revenue".

b.viii) Radio Button Width→Dynamic

b.viii) Set a variable→Presentation Variable→Met01.



Click→Ok.

c) After click ok , we see the prompt in prompt label and In display pane we see the view of prompt. Here we see that the label are placed on the side of prompt.

Untitled | Home | Catalog | Dashboards | New | Open | Signed In As weblogic

Definition  
Add prompts for users when they run this analysis.

Prompt Label	Type	Prompt For	Description	Required	New Column
Page 1	Page				
Set # of Buckets	Column value	'A'			<input type="checkbox"/>
Select Slider Value	Column value	'Cq'			<input type="checkbox"/>
Select Metric	Column value	'B'			<input type="checkbox"/>

Display  
Page 1

Set # of Buckets:

Select Slider Value:

- "P"."Brand"
- "P"."LOB"
- "D"."Company"
- "D"."Organization"
- "C"."CustType"
- "C"."Segment"
- "C"."Income Level"
- "C"."Years as Cust"
- "Cust Region"."Region"
- "R"."OrderType"

Select Metric:

- "F"."Revenue"
- "F"."VarCosts"


Apply Reset

vi) Now Click →  Edit in display.

Untitled | Home | Catalog | Dashboards | New | Open | Signed In As weblogic

Definition  
Add prompts for users when they run this analysis.

Prompt Label	Type	Prompt For	Description	Required	New Column
Page 1	Page				
Set # of Buckets	Column value	'A'			<input type="checkbox"/>
Select Slider Value	Column value	'Cq'			<input type="checkbox"/>
Select Metric	Column value	'B'			<input type="checkbox"/>

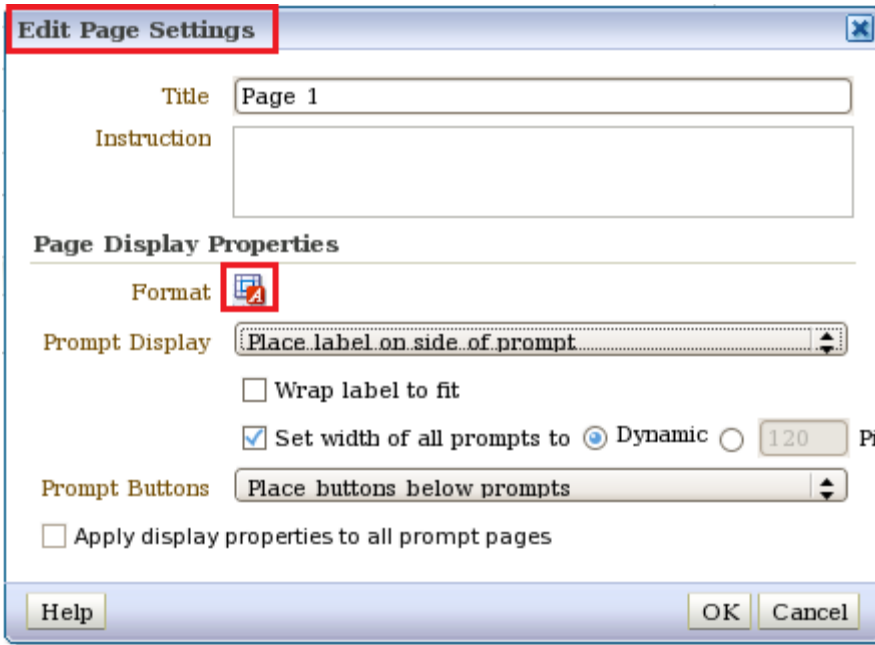
Display  
Page 1 


Set # of Buckets:

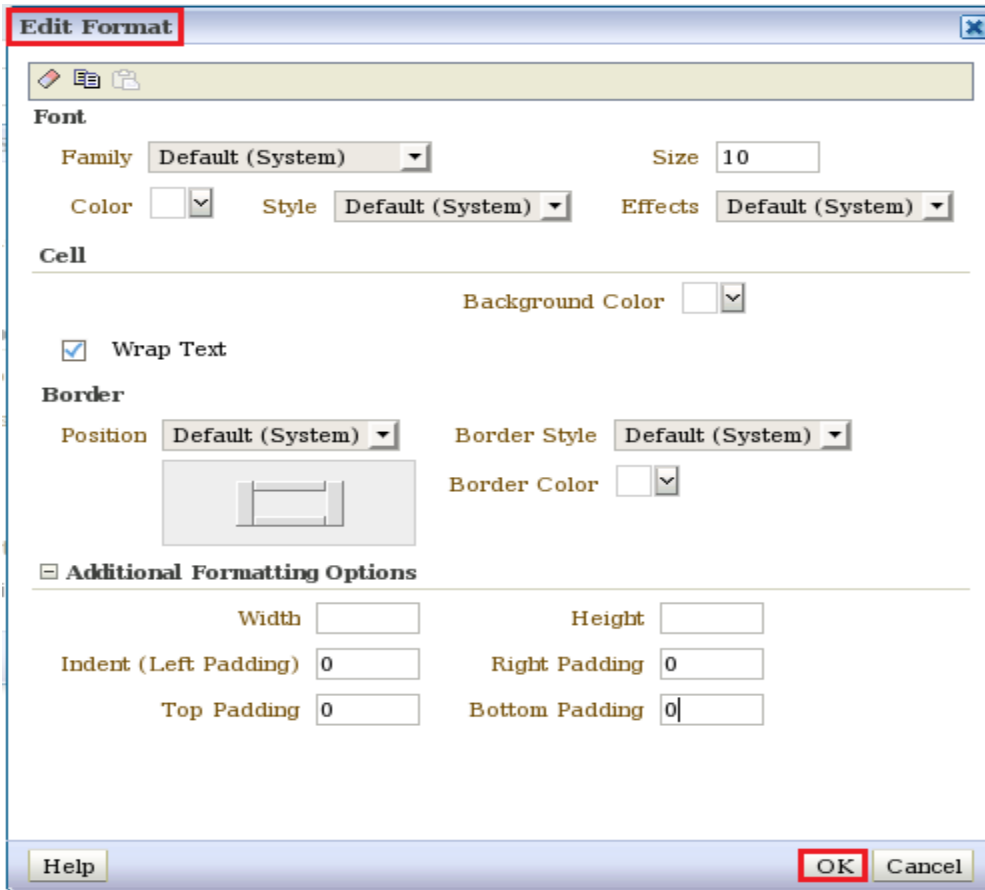
Select Slider Value:

- "P"."Brand"
- "P"."LOB"
- "D"."Company"
- "D"."Organization"
- "C"."CustType"
- "C"."Segment"
- "C"."Income Level"
- "C"."Years as Cust"
- "Cust Region"."Region"

a) After Click on  Edit option. The Edit Page settings window will display.

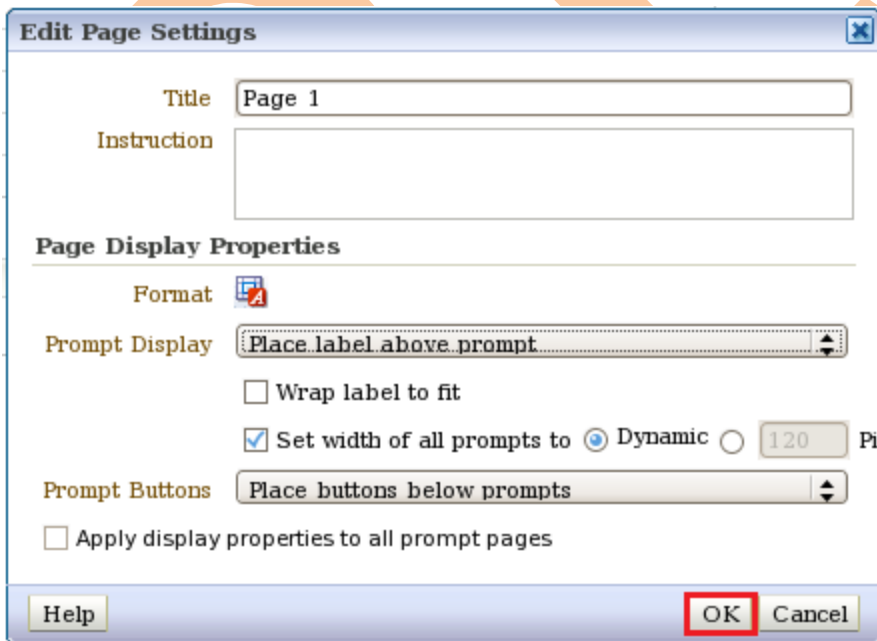


b) Click →  Format option, the Edit Format window will display and set the properties like Size → 10, Indent(Left Padding) → 0, Indent(Right Padding) → 0, Top Padding → 0, Bottom Padding → 0.



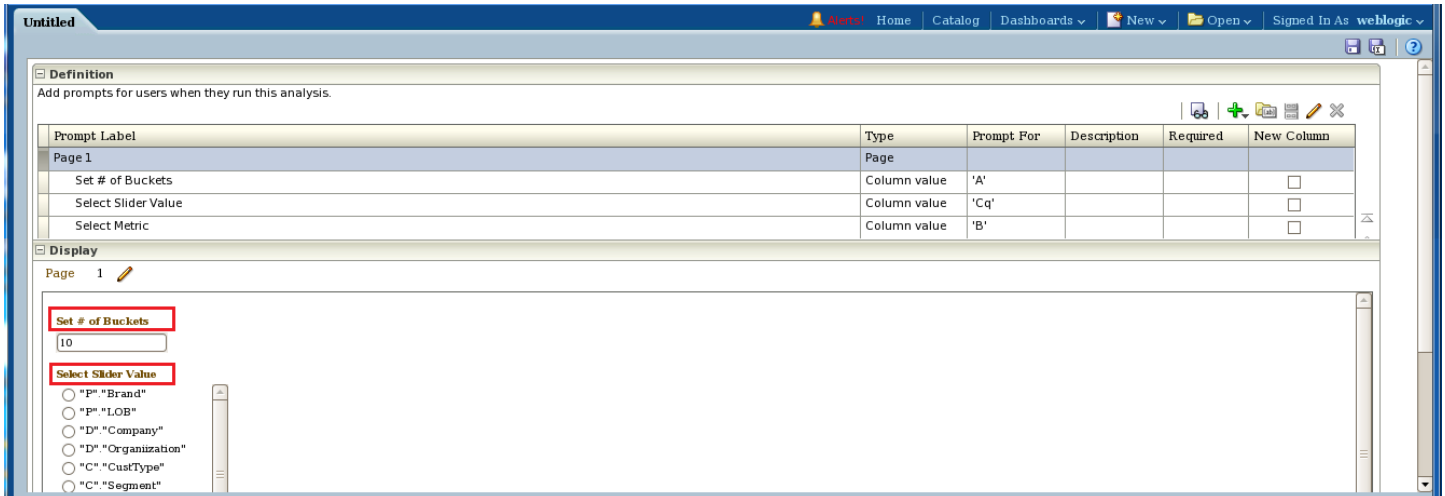
Click → Ok.

c) In Edit Page Settings window we set the property Prompt Display → Place label above prompt .

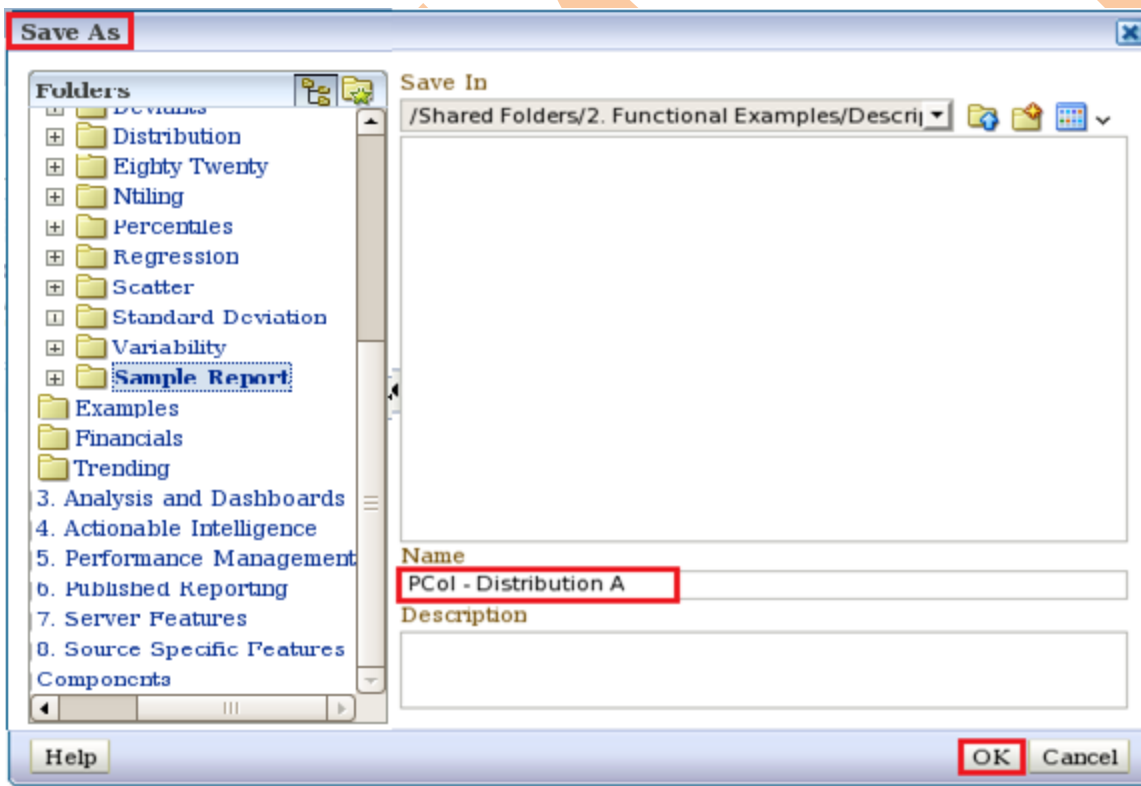


Click → Ok.

d) After Click→Ok , we see the label place above prompt.



e) Click on Save button , the Save as window will display. Here we save the prompts as PCol-Distribution A.

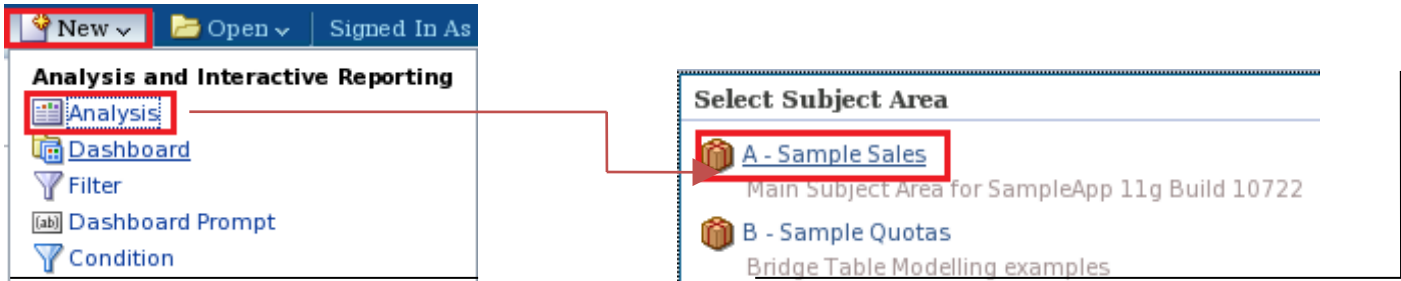


Click→Ok.

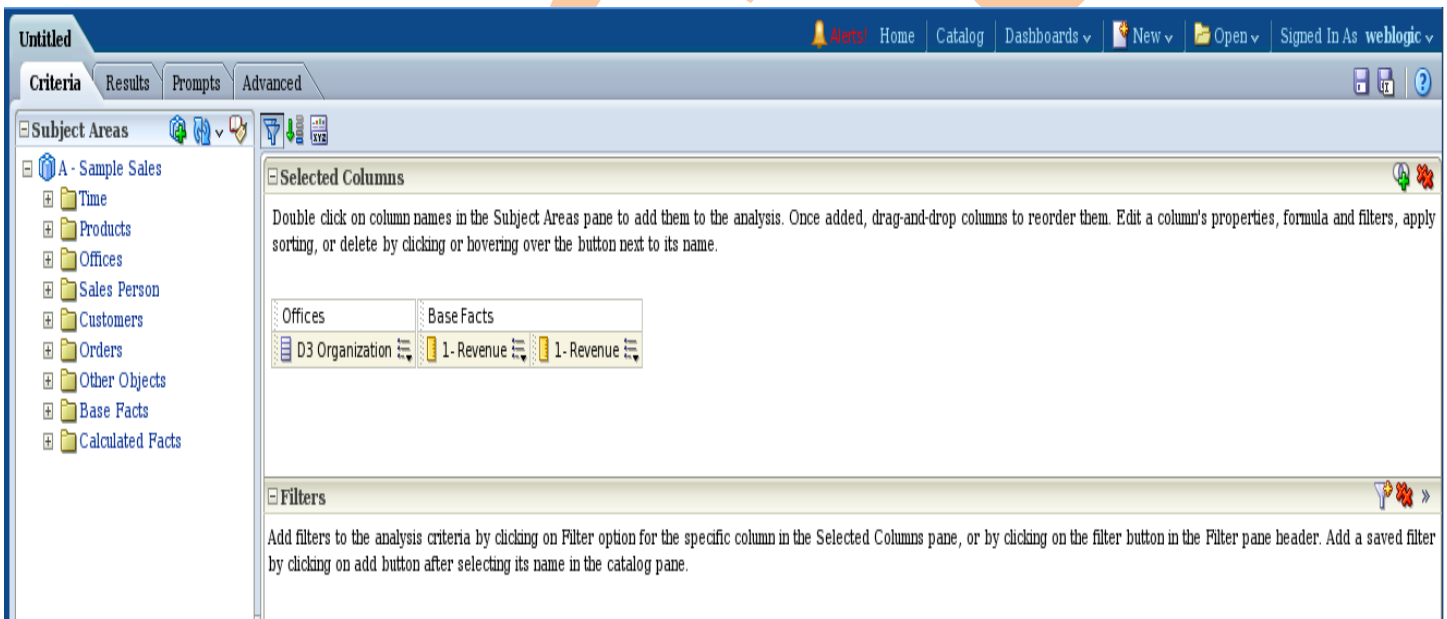
**Step 2):-** Now, we create the first report called as **Selected Dimensions** of 2.10 Descriptive Stats (Distr. II) dashboard.



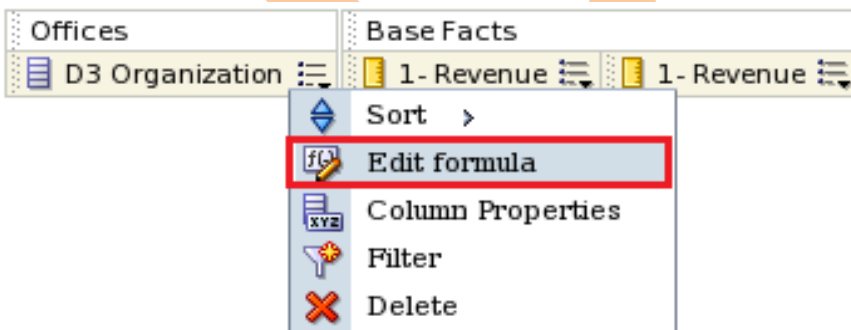
i) Click on New → Analysis then chose subject area from Select Subject Area.



ii) After Select a Subject Area then the below window will open, Select tables column from left side Subject Area pane within Criteria. Here we can double click on tables column or drag and drop tables columns from Subject Area pane to Selected Columns pane as below.

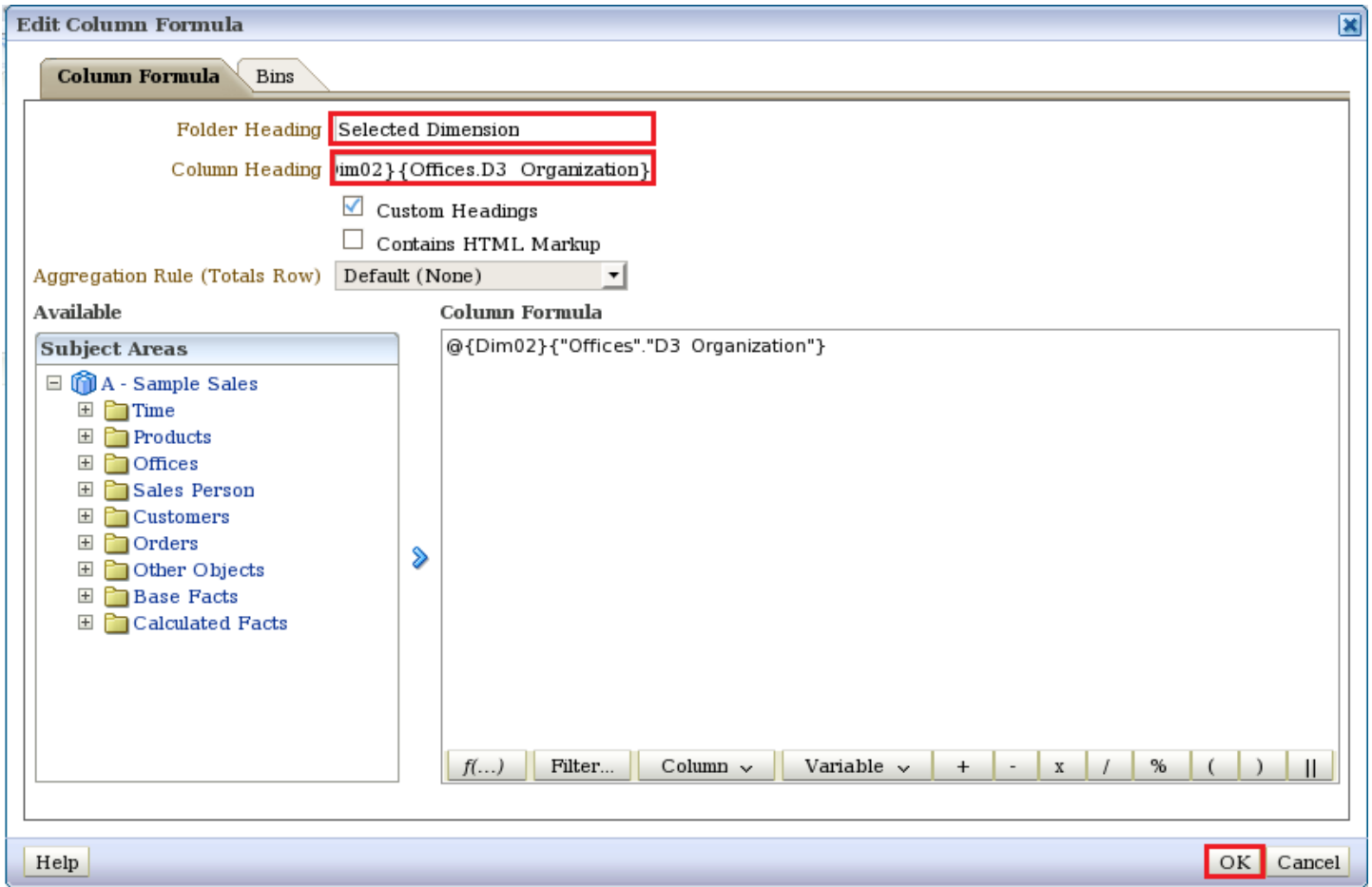


iii) In Office(D3 Organization) → Edit Formula.



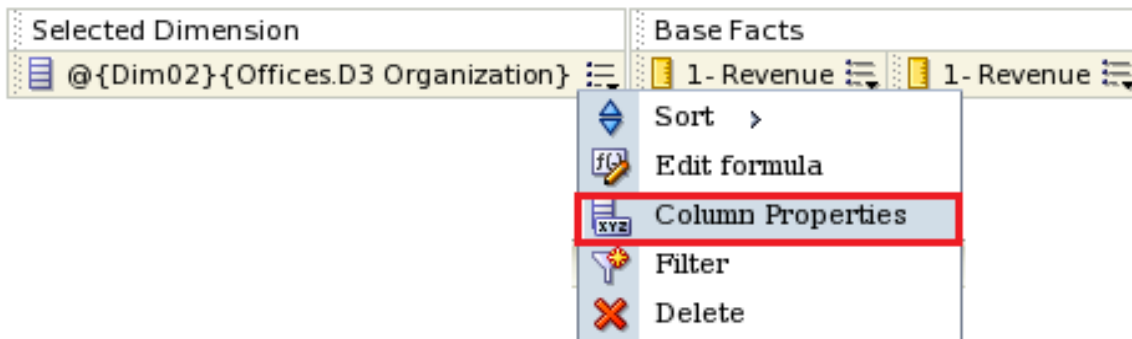
a) Edit Column Formula window will display.

In Edit Column Formula , Here we change Folder Heading from Offices to Selected Dimension , Column Heading from D3 Organization to `@{Dim02}{"Offices"."D3 Organization"}` , Check→Custom Headings , Aggregation Rule(Total Rows)→Default (None) , Change Column Formula from "Offices"."D3 Organization" to `@{Dim02}{"Offices"."D3 Organization"}`.

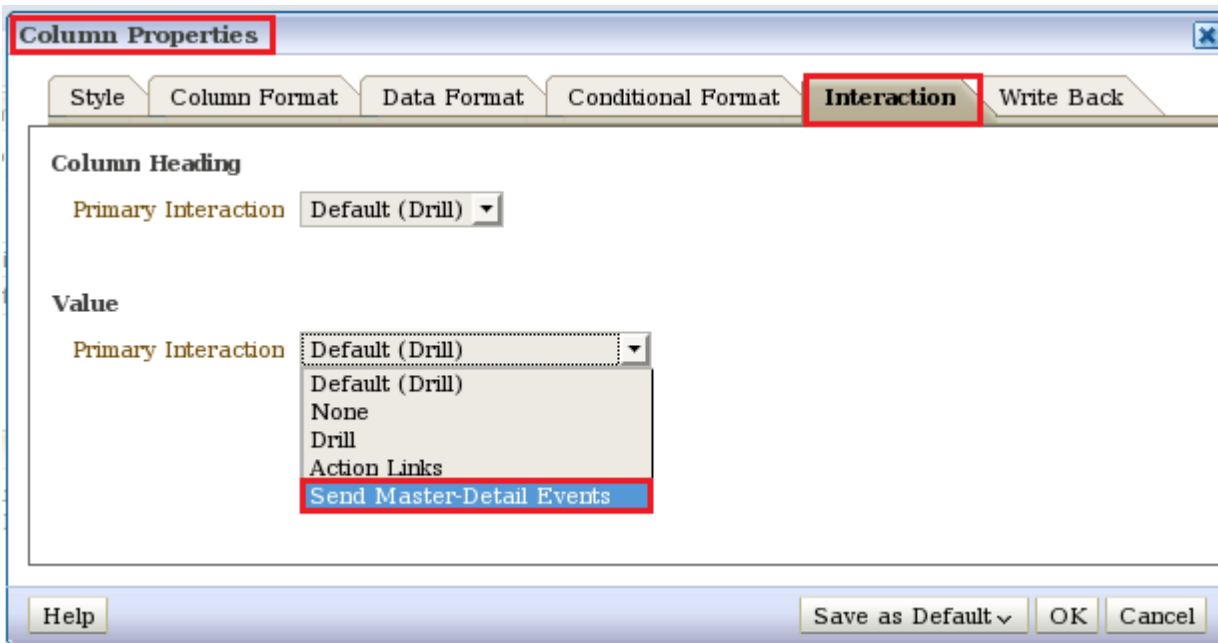


Click→Ok.

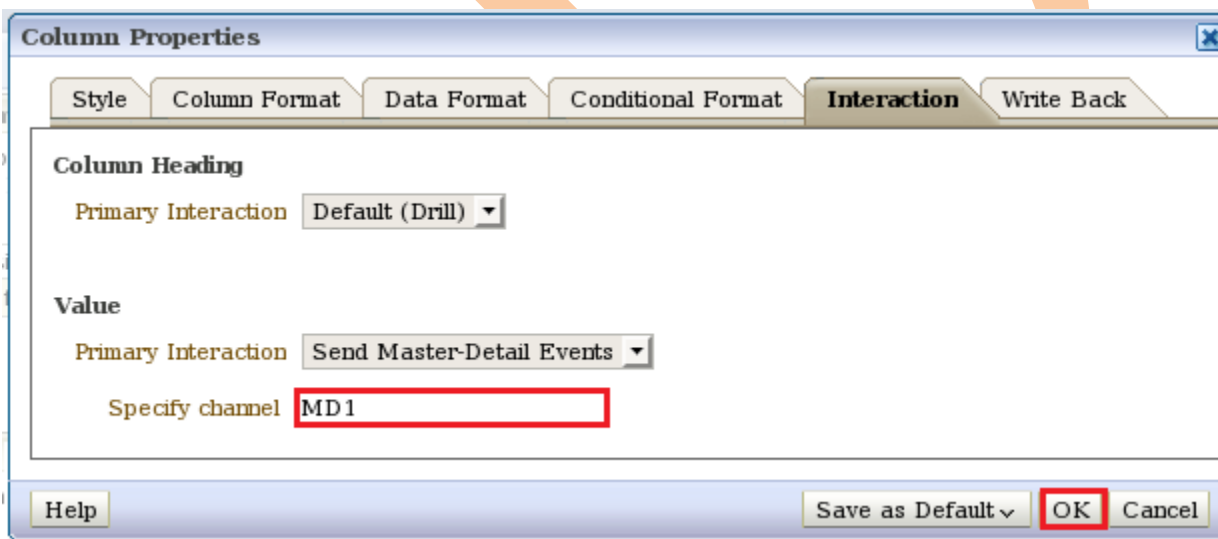
b) In Selected Dimension (`@{Dim02}{"Offices"."D3 Organization"}`)→Column Properties.



Column Properties window will display . In Column Properties ,Here we Select Interaction tab and In Interaction tab goto Value→Primary Interaction→Send Master Detail Events (from drop down list).

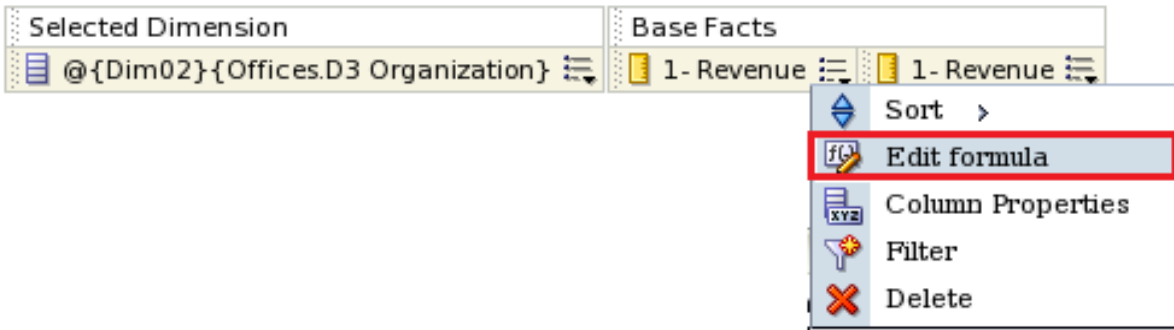


Write in Specify channel→MD1.



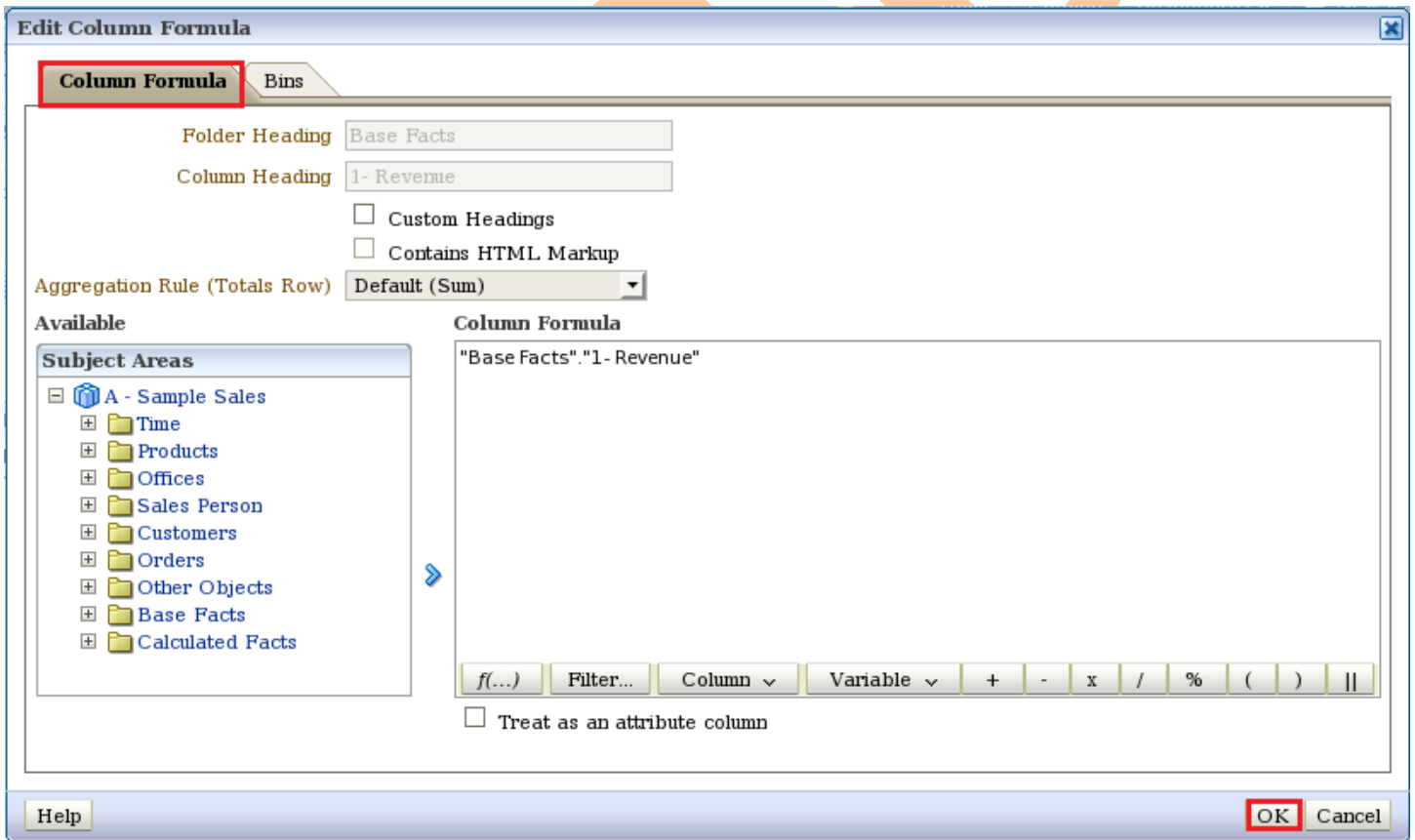
Click→Ok.

iv) In Base Facts(1-Revenue)→Edit Formula.



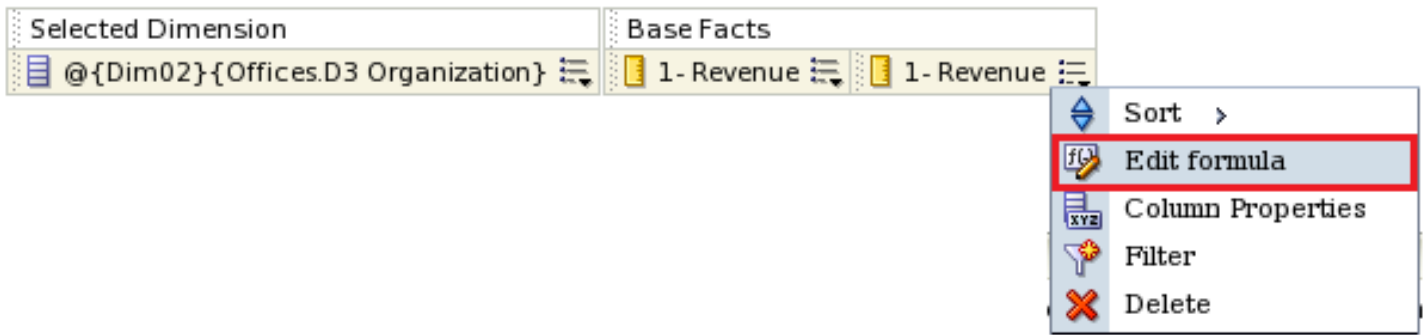
a)Edit Column Formula window will display.

In Edit Column Formula , Here Column Heading→1-Revenue , Aggregation Rule(Total Row)→Default(Sum).



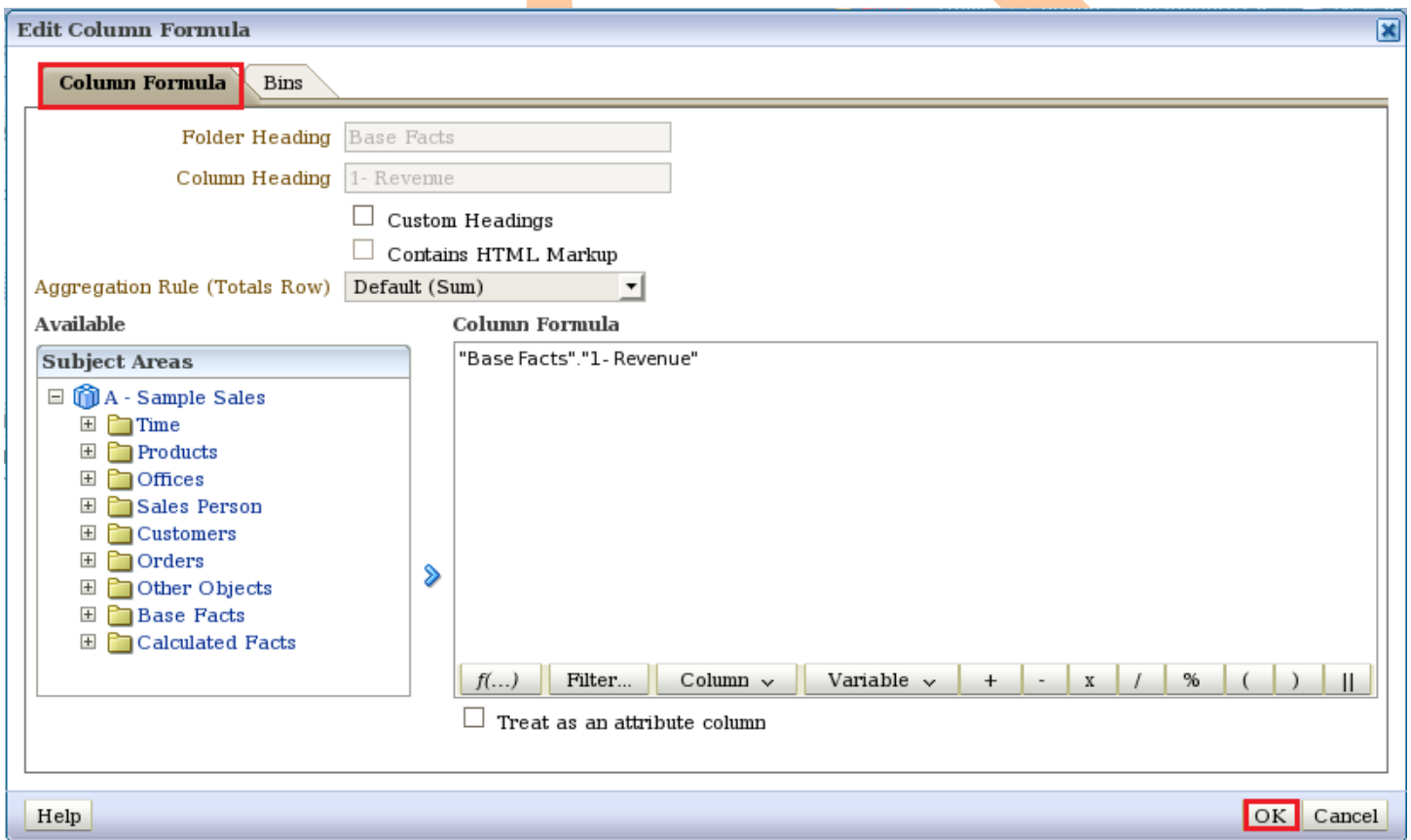
Click→Ok.

v) In Base Facts(1-Revenue)→Edit Formula.

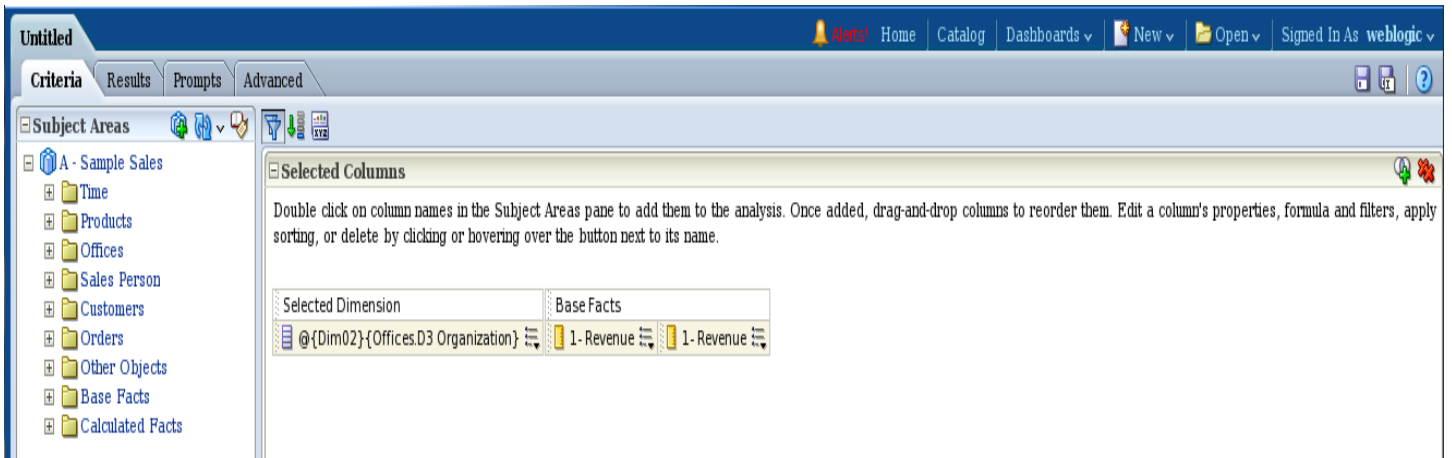


a)Edit Column Formula window will display.

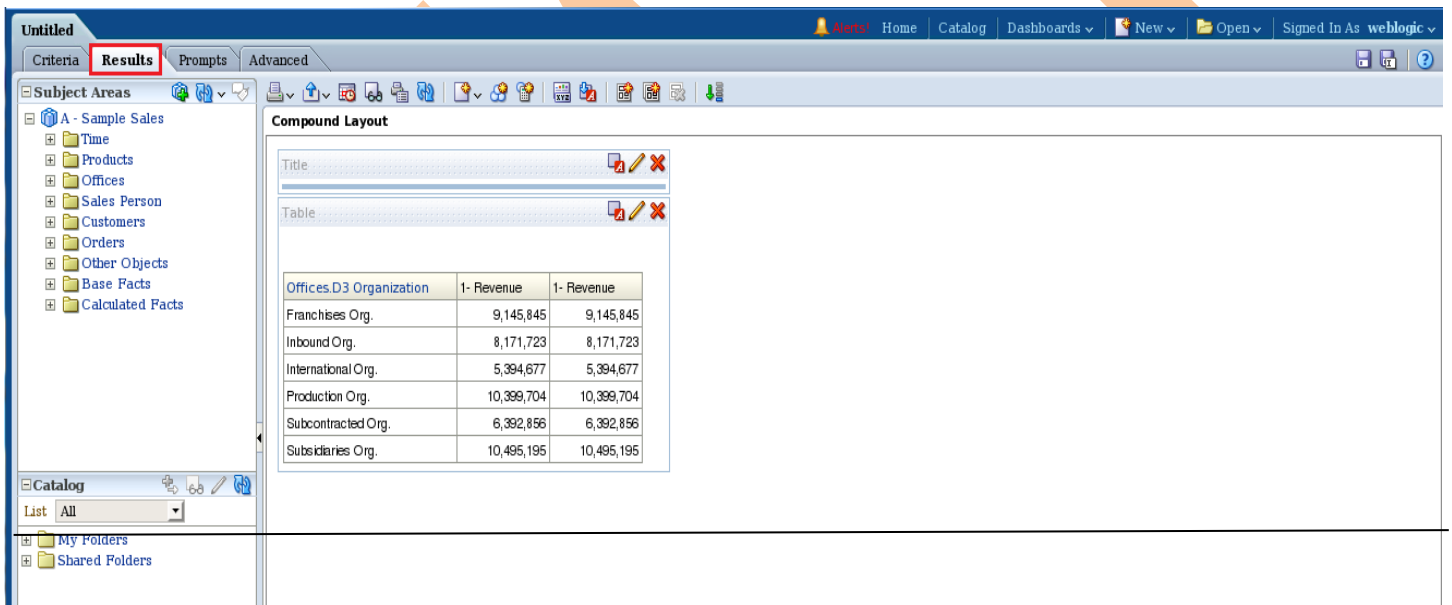
In Edit Column Formula , Here Column Heading→1-Revenue , Aggregation Rule(Total Row)→Default(Sum).



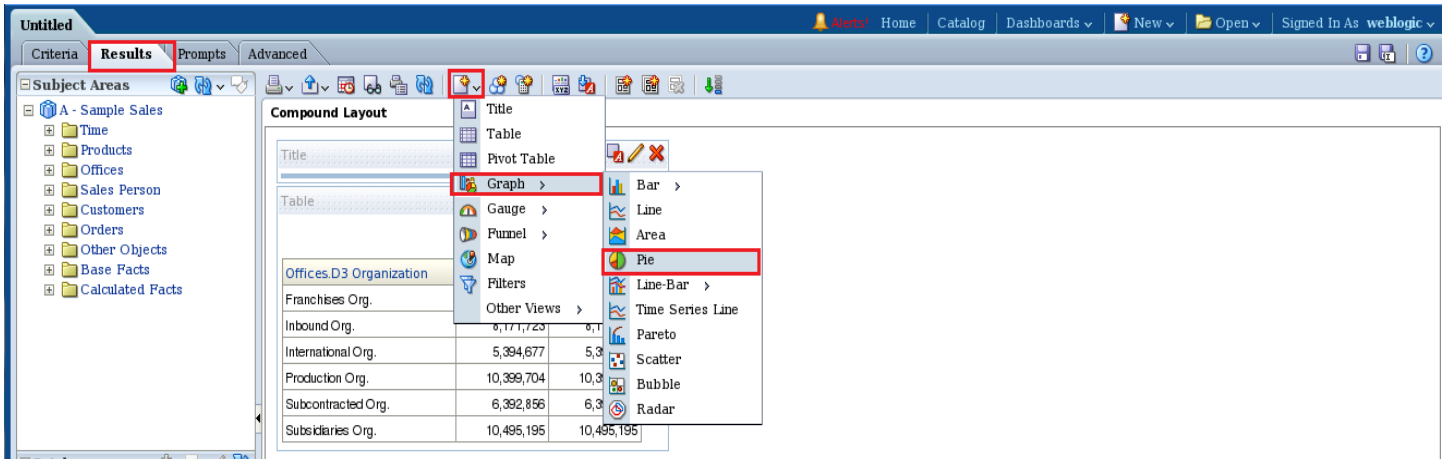
vi)After set all properties we see the tables column as below.



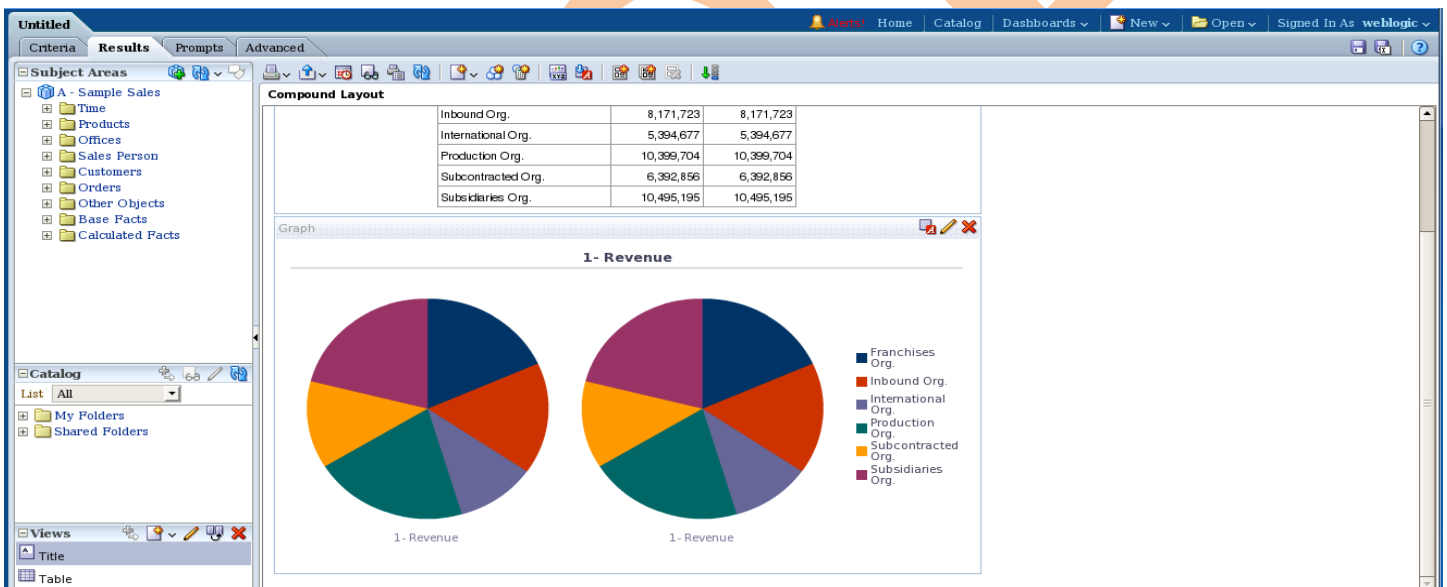
vii)Click→Result tab and see result.



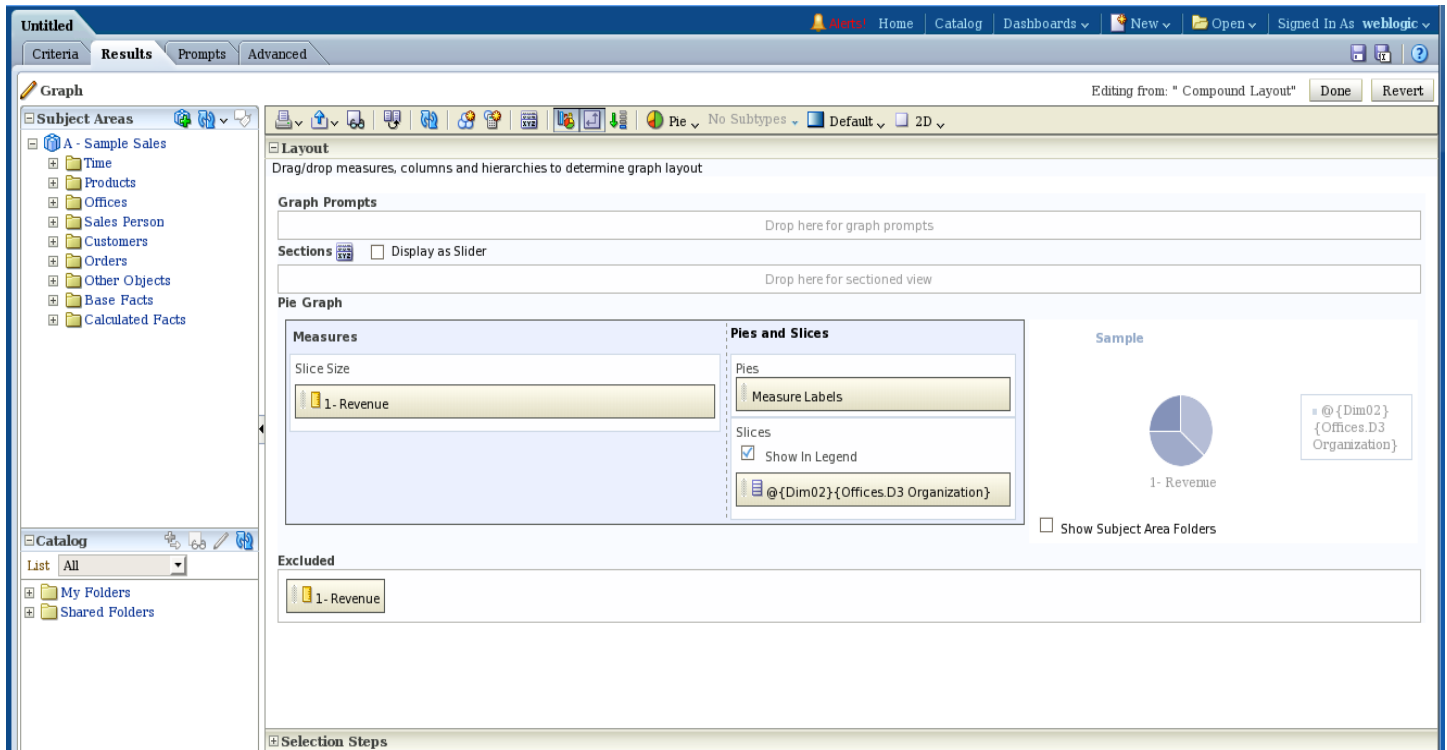
viii)Click→New View and Select→Graph→Pie.




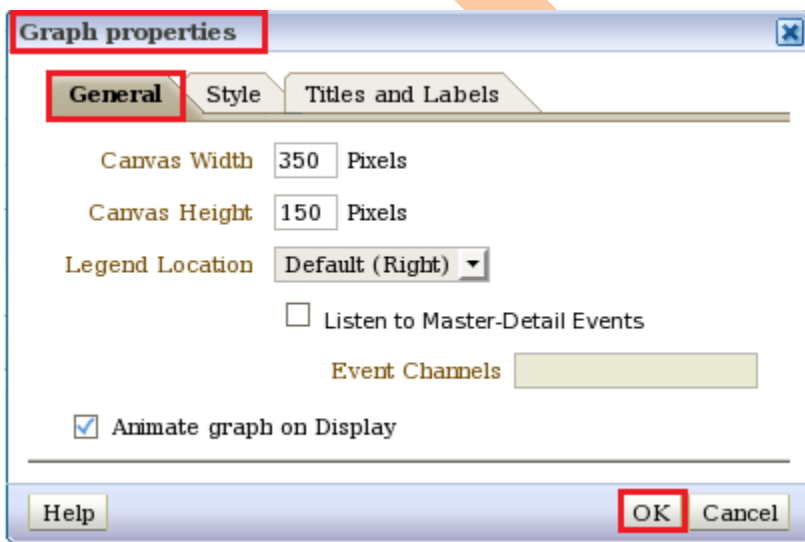
ix) After Select → Graph → Pie. The chart will display then Click → Edit View



x) After Click → Edit View the edit view window will display and set its properties like, In Measure → 1-Revenue, Pies and Slices → Pies → Measure Labels, Slice → @ {Dim02} {"Offices"."D3 Organization"} and Check → Show In Legend.



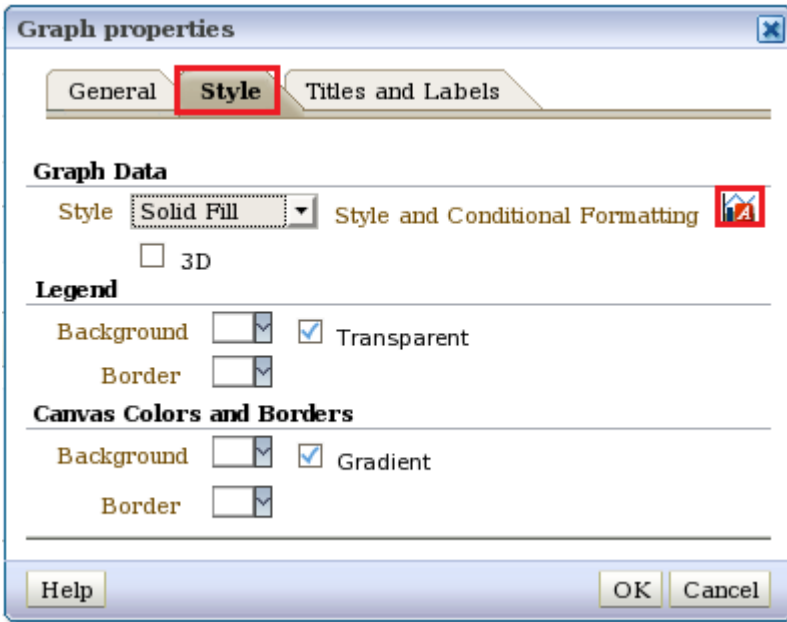
a) Now Click →  Graph Properties, the Graph Property window will display, In General Tab Canvas Width → 350, Canvas Height → 150, Legend Location → Default (Right), Check → Animate graph on display



Click → Ok.

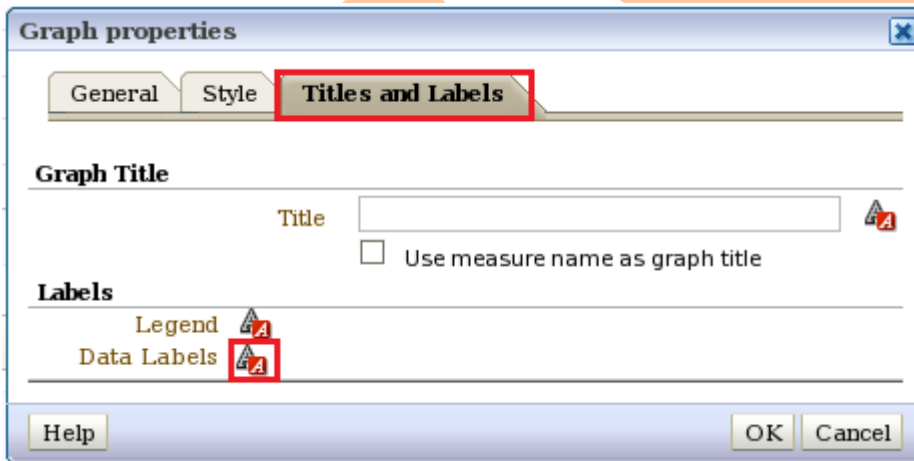
b) Now in Style tab. Style → Solid Fill.



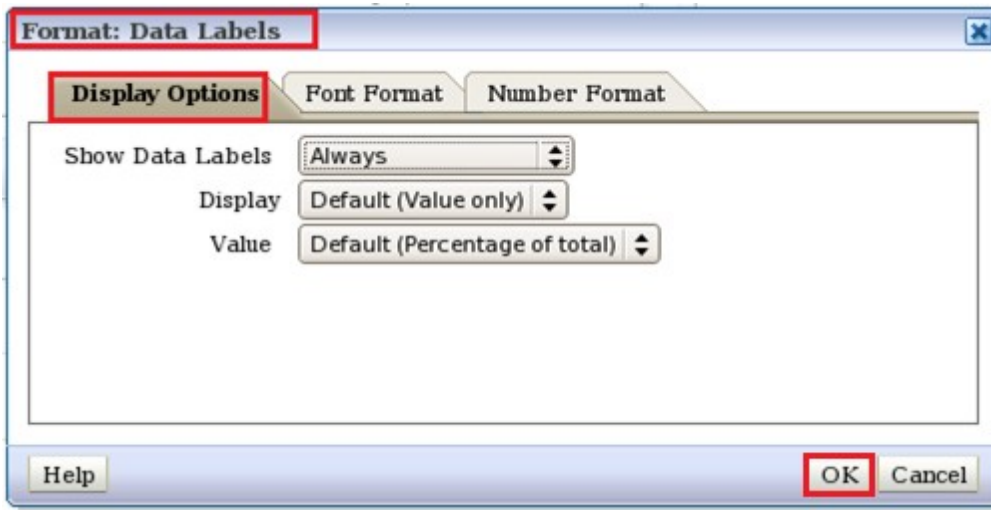


Click→Ok.

c)Now go to Titles and Labels and set it's properties like Data Labels.

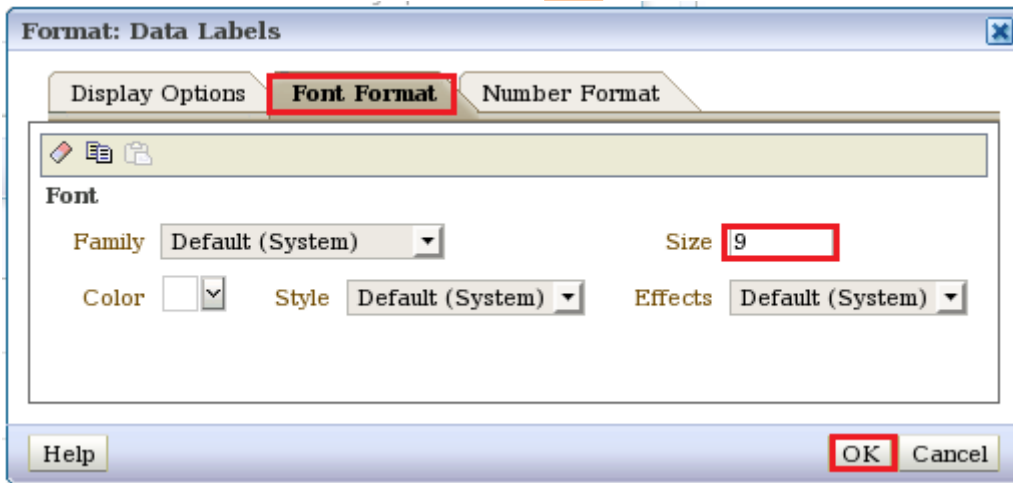


c.i) After Click on Data Labels , the Format label window will display and set it's properties like Show Data Labels→Always , Display→Default(Value only) , Value→Default(Percentage of total).



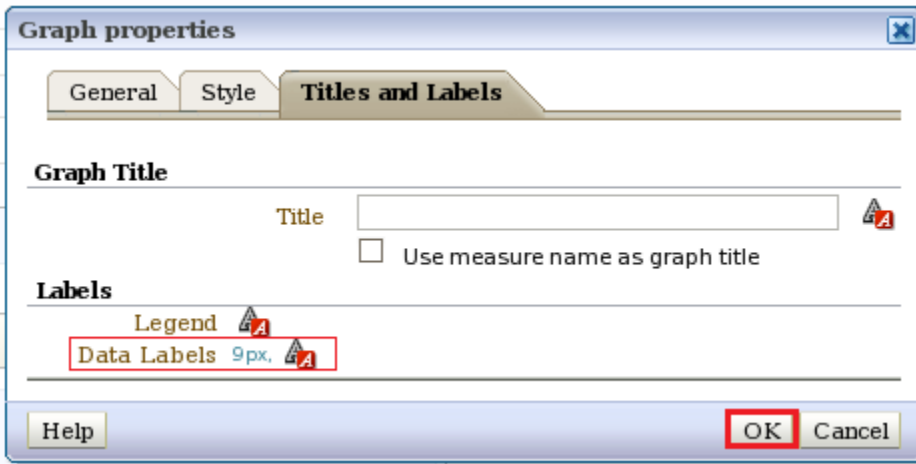
Click→Ok.

c.ii)Go to Font Format and set it's all Property like Size→9.



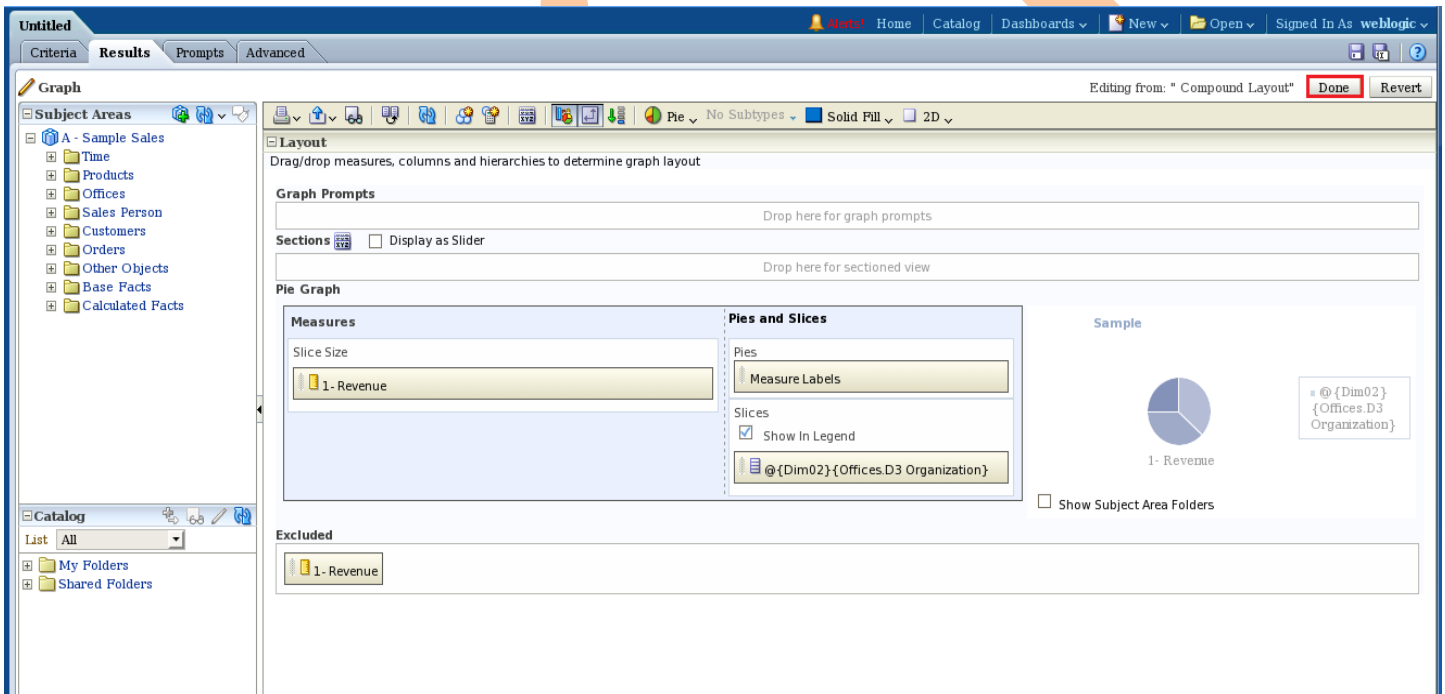
Click→Ok.

c.iii) After Click→Ok , we see the below image.

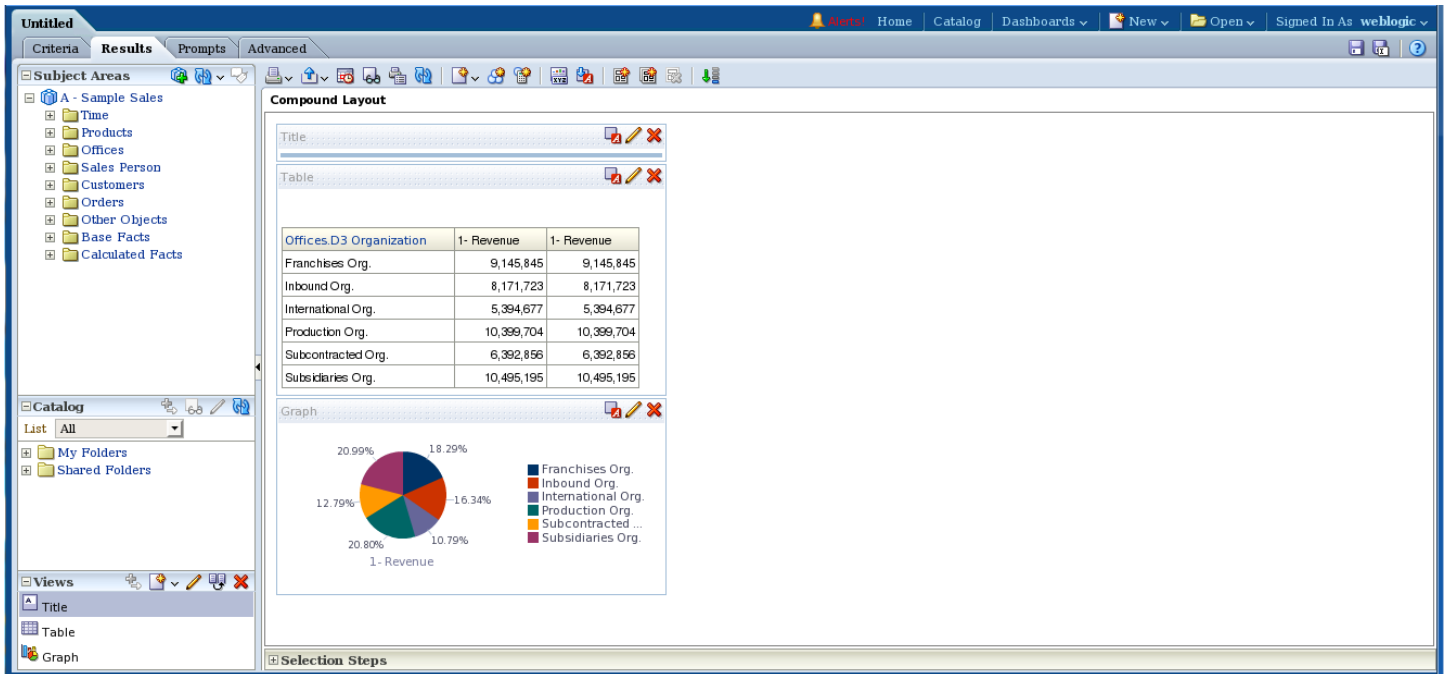


Click→Ok.

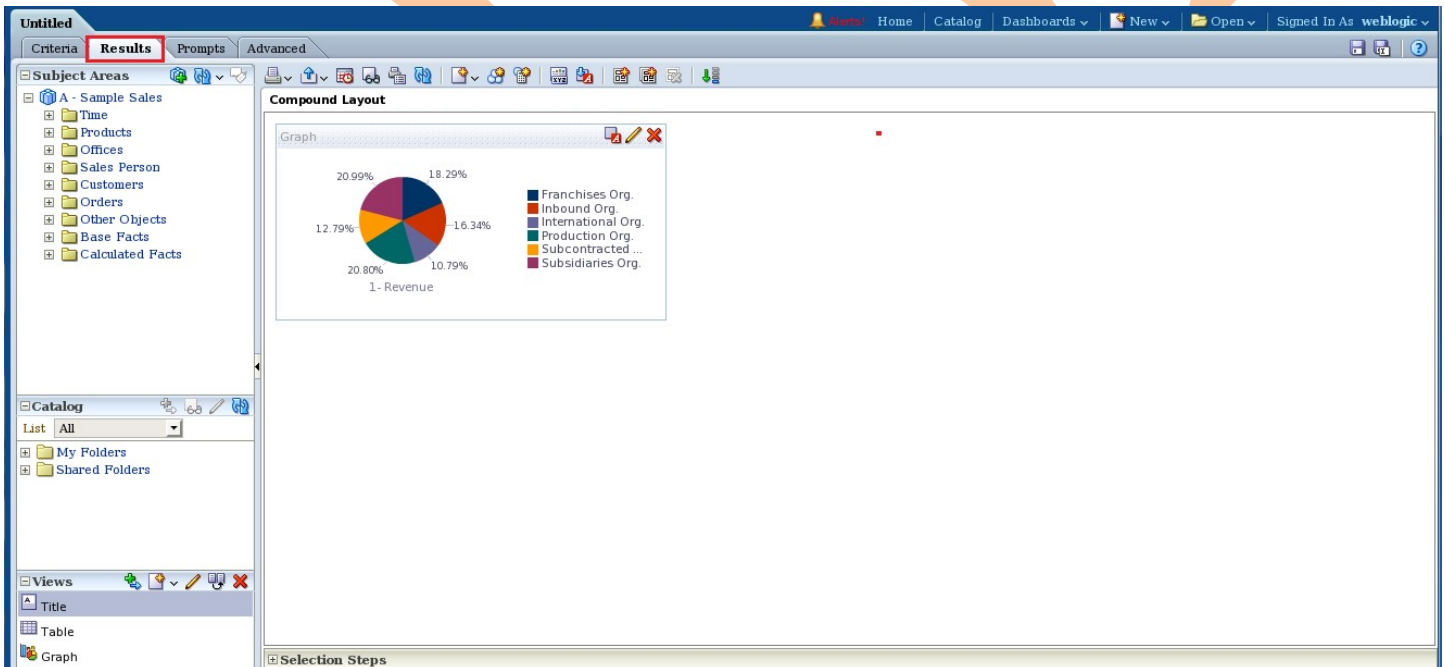
xi)After set all the properties Click→Done.




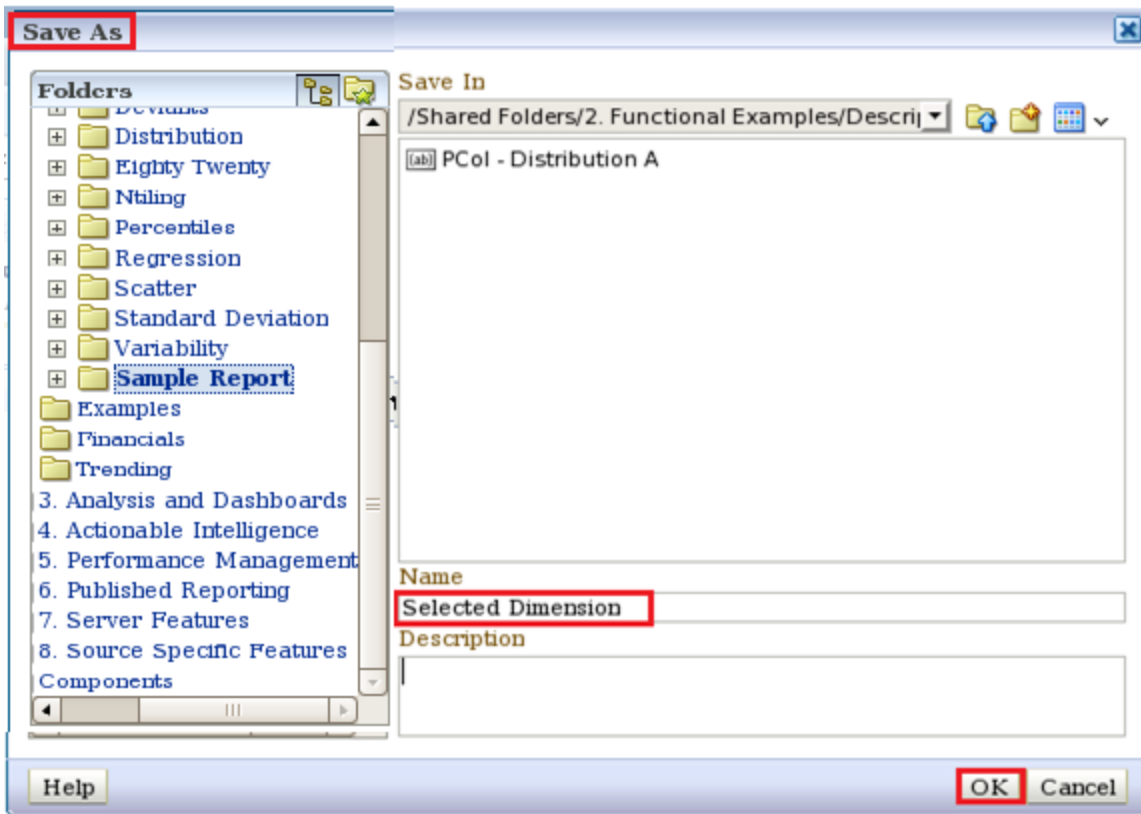
After Click→Done , we see the result.



xii) We delete table and we see the result.



Now click on  Save button, the Save as window will display. Here we save the report as **Selected Dimension**.



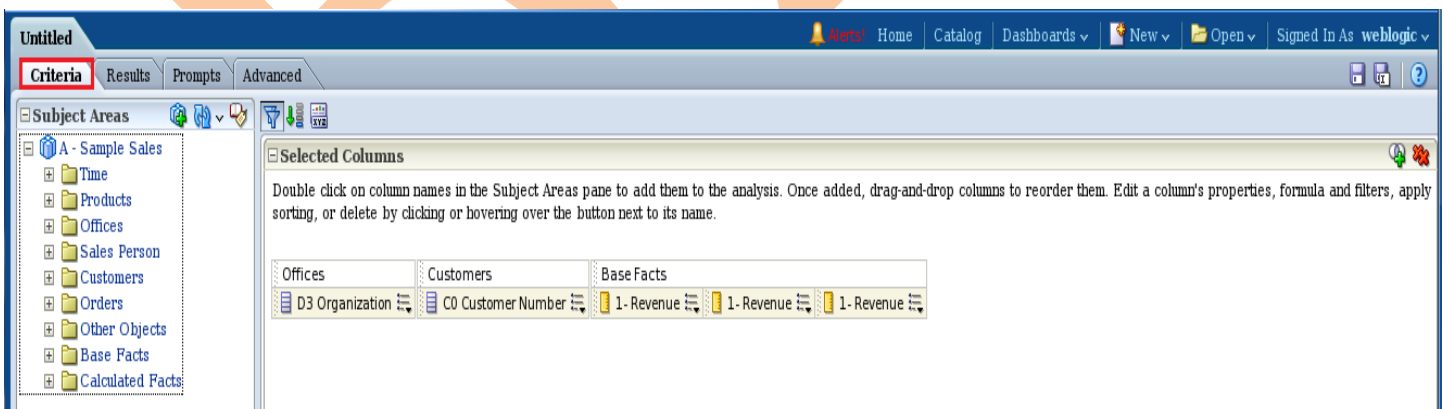
Click→Ok.

**Step 3):-** Now, we create the second report called as **Metrics Distribution by Customers** of 2.10 Descriptive Stats (Distr . II) dashboard.

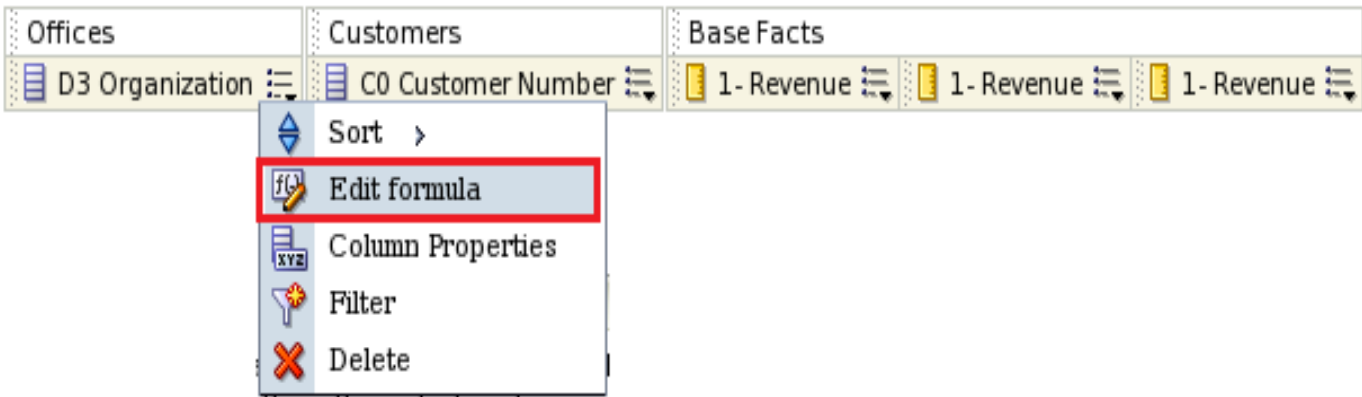
i)Click on New→Analysis then chose subject area from Select Subject Area pane.

Here , Subject Area→Sample Sales..

ii) Select tables column from left side Subject Area pane within Criteria.

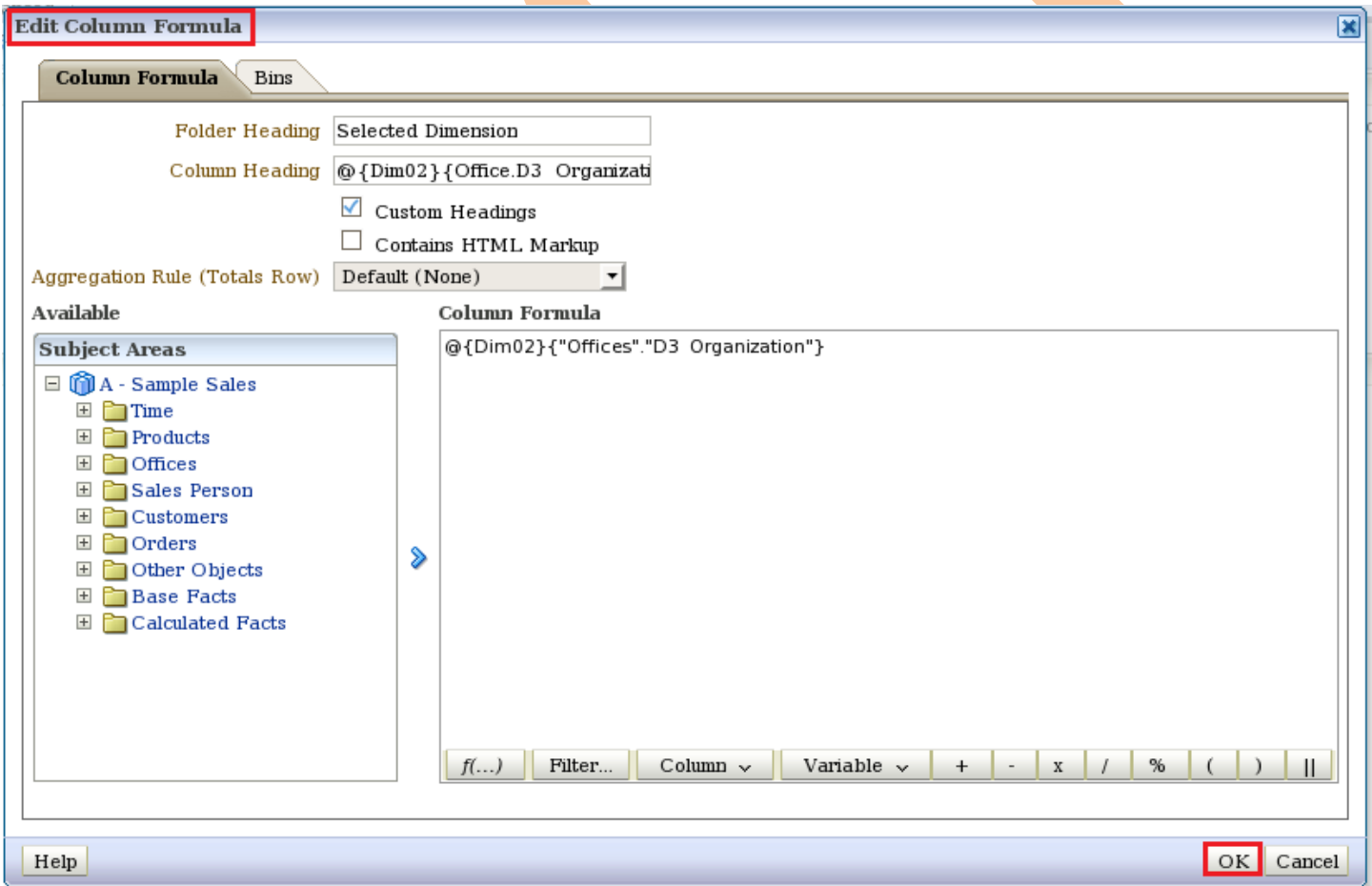


iii) In Office(D3 Organization)→Edit Formula.



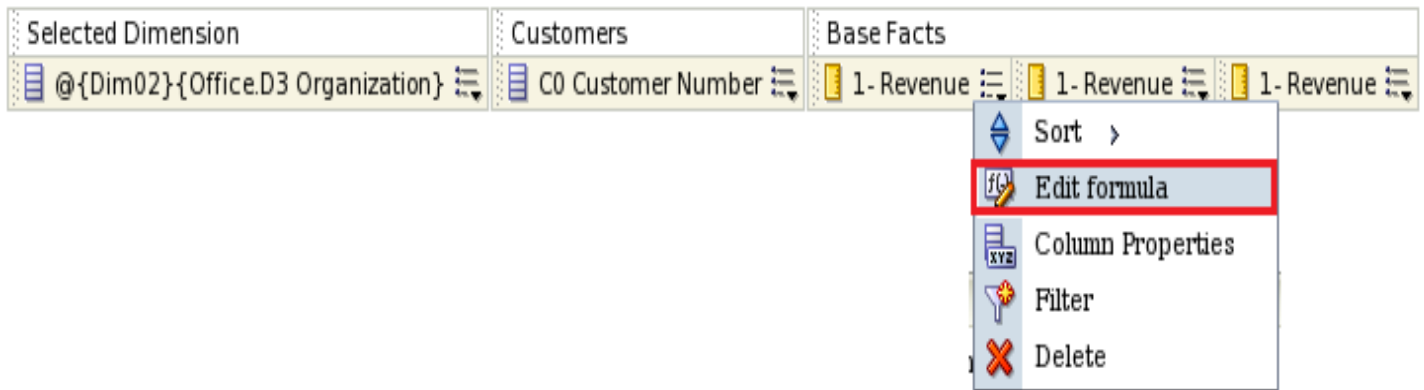
a) Edit Column Formula window will display.

In Edit Column Formula, Here we change Folder Heading from Offices to Selected Dimension, Column Heading from D3 Organization to `@{Dim02}{"Offices"."D3 Organization"}`, Check  Custom Headings, Aggregation Rule (Total Rows)  $\rightarrow$  Default (None), Change Column Formula from "Offices"."D3 Organization" to `@{Dim02}{"Offices"."D3 Organization"}`.



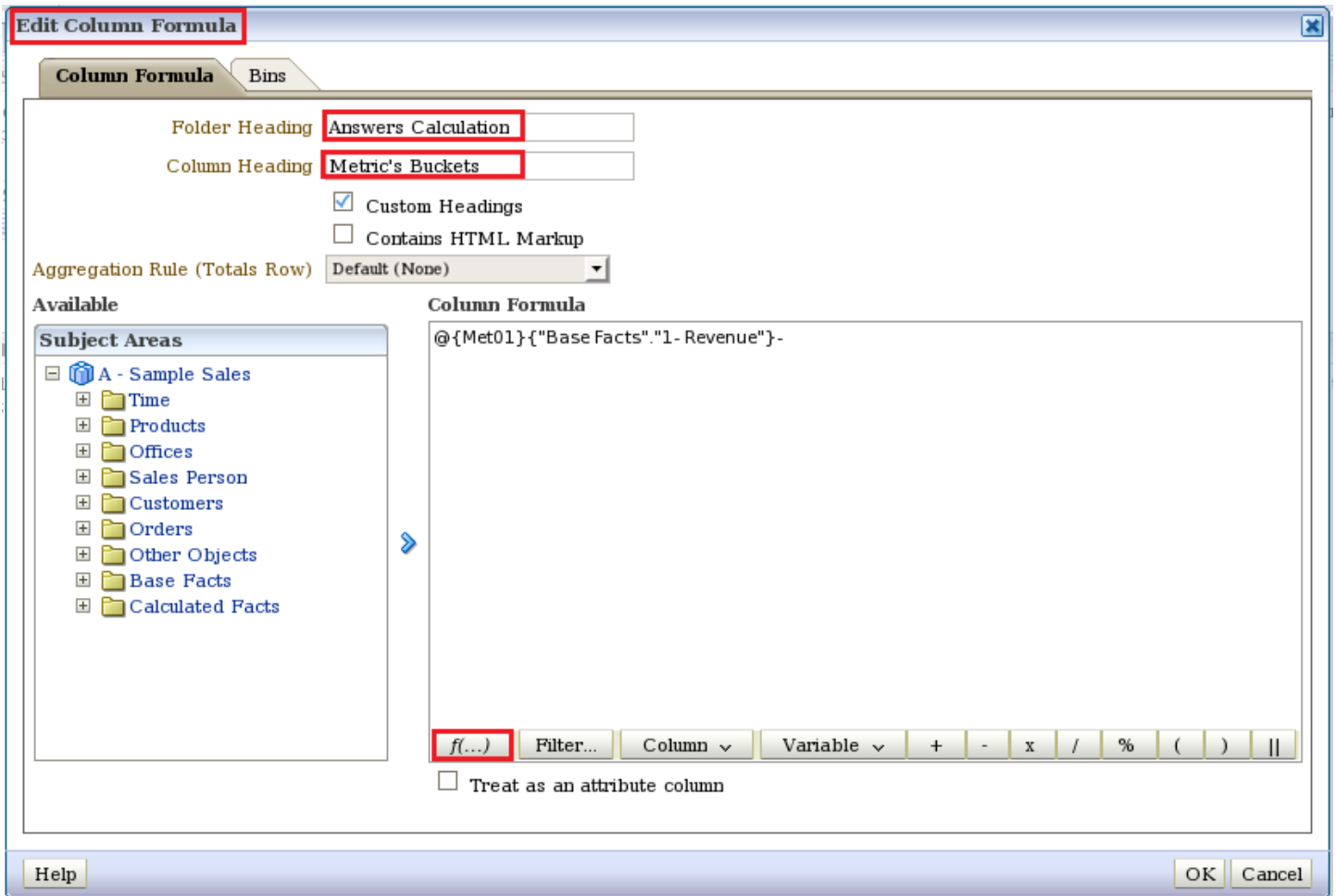
Click  $\rightarrow$  Ok.

iv) In Base Facts(Revenue)→Edit Formula.



a)Edit Column Formula window will display.

In Edit Column Formula , Here we change Folder Heading from Base Facts to Answers Calculation , Column Heading from 1-Revenue to Metric's Buckets , Check→Custom Headings , Aggregation Rule(Total Rows)→Default (None) , Change Column Formula from "Base Facts"."1-Revenue" to @ {Met01} {"Base Facts"."1-Revenue"} and also we use functions in Column formula. Click→Function.



After Click→Function , the function window will display. Functions which we used in column formula are :-

**a)Cast**

Syntax→ CAST(expr AS type)

Where→ expr is any expression . type is any datatype.

Description→ Changes the data type of a value or a null value to another data type.

**b)Min**

Syntax→ MIN(expr)

Where→ expr is any expression that evaluates to a numerical value.

Description→ Calculates the minimum value (lowest numeric value) of the rows satisfying the numeric expression argument.

**c)Max**



Syntax → MAX(expr)

Where → expr is any expression that evaluates to a numerical value.

Description → Calculates the maximum value (highest numeric value) of the rows satisfying the numeric expression argument.

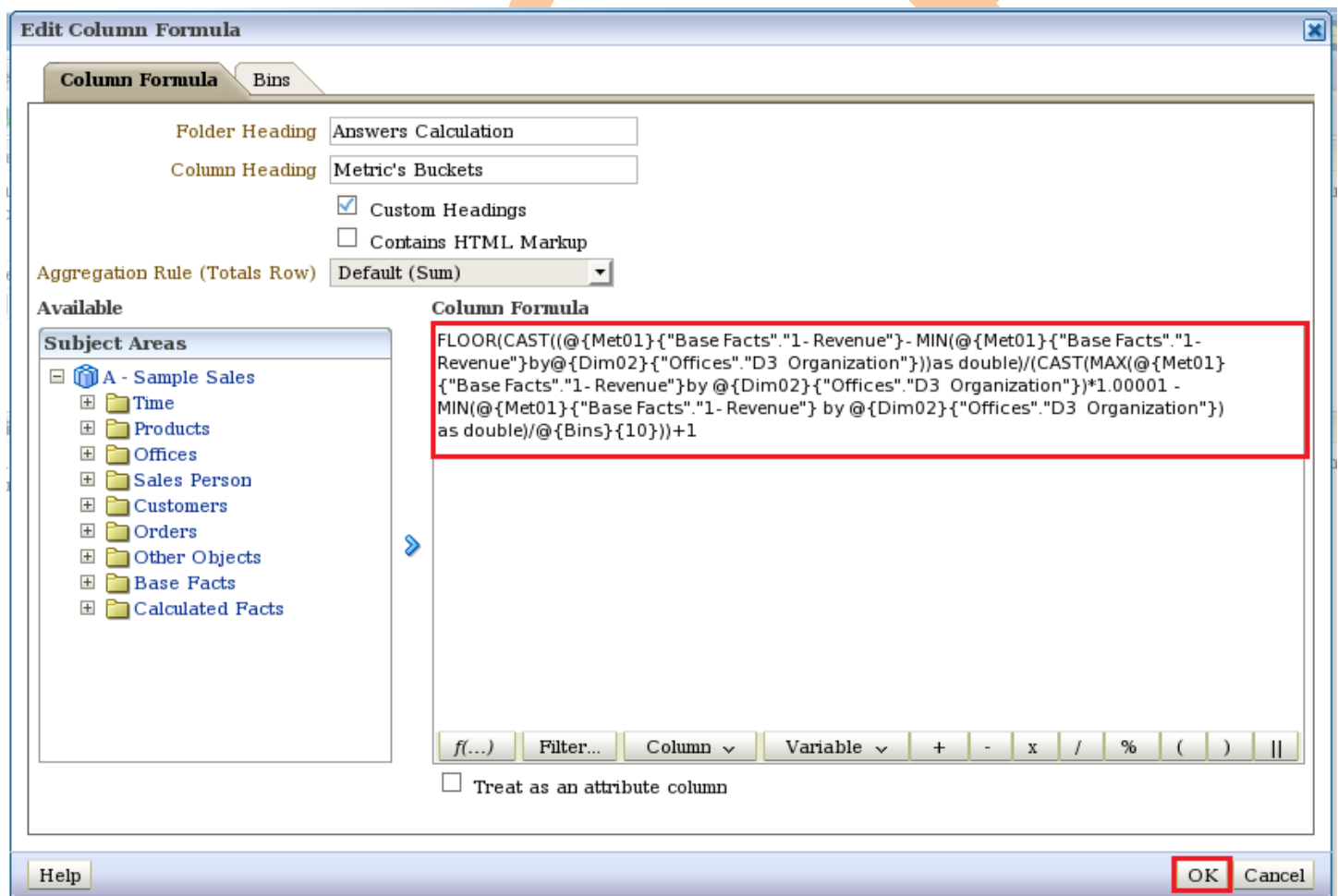
#### d) Floor

Syntax → FLOOR(expr)

Where → expr is any expression that evaluates to a numerical value.

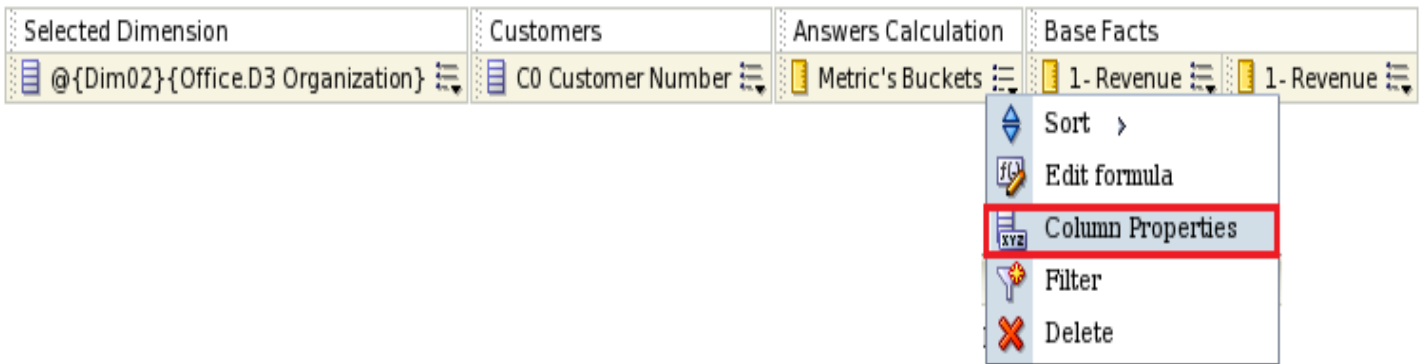
Description → Rounds a non integer numerical expression to the next lowest integer.

After using all these functions the column formula will be

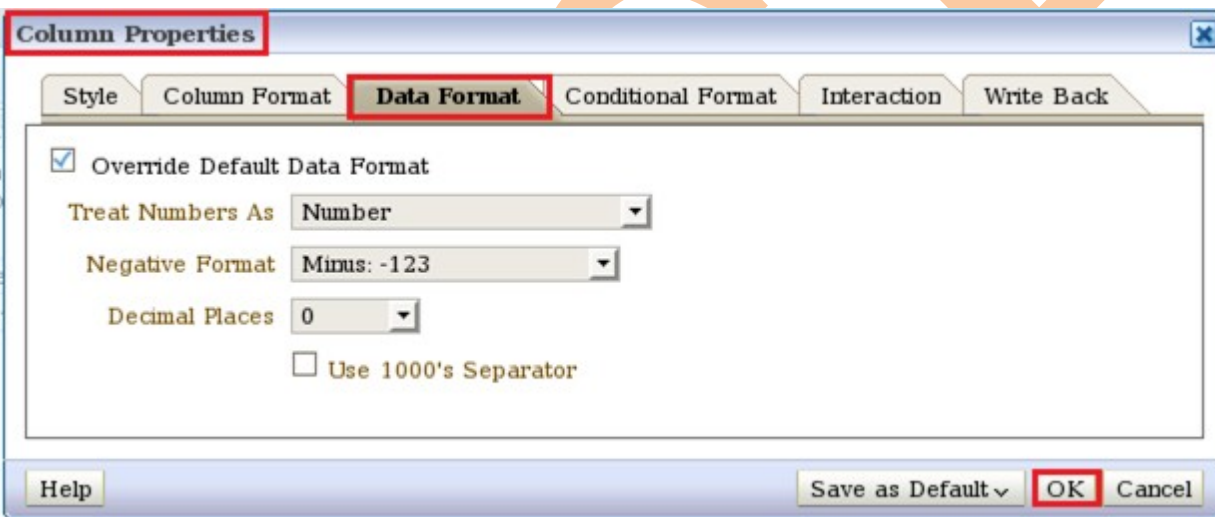


Click → Ok.

v) In Answers Calculation(Metric's Buckets) → Column Properties.

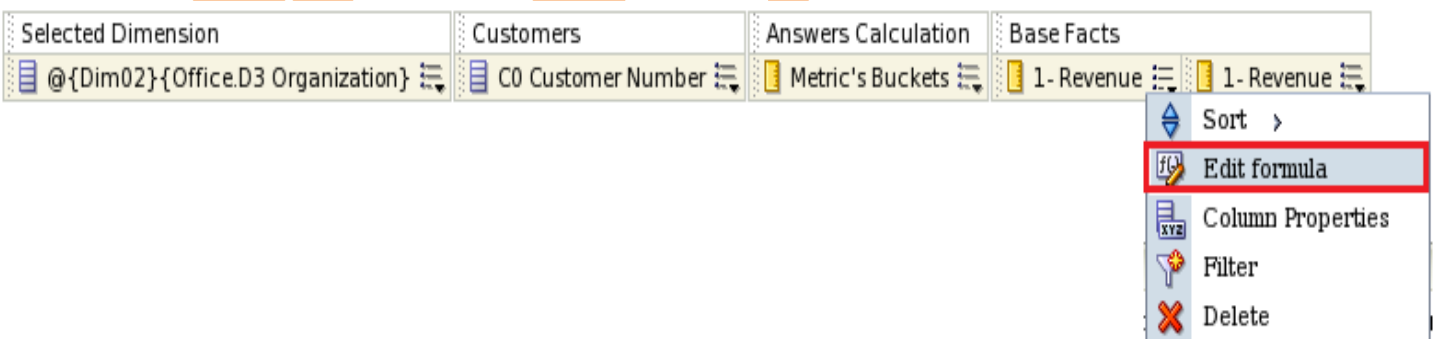


vi) After clicking on column properties, the column properties window will display. Here we select the data format tab and set its properties. Check → Override Default Data Format, Treat Number As → Number, Negative Format → Minus-123, Decimal Places → 0, Uncheck → Use 1000's Separator.



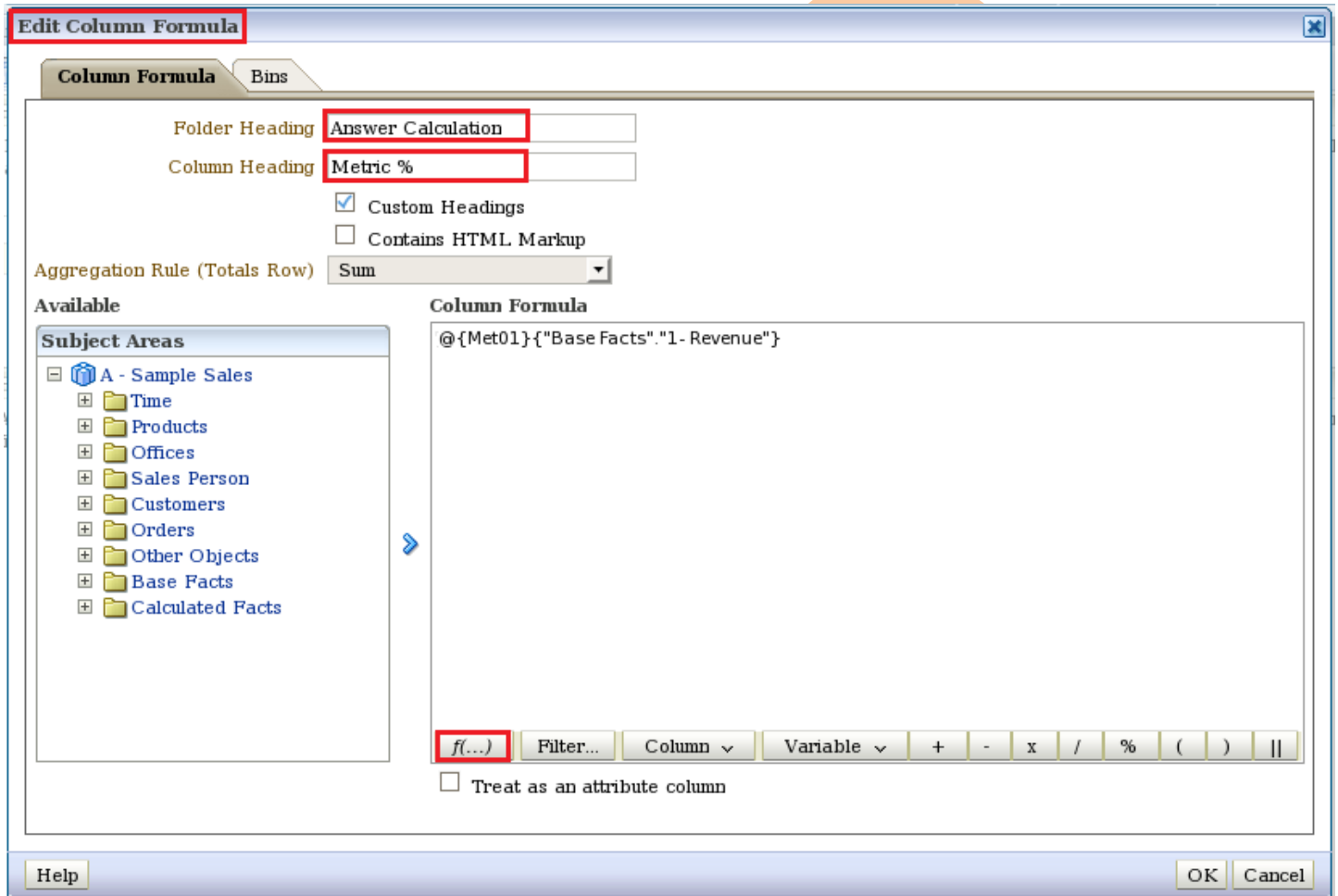
Click → Ok.

vii) In Base Facts(1-Revenue) → Edit Formula.



a) Edit Column Formula window will display.

In Edit Column Formula , Here we change Folder Heading from Base Facts to Answers Calculation , Column Heading from 1-Revenue to Metric % , Check→Custom Headings , Aggregation Rule(Total Rows)→Sum , Change Column Formula from "Base Facts"."1-Revenue" to `@{Met01}{"Base Facts"."1-Revenue"}` and also we use functions in Column formula. Click→Function.



After Click→Function , the function window will display. Functions which we used in column formula are :-

#### a)Cast

Syntax→ `CAST(expr AS type)`

Where→ `expr` is any expression . `type` is any datatype.

Description→ Changes the data type of a value or a null value to another data type.

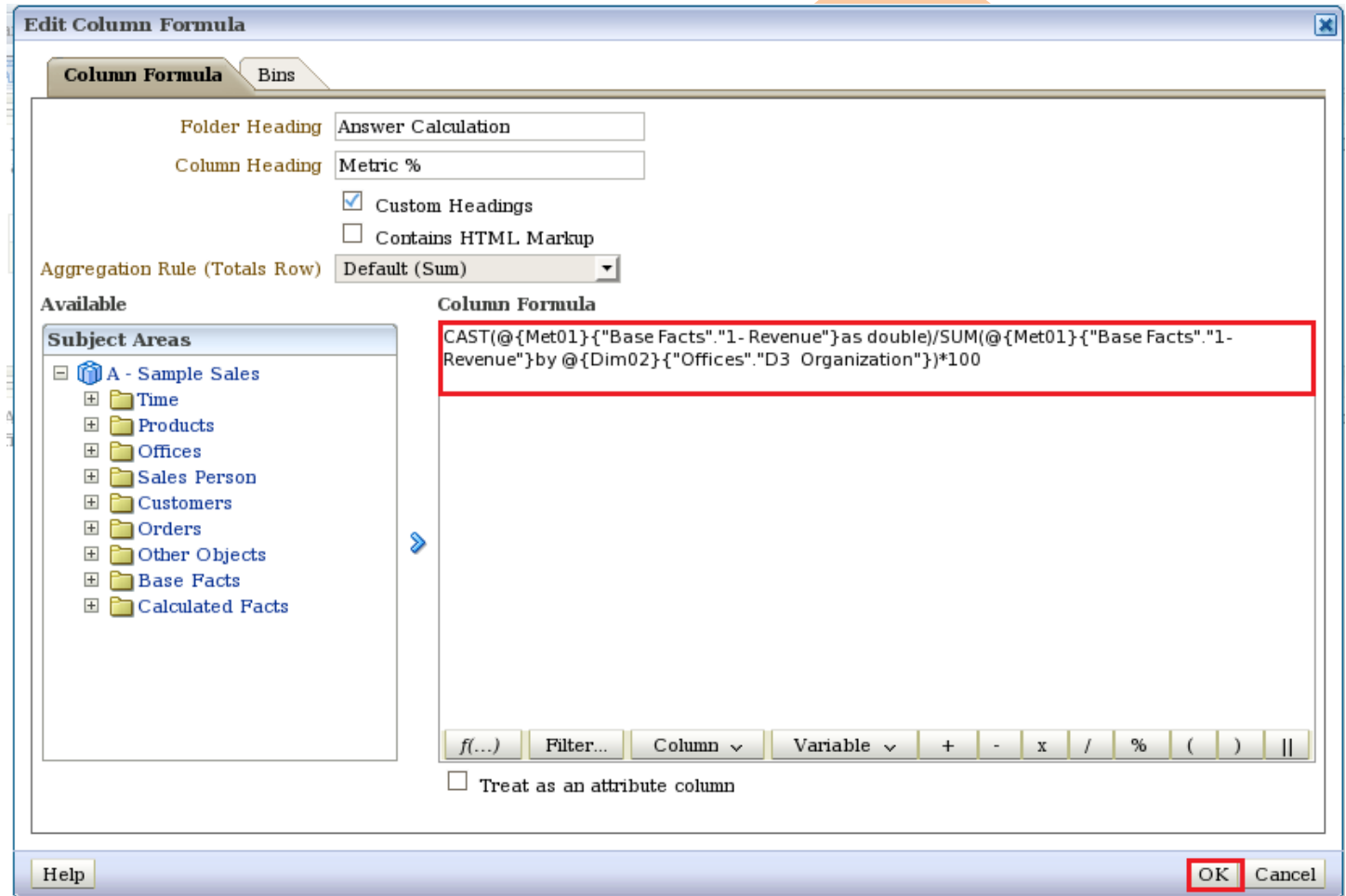
#### b)Sum

Syntax → SUM(expr)

Where → expr is any expression that evaluates to a numerical value.

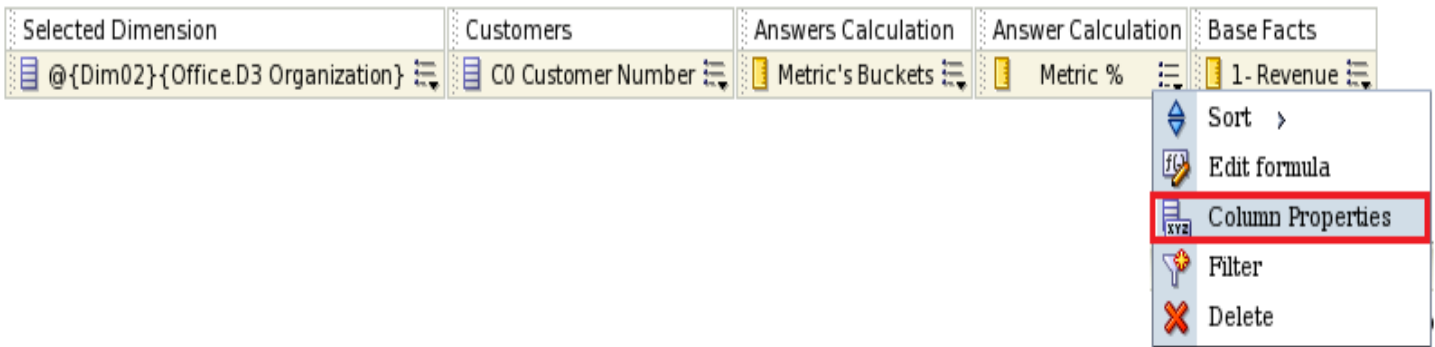
Description → Calculates the sum obtained by adding up all values satisfying the numeric expression argument.

After using all these functions the column formula will be

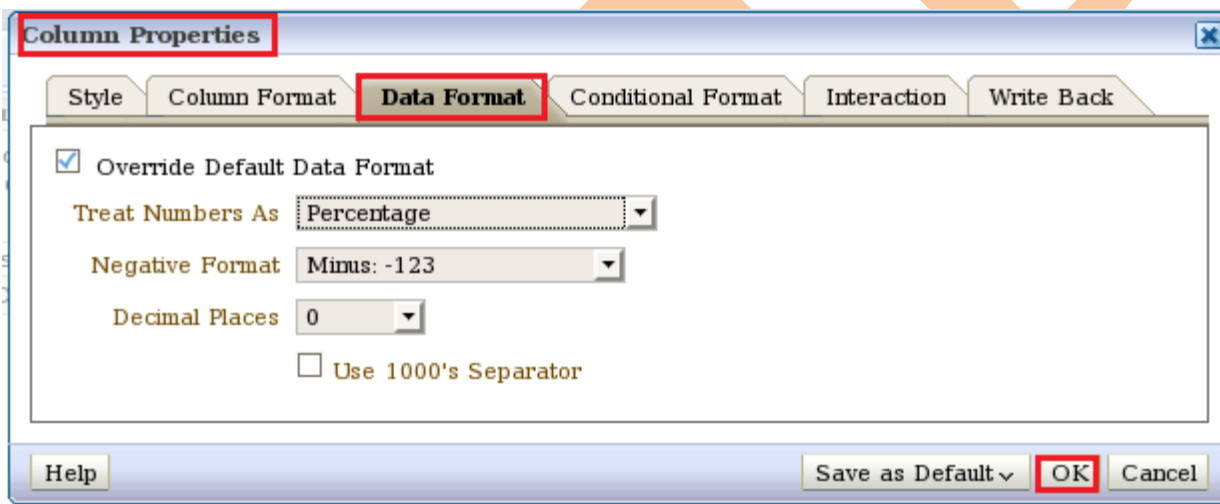


Click → Ok.

viii) In Answers Calculation (Metric %) → Column Properties.

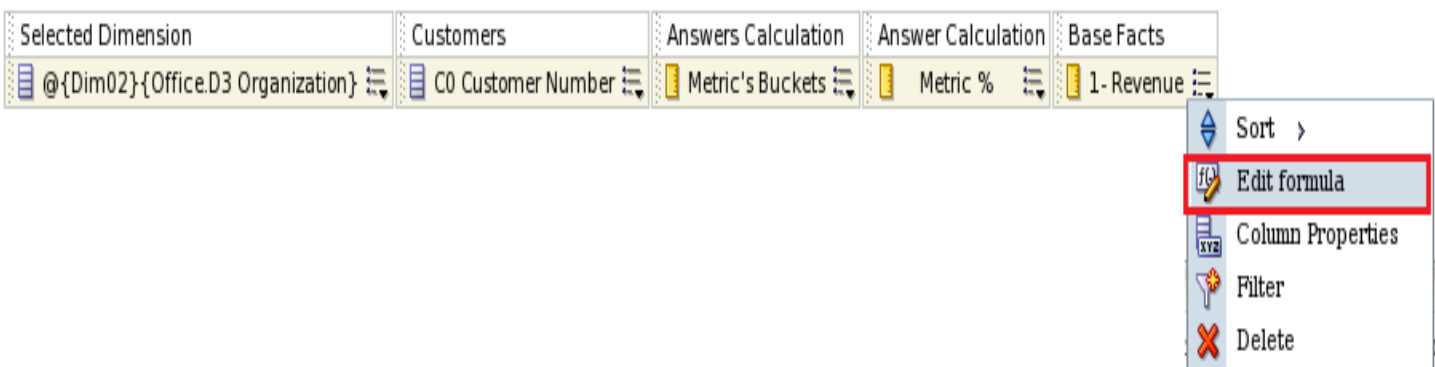


ix) After Click on column properties, the column properties window will display, Here we select the data format tab and set its properties. Check → Override Default Data Format, Treat Number As → Percentage, Negative Format → Minus-123, Decimal Places → 0, Uncheck → Use 1000's Separator.



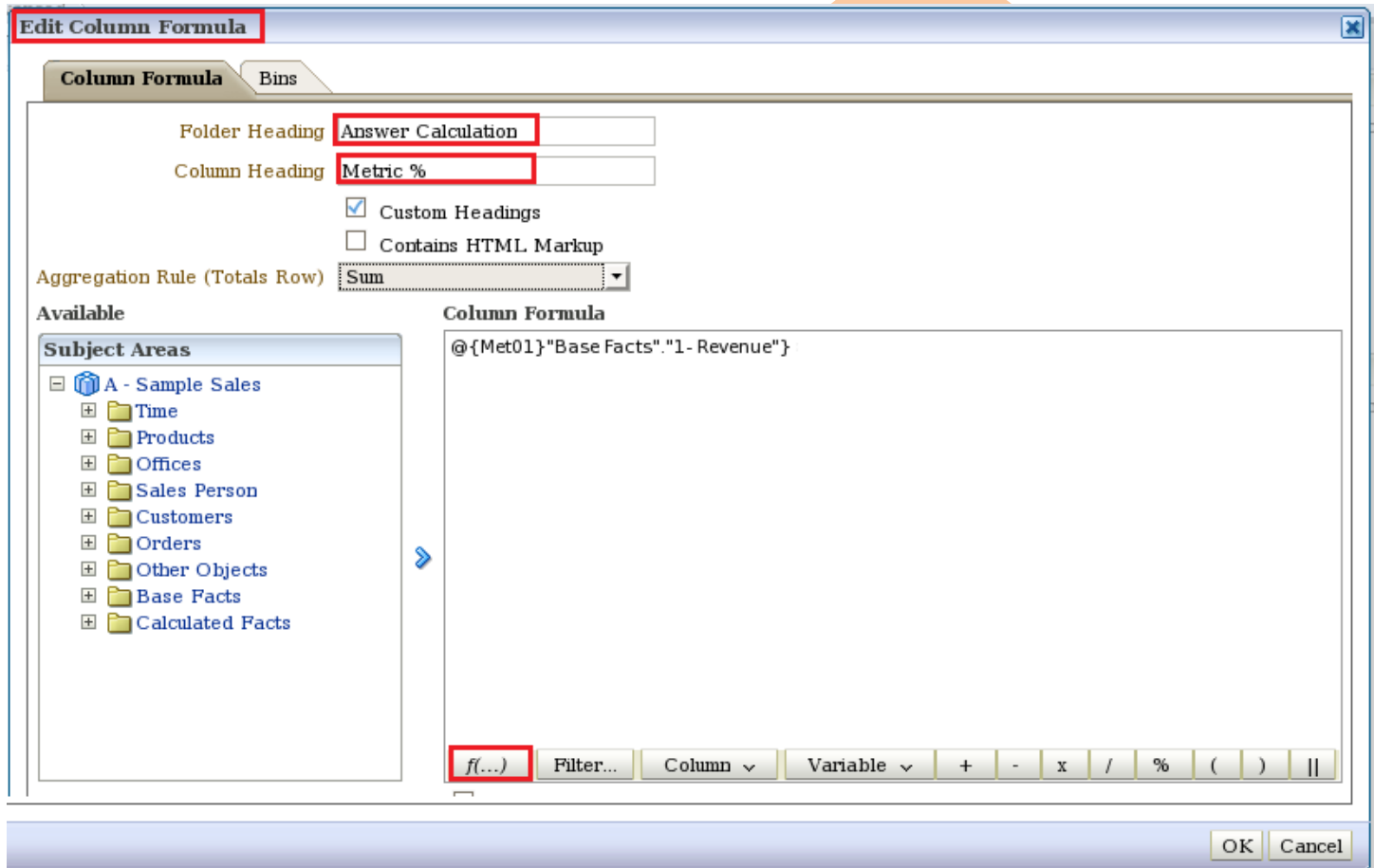
Click → Ok.

x) In Base Facts(1-Revenue) → Edit Formula.



a) Edit Column Formula window will display.

In Edit Column Formula , Here we change Folder Heading from Base Facts to Answers Calculation , Column Heading from 1-Revenue to Metric % , Check→Custom Headings , Aggregation Rule(Total Rows)→Sum , Change Column Formula from "Base Facts"."1-Revenue" to `@{Met01}{"Base Facts"."1-Revenue"}` and also we use functions in Column formula. Click→Function.



After Click→Function , the function window will display. Functions which we used in column formula are :-

#### a)Cast

Syntax→ CAST(expr AS type)

Where→ expr is any expression . type is any datatype.

Description→ Changes the data type of a value or a null value to another data type.

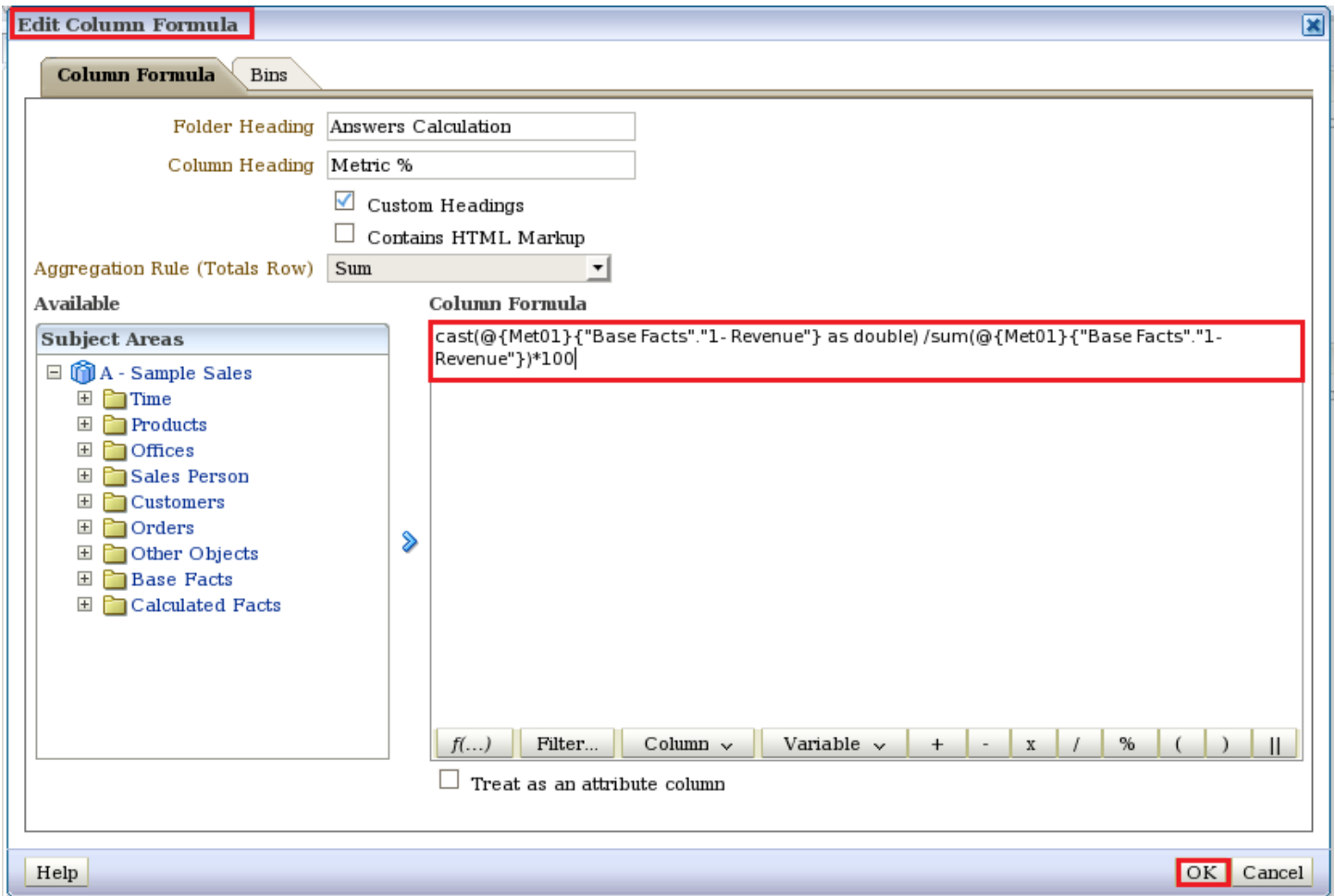
#### b)Sum

Syntax→ SUM(expr)

Where→ expr is any expression that evaluates to a numerical value.

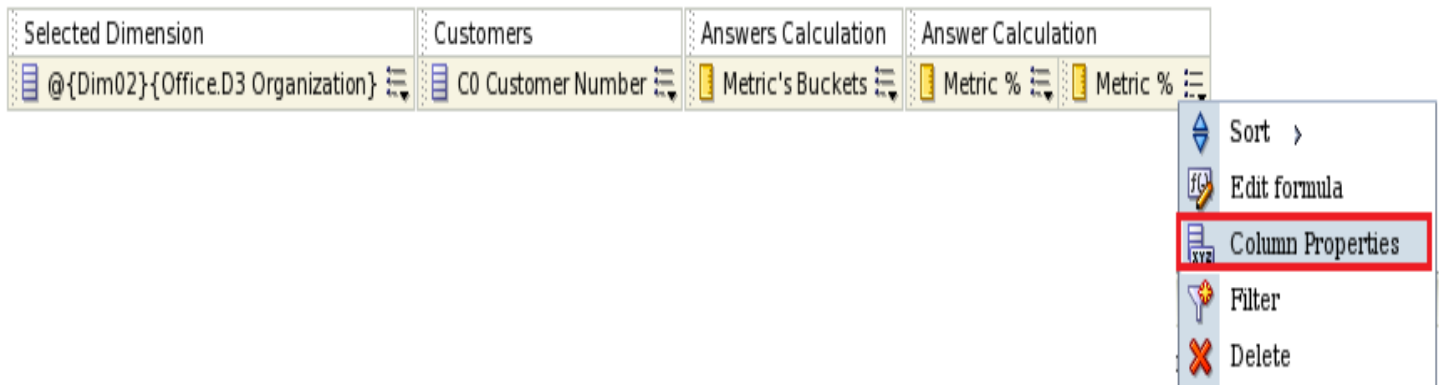
Description→Calculates the sum obtained by adding up all values satisfying the numeric expression argument.

After using all these functions the column formula will be

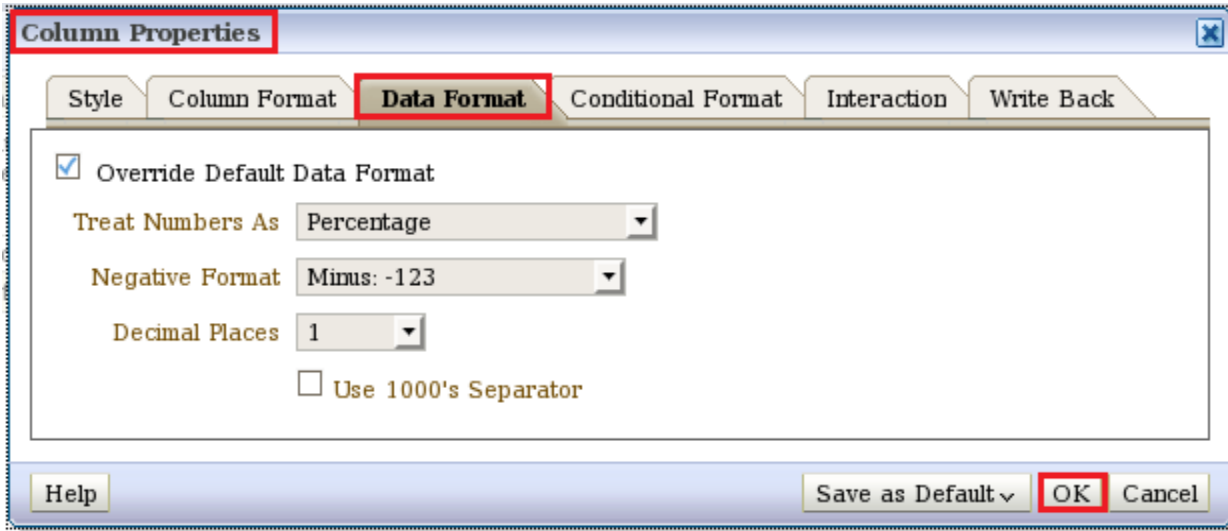


Click→Ok.

xi)In Answers Calculation(Metric %)→ Column Properties.

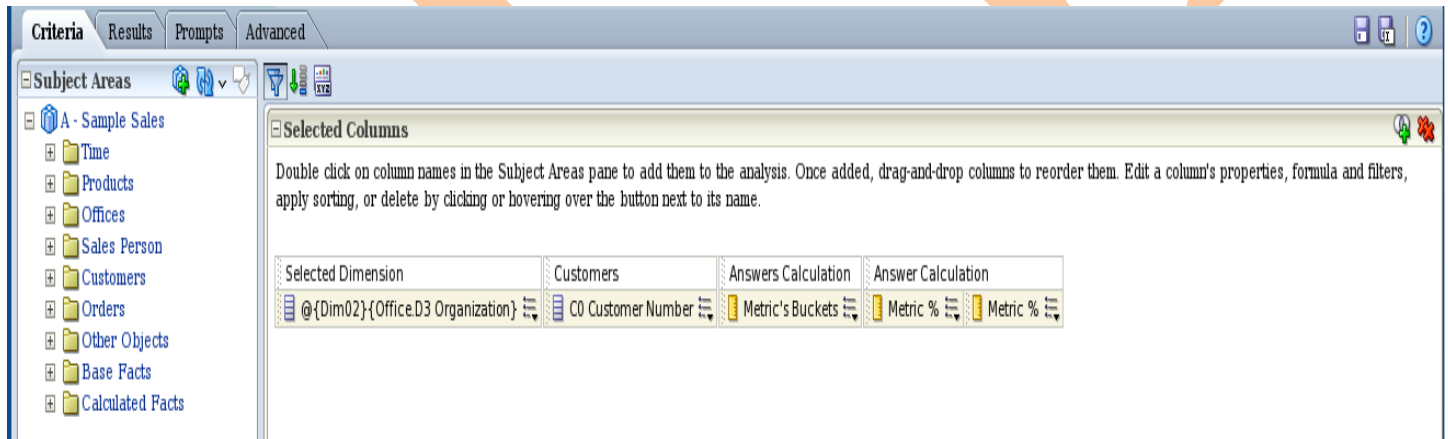


xii)After Click on column properties ,the column properties window will display ,Here we select the data format tab and set it's properties. Check→Override Default Data Format ,Treat Number As→Percentage , Negative Format→Minus-123 , Decimal Places→1 , Uncheck→Use 1000's Separator.



Click→Ok.

xiii)After set all the Properties in the below image.



xiv) Click→Result tab ,then we see the result.



Criteria **Results** Prompts Advanced

Subject Areas

- A - Sample Sales
  - Time
  - Products
  - Offices
  - Sales Person
  - Customers
  - Orders
  - Other Objects
  - Base Facts
  - Calculated Facts

Catalog

Last All

- My Folders
- Shared Folders

Views

- Title
- Table

Compound Layout

Title

Table (2)

Office.D3 Organization	C0 Customer Number	Metric's Buckets	Metric %	Metric %
Franchises Org.	4	5	1%	0.1%
	6	4	1%	0.1%
	10	4	0%	0.1%
	12	8	1%	0.2%
	15	4	0%	0.1%
	23	4	0%	0.1%
	31	3	0%	0.1%
	34	3	0%	0.1%
	36	3	0%	0.1%
	46	9	1%	0.2%
	49	3	0%	0.1%
	57	4	0%	0.1%
	62	3	0%	0.1%
	64	4	0%	0.1%
	66	7	1%	0.2%
	67	3	0%	0.1%
	70	2	0%	0.1%

xvi) Click →  New View and Select →  Pivot Table.

Compound Layout

Title

**Metrics Distribution by**

Table (3)

Office.D3 Organization


Franchises Org.

Metric's Buckets

Metric %

Metric %

	Metric's Buckets	Metric %	Metric %
5	5	1%	0.1%
6	4	1%	0.1%
10	4	0%	0.1%
12	8	1%	0.2%
15	4	0%	0.1%
23	4	0%	0.1%
31	3	0%	0.1%
34	3	0%	0.1%
36	3	0%	0.1%
46	9	1%	0.2%
49	3	0%	0.1%
57	4	0%	0.1%
62	3	0%	0.1%
64	4	0%	0.1%
66	7	1%	0.2%
67	3	0%	0.1%
70	2	0%	0.1%


xv) After selected Pivot Table, the pivot table view is display, then Click →  Edit View.

Compound Layout

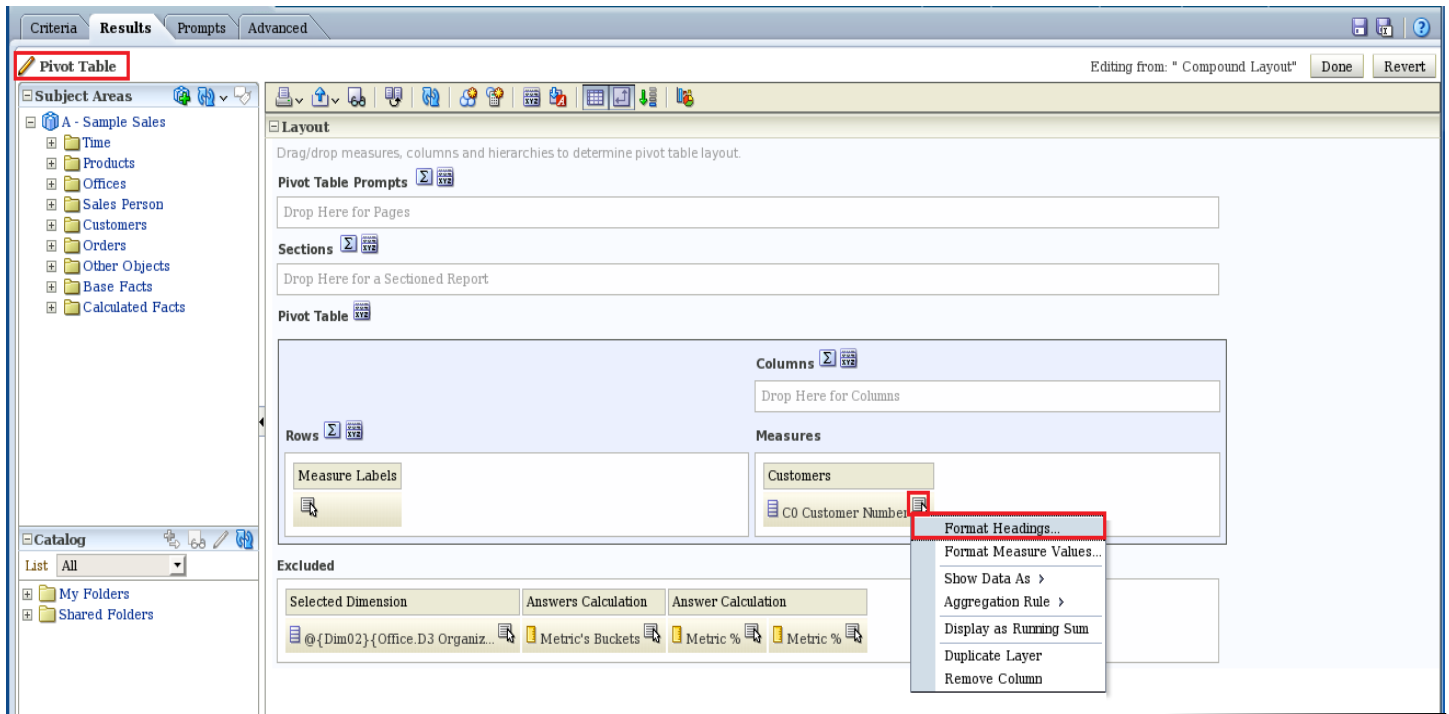
Title

Pivot Table

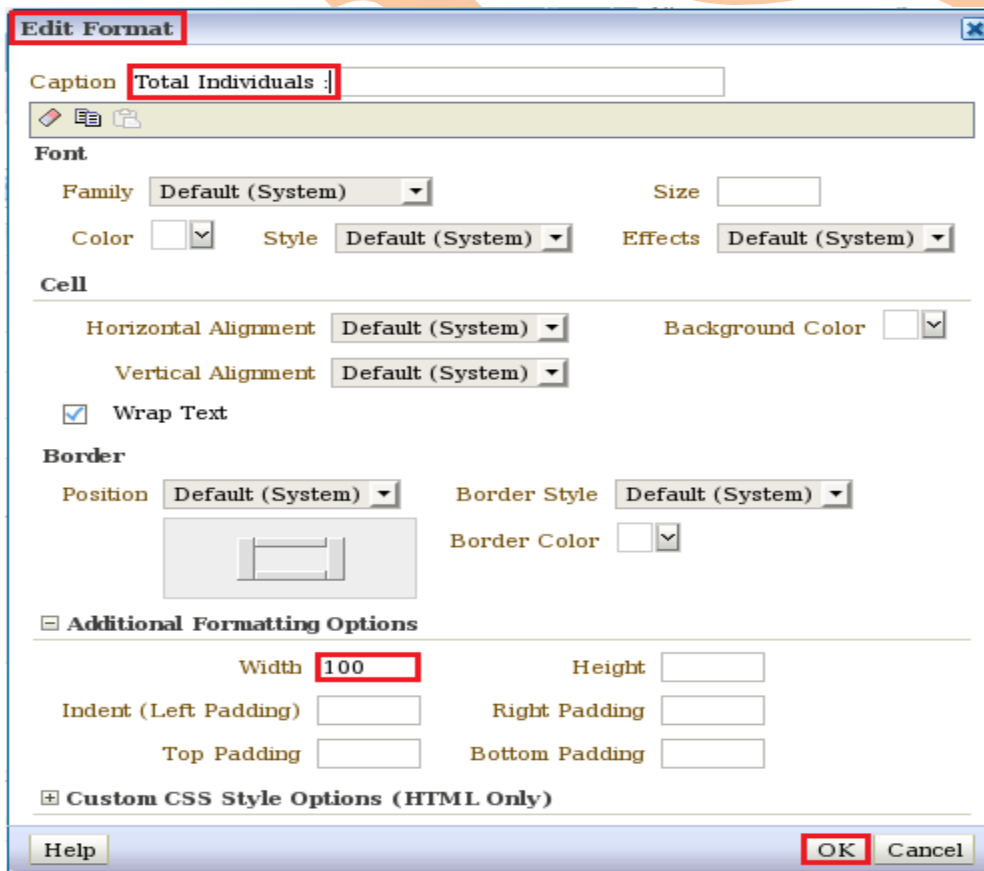
		Metric's Buckets	Metric %	Metric %
Office.D3 Organization	C0 Customer Number			
Franchises Org.	4	5	1%	0.1%
	6	4	1%	0.1%
	10	4	0%	0.1%
	12	8	1%	0.2%
	15	4	0%	0.1%
	23	4	0%	0.1%
	31	3	0%	0.1%
	34	3	0%	0.1%
	36	3	0%	0.1%
	46	9	1%	0.2%
	49	3	0%	0.1%
	57	4	0%	0.1%
	62	3	0%	0.1%
	64	4	0%	0.1%
	66	7	1%	0.2%
67	3	0%	0.1%	

xvi) After Click →  Edit View, the Edit View window will display. Here we set the properties like Rows → Measure Labels, Measures → Customers(C0 Customer Number), Exclude → Selected Dimension(@{Dim02}{Offices.D3 Organization}), Answers Calculation (Metric's Bucket), Metric %, Metric %.

a) Click →  More options in Customers(C0 Customer Number) and Select → Format Headings.

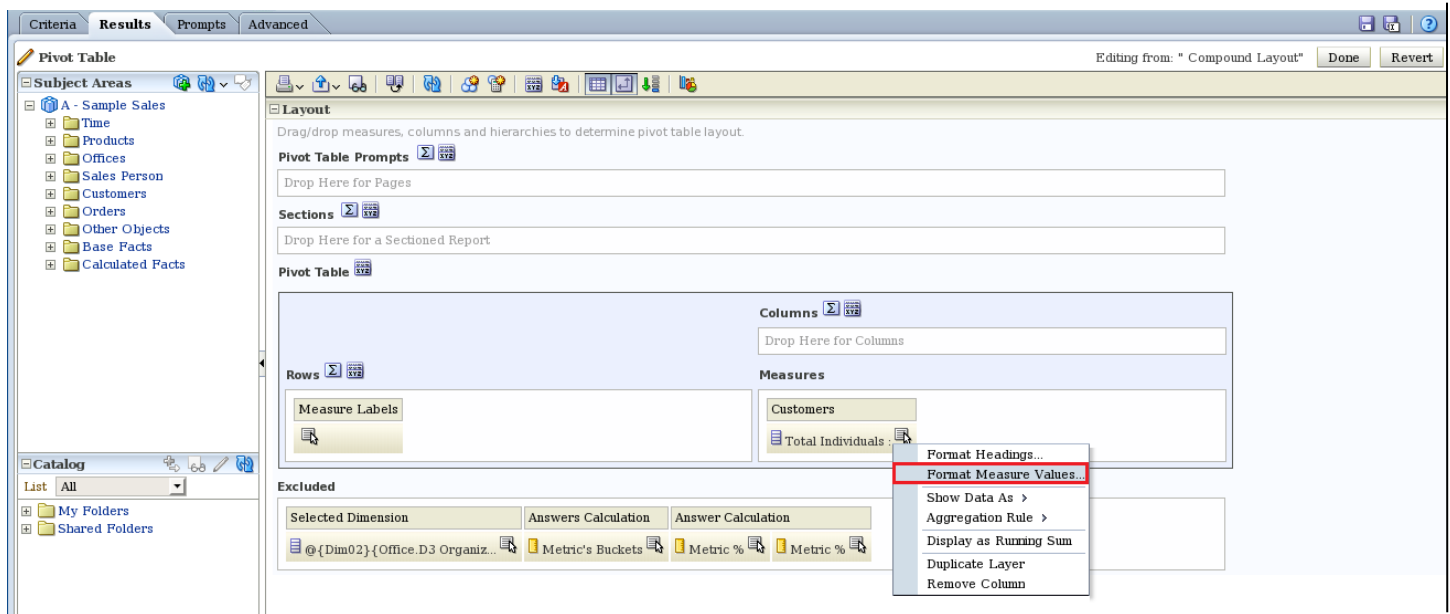


After Select→Format Headings , the Edit Format window will display. Here we write Total Individuals : in caption. and width→100.

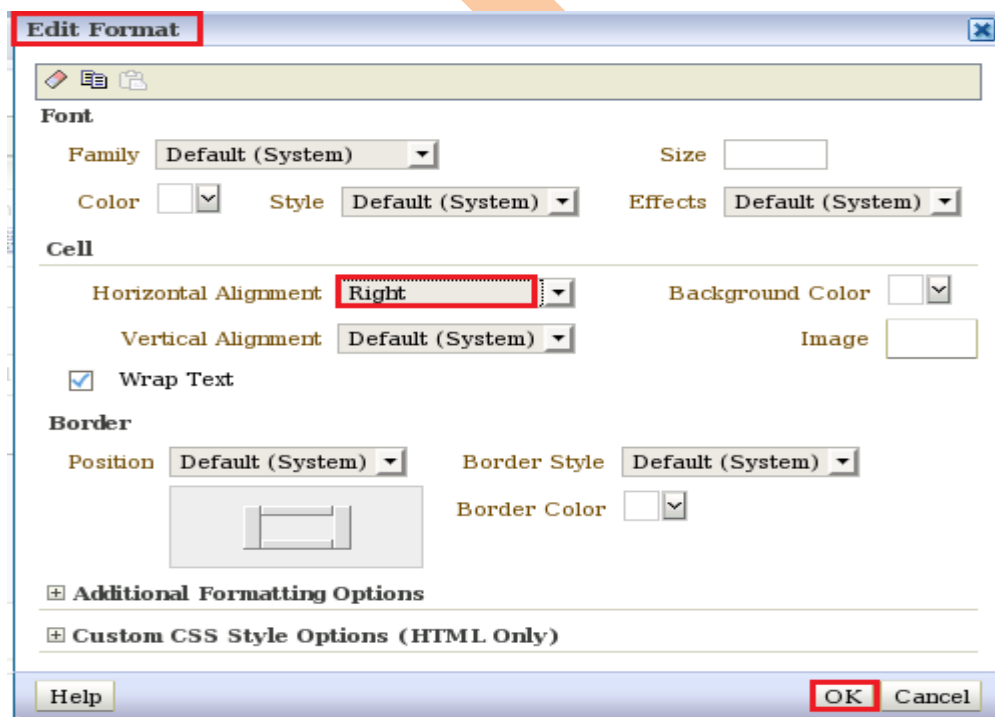


Click→Ok.

b) Click→  More options in Customers(C0 Customer Number) and Select→Format Measure Values .

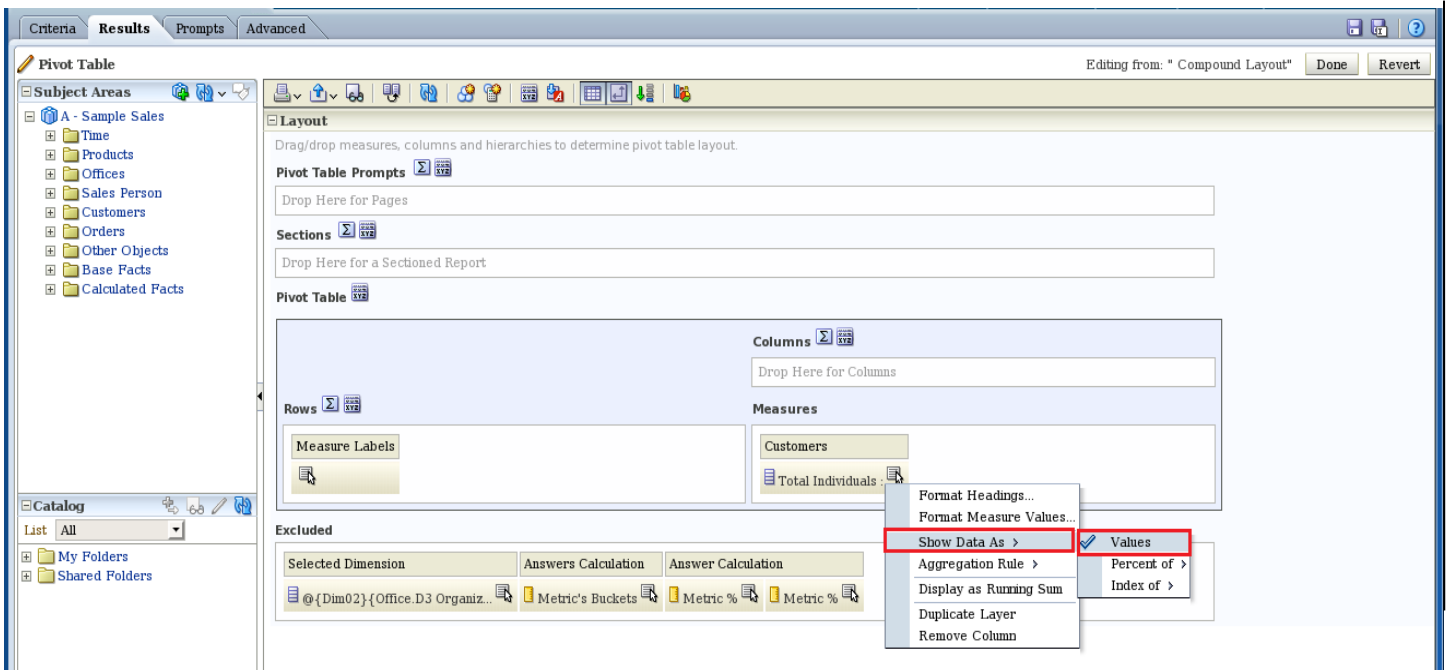


After Select→Format Measure Values , the Edit Format window will display. Here we write in Caption→Total Individuals and we Select→Right from drop down list in Horizontal Alignment.

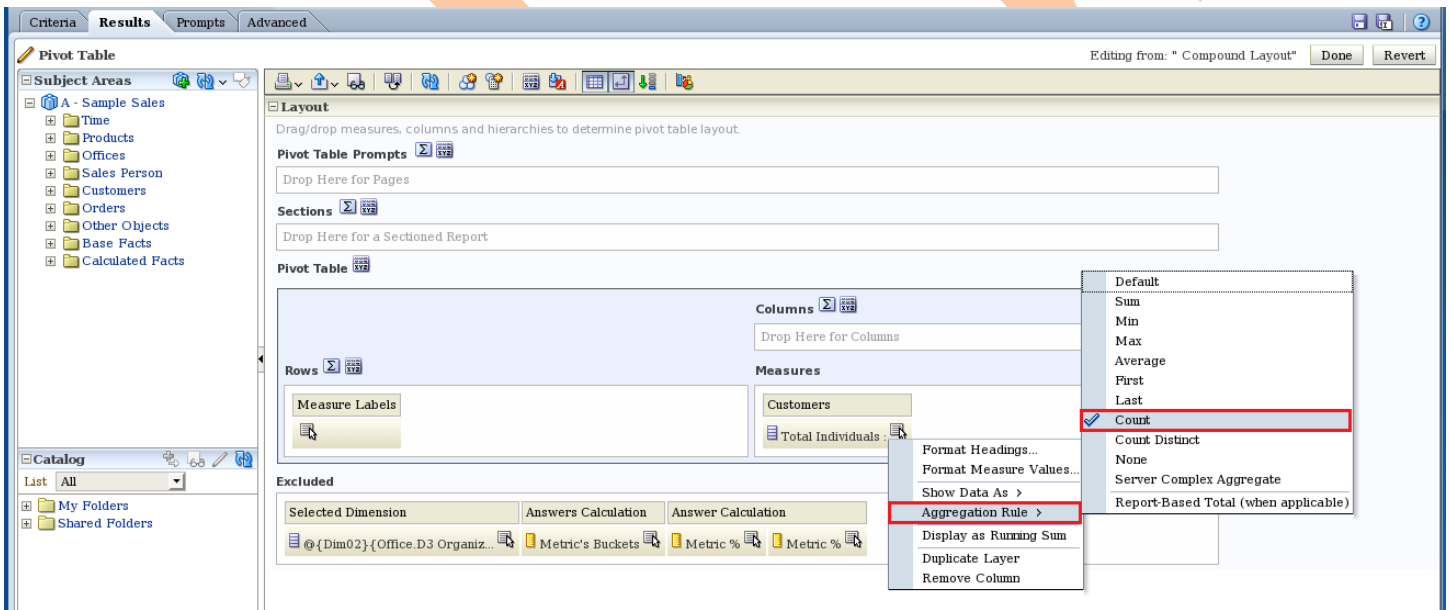


Click→Ok.

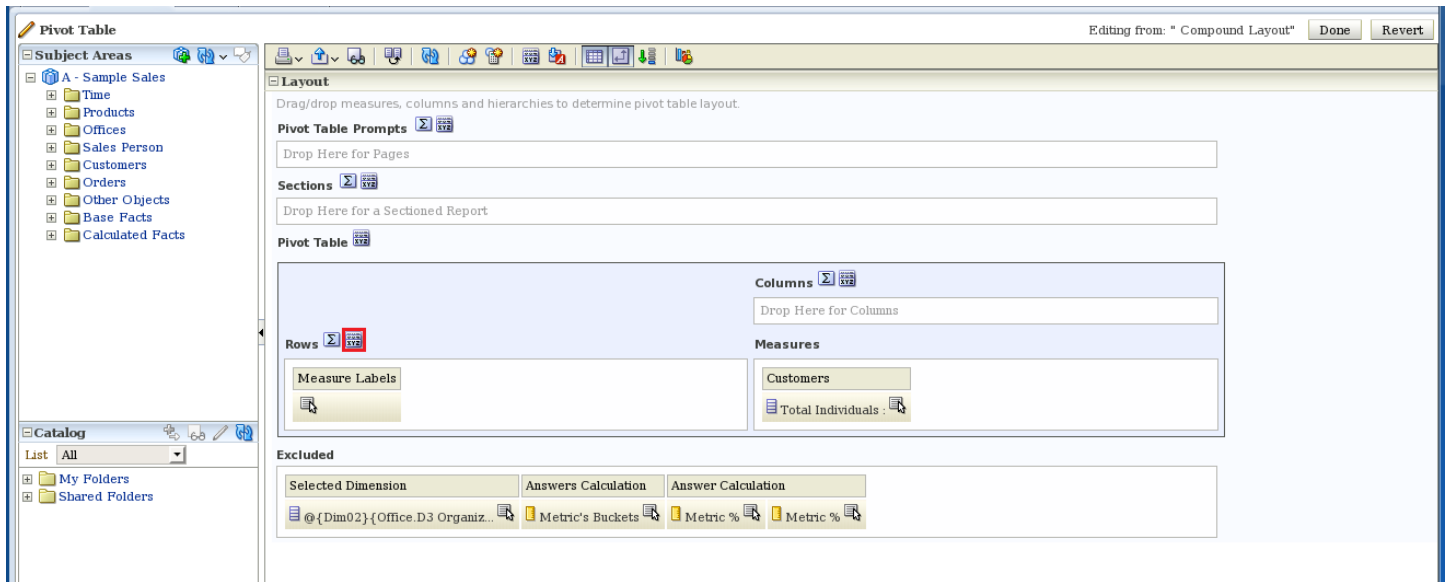
c) Click →  More options in Customers(C0 Customer Number) and Select → Show Data As → Values .




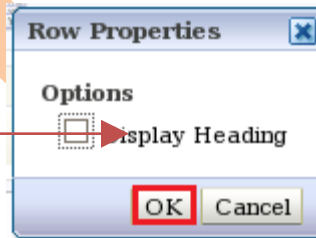
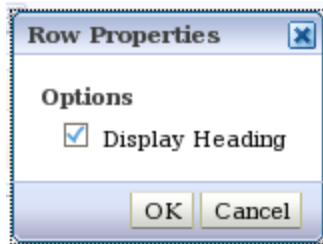
d) Click →  More options in Customers(C0 Customer Number) and Select → Aggregation Rule → Count .



e) Click →  Row Properties.

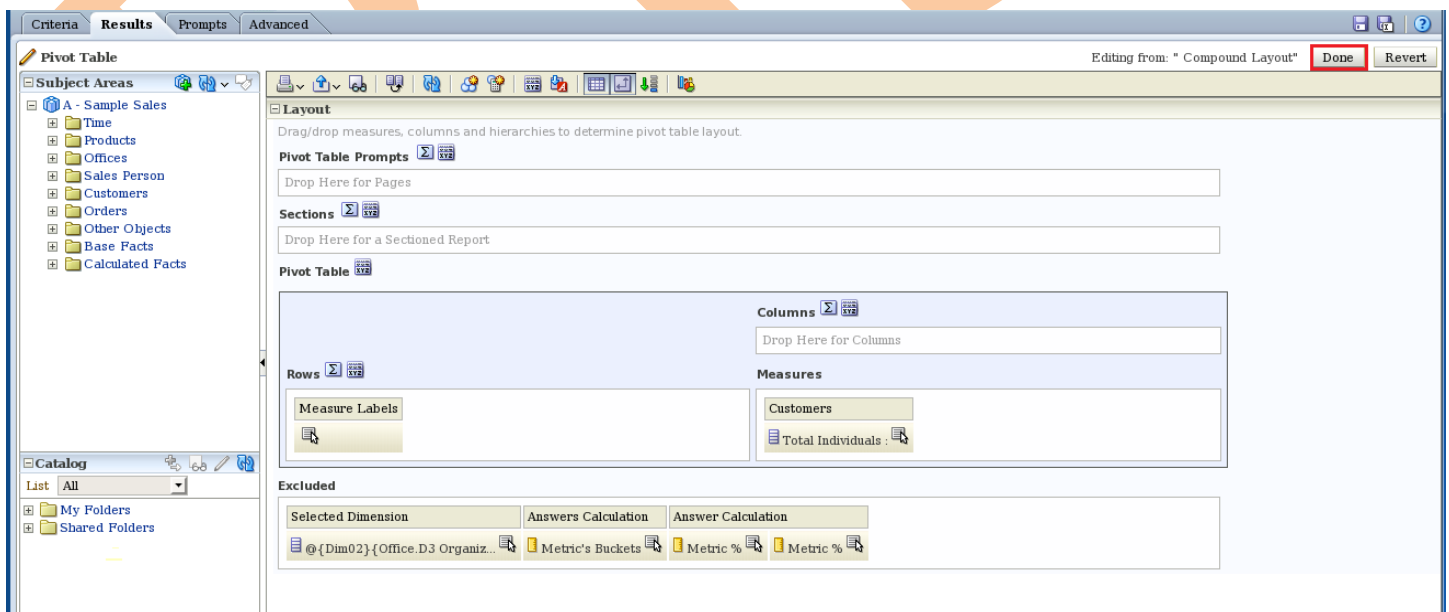


After Click →  Row Properties, Row Properties window will display. Uncheck → Display Heading.

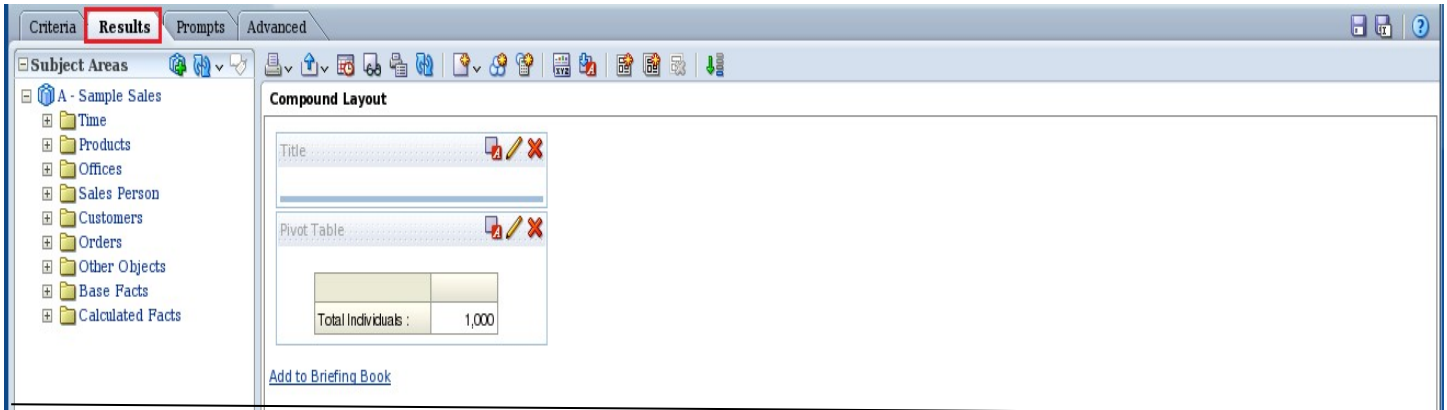


Click → Ok.

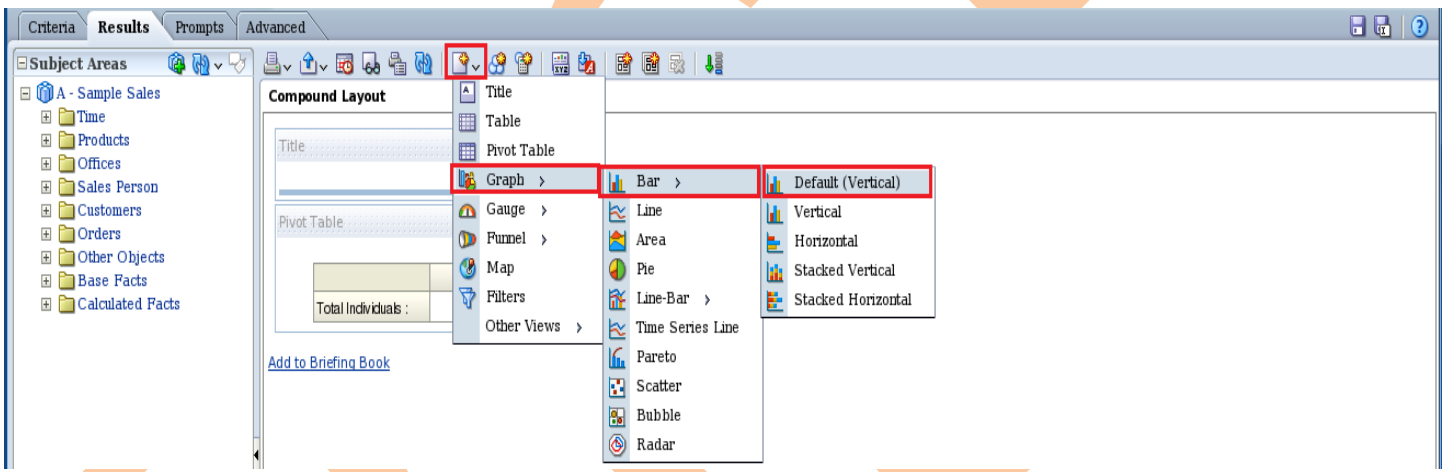
After set all the properties Click → Done.




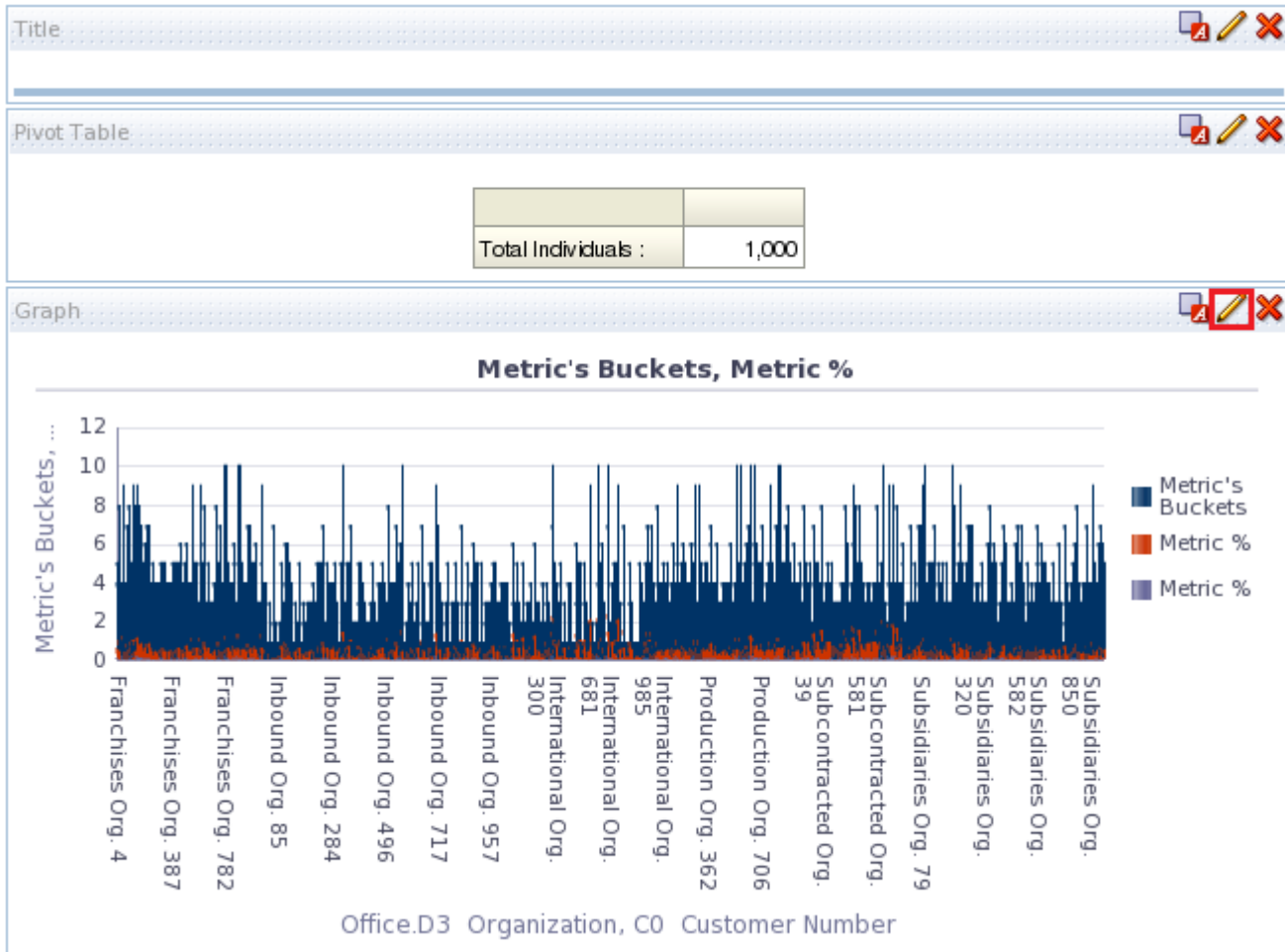
After Click→Done , we see the result.



xvii) Now Click→  New View and Select→Graph→Bar→Default(Vertical).

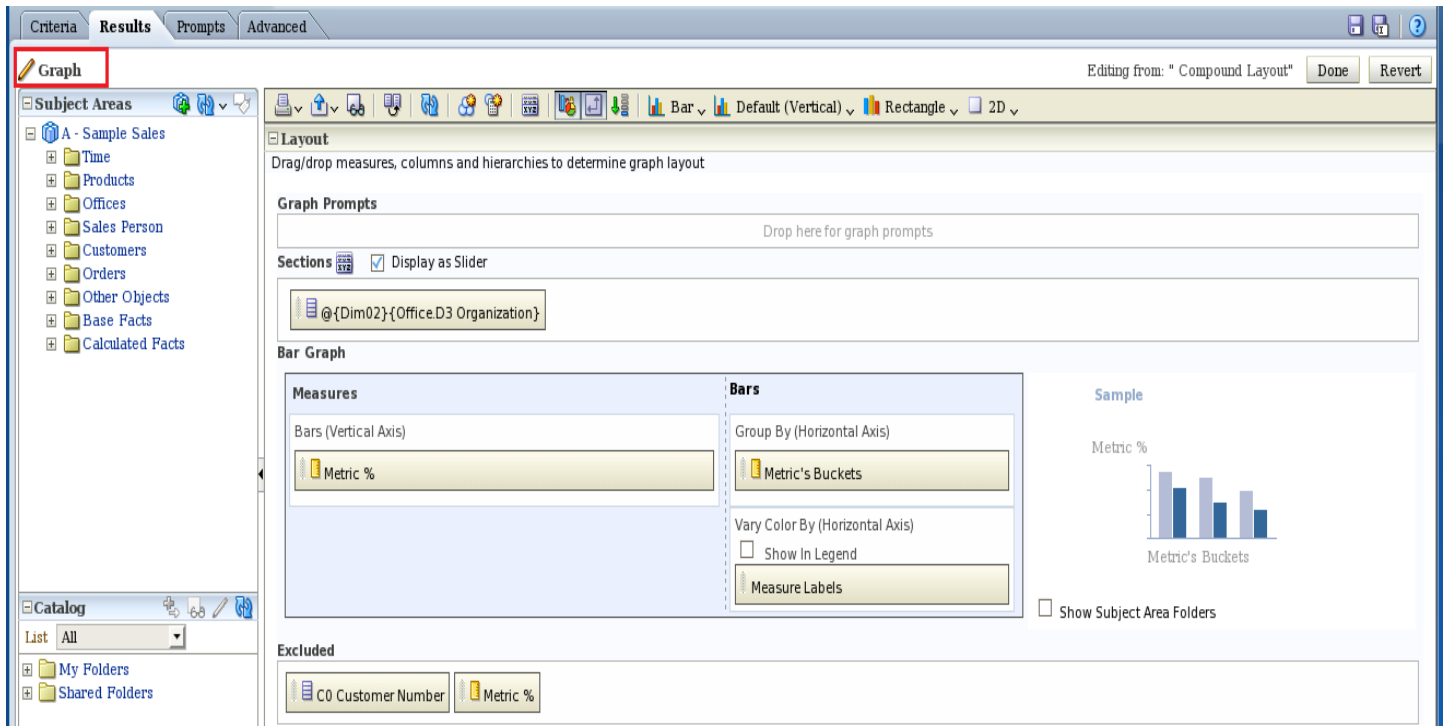



After Select→Graph→Bar→Default(Vertical). We see the graph view in below image . Now Click→  Edit View on graph.

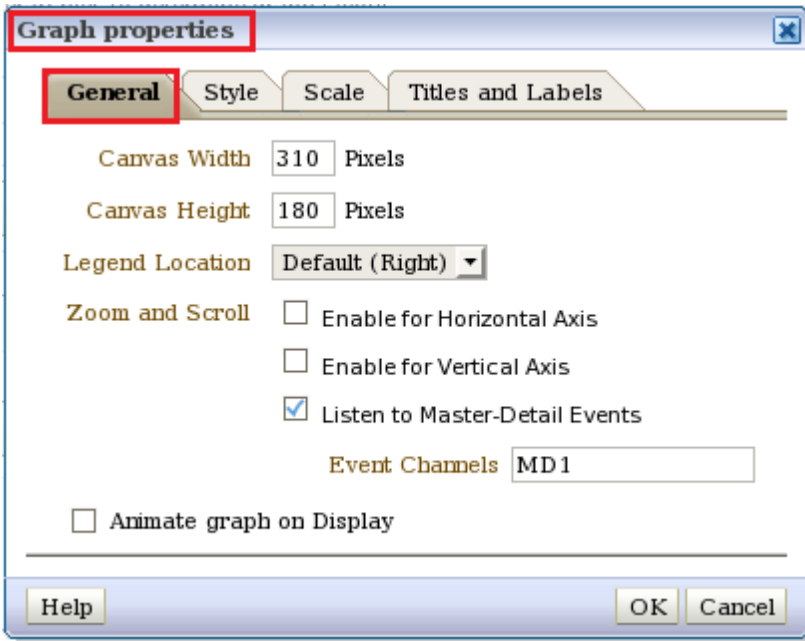


a) After Click → Edit View on graph, the edit view graph window will display. Here we set the properties like Check → Display as Slider, In Section → @ {Dim02} {Offices.D3 Organization}, Measures (Bars (Vertical Axis)) → Metric %, Bars (Group By (Horizontal Axis)) → Metric's Buckets, Vary Color By (Horizontal Axis) → Measure Labels, Check → Show In Legend, Exclude → C0 Customer Number, Metric %.

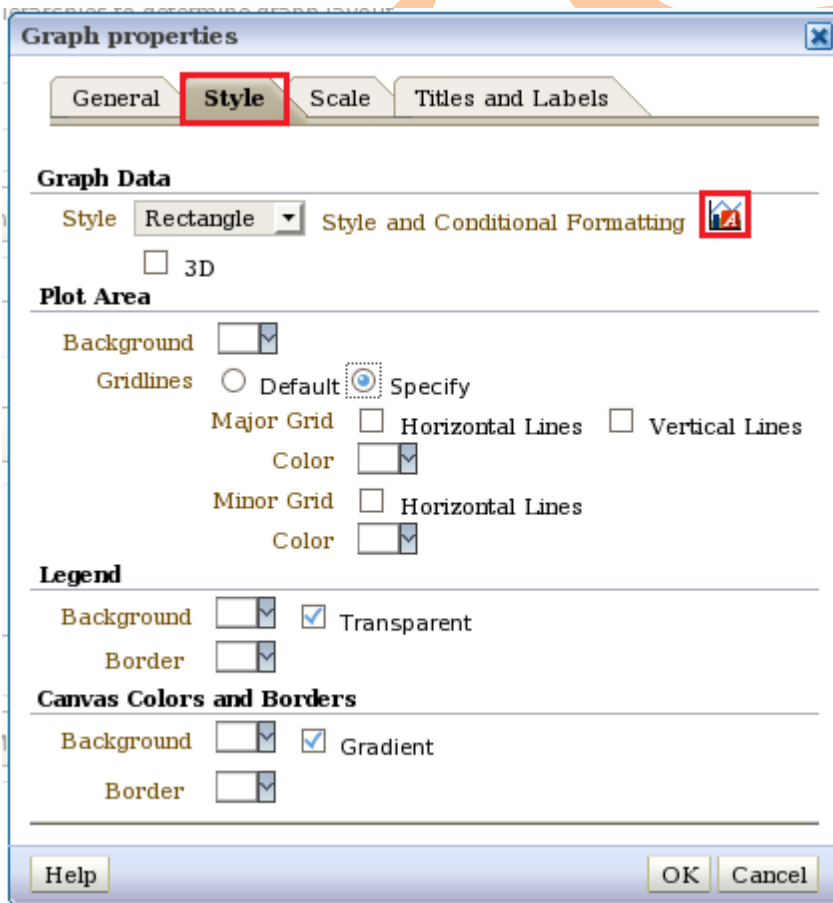






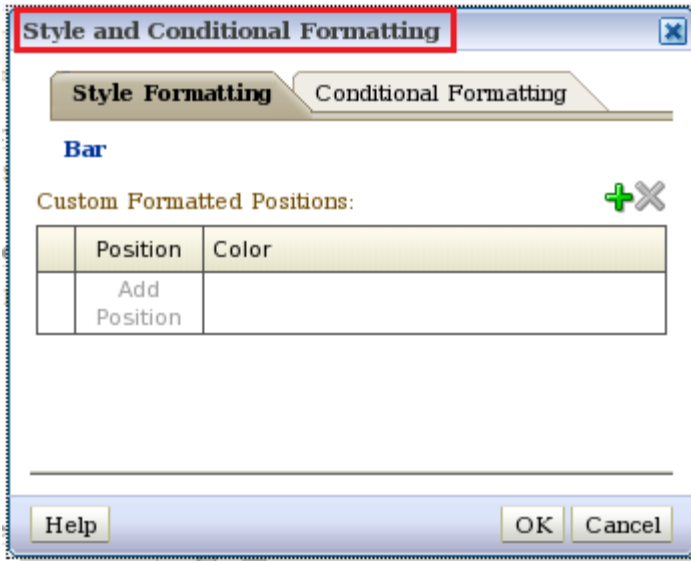
b) Click →  Graph Property, then the graph properties window will display and we set all its related properties. In General tab set properties like Canvas Width → 310, Canvas Height → 180, Legend Location → Default (Right), Check → Listen to Master Detail Events and Event Channel → MD1, Uncheck → Animate graph on Display.




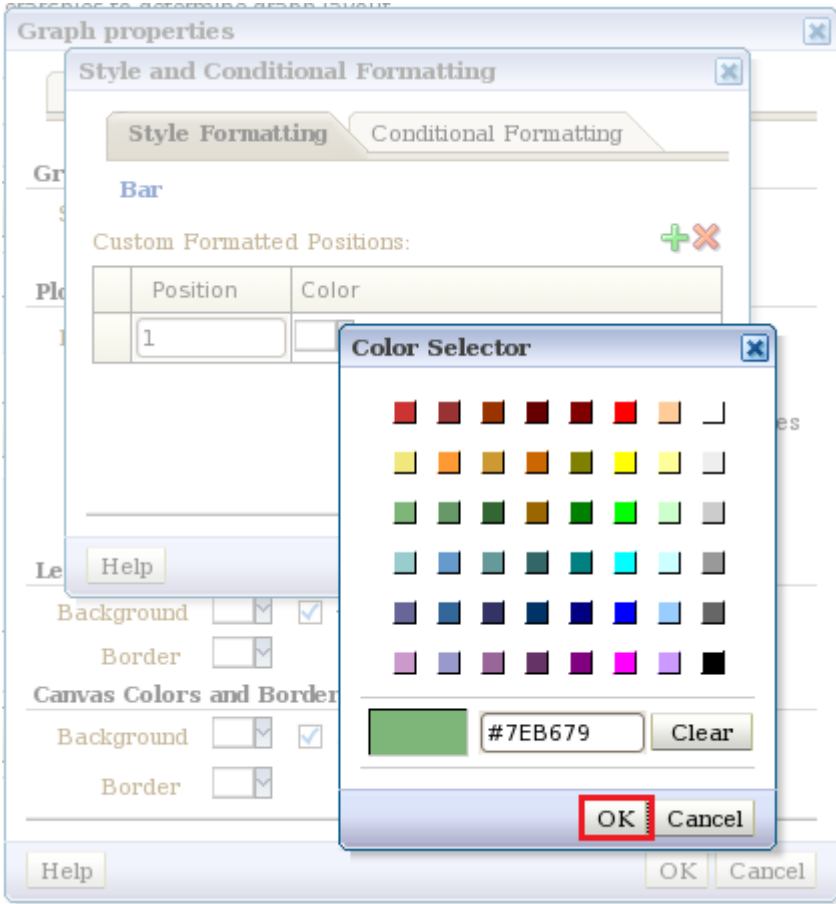
c) Go to Style tab and it's related properties . Style→Rectangle from drop down list.



Click →  Style and Conditional Formatting. then the Style and Conditional Formatting window will display ,Click →  Add new position

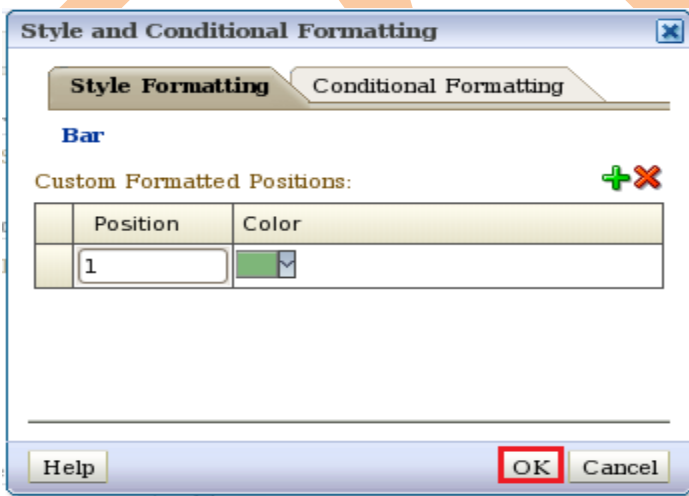


After Click →  Add new position. Click on color drop down list , the color selector window will display, here we select a color.



Click→Ok.

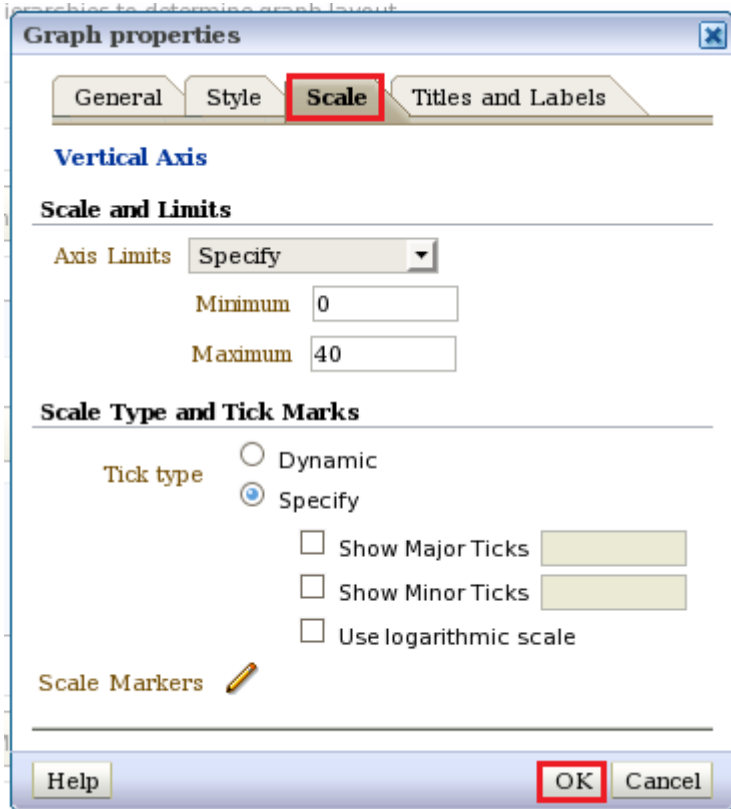
After Click→Ok.



Click→Ok.

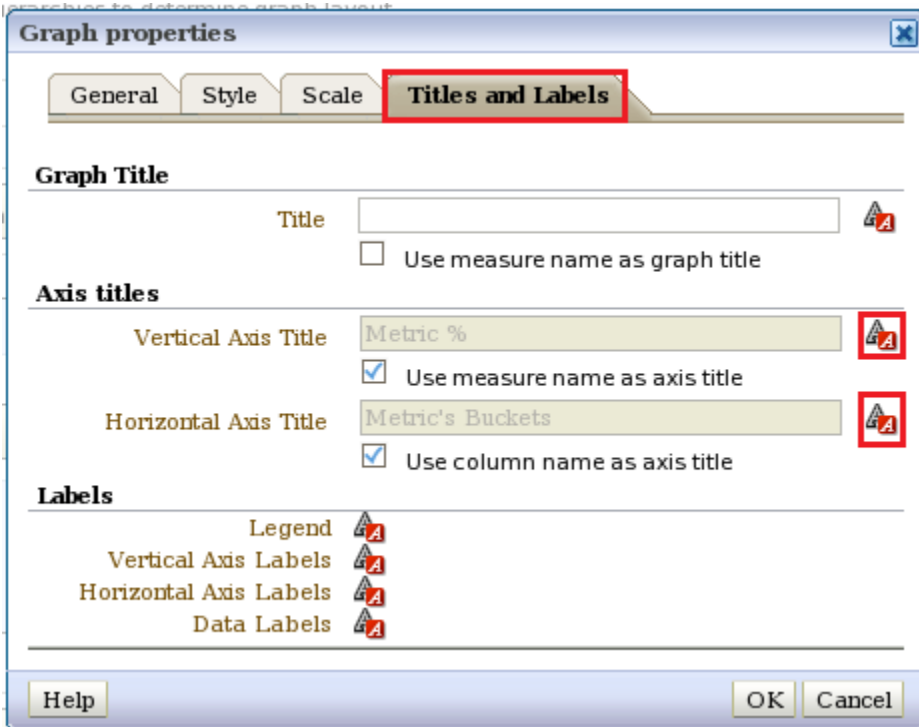
Click→Ok.

c) Now go to Scale tab and set its related properties, like Axis Limits → Specify, Minimum → 0, Maximum → 40, Tick Type → Specify.

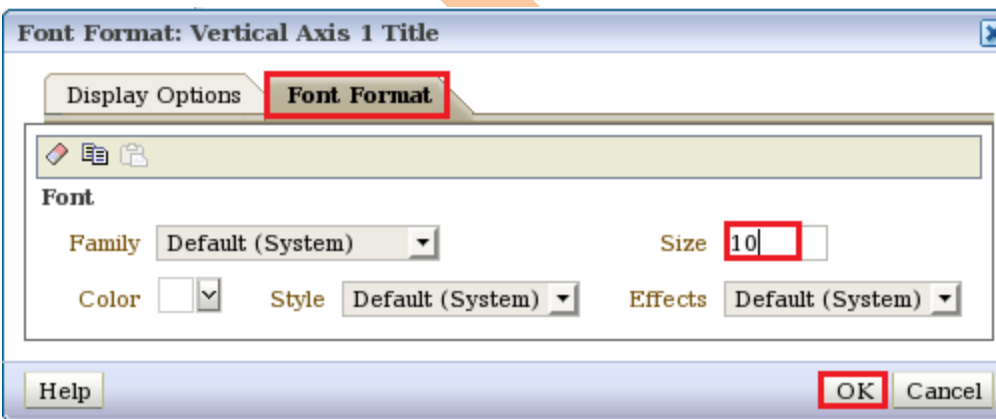


Click → Ok.


d) Now go to Titles and Labels tab and set its related properties, like Uncheck → Graph Title check box.

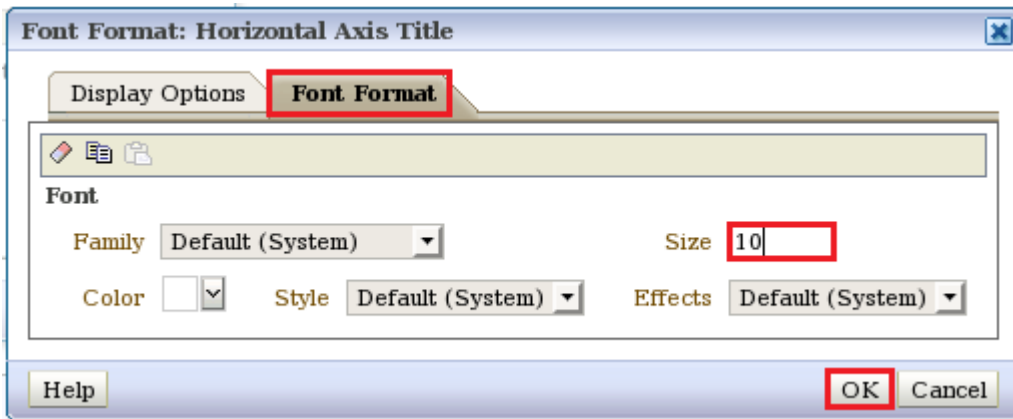


Click →  Format Title of Vertical Axis Title, Vertical Axis Title window will display, go to Font Format tab and set its property like Size → 10.




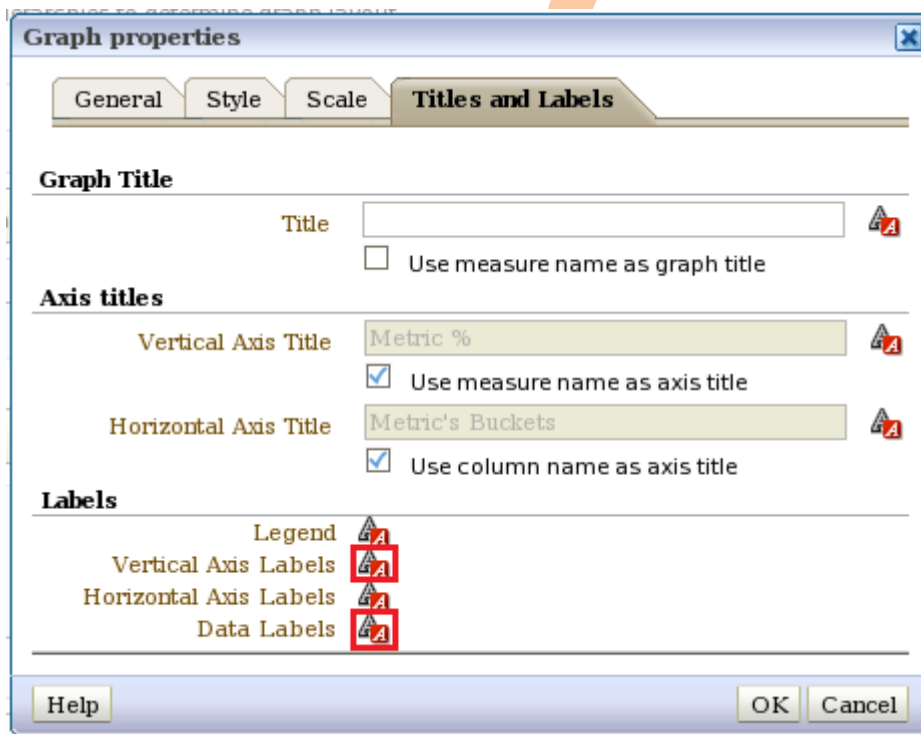
Click → Ok.

Click →  Format Title of Horizontal Axis Title, Horizontal Axis Title window will display, go to Font Format tab and set its property like Size → 10.

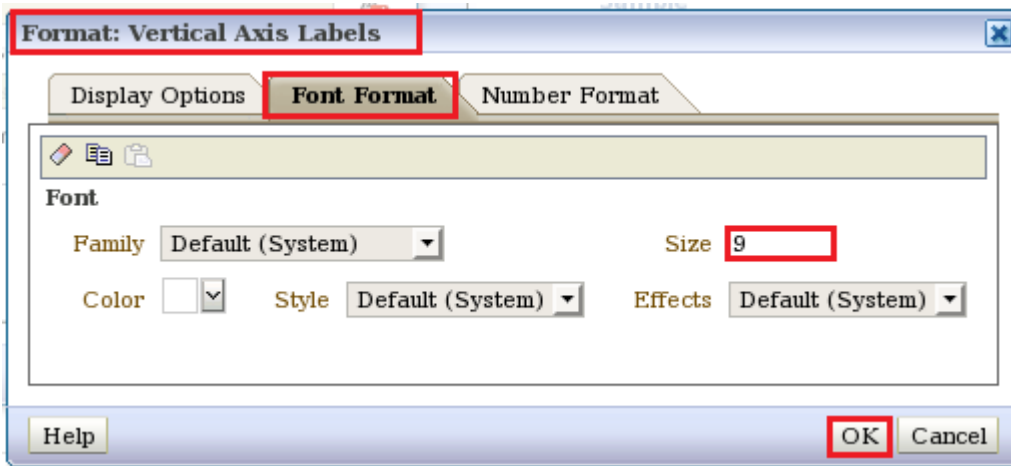


Click→Ok.

Click→ Format Label of Vertical Axis Labels

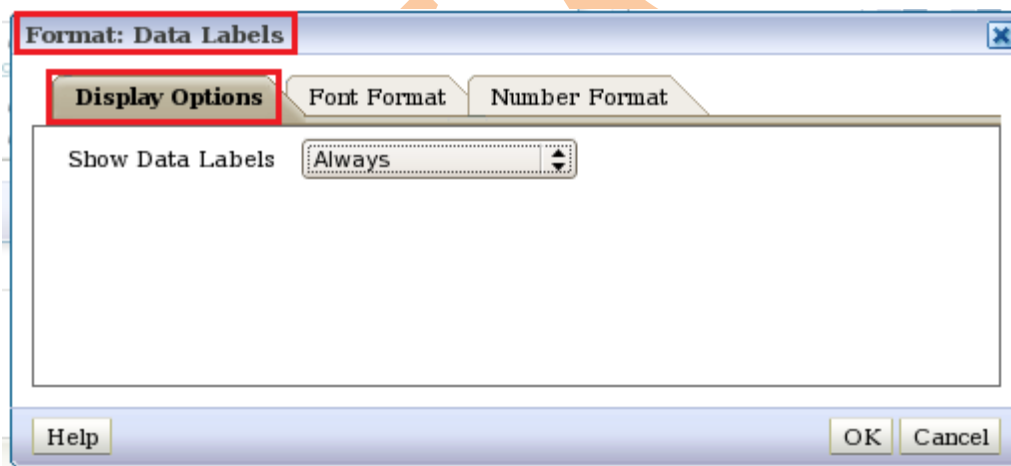


Vertical Axis label window will display ,go to Font Format tab and set it's property like, Size→9.



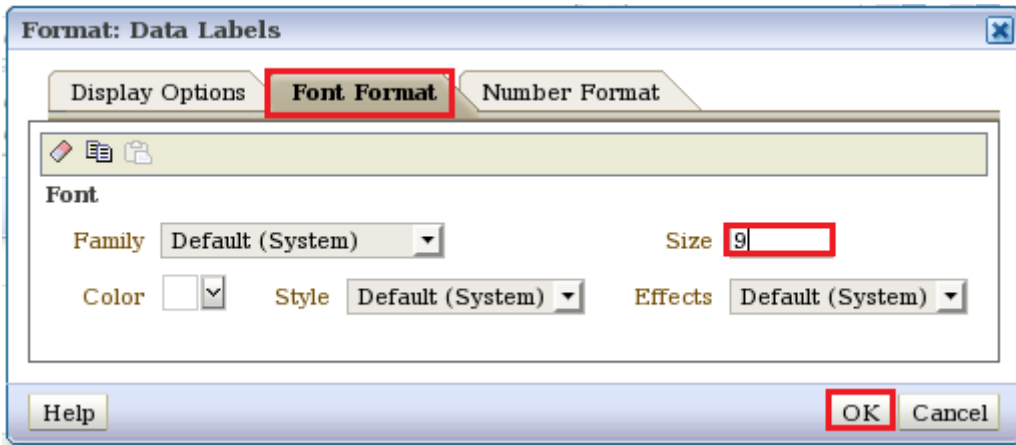
Click→Ok.

Now , Click→ Format Label of Data Labels ,Data Labels window will display ,go to Display Options tab and select Show Data Labels→Always .

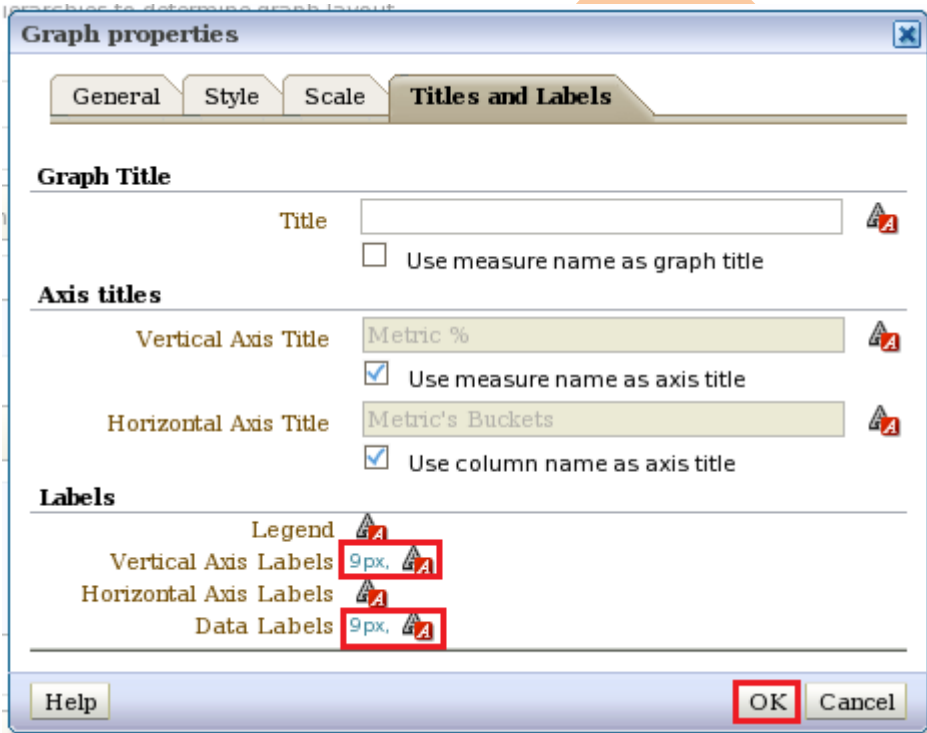


In Font Format tab set it's property like Size→9.



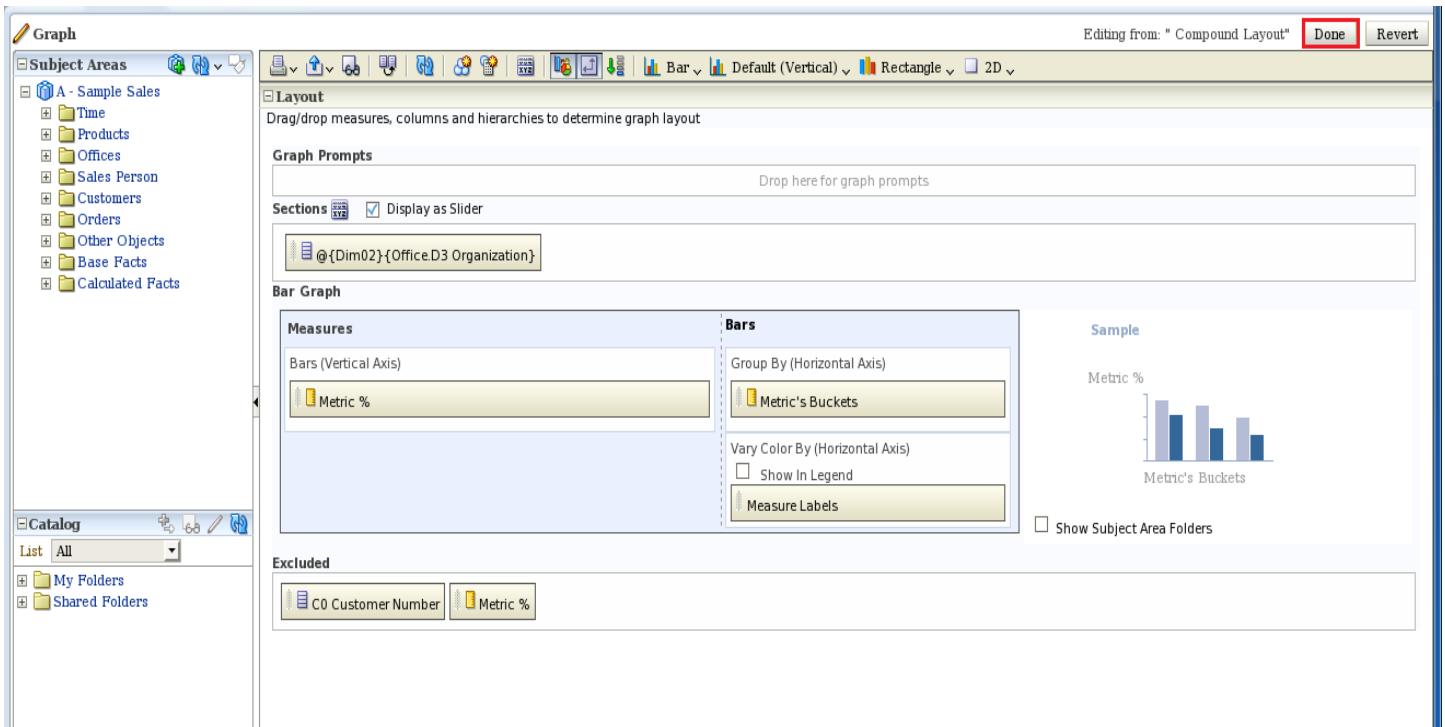


Click→Ok.

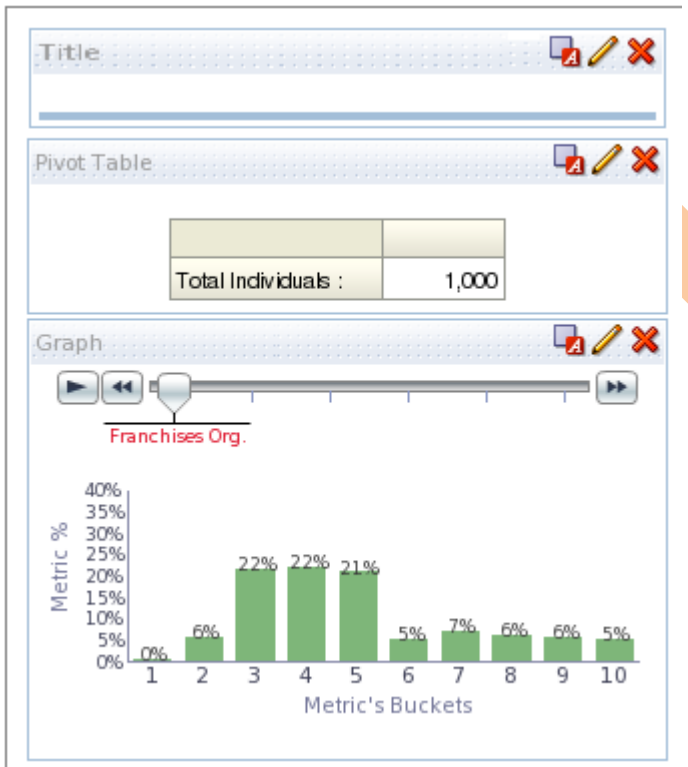



Click→Ok.

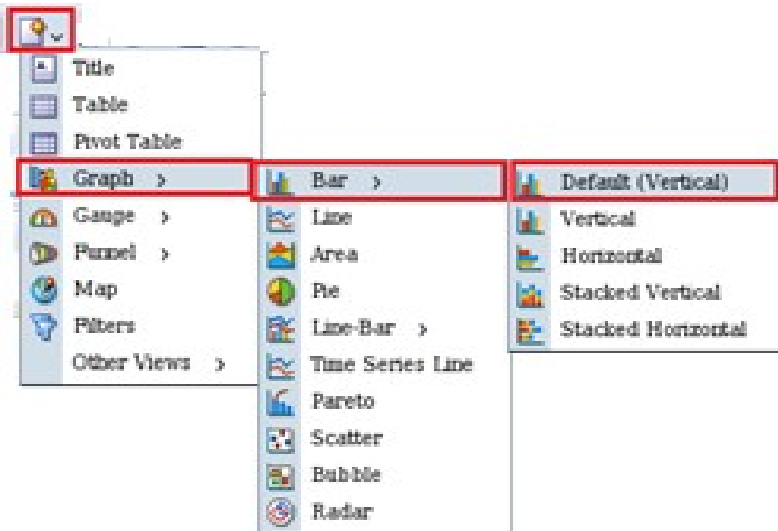
e)After set all the properties Click→Done.




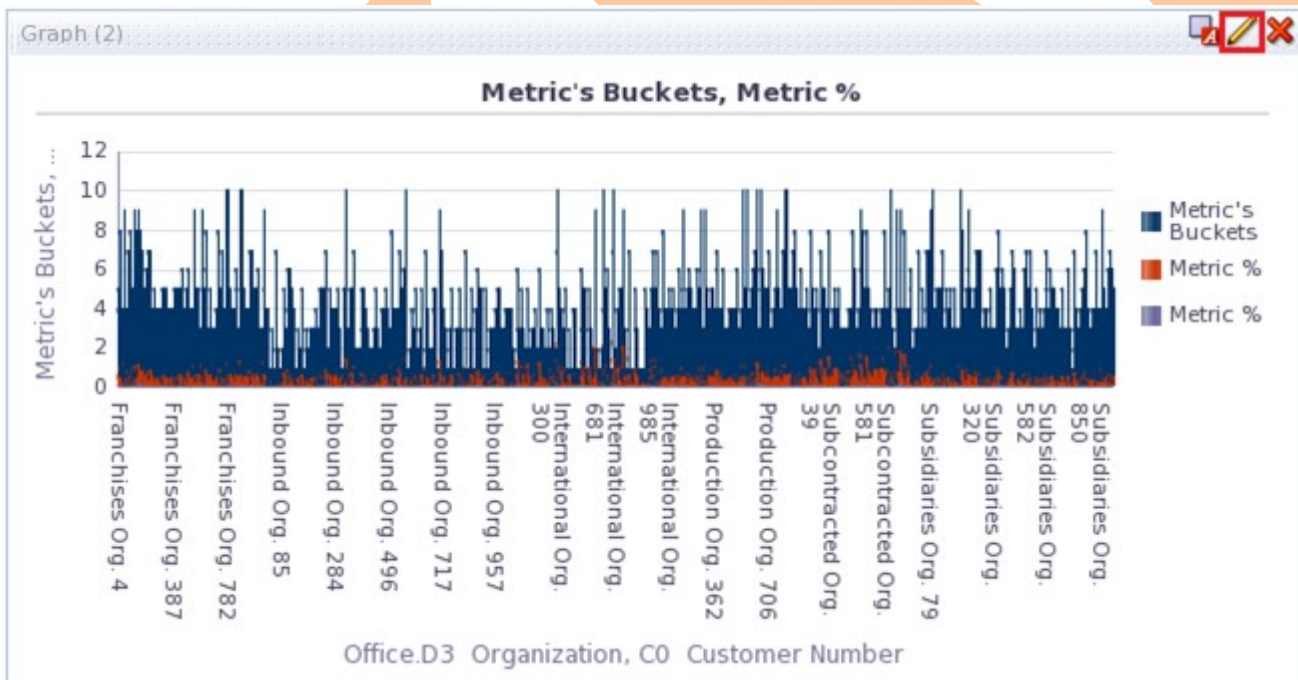
xviii) After Click → Done, we see the result.




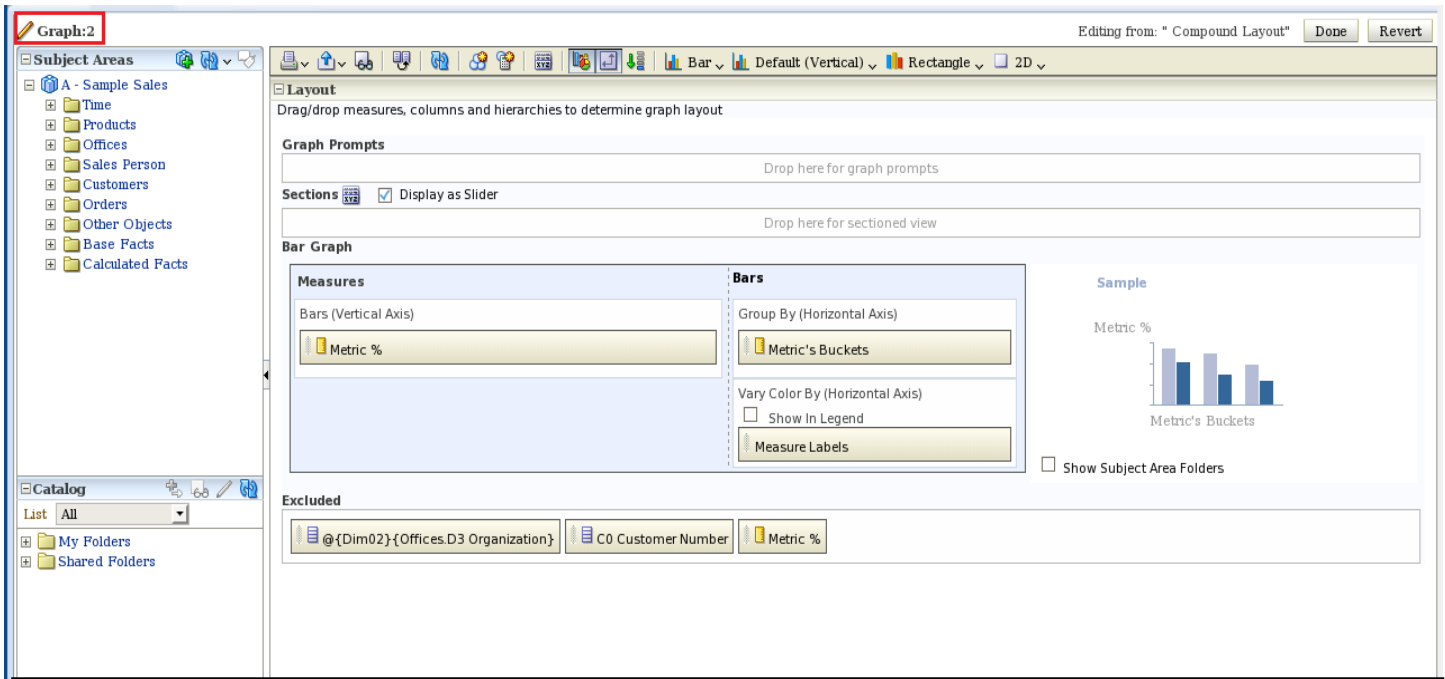
xix) Now Click →  New View and Select → Graph → Bar → Default (Vertical).




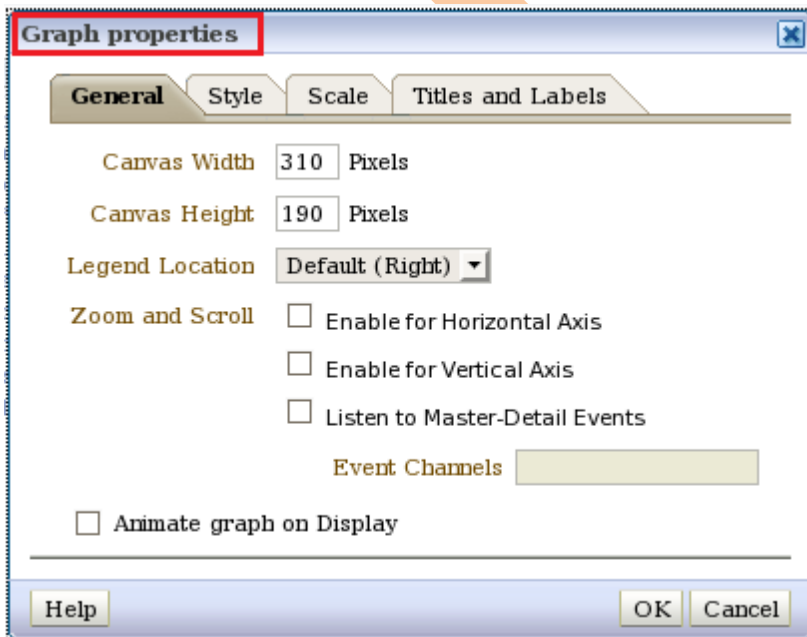
xx) After Select→Graph→Bar→Default(Vertical). We see the graph view in below image . Now Click→  
 Edit View on graph.



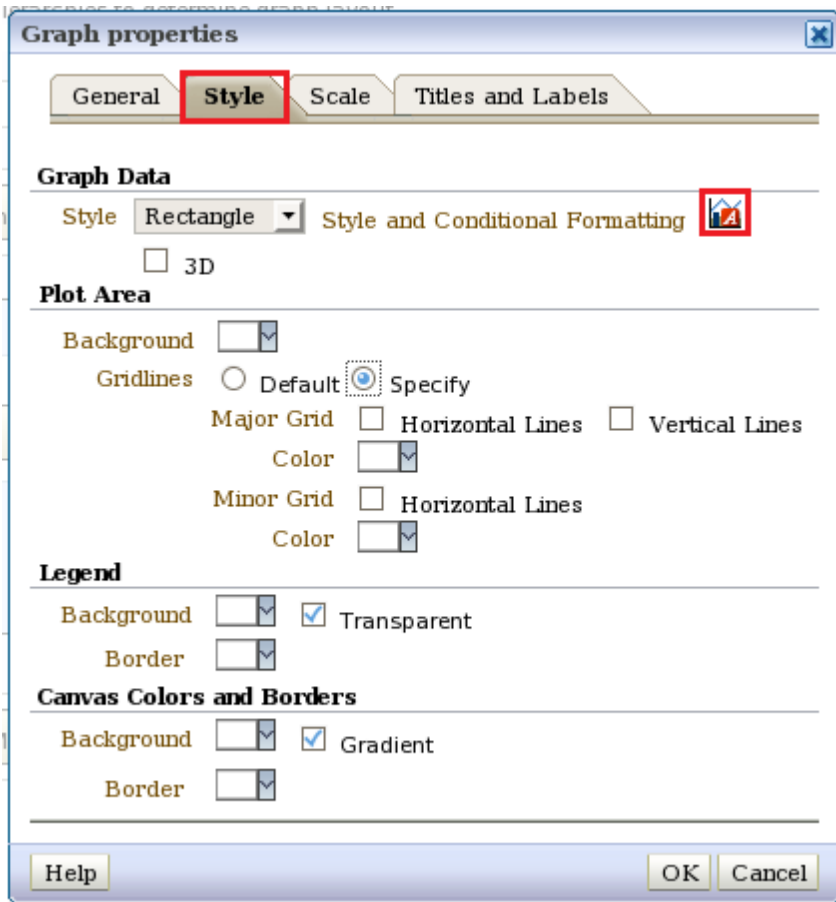
a)After Click→ Edit View on graph ,the edit view graph window will display. Here we set the properties like Check→Display as Slider, In Measures(Bars(Vertical Axis))→Metric % , Bars(Group By(Horizontal Axis)) →Metric's Buckets , Vary Color By (Horizontal Axis) →Measure Labels , Uncheck→ Show In Legend , Exclude→C0 Customer Number , Metric % , →@{Dim02} {Offices.D3 Organization}





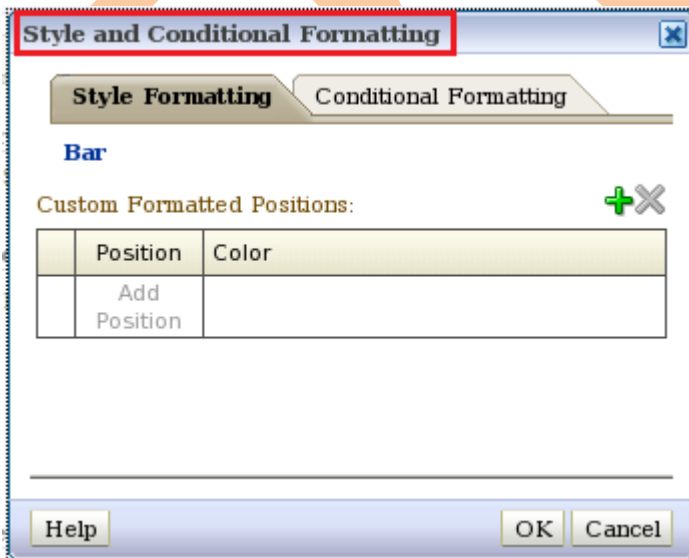
b) Click →  Graph Property, then the graph properties window will display and we set all its related properties. In General tab set properties like Canvas Width → 310, Canvas Height → 190, Legend Location → Default (Right).

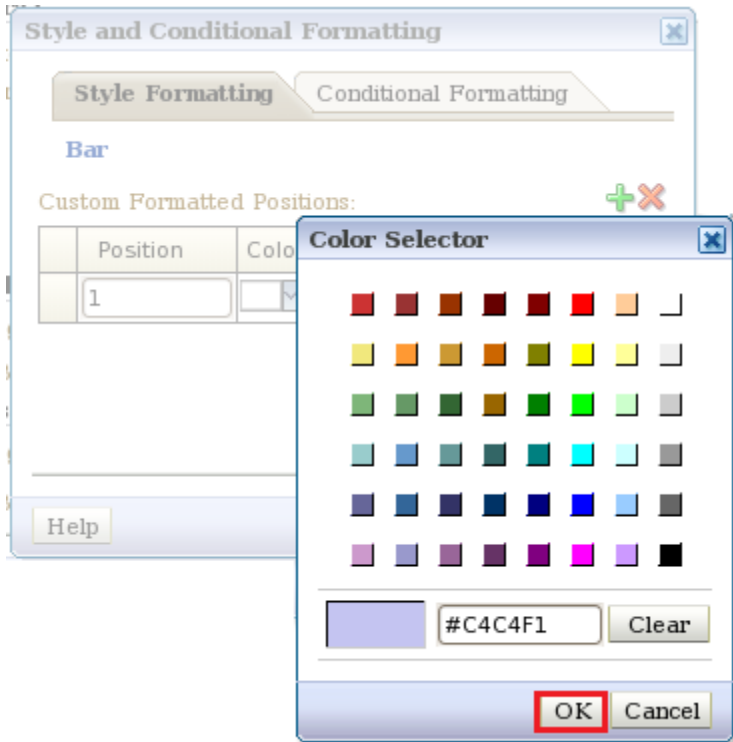


c) Go to Style tab and its related properties. Style → Rectangle from drop down list.



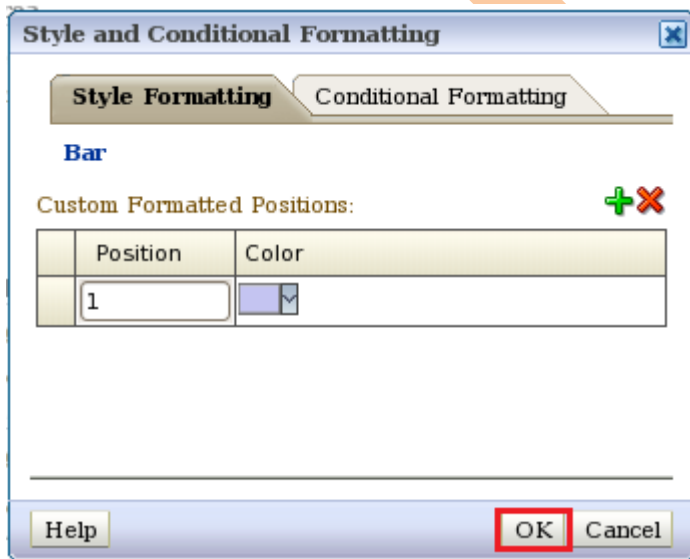
Click →  Style and Conditional Formatting. then the Style and Conditional Formatting window will display ,Click →  Add new position





Click→Ok.

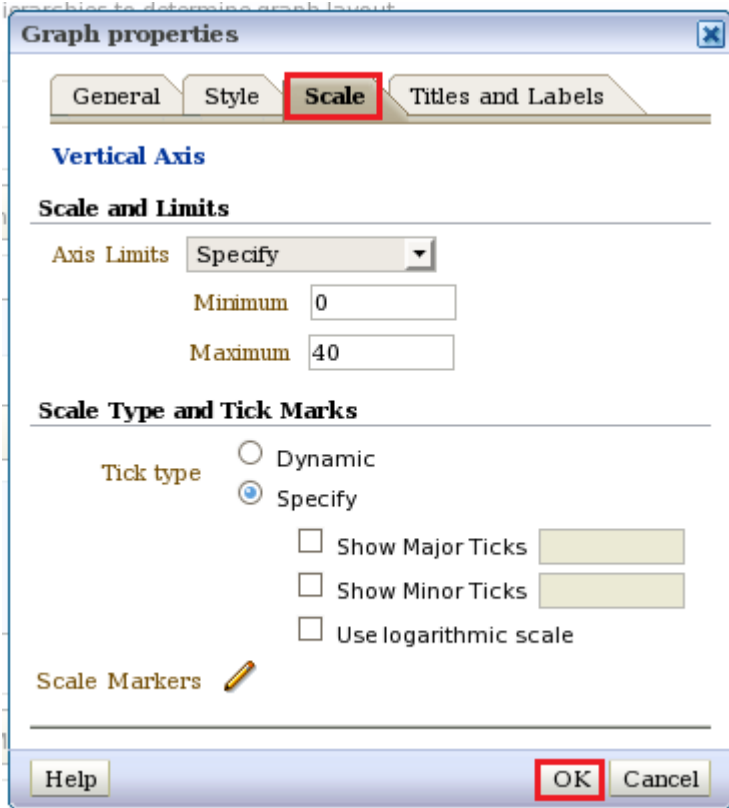
After Click→Ok.



Click→Ok.

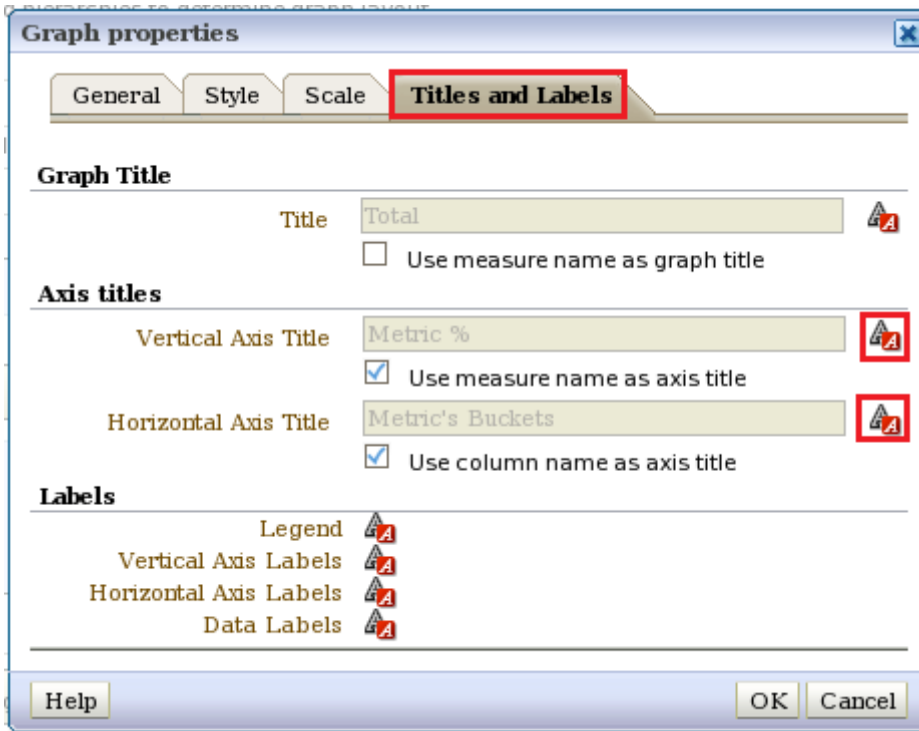
Click→Ok.


c)Now go to Scale tab and set it's related properties, like Axis Limits→Specify ,Minimum→0 , Maximum→40 ,Tick Type→Specify.

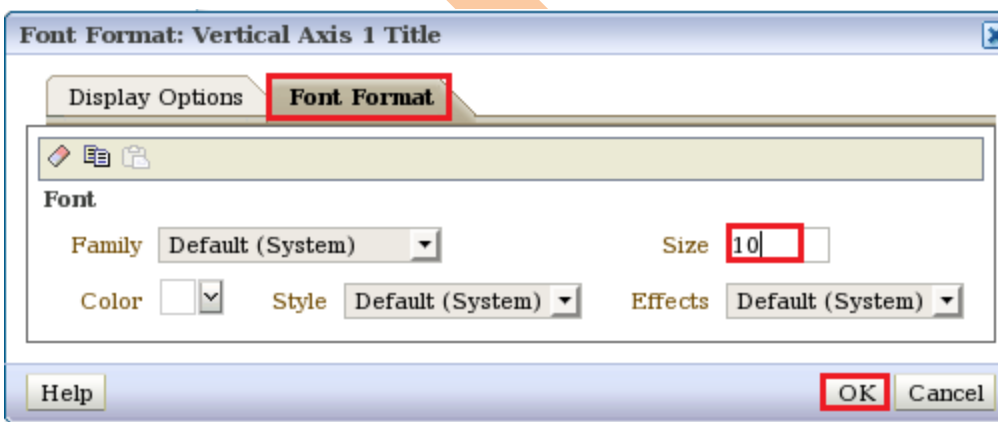


Click→Ok.


d) Now go to Titles and Labels tab and set it's related properties, like Uncheck→Graph Title check box.



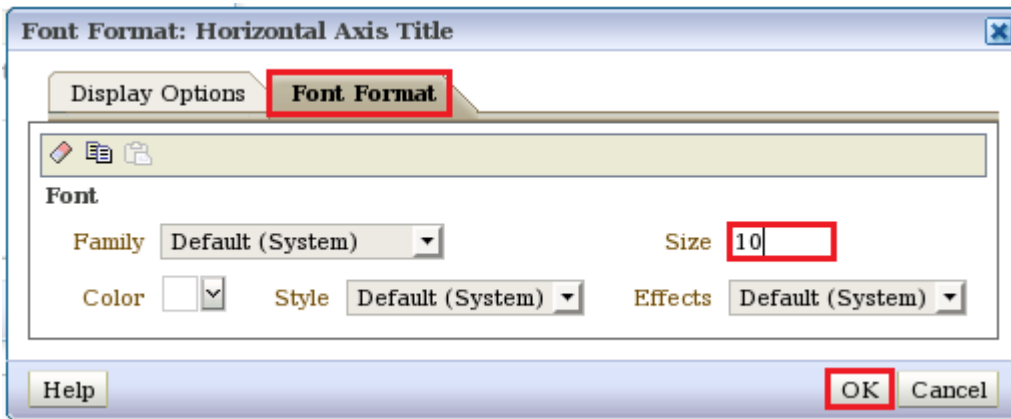
Click→ Format Title of Vertical Axis Title , Vertical Axis Title window will display ,go to Font Format tab and set it's property like Size→10.




Click→Ok.

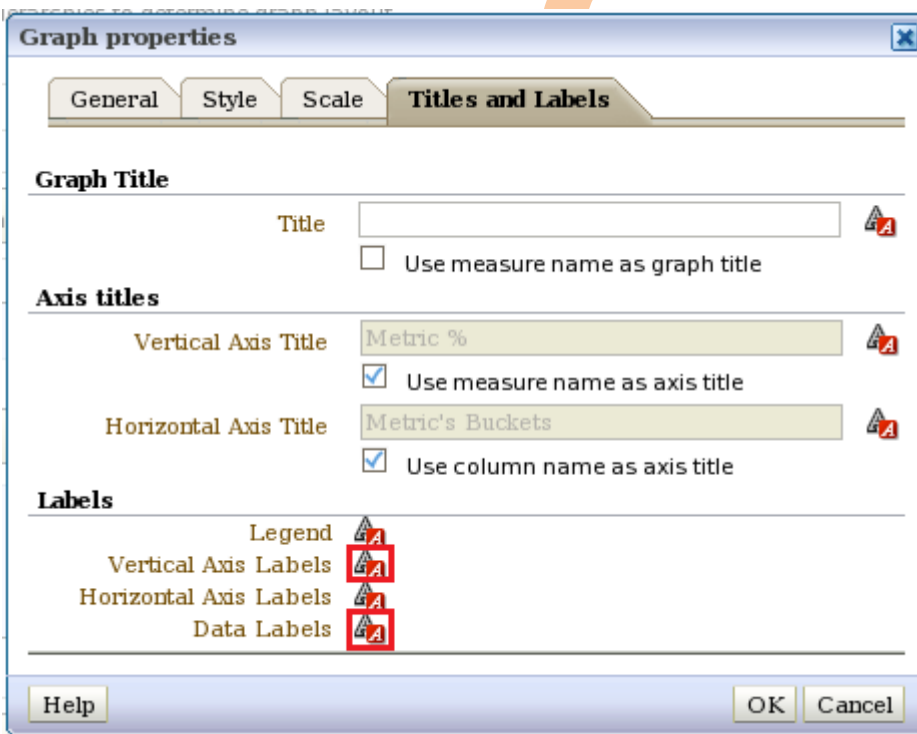
Click→ Format Title of Horizontal Axis Title , Horizontal Axis Title window will display ,go to Font Format tab and set it's property like Size→10.



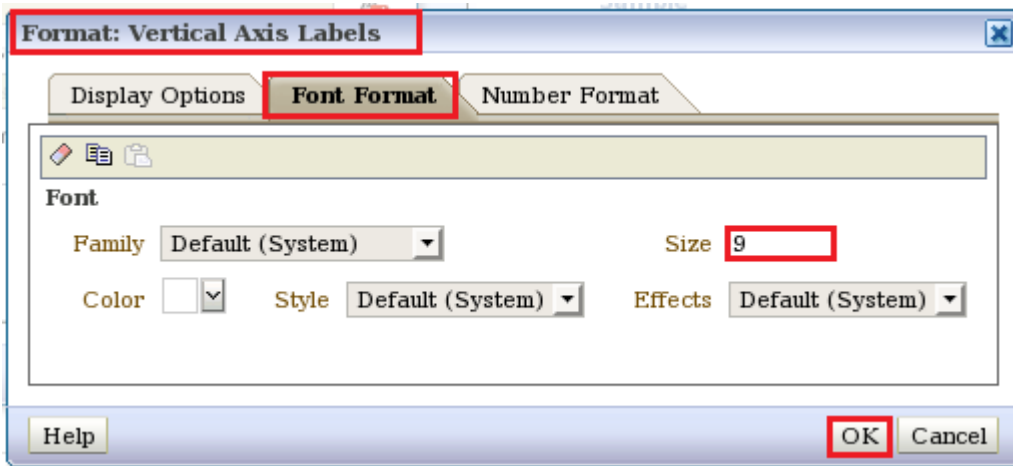


Click→Ok.


Click→ Format Label of Vertical Axis Labels

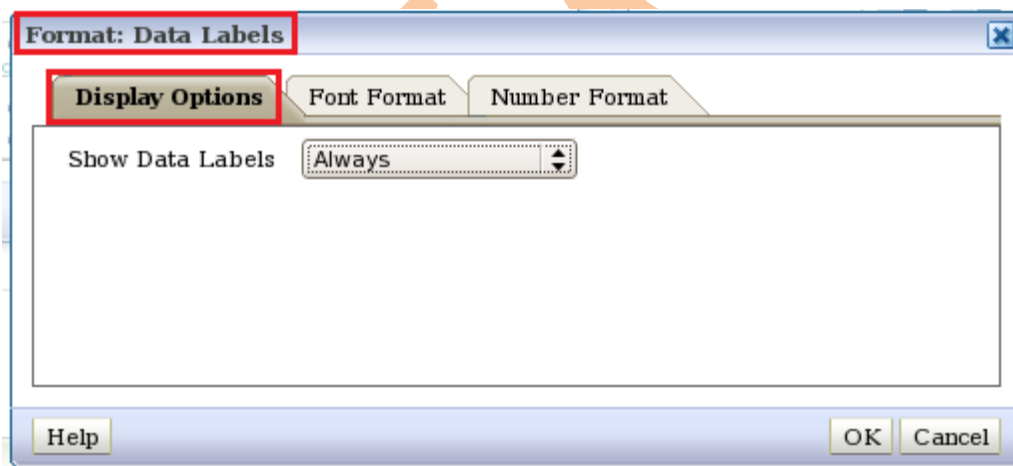


Vertical Axis label window will display ,go to Font Format tab and set it's property like, Size→9.

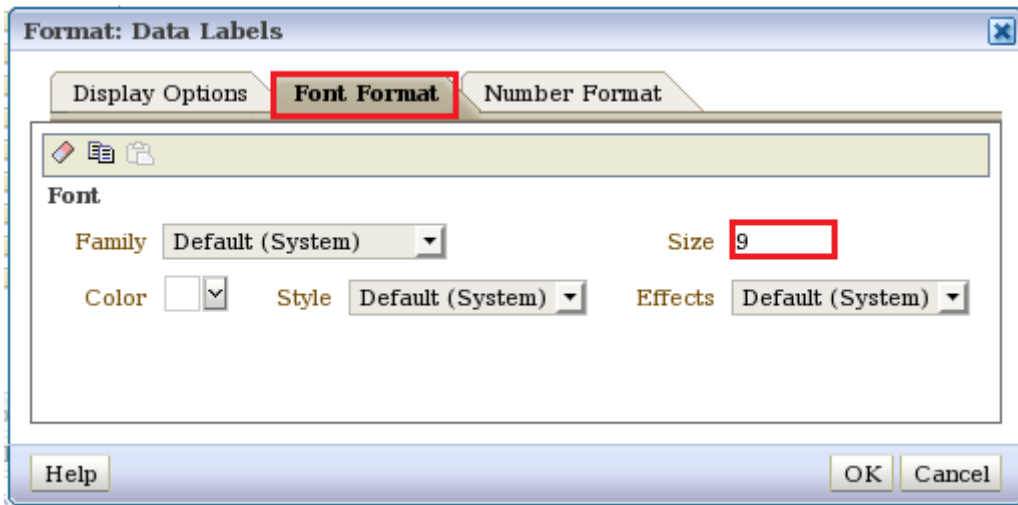


Click→Ok.

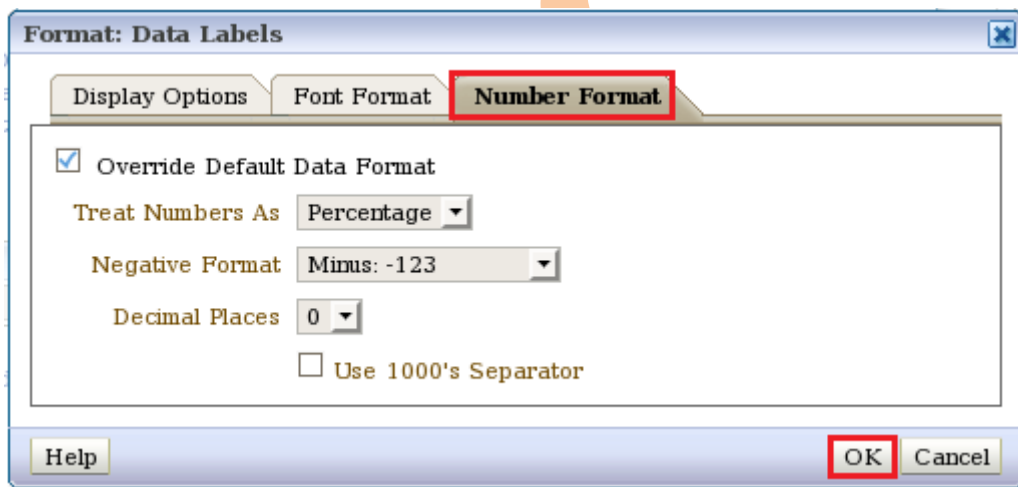
Now , Click→ Format Label of Data Labels ,Data Labels window will display ,go to Display Options tab and select Show Data Labels→Always .



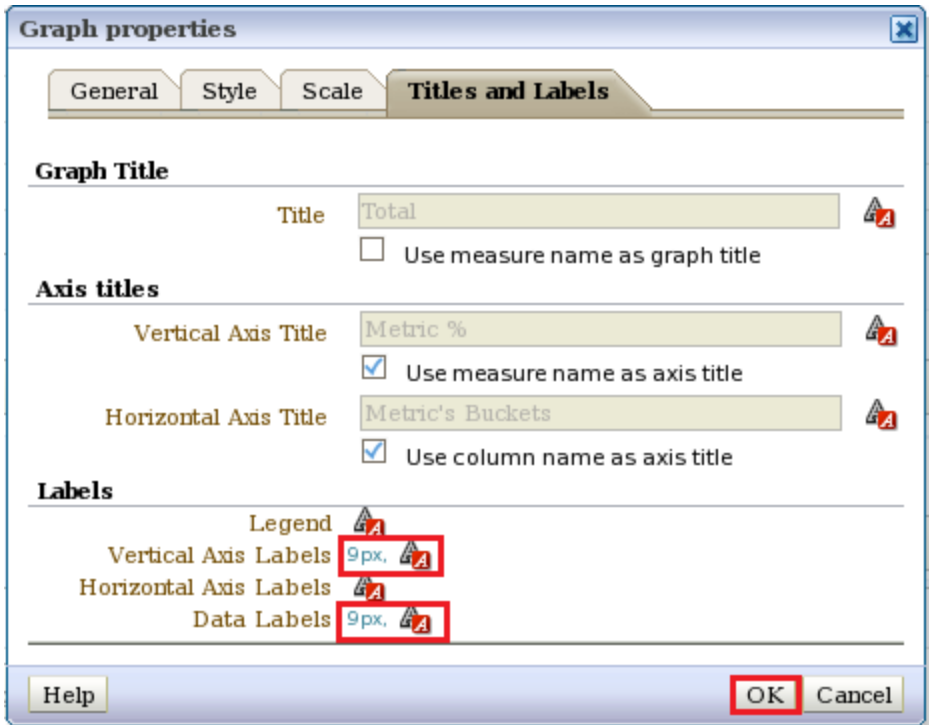
In Font Format tab set it's property like Size→9.



In Number Format tab set it's property like Check→Override Default Data Format , Treat Number As→Percentage , Negative Format→Minus - 123 , Decimal Places→0 , Uncheck→ Use 1000's Separator.

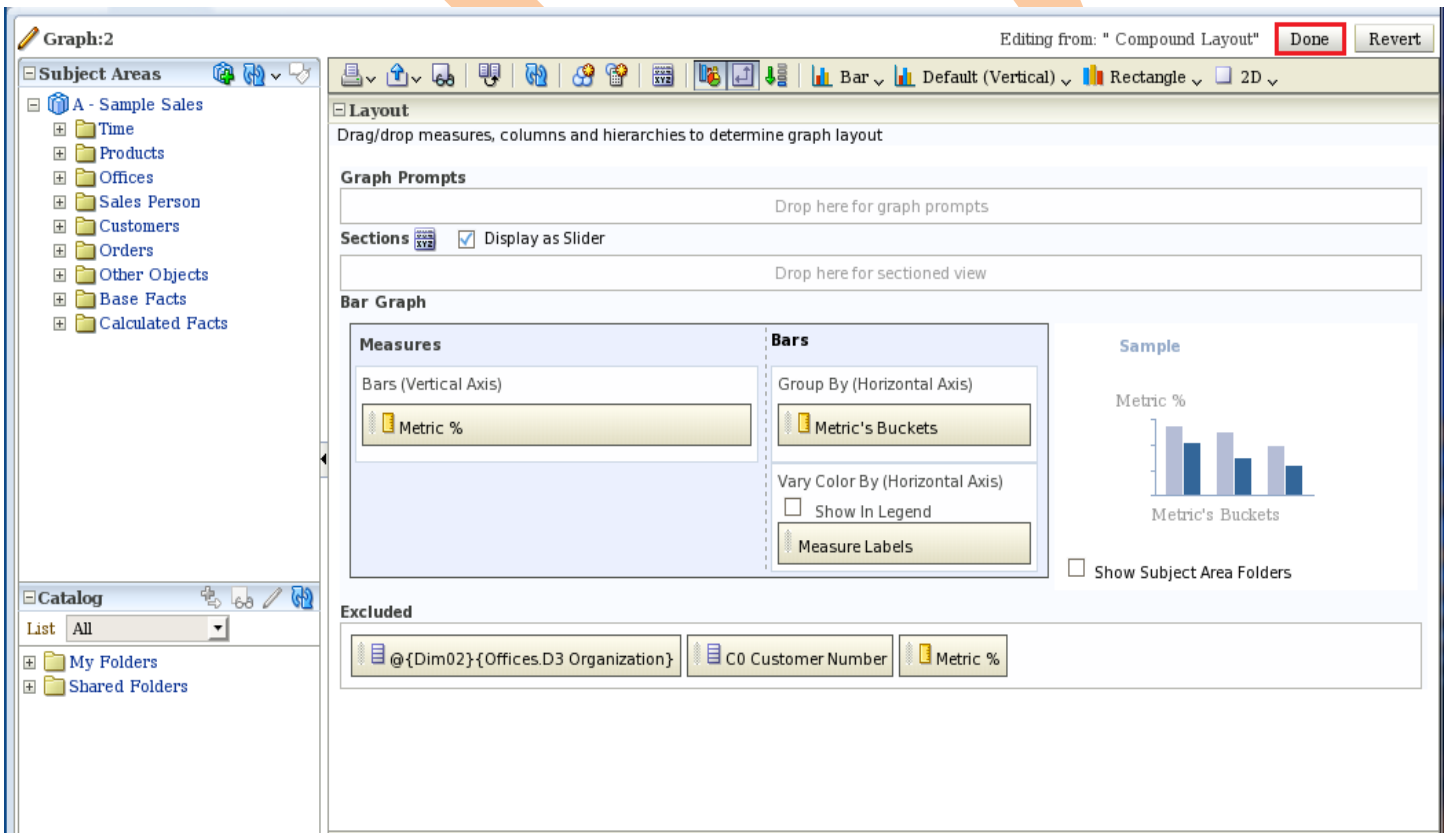


Click→Ok.

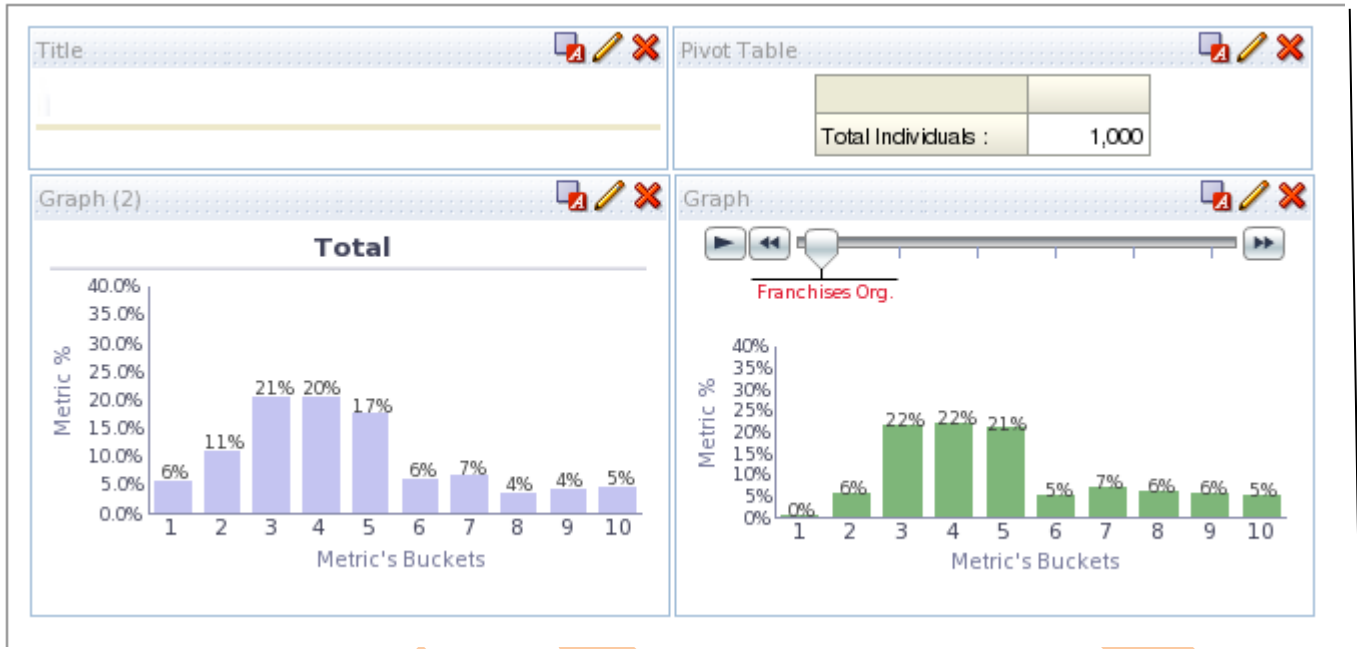



Click→Ok.

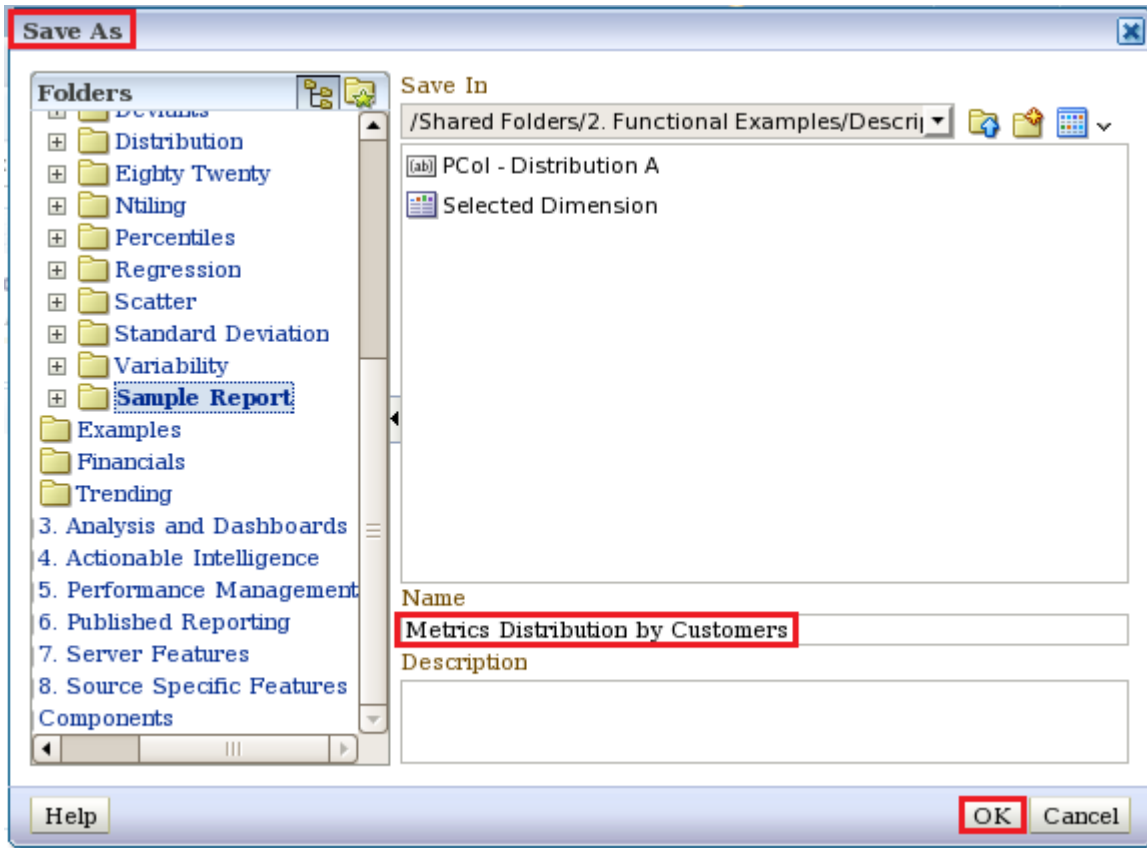
e)After set all the properties Click→Done.



xxi) After Click→Done, we see the result.

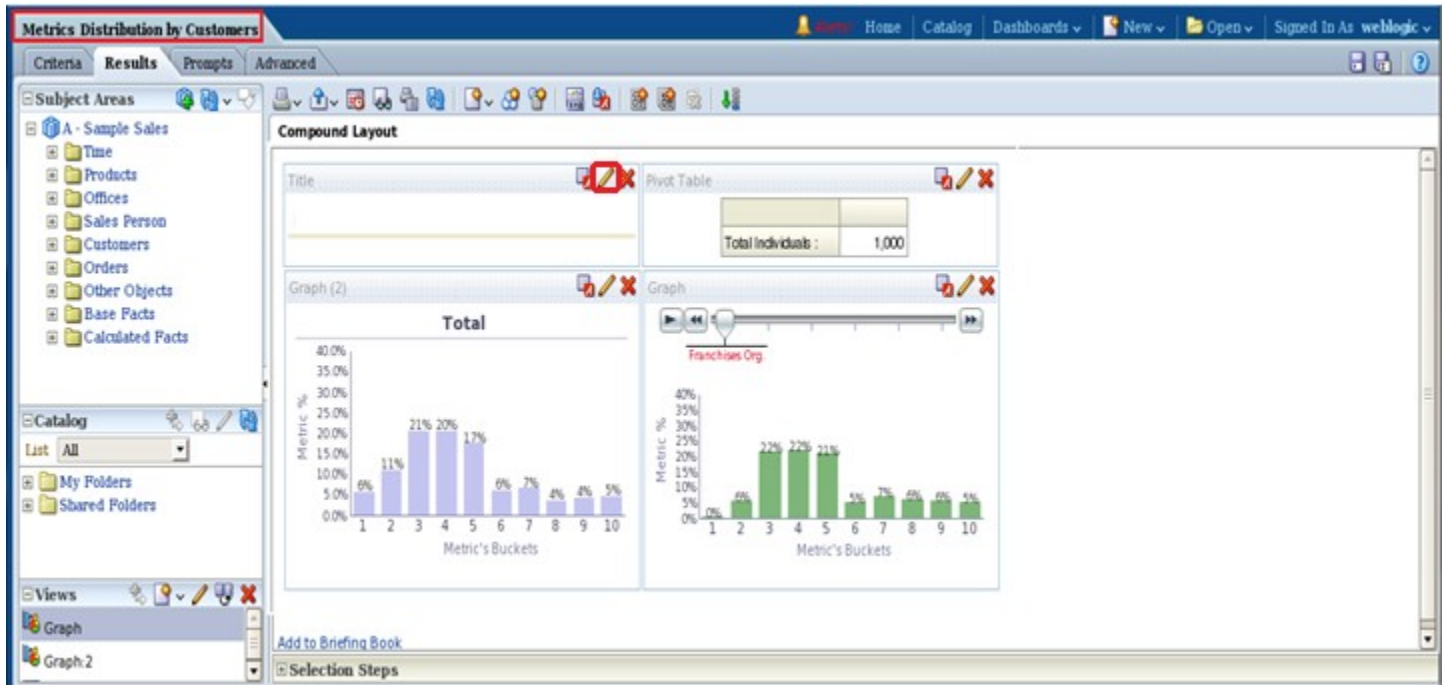



xxii) Now Click →  Save button , The Save window will display.



Click → Ok.

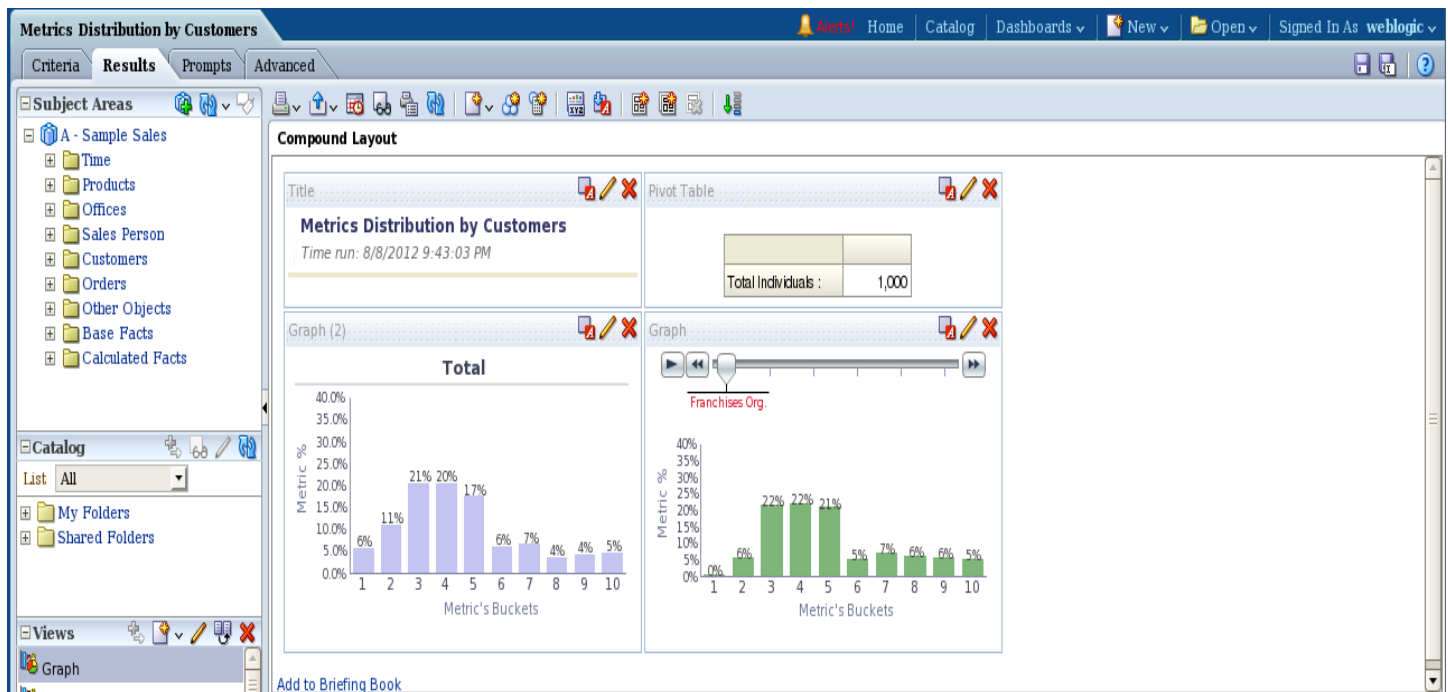
After Save the report, we see



Click →  Edit View in title, we see the title edit view and set its properties like Check → Display Saved Name, Selected Time → Display Date and Time. After set all the properties Click → Done.

The screenshot shows the 'Title' edit view. The title is 'Metrics Distribution by Customers'. The 'Display Saved Name' checkbox is checked. The 'Started Time' dropdown is set to 'Display date and time'. The 'Help URL' field is empty. The 'Done' button is highlighted in red.

After Click→Done.

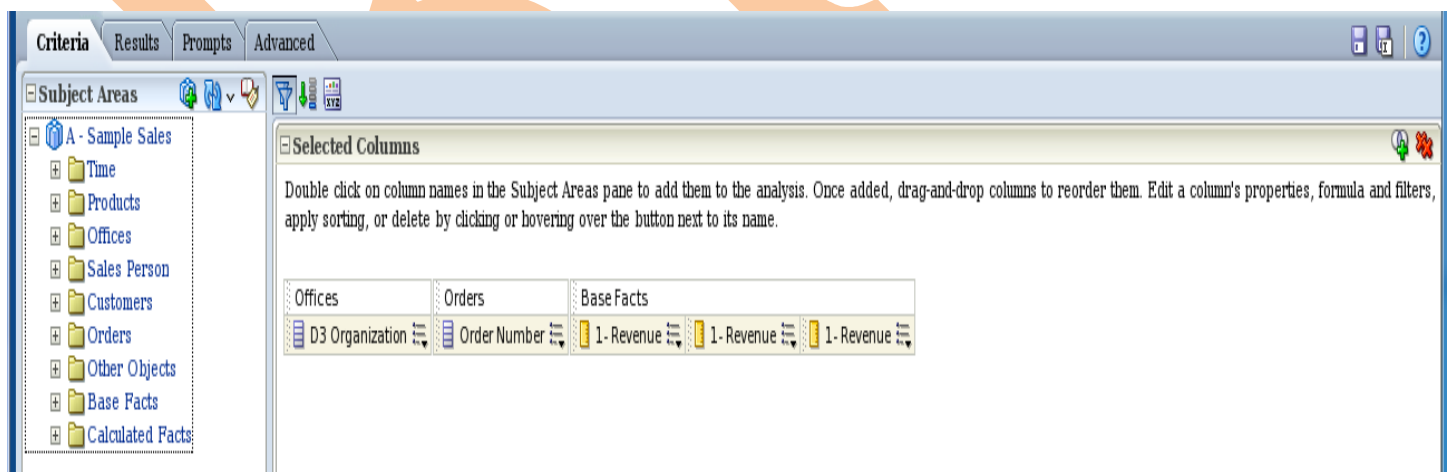


**Step 4):-** Now, we create the third report called as **Metrics Distribution by Order** of 2.10 Descriptive Stats (Distr . II) dashboard.

i) Click on New→Analysis then chose subject area from Select Subject Area pane.

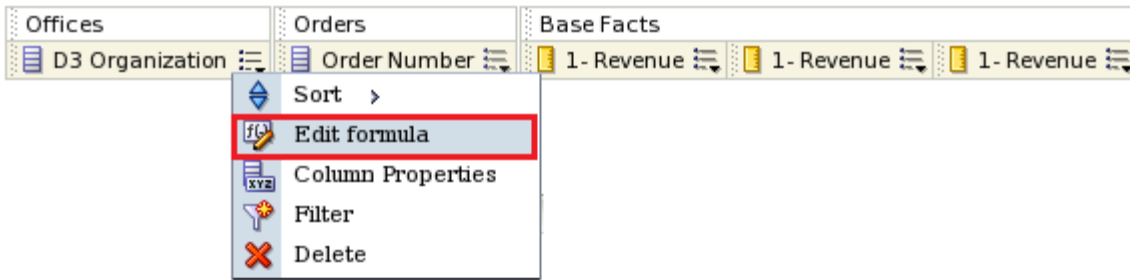
Here , Subject Area→Sample Sales.

ii) Select tables column from left side Subject Area pane within Criteria.



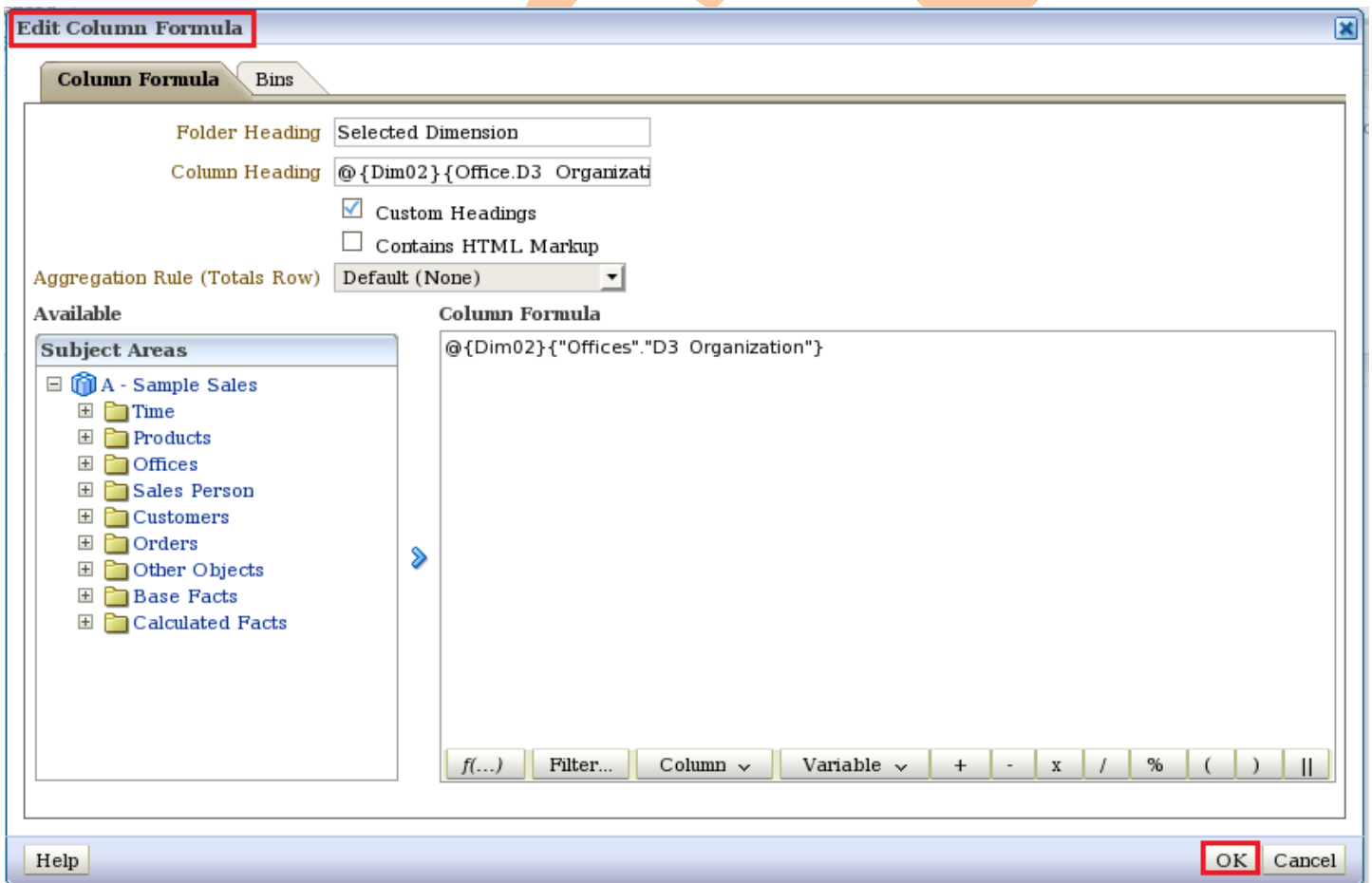
iii) In Office(D3 Organization)→Edit Formula.





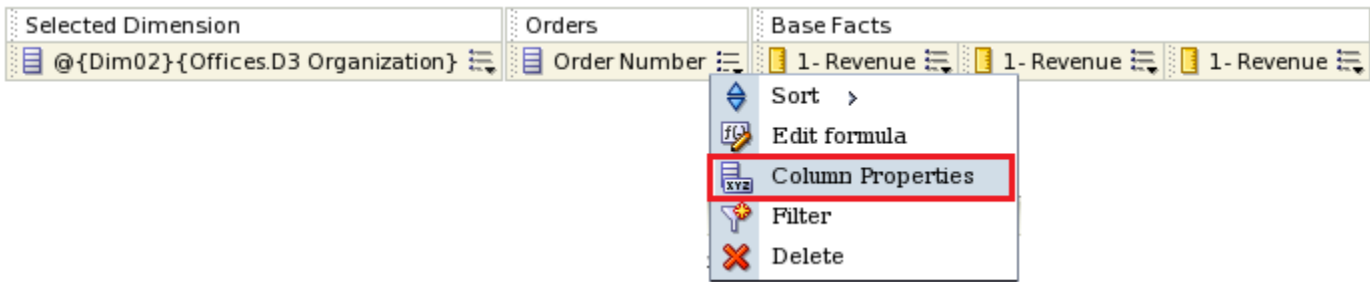
a) Edit Column Formula window will display.

In Edit Column Formula, Here we change Folder Heading from Offices to Selected Dimension, Column Heading from D3 Organization to `@{Dim02}{"Offices"."D3 Organization"}`, Check  $\rightarrow$  Custom Headings, Aggregation Rule (Total Rows)  $\rightarrow$  Default (None), Change Column Formula from "Offices"."D3 Organization" to `@{Dim02}{"Offices"."D3 Organization"}`.

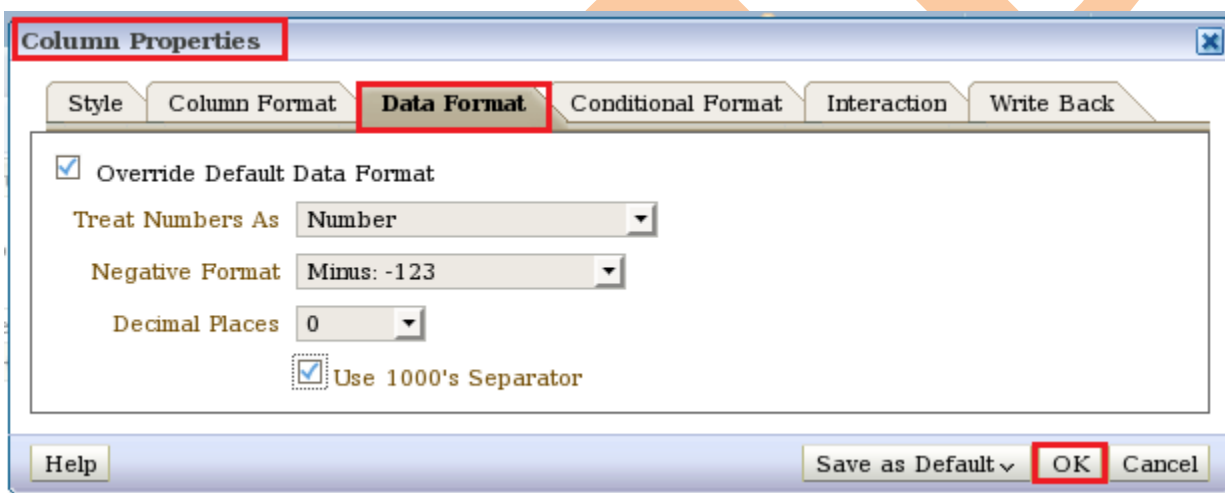


Click  $\rightarrow$  Ok.

iv) In Orders (Order Number)  $\rightarrow$  Column Properties.

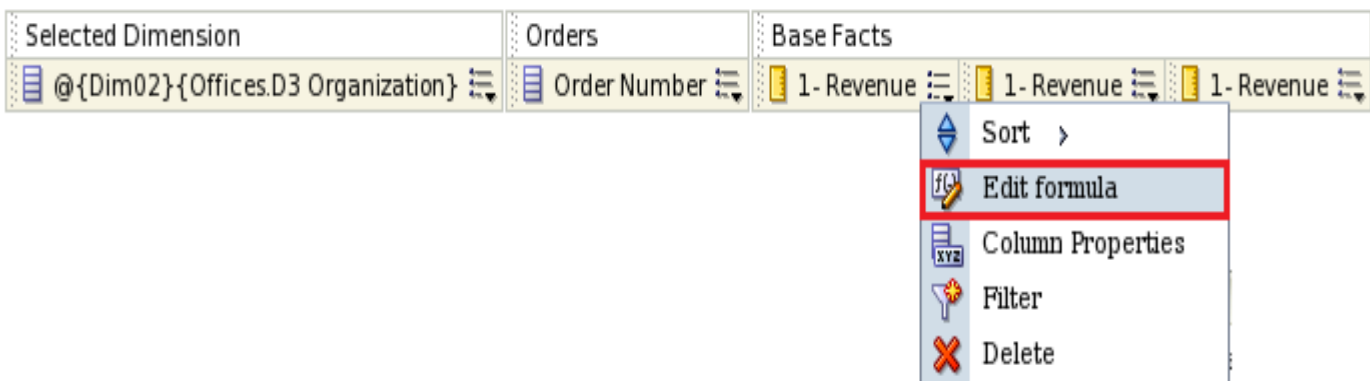


a)After Click on column properties ,the column properties window will display ,Here we select the Data Format tab and set it's properties. Check→Override Default Data Format ,Treat Number As→Number , Negative Format→Minus - 123 , Decimal Places→0 , Check→Use 1000's Separator .



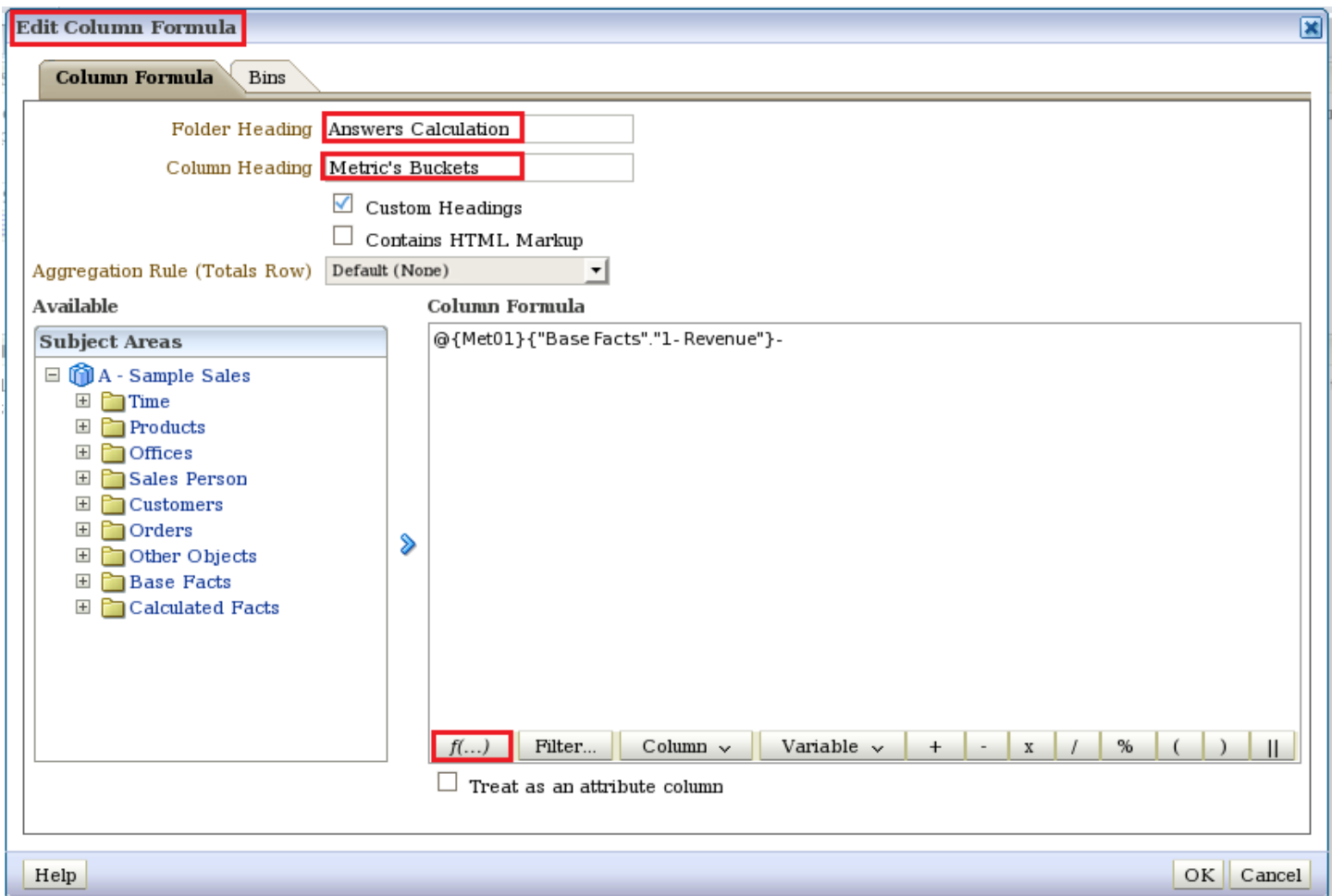
Click→Ok.

v)In Base Facts(Revenue)→Edit Formula.



a)Edit Column Formula window will display.

In Edit Column Formula , Here we change Folder Heading from Base Facts to Answers Calculation , Column Heading from 1-Revenue to Metric's Buckets , Check→Custom Headings , Aggregation Rule(Total Rows)→Default (None) , Change Column Formula from "Base Facts"."1-Revenue" to @{{Met01}}{"Base Facts"."1-Revenue"} and also we use functions in Column formula. Click→Function.



After Click→Function , the function window will display. Functions which we used in column formula are :-

**a)Cast**

Syntax→ CAST(expr AS type)

Where→ expr is any expression . type is any datatype.

Description→ Changes the data type of a value or a null value to another data type.

**b)Min**

Syntax→ MIN(expr)

Where→ expr is any expression that evaluates to a numerical value.

Description→ Calculates the minimum value (lowest numeric value) of the rows satisfying the numeric expression argument.

### c)Max

Syntax→ MAX(expr)

Where→ expr is any expression that evaluates to a numerical value.

Description→ Calculates the maximum value (highest numeric value) of the rows satisfying the numeric expression argument.

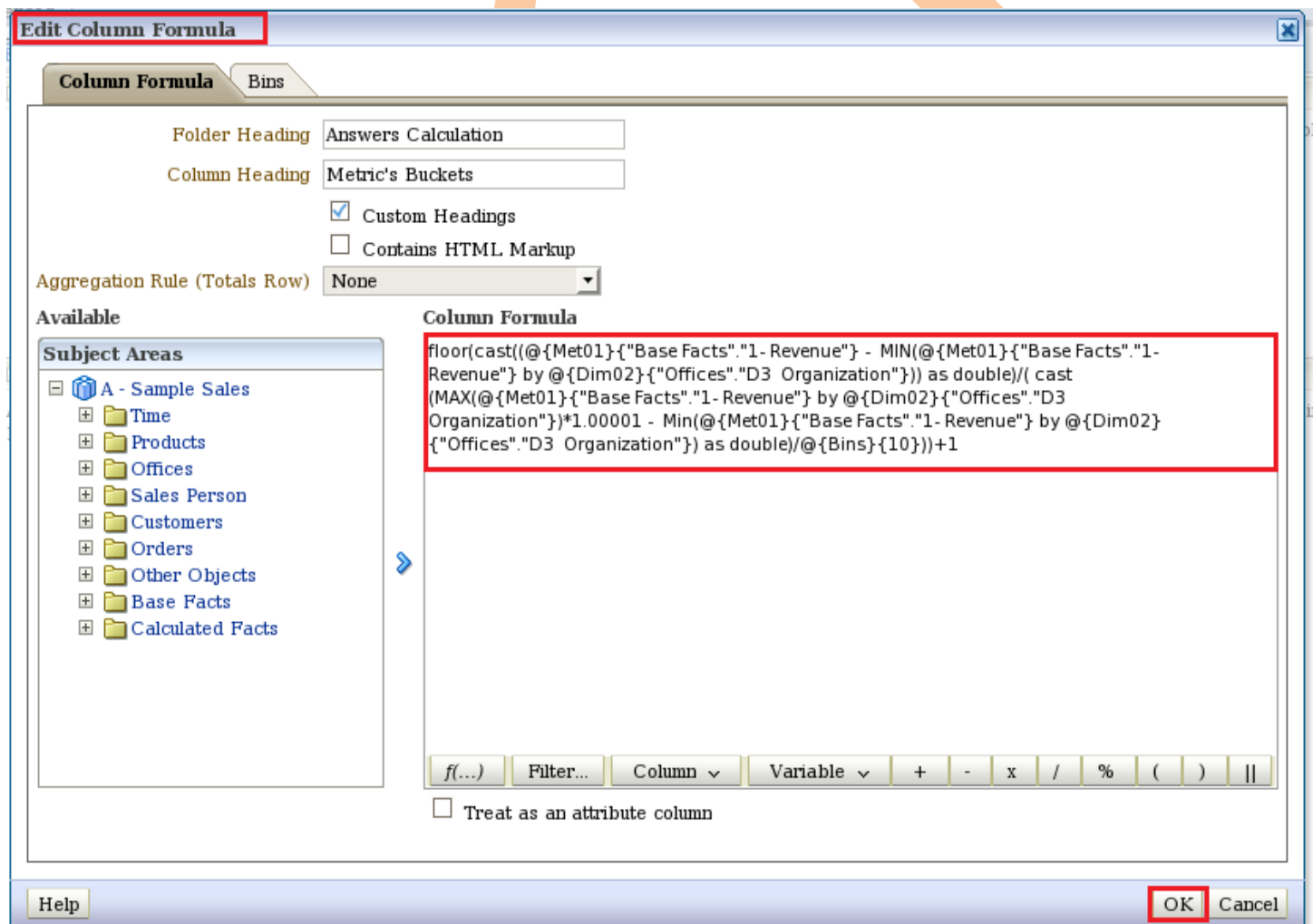
### d)Floor

Syntax→ FLOOR(expr)

Where→ expr is any expression that evaluates to a numerical value.

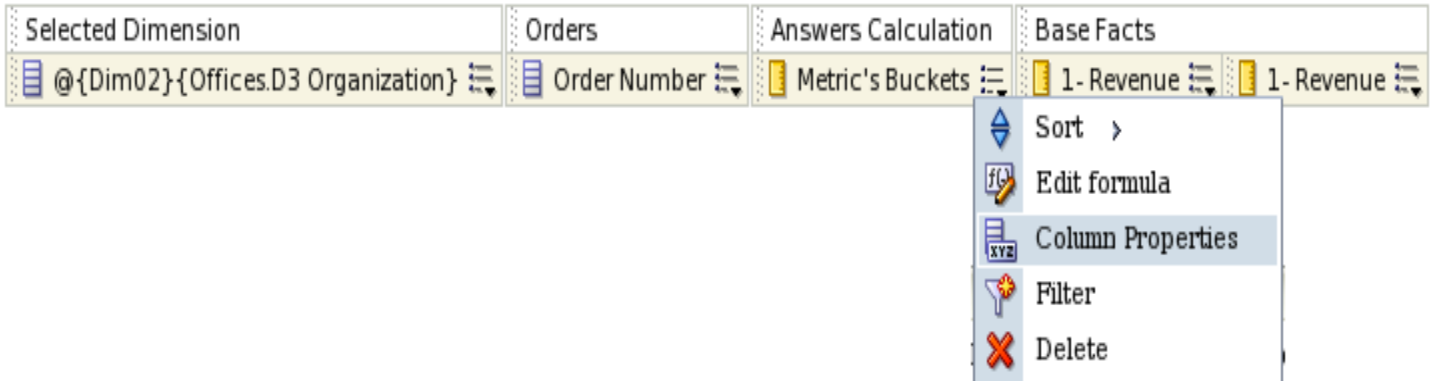
Description→ Rounds a non integer numerical expression to the next lowest integer.

After using all these functions the column formula will be

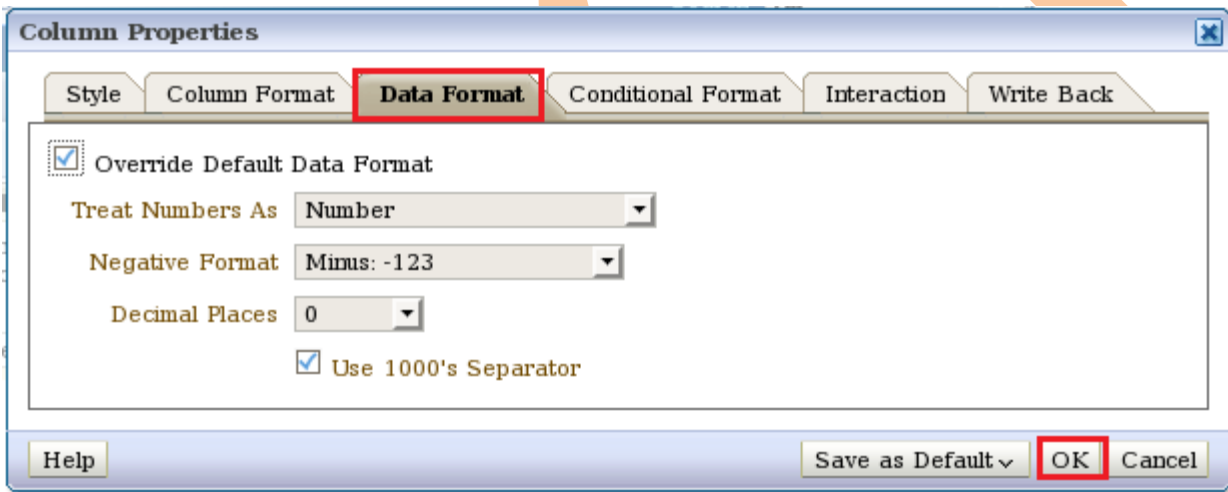


Click→Ok.

vi) In Answers Calculation(Metric's Buckets)→Column Properties.

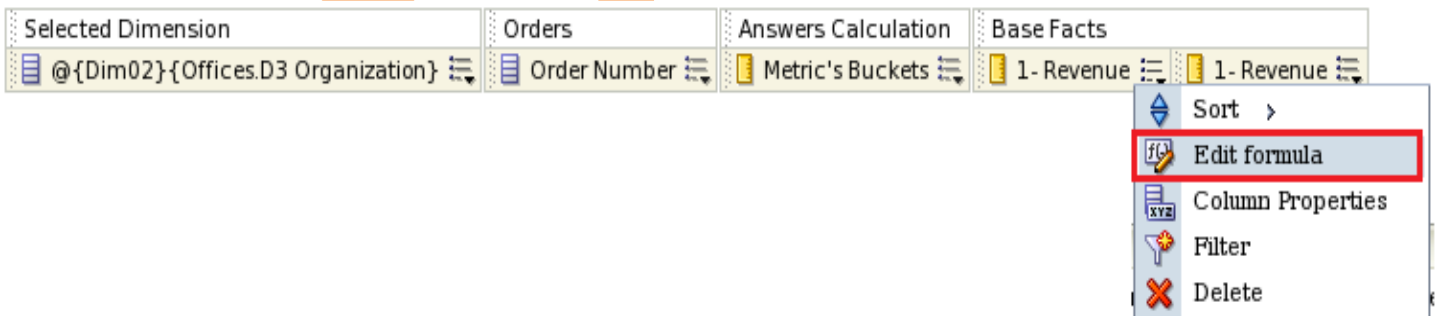


a)After Click on column properties ,the column properties window will display ,Here we select the Data Format tab and set it's properties. Check→Override Default Data Format ,Treat Number As→Number , Negative Format→Minus - 123 , Decimal Places→0 , Check→Use 1000's Separator.



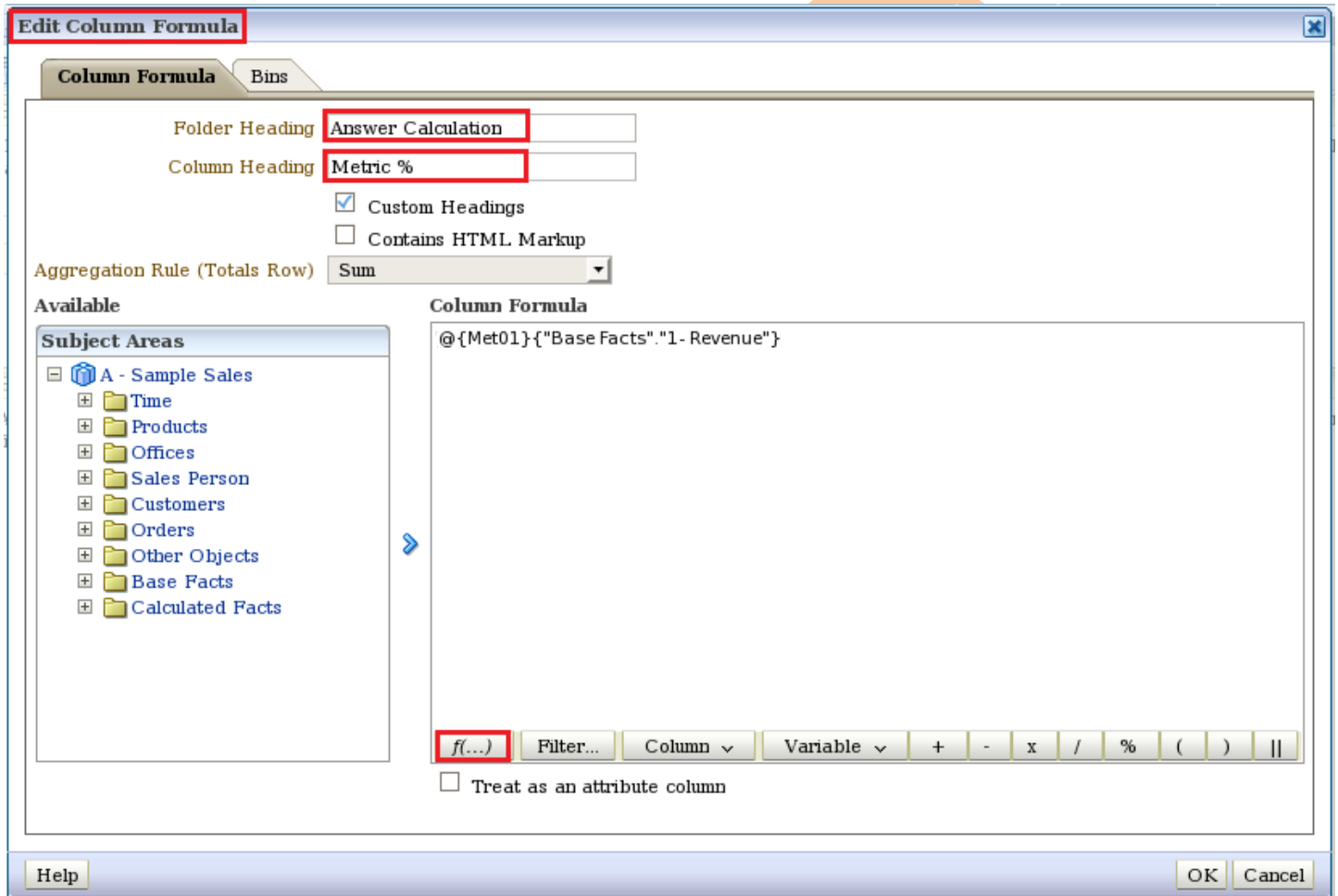
Click→Ok.

vii)In Base Facts(Revenue)→Edit Formula.



a) Edit Column Formula window will display.

In Edit Column Formula, Here we change Folder Heading from Base Facts to Answers Calculation, Column Heading from 1-Revenue to Metric %, Check → Custom Headings, Aggregation Rule (Total Rows) → Sum, Change Column Formula from "Base Facts"."1-Revenue" to `@{Met01}{"Base Facts"."1-Revenue"}` and also we use functions in Column formula. Click → Function.



After Click → Function, the function window will display. Functions which we used in column formula are :-

#### a) Cast

Syntax → `CAST(expr AS type)`

Where → expr is any expression. type is any datatype.

Description → Changes the data type of a value or a null value to another data type.

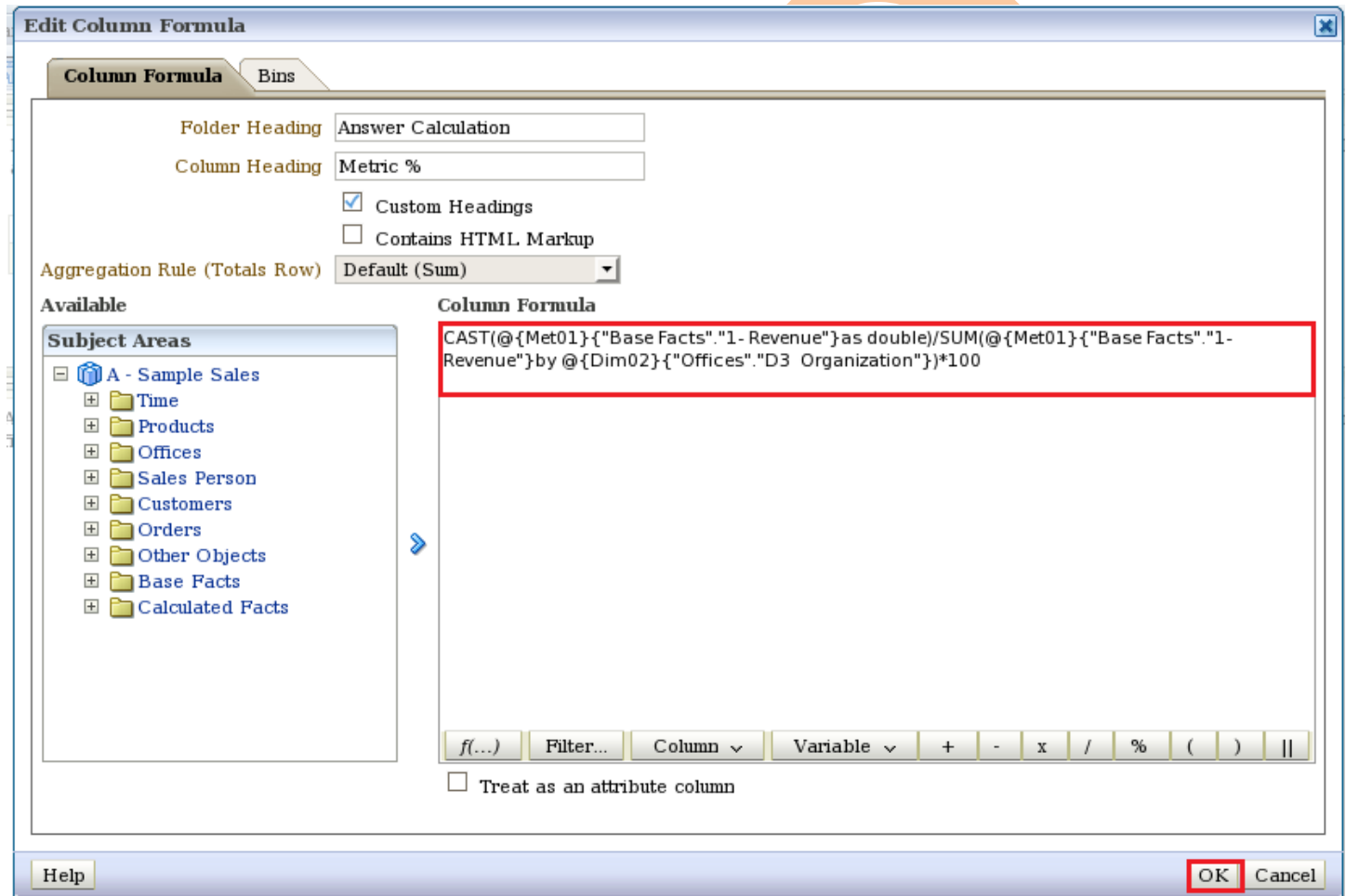
#### b) Sum

Syntax → `SUM(expr)`

Where → expr is any expression that evaluates to a numerical value.

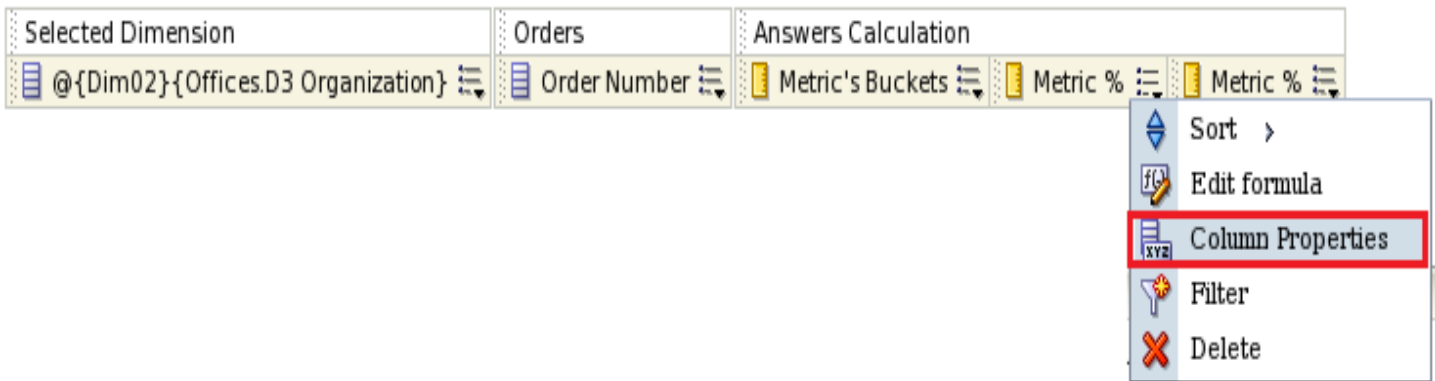
Description→Calculates the sum obtained by adding up all values satisfying the numeric expression argument.

After using all these functions the column formula will be

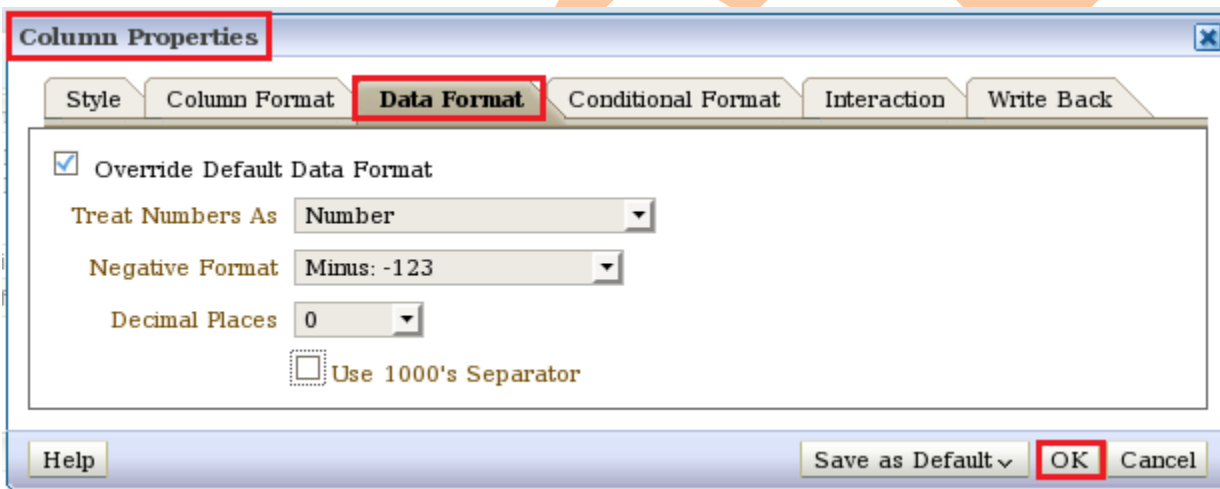


Click→Ok.

viii) In Answers Calculation(Metric %)→Column Properties.

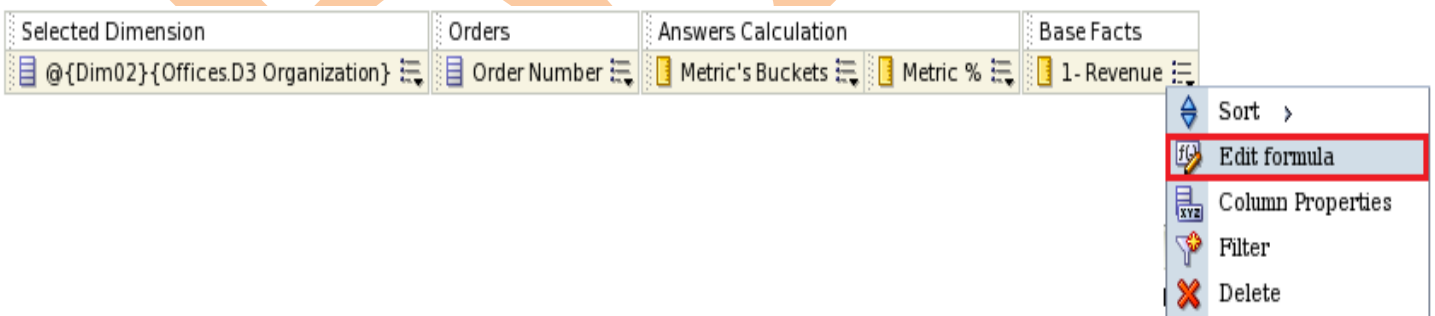


a) After Click on column properties, the column properties window will display, Here we select the Data Format tab and set its properties. Check → Override Default Data Format, Treat Number As → Number, Negative Format → Minus - 123, Decimal Places → 0, Uncheck → Use 1000's Separator.



Click → Ok.

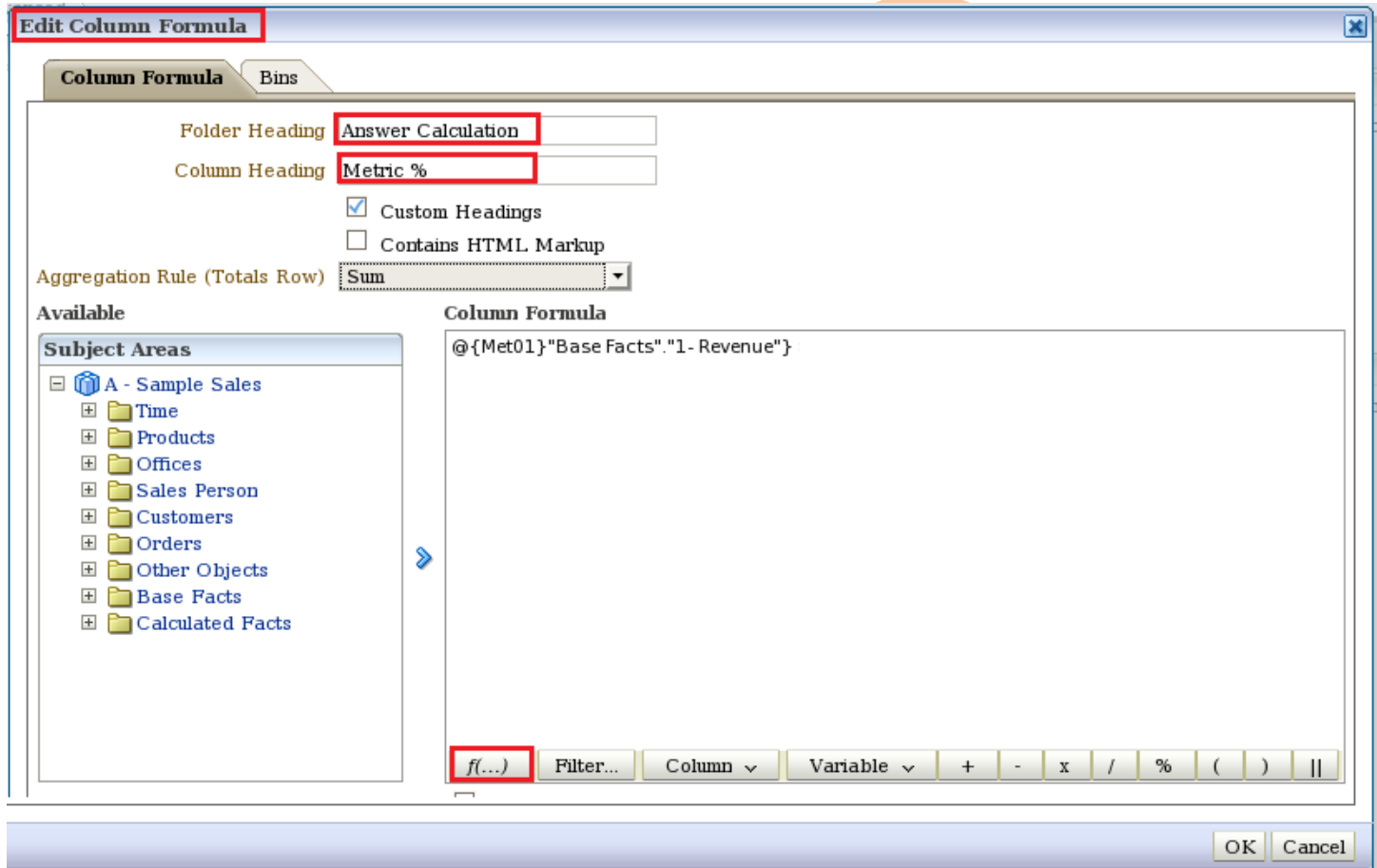
ix) In Base Facts(1-Revenue) → Edit Formula.



a) Edit Column Formula window will display.



In Edit Column Formula , Here we change Folder Heading from Base Facts to Answers Calculation , Column Heading from 1-Revenue to Metric % , Check→Custom Headings , Aggregation Rule(Total Rows)→Sum , Change Column Formula from "Base Facts"."1-Revenue" to `@{Met01}{"Base Facts"."1-Revenue"}` and also we use functions in Column formula. Click→Function.



After Click→Function , the function window will display. Functions which we used in column formula are :-

**a)Cast**

Syntax→ CAST(expr AS type)

Where→ expr is any expression . type is any datatype.

Description→ Changes the data type of a value or a null value to another data type.

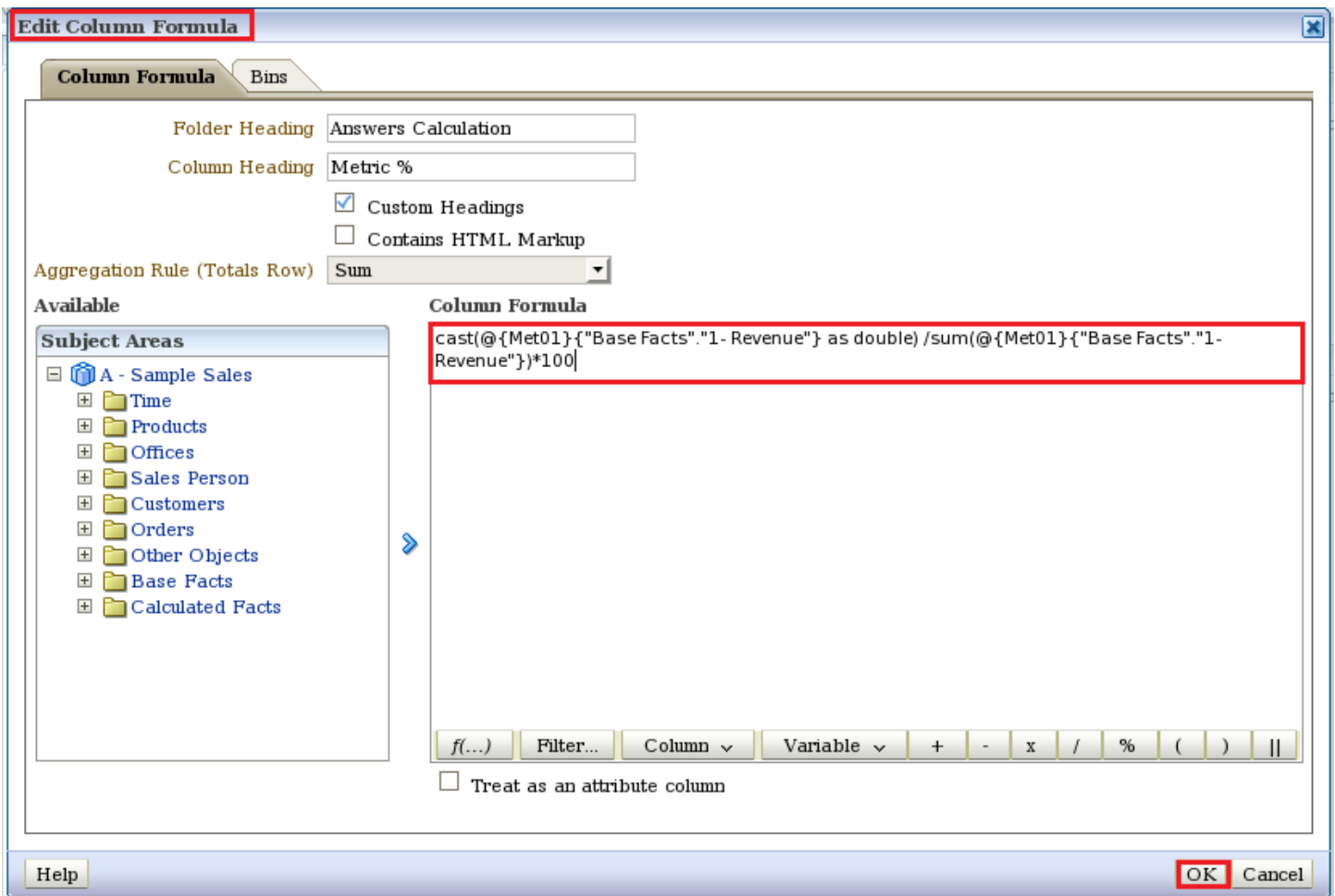
**b)Sum**

Syntax→ SUM(expr)

Where→ expr is any expression that evaluates to a numerical value.

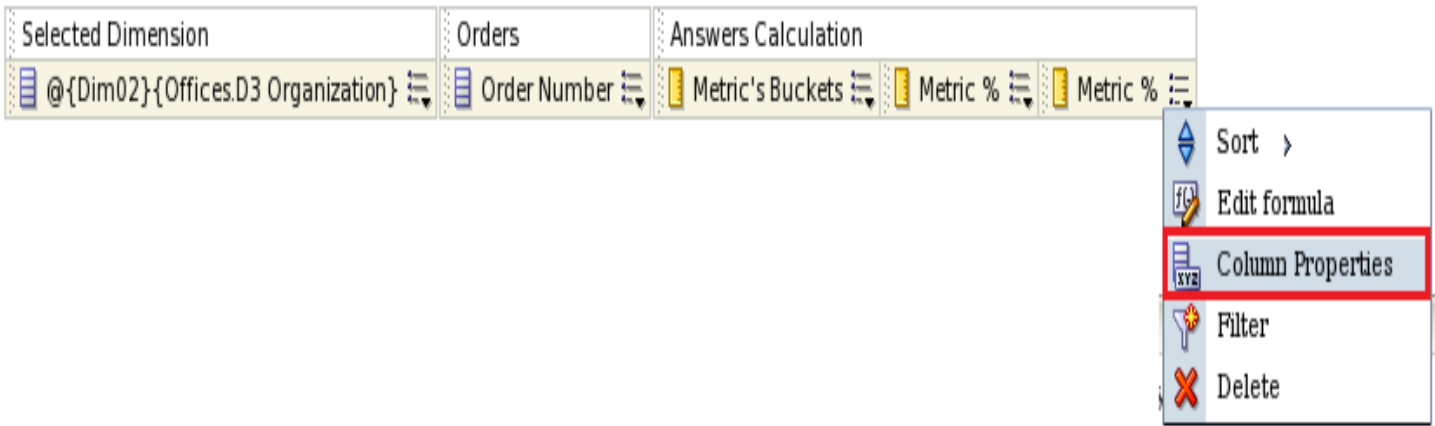
Description→Calculates the sum obtained by adding up all values satisfying the numeric expression argument.

After using all these functions the column formula will be

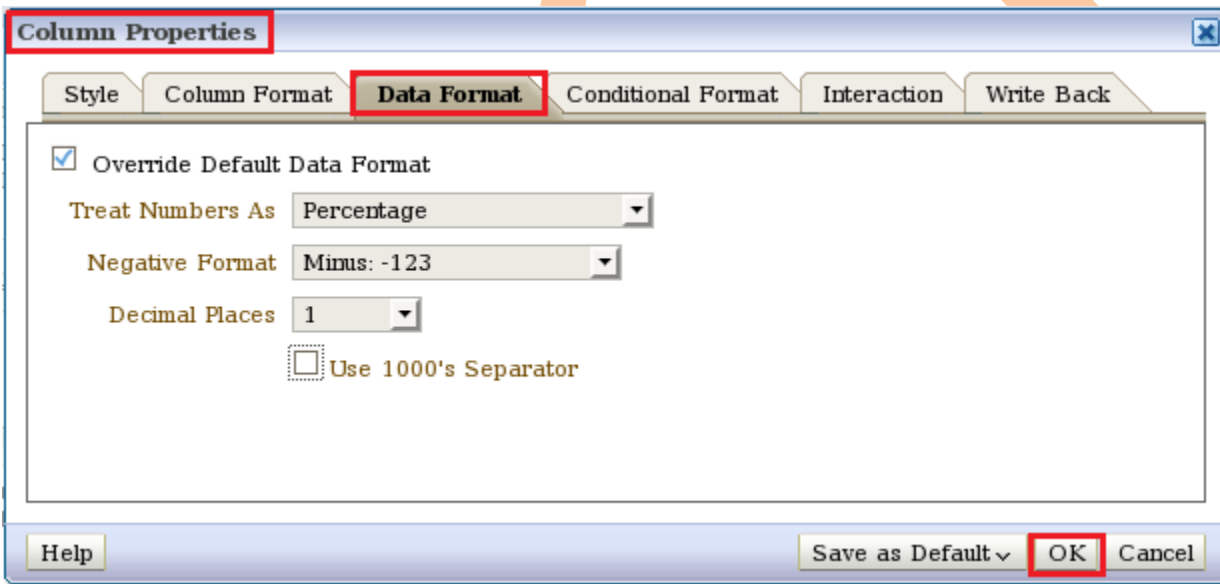


Click→Ok.

x) In Answers Calculation(Metric %)→Column Properties

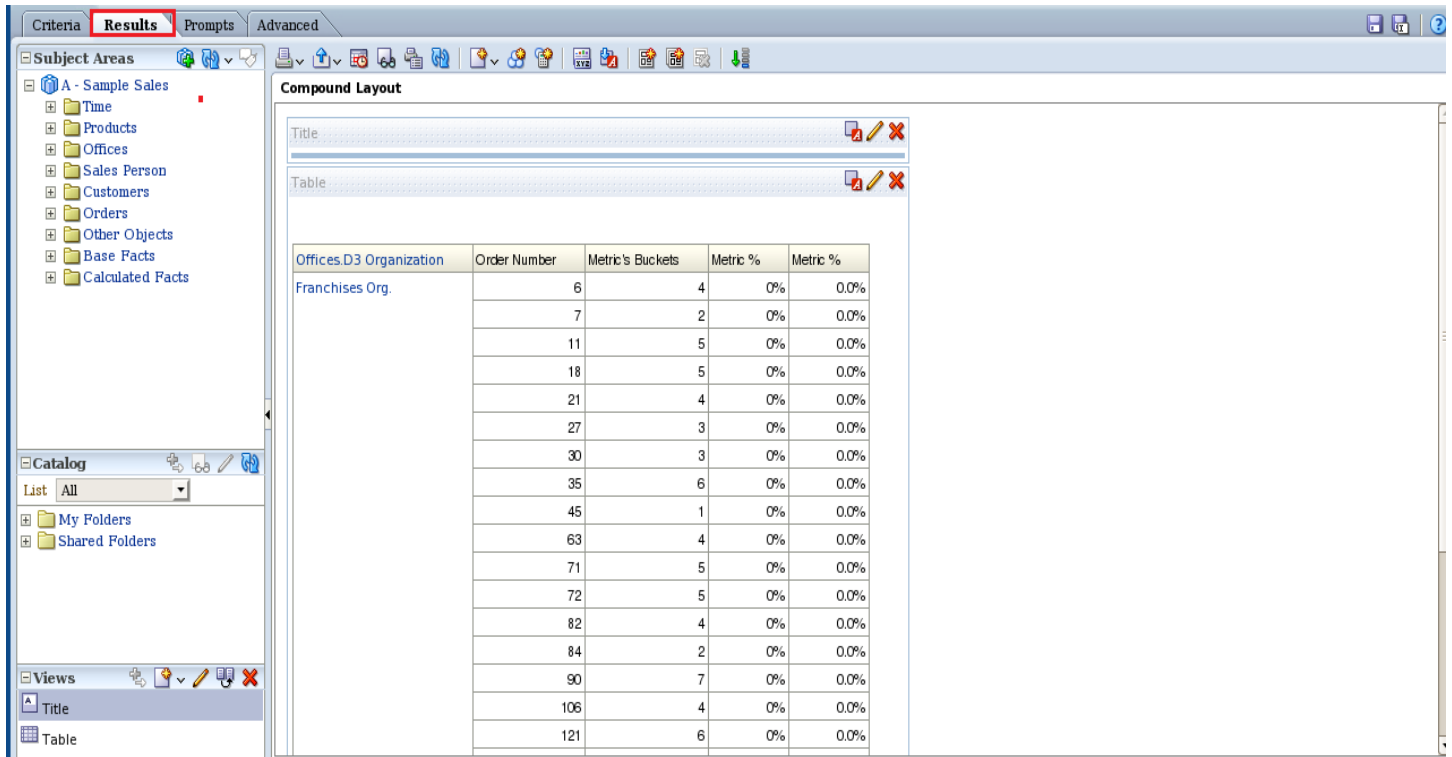


a) After Click on column properties, the column properties window will display. Here we select the data format tab and set its properties. Check → Override Default Data Format, Treat Number As → Percentage, Negative Format → Minus-123, Decimal Places → 1, Uncheck → Use 1000's Separator.

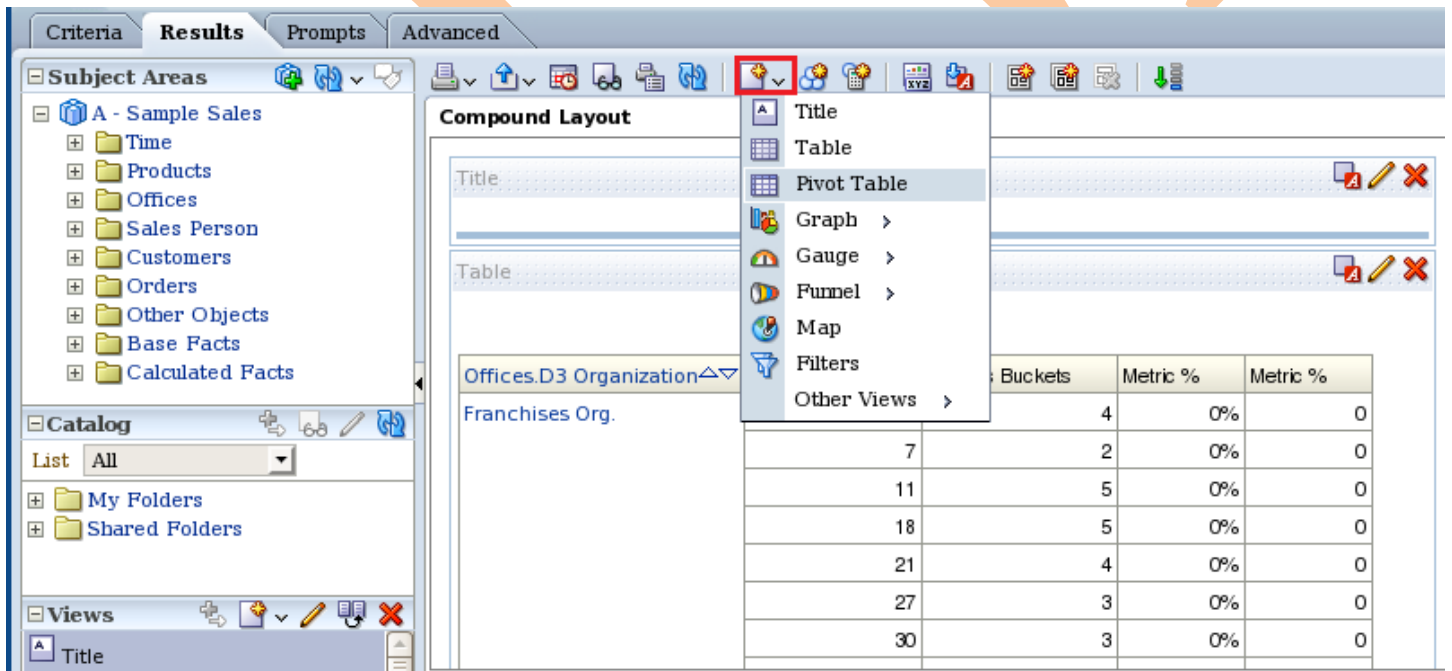


Click → Ok.

xi) Click → Result tab, then we see the result.




xii) Click → New View and Select → Pivot Table.

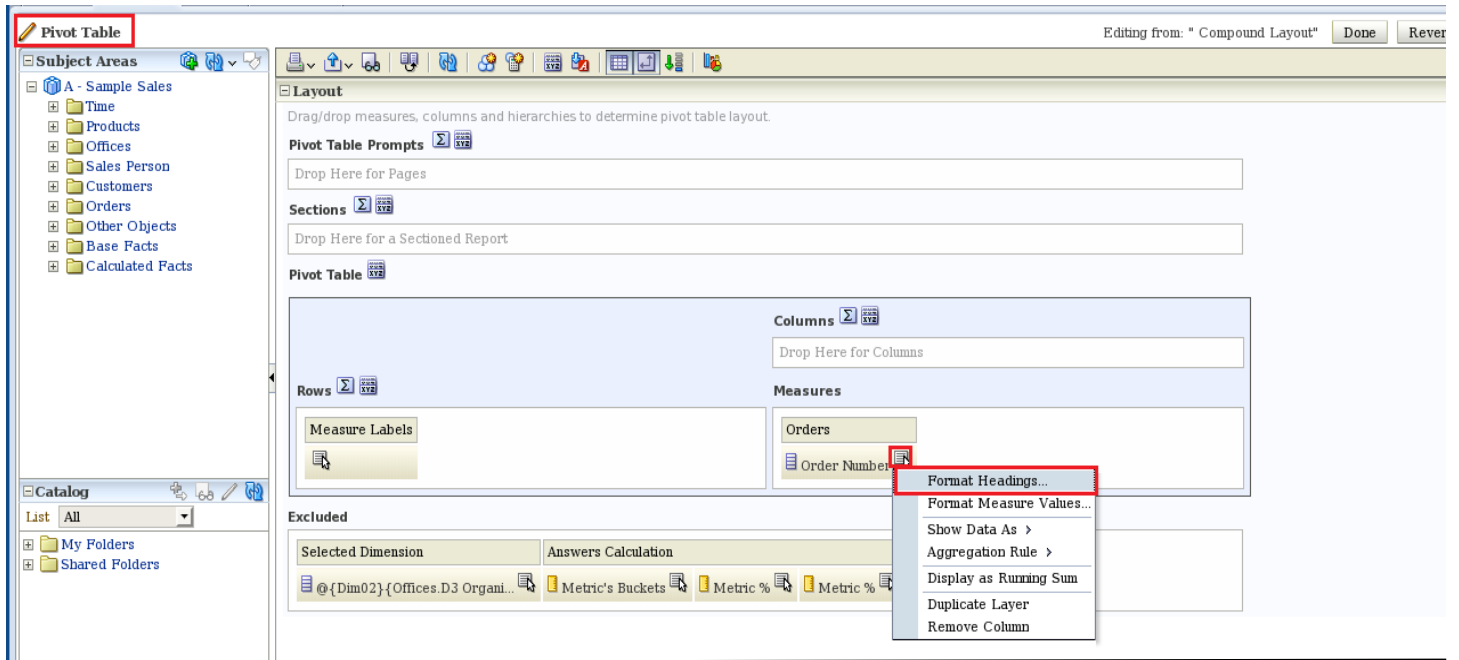


xiii) After selected Pivot Table, the pivot table view is display, then Click → Edit View.

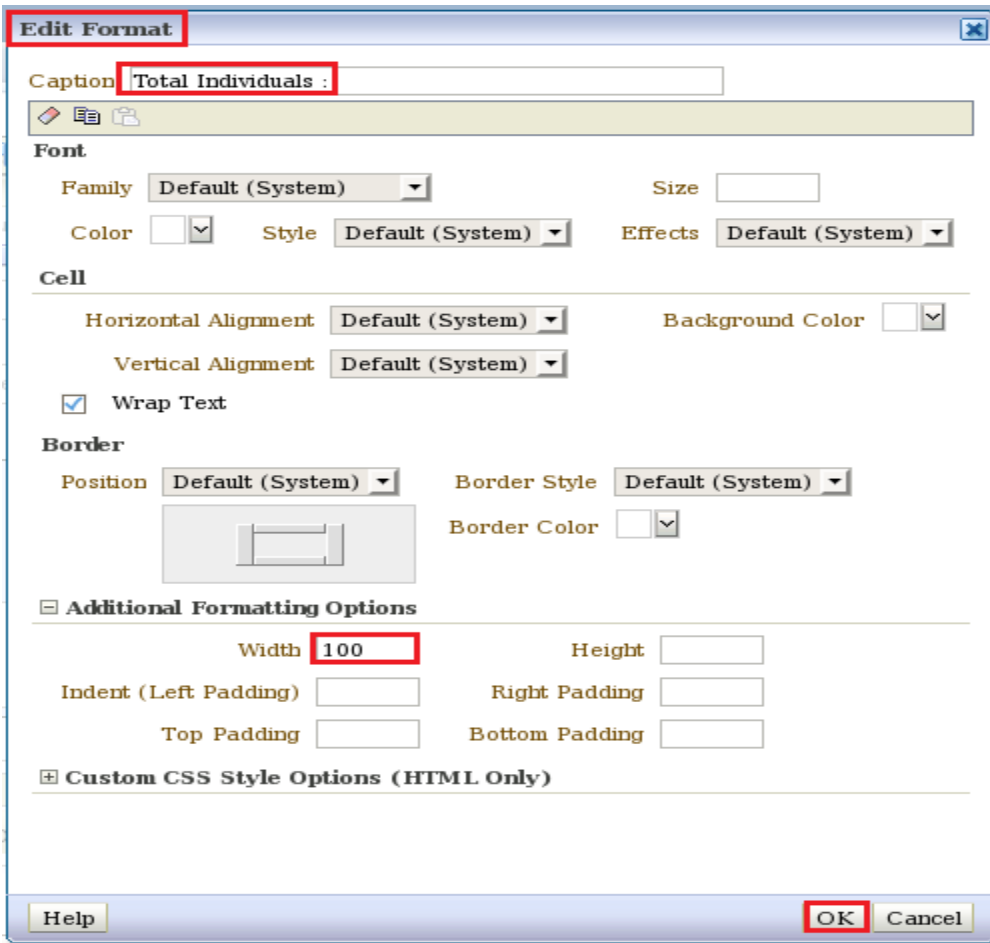
Title		Metric's Buckets	Metric %	Metric %
Offices.D3 Organization	Order Number			
Franchises Org.	6	4	0%	0.0%
	7	2	0%	0.0%
	11	5	0%	0.0%
	18	5	0%	0.0%
	21	4	0%	0.0%
	27	3	0%	0.0%
	30	3	0%	0.0%
	35	6	0%	0.0%
	45	1	0%	0.0%
	63	4	0%	0.0%
	71	5	0%	0.0%
	72	5	0%	0.0%
	82	4	0%	0.0%
	84	2	0%	0.0%
	90	7	0%	0.0%
106	4	0%	0.0%	

xiv) After Click →  Edit View, the Edit View window will display. Here we set the properties like Rows → Measure Labels, Measures → Order(Order Number), Exclude → Selected Dimension(@{Dim02} {Offices.D3 Organization}), Answers Calculation (Metric's Bucket), Metric %, Metric %.

a) Click →  More options in Order(Order Number) and Select → Format Headings .

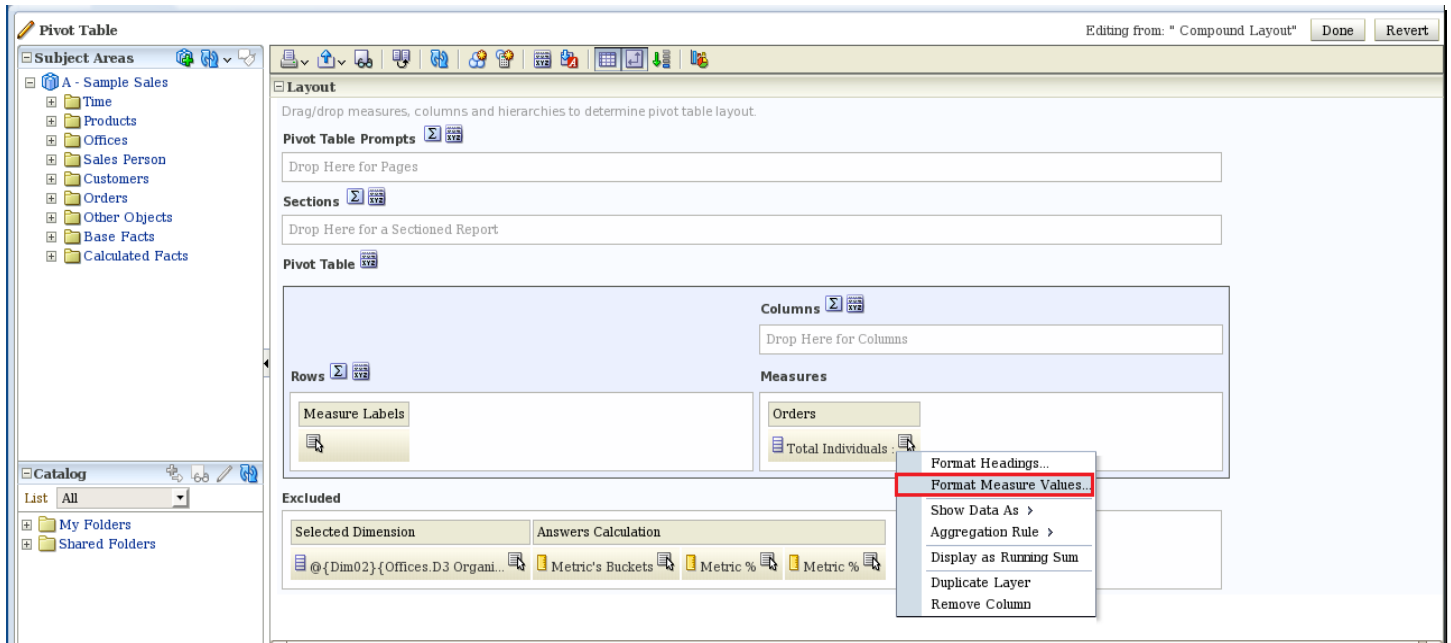


After Select→Format Headings , the Edit Format window will display. Here we write Total Individuals : in caption. and width→100.

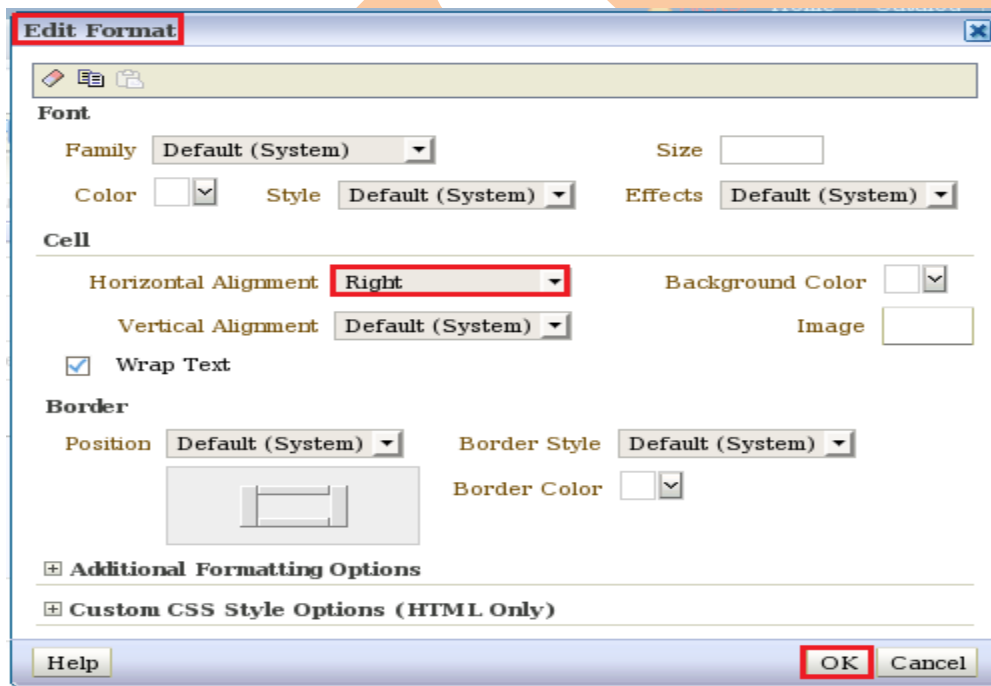


Click→Ok.

b) Click→  More options in Orders(Order Number) and Select→Format Measure Values .



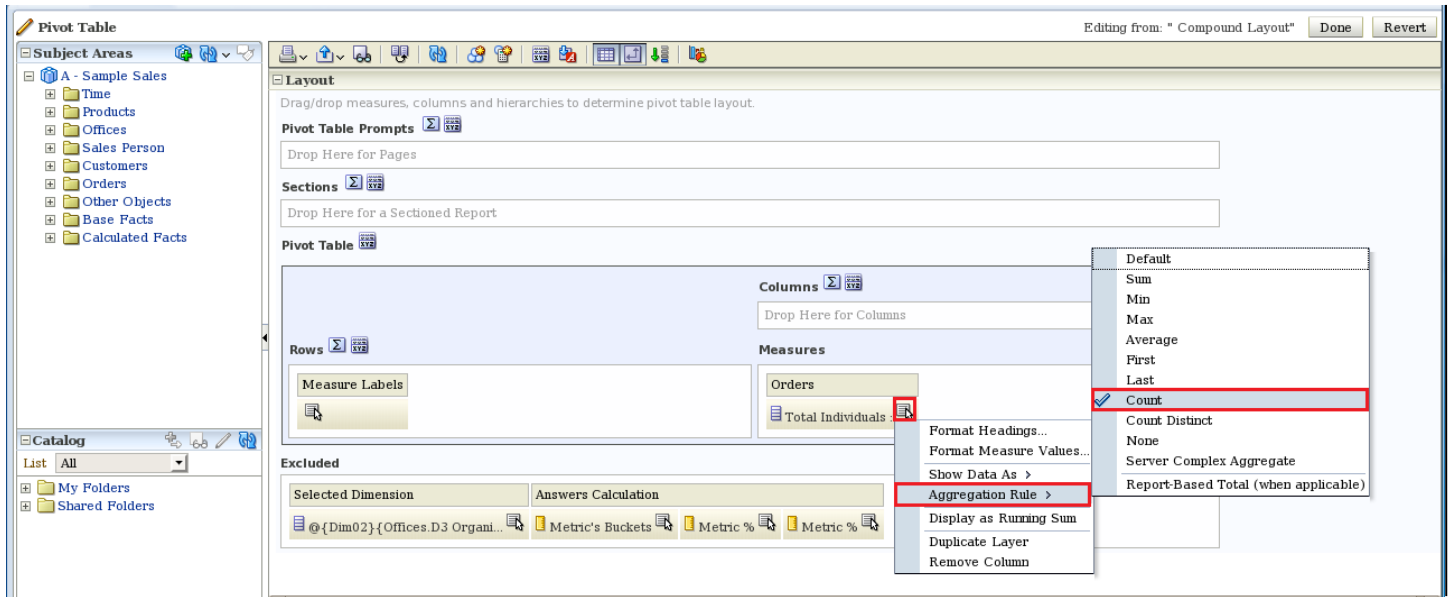
After Select→Format Measure Values , the Edit Format window will display. Here we write in Caption→Total Individuals and we Select→Right from drop down list in Horizontal Alignment.



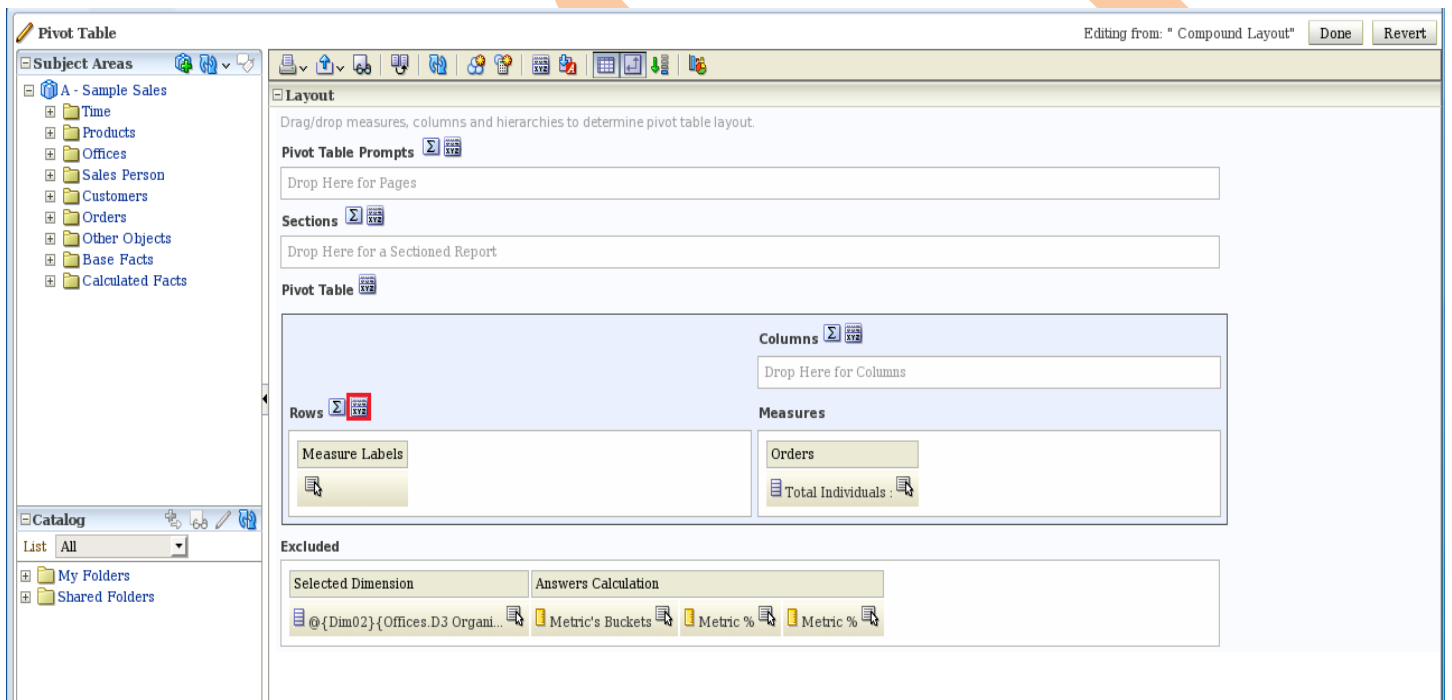
Click→Ok.


c) Click→ More options in Orders(Order Number) and Select→Aggregation Rule→Count .

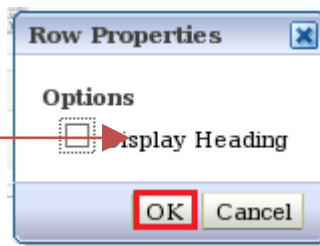
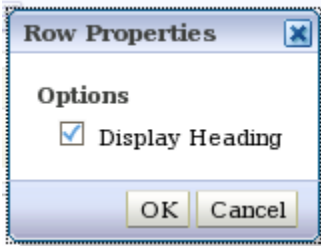




d) Click →  Row Properties.

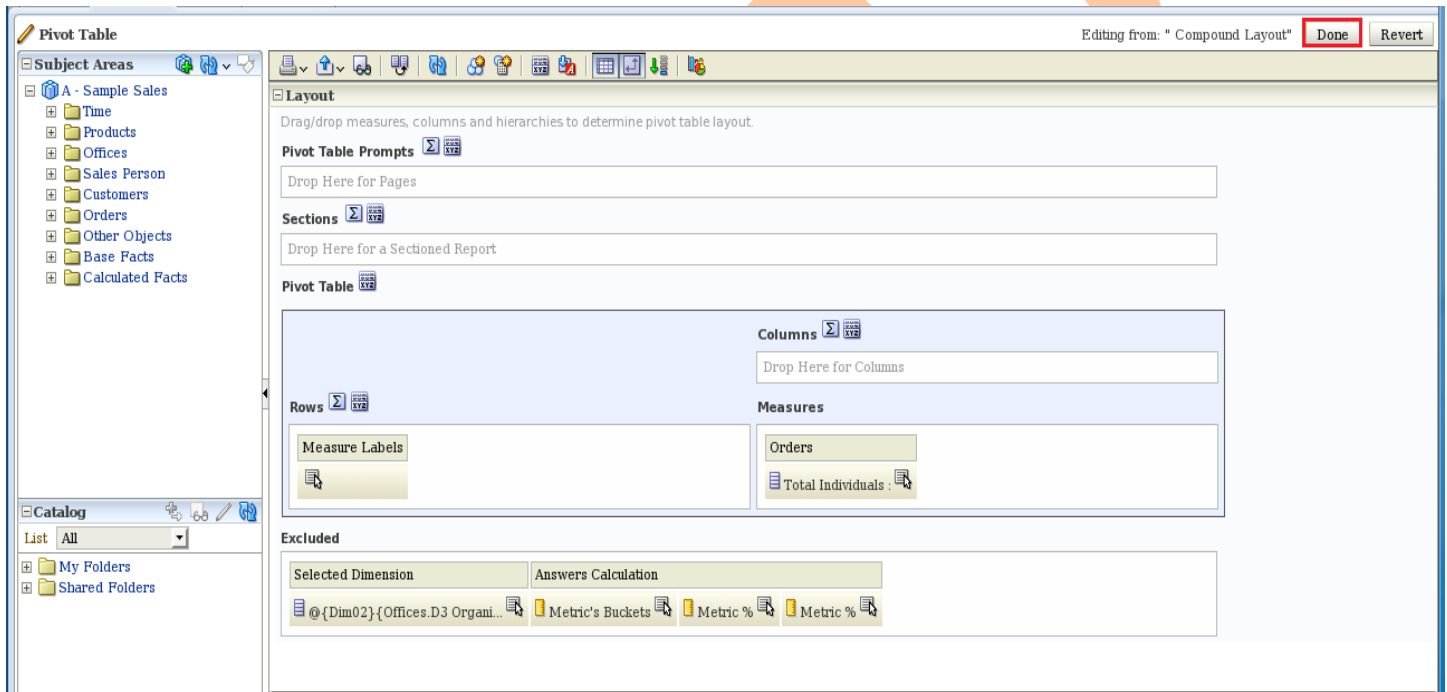


After Click →  Row Properties, Row Properties window will display. Uncheck → Display Heading.

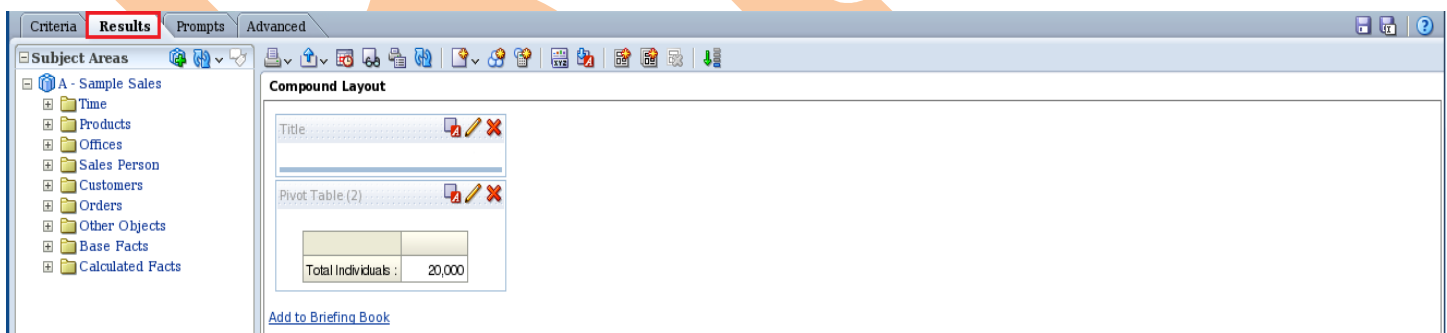


Click→Ok.

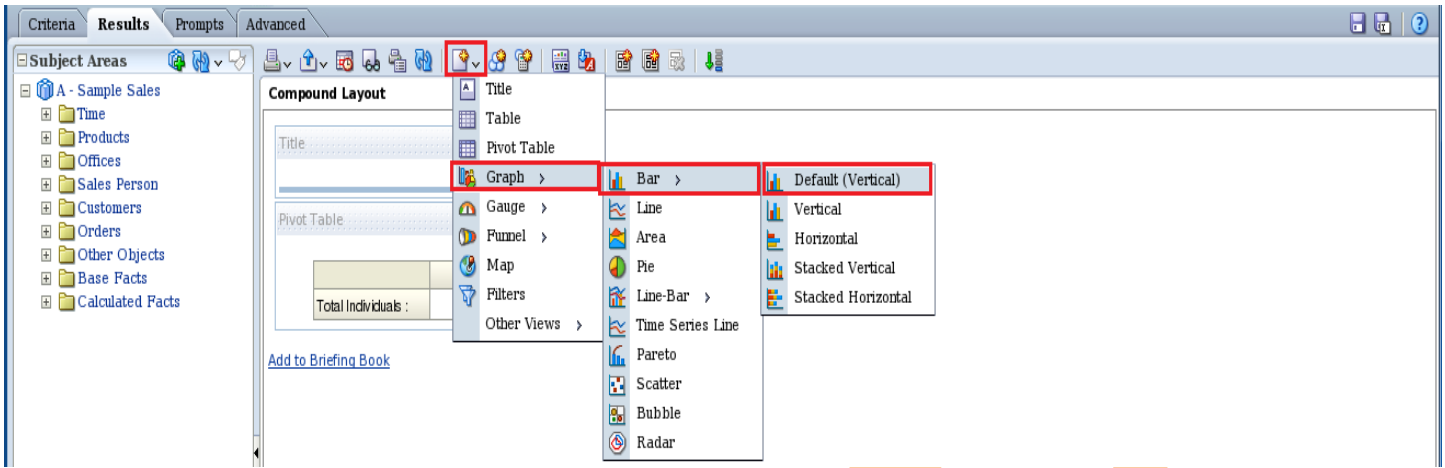
After set all the properties Click→Done.




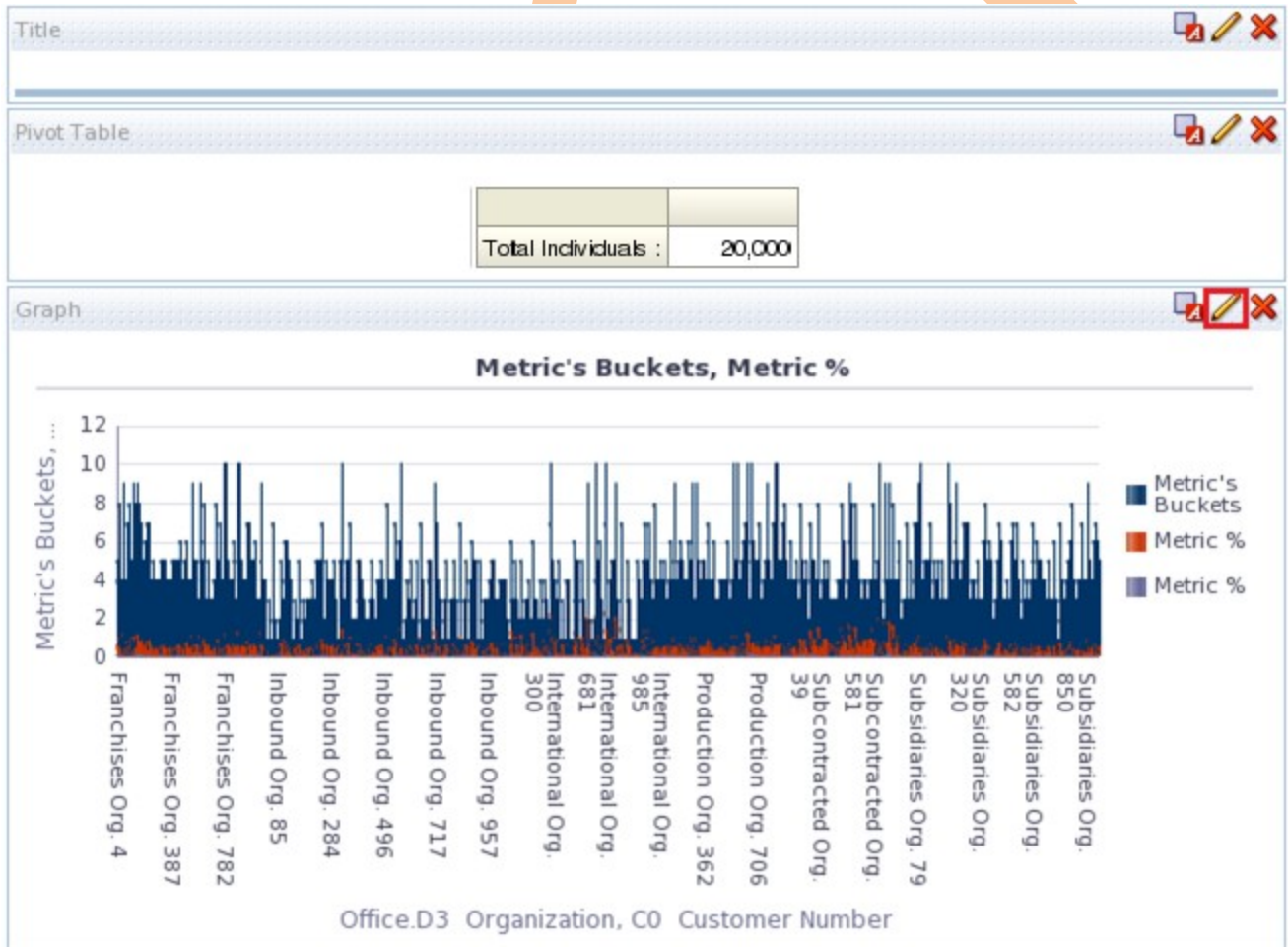
After Click→Done , we see the result.




xv)Now Click→  New View and Select→Graph→Bar→Default(Vertical).

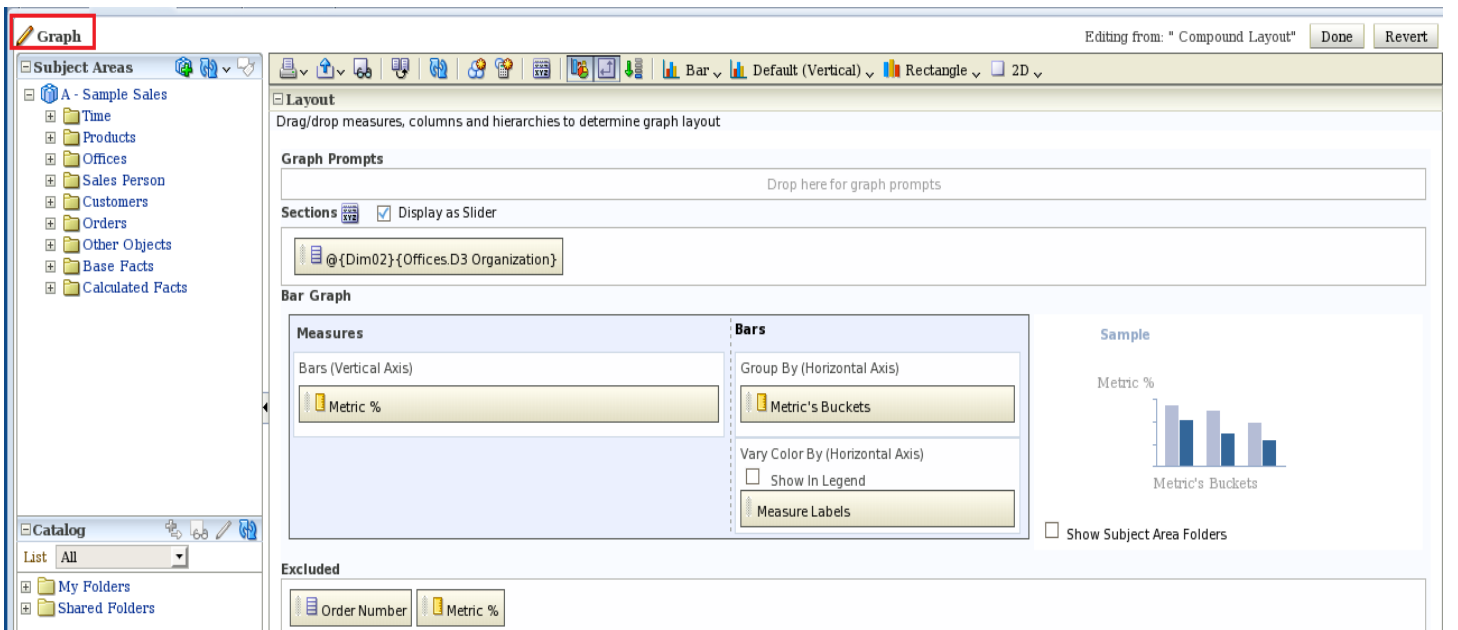



After Select → Graph → Bar → Default (Vertical). We see the graph view in below image. Now Click →  Edit View on graph.

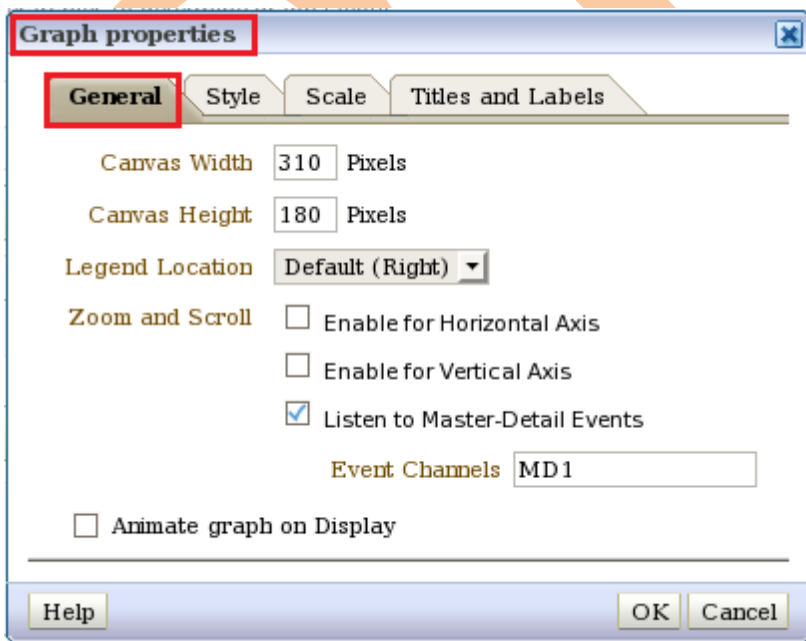


a) After Click →  Edit View on graph, the edit view graph window will display. Here we set the properties like Check → Display as Slider, In Section → @ {Dim02} {Offices.D3 Organization},

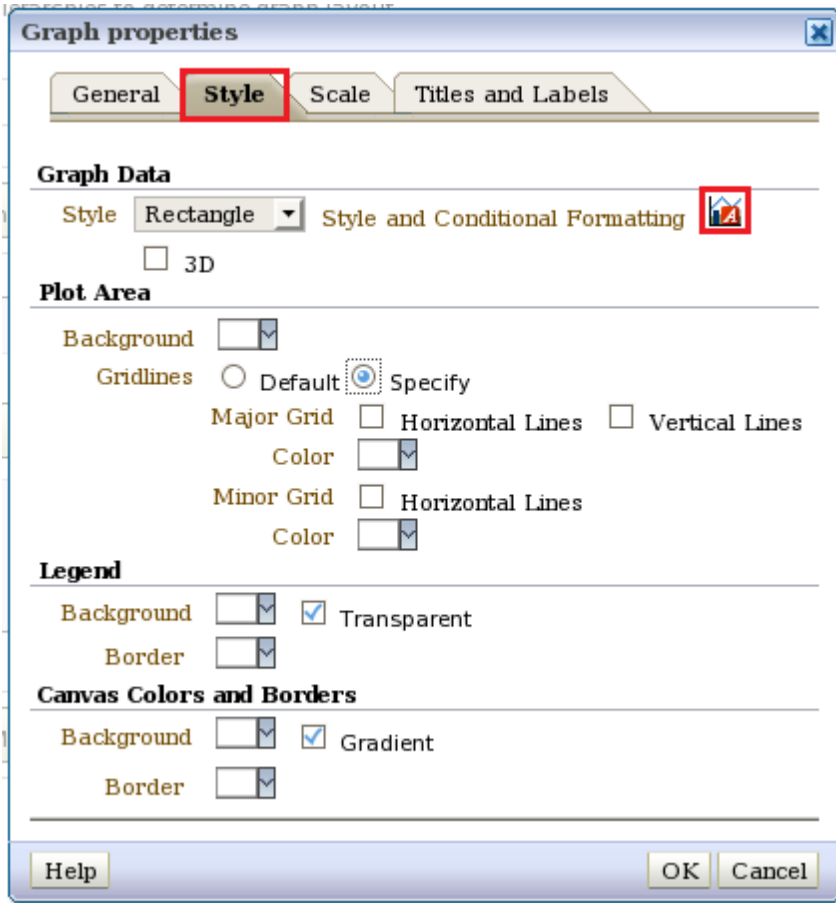
Measures(Bars(Vertical Axis))→Metric % , Bars(Group By(Horizontal Axis)) →Metric's Buckets , Vary Color By (Horizontal Axis) →Measure Labels , Exclude→Order Number , Metric % .





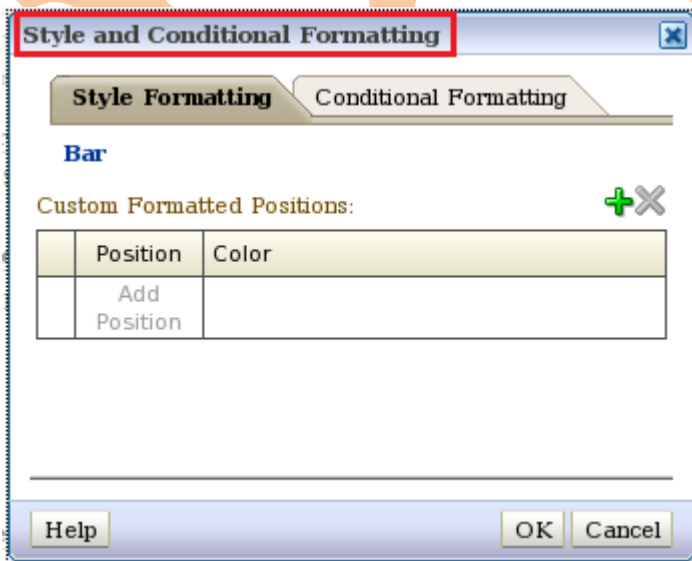
b)Click→  Graph Property , then the graph properties window will display and we set all it's related properties. In General tab set properties like Canvas Width→310 , Canvas Height→180 , Legend Location→Default(Right) , Check→Listen to Master Detail Events and Event Channel→MD1 , Uncheck→Animate graph on Display.




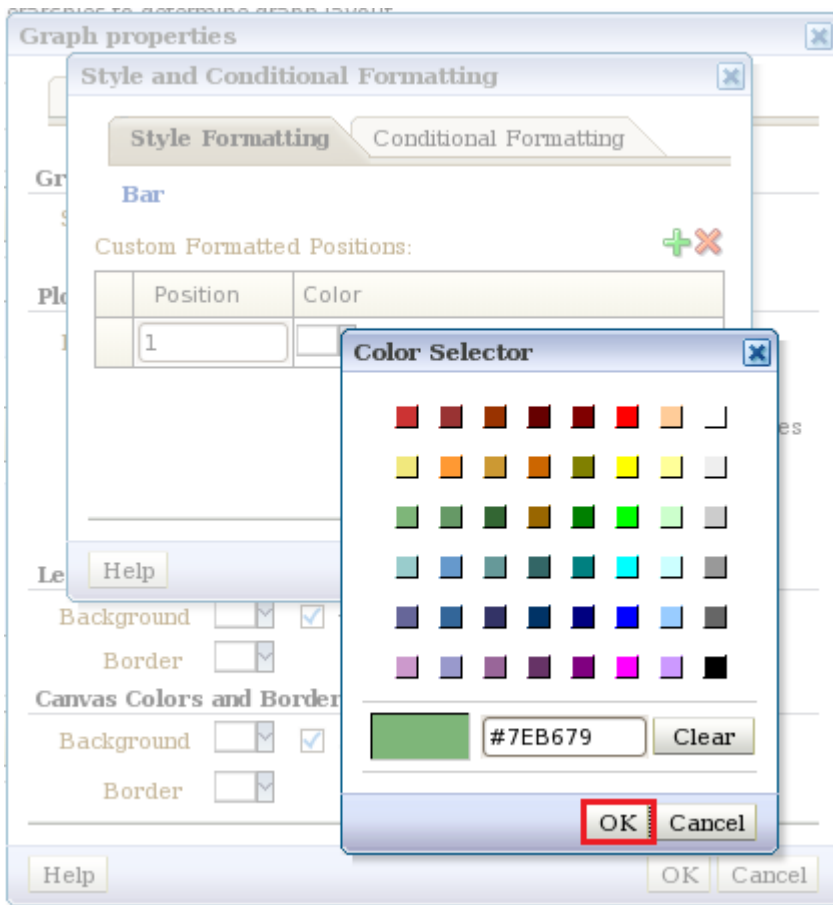
c) Go to Style tab and it's related properties . Style→Rectangle from drop down list.



Click→  Style and Conditional Formatting. then the Style and Conditional Formatting window will display ,Click→  Add new position

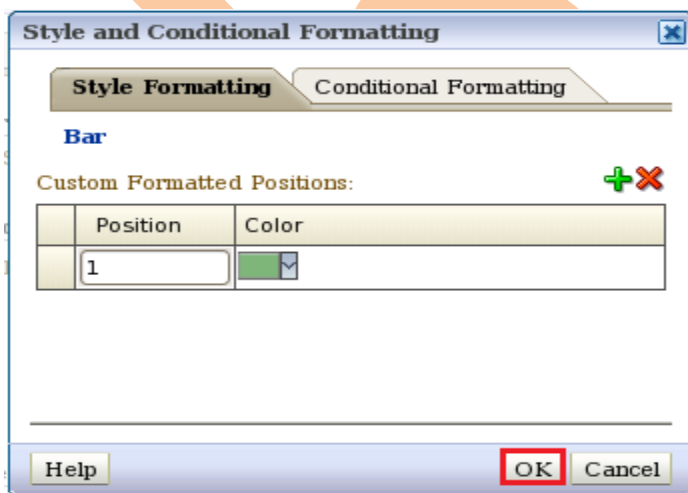


After Click →  Add new position. Click on color drop down list, the color selector window will display, here we select a color.



Click → Ok.

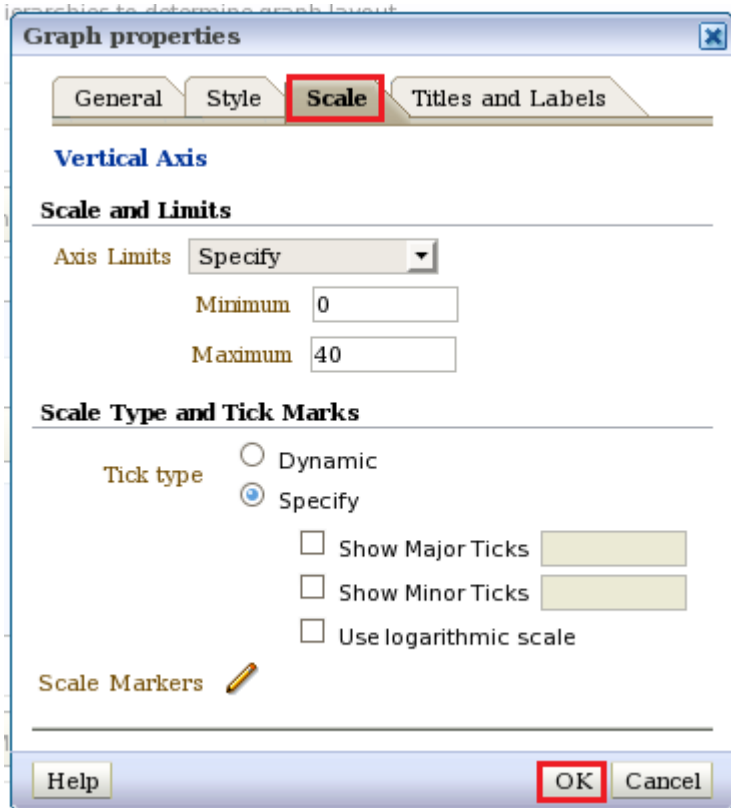
After Click → Ok.



Click→Ok.

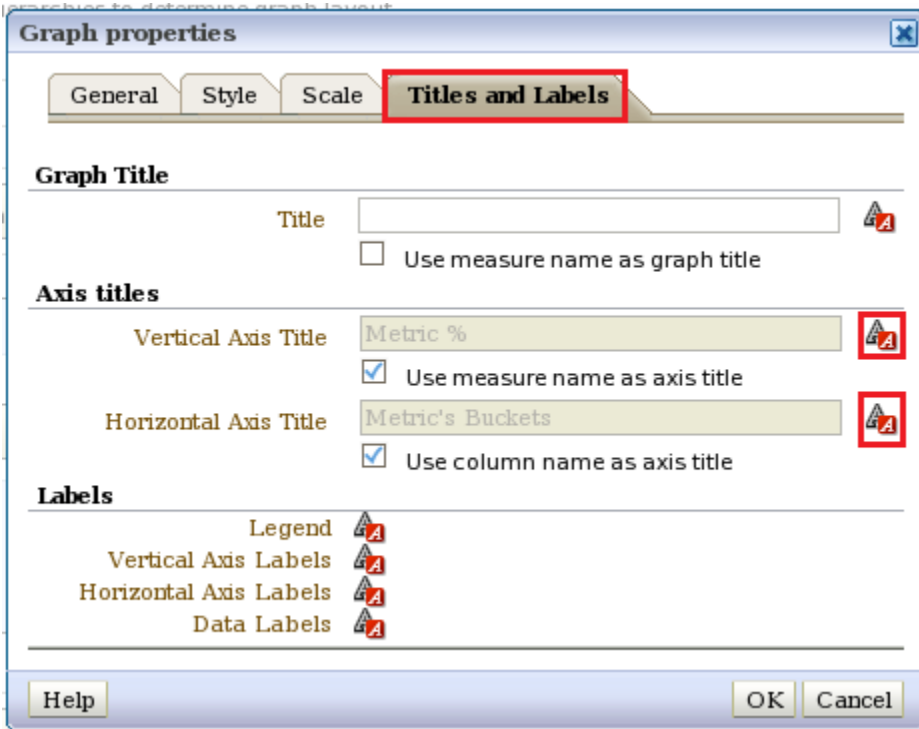
Click→Ok.

d)Now go to Scale tab and set it's related properties, like Axis Limits→Specify ,Minimum→0 , Maximum→40 ,Tick Type→Specify.

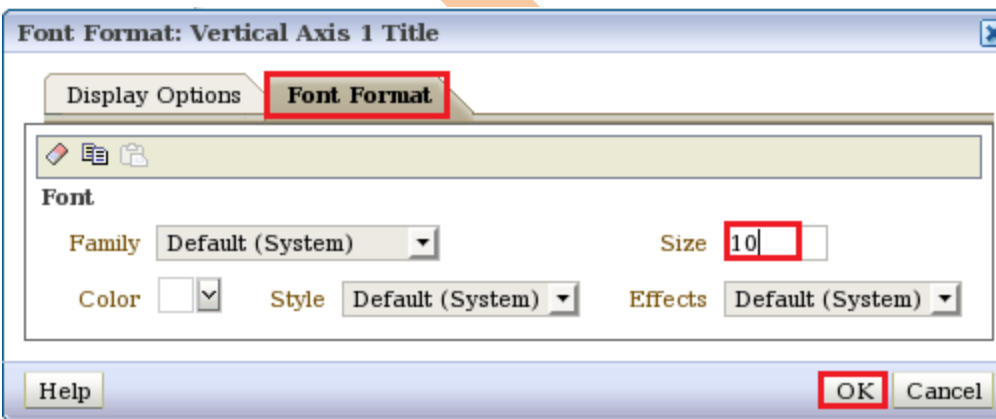


Click→Ok.


e) Now go to Titles and Labels tab and set it's related properties, like Uncheck→Graph Title check box.



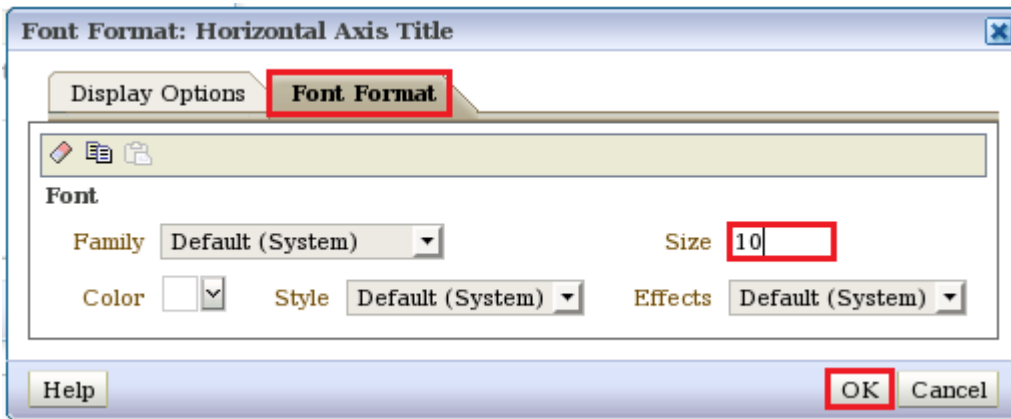
Click →  Format Title of Vertical Axis Title, Vertical Axis Title window will display, go to Font Format tab and set its property like Size → 10.




Click → Ok.

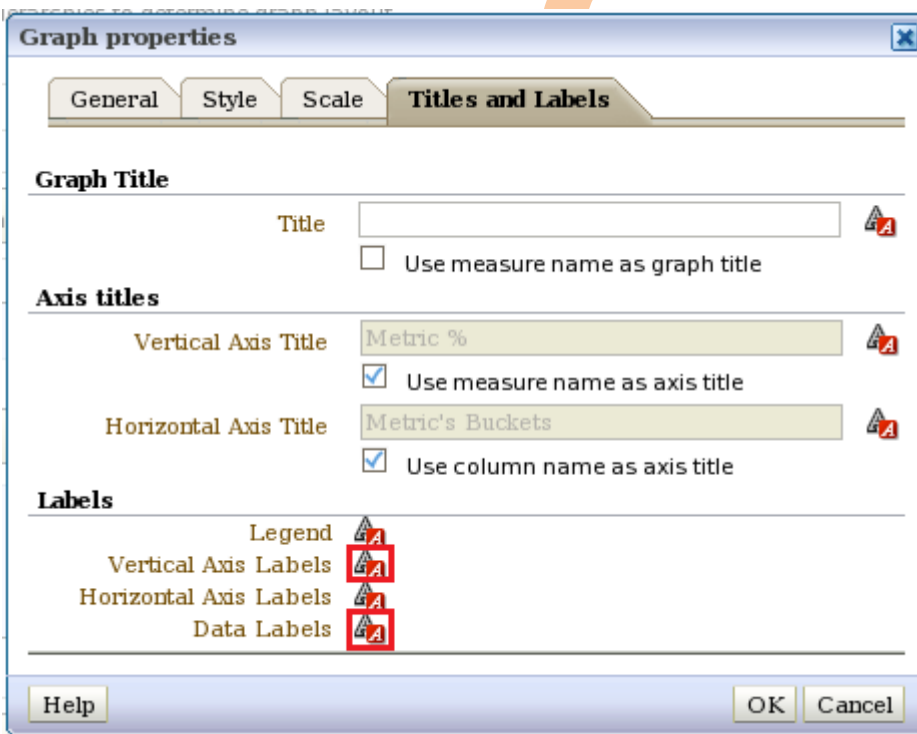
Click →  Format Title of Horizontal Axis Title, Horizontal Axis Title window will display, go to Font Format tab and set its property like Size → 10.



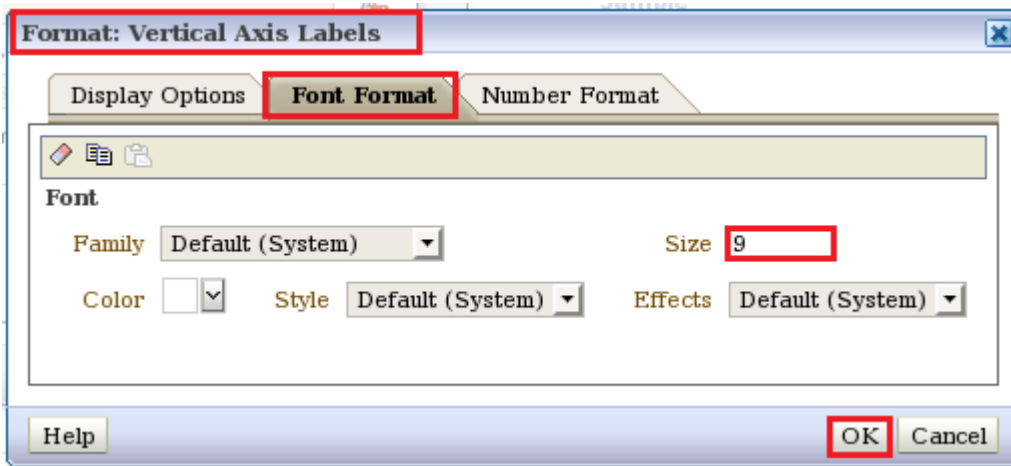


Click→Ok.

Click→ Format Label of Vertical Axis Labels

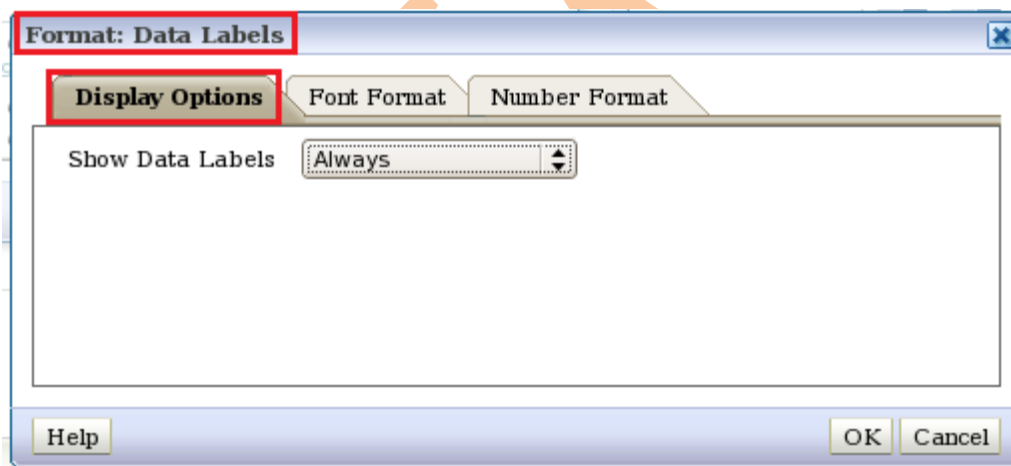


Vertical Axis label window will display ,go to Font Format tab and set it's property like, Size→9.

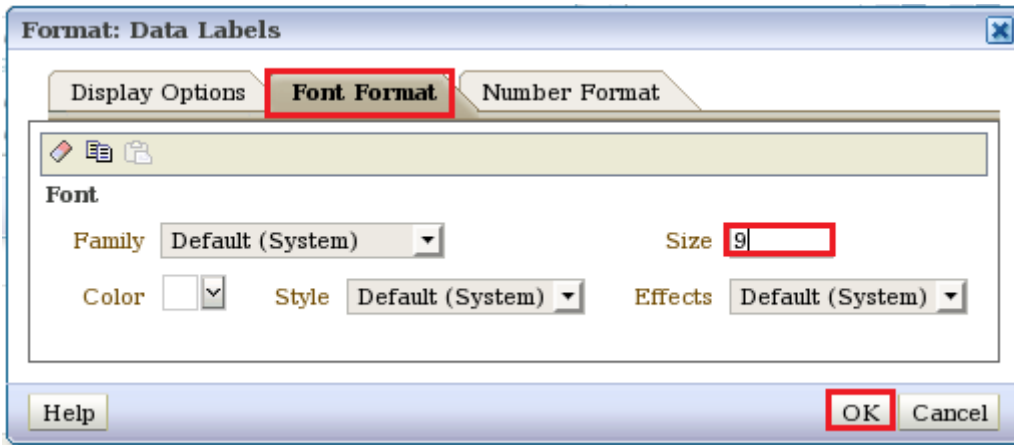


Click→Ok.

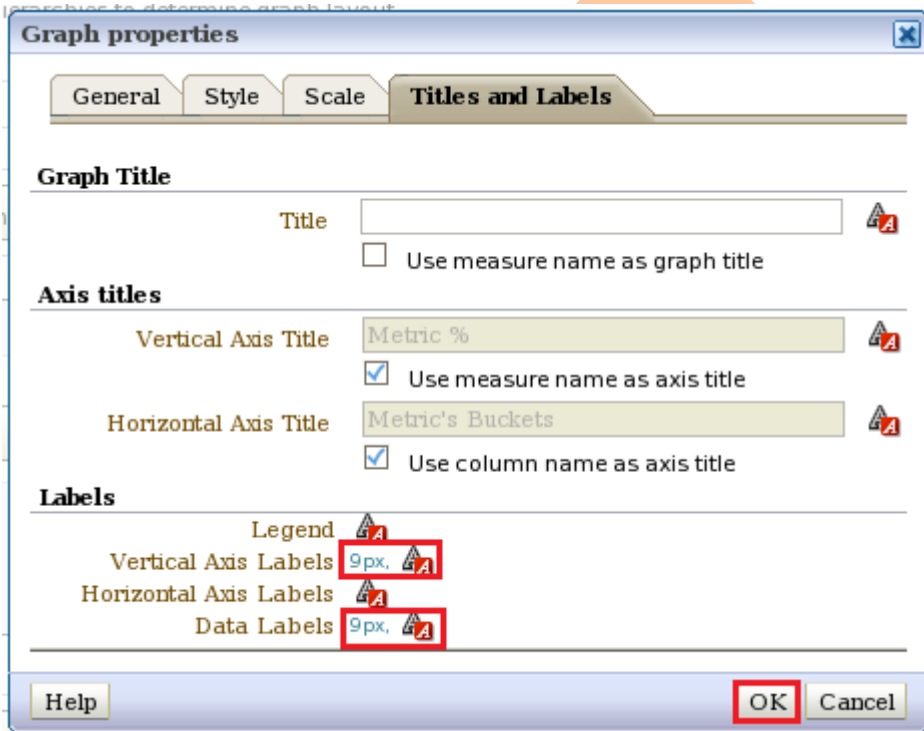
Now , Click→ Format Label of Data Labels ,Data Labels window will display ,go to Display Options tab and select Show Data Labels→Always .



In Font Format tab set it's property like Size→9.



Click→Ok.



Click→Ok.

f)After set all the properties Click→Done.

Graph

Editing from: "Compound Layout" **Done** Revert

**Subject Areas**

- A - Sample Sales
  - Time
  - Products
  - Offices
  - Sales Person
  - Customers
  - Orders
  - Other Objects
  - Base Facts
  - Calculated Facts

**Layout**

Drag/drop measures, columns and hierarchies to determine graph layout

**Graph Prompts**

Drop here for graph prompts

**Sections**  Display as Slider

@{Dim02}{Offices.D3 Organization}

**Bar Graph**

**Measures**

Bars (Vertical Axis)

Metric %

**Bars**

Group By (Horizontal Axis)

Metric's Buckets

Vary Color By (Horizontal Axis)

Show In Legend

Measure Labels

**Sample**

Metric %

Metric's Buckets

Show Subject Area Folders

**Excluded**

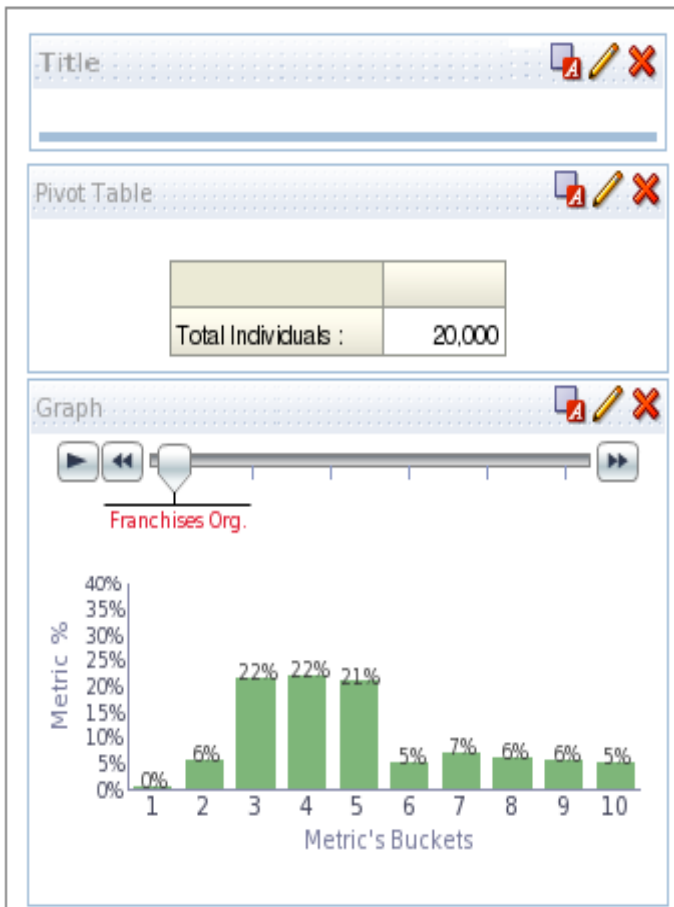
Order Number Metric %

**Catalog**

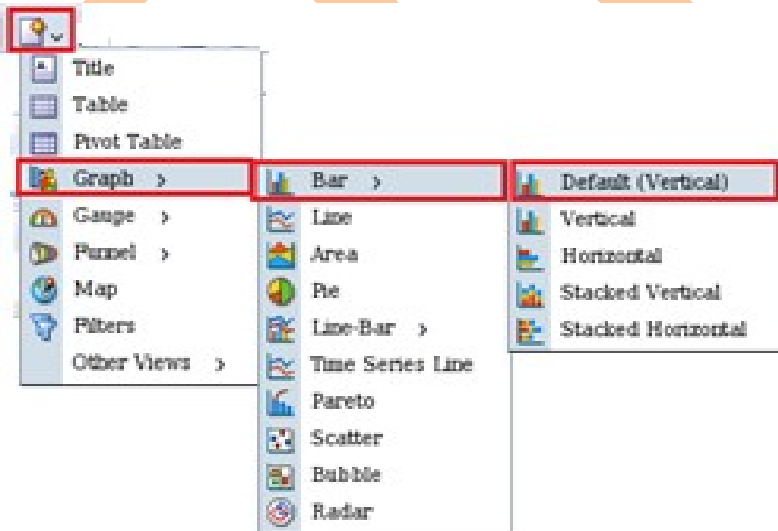
List All


- My Folders
- Shared Folders

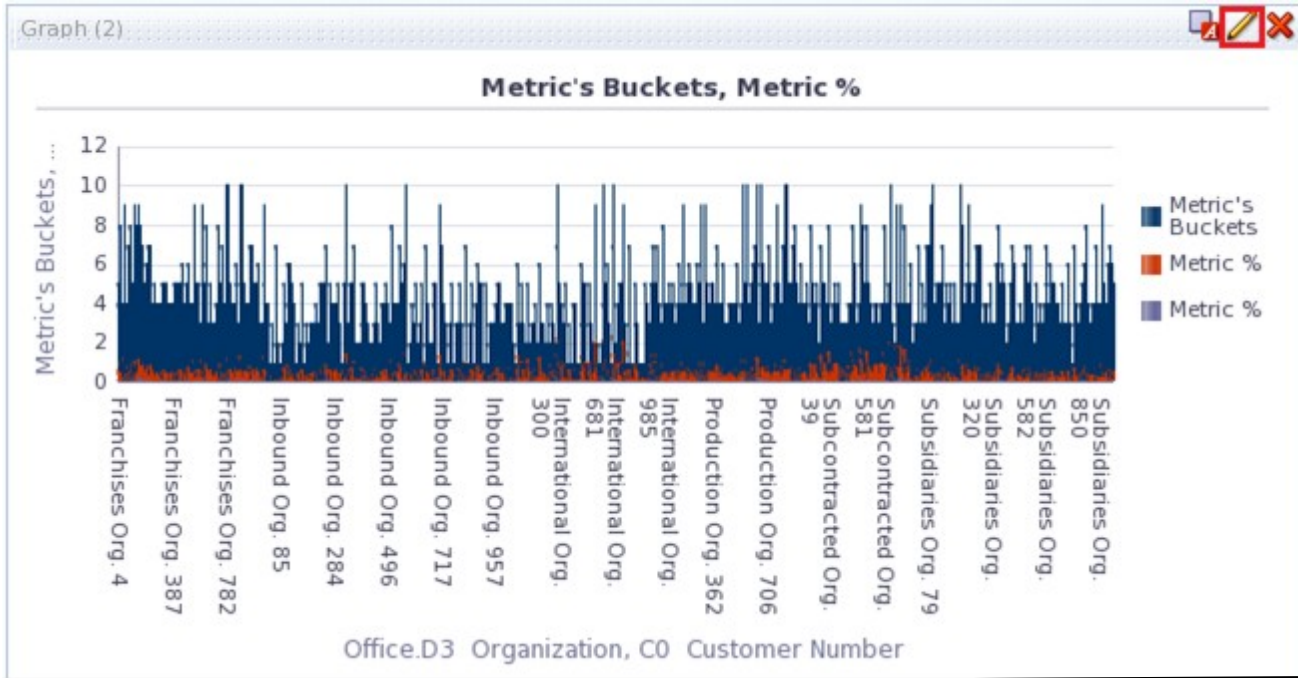
xvi) After Click → Done, we see the result.




xvii) Now Click →  New View and Select → Graph → Bar → Default (Vertical).

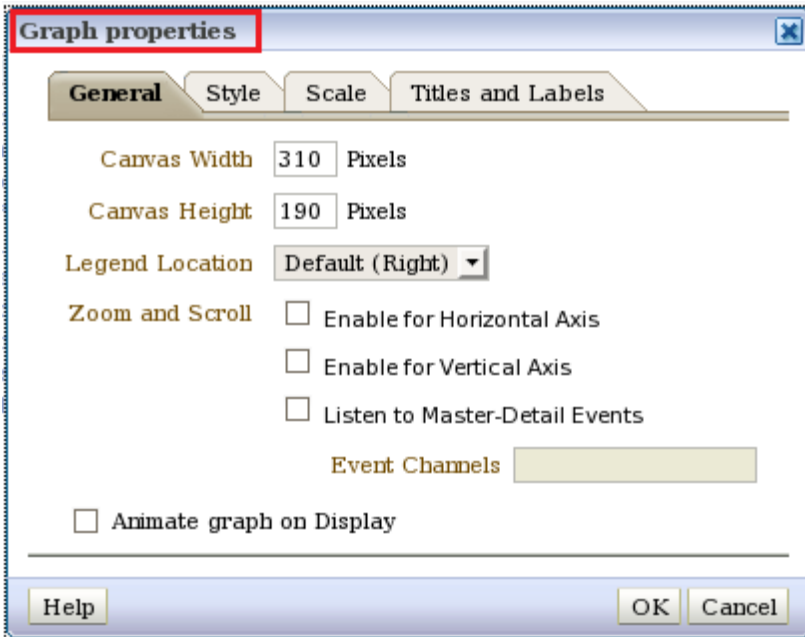


xviii) After Select → Graph → Bar → Default (Vertical). We see the graph view in below image . Now Click →  Edit View on graph.

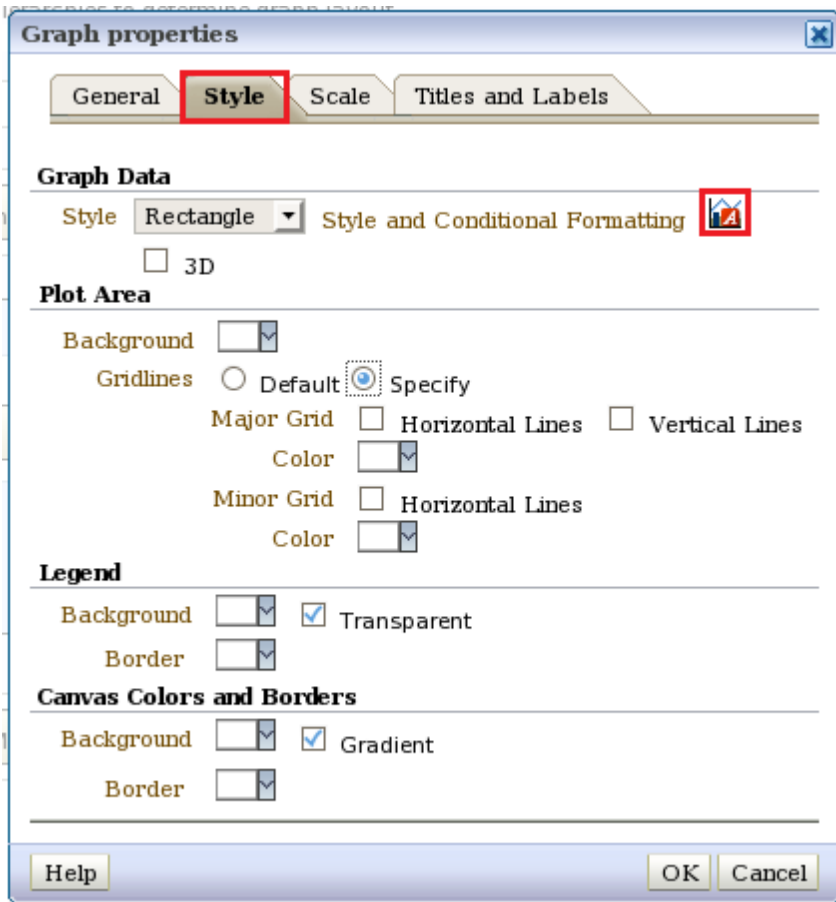




a) After Click → Edit View on graph, the edit view graph window will display. Here we set the properties like Check → Display as Slider, In Measures (Bars (Vertical Axis)) → Metric %, Bars (Group By (Horizontal Axis)) → Metric's Buckets, Vary Color By (Horizontal Axis) → Measure Labels, Uncheck → Show In Legend, Exclude → Order Number, Metric %, → @ {Dim02} {Offices.D3 Organization}

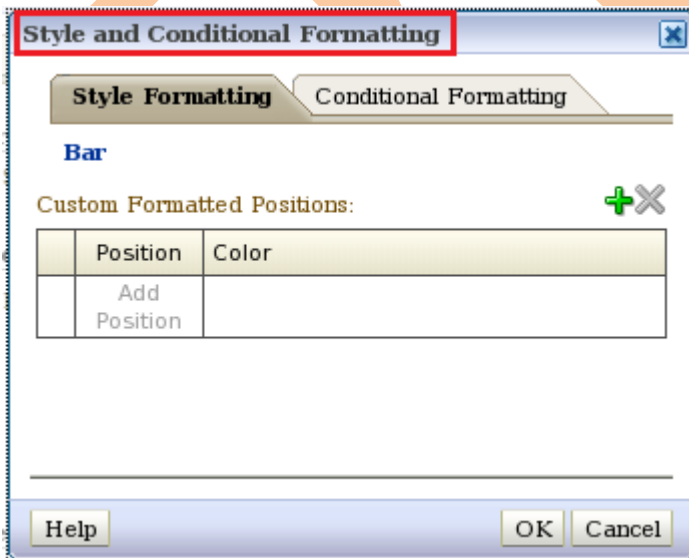
b) Click →  Graph Property, then the graph properties window will display and we set all its related properties. In General tab set properties like Canvas Width → 310, Canvas Height → 190, Legend Location → Default (Right).



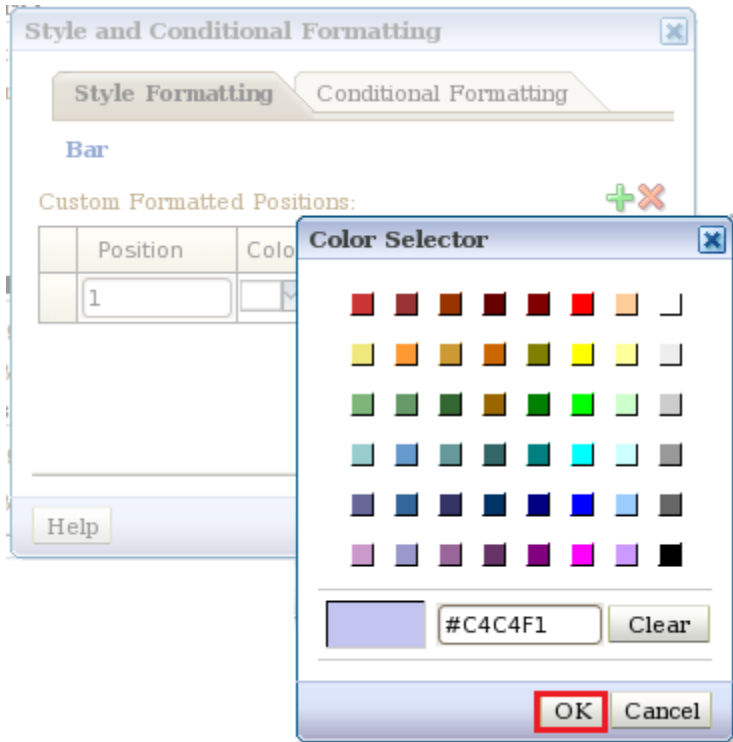
c) Go to Style tab and its related properties. Style → Rectangle from drop down list.



Click →  Style and Conditional Formatting. then the Style and Conditional Formatting window will display ,Click →  Add new position

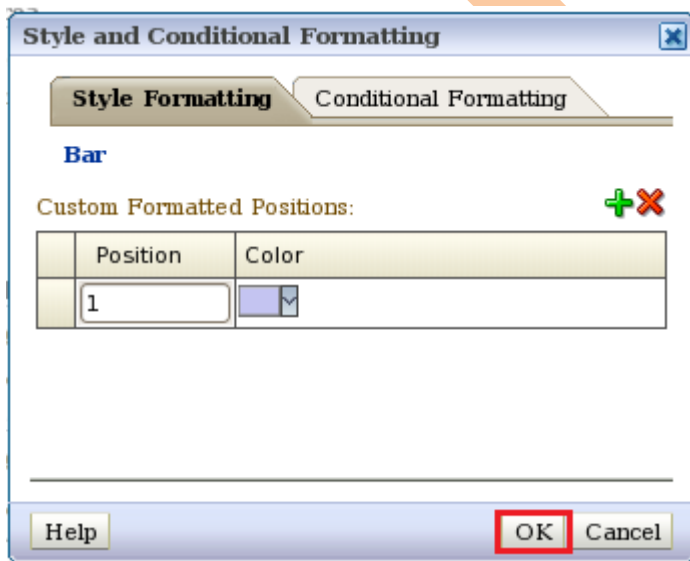






Click→Ok.

After Click→Ok.



Click→Ok.

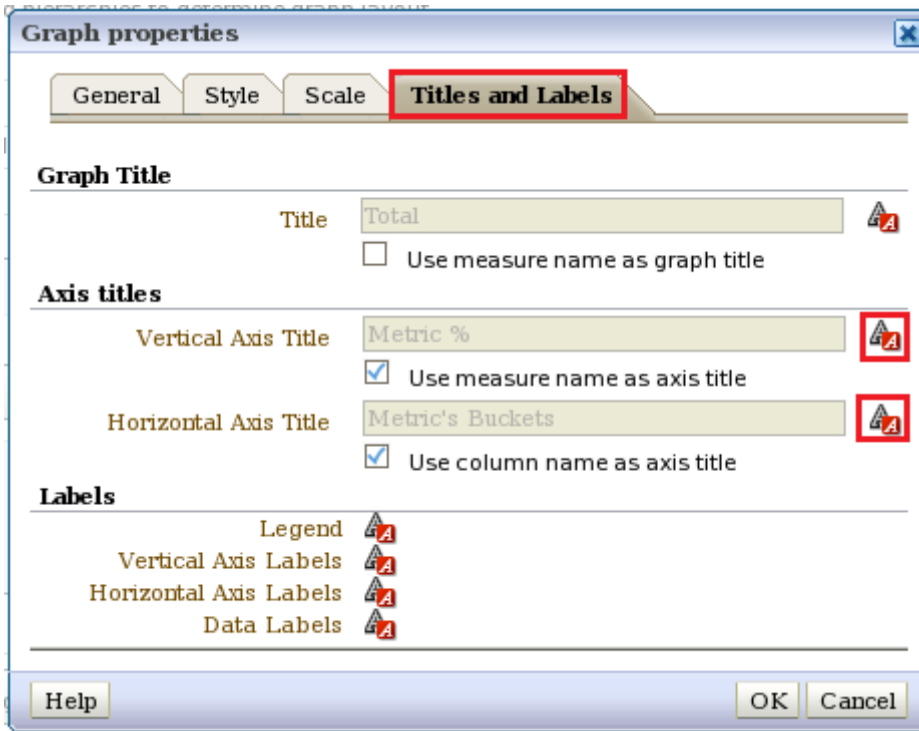
Click→Ok.


c)Now go to Scale tab and set it's related properties, like Axis Limits→Specify ,Minimum→0 , Maximum→40 ,Tick Type→Specify.

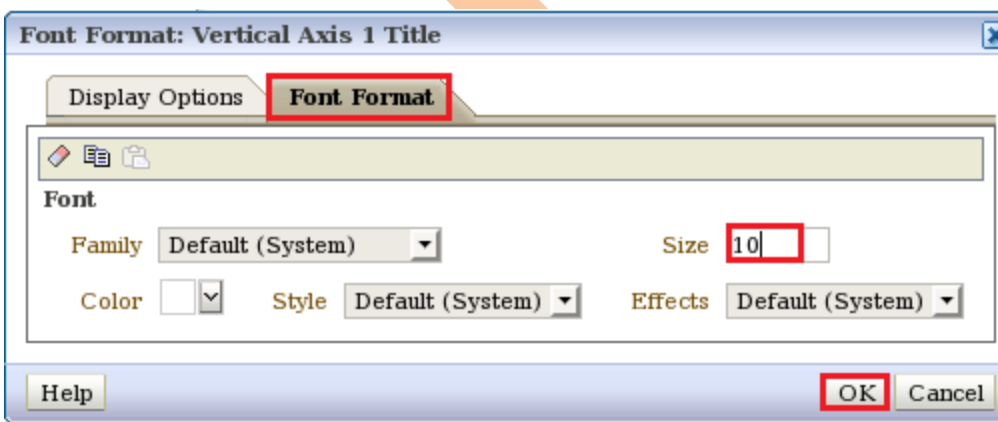


Click→Ok.


d) Now go to Titles and Labels tab and set it's related properties, like Uncheck→Graph Title check box.

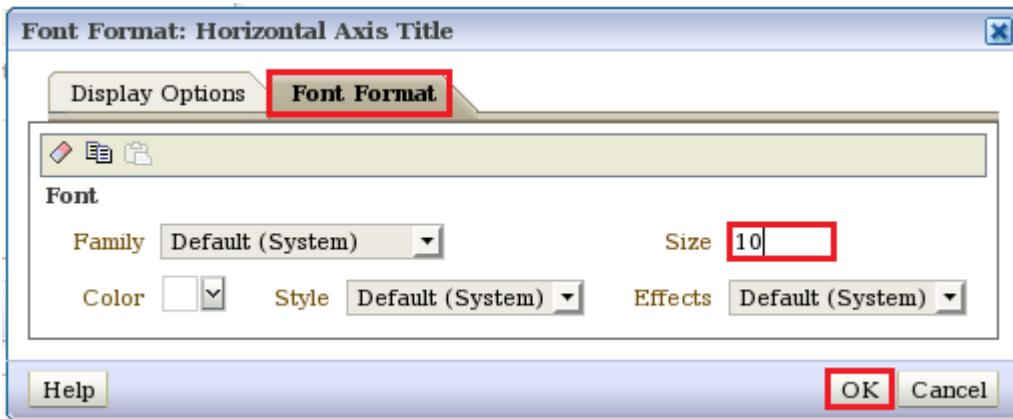


Click→ Format Title of Vertical Axis Title , Vertical Axis Title window will display ,go to Font Format tab and set it's property like Size→10.




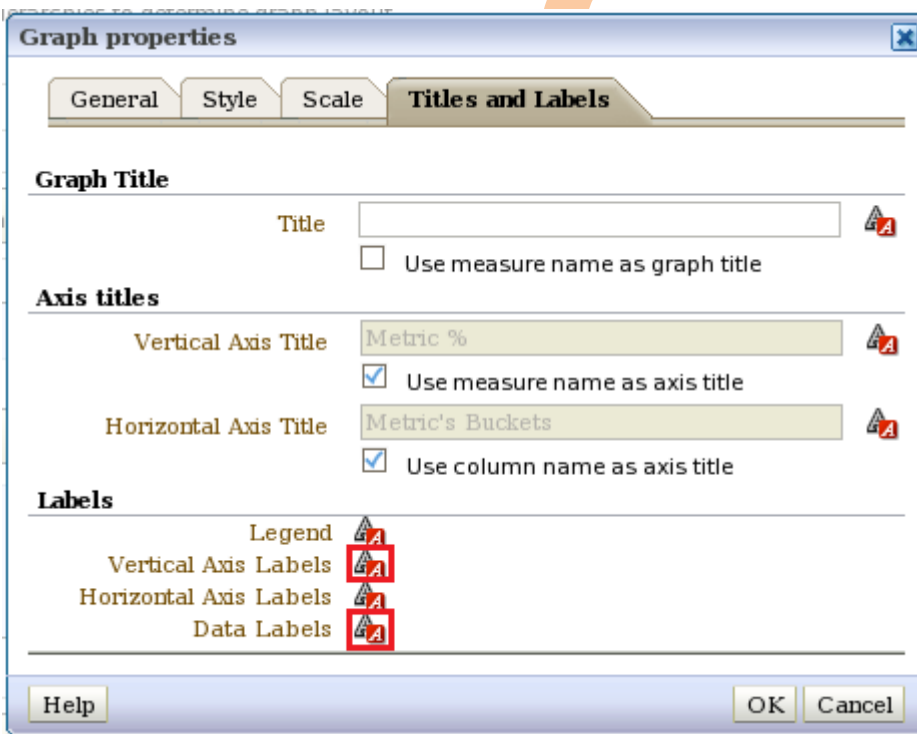
Click→Ok.

Click→ Format Title of Horizontal Axis Title , Horizontal Axis Title window will display ,go to Font Format tab and set it's property like Size→10.

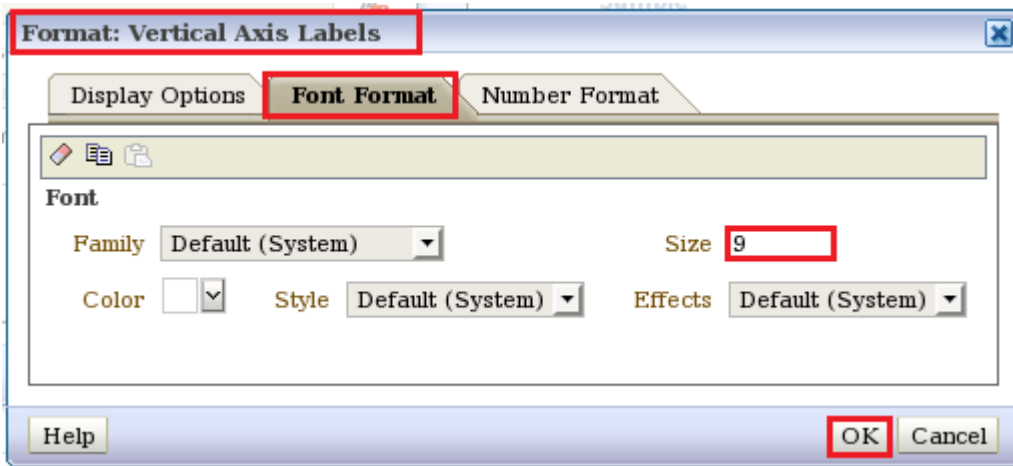


Click→Ok.

Click→ Format Label of Vertical Axis Labels

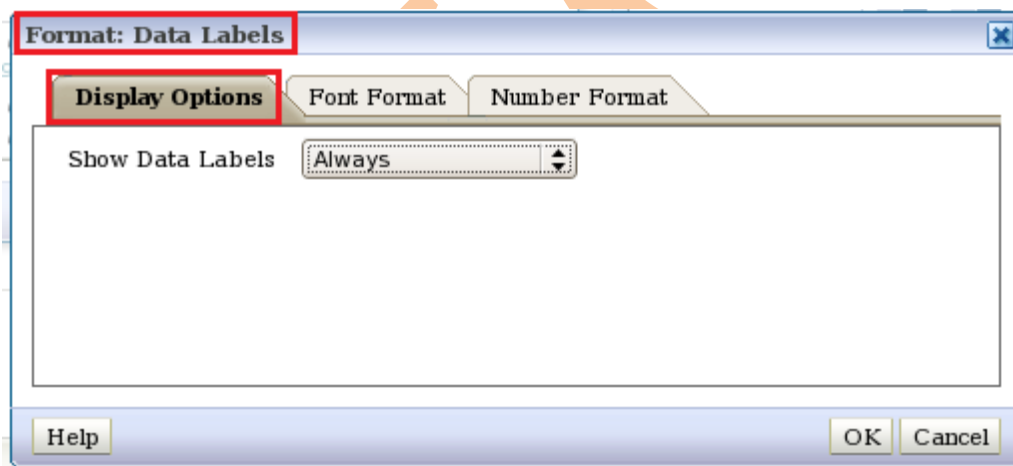


Vertical Axis label window will display ,go to Font Format tab and set it's property like, Size→9.

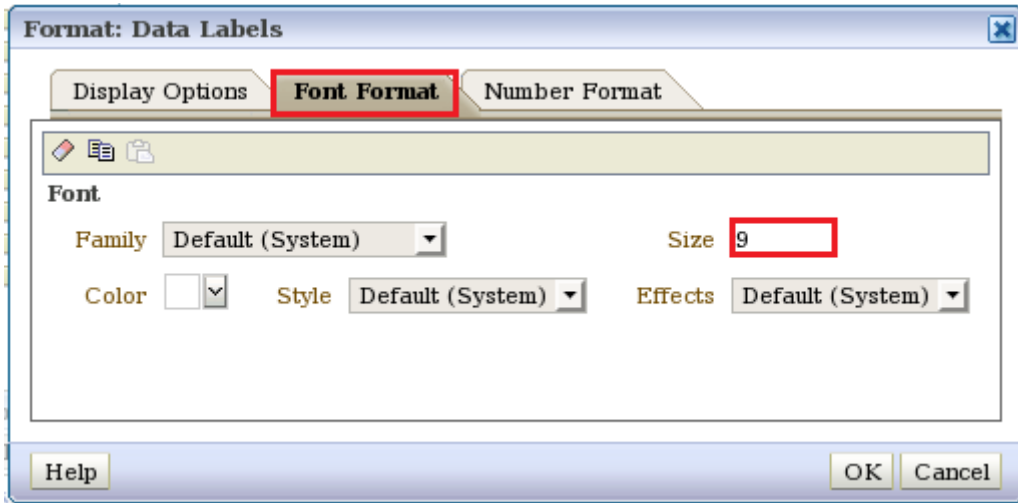


Click→Ok.

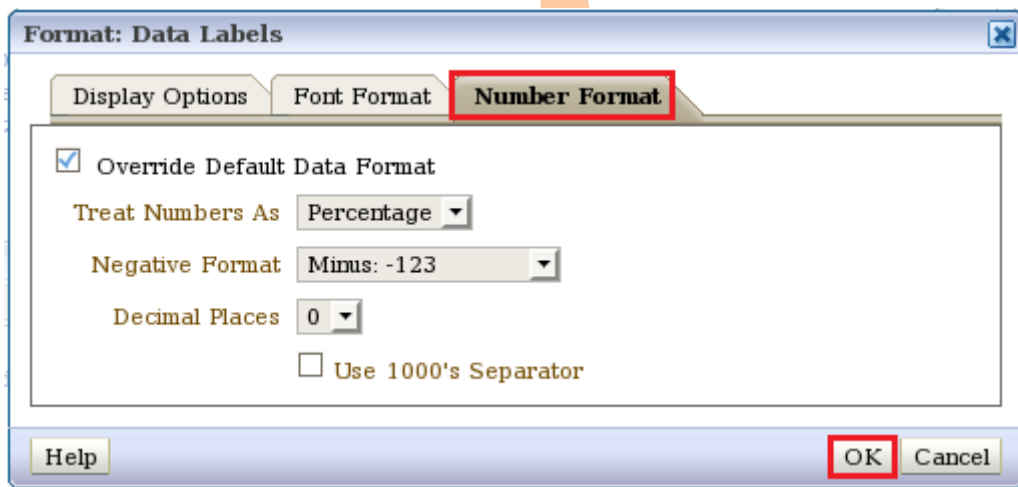
Now , Click→ Format Label of Data Labels ,Data Labels window will display ,go to Display Options tab and select Show Data Labels→Always .



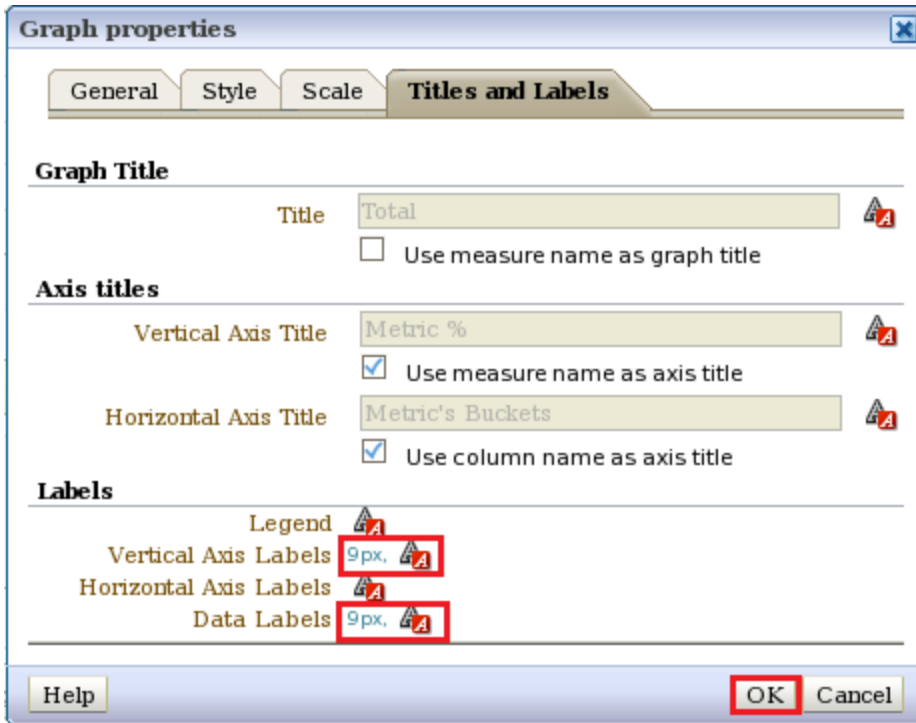
In Font Format tab set it's property like Size→9.



In Number Format tab set it's property like Check→Override Default Data Format , Treat Number As→Percentage , Negative Format→Minus - 123 , Decimal Places→0 , Uncheck→ Use 1000's Separator.

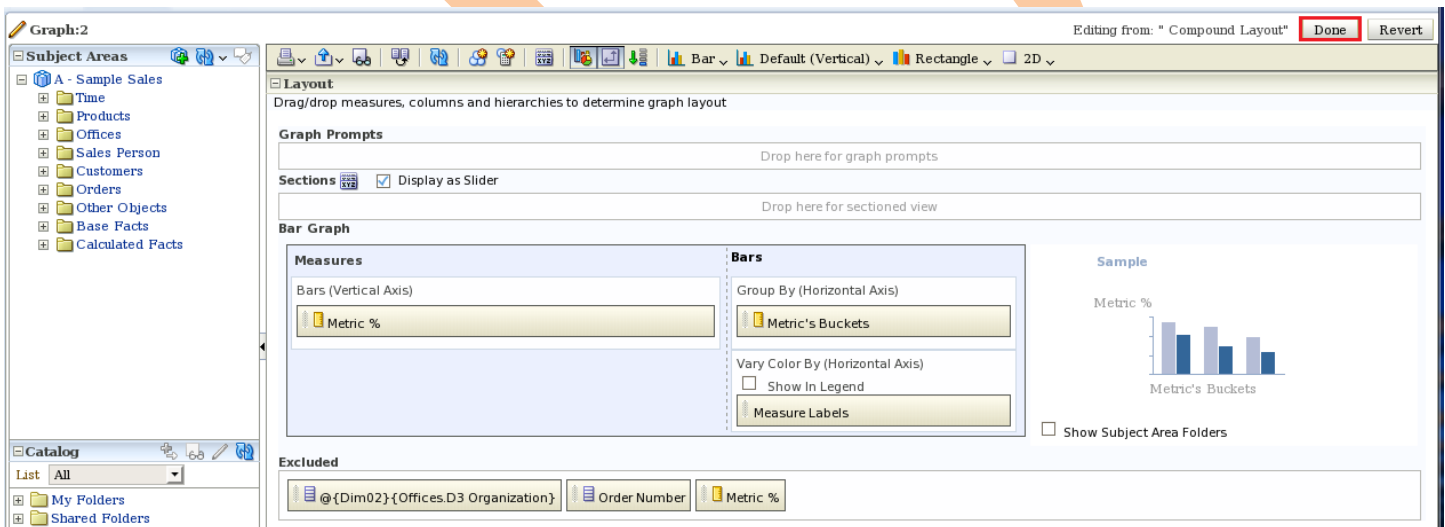


Click→Ok.

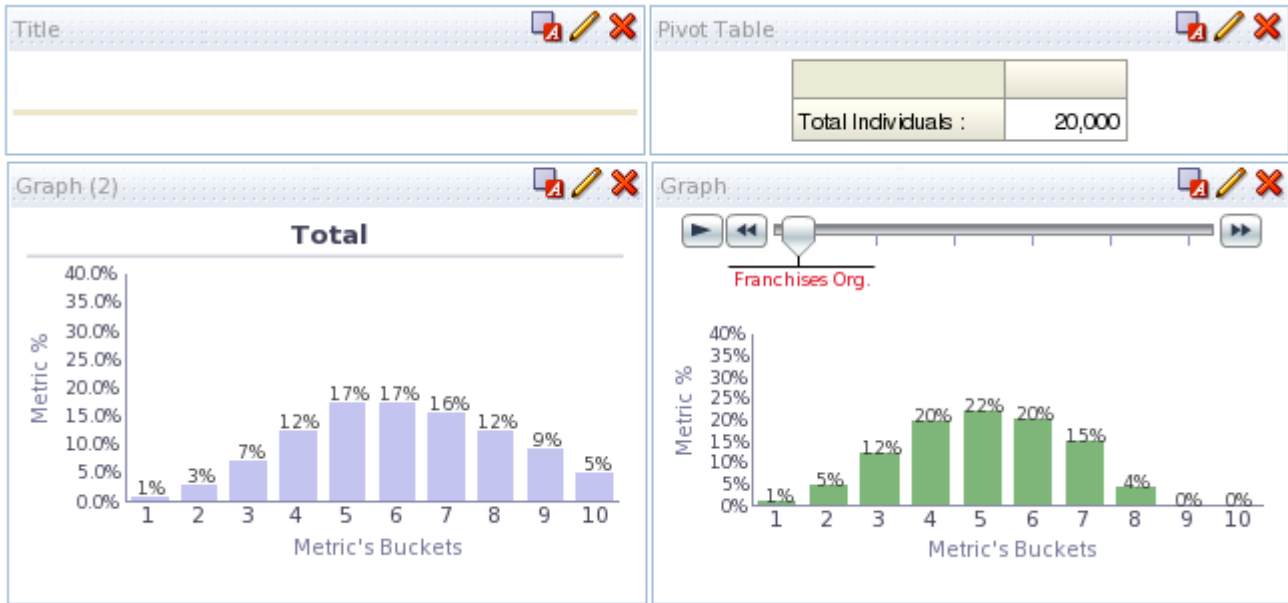


Click→Ok.

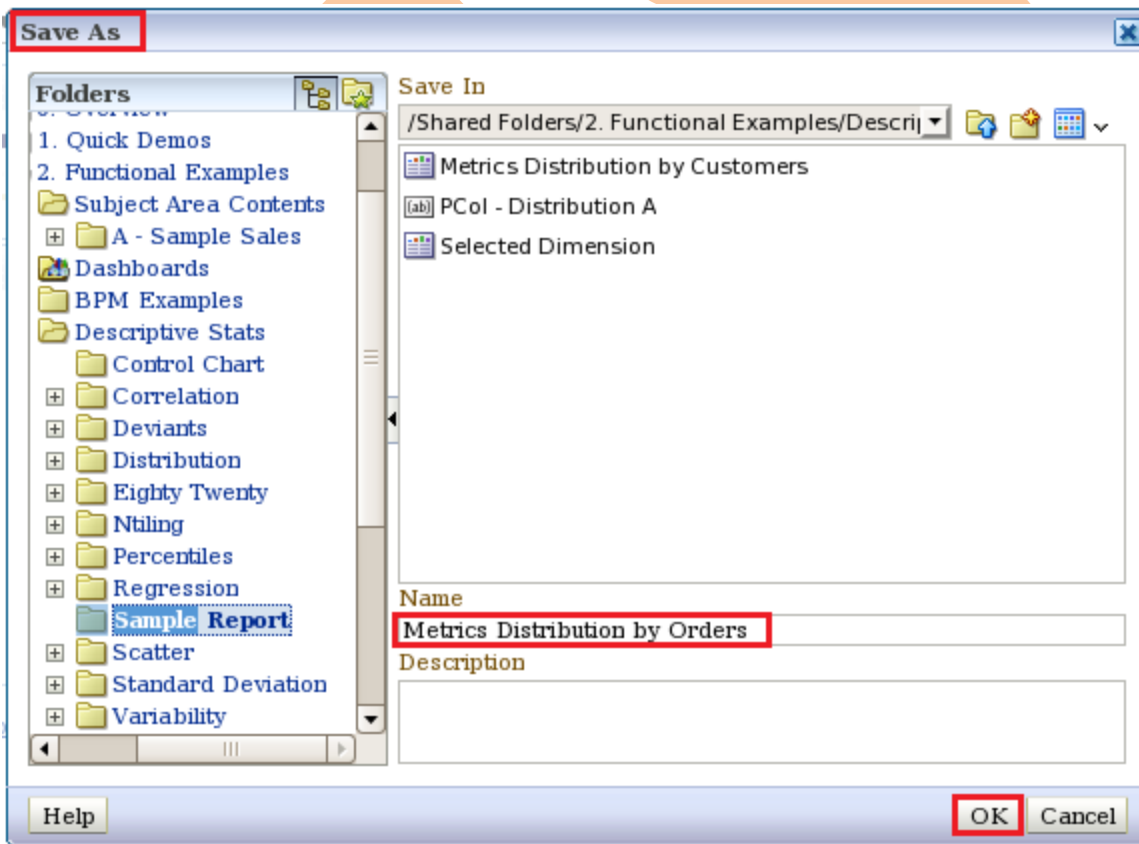
e)After set all the properties Click→Done.



xix) After Click→Done, we see the result.



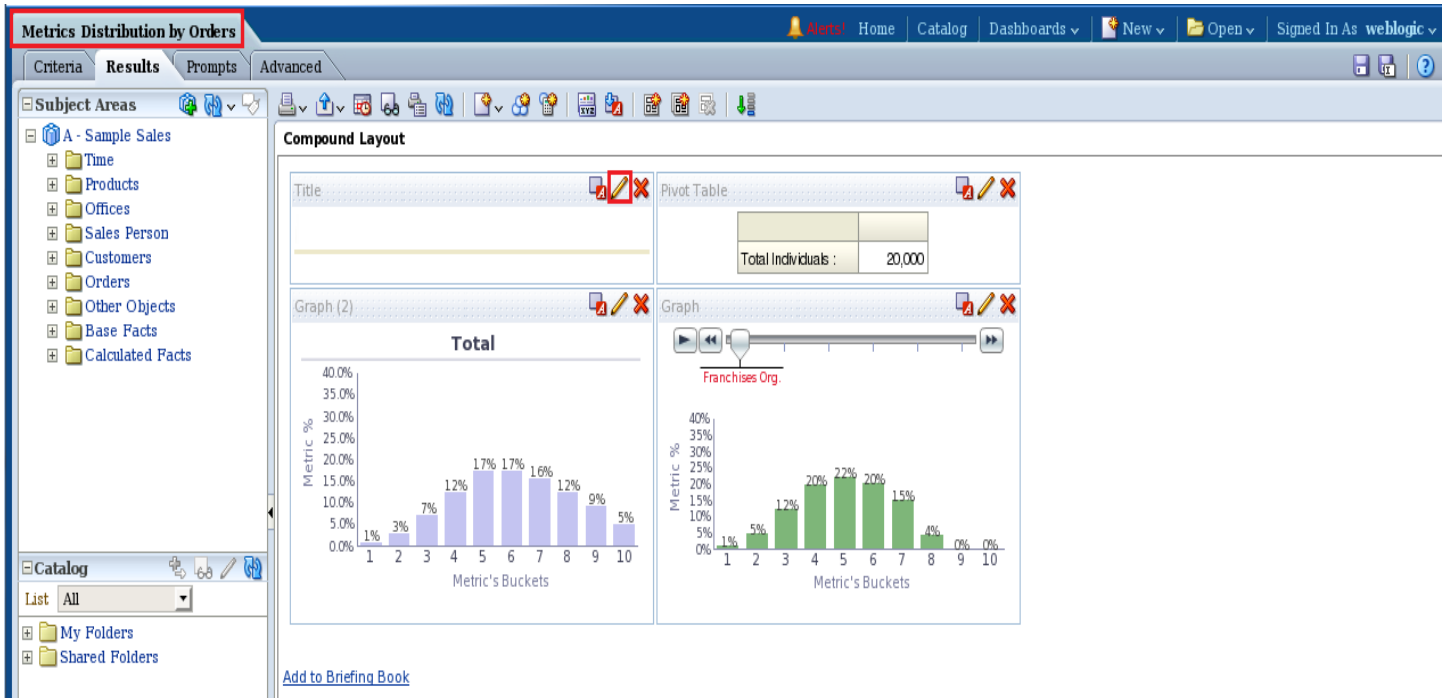
xx) Now Click → Save button , The Save window will display.



Click → Ok.



After Save the report, we see



Click → Edit View in title, we see the title edit view and set its properties like Check → Display Saved Name, Selected Time → Display Date and Time. After set all the properties Click → Done.

**Title** Editing from: "Compound Layout" **Done** **Revert**

Title

Display Saved Name

Logo

Optional - URL of a title image. Note: When running in a secured environment, only resources that are located on the Oracle BI Presentation Server may be used. These resources are referenced using a relative path prefixed with "fmap:".

Subtitle

Started Time

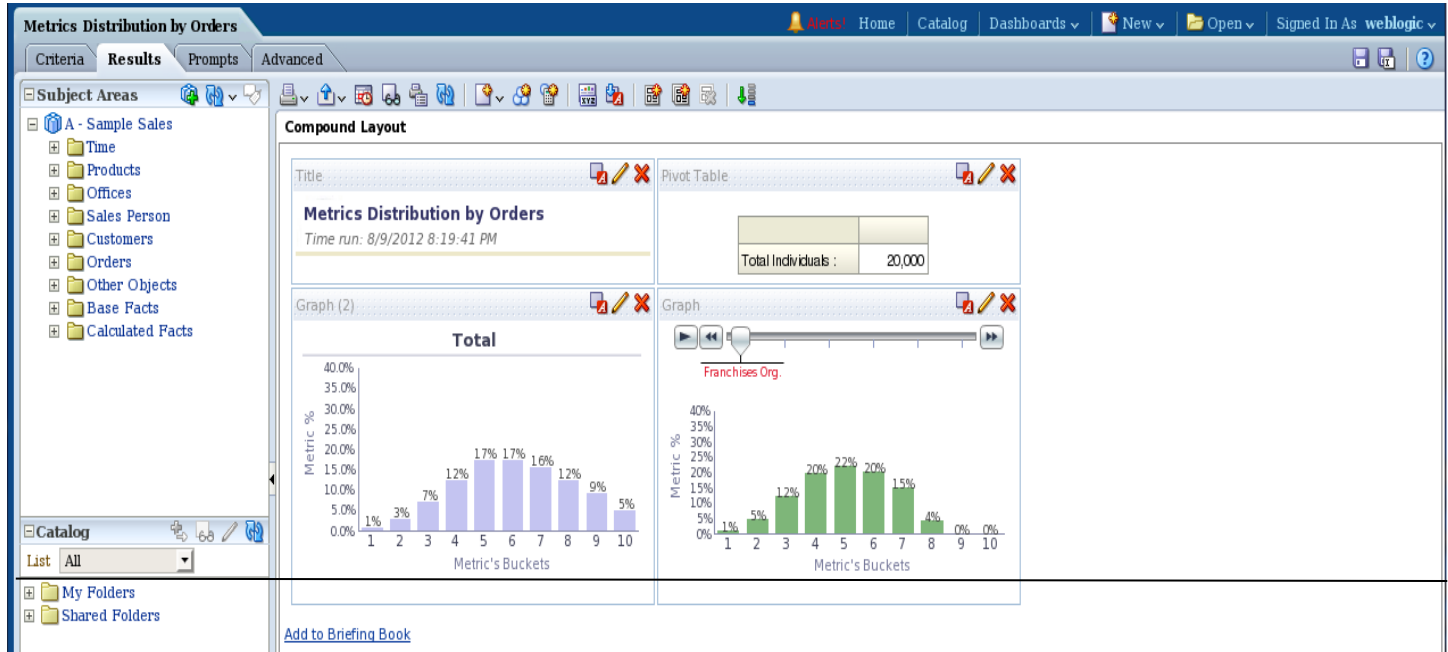
Help URL

Optional - URL for a document providing help on this analysis. Note: When running in a secured environment, only resources that are located on the Oracle BI Presentation Server may be used. These resources are referenced using a relative path prefixed with "fmap:".

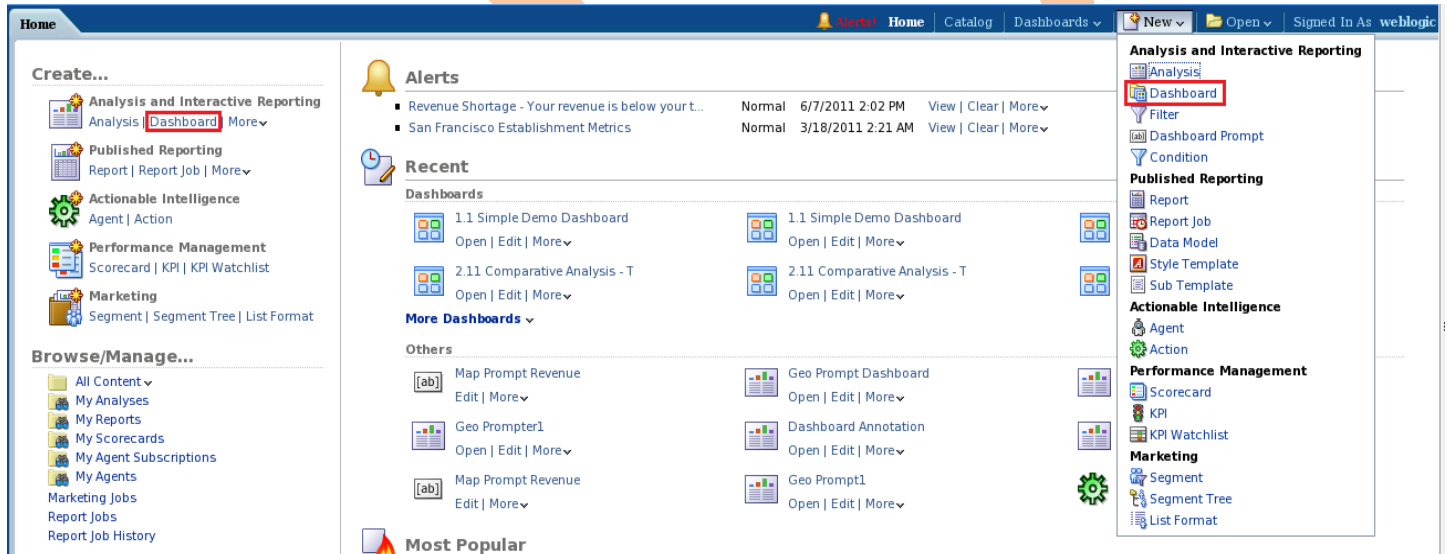
**Metrics Distribution by Orders**

Time run: 8/9/2012 8:36:05 PM

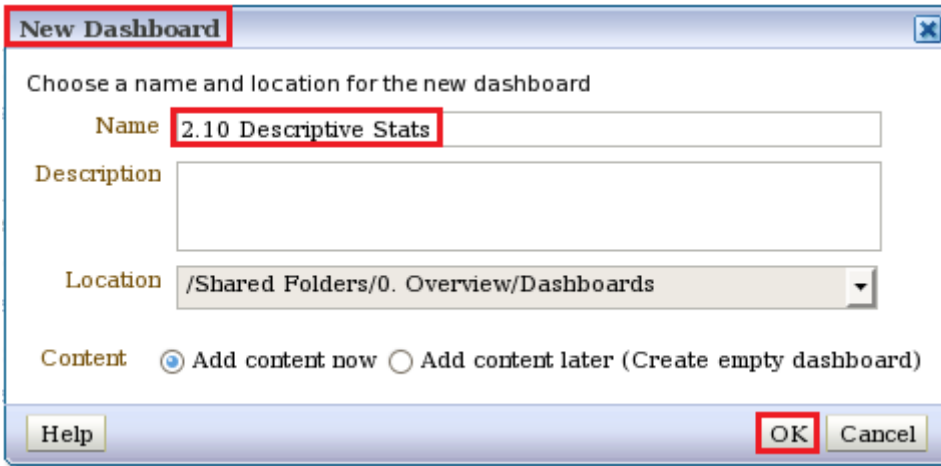
After Click→Done.



**Step 5):-** Now we create a dashboard. Click→New and Select→Dashboard or directly go to Dashboard option in Analysis and Interactive Reporting.

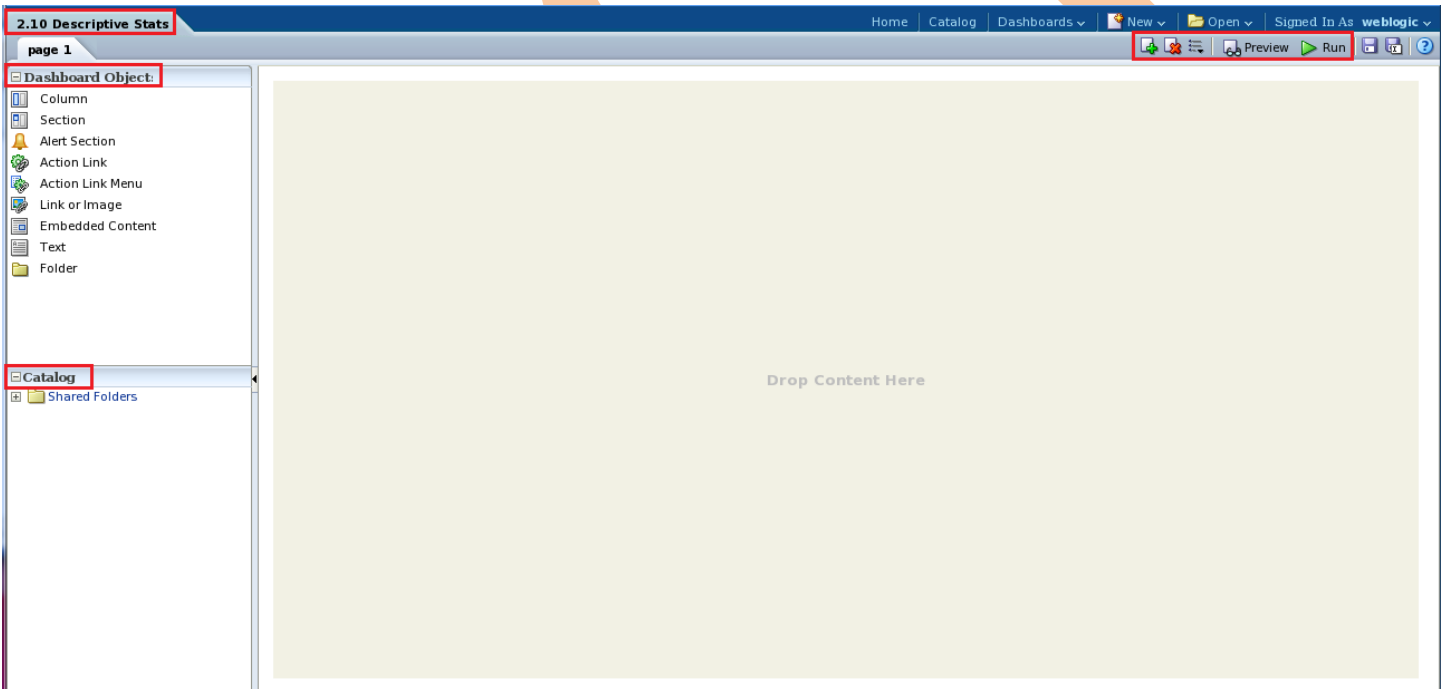


i) New Dashboard window will open and here we set the properties like Name→2.10 Descriptive Stats ,Location→/Shared Folder / 0.Overview/Dashboards ,Content→Add content now.

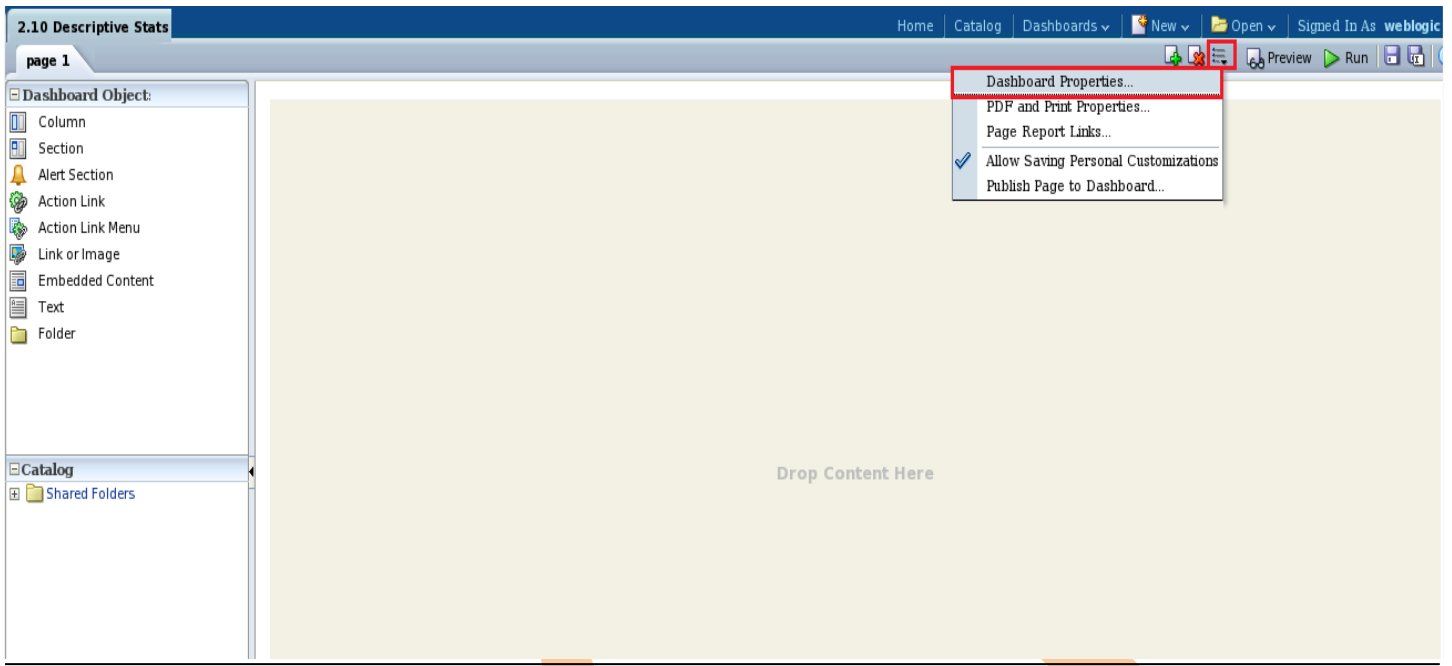


Click→Ok.

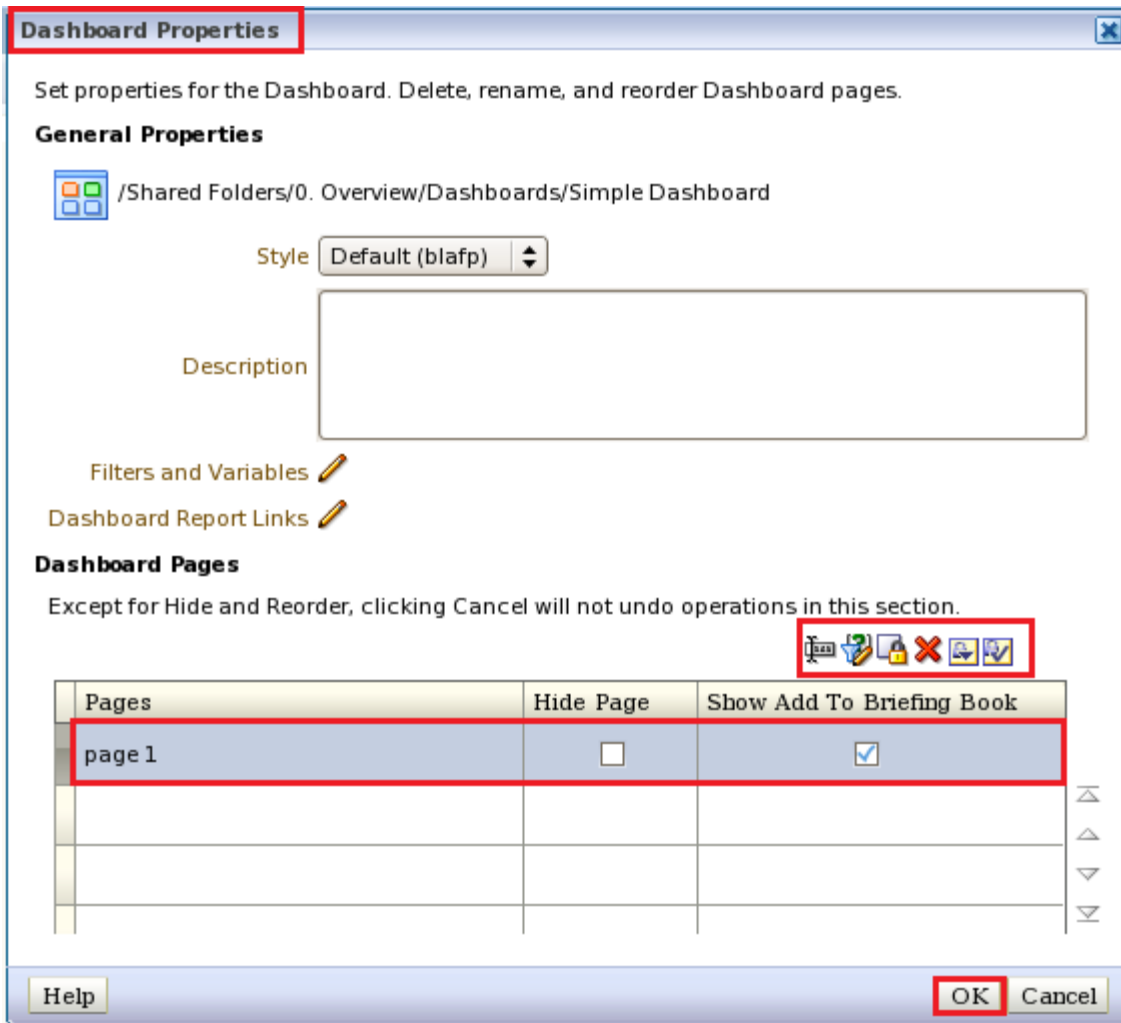
ii)After Click→Ok ,We see dashboard page ,her e in dashboard page we see dashboard objects, Catalog, Add dashboard page , Delete dashboard page, Preview ,Run , Dashboard properties.



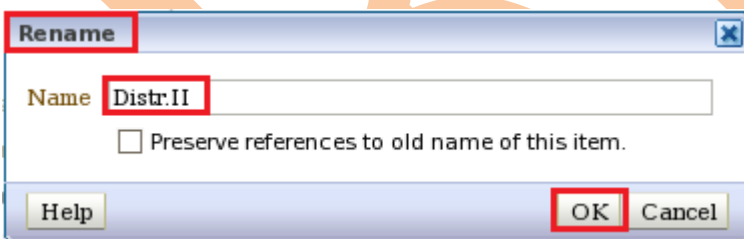
iii)Click→  →Dashboard Properties.



iv)After Click→Dashboard Properties ,the dashboard properties window will display. Here we see the properties like Rename, Select a Prompt to capture default filters and variables , Permissions , Delete , Specify who can save shared customization , Specify who can assign default customization .

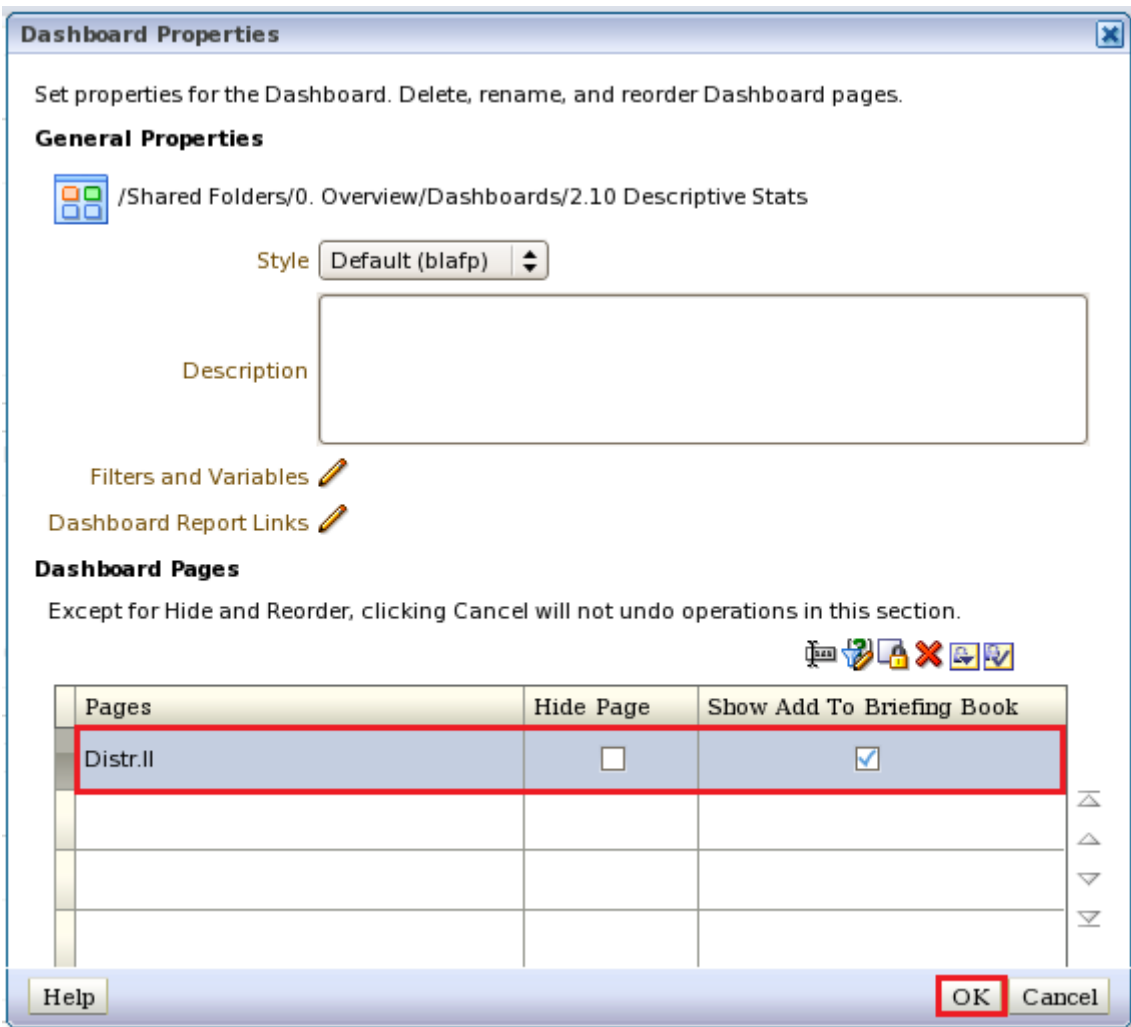


v) Select the Page1 row and Click→Rename option, After Click→Rename the Rename window will display ,Here we write the Name → Distr.II



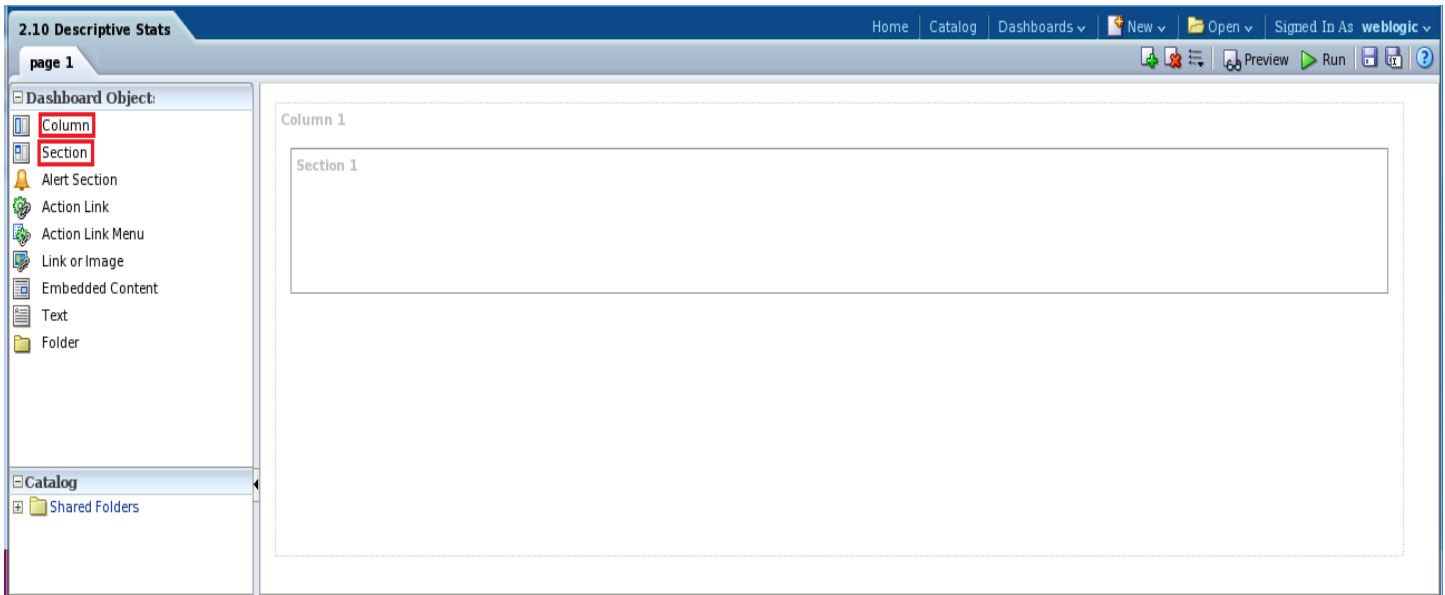
Click→Ok

vi) We see the dashboard page name in Pages row.

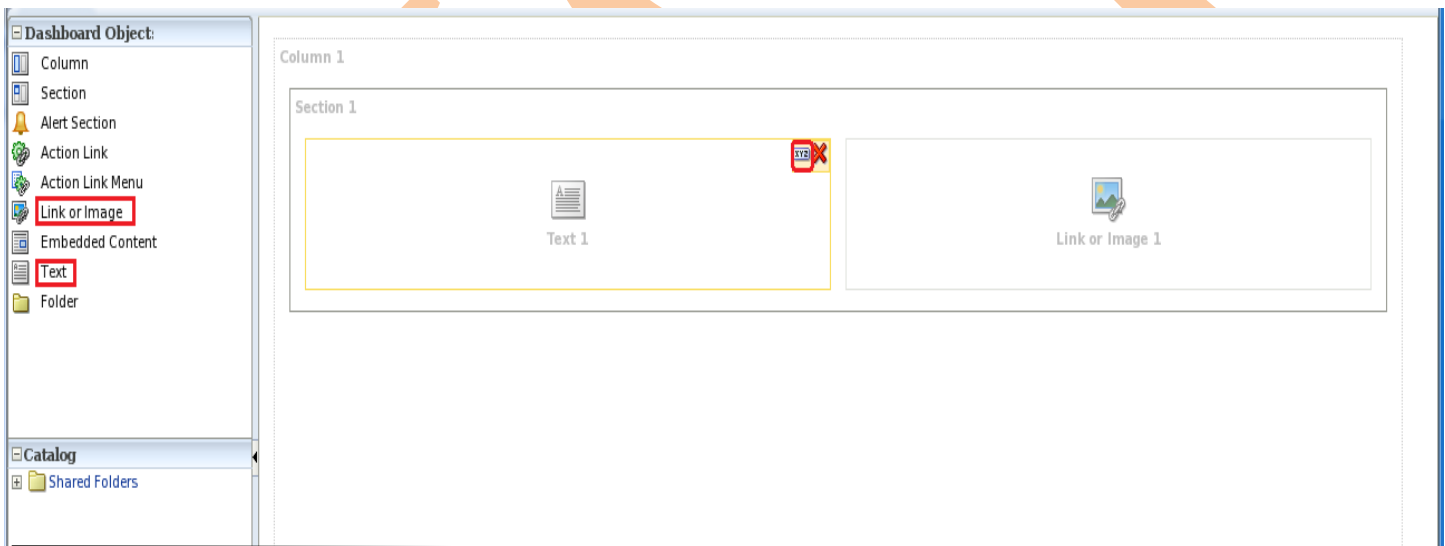


Click → Ok

vii) After Click → Ok, we see the dashboard page name in the dashboard. Here we drag Column and Section Dashboard Objects, from left side of Dashboard Objects pane and drop in to the right side pane.

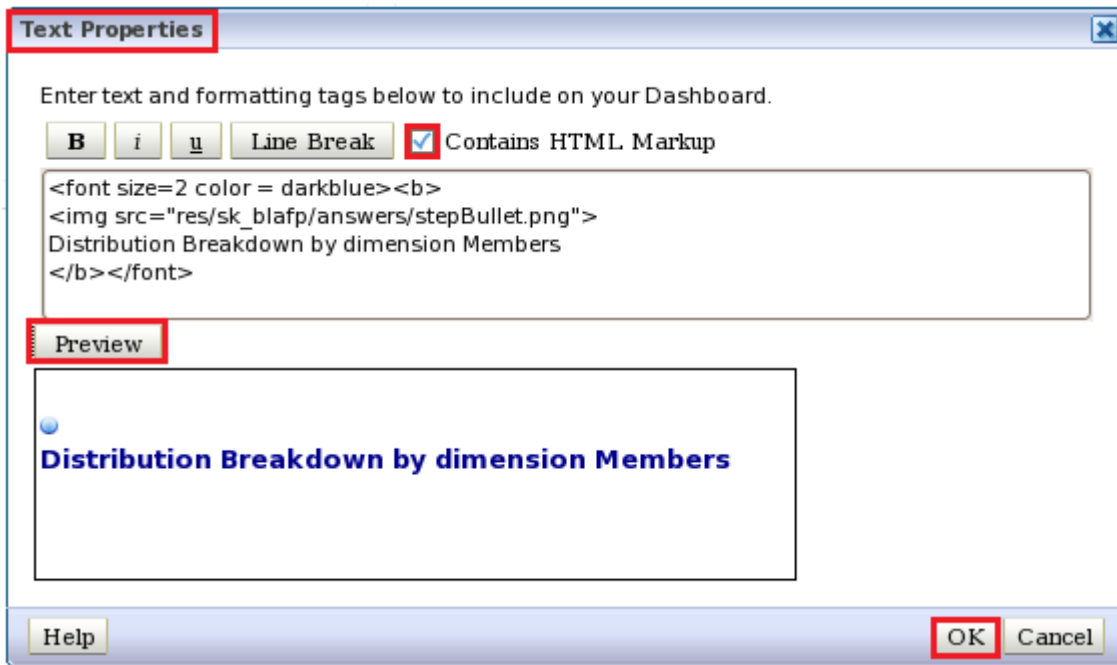


viii) Now we drag Text and Link or Image dashboard objects from left pane to the right pane in section within column and Click→Properties of Text dashboard object.



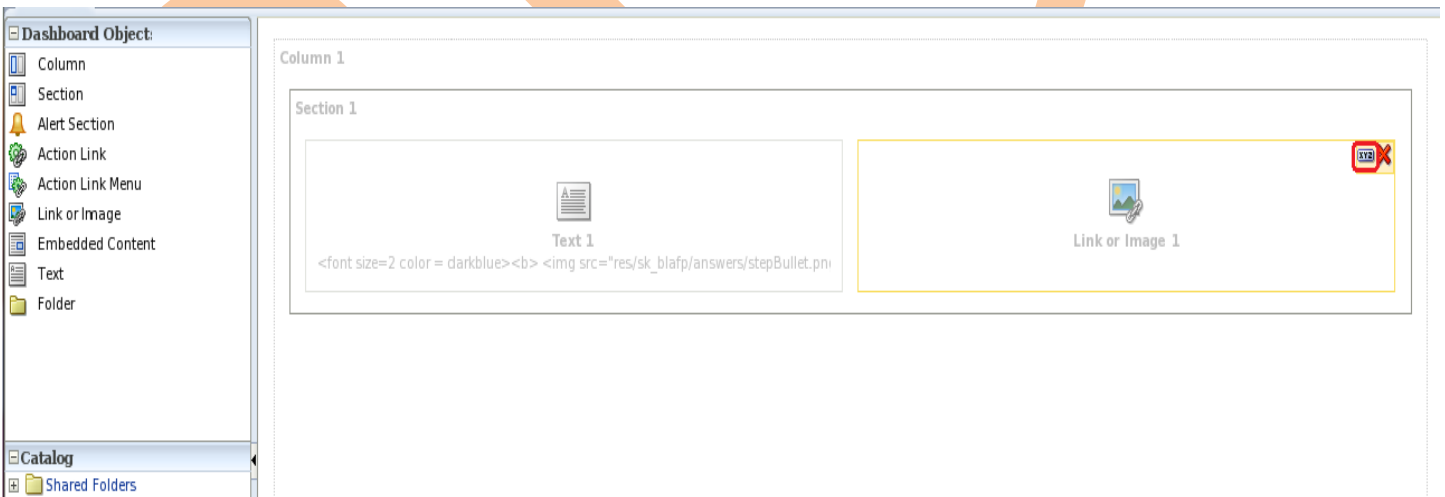
After Click→Properties of Text , the text property window will display. Here we Check→Contains HTML Markup and In text box we enter text and formatting tags to include on our dashboard and

then Click→Preview, to see the effect of text and formatting tags in below box.



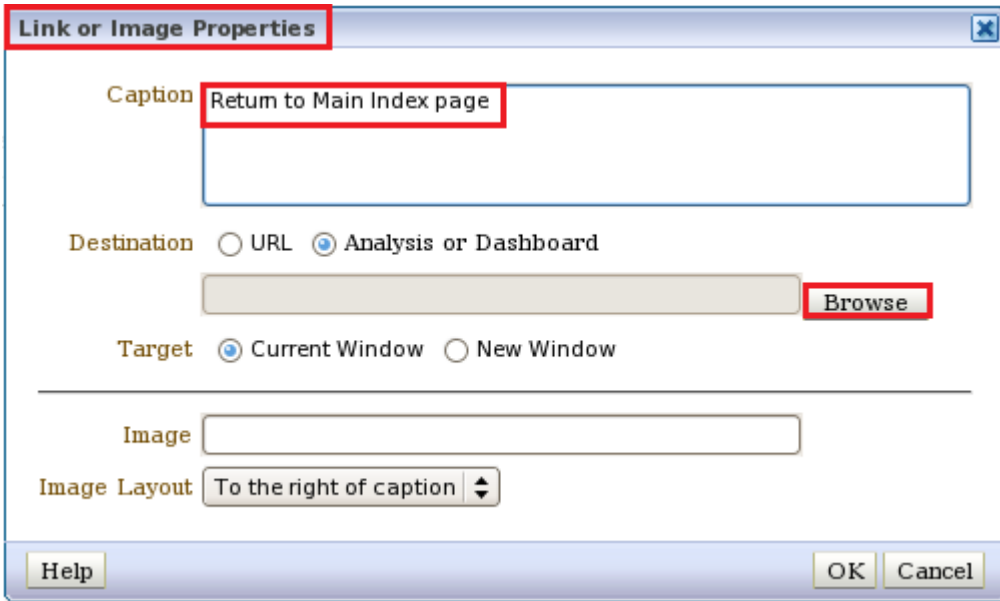
Click→Ok.

ix) Now Click→Properties of Link or Image dashboard object.

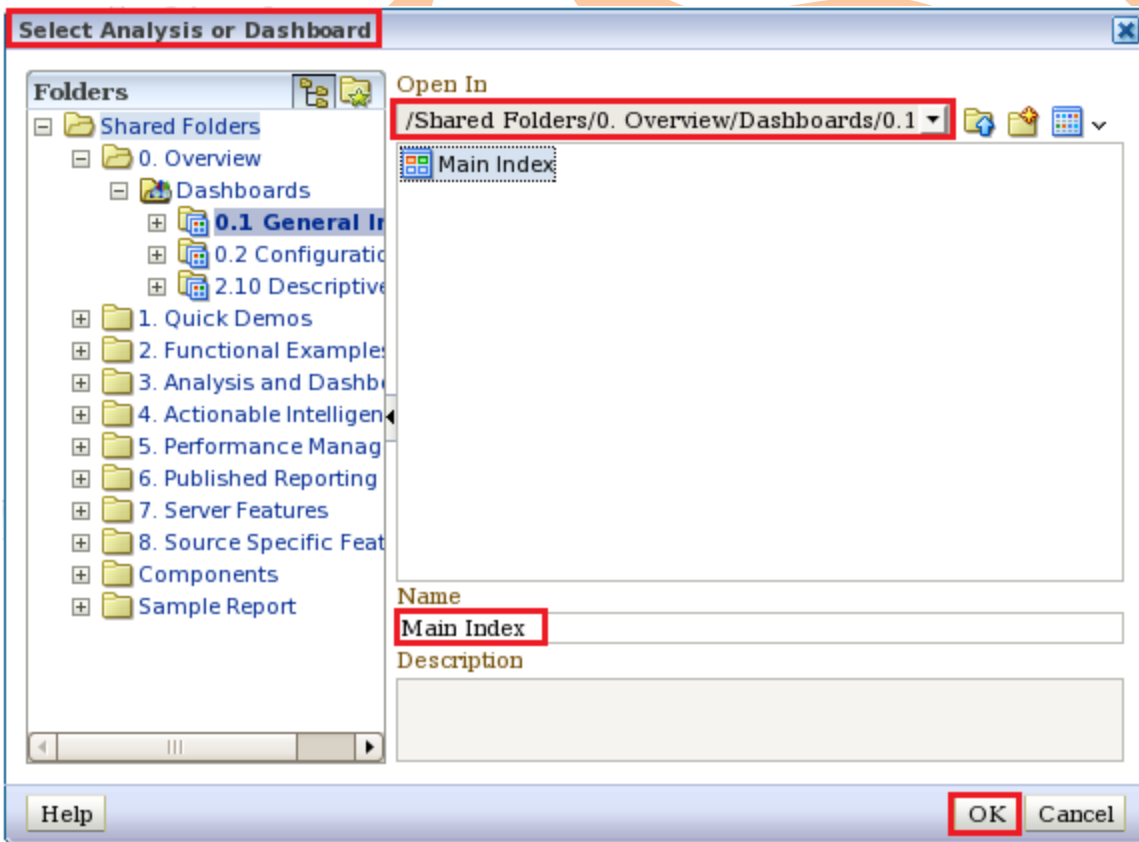


After Click→Properties of Link or Image, the link or image property window will display. Here we write in Caption→Return to Main Index, In Destination Click→Analysis or Dashboard radio button then Click→Browse.



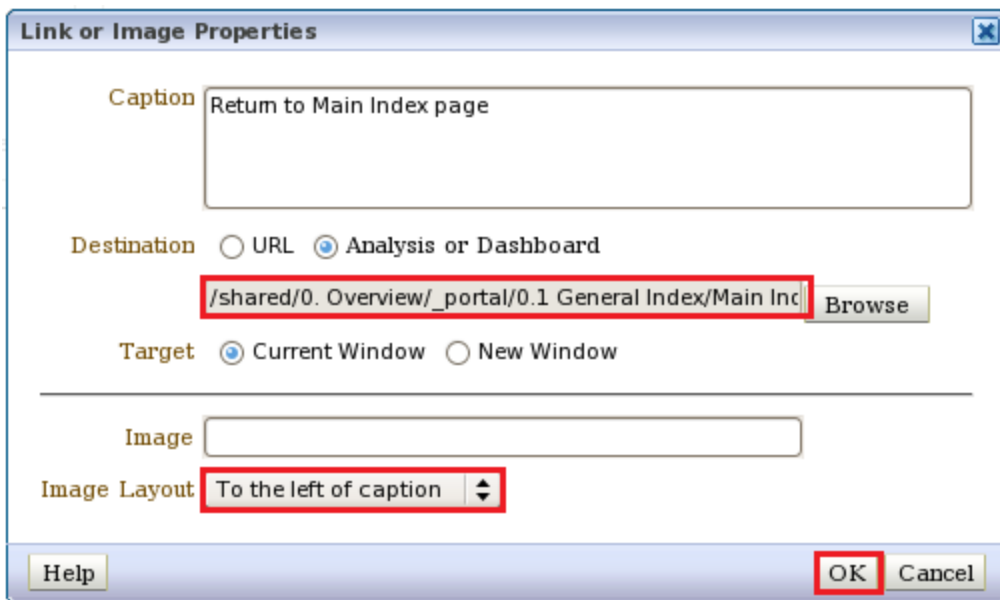


After Click→Browse the Select Analysis or Dashboard window will display, here we Select→Main Index from the location:/Shared Folders/0.Overview/Dashboards/\_Portal/0.1 General Index/Main Index.



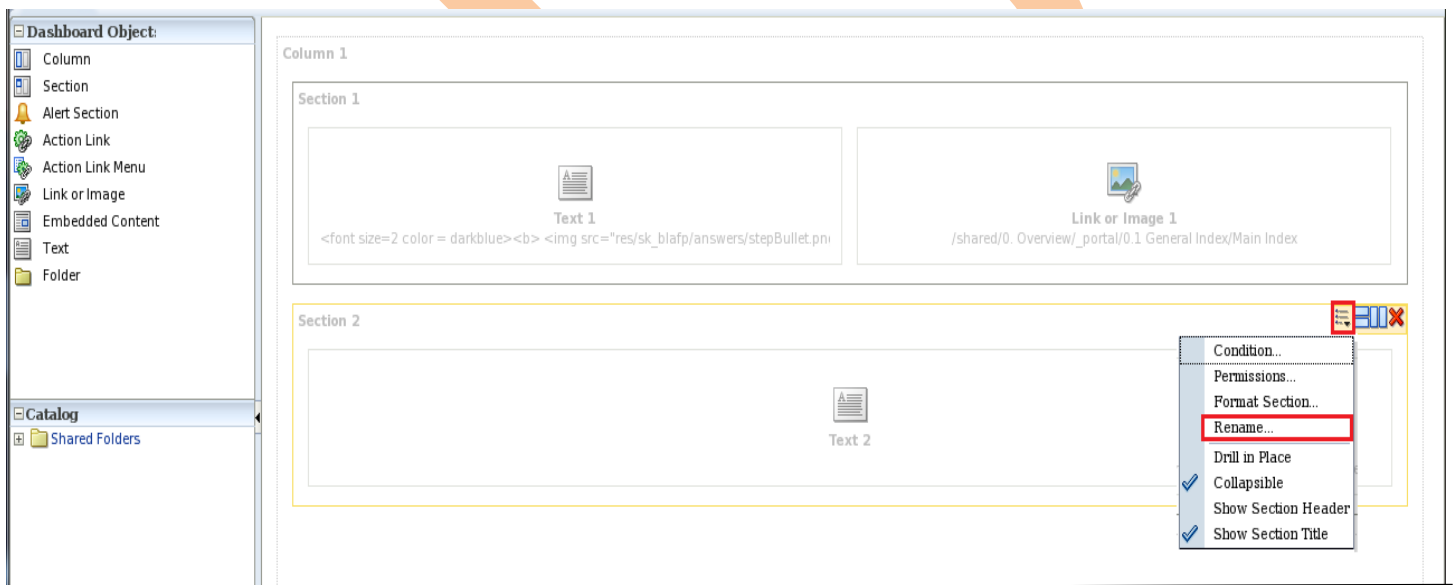
Click→Ok.


After Click→Ok we see the location of Main Index , Target→Current Window , Image Layout→To the left of caption.

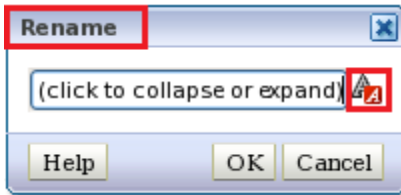



Click→Ok.

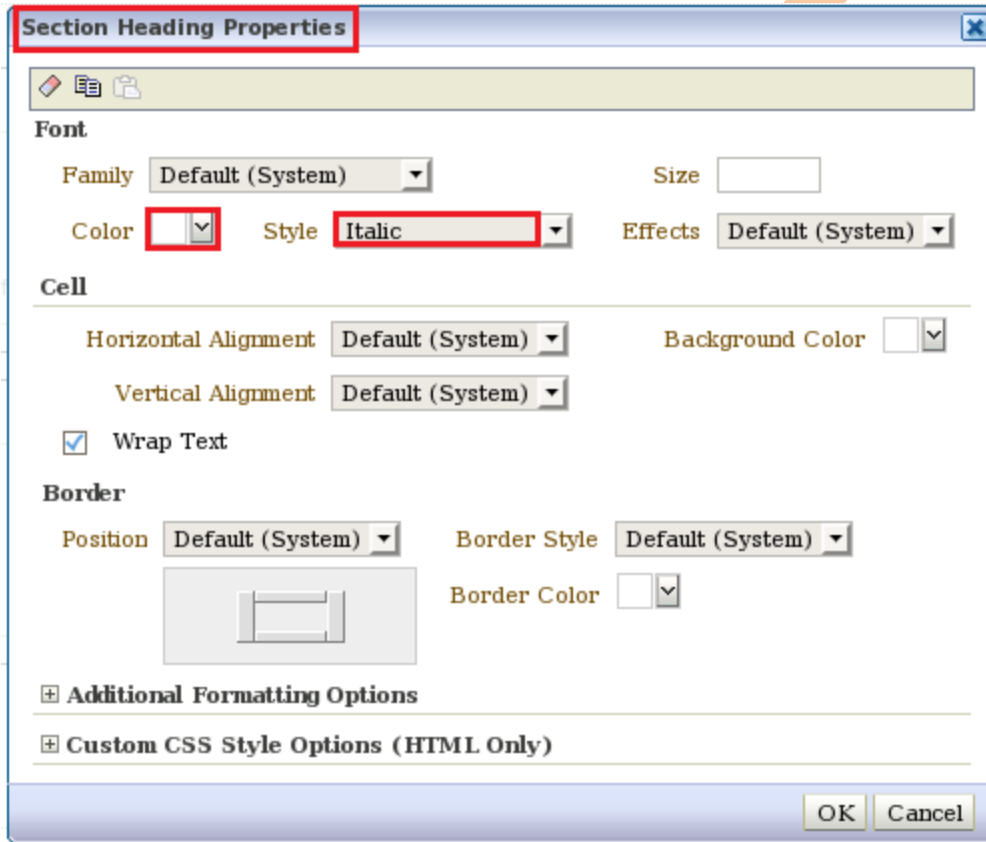
x) Click Section 2 properties and Select→Rename.



The rename window will display, here we write the name as Page Information(Click to collapse or expand) and Click→ Edit section heading properties.



After Click→ Edit section heading properties ,the Section Heading Properties window will display. here we set it's related properties like Style→Italic and Click→Colour drop down list.

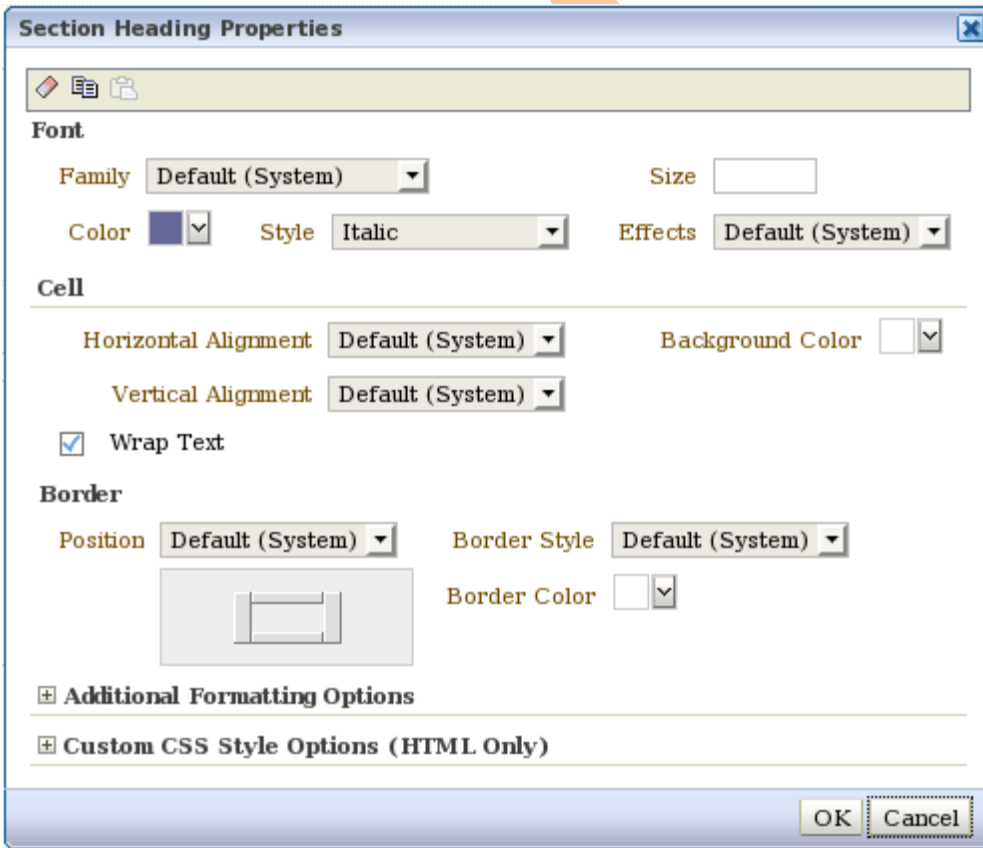


After Click→Colour drop down list. the colour selector window will display and here we select a colour.



Click→Ok.

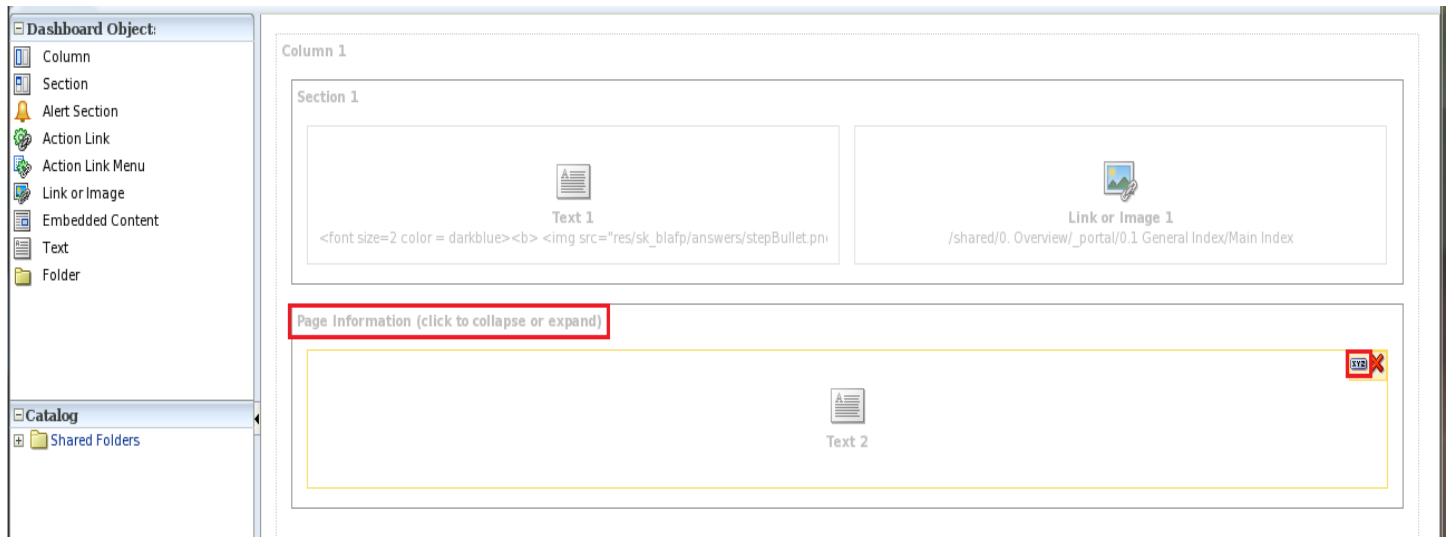
After Click→Ok.



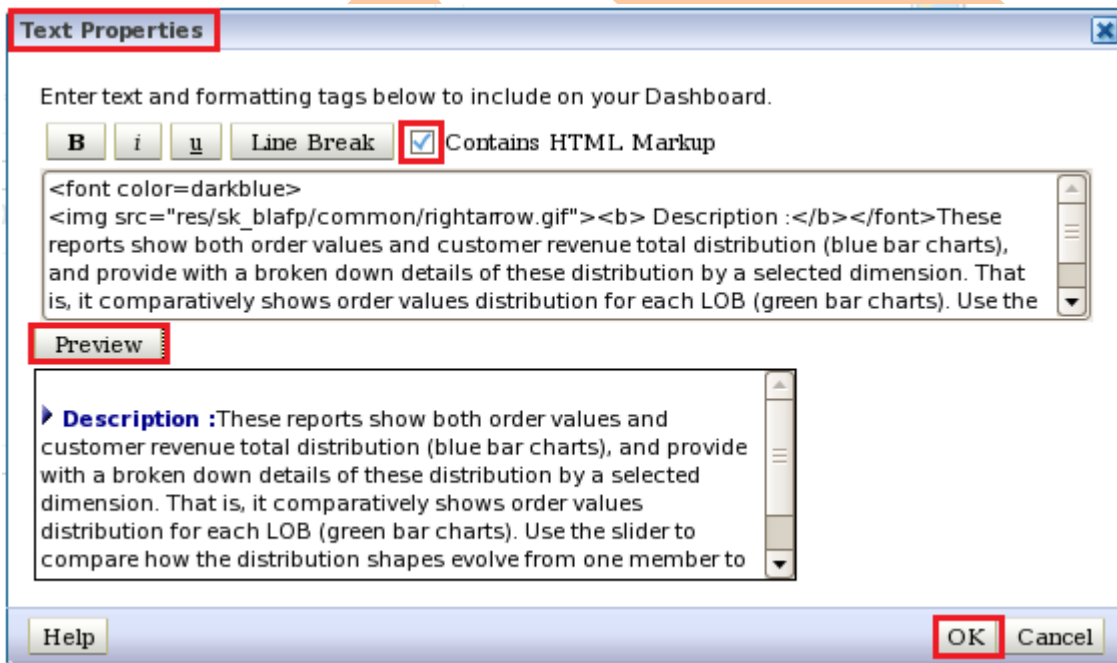
Click→Ok.

Click→Ok

After Click→Ok ,we see the changed section name. Click→Properties of Text.

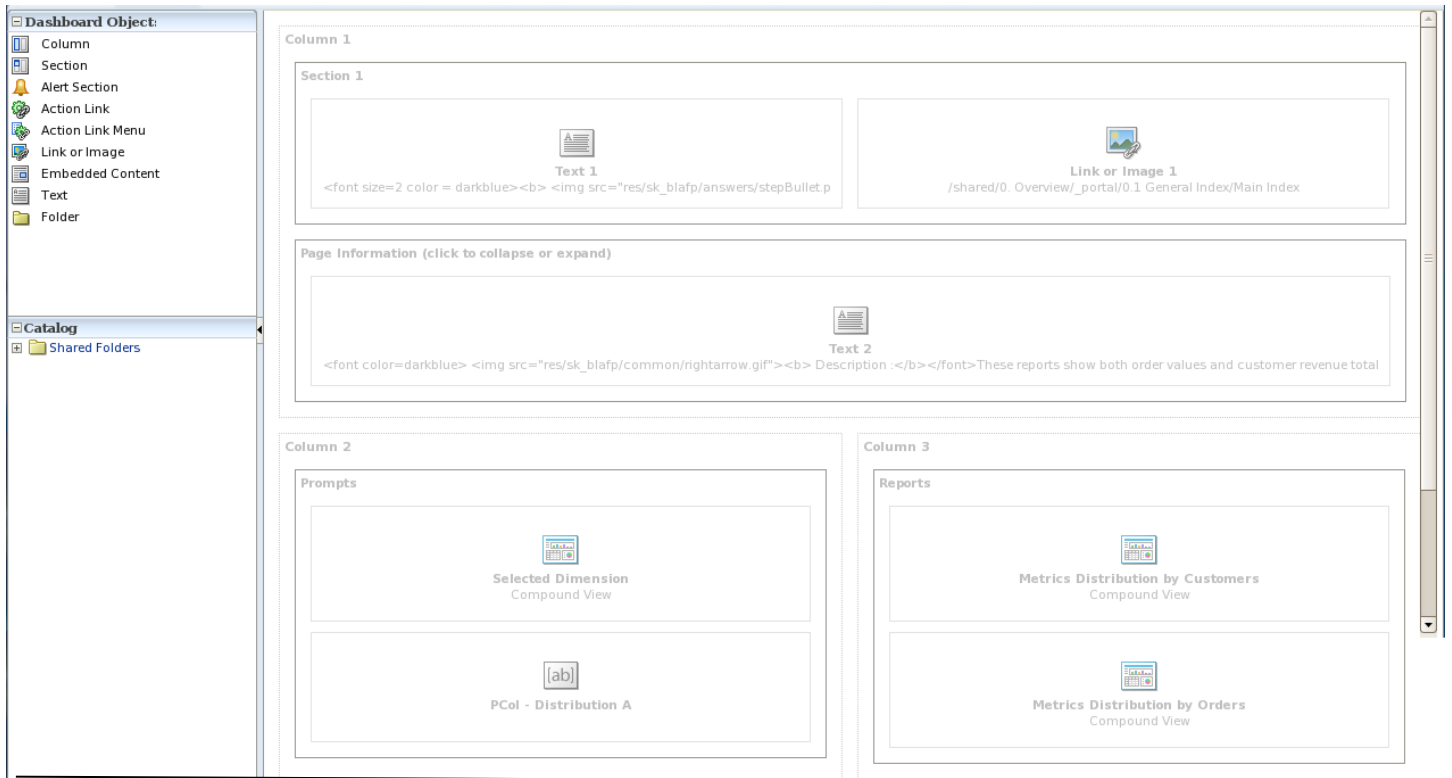


xi) After Click→Properties of Text ,the text property window will display. Here we Check→Contains HTML Markup and In text box we enter text and formatting tags to include on our dashboard and then Click→Preview, to see the effect of text and formatting tags in below box.

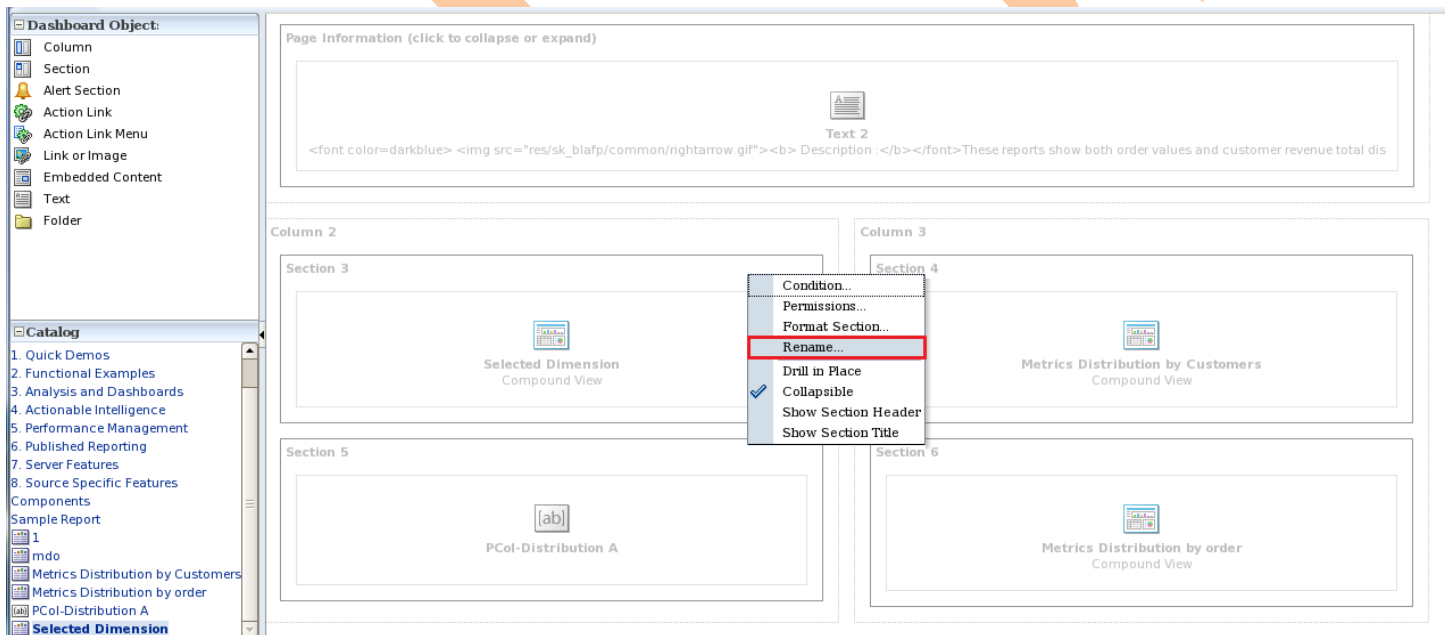


Click→Ok.

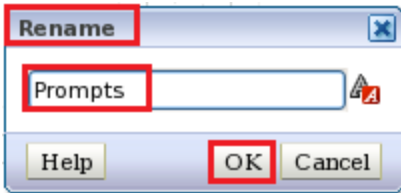
xii)Now , In dashboard page we drag two Columns and two Section dashboard objects from left side dashboard objects pane and drop in to right side pane and we also drag the reports from shared folder left side pane and drop into the right side pane.



xiii) Click Section 3 properties and Select→Rename.

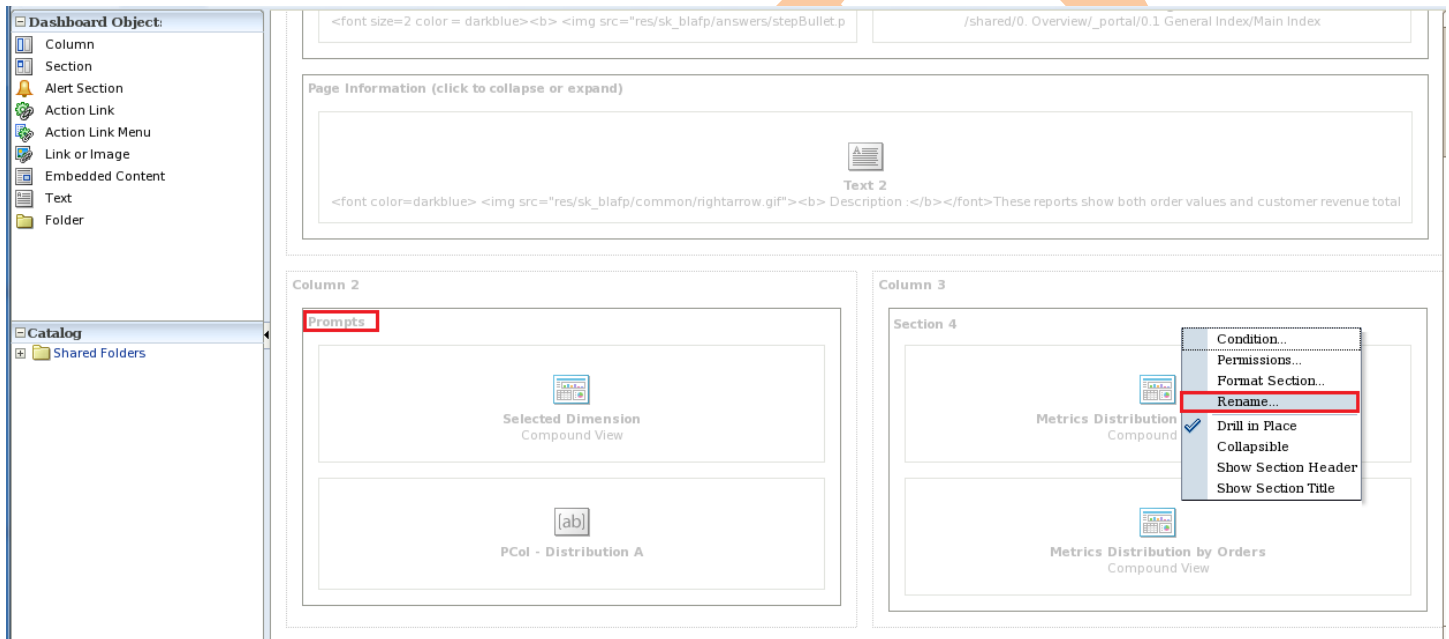


The rename window will display, here we write the name as Page Prompts.

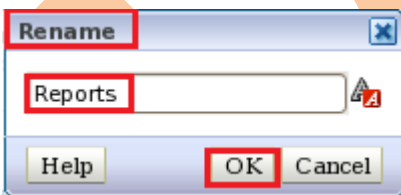


Click→Ok.

xiv) Click Section 3 properties and Select→Rename.

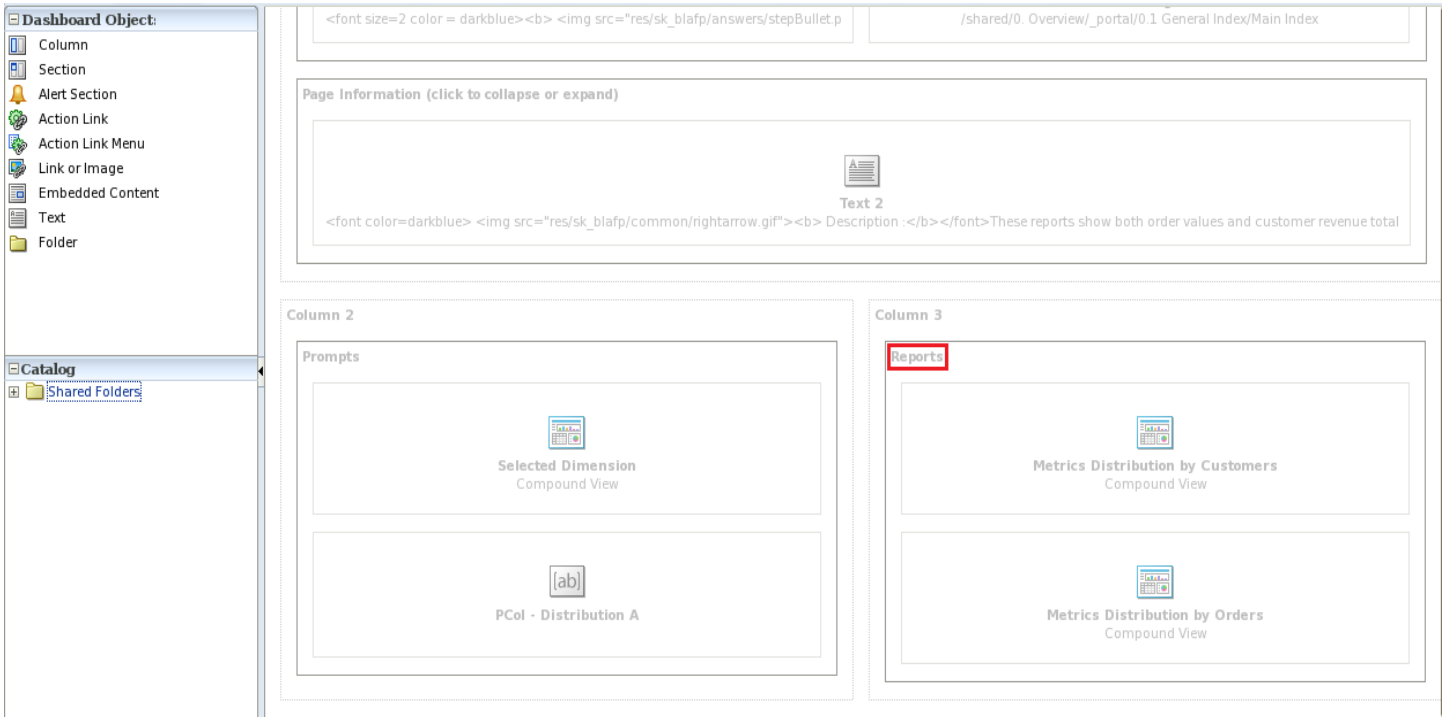


The rename window will display, here we write the name as Page Reports.

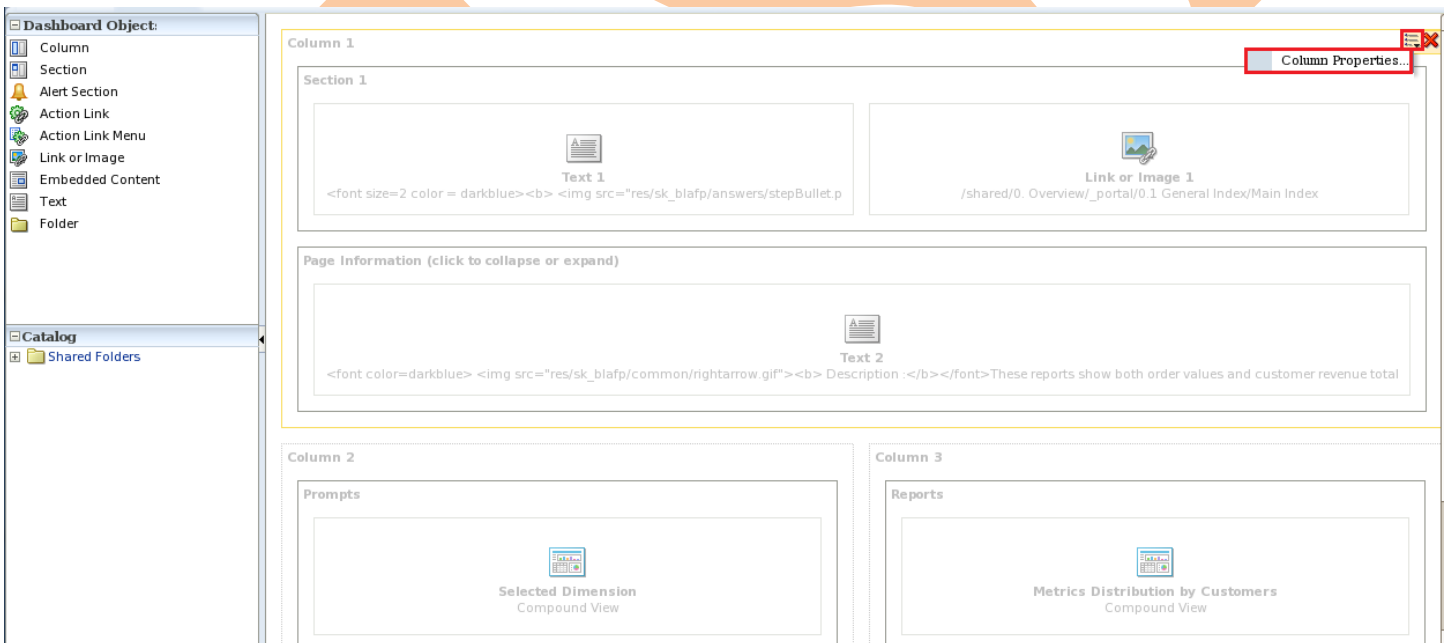


Click→Ok.

xv) We see the changed section name.

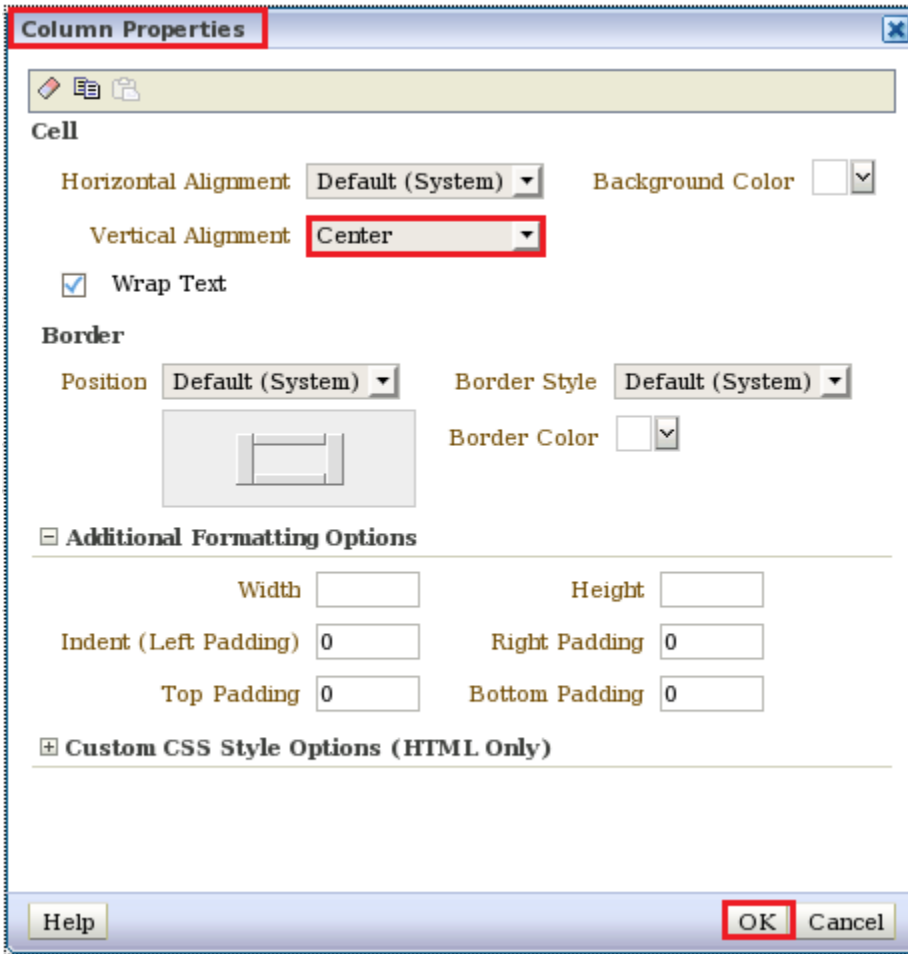


xvi) Click → Column Properties in Column 1.



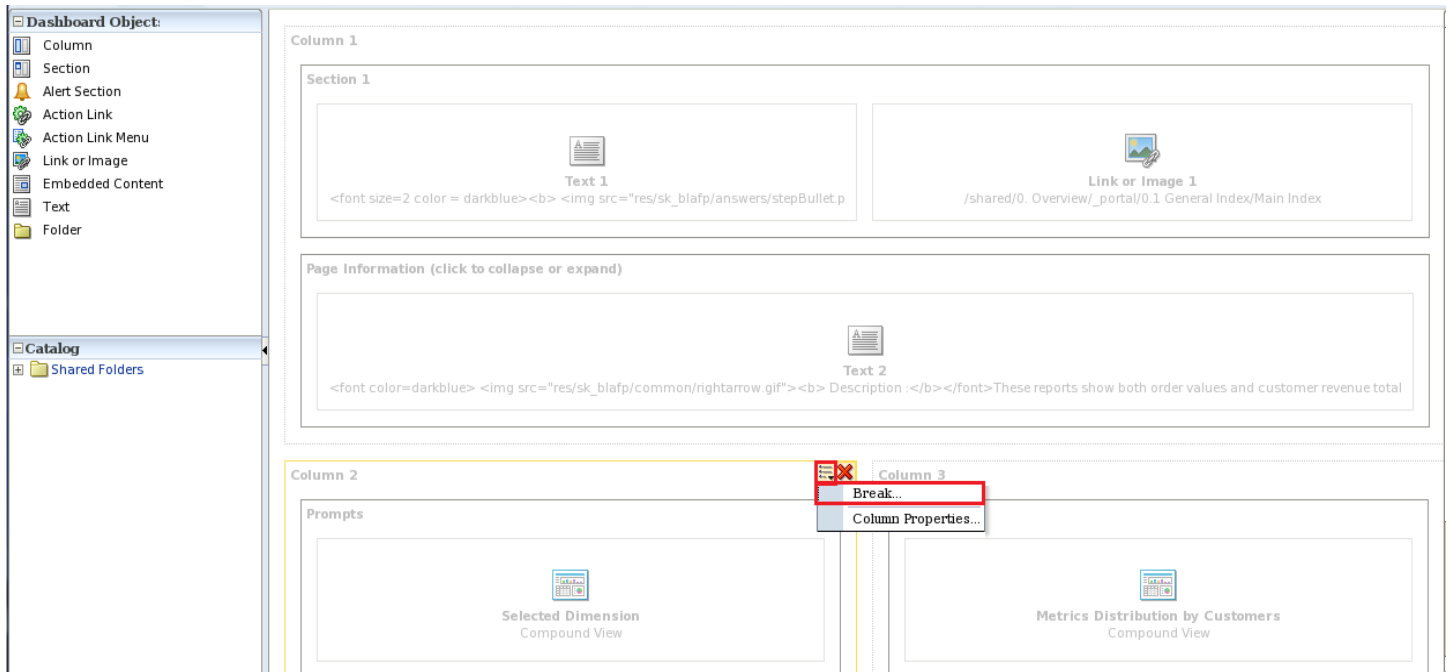
After Click → Column Properties in Column 1. The Column Properties window will display, here we set the properties like Vertical Alignment → Center, Indent (Left Padding) → 0, Right Padding → 0, Top Padding → 0, Bottom Padding → 0.



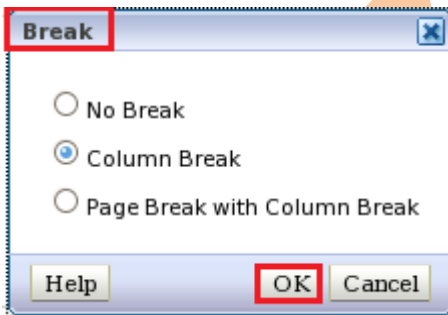


Click→Ok.

xvii) Click→Break Properties in Column3.

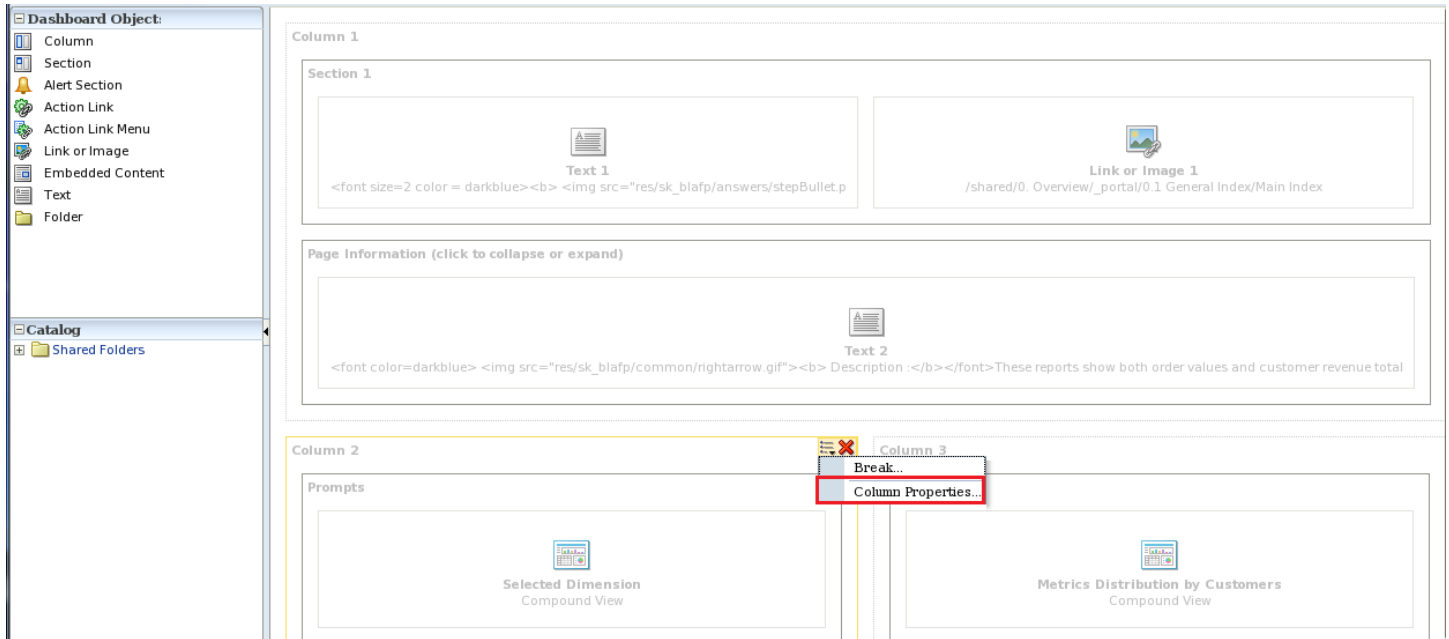


After Click → Break the Break window will display and Select → Column Break .

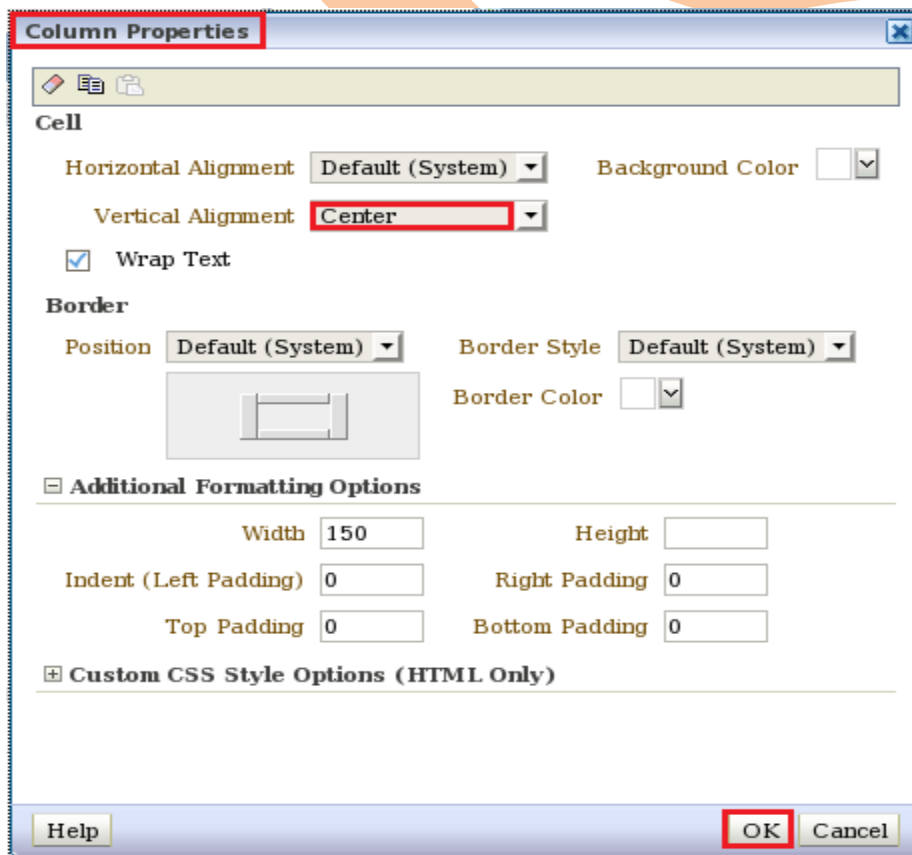


Click → Ok.

xviii) Click → Column Properties in Column3.

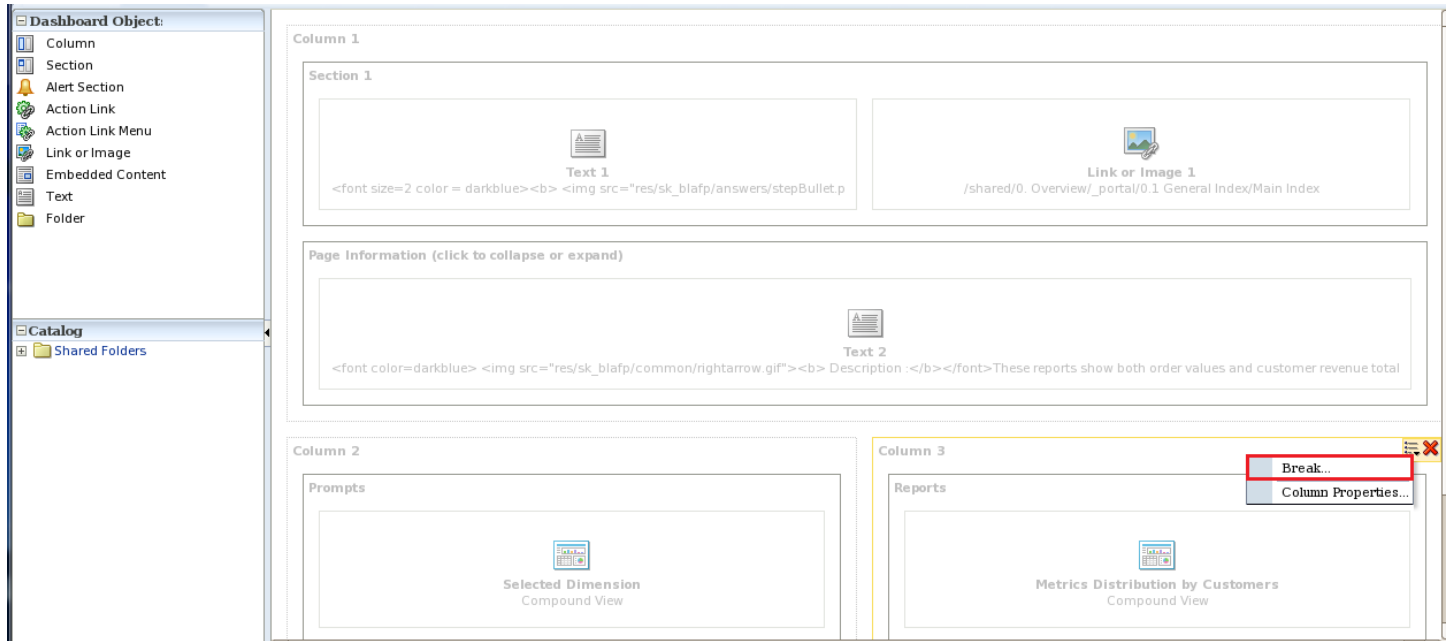


After Click→Column Properties in Column1. The Column Properties window will display , here we set the properties like Vertical Alignment→Center , Width→150 , Indent(Left Padding) →0 , Right Padding →0 , Top Padding →0, Bottom Padding →0.

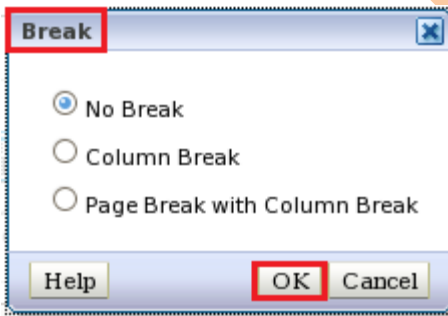


Click→Ok.

xix) Click→Break Properties in Column4.

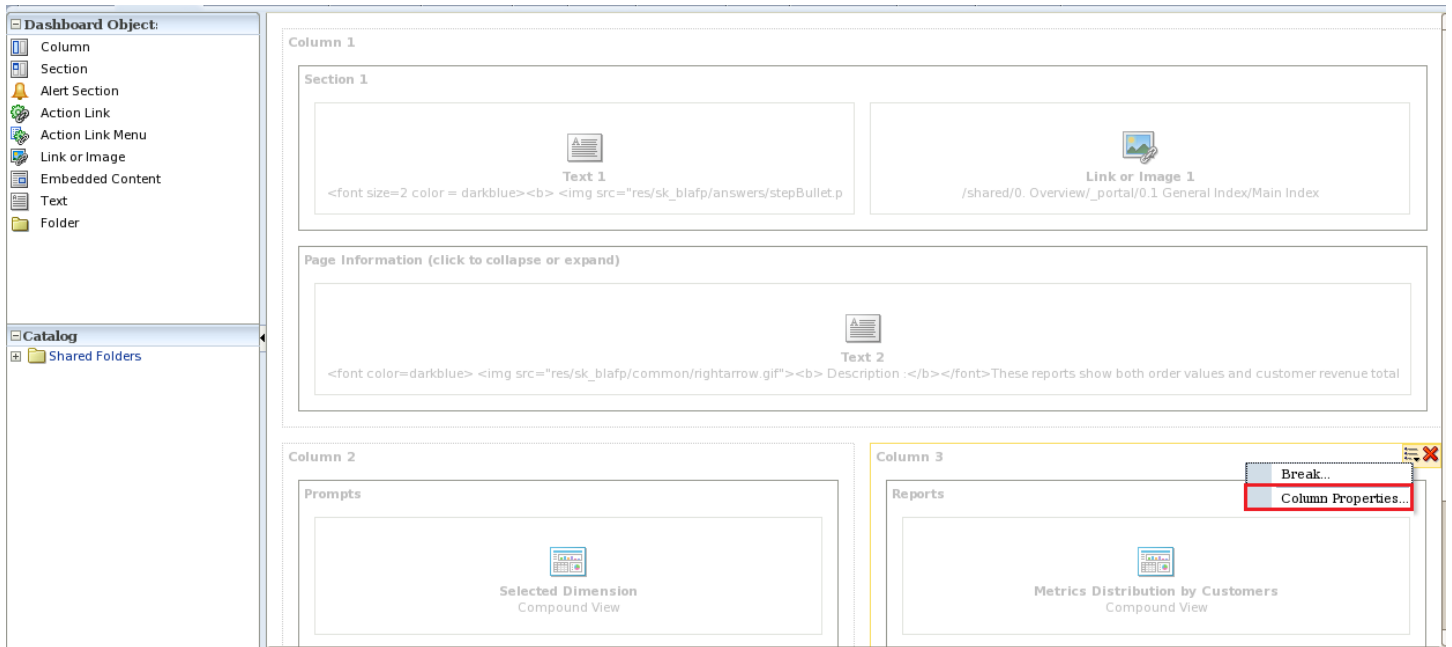


After Click→ Break the Break window will display and Select→No Break .

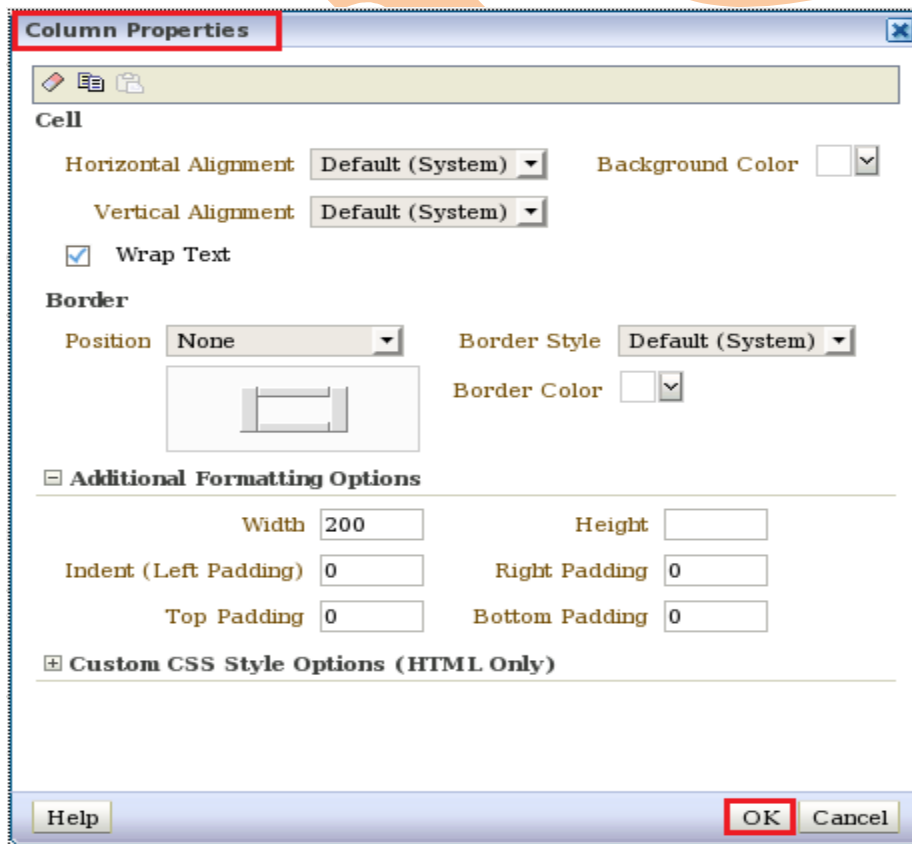


Click→Ok.




xx)Click→Column Properties in Column3.



After Click→Column Properties in Column1. The Column Properties window will display , here we set the properties like Position→None , Width→200 , Indent(Left Padding) →0 , Right Padding →0 , Top Padding →0, Bottom Padding →0.



Click→Ok.

xxi)Click→ Save option and then Click→ Run Run option. After Click→ Run Run we see the resultant complete Distt.II Dashboard.

BISP