

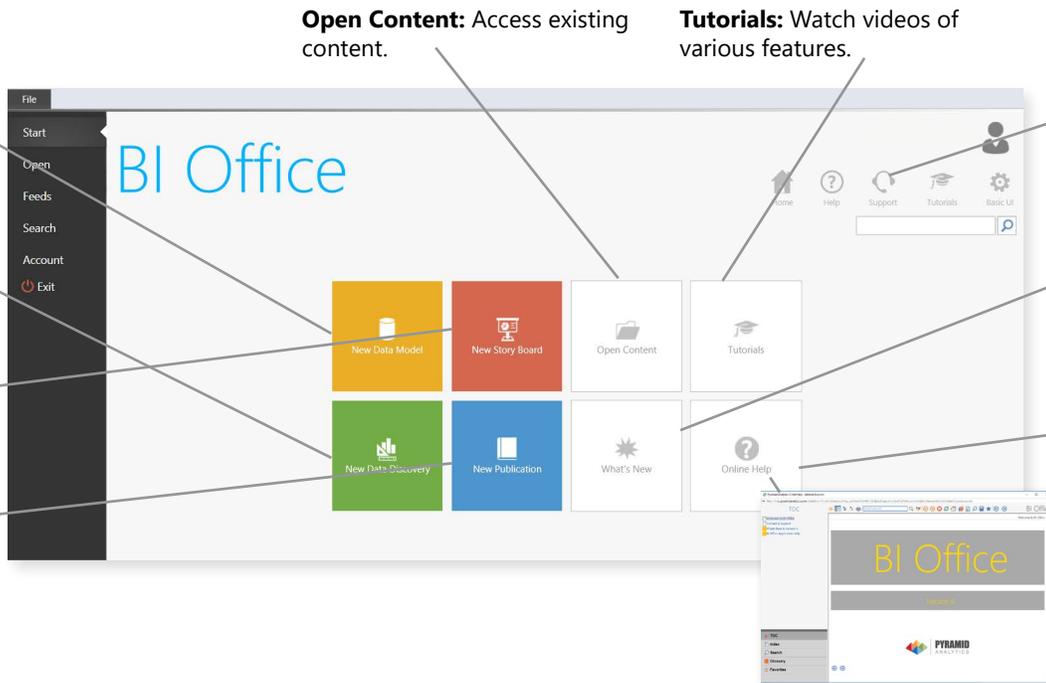
Quick Start Card

BI Office Backstage

The innovative BI Office suite provides a familiar, easy-to-use interface with drag and drop access to rich visuals and dynamic content. Charts, grids, maps, filters, and calculations created within the suite can be easily shared with others in the organization. This quick start card provides users with the basics on how to get started with BI Office.

Start

- Build a new **Data Model** to bring data together.
- Explore in **Data Discovery** to conduct advanced analytics.
- Build a new **Story Board** to communicate analytics.
- Build a new **Publication** and securely share stories.



Open Content: Access existing content.

Tutorials: Watch videos of various features.

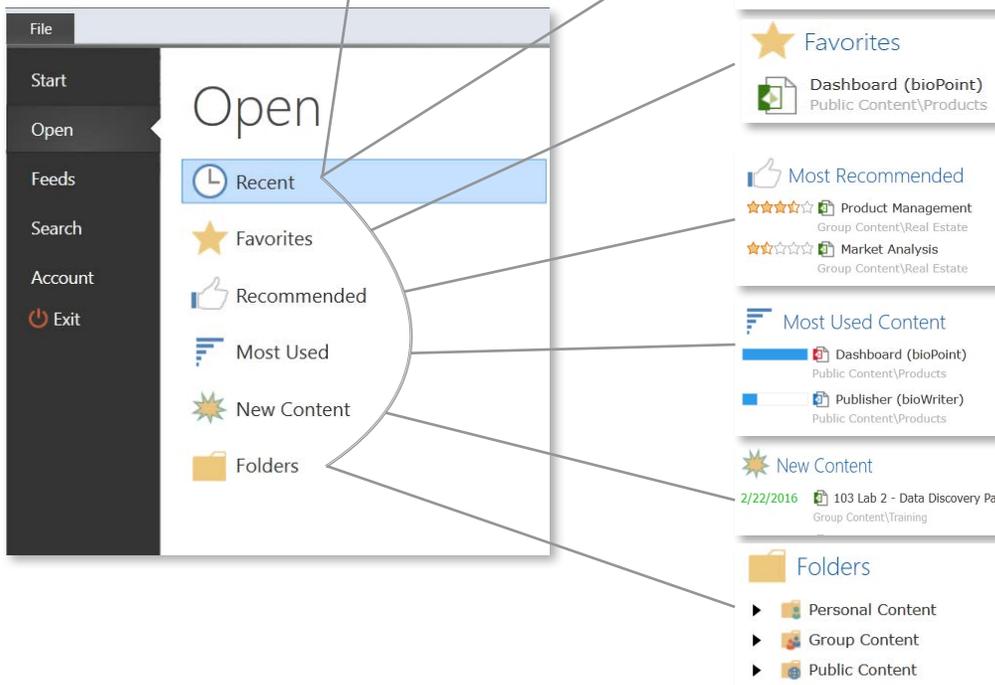
Support: Send an email to Pyramid support.

What's New: Find out about new features and functionality.

Online Help: Locate and read about features and functionality.

Open

Double-click any object to **Open**.



Quickly access **Recently** used content.

Locate items that have been pinned as **Favorites**.

Find content that is **Most Recommended** by ratings.

Discover content **Most Used** by others.

Find **New Content** that has been created.

Explore content in Personal, Group, or Public **Folders**.

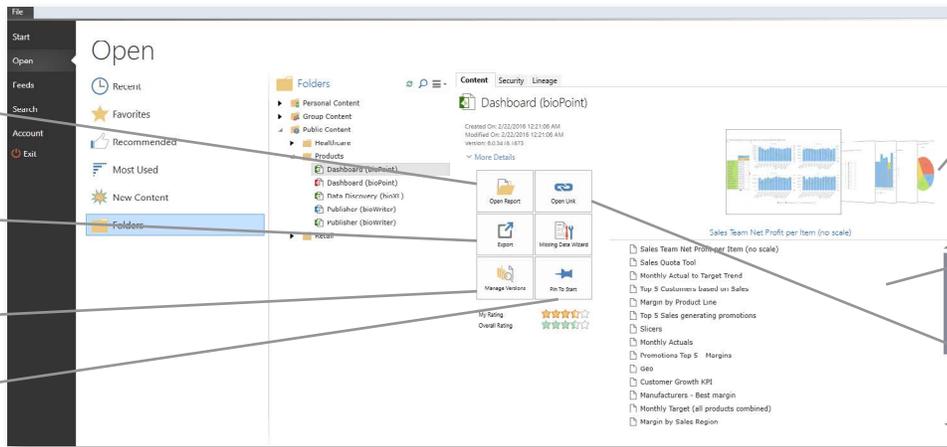
Folders

Open a report.

Manage Versions of content, including modified by date or delete.

Rate content.

Pin books to see them in Favorites.



Preview content before opening it.

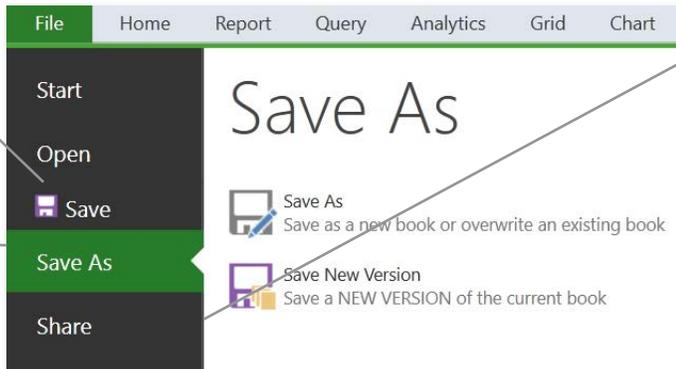
See how many **reports** or **slides** are available in the Data Discovery or Story Board client.

Open a Link to quickly share content.

Sharing and Saving

Save in progress work.

Use **Save As** to save a new version of the book being worked on or to create or overwrite an existing book.



From the **Share** tab **Print**, **Export**, or **Email** a link to share the content.

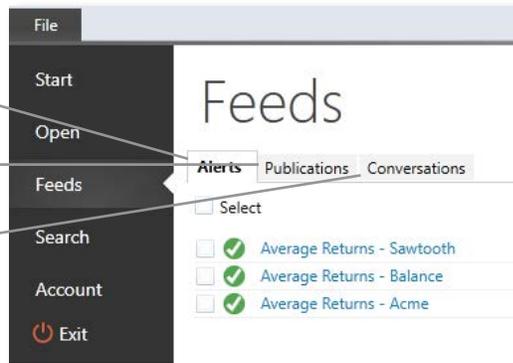


Feeds

The **Alerts** tab features queued Publication alerts.

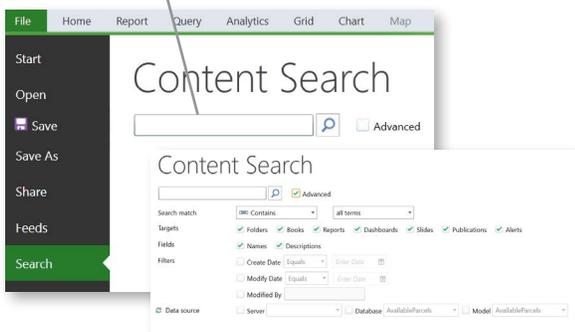
On the **Publications** tab see the published reports such as PDFs, PowerPoints, Word documents, etc.

See a list of conversation threads on the **Conversations** tab.



Search

Search for Content using either basic or **Advanced** Search criteria.



Account

Modify **User Options** in **Account** to change items such as theme colors.

