

# Collaborate in BI Office

In BI Office users can **Collaborate** and discuss content and then tie that discussion to specific data elements within reports. Conversations can flow from Data Discovery to Story Board then all the way to the Backstage making discussions efficient and effective.

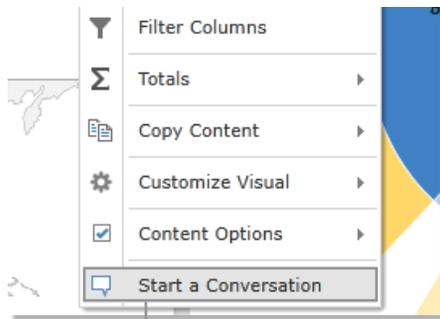
## ► Add Comments

To add a **new conversation** to a Story Board page, select the green **plus** sign.

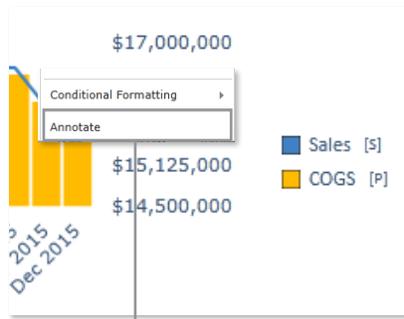


Enter any **subject** and **comment** that will feed conversation for the page.

Add **users** or **groups** to the thread, and add **tags** if desired.



To add a comment to a specific **component** of the page or report, right click the element and select **Start a Conversation**.



Tie a comment directly to a **dimension** item by right clicking on a measure component in a report and choose **Annotate**.

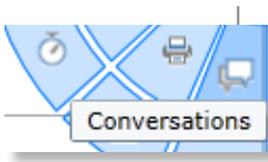
Add a **print output document**, **screenshot**, **file**, or **audio file** to the conversation to add further context.

Product	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5
Touring-3000 Yellow, 44	\$20,536,440	\$14,951,693	4,048	19.5%	
Touring-2000 Blue, 60	\$19,587,804	\$15,699,880	3,944	19%	
Touring-1000 Yellow, 60	\$18,949,085	\$14,250,960	4,363	21%	
Touring-3000 Yellow, 58	\$18,878,208	\$15,282,754	4,170	20.1%	
Touring-1000 Blue, 60	\$17,016,731	\$12,129,329	4,221	20.3%	

To leave a comment on a **cell**, right click a cell and choose **Annotate**.

## ► Navigate Comments

Open the **Conversations Panel** by hovering over the Pyramid icon. Select the **Conversations** icon.



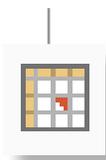
Selecting the **Page Number** icon only shows comments associated with a specific **Page** in the Story Board.



Selecting the **Grid** icon only shows comments associated with specific reports or components within a Story Board page.



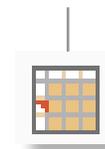
Selecting the **Open Cell Grid** icon only shows comments tied to specific cells within a given report.



Selecting the **World** icon enables users to view **All** comments for the Story Board.

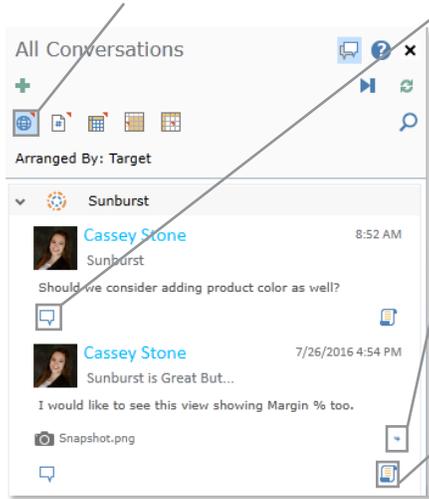


Selecting the **Highlighted Cell Grid** icon only shows comments tied to dimension items or measures within the reports on a Story Board page.



## Browse Comment Options

To view all comments, click on the **world icon** and expand out the desired conversation. Conversations are linked to certain **content** in the Story Board.



To see the specific content comments are related to, click on the **View Comment icon**.

Click the **Open Arrow** to open any attachments in comments like screenshots, to gather further **context** from the conversation.

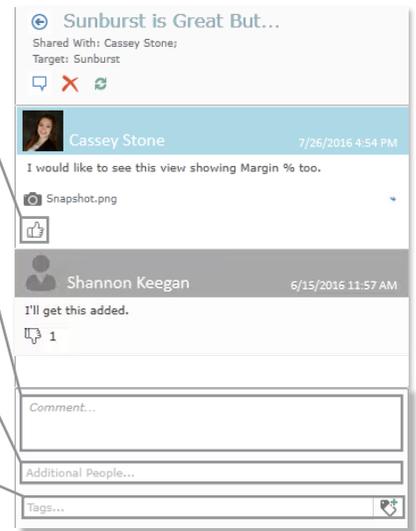
To see the entire conversation, click on the **Full Conversation icon**.

Choose to give comments a **thumbs up** or **down**.

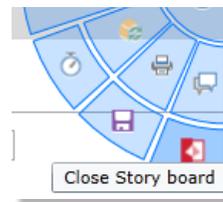
Add a **reply** in the comment box

Add additional **people** to the conversation.

Add **tags** to make the conversation searchable.

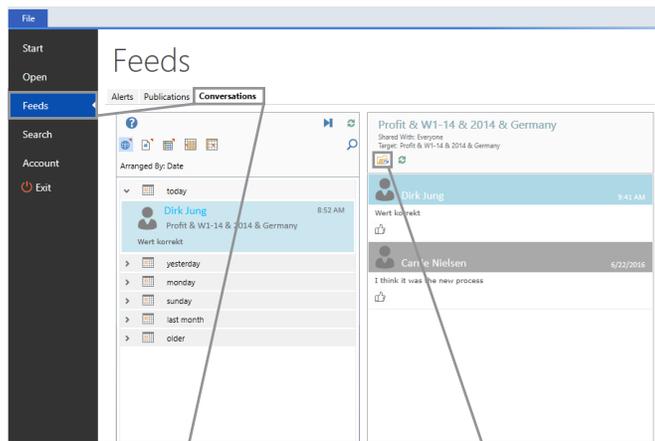


See a **Red Triangle** indicator showing which content have comments tied to them. Hover over the triangle to see the **comments** appear.



View all combined comments from all content from the **BI Office Backstage** Start tab. Close the Dashboard by hovering over the Pyramid wheel and clicking the **Close Story board icon**.

## View Comments from the Backstage



To see all conversations in one place, click on the **Feeds** tab then navigate to the **Conversations** tab.

To view the content that the comments are tied to, click on the **Folder icon** to open the corresponding Dashboard.



Click on the **Conversations** button to see the most recent conversations.

