

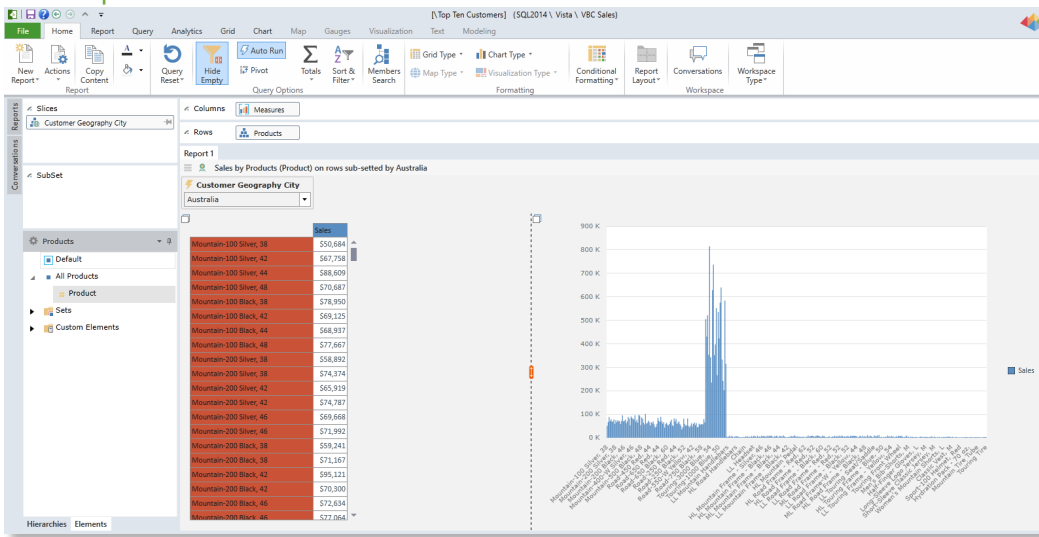
# Quick Start Card

# BI Office Dynamic Sets

BI Office **Dynamic Sets** is a grouping of dimension members with filtering applied that will dynamically change as the query is sliced. Filtering, grouping, and ordering are built at one time to make a set. Anyone can reuse the dynamic set in any reports, calculations, dashboards, or other sets.

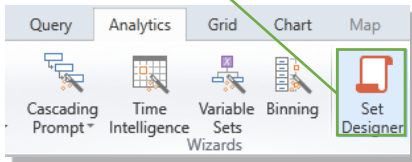
## Open a Report

Open a **Data Discovery** report with at least one hierarchy on Rows and measures on Columns.



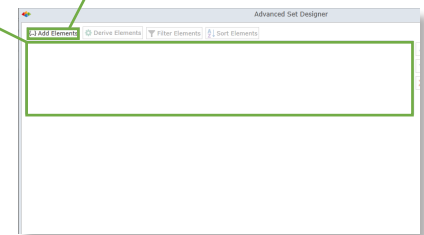
## Create the Set

1 From the **Analytics** tab, click on the **Set Designer** button.

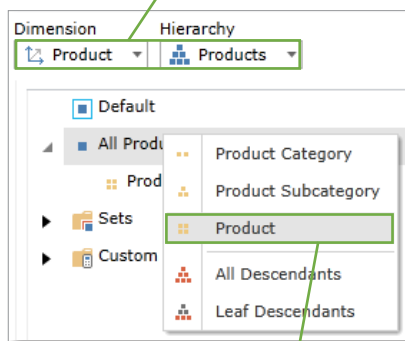


2 Notice the **set definition** window appear. This is where each step is created.

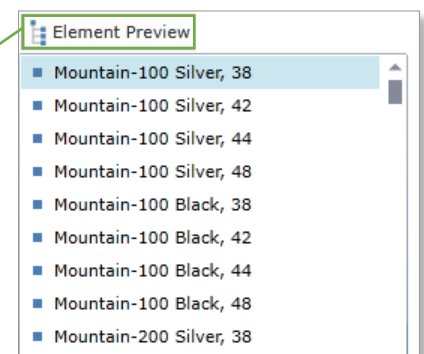
Start by selecting the **{...} Add Elements** button.



3 Select the correlated **Dimension** and **Hierarchy**.

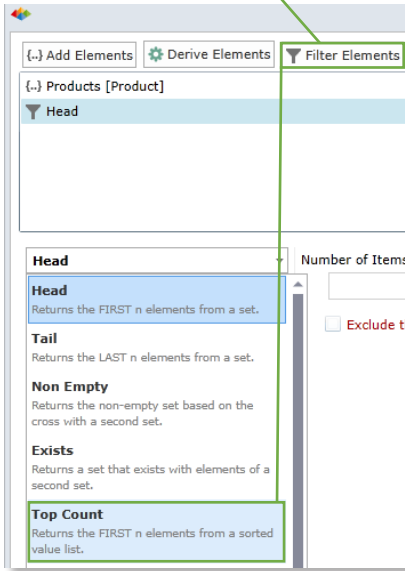


4 Click **Element Preview** to view all of the elements available in the selected dimension.

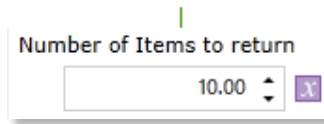


Right click on the **Hierarchy** and choose the lowest **level**.

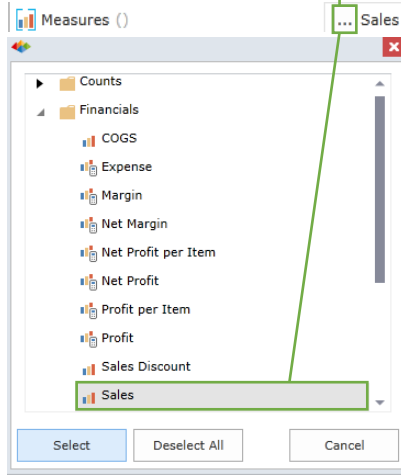
To get just the top elements, select **Filter Elements**, then choose to use a **Top Count** filter.



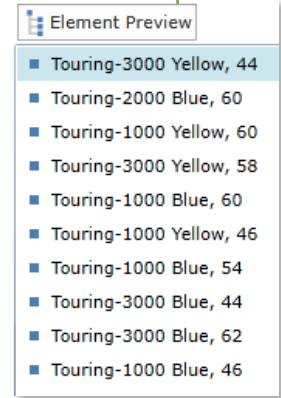
Set the **Number of Items to return** to the desired number.



Set the filter based on a preferred measure by clicking the **ellipse** button.

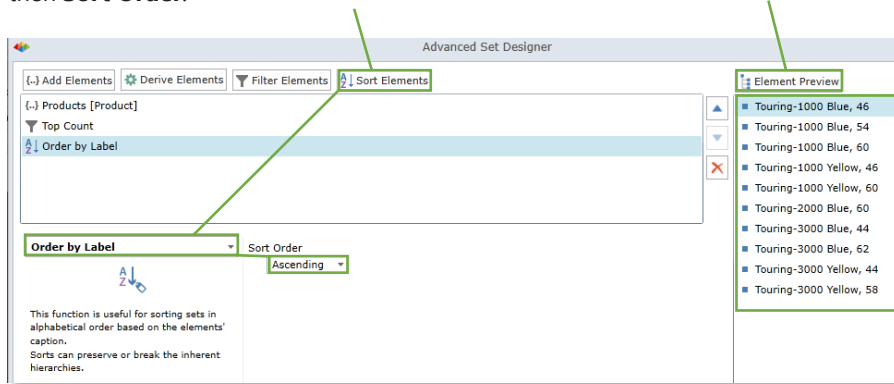


Select **Element Preview** again, notice that just the top amount selected elements appear.

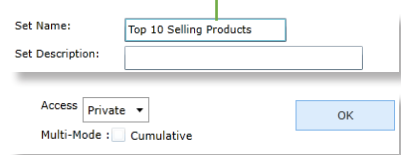


Add a custom order step by clicking on the **Sort Elements** button, **Order by Label**, then **Sort Order**.

Click **Element Preview** to see the list.



**Name** the set and choose to either share it **publicly** or to a **personal** folder. Click **OK**.



## Test the Set

Navigate to the **Elements** pane, expand out the correlated **folder**, click the new **set**, then run the **query**. See the query update.

