BI Office Data Discovery

BI Office **Data Discovery** assists users as they create reports and run ad hoc analysis. Through a point-and-click calculation designer, customizable variables, advanced query tools, and shared business logic, Data Discovery empowers every user in an enterprise with the freedom to unleash accurate and advanced analytics.
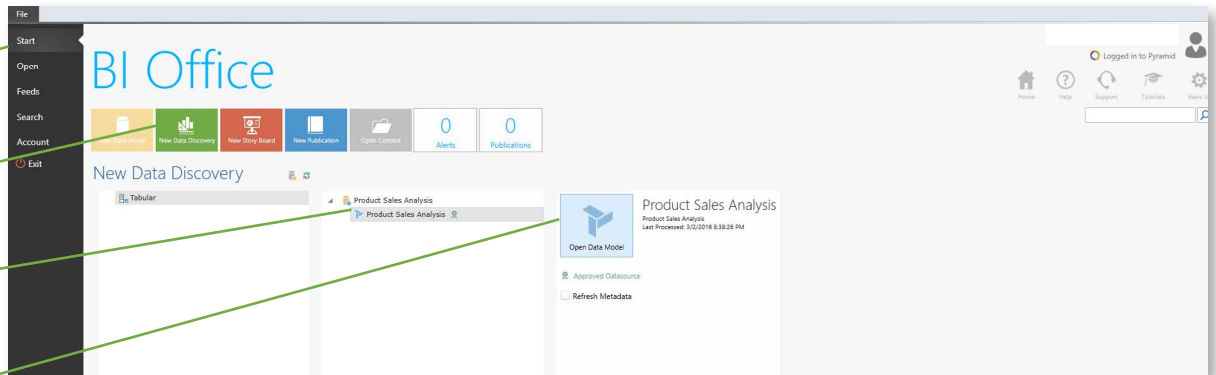
▶ New Data Discovery

Click **Start** from the Backstage in the main client.

Press **New Data Discovery**.

Select the server or database.

Open Data Model: The data to be analyzed in BI Office.

▶ Important Panels
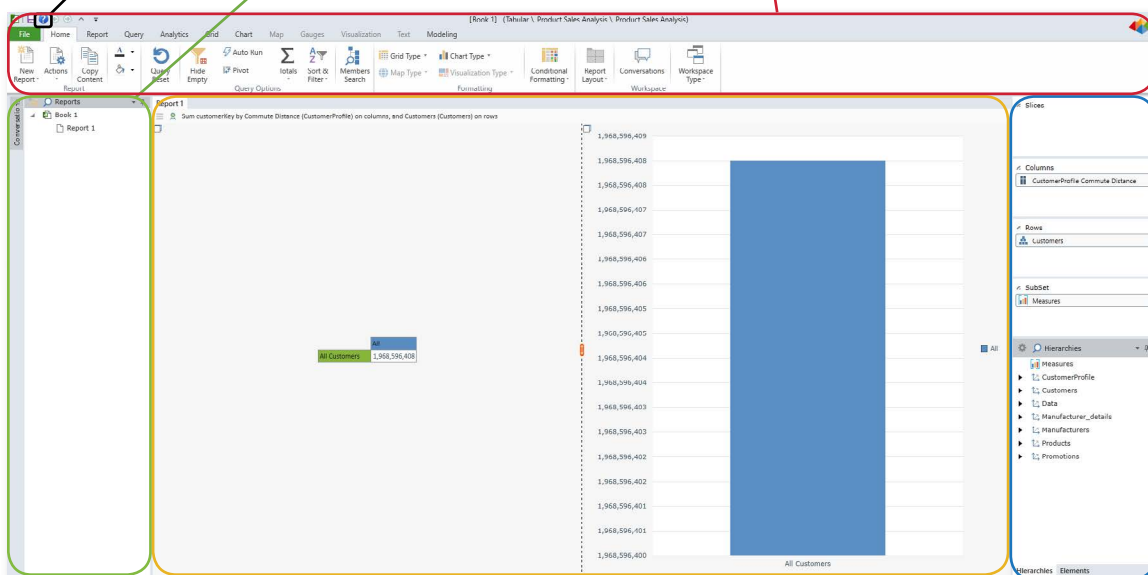
Locate **Help** documents.

Reports: Create, save, and rename reports.

Ribbon: Features, tools, and commands to create a report.

Selection Panel: Interactive set of containers or zones that allow users to build a query by adding and arranging different hierarchies - **Slices, Columns, Rows,** and **SubSets**.

Hierarchies and Elements: Hierarchies allow users to browse the data model while Elements display the members. Drag and drop hierarchies between Slices, Columns, Rows, and SubSets.

Report Panels: Display grids, charts, maps, and KPIs based on criteria in the Selection Panel.

PYRAMID ANALYTICS

Data Navigation
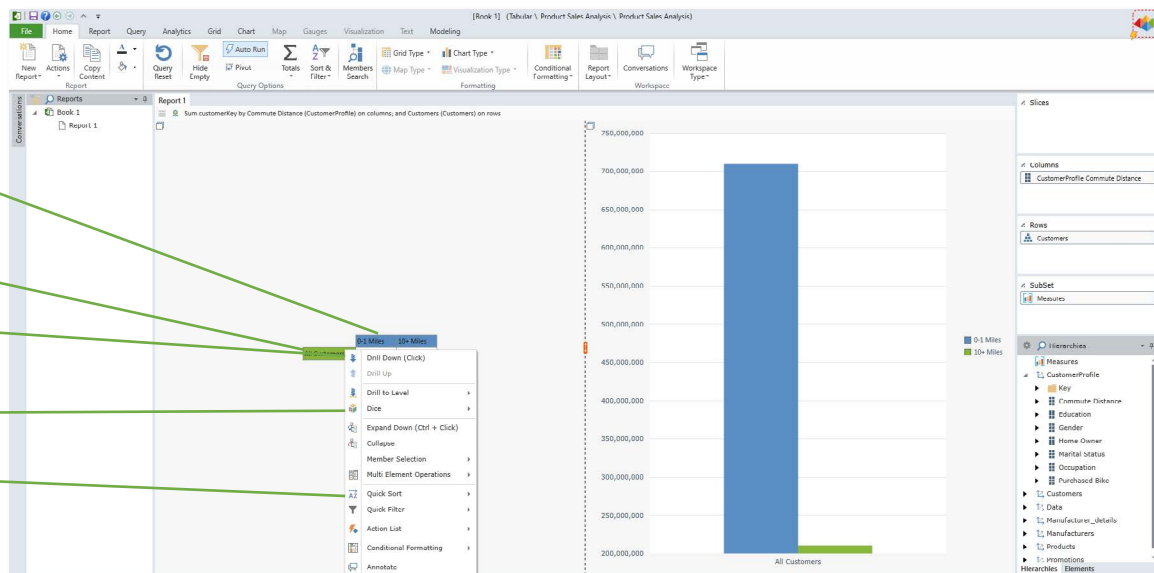

Explore and navigate the entire data model.

Interact: Right click on a member to access menu options.
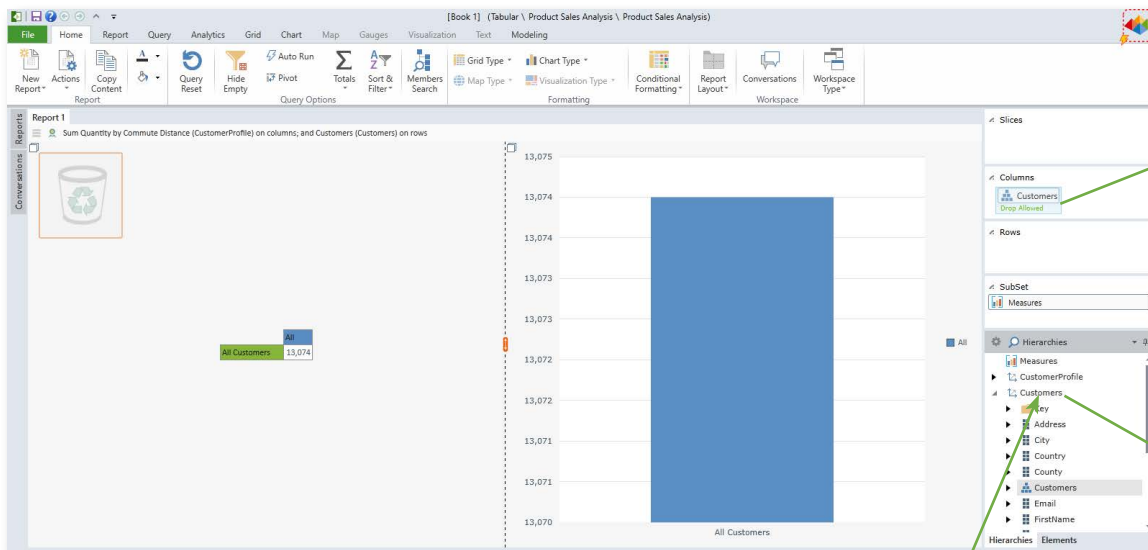
Left click to **drill down**.

Drill down to a specific **Level**.

Dice to drill down into data.
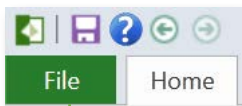
Sort rows or columns based on criteria.

Query Setup

To **execute** a **query,** press **F2** or the Pyramid icon in the upper right corner.

Drag and drop hierarchies onto columns and rows.

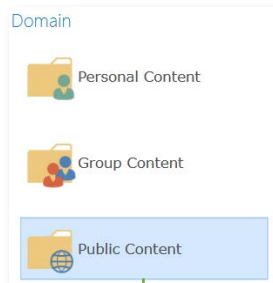**Display:** Add hierarchies to Rows and Columns to display in the Report Panel.
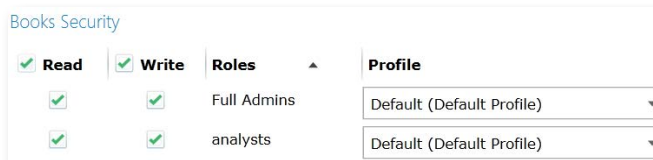
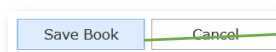**Right click** on hierarcy to display members.

Saving a View

Content that has been created can be **saved** to the server as either private or public.

Domain

Personal Content

Group Content

Public Content

Select destination folder.

Books Security

Read	Write	Roles	Profile
✓	✓	Full Admins	Default (Default Profile)
✓	✓	analysts	Default (Default Profile)

Determine **Books Security** for group or public content.

Save Book   Cancel

Provide name and **Save Book**.