

Quick Start Card BI Office Phone

BI Office Mobile provides instant access to data and business information. It is accessible through tablets, phablets, and phones for Android, Windows, and iOS devices.

▶ Login and Navigate



Log into the BI Office app.



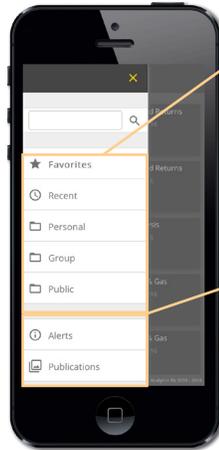
Use regular credentials to log in. Obtain **domain** and **server URL** from BI Office admin. Adjust **settings** as needed.

The **Device ID** is logged by BI Office for each specific device. This allows Amins to manage **Mobile** access.

Tap **Ok**, then **login**.

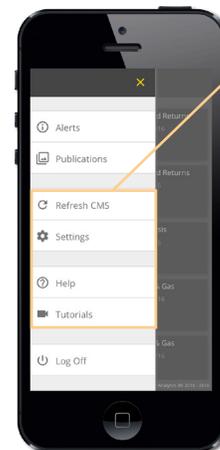


Once logged in, see available content. Navigate to the **Content Management System** by tapping on the menu bottom.

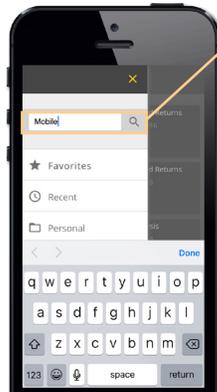


Just as in the full client, there are options to explore content from **Favorites, Recent, Personal, Group, and Public** folders.

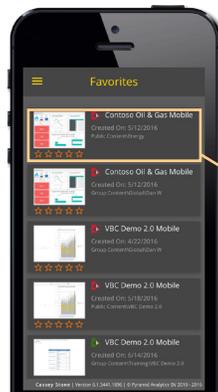
See **Alerts** and **Publications** that have been subscribed to.



Update **Settings** and access online **Help** and **Tutorial** videos. **Refresh** the CMS to see if new content have been added.



Search for content by tapping on the search bar and keying in report titles.



View all **reports** that match the search.

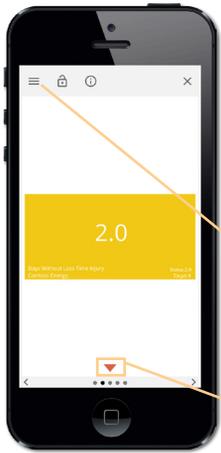
See a **Thumbnail** version of the content, the **Date Created**, the **Folder** location, and the **Rating**.



See thumbnails versions of the **pages** contained in the selected report.

Tap on the desired page to **view** it.

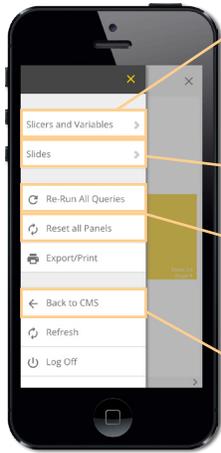
Interact with Content



The phone experience is optimized for a smaller screen, showing only one **panel** of content at a time.

Tap the **menu** at the top to view **interaction** options.

Scroll to see all panel **content**.

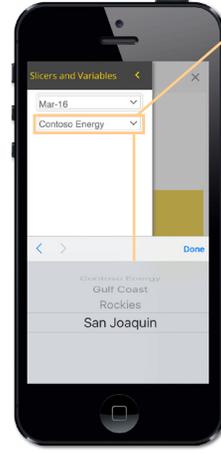


Change **slicers** to filter all the reports in a page in the Story Board.

Navigate to other **slides**.

Re-run or reset all the **Queries** or **Panels** in the Story Board.

To navigate back to the CMS, open the menu and choose **Back to CMS**.

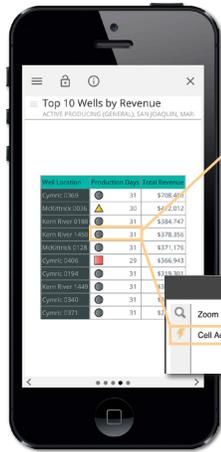


Change the **slicer** to the desired **attribute** and see all reports filter and update.



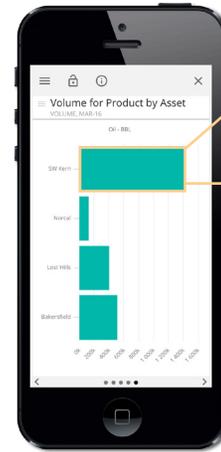
Swipe to the left to view other **reports**.

Notice the **filter** carry throughout all reports.



On **grids**, click a cell value to bring up a **Cell Action List**.

Tap on **Drill-through Action**, to view cell detail.

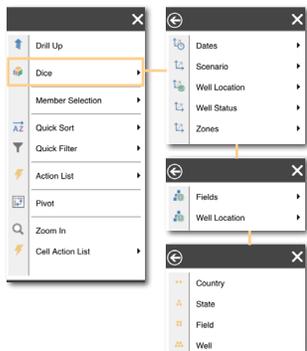


In charts, interact by tapping on a **row** or **column** item.

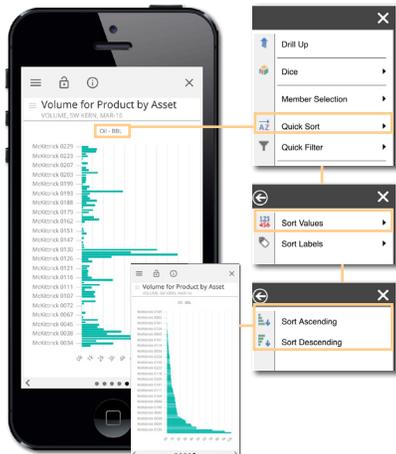


Choose to either **drill up**, or **drill down** on rows or columns.

Drill across by selecting **Dice** and selecting the desired **field**.



Sort through noise in large charts by tapping on an item in the **Chart Legend**, select **Quick Sort**, then **Ascending** or **Descending**.



On a grid, tap on a **cell** and select **Interaction**. See the selected view appear in a **map** view.

