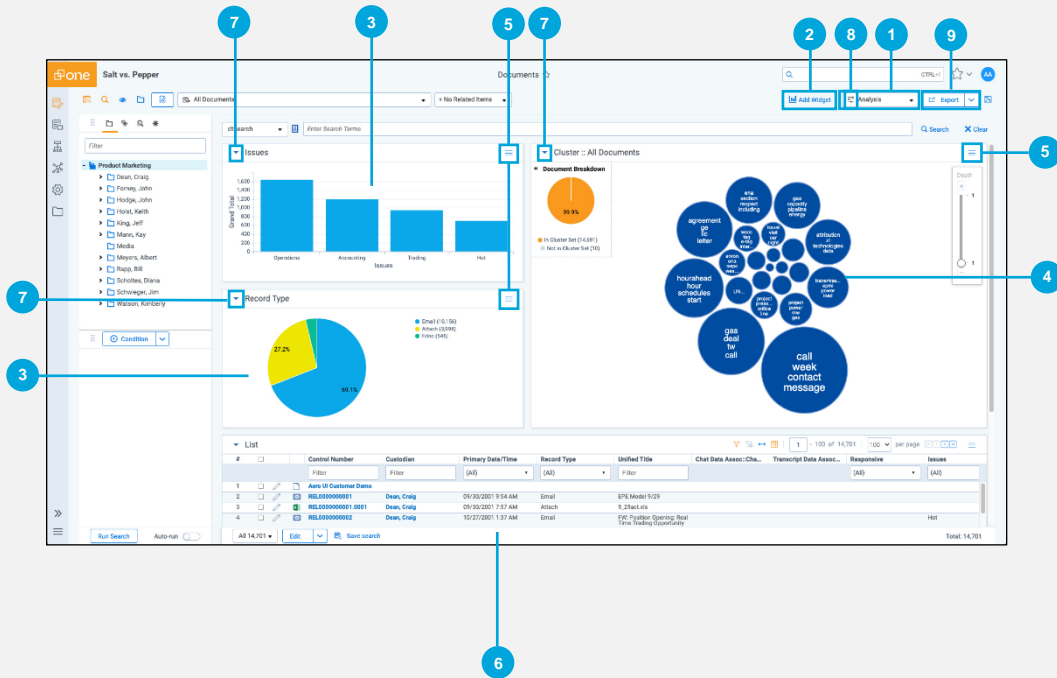




Dashboard and Pivot Quick Reference Guide



Dashboard Areas	1	Dashboard drop-down	Creates a new blank dashboard.
	2	Add Widget button	Adds a pivot or cluster widget to the dashboard
	3	Pivot widget	Displays a bar graph, stacked bar graph, pie chart, line chart, or table.
	4	Cluster widget	Displays the selected cluster.
	5	Menu	Provides options for working with the displayed widget.
	6	List	Displays the item list.
	7	Minimize widget	Minimizes the widget.
	8	Dashboard state	This area shows whether the dashboard contains unsaved changes or not.
	9	Export Dashboard button	This button lets you export your dashboard's charts to Excel for further customization.
Dashboard Drop-down Options	New Dashboard	Creates a new blank dashboard.	
	Save	Saves the current dashboard.	
	Save As	Saves changes to a new dashboard.	
		Edits the selected dashboard.	
		Deletes the selected dashboard.	
Widget Menu Options	Edit / Edit Pivot	Edits the Pivot or lets you choose the cluster for a cluster widget.	
	Save Pivot profile	Saves a new pivot profile from the current one.	
	Maximize	Maximizes the widget.	
	Remove	Removes the widget.	
	Display Type	Choose Bar Chart, Stacked Bar Chart, Line Chart, or Table.	
	Export PNG	Exports the widget as a PNG image file.	
	Export XLSX	Exports the widget as an Excel file.	
	Show (blank)	Shows or hides totals in the chart to improve readability.	
	Show Grand Total	Toggles the display of grand total in the chart.	
	Show Legend	Toggles the display of the Pivot chart legend.	
	Show Sub-Chart	Enables the sub-chart for bar or line charts.	
	Show Labels	For a cluster widget, this displays the labels for the cluster visualization.	
Pivot Settings	Horizontal Orientation	Arranges the information horizontally.	
	Vertical Orientation	Arranges the information vertically.	
	Pivot profile	The name of the pivot profile saved.	
	Group By	Groups pivot data by the selected field.	
	Group by Results Returned	Specifies whether to return all results for the chosen Group By field or a user-entered number of the top or bottom part of the results.	
	Pivot On	Breaks down the total for each grouped item.	
	Pivot On Results Returned	Specifies whether to return all results for the chosen Pivot On field or a user-entered number of the top or bottom part of the results.	
Sort On	Sorts the results for either the Group By or Pivot On field in ascending or descending order.		
Default Display Type	Choose Bar Chart, Line Chart, Pie Chart, or Table.		