

# **INTERACT WITH YOUR DASHBOARD TO GAIN BUSINESS INSIGHTS**

(Viewers Guide)



## **SET UP PERSONAL DATA**

Right click on the value you want to monitor, then define the condition that triggers the alert: Threshold, Automatic or Always. Manage the alerts in the Pulse page.



#### **FILTER THE DATA**

Select single or multiple elements in your widget to filter the entire dashboard

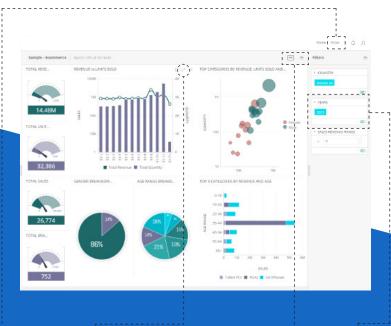
## **TOGGLE VALUES IN A WIDGET** ON OR OFF

Toggle values on the values panel, then click Apply to save the changes



#### **DRILL DOWN INTO GRANULAR**

Right-click on an element in a widget to drill down into a dimension and break it down by another



#### MODIFY PREDEFINED FILTERS

Turn a filter on or off, select specific values for a given field or edit the filet by clicking on the pencil icon



### **DOWNLOAD DASHBOARDS** AND WIDGETS

Download the entire dashboard as a PDF file or an image; Or download a widget as an image or a CSV file by clicking on the options menu.



Be aware that when using a shared dashboard, any changes you make to the dashboard affect your local copy only.

- You can revert back to the original dashboard by selecting it and clicking Restore Dashboard.
- Whenever the dashboard owner republishes the dashboard, the new version will override your local copy.

