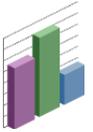




This guide explains how to work with dashboards in Oracle BI EE. It describes how to create, edit, and print dashboards. It also describes how to add content to a dashboard and change dashboard properties.

For more detailed information about these and other tasks, see the [Oracle BI EE documentation](#) on Oracle Technology Network.



Understanding Dashboards

Dashboards provide personalized views of corporate and external information.

Can display anything that you can access with a web browser, such as the results of analyses, BI Publisher reports, or images.

Consists of one or more pages, which are identified by tabs.

Can be edited, if you have the appropriate permissions and privileges.

ORACLE Business Intelligence

Search: All [Dropdown] [Advanced] [Administration] [Help] [Sign Out]

1.1 Simple Demo Dashboard [Alerts] [Home] [Catalog] [Favorites] [Dashboards] [New] [Open] [Signed In As Administrator]

Brand Analysis | Product Details | Geo Prompter | Strategy Tree

*** Year**

- 2008
- 2009
- 2010
- 2011

Company

--Select Value-- [Dropdown]

*** For Weeks :**

Between [Slider]

53 [Slider]

27 [Slider]

1 [Slider]

Products

[Search Box]

[Apply] [Reset]

T05 Per Name Year is equal to **2008, 2010, 2009, 2011**

Product Line Analysis
Time run: 8/21/2012 1:54:01 PM

	2008	2009	2010	Grand Total
√ Total Products	16,500,000	15,000,000	18,500,000	50,000,000
▷ BizTech	6,990,741	6,302,087	7,707,172	21,000,000
▽ FunPod	5,723,187	5,160,340	6,616,473	17,500,000
▷ Digital	2,586,777	2,227,309	2,921,019	7,735,105
▷ Games	3,136,411	2,933,031	3,695,454	9,764,895
▷ HomeView	3,786,072	3,537,573	4,176,355	11,500,000

2008 2009 2010

Revenue by Month

2.000K
1.800K
1.200K
800K
400K
0K

1 2 3 4 5 6 7 8 9 10 11 12

Legend: BizTech (Blue), FunPod (Green), HomeView (Yellow)

Performance Index to Company Avg

2008 2009 2010

2.0
1.5
1.0
0.5
0

BizTech FunPod HomeView

Top Customers Bookings
Time run: 8/21/2012 1:54:01 PM

- Kurt Klesser** ranks #9 with **128 k** bookings value over **49** orders
- Anton Manuel Gerena** ranks #10 with **128 k** bookings value over **49** orders
- Valerie Clemens** ranks #11 with **127 k** bookings value over **49** orders
- Norman Neighbour** ranks #12 with **127 k** bookings value over **47** orders
- Ted Velo** ranks #13 with **127 k** bookings value over **49** orders

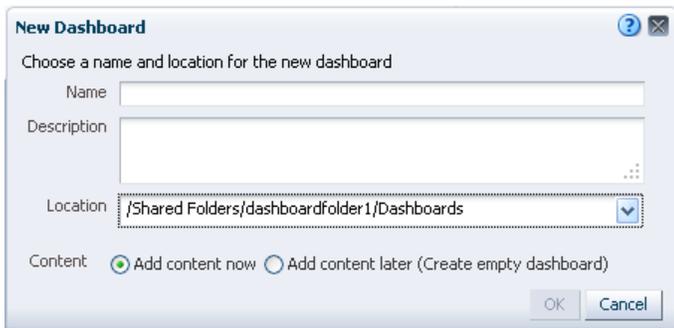
Daily Revenue Timeline
Time run: 8/21/2012 1:54:01 PM

325K
208K
92K
-25K

Revenue (Blue line), Payments (Grey line)

2009 2010

Creating Dashboards



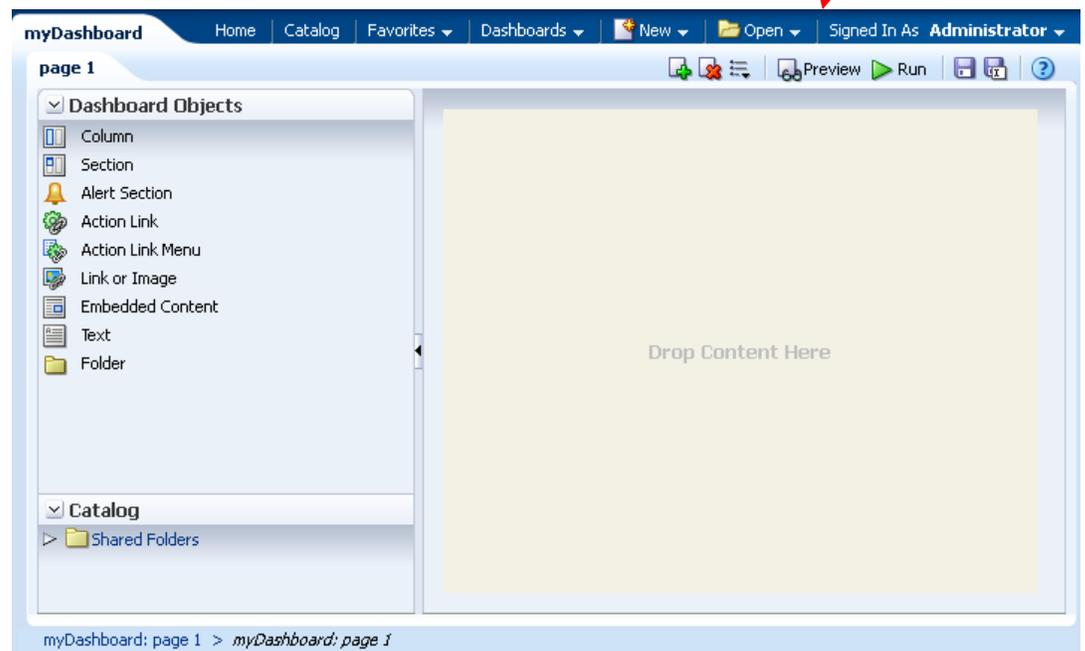
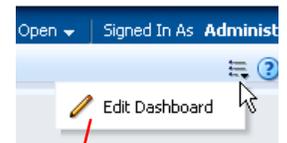
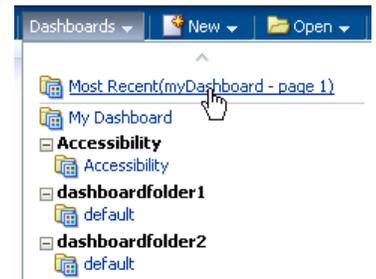
The 'New Dashboard' dialog box is titled 'New Dashboard' and contains the following fields and options:

- Name:** A text input field.
- Description:** A larger text input field.
- Location:** A dropdown menu showing the path '/Shared Folders/dashboardfolder1/Dashboards'.
- Content:** Two radio buttons: 'Add content now' (selected) and 'Add content later (Create empty dashboard)'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

1. In the global header, click **New**, then select **Dashboard**.
2. In the New Dashboard dialog, enter a name and an optional description for the dashboard.
3. Select the location for the dashboard.
4. Specify whether you want to add content now or later.
5. Click **OK**.

Editing Dashboards

1. In the global header, click **Dashboards**, then select the desired dashboard.
2. Click the **Page Options** button, then select **Edit Dashboard**. The Dashboard builder is displayed.
3. Perform one or more of the following tasks, as necessary:
 - Add a dashboard page.
 - Delete a dashboard page.
 - Add content.
 - Use the options available on the Tools toolbar button of the Dashboard builder to:
 - Set dashboard and dashboard page properties.
 - Specify settings for printing a dashboard page.
 - Set the report links for a dashboard page.
 - Specify whether to allow users to create personal saved customizations on the page.
 - Publish the page to a shared dashboard location so that you can share the page with others.
4. Perform one of the following steps at any time:
 - To preview the dashboard page, click the **Preview** toolbar button.
 - To save your changes, click the **Save** toolbar button.
 - To exit the Dashboard builder and return to the Dashboard, click **Run**.



The screenshot shows the 'myDashboard' interface in 'page 1' edit mode. The top navigation bar includes 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Administrator'. The main workspace is divided into two panes:

- Dashboard Objects:** A list of components including Column, Section, Alert Section, Action Link, Action Link Menu, Link or Image, Embedded Content, Text, and Folder.
- Catalog:** A section showing 'Shared Folders'.
- Drop Content Here:** A large central area for placing dashboard components.

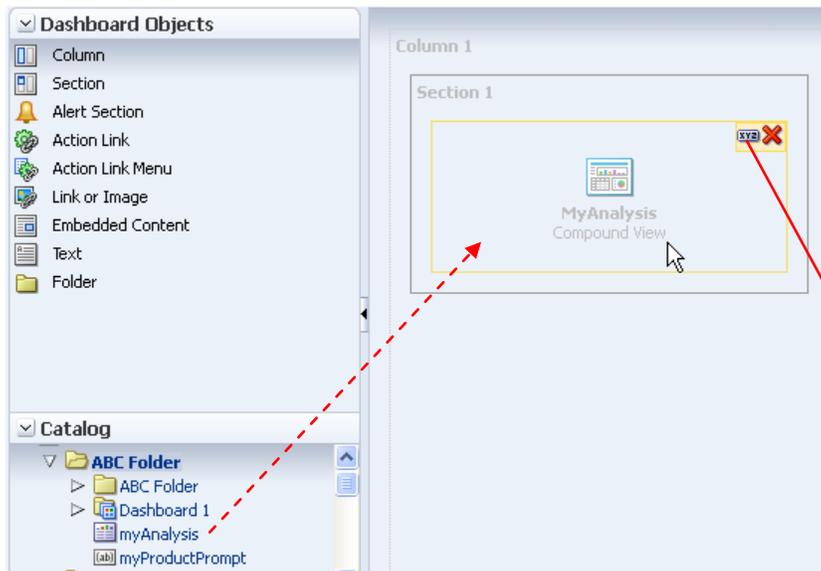
At the bottom, the status bar shows 'myDashboard: page 1 > myDashboard: page 1'.

Adding Pages to Dashboards

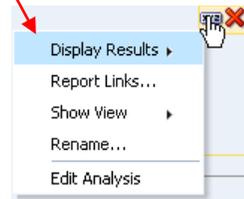
1. Edit the dashboard.
2. Click the **Add Dashboard Page** toolbar button  in the Dashboard builder. The Add Dashboard Page dialog is displayed.
3. In the dialog, enter a name and description for the page, and click **OK**. The page is displayed as a new tab in the Dashboard builder.
4. Click the **Save** toolbar button.



Adding Content to Dashboard Pages

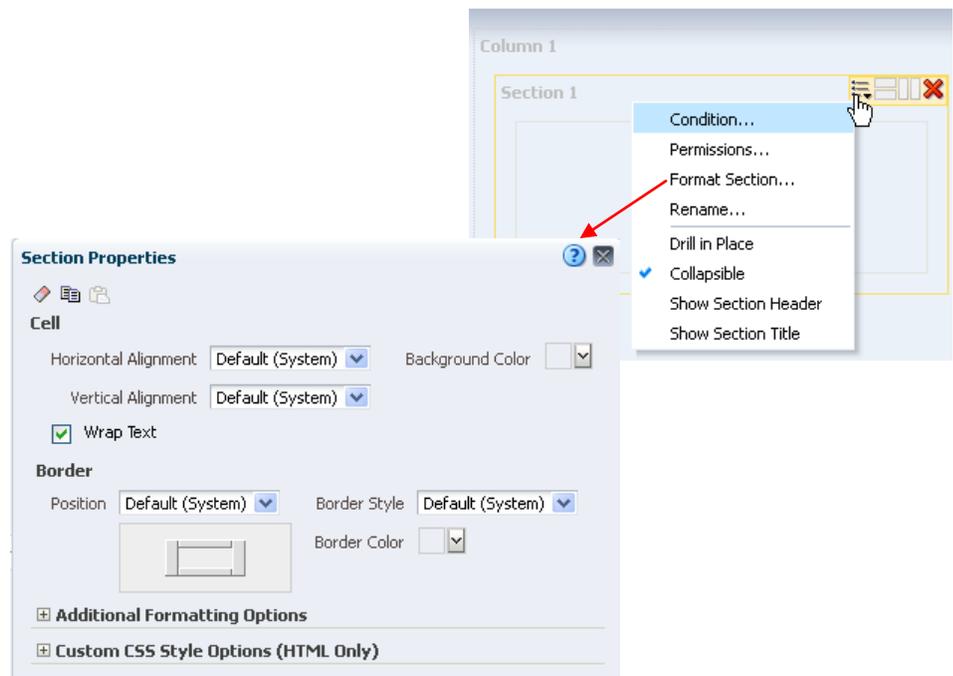


1. Edit the dashboard. The Dashboard builder is displayed.
2. Add each object that you want to include by selecting it in the Dashboard Objects pane or the Catalog pane and dragging and dropping it to the Page Layout area.
3. Set the properties of each object, as appropriate, by selecting the object's **Properties** button.
4. Click the **Save** toolbar button.



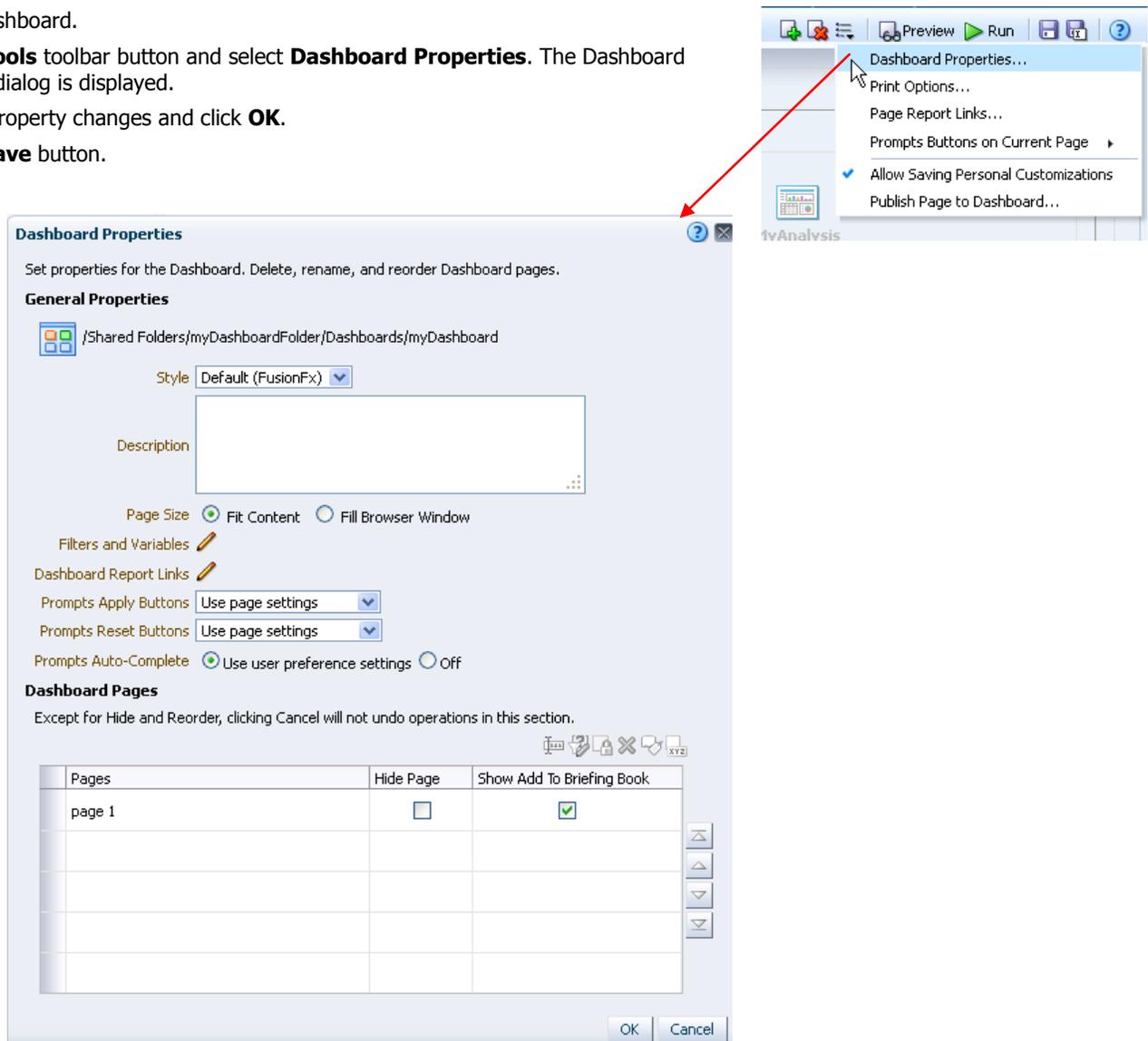
Changing the Properties of Dashboard Page Objects

1. Edit the dashboard.
2. Navigate to the page that contains the object.
3. Hover the mouse pointer over the object in the Page Layout area to display the object's toolbar and click the **Properties** button.
4. Make the property changes that you want.
5. Click the **Save** toolbar button.

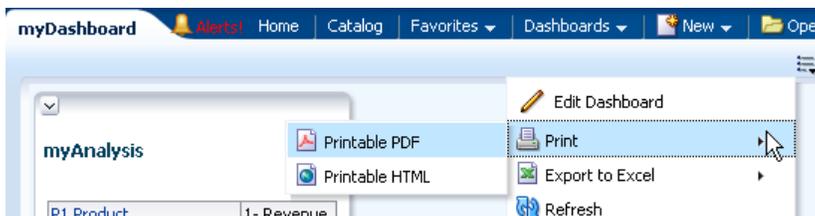


Changing the Properties of a Dashboard and Its Pages

1. Edit the dashboard.
2. Click the **Tools** toolbar button and select **Dashboard Properties**. The Dashboard Properties dialog is displayed.
3. Make the property changes and click **OK**.
4. Click the **Save** button.



Printing Dashboards



1. Navigate to the dashboard page.
2. Click the **Page Options** button, then select **Print**.
3. Select **Printable PDF**, **Printable HTML**, or **custom print layout** (if available).