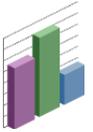This guide explains how to work with dashboards in Oracle BI EE. It describes how to create, edit, and print dashboards. It also describes how to add content to a dashboard and change dashboard properties.

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.

Creating Dashboards

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**.
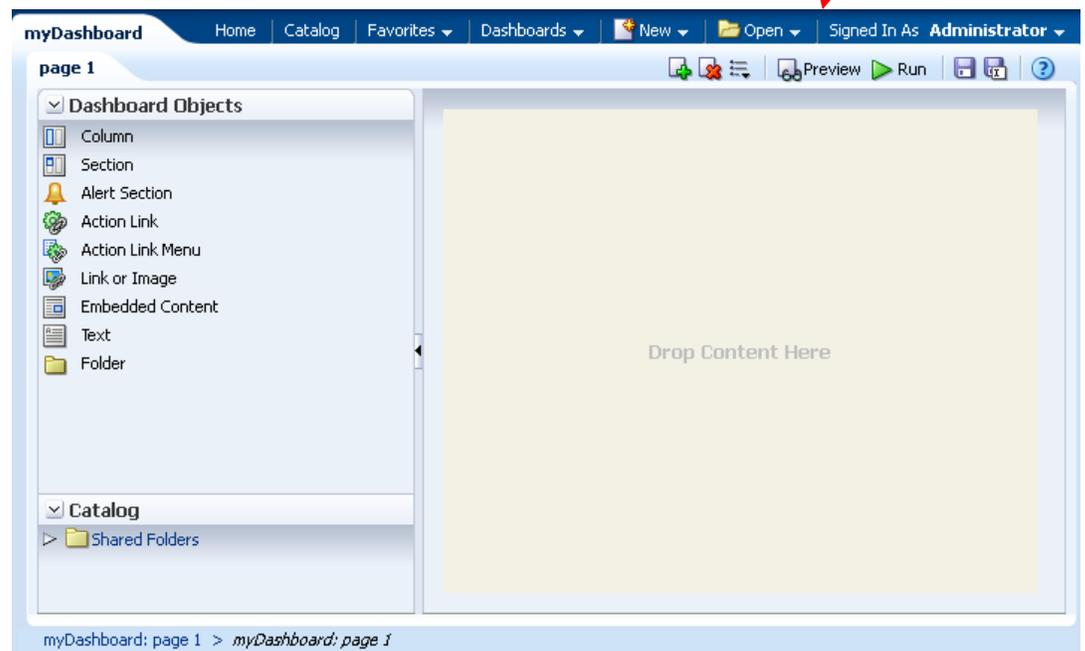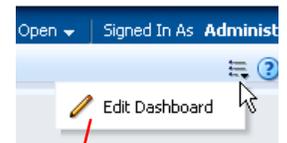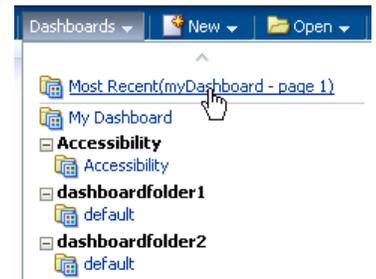
Adding Pages to Dashboards

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
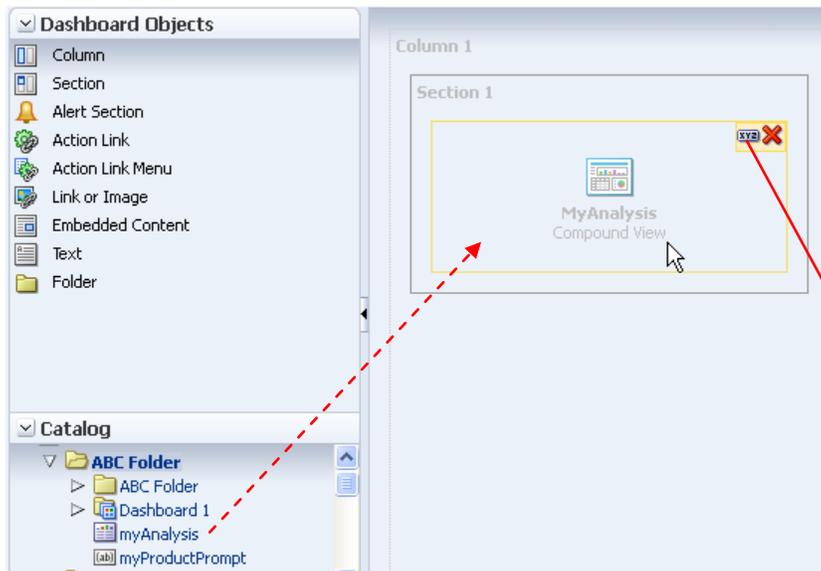
1. Edit the dashboard. The Dashboard builder is
   displayed.

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.
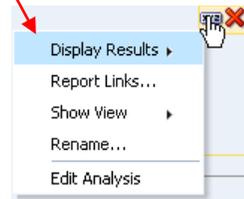
Changing the Properties of Dashboard Page Objects

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.
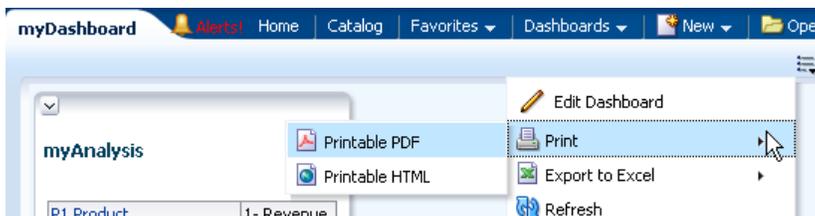5. Click the **Save** toolbar button.
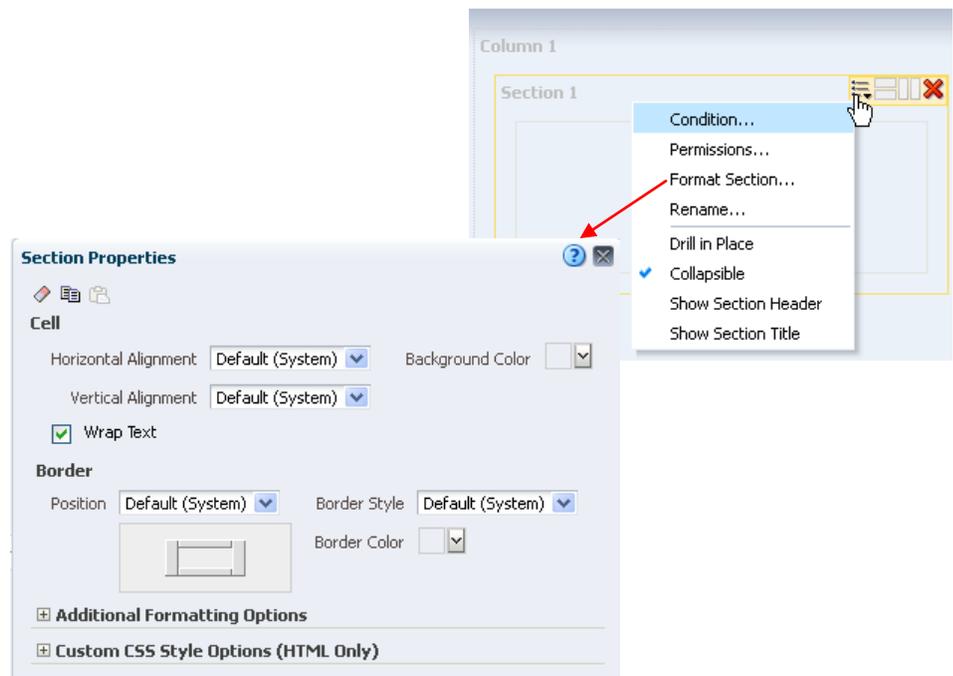
Changing the Properties of a Dashboard and Its Pages

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.
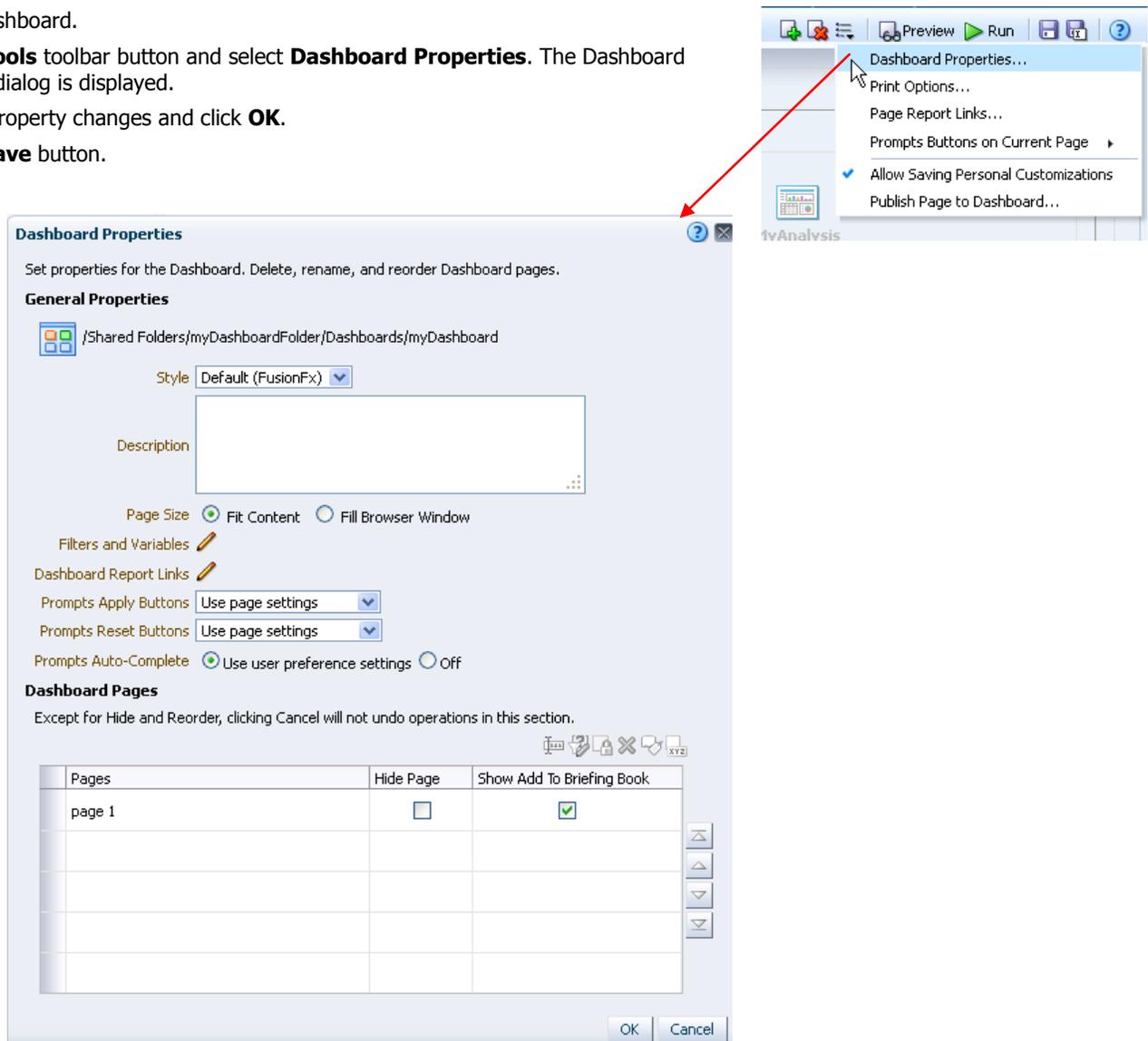
Printing Dashboards

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).