

Build a virtual data analysis “Book” of related data selections, cubes, data grids and charts so that you can save them for future reference. A ‘Cover Page’ summarises the contents of the book, making it easy for you to refer to and for your colleagues to use.

Top Tip 1 Additional links

Use the blue links on the Cover Page to go straight to the pages you are most interested in as an alternative to using the usual tabs.

Top Tip 2 Adding notes

Make sure you add notes to each of your pages. These will be added to the cover page so that you and your colleagues can see at a glance what information is held within each page.

General notes about the whole book can also be added directly to the Cover Page.

Top Tip 3 Saving your Book

Save your whole book by dragging the book icon from the Cover Page into the File Explorer tab. Drop it into either the “Public” or “Private” folder depending if you want others to be able to access it.

Top Tip 4 Saving individual pages

Individual pages can be saved by dragging the respective icon from each page into the File Explorer tab. First rename each page by entering the text into the text box and then clicking away. The Cover Page will also be updated with these new page names ready to be saved.

Top Tip 5 Updating all pages within a book

If you make a change to your underlying data selection, you can choose to rebuild every page within your book by selecting the “Rebuild All Pages” option.

