

## Top Tips

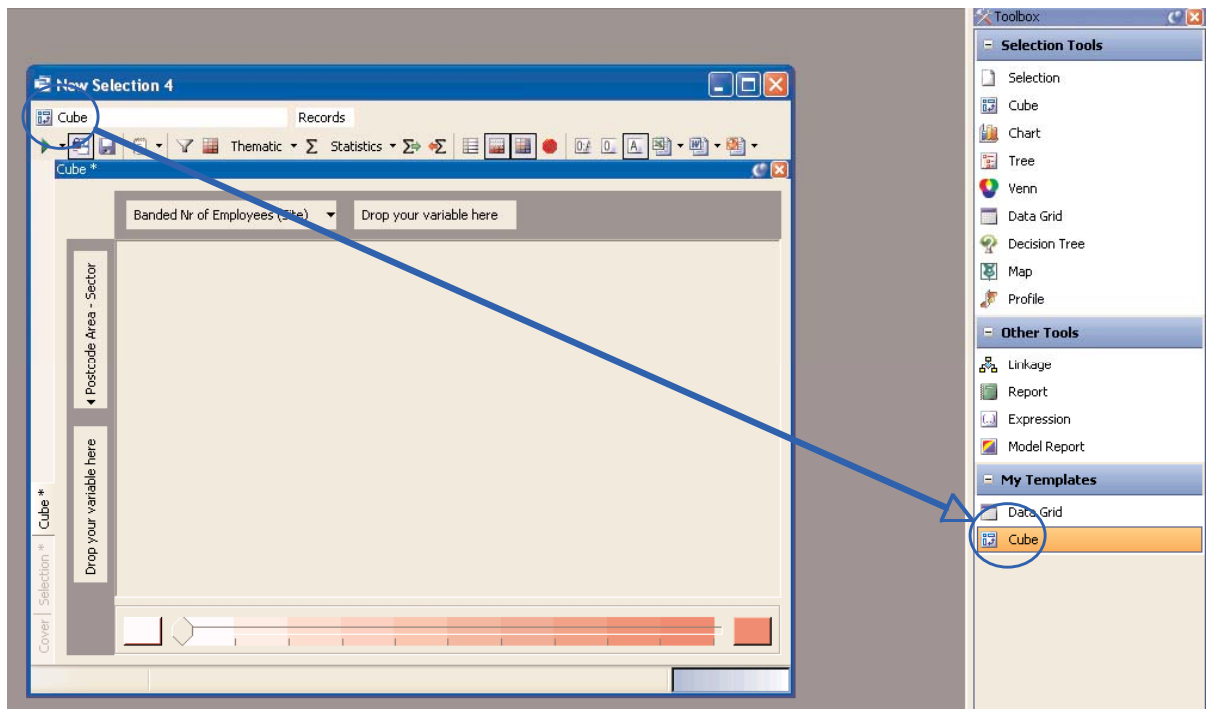
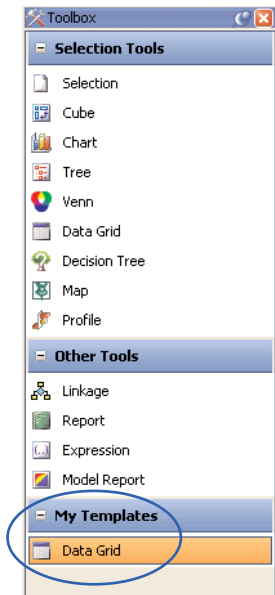
The “My Templates” area within the Toolbox of Market Insight offers you the opportunity to save valuable time when performing regular tasks. Templates hold configured settings for tools, such as a set of columns on a DataGrid for example, saving you the need to choose them each time.

Here are some top tips to help you get the most out of your Market Insight templates.

### Top Tip 1 – How to create a template

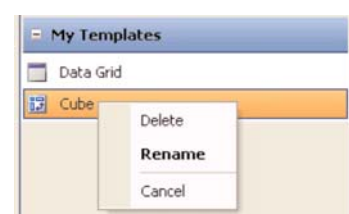
Templates can be created using all of the Selection Tools within the Toolbox, such as Cubes, Charts and Data Grids.

To set up a Cube template for example, simply drag and drop the data variables you require from the System Explorer to create your Cube. Then drag and drop the Cube icon onto the My Templates area.



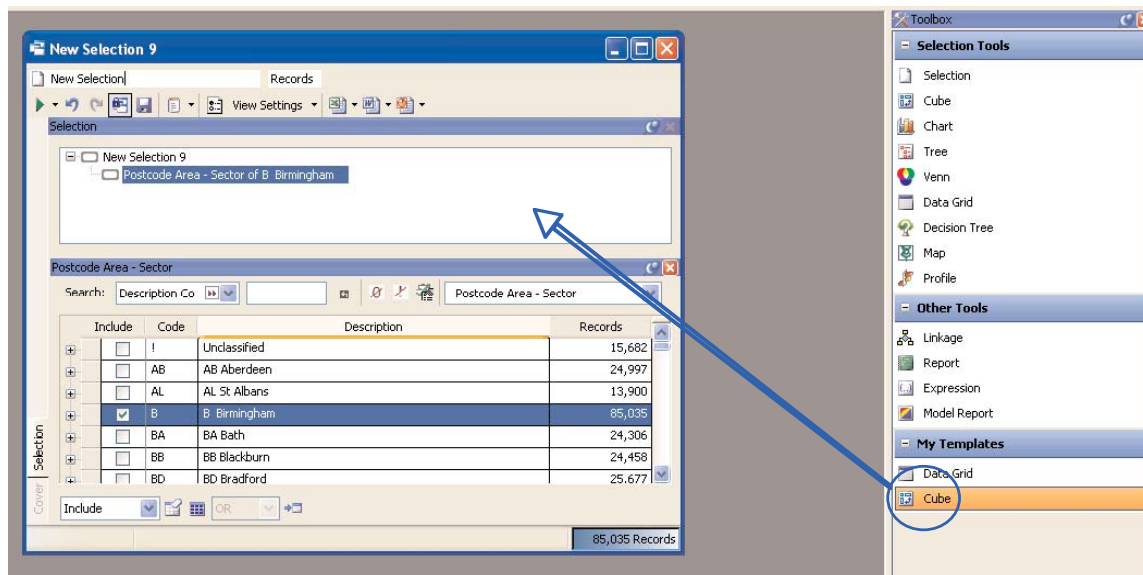
### Top Tip 2 – Rename & delete your templates

To rename or delete one of your templates simply right click on it and select the relevant option. Rename your templates with simple descriptions so that you can easily find the one you want in the future.



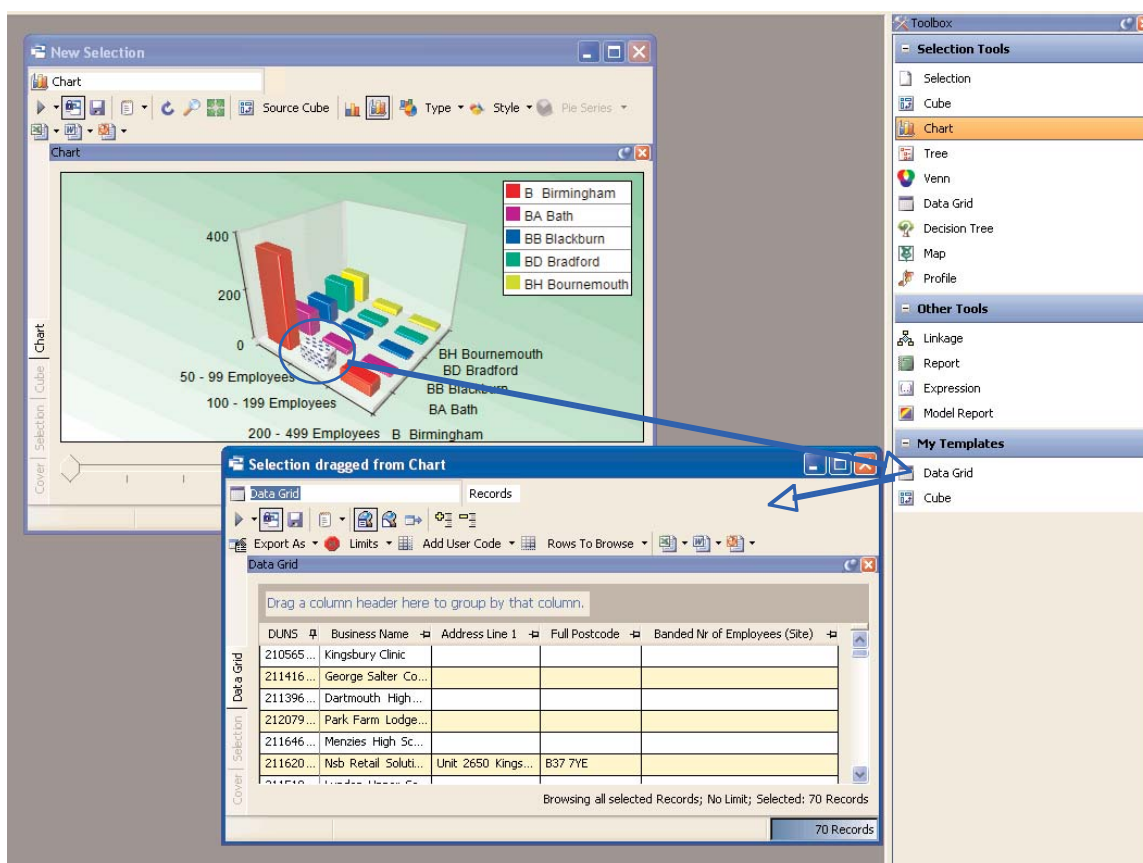
## Top Tip 3 – Using your templates

Next time you want to create the same Cube using different selection criteria you can simply drag and drop the Cube template onto a new selection. This saves valuable time as you don't need to repeat the process of manually dragging and dropping the data variables onto the Cube again.



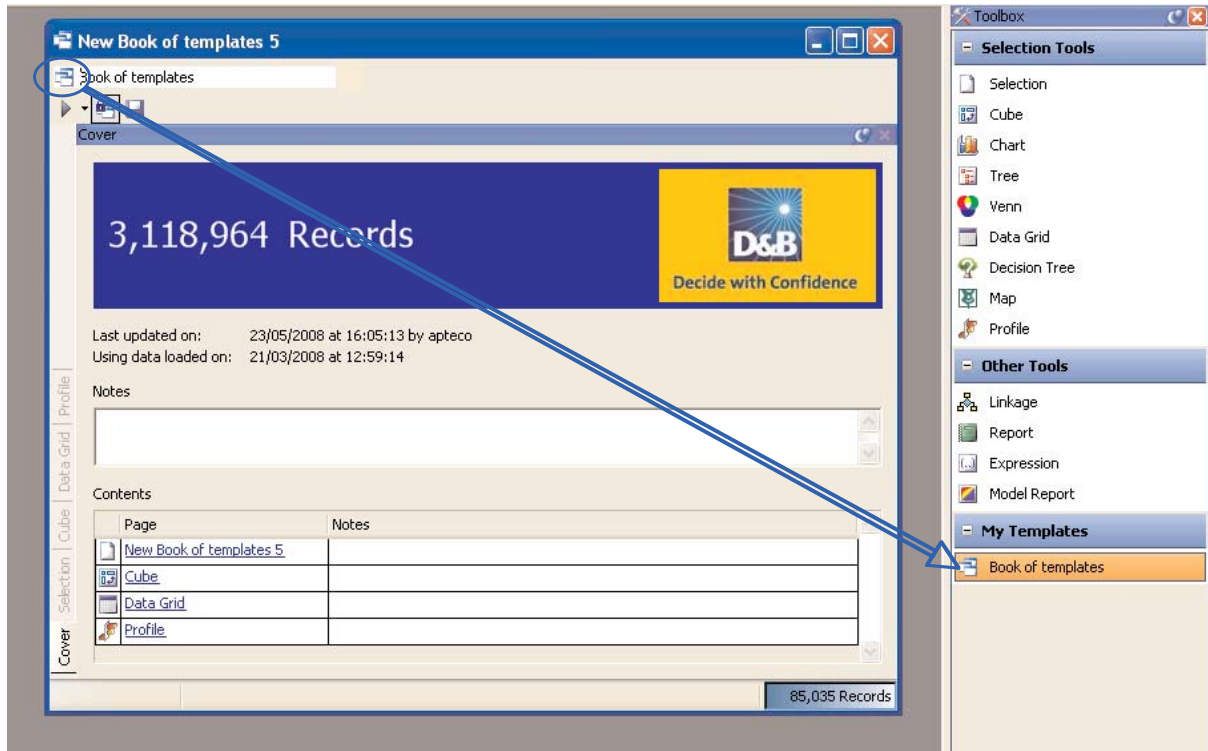
## Top Tip 4 – Drag selections from visualisations onto a template

In keeping with Market Insight's intuitive drag and drop functionality, it is also possible to drag out selections from Charts, Cubes, Venns or Profile reports and drop them onto a template such as a Data Grid for example. This enables you to view even the most complex selections extremely quickly.



## Top Tip 5 – Create a book of templates

You can create a whole book of templates by dragging the Cover page icon onto the My Templates area. You can then simply drag this template onto your workspace and enter your selection criteria. When you press the green play button all of the pages in your book will be created based on this new selection. This allows you to create multiple visualisations at the touch of a button.



## Top Tip 6 – Share templates with your colleagues

If you want your colleagues to be able to use a template that you have created, simply drag and drop the template from your My Templates area into the public folders area of the File Explorer. They will then be able to drag it out on to their workspace or straight onto a selection they have created. This helps to reduce the amount of time spent creating templates that are already available.

