How to Guide

Create a Business Story

Contents

1. Document Purpose

The purpose of this document is to guide users on how to access and create a Business Story. It is recommended that users follow the step by step process given below.
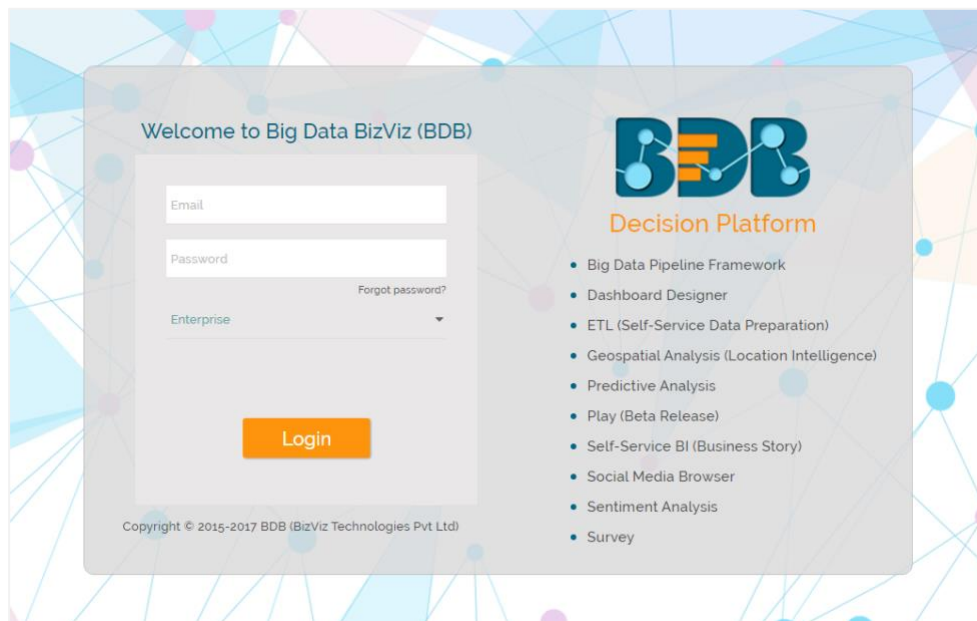
2. Pre-requisites

o   Browser that supports HTML5
o   Operating System: Windows 7
o   Basic understanding of the BizViz Server
o   Permission to access and use Data Center Module of the BDB Platform
o   Basic understanding of how to access, create, and modify Data Stores under the Data Center module of the BDB Platform.
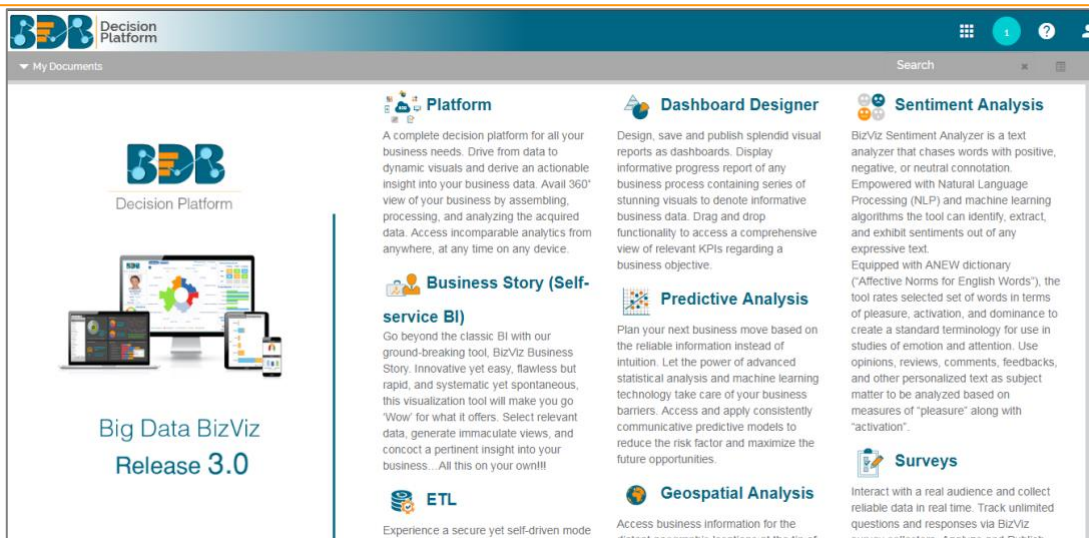
3. Step-by-Step Process to Create a Business Story

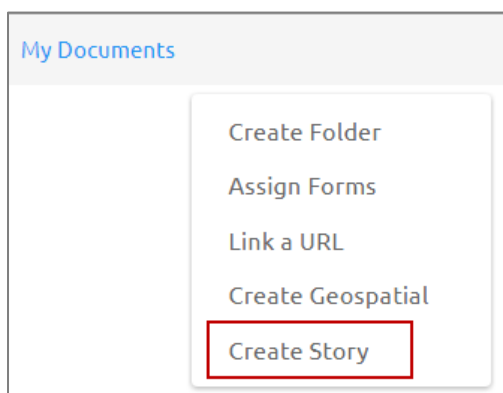The process covers steps to access, create, and save a Business Story document.

i)   Open BDB Enterprise Platform Link: http://apps.bdbizviz.com/app/
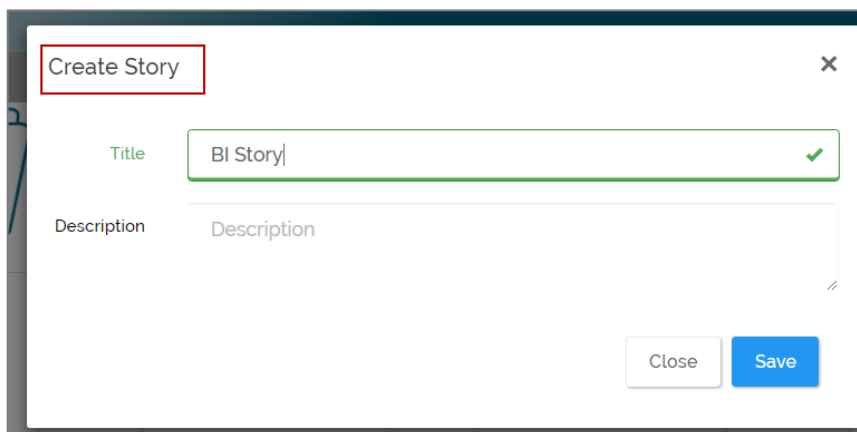ii)   Enter your credentials to log in.
iii)   Click '**Login**'

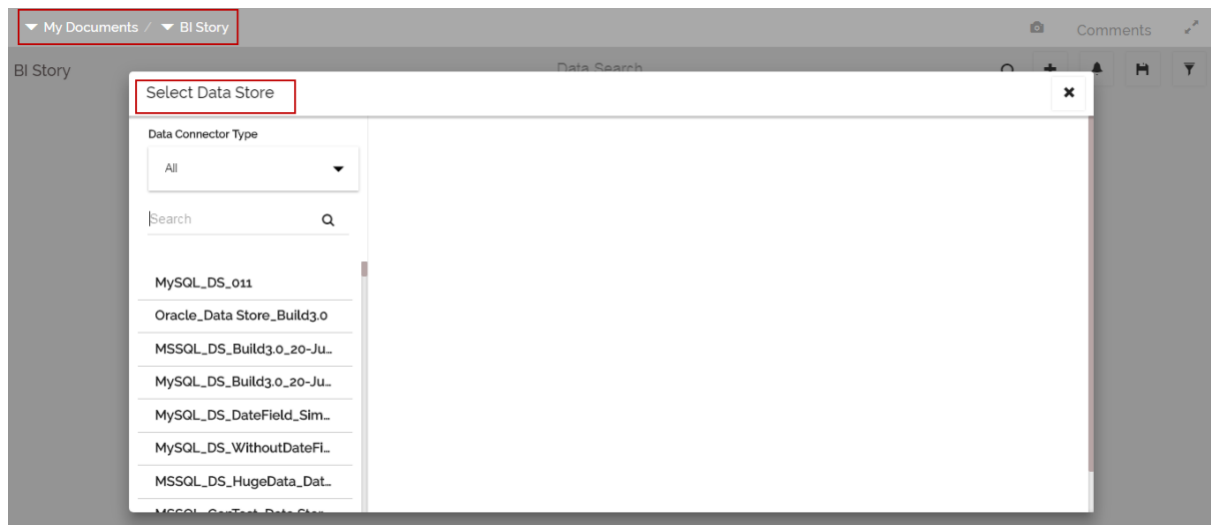iv)   Users will be redirected to the BDB Platform home page.

v)   Select '**My Documents**' or '**Public Documents**' using the Platform home page.
vi)   Right-click on the blank space of the '**My Documents**' or '**Public Documents**'
vii)   A context menu opens.
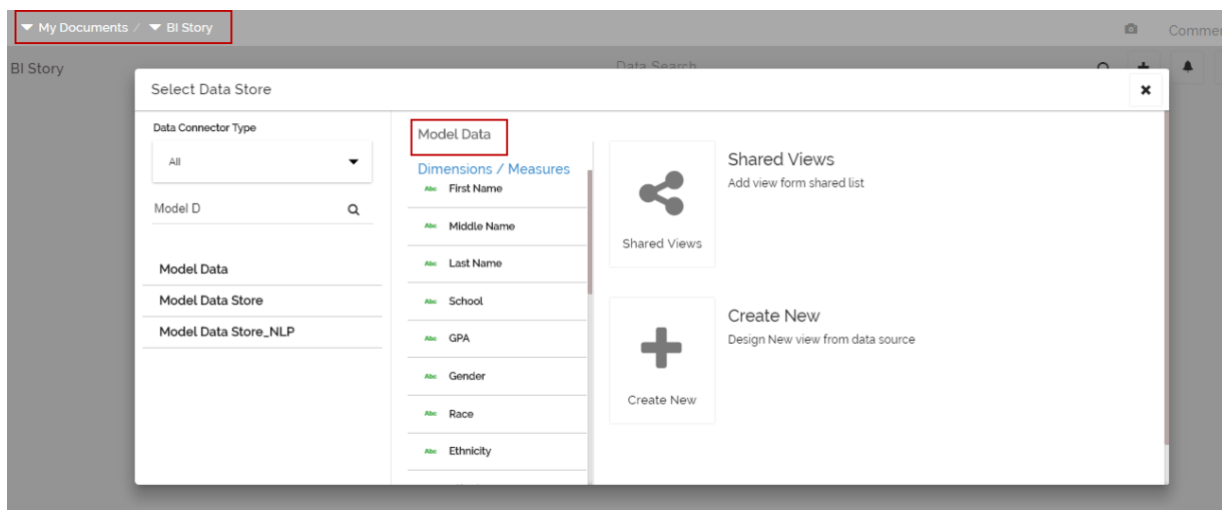viii)   Select '**Create Story**' option from the context menu.

i)   A new window pops-up.
ii)   Fill in the following information:
   1. **Title**: Enter a title for the story document
   2. **Description**: Describe the story document (optional)
iii)   Click '**Save**'
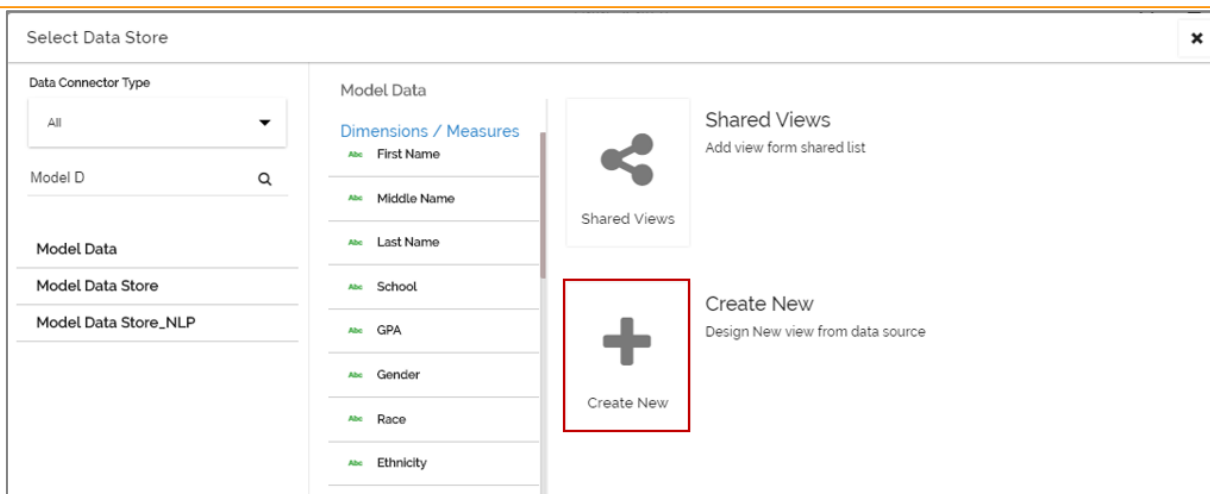
i) By clicking '**Save**' on the '**Create Story**' pop-up window.
ii) Users will be redirected to select a data store.
1. Select a '**Data Connector Type**' using the filter.
2. Search a data store using the '**Search**' bar.
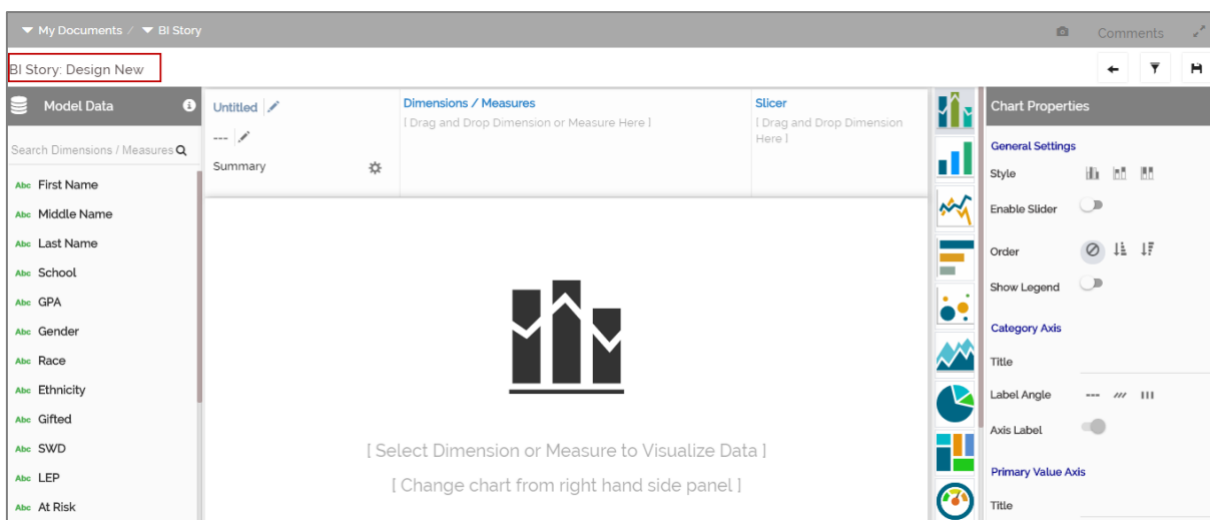3. Select a data store from the list

iii) On selecting a data store, the following information will be displayed:
1. A Dimensions/Measures list for the selected data store.
2. '**Shared Views**' option to add an existing view on the story board (if any view has been created using the data store).
3. '**Create New**' option to create a new view using the selected data store.
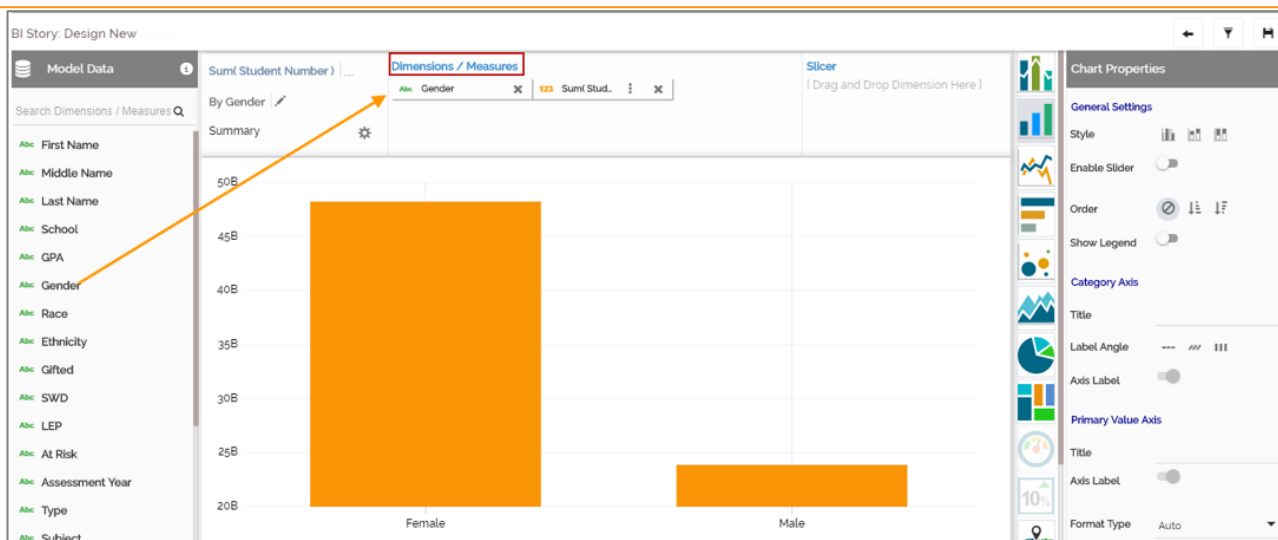

iv) Click '**Create New**' icon ➕

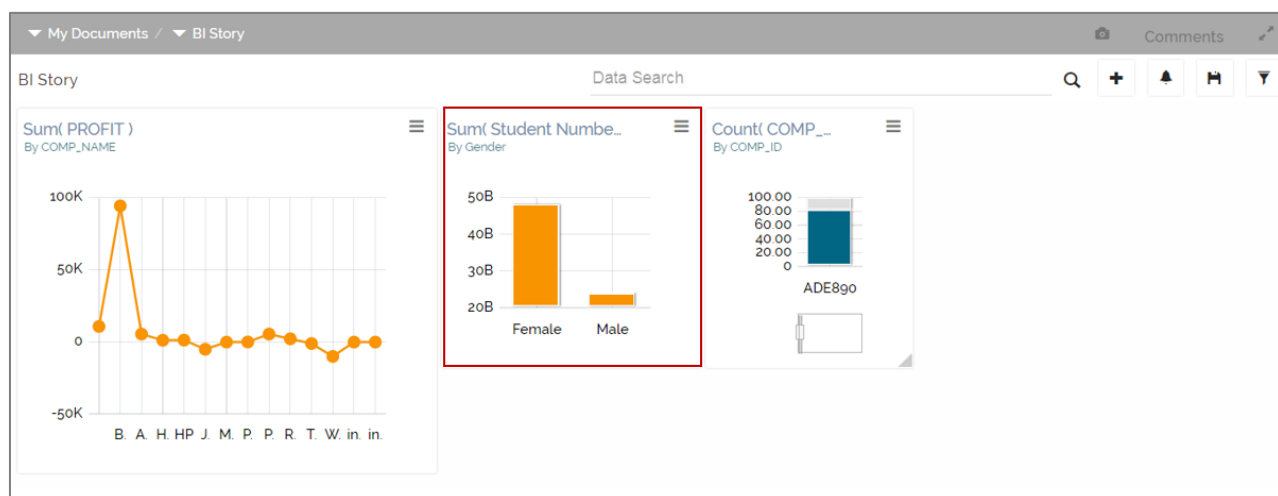i) Users will be redirected to the '**Design New**' page.

ii) Drag and drop the required dimensions/measures from the data store (As displayed in the below image).

iii) A graphical view (based on the selected dimensions/measures) will be created and displayed instantly.

iv) Click the '**Save**' icon

v) The newly created view will be saved on the Story Board. Users can create and save multiple views using the above given steps.

4. Signing Out

The following steps describe how to sign out from the BizViz Platform:

i) Click the 'User' icon on the Platform home page.
ii) A menu appears with the logged in user details.
iii) Click 'Sign Out'
iv) Users will be successfully logged out from the BizViz Platform.

Note: By Clicking the 'Sign Out' option users will be redirected to the 'Login' page of the BizViz platform.