

# BizViz How-to-Guide

## How to use Publish Dashboard

**Version** : 1.00  
**Description** : Release Version  
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## 1. Document Purpose

The purpose of this document is to guide users on how to publish dashboards. It is recommended that users follow the step-by-step process given below.

## 2. Prerequisites

### 2.1. Software

- Browser that supports HTML5
- Operating System: Windows 7

### 2.2. Basic understanding of the BizViz Server

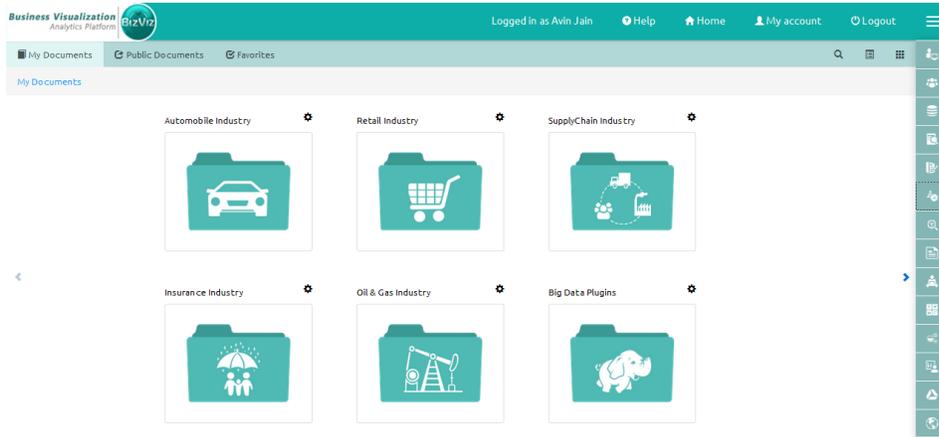
## 3. Step-by-Step Process

### 3.1. Login to the Portal

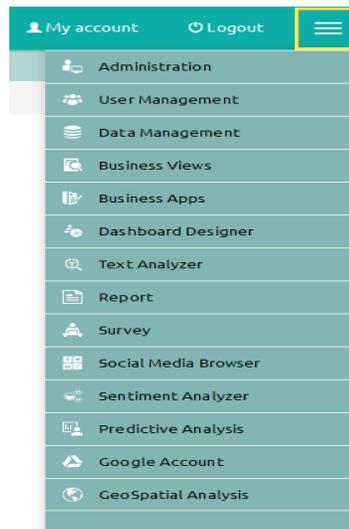
- i) Enter in the URL bar <http://www.bdbizviz.com/app/>
- ii) Enter your credentials to Login

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- iii) Click on '**Login**' to view the Portal Home Screen



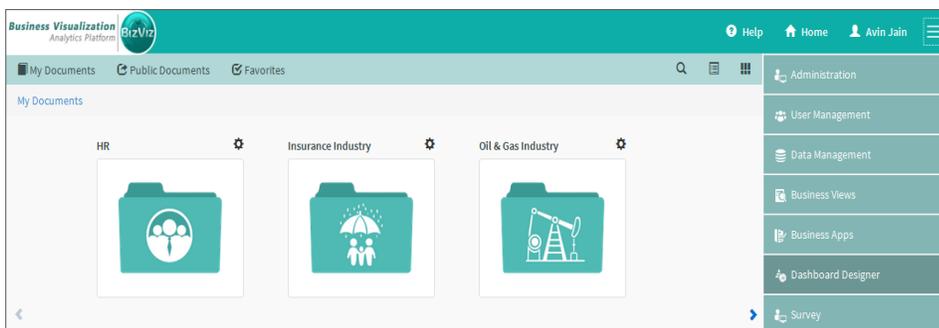
iv) Click on the 'Menu'  button to display the list of installed apps.



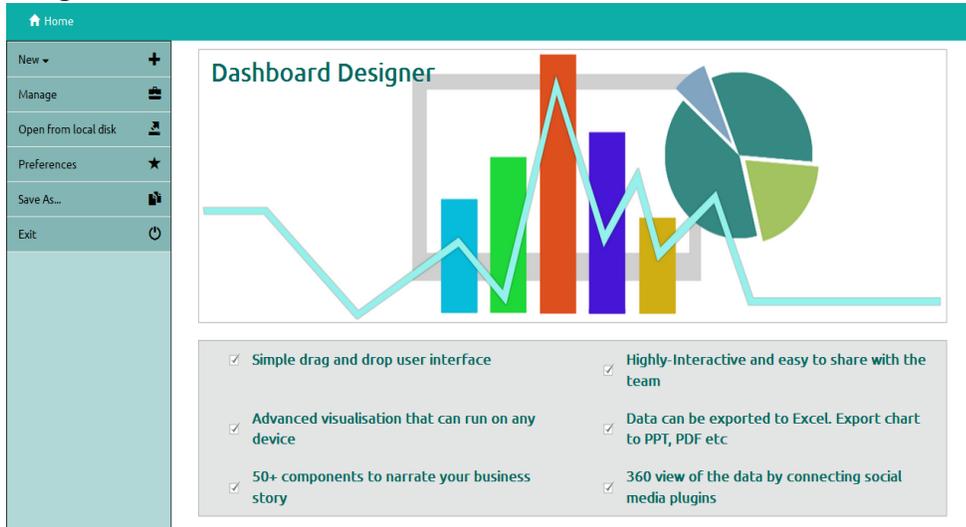
v) Select the 'Dashboard Designer' plug-in as shown in above to open the Dashboard Designer home page

### 3.2. Publishing a Dashboard

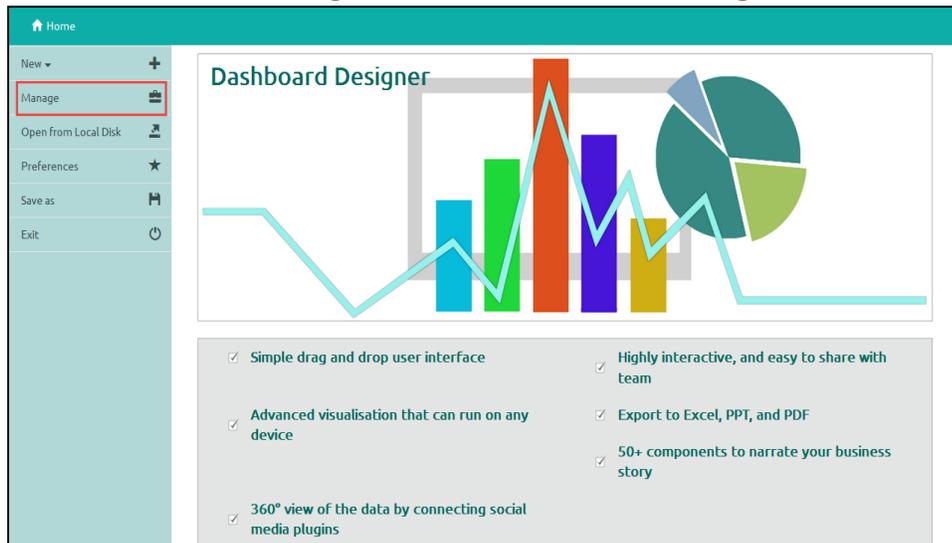
i) Go to the Dashboard Designer Home Screen, as shown below. From the Apps drop-down menu, select Dashboard Designer.



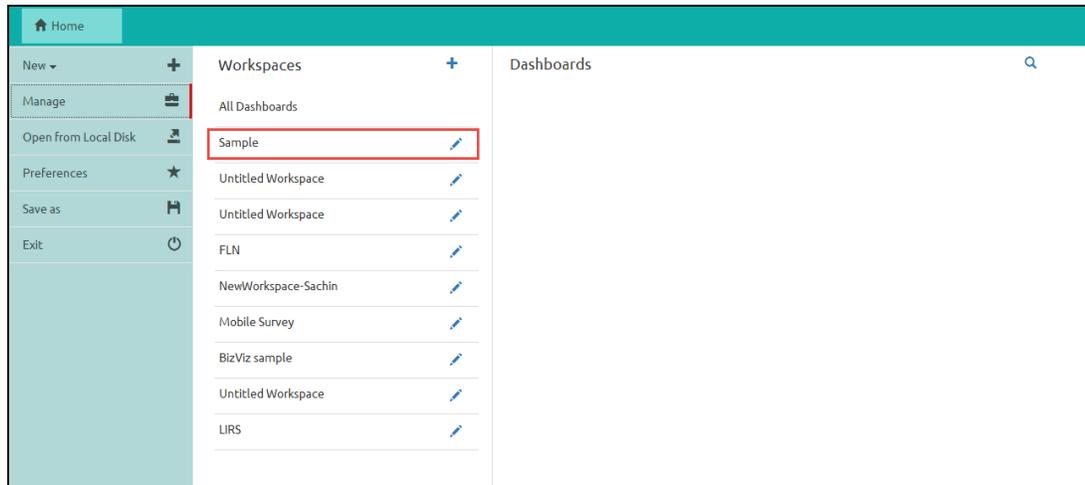
ii) After Selecting **'Dashboard Designer'**, you will be directed to the Dashboard Designer home screen.



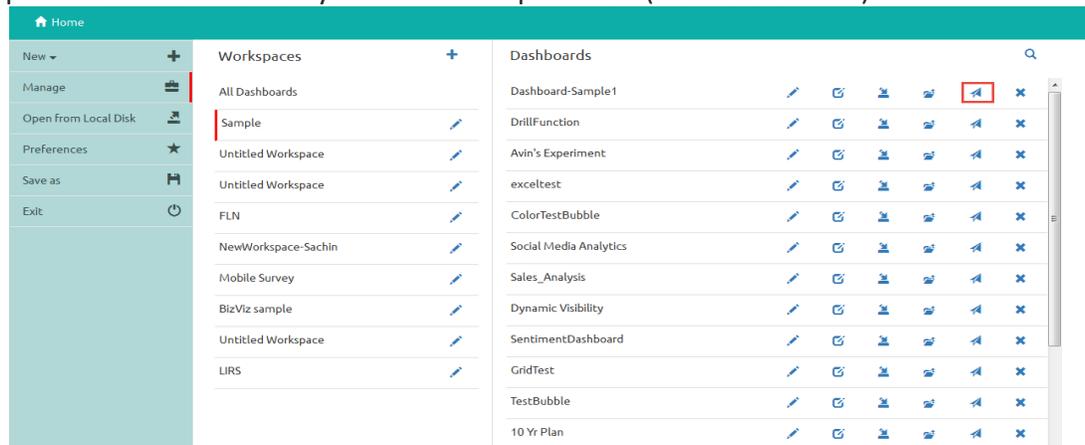
iii) From the dashboard designer home screen select **'Manage'**



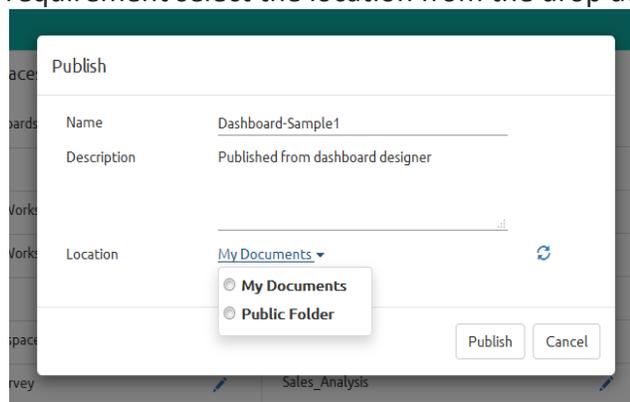
iv) Select the **'Workspace'** available from the list



v) Dashboards saved under the selected workspace will be displayed. Select the publish  icon of any dashboard to publish it.(as shown below)

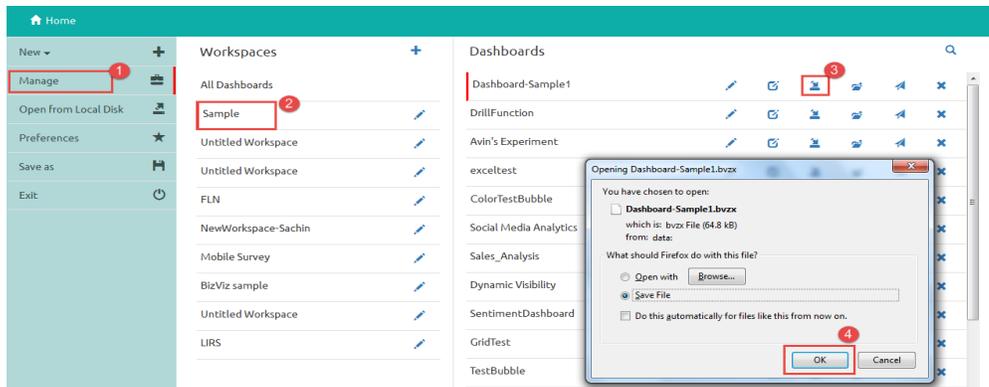


vi) Clicking on 'Publish' option will redirect users to following page. Based on the requirement select the location from the drop down provided



## Save Dashboard to Local-Disk

**Step 1.** From the ‘Manage’ home screen follow the below mentioned process



Follow the step by step process mentioned above

1. Select ‘**Manage**’ to display the workspaces available
2. Select desired workspace
3. Select desired dashboard available under the selected workspace
4. Select ‘**save-to-local disk**’  icon
5. Select ‘**Ok**’ from the pop-up box to save the dashboard to local disk