

BizViz How-to-Guide

Dashboard Designer Publishing a Dashboard

Release : 2.0

Date : Feb. 2, 2016

Copyright © 2015. All rights reserved. No part of this publication may be reproduced or copied in any form or for any purpose without the permission of BD BizViz LLC. Anyone found guilty will be legally prosecuted.

Table of Contents

- 1. Document Purpose 3
- 2. Prerequisites 3
 - 2.1. Software 3
 - 2.2. Basic understanding of the BizViz Server 3
- 3. Step-by-Step Process 3
 - 3.1. Login to the BizViz Portal 3
 - 3.2. Publishing a Dashboard 4



1. Document Purpose

The scope of this document is to guide users on how to publish dashboards. In order 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

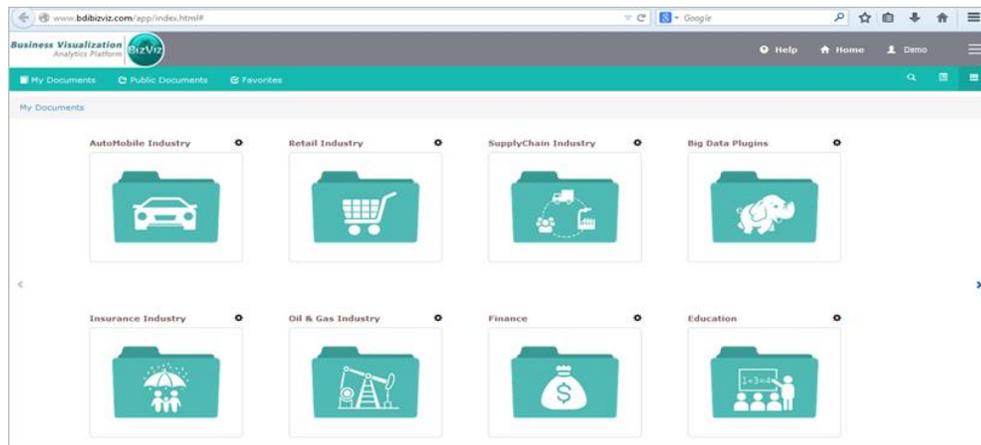
3. Step-by-Step Process

3.1. Login to the BizViz Portal

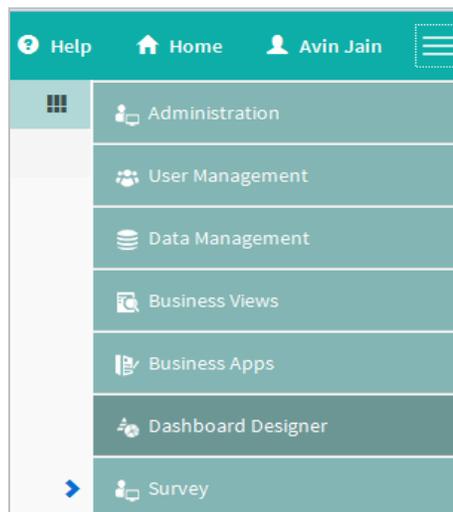
- In the URL bar, enter → <http://apps.bdbizviz.com/app/index.html>
- Enter your credentials to Login

A screenshot of the BizViz login page. At the top center is the BizViz logo, a teal sphere with a white outline of a globe and the text "BizViz". Below the logo is a light gray login form. The form contains three input fields: "Email", "Password", and "Enterprise" (with a dropdown arrow). Below these fields is a teal "LOGIN" button. To the right of the button is a link that says "Forgot your password?". At the bottom of the form, there is a small copyright notice: "Copyrights © 2015 Big Data BizViz LLC".

- Click on '**Login**' to view the BizViz Portal Home Screen.



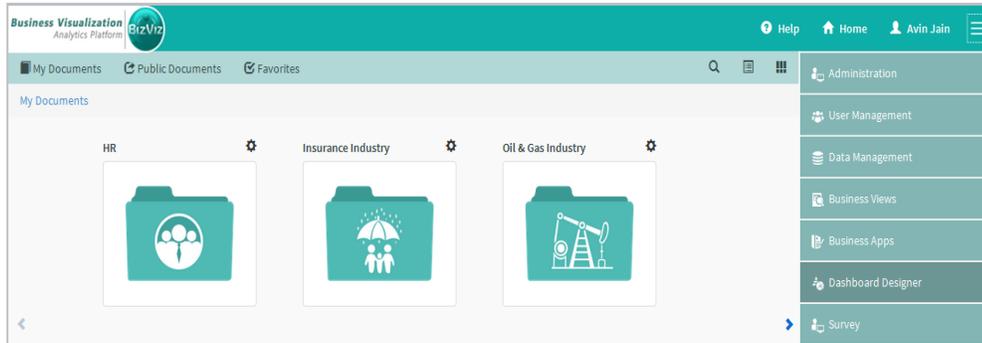
iv) Click on the 'Menu'  button to display a list of the installed applications.



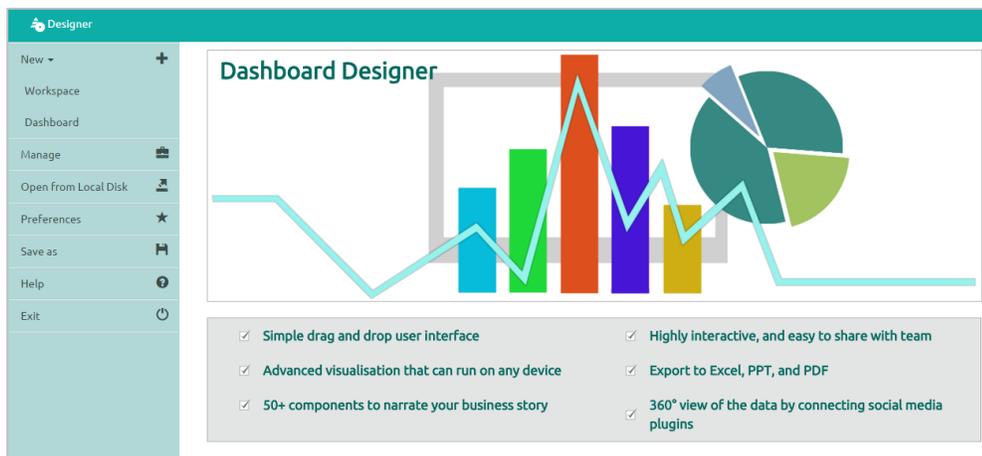
v) Select the 'Dashboard Designer' plug-in, as shown above, to open the Dashboard Designer home page.

3.2. Publishing a Dashboard

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

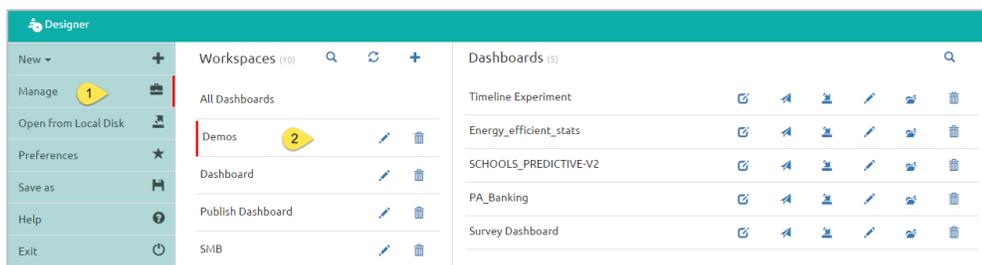


ii) After Selecting ‘**Dashboard Designer**’, a web page will open in a new window



iii) Click on ‘**Manage**’ option to view available workspaces.

iv) Click on a ‘**Workspace**’ to view the dashboards listed under it.



v) Explanation of the fields in the image above:

- **Workspace:** Previously created dashboards are listed here
- **Search:** Use this to search for a dashboard by name

Description of the **'Dashboard'** icons:

Icon	Icon Name	Description
	Open	Opens the dashboard
	Publish	Publishes the dashboard
	Save to Local Disk	Saves the dashboard to a local disk
	Rename	Renames the dashboard
	Move	Moves the dashboard to a different workspace
	Trash	Deletes the dashboard

vi) Clicking on the Publish icon  will display a pop-up window, which allows users to select the location that the dashboard should be published to.