DRGR FACT SHEET:

Reports Module: MicroStrategy (MSTR) 10

Background

With Release 7.14, DRGR enhanced the 'Reports (MicroStrategy)' module to include MicroStrategy 10 features. Besides an updated appearance, grantee users shouldn't experience any major changes to functionality and use.

DRGR Reports (MicroStrategy) Module Update

Main Toolbar

After Users login to DRGR and access the 'Reports (MicroStrategy)' module, click on the 'Project Name' (for example, DRGR OLAP) shown in the screenshot below.

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Users will then be guided to the 'Main Home Screen' in MicroStrategy. The Main toolbar displays the icons shown on the following screen, review the screenshot and a brief explanation for each icon below.

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	ng Exmerts Module > Shared Rep	ports				X
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Shortcut	Description
Back/Forward	Takes the User either back to the previous page, or forward to the next page, based on their selections.
Up Level	Clicking on the wording one ahead of bolded, will take the User up one level. For example, if the user is on the Reports Page, it will bring back to the Shared Reports Page.
Create New	For those Users who have the proper privileges, this shortcut allows you to create a new
Folder	folder in Shared Folders.
View List	Shows the Report Names in List View.
View Icon	Shows the Report Names in Icon View
Refresh Page	Refreshes the current page the user is on
Create	For those Users who have the proper privileges, this shortcut allows you to create a new dashboard, report, document (see all options below). You will either be permitted to save this in Shared Reports or your own personal folder depending on your user's permissions.

Grid Reports

The report is deployed after a user selects a report. The toolbar located at the top of the report includes shortcuts on the 'Report Home' tab. Review the toolbar and screenshot below.

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Shortcuts in order from left to right: Save As > Design > Grid > Graph > Grid / Graph > Add to History > Create Personal View > Share > Print > Send Now > Schedule Delivery to History List > Export (This allows to export into Excel.) > PDF (Export into PDF) > Re-prompt / Refresh > Full Screen Mode

Users can also right-click on the any report and select 'Run as' and directly export the report without having to go to the export options screen.

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Document Reports

'Document Reports' prompt pages include the same icons identified above. Users accessing 'Document Reports' will see a toolbar located at the top of the report that includes shortcuts on the 'Document Home' tab. Review the toolbar and screenshot below.



Shortcuts in order from left to right: Save > Apply > Presentation Mode > Design > Interactive Mode (deprecated) > Editable > Flash Mode(deprecated) > Add to History > Create Personal View > Print > Send Now > Schedule delivery to History > Export > Refresh > Re-Prompt > Full Screen Mode

History List

MicroStrategy allows Users to export a report in the 'History List'. Users can right click on the report name and export, delete, rename or grab details for the identified report. The main page of the 'History List' has a History toolbar located at the bottom of the page. Review the screenshot and shortcuts below.

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Create
Recents
Shared Reports
My Reports
History List
My Subscriptions
Refresh Delete

'Refresh' My History List - Refreshes the entire history list.

'Delete' My History List - Deletes the entire history list. Note: Users will get a prompt page asking to confirm the deletion before this is completed.