



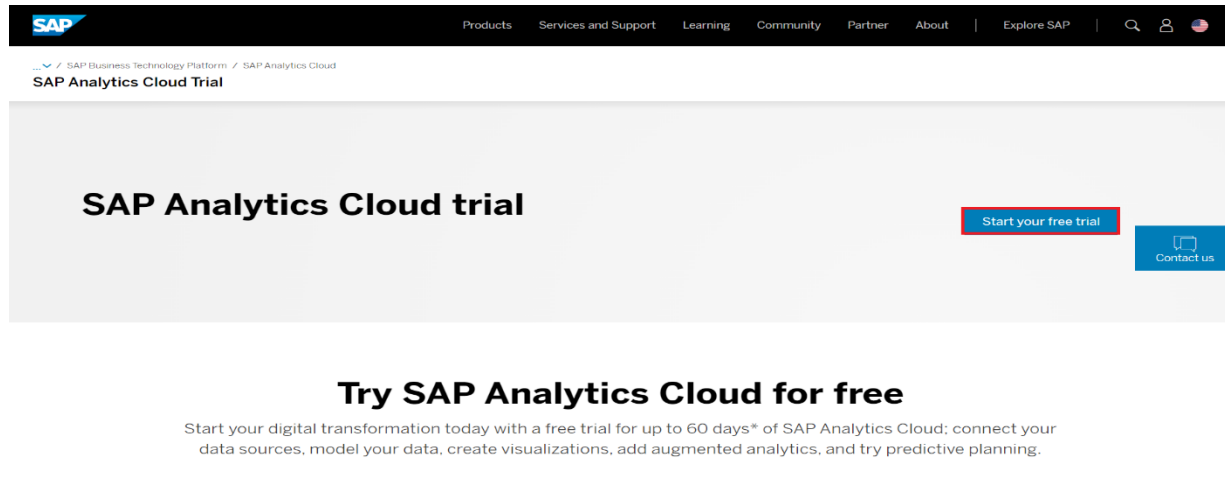
## EDUNET FOUNDATION-Class Exercise Notebook

### 2.1 Practical- Getting Started with SAP Analytics Cloud

Following Steps are used to creating an account on **SAC Account**.

#### Step 1: Creating an account on SAC

1. Click on the link- <https://www.sap.com/products/technology-platform/cloud-analytics/trial.html>
2. Click on **Start your free trail** option.




#### Step 2: Fill the registration details


1. Fill the registration details and click on Submit button
2. You will get activation sign in link on your registered mail id
3. Click on the link and it will redirect to log in page.

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### Register once for full access

  
Try software for free

  
Read analyst reports and  
white papers

  
SAP Community

  
Join virtual events

#### No SAP account? Tell us about yourself.

Business e-mail address *	First Name *
Last Name *	Company *
Country/Region *	Phone +X XXX-XXX-XXXX
Department *	Relationship to SAP *

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**Submit**

#### Got an SAP Account?

**Log in**

## Step 3: Sign In

Enter the credentials and clicked on **Continue** button then it will redirect on SAP Analytic Cloud home page.

### SAP HANA Cloud Services

#### Sign In

E-Mail or User Name  
E-Mail or User Name

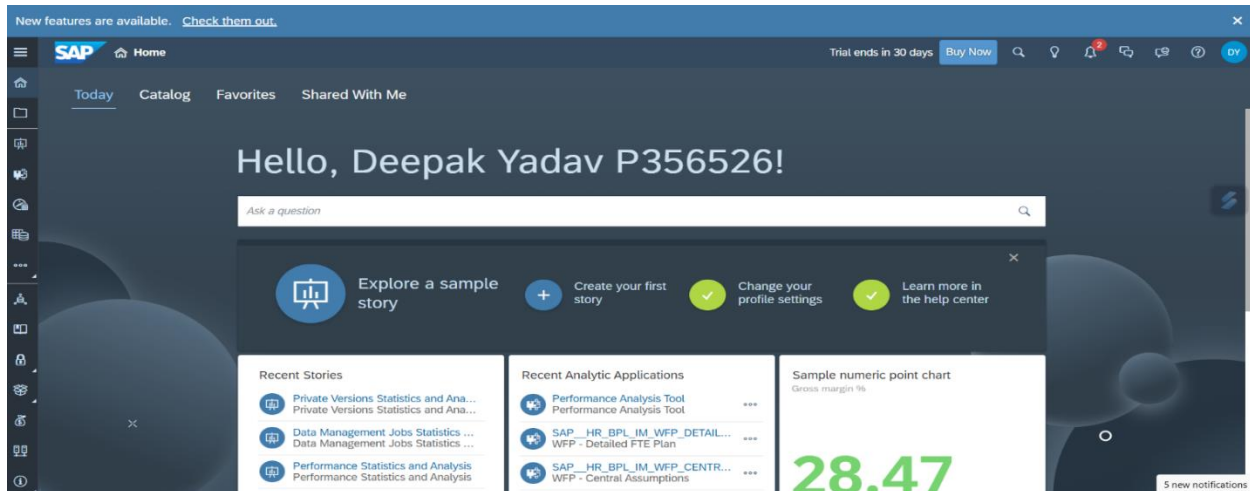
Password  
Password

☐ Keep me signed in [Forgot password?](#)

**Continue**

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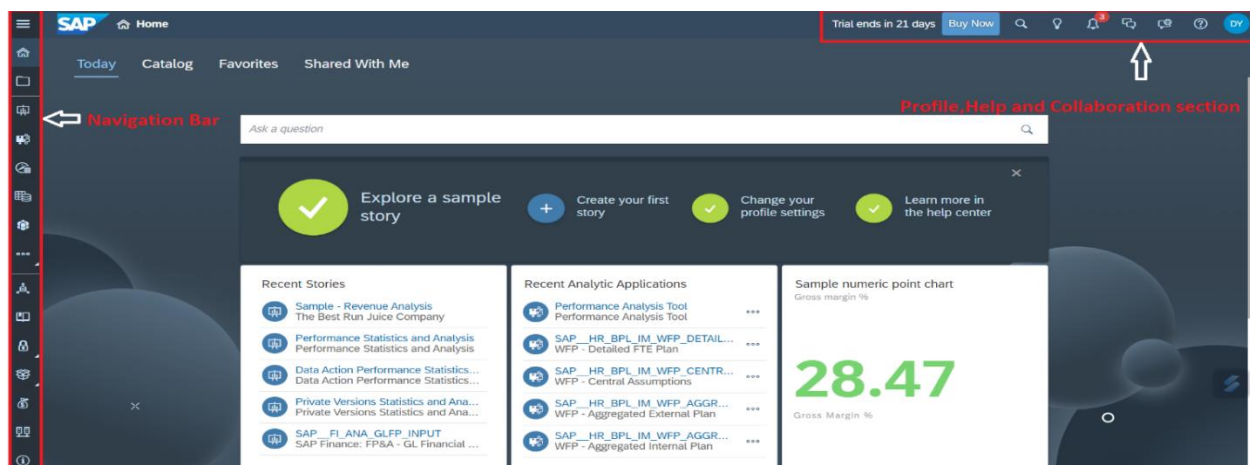
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Great! You have successfully created a free trail account on SAP Analytic Cloud. Now let's start with exploring more about user interface.

## Step 4: User Interface

1. Home screen mainly contains Navigation Bar which Includes different icon of Files, Story, Modular and so on.
2. It also contains the options like Profile, Help and Collaboration section which is located at top right corner as shown in fig below.

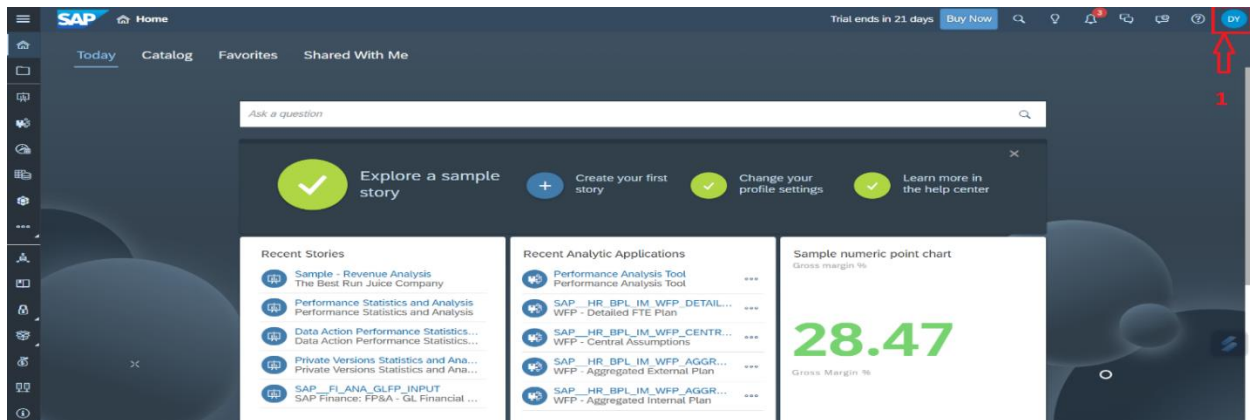


Now you can customize the home screen your requirement, Let's begin with lab no. 2.

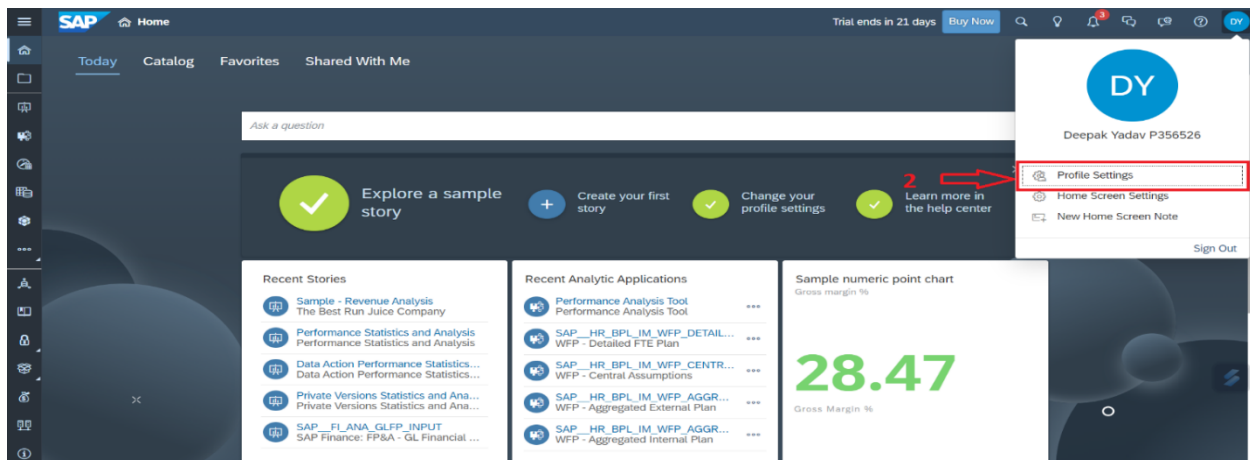
## 2.2 Practical- Customizing your screen

### Step 1: Select profile

1. To edit user profile, click on profile icon (Top Right Corner)



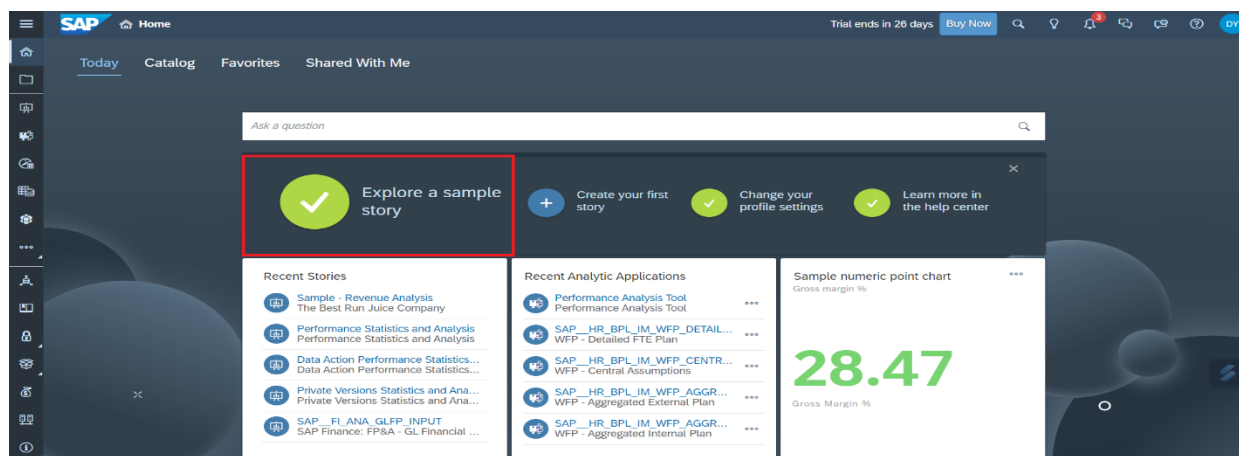
2. click on Profile Settings option.



## 2.5 Practical-Open existing report and refresh, filter, sort, rank, export

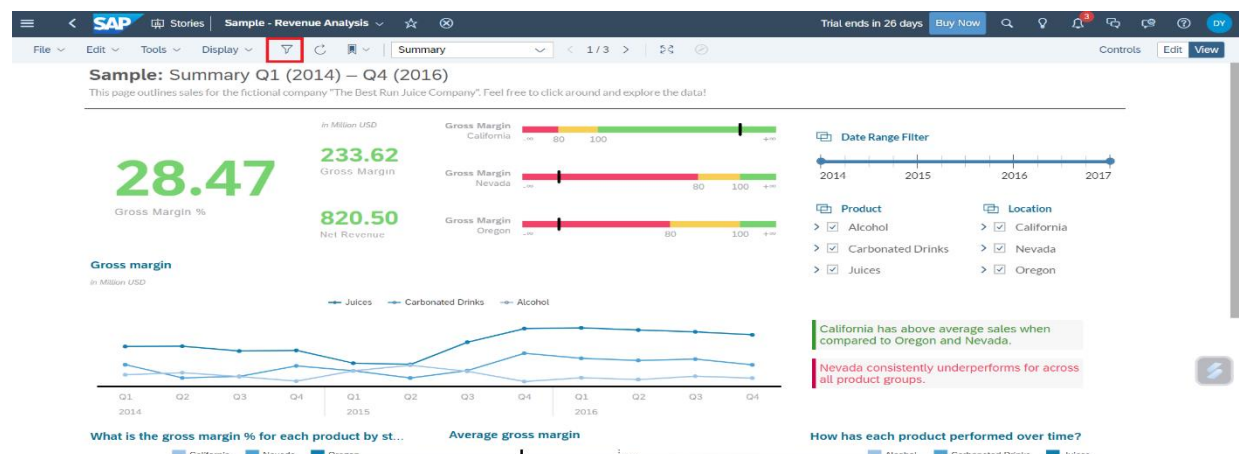
### Step 1: View sample story

To Explore Existing Report, you have Explore a Sample Story option on home screen you can click and get pre-existing Sample Dashboard from SAC.



### Step 2: Applying Filter

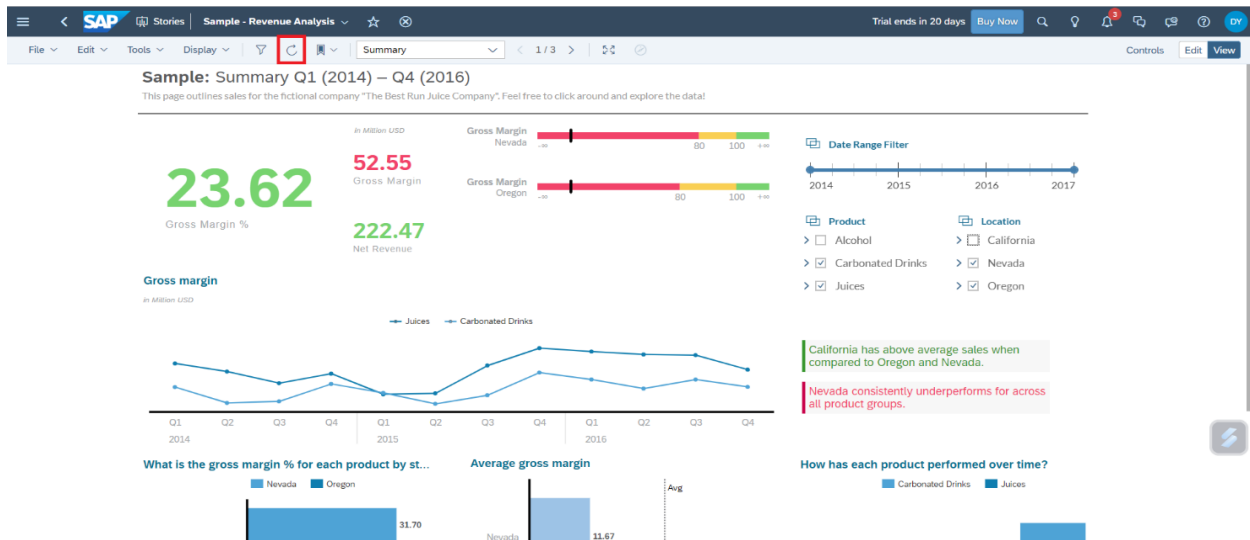
To filter you will have **filter** tab click on filter tab from filter tab you can filter out your data for this refer following fig.





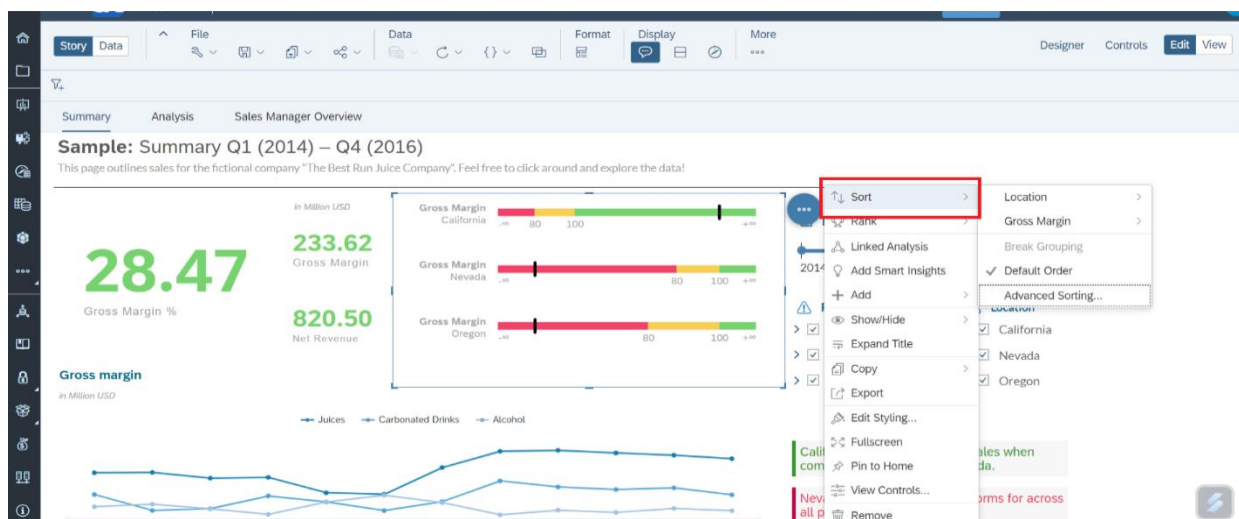
## Step 3: Refresh story

Click on the **refresh button**

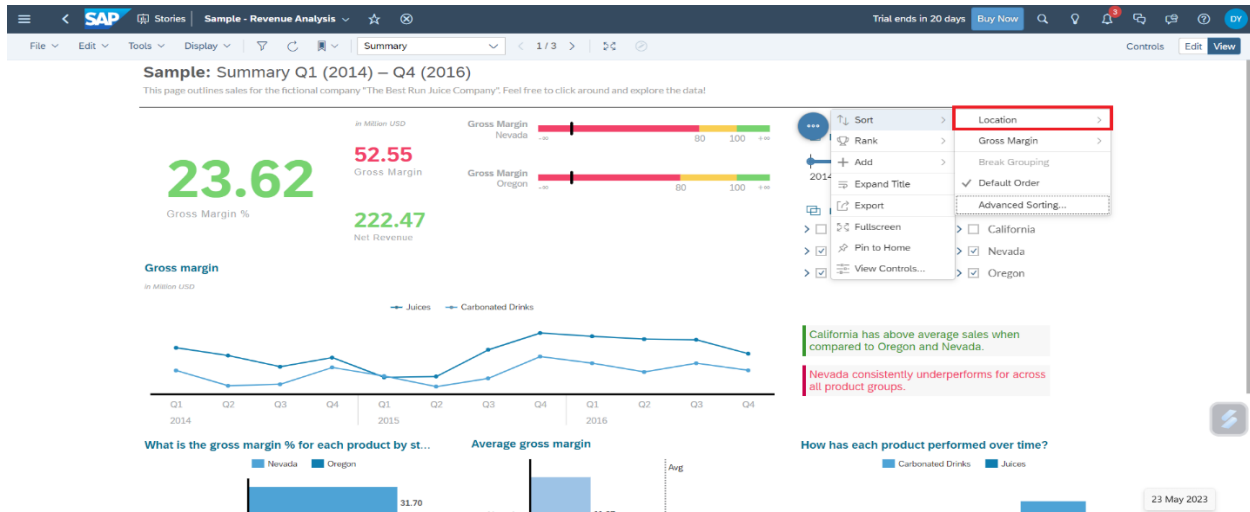


## Step 4: Sort story

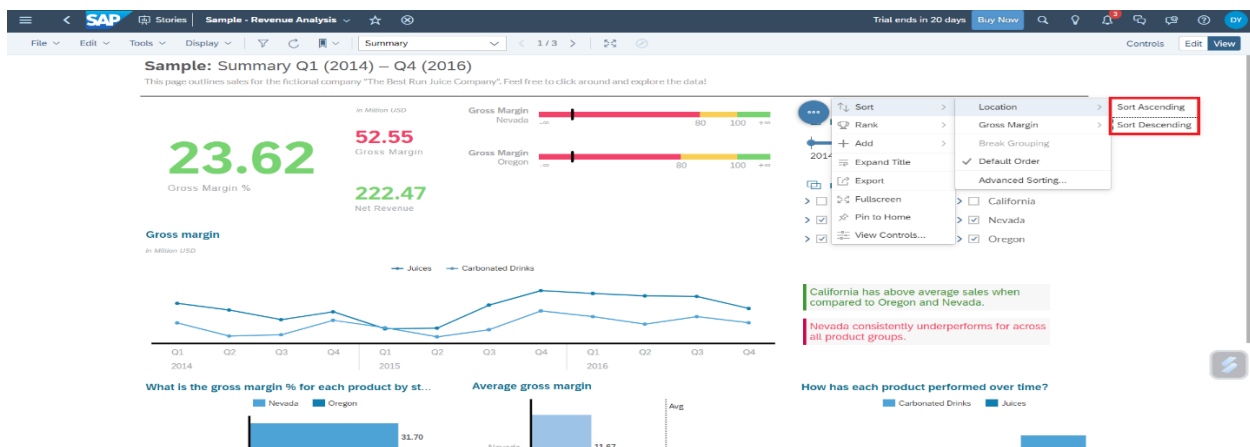
1. To Sort data, you can click on any Chart on **Dashboard** and click on **three dots**.



2. **Click Sort tab** according to requirements choose tab.



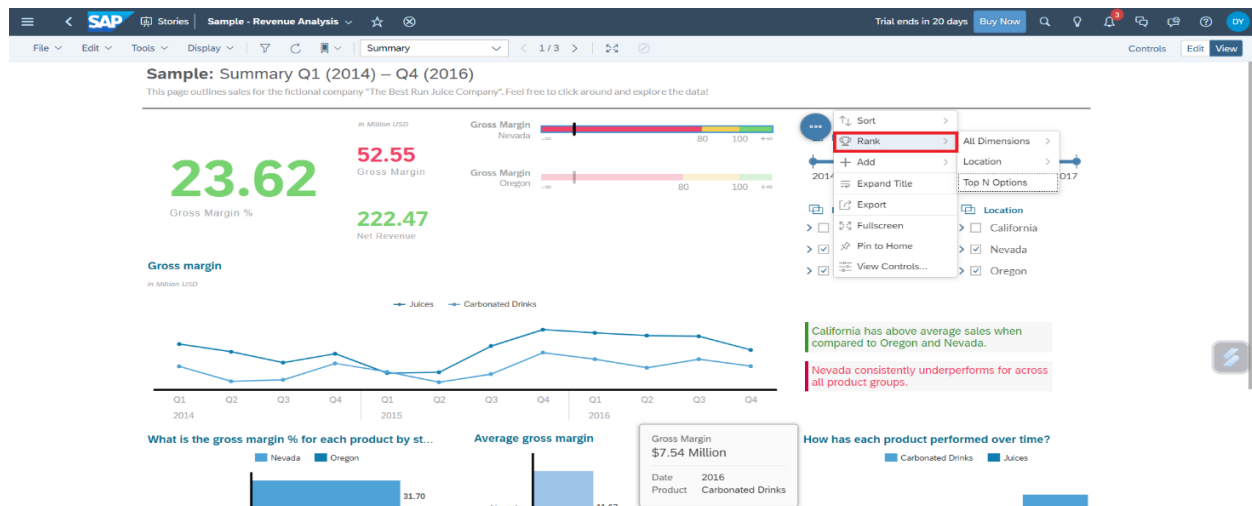
3. Click on **sorting** options as per requirements.



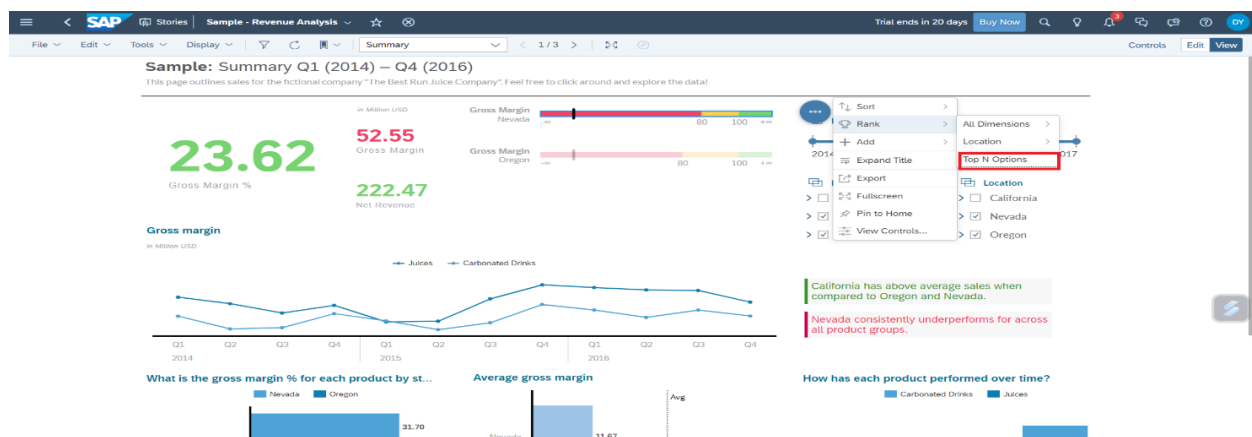


## Step 5: Rank

1. To set **Rank** or **find top value** in any chart we can use rank, click on any chart three dots.



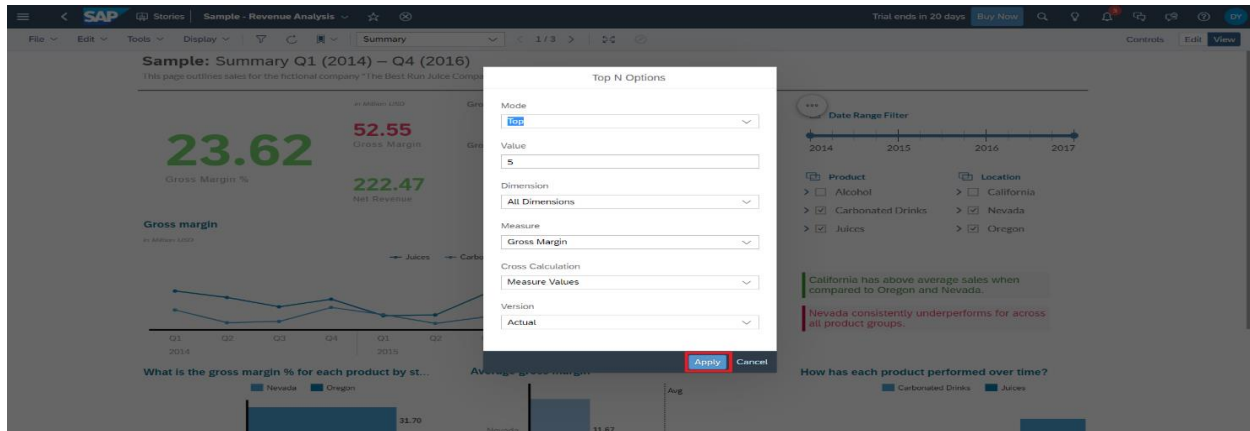
2. According to requirements select option **Top N option, Location, All Dimensions**.





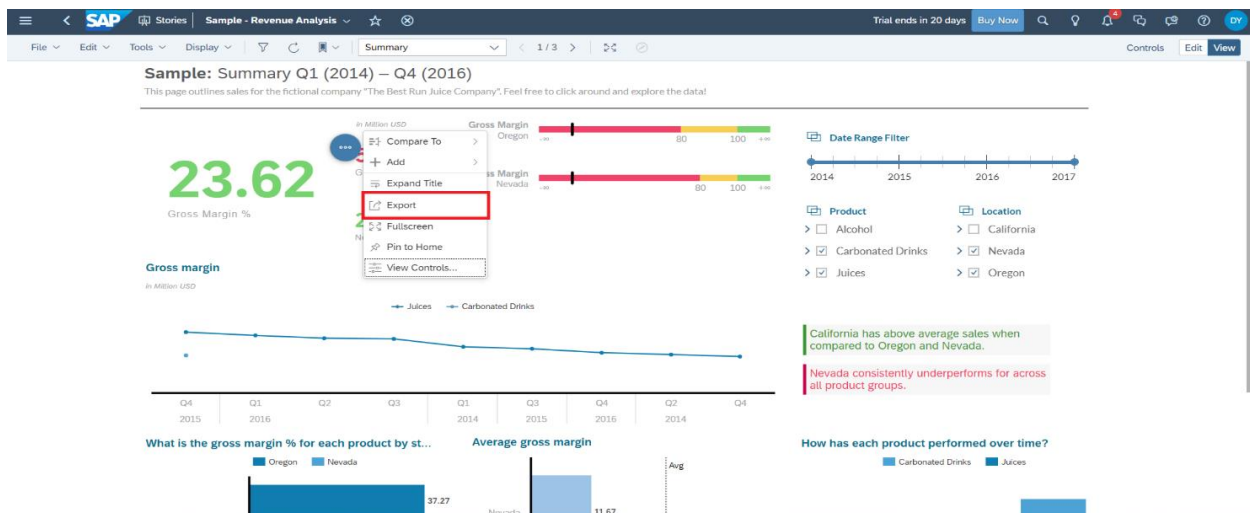


### 3. Apply Changes along with requirements and click on **apply**.



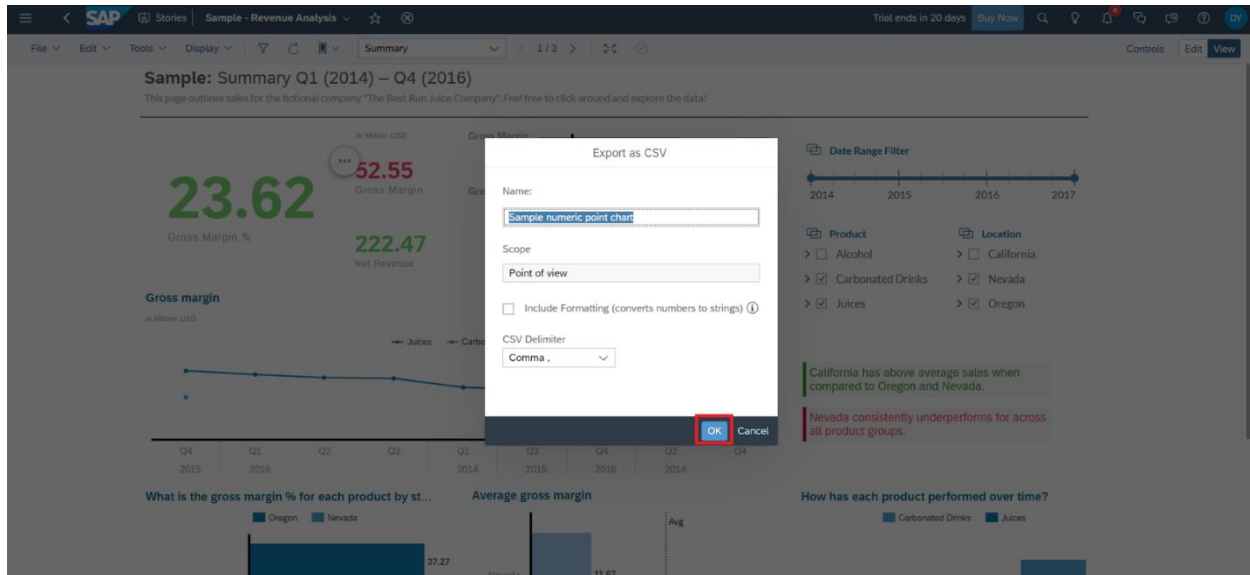
## Step 6: Export story

### 1. To Export Data from Chart, click on any chart three dots select **Export**.





- To save file write name and select required **Delimiter** and click on ok, the chart data is download in your system.



## 2.6 Results:

Now you get an idea of how to create count an SAP Analytics account and manage your profile, create folder view sample dashboards for practice purposes, and how to export data.