

For Desktop:

Changing a report's data source:

1. Click on File
2. Click on Option and setting
3. Data source setting
4. Change source

For Web Browser:

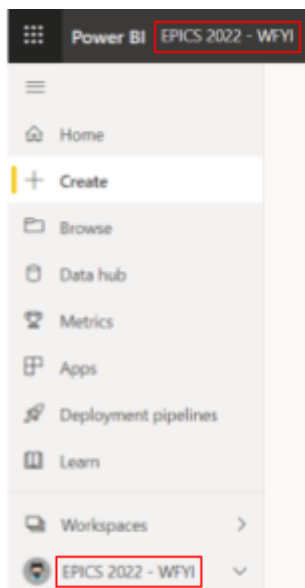
Creating a new dataset:

Option 1 - Manually entering data

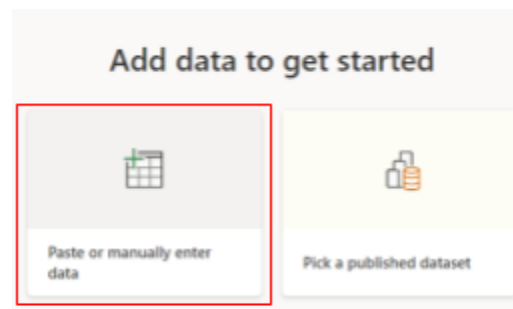
1. Head to your desired Workspace (see Example 1)
2. Click 'Create' and select the left option (see Example 2)

Option 2 - Uploading data file

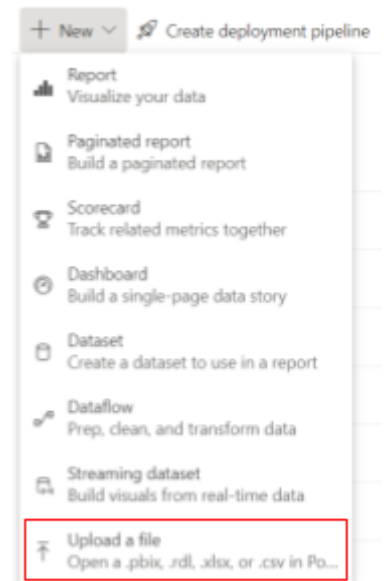
1. Head to your desired Workspace (see Example 1)
2. Click the 'New' dropdown box and select 'Upload a file' (see Example 3)



Example 1



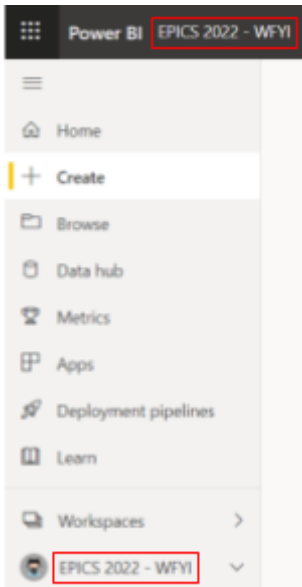
Example 2



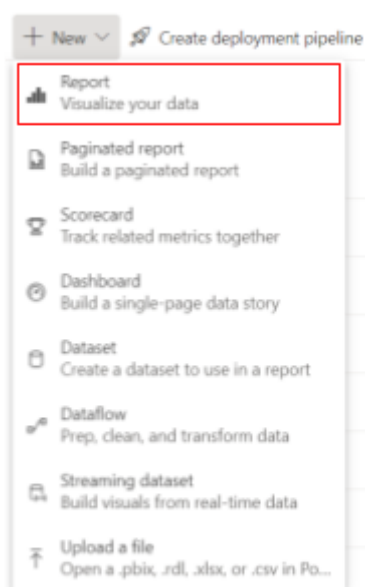
Example 3

Creating a new report:

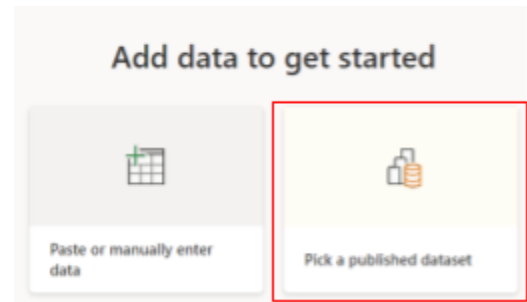
1. Head to your desired Workspace (see Example 1)
2. Click the 'New' dropdown box and select 'Report' (see Example 4)
3. Next, click the right option 'Pick a published dataset' (see Example 5) and select your desired dataset



Example 1

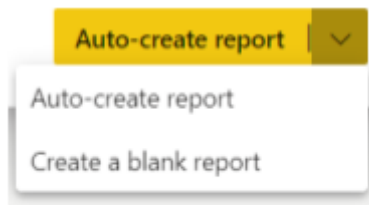


Example 4



Example 5

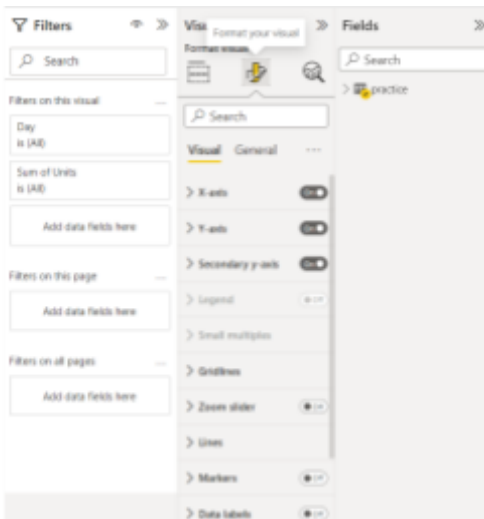
4. From here you can either auto-create the report or create a blank report (see Example 6)
5. Once getting to your report's main page, you have to click 'Edit' [on the right side of the upper toolbar] before adding or modifying new or existing graphs



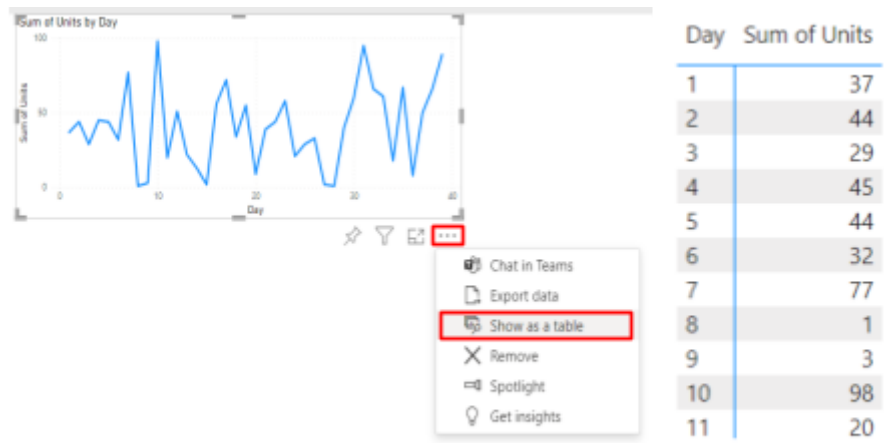
Example 6

Modifying Existing Graphs

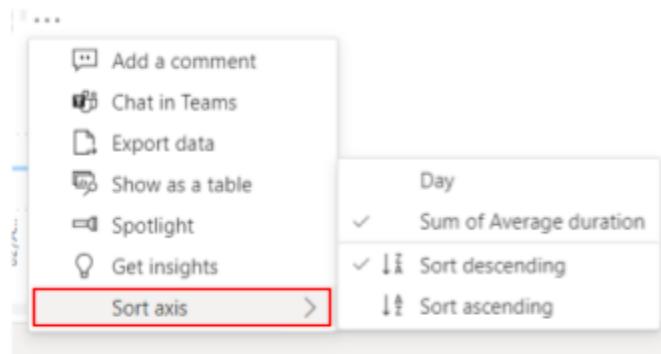
1. In order to change which values are on which axes
2. To edit the visuals of a graph (i.e. axes titles), you need to select the 'Format your visual' option on the middle section of the right-hand side of your screen (see Example 7)
3. Any existing or created graph can also be converted into a table by clicking the three dots in the corner or the desired graph and then selecting 'Show as a table' (see Example 8)
 - a. If applicable, you can also sort the axes of a graph by selecting 'Sort Axis' (see Example 9)



Example 7



Example 8



Example 9