**CYBERSCIENCE**
driving business intelligence

Consumer Role Guide

Discovery Center makes it easy for users in all roles to quickly and easily find business information. The application is the single-entry point that business professionals can use to see the latest business intelligence output relevant to their role and current needs. A consumer in Discovery Center is an individual who can view and interact with items created and published by other users. An item is a piece of business information like a sales report, performance chart, or a dashboard.

Home Page

Use the Discovery Center Home Page to:

❶ Access Channels. Channels are essentially containers for items with titles like Sales, Marketing, HR, etc.

❷ View Recent Activity, Favorites, and What's New in your Channels.

❸ Open/close the application sidebar to access your profile, navigate to the Home Page, view your Activity, or access your Channels page. The sidebar is always accessible.
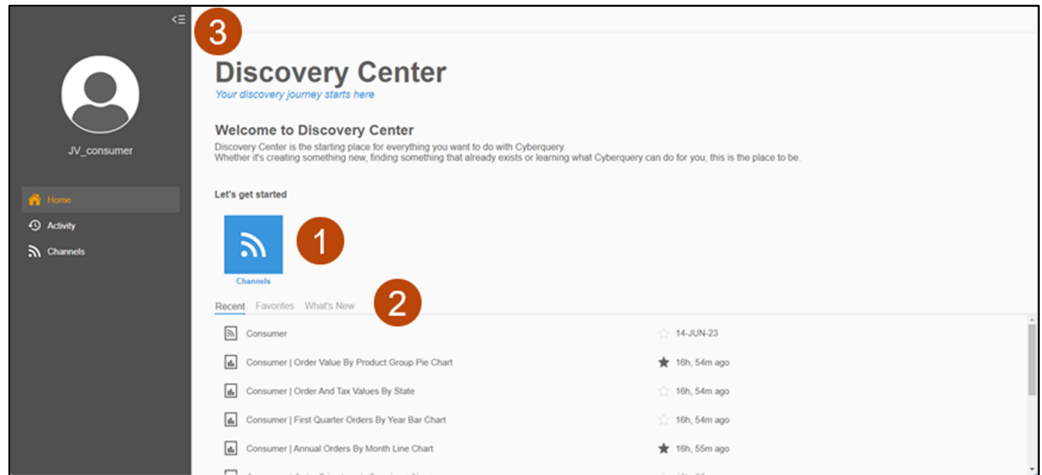

Channels Home Page

Other users can assign you to one or more Channels to give you access to items. From the Channels Home Page, you can:

❶ Access publication Channels. Publication Channels contain items that other users share with you.

❷ View Favorites, Recent, and What's New Activity across all of your channels.

❸ Click on a breadcrumb to navigate directly to that page. Breadcrumbs are always accessible.
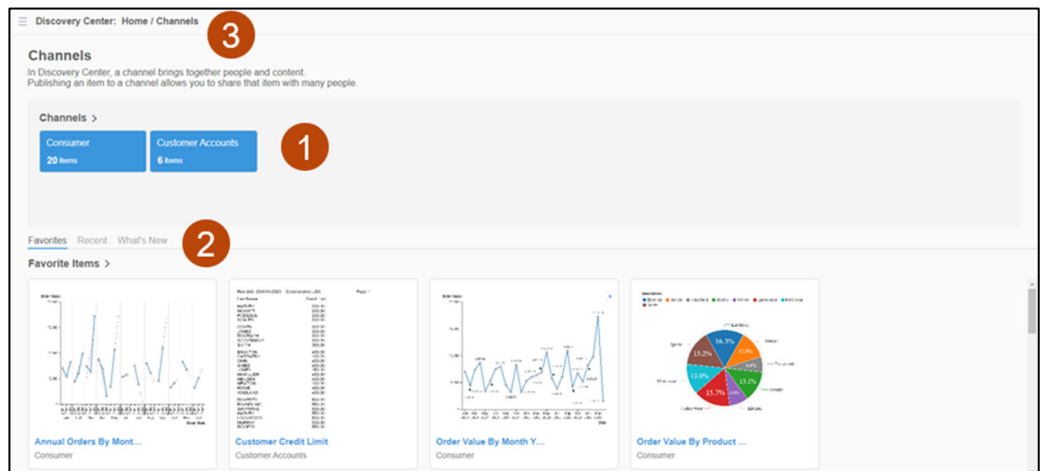
Channels Page
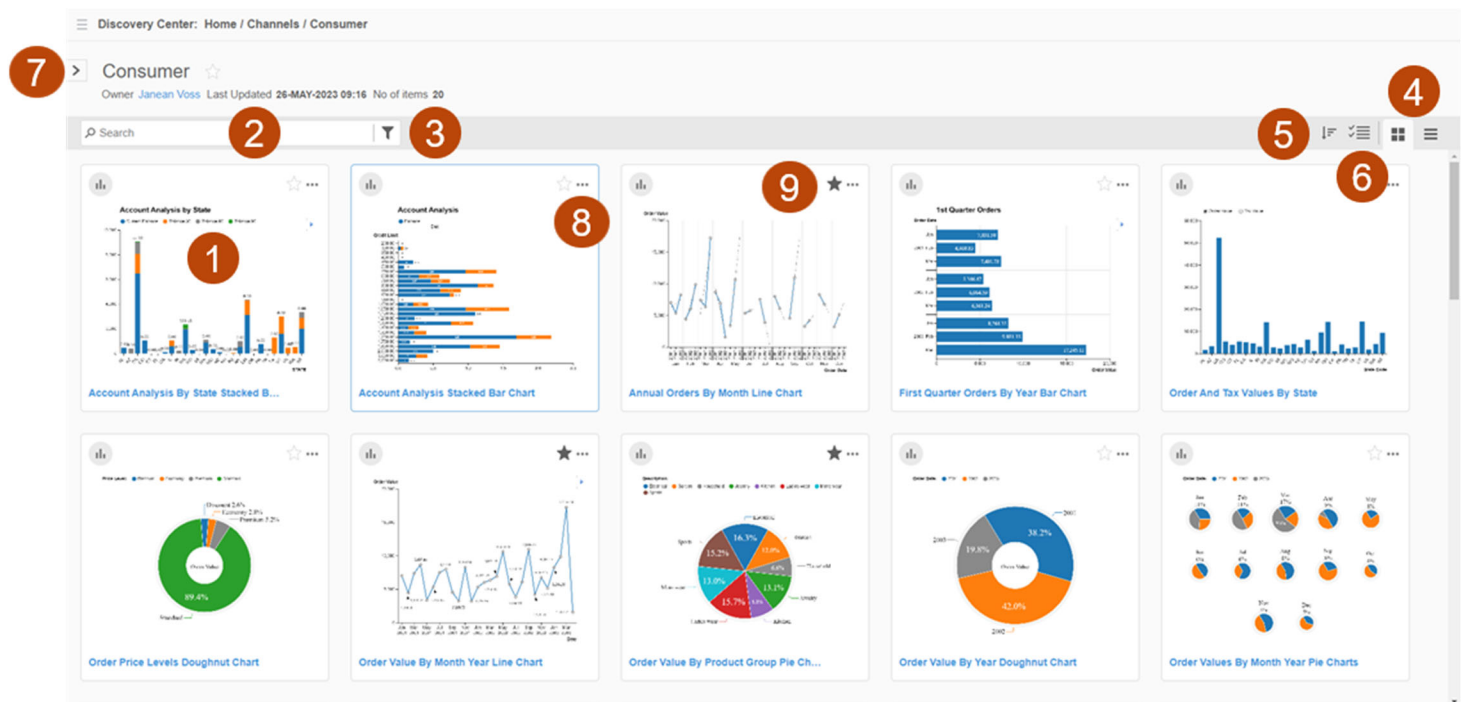
Other users create and share publication Channels with you. As a consumer Channel member, you can view, search for, and interact with the items as specified below:

❶ Click on an item to view it on a new page. There is more information in the **Items** section below.

❷ Search independently or in conjunction with the filter option.

❸ Use the filter option to refine your search with System and User Tags. Tags make it easier to find specific items, especially if you have a lot of items in your list. They identify items that have something in common, for example, you can tag items that belong to a particular project across channels. The application creates and assigns System Tags that include item type (for example, query, report, macro, or dashboard) and report type (for example, pie chart, line chart, list report, etc.). There is more information about **User Tags** in the section below.

❹ View your Channel in a grid (as shown) or as a list.

❺ Sort the items using a variety of sort options, like By Name, By Description, or By Type. You can also group items by None (default), Channel, Last Accessed, and Last Updated.

❻ Use selection mode to select one or more items. You can then perform various actions on those items, like add/edit User Tags or view item details.

❼ Click the arrow to show the Channel sidebar. The sidebar displays shortcuts to quickly access recent, favorite, and updated items, as well as other Channels and your user Collections. Collections let you quickly find and organize items across all of your Channels. There is more information in the **Collections** section below.

❽ View details and edit User Tags for individual items.

❾ Click the star to add that item to your Favorites list. To remove it from Favorites, click the star again.

Items

Click on an item to see it in greater detail on a new page. Run the report (❶) to view the most up-to-date information.


User Tags

User tags are specific to you. Use them in filter searches and when creating Collections (see below).

To add a tag to a single item, click the context menu ••• icon (❶) and select Edit Tags (❷) to open and complete the Edit User Tags pane (❸).
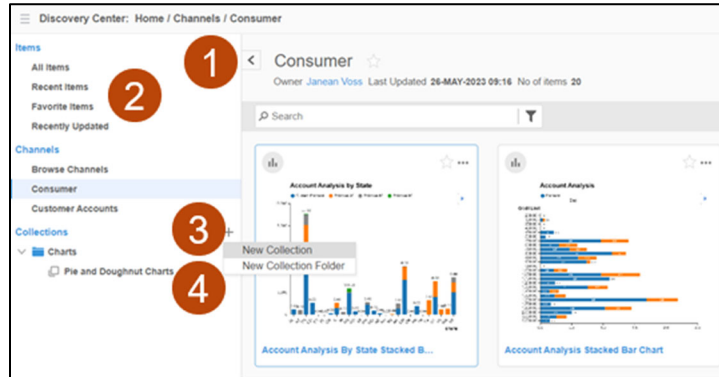
To add a tag to multiple items, hold down the Ctrl key while selecting the items (❹), and click Edit Tags (❺) to open and complete the Edit User Tags pane (❸).
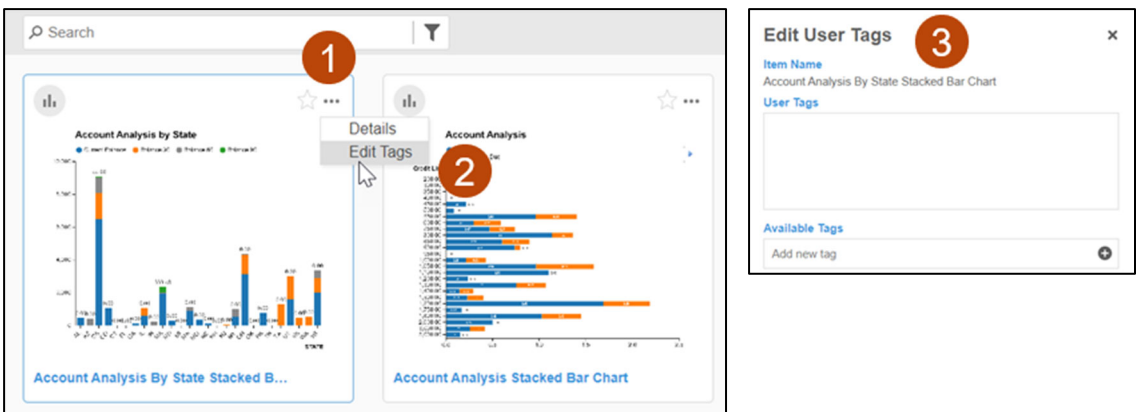
Collections

Quickly find and organize items across Channels using Collections that are specific to you. A Collection is a set of tags. You may create a collection, for example, to identify all charts related to a specific project.

Click on the Channel sidebar arrow (❶) to show the Channel sidebar (❷). Click the + to either create a new Collection (❸) or create a new Collection folder (❹) to organize Collections. Select the New Collection option to open and complete the New Collection pane (❺).