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## Before you begin: Log in to your Education sandbox

You have a shared sandbox environment to learn about, use, and experiment with MicroStrategy Web.

- 1 In your browser, navigate to **[education.microstrategy.com/MicroStrategy/servlet/mstrWeb](https://education.microstrategy.com/MicroStrategy/servlet/mstrWeb)**.
- 2 Log in to the sandbox with your **MicroStrategy Account** credentials.
- 3 The MicroStrategy Landing page opens. Click the **MicroStrategy Tutorial** project.
- 4 Click **Go to MicroStrategy Web**.

The Shared Reports folder of the MicroStrategy Tutorial project opens.

*In the sandbox environment, you cannot save items in the Shared Reports folder.*

## Exercise: Create a Northwest Revenue conditional metric

Create a simple conditional metric that calculates the revenue for the Northwest region only. First, you create the filter to apply to the metric.

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### Create the Northwest Revenue conditional metric

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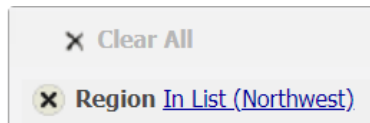
#### Create the filter to use on the metric

- 1 Access your Education sandbox. For a reminder on how to do this, see *Exercise: Access your Education sandbox*.
- 2 On the My Reports folder page, click **Create** and select **New Filter**.
- 3 In the Object Browser pane on the left, click **Data Explorer**, then **Geography**, and then **Region**.

*The Data Explorer displays attribute elements, so it is useful to create quick filters like this one.*



- 4 Drag **Northwest** to the Filter Definition pane on the right.

**Best  
Practice**



- 5 In the toolbar, click **Save**.
- 6 Save the filter as **Northwest Region** in the **My Reports** folder.
- 7 **Close** the filter.

#### Create the conditional metric

- 8 On the My Reports folder page, click **Create** and select **New Metric**.
- 9 In the Functions list on the left, click **Sum** to add it to the metric definition area.
- 10 Select the Revenue fact:
  - a Click the **Browse** icon  next to the **Search for a fact, metric or attribute** box.
  - b Click the **Facts** folder.
  - c Click **Revenue**.
- 11 Click **Show All** to display the level, condition, and transformation properties.
- 12 Click the **Browse** icon  next to the Condition box.
- 13 From the drop-down list, select **My Reports**.
- 14 Select the **Northwest Region** filter.

The Northwest Region filter is now applied as the metric's condition.

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Display Name:  [Format](#) [Metric Options](#)

**Function: Sum**

Sum of

[Function Parameters](#)

▲ Show All

Level  ... x

[Level advanced options](#)

Condition  [Condition advanced options](#)

Transformation

**Format the metric values as currency**

- 15** Click **Format**.
- 16** From the first drop-down list, select **Metric Values**.
- 17** Click **Currency**.
- 18** In the **Decimal Places** box, type **0**.
- 19** Click **OK**.

**Save the metric**

- 20** In the **Display Name** box, type **Northwest Revenue**.
- 21** Click **Save**.
- 22** In the **Save In** drop-down list, select **My Reports**.
- 23** Click **Save**.

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### Create a report to display the conditional metric

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- 1** On the My Reports folder page, click **Create**, point to **New Report**, and select **Blank Report**.
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2 Add the **Category** attribute, the **Revenue** metric, and the **Northwest Revenue** metric to the report.

- The Category attribute is saved in the Products folder.
- The Revenue metric is saved in the Sales Metrics folder.
- The Northwest Revenue metric is saved in the My Personal Objects\My Reports folder.

**Run the report**

3 Click the **Run Report** icon .

The report resembles the following.

Category	Revenue	Northwest Revenue
<a href="#">Books</a>	\$2,640,094	\$129,175
<a href="#">Electronics</a>	\$24,391,303	\$1,234,850
<a href="#">Movies</a>	\$4,098,943	\$200,894
<a href="#">Music</a>	\$3,893,367	\$196,269

The Northwest Revenue metric calculates only the amount of revenue produced in the Northwest region. In this report, it is the revenue produced for each category in the region.

**Save the report**

4 Save the report as **Northwest Revenue** in the **My Reports** folder.

5 **Close** the report.

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