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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: Open and start to explore the Office Royale Sales dossier

The Office Royale sales team uses this dossier to understand key sales performance pipeline metrics. Chapters include an overview of performance, an opportunity analysis, and performance by individual sales representatives.

As a Regional Sales Manager, you create a business plan for the year ahead using the dossier information.

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## Access Library in the Education sandbox

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

**1** In your browser, navigate to **<https://education.microstrategy.com/MicroStrategy/servlet/mstrWeb>**.

**2** Log in to the sandbox with your **MicroStrategy Account** credentials.

### Open the Tutorial Project

The MicroStrategy landing page opens. Click the **MicroStrategy Tutorial** project.

**3** Click **Go to MicroStrategy Library**.

**4** If prompted, enter your **MicroStrategy Account** credentials, and then click **Log in with Identity**.

Your Library home page displays.

### Open the Office Royale Sales dossier


The Office Royale Sales dossier has already been added to your Library by your Administrator because you frequently need to access it. When a dossier is added to your Library, you can directly access it simply by logging into your Library.

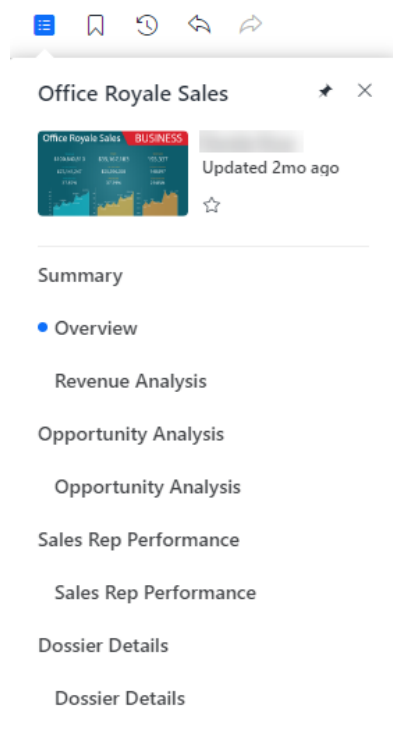
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- 5 On your Library home page, click the **Office Royale Sales** dossier.



*Use the search box in the toolbar if you need help finding the dossier.*

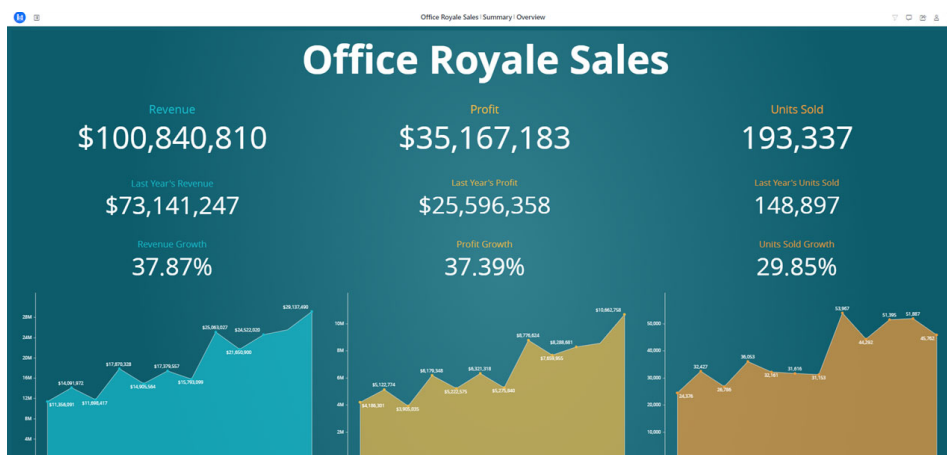
- 6 The dossier opens. In the toolbar, click the **Table of Contents** icon  to ensure you are on the **Overview** page in the **Summary** chapter.



The Table of Contents is a great starting point to understand what broad trends and details the dossier covers. The Table of Contents can help you quickly determine whether the dossier provides pertinent answers to your questions, and helps shape your analysis.


- 7 The Overview page outlines key performance indicators across the past calendar year for Office Royale; Revenue, Profit, and Units Sold metrics are
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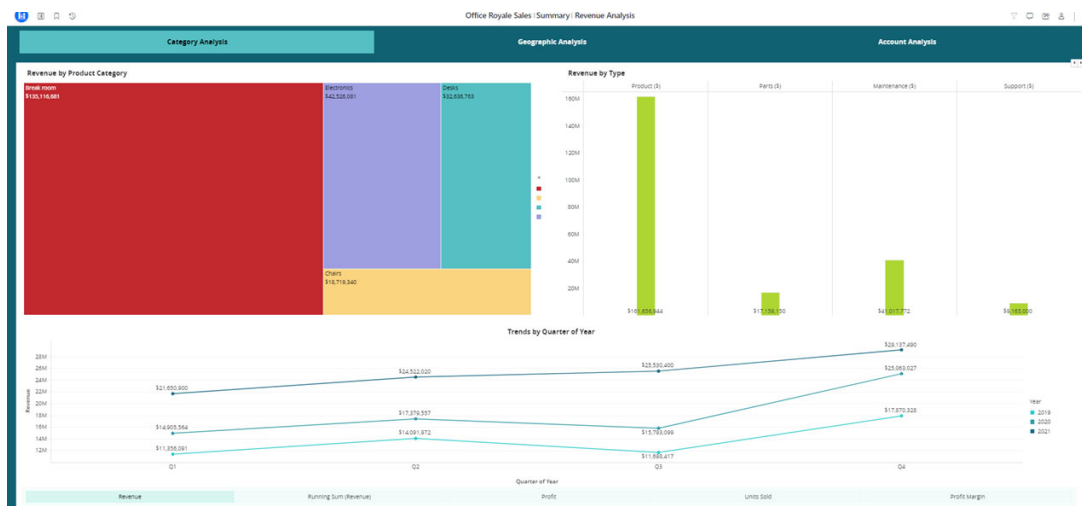
outlined at the top of the page and the area charts display these metrics over time. Notice that the toolbar of the dossier indicates the path to the current page.



What trends do you notice across the KPIs?

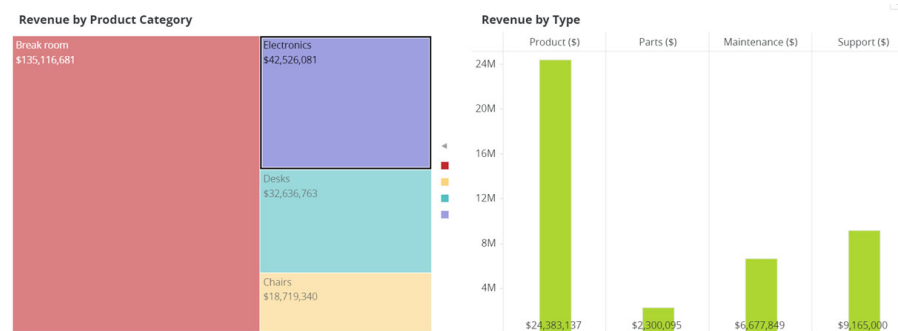
## Explore the Office Royale Sales dossier's chapters and pages

- 1 Now that you've taken note of KPIs across the year, you want to dive deeper into the revenue analysis. Click the **Table of Contents** icon  and select the **Revenue Analysis** page in the Summary chapter.

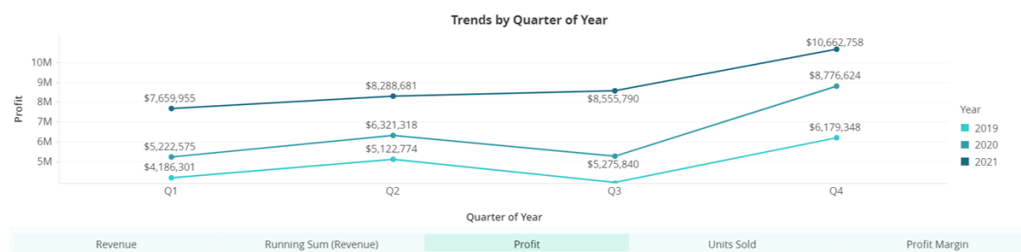


The Revenue Analysis page contains different panels: Category Analysis, Geography Analysis, and Account Analysis. Panels allow dossier authors to display different views of data on a single page. This can satisfy the requirements of many users who need different slices of data.

- 2 The first panel, Category Analysis, analyzes revenue by category. You can easily see which category is performing best using the heat map on the left, while the vertical bar chart breaks down category revenue by type. Click **Electronics** on the heat map to see a breakdown of revenue type for the Electronics category.



- 3 Click **Electronics** again to clear the selection.
- 4 The bottom of the page includes the line chart that shows metrics by quarter of year with a separate line for each year. The dossier author added a selector based on different metrics, so you can choose which quarterly trend the line displays. Selectors are one example of powerful self-service analytics available in dossiers. Click **Profit** to change the vertical axis to Profit.



- 5 Use the selector to view the different key metrics — what is the overall trend year over year? What might have contributed to the low profit margin in Q3?
- 6 Use the Table of Contents to navigate to different pages and answer the following business questions:
- Which Sales Representative has the best overall performance?
  - Which country produced the highest revenue?
  - What is the total forecast for Electronics?
  - What do you think of the Office Royale sales outlook for next year?