Before you begin: Access Library in the Education sandbox

The Education sandbox is a shared, cloud-based environment to help you learn about and experiment with MicroStrategy Web and Library.

Use the Education sandbox to complete various report and dossier exercises. Complete the steps below to access the sandbox.

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

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

    Open the Tutorial project

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

MicroStrategy Tutorial
MicroStrategy Tutorial project and application set designed to illustrate the platform's rich functionality. The theme is an Electronics, Books, Movies and Music store. Employees, Inventory, Finance, Product Sales and Suppliers are analyzed.
Server name

    The MicroStrategy Tutorial home page opens.

4   Click **Go to MicroStrategy Library**.

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

    Your Library home page displays.

Exercise: Manage and personalize your Mobile Library

Like your web-based Library, your homepage contains all your dossiers. On the homepage, you can customize how you view your content, share information, and view notifications.

In this exercise, access and navigate your Library homepage.

Prerequisite

This exercise uses a dossier that you added to Library in a previous exercise. Before you begin, ensure you have completed *Exercise: Use Library Mobile to analyze store performance and interact with colleagues.*
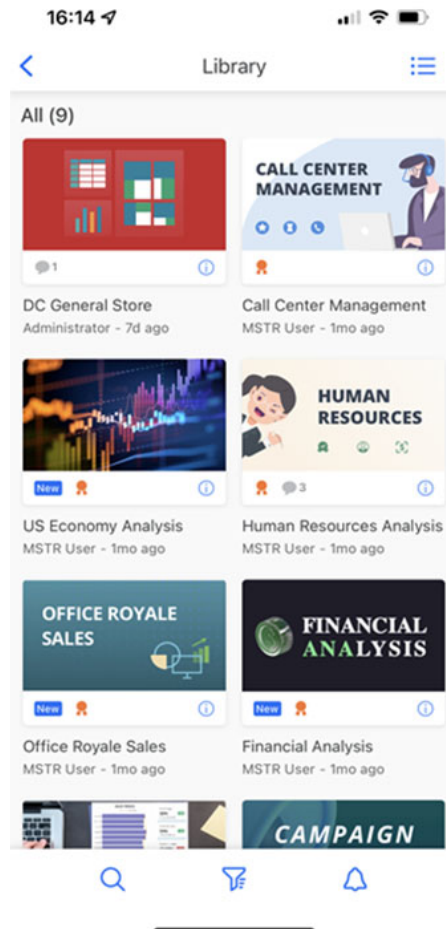
1   From the DC General Store dossier, tap the **Library** icon to navigate to your Library homepage.
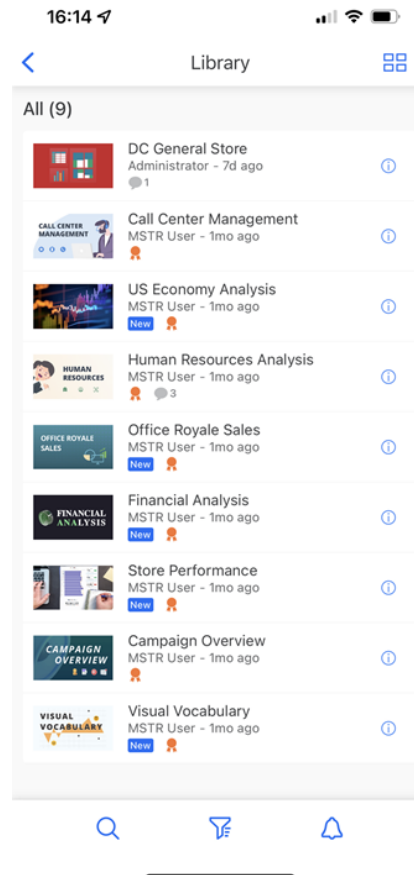

Your homepage includes all dossiers and documents you added to your Library.

2 Tap the **Tile** icon ⊞ to change the dossier view from list to tiles. Tiles give you a larger view of the dossier cover pages, which for some users is easier to process and tap.

*You can tap the **List** icon ≔ to return to the list view.*

3 To view additional options for your dossier, long-tap the **DC General Store** cover image.
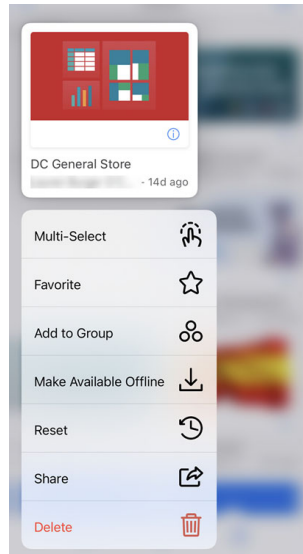

From the Information menu shown above, you can:

- Select multiple dossiers from your homepage to download, add to groups, share, or delete.

- Add the dossier to your Favorites

- Add the dossier to a group

- Proactively cache and locally store your most frequently viewed content with Smart Download, for an instant response experience whether you are online or offline

- Reset the dossier to its original state, without applied filters or bookmarks

- Remove the dossier from your Library

- Share a link to your dossier from Library (not enabled in the sandbox environment)

4 You access this dossier often. Tap **Favorite** to add it to your favorites. The dossier cover page now includes a star, indicating that it is part of your Favorites group.


5 Instead of long-tapping your dossier, tap the **Information** icon ⓘ to access more information about the dossier.
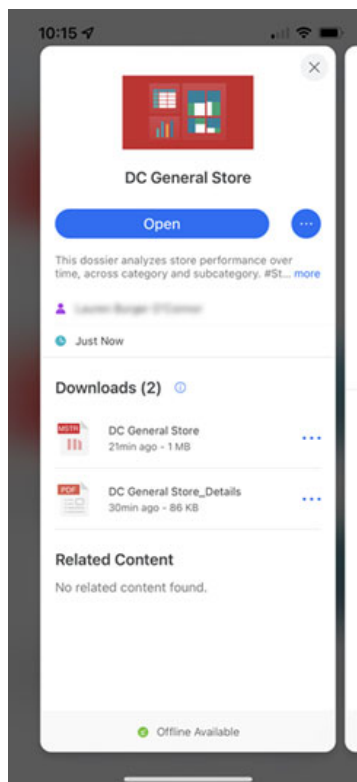
6 Here, you can rename your dossier, see the author, when it was last updated, and the number of comments. Any downloaded content also displays here. Tap the **More** icon ● to share, edit, refresh, or delete your dossier.

7 Swipe right to view the information menu for your other Library content. Tap the **Close** icon.

8 You can search globally on documents, dossiers, chapters, pages, attributes, and metrics both inside and outside of your Library. Tap the **Search** icon 🔍. In the text box, type **Revenue**, then tap **Enter**.
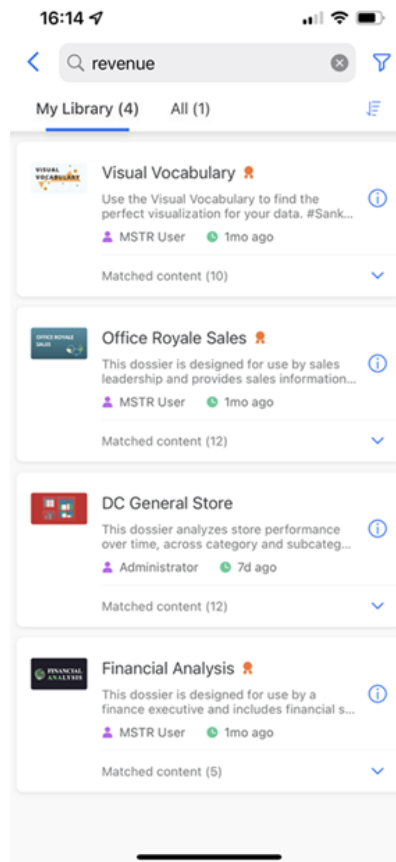

All your content that contains revenue, both inside and outside your Library, displays. From here, you can add dossiers from the MicroStrategy project your Library, if they are not already added.

Note that in the sandbox environment, your search results might differ from the image above.

9 Tap the **Menu** icon ‹ to return to your Library homepage.

10 To personalize your homepage, you can sort and filter your content. Tap the **Sort & Filter** icon 📶 to change the display order of your content, or filter your Library by content status or type.
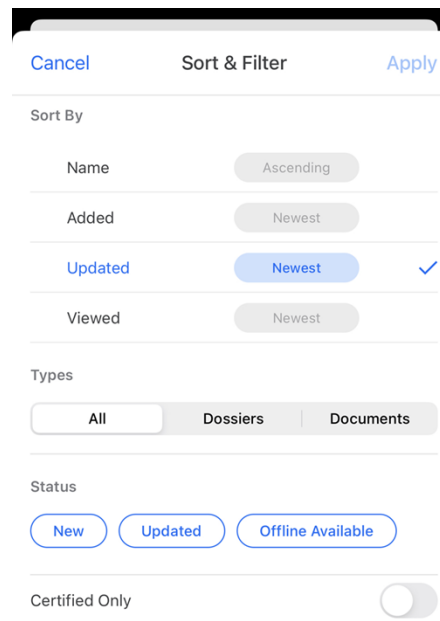

**11** You'd like to sort your Library by most recently viewed. Under Sort By, tap **Viewed**, then tap **Apply**.

The steps below apply to iOS devices. For more information on Android, visit the MicroStrategy Web Help page.

1 To see more Library options, tap the **Menu** icon ‹ . Here, you can access Favorites, Recents, Subscriptions, and custom groups. You can also view PDF, Excel, and .mstr files in the Downloads folder.

Library ▾

sandbox

🔵 MicroStrategy

▫ All

👥 My Content

☆ Favorites

🕐 Recents

🗒 Subscriptions

📄 Downloads

👥 My Groups   ⊕

LB
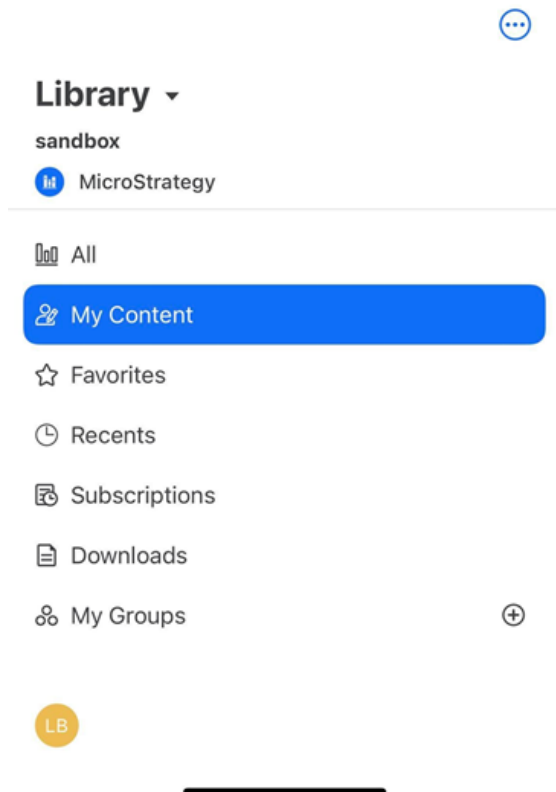
2 Tap your **initials** to access your preferences. You can:

- Receive seamless data updates, with Automatic Refresh
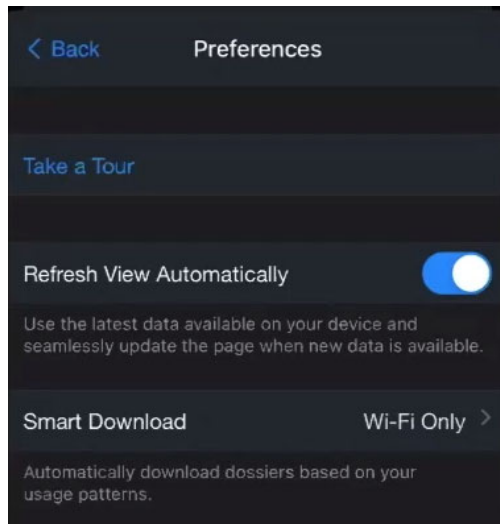
- Quickly switch between multiple libraries, without re-entering URLs and credentials

- Use Multitasking on an iPad to view data alongside other content and easily drag and drop data between applications to quickly complete your workflows

- Personalize the look of your Library with Light and Dark modes

3 Tap **Close**, then **My Content** to return to your homepage.