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.

Access Library in the Education 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　ENV-218880LAIOUSE1

　　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**.
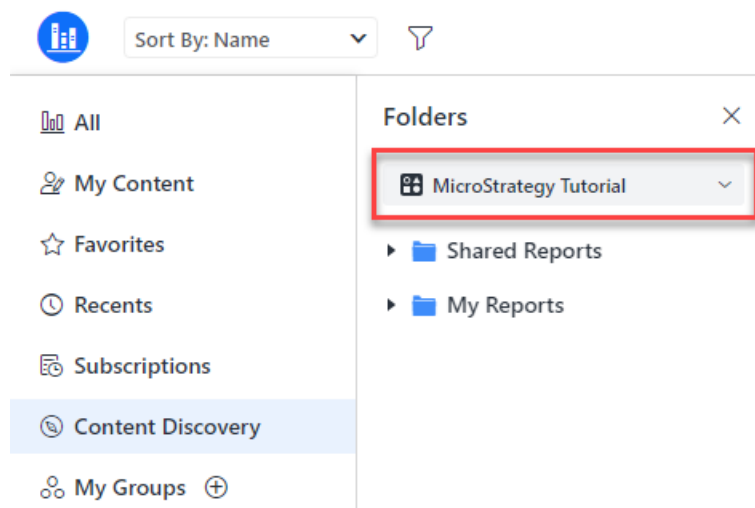
　　Your Library home page displays.

Exercise: Add the Radiant Performance Analysis dossier to MicroStrategy Library

Use the Radiant Performance Analysis dossier in MicroStrategy Library to complete a sequence of exercises. You start with a single-page version of the dossier that is overcrowded and difficult to analyze. By completing the exercises, you improve the analysis experience by moving visualizations to new chapters and pages and leveraging chapter filters, page filters, and visualizations as filters.
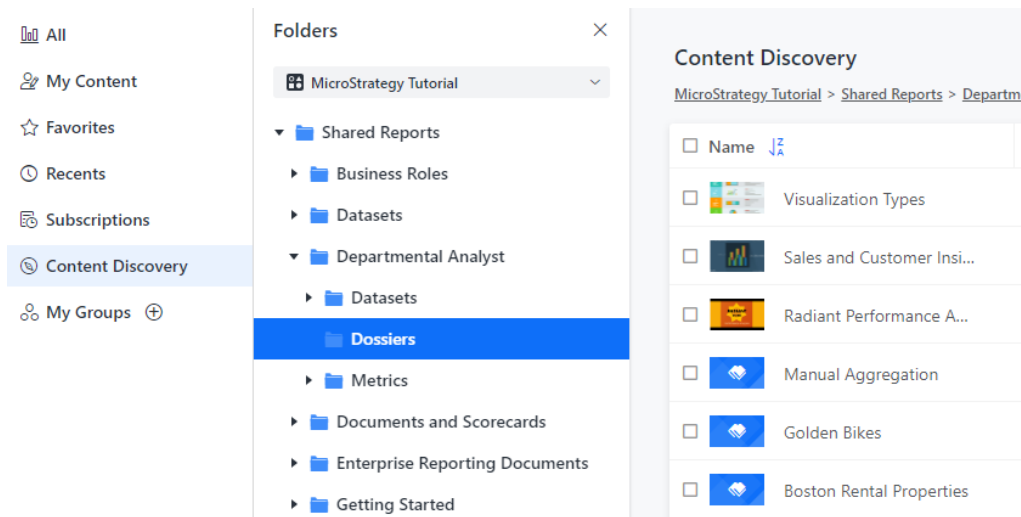
The exercises build off each other, so to ensure that you can finish the dossier, complete the exercises in order. First, add the dossier to Library and save a copy in your My Reports folder.
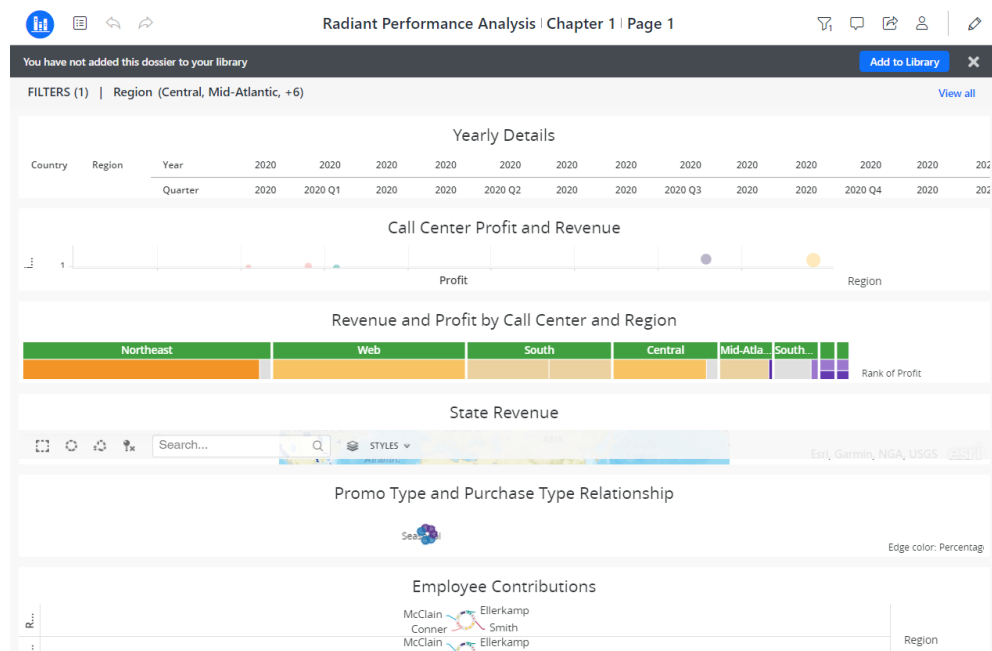

Add the dossier to Library

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1   Access Library. For a reminder on how to do this, see *Exercise: Access Library in the Education sandbox*.

2   In the left pane, click **Content Discovery**.

3   In the Folders panel, select **MicroStrategy Tutorial** in the drop-down list.

4 Click the **Shared Reports** folder, then the **Departmental Analyst** folder, and then the **Dossiers** folder.
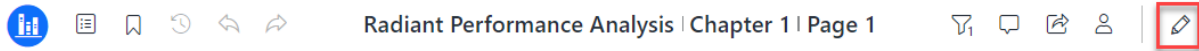

Click the **Radiant Performance Analysis** dossier. It opens to Page 1 of Chapter 1 (the only chapter and page created in the dossier).

5 Click **Add to Library** at the top of the page. You can now access the dossier at any time via the Library home page. Throughout exercises, you edit the dossier in Library.

Edit the dossier in Library

6 Throughout the course, you edit the dossier in Library. To switch to Edit mode, Click the **Edit** icon ✎ in the upper right of the open dossier.
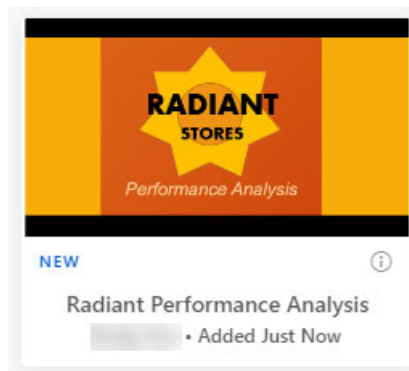

The dossier changes to Edit mode, as indicated by (Editing) after the dossier name.

Save the dossier in the My Reports folder

In the sandbox environment, you can only save items in your My Reports folder. Save a copy of the Radiant Performance Analysis dossier to your My Reports folder so that you can make and save changes to it.
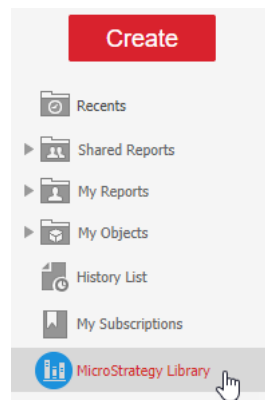
7 In Edit mode, from the **File** menu, select **Save As**.

8 In the **Save in** drop-down list, select **My Reports**.

9 Click **Save**.

10 Click the **Library** icon in the upper left of the toolbar.

11 In the left pane, click **All**. You return to your Library home page, and you see your copy of the Radiant Performance Analysis dossier. Use this copy to complete the exercises throughout the course.
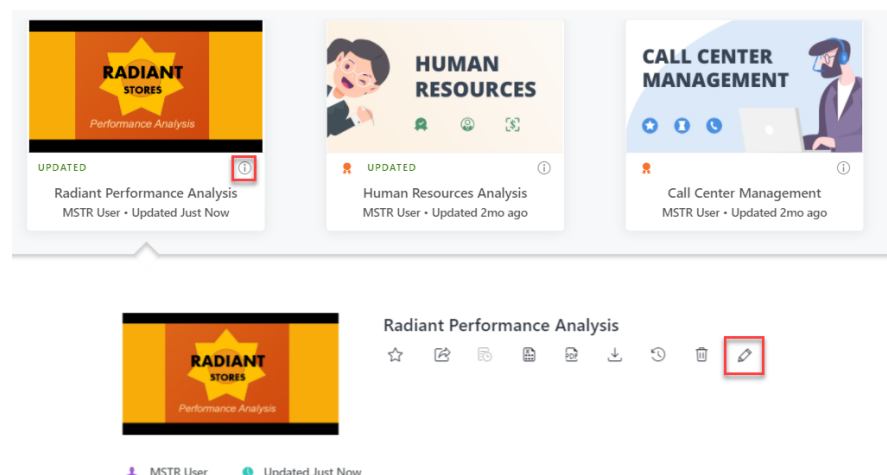

Viewing and editing a dossier in Library

The information below is provided as a reference only. Refer back to this section for high-level information on how to use and close Edit mode in Library.
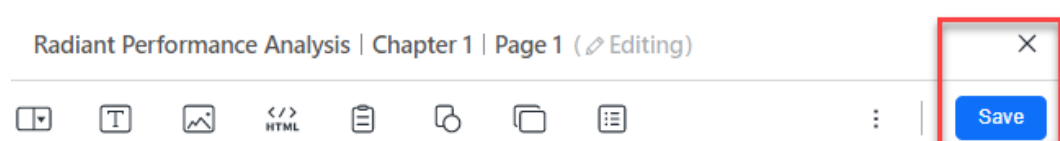
- To access Library from the Education sandbox, click **MicroStrategy Library** in the left pane.
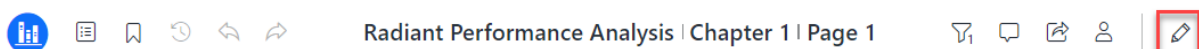

- To open a dossier in Edit mode from the Library home page:

  ▫ Click the **Information** icon ⓘ on the dossier, and then click the **Edit** icon ✎ .

- To exit Edit mode and return to viewing a dossier:

  ▫ Click the **Save** button to save your changes, and then click the **X.**

- To switch from viewing a dossier to Edit mode, click the **Edit** icon ✎ in the upper right of the open dossier.

The dossier changes to Edit mode, as indicated by (Editing) after the dossier name.

Radiant Performance Analysis | Chapter 1 | Page 1 (✎ Editing)

- To return to the Library home page to view the dossiers in your Library:

    ▫ Click the **Library** icon 📊 in the upper left of the toolbar.