
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 Golden Bikes dossier to MicroStrategy Library

You are an analyst for Golden Bikes, a bikeshare company that offers short-term bike rentals with station-based bikes located throughout a large city. You and your fellow team members need to analyze bike rental data over two years, to understand when riders most commonly rent bikes and what types of riders rent them. The two types of riders are:

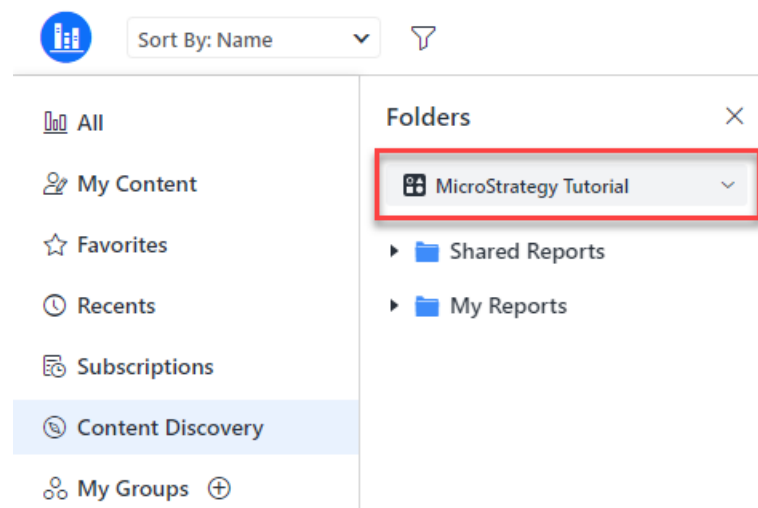
- Registered riders who pay for membership passes
- Casual riders who pay per ride

This analysis can help your company ensure enough bikes are available at peak times and adjust marketing efforts to increase sales to specific rider types.

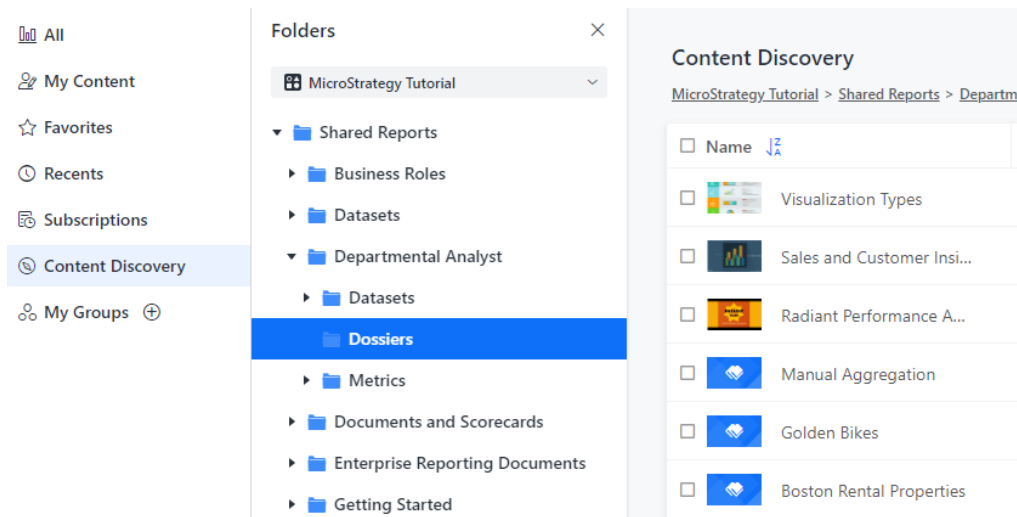
Throughout this lesson, use Library and the Golden Bikes dossier to complete the various exercises. Many of the exercises build off each other, so to ensure that you can finish the dossier, complete the exercises in order. First, add the dossier to Library and save a copy in your My Reports folder.

Add the Golden Bikes dossier to MicroStrategy Library

- 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.




- 5 Click the **Golden Bikes** dossier. It opens to a grid visualization displaying rider details.

The screenshot shows the 'Golden Bikes | Chapter 1 | Page 1' page. At the top, there is a header with the title and page number. Below the header, there is a message: 'You have not added this dossier to your library' with an 'Add to Library' button. The main content is a table titled 'Rider Details'.

Month	Year	2020			2021		
		Registered Riders	Casual Riders	Total Riders	Registered Riders	Casual Riders	Total Riders
January	Sunday	5326	315	5641	13066	865	13931
	Monday	4434	837	5271	10093	2245	12338
	Tuesday	4183	726	4909	10927	2323	13250
	Wednesday	6181	406	6587	11843	838	12681
	Thursday	5147	346	5493	16465	1152	17617
	Friday	4699	219	4918	11428	763	12191
	Saturday	5146	224	5370	13953	783	14736
February	Sunday	6906	936	7842	14491	1132	15623
	Monday	4737	1344	6081	9723	2328	12051
	Tuesday	5342	2084	7426	9030	1524	10554
	Wednesday	5574	604	6178	13602	1055	14657
	Thursday	5830	325	6155	15711	726	16437
	Friday	6681	482	7163	15375	948	16323
	Saturday	6903	467	7370	14715	943	15658

- 6 Click **Add to Library** at the top of the page. You can now access the dossier at any time via the Library home page.

Edit the dossier in Library

- 7 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.

Golden Bikes | Chapter 1 | Page 1  Editing

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 Golden Bikes dossier to your My Reports folder so that you can make and save changes to it.

- 8 In Edit mode, from the **File** menu, select **Save As**.
- 9 In the **Save in** drop-down list, select **My Reports**.
- 10 Click **Save**.
- 11 Click the **Library** icon  in the upper left of the toolbar.
- 12 In the left pane, click **All**. You return to your Library home page and see your copy of the Golden Bikes dossier. Use this copy to complete the exercises throughout the course.

