



What Do These Icons Do?

Stratum.Viewer

Main Toolbar

	Show or hide left side of window which gives access to Favorite/Recent Views lists, all your views organized into groups, and administrative setting windows.
	Pass cursor over your name in top panel and Sign Off Viewer.
	Display the Viewer user home page or your customized home page. See links to skill building videos and upcoming online training classes.
	Open your user options and Viewer help, videos, and version/release info.

Favorite & Recent Views Window

	Rearrange views in your Favorite Views list (click and hold view while dragging to new location).
	Click to see options for running and managing Favorite/Recent views (add, remove, see basic properties).

Kinds of Views

	Global view of data – Created by your administrators for your use.
	Shared view of data – Shared from another user for your use.
	Personal view of data – Your personal view of data. For your use only!

Things in Your Views

	Regular measure item - your business data (sales, inventory, budget, and more).
	Calculated measure items - calculations performed using your data and other details (variance, revenue trends, product ranking, cumulative total sales, cumulative percent of total, profit).
	Attribute relationship - descriptive info about your data (list price, classification codes, and more).

Functions Performed on Active View

	Click the star next to a view name to add or remove it from your Favorite Views list.
	Sort exists on item (Ascending / Descending). Click to change it.
	Filter exists on item. Click to change it.
	Save the active view.
	Create a new view from the current view. Must give the new view a unique name.
	Change how your data is presented in a view - lock rows and columns headings, add/remove totals, enable/disable paging, and more.
	Print the current page of your view.
	Exports all pages of your view data to Excel.
	Emails just the current page of your view data and optionally includes a link to the view.
	See, add, and edit the filters applied to your data.
	Open a window to see all items in your view and edit many properties. Double-click items/folders to see editable properties. Right-click them to show, hide, add, or remove items.
	Change the parameters used to filter your view data.
	Add a chart based on this data.
	After you add or change data to your budgets, forecasts, marketing spending, or sales/ops plans, click here to save changes so other users can see them.
	Open online help (includes Viewer videos).

Navigating in Views

	Go to first page.
	Go to previous page.
	Go to next page.
	Go to last page.
Show All	When data displays on multiple pages, click this to display all data on single page.