

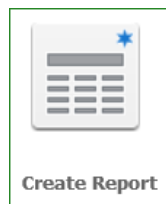
MicroStrategy Quick Guide: Using Design Mode

DESIGN MODE

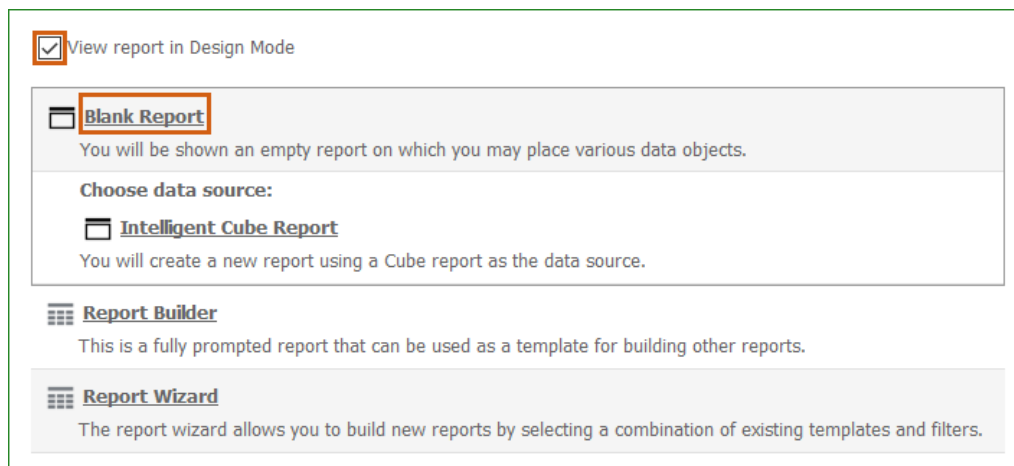
When you create or edit a report, use design mode to make changes to the objects retrieved, filters applied, etc. without viewing the data.

CREATE A REPORT IN DESIGN MODE

1. On the project home page, click Create Report.



2. On the Create Report page, select the View report in Design Mode check box.
3. Click Blank Report.

A screenshot of the "Create Report" page. At the top, there is a checked checkbox labeled "View report in Design Mode". Below this, there are three options, each with a grid icon and a description. The first option, "Blank Report", is highlighted with a red box. The second option is "Intelligent Cube Report". The third option is "Report Builder". The fourth option is "Report Wizard".

☒ View report in Design Mode

☐ **Blank Report**
You will be shown an empty report on which you may place various data objects.

Choose data source:

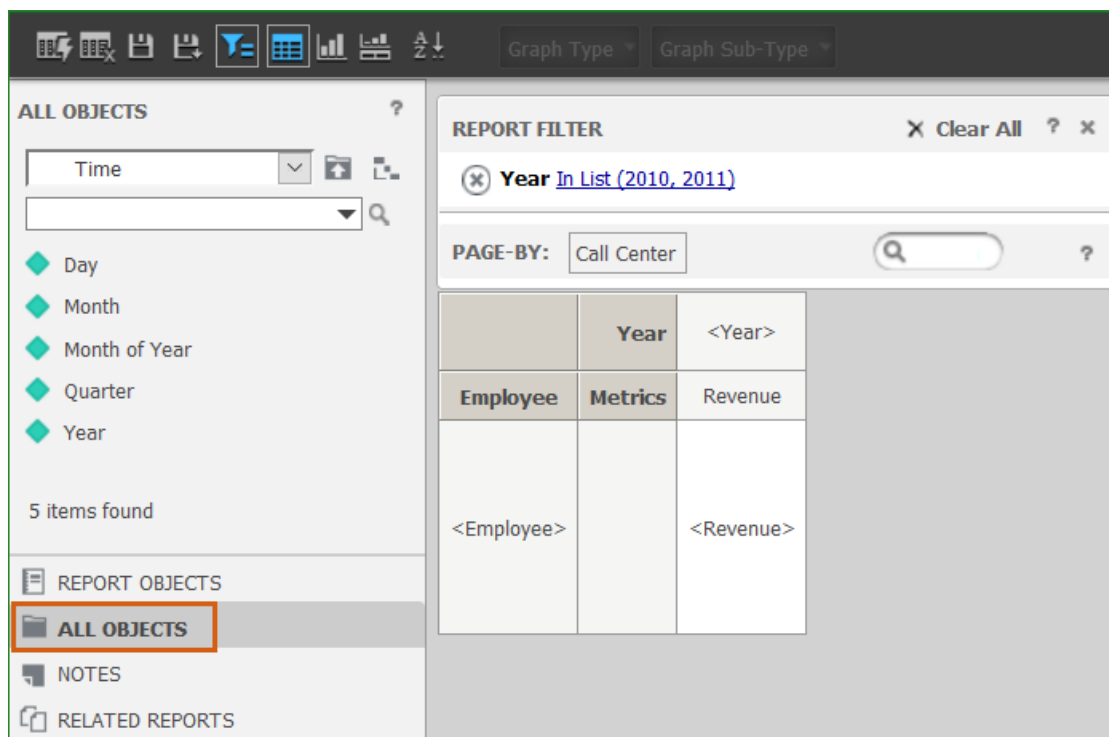
☐ **Intelligent Cube Report**
You will create a new report using a Cube report as the data source.

☐ **Report Builder**
This is a fully prompted report that can be used as a template for building other reports.

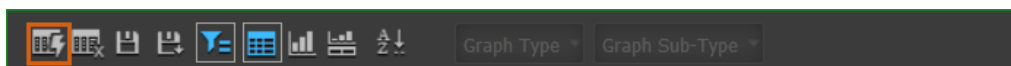
☐ **Report Wizard**
The report wizard allows you to build new reports by selecting a combination of existing templates and filters.

4. In the Report Editor, on the left panel, click All Objects.
5. Add attributes, metrics, filters, and prompts to your new report, as follows:
 - a. To add an attribute to the report, drag and drop the attribute from the All Objects list onto the report. Attributes are generally placed on the rows of a report.
 - b. To add a metric to the report, drag and drop the metric from the All Objects list onto the report. Metrics are generally placed on the columns of a report.

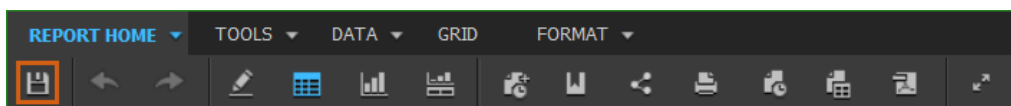
- c. A filter screens data in your data source to determine whether the data should be included in or excluded from the calculations of the report results. You can create and add a stand-alone filter to a report, or create a filter directly in the report. To add a stand-alone filter to the report, drag and drop the filter from the All Objects list onto the report.
- d. A prompt is a question the system presents to a user when a report is executed. You can add a prompt to a report to determine what data is displayed on the report based on how the user answers the question. To add a prompt to the report, drag and drop the prompt from the All Objects list onto the report.



6. On the Report Editor toolbar, click Run Report.



7. To save your new report, from the Report Home toolbar, select Save.



8. In the Save As dialog box, navigate to the location in which you want to save your report, then type a name and description for the report in the Name and Description fields and click OK.

OPEN AN EXISTING REPORT IN DESIGN MODE

1. Navigate to the folder which contains the report to be modified.
2. Right-click the report, and select Edit.

