

Web Authoring - SKY Analytics

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Connect to data to edit existing views or create new with Web Authoring in Analytics. To access these capabilities, a user's role must be set for authoring.

Select a Workbook

- Select a category on the left and choose a dashboard with the type of data needed then select a dashboard on the right to begin.
- Select **Edit** at the bottom of the dashboard to navigate to the workspace area.

Author a View

Selecting a dashboard automatically connects to the dashboards data source.

1. To create a visual analysis of the data or view, select the **Go to Sheet** icon on a sheet in the left side panel. The *Workspace* area displays on the right.
 - **Workbook** – A workbook contains sheets. A sheet can be a worksheet, a dashboard, or a story.
 - **Pages & Filters Shelves, Marks Cards** – Drag fields to the cards and shelves in the workspace to add data to the view.
 - **Columns & Rows Shelf** – Drag fields to the cards and shelves in the workspace to add data to the view.
 - **Toolbar** – Use the toolbar for commands, analysis, and navigation tools.
 - **View** – Create data visualizations in this workspace.
 - **Side Bar** – In a worksheet, the side bar contains the *Data* and *Analytics* panes.
 - **Sheet Tabs** – These represent each workbook sheet. This can include worksheets, dashboards, and stories.
2. Go to *File / Save As* to save the Workbook in the *Company Content* folder. This will not overwrite the original dashboard. When finished, select *File / Close* to exit the workspace.
3. Select the **Share** icon to share saved views and workbooks by a corresponding link via email and other applications or optionally embed the link into web pages, wikis, and web applications.

Note: To share, the recipient must be a registered Analytics user.