

Thumbnail Layout

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Overview

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The Thumbnail layout options allow users to view a gallery style list, rather than the text-based style.

Search

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This contains the Basic and Advanced Search functions, as well as summary information about a piece of content selected in the Main Content panel.

Basic Search

The Basic options allow for a Keyword and Content Type search, defined below.



#	Item	Description
1	My Content	Restrict results to the My Content lists: All, Drafts, Favourites, Recent
2	Search Terms	This allows you to search for a string found either in the Name or Description of a Report, Dashboard, or Storyboard
3	Content Type	This allows you to restrict results to a specified type of content: All, Dashboards, Reports, Storyboards, or Discussion Groups
4	Advanced	Opens the Advanced Search panel (see below)
5	Clear	Clears the current search selections
6	Sort By	This allows you to sort the results returned by your search: Name, Recent (modified), Favourites (# of), Comments (# of), Views (# of)
7	Layout	This allows you to switch between the Thumbnail view, and the Folder/List text-based views.

Advanced Search

The Advanced options include the standard Basic options, as well as those listed below.



#	Item	Description
1	Content	This allows you to restrict results to a specified type of content: All, Dashboards, Reports, or Storyboards
2	Hidden	This allows you to restrict the results to only display hidden reports
3	Status	This allows you to restrict the results to a specified status: All, Draft, or Active
4	Shared	This allows you to restrict the results to a specified access type: All, Public, or Private
5	Tags	This allows you to restrict results to a piece of content with a specified tag applied directly to it.
6	Source	This allows you to search for a Report based on a specific Source. This will also return Dashboards and Storyboards that contain such a report.
7	View	This allows you to search for a Report based on a specific View. This will also return Dashboards and Storyboards that contain such a report.

Content Display

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Standard View



#	Item	Description
1	Edit	This allows you to Edit Metadata, Edit, Copy
2	Delete	This allows you to delete the content
3	Show Info	Opens the Exapaned View - see below
4	Name	Displays the Name of the content. (Blue if Active, Grey if Draft)
5	Content Type Icon	Displays an icon to identify the type of content (Report, Dashboard, Storyboard)
6	Category & Sub Category	Displays the storage location of the content
7	Comments	Displays the number of comments associated with the content
8	Favourites	Displays the number of favourites associated with the content
9	Line at bottom of display	Blue if Active, Grey if Draft

Expanded View



#	Item	Description
1	Description	Displays the Description of the content
2	More >	Opens the Content Information lightbox
3	Recent User Icons	Displays the Profile Image of users who have recently accessed the content.
4	Usage Chart	Displays recent usage stats of the content
5	Hide Info	Returns to the Standard View - see above