

Inserting Answers into Other Content

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- [Add your answer to a story](#)
- [Add your answer to a presentation](#)

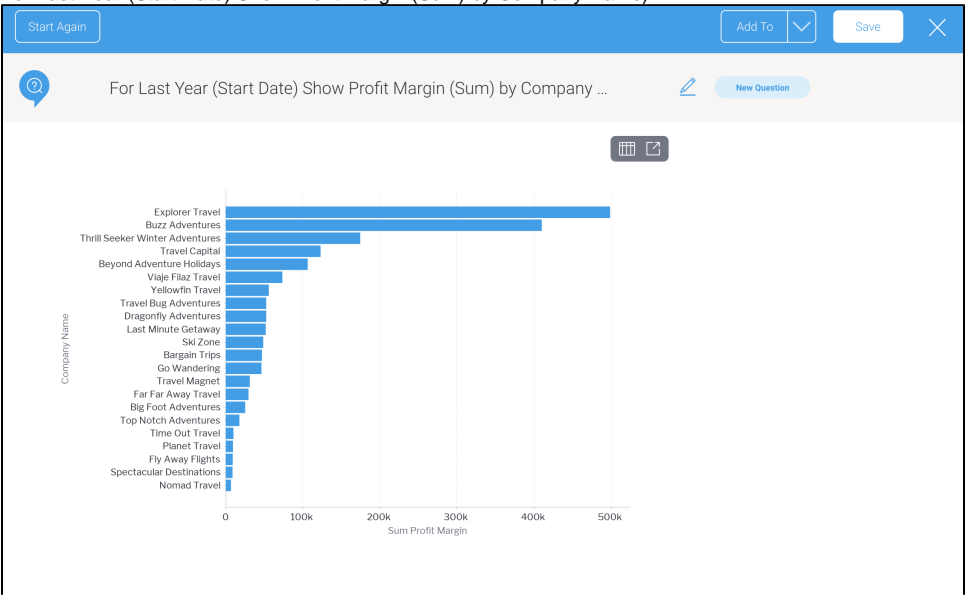
Overview

With Guided NLQ, you can create highly readable report content and insert it into a dashboard, story or presentation without ever using the Report Builder. Presuming you have access to your target dashboard, story or presentation (or rights to create new ones), you can add your report directly from the Guided NLQ window.

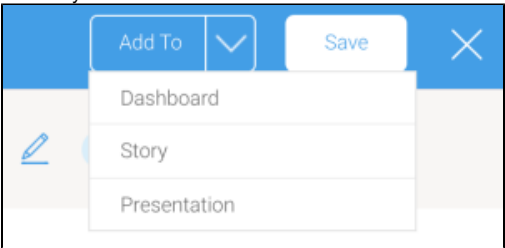
Add your answer to a dashboard

Before starting the steps below, make sure you've asked a valid question. If you're not sure how to ask a question, [read about how to ask a question here](#).

1. Ensure you're looking at the answer to a question you've asked in Guided NLQ (we've used Ski Team data to produce an answer to the question: **For Last Year (Start Date) Show Profit Margin (Sum) by Company Name**)



2. Click anywhere on the **Add To** button



- From the dropdown, select **Dashboard**

The Save as Report dialog box will appear, which you may adjust or leave as is

Save as Report

Details Distribution Report Settings Refresh

Draft Report

For Last Year (Start Date) Show Profit Margin (Sum) by Company Name

Tutorial

Athletes

+ Add tags

Report Access

All users with Folder access will be able to view this report.

Public

Private

Save

- If you wish to change the report name and any other fields to something more meaningful, click on the fields to update them

- Click the **Save** button

The Choose a Draft Dashboard dialog box will appear, showing a preview of your report and options for adding your report to an existing draft dashboard or a new dashboard

Company Name

Buzz Adventures

Thrill Seeker Wint..

Travel Capital

Beyond Adventu..

Viaje Filaz Travel

Yellowfin Travel

Travel B..

Dragonf..

Last Minu..

Ski Zone

Bargain Trips

Go Wandering

Travel Magnet

Far Far Away Travel

Big Fo..

Top Not..

Time Out Travel

Planet Travel

Fly Away Flights

Spectacul..

Nomad Travel

Choose a Draft Dashboard

Search all draft dashboards

Most Recent Draft Dashboards

No recently edited draft dashboards found. Use the Search bar to find any drafts that you have access to edit.

Create a New Dashboard

Title

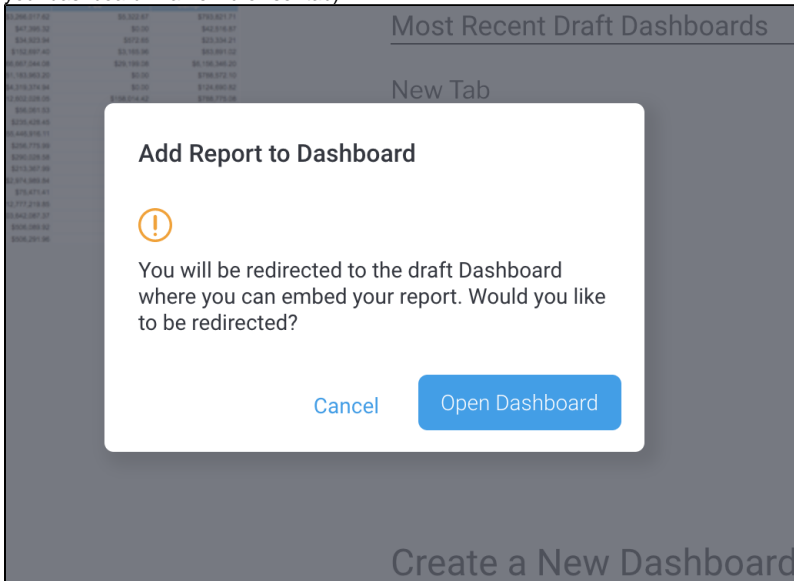
Enter a dashboard title

Create New

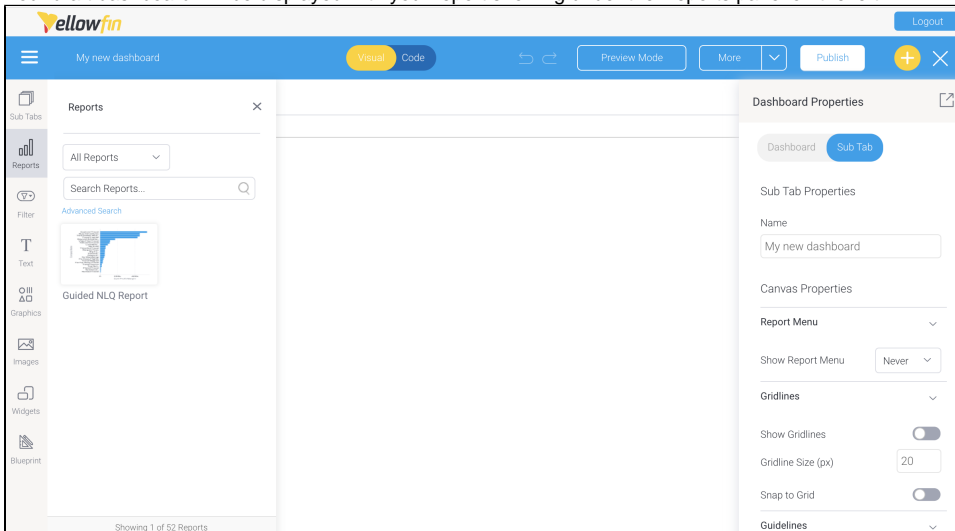
- If you would like to use an existing draft dashboard and you can see it in the **Most Recent Draft Dashboards** list, click on it to select it

- If you would like to use an existing draft dashboard but you can't see it listed, use the search tool to find an older draft dashboard, or one that you have access to edit even if you're not the owner

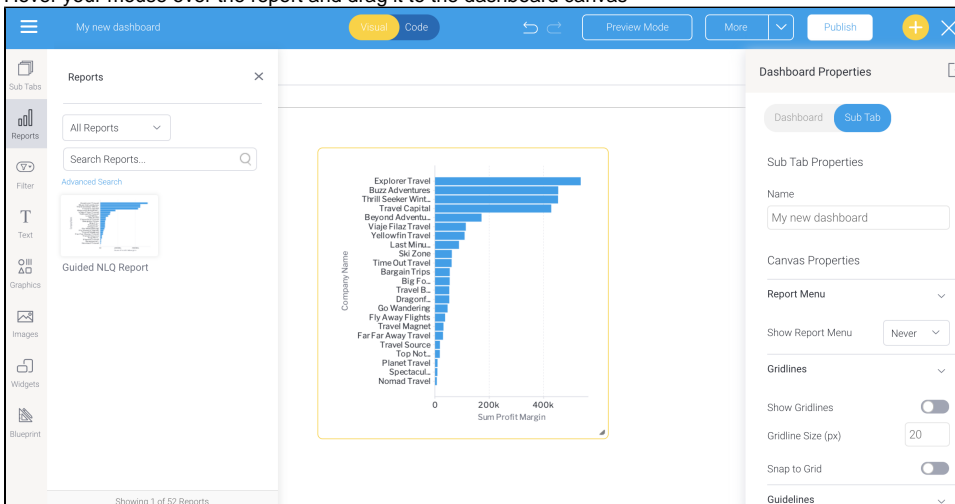
8. If you would like to add your report to a new dashboard, type a name for the dashboard in the Title field, then click the **Create New** button. A dialog box may appear to confirm you wish to leave Guided NLQ (if you have multi-tab enabled, this message won't appear and you will see your dashboard in a new browser tab)



9. If the dialog box appears, click the **Open Dashboard** button. Your draft dashboard will be displayed with your report showing under the Reports panel on the left



10. Hover your mouse over the report and drag it to the dashboard canvas

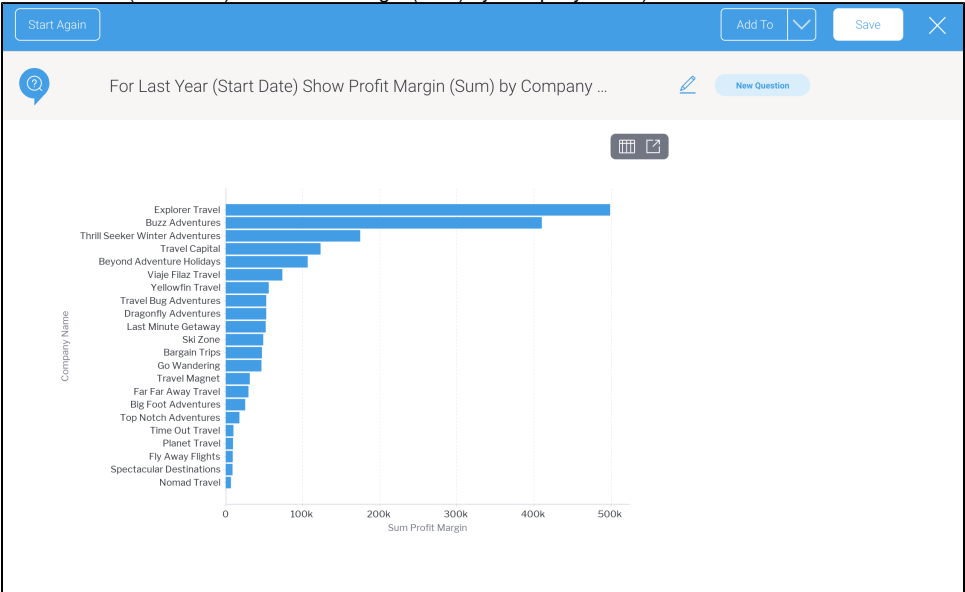


11. If you need further information about working with reports in dashboards, [see the wiki section for dashboard creation](#)

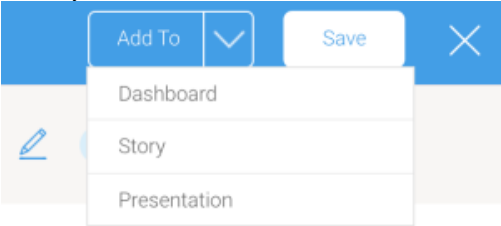
Add your answer to a story

Before starting the steps below, make sure you've asked a valid question. If you're not sure how to ask a question, [read about how to ask a question here](#).

1. Ensure you're looking at the answer to a question you've asked in Guided NLQ (we've used Ski Team data to produce an answer to the question: **For Last Year (Start Date) Show Profit Margin (Sum) by Company Name**)



2. Click anywhere on the **Add To** button



- From the dropdown, select **Story**
The Save as Report dialog box will appear, which you may adjust or leave as is

Save as Report

Details

Distribution

Report Settings

Refresh

Draft Report

For Last Year (Start Date) Show Profit Margin (Sum) by Company Name

Tutorial

Athletes

+ Add tags

Report Access

All users with Folder access will be able to view this report.

Public

Private

Save

- If you wish to change the report name and any other fields to something more meaningful, click on the fields to update them
- Click the **Save** button
The Choose a Draft Story dialog box will appear, showing a preview of your report and options for adding your report to an existing draft story or a new story

Company Name

Buzz Adventures

Thrill Seeker Wint...

Travel Capital

Beyond Adventu...

Viaje Filaz Travel

Yellowfin Travel

Last Minu...

Ski Zone

Time Out Travel

Bargain Trips

Big Fo...

Travel B...

Dragonf...

Go Wandering

Fly Away Flights

Travel Magnet

FarFar Away Travel

Travel Source

Top Not...

Planet Travel

Spectacul...

Nomad Travel

Choose a Draft Story

Search all draft stories

Most Recent Draft Stories

No recently edited draft stories found. Use the Search bar to find any drafts that you have access to edit.

Create a New Story

Title

Enter a story title

Create New

Caption

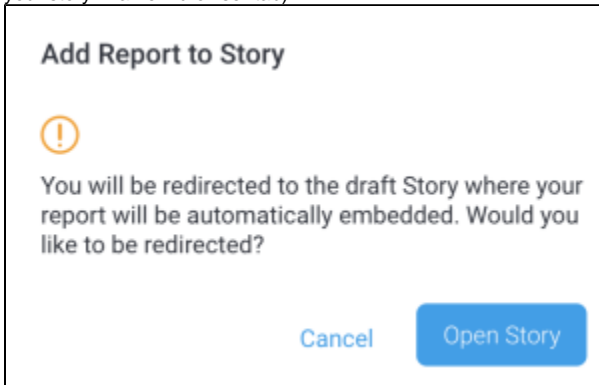
Guided NLQ Report

Description

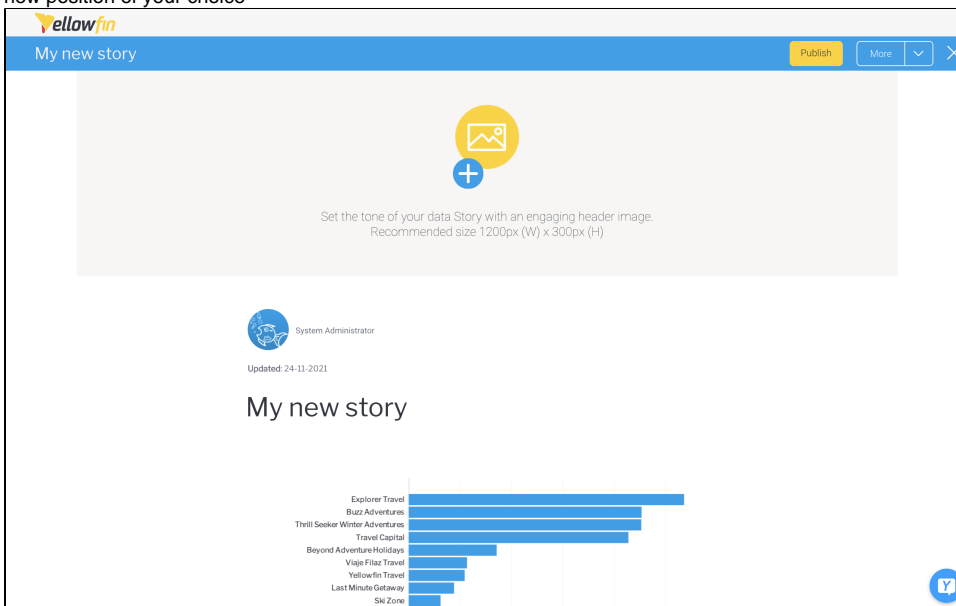
Guided NLQ Report

- If you would like to use an existing draft story and you can see it in the **Most Recent Draft Stories** list, click on it to select it
- If you would like to use an existing draft story but you can't see it listed, use the search tool to find an older draft story, or one that you have access to edit even if you're not the owner

8. If you would like to add your report to a new story, type a name for the story in the Title field, then click the **Create New** button
A dialog box may appear to confirm you wish to leave Guided NLQ (if you have multi-tab enabled, this message won't appear and you will see your story in a new browser tab)



9. If the dialog box appears, click the **Open Story** button
Your draft story will be displayed with your report showing within the story itself (at the end of any existing content, where it can be dragged to a new position of your choice)



You can now interact with the report the same way you would from within any story

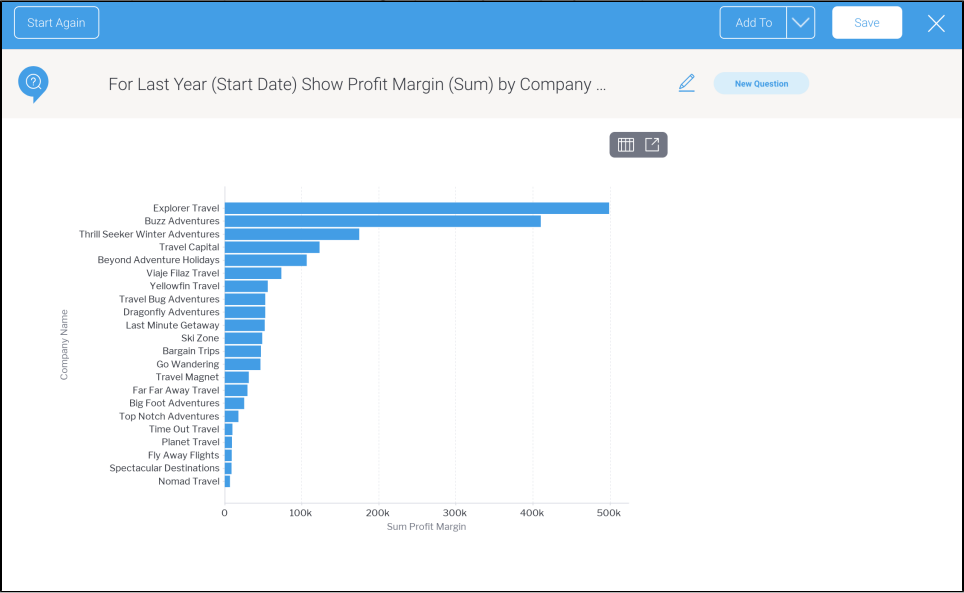
10. If you need further information about working with reports in stories, [see the wiki section for story creation](#)

[top](#)

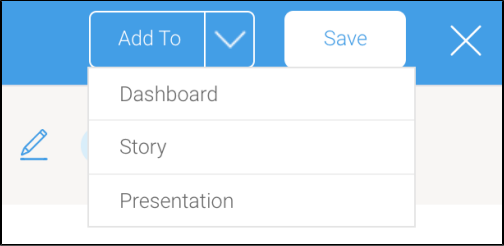
Add your answer to a presentation

Before starting the steps below, make sure you've asked a valid question. If you're not sure how to ask a question, [read about how to ask a question here](#).

1. Ensure you're looking at the answer to a question you've asked in Guided NLQ (we've used Ski Team data to produce an answer to the question: For Last Year (Start Date) Show Profit Margin (Sum) by Company Name)



2. Click anywhere on the **Add To** button



- From the dropdown, select **Presentation**
The Save as Report dialog box will appear, which you may adjust or leave as is

Save as Report

Details Distribution Report Settings Refresh

Draft Report

For Last Year (Start Date) Show Profit Margin (Sum) by Company Name

Tutorial

Athletes

+ Add tags

Report Access

All users with Folder access will be able to view this report.

Public

Private

Save

- If you wish to change the report name and any other fields to something more meaningful, click on the fields to update them
- Click the **Save** button
The Choose a Draft Presentation dialog box will appear, showing a preview of your report and options for adding your report to an existing draft presentation or a new presentation

Company Name

Buzz Adventures

Thrill Seeker Wint...

Travel Capital

Beyond Adventu...

Viaje Filaz Travel

Yellowfin Travel

Last Minu...

Ski Zone

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Far Far Away Travel

Travel Source

Top Not...

Planet Travel

Spectacul...

Nomad Travel

Choose a Draft Presentation

Search all draft presentations

Most Recent Draft Presentations

No recently edited draft presentations found.
Use the Search bar to find any drafts that you have access to edit.

Create a New Presentation

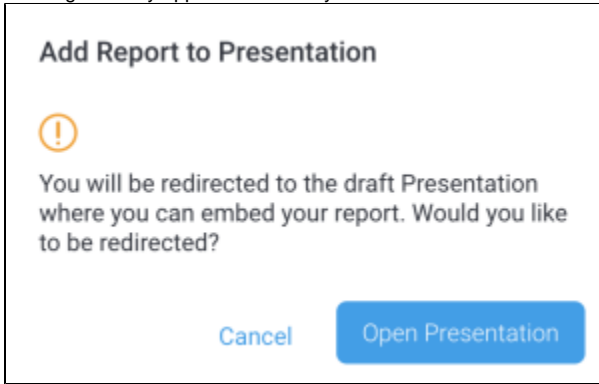
Title

Enter a presentation title

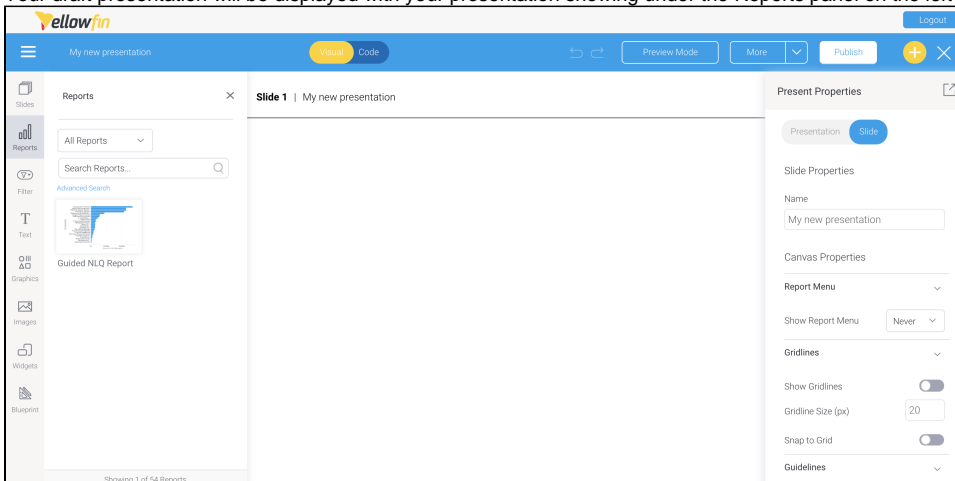
Create New

- If you would like to use an existing draft presentation and you can see it in the **Most Recent Draft Presentations** list, click on it to select it
- If you would like to use an existing draft presentation but you can't see it listed, use the search tool to find an older draft presentation, or one that you have access to edit even if you're not the owner

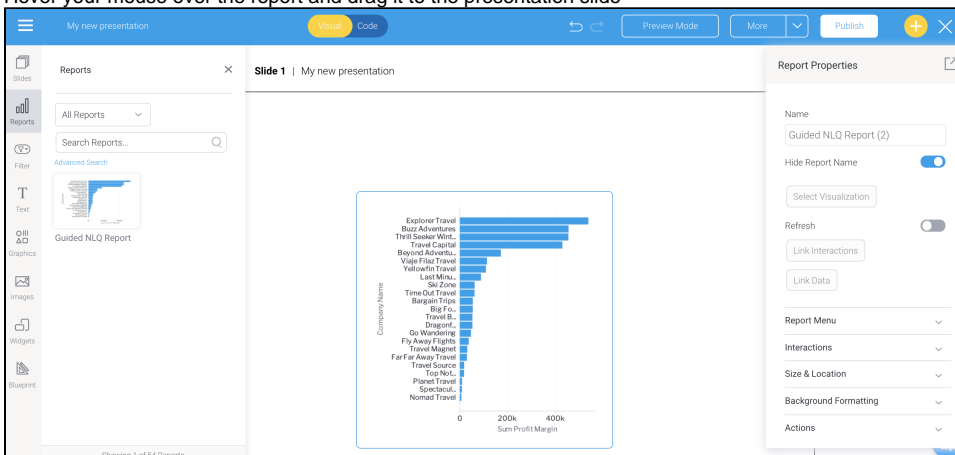
8. If you would like to add your report to a new presentation, type a name for the presentation in the Title field, then click the **Create New** button. A dialog box may appear to confirm you wish to leave Guided NLQ (if you have multi-tab enabled, this message won't appear)



9. If the dialog box appears, click the **Open Presentation** button. Your draft presentation will be displayed with your presentation showing under the Reports panel on the left



10. Hover your mouse over the report and drag it to the presentation slide



11. If you need further information about working with reports in presentations, see the [wiki section for presentation creation](#)