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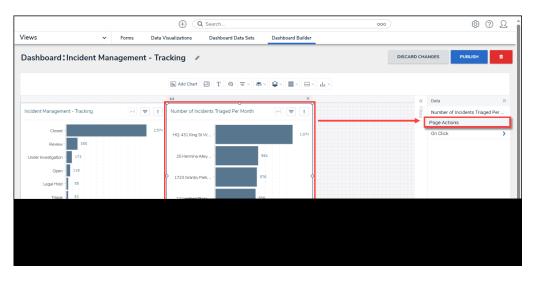


Administrator Settings Menu

3. From the *Admin Overview* screen, click on the **Dashboard Builder** tile under the **Views** section.

Dashboard Builder Tile

4. From the *Dashboard Builder* screen, clicking on a **Chart** will activate the **Page Action** option under the *Data Panel*.

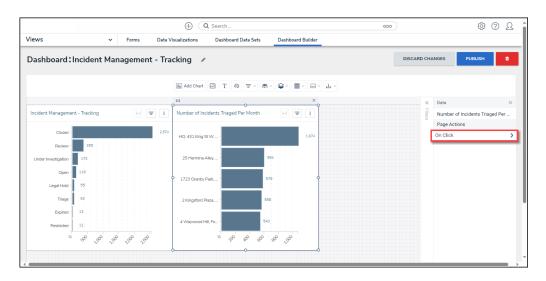


Page Action



Setting Dashboard Page Actions (Drill Downs)

1. From the *Data* section, click the **On Click** link to expand **Page Action** options.



On Click Link

- 2. From the *Page Actions* screen, select an **On Click** option from the dropdown list by selecting the corresponding radio button:
 - **Data Point:** The **Data Point** option creates a Page Action trigger when a Data Point is selected from a Chart.
 - **Panel:** The **Panel** option creates a Page Action trigger when the user clicks outside the Chart.

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On Click Options

3. Select a **Filter By** option from the dropdown list by selecting the corresponding radio



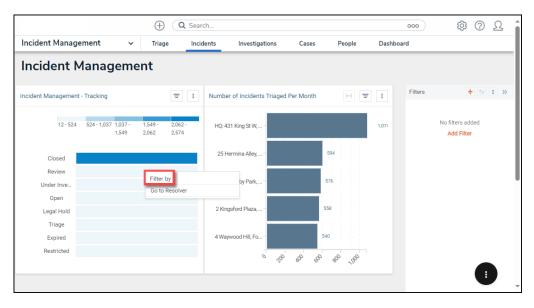
button:

- **Off:** The **Off** option disables the **Filter By** option.
- **Only Chart:** The **Only Chart** option only applies the filter to the selected Chart.
- **Full Page:** The **Full Page** option applies the filter to all charts on the *Canvas* section on the *Dashboard Builder* screen, using the same Data Set.

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Filter By Options

4. The **Filter By Option** will appear on the **Dashboard Builder** and **Dashboard Widget** screens when a user clicks a Data Point on a Chart (Data Point) or clicks outside the Chart (Panel).



Filter By Option

5. Select a Go to URL option from the dropdown list by selecting the corresponding radio



button:

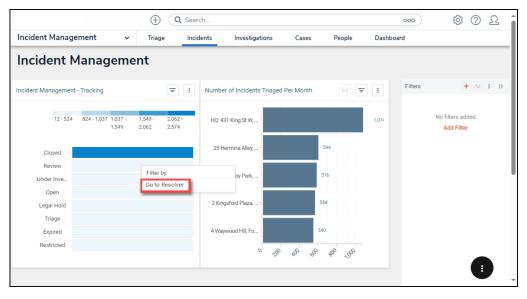
- Off: The Off option disables the Go to URL option.
- Go to URL: The Go to URL option allows users to set an external URL link to appear within the *Canvas* section on the *Dashboard Builder* screen.
 - Title: The Title option allows users to enter a custom title for the URL. The Title will appear on the *Dashboard Builder* screen within the Menu options.
 - URL: Enter a valid external URL.
 - **Open In:** Select an open option from the **Open In** dropdown menu:
 - **Self:** Opens the external URL on the current screen.
 - New Tab: Opens a new browser tab to display the external URL.
 - New Window: Opens a new browser window to display the external URL.

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Go to URL Options

6. The **Go to URL** will appear on the **Dashboard Builder** and **Dashboard Widget** screens when a user clicks a Data Point on a Chart (Data Point) or clicks outside the Chart (Panel).





Go to URL

- 7. Select a **Chart Drill Down** option from the dropdown list by selecting the corresponding radio button:
 - Off: The Off option disables the Chart Drill Down option.
 - **Default:** The **Default** option allows a user to create Chart Drill Downs using the data columns from the selected Chart.
 - Select Columns to Display: Click the Checkbox next to a column to add it to the Chart as a drill down.
 - Selected Columns: Click the X icon next to the column to remove the column from the Chart or deselect the Checkbox on the Select Columns to Display field to remove the column from the Chart.
 - Custom: The Custom option allows users to create a Chart Drill Down using the data from the Charts that appear on the Canvas on the *Dashboard Builder* screen. Users can add multiple drill-down levels based on the number of Charts on the *Dashboard Builder* screen. Click the **Plus** icon to add a Chart as a drill-down, and click the **Minus** icon to remove the Chart.



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Default Chart Drill Down

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Custom Chart Drill Down

- 8. Select a **Page Drill** option from the dropdown list by selecting the corresponding radio button:
 - Off: The Off option disables the Page Drill option.
 - **Go to Page:** The **Go to Page** option enables the Go to Page redirect that opens a new Dashboard when clicking a Data Point or outside of the Chart panel.
 - **Select Page:** Select a Dashboard (page) redirect from the dropdown menu.
 - Menu Label: Enter a custom Page Drill Title that will appear when clicking a Data Point or outside of the Chart panel.
 - Apply Filters: The Apply Filters checkbox will filter the Chart(s) on the Dashboard selected from the Select Page dropdown menu based on the



column(s) selected from the **Select target** columns to filter dropdown menu. The **Select target columns to filter** dropdown menu will be greyed out when the **Apply Filters** checkbox is not selected.

 Select target columns to filter: Select the column(s) that will filter the connected Dashboard. The Apply Filters checkbox must be selected to access the Select target columns to filter dropdown menu.

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Page Drill Options

 After completing the Page Action configuration, click the < Back to Page link to save your changes and return to the *Dashboard Builder* screen.



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- < Back to Page Link
- 10. From the *Dashboard Builder* screen, click the **Publish** button for the Page Actions to take effect.