

Help – My Stuff

What is My Stuff and basic navigation?

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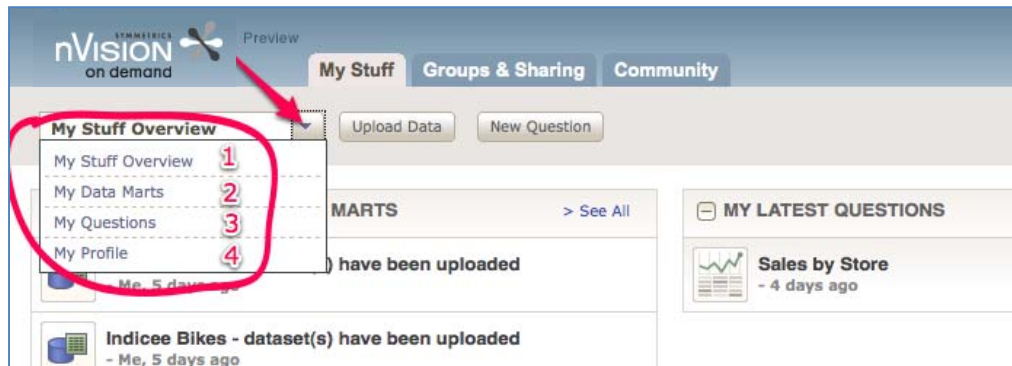
1. What is My Stuff?



nVISION On Demand is organized into 3 tabs which are displayed at the top of the page, **My Stuff**, **Groups & Sharing** and **Community**.

My Stuff is where you find all the things that you create and your user profile. Think of it as your private workspace for creating, saving and accessing questions and data marts.

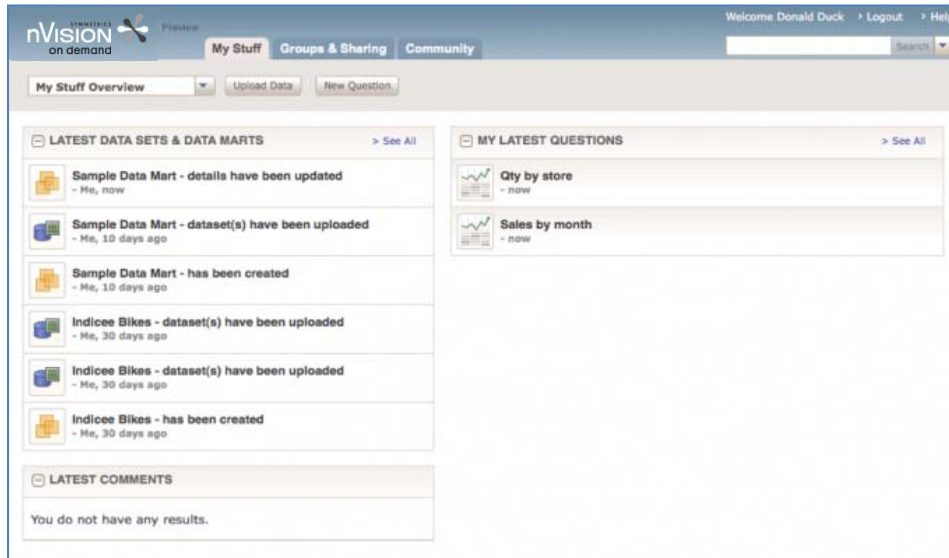
2. How do I navigate around the My Stuff tab?



The **My Stuff** tab has 4 sections that are accessed via a drop down menu in the upper left of the screen. Click on the little triangle and then choose the page you want.

- a) **My Stuff Overview.** This is the default My Stuff page. It displays your most recently modified Questions, Data Marts and Comments.
- b) **My Data Marts.** Provides a list of the Data Marts that you own. This is where you go to upload more data, edit a Data Mart or to see the list of reports that have been uploaded.
- c) **My Questions.** This is where your Questions are saved. It contains a list of all your Questions.
- d) **My Profile.** This is where you can access all your account settings, change your screen name, upload an avatar.

3. What is My Stuff Overview?



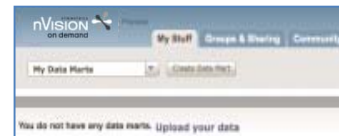
The **My Stuff Overview** page provides a summary of your most recently modified Questions, Data Marts and Comments. From this page you can quickly open a Question by clicking on the Question name. Similarly, if you click on the name of a Data Mart, Data Set or Comment, nVISION On Demand will navigate to the appropriate item.

The **New Question** button will open up the Question editor. If you have a data mart, you can use the Upload Data button to upload a new report data set to a Data Mart.

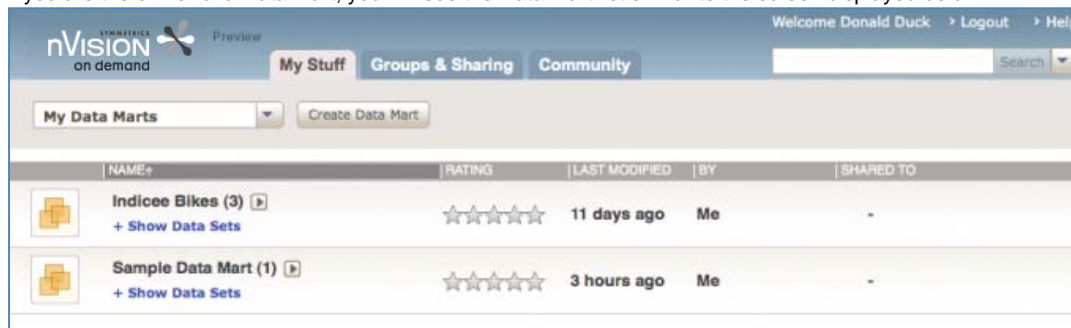
4. How do I find and organize My Data Marts?

To bring up the **My Data Marts** page, select My Data Marts from the drop down menu at the top left of the page.

If you don't have any Data Marts you will get a message informing you that you don't have any data marts, as shown in the screen shot. To create a data mart, click on **Upload Your Data** or on the **Create Data Mart** button which will launch the Data Mart Designer. To learn about creating a Data Mart, refer to the *Data Mart Designer* help documentation.



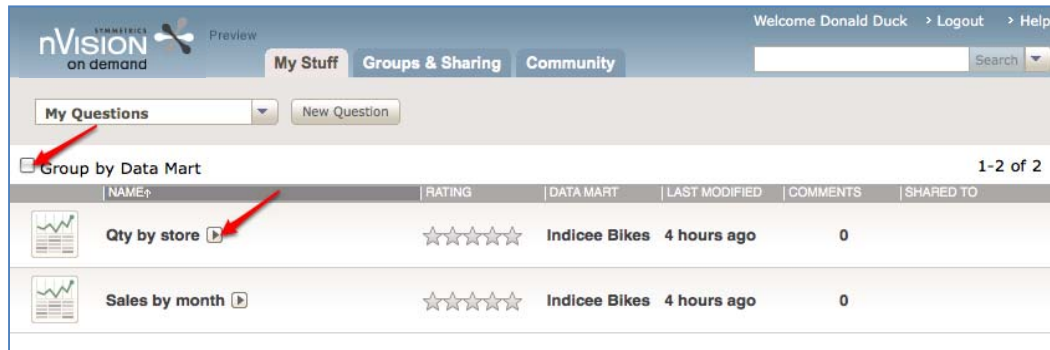
If you are the owner of a Data Mart, you will see the Data Mart list similar to the screen displayed below.



The Data Mart list provides a listing of your data marts, the associated rating, when last updated and sharing status. To learn more about managing your data marts, refer to the *Data Marts* help documentation.

5. How do I find and organize My Questions?

To bring up the **My Questions** page, select My Questions from the drop down menu at the top left of the page.

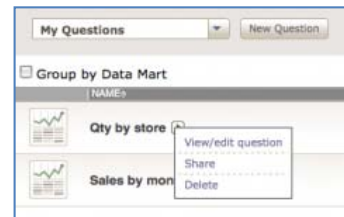


The **My Questions** page lists of all the Questions that you have saved and their associated properties such as the Data Mart that the question is created from, the sharing status and the last modified date. The list can be sorted by clicking on the column name. In the screen shot above the list is sorted by name. If you have more than one Data Mart, clicking the Group By Data Mart box will organize your Questions by Data Mart.

Beside each Question, you can click on the small triangle to open the Question menu.

From this menu you can click:

- View/Edit to open the question in the Question editor
- Delete to permanently delete the Questions
- Share to share the Question with a Group



6. How do I update my nVISION On Demand profile and account settings?

Bring up the **My Profile** page by selecting **My Profile** from the drop down menu at the top left of the page.

From the **My Profile** page you can change the different profile items by typing in the appropriate box and clicking the OK button. The **My Profile** page is divided into three sections:

- *Private information.* This information is used to log into nVISION On Demand and can't be seen by any users
- *Public information.* This is how other nVISION On Demand users will identify you when you join a group or share a question
- *Personal Preferences.* This lets you choose whether you want to see the help screens.