Building a Worksheet - SKY Analytics
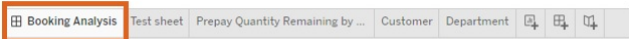
Those designated as Analytics Authors have the ability to add a visualization to standard and Company Content dashboards in SKY Analytics.
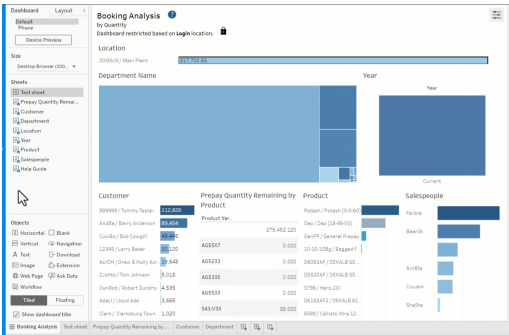
To add a visualization to a dashboard, navigate to that dashboard and select **Edit Dashboard** in the lower right.

1. Select *Worksheet* in the top toolbar and then choose *New Worksheet.* A blank worksheet loads on-screen and a corresponding new worksheet tab is added along the bottom.
2. At the bottom of the screen, right-click on the the new worksheet tab and select *Rename.*
3. Enter a *Name* for the worksheet and choose **OK.**
4. Create a visualization by dragging data elements to the worksheet.
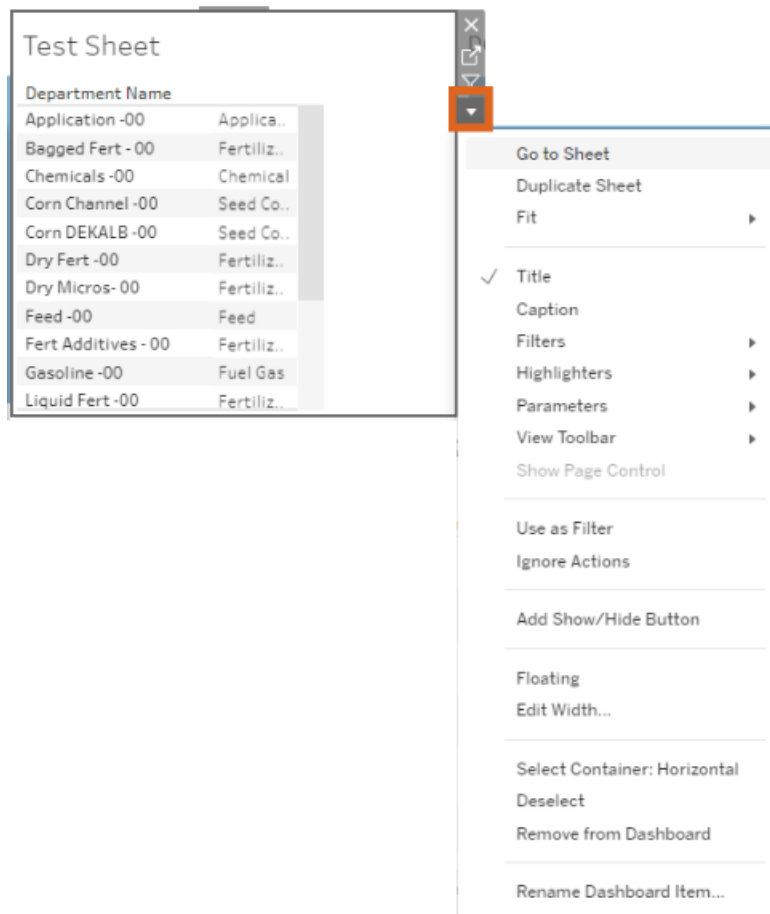
5. Once data elements have been added and formatting is complete, return to the main workbook by selecting the tab at the bottom.

6. Locate the new worksheet in the *Sheets* section on the left. Click to highlight the new worksheet and drag & drop in the desired location of the workbook.

7. Optionally, format the worksheet by selecting **More Options.**

Test Sheet

Department Name	
Application -00	Applica..
Bagged Fert - 00	Fertiliz..
Chemicals -00	Chemical
Corn Channel -00	Seed Co..
Corn DEKALB -00	Seed Co..
Dry Fert -00	Fertiliz..
Dry Micros- 00	Fertiliz..
Feed -00	Feed
Fert Additives - 00	Fertiliz..
Gasoline -00	Fuel Gas
Liquid Fert -00	Fertiliz..

Go to Sheet
Duplicate Sheet
Fit ▶

✓ Title
Caption
Filters ▶
Highlighters ▶
Parameters ▶
View Toolbar ▶
Show Page Control

Use as Filter
Ignore Actions

Add Show/Hide Button

Floating
Edit Width...

Select Container: Horizontal
Deselect
Remove from Dashboard

Rename Dashboard Item...

8. When complete, select **Publish As.**

9. On the *Publish Workbook* window, enter a *Name* then choose *Company Content*. This makes the dashboard available to those with access to the *Company Content* area in Analytics.

10. Optionally check *Show sheets as tabs* and/or *Embed password for data source.*

11. Choose **Publish.**