PowerPlay: Saving a View of a Cube

If you change a cube, you can save the view of that cube in your "My Folders" and open it later with the attributes you applied. Use this instruction guide to understand how to save your view.

To save your view of a cube

1. Select dimensions as needed
   - Departments, Funds, Programs, Budget References, Fund Sources, etc…

2. Click the Save As icon on the bottom right of the screen

In the Save As dialog box

3. Enter a Name for your view. By default, the original cube name will appear. Change it to reflect what you have selected in the cube

4. Enter a Description. Use this field to describe in detail what you will see when you open the view

5. Enter a Screen Tip if desired. The text you enter here will appear when you move your mouse over the icon in your "My Folder" list
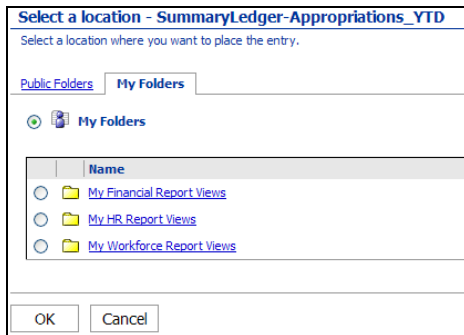
6. Click the "Select another location" link
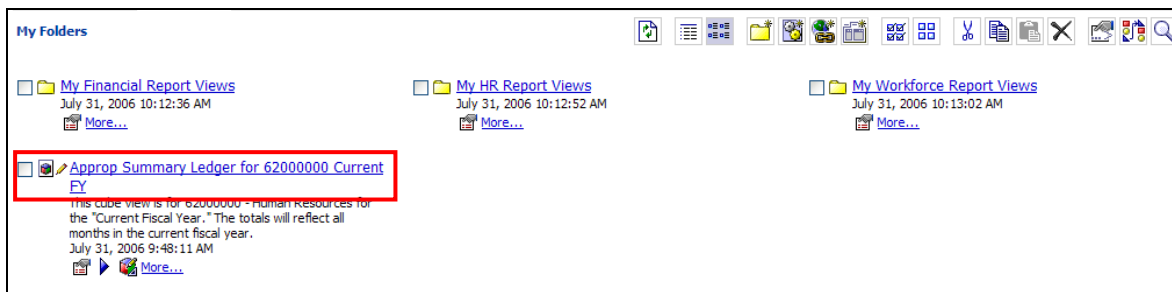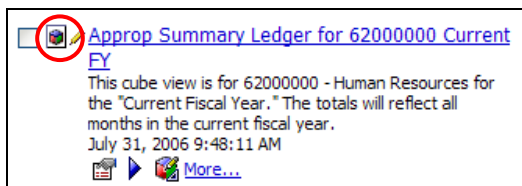
7. Select the "My Folders" tab
   - If you have sub-folders created, you can select one here

8. Click the OK button

9. You will return to the view of the cube you have just saved

10. To open your saved view, click the link you created in your "My Folders"

Note: If you entered a Screen Tip, it will appear when you roll your mouse of the cube icon

If you need further assistance, please contact the UF Help Desk at helpdesk@ufl.edu or 392-HELP