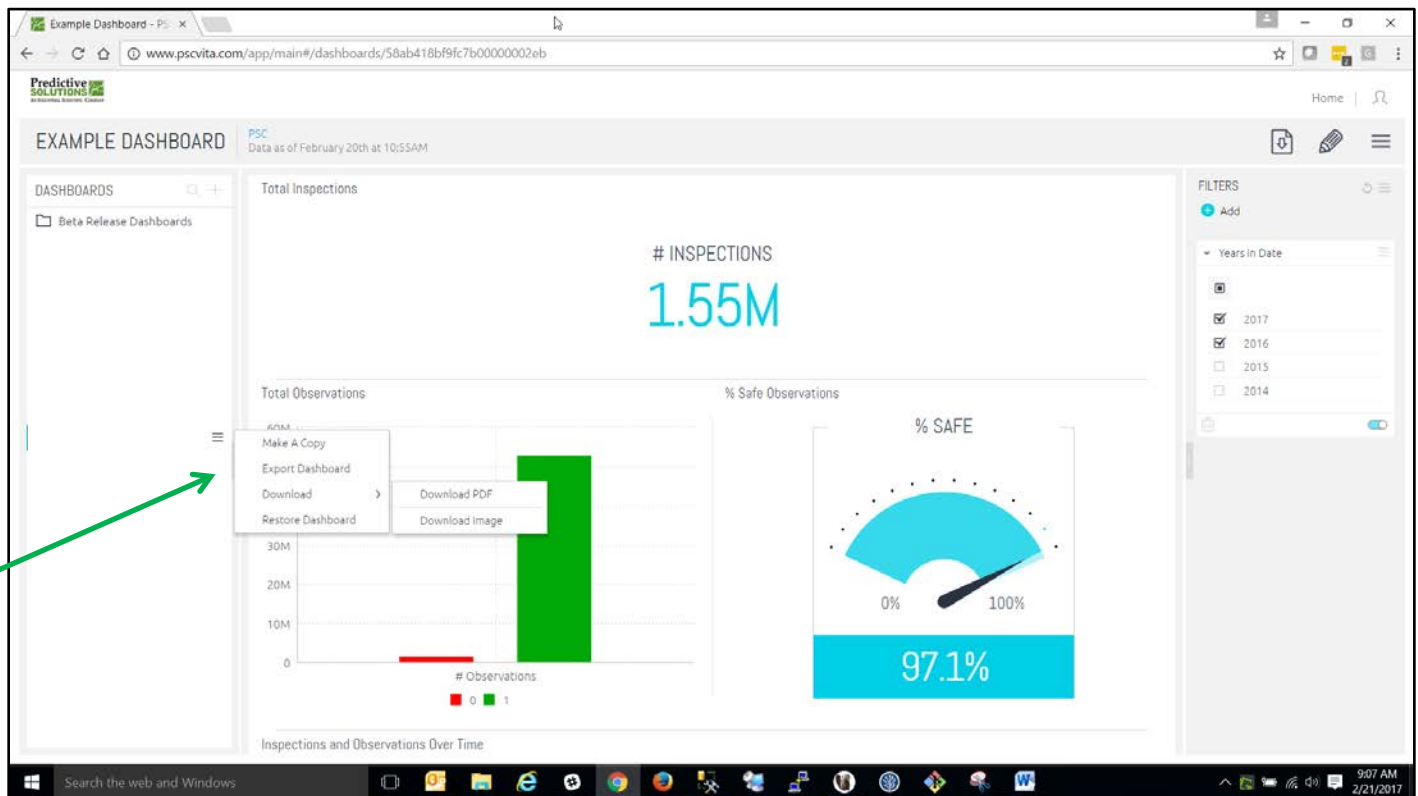



Introduction

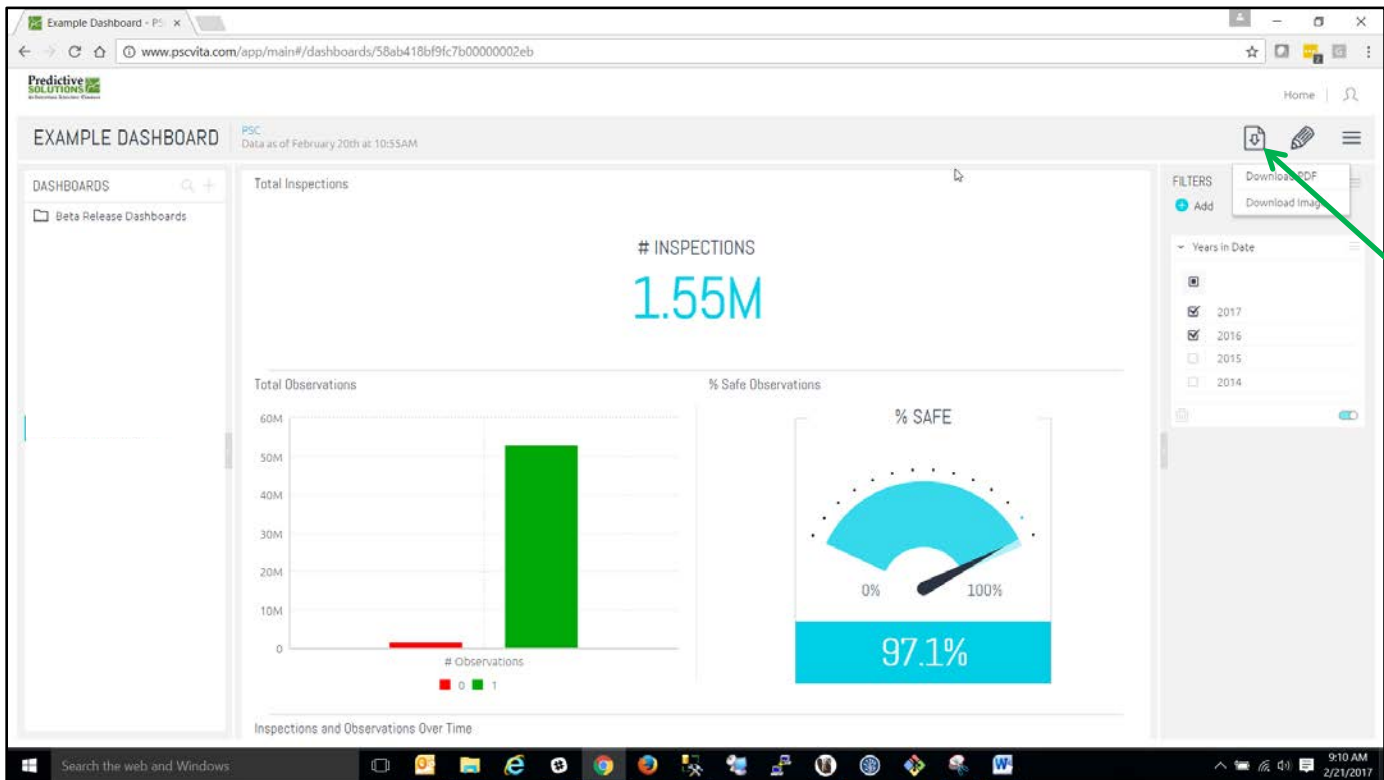
There are many instances where Dashboard information is needed outside of VITA, whether in a presentation, document, website, etc. VITA provides an option to download a Dashboard's content into a PDF document or an image to meet those needs. This document describes the process and options associated with downloading to a PDF or an image.

There are two ways of accessing the VITA Dashboard download functionality.

The first is by clicking on the 3-line icon next to the Dashboard name in the left frame of the VITA screen and choosing Download from the pop-up menu. You can then select either Download to PDF or Download Image.



The second option is to click on the download icon  in the upper right corner of the page. You can then select either Download to PDF or Download Image.



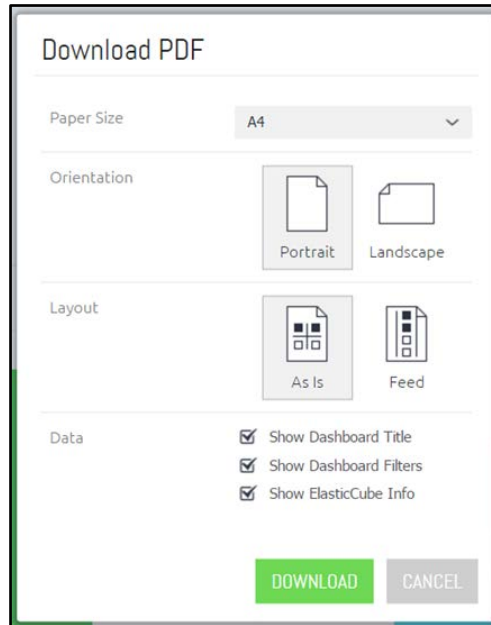
Important Note: In some instances, content on the right side of the Dashboard may be condensed or lost when downloading to PDF. If this occurs, we recommend that the Dashboard be downloaded to an image and then the image be printed to a PDF.

TIP: You might also want to create a dashboard specifically for exporting to PDF. There are tools and techniques to adjust the dashboard so that it is optimized for PDF. For example, a company might have two executive dashboards. One called, Executive Online and the other called Executive PDF. The Online dashboard would be optimized for online viewing and manipulation. The PDF dashboard would be optimized for PDF output.



Export to PDF

After clicking on Download to PDF, you will be presented with a new window to choose your download settings.

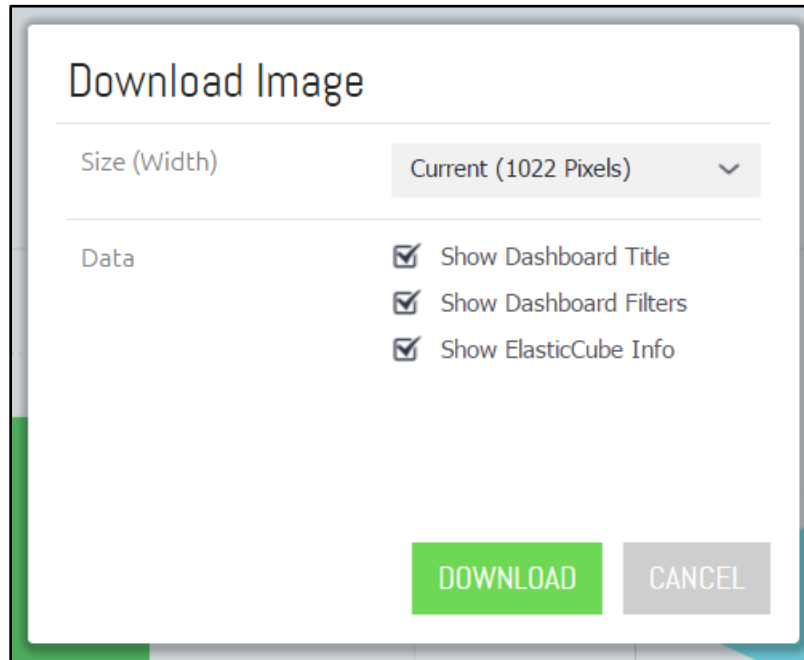


Setting	Description
Paper Size	The paper size for the PDF when printing.
Orientation	The orientation of the dashboard in the PDF – landscape or portrait. Landscape orientations display the dashboard horizontally while portrait orientations display the dashboard vertically.
Layout	As Is: Presents the Dashboard widgets in the PDF as they appear in the Dashboard Feed: Presents the Dashboard widgets in the PDF one after another. If there are two widgets presented side by side on the dashboard, in the PDF, the left widget will appear first with the right widget below it.
Data	Show Dashboard Title: Displays the name of the Dashboard in the Header Show Dashboard Filters: Displays any Dashboard Filters in the Header Show Cube Info: Shows the name of the Dashboard data source or cube as well as the date and time that the data was last refreshed.

After choosing your settings, click on Download to save the Dashboard to a PDF file. The name of the file is the Dashboard name with the current date.

Export to Image

After clicking on Download Image, you will be presented with a new window to choose your download settings.



Setting	Description
Size (Width)	The resolution of the exported image.
Data	Show Dashboard Title: Displays the name of the Dashboard in the Header Show Dashboard Filters: Displays any Dashboard Filters in the Header Show Cube Info: Shows the name of the Dashboard data source or cube as well as the date and time that the data was last refreshed

After choosing your settings, click on Download to save the Dashboard to a PNG image file. The name of the file is the Dashboard name with the current date.

You can then open the saved image on your computer, select Print and choose Microsoft Print (or similar program) to PDF. This will write the image to a new PDF file. When doing so, it is suggested to uncheck the 'Fit Picture to Frame' box.

