Welcome to eThority

Introduction and Orientation Guide
eThority places the power of data analysis into the hands of management. Through the use of our new and progressive user interface, eThority enables first time users to engage in productive analysis and information mining.

eThority allows you to quickly and easily manipulate your core data sets into meaningful structures for reporting, graphing and distribution.

eThority was designed from the ground up to deliver value immediately upon implementation. eThority stands as a benchmark for ease of use and power in enterprise reporting needs.
eThority can provide immediate value to anyone with data analysis and reporting needs. eThority allows more of your organization to add value by making your data accessible now!

eThority has a progressive disclosure model which means it can quickly be adapted by a new or occasional user, but expand to meet the needs of the more experienced power user.

eThority makes use of hierarchical security and a data organization model, allowing for scalability from small departmental use up to enterprise-wide consolidation.
eThority Home Page

From the eThority home page, click the **Help** menu item and **QuickTutor** to play a tutorial that will step you through the basics of the application.
From the eThority home page, click the **Configure** menu item, **User Settings** and **Change Password** to change the password and/or user login.
From the eThority home page, you can format your workspace to suit your needs.

Click the **Window** menu item and then **Workspace**.

Select one of the many options for default display settings.

**OR**

Manually resize, close or move individual panels as needed.
- Allows you to make full use of the information resources of your organization.

- You can go from raw data to polished output within minutes.

- Rapid page navigation tools allow you to browse thousands of data pages, containing millions of rows, with the simple glide of a mouse.

- You can create reporting jobs and schedule their distribution via your enterprise e-mail service or within the eThority notification system.

- Integrated security and compliance let you restrict access and set expiration periods for reporting jobs.
eThority Home Page - DataBooks

Folders are groupings of DataBooks that contain a common theme. As you work in eThority, you will learn to quickly and easily define new DataBooks from root or template DataBooks.

When you click a folder, a list of the existing DataBooks is displayed. Click in the upper right hand corner to show all DataBooks in list format.
The advanced visualizations of Dash makes it easy for users of all skill levels to get involved.

Drill down to transaction level detail for greater discovery and insight.

Make and publish changes instantly to your dashboard.

The Dash alert system creates static thresholds and formula based alerts to make sure you never miss critical notifications.

What-if variables can be created to affect the data presented in the dashboard in real time.
Double click on a Dash icon to open the dashboard.

Click on any element of the dashboard to interact with the data or drill down to DataBook detail.
Come straight to your favorites for your day to day eThority workings.

Drag and drop any DataBook, Dash or favorite eThority application link into the Favorites panel to create a list of favorites for ease of use.
eThority Home Page - Favorites

- Rename a folder or sub-folder by right clicking and selecting **Rename**.

- Remove a DataBook from your favorites by right clicking and selecting **Delete**.

- Remove a folder by right clicking and selecting **Cut Object**.

- Add a new folder by clicking the middle icon in the upper right corner.