



Users with the Analytics privilege can view the visualizations for the studies to which they have access. Use the 9-dot icon at the top left to open the Platform Menu and then select Analytics.

Accessing the Visualizations

From the Analytics landing page:

- Click **Home** to open the Home Page for a dashboard view of your study(ies); this opens in a new tab.
- Click **Overview** and then select a sheet to open; this opens in a new tab.

Navigating from One Sheet to Another

From any sheet, in the top right:

- Use the **Sheets** drop-down to see all available sheets and then click on a sheet to open it.
- Use the **arrows** in the top right to move to the previous or next sheet.

Using Links at Top of Sheets

- **Create Issue:** Create an issue on a filtered sheet.
- **Issues:** Opens the Global Issues list.
- **Register Review:** Opens a window where you can log the review of the sheet and schedule the next review.
- **Reviews:** Opens the Analytic Sheet Review Log Report.
- **Copy Link:** Copies link to the selected sheet with applied filters to your clipboard.
- **Share:** Opens an email with a link to the sheet.
- **Help Center:** Opens the Help Center.

Bookmarking

Bookmarking allows you to save selections, providing easy access to the data you want to view.

1. Filter your results on the selected sheet.
2. Click the **Bookmark** icon.
3. Click the **Create new bookmark** button.
4. Enter the name of the bookmark in the Title field and an optional description.
5. Save sheet location is selected by default; by checking Save layout, you will save the sorting, for example.
6. Click **Create** to save the selections.
7. Click the **green checkmark** to complete the bookmark.

Click the Bookmark icon to access saved bookmarks. Select your bookmark, which will open to the sheet it was saved from with the latest data integrated into elluminate.

Exporting Data

Right-click on a chart / table and select **Download as....** and then choose Image, PDF, or Data.

Follow prompts for export settings and click Export. Click "[Click here to download...](#)" and then open file.

Selecting Data from Chart or Table

Data can be selected from any chart or table:

- Use the Filters available at the top of a sheet.
- Click on any part of a chart (data point, bar chart, tile, legend, table).
- Within a table, click the Search icon in the column header and select from the list, or type the entry into the Search field and make your selection.

Click the **Confirm Selection** button .

Selected filters display in the top gray bar. Click the 'x' to remove a filter.

Selecting Multiple Data Points: Lasso

The Lasso tool allows you to select data points together without having to click each one separately, which is useful for scatter plots or line graphs:

1. Left-click in the white space of the visualization.
2. Click the **Lasso** tool icon.
3. Click and drag around the data points of interest.
4. Click the green checkmark to confirm your selection.

Data on the sheet updates to reflect the selection.

Selecting Data using Smart Search

Use Smart Search from the top left corner to apply filters. This finds specific entries you want to filter on.

1. Click on the **Smart Search** icon and enter the value in the search field, such as Acetaminophen.
2. Select the table and field for your entry.

Data are updated. Enter another item to search on or close the search field by clicking on the Smart Search icon again.

Selecting Data using Selections Tool

Use the Selections tool to apply filters. This finds domains / variables to filter on:

1. Click on the Selections tool.
2. In the Search field type in the domain and field, separated by a period, such as "AE.Serious", or any part of what you know, such as "Ser." Any domain or variable with that entry will display.
3. Make and confirm your selections.
4. Click on the Selections tool again to close it. Your selections are applied.