Oracle® Cloud

Oracle Analytics Cloud Day by Day for iOS Quick Help

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Contents

Preface

Audience v
Documentation Accessibility v
Related Documentation v
Conventions v

1 iOS Quick Help

2 How do I log into the app?

3 How do I log out of the app?

4 How do I change the default server details?

5 How do I create a crew?

6 How do I invite colleagues to use the app?

7 How to add a card to your feed?

8 How can the Recommended feed display the popular searches?

9 How do I retrieve data on a date, time, location, and by threshold values?

10 How do I filter data in a card?

11 How do I manage settings for bring backs on cards?

12 How do I change the type of a chart in a card?

13 How do I view specific data in the card?

14 How do I view insights about a card?

15 How do I comment on a card?

16 How do I share and collaborate on a card?

17 How to remove a card from your feed?

18 Perform Administrator Tasks

What is the Administrator mode? 18-1
Who can access the Administrator mode? 18-1
What is the Data Watch service? 18-1
What tasks can I perform as an administrator in the Administrator mode? 18-1
How do I enable the Administrator mode? 18-2
How do I enable the Data Watch service? 18-2
How do I add cards to the Suggested section in the Recommended feed? 18-2
How do I exit the Administrator mode? 18-2

Preface

Using Oracle Analytics Cloud Day by Day for Android and iOS, learn how to generate, access, and collaborate on the analytical charts from data in your BI system.

Audience

This guide is intended for anyone who needs to get meaningful analytics from data in their BI system to make better business decisions day by day.

Documentation Accessibility

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Related Documentation

See the Oracle Analytics Cloud documentation library for a list of related documents.

Conventions

Conventions used in this document are described in this topic.

Text Conventions

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Videos and Images

Your company can use skins and styles to customize the look of the Oracle Analytics Cloud, dashboards, reports, and other objects. It is possible that the videos and images included in the product documentation look different than the skins and styles your company uses.

Even if your skins and styles are different than those shown in the videos and images, the product behavior and techniques shown and demonstrated are the same.

1

iOS Quick Help

Topics

- How do I log into the app?
- How do I log out of the app?
- How do I change the default server details?
- How do I create a crew?
- How do I invite colleagues to use the app?
- How to add a card to your feed?
- How can the Recommended feed display the popular searches?
- How do I retrieve data on a date, time, location, and by threshold values?
- How do I filter data in a card?
- How do I manage settings for bring backs on cards?
- How do I change the type of a chart in a card?
- How do I view specific data in the card?
- How do I view insights about a card?
- How do I comment on a card?
- How do I share and collaborate on a card?
- How to remove a card from your feed?
- Perform Administrator Tasks

More

- Help Center

2

How do I log into the app?

iOS Quick Help

1. Tap the app in your mobile device.
2. Enter the server details.

   For example, `https://hostname:port` (`https://myserver.com:443`)

   When you specify the server for the first time, you see it as the default for subsequent logins.
3. Optionally, select the **Enable secure connection** check box to sign in securely.
4. Tap **Connect**.
5. Enter the login user name and password.
6. Tap **Login**.

3
How do I log out of the app?

iOS Quick Help

1. In the app, tap **Settings**.
2. In **Account**, tap **Disconnect**.

   You're disconnected from the server and need to re-login to the server to work with the app.

4

How do I change the default server details?

iOS Quick Help

You can change the server details in two ways.

1. Open the app.

   You see the server details that you last used.
2. Optionally, open the app, tap **Connect**, and tap **Change Server**.
3. Delete the details and enter the new server information.

5

How do I create a crew?

iOS Quick Help

1. In the app, tap **Settings**.
2. Tap **Manage My Crew**.

   You see two types of users:

   - Suggested users: Registered users of the app who are in the contacts list on your mobile device with an email address that exactly matches the email address of the user IDs that they use for the app.
   - Users: Registered users of the app who are available in your Oracle Analytics Cloud instance.
3. You can:

   - Search for users and select them.
   - Tap beside the user names in the displayed list to select them.

6

How do I invite colleagues to use the app?

iOS Quick Help

1. In the app, tap **Settings**.
2. Tap **Invite Colleagues**.

   You see the user search page listing the contacts available in your mobile device.
3. Search for colleagues or select from the contacts list.
4. Invite colleagues in two ways:
   - n the **Message** tab, select the contact, and tap **Send**. The app drafts and displays the message inviting the contact to use the app. Tap to send the message.
   - In the **Mail** tab, select the contact, and tap **Send**. The app drafts and displays the mail inviting the contact to use the app. Tap **Send**.

7

How to add a card to your feed?

iOS Quick Help

1. In the app, tap **Search**.
2. Search for data in two ways:

   - Enter the keywords in the Search field, select from the results, and tap

.
   - Tap and speak the keywords.

   Depending on the number of items that you search for, the app generates a chart or series of cards. The app displays card types that are best suited for the returned data. For example, if you search for Revenue and Product, then you see a single card that depicts Revenue by Product. If you search for Revenue, Product, and Brand, then you see a series of cards that display varying combinations of Revenue, Product, and Brand.

3. Tap below the card and tap **Add to Your Feed**.

   You see a message that the card has been added to your feed.

8

How can the Recommended feed display the popular searches?

iOS Quick Help

1. In the app, tap **Settings**.
2. Enable **Show Leaderboard**.

9

How do I retrieve data on a date, time, location, and by threshold values?

iOS Quick Help

You can retrieve data on a specific date, time, location, and by threshold values from your feed.

1. In search mode, search for data.
2. Select a card generated by the app and tap ▪▪▪ below the card.
3. Tap **Bring Backs**.
4. If you've added the card to your feed, then tap ▪▪▪ below the card in your feed, and then tap **Bring Backs**.
5. Specify one or more options:
   - Tap a day; for example, tonight, tomorrow, or next week.
   - Tap **Bring Back by Time** to specify the time and the recurrence (such as daily, weekly, or monthly).
   - Tap **Bring Back by Place** to specify the location.
   - Tap **Bring Back by Threshold** to specify the threshold values. For example, on a card displaying regional revenues, if you set the threshold value for total revenue as X, then when the total regional revenue reaches X, the app retrieves that card and displays it in your feed.

   Based on your selection, you automatically see the card on the specified date, time, place, or when the card data reaches the specified threshold.

10

How do I filter data in a card?

iOS Quick Help

1. Tap the card to view it in full-screen mode.
2. Tap

   You see the filters available for the card.
3. Tap the **Text** filter and select the text filter options.
4. Tap to go back to the Filters page.
5. Tap the **Number** filter and select a filter option.
6. Tap to exit the Filters page.

> **Note:**
>
> To filter data in a card that's been shared with you, you must add the shared card to your feed.

11

How do I manage settings for bring backs on cards?

iOS Quick Help

1. In the app, tap **Settings**.
2. Tap **Bring Backs**.

   The app displays the existing bring backs for the card.
3. Tap a bring back.
4. Tap ✕ to modify the existing setting, and then tap **Done**.
5. Tap + to add another type of bring back for the card, and then tap **Done**.
6. Tap **Edit**.
7. Tap ⊖ to remove the bring back.
8. Tap **Done**.

12

How do I change the type of a chart in a card?

iOS Quick Help

1. Tap ▪▪▪ below the card.
2. In **Change Chart**, select a chart type.

   The app refreshes and you see the chart in the new format.

13

How do I view specific data in the card?

iOS Quick Help

1. Tap the card to view it in full-screen mode.
2. Tap a data segment in the card.

   You see the data specific to the segment in its tooltip.

14

How do I view insights about a card?

iOS Quick Help

1. Tap a chart to view it in full-screen mode.
2. Tap adjacent to the card title.

   You see insights about the data in the card.
3. Tap at the top of the card and then tap **Share** to share the insight.

15

How do I comment on a card?

iOS Quick Help

1. Tap ••• below the card.
2. Tap **Comments**.
3. In **Add comment**, enter a comment and tap **Post**.

You see the card refresh and then you see the number of comments on the card. Anyone can see the comment that you've entered. Users with whom you've shared the card see it automatically in their Recommended feed. They can view and respond to comments.

16

How do I share and collaborate on a card?

iOS Quick Help

1. Tap below the card.
2. Share the card in one of these ways:
   - Tap **Share with Colleagues**. You see two types of users:
     - Suggested users: Registered users of the app who are in the contacts list on your mobile device with an email address that exactly matches the email address of the user IDs that they use for the app.
     - Users: Registered users of the app who are available in your Oracle Analytics Cloud instance.
   - Tap **Share with Crew** to share it with your crew.
   - Tap **Share Image** to send the image of a card to anyone else, using the apps available in your mobile device.
   - Tap **Share Nearby** to share it with a user who is physically near you if you've enabled the **Share Nearby** option in Settings.

     > **Note:**
     >
     > You can share across iOS and Android mobile devices. This sharing passes the card from one device to another. This method doesn't share the card data with other users; those users will see data they have access to on the shared card.

   - Tap **Share Data** to share to other apps installed on the device that accept data.

Sharing a card with individual users or with your crew creates a private discussion and places the card in the Recommended feed of each user. Users can comment and collaborate on the shared card.

17

How to remove a card from your feed?

iOS Quick Help

1. Tap beside the card title.
2. Tap **Remove**.

18

Perform Administrator Tasks

Topics

- What is the Administrator mode?
- Who can access the Administrator mode?
- What tasks can I perform as an administrator in the Administrator mode?
- What is the Data Watch service?
- How do I enable the Administrator mode?
- How do I enable the Data Watch service?
- How do I add cards to the Suggested section in the Recommended feed?
- How do I exit the Administrator mode?

What is the Administrator mode?

The Administrator mode enables a user with the BI Service Administrator application role to perform tasks that apply to all users of Oracle Analytics Cloud Day by Day in your organization.

Who can access the Administrator mode?

Only a user with the BI Service Administrator application role can access the Administrator mode.

What is the Data Watch service?

The Data Watch service is a service that runs on the Oracle Analytics Cloud server every four hours by default. This service looks for changes in the data and displays the cards that contain the changed data. As an administrator, when you enable this service, all the users of Oracle Analytics Cloud Day by Day in your organization can specify the threshold for bring backs. When the data in a card reaches the specified threshold, this service enables the app to retrieve that card and display it in the user's feed.

The Data Watch service is an experimental feature. Specify the frequency at which this service must scan the server for changes based on the frequency of changes in your data sources.

What tasks can I perform as an administrator in the Administrator mode?

You can:

- Enable the Data Watch service.

- Add to the Recommended feed of all the users of Oracle Analytics Cloud Day by Day in your organization.
- Exit the Administrator mode.

How do I enable the Administrator mode?

As a user with the BI Service Administrator application role:

1. Sign into Oracle Analytics Cloud Day by Day.
2. Tap **Settings** and then tap **About**.
3. In About, long press **Version** and lift your finger.

   You see a message that the "Admin" mode has been activated.
4. Tap **Settings** and verify that you see **Admin Settings**.

How do I enable the Data Watch service?

1. Tap **Settings** and then tap **Admin Settings**.
2. Enable **Data Watch**.
3. Tap **Save**.

How do I add cards to the Suggested section in the Recommended feed?

As an administrator, you can add cards to the Suggested section in the Recommended feed of all Oracle Analytics Cloud Day by Day users in your organization.

1. In the app, tap **Search**.
2. Search for data. Depending on the number of items that you search for, the app generates a card or series of cards. The app displays card types that are best suited for the returned data. For example, if you search for Revenue and Product, then you see a single card that depicts Revenue by Product. If you search for Revenue, Product, and Brand, then you see a series of cards that display varying combinations of Revenue, Product, and Brand.
3. Tap ⋮ for the card that you want.
4. Tap **Add to Suggested**.

How do I exit the Administrator mode?

1. Tap **Settings** and then tap **Admin Settings**.
2. Tap **Exit Admin Mode** and then tap **Yes**.
3. Tap **Settings** and verify that you no longer see **Admin Settings**.