A Cube is a multi-dimensional tabular analysis of your data broken down by one or more variables of your choosing. The variables selected are used as the dimensions of the Cube.

1. Start with a Selection. (If you don't specify criteria in the selection or just drop the cube onto your workspace, the cube will generate results on your entire universe.)
2. Drag the Cube icon from the Tool Bar located at the top of the screen onto your selection.
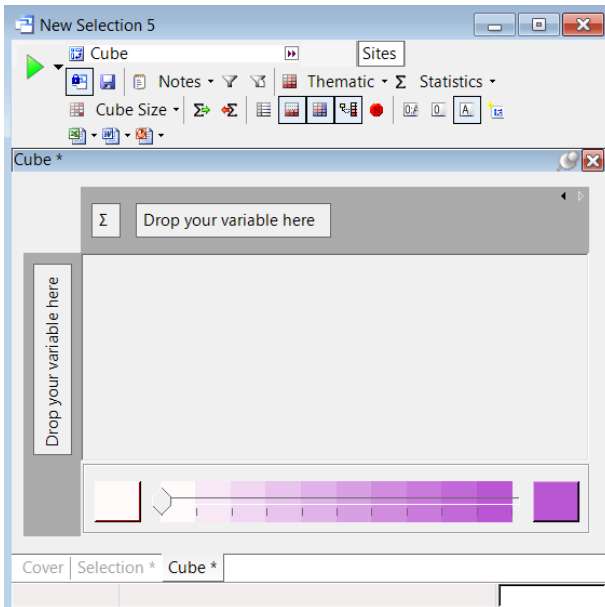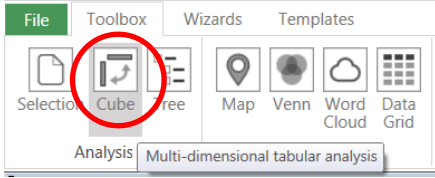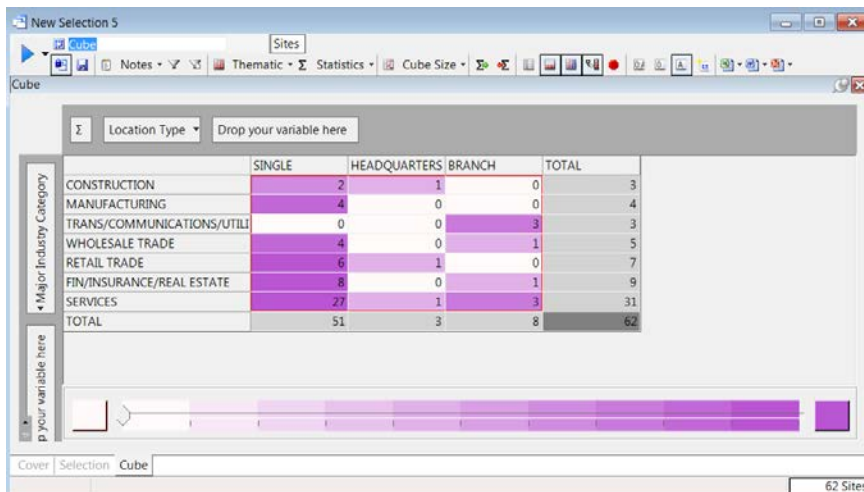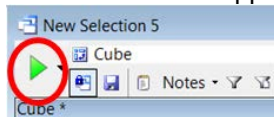

3. From the System Explorer tab select the variable you want as a dimension in your Cube by dragging and dropping it in the "Drop Your Variable Here" box on either the x or y axis of the Cube.
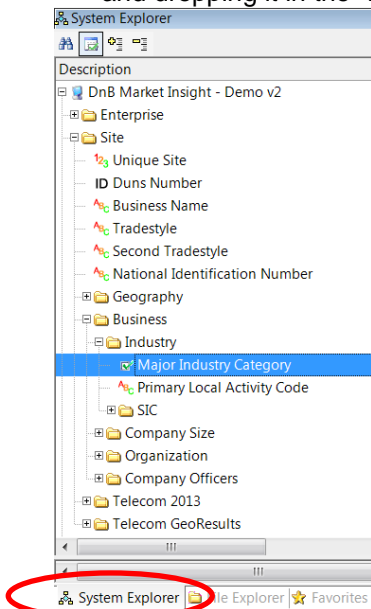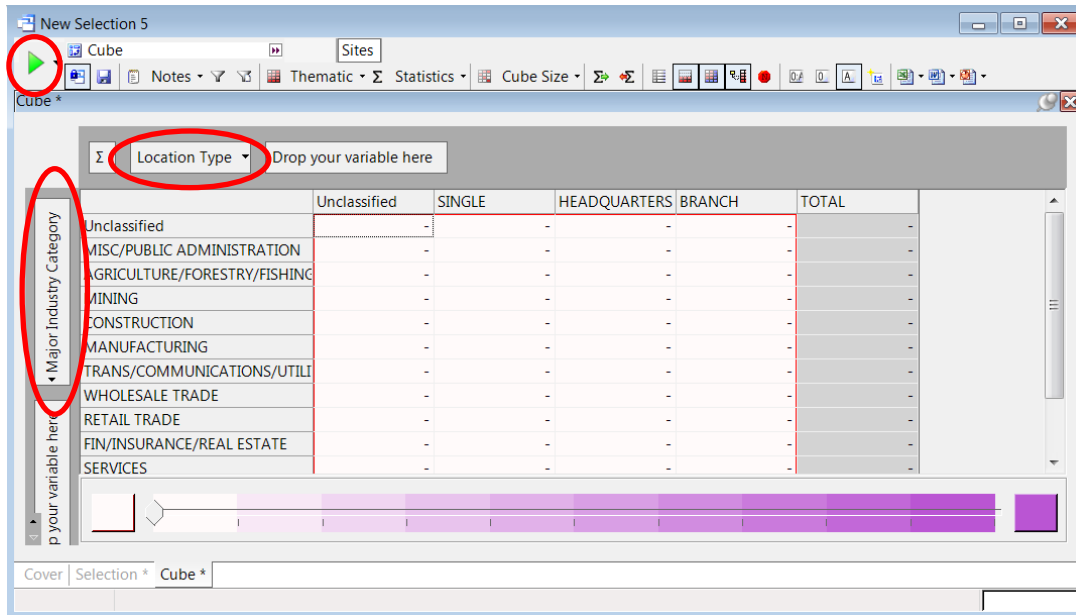
4. After you have selected all of your criteria, run your Cube by clicking the green play or build button located in the upper left corner of your Cube.

Add another variable to nest the data within that dimension.

You can also re-arrange nested variables by moving the variables from one of the "Drop Your Variable" boxes to another.

Filter the data that's displayed by clicking on the drop down arrow on the variable. Then click Apply

You can remove a variable by right clicking on the variable and then select "delete" from the menu.
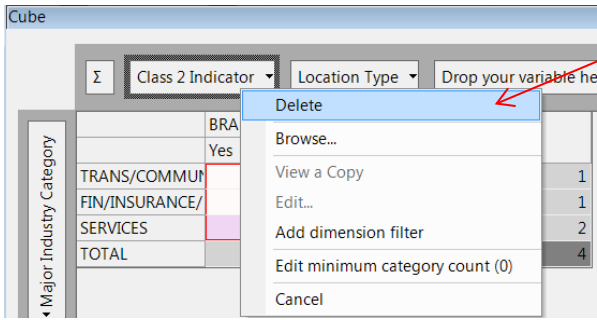
You can re-arrange the data displayed in the Cube by dragging the variable from one axis to another.
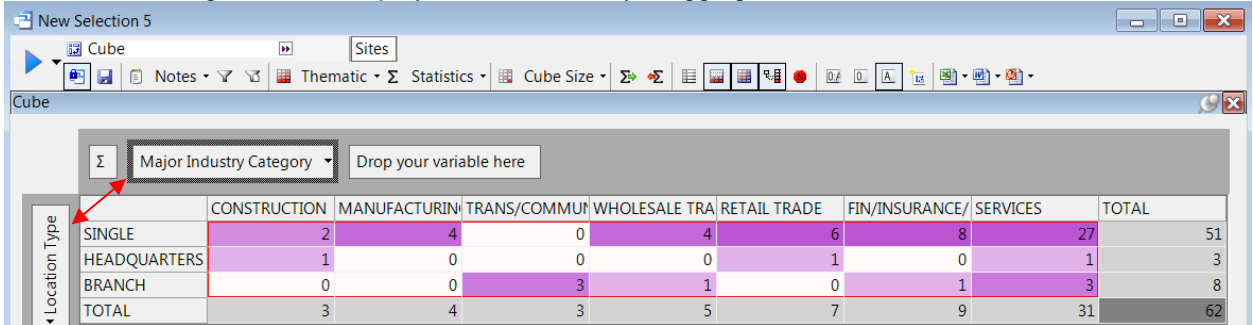
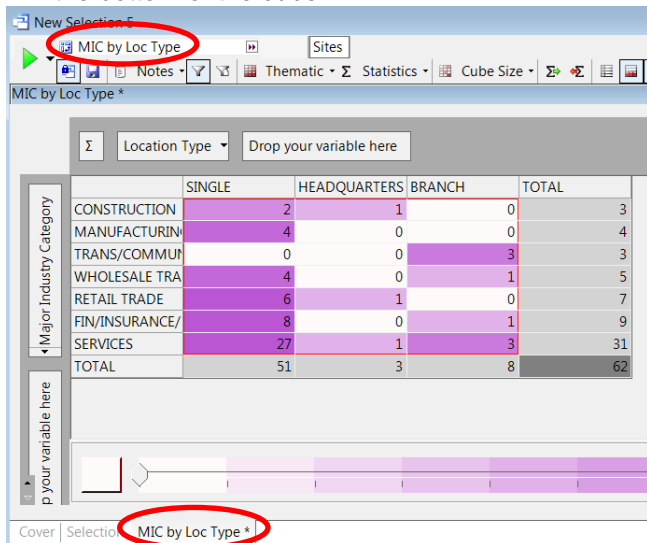5. Name your Cube by changing the default name (e.g. Cube) in the box at the top left space in the Cube screen to something more descriptive. Notice the name of the cube also appears on the tab at the bottom of the cube.

6. You can save your Cube by clicking on the disk icon. Best practice is to save your work from the Cover tab to save all of you work. Click on the Cover Tab then click the disk icon to save the entire book.
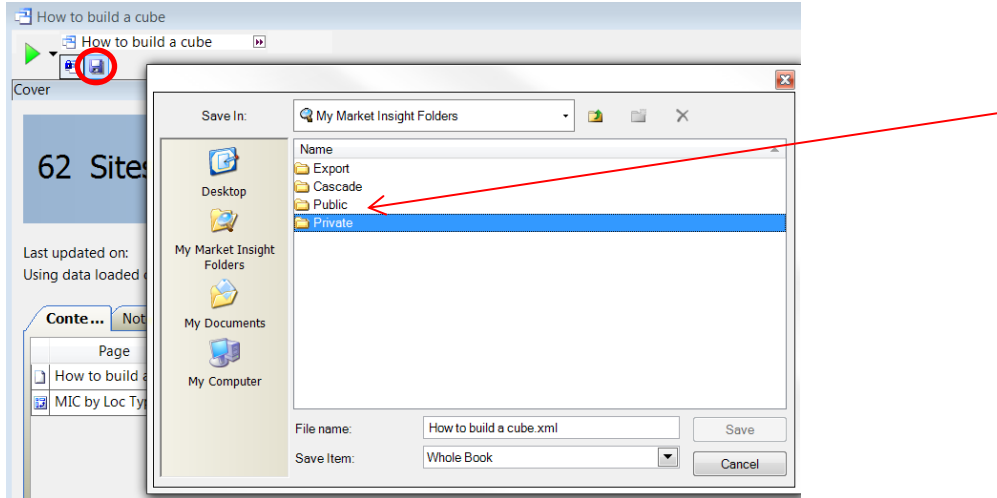
You will be prompted to choose where to save it in the Private or Public folder. To reopen your saved work, go to the File Explorer tab and select the appropriate folder.
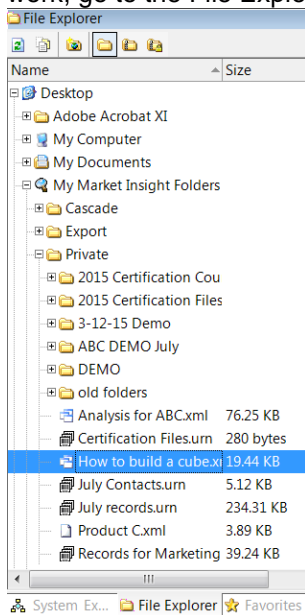
Saving your Cube as a Template:
If you have a cube you'd like to reuse as a template for other work, drag and drop your cube, using the cube icon to the left of the name onto the Template area of the toolbar. Notice the red outline around the icon. Once you have that red outline, drag it onto the Template space.
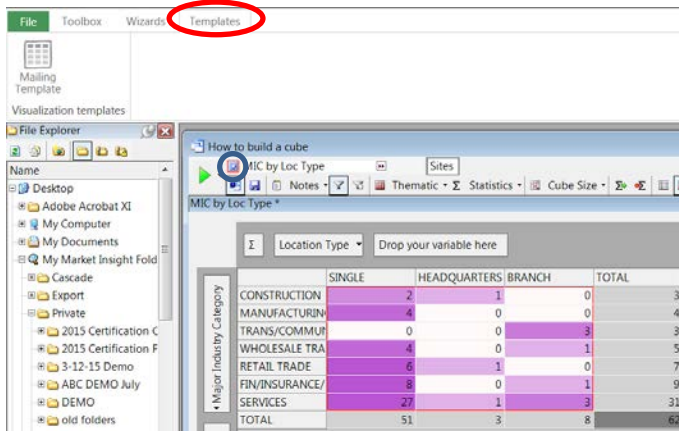
You will see the name of the cube in that space if you were successful.