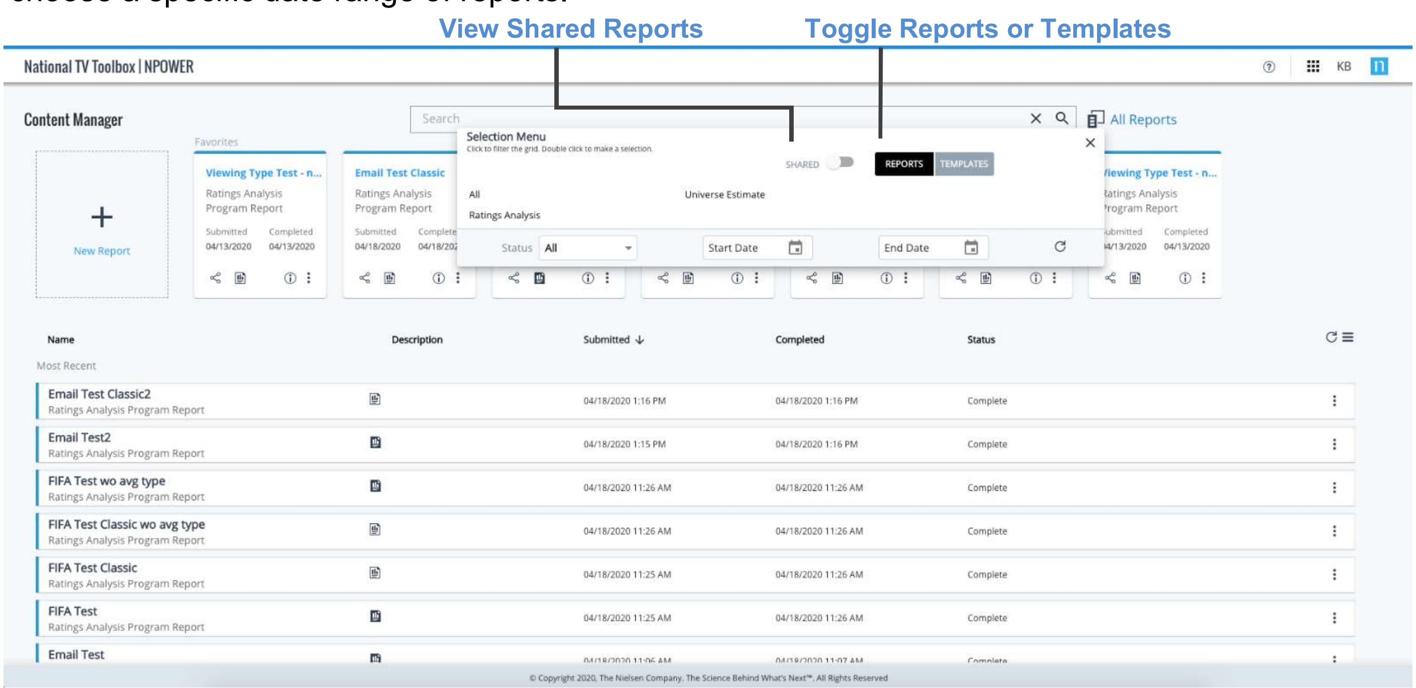
# New User Interface Quick Reference Card

## Content Manager

From the Content Manager, you can create new reports, edit existing reports, and export or share reports. You can choose reports from your Favorites or Most Recent lists. Clicking the icon to the right of the search bar, takes you to the Selection Menu.

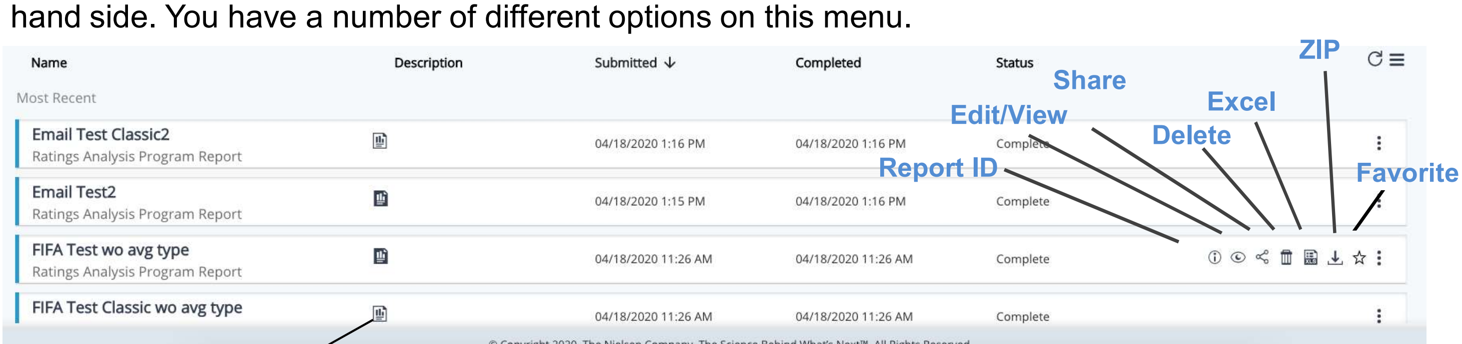
## Selection Menu

The Selection Menu lets you filter your reports based on different parameters. You can look at Shared reports, toggle between Reports and Templates, choose to view Completed, In Progress, Error, or Pending reports only, choose to view based off of Report Types, and choose a specific date range of reports.

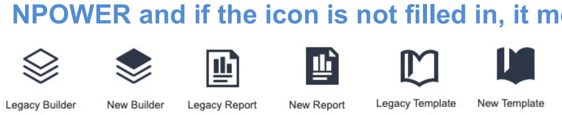



## Report Title

On hover of any listed report in either the card view or grid view, a menu appears on the right-hand side. You have a number of different options on this menu.




**Indicates Reports vs. Templates – if the icon is filled in, it means the Report/Template was created in new NPOWER and if the icon is not filled in, it means the Report/Template was created in NPOWER Classic.**



## Creating a New Report

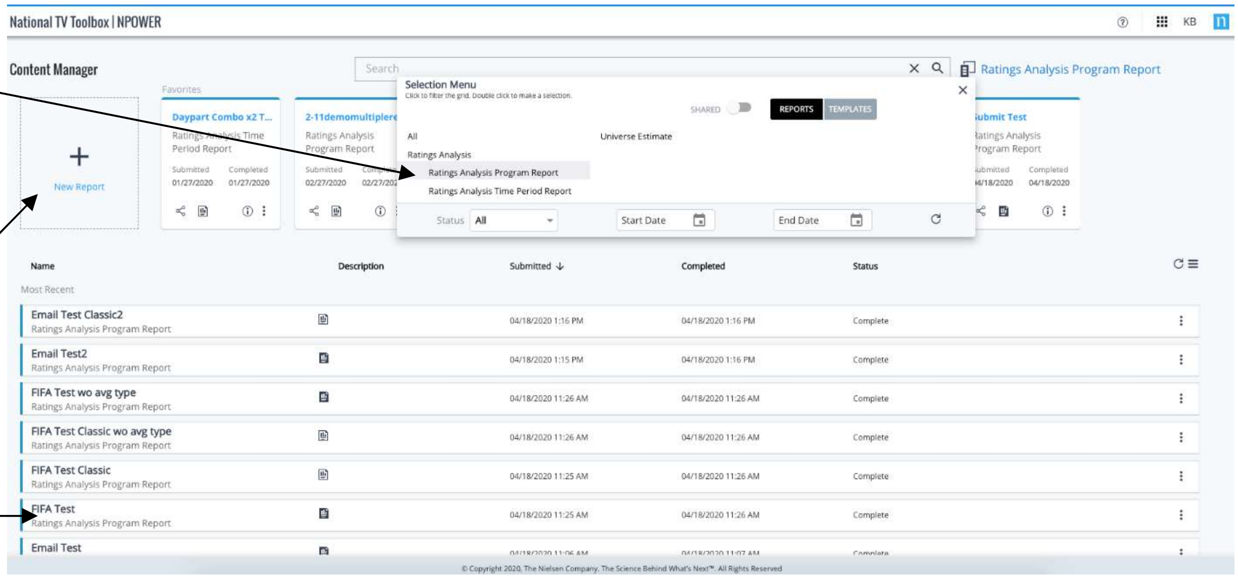
Double click the Report Type that you want to open in the Selection Menu.

\- or -

Click **+ New Report** to create a new report specification.

\- or -

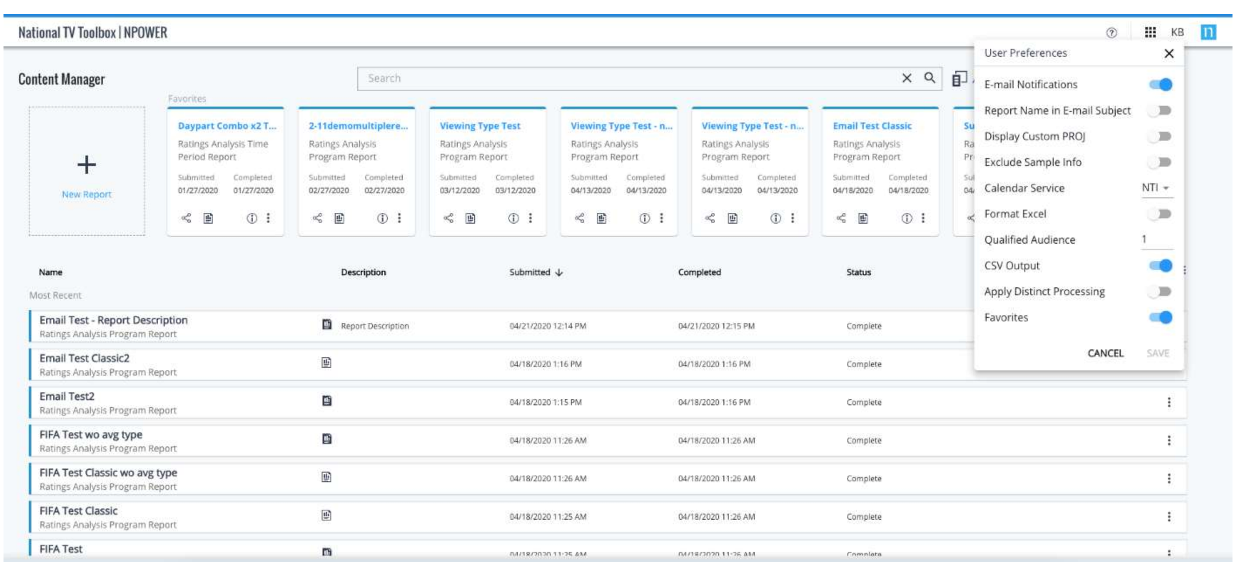
Click an existing specification.




**Tip**: Access to the National TV Toolbox is based on your Nielsen subscription.

## User Preferences

User preferences lets you customize your experience.

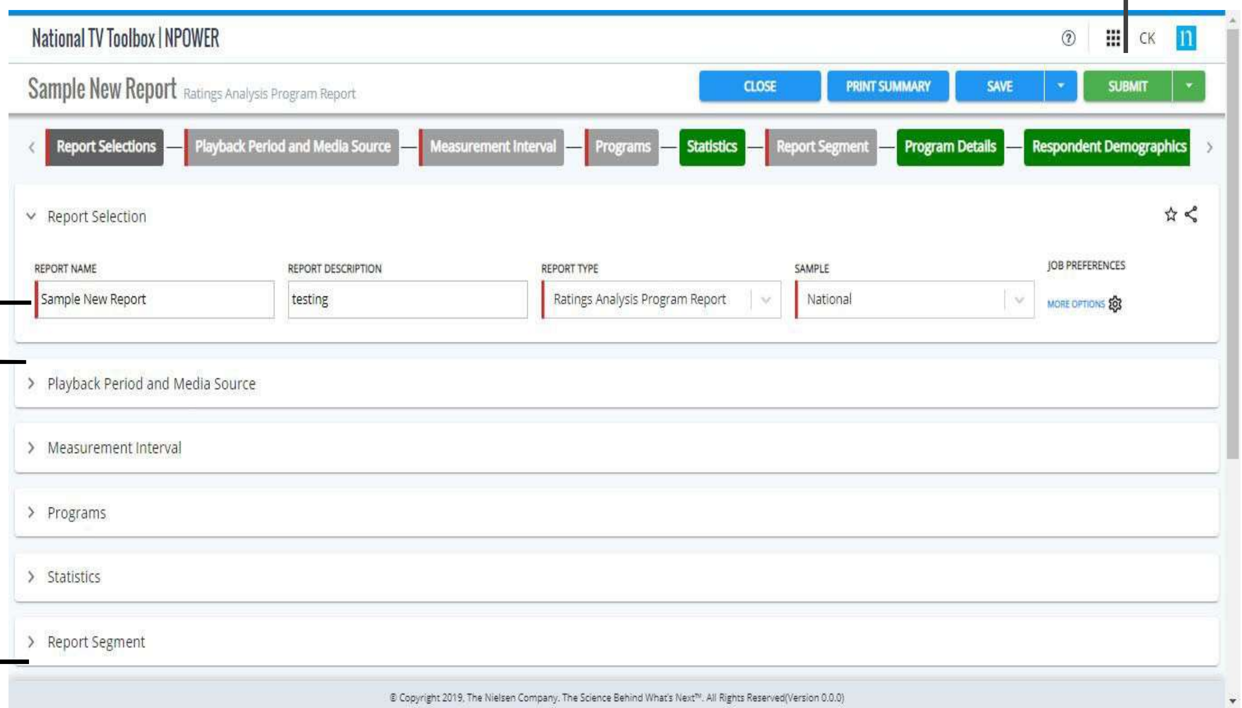


## Sample New Report

1 From the Report Selection page, enter the name, description, report type, and sample for your report. Once you choose a report type, the specific prompts will populate.

2 Define your report criteria using the drop-downs on the left side of the page, then click Submit to process your request.

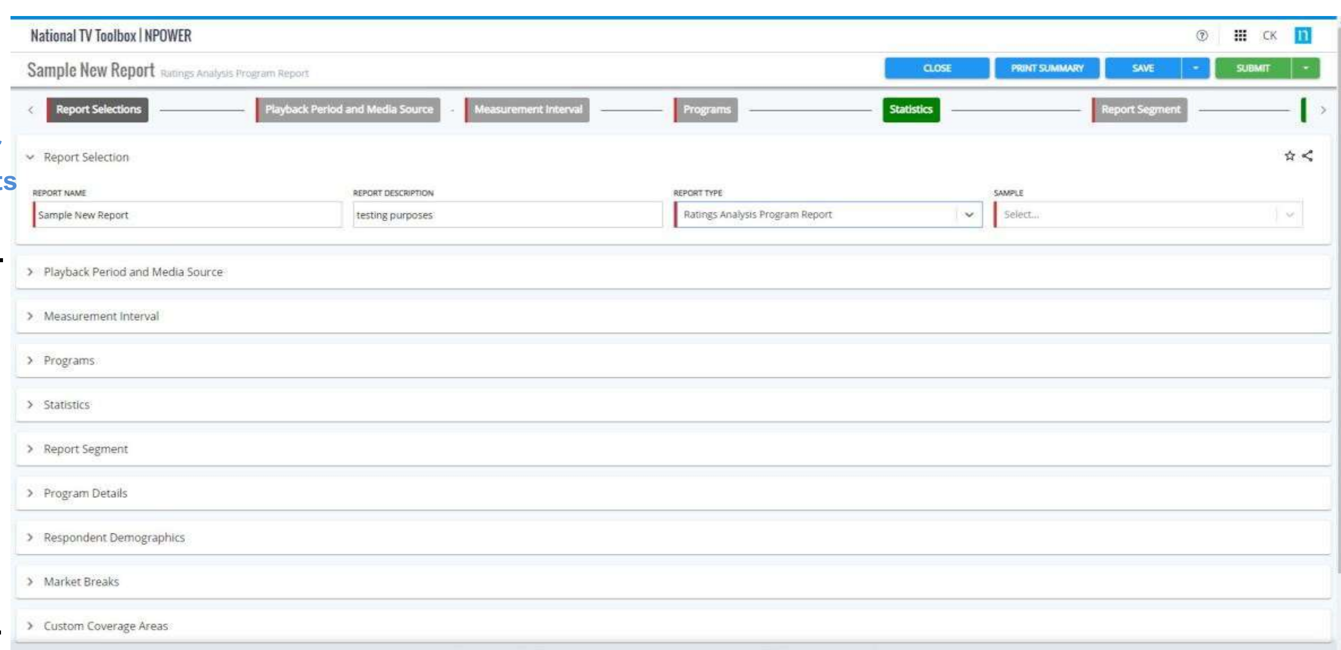
Submit




## Report Builder

When you click New Report and choose a report type, the Report Builder, formerly known as the Specification Definition options, for that report type appear. The Report Builder is the first page displayed when creating a report specification. The labeled drop-downs on the left side of the page are referred to as prompts, formerly known as, selection tabs. They are used to define the criteria that determines what data to extract for the report. The prompts are specific to the report type selected.

Report Builder Prompts



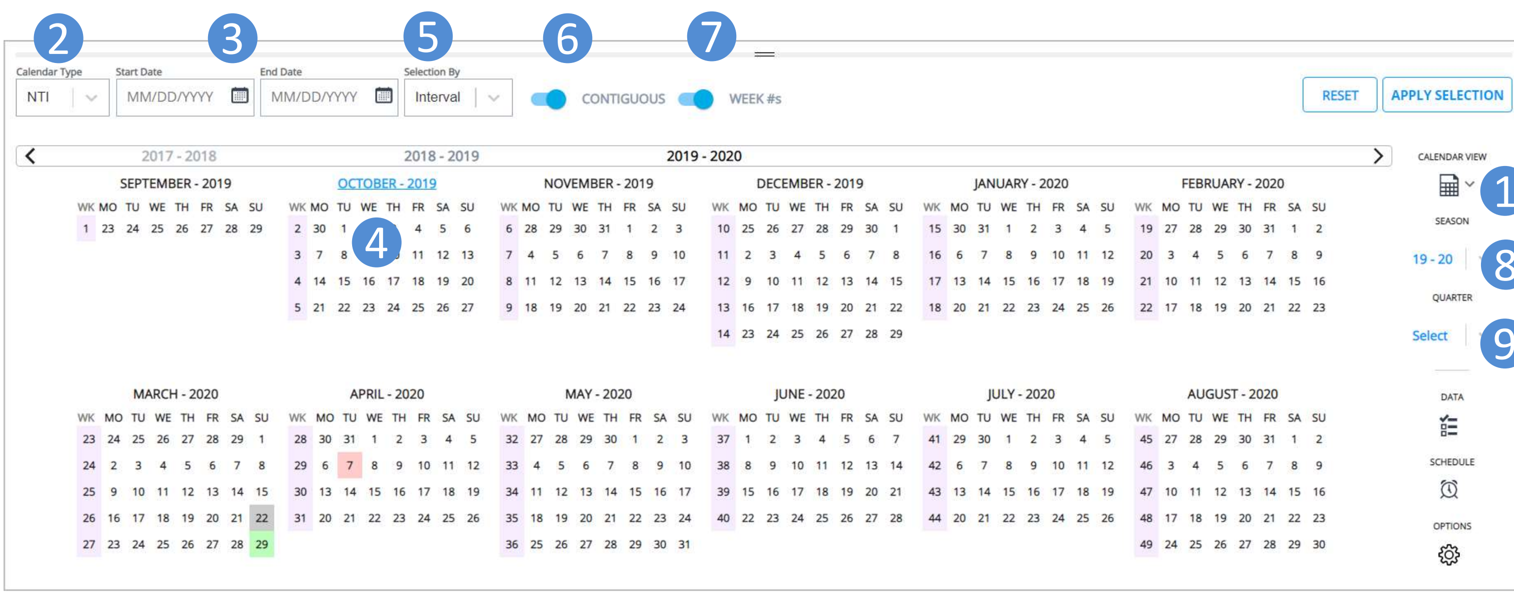
## Measurement Intervals

The Measurement Interval selection tab provides the following options to select dates for reporting:

1. Click the calendar view icon to switch between different calendar layouts.
2. Calendar Types are available for each calendar view.
3. Type in a Start and End Date to apply a selection.

--- or ---

4. Use the large, central calendar to select start and end dates.
5. Change your ‘Selection By’ to Interval, Daily, Weekly, Monthly, or Quarterly.
6. Toggle Continuous off/on to cherry pick dates.
7. Toggle Week #’s off/on.
8. Switch between seasons by selecting the years within the calendar or use the Season drop- down.
9. Use the Quarter, Data Availability, Schedule Report, and Exclusions buttons as desired.




**Tips:**

- Try to limit measurement intervals to a quarter to expedite processing time.
- Use the scheduling options to schedule reports to run on a quarterly, monthly, weekly, or daily basis as the data becomes available – depending on report type. The default option is one time only (OTO).
- When scheduling recurring reports, only one measurement interval may be selected per report.

## Report Selections

Data Bubbles display your report selections and replace the use of folders. Data Bubbles let you modify your selections and do the following:

To rename a Data Bubble, click the "i" icon and type a new name.

**Submenu:** Displays the list of configurable options for selected Data Bubble


**Drag handle indicator:** Allows a user to reorder a Data Bubble

**Chip:** Identifies what classification of data has been selected

Click Options to Retain Combo Parts and/or select Multiple Reports

To create a combo, select two or more Data Bubbles, or Ctrl-click the Data Bubbles and click Combine.

To create multiple combos from your selections, click the primary bubble that you would like to combine and click Cross to cross that primary bubble with all other bubbles. Each bubble criterion is automatically crossed with the primary selection in an AND relationship to create a combo. To cross certain selected bubbles, use Cross Selected.


To switch from vertical to horizontal layout, click Expand.

Select the Chip, Data Bubble, or Parens that you are updating then choose the corresponding operator in the command menu. In context of the data bubble or in the submenu, toggle the values between And, Or, NOT as well as And NOT, Or NOT where applicable.

To create a parentheses, Ctrl-click two bubbles and click PARENS. Nested Boolean logic allows the ability to create more refined and complex data logic from your selection.