

PowerPoint Presentation

Metric Insights provides you with a very easy and intuitive way to create a **PowerPoint Presentation** of any number of Metrics and External Reports (Visualizations). You first must have a *Favorite Folder* containing those elements that should be included into your presentation.

This example shown in this article is based on the assumption that you already have a Favorite Folder that can be used as a source of content for presentation. For details on creating a Favorite folder, refer to: [Add \(or Delete\) Elements to a Favorites folder](#)



Please contact support@metricinsights.com if you wish us to create a Custom Template for your use.



Reports with data collected on-demand and data tables are currently NOT supported in PowerPoint Presentations.

To learn more about on-demand data collection, see: [Collecting Data on Report Request](#).

1. Use Case: Generate a .ppt Presentation

The image shows a sequence of three screenshots from the Metric Insights application, illustrating the steps to generate a PowerPoint presentation.

Step 1: The first screenshot shows the application's homepage. In the left sidebar, under 'Favorite Folders', the 'Most Popular' folder is selected (indicated by a blue star and a circled '1'). The main dashboard displays several widgets, including 'Canada Weekly Sales' and 'Daily Sales'.

Step 2: The second screenshot shows the same dashboard. A 'Manage' dropdown menu is open for one of the widgets, and the 'Download PPT' option is highlighted (indicated by a circled '2').

Step 3: The third screenshot shows a 'Select PowerPoint Template' dialog box. The 'Default' option is selected (indicated by a circled '3'). The 'Download' button is highlighted (indicated by a circled '4').

1. On the *Homepage* > *Left Sidebar* > *Favorite Folders* section select the required folder. To create a new Favorite folder, go to the *User Preferences* menu > *My Favorites* > **[+ New favorite Folder]**
2. Move to the upper right corner of the screen and click *Manage* > *Download PPT*.
3. Choose which Template should be used for generating a Presentation.
4. Click **Download**.

The system will generate a .ppt presentation. Once it is ready, you can find it in **Downloads** folder on your computer.

Alternate Path: User Preferences > My Favorites

My Favorites

New...ContentAdminAlex

My notifications are ON for emails, SMS and Phone Alerts • Thursday - May 18, 2017 System 10:51 UTC(UTC +00:00)

NotificationsAlertsFavoritesBurstsSchedulesSettingsMobile

Maintain content, schedule and sharing of your Favorite folders

Favorite Folders

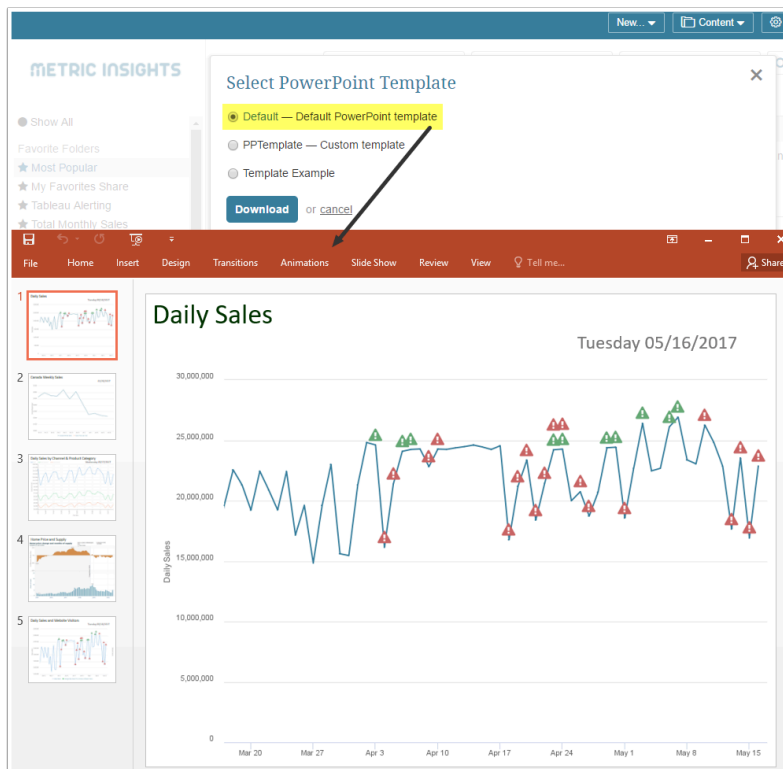
Favorite Folders				⚙️ Drag & Drop Rows to Re-Order
Display Name	Number of Elements	Include in Digest	Actions	
Most Popular	5		⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	
My Favorites Share	8	✓	⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	
Tableau Alerting	1	✓	⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	
Total Monthly Sales	4	✓	⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	
Mobile (Metrics)	3	✓	⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	
Mobile (Reports)	7	✓	⚙️ ⚡️ ⬇️ ⬆️ ⬇️ ⬆️	

+ New Favorite Folder

2. Samples of Default / Custom Templates

Let's take one Favorite Folder and generate example Presentations by using a Default Template and a Template with Custom options.

Default Template



Custom Template

