Oracle® Smart View for Office

User's Guide

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1 Introduction to Smart View

In This Chapter

Overview

Oracle Smart View for Office works with data sources for both on-premises providers and for Oracle Planning and Budgeting Cloud Services.

Using Smart View, you can view, import, manipulate, distribute, and share data from various data sources using Microsoft Excel, Word, Outlook, and PowerPoint.

Smart View for On-Premises Providers

Smart View on-premises provides a common Microsoft Office interface for these data sources:

- Oracle Essbase
- Oracle Hyperion Financial Management
- Oracle Hyperion Planning
- Oracle Hyperion Enterprise Performance Management Workspace
- Oracle Hyperion Reporting and Analysis
- Oracle Hyperion Financial Close Management
- Oracle Hyperion Enterprise®

Additionally, Smart View on-premises supports several extensions. See "Extensions" on page 231 for more information.

Smart View for Oracle Planning and Budgeting Cloud Service

Smart View also provides a common Office interface for Oracle Planning and Budgeting Cloud Service. Smart View connected to Oracle Planning and Budgeting Cloud Service works with these data sources and extensions:

- Planning
- Oracle Hyperion Financial Reporting extension
- Predictive Planning extension
- Planning Admin extension

Planning for Oracle Planning and Budgeting Cloud Service is discussed in this guide. The extensions listed above are discussed in their respective guides (see the Oracle Cloud help center for more information).

Additionally, in this guide, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

Smart View Components

The basic components of Smart View, from which you connect to your data source and access Smart View functionality, are ribbons and the Smart View Panel.

The components displayed depend on the Microsoft Office application that you have open.

Ribbons

Note: Smart View is designed to work optimally with the ribbon structure of Microsoft Office 2007 or later.

You access Smart View functionality in Office applications through ribbon commands. The Smart View ribbon, which contains commands for common Smart View operations and for Reporting and Analysis operations, is always present. When you connect to a data source (other than Reporting and Analysis or Financial Close Management), the corresponding data source ribbon is also displayed. Each ribbon displays only the commands supported for that data source and mode. For Planning, Financial Management, and Hyperion Enterprise, when you enter ad hoc analysis (see Chapter 5), the data source ribbon is replaced by its ad hoc version. The ribbons are as follows:

- **Smart view**
- **Essbase**
- **Planning**
- **Planning Ad Hoc**
- **HFM** (Financial Management)
- **HFM Ad Hoc**
- **Enterprise** (Hyperion Enterprise)
- **Enterprise Ad Hoc**

- **Oracle BI EE**
- **Other:** If the administrator has installed and configured yourSmart View system with extensions, there may be other ribbons; for example, Smart Query or Oracle Hyperion Disclosure Management.

Smart View Panel

From the Smart View Panel, you can manage data source connections, access data and task lists, and create reports.

You can also open Oracle Crystal Ball Enterprise Performance Management workbooks if you are licensed for Crystal Ball EPM or related products.

The Smart View Panel, opened from the Smart View ribbon, is displayed by default on the right side of the Microsoft Office application. You can move, resize, or close the Smart View Panel from the down arrow in the title bar.

The Smart View Panel contains the following panes:

- **Home**—A panel that displays links to Shared Connections and Private Connections as well as a list of recently used items—ad hoc grids, forms, and tasks—that you can click to establish a connection.
- **Shared Connections**—A drop-down menu of available connections from Oracle Hyperion Shared Services and a tree view of the contents of the currently selected connection.
- **Private Connections**—A drop-down menu of available connections saved on the local computer and a tree view of the contents of the currently selected connection. You can also enter a URL to connect directly to a data source here.
- **Task Lists**—A tree list of tasks from which you can manage your tasks. This pane opens only when you select a task list from Shared Connections or Private Connections.
- **Action Panel**—A list of operations available based on the selection in the shared connection. private connection, or task list tree list.
- **Document Contents:**—A task pane in the Smart View Panel that provides a view of the connections and content existing in the current Office document.
- **Other**—If the administrator has installed and configured your Smart View system with extensions, there may be other panels; for example, Smart Query or Crystal Ball EPM workbooks.

About this Guide

This guide contains information applicable to both On-Premises providers and Oracle Planning and Budgeting Cloud Service providers.

Throughout this guide, unless otherwise noted:

- References to Planning apply to both on-premises Planning and Planning for Oracle Planning and Budgeting Cloud Service, with the following exception:

At the beginning of topics where supported data sources are listed, on-premises Planning is referred to as Planning; and Planning for Oracle Planning and Budgeting Cloud Service is referred to as Oracle Planning and Budgeting Cloud Service.

- References to Financial Reporting apply to both on-premises Financial Reporting and Financial Reporting for Oracle Planning and Budgeting Cloud Service.

2 Managing Data Source Connections

In This Chapter

Connections

You connect to data sources, manage your connections, and open grids, forms, and task lists all from the Smart View Panel.

Depending on how the administrator configured Smart View, you may or may not be required to enter your user name and password as you change data providers and Office applications.

Shared Connections and Private Connections

You connect to data sources through shared or private connections.

- **Shared Connections**

  Shared connections are either:

  - Stored in a central location and available to multiple users through the Smart View Panel.
  - Stored either on each Smart View client machine or on a web application server in an XML file created by a system administrator. The XML file is then available to the user through the Smart View Panel.

  You cannot add, edit, or rename shared connections, but you can save them as private connections, which you can edit and rename.

- **Private Connections**

Private connections are those that you create by saving a shared connection to your local computer or by entering a URL to a provider that is not configured for shared connections. When you create a private connection, it becomes the active connection.

Connecting to Data Sources

You can connect to only one data source per worksheet with these exceptions:

- Essbase—You can connect to multiple Essbase databases on a single worksheet, as described in "Changing Connections in Multiple-Grid Worksheets" on page 75
- Oracle Business Intelligence Enterprise Edition—You can connect to multiple Oracle Business Intelligence catalogs on a single sheet, as described in "Connecting to Multiple Oracle BI EE Data Sources" on page 182

➤ To connect to a data source:

1. **From the Smart View ribbon, click Panel.**
2. **From Smart View Home or from the menu displayed when you click the arrow next to , do one of the following:**
   - Select **Shared Connections** to open the Shared Connections panel, where you select a data source from the drop-down menu. Connections available for the selected data source are displayed in a tree list.

     Note: If you are accessing Oracle Planning and Budgeting Cloud Service, the EPM Workspace login screen is displayed. Enter your Oracle Cloud Identity Service Domain credentials and identity domain, and then select a data source from the drop-down menu. Proceed to step 4.
   - Click **Private Connections** to open the Private Connections panel, where you select a connection from the drop-down menu.
   - Click **Private Connections**. Enter a URL in the field and press Enter. For examples of the URL syntax to use, see "Creating Private Connections" on page 23.
   - Click a connection name under **Recently Used**. You can click to pin items to this list.
3. **In Connect to Data Source, enter your user name and password for the data source.**
4. **In the Smart View Panel tree list, double-click the item—form, ad hoc grid, Smart Slice, task list, or catalog—that you want to open.**

   After the item is opened on the grid, you can easily locate it in the tree view. Click the arrow next to and select **Locate Worksheet Connection**.

Note: Essbase only: If external authentication is disabled, for security reasons, you must provide your user name and password each time you connect to a different application on the same server.

Essbase only: Once connected to an Essbase database, users can view database notes associated with the database. To display database notes, from the Smart View Panel, right-click the name of the Essbase database, and then select **Database Note**. You cannot edit these database notes from Smart View. Database notes can be implemented in VBA by using the VBA function, HypGetDatabaseNote (see the *Oracle Smart View for Office Developer's Guide*).

Disconnecting from Data Sources

You can disconnect from the current connection or from all connections.

➤ To disconnect only from the *current* connection:

1 **From the Smart View Panel, select the connection that is currently open in the tree list.**

2 **Optional: To find this connection quickly, click the arrow next to and select Locate Worksheet Connection.**

3 **Right-click and select Disconnect.**

Disconnecting from the current connection does not invalidate single-sign on (SSO).

➤ To disconnect from *all* connected Shared Connections and Private Connections:

1 **From the Smart View Panel, click .**

2 **Select Disconnect All.**

This selection invalidates SSO, and you must log in again the next time you connect.

Creating Private Connections

You can create a private connection from a connection that is not listed in Shared Connections if you know the URL.

➤ To add a connection using a URL:

1 **From the Smart View ribbon, click Panel.**

2 **From the Smart View panel, click the arrow next to , and then select Private Connections.**

3 **In the text box, enter the URL or the local storage directory for the data source to which you want to connect.**

The URL syntax for the various data sources is as follows. Contact your system administrator for the URL to use.

On-Premises:

- Financial Management:

  `http(s)://servername:port/hfmofficeprovider/hfmofficeprovider.aspx`
- Hyperion Enterprise:

  `http://servername:port/heofficeprovider/heofficeprovider.aspx`
- Planning:

  `http(s)://servername:port/HyperionPlanning/SmartView`
- Essbase:

  `http(s)://servername:port/aps/SmartView`
- Reporting and Analysis:

  `http(s)://servername:port/raframework/browse/listXML`
- Financial Close Management:

  `http://servername:port/fcc/servlets/smartview/fcmsvservlet`
- Oracle Hyperion Strategic Finance:

  `http://servername:port/StrategicPlanning/SmartView`
- Oracle BI EE:

  `http://servername:port/analytics/jbips`

Oracle Planning and Budgeting Cloud Service:

- Planning for Oracle Planning and Budgeting Cloud Service

  `http(s)://servername:port/HyperionPlanning/SmartView`
- Reporting Settings

  `http(s)://servername:port/raframework/browse/listXML`

4 Click →.

Deleting the List of Private Connections

To delete the entire list of private connections, click the arrow next to →, and then select **Clear Manually Entered URL Entries**.

Saving Shared Connections as Private Connections

Although you cannot create shared connections without administrative privileges, you can save them as private connections if they are enabled for private connections.

➤ To create a private connection:

1 From the Shared Connections tree list, select an item to save as a private connection.

2 From the Action Panel, select **Add to private connections.** This option is available only if the selected item is enabled for saving as a private connection.

3 **Optional:** From **Save as Private Connection**, edit the name and description of the connection.

4 Click **OK**.

5 The connection name is displayed in the following:

- The Shared Connections tree list, indicated as private by a small arrow
- The Private Connections drop-down menu

Modifying Connections

From the Document Contents pane, you can change connections in a Smart View document. This is useful when sharing an Office document between departments that point to different servers or when moving from a test to a production environment.

You can change the connection properties for all entities in a document that share the same connection information (for example, all worksheets or grids that point to the same application and database on a particular server). Or you can change the connection information sheet by sheet.

➤ To modify connections from the Document Contents pane:

1 In the Document Contents pane, from the drop-down list box, perform an action:

- Select a sheet from a selected document
- Select a particular connection
- Select **All Connections**

2 Select the **Modify Connection** link at the bottom of the pane.

Alternatively, right-click a connection name or sheet name and select **Modify Connection**. You can also modify connections as follows:

- To modify a connection for all sheets in the workbook, select the top-level tree node connection name in Document Contents
- To modify a connection for a specific sheet, select the connection name under the specific sheet-level tree node

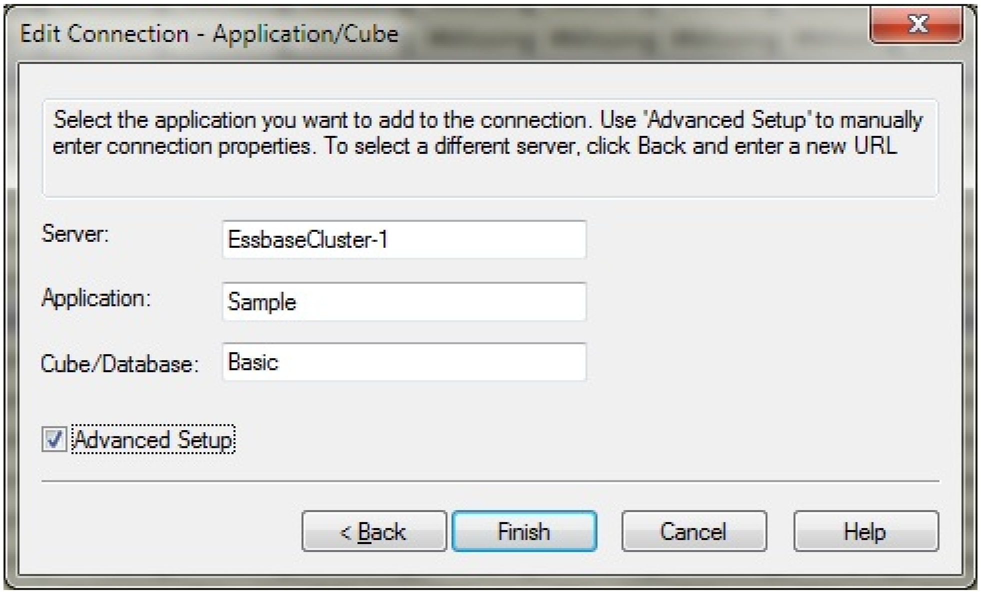
The **Edit Connection - URL** page of the wizard is displayed.

3 In the **URL** drop-down list, select an existing connection or enter a new connection URL.

4 Click **Next** and in **Edit Connection - Application/Cube**, expand **Servers**, and navigate to the application and database to which you want to connect, depending upon the provider requirements.

Alternatively, select the **Advanced Setup** check box and manually enter the information for **Server**, **Application**, and **Cube/Database**, as the provider requires. Figure 1 shows the entries for connecting to an Essbase application and database.

Figure 1 Edit Connection - Application/Cube Advanced Setup



5 **Click Finish.**

The modified connection information is saved when you save the workbook.

Accessing Shared Connections from an XML File

Note: The procedures in this topic apply to shared connections only.

Starting with the 11.1.2.2.310 release, when connecting to Smart View data sources, you can use shared connection information from an XML file to connect to providers. The XML file can exist either locally on each individual Smart View client machine or on a web server. You point to this XML file in the **Shared Connections URL** field of the **Options** dialog box, and then access the available connections as you would any other shared connection to which you have access.

To connect to an Oracle BI EE provider from the Shared Connections panel in Smart View, you *must* follow the procedures in this topic. However, you may also connect to Oracle BI EE data sources from the Private Connections Panel using the procedure described in "Creating Private Connections" on page 23.

Note: Only ASCII characters are supported in the XML file. Do not use non-ASCII characters in any of the entries you make in this file.

Caution! The procedure in this topic is a system administration procedure and should be completed by the person who administers Smart View in your environment.

➤ To set up shared connections in an XML file:

1 **Create an empty XML file using any text editor and save it on your Smart View client machine.**

Give the file a meaningful name, such as `SmartViewProviders.xml`, and ensure that it has the `.xml` extension.

Note: Only ASCII characters are supported in the XML file. Do not use non-ASCII characters in any of the entries you make in this file.

2 **Add the following line to the beginning of the file:**

```
<?xml version="1.0" encoding="UTF-8"?>
```

3 **Next, add the opening res_GetProvisionedDataSources tag:**

```
<res_GetProvisionedDataSources>
```

4 **Add entries for the applicable providers.**

You can add entries for Oracle Hyperion Provider Services (Essbase), Planning, Financial Management, Reporting and Analysis, Strategic Finance, and Oracle BI EE.

When you create your entries, copy the syntax exactly and make ONLY these substitutions:

- In the `Product` tag, `displayVersion` attribute:

  version—The version number of the specified provider.

- In the `Server` tag, `context` attribute:

  webServerHost—The web server host machine name.

  `19000|8900|9704` *or configured webServerPort number*—The web server port number. Use the default port number that is already noted in the syntax for each provider. Or, if you have configured your system using non-default port numbers, provide them.

The syntax for each provider type is below.

Provider Services (Essbase)

```
<Product id="APS" name="APS-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Provider Services" context="http://webServerHost:19000
or configured webServerPort number/aps/SmartView"></Server>
</Product>
```

Planning

```
<Product id="HP" name="HP-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Planning, Fusion Edition" context="http://
webServerHost:19000 or configured webServerPort number/HyperionPlanning/SmartView"></
Server>
</Product>
```

Financial Management

```
<Product id="HFM" name="HFM-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Financial Management, Fusion Edition" context="http://
webServerHost:19000 or configured webServerPort number/hfmadf/../hfmofficeprovider/
```

```
HFMOfficeProvider.aspx"></Server>
</Product>
```

Reporting and Analysis

```
<Product id="RAFramework" name="RAFramework-11.1.2" displayVersion="version">
<Server name="Reporting and Analysis Framework" context="http://webServerHost:19000
or configured webServerPort number/raframework/browse/listXML"></Server>
</Product>
```

Strategic Finance

```
<Product providerType="ExtensionProvider" id="HSF" name="HSF-11.1.2"
displayVersion="version">
<Server name="Oracle Hyperion Strategic Planning, Fusion Edition"
context="webServerHost:8900 or configured webServerPort number/StrategicPlanning/
SmartView"></Server>
</Product>
```

Oracle BI EE

```
<Product providerType="ExtensionProvider" id="27EE9B0D-D5F5-42c9-AFC5-44FEA770C693"
name="OBI EE-11.1.1.7" displayVersion="version">
<Server name="Oracle BI, Fusion Edition" context="OBI:http://webServerHost:9704 or
configured webServerPort number/analytics/jbips"></Server>
</Product>
```

5 **Optional: If you are planning to access help locally or from an internal URL, add an entry for locating the help:**

- Help installed on a local drive:

  ```
  <helpurlcontext>file:///parent_language_folder_path/</helpurlcontext>
  ```

  For example:

  ```
  <helpurlcontext>file:///C:/Oracle/SmartView/smartview_help/</helpurlcontext>
  ```

- Help installed on a web server:

  ```
  <helpurlcontext>http://webServerHost:webServerPort/pathToHelpFiles/
  smartview_help/</helpurlcontext>
  ```

  For example:

  ```
  <helpurlcontext>http://abcxyzco.com:12345/user_documentation/smartview_help/</
  helpurlcontext>
  ```

Notes:

- Perform this step ONLY if you are planning to access shared connections from an XML file AND are required to access help either from a local drive or a web server within your organization. See "Installing and Configuring Help Locally or on a Web Server" on page 272 for instructions on setting up help.
- If you use the `<helpurlcontext>` tag, the help location you specify overrides the default or modified location specified in the `<helpurlcontext>` tag in the `properties.xml` file, as described in Optional Local Help Configuration via the Shared Connections XML File.

6 **Optional: Add an entry for the User Productivity Kit (UPK):**

```
<UPK>http://link to User Productivity Kit</UPK>
```

For example:

```
<UPK>http://download.abcxyzco.com/ocomdocs/PlayerPackage/data/toc.html</UPK>
```

7 **Add the closing `res_GetProvisionedDataSources` tag to complete the file, then save it.**

```
</res_GetProvisionedDataSources>
```

See Connection File Syntax and Example for the full syntax and an example of how this file should be set up.

8 **Test the file:**

a. Perform an action:

- If you plan to have users copy the XML file to their local drive, ensure that the file is copied to a local drive on your Smart View client machine.

  For example, the file may be copied to the `SmartView\bin` directory.

- Alternatively, if you plan to copy the file to a web server, ensure that the file is accessible to your users from a fully-qualified URL that includes the XML file name and the `.xml` extension.

b. Start Smart View and in the **Options** dialog box, edit the **Shared Connections URL** to add the full path to the file or a URL, ensuring that the `.xml` file name extension is included.

Note: This feature will not work if the `.xml` file name extension in not included at the end of the local drive path or URL.

- Local drive example:

  `C:/Oracle/SmartView/bin/SmartViewProviders.xml`

  Ensure that you use forward slashes (`/`) as separators in the file path.

  The directory path and file should now be available in the list of shared connections.

- Web server URL syntax:

  `http://webServerHost:webServerPort/pathToFile/filename.xml`

  Web server URL example:

  `http://abcxyzcowebserver:1234/SmartViewDataSources/SmartViewProviders.xml`

  The URL should now be available in the list of shared connections.

c. Connect to the file using the **Shared Connections** option in the Smart View Panel, as described in "Connecting to Data Sources" on page 22.

If you do not see provider entries listed in the **Shared Connections** drop-down list, then the XML file may contain incorrect syntax or invalid characters.

Tip: Verify the XML by opening the file in a browser; for example, in Internet Explorer. The browser will specify the invalid syntax. Correct any errors in the XML file editor, save, and refresh the browser display.

9 **When the XML file is correct and complete, perform one of the following procedures:**

- If you plan to have users copy the XML file to their local drive, distribute the file to your Smart View users with these instructions:

  a. Do not modify this file in any way.

  b. Copy the file to a local drive on your Smart View client machine.

     For example, the file may be copied to the `SmartView\bin` folder.

  c. Start Smart View and in the **Options** dialog box, edit the **Shared Connections URL** with the full path to the file on the local drive, including the file name and `.xml` extension; for example:

     `C:/Oracle/SmartView/bin/SmartViewProviders.xml`

     Ensure that you use forward slashes (`/`) as separators in the file path.

     The directory path and file is now available in the list of shared connections.

  d. Test by connecting to the file using the Shared Connections option in the Smart View Panel, as described in "Connecting to Data Sources" on page 22.

     If you have problems connecting, contact your Smart View administrator.

- If you plan to copy the XML file to a web server, notify your Smart View users with these instructions:

  a. Start Smart View and in the **Options** dialog box, edit the **Shared Connections URL** with the URL provided, including the file name and `.xml` extension; for example:

     `http://abcxyzcowebserver:1234/SmartViewDataSources/SmartViewProviders.xml`

  b. Test by connecting to this URL using the Shared Connections option in the Smart View Panel, as described in "Connecting to Data Sources" on page 22.

     If you have problems connecting, contact your Smart View administrator.

  c. **Internet Explorer users:** To use the URL given in step a, Oracle recommends setting the following options in Internet Explorer:

     i. Select **Tools**, then **Internet Options**.

     ii. In the **General** tab, **Browsing history** group, select **Settings**.

     iii. In the **Check for newer versions of stored pages** section, select **Every time I visit the webpage**, and then click **OK**.

     iv. In the **Internet Options** dialog box, select the **Advanced** tab.

     v. In the **Security** section, select the **Empty Temporary Internet Files folder when browser is closed** option.

     vi. Click **OK** to close **Internet Options** and restart the browser.

Connection File Syntax and Example

Below is the file syntax in its entirety:

```
<?xml version="1.0" encoding="UTF-8"?>
<res_GetProvisionedDataSources>
<Product id="APS" name="APS-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Provider Services" context="http://webServerHost:19000 or
configured webServerPort number/aps/SmartView"></Server>
</Product>
<Product id="HP" name="HP-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Planning, Fusion Edition" context="http://webServerHost:
19000 or configured webServerPort number/HyperionPlanning/SmartView"></Server>
</Product>
<Product id="HFM" name="HFM-11.1.2" displayVersion="version">
<Server name="Oracle Hyperion Financial Management, Fusion Edition" context="http://
webServerHost:19000 or configured webServerPort number/hfmadf/../hfmofficeprovider/
HFMOfficeProvider.aspx"></Server>
</Product>
<Product id="RAFramework" name="RAFramework-11.1.2" displayVersion="version">
<Server name="Reporting and Analysis Framework" context="http://webServerHost:19000 or
configured webServerPort number/raframework/browse/listXML"></Server>
</Product>
<Product providerType="ExtensionProvider" id="HSF" name="HSF-11.1.2"
displayVersion="version">
<Server name="Oracle Hyperion Strategic Planning, Fusion Edition" context="http://
webServerHost:8900 or configured webServerPort number/StrategicPlanning/SmartView"></
Server>
</Product>
<Product providerType="ExtensionProvider" id="27EE9B0D-D5F5-42c9-AFC5-44FEA770C693"
name="OBI EE-11.1.1.7" displayVersion="version">
<Server name="Oracle BI, Fusion Edition" context="OBI:http://webServerHost:9704 or
configured webServerPort number/analytics/jbips"></Server>
</Product>
<helpurlcontext>a valid entry as per optional step 5</helpurlcontext>
<UPK>http://link to User Productivity Kit</UPK>
</res_GetProvisionedDataSources>
```

The following example includes an entry for each provider type and also includes an entry for accessing help from an organization's internal web server:

```
<?xml version="1.0" encoding="UTF-8"?>
<res_GetProvisionedDataSources>
<Product id="APS" name="APS-11.1.2" displayVersion="11.1.2.2.500">
<Server name="Oracle Hyperion Provider Services" context="http://abcsvr.xyzco.com:19000/
aps/SmartView"></Server>
</Product>
<Product id="HP" name="HP-11.1.2" displayVersion="11.1.2.2.000">
<Server name="Oracle Hyperion Planning, Fusion Edition" context="http://abcsvr.xyzco.com:
19000/HyperionPlanning/SmartView"></Server>
</Product>
<Product id="HFM" name="HFM-11.1.2" displayVersion="11.1.2.2.300">
<Server name="Oracle Hyperion Financial Management, Fusion Edition" context="http://
abcsvr.xyzco.com:19000/hfmadf/../hfmofficeprovider/HFMOfficeProvider.aspx"></Server>
</Product>
<Product id="RAFramework" name="RAFramework-11.1.2" displayVersion="11.1.2.2.000">
<Server name="Reporting and Analysis Framework" context="http://abcsvr.xyzco.com:19000/
raframework/browse/listXML"></Server>
```

```
&lt;/Product&gt;
<Product providerType="ExtensionProvider" id="HSF" name="HSF-11.1.2"
displayVersion="11.1.2.2.00.2266">
<Server name="Oracle Hyperion Strategic Planning, Fusion Edition" context="http://
abcsvr.xyzco.com.com:8900/StrategicPlanning/SmartView">&lt;/Server&gt;
&lt;/Product&gt;
<Product providerType="ExtensionProvider" id="27EE9B0D-D5F5-42c9-AFC5-44FEA770C693"
name="OBI EE-11.1.1.7" displayVersion="11.1.1.7">
<Server name="Oracle BI, Fusion Edition" context="OBI:http://abcsvr.xyzco.com:9704/
analytics/jbips">&lt;/Server&gt;
&lt;/Product&gt;
&lt;helpurlcontext&gt;http://abcxyzcowebserver:12345/user_documentation/smartview_help/</
helpurlcontext>
&lt;UPK&gt;http://download.abcxyzco.com/ocomdocs/PlayerPackage/data/toc.html&lt;/UPK&gt;
&lt;/res_GetProvisionedDataSources&gt;
```

3 Dimensions and Members

In This Chapter

About Dimensions and Members

Dimensions are data categories used to organize business data for retrieval and preservation of values. Dimensions usually contain hierarchies of related *members* grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.

You can select members for the grid from the Member Selection dialog box available from the data source ribbon, from the POV toolbar, or by entering the member name using free-form mode.

Dimension and Member Naming Limitation

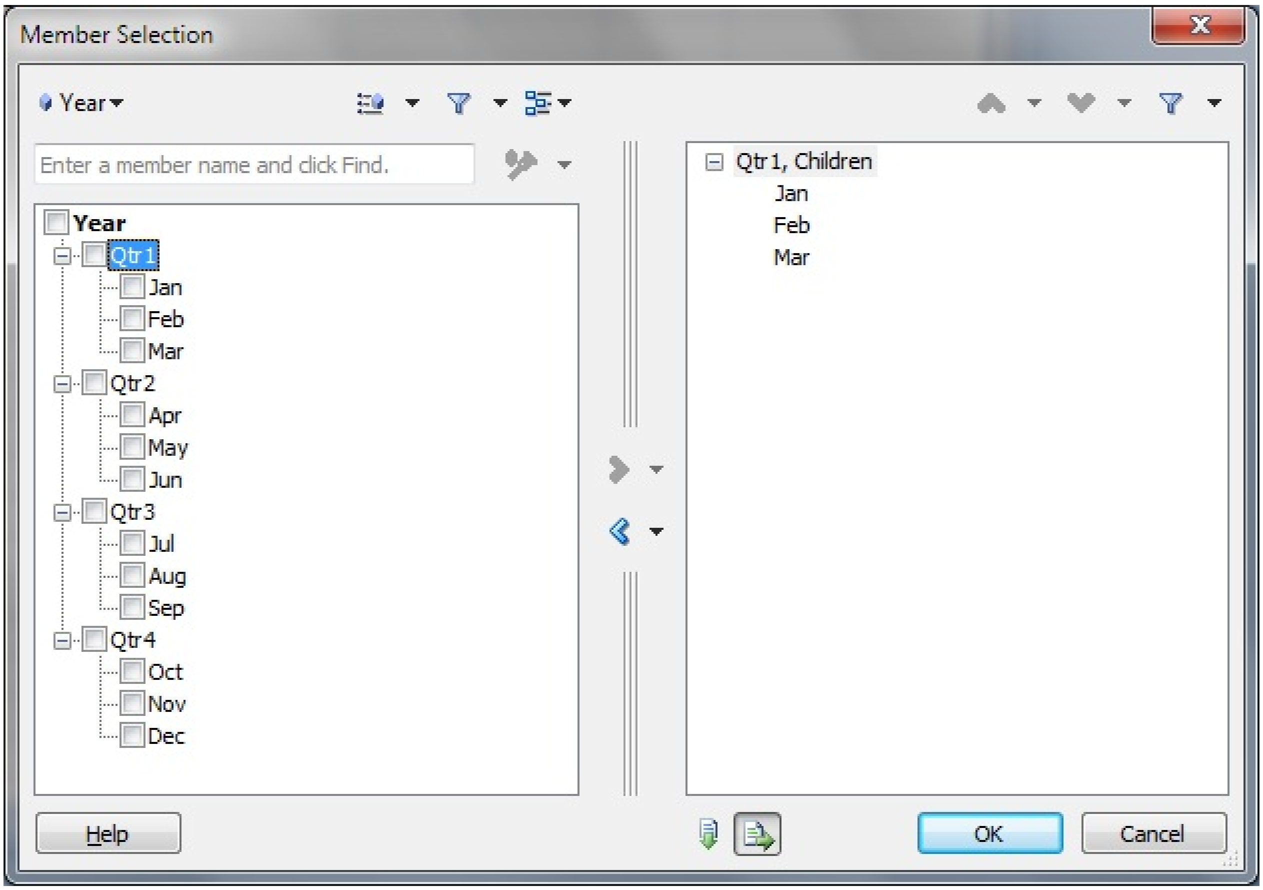
If you use Smart View cell functions (described in Chapter 17, “Functions”), then do not use the hash mark (#) or the semicolon (;) in member names, dimension names, or variable names. These characters are reserved for delimiters in Smart View cell functions.

Selecting Members from the Member Selector

You select members for a variety of purposes within Smart View: ad hoc grids, functions, the POV Manager, and for taking Planning forms offline. The Member Selection dialog boxes in these locations may vary slightly from one another, and not all options are always available. You can select members for one dimension at a time.

Figure 2 shows the Member Selection dialog box with the Year dimension and its members as examples.

Figure 2 The Member Selection Dialog Box



➤ To select members:

1 **To display the Member Selection dialog box, which contains a tree list of available members for the dimension selected, do one of the following:**

- Select a dimension or member on the grid, and then from an **Ad Hoc** data source ribbon, click **Member Selection**.
- From an open dialog box enabled for member selection, click **Member Selection**,
- On a blank worksheet, from the Smart View Panel, right-click a cube name and select **Member Selection**. Use this method to select members for functions and references (see Chapter 17, "Functions").

2 From **Member Selection**, to change the dimension, click the **Dimension Selector** button (for example, 

) and select a dimension.

3 **Optional:** To find a specific member in the tree list, enter a member name in the search field and click .

For Essbase, use an asterisk (*) or question mark (?) as wild cards.

4 **Optional:** To find a specific member or group of members in the tree list, click  and select one of these filters (filter options may vary by data source type):

- **Children** to select only the children of the selected member
- **Children Inclusive** to include the selected member and only the children of the selected member
- **Descendants** to select all descendents of the selected member
- **Descendants Inclusive** to include the selected member and all descendents of the selected member
- **Siblings** to select all siblings of the selected member
- **Siblings Inclusive** to include the selected member and all siblings of the selected member
- **Parent** to select only the parent of the selected member
- **Parent Inclusive** to include the selected member and only the parent of the selected member
- **Ancestors** to select all the ancestors of the selected member
- **Ancestors Inclusive** to include the selected member and all ancestors of the selected member
- **Base** to select only the bottom-level hierarchy members of a hierarchy
- **Level** to display **Level**, where you select one level in the hierarchy of members
- **Level 0 Descendant** to display all descendants of the selected member that have no children
- **Generation** to display **Generation**, where you select one generation in the hierarchy of members
- **UDA** to display **UDA**, where you select a user-defined attribute (available only if defined by the administrator)

Note: See also "Filtering by Attribute" on page 41, "Filtering by Subsets" on page 41, and "Selecting Period-to-Date Members" on page 42.

5 **Optional:** To choose display and selection options for members in the **Member Selection** dialog box, click  and perform an action:

- To place a check in the check box next to the applicable members, choose from **Check Children**, **Check Descendants**, or **Check Base Members**.

- To clear all check marks, select **Clear Checks**.
- To view expanded or collapsed dimensions, select **Expand All** or **Collapse All**.
- **Essbase only:** To view information about a member, select the member, then select Member Information.
- To apply an alias table to the members in the Member Selection dialog box, select Alias Table, and then select an alias table.

  Note that alias table selections made in the **Member Selection** dialog box apply only to the dialog box and not to the grid in the Office document.

6 **Under Members, select the members that you want to use.**

7 **Click** **.**

The members are transferred from the member tree list to the selection tree list in the pane on the right.

8 **Optional: If this is the first member selection that you make in a blank worksheet, select one of these buttons:**

-  to display the selected members vertically, in a column
-  to display the selected members horizontally, in a row

9 **Click OK.**

The members selected are displayed in the grid.

10 **From the ribbon, click Refresh to update the data to correspond to the selected members.**

Selecting Members From the POV Toolbar

For Essbase connections, see "Selecting Members From the POV Toolbar in Essbase" on page 38.

The POV is the default starting point for dimensions in a data source connection. From the POV toolbar, you can select members and filters for the dimensions that you want to include in the grid and move members to and from the grid.

Each connection is associated with only one POV. However, the same connection to different worksheets within a workbook may have different POVs.

POVs can be managed as described in "The POV Manager" on page 47.

Note: Financial Management displays the User Point of View by default. See the *Oracle Hyperion Financial Management User's Guide* for information.

Placing Members and Dimensions from the POV Toolbar onto the Grid

➤ To select dimensions and members from the POV toolbar:

1. **Do one of the following:**
   - Enter the name of a member over its corresponding dimension on the POV toolbar, and then click **Refresh** on the POV toolbar.
   - Click the down arrow next to a dimension on the POV toolbar and select members as described in "Selecting Members from the Member Selector" on page 34.
2. **From the POV toolbar, right-click the down arrow next to the member and drag it to the grid.**

   To move a member or dimension back to the POV toolbar for editing, right-click its cell and drag it to the POV toolbar.
3. **Repeat as necessary to place all dimension and members that you want to include on the grid.**
4. **To save these POV selections in the worksheet, you must refresh before you save the worksheet.**

Hiding the POV Toolbar

When you finish working with the POV toolbar, you can hide it until you need to display it again. To hide the POV toolbar, click **POV** on the data source ribbon. The **POV** button toggles to hide or display the POV toolbar.

Note: On the Essbase ribbon, the **POV** button operates differently. See "Selecting Members From the POV Toolbar in Essbase" on page 38.

Example

Figure 3 shows, from left to right, a POV in the following conditions:

- **Product**, **Market**, and **Scenario** are the starting dimensions.
- **Colas** is selected as the **Product** member (more than one member at a time can be selected from a dimension).
- **Colas** has been moved to the grid (it can be moved back to edit the dimension).

Figure 3 The POV

Selecting Members From the POV Toolbar in Essbase

Note: The information in this section applies only to Essbase 11.1.2.1.102 and later connections. If you are using earlier Essbase releases, the POV button functions as described in Hiding the POV Toolbar.

In Essbase, you can choose whether to display all members on the grid and hide the POV toolbar or to display the POV toolbar containing the POV members.

By default, all members are displayed on the grid, and the POV toolbar is hidden. In this mode, you can format POV member cells the same as you do other member and data cells, and select members from the ribbon.

If you choose to display the POV toolbar containing the POV members, you can use the POV toolbar to select members and move them to and from the grid as described in "Selecting Members From the POV Toolbar" on page 36.

To display the POV toolbar, from the Essbase ribbon, select **POV**. To hide the POV toolbar and display all members on the grid, toggle **POV** off.

Note: On worksheets that contain multiple grids, the **POV** button is disabled. In these worksheets, the POV toolbar is hidden, and all members are displayed the grid.

In Figure 4, the **POV** button is toggled off, the POV toolbar is hidden, and all members are on the grid.

Figure 5 shows the POV toolbar on the grid. **Measures** and **Year** are displayed on the grid; POV members **Product**, **Market**, and **Scenario** are displayed on the POV toolbar.

Figure 4 All Members Displayed on Grid

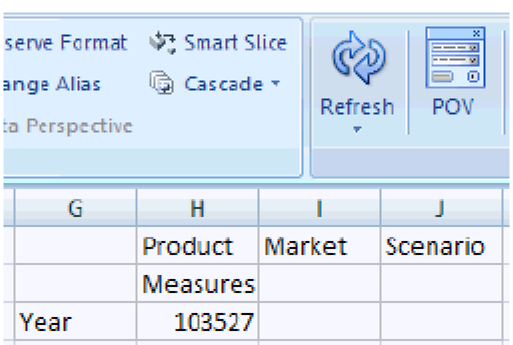
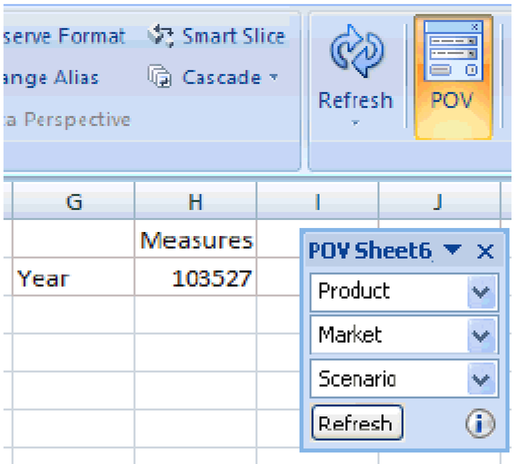


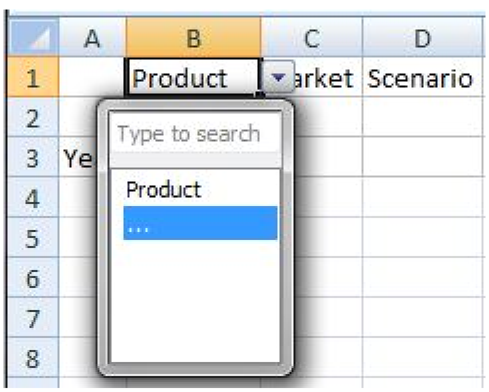
Figure 5 POV Toolbar Displayed



Selecting Members Using the Cell-Based POV for Essbase

You can select members directly from cells in the page dimension row of an Essbase grid rather than by using the POV toolbar. The cell-based POV is available by clicking a page POV dimension cell, then selecting the down arrow that appears to the right of the cell; it works the same as the POV toolbar.

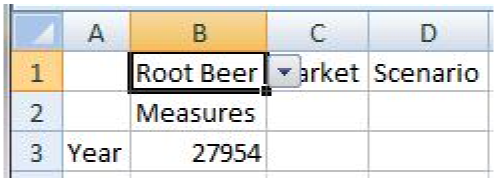
Figure 6 Selecting a Dimension Cell and Clicking the Down Arrow



Click the ellipsis (...) that appears in the drop-down and select members in the **Member Selection** dialog box, and then click OK. Now, look at the dimension cell again. The first member you selected appears in the dimension cell, and the other members are available by clicking the down-arrow in the cell-based POV and selecting them. After each selection, click **Refresh** to view the updated data.

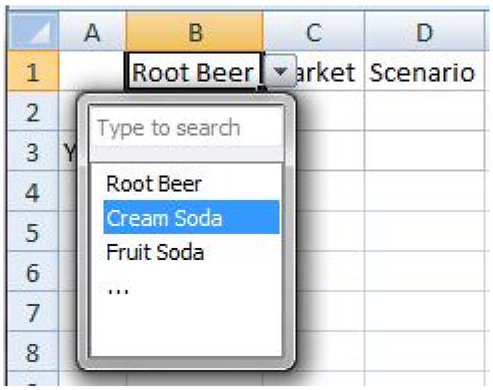
Using the Sample Basic application and database as an example, for the Product dimension, if you select Root Beer, Cream Soda, and Fruit Soda in the **Member Selection** dialog box, then “Root Beer” appears in the dimension cell, as shown in Figure 7. Click Refresh to view the data for Root Beer.

Figure 7 Using Cell-Based POV to Change the Product Dimension POV to Root Beer



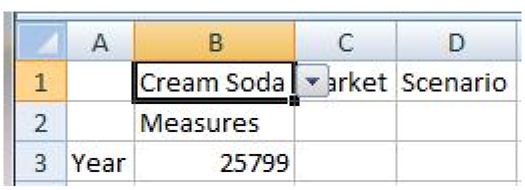
Now click the arrow in the cell-based POV and make another selection; for example, Cream Soda (Figure 8).

Figure 8 Changing the POV to Cream Soda Using the Cell-Based POV



Click **Refresh** to update the data. Notice that the data has changed (Figure 9).

Figure 9 Refreshed Data for Cream Soda



You can also directly type a member name in the search field of the cell-based POV drop-down. In this case, you can select only one member at a time. Click **Refresh** to view updated data. Type another member name in the search field each time you want to change the POV.

You can still use the POV toolbar as before by toggling the **POV** button on the Essbase ribbon. The cell-based POV and the POV toolbar selections are automatically synchronized, regardless of where the selections are made. If you change to a different alias table, the cell-based POV is populated with the proper alias names.

Note: This feature is available only for installations with Essbase and Provider Services 11.1.2.1.102 and later.

Entering Members in Free-Form Mode

If you are familiar with the dimensions and members of your database, you can enter their names directly into cells using *free-form mode*. You can use aliases from the alias table associated with the current grid in free-form mode. If you enter an alias from a different alias table, it will revert to the alias from the current alias table.

After connecting to a data source, you can enter member names as follows:

- By entering a member name in a blank cell
- By replacing a member name in a cell with a different member from the same dimension

You can still use the POV, member selection, and other ad hoc operations in free-form grids. See Chapter 18, "Free-Form Mode."

Filtering by Attribute

Data source types: Essbase

You can filter by attributes in dimensions that contain attribute members.

➤ To filter by attribute:

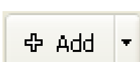
1 **Select an attribute dimension on the grid, and then open Member Selection as described in "Selecting Members from the Member Selector" on page 34.**

2 **Click  and select Attribute.**

3 **From Attribute, click .**

4 **From Subset, in Dimension, select a dimension; for example, Ounces.**

5 **In Member, select an attribute member, for example, Ounces_16.**

6 **Click  to display the attribute.**

7 **Optional: to change the displayed attribute, change the selections in Dimension and Attribute and click Set.**

8 **Click OK.**

Your selections are displayed in the tree list in **Member Selection**, where you can select from among them for inclusion in the grid.

Filtering by Subsets

Data source types: Essbase

For dimensions that contain attribute members, you can select attributes and set conditions for them to display only those members that meet these conditions.

➤ To filter by condition:

1 Select an attribute member on the grid, and then open **Member Selection** as described in "Selecting Members from the Member Selector" on page 34.

2 Click and select **Subset.**

3 From **Subset**, in **Dimension**, select an attribute dimension; for example, Ounces.

4 In **Member**, select an attribute member; for example, True.

5 Click .

6 In **Dimension**, select another attribute dimension; for example, Pkg Type.

7 In **Member**, select another attribute member; for example, Bottle.

8 Click .

An AND condition statement is created; for example, [True] AND [Bottle].

9 **Optional:** To change the condition statement, highlight the AND condition statement and select **Operator**, and then **AND** or **OR.**

10 **Optional:** Nest conditions by selecting more attributes, then **Add**, and then **Root.**

11 Click **OK.**

Your selections are displayed in the tree list in **Member Selection**, where you can select from among them for inclusion in the grid.

Selecting Period-to-Date Members

Data source types: Essbase

In time dimensions, you can set up period-to-date members, called Dynamic Time Series members. For example, to see year-to-date data at the end of August, you can set up a Dynamic Time Series member that includes data for January through August.

➤ To select a Dynamic Time Series member:

1 Select a time dimension on the grid, and then open **Member Selection** as described in "Selecting Members from the Member Selector" on page 34.

2 Click and select **Dynamic Time Series** to display available Time Series Members in the member tree list.

3 Select a time series member from the member tree list and click .

4 From **Select DTS Member**, select the latest period on which to base the to-date calculation; for example, **Aug.**

5 Click **OK.**

6 **Optional:** Repeat step 3 through step 5 as necessary to add other Dynamic Time Series members.

7 click **OK.**

The Time Series Member is displayed on the grid as, in this example, **Y-T-D(Aug)**. After you refresh, the year-to-date data through August is displayed.

Defining Member Name Display in the Member Selector

Data sources: Essbase, Financial Management, Hyperion Enterprise

You can select Member Name Display options from the Member Selection dialog box. For example, if the provider you are connecting to permits the use of duplicate member names, you can choose whether to display member names with or without their descriptions or aliases.

➤ To select how member names are displayed:

1 Display the **Member Selection** dialog box, as described in the "Selecting Members from the Member Selector" on page 34.

2 From **Member Selection**, to change the dimension, click the **Dimension Selector** button and select a dimension.

3 From **Member Selection**, click the **Options** button, then select **Member Name Display**, and then select an option:

- **Member Name Only** to display qualified names
- **Member Name and Description** to display qualified names and descriptions (aliases) in the same cell. (Hyperion Enterprise data source only)
- **Description Only** to display aliases only. (Not available if connected to Hyperion Enterprise data source)

Note: If you select **Description Only** in free-form mode, qualified names are displayed initially. After you manually add, remove, or edit any comments and refresh, aliases are displayed.

4 Click **OK.**

The setting takes effect after you refresh or perform a drill operation.

Duplicate Member Names

Data source types: Essbase

Different members may have identical names. For example, a database may have two members named "New York," one for New York City and one for New York State. Both members can appear as "New York" in the grid, but if you want to distinguish between them, you can display their qualified names instead. Qualified names include the member name and the names of its ancestors to the level that uniquely defines the member; for example, `[Market].[New York]`.

➤ To display the qualified names of duplicate members:

1 **From the Smart View ribbon, select Options, and then select Member Options in the left panel.**

2 **From the Member Name Display drop-down menu, select Distinct Member Name.**

3 **Click OK.**

4 **Refresh the grid.**

Duplicate members in the grid are displayed as qualified names. In this example, New York City is displayed as `[East].[New York]`. New York State is displayed as a sibling of East, West, and South: `[Market].[New York]`:

	Period
	Stereo
[East].[New York]	15647
Boston	15644
Chicago	15285
East	46576
West	62839
South	24565
[Market].[New York]	22645
Market	133980

Member Perspective

Data source types: Essbase

You can specify member perspective for varying attribute when you are selecting members by using the Varying Attribute filter.

Note: Member perspective may not be enabled in your Smart View system. Your options for member perspective are enabled and configured by the Administrator.

➤ To specify member perspective:

1 **From Member Selection, under Filter, select Varying Attribute.**

2 **In Filter Arguments, click** **.**

3 **Specify an attribute to set the perspective, and then click OK.**

4 **In Varying Attribute Args under Varying Attribute, click the ellipsis button.**

5 **In Subset, in Dimension, enter an attribute dimension.**

6 **In Member, enter an attribute member, and then click Set.**

7 **Click OK.**

8 **In Varying Attribute Args, under Perspective, click the ellipsis button.**

9 **From Perspective, select one of the following:**

- **Snapshot.** One set of independent dimension members to identify the members of base dimension associated with the varying attribute. Here the start and end tuple are same.
- **Range.** A finite range of independent dimension members. A range can be specified only for continuous independent dimensions ("Year" is an example). For discrete independent dimensions, you can make only one selection.

10 **Click OK.**

Aliases and Alias Tables

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

Note: In Financial Management, aliases are called "descriptions."

Aliases are alternate names for database member names. Database member names are often stock numbers or product codes; their aliases can be more descriptive. For example, in the Sample Basic database, the alias name for the database member 100 is Colas. Aliases are stored in *alias tables* as part of a database. Dimensions can be associated with multiple alias tables.

You can select an alias table for the current worksheet or for a connection.

Selecting Alias Tables

If more than one alias table has been created in the database, you can select an alias table for the current worksheet or for a private connection.

Selecting an Alias Table for the Current Worksheet

The alias table selected here applies only to the current worksheet and not to future connections.

➤ To select an alias table for the current worksheet:

1 **From a worksheet, connect to a data source.**

2 **From the Essbase or ad hoc ribbon, select Change Alias to display a list of available alias tables.**

3 **Select an alias table for the worksheet.**

The new alias table is applied automatically.

Selecting an Alias Table for the Connection

You can select an alias table for private connections only. If you want to select an alias table for a shared connection, first save the shared connection as a private connection. See "Saving Shared Connections as Private Connections" on page 24.

An alias table selected for a private connection is permanent until changed and will be used each time you use this connection.

➤ To select an alias table for the connection:

1 **From a worksheet, connect to a data source.**

2 **In the Smart View Panel private connections, right-click a connection name and select Set Alias Table.**

3 **Select an alias table for the connection.**

The new alias table is applied the next time you open the connection.

Aliases from Different Alias Tables

Data source types: Essbase

If you enter a name from an alias table that is not associated with the current grid, its corresponding alias from the alias table that *is* associated with the current grid is displayed after you refresh. For example, if you enter `Qtr1` into a grid that is associated with the Long Names alias, then after you refresh, `Quarter1` is displayed.

Displaying Member Names and Their Aliases

Data source types: Essbase

If you are connected to an Essbase data source, you can display member names and their aliases from the currently selected alias table together in the same row.

Note: This feature applies only to row members and not to column members.

➤ To display both member names and aliases:

1 **From the Smart View ribbon, select Options, and then Member Options in the left panel.**

2 **Under General, for Member Name Display, select Member Name and Alias.**

For row members, both member names and their corresponding aliases are displayed. In this example, Product database member names are shown in column A, and their aliases in column B.

	A	B	C
1			Year
2			Measures
3	100	Colas	28473
4	200	Root Beer	27954
5	300	Cream Soda	25799
6	400	Fruit Soda	21301
7	Diet	Diet Drinks	28826
8	Product	Product	103527

Member Information

Data source types: Essbase, Financial Management

You can view detailed information about any member on the grid.

➤ To view member information:

1. Select a member in the grid.
2. From the data source ad hoc ribbon, select **Member Information.** Information is displayed on the following tabs. Only the tabs that are applicable to the member and connection are displayed.
   - **Information**: A list of general information about the member such as dimension, level, generation, and so forth
   - **Aliases**: A list of alias tables and corresponding aliases associated with the member
   - **Attributes**: A table of the dimensions, members, and types of attributes associated with the member
   - **Formula**: The formula associated with the member
   - **Comments**: A list of comments associated with the member
   - **User Defined Attributes**: A list of user defined attributes (attributes of the member defined by the administrator
3. **Optional**: To save the information in an Excel file, select **Save.**
4. Click **Close.**

The POV Manager

Using the POV Manager, you can perform the following operations:

- Select members for the default POV and edit the default POV
- Save a POV to a workbook
- Copy a POV and paste it to a different workbook
- Edit a POV

- Delete a POV

Selecting Members for the Default POV

In the POV Manager, you can select members as follows:

- To use as a default POV for the ad hoc grids of a given connection
- For the background POV for dimensions when you use functions

Oracle recommends a maximum of 1,000 members for the ad hoc POV.

Select members for or edit the POV before starting work on an ad hoc grid.

➤ To select members for the default POV:

1. From the Smart View ribbon, select **Function**, and then **Manage POV.**
2. Expand the POVs list.
3. From the **Active** POV list, select the active connection for which you are changing the POV.
4. Click **Member Selector**, and then select the members that you want to use for the POV. See "Selecting Members from the Member Selector" on page 34.

   From the POV Manager, you can select only one member per dimension. If you use aliases, the POV Manager loses the selected members.
5. Click **Close.**
6. To refresh the worksheet, select **Refresh.**
7. To save the POV to the workbook, save the workbook.

Note: After you start working on the ad hoc grid, select or change members as described in "Selecting Members from the Member Selector" on page 34.

Copying and Pasting a POV

You can use the POV Manager to copy and paste a POV from one workbook to another if the data source is exactly the same for both workbooks. You must paste the copied POV to an unconnected worksheet; otherwise the POV has no effect.

➤ To copy and paste a POV:

1. From the Smart View ribbon, select **Function**, and then **Manage POV.**
2. In the left window of POV Manager, expand **Active,** and then select the application connection that you want to copy.
3. From the POV Manager toolbar, click **Member Selector**, and then select members for the POV.
4. Save the workbook.
5. From the POV Manager toolbar, click **Copy**.

6 In the left window of the POV Manager, expand **Saved** to select the workbook and worksheet (which must be blank and unconnected) that you want to paste the POV into.

7 Click **Paste.**

8 Refresh the worksheet containing the copied POV.

Deleting a POV

➤ To delete a POV that is saved in a workbook:

1 From the Smart View ribbon, select **Function,** and then **Manage POV.**

2 Expand the POV list.

3 From the **POV** drop-down list, select the worksheet that contains the POV that you want to delete.

4 Select the POV that you want to delete.

5 Click **Delete.**

6 Click **Close.**

7 To refresh the worksheet, select **Refresh.**

4

Data and Data Cells

In This Chapter

Retrieving Data

Data source types: All

In Excel, you can retrieve and refresh data for the current worksheet or for all worksheets in the workbook using the **Refresh** icon on the Smart View ribbon, shown in Figure 10.

In Essbase worksheets that contain multiple grids, you can also refresh only a selected range of cells (see "Multiple Grids on a Worksheet" on page 74).

Figure 10 Refresh Icon

➤ To use **Refresh**, choose an option:

- To refresh the entire current worksheet, from any ribbon, click **Refresh**.

In Word or PowerPoint, when you click **Refresh**, all data points copied into the document or presentation are refreshed.

- **Oracle BI EE only:** To clear the contents of the entire current worksheet and replace it with the latest members and data, click the down arrow in **Refresh**, and then select **Replace and Refresh**.

  Note: The Replace and Refresh option does not apply to Oracle Planning and Budgeting Cloud Service.

- To refresh all worksheets in the current workbook, click the down arrow in **Refresh**, and then select **Refresh All Worksheets**.

Submitting Data

Data source types: All

You can update the data (any type) in the data source by submitting changed data from ad hoc grids and forms. You can submit the changes made while you are unconnected after you reconnect.

For data sources other than Essbase, you must refresh the grid before modifying the data when you are in free-form mode. For Essbase connections, you can submit data without first refreshing. See “Retrieving Data” on page 51.

Note: In worksheets that support multiple grids, you can submit data only for one grid at a time. If you try to submit data for more than one grid or for the entire worksheet, no data is submitted.

If you are submitting data from forms:

- In Planning, Financial Management, or Hyperion Enterprise forms, you can lock any cell or range of cells to protect the data until the data is refreshed or submitted. In Financial Management, locking the cell does not lock the actual data cube but only the cell in the form. When the data is refreshed or submitted, the cell is no longer locked.
- Some cells may no longer exist in the form definition. This behavior may happen if form definition or access privileges have changed, or if rows or columns are suppressed. In these cases, only writable cells that exist in the new form definition are saved. This behavior applies to both cells and supporting detail changes, and also applies to both online and offline modes.
- When you are working in a form and you click **Submit Data**, you are actually writing data back to the latest POV selected in the POV toolbar. Oracle recommends performing a Refresh whenever you make changes to the POV. The refresh updates the data on the sheet to reflect the latest POV change.

➤ To submit data:

1 **Connect to the data source.**

If you are using Essbase, skip to step 3. Otherwise, continue with step 2.

2 **If you are working in free-form mode, from any ribbon, select Refresh.**

3 **Modify data as needed.**

4 **From any ribbon, select Submit Data.**

Calculating Data

After you submit new or changed data, you need to calculate the data in the database to reflect your changes. Your options for calculating data depend on your data source. To calculate data, you must have security access rights to the data.

For information on calculating business rules on Planning forms, see "Executing the Calculate Form and Calculate Currencies Business Rules" on page 126.

Calculating Data in Financial Management and Hyperion Enterprise

Data source types: Financial Management, Hyperion Enterprise

➤ To calculate data:

1 **Select a cell or range of cells for which you want to calculate data.**

2 **From the data source or data source ad hoc ribbon, select Calculate then select one of these options:**

- To calculate the selected cells, select **Calculate.**
- Force calculation to run for all selected cells regardless of cell status, select **Calculate** then **Force Calculate.**

Calculating Data in Essbase

Data Sources: Essbase

In Essbase, you use a calculation script to calculate the database. Calculation scripts are created by your administrator for your specific system.

➤ To select a calculation script:

1 **From the Essbase ribbon, select Calculate.**

The **Calculation Scripts** dialog box is displayed.

2 **Under Cube, select a database from the list of databases that belong to this application.**

3 **Under Calculation Script, select a script.**

4 **Click Launch.**

A status message tells you whether the calculation was successful or not. If the calculation was not successful, contact your Essbase administrator.

Consolidating Data

Data source types: Financial Management, Hyperion Enterprise

Consolidation is the process of gathering data from dependent entities and aggregating the data to parent entities. To consolidate data, you must have security access rights to the data and you must be assigned the Consolidate security role. To Consolidate all data, you must be assigned the Consolidate All security role.

➤ To consolidate data:

1. Select a cell or range of cells for which you want to run consolidation.
2. From the data source ad hoc ribbon, select **Consolidate**, then select one of the following options:
   - **Consolidate** to consolidate data for the selected entities.
   - **Consolidate All** to consolidate data for all entities, whether or not they contain data
   - **Consolidate All With Data** to consolidate the selected entities only if they contain data.
   - **Calculate Contribution** to calculate contribution values of all dependent entities.
   - **Force Calculate Contribution** to force calculation to run for all selected contribution values.

Working with Currencies

Translating Currencies in Financial Management and Hyperion Enterprise

Data source types: Financial Management, Hyperion Enterprise

Converting currencies is called “translating data” in Financial Management. You can translate data from the entity's input currency to any other currency defined in the application. Currencies are not associated with a parent-child entity pair, so you can translate data on demand, separately from the consolidation process.

➤ In ad hoc grids, if you have security access rights to the data, you can convert, or translate, values from one currency to another. To translate data:

1. Select a cell or range of cells.
2. From the data source ad hoc ribbon, select **Calculation**, then select one of the following:
   - To translate the selected cells, select **Translate.**
   - To force translation to run for all selected cells, select **Force Translate.**

Changing Currency in Planning

In forms enabled for currency conversion, you can enter data in a currency other than the base currency of a cell. Currencies in the drop-down list can be designated as the local currency.

Note: To override the base currency for an entity, the cell must be displayed in the local currency, and its version must be bottom-up. The application must be a multi-currency application and the form should support multi-currency.

➤ To enter cell data in a local currency other than the base currency for the cell:

1. In a form, select a local currency member for the cell.
2. **Optional**: To look up the currency's code, select **View**, then **Currency.**

   Available Currencies shows the application's currencies. Note the Currency Code for the currency you want to work with, and close the window.
3. In the right column, HSP_InputCurrency, type the new Currency Code in the data cell.

   Typing the currency code in the data cell overrides the base currency for the entity.
4. Click **Submit** to submit the new currency code to the Planning server.
5. Enter the currency value in the left column, HSP_InputValue, of the data cell.
6. Click **Rules on Form** and select the Calculate Currencies rule to calculate and save the new currency value.

   If the Calculate Currencies calc script is set to run when the form is saved, and the form is enabled for multiple currencies, the data value is displayed in the currency you selected.

Adjusting Values in Data Cells

Data source types: All

You can adjust the value of one or more data cells by a specified number or percentage if the cells contain numerical data. If you adjust the value of a cell that contains an Excel formula, the adjusted value overwrites the formula.

➤ To adjust data values:

1. Click the data cell that contains the value to adjust.
2. From the data source ribbon, select **Adjust.**
3. From **Adjust Data**, select an option then enter the number or percentage by which you want to adjust the value of the cell.
4. Click **Adjust Data.**

Data Perspective

Data source types: Essbase

Note: Data perspective may not be enabled in your Smart View system. Your options for data perspective are enabled and configured by the administrator in Oracle Essbase Administration Services.

Data perspective enables you to specify the perspective to use for viewing data of varying attributes, which are dimension attributes that vary with respect to independent continuous and discrete dimensions. For example, suppose a cola product is sold in both cans and bottles in several different geographical markets over the course of a year. If the packaging (cans or bottles) varies depending on the market or changes from one type to the other during the year, the packaging type is a varying attribute. The data associated with the cola would be different depending on the time of year and the market.

➤ To specify data perspective:

1 From the **Essbase** ribbon, select **Data Perspective.**

2 From **Perspective**, under **Selection**, select an option (see Data Perspective Illustration for examples of options).

- **Reality** to display the data with no perspective.
- **Last** to display the data for the last level 0 member of each continuous independent dimension. For example, if Year is the continuous dimension and December is the last member of Year, then the data for December is displayed.
- **Start** to display the data for the first level 0 member of each continuous independent dimension. For example, if Year is the continuous dimension and January is the first member of Year, then the data for January is displayed.
- **Custom** if you want to specify both continuous and discrete members. For this option, select a **Varying Attribute** from the drop-down list. Then, for the dimensions listed under **Independent Dimension**, select members under **Members**. If you select **Set Dimensions Only**, all independent dimensions across all varying attribute are displayed, enabling you to apply a common perspective to all.

3 Click **OK**, then refresh the grid.

Data Perspective Illustration

In our example of cola sold in cans and bottles, suppose the Administrator has specified the following attributes for the cola packaging types to reflect how the cola was sold in Texas and California markets during the year:

- Can: California, January—December year
- Can: Texas, July—December
- Bottle: Texas, January—June

Figure 11 illustrates the Reality perspective. The data shown for California and Texas is data for the entire year. Since bottles were not sold in California, no data is returned (indicated here by `#Meaningless`).

Figure 11 Data Perspective: Reality

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	405	405
3	Can	1587	234	1821
4	Pkg Type	1587	639	2226

Figure 12 illustrates the Last perspective and displays data for cans for California and Texas, but none for bottles, because bottles were sold only January through June in Texas.

Figure 12 Data Perspective: Last

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	#Meaningless	#Meaningless
3	Can	1587	234	1821
4	Pkg Type	1587	234	1821

Figure 13 illustrates the Start perspective and displays data for January. Bottles but not cans were sold in Texas in January, so only data for bottles is displayed. Cans but not bottles were sold in California in January, so only data for bottles is displayed.

Figure 13 Data Perspective: Start

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	639	639
3	Can	1587	#Meaningless	1587
4	Pkg Type	1587	639	2226

Drill-Through Reports

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

You can drill through to the detailed data in a database as follows:

- If you are connected to Planning or Financial Management via Smart View, you can use the drill-through capabilities of Smart View to drill through your Planning or Financial Management application to detailed data in Oracle Hyperion Financial Data Quality Management, Enterprise Edition or Oracle Hyperion Financial Data Quality Management data sources.
- For applications created in Oracle Essbase Administration Services, you can drill through to Oracle General Ledger.

- For applications created in Oracle Essbase Studio or Oracle Essbase Integration Services, you can drill through to relational databases. For applications created in Essbase Studio, you can also drill through to administrator-configured URLs.

Predefined by administrators, drill-through reports are available to users from specified individual member cells and data cells. A cell can be associated with multiple drill-through reports. Cells that contain drill-through reports can be indicated on the grid by a cell style

See “Cell Styles” on page 230.

The data displayed in a drill-through report is dynamic.

Note: You cannot use alias tables for drill-through; you must use member names.

➤ To access a drill-through report:

1 **Select a member or data cell associated with a drill-through report.**

   If you want to display a list of available drill-through reports whenever you mouse over a cell, select **Display Drill-Through Report ToolTips** on the **Advanced** page of the **Options** dialog box.

2 **From the data source ribbon, select Drill-through to display the list of reports associated with the cell.**

3 **Select a report and click Launch.**

Linked Reporting Objects

Data source types: Essbase

A *linked reporting object* is a cell note, external file, or URL that is linked to a data cell in an Essbase database, and which can be retrieved by Smart View users in Excel.

You can set a cell style (see “Cell Styles” on page 230) to identify cells that are associated with linked reporting objects.

See also “Linked Partitions” on page 60.

Attaching a Linked Reporting Object to a Data Cell

You can attach one or more linked reporting objects to a data cell.

➤ To attach a linked reporting object to a data cell:

1 **Select a data cell.**

2 **From the Essbase ribbon, select Linked Objects.**

3 **From Linked Reporting Objects, click** 

and select one of the following:

   - **Cell Note** to attach an annotation to the data cell

- **File** to attach an external file to the data cell
- **URL** to attach a URL to the data cell

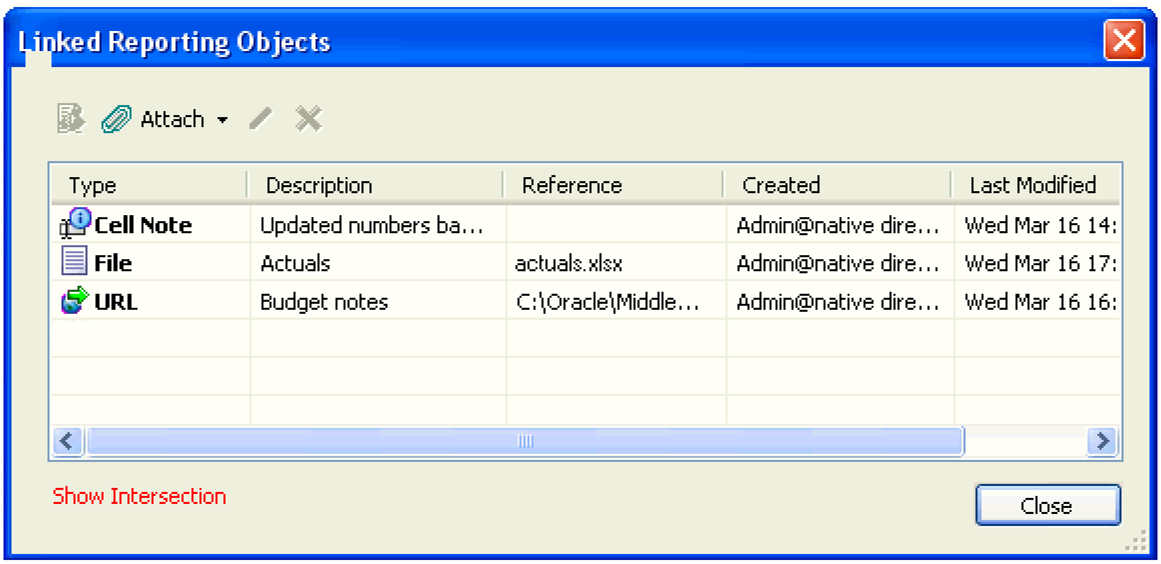
The dialog box appropriate to your selection is displayed.

4 **Enter information as follows:**

- **Cell Note**: Enter text for the note. Then click **Close**. The first few words of the note are displayed in the **Description** column of the **Linked Reporting Objects** list.
- **File**: Use the **Browse** button to navigate to the file that you want to attach to the data cell. You can add a brief description for the file. Then click **Close**.
- **URL**: In **URL,** enter a URL for a web site, a network or local directory, or a document in a network or local directory. You can add a brief description for the URL. Then click **Close**.

5 **Repeat the procedure to attach other linked reporting objects as needed.**

The objects that you created are displayed in the **Linked Reporting Objects** list as shown here:



6 **Refresh the grid to apply the cell style (if specified) to the cell.**

To edit or delete a linked reporting object, use the **Edit** button  or **Delete** button . Deleting an object removes it from the database.

Launching a Linked Reporting Object from a Data Cell

➤ To launch a reporting object from a data cell:

1 **Select the data cell that is associated with the linked object that you want to launch.**

2 **From the Essbase ribbon, select Linked Objects to display Linked Reporting Objects.**

3 **From Linked Reporting Objects, select the linked object to launch.**

4 **Click . The linked reporting object launches as follows:**

- Cell notes are displayed in the Cell Note dialog box.
- Files are opened.
- URL objects are opened in the default web browser.
- Linked partitions—see Linked Partitions

Linked Partitions

Data source types: Essbase

A *linked partition* connects two databases by means of a data cell. Using a data cell associated with a linked partition, you can navigate from the database connected to the current grid to a second database. Because the two databases may have different dimensions, you can see the data in different contexts. When you launch a linked partition, a new spreadsheet that displays the dimensions from the linked database opens. From there, you can drill down into the dimensions of the linked database.

➤ To launch a linked partition:

1 **Select a data cell associated with a linked partition.**

2 **From the Essbase ribbon, select Linked Objects.**

3 **From Linked Reporting Objects, select the linked partition (displayed as Linked in the list).**

4 **Click .**

The linked partition is launched in a new spreadsheet. From this spreadsheet, you can drill down to data in the linked database.

Cell Comments

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

Comments can be added to data cells in Planning and Financial Management.

Comments can be added to data cells in Planning and Financial Management.

Cell Comments in Planning

You can add one or more comments per data cell; each data cell can contain comments from multiple users. Depending on the permission level assigned to you by the administrator, you may be able to do any of the following in a data cell:

- Add comments.
- View the comments that you and other users have added.

- Delete comments that you have entered. You cannot delete comments added by other users.

Cells that contain comments can be associated with a cell style (See “Cell Styles” on page 230).

➤ To add comments to a data cell:

1 **Select one data cell or a range of data cells in an ad hoc grid.**

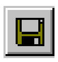
2 **From the Planning or Planning Ad Hoc ribbon, select Cell Actions and then Comments.**

3 **From Comments, click .**

4 **If you selected a range of cells in step 1, you can either enter comments for one cell at a time or apply a comment to all selected cells.**

   - To enter a comment for one cell, select the cell from the drop-down menu.
   - To enter a comment for all selected cells, select **Apply to all selected cells**.

5 **In the field at the right, enter a comment. If you want to format the comment, use HTML tags.**

6 **Click  to save the comment.**

   The comment is displayed in the list of comments to the left of the comment field. This list contains comments entered by all users.

7 **Click OK.**

8 **Optional: to delete a comment, click . You can delete only the comments that you have entered.**

Cell Comments in Financial Management

Cells in ad hoc grids, forms, Smart Slices, and the Query Designer can contain multiple comments. Comments within a cell are differentiated by their labels, which are defined in Financial Management. You cannot create labels in Smart View.

You select from these defined labels to add and view in Smart View. You cannot edit or delete labels, but you can edit and delete comments.

Viewing and Adding Cell Comments

➤ To view or add cell comments in Financial Management:

1 **Select a cell in the grid.**

2 **From the ribbon, select Cell Comments.**

   Any comments currently associated with the cell are displayed in the Cell Comments list.

3 **To add a comment, from Cell Comments, select a label from the drop-down menu.**

4 **Click .**

   The selected cell text label is added to the list of labels.

5 **Click in the field under Cell Text and add a comment.**

6 **Repeat as needed to add other labels.**

7 **Click OK.**

The labels in the list are now associated with the cell.

Editing and Deleting Cell Comments

➤ To edit or delete cell comments in Financial Management:

1 **Select a cell in the grid.**

2 **From the HFM ribbon, select Cell Comments.**

3 **From Cell Comments, select a comment in the list and then do one of the following:**

- To edit the comment, select . After editing, click .
- To delete the comment from the cell, select the **Delete** button. The comment is removed from the list. Deleting a comment removes it only from the selected cell; it remains available for selection from the drop-down menu.

4 **Click OK.**

Note: In Financial Management, you can use functions HsSetText and HsGetText to submit and retrieve cell text to and from the data source. See Chapter 17, "Functions."

Attachments

Data source types: Planning, Oracle Planning and Budgeting Cloud Service

Documents can be attached to individual data cells by way of URLs. Each data cell can contain multiple documents attached by one or more users. Depending on the permission level assigned to you by the administrator, you may be able to do any of the following in a data cell:

- Attach documents.
- View the documents that you and other users have attached.
- Edit and delete documents that you have attached. You cannot edit or delete documents attached by other users.

Cells that contain attachments can be associated with a cell style.

See "Cell Styles" on page 230.

➤ To attach documents to a data cell:

1 **Select one data cell or a range of data cells in a Planning ad hoc grid.**

2 **From the Planning or Planning Ad Hoc ribbon, select Cell Actions and then Attachment to display the Attachments dialog box.**

3 If you selected a range of cells in step 1, you can either attach documents to one cell at a time or attach the same document to all selected cells.

- To attach a document to one cell, select the cell from the drop-down menu.
- To attach one document to all selected cells, select **Apply to all selected cells**.

4 Select .

5 Click in the cell under **Description** to add a brief description.

6 Click in the cell under **Reference** to enter the URL to the document that you want to attach.

7 Repeat as necessary to add attachments.

8 To save your attachment selections, click .

9 **Optional**: To edit a **Reference** entry, click , edit the reference, and then click .

10 **Optional:** To delete an attachment, select the attachment in the list and click .

11 Click **Close**.

Launching Attachments

➤ To launch an attached document in a new browser:

1 Select the cell that contains the attachment.

2 From the Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Attachment**.

3 Click .

Cell History

Data source types: Planning, Oracle Planning and Budgeting Cloud Service

You can view the history of changes made to a data cell or range of data cells. For each change listed, the user who made the change, date, old value, and new value are displayed.

Note: Cell history is available only if data auditing is enabled by the Planning administrator (as described in the *Oracle Hyperion Planning Administrator's Guide*).

➤ To display cell history:

1 Select one data cell or a range of cells in a Planning ad hoc grid.

2 From the **Planning Ad Hoc** ribbon, select **Cell Actions** and then **Cell History** to display the **Change History** screen.

3 If you selected multiple cells in step 1, select one cell at a time from the drop-down menu in **Change History** to view its history.

5 Ad Hoc Analysis

In This Chapter

About Ad Hoc Analysis

In ad hoc analysis, you use Smart View functionality with Excel spreadsheets to retrieve and analyze data by selecting members, using functions, and performing a variety of operations, including formatting, to design your reports.

You can perform ad hoc analysis in Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Hyperion Enterprise, and Financial Management.

Starting Ad Hoc Analysis

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Hyperion Enterprise, and Financial Management

When you connect to a provider and select the **Ad hoc analysis** option, the Ad Hoc ribbon for that provider is displayed and ad hoc functionality is then available from that ribbon.

Note: For Essbase, all ad hoc functionality is available from the Essbase ribbon, which is displayed when you connect to Essbase.

➤ To start ad hoc analysis:

1. **From Recently Used, Shared Connections, or Private Connections on the Smart View Panel, select one of the following:**
   - Smart Slice
   - Form
   - Cube or plan type
2. **From the Action Panel, select Ad hoc analysis.**

   Alternatively, right-click the object in the Smart View Panel and select **Ad hoc analysis**.

   The data provider ribbon is displayed.

   Tip: If an error appears similar to "Ad hoc grid cannot be opened as there are no valid rows of data," then you should clear the suppress options in the **Data Options** tab of the **Options** dialog box. Ensure that all **Suppress Rows** and **Suppress Columns** options are cleared, and that the **Suppress missing blocks** option is cleared.
3. **Use the ribbon buttons to perform ad hoc analysis on the current worksheet.**

If you are familiar with the dimensions and members of your database, you can use *free-form mode* by entering dimension and member names directly into cell to design and create an ad hoc grid. See Chapter 18, "Free-Form Mode."

Preserving Excel Formulas in Ad Hoc Grids

You can associate Excel formulas with member and data cells in ad hoc grids and set cell styles to identify such cells.

See "Cell Styles" on page 230.

By default, formulas are preserved when you perform ad hoc operations, except for **Pivot**. To achieve faster execution of queries, you can disable the preservation of formulas and comments. However, if you select this option, formulas are overwritten when you perform ad hoc operations.

➤ To specify preservation of formulas in ad hoc grids:

1. **From the Smart View ribbon, click Options, and then Member Options in the left panel.**
2. **Do one of the following:**
   - To preserve formulas in ad hoc grids, select **Preserve Formulas and Comments in ad hoc operations (except pivot)**.
   - To disable preservation of formulas, clear **Preserve Formulas and Comments in ad hoc operations (except pivot)**. Do this only if you do not need to preserve formulas and you want faster execution of queries.

Note: Although the **Preserve Formulas and Comments in ad hoc operations (except pivot)** option appears in **Member Options**, the selection you make applies to formulas in both member and data cells.

3 Click **OK**.

Formatting Ad Hoc Grids

You can let either Smart View or Excel control grid formatting.

Using Smart View Formatting

Smart View formatting consists of formatting selections made in the Cell Styles and Formatting pages of the Options dialog box.

➤ To set Smart View formatting options:

1. From the Smart View ribbon, click **Options**.
2. From **Options**, to set cell styles, select **Cell Styles** in the left pane.

   Cell styles indicate certain types of member and data cells.

   See "Cell Styles" on page 230 for more information.
3. To set other Smart View formatting options, select **Formatting** from the left pane (**Use Excel Formatting** on this page is not a Smart View formatting option).

   See Chapter 16, "Smart View Options" for descriptions of options.
4. Click **OK**.

➤ To apply Smart View formatting selections to data cells created by zooming:

1. From the grid, select a formatted data cell.
2. From the Essbase, Planning Ad Hoc, or Hyperion Enterprise ribbon, select **Preserve Format**.

Using Excel Formatting

If you use Excel formatting, your formatting selections, including conditional formatting, are applied and retained on the grid when you refresh or perform ad hoc operations.

When you use Excel formatting, Smart View does not reformat cells based on your grid operations, and it does not mark cells as dirty when you change data values. Smart View does preserve the formatting on the worksheet between operations.

Using Excel formatting is generally preferable for highly formatted reports, and you must use Excel formatting for data sources whose application-specific colors are not supported by the Excel color palate.

➤ To use Excel formatting on ad hoc grids:

1 From the Smart View ribbon, select **Options.**

2 From **Options**, select **Formatting** from the left pane.

3 Select **Use Excel Formatting.**

4 **Optional:** To copy parent cell formatting to zoomed-in cells, select **Move Formatting on Operations.** With this option selected, formatting also stays with members when you pivot.

5 Click **OK.**

Excel Formatting and Merged Cells

To *preserve* the merged cell formatting during ad hoc operations (except Pivot), you must select both **Use Excel Formatting** and **Preserve Formulas and Comments in ad hoc operations** options.

To *replicate* merged cell formatting during ad hoc operations (except Pivot), you must select all of **Use Excel Formatting,Preserve Formulas and Comments in ad hoc operations** and **Format Fill** options.

Zooming In and Out

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Hyperion Enterprise

You can zoom in on members in the grid to display data for their children and descendents.

In Essbase connections, you can also zoom to display data for the following:

- Members of the same level, same generation, or sibling level as the selected member
- Members that are defined by the formula of the selected member

Zooming In

In Essbase, you can zoom in on a range of cells. In other data sources, you can zoom in on one cell at a time.

Zooming in to the Default Level

To zoom in to the default zoom level, which is specified as described in "Setting a Default Zoom Level" on page 69, do one of the following:

- Select a member, and then click **Zoom In** on the data source ribbon. In Essbase, you can select a range of members.
- Double-click a member (double-click zooming must be enabled; see "Enabling Double-Click Zooming" on page 70).

Zooming in to a Selected Level

➤ To zoom in to a selected level:

1 **Select a member.**

In Essbase, you can select a range of members.

2 **From the data source ribbon, click the down arrow next to Zoom In, and then select one of the following options.**

- **Next Level** to retrieve data for the children of the selected members
- **All Levels** to retrieve data for all descendants of the selected members
- **Bottom Level** to retrieve data for the lowest level of members in a dimension
- **Same Level** to retrieve data for all members at the same level as the selected member (Essbase only)
- **Sibling Level** to retrieve data for the siblings of the selected members (Essbase only)
- **Same Generation** to retrieve data for all members of the same generation as the selected members (Essbase only)
- **Formulas** to retrieve data for all members that are defined by the formula of the selected member. The formula can be a member equation or a consolidation to the parent (Essbase only)

Note: When you zoom in on a page dimension, the page dimension is pivoted to a row dimension.

Zooming Out

Zooming out collapses the view according to the Zoom In Level option specified as described in "Setting a Default Zoom Level" on page 69.

➤ To zoom out:

1 **Select a member.**

In Essbase, you can select a range of members.

2 **From the data source ribbon, click Zoom Out.**

Setting a Default Zoom Level

You can specify a default level for zooming operations. This setting applies to the **Zoom In** button and to double-click zooming if it is enabled (see "Enabling Double-Click Zooming" on page 70).

➤ To set a **Zoom In** default level:

1 **From the Smart View ribbon, select Options, and then select Member Options in the left panel.**

2 **From the Zoom In Level drop-down menu, select a level described in** “Zooming In” on page 68.

3 **Click OK.**

Selecting Members to Display when Zooming

You can set options to specify which members are retained and displayed as you zoom in and out.

➤ To set member display options for zooming:

1 **From the Smart View ribbon, select Options, and then select Member Options in the left panel.**

2 **Under Member Retention, select:**

- **Include Selection** to display both the selected member and the members retrieved as a result of zooming. For example, zooming in on the selected member `Qtr1` retrieves data for `Jan`, `Feb`, `Mar`, and `Qtr1`. If not selected, only the members retrieved as a result of the zoom are displayed: `Jan`, `Feb`, and `Mar`.
- **Within Selected Group** to zoom in only on the selected group of cells, leaving the unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. (This setting also applies to **Keep Only** and **Remove Only**.)
- **Remove Unselected Groups** to remove all dimensions and members *except* the selected member and the members retrieved as a result of zooming.

3 **Click OK.**

Enabling Double-Click Zooming

If double-clicking for ad hoc operations is enabled, you can zoom in to the default zoom level and zoom out by double-clicking in a member cell.

➤ To enable double-clicking for zooming:

1 **From the Smart View ribbon, select Options, and then select Advanced in the left panel.**

2 **Under Mode, select Double-click for Operations.**

If you do not select **Double-click for Operations**, then double-clicking retains Excel functionality and puts the cell into edit mode.

3 **Click OK.**

Note: In blank worksheets, double-clicking the first time retrieves the default grid and thereafter zooms in or out.

Zooming and Formatting

You can apply the formatting of the cell that you zoom in on to the cells that are created by zooming. For Smart View formatting, this ability applies to data cells. For Excel formatting, this ability applies to member cells.

Excel Formatting

To apply Excel formatting selections to member cells created by zooming, from the Smart View ribbon, select **Options**. Then select all these options:

- From the **Formatting** page, select **Use Excel Formatting**
- From the **Member Options** page, select **Preserve Formulas and Comments in ad hoc operations (except Pivot)**
- From the **Member Options** page, select **Formula Fill**

Zooming Operations in Cells that Contain Formulas

Data Sources: Essbase

If member or data cells are associated with formulas, you can propagate these formulas to the cells retrieved as a result of zooming in. For example, if member `Qtr1` is associated with a formula, then the formula can be propagated to `Jan`, `Feb`, and `Mar` when you zoom in on `Qtr1`.

➤ To propagate formulas:

1. From the Smart View ribbon, click **Options**, and then select **Member Options** in the left panel.
2. Under **Comments and Formulas**, ensure that **Preserve Formulas and Comments in ad hoc operations (except pivot)** is selected.
3. Select **Formula Fill**.

   Note: Although these options—**Preserve Formulas and Comments in ad hoc operations (except pivot)** and **Formula Fill**—appear in **Member Options**, they apply to formulas in both member and data cells.

4. Click **OK**.

Pivoting

You can pivot a dimension between rows and columns if there are two or more dimensions in the row or column that contains the dimension that you want to pivot. You can also pivot a member; if you do so, the other members in its group are also pivoted.

➤ To pivot a dimension or member:

1. Select a dimension or member.

2 **From the data source ribbon, click Pivot.**

Row dimensions are pivoted to the topmost column dimension.

Column dimensions are pivoted to the left-most row dimension.

Removing Selected Members From the Grid

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Hyperion Enterprise

You can remove members and their associated data from the grid as follows:

- To keep only the currently selected members, select the member cells that you want to keep. Then, from the data source ribbon, click **Keep Only**. All other members in the dimension are removed.
- To remove all members except the currently selected member cells, select the cells that you want to remove. Then, from the data source ribbon, click **Remove Only**.

Keep Only and **Remove Only** operate on all instances of the selected members in the grid.

Inserting Rows and Columns

In ad hoc grids, you can insert calculating and non-calculating columns and rows within or outside the grid. Inserted rows and columns, which may contain formulas, text, or Excel comments, are retained when you refresh or zoom in.

Always refresh the grid before inserting rows or columns.

Displaying and Suppressing Repeated Members

Data source types: Essbase

When working with stacked dimensions in an ad hoc grid, and the **Suppress Repeated Members** option is selected, Essbase“centers” the member label above the labels in the previous row, up to the first row dimension. An example scenario follows.

Using the Sample Basic database, select the **Ad hoc analysis** option. The Measures, Product, Market, Scenario, and Year dimensions are retrieved on the worksheet as shown in Figure 14.

Figure 14 Sample Basic Initial Ad Hoc Analysis Grid

	A	B	C	D
1		Product	Market	Scenario
2		Measures		
3	Year	105522		

Arrange the dimensions so that there are three “stacked” dimensions and two dimensions side by side, according to Figure 15.

Figure 15 Sample Basic Grid with Dimensions Arranged in a Stacked Configuration

	A	B	C
1			Measures
2			Market
3			Scenario
4	Product	Year	105522

By default, in the **Data** tab of the **Options** dialog box, the **Repeated Members** option in the **Suppress Rows** group is cleared. Zoom in on the Product and Year members, then zoom in on the Market and Scenario dimensions. The resulting grid looks similar to Figure 16.

Figure 16 Zooming in on the Dimensions in the Grid Before Selecting the Repeated Members Option

	A	B	C	D	E	F	G	H	I	J	K	L
1			Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures
2			East	East	East	East	East	West	West	West	West	West
3			Actual	Budget	Variance	Variance %	Scenario	Actual	Budget	Variance	Variance %	Scenario
4	Colas	Year	12656	13150	-494	-3.756653992	12656	3549	8890	-5341	-60.07874016	3549
5	Root Beer	Year	2534	4360	-1826	-41.88073394	2534	9727	10950	-1223	-11.16894977	9727
6	Cream Soda	Year	2627	2970	-343	-11.54882155	2627	10731	11670	-939	-8.046272494	10731
7	Fruit Soda	Year	6344	7910	-1566	-19.7977244	6344	5854	5670	184	3.245149912	5854
8	Diet Drinks	Year	2408	2730	-322	-11.79487179	2408	8087	10570	-2483	-23.4910123	8087
9	Product	Year	24161	28390	-4229	-14.89609017	24161	29861	37180	-7319	-19.68531469	29861

Note: For ease of reading, the South and Central members were removed from the grid in Figure 16 and Figure 17.

Now, from the Smart View ribbon, select **Options**, then select the **Data** tab. In the **Suppress Rows** group, select the **Repeated Members** options. Then refresh the sheet. The resulting grid looks similar to Figure 17. For each of the row dimensions, the member label is centered above the labels in the previous row.

Figure 17 Refresh the Grid After Selecting the Repeated Members Option

	A	B	C	D	E	F	G	H	I	J	K	L
1							Measures					
2					East					West		
3			Actual	Budget	Variance	Variance %	Scenario	Actual	Budget	Variance	Variance %	Scenario
4	Colas	Year	12656	13150	-494	-3.756653992	12656	3549	8890	-5341	-60.07874016	3549
5	Root Beer	Year	2534	4360	-1826	-41.88073394	2534	9727	10950	-1223	-11.16894977	9727
6	Cream Soda	Year	2627	2970	-343	-11.54882155	2627	10731	11670	-939	-8.046272494	10731
7	Fruit Soda	Year	6344	7910	-1566	-19.7977244	6344	5854	5670	184	3.245149912	5854
8	Diet Drinks	Year	2408	2730	-322	-11.79487179	2408	8087	10570	-2483	-23.4910123	8087
9	Product	Year	24161	28390	-4229	-14.89609017	24161	29861	37180	-7319	-19.68531469	29861

Multiple Grids on a Worksheet

Data source types: Essbase

In Essbase, you can create multiple grids on one worksheet. These grids can be connected to the same data source or to different Essbase data sources. You can retrieve data in these grids and shift them on the worksheet.

Note the following limitations in worksheets that support multiple grids:

- You can submit data only for one grid at a time. If you try to submit data for more than one grid or for the entire worksheet, no data is submitted.
- You cannot set a cell style for dirty cells.
- You cannot enter comments.
- These buttons on the Essbase ribbon are disabled:
  - **Undo**
  - **Redo**
  - **Pivot to POV**
  - **POV**

Creating Multiple-Grid Worksheets

Data source types: Essbase

➤ To create a multiple-grid worksheet:

1. In Excel, connect to an Essbase data source.
2. From any location in the worksheet, select a range of cells (You must select a range rather than only one cell).
3. From the Smart View Panel, right-click an application, and then select **Ad Hoc Analysis.**
4. When prompted to change the worksheet to support multiple grids, select **Yes.**
5. To create a second grid on the worksheet:

a. Select a different range of cells.

b. From the Smart View Panel, right click an application, and then select **Ad Hoc Analysis**.

6 Repeat step 5 as necessary to add grids to the worksheet.

Converting Ad Hoc Worksheets to Multiple-Grid Worksheets

➤ To convert an existing ad hoc worksheet to a worksheet that supports multiple grids:

1 From any location in the worksheet, select a range of cells (You must select a range rather than only one cell).

2 From the Smart View Panel, right click the application, and then select **Ad Hoc Analysis.**

Changing Connections in Multiple-Grid Worksheets

➤ To change the connection of a grid in a multiple-grid worksheet:

1 In the grid whose connection you want to change, select a range of cells (You must select a range rather than only one cell).

2 Using Excel Name Manager, delete the associated named range.

3 From the Smart View Panel, right click the application to connect to, and then select **Ad Hoc Analysis.**

POV on Essbase Multiple-Grid Worksheets

The **POV** button is enabled for Essbase multiple-grid worksheets that contain only one grid, making it possible for you to toggle the button to show or hide the POV toolbar. The **POV** button remains disabled on multiple-grid worksheets that contain more than one grid.

On multiple-grid worksheets that contain one grid, the POV dimensions are displayed both in the grid and in the toolbar. On regular ad hoc worksheets, POV dimensions are displayed in the grid only if the POV toolbar is hidden.

Multiple-Grid Example: Butterfly Report

Data source types: Essbase

Typically, Smart View grids consist of member names on rows above and columns on the left of the data grid. Using the range retrieval capabilities of worksheets enabled for multiple grids, you can create grids with different layouts.

For example, you can create “butterfly” reports, with a column of members between two columns of data cells.

Figure 18 Butterfly Report

Diet Cola	East	Jan
Budget		Actual
$190.00	Sales	$200.00
$80.00	COGS	$84.00
$110.00	Margin	$116.00
$20.00	Marketing	$26.00
$20.00	Payroll	$23.00
	Misc	
$40.00	Total Expenses	$49.00
$70.00	Profit	$67.00
$480.00	Opening Inventory	$500.00
$100.00	Additions	$190.00
$390.00	Ending Inventory	$490.00
57.89	Margin %	58
36.84	Profit %	33.5
$5.83	Profit per Ounce	$5.58

Cascading Reports and Ad Hoc Grids

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Hyperion Enterprise

You can create separate reports for any or all of the members of one dimension in a report based on an ad hoc grid or Smart Slice query and cascade these reports separately across the worksheets of an Excel workbook. For reports created in the Report Designer, you can also cascade reports across slides in a PowerPoint presentation. Worksheets or slides are created as needed to accommodate all reports.

Formulas, comments and other text, Smart Slice function grids, charts, tables, and sliders are included in cascaded reports.

➤ To cascade an ad hoc grid or Smart Slice report:

1 Open an ad hoc grid or Smart Slice report on the worksheet.

2 From the Essbase or data source ad hoc ribbon, select **Cascade**, and then one of the following.

- **Same Workbook** to use the current workbook
- **New Workbook** to use a new workbook
- **Different Workbooks** to cascade each report to a different workbook

3 From **Member Selection**, under **Dimension**, select the POV dimension to use as the basis for the report.

4 Under **Members**, select all members of the dimension for which you want to create reports.

One report will be generated for each member you select.

5 **Click OK to begin cascading.**

Depending on your selection in step 2, the resulting reports are created on separate worksheets in the current workbook or in a new one. Each worksheet tab is named for the dimension and member of the report it contains.

Note: To enable worksheet tab naming, do not use more than 31 characters or any the following characters for dimension or member names: ( ) : \ / ? * [ ].

Note: Cascading may be very slow for large grids.

Substitution Variables

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service

Substitution variables are global placeholders that represent variable values. The designation "&CurMnth" might be a substitution variable representing the current month. Application designers or administrators define and manage substitution variables and their corresponding values; Smart View users can enter a substitution variable into the grid and retrieve its value by refreshing.

For example, say the value for substitution variable "&CurMnth" is August. When you enter &CurMnth into a grid, Smart View displays August after a refresh. Later, if the value is changed to September, then September is displayed after a refresh when you enter &CurMnth.

For more complete information about substitution variables, see the Essbase and Planning documentation, available in the EPM Documentation Library. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then select **EPM Documentation.**

➤ To retrieve the value for a substitution variable:

1 **Enter a substitution variable into a cell in the grid.**

Note: Substitution variable names must begin with an ampersand (&).

2 **From any ribbon, select Refresh.**

The current value defined for substitution variable replaces the substitution variable in the cell (and for all cells in the current worksheet that contain &CurMnth).

6 Data Forms

In This Chapter

Working with Forms in Excel

Forms are grid displays in which you can enter data into the database from Excel and view and analyze data or related text. Certain dimension member values are fixed, giving you a specific view into the data.

Using Smart View, you can work with Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, and Hyperion Enterprise forms in Excel.

Note: Excel worksheets are always protected to prevent entering data for read-only cells. Therefore, some Excel functions, such as AutoSum and F9, are disabled.

In forms opened in Smart View:

- You can modify data values but not the form structure in forms.
- Values submitted to the database from Excel must be non-formatted data.
- If a form is currently loaded in Excel and the administrator changes the form definition on the server side, Oracle recommends that you close the form and reload it. This action ensures that the newest form definitions are displayed.

Customizations made to forms are preserved when you save or refresh only if they are made outside the grid or if they are made to thousands and decimal separators.

Opening Forms in Excel

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Hyperion Enterprise

➤ To open a form:

1. **Connect to a data source.**
2. **In the Smart View Panel, perform an action:**
   - To open one form, expand the tree list and select the form you want to open. Then click **Open form** on the Action Panel.
   - To open multiple forms, expand the tree list and select a forms folder. Then click **Open forms** on the Action Panel. In **Select Form**, follow the instructions to open one or more forms.
3. **(Planning only) To view any instructions that may be associated with the form, from the Planning ribbon, select More and then Instructions.**

Excel Formulas in Forms

You can create Excel formulas in form cells inside or outside the grid if the cells are not read-only or locked. Cells that contain cell text can contain Excel formulas, but cells containing supporting detail (Planning) or line item detail (Financial Management) cannot.

Formulas are preserved in forms when you refresh the form even without saving the data, later open the saved worksheet, and when you expand or collapse rows and columns.

If you move a referential formula, its cell references are updated to reflect the new location.

In forms, you are prompted to save the workbook as an Excel file if you do any of the following (but you temporarily lose access):

- Change the current page
- Take a Planning form offline
- Select a different form
- Connect to a different data source

Working with User Variables

When a Planning form contains user variables, or when a Financial Management data form has selectable dimensions, rows, or columns, you can modify them in Smart View with user variables.

User variables resemble buttons in the POV toolbar in Smart View. When you click on the user variable buttons, the Member Selection dialog box is displayed. You then select members applicable for the user variable. Any filters that apply to the selected user variable are loaded and viewable from the filter drop-down list. Once selections are made, you can easily change one or more of the user variable buttons, thus changing the POV of a form in Smart View.

Figure 19 shows an example of user variables in a Planning form, where Allocation Expense, Allocation Quarter, and My Segment are user variables that can be modified to change the POV of the form.

Figure 19   Example of User Variables in a Planning Form

In an example scenario, in data form design mode in Financial Management, you can select either a member list or multiple members for a dimension, such as Period, and use the Period dimension on a row or column with the @CUR function. The Period dimension will then be represented in Smart View with user variables.

Additionally, if you use the relative time period functionality in a Financial Management data form, you can have a member from the same dimension appear on the row, column, and POV. Smart View displays the relative time period members as user variables in the POV toolbar. For information on using the relative time period functionality and for setting up selectable dimensions, rows, and columns in Financial Management, see the *Oracle Hyperion Financial Management Administrator's Guide*.

➤ To work with user variables for forms:

1 In the Smart View panel, connect to a Planning or Financial Management data source and open a form.

   Notice the available user variables in the POV toolbar across the top of the sheet. Selectable buttons are enabled, non-selectable buttons are grayed out.

2 Click a user variable button to display the **Member Selection** dialog box.

3 From **Member Selection**, select one or members to add to the selected user variable button.

4 In the **Filter** drop-down list, select an applicable filter (if filters are available).

5 Click **OK**.

6 Repeat step 3 through step 5 for all user variables buttons for which you want to select members and apply filters.

7 To use the user variable buttons, click each button for which you want to apply selected members, and make a selection from the drop-down list.

8 Click **Refresh** to view the updated form.

Planning Forms

Data sources: Planning, Oracle Planning and Budgeting Cloud Service

If you are unfamiliar with Planning, see either:

- *Oracle Hyperion Planning User's Guide*, available in the EPM Documentation Library. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **EPM Documentation.**

- *Working with Planning for Oracle Planning and Budgeting Cloud Service*, available on the Oracle Cloud help center.

Planning Form Behavior in Smart View

Forms behave differently in Smart View than they do in Planning as follows:

- Attributes in Planning forms are not displayed in Smart View.
- Multiple levels in an outline are displayed differently in Smart View than pages on the Planning Web application. Smart View displays up to four levels, while the Web application displays up to two levels.
- If a Planning administrator hides a dimension in the row axis of a Planning form, this dimension does not display in the row header of the form in Smart View.

Saving Ad Hoc Grids as Forms

If you have been assigned the ad hoc grid creator role, you can save Planning ad hoc grids as forms.

➤ To save a Planning ad hoc grid as a form:

1 With the Planning ad hoc grid active, from the Planning Ad Hoc ribbon, click **Save Ad Hoc Grid.**

2 In **Save Grid As**, enter a name, path to the location where you want to save the grid, and description for the grid.

3 Optional: Select **Submit Formatting** to save any Excel formatting or cell style changes that have been applied to the grid.

See "*Saving Native Excel Formatting to Planning*" for additional notes and guidelines about saving formatting in Planning ad hoc grids and forms.

4 Click **OK.**

The saved grid is displayed in the Smart View Panel tree list in the location that you selected in step 2.

Performing Ad Hoc Analysis in Planning Forms

If you have been assigned the ad hoc user role by the administrator, you can perform ad hoc analysis on Planning forms that have been enabled for ad hoc by the administrator.

➤ To perform ad hoc analysis in Planning forms:

1 Open the form.

2 Do one of the following:

- From the Smart View ribbon, click **Analyze**. This button is enabled only if the current form has been enabled for ad hoc analysis.

- Select the form in the Smart View Panel and click **Ad hoc analysis** in the Action Panel.

3 **See Chapter 5, "Ad Hoc Analysis" for information about performing ad hoc analysis.**

Financial Management Data Forms

If you are unfamiliar with Financial Management, see the Financial Management documentation, available on the EPM Documentation Library. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **EPM Documentation.**

About Financial Management Members

When working with Financial Management 11.1.2.2.300 or later, if you use the relative time period functionality, such as @CUR, in a Financial Management data form, you can have a member from the same dimension appear on the row, column, and POV. Smart View displays the relative time period members as user variables in the POV toolbar. See "Working with User Variables" on page 80 for more information. When working with Financial Management releases earlier than 11.1.2.2.300, if you use the @CUR functionality in a data form, when the form is imported into Smart View, the @CUR member is taken from the background POV for the selected application.

The Active Member option is available only if the application has been set up for Organization by Period. For information on Organization by Period, see the Financial Management documentation.

Adding Financial Management Members

If enabled by the administrator, you can insert and save additional rows of members and data. Totals are updated to reflect the new data.

For example, suppose a data form has been defined for an account with transactions for IC1, IC2, and IC4. You could select members IC3 and IC5 for insertion into the form. The form is refreshed with the new data and the new rows are displayed in the appropriate hierarchical order.

➤ To add members to data forms:

1 **Open a data form.**

2 **From the HFM ribbon, click Add Member.**

A cell style can be designated for **Add Member.**

See "Cell Styles" on page 230.

3 **From the member selector, select the members for which to enter data.**

4 **Click OK.**

The new members are listed in the member list.

Using Financial Management Linked Forms

Administrators can define links in data forms from one form to another to enable drill-through to a more specific data entry view. For example, a form that contains summary account balances can link to a corresponding form with the account details. The link from one form to another applies to an entire row. A form can contain up to 64 linked forms.

➤ To use linked forms:

1 In a data form, select a row that contains linked forms. Linked forms are indicated by the following icon:


2 Right-click and select **HFM Linked Forms**, then select the form name.

A new form is displayed in a separate browser window.

3 When you finish using the linked form, click **Close**.

7 Smart View General Operations

In This Chapter

Smart View Operations

Smart View provides a set of operations common to all data source types. These include basic operations, functions, and the ability to set preferences.

Using Undo and Redo

Smart View Undo and Redo behave differently depending on the data source to which you are connected.

- In ad hoc analysis with Essbase, Financial Management, or Hyperion Enterprise data sources, Undo undoes Zoom In, Zoom Out, Keep Only, Remove Only, or Refresh and restores the previous database view to the grid. Performing an Undo after modifying member data returns the sheet to its state before the last refresh, not to its state before the data modification.
- In forms with Financial Management, Hyperion Enterprise, or Planning data sources, Undo undoes the last user action in a cell.

Note: You cannot undo operations that are performed on the server rather than in Smart View, such as calculation status.

➤ To specify the number of permitted undo and redo actions:

1 From the Smart View ribbon, select **Options**, then select **Advanced** in the left panel.

2 In **Number of Undo Actions**, specify the number of permissible **Undo** operations, 0 through 100.

   This is also the number of **Redo** operations permitted.

3 Click **OK**. The setting takes effect after you refresh or perform a drill operation.

Copying and Pasting

Subtopics

Importing Metadata into Copied Worksheets

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Reporting and Analysis, Hyperion Enterprise

Metadata consists of such things as the POV, alias tables, and connection information.

When you copy an Excel worksheet, only the data is copied. The metadata is not copied. However, after the data is copied, you can import the metadata from the original worksheet to the new one.

You can import metadata in the following:

- Ad hoc mode, including Smart Slices
- Forms
- Functions
    - Query-bound functions in sheets created by Smart View copy and paste
    - Non-query-bound functions created by the Function Builder
- Worksheets that contain reports imported from Reporting and Analysis providers

You cannot import metadata in worksheets that contain Report Designer objects, but such workbooks can be replicated by cascading as described in "Cascading Reports and Ad Hoc Grids" on page 76.

Note: This procedure should be performed only by advanced users.

➤ To import metadata to a copied worksheet (this operation cannot be undone):

1 Back up your work.

2 From the Smart View menu, select **Options**, then **Advanced**, and ensure that **Improved Metadata Storage** is selected.

3 Use Excel to copy a worksheet. This operation copies the visible contents of the source worksheet but not the metadata (connection information, POV selections, alias tables, and such items) to the destination worksheet.

4 With the destination worksheet active, from the Smart View menu, select **More**, then **Import Metadata** to display a list of all open workbooks and their corresponding open worksheets.

5 From the list, select the worksheet that contains the metadata that you want to import to the destination worksheet.

6 Click **OK**. You will be asked to confirm your selection.

7 Refresh.

Copying, Pasting, and Refreshing Content

The following Smart View content can be copied and pasted using the Copy and Paste buttons in the Smart View ribbon, and then refreshed using Smart View Refresh:

- Ad hoc—all applicable providers
- Functions—all applicable providers
- Oracle BI EE content

Other content in Smart View will be pasted as static text, including content from Excel pivot tables.

Copying Data Between Excel, Word, and PowerPoint

In Smart View, you can copy data from Excel and paste it into Word or PowerPoint. The data you copy and paste is dynamic between Office applications. You can copy and paste data from:

- Excel to Word and PowerPoint
- Word to Word and PowerPoint
- PowerPoint to Word and PowerPoint

The data points retain their original Excel-based query information, enabling you to perform data analysis. Word and PowerPoint can contain data points from multiple data sources, such as Essbase, Financial Management, and Hyperion Enterprise within one document.

Notes

- Dynamic data points are maintained only in Word and PowerPoint. If you copy and paste data points within Excel, the data points are not linked to the Excel grid.
- When copying and pasting from Word to PowerPoint, or vice versa, data is displayed in a straight line. The tabular format is preserved only when copying data from Excel into Word or PowerPoint.

- Numeric formatting in Excel is preserved when data is pasted into Word and PowerPoint. Apply numeric formatting in Excel before copying and pasting data.
- If the name of the connection to the data source contains a semicolon (;), you may not be able to paste function data points.
- Copying and pasting data points is limited to use with grids and functions. You cannot copy and paste data points from forms.

➤ To copy and paste data *from* Excel, Word, or PowerPoint *to* Word or PowerPoint:

1. Select a data cell or range (may or may not include members).
2. From the Smart View ribbon, select **Copy**.
3. Open a Word or PowerPoint document.
4. When asked if you want to create a connection, click **Yes**.
5. From the Smart View ribbon, select **Paste**.
6. Refresh.

   Note: If you paste data into a Word document and save it in a different format such as `.htm` or `.mht`, you cannot refresh the data in these other formats.

7. **Optional:** To change the POV in Word or PowerPoint after you paste the data, click **Manage POV** and follow the procedure in "Selecting Members for the Default POV" on page 48.

Retrieving Spreadsheets From Which Data Points Were Copied

➤ To retrieve the Excel spreadsheets from which data points were copied:

1. In a Word or PowerPoint document into which Excel data points were pasted, select a data cell.
2. From the data source ribbon, select **Visualize in Excel**.
3. If asked to log on the data source, enter the user name and password.

   Excel displays the spreadsheet associated with the data cells. You can perform ad hoc analysis on the data.

Enabling Automatic Column Width Adjustment

➤ To enable the automatic adjustment of Excel column width to accommodate the contents of member and data cells:

1. From the Smart View ribbon, select **Options**.
2. In **Options**, from the left panel, select **Formatting**.
3. Select **Adjust column width**.
4. Click **OK**.
5. From any ribbon, select **Refresh** to adjust columns in the current grid.

If **Adjust column width** is not selected, you can adjust the width of columns manually.

Sheet Information

➤ To view connection and other details for the current worksheet:

1 From the Smart View ribbon, click **Sheet Info.**

2 **Optional:** Select the following options as needed.

- **Delete** to display a list of choices for deleting Smart View metadata.
- **Save** to save the **Sheet Info** content in an Excel spreadsheet.

3 **Optional:** To copy the selected item in the list to the clipboard, press **Ctrl+C.**

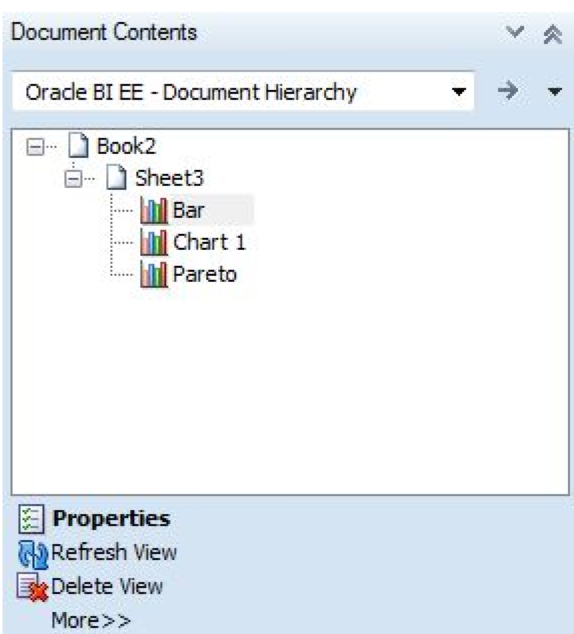
4 Click **OK.**

Document Contents

Document Contents is a task pane in the Smart View Panel that provides a view of—and allows you to perform actions on—the content existing in the current Office document.

The **Document Contents** pane displays Office objects in a tree format, allowing you to easily see and interact with the content in a workbook, presentation, or document, regardless of the provider or type of content and including content from extensions. Content is displayed based on the provider connection, or the document layout on sheets, slides, or pages. Figure 20 shows an example of Oracle BI EE content in **Document Contents** in Excel.

Figure 20 Document Contents Pane Displaying Oracle BI EE Content

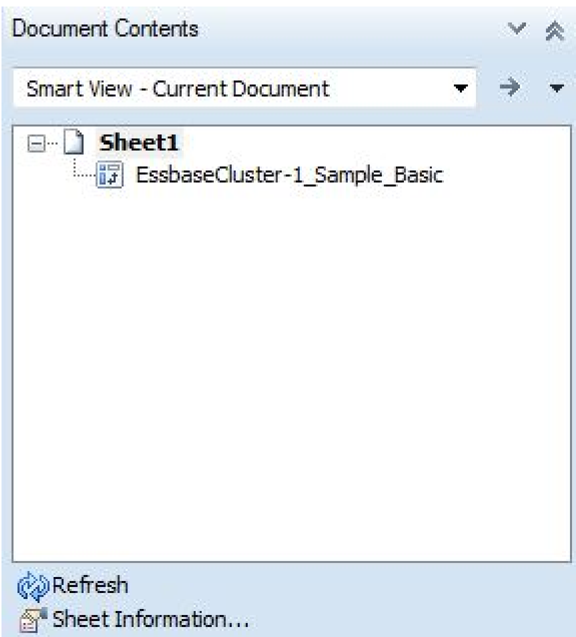


Depending on the provider, you can perform a subset of tasks on selected objects from the **Document Contents** pane.

- For most providers, you can **Select**, **Refresh** or **Delete** content on a sheet, slide, or document.
- For Oracle BI EE providers, you can perform additional tasks on individual views; for example, you can **Mask** a view, or review the properties of a view.
- For Reporting and Analysis providers, you can insert reporting objects and perform other tasks.

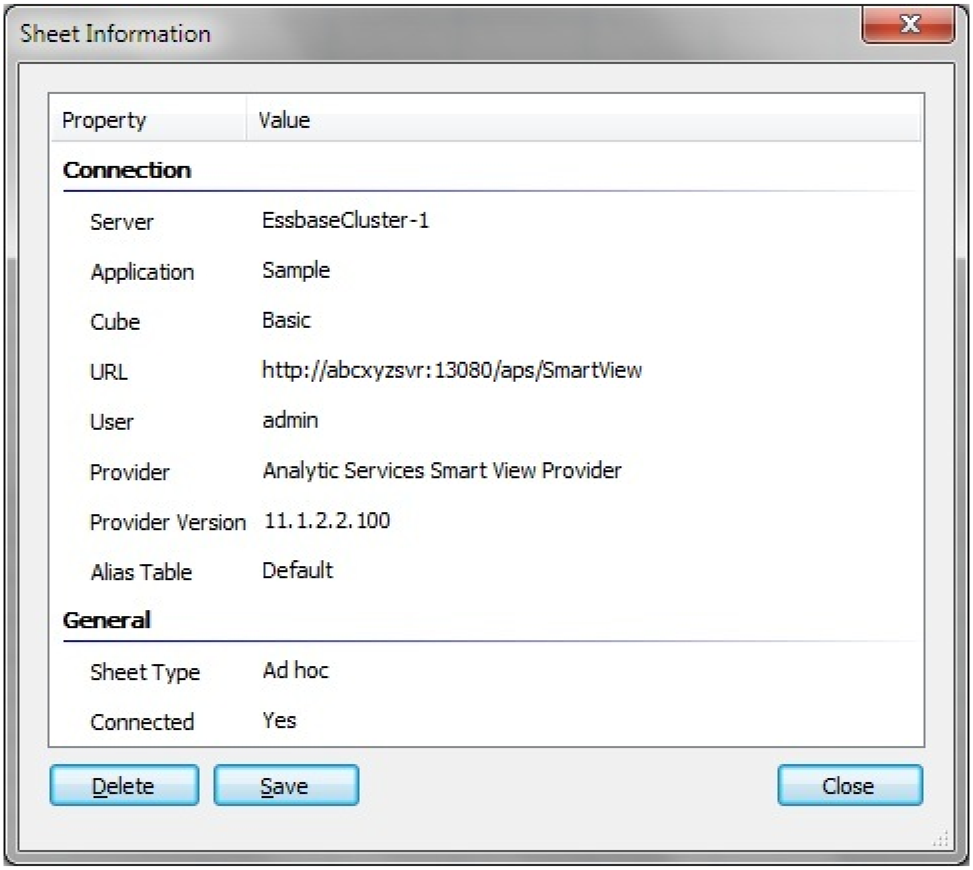
For example, in Figure 23, Sheet1 contains an Essbase ad hoc view. With the Sheet node selected, the **Refresh** and **Sheet Information** options appear at the bottom of the **Document Contents** pane.

Figure 21 An Essbase Ad Hod Grid with the Sheet Node Selected in Document Contents



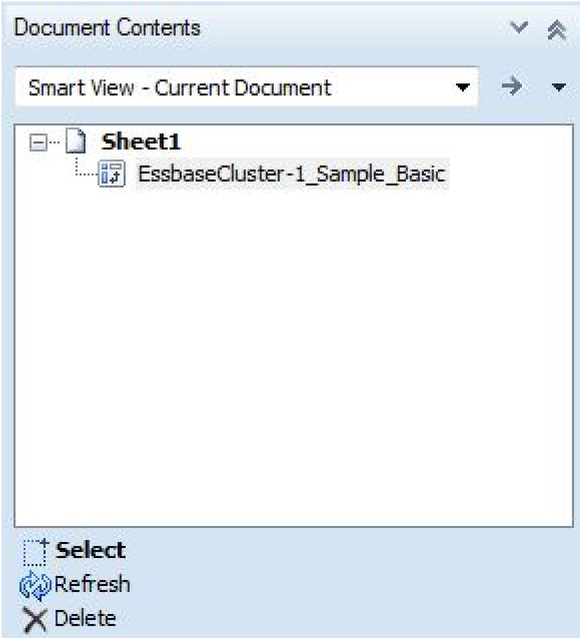
Click **Sheet Information** to view the **Sheet Information** dialog box (Figure 22), where you can also choose to **Save** or **Delete** the sheet.

Figure 22 Sheet Information Dialog Box for an Essbase Ad Hoc Grid



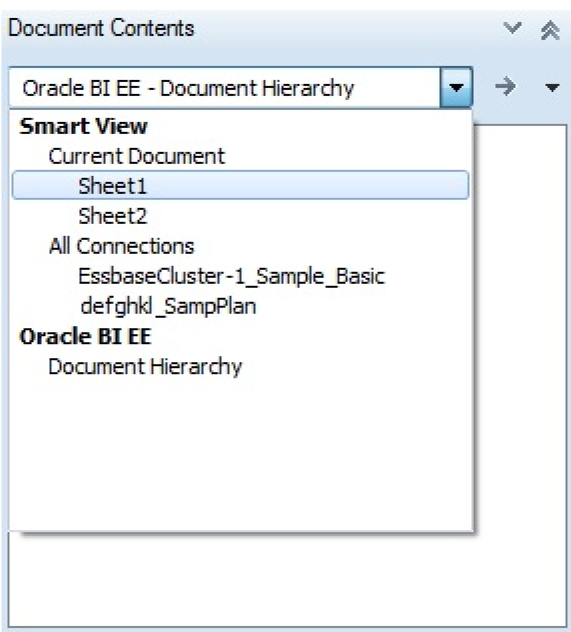
Select the object node in **Document Contents**, and the context changes showing the **Select**, **Refresh**, and **Delete** options at the bottom of the pane (Figure 23).

Figure 23   An Essbase Ad Hoc Grid Selected in Document Contents



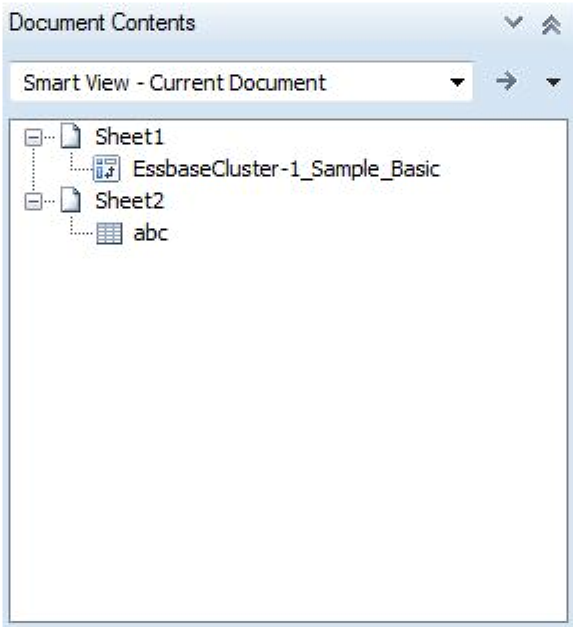
In general, content is grouped by Smart View providers (Essbase, Financial Management, Planning, and Reporting and Analysis). Content from Oracle BI EE is grouped separately. In workbooks containing multiple objects from different data sources, you can switch the view using the **Document Contents** drop-down menu shown in Figure 24.

Figure 24   Available Options in Document Contents Drop-Down Menu



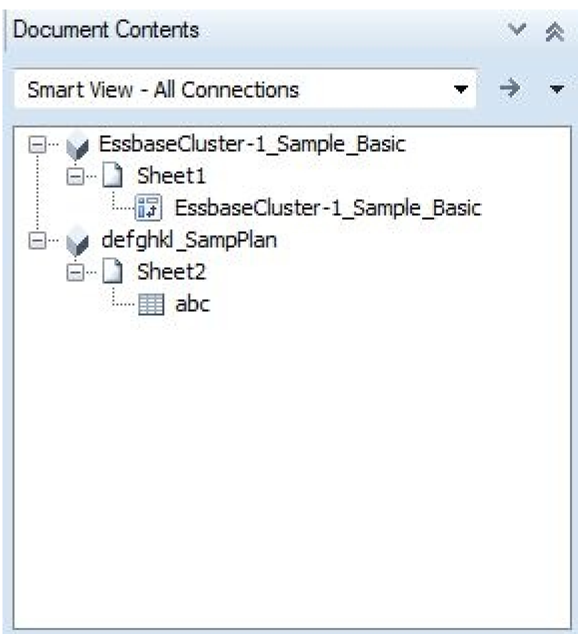
Select the **Current Document** option under Smart View and the **Document Contents** view changes to show the Smart View objects sorted by sheet (Figure 25).

Figure 25 Smart View Provider Content Listed by Sheet in Document Contents



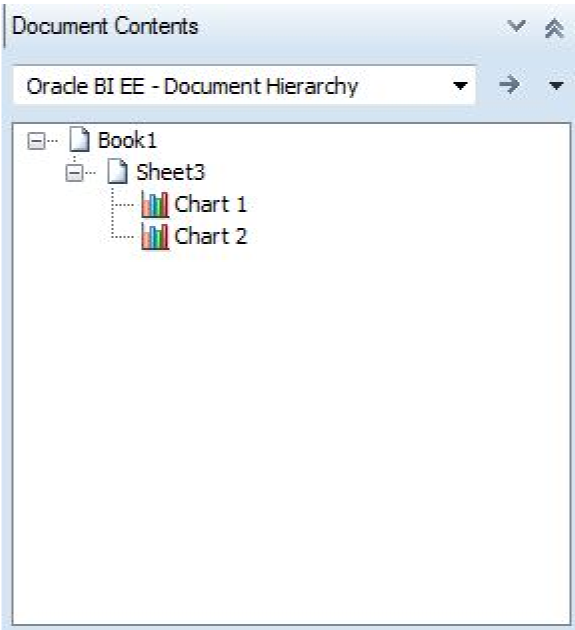
Select the **All Connections** option under Smart View, and the **Document Contents** view changes to show objects sorted by provider (Figure 26).

Figure 26 Smart View Provider Content Listed by Provider in Document Contents



Select the **Document Hierarchy** option under Oracle BI EE to see the Oracle BI EE views listed (Figure 27).

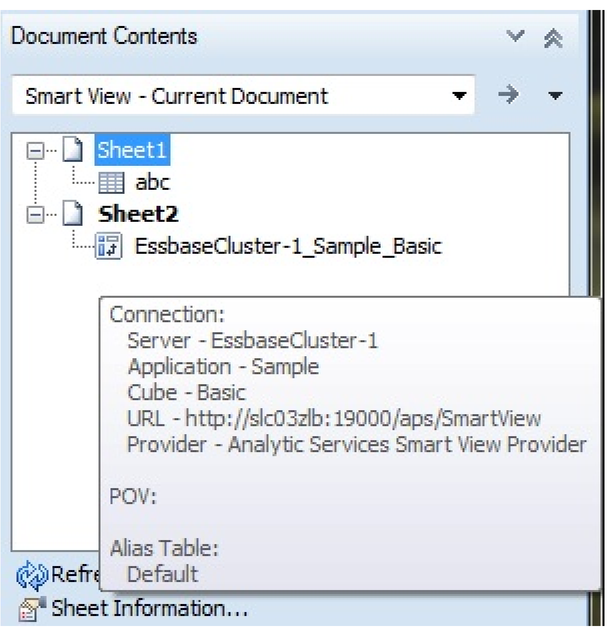
Figure 27 Oracle BI EE Content Listed in Document Contents



For Smart View provider content, such as Planning or Essbase objects, you can click in the tree area of **Document Contents** and then hover over an object icon to view connection properties, such as Server, Application, Cube, URL, Provider, POV and Alias Table, as shown in Figure 28. Properties vary depending on the provider.

For Oracle BI EE content, select an Oracle BI EE object, and then use the **Properties** link at the bottom of **Document Contents** to view connection properties (see Figure 20).

Figure 28 Connection Properties of an Essbase Ad Hoc Query



Refer to the following chapters for more information on working with **Document Contents**:

Chapter 9, “Smart Slices”

Chapter 14, “Smart View and Reporting and Analysis”

Chapter 15, “Smart View and Oracle BI EE”

Shared Workbooks

Smart View does not support Excel shared workbooks.

Opening Large Workbooks in Smart View

Smart View may stop responding when opening workbooks containing a large number of any of the following:

- Rows and columns
- Graphical objects
- Excel comments

To alleviate this problem, the **Improve Metadata Storage** option should be enabled.

From the Smart View ribbon, select **Options**, then **Advanced**, and then select the **Improved Metadata Storage** check box.

Printing POV Members in the Header and Footer

➤ If you are using Excel 2007, you can print the active POV members in the header or footer of an Excel document as follows:

1. **In Excel, insert a header or footer section.**
2. **In the header or footer, enter a statement that includes `POV:{}`.**

   When you print the Excel document, the POV members are printed in the header or footer as specified.

Enabling and Disabling Smart View

Smart View is enabled by default after installation. You can disable Smart View for all Microsoft Office applications on your computer or for Outlook alone.

Smart View may also be enabled or disabled through Office applications.

Disabling Smart View Within Smart View

➤ To disable Smart View for all Microsoft Office applications (including Outlook):

1 From the Smart View ribbon, select **Help.**

2 Select **About.**

3 Clear **Enable Add-in** to disable Smart View the next time you open an Office application.

➤ To disable Smart View for Outlook only:

1 From the Smart View ribbon in Excel, select **Options**, then **Advanced** in the left panel.

2 Under **Others**, select **Disable Smart View add-in in Outlook.**

Enabling and Disabling Smart View in Microsoft Office

You can enable or disable Smart View from **Add-ins** in Excel Options.

8 Smart Query

In This Chapter

About Smart Query

Data source types: Essbase

A Smart Query is a multidimensional analysis and reporting tool constructed from multiple sets of members and filters.

Creating a Smart Query

You create a Smart Query by defining one or more sets of members from the dimensions in an application. To each member set, you can define and apply composite filters to further refine the data to be returned by the Smart Query. Using these sets and their filters, you can create a highly complex query by defining unions, complements, and intersections of data from the different sets.

Once a Smart Query is created, you can use it for ad hoc reporting and analysis. Smart Queries can be saved, reused, and shared. Sets and filters can be saved individually for use in other Smart Queries.

Creating a Smart Query involves performing the following procedures:

1. “Defining Sets” on page 98
2. “Defining Set Filters” on page 99
3. “Building the Smart Query” on page 99
4. “Completing the Smart Query” on page 101

Defining Sets

➤ To define a set:

1 **From the Smart View ribbon, select Panel to open the Smart View Panel.**

2 **From the Smart View Panel, connect to an Essbase cube or application.**

3 **From the Action Panel, select New Smart Query Sheet to display the Smart Query Panel in place of the Smart View Panel.**

You can select the arrow next to  to return to the Smart View Panel.

Default dimensions for the connection are displayed in the Smart Query Panel and on the worksheet. The Smart Query ribbon is displayed.

4 **Optional: Pivot dimensions by dragging them from one area of the Smart Query Panel to another.**

5 **Select the name of a dimension under Row, Column, or Point of View to display it under Sets for..., where you define the set.**

If the dimension exists in Row, Column, or Point of View , you can also start typing the dimension name in order to select it.

6 **In Sets for ...,, click the arrow next to the dimension name and choose Select Base Members.**

For POV dimensions, the members you specify in this step are available for selection from drop-down menus in the Point of View section. You can also enter these names directly.

7 **From the popup menu, select a member level to include in the set or select Other to open the Member Selector, where you can select specific members.**

8 **Click the arrow next to the dimension name and select Add Custom Members (not available to Point of View dimensions).**

9 **Select from among specified values for the set.**

Optional: Select **Other** to define members with MDX expressions (see the Essbase documentation) in **Custom Member Expression**.

MDX queries must be at least three characters long to accommodate the simplest member expression; for example, two operands and an operator. The **OK** button here is enabled only after the expression entered is validated.

Queries are given default names, but if you choose to rename an MDX query, do not use the following characters:

- Brackets ([ ])
- Double quotation marks (”) or their XML-encoded representation (""", """, """, """, """)
- Single quotation marks (') or their XML-encoded representation ("'","'","'","'","'")

10 **Optional: To allow duplicate members in the set, click the arrow next to the set name and select Allow Duplicates in Set (not available to Point of View dimensions).**

This setting applies only to the set for which it is selected. When there are multiple sets in a Smart Query, members are displayed in the grid for all sets in which they are selected even if **Allow Duplicates in Set** is *not* selected. For example, if Jan, Feb, and Mar are selected as members for one set, and Level 0 members of Year are selected in another set in the same query, then Jan, Feb, and Mar will each appear twice in the grid because they are members of both sets.

11 **Optional:** To rename the set, click the arrow next to the set name and select **Rename**.

12 To save a set, click the arrow next to the set name, then select **Repository**, and then **Save Set**.

13 In **Repository Item**, enter a name and description for the member set and click **OK**.

14 **Optional:** To add additional member sets for this dimension, click the arrow next to a set name and select **Add New Set** and repeat the procedure.

15 Select other dimensions from the Smart Query Panel and repeat the procedure as necessary to add members for other dimensions.

Defining Set Filters

➤ To define filters for a set:

1 From **Sets for...**, click the arrow next to a set name and select **Add Filter**.

A new filter is displayed under **Filters for Set...**

2 Click the arrow next to the filter name and select one of the following to define the filter:

- Select Top/Bottom
- Select Based on Value
- Select Based on Value Specified by Members
- String Match (This option does not support qualified member names.)

3 Repeat this procedure as necessary to add more filters to the set.

Building the Smart Query

To build a Smart Query, you apply composite filters to select unions, complements, and intersections of members from the different sets. Unions are selections of members that belong to either but not both of two sets. Intersections are selections of members that belong to all specified sets. Complements are selections of members of one specified set that are not members of another specified set.

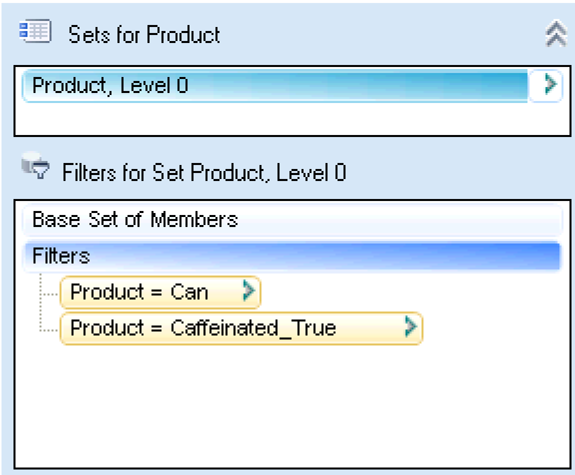
You can use sets and composite filters in any combination to create highly complex Smart Queries.

Union of Sets

To select members that belong to either but not both sets, define two or more filters as described in "Defining Set Filters" on page 99 from the dimension in **Sets for...**. For example, in

Figure 29, the query will return only Product, Level 0 members that are EITHER packaged in cans (Product = Can) OR are caffeinated (Product = Caffeinated_True).

Figure 29 Union of Sets



Intersection of Sets

Intersections include only the members that are common to all specified sets.

➤ To select members common to all specified sets:

1 **Define a filter for a set as described in “Defining Set Filters” on page 99.**

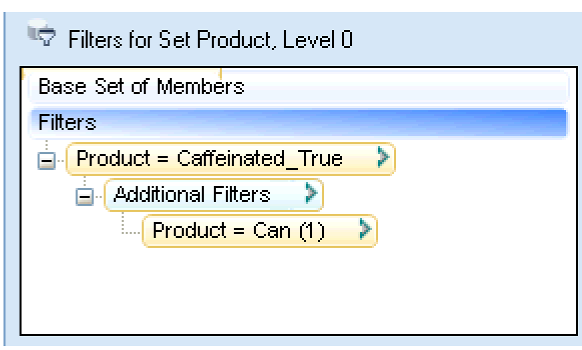
2 **Click the arrow next to the filter name and select Add Filter.**

3 **Additional Filters and a subset filter are displayed.**

4 **Define the second filter.**

In Figure 30, the query will return only Product, Level 0 members that are caffeinated AND packaged in a can.

Figure 30 Intersection of Sets



Complement of Sets

➤ To select only members of a set that are *not* members of another specified set.

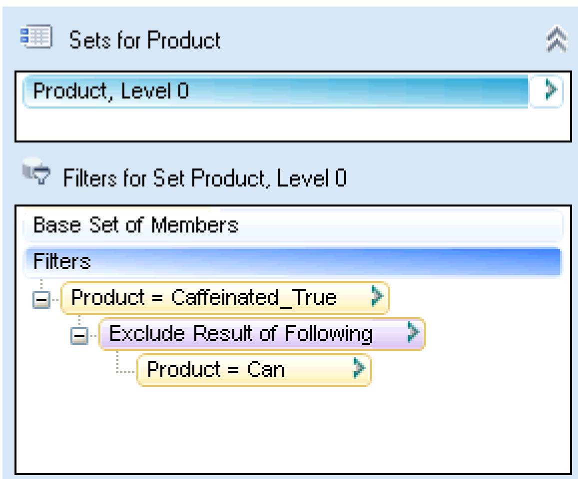
1. **From Filters for..., click the arrow next to a filter name and select Add Filter.**

   Additional Filters and a subset filter are displayed.

2. **Define the second filter.**
3. **Click the arrow next to Additional Filters. and select Exclude.**

In Figure 31, the query will return only Product, Level 0 members that are caffeinated but are not packaged in a can.

Figure 31 Complement of Sets



Completing the Smart Query

➤ To complete the Smart Query:

1. **From the Smart Query ribbon, select options for the Smart Query as follows:**
   - Indentation (see "Member Options" on page 221)
   - Show Distinct Member Names (see "Member Options" on page 221)
   - Suppress Rows with No Data (see "Data Options" on page 223)
2. **Optional: Select Change Alias to select an alias table.**

   The full names of duplicate members are shown regardless of the selected alias table (if any). All other member names are shown according to the selected alias table.

3. **To save the entire Smart Query definition, from the Smart Query ribbon, select Save.**
4. **In Repository, enter a name and description for the Smart Query.**
5. **Click OK.**

Smart Queries are also saved within the workbook, so when you save a workbook, Smart Queries within it are also saved.

6 **Optional:** To perform ad hoc analysis, from the Smart Query ribbon, select **Analyze.**

Opening a Smart Query

Opening from a New Worksheet

➤ To open an existing Smart Query:

1 From the Smart View ribbon, select **Panel** to open the Smart View Panel.

2 From the Smart View Panel, click the arrow next to , and then select **Smart Query.**

3 From the Smart Query Panel, select **Open Definition** to display the **Repository** list of available Smart Queries.

4 Select a Smart Query from the list.

5 Click **OK.**

Opening from an Existing Smart Query Worksheet

➤ To open an existing Smart Query:

1 From the Smart Query ribbon, select **Open** to display the **Repository** list of available Smart Queries.

2 Select a Smart Query from the list.

3 Click **OK.**

4 When asked if you want to discard the existing Smart Query on the worksheet, click **Yes.**

The Smart Query is opened on the current worksheet.

Copying and Pasting

In Excel, you can copy an entire Smart Query definition from one worksheet to another, and sets and filters to other Smart Queries.

Copying Smart Query definitions can be used as a means of sharing queries between users.

Copying Smart Query Definitions in Excel

You can copy a Smart Query definition to a different worksheet in the current workbook or in another workbook. If the worksheet into which you want to paste the definition already contains a Smart Query definition, it will be replaced by the pasted definition.

➤ To copy a Smart Query definition from one worksheet to another:

1 **Open the Smart Query worksheet that you want to copy.**

2 **From the Smart Query ribbon, select Copy.**

3 **Open a new worksheet.**

4 **Do one of the following:**

- To copy the entire definition to a *blank* worksheet, from the Smart Query Panel, select **Paste**.
- To replace a Smart Query definition, from the Smart Query ribbon of the worksheet to be replaced, select **Paste**.

Copying Smart Query Sets and Filters

To copy a set, under **Sets for...**, click the arrow next to a set name and select **Copy Set**. You can then copy the set within the current Smart Query or to a different Smart Query using **Paste Set** from the same menu.

To copy a filter, under **Filters for Set...**, click the arrow next to a filter name and select **Copy Filter**. You can then copy the set within the current Smart Query or to a different Smart Query using **Paste Filter** from the same menu.

Copying Smart Query Reports to Word and PowerPoint

You cannot copy a Smart Query definition from Excel to Word or PowerPoint directly, but you can copy a grid or partial grid defined by a Smart Query from Excel to Word or PowerPoint. To do so, from the Smart Query ribbon, select **Analyze**. Then copy data as described in "Copying Data Between Excel, Word, and PowerPoint" on page 87.

Sharing Smart Query Definitions

You may share Smart Query definitions with other users. The Smart Query definition includes definitions for rows, columns, POV, dimension sets, filters, sorting, and custom members.

The methods for sharing a Smart Query are:

- Email Sharing
- Workbook Sharing

The following topics explain each method.

Email Sharing

➤ To share a Smart Query definition with other users via email:

1 **In Excel, open the Smart Query worksheet containing the definition that you want to copy.**

2 **From the Smart Query ribbon, select Copy.**

3 **Open a blank email message and press Ctrl-V.**

When pasted into an email message, the query definition will resemble a long line of alphanumeric characters.

4 **Send the email message to the users you are sharing with.**

5 **Recipients of the Smart Query definition then perform the following tasks:**

a. In the email, select the Smart Query definition string and copy it to the Windows clipboard (use **Ctl+C** or the **Copy** command).

b. Open a blank worksheet in a new or existing workbook.

c. **Optional:** Connect to the appropriate data source.

If you do not connect to a data source, you will prompted to do so when you paste the definition in step 5.d on page 104.

d. From the Smart View ribbon for the active worksheet, click 

.

The Smart Query populates the worksheet.

Workbook Sharing

➤ To share a Smart Query in a workbook:

1 **Save the Excel workbook that contains the Smart Query to share.**

2 **Send the Excel workbook to the users you are sharing with or place the workbook file in a shared network location and notify those users.**

3 **Recipients of the workbook containing the Smart Query definition then perform the following tasks:**

a. Open the workbook either directly from the email or from the shared network location.

The Smart Query populates the worksheet.

b. In the Smart View ribbon, click **Refresh** to be prompted for login credentials in the **Connect to Data Source** dialog box.

9 Smart Slices

In This Chapter

About Smart Slices

A Smart Slice is a reusable perspective of an Essbase or Financial Management data source. It can be composed of a single member, a combination of single members, filters, or combination of single members and filters in any order. These components serve as boundaries to the data that users can view and work with in the Smart Slice. Any operation that can be done in Smart View can be done within the confines of a Smart Slice.

An organization can have as many different Smart Slices as it needs to accommodate the specific data requirements of its users. For example, Smart Slices can be created for different sales geographical regions, different product lines, different time frames, or a combination of any of these dimensions.

You can view and work with any data within the boundaries of a Smart Slice, but not with data outside its boundaries. For example, in a Smart Slice that limits sales data to the Western region, you could drill down to data for California or Los Angeles, but could not navigate across to New York.

Creating Reports with Smart Slices

Data source types: Essbase, Financial Management

Smart Slices are stored centrally and are available to users from the SSmart View Panel.

An entire report is associated with an Excel workbook, a Word document, or a PowerPoint presentation. One report is associated with an Excel worksheet, a Word page, or a PowerPoint slide. For PowerPoint presentations, Oracle recommends one report type per slide.

You can create reports from entire Smart Slices or from subsets of data in a Smart Slice. Reports can then be displayed on an Excel spreadsheet, Word document, or PowerPoint slide. You can display as many reports from as many data sources as space will permit on one sheet.

➤ To create a report from a Smart Slice:

1 **From the Smart View ribbon, select Panel.**

2 **From the Smart View Panel, select a Smart Slice.**

3 **In the Action Panel, do one of the following.**

- To work with the Smart Slice as is, click **Insert Smart Slice into report**. The Smart Slice is displayed in Document Contents in the lower portion of the Smart View Panel.
- To create a subset of the Smart Slice for local storage, click **Modify Smart Slice and insert into report** and use the Smart Slice Designer as described in Creating Smart Slices.

Note: If you use **Modify Smart Slice** to create a Smart Slice, you must select the newly-created Smart Slice from the Smart View Panel tree list before performing ad hoc analysis.

4 **Click**  **to refresh the Document Contents tree.**

5 **Select the Smart Slice in Document Contents, right-click and select Insert New Reporting Object/ Control.**

6 **From the Insert New Reporting Object/Control dialog box, select one of these report types to place on the grid:**

- **Function Grid** — a dynamic grid format

  Function grids can be used with Word, PowerPoint, and Excel. When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

  You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

  To format a function grid, use Excel formatting capabilities.

- **Office Table**

  Office tables can be used with Word only. Office tables display results in native Microsoft Office table format. When you refresh an Office table, both members and data are refreshed.

  Office tables look and feel like part of the Word document, but the members and data in the table cells are connected to the Smart View provider. With Office tables, you can work with the Word table formatting and styles that you are accustomed to. Insert a POV object into the report and you can change the POV of the Office table. Refresh the

Office table after changing formatting or POV and the new POV is reflected in the results and custom formatting is retained.

You cannot zoom in or out in an Office table object, and you cannot perform other ad hoc operations or use free form.

- Table

  Tables can be used with PowerPoint and Excel. Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

  You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

- Chart

  Charts can be used with PowerPoint and Excel. In PowerPoint, contents of charts and tables are visible only in presentation mode. Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

7 **Optional:** To move or re-size a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode.**

You can now move objects within the sheet, slide, or page.

8 To insert a report control, select the Smart Slice in **Document Contents**, right-click and select **Insert New Reporting Object/Control.**

9 From the **Insert New Reporting Object/Control** dialog box, select one of these report control types:

- **POV** — a report can contain only one POV
- **Slider** — a report can contain multiple sliders. See “Sliders” on page 108.

A report can contain a POV or sliders, but not both.

10 Refresh.

11 **Optional**: to create a separate report for any or all of the members of one dimension in the report and cascade these reports separately across the worksheets of the workbook, see “Cascading Reports and Ad Hoc Grids” on page 76.

Note: In reports that contain a chart and a table, cascading may cause the chart and table to overlap the next time you open the workbook.

Deleting Reports or Report Objects

➤ To delete a report:

1 In **Document Contents**, click 

2 **Select the object to delete from the link in Document Contents; for example, select a function grid or POV.**

Selecting a report also deletes all its report objects.

3 **At the bottom of the Document Contents pane, select More, then select Delete.**

Sliders

Figure 32 shows a slider. The slider displays a selected set of dimension members from a query; when you drag the slider marker to a member, its data is displayed in all reports associated with the query on the sheet. Sliders can contain dimensions from more than one query in the Report Designer if the dimensions have the same boundaries.

Figure 32 Slider

Creating a Slider from One Query

➤ To create a slider:

1 **Ensure that one or more report type is inserted in the worksheet for the query for which you want to create the slider.**

2 **From the report designer, click Query View and select Query View.**

3 **In the Report Designer, select the query on which to base the slider.**

4 **Click** 

and select Slider to open Member Selection.

5 **Select a dimension, members, and filters for the slider and click OK.**

The slider is displayed on the sheet.

6 **Optional: To move or re-size the slider, click**  **and then move or re-size.**

Creating a Slider from Joined Queries

You can create a slider that contains dimensions from multiple queries if, and only if, the dimensions from the different queries have the exact same boundaries.

➤ To create a slider using a dimension from multiple queries:

1 **Ensure that one or more report type is inserted in the worksheet for the query for which you want to create the slider.**

2 **Click Query View and select Dimension View. Notice that the Report Designer tree view is grouped by dimensions rather than by queries. Under each dimension are the queries that contain that dimension.**

If the dimensions do not contain the same boundaries, multiple sliders will be created to accommodate each of them. For example, if the Market dimension in one query contains a children filter and the Market dimension from another query contains a descendents filter, two Market sliders would be created.

3 In the Report Designer, select the dimension on which to base the query.

4 Click 

and select **Slider** to open **Member Selection.**

5 Select dimension members, and filters for the slider and click **OK.**

The slider is displayed on the sheet.

6 **Optional:** To move or re-size the slider, click  and then move or re-size.

Smart Slices, Ad Hoc Analysis, and Forms

To perform ad hoc analysis on a Smart Slice, (Essbase, Financial Management) in Excel, select the Smart Slice in the Smart View Panel and click **Ad Hoc Analysis** in the Action Panel. Data and POV from the Smart Slice is entered into the worksheet, and you can perform ad hoc analysis.

To use a form, select the Smart Slice in the Smart View Panel and click **Open Form** in the Action Panel. Only forms enabled by the administrator may be used for ad hoc analysis.

If you want to locate the Smart Slice source of the data in an ad hoc grid, click  and select **Locate Worksheet Connection**. The Smart Slice is highlighted in the Smart View Panel.

Creating Smart Slices

Data sources: Essbase, Financial Management

Administrators and database administrators can create, modify, and delete Smart Slices. In Essbase, if enabled by the administrator, all users can create, modify and delete Smart Slices.

Creating Smart Slices involves Setting Smart Slice Data Boundaries and Setting Smart Slice Preferences.

Setting Smart Slice Data Boundaries

➤ To create a Smart Slice:

1 From the Smart View ribbon, select **Panel.**

2 Open the Smart View Panel and connect to an Essbase or Financial Management data source.

3 Do one of the following:

- From the Action Panel, click **Create New Smart Slice**, then select an alias table from the list of alias tables.
- With an ad hoc grid open, from the data source ribbon, select **Smart Slice**.

The Smart Slice Designer and a **New Smart Slice – Design** worksheet are displayed. You design the Smart Slice from the Smart Slice Designer; results are displayed on the worksheet.

On the Smart Slice Designer are **Rows**, **Columns**, **POV**, and **Attributes** sections for row, column, POV, and attribute dimensions.

4 **From the Smart Slice Designer, use any of the following operations to create boundaries for the Smart Slice.**

- To select members for row or column boundaries, drag members from the **POV** to **Rows** or **Columns** as needed on the Smart Slice Designer. To remove row or column members, drag them to the **POV**. Changes are reflected immediately on the grid.
- To select members for dimensions under **Rows**, **Columns**, or **Attributes**, section, click the name of the dimension to open the Member Selection dialog box.
- To select members for the **POV** on the Smart Slice Designer, click the arrow next to the dimension name and select the ellipsis to open the **Member Selection** dialog box.

5 **Click Options and set preferences as described in "Setting Smart Slice Preferences" on page 110.**

6 **Click Done; Member Selection is displayed.**

7 **In Member Selection, select a dimension member to use as the default POV and click OK.**

8 **In the Smart View Panel, in Enter a new name, enter a name for the Smart Slice.**

9 **Click OK. The Smart Slice is displayed in the tree view of the Smart View Panel under its data source.**

Setting Smart Slice Preferences

The preferences that you specify are stored as part of the Smart Slice definition, and they override the global preferences set in the Options dialog box.

➤ To specify Smart Slice preferences:

1 **From the Smart Slice Designer, click Options.**

2 **For each option, enter or select the preference from the drop-down menu.**

Users can select the options that are enabled here. See Chapter 16, "Smart View Options" for descriptions of the options.

Note: Replacement labels for missing data and other preferences specified in the Smart Slice **Options** dialog box in this step are not applied to function grids based on the Smart Slice (as described in "Creating Reports with Smart Slices" on page 105). Instead, the options specified by Smart View users in the **Options** dialog box are applied to function grids.

10 The Query Designer and MDX Queries

In This Chapter

The Query Designer

The Query Designer is a Smart View tool from which you can design the layout of a report by selecting dimensions, members, and attributes for rows, columns, and the POV from one interface. You can use the Query Designer to create a query from a blank connected worksheet, which uses the default report as a starting point, or extract a query from a saved report. The Query designer is available only for ad hoc worksheets.

Creating Queries

Data source types: Essbase, Financial Management, Hyperion Enterprise

➤ To create a query report:

1 **Open a worksheet or an existing report in Excel and connect to a data source.**

Note: Workbooks can contain Query Designer worksheets from multiple data sources. However, only one data source can be associated with each worksheet.

2 **From the data source ribbon, select Query, then Query Designer.**

The Query Designer and a query worksheet named "*Sheetname* - Query" (for example, Sheet1 – Query) are displayed. You design your query on this worksheet.

The following operations are disabled on the query sheet, but are re-enabled after you run the report:

- Formulas
- Asymmetric reports

- Comments
- Blank rows or columns
- Changes to alias tables
- Ad hoc actions such as zoom in and out, keep and remove only, and double-click

The following operations are unavailable in both query sheet and report sheet:

- Filtering of column members
- Changing data sources

3 **Use any of the following operations to design your query:**

- To select members for the **Rows** and **Columns** dimensions displayed on the Query Designer, click the dimension name to open the Member Selection dialog box.
- To select members for **POV** dimensions displayed on the Query Designer, click the arrow next to the dimension name and select the ellipsis to open the Member Selection dialog box.
- To move a dimension from the **POV** to the grid, drag and drop it from the **POV** section to the **Columns** or **Rows** section in the Query Designer.
- To remove a dimension from the grid, drag and drop the dimension from the Columns or Rows section to the POV section in the Query Designer.
- To add or remove an attribute dimension, select a dimension from the Attributes drop-down menu and drag and drop to the **Rows** or **Columns** section of the Query Designer.
- Enter members directly into the grid.

4 **From the Query Designer, click Apply Query. The resulting report is displayed in a new report sheet called "*Sheetname* - Report" (for example, Sheet1 – Report). Operations temporarily disabled in step 2 are re-enabled.**

The report sheet replaces the query sheet, but you can retrieve the query sheet by repeating step 2.

5 **To save the report, save as an Excel `.xls` or `.xlsx` file, which in Essbase or Hyperion Enterprise can be used as a data load data source.**

Note: The Query Designer is not designed to work with Smart Slices.

Editing Queries and Rerunning Reports

Rerunning queries regenerates the report; any changes to the original report, such as zooming, comments, and formulas are lost. Formatting is also lost.

You can refresh reports, but this only refreshes the data. It does not rerun the report.

➤ To edit a query and rerun a report:

1. **Open the Query Designer query sheet to edit. If the query sheet is hidden, from the data source ribbon, select Query and then Query Designer.**
2. **Edit the query.**
3. **Select Query then Run the Report.**

   The report is updated.

Filtering Data

Data source types: Essbase

Filtering data limits the amount of data returned to a specified top or bottom criterion. Top or bottom ranking enables you to view, for example, the top 10 products in sales for a given region.

➤ To filter data:

1. In the Query Designer report worksheet, select a dimension.
2. From the Essbase ribbon, select **Query** and then **Data Filter**.
3. From **Data Filter**, under **Count**, select **Top** or **Bottom** and specify a number.
4. Under **Set**, click .
5. From **Member Selection**, select a row member for ranking, and click **OK** to return to **Data Filter**.
6. Under **Value**, click 
7. From **Member Selection**, select a column member to run the ranking against, and click **OK** to return to the **Data Filter** dialog box.
8. Click **OK**.

   An MDX query in the form TopCount({ [Qtr3] }, 10, [Measures].[Profit]), that represents your data filtering settings is inserted into the grid. The example returns the top 10 most profitable products in quarter 3.
9. Click **Apply Query** to display query results.

Analyzing Time-Related Data in Query Designer

Data source types: Essbase

Using Smart View, you can analyze flash metrics such as sales of cost of goods sold against time-based metrics. This enables you to look for trends, find averages for different time periods, and so forth. To do this, you use linked attributes which enable periodicity of members. Periodicity is a shared pattern among time dimension members that make them meaningful for time-based analysis (January and April share periodicity as first months of quarters, for example). Day by month, day by week, and week by year are examples of linked attributes. You can also set ranges for linked attributes and apply filters.

➤ To analyze time-related data in Query Designer:

1 **Create a query.**

2 **From the Query Designer toolbar, select Date-Time dimension and drag it to the grid or within the toolbar.**

3 **Click Date-Time in the Query Designer toolbar to open Member Selection, where you can select members and apply Period, Range, and other filters.**

4 **Under Attributes on the Query Designer toolbar, select an attribute or linked attribute in the drop-down menu, then drag it to the grid or within the toolbar. Repeat as necessary for other attributes.**

5 **To select members and apply filters to an attribute, click the attribute name on the Query Designer toolbar to open Member Selection.**

6 **Click**  **on the POV toolbar.**

MDX Queries

Data source types: Essbase

MDX users can bypass the Query Designer interface and enter MDX commands in the query sheet or in the Execute MDX dialog box.

➤ To execute MDX queries:

1 **In Excel, connect to an Essbase data source.**

2 **From the Essbase ribbon, select Query, then Execute MDX.**

3 **In Execute Free Form MDX Query, enter the MDX query.**

For example:

```
SELECT {[Sales], [Cogs]} on columns, Filter ([Product].Levels( 2 ).Members,
AVG([Year].CHILDREN, 9001.0) > 9000.00) on rows
```

4 **Click Execute.**

11 Task Lists

In This Chapter

Task Lists

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Financial Close Management

Depending on your data source, you can open and manage tasks from the Smart View Panel in Excel or Outlook or integrate task lists from the data source into Outlook and use Outlook functionality to manage your tasks.

- In Planning and Financial Management, you can manage tasks from the Smart View Panel in both Excel and Outlook, and integrate task lists into Outlook as described in "Working with Tasks from the Smart View Panel" on page 115.
- In Financial Close Management, you can integrate task lists into Outlook as described in "Integrating Task Lists with Microsoft Outlook" on page 117.

Working with Tasks from the Smart View Panel

Opening a Task List

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

➤ To open a task list from Excel:

1. From the Smart View ribbon or menu, click **Panel**.
2. If prompted, enter your user name and password.
3. From the Smart View Panel, do one of the following:
   - From Recently Used on Smart View Home, click the name of a task list.

- From Shared Connections or Private Connections, navigate to the task list that you want to open, and then click **Open Task List** on the Action Panel.

➤ To open a task list from Outlook:

1 Ensure that Outlook displays a Smart View menu. If it does not, do the following:

a. Close Outlook.

b. In Excel, from the Smart View ribbon, click **Options**, then **Advanced** in the left panel.

c. Clear **Disable Smart View add-in in Outlook**.

d. Click **OK**.

e. Reopen Outlook.

2 Ensure that you are connected to a data source as described in Chapter 2, "Managing Data Source Connections."

3 From the Outlook toolbar, click **Smart View**, and then select **Panel** to display the Smart View Panel.

4 From the Smart View Panel, do one of the following:

- From **Recently Used** on Smart View Home, click the name of a task list.
- From Shared Connections or Private Connections, navigate to the task list that you want to open, and then click **Open Task List** on the Action Panel.

Viewing the Task List

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

A task list opened in the Task List pane of the Smart View Panel displays the following:

- The individual tasks in the task list. These may contain subordinate tasks. The status of the task – complete, incomplete, or overdue – is indicated by color-coding.
- A drop-down menu from which you can select any of the other task lists associated with the current application
- The Action Panel, which displays the actions that are available for the selected task
- Task Details, which opens when you click the double arrows
- A color-coded status bar for the task list

Executing a Task

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

➤ To execute a task:

1 Open the task list that contains the task to execute.

2 From the Action Panel, click **Execute Task.**

3 Task execution varies with the task and data source.

Completing a Task

Data source types: Planning, Oracle Planning and Budgeting Cloud Service

➤ After completing task requirements, mark the task complete. To complete a task:

1 Complete the requirements of the task.

2 Open the task list that contains the task to complete.

3 Ensure that any dependent tasks are completed.

4 Select the task to mark complete.

5 From the Action Panel, click **Mark Complete.**

Creating Task List Reports

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

To review the status of your process, you can create a detailed report of one or more task lists in an application in PDF or Excel worksheet format.

➤ To create a task list report:

1 From the Smart View Panel, open a task list.

2 Right-click a task and select **Create Report.**

3 In Report Wizard, use the arrow keys to move all task lists to be included in the report from **Available Task Lists** to **Selected Task Lists.**

4 Click **Next.**

5 Use the arrow keys to move the users whose status you want to view from **Available Users** to **Selected Users.**

6 Click **Next.**

7 Select options to create your report.

8 Click **Finish.**

The report is created in PDF or Excel, depending on your selection in step 7.

Integrating Task Lists with Microsoft Outlook

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Oracle Hyperion Financial Close Management

You can import task lists into Microsoft Outlook and use Outlook functionality to manage your tasks. Changes to the status of tasks are sent back to the data source, but you cannot delete tasks in Outlook.

➤ To import task lists into Microsoft Outlook:

1 Ensure that Outlook displays a Smart View menu. If it does not:

   a. Close Outlook.

   b. In Excel, from the Smart View ribbon, click **Options**, and then **Advanced** in the left panel.

   c. Clear **Disable Smart View add-in in Outlook**.

   d. Click **OK**.

2 Open Outlook.

3 Click **Smart View** and select **Task List.**

4 Select **Shared Connections** or **Private Connections.**

5 From the Task List, click **Select application.**

6 In Select Application, from the drop-down menus, select the server and application associated with the task lists to import.

7 Click **OK.**

   All task lists associated with the selected application are displayed in Task List.

8 Double-click a task list to display its individual tasks in Outlook Task Lists.

   From here, you can apply Outlook functionality to your tasks. See the Outlook product documentation for information on working with tasks in Outlook.

12 Smart View and Planning

In This Chapter

This guide provides only procedural information for using the Planning features that Smart View supports. For detailed information about Planning, see the *Oracle Hyperion Planning User's Guide* available on the EPM Documentation Library. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **EPM Documentation.**

Planning Approvals

Data source types: Planning

Planning Approvals is the submission, review, and approval process of a planning unit. If you are assigned the Approvals role, you can perform the Approvals functions described here. For information about roles, see the administrator.

Changing Planning Unit Status

You can change the status of one or more planning units at a time.

➤ To view or change the status of a planning unit:

1 **Open the appropriate form.**

2 From the Planning ribbon, select **Approvals.**

3 From **Manage Approvals**, select a **Scenario** and **Version.**

4 Click  to display the list of planning units to which you have access.

5 **Optional**: From the view mode button, select one of the following:

- **Flat View** to display planning units as a list.
- **Tree View** to display planning units as a hierarchy (available only to administrators).

  From the Tree View, you can select **Start** to start a planning unit and **Exclude** to exclude a planning unit from the process.
- **My Planning Units** to display only the planning units that you own.

6 Select the planning unit or units whose status you want to change. If the list is too long to locate the planning unit easily, you can search or apply filters to the list as described in "Finding Planning Units" on page 120.

7 To view details for the selected planning unit, click **Planning Unit Details.**

The **Approval Status** tab displays a history of the process status, owner, actions taken, and the date and times the status changed.

The **Annotations** tab displays any comments that were entered for the planning unit. See "Planning Unit Annotations" on page 122.

8 To change the planning unit status, click **Change Status.**

Note: If you change the status of a parent entity, all of its children change, too, unless they were excluded during the First Pass state or were approved.

9 From **Approvals - Change Entity's Status**, select an action and the next owner for the planning unit.

10 **Optional**: Enter comments under **Enter Annotation.**

11 Click **Submit.**

12 **Optional:** To validate the changed planning unit, click . You can validate only one planning unit at a time.

Finding Planning Units

In **Manage Approval**, you can locate planning units easily by searching or by applying a filter to the list of planning units. You can use an auto filter or select members or generations as filter criteria.

➤ To filter the list of planning units:

1 Open Manage Approval and select a scenario and version as described in "Changing Planning Unit Status" on page 119.

2 **Click to enable filtering.**

The filter bar, which contains filtering tools, is displayed just above the planning unit list.

3 **Use one of the following procedures:**

Search

To search for a specific planning unit, enter its name in the **Planning Unit** field and click .

Auto filter

a. From the filter bar, click the arrow in the column header for **Approvals Status**, **Sub-Status**, or **Current Owner.**

b. Select the column value to filter by. You can apply auto filters to more than one of these columns.

Filter by member selection

a. From the filter bar, click , and then select **Member selector**.

b. Click , and then select members for the planning unit list as described in "Selecting Members from the Member Selector" on page 34.

c. Click to filter the list.

Filter by generation

a. From the filter bar, click , and then select **Generation**.

b. Click and select one or more generations to display in the planning unit list.

c. Click to filter the list.

d. Click OK.

4 **Optional: To undo your filter selections before applying the filter, click .**

Planning Unit Promotional Path

Planning units move from person to person and department to department based on the following:

- The owners and reviewers assigned to the planning unit
- The planning unit place in the hierarchy

➤ To view the promotional path of a planning unit in graphical form:

1 **From the Planning ribbon, select Approvals.**

2 **From Manage Approvals, select a Scenario and Version.**

3 Click **Go** to display the list of planning units to which you have access.

4 Select a planning unit.

5 Click .

Planning Unit Annotations

You can add or view comments about data in a planning unit that is started. Annotations can vary by combinations of scenario, version, and entity members.

➤ To add a planning unit annotation:

1 From the Planning ribbon, select **Approvals**.

2 From **Manage Approvals**, select a **Scenario** and **Version**.

3 Click **Go** to display the list of planning units to which you have access.

4 Select the planning unit for which you want to add an annotation. To filter the list, see "Finding Planning Units" on page 120.

5 **Optional**: to view existing annotations for the selected planning unit, click **Planning Unit Details** and then the **Annotations** tab.

6 Click .

7 In **Approvals - Add Annotation**, enter a title and annotations (up to 1500 characters). On multibyte systems, Oracle recommends limiting annotations to 750 characters. You can enter URLs and links as well as text.

8 Click **Submit**.

Out of Office Assistant

You can set up the Out of Office Assistant to reassign planning units that arrive while you are out of the office.

➤ To set up the Out of Office Assistant:

1 From the Planning ribbon, select **Approvals**.

2 From **Manage Approvals**, select **Out of Office Assistant**.

3 From **Out of Office Assistant**, select **I am Currently Out of Office**.

4 From Select Action, select an action and next owner for planning units that arrive while you are out of the office.

5 **Optional:** Enter an annotation.

6 Click **Submit**.

Monitoring Planning Job Status

➤ You view the execution status of Planning jobs and delete them if needed on the Job Console. To check the execution status of jobs:

1 From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Job Console.**

2 By default, all jobs are displayed. To filter the list of jobs, from Filter Criteria, use any of the following job criteria:

- **Type**: From the drop-down menu, select one of these:
  - Business Rule
  - Ruleset (for Calculation Manager)
  - Sequence (for Business Rules)
  - Clear cell detail
  - Copy data
  - Push data
- **Status**: From the drop-down menu, select Processing, Completed, or Error.
- **Job Name**
- **User Name**
- **Start Date**
- **End Date**

3 Click **Go.** The Job Console displays the jobs matching your selection criteria.

4 **Optional:** To view the application name and plan type of a job, select the job and click **Show Details.**

5 **Optional:** To delete a job, select the job and click **Delete.**

Searching for a Page in Planning

➤ If the Planning administrator sets up multiple page dimensions for a form, you select the page with the data you require from the page drop-down menu. To search for a page in Planning:

1 Click in the page dimension that you want to search to highlight it.

2 From the drop-down menu, select the page name containing the data with which you want to work.

Copying Versions

Data source types: Planning

You can copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions.

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

Note: To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

➤ To copy a version:

1. From the Planning or Planning Ad Hoc ribbon, select **Copy Version.**
2. From **Scenario**, select the scenario to copy.
3. From **Copy From**, select the source version.
4. From **Copy To**, select the destination version.
5. Click **Go** to display the available entities (planning units) for the selected source version.
6. Use the arrow keys to select entities from **Available Entities.** You can copy entities with a Process Status of Not Started or First Pass.
7. **Optional**: To copy associated information, select any of these options:
    - Copy Account Annotations. Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
    - Copy Cell text and Document links
    - Copy Supporting Details
8. Click **Copy Data.**

Note: Wait for the Copy Version completion message before loading another Web page.

Composite Forms

Data source types: Planning

➤ To open a Planning composite form:

1. Connect to a Planning data source that contains composite forms.
2. From the Connections tree list, double-click a composite form (indicated by).

    The composite form opens in a new Excel workbook with each subform displayed in a separate worksheet.

Smart View supports Planning master composite forms.

Working with Planning Business Rules

In Planning forms and ad hoc grids, you can use business rules to calculate data in Essbase. Some business rules prompt you to enter information, called a *runtime prompt*.

Launching Business Rules in Excel

➤ To launch a business rule in Excel to recalculate data in Essbase:

1. **Open a Planning ad hoc grid or form (single or composite).**
2. **Save any unsaved data.**

   Unsaved data is lost when you launch a business rule.
3. **From the Planning ribbon, select Calculate, and then Business Rules.**
4. **From Business Rules, under Plan Type, select the plan type associated with the rule you want to use.**
5. **Select a rule from the rules listed for that plan type, and then click Launch.**

   If the business rule includes runtime prompts, enter the information described in step 2 of "Entering Runtime Prompts" on page 125.

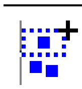
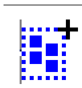
   If the calculation is successful, the values in the Essbase database reflect the results of the calculation.
6. **Click Close.**
7. **From the Smart View ribbon, select Refresh.**

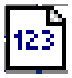
Entering Runtime Prompts

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts.

➤ To enter a runtime prompt:

1. **Launch a business rule having a runtime prompt.**
2. **Enter or select the input type specified by the runtime prompt, summarized in the following table:**

Icon	Expected Input Type
	One member selection
	Multiple member selections

Icon	Expected Input Type
	Numeric value (either entered or selected from cell drop-down menu)
	Text value—Use only with enhanced calculation scripts, not with graphical scripts
	Dimension from the database—Use only with enhanced calculation scripts, not with graphical scripts
	**For Calculation Manager business rules only:** A member or member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)
	**For Calculation Manager business rules only:** A range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Ensure that the runtime prompts are valid. You cannot launch a business rule until all runtime prompt values are valid.

3 **Click Launch.**

If the calculation is successful, the values in the database reflect the calculation results.

Executing the Calculate Form and Calculate Currencies Business Rules

The Calculate Data Form business rule is created for each form to calculate subtotals. The Calculate Currencies business rule is created for forms that include multiple currencies in a row, column, or page to enable the conversion of values among available currencies.

The order in which business rules are launched is important and may affect the data. If you plan to launch both Calculate Data Form and the Calculate Currencies business rules, always run the conversions before subtotaling the form.

➤ To launch the Calculate Data Form and Calculate Currencies business rules in Excel:

1 **Open a form.**

Any data that is not saved on the spreadsheet is lost when you launch the business rule.

2 **From the Planning ribbon, select Calculate, and then Rules on Form.**

The business rules associated with the form are displayed in the Business Rules dialog box.

3 **Complete one or both of the following actions:**

- To convert currencies, select **Calculate Currencies**.
- To calculate subtotals, select **Calculate Data Forms**.

4 **Click Launch.**

If the calculation is successful, the values in the Essbase database reflect the results of the calculation.

Spreading Data

Subtopics

Spreading Data for Time Periods

Data source types: Planning

In a form, the spreading rules for time periods are set in Planning as part of the Planning dimension property settings. When you work with a form in Excel, and depending on how the form was set up by the administrator, data values can be spread, or distributed, in several ways:

- Spread the value of a summary time period to its base time periods or to the first parent or first child of the parent time period
- Spread values among children and parents proportionally, based on existing distribution
- Spread values based on the weekly distribution of a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the budget administrator)
- Temporarily lock the values of certain cells while spreading data over time periods (see "Spreading Data with Cell Locking" on page 128)
- Spread values for different time periods using a different spreading rule for each separate time period on the same row or column dimension. For example, FY2013 can have formula fill, and FY2014 can have flow.

  This type of spreading requires Planning Release 11.1.2.3.500 or later.

Notes:

- You cannot spread data in a summary time period that includes members with mixed currency types.
- Excel formulas in child cells are ignored during spreading.

➤ To spread data for time periods:

1. **Open a form.**
2. **Select a cell and enter a new value.**

   The value is distributed according to the rules described in "Adjusting and Spreading Data" in the *Oracle Hyperion Planning User's Guide*.
3. **Click Save.**

Spreading Data with Cell Locking

Data source types: Planning

When spreading data over time periods, you can temporarily lock the values of one or more cells to preserve their values when other values are recalculated. You can spread data across time periods based on various calculations and visually review the changes before committing them to the database. For examples of spreading with cell locking, see the *Oracle Hyperion Planning User's Guide*.

➤ To temporarily lock values:

1 **Open a form.**

2 **In the form, select the cell or group of cells that you want to lock.**

3 **From the Planning ribbon, select Lock.**

A color change indicates that a cell is locked. You can now spread or manipulate data in the other cells however you want, without affecting the locked cells.

4 **To unlock a cell, refresh the grid.**

Spreading Values Using Grid Spread

Data source types: Planning

If your administrator has enabled Grid Spread, you can specify an amount or percentage to increase or decrease values across multiple dimensions on the grid, based on the existing values in the target cells. When calculating the spread data, read-only and locked cells and cells having supporting detail are ignored. Data integrity is ensured because values can be spread only to cells to which you have access.

➤ To spread values using Grid Spread:

1 **Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.**

2 **From the Planning or Planning Ad Hoc ribbon, select Adjust, and then Grid Spread.**

3 **From the drop-down menu, select one of these options:**

- **Value** to increase or decrease values by a specified amount
- **Percentage** to increase or decrease values by a percentage

4 **Select Increase By or Decrease By and enter a value or percentage.**

5 **In Spread Value, enter the actual spread value that you want.**

For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

Note: Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6 Select a spreading pattern:

- **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
- **Evenly Split** to spread the value evenly among the target cells
- **Fill** to replace the value in all target cells

Your administrator can add other spreading patterns.

7 Click **Spread.** The specified value or percentage is spread across the target cells, replacing former values with new ones.

8 To save the new values, click **Save.**

Spreading Values Using Mass Allocation

Data source types: Planning

Using mass allocation, you can spread data to all descendents of a source cell and across all dimensions. Spreading by mass allocation spreads data to cells not displayed on the grid and does not require that you have access to the target cells.

Mass allocation is available only for forms, which must be enabled for mass allocation by the administrator. You must be provisioned with the Mass Allocate role to use mass allocation.

Note: Mass allocation cannot be undone.

➤ To spread values by mass allocation:

1 Put the cursor in the Total or Subtotal cell whose value you want to spread.

2 From the Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Mass Allocate.**

3 Enter a new value in Spread Value to replace the current value, or from the drop-down menu, select one of the following options:

- **Value** to increase or decrease values by a specified amount
- **Percentage** to increase or decrease values by a percentage

4 Select **Increase By** or **Decrease By** and enter a value or percentage.

5 In **Spread Value**, enter the actual spread value that you want.

For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

Note: Entering a value in **Spread Value** has no effect on the **Increase By/Decrease By** text box. But when you enter a value in **Increase By/Decrease By**, the spread value is reflected in the **Spread Value** text box.

6 **Select the Spread Type for allocating the specified value or percentage across the target cells:**

- **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
- **Evenly Split** to spread the value evenly among the target cells
- **Fill** to replace the value in all target cells
- **Relational Spread** to spread into the selected cells based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the **Selected** column.

Your administrator can add other spreading patterns.

7 **Click Spread. The new values are automatically saved in Essbase.**

Member Formula

➤ You can view the underlying formula in cells that contain a formula. Such cells can be indicated on the grid by a cell style specified in the Options window. To view a member formula:

1 **Select the member whose formula you want to view.**

2 **From the Planning or Planning Ad Hoc ribbon, select More, and then Member Formula.**

Details of the formula are displayed.

Supporting Detail

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It can include text, values, and operators that define how data aggregates.

Adding Supporting Detail

Use the Supporting Detail window to set how detail items aggregate to cell values in a form.

➤ To add supporting detail that calculates values in a form or ad hoc grid:

1 **Open a form, and then select the cells.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **From the Planning or Planning Ad Hoc ribbon, select Cell Actions and then Supporting Detail.**

The Supporting Detail window reflects your cell selection.

3 **Enter a description over the initial “untitled” text.**

The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

4 **Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.**

For example, click Add Child to add a line item directly below the selected item.

5 **Set the mathematical relationships among the line items by selecting an operator for each of them.**

Select from these operators: + (add), - (subtract), * (multiply), / (divide), and ~ (ignore).

6 **Enter data to set or calculate.**

Enter numbers using the same scaling that was set up for the form.

7 **Click Save.**

Values are dynamically calculated and aggregated before the data is saved. Data on the form is also saved.

Working with the Supporting Detail Hierarchy

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

➤ To create or change the supporting detail hierarchy:

1 **In a form, select the cells with supporting detail.**

2 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

3 **Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:**

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item
Delete All	Simultaneously removes all supporting detail
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item to before its sibling predecessor

Option	Result
Move Down	Moves the selected item to after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored database values, restoring the previously saved values, and possibly overwriting changes you just made.

4 **Click Save.**

The save operation stores the detail text, values, and aggregate values.

Viewing or Changing Supporting Detail

Cells that contain supporting detail can be indicated on the grid by a cell style specified in the Options dialog box.

➤ To view or change calculations or supporting data:

1 **Open a form, and select the cells for which to view or add detail.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

3 **View or change the line items or calculations that aggregate the data in the selected cells.**

Synchronizing Supporting Detail with Essbase

In Planning applications, when you delete supporting detail for a cell, you affect the associated value in the relational database. You specify how to handle the stored Essbase value. You can set it to `#Missing` or leave it as it was before the supporting detail was deleted. This feature is useful if you want to use supporting detail as a scratch pad or calculator.

➤ To synchronize supporting detail with Essbase:

1 **Open a form.**

2 **In the form, click the cell that has the supporting detail you want to remove.**

3 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

4 **In the Supporting Detail window, delete the information, and then click OK.**

5 **Select an option from the displayed message to specify how to handle the aggregate value of the deleted supporting detail stored in Essbase:**

- To delete the value from Essbase, click **Yes, set the value(s) to #Missing.**
- To leave the data value in Essbase as is, click **No, leave the value(s) as is.**

Setting Planning Preferences

➤ To set user preferences for a Planning application:

1 From the tree list in the Smart View Panel, select an application.

2 Right-click, and then select **User Preferences.**

3 From **Preferences**, specify options for the following

- **Application Settings:** Email, alias and workflow options.
- **Display Settings:** Formatting, page, and other options.
- **User Variables:** Variables set up by the Planning to help you navigate large forms and grids.

Note: You cannot set preferences in offline mode.

Saving Native Excel Formatting to Planning

Subtopics

- Saving Excel Formatting on a Planning Form
- Viewing Formatting in Smart View
- Clearing Formatting
- Saving Excel Formatting From an Ad Hoc Grid
- Supported Native Excel Formatting
- Guidelines for Working with Native Excel Formatting and Planning Forms

Data source types: Planning

Smart View provides a way for users to save native Excel formatting back to the Planning server as part of a form or ad-hoc grid. The saved formatting is applied in both the Planning browser interface and when the form is rendered within Excel. You can then choose how to display the formatting in Smart View. This functionality is in addition to the existing Smart View cell styles functionality (described in “Cell Styles” on page 230).

These formatting options are available in the **Formatting** group of the Planning ribbon shown in Figure 33.

Figure 33 Formatting Options

Saving Excel Formatting on a Planning Form

➤ To save Excel formatting on a Planning form:

1 **Open a Planning form for editing in Smart View.**

2 **Use native Excel formatting features to apply the formatting to the sheet.**

3 **On the Planning ribbon, select Save from the Formatting group.**

4 **Go to "Viewing Formatting in Smart View" on page 134 to choose a viewing option.**

Viewing Formatting in Smart View

Once a form is rendered within Excel, Smart View provides the options to view the formatting on a sheet. These options are accessed from the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon.

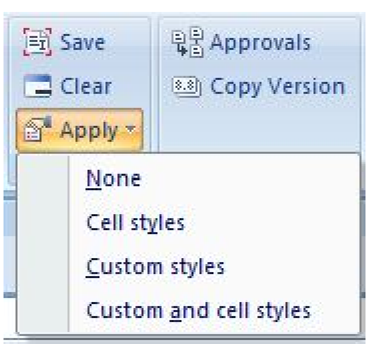
Tip: The **Apply** options are *viewing* options only and allow you to display the cell styles and native Excel formatting that were previously saved on a form.

➤ To toggle between formatting view options on a Planning form:

1 **Open a Planning form and click the Apply button within the Formatting group on the Planning Ad Hoc ribbon (see .**

The Apply options are displayed. The initial state before any option is selected is that no option is selected. Once an option is selected, the last option selection will be preserved the next time the form is opened.

Figure 34 Apply Options



2 **Select an option:**

- **None**—Applies no styles (Excel formatting or Smart View cell styles) to the sheet. Though cell styles or custom styles may exist on the sheet, neither are shown when selecting this option. They are preserved, however, if you want to display them later using the **Cell styles**, **Custom styles**, or **Custom and cell styles** options.

- **Cell styles**—Applies only Smart View cell styles to the sheet, as described in the “Cell Styles” topic.
- **Custom styles**—Applies only custom user-defined native Excel formatting to the sheet.
- **Custom and cell styles**—Applies both Excel formatting and Smart View cell styles to the sheet. Note that when you select **Custom and cell styles**, cell styles take precedent over custom Excel formatting.

Clearing Formatting

➤ To clear the formatting associated with a form or ad hoc grid, select **Clear** from the **Formatting** group on the Planning ribbon.

Selecting the **Clear** option removes any Excel formatting associated with the form or grid on the Planning server. Note that you can still work with cell styles functionality since cell styles are not dependent on any custom formatting that is saved.

Saving Excel Formatting From an Ad Hoc Grid

➤ To save formatting from an ad hoc grid:

1. Perform ad hoc analysis to create a grid to save.
2. Use Excel native formatting features to format the grid.
3. From the Planning Ad Hoc ribbon, select **Save Ad Hoc Grid**.
4. In the **Save Grid As** dialog box, select the **Submit Formatting** option when saving the ad hoc grid as a form.

   You can now open the saved form and choose a viewing option as described in “Viewing Formatting in Smart View” on page 134.

Supported Native Excel Formatting

Table 1 summarizes the native Excel formatting supported by Planning forms in Smart View, and whether the formatting is supported when the form is viewed in the Planning web application.

Table 1 Supported Native Excel Formatting

Formatting	Smart View	Planning
Font		
Font family	Yes	Yes
Font size	Yes	Yes

Formatting	Smart View	Planning
Bold	Yes	Yes
Italic	Yes	Yes
Strikethrough	Yes	No
Underline	Only Single and Continuous	No
Text color	Red, Green, and Blue	Red, Green, and Blue
Background color	Plain, Solid, and Red, Green, and Blue	Plain, Red, Green, and Blue
Alignment		
Vertical	Top, Center, and Bottom	No
Horizontal	Left, Center, and Right	No
Indent	Only Left Indent and five levels of indent	No
Word wrap	Yes	No
Borders		
Border color	Yes, can be set differently for each cell's four borders, and Red, Green, and Blue	Yes
Border width	Yes, in points	Yes
Border style	None, Solid, Double, Dotted, Dash, Dash-Dot, Dash-Dot-Dot	None, Solid
Number and date format		
Number format	Decimal places, negative and positive suffixes and prefixes, negative and positive color, eight colors, Percentage, scientific format, presence of thousand separator, currency symbol	No
Date format	Long and Short Dates, Hours, Minutes, Seconds, AM and PM	No
Miscellaneous		
Read-only	Yes	No
Column width and row height	Yes, in points	No

Guidelines for Working with Native Excel Formatting and Planning Forms

- When designing a grid, care should be taken to avoid conflicts between custom Excel formatting and Smart View cell styles.
- For some ad hoc analysis operations, not all Excel formatting may be preserved. You may need to reapply formatting after performing certain operations.

- When a saved ad hoc grid is opened, Smart View tries to preserve the formatting that was saved on the Planning server. For further ad hoc operations, existing formatting options apply; for example, **Use Excel formatting** or cell styles.
- To preserve custom Excel formatting on ad hoc operations, select the **Use Excel Formatting** and the **Move formatting on operations** options on the **Formatting** page of the **Options** dialog box.
- Formatting can affect performance, especially during ad hoc operations when the **Move formatting on operations** option is enabled.
- There are differences between grids rendered in Smart View and those rendered in the browser in Planning. When a saved grid is rendered in Planning, some formatting may not appear exactly as it does in Smart View. Planning will attempt to approximate the Smart View formatting.
- The Planning administrator may have defined certain formatting on a form. Planning end users can overwrite this formatting and save it on the form. It can then be merged with the administrator's formatting based on the option selected for this form in Planning by the administrator. Refer to the Planning documentation for more information.
- This functionality is not supported on composite Planning forms.

Working Offline

If the Planning offline component is installed and configured for your system, you can take forms offline and perform essentially the same operations as you do when connected to a Planning server. The changes that you make to offline forms can be synchronized back to the server.

Taking Forms Offline

You can include both online and offline forms in the same Excel workbook.

Note: Currency conversion is not supported offline.

➤ To take forms offline:

1. **In Excel, connect to the Planning data source that contains the forms you want to take offline.**
2. **From the Planning ribbon, select More, and then Take Offline.**

   The Take Offline Wizard is displayed; all forms that you can take offline are listed.
3. **Expand the Available Forms/Folders and select folders and forms to take offline.**
4. **Click Next.**
5. **Double-click a dimension. You can select only one dimension.**

   If you selected multiple forms, the dimensions displayed are merged from the dimensions available for the selected forms.

6 **Select members and system variables from the Member Selection page.**

About member relationships:

Table 2 Member Relationships

Relationship	Members Included on the Form
Member	The selected member
Descendants	All members below the selected member
Descendants (inc)	The selected member and all its descendants
Ancestors	All members above the selected member
Ancestors (inc)	The selected member and all its ancestors
Siblings	All members from the same level in the hierarchy as the selected member, excluding the selected member
Siblings (inc)	The selected member and all its siblings
Parents	The member in the level above the selected member
Parents (inc)	The selected member and its parent
Children	All members in the level immediately below the selected member
Children (inc)	The selected member and all its children
Level 0 Descendants	All descendants of the selected member that have no children

Note: Different forms may have children and page-member selections. The Page drop-down list should contain at least one member for each form from each dimension.

7 **Click OK.**

8 **Repeat step 5 through step 7 to select members or system variables for each dimension in the list.**

9 **Click Next.**

10 **Supply a unique name and a description for the offline connection.**

11 **Click Finish to download the selected forms and members.**

12 **Click OK, and then click Done.**

Working Offline with Forms

➤ To work with forms offline:

1 **In Excel, from the Smart View ribbon, select Panel.**

2 **From the Smart View Panel, select the offline connection.**

Online connections specify *Planning* in the Provider column; offline connections specify *Offline Planning*.

3 **Right-click and select Connect.**

4 **Right-click and select Open Form.**

Note: If you have a form open while you are directly connected to the Planning server, and then take the form offline in the same session, you must reopen the form from the offline connection to work with it offline.

5 **In the offline form, add or change data.**

6 **From the Planning menu, select Submit Data.**

The changed data is saved locally. You can exit Excel without losing the changed data.

Synchronizing Data to the Planning Server

When you synchronize to the server, all data changed within a forms taken offline since the beginning of the session is saved to the server. You can sync data from all forms at once or from selected forms and members.

➤ To save changed data to the Planning server for **all** forms and members taken offline:

1 **From the Planning ribbon, select Forms, and then Sync Back To Server.**

2 **Log in to the Planning server.**

3 **Click Sync Back All.**

4 **Click OK.**

➤ To save changed data to the Planning server for selected forms and members taken offline:

1 **From the Planning ribbon, select Forms, and then Sync Back To Server.**

2 **Logon to the Planning server.**

3 **Click Next.**

4 **Double-click a dimension.**

5 **From the Member Selection page, select members and system variables.**

6 **Click OK.**

7 **Repeat step 4 through step 6 to select members or system variables for each dimension in the list.**

8 **Select Finish to save data.**

9 **Click OK, and then Done.**

Tip: After you reconnect to the server, check that the work that you completed offline is correct in the database. If you lose a row or column of data when you refresh a form, contact the administrator.

Refreshing the Offline Form Definition and Data

To refresh an offline form definition:

- Updates data on the offline forms with current values from the online forms.
- Adds or deletes members or forms from the ones available during an offline session.

➤ To update offline data and the offline form definition:

1 **From the Smart View menu, select Panel.**

2 **From the Smart View Panel, select the connection associated with the current offline session.**

3 **From the Planning menu, select More, and then Offline.**

> **Note:** If you are using an offline connection and the Refresh Offline Definition option is not available, contact the Planning administrator. This option is not available if you are using an online connection.

4 **Enter the user name and password for the online data source.**

Because you want to refresh the offline data from the Planning server, you must log on to the server.

5 **Do one of the following:**

- Click **Refresh All** to update all members and forms taken offline with current online values and definitions. **Refresh All** maintains the current offline form definition. Skip to step 10.
- Click **Next** to select forms, members, and system variables to update. This selection may change the form definition; only members and forms that you select remain part of the definition. Members and forms not selected are no longer available offline. Continue to step 6.

6 **Double-click a dimension.**

7 **From the Member Selection page, select members and system variables.**

The list contains members and system variables of the selected dimension.

Use the arrow keys to move members and system variables to or from the **Selected Members** list.

8 **Click OK.**

9 **Repeat step 6 through step 8 to select members or system variables for each dimension in the list.**

10 **Click Finish to start the refresh.**

11 **Click OK, and then click Done after the refresh is complete.**

13 Smart View and Oracle Planning and Budgeting Cloud Service

In This Chapter

This guide provides only procedural information for using the Oracle Planning and Budgeting Cloud Service features that Smart View supports. For detailed information about Planning for Oracle Planning and Budgeting Cloud Service, see the *Oracle Hyperion Planning User's Guide* available on the Oracle Cloud help center.

This chapter discusses Planning for Oracle Planning and Budgeting Cloud Service features.

Planning Approvals

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

Planning Approvals is the submission, review, and approval process of a planning unit. If you are assigned the Approvals role, you can perform the Approvals functions described here. For information about roles, see the administrator.

Changing Planning Unit Status

You can change the status of one or more planning units at a time.

➤ To view or change the status of a planning unit:

1 **Open the appropriate form.**

2 From the Planning ribbon, select **Approvals.**

3 From **Manage Approvals**, select a **Scenario** and **Version.**

4 Click  to display the list of planning units to which you have access.

5 **Optional**: From the view mode button, select one of the following:

- **Flat View** to display planning units as a list.
- **Tree View** to display planning units as a hierarchy (available only to administrators).

  From the Tree View, you can select **Start** to start a planning unit and **Exclude** to exclude a planning unit from the process.
- **My Planning Units** to display only the planning units that you own.

6 Select the planning unit or units whose status you want to change. If the list is too long to locate the planning unit easily, you can search or apply filters to the list as described in "Finding Planning Units" on page 142.

7 To view details for the selected planning unit, click **Planning Unit Details.**

The **Approval Status** tab displays a history of the process status, owner, actions taken, and the date and times the status changed.

The **Annotations** tab displays any comments that were entered for the planning unit. See "Planning Unit Annotations" on page 144.

8 To change the planning unit status, click **Change Status.**

Note: If you change the status of a parent entity, all of its children change, too, unless they were excluded during the First Pass state or were approved.

9 From **Approvals - Change Entity's Status**, select an action and the next owner for the planning unit.

10 **Optional**: Enter comments under **Enter Annotation.**

11 Click **Submit.**

12 **Optional**: To validate the changed planning unit, click . You can validate only one planning unit at a time.

Finding Planning Units

In **Manage Approval**, you can locate planning units easily by searching or by applying a filter to the list of planning units. You can use an auto filter or select members or generations as filter criteria.

➤ To filter the list of planning units:

1 Open Manage Approval and select a scenario and version as described in "Changing Planning Unit Status" on page 141.

2 **Click to enable filtering.**

The filter bar, which contains filtering tools, is displayed just above the planning unit list.

3 **Use one of the following procedures:**

Search

To search for a specific planning unit, enter its name in the **Planning Unit** field and click .

Auto filter

a. From the filter bar, click the arrow in the column header for **Approvals Status**, **Sub-Status**, or **Current Owner.**

b. Select the column value to filter by. You can apply auto filters to more than one of these columns.

Filter by member selection

a. From the filter bar, click , and then select **Member selector**.

b. Click , and then select members for the planning unit list as described in "Selecting Members from the Member Selector" on page 34.

c. Click to filter the list.

Filter by generation

a. From the filter bar, click , and then select **Generation**.

b. Click and select one or more generations to display in the planning unit list.

c. Click to filter the list.

d. Click OK.

4 **Optional: To undo your filter selections before applying the filter, click .**

Planning Unit Promotional Path

Planning units move from person to person and department to department based on the following:

- The owners and reviewers assigned to the planning unit
- The planning unit place in the hierarchy

➤ To view the promotional path of a planning unit in graphical form:

1 From the Planning ribbon, select **Approvals.**

2 From **Manage Approvals**, select a **Scenario** and **Version.**

3 Click **Go** to display the list of planning units to which you have access.

4 Select a planning unit.

5 Click .

Planning Unit Annotations

You can add or view comments about data in a planning unit that is started. Annotations can vary by combinations of scenario, version, and entity members.

➤ To add a planning unit annotation:

1 From the Planning ribbon, select **Approvals**.

2 From **Manage Approvals**, select a **Scenario** and **Version**.

3 Click **Go** to display the list of planning units to which you have access.

4 Select the planning unit for which you want to add an annotation. To filter the list, see “Finding Planning Units” on page 142.

5 **Optional**: to view existing annotations for the selected planning unit, click **Planning Unit Details** and then the **Annotations** tab.

6 Click .

7 In **Approvals - Add Annotation**, enter a title and annotations (up to 1500 characters). On multibyte systems, Oracle recommends limiting annotations to 750 characters. You can enter URLs and links as well as text.

8 Click **Submit**.

Out of Office Assistant

You can set up the Out of Office Assistant to reassign planning units that arrive while you are out of the office.

➤ To set up the Out of Office Assistant:

1 From the Planning ribbon, select **Approvals**.

2 From **Manage Approvals**, select **Out of Office Assistant**.

3 From **Out of Office Assistant**, select **I am Currently Out of Office**.

4 From Select Action, select an action and next owner for planning units that arrive while you are out of the office.

5 **Optional:** Enter an annotation.

6 Click **Submit**.

Monitoring Planning Job Status

➤ You view the execution status of Planning jobs and delete them if needed on the Job Console. To check the execution status of jobs:

1. From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Job Console.**
2. By default, all jobs are displayed. To filter the list of jobs, from Filter Criteria, use any of the following job criteria:
   - **Type**: From the drop-down menu, select one of these:
     - Business Rule
     - Ruleset (for Calculation Manager)
     - Sequence (for Business Rules)
     - Clear cell detail
     - Copy data
     - Push data
   - **Status**: From the drop-down menu, select Processing, Completed, or Error.
   - **Job Name**
   - **User Name**
   - **Start Date**
   - **End Date**
3. Click **Go.** The Job Console displays the jobs matching your selection criteria.
4. **Optional:** To view the application name and plan type of a job, select the job and click **Show Details.**
5. **Optional:** To delete a job, select the job and click **Delete.**

Searching for a Page in Planning

➤ If the Planning administrator sets up multiple page dimensions for a form, you select the page with the data you require from the page drop-down menu. To search for a page in Planning:

1. Click in the page dimension that you want to search to highlight it.
2. From the drop-down menu, select the page name containing the data with which you want to work.

Copying Versions

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

You can copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions.

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

Note: To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

➤ To copy a version:

1 From the Planning or Planning Ad Hoc ribbon, select **Copy Version.**

2 From **Scenario**, select the scenario to copy.

3 From **Copy From**, select the source version.

4 From **Copy To**, select the destination version.

5 Click **Go** to display the available entities (planning units) for the selected source version.

6 Use the arrow keys to select entities from **Available Entities.** You can copy entities with a Process Status of Not Started or First Pass.

7 **Optional:** To copy associated information, select any of these options:

   - Copy Account Annotations. Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
   - Copy Cell text and Document links
   - Copy Supporting Details

8 Click **Copy Data.**

Note: Wait for the Copy Version completion message before loading another Web page.

Composite Forms

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

➤ To open a Planning composite form:

1 Connect to a Planning data source that contains composite forms.

2 From the Connections tree list, double-click a composite form (indicated by).

The composite form opens in a new Excel workbook with each subform displayed in a separate worksheet.

Smart View supports Planning master composite forms.

Working with Planning Business Rules

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

In Planning forms and ad hoc grids, you can use business rules to calculate data in Essbase. Some business rules prompt you to enter information, called a *runtime prompt*.

Launching Business Rules in Excel

➤ To launch a business rule in Excel to recalculate data in Essbase:

1. **Open a Planning ad hoc grid or form (single or composite).**
2. **Save any unsaved data.**

   Unsaved data is lost when you launch a business rule.
3. **From the Planning ribbon, select Calculate, and then Business Rules.**
4. **From Business Rules, under Plan Type, select the plan type associated with the rule you want to use.**
5. **Select a rule from the rules listed for that plan type, and then click Launch.**

   If the business rule includes runtime prompts, enter the information described in step 2 of “Entering Runtime Prompts” on page 147.

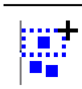
   If the calculation is successful, the values in the Essbase database reflect the results of the calculation.
6. **Click Close.**
7. **From the Smart View ribbon, select Refresh.**

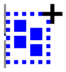
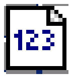
Entering Runtime Prompts

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts.

➤ To enter a runtime prompt:

1. **Launch a business rule having a runtime prompt.**
2. **Enter or select the input type specified by the runtime prompt, summarized in the following table:**

Icon	Expected Input Type
	One member selection

Icon	Expected Input Type
	Multiple member selections
	Numeric value (either entered or selected from cell drop-down menu)
	Text value—Use only with enhanced calculation scripts, not with graphical scripts
	Dimension from the database—Use only with enhanced calculation scripts, not with graphical scripts
	**For Calculation Manager business rules only:** A member or member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)
	**For Calculation Manager business rules only:** A range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Ensure that the runtime prompts are valid. You cannot launch a business rule until all runtime prompt values are valid.

3 Click **Launch.**

If the calculation is successful, the values in the database reflect the calculation results.

Executing the Calculate Form and Calculate Currencies Business Rules

The Calculate Data Form business rule is created for each form to calculate subtotals. The Calculate Currencies business rule is created for forms that include multiple currencies in a row, column, or page to enable the conversion of values among available currencies.

The order in which business rules are launched is important and may affect the data. If you plan to launch both Calculate Data Form and the Calculate Currencies business rules, always run the conversions before subtotaling the form.

➤ To launch the Calculate Data Form and Calculate Currencies business rules in Excel:

1 Open a form.

Any data that is not saved on the spreadsheet is lost when you launch the business rule.

2 From the Planning ribbon, select **Calculate**, and then **Rules on Form.**

The business rules associated with the form are displayed in the Business Rules dialog box.

3 Complete one or both of the following actions:

- To convert currencies, select **Calculate Currencies.**

- To calculate subtotals, select **Calculate Data Forms**.

4 **Click Launch.**

If the calculation is successful, the values in the Essbase database reflect the results of the calculation.

Spreading Data

Subtopics

- Spreading Data for Time Periods
- Spreading Values Using Grid Spread
- Spreading Values Using Mass Allocation

Spreading Data for Time Periods

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

In a form, the spreading rules for time periods are set in Planning as part of the as part of the Planning dimension property settings. When you work with a form in Excel, and depending on how the form was set up by the administrator, data values can be spread, or distributed, in several ways:

- Spread the value of a summary time period to its base time periods or to the first parent or first child of the parent time period
- Spread values among children and parents proportionally, based on existing distribution
- Spread values based on the weekly distribution of a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the budget administrator)
- Temporarily lock the values of certain cells while spreading data over time periods
- Spread values for different time periods using a different spreading rule for each separate time period on the same row or column dimension. For example, FY2013 can have formula fill, and FY2014 can have flow.

Notes

- You cannot spread data in a summary time period that includes members with mixed currency types.
- Excel formulas in child cells are ignored during spreading.

➤ To spread data for time periods:

1 **Open a form.**

2 **Select a cell and enter a new value.**

The value is distributed according to the rules described in “Adjusting and Spreading Data” in the *Oracle Hyperion Planning User's Guide*

3 Click **Save**.

Spreading Data with Cell Locking

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

When spreading data over time periods, you can temporarily lock the values of one or more cells to preserve their values when other values are recalculated. You can spread data across time periods based on various calculations and visually review the changes before committing them to the database. For examples of spreading with cell locking, see the *Oracle Hyperion Planning User's Guide*.

➤ To temporarily lock values:

1 Open a form.

2 In the form, select the cell or group of cells that you want to lock.

3 From the Planning ribbon, select **Lock**.

A color change indicates that a cell is locked. You can now spread or manipulate data in the other cells however you want, without affecting the locked cells.

4 To unlock a cell, refresh the grid.

Spreading Values Using Grid Spread

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

If your administrator has enabled Grid Spread, you can specify an amount or percentage to increase or decrease values across multiple dimensions on the grid, based on the existing values in the target cells. When calculating the spread data, read-only and locked cells and cells having supporting detail are ignored. Data integrity is ensured because values can be spread only to cells to which you have access.

➤ To spread values using Grid Spread:

1 Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.

2 From the Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Grid Spread**.

3 From the drop-down menu, select one of these options:

- **Value** to increase or decrease values by a specified amount
- **Percentage** to increase or decrease values by a percentage

4 Select **Increase By** or **Decrease By** and enter a value or percentage.

5 In **Spread Value**, enter the actual spread value that you want.

For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

Note: Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6 Select a spreading pattern:

- **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
- **Evenly Split** to spread the value evenly among the target cells
- **Fill** to replace the value in all target cells

Your administrator can add other spreading patterns.

7 Click **Spread.** The specified value or percentage is spread across the target cells, replacing former values with new ones.

8 To save the new values, click **Save.**

Spreading Values Using Mass Allocation

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

Using mass allocation, you can spread data to all descendents of a source cell and across all dimensions. Spreading by mass allocation spreads data to cells not displayed on the grid and does not require that you have access to the target cells.

Mass allocation is available only for forms, which must be enabled for mass allocation by the administrator. You must be provisioned with the Mass Allocate role to use mass allocation.

Note: Mass allocation cannot be undone.

➤ To spread values by mass allocation:

1 Put the cursor in the Total or Subtotal cell whose value you want to spread.

2 From the Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Mass Allocate.**

3 Enter a new value in Spread Value to replace the current value, or from the drop-down menu, select one of the following options:

- **Value** to increase or decrease values by a specified amount
- **Percentage** to increase or decrease values by a percentage

4 Select **Increase By** or **Decrease By** and enter a value or percentage.

5 In **Spread Value**, enter the actual spread value that you want.

For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

Note: Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6 Select the Spread Type for allocating the specified value or percentage across the target cells:

- **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
- **Evenly Split** to spread the value evenly among the target cells
- **Fill** to replace the value in all target cells
- **Relational Spread** to spread into the selected cells based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the **Selected** column.

Your administrator can add other spreading patterns.

7 Click Spread. The new values are automatically saved.

Member Formula

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

➤ You can view the underlying formula in cells that contain a formula. Such cells can be indicated on the grid by a cell style specified in the Options window. To view a member formula:

1 Select the member whose formula you want to view.

2 From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Member Formula.**

Details of the formula are displayed.

Supporting Detail

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It can include text, values, and operators that define how data aggregates.

Adding Supporting Detail

Use the Supporting Detail window to set how detail items aggregate to cell values in a form.

➤ To add supporting detail that calculates values in a form or ad hoc grid:

1 Open a form, and then select the cells.

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **From the Planning or Planning Ad Hoc ribbon, select Cell Actions and then Supporting Detail.**

The Supporting Detail window reflects your cell selection.

3 **Enter a description over the initial "untitled" text.**

The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

4 **Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.**

For example, click Add Child to add a line item directly below the selected item.

5 **Set the mathematical relationships among the line items by selecting an operator for each of them.**

Select from these operators: + (add), - (subtract), * (multiply), / (divide), and ~ (ignore).

6 **Enter data to set or calculate.**

Enter numbers using the same scaling that was set up for the form.

7 **Click Save.**

Values are dynamically calculated and aggregated before the data is saved. Data on the form is also saved.

Working with the Supporting Detail Hierarchy

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

➤ To create or change the supporting detail hierarchy:

1 **In a form, select the cells with supporting detail.**

2 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

3 **Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:**

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item
Delete All	Simultaneously removes all supporting detail

Option	Result
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item to before its sibling predecessor
Move Down	Moves the selected item to after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored database values, restoring the previously saved values, and possibly overwriting changes you just made.

4 **Click Save.**

The save operation stores the detail text, values, and aggregate values.

Viewing or Changing Supporting Detail

Cells that contain supporting detail can be indicated on the grid by a cell style specified in the Options dialog box.

➤ To view or change calculations or supporting data:

1 **Open a form, and select the cells for which to view or add detail.**

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

3 **View or change the line items or calculations that aggregate the data in the selected cells.**

Synchronizing Supporting Detail with Essbase

In Planning applications, when you delete supporting detail for a cell, you affect the associated value in the relational database. You specify how to handle the stored Essbase value. You can set it to `#Missing` or leave it as it was before the supporting detail was deleted. This feature is useful if you want to use supporting detail as a scratch pad or calculator.

➤ To synchronize supporting detail with Essbase:

1 **Open a form.**

2 **In the form, click the cell that has the supporting detail you want to remove.**

3 **From the Planning or Planning Ad Hoc ribbon, select Supporting Detail.**

4 **In the Supporting Detail window, delete the information, and then click OK.**

5 **Select an option from the displayed message to specify how to handle the aggregate value of the deleted supporting detail stored in Essbase:**

- To delete the value from Essbase, click **Yes, set the value(s) to #Missing.**
- To leave the data value in Essbase as is, click **No, leave the value(s) as is.**

Setting Planning Preferences

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

➤ To set user preferences for a Planning application:

1 **From the tree list in the Smart View Panel, select an application.**

2 **Right-click, and then select User Preferences.**

3 **From Preferences, specify options for the following**

- **Application Settings:** Email, alias and workflow options.
- **Display Settings:** Formatting, page, and other options.
- **User Variables:** Variables set up by the Planning to help you navigate large forms and grids.

Saving Native Excel Formatting to Planning

Subtopics

- Saving Excel Formatting on a Planning Form
- Viewing Formatting in Smart View
- Clearing Formatting
- Saving Excel Formatting From an Ad Hoc Grid
- Supported Native Excel Formatting
- Guidelines for Working with Native Excel Formatting and Planning Forms

Data source types: Planning for Oracle Planning and Budgeting Cloud Service

Smart View provides a way for users to save native Excel formatting back to the Planning server as part of a form or ad hoc grid. The saved formatting is applied in both the Planning browser interface and when the form is rendered within Excel. You can then choose how to display the formatting in Smart View. This functionality is in addition to the existing Smart View cell styles functionality.

See also “Cell Styles” on page 230.

These formatting options are available in the **Formatting** group of the Planning ribbon, shown in Figure 35.

Figure 35 Formatting Options

Saving Excel Formatting on a Planning Form

➤ To save Excel formatting on a Planning form:

1 **Open a Planning form for editing in Smart View.**

2 **Use native Excel formatting features to apply the formatting to the sheet.**

3 **On the Planning ribbon, select Save from the Formatting group.**

4 **Go to** **"Viewing Formatting in Smart View" on page 156** **to choose a viewing option.**

Viewing Formatting in Smart View

Once a form is rendered within Excel, Smart View provides the options to view the formatting on a sheet. These options are accessed from the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon.

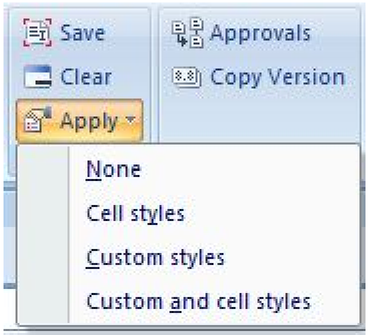
Tip: The **Apply** options are *viewing* options only and allow you to display the cell styles and native Excel formatting that were previously saved on a form.

➤ To toggle between formatting view options on a Planning form:

1 **Open a Planning form and click the Apply button within the Formatting group on the Planning Ad Hoc ribbon (see .**

The Apply options are displayed. The initial state before any option is selected is that no option is selected. Once an option is selected, the last option selection will be preserved the next time the form is opened.

Figure 36   Apply Options



2 Select an option:

- **None**—Applies no styles (Excel formatting or Smart View cell styles) to the sheet. Though cell styles or custom styles may exist on the sheet, neither are shown when selecting this option. They are preserved, however, if you want to display them later using the **Cell styles**, **Custom styles**, or **Custom and cell styles** options.
- **Cell styles**—Applies only Smart View cell styles to the sheet, as described in the "Cell Styles" topic.
- **Custom styles**—Applies only custom user-defined native Excel formatting to the sheet.
- **Custom and cell styles**—Applies both Excel formatting and Smart View cell styles to the sheet. Note that when you select **Custom and cell styles**, cell styles take precedent over custom Excel formatting.

Clearing Formatting

➤ To clear the formatting associated with a form or ad hoc grid, select **Clear** from the **Formatting** group on the Planning ribbon.

Selecting the **Clear** option removes any Excel formatting associated with the form or grid on the Planning server. Note that you can still work with cell styles functionality since cell styles are not dependent on any custom formatting that is saved.

Saving Excel Formatting From an Ad Hoc Grid

➤ To save formatting from an ad hoc grid:

1 Perform ad hoc analysis to create a grid to save.

2 Use Excel native formatting features to format the grid.

3 From the Planning Ad Hoc ribbon, select **Save Ad Hoc Grid**.

4 In the **Save Grid As** dialog box, select the **Submit Formatting** option when saving the ad hoc grid as a form.

You can now open the saved form and choose a viewing option as described in "Viewing Formatting in Smart View" on page 156.

Supported Native Excel Formatting

Table 3 summarizes the native Excel formatting supported by Planning forms in Smart View, and whether the formatting is supported when the form is viewed in the Planning web application.

Table 3 Native Excel Formatting Supported in Smart View and Planning

Formatting	Smart View	Planning
Font		
Font family	Yes	Yes
Font size	Yes	Yes
Bold	Yes	Yes
Italic	Yes	Yes
Strikethrough	Yes	No
Underline	Only Single and Continuous	No
Text color	Red, Green, and Blue	Red, Green, and Blue
Background color	Plain, Solid, and Red, Green, and Blue	Plain, Red, Green, and Blue
Alignment		
Vertical	Top, Center, and Bottom	No
Horizontal	Left, Center, and Right	No
Indent	Only Left Indent and five levels of indent	No
Word wrap	Yes	No
Borders		
Border color	Yes, can be set differently for each cell's four borders, and Red, Green, and Blue	Yes
Border width	Yes, in points	Yes
Border style	None, Solid, Double, Dotted, Dash, Dash-Dot, Dash-Dot-Dot	None, Solid
Number and date format		
Number format	Decimal places, negative and positive suffixes and prefixes, negative and positive color, eight colors, Percentage, scientific format, presence of thousand separator, currency symbol	No

Formatting	Smart View	Planning
Date format	Long and Short Dates, Hours, Minutes, Seconds, AM and PM	No
Miscellaneous		
Read-only	Yes	No
Column width and row height	Yes, in points	No

Guidelines for Working with Native Excel Formatting and Planning Forms

- When designing a grid, care should be taken to avoid conflicts between custom Excel formatting and Smart View cell styles.
- For some ad hoc analysis operations, not all Excel formatting may be preserved. You may need to reapply formatting after performing certain operations.
- When a saved ad hoc grid is opened, Smart View tries to preserve the formatting that was saved on the Planning server. For further ad hoc operations, existing formatting options apply; for example, **Use Excel formatting** or cell styles.
- To preserve custom Excel formatting on ad hoc operations, select the **Use Excel Formatting** and the **Move formatting on operations** options on the **Formatting** page of the **Options** dialog box.
- Formatting can affect performance, especially during ad hoc operations when the **Move formatting on operations** option is enabled.
- There are differences between grids rendered in Smart View and those rendered in the browser in Planning. When a saved grid is rendered in Planning, some formatting may not appear exactly as it does in Smart View. Planning will attempt to approximate the Smart View formatting.
- The Planning administrator may have defined certain formatting on a form. Planning end users can overwrite this formatting and save it on the form. It can then be merged with the administrator's formatting based on the option selected for this form in Planning by the administrator. Refer to the Planning documentation for more information.
- This functionality is not supported on composite Planning forms.

14 Smart View and Reporting and Analysis

In This Chapter

Note: In this chapter, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

Importing Reporting and Analysis Documents

Using Smart View, you can import Reporting and Analysis documents into Microsoft Excel, Word, or PowerPoint.

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

Table 4 Reporting and Analysis Applications

Reporting and Analysis Application	What You Can Import
Financial Reporting On-Premises and Oracle Planning and Budgeting Cloud Service	Reports
Oracle Hyperion Web Analysis	Reports

Reporting and Analysis Application	What You Can Import
Oracle Hyperion Interactive Reporting	Reports Charts Dashboards Using the latest run of BQY jobs, Interactive Reporting supports refresh capabilities
Oracle Hyperion SQR Production Reporting	Jobs Job outputs

Related Topics:

"Importing Financial Reporting Documents" on page 168

"Importing Web Analysis Documents" on page 178

"Importing Interactive Reporting Documents" on page 164

"Importing Production Reporting Documents" on page 175

"Using Smart Tags to Import Reporting and Analysis Documents " on page 180

Editing and Refreshing Documents

In Office, you can edit and refresh documents that were previously imported from EPM Workspace and Oracle Planning and Budgeting Cloud Service. The Smart View ribbon or menu provides the following edit and refresh options:

- Edit—change filters, POVs, or parameters of embedded EPM Workspace and Oracle Planning and Budgeting Cloud Service documents.
- Refresh—refresh the selected job with the latest EPM Workspace and Oracle Planning and Budgeting Cloud Service data. Only the job selected in Office is updated; not the entire Office document.
- Refresh All— update all jobs in the Office document.

General edit and refresh behavior

- When you refresh an imported document in which pages have been deleted, only the remaining pages are refreshed. The deleted pages are not reinstated.
- If editing or refreshing results in fewer pages in an imported document, the removed pages display as blanks pages in Office.
- If editing or refreshing results in more pages in an imported document, those pages are appended to the document in Office.
- Formatting headings and comments are retained when you refresh in Word and PowerPoint but not when you refresh in Excel.

Maintaining cell references during document refresh

In Excel, a customized worksheet that references imported document cells or ranges is updated when you execute a Refresh All on the imported documents. For example, imported worksheet A and B are referenced in customized worksheet C. When you execute Refresh All on worksheet A and B, worksheet C is refreshed with updated data from worksheets A and B.

Refreshing Reporting and Analysis Documents

Note: In this chapter, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

Refreshing updates the report with the latest data from EPM Workspace and Oracle Planning and Budgeting Cloud Service.

Refresh behavior in Production Reporting and Interactive Reporting

- In Word, if a report is selected, the entire report is refreshed. If no report is selected, the first report found in the document is refreshed. The first report is not necessarily the report at the beginning of the document.
- In PowerPoint, if no report is selected, the first report found in the slide is updated.

When refreshing job outputs in Production Reporting, new outputs in EPM Workspace are updated.

Refresh behaviors in Financial Reporting and Web Analysis

- You must select a page in the report to refresh. In Word and PowerPoint, if you do not select any pages when refreshing, a message is displaying stating that no pages are updated.
- If you select Refresh, all pages of the report are refreshed. If you select Refresh All, then all reports in the document are refreshed.

➤ To refresh EPM Workspace and Oracle Planning and Budgeting Cloud Service documents in Excel, Word, or PowerPoint, perform an action:

- To update the selected Reporting and Analysis document, including all pages associated with that document, select **Refresh** on the Smart View ribbon.
- To update all Reporting and Analysis documents, select **Refresh All** on the Smart View ribbon.

Refreshing Reporting and Analysis documents against Essbase or Financial Management connections

Note: This applies to Financial Reporting and Web Analysis reports imported into query-ready HTML.

Refreshing against Essbase or Financial Management connections updates the report with the latest data from Provider Services and enables you to perform ad hoc analysis on the Reporting and Analysis document, such as retrieving, zooming, or pivoting data.

Refresh for a report imported in query-ready HTML applies to the current page and not all pages.

Important tasks:

"Editing Interactive Reporting Documents" on page 167

"Editing Financial Reporting Documents" on page 173

"Editing Production Reporting Jobs " on page 177

"Editing Web Analysis Documents" on page 179

Financial Reporting and Web Analysis Import Formats

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

You can import Financial Reporting and Web Analysis documents as *fully-formatted* HTML, which you can display in Excel, or in *query-ready* HTML, which enables you to connect to Financial Management or Essbase data sources and run queries.

When you import Reporting and Analysis documents as query-ready HTML, the selected pages of the current data object are converted to HTML, and Smart View-specific formatting is removed. Thus, Smart View can re-query the data source independent of the Web application.

When you import Reporting and Analysis documents as fully formatted HTML, the selected pages of the current data object are converted to HTML, and Smart View formatting definitions and calculated members are retained. Thus, Smart View cannot directly query the data source, but Smart View content can be leveraged by Microsoft Office applications.

Tip: After importing an image in Word or PowerPoint, use the Office Format Picture option to format it; for example, to crop and resize. The Format Picture settings are preserved, even after you refresh the image.

Importing Interactive Reporting Documents

- "Importing Interactive Reporting Documents into Excel" on page 165
- "Importing Interactive Reporting Documents into Word and PowerPoint" on page 166
- "Editing Interactive Reporting Documents" on page 167

Imported Interactive Reporting documents are section-specific.

Table 5 Interactive Reporting Import Object Types

Section	Excel	Word, PowerPoint
Table	Formatted data	N/A
Results	Formatted data	N/A
Chart	Formatted data	Image
Pivot	Formatted data	N/A
Report	Formatted data	Image
Dashboard	Image	Image
Query	N/A	N/A
CubeQuery	Query ready (Internet Explorer only, not supported by Firefox) Formatted data	N/A
Data model	N/A	N/A

The following restrictions apply when Interactive Reporting documents are imported into Excel:

- Hidden sections are displayed during import.
- Importing dashboard sections into Excel resizes A1 cells.
- Importing report sections into Excel places chart images before tables
- Importing into Excel may not preserve colors correctly.
- Results sections that contain the euro currency format do not import into Excel.
- Results sections with + (plus sign) in their name do not import.

Importing Interactive Reporting Documents into Excel

➤ To import Interactive Reporting documents into Excel:

1. **From the Smart View ribbon, select Panel.**
2. **In the Smart View Panel, connect to a EPM Workspace data source.**
3. **Navigate to the Interactive Reporting document that you want to import.**
4. **From the Action Panel, click Open.**

   The Import Workspace Document wizard is displayed.

   Note: Some wizard screens do not apply to some documents.
5. **In Sections, select the section for importing.**
6. **In Actions, select an option:**
   - **Refresh and Preview**, to change filters or values prior to previewing the document

- **Preview**, to preview the document with default settings

  If you are importing a CubeQuery section in query ready format, do not select this option.

7 Click **Next.**

8 If you selected **Preview** in step 6, skip to step 11. If you select **Refresh and Preview**, continue with the next step.

9 If user authentication is required to change filters, such as variable, value, or option in the document's settings, in **Specify Database Credentials**, enter the **username** and **password**, and select **Next.**

The connection name is displayed in parentheses (for example, Sample.oce).

10 In **Specify Filters**, select a value and click **Next.**

11 To import all pages of the document, leave the **All Pages** field check enabled.

12 If your document contains multiple pages, select **Split pages across worksheets** to display each page on a separate Excel worksheet.

13 From the **Import Section As** drop-down, select one of the following:

- **Data** to import content as query-ready HTML. The current page of the current CubeQuery section is converted to HTML and Smart View formatting is removed. This enables you to requery the data source independent of the Web application.
- **Image** to import content as formatted HTML. The current page of the CubeQuery section is converted to HTML with Smart View formatting definitions and calculated members. Smart View does not directly query the data source. This option is available only for a CubeQuery section for **Refresh** and **Preview**.

14 Click **Finish.**

The document is displayed in Excel.

Importing Interactive Reporting Documents into Word and PowerPoint

➤ To import Interactive Reporting documents into Word:

1 From the Smart View ribbon, select **Panel.**

2 In the Smart View Panel, connect to a EPM Workspace data source.

3 Navigate to the Interactive Reporting document that you want to import.

4 From the Action Panel, click **Open.**

The Import Workspace Document wizard is displayed.

Note: Some wizard screens do not apply to some documents.

5 In **Select an Action**, select an option:

- **Refresh and Preview**, to change filters or values prior to previewing the document

- **Preview**, to preview the document with default settings

6 **Click Next.**

7 **If you selected Refresh and Preview:**

   a. If user authentication is required to change filters, such as variable, value, or option in the document settings, in **Specify Database Credentials**, enter the user name and password, and click **Next**.

   The connection name is displayed in parentheses (for example, `Sample.oce`).

   b. In **Specify Filters**, select a value.

8 **Click Apply, and click Next.**

9 **In Preview, to import a page, select a page from the drop-down list located in the upper left of the data object.**

10 **Optional: To import all pages of the document, select All Pages.**

11 **Click Finish.**

The document is imported.

Editing Interactive Reporting Documents

➤ To edit Interactive Reporting documents in Excel, Word, and PowerPoint:

1 **Open the Interactive Reporting document to edit.**

2 **From the Smart View ribbon, click the arrow in** 

, then select Reporting and Analysis Document, and then Edit.

The Import Workspace Document wizard is displayed.

Note: Some wizard screens do not apply to some documents.

3 **If you selected Refresh and Preview:**

   a. If user authentication is required to change filters, such as variable, value, or option in the document settings, in **Specify Database Credentials**, enter the user name and password, and click **Next**.

   The connection name is displayed in parentheses (for example, `Sample.oce`).

   b. In **Specify Filters**, select a value.

4 **Click Apply, and click Next.**

5 **In Preview, to import a page, select a page from the drop-down list located in the upper left of the data object.**

6 **Click Finish.**

Importing Financial Reporting Documents

- "Financial Reporting and Web Analysis Import Formats" on page 164
- "Importing Financial Reporting Documents into Excel" on page 168
- "Importing Financial Reporting Documents into Word and PowerPoint" on page 171
- "Editing Financial Reporting Documents" on page 173

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

Table 6 Financial Reporting Import Document Types

Document Type	Excel	Word, PowerPoint
Report	Fully Formatted, Query-Ready, Function Grid	Image, Function Grid
Snapshot report	Fully Formatted	Image
Book	N/A	N/A
Snapshot Book	N/A	N/A
Batch	N/A	N/A
Grid Object	N/A	N/A
Image Object	N/A	N/A
Chart Object	N/A	N/A
Text Object	N/A	N/A
Row and Column template	N/A	N/A

Importing Financial Reporting Documents into Excel

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

➤ To import Financial Reporting documents into Excel:

1. **From the Smart View ribbon, select Panel.**
2. **In the Smart View Panel, connect to an EPM Workspace data source.**
3. **Navigate to the Financial Reporting document that you want to import.**
4. **From the Action Panel, click Open.**

   The **Import Workspace Document** wizard is displayed.

Note: Some wizard screens do not apply to some documents.

5 **In Select a Document, expand the repository, select a Financial Reporting document, and click OK.**

The document is previewed in the **Import Workspace Document** window.

Note: Some options may not be available for some documents.

6 **If the Preview User Point of View is displayed, preview the current POV or change the members of the POV.**

Note: To display this screen, select Preview in EPM Workspace preferences, for User Point of View.

7 **Click Next.**

8 **Optional: If you want to change the default value, in Respond to Prompts, make a selection for prompts, and click Next.**

Note: This screen is displayed only if the document contains prompts.

9 **Optional: In Preview from Grid POV, change the POV by selecting a POV.**

10 **Change the page dimension by selecting Page.**

11 **To import all pages of the document, select All Pages.**

12 **To display each page on a separate Excel worksheet, select Split Pages across worksheets.**

13 **In Import Document As, select an option:**

- **Fully-Formatted**—displays reports in a fully-formatted HTML.
- **Query-Ready**—enables you to run ad hoc analysis on reports when connected to Financial Management and Essbase data sources.
- **Function Grid**—a dynamic grid format, allows you to further select a report option, as described in step 17.

14 **Click Finish.**

Your next steps depend on the option you selected in step 13:

If you selected:

- **Fully-Formatted**—the document is imported into the Office application, and you can only view the Reporting and Analysis document.
- **Query-Ready**—the document is imported into the Office application, and you can now connect to a Financial Management or Essbase data source, where you can perform ad hoc analysis, such as retrieving, zooming, or pivoting data.
- **Function Grid**—continue with step 15.

15 **Click**  **to refresh the Document Contents pane.**

16 **Select the function grid object in Document Contents, right-click and select Insert New Reporting Object/Control.**

17 From the **Insert New Reporting Object/Control** dialog box, select one of these report types to place on the grid:

- **Function Grid** — a dynamic grid format

  When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

  You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

  To format a function grid, use Excel formatting capabilities.

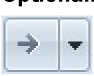
- **Table**

  Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

  You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

- **Chart**

  Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

18 **Optional:** To move or resize a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode**.

You can now move objects within the sheet, slide, or page.

When you are ready to exit design mode, select **Toggle Design Mode** again.

19 To insert a report control, select the report object in **Document Contents**, right-click and select **Insert New Reporting Object/Control**.

20 From the **Insert New Reporting Object/Control** dialog box, select one of these report control types:

- **POV**—a report can contain only one POV
- **Slider**—a report can contain multiple sliders. See “Sliders” on page 108.

A report can contain a POV or sliders, but not both.

21 Refresh.

22 **Optional**: to create a separate report for any or all of the members of one dimension in the report and cascade these reports separately across the worksheets of the workbook, see "Cascading Reports and Ad Hoc Grids" on page 76.

Note: In reports that contain a chart and a table, cascading may cause the chart and table to overlap the next time you open the workbook.

Importing Financial Reporting Documents into Word and PowerPoint

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

➤ To import Financial Reporting documents into Word and PowerPoint:

1 From the Smart View ribbon, select **Panel.**

2 In the Smart View Panel, connect to a EPM Workspace data source.

3 Navigate to the Financial Reporting document that you want to import.

4 From the Action Panel, click **Open.**

The Import Workspace Document wizard is displayed.

5 In **Select a Document**, expand the repository, select a Financial Reporting document, then click **OK.**

The document is previewed in the Import Workspace Document window.

Note: Some screens do not apply to some documents.

6 If the **Preview User Point of View** screen is displayed, preview the current POV or change the members of the POV by selecting a member.

Note: To display this screen, select Preview in EPM Workspace preferences, for User Point of View.

7 **Optional:** If you want to change the default value, in **Respond to Prompts**, make a selection for prompts, and click **Next.**

Note: This screen is displayed only if the document contains prompts.

8 In **Preview** from **Grid POV**, change the POV by selecting a POV.

Note: Some wizard screens do not apply to some documents.

9 Change the page dimension by selecting **Page.**

10 Select **All Pages** to import all pages of the document.

11 Select **Refresh Using Workspace Point of View.**

12 In **Import Document As**, select an option:

- **Image**—To import the document as an image.
- **Function Grid**—To import a dynamic grid format, which allows you to further select a report option, as described in step 17 (available in Word only).

13 Click **Finish.**

Your next steps depend on the option you selected in step 12:

If you selected:

- **Image**—The report is imported into the document as an image and you can only view the Reporting and Analysis image in the Word.
- **Function Grid**—Continue with step 14 (Word only).

14 Click  to refresh the **Document Contents** pane.

15 Select the report object in **Document Contents**, right-click and select **Insert New Reporting Object/ Control.**

16 From the **Insert New Reporting Object/Control** dialog box, select one of these report types to place on the grid:

- **Function Grid** —a dynamic grid format

  When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

  You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

  To format a function grid, use Excel formatting capabilities.

- **Office Table**

  Office tables can be used with Word only. Office tables display results in native Microsoft Office table format. When you refresh an Office table, both members and data are refreshed.

  Office tables look and feel like part of the Word document, but the members and data in the table cells are connected to the Smart View provider. With Office tables, you can work with the Word table formatting and styles that you are accustomed to. Insert a POV object into the report and you can change the POV of the Office table. Refresh the Office table after changing formatting or POV and the new POV is reflected in the results and custom formatting is retained.

You cannot zoom in or out in an Office table object, and you cannot perform other ad hoc operations or use free form.

- Table

  Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

  You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

- Chart

  Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

17 **Optional:** To move or re-size a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode.**

You can now move objects within the sheet, slide, or page.

When you are ready to exit design mode, select **Toggle Design Mode** again.

18 To insert a report control, select the report object in **Document Contents**, right-click and select **Insert New Reporting Object/Control.**

19 From the **Insert New Reporting Object/Control** dialog box, select one of these report control types:

- **POV**—a report can contain only one POV
- **Slider**—a report can contain multiple sliders. See "Sliders" on page 108.

A report can contain a POV or sliders, but not both.

20 Refresh.

Editing Financial Reporting Documents

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

➤ To edit Financial Reporting documents in Excel, Word, and PowerPoint:

1 Open the Financial Reporting document to edit.

2 From the Smart View ribbon, click the arrow in 

, then select **Reporting and Analysis Document**, and then **Edit.**

The Import Workspace Document wizard is displayed.

Note: Some wizard screens do not apply to some documents.

3 **If the Preview User Point of View screen is displayed, preview the current POV or change the members of the POV.**

Note: To display this screen, in EPM Workspace preferences, select **Preview** for User Point of View.

4 **Optional: In documents that contain prompts, to change the default value, in Respond to Prompts, make a selection for prompts, and click Next.**

Note: **Respond to Prompts** is displayed only if the document contains prompts.

5 **To change the POV, in Preview from Grid POV select a POV.**

6 **Click Finish.**

Creating Templates in PowerPoint Documents

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

You can create PowerPoint template documents that can be saved by importing one or more Financial Reporting reports to the presentation. Every Create Template action creates a new PowerPoint slide with a report name to show where it will be placed when Refresh Template is used.

➤ To create a template:

1 **Open PowerPoint.**

2 **Connect to a Reporting and Analysis provider.**

3 **From the Smart View ribbon, select Panel, then Reporting and Analysis Document, and then Create Template.**

4 **In Import Workspace Document, select a Financial Reporting document.**

- **Optional:** To import all pages of the document, select **All Pages**. A separate slide is created for each page.
- To import the current screen presentation, clear **All Pages**.

5 **Optional: To use the Workspace point of view, select Refresh Using Workspace Point of View.**

6 **Click OK. The document name is imported into the PowerPoint presentation.**

Refreshing PowerPoint Templates

Note: In this topic, references to Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Financial Reporting.

➤ To refresh a template:

1. Open the PowerPoint presentation containing the template.
2. Connect to a Reporting and Analysis provider.
3. From the Smart View ribbon, select **Panel**, then **Reporting and Analysis Document**, and then **Refresh Template.**
4. Edit and save the PowerPoint presentation as needed.

Importing Production Reporting Documents

Production Reporting documents consist of jobs and job outputs, which you can import into Excel, Word, and PowerPoint.

- "Importing Production Reporting Jobs into Excel" on page 175
- "Importing Production Reporting Jobs into Word and PowerPoint" on page 176
- "Importing Production Reporting Job Outputs into Word, and PowerPoint" on page 177
- "Editing Production Reporting Jobs " on page 177

Table 7 Production Reporting Import Object Types

Object Type	Excel	Word, PowerPoint
Job	Formatted data	Image
Job output	Formatted data	Image

Some limitations exist for importing:

- Images and charts are not imported into Excel.
- Secure jobs are supported, but jobs imported as generic jobs are not supported.

Importing Production Reporting Jobs into Excel

➤ To import Production Reporting jobs into Excel:

1. From the Smart View ribbon, select **Panel.**
2. In the Smart View Panel, connect to a EPM Workspace data source.
3. Navigate to the Oracle Hyperion Interactive Reporting document that you want to import.

4 **From the Action Panel, click Open.**

The Import Workspace Document wizard is displayed.

5 **In Select a Document, expand the repository, select a Production Reporting job, then click OK.**

The import wizard screen is displayed.

Note: Depending on the document, some screens may not be applicable.

6 **If the Specify Parameters screen is displayed, define the job parameters, and click Next.**

Note: This screen is displayed only if the job contains parameters.

7 **In Preview, to import a page, select a page from the drop-down list located in the upper left of the data object.**

8 **To import all pages of the job, select All Pages.**

9 **Select Split Pages across worksheets to display each page on a separate Excel worksheet.**

10 **Click Finish.**

The document is displayed in Excel.

Importing Production Reporting Jobs into Word and PowerPoint

The procedures for importing Production Reporting jobs into Word and PowerPoint are similar.

➤ To import Production Reporting jobs into Word and PowerPoint:

1 **From the Smart View ribbon, select Panel.**

2 **In the Smart View Panel, connect to a EPM Workspace data source.**

3 **Navigate to the Production Reporting document that you want to import.**

4 **From the Action Panel, click Open.**

The Import Workspace Document wizard is displayed.

5 **In Select a Document, expand the repository, select a Reporting and Analysis document, then click OK.**

The import wizard is displayed.

Note: Some screens may not apply to some documents.

6 **If the Specify Parameters screen is displayed, define the job parameters, and click Next.**

Note: This screen is displayed only if the job contains parameters.

7 **In Preview, to import a page, select a page from the drop-down list located in the upper left of the data object.**

8 **To import all pages of the job, select All Pages.**

For Word, **Split pages across pages** is disabled. For PowerPoint, **Split pages across slides** is selected and disabled because by default, the pages from jobs or job outputs always split across pages and slides.

9 **Click Finish.**

The job is imported.

Importing Production Reporting Job Outputs into Word, and PowerPoint

➤ To import Production Reporting job outputs into Excel, Word, and PowerPoint:

1 **Connect to a EPM Workspace data source.**

2 **From the Smart View ribbon, select Panel, then Reporting and Analysis Document, and then Import.**

The Import Workspace Document dialog box is displayed.

3 **In Select a Document, expand the repository, select a Production Reporting job output, then click OK.**

The job output is imported.

Editing Production Reporting Jobs

You can edit imported Production Reporting jobs, but not job outputs. You can edit only job parameters.

➤ To edit Production Reporting jobs:

1 **Open an imported Oracle Hyperion SQR Production Reporting document.**

2 **From the Smart View ribbon, click the arrow in** 

, then select Reporting and Analysis Document, and then Edit.

The Import Workspace Document dialog box is displayed.

3 **If the Specify Parameters screen is displayed, define the job parameters, and click Next.**

Note: This screen is displayed only if the job contains parameters.

4 **In Preview. view the job.**

Note: If you deleted any imported pages, edit updates only the remaining pages of the job.

5 **Click Finish.**

The job is updated.

Importing Web Analysis Documents

Web Analysis includes five data object display types, but Smart View can import only three (spreadsheet, chart, and pinboard). Smart View cannot import free-form grid and SQL spreadsheets.

See "Financial Reporting and Web Analysis Import Formats" on page 164.

- "Importing a Web Analysis Document or Document Objects" on page 178
- "Editing Web Analysis Documents" on page 179

Table 8 Web Analysis Import Document Type

Document Type	Excel	Word, PowerPoint
Report	Fully formatted, query-ready	Image

Table 9 Web Analysis Import Data Object Type

Data Object	Excel	Word, PowerPoint
Spreadsheet	Data + formatting	Image
Chart	Data + formatting	Image
Pinboard	Data + formatting	Image

Importing a Web Analysis Document or Document Objects

Using Smart View in Excel, you can import one or all document pages or multiple data objects with one or more pages from a Web Analysis document residing in the Workspace repository. All Web Analysisdata objects (spreadsheet, chart, pinboard) are imported as Excel spreadsheets. Freeform Grid and SQL spreadsheets cannot be imported.

➤ To import Web Analysis data objects:

1. From the Smart View ribbon, select **Panel.**
2. In the Smart View Panel, connect to a EPM Workspace data source.
3. Navigate to the Web Analysis document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.
5. In **Select a Document**, expand the repository, select a Web Analysis document, and click **OK**.
6. If database credentials are not saved with the Web Analysis document, then the **Specify Database Credentials** page is displayed where you are required to enter valid log on credentials to data sources used in the report. If a report has only one data source and you skip entering credentials, the report is not imported. If you have data objects with different data sources in one report and only want to import one of the data objects, you can enter the credentials for the data objects you want to import and skip

credential for the data object you do not wish to import. Enter the user name and password or select **Skip** to skip entering credentials to any of the data sources, and click **Next.**

Tip: Select **Save Credentials** to save credentials with a Web Analysis document. It enables you to refresh an imported document later. Currently, you cannot refresh imported documents without saving credentials.

7 In **Preview**, when selecting objects to import for Microsoft Excel, Word, and PowerPoint:

- Select individual data objects, by clicking the check box located in the top left corner of each report object OR select all data objects by clicking the **All Objects** check box.
- Select **Split Objects across worksheets** to create a new worksheet for each report object OR deselect **Split Objects across worksheets** to placed all report objects in the same worksheet.
- Select a page to import from the drop-down list located in the top of each selected to import data objects OR select **All Pages** to import all pages of all selected to import data objects.
- Select **Split Pages across Worksheets** to create a new worksheet for each import page OR deselect **Split Pages across Worksheets** to place all imported pages of each data object in the same worksheet.

8 In Preview, when selecting object to import for Microsoft Word and PowerPoint, select **Import Screen** to import a screen print of the entire report.

9 For Microsoft Excel, In **Import Document As**, select an option:

- **Fully Formatted** (imports reports in fully-formatted HTML). You can connect to Oracle Enterprise Performance Management System at any time and refresh the imported document for current data.
- **Query-Ready** (imports reports in query-ready HTML). You can connect to Financial Management or Essbasedata source to get data directly and perform ad hoc analysis, such as retrieving, zooming, and pivoting data.

10 Click **Finish.** The document is imported. You can then connect to EPM System at any time and refresh the imported document with current data.

Editing Web Analysis Documents

➤ To edit Web Analysis documents:

1 Select a page (Excel) or an image (Word or PowerPoint).

2 From the Smart View ribbon, click the arrow in 

, then select **Reporting and Analysis Document**, and then **Edit.**

3 If database credentials are not saved with the Web Analysis document, then the **Specify Database Credentials** page is displayed. In **Specify Database Credentials**, enter the user name and password, or select **Skip**, and then click **Next**.

Tip: You can select Save Credentials to save them with the Oracle Hyperion Web Analysis document.

4 Select a spreadsheet, chart, or pinboard to import.

5 In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.

6 Select **All Pages** to import all pages of the document. Leave the box cleared to import only the current page.

7 Select **Split Pages across worksheets** to display each page on a separate worksheet (Excel only).

8 In **Import Document As**, select:

- **Fully Formatted** (Excel only)
- **Query-Ready** (Excel only)
- **Image** (Word and PowerPoint)

9 Click **Finish**.

Using Smart Tags to Import Reporting and Analysis Documents

You can use Microsoft smart tags to import Oracle Hyperion Reporting and Analysis documents.

➤ To import Reporting and Analysis documents using smart tags:

1 Open a Microsoft Office document.

2 Connect to an EPM Workspace data source.

3 Ensure that smart tags are enabled in Excel.

4 Type `smartview` anywhere in the document, then move the mouse over the word.

The smart tags action icon is displayed.

5 Click the smart tag icon and select **Reporting and Analysis Content** to display **Import Workspace Document**, from which you can import documents.

15 Smart View and Oracle BI EE

In This Chapter

About Oracle BI EE and Smart View

With Smart View, users can connect to Oracle BI EE server and utilize the content created in Oracle Business Intelligence Answers dashboards and analyses. In addition to working with this content, Smart View users can create content in the form of simple views with the View Designer, using Oracle BI EE Presentation Server as the data source. The views created can then be published to the Oracle BI EE Presentation Catalog, where they can be edited further.

Smart View offers Oracle BI EE users a cohesive and consistent experience across all Oracle BI EE content providers.

Features and Components of Oracle BI EE in Smart View

When connected to an Oracle BI EE data source in Smart View, you can perform these actions:

- Connect to Oracle BI EE Presentation Server
- Navigate through the Oracle BI EE Presentation Catalog
- Connect to multiple instances of Oracle BI EE and switch between connections
- Import pre-created BI Answers views from Presentation Catalog into Microsoft Excel, PowerPoint, and Word. For example, you can:
    - Insert views—BI tables, BI pivot tables, and BI graphs—into Excel as refreshable, editable objects
    - Insert views from different connections into the same Office document

- Apply Excel formatting to BI data; formats are retained when you refresh

- Copy Oracle BI EE Dashboard content and paste it into Smart View client documents. The data, metadata, and view layout are copied
- Create simple views in Excel using Oracle BI EE Presentation Server as the source for metadata and data
- Interact with content imported into Smart View documents, such as drill and prompt selections
- Manage the imported content in Smart View, including content from multiple connections; for example, refresh, mask, copy and paste, and document contents
- Mask BI data from Oracle BI EE objects in Excel so that users must log in to view the data. Masked objects can be viewed upon refresh.
- Program using Visual Basic. See the *Oracle Smart View for Office Developer's Guide* for more information.

Key components are:

- Ribbon—The Oracle BI EE ribbon contains Oracle BI EE commands for designing and publishing views in Smart View, inserting, and copying and pasting views from BI Answers, editing prompts, masking data, editing, and setting preferences.
- Catalog—The catalog is an expandable tree list of the BI Answers dashboards, analyses, and views that are available to you for insertion into Excel. Each analysis expands to display all views available from that analysis. Only views that are supported and defined in BI Answers, and for which you have permission, are displayed. You can refresh the catalog to display the latest list of available analyses and views.

Enabling the Oracle BI EE Extension

The Oracle BI EE extension is automatically enabled when you install Smart View.

If you need to disable or re-enable the Oracle BI EE extension, refer to the procedure in "Extensions" on page 231.

Connecting to Multiple Oracle BI EE Data Sources

You connect to Oracle BI EE data sources using private connections, as described in "Creating Private Connections" on page 23. To connect using shared connections, the shared connection information must be stored in a file, as described in "Accessing Shared Connections from an XML File" on page 26.

Additionally, Smart View supports multiple Oracle BI EE private connections on one Office worksheet, slide, or document.

For example, in one worksheet, you may insert two graphs from two different BI catalogs and refresh the sheet. Each graph will be updated with the latest data from the two different servers.

Multiple connections are supported with Oracle BI EE version 11.1.1.7.10 and higher. If connecting to earlier versions of Oracle BI EE, then only one connection is allowed.

When connected to multiple Oracle BI EE servers:

- Users can switch between those connections in the Smart View Panel and browse the respective catalogs.
- Users can insert views from the different connections into the same Office document.
- If View Designer is launched from the Smart View ribbon and no Oracle BI EE view is selected, then View Designer will be connected to the Oracle BI EE server that was last used.
- If Paste is invoked from the Smart View ribbon to paste content from BI Answers, the paste action will use the Oracle BI EE connection that was last used.
- When refreshing a document containing views from different connections, the views will be refreshed against the servers from which they were inserted.
- There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.

➤ To connect to multiple Oracle BI EE private connections:

1 **From Smart View Home or from the menu displayed when you click the arrow next to , click Private Connections**

2 **In the Private Connections panel, select a connection from the drop-down menu and, in Connect to Data Source, enter your user name and password for the data source.**

Assume you have inserted a view from the Oracle BI EE catalog. Continue with step 3

3 **Move the cursor to a different part of the worksheet, slide, or document.**

4 **In the Private Connections panel, select a different connection from the drop-down menu.**

5 **In Connect to Data Source, enter your user name and password for the second data source.**

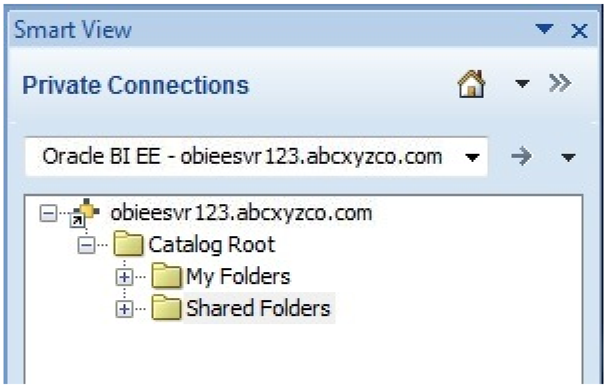
You can now insert a view from the newly-connected data source into the Office document

6 **Repeat step 3 through step 5 for any other data sources to which you want to connect.**

Oracle BI EE Catalog

The Oracle BI EE Presentation Catalog, also referred to as the catalog or catalog tree, is displayed in the Smart View Panel. The catalog tree displays a root node called "Catalog Root" and, by default, two folders called "My Folders" and "Shared Folders".

Figure 37 Oracle BI EE Catalog, or Catalog Tree



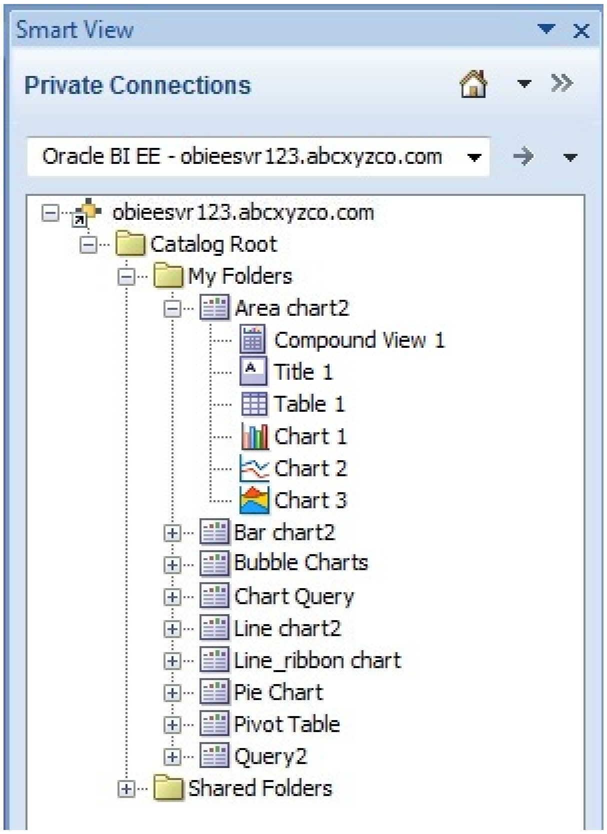
Items that you save to My Folders appear only to you when you expand the folder. Items that other users save to My Folders appear only to them.

Items that you save to Shared Folders can be viewed by all logged-on users with BI Consumer privileges. If you have BI Consumer privileges, you can also view the items that other users have saved in Shared Folders.

➤ To view the properties of any folder to which you have access, including the name of the folder creator and the creation date, right-click the folder in the catalog tree and select **View Folder Properties**.

The folders in the catalog tree contain a list of analyses, both from Oracle BI EE and Smart View, as well as any subfolders created. Expand an analysis node (for example, "Area chart2" under **My Folders**) and the list of views that are stored there is displayed (for example, "Compound View 1" and "Table 1"), as shown in Figure 38.

Figure 38 Catalog Tree Showing Views Under an Analysis Node



- To view the properties of an analysis, including the name of the analysis creator, the creation date, and modification date, right-click the analysis in the catalog tree and select **View Analysis Properties**.

You can choose to edit any analysis in BI Answers. If the view was created in Smart View, you can also choose to edit the view in Smart View.

- To edit an analysis in BI Answers, right-click the analysis in the catalog tree and select **Edit Analysis in Answers**.

Selecting this option launches the default browser and opens the analysis editing wizard in BI Answers. If you are not already logged onto BI Answers, a login dialog box is displayed where you can enter your credentials. You must have BI Consumer privileges to edit a view in BI Answers.

- To edit an analysis in Smart View, right-click the analysis in the catalog tree and select **Launch in View Designer**.

In this case, the view must have been created in Smart View. See "Launching the View Designer" on page 207 for other methods for accessing views for editing.

From the catalog tree, you can also insert table views, pivot table views, graph views, titles, and compound views into Smart View. See "Working with Oracle BI EE Analyses, Views, and Dashboards" on page 186.

Working with Oracle BI EE Analyses, Views, and Dashboards

Subtopics

In BI Answers, analyses are made up of individual views; dashboards are made up of analyses and individual views.

Supported Oracle BI EE View and Object Types

You can insert the following views into Smart View clients (Excel, PowerPoint, and Word) from the catalog or by copying and pasting.

- **Table Views**

  Data is displayed in table format, either in a format similar to the display in BI Answers, which is also referred to as native format, or as an Excel table.

  Using the **Insert** option, table views can be inserted into all Smart View clients in native format. This format offers no sorting or filtering. Cells with the same data are merged into a single cell.

  In Excel, using the **Insert as Excel Table** command, table views can be inserted as an Excel table. With this format, further analysis operations can be performed, such as sorting and filtering.

  Notes:

  - In Excel, you can insert multiple tables on a worksheet, but you cannot insert a table on top of an existing table. You can, however, do the following:
    - To replace a table, select any cell within the table and click the Delete button on the Oracle BI EE ribbon. Then insert the table into the worksheet.

        - To insert additional tables onto the worksheet, select a cell outside any table views or other view objects, and then insert the table.
    - Some custom formats in table views and Excel table views may not be recognized by Excel, resulting in an error when the view is inserted into Excel.

- **Pivot Table Views**

  Data is displayed in the grouped format defined in BI Answers, which is also referred to as native format. Features such as page item lists and group sectioning are maintained. Data can also be displayed in Excel pivot table format.

  Using the **Insert** option, pivot table views can be inserted into all Smart View clients in native format. As with inserting a table view, this format offers no sorting or filtering; cells with the same data are merged into a single cell.

  In Excel, using the **Insert as Excel Pivot** option, pivot table views may also be inserted as an Excel pivot table. With this format, you may perform further analysis operations, such as pivoting, aggregating, drilling, sorting, and filtering.

  Notes:

    - When working with Excel pivot table views, only views with measure columns of numerical data type are supported.
    - There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.
    - Some custom formats in Pivot table views may not be recognized by Excel, resulting in an error when the view is inserted into Excel.

- **Graph Views**

  Data is displayed mapping the graph defined in BI Answers graph to a graph type supported by Microsoft Office 2007 charts.

  Using the **Insert as Image** option, graphs can be inserted directly into Smart View clients as a static image. The image cannot be edited or refreshed.

  Using the **Insert** option in all Smart View clients, graphs can be edited and refreshed. Smart View attempts to match the graph style from BI Answers as closely as possible, including graph properties such as visual effect (2D, 3D), canvas size, chart title, subtitle, axis titles, legend and legend position, axis scale, data format (numeric, date, currency format), and title and label formatting.

  If a matching Office chart type is not available, the graph view can be inserted as an image. See "Supported Oracle BI EE Chart and Object Types" on page 193 and "Unsupported Oracle BI EE Chart and Object Types" on page 194.

- **Gauge Views** and **Funnel Graph Views**

  In BI Answers, gauge views and funnel graph views are separate object types from graph views.

Using the **Insert as Image** option, gauge and funnel views can be inserted directly into Smart View clients as a static image. The image cannot be edited or refreshed.

- Title Views

  The title of a report is displayed, along with other information that is part of the title view in BI Answers.

  Title views are typically composed of title text, subtitle text, the analysis name, the date and time inserted, an optional logo, and an optional URL (for example, a help link). Title views are inserted into Smart View clients as a collection of text boxes and images grouped together as a single Office object.

- Compound Views

  Data is displayed as an assembly of different views.

  When inserted into Smart View clients, all supported views that make up the compound view are inserted. Each type of view—table, pivot table, graph, gauge, funnel, filter, and title—is inserted into Smart View clients in its own default format.

  In Word, all views are inserted next to and below each other filling pages in the active Word document.

  In Excel or PowerPoint, users are prompted to choose between inserting all the views on one sheet or slide, or inserting each view on a separate sheet or slide.

Inserting Tables and Pivot Tables

The maximum number of rows and columns that you can insert depends on the version of Excel you are using. See Microsoft Excel documentation for worksheet size limits.

➤ To insert a table or pivot table:

1. **Place the cursor at the point in the Excel worksheet, PowerPoint slide, or Word page where you want the table or pivot table to begin.**
2. **In the Oracle BI EE Presentation Catalog, right-click a table or pivot table.**
3. **Select one of the following:**
   - **Insert**—The selected table view or pivot table view is inserted in the format defined in BI Answers. See Figure 39 and Figure 40.

     If prompts are defined for the table or pivot table in BI Answers, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the table or pivot table is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle BI EE ribbon. See “Working with Prompts” on page 195 for more information.

     If page prompts are defined for the table or pivot table (view prompts in BI Answers), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle BI EE ribbon. See “Working with Page Prompts” on page 198.

     Notes:

Figure 39 Table View Inserted as Table with Formatting from BI Answers

	A	B	C
1	D1 Office	Guadalupe Office	
2			
3	1- Revenue	2- Billed Quantity	T05 Per Name Year
4	1218703.43	126416	2008
5	1218703.43 Total	126416	2008 Total
6	1140273.25	124481	2009
7	1140273.25 Total	124481	2009 Total
8	1412013.01	153615	2010
9	1412013.01 Total	153615	2010 Total
10			
11			
12	D1 Office	Figueroa Office	
13			
14	1- Revenue	2- Billed Quantity	T05 Per Name Year
15	1335360.24	144293	2008
16	1335360.24 Total	144293	2008 Total
17	1142302.6	118765	2009
18	1142302.60 Total	118765	2009 Total
19	1613498.14	173192	2010
20	1613498.14 Total	173192	2010 Total

Figure 40 Pivot Table Inserted as a Pivot Table with Formatting from BI Answers

	A	B	C	D	E	F
1			2008		2009	
2			1- Revenue	2- Billed Quantity	1- Revenue	2- Billed Quantity
3	D1 Office	D2 Department				
4	Montgomery Office Total		409261.44	44404	474402.83	49612
5	Montgomery Office	Entertainment Dept.	409261.44	44404	474402.83	49612
6	Blue Bell Office Total		762007.79	76964	626768.91	69812
7	Blue Bell Office	Entertainment Dept.	762007.79	76964	626768.91	69812
8	Foster Office Total		665353.16	73453	499749.5	53700
9	Foster Office	Technology Dept.	665353.16	73453	499749.5	53700
10	Glenn Office Total		380957.44	41450	335018.03	35817
11	Glenn Office	Technology Dept.	380957.44	41450	335018.03	35817
12	Tellaro Office Total		572256.65	62393	470830.43	51801
13	Tellaro Office	Technology Dept.	572256.65	62393	470830.43	51801
14	Madison Office Total		472503.56	51717	410123.97	47135
15	Madison Office	Translated Products	472503.56	51717	410123.97	47135
16	Eden Office Total		531569.71	62894	502306.03	54444
17	Eden Office	Translated Products	531569.71	62894	502306.03	54444
18	Sherman Office Total		780186.36	84984	680636.06	75006
19	Sherman Office	Translated Products	780186.36	84984	680636.06	75006

In Smart View clients, the table is displayed in the form a grid.

- **Insert as Excel Table** (table views only)—The selected table view is inserted as an Excel table. Columns in the page prompt edge and section edge, if present, are moved to the top of the table as drop-down headings. Select this option when you want to use Excel operations to filter, define formulas, sort, and perform other Excel tasks.

  When a table view is inserted as an Excel table, prompts that are defined in BI Answers are not available.

  The selected table is inserted on the worksheet. See Figure 41.

Figure 41 Portion of a Table View Inserted as an Excel Table

	A	B	C	D	E
1	T05 Per Name Year	D1 Office	D2 Department	2- Billed Quantity	1- Revenue
2	2008	Montgomery Office	Entertainment Dept.	44404	409261.44
3	2008	Blue Bell Office	Entertainment Dept.	76964	762007.79
4	2008	Foster Office	Technology Dept.	73453	665353.16
5	2008	Glenn Office	Technology Dept.	41450	380957.44
6	2008	Tellaro Office	Technology Dept.	62393	572256.65
7	2008	Madison Office	Translated Products	51717	472503.56
8	2008	Eden Office	Translated Products	62894	531569.71
9	2008	Sherman Office	Translated Products	84984	780186.36
10	2008	Casino Office	Test Programs Dept.	77474	739129.6
11	2008	Merrimon Office	Test Programs Dept.	55194	526620.06
12	2008	Perry Office	Equipment Dept.	109600	1095278.63
13	2008	Eiffel Office	Equipment Dept.	131681	1172037.85
14	2008	Spring Office	Operations Dept.	119880	1136782.66
15	2008	Mills Office	Operations Dept.	73890	713164.64
16	2008	College Office	Surplus Dept.	117934	1072744.45

- **Insert as Excel Pivot** (pivot table views only)—The selected pivot table view is inserted as an Excel pivot table. Columns in the page edge and section edge, if present, are mapped to the report filters area, and columns in the measures edge are moved to the values area. Select this option when you want to perform further analysis, such as aggregating, pivoting, drilling, sorting, and filtering.

  The selected table or pivot table is inserted on the worksheet. See Figure 42.

  Notes:

  - When a pivot table view is inserted as an Excel Pivot table, prompts that are defined in BI Answers are not available.
  - When working with Excel pivot table views, only views with measure columns of numerical data type are supported.
  - There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected

behavior, whether you are working with a single data source connection or with multiple connections.

Figure 42 Pivot Table Inserted as an Excel Pivot Table

	A	B	C	D	E	F	G
1				T05 Per Name Year			
2	D1 Office	D2 Department	Data	2008	2009	2010	Grand Total
3	⊟Blue Bell Office	Entertainment Dept.	Sum of 2- Billed Quantity	76964	69812	85062	231838
4			Sum of 1- Revenue	762007.79	626768.91	801073.08	2189849.78
5	Blue Bell Office Sum of 2- Billed Quantity			76964	69812	85062	231838
6	Blue Bell Office Sum of 1- Revenue			762007.79	626768.91	801073.08	2189849.78
7	⊟Casino Office	Test Programs Dept.	Sum of 2- Billed Quantity	77474	66313	88807	232594
8			Sum of 1- Revenue	739129.6	594498.95	846609.99	2180238.54
9	Casino Office Sum of 2- Billed Quantity			77474	66313	88807	232594
10	Casino Office Sum of 1- Revenue			739129.6	594498.95	846609.99	2180238.54
11	⊟College Office	Surplus Dept.	Sum of 2- Billed Quantity	117934	104384	115288	337606
12			Sum of 1- Revenue	1072744.45	974454.3	1150437.44	3197636.19
13	College Office Sum of 2- Billed Quantity			117934	104384	115288	337606
14	College Office Sum of 1- Revenue			1072744.45	974454.3	1150437.44	3197636.19
15	⊟Copper Office	Local Plants Dept.	Sum of 2- Billed Quantity	112428	98158	124486	335072
16			Sum of 1- Revenue	994751.43	924933.74	1159553.05	3079238.22
17	Copper Office Sum of 2- Billed Quantity			112428	98158	124486	335072
18	Copper Office Sum of 1- Revenue			994751.43	924933.74	1159553.05	3079238.22
19	⊟Eden Office	Translated Products	Sum of 2- Billed Quantity	62894	54444	65983	183321

You can edit tables and pivot tables as described in "Editing Views" on page 206.

Inserting Graphs

When inserting graphs, Smart View attempts to map the BI Answers graph into a chart type supported by Microsoft Office 2007 charts. Further, Smart View attempts to match visual effects, such as 2D or 3D, and other graph properties such as canvas size, axis scale, data format, and formatting in terms of font styles and colors.

When a matching chart type is not available, the graph view can only be inserted as image.

See "Supported Oracle BI EE Chart and Object Types" on page 193 and "Unsupported Oracle BI EE Chart and Object Types" on page 194.

Windows System Locales and Data Formatting

When working with Oracle BI EE data sources, in cases of mismatched Windows system locales, formatting will be ignored and plain data will be rendered.

The following are the applicable Windows system locales:

- Smart View language option
- Microsoft Office language
- Windows Regional Settings

These three locales must match for any data (numbers, dates, currencies, percentages) to be interpreted correctly.

When locale mismatches occur, the Smart View log indicates a warning similar to the following: "Encountered mismatched locale. Chart will use unformatted data values".

➤ To insert a graph:

1 **From the catalog, right-click a graph view.**

2 **Select an option:**

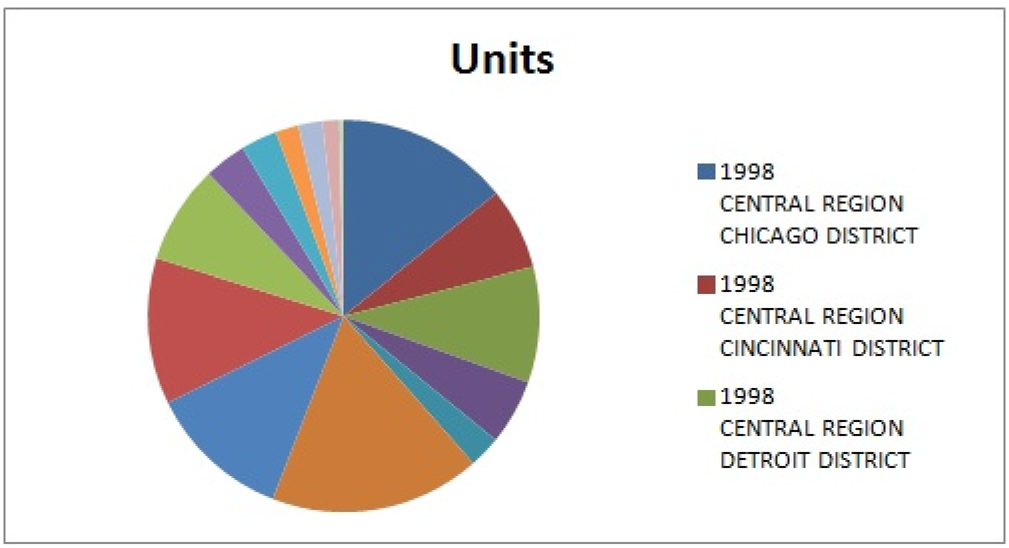
- **Insert**—The selected graph is inserted as an Excel chart, which can be edited, masked, and refreshed.

  If prompts are defined for the graph in BI Answers, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the graph is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle BI EE ribbon. See "Working with Prompts" on page 195.

  If page prompts are defined for the graph (view prompts in BI Answers), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle BI EE ribbon. See "Working with Prompts" on page 195 for more information.

  If no prompts are defined for this analysis, then the graph is inserted directly. See Figure 43.

  Figure 43 A Pie Chart View Inserted as an Excel Chart

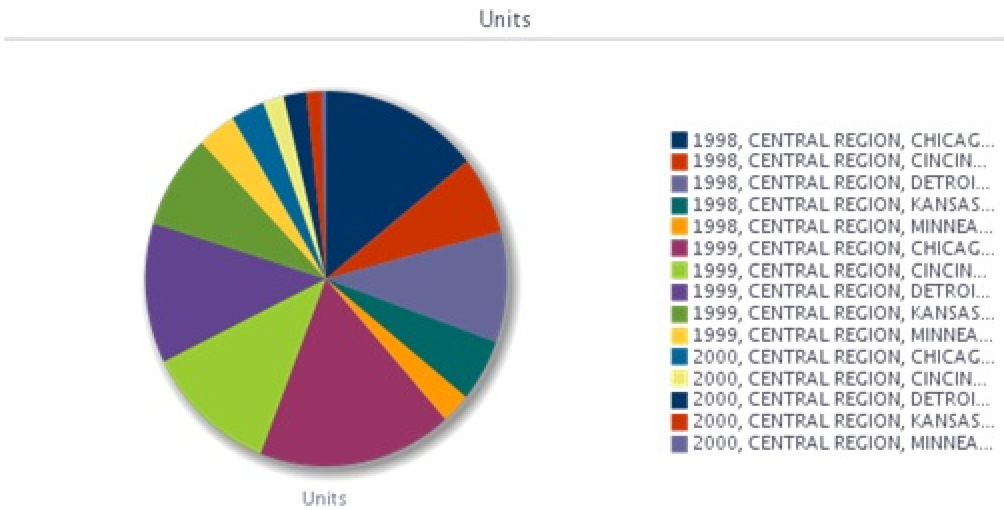
  You can edit graphs inserted this way as described in "Editing Views" on page 206.

- **Insert as Image**—The selected graph is inserted as an image of the graph, which cannot be edited or customized.

  When a graph is inserted directly as an image, prompts, page prompts, and sections that are defined in BI Answers are not available.

  Note that gauge and funnel objects can only be inserted using the **Insert as Image** command.

Figure 44 A Pie Chart View Inserted as an Image



Once inserted, whether as an Excel chart or as an image, both types of graphs shown can be resized by stretching them.

Supported Oracle BI EE Chart and Object Types

The following chart subtypes are supported:

- Line
- Bar: Vertical, Horizontal, Stacked Vertical, Stacked Horizontal, 100% Stacked Vertical, 100% Stacked Horizontal
- Area: Stacked, 100% Stacked
- Pie graph
- Bubble
- Scatter
- Line-bar Combination: Standard, Stacked
- Radar

The following graphs can only be inserted as an image:

- Time Line Series
- Pareto
- Waterfall

The following objects can only be inserted as an image:

- Gauge
- Funnel

Unsupported Oracle BI EE Chart and Object Types

The following view types are not supported:

- Performance Tiles
- Trellis views
- Map views
- Filters views—You can only view properties for filter views, using the **View Analysis Properties** command in the catalog tree.
- Selection Steps
- Column Selector
- View Selector
- Legend
- Narrative
- Ticker
- Static Text
- Logical SQL
- Create Segment
- Create Target List
- Static text, ticker, or HTML views
- Scorecards
- KPIs or KPI watchlists

Inserting Compound Views

➤ To insert a compound view:

1. **From the catalog, select the compound view to insert.**
2. **Right-click and select Insert All Views.**
3. **When prompted, choose an option:**
    - **One object per sheet/slide** to insert each object in the compound view on a separate sheet in Excel, or a separate slide in PowerPoint.
    - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

    In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

    The default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action will be used automatically.

A message notifies you of unsupported view types in the compound view. Unsupported view types are not inserted.

Note: You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the compound view remain unchanged. See "Refreshing Views" on page 200, "Working with Prompts" on page 195, and "Working with Page Prompts" on page 198.

Inserting Dashboards

Dashboards are displayed in the Presentation Catalog as folders. A dashboard folder can be expanded to show dashboard pages; a dashboard page can be expanded to show the list of analyses included in that page. You can insert dashboard pages into Excel, PowerPoint, and Word.

➤ To insert dashboard pages into Office applications:

1. From the catalog, right-click a dashboard page and select **Insert All Views.**
2. When prompted, choose an option:
   - **One object per sheet/slide** to insert each object in the dashboard on a separate sheet in Excel, or a separate slide in PowerPoint.
   - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

   In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

   Default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action is used automatically.

   A message notifies of unsupported view types in the dashboard. Unsupported view types are not inserted.

Note: You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the dashboard remain unchanged. See "Refreshing Views" on page 200, "Working with Prompts" on page 195, and "Working with Page Prompts" on page 198.

Working with Prompts

Prompts enable users to specify criteria that determines the content of the analysis that they are inserting. Smart View supports both prompts and page prompts. See also"Working with Page Prompts" on page 198 for information on page prompts.

Prompts in Smart View are the equivalent of prompts in BI Answers. Smart View only supports column prompts.

Prompts affect all views in an analysis. For example, in an analysis, a prompt may be set on Year. This prompt affects all views in the analysis.

If prompts are defined on an analysis in BI Answers, then when you insert a table, pivot table, or graph view from the analysis into Smart View, you are prompted to select the data to display.

For example, a prompt on Year is designated for an analysis, and the years 2010, 2011, and 2012 are available to choose from. When you insert a table, pivot table, or graph, you are prompted to select which year's data to display: 2010, 2011, or 2012. After insertion, you can edit the prompts to select another year's data to display for all views.

You may edit prompts in views that were inserted, or copied and pasted.

Note: Prompts defined on hierarchical columns in BI Answers are not supported in Smart View.

➤ To edit prompts:

1 **From the worksheet, select a view:**

- Graph views—Select the graph.
- Table and pivot table views—Select a cell in the table.

2 **From the Oracle BI EE ribbon, select the Edit Prompts button to display your original selections.**

Figure 45 Edit Prompts Button

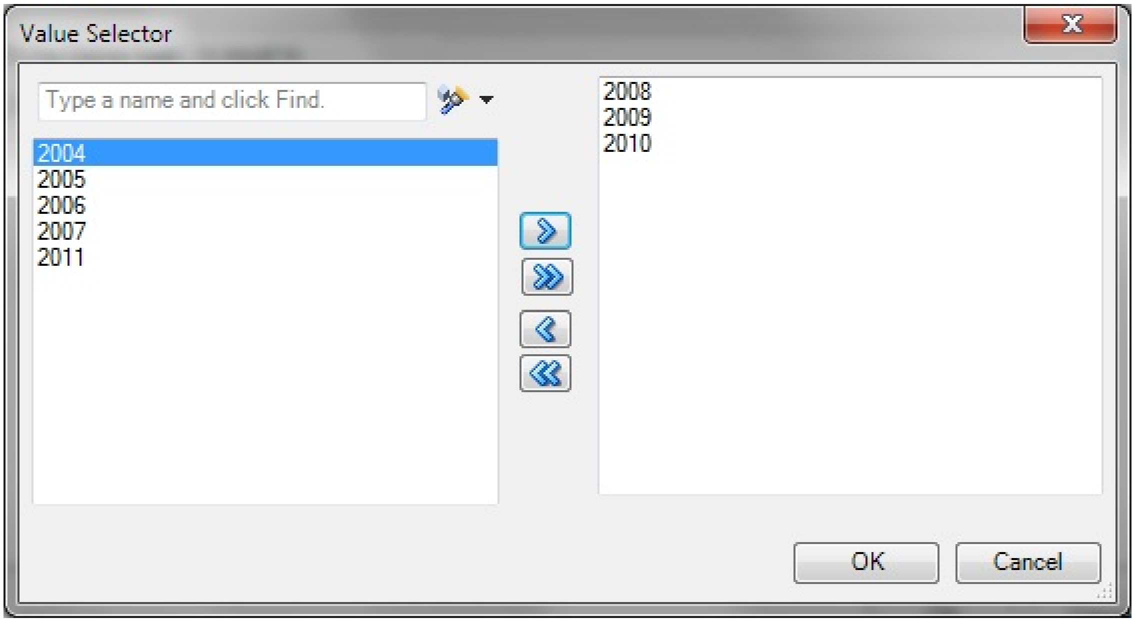
If the report definition has changed on the BI server, your selections are reset, and you must select all prompts and columns again.

3 **In the Prompt Selector, modify the prompt selections.**

Depending on how the prompt was set up in BI Answers, you may be selecting options directly from a drop-down list on the **Prompt Selector**. You may also be picking values from the **Value Selector** dialog box.

Figure 46 is an example of a **Value Selector**, where the years 2008, 2009, and 2010 were selected for display.

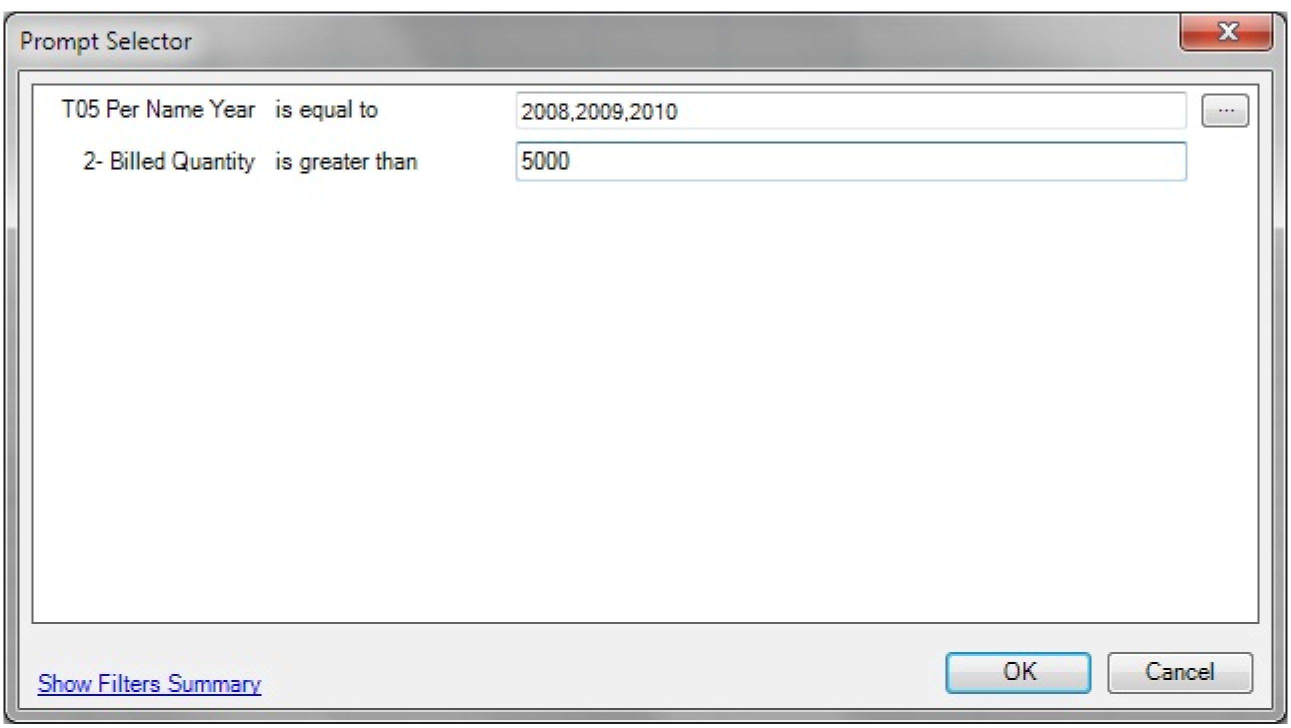
Figure 46 Value Selector Dialog Box Showing the Years 2008, 2009, and 2010 Selected



After clicking **OK** in the **Value Selector**, the selections populate the first prompt in the example **Prompt Selector**. A second prompt in the example **Prompt Selector** requires that you directly enter an amount; in this example, the amount to display is Billed Quantity greater than $5,000.

The completed **Prompt Selector** dialog then looks like Figure 47.

Figure 47 Filled-In Prompt Selector



4 **Click OK to close the Prompt Selector.**

After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5 **Repeat this procedure to edit the prompts to change the output displayed.**

Working with Page Prompts

Page prompts enable users to specify criteria that determines the content of the view that has been inserted. Smart View supports both page prompts and prompts. See also “Working with Prompts” on page 195.

Page Prompts in Smart View are the equivalent of view prompts in BI Answers. View prompts are specified on individual views within an analysis. Smart View supports table prompts, graph prompts, and gauge prompts in BI Answers; these types of prompts are called page prompts in Smart View.

Page prompts may vary on individual views within an analysis. An individual table view within an analysis may have a page prompt set on Year, and a pivot table view within the same analysis may have a page prompt set on Line of Business.

When you first insert a view that contains page prompts, a view state is selected by default. For example, if a prompt on Year is specified on a particular view within an analysis, and the years 2010, 2011, and 2012 are available to choose from, you are not prompted for these at the time of insertion. Instead, a default state of the view is inserted. For example, 2010 data may automatically be inserted, as the first year in the list of years available. You can then edit the page prompts to select another year's data to display for this view.

You may edit page prompts in views that have been inserted, or copied and pasted.

➤ To edit page prompts:

1 **From the worksheet, select a view:**

- Graph views—Select the graph.
- Table and pivot table views—Select any cell in the table.

2 **From the Oracle BI EE ribbon, select the Edit Page Prompts button to display the default page prompt selections for a particular view.**

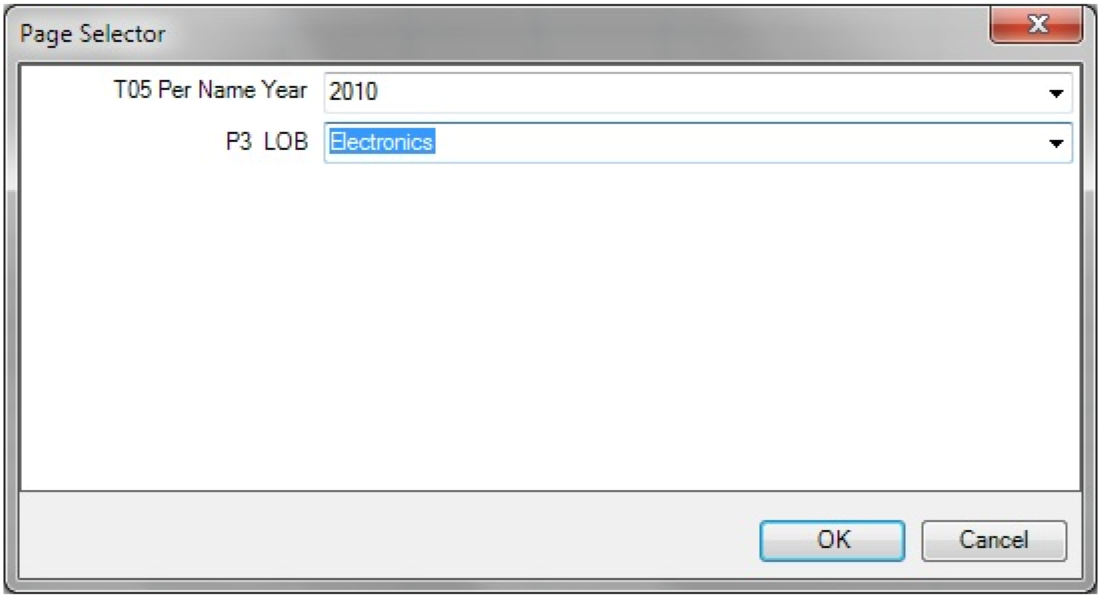
Figure 48 Edit Page Prompts Button

If the report definition has changed on the BI server, your selections are reset, and you must select all page prompts again.

3 **In the Page Selector, modify the page prompt selections by selecting from the drop-down lists.**

[Figure 49](#) shows a **Page Selector** dialog box, where users select a Year and a Line of Business. In the example, selections were made to display 2010 for the year, and Electronics for the Line of Business.

Figure 49 Filled-in Page Selector



4 **Click OK to close the Page Selector.**

After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5 **Repeat this procedure to edit the page prompts to change the output displayed.**

Specifying Preferences for Refreshing Views

Refresh preferences are available on a per-view basis. The refresh preferences that you set for each view within a worksheet, slide, or page are saved along with the Office document (Excel workbook, PowerPoint slide presentation, or Word document).

➤ To specify preferences for refreshing a view:

1 **Ensure that one or more Oracle BI EE views are inserted into Smart View.**

2 **In Document Contents, click → to refresh the content of the pane.**

All views that were inserted into the active Office application are displayed in **Document Contents** in a tree format.

3 **Select a view in Document Contents, and then select Properties.**

4 **In Properties, select an option from Refresh Preferences:**

- **Refresh Data**—Refreshes only the data points in the selected view or analysis.

  Any changes made to formatting in the sheet, slide, or page are retained.

- **Replace View**—Replaces the entire view, including any formatting changes set in BI Answers.

  If you select this option, your prompt and graph selections and custom formatting are lost upon refresh if the view definition has changed.

  Note: Oracle BI EE title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the worksheet or workbook.

- **Do not refresh**—Refreshing is not allowed.

5 **Click OK to save the Refresh Preference selection.**

Continue with "Refreshing Views" on page 200.

Refreshing Views

You can refresh the BI data in your inserted views. You have the option of refreshing selected views or refreshing all views, depending on the Office document type, as follows.

Excel

- Individual views
- Individual worksheets
- Entire workbook

PowerPoint

- Individual views
- Individual slides
- Entire presentation

Word

- Individual views
- Entire document

You can refresh views from the Document Contents pane, the Oracle BI EE ribbon, or the Smart View ribbon.

The refresh action is limited according to the Refresh Preference set for a selected view. See "Specifying Preferences for Refreshing Views" on page 199 for information.

Note that when you refresh, title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the Office document.

➤ To refresh Oracle BI EE views from the **Document Contents** pane:

1 **In Document Contents , ensure that Oracle BI EE - Document Hierarchy is displayed in the drop-down list box.**

2 **In Document Contents, click**  **to refresh the contents of the tree.**

From **Document Contents**, you can refresh individual views in all Office applications, individual worksheets, and individual slides.

3 **Perform an action:**

- To refresh a selected view in an Excel sheet, PowerPoint slide, or Word document, select the view object from the tree in **Document Contents**, and then select the **Refresh View** action from the right-click menu or click the **Refresh View** link at the bottom of the pane.

  Repeat for each view that you want to refresh.

- To refresh all Oracle BI EE views on a selected Excel worksheet or PowerPoint slide, select the sheet or slide from the tree in **Document Contents**, and then select the **Refresh** action from the right-click menu or click the **Refresh** link at the bottom of the pane.

  Repeat for each sheet or slide that you want to refresh.

➤ To refresh all Oracle BI EE views on a worksheet or slide, or an entire Word document, using the ribbons:

1 **Perform an action:**

- Select the worksheet or slide to make it active.
- Place your cursor in the Word document to select it.

2 **Click Refresh in the Oracle BI EE ribbon or the Smart View ribbon.**

➤ To refresh all Oracle BI EE views in an Excel workbook, PowerPoint presentation, or Word document:

1 **Place your cursor anywhere in the workbook, presentation or document to select it.**

2 **Perform an action:**

- To refresh all Oracle BI EE views in an Excel workbook, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh all Worksheets**. Figure 50 shows the Refresh icon with the arrow:

  Figure 50 Refresh Icon with Down Arrow in Excel and PowerPoint

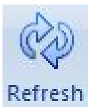
  Alternatively, click the down arrow in **Refresh** in the Oracle BI EE ribbon and select **Refresh Workbook Data**.

- To refresh all Oracle BI EE views in a PowerPoint presentation, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh All Slides**.

Alternatively, click the down arrow in Refresh in the Oracle BI EE ribbon and select **Refresh Presentation Data**.

- To refresh all views in a Word document, click **Refresh** in the Oracle BI EE ribbon or the Smart View ribbon. The Refresh icon in Word does not contain a down arrow, as shown in Figure 51

Figure 51 Refresh Icon in Word



Note: If requested, provide your credentials for Oracle BI EE.

Masking Data in Views

You can mask data in the Oracle BI EE views that you insert in Office documents and in views you create using the View Designer. You have the option of masking data in:

- Selected views
- All views on sheet or a slide
- All views in an Office document

Using the Mask Data functionality in Smart View, you can perform these actions:

- Select a single Smart View object in an Excel sheet or PowerPoint slide and mask data only in that object
- Mask data in the active Excel worksheet or PowerPoint slide
- Mask data in the active workbook, presentation, or Word document

You can invoke Mask Data from these locations:

- Document Contents in the Smart View Panel
- Oracle BI EE ribbon

Masking Data for an Individual View

➤ To mask data in an individual view in an Excel worksheet or PowerPoint slide:

1 In Excel or PowerPoint, click  in **Document Contents** to refresh the contents of the tree.

Note: Data in Word documents can only be masked in their entirety; you cannot mask data in individual views in Word.

2 Locate the view with data that you want to mask in **Document Contents**, and then select it.

3 **Click the Mask Data link in Document Contents.**

In a table object, cells are replaced with the text, “Need refresh”; in a graph, the area becomes blank and a small lock image is displayed.

4 **Save the current workbook or presentation.**

The masked state of the view remains intact after saving.

5 **To display the data in the masked view, click  in Document Contents, select the view in the tree, and then click the Refresh View link.**

Masking Data on a Sheet or Slide

➤ To mask data on an Excel worksheet or PowerPoint slide:

1 **Choose a method to select a sheet or slide:**

- Place the cursor directly in a sheet or slide
- In **Document Contents**, click , locate the sheet or slide in the tree, and then select it.

2 **Choose a method to mask data for all objects on the selected sheet or slide:**

- In the Oracle BI EE ribbon, click the **Mask Data** button.

Figure 52 Mask Data Button

- In **Document Contents**, click the **Mask Data** link.

Data on the sheet or slide is masked.

Note: Data in Word documents can only be masked in their entirety; you cannot mask data on individual pages in Word.

3 **Save the current workbook or presentation.**

The masked state of the sheet or slide remains intact after saving.

4 **To display the data in the masked sheet or slide, click  in Document Contents, select the sheet or slide in the tree, and then click the Refresh link.**

Alternatively, place the cursor in the sheet or slide to refresh, and then click 

.

Masking Data in an Entire Office Document

➤ To mask data in an entire Office document:

1 **From the Oracle BI EE ribbon in the opened Office document, perform an action:**

- **Excel:** Click the down arrow in 

and select **Mask Workbook Data**.
- **PowerPoint:** Click the down arrow in 

and select **Mask Presentation Data**.
- **Word:** Click 

.

  Note: Word documents can only be masked in their entirety; you cannot mask individual pages in Word.

2 **Save the current Office document.**

The masked state of the workbook, presentation, or document remains intact after saving.

3 **To display the masked data, click  in Document Contents, select the sheet, slide, or document in the tree, and then click the Refresh link.**

Alternatively, place the cursor in the sheet, slide, or document to be refreshed, and then click 

.

Viewing Properties of an Oracle BI EE Object

You can view various properties of a selected worksheet, slide, document, or view.

➤ To view the properties of an Oracle BI EE object:

1 **Select an Oracle BI EE object.**

Select an actual object and not a sheet or slide.

2 **Click the Properties link at the bottom of the Document Contents pane.**

Copying and Pasting Oracle BI EE Objects Between Office Applications

You can copy Oracle BI EE objects within and between Office applications as follows:

- Graphs can be copied within and between any Office application.
- Tables and pivot tables can be copied within and between Word and PowerPoint.
- Tables and pivot tables cannot be copied within Excel, from Excel to another Office application, or from another Office application to Excel.
- Tables and pivot tables can only be copied and pasted by sections.

Copying and Pasting a Graph View

➤ To copy and paste a graph view:

1 **In Excel, Word, or PowerPoint, select the graph view to copy.**

You can use Document Contents to locate the view, but then select the graph directly in the sheet, slide, or page.

2 **From the Oracle BI EE ribbon, click** 

.

3 **Access the Office application and position the cursor where you want to paste the graph view.**

For example, if you are pasting within an Office application (or if you are copying from Excel and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4 **Click** 

.

5 **Repeat for all graphs that you want to copy and paste.**

Copying and Pasting a Table or Pivot Table View

➤ To copy and paste a table view or pivot table view:

1 **In Word or PowerPoint, select the table view or pivot table view to copy.**

You can use Document Contents to locate the view, but then select the table or pivot table directly in the slide or page.

2 **From the Oracle BI EE ribbon, click** 

.

3 **Access the Office application and position the cursor where you want to paste the table or pivot table view.**

For example, if you are pasting within an Office application (or if you are copying from Word and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4 **Click** 

.

5 Repeat for all tables or pivot tables that you want to copy and paste.

Editing an Analysis in BI Answers

If the available analysis view does not display the data required, or the data is not displayed as desired, you can edit the view in BI Answers.

Note: To edit a view in BI Answers, you must have the required Oracle BI EE permissions.

➤ To edit a view in BI Answers:

1 From the Catalog, right-click the view, and then select **Edit Analysis in Answers.**

2 In the login screen, enter your credentials for Oracle BI EE.

The selected view is displayed in BI Answers.

3 In BI Answers, edit and save the view.

4 Return to the Office application.

5 From the **Oracle BI EE** ribbon, click **Refresh**, and verify that your changes are reflected in the view.

Copying and Pasting Views From Oracle BI to Office

You can copy and paste views from BI Answers to Smart View.

When you refresh pasted views, the data is refreshed, but the analysis definition is not, even if its definition has been modified in BI Answers.

➤ To copy and paste a view:

1 Ensure that you are logged into Oracle BI EE.

2 From BI Answers or Interactive Dashboards, launch the analysis that you want to copy.

3 Click the **Copy** link at the bottom of the analysis (displayed only if the analysis is enabled for copying).

4 Open an Office application, such as Excel, and connect to the appropriate Oracle BI EE data source.

5 From the **Oracle BI EE** ribbon, click 

.

Editing Views

Table views and graph views that are inserted or pasted as Microsoft objects using the **Insert** command can be edited in Excel, PowerPoint, or Word. Table views that are inserted or pasted as lists, and graphs views that are inserted as images cannot be edited in Excel. Views that are inserted or pasted as images cannot be edited in PowerPoint.

Working with Views Using the View Designer

Subtopics

- Launching the View Designer
- Defining the View Type and Display Style
- Defining the View Layout
- Defining the Filter Expression for Views in View Designer
- Publishing Views
- Editing Views Created in View Designer
- Refreshing Data in a View Created in View Designer

Using the View Designer in Smart View, you can create ad hoc views based on an Oracle BI EE subject area. Views created in Smart View can be saved to the Oracle Business Intelligence catalog and edited in either Smart View or BI Answers.

View Designer is available in Microsoft Excel, Word, and PowerPoint.

Launching the View Designer

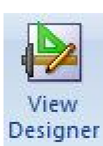
Depending on whether you are creating a view or editing a view, you can launch the View Designer using the methods described in this topic.

➤ To launch the View Designer:

1 **Perform an action:**

- To create a new view:
  - Right-click the **Catalog Root** node in the catalog tree, and then select **Create New View**.
  - Select the **Catalog Root** node in the catalog tree, and then select **Create New View** at the bottom of the Smart View Panel.
  - From the Oracle BI EE ribbon, click the View Designer icon.

  Figure 53 View Designer Icon

  You must already be connected to a view in the catalog tree to enable the Oracle BI EE ribbon.
- To edit a view (the view must have been created and inserted from View Designer):

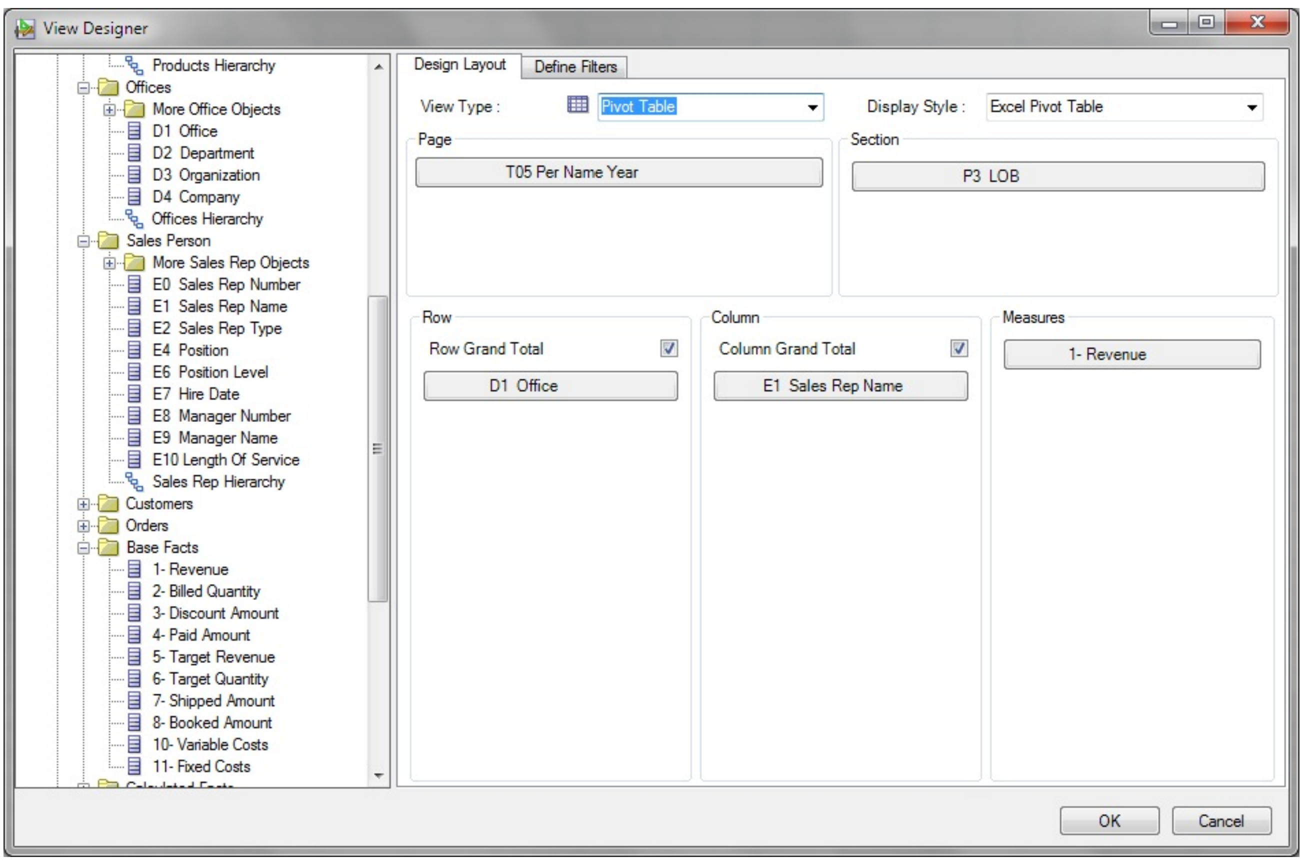
- From the catalog tree, select a view to edit that was created in View Designer and saved to the Presentation Catalog from Smart View, and then select the **Load view in View Designer** link at the bottom of the Smart View Panel.
- Select an existing view on a worksheet in the current or in a saved Office document and click the View Designer icon (see Figure 53).
- To edit an Excel Pivot Table, click anywhere in the current or in a saved worksheet, even outside the boundaries of the Excel Pivot Table, and click the View Designer icon (see Figure 53.

Note: You can only edit views that were created and inserted from the View Designer in Smart View. To edit views created in BI Answers, you must use BI Answers.

See "Editing Views Created in View Designer" on page 216 for guidelines on editing views.

The **Design Layout** tab of the View Designer is displayed. Figure 54 shows the Design Layout tab of the View Designer with selections made in the Page, Section, Row, Column, and Measures edges.

Figure 54 View Designer, Design Layout Tab for Pivot Table Layout



2 Continue the view design process by following the procedure in "Defining the View Type and Display Style" on page 209.

Defining the View Type and Display Style

When you are creating a view, you define the view type and display style. This is done only once, during the view creation process. Once the view is created, you cannot edit these two settings.

➤ To define the view type and display style:

1 If you have not already done so, invoke the View Designer (see "Launching the View Designer" on page 207.

2 In **View Type**, select the type of view that you are creating:

- Table
- Pivot Table (the default)
- Line Graph
- Bar Graph
- Column Graph
- Area Graph
- Pie Chart
- Scatter Chart
- Stacked Column Graph

The selection that you make affects the options available in **Display Style** along with the fields in the layout area.

Note: You cannot change this selection when editing the view either in Smart View or BI Answers.

3 In **Display Style**, select a **View Type** and **Display Style** option from Table 10.

Display style determines how the view is inserted into Excel.

Note: You cannot change this selection when editing the view either in Smart View or BI Answers.

Table 10 View Type Selected and the Display Style Available

View Type Selected	Display Style Available
Table	Excel Table Table

View Type Selected	Display Style Available
Pivot Table (default)	Excel Pivot Table (default) Pivot Table
Line Chart Bar Chart Column Chart Area Chart Pie Chart Scatter Chart Stacked Column Chart	Excel Chart Chart Image

4 **Continue the view design process by following the procedure in "Defining the View Layout" on page 210.**

Defining the View Layout

Define the view layout during the view creation process. You can also edit the view layout of views created in View Designer.

➤ To define or edit the view layout:

1 **If you have not already done so, invoke the View Designer (see "Launching the View Designer" on page 207.**

2 **If you are creating a new view, complete the steps in "Defining the View Type and Display Style" on page 209.**

If you are editing a view, continue with step 3.

3 **In the left pane of the View Designer, expand a subject area and the folders to view the columns that you want to work with.**

4 **Drag columns from the expanded subject area tree and drop them in the layout area.**

The edges in the layout area vary depending on the selections that you made in the **View Type**, as described in Table 11.

Table 11 View Type Selected and the Edges Available in the Layout Area of the View Designer

View Type Selection	Edges In Layout Area
Table	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box.
Pivot Table (default)	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box. **Optional:** In the **Column** edge, select the **Column Grand Total** check box.

View Type Selection	Edges In Layout Area
Line Chart	**Page**, **Section**, **Group By (X)**, **Lines (X)**, **Data: Lines (Y)**
Bar Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**
Column Chart	**Page**, **Section**, **Group By (X)**, **Columns (X)**, **Data: Columns (Y)**
Area Chart	**Page**, **Section**, **Group By (X)**, **Area (X)**, **Data: Areas (Y)**
Pie Chart	**Page**, **Section**, **Pies**, **Slices**, **Slice Size**
Scatter Chart	**Page**, **Section**, **Group By (X)**, **Vary by Color**, **Data**
Stacked Column Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**

5 **Optional:** Perform any of these tasks, as applicable, on the columns you have dragged to edges in the View Designer:

- To move a column between edges, drag the column from one edge and drop it on another; for example, drag a column from the **Row** edge and drop it on the **Column** edge.
- To reposition the column within the edge, click on a column name and select the **Up** or **Down** arrow.
- To add a subtotal to a column or row in an edge, right-click a column and select **Subtotal**.

  Note: The **Subtotal** option is ignored when applied to the bottom column in an edge, even though the option is selectable in the drop-down menu.

- To add columns to filter criteria for this view, click on a column and select **Add to Filter**.

  The columns that you select are added to the **Filter Expression** area of the **Define Filters** tab, where you can further define them. See "Defining the Filter Expression for Views in View Designer" on page 212 for more information.

- To remove a column from an edge, click on the column and select **Remove**.

6 **Optional:** If you are working with a table or pivot table view, regardless of the display style:

- **Pivot Table view:** In the **Row** and **Column** edges, select or clear the **Row Grand Total** and **Column Grand Total** check boxes as you require.
- **Table view:** In the **Row** edge, select or clear the **Row Grand Total** check box.

7 To define filters, click the **Filters** tab and continue with "Defining the Filter Expression for Views in View Designer" on page 212.

If you do not plan to define filters, click **OK**:

- If you are creating a new view, the view is inserted into Excel.
- If you are editing a view, the old view is removed and the updated view is inserted.

Defining the Filter Expression for Views in View Designer

Columns that you added for filtering in step 5 in “Defining the View Layout” on page 210 are automatically added to the Filter Expression area of the Define Filters tab in View Designer.

Whether you are creating a new view or editing an existing view, you can add more filter columns, and further define and refine filters on all columns.

➤ To define or edit the filter expression for a view created in View Designer:

1 **Complete the steps in “Defining the View Layout” on page 210, selecting the Define Filters tab in step 7.**

The columns that you added for filtering in step 5 should be displayed on the **Define Filters** tab.

2 **Optional: Add more columns to the Filter Expression area of the Define Filters tab.**

3 **Select a column in Filter Expression.**

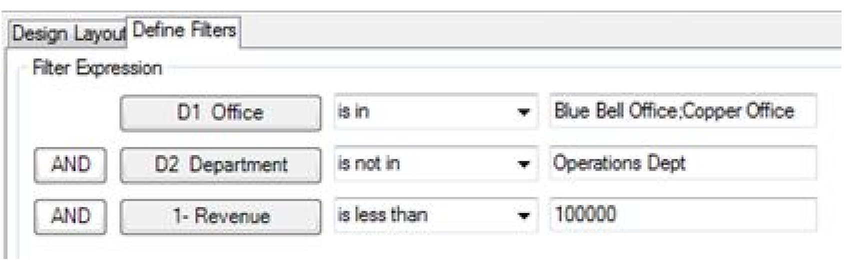
4 **Select a corresponding filter operator from the drop-down list next to the column name.**

The operator list from which you can choose is populated based on the type of column that you selected.

Guidelines for choosing an operator are described in “Filter Operators” on page 213.

5 **Specify a filter value in the last column.**

For example, here is a set of filters based on the Sample Sales database:



The filters that you define are summarized in the **Filter Summary** pane. For example, for the filters defined in this step, the summary looks like this:

6 **Optional: If required, click the logical operator button in Filter Expression and make a selection to change the operator:**

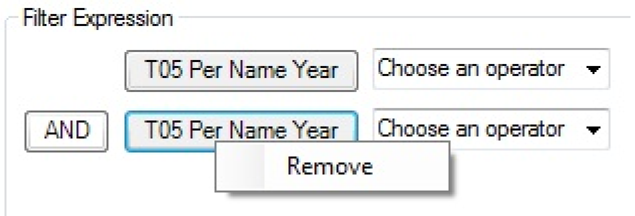
- **AND**
- **OR**

The default logical operator is **AND**.

Changing the logical operator on one line of the filter expression automatically changes the operator for all lines in the expression so that the operator is the same for all lines.

7 **Optional:** To remove a line from the filter expression, right-click the column button in the line, and then select **Remove**, as shown in Figure 55.

Figure 55 Remove Option that is Displayed When Right-clicking a Column in a Filter Expression



8 When you are finished defining filters, click **OK** to insert the view into Excel.

Filter Operators

Use the guidelines in Table 12 when choosing an operator and specifying the required values. The operator list from which you can choose is populated based on the function that you are performing (for example, creating a filter or creating a dashboard prompt) and the type of column that you selected.

Table 12 Column Filter Operator Guidelines

Operator	Usage Guidelines
is equal to / is in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column matches the value in the filter.
is not equal to / is not in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not match the value in the filter.
is less than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is less than the value in the filter.
is greater than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is greater than the value in the filter.
is less than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is less than or the same as the value in the filter.
is greater than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is greater than or the same as the value in the filter.
is between	Valid for a column that contains numbers or dates. Specify two values. Result include only records where the data in the column is between the two values in the filter.

Operator	Usage Guidelines
is null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the absence of data in the column. Results include only records where there is no data in the column. Sometimes it might be useful to know whether any data is present, and using the is null operator is a way to test for that condition. For example, suppose your business has a worldwide address book and you want to extract the United States addresses only. You could do this by checking for the presence or absence of data in the "State" field. This field should be unpopulated (null) for non-United States addresses and populated (not null) for United States addresses. You can obtain a list of United States addresses without the need to check the column for a specific value.
is not null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the presence of data in the column. Results include only records where there is data in the column.
is ranked first	Valid for a column that contains text or dates. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list that contains the first 10 brand names in alphabetical order.
ranked last	Valid for a column that contains text or dates. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the dates of the last 10 sales transactions.
is in top	Valid for a column that contains numbers. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the top 10 sales in dollars.
is in bottom	Valid for a column that contains numbers. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the customers reporting the fewest problems.
contains all	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains all of the values in the filter.
does not contain	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not contain any of the values in the filter.
contains any	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains at least one of the values in the filter.
begins with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column begins with the value in the filter.
ends with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column ends with the value in the filter.
is LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column matches the pattern value in the filter.
is not LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column does not match the pattern value in the filter.

Publishing Views

The ad hoc view definition that you create in View Designer can be published to the Presentation Catalog in BI Answers after you have inserted it in Smart View. When you publish an ad hoc view, a new analysis in BI Answers is created with the default views of compound view and title view, along with the applicable user-created view.

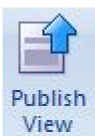
When publishing a view that you were editing, you have the option of overwriting the view in the Oracle BI EE catalog, or specifying a new name for the view and publishing the edited version, keeping two versions of the view in BI Answers.

➤ To publish a view to the Oracle BI EE Presentation Catalog:

1 **Position the cursor within the view that you just created or edited in View Designer.**

2 **In the Oracle BI EE ribbon, click the Publish View icon (Figure 57).**

Figure 56 Publish View Icon



3 **In Save Report, click**  **next to Catalog Root, and then navigate to the location in the Presentation Catalog where you will save the view.**

4 **In Analysis Name, provide a name.**

If you are publishing an edited view, you have the option of overwriting the view you edited by providing the same name, or providing a new name and keeping the original version of the view intact.

5 **Click Save.**

The default naming convention is applied to the components of the view that is saved; for example, Table 1, Pivot Table 1, Chart 1, and so on.

Notes

- If you are publishing a view that was created and then edited in Smart View, you may overwrite it.
- An error message is displayed if you attempt to overwrite an existing view in the Presentation Catalog if the view was created in BI Answers.
- Once published, you may make changes to the view in as follows: To view the changes made in BI Answers, you must re-insert the view.
    - If the view was created in BI Answers, then use the BI Answers.
    - If the view was created in Smart View, you may edit it either in Smart View or BI Answers.
- You may refresh the data in views created in View Designer.

Ad hoc views created in View Designer remain as a snapshot and will not be kept in sync with the analysis published to the catalog.

- Changes made to the view in BI Answers will not be reflected into the ad hoc view that you rendered in Excel. You must reinsert the view from the Presentation Catalog into a new sheet in Smart View in order to view the changes that were made in BI Answers.

Editing Views Created in View Designer

Subtopics

About Editing Views

Use the View Designer in Smart View to edit the views you created or edited in View Designer.

Do not use the View Designer in Smart View in these cases:

- To edit the views you created in BI Answers
- To edit views you created in Smart View and then edited in BI Answers

The process flow for editing views involves the following tasks:

- Reviewing the information in "Guidelines for Editing Views" on page 216
- "Accessing the View to Edit" on page 217
- "Determining Where a View was Created" on page 217
- "Editing Views" on page 218

Guidelines for Editing Views

Only views created and inserted from the View Designer in Smart View can be edited using the View Designer.

Views created in Smart View may also be edited in BI Answers. However, views created in Smart View and then further edited in BI Answers cannot afterward be edited in View Designer.

Note: To edit views created in BI Answers, use the BI Answers application (see "Editing an Analysis in BI Answers" on page 206).

Accessing the View to Edit

➤ To access views to edit:

1 **Access a view in one of following ways:**

- **During the design session**—For example, after you created the view in View Designer and clicked OK to insert the view, select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
- **From a view in a saved Office document**—Select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
- **From a published view in the Presentation Catalog**—Use the **Load view in View Designer** command to load the view from the catalog tree into the View Designer in Smart View. When you select a view, the **Load view in View Designer** command is available in the Action Panel or from the right-click menu.

  Remember, to select a view to edit from the Presentation Catalog, *do not* try to insert it first into the Office document. Be sure to use the **Load view in View Designer** command when you want to edit.

2 **Continue with the processes described in "Determining Where a View was Created" on page 217 to determine if you should edit the view in View Designer.**

Note: Do not use View Designer in Smart View to edit views that were created in BI Answers. Views may not load in cases where the View Designer does not support the formatting and design features that were used to create the view in BI Answers. For this reason, use the View Designer to edit only those views that were created and inserted using the View Designer in Smart View.

Determining Where a View was Created

You need to know if a view was created in the View Designer in Smart View if you want to edit it in Smart View.

If you are unsure whether a view on a sheet was created in Smart View or BI Answers, you can verify the origin of the view in the Document Contents pane.

➤ To determine the origin of a view:

1 **Open the Office document containing the view.**

2 **Locate the view in the Document Contents pane, then right-click the view name, and then select Properties.**

3 **Check that the value in the View Source field is AdHocDesigner.**

  The possible values are:

  - **AdHocDesigner**—View originates from the View Designer in Smart View
  - **Catalog**—View originates from the Presentation Catalog in BI Answers

- **CopyFromAnswers**—View was copied from BI Answers and pasted into the Smart View Office document

The views marked **AdHocDesigner** are the only views that should be edited in View Designer.

Note that, in some cases, views created in BI Answers may be loaded in to the View Designer in Smart View. Keep in mind that when you attempt to work in View Designer with views from BI Answers, you are doing so at your own risk; editing these views in View Designer is not supported. Oracle only supports using the View Designer to edit those views that were created and edited using the View Designer in Smart View.

4. **If the View Source property is AdHocDesigner, the view can be edited in View Designer; continue with the procedures described in "Editing Views" on page 218.**

   If the **View Source** is **Catalog** or **CopyFromAnswers**, edit the view in BI Answers.

Editing Views

When working with views created in the View Designer in Smart View, you can edit the views using either of the following methods:

- Load the view for editing into View Designer in Smart View, as described in "Launching the View Designer" on page 207 or "Accessing the View to Edit" on page 217.

  You can edit the layout of the view (for example, add or remove columns) or modify the filters. See the following topics for information on editing views in Smart View:

  - "Defining the View Layout" on page 210
  - "Defining the Filter Expression for Views in View Designer" on page 212

- Open the analysis in BI Answers. See the documentation in BI Answers for assistance. Then insert the updated view into Smart View.

Note: Once a view is created in View Designer and then edited in BI Answers, Oracle recommends that you only edit it thereafter in Oracle Business Intelligence Answers. You should not use Smart View to edit the view. See "About Editing Views" on page 216 for guidelines.

Refreshing Data in a View Created in View Designer

You may refresh views created in View Designer in the same way you refresh views that were inserted into an Office application from the Presentation Catalog.

See "Specifying Preferences for Refreshing Views" on page 199 and "Refreshing Views" on page 200 for information.

16 Smart View Options

In This Chapter

Setting Smart View Options

You set Smart View options in the Options dialog box, which can be opened by clicking **Options** on the Smart View ribbon.

Global Options and Sheet Level Options

Smart View provides two types of options, global options and sheet options.

- "Global Options" on page 219
- "Sheet Options" on page 220

Global Options

Global options are options that apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to workbooks that are created henceforth.

Changes to global option settings also affect *existing* worksheets and workbooks, and other Office documents.

The following are global options:

- Advanced Options
- Extensions
- Cell Styles

Note: Use the **OK** button when saving global options. Changes to global options become the default settings for all existing and new worksheets and workbooks so it is not necessary to use **Save as Default Options** or **Apply to All Worksheets** with global options. **Save as Default Options** and **Apply to All Worksheets** are used with the sheet level option settings only.

Sheet Options

Sheet level options are options that are specific to the worksheet for which they are set. Sheet options are applicable only in Excel. You do not set sheet options in Word or PowerPoint.

Three options are available for saving sheet level options:

- **OK**—The sheet level option changes apply only to the current sheet in the current workbook. The changes do not apply to existing sheets or to new sheets in the current workbook. They do not affect any existing workbooks or new workbooks.

  In PowerPoint or Word, **OK** only applies to selections made on the **Advanced** tab (which are global options, not sheet options).

- **Save as Default Options**—The sheet level options changes are also the default option settings for *new* worksheets in the current workbook and for any *new* workbooks, and any other new Office documents. Changes to sheet level option settings do not affect *existing* worksheets or workbooks.

  For example, in Excel, assume you made changes to member options and selected **Save as Default Options**. You must access each existing worksheet individually, and make those same changes, if you want the changes to be propagated to existing worksheets in the workbook. This allows for different sheet level options on different worksheets. However, the changes are automatically propagated to any new worksheets you create within the current workbook and to any new workbooks.

  Note: The **Save as Default Options** option is not available in PowerPoint or Word.

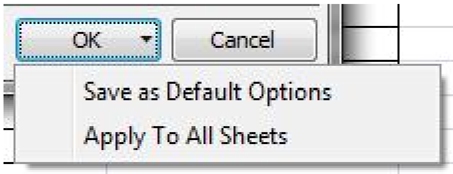
- **Apply to All Worksheets**—The sheet level options changes apply to all *existing* worksheets with Smart View content within the current workbook. They do not apply to any new worksheets within the current workbook, to other *existing* workbooks, or to *new* workbooks.

  For example, assume you made changes to member options and selected **Apply To All Sheets**. The changes are propagated to all existing worksheets with Smart View content within the current workbook. This allows for quick updating of sheet level options in the current workbook. However, these changes are not propagated to any new worksheets in the current workbook, to existing workbooks, or to new workbooks.

  Note: The **Apply to All Worksheets** option is not available in PowerPoint or Word.

Save as Default Options and **Apply to All Worksheets** are accessed in Excel by clicking the arrow in the **OK** button in the **Options** dialog box (see Figure 57).

Figure 57 Save as Default Options, Accessed from the OK Button



The following are sheet level options:

- Member Options
- Data Options
- Formatting Options

Member Options

Member options are sheet level options, which are specific to the worksheet for which they are set.

To set options for the display of member cells as described in Table 13, click **Options** on the Smart View ribbon, and then select **Member Options** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**
- **Apply to All Worksheets**

  Note: The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See "Sheet Options" on page 220 for a complete description of the above options.

Note: Not all data providers support all the options listed in the table.

Table 13 Member Options

Option	Description
General	**General**

Option	Description
Zoom In Level	From the drop-down menu, select one of the following to specify a default zoom level for ad hoc analysis: ● **Next Level** to retrieve data for the children of the selected members ● **All Levels** to retrieve data for all descendants of the selected members ● **Bottom Level** to retrieve data for the lowest level of members in a dimension ● **Sibling Level** to retrieve data for all members at the same level as the selected member ● **Same Level** to retrieve data for the siblings of the selected members ● **Same Generation** to retrieve data for all members of the same generation as the selected members ● **Formulas** to retrieve data for all members that are defined by the formula of the selected member. The formula can be a member equation or a consolidation to the parent.
Member Name Display	From the drop-down menu, select one of the following to specify how to display member names in cells: ● **Member Name Only** to display member names ● **Distinct Member Name** to display fully qualified names ● **Member Name and Alias** to display member names and their aliases ● **Description Only** to display aliases
Indentation	From the drop-down menu, select one of the following to specify how hierarchy levels are to be indented: ● **None** ● **Subitems** to indent descendants. Ancestors are left-justified in the column. ● **Totals** to indent ancestors. Descendants are left-justified in the column.
Ancestor Position	From the drop-down menu, select one of the following to specify ancestor position in hierarchies: ● **Top** to display hierarchies in order from highest to lowest level ● **Bottom** to display hierarchies in order from lowest to highest level **Note:** Essbase does not support the **Ancestor Position** options.
Member Retention	**Member Retention**
Include Selection	Display the selected member and the members retrieved as a result of the operation.
Within Selected Group	Perform ad hoc operations only on the selected group of cells, leaving unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. For **Zoom**, **Keep Only**, and **Remove Only**.
Remove Unselected Groups	For **Zoom In** or **Zoom Out**, remove all dimensions and members except the selected member and the members retrieved as a result of zooming.
Comments and Formulas	**Comments and Formulas**
Preserve Formulas and Comments in ad hoc operations except pivot	Preserves formulas and comments on the grid during queries. You can clear this option to make queries run faster, but if you do, formulas and comments are removed or ignored. This option must be selected if you select **Formula Fill** or **Enable Enhanced Comment Handling**. **Note:** This option applies to formulas in both member and data cells.

Option	Description
Formula Fill	Propagates formulas associated with member cells to the members retrieved as a result of zooming in. If **Preserve Formulas and Comments in ad hoc operations except pivot** and **Use Excel Formatting** are both selected, propagates cell formatting to the members retrieved as a result of zooming in. **Note:** This option applies to formulas in both member and data cells.
Enable Enhanced Comment Handling	Enables you to review and correct comments and member names in ad hoc grids that contain comments.
Preserve Formula in POV Change	Preserves formulas in cells when you refresh or make changes to the POV. Otherwise, any formulas in the grid are lost.

Data Options

Data options are sheet level options, which are specific to the worksheet for which they are set.

To set options for the display of data cells as described in Table 14, click **Options** on the Smart View ribbon, and then select **Data Options** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**
- **Apply to All Worksheets**

Note: The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See "Sheet Options" on page 220 for a complete description of the above options.

Note: Not all data providers support all the options listed in the table.

Table 14 Data Options

Option	Description
Suppress Rows	To streamline the grid, you can suppress rows that contain types of data that you do not need to view. **Note:** In suppressed rows, cell references to Excel formulas are not updated.
No Data/Missing	Suppress rows that contain only cells for which no data exists in the database (no data is not the same as zero. Zero is a data value.) If you later clear **No Data/Missing,** suppressed values are returned only from that point on. You must zoom out and then zoom in on a member to retrieve values that were suppressed while this option was selected.
Zero	Suppress rows that contain only zeroes.

Option	Description
No Access	Suppress rows that contain data that you do not have the security access to view. **Note:** This option is supported by Financial Management only.
Invalid	Suppress rows that contain only invalid values.
Underscore Characters	Suppress rows that contain underscore characters in member names (not available in Smart Slice operations).
	Suppress rows that contain repeated member names, regardless of grid orientation.
Suppress Columns	To streamline the grid, you can suppress columns that contain types of data that you do not need to view. **Notes:** ● In suppressed columns, cell references to Excel formulas are not updated. ● The **Suppress Columns** options are not available when connected to an Essbase data source. ● The **Suppress Columns** options are not supported when performing ad hoc with Financial Management data sources.
No Data/Missing	Suppress columns that contain cells for which no data exists in the database (no data is not the same as zero. Zero is a data value.) If you later clear **No Data/Missing,** suppressed values are returned only from that point on. You must zoom out and then zoom in on a member to retrieve values that were suppressed while this option was selected.
Zero	Suppress columns that contain only zeroes.
No Access	Suppress columns that contain data that you do not have the security access to view.
Replacement	**Replacement**
#NoData/Missing Label #NoAccess Label #Invalid/ Meaningless	Data cells may contain missing or invalid data, or data that you do not have permission to view. In such cells, Smart View by default displays `#Missing`, `#Invalid,or #No Access`, respectively, but you can change these labels. To do so, in any of these fields, enter one of the following: ● Text of your choice (or leave the default). Text labels have the advantage of being descriptive, but they cause Excel functions to fail. ● `#NumericZero` to specify numeric zero (0) replacement labels. With `#NumericZero`, you can use functions, but you cannot submit zeroes to the database (even if the zeroes are actual zeroes and not replacement labels) unless you select **Submit Zero.** Calculations that are dependent on a cell with a numeric zero label compute correctly and take the value of the cell as zero.
Submit Zero	Select if you entered `#NumericZero` above and want to be able to submit zeroes to the database.
Display Invalid Data	Display actual data even if it is invalid, rather than **#Invalid/Meaningless** or other replacement text. If no data exists, the cell is left blank.
Enable Essbase Format String	If the administrator has created specific formatting for the display of numerical data, view data in this formatting.
Mode	**Mode**

Option	Description
Cell Display	As an alternative to displaying actual data, you can display the calculation or process status of the cells: ● **Data** to show actual data ● **Calculation Status** to show whether data needs to be calculated, translated, or consolidated ● **Process Management** to show the entities level (Financial Management) or Approvals level for combinations of data called process units (Planning)
Navigate Without Data	Speeds up operations such as Pivot, Zoom, Keep Only, and Remove Only by preventing the calculation of source data while you are navigating. When you are ready to retrieve data, clear **Navigate without Data**.
Suppress Missing blocks	Suppress blocks of cells for which no data exists in the database.

Advanced Options

Advanced options are global options, which apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to any workbooks and worksheets that are created henceforth. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

Note: Not all data providers support all the options listed in the table.

To set options for the administrative and other advanced tasks as described in Table 15, click **Options** on the Smart View ribbon, and then select **Advanced** in the left panel. When you are finished, click **OK**.

Table 15 Advanced Options

Option	Description
General	**General**
Shared Connections URL	Specify a default URL for all connections. Use the following syntax: `http://<server>:19000/workspace/SmartViewProviders` **Note:** This field must contain an EPM Workspace URL for Smart View online help to be available.
Number of Undo Actions	The number of Undo and Redo actions permitted on an operation (0 through 100). See "Using Undo and Redo" on page 85.
Number of Most Recently Used Items	The number, 15 or fewer, of your most recently used connections to be displayed on Smart View Home and the Open menu on the Smart View ribbon.
Delete All MRU Items	Delete all items in your most recently used list, including those that are pinned to the list.
Logging	**Logging**

Option	Description
Log Message Display	All error, warnings, and informational messages from the connected data source are displayed when they occur, but you can choose which of these message levels to record in a log file. Select a message level to display and record: ● **Information**: All messages, including warnings and errors — recommended to diagnose problems. May adversely impact performance. ● **Warnings**: Warnings and error level messages. May adversely impact performance. ● **Errors**: Error messages only — recommended for general use. Has minimal impact on performance. ● **None**: Suppress all messages. ● **Extended Info**: Information-level messages plus all server responses and requests. Adversely impacts performance.
Route message to files	Save log messages in a file. Click the ellipsis button to change the location of the log file.
Clear Log File on Next Launch	Clear the log file starting with the next log message generation, which will be seen after Excel is closed.

Enable Profiling (do this only by support engineer recommendation)	Provides extended Info log entries and most function calls. Creates XML files for each Office application with active Smart View. Intended for debugging. Severely impacts performance.
	The location of the profile file is:
	`%APPDATA%\Oracle\SmartView\Profile`
	For example:
	`C:\Users\`*`username.domain`*`\AppData\Roaming\Oracle\SmartView\Profile`

Display	**Display**
Language	Select a language in which to display Smart View. You must restart the Office application when you change languages. **Default** is the language specified when Smart View was installed.
Display Smart View Short Cut Menus Only	Display only Smart View menu items on shortcut menus. Otherwise, shortcut menus display both Excel and Smart View items.
Disable Smart View in Outlook	Disable Smart View in Outlook if you do not want to use Smart View task lists in Outlook.
Enable Ribbon Context Changing	Display the active data provider ribbon automatically after you use a button on the Smart View ribbon.
Disable options that are not valid for the active connection	Disable options in the Options dialog box that are not valid for the active connection.
Display Drill-Through Report ToolTips	Display by default lists of available drill-through reports for cells whenever you mouse over them.
Show Progress Information After (seconds)	Specify the time, in seconds, after which the **Smart View Progress** status bar appears when an operation begins.
Compatibility	**Compatibility**

Option	Description
Reduce Excel File Size	Compress the metadata maintained in Excel files containing Smart View workbooks. **Note:** This option pertains to interoperability between different versions of Smart View. If all users in your organization are on Smart View 9.3.1.6 or higher, then this option should always be selected. Clear this option in the following situations: ● You send an Excel workbook to users on Smart View releases earlier than 9.3.1.6, or to users on Microsoft Office 2002 and earlier regardless of Smart View release. In these workbooks: ❍ Grids that contain functions must be refreshed before data can be displayed. ❍ In ad hoc mode, POV settings are lost; the behavior is similar to that of a fresh ad hoc grid. ● You open a workbook sent from users on Smart View release earlier than 9.3.1.6, or on Microsoft Office 2002 and earlier regardless of Smart View release
Improve Metadata storage	Allow for more efficient storage of internal data structures. When this option is cleared, Smart View maintains two copies of metadata for compatibility purpose, which may result in slower overall performance. **Note:** This option pertains to interoperability between different versions of Smart View. If all users in your organization are on Smart View 9.3.1.6 or higher, then this option should always be selected. Clear this option in the following situations: ● You send an Excel workbook to users on Smart View releases earlier than 9.3.1.6, or to users on Microsoft Office 2002 and earlier, regardless of Smart View release ● You open a workbook sent from users on Smart View releases earlier than 9.3.1.6, or from users on Microsoft Office 2002 and earlier, regardless of Smart View release
Refresh Selected Functions and their dependents	Execute dependent functions on the same sheet before executing the selected functions.
Mode	**Mode**
Use Double click for Operations	Double-clicking retrieves the default grid in a blank worksheet and thereafter zooms in or out on the cell contents. If not selected, double-clicking retains standard Excel functionality and puts a cell into edit mode. If Oracle Essbase Spreadsheet Add-in and Smart View are installed on the same computer and you have not completed the steps in "Smart View and Spreadsheet Add-in" on page 267, double-clicking prompts you to log into Spreadsheet Add-in.

Formatting Options

Formatting options are sheet level options, which are specific to the worksheet for which they are set

To set options for cell formatting as described in Table 16, click **Options** on the Smart View ribbon, and then select **Formatting** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**

- **Apply to All Worksheets**

  Note: The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See “Sheet Options” on page 220 for a complete description of the above options.

Note: Not all data providers support all the options listed in the table.

Table 16 Number Formatting Options

Option	Description
Formatting	**Formatting**
Use Thousands Separator	Use a comma or other thousands separator in numerical data. Do not use # or $ as the thousands separator in Excel International Options.
Use Cell Styles	Use formatting that is defined in Cell Styles or by the data provider. Overrides any user formatting. See “Cell Styles” on page 230.
Use Excel Formatting	Use Excel rather than Smart View formatting and retain Excel formatting for ad hoc operations.
Move Formatting on Operations	Copy parent cell formatting to zoomed in cells and retain this formatting even if the cell location changes after an operation.
Retain Numeric Formatting	When you drill down in dimensions, retains the Excel formatting you have set when selecting the **Home** ribbon, then **Format**, and then **Format Cells**. For example, if you chose to display negative numbers in red, then negative values will be displayed in red as you drill down on any member.
Adjust Column width	Adjust column widths to fit cell contents automatically.

Option	Description
Scale	Applies to ad hoc and forms. Overrides the setting defined in the form definition. Choose a positive or negative scaling option, and then click Refresh. **Positive scaling:** Divides original values by factors of 10. For example: ● 1—All original values are divided by 10: *cell value*/10 For example, 100/10=10, so 10 will be displayed. ● 2—All original values are divided by 100: *cell value*/100 For example, 100/100=1, so 1 will be displayed after refresh. ● 3—All original values are divided by 1000: *cell value*/1000 For example, 100/1000=0.1, so 0.1 will be displayed after refresh. The pattern is similar for the remaining positive scaling options. Note that 0 will be displayed if the **Decimal Places** option is set to Default or 0. However, for a value such as 0.1 to display, the **Decimal Places** option must be set to 1. **Negative Scaling:** Multiplies original values by factors of 10. For example: ● -1—All original values are multiplied by 10: *cell value**10 For example, 100*10=1000, so 1000 will be displayed. ● -2—All original values are multiplied by 100: *cell value**100 For example, 100*100=10000, so 10000 will be displayed after refresh. ● -3—All original values are multiplied by 1000: *cell value**1000 For example, 100*1000=100000, so 100000 will be displayed after refresh. The pattern is similar for the remaining negative scaling options. **Note:** Work with the **Decimal Places** option to achieve the desired display result.
Decimal Places	Applies to ad hoc and forms. Overrides the setting defined in the form definition. Specify a decimal scale for the data values. For example, in Smart View, assume the decimal option selected is "1". All values will change one decimal place to the right. If the original value is 50.56, then after refresh the value will be displayed as 50.5. Similarly, if option selected is "3", then the displayed value will be 50.560. For forms, if Default is selected, then the form definition setting is applicable. **Note:** Work with the **Scale** option to achieve the desired display result.
Form	**Form**
Repeat Member Labels	

Cell Styles

Cell style options are global options, which apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to any workbooks and worksheets that are created henceforth. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

On the Cell Styles page, you can specify formatting to indicate certain types of member and data cells. Because cells may belong to more than one type—a member cell can be both parent and child, for example—you can also set the order of precedence for how cell styles are applied.

➤ To specify a style:

1. Expand the list of available cell types.
2. Select a cell type.
3. Select **Properties** and specify a font, background color, or border.

   Smart View allows the setting of only one style per cell type.

   For example, you may set a background style *or* a font style for Parent members, but you cannot set both a background *and* font style for Parent members.
4. To re-order precedence of cell styles, use the **Move Up** and **Move Down** buttons or drag and drop the cell styles.
5. Click **OK**. The setting takes effect after you refresh or perform a drill operation.
6. **Optional:** To revert cell styles or precedence to the default styles of the connected Smart View provider, click **Default Styles.**
7. **Optional:** To set your selections on this page as default settings, click the arrow in the **OK** button, and then select **Save as Default Options.**

Table 17 Cell Style Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Member cells		
Members	X	X
Formula	X	
Data cells		
Locked	X	
Supporting details	X	X
Read-only	X	X
Cell Text	X	X
Document Attachment	X	X

Option	Forms	Ad Hoc
Writable (lowest priority is recommended)	X	X
Drill-through	X	X

Table 18 Cell Style Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Member cells		
Add Member	X	
Linked Form	X	
Members	X	X
Server Calculated		
Client Calculated		
Data cells		
Drill-through	X	X
Derived		X
Invalid	X	X
Locked	N/A	N/A
Impacted	X	X
Read-only	X	X
Cell text	X	X
Writable (lowest priority is recommended)	X	X
Server Calculated		
Client Calculated		
Supports Allocation		

Extensions

Extension options are global options, set from Excel, which apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to all Microsoft Office documents that are created henceforth, including Excel workbooks and worksheets, PowerPoint presentations and slides, and Word documents. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

Note: Extension options can only be set from Excel; they cannot be set from PowerPoint or Word.

The Extensions page contains a list of the extensions that are installed to leverage Smart View functionality for other Oracle products. From this page you can do the following:

- Enable and Disable extensions
- Check for updates to extensions
- Enable logging for extension installations
- Override the default download URL for extensions

Smart View supports extensions for the following products:

- Oracle Hyperion Disclosure Management
- Oracle Hyperion Financial Reporting
- Oracle Hyperion Strategic Finance
- The Predictive Planning extension for Planning
- The Planning Admin extension for Planning
- Crystal Ball EPM

The above extensions are documented in the applicable product guide.

The following extensions are packaged with Smart View:

- Smart Query
- Oracle Business Intelligence Enterprise Edition

The above extensions are documented in this guide.

All extensions, whether packaged with Smart View or not, should be enabled automatically when you start Smart View. If for any reason an extension is not enabled, use the following procedure to enable it.

➤ To enable an extension:

1. From the Smart View ribbon, select **Options**, and then **Extension.**
2. Locate the extension and click **Enable.**

   Note: You may also disable extensions from this dialog box.

➤ To set your selections on this page as default settings:

1. Click the arrow in the **OK** button.
2. Select **Save as Default Options.**

17 Functions

In This Chapter

Using Functions

Note: In this chapter, references to Planning apply to both the on-premises and Oracle Planning and Budgeting Cloud Service versions of Planning.

If you are familiar with the contents of your database, you can use the Smart View functions described in Table 19 to perform operations on specific data in Excel cells.

Note: When using the Smart View functions in Table 19, do not use the hash mark (#) or the semicolon (;) in member names, dimension names, or variable names. These characters are reserved for delimiters in the functions noted in this chapter.

Table 19 Smart View Functions and Supported Providers

Function	Description	Supported Providers
HsGetValue	Retrieves data from a data source.	• Financial Management • Essbase • Planning • Hyperion Enterprise (private connection only)

Function	Description	Supported Providers
HsSetValue	Sends values to the data source.	• Financial Management • Essbase • Planning • Hyperion Enterprise (private connection only)
HsGetSheetInfo	Retrieves detailed information about the current worksheet.	Provider-independent
HsCurrency	Retrieves the entity currency for the selected members.	• Financial Management • Hyperion Enterprise (private connection only)
HsDescription	Displays the description for the default member.	• Financial Management • Essbase • Hyperion Enterprise (private connection only)
HsLabel	Displays the label for the default member.	• Financial Management • Hyperion Enterprise (private connection only)
HsGetText	Retrieves cell text from the data source.	• Financial Management • Hyperion Enterprise (private connection only)
HsSetText	Sends cell text to the data source.	• Financial Management • Hyperion Enterprise (private connection only)
HsGetVariable	Retrieves the associated value for a substitution variable.	Essbase

Creating Functions

You can create functions manually or by using the Function Builder.

Creating Functions in the Function Builder

In the Function Builder, you select a function and specify the connection and members that you want the function to use. The Function Builder then creates the function using the proper syntax and enters it into the selected cell. You can edit these functions.

The selections available to you in a given Function Builder field are limited by your selections in other fields of the Function Builder. For example, only the connections supported by the selected function are displayed, and only the dimensions supported by the function you select are displayed.

A cell reference can be selected for each function argument. If you know argument input values, you can create functions in offline mode. Type-in functionality is available for each argument.

Note: You can use functions that were created in the Function Builder prior to Release 11.1.2.2.310. However, starting with Release 11.1.2.2.310, the Function Builder uses commas (,) to separate member list arguments rather than semicolons (;). Both characters are supported by the new Function Builder, but when you modify a function created in the previous version, you are prompted to convert to the new comma-separated format. If you choose not to convert, then none of your modifications to the function are applied.

➤ To create functions using the Function Builder:

1 **Connect to the appropriate data source.**

Function Builder supports shared or private connections.

2 **In the sheet, select the cell in which you want to enter the function.**

3 **In the Smart View Panel, navigate to the database on which you want to base the function, right-click the database name, and then select Build Function.**

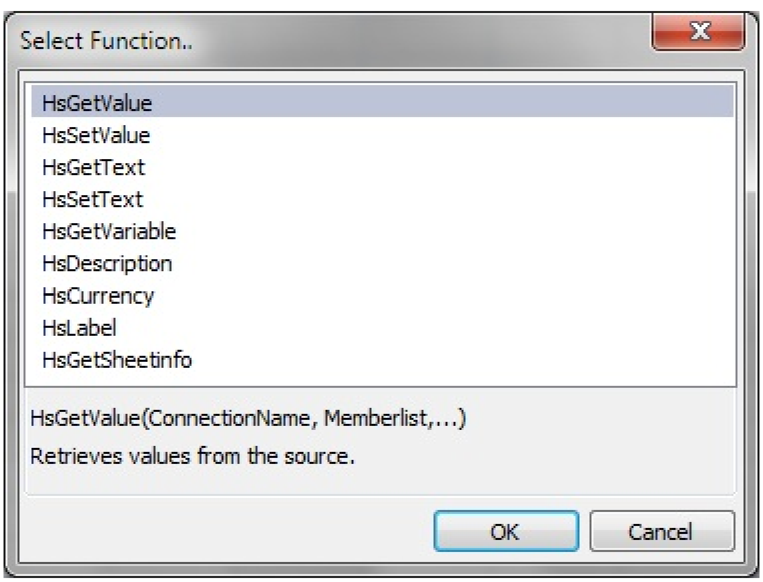
Accessing the Function Builder in this way will prepopulate the **Connection** field of the **Function Arguments** dialog box with specific connection information, as described in step 4.

Alternatively, from the Smart View ribbon, select **Functions,** and then **Build Function**.

When you access the Function Builder in this way, the **Connection** field in the **Function Arguments** dialog box is blank. You may provide connection information, as described in step 4. Or, if there is an active connection on the sheet, select HSACTIVE from the drop-down list.

4 **In Select Function, select a function from the list and click OK.**

Figure 58 Function Builder, Select Function Dialog Box



Note: Not all functions are available to all providers. See Table 19, “Smart View Functions and Supported Providers,” on page 233 for a list of functions and the supported providers.

The **Function Arguments** dialog box is displayed with the **Connection** field automatically populated with connection information in one of the following formats.

- For shared connections:

  `WSFN|`*`ProviderType`*`|`*`Server`*`|`*`Application`*`|`*`Database`*

  The `WSFN` parameter above signifies that this function is a Workspace function and uses a shared connection.

- For private connections:

  `PrivateConnectionName`

To manually enter the connection info, use the syntax above.

5 **In Function Arguments, for each argument in the selected function, do one of the following:**

- Click the right-most button, .

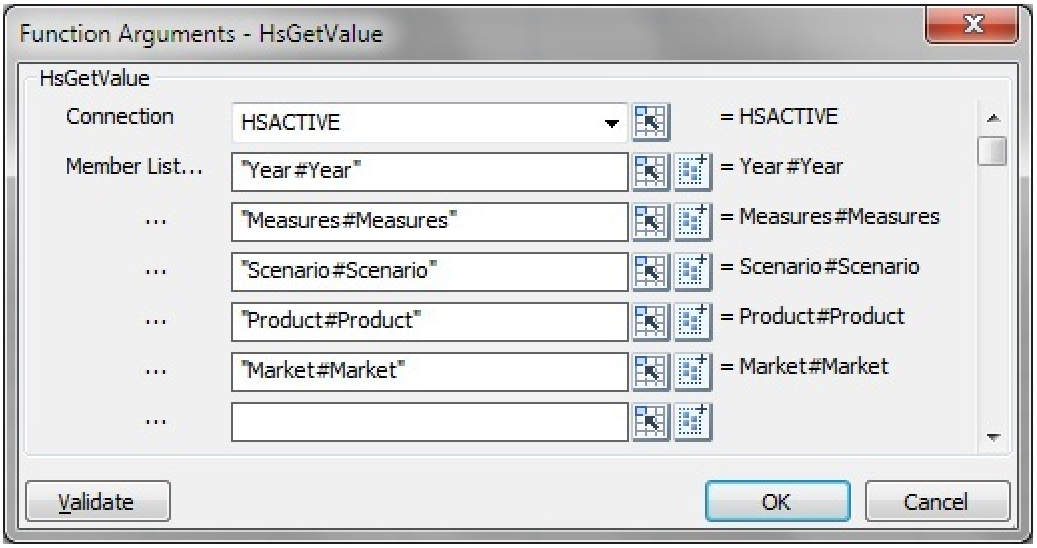
  For example, for HsGetValue, click  to select members from **Member Selection**; for HsLabel and HsGetVariable, select from drop-down lists of labels or variables.

  Essbase only: Note that when variable names are duplicated, their fully qualified name is displayed in the drop-down list. This helps to identify variables defined at the global, application, and database levels.

- To type arguments manually, enter the argument in the text box. For example, to type a member, use the format: dimension#member; such as `Year#Qtr1` or `Year#Jan`.
- To use cell references, follow the procedure in Using Cell References.

Figure 59 shows a completed **Function Arguments** dialog box for the HsGetValue function.

Figure 59 Function Builder, Function Arguments Dialog Box for HsGetValue Based on the Essbase Sample Basic Database



The arguments listed in **Function Arguments** vary depending on the function selected in step 4.

Notes:

- For HsGetSheetInfo, use a cell reference. See Using Cell References for more information.
- For HsSetValue only: Select **Data** or **Cell Reference** and enter the value to submit.
- For HsGetText and HsSetText only:
  - Select **Comments** or **Cell Reference**, and then enter the cell text to submit
  - Select **Cell Text Label**, and then select a label from the drop-down menu
- If an active worksheet connection is available, you can select **HSACTIVE** from the **Connection** drop-down list.

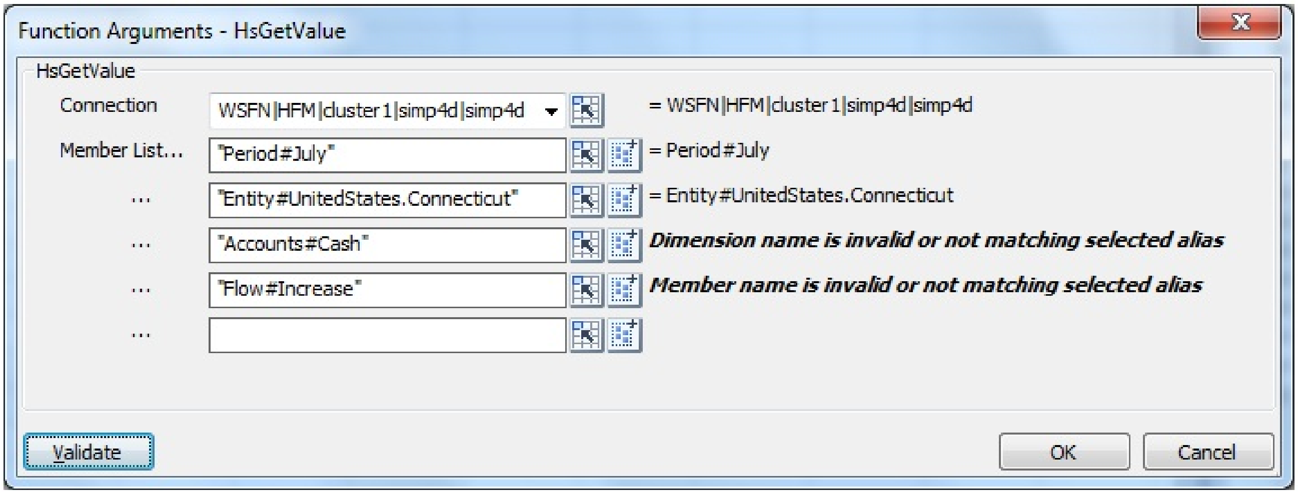
6 Click **Validate** and correct any errors that may be noted.

Some of the errors you may see are:

- Connection offline or invalid
- Invalid selection
- Member name is invalid or not matching selected alias
- Dimension name is invalid or not matching selected alias
- Incomplete Dimension#Member combination
- Generic “Error” in cases of missing quotation marks or other minor syntax errors

Figure 60 shows errors in the Function Arguments dialog box with after clicking the **Validate** button. In the following example from the Financial Management Simple application, there are errors in the syntax for two of the Dimension#Member combinations. The first error is that the Dimension name is invalid or not matching the selected alias. The second error is that the member name is invalid or not matching the selected alias.

Figure 60 Function Builder Validation Errors



7 When the function validation is successful, click **OK** to insert the function in the selected cell.

8 To execute the function, follow the procedure in "Running Functions" on page 242.

Using Cell References

You can enter references to single cells for connection, label, data/text, or variable arguments. You can also enter references to two contiguous or noncontiguous cells for dimension/member references. References cannot be made to cell ranges of more than two cells.

➤ To use cell references:

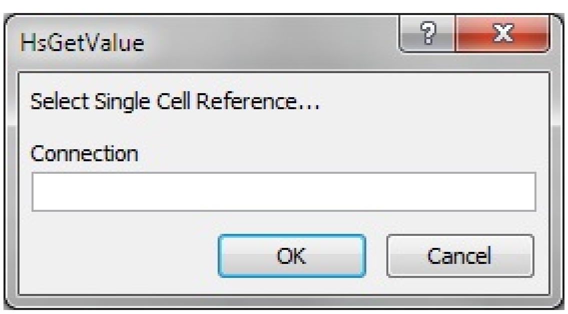
1 Follow step 1 through step 5 in the preceding procedure.

2 In the **Function Arguments** dialog box, for each argument in the selected function, click the **Cell Reference** button, .

Depending on the type of argument selected, a Cell Reference dialog box is displayed.

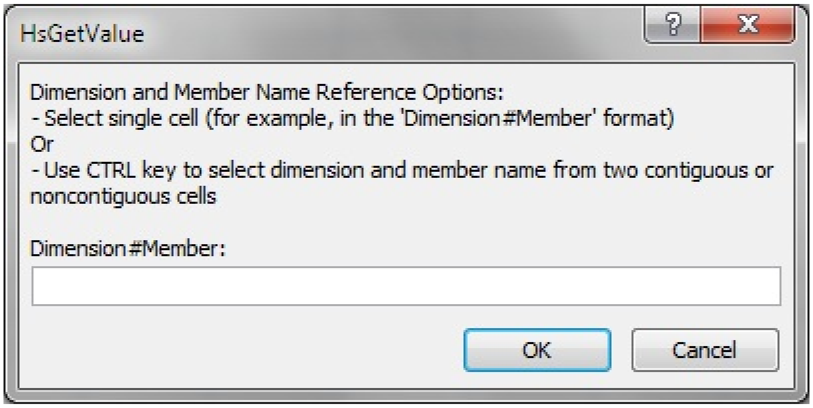
- If you select a connection, label, data/text, or variable argument, the **Select Single Cell Reference** dialog box is displayed.

Figure 61 Select Single Cell Reference Dialog Box



- If you select a member list argument, the **Cell Reference** dialog box for a dimension and member name cell reference is displayed.

Figure 62   Dimension and Member Name Cell Reference Dialog Box

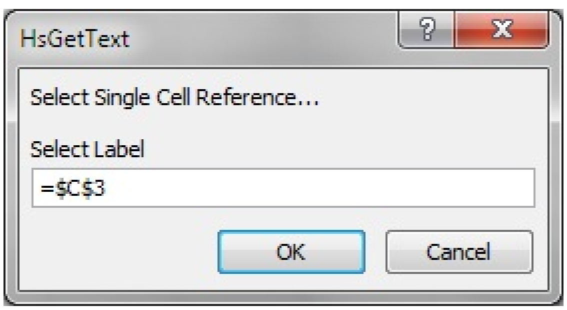


3   **In the grid, perform an action:**

- For the **Single Cell Reference** dialog box, depending on the type of argument, click a single cell to reference; for example, a cell containing a variable.

  Figure 63 shows the **Single Cell Reference** dialog box with a cell selected for a label argument.

  Figure 63   Cell Reference Dialog Box with Single Cell for Label Argument Selected

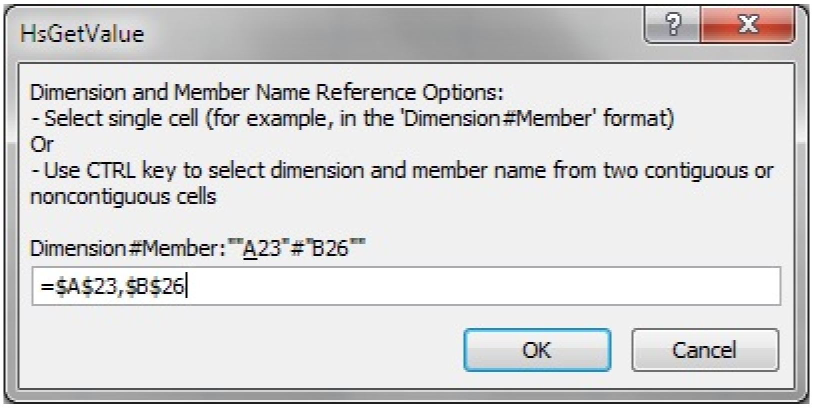
  

- For the **Dimension and Member Name Cell Reference** dialog box, do one of the following:
  - Click a single cell to reference; for example, a cell that contains both a dimension and a member name.
  - Pressing the **Ctrl** key, select two contiguous or noncontiguous cells; for example, a dimension and a member cell.

    You may press **Ctrl**, click in two cells from different areas of the worksheet or two adjacent cells. Each cell selection much be performed by a single click while the **Ctrl** key is still pressed.

  Figure 64 shows the **Dimension and Member Name Cell Reference** dialog box with two noncontiguous cells selected.

Figure 64   Cell Reference Dialog Box with Two Noncontiguous Cells Selected



4 **Click OK in the Cell Reference dialog box.**

In **Function Arguments**, the text field for the argument contains the referenced cell or cells in the format shown in Table 20.

Table 20   Cell Reference Formats

Cell Reference	Form in Function Arguments
Single cell	`""&A3&""` See "Notes" below this table for a full explanation.
Two contiguous cells	`""&A3&"#"&B3&""`
Two noncontiguous cells	`""&A5&"#"&B9&""`

Notes:

- For a single cell reference, if the member name that you selected in step 3 is displayed as dimension#member in the grid, then the argument selection is complete. For example, if the member is displayed in the grid as `Year#Qtr 2` in cell A3, then `""&A3&""` is complete.

  If only the member name is displayed in the grid, then you must manually enter the dimension name followed by # between the first two sets of double quotation marks. For example, if the member is displayed as Qtr2 in cell A3, then you must enter `Year#` between the quotation marks: `"Year#"&A3&""`

- If an argument text field contains text before you select a reference cell, the cell reference text is appended to this text. Therefore, delete any unwanted text in the field before selecting a cell for reference.

5 **Click OK to insert the function in the selected cell.**

6 **Refresh.**

Creating Functions Manually

See Microsoft documentation and support site for information about character and other Excel function limitations.

➤ To create a function manually:

1. In Excel, click the cell in which you want to enter the function.
2. Enter = (equal sign).
3. Enter the function name, HsSetValue, for example.
4. Enter parameters for the function according to rules described in Syntax Guidelines, using the information specific to each function in "Function Descriptions" on page 244.
5. To refresh the worksheet, from the Smart View menu, select **Refresh.**

   Functions are validated only when you refresh them.

Syntax Guidelines

See "Function Descriptions" on page 244 for the syntax of individual functions.

- To work with a shared connection, you must add to the function the WSFN identifier, which specifies a workspace function, along with a connection string. The format is:

  `WSFN|`*`ProviderType`*`|`*`Server`*`|`*`Application`*`|`*`Database`*

  For example, in the HsGetValue function for a shared connection to an Essbase data source, the WSFN identifier and connection string is added to the function as follows:

  ```
  =HsGetValue("WSFN|Essbase|myserver|Sample|Basic","Market#South")
  ```

  For *`ProviderType`*, use one of the following case-sensitive strings:

  - `Essbase`
  - `HFM` (for Financial Management)
  - `HP` (for Planning)

  For Financial Management, the *`Database`* parameter can be omitted, or it can be the same as the *`Application`* parameter. For consistency, Oracle recommends entering the application name for the *`Database`* parameter.

- Private connection parameters can have these values:

  - **Empty**: the default connection
  - **HsActive**: the active associated connection
  - The user-defined name for a private connection

  If you specify a private connection, it must precede the POV.

- The POV is composed of *dimension#member* pairs, for example, Entity#Connecticut.
- Parent-child relationships are designated by a period, for example, Entity#UnitedStates.Maine.
- The connection and POV can be grouped as one parameter, for example "My_connection;Entity#UnitedStates".

  Alternatively, they can be split up into multiple function parameters, for example, "My_connection", "Entity#UnitedStates", "Account#Sales".

- If the connection and POV are in the same parameter, the connection and each *dimension#member* pair are separated by a semicolon (;), for example, "My_connection;Entity#UnitedStates;Account#Sales".

Running Functions

When a worksheet that contains saved functions is opened on a different computer from the one on which it was created, the functions include the full path of the original computer. Smart View automatically updates these function paths when you open the worksheet if all three of the following conditions are met. Otherwise, you must manually update functions using the Excel **Links** option.

- The worksheet is unprotected.
- The Excel option **Ask to update automatic links** is cleared.
- When you open a workbook, if prompted to update link automatically, select **Continue** or **Cancel**. Do not select **Edit Links.**

➤ To run functions and retrieve values:

1 **Open the worksheet that contains the functions you want to run.**

2 **Do one of the following:**

  - For HsSetValue, from the Smart View ribbon, select **Submit Data**.
  - For other functions, select one:
    - To run functions and update all worksheets in the workbook, from the Smart View ribbon, select **Refresh all Worksheets.**
    - To run functions and update only the active worksheet, select **Refresh**.

Fixing Links in Functions

When you uninstall Smart View on one drive and install it on another drive, or send a Smart View file to a user who installs it on a different drive, you may need to fix broken links in functions.

➤ To fix broken links in functions, from the Smart View ribbon:

1 **Select Functions.**

2 **Select Fix Links.**

Copying and Pasting HsGetValue Functions

You may copy cells and ranges of cells containing the HsGetValue function from one Office application and paste them into Excel, Word or PowerPoint.

Note these guidelines when copying and pasting functions:

- Only cells containing the HsGetValue function may be copied and pasted. You may not copy and paste cells containing other functions.
- The data point generated will use the connection-level alias.
- Any cell references in the function will be replaced with its evaluated values. For example, if a function contains `"Year#""&A2&""` for the dim#member combination, and cell A2 contains `"Qtr2"`, then the function generated will have `"Year#Qtr2"` as the extracted value.
- Any POV changes applied on the data point query from the POV Manager will be applied only to the dimensions not present in the data point.
- Function XML may be exported from legacy applications.
- The following copy/paste scenarios are supported:
  - Functions from a single connection with no cell references.
  - Functions from a single connection with cell references.
  - Functions from multiple connections
  - Visualize in Excel—a grid with single intersection will be generated using the function POV.
  - Functions with case insensitive connection names.
- The following copy/paste scenarios are NOT supported:
  - Functions from an ad hoc grid (these will be pasted as static values).
  - Nested formulas.
  - Formulas with arithmetic operations; for example, divide or multiply.
  - Other Excel functions; for example, IF or SUM.

➤ To copy and paste functions:

1 **Select the cell or range of cells to copy and perform an action:**

   - In Excel, click 

   - In Word and PowerPoint, click 

2 **If not already open, launch the Office application to which you want to paste the copied function cells.**

3 **Perform an action:**

   - In Excel, select the cell where the copied functions will be pasted and, in the Smart View ribbon, click 

.

- In Word or PowerPoint, place the cursor at the point in the page or slide where the copied function will pasted and, in the Smart View ribbon, click 

4 **Refresh the sheet, page, or slide.**

Function Descriptions

HsGetValue

Data sources: Financial Management, Essbase, Planning; Hyperion Enterprise (private connection only)

HsGetValue retrieves data from the data source for selected members of a dimension.

When HsGetValue retrieves no data, the value specified for the #NoData/Missing Label replacement option is used (see Table 14, “Data Options,” on page 223).

When users select Refresh or Refresh All, only HsGetValue is called. When users select Submit, HsSetValue is called first, HsGetValue is then called only if HsSetValue returns successfully.

Syntax

Private connection:

```
HsGetValue("PrivateConnectionName","POV")
```

Shared connection:

```
HsGetValue("WSFN|ProviderType|Server|Application|Database","POV")
```

Example

In this example, HsGetValue returns the value from the HFM01 application for the default POV.

Private connection:

```
HsGetValue("HFM01";"Scenario#Actual;Year#2004;Period#July;View#YTD;
Entity#UnitedStates.Connecticut;Value#USD;Account#Sales;ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];
Custom4#Increases")
```

Shared connection:

```
HsGetValue("WSFN|HFM|hfm_svr|HFM01|HFM01”;"Scenario#Actual;Year#2004;Period#July;
View#YTD;Entity#UnitedStates.Connecticut;Value#USD;Account#Sales;ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#Increases")
```

HsSetValue

Data sources: Financial Management, Essbase, Planning; Hyperion Enterprise (private connection only)

HsSetValue sends a data value from a worksheet to a data source selected members of a dimension. To send data to a data source, you must have the appropriate load rule and write access for the data source.

Syntax

Private connection:

```
HsSetValue (dollar amount,"PrivateConnectionName","POV")
```

Shared connection:

```
HsSetValue (dollar amount,"WSFN|ProviderType|Server|Application|Database","POV")
```

Example

In this example, HsSetValue sends the value from cell H4 to the HFM01 application.

Private connection:

```
HsSetValue(H4, "HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#<Scenario
View>;Entity#UnitedStates.Connecticut;Value#<Entity Currency>;Account#"&$A4&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

Shared connection:

```
HsSetValue(H4, "WSFN|HFM|hfm_svr|HFM01|HFM01","Scenario#Actual;Year#2004;Period#"&B
$2&";View#<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A4&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

HsGetSheetInfo

Data sources: Provider-independent

HsGetSheetInfo retrieves detailed information about the current worksheet, as described in Table 21.

Table 21 HsGetSheetInfo Details

Numerical Equivalent	String Equivalent	Sheet Information
1	Connected	Connection status
2	Sheet Type	Ad hoc or form
3	Server	The server to which the sheet is connected
4	Application	The application to which the sheet is connected
5	Cube	The cube to which the sheet is connected
6	URL	The URL to which the sheet is connected
7	Provider	The data source type to which the sheet is connected

Numerical Equivalent	String Equivalent	Sheet Information
8	Provider URL	The provider to which the sheet is connected; applicable for Oracle Hyperion Provider Services connections
9	Friendly Name	The data source connection name
10	Alias Table	The current alias table
11	User	The user name
12	Description	The connection description

Syntax

```
HsGetSheetInfo("<string equivalent>")
```

```
HsGetSheetInfo("<numerical equivalent>")
```

Example

In this example, HsGetSheetInfo tells you whether the worksheet contains an ad hoc grid or a form.

```
HsGetSheetInfo("Sheet Type")
```

HsCurrency

Data sources: Financial Management, Hyperion Enterprise (private connection only)

HsCurrency retrieves the currency value of the specified dimension member. Entity and Value are the only valid members for the HsCurrency function.

Syntax

Private connection:

```
HsCurrency("PrivateConnectionName,Entity;Value")
```

Shared connection:

```
HsCurrency("WSFN|ProviderType|Server|Application|Database,EntityMember;ValueMember")
```

Note: Hyperion Enterprise does not use the Value dimension

Example

In this example, HsCurrency retrieves the entity currency where the currency for the East Sales entity is USD, and the currency for the UKSales entity is GBR. The EastSales entity displays USD, and UKSales displays GBR.

Private connection:

```
HsCurrency("Comma","Entity#EastRegion.EastSales;Value#<Entity Currency>.")
HsCurrency("Comma","Entity#EastRegion.UKSales;Value#<Entity Currency>.")
```

Shared connection:

```
HsCurrency("WSFN|HFM|hfm_svr|Comma|Comma","Entity#EastRegion.EastSales;Value#<Entity
Currency>.")
HsCurrency("Comma","Entity#EastRegion.UKSales;Value#<Entity Currency>.")
```

HsDescription

Data sources: Financial Management, Essbase, Hyperion Enterprise (private connection only)

HsDescription displays the alias of the specified dimension member.

Syntax

Private connection:

```
HsDescription ("PrivateConnectionName","Dimension#Member")
```

Shared connection:

```
HsDescription ("WSFN|ProviderType|Server|Application|Database","Dimension#Member")
```

Example

In this example, HsDescription displays the description for Custom 4.

Private connection:

```
HsDescription("HFM01","Custom4#Increases")
```

Shared connection:

```
HsDescription("WSFN|HFM|hfm_svr|HFM01|HFM01","Custom4#Increases")
```

HsLabel

Data sources: Financial Management, Hyperion Enterprise (private connection only)

HsLabel displays the default member label for the specified dimension member.

Syntax

Private connection:

```
HsLabel ("PrivateConnectionName","Dimension#")
```

Shared connection:

```
HsLabel ("WSFN|ProviderType|Server|Application|Database","Dimension#")
```

Example

In this example, HsLabel function retrieves the label for the Scenario dimension in the Comma application:

Private connection:

```
HsLabel ("Comma","Scenario#")
```

Shared connection:

```
HsLabel ("WSFN|HFM|hfm_svr|Comma|Comma","Scenario#")
```

HsGetText

Data sources: Financial Management, Hyperion Enterprise (private connection only)

HsGetText retrieves cell text from the data source for dimension members, cell references, the default POV, or a combination of all three.

Note: Users must click **Refresh** in order to retrieve the cell text.

Syntax

Private connection:

```
HsGetText ("PrivateConnectionName","POV","CellTextLabel")
```

Shared connection:

```
HsGetText ("WSFN|ProviderType|Server|Application|Database","POV","CellTextLabel")
```

Example

In this example, HsGetText returns the cell text from the HFM01 data source for the default POV.

Private connection:

```
HsGetText("HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#
<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity Currency>;Account#"&
$A3&";ICP#[ICP None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

Shared connection:

```
HsGetText("WSFN|HFM|hfm_svr|HFM01|HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#
<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity Currency>;Account#"&
$A3&";ICP#[ICP None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

HsSetText

Data sources: Financial Management, Hyperion Enterprise (private connection only)

HsSetText sends cell text to a data source. You can use all dimension members, cell references, the default POV, or a combination of all three.

Note: Users must click **Submit Data** in order to save the cell text.

Syntax

Private connection:

```
HsSetText("Cell Text Comments","PrivateConnectionName";"POV")
```

Shared connection:

```
HsSetText("Cell Text Comments","WSFN|ProviderType|Server|Application|Database";"POV")
```

Example

In this example, HsSetText sends the text from cell H3 to the HFM01 application.

Private connection:

```
HsSetText("H3","HFM01";"Scenario#Actual;Year#2004;Period#"&B$2&";View#<Scenario
View>;Entity#UnitedStates.Connecticut;Value#<Entity Currency>;Account#"&$A3&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

Shared connection:

```
HsSetText("H3","WSFN|HFM|hfm_svr|HFM01|HFM01";"Scenario#Actual;Year#2004;Period#"&B
$2&";View#<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A3&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

HsGetVariable

Data sources: Essbase

HsGetVariable retrieves the associated value for a substitution variable.

You cannot use HsGetVariable with Smart Slices.

Syntax

HsGetVariable can use the default connection name, a private connection name, a shared connection, or an Excel named range on a multiple-range grid, as follows:

- **Default connection:**`HsGetVariable("substitution variable name")`
- **Private connection:**`HsGetVariable("PrivateConnectionName","substitution variable name")`
- **Shared connection:**`HsGetVariable("WSFN|ProviderType|Server|Application|Database","substitution variable name")`
- **Named range on a multiple-range grid:**`HsGetVariable("range name","substitution variable name")`

Examples

- Default connection: `HsGetVariable("CurMonth")`
- Private connection: `HsGetVariable("stm10026_Sample_Basic","CurMonth")`

- Shared connection: `HsGetVariable("WSFN|Essbase|esbsvr|Sample|Basic","CurMonth"`
- Named range: `HsGetVariable("stm10026_Sample_Basic","CurMonth")`

Note: An ampersand (&) is generally used to refer to a substitution variable, but is optional in this function.

Accessing Functions with a Smart Tag

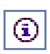
You can access HsGetValue, HsGetText, HsCurrency, and HsDescription functions with a Microsoft Office smart tag (see Microsoft documentation for information on smart tags). Smart View's smart tag is `smartview`.

➤ To access functions using the smart tag:

1 Ensure that smart tags are enabled in Excel.

2 Ensure that you are connected to a data source.

3 Enter `smartview` anywhere in the document, then mouse over it to display the Smart Tags Action icon .

4 Click  to display the **Smart View** menu.

5 Select **Functions**, then **connection name**, and then a function name.

6 From Member Selection, select members as described in "Selecting Members from the Member Selector" on page 34

The results of your selected function are displayed.

Common Function Error Codes

Some common error codes displayed in functions:

#NO CONNECTION - You are not connected or logged on to a data source.

#INVALID - Invalid metadata. Invalid cells that contain a value display the value as zero.

#LOCKED - The cell is locked.

#NO ACCESS - You do not have access to this cell.

#NO DATA - The cell contains NoData. You can select to display zeros instead of NoData. Cells use the Replacement text that you specify in the Options dialog box.

#INVALID INPUT - The HsSetValue data value is not valid, for example, a text string.

#READ ONLY - This is for the HsSetValue function only when the cell is Read-only.

#NO ROLE ACCESS - You do not have the Financial Management LoadExcelData security role.

#NEEDS REFRESH - Data needs to be refreshed.

#INVALID DIMENSION - An invalid dimension is specified in the function.

#INVALID MEMBER - An invalid dimension member name is specified in the function.

#NAME - Excel does not recognize text in a formula. When you forward a worksheet that contains functions to a user who does not have Smart View, they can view the same data as the functions on the worksheet. When the user edits or refreshes the function, it changes to #Name.

18

Free-Form Mode

In This Chapter

About Free-Form Mode

In ad hoc analysis, if you are familiar with the dimensions and members of your database, you can use *free-form mode* by typing dimension and member names directly into cells. You can still use the POV, member selection, and other ad hoc operations in free-form grids.

The components of Smart View grids are described in Table 22.

Table 22 Smart View Grid Components

Grid Component	Description
Row Dimension	A dimension or member placed down one column across one or more rows in a worksheet
Column Dimension	A dimension or member placed on a row across one or more columns in a worksheet
Page Dimension	A dimension that applies to the entire page (Essbase only)
Comments	Text added by the user
Data Region	Areas of the grid that contain data for dimensions or members
Blank Region	Areas of the worksheet that contain no entries

Free-Form Guidelines

- Grids do not need to start in cell A1.
- A grid must have at least one row dimension and one column dimension.
- Each row dimension can contain members of only one dimension. Each column dimension can contain members of only one dimension.
- Members of one dimension can be entered only in **one** of the following regions:
  - In the same row
  - In the same column
  - Anywhere in the page dimension region (Essbase only)
- The page dimension region can contain members of different dimensions, but no two members in the page dimension region can belong to the same dimension (Essbase only).
- Dimensions entered into the page dimension region override any corresponding default or existing dimensions in the page dimension region. For example, if the page dimension contains a Year dimension, and you enter Qtr1, then Qtr replaces Year in the page dimension (Essbase only).
- The replacement labels specified in the Data Options page of Smart View Options apply in free-form mode.
- Numerical entries are identified as data in the data region, and as comments outside the data region. If you want to use a number as a member name, precede it with a single quotation mark; for example, '100.
- Precede member names that contain spaces between words with a single quotation mark.
- When connected to a duplicate member Essbase data source, select **Member Name Only** on the Member Options page of the Smart View Options dialog box to display fully qualified member names in the worksheet. To enter duplicate members, use this syntax for qualified member names:

  ```
  [Income].[Other]
  [Expenses].[Other]
  ```
- Aliases from the current alias table are permitted in free-form grids, but aliases from other alias tables are treated as comments.
- For Hyperion Enterprise data sources, you cannot type dimension names in the free-form grids. You can type only member names.
- Dynamic Time Series members (Essbase) must use one of the following formats:
  - Q-T-D(Jan)
  - Y-T-D(Mar)
  - M-T-D(Jun)

Free-Form Grid Examples

Subtopics

- Simple Grids
- Column Dimensions
- Stacked Dimensions

Simple Grids

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

Figure 65 shows a valid simple grid in Essbase, where Year is the row dimension, Measures is the column dimension and Product is the page dimension.

Figure 65 Simple Grid in Essbase

	A	B	C	D	E
1				Product	
2		Profit	Inventory	Ratios	Measures
3	Qtr1				
4	Qtr2				
5	Qtr3				
6	Qtr4				
7	Year				

Figure 66 shows a valid simple grid in Planning, where Year is the row dimension and Account is the column dimension.

Figure 66 Simple Grid in Planning

	A	B
1		Year
2	Account	3

Figure 67 is a basic two columns by two rows layout showing the Product and Market dimensions in the first row and column, and members of Sales and Year in the second row and column.

Figure 67 Two Columns by Two Rows Layout

	A	B	C	D	E	F
1			Product	Product	Product	Product
2			Profit	Inventory	Ratios	Measures
3	Market	Qtr1				
4	Market	Qtr2				
5	Market	Qtr3				
6	Market	Qtr4				
7	Market	Year				

Column Dimensions

Data source types: Essbase

Column Dimensions Interpreted as Page Dimensions

When there is one row dimension and multiple members, all of different dimensions, in the same top row, the left-most dimension in the row is treated as column dimension and the others as page dimensions. Figure 68 shows a valid grid in which Year is the row dimension, Measure is the column dimension, and Product and Market are page dimensions.

Figure 68 Column and Page Dimensions in the First Row

	A	B	C	D
1		Measures	Product	Market
2	Year			

The first members of each column dimension must occur on the same column, and the first members of every row dimension must occur on the same row. Figure 69 is invalid because cell B2 is on the first column of the column dimensions and must be a member of the Measures dimension, whereas it is a comment.

Figure 69 Invalid Placement in Column

	A	B	C	D
1		100-10	100-30	100
2		Comment	Measures	Measure
3	Year			

Stacked Dimensions

Data source types: Essbase

The first row that contains multiple members of the same dimension is a column dimension. All dimensions placed above this row are candidates for page dimension if they comply with the rules for page dimension. However, dimensions above this column dimension that are in the same column ("stacked") *and* have no other members are column dimensions and not page dimensions. Such grids are not valid.

In Figure 70, Product is a column dimension that is stacked on Profit; Market is a page dimension, because it is not stacked on Profit. Scenario is a page dimension, even though it is stacked on Profit, because its row is above a page dimension.

Figure 70 Stacked Dimensions as Page Dimensions

	A	B	C	D	E
1		Scenario			
2			Market		
3		Product			
4		Profit	Inventory	Ratios	Measures
5	Year				

In Figure 71, Product and Market are stacked above a column dimension and contain no other members. Therefore, this grid is not valid.

Figure 71 Invalid Stacked Column

	A	B	C	D	E
1		Market			
2		Product			
3		Profit	Inventory	Ratios	Measures
4	Year				

Comments in Free-Form Grids

Subtopics

- Comments in Blank Rows and Columns
- Grid with Complex Comments
- Invalid Placement of Comments
- Comments Inside and Outside of Grid Boundaries

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

Note: **Essbase:** You cannot add comments on worksheets that are enabled for multiple grids.

Comments can be placed as follows:

- Between row dimensions
- Between column dimensions
- Between page dimensions
- Between dimensions and data cells
- Interleaved with members of page dimensions
- Interleaved with members of row, column and page dimensions

  Further, comment rows and comment columns can be interleaved with row and column dimensions.
- To the left, right, top, bottom of the grid.

Comments cannot be placed in data cells or in cells that intersect row and column dimensions in the upper right corner.

When working with comments:

- In Financial Management, comments will shift with Zoom in and Zoom Out operations, depending on the row or column.

- In Planning or Oracle Planning and Budgeting Cloud Service, comments are supported both inside and outside of the grid boundaries.

Note: Comments are not saved to the provider server in the free-form worksheet. For example, if you use the Save Ad Hoc Grid command with a Planning free-form or ad hoc grid, the formulas are not saved. However, you can retain the comments in a worksheet by performing a Save in Excel and saving the workbook.

For information about unexpected behavior that may occur, see "Actions That May Cause Unexpected Behavior" on page 263.

Comments in Blank Rows and Columns

Data source types: Essbase, Financial Management

Figure 72 shows a grid with comments in cells A5, A6, C1, C2, C10, D1, D2, D10, H5, and H6. These comments are retained in retrieval and zoom operations.

Figure 72 Comments in Blank Rows and Columns

	A	B	C	D	E	F	G	H
1			c1	d1				
2			c2	d2				
3				Product	Product	Product	Product	
4				Profit	Inventory	Ratios	Measures	
5	a5	Market	Qtr1					h5
6	a6	Market	Qtr2					h6
7		Market	Qtr3					
8		Market	Qtr4					
9		Market	Year					
10			c10	d10				

Grid with Complex Comments

Data source types: Essbase

Figure 73 shows an example of a combination of the page region, attributes, and comments on a single grid.

Figure 73 Grid with Complex Comments

	A	B	C	D	E	F	G	H
1	Pkg Type							
2	Budget							
3		B3	C3	D3				
4				Product	Product		Product	Product
5					E5	F5	G5	
6				Profit	Inventory		Ratios	Measures
7	Market		Qtr1					
8	Market		Qtr2					
9		B9			E9	F9	G9	
10	Market		Qtr3					
11	Market		Qtr4					
12	Market		Year					
13								
14				D14	E14	F14		

Invalid Placement of Comments

Data source types: Essbase

Row and column dimension regions can be interleaved with comment rows and comment columns. Figure 74shows a grid that is invalid because the comment in cell C2 does not belong to either a comment row or a comment column. (Both row 2 and column C have dimension members.)

Figure 74 Invalid Placement of Comments

	A	B	C	D
1		100-10	100-30	100
2		Measures	Comment	Measures
3	Year			

Comments Inside and Outside of Grid Boundaries

Data source types: Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

Figure 75 shows a grid with a comment in cell B5, inside the grid boundaries. These comments are retained in retrieval and zoom operations, but are not saved in Planning.

Figure 75   Grid with Comments Inside Grid Boundaries

	A	B	C	D
1				
2				FY15
3				Period
4		Entity	Account	#Missing
5		Comment Row		
6		Entity	Account	#Missing

Figure 76 shows a grid with comments in cells A3, and C1, outside of the grid boundaries. These comments are retained in retrieval and zoom operations, but are not saved in Planning.

Figure 76   Grid with Comments Outside of Grid Boundaries

	A	B	C
1		Year	Comment Column
2	Account	3	
3	Comment Row		

Formulas in Free-Form Grids

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management

You can enter Excel formulas in cells that can contain comments.

Note: Excel formulas are not saved to the provider server in the free-form worksheet. For example, if you use the Save Ad Hoc Grid command with a Planning free-form or ad hoc grid, the formulas are not saved. However, you can retain formulas in a worksheet by performing a Save in Excel and saving the workbook.

Figure 77 shows a grid from an Essbase data source with Excel formulas in cells C8 and F8.

Figure 77   Formulas in Essbase Free-Form Grid in Excel

	A	B	C	D	E	F
1			Product	Product	Product	Product
2			Profit	Inventory	Ratios	Measures
3	Market	Qtr1				
4	Market	Qtr2				
5	Market	Qtr3				
6	Market	Qtr4				
7	Market	Year				
8			=SUM(C3:C6)			=SUM(F3:F6)

Figure 78 shows a grid from a Planning data source with Excel formulas in cells B8 and C7.

Figure 78 Formulas in Planning Free-Form Grid in Excel

	A	B	C
1		Product	Formula on Column
2		Entity Alias	
3		Version	
4		Scenario	
5		Period	
6		Year	
7	Account	3	=SUM(B7*10)
8	Formula On Row	=SUM(C7+B7)	

For information about unexpected behavior that may occur, see "Actions That May Cause Unexpected Behavior" on page 263.

Attribute Dimensions in Free-Form Grids

Data source types: Essbase

Figure 79 shows an example of both page region and attribute usage. In this example, Pkg Type (an attribute dimension attached to the base member Product) and Budget are page dimensions. By drilling down on Pkg Type you can do attribute based analysis on measures as it relates to specific Product attributes. This can be further used to create a cross-tab analysis of product SKUs by attribute.

Figure 79 Attribute Dimensions in Free-Form Grids

	A	B	C	D	E	F
1	Pkg Type					
2	Budget					
3						
4			Product	Product	Product	Product
5			Profit	Inventory	Ratios	Measures
6	Market	Qtr1				
7	Market	Qtr2				
8	Market	Qtr3				
9	Market	Qtr4				
10	Market	Year				

Creating Free-Form Reports

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service, Financial Management, Hyperion Enterprise

➤ To construct a free-form report:

1 **Open a worksheet and connect to a data source.**

2 In the worksheet, enter member names according to the rules specified in "Free-Form Guidelines" on page 254.

3 Members may have duplicate names (for example, both East and West markets may contain a member named Portland — Maine and Oregon). To enter a duplicate member name:

- In Essbase, use Member Selection to select members.
- In Financial Management, the Member Name Resolution window is displayed if the member you enter has a duplicate. From the drop-down list, select the dimension of the member you entered and click **OK**. Repeat as necessary.

4 Refresh the grid, or select **Ad hoc analysis.**

5 Perform further ad hoc operations and formatting as needed.

Retrieving Attribute Dimensions in Free-Form Mode

Data source types: Essbase

In structured grid processing operations, attribute dimensions are not shown. In free-form, you can type an attribute dimension member in the grid and it will be processed and validated. Only the attribute dimension member that you added will be displayed and used during processing and validation; the remaining attribute dimension members will not be included. Structured grid operations that follow this free-form request will retain the attribute dimension member.

If the base dimension exists in the worksheet, you can also retrieve an attribute member by typing the name directly in the worksheet.

Note: Hyperion Enterprise does not support Attribute dimensions.

➤ To retrieve an attribute dimension in free-form using Member Selection:

1 In a blank worksheet, select a cell.(The worksheet must be blank.)

2 From the data source ribbon, select **Member Selection.**

3 In the **Dimension Name Resolution** dialog box, select the attribute dimension.

4 To orient members vertically in the worksheet starting from the cell you selected in step 3, select the **Vertical Orientation** check box.

   This check box is cleared by default; meaning that members will be oriented horizontally across the sheet from the cell you selected in step 3.

5 Click **OK** to launch the **Member Selection** dialog box.

6 Select the members to place on the worksheet.

   Note: You can also add attribute dimensions and members to the sheet.

Creating Asymmetric Reports

Data source types: Essbase, Planning, Oracle Planning and Budgeting Cloud Service

Reports can contain symmetric or asymmetric column groups. The symmetry the symmetry of column groups is determined automatically, based on the members you select.

Symmetric reports, as shown in Figure 80, are characterized by repeating, identical groups of members.

Figure 80 Symmetric Report

East						West					
Budget			Actual			Budget			Actual		
Qtr1	Qtr2	Qtr3	Qtr1	Qtr2	Qtr3	Qtr1	Qtr2	Qtr3	Qtr1	Qtr2	Qtr3

Asymmetric reports, as shown in Figure 81, are characterized by groups of nested members that differ by at least one member. There can be a difference in the number of members or in the names of members.

Figure 81 Asymmetric Report

East						West		
Budget			Actual			Budget		
Qtr1	Qtr2	Qtr3	Qtr1	Qtr2	Qtr3	Qtr1	Qtr2	Qtr3

You can create asymmetric reports as follows:

- Enter member names in free-form mode.
- Zoom in with **Within Selected Group** selected on the Member Options page of the Options dialog box.
- Suppress rows that contain missing values, zero values, or underscore characters during data retrievals.

Note: Retrieving data into an asymmetric report may take a long time on large reports.

Actions That May Cause Unexpected Behavior

Smart View tries to preserve all comments, formulas, and customized report layouts. Some exceptions that may result in unexpected behavior are when the following actions are performed:

- Zoom in on a page dimension
- Pivot a dimension from the POV to a row or column
- Drag and drop a dimension from the POV to the worksheet
- Pivot a row dimension to a column dimension
- Switch the location of a row dimension to another row

- Switch the location of a column dimension to another column
- Change member aliases using the Change Alias Table command
- In Essbase or Hyperion Enterprise data sources, cutting and pasting from Microsoft Word into an Excel worksheet may cause unexpected behavior because of hidden characters. If this happens, contact your administrator, who can identify the issue through logs.

A Using Other Applications with Smart View

In This Appendix

These are applications that you can use with Smart View if you hold the appropriate licenses for them.

Crystal Ball EPM

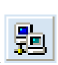
You use Crystal Ball EPM to analyze data from Smart View data sources in simulation and forecasting workbooks. These are Excel workbooks that contain one or more worksheets with a Crystal Ball EPM model and one or more other worksheets, each of which may be connected to any of the supported data sources. They are stored in a centralized EPM Workspace repository and can be accessed and managed through the Smart View Panel.

For more information, see the Crystal Ball EPM documentation set.

Working with Crystal Ball EPM Workbooks

Permissions set by the EPM Workspace administrator govern simulation and forecasting workbooks operations that you can perform from the Smart View Panel.

➤ To work with data in a Crystal Ball EPM workbook:

1. From the Smart View ribbon, select **Panel.**
2. In the Smart View Panel, click  and select **Simulation Workbook.**
3. Click  and if requested, log in to the Crystal Ball EPM repository. A tree list containing the workbooks for which you have permission is displayed.
4. Double-click a workbook to open.
5. Perform Crystal Ball EPM operations as described in the Crystal Ball EPM product documentation.

Oracle recommends keeping the Oracle Crystal Ball Enterprise Performance Management model on a worksheet separate from data source worksheets.

6 **Click Submit Data if needed.**

Toolbar Operations

Use Simulation Workbook toolbar buttons to perform the following operations on workbooks and folders in the tree list.

- Connect to a repository
- Add, save, and delete workbooks
- Add and rename folders

  The characters listed in Table 23 are not allowed in folder names.

Table 23 List of Restricted Character in Folder Names

Character	Description
\	backslash
/	forward slash
%	percent sign
?	question mark
+	plus sign
<	less than sign
>	greater than sign
|	vertical bar
'	single quotation mark
"	double quotation mark
*	asterisk
:	colon

- Refresh the tree list
- Set options to specify where workbook files are to be stored and the EPM Workspace agent with which to communicate (these options apply across all sessions running on the server). To do so, click **Options** and enter this information:
  - **URL**: the Web Services agent URL. Use this syntax: `http://<host>/raframework/services/BiPlus`
  - **Folder**: the name of the repository folder to contain the workbook file

Smart View and Spreadsheet Add-in

When both Smart View and Spreadsheet Add-in are installed on the same computer, mouse actions are interpreted as Spreadsheet Add-in commands. If you want Smart View to control mouse commands instead, you can instruct Spreadsheet Add-in to respond to commands only in Essbase connections that were established through Spreadsheet Add-in.

➤ To enable Smart View to control mouse commands:

1. Open Excel.
2. Select Essbase, then **Options**, and then **Global.**
3. Select **Limit to Connected Sheets.**
4. Click **OK.**

   Smart View will control mouse commands unless the connection to Essbase is established through Spreadsheet Add-in and not Smart View.

Note: You can connect to data sources from Smart View and Oracle Essbase Spreadsheet Add-in in the same workbook but not on the same worksheet.

Migrating Functions

Functions in Financial Management and Hyperion Enterprise can be converted to current Smart View syntax with the migration utility.

Converting Workbooks

You can convert workbooks that contain Financial Management Retrieve Data functions or Hyperion Enterprise HP Retrieve and VBA Retrieve functions by using the migration utility. For example, you can convert Financial Management functions such as HFMVal, HFMLnk, HFMLab, HFMDes, and HFMCur and Hyperion Enterprise functions such as HPVal, HPLnk, HPCur, HPHea, HPCde, and HPFul.

The utility might not be able to convert all of your functions. Some functions might require manual adjustment.

For functions that use cell references, the following functions are converted:

- If every parameter in the function is a cell reference. For example: =HFMVal(B1&C1&B2&C3&B5&C5&B6&C6).
- If the dimension parameters are specified in the function, the members are cell references, but the period separator is hard coded in the function. For example: =HFMVal("S#"&D2&".Y#"&D3&".VW#"&D5&".')

The following functions that use cell references are **not** converted:

- If the dimension parameters are specified in the function and the members and period separator are cell references. For example: =HFMVal("S#"&E2&"Y#"&E3&"VW#"&E5), where E2=Actual, E3=2004, E5="<Scenario View>."
- If the dimension parameters are specified in the function, the members are cell references, but the period separator is in a separate cell, the function is not converted. For example: =HFMVal("S#"&F2&C1&"Y#"&F3&C1&"VW#&F5&C1), where C1=. (period separator).
- If the application specified in the function is a cell reference.
- If any cell in a workbook contains more than 1024 characters, the workbook does not convert properly. To reduce the size of data in cell, reference multiple functions, or remove dimensions that can be set in the background POV.

Before you run the migration utility, ensure that the path is correct (the default path is `MIDDLEWARE_HOME\EPMSystem11R1\common\empstatic\wsspace\`). During migration, Excel inserts the original path of the add-in file to functions. This can make the functions too long and cause errors. Excel limits Smart View functions to a maximum of 256 characters.

Converting One Workbook

Data source types: Financial Management, Hyperion Enterprise

➤ To convert a workbook:

1 From the Smart View ribbon, select **More**, then **Migrate Active Workbook (Financial Management)** or **Migrate Active Workbook (Hyperion Enterprise).**

  If your functions contain application references, you must map the application to the corresponding connection.

2 Click **Convert**, then **OK.**

3 Migration results are displayed, including a list of any functions that failed to convert. You can manually adjust those functions.

4 To save the conversion results, click **Save Result.**

5 Select a location to store the results file, and click **Save.**

6 Click **Close.**

Converting Multiple Workbooks

Data source types: Financial Management, Hyperion Enterprise

➤ To convert multiple workbooks:

1 From the Smart View ribbon, select **More**, then **Migrate Batch (Financial Management)** or **Migrate Batch (Hyperion Enterprise).**

2 In the Migration Wizard, click **Add** and select the workbooks that you want to convert.

3 **Click Next. If your functions contain application references, you must map the application to the connection.**

Migration results are displayed, including a list of any functions that failed to convert. You can manually adjust those functions.

4 **In Oracle Hyperion Enterprise®, converted workbooks are automatically saved in the location of the original workbooks. In Financial Management, click Save Result.**

5 **Select a location for the results file and click Save.**

6 **Click Done.**

Migrating Connections for Functions

In Financial Management, you can select a connection or connection reference for functions that do not contain an application reference when you migrate to Smart View.

➤ To migrate connections for functions:

1 **From the Smart View ribbon, select More, then Migrate Active Connections (HFM).**

2 **From Function Migration — Application reference, select an option:**

- **Do not update functions with a connection reference**.
- **Add connection name to existing functions**, then select a connection name from the Connection Name list. This updates all functions with the specified connection name.
- **Update functions with reference to connection list within selected worksheet**, then in Cell Reference, enter the cell to reference, for example, A2. This updates all functions with a cell reference in the current worksheet.
- **Update functions with reference to connection list on a new worksheet**, then enter the Worksheet name, and Cell Reference. This updates all functions with a cell reference to a different worksheet in the workbook.

Tip: You can create a drop-down list in any cell to be used as a reference within functions to refer to a connection name. From the Smart View ribbon, select **More**, then **Insert Connection List** to display a list of connections from which to choose in the current cell.

3 **Click OK.**

B Finding Information

In This Appendix

Smart View Accessibility

Information about Smart View accessibility features is available in the *Oracle Smart View for Office Accessibility Guide*. This guide is available on the EPM Documentation Library. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **EPM Documentation**.

Smart View VBA Functions

Information about Smart View VBA functions is available in the *Oracle Smart View for Office Developer's Guide*. This guide is available in the EPM Documentation Library. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **EPM Documentation**,

Data Sources and Other Products

In general, this guide provides only procedural information for using the data provider features that Smart View supports. For detailed information about the data providers and other products, see the product documentation available on the EPM Documentation Library. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **EPM Documentation**.

Using Oracle User Productivity Kit

If the Oracle User Productivity Kit (UPK) is deployed and EPM Workspace is configured by an Administrator with a valid URL for the UPK Player package, users can access UPK content for

EPM System. For more information on configuring UPK, see the "*Workspace Server Settings*" section in the *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide* and the *Oracle User Productivity Kit In-Application Support* guide.

Note: There are pre built UPK content modules available. See the data sheets that include UPK for Oracle Enterprise Performance Management System available on Oracle.com, http://www.oracle.com/us/products/applications/tutor-upk/064788.html. Financial Management and Planning modules include appropriate content for Smart View and Oracle Hyperion Financial Reporting Studio. Financial Management and Planning support invoking UPK content in a context sensitive manner. UPK content launched from Smart View or Reporting Studio launches the full player package outline unfiltered for context. Reporting Studio and Smart View users can utilize a roles filter to see only the Smart View or Oracle Hyperion Financial Reporting Studio content.

To open UPK Help, from the Smart View ribbon, click the arrow next to **Help**, and then select **Oracle User Productivity Kit.**

Installing and Configuring Help Locally or on a Web Server

After installing Smart View, the online help is retrieved from a URL hosted on the Oracle.com web site. This is the default behavior for Smart View, and no changes are required by users to launch help.

However, you may require that the help be installed locally or on a web server in your organization. Some examples for the need to access help from a location other than Oracle.com are:

- Help files must be installed on a local drive on an individual's computer for Section 508 accessibility purposes.
- Internet access limitations; for example, your users only have access to URLs on your organization's intranet.

To accommodate the above types of cases, help must be downloaded from My Oracle Support and placed on a local drive or web server, and the Smart View`properties.xml` file must be modified.

Note: Depending on your requirements, you may also want to specify the `<helpurlcontext>` tag in a shared connections XML file, as described in step 5 of "Accessing Shared Connections from an XML File" on page 26. Refer to Optional Local Help Configuration via the Shared Connections XML File for more information.

➤ To install and configure Smart View help locally or on a web server:

1 **Obtain the help zip file for this release from My Oracle Support.**

2 **Extract the contents of the help zip file to either a local folder on the computer where Smart View is installed or to a folder accessible by your users on an HTTP web server in your organization.**

For example:

- Extract the contents locally to:

  `C:\Oracle\SmartView\`

  The extraction adds an additional folder named `smartview_help`. The result is:

  `C:\Oracle\SmartView\smartview_help`

- Extract the contents to a web server:

  `http://`*`webServerHost`*`:`*`webServerPort`*`/`*`pathToHelpFiles`*

  The extractions adds *`smartview_help`* after *`pathToHelpFiles`*. The result is:

  `http://`*`webServerHost`*`:`*`webServerPort`*`/`*`pathToHelpFiles`*`/smartview_help`

Under the `smartview_help` folder, there are 28 language folders; for example:

```
C:\Oracle\SmartView
               \smartview_help
                    \ar
                    \cs
                    \da
                    \de
                    \el
                    \en
                    \es
                    \fi
                    \fr
                    \fr_CA
                    \he
                    \hu
                    \it
                    \ja
                    \ko
                    \nl
                    \no
                    \pl
                    \pt
                    \pt_BR
                    \ro
                    \ru
                    \sk
                    \sv
                    \th
                    \tr
                    \zh_CN
                    \zh_TW
```

The following language folders contain translated versions of the Smart View help:

```
                    \de
                    \es
                    \fr
```

```
\it
\ja
\ko
\nl
\pt_BR
\zh_CN
\zh_TW
```

The remaining language folders contain the English version of the help. When you run Smart View in one of those languages (for example, Swedish) and you click a button for Help, the English help is displayed.

Additionally, the English folder contains a copy of the help in PDF format, `smartview_user.pdf`.

3 **Modify the `helpurlcontext` property in the Smart View`properties.xml` file:**

a. In your Smart View installation, navigate to the `SmartView\cfg` folder.

b. Make a backup copy of the original `properties.xml` file.

c. Open `properties.xml` for editing.

d. Modify the `helpurlcontext` property, providing the path to the folder that is parent to the language folders using the following syntax:

- If installing locally, provide the path to the folder that is parent to the language folders using the following syntax:

  ```
  <helpurlcontext>file:///parent_language_folder_path/</helpurlcontext>
  ```

  Tip: Use forward slashes in the syntax and ensure that you enter a final forward slash (/) after the parent language folder path that you provide.

  Using the example from step 2, after extracting the zip contents to `C:\Oracle\SmartView`, the `smartview_help` folder is the parent folder of the language folders. Thus, you would modify the *`parent_language_folder_path`* placeholder as follows:

  ```
  <helpurlcontext>file:///C:/Oracle/SmartView/smartview_help/</helpurlcontext>
  ```

- If installing on a web server, provide the path to the folder that is parent to the language folders using the following syntax:

  ```
  <helpurlcontext>http://webServerHost:webServerPort/pathToHelpFiles/
  smartview_help/</helpurlcontext>
  ```

  Tip: Use forward slashes in the syntax and ensure that you enter a final forward slash (/) after the parent language folder path that you provide.

  Using the example from step 2 and substituting `user_documentation` for *`pathToHelpFiles`*, after extracting the zip contents to `http://abcxyzco.com:`

12345/user_documentation, the smartview_help folder is the parent folder of the language folders. For example:

```
<helpurlcontext>http://abcxyzco.com:12345/user_documentation/smartview_help/
</helpurlcontext>
```

4 **Restart your Microsoft Office applications and access the help from the Smart View ribbon.**

5 **Repeat this procedure for each computer that requires Smart View local help.**

Optional Local Help Configuration via the Shared Connections XML File

In a new installation, Smart View help is available as soon as you start Excel. You do not need to be connected to a Smart View provider in order to view the help. After making the changes to the properties.xml file described in Installing and Configuring Help Locally or on a Web Server, help is accessed from the help location you indicate.

If you are also planning to access shared connections from an XML file (as described in "Accessing Shared Connections from an XML File" on page 26), AND you require an alternative location for the help, note the following:

- You can add the <helpurlcontext> tag to the shared connections XML file. The help location you specify in the shared connections XML file overrides the help location specified in properties.xml once you click the **Shared Connections** button in the Smart View Panel. This is true whether or not you modify the <helpurlcontext> tag in properties.xml.
- If you do not add or specify the <helpurlcontext> tag to the shared connections XML file, then the local help defined in the properties.xml file will ALWAYS be used and is available as soon as you start Excel.

C

Limitations

In This Appendix

This appendix describes limitations you may encounter while working with Smart View.

General

- In PowerPoint, you may not be able to access Smart View functions through Microsoft smart tags.

  Workaround: Retype "smartview" (the Smart View smart tag) to cause PowerPoint to reload the smart tag.

- When you open a saved free-form workbook and change the Member Name Only or Member Name and Description setting in the Options dialog box before refreshing, the member display options do not work.

  Workaround: Refresh the grid before entering Member Name Only or Member Name and Description.

- Because of a Microsoft Word limitation, if the value of the system-defined option "List separator" is set to one of the regular expression anchor characters (including but not limited to "^" and "$"), Word might fail to insert fields of type "Formula," which will cause failure of copy and paste.

  Workaround: Go to Control Panel, then Regional and Language, then Options, then Standards and Formats, then Customize, and then Numbers, and change the list separator option.

- Do not change the file extension when you save an Excel workbook with the **Get** function that has been retrieved through simulation workbooks in the Smart View Panel.
- Sheet names may be truncated if they are longer than 31 characters; this is an Excel limitation.

- To use Outlook with Smart View, Visual Basic Scripting Support must be installed and Run From My Computer must be selected in Outlook. See Outlook product documentation for information.
- In Microsoft Word, slider controls may be resized in reports created in the Report Designer.
- When you perform drill-through from an Oracle Essbase Studio-sourced cube to FDM, if the EPM System Single Sign-On (SSO) token expires before the sessions of all products involved expires (Workspace, Provider Services, Essbase, Essbase Studio, FDM), the following message is displayed: "Error: An error occurred logging on to the system using single sign-on. Please contact your administrator. Error: 2067 -- You do not have access to the application!"

  Workaround: Log in again to Oracle Hyperion Enterprise Performance Management Workspace from Smart View.
- Sliders in Smart Slice reports do not display properly after the report is closed and reopened. This happens because of a Microsoft security setting for ActiveX controls and OLE objects in Office 2007. See the Microsoft support site for information about working around this issue.
- When you upgrade from Internet Explorer 6 to 7 or 8, the default timeout is reduced from 3 minutes to 30 seconds. This setting is leveraged by Smart View and may cause timeout issues on long-running queries.

  Workaround: Increase the default keep-alive time-out value in Internet Explorer as described on the Microsoft support site.
- If you use Microsoft COM or Automation Add-ins to open Excel, the Smart View ribbon or menu is not displayed, and you cannot automate Smart View. This happens because Smart View cannot be loaded through automation.

  Workaround: Open Excel from EXCEL.EXE located in the Office installation folder, typically `C:\Program Files\Microsoft Office\Office12`. This workaround is effective only if you do not need to do any further automation. For more information and a complete workaround, see Knowledge Base Document 1453237.1, "SmartView Functionality Changed: Cannot Automate SmartView from Another Program, " available from My Oracle Support.
- In Smart Query, no results may be returned when you use an equals sign (=) in a filter definition based on value. This happens if the decimal places displayed for numbers in Excel in Smart View is different from that set in Essbase for the connection.

  Workaround: Use the same "decimal places displayed for numbers" setting in both Excel and Essbase.
- When inserting a Smart Slice into a report and refreshing the sheet, the report table is not refreshed and the table data is not visible.

  Workaround: If the data is not visible, click on the first few empty cells; data will then start displaying.

Essbase

- In the Query Designer, Smart View generates a syntax error when you perform a descendants or top/bottom query on a member whose name contains a dot (.).
- Calculation scripts that run from Essbase may not run from Smart View. This can happen if you have restricted calculation access in Smart View. Calculation scripts are run against the connected database.
- When you perform an Undo, only the previously selected POV is saved, and recently selected members are removed.

  Workaround: instead of using Undo, use Pivot to POV, which will replace all members on that dimension to the POV.
- When you perform Smart View operations in a Smart Slice and refresh, you may get an Assertion Failed error message if you try to close Excel by clicking the X in the upper right corner. The message is harmless; you can click OK to close it.
- Using Find in the Member Select dialog box may cause Excel to perform excessively slowly or freeze if the dimension contains more than approximately 100,000 members.
- If you use merged cells, you may encounter the following issues:
  - When there are merged cells in a row dimension, proper merging is not maintained when you zoom in on the top cell of the innermost row dimension.
  - When you use the **Formula/Format Fill** option with merged cells in a row dimension, **Formula/Format Fill** does not fill cells properly when you zoom in on the innermost row dimension.

  The POV must contain more than one dimension. If there is only one dimension on the POV, it will be pivoted to the grid when you refresh.
- The Function Builder cannot distinguish among substitution variables with the same name.
- Numerical values entered into cells that are outside the grid may be lost upon refreshing
- If you add members in a column left of a column of blank cells, the new members may be lost after you refresh. This happens because the blank cells are not valid intersections.
- If you are connected to an earlier version of Essbase, custom members that you create using Smart Query may not be applied when you switch from a Smart Query worksheet to ad hoc analysis.
- Member names that contain a hash mark (#) may cause errors.

  Workaround: Do not use hash marks in member names.
- Smart View does not support dual- monitor operation. For example, in Microsoft Word and PowerPoint, the POV control in Smart Slices may not display properly when you are connected to more than one monitor.

Planning

- If you have cascaded a report created from a new Smart Slice containing at least one function grid and a control (slider or POV) across an Excel workbook, Excel may terminate abruptly if you choose not to save the cascaded report.
- Smart View does not permit the use of `#Missing` in Calc Manager rules, even if the variable is set to permit `#Missing`.
- In data forms previously saved in an Excel workbook, expanding a member may result in data that is incorrectly displayed as zero or **No Access**.

  Workaround: To display the correct data, refresh the worksheet or submit data.
- Tasks imported into Outlook via Smart View can cause errors if Outlook is configured for Oracle Beehive.

  Workaround: In Outlook Send/Receive settings, select None for the Task List folder. See the Outlook documentation for information.
- Read-only Dynamic Calc cells may be displayed incorrectly as writable in offline data forms with the suppress missing option set to true.
- The Offline wizard continues to be displayed in English when you change to a different language in Smart View.
- Planning servers added via "Add new server" from the Smart View Panel are not displayed in the Smart View Panel in Outlook.
- If **Suppress Rows** is enabled in the Planning data form, new rows of data created in offline mode by means of a business rule are not saved when you synchronize back to the server.
- If the option **Keep data changes made in offline mode** is unselected, then any changes made in an offline data form should be overwritten with data from the Planning web when you refresh. However, if the suppress missing rows option is selected for the data from, these changes are retained when you refresh.
- In the Outlook 2007 shortcut menu for tasks, the Assign Task and Mark Complete items may work only intermittently.
- Closing the Smart View Panel in Outlook may take a long time after you open a task from a large task list. The reason is that task lists are always refreshed upon closing, and the time needed to refresh depends, in part, on the number of tasks in the task list.
- Starting with Release 11.1.2.1, Oracle Smart View for Office cannot be connected to Planning through Provider Services. You can connect to Oracle Hyperion Planning directly.

Financial Management

- POV controls inserted into a report may be disabled when you close and reopen the document containing the report. This happens when ActiveX controls are disabled.

  Workaround: Enable ActiveX controls in Microsoft Office.

- A connection timeout occurs when performing a refresh in the latest version of Smart View when connected to the 11.1.2 version of Financial Management. This issue is addressed starting with Financial Management 11.1.2.2.
- Problems with the column suppression options are causing Financial Management grids to open with a “grid is not well formed” error.
- When performing ad hoc analysis while connected to a Oracle Hyperion Financial Management data source, with the Suppress Columns options “No Data/Missing” and “Zero” selected, after clicking Refresh, the corresponding columns are not suppressed and still appear in the sheet.

FDM

Oracle Hyperion Financial Data Quality Management does not support alias tables for Oracle Essbase drill-through.

Glossary

ad hoc report An online analytical query that an end user creates dynamically.

ancestor A branch member that has members below it. For example, the members Qtr2 and 2006 are ancestors of the member April.

application 1) A software program designed to run a specific task or group of tasks such as a spreadsheet program or database management system; 2) A related set of dimensions and dimension members that are used to meet a specific set of analytical requirements, reporting requirements, or both.

attribute A characteristic of a dimension member. For example, Employee dimension members may have attributes of Name, Age, or Address. Product dimension members can have several attributes, such as a size and flavor.

attribute dimension A type of dimension that enables analysis based on the attributes or qualities of dimension members.

attribute reporting A reporting process based on the attributes of the base dimension members. See also base dimension.

base dimension A standard dimension that is associated with one or more attribute dimensions. For example, assuming products have flavors, the Product dimension is the base dimension for the Flavors attribute dimension.

business rules Logical expressions or formulas that are created within an application to produce a desired set of resulting values.

cell 1) The data value at the intersection of dimensions in a multidimensional database; the intersection of a row and a column in a worksheet; 2) A logical group of nodes belonging to one administrative domain.

cell note A text annotation for a cell in an Essbase database. Cell notes are a type of LRO.

cube A block of data that contains three or more dimensions. An Essbase database is a cube.

data form A grid display that enables users to enter data into the database from an interface such as a Web browser, and to view and analyze data or related text. Certain dimension member values are fixed, giving users a specific view into the data.

descendant Any member below a parent in the database outline. In a dimension that includes years, quarters, and months, the members Qtr2 and April are descendants of the member Year.

dimension A data category used to organize business data for the retrieval and preservation of values. Dimensions usually contain hierarchies of related members grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.

drill-through The navigation from a value in one data source to corresponding data in another source.

duplicate member name Multiple occurrences of a member name in a database, with each occurrence representing a different member. For example, a database has two members named New York. One member represents New York state and the other member represents New York city.

Dynamic Time Series A process that performs period-to-date reporting in block storage databases.

free-form grid An object for presenting, entering, and integrating data from different sources for dynamic calculations.

free-form reporting Creating reports by entering dimension members or report script commands in worksheets.

generation A layer in a hierarchical tree structure that defines member relationships in a database. Generations are ordered incrementally from the top member of the dimension (generation 1) down to the child members. Use the unique generation name to identify a layer in the hierarchical tree structure.

latest A spreadsheet keyword used to extract data values from the member defined as the latest time period.

level A layer in a hierarchical tree structure that defines database member relationships. Levels are ordered from the bottom dimension member (level 0) up to the parent members.

level 0 member A member that has no children.

linked partition A shared partition that enables you to use a data cell to link two databases. When a user clicks a linked cell in a worksheet, Essbase opens a new sheet displaying the dimensions in the linked database. The user can then drill down those dimensions.

MDX (multidimensional expression) A language used for querying and calculation in multidimensional-compliant databases.

member A discrete component within a dimension. A member identifies and differentiates the organization of similar units. For example, a time dimension might include members Jan, Feb, and Qtr1.

metadata A set of data that defines and describes the properties and attributes of the data stored in a database or used by an application. Examples of metadata are dimension names, member names, properties, time periods, and security.

missing data (#MISSING) A marker indicating that data in the labeled location does not exist, contains no value, or was never entered or loaded. For example, missing data exists when an account contains data for a previous or future period but not for the current period.

nested column headings A report column heading format that displays data from multiple dimensions. For example, a column heading that contains Year and Scenario members is a nested column. The nested column heading shows Q1 (from the Year dimension) in the top line of the heading, qualified by Actual and Budget (from the Scenario dimension) in the bottom line of the heading.

page A display of information in a grid or table often represented by the Z-axis. A page can contain data from one field, derived data from a calculation, or text.

page heading A report heading type that lists members represented on the current page of the report. All data values on the page have the members in the page heading as a common attribute.

page member A member that determines the page axis.

pivot Alter the perspective of retrieved data. When Essbase first retrieves a dimension, it expands data into rows. You can then pivot or rearrange the data to obtain a different viewpoint.

POV (point of view) A feature for setting data focus by selecting members that are not already assigned to row, column, or page axes. For example, selectable POVs in FDM could include location, period, category, and target category. In another example, using POV as a filter in Smart View, you could assign the Currency dimension to the POV and select the Euro member. Selecting this POV in data forms displays data in Euro values.

preserve formulas User-created formulas kept within a worksheet while retrieving data.

qualified name A member name in a qualified format that differentiates duplicate member names in a duplicate member outline. For example, [Market].[East].[State].[New York] or [Market].[East].[City].[New York].

report object In report designs, a basic element with properties defining behavior or appearance, such as text boxes, grids, images, and charts.

root member The highest member in a dimension branch.

runtime prompt A variable that users enter or select before a business rule is run.

scenario A dimension for classifying data; for example, Actuals, Budget, Forecast1, or Forecast2.

sibling A child member at the same generation as another child member and having the same immediate parent. For example, the members Florida and New York are children of East and each other's siblings.

Smart Slice In Smart View, a reusable perspective of a data source that contains a restricted set of dimensions or dimension members.

smart tags Keywords in Microsoft Office applications that are associated with predefined actions available from the Smart Tag menu. In Oracle EPM System products, smart tags can also be used to import Reporting and Analysis content and to access Financial Management and Essbase functions.

supporting detail Calculations and assumptions from which the values of cells are derived.

suppress rows A setting that excludes rows containing missing values and underscores characters from spreadsheet reports.

task list A detailed status list of tasks for a particular user.

time series reporting A process for reporting data based on a calendar date (for example, year, quarter, month, or week).

user variable A variable that dynamically renders data forms based on a user's member selection, displaying only the specified entity. For example, a user variable named Department displays specific departments and employees.