

ORACLE® ESSBASE SPREADSHEET ADD-IN

RELEASE 11.1.1

ONLINE HELP

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

Spreadsheet Add-in Online Help, 11.1.1

Copyright © 1991, 2008, Oracle and/or its affiliates. All rights reserved.

Authors: EPM Information Development Team

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable: U.S. GOVERNMENT RIGHTS: Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

Contents

Chapter 1. Overview	11
An Overview of Essbase	11
Retrieving Multidimensional Data	12
Reading Multidimensional Data in Two-Dimensional Spreadsheets	13
Navigating Through Spreadsheets	13
Free-Form Reporting	14
Retrieving in Advanced Interpretation Mode	14
Retrieving in Free-Form Mode	15
Differentiating Between Symmetric and Asymmetric Reports	16
Chapter 2. Getting Started with Spreadsheet Add-in	17
Registering Spreadsheet Add-in	17
Logging In to Essbase	18
Logging Out of Essbase	18
Updating Passwords	19
Working with Databases	19
Connecting to Multiple Databases	20
Listing All Active Database Connections	21
Displaying Messages	21
Specifying Message Type to Display	21
Displaying Unknown Members	22
Essbase Command Summary	22
Chapter 3. Retrieving and Updating Data	27
Retrieving Data Into Blank Worksheets	27
Retrieving Into Formatted Worksheets	28
Retrieving Data into Formatted Worksheets	28
Rules for Retrieving into Formatted Worksheets	29
Retrieving Data from Relational Sources	29
Preserving Formulas when Retrieving Data	30
Retrieving in Free-Form Mode	32
Retrieving in Template Retrieve Mode	33

Retrieving Data Ranges	35
Using Advanced Interpretation to Retrieve Generation and Level Names	36
Retrieving Dynamic Calc Members	37
Retrieving Substitution Variables	38
Specifying Latest Time Period for Dynamic Time Series	39
Canceling Retrievals	41
Updating Data on the Server	41
Retrieving Data Using Functions	43
Chapter 4. Drilling, Pivoting, and Retaining Data	45
Drilling Up to Less Detail	45
Drilling Down to More Detail	46
Drilling Down to a Sample of Members	46
Pivoting Data	47
Pivoting on Formatted Worksheets	48
Restoring the Previous Database View	48
Retaining Data Sets	49
Removing Data Sets	49
Navigating Through Worksheets Without Retrieving Data	50
Enabling Compatibility Between Spreadsheet Add-in and Smart View	50
Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down	51
Enabling Double-Clicking to Browse LROs	52
Drilling Down or Up On Shared Members	52
Drilling Down on Level 0 Attributes	53
Drill-Down Behavior for Level 0 Attribute Members	53
Level 0 Attribute Drill-Down Behavior - Scenario A	54
Level 0 Attribute Drill-Down Behavior - Scenario B	55
Level 0 Attribute Drill-Down Behavior - Scenario C	55
Level 0 Attribute Drill-Down Behavior - Scenario D	56
Level 0 Attribute Drill-Down Behavior - Scenario E	57
Chapter 5. Formatting Text and Cells	59
Applying Style Settings to Worksheets	59
Clearing Styles from Worksheets	60
Indenting Member Names	60
Suppressing Missing Values, Zeros, and Underscore Characters	61
Adjusting Cell Columns	62
Repeating Member Names	62
Replacing Missing and No Access Labels	63
Displaying Aliases for Members	64

Working with Duplicate Member Names	64
About Duplicate Member Names	64
Duplicate Member Names Example	65
Displaying Duplicate Member Names	66
Changing Member Name Fonts and Colors	67
Changing Dimension Member Fonts and Colors	68
Changing Data Cell Fonts and Colors	69
Enabling Spreadsheet Options with Query Designer	69
Chapter 6. Creating Multiple Worksheets from Data	71
Specifying the Worksheet Detail Level	71
Specifying Multiple Worksheet Names	72
Copying Formats into Multiple Worksheets	73
Creating a Table of Contents for Multiple Worksheets	73
Specifying the Destination Directory of Multiple Worksheets	74
Specifying Output Types of Multiple Worksheets	74
Suppressing Missing Rows in Multiple Worksheets	75
Chapter 7. Calculating Databases	77
Calculating the Entire Database	77
Calculating Databases Using Calculation Scripts	77
Chapter 8. Defining Queries Using Query Designer	79
Overview of Query Designer	79
Query Designer Window	80
Using Operators with Non-Numeric Attributes	81
Applying Multiple Member Filters	82
Applying Multiple Data Filters	83
Managing Queries	84
Creating Queries	84
Opening Queries	85
Applying Queries	86
Applying All Queries	87
Saving Queries	87
Closing Queries	88
Creating Workbooks	88
Creating Worksheets	89
Retrieving Data	90
Defining Report Layout	90
Defining Query Members	91

Selecting Query Members	91
Applying Member Filtering Rules	92
Searching for Members	93
Specifying Latest Period of Time Dimensions	94
Previewing Member Filter Results	95
Setting the Maximum Number of Members to Preview	96
Deleting Member Selection Rules	97
Viewing Members by Member Name	97
Viewing Members by Generation Name	97
Viewing Members by Level Name	98
Viewing Members by Dynamic Time Series	98
Viewing Member Information	98
Displaying Aliases	99
Suppressing Shared Members	99
Using Attribute Members	100
Using Attributes to Select Base Dimension Members	100
Selecting Attribute Members	101
Creating Data Filters	103
Filtering by Ranking Data Values	103
Filtering by Comparing Data Values	103
Creating Data Sorts	104
Enabling and Disabling Messages	105
Enabling Warning Messages	105
Disabling Warning Messages	105
Using Shortcut Menus	105
Data Filter Panel Shortcut Menus	106
Member Select Panel Shortcut Menus	106
Navigation Panel Shortcut Menus	108
Query Designer Keyboard Shortcuts	110
Query Designer Dialog Boxes	113
Open Query Dialog Box	114
Save As Query Dialog Box	114
Chapter 9. Selecting Members	117
Selecting Members to Add to Worksheets	117
Selecting Members Using Attributes	119
Specifying Member Criteria	120
Specifying View Methods	122
Searching for Members	122

Previewing Members	123
Removing Members from Rules	124
Specifying Member Layout in Worksheets	125
Specifying Latest Period To-Date	126
Suppressing Shared Members	127
Viewing All Members	128
Clearing All Member Selections	129
Viewing Member Formulas	129
Reordering Member Display in Worksheets	130
Opening Member Selections	131
Saving Member Selections	133
Displaying the Save Dialog Box when Exiting Member Selection	134
Chapter 10. Working with Linked Reporting Objects	135
Linking Files to Data Cells	135
Creating Cell Notes	136
Linking URLs to Data Cells	136
Accessing Linked Files	137
Accessing Cell Notes	138
Accessing URLs	139
Deleting LROs	140
Accessing Linked Partitions	141
Accessing Relational Data Through Integration Services	142
Chapter 11. Working with Visual Explorer	143
Launching Visual Explorer	143
Logging In to Essbase from Visual Explorer	144
Retrieving Data Using Visual Explorer	144
Retrieving Multidimensional Data Using Visual Explorer	145
Essbase System Login Dialog Box for Visual Explorer	148
Chapter 12. Spreadsheet Toolkit	149
About Spreadsheet Toolkit	149
Opening Spreadsheets Containing Macros in Excel	149
VBA Functions	149
VBA Function Reference	150
VBA Menu Equivalent Functions Reference	189
Additional VBA Information	199
Essbase Macros	210
Using Essbase Macros	210

Essbase Macro Reference	211
Menu Equivalent Macro Reference	237
Chapter 13. Drill-Through Help	247
About Drill-Through	247
What is Drill-Through Wizard?	247
Using Drill-Through	248
Accessing Drill-Through	249
Selecting Reports to View or Customize	250
Customizing Reports with Drill-Through Wizard	250
Selecting and Ordering Columns	251
Sorting Multiple Columns	252
Selecting Data Sort Order	252
Selecting Data Filters	253
Creating Member Filters	254
Saving, Deleting, and Renaming Member Filters	255
Drill-Through Dialog Boxes	256
Drill-Through Login Dialog Box	256
Select Drill-Through Report Dialog Box	256
Drill-Through Wizard Dialog Box	257
Drill-Through Wizard	257
Drill-Through Cell	257
Select Columns and Display Order Dialog Box	258
Select Data Sort Order Dialog Box	258
Order By Dialog Box	259
Select Data Filters Dialog Box	260
Set Filter on Column Dialog Box	261
Operator Drop-Down List Box	261
Select Filter Values from the List Dialog Box	262
Chapter 14. Essbase Login Help	263
Essbase System Login Dialog Box	263
Change Password Dialog Box	263
Database Note Dialog Box	264
Appendix A. Dialog Boxes	265
Essbase Options Dialog Box	265
Display Page (Essbase Options Dialog Box)	267
Zoom Page (Essbase Options Dialog Box)	269
Mode Page (Essbase Options Dialog Box)	271

Style Page (Essbase Options Dialog Box)	272
Global Page (Essbase Options Dialog Box)	273
Essbase System Login Dialog Box	275
Essbase Disconnect Dialog Box	275
Change Password Dialog Box	276
Essbase Member Selection Dialog Box	276
Linked Objects Browser Dialog Box	279
Linked Reporting Objects Dialog Box	280
Font Dialog Box	281
Essbase Cascade Options Dialog Box	281
Cascade Information Page (Essbase Cascade Options Dialog Box)	282
Destination Options Page (Essbase Cascade Options Dialog Box)	282
Format Options Page (Essbase Cascade Options Dialog Box)	284
Essbase Calculation Dialog Box	284
Subset Dialog Box	285
Find Member Dialog Box	287
Member Preview Dialog Box	287
Select Latest Period Dialog Box	288
Open Selection Object Dialog Box	288
Save Selection Object Dialog Box	289
Attach Linked Object Dialog Box	290
Cell Note Option Selected (Attach Linked Object Dialog Box)	290
File Option Selected (Attach Linked Object Dialog Box)	291
URL Option Selected (Attach Linked Object Dialog Box)	291
View Cell Note Dialog Box	291
Edit Cell Note Dialog Box	292
Edit URL Dialog Box	292
Essbase Currency Report Dialog Box	293
Member Information Dialog Box	293
Member Criteria Shortcut Menu	294
Essbase Add-In Manager Dialog Box	295
Glossary	297
Index	321

1

Overview

In This Chapter

An Overview of Essbase	11
Retrieving Multidimensional Data	12
Reading Multidimensional Data in Two-Dimensional Spreadsheets	13
Navigating Through Spreadsheets.....	13
Free-Form Reporting.....	14
Differentiating Between Symmetric and Asymmetric Reports.....	16

An Overview of Essbase

Oracle Essbase is a multidimensional database server optimized for planning, analysis, and management reporting applications. The Essbase Server provides an attractive solution for such problems while retaining:

- The spreadsheet software that has become so integral to day-to-day operations.
- The flexibility of defining applications, consolidations, currency conversions, allocations, and eliminations to reflect their impact on your enterprise.
- The security and accessibility of your data.

Essbase is designed to be used in many application areas. Financial analysts find facilities to be invaluable in budget analysis, currency conversion, and consolidation. Cost accountants apply the powerful capabilities of Essbase to evaluate allocation and elimination scenarios. Product managers and analysts use Essbase to plan and analyze multiple product lines and distribution channels. Essbase can be used as a repository database for spreadsheet data. Anyone who uses a spreadsheet is a potential user of Essbase.

Because Essbase is applicable to such a broad variety of environments, individuals using it may fill one or more roles in implementing and running applications. We reference three roles:

- **Essbase System Administrator**—Typically has experience in networking, installing software packages, and performing general system administration functions. In addition to installing the Essbase software, this person may also set up user accounts, implement the security system, and maintain the server database.
- **Application Designer**—Sets up the Essbase database, creates the database outline, and develops calculation scripts and report scripts. The responsibilities of the Essbase System Administrator and the Application Designer may overlap in some areas. The Application

Designer has probably developed some spreadsheet or database applications and understands operational problems and the tools being employed to solve them.

- **User**—Interacts with the Essbase database through worksheets using Excel. Users are typically analysts and managers who use spreadsheet programs as their primary tool for representing and analyzing data.

All roles may be performed by one person, or several people may collaborate to perform one role.

Retrieving Multidimensional Data

A multidimensional database supports multiple views of data sets for users who must analyze the relationships between data categories. These data categories are called dimensions. A dimension can contain an unlimited number of members.




For example, the Product dimension may contain different product names as its members. The intersection of one member from each of the dimensions represents a data value in the database.

To use Essbase to work with your data, you must connect from Oracle Essbase Spreadsheet Add-in to a server and a database that contains data (see [“Logging In to Essbase” on page 18](#)). See the Essbase System Administrator for connection and login information.

The Retrieve command extracts data from the server and displays the data in Spreadsheet Add-in. Each time you retrieve information from a server, Essbase performs four distinct operations:

- Spreadsheet Add-in requests data from the server.
- The server processes the request and prepares the data.
- The server transmits the data to Spreadsheet Add-in.
- Spreadsheet Add-in receives the data from Essbase and organizes it in the worksheet.

To help you monitor these operations, Essbase uses three custom cursors in Spreadsheet Add-in:

-  —Essbase is requesting information from the server.
-  —The server is processing the request.
-  —The server is returning data.

Note:

Less complex operations display the cursors very quickly; you may not notice changes in the direction of the arrow when retrieving small amounts of data.

See the *Oracle Essbase Database Administrator's Guide*.

Reading Multidimensional Data in Two-Dimensional Spreadsheets

If you are an analyst in your company and want to know the difference between the actual and budgeted sales of beverages in all markets of each quarter in a certain year, you can easily find out this data using Essbase. In a multidimensional database, a data value is the intersection of all dimensions in the database. In a spreadsheet, a cell is the intersection of a row and column.

To translate the spreadsheet cell into a multidimensional data value, think of the multidimensional data as the intersection of one member from each of these dimensions displayed as rows and columns of a spreadsheet. Figure 1 presents a spreadsheet representing this scenario.

Figure 1 Spreadsheet Showing Dimensions as Rows and Columns

	A	B	C	D	E	F	G	H	I
1						Sales			
2				Qtr1		Qtr2		Qtr3	
3			Actual	Budget	Actual	Budget	Actual	Budget	Actual
4	East	Colas	6292	5870	6292	6760	7230	7300	7770
5		Root Beer	5726	5460	5726	5650	5902	5600	5863
6		Cream Soda	4868	3680	4868	4030	5327	3850	5142
7		Fruit Soda	3735	3880	3735	4150	3990	4350	4201
8	West	Colas	6950	8500	6950	8800	7178	9100	7423
9		Root Beer	8278	7700	8278	7970	8524	8320	8885
10		Cream Soda	8043	6890	8043	7720	8982	8300	9616
11		Fruit Soda	8403	5540	8403	5840	8888	6070	9206
12	South	Colas	3732	4570	3732	5000	4078	5470	4457

Each region of the Market dimension is displayed as a row in the spreadsheet. Spreadsheet Add-in displays each beverage product of the Product dimension as rows of the spreadsheet next to the rows containing the Market dimension.

The Time dimension, represented by each quarter, is displayed as columns of the spreadsheet. The Actual and Budget members of the Scenario dimension are also displayed in the columns of the spreadsheet. The cells of the intersection of the rows and columns in this spreadsheet represent the data values.

For example, the first data value in cell C4, 6292, represents the actual sales of colas for the entire East region in Qtr1. All values in the spreadsheet are sales values.

You can also rearrange the layout of the dimensions in your spreadsheet using pivot operations to interchange row dimensions as column dimensions and vice versa.

Navigating Through Spreadsheets

Navigating through the spreadsheet involves drill down or drill up operations. *Drilling down* is the process of retrieving more detailed data within a dimension. You can drill down into more detailed data until you reach the lowest level of a dimension as defined in the database outline

(see [“Drilling Down to More Detail” on page 46](#)). For example, for the Year dimension in the Sample Basic database, you can drill down to the quarter level, and drill down further to the month level. Drilling up is the opposite of drilling down, where you move up the hierarchy within a dimension to less detailed data (see [“Drilling Up to Less Detail” on page 45](#)).

The Essbase Options dialog box enables you to customize the behavior of the Zoom In and Zoom Out menu commands. You can use the zoom options in the Essbase Options dialog box to control the depth (or level) of the drill down, the grouping) of retrieved members, and the removal of unselected member groups.

Free-Form Reporting

Free-form reporting enables you to tell Essbase what you want to retrieve by typing members into the spreadsheet. Free-form reporting is especially useful when you are familiar with the members and dimensions in your database outline.

Essbase provides two retrieval modes for free-form reporting, the similarities and differences between which are described in these sections:

- [“Retrieving in Advanced Interpretation Mode” on page 14](#)
- [“Retrieving in Free-Form Mode” on page 15](#)

Retrieving in Advanced Interpretation Mode

Essbase provides an advanced spreadsheet interpretation engine that scans a worksheet and interprets its content when fulfilling your retrieval requests. This feature enables you to define your spreadsheet layout through drill operations, Retrieval Wizard operations, or by typing members into the worksheet.

When you construct a report by typing member names directly in the spreadsheet in Advanced Interpretation mode, Essbase interprets the member names and creates a default view based on the location of the labels.

You can enter the name of a database member into a worksheet and use the Essbase Retrieve command to retrieve its data. You can enter a member name to add information to an existing worksheet, or enter member names in a worksheet to construct a custom report.

When creating a free-form report in Advanced Interpretation mode, keep these guidelines in mind:

- You must precede all member names that consist of numbers with a single quotation mark. For example, if the product code for Cola is 100, you must enter '100 in the worksheet.
- If you define a report that is missing database dimensions, you may need to enter a dummy value, such as 0, in the first data location. Essbase overwrites this value with the contents of the corresponding database cell upon retrieval. If a member is not specified for the dimension, Essbase retrieves the highest level member in the dimension. The dummy value must be a numeric value.

- If you are connected to an application and database that supports duplicate member names, you cannot perform Free-Form retrievals.

Retrieving in Free-Form Mode

As in Advanced Interpretation mode, with Free-Form mode you can enter dimension members in the spreadsheet and retrieve a report. In Free-Form mode, you can also enter Essbase Report Script Editor commands to retrieve data into a worksheet.

Report Script Editor commands are most useful for defining member references that can dynamically bring back the most current member information. For example, if you must create a report that shows every product, including those added since the last retrieval, standard retrieval mode only reflects these changes when you drill down on the product.

The Report Script Editor command `<IDESC` retrieves all descendants of a member in the database, including the specified member. See the *Oracle Essbase Technical Reference* and the *Oracle Essbase Database Administrator's Guide*.

When creating a free-form report in Free-Form mode, keep these guidelines in mind:

- You must precede all member names that consist of numbers with a single quotation mark. For example, if the product code for Cola is 100, you must enter '100 in the worksheet.
- To use Dynamic Time Series in Free-Form or Template Retrieve mode, do not put the Dynamic Time Series and the latest member (for example, Q-T-D (Feb)) in the same cell. You must enter the Dynamic Time Series member, Q-T-D, and the latest member within parentheses, (Feb), in adjacent cells.). Additionally, in Free-Form mode, you must enclose the Dynamic Time series and the latest member in quotation marks (for example, "Q-T-D" ("Feb")).
- You cannot cancel a retrieve on retrievals based on Free-Form mode.
- Essbase removes blank rows and columns on retrieval actions.
- In Free-Form mode, Essbase enables Auto Sort Rows on the Display page of the Essbase Options dialog box. When you select this feature, Essbase retrieves data in symmetric rows that are sorted based on the order specified in the database outline.
- In Free-Form mode, Essbase disables the options under the Modes and Formula Preservation groups on the Mode page of the Essbase Options dialog box.

Figure 2 illustrates a sample free-form report.

Figure 2 Sample Free-form Report

	A	B	C
1	Sales	East	Budget
2			
3		Qtr1	Qtr2
4	Colas		
5	Root Beer		
6	Cream Soda		
7	Fruit Soda		

Differentiating Between Symmetric and Asymmetric Reports

Essbase reports can contain symmetric or asymmetric column and row groups. Essbase determines the symmetry of column and row groups automatically, based on the members you select. Symmetric reports are characterized by repeating, identical groups of members. An asymmetric report is characterized by groups of nested, or subordinate, members that differ by at least one member in the nested group. There can be a difference in the number of members or the names of members.

Figure 3 shows a symmetric report.

Figure 3 Sample Symmetric Report

	A	B	C	D	E	F
1						
2			East		West	
3			Qtr1	Qtr2	Qtr1	Qtr2
4	Measures	Scenario	5380	6499	7137	7515
5						
6						

Figure 4 shows an asymmetric report.

Figure 4 Sample Asymmetric Report

	A	B	C	D	E	F	G
1	Sales						
2							
3			<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	
4			Qtr1	Qtr2	Qtr3	Qtr4	
5	East	Colas	6292	6760	7300	5570	
6		Root Beer	5726	5650	5600	5780	
7		Fruit Soda	3735	4150	4350	3850	
8							
9	West	Root Beer	8278	7970	8320	7820	
10		Cream Soda	8043	7720	8300	7570	
11							

Note:

If you retrieve into asymmetric reports, Essbase must perform additional operations to maintain the asymmetric layout. This may increase the retrieval time on large reports. See the *Oracle Essbase Database Administrator's Guide*.

2

Getting Started with Spreadsheet Add-in

In This Chapter

Registering Spreadsheet Add-in	17
Logging In to Essbase	18
Logging Out of Essbase	18
Updating Passwords	19
Working with Databases.....	19
Displaying Messages	21
Essbase Command Summary	22

Registering Spreadsheet Add-in

During installation, Spreadsheet Add-in is automatically registered with Excel and included in your computer's registry entries.

You may unregister Spreadsheet Add-in from Excel. Unregistering clears the registry entries and removes the Essbase menu from Excel; however, it leaves the Spreadsheet Add-in components on your computer.

To put the Spreadsheet Add-in back into Excel, you can run the register program manually.

- ▶ To manually register Spreadsheet Add-in, select **Start**, then **Programs**, then **Oracle EPM System**, then **Essbase**, then **Essbase Client**, and then **Register Spreadsheet Add-in**.
- ▶ To unregister Spreadsheet Add-in, select **Start**, then **Programs**, then **Oracle EPM System**, then **Essbase**, then **Essbase Client**, and then **Unregister Spreadsheet Add-in**.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase” on page 18](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Logging Out of Essbase” on page 18](#)

[“Updating Passwords” on page 19](#)

Logging In to Essbase

To use Spreadsheet Add-in with Essbase, you must first log in to an Essbase Server.

Note:

Essbase does not support multiple instances of Excel.

► To log in to the server:

- 1 In **Excel**, select **Essbase**, and then **Connect**, to open **Essbase System Login**.
- 2 In **Server**, select the server to access or enter a server name.
- 3 Enter your **user name**.
- 4 Enter your **password**.
- 5 Click **OK**.

When your server connection is complete, a list of available application and database pairs displays in the Application/Database list.

- 6 In **Application/Database**, select an application and database pair, and click **OK**.

If the application is not running, Essbase automatically starts it. There may be a brief pause as the application loads; the time required to start an application depends on the size and number of databases contained within the application and the size of their indexes.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Logging Out of Essbase” on page 18](#)

[“Registering Spreadsheet Add-in” on page 17](#)

[“Updating Passwords” on page 19](#)

Logging Out of Essbase

After you finish using Essbase, you must disconnect from the database. Exiting the spreadsheet logs you out of Essbase.

► To disconnect from the database:

- 1 Select **Essbase**, and then **Disconnect**.
- 2 In **Essbase Disconnect**, select the worksheet and database to disconnect from.
- 3 Click **Disconnect**.
- 4 Click **Close**.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase” on page 18](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Registering Spreadsheet Add-in” on page 17](#)

[“Updating Passwords” on page 19](#)

Updating Passwords

You must update your password whenever it expires or when you want to change it for security purposes.

► To change your password:

1 Select Essbase, and then Connect.

If you are not currently connected to a database, you must connect to one.

2 Click Change Password.

3 In Change Password, enter a password in New Password.

4 Enter the password again in Confirm Password.

5 Click OK to change your password.

Note:

If Essbase forces you to change your password (for example, if your password expires) the Change Password dialog box displays automatically.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Listing All Active Database Connections” on page 21](#)

[“Logging In to Essbase” on page 18](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Registering Spreadsheet Add-in” on page 17](#)

Working with Databases

- [“Connecting to Multiple Databases” on page 20](#)

- [“Listing All Active Database Connections” on page 21](#)

For advanced database topics, see [“Calculating the Entire Database” on page 77](#) and [“Calculating Databases Using Calculation Scripts” on page 77](#)

Connecting to Multiple Databases

Essbase supports simultaneous access to multiple databases. The databases can be in different applications and can be stored on other servers. You can also open multiple worksheets, each of which can be connected to another database. An individual worksheet can access only one database at a time. Its connection can be switched between databases with the Connect command.

Tip:

If you rename a worksheet, verify the database connection by selecting Essbase, then Disconnect, and viewing the connection information in the Essbase Disconnect dialog box. If the connection information is not what you expect for the renamed worksheet, disconnect the worksheet from the application and reconnect using the Essbase Connect command.

Depending on the status of production applications at your site, you may not have access to additional applications or databases. Contact the Essbase System Administrator if you need access to other applications.

➤ To connect to multiple databases:

- 1 Select **Essbase**, and then **Connect** to open **Essbase System Login**.
- 2 In **Server**, select the server to access or enter the name of the server.
- 3 Enter your **user name**.
- 4 Enter your **password**.
- 5 Click **OK**.

When your server connection is complete, a list of available application and database pairs displays in the Application/Database list.

- 6 Select an application and database pair and click **OK**.

If the application is not running, Essbase automatically starts it. There may be a brief pause as the application loads; the time required to start an application depends on the size and number of databases contained within the application and the size of their indexes.

- 7 Open a worksheet and repeat the steps to connect to additional databases.

You can access one database at a time per worksheet.

Related Topics

[“Logging In to Essbase” on page 18](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Logging Out of Essbase” on page 18](#)

[“Registering Spreadsheet Add-in” on page 17](#)

[“Updating Passwords” on page 19](#)

Listing All Active Database Connections

When you are connected to multiple databases, you may want to view all databases/applications you are currently connected to.

► To list current connections to databases:

1 Select **Essbase**, and then **Disconnect**.

The Essbase Disconnect dialog box lists all active database connections.

2 Click **Close**.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase” on page 18](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Logging Out of Essbase” on page 18](#)

[“Updating Passwords” on page 19](#)

Displaying Messages

- [“Specifying Message Type to Display” on page 21](#)
- [“Displaying Unknown Members” on page 22](#)

Specifying Message Type to Display

You can display three types of messages in Essbase; information, warnings, and errors.

► To specify the message types to display:

1 Select **Essbase**, and then **Options**.

2 In **Essbase Options**, select **Global**.

3 Under **Display Messages**, select an option:

- **Information** displays all informational messages from Essbase, including warnings and errors.
- **Warnings** displays warning and error level messages from Essbase.
- **Errors** displays error messages from Essbase.
- **None** suppresses all messages.

4 Click **OK**.

Related Topics

[“Displaying Unknown Members” on page 22](#)

Displaying Unknown Members

Your spreadsheet may contain members that do not match database members. Essbase can display a message box indicating that unknown members are present in the spreadsheet.

► To display members that do not match members in the database:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Global**.
- 3 Select **Display Unknown Members**.
- 4 Click **OK**.

Note:

If you do not want the message box to display, clear the check box.

Related Topics

[“Specifying Message Type to Display” on page 21](#)

Essbase Command Summary







Table 1 describes the commands found on the Essbase menu in alphabetical order, the corresponding toolbar icon, and the keyboard shortcut for the command.





For example, to retrieve data using the keyboard shortcut for the Retrieve command, press and hold down the Alt, s, and r keys simultaneously.



See the *Oracle Essbase Spreadsheet Add-in User's Guide* to find out how to install and view the Essbase toolbar.

Table 1 Essbase Commands

Toolbar Icon	Command	Description	Keyboard Shortcut
	Calculation	Enables you to calculate the active database or check on the status of an active database calculation. Opens the Essbase Calculation dialog box.	Alt + s + c
	Cascade	Enables you to replicate worksheets using member combinations. Opens the Essbase Cascade Options dialog box. Note: You can create cascade reports based on attribute members.	Alt + s + d

Toolbar Icon	Command	Description	Keyboard Shortcut
	Connect	Enables you to connect to an instance of Essbase Server. Opens the Essbase System Login dialog box.	Alt + s + n
	Currency Report	Enables you to perform ad hoc currency conversions during data retrieval. Opens the Essbase Currency Report dialog box. If your organization implemented a Currency Conversion application, you can use the Currency Report command to perform currency retrievals and conversions dynamically.	Alt + s + y
	Disconnect	Enables you to disconnect from the currently connected database. Opens the Essbase Disconnect dialog box, which displays all databases to which you are currently connected.	Alt + s + t
	FlashBack	Restores the previous view.	Alt + s + b
	Keep Only	Retains only the selected member (the active cell) or member range in the worksheet. All unselected members are removed from the worksheet.	Alt + s + k
	Linked Objects	Enables you to create or access linked objects and displays the objects currently linked to the selected data cell. Opens the Linked Objects Browser dialog box. Note: You cannot create linked objects for member combinations containing attributes.	Alt + s + j
	Lock	Locks all data blocks in the current view (that is, all data blocks that appear in the current worksheet). You can lock only one view at a time. The lock and send processes use committed access modes. If your data cache is too small to hold the number of blocks specified in your commit settings, blocks are written to disk before the transaction is committed as soon as the caches become full. This allows other blocks to come in and be worked on. Each lock (one lock per block) uses approximately 80 bytes of memory to track through a calculation, and these locks are held in memory until the transaction is completed. This memory usage can present problems for models with large number of blocks as the addressable memory space per process is limited and large models may eventually hit this limit.	Alt + s + l
	Member Selection	Enables you to select members from the multidimensional database outline. Opens the Essbase Member Selection dialog box. Note: Member selection supports selecting attributes so that you can display them in the spreadsheet report.	Alt + s + m
	Navigate With or Without Data	Enables you to perform navigational operations such as Pivot, Zoom In, Zoom Out, Keep Only, and Remove Only without retrieving data. A check mark next to the command indicates that this feature is turned on. This command serves the same function as	Alt + s + g

Toolbar Icon	Command	Description	Keyboard Shortcut
		selecting Navigate Without Data in the Essbase Options dialog box.	
	Options	<p>Enables you to select options for the active worksheet and customize the behavior of Spreadsheet Add-in.</p> <p>Opens the Essbase Options dialog box.</p> <p>Note: You cannot save spreadsheet settings to a protected worksheet.</p>	Alt + s + p
	Pivot	<p>Enables you to change the orientation of your data. Use Pivot to:</p> <ul style="list-style-type: none"> ● Move a row group to a column group. ● Move a column group to a row group. ● Transpose the order of row groups. ● Transpose the order of column groups. <p>When you select the Pivot command, Essbase changes the orientation (from row to column or from column to row) of the group of members associated with the active cell.</p> <p>You can also press and hold the secondary mouse button and drag the member you want to pivot to the destination cell. In addition to changing member orientation, this enables you to switch the position of row or column members with one another.</p> <p>Tip: To enable secondary mouse button support, select Essbase, and then Options. On the Global page, select the Enable Secondary Button option.</p>	Alt + s + v
	Query Designer	Enables you to easily create queries and reports using a powerful interface. You can define the page orientation of dimensions and members, perform member filtering, data filtering, and data sorting. You can save queries for later use.	Alt + s + q
	Remove Only	Removes the selected member (the active cell) or member range in the worksheet. When you select Remove Only, all unselected members are retained in the worksheet.	Alt + s + o
	Retrieve	<p>Retrieves data into the active worksheet. Retrieve places the data at the beginning of the active worksheet.</p> <p>When you select Retrieve, the Essbase System Login dialog box is displayed if you are not connected to the server.</p> <p>Tip: If your mouse actions are enabled, you can retrieve data by double-clicking the primary mouse button in an empty cell in the worksheet. To enable double-clicking mouse button support, select Essbase, and then Options. On the Global page, select the Enable Double-Clicking option.</p>	Alt + s + r
	Retrieve & Lock	<p>Locks the data blocks specified in the retrieval. Other users cannot update these blocks.</p> <p>Note: Spreadsheets containing Dynamic Time Series members are not supported with the Retrieve & Lock command.</p>	Alt + s + e
	Sample Data (Zoom In)	Enables sampling in Spreadsheet Add-in. Sampling allows you to zoom in on a "sample" of your data, making for more rapid queries.	Alt + s + a

Toolbar Icon	Command	Description	Keyboard Shortcut
		When sampling is enabled, the approximate sampling percentage indicated in the Essbase Options Dialog Box - Zoom page is applied to Zoom In operations.	
	Send	<p>Updates the active database on the server with data in your worksheet.</p> <p>The lock and send processes use committed access modes. If your data cache is too small to hold the number of blocks specified in your commit settings, blocks are written to disk before the transaction is committed as soon as the caches become full. This allows other blocks to come in and be worked on. Each lock (one lock per block) uses approximately 80 bytes of memory to track through a calculation, and these locks are held in memory until the transaction is completed. This memory usage can present problems for models with large number of blocks as the addressable memory space per process is limited and large models may eventually hit this limit.</p>	Alt + s + s
	Unlock	Unlocks blocks that you locked.	Alt + s + u
	Visualize & Explore	<p>Enables you to access Oracle Essbase Visual Explorer, where you can select members from an Essbase database and display them in a graphical format.</p> <p>See the Visual Explorer online help that is accessed from the Help menu Visual Explorer.</p>	Alt + s + x
	Zoom In	<p>Retrieves and expands data from Essbase Server according to the options specified in the Essbase Options dialog box (Zoom page).</p> <p>If you mouse actions are enabled, you can zoom in on data by double-clicking the primary mouse button in the cell that contains the member you want to expand. To enable double-clicking mouse button support, select Essbase, and then Options. On the Global page, select the Enable Double-Clicking option.</p> <p>You cannot zoom in on a Dynamic Time Series member.</p> <p>If your spreadsheet has spaces between rows and you drill down on a member, Essbase mirrors the spaces in the resulting report.</p>	Alt + s + i
	Zoom Out	<p>Collapses the view according to the options specified in the Essbase Options dialog box (Zoom page).</p> <p>If you mouse actions are enabled, you can zoom out by double-clicking the secondary mouse button in the cell that contains the member you want to collapse. To enable double-clicking mouse button support, select Essbase, and then Options. On the Global page, and select the Enable Double-Clicking option.</p> <p>You cannot zoom in on a Dynamic Time Series member.</p>	Alt + s + z

3

Retrieving and Updating Data

In This Chapter

Retrieving Data Into Blank Worksheets	27
Retrieving Into Formatted Worksheets	28
Retrieving Data from Relational Sources	29
Preserving Formulas when Retrieving Data	30
Retrieving in Free-Form Mode.....	32
Retrieving in Template Retrieve Mode.....	33
Retrieving Data Ranges.....	35
Using Advanced Interpretation to Retrieve Generation and Level Names	36
Retrieving Dynamic Calc Members	37
Retrieving Substitution Variables	38
Specifying Latest Time Period for Dynamic Time Series.....	39
Canceling Retrievals	41
Updating Data on the Server.....	41
Retrieving Data Using Functions.....	43

Retrieving Data Into Blank Worksheets

When you retrieve data into a blank worksheet, Essbase returns data from the top levels of each dimension. You can use this as a starting point to navigate into more detailed levels of data.

► To retrieve data into a blank worksheet:

- 1 Select an empty cell.
- 2 Select **Essbase**, and then **Retrieve**.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

- [“Retrieving in Free-Form Mode” on page 32](#)
- [“Retrieving in Template Retrieve Mode” on page 33](#)
- [“Retrieving Into Formatted Worksheets” on page 28](#)
- [“Retrieving Substitution Variables” on page 38](#)
- [“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)
- [“Updating Data on the Server” on page 41](#)
- [“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving Into Formatted Worksheets

- [“Retrieving Data into Formatted Worksheets” on page 28](#)
- [“Rules for Retrieving into Formatted Worksheets” on page 29](#)

Retrieving Data into Formatted Worksheets

Formatted worksheets can contain formatted text, formulas, and protected cells. To retain the formatting when retrieving data into a formatted worksheet, you must specify certain options.

► To retrieve data into a formatted worksheet:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Mode**.
- 3 In **Formula Preservation**, select **Retain on Retrieval**, to enable Formula Preservation mode.
- 4 Select **Display**.
- 5 To set column widths to fit the data, in **Cells**, select **Adjust Columns**.
- 6 To save these settings, click **OK**.
- 7 To update the worksheet with the latest data values, select **Essbase**, and then **Retrieve**.

Essbase determines whether all text cells in the worksheet correspond to database member names. When Essbase is unable to resolve text values in the worksheet, a message box is displayed.

- 8 Click **Yes** to display the next unknown member or **No** to continue with the retrieval.

Tip:

You can disable the unknown members message by clearing Display Unknown Members from the Global page in the Essbase Options dialog box.

Related Topics

- [“Canceling Retrievals” on page 41](#)
- [“Preserving Formulas when Retrieving Data” on page 30](#)

- “Retrieving Data Ranges” on page 35
- “Retrieving Data Into Blank Worksheets” on page 27
- “Retrieving Data Using Functions” on page 43
- “Retrieving Dynamic Calc Members” on page 37
- “Retrieving in Free-Form Mode” on page 32
- “Retrieving in Template Retrieve Mode” on page 33
- “Retrieving Substitution Variables” on page 38
- “Rules for Retrieving into Formatted Worksheets” on page 29
- “Specifying Latest Time Period for Dynamic Time Series” on page 39
- “Updating Data on the Server” on page 41
- “Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36

Rules for Retrieving into Formatted Worksheets

Observe these rules when retrieving into a formatted worksheet:

- **Rule 1**—The worksheet cannot contain numeric cells before the first Essbase data cell. These cells cannot contain formulas that resolve to numeric values.
- **Rule 2**—A cell that lies within a row or column of Essbase data cannot contain text or numeric values. These cells can contain formulas, however, if the Formula Preservation options in the Essbase Options dialog box are selected.

Note:

If you must preserve text or numeric values in a cell, define that text or value as a spreadsheet formula and use the Formula Preservation options on the Mode page of the Essbase Options dialog box.

- **Rule 3**—Pivot is not available when the Formula Preservation options in the Essbase Options dialog box are selected.
- **Rule 4**—Use of the Pivot command removes all cells that contain text information other than database member names.

Retrieving Data from Relational Sources

Because relational databases can store several terabytes of data, they offer nearly unlimited scalability. Essbase multidimensional databases are generally smaller than relational databases but offer sophisticated analytical capabilities. With Hybrid Analysis, you can integrate a relational database with an Essbase database and thereby leverage the scalability of the relational database with the conceptual power of the multidimensional database.

Hybrid Analysis eliminates the need to load and store lower-level members and their data within the Essbase database. This feature gives Essbase the ability to operate with almost no limitation on outlines sizes and provides for rapid transfer of data between Essbase databases and relational databases.

► To retrieve data that is stored in the Hybrid Analysis relational source:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Zoom**.
- 3 Select **Enable Hybrid Analysis**.

This option enables you to retrieve data from the Hybrid Analysis relational source.

Note:

If your outline contains multiple levels of Hybrid Analysis members, a zoom out operation on the bottom level Hybrid Analysis member takes you to the Essbase parent member, thus bypassing all other Hybrid Analysis levels.

- 4 Click **OK**.
- 5 Select **Essbase**, and then **Retrieve**, to retrieve the data.

Preserving Formulas when Retrieving Data

When you retrieve data into a worksheet with formulas, you must select the option to preserve the formulas in the cells or Essbase may overwrite them when retrieving data.

► To preserve formulas when retrieving data:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Mode** and select **Advanced Interpretation**.
- 3 In **Formula Preservation**, select **Retain on Retrieval**, to enable Formula Preservation mode.
- 4 To save this setting, click **OK**.
- 5 To update the worksheet with the latest data values, select **Essbase**, and then **Retrieve**.

Notes:

- To further customize the Retain on Retrieval option, you can select Retain on Keep and Remove Only and Retain on Zooms to preserve formulas on Keep Only and Remove Only operations and on drill operations, respectively.
- When you select Retain on Retrieval, the suppress #Missing and Zero Rows options on the Display page become disabled.
- When you select Retain on Zooms, the Remove Unselected Groups option on the Zoom page becomes disabled.

- As a general rule, include an extra blank row as the last row in your formula range. This ensures that Excel expands the formulas properly when you drill down on members with the Retain on Zoom option selected.
- Formula arrays are not supported in Spreadsheet Add-in with the preserve formula option on. Essbase does not preserve formula arrays in your spreadsheet.

In [Figure 5](#), cell B6 contains the blank row. Therefore, the formula for cell B7 should be =SUM(B2:B6) to ensure that it contains the blank row.

Figure 5 Spreadsheet with Formula in Cell

B7		=SUM(B2:B6)			
	A	B	C	D	E
1		Measures	Product	Market	Scenario
2	Qtr1	24703			
3	Qtr2	27107			
4	Qtr3	27912			
5	Qtr4	25800			
6					
7		105522			
8					

After you drill down on Qtr4, you see that the formula for cell B9, =SUM(B2:B8), is properly expanded to include the range of Oct, Nov, and Dec (see [Figure 6](#)).

Figure 6 Spreadsheet with Expanded Cell Formula

B9		=SUM(B2:B8)			
	A	B	C	D	E
1		Measures	Product	Market	Scenario
2	Qtr1	24703			
3	Qtr2	27107			
4	Qtr3	27912			
5	Oct	8653			
6	Nov	8367			
7	Dec	8780			
8					
9		105522			

Related Topics

- [“Canceling Retrievals” on page 41](#)
- [“Retrieving Data Ranges” on page 35](#)
- [“Retrieving Data Into Blank Worksheets” on page 27](#)
- [“Retrieving Into Formatted Worksheets” on page 28](#)
- [“Retrieving Data Using Functions” on page 43](#)
- [“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving in Free-Form Mode

Free-Form mode provides additional retrieval capabilities. First, it enables you to enter member names into a random location in the worksheet. In this mode, Essbase scans the names in a worksheet and picks a default view for you. In addition, Free-Form mode enables you to use Essbase report script commands to retrieve data into a worksheet. The report script commands are most useful for defining member range references that can dynamically bring back the most current member information.

In Free-Form mode, Essbase retrieves data with these characteristics:

- Essbase interprets the member names and creates a default view based on the location of the labels.
- Essbase removes blank rows and columns on a retrieval action.

Notes:

- You must precede all member names that consist of numbers with a single quotation mark. For example, if the product code for Cola is 100, you must enter ' 100 in the worksheet.
- You cannot cancel a retrieve on retrievals based on Free-Form mode.
- Styles are not available in Free-Form mode.
- If you are connected to an application and database that supports duplicate member names, you cannot perform Free-Form retrievals.
- To use Dynamic Time Series in Free-Form or Template Retrieve mode, do not put the Dynamic Time Series and the latest member (for example, Q-T-D (Feb)) in the same cell. You must enter the Dynamic Time Series member, Q-T-D, and the latest member within parentheses, (Feb), in separate, adjacent cells.). In Free-Form mode, you must enclose the Dynamic Time series and the latest member in quotation marks (for example, "Q-T-D" ("Feb")).
- Do not use Report Writer formatting commands, such as {BRACKETS}, {DECIMAL}, and {EUROPEAN} in Free-Form mode, because they are incompatible with the Excel formatting features.
- Unlike Oracle's Hyperion® Web Analysis, Spreadsheet Add-in does not pick up changes to member aliases in the outline that are made while the add-in connection is active. Depending on the details of the changes made and the structure of the spreadsheet, affected data cells

may show missing or incorrect data upon retrieval after the change, but no warning or error messages are generated.

- ▶ To retrieve data in Free-Form mode:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Mode**.
 - 3 Under **Retrieval**, select **Free Form**.
 - 4 To retrieve data into symmetric rows that are sorted according to the database outline, in **Display**, select **Auto Sort Rows**.

This option is available only when Free-Form retrieval mode (but not Template Retrieve) is selected.

- 5 In your spreadsheet, enter the members names of the report you want to create, or enter the report script command you want to retrieve.

For example, the report script command `<IDESC Product` tells Essbase to retrieve all descendants of the Product dimension.

- 6 Select **Essbase**, and then **Retrieve**.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving in Template Retrieve Mode

Template Retrieve mode enables you to define reports using the Essbase Report Script Editor command language. Report Script Editor commands let you select data items and place them in a row or column of your worksheet. See the *Oracle Essbase Database Administrator's Guide*.

The major difference between Template Retrieve mode and the standard retrieval mode is that Template Retrieve mode enables you to dynamically query branches of member in dimension trees. For example, if you must create a report that shows every product, including those added since the last retrieval, standard retrieval mode only reflects these changes when you drill down on the product. The Report Script Editor command <IDESC retrieves all descendants of a member in the database, including the specified member.

Notes:

- In Template Retrieve mode, Zoom In, Zoom Out, Keep Only, Remove Only, and Pivot commands are unavailable.
- If you are connected to an application and database that supports duplicate member names, you cannot perform retrievals in Template Retrieve mode.
- To use Dynamic Time Series in Free-Form or Template Retrieve mode, do not put the Dynamic Time Series and the latest member (for example, Q-T-D(Feb) in the same cell. You must enter the Dynamic Time Series member, Q-T-D, and the latest member within parentheses, (Feb), in separate, adjacent cells). In Free-Form mode, you must enclose the Dynamic Time series and the latest member in quotation marks (for example, "Q-T-D" ("Feb")).
- Do not use Report Writer formatting commands, such as {BRACKETS}, {DECIMAL}, and {EUROPEAN} in Free-Form mode, because they are incompatible with the Excel formatting features.
- Unlike Oracle's Hyperion® Web Analysis, Spreadsheet Add-in does not pick up changes to member aliases in the outline that are made while the add-in connection is active. Depending on the details of the changes made and the structure of the spreadsheet, affected data cells may show missing or incorrect data upon retrieval after the change, and error messages are generated.

► To retrieve data in Template Retrieve mode:

- 1 **Select Essbase, and then Options.**
- 2 **In Essbase Options, select Mode.**
- 3 **Under Retrieval, select Free Form.**
- 4 **Select Template Retrieve.**
- 5 **In your spreadsheet, enter the report script command you want to retrieve.**

For example, the report script command <IDESC Product tells Essbase to retrieve all descendants of the Product dimension.

- 6 **Select Essbase, and then Retrieve.**

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

- [“Retrieving Data Into Blank Worksheets” on page 27](#)
- [“Retrieving Data Using Functions” on page 43](#)
- [“Retrieving Dynamic Calc Members” on page 37](#)
- [“Retrieving in Free-Form Mode” on page 32](#)
- [“Retrieving Into Formatted Worksheets” on page 28](#)
- [“Retrieving Substitution Variables” on page 38](#)
- [“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)
- [“Updating Data on the Server” on page 41](#)
- [“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving Data Ranges

Sometimes you may want to select only a certain range of cells to retrieve.

Selection retrievals are useful when:

- A worksheet contains multiple reports.
- A worksheet contains extraneous information that is not supported in a formatted report retrieval.
- You must retrieve only a small subset of values from the database, which dramatically decreases retrieval time for large data sets.
- You must retrieve data to an area of the worksheet other than the first column.

► To retrieve a selected range of data:

- 1 **Drag the mouse across the range of cells in the worksheet.**
- 2 **Select **Essbase**, and then **Retrieve**.**

When you retrieve data, Essbase restricts the retrieval to the selected range in the worksheet.

Note:

Essbase uses only the selected range as input, so make sure the range provides a query. See the *Oracle Essbase Spreadsheet Add-in User's Guide* for an example of retrieving a range of data.

Related Topics

- [“Canceling Retrievals” on page 41](#)
- [“Preserving Formulas when Retrieving Data” on page 30](#)
- [“Retrieving Data Into Blank Worksheets” on page 27](#)
- [“Retrieving Data Using Functions” on page 43](#)
- [“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Using Advanced Interpretation to Retrieve Generation and Level Names

Using Advanced Interpretation mode (see [“Free-Form Reporting” on page 14](#)), you can enter the generation name or level name of a dimension in the spreadsheet and retrieve the members belonging to the generation or level name for your report.

➤ To retrieve generation name or level names in the spreadsheet:

- 1 Select **Essbase**, and then **Options**.
- 2 Select **Mode** and select **Advanced Interpretation**.
- 3 Click **OK**.
- 4 In a spreadsheet cell, enter the generation name or level name.

For example, Lev0,Year or Region.

You can find out the name of the generation name or level name using the By Generation Name or By Level Name options in the Essbase Member Selection dialog box or by asking the Essbase System Administrator.

- 5 Select **Essbase**, and then **Retrieve**.

Essbase displays the members belonging to the generation name or level name in the spreadsheet.

This figure illustrates how generation and level names may look in a spreadsheet before retrieval:

	A	B	C	D	E	F
1		Measures	Product	Region	Scenario	
2	Lev0,Year	105522				
3						
4						
5						
6						

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

- [“Retrieving Data Ranges” on page 35](#)
- [“Retrieving Data Into Blank Worksheets” on page 27](#)
- [“Retrieving Data Using Functions” on page 43](#)
- [“Retrieving Dynamic Calc Members” on page 37](#)
- [“Retrieving in Free-Form Mode” on page 32](#)
- [“Retrieving in Template Retrieve Mode” on page 33](#)
- [“Retrieving Into Formatted Worksheets” on page 28](#)
- [“Retrieving Substitution Variables” on page 38](#)
- [“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)
- [“Updating Data on the Server” on page 41](#)

Retrieving Dynamic Calc Members

Dynamic Calc members are members that do not require pre-calculation during the batch calculation process. The Application Designer defines Dynamic Calc members in the database outline. Dynamically calculating data values allows you to calculate members tagged as Dynamic Calc only when you retrieve data, thus shortening the regular database calculation time. Other benefits of using dynamic calculations are reduced disk usage because Essbase stores fewer calculated values, reduced database restructuring time, and reduced time to back up the database. Database values that Essbase calculates dynamically, however, may take slightly longer to retrieve in the spreadsheet. See the *Oracle Essbase Database Administrator's Guide*.

- ▶ To retrieve Dynamic Calc members and dynamically calculate the database, select **Essbase**, and then **Retrieve**.

Notes:

- To identify members tagged as Dynamic Calc members in the spreadsheet, you can define a visual cue, or *style* (see [“Changing Member Name Fonts and Colors” on page 67](#)), for them.
- Activate **Navigate Without Data** (see [“Navigating Through Worksheets Without Retrieving Data” on page 50](#)) while you are formatting a worksheet containing Dynamic Calc members so that Essbase does not dynamically calculate the database while you are creating the spreadsheet report.
- Dynamic Calc members may return incorrect values when a member formula references another Dynamic Calc member.

For example, a member formula of a Dynamic Calc member A contains a function, @CONCATENATE. The result of that function is another Dynamic Calc member B. When the query only contains member A, the result may be incorrect because member B is not a direct reference in the formula of member A. The name string for member B itself is dynamically constructed.

In this case, you should include Dynamic Calc members A and B in the same query.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving Substitution Variables

Substitution variables allow you to define global variables to represent values specific to Essbase. For example, CurMonth can be a substitution variable for defining the latest period in a Dynamic Time Series. The Application Designer creates substitution variables. Substitution variables are useful for simplifying maintenance of calculation scripts or report scripts, because you maintain the value of the substitution variable in only one location. For example, instead of constantly updating scripts when a value changes, if you use substitution variables, you need only change the value for the substitution variable on the server.

► To retrieve substitution variables in the spreadsheet:

- 1 **Enter the substitution variable in the cell of a spreadsheet where you want the member to appear in the report.**

You must precede the substitution variable with the "&" sign. For example, &CurMonth.

- 2 **Select **Essbase**, and then **Retrieve**.**

Essbase replaces the substitution variable with the value that the Application Designer defined for it after Essbase retrieves the data. For example, if &CurMonth is set to Jan on the server, Essbase replaces &CurMonth with Jan upon retrieval.

Note:

If you save a spreadsheet containing a substitution variable as a template, make sure that you save the worksheet before you retrieve data.

This figure illustrates how a substitution variable may look in a spreadsheet before retrieval:

	A	B	C	D	E
1		Measures	Product	Market	Scenario
2	&CurMonth	105522			
3					
4					
5					
6					

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Specifying Latest Time Period for Dynamic Time Series

Dynamic Time Series members are predefined members used in to-date reporting. Dynamic Time Series members do not appear as members in your database outline; instead, they correspond to a generation in a Time dimension. For example, in the Sample Basic database, you can create a generation name called Quarter for generation 2 in the Year dimension containing the members Qtr1, Qtr2, Qtr3, and Qtr4. When you create the generation name Quarter, Essbase creates and enables a Dynamic Time Series member called Q-T-D.

To use Dynamic Time Series in reports, you first define the latest period for which you want data. The latest period is a level 0 member in a Time dimension. In the Sample Basic database, the level 0 members are the months of the year: Jan, Feb, Mar, and so on. If the current month is August, and you want to know the sales data for the quarter up to the current month, Dynamic Time Series calculation gives you the sales data for the months of July and August.

[Table 2](#) lists Dynamic Time Series by generation name.

Table 2 Dynamic Time Series

Dynamic Time Series	Generation Name
H-T-D	History
Y-T-D	Year
S-T-D	Season
P-T-D	Period
Q-T-D	Quarter
M-T-D	Month
W-T-D	Week
D-T-D	Day

Notes:

- The availability of the Dynamic Time Series member depends on what generation names you defined in your outline.
 - The Application Designer can create alias names for the predefined time series members.
- To specify the latest time period to use in spreadsheet retrievals:
- 1 Create a spreadsheet report using a predefined Dynamic Time Series member.
 - 2 Select **Essbase**, and then **Options**.
 - 3 In **Essbase Options**, select **Display**.
 - 4 Under **Dynamic Time Series**, select **Latest Time Period** and select one of the level 0 members of the Time dimension listed.
 - 5 Click **OK**.
 - 6 Select **Essbase**, and then **Retrieve**.

Notes:

- If your spreadsheet contains a Dynamic Time Series member, Essbase places the latest time period in parentheses next to the Dynamic Time Series member. For example, if you selected May as your latest time period, the spreadsheet displays Q-T-D(May).
- Spreadsheets containing Dynamic Time Series members are not supported with the Retrieve & Lock, Zoom In, and Zoom Out commands.

Related Topics

[“Retrieving Substitution Variables” on page 38](#)

Canceling Retrievals

Sometimes you may want to cancel a retrieval request; for instance, when a retrieval is taking longer than expected.

- To cancel data retrievals, press Esc during a retrieval action.

Because Essbase returns data so quickly to the spreadsheet, you may not be able to cancel a retrieval before the retrieval is complete. This feature is most useful when you must stop a large retrieval request.

You can cancel a retrieve only while Essbase is processing in Spreadsheet Add-in. You cannot cancel a retrieval when Essbase is processing from the server.

Related Topics

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Updating Data on the Server

Once you retrieve data into your spreadsheet, you can change values, enter formulas, and format your data. Essbase is also designed to permit multi-user concurrent database access and updates. Depending on your assigned security privileges, you may be able to modify all data values or a certain subset of values.

- To update data on the server:

- 1 Select one method to lock the area of the database containing the data you want to change:**

- To retrieve data into the worksheet while locking the corresponding data area on the server, select **Essbase**, and then **Retrieve & Lock**. When you perform a subsequent retrieval, Essbase automatically unlocks the previous data values.

- To lock information that you retrieved, select **Essbase**, and then **Lock**. When you perform a subsequent retrieval, Essbase automatically unlocks the previous data values.
- To automatically lock the corresponding database area with each retrieval, select **Essbase**, and then **Options**. In **Mode**, select **Update Mode**.

Locking the data prevents other users from changing the data you want to update. Other users can retrieve and read this data, but they cannot lock or change the data, as you have exclusive update rights to that area.

2 To update the server with data values from your spreadsheet, select **Essbase, and then **Send**.**

If your data blocks are locked, Send automatically unlocks data after updating the server (unless you are in Update mode). You must clear Update Mode to stop locking blocks automatically.

3 To unlock all blocks that you locked, select **Essbase, and then **Unlock**.**

The server automatically unlocks data blocks that are locked for the maximum time allowed. The maximum amount of time that locks are in force is defined by the Essbase System Administrator. This ensures that blocks are not locked for extended periods of time. The Essbase System Administrator can unlock data blocks at any time.

Notes:

- You can determine which cells are Read/Write by applying styles (see [“Changing Data Cell Fonts and Colors” on page 69](#)).
- Essbase provides a spreadsheet update logging facility, which tracks and logs all data updates sent from Spreadsheet Add-in to your server. The Essbase System Administrator enables this facility for extra protection against data loss. See the *Oracle Essbase Database Administrator's Guide* or contact the Essbase System Administrator.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Retrieving Data Using Functions

The Essbase cell retrieve function, `EssCell`, retrieves one database value into a cell. You must be connected to a database to use `EssCell`.

► To retrieve data using the `EssCell` function:

1 Select the cell in the spreadsheet where you want to retrieve data

2 Enter the function using this syntax:

```
=EssCell(mbrList)
```

Where *mbrList* is one of these:

- A **null value**—If the parameters of the function are empty, Essbase returns the data value from the top of each dimension.
- A **member combination formatted as a comma-separated list of member names**—Member names must be enclosed in double quotes, with only one member per dimension allowed. If you omit members from a dimension, the function returns the data value from the top member of each unspecified dimension. Furthermore, you can include alias names in the member list.
- An **Excel cell reference**—The reference must point to a cell that contains a member name. Member names, such as 200 and 300-10, must be formatted as text cells, rather than numeric cells.

3 Select **Essbase**, and then **Options**

4 To preserve the formula, in **Mode**, select **Retain on Retrieval**.

5 Click **OK**.

6 Select **Essbase**, and then **Retrieve**.

`EssCell` retrieves data when you perform a retrieval or recalculate the worksheet through the spreadsheet.

If your worksheet contains many `EssCell` functions, you may want to change your spreadsheet to manual calculate mode. This prevents the cell retrieve from calculating until you manually calculate the worksheet.

If `EssCell` is unsuccessful, Essbase returns one of these error messages in the cell that contains the `EssCell` function:

- **#N/A**—Worksheet not connected to a database.
- **#VALUE!**—Invalid member name in list or reference.
- **#NAME?**—Text name in the function was not double-quoted.

Note:

You must place quotes around all member names (including numeric member names) and NULL.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

4

Drilling, Pivoting, and Retaining Data

In This Chapter

Drilling Up to Less Detail	45
Drilling Down to More Detail	46
Drilling Down to a Sample of Members.....	46
Pivoting Data	47
Pivoting on Formatted Worksheets.....	48
Restoring the Previous Database View.....	48
Retaining Data Sets.....	49
Removing Data Sets.....	49
Navigating Through Worksheets Without Retrieving Data	50
Enabling Compatibility Between Spreadsheet Add-in and Smart View	50
Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down.....	51
Enabling Double-Clicking to Browse LROs.....	52
Drilling Down or Up On Shared Members.....	52
Drilling Down on Level 0 Attributes.....	53

Drilling Up to Less Detail

Drilling up to less detail enables you to navigate up to higher levels in the multidimensional database.

- To drill up to less detail:
 - 1 Select the member to drill up.
 - 2 Select **Essbase**, and then **Zoom Out**.

Note:

You can drill up on a shared member, however, the results that are retrieved depend on the layout of your report. See “[Drilling Down or Up On Shared Members](#)” on page 52.

Related Topics

“[Drilling Down to More Detail](#)” on page 46

“[Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down](#)” on page 51

Drilling Down to More Detail

Drilling down to more detail enables you to navigate down to lower levels in the multidimensional database.

➤ To drill down to more detail:

- 1 **Select the member to drill down.**
- 2 **Select **Essbase**, and then **Zoom In**.**

Because spreadsheets can accommodate more rows than columns, Essbase retrieves data into rows, by default, when you drill down on a member.

➤ To drill across columns, press and hold down **Alt**, double-click the member name you want to expand, and release **Alt**. Essbase expands the data into columns.

Notes:

- Drilling across columns apply only to top-level members of a dimension, also known as dimension or title members (for example, Products in Sample Basic).
- If your spreadsheet has spaces between rows and you drill down on a member, Essbase mirrors the spaces in the resulting report.
- You cannot drill down on a Dynamic Time Series member.
- You can drill down on a shared member, however, the results that are retrieved depend on the layout of your report. See [“Drilling Down or Up On Shared Members” on page 52](#).

Related Topics

[“Drilling Up to Less Detail” on page 45](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

Drilling Down to a Sample of Members

By drilling down to a sample of members you can quickly analyze a large multidimensional database with a focus on data trends or approximate information in the initial stages. This type of drilling down to a sample of members is also referred to as "sampling."

To drill down to a sample of members, you must enable sampling in Spreadsheet Add-in and set a percentage amount of members to query when drilling down to more detail (performing a Zoom In operation).

Note:

Sampling does not support drill down on level 0 attribute members.

- To drill down to a sample of detail:

- 1 Enable sampling by selecting the **Essbase**, and then **Sample Data (Zoom In)**.

A check mark displayed next to the Sample Data (Zoom In) menu item indicates that sampling is enabled.

- 2 Select **Essbase**, and then **Options**.

- 3 In **Essbase Options**, select **Zoom**.

- 4 In **Sampling Percentage**, enter an integer between 1 and 100 to represent the approximate percentage amount of the Essbase cube to query during a Zoom In operation.

The default value is 100.

Note:

If Hybrid Analysis is enabled and in use, the sampling percentage also applies to queries on the underlying relational database.

- 5 To save these settings, click **OK**.

- 6 In the spreadsheet, select the member to drill down.

- 7 Select **Essbase**, and then **Zoom In**.

For example, if you typed 50 in the Sampling Percentage text box, approximately 50% of the members in your drilldown and, and, if applicable, from the specified columns of your relational database are queried when you select the Zoom In command.

- To drill down to a sample of detail across columns, press and hold down **Alt**, double-click the member name you want to expand, and release **Alt**.

Essbase expands the data into columns.

Pivoting Data

Pivoting enables you to transpose rows or columns groups and move data from rows to columns and vice versa using a drag operation.

- To pivot data:

- 1 Select the data you want to pivot.

- 2 Select **Essbase**, and then **Pivot**.

Alternatively, press and hold down the secondary mouse button and drag your selection to the destination cell. Release the mouse button after you reach the destination cell.

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

[“Pivoting on Formatted Worksheets” on page 48](#)

[“Removing Data Sets” on page 49](#)

[“Retaining Data Sets” on page 49](#)

Pivoting on Formatted Worksheets

The pivot capability is intended to be used as a method of producing ad hoc reports. Pivot can operate on a formatted worksheet. However, a formatted worksheet can contain labels and formulas that make the result of a pivot operation ambiguous. The pivot is designed to compress and retain only the database elements represented in the worksheet.

Notes:

- Essbase prevents pivot operations on worksheets that contain formulas when Formula Preservation mode is active.
- When you pivot a group of members, Essbase keeps only unique members from dimensions not involved in the pivot. Furthermore, a pivot action eliminates rows or columns in which all cells are empty.

Restoring the Previous Database View

The FlashBack command enables you to restore the previous Essbase database view. A database view is the view of the spreadsheet after performing Zoom In, Zoom Out, Keep Only, Remove Only, or Retrieve commands. FlashBack is similar to the Excel Edit Undo command, which reverses the last action, with this difference: If you modify member information between retrieves and perform a FlashBack, Essbase still flashes back to the spreadsheet data as it was before the last retrieve, in spite of changes you made to members between retrieves. The FlashBack command uses the memory of your computer to store the current view before processing an Essbase retrieval request. You can use FlashBack to undo only the most recent operation. FlashBack cannot undo multiple operations.

- To restore the previous database view, select **Essbase**, and then **FlashBack**.

Essbase undoes the last command and returns the previous database view.

- To disable FlashBack:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Global**, clear **Enable Flashback**.

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

[“Pivoting Data” on page 47](#)

[“Removing Data Sets” on page 49](#)

[“Retaining Data Sets” on page 49](#)

Retaining Data Sets

The Keep Only command retains only selected members of a dimension and removes all other data from your spreadsheet view.

► To retain a set of data:

- 1 Select the range of data you want to keep (press **Shift** to select multiple adjacent set of cells).
- 2 Select **Essbase**, and then **Keep Only**.

Occasionally, data you want to retain does not lie in a continuous range of cells. In this case, press and hold down Ctrl while selecting the cells to keep nonadjacent cells.

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Removing Data Sets” on page 49](#)

Removing Data Sets

The Remove Only command works similarly to the Keep Only command except that it removes only selected members of a dimension and keeps all other data in your spreadsheet view.

► To remove a set of data:

- 1 Select the range of data you want to remove (press **Shift** to select multiple adjacent set of cells).
- 2 Select **Essbase**, and then **Remove Only**.

Occasionally, data you want to remove does not lie in a continuous range of cells. In this case, press and hold down Ctrl while selecting the cells to remove nonadjacent cells.

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Retaining Data Sets” on page 49](#)

Navigating Through Worksheets Without Retrieving Data

The Navigate Without Data option enables you to perform navigational operations such as Pivot, Zoom In, Zoom Out, Keep Only, and Remove Only without retrieving data. This feature is especially useful when dealing with Dynamic Calc members so that Essbase does not dynamically calculate values (calculate the database at retrieval time) while you are creating the spreadsheet report.

- To navigate through the worksheet without retrieving data:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Global**.
 - 3 Under **Mode**, select **Navigate Without Data**.
 - 4 Click **OK**.

- To turn off Navigate Without Data when you are ready to retrieve data:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Global**.
 - 3 Under **Mode**, clear **Navigate Without Data**.
 - 4 Click **OK**.
 - 5 Select **Essbase**, and then **Retrieve**, to retrieve data.

Note:

You can turn Navigate Without Data on and off by selecting or clearing the Navigate Without Data option or using the toolbar icon.

Related Topics

[“Retrieving Dynamic Calc Members” on page 37](#)

Enabling Compatibility Between Spreadsheet Add-in and Smart View

If Oracle Hyperion Smart View for Office, Fusion Edition is installed on the same computer as Spreadsheet Add-in, you must complete this procedure to ensure that Spreadsheet Add-in functions properly alongside Smart View.

- To enable compatibility between Spreadsheet Add-in and Smart View:
 - 1 Start **Excel**.
 - 2 Select **Essbase**, and then **Options**.

3 In Global, under Mouse Actions, select Limit to Connected Sheets.

When Spreadsheet Add-in and Smart View are installed on the same computer, and this option is selected, mouse clicks are ignored by Spreadsheet Add-in if the worksheet being acted upon is connected to a data source other than an Essbase application and database (for example, an Oracle Hyperion Planning, Fusion Edition data source).

4 Click OK.

Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down

You can use the primary and secondary mouse buttons to perform operations such as pivoting, retrieving, and drilling.

► To retrieve or drill down on data using the mouse button:

- 1 Select Essbase, and then Options.**
- 2 In Global, select Enable Double-Clicking.**
- 3 Select a data cell to retrieve data or select a member to drill down on.**
- 4 Double-click the primary mouse button to retrieve or drill down.**

► To drill up on data using the mouse button:

- 1 Select Essbase, and then Options.**
- 2 In Global, select Enable Double-Clicking.**
- 3 Select Enable Secondary Button.**
- 4 Select a member to drill up on.**
- 5 Double-click the secondary mouse button to drill up.**

► To pivot data using the mouse button:

- 1 Select Essbase, and then Options.**
- 2 In Global, select Enable Secondary Button.**
- 3 Select the member you want to pivot.**
- 4 Hold down the secondary mouse button and drag the selection to its new location.**

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Enabling Double-Clicking to Browse LROs” on page 52](#)

[“Pivoting Data” on page 47](#)

Enabling Double-Clicking to Browse LROs

You can set the primary mouse button to display the Linked Objects Browser dialog box when you double-click a linked object cell.

- ▶ To set the primary mouse button to browse LROs:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Global** and select **Enable Double-Clicking**.
 - 3 Select **Enable Linked Object Browsing**.

Note:

You can also select the Linked Objects command to open the Linked Objects Browser dialog box.

Related Topics

[“Accessing Linked Partitions” on page 141](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

Drilling Down or Up On Shared Members

You can drill down or drill up on a member that has a shared member defined in the Essbase outline. Essbase Server determines which member you are working with, the base member or the shared member. Depending on the worksheet and which members are the closest to the member that you are drilling up or drilling down on, Essbase Server decides which member you are querying and retrieves the information accordingly.

Here is an example outline:

```
Product
  100
    150 (regular member)
      100-10
      100-20
  Test1
    150 (shared member)
```

Note that the regular member 150 has children; the shared member 150 does not. Drilling up and down on 150 gives different results.

- Drilling down on 150 returns nothing if interpreted as the shared member; or, return 100 10 and 100-20 if interpreted as the regular member.
- Drilling up on 150 returns Test1 if interpreted as the shared member; or, return 100 if interpreted as the regular member.

The proximity of the shared member to the regular member gives different results when drilling down:

- If Test1 is on the worksheet and very close to 150, Essbase Server understands that 150 is the shared member and drilling down does not result in the children, 100-10 and 100-20.
- If Test1 is not on the worksheet or there are members in between them, Essbase Server understands 150 to be the regular member so drilling down results in the children 100-10 and 100-20.

Proximity of the shared member to the regular member also gives different results when drilling up:

- When drilling up on a member that has a shared member, Essbase Server looks at the members in the worksheet to determine which one is being queried.

For example, using the Sample Basic application and database, drilling up on 100 20 sometimes returns Diet and returns 100. It depends on whether Diet or 100 is closest to the member 100-20. If 100-20 is alone, Essbase Server determines that this is the regular member. If Diet is close, 100-20 may be interpreted as the shared member.

Drilling Down on Level 0 Attributes

- [“Drill-Down Behavior for Level 0 Attribute Members” on page 53](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario A” on page 54](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario B” on page 55](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario C” on page 55](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario D” on page 56](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario E” on page 57](#)

Drill-Down Behavior for Level 0 Attribute Members

Drilling down on level 0 attributes produces results that differ from other types of drill-down actions in Spreadsheet Add-in. Level 0 attribute members are the lowest level attributes that are associated with members in a base dimension. A base dimension can be associated with several attribute dimensions. An attribute dimension is associated with a base dimension. For example, in the Sample Basic database, Caffeinated is an attribute dimension associated with the base dimension Product. Caffeinated_True and Caffeinated_False are level 0 attribute members of the Caffeinated attribute dimension.

Currently, every dimension in the database must be represented in the worksheet before you can retrieve data. Attribute dimensions and their members can represent their base dimension in the worksheet. When you retrieve into a blank worksheet, the default layout displays the standard dimensions in the database, such as Product, Year, Market, Measures, and Scenario in the Sample Basic database.

To view an attribute in the worksheet, enter its name manually or use Query Designer or the Essbase Member Selection dialog box to select the attribute and display it in the worksheet.

Note:

Sampling does not support drill down on level 0 attribute members.

The general guidelines for drilling down on level 0 attributes are:

- If a level 0 attribute member is in a column, a drill down pivots the attribute to the innermost row of the worksheet.
- If a level 0 attribute member is in a row, a drill down does not change the position of the attribute in the worksheet.
- A drill down on a level 0 attribute member displays the associated base members to the right of the level 0 attribute.
- If the worksheet contains multiple level 0 attribute members, a drill down on one attribute displays other attributes to the left of the level 0 attribute member. Level 0 attribute members in the columns pivot to rows, and level 0 attribute members in rows remain in a row.
- A drill down on non-level 0 attribute members matches the current drill down behavior for other types of members.

These scenarios are typical of those using level 0 attribute members:

- [“Level 0 Attribute Drill-Down Behavior - Scenario A” on page 54](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario B” on page 55](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario C” on page 55](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario D” on page 56](#)
- [“Level 0 Attribute Drill-Down Behavior - Scenario E” on page 57](#)

Level 0 Attribute Drill-Down Behavior - Scenario A

In this scenario, the base dimension (Product) is not present in the worksheet and the level 0 attribute member (Caffeinated_True) is located in a column of the worksheet. A drill down on Caffeinated_True pivots it to the innermost row. The members of the base dimension associated with the level 0 attribute member display to the right of the row.

Before drill down: Caffeinated_True is in a column.

	A	B	C	D	E
1		Measures	Caffeinated_True	Market	Scenario
2	Year	73570			
3					
4					

After drill down: Caffeinated_True pivots to a row inside of Year. 100-10, 100-20, 200-10, 200-20, 300-10, 300-20, and 300-30 are members of Product with the attribute Caffeinated_True. These members are displayed in a row to the right of Caffeinated_True.

	A	B	C	D	E	F
1				Measures	Market	Scenario
2	Year	Caffeinated_True	100-10	22777		
3			100-20	5708		
4			200-10	7201		
5			200-20	12025		
6			300-10	12195		
7			300-20	2511		
8			300-30	11093		

Level 0 Attribute Drill-Down Behavior - Scenario B

In this scenario, the base dimension (Product) is not in the worksheet and the level 0 attribute member (Caffeinated_True) is located in a row of the worksheet. A drill down on Caffeinated_True does not change its location, but displays the members of the base dimension associated with Caffeinated_True to the right of the row.

Before drill down: Caffeinated_True is in a row.

	A	B	C	D	E
1			Measures	Market	Scenario
2	Caffeinated_True	Year	73570		
3					
4					

After drill down: Caffeinated_True remains in the same location. 100-10, 100-20, 200-10, 200-20, 300-10, 300-20, and 300-30 (members of Product with the Caffeinated_True attribute) are displayed in a row next to Caffeinated_True.

	A	B	C	D	E	F
1				Measures	Market	Scenario
2	Caffeinated_True	100-10	Year	22777		
3		100-20	Year	5708		
4		200-10	Year	7201		
5		200-20	Year	12025		
6		300-10	Year	12195		
7		300-20	Year	2511		
8		300-30	Year	11093		

Level 0 Attribute Drill-Down Behavior - Scenario C

In this scenario, the base dimension, Product, is in a column and the level 0 attribute member, Caffeinated_True, is located in a row. A drill down on Caffeinated_True pivots Product to a row and displays the members of Product associated with Caffeinated_True in the same row as Product.

Before drill down: Caffeinated_True is in a row and its base dimension, Product, is in a column.

	A	B	C	D	E	F
1		Year	Measures	Product	Market	Scenario
2	Caffeinated_True	73510				
3						

After drill down: Caffeinated_True remains in the same location. Product pivots to a row next to Caffeinated_True, and 100-10, 100-20, 200-10, 200-20, 300-10, 300-20, and 300-30 (members of Product with the Caffeinated_True attribute) are displayed next to Caffeinated_True.

	A	B	C	D	E	F
1			Year	Measures	Market	Scenario
2	Caffeinated_True	100-10	22777			
3		100-20	5708			
4		200-10	7201			
5		200-20	12025			
6		300-10	12195			
7		300-20	2511			
8		300-30	11093			
9		Product	73510			
10						

Level 0 Attribute Drill-Down Behavior - Scenario D

In this scenario, base dimension (Product) and level 0 attribute member (Caffeinated_True) are in a column. A drill down on Caffeinated_True pivots it to a row. Product pivots to the right of the row and displays its members associated with Caffeinated_True.

Before drill down: Caffeinated_True and its base dimension (Product) are in the columns of the worksheet.

	A	B	C	D	E	F
1		Measures	Product	Market	Scenario	Caffeinated_True
2	Year	73570				
3						
4						

After drill down: Caffeinated_True and Product pivot to a row. 100-10, 100-20, 200-10, 200-20, 300-10, 300-20, and 300-30 (members of Product with the Caffeinated_True attribute) are displayed in the column next to Caffeinated_True.

	A	B	C	D	E	F
1				Measures	Market	Scenario
2	Year	Caffeinated_True	100-10	22777		
3			100-20	5708		
4			200-10	7201		
5			200-20	12025		
6			300-10	12195		
7			300-20	2511		
8			300-30	11093		
9			Product	73510		
10						

Level 0 Attribute Drill-Down Behavior - Scenario E

In this scenario, two level 0 attribute members (Caffeinated_True and Can) are present in a column. A drill down on one of them pivots all level 0 attribute members to a row, placing all other attributes, including non-level 0 attributes, to the left of the level 0 attribute member. The members associated with the level 0 attribute members display to the right of the rows.

Before drill down: Caffeinated_True and Can (level 0 attribute members associated with Product) are in the columns of the worksheet.

	A	B	C	D	E	F
1		Measures	Caffeinated_True	Market	Scenario	Can
2	Year	39578				
3						
4						

After drill down: Drilling down on Caffeinated_True pivots level 0 attribute members into rows. Can displays to the left of Caffeinated_True. 100-10, 100-20, and 300-30 (members of Product with the Caffeinated_True and Can attributes) display to the right of Caffeinated_True.

	A	B	C	D	E	F	G
1					Measures	Market	Scenario
2	Year	Can	Caffeinated_True	100-10	22777		
3				100-20	5708		
4				300-30	11093		
5							

5

Formatting Text and Cells

In This Chapter

Applying Style Settings to Worksheets.....	59
Clearing Styles from Worksheets.....	60
Indenting Member Names.....	60
Suppressing Missing Values, Zeros, and Underscore Characters.....	61
Adjusting Cell Columns.....	62
Repeating Member Names.....	62
Replacing Missing and No Access Labels.....	63
Displaying Aliases for Members.....	64
Working with Duplicate Member Names.....	64
Changing Member Name Fonts and Colors.....	67
Changing Dimension Member Fonts and Colors.....	68
Changing Data Cell Fonts and Colors.....	69
Enabling Spreadsheet Options with Query Designer.....	69

Applying Style Settings to Worksheets

After you finish specifying Styles for the members, dimensions, and data cells using the Style page in the Essbase Options dialog box, you must apply the styles in the worksheet.

- To apply your selected styles:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Display**.
 - 3 Under **Cells**, select **Use Styles**.
 - 4 Click **OK**.
 - 5 Select **Essbase**, and then **Retrieve**, to retrieve the set styles to the worksheet.

Related Topics

[“Changing Data Cell Fonts and Colors” on page 69](#)

[“Changing Dimension Member Fonts and Colors” on page 68](#)

[“Changing Member Name Fonts and Colors” on page 67](#)

Clearing Styles from Worksheets

Visual cues, or styles, are a great way to help visualize data in Spreadsheet Add-in. Applying styles, however, involves additional processing in a retrieval request. This additional processing impacts retrieval speed slightly.

If you do not want to apply styles to your worksheet, you can clear them. You can also turn off styles so they do not reappear when you refresh the view.

- To remove all styles from your worksheet:
 - 1 Select the cells in your worksheet containing styles.
 - 2 From the Excel menu bar, select **Edit**, then **Clear**, and then **Formats**.

- To turn off styles:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Display**, clear **Use Styles**, and click **OK**.

Note:

If you turn off styles without clearing them from the worksheet, the styles remain in the current worksheet view when you refresh the view. This is done to avoid removing styles that you may apply to individual cells using native worksheet formatting options.

Related Topics

[“Applying Style Settings to Worksheets” on page 59](#)

[“Changing Data Cell Fonts and Colors” on page 69](#)

[“Changing Dimension Member Fonts and Colors” on page 68](#)

[“Changing Member Name Fonts and Colors” on page 67](#)

Indenting Member Names

Indenting member names makes it easier for you to view relationships between members in the worksheet.

- To indent member names in the worksheet:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Display**.
 - 3 Under **Indentation**, select an option:

- **None** to not indent member names in the worksheet column.
- **Subitems** to indent only the descendants and to left justify the ancestors in the worksheet column.
- **Totals** to indent only the ancestors and to left justify the descendants in the worksheet column.

4 Click **OK**.

Related Topics

[“Adjusting Cell Columns” on page 62](#)

Suppressing Missing Values, Zeros, and Underscore Characters

► To suppress rows containing missing values, zeros, or underscore characters from displaying in the worksheet:

1 Select **Essbase**, and then **Options**.

2 In **Essbase Options**, select **Display**.

3 Under **Suppress**, select an option:

- **#Missing Rows** to suppress rows containing missing values.
- **Zero Rows** to suppress rows containing zeros.
- **Underscore Characters** to remove the underscore character from a member name.

4 Click **OK**.

Notes:

- The **#Missing Rows** and **Zero Rows** options are not available when you select any option in the **Formula Preservation** group on the **Mode** page.
- After you enable the **#Missing Rows** or **Zero Rows** suppress option, any missing values or zero rows suppressed during a data retrieval are not retrieved again by disabling the feature. If you disable these features in the **Essbase Options** dialog box, missing values or zero rows are retrieved only from that point on. To return these missing values to your worksheet, disable the **Missing Rows** or **Zero Rows** suppress option, drill up on the member, and drill back in.
- When applying the option for suppressing **Underscore Characters** to member names containing a mixture of spaces and underscores, when you retrieve a second time upon unselecting the suppress **Underscore Characters** option, Essbase cannot retrieve the member names. This is expected behavior because Essbase expects to find member names containing all spaces or all underscore characters.

Related Topics

[“Preserving Formulas when Retrieving Data” on page 30](#)

Adjusting Cell Columns

- To adjust cell column widths to automatically fit the length of a member name or data cell:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Display**.
 - 3 Under **Cells**, select **Adjust Columns**.
 - 4 Click **OK**.

Related Topics

[“Indenting Member Names” on page 60](#)

Repeating Member Names

By default, Essbase displays member labels only once for each set of data, which can be inconvenient, especially if your report is large. Essbase provides a way to repeat the member labels for each cell.

- To repeat member names for column and row dimensions in each cell representing a data point:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Display**.
 - 3 Under **Cells**, select **Repeat Member Labels**.
 - 4 Click **OK**.

This figure shows how a worksheet may look with Repeat Member Labels on:

	A	B	C	D	E
1			Measures	Market	Scenario
2	Cola	Jan	1710		
3	Cola	Feb	1666		
4	Cola	Mar	1720		
5	Cola	Qtr1	5096		
6	Cola	Apr	1793		
7	Cola	May	1908		
8	Cola	Jun	2191		
9	Cola	Qtr2	5892		

Notes:

- Essbase retains the repeated members in the worksheet even if you clear Repeat Member Labels. To suppress the repeated members from displaying in the worksheet, perform one action:

- Clear Repeat Member Labels and open another worksheet.
- Clear Repeat Member Labels, pivot the repeated members, and pivot the members again.
- If you did not perform any other action since you retrieved, you can use the FlashBack command to return to your previous view before applying the Repeat Member Labels feature.

Related Topics

[“Displaying Aliases for Members” on page 64](#)

Replacing Missing and No Access Labels

You can define labels for missing values and for data that you cannot access.

► To replace the default names for missing values and inaccessible data:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Display**.
- 3 Under **Replacement**, enter text:
 - **#Missing Label** to specify a label for missing values.
 - **#No Access Label** to specify a label for data that you cannot access.
- 4 Click **OK**.

Missing and No Access labels, however, must *not* match member names or aliases in the outline

If a Missing or No Access label matches a member name or alias, drilling down on that label returns errors.

► To fix these errors:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Display**.
- 3 Under **Replacement**, delete the matching label from **#Missing Label** or **No Access Label**, and click **OK**.
- 4 Select **Essbase**, and then **Options**, again.
- 5 Click **OK**.

Related Topics

[“Displaying Aliases for Members” on page 64](#)

[“Repeating Member Names” on page 62](#)

Displaying Aliases for Members

Aliases are alternate names for database members. You can display aliases and aliases based on member combinations. You can create reports that use the database member name, which is often a stock number or product code, and display the member's alias name, which can be more descriptive than the member name, in your worksheet reports. For example, in the Sample Basic database, the alias name for the Product member 100 is Colas. The Application Designer defines alias names for members using the Alias Table in Administration Services Console.

- ▶ To display a member's alias name, rather than its database name:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Display**.
 - 3 Under **Aliases**, select an option:
 - Use **Aliases** to specify using aliases from the selected alias table.
 - Use **Both Member Names and Aliases for Row Dimensions** to display member and alias names for row dimension members.
 - 4 Click **OK**.

Note:

The order in which the members appear in the same row can affect whether or not the alias member combination appears at retrieval. Alias member combinations work only when depending members are specified before the member defined in the alias combination.

Related Topics

[“Repeating Member Names” on page 62](#)

[“Replacing Missing and No Access Labels” on page 63](#)

Working with Duplicate Member Names

- [“About Duplicate Member Names” on page 64](#)
- [“Duplicate Member Names Example” on page 65](#)
- [“Displaying Duplicate Member Names” on page 66](#)

About Duplicate Member Names

An Essbase database may contain duplicate member names.

Users can view the qualified name of a member directly on the worksheet or by using the Comment functionality of Excel. The qualified name includes the member name and the names of its ancestors up to the level that uniquely defines the member.

The qualified member name is displayed in this format:


```
[DifferentiatingAncestor].[Ancestors...].[Member]
```

The number of members in the qualified member name depends on the number of levels needed to uniquely define the duplicate member.

You can display the qualified member name as a cell comment. If a member is a duplicate, the cell contains a cell comment indicator. Hover over the comment indicator to view the qualified member name. You may also opt to display the qualified member name directly on the worksheet.

Note that in the Essbase Member Selection dialog box in Spreadsheet Add-in, if duplicate members are selected, you can hover over the duplicate member names in the Rules list box to view the qualified member name. This is true regardless of the comment settings made in Excel.

When viewing the qualified member name as a cell comment, you see the qualified member name between the `<esskey></esskey>` identifier; for example:

```
<esskey>[East].[New York]</esskey>.
```

After a Save or Save As operation, the qualified member name in the cell comment field is displayed between the `<esskey></esskey>` and `<essdisp></essdisp>` identifiers; for example:

```
<esskey>[East].[New York]</esskey><essdisp>[East].[New York]</essdisp>
```

Do not edit the text between the `<esskey></esskey>` identifier or the `<essdisp></essdisp>` identifier (which appears after a save operation until the next Retrieve). These identifiers appear in the comment field regardless of the Qualified Member Name display settings you make. Changing the text between the identifiers may invalidate the worksheet.

Note that you can enter comments before or after the identifiers and that these comments are retained by Essbase with each retrieval.

Duplicate Member Names Example

In this example, an Essbase outline that supports duplicate member names contains the member name "Albany" under the New York and California members in a Market dimension and in a Customer dimension:

```
Customer
|
|___California
| |
| |___Albany
|
|___New York
|
|___Albany

Market
|
|___California
| |
| |___Albany
|
```

```
|___New York
|
|___Albany
```

With duplicate member name support, Essbase can display "Albany" under New York and California in the Market and the Customer dimensions on the worksheet.

For this example, assume that on the Display page of the Essbase Options dialog box, only the Show Qualified Member Names as Comments option is selected. In Excel, the Comment Indicator Only option is selected.

In the worksheet, using the example of the duplicate name "Albany," if the user hovers over the indicator for Albany, New York, in the Market dimension, the cell comment reads:

```
<esskey>[Market] . [New York] . [Albany]</esskey>
```

If the user hovers over the comment indicator for Albany, New York, in the Customer dimension, the cell comment reads:

```
<esskey>[Customer] . [New York] . [Albany]</esskey>
```

In the two examples above, because each member, Albany, had a parent, New York, the dimension level, Customer and Market, was the level that uniquely identified the member, Albany.

Further, if the user hovers over the comment indicator for Albany, California, in the Customer dimension, the cell comment reads:

```
<esskey>[Customer] . [California] . [Albany]</esskey>
```

In a complex worksheet, the cell comment allows the user to easily pinpoint a member combination.

Using the above examples, if you select the Show Qualified Member Names on Sheet option on the Display page of the Essbase Options dialog box, for the instances of Albany in the Customer and Market dimensions, the qualified member name is displayed directly on the worksheet.

Displaying Duplicate Member Names

➤ To display duplicate member names

1 Select **Essbase**, and then **Options**.

2 In **Display**, select one or more options from **Duplicate Members**:

- **Show Qualified Member Names on Sheet** to view the qualified member name on the worksheet.
- **Show Qualified Member Names as Comments** to view the qualified member name when the cursor is hovered over the comment indicator in a cell.

Note:

These options are only available when you are connected to an application and database that supports duplicate member names.

- 3 Click **OK**.

Note:

To show qualified member names as comments, you must enable the "Comment Indicator only" option in Excel.

Related Topics

[“About Duplicate Member Names” on page 64](#)

[“Duplicate Member Names Example” on page 65](#)

Changing Member Name Fonts and Colors

You can apply visual cues, or styles, to member names to distinguish them from other types of members in the worksheet.

- To change fonts and colors of parent, child, shared, Dynamic Calc members, attributes, or members containing formulas:

- 1 Select **Essbase**, and then **Options**.

- 2 In **Essbase Options**, select **Style**.

The Style page is available only when you are connected to a database.

- 3 Under **Members**, select **Parent**, **Child**, **Shared**, **Contains Formula**, **Dynamic Calculations**, or **Attributes**.

- 4 Click **Format**.

- 5 In **Font**, specify the font, font size, font style, color, and effects.

An example of the selected style appears in the Sample box.

- 6 Click **OK**.

- 7 Repeat [step 3](#) through [step 6](#) to change styles for other member types.

- 8 To apply the styles to the worksheet, select **Display**, and then **Use Styles**.

- 9 Click **OK**.

- 10 To display the styles in the worksheet, select **Essbase**, and then **Retrieve**.

Note:

To prevent overlapping styles, the order of precedence for styles is: Parent, Child, Shared, Contains Formula, Dynamic Calculations, Attributes, and members in a dimension. For example, suppose you define navy as the font color for parent members and yellow for shared members. If a member is a parent and a shared member, Essbase displays navy font color for the member because the parent member style takes precedence over the shared member style.

Related Topics

[“Changing Data Cell Fonts and Colors” on page 69](#)

[“Changing Dimension Member Fonts and Colors” on page 68](#)

[“Clearing Styles from Worksheets” on page 60](#)

Changing Dimension Member Fonts and Colors

You can apply visual cues, or styles, to all members of a dimension to distinguish them from other cells. If the database has any attribute dimensions, you can apply a style for them.

- To change fonts and colors of the members in the same dimension:
 - 1 Select **Essbase**, and then **Options**.
 - 2 In **Essbase Options**, select **Style**.
 - 3 Under **Dimensions**, select the dimension to apply the style.
 - 4 Click **Format**.
 - 5 In **Font**, specify the font name, size, style, color, and effects for the dimension.
An example of the selected style appears in the Sample box.
 - 6 Click **OK**.
 - 7 In **Background Color**, select the cell background color .
 - 8 To apply a border to cells, select **Cell Border**.
 - 9 Repeat [step 3](#) through [step 8](#) to set styles for other dimensions.
 - 10 To apply styles to the worksheet, select **Display**, and then **Use Styles**.
 - 11 Click **OK**.
 - 12 To display the styles in the worksheet, select **Essbase**, and then **Retrieve**.

Note:

To prevent overlapping styles, the order of precedence for styles is: Parent, Child, Shared, Contains Formula, Dynamic Calculations, Attributes, and members in a dimension. For example, suppose you defined navy as the font color for a Parent member and red for members of the Year dimension with a green background color. Upon retrieval, Essbase displays the font color of any parent member of the Year dimension as navy with a green background because the parent member style takes precedence over the dimension member style.

Related Topics

[“Changing Data Cell Fonts and Colors” on page 69](#)

[“Changing Member Name Fonts and Colors” on page 67](#)

[“Clearing Styles from Worksheets” on page 60](#)

Changing Data Cell Fonts and Colors

You can apply visual cues, or styles, to types of data cells (such as linked objects, read only, read/write, and Integration Server Drill-Through) to distinguish them from other cells.

► To change the fonts and colors of data cells:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Essbase Options**, select **Style**.
- 3 Under **Data Cells**, select **Linked Objects**, **Integration Server Drill-Through**, **Read Only**, or **Read/Write**.
- 4 Click **Format**.
- 5 In **Font**, specify the font, font size, font style, color, and effects.

An example of the selected style appears in the Sample box.

- 6 Click **OK**.
- 7 Repeat [step 3](#) through [step 6](#) to change styles for other types of data cells.
- 8 To apply styles to the worksheet, select **Display**, and then **Use Styles**.
- 9 Click **OK**.
- 10 To display the styles in the worksheet, select **Essbase**, and then **Retrieve**.

Note:

To prevent overlapping styles, the order of precedence for styles is: Linked Objects, Integration Server Drill-Through, Read Only, and Read/Write. For example, suppose you defined blue as the font color for linked objects and red for read only cells. If a cell is tagged as a read only cell and linked object cell, Essbase displays blue font color for the cell because the linked objects style has precedence over the read only style.

Related Topics

[“Accessing Relational Data Through Integration Services” on page 142](#)

[“Changing Dimension Member Fonts and Colors” on page 68](#)

[“Changing Member Name Fonts and Colors” on page 67](#)

[“Clearing Styles from Worksheets” on page 60](#)

Enabling Spreadsheet Options with Query Designer

You can apply any of the spreadsheet options set in the Essbase Options dialog box to the results of a Query Designer query.

► To enable spreadsheet options with Query Designer:

- 1 Select **Essbase**, and then **Options**.

- 2 In **Essbase Options**, select **Display**.
- 3 Select **Use Sheet Options with Query Designer**.
- 4 Click **OK**.

6

Creating Multiple Worksheets from Data

In This Chapter

Specifying the Worksheet Detail Level	71
Specifying Multiple Worksheet Names	72
Copying Formats into Multiple Worksheets	73
Creating a Table of Contents for Multiple Worksheets	73
Specifying the Destination Directory of Multiple Worksheets	74
Specifying Output Types of Multiple Worksheets	74
Suppressing Missing Rows in Multiple Worksheets	75

Specifying the Worksheet Detail Level

The cascade feature allows you to create multiple worksheets from one database view. This feature is useful when you want to distribute various worksheets across your organization. You can specify at what level of detail you want to replicate worksheets to tailor the information to each recipient's needs.

Note:

You can create cascade reports based on attribute members.

- To select the level of detail to replicate worksheets:
 - 1 Select a member from the source worksheet to perform a cascade.
 - 2 Select **Essbase**, and then **Cascade**.
 - 3 From **Essbase Cascade Options**, select **Cascade Information**.
 - 4 Select an option:
 - Next Level to replicate worksheets using children of each cascade member.
 - All Levels to replicate worksheets using descendants of each cascade member.
 - Bottom Levels to replicate worksheets using bottom levels of each cascade member.
 - Sibling Levels to replicate worksheets using siblings of each cascade member.
 - Same Levels to replicate worksheets using same levels of each cascade member.
 - Same Generation to replicate worksheets using the same generation as each cascade member.

- **Formulas** to replicate worksheets using all members in the formula of each cascade member.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Specifying Multiple Worksheet Names

Using the Cascade command, you can assign customized prefixes and suffixes to the replicated worksheets. The Prefix and Suffix text boxes allow you to assign a prefix and suffix to file names Essbase creates, respectively. The default is to generate worksheet names that are numbered from 1 through n , where n is the total number of worksheets to create. The syntax for file names is `PrefixnSuffix.xls`.

When the One Workbook, Separate Sheets option is applied, the Workbook text box allows you to specify a name for the workbook. By default, Essbase uses the same naming convention specified for the prefix and suffix to name the worksheets within a workbook.

➤ To specify the file name of replicated worksheets:

- 1 Select **Essbase**, and then **Cascade**.
- 2 From **Essbase Cascade Options**, select **Destination Options**.
- 3 Under **Naming Information**, enter the prefix for the worksheet name in **Prefix**.
- 4 Enter the suffix for the worksheet name in **Suffix**.
- 5 If you selected **One Workbook, Separate Sheets** under **Destination Types**, enter the name of the workbook under **Workbook**.

See the *Oracle Essbase Spreadsheet Add-in User's Guide* for an example of a report created after a Cascade operation.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Copying Formats into Multiple Worksheets

When creating multiple worksheets with the Cascade command, you may also want to copy the formatting of the source worksheet (that is, styles you set using the Style page of the Essbase Options dialog box), so that you do not manually need to apply the formatting to each created worksheet.

- To copy the format of the source worksheet to multiple worksheets:
 - 1 **Select Essbase, and then Cascade.**
 - 2 **From Essbase Cascade Options, select Format Options.**
 - 3 **Under Sheet to Sheet Replication, select Copy Formatting.**

Note:

Copy Formatting does not copy formulas, column formatting, worksheet formatting, or graphs. It does copy styles you set using Essbase and cell formatting you set using the worksheet.

Related Topics

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Creating a Table of Contents for Multiple Worksheets

When you create multiple worksheets, you can specify whether Essbase creates a text file that lists all replicated worksheets created, their creation date, and their replicated member content.

- To create a table of contents for the replicated worksheets:
 - 1 **Select Essbase, and then Cascade.**
 - 2 **From Essbase Cascade Options, select Format Options.**
 - 3 **Under Table of Contents, select Include Table of Contents.**

Essbase creates a file named `Prefix0Suffix.lst` in the directory you specified, where Prefix and Suffix are prefix and suffix names you specified. If you do not specify a prefix or suffix, the default table of contents file name is `0.lst`. Examples of table of contents file names are `two0.lst`, `Budget0.lst`, and `tran0num.lst`. The prefixes and suffixes you define can be a maximum of 8 characters each. However, your system may truncate the file name to use only a total of 8 characters.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Specifying the Destination Directory of Multiple Worksheets

When you replicate worksheets, you must specify where you want the worksheets to be created.

➤ To specify the location of the multiple worksheets:

1 Select **Essbase**, and then **Cascade**.

2 From **Essbase Cascade Options**, select **Destination Options**.

3 In **Destination Directory**, enter the directory name where you want the worksheets to be replicated, or click **Browse**.

If you do not specify a directory, Essbase places the worksheets in your local root directory.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Specifying Output Types of Multiple Worksheets

You can specify whether you want the replicated worksheets placed into multiple workbooks, one workbook with multiple worksheets, or printer output.

➤ To specify the output type of the multiple worksheets:

1 Select **Essbase**, and then **Cascade**.

2 From **Essbase Cascade Options**, select **Destination Options**.

3 In **Destination Types**, select an option:

- [Separate Workbooks](#)
- [One Workbook, Separate Sheets](#)
- [Printer](#)

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Suppressing Missing Rows in Multiple Worksheets

If you do not want to replicate rows containing only #Missing labels, you can specify the option to create replicated worksheets without missing data.

► To suppress replicating worksheets containing missing rows:

- 1 Select **Essbase**, and then **Cascade**.
- 2 From **Essbase Cascade Options**, select **Format Options**.
- 3 Under **Sheet Formatting**, select **Suppress Missing Rows**.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

7

Calculating Databases

In This Chapter

Calculating the Entire Database.....	77
Calculating Databases Using Calculation Scripts.....	77

Calculating the Entire Database

► To calculate the database:

- 1 Select **Essbase**, and then **Calculation**.
- 2 From **Essbase Calculation**, click **Calculate**.

An information dialog box displays when the calculation is completed.

Related Topics

[“Calculating Databases Using Calculation Scripts” on page 77](#)

Calculating Databases Using Calculation Scripts

► To calculate the database with a calculation script:

- 1 Select **Essbase**, and then **Calculation**.
- 2 From **Essbase Calculation**, select from the list of server-based calculations that you can access in **Select Calc Script**.
- 3 Click **Calculate**.

An information dialog box displays when the calculation is completed.

Related Topics

[“Calculating the Entire Database” on page 77](#)

8

Defining Queries Using Query Designer

In This Chapter

Overview of Query Designer	79
Managing Queries	84
Defining Report Layout	90
Defining Query Members	91
Using Attribute Members	100
Creating Data Filters	103
Creating Data Sorts	104
Enabling and Disabling Messages	105
Using Shortcut Menus	105
Query Designer Keyboard Shortcuts.....	110
Query Designer Dialog Boxes	113

Overview of Query Designer

Query Designer is a component of Spreadsheet Add-in. Query Designer replaces Retrieval Wizard for creating queries for reports. You can also use Query Designer to view attributes in your reports.

Use Query Designer to:

- Create and modify worksheet queries.
- Specify which dimensions display in rows and columns.
- Quickly select members and attributes to view in reports.
- Filter members to create more detailed reports.
- Analyze data in reports by sorting, ranking, and filtering data.

The user interface for this feature is like no other in the Essbase family. It uses a powerful interface with navigational branches that you can expand and collapse. Its dialog box is non-modal, meaning that you can access other commands in the worksheet while the dialog box is open.

Topics in this section:

- [“Query Designer Window” on page 80](#)
- [“Using Operators with Non-Numeric Attributes” on page 81](#)
- [“Applying Multiple Member Filters” on page 82](#)

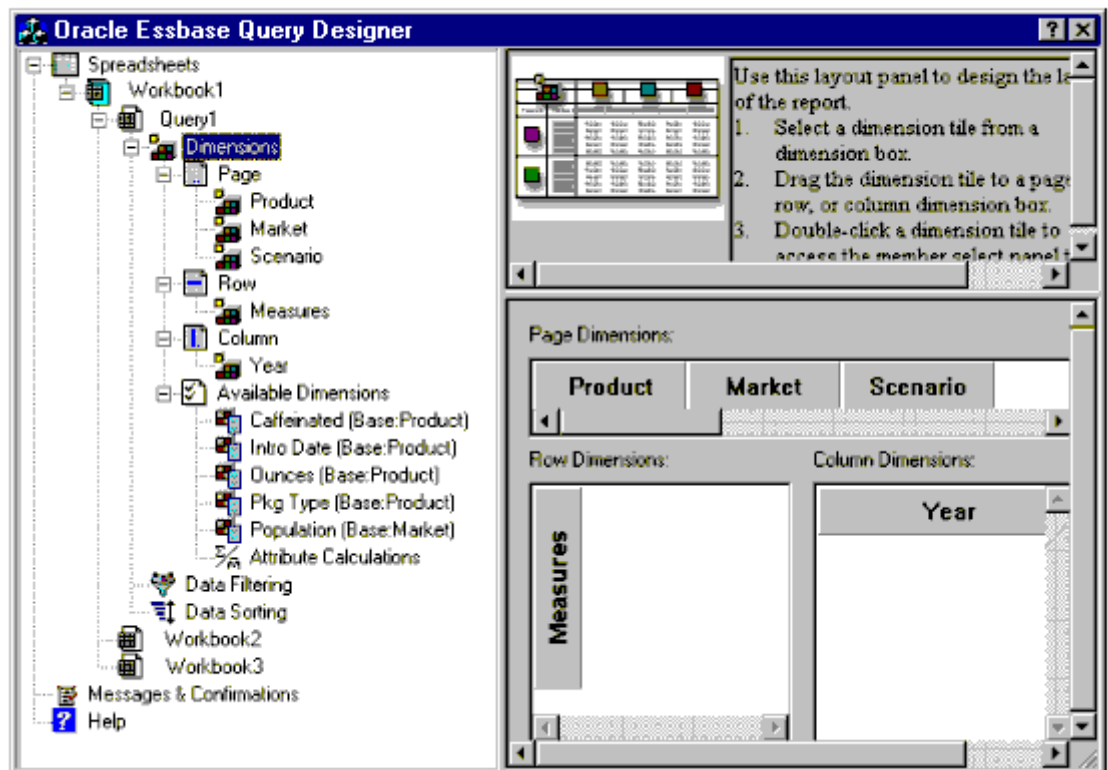
- “Applying Multiple Data Filters” on page 83

Query Designer Window

Query Designer has three panels, as shown in [Figure 7](#):

- **Navigation**—Left panel. Provides access to the various features in Query Designer. Use the navigation panel to create and apply queries, to display all used and unused dimensions in the current query, and to access the properties panels.
- **Hint**—Top right panel. Provides a short description of the function of the current display in the properties panel. The help text in the hint panel changes depending on your selection in the navigation panel.
- **Properties**—Bottom right panel. Displays different panels, such as query information, layout, member select, member filter, data sort, data filter, data restriction, messages and confirmation, and help. By selecting the item in the navigation panel, you access different functions in the properties panel.

Figure 7 Query Designer Window

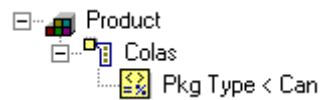


Using Operators with Non-Numeric Attributes

When comparing numeric attributes, one can easily predict what you get when you specify a greater than (>) comparison between two numeric attributes. For example, Ounces is a numeric attribute consisting of different sizes of product, such as 12 ounces and 16 ounces. When you compare the two ounces, obviously 16 ounces is greater than 12 ounces. However, when you apply the same greater than comparison to text or Boolean attributes, the result is not so obvious. In Query Designer, the same operator produces different results depending on attribute types. All examples below use attribute dimensions in the Sample Basic database.

Text Attributes

In this example, Pkg Type is a text attribute in Product, with members Bottle and Can. When you filter Products less than Can, the result is Caffeine Free Cola because its Bottle attribute has an ASCII character that is less than Can's ASCII character.



Sample result:

	A	B	C	D	E
1		Market	Scenario	Measures	Year
2	Caffeine Free Cola	1983			
3					
4					

Boolean Attributes

In this example, Caffeinated is a Boolean attribute in Product, with members Caffeinated_True and Caffeinated_False. For Boolean attributes, True equals to 1 and False equals to 0. The query below returns all Colas that are caffeinated.

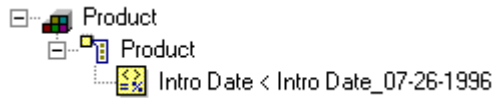


Sample result:

	A	B	C	D	E
1		Market	Scenario	Measures	Year
2	Cola	22777			
3	Diet Cola	5708			
4					

Date Attributes

In this example, Intro Date is a date attribute in Product, with members Intro_Date_03-25-1996, Intro_Date_04-01-1996, and so on. For date attributes, earlier dates are considered less than later dates. The query below returns all products introduced before July 26, 1996.



Sample result:

	A	B	C	D	E
1		Market	Scenario	Measures	Year
2	Cola	22777			
3	Diet Cola	5708			
4	Caffeine Free Cola	1983			
5	Old Fashioned	7201			
6	Dark Cream	12195			
7	Vanilla Cream	2511			
8	Diet Cream	11093			
9					

Related Topics

[“Using Attribute Members” on page 100](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

Applying Multiple Member Filters

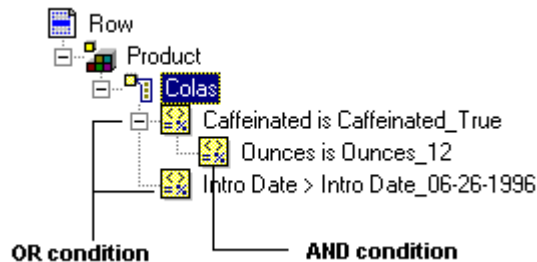
When specifying member filters for your member selection, you can apply multiple filters simultaneously. You can also specify groupings of filters. Rather than using parentheses to represent filter groupings, Query Designer uses an indentation style.

In general:

- An AND condition is represented by an indented level in the navigation panel.
- An OR condition is represented by groupings at the same level in the navigation panel.

Following are examples of groupings and the results that are produced:

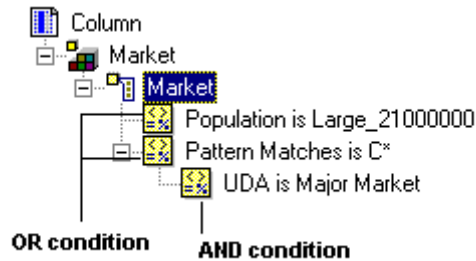
Example 1



In this example, Essbase filters members of the Product dimension with the Caffeinated_True and Ounces_12 attributes—that is, all products that are caffeinated and come in 12 ounce sizes. The results of this filter are compared to the next criteria, which are all products having an

introduction date later than June 26, 1996. When you preview the results, you get: Cola and Diet Cola.

Example 2



In this example, Essbase filters members of the Market dimension with the Large_21000000 attribute or begin with the letter "C" and with a UDA of Major Market—that is, all Markets with a population of 21,000,000 or beginning with the letter "C," and is a major market. When you preview the results, you get: New York, California, Texas, Colorado, and Central.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

Applying Multiple Data Filters

You can apply multiple filters for data in Query Designer. Filtering data enables you to isolate the data to be included in your report. AND and OR data filters are represented at the same level in the navigation panel. In addition, the word AND or OR precedes the data filter restriction. Grouping of data filter restrictions is not supported in this product. Following are some data restriction examples and their expected results:



This sample report displays the results of the data restriction. Notice that column B displays Margin % without any #Missing values, and column L displays Profit, where the data is less than 2000 and greater than 3000.

	A	B	C	E	G	I	J	K	L
1					Actual				
2		Margin %	Profit %	Sales	Margin	Payroll	Misc	Total Expe	Profit
3	100-20	48.74912	21.08879	5676	2767	684	18	1570	1197
4	100	53.46437	29.31818	16280	8704	1584	42	3931	4773
5	200	59.23301	27.78535	22008	13036	3375	63	6921	6115
6	300-30	56.74044	23.66929	5467	3102	996	29	1808	1294
7	300	56.9836	18.71317	12558	7156	2259	54	4806	2350
8	100-20	48.74912	21.08879	5676	2767	684	18	1570	1197
9	300-30	56.74044	23.66929	5467	3102	996	29	1808	1294
10	Diet	55.35982	26.30114	18676	10339	2775	67	5427	4912
11									
12									
13									

Related Topics

[“Filtering by Comparing Data Values” on page 103](#)

[“Filtering by Ranking Data Values” on page 103](#)

[“Creating Data Sorts” on page 104](#)

Managing Queries

- [“Creating Queries” on page 84](#)
- [“Opening Queries” on page 85](#)
- [“Applying Queries” on page 86](#)
- [“Applying All Queries” on page 87](#)
- [“Saving Queries” on page 87](#)
- [“Closing Queries” on page 88](#)
- [“Creating Workbooks” on page 88](#)
- [“Creating Worksheets” on page 89](#)
- [“Retrieving Data” on page 90](#)

Creating Queries

► To define a query for each worksheet:

- 1 **Connect to an Essbase database.**
- 2 **Select **Essbase**, and then **Query Designer**.**

Note:

Renaming workbooks or worksheets, closing workbooks, or opening Excel windows at this point can cause synchronization problems between Query Designer and Essbase. If you must rename a workbook or worksheet, or open an Excel window, close Query Designer, disconnect from Essbase, perform the necessary Excel operation, connect to Essbase again, and perform the steps for creating a query.

3 In the navigation panel of **Query Designer**, select the active worksheet; for example, **Query1**.

4 Right-click and select **New**, and then **Query**.

Essbase populates the layout panel with a default layout for a selected database.

Next, you must define the layout for your report.

Related Topics

[“Applying All Queries” on page 87](#)

[“Applying Queries” on page 86](#)

[“Closing Queries” on page 88](#)

[“Opening Queries” on page 85](#)

[“Retrieving Data” on page 90](#)

[“Saving Queries” on page 87](#)

Opening Queries

► To open saved queries:

1 Connect to an Essbase database.

2 Select **Essbase**, and then **Query Designer**.

Note:

Renaming workbooks or worksheets, closing workbooks, or opening Excel windows at this point can cause synchronization problems between Query Designer and Essbase. If you must rename a workbook or worksheet, or open an Excel window, close Query Designer, disconnect from Essbase, perform the necessary Excel operation, connect to Essbase again, and perform the steps for opening a query.

3 In the navigation panel, select the active worksheet; for example, **Query1**.

4 Right-click and select **Open Query**.

5 In **Query Designer Open Query**, specify the location of the query file by selecting **Server** or **Client**.

6 If you select:

- Server:

- a. Specify the application and database of the query.

- b. Select from the list of saved queries in **Query Objects** or enter the name in **Query Name**.
 - **Client:**
 - a. To locate the query, click **File System**.
 - b. Select the query.
 - c. Click **OK**.
- 7 Click OK.**

Note:

Query Designer can open EQD and Retrieval Wizard WIZ files, but does not support WIZ files containing multiple filters.

Related Topics

[“Applying All Queries” on page 87](#)

[“Applying Queries” on page 86](#)

[“Closing Queries” on page 88](#)

[“Creating Queries” on page 84](#)

[“Retrieving Data” on page 90](#)

[“Saving Queries” on page 87](#)

Applying Queries

- To display the results of a query in one worksheet:
 - 1 Select a node in the navigation panel.**
 - 2 To apply a query to the active worksheet, right-click and select **Apply Query**.**

You can view the results of the query in the worksheet.

Note:

The XLS file that results from applying the query can be saved for possible use as an Essbase data load data file.

Related Topics

[“Applying All Queries” on page 87](#)

[“Closing Queries” on page 88](#)

[“Creating Queries” on page 84](#)

[“Opening Queries” on page 85](#)

[“Retrieving Data” on page 90](#)

[“Saving Queries” on page 87](#)

Applying All Queries

- To display the results of all queries for each worksheet:
 - 1 Select a workbook level node in the navigation panel.
 - 2 To apply queries to all worksheets, right-click and select **Apply All Queries**.
You can view the results of each query in the worksheet.

Related Topics

[“Applying Queries” on page 86](#)

[“Closing Queries” on page 88](#)

[“Creating Queries” on page 84](#)

[“Opening Queries” on page 85](#)

[“Retrieving Data” on page 90](#)

[“Saving Queries” on page 87](#)

Saving Queries

- To save a query definition for later use:
 - 1 Select a node in the navigation panel.
 - 2 Right-click and select **Save Query**.
 - 3 In **Save As Query**, select **Server** or **Client** as the location to save the query.
 - 4 If you selected:
 - Server:
 - a. Specify the application and database of the query.
 - b. Specify the query name in **Query Name**.
 - Client:
 - a. To locate the directory where you want to save the query, click **File System**.
 - b. Specify a name for the query.
 - c. Click **OK**.
 - 5 Click **OK**.

Note:

Query Designer saves the queries as EQD files and also creates Report Writer files, REP, which you can use in the report scripts.

Related Topics

- [“Applying Queries” on page 86](#)
- [“Applying All Queries” on page 87](#)
- [“Closing Queries” on page 88](#)
- [“Creating Queries” on page 84](#)
- [“Opening Queries” on page 85](#)
- [“Retrieving Data” on page 90](#)

Closing Queries

Related Topics

- To close a query from the navigation panel:
 - 1 **Select a node in the navigation panel.**
 - 2 **Right-click and select **Close Query**.**

Related Topics

- [“Applying Queries” on page 86](#)
- [“Applying All Queries” on page 87](#)
- [“Saving Queries” on page 87](#)
- [“Creating Queries” on page 84](#)
- [“Opening Queries” on page 85](#)
- [“Retrieving Data” on page 90](#)

Creating Workbooks

- To create a workbook from within Query Designer:
 - 1 **Select one of the nodes in the navigation panel.**
 - 2 **Right-click and select **New**, and then **Workbook**.**

A workbook is created in the worksheet and is also displayed in the navigation panel.

Notes:

- This task performs the same function as using the worksheet's menu bar to create a workbook.
- Renaming workbooks or worksheets, closing workbooks, or opening Excel windows at this point can cause synchronization problems between Query Designer and Essbase. If you must rename a workbook or worksheet, or open an Excel window, close Query Designer, disconnect from Essbase, perform the necessary Excel operation, connect to Essbase again, and perform the steps for creating a workbook.

Related Topics

[“Creating Worksheets” on page 89](#)

Creating Worksheets

► To create a worksheet from within Query Designer:

- 1 **Select a node in the navigation panel.**
- 2 **Right-click and select **New**, and then **Worksheet**.**

A worksheet is created in the worksheet and is also displayed in the navigation panel. You can connect to the same database or to another one.

Notes:

- This feature serves the same function as using the worksheet's menu bar to create a worksheet.
- Renaming workbooks or worksheets, closing workbooks, or opening Excel windows at this point can cause synchronization problems between Query Designer and Essbase. If you must rename a workbook or worksheet, or open an Excel window, close Query Designer, disconnect from Essbase, perform the necessary Excel operation, connect to Essbase again, and perform the steps for creating a worksheet.

Caution!

Manipulation of worksheets in VBA, such as naming worksheets or moving worksheets, may not work when Query Designer is running.

Related Topics

[“Creating Workbooks” on page 88](#)

Retrieving Data

- To retrieve data into the worksheet in Query Designer:
 - 1 Select one of the worksheets in the navigation panel; for example, Query1.
 - 2 Right-click and select **Retrieve**.

The worksheet displays the results of the data retrieval.

Notes:

- To retrieve data in all worksheets, select the worksheet node in the navigation panel. Right-click and select Retrieve All Worksheets.
- This task performs the same function as selecting the Retrieve command in Spreadsheet Add-in.

Defining Report Layout

- To specify how each dimension in the database should be represented in the spreadsheet report:
 - 1 Select a dimension tile in the layout panel.
 - 2 Drag the dimension to the desired location in the layout panel.

The Page Dimensions box specifies that dimensions are to be placed across the top of the spreadsheet.

The Column Dimensions box specifies that dimensions are to be placed in the columns of the spreadsheet.

The Row Dimensions box specifies that dimensions are to be placed in the rows of the spreadsheet.

Notes:

- You can also drag dimensions from one location to another within the navigation panel or between the navigation panel and the layout panel. Alternatively, you can select a dimension in the navigation panel, right-click, and select Move to.
- You must specify at least one dimension for a row dimension and one for a column dimension.
- If the database outline contains attribute dimensions, they are usually displayed under the Available Dimension list in the navigation panel. You can select dimensions from the Available Dimensions list and specify their layout in the report.

Next, you must specify the members for your report.

Defining Query Members

- “Selecting Query Members” on page 91
- “Applying Member Filtering Rules” on page 92
- “Searching for Members” on page 93
- “Specifying Latest Period of Time Dimensions” on page 94
- “Previewing Member Filter Results” on page 95
- “Setting the Maximum Number of Members to Preview” on page 96
- “Deleting Member Selection Rules” on page 97
- “Viewing Members by Member Name” on page 97
- “Viewing Members by Generation Name” on page 97
- “Viewing Members by Level Name” on page 98
- “Viewing Members by Dynamic Time Series” on page 98
- “Viewing Member Information” on page 98
- “Displaying Aliases” on page 99
- “Suppressing Shared Members” on page 99

Selecting Query Members

► To select members from the dimension to use in a query:

- 1 Select a dimension under **Page**, **Row**, or **Column** nodes in the navigation panel to view the member select panel.
- 2 In **Members**, select a member.
- 3 Right-click and select **Add to Selection Rules**.

Alternatively, you can double-click to add a member to the selection.

The member is added to Selection Rules and is displayed under the dimension in the navigation panel.

- 4 **Optional:** For row and column dimensions only, you can apply additional selection rules by completing these tasks:
 - a. In **Selection Rules**, select the member, right-click, and choose **Select**.
 - b. Select one option:
 - **Member** selects just the member.
 - **Children** selects all members one level below the selected member.
 - **Children and Member** selects all members one level below the selected member, including the member.
 - **Descendants** selects all members in every level below the selected member.

- **Descendants and Member** selects all members in every level below the selected member, including the member.

Next, you can apply additional filters to the member selection to locate members that meet criteria.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Applying Member Filtering Rules

This task assumes that you followed the steps in [“Defining Report Layout” on page 90](#) and [“Selecting Query Members” on page 91](#).

- To apply filtering rules to selected members, such as selection by attributes, generation name, level name, pattern matching, and UDAs:
 - 1 **Select the member in Selection Rules.**
 - 2 To view the member filter panel, right-click and select **New Member Filter**.
 - 3 **Select from the available choices in Method:**
 - **Generation Name** enables you to select members based on generation name.
 - **Level Name** enables you to select members based on level name.
 - **Pattern Matches** enables you to select members based on matching a text string. Pattern matching supports the single-character wildcard symbol, `?`, and trailing asterisk wildcard symbol, `*`. Examples of valid wildcard strings are `J?n` and `100*`. Invalid wildcard strings are `*-10` and `*10*`.
 - **UDA** enables you to select members by user-defined attribute.

If the database outline also includes attributes, these are displayed in Method before Generation Name. See [“Using Attributes to Select Base Dimension Members” on page 100](#).
 - 4 **Select a comparison operator from Operator:**

- is includes members that meet the criteria set in **Value**. For example, Generation Name is Gen2, Product includes 100, 200, 300, 400, and Diet.
 - is **not** excludes members that meet the criteria set in **Value**. For example, Generation Name is not Gen2, Product excludes 100, 200, 300, 400, and Diet.
- 5 **Select from the available values in Value.**
 - 6 **Optional:** If you want to create groupings of member filters, select the same dimension in the navigation panel to return to the member selection panel.
 - 7 **In Selection Rules**, select the member filter criteria that you previously defined.
 - 8 **Right-click and select one of these conditions:**
 - **New Member Filter (AND)** means that the selection must meet all criteria.
 - **New Member Filter (OR)** means that the selection must meet at least one of the criteria.Selecting one of these menu items returns you to the member filter panel.
 - 9 **Repeat [step 3](#) through [step 8](#) for each set of criteria.**

As you create each member filter, notice that the navigation panel displays the criteria that you defined for the member.

Next, you can preview the results of the member filter or apply the query.

Related Topics

[“Applying Multiple Member Filters” on page 82](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Searching for Members

- To search for members, within a selected dimension, that match a pattern string in Query Designer:

- 1 **In the navigation panel, select a dimension.**

The dimension and its members are displayed in the member select panel.

- 2 In the member select panel, select a member.
- 3 Right-click and select **Find** from the shortcut menu.
- 4 In **Find Members**, enter the text string to be searched (a member name or pattern).
Trailing asterisks and wildcard strings are acceptable search strings. Examples of valid text strings are: Ja*, M?n, and M??n. Examples of invalid text strings are: *-10 and J*n.
- 5 To locate the first member within the selected dimension that matches the text string, click **Find**.
- 6 Click **Find Next** (if available) to search for the next occurrence of the text string. Continue to click **Find Next** until all matching text strings within the selected dimension are found.
If Find Next is not available, all occurrences of the text string are found.
- 7 **Optional:** To add the member to the selection, click **Add Rule**.
- 8 Repeat [step 1](#) through [step 7](#) to search for members within another dimension.
- 9 Click **Close**.

Next, you can apply additional filters to the member selection to locate members that meet criteria.

Related Topics

- [“Applying Member Filtering Rules” on page 92](#)
- [“Deleting Member Selection Rules” on page 97](#)
- [“Displaying Aliases” on page 99](#)
- [“Selecting Attribute Members” on page 101](#)
- [“Selecting Query Members” on page 91](#)
- [“Setting the Maximum Number of Members to Preview” on page 96](#)
- [“Specifying Latest Period of Time Dimensions” on page 94](#)
- [“Suppressing Shared Members” on page 99](#)
- [“Using Attributes to Select Base Dimension Members” on page 100](#)
- [“Viewing Member Information” on page 98](#)

Specifying Latest Period of Time Dimensions

- To define the to-date value for the Dynamic Time Series:
 - 1 Select the **Time** dimension in the navigation panel; for example, Year.
 - 2 In the member select panel, select a member.
 - 3 Right-click and select **View By**, and then **Dynamic Time Series**.
 - 4 Select a Dynamic Time Series; for example, Q-T-D.
 - 5 Right-click and select **Add to Selection Rules**.

- 6 In **Selection Rules**, select the Dynamic Time Series, right-click and select **Specify Latest**.
- 7 From **Select Latest Period**, select the member for the to-date calculation to be based.
- 8 Click **OK**.

Next, you can define filters to rank or sort the data. Or, if you are finished defining your query, you can apply the query now.

Related Topics

- [“Applying Member Filtering Rules” on page 92](#)
- [“Deleting Member Selection Rules” on page 97](#)
- [“Displaying Aliases” on page 99](#)
- [“Searching for Members” on page 93](#)
- [“Selecting Attribute Members” on page 101](#)
- [“Selecting Query Members” on page 91](#)
- [“Setting the Maximum Number of Members to Preview” on page 96](#)
- [“Suppressing Shared Members” on page 99](#)
- [“Using Attributes to Select Base Dimension Members” on page 100](#)
- [“Viewing Member Information” on page 98](#)

Previewing Member Filter Results

This task assumes that you followed the steps in [“Selecting Query Members” on page 91](#) first.

- Before applying the query, to view the results of member filtering:

- 1 In **Selection Rules**, right-click and select **Preview**.

Member Selection Preview shows the members that meet the criteria for the query. If nothing matches the criteria, the preview returns the top-level dimension.

- 2 Click **Close**.

You can change the maximum number of members that appear in Member Selection Preview.

Next, you can define filters to rank or sort the data. Or, if you are finished defining your query, you can apply the query now.

Related Topics

- [“Applying Member Filtering Rules” on page 92](#)
- [“Deleting Member Selection Rules” on page 97](#)
- [“Displaying Aliases” on page 99](#)
- [“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Setting the Maximum Number of Members to Preview

The default number of members that is displayed in the preview is 1000.

- ▶ To change the maximum number of members displayed in Member Selection Preview:
 - 1 In Microsoft Windows, select **Start**, then **Run**.
 - 2 In **Open**, enter `regedit`.
 - 3 Click **OK**.
 - 4 In **Registry Editor** window, select **HKEY_CURRENT_USER** and navigate to `Software/Essbase/QueryDesigner/Preview`.
 - 5 While in `Software/Essbase/QueryDesigner/Preview`, select **Edit**, then **New**, and then **DWORD Value**.
 - 6 Specify a name for this registry; for example, enter `MaximumMembers`.
 - 7 Double-click the registry entry, and in **Edit DWORD Value**, specify a value.
 - 8 In **Base**, select **Hexadecimal** or **Decimal**.
 - 9 In **Value data**, specify the maximum number of preview members to display.
 - 10 Click **OK**.
 - 11 Select **Registry**, and then **Exit**.

Note:

Increasing the number of members to display may affect the performance of the retrieval.

Related Topics

[“Previewing Member Filter Results” on page 95](#)

Deleting Member Selection Rules

- To delete rules that you defined for a member:
 - 1 In the member select panel, select a member in **Selection Rules**.
 - 2 Right-click and select **Delete Selection Rules**.

If you want to remove all rules, select Delete All Rules.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Viewing Members by Member Name

- To view members using their member names instead of their aliases, in the member select panel, right-click and select **View by**, and then **Name**.

Related Topics

[“Viewing Members by Dynamic Time Series” on page 98](#)

[“Viewing Members by Generation Name” on page 97](#)

[“Viewing Members by Level Name” on page 98](#)

Viewing Members by Generation Name

- To view members using their generation names, in the member select panel, right-click and select **View by**, and then **Generation**.

Related Topics

[“Viewing Members by Dynamic Time Series” on page 98](#)

[“Viewing Members by Level Name” on page 98](#)

[“Viewing Members by Member Name” on page 97](#)

Viewing Members by Level Name

- To view members using their level names, in the member select panel, right-click and select **View by**, and then **Level**.

Related Topics

[“Viewing Members by Dynamic Time Series” on page 98](#)

[“Viewing Members by Generation Name” on page 97](#)

[“Viewing Members by Member Name” on page 97](#)

Viewing Members by Dynamic Time Series

- To view members of a Time dimension using Dynamic Time Series names, in the member select panel, right-click and select **View by**, and then **Dynamic Time Series**.

Related Topics

[“Viewing Members by Generation Name” on page 97](#)

[“Viewing Members by Level Name” on page 98](#)

[“Viewing Members by Member Name” on page 97](#)

Viewing Member Information

- To view information such as aliases, attributes, comments, formulas, and UDAs for the member, in the member select panel, right-click and select **Member Information**.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

Displaying Aliases

► To view members using their aliases:

1 Select a member in the member select panel.

2 Right-click and select **Aliases**.

3 Select one option:

- None displays no aliases.
- Default displays default aliases.

A third choice may be available depending on the presence of other alias table names in the outline.

Note:

Aliases are defined for members in the database outline. Not every member is associated with an alias.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Suppressing Shared Members

► To prevent members tagged as shared from being displayed more than once in the spreadsheet report:

1 In the member select panel, select a member.

- 2 Right-click and select **View by**, and then **Generation Name** or **View by**, and then **Level Name**.
- 3 Select a generation or level name.
- 4 Right-click and select **Suppress Shared Members**.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Using Attribute Members

- [“Using Attributes to Select Base Dimension Members” on page 100](#)
- [“Selecting Attribute Members” on page 101](#)

Using Attributes to Select Base Dimension Members

This task assumes that you followed the steps in [“Defining Report Layout” on page 90](#).

- To display the base dimension members associated with an attribute in the spreadsheet report:
 - 1 Under the **Row** or **Column** dimension in the navigation panel, select a dimension with which attributes are associated, for example, the Product dimension, to display the member select panel.
 - 2 In **Members**, select a member.
 - 3 Right-click and select **Add to Selection Rules**. Alternatively, you can double-click a member or drag the member to add it to the selection.
 - 4 Select a member in **Selection Rules**.
 - 5 To display the member filter panel, right-click and select **New Member Filter**.
 - 6 Select an attribute in **Method**.
 - 7 Select a comparison operator in **Operator**.

The choices in the Operator list box change depending on the type of attribute on which you want to filter. Attributes can be one of four types: text, numeric, Boolean, and date.

The choices for Boolean attribute types are **is** and **is not**.

- **is** includes members that meet the criteria set in **Value**. For example, Caffeinated **is** Caffeinated_True includes all members in the Product base dimension that are caffeinated.
- **is not** excludes members that meet the criteria set in **Value**. For example, Caffeinated **is not** Caffeinated_True excludes all members in the Product base dimension that are caffeinated.

The choices for text, numeric and date attribute types are **is**, **is not**, **<**, **>**, **<=**, and **>=**.

- **is** returns all members that equals the value. For example, Intro Date = 03_25_1996 includes all products with introduction dates of March 25, 1996.
- **is not** returns all members that do not equal the value. For example, Intro Date != 03_25_96 includes only products with introduction dates other than March 25, 1996.
- **<** returns all members less than the value. For example, Intro Date < 03_25_1996 includes all products introduced before, but not including, March 25, 1996.
- **>** returns all members greater than the value. For example, Intro Date > 03_25_1996 includes all products introduced after, but not including, March 25, 1996.
- **<=** returns all members less than and equal to the value. For example, Intro Date <= 03_25_1996 includes all products introduced before and including March 25, 1996.
- **>=** returns all members greater than and equal to the value. For example, Intro Date >= 03_25_1996 includes all products introduced after and including March 25, 1996.

8 Select from the available values in **Value**.

Next, you can preview the results, or if you are done defining the query, you can apply the query.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Applying Multiple Member Filters” on page 82](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Attribute Members” on page 101](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Viewing Member Information” on page 98](#)

Selecting Attribute Members

This task assumes that you followed the steps in [“Defining Report Layout” on page 90](#).

- To display attribute dimension members in the spreadsheet report:
- 1 Select an attribute dimension, for example, Caffeinated, under **Page, Row, or Column** dimension in the navigation panel to view the member select panel.
 - 2 In **Members**, select a member, right-click and select **Add to Selection Rules**. Alternatively, you can double-click a member or drag the member to add it to the selection.

The member is added to the Selection Rules list box and is displayed under the dimension in the navigation panel. If the member is a row or column dimension, go on to the next step; otherwise, stop here because you can define only one member per page dimension.
 - 3 **Optional:** To apply member filtering, select the attribute in **Selection Rules**.

You cannot apply member filtering to page dimensions.
 - 4 To display the member filter panel, right-click and select **New Member Filter**.
 - 5 In **Method**, select one option:
 - **Pattern Matches** enables you to select members based on matching a text string. Pattern matching supports the single character wildcard symbol, `?`, and trailing asterisk wildcard symbol, `*`. Examples of valid wildcard strings are `J?n` and `100*`. Invalid wildcard strings are `*-10` and `*10*`.
 - **Generation Name** enables you to select members based on generation name.
 - **Level Name** enables you to select members based on level name.
 - 6 Select a comparison operator from **Operator**.
 - 7 Select a value in **Value**. If you are doing a pattern match, enter the string to match.
- Next, you can preview the results or apply the query now.

Related Topics

[“Applying Member Filtering Rules” on page 92](#)

[“Applying Multiple Member Filters” on page 82](#)

[“Deleting Member Selection Rules” on page 97](#)

[“Displaying Aliases” on page 99](#)

[“Searching for Members” on page 93](#)

[“Selecting Query Members” on page 91](#)

[“Setting the Maximum Number of Members to Preview” on page 96](#)

[“Specifying Latest Period of Time Dimensions” on page 94](#)

[“Suppressing Shared Members” on page 99](#)

[“Using Attributes to Select Base Dimension Members” on page 100](#)

[“Using Operators with Non-Numeric Attributes” on page 81](#)

[“Viewing Member Information” on page 98](#)

Creating Data Filters

- [“Filtering by Ranking Data Values” on page 103](#)
- [“Filtering by Comparing Data Values” on page 103](#)

Filtering by Ranking Data Values

- ▶ To rank data based on top or bottom criteria or both:
 - 1 To display the data filter panel, in the navigation panel, select **Data Filtering**.
 - 2 In the data filter panel, select one or both options:
 - To retrieve the top n rows of a dimension, select **Top** and specify the number of rows to be retrieved.
 - To retrieve the bottom n rows of a dimension, select **Bottom** and specify the number of rows to be retrieved.
 - 3 From **Dimension being ranked**, select a row dimension.
 - 4 From **Column being used for ranking**, select a column dimension member combination.

The member combinations listed here are determined by the members that you selected for the column dimensions. The data values for the specified column dimension members are used to determine the ranking for the members in the row dimension.

Next, you can sort the data, or apply the query now.

Related Topics

[“Applying Multiple Data Filters” on page 83](#)

[“Filtering by Comparing Data Values” on page 103](#)

[“Creating Data Sorts” on page 104](#)

Filtering by Comparing Data Values

- ▶ To filter data by restricting the data returned to specific values:
 - 1 To display the data filter panel, in the navigation panel, select **Data Filtering**.
 - 2 Double-click in **Data Restrictions**.
 - 3 From **Data values**, select a value.
 - 4 Select one option:
 - a **value of** enables you to compare the data to a data value, including a negative data value.
 - **the data values in** enables you to compare data from other column dimensions.
 - a **#MISSING value** enables you to compare data to #MISSING data value.

- 5 From **Column used for filter**, select a column dimension member combination.

The member combinations listed here are determined by the members that you selected for the column dimensions. The data values for the specified column dimension members are used to compare data.

- 6 **Optional:** If you want to apply multiple data filters, repeat [step 2](#) through [step 5](#), and select **And** or **Or**.

The And option specifies that data must meet all criteria. The Or option specifies that the data must meet at least one of the criteria.

Next, you can sort the data, or apply the query now.

Related Topics

[“Applying Queries” on page 86](#)

[“Applying Multiple Data Filters” on page 83](#)

[“Filtering by Ranking Data Values” on page 103](#)

[“Creating Data Sorts” on page 104](#)

Creating Data Sorts

- To sort data in ascending or descending order in a spreadsheet report:

- 1 In the navigation panel, select **Data Sorting**.
- 2 From **Dimension being sorted**, select a row dimension.

The members in the row dimension are sorted according to the data values in a column. For example, you can sort members of the Product dimension based on their January sales data values.

- 3 In the data sorting panel, double-click (**double-click to create a new sort rule**).
- 4 From **Ordering**, select **Ascending** (to sort data values from lowest to highest) or **Descending** (to sort data values from highest to lowest).
- 5 From **Column used for sort**, select a member combination.

The member combinations listed here are determined by the members that you selected for the column dimensions. The data values for the specified column dimension members are used to determine the sort order for the members in the row dimension.

- 6 Repeat [step 2](#) through [step 5](#) for each data sort.

Next, you can rank the data, or apply the query now.

Related Topics

[“Applying Multiple Data Filters” on page 83](#)

[“Filtering by Ranking Data Values” on page 103](#)

[“Filtering by Comparing Data Values” on page 103](#)

Enabling and Disabling Messages

- [“Enabling Warning Messages” on page 105](#)
- [“Disabling Warning Messages” on page 105](#)

Enabling Warning Messages

- To enable warning messages in Query Designer:
- 1 To display the messages and confirmation panel, in the navigation panel, select **Messages and Confirmation**.
 - 2 Select the check box next to the message to activate message notification.

Related Topics

[“Disabling Warning Messages” on page 105](#)

Disabling Warning Messages

- To disable warning messages in Query Designer:
- 1 To display the messages and confirmation panel, in the navigation panel, select **Messages and Confirmation**.
 - 2 Clear the check box next to the message to turn off message notification.

Related Topics

[“Enabling Warning Messages” on page 105](#)

Using Shortcut Menus

Use shortcut menus to access commands in Query Designer:

- [“Data Filter Panel Shortcut Menus” on page 106](#)
- [“Member Select Panel Shortcut Menus” on page 106](#)
- [“Navigation Panel Shortcut Menus” on page 108](#)

For example, select a node in the navigation panel, and click the right mouse button to display a shortcut menu. The menu items that are available differ depending on your selection.

Note:

Users can configure mouse buttons in whatever order they choose. In this help system, the assumption is that the left mouse button is the primary button, and the right mouse button is

the secondary button. Modify the procedures to access the menus according to your mouse configuration.

Data Filter Panel Shortcut Menu

You can access the commands shown in [Table 4](#) from the shortcut menu in the data filter panel.

- To access this shortcut menu, place your cursor inside **Data Restrictions**, and right-click.

Table 3 Data Filter Panel Shortcut Menu Items

Menu Item	Description
New Data Restriction	Displays the data restriction panel so that you can specify additional data filtering.
Delete Data Restriction	Removes the selected data filter.
Delete All Data Restrictions	Removes all data filters.

Member Select Panel Shortcut Menu

You can access shortcut menus in each of the two list boxes in the member select panel.

- To access these shortcut menus, place your cursor in one of the two list boxes, select a member, and right-click.

The menu items that are available differ depending on your selection.

[Table 4](#) lists menu items (in alphabetical order) that you can access in the Members list box:

Table 4 Member Select Panel Shortcut Menu Items

Menu Item	Description
Add to Selection Rules	Adds the selected member to the selection rules list.
Aliases, Alias Table Name	Displays the members using an alias table name defined in the outline. This menu's name changes depending on the alias table name in the database outline.
Aliases, Default	Displays the members using the default alias names.
Alias None	Displays the members without any alias names.
Expand to Children	Expands the list to the dimension's children.
Expand to Descendants	Expands the list to the dimension's descendants.
Find	Enables you to do pattern match searches for members in the selected dimension.
Member Information	Displays information about the member. Information includes level name, generation name, formulas, UDAs, and attributes associated with the member.

Menu Item	Description
Replace Selection Rule	Replaces the member selection with the current one.
Suppress Shared Members	Prevents shared members from appearing more than once in the spreadsheet report.
View by, Dynamic Time Series	Displays the time dimension members by their Dynamic Time Series names.
View by, Generation	Displays the dimension members by their generation names.
View by, Level	Displays the dimension members by their level names.
View by, Name	Displays the dimension members by their member names.
Delete All Rules	Removes all member selection rules.
Delete Member Filter	Removes the selected filter that you defined for the member.
Delete Selection Rule	Removes the specified member selection rule.
New Member Filter	Displays the member filter panel to define filters for the member.
New Member Filter (AND)	Applies an AND condition to selected member filter.
New Member Filter (OR)	Applies an OR condition to selected member filter.
Preview	Displays the Member Preview dialog box to display the results of the member filter.
Select, Children	Enables you to select only the children of the member.
Select, Children and Member	Enables you to select the member and its children.
Select, Descendants	Enables you to select only the descendants of the member.
Select, Descendants and Member	Enables you to select the member and its descendants.
Specify Latest	Enables you to specify the latest period to perform the to-date calculation.
Select, Member	Enables you to select only the member.

[Table 5](#) lists the menu items (in alphabetical order) that you can access in the Selection Rules list box:

Table 5 Select Rules List Box Shortcut Menu Items

Menu Item	Description
Delete All Rules	Removes all member selection rules.
Delete Member Filter	Removes the selected filter that you defined for the member.
Delete Selection Rule	Removes the specified member selection rule.
New Member Filter	Displays the member filter panel to define filters for the member.

Menu Item	Description
New Member Filter (AND)	Applies an AND condition to selected member filter.
New Member Filter (OR)	Applies an OR condition to selected member filter.
Preview	Displays the Member Preview dialog box to display the results of the member filter.
Select, Children	Enables you to select only the children of the member.
Select , Children and Member	Enables you to select the member and its children.
Select, Descendants	Enables you to select only the descendants of the member.
Select, Descendants and Member	Enables you to select the member and its descendants.
Specify Latest	Enables you to specify the latest period to perform the to-date calculation.
Select, Member	Enables you to select only the member.

Navigation Panel Shortcut Menus

You can access several shortcut menus in the navigation panel.

- To access a shortcut menu, select a node in the navigation panel, and right-click.

The menu items that are available differ depending on your selection.

[Table 6](#) lists the menu items (in alphabetical order) that you can access in the navigation panel:

Table 6 Navigation Panel Shortcut Menu Items

Menu Item	Description
Apply All Queries	Applies queries defined in all worksheets.
Apply Query	Applies the query for the active worksheet.
Close Query	Exits the query.
Connect	Displays the Essbase System Login dialog box to connect to an Essbase database.
Delete All Sorting Rules	Removes all rules that you defined for sorting data.
Delete Sorting Rule	Removes the selected rule that you defined for sorting data.
Demote Member Filter	Applies an AND condition to selected member filter.
Disconnect	Disconnects you from the currently connected database.
Move Data Restriction Down	Moves the data restriction to a lower priority. Query Designer analyzes filters from top to bottom.
Move Data Restriction Up	Moves the data restriction to a higher priority. Query Designer analyzes filters from top to bottom.

Menu Item	Description
Move Member Filter Down	Moves the member filter to a lower priority. Query Designer analyzes filters from top to bottom.
Move Member Filter Up	Moves the member filter to a higher priority. Query Designer analyzes filters from top to bottom.
Move Selection Rule Down	Moves the member selection down one position at a time to change the order in which the members appear in the spreadsheet report.
Move Selection Rule Up	Moves the member selection up one position at a time to change the order in which the members appear in the spreadsheet report.
Move Sorting Rule Down	Moves the sorting rule down one position at a time to change the order in which sorts are analyzed.
Move Sorting Rule Up	Moves the sorting rule up one position at a time to change the order in which sorts are analyzed.
Move to: Available Dimensions	Moves the dimension to the list of available dimensions, which are not used to define the spreadsheet report.
Move to: Column	Defines the dimension as a column dimension. These dimensions appear in the column of the spreadsheet.
Move to: Page	Defines the dimension as a page dimension. The dimensions appear across the top of the spreadsheet.
Move to: Row	Defines the dimension as a row dimension. These dimensions appear in the row of the spreadsheet.
New: Data Restriction	Displays the data restriction panel so that you can specify additional data filtering.
New: Member Filter	Displays the member filter panel to define filters for the member.
New: Query	Creates the starting point for queries. Query Designer creates a default layout for the spreadsheet report that you can modify.
New: Sorting Rule	Displays the data sort panel so that you can create a sort rule.
New Workbook	Creates a workbook in the spreadsheet. The functionality is identical to creating a workbook from the spreadsheet menu.
New Worksheet	Creates a worksheet in the spreadsheet. The functionality is identical to creating a worksheet from the spreadsheet menu.
Open Query	Displays the Open Query dialog box to open a saved query.
Promote Member Filter	Applies an OR condition to the selected member filter.
Retrieve	Retrieves data for the active query into the spreadsheet. This command serves the same function as selecting the Retrieve command from Spreadsheet Add-in.
Retrieve All Worksheets	Retrieves data for each query defined in a worksheet.
Save Query	Displays the Save As Query dialog box to save the query.

Menu Item	Description
Save Query As	Displays the Save As Query dialog box to save the query as another name.
Select Active Sheet	Selects the active worksheet in the spreadsheet.

Query Designer Keyboard Shortcuts

For accessibility, each of the keystroke combinations in [Table 7](#) enables users to move about from one element to another in the navigation panel, move from the navigation panel to the properties panel, or access items on a shortcut menu. For example, to save a query using the keyboard shortcut for the Save Query command, press and hold down Shift and F10, and press v when the shortcut menu is displayed.

Table 7 Query Designer Keyboard Shortcuts

Action	Keyboard Shortcut	Notes
To navigate the tree in the navigation panel	Up and down arrow keys; Home, and End keys.	When starting Query Designer, focus is set to the first item in the navigation panel.
To switch between the navigation panel and the properties panel	Ctrl + Tab	
To navigate within the properties panel	Tab	For example, use Tab to access the members in the Selection Rules list box.
To access a shortcut menu from an item in the tree in the navigation panel	Shift + F10, and access menu items in one of two ways: <ul style="list-style-type: none"> Use the up and down arrow keys to navigate within the shortcut menu. Press Enter to select a menu item. Enter the underscored letter on the menu item. The underscored letter designates the menu shortcut. 	For example, to open a query, enter Shift + F10 + o. This action accesses the Open Query dialog box.
To move a member to another layout in the layout properties panel	Select the member, then press Shift + F10 to access the shortcut menu. In the shortcut menu, press m, and press r.	For example, use the shortcut to move from an item in a page or row dimension to the column dimension.
Shortcut Menu Command	Keyboard Shortcut	Notes
	Shift + F10 + letter	Depending on the element selected in the navigation panel or properties panel, this keystroke sequence accesses various menus.

Access these commands from the Spreadsheet element (navigation panel)

Action	Keyboard Shortcut	Notes
New	Shift + F10 + n	Opens a second shortcut menu with these options: w new workbook s new worksheet
Select Active Sheet	Shift + F10 + s	

Access these commands from the WorkBook element (navigation panel):

New	Shift + F10 + n	Opens a second shortcut menu with these options: w new workbook s new worksheet
Select Active Sheet	Shift + F10 + s	
Retrieve All Worksheets	Shift + F10 + r	
Apply All Queries	Shift + F10 + a	

Access these commands from the [Book]Sheet, Dimension, Page, Row, Column, Dimension Tile, Available Dimensions, Data Filtering, and Data Sorting elements (navigation panel):

New	Shift + F10 + n	Opens a second shortcut menu with these options: w new workbook s new worksheet q new query
Select Active Sheet	Shift + F10 + s	
Retrieve	Shift + F10 + r	
Apply Query	Shift + F10 + a	
Open Query	Shift + F10 + o	
Save Query	Shift + F10 + v	
Save Query As	Shift + F10 + u	
Close Query	Shift + F10 + y	
Connect	Shift + F10 + c	
Disconnect	Shift + F10 + d	

Access these commands from the Dimension Tile and Attribute Dimension Tile elements (navigation panel):

Move to	Shift + F10 + m	Opens a second shortcut menu with these options: p page
---------	-----------------	--

Action	Keyboard Shortcut	Notes
		r row c column a available dimensions

Access these commands from the Data Filtering element (navigation panel):

New	Shift + F10 + n	Opens a second shortcut menu with these options: w new workbook s new worksheet q new query d data restriction
Delete All Data Restrictions	Shift + F10 + d	

Access these commands from a data filter (navigation panel):

Move Data Restriction Up	Shift + F10 + m	
Move Data Restriction Down	Shift + F10 + r	
Delete Data Restriction	Shift + F10 + d	

Access these commands from the Data Sorting element (navigation panel):

New	Shift + F10 + n	Opens a second shortcut menu with these options: w new workbook s new worksheet q new query d sorting rule
Delete All Sorting Rules	Shift + F10 + d	

Access these commands from a sorting rule (navigation panel):

Move Sorting Rule Up	Shift + F10 + m	
Move Sorting Rule Down	Shift + F10 + l	
Delete Sorting Rule	Shift + F10 + d	

Access these commands from Members in the member select panel (properties panel):

Add to Selection Rules	Shift + F10 + r	
Member Information	Shift + F10 + i	
Find	Shift + F10 + f	
View by	Shift + F10 + v	Opens a second shortcut menu with these options:

Action	Keyboard Shortcut	Notes
		w name s generation q level d Dynamic Time Series
Suppress Shared Members	Shift + F10 + s	
Aliases	Shift + F10 + a	Opens a second shortcut menu with these options: <ul style="list-style-type: none"> ● none ● default ● long names Use the arrow keys to select a submenu item, and press Enter.
Expand to Children	Shift + F10 + e	
Expand to Descendants	Shift + F10 + x	
Access these commands from Selection Rules in the member select panel (properties panel):		
New Member Filter	Shift + F10 + n	
Preview	Shift + F10 + p	
Select	Shift + F10 + s	Opens a second shortcut menu with these options: m name c generation h level d descendants b descendants and members
Delete Selection Rule	Shift + F10 + l	
Delete All Rules	Shift + F10 + a	
Access these commands from Data Restrictions in the data filter panel (properties panel):		
New Data Restriction	Shift + F10 + w	
Delete Data Restriction	Shift + F10 + l	
Delete All Data Restrictions	Shift + F10 + a	

Query Designer Dialog Boxes

- [“Open Query Dialog Box” on page 114](#)

- [“Save As Query Dialog Box” on page 114](#)

Open Query Dialog Box

The Query Designer Open Query dialog box retrieves any queries that you saved. This feature is useful for reusing queries, or opening them for modification.

Dialog Box Items

- **Location**—Specifies the location of the query. Select Server or Client.
- **Query Name**—Enables you to enter the name of the query.
- **Query Objects**—Enables you to select from a list of available queries.
- **Connection Information**—Displays which server, application, and database that you are connected to.
- **Application**—Enables you to select from a list of applications that are available on the server or client.
- **Database**—Enables you to select from a list of databases that are available on the server or client.
- **Lock Object**—Enables you to lock a query so that no other user can modify it while you are using it.
- **File System**—Displays the Open dialog box to specify the location of the query. This button becomes available when you select the Client option in the Location group.

Related Topics

[“Opening Queries” on page 85](#)

Save As Query Dialog Box

The Query Designer Save As dialog box enables you to save queries so that you can recall the query at a later date. Essbase saves queries with the extension EQD.

Notes:

- Changes to an outline may cause the queries to become obsolete. Essbase cannot automatically detect whether a query is obsolete based on the outline.
- To save data onto the server, you need a security level of database designer or higher. Contact the Essbase System Administrator.

Dialog Box Items

- **Location**—Specifies the location of the query. Select Server or Client.
- **Query Name**—Enables you to enter the name of the query.
- **Query Objects**—Enables you to select from a list of available queries.

- **Connection Information**—Displays which server, application, and database that you are connected to.
- **Application**—Enables you to select from a list of applications that are available on the server or client.
- **Database**—Enables you to select from a list of databases that are available on the server or client.
- **Lock Object**—Enables you to lock a query so that no other user can modify it while you are using it.
- **File System**—Displays the Save As dialog box to specify the location where you want to save the query. This button becomes available when you select the Client option in the Location group.

Related Topics

[“Saving Queries” on page 87](#)

9

Selecting Members

In This Chapter

Selecting Members to Add to Worksheets.....	117
Selecting Members Using Attributes	119
Specifying Member Criteria	120
Specifying View Methods.....	122
Searching for Members.....	122
Previewing Members.....	123
Removing Members from Rules	124
Specifying Member Layout in Worksheets.....	125
Specifying Latest Period To-Date	126
Suppressing Shared Members.....	127
Viewing All Members.....	128
Clearing All Member Selections	129
Viewing Member Formulas	129
Reordering Member Display in Worksheets	130
Opening Member Selections.....	131
Saving Member Selections.....	133
Displaying the Save Dialog Box when Exiting Member Selection.....	134

Selecting Members to Add to Worksheets

A database may contain hundreds or thousands of members, making it difficult to remember each member name if you want to select many members for your report. The Essbase Member Selection dialog box allows you to easily select members, specify criteria to find members, and define their layout in the spreadsheet. Member selection is an important method of creating a report for the data you want to retrieve.

- To select members to add to the worksheet:
 - 1 **Select Essbase, and then Member Selection.**
 - 2 **In Essbase Member Selection, select the dimension whose members you want to select from Dimension.**

A list of members for the chosen dimension appears in the Members list box. Members are listed by member name, by default.

- 3 To change the view method, select an option in **View Method**.
- 4 To search for a member, click **Find**.
- 5 Select members from **Members** and click **Add**.

The selected members appear in the Rules list box.

Note:

If duplicate members are selected, hover over the duplicate member names to view the qualified member name.

- 6 To apply selection rules for a member, select the member name in **Rules**, and right-click to display a shortcut menu. Select an option:
 - **All Children** selects all children of the selected member.
 - **All Children and Member** selects all children of the selected member, including the member.
 - **All Descendants** selects all descendants of the selected member.
 - **All Descendants and Member** selects all descendants of the selected member, including the member.
 - **Subset** enables you to further define the member criteria.

If the selected item in the Rules list box is a generation or level name, Subset is the only selection in the shortcut menu. If the selected item is a Dynamic Time Series member, Specify Latest is the only selection in the shortcut menu.
- 7 Repeat [step 3](#) through [step 6](#) for other members.
- 8 Specify the **layout** for the members in the worksheet.
- 9 **Preview** the members to be displayed in the worksheet.
- 10 Click **OK**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

[“Viewing Member Formulas” on page 129](#)

Selecting Members Using Attributes

If your database outline includes attribute dimensions, you can use the Essbase Member Selection dialog box to select members containing certain attributes.

► To select members using attributes:

1 In **Essbase Member Selection**, select a dimension containing attributes in **Rules**.

2 Right-click to display a shortcut menu.

3 Select **Subset** from the shortcut menu.

4 In **Subset**, scroll down the left list box and select an attribute.

For example, in the Product dimension, you can select Caffeinated_True.

The maximum number of conditions you can set in the Subset dialog box is 50 items.

5 Select **NOT** if you want the selection to include only the members without the value.

6 Select the value from **Subsetting Value** and click **Add as AND Condition**.

7 Repeat [step 4](#) and [step 5](#) for each set of criteria and click **Add as AND Condition** or **Add as OR Condition**.

AND condition means that the selection must meet the current criteria and the one before it.

OR condition means that the selection must meet the current criteria or the one before it.

To group two or more subsetting values, select the first value and click Add, and select the next value and click Add .

Each item in the Conditions list box can contain the left or right parenthesis, but not both. An error message displays if parentheses are unmatched.

8 To preview the list of criteria you selected to display in the worksheet, click **Preview**.

9 Click **OK**.

10 To view the results of the member selection, click **OK**.

Related Topics

[“Clearing All Member Selections” on page 129](#)

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Saving Member Selections” on page 133](#)

- “Searching for Members” on page 122
- “Selecting Members to Add to Worksheets” on page 117
- “Specifying Latest Period To-Date” on page 126
- “Specifying Member Criteria” on page 120
- “Specifying Member Layout in Worksheets” on page 125
- “Specifying View Methods” on page 122
- “Suppressing Shared Members” on page 127
- “Viewing All Members” on page 128
- “Viewing Member Formulas” on page 129

Specifying Member Criteria

You can further define a member name, generation name, or level name to pinpoint criteria that members need for the member selection.

► To specify member criteria:

1 In **Essbase Member Selection**, select an item in **Rules** and right-click to display a shortcut menu.

2 Select **Subset** from the shortcut menu.

3 In **Subset**, select from the choices in the left list box:

- **User-defined Attribute** lists all known user-defined attributes (UDAs) for the dimension (specified in the outline using Administration Services Console) in the right list box. Subsetting by UDA selects all members that contain the specified UDA.

For example, subsetting by UDA, 2-liter bottle, for the Product dimension returns all members (soda products in this case) with the attribute 2-liter bottle.

- **Generation Name** lists the generation names in the Subsetting Values list box. Subsetting by generation name selects all members under the specified member that belong to the specified generation name.

For example, subsetting by Gen,2 for the Market dimension returns the regions East, West, South, and Central.

- **Level Name** lists the level names in the Subsetting Values list box. Subsetting by level name selects all members under the specified member that belong to the specified level name.

For example, subsetting by Lev1,Year for the Year dimension returns the quarters, Qtr1, Qtr2, Qtr3, and Qtr4.

- **Pattern** lets you enter a pattern string. Essbase supports the single character wildcard symbol, ?, and trailing asterisk wildcard symbol, *. Examples of valid wildcard strings are J?n and 100*. Examples of invalid wildcard strings are *-10 and *10*. Subsetting by pattern matching selects all members under the specified member that match the text string.

For example, specifying the pattern match J* for the Year dimension returns Jan, Jun, and Jul.

Note:

If the selected item from the Rules list box is a generation or level name, User-defined Attribute and Pattern are your only choices. The maximum number of conditions you can set in the Subset dialog box is 50 items.

- 4 Select **NOT** if you want the selection to include only the members without the value.
- 5 Select the value from **Subsetting Value** and click **Add as AND Condition**.
- 6 Repeat [step 3](#) and [step 4](#) for each set of criteria and click **Add as AND Condition** or **Add as OR Condition**.

AND condition means that the selection must meet the current criteria and the one before it. OR condition means that the selection must meet the current criteria or the one before it.

To group two or more subsetting values, select the first value and click Add, and select the next value and click Add.

Each item in the Conditions list box can contain the left or right parenthesis, but not both. An error message is displayed if parentheses are unmatched.

- 7 To preview the list of criteria you selected to display in the worksheet, click **Preview**.
- 8 Click **OK**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Specifying View Methods

In the Essbase Member Selection dialog box, you can view the dimension members in different ways. This capability offers you the flexibility to select members by their member names, by generation name, by level name, and by Dynamic Time Series name (for Time dimension only).

- To view members using another view method, from **View Method**, select one:
 - **By Member Name** to view members by member name.
 - **By Generation Name** to view members by generation name.
 - **By Level Name** to view members by level name.
 - **By Dynamic Time Series** to view members of a time dimension by Dynamic Time Series name.

Note:

To view members by Dynamic Time Series names, the Application Designer needs to set the Dynamic Time Series members in the database outline on the server.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Searching for Members

The Essbase Member Selection dialog box allows you to do pattern match searches for members in the selected dimension. Essbase accepts these wildcard symbols: trailing asterisk, *, and single-character match, ?.

► To search for a member:

- 1 Select **Essbase**, and then **Member Selection**.
- 2 In **Essbase Member Selection**, click **Find**.
- 3 In **Find Member**, enter the text string (a member name or pattern) you want to search for.

Examples of valid text strings are: Ja*, M?n, and M??n. Examples of invalid text strings are: *-10 and J*n.

- 4 To find the first member within the dimension that matches the text string, click **Find**.
- 5 Click **Find Next** (if available) to search for the next occurrence of the text string.

Continue to click Find Next until all matching text strings are found.

If Find Next is not available, all occurrences of the text string are found.

The Find Member dialog box locates the members that match the text string in outline order and keeps them selected so that they can be added to the Rules list box as a group.

- 6 Click **Close**.

Related Topics

[“Clearing All Member Selections” on page 129](#)

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Saving Member Selections” on page 133](#)

[“Selecting Members Using Attributes” on page 119](#)

[“Selecting Members to Add to Worksheets” on page 117](#)

[“Specifying Latest Period To-Date” on page 126](#)

[“Specifying Member Criteria” on page 120](#)

[“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

[“Viewing Member Formulas” on page 129](#)

Previewing Members

After selecting members, you can preview the list of selected members to see which members are displayed in the worksheet. Upon reviewing the list, you can select to modify the list or accept the list of members to be displayed.

- To preview the member selection:
 - 1 Click **Preview**.
 - 2 In **Member Preview**, click **Close** after previewing the member selection.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Removing Members from Rules

You may want to remove certain selection rules from the Rules list box. The Rules list box contains the selection rules, which define which members are to be displayed in the spreadsheet.

- To remove members from the Rules list box one at a time:
 - 1 Select the member you want to remove from **Rules**.
 - 2 Click **Remove Item**.

Removing a member also removes all of its corresponding subsetting conditions.

- 3 Repeat [step 1](#) and [step 2](#) to remove other selection rules.

You can remove only the top-level item with the Remove Item button. To remove individual subsetting conditions, you must return to the Subset dialog box and use its Remove Item button.

- To remove all members from **Rules**, click **Remove All**.

Related Topics

- “Clearing All Member Selections” on page 129
- “Previewing Members” on page 123
- “Reordering Member Display in Worksheets” on page 130
- “Saving Member Selections” on page 133
- “Searching for Members” on page 122
- “Selecting Members Using Attributes” on page 119
- “Selecting Members to Add to Worksheets” on page 117
- “Specifying Latest Period To-Date” on page 126
- “Specifying Member Criteria” on page 120
- “Specifying Member Layout in Worksheets” on page 125
- “Specifying View Methods” on page 122
- “Suppressing Shared Members” on page 127
- “Viewing All Members” on page 128
- “Viewing Member Formulas” on page 129

Specifying Member Layout in Worksheets

After member selection, you must define how you want the members to be displayed in your worksheet. You can select to:

- Insert members down a column and before an active cell.
- Insert members down a column, overwriting the active cell.
- Insert members across a row and before an active cell.
- Insert members across a row, overwriting the active cell.

- To insert members down a column and before an active cell:

- 1 In **Essbase Member Selection**, select **Place Down the Sheet**.
- 2 Select **Insert List Before Active Cell**.
- 3 Click **OK**.

- To insert members down a column, overwriting the active cell:

- 1 In **Essbase Member Selection**, select **Place Down the Sheet**.
- 2 Clear **Insert List Before Active Cell**.
- 3 Click **OK**.

- To insert members across a row and before an active cell:
 - 1 In **Essbase Member Selection**, clear **Place Down the Sheet**.
 - 2 Select **Insert List Before Active Cell** .
 - 3 Click **OK**.

- To insert members across a row, overwriting the active cell:
 - 1 In **Essbase Member Selection**, clear **Place Down the Sheet**.
 - 2 Clear **Insert List Before Active Cell**.
 - 3 Click **OK**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Specifying Latest Period To-Date

Dynamic Time Series members are predefined members used in to-date calculations. Dynamic Time Series members do not appear as members in your database outline; instead, they represent a generation in a Time dimension. For example, in the Sample Basic database, the Application Designer can create a generation name called Quarter for generation 2 of the Year dimension that contains the data for Qtr1, Qtr2, Qtr3, and Qtr4. When you create the generation name Quarter, Essbase creates and enables a Dynamic Time Series member called Q-T-D.

To use Dynamic Time Series in calculations, you first define the latest time period for which you want data. The latest time period is the level 0 member in a Time dimension. In the Sample Basic database, the level 0 members are the months of the year: Jan, Feb, Mar, and so on. If the current

month is August, and you want to know the sales data for the quarter up to the current month, Dynamic Time Series calculation gives you the sales data for the months of July and August.

- ▶ To specify the latest time period to use:
 - 1 In **Rules**, select a Dynamic Time Series member (for example, Q-T-D).
 - 2 Right-click and select **Specify Latest**.
 - 3 In **Select Latest Period**, select a value from the list box.
The default selection is the first level 0 member in the list box.
 - 4 Click **OK**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Suppressing Shared Members

You can suppress shared members for generation and level names only so that shared members do not appear more than once in the spreadsheet.

- ▶ To suppress shared members:
 - 1 In **View Method**, select **By Generation Name** or **By Level Name**.
 - 2 In **Output Options**, select **Suppress Shared Members**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Viewing All Members

You can view all levels of the selected dimension with one mouse click. However, if you expand a dimension containing many members, it may take a long time to display all members.

- To view all levels of the selected dimension, click **Expand to Descendants**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing Member Formulas” on page 129](#)

Clearing All Member Selections

If you must deselect the member selections you made, you can easily clear all selections with one mouse click.

- ▶ To clear all member selections in **Member**, click **Clear**.

Related Topics

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Saving Member Selections” on page 133](#)

[“Searching for Members” on page 122](#)

[“Selecting Members Using Attributes” on page 119](#)

[“Selecting Members to Add to Worksheets” on page 117](#)

[“Specifying Latest Period To-Date” on page 126](#)

[“Specifying Member Criteria” on page 120](#)

[“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

[“Viewing Member Formulas” on page 129](#)

Viewing Member Formulas

You can view the database formula of the member that is currently in focus in the Member list box.

Note:

The formula that appears is the last formula applied to the selected member, which may differ from the database outline formula associated with the member.

- To view the formula of a member:

- 1 Click **Member Information**.

The Member Information dialog box displays the formula of the member, if any, in the Formula list box.

- 2 Click **OK** after you finish viewing the formula.

Related Topics

[“Clearing All Member Selections” on page 129](#)

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Saving Member Selections” on page 133](#)

[“Searching for Members” on page 122](#)

[“Selecting Members Using Attributes” on page 119](#)

[“Selecting Members to Add to Worksheets” on page 117](#)

[“Specifying Latest Period To-Date” on page 126](#)

[“Specifying Member Criteria” on page 120](#)

[“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

Reordering Member Display in Worksheets

After selecting members, you can modify the order you want Essbase to display the members in the worksheet. The Move Item Up and Move Item Down buttons move the selected item and its associated subset conditions one position up or down, respectively, each time you click the button. You can move only the top-level item (the member you selected from the Members list box), not the individual subset conditions.

- To move a member up:

- 1 In **Rules**, select a member to move up the list.

- 2 Click **Move Item Up**.

- 3 Repeat [step 2](#) until the member is at the desired location.

- To move a member down:

- 1 In **Rules** select a member to move down the list.

- 2 Click **Move Item Down**.
- 3 Repeat [step 2](#) until the member is at the desired location.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Opening Member Selections

You can open member selections to reuse or modify.

- To open a member selection from your client machine:
 - 1 In **Essbase Member Selection**, click **Open**.
 - 2 In **Open Selection Object**, select **Client**.
 - 3 To prevent other users from modifying the object while you are using it, select **Lock Object**.
 - 4 Select **Merge with Existing Selection** to append the selected object to your current member selection.

If you open another selection object without selecting Merge with Existing Selection, all previously opened selection objects become unlocked.
 - 5 To select from a list of available objects, do one of two things:
 - Select the application and the database to save the object on the server.
 - a. Select from the list of available objects in **Selection Object**.
 - b. Click **OK**.

- Click **File System** to open an object from another location.
 - a. In **Open**, select the directory to open the object from and enter the file name.
 - b. Click **Open**.

- To open a member selection from the server:
 - 1 In **Essbase Member Selection**, click **Open**.
 - 2 In **Open Selection Object**, select **Server**.
 - 3 Select the application from **Application** and the database from **Database**.
 - 4 Select from the list of available objects in **Selection Object**.
 - 5 To prevent other users from modifying the object while you are using it, select **Lock Object**.
 - 6 Select **Merge with Existing Selection** to append the selected object with your current member selection.

If you open another selection object without selecting Merge with Existing Selection, all previously opened selection objects become unlocked.
 - 7 Click **OK**.

Related Topics

- [“Clearing All Member Selections” on page 129](#)
- [“Previewing Members” on page 123](#)
- [“Removing Members from Rules” on page 124](#)
- [“Reordering Member Display in Worksheets” on page 130](#)
- [“Saving Member Selections” on page 133](#)
- [“Searching for Members” on page 122](#)
- [“Selecting Members Using Attributes” on page 119](#)
- [“Selecting Members to Add to Worksheets” on page 117](#)
- [“Specifying Latest Period To-Date” on page 126](#)
- [“Specifying Member Criteria” on page 120](#)
- [“Specifying Member Layout in Worksheets” on page 125](#)
- [“Specifying View Methods” on page 122](#)
- [“Suppressing Shared Members” on page 127](#)
- [“Viewing All Members” on page 128](#)
- [“Viewing Member Formulas” on page 129](#)

Saving Member Selections

You can save member selections so that you can reuse them at another time. You can also merge saved member selections with your current selection, so that you can combine them to produce more flexible reports.

► To save a member selection on your client machine:

- 1 In **Essbase Member Selection**, click **Save**.
- 2 From **Save Selection Object**, select **Client** as the location to which to save the object.
- 3 To specify the name of the object, do one of two things:
 - Enter the name of the object in **Selection Object**.
 - a. Select the application and the database to save the object on the client.
 - b. Click **OK**.
 - Click **File System** to specify another location to save the object.
 - a. In **Save As**, select the directory to save the object to and enter the file name.
 - b. Click **Save**.

► To save a member selection on the server:

- 1 In **Essbase Member Selection**, click **Save**.
- 2 From **Save Selection Object**, select **Server** as the location to which to save the object.
- 3 Select the application from **Application** and the database from **Database**.
- 4 Enter the name of the object in **Selection Object**.
- 5 Click **OK**.

Related Topics

[“Clearing All Member Selections” on page 129](#)

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Searching for Members” on page 122](#)

[“Selecting Members Using Attributes” on page 119](#)

[“Selecting Members to Add to Worksheets” on page 117](#)

[“Specifying Latest Period To-Date” on page 126](#)

[“Specifying Member Criteria” on page 120](#)

[“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

[“Viewing Member Formulas” on page 129](#)

Displaying the Save Dialog Box when Exiting Member Selection

You can enable or disable the prompt to save your member selection when you exit the Essbase Member Selection dialog box.

► To set the option prompting you to save member selection:

- 1 Select **Essbase**, and then **Options**.
- 2 In **Global**, select **Display Save Dialog**.

Related Topics

[“Opening Member Selections” on page 131](#)

[“Saving Member Selections” on page 133](#)

In This Chapter

Linking Files to Data Cells.....	135
Creating Cell Notes	136
Linking URLs to Data Cells	136
Accessing Linked Files.....	137
Accessing Cell Notes	138
Accessing URLs	139
Deleting LROs	140
Accessing Linked Partitions.....	141
Accessing Relational Data Through Integration Services.....	142

Linking Files to Data Cells

You can link an external file to a cell in an Essbase database. The linked file becomes a linked reporting object (LRO) that users with database access can retrieve.

- To link a file to a data cell:
 - 1 Open a worksheet and connect to an instance of Essbase Server.
 - 2 Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.
 - 3 Select an Essbase **data cell**.

You can link objects only to data cells and not to cells containing member names.

- 4 Select **Essbase**, and then **Linked Objects**.
- 5 In **Linked Objects Browser**, click **Attach**.
- 6 In **Attach Linked Object**, select **File** from **Attachment Type**.
- 7 Under **File Name**, enter the name of the file to attach, or click **Browse** to select a file.
- 8 **Optional:** Under **File Description**, enter a brief description for the file.
- 9 Click **OK**.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Deleting LROs” on page 140](#)

[“Linking URLs to Data Cells” on page 136](#)

Creating Cell Notes

A cell note is a brief text annotation (up to 599 characters) that you associate with a data cell in an Essbase database. Users with access to the database can retrieve the note.

To link information that is longer than 599 characters, create an external file containing the information, and link the file to the cell. See [“Linking Files to Data Cells” on page 135](#).

► To create a cell note:

- 1 **Open a worksheet and connect to an instance of Essbase Server.**
- 2 **Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.**
- 3 **Select a **data cell**.**

You can link objects only to data cells and not to cells containing member names.

- 4 **Select **Essbase**, and then **Linked Objects**.**
- 5 **In **Linked Objects Browser**, click **Attach**.**
- 6 **In **Attach Linked Object**, select **Cell note** from **Attachment Type**.**
- 7 **In **Cell Note** edit box, enter the text to store in the cell note.**
- 8 **Click **OK**.**

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Linking URLs to Data Cells

A URL is a string that identifies the location of a resource on the World Wide Web, such as a document, image, downloadable file, service, electronic mailbox, or other resource. Examples of URLs are <http://www.oracle.com>, <ftp://ftp.oracle.com>, <D:/ESSBASE/docs/index.htm>. You can

link a URL to a data cell so that when you view this linked object, your default Web browser opens, displaying the URL.

► To link URLs to a data cells:

- 1 **Open a worksheet and connect to an instance of Essbase Server.**
- 2 **Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.**
- 3 **Select a **data cell**.**

You can link objects only to data cells and not to cells containing member names.

- 4 **Select **Essbase**, and then **Linked Objects**.**
- 5 **In **Linked Objects Browser**, click **Attach**.**
- 6 **In **Attach Linked Object**, select **URL** from **Attachment Type**.**
- 7 **In **Location**, enter the URL.**

The maximum number of characters you can enter is 512.

- 8 **In **URL Description**, enter any comments about the URL.**

The maximum number of characters you can enter is 80.

- 9 **Click **OK**.**

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

Accessing Linked Files

An LRO is a cell note, an external file, or a URL that you link to a cell in an Essbase database. Users with privileges can access the LROs to view or edit their content.

► To access a linked file:

- 1 **Open the worksheet and connect to an instance of Essbase Server.**
- 2 **To retrieve data into the worksheet, select **Essbase**, and then **Retrieve**.**
- 3 **Select the **data cell** to which the object is linked.**

In Spreadsheet Add-in, you can identify a linked object by setting a style for it.

- 4 **Select **Essbase**, and then **Linked Objects**.**

The objects linked to the selected cell appear in the Linked Objects Browser dialog box.

5 Select the file you want to access.

The next step depends on the action you want to perform with the file:

- To view or launch a linked file:
 - a. Click **View/Launch**.

Essbase retrieves the file and sends it to your client machine. If the file is an executable file, your client machine launches it. If the file is a document, such as a Microsoft Word or Excel file, your client machine launches the application and loads the file. (If the document has no association with an application, you must create the association. See your Microsoft Windows documentation for help.)
 - b. Close the application when done viewing the file.
- To edit the contents of a linked file:
 - a. To launch the file's editing application, click **View/Launch**.
 - b. Edit the file and save it to your local disk drive, making note of the file name.
 - c. Close the editing application and return to the **Linked Objects Browser**.
 - d. Click **Edit**.
 - e. In **Re-Attach Linked Object**, enter the name of the edited file and click **OK**.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Accessing Cell Notes

An LRO is a cell note, an external file, or a URL that you link to a cell in an Essbase database. Users with privileges can access the LROs to view or edit their content.

► To access a cell note:

- 1 **Open the worksheet and connect to an instance of Essbase Server.**
- 2 **Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.**
- 3 **Select the **data cell** to which the object is linked.**

In Spreadsheet Add-in, you can identify a linked object by setting a style for it.

- 4 **Select **Essbase**, and then **Linked Objects**.**

The objects linked to the selected cell appear in the Linked Objects Browser dialog box.

5 Select the cell note to access.

The next step depends on the action to perform with the cell note.

- To view a cell note:
 - a. Click **View/Launch**.
 - b. Click **OK** when done viewing.
- To edit a cell note:
 - a. Click **Edit**.
 - b. Edit the text in the cell note.
 - c. Click **OK** when you are finished making changes.

Related Topics

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Accessing URLs

An LRO is a cell note, an external file, or a URL that you link to a cell in an Essbase database. Users with privileges can access the LROs to view or edit their content.

► To access a URL:

- 1 Open the worksheet and connect to an instance of Essbase Server**
- 2 Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.**
- 3 Select the **data cell** to which the object is linked.**

In Spreadsheet Add-in, you can identify a linked object by setting a style for it.

- 4 Select **Essbase**, and then **Linked Objects**.**

Essbase displays the objects linked to the selected cell in the Linked Objects Browser dialog box.

- 5 Select the URL to access.**

The next step depends on the action to perform with the URL.

- To view or launch a URL:
 - a. Click **View/Launch**.

Essbase opens your default Web browser. Essbase checks the syntax of the URL and displays an error message if the syntax is wrong. The Web browser checks the existence of the URL and displays an error if the URL does not exist.

- b. Close the browser when you are finished viewing the URL.
- To edit the URL location:
 - a. Click **Edit**.
 - b. In **Location**, enter the URL to attach the cell to.
 - c. **Optional:** In **URL Description**, enter a description about the URL.
 - d. Close **Edit URL** and return to **Linked Objects Browser**.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Deleting LROs

An LRO is a cell note, an external file, or a URL that you link to a cell in an Essbase database. Deleting the object removes it from the Essbase database.

- To delete a linked file, cell note, or URL:
- 1 **Open the worksheet and connect to an instance of Essbase Server.**
 - 2 **Select **Essbase**, and then **Retrieve**, to retrieve data into the worksheet.**
 - 3 **Select the **data cell** to which the object is linked.**
 - 4 **Select **Essbase**, and then **Linked Objects**.**

The objects linked to the selected cell appear in the Linked Objects Browser dialog box.

- 5 **Select the object to delete.**
- 6 **Click **Delete**.**

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Accessing Linked Partitions

Linked partitions are part of the Essbase Partitioning product. Linked partitions let you link Essbase databases containing different dimensions without losing access to the additional dimensions.

You can set Styles for cells tagged as linked objects. These cells serve as portals to the linked partition. When you double-click a linked partition cell, the Linked Objects Browser dialog box displays containing a list of possible partitions and other linked object types (for example, cell notes and application files) to access.

When you select a partition, Essbase creates a worksheet containing corresponding members and dimensions for that cell in the linked partition. You can perform operations such as Zoom In and Zoom Out to get more information on the worksheet.

► To access linked partitions:

- 1 **Locate a linked object cell, as indicated by its Style.**
- 2 **To open **Linked Objects Browser**, select **Essbase**, and then **Linked Objects**.**

Instead of using the Linked Objects command, you can select Enable Linked Object Browsing in the Essbase Options dialog box (Global page) to enable you to double-click a linked object to open Linked Objects Browser.

- 3 **Click **View/Launch**.**

If the cell is a linked partition cell, a worksheet containing the dimensions and members for that cell gets created in the linked partition.

Notes:

- You need the proper privileges to access the linked partition. If your user account and password match the account information for the linked partition, Essbase uses this information to establish connection with the linked partition. Otherwise, Essbase displays the Essbase System Login dialog box for you to enter the user account and password information manually.
- Formulas are not preserved across partitions.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Accessing Relational Data Through Integration Services

From Spreadsheet Add-in, you can access detail-level drill-through reports that are based on the member combinations of Essbase data cells in your worksheet. Using the Drill-Through Wizard, you can also customize a predefined drill-through report.

To help you identify the cells in your worksheet with associated drill-through reports, you can set styles for cells tagged as drill-through. When you double-click a drill-through cell in the worksheet, Essbase displays the Linked Objects Browser dialog box, which displays a drill-through report entry. This dialog box also displays entries for linked partitions and other linked object types (for example, cell notes and application files). After you execute or customize the drill-through report, Essbase retrieves data from the relational source and displays the results in a worksheet.

Note:

The person at your organization who develops drill-through reports specifies whether you can customize a report and whether you must log in to Oracle Essbase Integration Services and the relational data source.

► To access drill-through reports from Spreadsheet Add-in:

1 Locate a drill-through cell, as indicated by its style.

Select one cell or a continuous range of cells in the worksheet to display all drill-through reports associated with the selected cell(s).

2 To open **Linked Objects Browser, select **Essbase**, and then **Linked Objects**.**

Alternatively, click the Enable Linked Object Browsing in the Essbase Options dialog box (Global page), which enables you to double-click a linked object cell to open Linked Objects Browser. This option works only with single-cell selection. If you select a range of cells, use the Linked Objects menu command.

3 Select the drill-through report entry and click **View/Launch.**

Essbase launches drill-through. If only one report exists for the selected cell(s), and if that report is not designed to be customized, drill-through generates the report and displays the results in a worksheet. The worksheet is added after the current worksheet.

4 If you are prompted with the **Drill-Through Login to connect to Integration Server and the relational data source, enter the **Integration Server name**, and your database user name and password.**

Related Topics

[“Enabling Double-Clicking to Browse LROs” on page 52](#)

In This Chapter

Launching Visual Explorer	143
Logging In to Essbase from Visual Explorer.....	144
Retrieving Data Using Visual Explorer	144
Retrieving Multidimensional Data Using Visual Explorer	145
Essbase System Login Dialog Box for Visual Explorer	148

Launching Visual Explorer

You can launch Visual Explorer using one of these methods.

- To launch Visual Explorer from the Excel worksheet, select one method:
 - Select Essbase, and then **Visualize & Explore**.
 - If you are not connected to an Essbase application and database, select **File**, and then **Connect to Data Source**.

- To launch a Visual Explorer workbook or bookmark from Windows Explorer:
 - 1 In **Windows Explorer**, navigate to the location where the Visual Explorer workbook (TWB) or bookmark (TBM) is saved.
 - 2 Double-click the object.

Visual Explorer is launched and displays the visualization that you selected.

Note:

See the online help that is accessed from the Help menu in Visual Explorer.

Related Topics

[“Essbase System Login Dialog Box for Visual Explorer” on page 148](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Retrieving Data Using Visual Explorer” on page 144](#)

[“Retrieving Multidimensional Data Using Visual Explorer” on page 145](#)

Logging In to Essbase from Visual Explorer

To use Visual Explorer, you first must log in to an Essbase Server (see [“Logging In to Essbase” on page 18](#)).

If you are logged in to an Essbase Server from Excel, the connection information associated with the active Excel worksheet is automatically transferred to Visual Explorer. You do not need to log in again.

If you are not logged in to an Essbase Server from Excel, you can connect to Essbase from Visual Explorer.

► To log in to an Essbase Server from Visual Explorer:

- 1 In **Visual Explorer**, select **Data**, and then **Connect to Data Source**.
- 2 In **Server**, select the server to access, or enter the server name.
- 3 Enter your **user name**.
- 4 Enter your **password**.
- 5 Click **OK**.

When your server connection is complete, a list of available application and database pairs displays in the Application/Database list.

- 6 In **Application/Database**, select the application and database pair to connect to, and click **OK**.

If the application is not running, Essbase automatically starts it. There may be a brief pause as the application loads; the time required to start an application depends on the size and number of databases contained within the application and the size of their indexes.

Note:

See the online help that is accessed from the Help menu in Visual Explorer.

Related Topics

[“Essbase System Login Dialog Box for Visual Explorer” on page 148](#)

[“Launching Visual Explorer” on page 143](#)



[“Retrieving Data Using Visual Explorer” on page 144](#)

[“Retrieving Multidimensional Data Using Visual Explorer” on page 145](#)

Retrieving Data Using Visual Explorer

Visual Explorer enables users to transfer data from the Visual Explorer interface to an Excel worksheet at any time. After you create a view of data in Visual Explorer, you can transfer the underlying data to the active Excel worksheet by using the Update Excel command.

You can also transfer data to a worksheet within the active Excel workbook using the Update Excel (New Worksheet) command.

- To retrieve data from Visual Explorer into a worksheet in Spreadsheet Add-in:
- 1 In Visual Explorer, select **File**.
 - 2 Perform one action:
 - To retrieve data into the active worksheet, select **Update Excel** or click .
 - To retrieve data into a new worksheet within the active Excel workbook, select **Update Excel (New Worksheet)** or click .
 - 3 View the data in the Excel worksheet.

Notes:

- When you select Update Excel, Visual Explorer sends data to the Excel worksheet that was previously used if the "Update Excel (New Worksheet)" was invoked. If no new worksheet is available, data is sent to the Excel worksheet from which the Essbase connection being used by Visual Explorer was originally established. If the original Essbase connection was not established from Excel, the Update Excel command is not selectable, and users must use the "Update Excel (New Worksheet) command.
- When you select the Update Excel (New Worksheet) command, Visual Explorer sends data to a new worksheet within the currently active Excel workbook.
- See the online help that is accessed from the Help menu in Visual Explorer.

Related Topics

[“Essbase System Login Dialog Box for Visual Explorer” on page 148](#)

[“Launching Visual Explorer” on page 143](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Retrieving Multidimensional Data Using Visual Explorer” on page 145](#)

Retrieving Multidimensional Data Using Visual Explorer

Visual Explorer provides Essbase users with powerful analytics in a highly graphical format. It enables users to unlock the information stored in multidimensional databases using a free-form canvas for exploring and analyzing data. Visual Explorer is launched directly from the Essbase menu in Spreadsheet Add-in, using the Visualize & Explore command. With its drag and drop interface, Essbase users can quickly summarize and visualize data from an Essbase database.

Visual Explorer gives users a quick and simple path to analysis by providing these benefits:

- **Making Essbase databases approachable**—Average business people find that pictures of data are "friendly" and approachable. The graphical quality of Visual Explorer encourages people to interact with data. It pushes interactive reporting and analysis deeper into the organization.
- **Simplifying reports**—Multidimensional problems require multidimensional views. Visual Explorer makes it easy to present sophisticated problems in simple graphical displays.

- **Fast ad hoc analysis**—Ad hoc analysis is time consuming. It typically involves the generation of a wide variety of different "slices" of a problem. Visual Explorer gives users an exploratory canvas that makes it easy to find trends, outliers, correlations, and comparisons.

Visual Explorer offers users the option to pass data back to the active Excel worksheet from which it was launched, or to insert the data into a new worksheet in the active Excel workbook where additional analysis can be performed.

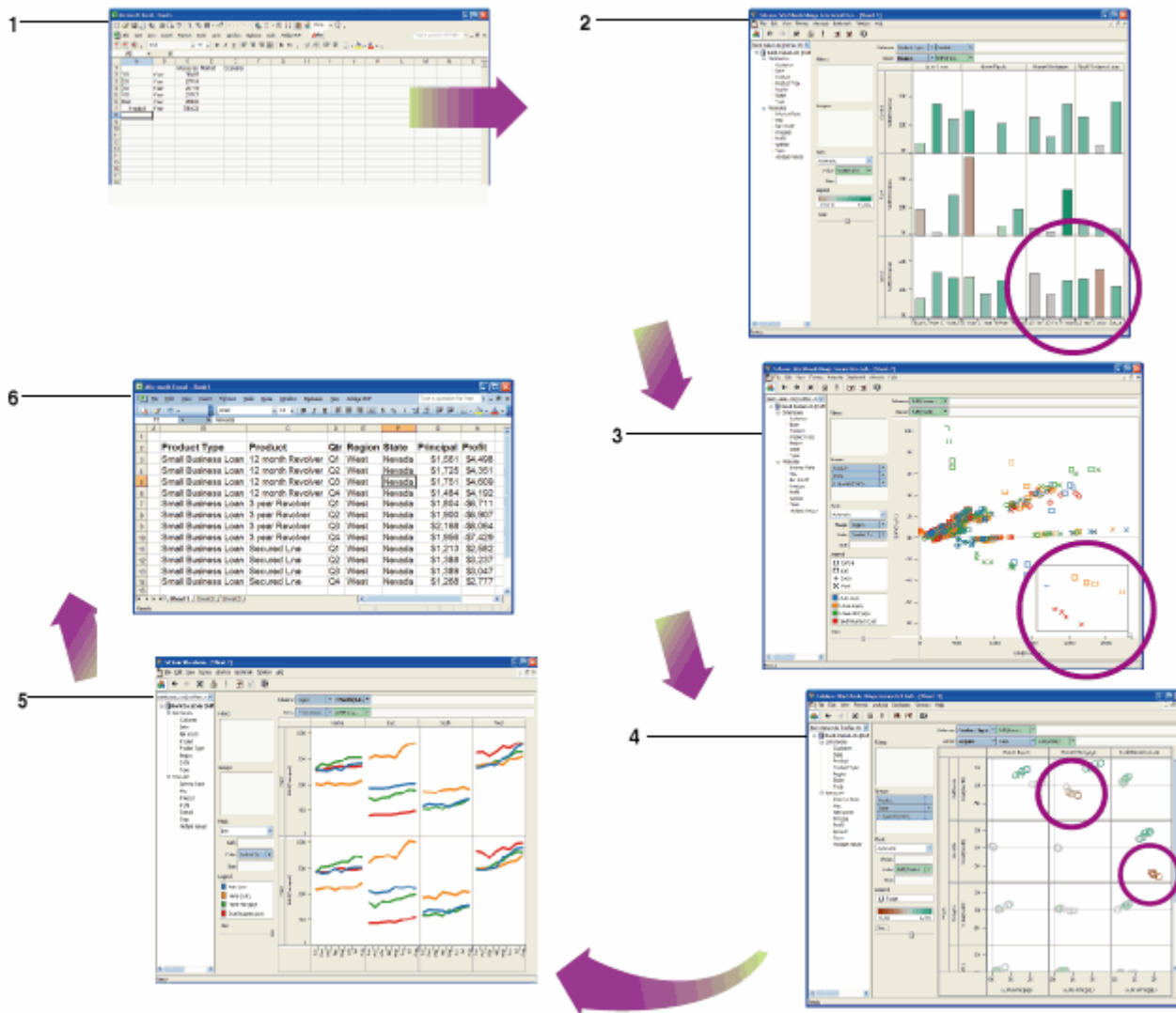
Visual Explorer Workflow Example

Meredith is a loan manager for a large financial institution.

1. Meredith is asked to investigate falling profit margins. She opens Excel and connects to Essbase using Spreadsheet Add-in.
2. She launches Visualize & Explore from Excel. By dragging fields onto a visual canvas, she creates a snapshot of the business in seconds. The chart shows loan principal and profit for every product in every region. Two areas of the business immediately grab her attention.
3. She drills in and finds a handful of negative outliers. She filters the visualization so it only shows loans made by her division.
4. She creates a new visual table, rerunning the prior analysis by State by just dragging the State field. It is now clear that the problematic transactions occurred in Nevada and California; and only for certain products.
5. She runs profitability trends for these products (for every region and every month). The total time required to do this: 90 seconds. She discovers that the transactions are affecting general trends for those regions. She has never found ad hoc analysis of cubes this easy.
6. She presses the Update Excel icon and all of the data behind the Essbase visualization is automatically retrieved into Excel for further work and collaboration.

[Figure 8](#) illustrates this Visual Explorer workflow, clockwise starting with step 1.

Figure 8 Visual Explorer Workflow



Note:

See the online help that is accessed from the Help menu in Visual Explorer.

Related Topics

- “Essbase System Login Dialog Box for Visual Explorer” on page 148
- “Launching Visual Explorer” on page 143
- “Logging In to Essbase from Visual Explorer” on page 144
- “Retrieving Data Using Visual Explorer” on page 144

Essbase System Login Dialog Box for Visual Explorer

Use the Essbase System Login dialog box to log in to an Essbase Server and work with Visual Explorer.

If you logged in to an Essbase Server from Excel, the connection information associated with the active Excel worksheet is automatically transferred to Visual Explorer. You do not need to log in again.

If you are not logged in to an Essbase Server from Excel, you can connect to Essbase from Visual Explorer.

Note:

See the online help that is accessed from the Help menu in Oracle Essbase Visual Explorer.

- ▶ To display this dialog box from Spreadsheet Add-in, select **Essbase**, and then **Visualize & Explore**. In Visual Explorer, select **File**, and then **Connect to Data Source**.

Dialog Box Items

- **Server**—Enables you to select the server to access. (If server names are not in the list, you can enter the name of the server). If you do not know the name of the instance of Essbase Server, contact the Essbase System Administrator.
- **Username**—Enables you to enter your user name. If you do not know your Essbase user name, contact the Essbase System Administrator.
- **Password**—Enables you to enter your password. If you do not know your Essbase password, contact the Essbase System Administrator.
- **Change Password**—Optional. Click to change your password.
- **Application/Database**—Displays a list of available application and database pairs. If you change Essbase Servers during a session, you can use the Update button to refresh the information in the list.
- **Update**—Optional. If you change Essbase Servers during a session, click to refresh the information in the Application/Database list.
- **Note**—Optional. Click to display Database Note dialog box. The Database Note dialog box displays a note for the active database.

Related Topics

[“Launching Visual Explorer” on page 143](#)

[“Logging In to Essbase from Visual Explorer” on page 144](#)

[“Retrieving Data Using Visual Explorer” on page 144](#)

[“Retrieving Multidimensional Data Using Visual Explorer” on page 145](#)

12

Spreadsheet Toolkit

In This Chapter

About Spreadsheet Toolkit	149
Opening Spreadsheets Containing Macros in Excel	149
VBA Functions	149
Essbase Macros	210

About Spreadsheet Toolkit

Oracle's Hyperion® Essbase® Spreadsheet Toolkit enables you to customize and automate your use of Essbase using Excel macros and Visual Basic for Applications (VBA) functions. To use the macros or functions, you must understand Excel macros or the VBA programming language and Spreadsheet Add-in software.

Caution!

Manipulation of worksheets in VBA such as naming worksheets or moving worksheets may not work when Query Designer is running.

Opening Spreadsheets Containing Macros in Excel

The recommended macro security setting in Excel is Medium.

When the macro security setting in Excel is set to Medium, and you use Excel to open spreadsheets containing macros, the Security Warning dialog box is displayed.

This is normal behavior when opening Excel macros. Click Enable Macros to continue.

VBA Functions

Essbase includes a library of VBA functions for use in Excel. The Essbase VBA library gives you the same functionality as the spreadsheet macros, except in a Visual Basic format with additional functions.

Three types of VBA functions are included:

- Spreadsheet macro equivalents

- Menu equivalents
- Functions exclusively for Excel Visual Basic

The functionality of the macro equivalents matches that of the spreadsheet macros. While you can continue to call the spreadsheet macros in an Excel Visual Basic program, it is more efficient to use the library of Essbase VBA functions. For example, instead of using the EssConnect macro, you should use the EssVConnect function.

The menu equivalents are Visual Basic functions that execute the Essbase menu commands.

One function makes it possible to use the Visual Basic API inside Excel.

Caution!

Manipulation of worksheets in VBA such as naming worksheets or moving worksheets may not work when Query Designer is running.

VBA functions topics:

- [“VBA Function Reference” on page 150](#)
- [“VBA Menu Equivalent Functions Reference” on page 189](#)
- [“Additional VBA Information” on page 199](#)

VBA Function Reference

Consult the Contents pane for an alphabetical listing of VBA functions.

EssVCalculate

Description

Initiates a calculation on the server using a calculation script.

Syntax

```
EssVCalculate(sheetName, calcScript, synchronous)  
ByVal sheetName As Variant  
ByVal calcScript As Variant  
ByVal synchronous As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

calcScript

Text name of the calculation script on the server in the database directory to run. To run the default calculation script, use "[Default]". If *calcScript* is Null or Empty, a dialog box prompts the user for a calculation script to run.

synchronous

Boolean value indicating whether the calculation should be run synchronously. If *synchronous* is Null or Empty, True is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVCalculate Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal calcScript As Variant, ByVal synchronous As Variant) As Long
```

```
Sub RunCalculate()  
X = EssVCalculate(Empty, "Default", False)  
If X = 0 Then  
MsgBox("Calculation complete.")  
Else  
MsgBox("Calculation failed.")  
End If  
End Sub
```

EssVCancelCalc

Description

Cancels the calculation you are running on the server.

Syntax

```
EssVCancelCalc(sheetName)  
ByVal sheetName As Variant
```

Parameters

sheetName

Text name of the worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVCancelCalc Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant) As Long
```

```

Sub CancelCalc()
X = EssVCancelCalc("[Book2.xls]Sheet1")
If X = 0 Then
MsgBox("Calculation canceled.")
Else
MsgBox("Calculation not canceled.")
End If
End Sub

```

Note:

You cannot cancel synchronous calculations.

EssVCascade

Description

Cascades on the selection, and generates multiple worksheets.

Syntax

```

EssVCascade(sheetName, range, selection, path, prefix, suffix, level,
openFile, copyFormats, overwrite, listFile)
ByVal sheetName As Variant
ByVal range As Variant
ByVal selection As Variant
ByVal path As Variant
ByVal prefix As Variant
ByVal suffix As Variant
ByVal level As Variant
ByVal openFile As Variant
ByVal copyFormats as Variant
ByVal overwrite As Variant
ByVal listFile As Variant

```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the cascade. If *range* is Null or Empty, the whole worksheet is used.

selection

Range object which refers to the members to be cascaded. If *selection* is Null or Empty, the active cell is used.

path

Text name of the destination directory for worksheets created. If *path* is Null or Empty, the current directory is used.

prefix

Text name of the first part of the file names of the worksheets generated. If *prefix* is Null or Empty, no prefix is added to the file name.

suffix

Text name of the last part of the file names of the worksheets generated. If *suffix* is Null or Empty, no suffix is added to the file name.

Level

Note:

You could also use the Level Constants instead of 1-7 to set the cascade level (see [“VBA Level Constants” on page 208](#)).

Number indicating the granularity of the cascade, as shown in [Table 8](#).

Table 8 Level Numbers for Cascade

Level	Action
1	Next level
2	All levels
3	Bottom level
4	Sibling level
5	Same level
6	Same generation
7	Calc level

If *level* is Null or Empty, 1 is used.

openFile

Boolean value indicating whether the newly created worksheets should remain open. If *openFile* is Null or Empty, False is used.

copyFormats

Boolean value indicating whether the formatting from the parent worksheet should be copied to the newly created worksheets. If *copyFormats* is Null or Empty, True is used.

overwrite

Boolean value indicating whether the newly created worksheets can overwrite previously saved worksheets. If *overwrite* is Null or Empty, True is used. False means the user can rename the worksheets before saving.

listfile

Boolean value indicating whether a report file is created. If *listfile* is Null or Empty, False is used. True means a file is created in the path with the name `prefix0suffix.lst`.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVCascade Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal range As Variant, ByVal selection As Variant, ByVal path As Variant, ByVal prefix As Variant, ByVal suffix As Variant, ByVal level As Variant, ByVal openFile As Variant, ByVal copyFormats As Variant, ByVal overwrite As Variant, ByVal listFile As Variant) As Long
```

```
Sub Cascade()  
X=EssVCascade("[Book2.xls]Sheet1", RANGE("A1:G52"), RANGE("B3"), "C:\SSBASE\CLIENT\SAMPLE", "HQ", "97", 3, True, True, True, True)  
If X = 0 Then  
MsgBox("Cascade successful.")  
Else  
MsgBox("Cascade failed.")  
End If  
End Sub
```

Notes:

- The files created are named `prefixXsuffix.xls`, where `prefix` and `suffix` are supplied parameters, and `X` indicates the number of the worksheet generated. The first worksheet generated is `prefix1suffix.xls`, the second `prefix2suffix.xls`, and so on.
- The number of worksheets generated equals the number of member combinations that exist in the level you specified in `level`. Keep the `prefix` and `suffix` short enough to leave room in the file name for the maximum number of combinations.

EssVCell

Description

Retrieves one value from the server.

Syntax

```
EssVCell(sheetName, memberlist)  
ByVal sheetName As Variant  
ParamArray memberlist As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

memberlist

A list of strings which describe the member combination for which a data value is to be retrieved. If *memberlist* is Null or Empty, the top level value is used.

Return Value

Returns the value of the data point if successful. Returns #N/A if the worksheet cannot be determined or is not logged in. Returns #VALUE! if a member name is incorrect.

Example

```
Declare Function EssVCell Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant,  
ParamArray memberlist() As Variant) As Variant
```

```
Sub InCell()  
Dim X As String  
X=EssVCell("[Book2.xls]Sheet1", "Qtr1", "Actual", "Oregon")  
If X = "#N/A" Then  
MsgBox("Not logged in, or sheet not active.")  
Else  
If X = "#VALUE!" Then  
MsgBox("Member name incorrect.")  
Else  
MsgBox(X + " Value retrieved successfully.")  
End If  
End If  
End Sub
```

Note:

The value of the data point returned is not placed in a cell in the worksheet automatically. To place the value in a cell, use the Visual Basic select method and the ActiveCell property. See your Visual Basic documentation.

EssVConnect

Description

Logs in to a server, application, and database.

Syntax

```
EssVConnect(sheetName, username, password, server, application, database)  
ByVal sheetName As Variant  
ByVal username As Variant  
ByVal password As Variant  
ByVal server As Variant  
ByVal application As Variant  
ByVal database As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

username

Text name of a user on the server.

password

Text name of the password for this user name.

server

Text name of the server to connect to.

application

Text name of the application to connect to.

database

Text name of the database to connect to.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVConnect Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal username As Variant, ByVal password As Variant, ByVal server As Variant, ByVal application As Variant, ByVal database As Variant) As Long
```

```
Sub Conn()  
X=EssVConnect(Empty, "User1", "password", "Local", "Sample", "Basic")  
End Sub
```

Note:

If a parameter, except *sheetName*, is Null or Empty, the Essbase System Login dialog box appears. The dialog box displays whatever information the function provided.

EssVDisconnect

Description

Logs out from a server.

Syntax

```
EssVDisconnect(sheetName)  
ByVal sheetName As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVDisconnect Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant) As Long
```

```
Sub DisConn()  
X=EssVDisconnect(Empty)  
End Sub
```

EssVFlashBack

Description

Restores your view of the database to the previous view.

Syntax

```
EssVFlashBack(sheetName)  
ByVal sheetName As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVFlashBack Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant) As Long
```

```
Sub FB()
```

```
X=EssVFlashBack (Empty)
End Sub
```

EssVFreeDataPoint

Description

Frees memory allocated by EssVGetDataPoint.

Syntax

```
EssVFreeDataPoint (Info)
ByRef Info As Variant
```

Parameters

Info

Variant array returned by EssVGetDataPoint.

Return Value

Returns 0 if successful, otherwise, returns -15.

Example

See [“EssVGetDataPoint” on page 159](#) for an example of EssVFreeDataPoint.

EssVFreeMemberInfo

Description

Frees memory allocated by EssVGetMemberInfo.

Syntax

```
EssVFreeMemberInfo (mbrInfo)
ByRef mbrInfo As Variant
```

Parameters

mbrInfo

The variant array returned by EssVGetMemberInfo

Return Value

Returns 0 if successful, otherwise, returns -15.

Example

See [“EssVGetMemberInfo” on page 164](#) for an example of EssVFreeMemberInfo.

EssVGetCurrency

Description

Gets Essbase currency information from the specified worksheet.

Syntax

```
EssVGetCurrency(sheetName)  
ByVal sheetName As Variant
```

Parameters

sheetName

Text name of worksheet containing the currency information. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns a string describing the current currency rate based on the member name in the currency outline. For example, if the active currency setting is Canadian dollars, Essbase returns (CN\$). If no currency information exists, an empty string (or "") is returned. If an error occurs, a number is returned. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVGetCurrency Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant) As Variant  
  
Sub GetCurr()  
X=EssVGetCurrency(Empty)  
MsgBox ("Currency is: " + X)  
End Sub
```

EssVGetDataPoint

Description

Gets member information for one data cell.

Syntax

```
EssVGetDataPoint(sheetName, cell, range, aliases)  
By Val sheetName As Variant  
By Val cell As Variant  
By Val range As Variant  
By Val aliases As Variant
```

Parameters

sheetName

Text name of the worksheet containing the currency information. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

cell

Cell name that describes the reference cell to get the member combination information for.

range

Range name that describes the reference area of the data used as the source of the retrieve.

aliases

Boolean value that indicates whether alias names are returned.

Return Value

Returns an array of member names.

Example

```
Declare Function EssVGetDataPoint Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal cell As Variant, ByVal range As Variant, ByVal aliases As Variant) As Variant
```

```
Declare Function EssVFreeDataPoint Lib "ESSEXCLN.XLL" (ByVal Info As Variant) As Long
```

```
Sub DataPointsSub()  
Dim vt As Variant  
Dim cbItems As Variant  
Dim i As Integer  
Dim pMember As String  
vt = EssVGetDataPoint(Null, range("B3"), range("A1:F7"), False)  
If IsArray(vt) Then  
cbItems = UBound(vt) - LBound(vt) + 1  
MsgBox ("Number of elements = " + Str(cbItems))  
For i = LBound(vt) To UBound(vt)  
MsgBox ("Member = " + vt(i))  
Next  
X = EssVFreeDataPoint(vt)  
Else  
MsgBox ("Return Value = " + Str(vt))  
End If  
End Sub
```

EssVGetGlobalOption

Description

Returns information about individual Essbase workspace options.

Syntax

```
EssVGetGlobalOption(item)  
ByVal item As Long
```


Parameters

item

Number indicating which option is to be retrieved. *item* cannot be Null or Empty. [Table 9](#) indicates which options are returned for which number.

Table 9 Item Number Options and Return Types

Item	Option	Return Data Type
1	Enable secondary button setting	Boolean
2	Enable double-clicking setting	Boolean
3	Enable FlashBack setting	Boolean
4	Enable retain member selection information setting Note: This is an obsolete setting.	Boolean
5	Specify message level setting 1 Info, Warning & Error messages 2 Warning & Error messages only 3 Error Messages only 4 No messages	Number
6	Enable display unknown members setting	Boolean
7	Enable route messages to log setting	Boolean
8	Enable purge log setting	Boolean
9	Enable double-clicking to browse Linked Reporting Objects setting	Boolean
10	Display Member Select Save dialog box setting	Boolean
11	Enable Navigate Without Data	Boolean

Return Value

Returns a number or Boolean value indicating the state of the requested option. If an error occurs, #VALUE! is returned. If *item* is not between 1 and 10, #NUM! is returned.

Example

This example sets the option for specifying a message level and checks whether the value set is valid.

```
Declare Function EssVGetGlobalOption Lib "ESSEXCLN.XLL" (ByVal item As Long) As Variant
```

```
Sub GetGlobal()  
Dim X As String  
X=EssVGetGlobalOption(5)  
If X="#NUM!" Then
```

```

MsgBox("Invalid item ID specified.")
Else
If X="#VALUE!" Then
MsgBox("Error. Option could not be found.")
Else
MsgBox("Message level is set to " + X)
End If
End If
End Sub

```

EssVGetHctxFromSheet

Description

Returns the login context handle of the specified connected worksheet.

Syntax

```

EssVGetHctxFromSheet(sheetName)
ByVal sheetName As Variant

```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns 0 for failure. Failure may indicate that the worksheet is not logged in. Otherwise, the return value is the login context for the specified worksheet.

Example

```

' Functions from Excel VBA
Declare Function EssVGetHctxFromSheet Lib "ESSEXCLN.XLL" (ByVal sheetName
As Variant) As Long
Declare Function EssVConnect Lib "ESSEXCLN.XLL" (ByVal sheetName As
Variant, ByVal UserName As Variant, ByVal password As Variant, ByVal server
As Variant, ByVal application As Variant, ByVal database As Variant) As
Long

' Functions from VB API
Declare Function EsbExport Lib "ESBAPIN.DLL" (ByVal hCtx As Long, ByVal
AppName As String, ByVal DbName As String, ByVal FilePath As String, ByVal
Level As Integer, ByVal isColumns As Integer) As Long

Declare Function EsbGetProcessState Lib "ESBAPIN.DLL" (ByVal hCtx As Long,
ProcState As Esb_PROCSTATE_T) As Long

Dim hCtx As Long
Dim sts As Long
Dim AppName As String
Dim DbName As String

```

```

Dim PathName As String
Dim Level As Integer
Dim Columns As Integer

Sub CheckContext()
'Check hCtx, a non zero value indicates the sheet
'is connected. If it is zero, Connect.
If hCtx = 0 Then
hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]")
If hCtx = 0 Then
X = EssVConnect("[SAMPVBA.XLS]", "RonC", "password", "magnolia", "Sample",
"Basic")
hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]")
If hCtx = 0 Then
MsgBox("Error connecting to sheet.")
GoTo Quit
End If
If X <> 0 Then
MsgBox("Connect Failed. Error: " + X)
End If
End If
End If
AppName = "Sample"
DbName = "Basic"
PathName = "c:\export.txt"
Level = Esb_DATA_INPUT
Columns = Esb_NO

' Export it
sts = EsbExport(hCtx, AppName, DbName, PathName, Level, Columns)
If sts <> 0 Then
MsgBox ("Export Failed. Error " + Str$(sts))
End If
' Check Process State until Done
sts = EsbGetProcessState(hCtx, ProcState)
Do While ProcState.State = Esb_STATE_INPROGRESS
sts = EsbGetProcessState(hCtx, ProcState)
Loop
If sts = 0 Then
Sheets("Sheet1").Select
MsgBox ("Export Completed.")
Else
MsgBox ("Export failed.")
End If
Quit:
End Sub

```

Notes:

- These Essbase Visual Basic API functions should not be called with the context handle returned by EssVGetHctxFromSheet: EsbLogout, EsbSetActive, and EsbClearActive. The results are unpredictable and unsupported.
- Do not call the Essbase Visual Basic API function EsbInit in the same VBA module as EssVGetHctxFromSheet. The results are unpredictable and unsupported.

EssVGetMemberInfo

Description

Returns member relationship information.

Syntax

```
EssVGetMemberInfo(sheetName, mbrName, action, aliases)  
ByVal sheetName As Variant  
ByVal mbrName As Variant  
ByVal action As Variant  
ByVal aliases As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

mbrName

Text name of the member for which relationship information is obtained. This parameter is required because no default value exists.

action

Number indicating what type of relationship information is returned, as shown in [Table 10](#). If *action* is Null or Empty, a value of `EssChildLevel` is used.

See “[VBA Level Constants](#)” on page 208.

Table 10 Action Parameter Numbers

Constant	Action	Description
<code>EssChildLevel</code>	1	Next level
<code>EssDescendentLevel</code>	2	All levels
<code>EssBottomLevel</code>	3	Bottom level
<code>EssSiblingLevel</code>	4	Sibling level
<code>EssSameLevel</code>	5	Same level
<code>EssSameGenerationLevel</code>	6	Same generation
<code>EssCalculationLevel</code>	7	Calc level
<code>EssParentLevel</code>	8	Previous or parent level
<code>EssDimensionLevel</code>	9	Dimension member belongs to

aliases

Boolean indicating whether alias names are returned. If *aliases* is Null or Empty, `False` is used.

Return Value

Returns a string array of member names if successful. Otherwise, it returns an error number indicating failure.

Example

```
Declare Function EssVGetMemberInfo Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal mbrName As Variant, ByVal action As Variant, ByVal aliases As Variant) As Variant
```

```
Declare Function EssVFreeMemberInfo Lib "ESSEXCLN.XLL" (ByRef memInfo As Variant) As Long
```

```
Const EssBottomLevel = 3
```

```
Sub GetMemberInfo()  
Dim vt As Variant  
Dim cbItems As Variant  
Dim i As Integer  
Dim pMember As String
```

```
vt = EssVGetMemberInfo(Null, "Organization", EssBottomLevel, False)  
If IsArray(vt) Then  
    cbItems = UBound(vt) + 1  
    MsgBox("Number of elements = " + Str(cbItems))  
    For i = 0 to UBound(vt)  
        MsgBox("Member = " + vt(i))  
    Next  
Else  
    MsgBox("Return Value = " + Str(vt))  
End If  
X = EssVFreeMemberInfo(vt)  
End Sub
```

EssVGetSheetOption

Description

Returns information about individual Essbase spreadsheet options.

Syntax

```
EssVGetSheetOption(sheetName, item)  
ByVal sheetName As Variant  
ByVal item As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

item

Number indicating which option is to be retrieved. *item* cannot be Null or Empty. [Table 11](#) indicates which options are returned for which number.

Note:

Items 20 and 31 are not used.

Table 11 Item Number Options, Return Types, and Values

Item	Option	Return Data Type and Values
1	Set drill level setting 1 Next level 2 All levels 3 Bottom level 4 Sibling level 5 Same level 6 Same generation 7 Calc level	Number
2	Enable Include Selection setting	Boolean
3	Enable Within Selection Group setting	Boolean
4	Enable Remove Unselected Groups setting	Boolean
5	Specify Indent setting 1 No indentation 2 Indent sub items 3 Indent totals	Number
6	Enable suppress missing setting	Boolean
7	Enable suppress zeros setting	Boolean
8	Enable suppress underscores setting	Boolean
9	Specify Alias for missing text	Text
10	Enable update mode setting	Boolean
11	Enable Retain on Retrieval formula preservation setting	Boolean
12	Enable adjust columns setting	Boolean
13	Enable alias names setting	Boolean
14	Specify alias names table setting	Text
15	Enable template retrieve mode	Boolean

Item	Option	Return Data Type and Values
16	Enable free form/Version 2.x mode	Boolean
17	Enable auto sort rows setting	Boolean
18	Enable use styles setting	Boolean
19	Specify No Access label	Text
21	Enable Retain on Keep Only and Remove Only formula preservation setting	Boolean
22	Enable Retain on Zooms formula preservation setting	Boolean
23	Enable formula fill setting	Boolean
24	Enable member names and alias setting	Boolean
25	Enable repeat member labels setting	Boolean
26	Enable sheet options for Query Designer setting	Boolean
27	Enable Latest Time Period setting	Boolean
28	Specify Latest Time Period	Text
29	Enable Hybrid Analysis	Boolean
30	Enables metadata sampling when performing a Zoom In operation	Boolean
32	Indicates the percentage of the members to retrieve when metadata sampling is enabled	Number
33	Enables display of the qualified name of the duplicate (non-unique) member in the Excel comment box	Boolean
34	Enables display of the qualified name of the duplicate member in the Excel spreadsheet	Boolean

Return Value

Returns the value of the current setting as a string, number, or Boolean. If an error occurs, #VALUE! is returned. When item is out of range, #NUM! is returned.

Example

```
Declare Function EssVGetSheetOption Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal item As Variant) As Variant
```

```
Sub GetSheet()
Dim X As String
X=EssVGetSheetOption("Sheet1", 6)
If X="#NUM!" Then
MsgBox("Invalid item ID specified.")
Else
If X="#VALUE!" Then
MsgBox("Error. Option could not be found.")
```

```

Else
MsgBox("Suppress Missing is set to " + X)
End If
End If
End Sub

```

EssVGetStyle

Description

Retrieves the specified styles information.

Syntax

```

EssVGetStyle (sheetName, styleType, dimName, item)
ByVal sheetName As Variant
ByVal styleType As Variant
ByVal dimName As Variant
ByVal item As Long

```

Parameters

sheetName

sheetName is the text name of the worksheet to perform the action. *sheetName* is of the form "[Book.xls] Sheet ". If *sheetName* is Null or Empty, the active worksheet is used.

styleType

styleType specifies the style setting you want to get.

Table 12 styleType Style Settings

styleType	Style Setting
0	Dimension
1	Child Members
2	Parent Members
3	Shared Members
4	Read Only
5	Read/Write
6	Contains Formula
7	Dynamic Calculations
8	Linked Objects
11	Attributes
12	Integration Server Drill-Through

dimName

dimName is the dimension name if styleType is 0; otherwise set this parameter to Null.

item

item is the style you want to get.

Table 13 Item Styles

Item	Meaning	Return Data Type
1	Use style	Boolean
2	Font name	Text
3	Font size	Number
4	Bold	Boolean
5	Italic	Boolean
6	Underline	Boolean
7	Strikeout	Boolean
8	Foreground color	Number
9	Background color	Number
10	Border	Boolean

Table 14 lists foreground and background colors.

Table 14 Foreground and Background Colors

Integer	Color
1	Black
2	White
3	Red
4	Lime
5	Blue
6	Yellow
7	Fuchsia
8	Aqua
9	Maroon
10	Green

Integer	Color
11	Navy
12	Olive
13	Purple
14	Teal
15	Silver
16	Gray

Return Value

Returns text, number, or boolean indicating the state of the requested option. If an error occurs, #VALUE! is returned. If *styleItem* is not between 1 and 10, #NUM! is returned.

Example

This example gets the style for child members that is set to italic.

```
Declare Function EssVGetStyle Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal styleType As Variant, ByVal dimName As Variant, ByVal item As Long) As Variant
```

```
Sub GetStyle()  
Dim X As String
```

```
X=EssVGetStyle("[Book2.xls]Sheet1", 1, Empty, 5)  
If X="#NUM!" Then  
MsgBox("Invalid item ID specified.")  
Else  
If X="#VALUE!" Then  
MsgBox("Error. Option could not be found.")  
Else  
MsgBox("Get style is set to " + X)  
End If
```

```
End If  
End Sub
```

EssVKeepOnly

Description

Retains only the selected member(s) in the worksheet and removes unselected members.

Syntax

```
EssVKeepOnly(sheetname, range, selection)  
ByVal sheetName As Variant  
ByVal range As Variant  
ByVal selection As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used. The range must include the member names and data cells. If *range* is Null or Empty, the whole worksheet is used.

selection

Range object which refers to the member(s) that are kept. If *selection* is Null or Empty, the active cell is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVKeepOnly Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal range As Variant, ByVal selection As Variant) As Long
```

```
Sub KOnly()  
    ' Keep Only on one member name  
    X=EssVKeepOnly("[Book2.xls]Sheet1", RANGE("A1:G52"), RANGE("D2"))  
    If X = 0 Then  
        MsgBox("Keep Only successful.")  
    Else  
        MsgBox("Keep Only failed." + X)  
    End If  
  
    ' Keep Only on two member names  
    X=EssVKeepOnly("[Book2.xls]Sheet1", RANGE("A1:G52"), RANGE("D2, A5"))  
    If X = 0 Then  
        MsgBox("Keep Only successful.")  
    Else  
        MsgBox("Keep Only failed." + X)  
    End If  
End Sub
```

EssVLoginSetPassword

Description

Sets the password upon login, and logs the user out.

Syntax

```
EssVLoginSetPassword (sheetName, newPassword, oldPassword, server,  
userName)  
ByVal sheetName As Variant
```

```
ByVal newPassword As Variant
ByVal oldPassword As Variant
ByVal server As Variant
ByVal userName As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

newPassword

Text name of the new password you want to set for the user name.

oldPassword

Text name of the old password to replace for the user name.

server

Text name of the server you want to change the password for.

userName

Text name of the user name on the server.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVLoginSetPassword Lib "ESSEXCLN.XLL" (ByVal sheetName
as Variant, ByVal newPassword As Variant, ByVal oldPassword As Variant,
ByVal server As Variant, ByVal userName As Variant) As Long
```

```
Sub SetPassword()
Dim X As Long
'This sets the login password to password2 from password1 for the user
User1 on server Local.
X=EssVLoginSetPassword ("[Budget.xls]Sheet1", "password2", "password1",
"Local", "User1")
If X=0 then
    MsgBox("Set Password Successful.")
Else
    MsgBox("Set Password Unsuccessful.")
End If
End Sub
```

EssVPivot

Description

Transposes worksheet rows and columns, based on the selected dimension.

Syntax

```
EssVPivot(sheetName, range, startPoint, endPoint)  
ByVal sheetName As Variant  
ByVal range As Variant  
ByVal startPoint As Variant  
ByVal endPoint As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the pivot. If *range* is Null or Empty, the whole worksheet is used.

startPoint

Range object which refers to the single cell starting point of the pivot. If *startPoint* is Null or Empty, the active cell of the worksheet is used.

endPoint

Range object which refers to the single cell ending point of the pivot. If *endPoint* is Null or Empty, the active cell of the worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVPivot Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant,  
ByVal range As Variant, ByVal startPoint As Variant, ByVal endPoint As  
Variant) As Long
```

```
Sub DoPivot()  
X=EssVPivot("[Book2.xls]Sheet1", RANGE("A1:E6"), RANGE("B2"), RANGE("D1"))  
If X = 0 Then  
    MsgBox("Pivot successful.")  
Else  
    MsgBox("Pivot failed.")  
End If  
End Sub
```

EssVRemoveOnly

Description

Removes only the selected member(s) in the worksheet and retains unselected members in the selected dimension.

Syntax

```
EssVRemoveOnly(sheetName, range, selection)  
ByVal sheetName As Variant  
ByVal range As Variant  
ByVal selection As Variant
```

Parameters

sheetName

Text name of the worksheet to operate on. *sheetName* is of the form " [Book.xls] Sheet ". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used. The range must include the member names and data cells. If *range* is Null or Empty, the whole worksheet is used.

selection

Range object which refers to the member(s) that are removed. If *selection* is Null or Empty, the active cell is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVRemoveOnly Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant, ByVal range As Variant, ByVal selection As Variant) As Long
```

```
Sub ROnly()  
' Remove Only on one member name  
X=EssVRemoveOnly("[Book2.xls]Sheet1", RANGE("A1:G52"), RANGE("D2"))  
If X = 0 Then  
    MsgBox("Remove Only successful.")  
Else  
    MsgBox("Remove Only failed." + X)  
End If  
' Remove Only on two member names  
X=EssVRemoveOnly("[Book2.xls]Sheet1", RANGE("A1:G52"), RANGE("D2, A5"))  
If X = 0 Then  
    MsgBox("Remove Only successful.")  
Else  
    MsgBox("Remove Only failed." + X)  
End If  
End Sub
```

EssVRetrieve

Description

Retrieves data from the database and specifies locking behavior.

Syntax

```
EssVRetrieve(sheetName, range, lockFlag)  
ByVal sheetName As Variant  
ByVal range As Variant  
ByVal lockFlag As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the retrieve. If *range* is Null or Empty, the whole worksheet is used. Usually, specifying Null is the best way to update the data in your worksheet. To specify a range in a formatted worksheet, however, *range* must be a combination of contiguous cells containing member names and data. Or you can specify a blank range of cells for Essbase to fill. The range you specify should be big enough to display all values returned.

lockFlag

Number indicating whether blocks should be locked. [Table 15](#) indicates the lockFlag values and their actions.

Table 15 lockFlag Values and Actions

lockFlag	Action
1	Retrieves data and does not lock cells.
2	Locks the affected cells in the database and retrieves data.
3	Locks the affected cells in the database and does not retrieve data.

If lockFlag is Null or Empty, 1 is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVRetrieve Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant, ByVal range As Variant, ByVal lockFlag As Variant) As Long
```

```
Sub RetData()  
X=EssVRetrieve("[Book2.xls]Sheet1", RANGE("A1:F12"), 1)  
If X = 0 Then  
    MsgBox("Retrieve successful.")  
Else  
    MsgBox("Retrieve failed.")  
End Sub
```

```
End If
End Sub
```

Note:

See [“EssVSendData” on page 176](#) for another example of EssVRetrieve.

EssVSendData

Description

Updates the database with data from the specified worksheet.

This function does not work with the EssMenuVLock function.

Syntax

```
EssVSendData(sheetName, range)
ByVal sheetName As Variant
ByVal range As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the update. If *range* is Null or Empty, the whole worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVRetrieve Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal range As Variant, ByVal lockFlag As Variant) As Long
```

```
Declare Function EssVSendData Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal range As Variant) As Long
```

```
Declare Function EssVUnlock Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant) As Long
```

```
Sub SendData()
X=EssVRetrieve("[Book2.xls]Sheet1", RANGE("A1:F12"), 3)
If X = 0 Then
    MsgBox("Lock successful.")
    Y=EssVSendData("[Book2.xls]Sheet1", RANGE("A1:F12"))
    If Y = 0 Then
```



```

        MsgBox("Send successful.")
    Else
        MsgBox("Send failed. Unlocking data.")
        Z=EssVUnlock("[Book2.xls]Sheet1")
        If Z = 0 Then
            MsgBox("Data unlocked. Try again.")
        Else
            MsgBox("Data not unlocked. Try again.")
        End If
    End If
Else
    MsgBox("Lock failed. Cannot send data.")
End If
End Sub

```

Note:

To update data on the server, you need at least Write access to the database.

EssVSetCurrency

Description

Sets Essbase currency information for the specified worksheet.

Syntax

```

EssVSetCurrency(sheetName, currencyIdentifier)
ByVal sheetName As Variant
ByVal currencyIdentifier As Variant

```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

currencyIdentifier

Text name of the form:

CurName->CurTime->CurCategory->CurType

Where each item is a member name. Not all currency items must be included. If *currencyIdentifier* is Null or Empty, the currency conversion is removed.

Caution!

If you specify a currency item that is an invalid member name (case-sensitive), the resulting currency information in the worksheet is not what you expected (not fully set), but no error is returned. If you open the Essbase Currency Report dialog box, the invalid item displays (none) in its list box and the Current Settings are incorrect.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVSetCurrency Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal currencyIdentifier As Variant) As Long
```

```
Sub SetCurr()  
X=EssVSetCurrency(Empty, "CN$")  
If X = 0 Then  
    MsgBox("Currency conversion successful.")  
Else  
    MsgBox("Currency conversion failed.")  
End If  
End Sub
```

```
Sub ResetCurr()  
X=EssVSetCurrency(Empty, Empty)  
If X = 0 Then  
    MsgBox("Currency is back to default.")  
Else  
    MsgBox("Currency conversion failed.")  
End If  
End Sub
```

EssVSetGlobalOption

Description

Sets individual workspace options.

Note:

This function is not plural because you can set only one option at a time.

Syntax

```
EssVSetGlobalOption(item, globalOption)  
ByVal item As Long  
ByVal globalOption As Variant
```

Parameters

item

Number indicating which option is to be set. *item* cannot be Null or Empty. [Table 16](#) indicates which options are set for which number and the expected data type:

Table 16 Item Number Options and Expected Data Types

item	Option	Expected Data Type
1	Enable secondary button setting	Boolean
2	Enable double-clicking setting	Boolean
3	Enable FlashBack setting	Boolean
4	This setting is maintained for backward compatibility with previous Essbase releases.	Boolean
5	Specify message level setting	Number
	1 Info, Warning & Error messages	
	2 Warning & Error messages only	
	3 Error Messages only	
	4 No messages	
6	Enable display unknown messages setting	Boolean
7	Enable route messages to log setting	Boolean
8	Enable purge log setting	Boolean
9	Enable double-clicking to browse Linked Report Objects setting	Boolean
10	Display Member Select Save dialog box setting	Boolean
11	Enable Navigate Without Data	Boolean

globalOption

A Boolean or Number value denoting the option being set for item. If *globalOption* is Null or Empty, the active worksheet value for the item is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

This example sets the option to display error messages only.

```
Declare Function EssVSetGlobalOption Lib "ESSEXCLN.XLL" (ByVal item As Long, ByVal globalOption As Variant) As Long
```

```
Sub SetGlobal()
X=EssVSetGlobalOption(5, 3)
If X=0 Then
    MsgBox("Message level is set to 3 - Errors only")
Else
    MsgBox("Error. Message level not set.")
End Sub
```

```
End If
End Sub
```

Notes:

- For information on each item, see the Essbase Options dialog box.
- No additional parameters for EssVSetGlobalOption are added after Essbase Release 5.0.2. To set options, use [“EssVSetSheetOption” on page 180](#).

EssVSetMenu

Description

Removes or restores the Essbase menu from Excel.

Syntax

```
EssVSetMenu(setMenu)
ByVal setMenu As Boolean
```

Parameters

setMenu

Boolean value indicating whether to remove or restore the Essbase menu for Excel.

A True value indicates that the menu should be restored. A False value indicates that the menu should be removed.

Return Value

Returns 0 if successful. Otherwise, it returns -31 if *setMenu* is True and the Essbase menu exists. It returns -30 if *setMenu* is False and the Essbase menu was removed.

Example

```
Declare Function EssVSetMenu Lib "ESSEXCLN.XLL" (ByVal setMenu As Boolean)
As Long

Sub SetMyMenu()
X=EssVSetMenu(TRUE)
End Sub
```

EssVSetSheetOption

Description

Sets individual spreadsheet options.

Note:

This function is not plural because you can set only one option at a time.

Syntax

```
EssVSetSheetOption(sheetName, item, sheetOption)  
ByVal sheetName As Variant  
ByVal item As Variant  
ByVal sheetOption As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *SheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

item

Number indicating which option is to be set. *item* cannot be Null or Empty. [Table 17](#) indicates which options are set for which number and the expected data type.

Note:

Items 21 and 31 are not used.

Table 17 Item Number Options and Expected Data Types

Item	Option	Expected Data Type and Value of sheetOption
1	Specify drill level setting 1 Next level 2 All levels 3 Bottom level 4 Sibling level 5 Same level 6 Same generation 7 Calc level	Number
2	Enable Include-selection setting	Boolean
3	Enable Within Selection Group setting	Boolean
4	Enable Remove Unselected Group setting	Boolean
5	Specify Indent setting 1 No indentation 2 Indent sub items 3 Indent totals	Number
6	Enable suppress missing setting	Boolean
7	Enable suppress zeros setting	Boolean
8	Enable suppress underscores setting	Boolean

Item	Option	Expected Data Type and Value of sheetOption
9	Specify alias for missing text	Text
10	Enable update mode setting	Boolean
11	Enable Retain on Retrieval formula preservation setting	Boolean
12	Enable adjust columns setting	Boolean
13	Enable alias names setting	Boolean
14	Specify alias names table setting	Text
15	Enable template retrieve mode	Boolean
16	Enable free form/Version-2.x mode	Boolean
17	Enable auto sort rows setting	Boolean
18	Enable use styles	Boolean
19	Specify No Access label	Text
21	Enable Retain on Keep Only and Remove Only formula preservation setting	Boolean
22	Enable Retain on Zooms formula preservation setting	Boolean
23	Enable Formula Fill setting	Boolean
24	Enable Member Name and Alias setting	Boolean
25	Enable Repeat Member Labels setting	Boolean
26	Enable Sheet Option for Query Designer setting	Boolean
27	Enable Latest Time Period	Boolean
28	Specify Latest Time Period	Text
29	Enable Hybrid Analysis	Boolean
30	Enables metadata sampling when performing a Zoom In operation	Boolean
32	Indicates the percentage of the members to retrieve when metadata sampling is enabled	Number
33	Enables display of the qualified name of the duplicate (non-unique) member in the Excel comment box	Boolean
34	Enables display of the qualified name of the duplicate member in the Excel spreadsheet	Boolean

sheetOption

A Boolean value denoting the new value of item. *sheetOption* cannot be Null or Empty.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVSetSheetOption Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal item As Variant, ByVal sheetOption As Variant) As Long
```

```
Sub SetSheet()  
X=EssVSetSheetOption(Null, 6, FALSE)  
If X=0 Then  
    MsgBox("#Missing values will appear. ")  
Else  
    MsgBox("Error. #Missing option not set.")  
End If  
End Sub
```

Notes:

- You could also use the Level Constants instead of 1-7 to set the drill level (see [“VBA Level Constants” on page 208](#)).
- For information on each item, see [“Essbase Options Dialog Box” on page 265](#).
- To use items 21 and 22, you must enable item 11.
- To use item 23, you must enable item 22.
- If you enable items 11, 21, or 22, items 6 and 7 are not available.
- If you enable item 22, item 4 is not available.

EssVSetStyle

Description

Sets styles information.

Syntax

```
EssVSetStyle (sheetName, styleType, dimName, item, newValue)  
ByVal sheetName As Variant  
ByVal styleType As Variant  
ByVal dimName As Variant  
ByVal item As Long  
ByVal newValue As Variant
```

Parameters

sheetName

sheetName is the text name of the worksheet to perform the action. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

styleType

styleType specifies the style setting you want to set.

Table 18 styleType Style Settings

styleType	Style Setting
0	Dimension
1	Parent Members
2	Child Members
3	Shared Members
4	Read Only
5	Read/Write
6	Contains Formula
7	Dynamic Calculations
8	Linked Objects
11	Attributes
12	Integration Server Drill-Through

dimName

dimName is the dimension name if *styleType* is 0; otherwise this parameter should be set to Null.

item

item is the style you want to set.

newValue

newValue contains the new setting of *item*.

Table 19 Item Style Settings

Item	Meaning	newValue
1	Use style	Boolean
2	Font name	Text
3	Font size	Number
4	Bold	Boolean
5	Italic	Boolean
6	Underline	Boolean
7	Strikeout	Boolean
8	Foreground color	Number

Item	Meaning	newValue
9	Background color	Number
10	Border	Boolean

[Table 20](#) lists foreground and background colors.

Table 20 Foreground and Background Colors

Integer	Color
1	Black
2	White
3	Red
4	Lime
5	Blue
6	Yellow
7	Fuchsia
8	Aqua
9	Maroon
10	Green
11	Navy
12	Olive
13	Purple
14	Teal
15	Silver
16	Gray

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVSetStyle Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal styleType As Variant, ByVal dimName As Variant, ByVal item As Long, ByVal newValue As Variant) As Long
```

```
Sub SetStyle()  
'This sets the parent member style to italic
```

```

X=EssVSetStyle(" [Book2.xls]Sheet1",1,Empty,5,TRUE)
'This ensures the appropriate check box will be checked
'Note: If you want the Use Style check box to be checked,
'use the EssVSetSheetOption function
Y=EssVSetStyle(" [Book2.xls]Sheet1",1,Empty,1,TRUE)
If X=0 And Y = 0 Then
    MsgBox("Set style successful.")
Else
    MsgBox("Set style failed.")
End If
End Sub

```

Notes

- EssVSetStyle does not remove or reset styles from the Essbase Options dialog box. You must clear previous option settings, and use EssVSetStyle.
- You must use one EssVSetStyle function for each font style. For example, if you want to apply italic and bold, use EssVSetStyle twice, once to apply italic, and one EssVSetStyle statement to apply bold.

EssVUnlock

Description

Unlocks all cells on the server for the specified worksheet.

Syntax

```

EssVUnlock(sheetName)
ByVal sheetName As Variant

```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form " [Book.xls]Sheet ". If *sheetName* is Null or Empty, the active worksheet is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```

Declare Function EssVUnlock Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant)
As Long

Sub UnlockData()
X=EssVUnlock(" [Book2.xls]Sheet1")
If X = 0 Then
    MsgBox("Unlock successful.")
Else
    MsgBox("Unlock failed.")

```

```
End If
End Sub
```

Note:

See “[EssVSendData](#)” on page 176 for another example of EssVUnlock.

EssVZoomIn

Description

Retrieves and expands data from Essbase based on the selected members.

Syntax

```
EssVZoomIn(sheetName, range, selection, level, across)
ByVal sheetName As Variant
ByVal range As Variant
ByVal selection As Variant
ByVal level As Variant
ByVal across As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the zoom. If *range* is Null or Empty, the whole worksheet is used.

selection

Range object which refers to the members that are zoomed. If *selection* is Null or Empty, the active cell is used.

level

Number indicating the granularity of the zoom. [Table 21](#) describes level numbers and actions.

Table 21 Level Numbers and Actions

Level	Action
1	Next level
2	All levels
3	Bottom level
4	Sibling level
5	Same level

Level	Action
6	Same generation
7	Calc level

If level is Null or Empty, 1 is used.

Note:

You could also use the Level Constants instead of 1-7 to set the zoom-in level (see [“VBA Level Constants” on page 208](#)).

across

Boolean value indicating whether top-level members of a dimension (for example, Products in Sample Basic) should be zoomed across. A True value indicates that the data should be displayed across while a False value indicates that the data should be displayed downward. If *across* is Null or Empty, False is used. *across* is meaningful only for top-level members, also known as dimension or title members.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVZoomIn Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant,
ByVal range As Variant, ByVal selection As Variant, ByVal level As Variant,
ByVal across As Variant) As Long
```

```
Sub ZoomData()
X=EssVZoomIn("[Book2.xls]Sheet1", Null, RANGE("B3"), 1, FALSE)
If X = 0 Then
    MsgBox("Zoom successful.")
Else
    MsgBox("Zoom failed.")
End If
End Sub
```

EssVZoomOut

Description

Collapses the view of data based on the selected members.

Syntax

```
EssVZoomOut(sheetName, range, selection)
ByVal sheetName As Variant
```

```
ByVal range As Variant  
ByVal selection As Variant
```

Parameters

sheetName

Text name of worksheet to operate on. *sheetName* is of the form "[Book.xls]Sheet". If *sheetName* is Null or Empty, the active worksheet is used.

range

Range object which refers to the data to be used as the source of the zoom. If *range* is Null or Empty, the whole worksheet is used.

selection

Range object which refers to the members that are zoomed out. If *selection* is Null or Empty, the active cell is used.

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssVZoomOut Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant, ByVal range As Variant, ByVal selection As Variant) As Long
```

```
Sub UnZoomData()  
X=EssVZoomOut("[Book2.xls]Sheet1", Null, RANGE("B3"))  
If X = 0 Then  
    MsgBox("Zoom-out successful.")  
Else  
    MsgBox("Zoom-out failed.")  
End If  
End Sub
```

VBA Menu Equivalent Functions Reference

These Visual Basic functions are identical to the equivalent commands on the Essbase menu. Use the functions to perform actions as if you selected them from the menu. The requirements for the functions are the same as those for the menu commands. For example, if you must be logged in to an instance of Essbase Server to use a menu command, you must also be logged in to an instance of Essbase Server to use the equivalent Visual Basic function.

EssMenuVCalculation

Description

Calculates the active database or checks on the status of an active database calculation. This function opens the Essbase Calculation dialog box.

Syntax

```
EssMenuVCalculation()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVCalculation Lib "ESSEXCLN.XLL" () As Long
```

```
Sub MCalc()  
X=EssMenuVCalculation()  
End Sub
```

EssMenuVCascade

Description

Enables you to replicate worksheets using member combinations. This function opens the Essbase Cascade Options dialog box.

Syntax

```
EssMenuVCascade()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVCascade Lib "ESSEXCLN.XLL" () As Long
```

```
Sub MCascade()  
X=EssMenuVCascade()  
End Sub
```

EssMenuVConnect

Description

Connects to an instance of Essbase Server. This function opens the Essbase System Login dialog box.

Syntax

```
EssMenuVConnect()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVConnect Lib "ESSEXCLN.XLL" () As Long

Sub MConn()
X=EssMenuVConnect()
End Sub
```

EssMenuVCurrencyReport

Description

Enables you to perform ad-hoc currency conversions during data retrieval. This function opens the Essbase Currency Report dialog box.

Syntax

```
EssMenuVCurrencyReport()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVCurrencyReport Lib "ESSEXCLN.XLL" () As Long

Sub MCurrRpt()
X=EssMenuVCurrencyReport()
End Sub
```

EssMenuVDatalessNav

Description

Controls whether navigational operations such as Pivot, Zoom In, Zoom Out, Keep Only, and Remove Only retrieve data. A check mark next to the command in the Essbase menu indicates this feature is turned on. This command serves the same function as using Navigate without Data in the Essbase Options dialog box.

Syntax

```
EssMenuVDatalessNav()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVDatalessNav Lib "ESSEXCLN.XLL" () As Long

Sub MDatalessNav()
X=EssMenuVDatalessNav()
End Sub
```

EssMenuVDisconnect

Description

Disconnects you from currently connected databases. This function opens the Essbase Disconnect dialog box.

Syntax

```
EssMenuVDisconnect()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVDisconnect Lib "ESSEXCLN.XLL" () As Long

Sub MDisConn()
X=EssMenuVDisconnect()
End Sub
```

EssMenuVFlashBack

Description

Restores the previous view.

Syntax

```
EssMenuVFlashBack()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVFlashBack Lib "ESSEXCLN.XLL" () As Long

Sub MFlash()
X=EssMenuVFlashBack()
End Sub
```

EssMenuVKeepOnly

Description

Retains only the selected member (the active cell) or member range in the worksheet.

Syntax

```
EssMenuVKeepOnly()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVKeepOnly Lib "ESSEXCLN.XLL" () As Long

Sub MKeepOnly()
X=EssMenuVKeepOnly()
End Sub
```

EssMenuVLinkedObjects

Description

Opens the Linked Objects Browser dialog box when you select valid cells to edit linked objects.

Syntax

```
EssMenuVLinkedObjects()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVLinkedObjects Lib "ESSEXCLN.XLL" () As Long

Sub MLinkedObjects()
X=EssMenuVLinkedObjects()
End Sub
```

EssMenuVLock

Description

Locks data blocks that appear in the current worksheet. You can lock only one view at a time. This function does not work with the EssVSendData function.

Syntax

```
EssMenuVLock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVLock Lib "ESSEXCLN.XLL" () As Long

Sub MLock()
X=EssMenuVLock()
End Sub
```

EssMenuVMemberSelection

Description

Enables you to select members from the multidimensional database outline. This function opens the Essbase Member Selection dialog box.

Syntax

```
EssMenuVMemberSelection()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVMemberSelection Lib "ESSEXCLN.XLL" () As Long

Sub MMrSel()
X=EssMenuVMemberSelection()
End Sub
```

EssMenuVOptions

Description

Enables you to select options for the active worksheet and customize the behavior of Spreadsheet Add-in software, using the Essbase Options dialog box.

Syntax

```
EssMenuVOptions()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVOptions Lib "ESSEXCLN.XLL" () As Long

Sub MOptions()
X=EssMenuVOptions()
End Sub
```

EssMenuVPivot

Description

Changes the orientation (from row to column or from column to row) of the group of members associated with the active cell.

Syntax

```
EssMenuVPivot()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVPivot Lib "ESSEXCLN.XLL" () As Long

Sub MPivot()
X=EssMenuVPivot()
End Sub
```

EssMenuVQueryDesigner

Description

Opens Query Designer.

Syntax

```
EssMenuVQueryDesigner()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVQueryDesigner Lib "ESSEXCLN.XLL" () As Long

Sub MDesigner()
X=EssMenuVQueryDesigner ()
End Sub
```

EssMenuVRemoveOnly

Description

Removes only the selected member (the active cell) or member range in the worksheet.

Syntax

```
EssMenuVRemoveOnly()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVRemoveOnly Lib "ESSEXCLN.XLL" () As Long

Sub MRemoveOnly()
X=EssMenuVRemoveOnly()
End Sub
```

EssMenuVRetrieve

Description

Retrieves data into the active worksheet, and places the data at the beginning of the active worksheet.

Syntax

```
EssMenuVRetrieve()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVRetrieve Lib "ESSEXCLN.XLL" () As Long

Sub MRetrieve()
X=EssMenuVRetrieve()
End Sub
```

EssMenuVRetrieveLock

Description

Locks the data blocks specified in the retrieval. Other users cannot update blocks you locked.

Syntax

```
EssMenuVRetrieveLock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVRetrieveLock Lib "ESSEXCLN.XLL" () As Long

Sub MRetLock()
X=EssMenuVRetrieveLock()
End Sub
```

EssMenuVSend

Description

Updates the active database on the server with data in your worksheet.

Syntax

```
EssMenuVSend()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVSend Lib "ESSEXCLN.XLL" () As Long

Sub MSend()
X=EssMenuVSend()
End Sub
```

EssMenuVUnlock

Description

Unlocks blocks that you locked

Syntax

```
EssMenuVUnlock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVUnlock Lib "ESSEXCLN.XLL" () As Long Sub MUnlock()
X=EssMenuVUnlock() End Sub
```

EssMenuVWizard

Description

Opens Retrieval Wizard.

Syntax

```
EssMenuVWizard()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVWizard Lib "ESSEXCLN.XLL" () As Long

Sub MWizard()
X=EssMenuVWizard()
End Sub
```

EssMenuVZoomIn

Description

Retrieves and expands data from Essbase according to the options specified in the Essbase Options dialog box.

Syntax

```
EssMenuVZoomIn()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVZoomIn Lib "ESSEXCLN.XLL" () As Long

Sub MZoomIn()
X=EssMenuVZoomIn()
End Sub
```

EssMenuVZoomOut

Description

Collapses the view of data according to the options specified in the Essbase Options dialog box.

Syntax

```
EssMenuVZoomOut()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
Declare Function EssMenuVZoomOut Lib "ESSEXCLN.XLL" () As Long

Sub MZoomOut()
X=EssMenuVZoomOut()
End Sub
```

Additional VBA Information

- [“Creating Visual Basic Modules” on page 200](#)
- [“Using Essbase VBA Functions” on page 200](#)

- [“Connecting Excel with the Essbase API” on page 201](#)
- [“Sample Code Listing” on page 202](#)
- [“Declaring Functions” on page 206](#)
- [“Calling Functions” on page 207](#)
- [“VBA Parameters” on page 207](#)
- [“VBA Level Constants” on page 208](#)
- [“VBA Return Values” on page 209](#)

Creating Visual Basic Modules

➤ To use the VBA functions, you must first create Visual Basic modules to contain the VBA code.

- 1 In Excel, select **Tools**, then **Macro**, and then **Visual Basic Editor** to open the Visual Basic application.
- 2 In the Visual Basic application, select **Insert**, and then **Module**.

A new module is displayed with a labeled Module1 (or labeled with the next highest module number, if you inserted one or more modules).

Tip:

You need the declarations (see [“Declaring Functions” on page 206](#)) in `essxlvba.txt` (located in `/ESSBASE/BIN`) in order for the Essbase VBA functions to work. For convenience, copy the entire text of `essxlvba.txt` into another module.

Using Essbase VBA Functions

The following procedure provides an example of how to use Essbase VBA functions in the spreadsheet. This example uses `EssVConnect`.

➤ To use Essbase VBA functions in a spreadsheet:


- 1 Select **View**, then **Toolbars**, and then **Forms** to display the Forms toolbar.
- 2 Select **Tools**, then **Macro**, and then **Visual Basic Editor** to display the Visual Basic Editor.
- 3 In the Visual Basic Editor, select **Insert**, and then **Module**.
- 4 Copy and paste the entire content of `ESSBASE/BIN/ESSXLVBA.TXT` into the module to declare all functions.

Alternatively, you can declare only the individual function that you plan to use.

- 5 Select **Insert**, and then **Module** to create another module.
- 6 In the module, using an example from `EssVConnect`, enter the following VBA code for the `EssVConnect` function:

```
Sub Conn()X=EssVConnect(Empty, "User1", "password", "Local", "Sample",
"Basic")End Sub
```


Substitute your own user name, password, server name, database, and application.

- 7 From the Excel **Forms** toolbar, select  to create a button.
- 8 In **Assign Macro**, select the name of the subroutine from the list of functions.
In this example, select Conn.
- 9 **Click OK.**
The function is now associated with the button that you just created.
- 10 **Rename the button, if desired.**
- 11 **To run this function, select Tools, then Macro, and then Macros, select the function name, and click Run.**
Alternatively, you can click the button that you just created.

Connecting Excel with the Essbase API

The `SAMPVBA.XLS` file (see [“Sample Code Listing” on page 202](#)) provides an example of how to use Essbase VBA functions with the Essbase VB API. This file is stored in `/ESSBASE/CLIENT/SAMPLE` when you install Spreadsheet Add-in. To use the code sample, you need Oracle's Hyperion® Essbase® Spreadsheet Toolkit and the Essbase API modules.

Note:

To successfully run a VB module that includes VB API function calls, you must include `ESBAPIN.DLL` in `/ESSBASE/BIN`.

Remember, when using the Visual Basic API inside Excel, you must use a `Dim` statement for each argument listed in the declarations. You do not need to do this for the VBA functions.

Also, be sure to use `ESB32.BAS` as the guideline for structures and declarations in the Essbase Visual Basic API.

`SAMPVBA.XLS` is a spreadsheet with a worksheet for each of the months from January to August, plus a Main worksheet and a SampleVBA worksheet:

- Each month worksheet is a grid of values with products on the left and states on the top.
- On the Main worksheet are buttons that, when clicked, run a subroutine:
 - **Send Data** executes the `SendData` subroutine.
 - **Export All** executes the `GoExport` subroutine.
 - **List Locks** executes the `ListLocks` subroutine.
- The SampleVBA worksheet is a module containing sample code.

Note:

If you use Excel to open `SAMPVBA.XLS`, you may encounter a dialog box warning you of opening macros (see [“Opening Spreadsheets Containing Macros in Excel” on page 149](#)).

To use `SAMPVBA.XLS` in your environment, you must modify the sample code to reflect your user name and server name. In each of the subroutines, change the `EssVConnect` function found near the beginning of the subroutine to reflect your user name, password, and server name that has the Sample Basic application.

For example, if your user name is `USER1` with password `PASSWORD` and the server name is `LOCAL`, you would change the `EssVConnect` statement as follows:

```
X=EssVConnect("[SAMPVBA.XLS]", "USER1", "PASSWORD", "LOCAL", "Sample",  
"Basic")
```

Sample Code Listing

The following is sample VBA code from the `SampleVBA` worksheet of `SAMPVBA.XLS`.

Note:

Declarations and other Visual Basic lines of code must appear on one line each. Where you see wrapped lines of code in this printed sample, assume that they should appear on one line, as they do in the sample file.

'VBA Declaration Section. See `ESSXLVBA.TXT` for a list of all VBA declarations.

```
Declare Function EssVGetHctxFromSheet Lib "ESSEXCLN.XLL" (ByVal sheetName  
As Variant) As Long  
Declare Function EssVConnect Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant, ByVal userName As Variant, ByVal password As Variant, ByVal server  
As Variant, ByVal application As Variant, ByVal database As Variant) As  
Long  
Declare Function EssVDisconnect Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant) As Long  
Declare Function EssMenuVLock Lib "ESSEXCLN.XLL" () As Long  
Declare Function EssVSendData Lib "ESSEXCLN.XLL" (ByVal sheetName As  
Variant, ByVal range As Variant) As Long  
Declare Function EssVSetGlobalOption Lib "ESSEXCLN.XLL" (ByVal item As  
Long, ByVal globalOption As Variant) As Long  
Declare Function EssVGetGlobalOption Lib "ESSEXCLN.XLL" (ByVal item As  
Long) As Variant
```

'VB Declaration Section. See `ESB32.BAS` for a list of Visual Basic

```
declarations.Declare Function EsbExport Lib "ESBAPIN.DLL" (ByVal hCtx As  
Long, ByVal AppName As String, ByVal DbName As String, ByVal FilePath As  
String, ByVal Level As Integer, ByVal isColumns As Integer) As Long  
Declare Function EsbGetProcessState Lib "ESBAPIN.DLL" (ByVal hCtx As Long,  
ProcState As ESB_PROCSTATE_T) As Long  
Declare Function EsbListLocks Lib "ESBAPIN.DLL" (ByVal hCtx As Long, ByVal  
AppName As String, ByVal DbName As String, pItem As Integer) As Long  
Declare Function EsbGetNextItem Lib "ESBAPIN.DLL" (ByVal hCtx As Long,  
ByVal dType As Integer, pItem As Any) As Long
```

```
Dim hCtx As Long  
Dim sts As Long  
Dim AppName As String  
Dim DbName As String
```

```

Dim PathName As String
Dim Level As Integer
Dim Columns As Integer
Dim Count As Integer
Dim X As Long

Const ESB_DATA_INPUT = 3
Const ESB_STATE_DONE = 0 ' No process, or process complete
Const ESB_STATE_INPROGRESS = 1 ' Async process is in progress
Const ESB_LOCKINFO_TYPE = ' ESB_LOCKINFO_T (ESBListLocks)
Const ESB_USERNAMELEN = 30 ' Max length of a user group
Const ESB_NO = 0
Type ESB_PROCSTATE_T
    Action As Integer ' current process action
    State As Integer ' current process state
    Reserved1 As Integer ' reserved for future use
    Reserved2 As Long ' reserved for future use
    Reserved3 As Long ' reserved for future use
End Type

Type ESB_LOCKINFO_T
    LoginId As Long ' user identification tag
    Time As Long ' maximum time held (in seconds)
    nLocks As Integer ' number of block locks held
    userName As String * ESB_USERNAMELEN ' user/group name
End Type

Dim ProcState As ESB_PROCSTATE_T
Dim LockInfo As ESB_LOCKINFO_T

Sub SendData()
'Connect to each sheet of the book
'Select each sheet
'Lock and Send

'Check hCtx, a non-zero value indicates the sheet is connected. If it is
zero, Connect.

    hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
    If hCtx = 0 Then
        X = EssVConnect("[SAMPVBA.XLS]Jan", "user", "password", "local",
"Sample", "Basic")
        hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
        If hCtx = 0 Then
            MsgBox ("General Error in connecting to sheet.")
            GoTo Quit
        End If
        If X <> 0 Then
            MsgBox ("Connect Failed. Error: " + Str(X))
        End If
    End If

'Get Global Options and set the message level. If level value is set to
display message, turn it off.

    X = EssVGetGlobalOption(5)
    If X < 4 Then

```

```

        X = EssVSetGlobalOption(5, 4)
    End If

'Select worksheets, perform menu lock, send data range

    Sheets("Jan").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Jan", range("A1:Y20"))

    Sheets("Feb").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Feb", range("A1:Y20"))

    Sheets("Mar").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Mar", range("A1:Y20"))

    Sheets("Apr").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Apr", range("A1:Y20"))

    Sheets("May").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]May", range("A1:Y20"))

    Sheets("Jun").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Jun", range("A1:Y20"))

    Sheets("Jul").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Jul", range("A1:Y20"))

    Sheets("Aug").Select
    X = EssMenuVLock()
    X = EssVSendData("[SAMPVBA.XLS]Aug", range("A1:Y20"))

'Logout all sheets

    X = EssVDisconnect("[SAMPVBA.XLS]Jan")
    X = EssVDisconnect("[SAMPVBA.XLS]Feb")
    X = EssVDisconnect("[SAMPVBA.XLS]Mar")
    X = EssVDisconnect("[SAMPVBA.XLS]Apr")
    X = EssVDisconnect("[SAMPVBA.XLS]May")
    X = EssVDisconnect("[SAMPVBA.XLS]Jun")
    X = EssVDisconnect("[SAMPVBA.XLS]Jul")
    X = EssVDisconnect("[SAMPVBA.XLS]Aug")

    MsgBox ("Sends Completed.")
    Sheets("Main").Select

Quit:

End Sub

Sub GoExport()

```

'Check hCtx, a non-zero value indicates the sheet is connected. If it is zero, Connect.

```
    If hCtx = 0 Then
        hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
        If hCtx = 0 Then
            X = EssVConnect("[SAMPVBA.XLS]Jan", "user", "password", "local",
"Sample", "Basic")
            hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
            If hCtx = 0 Then
                MsgBox ("General Error in connecting to sheet.")
                GoTo Quit
            End If
            If X <> 0 Then
                MsgBox ("Connect Failed. Error: " + Str(X))
            End If
        End If
    End If
```

```
AppName = "Sample"
DbName = "Basic"
```

```
PathName = "c:\export.txt"
Level = ESB_DATA_INPUT
Columns = ESB_NO
```

'Export it

```
sts = EsbExport(hCtx, AppName, DbName, PathName, Level, Columns)
If sts <> 0 Then
    MsgBox ("Export Failed. Error " + Str$(sts))
End If
```

'Check Process State until Done

```
    sts = EsbGetProcessState(hCtx, ProcState)
    Do While ProcState.State = ESB_STATE_INPROGRESS
        sts = EsbGetProcessState(hCtx, ProcState)
    Loop

    If sts = 0 Then
        Sheets("MAIN").Select
        MsgBox ("Export Completed.")
    Else
        MsgBox ("Export failed.")
    End If
```

Quit:

End Sub

Sub ListLocks()

'Check hCtx, a non-zero value indicates the sheet is connected. If it is zero, Connect.

```
    If hCtx = 0 Then
```

```

    hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
    If hCtx = 0 Then
        X = EssVConnect("[SAMPVBA.XLS]Jan", "user", "password", "local",
"Sample", "Basic")
        hCtx = EssVGetHctxFromSheet("[SAMPVBA.XLS]Jan")
        If hCtx = 0 Then
            MsgBox ("General Error in connecting to sheet.")
            GoTo Quit
        End If
        If X <> 0 Then
            MsgBox ("Connect Failed. Error: " + Str(X))
        End If
    End If
End If

AppName = "Sample"
DbName = "Basic"

sts = EsbListLocks(hCtx, AppName, DbName, Count)
If Count = 0 Then
    MsgBox ("No Locks Exist")
    GoTo Quit
End If
For n = 1 To Count
    sts = EsbGetNextItem(hCtx, ESB_LOCKINFO_TYPE, LockInfo)
    MsgBox ("Lock # " + Str$(n) + " owned by " + Trim(LockInfo.userName))
    MsgBox ("Number of Locks " + Str$(LockInfo.nLocks))
    MsgBox ("Elapsed Locked Time of " + Str$(LockInfo.Time) + "
seconds.")
    MsgBox ("Login ID of " + Str$(LockInfo.LoginId))
Next

Quit:

End Sub

```

Declaring Functions

Before you can use the Essbase Visual Basic functions in an Excel module, you must declare them at the top of the module. A declaration outlines the necessary elements of the function so Visual Basic can run it. You can declare only those functions you plan to use, or you can declare all Essbase VBA functions.

- To declare all Essbase VBA functions:
 - 1 Move the cursor to the top of the module.
 - 2 Select **Insert**, and then **File**.
 - 3 In **Insert File**, select `/ESSBASE/BIN/ESSXLVBA.TXT`.

The file is copied into the module. Now you can use the Essbase Excel VBA function in your program. Delete declarations for functions that you do not need in your module.

► To declare individual Essbase VBA functions:

- 1 Move the cursor to the top of the module.
- 2 Enter the declarations for the functions you are using.

See the description of each function for its declaration, or see `ESSXLVBA.TXT`. For example:

```
Declare Function EssVCalculate Lib "ESSEXCLN.XLL" (ByVal sheetName As Variant, ByVal calcScript As Variant, ByVal synchronous As Variant) As Long
```

Notes:

When typing the declaration, observe these guidelines:

- Do not substitute values for parameter names. In the `EssVCalculate` example, the first parameter is `sheetName`. In the declaration, you enter it as `sheetName`. When you call the `EssVCalculate` function in your VBA module, you substitute the name of the worksheet.
- Enter the declaration on one line.

Calling Functions

Once the functions are declared at the top of the module, you can call them in your VBA code. When you call a function, you tell it to perform its intended action and return a value. You can test the returned value to see if the function ran successfully.

The following example shows the syntax for `EssVCalculate`.

```
EssVCalculate(sheetName, calcScript, synchronous)
```

When you call a function, observe these guidelines:

- Substitute the value for each parameter, shown in italics.
- Enter a value for every parameter. All parameters are required. If you don't want to specify a value for a parameter, enter `Null` or `Empty`. This tells Essbase to use the default value for that parameter.
- Assign the function to a variable. After the function runs, the variable stores the return value, which indicates the success or failure of the function.

```
CalcRes=EssVCalculate(" [Book.xls]Sheet", " [Default]", False)
```

VBA Parameters

Most of the Visual Basic functions require that you supply one or more parameters. Parameters define what to operate on and how to perform the function. [Table 22](#) lists the parameter types and how to supply a value for each type:

Table 22 VBA Parameters

Parameter Type	Values
Text	A word or phrase or name in quotes. For example: "Essbase" "[Book2.xls]Sheet1"

Parameter Type	Values
Boolean	True False
Range Object	A cell, row or column, one or more selections of cells, or a three-dimensional range address, surrounded by quotes. For example: RANGE("A1") RANGE("A1:B2") RANGE("A1:B2") RANGE("G:G,I:I,K:K") RANGE("A1:B5,C1:C10,D5:L8") RANGE("Sheet1!C3:R20,Sheet2!C3:R20")
Number	A number without quotes and without commas. For example: 1 2.5 50000
List of Strings	A list of Text values, separated by commas. For example: "Qtr1", "Actual", "Oregon"
Constant	A predefined constant from <code>ESSXLVBA.TXT</code> .
Default Value	Null Empty If you do not want to specify a value for a parameter, you can use Null or Empty. Every parameter has a default value or behavior that the function uses if you specify Null or Empty. See the description of each function for information on the default values of each parameter.

VBA Level Constants

[Table 23](#) lists the constants defined in `ESSXLVBA.TXT`. You can use them in functions, such as `EssVGetMemberInfo` and `EssVZoomIn`, that require you to specify an outline level as a parameter.

Table 23 VBA Level Constants

Constant	Value	Description
<code>EssChildLevel</code>	1	Next level
<code>EssDescendentLevel</code>	2	All levels
<code>EssBottomLevel</code>	3	Bottom level
<code>EssSiblingLevel</code>	4	Sibling level
<code>EssSameLevel</code>	5	Same level
<code>EssSameGenerationLevel</code>	6	Same generation

Constant	Value	Description
EssCalculationLevel	7	Calc level
EssParentLevel	8	Previous or parent level
EssDimensionLevel	9	Dimension member belongs to

VBA Return Values

The Essbase Visual Basic functions and the extended spreadsheet macros return values indicating the success or failure of the function. The functions return these types of values:

- **0 (zero)**—Function was successful. Note that a function can run successfully but return undesirable results.
- **1**—Typically means the user pressed Esc or clicked Cancel from a dialog box.
- **Negative number**—Function failed due to a problem with the client machine, a problem with the syntax, or a problem with the local environment.
- **Large positive number**—Function failed due to a problem originating on the server, such as Essbase Server not running or an invalid user name.

[Table 24](#) lists the return values for local problems, represented by negative numbers.

Table 24 VBA Return Values

Return Value	Meaning
0	The function ran successfully.
-1	Initialization error. Call Technical Support.
-2	Termination error. Call Technical Support.
-3	Initialization error. Call Technical Support.
-4	The spreadsheet is not yet connected to the server.
-6	The spreadsheet has become unstable. Call Technical Support.
-7	The spreadsheet has become unstable. Call Technical Support.
-8	No FlashBack information exists.
-9	The operation is canceled.
-12	FlashBack is not enabled.
-13	Not enough memory resources are available.
-14	The appropriate Essbase dialog box could not be displayed. Call Technical Support.
-15	The function contains an invalid parameter.
-16	A calculation is in progress.

Return Value	Meaning
-17	A SQL Drill-Through operation is in progress.
-18	The operation is not allowed because the spreadsheet is in formula-preserve mode.
-19	The operation cannot take place on the specified sheet.
-20	The current sheet cannot be determined.
-21	You did not specify a specific spreadsheet name and there is no active sheet.
-22	You cannot cancel a calculation because no calculation is running.
-23	The selection parameter is invalid.
-25	The cascade list file cannot be created, or you are attempting to cascade while the spreadsheet is embedded in another document.
-26	You cannot run the spreadsheet macros due to a licensing constraint.
-27	You cannot run the spreadsheet macros which update the database due to a licensing constraint.
-28	You cannot update the database because your database license is read-only.
-29	You do not have a license to use SQL Drill-Through.
-30	The menu is removed.
-31	The menu is added.

Essbase Macros

- [“Using Essbase Macros” on page 210](#)
- [“Essbase Macro Reference” on page 211](#)
- [“Menu Equivalent Macro Reference” on page 237](#)

Using Essbase Macros

When using macros, you must first insert a new macro worksheet into your workbook. Follow these steps for an example of how to use the Essbase macros. This example uses EssConnect.

Note:


When using macros, make sure that the worksheet contains only the macros. The macros do not work on worksheets containing other information. Oracle recommends using the VBA equivalent functions of Essbase macros whenever possible.

- To run Essbase macros:
- 1 In Excel, select a worksheet tab in the workbook.
 - 2 Right-click the worksheet tab, and select **Insert**.



- 3 In **Insert**, select **Macro**, and click **OK**.


Excel creates a worksheet name called Macro 1 to the left of the selected worksheet in the active workbook.

- 4 Next to the formula bar, click **Insert Function**, .
- 5 In **Or select a category**, select **Essbase Add-in**.
- 6 Select a function; for example, **EssConnect**.
- 7 Click **OK**.

A dialog box for filling in the parameters for the EssConnect macro is displayed.

- 8 Fill in the information, and click **OK**.
- 9 In the cell directly below the macro, enter `=RETURN()`.
- 10 To run this macro, select the cell in which the macro is located, select **Tools**, then **Macro**, and then **Macros**, and click **Run**.

Note:

To associate a button with a macro, draw a button using the  from the Excel Forms toolbar. To view the Forms toolbar, select **View**, then **Toolbars**, and then **Form**. In the **Assign Macro** dialog box, enter **EssConnect** in the **Macro Name** text box. Click **Run**.

Essbase Macro Reference

Consult the Contents pane for an alphabetical listing of Essbase macros.

EssCalculate

Description

Initiates a calculation on the server.

Syntax

```
EssCalculate([workbookName]sheetName, calcScript, synchronous)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet from which the connection information is used.

calcScript is the text name of the calculation object to calculate. This object must exist on the server.

synchronous is a logical value that determines whether the calculation is performed synchronously or asynchronously. A value of TRUE indicates that the script is run synchronously, FALSE indicates asynchronous processing.

Example

```
=EssCalculate("[Sample.xls]Sheet1", "Default.CSC", FALSE)
```

Notes:

- The active worksheet is used when the *sheetName* parameter is missing.
- The default calculation script is used when the *calcScript* parameter is missing.
- The value TRUE is assumed when the *synchronous* parameter is missing.

EssCancelCalc

Description

Cancels the calculation you are running on the server.

Syntax

```
EssCancelCalc([workbookName]sheetName)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet containing the connection information.

Example

```
=EssCancelCalc("[Sample.xls]Sheet1")
```

Notes:

- The active worksheet is used when the *sheetName* parameter is missing.
- You cannot cancel synchronous calculations.

EssCascade

Description

Cascades on the selection, generating multiple worksheets.

Syntax

```
EssCascade([workbookName]sheetName, range, selection, path, prefix, suffix, level, open, copy, overwrite, listFile)
```

Where *[workbookName]sheetName* is the text name of the source workbook and worksheet.

range is a reference to the area of data to be retrieved.

selection is a reference to the selected members.

path is a text item that indicates the destination of the worksheets generated.

prefix is a text item placed before the names of the generated worksheets.

suffix is a text item placed after the names of the generated worksheets.

level is a number that indicates the granularity of the cascade. The level numbers and associated actions are shown in [Table 25](#).

Table 25 Level Numbers and Actions

Level	Action
1	Cascade to next level (children).
2	Cascade to all levels (descendants).
3	Cascade to the lowest level(bottom).
4	Cascade using siblings.
5	Cascade to same level.
6	Cascade to same generation.
7	Cascade to calculation script.

open is a logical value that determines whether the generated worksheets should be opened after creation. A value of TRUE indicates that the spreadsheet should be opened; FALSE indicates that the spreadsheet should not be opened.

copy is a logical value that determines whether the formatting information of the parent spreadsheet is used in the creation of the new spreadsheet. A value of TRUE indicates that the newly-created spreadsheet inherits its parent's formatting; FALSE means no formatting is copied.

overwrite is a logical value that determines whether newly-created spreadsheets can overwrite previously saved spreadsheets. A value of TRUE means the user is not prompted when an overwrite occurs; a value of FALSE indicates that the user is given a chance to rename the spreadsheet.

listFile is a logical value that determines whether a report of the cascade is created. A value of TRUE means a listFile is created in the path with the name `prefix0suffix.lst`.

Example

```
=EssCascade (" [Sample.xls] Sheet1 ", SAMPLE.XLS!A1:G20, SAMPLE.XLS!B2,  
"C:\ESSBASE\CLIENT\SAMPLE", , , 1, FALSE, TRUE, FALSE, TRUE)
```

Notes

- The active spreadsheet is used when the *sheetName* parameter is missing.

- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The active cell is used when the *selection* parameter is missing.
- The spreadsheet's current directory is used when the *path* parameter is missing.
- A value of 1 is assumed when the *level* parameter is missing.
- The value FALSE is assumed when *open* is missing. If too many spreadsheets are opened, Excel can run out of memory, causing unexpected results.
- The value TRUE is assumed when the *copy* parameter is missing.
- The value TRUE is assumed when the *overwrite* parameter is missing.
- The value FALSE is assumed when the *listFile* parameter is missing.

EssCell

Description

Returns the value represented by a data point as determined by the member items.

Syntax

`EssCell (Membername)`

Where *Membername* is the name of a member in the database.

Example

`=EssCell ("Year")`

Notes:

- The active spreadsheet is used. If a worksheet is not logged in, the return value is #N/A.
- Up to 20 member, each from a separate dimension, can be specified.
- If not all members are specified, members from those dimensions not represented uses the top level member name.
- If a member name is not valid, the return value is #VALUE.

EssConnect

Description

Logs in to a server, application, and database combination.

Syntax

`EssConnect ([workbookName]sheetName, username, password, server, application, database)`

Where `[workbookName]sheetName` is the text name of the workbook and worksheet to be connected.

username is the text name of a user on the server.

password is a password for this user.

server is the text name of the server to which the connection takes place.

application is the text name of the application to which the connection takes place.

database is the text name of the database to which the connection takes place.

Example

```
=EssConnect (" [Sample.xls]Sheet1", "Supervisor", "Password",  
"Server1", "Sample", "Basic")
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- If a parameter (other than *sheetName*) is missing, the Essbase System Login dialog box appears.

EssDisconnect

Description

Logs out from the server.

Syntax

```
EssDisconnect ( [workbookName] sheetName)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to disconnect.

Example

```
=EssDisconnect (" [Sample.xls]Sheet1")
```

Note:

The active spreadsheet is used when the *sheetName* parameter is missing.

EssFlashBack

Description

Restores your view of the database to the previous view.

Syntax

```
EssFlashBack ( [workbookName] sheetName)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to flash back.

Example

```
=EssFlashBack (" [Sample.xls] Sheet1 ")
```

Note:

The active spreadsheet is used when the *sheetName* parameter is missing.

EssGetCurrency

Description

Gets Essbase currency information from the specified spreadsheet.

Syntax

```
EssGetCurrency ([workbookName] sheetName)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet where the currency information is obtained.

Example

```
=EssGetCurrency (" [Sample.xls] Sheet1 ")
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- EssGetCurrency returns the active currency setting. For example, if the active currency setting is Canadian dollars, Essbase returns (CN\$).

EssGetDataPoint

Description

Gets member information for a given data cell.

Syntax

```
EssGetDataPoint ([workbookName] sheetName, Cell, Range, Aliases, Destination)
```

Where *sheetName* is the text name of the worksheet where the currency information is obtained.

Cell is the data cell to return member information from.

Range is a reference to the area of data to use to determine the member combination.

Aliases is a Boolean value that indicates whether alias names are returned.

Destination is the range of cells where you want to display the results.

Example

```
=EssGetDataPoint("[Samp.xls]Sheet1", C1, Sheet1!A1:G20, TRUE,B1)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The active cell is used when the *Cell* parameter is missing.
- The currently active range is used if the *Range* parameter is missing.

EssGetGlobalOption

Description

Gets individual Essbase workspace options.

Syntax

```
EssGetGlobalOption(item)
```

Where *item* is a number that specifies what type of information you want. The item argument, return value, and return value type are shown in [Table 26](#).

Table 26 Item Argument, Return Value, and Return Value Type

Item	Return Value	Type
1	Enable secondary button setting	Boolean
2	Enable double-clicking setting	Boolean
3	Enable FlashBack setting	Boolean
4	This setting is maintained for backward compatibility with previous Essbase releases.	Boolean
5	Specify message level setting: <ul style="list-style-type: none">• 1 Info, Warning & Error messages• 2 Warning & Error messages only• 3 Error messages only• 4 No messages	Number
6	Enable display unknown members setting	Boolean
7	Enable route messages to log setting	Boolean
8	Enable purge log setting	Boolean
9	Enable double-clicking to browse Linked Objects setting	Boolean
10	Display Member Select Save Dialog Box setting	Boolean
11	Enable Navigate Without Data	Boolean

Example

```
=EssGetGlobalOption(3)
```

returns TRUE if FlashBack is enabled or FALSE if it is not.

Note:

The value #NUM! is returned when *item* is missing or is not number 1 through 11.

EssGetMemberInfo

Description

Gets information about member relationships.

Syntax

```
EssGetMemberInfo([workbookName]sheetName, MemberName, Action, Aliases, Destination)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet where the options are set.

MemberName is the text name for a member for which information is retrieved.

Action is a number that specifies the type of relationship you want. The action arguments and return values are shown in [Table 27](#).

Table 27 Action Arguments and Return Values

Action	Return Value
1	Next or child level
2	All or descendent level
3	Bottom or leaf level
4	Sibling level
5	Same level
6	Same generation level
7	Calculation level
8	Previous or parent level
9	Dimension member belongs to

Aliases is a Boolean value that indicates whether alias names are returned.

Destination is the range of cells where you want to display the results.

Example

```
=EssGetMemberInfo (" [Sample.xls]Sheet1", "Year", 1, TRUE, B1)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- A value of 1 is used if *Action* is missing.
- The value of FALSE is assumed if *aliases* is Null or Empty.

EssGetSheetOption

Description

Gets individual Essbase spreadsheet options.

Syntax

```
EssGetSheetOption ([workbookName] sheetName, item)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet where the options operate.

item is a number that specifies the type of information you want. The item argument, return value, and return value type are shown in [Table 28](#).

Table 28 Item Arguments, Return Values, and Return Value Types

Item	Return Value	Type
1	Specify drill level setting	Number
2	Enable Include Selection setting	Boolean
3	Enable Within Selection Group setting	Boolean
4	Enable Remove Unselected Group setting	Boolean
5	Specify Indent setting	Number
6	Enable Suppress Missing setting	Boolean
7	Enable Suppress Zeros setting	Boolean
8	Enable Suppress Underscores	Boolean
9	Specify Alias for Missing label setting	Text
10	Enable Update Mode setting	Boolean
11	Enable Retain on Retrieval formula preservation setting	Boolean
12	Enable Adjust Columns setting	Boolean
13	Enable Use Alias setting	Boolean

Item	Return Value	Type
14	Specify Alias Name Table setting	Text
15	Enable Template Retrieve mode	Boolean
16	Enable Free Form/Version 2.x mode	Boolean
17	Enable Auto Sort Rows setting	Boolean
18	Enable Use Styles	Boolean
19	Specify No Access Alias setting	Text
21	Enable Retain on Keep Only and Remove Only formula preservation setting	Boolean
22	Enable Retain on Zooms formula preservation setting	Boolean
23	Enable Formula Fill setting	Boolean
24	Enable Member Names and Alias setting	Boolean
25	Enable Repeat Member Labels setting	Boolean
26	Enable Sheet Options for Query Designer setting	Boolean
27	Enable Latest Time Period	Boolean
28	Specify Latest Time Period	Text
29	Enable Hybrid Analysis	Boolean
30	Enables metadata sampling when performing a Zoom In operation	Boolean
32	Indicates the percentage of the members to retrieve when metadata sampling is enabled	Number
33	Enables display of the qualified name of the duplicate (non-unique) member in the Excel comment box	Boolean
34	Enables display of the qualified name of the duplicate member in the Excel spreadsheet	Boolean

Note:

Items 20 and 31 are not used.

Example

```
=EssGetSheetOption (" [Sample.xls]Sheet1" , 10)
```

returns TRUE if the worksheet is in Update Mode or FALSE if it is not.

Notes:

- Essbase uses the active spreadsheet when the *sheetName* parameter is missing.
- Essbase returns the value #NUM! when *item* is missing or is out of range.

EssGetStyle

Description

Retrieves styles information.

Syntax

```
EssGetStyle([workbookName]sheetName, styleType, dimName, item)
```

Where *[workbookName]sheetname* is the text name of the workbook and worksheet from which to retrieve style information.

styleType specifies the style setting you want to get, as shown in [Table 29](#).

Table 29 Styletypes and Settings

styleType	Style Setting
0	Dimensions
1	Child Members
2	Parent Members
3	Shared Members
4	Read Only
5	Read/Write
6	Contains Formula
7	Dynamic Calculations
8	Linked Objects
11	Attributes
12	Integration Server Drill-Through

dimName is the dimension name if *styleType* is 0; otherwise this parameter should be set to Null.

item is the style you want to get, as shown in [Table 30](#).

Table 30 Item Meanings and Return Types

Item	Meaning	Return Type
1	Use style	Boolean
2	Font name	Text
3	Font size	Number
4	Bold	Boolean

Item	Meaning	Return Type
5	Italic	Boolean
6	Underline	Boolean
7	Strikeout	Boolean
8	Foreground color	Number
9	Background color	Number
10	Border	Boolean

Foreground and background colors are shown in [Table 31](#).

Table 31 Foreground and Background Colors

Integer	Color
1	Black
2	White
3	Red
4	Lime
5	Blue
6	Yellow
7	Fuchsia
8	Aqua
9	Maroon
10	Green
11	Navy
12	Olive
13	Purple
14	Teal
15	Silver
16	Gray

Example

```
=EssGetStyle("[Sample.xls]Sheet1",1,,5)
```

EssKeepOnly

Description

Performs a Keep Only on the selection range.

Syntax

```
EssKeepOnly([workbookName]sheetName, range, selection)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to which the retrieve takes place.

range is reference to the area of data that is retrieved.

selection is a reference to the members in a dimension which are included in the retrieve.

Those members not included from a dimension are excluded from the retrieval.

Example

```
=EssKeepOnly("[Sample.xls]Sheet1", SAMPLE.XLS!A1:G20, SAMPLE.XLS!B2)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The active cell of *sheetName* is used when the *selection* parameter is missing.

EssPivot

Description

Pivots the selected dimension.

Syntax

```
EssPivot([workbookName]sheetName, range, start, end)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to which the retrieve takes place.

range is a reference to the area of data to be retrieved.

start is one cell reference indicating the dimension to be pivoted.

end is one cell reference indicating the destination of the dimension selected by start.

Example

```
=EssPivot("[Sample.xls]Sheet1", SAMPLE.XLS!A1:G20, SAMPLE.XLS!B4, SAMPLE.XLS!C1)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The current cell is used when the *start* parameter is missing.
- The current cell is used when the *end* parameter is missing.

EssRemoveOnly

Description

Performs a Remove Only on the selection range for the dimension whose members you selected.

Syntax

```
EssRemoveOnly([workbookName]sheetName, range, selection)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to which the retrieve takes place.

range is reference to the area of data that is retrieved.

selection is a reference to the members in a dimension which are to be removed in the retrieve.

Example

```
=EssRemoveOnly("[Sample.xls]Sheet1", SAMPLE.XLS!A1:G20, SAMPLE.XLS!B2)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The active cell of *sheetName* is used when the *selection* parameter is missing.

EssRetrieve

Description

Retrieves data from the database. You can specify locking behavior.

Syntax

```
EssRetrieve([workbookName]sheetName, range, lock)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to which the retrieve takes place.

range is a reference to the area of data that is retrieved.

lock is a number from 1 to 3 which specifies whether the database should lock the blocks and whether the spreadsheet should be updated. The lock arguments and associated actions are shown in [Table 32](#).

Table 32 Lock Arguments and Actions

Lock	Action
1	Does not lock cells. Only a retrieve is performed. (Retrieve)
2	Locks the affected cells in the database and performs a retrieve. (Retrieve & Lock)
3	Locks the affected cells in the database but does not perform a retrieve. (Lock)

Example

```
=EssRetrieve("[Sample.xls]Sheet1", SAMPLE.XLS!A1:G20,2)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The number 1 (Retrieve) is assumed when the *lock* parameter is missing.

EssSendData

Description

Updates the database with data from the specified spreadsheet or spreadsheet range.

Syntax

```
EssSendData([workbookName]sheetName, range)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet from which the data is sent.

range is a reference to the area of data.

Example

```
=EssSendData("[Sample.xls]Sheet1", SAMPLE.XLS!A1:G20)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.

EssSetCurrency

Description

Sets Essbase currency information for the specified spreadsheet.

Syntax

```
EssSetCurrency([workbookName]sheetName, currencyIdentifier)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet where the information is retrieved.

currencyIdentifier is the text name of the form:

```
CurName->CurTime->CurCategory->CurType
```

Not all currency items must be included. For example, here is one currency identifier:

```
"Qtr1->Yen"
```

Example

```
=EssSetCurrency("[Sample$.xls]Sheet1", "FEB->STERLING")
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The currency conversion is removed when the *currencyIdentifier* parameter is missing.

EssSetGlobalOption

Description

Sets individual workspace options.

Syntax

```
EssSetGlobalOption(item, option)
```

item is a number that specifies which option you want to set. The item number, description, and data type are shown in [Table 33](#).

Table 33 Item Descriptions and Data Types

Item	Description	Data Type
1	Enable secondary button setting	Boolean*
2	Enable double-clicking setting	Boolean*
3	Enable FlashBack setting	Boolean*
4	This setting is maintained for backward compatibility with previous Essbase releases.	Boolean*

Item	Description	Data Type
5	Specify Message Level setting <ul style="list-style-type: none"> ● 1 Info, Warning & Error messages ● 2 Warning & Error messages only ● 3 Error messages only ● 4 No messages 	Number
6	Enable Display Unknown member message setting*	Boolean
7	Enable route messages to log setting	Boolean*
8	Enable purge log setting	Boolean*
9	Enable double-clicking to browse Linked Reporting Objects setting	Boolean
10	Display Member Select Save dialog box setting	Boolean
11	Enable Navigate Without Data	Boolean

option is the value set for the item. When specifying *option*, use the type listed in [Table 33](#) next to the item you are setting.

Example

```
=EssSetGlobalOption (3,TRUE)
```

enables the FlashBack option.

Notes:

- The value ERR is returned when *item* is missing or is out of range.
- You must place quotes around all string arguments and NULL. Do not place quotes around numeric parameters (for example, 1).

EssSetGlobalOptions

Description

Sets individual workspace options.

Syntax

```
EssSetGlobalOptions(rightMouse, doubleClick, flashBack, mbrSelect,  
messageLevel, displayUnknowns, createLog, purgeLog, enableLRO,  
displaySaveDialog, enableDataLessNav)
```

Where *rightMouse* is a logical value specifying whether the right mouse button is enabled and interpreted by Essbase.

doubleClick is a logical value specifying whether double-clicking is enabled and interpreted by Essbase.

flashBack is a logical value specifying whether FlashBack is enabled.

mbrSelect is maintained for backward compatibility with previous Essbase releases.

messageLevel is a number specifying the level of error reporting that the user sees on the screen. The messageLevel parameters and associated action are shown in [Table 34](#).

Table 34 Message Levels and Actions

Message Level	Action
1	Display error, warning and information messages.
2	Display error and warning messages.
3	Display error messages.
4	Display no messages.

displayUnknowns is a logical value specifying whether Essbase displays a message each time the server encounters an unrecognized token.

createLog is a logical value specifying whether a log file should be created to capture messages coming from the server. If a value of TRUE is specified, ALL error messages are placed into the log file. A value of FALSE means NO error messages are saved. The log file created is `c:\essbase/message.log` where `c:\essbase` is the path name defined in the ARBORPATH environment variable. (If your system uses another ARBORPATH setting, Essbase creates the log file in that directory).

purgeLog is a logical value specifying whether to purge the log file and start fresh after a session.

enableLRO is a logical value specifying whether double-clicking is enabled to access LROs.

displaySaveDialog is a logical value specifying whether to prompt you to save a member selection object in the Essbase Member Selection dialog box.

enableDataLessNav is a logical value specifying whether to turn Navigate Without Data on or off.

Example

```
=EssSetGlobalOptions(TRUE,TRUE,TRUE,FALSE,2,TRUE,TRUE,TRUE,TRUE,TRUE)
```

Notes:

- No additional parameters for EssSetGlobalOptions are added after Essbase Release 5. Use EssSetGlobalOption to set options individually.
- When a parameter is missing, the active worksheet value of that parameter is used, and no error is returned.

EssSetMenu

Description

Removes or restores the Essbase menu from Excel.

Syntax

`EssSetMenu (SetMenu)`

Where *SetMenu* is a Boolean value that specifies whether the Essbase menu should be added or removed from Excel.

Example

`=EssSetMenu (TRUE)`

Note:

A TRUE value indicates that the menu should be restored, A FALSE value indicates that the menu should be removed.

EssSetSheetOption

Description

Sets individual Essbase spreadsheet options.

Syntax

`EssSetSheetOption ([workbookName]sheetName, item, option)`

Where `[workbookName]sheetName` is the text name of the workbook and worksheet where *option* is set.

item is a number that specifies the setting you want. The item arguments, description, and expected data types are shown in [Table 35](#).

Table 35 Item Return Values and Types

Item	Return Value	Type
1	Specify Drill Level setting	Number
2	Enable Include Selection setting	Boolean
3	Enable Within Selection Group setting	Boolean
4	Enable Remove Unselected Groups setting	Boolean
5	Specify Indent setting	Number
6	Enable Suppress Missing setting	Boolean
7	Enable Suppress Zeros setting	Boolean
8	Enable Suppress Underscores setting	Boolean
9	Specify Alias for Missing label setting	Text
10	Enable Update Mode setting	Boolean

Item	Return Value	Type
11	Enable Retain on Retrieval formula preservation setting	Boolean
12	Enable Adjust Columns setting	Boolean
13	Enable Alias Names setting	Boolean
14	Specify Alias Name Table setting	Text
15	Enable Template Retrieve mode	Boolean
16	Enable Free Form/Version 2.x mode	Boolean
17	Enable Auto Sort Rows setting	Boolean
18	Enable Use Styles	Boolean
19	Specify No Access Alias setting	Text
21	Enable Retain on Keep Only and Remove Only formula preservation setting	Boolean
22	Enable Retain on Zooms formula preservation setting	Boolean
23	Enable Formula Fill	Boolean
24	Enable Member Names and Alias setting	Boolean
25	Enable Repeat Member Labels setting	Boolean
26	Enable Sheet Options for Query Designer setting	Boolean
27	Enable Latest Time Period	Boolean
28	Specify Latest Time Period	Text
29	Enable Hybrid Analysis	Boolean
30	Enables metadata sampling when performing a Zoom In operation	Boolean
32	Indicates the percentage of the members to retrieve when metadata sampling is enabled	Number
33	Enables display of the qualified name of the duplicate (non-unique) member in the Excel comment box	Boolean
34	Enables display of the qualified name of the duplicate member in the Excel spreadsheet	Boolean

Note:

Items 20 and 31 are not used.

option is the value set for the item. When specifying *option*, use the type listed in [Table 35](#) next to the item you are setting.

Example

```
=EssSetSheetOption (" [Sample.xls]Sheet1" ,10,TRUE)
```

puts the worksheet in Update Mode.

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- To use items 21 and 22, you must enable item 11.
- To use item 23, you must enable item 22.
- If you enable items 11, 21, or 22, items 6 and 7 are not available.
- If you enable item 22, item 4 is not available.

EssSetSheetOptions

Description

Sets spreadsheet options.

Syntax

```
EssSetSheetOptions([workbookName]sheetName, drillLevel, includeSelection,  
selectionOnly, onlyMode, indent, suppressMissing, suppressZeros,  
suppressUnderscores, missingAlias, updateMode, preserveFormulas,  
adjustColumns, autoSortRows, alternateNames, altNameTable,  
templateRetrieve, version2x)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet in which the options takes place.

drillLevel is a number that indicates the zoom level used for reporting. The *drillLevel* parameters and associated action are shown in [Table 36](#).

Table 36 Drill Level Parameters and Actions

Drill Level	Action
1	Zoom In to next level (children).
2	Zoom In to all levels (descendants).
3	Zoom In to the lowest level (bottom).
4	Zoom In using siblings.
5	Zoom In to same level.
6	Zoom In to same generation.
7	Zoom In to calculation script.

includeSelection is a logical value specifying whether to include the item being zoomed in upon in the report.

selectionOnly is a logical value specifying whether a zoom or keep only operation affects every identical member or only the member selected.

onlyMode is a logical value specifying whether zoom operations should be performed in "only" mode.

indent is a number that indicates the indentation level used for reporting. The indent parameters and associated action are shown in [Table 37](#).

Table 37 Indent Parameters and Actions

Indent	Action
1	No indentation.
2	Sub-items are indented.
3	Totals are indented.

suppressMissing is a logical value specifying whether rows containing only #Missing values should be reported.

suppressZeros is a logical value specifying whether rows containing only zero values should be reported.

suppressUnderscores is a logical value specifying whether underscore characters in member names should be converted to spaces.

missingAlias is a text value which is used in reporting for replacement of #Missing.

updateMode is a logical value specifying whether every retrieval locks the associated blocks at the database.

preserveFormulas is a logical value specifying whether or not formulas are preserved.

adjustColumns is a logical value specifying whether column widths should be adjusted after a retrieval.

autoSortRows is a logical value specifying whether members in data rows are sorted in database Outline order. The value of *templateRetrieve* or *version2x* (or both) must be TRUE for this setting to take effect.

alternateNames is a logical value specifying whether alternate names should be sent back by the server.

altNameTable is a text value specifying which alternate names table to use on the server.

templateRetrieve is a logical value specifying template retrieve mode.

version2x is a logical value specifying whether to report using Version 2.x compatibility mode.

Example

```
=EssSetSheetOptions (" [Sample.xls] Sheet1" , 2, TRUE, FALSE, FALSE, TRUE, TRUE, TRUE, TRUE, "0" , FALSE, TRUE, TRUE, TRUE, "DEFAULT" , FALSE, FALSE)
```


Notes:

- No additional parameters for `EssSetSheetOptions` are added after Essbase Release 5. Use `EssSetSheetOption` to set options individually.
- The active spreadsheet is used when the `sheetName` parameter is missing.
- When a parameter is missing, the active worksheet value of that parameter is used, and no error is returned.

EssSetStyle

Description

Sets styles information.

Syntax

```
EssSetStyle([workbookName]sheetName, styleType, dimName, item, newValue)
```

Where `[workbookName]sheetname` is the text name of the workbook and worksheet to perform the action.

`styleType` specifies the style setting you want to set, as shown in [Table 38](#).

Table 38 styleType Values and Settings

styleType	Style Setting
0	Dimensions
1	Child Members
2	Parent Members
3	Shared Members
4	Read Only
5	Read/Write
6	Contains Formula
7	Dynamic Calculations
8	Linked Objects
11	Attributes
12	Integration Server Drill-Through

`dimName` is the dimension name if `styleType` is 0; otherwise this parameter should be set to Null.

`item` is the style you want to set.

`newValue` contains the setting of item, as shown in [Table 39](#).

Table 39 Item Values

Item	Meaning	newValue
1	Use style	Boolean
2	Font name	Text
3	Font size	Number
4	Bold	Boolean
5	Italic	Boolean
6	Underline	Boolean
7	Strikeout	Boolean
8	Foreground color	Number
9	Background color	Number
10	Border	Boolean

Foreground and background colors are shown in [Table 40](#).

Table 40 Foreground and Background Colors

Integer	Color
1	Black
2	White
3	Red
4	Lime
5	Blue
6	Yellow
7	Fuchsia
8	Aqua
9	Maroon
10	Green
11	Navy
12	Olive
13	Purple
14	Teal

Integer	Color
15	Silver
16	Gray

Example

The following example sets the style for child members to italic and displays the style in the spreadsheet.

```
=EssSetStyle(" [Sample.xls] Sheet1 ",1,,5,TRUE)
=EssSetStyle(" [Sample.xls] Sheet1 ",1,,1,TRUE)
```

EssUnlock

Description

Unlocks cells on the server for the specified spreadsheet.

Syntax

```
EssUnlock([workbookName] sheetName)
```

Where *[workbookName] sheetName* is the text name of the workbook and worksheet from which the connection information is used.

Example

```
=EssUnlock(" [Sample.xls] Sheet1 ")
```

Note:

The active spreadsheet is used when the *sheetName* parameter is missing.

EssZoomIn

Description

Zooms in on the selected members.

Syntax

```
EssZoomIn([workbookName] sheetName, range, selection, level, across)
```

Where *[workbookName] sheetName* is the text name of the workbook and worksheet to which the retrieve takes place.

range is a reference to the area of data to be retrieved.

selection is a reference to the affected member or members.

level is a number which indicates the granularity of the zoom. The level parameters and associated action are shown in [Table 41](#).

Table 41 Level Parameters and Actions

Level	Action
1	Zoom In to next level (children).
2	Zoom In to all levels (descendants).
3	Zoom In to the lowest level (bottom).
4	Zoom In using siblings.
5	Zoom In to same level.
6	Zoom In to same generation.
7	Zoom In via calculation script.

across is a logical value that specifies whether the resulting zoomed in data should appear in the spreadsheet going across or down. A TRUE value indicates that the data should be displayed across while a FALSE value indicates that the data should be displayed downward. *across* is only meaningful for top-level members of a dimension, also known as dimension or title members (for example, Products in Sample Basic).

Example

```
=EssZoomIn (" [Sample.xls]Sheet1" , SAMPLE.XLS!A1:G20, SAMPLE.XLS!B2,2, FALSE)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The active cell of *sheetName* is used when the *selection* parameter is missing.
- A value of 1 is assumed when the *level* parameter is missing.
- A value of FALSE is assumed when the *across* parameter is missing.

EssZoomOut

Description

Zooms out on the selected members.

Syntax

```
EssZoomOut ([workbookName]sheetName, range, selection)
```

Where *[workbookName]sheetName* is the text name of the workbook and worksheet to which the retrieval takes place.

range is a reference to the area of data that is retrieved.

selection is a reference to the affected member or members.

Example

```
=EssZoomOut (" [Sample.xls] Sheet1 " , SAMPLE.XLS!B5, SAMPLE.XLS!B2)
```

Notes:

- The active spreadsheet is used when the *sheetName* parameter is missing.
- The entire contents of *sheetName* is used when the *range* parameter is missing.
- The active cell of *sheetName* is used when the *selection* parameter is missing.

Menu Equivalent Macro Reference

These spreadsheet macros are identical to the equivalent commands on the Essbase menu. Use the macros to perform actions as if you selected them from the menu. The requirements for the macros are the same as those for the menu commands. For example, if you must be logged in to an instance of Analytic Server to use a menu command, you must also be logged in to Analytic Server to use the equivalent spreadsheet macro.

Consult the Contents pane for an alphabetical listing of Menu Equivalent macros.

EssMenuCalculate

Description

Opens the Essbase Calculation dialog box and enables you to calculate the active database or checks on the status of an active database calculation.

Syntax

```
EssMenuCalculate()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuCalculate()
```

EssMenuCascade

Description

Opens the Essbase Cascade Options dialog box and enables you to replicate worksheets using member combinations.

Syntax

`EssMenuCascade ()`

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

`=EssMenuCascade ()`

EssMenuConnect

Description

Opens the Essbase System Login dialog box and enables you to connect to a an instance of Analytic Server.

Syntax

`EssMenuConnect ()`

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

`=EssMenuConnect ()`

EssMenuCurrencyReport

Description

Opens the Essbase Currency Report dialog box if the connected database has an associated currency database and enables you to perform ad-hoc currency conversions during data retrieval.

Syntax

`EssMenuCurrencyReport ()`

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

`=EssMenuCurrencyReport ()`

EssMenuDatalessNav

Description

Controls whether navigational operations such as Pivot, Zoom In, Zoom Out, Keep Only, and Remove Only retrieves data. A check mark next to the command in the Essbase menu indicates this feature is turned on. This command serves the same function as using Navigate without Data in the Essbase Options dialog box. If Navigate Without Data is currently on, checking it turns it off, and vice versa.

Syntax

```
EssMenuDatalessNav()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuDatalessNav()
```

EssMenuDisconnect

Description

Opens the Essbase Disconnect dialog box.

Syntax

```
EssMenuDisconnect()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuDisconnect()
```

EssMenuHelp

Description

Opens the *Oracle Essbase Spreadsheet Add-in Online Help*.

Syntax

```
EssMenuHelp()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuHelp()
```

EssMenuFlashBack

Description

Restores the previous view.

Syntax

```
EssMenuFlashBack()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuFlashBack()
```

EssMenuKeepOnly

Description

Retains only the selected member (the active cell) or member range in the worksheet.

Syntax

```
EssMenuKeepOnly()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuKeepOnly()
```

EssMenuLinkedObjects

Description

Opens the Linked Objects Browser dialog box when you select cells to edit LROs.

Syntax

```
EssMenuLinkedObjects()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuLinkedObjects()
```

EssMenuLock

Description

Locks data blocks that appear in the current worksheet. You can lock only one view at a time.

Syntax

```
EssMenuLock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuLock()
```

EssMenuMemberSelect

Description

Opens the Essbase Member Selection dialog box and enables you to select members from the multidimensional database outline.

Syntax

```
EssMenuMemberSelect()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuMemberSelect()
```

EssMenuOptions

Description

Opens the Essbase Options dialog box and enables you to select options for the active worksheet and customize the behavior of Spreadsheet Add-in software.

Syntax

```
EssMenuOptions()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuOptions()
```

EssMenuPivot

Description

Changes the orientation (from row to column or from column to row) of the group of members associated with the active cell.

Syntax

```
EssMenuPivot()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuPivot()
```

EssMenuQueryDesigner

Description

Opens Query Designer.

Syntax

```
EssMenuQueryDesigner()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuQueryDesigner()
```

EssMenuRemoveOnly

Description

Removes only the selected member (the active cell) or member range in the worksheet.

Syntax

```
EssMenuRemoveOnly()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuRemoveOnly()
```

EssMenuRetrieve

Description

Retrieves data into the active worksheet, and places the data at the beginning of the active worksheet.

Syntax

```
EssMenuRetrieve()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuRetrieve()
```

EssMenuRetrieveLock

Description

Locks the data blocks specified in the retrieval. Other users cannot update blocks you locked.

Syntax

```
EssMenuRetrieveLock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuRetrieveLock()
```

EssMenuSend

Description

Updates the active database on the server with data in your worksheet.

Syntax

```
EssMenuSend()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuSend()
```

EssMenuUnlock

Description

Unlocks blocks that you locked

Syntax

```
EssMenuUnlock()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuUnlock()
```

EssMenuWizard

Description

Opens Retrieval Wizard.

Syntax

```
EssMenuWizard()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuWizard()
```

EssMenuZoomIn

Description

Retrieves and expands data from Essbase according to the options specified in the Essbase Options dialog box.

Syntax

```
EssMenuZoomIn()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuZoomIn()
```

EssMenuZoomOut

Description

Collapses the view of data according to the options specified in the Essbase Options dialog box.

Syntax

```
EssMenuZoomOut()
```

Return Value

Returns 0 if successful. A negative number indicates a local failure (see [“VBA Return Values” on page 209](#)). A return value greater than zero indicates a failure on the server.

Example

```
=EssMenuZoomOut ( )
```

In This Chapter

About Drill-Through	247
What is Drill-Through Wizard?.....	247
Using Drill-Through.....	248
Drill-Through Dialog Boxes	256

About Drill-Through

Drill-through is a tool that enables you to drill from the summarized and calculated data stored in your Essbase Server into detail data stored in a relational database. For example, if you are analyzing retail sales for the first quarter in the Eastern region, you can request a drill-through report to see a list of customers who purchase a particular product in a particular size. From Spreadsheet Add-in, you can access a predefined, detail-level drill-through report that is based on the member intersections of Essbase data cells in the worksheet. You can also customize drill-through reports using the Drill-Through Wizard, which you access by launching a customizable drill-through report in the Linked Objects Browser dialog box (see “[Customizing Reports with Drill-Through Wizard](#)” on page 250). Integration Services retrieves the detail data from the relational source and returns the report in the context of the data displayed in the worksheet.

Note:

The person at your organization who develops drill-through reports specifies whether you can customize a report and whether you must log in to Integration Services and the relational data source.

What is Drill-Through Wizard?

Drill-Through Wizard is a graphical user interface that enables you to customize predefined drill-through reports. The Drill-Through Wizard steps you through these tasks:

- Selecting columns to retrieve from the relational data source
 - Decide which columns from the predefined report you must see.
- Selecting the display order for columns
 - Change the default display order of columns across the worksheet.

- Selecting a sort order for data
- Selecting an ascending or descending sort order for a column; for example, sorting a list of managers in alphabetical order
- Selecting data filters

Define a filter on a column so that only data meeting certain criteria is retrieved.

Related Topics

[“About Drill-Through” on page 247](#)

[“Using Drill-Through” on page 248](#)

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“Selecting Reports to View or Customize” on page 250](#)

Using Drill-Through

Drill-through enables you to view or customize predefined drill-through reports and displays the results in Spreadsheet Add-in.

Drill-through consists of these tasks:

- [“Accessing Drill-Through” on page 249](#) from Spreadsheet Add-in
- [“Selecting Reports to View or Customize” on page 250](#)
- [“Customizing Reports with Drill-Through Wizard” on page 250](#)

From Spreadsheet Add-in, you can access detail-level drill-through reports that are based on the member intersections of Essbase data cells in your worksheet. Using Drill-Through Wizard, you can also customize a predefined drill-through report.

You can set styles for cells tagged as drill-through to help you identify which cells in your spreadsheet are associated with drill-through reports. When you double-click a drill-through cell in the spreadsheet, Essbase displays the Linked Objects Browser dialog box, which displays a drill-through report entry. This dialog box also displays entries for linked partitions and other linked object types (for example, cell notes, URLs, and application files). You launch drill-through and select whether to view or customize a predefined report. After accessing drill-through from Spreadsheet Add-in, you may be prompted with the Drill-Through Login dialog box to connect to Integration Services and the SQL data source. After you execute or customize the drill-through report, the Integration Server retrieves data and displays the results in a spreadsheet.

Related Topics

[“Drill-Through Login Dialog Box” on page 256](#)

[“About Drill-Through” on page 247](#)

[“What is Drill-Through Wizard?” on page 247](#)

Accessing Drill-Through

- To access drill-through reports from Spreadsheet Add-in:

1 Locate a drill-through cell as indicated by its style.

Select one cell or a continuous range of cells from the same parent in the worksheet to display all drill-through reports associated with the cell you select.

Note:

In order for Integration Server to return a drill-through report when multiple cells are selected, all members selected for multi-cell drill-through must come from:

- The same physical table and column in the relational source database
- The same member level in the underlying OLAP metaoutline
- The same hierarchy.

A multi-cell drill-through operation is valid only if all three criteria noted above are met. A message is displayed if the combination of cells you select is not valid for performing a multi-cell drill-through operation.

2 Select Essbase, and then Linked Objects to open Linked Objects Browser.

Alternatively, select Enable Linked Object Browsing in the Essbase Options dialog box (Global page), which enables you to double-click a linked object cell to open Linked Objects Browser. This option works only with single-cell selection. If you select a range of cells, select Essbase, and then Linked Objects.

3 Select the drill-through report and click View/Launch.

Essbase launches drill-through. If only one report exists for the selected cells, and if that report is not designed to be customized, drill-through generates the report and displays the results in a spreadsheet. The worksheet is added before the current worksheet.

4 If you are prompted by the display of the Drill-Through Login to connect to Integration Server and an SQL data source, enter the Integration Server name, and your database user name and password.

5 If multiple reports exist for the cell or cell range that you select, follow the steps in [“Selecting Reports to View or Customize” on page 250](#) to select a report.

Note:

An administrator at your organization develops drill-through reports and specifies (1) whether you can customize the report, and (2) whether you must log in to Integration Services and the relational data source.

Related Topics

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“Drill-Through Login Dialog Box” on page 256](#)

[“Using Drill-Through” on page 248s](#)

Selecting Reports to View or Customize

If multiple drill-through reports exists for the cell or cell range that you select in the spreadsheet, Integration Services displays the Select Drill-Through Report dialog box. This dialog box displays the list of drill-through reports available for the cells you select in the spreadsheet. Depending on how the report was defined in Integration Services Console, your access may be to only view, and not to customize, reports.

➤ To view a drill-through report:

- 1 Select the report you want to view from **Available Reports**.
- 2 Click **Execute**.

Integration Services retrieves the data from the relational source and displays the results in a spreadsheet. The worksheet is added before the current active worksheet.

➤ To customize a drill-through report:

- 1 Select the report you want to customize from **Available Reports**.
- 2 Click **Customize**.

Integration Services displays the first screen of Drill-Through Wizard.

- 3 Click **Next** to display the **Select Columns and Display Order**.
- 4 Follow the steps in [“Selecting and Ordering Columns” on page 251](#) to select and order rows for the customized report.

Note:

The **Customize** button may be enabled or disabled for a given report, depending on how the report was defined in Integration Services Console.

Related Topics

[“Accessing Drill-Through” on page 249](#)

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“Select Drill-Through Report Dialog Box” on page 256](#)

Customizing Reports with Drill-Through Wizard

Drill-Through Wizard is a graphical user interface that enables you to customize predefined drill-through reports. For example, you can choose to exclude certain columns or change row and column ordering. Before you can customize a report using the wizard, you must access drill-through and select a report to customize.

Drill-Through Wizard steps you through these tasks:

1. [“Selecting and Ordering Columns” on page 251](#) to retrieve from the relational database
2. [“Selecting Data Sort Order” on page 252](#) for the drill-through report
3. [“Selecting Data Filters” on page 253](#) to determine what Integration Services retrieves for the report.

Related Topics

[“Accessing Drill-Through” on page 249](#)

[“Selecting Reports to View or Customize” on page 250](#)

Selecting and Ordering Columns

In the Select Columns and Display Order dialog box, you can select the columns from the relational data source to be displayed in the drill-through report, and you can determine the display order of columns across the spreadsheet. These columns contain detail information not available in the Essbase database; for example, a list of store managers.

The Selected Columns list box displays the columns from the Available Columns list box in expanded form. These columns are part of the drill-through report (as defined in Integration Services Console by an administrator at your organization). You can move columns out of the Selected Columns list box to exclude them from the drill-through report.

► To select and order columns for the drill-through report:

- 1 **In Available Columns, select the column to include in the report.**

Click  to view all columns in a dimension.

- 2 **Use the arrows to move selected columns to and from Selected Columns.**

- 3 **To rearrange the display order of columns, select a column to rearrange in Selected Columns and click Move Up to move the column up, or click Move Down to move the column down.**

- 4 **When all columns you want included in the report are displayed in the correct order in Selected Columns, perform one task:**

- Click **Next** and follow the steps in [“Selecting Data Sort Order” on page 252](#) to further customize your report.
- Click **Finish** to generate the report and view the results in the spreadsheet.

Related Topics

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“Select Columns and Display Order Dialog Box” on page 258](#)

Sorting Multiple Columns

- To select a sort order for multiple columns simultaneously:
 - 1 To select columns in the list that are not adjacent to each other, press and hold down **Ctrl** and select each column for which you want to select a sort order. To select a range of columns, press and hold down **Shift** and click the first and last columns in the list, which also selects all columns in between them.
 - 2 Click **Order By**.
 - 3 Select **Ascending** or **Descending** and click **OK**.

Related Topics

[“Select Data Sort Order Dialog Box” on page 258](#)

[“Selecting Data Sort Order” on page 252](#)

Selecting Data Sort Order

In the Select Data Sort Order dialog box, you can determine the order in which Integration Services displays the rows it retrieves. For example, you can sort the contents of a `REGION.DIRECTOR` column in ascending order; this sort presents the regional directors in alphabetical order in the drill-through report.

- To define the sort order of rows in the drill-through report:
 - 1 Make sure you perform the tasks described in [“Selecting and Ordering Columns” on page 251](#).
 - 2 In **Available Columns**, select the column for which you want to define a sort order.

The columns in the Available Columns list box are those that you selected in [“Selecting and Ordering Columns” on page 251](#).

The columns in the Column list box are those for which a sort order is defined in Integration Services.
 - 3 Use the arrows to move columns to and from the right list box.
 - 4 To rearrange the display order of columns, select the column to rearrange in **Column**, and click **Move Up** to move the column up, or click **Move Down** to move the column down.
 - 5 In **Column**, select a column for which you want to define the row order.
 - 6 Double-click the column to change the data sort order from **Ascending** to **Descending** (or conversely) to define whether the rows in the report are sorted in ascending or descending order.

If a data sort order was selected when the report was created in Integration Services, that selection is displayed in the Order by list box. Otherwise, the default sort order is *ascending*.
 - 7 To change the data sort order for multiple columns simultaneously, see [“Sorting Multiple Columns” on page 252](#).
 - 8 When you are finished arranging and sorting rows, perform one task:

- Click **Next** and follow the steps in [“Selecting Data Filters” on page 253](#) to further customize your report.
- Click **Finish** to generate the report and view the results in the spreadsheet.
- Click **Back** to return to the previous screen.

Related Topics

[“Order By Dialog Box” on page 259](#)

[“Select Data Sort Order Dialog Box” on page 258](#)

[“Sorting Multiple Columns” on page 252](#)

Selecting Data Filters

In the Select Data Filters dialog box, you can apply filters to determine what data Integration Services retrieves for the drill-through report.

► To apply a filter:

1 Make sure you first perform the tasks described in [“Selecting Data Sort Order” on page 252](#).

2 In **Filter**, select a filter to apply to this drill-through report.

The full string of the filter is displayed in the lower Condition text box.

3 Click **Finish** to apply the filter.

Integration Services generates the customized drill-through report and displays the results in the spreadsheet. The worksheet is added before the current active worksheet.

► To apply a filter:

1 Make sure you first perform the tasks described in [“Selecting Data Sort Order” on page 252](#).

2 Select a column from **Column**.

The columns in the Column list box are those that you selected in [“Selecting and Ordering Columns” on page 251](#).

If a filter is attached to the column, it is displayed in the Condition list box. The full string of the filter is displayed in the lower Condition text box.

3 Click **Add condition**.

4 To set the conditions of the filter, see [“Creating Member Filters” on page 254](#).

5 To add this filter to the list of saved filters, click **Add new filter**.

6 In **Filter Name** enter a **Name** for this filter.

If you want the filter description and conditions to match filter you just created, select Copy definition of current filter and click OK.

7 To clear a filter, select the filter and click **Clear**; to clear all filters, click **Clear All**.

Clicking Clear or Clear All does not delete the permanently saved filters in the Filter drop-down list box.

8 When you are finished editing and deleting filters, click **Finish.**

Integration Services generates the customized drill-through report and displays the results in the spreadsheet. The worksheet is added before the current active worksheet.

Note:

After a drill-through operation, if you attempt to disconnect from Essbase from a worksheet in your current workbook, an Essbase error message is displayed. To disconnect, first do a retrieval from the worksheet, and disconnect.

Related Topics

[“Creating Member Filters” on page 254](#)

[“Select Data Filters Dialog Box” on page 260](#)

[“Select Filter Values from the List Dialog Box” on page 262](#)

[“Set Filter on Column Dialog Box” on page 261](#)

Creating Member Filters

You can define which members Integration Services retrieves for a drill-through report. The member filters you define can be used on a one-time-only basis or can be saved and accessed again, as described in [“Selecting Data Filters” on page 253](#).

➤ To create a member filter:

1 In **Set Filter on Column, select the column to which the condition applies from **Column**.**

The column displayed in the Column drop-down list box is the one you selected in [“Selecting Data Filters” on page 253](#).

2 Use one method to create the filter:

- Build the filter interactively. Proceed to [step 3](#).
- Enter the filter directly into the Filters list box and proceed to [step 4](#).

Use the SQL syntax supported by your relational data source; for example:

```
Region.Director in ('West')
```

3 To build a filter interactively, perform these tasks:

- a. Select the operator to use from **Operator**.
- b. Enter the condition in **Condition** (for example, West), or click Browse to open a list of all possible values for that column.

Integration Services retrieves these values directly from the relational data source. If the relational data source contains many values, Integration Services confirms that you want to view them all.

- c. Select the value and click **OK**.

To select multiple values that are not adjacent to each other, press and hold down the **Ctrl** and click each value. To select a range of values, press and hold down **Shift** and click the first and last values. You can select multiple values only if you selected *in* or *not in* as your operator. For a description of all operators, see [Table 42, “Filter Operators,”](#) on page 262.

- d. If you specify multiple conditions, select **And** or **Or** from **Add Type**.
- e. Click **Add** to add the condition to **Filters**.

4 To define another condition on the filter, return to [step 2](#).

If you define multiple conditions on a filter, see [“Multiple Filter Conditions”](#) on page 259.

5 If desired, edit filters using the SQL syntax required by your relational data source.

6 Click **OK**.

If you want to permanently save this filter, see [“Saving, Deleting, and Renaming Member Filters”](#) on page 255.

Related Topics

[“Saving, Deleting, and Renaming Member Filters”](#) on page 255

[“Select Data Filters Dialog Box”](#) on page 260

[“Select Filter Values from the List Dialog Box”](#) on page 262

[“Selecting Data Filters”](#) on page 253

[“Set Filter on Column Dialog Box”](#) on page 261

Saving, Deleting, and Renaming Member Filters

- To save filters, in **Select Data Filters**, click **Save Filters**.

All filters created for the drill-through report are saved.

Whenever you use the **Select Data Filters** dialog box, you can select from the list of filters that you saved.

Note:

You must click **Save Filters** to save changes, such as adding, deleting, or renaming, to the filters.

- To delete filters:

- 1** In **Select Data Filters**, select the filter to delete from **Filter**.
- 2** Click **Delete**.
- 3** Click **Save Filters**.

► To rename filters:

- 1 In **Select Data Filters**, select the filter to rename from **Filter**.
- 2 Click **Rename**.
- 3 In **Filter Name**, enter a name for the filter.
- 4 Click **OK**.
- 5 Click **Save Filters**.

Drill-Through Dialog Boxes

- [“Drill-Through Login Dialog Box” on page 256](#)
- [“Select Drill-Through Report Dialog Box” on page 256](#)
- [“Drill-Through Wizard Dialog Box” on page 257](#)
- [“Drill-Through Wizard Dialog Box” on page 257](#)
- [“Select Columns and Display Order Dialog Box” on page 258](#)
- [“Select Data Sort Order Dialog Box” on page 258](#)
- [“Order By Dialog Box” on page 259](#)
- [“Select Data Filters Dialog Box” on page 260](#)
- [“Select Filter Values from the List Dialog Box” on page 262](#)

Drill-Through Login Dialog Box

When you access drill-through from the Linked Objects Browser dialog box, you may be prompted by the display of the Drill-Through Login dialog box to log in to Integration Services and the relational data source for a drill-through report.

- **Integration Server Name**—Enter the Integration Server name.
- **Data Source Name** box—Displays the name of the SQL data source from which the data is retrieved for the drill-through report.
- **Username**—Enter your Integration Services user name.
- **Password**—Enter your Integration Services password.

Related Topics

[“Accessing Drill-Through” on page 249](#)

Select Drill-Through Report Dialog Box

The Select Drill-Through Report dialog box displays the list of drill-through reports that are available for the cells you select in the spreadsheet. You can select a predefined drill-through

report to execute or customize, depending on how the report was originally defined in Integration Services Console.

- **Available Reports**—Displays the predefined drill-through reports that are available for the cells that you select in the spreadsheet.
- **Execute**—Click to generate the drill-through report and display the results in the spreadsheet.
- **Customize**—Click to open the first dialog box of Drill-Through Wizard. If the report is not customizable, the button is unavailable.

Related Topics

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“Selecting Reports to View or Customize” on page 250](#)

Drill-Through Wizard Dialog Box

The Drill-Through Wizard dialog box is the first screen of the Drill-Through Wizard. This screen contains explanatory text about the basic functions of the wizard.

- **Back**—Click to move to the previous screen of the Drill-Through Wizard.
- **Next**—Click to move to the next screen of the Drill-Through Wizard.
- **Finish**—Click to generate the drill-through report and display the results in the spreadsheet.

Related Topics

[“Customizing Reports with Drill-Through Wizard” on page 250](#)

[“What is Drill-Through Wizard?” on page 247](#)

Drill-Through Wizard

Drill-Through Wizard enables you to customize predefined drill-through reports. Drill-Through Wizard steps you through a process of selecting columns to retrieve from the relational data source, determining the display order of columns, defining a sort order for rows, and applying filters.

Drill-Through Cell

A drill-through cell represents the member intersection for which a drill-through report is defined. You can set a style for drill-through cells in Spreadsheet Add-in to identify the cells with drill-through reports attached to them.

Select Columns and Display Order Dialog Box

In the Select Columns and Display Order dialog box, you can select the columns to retrieve from the relational source for the drill-through report and specify their display order.

- **Report Name**—Displays the name of the drill-through report that you are customizing.
- **Available Columns**—Displays the columns that Integration Services retrieves from the relational source for the drill-through report. This list is defined by the person who originally defined the report in Integration Services Console.
- **Right Arrow**—Click to move a selected column to the list box on the right.
- **Left Arrow**—Click to move a selected column back to the list box on the left.
- **Right Double Arrow**—Click to move all columns to the list box on the right.
- **Left Double Arrow**—Click to move all columns back to the list box on the left.
- **Selected Columns**—Displays the columns from the Available Columns list box in expanded form. Use the arrows to move columns out of this list box. Use the Move Up and Move Down buttons to rearrange the display order of these columns.
- **Move Up**—Click to move a column up in the list box.
- **Move Down**—Click to move a column down in the list box.
- **Back**—Click to move to the previous screen of the Drill-Through Wizard.
- **Next**—Click to move to the next screen of the Drill-Through Wizard.
- **Finish**—Click to generate the drill-through report and display the results in the spreadsheet.

Related Topics

[“Selecting and Ordering Columns” on page 251](#)

Select Data Sort Order Dialog Box

In the Select Data Sort Order dialog box, you can select a column and specify its sort order for the drill-through report.

- **Report Name**—Displays the name of the drill-through report that you are customizing.
- **Available Columns**—Displays the columns that you select in the Select Columns and Display Order dialog box. Select a column from this list box and move it to the Column list box to select a sort order for the column.
- **Right Arrow**—Click to move a selected column to the list box on the right.
- **Left Arrow**—Click to move a selected column back to the list box on the left.
- **Right Double Arrow**—Click to move all columns to the list box on the right.
- **Left Double Arrow**—Click to move all columns back to the list box on the left.
- **Column**—Double-click columns to change the data sort order from Ascending to Descending, or Descending to Ascending.

- **Order By**—Displays the data sort order for each column, as defined in Integration Services Console. Otherwise, the default sort order is Ascending. Double-click the column name to change the sort order.
- **Move Up**—Click to move a column up in the list box.
- **Move Down**—Click to move a column down in the list box.
- **Order By**—Click to select a data sort order for several columns simultaneously after selecting multiple columns from the Column list box.
- **Back**—Click to move to the previous screen of the Drill-Through Wizard.
- **Next**—Click to move to the next screen of the Drill-Through Wizard.
- **Finish**—Click to generate a drill-through report and display the results in the spreadsheet.

Related Topics

[“Selecting Data Sort Order” on page 252](#)

Order By Dialog Box

In the Order By dialog box, you can select a data sort order for all report columns simultaneously.

- To define the data sort order for multiple columns, select **Ascending** or **Descending** from **Item**.

Related Topics

[“Select Columns and Display Order Dialog Box” on page 258](#)

[“Selecting Data Sort Order” on page 252](#)

[“Sorting Multiple Columns” on page 252](#)

Ascending Sort Order

If you select an Ascending sort order, the data is sorted in alphabetical (A - Z) or chronological (1, 2, 3, ...) order.

Descending Sort Order

If you select a Descending sort order, the data is sorted in reverse alphabetical (Z - A) or reverse chronological (... 3, 2, 1) order.

Multiple Filter Conditions

- **Combining multiple conditions**—Select **And** or **Or** in the **Add Type** box or enter **AND** or **OR** in the **Filters** box.

The default value is Or, which means that Integration Services applies the filter if the conditions you specify are met. If you select And, Integration Services applies the filter only if all conditions are met.

- **Determining the order in which the relational data source executes multiple conditions**—Enter parentheses around the conditions in the Filters box. How you define ordering depends on your relational data source. Consult the documentation for your relational data source.

Select Data Filters Dialog Box

In the Select Data Filters dialog box, you can apply filters to drill-through columns to determine what data Integration Services retrieves for the report.

- **Column**—Select a column to apply or define a filter for that column.
- **Condition**—Displays the filter string, if a column has a filter attached to it.
- **Add Condition**—Click to create or edit a filter.
- **Clear**—Click to clear the filter conditions from the selected column.

Note:

Clicking Clear does not delete the permanently saved filters in the Filter drop-down list box.

- **Clear All**—Click to clear all filter conditions from all columns in the report.

Note:

Clicking Clear All does not delete the permanently saved filters in the Filter drop-down list box.

- **Filter**—Contains the list of saved filters. Click the arrow to view the list of available filters.
- **Description**—Enter a description for the filter selected in the Filter drop-down list box.
- **Condition**—Displays the conditions of the currently-selected column or filter.
- **Add New Filter**—Click to add a filter. When you click the Add New Filter button, the Filter Name dialog box is displayed. If you want to base the filter on the currently-selected filter, select Copy definition of current filter.
- **Delete**—Click to delete the filter displayed in the Filter drop-down list box.
- **Rename**—Click to display the Filter Name dialog box. Enter a name for the filter in the Name and click OK.
- **Save Filters**—Click to save modifications to all filters created for this drill-through report.
- **Back**—Click to move to the previous screen of the Drill-Through Wizard.
- **Next**—Click to move to the next screen of the Drill-Through Wizard.
- **Finish**—Click to generate a drill-through report and display the results in the spreadsheet.

Related Topics


[“Selecting Data Filters” on page 253](#)

[“Creating Member Filters” on page 254](#)

[“Saving, Deleting, and Renaming Member Filters” on page 255](#)

Set Filter on Column Dialog Box

In the Set Filter on Column dialog box, you can create a filter for a column that you select in the Select Data Filters dialog box. Filters determine what data Integration Services retrieves from the relational data source for the Drill- Through report.

- **Column**—Select the column to which the condition applies.
- **Operator**—Select from the list of filter operators to create the filter definition.
- **Condition**—Enter the condition or click  to open the Select Filter Values from the List dialog box.
- **Add**—Click to add filter conditions to the Filters box.
- **Add Type options**—Select And or Or in the Add Type box or enter AND or OR in the Filters box.

The default value is Or, which means that Integration Services applies the filter if the conditions you specify are met. If you select And, Integration Services applies the filter only if all conditions are met.

To determine the order in which the relational data source executes multiple conditions, enter parentheses around the conditions in the Filters box. How you define ordering depends on your relational data source. Consult the documentation for your relational data source.

- **Filters**—To create a filter, use one method:
 - Build the filter interactively by selecting the operator to use from the Operator drop-down list box.
 - Enter the filter directly into the Filters box, using the SQL syntax supported by your relational data source.

Related Topics

[“Creating Member Filters” on page 254](#)

[“Selecting Data Filters” on page 253](#)

Operator Drop-Down List Box

To build a filter interactively, select one filter operator from the Filter Operators table:

Table 42 Filter Operators

Operator	Description
in	Enables you to select one or more conditions; for example, Region in United States and Europe selects the United States and Europe regions.
not in	Opposite of in; for example, Region not in United States selects all regions except for the regions that are part of the United States.
like	Enables you to use the wildcard characters, % and *, at the end of an expression to find data that matches the characters in the string that you typed. For example, if the database includes 100-10, 100-20, 100-30, 100-10-10, and 100-10-20, 100-10% returns 100-10, 100-10-10, and 100-10-20.
not like	Opposite of like; for example, if the database includes 100-10, 100-20, 100-30, 100-10-10, and 100-10-20, not 100-10% returns 100-20 and 100-30.
=	Equal to.
<>	Not equal to.
<	Less than.
<=	Less than or equal to.
>	Greater than.
>=	Greater than or equal to.

Select Filter Values from the List Dialog Box

The “Select Filter Values from the List” dialog box lists all possible values for that column. Integration Services retrieves these values directly from the relational data source. If the relational data source contains many values, Oracle Essbase Integration Services confirms that you want to view them all before displaying the list.

Related Topics

[“Creating Member Filters” on page 254](#)

[“Selecting Data Filters” on page 253](#)

In This Chapter

Essbase System Login Dialog Box.....	263
Change Password Dialog Box.....	263
Database Note Dialog Box.....	264

Essbase System Login Dialog Box

To use Essbase, you must first log in to the server.

- To log in to an Essbase Server:

- 1 Select **Essbase**, and then **Connect** to open **Essbase System Login**.
- 2 In **Server**, select the server you want to access or enter the name of the server.
- 3 Enter your user name.
- 4 Enter your password.
- 5 Click **OK** to connect to the server.

When your server connection is complete, a list of available application and database pairs appears in the Application/Database list. Essbase enables simultaneous access to multiple applications. An application can contain multiple databases. Only databases that you can access are displayed in the list.

- 6 Select an application and database pair and click **OK**.

Change Password Dialog Box

Use the Change Password dialog box to change your password on Essbase Server. You can change your password only if you are connected to a server.

- To change your password:

- 1 Select **Essbase**, and then **Connect**.

If you are not currently connected to a database, you must connect to one.

- 2 Click **Change Password**.

- 3 Enter a password in **New Password**.
- 4 Enter the password again in **Confirm Password**.
- 5 Click **OK** to change your password.

Note:

If Essbase forces you to change your password (for example, if your password expires) the Change Password dialog box is displayed automatically.

Database Note Dialog Box

The Database Note dialog box displays an informative note for the active database. A database note provides useful information from the Essbase administrator to other users of a database. For example, the note can be used to broadcast messages about the status of a database, deadlines for updates, and so on.



Dialog Boxes

In This Appendix

Essbase Options Dialog Box	265
Essbase System Login Dialog Box.....	275
Essbase Disconnect Dialog Box	275
Change Password Dialog Box.....	276
Essbase Member Selection Dialog Box	276
Linked Objects Browser Dialog Box	279
Linked Reporting Objects Dialog Box.....	280
Font Dialog Box	281
Essbase Cascade Options Dialog Box	281
Essbase Calculation Dialog Box	284
Subset Dialog Box	285
Find Member Dialog Box	287
Member Preview Dialog Box	287
Select Latest Period Dialog Box	288
Open Selection Object Dialog Box	288
Save Selection Object Dialog Box.....	289
Attach Linked Object Dialog Box	290
View Cell Note Dialog Box.....	291
Edit Cell Note Dialog Box.....	292
Edit URL Dialog Box.....	292
Essbase Currency Report Dialog Box.....	293
Member Information Dialog Box.....	293
Member Criteria Shortcut Menu	294
Essbase Add-In Manager Dialog Box	295

Essbase Options Dialog Box

The Essbase Options dialog box contains controls that determine the behavior of worksheets, spreadsheet styles, and actions in your Essbase session. It includes these tabs:

- “Display Page (Essbase Options Dialog Box) ” on page 267
- “Zoom Page (Essbase Options Dialog Box)” on page 269
- “Mode Page (Essbase Options Dialog Box)” on page 271

- [“Style Page \(Essbase Options Dialog Box\)” on page 272](#)
- [“Global Page \(Essbase Options Dialog Box\)” on page 273](#)

Note:

For a list of formula preservation restrictions, view the Mode page and click the controls in the Formula Preservation group.

Related Topics

- [“Adjusting Cell Columns” on page 62](#)
- [“Applying Style Settings to Worksheets” on page 59](#)
- [“Canceling Retrievals” on page 41](#)
- [“Changing Data Cell Fonts and Colors” on page 69](#)
- [“Changing Dimension Member Fonts and Colors” on page 68](#)
- [“Changing Member Name Fonts and Colors” on page 67](#)
- [“Clearing Styles from Worksheets” on page 60](#)
- [“Displaying Aliases for Members” on page 64](#)
- [“Displaying the Save Dialog Box when Exiting Member Selection” on page 134](#)
- [“Displaying Unknown Members” on page 22](#)
- [“Enabling Double-Clicking to Browse LROs” on page 52](#)
- [“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)
- [“Enabling Spreadsheet Options with Query Designer” on page 69](#)
- [“Indenting Member Names” on page 60](#)
- [“Preserving Formulas when Retrieving Data” on page 30](#)
- [“Repeating Member Names” on page 62](#)
- [“Replacing Missing and No Access Labels” on page 63](#)
- [“Retrieving Data Ranges” on page 35](#)
- [“Retrieving Data Into Blank Worksheets” on page 27](#)
- [“Retrieving Data Using Functions” on page 43](#)
- [“Retrieving Dynamic Calc Members” on page 37](#)
- [“Retrieving in Free-Form Mode” on page 32](#)
- [“Retrieving in Template Retrieve Mode” on page 33](#)
- [“Retrieving Into Formatted Worksheets” on page 28](#)
- [“Retrieving Substitution Variables” on page 38](#)
- [“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Specifying Message Type to Display” on page 21](#)

[“Suppressing Missing Values, Zeros, and Underscore Characters” on page 61](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Display Page (Essbase Options Dialog Box)

The Display page controls the use of styles, nested displays, row suppression, the automatic adjustment of columns, automatic sorting order, display of member labels, latest period setting, and the display of aliases. It also enables you to define a label for missing values and for data that you cannot access.

Dialog Box Items

- **None**—Select to specify no member indentation (parents and children appear left-justified in the worksheet column).
- **Subitems**—Select to specify that descendants are indented while ancestors appear left-justified in the worksheet columns.
- **Totals**—Select to specify that ancestors are indented while descendants appear left-justified in the worksheet columns.
- **#Missing Label**—Enables you to define a label for missing values. By default, missing values are labeled #Missing.

Caution!

#Missing labels must not match member names or aliases in the outline. See [“Replacing Missing and No Access Labels” on page 63](#).

- **#No Access Level**—Enables you to specify a label for data you cannot access. This option is available only when Advanced Interpretation mode is selected on the Mode page of the Essbase Options dialog box.

Caution!

#No Access Level labels must not match member names or aliases in the outline. See [“Replacing Missing and No Access Labels” on page 63](#).

- **Missing Rows**—Select to suppress the return of data rows that contain only missing values
If you select an option in the Formula Preservation group on the Mode page, the #Missing Rows option is not available.
If you clear #Missing Rows, Essbase does not redisplay #Missing data in your spreadsheet. To display #Missing again, clear the option and open another worksheet.
- **Zero Rows**—Select to suppress the return of data rows which contain only zeros.

If you select an option in the Formula Preservation group on the Mode page, the Zero Rows option is not available

If you clear **Zero Rows**, Essbase does not redisplay data containing zeros in your spreadsheet. To display zero data again, clear the option and open another worksheet.

- **Underscore Characters**—Select to suppress the display of underscore characters in member names.
- **Use Aliases**—Select to display aliases when performing retrievals, rather than database outline member names. Aliases are alternate names for database members. You can create reports that use the database outline member name, which is often a stock number or product code, or an alias name, which can be more descriptive. Each database can contain one or more alias tables. Select the alias table from the Alias list box.

If you select the Show Qualified Member Name on Sheet, the display of the qualified name takes precedence over the display of aliases.

- **Use Both Member Names and Aliases for Row Dimensions**—Select to display the member name and alias name for each row dimension member in the worksheet.

If you select the Show Qualified Member Name on Sheet, the display of the qualified name takes precedence over the display of aliases

- **Show Qualified Member Names on Sheet**—Select to view the qualified member name of duplicate members on the worksheet.

This option is only available when you are connected to a database that supports duplicate member names.

- **Show Qualified Member Names as Comments**—Select to view the qualified member name of duplicate members when you hover the cursor over the comment indicator in a cell.

This option is only available when you are connected to a database that supports duplicate member names.

- **Use Styles**—Select to display styles defined for members, dimensions, or data cells.
- **Adjust Columns**—Select to automatically adjust the column widths in the spreadsheet to accommodate large member, or alias, names.
- **Auto Sort Rows**—Select to retrieve data into symmetric rows which are sorted according to the order specified in the database outline. This option is only available when Free Form retrieve mode (but not Template Retrieve) is selected.
- **Repeat Member Labels**—Select to repeat all member labels after a retrieve. For large spreadsheets, this may be a useful feature so that you can immediately see the member label associated with the data.

Essbase retains the repeated members in the spreadsheet even if you clear Repeat Member Labels. To suppress the repeated members from displaying in the spreadsheet, perform one action:

- Clear Repeat Member Labels and open another worksheet.
- Clear Repeat Member Labels, pivot the repeated members, and pivot the members again.

- Use the FlashBack command to return to your previous view before applying Repeat Member Labels, if you did not perform other actions since you retrieved.
- **Alias**—Displays all alias tables contained in the active database.
- **Use Sheet Options with Query Designer**—Select to apply the options selected in the options dialog box to queries created by Query Designer.
- **Latest Time Period**—Select to specify the latest time period for Dynamic Time Series reporting.
- **Latest Time Period**—Displays all level 0 members for a Time dimension.

Related Topics

[“Adjusting Cell Columns” on page 62](#)

[“Applying Style Settings to Worksheets” on page 59](#)

[“Displaying Aliases for Members” on page 64](#)

[“Enabling Spreadsheet Options with Query Designer” on page 69](#)

[“Repeating Member Names” on page 62](#)

[“Replacing Missing and No Access Labels” on page 63](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Suppressing Missing Values, Zeros, and Underscore Characters” on page 61](#)

Zoom Page (Essbase Options Dialog Box)

The Zoom page controls the behavior of all Zoom In operations except within the selected group.

Dialog Box Items

- **Next Level**—Select to retrieve data for the children of the selected member or members. This is the default zoom option. For example, in the Sample Basic database, a zoom in on Year retrieves Qtr1, Qtr2, Qtr3, and Qtr4.
- **All Levels**—Select to retrieve data for all descendants of the selected member or members. For example, in the Sample Basic database, a zoom in operation on Year retrieves all quarterly and monthly members.
- **Bottom Level**—Select to retrieve data for the lowest level of members in a dimension. For example, in the Sample Basic database, a zoom in operation on Year retrieves Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, and Dec.
- **Sibling Level**—Select to retrieve data for the siblings of the selected member or members. For example, in the Sample Basic database, a zoom in operation on Jan retrieves Jan, Feb, and Mar.
- **Same Level**—Select to retrieve data for all members at the same level as the selected member or members. For example, in the Sample Basic database, a zoom in operation on Sales retrieves COGS, Marketing, Payroll, Misc, Opening Inventory, Additions, Ending Inventory, Margin %, and Profit %.

- **Same Generation**—Select to retrieve data for all members of the same generation as the selected member or members. For example, in the Sample Basic database, a zoom in operation on Sales retrieves COGS, Marketing, Payroll, and Misc.
- **Formulas**—Select to retrieve data for all members those are defined in the formula of the selected member or members. The formula can be a member equation or a consolidation to the parent. For example, in the Sample Basic database, a zoom in operation on Margin % retrieves Margin and Sales.
- **Include Selection**—Select to retain the selected member along with the other members retrieved as a result of the zoom. By default, Include Selection is enabled. For example, in the Sample Basic database, a zoom in on Qtr1 retrieves data for Jan, Feb, and Mar, and Qtr1. When this option is disabled, the zoom in retrieves only Jan, Feb, and Mar; Qtr1 is eliminated.
- **Within Selected Group**—Select to apply only to the group of members in which the selection is made. By default, this setting is disabled. This setting is only meaningful when the worksheet contains two or more dimensions of data down a worksheet as rows or across a worksheet as columns. (This setting also affects the behavior of Keep Only and Remove Only operations.)
- **Remove Unselected Groups**—Select to remove all dimension groups that are not in the selected group.

Note:

Remove Unselected Groups is not available when you select Retain on Zooms on the Mode page.

- **Enable Hybrid Analysis**—Select to display members from a Hybrid Analysis relational source in the report. By default, this option is not selected. In the Outline Editor of Administration Services Console, if the Hybrid Analysis tag for a dimension is disabled, this tag setting overrides the Enable Hybrid Analysis setting.

Note:

If your outline contains multiple levels of Hybrid Analysis members, a zoom out operation on the bottom level Hybrid Analysis member takes you to the Essbase parent member, thus bypassing all other Hybrid Analysis levels.

- **Sampling Percentage**—Enter an integer between 1 and 100 to represent the approximate percentage amount of an Essbase cube to query during a Zoom In operation. If Hybrid Analysis is enabled and in use, this percentage also applies to queries to the underlying relational database.

For example, if you enter 50, approximately 50% of the members of your Essbase database and, if applicable, the specified columns of your relational database are queried when you select the Zoom In command.

The default value is 100.

To use this functionality, the sampling feature must be enabled. Use the Sample Data (Zoom In) command to enable sampling.

Note:

Sampling does not support drill down on level 0 attribute members.

Related Topics

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

Mode Page (Essbase Options Dialog Box)

The Mode page controls Advanced Interpretation, Free Form retrieval, Update mode, and Formula Preservation settings.

Dialog Box Items

- **Advanced Interpretation**—Select to retrieve data into a spreadsheet using optimized querying. This is the default option.
- **Free Form**—Select to provide compatibility with Essbase Release 2.x, and allows you to retrieve data into a release 2.x worksheet. This option enables you to enter report script commands into the report.

Note:

If you are connected to an application and database that supports duplicate member names, you cannot perform Free-Form retrievals.

- **Template Retrieve**—Select to define reports using the Essbase report script command language. Report script commands let you select data items and place them in a row or column of your worksheet. The major difference between template retrieve mode and the standard retrieval mode is its ability to dynamically query branches of members in dimension trees. For example, if you must create a report that shows every product, including those added since the last retrieval, standard retrieval mode only reflects these changes when you zoom in on the product.
 - In Template Retrieve mode, the Zoom, Keep Only, Remove Only, and Pivot options are unavailable.
 - If you are connected to an application and database that supports duplicate member names, you cannot use Template Retrieve mode.
- **Update Mode**—Select to automatically lock the corresponding database area with each retrieval. You must disable Update Mode to stop locking blocks automatically.

When you are in update mode, the Send command (which updates the server with data values from your spreadsheet) does not automatically unlock data after the send.

- **Retain on Retrieval**—Select to define retrievals which retain formulas in the worksheet.
- Select Advanced Interpretation to enable Retain on Retrieval.
- Select the Retain on Retrieval and Essbase disables the #Missing Rows and Zero Rows suppress options on the Display page.

By default, a retrieve overwrites formulas in the retrieval area of a worksheet with data values. The retrieval process also eliminates formulas in cells outside the retrieval area.

- **Retain on Keep and Remove Only**—Select to retain formulas in the worksheet after a Keep Only or Remove Only operation.

Note:

You must select Retain on Retrieval to enable the Retain on Keep and Remove Only options.

- **Retain on Zooms**—Select to retain formulas in the worksheet after a Zoom In operation. This option applies to zooming in and out on a member.
 - If you select Retain on Retrieval, Retain on Zooms is enabled.
 - If you select Retain on Zooms, the Remove Unselected Groups option on the Zoom page is not available.
- **Formula Fill**—Select to replicate the formulas and formatting styles found in the underlying region.

Formula Fill becomes available when you select Retain on Zooms.

Related Topics

[“Canceling Retrievals” on page 41](#)

[“Drilling Down to More Detail” on page 46](#)

[“Drilling Up to Less Detail” on page 45](#)

[“Preserving Formulas when Retrieving Data” on page 30](#)

[“Retrieving Data Ranges” on page 35](#)

[“Retrieving Data Into Blank Worksheets” on page 27](#)

[“Retrieving Data Using Functions” on page 43](#)

[“Retrieving Dynamic Calc Members” on page 37](#)

[“Retrieving in Free-Form Mode” on page 32](#)

[“Retrieving in Template Retrieve Mode” on page 33](#)

[“Retrieving Into Formatted Worksheets” on page 28](#)

[“Retrieving Substitution Variables” on page 38](#)

[“Specifying Latest Time Period for Dynamic Time Series” on page 39](#)

[“Updating Data on the Server” on page 41](#)

[“Using Advanced Interpretation to Retrieve Generation and Level Names” on page 36](#)

Style Page (Essbase Options Dialog Box)

The Style page enables you to assign font style and color formatting to help distinguish types of cells or members. The order of precedence for the styles is: Linked Objects, Integration Server

Drill-Through, Read Only, Read/Write, Parent, Child, Shared, Contains Formula, Dynamic Calculations, attributes, and members in a dimension.

Note:

The Style page is available only when you are connected to a database.

Dialog Box Items

- **Members**—Displays the controls for changing the font formatting of parent, child, shared, formula, Dynamic Calc, and attribute members. If the same style is applied to two or more members, the order of precedence is as follows: Linked Objects, Integration Server Drill-Through, Read Only, Read/Write, Parent, Child, Shared, members containing formulas, dynamic calculations, attributes, and members of a dimension.
- **Dimensions**—Displays the controls for changing the font formatting of the dimensions in the outline. If the same style is applied to two or more members, the order of precedence is as follows: Linked Objects, Integration Server Drill-Through, Read Only, Read/Write, Parent, Child, Shared, members containing formulas, dynamic calculations, attributes, and members of a dimension.
- **Cell Border**—Select to apply a border around the cell of the dimension.
- **Background Color**—Enables you to select from a list of colors to apply to the cell background of the selected dimension.
- **Format**—Click to display the Font dialog box, which you use to select the formatting styles for the selected item.
- **Sample**—Enables you to preview the formatting style (visual cue) attached to the selected item.
- **Connection Information**—Displays the database to which you are currently connected.

Related Topics

[“Changing Data Cell Fonts and Colors” on page 69](#)

[“Changing Dimension Member Fonts and Colors” on page 68](#)

[“Changing Member Name Fonts and Colors” on page 67](#)

Global Page (Essbase Options Dialog Box)

The Global page enables you to set options that affect all worksheets and actions in your Essbase session.

Dialog Box Items

- **Limit to Connected Sheets**—Select to enable compatibility between Spreadsheet Add-in and Oracle Hyperion Smart View for Office, Fusion Edition.

When selected, Spreadsheet Add-in reacts to mouse clicks only in worksheets that are connected to an Essbase application and database.

- **Enable Secondary Button**—Select to use the secondary mouse button for pivot and zoom operations.
- **Enable Double-Clicking** —Select to retrieve and zoom in on data by double-clicking the primary button, and zoom out by double-clicking the secondary button.
- **Enable Linked Object Browsing**—Select to access the Linked Objects Browser dialog box when you double-click a cell containing a linked object.
- **Information**—Select to display information for every Essbase action. This includes all warning and error messages.
- **Warnings**—Select to display only warning and error messages. Warning messages contain critical information that may affect your session. This is the default setting and the recommended minimal message level setting.
- **Errors**—Select to display an error message whenever an action does not successfully complete.
- **None**—Select to specify that messages (information, warning, or error) do not display.
- **Display Unknown Members**—Select to display names in a retrieval request that do not match member names of the database. This option is enabled by default.
- **Display Save Dialog**—Select to save a member selection when you exit the Essbase Member Selection dialog box.
- **Route Messages to Log File**—Select to send a copy of all messages to the log file. When this option is selected, all messages are sent to `/ESSBASE/MESSAGES.LOG` on your computer. By default, Essbase sends messages to the screen only. This option has no effect on other settings in the Display Messages group.
- **Purge Log File Every Session**—Select to delete the log file each time you start an Essbase session. This option is enabled by default. Regular purging of the log file prevents it from growing too large.
- **Navigate without Data**—Select to perform spreadsheet operations such as Zoom In, Zoom Out, Pivot, Keep Only, Remove Only, and Retrieve without returning data. This option is useful in terms of performance when dealing with Dynamic Calc members. This option allows you to get to the desired view of the worksheet without waiting for data retrieval until you need it. Clear Navigate Without Data when you are ready to retrieve data.

By default, this option is not selected.
- **Add-Ins**—Click to open the Add-In Manager dialog box which enables you to install and configure custom add-ins developed with the Essbase API. To find out more about developing a custom add-in, contact Oracle Corporation.

Related Topics

[“Displaying the Save Dialog Box when Exiting Member Selection” on page 134](#)

[“Displaying Unknown Members” on page 22](#)

[“Enabling Double-Clicking to Browse LROs” on page 52](#)

[“Enabling Mouse Actions to Pivot, Retrieve, and Drill Up and Down” on page 51](#)

[“Restoring the Previous Database View” on page 48](#)

[“Specifying Message Type to Display” on page 21](#)

Essbase System Login Dialog Box

The Essbase System Login dialog box enables you to connect to Essbase. Select the server you want to access from the Server list box. (If server names are not in the list, you can enter the name of the server to access.)

Dialog Box Items

- **Server**—Select the server you want to access from the Server list box. (If server names are not in the list, you can enter the name of the server you want to access). If you do not know the name of the instance of Essbase Server, contact the Essbase System Administrator.
- **Username**—Enables you to enter your user name. If you do not know your Essbase user name, contact the Essbase System Administrator.
- **Password**—Enables you to enter your password. If you do not know your Essbase password, contact the Essbase System Administrator.
- **Change Password**—Click to change your password.
- **Application/Database**—Displays a list of available application and database pairs. If you change servers during a session, you can use the Update button to refresh the information in the list.
- **Update**—Click to refresh the information in the Application/Database list.
- **Note**—Click to display Database Note dialog box. The Database Note dialog box displays a note for the active database.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase” on page 18](#)

[“Logging Out of Essbase” on page 18](#)

[“Registering Spreadsheet Add-in” on page 17](#)

[“Updating Passwords” on page 19](#)

Essbase Disconnect Dialog Box

The Essbase Disconnect dialog box enables you to disconnect a worksheet that is connected to a database. This dialog box displays the databases to which you are currently connected.

Dialog Box Items

- **Sheet/Server: Application->Database**, then —Displays the name of the servers, applications, and databases to which you are currently connected.
- **Disconnect**—Click to disconnect from the selected server, application, and database combination.

Related Topics

[“Connecting to Multiple Databases” on page 20](#)

[“Logging In to Essbase” on page 18](#)

[“Logging Out of Essbase” on page 18](#)

[“Registering Spreadsheet Add-in” on page 17](#)

[“Updating Passwords” on page 19](#)

Change Password Dialog Box

The Change Password dialog box enables you to change your password. You can change your password only if you are connected to a server.

Related Topics

[“Updating Passwords” on page 19](#)

Essbase Member Selection Dialog Box

Essbase provides a member selection command that enables you to pick member names from a list, apply subsetting values to further define the selection, perform searches for members, preview your selection, and open and save selection objects.

Member selection is accessed from Oracle Essbase Spreadsheet Add-in and Partitioning. The dialog box controls that are displayed differ depending on the application used to access member selection.

Dialog Box Items

- **Dimension**—By default, displays the name of the dimension associated with the active cell. Select other dimensions to display from the drop-down list. For each dimension selected, members are displayed in the Members list box.
- **Members**—Lists members associated with the dimension displayed in the Dimension drop-down list box. You can locate one or more members by expanding dimensional branches. If the view method is set to By Generation Name, By Level Name, or By Dynamic Time Series, the Members list box displays the generation names, level names, or Dynamic Time Series names, respectively. The number in parentheses next to the member indicates how

many children the member has. Members that are marked for Hybrid Analysis are displayed in blue. Use the Dimension list box to select another dimension to display.

- **Find**—Click to display the Find Member dialog box, which you can use to locate members, within the selected dimension, that match a text string.
- **Clear**—Click to clear all selections, including selections hidden in the collapsed hierarchies, from the Members list box.
- **Latest**—Click to display the Select Latest Period dialog box, where you select the level 0 member in a time dimension. For use with the By Dynamic Time Series option only in Partitioning.
- **Expand to Descendants**—Click or enter Alt + x to expand the list in the Members list box to display the descendants for the selected member. If you select multiple members, Essbase displays the descendants for all selected members.

Caution!

For dimensions containing a large number of members, you may experience a delay while Essbase is expanding.

-
- **Member Information**—Click to display the Member Information dialog box, which provides dimension, generation, level, user-defined attributes, member comments, storage setting and formula information for the selected member. If you select multiple members, Essbase displays the member information for the last member you selected.
 - **By Member Name**—Enables you to select members using member names. If the Use Aliases option is also selected, Essbase lists the member names using aliases. By default, the By Member Name option is selected.
 - **By Generation Name**—Enables you to select members using generation names. If your Application Designer defined generation names, they appear in this list. Otherwise, Essbase displays the default generation names.
 - **By Level Name**—Enables you to select members using level names. If your Application Designer defined level names, they appear in this list. Otherwise, Essbase displays the default level names.
 - **By Dynamic Time Series**—Enables you to select Dynamic Time Series members when a time dimension is displayed.
 - **Add**—Click to add all selected items, displayed or in collapsed hierarchies, from the Members list box to the Rules list box. Use the selection count below the Members list box to verify the number of items selected. Alternatively, double-clicking an item in the Members list box also adds one member.
 - **Rules**—Displays the members you added from the Members list box and all rules you created for the member. Select a member in the Rules list box and click the right mouse button to open a shortcut to further define the members you've selected. If duplicate members are selected, hover over the duplicate member names to view the qualified member name.
 - **Move Item Up**—Click to change the order in which members are selected for reporting. This button moves the selected item, and its associated subset conditions in the Rules list

box, up one position each time you click the button. You can move only the top-level item (the item you added from the Members list box), not the subset conditions.

- **Move Item Down**—Click to change the order in which members are selected for reporting. This button moves the selected item, and its associated subset conditions in the Rules list box, down one position each time you click the button. You can move only the top-level item (the item you added from the Members list box), not the subset conditions.
- **Remove Item**—Click to remove a selected item and its associated subset selection criteria from the Rules list box. The Remove Item button becomes available when you select a top-level item (an item you added from the Members list box).
- **Remove All**—Click to remove all items from the Rules list box.
- **Use Aliases**—Select to display member aliases from the current alias table, when the view method is set to By Member Name. If an alias does not exist for a member, Essbase displays the member name. Select from the list of alias tables associated with this database. To add alias tables, see the *Oracle Essbase Administration Services Online Help*. By default, this option is not selected.
- **Suppress Shared Members**—Select to prevent shared members from appearing more than once in the worksheet. This option is available only when the selected items are generation or level names. By default, this option is not selected.
- **Place Down the Sheet**—Select to insert members down a column. When this option is cleared, Essbase inserts members across a row. By default, this option is selected. This option may not be available in all Essbase Member Selection dialog boxes.
- **Insert List Before Active Cell**—Select to insert members before an active cell. When this option is cleared, Essbase overwrites the active cell. By default, this option is cleared.
- **Open**—Click to display the Open Selection Object dialog box, which enables you to select from a list of saved member selections.
- **Save**—Click to display the Save Selection Object dialog box, which enables you to save member selections you defined.
- **Preview**—Click to display the Member Preview dialog box that shows a list of members meeting the selection rules.

Related Topics

[“Clearing All Member Selections” on page 129](#)

[“Previewing Members” on page 123](#)

[“Removing Members from Rules” on page 124](#)

[“Reordering Member Display in Worksheets” on page 130](#)

[“Saving Member Selections” on page 133](#)

[“Searching for Members” on page 122](#)

[“Selecting Members Using Attributes” on page 119](#)

[“Selecting Members to Add to Worksheets” on page 117](#)

[“Specifying Latest Period To-Date” on page 126](#)

[“Specifying Member Criteria” on page 120](#)

[“Specifying Member Layout in Worksheets” on page 125](#)

[“Specifying View Methods” on page 122](#)

[“Suppressing Shared Members” on page 127](#)

[“Viewing All Members” on page 128](#)

[“Viewing Member Formulas” on page 129](#)

Linked Objects Browser Dialog Box

The Linked Objects Browser dialog box lists the objects that are linked to the currently selected cell. The browser enables you to view, edit, and delete individual objects. To perform an action on an object, first click it to select it, and click one of the buttons.

Notes:

- If member combinations contain attributes, do not create linked objects.
- If Essbase has the Read Only Spreadsheet Add-in flag turned on, the Attach, Edit, or Delete buttons are not available on the Linked Object Browser dialog box. So to attach, edit, or delete linked objects, you need proper access permissions.

Dialog Box Items

- **Member Combination**—Shows the member combination associated with the selected linked object. If no linked object is selected, no member combination appears.
- **Object Type**—Displays information about the objects linked to the currently selected cell or cells.
- **Object Description**—Entered by the user who created the object. For cell notes, this is the content of the note.
- **Linked Object and Object**—Displays a description of the object. For URL s, the complete URL address is displayed. This field is blank for other object types, such as cell notes
- **Created By**—Displays the name of the user who created the object.
- **Last Modified**—Displays the date and time when the object was last modified.
- **Attach**—Click to display the Attach Linked Object dialog box and enables you to create a cell note, attach a linked file or URL to the selected data cell.
- **Edit**—Click to edit the contents of a cell note, re-attach a linked file, or edit the URL address. If the selected linked object is a cell note, the Edit Cell Note dialog box is displayed. If the selected linked object is a linked file, the Re-Attach Linked Object dialog box is displayed. If the selected linked object is a URL, the Edit URL dialog box is displayed.
- **View/Launch**—Click to open the View Cell Note dialog box to read (but not edit) the contents of a cell note, launch the associated application for a linked file, open a Web browser to view a URL, or access Integration Server Drill-Through reports. If you change the contents

of a linked file and want to update Essbase, first save the file locally, and click the Edit button to re-attach the saved file.

- **Delete**—Click to delete the selected linked object from Essbase.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linked Reporting Objects Dialog Box” on page 280](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Linked Reporting Objects Dialog Box

The Linked Reporting Object dialog box enables you to specify criteria for selecting LROs in the current database. You can select objects by specifying a modification date and/or user name. To select all objects, clear By Date and By User.

Dialog Box Items

- **By Date**—Select to enter a modified date for selecting objects. Objects modified on or before the date you enter are selected. If you do not want to select objects by modification date, clear By Date.
- **By User**—Select to specify a user name for selecting objects. Objects last modified by the specified user are selected. To specify a user, click the user name in the list box. If you do not want to select objects by user, clear By User.
- **Preview**—Click to display Linked Objects Browser with the objects that meet your criteria. You might want to preview objects before deleting them. While previewing, you can also view and edit the contents of cell notes linked files, and URLs.
- **Delete**—Click to delete the objects from Essbase, if the objects meet your criteria. A confirmation dialog box is displayed before Essbase deletes them. Before deleting, you may click Preview to make sure the correct objects are selected.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linked Objects Browser Dialog Box” on page 279](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Font Dialog Box

The Font dialog box enables you to specify font, font style, size, effects, and color for dimension and member labels and data cells.

Dialog Box Items

- **Font**—Enables you to select a font from the drop-down list.
- **Font Style**—Enables you to select a font style for the selected item.
- **Font Size**—Enables you to select a size for the selected item.
- **Strikeout**—Enables you to strikeout the selected item.
- **Underline**—Enables you to underline the selected item.
- **Sample**—Enables you to preview the formatting style (visual cue) attached to the selected item.
- **Color**—Enables you to select and apply color to the selected item from the drop-down list.
- **Script**—Enables you to select a script style from the drop-down list.

Essbase Cascade Options Dialog Box

The Essbase Cascade Options dialog box enables you to replicate worksheets using member combinations. It contains these tabs:

- [“Cascade Information Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)
- [“Destination Options Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)
- [“Format Options Page \(Essbase Cascade Options Dialog Box\)” on page 284](#)

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Cascade Information Page (Essbase Cascade Options Dialog Box)

The Cascade Information page specifies the members on which cascade is to be based.

Dialog Box Items

- **Member Information**—Displays the members that serve as the basis for the cascade operation. The cascade level to be performed is also indicated next to the member name.
- **Next Level**—Select to create a worksheet for the children of each cascade member. This is the default cascade option.
- **All Levels**—Select to create a worksheet for the descendants of each cascade member.
- **Bottom Level**—Select to create a worksheet for all bottom-level members of each cascade member.
- **Sibling Level**—Select to create a worksheet for the siblings of each cascade member.
- **Same Level**—Select to create a worksheet for all members at the same level as each cascade member.
- **Same Generation**—Select to create a worksheet for all members of the same generation as each cascade member.
- **Formulas**—Select to create a worksheet for all members in the formula of the cascade member.

Related Topics

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Destination Options Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)

[“Format Options Page \(Essbase Cascade Options Dialog Box\)” on page 284](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Destination Options Page (Essbase Cascade Options Dialog Box)

The Destination Options page enables you to select where and in what form the cascaded worksheets are to be created, and specify the prefix and suffix of the file names or workbooks.

Dialog Box Items

- **Destination Directory**—Enables you to specify the directory where the cascade operation is to create the worksheets.
- **Browse**—Click to display the Browse dialog box to locate the desired directory.
- **Separate Workbooks**—Select to place the cascaded worksheets into multiple workbooks.
- **One Workbook, Separate Sheets**—Select to place cascaded worksheets into multiple worksheets within one workbook.
- **Printer**—Select to send cascaded worksheets to the default printer.
- **Printer**—Click to display the Printer dialog box to specify the printer to use.
- **Open Created Files**—Select to open each file in the spreadsheet, as it is created.

A cascade can create more worksheets than can fit into memory. Therefore, the Open Created Files option should not be used with a large number of worksheets.

- **Overwrite Existing Files**—Select to indicate that cascaded worksheets replace worksheets with matching names. This is the default setting.
- **Prefix**—Enables you to assign a prefix to the file names Essbase creates. By default, Essbase generates worksheet names that are numbered incrementally, starting from 1. For example, if a prefix of BUD is defined, Essbase names the worksheets: BUD1, BUD2, and so on.

If you do not specify a prefix or suffix, Essbase names the worksheets incrementally 1, 2, and so on.

Do not specify a prefix and suffix combination that leaves no characters free for Essbase to create unique file names. If you duplicate file names, Essbase overwrites the duplicate with the last cascaded worksheet.

- **Suffix**—Enables you to assign a suffix to the file names Essbase creates. By default, Essbase generates worksheet names that are numbered incrementally, starting from 1.

If you do not specify a prefix or suffix, Essbase names the worksheets incrementally 1, 2, and so on.

Do not specify a prefix and suffix combination that leaves no characters free for Essbase to create unique s. If you duplicate file names, Essbase overwrites the duplicate with the last cascaded worksheet.

- **Workbook**—Enables you to specify a name for your workbook.

Related Topics

[“Cascade Information Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Format Options Page \(Essbase Cascade Options Dialog Box\)” on page 284](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Format Options Page (Essbase Cascade Options Dialog Box)

The Format Options page enables you to specify header and footer information, suppress missing rows, and generate a list of the files created for your worksheets.

Dialog Box Items

- **Copy Formatting**—Select to copy the formatting (styles set using the Style page of the Essbase Options dialog box) of the source worksheet into each cascaded worksheet.
Copy Formatting does not copy formulas, column formatting, worksheet formatting, or graphs. It does copy styles you set using Essbase and cell formatting you set using the spreadsheet.
- **Header**—Enables you to specify a header name for all your cascaded worksheets.
- **Footer**—Enables you to specify a footer name for all your cascaded worksheets.
- **Suppress Missing Rows**—Select to exclude missing rows from appearing in the cascaded worksheets.
- **Include Table of Contents**—Select to create a text file that contains a list that displays the member content and the dates of the cascade files. This file is named `Prefix0Suffix.LST`.

Related Topics

[“Cascade Information Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)

[“Copying Formats into Multiple Worksheets” on page 73](#)

[“Creating a Table of Contents for Multiple Worksheets” on page 73](#)

[“Destination Options Page \(Essbase Cascade Options Dialog Box\)” on page 282](#)

[“Specifying Multiple Worksheet Names” on page 72](#)

[“Specifying the Destination Directory of Multiple Worksheets” on page 74](#)

[“Specifying the Worksheet Detail Level” on page 71](#)

[“Specifying Output Types of Multiple Worksheets” on page 74](#)

[“Suppressing Missing Rows in Multiple Worksheets” on page 75](#)

Essbase Calculation Dialog Box

The Essbase Calculation dialog box enables you to calculate the database if your security access privileges are adequate.

When the calculation completes, a message saying that the calculation is finished is displayed.

Note:

If the last calculation occurred on a subset of the data, the entire database may not have been calculated since values last changed. To ensure that calculation results are up-to-date, you may want to calculate the entire database.

Dialog Box Items

- **Connection Information**—Displays the active database connection.
- **Select Calc Script**—Displays the server-based calculations that you can access.
- **Calculate**—Click to start a calculation on the server
- **Stop Calc**—Click to terminate the calculation you are running
- **Database State information box**—Displays a message indicating the current calculation state of the database. These states are possible:
 - **Calculating** indicates that a calculation is currently running on the database.
 - **Data values have been modified since the last calculation** indicates that data values changed since the database was last calculated. The last calculation may be an entire calculation of the database or a calculation of a subset of the database.
 - **No data values have been changed since the last calculation** indicates that the data in the database did not change since it was last calculated. The last calculation may be an entire calculation of the database or a calculation of a subset of the database.

Related Topics

[“Calculating the Entire Database” on page 77](#)

[“Calculating Databases Using Calculation Scripts” on page 77](#)

Subset Dialog Box

The Subset dialog box enables you to apply additional rules to a subset of members. With the Subset dialog box, you can specify members having certain user-defined attributes (UDA's), select members using generation names and level names, match a certain pattern string, define conditional logic, and group conditional expressions. Having these subsetting options gives you more flexibility in defining your selection rules.

Note:

The maximum number of conditions you can set in the Subset dialog box is 50 items.

Dialog Box Items

- **Select member "" and its descendants where**—Displays the subsetting methods (see [“Specifying Member Criteria” on page 120](#)) available based on the type of item you selected.
- **is or is not**—Displays filtering criteria. When you select is, the filtering criteria needs to equal the specified value. When you select is not, the filtering criteria excludes the members that meet the selected condition.
- **third**—Displays the corresponding values for the subsetting methods.
- **Add as OR Condition**—Click to add the selected subsetting condition to Conditions to be evaluated using OR logic. OR logic means that the selection must meet the current condition or the one before it in Conditions. For example, if you want to define subset conditions for the descendants of Market:

Pattern Matching C* or Generation of Region:

Connecticut, California and Central begin with the letter "C" and Central, East, West, and South are members of generation Region, thus meeting one or more of the conditions.

A preview produces:

Connecticut, California, Central, East, West, South.

- **Add as AND Condition**—Click to add the selected subsetting condition to Conditions to be evaluated using AND logic to it. AND logic means that the selection must meet the current condition and the one before it in Conditions. For example, if you want to define subset conditions for the descendants of Market:

Pattern Matching C* or Generation of Region:

Central begins with the letter "C" and is a member of generation Region, thus meeting both conditions.

A preview produces:

Central.

- **Conditions**—Displays the subsetting conditions. Essbase uses these conditions to include or exclude members based on the conditions defined.
- **Remove Item**—Click to remove the selected item from Conditions.
- **Add [**—Click to add a left parenthesis to the selected item. Use parentheses to group two or more subsetting values to determine priority of order for the conditions. Each item in Conditions can contain a left or right parenthesis, but not both.
- **Add]**—Click to add a right parenthesis to the selected item. Use parentheses to group two or more subsetting values to determine priority of order for the conditions. Each item in Conditions can contain a left or right parenthesis, but not both.
- **Remove ()**—Click to remove a left or right parenthesis from the selected item in Conditions
- **Remove All ()**—Click to remove all parentheses defined in Conditions.
- **Preview**—Click to display the Member Preview dialog box that shows a list of members meeting the selection.

Related Topics

[“Selecting Members Using Attributes” on page 119](#)

[“Specifying Member Criteria” on page 120](#)

Find Member Dialog Box

The Find Member dialog box enables you to locate member names, within a selected dimension, that match a text string you enter. To locate multiple members, click the Find Next button. The Find Member dialog box locates the members that match the text string in outline order and keeps them selected so that they can be selected as a group.

You can use the trailing asterisk wildcard, *, and single-character wildcard, ?, in your text string. The * wildcard replaces a string of characters, whereas the ? wildcard replaces one character. J?n and 100* are examples of valid wildcard strings and *-10 and J*n are examples of invalid wildcard strings.

To locate members within other dimensions, close the Find Member dialog box and select another dimension to search in the Dimension list box of the Essbase Member Selection dialog box.

Dialog Box Items

- **Find Member**—Enables you to enter the text string you want to locate.
- **Find**—Click to locate the first occurrence, within the selected dimension, of the text string you typed.
- **Find Next**—Click to locate and select subsequent occurrences, within the selected dimension, of the text string you typed. The Find Next button becomes disabled when it locates the last occurrence of the text string.

Related Topics

[“Searching for Members” on page 122](#)

Member Preview Dialog Box

The Member Preview dialog box enables you to preview the list of members meeting the selection criteria in the Rules list box, and displays the number of selected members at the bottom of the dialog box.

If you apply the subsetting rules to the members, the Member Preview dialog box expands the rules to member names. For example, if the subset is:

Qtr1, All Children

The Member Preview dialog box displays Jan, Feb, and Mar.

If you use the Find button to do a search on a member, and the search finds one or more matches for the search, the Member Preview dialog box displays the members only once. The same holds true for overlapping subsetting rules. For example, if the subset is:

Year, All Children

Qtr1

The Member Preview dialog box displays Qtr1, Qtr2, Qtr3, and Qtr4 only once.

Note:

If the rules do not produce members, the Member Preview dialog box displays only the dimension. For example, if the subset is 400, Pattern Matching 300*, the Member Preview dialog box displays only the Product dimension member because no members begin with 300 in the product code 400.

Related Topics

[“Previewing Members” on page 123](#)

[“Selecting Members Using Attributes” on page 119](#)

Select Latest Period Dialog Box

The Select Latest Period dialog box enables you to select the level 0 member in a time dimension. The level 0 member is the latest period for a Dynamic Time Series calculation. By default, the first level 0 member is selected.

Related Topics

[“Specifying Latest Period To-Date” on page 126](#)

Open Selection Object Dialog Box

The Open Selection Object dialog box retrieves selection rules that you saved. This feature is useful because you can recall selection criteria for a dimension and optionally append it with the current selection criteria.

Dialog Box Items

- **Location**—Specifies the location of the member selection. Select Server or Client.
- **Connection Information**—Displays which server, application, and database you are connected to.
- **Selection Object**—Enables you to enter the name of the member selection object.
- **Application**—Enables you to select from a list of applications that are available on the server or client.

- **Available Selection Objects**—Enables you to select from a list of available member selection objects.
- **Database**—Enables you to select from a list of databases that are available on the server or client.
- **Lock Object**—Select to lock a selection rules object so that no other user can modify it while you are using it.
- **Merge with Existing Selection Rules**—Select to append the criteria in the selection rules object you selected with the current criteria in the Essbase Member Selection dialog box. If you open another selection object and do not select Merge with Existing Selection Rules, Essbase unlocks all previously opened selection objects.
- **File System**—Click to display the Open dialog box, which enables you to specify a location when you open a selection rules object from your client machine. This button becomes available when you select the Client option in the Location group.

Save Selection Object Dialog Box

The Save Selection Object dialog box allows you to save selection rules you created so that you can recall the selection rules at a later date. Essbase saves selection rules in a rules format with the extension SEL, not in explicit member lists, making them dynamic and able to incorporate outline changes.

Notes:

- Changes to an outline may cause the selection rules objects to become obsolete. Essbase cannot automatically detect whether a selection rules object is obsolete based on the outline.
- Having a security level of Database Designer or higher enables you to save data to the server. Contact your System Administrator.

Dialog Box Items

- **Location**—Specifies the location of the member selection. Select Server or Client.
- **Connection Information**—Displays which server, application, and database you are connected to.
- **Selection Object**—Enables you to enter the name of the member selection object.
- **Application**—Enables you to select from a list of applications that are available on the server or client.
- **Available Selection Objects**—Enables you to select from a list of available member selection objects.
- **Database**—Enables you to select from a list of databases that are available on the server or client.
- **File System**—Click to display the Open dialog box, which enables you to specify a location when you open a selection rules object from your client machine. This button becomes available when you select the Client option in the Location group.

Related Topics

[“Opening Member Selections” on page 131](#)

[“Saving Member Selections” on page 133](#)

Attach Linked Object Dialog Box

The Attach Linked Object dialog box enables you to attach a cell note, an external file, or a URL location to a data cell. The view of the Attach Link Object dialog box changes according to which option you select:

- [“Cell Note Option Selected \(Attach Linked Object Dialog Box\)” on page 290](#)
- [“File Option Selected \(Attach Linked Object Dialog Box\)” on page 291](#)
- [“URL Option Selected \(Attach Linked Object Dialog Box\)” on page 291](#)

Dialog Box Items

- **Member Combination**—Shows the member combination associated with the selected cell. The file that you selected is linked to the member combination shown.
- **Attachment Type**—Enables you to choose which kind of object to attach. Select the Cell note option to attach a cell note, select the File option to attach an external file, or select URL to link a URL.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Creating Cell Notes” on page 136](#)

[“Deleting LROs” on page 140](#)

[“Linking Files to Data Cells” on page 135](#)

[“Linking URLs to Data Cells” on page 136](#)

Cell Note Option Selected (Attach Linked Object Dialog Box)

When the Cell Notes option is selected in the Attach Linked Object dialog box, these items are available:

- **Member Combination**—Shows the member combination associated with the selected cell. The file that you selected is linked to the member combination shown.
- **Cell Note**—Select to attach a cell note.
- **Cell Note**—Enables you to enter a comment for the data cell.

File Option Selected (Attach Linked Object Dialog Box)

When the File option in the Attach Linked Object dialog box is selected, these items are available:

- **Member Combination**—Shows the member combination associated with the selected cell. The file that you selected is linked to the member combination shown.
- **File**—Select to attach an external file.
- **File Name**—Enables you to enter the name of the file to attach.
- **Browse**—Click to select a file to attach.

URL Option Selected (Attach Linked Object Dialog Box)

When the URL option is selected in the Attach Linked Object dialog box, these items are available.

- **Member Combination**—Shows the member combination associated with the selected cell. The file that you selected is linked to the member combination shown.
- **URL**—Select to link a URL.
- **Location**—Enables you to enter the name of the URL to attach. The maximum number of characters you can enter is 512.
- **URL Description**—Enables you to enter a brief description of the URL you are linking. The maximum number of characters you can enter is 80.

View Cell Note Dialog Box

The View Cell Note dialog box enables you to view the contents of a cell note that is linked to a data cell. To make changes to a cell note, close this dialog box and click the Edit button in the Linked Objects Browser dialog box.

Dialog Box Items

- **Member Combination**—Shows the member combination associated with the selected cell. You cannot edit the member combination in this dialog box.

To move the cell note to another cell, first delete this cell note, and create a cell note in the desired cell.
- **Cell Note**—Shows the contents of the cell note. When you are done viewing, click OK to continue.

Related Topics

[“Edit Cell Note Dialog Box” on page 292](#)

[“Linked Objects Browser Dialog Box” on page 279](#)

Edit Cell Note Dialog Box

The Edit Cell Note dialog box enables you to edit the contents of a cell note that is linked to a data cell.

Dialog Box Items

- **Member Combination**—Shows the member combination associated with the selected cell. You cannot edit the member combination in this dialog box.

To move the cell note to another cell, first delete this cell note, and create a cell note in the desired cell.
- **Cell Note**—Enables you to edit the contents of the cell note. When finished editing, click OK to save your changes.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Linked Objects Browser Dialog Box” on page 279](#)

[“View Cell Note Dialog Box” on page 291](#)

Edit URL Dialog Box

The Edit URL dialog box enables you to edit the URL that is currently associated with a data cell.

Dialog Box Items

- **Member Combination**—Shows the member combination associated with the selected cell. You cannot edit the member combination in this dialog box.

To attach the URL to another cell, first delete the current URL, and attach a URL in the desired cell.
- **Location**—Enables you to edit the URL. When finished, click OK to save your changes. The maximum number of characters you can enter is 512.
- **URL Description**—Enables you to enter a description about the URL. When you are done, click OK to save your changes. The maximum number of characters you can enter is 80.

Related Topics

[“Accessing Cell Notes” on page 138](#)

[“Accessing Linked Files” on page 137](#)

[“Accessing URLs” on page 139](#)

[“Linked Objects Browser Dialog Box” on page 279](#)

Essbase Currency Report Dialog Box

A Currency Conversion application consists of two databases: a main database, which contains data in local and converted values; and a currency rates database, which contains exchange rates. Converted values are derived by applying exchange rates from the currency rates database to local values from the main database.

To facilitate ad hoc currency reporting and analysis, Essbase enables you to interactively specify the exchange rates applied to your retrieval based on the four dimensions in a currency database: a currency name dimension; a time dimension; a currency type dimension; and a currency category dimension. The Essbase Currency Report dialog box enables you to focus on currencies, time periods, scenarios, and account categories.

Dialog Box Items

- **Current Setting Information**—Enables you to indicate the current currency setting, if one exists. The setting is displayed as a list of members from the currency database. (Members in the list are separated by an arrow, ->.)
- **Currency Name**—Select the currency types to convert data to the target currency name. If you do not select a currency name, the data is converted according to the default relationships defined in the databases.
- **Currency Type**—Select currency types, or scenarios, those are defined in the currency database to convert data to currencies. If you do not select a currency type, the data is converted according to the default relationships defined in the databases.
- **Currency Time**—Select to convert data to the rate of the time period. If you do not select a time period, the data is converted according to the default relationships defined in the databases.
- **Currency Category**—Select to convert data using a list of time periods that are defined in the currency database.
- **Apply**—Click to convert subsequent retrieval actions in a worksheet during the current session to the selected settings.
- **Clear**—Click to reset all settings in the list boxes to (none).

Member Information Dialog Box

The Member Information dialog box displays the information associated with the last selected member, such as dimension, generation, level, storage setting, formula, user-defined attributes, and comments for the member.

Dialog Box Items

- **Dimension**—Displays the dimension for which the selected member belongs.
- **Generation**—Displays the generation for which the selected member belongs.
- **Level**—Displays the level for which the selected member belongs.

- **Storage**—Displays the data storage attribute (for example, Dense) defined for the member. The Application Designer specifies the storage setting using Oracle Essbase Administration Services.
- **Formula**—Displays formulas associated with the member.
- **User Defined Attributes (UDA)**—Displays UDAs associated with the member.
- **Member Comment**—Displays comments about the member.

Related Topics

[“Viewing Member Formulas” on page 129](#)

Member Criteria Shortcut Menu

A right mouse click in the Rules list box displays a shortcut menu to further define selection rules. You cannot apply subsets to other subsets. The menu items displayed in the shortcut menu depend on the type of item you selected in the Rules list box. [Table 43](#) lists which menu items are available when you select a member enter the Rules list box.

Table 43 Shortcut Menu Items For Member Types

Selected Member Type	Available Shortcut Menu Item	Description
Member Name	All Children	Selects all children of the selected member.
Member Name	All Children and Member	Selects all children of the selected member, including the member.
Member Name	All Descendants	Selects all descendants of the selected member.
Member Name	All Descendants and Member	Selects all descendants of the selected member, including the member.
Member Name, Generation Name, or Level Name	Subset	Opens the Subset dialog box to further define subset conditions.
Dynamic Time Series	Specify Latest	Opens the Select Latest Period dialog box to set or change the latest time period.

Note:

For member names, you can select only one of the hierarchical selections at a time: All Children, All Children and Member, All Descendants, and All Descendants and Members for each top-level item (the item you added from the Members list box). Selecting additional criteria replaces the previous criteria. For example, if you select All Children, and select All Descendants for the same item, Essbase replaces All Children with All Descendants.

Related Topics

[“Specifying Member Criteria” on page 120](#)

Essbase Add-In Manager Dialog Box

The Essbase Add-In Manager enables you to install and configure custom add-ins developed with the Oracle Essbase API. To find out more about developing a custom add-in, contact Oracle Corporation.

Related Topics

[“About Spreadsheet Toolkit” on page 149](#)

[“Global Page \(Essbase Options Dialog Box\)” on page 273](#)

Glossary

! See *bang character (!)*.

#MISSING See *missing data (#MISSING)*.

access permissions A set of operations that a user can perform on a resource.

accessor Input and output data specifications for data mining algorithms.

account blocking The process by which accounts accept input data in the consolidated file. Blocked accounts do not receive their value through the additive consolidation process.

account eliminations Accounts which have their values set to zero in the consolidated file during consolidation.

account type How an account's value flows over time, and its sign behavior. Account type options can include expense, income, asset, liability, and equity.

accountability map A visual, hierarchical representation of the responsibility, reporting, and dependency structure of the accountability teams (also known as critical business areas) in an organization.

accounts dimension A dimension type that makes accounting intelligence available. Only one dimension can be defined as Accounts.

active service A service whose Run Type is set to Start rather than Hold.

activity-level authorization Defines user access to applications and the types of activities they can perform on applications, independent of the data that will be operated on.

ad hoc report An online analytical query created on-the-fly by an end user.

adapter Software that enables a program to integrate with data and metadata from target and source systems.

adaptive states Interactive Reporting Web Client level of permission.

adjustment See *journal entry (JE)*.

Advanced Relational Access The integration of a relational database with an Essbase multidimensional database so that all data remains in the relational database and is mapped to summary-level data residing in the Essbase database.

agent An Essbase server process that starts and stops applications and databases, manages connections from users, and handles user-access security. The agent is referred to as ESSBASE.EXE.

aggregate cell A cell comprising several cells. For example, a data cell that uses Children(Year) expands to four cells containing Quarter 1, Quarter 2, Quarter 3, and Quarter 4 data.

aggregate function A type of function, such as sum or calculation of an average, that summarizes or performs analysis on data.

aggregate limit A limit placed on an aggregated request line item or aggregated metatopic item.

aggregate storage database The database storage model designed to support large-scale, sparsely distributed data which is categorized into many, potentially large dimensions. Upper level members and formulas are dynamically calculated, and selected data values are aggregated and stored, typically with improvements in overall aggregation time.

aggregate view A collection of aggregate cells based on the levels of the members within each dimension. To reduce calculation time, values are pre-aggregated and stored as aggregate views. Retrievals start from aggregate view totals and add up from there.

aggregation The process of rolling up and storing values in an aggregate storage database; the stored result of the aggregation process.

aggregation script In aggregate storage databases only, a file that defines a selection of aggregate views to be built into an aggregation.

alias An alternative name. For example, for a more easily identifiable column descriptor you can display the alias instead of the member name.

alias table A table that contains alternate names for members.

alternate hierarchy A hierarchy of shared members. An alternate hierarchy is based upon an existing hierarchy in a database outline, but has alternate levels in the dimension. An alternate hierarchy allows the same data to be seen from different points of view.

ancestor A branch member that has members below it. For example, the members Qtr2 and 2006 are ancestors of the member April.

appender A Log4j term for destination.

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 and/or reporting requirements.

application currency The default reporting currency for the application.

area A predefined set of members and values that makes up a partition.

arithmetic data load A data load that performs operations on values in the database, such as adding 10 to each value.

artifact An individual application or repository item; for example, scripts, forms, rules files, Interactive Reporting documents, and financial reports. Also known as an object.

assemblies Installation files for EPM System products or components.

asset account An account type that stores values that represent a company's assets.

assignment The association of a source and destination in the allocation model that controls the direction of allocated costs or revenue flow within Profitability and Cost Management.

attribute 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 association A relationship in a database outline whereby a member in an attribute dimension describes a characteristic of a member of its base dimension. For example, if product 100-10 has a grape flavor, the product 100-10 has the Flavor attribute association of grape. Thus, the 100-10 member of the Product dimension is associated with the Grape member of the Flavor attribute dimension.

Attribute Calculations dimension A system-defined dimension that performs these calculation operations on groups of members: Sum, Count, Avg, Min, and Max. This dimension is calculated dynamically and is not visible in the database outline. For example, using the Avg member, you can calculate the average sales value for Red products in New York in January.

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](#).*

attribute type A text, numeric, Boolean, date, or linked-attribute type that enables different functions for grouping, selecting, or calculating data. For example, because the Ounces attribute dimension has the type numeric, the number of ounces specified as the attribute of each product can be used to calculate the profit per ounce for that product.

authentication Verification of identity as a security measure. Authentication is typically based on a user name and password. Passwords and digital signatures are forms of authentication.

authentication service A core service that manages one authentication system.

auto-reversing journal A journal for entering adjustments that you want to reverse in the next period.

automated stage A stage that does not require human intervention, for example, a data load.

axis (1) A straight line that passes through a graphic used for measurement and categorization. (2) A report aspect used to arrange and relate multidimensional data, such as filters, pages, rows, and columns. For example, for a data query in Simple Basic, an axis can define columns for values for Qtr1, Qtr2, Qtr3, and Qtr4. Row data would be retrieved with totals in the following hierarchy: Market, Product.

backup A duplicate copy of an application instance.

balance account An account type that stores unsigned values that relate to a particular point in time.

balanced journal A journal in which the total debits equal the total credits.

bang character (!) A character that terminates a series of report commands and requests information from the database. A report script must be terminated with a bang character; several bang characters can be used within a report script.

bar chart A chart that can consist of one to 50 data sets, with any number of values assigned to each data set. Data sets are displayed as groups of corresponding bars, stacked bars, or individual bars in separate rows.

base currency The currency in which daily business transactions are performed.

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.

base entity An entity at the bottom of the organization structure that does not own other entities.

batch calculation Any calculation on a database that is done in batch; for example, a calculation script or a full database calculation. Dynamic calculations are not considered to be batch calculations.

batch file An operating system file that can call multiple ESSCMD scripts and run multiple sessions of ESSCMD. On Windows-based systems, batch files have BAT file extensions. On UNIX, batch files are written as a shell script.

batch loader An FDM component that enables the processing of multiple files.

batch POV A collection of all dimensions on the user POV of every report and book in the batch. While scheduling the batch, you can set the members selected on the batch POV.

batch processing mode A method of using ESSCMD to write a batch or script file that can be used to automate routine server maintenance and diagnostic tasks. ESSCMD script files can execute multiple commands and can be run from the operating system command line or from within operating system batch files. Batch files can be used to call multiple ESSCMD scripts or run multiple instances of ESSCMD.

block The primary storage unit which is a multidimensional array representing the cells of all dense dimensions.

block storage database The Essbase database storage model categorizing and storing data based on the sparsity of data values defined in sparse dimensions. Data values are stored in blocks, which exist only for sparse dimension members for which there are values.

Blocked Account An account that you do not want calculated in the consolidated file because you want to enter it manually.

book A container that holds a group of similar Financial Reporting documents. Books may specify dimension sections or dimension changes.

book POV The dimension members for which a book is run.

bookmark A link to a reporting document or a Web site, displayed on a personal page of a user. The two types of bookmarks are My Bookmarks and image bookmarks.

bounding rectangle The required perimeter that encapsulates the Interactive Reporting document content when embedding Interactive Reporting document sections in a personal page, specified in pixels for height and width or row per page.

broadcast message A simple text message sent by an administrator to a user who is logged on to a Planning application. The message displays information to the user such as system availability, notification of application refresh, or application backups.

budget administrator A person responsible for setting up, configuring, maintaining, and controlling an application. Has all application privileges and data access permissions.

build method A method used to modify database outlines. Choice of a build method is based on the format of data in data source files.

business process A set of activities that collectively accomplish a business objective.

business rules Logical expressions or formulas that are created within an application to produce a desired set of resulting values.

cache A buffer in memory that holds data temporarily.

calc script A set of commands that define how a database is consolidated or aggregated. A calculation script may also contain commands that specify allocation and other calculation rules separate from the consolidation process.

calculated member in MaxL DML A member designed for analytical purposes and defined in the optional WITH section of a MaxL DML query.

calculated member in MaxL DML A member designed for analytical purposes and defined in the optional WITH section of a MaxL DML query.

calculation The process of aggregating data, or of running a calculation script on a database.

Calculation Manager A module of Performance Management Architect that Planning and Financial Management users can use to design, validate, and administrate business rules in a graphical environment.

calculation status A consolidation status that indicates that some values or formula calculations have changed. You must reconsolidate to get the correct values for the affected entity.

calendar User-defined time periods and their relationship to each other. Q1, Q2, Q3, and Q4 comprise a calendar or fiscal year.

cascade The process of creating multiple reports for a subset of member values.

Catalog pane Displays a list of elements available to the active section. If Query is the active section, a list of database tables is displayed. If Pivot is the active section, a list of results columns is displayed. If Dashboard is the active section, a list of embeddable sections, graphic tools, and control tools are displayed.

categories Groupings by which data is organized. For example, Month.

cause and effect map Depicts how the elements that form your corporate strategy relate and how they work together to meet your organization's strategic goals. A Cause and Effect map tab is automatically created for each Strategy map.

CDF See *custom-defined function (CDF)*.

CDM See *custom-defined macro (CDM)*.

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.

CHANGED status Consolidation status that indicates data for an entity has changed.

chart A graphical representation of spreadsheet data. The visual nature expedites analysis, color-coding, and visual cues that aid comparisons.

chart template A template that defines the metrics to display in Workspace charts.

child A member with a parent above it in the database outline.

choice list A list of members that a report designer can specify for each dimension when defining the report's point of view. A user who wants to change the point of view for a dimension that uses a choice list can select only the members specified in that defined member list or those members that meet the criteria defined in the function for the dynamic list.

clean block A data block that where the database is fully calculated, if a calculation script calculates all dimensions at once, or if the SET CLEARUPDATESTATUS command is used in a calculation script.

cluster An array of servers or databases that behave as a single resource which share task loads and provide failover support; eliminates one server or database as a single point of failure in a system.

clustered bar charts Charts in which categories are viewed side-by-side; useful for side-by-side category analysis; used only with vertical bar charts.

code page A mapping of bit combinations to a set of text characters. Different code pages support different sets of characters. Each computer contains a code page setting for the character set requirements of the language of the computer user. In the context of this document, code pages map characters to bit combinations for non-Unicode encodings. *See also [encoding](#).*

column A vertical display of information in a grid or table. A column can contain data from one field, derived data from a calculation, or textual information.

committed access An Essbase Kernel Isolation Level setting that affects how Essbase handles transactions. Under committed access, concurrent transactions hold long-term write locks and yield predictable results.

computed item A virtual column (as opposed to a column that is physically stored in the database or cube) that can be calculated by the database during a query, or by Interactive Reporting Studio in the Results section. Computed items are calculations of data based on functions, data items, and operators provided in the dialog box and can be included in reports or reused to calculate other data.

configuration file The security platform relies on XML documents to be configured by the product administrator or software installer. The XML document must be modified to indicate meaningful values for properties, specifying locations and attributes pertaining to the corporate authentication scenario.

connection file *See [Interactive Reporting connection file \(.oce\)](#).*

consolidated file (Parent) A file into which all of the business unit files are consolidated; contains the definition of the consolidation.

consolidation The process of aggregating data from dependent entities to parent entities. For example, if the dimension Year consists of the members Qtr1, Qtr2, Qtr3, and Qtr4, its consolidation is Year.

consolidation file (*.cns) The consolidation file is a graphical interface that enables you to add, delete or move Strategic Finance files in the consolidation process using either a Chart or Tree view. It also enables you to define and modify the consolidation.

consolidation rule Identifies the rule that is executed during the consolidation of the node of the hierarchy. This rule can contain customer specific formulas appropriate for the correct consolidation of parent balances. Elimination processing can be controlled within these rules.

content Information stored in the repository for any type of file.

content browser A Component that allows users to Browse and select content to be placed in a Workspace Page .

context variable A variable that is defined for a particular task flow to identify the context of the taskflow instance.

contribution The value added to a parent from a child entity. Each child has a contribution to its parent.

controls group Used in FDM to maintain and organize certification and assessment information, especially helpful for meeting Sarbanes-Oxley requirements.

conversion rate *See [exchange rate](#).*

cookie A segment of data placed on your computer by a Web site.

correlated subqueries Subqueries that are evaluated once for every row in the parent query; created by joining a topic item in the subquery with a topic in the parent query.

critical business area (CBA) An individual or a group organized into a division, region, plant, cost center, profit center, project team, or process; also called accountability team or business area.

critical success factor (CSF) A capability that must be established and sustained to achieve a strategic objective; owned by a strategic objective or a critical process and is a parent to one or more actions.

crosstab reporting Categorizes and summarizes data in table format. The table cells contain summaries of the data that fit within the intersecting categories. For example, a crosstab report of product sales information could show size attributes, such as Small and Large, as column headings and color attributes, such as Blue and Yellow, as row headings. The cell in the table where Large and Blue intersect could contain the total sales of all Blue products that are sized Large.

cube A block of data that contains three or more dimensions. An Essbase database is a cube.

cube deployment In Essbase Studio, the process of setting load options for a model to build an outline and load data into an Essbase application and database.

cube schema In Essbase Studio, the metadata elements, such as measures and hierarchies, representing the logical model of a cube.

currency conversion A process that converts currency values in a database from one currency into another. For example, to convert one U. S. dollar into the European euro, the exchange rate (for example, 0.923702) is multiplied with the dollar (1×0.923702). After conversion, the European euro amount is .92.

Currency Overrides In any input period, the selected input method can be overridden to enable input of that period's value as Default Currency/Items. To override the input method, enter a pound sign (#) either before or after the number.

currency partition A dimension type that separates local currency members from a base currency, as defined in an application. Identifies currency types, such as Actual, Budget, and Forecast.

custom calendar Any calendar created by an administrator.

custom dimension A dimension created and defined by users. Channel, product, department, project, or region could be custom dimensions.

custom property A property of a dimension or dimension member that is created by a user.

custom report A complex report from the Design Report module, composed of any combination of components.

custom-defined function (CDF) Essbase calculation functions developed in Java and added to the standard Essbase calculation scripting language using MaxL. *See also custom-defined macro (CDM).*

custom-defined macro (CDM) Essbase macros written with Essbase calculator functions and special macro functions. Custom-defined macros use an internal Essbase macro language that enables the combination of calculation functions and they operate on multiple input parameters. *See also custom-defined function (CDF).*

cycle through To perform multiple passes through a database while calculating it.

dashboard A collection of metrics and indicators that provide an interactive summary of your business. Dashboards enable you to build and deploy analytic applications.

data cache A buffer in memory that holds uncompressed data blocks.

data cell *See cell.*

data file cache A buffer in memory that holds compressed data (PAG) files.

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.

data function That computes aggregate values, including averages, maximums, counts, and other statistics, that summarize groupings of data.

data load location In FDM, a reporting unit responsible for submitting source data into the target system. Typically, there is one FDM data load location for each source file loaded to the target system.

data load rules A set of criteria that determines how to load data from a text-based file, a spreadsheet, or a relational data set into a database.

data lock Prevents changes to data according to specified criteria, such as period or scenario.

data mining The process of searching through an Essbase database for hidden relationships and patterns in a large amount of data.

data model A representation of a subset of database tables.

data value See [cell](#).

database connection File that stores definitions and properties used to connect to data sources and enables database references to be portable and widely used.

date measure In Essbase, a member tagged as “Date” in the dimension where measures are represented. The cell values are displayed as formatted dates. Dates as measures can be useful for types of analysis that are difficult to represent using the Time dimension. For example, an application may need to track acquisition dates for a series of capital assets, but the acquisition dates span too large a period to allow for feasible Time dimension modeling. See also [typed measure](#).

Default Currency Units Define the unit scale of data. For example, if you select to define your analysis in Thousands, and enter “10”, this is interpreted as “10,000”.

dense dimension In block storage databases, a dimension likely to contain data for every combination of dimension members. For example, time dimensions are often dense because they can contain all combinations of all members. Contrast with [sparse dimension](#).

dependent entity An entity that is owned by another entity in the organization.

derived text measure In Essbase Studio, a text measure whose values are governed by a predefined rule expressed as a range. For example, a derived text measure, called "Sales Performance Index," based on a measure Sales, could consist of the values "High," "Medium," and "Low." This derived text measure is defined to display "High," "Medium," and "Low" depending on the range in which the corresponding sales values fall. See also [text measure](#).

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.

Design Report An interface in Web Analysis Studio for designing custom reports, from a library of components.

destination Within a Profitability and Cost Management assignment, the destination is the receiving point for allocated values.

destination currency The currency to which balances are converted. You enter exchange rates and convert from the source currency to the destination currency. For example, when you convert from EUR to USD, the destination currency is USD.

detail chart A chart that provides the detailed information that you see in a Summary chart. Detail charts appear in the Investigate Section in columns below the Summary charts. If the Summary chart shows a Pie chart, then the Detail charts below represent each piece of the pie.

dimension A data category 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.

dimension build The process of adding dimensions and members to an Essbase outline.

dimension build rules Specifications, similar to data load rules, that Essbase uses to modify an outline. The modification is based on data in an external data source file.

dimension tab In the Pivot section, the tab that enables you to pivot data between rows and columns.

dimension table (1) A table that includes numerous attributes about a specific business process. (2) In Essbase Integration Services, a container in the OLAP model for one or more relational tables that define a potential dimension in Essbase.

dimension type A dimension property that enables the use of predefined functionality. Dimensions tagged as time have a predefined calendar functionality.

dimensionality In MaxL DML, the represented dimensions (and the order in which they are represented) in a set. For example, the following set consists of two tuples of the same dimensionality because they both reflect the dimensions (Region, Year): { (West, Feb), (East, Mar) }

direct rate A currency rate that you enter in the exchange rate table. The direct rate is used for currency conversion. For example, to convert balances from JPY to USD, In the exchange rate table, enter a rate for the period/scenario where the source currency is JPY and the destination currency is USD.

dirty block A data block containing cells that have been changed since the last calculation. Upper level blocks are marked as dirty if their child blocks are dirty (that is, they have been updated).

display type One of three Web Analysis formats saved to the repository: spreadsheet, chart, and pinboard.

dog-ear The flipped page corner in the upper right corner of the chart header area.

domain In data mining, a variable representing a range of navigation within data.

drill-down Navigation through the query result set using the dimensional hierarchy. Drilling down moves the user perspective from aggregated data to detail. For example, drilling down can reveal hierarchical relationships between years and quarters or quarters and months.

drill-through The navigation from a value in one data source to corresponding data in another source.

driver A driver is an allocation method that describes the mathematical relationship between the sources that utilize the driver, and the destinations to which those sources allocate cost or revenue.

duplicate alias name A name that occurs more than once in an alias table and that can be associated with more than one member in a database outline. Duplicate alias names can be used with duplicate member outlines only.

duplicate member name The multiple occurrence 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.

duplicate member outline A database outline containing duplicate member names.

Dynamic Calc and Store members A member in a block storage outline that Essbase calculates only upon the first retrieval of the value. Essbase then stores the calculated value in the database. Subsequent retrievals do not require calculating.

Dynamic Calc members A member in a block storage outline that Essbase calculates only at retrieval time. Essbase discards calculated values after completing the retrieval request.

dynamic calculation In Essbase, a calculation that occurs only when you retrieve data on a member that is tagged as Dynamic Calc or Dynamic Calc and Store. The member's values are calculated at retrieval time instead of being precalculated during batch calculation.

dynamic hierarchy In aggregate storage database outlines only, a hierarchy in which members are calculated at retrieval time.

dynamic member list A system-created named member set that is based on user-defined criteria. The list is refreshed automatically whenever it is referenced in the application. As dimension members are added and deleted, the list automatically reapplies the criteria to reflect the changes.

dynamic reference A pointer in the rules file to header records in a data source.

dynamic report A report containing data that is updated when you run the report.

Dynamic Time Series A process that performs period-to-date reporting in block storage databases.

dynamic view account An account type indicating that account values are calculated dynamically from the data that is displayed.

Eliminated Account An account that does not appear in the consolidated file.

elimination The process of zeroing out (eliminating) transactions between entities within an organization.

employee A user responsible for, or associated with, specific business objects. Employees need not work for an organization; for example, they can be consultants. Employees must be associated with user accounts for authorization purposes.

encoding A method for mapping bit combinations to characters for creating, storing, and displaying text. Each encoding has a name; for example, UTF-8. Within an encoding, each character maps to a specific bit combination; for example, in UTF-8, uppercase A maps to HEX41. See also [code page](#) and [locale](#).

ending period A period enabling you to adjust the date range in a chart. For example, an ending period of “month”, produces a chart showing information through the end of the current month.

Enterprise View An Administration Services feature that enables management of the Essbase environment from a graphical tree view. From Enterprise View, you can operate directly on Essbase artifacts.

entity A dimension representing organizational units. Examples: divisions, subsidiaries, plants, regions, products, or other financial reporting units.

Equity Beta The riskiness of a stock, measured by the variance between its return and the market return, indicated by an index called “beta”. For example, if a stock's return normally moves up or down 1.2% when the market moves up or down 1%, the stock has a beta of 1.2.

essbase.cfg An optional configuration file for Essbase. Administrators may edit this file to customize Essbase Server functionality. Some configuration settings may also be used with Essbase clients to override Essbase Server settings.

EssCell A function entered into a cell in Essbase Spreadsheet Add-in to retrieve a value representing an intersection of specific Essbase database members.

ESSCMD A command-line interface for performing Essbase operations interactively or through batch script files.

ESSLANG The Essbase environment variable that defines the encoding used to interpret text characters. *See also [encoding](#).*

ESSMSH *See [MaxL Shell](#).*

exceptions Values that satisfy predefined conditions. You can define formatting indicators or notify subscribing users when exceptions are generated.

exchange rate A numeric value for converting one currency to another. For example, to convert 1 USD into EUR, the exchange rate of 0.8936 is multiplied with the U.S. dollar. The European euro equivalent of \$1 is 0.8936.

exchange rate type An identifier for an exchange rate. Different rate types are used because there may be multiple rates for a period and year. Users traditionally define rates at period end for the average rate of the period and for the end of the period. Additional rate types are historical rates, budget rates, forecast rates, and so on. A rate type applies to one point in time.

expense account An account that stores periodic and year-to-date values that decrease net worth if they are positive.

Extensible Markup Language (XML) A language comprising a set of tags used to assign attributes to data that can be interpreted between applications according to a schema.

external authentication Logging on to Oracle's Hyperion applications with user information stored outside the applications, typically in a corporate directory such as MSAD or NTLM.

externally triggered events Non-time-based events for scheduling job runs.

Extract, Transform, and Load (ETL) Data source-specific programs for extracting data and migrating it to applications.

extraction command An Essbase reporting command that handles the selection, orientation, grouping, and ordering of raw data extracted from a database; begins with the less than (<) character.

fact table The central table in a star join schema, characterized by a foreign key and elements drawn from a dimension table. This table typically contains numeric data that can be related to all other tables in the schema.

Favorites gadget Contains links to Reporting and Analysis documents and URLs.

field An item in a data source file to be loaded into an Essbase database.

file delimiter Characters, such as commas or tabs, that separate fields in a data source.

filter A constraint on data sets that restricts values to specific criteria; for example, to exclude certain tables, metadata, or values, or to control access.

flow account An unsigned account that stores periodic and year-to-date values.

folder A file containing other files for the purpose of structuring a hierarchy.

footer Text or images at the bottom of report pages, containing dynamic functions or static text such as page numbers, dates, logos, titles or file names, and author names.

format Visual characteristics of documents or report objects.

format string In Essbase, a method for transforming the way cell values are displayed.

formula A combination of operators, functions, dimension and member names, and numeric constants calculating database members.

frame An area on the desktop. There are two main areas: the navigation and Workspace frames.

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.

function A routine that returns values or database members.

gadget Simple, specialized, lightweight applications that provide easy viewing of EPM content and enable access to core Reporting and Analysis functionality.

genealogy data Additional data that is optionally generated after allocation calculations. This data enables reporting on all cost or revenue flows from start to finish through all allocation steps.

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.

generic jobs Non-SQR Production Reporting or non-Interactive Reporting jobs.

global report command A command in a running report script that is effective until replaced by another global command or the file ends.

grid POV A means for specifying dimension members on a grid without placing dimensions in rows, columns, or page intersections. A report designer can set POV values at the grid level, preventing user POVs from affecting the grid. If a dimension has one grid value, you put the dimension into the grid POV instead of the row, column, or page.

group A container for assigning similar access permissions to multiple users.

GUI Graphical user interface

head up display A mode that shows your loaded Smart Space desktop including the background image above your Windows desktop.

highlighting Depending on your configuration, chart cells or ZoomChart details may be highlighted, indicating value status: red (bad), yellow (warning), or green (good).

Historical Average An average for an account over a number of historical periods.

holding company An entity that is part of a legal entity group, with direct or indirect investments in all entities in the group.

host A server on which applications and services are installed.

host properties Properties pertaining to a host, or if the host has multiple Install_Homes, to an Install_Home. The host properties are configured from the CMC.

Hybrid Analysis An analysis mapping low-level data stored in a relational database to summary-level data stored in Essbase, combining the mass scalability of relational systems with multidimensional data.

hyperlink A link to a file, Web page, or an intranet HTML page.

Hypertext Markup Language (HTML) A programming language specifying how Web browsers display data.

identity A unique identification for a user or group in external authentication.

image bookmarks Graphic links to Web pages or repository items.

IMPACTED status Indicates changes in child entities consolidating into parent entities.

implied share A member with one or more children, but only one is consolidated, so the parent and child share a value.

import format In FDM, defines the structure of the source file which enables the loading of a source data file to an FDM data load location.

inactive group A group for which an administrator has deactivated system access.

inactive service A service suspended from operating.

INACTIVE status Indicates entities deactivated from consolidation for the current period.

inactive user A user whose account has been deactivated by an administrator.

income account An account storing periodic and year-to-date values that, if positive, increase net worth.

index (1) A method where Essbase uses sparse-data combinations to retrieve data in block storage databases. (2) The index file.

index cache A buffer containing index pages.

index entry A pointer to an intersection of sparse dimensions. Index entries point to data blocks on disk and use offsets to locate cells.

index file An Essbase file storing block storage data retrieval information, residing on disk, and containing index pages.

index page A subdivision in an index file. Contains pointers to data blocks.

input data Data loaded from a source rather than calculated.

Install_Home A variable for the directory where EPM System products are installed. Refers to one instance of an EPM System product when multiple applications are installed on the same computer.

integration Process that is run to move data between EPM System products using Shared Services. Data integration definitions specify the data moving between a source application and a destination application, and enable the data movements to be grouped, ordered, and scheduled.

intelligent calculation A calculation method tracking updated data blocks since the last calculation.

Interactive Reporting connection file (.oce) Files encapsulating database connection information, including: the database API (ODBC, SQL*Net, etc.), database software, the database server network address, and database user name. Administrators create and publish Interactive Reporting connection files (.oce).

intercompany elimination See [elimination](#).

intercompany matching The process of comparing balances for pairs of intercompany accounts within an application. Intercompany receivables are compared to intercompany payables for matches. Matching accounts are used to eliminate intercompany transactions from an organization's consolidated totals.

intercompany matching report A report that compares intercompany account balances and indicates if the accounts are in, or out, of balance.

interdimensional irrelevance A situation in which a dimension does not intersect with other dimensions. Because the data in the dimension cannot be accessed from the non-intersecting dimensions, the non-intersecting dimensions are not relevant to that dimension.

intersection A unit of data representing the intersection of dimensions in a multidimensional database; also, a worksheet cell.

intragage assignment Assignments in the financial flow that are assigned to objects within the same stage.

introspection A deep inspection of a data source to discover hierarchies based on the inherent relationships in the database. *Contrast with [scraping](#).*

Investigation See [drill-through](#).

isolation level An Essbase Kernel setting that determines the lock and commit behavior of database operations. Choices are: committed access and uncommitted access.

iteration A “pass” of the budget or planning cycle in which the same version of data is revised and promoted.

Java Database Connectivity (JDBC) A client-server communication protocol used by Java based clients and relational databases. The JDBC interface provides a call-level API for SQL-based database access.

job output Files or reports produced from running a job.

jobs Documents with special properties that can be launched to generate output. A job can contain Interactive Reporting, SQR Production Reporting, or generic documents.

join A link between two relational database tables or topics based on common content in a column or row. A join typically occurs between identical or similar items within different tables or topics. For example, a record in the Customer table is joined to a record in the Orders table because the Customer ID value is the same in each table.

journal entry (JE) A set of debit/credit adjustments to account balances for a scenario and period.

JSP Java Server Pages.

KeyContacts gadget Contains a group of Smart Space users and provides access to Smart Space Collaborator. For example, you can have a KeyContacts gadget for your marketing team and another for your development team.

latest A Spreadsheet key word used to extract data values from the member defined as the latest time period.

layer (1) The horizontal location of members in a hierarchical structure, specified by generation (top down) or level (bottom up). (2) Position of objects relative to other objects. For example, in the Sample Basic database, Qtr1 and Qtr4 are in the same layer, so they are also in the same generation, but in a database with a ragged hierarchy, Qtr1 and Qtr4 might not be in same layer, though they are in the same generation.

layout area Used to designate an area on a Workspace Page where content can be placed.

legend box A box containing labels that identify the data categories of a dimension.

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 block A data block for combinations of sparse, level 0 members.

level 0 member A member that has no children.

liability account An account type that stores “point in time” balances of a company's liabilities. Examples of liability accounts include accrued expenses, accounts payable, and long term debt.

life cycle management The process of managing application information from inception to retirement.

Lifecycle Management Utility A command-line utility for migrating applications and artifacts.

line chart A chart that displays one to 50 data sets, each represented by a line. A line chart can display each line stacked on the preceding ones, as represented by an absolute value or a percent.

line item detail The lowest level of detail in an account.

lineage The relationship between different metadata elements showing how one metadata element is derived from one or more other metadata elements, ultimately tracing the metadata element to its physical source. In Essbase Studio, a lineage viewer displays the relationships graphically. *See also* [traceability](#).

link (1) A reference to a repository object. Links can reference folders, files, shortcuts, and other links. (2) In a task flow, the point where the activity in one stage ends and another begins.

link condition A logical expression evaluated by the taskflow engine to determine the sequence of launching taskflow stages.

linked data model Documents that are linked to a master copy in a repository.

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.

linked reporting object (LRO) A cell-based link to an external file such as cell notes, URLs, or files with text, audio, video, or pictures. (Only cell notes are supported for Essbase LROs in Financial Reporting.) *Contrast with* [local report object](#).

local currency An input currency type. When an input currency type is not specified, the local currency matches the entity's base currency.

local report object A report object that is not linked to a Financial Reporting report object in Explorer. *Contrast with [linked reporting object \(LRO\)](#).*

local results A data model's query results. Results can be used in local joins by dragging them into the data model. Local results are displayed in the catalog when requested.

locale A computer setting that specifies a location's language, currency and date formatting, data sort order, and the character set encoding used on the computer. Essbase uses only the encoding portion. *See also [encoding](#) and [ESSLANG](#).*

locale header record A text record at the beginning of some non-Unicode-encoded text files, such as scripts, that identifies the encoding locale.

location alias A descriptor that identifies a data source. The location alias specifies a server, application, database, user name, and password. Location aliases are set by DBAs at the database level using Administration Services Console, ESSCMD, or the API.

locked A user-invoked process that prevents users and processes from modifying data.

locked data model Data models that cannot be modified by a user.

LOCKED status A consolidation status indicating that an entity contains data that cannot be modified.

Log Analyzer An Administration Services feature that enables filtering, searching, and analysis of Essbase logs.

logic group In FDM, contains one or more logic accounts that are generated after a source file is loaded into FDM. Logic accounts are calculated accounts that are derived from the source data.

LRO *See [linked reporting object \(LRO\)](#).*

managed server An application server process running in its own Java Virtual Machine (JVM).

manual stage A stage that requires human intervention to complete.

Map File Used to store the definition for sending data to or retrieving data from an external database. Map files have different extensions (.mps to send data; .mpr to retrieve data).

Map Navigator A feature that displays your current position on a Strategy, Accountability, or Cause and Effect map, indicated by a red outline.

Marginal Tax Rate Used to calculate the after-tax cost of debt. Represents the tax rate applied to the last earned income dollar (the rate from the highest tax bracket into which income falls) and includes federal, state and local taxes. Based on current level of taxable income and tax bracket, you can predict marginal tax rate.

Market Risk Premium The additional rate of return paid over the risk-free rate to persuade investors to hold “riskier” investments than government securities. Calculated by subtracting the risk-free rate from the expected market return. These figures should closely model future market conditions.

master data model An independent data model that is referenced as a source by multiple queries. When used, “Locked Data Model” is displayed in the Query section's Content pane; the data model is linked to the master data model displayed in the Data Model section, which an administrator may hide.

mathematical operator A symbol that defines how data is calculated in formulas and outlines. Can be any of the standard mathematical or Boolean operators; for example, +, -, *, /, and %.

MaxL The multidimensional database access language for Essbase, consisting of a data definition language (MaxL DDL) and a data manipulation language (MaxL DML). *See also [MaxL DDL](#), [MaxL DML](#), and [MaxL Shell](#).*

MaxL DDL Data definition language used by Essbase for batch or interactive system-administration tasks.

MaxL DML Data manipulation language used in Essbase for data query and extraction.

MaxL Perl Module A Perl module (essbase.pm) that is part of Essbase MaxL DDL. This module can be added to the Perl package to provide access to Essbase databases from Perl programs.

MaxL Script Editor A script-development environment in Administration Services Console. MaxL Script Editor is an alternative to using a text editor and the MaxL Shell for administering Essbase with MaxL scripts.

MaxL Shell An interface for passing MaxL statements to Essbase Server. The MaxL Shell executable file is located in the Essbase bin directory (UNIX: `essmsh`, Windows: `essmsh.exe`).

MDX (multidimensional expression) The language that give instructions to OLE DB for OLAP- compliant databases, as SQL is used for relational databases. When you build the OLAPQuery section's Outliner, Interactive Reporting Clients translate requests into MDX instructions. When you process the query, MDX is sent to the database server, which returns records that answer your query. *See also [SQL spreadsheet](#).*

measures Numeric values in an OLAP database cube that are available for analysis. Measures are margin, cost of goods sold, unit sales, budget amount, and so on. *See also [fact table](#).*

member A discrete component within a dimension. A member identifies and differentiates the organization of similar units. For example, a time dimension might include such members as Jan, Feb, and Qtr1.

member list A named group, system- or user-defined, that references members, functions, or member lists within a dimension.

member load In Integration Services, the process of adding dimensions and members (without data) to Essbase outlines.

member selection report command A type of Report Writer command that selects member ranges based on outline relationships, such as sibling, generation, and level.

member-specific report command A type of Report Writer formatting command that is executed as it is encountered in a report script. The command affects only its associated member and executes the format command before processing the member.

merge A data load option that clears values only from the accounts specified in the data load file and replaces them with values in the data load file.

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.

metadata elements Metadata derived from data sources and other metadata that is stored and cataloged for Essbase Studio use.

metadata sampling The process of retrieving a sample of members in a dimension in a drill-down operation.

metadata security Security set at the member level to restrict users from accessing certain outline members.

metaoutline In Integration Services, a template containing the structure and rules for creating an Essbase outline from an OLAP model.

metric A numeric measurement computed from business data to help assess business performance and analyze company trends.

migration The process of copying applications, artifacts, or users from one environment or computer to another; for example, from a testing environment to a production environment.

migration audit report A report generated from the migration log that provides tracking information for an application migration.

migration definition file (.mdf) A file that contains migration parameters for an application migration, enabling batch script processing.

migration log A log file that captures all application migration actions and messages.

migration snapshot A snapshot of an application migration that is captured in the migration log.

MIME Type (Multipurpose Internet Mail Extension) An attribute that describes the data format of an item, so that the system knows which application should open the object. A file's mime type is determined by the file extension or HTTP header. Plug-ins tell browsers what mime types they support and what file extensions correspond to each mime type.

mining attribute In data mining, a class of values used as a factor in analysis of a set of data.

minireport A report component that includes layout, content, hyperlinks, and the query or queries to load the report. Each report can include one or more minireports.

minischema A graphical representation of a subset of tables from a data source that represents a data modeling context.

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.

model (1) In data mining, a collection of an algorithm's findings about examined data. A model can be applied against a wider data set to generate useful information about that data. (2) A file or content string containing an application-specific representation of data. Models are the basic data managed by Shared Services, of two major types: dimensional and non-dimensional application objects. (3) In Business Modeling, a network of boxes connected to represent and calculate the operational and financial flow through the area being examined.

monetary A money-related value.

multidimensional database A method of organizing, storing, and referencing data through three or more dimensions. An individual value is the intersection point for a set of dimensions. *Contrast with [relational database](#).*

multiload An FDM feature that allows the simultaneous loading of multiple periods, categories, and locations.

My Workspace Page A page created with content from multiple sources including documents, URL, and other content types. Enables a user to aggregate content from Oracle and non-Oracle sources.

named set In MaxL DML, a set with its logic defined in the optional WITH section of a MaxL DML query. The named set can be referenced multiple times in the query.

native authentication The process of authenticating a user name and password from within the server or application.

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.

NO DATA status A consolidation status indicating that this entity contains no data for the specified period and account.

non-dimensional model A Shared Services model type that includes application objects such as security files, member lists, calculation scripts, and Web forms.

non-unique member name See [duplicate member name](#).

note Additional information associated with a box, measure, scorecard or map element.

Notifications gadget Shows notification message history received from other users or systems.

null value A value that is absent of data. Null values are not equal to zero.

numeric attribute range A feature used to associate a base dimension member that has a discrete numeric value with an attribute that represents a value range. For example, to classify customers by age, an Age Group attribute dimension can contain members for the following age ranges: 0-20, 21-40, 41-60, and 61-80. Each Customer dimension member can be associated with an Age Group range. Data can be retrieved based on the age ranges rather than on individual age values.

ODBC Open Database Connectivity. A database access method used from any application regardless of how the database management system (DBMS) processes the information.

OK status A consolidation status indicating that an entity has already been consolidated, and that data has not changed below it in the organization structure.

OLAP Metadata Catalog In Integration Services, a relational database containing metadata describing the nature, source, location, and type of data that is pulled from the relational data source.

OLAP model In Integration Services, a logical model (star schema) that is created from tables and columns in a relational database. The OLAP model is then used to generate the structure of a multidimensional database.

online analytical processing (OLAP) A multidimensional, multiuser, client-server computing environment for users who analyze consolidated enterprise data in real time. OLAP systems feature drill-down, data pivoting, complex calculations, trend analysis, and modeling.

Open Database Connectivity (ODBC) Standardized application programming interface (API) technology that allows applications to access multiple third-party databases.

organization An entity hierarchy that defines each entity and their relationship to others in the hierarchy.

origin The intersection of two axes.

outline The database structure of a multidimensional database, including all dimensions, members, tags, types, consolidations, and mathematical relationships. Data is stored in the database according to the structure defined in the outline.

outline synchronization For partitioned databases, the process of propagating outline changes from one database to another database.

P&L accounts (P&L) Profit and loss accounts. Refers to a typical grouping of expense and income accounts that comprise a company's income statement.

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 file Essbase data file.

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.

palette A JASC compliant file with a .PAL extension. Each palette contains 16 colors that complement each other and can be used to set the dashboard color elements.

parallel calculation A calculation option. Essbase divides a calculation into tasks and calculates some tasks simultaneously.

parallel data load In Essbase, the concurrent execution of data load stages by multiple process threads.

parallel export The ability to export Essbase data to multiple files. This may be faster than exporting to a single file, and it may resolve problems caused by a single data file becoming too large for the operating system to handle.

parent adjustments The journal entries that are posted to a child in relation to its parent.

parents The entities that contain one or more dependent entities that report directly to them. Because parents are both entities and associated with at least one node, they have entity, node, and parent information associated with them.

partition area A sub cube within a database. A partition is composed of one or more areas of cells from a portion of the database. For replicated and transparent partitions, the number of cells within an area must be the same for the data source and target to ensure that the two partitions have the same shape. If the data source area contains 18 cells, the data target area must also contain 18 cells to accommodate the number of values.

partitioning The process of defining areas of data that are shared or linked between data models. Partitioning can affect the performance and scalability of Essbase applications.

pattern matching The ability to match a value with any or all characters of an item entered as a criterion. Missing characters may be represented by wild card values such as a question mark (?) or an asterisk (*). For example, "Find all instances of apple" returns apple, but "Find all instances of apple*" returns apple, applesauce, applecranberry, and so on.

percent consolidation The portion of a child's values that is consolidated to its parent.

percent control Identifies the extent to which an entity is controlled within the context of its group.

percent ownership Identifies the extent to which an entity is owned by its parent.

performance indicator An image file used to represent measure and scorecard performance based on a range you specify; also called a status symbol. You can use the default performance indicators or create an unlimited number of your own.

periodic value method (PVA) A process of currency conversion that applies the periodic exchange rate values over time to derive converted results.

permission A level of access granted to users and groups for managing data or other users and groups.

persistence The continuance or longevity of effect for any Essbase operation or setting. For example, an Essbase administrator may limit the persistence of user name and password validity.

personal pages A personal window to repository information. You select what information to display and its layout and colors.

personal recurring time events Reusable time events that are accessible only to the user who created them.

personal variable A named selection statement of complex member selections.

perspective A category used to group measures on a scorecard or strategic objectives within an application. A perspective can represent a key stakeholder (such as a customer, employee, or shareholder/financial) or a key competency area (such as time, cost, or quality).

pie chart A chart that shows one data set segmented in a pie formation.

pinboard One of the three data object display types. Pinboards are graphics, composed of backgrounds and interactive icons called pins. Pinboards require traffic lighting definitions.

pins Interactive icons placed on graphic reports called pinboards. Pins are dynamic. They can change images and traffic lighting color based on the underlying data values and analysis tools criteria.

pivot The ability to 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.

planner Planners, who comprise the majority of users, can input and submit data, use reports that others create, execute business rules, use task lists, enable e-mail notification for themselves, and use Smart View.

planning unit A data slice at the intersection of a scenario, version, and entity; the basic unit for preparing, reviewing, annotating, and approving plan data.

plot area The area bounded by X, Y, and Z axes; for pie charts, the rectangular area surrounding the pie.

plug account An account in which the system stores any out of balance differences between intercompany account pairs during the elimination process.

post stage assignment Assignments in the allocation model that are assigned to locations in a subsequent model stage.

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.

precalculation Calculating the database prior to user retrieval.

precision Number of decimal places displayed in numbers.

predefined drill paths Paths used to drill to the next level of detail, as defined in the data model.

presentation A playlist of Web Analysis documents, enabling reports to be grouped, organized, ordered, distributed, and reviewed. Includes pointers referencing reports in the repository.

preserve formulas User-created formulas kept within a worksheet while retrieving data.

primary measure A high-priority measure important to your company and business needs. Displayed in the Contents frame.

process monitor report Displays a list of locations and their positions within the FDM data conversion process. You can use the process monitor report to monitor the status of the closing process. The report is time-stamped. Therefore, it can be used to determine to which locations at which time data was loaded.

product In Shared Services, an application type, such as Planning or Performance Scorecard.

Production Reporting See *SQR Production Reporting*.

project An instance of EPM System products grouped together in an implementation. For example, a Planning project may consist of a Planning application, an Essbase cube, and a Financial Reporting server instance.

property A characteristic of an artifact, such as size, type, or processing instructions.

provisioning The process of granting users and groups specific access permissions to resources.

proxy server A server acting as an intermediary between workstation users and the Internet to ensure security.

public job parameters Reusable, named job parameters created by administrators and accessible to users with requisite access privileges.

public recurring time events Reusable time events created by administrators and accessible through the access control system.

PVA See *periodic value method (PVA)*.

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]

query Information requests from data providers. For example, used to access relational data sources.

query governor An Essbase Integration server parameter or Essbase server configuration setting that controls the duration and size of queries made to data sources.

range A set of values including upper and lower limits, and values falling between limits. Can contain numbers, amounts, or dates.

reciprocal assignment An assignment in the financial flow that also has the source as one of its destinations.

reconfigure URL URL used to reload servlet configuration settings dynamically when users are already logged on to the Workspace.

record In a database, a group of fields making up one complete entry. For example, a customer record may contain fields for name, address, telephone number, and sales data.

recurring template A journal template for making identical adjustments in every period.

recurring time event An event specifying a starting point and the frequency for running a job.

redundant data Duplicate data blocks that Essbase retains during transactions until Essbase commits updated blocks.

regular journal A feature for entering one-time adjustments for a period. Can be balanced, balanced by entity, or unbalanced.

Related Accounts The account structure groups all main and related accounts under the same main account number. The main account is distinguished from related accounts by the first suffix of the account number.

relational database A type of database that stores data in related two-dimensional tables. *Contrast with multidimensional database.*

replace A data load option that clears existing values from all accounts for periods specified in the data load file, and loads values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared.

replicated partition A portion of a database, defined through Partition Manager, used to propagate an update to data mastered at one site to a copy of data stored at another site. Users can access the data as though it were part of their local database.

Report Extractor An Essbase component that retrieves report data from the Essbase database when report scripts are run.

report object In report designs, a basic element with properties defining behavior or appearance, such as text boxes, grids, images, and charts.

report script A text file containing Essbase Report Writer commands that generate one or more production reports.

Report Viewer An Essbase component that displays complete reports after report scripts are run.

reporting currency The currency used to prepare financial statements, and converted from local currencies to reporting currencies.

repository Stores metadata, formatting, and annotation information for views and queries.

resources Objects or services managed by the system, such as roles, users, groups, files, and jobs.

restore An operation to reload data and structural information after a database has been damaged or destroyed, typically performed after shutting down and restarting the database.

restructure An operation to regenerate or rebuild the database index and, in some cases, data files.

result frequency The algorithm used to create a set of dates to collect and display results.

review level A Process Management review status indicator representing the process unit level, such as Not Started, First Pass, Submitted, Approved, and Published.

Risk Free Rate The rate of return expected from “safer” investments such as long-term U.S. government securities.

role The means by which access permissions are granted to users and groups for resources.

roll-up See [consolidation](#).

root member The highest member in a dimension branch.

RSC services Services that are configured with Remote Service Configurator, including Repository Service, Service Broker, Name Service, Event Service, and Job Service.

runtime prompt A variable that users enter or select before a business rule is run.

sampling The process of selecting a representative portion of an entity to determine the entity's characteristics. See also [metadata sampling](#).

saved assumptions User-defined Planning assumptions that drive key business calculations (for example, the cost per square foot of office floor space).

scaling Scaling determines the display of values in whole numbers, tens, hundreds, thousands, millions, and so on.

scenario A dimension for classifying data (for example, Actuals, Budget, Forecast1, and Forecast2).

scope The area of data encompassed by any Essbase operation or setting; for example, the area of data affected by a security setting. Most commonly, scope refers to three levels of granularity, where higher levels encompass lower levels. From highest to lowest, these levels are as follows: the entire system (Essbase Server), applications on Essbase servers, or databases within Essbase server applications. See also [persistence](#).

score The level at which targets are achieved, usually expressed as a percentage of the target.

scorecard Business object that represents the progress of an employee, strategy element, or accountability element toward goals. Scorecards ascertain this progress based on data collected for each measure and child scorecard added to the scorecard.

scraping An inspection of a data source to derive the most basic metadata elements from it. *Contrast with* [introspection](#).

Search gadget Searches the Reporting and Analysis repository. The Search gadget looks for a match in the document keywords and description, which are set when you import a document.

secondary measure A low-priority measure, less important than primary measures. Secondary measures do not have Performance reports but can be used on scorecards and to create dimension measure templates.

security agent A Web access management provider (for example, Netegrity SiteMinder) that protects corporate Web resources.

security platform A framework enabling EPM System products to use external authentication and single sign-on.

serial calculation The default calculation setting. Divides a calculation pass into tasks and calculates one task at a time.

services Resources that enable business items to be retrieved, changed, added, or deleted. Examples: Authorization and Authentication.

servlet A piece of compiled code executable by a Web server.

Servlet Configurator A utility for configuring all locally installed servlets.

shared member A member that shares storage space with another member of the same name, preventing duplicate calculation of members that occur multiple times in an Essbase outline.

Shared Services Registry Part of the Shared Services database, the Shared Services Registry stores and re-uses information for most installed EPM System products, including installation directories, database settings, deployment settings, computer names, ports, servers, URLs, and dependent service data.

Shared Workspace Page Workspace Pages shared across an organization which are stored in a special System folder and can be accessed by authorized users from the Shared Workspace Pages Navigate menu.

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.

single sign-on Ability to access multiple EPM System products after a single login using external credentials.

smart slice In Smart View, a reusable perspective of a data source that contains a restricted set of dimensions or dimension members.

Smart Space client software Runs on the client's computer and provides gadgets, instant collaboration and access to the Reporting and Analysis repository. It is composed of the Smart Space framework and gadgets.

Smart Space Collaborator A service that enables users or systems to send messages and share Reporting and Analysis repository content. The message can take many forms, including instant message style discussions, meetings, and toast messages.

smart tags Keywords in Microsoft Office applications that are associated with predefined actions available from the Smart Tag menu. In EPM System products, smart tags can also be used to import Reporting and Analysis content, and access Financial Management and Essbase functions.

SmartBook gadget Contains documents from the Reporting and Analysis repository or URLs. All documents are loaded when the SmartBook is opened so you can access all content immediately.

SmartCut A link to a repository item, in URL form.

snapshot Read-only data from a specific time.

source currency The currency from which values originate and are converted through exchange rates to the destination currency.

sparse dimension In block storage databases, a dimension unlikely to contain data for all member combinations when compared to other dimensions. For example, not all customers have data for all products. *Contrast with [dense dimension](#).*

SPF files Printer-independent files created by an SQR Production Reporting server, containing a representation of the actual formatted report output, including fonts, spacing, headers, footers, and so on.

Spotlighter A tool that enables color coding based on selected conditions.

SQL spreadsheet A data object that displays the result set of a SQL query.

SQR Production Reporting A specialized programming language for data access, data manipulation, and creating SQR Production Reporting documents.

stage A task description that forms one logical step within a taskflow, usually performed by an individual. A stage can be manual or automated.

stage action For automated stages, the invoked action that executes the stage.

staging area A database that you create to meet the needs of a specific application. A staging area is a snapshot or restructured version of one or more RDBMSs.

standard dimension A dimension that is not an attribute dimension.

standard journal template A journal function used to post adjustments that have common adjustment information for each period. For example, you can create a standard template that contains the common account IDs, entity IDs, or amounts, then use the template as the basis for many regular journals.

Status bar The status bar at the bottom of the screen displays helpful information about commands, accounts, and the current status of your data file.

stored hierarchy In aggregate storage databases outlines only. A hierarchy in which the members are aggregated according to the outline structure. Stored hierarchy members have certain restrictions, for example, they cannot contain formulas.

strategic objective (SO) A long-term goal defined by measurable results. Each strategic objective is associated with one perspective in the application, has one parent, the entity, and is a parent to critical success factors or other strategic objectives.

Strategy map Represents how the organization implements high-level mission and vision statements into lower-level, constituent strategic goals and objectives.

structure view Displays a topic as a simple list of component data items.

Structured Query Language A language used to process instructions to relational databases.

Subaccount Numbering A system for numbering subaccounts using non-sequential, whole numbers.

subscribe Flags an item or folder to receive automatic notification whenever the item or folder is updated.

Summary chart In the Investigates Section, rolls up detail charts shown below in the same column, plotting metrics at the summary level at the top of each chart column.

super service A special service used by the startCommonServices script to start the RSC services.

supervisor A user with full access to all applications, databases, related files, and security mechanisms for a server.

supporting detail Calculations and assumptions from which the values of cells are derived.

suppress rows Excludes rows containing missing values, and underscores characters from spreadsheet reports.

symmetric multiprocessing (SMP) A server architecture that enables multiprocessing and multithreading. Performance is not significantly degraded when a large number of users connect to an single instance simultaneously.

sync Synchronizes Shared Services and application models.

synchronized The condition that exists when the latest version of a model resides in both the application and in Shared Services. *See also* [model](#).

system extract Transfers data from an application's metadata into an ASCII file.

tabs Navigable views of accounts and reports in Strategic Finance.

target Expected results of a measure for a specified period of time (day, quarter, and so on).

task list A detailed status list of tasks for a particular user.

taskflow The automation of a business process in which tasks are passed from one taskflow participant to another according to procedural rules.

taskflow definition Represents business processes in the taskflow management system. Consists of a network of stages and their relationships; criteria indicating the start and end of the taskflow; and information about individual stages, such as participants, associated applications, associated activities, and so on.

taskflow instance Represents a single instance of a taskflow including its state and associated data.

taskflow management system Defines, creates, and manages the execution of a taskflow including: definitions, user or application interactions, and application executables.

taskflow participant The resource who performs the task associated with the taskflow stage instance for both manual and automated stages.

Taxes - Initial Balances Strategic Finance assumes that the Initial Loss Balance, Initial Gain Balance and the Initial Balance of Taxes Paid entries have taken place in the period before the first Strategic Finance time period.

TCP/IP *See* [Transmission Control Protocol/Internet Protocol \(TCP/IP\)](#).

template A predefined format designed to retrieve particular data consistently.

text list In Essbase, an object that stores text values mapped to numeric identifiers. Text Lists enable the use of text measures.

text measure A data type that allows measure values to be expressed as text. In Essbase, a member tagged as “Text” in the dimension where measures are represented. The cell values are displayed as predefined text. For example, the text measure "Satisfaction Index" may have the values Low, Medium, and High. *See also [typed measure](#), [text list](#), [derived text measure](#).*

time dimension Defines the time period that the data represents, such as fiscal or calendar periods.

time events Triggers for execution of jobs.

time line viewer An FDM feature that allows a user to view dates and times of completed process flow steps for specific locations.

time scale Displays metrics by a specific period in time, such as monthly or quarterly.

time series reporting A process for reporting data based on a calendar date (for example, year, quarter, month, or week).

Title bar Displays the Strategic Finance name, the file name, and the scenario name Version box.

toast message Messages that appear in the lower right corner of the screen and fade in and out.

token An encrypted identification of one valid user or group on an external authentication system.

top and side labels Column and row headings on the top and sides of a Pivot report.

top-level member A dimension member at the top of the tree in a dimension outline hierarchy, or the first member of the dimension in sort order if there is no hierarchical relationship among dimension members. The top-level member name is generally the same as the dimension name if a hierarchical relationship exists.

trace allocations A feature of Profitability and Cost Management that enables you to visually follow the flow of financial data, either forwards or backwards, from a single intersection throughout the model.

trace level Defines the level of detail captured in the log file.

traceability The ability to track a metadata element to its physical source. For example, in Essbase Studio, a cube schema can be traced from its hierarchies and measure hierarchies, to its dimension elements, date/time elements, and measures, and ultimately, to its physical source elements.

traffic lighting Color-coding of report cells, or pins based on a comparison of two dimension members, or on fixed limits.

transformation (1) Transforms artifacts so that they function properly in the destination environment after application migration. (2) In data mining, modifies data (bidirectionally) flowing between the cells in the cube and the algorithm.

translation *See [currency conversion](#).*

Transmission Control Protocol/Internet Protocol (TCP/IP) A standard set of communication protocols linking computers with different operating systems and internal architectures. TCP/IP utilities are used to exchange files, send mail, and store data to various computers that are connected to local and wide area networks.

transparent login Logs in authenticated users without launching the login screen.

transparent partition A shared partition that enables users to access and change data in a remote database as though it is part of a local database

triangulation A means of converting balances from one currency to another via a third common currency. In Europe, this is the euro for member countries. For example, to convert from French franc to Italian lira, the common currency is defined as European euro. Therefore, in order to convert balances from French franc to Italian lira, balances are converted from French franc to European euro and from European euro to Italian lira.

triggers An Essbase feature whereby data is monitored according to user-specified criteria which when met cause Essbase to alert the user or system administrator.

trusted password A password that enables users authenticated for one product to access other products without reentering their passwords.

trusted user Authenticated user.

tuple MDX syntax element that references a cell as an intersection of a member from each dimension. If a dimension is omitted, its top member is implied. Examples: (Jan); (Jan, Sales); ([Jan], [Sales], [Cola], [Texas], [Actual])

two-pass An Essbase property that is used to recalculate members that are dependent on the calculated values of other members. Two-pass members are calculated during a second pass through the outline.

typed measure In Essbase, a member tagged as “Text” or “Date” in the dimension where measures are represented. The cell values are displayed as predefined text or dates.

unary operator A mathematical indicator (+, -, *, /, %) associated with an outline member. The unary operator defines how the member is calculated during a database roll-up.

Unicode-mode application An Essbase application wherein character text is encoded in UTF-8, enabling users with computers set up for different languages to share application data.

Uniform Resource Locator The address of a resource on the Internet or an intranet.

unique member name A non-shared member name that exists only once in a database outline.

unique member outline A database outline that is not enabled for duplicate member names.

upgrade The process of replacing an earlier software release with a current release or replacing one product with another.

upper-level block A type of data block wherein at least one of the sparse members is a parent-level member.

user directory A centralized location for user and group information. Also known as a repository or provider.

user variable Dynamically renders data forms based on a user's member selection, displaying only the specified entity. For example, user variable named Department displays specific departments and employees.

user-defined attribute (UDA) User-defined attribute, associated with members of an outline to describe a characteristic of the members. Users can use UDAs to return lists of members that have the specified UDA associated with them.

user-defined member list A named, static set of members within a dimension defined by the user.

validation A process of checking a business rule, report script, or partition definition against the outline to make sure that the object being checked is valid. For example, in FDM, validation rules ensure that certain conditions are met after data is loaded from FDM to the target application.

value dimension Used to define input value, translated value, and consolidation detail.

variance Difference between two values (for example, planned and actual value).

varying attribute An attribute association that changes over one or more dimensions. It can be used to track a value in relation to these dimensions; for example, the varying attribute Sales Representative, associated with the Product dimension, can be used to track the value Customer Sales of several different sales representatives in relation to the Time dimension. Varying attributes can also be used for member selection, such as finding the Products that a Sales Representative was responsible for in May.

version Possible outcome used within the context of a scenario of data. For example, Budget - Best Case and Budget - Worst Case where Budget is scenario and Best Case and Worst Case are versions.

view Representation of either a year-to-date or periodic display of data.

visual cue A formatted style, such as a font or a color, that highlights specific types of data values. Data values may be dimension members; parent, child, or shared members; dynamic calculations; members containing a formula; read only data cells; read and write data cells; or linked objects.

Web server Software or hardware hosting intranet or Internet Web pages or Web applications.

weight Value assigned to an item on a scorecard that indicates the relative importance of that item in the calculation of the overall scorecard score. The weighting of all items on a scorecard accumulates to 100%. For example, to recognize the importance of developing new features for a product, the measure for New Features Coded on a developer's scorecard would be assigned a higher weighting than a measure for Number of Minor Defect Fixes.

wild card Character that represents any single character or group of characters (*) in a search string.

WITH section In MaxL DML, an optional section of the query used for creating re-usable logic to define sets or members. Sets or custom members can be defined once in the WITH section, and then referenced multiple times during a query.

work flow The steps required to process data from start to finish in FDM. The workflow consists of Import (loading data from the GL file), Validate (ensures all members are mapped to a valid account), Export (loads the mapped members to the target application), and Check (verifies accuracy of data by processing data with user-defined validation rules).

workbook An entire spreadsheet file with many worksheets.

Workspace Page A page created with content from multiple sources including documents, URL, and other content types. Enables a user to aggregate content from Oracle and non-Oracle sources.

write-back The ability for a retrieval client, such as a spreadsheet, to update a database value.

ws.conf A configuration file for Windows platforms.

wsconf_platform A configuration file for UNIX platforms.

XML See *Extensible Markup Language (XML)*.

XOLAP An Essbase multidimensional database that stores only the outline metadata and retrieves all data from a relational database at query time. XOLAP supports aggregate storage databases and applications that contain duplicate member names.

Y axis scale Range of values on Y axis of charts displayed in Investigate Section. For example, use a unique Y axis scale for each chart, the same Y axis scale for all Detail charts, or the same Y axis scale for all charts in the column. Often, using a common Y axis improves your ability to compare charts at a glance.

Zero Administration Software tool that identifies version number of the most up-to-date plug-in on the server.

zoom Sets the magnification of a report. For example, magnify a report to fit whole page, page width, or percentage of magnification based on 100%.

ZoomChart Used to view detailed information by enlarging a chart. Enables you to see detailed numeric information on the metric that is displayed in the chart.

Index

Symbols

#MISSING, [63, 75](#)

#NOACCESS, [63](#)

A

about drill-through, [247](#)

access privileges, [250](#)

accessing

data, [29](#)

from Hybrid Analysis, [29](#)

from relational source, [29](#)

drill-through, [249](#)

linked objects, [137, 138, 139](#)

linked partitions, [141](#)

multiple databases, [18](#)

ad hoc reporting, [14, 293](#)

adding

filters, [253, 254](#)

members, [117](#)

modules to Essbase, [295](#)

adjusting cell column widths, [62](#)

Advanced Interpretation mode

described, [14](#)

retrieving generation names, [36](#)

retrieving level names, [36](#)

Advanced Interpretation option, [271](#)

alias member combinations, [64](#)

alias names, displaying, [64, 99](#)

aliases and member names, using, [267](#)

alphabetical sort order, [252](#)

alternative names, displaying, [64](#)

API, [149](#)

applying

filters, [253, 254](#)

subsetting rules, [285](#)

ascending sort order, [252](#)

asymmetric reports, [16](#)

Attach Linked Object dialog box, [290, 291](#)

attribute dimensions

applying visual cues, [68](#)

changing fonts and colors, [68](#)

attribute members, drill down behavior, [53](#)

attributes

changing visual cues, [67](#)

comparing Boolean, [81](#)

comparing text, [81](#)

creating cascade reports, [71](#)

selecting base dimensions, [100](#)

selecting members, [101, 119](#)

audit files, [41](#)

B

basic data retrieval operations, [12](#)

breaking database connections, [23, 275](#)

browsing linked objects, [52](#)

C

Calculate menu equivalent, [189, 237](#)

calculating databases

entire, [77](#)

with calculation scripts, [77](#)

Calculation command, [22](#)

calculation function, [150](#)

calculation macro, [211](#)

calculation scripts, [77](#)

cancel calculation function, [151](#)

cancel calculation macro, [212](#)

canceling retrievals, [41](#)

Cascade command, [22](#)

cascade function, [152](#)

cascade levels, selecting, [282](#)

cascade macro, [212](#)

Cascade menu equivalent, [190, 237](#)

cascading worksheets

- creating table of contents, [73](#), [284](#)
 - destination directory of, [74](#)
 - detail level, [71](#)
 - format information, [284](#)
 - location of, [282](#)
 - names of, [282](#)
 - output type, [74](#)
 - specifying names, [72](#)
 - suppressing missing rows in, [284](#)
 - cell column widths, adjusting, [62](#)
 - Cell function, [154](#)
 - Cell macro, [214](#)
 - cell notes
 - accessing, [138](#)
 - creating, [136](#)
 - editing, [138](#)
 - Linked Reporting Objects dialog box and, [280](#)
 - viewing, [138](#)
 - cell ranges, [249](#)
 - cell retrieve function, [43](#)
 - Change Password dialog box, [263](#), [276](#)
 - changing
 - passwords, [19](#)
 - reports, [250](#)
 - row and column orientation, [47](#)
 - session options, [24](#)
 - worksheet options, [24](#), [265](#)
 - child members
 - changing fonts and colors of, [67](#)
 - changing visual cues, [67](#)
 - clearing
 - filters, [253](#)
 - member selections, [129](#)
 - styles, [60](#)
 - visual cues, [60](#)
 - collapsing data views, [25](#), [45](#)
 - colors, changing, [69](#)
 - columns
 - ordering, [251](#)
 - selecting, [251](#)
 - sorting, [252](#)
 - commands
 - Essbase, [22](#)
 - compatibility, enabling with Smart View, [50](#)
 - Connect command, [23](#)
 - Connect menu equivalent, [190](#), [238](#)
 - connecting
 - to Essbase, [18](#)
 - to Integration Services, [256](#)
 - to relational data sources, [256](#)
 - connection function, [155](#)
 - connection macro, [214](#)
 - connections, database, viewing, [21](#)
 - constants, level, VBA, [208](#)
 - creating
 - ad hoc reports, [14](#)
 - cell notes, [136](#)
 - member filters, [254](#)
 - Currency Report command, [23](#)
 - Currency Report menu equivalent, [191](#), [238](#)
 - customizing reports, [250](#)
- ## D
- data
 - comparing values, [103](#)
 - filtering by comparing data values, [103](#)
 - filtering by ranking data values, [103](#)
 - locking, [41](#)
 - navigating, [13](#)
 - pivoting, [47](#)
 - ranking data values, [103](#)
 - retrieving, [90](#)
 - sorting, [104](#), [252](#)
 - transposing, [47](#)
 - unlocking, [41](#)
 - updating, [41](#)
 - data cells
 - changing colors of, [69](#)
 - changing fonts of, [69](#)
 - data filter panel, shortcut menus, [106](#)
 - data filters, applying multiple, [83](#)
 - data ranges, retrieving, [35](#)
 - data retrieval, [24](#), [25](#)
 - data retrieval basics, [12](#)
 - data retrieval function, [174](#)
 - data retrieval macro, [224](#)
 - data sort order, selecting, [252](#)
 - data sorts, creating, [104](#)
 - data source, connecting to, [256](#)
 - database calculations, [284](#)
 - Database Note dialog box, [264](#)
 - database notes, viewing, [264](#)
 - databases
 - calculating entire, [77](#)

- connecting to, [18](#)
 - exiting, [18](#)
 - logging into, [18](#)
 - logging out, [18](#)
 - default sort order, [252](#)
 - defining filters, [253](#), [254](#)
 - deleting
 - filters, [255](#)
 - LROs, [140](#)
 - members, [124](#)
 - descendants, expanding to, [128](#)
 - descending sort order, [252](#)
 - dimension members, [46](#), [187](#)
 - dimensions
 - attribute, selecting, [101](#)
 - changing colors of, [68](#)
 - changing fonts of, [68](#)
 - Disconnect command, [23](#)
 - disconnect function, [156](#)
 - disconnect macro, [215](#)
 - Disconnect menu equivalent, [192](#), [239](#)
 - display order, selecting, [251](#)
 - displaying
 - error messages, [21](#)
 - information messages, [21](#)
 - Save dialog box for member selection, [134](#)
 - unknown members, [21](#), [22](#)
 - warning messages, [21](#)
 - distributing multiple worksheets with cascade, [281](#)
 - drill-through
 - accessing, [249](#)
 - defined, [247](#)
 - Integration Services, [142](#)
 - starting, [249](#)
 - using, [248](#)
 - drill-through cell, [142](#)
 - Drill-Through Login dialog box, [256](#)
 - Drill-Through Wizard
 - customizing reports with, [250](#)
 - dialog box, [257](#)
 - drilling across columns, [46](#)
 - drilling down
 - level 0 attribute members, [53](#)
 - on shared members, [52](#)
 - sampling, [46](#)
 - to a portion of detail, [46](#)
 - to more detail, [46](#)
 - with spaces in spreadsheet, [46](#)
 - drilling up
 - on shared members, [52](#)
 - to less detail, [45](#)
 - duplicate member names
 - displaying the qualified member name, [64](#)
 - example, [65](#)
 - overview, [64](#)
 - working with, [64](#)
 - dynamic calculations
 - changing visual cues, [67](#)
 - retrieving, [37](#)
 - dynamic time series
 - selecting by, [122](#)
 - specifying latest period, [94](#)
 - specifying latest period of time dimension, [94](#)
 - viewing members, [98](#)
- ## E
- Edit Cell Note dialog box, [292](#)
 - Edit URL dialog box, [292](#)
 - editing filters, [253](#), [254](#)
 - enabling
 - double-clicking to browse linked objects, [273](#)
 - Hybrid Analysis, [269](#)
 - mouse actions, [51](#)
 - entering passwords, [19](#), [276](#)
 - error codes, [209](#)
 - error messages, displaying, [21](#), [273](#)
 - Essbase
 - commands, [22](#)
 - connecting to, [18](#)
 - exiting, [18](#)
 - logging in, [18](#)
 - logging out, [18](#)
 - registering, [18](#)
 - VBA library, [149](#)
 - Essbase Add-In Manager dialog box, [295](#)
 - Essbase API, connecting Excel with, [201](#)
 - Essbase Calculation dialog box, [284](#)
 - Essbase Cascade Options dialog box, [281](#)
 - Cascade Information page, [282](#)
 - described, [281](#)
 - Destination Options page, [282](#)
 - Format Options page, [284](#)
 - Essbase Currency Report dialog box, [293](#)
 - Essbase Disconnect dialog box, [275](#)

- Essbase macros, [149](#)
- Essbase Member Selection dialog box, [276](#)
- Essbase Options dialog box, [265](#)
 - described, [265](#)
 - Display page, [267](#)
 - Global page, [273](#)
 - Mode page, [271](#)
 - Style page, [272](#)
 - Zoom page, [269](#)
- Essbase Options menu equivalent, [195](#), [242](#)
- Essbase System Login dialog box, [23](#), [263](#), [275](#)
- Essbase System Login dialog box for Visual Explorer, [148](#)
- Essbase toolbar, [22](#)
- EssCalculate macro, [211](#)
- EssCancelCalc macro, [212](#)
- EssCascade macro, [212](#)
- EssCell macro, [214](#)
- EssConnect macro, [214](#)
- EssDisconnect macro, [215](#)
- EssFlashBack macro, [215](#)
- EssGetCurrency macro, [216](#)
- EssGetDataPoint macro, [216](#)
- EssGetGlobalOption macro, [217](#)
- EssGetMemberInfo, [218](#)
- EssGetSheetOption macro, [219](#)
- EssGetStyle macro, [221](#)
- EssKeepOnly macro, [223](#)
- EssMenuCalculate macro, [237](#)
- EssMenuCascade macro, [237](#)
- EssMenuConnect macro, [238](#)
- EssMenuCurrencyReport macro, [238](#)
- EssMenuDatalessNav macro, [239](#)
- EssMenuDisconnect macro, [239](#)
- EssMenuFlashBack macro, [240](#)
- EssMenuHelp macro, [239](#)
- EssMenuKeepOnly macro, [240](#)
- EssMenuLinkedObjects macro, [240](#)
- EssMenuLock macro, [241](#)
- EssMenuMemberSelect macro, [241](#)
- EssMenuOptions macro, [242](#)
- EssMenuPivot macro, [242](#)
- EssMenuQueryDesigner macro, [242](#)
- EssMenuRemoveOnly macro, [243](#)
- EssMenuRetrieve macro, [243](#)
- EssMenuRetrieveLock macro, [244](#)
- EssMenuSend macro, [244](#)
- EssMenuUnlock macro, [244](#)
- EssMenuVCalculation function, [189](#)
- EssMenuVCascade function, [190](#)
- EssMenuVConnect function, [190](#)
- EssMenuVCurrencyReport function, [191](#)
- EssMenuVDatalessNav function, [191](#)
- EssMenuVDisconnect function, [192](#)
- EssMenuVFlashBack function, [192](#)
- EssMenuVKeepOnly function, [193](#)
- EssMenuVLinkedObjects function, [193](#)
- EssMenuVLock function, [194](#)
- EssMenuVMemberSelection function, [194](#)
- EssMenuVOptions function, [195](#)
- EssMenuVPivot function, [195](#)
- EssMenuVQueryDesigner function, [195](#)
- EssMenuVRemoveOnly function, [196](#)
- EssMenuVRetrieve function, [196](#)
- EssMenuVRetrieveLock function, [197](#)
- EssMenuVSend function, [197](#)
- EssMenuVUnlock function, [198](#)
- EssMenuVWizard function, [198](#)
- EssMenuVZoomIn function, [199](#)
- EssMenuVZoomOut function, [199](#)
- EssMenuWizard macro, [245](#)
- EssMenuZoomIn macro, [245](#)
- EssMenuZoomOut macro, [245](#)
- EssPivot macro, [223](#)
- EssRemoveOnly macro, [224](#)
- EssRetrieve macro, [224](#)
- EssSendData macro, [225](#)
- EssSetCurrency macro, [226](#)
- EssSetGlobalOption macro, [226](#)
- EssSetGlobalOptions macro, [227](#)
- EssSetMenu macro, [228](#)
- EssSetSheetOption macro, [229](#)
- EssSetSheetOptions macro, [231](#)
- EssSetStyle macro, [233](#)
- EssUnlock macro, [235](#)
- EssVCalculate function, [150](#)
- EssVCancelCalc function, [151](#)
- EssVCascade function, [152](#)
- EssVCell function, [154](#)
- EssVConnect function, [155](#)
- EssVDisconnect function, [156](#)
- EssVFlashBack function, [157](#)
- EssVFreeDataPoint function, [158](#)
- EssVFreeMemberInfo function, [158](#)

- EssVGetCurrency function, 159
 - EssVGetDataPoint function, 159
 - EssVGetGlobalOption function, 160
 - EssVGetHctxFromSheet function, 162
 - EssVGetMemberInfo function, 164
 - EssVGetSheetOption function, 165
 - EssVGetStyle function, 168
 - EssVKeepOnly function, 170
 - EssVLoginSetPassword function, 171
 - EssVPivot function, 172
 - EssVRemoveOnly function, 173
 - EssVRetrieve function, 174
 - EssVSendData function, 176
 - EssVSetCurrency function, 177
 - EssVSetGlobalOption function, 178
 - EssVSetMenu function, 180
 - EssVSetSheetOption function, 180
 - EssVSetStyle function, 183
 - EssVUnlock function, 186
 - EssVZoomIn function, 187
 - EssVZoomOut function, 188
 - ESSXLVBA.TXT, 206
 - EssZoomIn macro, 235
 - EssZoomOut macro, 236
 - establishing a connection, 18, 23, 275
 - example VBA code, 202
 - Excel
 - creating a VBA module, 200
 - VBA functions, 149
 - executing reports, 250
 - exiting Essbase, 18
 - expanding
 - data views with Zoom In, 25
 - member lists, 128
 - to descendants, 128
- F**
- files
 - accessing, 137
 - editing, 137
 - filter operators, 254
 - filtering
 - data, 103
 - members, 92, 95
 - filters
 - applying, 253
 - clearing, 253
 - creating, 254
 - defining, 253
 - deleting, 255
 - editing, 254
 - renaming, 255
 - saving, 255
 - selecting, 253
 - viewing, 253
 - Find Member dialog box, 287
 - finding members, in Spreadsheet Add-in, 122
 - FlashBack command, 23, 48
 - FlashBack function, 157
 - FlashBack macro, 215
 - FlashBack menu equivalent, 192, 240
 - focusing on members
 - with Keep Only, 23
 - with Remove Only, 24
 - font colors, changing, 67, 68
 - Font dialog box, 281
 - font styles, 281
 - fonts, changing, 67, 69
 - formatted worksheets
 - retrieving with, 28
 - rules for retrieving, 29
 - formatting worksheets without retrieving data, 50
 - formula arrays, preserving, 30
 - formula preservation mode, 28, 30
 - formula preservation, restrictions, 265
 - formulas
 - changing visual cue, 67
 - retrieving with, 30
 - Free-Form mode
 - described, 14
 - retrieving, 32
 - retrieving in Template Retrieve mode, 33
 - free-form reporting, 14, 32
 - free-form retrieval, 32
 - FreeDataPoint function, 158
 - FreeMember function, 158
 - functions
 - calling, 207
 - declaring, 206
 - VBA, 149
- G**
- generation names
 - retrieving, 36

- selecting by, [122](#)
- suppressing shared members, [127](#)
- viewing members, [97](#)
- get context from sheet function, [162](#)
- get currency function, [159](#)
- get currency macro, [216](#)
- get data point function, [159](#)
- get data point macro, [216](#)
- get global options function, [160](#)
- get global options macro, [217](#)
- get member info function, [164](#)
- get sheet options function, [165](#)
- get sheet options macro, [219](#)
- getting connected, [23](#), [275](#)
- getting data from Essbase Server, [24](#), [27](#)
- global options, [273](#)

H

- Help menu equivalent, [239](#)
- Hybrid Analysis, [29](#), [269](#)

I

- indenting member names, [60](#)
- information messages, displaying, [21](#), [273](#)
- Integration Services, connecting to, [249](#), [256](#)
- introductory screen, Drill-Through Wizard, [257](#)

K

- Keep Only command, [23](#), [49](#)
- Keep Only function, [170](#)
- Keep Only macro, [223](#)
- Keep Only menu equivalent, [193](#), [240](#)
- keeping data sets, [49](#)
- keyboard shortcuts
 - Essbase, [22](#)
 - Query Designer, [110](#)

L

- latest period
 - selecting, [288](#)
 - specifying, [126](#)
- latest time period
 - selecting, [267](#)
 - specifying, [39](#)
- launching

- drill-through, [249](#)
- Visual Explorer, [143](#)
- level 0 attribute members
 - examples, [54](#), [55](#), [56](#), [57](#)
 - rules for drilling down, [53](#)
- level constants, [208](#)
- level names
 - retrieving, [36](#)
 - selecting by, [122](#)
 - suppressing shared members, [127](#)
 - viewing members, [98](#)
- linked files, viewing, [137](#)
- Linked Object Browser
 - dialog box, [279](#)
- linked objects
 - accessing, [137](#), [138](#), [139](#)
 - changing style of, [69](#)
 - enabling double-clicking to get, [52](#)
- Linked Objects Browser
 - accessing, [23](#), [135](#), [142](#)
 - dialog box, [249](#)
- Linked Objects command, [23](#), [135](#), [142](#)
- Linked Objects menu equivalent, [193](#), [240](#)
- linked partitions, accessing, [141](#)
- Linked Reporting Objects dialog box, [280](#)
- linked reporting objects.. *See* LROs.
- linking URLs, [136](#)
- lists, drill-through reports, [250](#)
- locating members, [287](#)
- Lock command, [23](#), [24](#)
- Lock menu equivalent, [194](#), [197](#), [241](#), [244](#)
- locking data, [23](#), [24](#)
- locking data during send, [41](#)
- log files, [41](#)
- logging in
 - Drill-Through Login dialog box, [256](#)
 - Essbase System Login dialog box, [263](#)
 - to databases, [18](#)
 - to Essbase, [23](#), [275](#)
 - to Integration Services, [256](#)
 - to multiple databases, [20](#)
 - to relational data sources, [256](#)
- logging out, of databases, [18](#)
- LROs
 - deleting, [140](#)

M

- macro language, [149](#)
- macros and Excel, opening, [149](#)
- managing Essbase add-Ins, [295](#)
- member attributes, [293](#)
- member criteria, specifying, [120](#)
- member filters, multiple, [82](#)
- member formula, viewing, [129](#)
- member information, [98](#)
- Member Information dialog box, [293](#)
- member names
 - aliases, displaying, [64](#)
 - colors, changing, [67](#)
 - fonts, changing, [67](#)
 - indenting, [60](#)
 - repeating, [62](#), [267](#)
 - selecting by, [122](#)
 - viewing members, [97](#)
- Member Preview dialog box, [287](#)
- member properties, [293](#)
- member select panel, shortcut menus, [106](#)
- Member Selection command, [23](#)
- Member Selection menu equivalent, [194](#), [241](#)
- member selections
 - clearing, [129](#)
 - displaying dialog for saving, [134](#)
 - opening, [131](#)
 - saving, [133](#)
 - techniques for, [23](#), [276](#)
- members
 - adding, [117](#)
 - applying filtering criteria, [92](#)
 - attributes, selecting, [101](#)
 - deleting, [124](#)
 - deleting selection rules, [97](#)
 - display order, selecting, [251](#)
 - filtering, [254](#)
 - finding, [122](#), [287](#)
 - maximum number to preview, setting, [96](#)
 - previewing, [123](#)
 - previewing filtering results, [95](#)
 - removing, [124](#)
 - reordering display of, [130](#)
 - searching, [122](#)
 - searching for in Query Designer, [93](#)
 - selecting, [91](#), [117](#)
 - shared, suppressing, [99](#)
 - sort order, selecting, [252](#)
 - specifying latest period of time dimension, [95](#)
 - viewing
 - by Dynamic Time Series, [98](#)
 - by generation name, [97](#)
 - by level name, [98](#)
 - by member name, [97](#)
 - member information, [98](#)
- menu equivalents
 - spreadsheet macro, [237](#)
 - Visual Basic, [189](#)
- message types, displaying, [21](#)
- messages
 - disabling, [105](#)
 - enabling, [105](#)
- missing data, replacing, [63](#)
- missing rows, suppressing in replicated worksheets, [75](#)
- missing values, replacing, [63](#)
- missing values, suppressing, [61](#)
- mouse button, [51](#)
- moving
 - columns, [251](#)
 - data, [47](#)
- multidimensional data, how to read, [13](#)
- multiple databases
 - accessing, [18](#)
 - logging into, [20](#)
- multiple filter conditions, [259](#)
- multiple worksheets, copying format of, [73](#)

N

- naming workbooks, [72](#)
- Navigate With or Without Data command, [23](#)
- Navigate Without Data menu equivalent, [191](#), [239](#)
- navigating data, [13](#)
- navigating without retrieving data, [37](#), [50](#), [271](#)
- navigation panel, shortcut menus, [108](#)
- no access data labels
 - defining, [267](#)
 - replacing, [63](#)
- notes, database, viewing, [264](#)

O

- Open Query dialog box, [114](#)
- Open Selection Object dialog box, [288](#)

opening
 member selections, 131
 queries, 114
 selection rules, 288

operators, 254

optimizing reports, 16

options
 global spreadsheet, 273
 retrieval modes, 271
 spreadsheet styles, 272
 zooming, 269

Options command, 24

ordering
 columns, 251
 rows, 252

P

parameters, VBA functions, 207

parent members, changing visual cues, 67

partitions, 141

passwords, changing, 19, 263, 276

pattern matching, 122

Pivot command, 24, 47

Pivot function, 172

Pivot macro, 223

Pivot menu equivalent, 195, 242

pivoting data, formatted worksheet, 48

preserving formula arrays, 30

preserving formulas, restrictions, 30

previewing
 member selections, 287
 members, 123
 setting maximum number of members for, 96

primary mouse button, 51

Q

qualified member names, displaying, 64

queries
 applying all, 87
 applying single, 86
 closing, 88
 creating, 84
 Open Query dialog box, 114
 opening, 85, 114
 Save As Query dialog box, 114
 saving, 87, 114

Query Designer
 applying spreadsheet options to, 69
 equivalent menu function, 195
 introducing, 79
 keyboard shortcuts, 110
 menu equivalents, 242
 right-click menus, 105
 searching for members, 93

Query Designer command, 24

quitting Essbase, 18

R

read-only data cells, changing style of, 69

read/write data cells, changing style of, 69

reading data from the server, 27

rearranging columns, 251

registering Spreadsheet Add-in, 17

relational data source, 256

relational data, accessing, 142

relational source, 29

Remove Only command, 24, 49

Remove Only function, 173

Remove Only macro, 224

Remove Only menu equivalent, 196, 243

removing
 a set of data, 49
 members, 124
 styles, 60
 visual cues, 60

renaming filters, 255

reordering
 member display, 130
 members, 130

repeating member names, 62, 267

replacing
 missing data labels, 63
 no access data labels, 63

replicating worksheets
 copying format, 73
 creating table of contents, 73
 specifying detail level, 71
 specifying names, 72
 specifying the destination directory, 74
 specifying the output type, 74
 suppressing missing rows, 75

reports
 creating the view, 90

- customizing, 250
 - defining the layout, 90
 - free-form, 14, 32
 - optimizing, 16
 - placement in spreadsheet, 250
 - selecting, 250
 - restoring
 - FlashBack and, 23
 - previous database views, 48
 - retaining data sets, 49
 - retrieval mode options, 271
 - retrievals, canceling, 41
 - Retrieve & Lock command, 24
 - Retrieve command, 24
 - retrieve function, 174
 - retrieve macro, 224
 - Retrieve menu equivalent, 196, 243
 - retrieve style information function, 168
 - retrieve style information macro, 221
 - retrieving
 - data
 - into formatted worksheets, 28
 - into worksheet with formulas, 30
 - using a function, 43
 - data ranges, 35
 - Dynamic Calc members, 37
 - from Visual Explorer, 144
 - in Free-Form mode, 32
 - in template retrieve mode, 33
 - substitution variables, 38
 - return values, 209
 - rows, 252
 - rules for retrieving data, 29
 - running calculations, 284
- S**
- Sample Data command, 24
 - sample VBA code, 202
 - sampling
 - drilling down to a portion of detail, 46
 - Sample Data command, 24
 - sampvba.xls, 201, 202
 - Save As Query dialog box, 114
 - Save Selection Object dialog box, 289
 - saving
 - filters, 255
 - member selections, 133, 134
 - queries, 87, 114
 - selection rules, 289
 - searching for members
 - in Spreadsheet Add-in, 122
 - in Query Designer, 93
 - secondary mouse button, 51, 273
 - security privileges, 250
 - security warnings, 149
 - Select Columns and Display Order dialog box, 258
 - Select Data Filters dialog box, 260
 - Select Data Sort Order dialog box, 258
 - Select Drill-Through Report dialog box, 256
 - Select Filter Values from the List dialog box, 262
 - selecting
 - cascade levels, 282
 - column display order, 258
 - columns for reports, 251
 - columns to include in report, 251
 - data filters, 253
 - data sort order, 252
 - latest period, 288
 - member names from a list, 23, 276
 - members, 117
 - multiple cells in spreadsheet, 249
 - reports to view/customize, 250
 - session options, 24
 - single cells in spreadsheet, 249
 - worksheet options, 24, 265
 - selection rules
 - deleting, 97
 - opening, 288
 - saving, 289
 - Send command, 25
 - send data function, 176
 - send data macro, 225
 - Send menu equivalent, 197, 244
 - sending data to server, 25, 41
 - set currency function, 177
 - set currency macro, 226
 - Set Filter on Column dialog box, 261
 - set global options function, 178
 - set global options macro, 226, 227
 - Set Login Password function, 171
 - set sheet option function, 180
 - set sheet options macro, 231
 - set style function, 183
 - set style macro, 233

- shared members
 - changing visual cue, 67
 - drilling down, 52
 - drilling up, 52
- shortcut menus
 - data filter panel, 106
 - member select panel, 106
 - navigation panel, 108
- shortcuts, keyboard, 22
- Smart View, 50
- Smart View, enabling compatibility with Spreadsheet Add-in, 50
- sorting
 - data, 104, 252
 - multiple columns, 252
 - rows, 252
- specifying
 - latest period, 126
 - latest period to-date, 39
 - spreadsheet layout, 125
- Spreadsheet Add-in, registering, 17
 - drill-through and, 249
 - registering, 17
- spreadsheet layout, specifying, 125
- spreadsheet macro menu equivalents, 237
- spreadsheet macros and functions, 149
- spreadsheet options
 - applying to Query Designer, 69
 - setting, 265
- spreadsheet reports, designing layout, 90
- Spreadsheet Toolkit, 149
- spreadsheets
 - accessing drill-through, 249
 - containing macros, opening, 149
 - reading multidimensional data in, 13
- SQL data source, connecting, 256
- SQL syntax, filters, 254
- starting drill-through, 249
- style options, 272
- styles
 - applying, 59
 - attribute dimensions, 68
 - clearing, 60
 - copying into worksheets, 73
 - dimension members, 68
 - Integration Services Drill-Through, 69
 - linked objects, 69

- members, 67
 - read-only cells, 69
 - read/write cells, 69
 - removing, 60
- Subset dialog box, 285
- subsetting criteria, applying, 120
- substitution variables, retrieving, 38
- suppressing
 - missing values, 61
 - shared members, 99, 127
 - underscore characters, 61
 - zeros, 61
- symmetric reports, 16

T

- template mode, 33, 271
- template retrieve mode, 33, 271
- title members, 46, 187
- toolbar, Essbase, 22
- top-level members, 46, 187
- transposing data, 47

U

- UDA
 - pattern matching, 285
 - specifying member criteria and, 120
- underscore characters
 - suppressing, 61, 267
- undoing a command, 48
- unknown members
 - displaying, 21, 22
 - prevent from displaying, 22
- Unlock command, 25
- unlock function, 186
- unlock macro, 235
- Unlock menu equivalent, 198, 244
- unlocking data, 25, 41
- updating
 - data, 41
 - passwords, 19, 263
 - server data, 23, 24, 25
- URL option in Attach Linked Object dialog box, 291
- URLs
 - accessing, 139
 - attaching, 136
 - editing, 139

viewing, [139](#)
 user-defined attributes.. *See* UDA.
 using drill-through, [248](#)
 using Drill-Through Wizard, [250](#)

V

V2.x mode, [271](#)
 VBA
 described, [149](#)
 functions, [149](#), [200](#)
 calling, [207](#)
 declaring, [206](#)
 parameters, [207](#)
 level constants, [208](#)
 library, [149](#)
 return values, [209](#)
 sample code, [202](#)
 sample spreadsheet, [201](#)
 Version 2.x mode, retrieving, [32](#)
 View Cell Note dialog box, [291](#)
 view method, selecting, [122](#)
 viewing
 database connections, [21](#)
 database notes, [264](#)
 entire member list, [128](#)
 filters, [253](#)
 member formulas, [129](#)
 reports, [250](#)
 Visual Basic for Applications.. *See* VBA.
 Visual Basic menu equivalents, [189](#)
 Visual Basic module, creating, [200](#)
 visual cues
 applying, [59](#), [267](#)
 attribute dimensions, [68](#)
 clearing, [60](#)
 copying into worksheets, [73](#)
 dimension members, [68](#)
 Integration Services Drill-Through, [69](#)
 linked objects, [69](#)
 members, [67](#)
 read-only cells, [69](#)
 read/write cells, [69](#)
 removing, [60](#)
 setting, [272](#)
 Visual Explorer
 Essbase System Login dialog box, [148](#)
 launching, [143](#)

retrieving data into Excel worksheets, [144](#)
 Visualize & Explore command, [25](#)

W

warning messages, displaying, [21](#), [273](#)
 warnings, security, [149](#)
 workbooks
 creating, [88](#)
 naming, [72](#)
 working with currency databases, [293](#)
 worksheets, creating, [89](#)

Z

zero rows, suppressing, [267](#)
 zeros, suppressing, [61](#)
 Zoom In command, [25](#), [46](#)
 Zoom In function, [187](#)
 Zoom In macro, [235](#)
 Zoom In menu equivalent, [199](#), [245](#)
 zoom options, [269](#)
 Zoom Out command, [25](#), [45](#)
 Zoom Out function, [188](#)
 Zoom Out macro, [236](#)
 Zoom Out menu equivalent, [199](#), [245](#)
 zooming in on Hybrid Analysis members, [269](#)
 zooming out, [45](#)

A B C D E F G H I K L M N O P Q R S T U V W Z