

Oracle® Fusion Cloud EPM

Working with Financial Reporting



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Oracle Fusion Cloud EPM Working with Financial Reporting,

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Creating and Running an EPM Center of Excellence

A best practice for EPM is to create a CoE (Center of Excellence).

An **EPM CoE** is a unified effort to ensure adoption and best practices. It drives transformation in business processes related to performance management and the use of technology-enabled solutions.

Cloud adoption can empower your organization to improve business agility and promote innovative solutions. An EPM CoE oversees your cloud initiative, and it can help protect and maintain your investment and promote effective use.

The EPM CoE team:

- Ensures cloud adoption, helping your organization get the most out of your Oracle Fusion Cloud EPM investment
- Serves as a steering committee for best practices
- Leads EPM-related change management initiatives and drives transformation

All customers can benefit from an EPM CoE, including customers who have already implemented EPM.

How Do I Get Started?

Click to get best practices, guidance, and strategies for your own EPM CoE: Introduction to EPM Center of Excellence.

Learn More

- Watch the Cloud Customer Connect webinar: [Creating and Running a Center of Excellence \(CoE\) for Cloud EPM](#)
- Watch the videos: [Overview: EPM Center of Excellence](#) and [Creating a Center of Excellence](#).
- See the business benefits and value proposition of an EPM CoE in *Creating and Running an EPM Center of Excellence*.



About Financial Reporting

Financial Reporting applies to these Enterprise Performance Management Cloud services:

- Enterprise Planning and Budgeting Cloud
- Planning and Budgeting Cloud
- Financial Consolidation and Close Cloud
- Profitability and Cost Management Cloud
- Tax Reporting Cloud

Using the Explore Repository

Related Topics

- [About the Explore Repository](#)
Use the Explore Repository to list and navigate repository contents, manage and control files and folders, and use elements that present the repository as a file management system.
- [Using a Single Instance of the Explore Repository](#)
With the single instance feature, if you re-launch the Explore Repository, a new tab opens in the existing Explore Repository instance.
- [Granting Access Permissions to Document Repository Users](#)
- [Personalizing the Explore Repository](#)
When using the Explore Repository, you can customize the appearance of the user interface.
- [Managing Items](#)
Manage documents, collections, supporting files, other standard files, and folders.
- [Managing Files and Folders](#)
Use the Explore Repository to manage files and folders.
- [Using URLs in the Explore Repository](#)
In the Explore Repository, you can open a URL, open a URL in a new window, and update a URL.
- [Searching for Items in the Repository](#)
Search for and retrieve documents and reports.
- [Using Smart View](#)
Oracle Smart View for Office provides a common Microsoft Office interface for Financial Reporting and Planning components.
- [Setting Permissions](#)
Define permissions for files and folders and apply permissions to artifacts in a folder.
- [Working with Properties](#)
Set general and advanced properties and change ownership of artifacts.

About the Explore Repository

Use the Explore Repository to list and navigate repository contents, manage and control files and folders, and use elements that present the repository as a file management system.

To access the Explore Repository, from the Welcome page, click  and then select **Explore Repository**.

Items opened in the Explore Repository display as tabs at the top of the Explore Repository. Access privileges or permissions determine which items you can view, modify, run, and delete in the repository.

Based on the following criteria, menus and the toolbar are updated as you use the system:

- The roles granted you by the administrator. Roles determine which modules are displayed in the View pane and toolbar.
- The components used and the task performed.

From the Explore Repository, you can perform the following tasks:

- Preview Financial Reporting documents, such as reports and books
- Organize, search for, and assign access permissions to files
- Schedule batches
- Create documents
- Set preferences
- Define favorites
- Install the following components:
 - Oracle Smart View for Office
 - Predictive Planning
 - EPM Automate

 **Note:**

When entering names for items in the repository such as files and folders, you can use uppercase and lowercase letters and numbers. Spaces cannot be used at the beginning or end of folder names. Invalid characters include: \, /, %, ?, +, <, >, |, ` ; * .

 **Note:**

Because importing Financial Reporting objects with invalid characters in their names or path is allowed, you must rename the objects after they are imported into the Explore Repository. Scheduled batches containing object names with invalid characters fail when PDF and HTML are selected as output options.

Using a Single Instance of the Explore Repository

With the single instance feature, if you re-launch the Explore Repository, a new tab opens in the existing Explore Repository instance.

This includes launching repository items from external URLs such as emailed links, SmartCuts, Subscriptions, Related Content, links on other web sites, and browser bookmarks.

Granting Access Permissions to Document Repository Users

Prior to the 22.07 update, Oracle Fusion Cloud Enterprise Performance Management used the **WORLD** pre-seeded group to grant access to Explore Repository artifacts such as reports and folders. This update allows Oracle to identify changes to permissions through various reports.

As a result of this change, the `WORLD` group is no longer listed in the Explore Repository. If you used `WORLD` group prior to the 22.07 update, you must complete these steps to ensure access to Repository artifacts:

- Create a group in Access Control with all Cloud EPM users as its members.
- In Explore Repository, grant access privileges to the group.

Creating a Group in Access Control

You create a nested group in Access Control to ensure that all users inherit the permissions required to access the Explore Repository artifacts.

To create a group in Access Control:

1. Access your Cloud EPM environment as a Service Administrator.
2. Create a nested group. See [Creating a Group in Administering Access Control](#).
To ensure that all users inherit the required Explore Repository permissions, assign the following groups as group members:
 - Service Administrator
 - Power User
 - User
 - Viewer

Create Group

* Name: `FR_ACCESS`

Description: Group for granting access permissions to the Repository

Groups **Users**

Available Groups	Groups	Search
All_users		
Analyst	Used for access assignments for Users	
Interactive User	Used for access assignments for Po...	
Reviewer	Used for access assignments for Vie...	
Strategic Planner	Used for navigation flow assignmen...	
Super User	Administrators - used for Administr...	

Assigned Groups	
Service Administrator	Planning Service Administrator Role...
Viewer	Planning Service Viewer Role Role fo...
Power User	Planning Service Power User Role R...
User	Planning Service User Role Role f...

Buttons: Save, Close

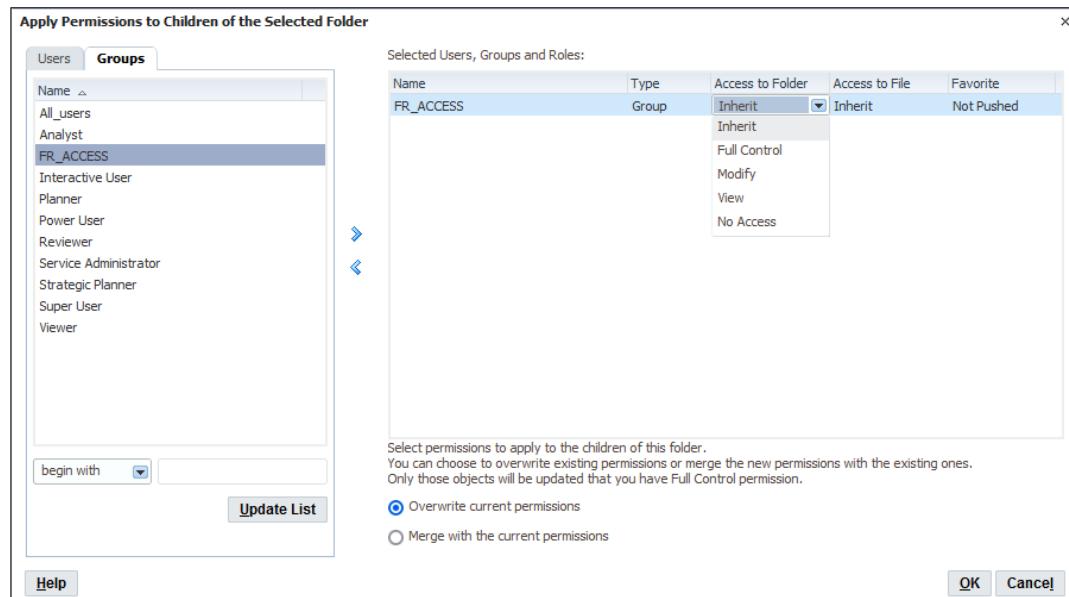
Granting Access Permissions to the Explore Repository

Use the group you created in the preceding section to assign access permissions from the Explore Repository. These access permissions must match the permissions you granted to the `WORLD` in pre-22.07 updates of Cloud EPM.

To grant permissions:

1. In the Explore Repository, expand **Root**.
2. Right-click a folder and select **Apply Permissions to children**.

3. in **Apply Permissions to Children of the Selected Folder**, select **Groups**, and then **Update List**.
4. Select the Access Control group you created and move it to the selected Users, groups, and Roles column.
5. Select the access you want to assign to files and folders.
 - Click the cell listing the current access (inherit) under **Access to Folder**, and select the access to grant.
 - Click the cell listing the current access (inherit) under **Access to File**, and select the access to grant.



6. Verify that **Overwrite current permissions** is selected.
7. Click **OK**.

Personalizing the Explore Repository

When using the Explore Repository, you can customize the appearance of the user interface.

Table 3-1 Customization Options for the Explore Repository

Customization Option	Menu Command
Show/hide the View pane	View , and then View Pane
Show/hide the Masthead	View , and then View Masthead
Resize the View pane and content area or the Masthead	See Resizing the View Pane and Resizing the Masthead .
Which file types are listed in the content area	View , and then Display Items of Type . See Displaying Specific File Types .
Sort items in the content area	View , and then Sort By . See Sorting Columns .
Which item properties are displayed in the content area	View , and then Show Columns . See Displaying Specific File Types .

Table 3-1 (Cont.) Customization Options for the Explore Repository

Customization Option	Menu Command
Whether to show hidden files in the content area	View , and then Show Hidden
Whether to show duplicate items in the content area	View , and then Show Duplicates

Resizing the Masthead

To resize the masthead:

1. In the Explore Repository, point to the area between the menu options and the content area.
The Masthead Area Adjuster is displayed as a line.
2. When the pointer changes to a vertical double-headed arrow, resize the masthead by dragging the arrow up or down.

Resizing the View Pane

To resize the View pane:

1. Point to the column border between the View pane and the content area.
The View Pane/Content Area Adjuster is displayed as a line in the border.
2. When the pointer changes to a horizontal double-headed arrow, resize the View pane by dragging the arrow right or left.

Displaying Columns

From the Explore Repository, items and properties are displayed in the columns within the content area. Column settings are retained after you log off.

To hide or display columns:

1. Select **View**, and then **Show Columns**.
2. In the **Show Columns** dialog box, display or hide columns by selecting or clearing the corresponding check box.
3. To specify the column width, click a column check box, and enter the new column width in pixels.
4. Click **Save**.

Reordering Columns

To reorder columns, do one of the following:

- Select **View**, and then **Show Columns**. In the **Show Columns** dialog box select a column and use the  and  arrows.
- From the content area in **Explore**, drag the columns to the desired location.

Sorting Columns

To sort columns by name, type, owner, modified date, or description, select **View**, then **Sort By**, and then select a sort option.

To alphabetically sort the items in a column, click a column heading, and then click the up arrow or down arrow to change the sort. (Date columns are sorted chronologically.)

Displaying Specific File Types

From the Explore Repository, you can specify which file types to display in the content area. Your role and permissions determine if an item is displayed.

To display specific file types, select **View**, then **Display Items of Type**, and then select an option:

- **All Files**—Displays all files
- **All Financial Reporting Objects**—All Financial Reporting reports, snapshot reports, books, snapshot books, and batches
- **All Images**—All image files with the following extensions:
 - .gif
 - .jpg
 - .png
 - .bmp
- **All Office Files**—Microsoft Word, Excel, Power Point, and Project files
- **All Reports**—All Financial Reporting reports and snapshot reports
- **External Links**—All items imported as a URL
- **Other**—Select a file from the menu displayed.

Managing Items

Manage documents, collections, supporting files, other standard files, and folders.

Related Topics

- [Supported Items in the Explore Repository](#)
- [Using Ambiguous Items](#)
- [Importing Items](#)
- [Exporting Items](#)
- [Creating Shortcuts](#)
- [Creating Email Links to Repository Items](#)
- [Selecting Recipients to Receive Emails](#)

Supported Items in the Explore Repository

Items are objects stored in the repository, including:

- [Documents](#)
- [Collections](#)
- [Supporting Files](#)
- [Other Standard Files](#)
- [Folders](#)

All objects have properties that store information, such as attributes and permissions. Attributes include: name, a description of the object, UUID, and owner. Properties for file objects, URLs, and shortcuts include additional attributes.

Documents

Documents include Financial Reporting reports and snapshots. Use the Explore Repository to list and view documents. The items that you open in the Explore Repository are displayed as tabs at the top of the Explore Repository.

Documents can contain and generate reports, which are formatted data values and interactive elements. Reports are displayed in tabular, grid, or chart formats.

Collections

Collections contain references to groups of documents, such as books. You use the Explore Repository to list and view collections. The items that you open in the Explore Repository are displayed as tabs at the top of the Explore Repository.

Table 3-2 Collections in the Explore Repository

Type	Description	Created in	File Extension
Books	Collection of Reporting Studio documents. Dynamically specify dimension sections and dimension changes for books.	Explore Repository	.kbk
Snapshot Books	Generated books containing static data	Explore Repository	.kbt
Batches	Collection of executable Reporting Studio documents and books with special properties and are executed to generate reports	Explore Repository	.bch

Supporting Files

The following table lists supporting files that are used when authoring or managing documents or collections.

Table 3-3 Supported File Types, Descriptions, Studio Created in, and File Extensions

Type	Description	Studio created in	File Extension
Folder	Containers that contains other folders and files	NA	none

Table 3-3 (Cont.) Supported File Types, Descriptions, Studio Created in, and File Extensions

Type	Description	Studio created in	File Extension
Shortcut	Link to a repository item. Create shortcuts to easily access the item to which the shortcut links.	NA	none
URL	Link to websites or HTML pages	NA	none
Grid	Reporting Studio object that contains data from external sources. Grids contain rows, columns, and optionally, a page axis.	Reporting Studio	.rog
Chart	Reporting Studio object that contains charts	Reporting Studio	.roc
Image	Reporting Studio image object	Reporting Studio	.roi
Text	Reporting Studio text object	Reporting Studio	.rot
Row and Column Template	Templates used to author Financial Reporting reports	Reporting Studio	.ros

Other Standard Files

Other standard files include:

- Text files
- Image files
- Microsoft Office files
- HTML files
- PDF files
- Zip files

Folders

Folders exist with the repository and are arranged in a hierarchical structure. Folders are used for organization, and they can contain subfolders and items such as documents and URLs. The *root* folder contains all files and folders.

Using Ambiguous Items

When multiple items have the same name and reside in the same folder they are referred to as ambiguous items. You can select an item from the list to view its properties, and you can open the item to view additional details.

Importing Items

Related Topics

- [Importing Files](#)

- Importing URLs
- Importing Financial Reporting Artifacts
- Importing Financial Reporting Documents

Importing Files

To import files:

1. From the Explore Repository, navigate to the folder where you want to import the file.
2. Select **File**, then **Import**, and then **File**.
3. Browse to the file that you want to import.
4. Enter a description, and then click **Next**.
5. **Optional:** Enter advanced properties.
See [Advanced Properties](#),
6. **Optional:** Complete permissions.
See [Setting Permissions](#).
7. Click **Finish**.

Importing URLs

To import URLs:

1. From the Explore Repository, navigate to the folder where you want to place the URL.
2. Select **File**, then **Import**, and then **URL**.
3. Enter a name, the URL address, and optionally a description, and then click **Next**.
4. **Optional:** Enter Advanced properties.
See [Advanced Properties](#).
5. **Optional:** Complete permissions.
See [Setting Permissions](#).
6. Click **Finish**.

Importing Financial Reporting Artifacts

Importing documents into the repository makes them available to others. You can give some users the ability to modify one document, while limiting others. See [Setting Permissions](#) for detailed information on permissions.

You can import the following types of Financial Reporting artifacts:

- Dynamic report (*.des)
- Snapshot reports (*.rpt)
- Books (*.kbk)
- Snapshot Books (*.kbt)
- Batch files (*.bch)
- Reporting Studio objects that contain data from external sources (*.rog)

- Reporting Studio text object (*.rot)
- Reporting Studio image object (*.roi)
- Reporting Studio objects that contain charts (*.roc)
- Templates used to author Financial Reporting reports (*.ros)
- Zip files (*.zip)

Importing Financial Reporting Documents

To import a Financial Reporting document:

1. From the Explore Repository, select **File**, then **Import**, and then **Financial Reporting Documents**.
2. Browse to the desired document, and then click **Import**.

If you import a document that uses a data source connection, you may be prompted to select the data source connection.

 **Note:**

If you try to import a document whose MIME type is not defined, an error message is displayed.

Exporting Items

Related Topics

- [Exporting Use Cases](#)
- [Exporting Financial Reporting Artifacts](#)
- [Exporting Financial Reporting Reports and Snapshots to Microsoft Office](#)

Exporting Use Cases

Export Financial Reporting items for the following uses:

- For use in locations outside of the Explore Repository. You can later import the items into a Studio or back into the Explore Repository. Financial Reporting items can be exported from testing environments to production environments.
- For use in Smart View. See [Exporting to Smart View](#).

Exporting Financial Reporting Artifacts

Financial Reporting artifacts can be exported from the repository to reports, books, and Microsoft Office:

- Dynamic reports (*.des)
- Snapshot reports (*.rpt)
- Books (*.kbk)
- Snapshot books (*.kbt)

- Batch files (*.bch)
- Grids (*.rog)
- Charts (*.roc)
- Images (*.roi)
- Text (*.rot)
- Row and column templates (*.ros)

From the Explore Repository, only Financial Reporting artifacts can be exported. Users can export Financial Reporting document definitions to the local file system to import into the Explore Repository. For example, users can export Financial Reporting items from testing environments, and then import them into production environments.

To export artifacts:

1. From the Explore Repository, select the item to export.
2. Select **File**, and then **Export**.
3. Select the artifacts to export, and then click **OK**.

Exporting Financial Reporting Reports and Snapshots to Microsoft Office

HTML and PDF reports with or without a page dimension, when exported as an image to Microsoft Word or PowerPoint, exports only the first physical page.

A report with a page dimension behaves as follows:

- **Export to Microsoft Excel**: All pages are exported.
- **Export to Microsoft PowerPoint**: All pages are exported.

When exporting multiple pages to PowerPoint, all pages are placed in a single slide. To have them automatically placed in separate slides, use Oracle Smart View for Office in PowerPoint to import the reports.

to export a report or snapshot to Microsoft Excel, Word, or PowerPoint:

1. Open the report.
2. At the bottom right of the report, select **Export in Query-Ready Mode** to export a grid on the report as query ready.

When you export in query-ready mode, an **.SVLNK** file is generated, and you can launch Oracle Smart View for Office (Windows) to open it. The file is deleted after you open it in Oracle Smart View for Office.

You cannot use this option to export snapshots.

3. Select **File**, and then **Export** to use other export options,
4. Select a submenu command:
 - Select **Excel** to export the current financial report as formatted HTML.
 - Select **Word** to export the current page of the current financial report to Microsoft Word as a static image or Word document (.docx) depending on the Financial Reporting preference set. (To set the preference, select **File**, then **Preferences**, then **Financial Reporting**, and then select an option for Word Export).
 - Select **PowerPoint** to export the current page of the current financial report to Microsoft PowerPoint as a static image.

Snapshots are always exported as static images.

The **File Download** dialog box displays profile information about exported content.

Because of limited object positioning in HTML, exported objects may overlap and may need to be repositioned in Microsoft Excel.

5. The file is opened in the selected mode. To save the file to your machine, select **File**, and then **Save As**.

When exporting Financial Reporting grid objects to Excel, the values are exported as displayed in the report. The desired number of decimal places for precision should be set in the report before you export.

Creating Shortcuts

To create a shortcut:

1. From the Explore Repository, right-click a file object, and then select **Create Shortcut**.
2. Enter **General Properties**:
 - **Name**: The name assigned to the shortcut.
 - **Description**: The description of the shortcut. Limit the length to 250 characters.
 - **Folder**: Path to the folder to which the shortcut is pointing
 - Either type in a path, or click **Browse**, select a path in the **Select** dialog box, and click **OK**.
3. Enter **Advanced Properties**:
 - **Auto-delete item on this date**: Enable to automatically delete this artifact from the repository.
 - **Automatically generate keywords**: Generates search keywords based on words contained in the Name and Description. The search function uses these keywords to find an artifact.
 - **Keywords**: Keywords used to search for an artifact.
4. Click **OK** to save the shortcut.

Creating Email Links to Repository Items

You can create email links to repository items. Rules for linking:

- Recipients must be defined as a user with a user name and password to open the linked item in a web browser.
- Recipients need proper access privileges to view the item.
- Items in the link can be viewed in web browsers. A link to the item is sent; not the item. When you click the link, the Explore Repository is opened, and then item is displayed.
- You cannot send an email link to a folder.
- You must select and send email links individually.
- You can add text to the email message.

To create email links:

1. From the repository, select the item to email.
2. Right-click the item, then select **Email Link**, and then select the recipients.

The Email Link dialog box containing the URL links is displayed.

If the email link option does not display for an item, that item cannot be sent as an email link.

3. Perform one of the following tasks:
 - Enter the recipient's email address.
 - Use the Email Recipient List
4. **Optional:** Update the Subject text associated with the email message.
5. Click **Send**.

 **Note:**

You cannot recall a message after it is sent.

Selecting Recipients to Receive Emails

Use the **Select Recipients** dialog box to organize a list of recipients to whom you want to send email links. By entering addresses in this list you do not need to retype email address again.

To select recipients:

1. Move the desired recipients from **Available Recipients** to **Selected Recipients**.
2. **Optional.** To add a recipient, in **New Recipient**, type the email address, and then click **Add**.
3. Click **OK**.

Managing Files and Folders

Use the Explore Repository to manage files and folders.

Related Topics

- [Accessing Files or Folders](#)
- [Opening Files or Folders](#)
- [Saving Financial Reporting Files](#)
- [Creating Folders](#)
- [Moving or Copying Files and Folders](#)
- [Renaming Files or Folders](#)
- [Deleting Files or Folders](#)
- [Using Favorites](#)
- [Using Subscriptions](#)

Accessing Files or Folders

Explore Repository file permissions determine who has access to files and folders and which operations they can perform. You obtain access to an item as a user, as a group member, or

through a role given to you by the Service Administrator. The level at which you can access items and perform tasks is called *access privilege*.

Access to repository items is controlled by the document owner. Access to operations, such as importing or updating document POV, is controlled through roles.

When you import a file, you become the file owner, and you specify the access level of other users. You might specify that all users can read the file, your group can modify the file, and only you can delete, change access for, and move the file.

 **Tip:**

When equivalent permissions conflict with each other, the permission that grants lesser access takes precedence.

Opening Files or Folders

Related Topics

- [Opening Files Using Menu Options](#)
- [Opening Financial Reporting Files in Another Format](#)

Opening Files Using Menu Options

To open or select a file or folder:

1. In the Explore Repository, select **File**, then **Open**, and then **Document**.
2. Navigate to the file or folder, and then click **Open**.
3. **Optional:** To open a file with another application:
 - In the **Open** dialog box, click **Options**.
 - From **Open As:** Select an application to open the file.

Note that **Open As** works only with Financial Reporting objects.

Opening Financial Reporting Files in Another Format

To open Financial Reporting files in a format other than the default format, from the content area of the Explore Repository, right-click a file, then select **Open In**, and then select a format:

- HTML Preview
- PDF Preview
- Studio Preview

 **Note:**

To view a report or book in a PDF format in a Chrome browser, the "Download PDF files instead of automatically opening them in Chrome" option must be disabled. This option is disabled by default. If you are getting an error when trying to process a Financial Reporting report or book in a PDF format, do the following:

1. Open Chrome and select .
2. Select **Settings**, then **Privacy and Security**, and then **Site Settings**.
3. In **Site Settings**, scroll down and select **Additional Content Settings**.
4. Select **PDF Documents** and ensure that **Download PDF files instead of automatically opening them in Chrome** is disabled.

Saving Financial Reporting Files

You can save the following Financial Reporting objects in the Explore Repository:

- Book
- Snapshot Book
- Batch

 **Note:**

When using Chrome 88.0.4324.06 (Official Build) (64-bit), you cannot use the Download button to download and save Financial Reporting reports in a PDF format. The workaround is to use the Print button to print the reports in a PDF format.

Creating Folders

You create folders to organize files and documents.

To create a folder:

1. From the Explore Repository, select **File**, then **New**, and then **Folder**.
2. In the **Create New Folder** dialog box, enter a name for the folder, and then click **Save**.

Moving or Copying Files and Folders

You can move or copy a file or folder to another location.

- Copying of all document types in the Explore Repository is supported. Users must have a minimum of View access.
- The user who copies the repository object becomes the owner.
- You can select multiple documents to copy and paste.
- All metadata associated with a document is copied except for schedules.

- Folders and their contents can be copied except for objects within a folder that have No Access permission.
- Hidden files are copied if a user has View access.
- You cannot copy nested folders.

To move or copy files or folders:

1. From the Explore Repository, right-click a document or folder, and then select **Cut** or **Copy**.
2. Select a repository location, then select **Edit**, and then select **Paste**.

Renaming Files or Folders

To rename files:

1. From the Explore Repository, right-click a document or folder, and then select **Rename**.
2. Enter a name, and then click **Save**.

Deleting Files or Folders

To delete files or folders, from the Explore Repository, right-click a file or folder, and then select **Delete**.

Using Favorites

Related Topics

- [About Using Favorites](#)
- [Adding Items to Your Favorites](#)
- [Managing Favorites](#)

About Using Favorites

You can set up favorites and track items that you access frequently to view them in the future.

Administrators can push items to a user's Favorites. You need the proper role to push items to Favorites. If you do not have the proper role to access Explore, you can also see your favorites list by selecting options on the **Favorites** menu.

Adding Items to Your Favorites

To add items to your Favorites or to push items to another user's Favorites, you need access permissions. You can add a folder, and then use Favorites to access the folder; you cannot access items within the folder directly.

To add items or folders to Favorites, do one of the following:

- From the Explore Repository, right-click an item or folder, and then select **Add to Favorites**.
- From the Explore Repository, select an item, then select **Favorites**, and then select **Add to Favorites**.

Managing Favorites

To manage items in Favorites, select **Favorites**, and then **Manage Favorites**.

The **Favorites Manager** dialog box displays the items that you have added to favorites (see [Adding Items to Your Favorites](#)). **Show** is automatically selected indicating that the items will show in your favorites list.

To hide an item so it is not displayed in your list of Favorites, clear **Show**. To remove an item from Favorites, select **Remove**.

 **Note:**

Pushed items can be hidden in Favorites but not removed by the recipient. Pushed items can only be completely removed by the user who performed the push.

Using Subscriptions

Related Topics

- [Creating a Subscription](#)
- [Modifying or Removing Subscriptions](#)
- [Subscribing to Folders](#)
- [Receiving and Viewing Subscriptions](#)

Creating a Subscription

With a subscription you receive email notifications and links to items every time an item is modified or anything in a folder changes. You can subscribe to any item in the repository, and send it to one or more email addresses.

If you subscribe to a folder, you are notified of any new items imported or created in that folder or any modifications to items within its subfolders. See [Subscribing to Folders](#).

To create subscriptions:

1. From the Explore Repository, right-click an item, and then select **Subscribe**.
2. On the **Subscribe** page, do the following:
 - a. Select **Subscribe and send email notifications to**.
 - b. In the text box, enter email addresses for the recipient of the notification.
 - c. To send the item as an attachment, select **Attach file for "repo name" to email message (if possible)**.

 **Tip:**

Your Service Administrator determines the maximum size of attachments.

Modifying or Removing Subscriptions

You can modify or remove subscriptions by managing a list of subscribed items.

To modify or remove subscriptions:

1. From the Explore Repository, select **Favorites**, and then **Show Subscribed Items**.
2. Click a subscription, and then click **Open Subscriptions**.
3. To remove the subscription, clear **Subscribe and send email notifications to**.
4. To modify the subscription, use the steps described in [Subscribing to Folders](#).
5. Click **OK**.

Subscribing to Folders

When you subscribe to folders, you are notified of items imported to that folder or updates to items in the folder or its subfolders.

If you are interested in the entire contents of a folder or subfolder, you can subscribe to the folder or subfolder.

To subscribe to folders:

1. From the Explore Repository, right-click a folder, and then select **Subscribe**.
2. In the **Subscribe** dialog box, select **Subscribe and send email notifications to**: to receive notification for this folder and to change or enter your email address.
3. Enter an email address for recipients of the subscription.
You must enter the email address; you cannot select from a list of recipients.
4. To receive notification when there are changes to the subfolders, select **Notify on changes to subfolders of "Users"**.

Receiving and Viewing Subscriptions

Using a subscription email notification you can access items directly without browsing the repository. Email notifications come in two formats:

- **Email with a link to the item or folder**—Click the link; if you have access to that item, you can open the document.
- **Email with the item attached**—Follow the directions to either view the file where it is or download the attachment in a file.

Using URLs in the Explore Repository

In the Explore Repository, you can open a URL, open a URL in a new window, and update a URL.

Related Topics

- [Opening a URL](#)
- [Opening a URL in a New Window](#)
- [Updating a URL](#)

Opening a URL

To open a URL:

1. From the Explore Repository, select **File**, then **Open**, and then **URL**.
2. Enter the URL, and then click **OK**.

Opening a URL in a New Window

To open a URL in a new window:

1. Open a URL.
2. Select **New Window**.
3. Enter the URL, and then click **OK**.

Updating a URL

To update the content of an existing URL displayed in the content area:

1. Open a URL.
2. Select **Update URL**.
3. Enter the URL, and then click **OK**.

Searching for Items in the Repository

Search for and retrieve documents and reports.

Related Topics

- [About Searching](#)
- [Searching for Documents and Reports](#)
- [Using Advanced Search](#)
- [Search Syntax](#)
- [Supported MIME Types](#)
- [Security](#)
- [Search Results](#)

About Searching

You can search for and retrieve documents and reports from any repository in the Explore Repository. The search operation returns a list of results based on locating keywords in document-specific metadata; for example, document name, date created, or author (for Financial Reporting Word or PDF documents only), and extracting content-based information from documents.

You can perform the following searches:

- **General search**—Search keywords in any part of all supported content published in the Explore Repository.

- **Context-sensitive search**—Search keywords associated with aspects of some content in all supported content published in the Explore Repository.
- **Search within a hierarchy**—General or context-sensitive searches restricted to selected branches of the Explore Repository or to selected repositories.
- **Data or metadata search**—If content is static, then both metadata and data are indexed (for example, filter name and selected values for the filter). If content is dynamic, then only metadata is indexed (for example, column name only).

Search results are returned on another page as a list of document references and synopses, ranked in order of relevance. Search results are:

- Categorized based on content type, modified date, and file locations within the Explore Repository
- Sorted by relevance or by modified date
- Authorized; user credentials ensure that only user-authorized content authorized is returned

Searching for Documents and Reports

You can initiate a search by entering keywords in a text box located in the upper right of all Explore Repository screens, and then either pressing Enter or clicking the Search button.

To search for a document or a report:

1. Enter a keyword in the Search text box.

A *suggestion* feature is available that spell-checks text and suggests alternative keywords if available.

The search results are displayed on a separate page and include:

- File name (clicking on this launches the document)
- Description
- Document type
- Last modified date
- File path (double-clicking on this launches the folder)

If an Planning result is selected, a Planning tab is launched and supporting detail is displayed.

2. **Optional:** Order the search results according to Score or Last modified date.

By default, search results are sorted by score. A document's score or relevance is determined by how many times the keyword appears in the document and how many other keywords are in the document. For example, a document where the keyword appears three times but only has five words scores higher than a document where the keyword appears 10 times but with 1,000 other keywords.

3. **Optional:** Filter the search results according to document type, modified date, or publish location.

Using Advanced Search

The Advanced Search feature provides a convenient way to generate advanced search queries.

To use advanced search:

1. Click the **Advanced** link next to the Search text box.
2. Enter or select the desired search criteria, and then click **Search**.

Advanced search options:

- **All words**—All documents in the search results contain all the keywords entered.
- **At least one word**—All documents in the search results contain at least one of the keywords entered.
- **Without the words**—All documents in the search results do not contain any of the keywords entered.
- **Created in the past**—Restricts results to documents created within a specified time frame.
The **Custom date** option activates a calendar control to search for documents created on a specified date.
The **Custom date range** option activates calendar controls to search for documents created in a specified date range.
- **Modified in the past**—Restricts results to documents modified within a specified time frame.
The **Custom date** option activates a calendar control to search for documents last modified on a specified date.
The **Custom date range** option activates calendar controls to search for documents last modified in a specified date range.
- **In folder**—Restricts results to a specified repository and folder name.
- **Only search (document type)**—Restricts results to documents of a specified MIME type.
To allow for multiple document types, edit the search text field at the top of the Search Results page. For example, change `sales +MimeType:application/x-brioquery` to `sales +(MimeType:application/x-brioqueryMimeType:application/pdf)`.
- **Hidden file options**—Defines whether to retrieve hidden files. The "hidden" attribute of a file is set within the context of its repository. For example, it can be viewed or altered by the Properties dialog box in the Explore Repository.
- **Order by**—Defines the sort sequence of the search results.

Table 3-4 Advanced Search Examples

Search Term	Request
<code>"sales +LanguageCodes:de"</code>	Documents that contain the term "sales" and the "German" language.
<code>"sales +(LanguageCodes:de LanguageCodes:es)"</code>	Documents that contain the term "sales" and the "German" language, or documents that contain the term "sales" and the "Spanish" language.

Search Syntax

The basic Search Services syntax follows a number of rules. Terms can be logically grouped using the following operators:

Table 3-5 Search Syntax Operators

Syntax	Description
+	AND
-	NOT
()	Parenthesis—Apply an operator to a group of keywords
" "	Quotation marks—Search for the exact occurrence
[]	Brackets—Search for a range value
*, ?	Wild-card—Used in the middle or at the end of words to indicate any values in place of the *

You can further restrict searches by searching for or excluding a specified category. The syntax for a category is of the form `category:search_term`. Use quotation marks to search for exact strings in categories. Use AND and NOT operators to logically add or remove categories.

Examples

Search for documents containing *sales* but not *oracle*:

```
+sales -oracle
```

Search for documents containing the phrase *radio sales*:

```
"radio sales"
```

Search for documents containing *sales* but not *oracle*, or *sales* but not *radio*:

```
+sales -(oracle radio)
```

Search for documents containing the terms *sales* and *oracle*:

```
+sales +oracle
```

Search for documents containing the terms *rent* and *sales* or *rent* and *oracle*:

```
+rent +(sales oracle)
```

```
(+rent +sales) (+rent +oracle)
```

Search for documents that have a file name starting with *revenue* but are not in the *Sample Content* folder:

```
+FileName:revenue* -Path:"Sample Content"
```

Search for documents modified in the date range 15th Dec 2007 and 21st Dec 2007

```
+LastModifiedDate:[2007-12-15 TO 2007-12-21]
```

Search for documents modified in 2007

+LastModifiedDate: [2007]

Search for documents modified in December 2007

+LastModifiedDate: [2007-12]

Supported MIME Types

The following MIME types are indexed by Search Services and can be used with Search expressions.

Financial Reporting MIME Types

- Financial Reporting Batch
- Financial Reporting Book
- Financial Reporting Chart
- Financial Reporting Grid
- Financial Reporting Image
- Financial Reporting Report
- Financial Reporting Row and Column Template
- Financial Reporting Snapshot Book
- Financial Reporting Snapshot Report
- Financial Reporting Text

Image MIME Types

- BMP File
- GIF File
- JPEG Image File
- PNG Image

Microsoft Office MIME Types

- MS Excel File
- MS PowerPoint File
- MS Word File

Other MIME Types

- Comma Separated Value File
- HTML File
- PDF File
- Plain Text
- RTF File

- XML File
- ZIP File

Security

End user queries return results and related content without breaching the security of documents or data. Search results are based on a user's security profile. The results do not include documents that users are not authorized to see.

Search Results

The search operation returns a list of results based on locating the users keywords in document-specific metadata; for example, document name, date created or author (for Financial Reporting Word or PDF documents only), and extracting content-based information from documents.

Results are returned as a list of document references and synopses, ranked in order of relevance. Search results are:

- Categorized based on content type, modified date, and file locations within the Explore Repository.
- Sorted by relevance or by modified date
- Authorized; user credentials ensure that only user-authorized content authorized is returned

Search results include:

- File name (clicking on this launches the document)
- Description
- Document type
- Last modified date
- File path (double-clicking on this launches the folder)

You can order search results according to **Score** or **Last modified Date**.

By default, search results are sorted by score. A document's score or relevance is determined by how many times the keyword appears in the document and how many other keywords are in the document. For example, a document where the keyword appears three times but only has five words scores higher than a document where the keyword appears 10 times but with 1000 other keywords.

You can also **filter** search results according to document type, modified date, or publish location.

Using Smart View

Oracle Smart View for Office provides a common Microsoft Office interface for Financial Reporting and Planning components.

The centralized interface enables simultaneous use of these components and improves integration with Microsoft Office.

Smart View exports the current page of the current data object to Excel, Word, or Power Point, and notifies you when you can upgrade to a new Smart View release.

Installing Smart View From the Explore Repository

When you install Oracle Smart View for Office from the Explore Repository, the Office client component is displayed as a menu and toolbar within the Microsoft Office suite.

Note:

Before installing Smart View, exit all Microsoft Office applications and enable pop-ups.

To install the Smart View client from the Explore Repository:

1. From the Explore Repository, select **Tools**, then **Install**, and then **Smart View**.
2. Under **Oracle Smart View for Office**, select **Download Latest Version**.
3. Accept the license agreement, and click **Download Now**.
4. Accept the default installation options.

By default, the installation wizard installs Smart View program files to C:\Oracle\SmartView. You can specify an alternative installation directory.

5. When installation is complete, click **Finish**.
6. Reopen the Microsoft Office application.

Note:

If Word fails to display the menu, create a data source connection in Excel, and then restart Word.

Exporting to Smart View

Oracle Smart View for Office enables the following export options:

- Export the current page of the current data object to Word, Power Point, or Excel as an image. After insertion, you can query the corresponding web application again to refresh the image.
- Export documents to Microsoft Excel as either query-ready HTML or formatted HTML.

When you export content as query-ready HTML, the current page of the current data object is converted to HTML and Oracle-specific formatting is removed. All data rows and columns are included, including hidden rows and columns, to ensure a valid ad-hoc query format in Oracle Smart View for Office (Windows). In addition, Financial Reporting formula and text rows and columns are not included. This enables Smart View to query the data source independent of the web application.

When you export content as Formatted HTML, the current page of the current data object is converted to HTML with the Oracle formatting definitions and calculated members. This formatting content prevents Smart View from directly querying the data source, but enables Oracle content to be leveraged by Office applications.

Not all export options are supported by all data sources and web applications. The following table indicates export options for Smart View:

Table 3-6 Smart View Export Options

Web Applications	Export Image to Microsoft Word, and PowerPoint	Export Formatted HTML to Excel	Export Query-Ready HTML to Excel
Planning	Yes	Yes	Yes
Financial Reporting	Yes	Yes	Yes

Because Excel worksheets prevent users from entering data into read-only cells, some Excel functions, such as AutoSum and F9, and some formatting functions, are disabled in Smart View.

Using Smart View to Import Financial Reporting Content

Using Oracle Smart View for Office, you can import Financial Reporting content from the Explore Repository. You can use smart tags to import report settings.

Based on the type of Financial Reporting report that you select to import, you may be asked to respond to prompts other than the default or log on to the data source. The report may contain default User POVs, Grid POVs or Page members that you can change or allow for expansion.

To use Smart View to import Financial Reporting documents:

1. When connected to the repository, right-click a Financial Reporting report, and then select **Open**.
2. On the Preview screen, select the desired options:
 - Select **All Pages** to import all pages for members listed in the **Page** drop-down; clear **All Pages** to import only the current page listed in the **Page** drop-down.
 - For Microsoft Excel only: Select **Split Pages across worksheets** to place each member page you selected in the **Page** drop-down on separate worksheet tabs; clear **Split Pages across worksheets** to place all member pages you selected in the **Page** drop-down on the same worksheet.
 - Option for Excel only: To revert to the Explore Repository Point of View, select **Refresh Using Workspace Point of View**.
 - In **Import Document As**, select one of the following:
 - **Fully-Formatted**—For Microsoft Excel only: Select to display a fully formatted report in HTML.
 - **Query Ready**—For Microsoft Excel only: Select to run an ad hoc analysis on a report using Oracle Hyperion Financial Management or Analytical Services data sources. All data rows and columns are included, including hidden rows and columns, to ensure a valid ad hoc query format in Oracle Smart View for Office (Windows). In addition, Financial Reporting formula and text rows and columns are not included. Query Ready is not supported for Snapshot reports.
 - **Image**—For Microsoft Word or PowerPoint only: Select to import the report as an image.
3. Click **Finish** to import the report in your Microsoft Office application.

Setting Permissions

Define permissions for files and folders and apply permissions to artifacts in a folder.

Related Topics

- [About Setting Permissions](#)
- [Granting Access Permissions to Document Repository Users](#)
- [Defining Permissions for Files and Folders](#)
- [Applying Permissions to Artifacts in a Folder](#)

About Setting Permissions

Access permissions define your level of access: view, modify, or full control. When you import artifacts, you:

- Specify who gets access and to what level.
- Have full control over the artifacts you import, and can change the permission level for all roles, groups, and users.
- Grant permissions through roles or groups rather than to individual users.

Set artifact permissions when you import or select an artifact.

Rules for setting permissions:

- To push artifacts, you need proper permissions and a role that enables you to push them. You can push any artifact except folders.
- Make artifacts accessible in the repository by changing their permissions.
- Make artifacts accessible on Favorites by pushing them to Favorites.
- To apply permissions to artifacts within folders, you need the proper permission and role.

Note:

In the Simplified User Interface, folders that have no Financial Reporting reports accessible to the logged in user are not displayed in Reports even if the user has access to the folder in the Explore Repository.

Granting Access Permissions to Document Repository Users

Prior to the 22.07 update, Oracle Fusion Cloud Enterprise Performance Management used the `WORLD` pre-seeded group to grant access to Explore Repository artifacts such as reports and folders. This update allows Oracle to identify changes to permissions through various reports.

As a result of this change, the `WORLD` group is no longer listed in the Explore Repository. If you used `WORLD` group prior to the 22.07 update, you must complete these steps to ensure access to Repository artifacts:

- Create a group in Access Control with all Cloud EPM users as its members.
- In Explore Repository, grant access privileges to the group.

Creating a Group in Access Control

You create a nested group in Access Control to ensure that all users inherit the permissions required to access the Explore Repository artifacts.

To create a group in Access Control:

1. Access your Cloud EPM environment as a Service Administrator.

2. Create a nested group. See *Creating a Group in Administering Access Control*.

To ensure that all users inherit the required Explore Repository permissions, assign the following groups as group members:

- Service Administrator
- Power User
- User
- Viewer

Group Name	Description
All_users	
Analyst	Used for access assignments for Users
Interactive User	Used for access assignments for Po...
Reviewer	Used for access assignments for Vie...
Strategic Planner	Used for navigation flow assignmen...
Super User	Administrators - used for Administr...

Group Name	Description
Service Administrator	Planning Service Administrator Role...
Viewer	Planning Service Viewer Role Role fo...
Power User	Planning Service Power User Role R...
User	Planning Service User Role Role f...

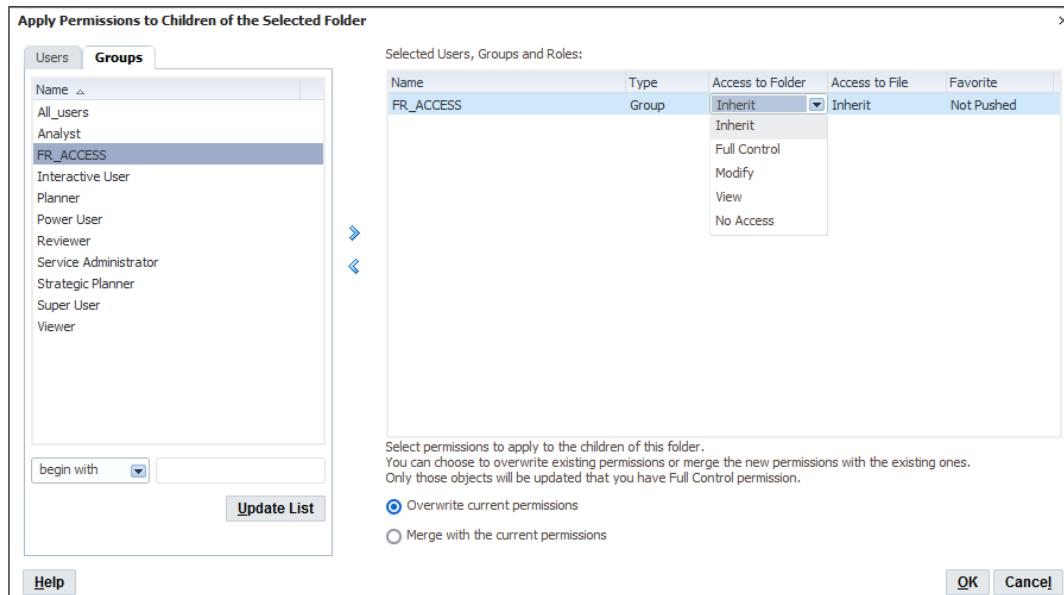
Granting Access Permissions to the Explore Repository

Use the group you created in the preceding section to assign access permissions from the Explore Repository. These access permissions must match the permissions you granted to the **WORLD** in pre-22.07 updates of Cloud EPM.

To grant permissions:

1. In the Explore Repository, expand **Root**.
2. Right-click a folder and select **Apply Permissions to children**.
3. in **Apply Permissions to Children of the Selected Folder**, select **Groups**, and then **Update List**.
4. Select the Access Control group you created and move it to the selected Users, groups, and Roles column.
5. Select the access you want to assign to files and folders.

- Click the cell listing the current access (inherit) under **Access to Folder**, and select the access to grant.
- Click the cell listing the current access (inherit) under **Access to File**, and select the access to grant.



6. Verify that **Overwrite current permissions** is selected.
7. Click **OK**.

Defining Permissions for Files and Folders

To define permissions for files and folders:

1. From the Explore Repository, right-click the file or folder, and then select **Edit Permissions**.
You can select multiple items in Explore and apply permissions.
2. In the **Permissions** dialog box, select the users, groups, and roles to which you want to apply permissions
Permissions can be applied only to items to which a user has Full Control permission.
 - To populate the list with all users, groups, or roles, select **Update List**.
 - To filter the list, select **begin with**, **contain**, or **are in group**, then enter the filter criteria, and then click **Update List**.

If all of the artifacts are not listed, filter the list with criteria or contact your administrator. Your administrator determines the maximum number of artifacts to list. Wild cards are not supported and the filter is not case sensitive.

3. Move the desired users, groups, and roles to **Selected Users, Groups and Roles**.
4. From **Selected Users, Groups and Roles**, select a name in the **Name** column, and then click under the **Access** column to access a drop-down where you can select one of the following permissions:
 - Full Control

- Modify
- View
- No Access

5. **Optional:** Depending on whether you are defining permissions for folders or files, select either **Make these the default permissions for all folders I create** or **Make these the default permissions for all files I import** to apply the permissions to other folders or imported content by default.
6. Click **OK** to apply the permissions.

Applying Permissions to Artifacts in a Folder

Note:

Permissions are applied only to artifacts within a folder in which a user has **Full Control** permission.

To apply permissions to artifacts in a folder:

1. From the Explore Repository, right-click a file or folder, and then select **Apply Permissions to Children**.
2. In the **Apply Permissions to Children of the Selected Folder** dialog box, select the users, groups, and roles to which you want to apply permissions.
 - To populate the list with all users, groups, or roles, select **Update List**.
 - To filter the list, select **begin with**, **contain**, or **are in group**, then enter the filter criteria, and then click **Update List**.
3. If all of the artifacts are not listed, filter the list with criteria or contact your administrator. Your administrator determines the maximum number of artifacts to list. Wild cards are not supported and the filter is not case sensitive.
4. Move the desired users, groups, and roles to **Selected Users, Groups and Roles**.
5. From **Selected Users, Groups and Roles**, select a name from the **Name** column, and then click under the **Access to Folder** and **Access to File** columns to access a drop-down where you can select the following permissions:
 - Inherit
 - Full Control
 - Modify
 - View
 - No Access
6. From the **Favorite** drop down, select an option:
 - **Pushed**—Push the artifact to the users' Favorites.
 - **Not Pushed**—View only if this is the only permission set.
7. Select one of the following:
 - **Overwrite current permissions**—Remove existing permissions and set new permissions.

- **Merge with the current permission**—Redefine some permissions and add new permissions to the existing ones. The changes are applied to folder child elements recursively

In a merge, if a user already exists in Apply Permissions to Children for some artifacts, and this user is granted new permissions, the new permissions are in force.

7. Click **OK**, and then **Yes** to change the permissions.

Working with Properties

Set general and advanced properties and change ownership of artifacts.

Related Topics

- [Setting File Properties](#)
- [General Properties](#)
- [Advanced Properties](#)
- [Changing Ownership of Artifacts](#)

Setting File Properties

To set file properties:

1. From the Explore Repository, right-click a document, and then select **Properties**.
2. Set the desired properties, and then click **OK**.

General Properties

Table 3-7 General Properties for Artifacts

General Properties	Definitions
Name	Name assigned to the file, folder, or URL.
Description	Description of the file, folder, or URL. Limit the length to 250 characters.
UUID	(Read only) Universal Unique Identifier: A 128-bit number used to uniquely identify repository objects.
Owner	User ID of the person who imported the artifact. To change owner of an artifact, see Changing Ownership of Artifacts .
Original File Name (File objects only)	(Read-only) Name of the file when it is imported or created
Size (File objects only)	(Read-only) File size
SmartCut (File objects only)	(Read-only) A URL pointing to a file
URL (URL objects only)	The URL starts with <code>http://</code> or <code>https://</code> .
Shortcut to (Shortcut objects only)	Path to a file to which the shortcut is pointing

Advanced Properties

Table 3-8 Advanced Properties for Artifacts

Advanced Properties	Definitions
MIME Type	(Read-only) Multipurpose Internet Mail Extensions.
Auto-delete item on this date	Enable to automatically delete this artifact from the repository.
Hidden Item	Hides files and folders in the Explore Repository. Example: Enable this option for image files needed by an HTML file, so the users select HTML files only.
Automatically generate keywords	Generates search keywords based on words contained in the Name and Description. The search function uses these keywords to find an artifact. Note: This property does not exist for folders.
Keywords	Keywords used to search for an artifact. Creating keywords for artifacts is highly recommended and used for searching repository artifacts. Note: This property does not exist for folders.

Changing Ownership of Artifacts

Users can change the ownership of repository artifacts, including folders, subfolders, events, and schedules.

In order to change ownership, you must have Full Control or Service Administrator role rights.

To change the owner of an artifact:

1. From the Explore Repository, select an artifact.
2. Select **File**, and then **Properties**.
3. In **Properties**, select **Change Owner**.
4. In the **Change Owner** dialog box:
 - a. Select **begin with**, **contain**, or **are in group**, and then enter the filter criteria.
 - b. Select **Update List**, and then click **OK**.
 - c. Select **OK**.
5. Click **OK** to exit from the Properties dialog box.

Setting Preferences for Financial Reporting

Related Topics

- [Setting Financial Reporting Preferences](#)
Use the **General** tab to set Financial Reporting preferences in the Explore Repository and the **Reporting Studio** tab to set client preferences.
- [General Financial Reporting Preferences](#)
Define default preview mode, user point of view, query-ready and Word exports, equivalent prompts, annotation print details, thousands and decimal separators, and date value format.
- [Reporting Studio Preferences](#)
Define units and guide line settings.

Setting Financial Reporting Preferences

Use the **General** tab to set Financial Reporting preferences in the Explore Repository and the **Reporting Studio** tab to set client preferences.

To set preferences for Financial Reporting:

1. In the Explore Repository, select **File**, and then **Preferences**.
2. In the **Preferences** dialog box, click **Financial Reporting**.
3. In the **General** tab and the **Reporting Studio** tab, set the desired preferences.

General Financial Reporting Preferences

Define default preview mode, user point of view, query-ready and Word exports, equivalent prompts, annotation print details, thousands and decimal separators, and date value format.

Table 4-1 General Financial Reporting Preferences

Preference	Description
Default Preview Mode	How to preview documents (HTML or PDF)
User Point of View	Whether to display the user point of view prior to running a report Click Setup Members to select the members you want to be available when using the User Point of View. See Setting Up the User Point of View for Financial Reporting Documents for more information.

Table 4-1 (Cont.) General Financial Reporting Preferences

Preference	Description
Query-Ready Export	<p>How to export a Financial Reporting report</p> <ul style="list-style-type: none"> • Export Mode <ul style="list-style-type: none"> — Smart View exports the report as an Oracle Smart View for Office file. — Excel Grid opens the exported file in Microsoft Excel. — Disabled hides the query-ready link when the report is displayed using HTML Preview. • Export To <ul style="list-style-type: none"> — New Worksheet opens the exported report as a new sheet in an existing Excel workbook. — New Workbook opens the exported report as sheet 1 in a new Excel workbook.
	<div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> Note:</p> <p>Export To options apply only when Export Mode is set to Smart View. These options are not available when Export Mode is set to Simple Excel.</p> </div>
Word Export	<p>How to export a Word document:</p> <ul style="list-style-type: none"> • Image—Generates a .jpg-based .doc file, where the report content is an image for each page in the Word document. • Advantages: The image format will have the same layout as it does in the PDF. • Disadvantages: You cannot edit the image. • Document—Generates a .docx file, where the report content is output to the Word document as text and tables. Charts are rendered as images. • Advantages: You can edit the image in Word. • Disadvantages: Financial Reporting report components are lost in the layout information - all the components go to left side in a .docx document. If you have two Financial Reporting objects side-by-side, the right-most object is displayed under the left-most object. Some Financial Reporting functions, such as page (), will not work correctly.
Merge Equivalent Prompts	Whether to respond only once or consecutively to prompts and variables that are repeated
Annotation Print Details	<p>How to print annotations</p> <ul style="list-style-type: none"> • Use Footnote Details—Create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used. To enable this option, select Details in the Annotation Printing Preferences drop down. • Use Footnote Text Object—Use the footnote function in the report's text object to print annotations. Footnote functions are created by the report designer. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content. To enable this option, select Text Object in the Annotation Printing Preferences drop down.
Thousands Separator	Comma, Period, Underscore, or Space
Decimal Separator	Comma, Period, Underscore, or Space

Table 4-1 (Cont.) General Financial Reporting Preferences

Preference	Description
Date Value Format	How Oracle Essbase date values are rendered in a Financial Reporting report A cell within a grid can return a date value, which is stored as a numeric value in Essbase. The Date Value Format also controls the date format when annotations are displayed in a PDF report, and how the date is displayed in the Start Time column in the Batch Scheduler.

Reporting Studio Preferences

Define units and guide line settings.

Table 4-2 Reporting Studio Preferences

Preference	Description
Units	Unit setting in the Report Designer
Guide Lines	Background settings in the Report Designer

Managing Database Connections

Related Topics

- [Database Connection Manager](#)
Use the Database Connection Manager to manage reports, books, saved reports objects (row/column templates, grids), batches, and scheduled batches.
- [Adding and Editing Database Connections](#)
When you create a database connection, it is appended to the list in the Database Connection Manager dialog box.
- [Logging On to Database Connections](#)
Logging on usually occurs automatically.
- [Database Connection Properties](#)
Define the database connection name, type, server, user ID, password, and application/database.
- [Selecting an Application and Database Name](#)
The Select Application dialog box displays a tree view of the applications and corresponding databases.
- [Editing Database Connections](#)
You can edit database connections.
- [Deleting Database Connections](#)
You can delete database connections.
- [Changing the Database Connection](#)
You can change the database connection for reports and books in the Explore Repository.

Database Connection Manager

Use the Database Connection Manager to manage reports, books, saved reports objects (row/column templates, grids), batches, and scheduled batches.

The Database Connection Manager provides the following information about each database connection:

- **Name**—Name assigned to the database connection by the user who created it
For example, `Vision:Plan1`, or `Vision:Plan2`, or `Vis1ASO`.
- **Value**—Application and database name
For example, if your application is `Vision` and your database name is `Plan1`, then the value would be `Vision:Plan1`.

 **Note:**

Oracle Fusion General Ledger only uses Oracle Essbase as a database.

Users can select an existing database connection when prompted in Reporting Studio; for example, while adding a grid to a report. A database connection consists of a database name, ID, password, and several values that are different for each data source.

 **Note:**

Oracle Fusion Cloud Enterprise Performance Management only supports a native database connection. Connecting directly to the underlying Essbase cubes in Cloud EPM is not supported

Adding and Editing Database Connections

When you create a database connection, it is appended to the list in the Database Connection Manager dialog box.

To add a database connection:

1. From the Explore Repository, select **Tools**, and then **Database Connection Manager**.
2. Click **New**.
3. In **Database Connection Properties**, enter the requested values, and then click **OK**.

 **Note:**

The fields in the Database Connection Properties dialog box depend on the data source selected.

Logging On to Database Connections

Logging on usually occurs automatically.

If you are not registered in the database, you are prompted to log on through the Database Connection Properties dialog box, which displays the database connection name assigned by the report designer.

To log on to a database connection:

1. In **Database Connection Properties**, enter your user name and password.
2. Click **OK**.

Database Connection Properties

Define the database connection name, type, server, user ID, password, and application/database.

Table 5-1 Database Connection Properties

Property	Description
Database Connection Name	Name to identify the database connection
Application	Enter an application. For an Oracle Essbase data source, you can click  to select an application. See Selecting an Application and Database Name .
Database	Enter a database. For an Essbase data source, you can click  to select a database. See Selecting an Application and Database Name .

Selecting an Application and Database Name

The Select Application dialog box displays a tree view of the applications and corresponding databases.

The applications are listed as parents, and the databases are listed as children.

To select an application and database name:

1. In the **Database Connection Properties** dialog box, click the icon next to the **Application** field, and then scroll through the list to locate your selection, or enter an application or database name in the **Application/Database** field.
For data sources that are not associated with a database, only applications are listed.
2. For a data source associated with a database, select the database, and then click **OK**. For a data source that is not associated with a database, select the application, and then click **OK**.

Editing Database Connections

You can edit database connections.

1. From the Explore Repository, select **Tools**, and then **Database Connection Manager**.
2. In **Database Connection Manager**, select the database connection to edit, then click **Edit**.
3. Make your changes, and then click **OK**.

Deleting Database Connections

You can delete database connections.

1. From the Explore Repository, select **Tools**, and then **Database Connection Manager**.
2. In **Database Connection Manager**, select the database connection to remove, and then click **Delete**.
3. A confirmation message is displayed. Click **Yes** to confirm deletion.

Changing the Database Connection

You can change the database connection for reports and books in the Explore Repository.

You can change the database connection when moving from a development environment server to a production environment server.

When the dimensions in the changed database connections do not match the previous dimensions, an error message similar to the following is displayed:

1012:Report contains an invalid grid. The following dimensions could not be found: <Dimension>

The following actions occur when you open and save a report that has mismatched dimensions:

- Dimensions that existed in the old database connection but not in the new database connection are removed. The dimensions and its members that existed in the rows and or columns are removed from the grid. If, as a result of the removal, no dimension exists in the row or column, you must add a valid dimension to the cleared row or column in order for the report to run.
- Dimensions that exist in the new database connection but not in the old one are added to the POV.

If the report contains at least one dimension in both the row and column, it can be run and opened when the error message is received. The report can also be exported from the repository.

If you do not like the modifications that are automatically made for mismatched dimensions, you can close the report and revert to the original database connection.

When you change the database connection for reports or books, you can also validate that the databases have the same dimension. When this option is selected for a report, and dimensions do not match, you are shown that the action failed. Likewise, if dimensions do not match for a specific report in a book, you are shown that the action for the entire book failed. If you do not choose to validate, the database connection for the reports and books are changed, and you are not shown mismatched dimensions. However, errors may occur when you open or run the reports or books.

To change the data source:

1. From the Explore Repository, select **Tools**, and then **Change Database Connections**.
2. In the **Type** field, select a report type, then an item, and then click **OK**.
3. In **Change Database Connection**, select the item, and then click **OK**.
4. In **Find all references to the Database Connection**, select the database connection to change.
5. In **Replace With**, select a database connection.

To create a new database connection, click **New Database Connection**. See [Adding and Editing Database Connections](#).

6. If you select multiple items, make changes to all the items that you selected.
7. Click **OK**.

Designing Documents for Financial Reporting Books

Related Topics

- [About Files, Folders, and Documents in the Explore Repository](#)
Use the Explore Repository to manage files, folders, and documents.
- [Creating Documents](#)
- [About Books](#)
Books are created, edited, and saved in the Explore Repository. You must have Planning Service Administer or Planning Power User roles to create a book.
- [Creating Books](#)
Books are created, edited, and saved in the Explore Repository.
- [Adding Reports and Documents to Books](#)
Use the Explore Repository to add reports and documents to books.
- [Working with Members](#)
Select members, create and save member lists, and select functions that dynamically retrieve members from the database connection.
- [Opening, Renaming, and Saving Books](#)
Open, rename, and save books and snapshot books in the Explore Repository.
- [Viewing Reports, Books, and Snapshot Books](#)
Acrobat Reader must be installed to view PDF files in the Explore Repository.
- [Printing Reports, Books, and Snapshot Books](#)
You can print an entire book or snapshot book or print individual reports in a book or a snapshot book.
- [Opening a Snapshot Book That Has the Same Name as Other Financial Reporting Objects](#)
Use a URL to open a Snapshot Book that has the same name as other Financial Reporting objects:

About Files, Folders, and Documents in the Explore Repository

Use the Explore Repository to manage files, folders, and documents.

Documents, files, and folders can be opened in the following formats:

- PDF
- Text files

Financial Reporting users can subscribe to documents. Users are informed when documents are updated.

 **Note:**

Financial Reporting users must import documents before other users can access the documents. Importing distributes previously private information for public consumption. See [Importing Financial Reporting Artifacts](#) and [Importing Financial Reporting Documents](#).

Creating Documents

Creating documents involves creating a Financial Reporting book or batch.

To create a document:

1. Select **File**, and then **New**, and then **Document**.
2. Select one of the following options:
 - **Collect Reports into a Book** (see [Creating a Book](#))
 - **Batch Reports for Scheduling** (see [Designing a Batch](#))
3. Enter the requested information into the wizard, and then click **Finish**.

About Books

Books are created, edited, and saved in the Explore Repository. You must have Planning Service Administer or Planning Power User roles to create a book.

A book can include:

- Financial Reporting documents
- Dynamic reports
- Snapshot reports
- Heading text
- URL links
URLs can be copied from a browser or Oracle Universal Content Management servers.
- Third-party documents
 - Microsoft Word, including:
 - * Embedded Financial Reporting reports using the `FRExecute` function. See [Using FRExecute to Embed Financial Reporting Reports into Microsoft Word and HTML Documents](#).
 - * Smart View queries
 - Microsoft Excel
 - Microsoft PowerPoint
 - PDF Files
 - HTML Files
 - Text (.txt) documents

Third-party documents are listed in the table of contents and are launched like Financial Reporting documents. They are also included in PDF files when opening a book with "Complete Book in PDF".

Types of Books

Two types of books can be defined and saved to the repository:

- **Books**—Comprised of reports and snapshot reports and other artifacts such as text and PDF files and Microsoft PowerPoint, Excel, and Word files. When you run a book, the report data is dynamically retrieved from the database; the snapshot data remains static.
- **Snapshot Books**—A book saved as a snapshot book. The data contained in the reports, as well as a table of contents, is created when you save a book. Whenever a snapshot book is viewed, data-level security does not apply; data-level security is applied when the snapshot book is created and is based upon the data-level security that is set for the user who saved the snapshot book.

Reports or snapshot reports created in Reporting Studio and other artifacts located in the repository such as text, HTML, PDF files and Microsoft PowerPoint, Excel, and Word files, as well as URLs, can be assembled into a book, enabling you to generate their output in one session.

You can configure books to generate several versions of a report and different member selections. When a book containing these reports runs, all included reports are run at once. You can print or view the reports contained in the book individually or as a book.

The following table lists the features available for reports, snapshots, books, and snapshot books.

Table 6-1 Features Available for Reports, Snapshots, Books, and Snapshot Books

Feature	Reports	Snapshots	Books	Snapshot Books
Prompt	Yes	No	Yes	No
User POV	Yes	No	No	No
XML, HTML, and PDF	Yes	Yes	Yes	Yes
Page Axis	Yes	Yes	Yes	Yes
Expansions	Yes	No	No	No
Related Content	Yes	Yes	Yes	Yes
Grid POV	Yes	No	No	No
Email Links	Yes	Yes	Yes	Yes

Book Point of View

A book contains a book POV, which is a combination of all dimensions in the user POVs for each report in the book. Dimensions that are not defined in a report default to the user POV member, and the dimensions are displayed in the book POV of the Book Editor. You can also select the user POV as a member on the book POV, allowing you to modify the parameters, because they are no longer stored in the book definition.

The member selected for a dimension in the book POV is used in each report referencing the book POV for that dimension. The data sources in the POV match the data sources used by the reports in the book.

When a book is scheduled as part of a batch, the dimensions referring to the user POV are controlled by the scheduled batch POV.

 **Note:**

DTS functions in the book POV are not supported.

Book Output

Book output has the following features for PDF and HTML:

- You can define a book with sections and subsections with a table of contents.
- You can use templates for layout and page customization (HTML only).
- You can add third-party documents to books through Oracle Universal Content Management.

Creating Books

Books are created, edited, and saved in the Explore Repository.

Related Topics

- [Considerations When Creating Books](#)
- [Creating a Book](#)
- [Setting Book Properties](#)
- [Adding a Table of Contents](#)
- [Adding a Cover Page](#)

Considerations When Creating Books

When creating a book, keep in mind the following points:

- HTML documents inserted into a book are not supported in PDF output due to limitations in rendering charts, images, and FRAExecute results. Use Word documents instead of HTML in this case.
- Book search works for special characters except in text surrounded by angle brackets, such as "<123>." You can search separately for character "<", ">", or "123".
- When you save a book as a snapshot book, expansions are removed.
- Related content in Financial Reporting reports can be included in book output and are available in HTML books. See [Behavior of Related Content in Books](#).
- With the exception of URLs, files must reside in the repository to select them for a book.
- Because uploading of HTML and Text files to the Explore Repository is disabled, do not use those file types in your Financial Reporting books.

Creating a Book

Books are created, edited, and saved in the Explore Repository.

To create a book:

1. From the Explore Repository, select **File**, then **New**, and then **Document**.
2. In the **Select a Task** wizard, select **Collect Reports into a Book**, and then click **Next**.
3. In **Select Files**, select reports and other artifacts, and then click  to move them to the **Selected Items** column.

To remove a report or other artifacts from the book, select the report or artifact, and then click . To remove all reports and artifacts from the book, click 

If you move, delete, or rename a report or other artifacts in the repository, they are removed from the book the next time the book is opened. You must add those artifacts again if you want to include them in the book.

4. Click **Finish** to open the **Book Editor**.

To display dimensions in the table of contents, in the Book Editor, select the dimension name. Then, in the bottom panel, select **Display**.

5. **Optional:** Add or change members selections for the book POV:
 - a. In the **Name** column, double-click a dimension row to display **Member Selection**.
 - b. Select the members.
 - c. Click **OK**.
6. **Optional:** Copy report member selections from one report to another.
 - a. Select the report containing the members to copy.
 - b. Select **Edit**, then **Copy Member Selection to**, and then select a report.

Member selections are copied only between reports having the same dimensions on the User Point of View.

7. Select **File**, and then **Save** to save the book with a file name and description.

Setting Book Properties

You can set book properties in the following areas:

- **General**—Provides global book settings. You can set the paper size, set page numbering to consecutive, include the table of contents in page numbering, collate the table of contents based on reports or on member selection, include related content in batch output, specify the starting page number and enable embedded content processing (`PREexecute` and hyperlinks).
- **Table of Contents**—You can include the table of contents in printed output, and set the page orientation.

To make changes to a book's General properties:

1. From the Explore Repository, right-click a book and select **Open In**, and then **Editor**.
2. From the drop-down at the top right of the Editor, select **Book Setup**.
3. Under the **General** heading, edit any of the following properties:
 - **Paper Size**
 - **Consecutive Page Numbering**—You must specify page numbering in the header or footer of each report in the book before you can print the page number.

- **Include Table of Contents in Page Numbering**
- **Collate Reports By**
- **Include Related Content in Batch Output**—When a Book has the Book Setup property set to Include Related Content in Batch Output, and a Complete Book in PDF is generated, all related content links in the resulting PDF are included. The Related Content link objects are shown following the report from which they were linked. The Related Content link objects are always included in the book table of contents. They are shown as children of the report from which they were linked. If the same object is linked multiple times or from different reports, the object is only included once and will only appear in the book table of contents once.
- **Starting Page Number**
- **Enable Embedded Content Processing**—Select Yes to turn on the processing of Word, HTML and URL objects for `FRExecute` functions and hyperlinks. Select No to turn off the processing of Word, HTML and URL objects for `FRExecute` functions and hyperlinks. Select No for books with Microsoft Word objects that do not have any `FRExecute` functions or hyperlinks.
- For embedded content processing behavior information, see [Processing Behavior of Hyperlinks and FRExecute](#).

To make changes to the book's table of contents properties:

1. From the Explore Repository, right-click a book and select **Open In**, and then **Editor**.
2. From the drop-down at the top right of the Editor, select **Book Setup**.
3. Under the **Table of Contents** heading, edit any of the following properties:
 - **Include in Printed Output**: For HTML or PDF Preview, this option does not apply. The book preview always includes the table of contents for the book.
 - **Orientation**: Select Portrait or Landscape

Behavior of Related Content in Books

Additional information about related content when **Include Related Content in Static Book HTML and PDF in the Book Editor** is selected:

- If this property is set to true, when the Static Book HTML output is generated, any related content links found in the Reports in the Book is followed:

When a Related Content link is followed, the URL in the link is examined.

- If the URL refers to a Report or Snapshot Report that resides in the current repository, that Report is executed, and the results are included in the Static Book HTML output. If the Report is a Snapshot Report, it is loaded from the repository and included. When the Report is executed, the POV of the cell that contained the Related Content link is used, as if you clicked the link.
- If the URL refers to a repository "smart-cut" to a Report or Snapshot Report in the repository, this is treated in the same way as if the URL linked to a repository object chosen through the **Related Content** dialog box.
- If the URL refers to a repository "smart-cut" to a repository object that is not a Report or Snapshot Report (for example a Word Document, HTML file, or PDF file), the object is retrieved from the repository and included in the Static Book HTML output.
- If the URL refers to a Oracle Universal Content Management document, the document is retrieved and included in the Static Book HTML output.

- If the URL refers to a URL that is on the list of to-be-followed URLs, the HTML returned from executing the URL is retrieved and included in the Static Book HTML output.
- Cells that have Cell Documents are processed.
 - If the Cell Document is a physical file, it is included in the Static Book HTML output.
 - If the Cell Document is a URL, the URL is processed in the same way as if the URL was specified as a Related Content link.

 **Note:**

If a cell contains multiple Related Content links on the cell, all Related Content links are processed in the same way. When a cell has multiple links, a standard hyperlink in the HTML document is shown. However, when the user clicks on the hyperlink, a list of available links is displayed.

Processing Behavior of Hyperlinks and FRExecute

Microsoft Word links behave similarly to those in related content. In the Book Editor, you can use the option **Include Related Content in HTML Table of Content** at the chapter level to control how hyperlinks are processed in .doc or .html type chapters.

When using **Enable FRExecute Processing** some dependency exists with **Include Related Content in HTML Table of Content** if the FRExecute report contains related content. The following tables describes the expected behavior with hyperlinks and FRExecute with related content:

 **Note:**

If a .doc or .html document does not contain FRExecute and hyperlinks, the settings are for Enable FRExecute Processing and Include in Related Content in HTML table of contents are unnecessary.

Case 1: The .doc or .html document contains FRExecute with related content and also hyperlinks

Table 6-2 The .doc and .html document contains FRExecute with related content and also hyperlinks

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		<ul style="list-style-type: none"> • FRExecute and its related content • Hyperlinks
		X		X	<ul style="list-style-type: none"> • FRExecute • Hyperlinks
			X	X	Hyperlinks

Table 6-2 (Cont.) The .doc and .html document contains FExecute with related content and also hyperlinks

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
		X		X	(No processing occurs)

Table 6-3 The .doc and .html document contains FExecute with Related Content and no hyperlink

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		FExecute and its related content
	X			X	FExecute but not its related content
		X	X		(No processing occurs)
		X		X	(No processing occurs)

Table 6-4 The .doc and .html document contains hyperlinks only

If:	Enable Embedded Content Processing = Yes	Enable Embedded Content Processing = No	Include Related Content in HTML Table of Contents - Yes	Include Related Content in HTML Table of Contents - No	Then the Following are Processed:
	X		X		Hyperlink
	X			X	(No processing occurs)
		X	X		Hyperlink
		X		X	(No processing occurs)

And if:

- Enable FExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FExecute's related content is processed, and hyperlinks are processed.

And if:

- Enable FExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FExecute's related content is processed and hyperlinks are processed.

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content is processed and hyperlinks are processed.

And if:

- Enable FRExecute Processing = Yes
- Include Related Content in HTML Table of Contents = Yes

Then FRExecute's related content and hyperlinks are processed.

Adding a Table of Contents

Related Topics

- [Setting Table of Contents Text](#)
- [Adding Heading Text to a Book's Table of Contents](#)
- [Customizing the Table of Contents](#)

Setting Table of Contents Text

In the Book Editor, the information under the "Display Text" column shows the text for each artifact entry in the table of contents. The default text in the table of contents is the artifact name or, in the case of a member, the member name. For example, if the artifact in the book is a report, the report name is shown. If the artifact in the book is an external file (for example, a Microsoft Word document), the file name from the repository is shown.

A panel at the bottom of the Book Editor displays the default properties of the book and enables you to change an artifact's textual and processing settings for the table of contents. For example, you can change the selected artifact name to the artifact's customized text, or you can choose to not display any text for the selected artifact. Other properties are read-only.

To set the table of contents text for an artifact:

1. From the Explore Repository, right-click a book and select **Open In**, then **Editor**.
2. In the Book Editor, highlight an artifact and scroll to the bottom panel. You can edit the following:
 - **Display**—From the drop-down, if you want the artifact to display in the table of contents, select by **Name** (artifact name), **Description** (as it exists in the repository), or **Custom Text**. To hide the text, select **Do Not Display**.

If you select **Custom Text**, the **Display Text** field is enabled so you can enter text.

You can include a Value function in the Custom Text to insert a member label of a dimension as follows:

`<<value(dimension-name)>>`

For example: `<<Value(Product)>>` or `<<Value(Year)>>`

Using the Value function, the book designer can create a cleaner, more streamlined table of contents. For example, the book can contain two reports that are run for the children of Qtr1. In Custom Text, you can include a `<<Value(Year)>>` function, and then hide the member selections.

In the following example, "Period" and "Year" are added to the Profit & Loss and Balance Sheet reports:

Profit and Loss for <<Value(Period)>> <<Value(Year)>> and Balance Sheet for <<Value(Period)>> <<Value(Year)>>

This changes the appearance of the table of contents from this:

Profit & Loss Statement	
Jan, 2008	1
Balance Sheet	
Jan, 2008	2

to this:

Profit and Loss Statement for Jan 2008	1
Balance Sheet for Jan 2008	2

- **Display Text**—Type the custom text.
- **Include Related Content in HTML Table of Contents**—Available when you select a report in the Book Editor.
- For processing behavior with `FRExecute` and hyperlinks, see [Processing Behavior of Hyperlinks and FRExecute](#).
- **Member Selection**—Available when you select a member in the Book Editor. To change the member for the Point of View, click the entry field to display the [Preview User Point of View](#) dialog box, select a member, and then click **OK**.

Adding Heading Text to a Book's Table of Contents

To add headings to a book's table of contents:

1. In the Book Editor, highlight an artifact in the book.
2. In **Heading Text**, located on the right of the Editor, enter heading text, and then click **Add**.

The heading text is displayed beneath the artifact you highlighted, but it can be moved.

 **Note:**

This option is disabled when a member is selected.

Customizing the Table of Contents

A table of contents, with headings and subheadings as in a tree structure, is created for the documents compiled in the book. You can add content within this hierarchy, move or delete content, and format the layout. You can change the heading structure by increasing or decreasing the indent. You can copy member selections to other reports in the book.

A table of contents is created for the book. You can collate the reports within the printed table of contents by report or by member selection. For example, you can create the following two books:

Book 1 Balance Sheet (New York, Boston), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

Book 2 Balance Sheet (Actual, Budget), (Q1, Q2) Cash Flows (New York, Boston), (Q1, Q2)

If you collate reports in printed books by report, the first report for each set of member selections is run, and then the second report for each set of member selections is run. The following book is generated:

Book1 Table of Contents

Balance Sheet

New York, Q1

New York, Q2

Boston, Q1

Boston, Q2

Cash Flows

New York, Q1

New York, Q2

Boston, Q1

Boston, Q2

If you collate reports in printed books by member selections, each report for the member selection is run. The following book is created:

Book1 Table of Contents

Balance Sheet

New York, Q1

Cash Flows

New York, Q1

Balance Sheet

New York, Q2

Cash Flows

New York, Q2

Balance Sheet

Boston, Q1

Cash Flows

Boston, Q1
Balance Sheet
Boston, Q2
Cash Flows
Boston, Q2

Adding a Cover Page

You can add a cover page to any book. The cover page is displayed before the table of contents when you view the book output as complete book in PDF. The cover page can be one of these file types:

- PDF file
- Microsoft Word

 **Note:**

The cover page is not displayed when HTML Preview or PDF Preview is selected.

To select an artifact as the cover page:

1. From the Explore Repository, right-click a book, select **Open In**, and then **Editor**.
2. In the Book Editor, select a PDF file or a Microsoft Word file for the cover page from the list of book artifacts, and then navigate to the lower pane containing the object settings.
3. In the **Value** column, click the arrow in the row for **Cover Page**, and then select **Yes**.

The selected artifact is moved to the top of the book artifacts list and is marked with a star to indicate that it is the cover page.

Adding Reports and Documents to Books

Use the Explore Repository to add reports and documents to books.

Related Topics

- [Adding a Report to a Book](#)
- [Adding a Document to a Book](#)
- [Using Microsoft Word Documents in Books](#)
- [Setting Up the User Point of View for Financial Reporting Documents](#)

Adding a Report to a Book

When adding a report to a book, the report may contain prompts for member selection. Prompts are defined when the book is run. Also, when adding a report to a book, dimensions from the book POV can be set to multiple members. When the book is run, the report iterates over each member. For example, if North, South, East, West, Actual, and Budget are selected, the book contains eight versions of this report (Actual for N, S, E, W, Budget for N, S, E, W).

You can collate the printed output by member selection if the same member selections are used for all reports in the book. Doing so enables, for example, all the reports for East or Budget to be grouped. Collating by member selection is not available if:

- Chapters are indented
- The book contains external content that has book member selections that do not match the member selections of other chapters

You can copy member selections between reports if they use the same data source. This eliminates selecting shared members multiple times.

To add a report to a book, following the steps under [Adding a Document to a Book](#).

Adding a Document to a Book

To add document to a book:

1. In the Book Editor, highlight a document.
2. With **Add Document** selected in the drop-down at the right of the Editor, select a document, and then click **Add**.

The document is displayed beneath the artifact you highlighted, but it can be moved to another location.

 **Note:**

This option is disabled when a member is selected.

Using Microsoft Word Documents in Books

Related Topics

- [About Using Microsoft Word Documents in Books](#)
- [Creating Hyperlinks in Microsoft Word](#)
- [Using FRExecute to Embed Financial Reporting Reports into Microsoft Word and HTML Documents](#)
- [Printing Text Files](#)

About Using Microsoft Word Documents in Books

When you use Microsoft Word documents in books:

- You can insert links to report or any files located in the repository and third-party documents through Oracle Universal Content Management using Microsoft Word's Hyperlink option. See [Creating Hyperlinks in Microsoft Word](#).
- You can insert Financial Reporting reports using the `FRExecute` function. See [Using FRExecute to Embed Financial Reporting Reports into Microsoft Word and HTML Documents](#).
- You can use all the formatting features included in the Word product.

Creating Hyperlinks in Microsoft Word

In a Microsoft Word document, you can insert hyperlinks by copying and pasting the document's URL from:

- Financial Reporting reports or any files located in the Explore Repository
- Any file from Oracle Universal Content Management

When creating a book, all POVs from all reports (reports specified in `FRExecute` and hyperlinks) are included in the appropriate chapters.

 **Note:**

When selecting a `.doc` or `.html` document containing hyperlinks in Book HTML Preview or PDF Preview, the contents of the hyperlink are not displayed, even if "Include Related Content in HTML Table of Content" is set.

To create hyperlinks in a Microsoft Word document:

1. From the Explore Repository, right-click a Financial Reporting report or file, and then select **Properties**.
2. In **Properties**, to the right of the **SmartCut** label, copy the document's URL, and then exit from the Explore Repository.
3. Open your Microsoft Word document. To paste the URL, right-click inside the Microsoft Word document where you want the link to display, and then select **Hyperlink**.
4. In **Text to display**, enter the description that you want associated with the link.
5. In **Address**, paste the URL that you previously copied in the Explore Repository, and then click **OK**.
6. Save the Microsoft Word document as a `.doc` or `.html` file.

Saving the document as an `.html` file provides better performance.

 **Note:**

For processing behavior using links, see [Processing Behavior of Hyperlinks and `FRExecute`](#).

Using `FRExecute` to Embed Financial Reporting Reports into Microsoft Word and HTML Documents

Related Topics

- [About `FRExecute`](#)
- [`FRExecute` Syntax](#)
- [Considerations When Using `FRExecute`](#)
- [`FRExecute` Examples](#)

About FRExecute

The `FRExecute` function embeds a Financial Reporting report or report section into Microsoft Word and HTML documents. You can include a report, a report type (dynamic or snapshot), or specify selected areas in the report such as a grid, chart, page, text box, text area, or cell.

FRExecute Syntax

```
FRExecute (ReportPath[Type={1,2};ComponentType={1,2};ComponentName={Grid1,Grid2,Chart1,Chart2,Chart3};Page={1,2,...};Cell=FRFormula})
```

where:

ReportPath is the full path to the report, including the report name.

Type1 is a dynamic report and *Type2* is a Snapshot report.

ComponentType1 (optional) is a grid and *ComponentType2* (optional) is a chart.

ComponentName (optional) is the grid or chart name.

Page (optional) is the page number.

Cell (optional) is the date cell formula.

The cell syntax is `cell=cell[row,col]`, or `cell=[row,col]`

where

row is a number ≥ 1 referring to the row in Financial Reporting Studio report designer.

col is a letter $\geq A$ referring to the column in Financial Reporting Studio report designer. If a report has more than 26 columns, two letters are used for those columns (for example, AA, AB, AZ, AAA, AAB, and so on).

Note:

You can specify a "sub-tuple" if the design time row evaluates to more than one tuple. For example, if you reference row 2, which has a member selection "Children of Market" resulting in four children (East, West, South, Central), the sum of all four tuples are returned. You can also refer to individual tuples like this: `Cell[2(1),A]` referring to East/ColA; `Cell[2(3),A]` referring to South/ColA.

Note:

To limit the size of the report, place the `FRExecute` function inside a Microsoft Word text box.

Considerations When Using FRExecute

- In HTML documents, `FRExecute` is supported for web page creation. For PDF printing, you can insert `FRExecute` in a Microsoft Word document to be included in the PDF output.

- You cannot use these characters in the `FRExecute` function: ; () & < > " '.
- If `FRExecute` is in a text box, the result is limited to the designated size of the text box. Scroll bars are displayed if the content is greater than the text box. If `FRExecute` is added to a Microsoft Word page (not in a text box), the entire result is output, regardless of size.
- If you use the Enter key in `FRExecute`, the text wraps around at that point.
- Keep `FRExecute` the same font, size, and color.
- You can insert `FRExecute` in any text line position.
- When using an `FRExecute` function in a text box, do not combine it with other text or `FRExecute` functions.
- Using Microsoft Word: When formatting a text box, HTML output supports only left or right alignment.
- When using `FRExecute` is inserted in other than a Word component (for example, table, image, and so on), the Horizontal Alignment option must be set to Left or Right.
- You can save your document as `*.docX`, `*.htm`, or `*.html`. If your Microsoft Word document contains only text and `FRExecute`, you can save it as `*html` for increased performance.
- You can add `FRExecute` to any generic `.html` file (a file that can be used with any file type).

FRExecute Examples

Example 6-1 Return the entire report with dynamic values

```
FRExecute (ReportName;Type=1)
```

Example 6-2 Return page 2 of a dynamic report

```
FRExecute (ReportName;Type=1ComponentType=1'ComponentName=Grid2;Page=2)
```

Example 6-3 Return a dynamic report with all pages

```
FRExecute (ReportName;Type=1;ComponentName=Grid2)
```

Example 6-4 Return a data cell on page 2. If you do not select the page, then return the first page's data cell.

```
FRExecute (reportFullName; Type=1; ComponentType=1;ComponentName=Grid2;Page=2;Cell=Cell[2,B])
```

```
FRExecute (reportFullName; Type=1; ComponentType=1;ComponentName=Grid2;Page=2;Cell=[2,B])
```

Example 6-5 Return a chart on page 2. If you do not select the page, then return chart 1 on all the pages.

```
FRExecute (reportFullName; Type=1; ComponentType=2;ComponentName=Chart1;Page=2)
```

Considerations

In an HTML document or Word document, "FRExecute" (including lowercase, uppercase or mixed-case letters) is the keyword of the `FRExecute` function. "FRExecute" cannot be used in file content or as part of the file name.

When applying a layout to a Microsoft Word text box containing `FRExecute`, select "Square" for Wrapping Style, and select "Left" or "Right" for Horizontal alignment.

Printing Text Files

Microsoft Word can print text (.txt) files, which must include the .txt extension to print. This is a design consideration when appending text files to for cell documents, books, and external content.

Setting Up the User Point of View for Financial Reporting Documents

To set up user POVs for Financial Reporting documents:

1. In the Explore Repository, select **File**, then **Preferences**, and then click **Financial Reporting**.
2. In the **General** tab under **User Point of View**, select **Setup Members**.
3. In **Database Connection**, select a data source, and then click **Refresh** to update the list of database connections.
4. If prompted, enter logon credentials, and then select **OK**.

Use the Planning Details data source only if your grid contains Supporting Detail or Planning Unit Annotations. In all other cases, use Oracle Essbase as the data source.

5. In **Setup User POV**, do the following:
 - a. Select the members you want to be available when using the User Point of View.
 - i. Click  next to a dimension.
 - ii. In **Preview User Point of View**, expand the dimensions to view the available members, then click  to add members to the Selected column, and then click **OK**.
 - b. In **Display Member Label as**, select how to display the member in the User POV in Financial Reporting documents.

Members are displayed by member name, by alias/description, or both member name and alias/description. The options available are based on the data source.

- c. In **Dimension Labels are**, select whether to include dimension labels.
6. Click **Apply** to save your selections and set up User POVs for another data source, or click **OK** to accept all changes and return to the **Preferences** dialog box.

Working with Members

Select members, create and save member lists, and select functions that dynamically retrieve members from the database connection.

Related Topics

- [Selecting Members for a Document in a Book](#)
- [Limiting the Members That Can Be Selected](#)
- [Selecting the User Point of View as a Member in the Book Point of View](#)
- [Assigning Members Using Functions](#)
- [Selecting Multiple Members Based on Criteria](#)
- [Searching for Members](#)
- [Changing Page Members](#)
- [Changing Members for Grid POVs](#)
- [Copying Members from One Report to Another](#)
- [Previewing Selected Members](#)
- [Removing All Members from a Report or a Book](#)

Selecting Members for a Document in a Book

When working with books in the Book Editor, you can modify and select members for the book point of view. You can select members, create and save member lists, and select functions that dynamically retrieve members from the database connection.

 **Note:**

The following steps work only for books that contain reports with dimensions on the POV in the report

To select members for a document in a book:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, and then select **Member Selection**.
3. In the **Preview User Point of View** dialog box, enter information in the following tabs:
 - **Members**—The Members tab shows members that are associated with the selected dimension. By default, the members for a dimension are shown in tree view, which is a hierachal view of the dimension's members. You can also show the members in a flat list. By default, the tree view shows only the top-level member. You can expand the top-level member to see its descendants.
 - **Lists**—The Lists tab shows member lists used to perform a query or to select members for your report. The type of lists are based on the database connection. Member lists can be predefined in the database when you create user lists. You can include members, member lists, and functions.
 - **Functions**—The Functions tab defines which functions to use when selecting members for your report or adding members to member lists. Functions retrieve members and related members from a database connection. You can specify one or more functions and edit the function parameters. (See *Designing with Financial Reporting Web Studio*.)

Limiting the Members That Can Be Selected

You can limit the members that can be selected for a book. You can also specify an alternate member label, descriptions (for a Financial Management database connection), or aliases (for Analytic Services or Planning database connections), or both member names and descriptions or aliases. For example, to provide only lines of products, In Member Selection, select Prompt for Product as a member of Product, then in Prompt Details, select specific lines of product. The user who runs the report selects from those product lines.

 **Note:**

The following steps work only for books that contain reports with dimensions on the POV in the report

To set up a report prompt to select members::

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, and then select **Member Selection**.
3. In the **Preview User Point of View** dialog box in the **Members** tab, select **Prompt for<member>**, and then click **OK**.
4. **Optional:** To limit the prompt selection to specific default members, a list of members, or both, do the following:
 - If the member name is known, enter the member name in **Default Member** or click **Default Member**. If multiple members are provided for the prompt, members must be separated by commas.
If you leave **Default Member** blank, the **Respond to Prompts** dialog box does not display a default member when a user runs the report. The user must specify a member rather than accept a default.
 - If the members are known, click **Choices List** to select a list of members. If multiple member lists are provided for the prompt, member lists must be separated by commas.
5. From **Member Labels in Prompt Selection**, select the kinds of labels to be displayed in the **Respond to Prompts** dialog box when you run the report:
6. Click **OK**.

Selecting the User Point of View as a Member in the Book Point of View

When a report is added to a book, the dimensions that are on the user POV in the report definitions are applied to the book POV. Members on the book POV default to the user POV in the Book Editor.

 **Note:**

The following steps work only for books that contain reports with dimensions on the POV in the report

To select the user POV as a member in the book POV:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, click the tab the corresponds to the dimension for which you want to set up a User POV.
For example, if you had a "Market" dimension, the tab would say "Market: User Point of View for Market".
3. In the **Preview User Point of View** dialog box, select **User Point of View for <dimension name>**, and then click **OK**.

Assigning Members Using Functions

You can use functions and edit their parameters to select members dynamically.

 **Note:**

The following steps work only for books that contain reports with dimensions on the POV in the report

To assign a member using functions:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, and then select **Member Selection**.
3. In the **Preview User Point of View** dialog box, click the **Functions** tab, define the function, and then click **OK**.

Selecting Multiple Members Based on Criteria

You can select members based on criteria. You define criteria by creating expressions of members, Boolean operations, and commands.

Boolean operators enable you to specify precise member combinations for the report. This is useful with large volumes of data. Use the `AND`, `OR`, `UNION`, and `NOT` Boolean operators, combined with expression commands, to refine your member selections.

To select multiple members based on criteria:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, and then select **Member Selection**.
3. In the **Preview User Point of View** dialog box, in the **Selected** area on the right of the dialog box, click **Show Advanced Options** button .

At least two members must be displayed in the **Selected** area before you can create criteria.

4. Build expressions by using one or more of the following operators and symbols:

- Select the NOT Boolean operator to build the expression. NOT is the inverse of the selected condition.
- Enter a left parenthesis, "(", to add an opening character to the expression.
- Enter a right parenthesis, ")", to add a closing character to the expression.
- Click in the **Operator** column, and then select:
 - AND—When all conditions must be met
 - OR—When one condition of several must be met
 - UNION—To combine the data

You must use double parentheses if you are using three members. For example, if you selected descendants of Market, and you want to exclude East, West, and South, your advanced member selection query should be: Descendants of Market AND NOT (East AND NOT (West AND NOT SOUTH))

5. Click **OK**.

Searching for Members

You can search for members to edit using a text string or property. Use a blank space as a separator to perform simultaneous searches. To search a string for an exact match, including blank spaces, enclose the string in quotation marks.

To search for members:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, and then select **Member Selection**.
3. In any tab in the **Preview User Point of View** dialog box, select an option next to **Find**, and then enter the search criteria.
4. If you are searching in the **Members** tab, click **Find** . If you are searching in the **Lists** or **Functions** tab, click **Find Next**  or **Find Previous** .
5. Click **OK**.
6. If matches are found, in the **Search Result** dialog box, select the items to add to your member selection, and then click **OK**.

Changing Page Members

You can change a page member only if, during report design, multiple members are assigned to the page axis of a grid. In HTML reports, you change a page member to see different report views. After you change a page member, the report is refreshed and populated with the new page member.

To change a page member:

1. Open a report with page axis members in a grid.
2. From **Page**, select a member.

The report is run, and data is displayed for the selected member. In PDF files, the data for page members is displayed on different pages.

 **Note:**

For PDF, data for page members is displayed on different pages.

Changing Members for Grid POVs

Grids on reports can have dimensions on the grid POV. You can use the default member for each dimension, or you can select a new member to run for a report.

To change a member on the grid POV:

1. Open an HTML report that displays a grid POV.
2. Click a dimension or member link.
3. Select a member, and then click **OK**.

The report runs for the selected member.

Copying Members from One Report to Another

To copy members from one report to another:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, then select **Copy Member Selection to**, and then select a report.

Previewing Selected Members

You can preview the selected members. Members can include a list or function result from evaluated member lists or functions, if applicable.

To preview members:

1. From the Explore Repository, right-click a Financial Reporting book, then select **Open In**, and then **Editor**.
2. In the Book Editor, right-click a document in the book, then select **Member Selection**.
This is only for books that contain reports with dimensions on the POV in the report
3. On the right side of the **Preview User Point of View** dialog box, click **Preview Selection**

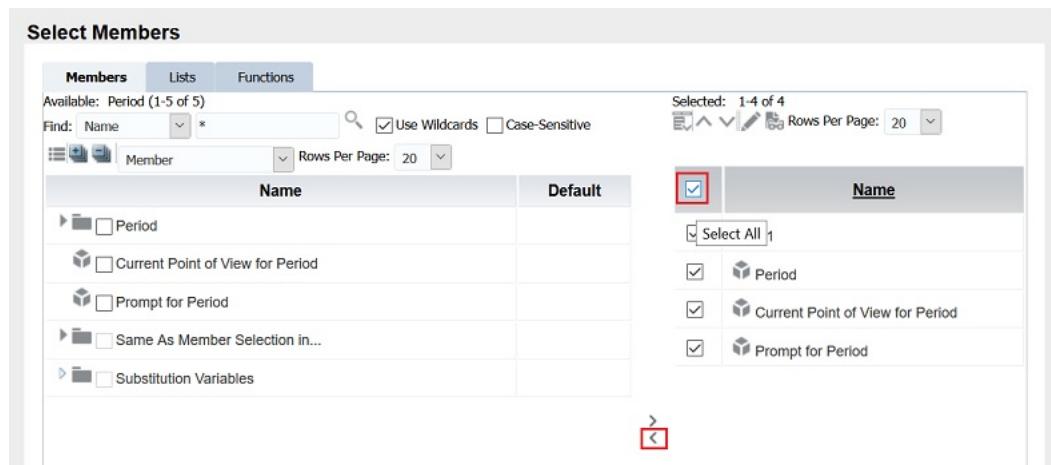

Removing All Members from a Report or a Book

If you have a report or a book with several members and wish to update the report or book and remove all of the members; instead of selecting each member individually, click the Select All check box, and then click the left arrow

(

<

) to remove all the members from the report or the book.



Opening, Renaming, and Saving Books

Open, rename, and save books and snapshot books in the Explore Repository.

Related Topics

- [Opening Books and Snapshot Books](#)
- [Renaming Books and Snapshot Books](#)
- [Saving Books](#)

Opening Books and Snapshot Books

After you save a book, you can open it to maintain, print, or preview the book in HTML or PDF format. When you preview a book, a table of contents is displayed with a list of reports in the book. When you preview a snapshot book, the table of contents is displayed as a PDF or HTML file, depending on your preference setting. Snapshot books cannot be changed, but they can be previewed, printed, and viewed.

To open a book or snapshot book:

1. From the Explore Repository, select a book or snapshot book, then select **File**, then **Open In**, and then **PDF Preview**, **HTML Preview**, or **Complete Book in PDF**.

The Content area displays the book table of contents, and the tab at the bottom of the browser displays the book name and view (for example, Test Book -View). The report, snapshot, or member name is displayed on every row for which it applies in the book table of contents.

2. In the book table of contents, select a report or snapshot, and then click **Show Report**.

The report or snapshot is displayed in the Content area in HTML or PDF format, with the Report Name and POV in the tab description.

3. Select **File**, then **Close**, and then **Current**.

Renaming Books and Snapshot Books

To rename a book or snapshot book:

1. From the Explore Repository, right-click the book, and then select **Rename**.
2. Enter a name and click **Save**.

Saving Books

You can save books to the repository as a compilation of reports, Microsoft Word documents, snapshot reports, or reports and snapshot reports. You can replicate an existing book by saving it with the Save As command.

To save a book:

1. From the Explore Repository, right-click a book and select **Open In**, and then **Editor**.
2. Select **File**, and then **Save or Save As**.
3. Enter a name and description, select a folder, and then click **Save**.
The report's data will be dynamic when the book is run.
4. Navigate to the repository to establish file permissions for the book or snapshot book.

 **Note:**

You cannot save a book as a snapshot book from within the Book Editor. Instead, to save a snapshot book, perform an HTML or PDF preview of the book, and then, while in the **Book Table of Contents** page, select **Files**, and then **Save As**.

Viewing Reports, Books, and Snapshot Books

Acrobat Reader must be installed to view PDF files in the Explore Repository.

See the help for Acrobat Reader for information on how to display PDF files in your browser.

Viewing Reports

If the report contains dimensions on the user POV, they are displayed above the report or book. Setting dimensions on the user POV enables modification of the dimensions, which results in a modified POV and requires regeneration of the report or book.

 **Note:**

In the repository, you can display the current user POV settings page before reports or books are run. To display the current user POV, select **File**, then **Preferences**, and then **Financial Reporting**. Under **User Point of View**, select **On**.

Reports viewed in PDF are generated using the user POV and output in PDF. Reports with multiple page members are generated for all page members and displayed in Acrobat Reader in the Explore Repository. See [Changing Page Members](#).

To preview a report::

1. From the Explore Repository, right-click a report, and then select **Open In**.
2. Select an option:
 - HTML Preview

- PDF Preview
- Studio Preview

Viewing Books

You can view books in PDF or HTML. In PDF, you can view the entire book or individual reports in the book. When you select a report name, the report is generated for all member combinations specified in the book. You can add reports to books and modify members.

When you view books, the user POV and Tables of Contents are displayed. The user POV specifies members for dimensions not defined on report grids. You can change the user POV members and then run the book to display new-member data.

Use the table of contents to locate reports that you want to view and to set options.

 **Note:**

The time required to generate and display books varies, depending on book size. You can cancel books anytime.

To preview a Financial Reporting book:

1. From the Explore Repository, right-click a report or book, and then select **Open In**.
2. Select an option:
 - HTML Preview
 - PDF Preview
 - Complete Book in PDF

Viewing Snapshot Books

You can view snapshot books in HTML or PDF. When you view snapshot books in PDF, you can view the entire snapshot book or individual snapshot reports.

When you view snapshot books, tables of contents are displayed. You use tables of contents to locate snapshot reports that you want to view and to set options.

 **Note:**

When a book contains HTML content and you select Complete Book in PDF, the rendered and printed book does not include HTML content. This is expected behavior.

Snapshots are similar to reports, except that they contain data for a specific time, and they do not retrieve data dynamically. As a result, data-level security from the data source is not respected.

You can view snapshots in HTML or PDF.

To preview a snapshot book:

1. From the Explore Repository, right-click a report or book, and then select **Open In**.
2. Select an option:
 - HTML Preview
 - PDF Preview—Preview individual snapshot reports
 - Complete Book in PDF—View the entire snapshot book

 **Note:**

When the book contains HTML content and you select **Complete Book in PDF**, the rendered and printed book does not include HTML content.

Printing Reports, Books, and Snapshot Books

You can print an entire book or snapshot book or print individual reports in a book or a snapshot book.

When you print a book, the data is retrieved for the reports in the book and the book is printed. When you print a snapshot book, the data has already been saved in the reports when you save the book as a snapshot book.

You can print any type of report or book. For dynamic reports and books, data is refreshed. For snapshot reports and snapshot books, data is not refreshed.

Printing Reports

To print a report:

1. From the Explore Repository, right-click a report, then select **Open In**, and then **PDF Preview**.
2. In Acrobat Reader, click the Print icon, and then select preferences in the **Print** dialog box.

 **Note:**

The PDF output is fully formatted for end-user use.

Printing Books

To print a book:

1. From the Explore Repository, right-click a book, then select **Open In**, and then select **Complete Book in PDF** to create a PDF of the entire book, including all reports.

When a book contains HTML content and you select **Complete Book in PDF**, the rendered and printed book does not include HTML content.

2. Respond to prompts and modify, as needed.
3. In Acrobat Reader, click the Print icon, and then select preferences in the **Print** dialog box.

Printing a Report From a Book

To print a report from a book:

1. Run the reports as a PDF file.
2. From table of contents view, click a report in the book.
3. In Acrobat Reader, click the Print icon, and then select preferences in the **Print** dialog box.

Features of a PDF File Generated From a Book

- PDF and plain text files are supported. When referring to "external content" within books, you can include Excel, Word, PowerPoint, PDF, and plain text files within books.
- Cell document attachments (for example, Cell Text) that are extracted from a Financial Reporting report (Microsoft Office, PDF, and text files) are included in the PDF output.
- Any cell documents associated with a Financial Reporting report are displayed as "sub-items" in the book's table of contents.
- PDF bookmarks are displayed on the left in Adobe Reader. Use bookmarks to any of the book's chapters.
- The table of contents includes linked items. When you click an item in the table of contents, the first page of that item is displayed.
- Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show consecutive page numbers. You must select Consecutive Page Numbers in the book properties. If you do not select consecutive page numbers, then the page numbering resets for each document in the book. You cannot implement consecutive page numbers for embedded PDF files.
- Financial Reporting reports, snapshots, Excel, Word, PowerPoint, and plain text files show a total page count. For example, assume a report has three pages but the book's contents make 10 pages. If the <>PageCount ()>> text function is used in the report, it shows 10 instead of three.
- You can customize how plain text files are printed by modifying `FR_TextTemplate.doc`.

Opening a Snapshot Book That Has the Same Name as Other Financial Reporting Objects

Use a URL to open a Snapshot Book that has the same name as other Financial Reporting objects:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/  
report_name?mimetype  
=application/hyperion-reports-snapshot_book
```

Use `Latest=true` along with the `mimetype` variable to get latest object:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/  
report_name?mimetype  
=application/hyperion-reports-snapshot_book&Latest=true
```

Use `Version=1` along with the `mimetype` variable to get latest object, or the specific version of the object output:

```
http://servername:portNumber/workspace/browse/get/Smartcut%20Folder/  
report_name?mimetype  
=application/hyperion-reports-snapshot_book&version=1
```

Below are possible values for the `mimetype` variable for Financial Reporting objects. These values are retrieved from the `NAME` field in the `V8_METATYPE` table in the Financial Reporting repository. Look for `DESCRIPTION` fields containing Financial Reporting related objects, and then retrieve the corresponding `NAME` field to use in the MIME type variable.

From `V8_METATYPE`:

- `application/hyperion-reports-report`
- `application/hyperion-reports-snapshot_report`
- `application/hyperion-reports-book`
- `application/hyperion-reports-snapshot_book`

Designing Batches

Related Topics

- [About Batches](#)
Use batches to simultaneously process sets of reports and books.
- [Designing a Batch](#)
You can design a batch in the Explore Repository.
- [Defining Prompts for a Batch](#)
Define prompts to request members in a report or book.

About Batches

Use batches to simultaneously process sets of reports and books.

Batches include reports, books, snapshots, snapshot books, and prompts. Prompt information is for the current batch that you are running.

Saved batches can be modified, removed, or rescheduled. You can duplicate a batch to use some or all of the properties as the original batch.

By default, only the scheduling user is assigned access rights to snapshots and snapshot books in the repository. If you have file permissions to a batch, you can run every report in the batch when it is scheduled. The scheduling user can assign file permissions to other users and groups at the time of scheduling.

Scheduled batches have a scheduled batch POV (Point of View) that you can modify while scheduling. You can also specify prompt information for the batch. The POV and prompt information provides values for the POV and prompts specified for each book and report contained in the batch. You can schedule batches to be processed immediately or in the future.

Designing a Batch

You can design a batch in the Explore Repository.

1. In the Explore Repository, select **File**, then **New**, and then **Document**.
2. In **Select a Task**, select **Batch Reports for Scheduling**, and then click **Next**.
3. In **Select Files**, set the **Type** to **Financial Reporting Report**, **Financial Reporting Book**, **Financial Reporting Snapshot Report**, or **Financial Reporting Snapshot Book**.
4. Click  to move the desired reports under **Selected Items**.

If you move, delete, or rename a report in the repository, the report is removed from the book the next time the book is opened.

If you select a report type multiple times, you are prompted to enter a new name for the duplicate report type. The renamed report type is listed in the Batch Editor with its original name followed by the new name in parentheses. To discard the duplicate report, click **Cancel**.

5. Click **Finish** to open the Batch Editor.

6. Respond to any prompts that are displayed. (See [Responding to Prompts](#)).
7. Select **File**, and then **Save**.

Defining Prompts for a Batch

Define prompts to request members in a report or book.

Related Topics

- [About Prompts](#)
- [Responding to Prompts](#)
- [Defining Prompts](#)

About Prompts

Prompts are requests for members in a report or book. If reports or books in a batch have prompts, you can select the members in the Batch Editor.

When you save the batch, the Respond to Prompts dialog box displays the prompts and variables contained in the artifacts within the batch.

Responding to Prompts

When a variable exists and the data source has multiple references, or when the same prompt exists in multiple grids, the Respond to Prompts dialog box displays a list where you can choose whether to respond to prompts at the Grid, Report/Book or Batch level. The options depend on whether the Respond to Prompts dialog box is displayed while running a Report, or Book, or from within the Batch Editor. If a report, book, or batch contains only a single prompt, or the prompts are different (different dimensions, default members, or choices list), the options on how to respond to the prompts are not displayed.

Prompt Options When Running a Report

- Respond to Prompts at the Report Level (default)
- Respond to Prompts at the Grid Level

Prompt Options When Running a Book

- Respond to Prompts at the Book Level (default)
- Respond to prompts at the Report Level
- Respond to prompts at the Grid Level

Prompt Options When Editing a Batch

- Respond to Prompts at the Batch Level (default)
- Respond to Prompts at the Report/Book Level
- Respond to Prompts at the Grid Level

You can respond to a prompt once and have the same value used for each prompt, or you can select **Respond to Prompt at Grid Level**, then click **Apply**, and then enter different values for each prompt.

The Source column shows what artifact the prompt is on. When identical prompts are found and only one prompt response is displayed, the Source column shows an asterisk (*) to indicate that the prompt response applies to all prompts of that type.

 **Note:**

The ability to select the level at which to respond to prompts is available only in the Explore Repository. In Reporting Studio, the Respond to Prompts dialog box always shows all member selection prompts and one reference to each variable.

Defining Prompts

To define prompts in the Batch Editor:

1. From the Explore Repository, right-click a batch that contains a report with prompt, and then select **Respond to Prompts**.
2. In **Respond to Prompts**, click **Go to Member Selection**.
3. In **Member Selection**, select the member to use in the report when the batch runs.
4. Click **OK**, and then schedule the batch if desired.
5. Save and close the file.

Scheduling Batches

Related Topics

- [About Scheduling Batches](#)
Batches are used to group and process sets of documents, reports, or books.
- [Scheduling a Batch to Run](#)
Use the Explore Repository to schedule a batch to run.
- [Scheduling Batch Bursting](#)
With each scheduled batch, you can use job bursting to run a report for more than one member in a dimension.
- [Batch Scheduler Operations](#)
Delete batches, retrieve exported output, view details, prepare batch files, change logon credentials, copy and modify batch properties, and assign file permissions.

About Scheduling Batches

Batches are used to group and process sets of documents, reports, or books.

Batches are created, edited, and saved in the Explore Repository using the Batch Editor. You must have a proper role assignment in order to perform these tasks.

You can export batches as HTML or PDF files to an Planning Inbox/Scheduler Output folder, and you can email users the exported output in PDF format.

You can schedule batches to run immediately or at a later date. During batch scheduling, you select the batch POV, set up email notifications, and select the destinations of the generated output when the batch is run. Destination types can include saving a Snapshot to a designated repository folder, exporting a PDF file to a Planning Inbox/Scheduler Output folder or attached to an email, and exporting an HTML file to a designated Planning Inbox/Scheduler Output folder. (Batch Bursting does not support HTML.) After selecting scheduled batch options, the batch is added to the batch queue from the Batch Scheduler after a successful run.

The scheduler's batch bursting feature can run a batch for more than one member of a single dimension in the batch POV for one data source, email the PDFs generated to a recipient list, and save the output to the file system or to the repository. For example, a batch scheduled to run for New York and Houston can send the output for New York to `jones@cd.com` and the output for Houston to `smith@cd.com`. With batch bursting, you can use predefined text functions for report labels and folder labels. You can create a Bursting Destination file (see [Specifying the Batch Destination](#)) to override default settings assigned to the batch.

Scheduling a Batch to Run

Use the Explore Repository to schedule a batch to run.

To schedule a batch to run:

1. From the Explore Repository, select **Tools**, and then **Batch Scheduler**.
2. In **Batch Scheduler**, select **File**, and then **New Scheduled Batch**.

3. Enter a name and description for the batch.
4. **Optional.** Select **Delete Scheduled Batch Entry from Scheduler if Completed Successfully** to delete the batch from the scheduler after a successful run.
5. Click **Next**.
6. In **Schedule Batch**, select a batch and enter a description, and then click **Next**.
If required, enter user names and passwords, and then click **OK**.
Note: Passwords must be encrypted.
7. On the **Start Time** screen, in **Frequency**, select how routinely you want the batch to run. You can also select **Perform Now** or **Perform on Demand**.
8. If you selected a scheduled frequency, select a start date and time and an end date and time zone.
9. **Optional.** If any reports and books in the batch have dimensions in the user POV, set the member for those dimensions in **Scheduled Batch Point of View**. See [Selecting a Member for the Batch Point of View](#).
10. **Optional:** Set **Bursting Options** to use job bursting to run a batch for more than one member in a dimension on the Batch POV. See [Scheduling Batch Bursting](#).
11. Click **Next**.
12. Change the default settings for the Destination of the batch file that you are running (see [Specifying the Batch Destination](#)), and then click **Next**.
13. Specify whether to send an email to recipients if the batch ran successfully or unsuccessfully along with a brief message. See [Selecting Email Addresses for Batch Scheduling](#).
14. Click **Finish** to save the batch job in the Batch Scheduler.

 **Note:**

When multiple batches run concurrently with batch bursting enabled in the Batch Scheduler, an intermittent ADM error occurs. To work around this issue, run batches with batch bursting one after the other by specifying the **Frequency** on the **Start Time** screen (step 7 above).

Providing Logon Credentials

You must provide logon credentials to run a scheduled batch at a future date. You enter logon credentials when you schedule a batch in the Batch Scheduler.

To enter logon credentials:

1. Enter a user name and password for the Financial Reporting server.
2. Enter a user name and password for the Database Connection Name.
3. Select **OK**.

Selecting a Member for the Batch Point of View

Each scheduled batch has a POV based on all relevant dimensions for the reports in the batch. If no reports or books have a member in the user POV, then there is no batch POV. When the

batch is added to the schedule, the user POV is specified as the default batch POV. You can override the user POV settings by specifying a member for each dimension on the batch POV. You must verify that the members selected in the batch POV are appropriate.

To select a member for the batch POV:

1. From the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. From the **Scheduled Batch Point of View** area on the **Schedule Batch** screen, click the dimension for which you want to select a member.
3. Select the member that you want to use for the POV, and then click **OK**.
4. Click **Next** to complete the destination of the batch.

Specifying the Batch Destination

The **Destinations** area in the Batch Scheduler defines the type and location of the output for the scheduled batch.

The following options are available:

- **Save As Snapshot in Repository**—Enables the following options:
 - **In Same Folder as Original Object**—Save snapshots and snapshot books in the same folder as the original report or book in the repository.
 - **In Another Folder**—Save the output to another location in the repository. Click **Folder** to select a destination folder in the repository.
 - **Email HTML Link**—Email the snapshot as an HTML link.
 - **Email PDF Link**—Email the snapshot as a PDF link.
- Selecting **Save As Snapshot in Repository** also enables **File Permissions**, where you can assign access to users and groups for snapshot output.
- **Export as PDF**—Export the batch as a PDF file on the Financial Reporting server.
 - **Export to an External Directory**—Export to the Planning Inbox/Scheduler Output folder, where the file can be accessed in the Inbox/Outbox Explorer.
 - **Email as PDF Attachments**—Email the reports as PDF attachments. To zip the email attachments, select **Zip PDF(s)**.
 - **Print Annotations**—Print annotations with the report. Click **Details** to specify how to print the annotations. Note that annotation printing preferences are one-time setups for a specific batch; they are not saved as global preferences. See [Setting Annotation Printing Preferences](#).
- **Export as Single File Web Page (MHTML)**—Export the batch as a single file on the Financial Reporting server.

Select **Export to an external directory** to export to the Planning Inbox/Scheduler Output folder, where the file can be accessed in the Inbox/Outbox Explorer.

Export as Single File Web Page (MHTML) is not supported for burst batches.

Selecting Email Addresses for Batch Scheduling

You can set up the Batch Scheduler to send an email when a scheduled batch is completed successfully or unsuccessfully. The email includes status details of the batch and, optionally, the PDF output of the batch. You can select, add, or delete email addresses.

For batches that are not burst, the email contains the notification and PDF attachments. For burst batches, the email contains only the notification.

To select recipient emails:

1. From the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. On the **Scheduled Batch Details** screen, select the desired options:
 - **If Successful, Email Details to:**—Select email addresses to send a notification to when the batch runs successfully.
 - **If Unsuccessful, Email Details:**—Select email addresses to send a notification to when the batch runs unsuccessfully.
3. Enter a message subject.
4. **Optional:** Click **Preview Bursting List** to view and export the Bursting Destination file for job bursting batches.

This file contains default settings selected for the members in the burst batch. See [About the Bursting Destination File](#).

 **Note:**

The sender email address is *servicename <no.reply@oraclecloud.com>* from the Financial Reporting Batch Scheduler.

Scheduling Batch Bursting

With each scheduled batch, you can use job bursting to run a report for more than one member in a dimension.

When you select only a dimension for job bursting, the setting for that dimension on the batch POV is disabled. The batch POV members not selected remain active and are included with the batch. If no reports or books have a member in the user POV, then there is no batch POV or job bursting.

To schedule batch bursting:

1. From the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. On the **Start Time** screen, in the **Bursting Options** area, select **Run Batch for multiple members in the dimension**, and then select the dimension for job bursting.
3. Click  , and then select the members for job bursting.
4. In **Bursting File**, if you have created a CSV Bursting Recipients list for this batch and imported it into the repository, click  to select the file.
5. Click **Copy Members** to add the members defined in the **CSV Bursting Recipients** list to the **Select Members** list.

Only members that are valid for the selected dimension are added.

About the Bursting Destination File

The Bursting Destination File contains the default settings for the scheduled batch. You can periodically view the default settings as you navigate through the Batch Scheduler. You can export the Bursting File as a CSV file to specify output and permission exceptions for a scheduled batch, thus overriding the default settings defined in the Batch Scheduler. The member settings in the CSV Bursting Destination file can be appended to the member selections in the Batch Scheduler. For example, you can specify a different subfolder for some reports, based on selected members, or make some reports read-only. Only members that are valid for the selected dimension are appended to the bursted file.

To edit the Bursting Destination File for a current batch, the Planning Service Administrator or Planning Power User exports the file to a text editor or Excel, enters the members, if not already displayed, and edits any values in the table. The values for each member in the dimension are: Subfolder Name, Financial Reporting Object Name, Email Address, Group Name, Role Names, User Names, External Root Folder for PDF.

When complete, you must import the file into the repository (select **File**, then **Import**, and then **File**) where it can be applied to a batch in the Batch Scheduler.

 **Note:**

- Member names in the CSV file are case-sensitive and must match the member names in the data source. If the member name case in the file differs from that in the data source, the burst generates no email output.
- The sender email address is *servicename <no.reply@oraclecloud.com>* from the Financial Reporting Batch Scheduler.

When you create a CSV Bursting File and import it into the repository, you can select it for your scheduled batch.

Selecting the Bursting File

To select a bursting file:

1. From the Explore Repository, navigate to the folder containing the bursting file.
2. Select the bursting file, and then click **OK**.

 **Note:**

The batch runs only for members selected in Member Selection in the Batch Scheduler. The CSV file is used only to output options for individual members in a dimension.

Previewing the Bursting List

The bursting list displays the default setting for the current scheduled batch. You can periodically view the default settings as you navigate through the Batch Scheduler and export the bursting list as a CSV file to specify output and permissions exceptions for a scheduled

batch, thus overriding the default settings defined for the scheduled batch. For example, you can specify a different subfolder for some reports based on selected dimensions, or make some reports read-only.

To edit the bursting destination file for a current batch, the Planning Service Administrator or Planning Power User exports the file to a text editor or Excel, enters the members if not already displayed, and edits any in the table. When complete, the file must be imported into the repository (File , then Import , then File) where it can be applied to a scheduled batch. See the Bursting Destination File located in the /sample folder for a sample list.

To export the bursting list as a CSV file:

1. On the **Schedule Batch** page, in **Bursting Options**, select **Preview Bursting List**.
2. Click **Export as CSV**.

By default, the file is exported to MS Excel, if available; otherwise, you are prompted to select a text editor.

3. Specify the output options and permissions for individual members.

 **Note:**

Members that are added to the file, but are not also selected in the batch wizard, are ignored during output. To make the reports "read only" to users based on a group or role, enter a group name or role name.

Specifying Burst Output Labels

To identify burst output report names and subfolder names:

1. From the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. On the **Schedule Batch** screen, in the **Bursted Output Labels** area, define an **Object Label** and a **SubFolder Label**.

The **Object Label** and **SubFolder Label** fields display two default text functions that enable you to identify the report and subfolder names. Click  to select additional text functions.

Click  to test the functions.

Example 8-1 Available Functions for Bursted Reports

- `<<MemberName () >>`—Returns the name of the member being burst. This function takes no parameters.
- `<<MemberAlias () >>`—Returns the alias of the member being burst. This function takes no parameters.
- `<<MemberDescription () >>`—Returns the description of the member being burst. This function takes no parameters.
- `<<BatchPovMember ("DataSrcName", "DimName") >>`—Returns the name of the POV member being burst, where `DataSrcName` is the name of a data source of the desired POV (a batch can point to two or more POVs), and `DimName` is the name of the dimension under the given POV whose member name is to be extracted.
- `<<BatchPovAlias ("DataSrcName", "DimName") >>`—Returns the alias of the POV member of the report being burst, where `DataSrcName` is the name of a data source of the desired

POV (a batch can point to two or more POVs), and *DimName* is the name of the dimension under the given POV whose member alias is to be extracted.

- `<<BatchPovDescription ("DataSrcName", "DimName")>>`—Returns the description of the POV member of the report being burst, where *DataSrcName* is the name of a data source for the desired POV (a batch can point to two or more POVs), and *DimName* is the name of the dimension under the given POV whose member description is to be extracted.
- `<<FinancialReportingObjectName ()>>`—Returns the name of the Financial Reporting object being burst. This is typically the report name. This function takes no parameters.
- `<<Financial ReportingObjectDescription ()>>`—Returns the description of the Financial Reporting object being burst. This is typically the report description. This function takes no parameters.
- `<<Date ("format")>>`—Returns the date and time that an online report is populated with data, or the date and time a snapshot report is saved, where *format* is a list of characters enclosed in quotation marks that define the format of the date and time.

 **Note:**

When POV-related functions (BatchPovMember, BatchPovAlias, and BatchPovDescription) are added, the parameter values must be surrounded by double quotation marks. For example: `<<BatchPovDescription("Planning sample basic on ProdServer1","Product")>>`, where "Planning sample basic on ProdServer1" is the data source name and "Product" is the dimension name.

Batch Scheduler Operations

Delete batches, retrieve exported output, view details, prepare batch files, change logon credentials, copy and modify batch properties, and assign file permissions.

Related Topics

- [Deleting Batches](#)
- [Retrieving the Exported Output](#)
- [Viewing Details of a Scheduled Batch](#)
- [Changing Logon Credentials for Scheduled Batches](#)
- [Copying Batch Properties to New Batches](#)
- [Modifying Batch Properties](#)
- [Assigning File Permissions to Snapshots and Snapshot Books](#)

Deleting Batches

Related Topics

- [Deleting Batches from the Batch Scheduler](#)
- [Automatically Removing Batch Scheduler Results](#)

Deleting Batches from the Batch Scheduler

Based on your role assignment, during batch scheduling, you can delete scheduled batches from the Batch Scheduler if the batches complete successfully. If you do not delete scheduled batches, the successful batches are saved in the Batch Scheduler. Batches with an "error" status are always saved in the Batch Scheduler.

To manually delete scheduled batches from the Batch Scheduler:

1. In the Explore Repository, select **Navigate**, then **Schedule**, then **Batch Scheduler**.
2. In **Batch Scheduler**, select the batches to delete.
3. Select **Edit**, and then select an option:
 - **Delete**: Deletes all selected jobs (does *not* delete running or pending jobs)
 - **Delete Selected Jobs (Including Running Jobs)**: Deletes all selected jobs (including running and pending jobs).
 - **Delete All Jobs**: Deletes all jobs whether or not they are selected (including running and pending jobs)
 - **Delete Batch Jobs Results (From Internal Folder)**: Deletes all batch job output that is stored in an internal folder from the repository (including PDF and HTML files)
4. When prompted, click **Yes**.

To specify that you want to automatically delete scheduled batch entries when you create a new batch:

1. In the Explore Repository, select **Navigate**, then **Schedule**, then **Batch Scheduler**.
2. In **Batch Scheduler**, select **File**, and then **New Scheduled Batch**.
3. On the **Schedule Batch** screen, select **Delete Scheduled Batch Entry from Scheduler if Complete Successfully**.

Automatically Removing Batch Scheduler Results

You can configure the Batch Scheduler to automatically remove batch jobs that exceed a specified future age. For example, you can remove batch jobs more than a week old that are stored on the scheduler server. The automatic removal option is turned off by default.

To enable automatic removal, edit the `ScheduledBatchCleanUpThreadDelay` and `ScheduledBatchCacheTime` properties. These properties are found in: `JCosnole/Means`: http://docs.oracle.com/cd/E57185_01/epm.1112/fr_webadmin/ch05.html.

Retrieving the Exported Output

After a scheduled batch is run, you can retrieve a zipped PDF output file, and then rename and relocate the zipped file to your local drive from the scheduler server. You must have access to the batch to retrieve the exported output.

 **Note:**

If you delete a batch after scheduling it, you cannot retrieve the output. Retrieval is only valid for non-bursted batch files.

To retrieve output:

1. In the Explore Repository, select **Navigate**, then **Schedule**, then **Batch Scheduler**.
2. In **Batch Scheduler**, select a completed scheduled batch that produced exported output.
3. Select **Action**, and then **Retrieve Output**.
The file is displayed as a zip file.
4. Select the files to export and click **Extract** to export the files to a directory on your machine or web server.

Viewing Details of a Scheduled Batch

To view the details of a scheduled batch:

1. In the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. In **Batch Scheduler**, select a batch.
3. Select **Action**, then **Show Details**.
4. To copy the details to the clipboard, in **Show Details**, right-click and click **Select All**, and then right-click and select **Copy**.
5. Click **Close**.

Changing Logon Credentials for Scheduled Batches

If you have changed your Financial Reporting server or database, you can specify new logon credentials to be used for all the scheduled batches when the scheduled batches run.

To change logon credentials:

1. In the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. Select **Action**, and then **Change Password**.
3. Select the logon credentials to change, **Financial Reporting Server** or **Database**, then enter a User ID, an Old Password, and a New Password, and then click **OK**.

Copying Batch Properties to New Batches

You can copy batch properties from an existing batch to a new batch. In addition, you can modify the properties of the copied batch, tailoring them to the new batch.

To duplicate and edit batch properties based on a scheduled batch:

1. In the Explore Repository, select **Navigate**, then **Schedule**, and then select **Batch Scheduler**.
2. In **Batch Scheduler**, select a scheduled batch, then select **Edit**, and then **Duplicate and Edit Properties**.
3. Edit the batch properties for the new batch.
For example, you can change the Start Time or Destination settings.
4. Click **Finish**.

Modifying Batch Properties

To modify batch properties:

1. In the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. In **Batch Scheduler**, select **Edit**, and then **Properties**.
3. In **Schedule Batch**, select a batch, and then click **Next**.
4. Modify the desired properties, and then click **Finish**.

Assigning File Permissions to Snapshots and Snapshot Books

To allow other users and groups to view snapshots and snapshot books that you create when running a batch, you must assign access rights to the users and groups.

To assign or remove access to snapshots:

1. In the Explore Repository, select **Navigate**, then **Schedule**, and then **Batch Scheduler**.
2. Select a batch, then select **Edit**, and then **Properties**.
3. Navigate to the **Destinations** area in the Batch Scheduler.
4. In **Destinations**, select **Save As Snapshot in Repository**.
5. Select **File Permissions**, and then click **Update List**.

If you remove all users, groups, and roles for a batch, then only an administrator can see the snapshot output generated by the batch in the repository.

6. Select the **Users, Groups, or Roles** tab, and move the desired user, groups, or roles to the **Selected Users, Groups and Roles** pane.
7. For each item in the **Selected Users, Groups, and Roles** pane, click **Access** to assign an access levels, and then click **OK**.

Using Annotations

Related Topics

- [About Annotations](#)
Annotations used with Financial Reporting reports capture collective information that can be shared on documents and data.
- [Creating Annotations](#)
Annotations can be attached to report, text, chart, image, and grid (including formula cells) objects, and they can reference full or partial POVs.
- [Showing and Hiding Annotations](#)
Show or hide annotation options.
- [Behavior of Annotations in Formula Cells](#)
Right-click a formula cell in the report viewer to create an annotation.
- [Viewing Annotation Summaries](#)
To view initial summary annotation text, right-click the annotation icon.
- [Viewing Annotation Details](#)
View annotations details, which may include responses and attachments, in the Annotation List panel.
- [Editing Annotations](#)
Selecting **Enable Editing** when an annotation is created to specify that users with Modify or Full-Control permission can edit the annotation.
- [Editing Annotation Context](#)
Select **Enable Context Changes** when an annotation is created to specify that users with Modify or Full-Control permission can edit the annotation context.
- [Setting Annotation Printing Preferences](#)
Define how to print annotations in a report.
- [Setting Annotation Permissions](#)
Annotation creators can apply access control and permission options to selected users, groups, or roles.

About Annotations

Annotations used with Financial Reporting reports capture collective information that can be shared on documents and data.

Annotations provide a range of flexibility from simple notations to full-fledged threaded discussions, laying the foundation for collaboration, compliance reporting, and business process analysis. Authorized users can create, edit, remove, and respond to annotations. Annotations can be attached to a report object (grid object, text object, chart object, and image object), and can reference a full or partial POV. Annotations included in reports can be viewed when selected for books and snapshot books.

 **Note:**

This chapter refers only to Annotations created in the Explore Repository, not to comments created in Planning and displayed using the "Show Cell Text as Annotations" option in Financial Reporting Studio.

Annotation Elements

Annotations include a header and body text.

- **Annotation Header**—A high level description of the commentary; includes Subject, Creation Date, Author, and Category. There is one summary heading for each annotation.
- **Body Text**—Text can be formatted to include, bold, italics, underline, color, left, right, center and justify alignment, indent, and bullet lists with hanging indent.

Considerations When Using Annotations

There are several considerations to keep in mind when creating annotations.

- The annotation creator can apply access control and permission options to groups or users.
- Annotations can be added to a single value, a row or column, or a range of rows and columns.
- Annotations cannot be applied to objects in the report's header or footer.
- Annotations in Snapshot reports, represented with an eye icon, and snapshot books and batches are limited to read-only permissions.
- Multiple attachments per annotation are supported as well as URL references. Hovering the mouse over the icon displays attachments.
- A warning icon is displayed when a report containing an annotation is deleted.
- A designer can add text cells or text objects to a report and apply an Annotation function that will reference specific annotations or annotation elements in a grid. This is done through Reporting Studio. See the *Designing with Financial Reporting Web Studio*

Creating Annotations

Annotations can be attached to report, text, chart, image, and grid (including formula cells) objects, and they can reference full or partial POVs.

To create an annotation:

1. From the Explore Repository, right-click a report, then select **Open In**, and then **HTML Preview**.
2. With the HTML preview displayed, select **View**, and then **Show Annotations**.
3. Click **New Annotation**.
4. In the **New Annotation** dialog box, enter information about the annotation in the following tabs:
 - **Annotation**

- a. Enter a **Title** and a **Description** for the annotation.

You can format the description text by specifying bullets, numbering, indentation, color, justification, undo, and redo.

- b. Select an option to define the **Category**.

- c. Select **Enable Editing** to allow users with the correct permissions to edit the annotation.

If **Enable Editing** is selected when it is created, users cannot reply to that annotation. See [Editing Annotations](#).

- d. Select **Enable Context Changes** to allow users with the correct permissions to change annotation context.

- **Context**

Select an object, and then select the dimensions that you want to include in the annotation. To select members for a dimension, click the dimension name.

Object information can be a data source or any object on the report. For example:

- Data Source—The annotation is attached to any Financial Reporting report using the specified data source.
- Grid, Data source—The annotation is attached to the specified grid and data source.
- Text, Chart, or Grid—The annotation is attached the specified object with no dimensions on the object.

- **Attachments**

Link attachments to an annotation. Click the File icon to attach a document that is located on your computer, click the Report icon to attach a document from the repository, or click the URL icon to select a link to a website.

5. Click **OK**.

An Annotation icon is displayed in the report.

Showing and Hiding Annotations

Show or hide annotation options.

1. From the Explore Repository, right-click a report, then select **Open In**, and then **HTML Preview**.
2. With the HTML preview displayed, select **View**, and then either **Show Annotations** or **Hide Annotations**.

Behavior of Annotations in Formula Cells

Right-click a formula cell in the report viewer to create an annotation.

The context of the annotation includes all dimensions except those that occur on the formula row and column. The content includes "Row X" and/or "Column Y" instead of the dimensions

that occur on the formula row and column ("Row 3", "Row 14", "Column C", "Column "AF"). For

Measures

		Year	Year	[A] + [B]
	Product	100-10		
Market	Scenario	45.00	35.50	80.50
East	Scenario	200.25	12.00	212.25
[1] + [2]	Scenario	245.25	47.50	292.25

example:

- If you annotate a cell with a value of 80.50, the context is: Measures/Market/Scenario/Column C.
- If you annotate a cell with a value of 47.50, the context is: Measures/Year/100-10/Row 3.
- If you annotate a cell with a value of 292.25, the context is: Measures/Row 3/Column C.

When displayed in the Annotation Panel, formula row and column headings are shown as the "display value" for the context rather than showing "Row X" or "Column Y". For example:

Measures

		Year	Year	Total Column
	Product	100-10		
Market	Scenario	45.00	35.50	80.50
East	Scenario	200.25	12.00	212.25
Total Row	Scenario	245.25	47.50	292.25

- If you annotate a cell with a value of 80.50, the context is: Measures, Market, Scenario, Total Column.
- If you annotate a cell with a value of 47.50, the context is: Measures, Year, 100-10, Total Row
- If you annotate a cell with a value of 292.25, the context is: Measures, Total Row, Total Column

 **Note:**

The context of the annotation still uses "Row X" and "Column Y." It is just the annotation display value that shows the heading values. This is consistent with what happens with member names when the grid is displaying member aliases (the member alias is shown in the display value of the context).

Considerations:

- You can include a formula row or column only in the context of an annotation by right-clicking on the cell.
- You cannot navigate to a formula row or column through member selection from within the New Annotation dialog box.
- The text "Row" and "Column" are in English and act like keywords. They are not localized.

Viewing Annotation Summaries

To view initial summary annotation text, right-click the annotation icon.

Within the bubble, you can click icons to view attachments, reply to annotations, or view annotation details, if applicable.

Viewing Annotation Details

View annotations details, which may include responses and attachments, in the Annotation List panel.

The following information is displayed for each annotation:

- **Status**—An eye icon indicates viewing rights, an exclamation icon indicates that the annotation is not longer associated with an object in the repository, or "blank" indicates that you can view and respond to the annotation.
- **Title**—Annotation title
- **Author**—Creator of the annotation
- **Description**—Annotation description
- **Posted**—Date the annotation was created
- **Source**—Database used in the report
- **Context**—Object associated with the annotation. If the object is a Grid, the dimension and members are displayed. If the object is an image, text, or chart, the path of the report and object ID are displayed.
- **Category**—Predefined categories describing that nature of the annotation.

To view annotation details, do one of the following:

- Click an annotation icon, and then click **Show Detail**.
- In the Annotation List Panel at the bottom of the screen, click **Show Panel**.

Editing Annotations

Selecting **Enable Editing** when an annotation is created to specify that users with Modify or Full-Control permission can edit the annotation.

If this option is not selected, the annotation cannot be edited. Once an annotation is created, this setting cannot be changed.

 **Note:**

If "Enable Editing" is chosen for an annotation, users cannot reply to that annotation.

If users can edit an annotation, they can change:

- Title
- Description

- Category
- Attachments

To edit an annotation:

1. With an annotation displayed in the **Annotation List Panel** and the bottom of the HTML Preview screen, do one of the following:
 - Double-click the annotation.
 - Right-click the annotation, and then select **Edit**.
 - Select the annotation, and then click the **Edit** icon in the Annotation toolbar.
 - Select the annotation from the object annotation bubble, and then select **Edit**.
2. In the **Annotation** dialog box, modify the Title, Description, Category or Attachments associated with the annotation.
3. Click **OK** to save the changes.

Editing Annotation Context

Select **Enable Context Changes** when an annotation is created to specify that users with Modify or Full-Control permission can edit the annotation context.

If this option is not selected, the annotation context cannot be edited. Once an annotation is saved, this setting cannot be changed.

Note:

The editing option is available only when viewing a report. This feature is not available in the **Explore Annotations** tab accessed by selecting **Navigate**, then **Administer**, and then **Annotations**. When working with annotations on the **Explore Annotations** tab, you can modify context using the **Change Source** option.

To edit annotation context:

1. Double-click an annotation, and then select **Edit**.
2. In the **Context** tab, do one or both of the following:
 - Select or clear dimensions.
 - Change the member selections for one or more dimensions.
3. Click **OK**.

Setting Annotation Printing Preferences

Define how to print annotations in a report.

1. In the Explore Repository, select **File**, then **Preferences**, and then click **Financial Reporting**.
2. In the **General** tab, click **Annotation Print Details**.
3. In the **Annotation Printing Preferences** dialog box, do one of the following:

- Select **Details**, and then select the options under **Use Footnote Details** to create a system-defined footnote. Generic formatting is applied and system-defined sizes and fonts are used
- Select **Text Object**, and then click **Select** under **Use Footnote Text Object** to use the footnote function in the report's text object to print annotations. Footnote functions are created by the report designer. This option provides more flexibility for formatting and printing annotations. For example, the footnote function may specify to print only grid annotations with different size, font, and color to be applied to the heading and content

4. Click **OK**.

Setting Annotation Permissions

Annotation creators can apply access control and permission options to selected users, groups, or roles.

Access control applies to the top level annotation (the root) and all subsequent replies. Permission options define what kind of access a user has to the annotation. You can organize and control the view of annotations to which you have access.

Permissions options are:

- **No Access**—Users cannot view annotations.
- **View**—Users can view all annotations but cannot create or respond to annotations.
- **Modify**—Users can create and respond to annotations, but not delete.
- **Full Control**—Users can create, respond to, and perform administrative functions associated with the repository object.

To set annotation permissions:

1. Click the annotation, and then click **Show Details** to view the annotation in the Annotation List Panel.
2. In the **Annotation List Panel**, highlight the annotation to which you want to set permissions and click **Permissions**.
3. In the **Permissions** dialog box highlight the users, groups, or roles to which you want to apply permissions, then click on the right-facing arrow to move them to the Selected Users, Groups and Roles panel.
4. From the **Access list**, select the permissions, and then click **OK**.

Using the Annotation Manager

Related Topics

- [Searching for Annotations](#)
Use the Explore Repository to access the Annotation Manager where you can search for annotations.
- [Viewing Reports Associated with Annotations](#)
View reports and their attachments that are associated with one or more annotations. An annotation summary row is displayed for each annotation in a report.
- [Responding to Annotations](#)
Respond to annotations through the annotations bubble or the Annotation List Panel in a Financial Reporting report.
- [Deleting Annotations](#)
You must be the annotation author, the administrator, or have "Full Control " role permissions to delete annotations.
- [Changing the Source for Annotations](#)
Use the Annotation Manager to change the source for annotations.
- [Showing Cell Text, Planning Unit Annotations, and Document Attachments as Annotations](#)
In the Explore Repository, annotations that are displayed using the **Show Cell Text as Annotations** option are view-only.
- [Changing Annotation Context Elements](#)
You can change the dimension or dimension member value for annotations associated with a specific data source.
- [Auditing Annotations](#)
Information about annotations, such as creation date and date last modified, are necessary for general auditing and compliance reporting.

Searching for Annotations

Use the Explore Repository to access the Annotation Manager where you can search for annotations.

To search for annotations:

1. From the Explore Repository, select **Tools**, and the **Annotation Manager**.
2. In **Search**, select a search method:
 - **All**—Search based on text located in Title, Author, Category, Description, or Context. Case-insensitive text, trailing asterisks, and wildcard strings are acceptable.
 - **Title**—Search based on text located in Title. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
 - **Author**—Search based on text located in Author.
 - **Category**—Search on a category.

- **Description**—Search based on text located in the description. Case-insensitive text, trailing asterisks and wildcard strings are acceptable.
- **Context**—Search on context. The Search lookup displays the **Context Lookup** dialog box where you can define your search based on a data source, element name, and, optionally, an element value.

Data sources are displayed for existing annotations. A Financial Reporting data source indicates that the annotation is attached to the report. The Financial Reporting data source is displayed if annotations are set on an object. A Planning data source indicates that the annotation is attached to the grid data source. To specify multiple element values, separate each value with a comma (,). Only one value must be met.

- **Advanced Search**—Define your search based on a combination of Title, Author, Description, Posted Date Range, Category or Context.

3. Click the annotation to view annotation content.

Context Lookup

To define your search in Context Lookup:

1. In **Data Source**, select a data source.

Data sources are displayed for existing annotations. The `fr` data source is displayed when annotations are set on a report object; `.fr` followed by a data source indicates annotations set on that data source for a report.

2. In **Element Name**, select an element.

The selected element is removed from the list and cannot be reselected.

3. In **Element Values**, specify the value.

To specify multiple values, separate each value with a comma (,). Only one of the multiple values must be met.

4. Click **Search** to view your results.

Advanced Search

To use advanced search:

1. In **Search**, select **Advanced Search**.

2. In **Advanced Search**, enter search criteria:

- **Title**—Annotation title
- **Author**—Annotation author
- **Description**—Annotation description
- **Posted Date Range From/To**—Inclusive beginning and end past dates of annotations. Calendar lookup selections are provided in the From and To drop-downs.
- **Category**—Topic or subject associated with the annotations
- **Context**—Select a data source, element name and element values using the Context Lookup. Click **Lookup** to display the Context Lookup dialog box.

Viewing Reports Associated with Annotations

View reports and their attachments that are associated with one or more annotations. An annotation summary row is displayed for each annotation in a report.

To view reports associated with annotations:

1. Open the Annotation Manager and search for annotations.
2. Right-click an annotation, and then select **Show Reports/Documents**.
3. If an error occurs, check whether the report's data source has changed.

Annotation icons in the report indicate the location of the annotation references. An eye icon is displayed for annotations associated with read-only reports/documents.

 **Note:**

If an error occurs when attempting to view a report, the data source for the report may have changed. You must match the data source for the annotations.

 **Note:**

If the report name is changed in the Explore Repository using the Rename menu option, then any object-level annotations remain associated with the renamed report. However, if the name is changed using the Save As... option in Reporting Studio, then the duplicated report and any object-level annotations from the original report are not copied to the report with the new name.

Responding to Annotations

Respond to annotations through the annotations bubble or the Annotation List Panel in a Financial Reporting report.

Users must have the proper roles to respond to an annotation. When replying, you can change the category and add attachments like Explore Repository documents, local documents on your computer, or URLs.

To respond to annotations:

1. In a report that contains annotations, do one of the following:
 - Click an annotation icon, and then click **Reply**.
 - In the Annotation List panel at the bottom of the screen, click **Show**, and then click **Reply**.
2. Click **OK**.

 **Note:**

If **Enable Editing** is selected for an annotation when it is created, users cannot reply to that annotation. When responding to annotations, the **Annotation** and **Attachments** tabs are enabled. See [Creating Annotations](#).

Deleting Annotations

You must be the annotation author, the administrator, or have "Full Control" role permissions to delete annotations.

To delete an annotation:

1. Do one of the following:
 - Click an annotation icon, and then click **Show Details**.
 - In the Annotation List panel at the bottom of the screen, click **Show**.
2. Highlight an annotation, and then click **Delete**.

Changing the Source for Annotations

Use the Annotation Manager to change the source for annotations.

To change the annotation source:

1. Open the Annotation Manager and search for annotations.
2. Right-click an annotation, and then select **Change Source**.
3. Change the desired source options.
 - Type
 - Server
 - Application
 - Database
4. Select **Apply to All Annotations** to apply the source change to all annotations that meet the data source criteria; clear **Apply to all Annotations** to apply the element change to the highlighted annotations only.

To apply the source change to only the highlighted annotations, clear the check box.

5. Click **OK**

A confirmation message displays the number of changed documents. The changed documents are highlighted in the list.

Showing Cell Text, Planning Unit Annotations, and Document Attachments as Annotations

In the Explore Repository, annotations that are displayed using the **Show Cell Text as Annotations** option are view-only.

 **Note:**

This refers only to Financial Reporting annotations created in the Explore Repository.

Changing Annotation Context Elements

You can change the dimension or dimension member value for annotations associated with a specific data source.

To change the context elements for annotations:

1. Open the Annotation Manager and search for annotations.
2. Right-click an annotation, and then select **Change Element**.

The **Change Element** dialog box is displayed with the current data source.

3. In the **Change Element** dialog box:

- Select a data source.
- Select an option:
 - **Change Element**—Changes a dimension. In **Replace**, select a dimension, and in **With**, enter a new dimension.
 - **Change Element Value For**—Changes a dimension and a member. In **Replace** select a new dimension, and in **With**, enter a member.
- Select **Apply to All Annotations** to apply the element change to all annotations that meet the data source criteria; clear **Apply to all Annotations** to apply the element change to the highlighted annotations only.

4. Click **OK**.

A confirmation message presents the number of annotations changed to the new element. The changed documents are highlighted in the list.

Auditing Annotations

Information about annotations, such as creation date and date last modified, are necessary for general auditing and compliance reporting.

Annotation information is logged on the Financial Reporting server for annotations associated with Financial Reporting reports in the file `AnnotationAudit.log`. For each annotation, this file contains:

- Action taken: annotation created, replied to, or deleted
- Annotation title

- Data source associated with the annotation
- Annotation context
- User ID of the user who added, changed, or deleted the annotation
- Time and date the annotation was created, modified, or deleted
- Name and path of the report associated with the annotation
- Object type associated with the annotation (grid, chart, image, text box)

The Financial Reporting AnnotationAudit.log file is in *MIDDLEWARE_HOME/user_projects/domains/EPMSystem/servers/FinancialReporting0/logs*.

 **Note:**

Annotation permission changes are not logged.

Accessing Financial Reporting From a Mobile Device

Related Topics

- [Overview of Accessing Financial Reporting From a Mobile Device](#)
You can view, launch, and interact with Financial Reporting reports from mobile devices.
- [Viewing Reports and Books](#)
View the entire book or individual reports in the book.
- [Working With Reports and Books](#)
Change the user POV, respond to prompts, and use expansions and related content.

Overview of Accessing Financial Reporting From a Mobile Device

You can view, launch, and interact with Financial Reporting reports from mobile devices.

To access Financial Reporting from a mobile device:

1. Open a new browser page.
2. Enter the following URL:
`https://pod#.planning.us0.oraclecloud.com/hr/mobile/HRMobileLogon.jsp`
where `pod#` is the specific number for your companies assigned pod.
3. Enter a user name and password when prompted.
4. Press **OK** to access the Financial Reporting repository.

After you access the repository, you can:

- Select and display reports, snapshot reports, books, and snapshot books. See [Viewing Reports and Books](#).
- Work with reports and books, including responding to prompts and using expansions. See [Working With Reports and Books](#).

When using Financial Reporting on a mobile device, be aware of the following differences between using Financial Reporting on a mobile device and using it on other platforms:

- A menu of report interactions is available at the top of reports that offers the following interactions:
 - HTML Preview
 - Refresh
 - PDF Preview
 - Preview User Point of View

- A PDF preview of a report only displays the page area that is currently visible within the mobile device screen. To scroll to another page or down within the same page, tap the **Launch Out** link at the top left of the screen. The report is then displayed in a separate browser tab that enables full interaction with all pages of the PDF report.
- To launch a report or book in PDF Preview on a mobile device, tap the PDF icon next to the report or book name in the repository list.
- Preview user POV and prompts are displayed on separate browser tabs.
- For devices such as iPad and Android tablets, the folder and object list are displayed in one pane when a report or book is open, and the open report or book is displayed in another. However, for devices such as iPhones and Android phones, when a report or book is opened, the report or book contents replace the folder and object list on the screen. Use the phone navigation buttons to move between the open report or book and the repository list.
- When accessing Financial Reporting from a mobile device, users create reports, books, or batches; schedule batches; or edit Explore Repository user preferences.
- Exporting a report to Microsoft Office is not supported on mobile devices.
- Annotations are not supported on mobile devices.

Viewing Reports and Books

View the entire book or individual reports in the book.

Related Topics

- [Viewing Reports](#)
- [Viewing Books](#)

Viewing Reports

If reports contain dimensions on the user POV, the dimensions are displayed above the report or book. Setting dimensions on the user POV enables modification of the dimensions, which results in a modified POV and requires regeneration of the report or book.

Note:

In the repository, you can display the current user POV settings page before reports or books are run. Current user POV settings can be edited after reports or books are run.

Reports viewed in PDF are generated using the user POV and output in PDF. Reports with multiple page members are generated for all page members and displayed.

To view a report:

1. From the Explore Repository, select **File**, then **Open**, then **Document**, and then select a report.
2. **Optional:** If the **Preview User POV Settings** dialog box is displayed, change the settings, and then click **OK**.

If the page is displayed, User Point of View is selected in Preferences for Financial Reporting.

3. On the POV bar located on top of the report, select a dimension to invoke member selection. Select another member, and then click **OK**.

The report content changes to reflect the POV change.

4. Select **View**, and then **Preview User Point of View**.
5. In **Preview User Point of View**, click **Select** to change dimension selections.
6. In **Member Selection**, select another member, and then click **OK**.

The report is refreshed.

Viewing Books

You can view the entire book or individual reports in the book. When you select a report name, the report is generated for all member combinations specified in the book.

You can preview the user POV before running books. When you view books, the user POV and Tables of Contents are displayed. The user POV specifies members for dimensions not defined on report grids. You can change the user POV members and then run the book to display new-member data.

Use the Table of Contents to locate reports that you want to view and to set options.

 **Note:**

The time required to generate and display books varies, depending on book size. You can cancel books at any time.

To view a book:

1. From the list of files, select **View**, then **Display Items of Type**, and then **Book**.
2. Right-click the book, then select **Open In**, and then **HTML Preview** or **PDF Preview**.

When a book contains HTML content, and you select "Complete Book in PDF," the rendered and printed book does not include HTML content.

3. **Optional:** If the Current User POV Settings page is displayed, change the settings, and then click **OK**.

If the page is displayed, User Point of View is selected in the Preferences dialog box for Financial Reporting.

4. **Optional:** From the Book Table of Contents page, modify the User POV, and then view the report for the new POV.
5. To view a specific document, highlight the document, and then click **Show Report**.

Working With Reports and Books

Change the user POV, respond to prompts, and use expansions and related content.

Related Topics

- [Changing the User POV](#)

- [Responding to Prompts](#)
- [Using Expansions](#)
- [Using Related Content](#)

Changing the User POV

The user POV, which specifies members for dimensions not defined on report grids, is available for dynamic reports and books, as specified during design time. You can change the user POV members before running reports and books, and then run the reports and books to display new-member data. You can also modify user POVs after running reports and books.

When you view a report or book in HTML, the user POV can be displayed above the report or the book Table of Contents in the Content area.

Each dimension or member is a link. When a link is selected, it displays a Member Selection page from which you can select members for the dimension. The members for a dimension are shown in Tree view, which is a hierachal view of the members of the dimension. By default, Tree view shows only the top-level member. You can expand a member to see its children. If you do not have access to parent members, the parent and child hierarchy cannot be rendered in a tree; instead, the hierarchy is presented as a large flat list.

Note:

The tree view is limited to Service Administrators who have full access. All other users are presented a flat list.

Member search methods:

- Expand data-member rows, and search visually. You can use the Expand all Rows button to expand the rows.
- Use the Find text box to search by member or alias and description. Search criteria can include wildcards, such as * and ?.

Responding to Prompts

Some reports are designed with prompts, which are displayed when you view the reports or books containing the reports. You respond to prompts and provide requested information by selecting members from prompt lists.

To respond to a prompt when previewing a report or book:

1. Right-click the report or book, then select **Open in**, and then **HTML Preview**.
2. Do one of the following:
 - In the Selection text box, enter the member name for the respective prompt, if known. If the text box is disabled, the prompt contains alias names. To edit the text box, key over the existing text. Separate each member with a comma (,).
 - If the member name is not known, click **Go to Member Selection** . In the **Select Members** dialog box, select the desired members, and then click **OK**.
3. **Optional:** To undo any changes, click **Reset in Respond to Prompts**.

4. Click **OK** to run the report.

Using Expansions

Expansions enable report viewers to see children of members and their corresponding data. Expansions are available only when viewing HTML reports. Rows and columns for which expansions are enabled are displayed with right-facing triangles, which you click to view associated detail. After expansions are executed, pages are positioned near the rows or columns selected for expansion. Expansions are set up during design time.

When using expansions:

- Click the right-facing triangle for a row or column to view the next level of detail. (Click multiple times to see multiple levels of detail.)
- Click the down-facing triangle for an expanded row or column to collapse its members.

 **Note:**

If you have a background color that is the same color as the triangle used for the expansion, you will not be able to see the expansion arrow.

Using Related Content

Related Content links to other Financial Reporting documents and to documents on other Oracle servers. Related Content is set up by report designers, and is available only in HTML. You view Related Content links by clicking grid values, which are underlined by default.

Members of the cell selected for Related Content are passed to the user POV and are used in the related content report. Thus, the context of the Related Content report is the cell selected in the primary report. For example, if you select the Margin row in the row cell, Boston column cell, Financial Reporting sets the user POV for the Account dimension to Margin, sets the user POV for the Entity dimension to Boston, and then displays the Related Content report. See the *Designing with Financial Reporting Web Studio*.

Related Content Rules:

- If only one action (HTML) is enabled for the object, actions are not listed on the Related Content page.
- The default action (HTML) is listed next to the object label.
- Folders open in the Related Content area.
- Object-level security is observed inside folders and when reports are requested to be viewed.

To use Related Content:

1. In a report, click a Related Content link.

The report opens if a single report is selected in the list of Related Content and only one action is specified. If multiple reports are selected or multiple actions are specified, the Related Content page is displayed in a separate browser window.

2. If the **Related Content** dialog box is displayed, click a link.

If the link you click is not a folder, the document or action combination clicked is displayed.