Oracle® Fusion Cloud EPM

Creating and Managing Report Packages for Narrative Reporting

ORACLE®

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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*.

2

Overview of Report Packages

Related Topics

- [Learning About Report Packages](#)
  Report packages provide a secure, collaborative, and process driven approach for defining, authoring, reviewing and publishing financial, management and regulatory reports.

- [Why Use a Report Package?](#)
  Report packages enables you manage the lifecycle of your deliverable, such as: Gathering information, reviewing it for accuracy, and Presenting it are key to business.

- [What is a Report Package?](#)
  With report packages, you can structure the content of your report, assign responsibilities to content creators and reviewers, and manage their collaboration and workflow to produce a unified document.

- [Report Package Components](#)
  A report package is made up of several components:

Learning About Report Packages

Report packages provide a secure, collaborative, and process driven approach for defining, authoring, reviewing and publishing financial, management and regulatory reports.

But what is a report package? Why would you use one? And how do they work? The following topics provide answers to these questions:

- [Why Use a Report Package?](#)
- [What is a Report Package?](#)
- [Report Package Components](#)
  - [Author Phase](#)
  - [Review Phase](#)
  - [Sign Off Phase](#)

See these videos - :

- [Overview: Report Package Part 1 in Narrative Reporting](#)
- [Overview: Report Package Part 2 in Narrative Reporting](#).

Why Use a Report Package?

Report packages enables you manage the lifecycle of your deliverable, such as: Gathering information, reviewing it for accuracy, and Presenting it are key to business.

Financial reporting is a critical function in most companies. Reports can be internal, for board packages, management updates, or quarterly updates. Or they can be external, such as

statutory, regulatory, filing, or annual reports. For any report, gathering information, reviewing it for accuracy, and presenting it are key to businesses.

Creating reports is easy with one author and no review, but having multiple authors working on a report can be more complicated. Do all of the authors have the current version? How do you merge changes from multiple authors into a single document? As you add content creators, keeping everyone organized becomes more challenging.

The situation becomes even more difficult with several authors, multiple reviewers—each of whom might be responsible for different sections, and multiple signers who provides final sign off on the whole report. How do you keep all of your authors, approvers, reviewers, and signers organized? How do you handle versioning and manage workflow? Coordinating stakeholders by email can be daunting.

A better way to organize and produce a collaborative report is by using a *report package*.

What is a Report Package?

With report packages, you can structure the content of your report, assign responsibilities to content creators and reviewers, and manage their collaboration and workflow to produce a unified document.

Use report packages to create, for example, internal Reports that may require some level of collaboration to develop, but may not undergo a highly intensive review. Or, you can create external reports that require a high level of scrutiny, multiple reviews, and significant process management.

With report packages, you can:

assign content to multiple authors

gather comments from reviewers

provide an electronic sign off on the completed report

manage the report life cycle

combine data points with textual narrative

secure and control access to the report content

Report packages help you manage the lifecycle of your deliverables. With them, you can:

- Assign content to multiple authors, who each contribute individual pieces of the report

- Gather comments from multiple reviewers

- Provide an electronic sign off on the completed report

- Manage the report lifecycle by providing notifications to users, managing the workflow, and coordinating the processes

- Combine data points with textual narrative

- Secure and control access to the report content, enabling users to see only the content that they are permitted to see at the time that they are permitted to see it

Next, let's look at some key components of a report package.

Report Package Components

A report package is made up of several components:

- Doclets are individual pieces of a report that can be assigned out to authors to provide the content.

- **Optional**: Supplemental doclets are managed exactly the same way as a doclet, with respect to workflow and content management, except that the content of the files is not merged into the report package.

- Reference Doclets are managed exactly the same way as a doclet, with respect to workflow and content management, except that the content of the files is not merged into the report package.

- Sections help group and organize doclets in a report package.

- Development phases enable you to select which of three phases you require for your development: an author, review, and sign off phase.

Doclets

A core feature of report packages is the ability to break down a report into subcomponents called *doclets*. What makes up a doclet varies, depending on the type of report that you are creating. For example, a sales report might have separate doclets for each geographical region, and a financial disclosure might have doclets for each of the various financial statements, tax statements, and notes.

Alternatively, if one person is responsible for all of the income statement information in a report, for example, those income statement documents can be all classified as a single doclet. How you define a doclet is completely up to you. See "Identifying Doclets" in Report Package Design Considerations.
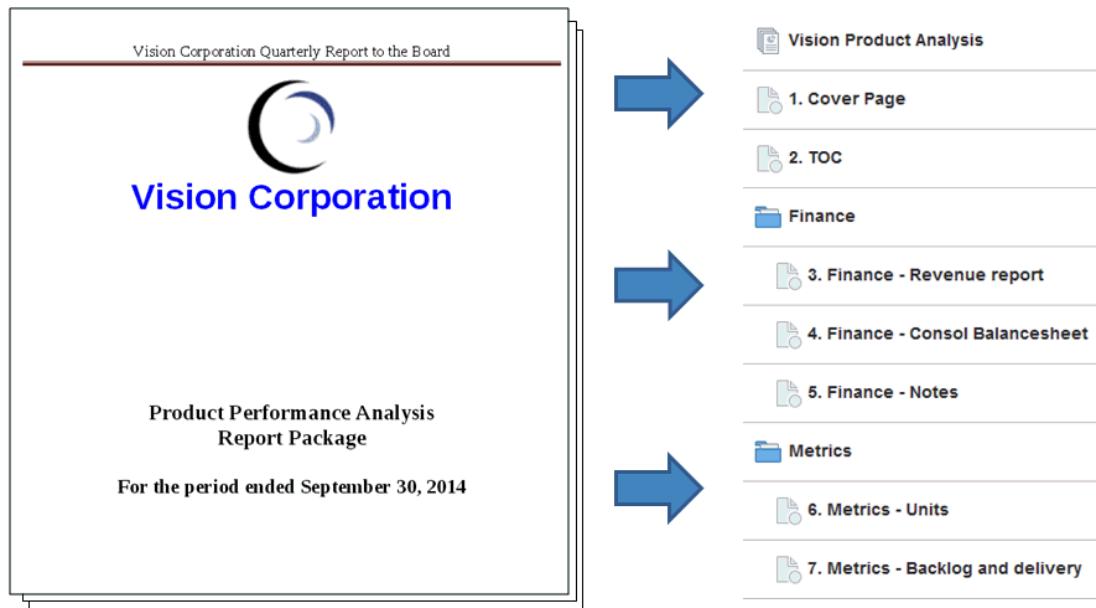
After you identify the doclets in a report, you assign them to authors, who provide content. For example, in a report that breaks down revenue by categories, you can have doclets for services, hardware, and software licenses. Then, you could assign each doclet to the management team in charge of that category.

Supplemental Doclets

Supplemental documents such as procedures, instructions, reference material, and so on, can be uploaded into a report package as a supplemental doclet. Supplemental documents can be any type of document file (for example, PDF, Excel, Word, and so on). As the content for supplemental doclets is not included within the merged report, these doclets are excluded from the review and sign off processes. The supplemental doclet contents cannot be viewed online, but users can download and use native programs to open the supplemental doclet in the same way that you can work with third party artifacts in the library.

See this video also Managing Supplemental Doclets in Narrative Reporting.

Reference Doclets

A Reference doclet can be used as a container to store contents such as named ranges from an Excel file or charts and graphs created from Reports, see Adding a Report to a Reference Doclet and consumed by one or more regular doclets (non-supplemental).

The file content for Reference doclets is not *directly* included in any report package outputs, such as preview, publish, review instances or signoff instances. However, embedded content within a consuming doclet is displayed as part of the report package outputs - even though the actual reference doclet is not directly merged in the outputs. Reference doclets can participate in the author phase, but not in the review or signoff phases.

Sections

Sections enable you to group doclets for organization, or to keep doclets together that have a common format or are intended for a common viewership. For example, you can group all financial statements in a financial disclosure report into one section. Doing so provides a filtered view of only those doclets to the reviewers assigned to that section.

Development Phases

Report package development occurs in three phases:
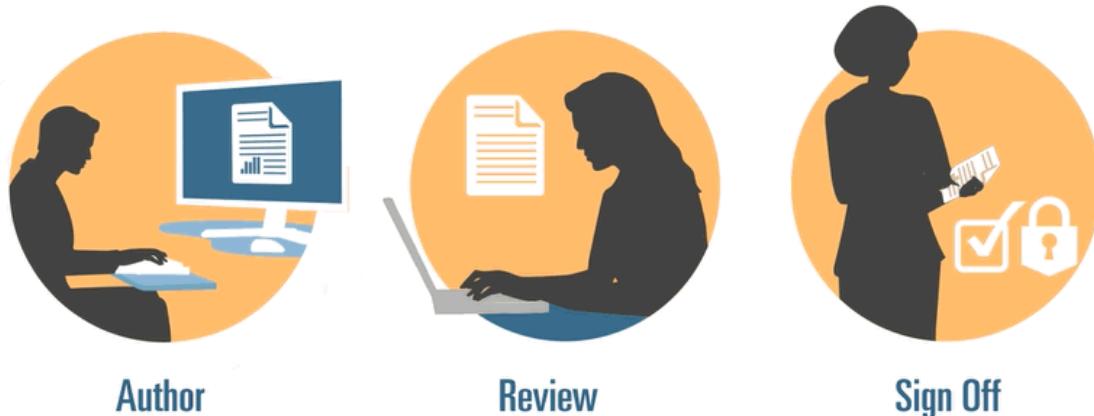
- Author phase—Compile the various report content and supporting details together into a cohesive report package.

- Review phase—Gather commentary on multiple draft versions and revise the report content accordingly.

- Sign Off phase—Gather electronic signatures from key constituents and secure report contents to prevent modifications.

You decide which development phases your report requires. If the report content is going to be provided primarily by one or two people, then you may not need an author phase. If your report is being developed for a small group of internal stakeholders and not a public audience, then you may not need a review phase. You can tailor the development phases to the type of report that you need. See "Determining Development Phases" in Report Package Design Considerations.

Lets's look at these development phases in a little more detail.

Author Phase

In the author phase, authors and approvers work with doclets to add content to a report package. Authors provide content, and approvers review and edit the content.

Benefits of the author phase include:

Content Management

Content management allows users to check doclets in and out of a central repository, ensuring that only one user at a time is updating a doclet. It also provides for version control. When a user checks in an updated version of a doclet, the previous version is automatically stored. Previous versions can be easily accessed for comparison. Users can store versions that they're still working on and can check versions in when they're ready for others to access them.

> ⓘ **Note**
>
> Doclet versioning has been optimized to minimize the impact of multiple automated check-ins. When multiple automated check-ins are performed on the doclet due to variable or embedded content changes, the system will update the doclet contents but will not generate a new version.

Flexible Workflow

Workflow enables doclet content to be developed collaboratively. An author can update the doclet, and an approver can review and edit the content. You can set up multiple levels of approvals, and the number of approval levels can vary per doclet. For example, a doclet containing an introductory statement may not require an approval, and a doclet containing revenue information may require multiple approval levels.

Using workflow, users scheduled for later in the review process can take control of a doclet sooner. For example, if a doclet is assigned to an author, an approver or the owner of the report package can take action on the doclet without waiting for the doclet author. This flexibility eliminates bottlenecks and speeds up content development.

Process Reporting

Process reporting enables you to view the author phase status on two levels:

- **Summary level**—Provides statuses for the entire author phase, such as the overall completion percentage of the author phase, a summary of the status of all the doclets, and the due date and time remaining for the author phase.

- **Doclet level**—Provides the status for each individual doclet, the current responsibility, and whether the doclet is checked in or out. You can also tell at a glance the workflow level of the doclets, including the user assignments and the due dates by user.

Review Phase

In the review phase, reviewers provide feedback, ask questions, and recommend changes.

Benefits of the review phase include:

Multiple Review Cycles

In the review phase, multiple reviewers can review different versions of the report. For example, managers could review the first draft of the report, executives can review the second draft, and top management can review the third.

You can vary the review assignments by area. A user can be assigned to review the entire report, a section of the report, or a doclet.

Threaded Commentary

Reviewers provide feedback by commenting on different areas of the report. These comments are threaded so other reviewers can participate in the discussion. Reviewers can provide attachments or links to their comments to provide supporting details. Reviewers can close comments after the outstanding issue is addressed.

> ⓘ **Note**
>
> Comments persist across review cycles in context, so that reviewers can see how comments are addressed in subsequent drafts.

Multiple Platforms

You can comment on reports in these ways:

- Desktop or mobile web browser
- Microsoft Office, through Oracle Smart View for Office

Process Reporting

Process reporting enables the report package owner to view the review phase status on two levels:

- **Summary level**—Provides statuses for the entire review phase, such as the overall completion percentage of the review phase, the number and percentage of reviews completed, the number of open comments, and the due date and time remaining for the review phase.

- **Doclet level**—Provides review status for each doclet, such as the reviews completed per doclet and the number of open and closed comments raised for each doclet.

Sign Off Phase

The Sign Off phase enables you to finalize your report content and get sign off from your key stakeholders.

Benefits of the sign off phase include:

Locked Content

In the sign off phase, you lock your report to prevent changes. The report signers review the final report and either sign off or reject the report content. If the report is rejected, the report package owner can unlock and correct the report content. If the report is signed off, the process is complete, and the report is ready for publication.

Multiple Platforms

You can provide sign off in these ways:

- Desktop or mobile web browser

- Microsoft Office, through Oracle Smart View for Office

Process Reporting

Report package owners can view a summary of the sign off phase. The summary can include completion percentage, number of sign offs and rejections, due date, and days remaining, as well as who signed off and any sign off notes.

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Report Package Design Considerations

As a report package owner, you must make several decisions when you design and create a report package:

- What will the report package look like? Does the Narrative Reporting report need to look and feel like an existing report? See Working with the Style Sample.

- Which development phases do you need? See Determining Development Phases.

- What's the most efficient way to divide your report into doclets? See Identifying Doclets.

Answering these questions will help you create a report package tailored to your needs.

Working with the Style Sample

The report package style sample determines the look and feel of a report. For Word-based report packages, you begin creating a report by creating the style sample document in Microsoft Word that contains all of the page settings and styles for your report. For PowerPoint-based report packages, you create a PowerPoint file that contains the slide masters and slide layouts that you want your report to have. If you are creating a report package to produce an existing report or presentation, your goal should be to replicate the look and layout of that report or presentation. See Understand Style Samples.

> ⓘ **Note**
>
> For PDF-based report packages, you do not upload a style sample document. Instead, you specify the header, footer, and margin information when you create the report package. See Specifying the Header, Footer, and Margins for PDF-based Report Packages.

Let's look at an existing report to see how to create a style sample document from it.

Sample pages:

Vision Corporation Quarterly Report to the Board

Finance Review

Summary Income Statement:

	June		Y-1-D(June)	
	Actual	Plan	Actual	Plan
Net Revenue	$ 157,041,194	$ 157,730,324	$ 813,397,703	$ 836,170,987
Cost of Sales	106,377,180	106,662,144	525,297,518	538,717,753
Gross Profit	50,664,003	51,068,680	288,100,185	297,453,234
Operating Expenses	39,048,403	39,090,204	198,134,121	204,616,280
Pretax Income From Operations	11,615,600	11,978,476	89,966,065	92,836,953
Other Exp (Inc)	(3,790,608)	(3,833,059)	(17,411,614)	(18,263,253)
Total Pretax Income	7,824,997	8,145,418	72,554,450	74,573,700
Provision for Income Tax	4,673,177	4,637,471	25,097,577	25,731,792
Earnings from Investments in Subs	276,341	274,287	1,303,221	1,343,482
Net Income	$ 3,428,161	$ 3,782,234	$ 48,760,095	$ 50,185,390

Table 1.1

Overall, our balance sheet performance for the most recently completed quarter was off from our operating plan. Our net revenue was lower, based on several factors. These included increased competition, lower average selling prices and aggressive negotiations from our vendors.

Revenue and Gross Profit Analysis:

	Net Revenue	Gross Profit
January	125,016,551	44,003,086
February	111,074,417	39,614,955
March	138,587,934	50,289,215
April	139,396,517	48,522,157
May	142,281,102	55,026,769
June	157,041,184	50,664,003

Table 1.2

Table 1.2 shows our Gross Profit and Net Revenue performance. During the first six months of the year, we have had spikes related to our net revenue due to issues in both North America and APAC, and this led to a corresponding drop in our Gross Profit. Additionally, our Gross Margin percent had a downward trend in February that continued into March. We recovered significantly in April, and with another downward trend in May leading to an historic low in June. Our best-in-class competitors maintain a reliable 48% Gross Margin percent. Vision needs to make some critical strategic decisions in order to stabilize our gross margin performance, and will need to insure investors that the spikes we are currently encountering will stabilize and transform Vision into a world-class, fiscally responsible company.

	Net Revenue	Gross Profit
North America	427,335,515	149,505,675
Latin America	53,845,926	23,748,706
EMEA	350,311,153	206,285,333
APAC	129,641,111	(43,174,428)
Total Entities	961,133,706	336,381,286

Table 1.3

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Vision Corporation Quarterly Report to the Board

In June, APAC's gross profit dropped to a loss, while North America, which contributes the majority of Vision's revenue, had a gross profit under 30% which contributed to an overall pulldown of Vision. However, we are seeing positive trends in our revenue and gross profit performance.

"The outlook for ex-Japan Asia deteriorated this month following a stable outlook in the previous period. FocusEconomics panelists lowered their growth forecasts for 2014 by 0.1 percentage points to 6.2%. The deteriorating outlook mainly reflects lower growth prospects for Indonesia and Thailand. Projections for 11 of the 15 economies surveyed-including regional behemoths China and India-remained stable this month, whereas forecasts for Korea and Myanmar improved compared to the previous period. For 2015, forecasters polled by FocusEconomics left their growth projections unchanged at the previous month's 6.4%.

Global economic prospects worsened slightly in recent weeks. In the United States, GDP stalled in Q1 due to weaker activity in investment and exports. Nonetheless, recent indicators point to a rebound in activity going forward; the unemployment rate fell to pre-crisis levels in April and the ISM manufacturing index recorded a stronger performance in the same month. Meanwhile, the Federal Reserve continued to wind down its asset purchase program at its 29-30 April meeting. At the current pace the program is on track to come to an end in December of this year.

On the other side of the Atlantic, growth in the Eurozone disappointed in Q1, increasing a seasonally-adjusted 0.2% over the previous quarter. Germany continued to outperform the rest of the Eurozone's largest economies. European Central Bank President Mario Draghi stated on 8 May that he was "comfortable" taking action in June to address the risk of deflation. Meanwhile, further risk of military escalation in Ukraine following the secessionist referenda held in two eastern provinces on 11 May continued to dominate the headlines. Additionally, there could be a resurgence in violence ahead of the presidential elections scheduled for 25 May."

Vision Corporation Quarterly Report to the Board

Balance Sheet – Year over Year Comparison:

	June 2014	June 2013
Cash and Cash Equivalents	$ 173,545,723	$ 45,099,114
Accounts Receivable - Net	384,188,475	369,781,407
Total Inventory	222,629,253	214,280,656
Prepaid Expenses	124,206,194	119,548,462
Current Assets	904,569,645	748,709,638
Gross PPE	1,391,109,375	1,338,942,773
Accumulated Depreciation	(722,037,397)	(683,413,822)
Fixed Assets	669,071,978	655,528,951
Intangible Assets	49,120,932	47,278,897
Accum Amort: Intangible Assets	(14,736,280)	(14,183,669)
Investment in Subsidiaries	68,769,305	66,190,456
Long-Term Deferred Tax Asset	51,576,979	49,642,842
Other Assets	171,923,263	165,476,140
Total Assets	$ 1,745,564,885	$ 1,569,714,730
Accounts Payable	$ 144,907,227	$ 139,473,206
Other Current Liabilities	390,531,116	375,886,199
Current Liabilities	535,438,342	515,359,404
LT Deferred Taxes	39,640,248	38,153,738
LT Debt	539,994,391	519,744,601
IC LT Loan Payable	30,071,912	28,944,215
Other LT Liabilities	60,485,550	58,217,342
Long-Term Liabilities	670,192,101	645,059,897
Total Liabilities	1,205,630,443	1,160,419,302
Minority Interest	25,629,470	24,668,365
Shareholder's Investment	241,942,201	232,869,369
Retained Earnings	272,362,771	151,757,694
Total Shareholder's Equity	539,934,442	409,295,428
Total Liabilities and Equity	$ 1,745,564,885	$ 1,569,714,730

Table 1.4

Vision's summary balance sheet shows strong growth in shareholder equity from the previous year, as a result of improved net profit results.

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Notice that the pages share common elements:

- The header contains the company name, and there is a decorative footer with a page number on each page

- Text outside of tables is formatted in a single column with common margins

- The pages are letter size (8.5 inches by 11 inches or 215.9 by 279.4 mm) and are all in portrait orientation

The style sample document ensures that all of the pages in the report will share these common characteristics. However, if you were to simply upload the entire existing report as the style sample document, it might impact the system performance. You should upload a document that contains only enough style information to set the style sample, without additional text. One way to do that is to delete all but a representative page from the original report to use as the style sample document. This document should contain the elements that you want your final report to include. The following image shows a single page from the full report that can be used as a style sample.

- Page header and footer, including page number
- Two levels of section heading (Heading 1 and Heading 2) formatted with numbers (see Important note, below)
- Paragraph text

> ⚠ **Caution**
>
> For Word-based report packages, if your report contains any styles that have been modified from their default values in Microsoft Word, you must include an example of the styles in the style sample document so that they can be integrated into the report package style sample and made available for all doclets in the report package. In the example above, Heading 1 and Heading 2 have been modified from their default values in Word to include numbers. You must create examples of Heading 1 and Heading 2 in the document, as above, so that the changes are retained in the style sample document. See [Understand Style Samples](#).

After you create the style sample document, and upload it to the report package (see Create

Report Packages), add some doclets and then use the **Preview** tab to see how the merged doclets look with the style sample applied to them. You may have to adjust the style sample document to get the doclets to display correctly.

From the Preview tab, you can also download a preview version of the entire report, doclet, or

section by selecting Actions, and then **Download Preview**. You can download the preview in Word or PowerPoint, in PDF format.

You can also preview an individual doclet or a section. A doclet approver could view and review the doclet contents from the web and then approve or reject the doclet without having to download the document. The same applies for a section. The preview would include all section contents merged into a single document.

To preview and approve or reject a doclet or section without having to download:

1. From the , select the doclet or section to preview.

2. Select ▾, **Doclet Actions** next to the doclet to preview or **Section Actions** next to the

   section to preview then **Preview**. You are automatically taken to the .

Determining Development Phases

After you have created and uploaded a style sample document, you determine what development phases your report requires. Narrative Reporting provides three phases of development for report packages:

Author
Enables you to collaborate to develop the report content and supporting details

Review
Allows you to gather commentary on multiple draft versions and to revise the report content as needed

Sign Off
Provides the ability to secure report content to prevent further modifications and to gather sign offs from key constituents

When you create the report package, you enable the development phases that your report requires. You also set the timelines for each phase. Let's look at some common business needs for each phase.

Do I need an author phase?

The development process for report content can range from centralized, meaning a single or small group of authors contribute content, to distributed, meaning the content is divided across multiple users who each contribute individual pieces of the report. The more distributed your development process, the more your report package would benefit from workflow and version control, and thus an author phase.

Do I need a review phase?

Some reports don't require an extensive review process, while others benefit from an added layer of scrutiny. Ask yourself the following questions to help determine if your report needs a review phase.

- Is my report intended for an external audience? These types of reports generally require an extensive review phase to ensure that all of the information that is presented to the public is accurate.

- Was my report content created by multiple authors? Reports content that was added by several people can benefit from a review to make sure that the information is being presented consistently.

- Does my report contain a lot of financial data or other numeric content? It is a good idea to have someone double-check report data to make sure that the numbers are accurate.

In general, review cycles help to ensure both accuracy and consistency. The more your report depends on these attributes, the more it will benefit from a review phase.

Do I need a sign off phase?

Reports that require a finalized and approved version for publishing that prevents any further changes to the content will benefit from a sign off phase. For example, most reports that are intended for external consumption require a sign off from key stakeholders.

Identifying Doclets

After you have completed the report package creation wizard, the next step is to identify the portions of your report that will become doclets. Doclets are individual pieces of a report that are assigned out to authors to provide the content. There are different strategies for dividing a report into doclets. Let's look at the components of the report that we want to create a report package for and then examine how to use the different strategies to break it into doclets. We will use the Word-based sample report package that comes with Narrative Reporting. See Work with the Sample Report Package.

Our sample report has the following components:

Cover Page

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Vision Corporation Quarterly Report to the Board

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Page 2

Income Statement

Vision Corporation Quarterly Report to the Board

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Pretax Income From Operations	11,615,600	11,978,476	89,966,065	92,836,953
Other Exp (Inc)	(3,790,603)	(3,833,039)	(17,411,614)	(18,263,253)
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Table 1.3

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Balance Sheet

Vision Corporation Quarterly Report to the Board

Balance Sheet – Year over Year Comparison:

	June 2014	June 2013
Cash and Cash Equivalents	$ 173,545,723	$ 45,099,114
Accounts Receivable - Net	384,188,475	369,781,407
Total Inventory	222,629,253	214,280,656
Prepaid Expenses	124,206,194	119,548,462
Current Assets	**904,569,645**	**748,709,638**
Gross PPE	1,391,109,375	1,338,942,773
Accumulated Depreciation	(722,037,397)	(683,413,822)
Fixed Assets	**669,071,978**	**655,528,951**
Intangible Assets	49,120,932	47,278,897
Accum Amort: Intangible Assets	(14,736,280)	(14,183,669)
Investment in Subsidiaries	68,769,305	66,190,456
Long-Term Deferred Tax Asset	51,576,979	49,642,842
Other Assets	**171,923,263**	**165,476,140**
Total Assets	**$ 1,745,564,885**	**$ 1,569,714,730**
Accounts Payable	$ 144,907,227	$ 139,473,206
Other Current Liabilities	390,531,116	375,886,199
Current Liabilities	**535,438,342**	**515,359,404**
LT Deferred Taxes	39,640,248	38,153,738
LT Debt	539,994,391	519,744,601
IC LT Loan Payable	30,071,912	28,944,215
Other LT Liabilities	60,485,550	58,217,342
Long-Term Liabilities	**670,192,101**	**645,059,897**
Total Liabilities	**1,205,630,443**	**1,160,419,302**
Minority Interest	25,629,470	24,668,365
Shareholder's Investment	241,942,201	232,869,369
Retained Earnings	272,362,771	151,757,694
Total Shareholder's Equity	**539,934,442**	**409,295,428**
Total Liabilities and Equity	**$ 1,745,564,885**	**$ 1,569,714,730**

Table 1.4

Vision's summary balance sheet shows strong growth in shareholder equity from the previous year, as a result of improved net profit results.

Vision Corporation Confidential Page 5

Notes

Vision Corporation Quarterly Report to the Board

Finance Review – Notes

In the next month, we will be kicking off a new sales and marketing campaign to respond to the recent false claims made by the Acme Corporation. On the sales side, our account executives will be authorized to grant special retention incentives to any customer which considered leaving due to the false claims made within the Acme advertisements. On the marketing side, we will launch an aggressive multimedia campaign countering the Acme claims.

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Metrics

Vision Corporation Quarterly Report to the Board

Finance Review - Metrics

Sales:

	Actual	Plan
January	138,552,696	141,041,842
February	106,518,132	111,561,219
March	136,538,128	140,996,843
April	135,906,817	141,956,262
May	135,398,706	142,903,997
June	154,214,926	157,730,824

Table 1.5

Although our sales were slightly off from Plan for the first six month, overall we continued to track the seasonality trend reflected in our plan. We added additional distributors over the last quarter, which were reflected in the plan. We planned for a slower ramp up for the new distributors as they gained confidence in our ability to deliver stock, and the quality to drive increased sales to their site. Additionally, we saw positive reviews from end buyers, as they gave feedback directly on the vendor sites and also on consumer based review forums. As a result, we are expecting two of our new distributors to surpass the initial plan in the next quarter.

Page 5

Backlog and Delivery

Let's examine some different strategies for breaking this report into doclets.

Dividing by Table of Contents

The simplest way to divide the report is by creating a doclet for each element in the Table of Contents:

Name		Responsibility	Author
Vision Product Analysis	▼		
1. Cover Page	▼		Adam
2. TOC	▼		Adam
▼ Finance	▼		
3. Finance - Revenue report	▼		Annie
4. Finance - Consol Balancesheet	▼		Annie
5. Finance - Notes	▼		Annie
▼ Metrics	▼		
6. Metrics - Units	▼		Peter
7. Metrics - Backlog and delivery	▼		Peter

This method is simple and easy to track, and it enables your authors to work on each discrete element and submit them separately. But it may not be the most efficient method of dividing the report.

Dividing by Roles

You can also divide your report by roles. If an area of your report will be authored or approved by one person, you can create a single doclet for that area. In the figure above, notice that three authors are responsible for the seven doclets.

- Adam is responsible for the cover page and the table of contents
- Annie is responsible for all of the financial statements
- Peter is responsible for the statements of metrics

This means that although Annie is responsible for all of the financial statements, because they are each separate doclets she has to work on and submit each financial statement separately. For example, she completes and submits the revenue report, then the balance sheet, and then the notes. If there is a common approver for these statements (a head of Finance, for example), the approver must also open and approve three separate doclets. In this case, a more efficient way to divide the report is by common authorship. In the figure below, Adam works on one doclet for the cover page and table of contents, Annie works on a doclet that contains all of the financial statements, and Peter works on a doclet for the metrics.

You can also divide doclets by reviewer. For example, if Annie authors all of the financial statements, but the income statement will be reviewed by one group and the balance sheet by another, you can create one doclet for the income statement and a second doclet for balance sheet so that the reviewer groups can each be assigned access to the appropriate area.

Dividing by Timeline

You can also divide a report into doclets based on when the doclets are available to be worked on. A report may pull together information from different departments, and those departments may provide that information on different schedules. This can mean that each area of your report can be worked on at different times. For example:

- The cover page can be worked on at any time

- The income statement and balance sheet will be ready on March 6

- The notes and metrics will be complete on March 10

- The backlog statement will be ready on March 13

- The table of contents cannot be prepared until all of the other sections are submitted

If you create a single doclet for Annie, who is responsible for the financial statements and notes, she would be unable to submit any of her work until she completes the notes section on March 10, even if she has finished her work on the income statement and balance sheet on March 6. In this case, a better way to divide the report is by timeline:

Name		Responsibility	Author
Vision Product Analysis	▼		
Cover Page	▼		Adam
Table of Contents	▼		Adam
Finance - IncStmt and BalSheet	▼		Annie
Finance - Notes	▼		Annie
Backlog and delivery	▼		Peter

This method enables authors to work on doclet content when the content becomes available, instead of waiting until all of the content that they are responsible for is ready.

4
Understanding Style Sample

The style sample ensures that your report has a uniform and consistent look. This topic will help you understand what the style sample document is and how to use it. You may also refer to these videos for an understanding of style samples:

 [Working with Microsoft Word Style Samples](#).

 [Working with Microsoft PowerPoint Style Samples](#)

This topic covers:

- [Style Sample Overview](#)
- [Uploading the Style Sample Document](#)
- [Style Sample FAQs](#)

Style Sample Overview

When a report package owner creates a Microsoft Word or PowerPoint-based report package, the owner uploads a style sample document that contains the page attributes that the final report should have, such as margins, numbering, alignment, headers and footers, and orientation and size. For Word-based report packages, the report package owner uploads a Word document with the desired page settings. For PowerPoint-based report packages, the report package owner uploads a PowerPoint document with the slide masters and slide layouts that contain the desired settings.

> ⓘ **Note**
>
> PDF-based report packages do not use a style sample document. Instead, the report package owner specifies header and footer information and margin sizes when they create the report package.

As individual doclets are uploaded to the report package, the system applies the page settings or the slide master to each of them so that the final report is uniform and consistent.

> ⓘ **Note**
>
> For supplemental doclets, content is not merged into the report package. Therefore, the report package style sample document is not applied to the contents of the supplemental doclet. In addition, there is no comparison with the style sample document during the upload process and no attributes are shown within the edit doclet page. See [Supplemental Doclets](#) for more information.

In this example, the original doclets look very different from one another:

- One doclet has a "Confidential — Internal" header.
- One doclet is in landscape format.
- None of the doclets has company headers or footers.
- None of the doclets has numbered pages.

When the doclets are uploaded to the report package, the style sample is applied, giving all of them the same features:

The style sample document controls doclet look and feel, ensuring uniformity among doclets.

> ⓘ **Note**
>
> Report package owners and doclet authors can override the report package style sample attributes with the attributes from their doclets when they upload the doclets to the report package. This allows a doclet or a section to have a distinct look that differentiates it from the rest of the report. For example, the report package owner can add a group of doclets, such as a series of tables, that have custom headers and footers. When the doclets are added to the report package, the report package owner overrides the header and footer page settings so that the custom headers and footers in the doclets are preserved. Or, if the report package style sample page orientation is in Portrait mode but a doclet contains a chart that displays better in Landscape mode, the doclet author can override the report package page setting to preserve the doclet page orientation. For Word-based doclets, doclet authors select doclet attributes to override. For PowerPoint-based doclets, doclet authors select the slide masters to use. See "Selecting Doclet Attributes" or "Working with Slide Masters" in the "Authoring Doclets on the Web" section of Author and Approve Doclets on the Web.

> ⓘ **Note**
>
> It's recommended not to use the styles with Names or Alias Names that include commas.

Uploading the Style Sample Document

Before creating a Microsoft Word or PowerPoint-based report package, the report package owner should create a simple document to use as the style sample document. The document must be a Microsoft Word DOCX file (for Word-based report packages) or a Microsoft PowerPoint PPTX file (for PowerPoint-based report packages), and it should contain all style attributes that the final report package report contains, including margins, page orientation and size, page numbering format, and company headers and footers. For PDF-based report packages, you do not upload a style sample document. Instead, you specify header and footer information and margin sizes when you create the report package.

After creating the document, the report package owner must upload it from a local drive to the system.

> ⚠️ **Caution**
>
> Uploading a large file as your style sample document can affect the system performance when adding doclets. Use a small style sample document whenever possible. Oracle does not recommend uploading a previous version of a report or presentation as a style sample document.

To upload a style sample document

1. In the creation wizard, in **Enter Properties**, in **Style Sample**, click **Browse**.

2. Select either **Local** or **Library**.

Create Report Package: Enter Properties

* Name	Sample Report Package - MS Word.docx
Description	Sample Report Package - MS Word.docx
* Report Type	Word

○ Local ○ Library

* Style Sample

Sample Report Package - MS Word.docx   Update...

Sample Report Package - MS Word.docx

* Save To   Library/Samples   Browse...

You can select the style sample that can be either sourced from **Local** or **Library** file options.

Create Report Package: Enter Properties

* Name	Sample Report Package - MS Word.docx
Description	Sample Report Package - MS Word.docx
* Report Type	Word

○ Local ● Library

* Style Sample

Browse...

Sample Report Package - MS Word.docx

* Save To   Library/Samples   Browse...

3. Browse to your Word or PowerPoint style sample document, select it, and then click **Open** to upload it.
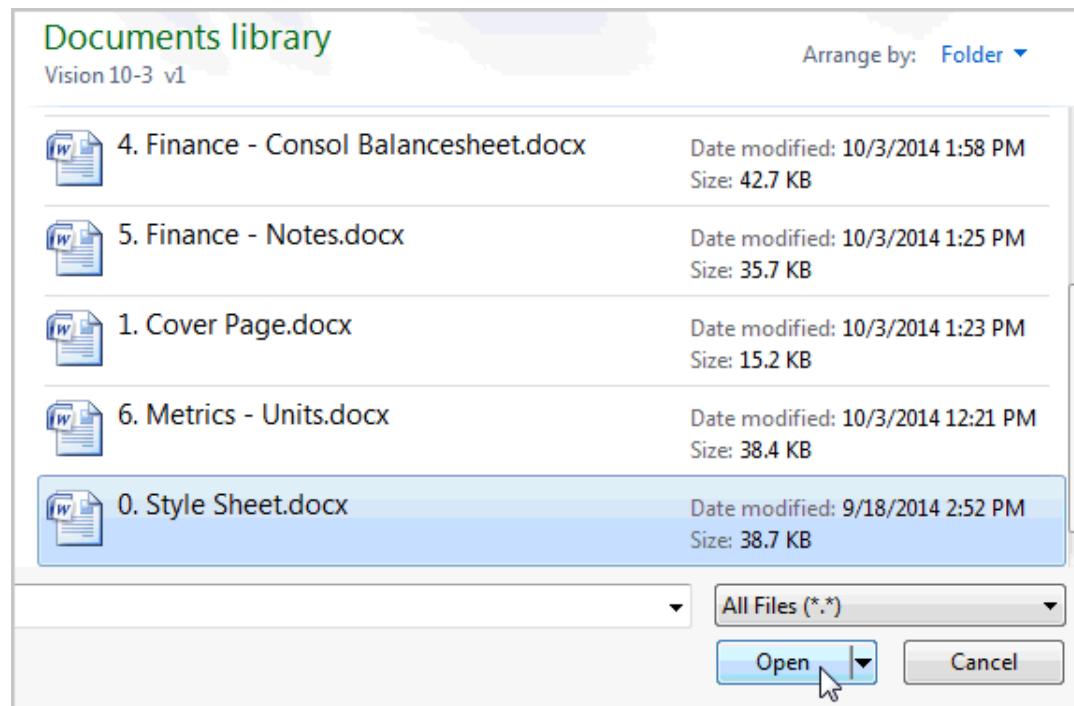
4. **Optional:** To change the style sample document, click **Update**, and then upload a new style sample document.
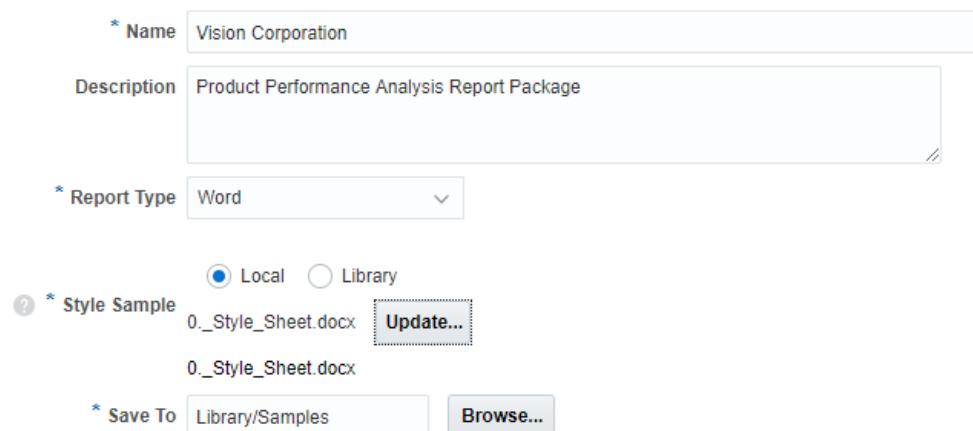
5. **Optional:** For PowerPoint style samples, click **Slide Masters** to view the slide masters that were uploaded.
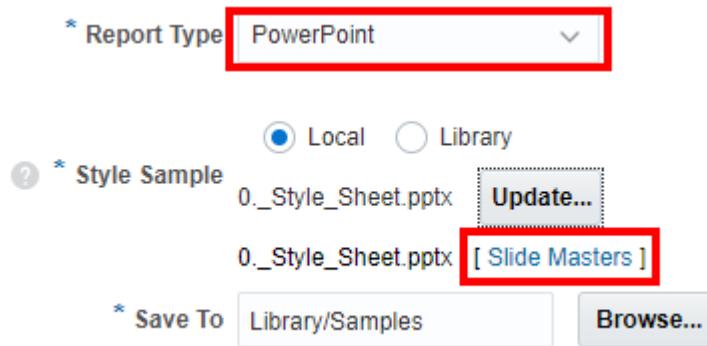
Style Sample FAQs

Microsoft Word-based Style Sample FAQs

My style sample document has a custom style. Will that style be preserved in the report package?

Yes. If your report package style sample document has a custom style, the style is preserved and can be used in any doclets in your report package, as long as you include an example of the custom style in the document. For example, if your report package style sample document has a custom style called "Headline", enter text in the Headline style in your sample document before you upload the style sample to ensure that any doclets that authors download can also use the Headline style.

My doclet has a custom style. Will that style be preserved in the report package?

If an individual doclet has a custom style that is not included in the report package style sample document, the style is preserved only for that doclet. Any other doclets in the report package will not have that style available to them. For example, if your doclet has a custom style called "Section Header", but the report package style sample does not, that doclet can use the "Section Header" style but no other doclet can. To make the custom style available to all doclets in the report package, add the custom style to the report package style sample document and upload the style sample again.

My style sample document contains a style that I have modified from Microsoft Word's default style. Will the style be preserved in the report package?

If you have modified one of Microsoft Word's default styles, you must create an example of that style within your document in order for the modified style to be preserved. For example, you have changed **Heading 1** and **Heading 2** to include numbers in your style sample document. If you were to upload the style sample document without using those headers somewhere within the document, the system would override the changes with Word's default Heading 1 and Heading 2. You must create an example of Heading 1 and Heading 2 in the document in order for the changes to be preserved.

When I uploaded a doclet, the beginning text from my doclet was merged into the ending text from the preceding doclet. How do I ensure that my doclet begins on a new page?

By default, a doclet gets merged with the preceding doclet without a page break between them. This occurs because doclets can be defined at the paragraph level, and multiple doclets can appear as one page in the final report. If you want to force a doclet to begin on a new page, you must insert a page break at the beginning of the doclet in Microsoft Word before you upload it to the report package.

Similarly, to ensure that the text from another doclet is not appended to the end of your doclet text, insert a page break at the end of your doclet before you upload it to the report package.

> ⓘ **Note**
>
> You can also insert a page break to ensure that a doclet in Landscape orientation does not get merged into a doclet in Portrait orientation. By default, the style sample will ensure that all pages have the same orientation, but a doclet author can override the style sample setting. Use page breaks to ensure that pages with different orientations do not get merged together.

My doclet has multiple section breaks. Does the style sample get applied to each section?

If your doclet has multiple section breaks in Microsoft Word, when you upload it, the style sample gets applied to the first and last sections only. This enables you to customize your doclet without having the page settings for each section overridden by the style sample. For example, your doclet could consist of:

1. Some introductory text
2. A chart in landscape mode
3. A paragraph explaining the chart that is centered on the page
4. Some closing text

If there are section breaks in Word between each element, the style sample will be applied to the first and last section only, leaving the formatting for the other two sections (the chart in landscape mode and the center-justified explanatory text) intact.

How do I ensure that the line numbers in my doclet continue numbering from the previous doclet?

If your doclet uses the Line Numbering feature in Microsoft Word, as some legal documents do, then when you upload the doclet to the report package you can use the Line Numbering doclet attribute in these ways:

- If the report package style sample does not use line numbering, and your doclet does, select the **Line Numbering** check box to preserve line numbering for your doclet.

- If the report package style sample uses single line numbering, but your doclet numbers every other line, select the **Line Numbering** check box to continue numbering every other line in your doclet, or clear the check box to override the doclet attribute and number every line.

How do I ensure that a numbered list in my doclet restarts the numbering and does not continue from a previous doclet?

When doclets with numbered lists are merged together within the report package, the first list entries within a doclet will default to "continue from the previous list" and the numbering will continue from the prior doclet entries. If you would like the numbering to start a new list within your doclet, perform the following workaround.

- Add a new entry to your list as the first entry.

- Select the second list entry and update the "**Set Numbering Value**" to "**Start a New List**" and set the "**Set value to: 1**" appropriately.

- The second entry should now show the list restarting.

- Delete the first entry in the list.

- This will save the set numbering override within the doclet file.

- **Upload** and **Check-in** your doclet.

I uploaded the previous version of my report as the style sample for the current version, and now it takes several seconds to add doclets to my report package.

Uploading a large file as your style sample can affect system performance when you add doclets. Use a file that is only large enough to contain the page settings that you want your report to have. To use a previous version of a report, consider deleting all but the relevant pages that contain the styles that you want to use.

Microsoft PowerPoint-based Style Sample FAQs

When I try to add a doclet, I get the following error, "The uploaded PowerPoint document contains a Slide Master whose size is different from the Sample Style. Ensure that the size setting of the Slide Master matches that of the Sample Style".

The doclet slides must be sized the same as the report package style sample slides in order to upload a doclet. For example, if your doclet slides are sized for **On-Screen Show (4:3)** and the report package style sample slides are sized for **On-Screen Show (16:9)**, you must resize your doclet slides before you can upload the doclet.

I modified a slide in my doclet from the default slide layout. When I uploaded the doclet, my changes for that slide were not preserved.

When you upload a doclet to the report package, the system resets all slides to their default layouts. If you have modified any slides from the default slide master layout, those modifications are reset back to the default. For example, if you have changed the size of a text box on a slide to make room for an image, the text box is reset to its original size when you upload the doclet. However, you can add additional layouts to the doclet slide master, and those new layouts are persisted within the doclet. Therefore, if you want to preserve the modified text box size, you must add that layout to the doclet slide master.

As an example, you are working with a doclet with a slide layout called **Title and Content** that contains a text box that spans the entire slide. You want to resize the text box to cover half of the slide so that you can add an accompanying image. If you were to resize the text box, add the image, and upload the doclet, the system would reset the slide back to the **Title and Content** default layout, and the text would overlap the image. Instead, add a new slide layout (called, for example, **Title, Text, and Image**) with the resized text box. When you upload the doclet, the new slide master is copied over and persisted for that doclet.

5
Creating Report Packages

Report packages enable you to collaborate with others to develop reports quickly and easily. Though report packages are versatile and powerful, creating one is easy.

As a report package owner, you perform two general tasks to create a report package:

- [Create the basic structure](#), including defining the development phases and assigning users, by using a wizard.

- [Add and organize content](#) in the report package by adding doclets and, if you want, you can group doclets into sections.

Creating the Report Package Structure

Before you begin creating a report package, considering the design of your report can be helpful:

- What do you want the report to look like?

- How does your report break down into doclets?

- Which development phases does your report package require?

For help with these questions, see Report Package Design Considerations.

You create the report package structure by entering basic details about the report package, such as the name and description, defining the development phases for the report package, and assigning user responsibilities. A design wizard guides you through this process. See also this video [Creating the Report Package Structure](#) and [Working with PDF-Based Report Packages](#).

To create the report package structure:

1. Choose a method to launch the wizard:

   - From the Welcome Panel on the Home page, click , and then select **Report Package**.

   - From the **Library** environment, click , and then select **Report Package**.

   > ⓘ **Note**
   >
   > You cannot create a report package from the **Recent** folder in the library.

2. In **Enter Properties**, enter a name and description for the report package.

> ⓘ **Note**
>
> The name and description cannot contain the following characters: / \ [ ] : ; | ^ ' < > = + & *. The name field cannot exceed 80 characters, and the description cannot exceed 260 characters.

3. In **Report Type**, select Word, PowerPoint, or PDF.

> ⓘ **Note**
>
> If you select PDF, the **Style Sample** field is replaced with a **Headers and Footers** link.

4. Perform an action:.

   - For Word and PowerPoint-based report packages, in the **Style Sample** field, select a Microsoft Word DOCX file (for Word-based report packages) or a Microsoft PowerPoint PPTX file (for PowerPoint-based report packages) to upload from your local drive that contains the style settings or slide layouts for your report package. See Understand Style Samples.

   - **Optional:** For PDF-based report packages, click **Headers and Footers** to set the header and footer information and margin sizes. See Specifying the Header, Footer, and Margins for PDF-based Report Packages.

5. Select a library location in which to save the report package, and then click **Next**.

> ⓘ **Note**
>
> You must select an existing public folder in the library. You cannot save the report package to a personal folder. To create a folder, in **Select Library Folder**, click
>
> ➕, and then **Folder**.
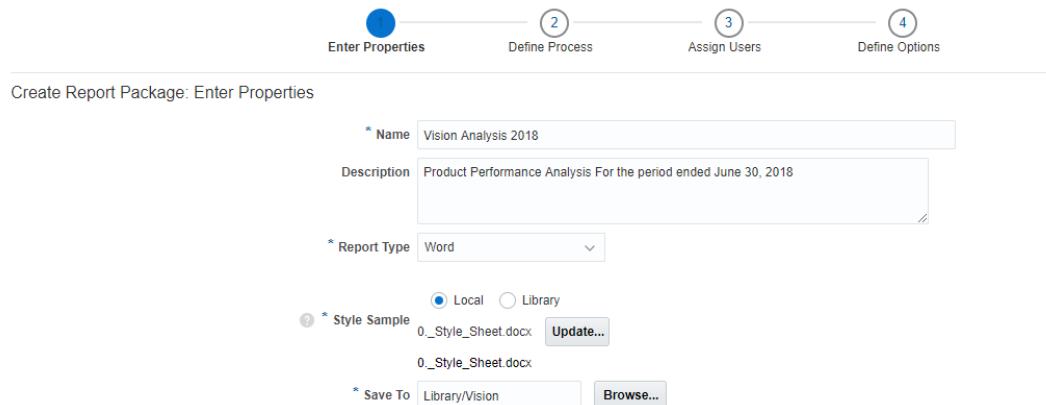
6. In **Define Process**, click the check mark in the corner of each phase that you want to
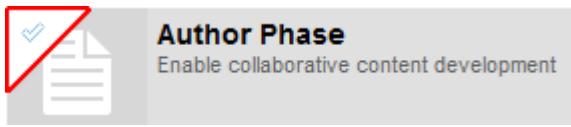
enable: _____, set the timelines for the phases by entering the dates for the phase milestones, such as the start and end dates, and then click **Next**. You can enter the dates manually, or use the date selector to pick the date from a calendar. None of the phases is mandatory.

You can enable these phases:

- **Author phase**— Assign doclets to doclet authors for content development. If your report package requires doclet approval, click to add an approval level and set the due date for it. You can add multiple approval levels on this screen, which defines the maximum number of approval levels that a doclet in the report package can have. You can vary the number of approval levels per doclet from zero up to the maximum. That is, if you set three doclet approval levels on this screen, each doclet that you add can have up to three levels of approval enabled.

   Allow Authors to recall doclets – If enabled, this option allows authors and approvers to restart the Doclet workflow. By default, Allow Authors to recall doclets option is disabled. See Recall Doclets in *Authoring and Approving Doclets for Narrative Reporting*.

- **Review phase**— The report package is reviewed by a reviewer or group. Reviewers comment on selected report content and participate in threaded discussions about possible modifications to that content. To add additional review cycles, click

    .

- **Sign Off phase**— The report package is signed off on, typically by a corporate-level executive, before publication. After the report package enters the sign off phase, no additional modifications can be made.
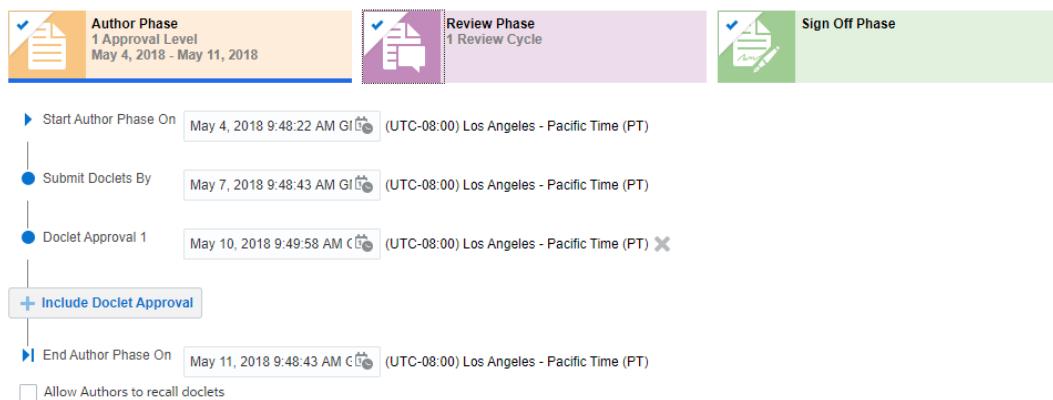
7. In **Assign Users**, assign the following responsibilities to report package users:

- **Owners** can modify the report package structure and properties, execute the phase processes, and assign users.

- **Reviewers** can review the report package and provide feedback on the content.

- **Signers** provide the final sign off for the report package so that it can be published.

> ⓘ **Note**
>
> The report package allows a maximum of 50 users to be assigned a Signers within the sign off phase. If the signers user assignment exceeds the limit, the report package cannot be saved.

- **Viewers** can view the report package but cannot make modifications.

   a. Select the tab for Owners, Reviewers, Signers, or Viewers, and then click ![user add icon] to launch the user selector and assign users to that responsibility. As the report package creator, you are automatically assigned the Owner responsibility. If you defined a Sign Off phase on the previous screen, you must assign at least one user to the Signers responsibility. An asterisk indicates the required responsibility.

   b. From the user selector, select a user or group, and then click **OK**. You can also search for users or groups.

   c. To remove a user, select the user portrait, and then click ![X icon] .

8. In **Define Options**, select the report package settings for the format locale, thousands and decimals separators, the unit of measurement, set the shared folder link, and then select the doclet versions.

The following considerations apply to these settings:

- These settings apply to the entire report package. They are not set at the doclet level.

- The system applies these settings to all outputs of the report package and its doclets, including:

  – Preview (both report package and doclet)

  – Review and Sign Off instances

  – Downloading or opening individual doclets

  – Downloading of the report package

  – All publication outputs of the report package

- These settings are applied to all embedded content from both Excel-based and Reports reference doclets, as well as reference variables that are sourced from Excel. However, they do not apply to any manually-entered content or static variables. For example, if you manually enter a number in a doclet with a period as the thousands separator and the report package has a comma as the thousands separator, the system will not convert the separator to a comma when the doclet is merged into the report package.

- These settings override any other number formatting settings, including the user preference settings in either Narrative Reporting or Microsoft Excel.

  For example, if you set the decimal separator to a period on this screen, and then you add a Microsoft Excel reference doclet with a comma as the decimal separator, the resulting decimal separator format for the entire report package (including the reference doclet) is a period.

- In the **Shared Folder Options** setting, you can simply change the folder location, rather than manually updating the links in the Doclets to the relevant Reports.

- In the **Doclet Versions Options** setting, you can set the number of prior doclet versions. The number of prior doclet version limit determines the maximum number of doclet versions maintained within the service. The System creates a new doclet version whenever the doclet is checked in. When the service reaches the prior versions limit, any additional check-ins of the doclet will continue to create a new version, but the oldest version will automatically be deleted.

9. Click [Finish] to close the wizard and display the report package in the Report Center. To launch the wizard again, select ▼, and then **Edit Report Package Properties**.

From the Report Center, you can view the report package status, add and organize content by adding doclets and sections, and manage the report package phases. See Manage Report Packages.

Specifying the Header, Footer, and Margins for PDF-based Report Packages

For PDF-based report packages, instead of uploading a Style Sample document that contains the style attributes that you want your report to have, you can use the Headers and Footers dialog box to optionally set up common headers and footers to be applied to the merged document. When you specify a PDF report package type, the button to upload a style sample document is replaced by a Headers and Footer link. Click the link to open the Headers and Footers dialog box, where you can specify header, and footer information.

IMPORTANT: The header and footer information that you specify does not replace any header or footer information that already exists on your source PDF doclets. Rather, the header and footer information is "stamped" on the pages of your report that you specify. As an example, Figure 1 shows a PDF doclet that has a header on it, and the same doclet with the report package header stamped on top of it.

Figure 5-1   Before and After Stamping Header Information
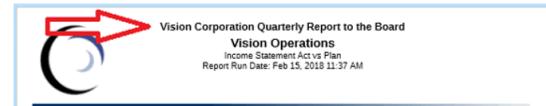
This stamping may result in an overlay of text or page numbers. If the page sizes vary between the contents within the report package, the location of the header and footer content is laid out using offsets to the sides of the page, and the location is dynamically determined based on the content within the PDF, with some minimum offset to the edge.

Specifying General Header and Footer Properties
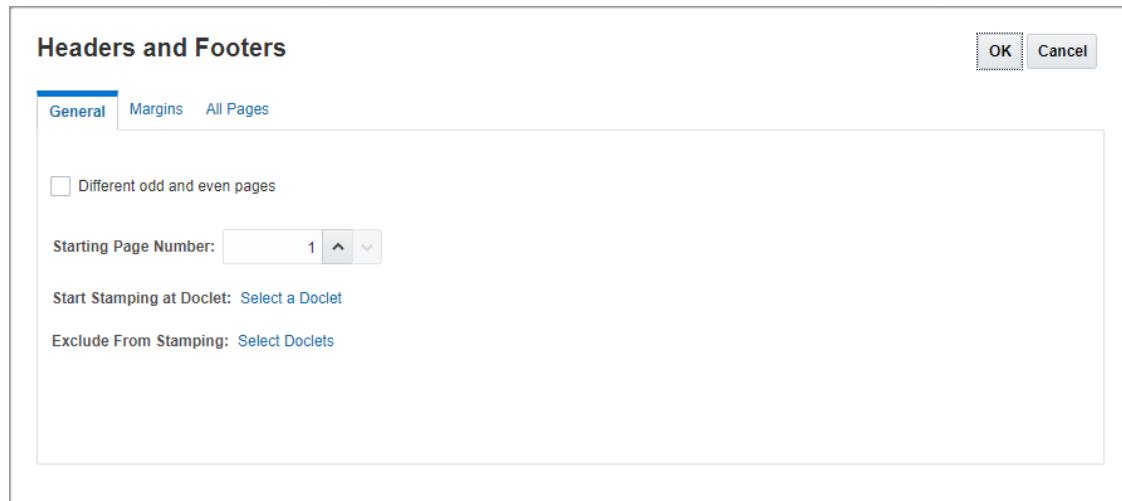
To specify general properties for headers, footers, and margins:

1. Click **Headers and Footers** to open the Headers and Footers dialog box.

2. By default, headers and footers are applied to all pages. Select the **Different odd and even pages** check box to apply separate headers and footers to even and odd-numbered pages.

> **ⓘ Note**
>
> When you select this check box, the **All Pages** tab is replaced by **Even Pages** and **Odd Pages** tabs.

3. If you are adding page numbers to your header or footer, in **Starting Page Number**, enter the number that you want to start numbering your pages on.

4. In **Start Stamping at Doclet**, click **Select a Doclet** to select the doclet that you want to begin adding headers and footers to. For example, you can start stamping headers and footers after your table of contents.

> **ⓘ Note**
>
> When you first create a report package, there are no doclets to select. After you add doclets, edit the report package properties to return to this dialog box and select the doclet that you want to start stamping on.

5. In **Exclude from Stamping**, click **Select a Doclet** to select all of the doclets that you do not want to add headers and footers to. For example, you can exclude your cover page from the headers and footers stamp.

> **ⓘ Note**
>
> When you first create a report package, there are no doclets to select. After you add doclets, edit the report package properties to return to this dialog box and select the doclets that you want to exclude from stamping.

Specifying Margin Sizes
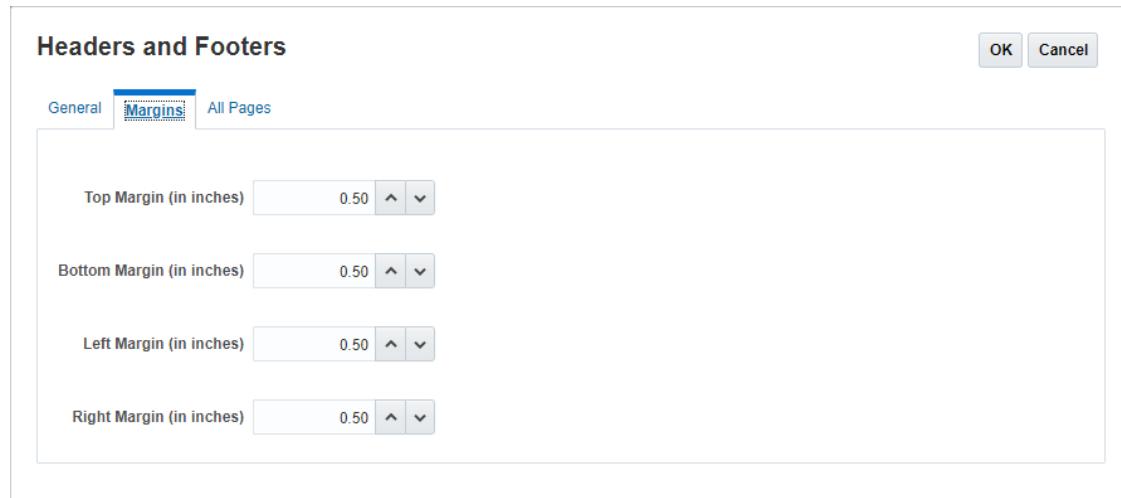
To specify page margin sizes:

1. Click **Margins**.

2. Specify the **Top**, **Bottom**, **Left**, and **Right** margin sizes. By default, margin sizes are entered in inches. You can change this to centimeters in Define Options. See Creating the Report Package Structure.

> ⓘ **Note**
>
> The Margin fields determine the margin sizes of the header and footer only. They do not change the margin sizes of the source PDF doclets themselves.

Entering Header and Footer Information

Use the **All Pages** tab or the **Even Pages** and **Odd Pages** tabs to enter the text and images that you want to display in your header and footer. You can enter text or images on the left, center, or right of your header and footer.
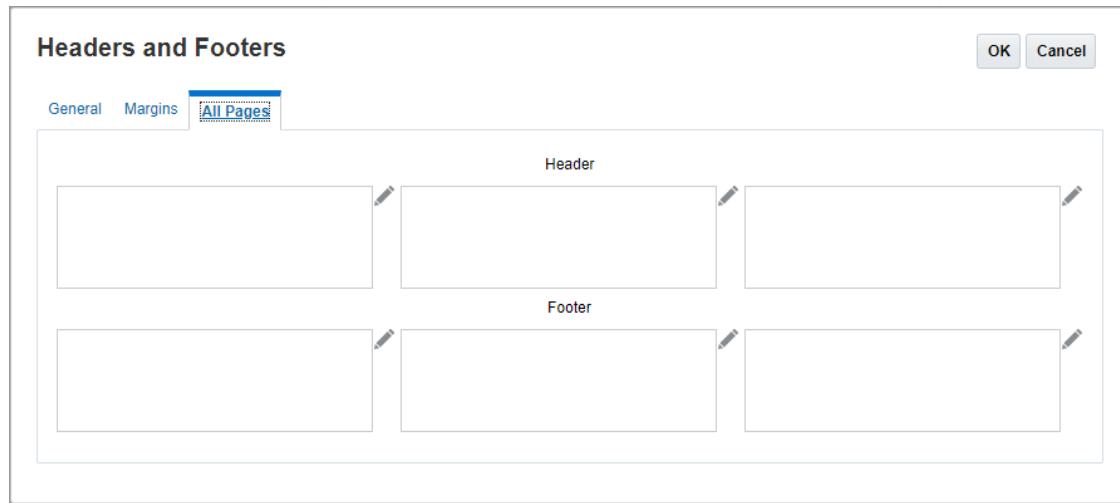
To enter text and images in your header and footer:

1. Click next to the header or footer box that you want to add text to.

2. Perform an action:

   - To add text, click **Add Text** and enter the text to display in the **Edit Content** dialog box. The rich text editor enables you to bold, underline, italicize, and change the font and color of your text. You can also click to insert a text function that returns the current page number.

   - To add text, click **Add Text** and enter the text to display in the **Edit Content** dialog box. You can also click to insert a text function `&[Page] of &[Pages]` that returns current page number and the total number of pages.

   - To add an image, click **Add Image** and click **Browse** to select an image to upload. You must upload an image from your local computer. You cannot browse to a library location.

3. To add an additional line of text or an image below the first line or image, click **Add Text** or **Add Image** from the Edit Content dialog box and enter your additional line of text or an image.

4. When you are finished entering text and images, click **OK** to save your changes.

5. To delete text or an image after you have clicked OK to save, click next to the line that you want to delete.

> ⓘ **Note**
>
> After you save a line of text, you are unable to edit it. Click to delete it and enter a new line of text.

Adding and Organizing Report Package Content

You add content to a report package by adding doclets. Doclets are individual areas of a report package that are assigned to authors, who provide the report content. For example, a financial disclosure report can be broken down into separate areas for Forward-Looking Statements, Consolidated Balance Sheets, Statement of Operations, Statement of Income, and Statement of Cash Flow.

You create doclets for each of these areas and then assign them to the appropriate authors, who update the content of each doclet.

Sections enable you to group doclets for organization, or to keep doclets together that have a common format or are intended for a common viewership. For example, you can group all financial statements into one section.
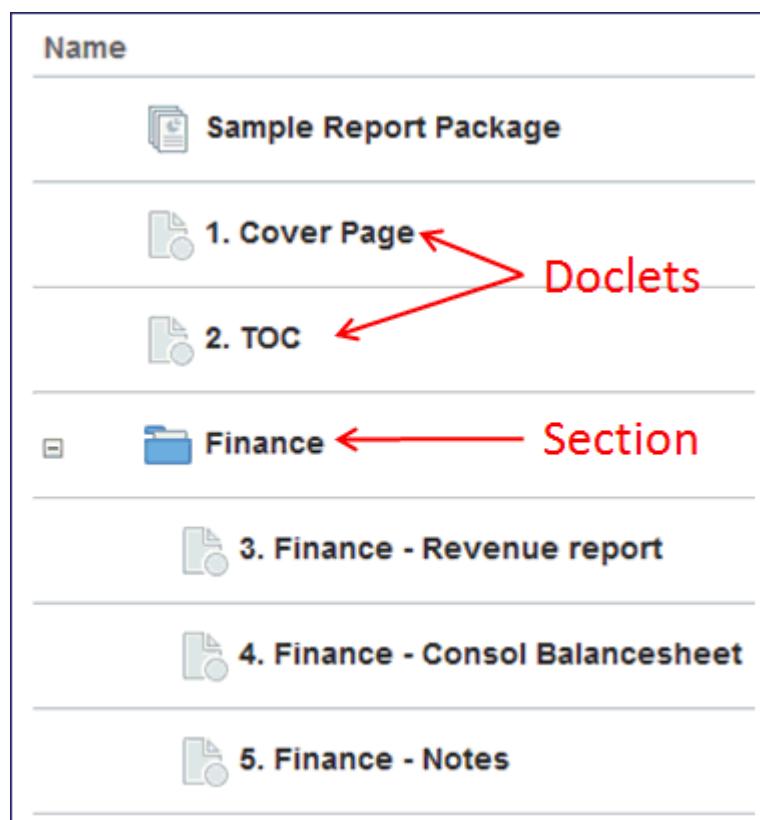
You can also upload supplemental documents to a report package using supplemental doclets. Supplemental documents such as procedures, instructions, reference material, and so on, can be uploaded into a report package as a supplemental doclet. Supplemental documents can be any type of document file (for example, PDF, Excel, Word, and so on). Supplemental doclets are the same as a doclet except the content for supplemental doclets is not included within the merged report. These doclets are excluded from the review and sign off processes. The supplemental doclet contents cannot be viewed online, but users can download and use native programs to open the supplemental doclet in the same way that you can work with third party artifacts in the library. See Adding and Organizing Report Package Content.
Watch this tutorial video, you'll learn how to manage content in report packages in Narrative Reporting.

-- [Managing Content in Report Packages](#).

Adding Doclets

To add doclets:

1. Click down arrow next to **+ Add Doclet ▼** and select **Doclet**.

2. Enter a name and, optionally, a description for the doclet.

> ⓘ **Note**
>
> If you leave the name field blank, it automatically populates with the doclet file name when you upload a doclet.

3. Select either **Local** or **Library**.

Doclet Properties

* Name
Description
☐ Table Of Content Doclet
☐ Linked File
ⓘ Doclet ⦿ Local ◯ Library
[Choose File] No file chosen

You can select the doclet that can be either sourced from **Local** or **Library** file options.

Doclet Properties

* Name
Description
☐ Table Of Content Doclet
☐ Linked File
ⓘ Doclet ◯ Local ⦿ Library
[ ] [Browse...]

If you select **Library**, click **Browse** and select a supported file, and then you'll be prompted to link the library document to the Doclet within the Report Package.
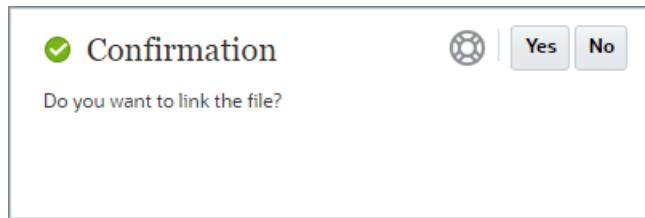
> ⓘ **Note**
>
> When selecting a Library document, you'll be prompted:
>
> - If you click **Yes**, the service will create a persistent link to the document file.
> - If you click **No**, the service will upload a copy of the library file to the doclet. No persistent link will be established.

For more information, see Working with Linked Regular Doclets in *Authoring and Approving Doclets for Narrative Reporting*

4. Perform an action:

- For Word or PowerPoint-based report packages, in **Doclet**, click **Browse** to select either a Microsoft Word or PowerPoint document (depending on your report package type) from your file system, and then click **Open** to upload it. You can upload the doclet again by clicking **Update**.

- For PDF-based report packages, in **Type**, select one of these:

  – **PDF** – you can browse your local computer to upload a PDF file.

  – **Report** – you can browse to the Library, and select a Management Reporting report, specify if you want to link the report to the selected report in the Library, and then set the report POV. When linking the report to the Library report:

    * For linking the migrated Reports, you can select **Shared Folder** option. You can browse to the **Library**, and select the **Shared Folder** link, and then click **OK**.

Select a report

Library

- My Library
- Report Packages
- Reports
- Disclosure Management
- Quarterly Reports
- Samples

Shared Folder

My Library

Name	Type	Actions
No items to display.		

My Library
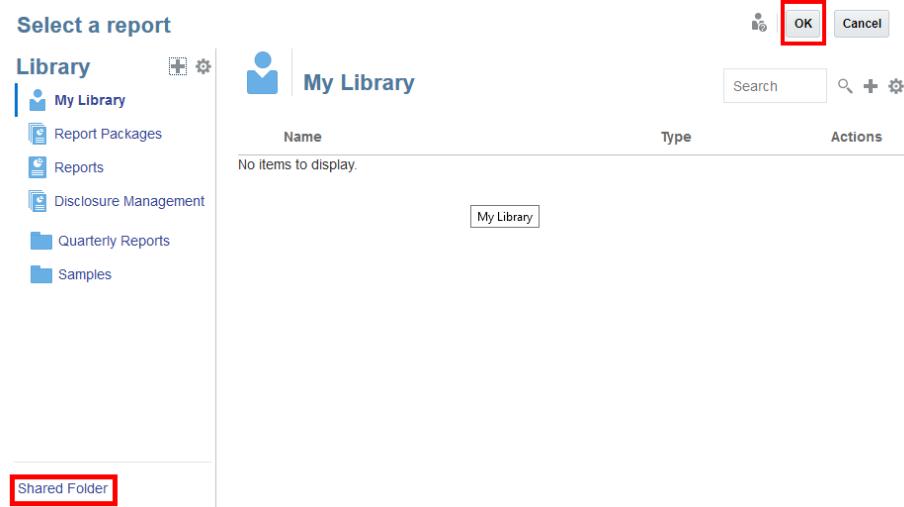
> **ⓘ Note**
>
> Report Package Owners can quickly update all of the Report doclets' links simply by changing the **Shared Folder** location, rather than manually updating the links in the Doclets to the relevant Reports.

For example: A Report Package Owner may want to update all of the Report Doclet links to a new location:

* **From**: `Library/Reports/Quarters/Qtr1`

* **To**: `Library/Reports/Quarters/Qtr2`

> **ⓘ Note**
>
> The system will update all Report doclet links from **Qtr1** to **Qtr 2**. Any Management Report doclets linked to other library locations will not be modified.

* If the Library report design changes, when refreshing data for the report doclet in the report package, it will reflect the design of the Library report instance.

* The report package report can be refreshed, replaced or previewed, but unlike a report doclet that is not linked, you cannot edit the report design within the report package, the Library instance of the report will need to be edited directly.

> **ⓘ Note**
>
> If the library report is moved, renamed, or deleted, the report link will be broken. In this case, the doclet will be unlinked and use the report definition from the last refresh. The user can choose to link the doclet to another library report.

– **Word** – you can browse your local computer to upload a Microsoft Word file.

– **Excel** – you can browse your local computer to upload a Microsoft Excel file. By default, all worksheets within the Excel file will be included in the report package. You can select all worksheets to include by clicking on the **All Worksheets Included**. In **Select Worksheet** dialog, clear the **All Worksheets Included** option, make a selection from the worksheet listings table, and then click **OK**.

> ⓘ **Note**
>
> You can revise worksheet selection by clicking on the **Selected Worksheet**.

You can upload a PDF doclet by clicking **Update**.

> ⓘ **Note**
>
> After you select a type, you cannot change it. If you want to upload a different type, click **Cancel** and then click **Add Doclet** again.

5. **Optional:** For Word and PDF-based report packages, select **Table of Contents Doclet** to upload a Microsoft Word file that contains an automated table of contents. If you upload a Word document that doesn't have contain an automated table of contents, the system displays an error. See Adding an Automatic Table of Contents.

   For PDF-based report packages, the system will automatically update the table of contents table and convert the Word document to PDF.

6. Perform an action:

   • For Word doclets, review the doclet style attributes, and then select the check box next to the attributes that you want to override the report package style sample document attributes. For example, if your report package is in Portrait orientation and the document is in Landscape orientation, select the check box next to **Orientation** to preserve the Landscape orientation for this doclet only.
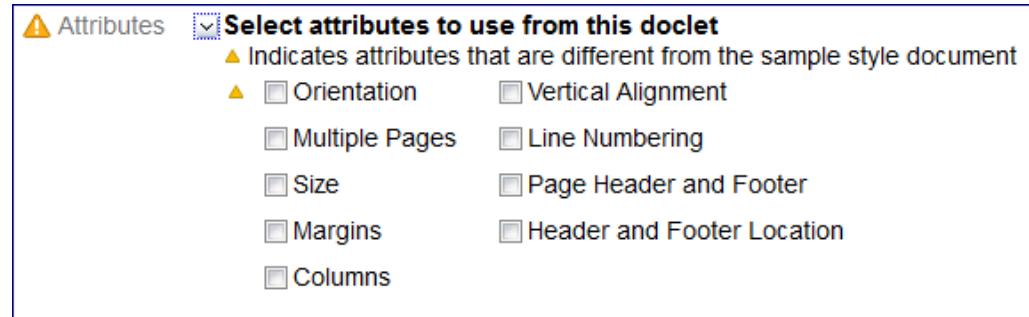
> ⓘ **Note**
>
> The ⚠ icon indicates doclet style attributes that are different from the attributes in the style sample document. See Understand Style Samples.

- For PowerPoint doclets, the system scans the doclet and highlights the slide masters in use. If the doclet contains a different slide master than the style sample document, you can preserve the doclet slide master or replace the doclet style sample slide master with the slide master from the report package style sample document.

- **Optional:** For Excel PDF-based report packages, in **Type**, select **Excel**, and then select All Worksheet Included.

  In Select Worksheets, you can select the required worksheets that needs be displayed in PDF, and then click **OK**. Worksheets can contains either charts, or tables. To upload an **Excel PDF** doclet, click **Update**.
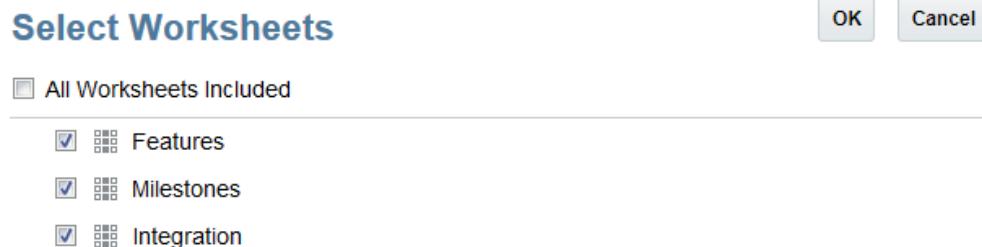
To replace the doclet slide master with the report package slide master, click the name of the doclet slide master, and then select the report package slide master that you want to replace it with.
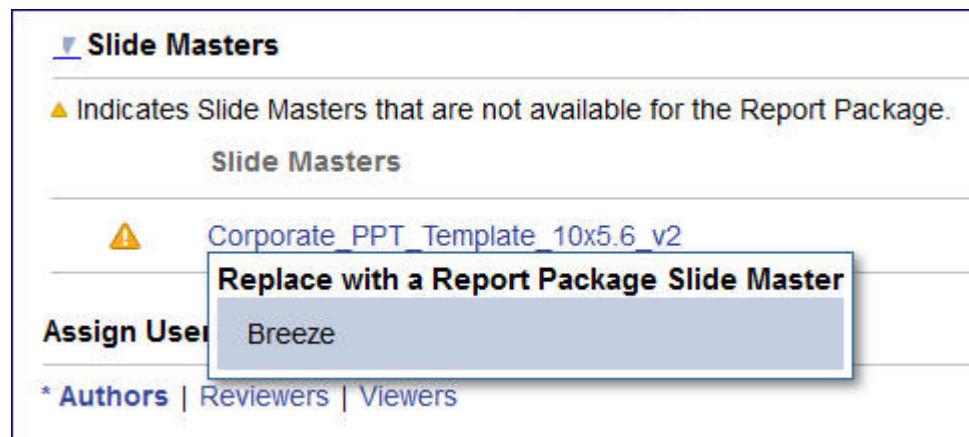
The system maps the doclet slide layouts to the report package slide master to maintain a uniform look for the presentation.

If you do not click the doclet slide master and select a replacement slide master, the doclet slide master is preserved.

If you preserve the doclet slide master, the system adds it to the merged presentation to ensure that the slides will render correctly. However, that slide master is available for use by that doclet only. The doclet slide master is not available to other doclets. If you want the doclet slide master to be used by other doclets, you must add the slide master to the report package style sample document slide master.

> **ⓘ Note**
>
> The doclet slides must be sized the same as the report package style sample slides in order to upload the doclet. For example, if your doclet slides are sized for **On-Screen Show (4:3)** and the report package style sample slides are sized for **On-Screen Show (16:9)**, you must resize your doclet slides before you can upload the doclet.

7. **Optional:** Select **Suppress Doclets**.

> **ⓘ Note**
>
> If you select the **Suppress Doclet** then the doclet content will not be included within the Report Package's output.
>
> This allows you to keep the Doclet definition and structure for future executions of the Report Package when its contents may be required.

8. On each tab, select and assign users for the Author, Approver, Reviewer, and Viewer responsibilities for the doclet, and then click **Save** to add the doclet to the report package. You also define the number of approval levels on the Approvers tab for the doclet from zero up to the maximum that you defined at the report package level.

> ⓘ **Note**
>
> The responsibilities vary based on the phases that you defined for the report package. If you defined an Author phase, then you must assign at least one Author for the doclet unless you selected **Exclude from Author phase**. All other responsibilities are optional.

9. **Optional**: Select **Exclude from Author phase**.

If you enable the author phase, then by default all doclets must be assigned to at least one author. However, certain types of boilerplate doclets (for example, copyright statements) may not need to be updated or authored on a regular basis. Use **Exclude from Author phase** to exclude these doclets from the author phase. Some considerations when excluding doclets from the author phase:

- Excluded doclets are the responsibility of the report package owner and retain all content management functionality, such as Check In/Check Out and Versioning.

- The report package author phase status and summary statistics do not include any doclets that have been excluded from the author phase. For example, if there are ten

doclets in the report package and one is excluded, the calculation of the phase status will be based on the nine doclets participating in the author phase.

- If you assign author and approver levels to the doclet and then exclude the doclet from the author phase, the system will no longer display the user assignments. If you subsequently include the doclet back into the author phase, the system will display the previous assignments.

- If you exclude a doclet that was already started in the author phase, the workflow progress on the doclet is lost, and author and approver access to the doclet is revoked. Additionally, if an author or approver had the doclet checked out at the time of the exclusion, the doclet remains checked out. You must manually undo the check out.

- If a doclet that was excluded from the author phase is edited to include the doclet back into an active author phase, you can start the author phase on that doclet immediately.

10. Click **Save** to save the doclet and return to the report center, or click **Save and Add Another** to save the doclet and remain on the **Doclet Properties** screen to add another doclet.
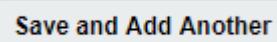
Adding Supplemental Doclets

Supplemental doclets are the same as a doclet except the content for supplemental doclets is not included within the merged report package. Supplemental doclets can be used for procedures, instructions, reference material, and so on and can be any type of document file (for example, PDF, Excel, Word, and so on). They are excluded from the review and sign off processes, but users can download and use native programs to open the supplemental doclet in the same way that you can work with third party artifacts in the library. Supplemental doclets are defined by the report package owner and assigned to authors and approvers. These doclets are fully supported within the author phase. Since the content from the supplemental doclet is not merged into the report, the report's sample document is not applied to the contents of the supplemental doclet.

> ⓘ **Note**
>
> Microsoft Office files that are encrypted (password protected) are not supported in supplemental doclets.

Watch this tutorial video, you'll learn how to add and organize supplemental doclets for report packages in Narrative Reporting.

▶ -- [Managing Supplemental Doclets](#).

To add supplemental doclets:

1. Click down arrow next to **+ Add Doclet ▼** and select **Supplemental Doclet**.

2. Enter a name and, optionally, a description for the doclet.

> ⓘ **Note**
>
> If you leave the name field blank, it automatically populates with the supplemental doclet file name when you upload a supplemental doclet.

3. Select either **Local** or **Library**.

You can select the doclet that can be either sourced from **Local** or **Library** file options.

4. In **Doclet**, click **Browse** to select a document file from your file system, and then click **Open** to upload it. You can upload the doclet again by clicking **Update**.

5. On each tab of the Supplemental Doclet Propereties, select and assign users for the Author, Approver, and Viewer responsibilities for the supplemental doclet, and then click **Save**. You also define the number of approval levels on the Approvers tab for the supplemental doclet from zero up to the maximum that you defined at the report package level.

> **ⓘ Note**
>
> Supplemental doclets are not included within the review or sign off phase.

6. Click [Save] to save the supplemental doclet and return to the report center, or click [Save and Add Another] to save the supplemental doclet and remain on the **Supplemental Doclet Properties** screen to add another supplemental doclet.

Adding Excel Content to a Reference Doclet

Reference doclets can be used as a container for common Excel report content, for example a P&L report, ad hoc grids, and text. Doclet authors can embed that content in their assigned doclet areas of the report package through Oracle Smart View for Office or the web. The embedded content is automatically updated whenever the Reference doclet is checked in through an automated server refresh thus ensuring the data is always the latest.

> **ⓘ Note**
>
> The following format settings in the reference doclet are overridden by the global settings at the report package level when the reference doclet is merged into the report package:
>
> • Thousands separator
>
> • Decimal separator
>
> • Unit of measurement
>
> See Creating the Report Package Structure.

Report packages can have multiple reference doclets with Microsoft Excel files. An individual reference doclet can contain multiple instances of common report content that is created from named ranges in Excel. Excel content can also consist of dynamic Smart View content, such as ad hoc grids and reports.

A reference doclet is similar to a regular doclet as far as workflow is concerned. Through the report center, the reference doclet has content control (checkin and checkout) and it is fully versioned. For example, if one Report Package Owner has the reference doclet checked out, no one else can make changes to it. When the reference doclet is modified, there is a history and an associated version that contains the changes. For more information on embedding content in a Reference doclet, refer to understanding embedded content, for doclet authors.

> ⓘ **Note**
>
> It's recommended to limit the number of available contents defined within one reference doclet or reference file to **30** or less. You must ensure that the size of the reference doclet or reference file should be less than **5 MB**.
>
> If a doclet contains more than **30** available contents, or size more than **5 MB** then you may encounter extended processing time while checking in doclet, and the doclet may fail to check-in.

To add reference doclets for Microsoft Office documents such as Excel files (for adding management report content, see <u>Adding a Management Report to a Reference Doclet</u>:

1. Click the down arrow next to

   and select **Reference Doclet**.

2. Enter a name and, optionally, a description for the doclet.

> ⓘ **Note**
>
> If you leave the name field blank, it automatically populates with the reference doclet file name when you upload a reference doclet.

3. Select either **Local** or **Library**.

You can select the doclet that can be either sourced from **Local** or **Library** file options.

4. From the required Type field, select **Excel**.

5. Select

and browse to a required Excel workbook file that you previously created. Then click **Open** to upload it. You can upload the doclet again by clicking **Update**.

6. On each tab of the Reference Doclet Propereties, select and assign users for the Author, Approver, and Viewer responsibilities for the reference doclet, and then click **Save**. You also define the number of approval levels on the Approvers tab for the reference doclet from zero up to the maximum that you defined at the report package level.

> ⓘ **Note**
>
> Reference doclets are not included within the review or sign off phase.
>
> In order to embed the report content, a user must be a viewer of the reference doclet.

7. Click

to save the reference doclet and return to the report center, or click

to save the reference doclet and remain on the **Reference Doclet Properties** screen to add another reference doclet.

> ⓘ **Note**
>
> Similarly, you can add a Reference doclet for Reports. See Adding a Management Report to a Reference Doclet.

Adding a Management Report to a Reference Doclet

For Microsoft Word and PowerPoint-based report packages, in order to consume available content from a management report created from Narrative Reporting, you have to first add the management report to a [Reference Doclet](#) in a report in the report center and then make the management report content available for consumption by doclet authors in their doclets. If, after inserting charts and graphs from a management report in a doclet, the management report content changes (for example, a chart or graph's report POV changes), or if the data is refreshed or the management report definition changes, the updates are automatically pushed to the doclets where the available content from the management report is consumed. This is known as a server-side refresh of data.

> ⓘ **Note**
>
> For PDF-based report packages, you insert Reports reports directly as doclets. You do not need to use reference doclets to access portions of the Reports report. See [Adding Doclets](#).

You can insert a management report with prompts into a report package as a reference doclet. You respond to the prompts when you insert the report and when you refresh the snapshot. When you check the reference doclet in, all doclets that consume that reference doclet are updated to reflect the prompt selection. See "Using Prompts in Management Reporting Reference Doclets" in the *Designing with Reports* guide.

> ⓘ **Note**
>
> The following format settings in the management report are overridden by the global settings at the report package level when the reference doclet is merged into the report package:
>
> • Thousands separator
>
> • Decimal separator
>
> • Unit of measurement
>
> See [Creating the Report Package Structure](#).

The following is an example of a chart and graph that was created with Reports that was then inserted in a doclet. For more information on Reports, see *Designing with Reports* and *Working with Reports*.
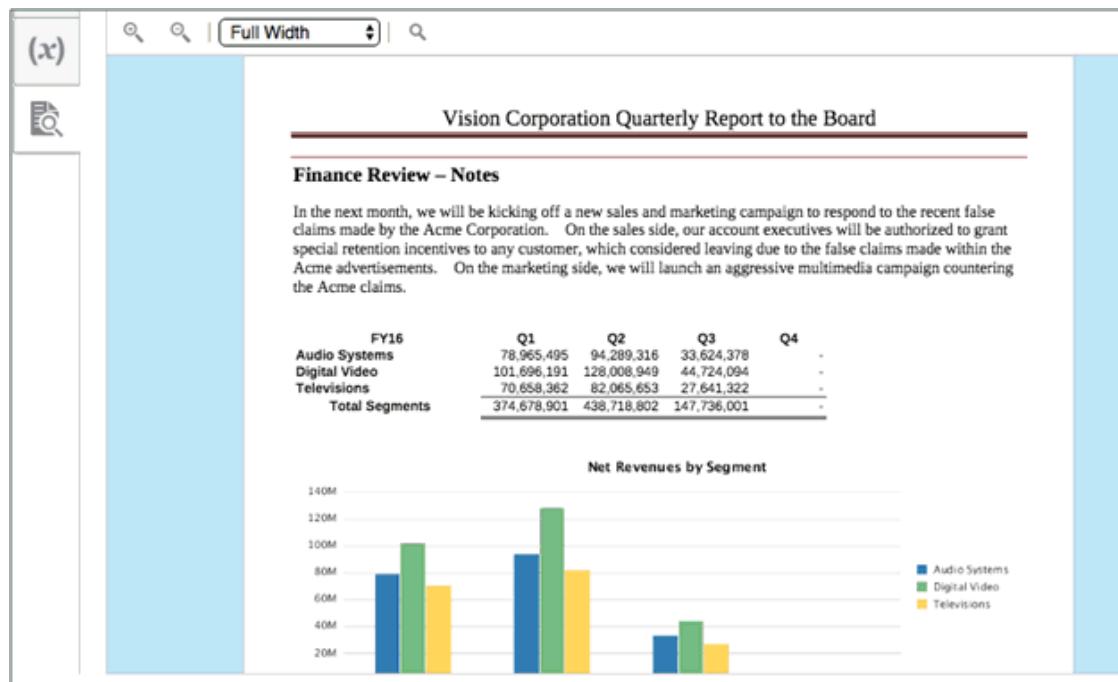
To add a management report to a Reference doclet:

1. Select [+ Add Doclet ▼] from the report center.

2. Add a **Reference doclet** to a Report Package from the report center. The Reference Doclet Properties is displayed.

3. Enter a Name and Description. Name is required.

4. From the required Type field, select **Report**.

5. Select **Browse** and browse to a management report in the Library to include in the Reference doclet.

> ⓘ **Note**
>
> You can easily navigate to the shared folder location by clicking on **Shared Folder** within the **Browse** dialog.

6. Specify if you want to link the report to the selected report in the Library. When linking the report to the Library report:

   • If the Library report design changes, when refreshing data for the report reference doclet in the report package, it will reflect the design of the Library report instance.

   • The report reference doclet instance can be refreshed, replaced or previewed, but unlike a report reference doclet that is not linked, you cannot edit the report design within the report package, the Library instance of the report will need to be edited directly.

7. Define a POV using the Report POV dialog, or respond to the management report prompts (if applicable).

> **ⓘ Note**
>
> Once a report is selected and a POV defined, a snapshot of the report (including data) is taken and stored with the report package. It is no longer linked to the original report in the Library.

8. Select a member for each POV dimension for the report from the Report POV dialog.

> **ⓘ Note**
>
> Only available Global POV dimensions from the management report are displayed. If a POV dimension is in the Local POV or is not enabled for editing, it is not displayed here.

9. **Optional:** Select a Variable instead of a member.

> **ⓘ Note**
>
> If a Variable is selected, you can set the report to automatically refresh when a POV Variable changes. Select the **Auto Update Variables** check box in the Report POV dialog.
>
> When a report POV is updated in the report package:
>
> • The report is refreshed and doclets containing content from the report are automatically checked out, updated and checked in.
>
> • Upon check-in, a new version of a doclet is created.
>
> • There is no need to open files locally and refresh manually after the report POV change is made.

10. Select **OK** from the POV dialog.

11. Select **Act on Content** , **Preview Report Snapshot** to preview the report snapshot with the report data.

Adding an Automatic Table of Contents

You can insert a Microsoft Word doclet with a table of contents in Word and PDF-based report packages. For Word-based report packages, you can choose either a manual, automatic, or custom type. For manual types, you create page number links by using links and cross-references (see Inserting Links and Cross-References to Pages in Doclets. For automatic or custom types, the table of contents is updated whenever the doclet is merged into the report package. For example, do one of the following actions to merge the doclet and view the dynamically updated table of contents:

• Preview the report package or section

• Create a review instance

• Create a sign off instance

• Publish the report package

For PDF-based report packages, you must upload a Word doclet with an automatic table of contents. The system will automatically update the table of contents table and convert the Word document to PDF. See Adding Doclets.

> ⓘ **Note**
>
> The PDF-based table of contents is based on the report package hierarchy, not the headings in the Word document.

> ✓ **Tip**
>
> When previewing only the doclet that contains the automated table of contents, the system will populate the table as follows: For Word-based report packages, the table is populated based on only the content within the doclet. This could result in an empty table. For PDF-based report packages, the table is populated based on the user's access to doclets and sections within the report package. You must perform an action that merges the doclet into the report package or section to see the updated table of contents.

Using Microsoft Word Styles for Heading Numbering across Doclets

To apply a numbering scheme to the headings in your report package, where the numbering is retained across doclets, use multi-level list templates and built-in heading styles (Heading 1, Heading 2, and so on) in Microsoft Word. For example, you can number headings so that top-level headings (Heading 1) are numbered 1, 2, 3, and second-level headings (Heading 2) are numbered 1.1, 1.2, and 1.3. Refer to the Microsoft Word help for numbering headings using multi-level lists for more details. Figure 1 shows an example of using Heading 1, Heading 2, and Heading 3 styles for numbered headings.

Figure 5-2   Numbered Heading Example

In Narrative Reporting, you add the multi-level list numbering heading styles in your style sample document. Then, all of the Word doclets that use the heading styles will retain the proper numbering scheme. For example, Figure 2 shows a style sample document with multi-level list numbering on Heading 1, Heading 2, and Heading 3. When doclet authors use these heading styles in their Word doclets and then merge the doclets into the report package, the numbering scheme will be retained across doclets.

Figure 5-3   Style Sample Document with Multi-level Heading Numbering
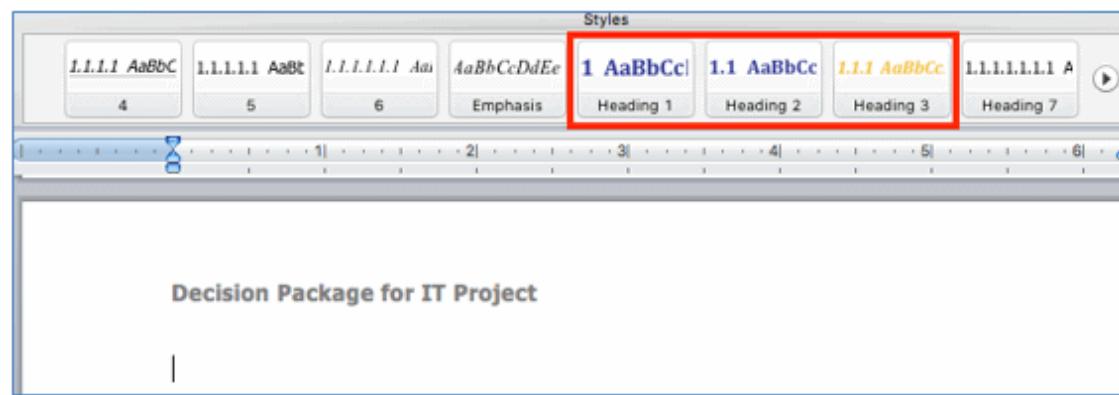
In addition, heading numbering will be included in a report package automatic table of contents. See Working with an Automatic Table of Contents.

Decision Package for IT Project

Table of Contents

1	EXECUTIVE SUMMARY	....
2	BUSINESS PROBLEM	....
2.1	LACK OF SIGNIFICANT DIGITAL PRESENCE	....
2.2	PROBLEM ANALYSIS	....
3	AVAILABLE OPTIONS	....
3.1	OPTION 1 – BUILD ON OUR OWN	....
3.1.1	Description	....
3.1.2	Benefits, Goals and Measurement Criteria	....
3.1.3	Costs and other expenses	....
3.1.4	Feasibility	....
3.1.5	Risks	....
3.1.6	Issues	....
3.1.7	Assumptions	....

Report Package and Doclet Heading Numbering Display Considerations

The report package heading numbering is dynamically calculated whenever the report package is merged, such as previewing, downloading or publishing the report package. If a doclet or section is previewed or downloaded as a standalone doclet or section, the heading numbering will be calculated based on the content within the doclet or section and will typically be reset starting at "1". When the doclet's contents are merged into the report package, the heading numbering will be correctly reflected.

In Figure 3, the image on the left shows a doclet that is previewed as a standalone doclet, and the image on the right shows the doclet's contents when the entire report package is previewed. Notice that the heading numbering is updated to reflect the report package numbering scheme in the image on the right.

Figure 5-4   Before and After Merging a Doclet into a Report Package

1   Available Options

This section provides a full listing of all solution options, their benefits, costs, feasibility, risks and issues. Options suggested may include *doing nothing, doing something that will achieve a similar result* or *doing something that will achieve a better result* than current performance. Try to minimize the number of options available by conducting a detailed Feasibility Study beforehand. For each solution option identified, the following information is required:

**1.1   Option 1 – *Build on our own***

1.1.1   Description
Provide a summarized description of the option identified. This will include the general approach to be taken and a summary of the core elements of the solution (e.g. people, process, organization, technology).

1.1.2   Benefits, Goals and Measurement Criteria
Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Standalone doclet

3   Available Options

This section provides a full listing of all solution options, their benefits, costs, feasibility, risks and issues. Options suggested may include *doing nothing, doing something that will achieve a similar result* or *doing something that will achieve a better result* than current performance. Try to minimize the number of options available by conducting a detailed Feasibility Study beforehand. For each solution option identified, the following information is required:

3.1   Option 1 – *Build on our own*

3.1.1   Description
Provide a summarized description of the option identified. This will include the general approach to be taken and a summary of the core elements of the solution (e.g. people, process, organization, technology).

3.1.2   Benefits, Goals and Measurement Criteria
Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Doclet's contents after merging into report package

Troubleshooting Heading Numbering Display Issues

Perform these actions if the heading numbering display in your report package is not numbered sequentially or correctly:

- Ensure that all headings in all doclets are utilizing the built-in heading styles in Word (for example, Heading 1, Heading 2) and that these styles have numbering defined for them in the report package style sample.

- Update the style sample document with a minor change to reset the styles of an existing report package:

  1. Open the report package in report center.

  2. With the report package node highlighted, click ▼, and then select **Download Style Sample File**.

  3. Open the style sample file in Microsoft Word and make a minor change to styles (for example, add or modify one style parameter to any style or add a new temporary style).

  4. In report center, click

     Actions ▼

     , and then select **Edit Report Package Properties**.

  5. In the Style Sample field, click **Browse**.

  6. Navigate to your modified style sample file and upload it.

  7. Click **Finish**.

  8. Preview, download, or publish the report package, and verify that the heading numbering is correct.

- In rare cases, the heading numbering may become hard-coded behind-the-scenes in Word. Even if it is correctly displayed in the doclet, the numbering may not be correctly displayed in the report package preview or download. To resolve this:

  1. Check out and download the affected doclet.

  2. Select the affected text and change it to use a different Word style (for example, **Normal**), and then change it back to the Heading style that contains the required numbering (for example, **Heading 3**).

  3. Upload and check in the doclet.

  4. Preview, download, or publish the report package, and verify that the heading numbering is correct.

Adding Sections

To add a section:

1. Choose a method to add a section:
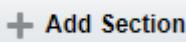
   - Click ➕ Add Section from the Report Center.

   - Click ▼, then **Manage Content**, and then **Add Section**.

2. Enter a name and, optionally, a description.

3. **Optional**: Assign reviewers and viewers. If you assign viewer or reviewer responsibility for a section to a user, that user can view or review all of the doclets in that section. For example, you can assign reviewer responsibility for a section that contains all of the doclets for a specific geographical region to the supervisor for that region.

4. Click **Save** to save the section and return to the report center, or **Save and Add Another** to save the section and remain on the **Section Properties** screen to add another section.
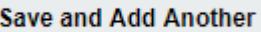
Section Properties

* Name	Finance
Description	Financial statements

Assign Users

Reviewers | Viewers

Review Cycle	Users
Review Cycle 1	Annie Due: Due date not specified.
Review Cycle 2	Rita Due: Due date not specified.

After you add doclets and sections, you can organize your report package into a hierarchy by either dragging the doclets and sections or by using the ▼ menu. For example, you can organize all of the doclets for a geographical region or all of the doclets that will be reviewed by a specific department into a section.

To organize the report package:

1. Select a doclet or section.

2. Choose a method to move the doclet or section into a hierarchy:

   • Drag the doclet or section into another section.

   • Select the ▼ icon, then **Manage Doclet**, and then either **Move Up**, **Move Down**, or **Move to Section**. You can also select multiple doclets or sections and then use the ▼ menu to move them all at the same time.

> **ⓘ Note**
>
> When you move a section to another section, you must add it as either a sibling or a child of that section. If you add it as a child, the section becomes a subsection under the original section. Moving a section also moves all of the doclets in that section.

After you have created the report package and added content, you start the author phase to begin report package development. See Manage Report Packages.

Adding Shared Variables to a Report Package

Shared Variables provide a centralized storage for common static variables which can be used in multiple Report Packages. These variables are designed for common reporting content, such as company names, reporting period, program titles, whose values are static or infrequently modified within a reporting cycle. See Learning About Shared Variables.

To add shared variables to your Report Package, you must first select the Shared Variable Lists and Value Sets which are the source of the shared variables. Next you select the variables from those lists to add to your Report Package.

Related Topics

*   Adding Shared Variable Lists

*   Removing Shared Variable Lists

*   Changing the Value Set for a Shared Variable List

*   Setting the Maximum Number of Shared Variables

*   Adding Shared Variables

*   Removing Shared Variables

*   Converting a Shared Variable to a Static Variable

*   Converting a Static Variable to a Shared Variable

Adding Shared Variable Lists

To add a shared variable list to a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variable Lists**.

3. In **Manage Shared Variable Lists**, click , and then select the variable list and value set.

> **ⓘ Note**
>
> You can only add Variables Lists which you have been granted access to view.

4. Click **OK**.

The variable list is now associated with a Report Package.

> ⓘ **Note**
>
> A Maximum of 5 Shared Variable Lists can be added to a Report Package.

Removing Shared Variable Lists

To remove a shared variable list from a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variable Lists**.

3. Select a Variable List and click .

4. Click **OK**.

The variable list will be removed from the Report Package. Any Shared Variables from the variable list will be removed from the Report Package.

Changing the Value Set for a Shared Variable List

To change the value set for a shared variable list from a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variable Lists**.

3. Select a Variable List and click **Edit**.

4. Select the Variable List and Value Set.

5. Click **OK**.

Any Shared Variables from the variable list will be updated to use the values from the value set.

Setting the Maximum Number of Shared Variables

To set the maximum number of shared variables within a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variable Lists**.

3. In **Manage Shared Variable Lists** set the Shared Variable Count by selecting a value from the choice list.
   100 is the default maximum count.

Adding Shared Variables

To add a shared variable to a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variables**.

3. In **Manage Shared Variables**, select a Shared Variable List within the selection dialog. All the shared variables from the variable list are displayed in the table.

4. To add a variable to the Report Package, select a Variable and click on the check box within the Used column.

5. Click **OK**.

The shared variable will be added to the Report Package.

Removing Shared Variables

To remove a shared variable from a Report Package, perform the following steps:

1. Click **Variables** tab, .

2. Click **Actions**, select **Shared Variables**, and then click **Manage Shared Variables**.

3. In **Manage Shared Variables**, select a Shared Variable List within the selection dialog. All the shared variables from the variable list are displayed in the table.

4. To remove a variable from the Report Package, select a Variable and uncheck the check box within the Used column.

5. Click **OK**.

Alternatively, you can:

1. Click **Variables** tab, .

2. Select the Shared Variable from the list and click from Actions or the ellipse menu.

The shared variable will be removed from the Report Package.

Converting a Shared Variable to a Static Variable

Variables that are sourced from a Shared Variable List can be converted to a local static variable. Once converted to a Static Variable, the variable is maintained within the Report Package. If the Variable is used within the Report Package, all linkages to the variable will redirect to the new static variable.

To convert a shared variable to a static variable, perform the following steps:

1. Click **Variables** tab, .

2. Select the Shared Variable from the list, and then click **Make Static** from the ellipse menu.

The Variable will be converted to a local static variable.

Converting a Static Variable to a Shared Variable

Static Variables can be converted to a Shared Variable from a Variable list. Once converted, the shared variable is maintained within the Shared Variable List. If the Variable is used within the Report Package, all linkages to the variable will redirect to the new Shared variable.

To convert a static variable to a shared variable, perform the following steps:

1. Click **Variables** tab, (x) .

2. Select the Shared Variable from the list, and then click **Replace** from the ellipse menu.

3. Select the Variable List and Variable within the selection dialog.

4. Click **OK**.

The Variable will be converted to a shared variable.

Remapping a Shared Variable

The Remap action allows you replace your shared variable within the Variable List or another Variable List. To remap a shared variable, perform the following steps:

1. Click **Variables** tab, (x) .

2. Select the Shared Variable from the list and then click **Remap** from the ellipse menu.

3. Select the Variable List and Variable within the selection dialog.

4. Click **OK**.

Refreshing Shared Variables

When Shared Variables are added to a Report Package, the service notifies the Report Package Owners about any modifications to those variables. The Report Package Owner then needs to refresh the variables within the report package to receive the updated values and process them within the report.

Most commonly, the shared variable value changes and the report package needs to be refreshed to receive the new value. Only the Report Package Owner receives notifications for changes to the values within the Value Set selected within the report package.

Report Packages in a completed or final status are not notified of any shared variable modifications. To update Shared Variables within Variable Lists, see Managing Shared Variable Lists.

To refresh shared variables from a Report Package, perform the following steps:

1. Click on the **Variables** tab, (x) .

2. Click **Actions**, select **Shared Variables**, and then click **Refresh**.

3. If the Refresh is successful, a confirmation dialog is shown. Click **OK**.

4. If any issues are found within the variable refresh process, a warning dialog will be displayed indicating the variable and issue identified. Click **Yes** to complete the refresh or **No** to cancel the refresh.

The Shared Variable refresh may fail under the following situations:

• The Shared Variable cannot be located within the Variable List.

• The Shared Variable's Value Set cannot be located within the Variable List.

• The Variable List cannot be located.

Shared Variables which fail to refresh display a warning icon and have a value of #Missing.

These variables can be remapped to other shared variables or converted to static variables. For more information, see the Remapping a Shared Variable and Converting a Shared Variable to a Static Variable topics.

In the case where the Value Set cannot be found within the Variable List, you can update the Value Set on the Shared Variable List to populate the values on the shared variables. For more information, see Changing the Value Set for a Shared Variable List.

6
Managing Report Packages

As a report package owner, you manage the report package development process through all phases of development. This guide outlines your responsibilities throughout the report package development process, from kicking off the development by starting the author phase, to publishing the final report. See this video also [Managing the Report Package in Narrative Reporting](#). You can also make a copy of a report package and use the copied report package as your starting point for the new report package, see [Making a copy of an existing Report Package](#).

This topic covers:

- [Navigating the Report Center](#)
- [Editing Properties](#)
- [Managing the Author Phase](#)
- [Managing the Review Phase](#)
- [Managing the Sign Off Phase](#)
- [Publishing the Report Package](#)

Navigating the Report Center

The report center enables you to manage the report package through all the phases of development. It provides status information in each phase that tells you the overall phase completion status, and who is working on what. You also add doclets and sections to the report package from the report center.

The report center provides the following tools to help you manage the report package development process:

Phase Tiles
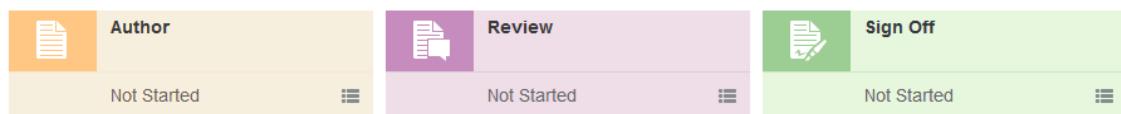
You use the phase tiles to switch your view among the Author, Review, and Sign Off phases. Click the phase icon next to the phase that you want to view. The information that is displayed for each phase is described in the "Using the Report Center" section for each phase:

- [Using the Report Center in the Author Phase](#)
- [Using the Report Center in the Review Phase](#)
- [Using the Report Center in the Sign Off Phase](#)

> ⓘ **Note**
>
> You can resize the columns in the report center by positioning your cursor between the column headers and dragging the column to the desired width.

You can expand or collapse all sections within the hierarchy of the report center. A user can set the entire report center and all subsequent entries into the report center as Expand All or Collapse All as the default or only for the current report package to Expand All or Collapse All without setting a default. This is useful for when you have a very long report package with many sections.

> ⓘ **Note**
>
> The default setting for the report center is **Expand All**.

To change your report center view to **Collapse All**:

1. From the report center, select

   ▼

2. Select **Collapse All**.

3. **Optional:** Select **Set as Default** if you want the **Collapse All** setting to be your default for future sessions as well. If not, do not select **Set as Default** and only the current report package view is changed to Collapse All.

Sample Report Package - MS Word
Report Center
Not Started

Name	Responsibility
Sample Report Package - M!	⊞ Expand All
	▤ Collapse All
1. Cover Page	✓ Set as Default
2. TOC	▼
▷ 📁 Finance	▼
▷ 📁 Metrics	▼
▷ 📁 References	▼

Actions Menus

The Actions menus enable you to act on one or more doclets and sections or the entire report package:

- Use

  ▼

  at the top of the page to act on the entire report package or on a selected group of doclets or sections. For example, you can select several doclets in the outline and then use this Actions menu to start the author phase for the doclets that you selected.

  From the report center, when a user is navigating between the Author, Review, or Sign Off phases, refreshing a view after a doclet action, or navigating between the report center or preview tabs while your cursor focus is anywhere within the report package hierarchy, the user's focus or cursor position within the report package hierarchy is kept the same. For example, if a user selects a doclet within the report package with the name Metrics and they select **Refresh View** the report center refreshes the contents of the doclet and returns focus or cursor position to the doclet named Metrics after the refresh.
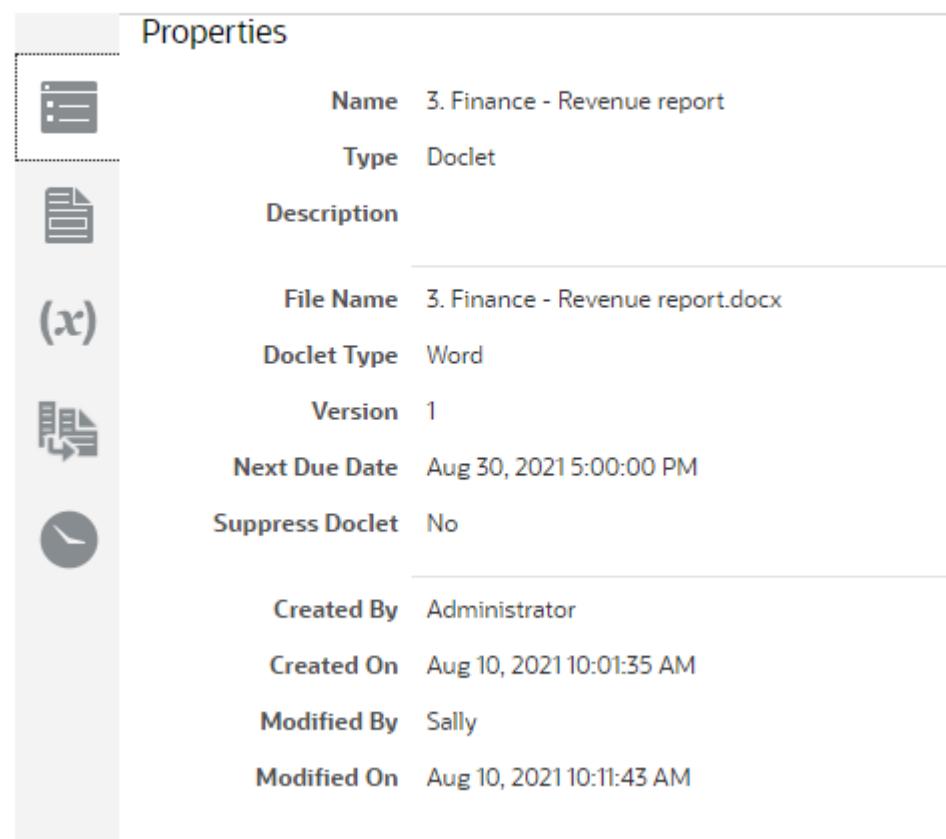
- Use

  ▼

  next to the doclet or section name to act on a single doclet or section. For example, you can use this Actions menu to edit the properties of a doclet. You can also use this menu to move a doclet or section in the report outline.

Inspect Dialog Box

3. Finance - Revenue report

Properties

Name	3. Finance - Revenue report
Type	Doclet
Description	

File Name	3. Finance - Revenue report.docx
Doclet Type	Word
Version	1
Next Due Date	Aug 30, 2021 5:00:00 PM
Suppress Doclet	No

Created By	Administrator
Created On	Aug 10, 2021 10:01:35 AM
Modified By	Sally
Modified On	Aug 10, 2021 10:11:43 AM

The inspect dialog box allows you to view the following information about a doclet, section, or the report package. The tabs displayed on the inspect dialog box can vary, depending on the type of artifact that you are inspecting. For example, the **Versions** tab is displayed for doclets only.

• Click

Properties to view basic information about a doclet, section, or report package, such as the file name and type, Suppress Doclet status, and the user who created it.

• Click

Versions to access previous versions of a doclet. As new versions of the doclet are checked in, the previous versions are stored so that you can view them to see what changed.

• Click

History to view audit information about a doclet, section, or report package, such as the user who last updated it.

Previewing Reports or Doclets

You can preview the report package by clicking the

Preview tab. The Preview tab as well as the Review tab (when in the Review phase, see Review phase compiles the entire report so that you can preview the uploaded version of the source file (Microsoft Word or PowerPoint), as a PDF and verify that the contents of the doclet are correctly combined.

> ⓘ **Note**
>
> Doclets do not have to be checked in to be previewed.

Hyperlinks, within the PDF, from Preview mode or the Review phase (see Review phase, for both internal (Table of Contents included) and external links, are highlighted when you hover over the links. When selecting an internal link, you are taken to that location in the document within the same tab of the browser. When selecting an external link, a new tab is open in your browser and the external link is displayed.

You can download the preview version of the report package by selecting
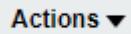
at the top of the page, and then selecting **Download Preview**. You can download the preview in Word or PowerPoint format, or in PDF format.

> ⓘ **Note**
>
> If the preview on the web looks different from the downloaded or printed version of the report, you may be using a font that is not in the cloud service. Contact your service administrator to upload your TrueType fonts to enhance the rendering of the report on the web. If you are using Firefox, navigate to **Tools**, then **Options**, then **General**, and then **Advanced**, and ensure that the check box for **Allow pages to choose their own fonts, instead of my selections above** is selected.

> ✔ **Tip**
>
> From the **Preview** tab, click the
>
> **Report Center** tab to return to the report center. Clicking
>
> will close the report package, doclet, or section and return you to your home screen.

You can also preview a doclet or section from the web without having to download by selecting the doclet and clicking the

Preview tab. The Preview tab compiles the doclet or section so that you can preview the uploaded version and verify that the contents of the doclet or section are correct within the browser, and then approve or reject it without having to download the document and open it. Doclets do not have to be checked in to be previewed.

> ⓘ **Note**
>
> Preview is not available on supplemental doclets.

You can also preview the doclet by selecting

next to the doclet or section. After the user selects to preview a doclet or section, they are automatically taken to the preview tab.

> ⓘ **Note**
>
> If the preview on the web looks different from the downloaded or printed version of the doclet, you may be using a font that is not in the cloud service. Contact your service administrator to upload your TrueType fonts to enhance the rendering of the report on the web. If you are using Firefox, navigate to **Tools**, then **Options**, then **General**, and then **Advanced**, and ensure that the check box for **Allow pages to choose their own fonts, instead of my selections above** is selected.

> ✔ **Tip**
>
> From the **Preview** tab, click the
>
> **Report Center** tab to return to the report center. Clicking
>
> Close
>
> will close the doclet or section and return you to your home screen.

Downloading the Style Sample File

The style sample file contains the page style settings, such as the page orientation and the header that your report will have. You upload the style sample file when you create the report package. You can download the file to view or modify it by selecting

next to the name of the report package in the report outline and then selecting **Download Style Sample File**.

Editing Properties

At any time in the report package development process, you can edit the properties of the report package, a doclet, or a section. For example, you can edit the report package to add a review cycle or to modify the style sample document, or you can edit a doclet to add a doclet approver. You can also edit the report package properties to adjust the phase timelines.

Editing Report Package Properties

To edit the report package properties, select ▼ at the top of the page, and then select **Edit Report Package Properties**. This will launch the Edit Report Package wizard and enable you to make changes. When you are finished making changes, click **Finish** to close the wizard and return to the report center.

Common reasons to edit the report package:

- Modifying the style sample document after the report package is created. For example, if you preview your report and you need to decrease the page margins in order for the doclet content to display correctly, you can adjust the margins in the style sample document and then edit the report package properties to upload the new style sample.

- Adding or removing a development phase. For example, you can add another review cycle, or you may no longer require a sign off phase.

- Adjusting the dates of a development phase. For example, you can extend your author phase by another week.

- Managing your users. For example, you may have added a review cycle without assigning reviewers to it. You can't start a review cycle if there are no reviewers assigned to that cycle. Edit the report package properties to assign reviewers to the review cycle.

- Changing the Shared Folder location. Report Package Owners can quickly update all of the Management Report doclets' links simply by changing the **Shared Folder** location, rather than manually updating the links in the Doclets to the relevant Reports. For example: A Report Package Owner may want to update all of the Management Report Doclet links to a new location:

    From: `Library/Reports/Quarters/Qtr1`

    To: `Library/Reports/Quarters/Qtr2`

    > ⓘ **Note**
    >
    > The system will update all Management Report doclet links from **Qtr1** to **Qtr 2**. Any Management Report doclets linked to other library locations will not be modified.

- Setting the **Doclet Options** helps you to create a new doclet version until the number reaches the upper limit.

    > ⓘ **Note**
    >
    > If the limit of the **Doclet Options** exceeds, then the system will delete the oldest doclet file.

To add or remove or change the shared folder location settings, perform these steps:

1. From the edit Report Package dialog, select **Define Options**, and then set the **Shared Folder Options**.

2. Click **Browse** and select a new folder to set as the shared folder.
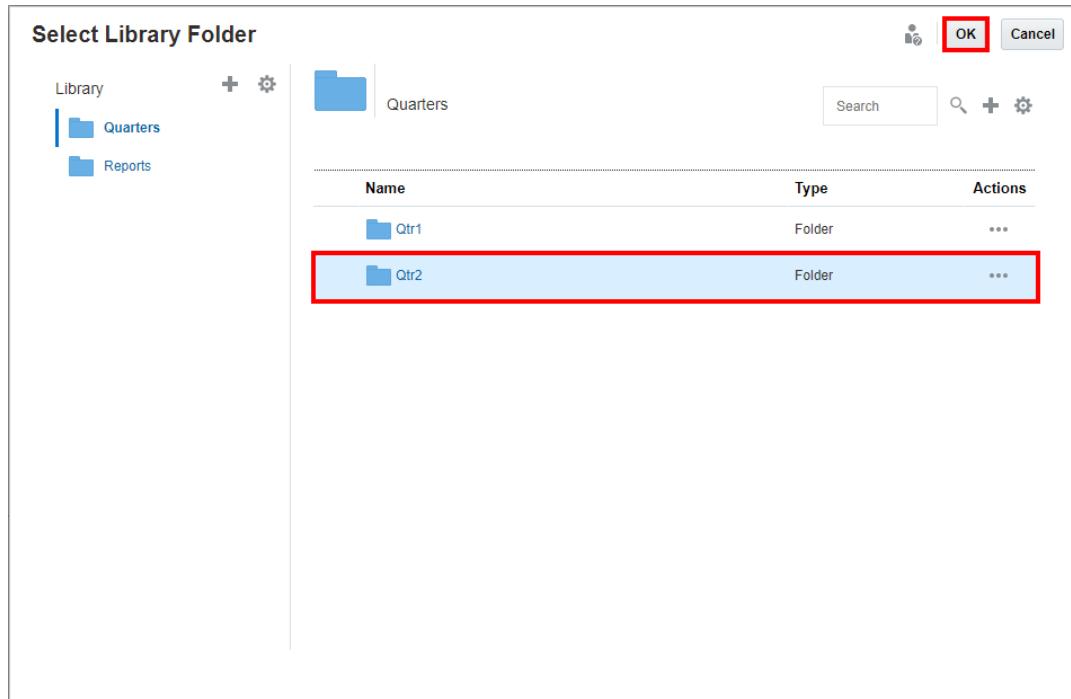
3. Click **OK**.

> ⓘ **Note**
>
> You can click **Reset** to remove the **Shared Folder Options**.

> ⓘ **Note**
>
> You must perform a refresh on the **Linked MR doclet** or **Linked MR reference doclet** in order for the link to be updated. All the Reports will be referencing to new shared locations.

Editing Doclet Properties

To edit the properties of a doclet, select ▼ next to the doclet and select **Edit Doclet Properties**. Doing so displays the Doclet Properties screen, enabling you can modify doclet properties and workflow assignments.

> ⓘ **Note**
>
> If you select the **Suppress Doclet**, then the doclet content will not be included within the Report Package's output.

> ⓘ **Note**
>
> Editing a doclet does not enable you to change the file associated with the doclet. If you want to change the associated file, you must check out the doclet and then upload the new file.

Editing Section Properties

To edit the properties of a section, select ▼ next to the section and select **Edit Section Properties**. Doing so displays the Section Properties screen, enabling you to modify the section name and description and to add reviewers and viewers to the section.

Adding Additional Doclets and Sections

From the report center, you can add doclets and sections by selecting the

▼
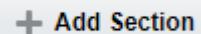
next to [+ Add Doclet ▼] and selecting Doclet or [+ Add Section]. See "Adding and Organizing Report Package Content" in Create Report Packages. For information on supplemental doclets, see supplemental doclets.

If you add a doclet after the report package author phase has started, the system will ask you if you want to start the author phase for that doclet:

- Select "Yes" to start the author phase and allow the doclet authors to update the doclet content.

- Select "No" to add the doclet to the report package without starting the doclet author phase. The doclet authors cannot update the doclet content until the doclet is started. You can start the doclet from the report center by selecting ▼ next to the doclet and selecting **Start Doclet Author Phase**.

If you add a doclet after the author phase is marked complete, the system does not prompt you to start the author phase for that doclet; however, the doclet authors cannot update the doclet content until the doclet is started. You can start the doclet from the report center by selecting

▼ next to the doclet and selecting **Start Doclet Author Phase**

> ⓘ **Note**
>
> If you add a doclet during an active review phase, the doclet contents are not automatically added to the existing review instance. You must create a new review instance to capture the contents of the added doclet. See Managing the Review Phase.

Managing the Author Phase

The author phase allows doclet authors to add content to doclets, and doclet approvers to review and approve that content. As the report package owner, you can act as a doclet author or approver by adding or approving doclet content if necessary.

The author phase follows this process:

1. You start the author phase.

2. Notifications are sent to doclet authors to begin their work.

3. Doclet authors check out and provide content for each doclet and then check them back in.

4. After authors have finished their work, they submit the doclets for approval if required.

5. Notifications are sent to doclet approvers to begin their work.

6. Doclet approvers review the doclets, make revisions if necessary, and approve or reject them.

7. **Optional**: You update, submit, approve, or reject doclets.

8. **Optional**: You restart one or more doclets.

9. **Optional**: You can add supplemental doclets.

10. > ⓘ **Note**
    >
    > The closing of the author phase is automated based on the status of the doclets. Once all of the doclets have been marked complete, the author phase is marked complete.

Starting the Author Phase

You must start the author phase before doclet authors and approvers can provide the report content. You can start the author phase on the entire report package, a section of the report package, or on individual doclets. For example, if the content for a report is not ready to be added, you can start the doclets containing the cover page and table of contents so that those can be worked on.

- To start the author phase of the report package, select ▼ at the top of the page, and then select **Start Author Phase**.

- To start the author phase on a doclet or section, select ▼ next to the doclet or section, and then select **Start Doclet Author Phase** or **Start Section Author Phase**.

  > ⓘ **Note**
  >
  > Before you can start the author phase on a doclet or section, at least one author must be assigned to it.

When you start the author phase, the status of the doclets changes from **Not Started** to **In Progress** and doclet authors are notified that they can update their doclets.

> **ⓘ Note**
>
> Doclet authors are granted access to the report package when at least one of their doclets is started.

Using the Report Center in the Author Phase

After you start the author phase, you can monitor the author phase status in the Report Center:

Author Phase Tile

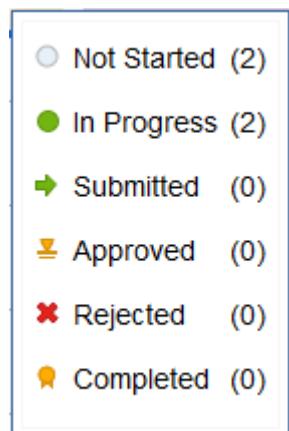The phase status in the author phase tile is updated in these ways:

- A progress bar is displayed to show the percentage complete. As doclet authors and approvers mark their doclets complete, the progress bar gets updated to show the overall phase completion status. The percentage complete is calculated on all doclets that have not been excluded from the author phase.

- The due date and time remaining for the phase is displayed.

- A blue bar is displayed under the phase tile to indicate which phase is currently being displayed.

- If there is an issue with one or more of the doclets, such as a doclet past due or a doclet without an author assigned, a warning icon is displayed.

> **ⓘ Note**
>
> If a doclet is rejected, restarted, or a new doclet is added, the author phase status is automatically updated to display the percent complete.

Doclet Status Menu

Select the doclet status button [icon] in the author phase tile to display a summary of the doclet statuses. Doclets that have been excluded from the author phase are not displayed in the doclet status menu.

Report Hierarchy

After you start the author phase, the following changes occur in the report hierarchy panel:

- The **Responsibility** column is populated with the doclet author's name. As the doclet moves through its workflow, the Responsibility column is continuously updated to reflect the user who is currently responsible for the doclet. For example, after the doclet author submits the doclet for approval, the Responsibility column is updated with the approver. This enables you to see who is currently responsible for doclet.

- Doclet status icons are displayed on each doclet.

Acting as an Author or Approver

At any time during the author phase, you can take control of a doclet and perform the same actions as a doclet author or approver. For example, if a doclet author is out of the office, you can check out the doclet, update the content, check it back in, and submit it for approval. This prevents the workflow from being delayed while waiting for a doclet author or approver to act on a doclet. See Author and Approve Doclets on the web.

> ⓘ **Note**
>
> When you check out a doclet, the Responsibility column is updated to show that you are currently responsible for the doclet.

You can also undo the checkout of a doclet that a doclet author has checked out. If you undo the checkout, any changes to the doclet that were made after the checkout are discarded, and the doclet reverts back to the version before the checkout.

To undo the checkout of a doclet:

1. Click ▼ next to the doclet name.
2. Select **Act on Content**.
3. Select **Undo Check Out**.

Refreshing Report Content

Performing a Refresh Data Source or Refresh All at the Report Package level executes a background process that systematically goes through and refreshes all doclet's associated with the data source selected.

- The refresh process checks out each doclet and fully processes all of its report content (same as if the doclet was checked out & refreshed directly).

- The processing time for the Refresh is directly related to the number of doclets impacted by the refresh action.

Performing a Refresh All on a Report Package which contains a large number of refreshable content will result in extended processing time.

The background process of each **Refresh** activity includes the following:

- For Refreshing Reference Doclets, such as **Reports** and Excel with Smart View Refresh Enabled

  – The system will check out the doclet and then opens Report or Excel File

  – Refreshes the Report or selected Excel Worksheets and then recalculates all selected worksheet (Excel only)

  – Updates all available content and then refreshes all doclets which embed available content (check out, replace available content, check-in) one by one

  – If an Excel file contains source reference variable values, the system updates the variable values and then refreshes all doclets which embed the reference variables (check out, update variable value, check-in) one by one

  – Check-in the Reference doclet

- For Refreshing Reference Doclets, such as **Reports** and Excel doclet with Smart View Refresh

  – The system will check out the doclet and then opens Report or Excel File

  – Refreshes the Report or selected Excel Worksheets and then recalculates all selected worksheet (Excel only)

  – If an Excel file contains source reference variable values, the system updates the variable values and then refreshes all doclets which embed the reference variables (check out, update variable value, check-in) one by one

  – Check-in the doclet

To Refresh All report content in a report package:

1. Open the **Report Packages**.

2. From the top right

   menu, select **Refresh**, and then select **All or select a data source from the drop-down list**.

   > ⓘ **Note**
   >
   > - As the refresh process may take an extended period to process all the impacted doclets, it is recommended to perform this refresh when there is a limited activity within the Report Package.
   >
   > - While the background process is executing, the Report Package is locked for editing. This will prevent any modifications to the Report Package structure & prevent any doclets from being checked in. Once the background process completes, the Report Package will be unlocked.

Restarting Doclets

You can reset the workflow on a doclet, a section, or the report package at any time during the author phase by restarting the doclets. When you restart a doclet, the workflow is reset and the

doclet status set back to **Started**. The doclet authors and approvers must resubmit and reapprove the doclets.

> ⚠ **Caution**
>
> Restarting the doclets resets the doclet workflow only. It does not affect the doclet contents. Any changes to the doclet contents that the doclet authors and approvers made are retained. Restarting doclets does not remove the checkout status. If an author has a doclet checked out and you restart the doclet, the doclet remains checked out by that author.

Author Phase Completion

The Author phase is marked complete when all of the doclets have a completed status. The report package status is updated to "Complete" if it does not have a review or sign off phase enabled, or "In Progress" if it has a review or sign off phase enabled.

Alternatively, the report package owner can manually close the author phase by selecting ▼ at the top of the page and clicking **Mark Author Phase Complete**. Any doclets in an uncompleted status are marked complete. For any checked out doclet the lock indicator status is removed and the doclet is marked complete. Any work in progress files are deleted.

The author phase will revert to an "In Progress" status whenever a doclet is re-opened or added.

> ⓘ **Note**
>
> If you defined start and end dates for the author phase when you created the report package, the author phase is not marked complete automatically when the end date is reached. The start and end dates are for planning purposes only.

Managing the Review Phase

The review phase allows users to review report content and add comments to the document. A review phase can have multiple review cycles, which enables a report to have multiple levels of review. For example, the first draft of a report could be reviewed by your managers, the second draft could be reviewed by your executives, and a final draft could be reviewed by your top management.

> ⓘ **Note**
>
> The report package owner can choose to initiate a review instance at any time. Narrative Reporting does not require the author phase to be in a completed status. Once the first review cycle is initiated, the report package status changes to "Under Review".

The review phase follows this process:

1. You create a review instance.

2. You start a review cycle.

3. Notifications are sent to reviewers to begin their work.

4. Reviewers analyze the areas of the report package that are assigned to them and add comments.

5. When reviewers have finished adding comments, they mark their reviews complete.

6. You review and address the comments.

7. **Optional**: You send doclets containing review comments back to the doclet authors to edit the doclets based on the review comments.

8. You mark the review cycle complete.

9. If another review cycle is defined, you create another review instance and start another review cycle.

10. Notifications are sent to reviewers to review their sections of the report package, add comments, and then mark their reviews complete.

11. When all review cycles are complete, the review phase is marked complete.

Review Phases, Review Instances, and Review Cycles

The distinction among review phases, review instances, and review cycles is important.

Review Phase
All reviews and review actions occur in this development phase. A review phase can have multiple review cycles. For example, a review phase can have one cycle for management review and a second cycle for executive review.

Review Cycles
Review cycles enable reviewers to analyze the report content and add comments. You define the start and end dates of review cycles when you create the report package. After you have created a review instance, you start the review cycle so that reviewers can begin their work. During the report package creation process, you can add multiple review cycles, which allow for multiple levels of review.

Review Instances
Review instances are snapshots of the report package, used within review cycles. When you create a review instance, the system renders all of the checked-in versions of the doclets into a draft version of the report.
You can create multiple review instances. For example, if you create a review instance and discover that a key doclet was not checked in, you can have the doclet author check the doclet in and then create another review instance before starting the review cycle.

Starting a Review Cycle

You start a review cycle by creating a review instance and then starting the cycle.

To start a review cycle:

1. Create a review instance by selecting ▼ at the top of the page and clicking **Create Review Instance**

2. Start the review cycle by selecting ▼ at the top of the page and clicking **Start Review Cycle n**, where *n* is the number of the next review cycle (for example, **Start Review Cycle 1**).

> **⚠ Caution**
>
> At least one reviewer must be assigned to a review cycle at the report package, section, or doclet level before the cycle can be started. To assign reviewers to a review cycle, select ▼ next to the report package name, and then select **Edit Report Package Properties**. See Create Report Packages.

When you start a review cycle, notifications are sent to reviewers to begin their reviews. If groups are used for user assignments, the reviewer list is generated and condensed so that each user gets only one review notification. Users will not get duplicate notifications if they are in multiple groups.

Using the Report Center in the Review Phase

After you start a review cycle, you can monitor the review phase status in the Report Center:

Review Phase Tile
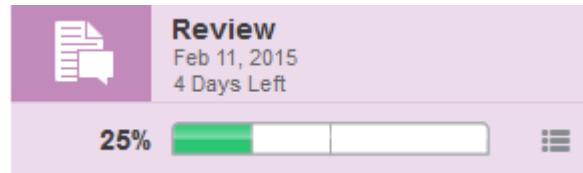
The phase status in the review phase tile is updated in these ways:

- A progress bar is displayed to show the percentage complete. The progress bar is subdivided by the number of review cycles that you have defined. As reviewers mark their reviews complete, the subdivision for that review cycle is updated to show the number of completed reviews within each cycle.

- The due date and time remaining for the phase is displayed.

- A blue bar is displayed under the phase tile to indicate which phase is currently being displayed.

Review Phase Status Menu

Select the review phase status button ▤ in the review phase tile to display the total and the number of open comments, as well as the total and the number of completed reviews for the current cycle.

Report Hierarchy

After you start a review cycle, the following changes occur in the report hierarchy panel:

- The **Comments** column displays the total number of comments and the number of open comments on each doclet. As reviewers add comments, doclet authors, other reviewers, and report package owners can mark the comments complete when the comment has

been addressed. The Comments column shows how many comments have been entered on each doclet, and how many have been addressed already.

- The **Reviewers** column is updated with the users that are currently assigned as reviewers.

- The **Review Cycle Selector** enables you to switch among review cycles.
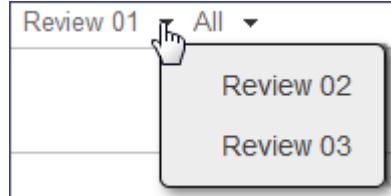
- The **Review Status Filter** enables you to filter the reviewer list to display **All**, **Completed**,

or **Not Completed** reviewers.

Review Tab

Click the review tab to open the review center. The review center enables you to see the review instance and access comments. See [Managing the Review Phase](#).

Addressing Review Comments

While doclet authors and approvers can view the comments that reviewers have entered on their doclets, as a report package owner it is your responsibility to address those comments by taking the required action. Examples:

- You can answer a question and then close the comment. For example, if a reviewer asked if a figure in a doclet represented an up-to-date number, you can reply to the comment and mark it closed.

- You can edit the doclet content and then close the comment. For example, if a reviewer suggests an edit, you can check out and edit the doclet and then reply to the comment that the edit was made and close the comment.

- You can send the doclet back to the doclet author for additional revisions. For example, if a reviewer suggests that a doclet is using old data and needs to be updated with the latest figures, you can send the doclet back to the author. To send doclets back to the doclet authors, highlight the doclets, and then select ▼ at the top of the page and click **Restart Doclets**.

    When you restart a doclet, a notification is sent to the doclet author indicating that the doclet has been reopened, and the doclet status is changed to "Started." You can also change the doclet due dates for authors and approvers. The doclet follows the same workflow as in the author phase; it is edited and approved by the authors and approvers that were assigned in the author phase.

For more information about working in the review center, see Perform Reviews on the Web.

Adding a Reviewer

There are several scenarios for adding reviewers to a review cycle while a report package is in the review phase:

1. You can add a reviewer to an upcoming review cycle. A task will be created and a notification is sent when you start the review cycle.

2. You can add a reviewer to a current review cycle. A task is created and a notification is sent immediately.

3. You can add a reviewer to a review group in a current review cycle. You must update your group assignments before the user can begin reviewing. To update your group assignments while a cycle is in progress, select ▼ at the top of the page and click **Refresh Assigned Groups**. The system will perform the following actions:

   • Notifications are sent to the newly added users.

   • Review tasks are created for the newly added users.

   • If a user is removed from a reviewer group, the review tasks are removed from the reviewer's task list.

Adding a Review Cycle

You define the number of review cycles for your report package when you create the report package. To add additional review cycles after the report package is created, you must edit the report package properties. For example, if you define two review cycles during the report package creation process, but you decide that you need a third review cycle, you must edit the report package to add the third review cycle.

To add a review cycle:

1. In the report center, select ▼ at the top of the page and select **Edit Report Package Properties**.

2. Select the **Define Process** tab.

3. Select the review tile to switch your view to the review phase.
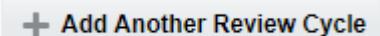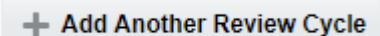
4. Select to add a review cycle.

5. **Optional**: Enter start and end dates for the review cycle.

6. **Optional**: Select the **Assign Users** tab and assign reviewers to the review cycle. Assigning users is not required, but you cannot start the review cycle without assigning at least one reviewer to the report package, a section, or a doclet.

7. Click to save your changes and return to the report center.

Marking the Review Cycle Complete

When all reviewers have marked their reviews complete, you mark the review cycle complete by selecting ▼ at the top of the page, and then selecting **Mark Review Cycle n Complete**. After you mark a review cycle complete, reviewers can't add or edit comments in that cycle. Reviewers also can't mark their reviews complete if they have not already done so. When you

start the next review cycle, reviewers can see the comments from the previous review in the current review. They can reopen the comments and respond as necessary.

> ⓘ **Note**
>
> You can mark a review cycle complete even if some reviewers have not marked their reviews complete. You need not close all of the comments in the review. If comments are open in a review, you must confirm that you want to mark the review cycle complete.

If no additional review cycles exist, the review phase is marked "Complete". If there is no sign off phase defined, the report package status is also marked "Complete".

Starting a New Review Cycle

If additional review cycles are defined, you repeat the process of creating a review instance and starting the next review cycle to begin the next round of review. Reviews are sequential and must be performed in order. If three review cycles are defined and review cycle 1 is complete, you can create a review instance only for review cycle 2. You cannot create a review instance for review cycle 3 until review cycle 2 is complete.

When you start the next review cycle, the system carries forward any comments from previous review cycles, as long as the doclet with the comment is part of the next review instance. If a comment becomes unanchored from a doclet (for example, if a comment is entered on a paragraph within the doclet and then the paragraph is deleted), the comment is displayed at the beginning of the doclet. Reviewers can add or delete existing comments and reopen closed comments.

Reviewers can add, update, delete, and view comments only from review cycles that they are assigned to. If a reviewer group is assigned to review cycle 1 but not review cycle 2, after review cycle 1 is closed, the members of the group cannot add, edit, or delete their comments, and they can't see review cycle 2 or any comments that were added in it. However, if a comment from review cycle 1 was added to in review cycle 2, reviewers from review cycle 1 can see that update.

Doclet authors and approvers can view comments on their doclets in the Inspect dialog box. They can also view and reply to comments on their doclets in the review center.

Managing the Sign Off Phase

The sign off phase locks down the report package content and submits it to the signers for final approval. Once a sign off instance is created, no changes to the report package are allowed. The signers can either sign off on the report package, in which case it is final, or they can reject the report package, in which case the report package owner reopens the report package, makes the necessary changes, and resubmits for sign off. After sign off is received, the report package is marked "Final" and is ready to be published.

The sign off phase follows this process:

1. You create the sign off instance.

2. **Optional:** You cancel the sign off and reopen the report package for more editing.

3. You request sign off for the report package.

4. Notifications are sent to the signers to provide sign off. The report package status is changed to "Sign Off Pending".

5. **Optional:** Signers reject the sign off. You address the issues raised with the sign off and resubmit it for sign off.

6. Signers provide sign off.

7. When all signers have provided their sign off, the report package is marked "Final".

Creating a Sign Off Instance

Before you create the sign off instance, the following must be true:

• All doclets must be checked in and marked "Complete".

• All previous development phases must be complete.

> ⓘ **Note**
>
> All comments do not have to be closed to create a sign off instance.

If a development phase or a doclet is not complete, the system will inform you, and the sign off instance will not be created.

To create a sign off instance, select ▼ at the top of the page, and then select **Create Sign Off Instance**.

Requesting Sign Off

When you create the sign off instance, the system creates a new version of the report package based on the current state of the doclets. Select the sign off tab 📝 to review the sign off instance. If you are satisfied that the report package is ready to send to the signers, select ▼ at the top of the page, and then select **Request Sign Off**.

Unlocking the Report Package

After a sign off instance is created, no edits can be made to the report package content. If edits are required before you send the report package to the signers, you must cancel the sign off and unlock the report package. To unlock the report package, select ▼ at the top of the page, and then select **Unlock Report Package**.

When you unlock the report package, the status reverts to its previous state (Under Review, for example).

> ⓘ **Note**
>
> Unlocking the report package cancels the sign off instance and removes any sign offs that were received. When you resubmit the report package for sign off, all signers must provide sign off again.

Using the Report Center in the Sign Off Phase

After you request sign off, you can monitor the status of the sign off phase in Report Center.

Sign Off Phase Tile
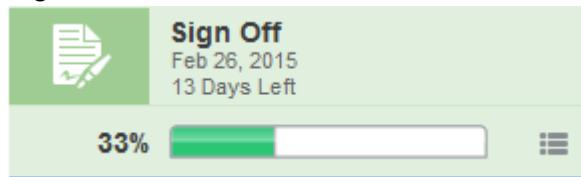
The phase status in the sign off phase tile is updated in these ways:

- The phase status is changed from **Not Started** to display a percentage completed progress bar. As signers provide sign off, the progress bar gets updated to show the overall phase completion status.

- The due date and time remaining for the phase is displayed.

- A blue bar is displayed under the phase tile to indicate which phase is currently being displayed.

Sign Off Phase Status Menu

Select the sign off phase status button in the sign off phase tile to display the number of sign offs or rejected sign offs.
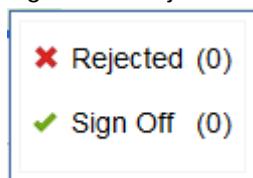
Status and Notes Columns

The status of each signer is displayed in the status column. The signer status is either **Sign Off** or **Rejected**. If the signers have provided notes with their sign off or reject, the notes are displayed.

Sign Off Instance Tab
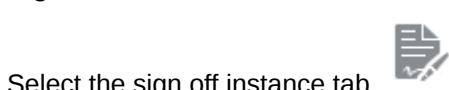
Select the sign off instance tab to view the sign off instance.

Addressing Rejected Sign Offs

If a signer has rejected the sign off, you can view comments that the signer included in the reject. If necessary, you can unlock the report package to make changes (see Managing the Sign Off Phase). When you have finished making changes, you create a new sign off instance and request sign off again.

If you determine that no changes are necessary as a result of the rejection, you can resend the sign off request without unlocking the report package. This clears the rejected sign offs and sends notifications to all signers who have not signed off. Signers who have already signed off are not required to sign off again when you resend the sign off request.

When all signers have provided their sign off, the report package is marked "Final", and the development process is complete. The report package no longer appears in your list of active report packages on the home page. You can open the report package by navigating to the library.

Marking a Report Package Final

If there is no Sign Off phase enabled on the Report Package, the Report Package Owner (RPO) can mark the Report Package Final indicating no additional report updates are required. Once the Report Package is marked final, no updates to the report content can be made. If the report content needs to be modified, the Report Package Owner can reopen the report package which will remove the Final status.

> ⓘ **Note**
>
> Before marking the Report Package as **Final**, you need to verify these steps:
>
> - All doclets must be checked in.
> - Both **Author** and **Review** phases must be complete.

To mark a Report Package Final:

1. Open the Report Package.

2. From the top right **Actions** menu, select **Mark Final**.
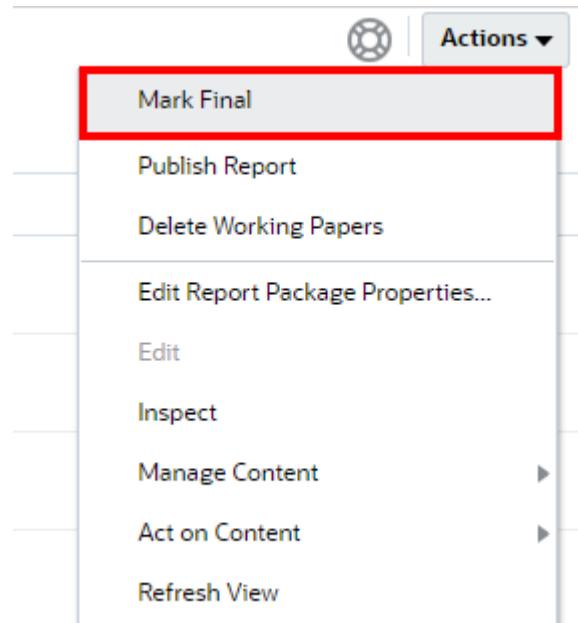
3. Note the status of the Report Package now shows as **Final**

To Reopen a Report Package:

1. Open the Report Package.

2. From the top right **Actions** menu, select **Reopen Report Package**.

3. Note the status of the Report Package no longer shows as **Final**.

Publishing the Report Package

When you publish the report, the system creates a single document containing all the report content. The latest checked-in doclet content is included in the report. Review comments and attachments are not published. You can publish the report in Microsoft Word, PowerPoint, or PDF format, depending on the report package type.

To publish the report:

1. Select **Actions ▼** at the top of the page, and then select **Publish Report** .
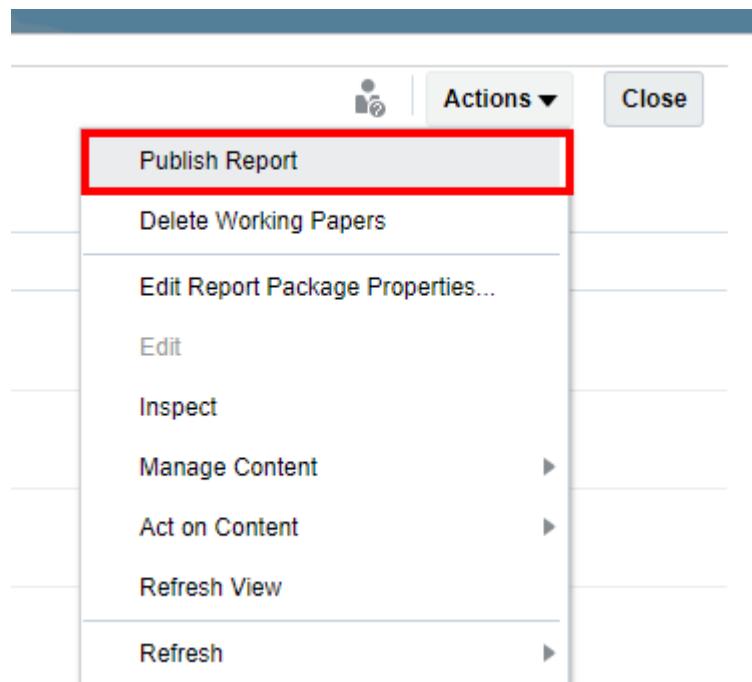
2. In **Publish Report** dialog, select these options:

   - In **File Type** option, you can select either **Native** or **PDF** output.

   - In **Save To** option, you can select either **Local** or **Library**, and select **Browse** to save the report location, and then click **OK**.

   - Click **OK** to publish the report.

> **ⓘ Note**
>
> If the older version of the report is saved in the **Library** location, and if you want to overwrite the current saved report, then select **Overwrite Existing Objects**, and then click **OK**.
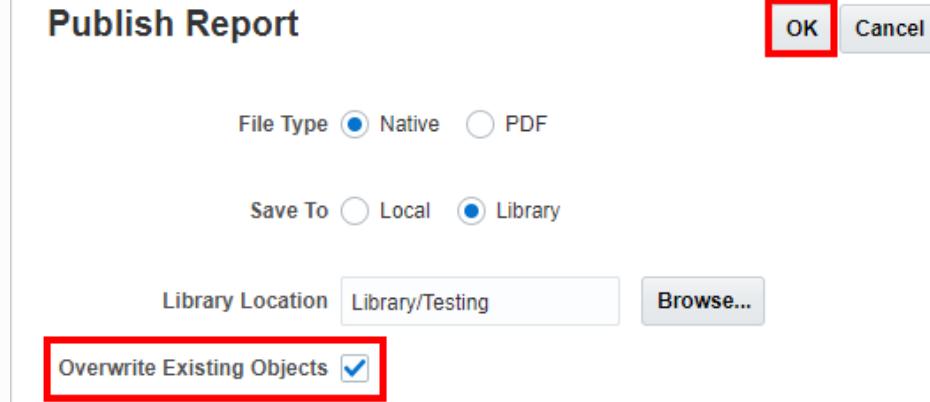
To publish a Section or Doclet

1. Select ▼ next to the Section or Doclet that you want to publish, and then select **Publish**.
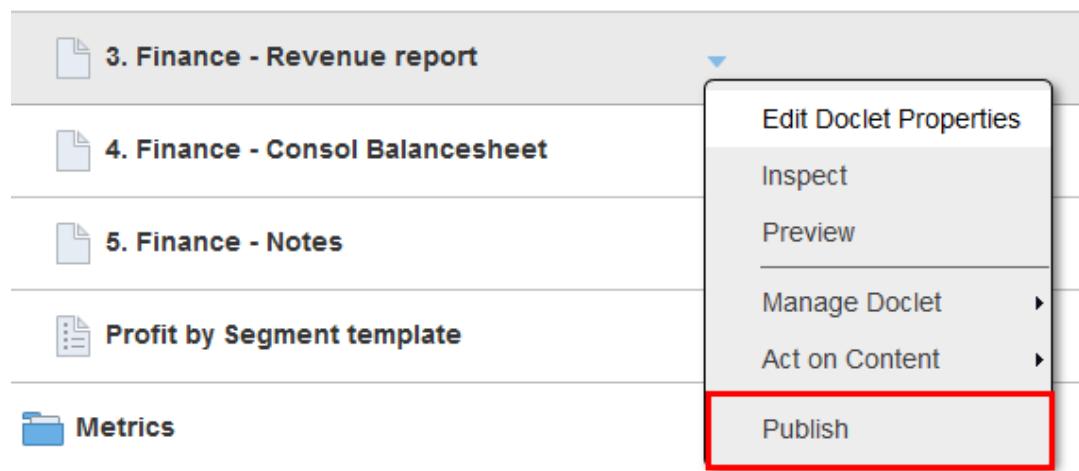
2. In **Publish Doclet** dialog, select these options:

   - In **File Type** option, you can select either **Native** or **PDF** output.

   - In **Save To** option, you can select either **Local** or **Library**, and select **Browse** to save the doclet location, and then click **OK**.

   - Click **OK** to publish the doclet.

> ⓘ **Note**
>
> If the older version of the doclet is saved in the **Library** location, and if you want to overwrite the current saved doclet, then select **Overwrite Existing Objects**, and then click **OK**.
>
> **Publish Doclet**   OK   Cancel
>
> File Type   ○ Native   ● PDF
>
> Save To   ○ Local   ● Library
>
> Library Location   Library/Testing   Browse...
>
> Overwrite Existing Objects ✔

Publishing the Report Package to an XBRL Service

You can publish the Report Package contents directly to your XBRL service provider. This action launches your XBRL service provider instance in a new browser tab. The required report details are passed in the URL, allowing the XBRL service to pull the published report output into their system.

To publish the report to an XBRL service

1. Open the Report Package.

2. Select **Actions ▼** at the top of the page, and then select **Publish Report to XBRL Service**.
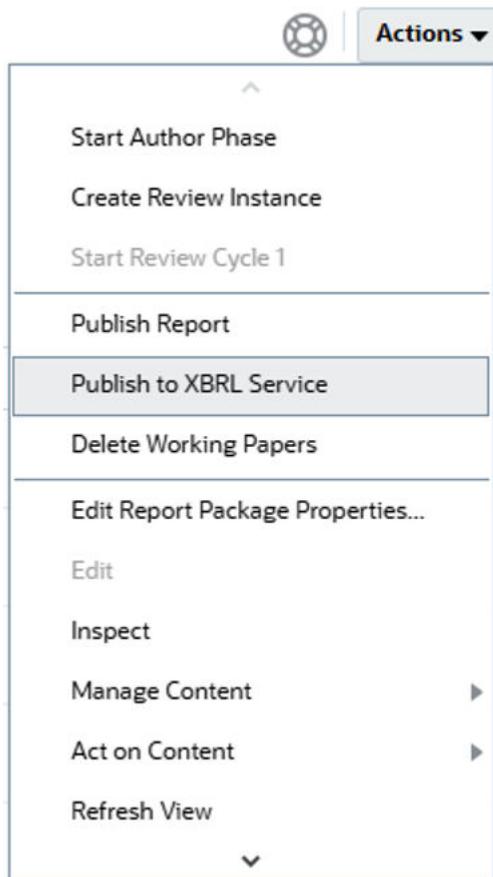
3. Your XBRL service opens in a new browser tab.

> ⓘ **Note**
>
> For configuration and integration overview related information, see Integrating with XBRL services.

Deleting Working Papers

By default, all working papers that support the report package development process, such as review comments and previous doclet versions are stored with the report package.

You can delete these working papers if you no longer need them. The following types of working papers can be deleted:

- Previous versions of doclets
- Review instances
- Review comments
- Distribution Executions

To delete working papers:

1. Select ▼ at the top of the page, and then select **Delete Working Papers** .

2. Select the types of working papers to delete, and then click **OK**.

3. Click **OK** to confirm.

7
Distributing Report Package Content

Related Topics

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Distribution Overview

Distributions enable you to send report content to stakeholders at any point in the report development. You can send the entire report, or a limited subset of the report content that you define per user or group. The recipients of the distribution are able to view the report content that you assigned to them, but they do not participate in the report development process. Unlike report package viewers, distribution recipients view the report content only. They do not view report package development artifacts, such as review comments.

You can distribute report content at any time during the development process, and you can create multiple distribution cycles. When you execute a distribution, notifications are sent to all recipients. They access the report content in the Distribution Center, where depending on the access you grant them, they can view the content online or download the content in the native format or PDF.

> ⓘ **Note**
>
> When you execute a distribution, notifications are sent via email and the Messages tab on the web. You can specify the subject and message text for the email, and it also contains links to all of the available options for a recipient (view, download, download as PDF). However, the notification in the messages tab contains only one link. The order of priority for this link is view, then download by PDF, then download in native format.

You can vary the distribution of report content by users and groups. For example, you can grant access to the full content to one group of users, and a limited set of content to a second group. However, you cannot vary a user or group's access between distributions. For example, for a given report package, if you grant full access to the Finance Users group for a Weekly distribution, you can't grant partial access to the Finance Users group in a Final distribution.

See also this video Distributing Report Packages

Refer to these topics for more information:

- Creating and Managing Distributions
- Assigning Access to Distributions
- Viewing Distributions

Creating and Managing Distributions

You create, edit, and execute distributions from the **Manager** tab of the Distribution Center. When you create a distribution, you specify which users will receive the distribution and what action they can take (view, download, or download as PDF); however, you do not specify what access those users will have. You use the **Access** tab to assign access to users and groups. In other words, use the **Manager** tab to define *who* gets the distribution, and the **Access** tab to define *what* those users can see.

Creating Distributions

1. From a report package, click to open the Distribution Center.

2. Click .

3. In **Properties**, enter a name and, optionally, a description for the distribution.

4. In **Rollover Count**, specify the number of executions that the system will store for the distribution. When a user views the distribution, they can select any of the saved executions to view. Each execution is named with the Distribution Name and an incremented number (for example, Weekly Distribution 1, Weekly Distribution 2, and so on). The system deletes prior executions that exceed the rollover count.

5. In **Notification Details**, enter the subject and message of the notification email, and then specify the actions that the recipients can take:

   • View in a browser

   • Download in native format

   • Download as PDF

   > ⓘ **Note**
   >
   > You must specify at least one action.

6. In **Recipients**, click to assign users to the distribution.

   > ⓘ **Note**
   >
   > Use the **Access** tab to determine the access for the users that you assign to the distribution. See Assigning Access to Distributions. All report package owners and viewers are automatically assigned full access to the distribution.

7. Click **Save** to save the distribution.

Executing Distributions

To execute a distribution, in the **Actions** column for the distribution, click ▼ and select **Execute**.

When you execute a distribution, a distribution execution instance is created and notifications are sent to the users that you assigned to the distribution. Click ▶ next to the distribution name to see the result of the execution.

> ✔ **Tip**
>
> The **Recipients** column displays the number of recipients who received the distribution. Click the number to display the individual users and groups in the distribution.

To delete a distribution execution instance, in the **Actions** column of the execution, click ▼ and select **Delete**. Note that this will delete the execution instance, but not the distribution definition. To delete the distribution definition itself, see Editing and Deleting Distributions.

Name	Recipients	Execution Status	Executed By	Executed On	Actions
▼ Weekly Distribution					▼
Weekly Distribution-1	1	Complete	Administrator	Mar 6, 2018	▼
Weekly Distribution-2	1	Complete	Administrator	Mar 6, 2018	▼
					Delete

Editing and Deleting Distributions

To edit a distribution, in the **Actions** column for the distribution, click ▼ and select **Edit** to display the **Edit Definition** dialog box. When you are finished editing, click **Save** to return to the distribution center.

To delete a distribution, in the **Actions** column for the distribution, click ▼ and select **Delete**.

Assigning Access to Distributions

Use the **Access** tab to assign access to distributions to users and groups. You can assign full access to the entire report, and you can also create filters that will allow you to assign access to a subset of the report content for specific users and groups. When you add that user or group to a distribution on the **Manager** tab, the access that you have granted that user or group is enforced for all distributions for a report package. You cannot assign different levels of access to the same user or group for multiple distributions. By default, all users assigned to the distribution are granted full access to the report contents. To restrict access to the report content, you must create filters for specific users and groups.

Granting Full Access to the Report

To grant access to the full report content, in **Report Access**, perform an action:

*   Select **Full**.

    All distribution users are granted access to the full report contents.

*   Select **Limited**, and then in **Assign Users**, click ![icon] to select the users to grant full access to. You can create filters below to limit other users' access, but the users that you assign under **Full Access** will retain access to the entire report content when you add them to a distribution.

Granting Access to a Subset of the Report

To grant access to a subset of the report:

1. In **Report Access**, select **Limited**.

2. Under **Limited Access**, in **Access Filters**, click ![icon] .

3. In **Filter Properties**, enter a name for the filter.

4. In **Assign Users**, click ![icon] to select the users to assign to the filter. These users will be granted access only to what the filter specifies when you add them to a distribution.

5. In **Filters**, select **Allow** to grant access to the portions of the report package structure that you specify. You can also select **Restrict** to restrict access to content within the same filter. For example, you can grant access to doclets in the Finance section except for doclets with South America in the title.

> ⓘ **Note**
>
> You must create at least one Allow filter before you can create a Restrict filter.

6. In **Filters**, select ➕ .

   The **Add Filter Item** dialog box is displayed.

7. In **Filter By**, perform an action:

   • Select **Report Package Structure** to filter on report package doclets and sections, using the structure of the report:

   a. In the left column, select the doclets and sections to add to the filter, and then click

      ❯ to add it to the filter.

   b. To remove a doclet or section from the filter, select the doclet or section from the

      right column and then click ❮ .

   • Select **Attributes** to filter on search terms in the report package doclet or section names or descriptions:

   a. In **Filter On**, select to search on doclets, sections, or both.

   b. In **Attribute**, select to search names or descriptions.

   c. In **Operator**, select from the following:

      – Contains

      – Equals

      – Starts With

      – Ends With

   d. In **Search Text**, enter the text for the filter to search on and then click **Add**. You can add multiple search terms. For example, you can search for "Section Name Starts with South America, " or "Doclet Description Contains Financials".

   > ⓘ **Note**
   >
   > The system applies the filter to doclet or section names and descriptions exactly as you enter them in the **Search Text** field; it is case-sensitive, and it will not trim leading or trailing spaces. Ensure that the search text that you enter matches the doclets and sections that you wish to allow or restrict exactly. For example, if you create a filter to restrict access to doclets with "confidential" in the doclet name, the filter will not prevent users from accessing the doclet "Confidential--Salary Information".

   e. **Optional:** Select a search term and click **Delete** to remove it from the filter.

8. **Optional:** select **Match All Filters** to specify that only the report package content that meets the criteria of all of the filters is selected or restricted. By default, if the criteria of any of the filters is met, the report package content is selected or restricted. For example, if you have a condition that allows access to children of Section 1, and a second condition that allows access to doclets with a name that contains "financial", by default the system allows access to all children of Section 1 OR any doclet whose name contains "financial". If you select "Match All filter conditions", the system allows access only to doclets that are children of section 1 AND whose name contains "financial".

9. Click **Save**.

   The filter is added to the **Access Filters** list on the left. Click ✖ to delete it.

Some considerations when assigning access:

- If you assign a user both Full and Limited access, the Full access supersedes the Limited access.

- If you assign a user to two Limited filters, the most inclusive filter determines the user's access. For example, if you assign a user to one filter that grants access to all doclets in North America and a second filter that grants all access to New England but excludes Connecticut, the user will still have access to Connecticut because it is part of North America.

Viewing Distributions

Distributions enable a report package owner to send report content to stakeholders at any point in the report package development. As a recipient, depending on the options that the report package owner selects, you can view, download in native format, or download as PDF all of the report content that the report package owner assigns to you.

Notifications

When a report package owner executes a distribution, notifications are sent to the recipients' email and the Messages tab on the web. The notifications contain links to access the distributed content. When you click the links from your email, the system will prompt you to enter your user name and password. After you provide your credentials, the report will be displayed in the Distribution Center in a browser window, or your browser will prompt you to download the source files or PDF, depending on the options the report package owner selected.
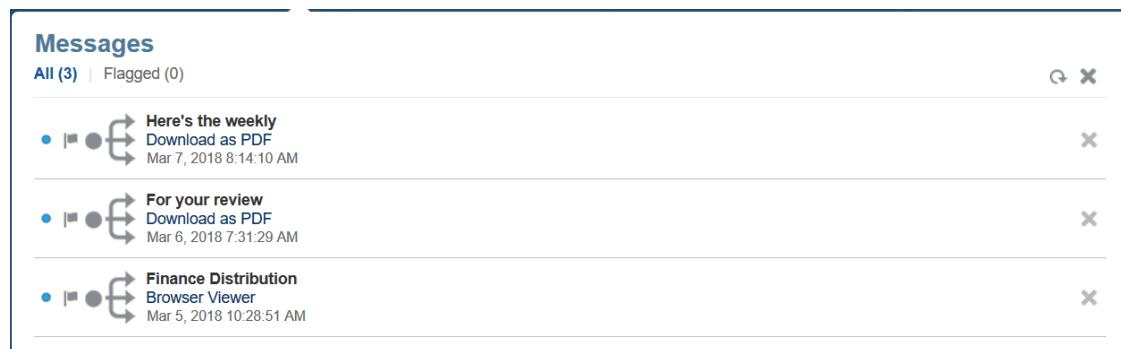
Viewing a Distribution

From the Distribution Center, you can view the current distribution, or you can view previous executions of the distribution (if available) by selecting them from the drop down menu under the Report Title. If the report package owner has selected the options to download the report in native or PDF format, use the **Actions** menu to download the report.

Use ⊕, ⊖, and the zoom drop down menu to zoom the report. Use ⊙ to search the distribution for a text string.

8
Integrating with XBRL Services

Narrative Reporting can be configured to seamlessly pass Report Package contents to your third-party XBRL service provider.

Key reporting properties are included in a URL, allowing the XBRL service to extract the Report Package content and load it into the service. The Report Package content can be refreshed iteratively without the loss of any XBRL tagging performed within the XBRL service provider.

> ⓘ **Note**
>
> While the integration with XBRL Services is built using open standards, they are currently only supported with Ez-XBRL Solutions.

Enabling XBRL Service Integration

The XBRL Service integration is only available within EPM Enterprise. It is not available with EPM Standard or legacy Enterprise Performance Reporting Cloud Service.

To enable the XBRL Service integration, follow these steps:

1. On the Narrative Reporting Home Page, select **Tools**, then select **Settings**.
2. In the Settings windows on the left panel, select **XBRL Settings**.
3. Select the **Enable the XBRL Service Provider Integration** checkbox.
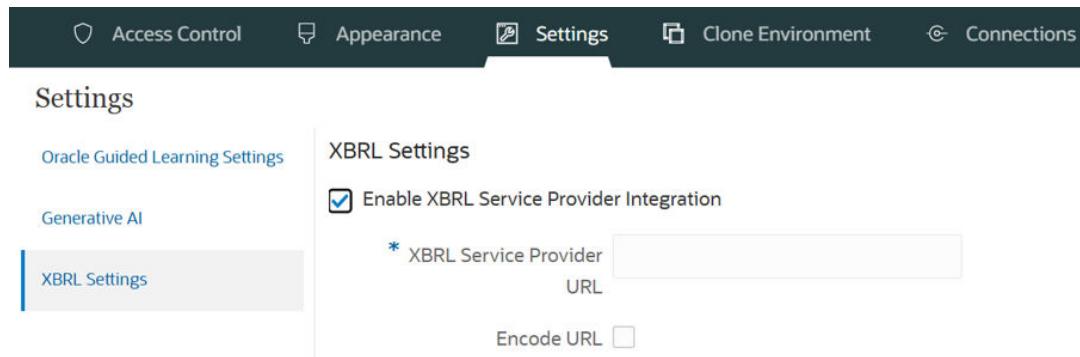
4. Enter the XBRL Service Provider URL.
5. Optional: Select **Encode URL**.
6. Click **Save**.

For example, if you have the following URL for Ez-XBRL XOR service:

```
https://xororacleapp.auth.us-east-1.amazoncognito.com/oauth2/authorize?
client_id=xxxxxxxxxxxxxxxxxxxxxxxxxxxx&response_type=code&scope=email+openid&redire
ct_uri={{ezxbrl_xor_platform_url}}&state=
```

The Ez-XBRL XOR integration will require an encoded URL. Ensure that you select the **Encode URL** option.

Adding XBRL Service Report Properties as Variables within a Report Package

XBRL services require certain reporting properties to be applied to their reports. These values can be added to your Report Packages as variables.

To designate variables to be shared with your XBRL service, preface the variable name with `XBRL.Property.` For example: `XBRL.Property.CompanyID` and `XBRL.Property.FilingPeriod`. All variables following the `XBRL.Property.` naming convention will be passed within the URL when the Publish to XBRL service is executed. The variable name and value will be included in the URL, but the `XBRL.Property.` prefix will be removed.

For example, a variable `XBRL.Property.Company ID` with a value of `123456789` will appear in the URL as `Company ID` and `123456789`.

You must not include any non-public information within these variables, as they will not be encrypted.

In addition to the designated Variables, the internal Report Package ID will be passed, allowing the XBRL service to identify the source Report Package within the Narrative Reporting service.

For the **Ez-XBRL XOR** service, the following `XBRL.Property.` variables are required:

Table 8-1   Variable Table

Variable Name	Value
`XBRL.Property.companyIdentifier`	0000000000
`XBRL.Property.formType`	10-k
`XBRL.Property.mandate`	US
`XBRL.Property.periodEndDate`	01-30-2024

> ⓘ **Note**
>
> Variable names are case sensitive and must appear exactly as shown in this topic.

Publishing the Report Package to an XBRL Service

You can publish the Report Package contents directly to your XBRL service provider.

This action will launch your XBRL service provider instance in a new browser tab. Within the URL, required report details are passed allowing the XBRL service to pull the published report output into their service.

To publish the report to an XBRL service:

1. Open the Report Package.

2. Select **Actions ▼** at the top of the page, and then select **Publish Report to XBRL Service**.
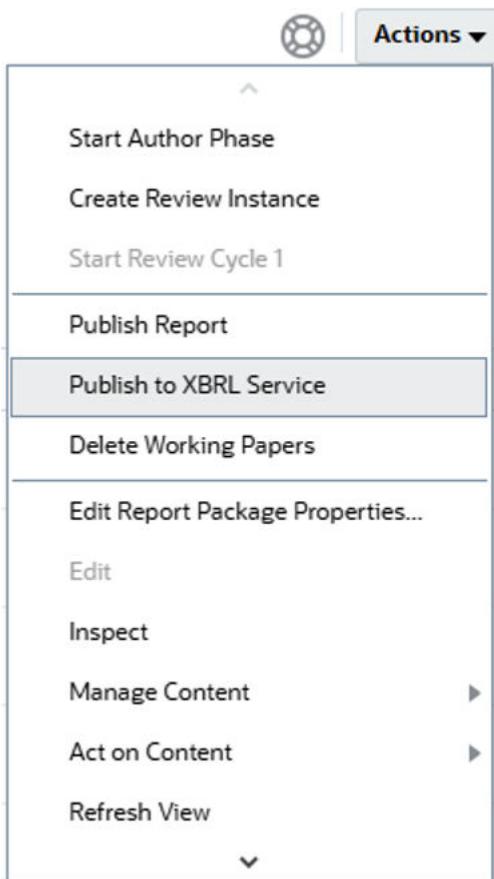
3. Your XBRL service opens in a new browser tab.

> ⓘ **Note**
>
> For configuration and integration overview related information, see Integrating with XBRL services.

9
Learning About Shared Variables

Shared Variables provide a centralized storage for common static variables which can be used in multiple Report Packages. These variables are designed for common reporting content (like company names, reporting period, program titles) whose values are static or infrequently modified within a reporting cycle.

Shared Variable Value Sets allow a variable's values to change between reporting cycles. The Value Set ensure that all Report Packages within a reporting cycle are using consistent values for their shared variables.

Here is an example:

Variable	Value Set 1	Value Set 2	Value Set 3
Reporting End Date	December 31, 2022	March 31, 2024	June 30, 2024

This topic covers:

- Creating Shared Variable Lists
- Managing Shared Variable Lists

Creating Shared Variable Lists

To create a shared variable list, perform the following steps:

1. From the Welcome Panel on the Home page, click ![menu icon], and then click ![variables icon] Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, click ![plus icon] .

3. Define the variable list, as follows:

    a. Enter a **Name** for the variable list.
    The name must be unique and should be descriptive of the list to make it easier to find.

    b. **Optional:** Enter a **Description** for the variable list.

    c. **Optional**: You can rename the Value Set 1 by clicking **Value Sets**, and then editing the value in the name. Once saved, the value set cannot be renamed.

4. To add Variables to the Variable List:

    a. To add a new variable to the variable list, click ![plus icon] .

    b. Enter the **Name** and **Description** for the variable.
    The name must be unique within the variable list and should be descriptive of the variable to make it easier to find.

    c. Enter a value for each value set.
    The values can have a maximum size of 255 characters.

    d. Click **Save**.

A Variable List can have a maximum of 100 variables.

Managing Shared Variable Lists

You can edit, assign access, copy, delete, export, import and inspect an existing variable list.

Related Topics

- [Editing Variable Lists](#)
- [Assigning Access to Variable Lists](#)
- [Copying Variable Lists](#)
- [Deleting Variable Lists](#)
- [Exporting Variable Lists](#)
- [Importing Variable Lists](#)
- [Inspecting Variable Lists](#)

Editing Variable Lists

To edit a variable list, perform the following steps:

1. From the Welcome Panel on the Home page, click [≡], and then click [⌖ **Variables**].
   Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list, and then click •• and select **Edit**.

3. To add Variables to the Variable List:

   a. To add a new variable to the variable list, click [+].

   b. Enter the **Name** and **Description** for the variable.
      The name must be unique within the variable list and should be descriptive of the variable to make it easier to find.

   c. Enter a value for each value set.
      The values can have a maximum size of 255 characters.

   d. Click **Save**.
      A Variable List can have a maximum of 100 variables.

4. **To edit a variable:**

   a. Select a variable within the variable list.

   b. Click within the field you want to update and enter a new value.

   > ⓘ **Note**
   >
   > Variable Names cannot be edited once saved.

5. **To copy a Variable:**

   a. Select a variable within the list and click **Copy Variable**, [⧉].

   b. Enter a unique name for the new variable.

6. **To delete a Variable:**

   a. Select a variable within the list then click **Delete Variable**, 🗑 .

   b. b. Click **Yes** in the confirmation dialog.

7. **To copy a Value Set:**

   a. Click on the **Value Sets** tab.

   b. Select a Value Set, click **Copy Value Set** and enter the new Value Set name.

   > ⓘ **Note**
   >
   > • All variable values are copied to the new value set.
   >
   > • A Variable List can have a maximum of 12 value sets.

   c. **Optional**: Set the new value set to be current. Select the value set and click **Mark Value Set as Current** icon, 🔖 .
   When adding a Variable List to a Report Package, the current value set is selected by default.

   d. **Optional**: You can reorder the Value Sets by selecting a value set and dragging it to another position in the list.

8. **To Delete a value Set:**

   a. Click on the **Value Sets** tab.

   b. Select a Value Set and click **Delete Value Set**.

   c. Click **Yes** in the confirmation dialog.

9. **To modify the Value Sets shown on the variable listing screen:**

   a. Click on the **Select Value Set** menu.

   b. Check the box next to the Value Set you want to display.

   c. **Optional**: You can click **Clear All** to show all value sets.

Assigning Access to Variable Lists

To get access to the Variable Lists, perform the following steps:

1. From the Welcome Panel on the Home page, click ☰ , and then click ⟨ᵣ₍ₓ₎ Variables .
   Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list. Click ••• and select **Inspect**.

3. Click on the access tab, 👥 , and then click the ➕ icon.

4. Use the search field to search for users or groups.

   a. Enter your search text within the search field then click the **Search** icon, 🔍 .

   b. Select the user or group from within the search result list.

    c. Use the **Include Selected Users** icon to add the user or group to the selection list.

    d. **Optional**: Click ![trash icon] next to a user or group to remove them from the selection list.

    e. Click **OK** to close the selection dialog.

5. Select the user or group within the list then set their permissions on the Variable List – Administer or View.

6. **Optional**: To remove a user or group's access, select the user or group then click ![trash icon] .

Copying Variable Lists

To copy a variable list, perform the following steps:

1. From the Welcome Panel on the Home page, click ![menu icon], and then click ![Variables icon] Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list, and then click ••• and select **Copy**.

3. Within the Variable List dialog, edit the copied variable list:

    a. Rename the Variable List.

> ⓘ **Note**
>
> The variable list can not be renamed once it is saved.

    b. Update the variables and value sets, as required.

    c. Click **Save** or **Save and Close**.

Deleting Variable Lists

To delete a variable list, perform the following steps:

1. From the Welcome Panel on the Home page, click ![menu icon], and then click ![Variables icon] Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list, and then click ••• and select **Delete**.

3. Click **Yes** in the confirmation dialog.

Exporting Variable Lists

To export variable lists, perform the following steps:

1. From the Welcome Panel on the Home page, click ![menu icon], and then click ![Variables icon] Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list, and then click ••• and select **Export**.

3. In the export dialog, click on the **Value Sets** menu to select the value sets to be included in the export file.

4. Use the **Select a Folder** dialog to choose a library location to save the export file.

5. Click **OK** to export the variable list.

6. Check in the library folder you specified to verify that the file has been exported.

Importing Variable Lists

To import a variable list, perform the following steps:

1. From the Welcome Panel on the Home page, click ☰ , and then click ⅊ Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select **Import** from the Actions menu ⚙ .

3. Select **Library** or **Local** and browse to the export zip file you want to import.

4. Select **Overwrite Existing Objects** to replace any existing variable list with the new imported variable list.

5. Select **Include Access Permissions** to include the defined access permissions on the imported variable lists to the existing one.

6. Select **OK**. The import process runs in the background.

7. Check **Messages** to view the notification once the import is complete.

Inspecting Variable Lists

To inspect the variable lists, perform the following steps:

1. From the Welcome Panel on the Home page, click ☰ , and then click ⅊ Variables . Alternatively, you can select **Tools**, and then click **Variables**.

2. In **Manage Variable Lists**, select a variable list, and then click **•••** and select **Inspect**.

3. The inspect dialog allows you to review:

   a. Properties

   b. Access

   c. History

10
Working with the Job Console for Report Packages

The Job Console allows you to schedule various tasks and manage pending jobs, as well as view recent activities.

Jobs allow you to automate service activities, such as automatically refreshing the data sources associated with a Report Package.

For more information on accessing the Job Console and scheduling or managing Jobs, see Working with the Job Console in *Administering Narrative Reporting*.

11
Installing Samples

Narrative Reporting provides samples to help you learn how to use report packages, applications, and management reports. You can use:

- **Sample Report Packages**, with MS Word, PowerPoint and PDF report package types, can help you become familiar with the report package functionality and content such as the report center, doclets, phases, embedded content and variables, where applicable. For all three sample report packages types, phases and user assignments have not been enabled and defined, however after importing the sample files, a report administrator can enable phases, define dates and assign users. To learn more how to use the sample report package, see Working with the Sample Report Package.

- **Sample Reports** can help you become familiar with the functionality of Reports.

- **Sample Books** can help you become familiar with the book functionality.

- **Sample Bursting Definitions** can help you become familiar with the bursting functionality.

Upon installation, all sample content will be automatically deployed and imported when you perform a **Get Sample Content** action from the **Downloads** menu. The **Samples** folder will be organized with subfolders for each artifact type (Report Packages, Reports, Snapshot Reports, Books, and Bursting definitions).

Installing samples

To work with sample files, a service administrator must install the samples from the User Menu.

To install samples:

1. On the Narrative Reporting Home page, access **Settings and Actions** by clicking your user name at the top right corner of the screen.

2. Select **Downloads**.
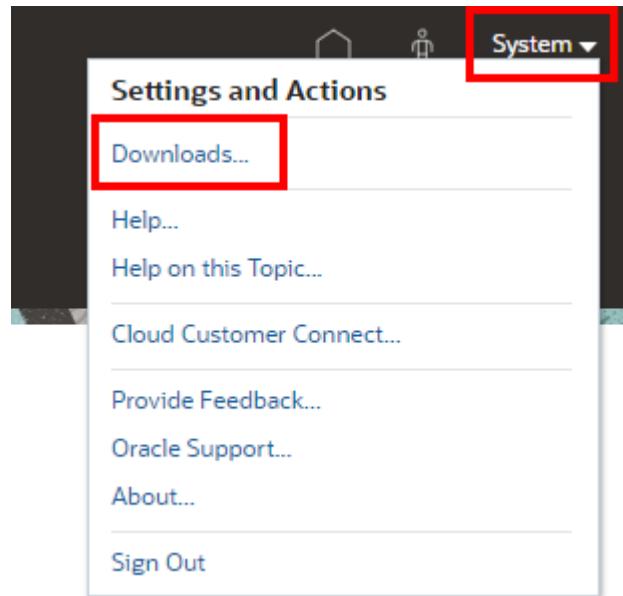
3. In the **Downloads** page, click **Get Sample Content**.
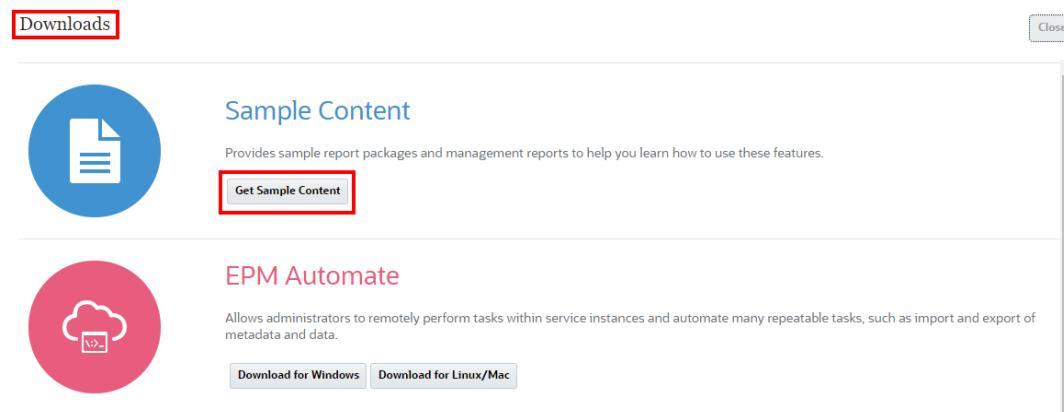
> (i) **Note**
>
> The sample application will be loaded and deployed and all sample library artifacts will automatically imported behind-the-scenes.

For Standard and Enterprise licenses, a sample application is generated and is populated with one model, seven dimensions, and corresponding data, upon installing samples. The sample application is a source for reports and report package reference doclets. It can also be queried in Oracle Smart View for Office. The sample application is automatically deployed while performing a **Get Sample Content** action.

For old Enterprise Performance Reporting SKUs (pre-June 2019), if you have deployed a custom application, the sample application will not be deployed. In this case, the reports and report package reference doclets will not be refreshable, since the sample application will not exist. If a custom application does not exist, the sample application will be deployed.

For more information, refer to the following topics:

- Reviewing the Sample Report Packages
- Reviewing the Sample Reports
- Reviewing the Sample Books
- Reviewing the Sample Bursting Definition Files

12
Working with the Sample Report Package

Use report packages to create reports quickly and easily. Narrative Reporting includes three sample report packages (a Word-based sample report package, a PowerPoint-based sample report package and a PDF-based sample report package) to help you learn to use the product. Use the sample report packages to get familiar with report package functionality by performing these tasks:

- Navigate to the report center to learn about doclets and sections.
- Edit the report package to enable development phases, set timelines, and assign users.
- Assign authors to doclets.
- Edit the style sample file to see how it affects the look and feel of the report.
- Work the report package through the three phases of development, from starting the author phase to signing off on the report package.

> ℹ️ **Note**
>
> An administrator must extract the sample report package and assign access to you before you can view it. See Installing Samples.

This topic covers:

- Opening the Report Package
- Working with the Report Center
- Editing Report Packages
- Working with the Style Sample Document
- Working with Development Phases

Sample Report Package Content

Describes contents of sample report packages.

This describes the doclets, variables, embedded content and reports in all three sample report packages. All Oracle Smart View for Office ad-hoc queries and Reports reports utilize the Narrative Reporting Sample Application and Model as a data source.

Sample Word Report Package

This sample Word Report Package contains eight doclets, one supplemental doclet, and five reference doclets.

Table 12-1   List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
1. Cover Page	Contains date label, which is driven by the **PeriodEnded** variable.
2.TOC	Contains Word-based table of contents, which is generated by Narrative Reporting when the report package output is generated (for example, Preview, Review Sign-off, Publish, Download, and Distribution).
3. Executive Summary	This stylized Word doclet contains the **Exec Sum Donut** and the **Exec Sum Rev Bar** Embedded Contents from the **Vision Executive Summary Report** reference doclet. There are 5 variables inserted into the doclet: • Cost of Sales • NetIncome_Value • NetRevenue_Value • Reporting Entity • Total Operating Expenses The Embedded Content and Variables are inserted in the Text boxes to allow proper placement on the doclet.
Finance	**Section Header**
4. Finance - Revenue Report	Contains embedded content ("Summary Income Statement" Reports grid from **Vision Statement** reference doclet and the "Income Statement Waterfall" and "Revenue – Bubble Chart" from the **Vision Income and Revenue Analysis Report** reference doclet. There are 8 variables inserted into the doclet: • NetIncome_Above/Below • NetIncome_Value • NetIncome_Var% • NetRevenue_Above/Below • NetRevenue_PlanValue • NetRevenue_Value • NetRevenue_Var • Period_Ended
5. Finance - Consol Balancesheet	Contains an Excel reference file attached (Inventory Trend.xlsx); contains embedded content ("Consol_BalSht" from Vision Statement reference doclet and "Inventory" from Inventory Trend.xlsx reference file).
6. Finance - Notes	Contains narrative text only, no embedded content or variables.
Profit by Segment template	Supplemental doclet that contains Smart View ad-hoc query against the Narrative Reporting Sample Application Model.
Metrics	**Section Header**
7. Metrics - Units	Contains embedded content the **Metrics** Excel grid from the **Vision Statement** reference doclet and the "Revenue by Segment - Sunburst" chart from the **Vision Income and Revenue Analysis Report** reference doclet. There are no variables within the doclet.
8. Metrics - Backlog and delivery	Contains narrative text only, no embedded content or variables.

Table 12-1   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
References	**Section Header**
Vision Statements Excel	This Excel reference doclet contains Smart View ad-hoc queries against the Narrative Reporting Sample Application and Model. The first four worksheets: • **Summary Income Statement** - Smart View ad-hoc query, which drives some of the reference variable sources in the Rules sheet. • **Rev & Gross Profit Analysis** - Smart View ad-hoc query, chart is inserted as embedded content in the **4. Finance - Revenue Report** doclet. • **Balance Sheet** - Smart View ad-hoc query, grid is inserted as embedded content in the **5. Finance - Consol Balancesheet** doclet. • **Metrics** - Smart View ad-hoc query, grid is inserted as embedded content in the **7. Metrics – Units** doclet. • **Rules** - contains the inserted variable **CurrentMonth** which is referenced, via cell formulas, by all four query sheets to drive the Fiscal Calendar (time period dimension) selection (default of **Dec**). It also contains cell formula references to the "Summary Income Statement" sheet values and Excel formulas to calculate variance results and directional words – all of which source the nine reference variables. ⓘ **Note** If the static variable value for **CurrentMonth** is changed, for example to **Dec**, the Vision Statement doclets needs to be downloaded, checked out and queries refreshed, and then checked back in, for the reference variable values to be updated in the system.

Table 12-1   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Management Report	This Reports reference doclet contains a local report against the against the Narrative Reporting Sample Application and Model.
	Contains one grid and one chart. The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically.
	• **Summary Income Statement** - grid is inserted as embedded content in the **4. Finance - Revenue Report** doclet.
	• **Revenues by Segment Chart** – chart is inserted as an embedded content, but is not used in the Report Package.
Vision Executive Summary Report	This Reports reference doclet contains a link to the **Sample Report 0**. The report contains two hidden grids that drive a bar and a donut chart, as well as a text box's text functions which return summarized data points for a few accounts. Static narrative is displayed in a text box as an example, Notes can also be used for this purpose.
	The report POV for **Entities** is set to **Total Entities**.
	• **Exec Sum Donut** chart is inserted as an embedded content in the **3. Executive Summary** doclet.
	• **Exec Sum Rev Bar** chart is inserted as an embedded content in the **3. Executive Summary** doclet.
Vision Income & Revenue Analysis Report	This Reports reference doclet contains a link to the **Sample Report 2b (Advanced Charts)**, which contains waterfall, bubble, treemap and sunburst charts that are driven by hidden grids.
	• **Income Statement** - **Waterfall** chart is inserted as an embedded content in the **4. Finance - Revenue Report** doclet.
	• **Revenue Actual vs Plan** – **Bubble** chart is inserted as an embedded content in the **4. Finance - Revenue Report** doclet.
	• **Revenue by Segment** - **Treemap** chart is inserted as an embedded content in the **7. Metrics – Units** doclet.
	• **Revenue by Segment** - **Sunburst** chart is inserted as an embedded content in the **7. Metrics – Units** doclet.
Vision Qtrly Balance Sheet Report	This Reports reference doclet contains a link to the **Sample Report 10 (Butterfly Report)**, which contains a grid with Accounts in the rows and **Fiscal Calendar** in the columns. The Row Headings Before grid property is set to column C, where the Accounts row labels appear between columns B and C, resulting in a **Butterfly Report**. The Accounts member labels are also center justified for display purposes.

Sample PowerPoint Report Package

This sample PowerPoint Report Package Contains seven doclets, one supplemental doclet and four reference doclets.

Table 12-2   List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
1. Cover and TOC	Contains date label, which is driven by the **PeriodEnded** variable. Has an agenda-type list of bullets.
2. Executive Summary	Contains the **Exec Sum Donut** and the **Exec Sum Rev Bar** Embedded Contents from the **Vision Executive Summary Report** reference doclet. There are 5 variables inserted into the doclet: • Cost of Sales • NetIncome_Value • NetRevenue_Value • Reporting Entity • Total Operating Expenses
Financial Statements	**Section Header**
3. Income Analysis	Contains embedded content ("Summary Income Statement" Reports grid from **Vision Statement** reference doclet and the "Income Statement Waterfall" and "Revenue – Bubble Chart" from the **Vision Income and Revenue Analysis Report** reference doclet. There are 8 variables inserted into the doclet: • NetIncome_Above/Below • NetIncome_Value • NetIncome_Var% • NetRevenue_Above/Below • NetRevenue_PlanValue • NetRevenue_Value • NetRevenue_Var • Period_Ended
4. Balance Sheet	Contains embedded content "Consol_BalSht" from the **Vision Statement** reference doclet.
Profit by Segment template	Supplemental doclet that contains a Smart View ad-hoc query against the Narrative Reporting Sample Application/Model.
5. Notes	Contains narrative text only, no embedded content or variables.
6. Metrics	Contains embedded content the **Revenues by Segment** chart the **Vision Management Report** reference doclet and the **Revenue by Segment – Treemap** chart and the **Revenue by Segment - Sunburst** chart from the **Vision Income and Revenue Analysis Report** reference doclet. There are no variables within the doclet.
7. Backlog	Contains narrative text only, no embedded content or variables.
References	**Section Header**

Table 12-2   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Statements Excel	This reference doclet contains Smart View ad-hoc queries against the Narrative Reporting Sample Application and Model.

The first four worksheets:

- **Summary Income Statement** - Smart View ad-hoc query, which drives some of the reference variable sources in the Rules sheet.
- **Rev & Gross Profit Analysis** - Smart View ad-hoc query, chart is inserted as embedded content in the **3. Income Analysis** doclet.
- **Balance Sheet** - Smart View ad-hoc query, grid is inserted as embedded content in the **4. Balance Sheet** doclet.
- **Metrics** - Smart View ad-hoc query, not used in any doclets.
- **Rules** - contains the inserted variable **CurrentMonth** which is referenced, through cell formulas, by all four query sheets to drive the **Fiscal Calendar** (time period dimension) selection (default of **Dec**). It also contains cell formula references to the "Summary Income Statement" sheet values and Excel formulas to calculate variance results and directional words – all of which source the nine reference variables.

> ⓘ **Note**
>
> If the static variable value for **CurrentMonth** is changed, for example to **Dec**, the Vision Statement doclets needs to be downloaded, checked out and queries refreshed, then checked back in, for the reference variable values to be updated in the system.

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Management Report	This Reports reference doclet contains a local report against the against the Narrative Reporting Sample Application and Model.

Contains one grid and one chart. The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically.

- **Summary Income Statement** - grid is inserted as an embedded content in the **3. Income-Analysis** doclet.
- **Revenues by Segment Chart** – chart is defined as an Available Content but is not used in the Report Package. **Revenues by Segment Chart** – chart is inserted as an embedded content in the **6. Metrics – Units** doclet.

Table 12-2   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Executive Summary Report	This Reports reference doclet contains a link to the **Sample Report 0**, which contains two hidden grids that drive a bar and a donut chart, as well as a text box's text functions which return summarized data points for a few accounts. Static narrative is displayed in a text box as an example, Notes can also be used for this purpose. The report POV for **Entities** is set to **Total Entities**. • **Exec Sum Donut** chart is inserted as an embedded content in the **3. Executive Summary** doclet. • **Exec Sum Rev Bar** chart is inserted as an embedded content in the **3. Executive Summary** doclet.
Vision Income & Revenue Analysis Report	This Reports reference doclet contains a link to the **Sample Report 2b (Advanced Charts)**, which contains waterfall, bubble, treemap and sunburst charts that are driven by hidden grids. The report POV for **Entities** is set to **Total Entities**. • **Income Statement** - **Waterfall** chart is inserted as an embedded content in the **4. Finance - Revenue Report** doclet. • **Revenue Actual vs Plan** – **Bubble** chart is inserted as an embedded content in the **4. Finance - Revenue Report** doclet. • **Revenue by Segment** - **Treemap** chart is inserted as an embedded content in the **7. Metrics – Units** doclet. • **Revenue by Segment** - **Sunburst** chart is inserted as an embedded content in the **7. Metrics – Units** doclet.

Sample PDF Report Package

This sample PDF Report Package Contains ten doclets, including four Reports report doclets and one Excel doclet, along with three reference doclets.

Table 12-3   List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Cover Page	Contains date label, which is driven by the **PeriodEnded** variable.
TOC	Contains Word-based table of contents, which is generated by Narrative Reporting when the report package output is generated (for example, Preview, Review Sign-off, Publish, Download, and Distribution).

Table 12-3   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Executive Summary	Contains a Reports doclet with a link to the **Sample Report 0**, which contains two hidden grids that drive a bar and a donut chart, as well as a text box's text functions which return summarized data points for a few accounts. Static narrative is displayed in a text box as an example, Notes can also be used for this purpose.
	The report POV for **Entities** is set to **Total Entities**.
Financials	**Section Header**
Finance - Revenue Report (MS Word)	Contains a Word doclet with the following embedded contents "Summary Income Statement" grid from the **Vision Management Report (MR Reference)** reference doclet and the **Income Statement Waterfall** and **Revenue – Bubble Chart** from the **Vision Income and Revenue Analysis Report** reference doclet.
	There are 8 variables inserted into the doclet:
	• NetIncome_Above/Below
	• NetIncome_Value
	• NetIncome_Var%
	• NetRevenue_Above/Below
	• NetRevenue_PlanValue
	• NetRevenue_Value
	• NetRevenue_Var
	• Period_Ended
Finance - Consol Balancesheet (MS Word)	Contains a Word doclet with the "Consolidated Balance Sheet" grid from the **Vision Statement (Excel Reference)** reference doclet.
Finance - Notes	Contains narrative text only, no embedded content or variables.
Management Reports	**Section Header**
Income Statement	Contains a Reports doclet with a local **Sample Report 1** with printable pages set in the POV for the Segments dimension, to print four pages of the report, one for each selected Segment member. The report contains a grid with **Income Statement** accounts in the rows and **Scenarios** in the columns, with two formula columns to display the "% of Net Sales" for each account in the row.
	The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically.

Table 12-3   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Income Statement Trend	Contains a Reports doclet with a local **Sample Report 4**, which contains a grid with income statement accounts in the rows, **Scenarios** and **Fiscal Calendar** dimensions in the columns. The grid displays a rolling report for the months in Actual and Plan, depending on the POV set for the **Fiscal Calendar** dimension.
	The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically.
Sales Summary	Contains a Reports doclet with a local **Sample Report 2**, which contains three charts (pie, bar, and line charts) that are each driven by grids that are part of each chart definition. This report is not driven by the **CurrentMonth** variable.
Sales by Territory	Contains a Reports doclet with a local **Sample Report 3**, which contains a grid and a chart, where the grid has **Entities** in the rows and **Scenarios** in the columns. The chart is driven by the displayed grid.
	The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically.
Financial Appendix	**Section Header**
Regional Balance Sheets - Excel	Contains an Excel doclet with four worksheets with Smart View ad-hoc queries to the Narrative Reporting Sample Application and Model. Each worksheet is a Balance Sheet report for different Entity dimension members. The first worksheet, Rules, has the static variable **CurrentMonth** being inserted. The four worksheets with Smart View ad-hoc queries contain a formula link to pull the **CurrentMonth** variable into the POV on each worksheet. Updating the variable value will update all POV's within the workbook.
Financial References	**Section Header**

Table 12-3   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Statements (Excel Reference)	This reference doclet contains Smart View ad-hoc queries against the Narrative Reporting Sample Application and Model. The first four worksheets: • **Summary Income Statement** - Smart View ad-hoc query, which drives some of the reference variable sources in the Rules sheet. • **Rev & Gross Profit Analysis** - Smart View ad-hoc query, but not used in any doclets. • **Balance Sheet** - Smart View ad-hoc query, grid is inserted as an embedded content in the **Finance - Consol Balancesheet (MS Word)** doclet. • **Metrics** - Smart View ad-hoc query, but not used in any doclets. • **Rules** - contains the inserted variable **CurrentMonth** which is referenced, through cell formulas, by all four query sheets to drive the Fiscal Calendar (time period dimension) selection (default of **Dec**). It also contains cell formula references to the **Income Statement** sheet values and Excel formulas to calculate variance results and directional words – all of which source the seven reference variables. ⓘ **Note** If the static variable value for **CurrentMonth** is changed, for example to **Dec**, the Vision Statement doclets needs to be downloaded, checked out and queries refreshed, then checked back in, for the reference variable values to be updated in the system.
Vision Management Report (MR Reference)	This Reports reference doclet contains a local report against the Narrative Reporting Sample Application and Model. Contains one grid and one chart. The report POV for the **Fiscal Calendar** dimension is driven by the **CurrentMonth** variable. Changes in the variable refreshes the report, and doclets where its embedded content is inserted, automatically. • **Summary Income Statement** - grid is inserted as embedded content in the **3. Income Analysis** doclet. • **Revenues by Segment Chart** – chart is defined as an Available Content but is not used in the Report Package.

Table 12-3   (Cont.) List of all the Sample Doclets, Reference Doclets, and Embedded Content

Doclets / Reference Doclets / Embedded Content	Descriptions
Vision Income & Revenue Analysis Report	This Reports reference doclet contains a link to the **Sample Report 2b (Advanced Charts)**, which contains waterfall, bubble, treemap and sunburst charts that are driven by hidden grids. • **Income Statement** - **Waterfall** chart is inserted as embedded content in the **Finance - Revenue Report** doclet. • **Revenue Actual vs Plan** – **Bubble** chart is inserted as embedded content in the **Finance - Revenue Report** doclet. • **Revenue by Segment** - **Treemap** chart is defined as an Available Content but is not used in the Report Package. • **Revenue by Segment** - **Sunburst** chart is defined as an Available Content but is not used in the Report Package.

Opening the Report Package

To open the sample report package:

1. From the Home page, perform an action:

    • Click and navigate to the folder in which the administrator extracted the report package.

    • Click to view the report packages that you have access to.

2. Click the name of one of the sample report packages. By default, they are **Sample Report Package — MS Word** ,**Sample Report Package PPT** and **Sample Report Package — PDF**.

For more information, see Welcome to Oracle Narrative Reporting.

Working with the Report Center

When you click the name of the report package, the report opens in the report center. The report center enables report package owners to manage the report package through all the phases of development.

Let's look at some of the areas in the report center:
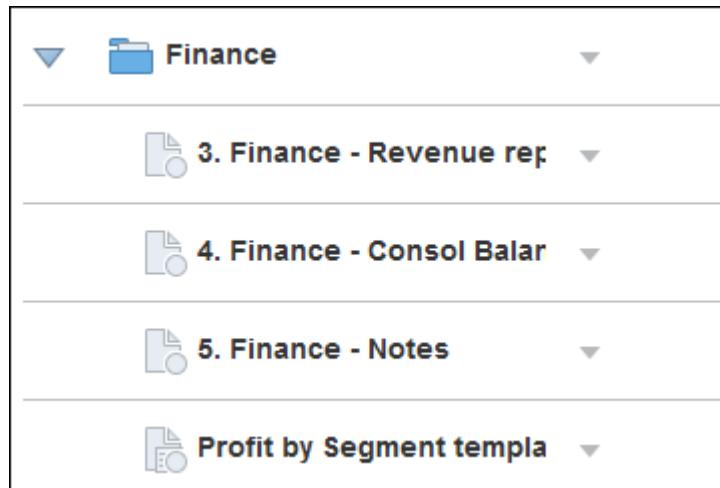
Doclets

Report packages are divided into subcomponents called *doclets*. The sample Word report package contains seven doclets, one supplemental doclet, and two reference doclets for you to work with:

- Cover page
- Table of contents
- Finance — Revenue report
- Finance — Consol Balancesheet
- Finance — Notes
- Profit by Segment Template (supplemental doclet)
- Metrics — Units
- Metrics — Backlog and delivery
- Vision Statements (Excel reference doclet)
- Vision Management Reports (Reports reference doclet)

Sections

Sections group and organize doclets. The sample Word report package contains two sections for you to work with:

- Finance
- Metrics

Toolbar

The toolbar provides these functions:

- Click ![help icon] to access the help center

- Click **Actions ▼** to act on the entire report package or a selected group of doclets or sections.

- Click **Close** to close the report center and return to the home screen.

Add Doclets and Sections
Click

+ Add Doclet ▼
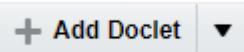
and **+ Add Section** to add additional doclets and sections. See "Adding and Organizing Report Package Content" in Create Report Packages

See "Navigating the Report Center" in Manage Report Packages.

Editing Report Packages

When you first access the sample report package, no development phases are enabled and no

users are assigned. Edit the report package by clicking **Actions ▼** , and then selecting **Edit Report Package Properties** to open the edit wizard. The edit wizard contains panels that enable you to edit the report package properties, enable development phases, and assign access. Let's look at each panel:

Editing Report Package Properties

In Enter Properties, you can edit the name of the sample report package and change its location in the library. You can also upload a new style sample document. See Working with the Style Sample Document.

When you have finished editing the properties, click [Next] to continue.

Enabling Development Phases

Narrative Reporting provides three phases for developing report packages:

Author
Collaborate to develop the report content and supporting details.

Review
Gather comments on multiple draft versions and to revise the report content.

Sign Off
Lock report content and gather sign offs from key constituents.

To enable a phase, click the check mark in the corner of the phase:
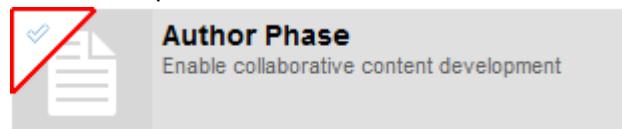
. When you enable a phase, the phase tile changes color and the screen updates with the phase timeline.

Click to select the start and end dates for the phases. You can also include doclet approvals in the author phase and additional review cycles in the review phase. See "Creating the Report Package Structure" in Create Report Packages.

After you enable each phase and set the timelines, click [Next] to continue.

> ⓘ **Note**
>
> You do not need to assign authors to all doclets (for example, the report package owner can author doclet content). If you enable the Author phase on the report package level, you can specify individual doclets that do not participate in the author phase by selecting ▼ next to the doclet, then **Edit Doclet Properties**, and then selecting **Exclude from Author Phase**.

Assigning Users

Use the Assign Users screen to grant permissions to report package owners, reviewers, signers, and viewers.

To grant permission to a user:

1. Select the responsibility that you want to grant to a user:

   - **Owners** can modify the report package structure and properties, execute the phase processes, and assign users.

   - **Reviewers** can review all or part of the report package and provide feedback on potential modifications to the content.

   - **Signers** can provide the final sign off for the report package so that it can be published.

   - **Viewers** can view all or part of the report package but cannot make modifications.

> ⓘ **Note**
>
> If you enabled the sign off phase, you must select at least one signer before you can close the edit wizard.

2. Click ![add user icon] to open the Select User dialog box.

3. Perform these actions:

   a. In the Search Text field, enter all or part of the name of the user or group that you want to assign access to, and then click 🔍 .

   b. Select the name in the search result, and then click **OK** to close the Select User dialog box.

After you finish assigning users, click **Finish** to save your changes, close the wizard, and return to the report center.

> ⓘ **Note**
>
> When you return to the report center, an error message says that there are doclets that do not have authors assigned to them. See <u>Editing Report Packages</u>

Assigning Authors and Approvers to Doclets

You use the Edit Report Package wizard to assign users (owners, reviewers, signers, and viewers) at the report package level. However, doclet authors and approvers are optionally assigned at the doclet level. Therefore, you assign authors and approvers directly from the report center.

To assign authors and approvers to doclets:

1. Select ▼ next to the doclet that you want to assign an author to, and then select **Edit Doclet Properties**.

2. In Doclet Properties, edit the name and description if desired, and then select the permission that you want to grant.

   > ✔ **Tip**
   >
   > If the **Approvers** permission is not displayed, you didn't enable doclet approval for the report package. Close the Doclet Properties screen and edit the report package properties to enable doclet approval. See "Adding Doclets" in Create Report Packages.

3. Click 👤➕ to open Select User.

4. Perform these actions:

   a. In the **Search** text by, enter all or part of the name of the user or group that you want to assign access to, and then click 🔍 .

   b. Select the name in the search result, and then click **OK** to close Select User.

5. When you have finished assigning authors and approvers to the doclet, click [Save] to save the doclet edits and return to the report center.

6. Repeat steps 1–5 to continue assigning authors to any additional desired doclets.

After you finish assigning authors to your doclets, the error messages are no longer displayed.

Working with the Style Sample Document

The report package style sample document contains the page attributes (for Word-based report packages) or slide masters and layouts (for PowerPoint-based report packages) for the report. When individual doclets are uploaded to the report package, the style sample is applied to each of them so that the final report is uniform and consistent. We will work with the Word-based style sample document in this topic.

To get an idea of the style sample functionality, click the [icon] **Preview** tab on the left side of the report center to preview the entire report. You can also preview an individual doclet and

section. Scroll through the report to look at a few sample pages or click ⊞ :**Show Thumbnail** to display thumbnails for the report or doclet.

Vision Corporation Quarterly Report to the Board

Finance Review

Summary Income Statement:

	June		Y-1-D(June)	
	Actual	Plan	Actual	Plan
Net Revenue	$ 137,041,184	$ 157,730,824	$ 813,397,703	$ 836,170,987
Cost of Sales	106,377,180	106,662,144	525,297,518	538,717,753
Gross Profit	50,664,003	51,068,680	288,100,185	297,453,234
Operating Expenses	39,048,403	39,090,204	198,134,121	204,616,280
Pretax Income From Operations	11,615,600	11,978,476	89,966,065	92,836,953
Other Exp (Inc)	(3,790,603)	(3,833,039)	(17,411,614)	(18,263,253)
Total Pretax Income	7,824,997	8,145,418	72,554,450	74,573,700
Provision for Income Tax	4,673,177	4,637,471	25,097,577	25,731,792
Earnings from Investments in Subs	276,341	274,287	1,303,221	1,343,482
Net Income	$ 3,428,161	$ 3,782,234	$ 48,760,095	$ 50,185,390

Table 1.1

Overall, our balance sheet performance for the most recently completed quarter was off from our operating plan. Our net revenue was lower, based on several factors. These included increased competition, lower average selling prices and aggressive negotiations from our vendors.

Revenue and Gross Profit Analysis:

	Net Revenue	Gross Profit
January	125,016,551	44,003,086
February	111,074,417	39,614,955
March	138,587,934	50,269,215
April	139,396,517	48,522,157
May	142,281,102	55,026,769
June	137,041,184	50,664,003

Table 1.2

Table 1.2 shows our Gross Profit and Net Revenue performance. During the first six months of the year, we have had spikes related to our net revenue due to issues in both North America and APAC, and this led to a corresponding drop in our Gross Profit. Additionally, our Gross Margin percent had a downward trend in February that continued into March. We recovered significantly in April, and with another downward trend in May leading to an historic low in June. Our best-in-class competitors maintain a reliable 48% Gross Margin percent. Vision needs to make some critical strategic decisions in order to stabilize our gross margin performance, and will need to insure investors that the spikes we are currently encountering will stabilize and transform Vision into a world-class, fiscally responsible company.

	Net Revenue	Gross Profit
North America	427,335,515	149,509,675
Latin America	53,845,926	23,748,706
EMEA	350,311,153	206,288,333
APAC	129,641,111	(43,174,429)
Total Entities	961,133,705	336,361,285

Table 1.3

Vision Corporation Confidential Page 3

Click [icon] to return to the report center.

> ✓ **Tip**
>
> Do not click **Close** from the preview pane or the report package, doclet, or section will close and you will be returned to the home screen.

Next, download the style sample file.

To download the style sample file:

1. Click ▼ next to the name of the report package.

2. Select **Download Style Sample File**.

3. Perform an action:

- Select **Save File**, download the style sample file to your local drive, and then open the file in Microsoft Word.
- Select **Open With**, and leave the default selection of Microsoft Word.

The style sample file `0.Style Sheet.docx` is displayed in Word.

Next, let's add a DRAFT watermark.

To add a watermark:

1. From Microsoft Word, select the **Page Layout** tab.
2. Select **Watermark**.
3. Select **DRAFT 1**.
4. Click **Save**.

Next, upload the new style sample document.

To upload the style sample document:

1. In report center, click [Actions ▼], and then select **Edit Report Package Properties** to open the edit wizard.
2. In Style Sample, click **Browse**.
3. Navigate to where you saved the modified style sample sheet, and then click **Open**.

> ⓘ **Note**
>
> The system displays a warning message that the new style sample will be applied to all of the doclets, and asks if you want to continue. Click **Yes**.

4. Click [Finish] to save your changes, close the wizard, and return to the report center.

5. Click [icon] **Preview** again to preview the changes.

Notice that the DRAFT watermark is now displayed on all of the doclets. You can edit the style sample document to make further changes to the report package. You can also override the style sample document at the doclet level if you do not want the style sample applied to that doclet.

Working with Development Phases

With your users, phases, style, doclets, and sections in place, it is time to start the report package development process to see how it all works! As a report package owner, you can perform the same tasks as a doclet author and approver. However, if you also want to act as a reviewer or signer, you must assign yourself those permissions by editing the report package properties. See Editing Report Packages.

Author Phase

The author phase allows doclet authors to add content to doclets and doclet approvers to review and approve that content. You must start the author phase before authors and

approvers can add content to doclets. To start the author phase, select [Actions ▼] , and then select **Start Author Phase**.
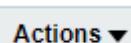
Next, perform these actions to learn about the author phase:

- Check out, download, edit, upload, and check in a doclet.

- Submit a doclet for approval.

- Approve a doclet

- Undo the checkout of a doclet to discard changes

- Restart the workflow on a doclet

- Mark the author phase complete

See Managing the Author Phase.

Review Phase

In the review phase, users review content and add comments to the document. You start a review cycle by creating a review instance and then starting the cycle.

To start a review cycle:

1. Select [Actions ▼] , and then select **Create Review Instance**.

2. Select [Actions ▼] to start the review cycle. Click Start Review Cycle *x*. *X* represents the number of the next review cycle; for example, **Start Review Cycle 1**.

After you have started the review cycle, perform these actions to learn about the review phase:

- Post a comment to a doclet.

- Mark a comment closed.

- Reopen a comment.

- Mark a review cycle complete.

- Create another review instance and start another review cycle. Notice that review comments are carried forward in context from previous review cycles.

See "Managing the Review Phase" in Manage Report Packages.

Example 12-1   Sign Off Phase

The sign off phase locks down the report package content and submits it to the signers for final approval. After a sign off instance is created, no changes to the report package are allowed. To create a sign off instance, select **Actions ▼** , and then select **Create Sign Off Instance**.

After you have created the sign off instance, perform these actions to learn about the sign off phase:

- Request sign off on the report package.

- Cancel the sign off and unlock the report package for additional edits.

- Reject the sign off (you must have the Signer permission).

- Sign off on the report package (you must have the Signer permission).

See "Managing the Sign Off Phase" in Manage Report Packages.

After you guide the report package through each development phase, you are ready to create your own report package. Remember that you can always return to the sample report package to experiment and become familiar with different report package functionality. For more detailed information about the tasks and responsibilities of a report package owner, see these topics:

- Learn About Report Packages

- Report Package Design Considerations

- Create Report Packages

- Understand Style Samples

- Manage Report Packages

13

Creating and Learning About Reports

Reports is a cloud-based reporting solution for creating EPM cloud financial and managerial reports. It enables users to insert charts and grids from multiple EPM cloud sources, such as Planning Modules and Financial Consolidation and Close, into a single report. This report can then be embedded into Narrative Reporting report package doclets and integrated with the collaborative narrative reporting process.

See also [Creating Management Reports in Oracle Narrative Reporting](#).

Key benefits include:

- Combine cross-cloud content into a single report

- Embed grids and charts in report package doclets, with centralized point-of-view controls and automatic doclet updates

- Report package variables provide ease of maintenance for changing the point of view for reports embedded in a report package.

- Utilize grid row or column formulas to reference data in other grids

To create a management report from Narrative Reporting:

Choose a method to launch Reports:

- From the Welcome Panel on the Home page, click , and then select **Report**.

- From the **Library** system generated Report folder, click , and then select **Report**.

> ⓘ **Note**
>
> You cannot create Reports from the **Recent** folder in the library.

For more information on Reports, see Overview of Reports in *Working with Reports* and to learn about making report content available from a management report file in a Reference doclet, see Adding a Management Report to a Reference Doclet.

14

Overview of Smart View

Related Topics

• [Learning About Smart View](#)
  You can learn how to work with Oracle Smart View for Office and then try to interact with Narrative Reporting data and report packages.

Learning About Smart View

You can learn how to work with Oracle Smart View for Office and then try to interact with Narrative Reporting data and report packages.

What is Smart View?

Smart View uses a Microsoft Office interface designed for Oracle Enterprise Performance Management System, Oracle Business Intelligence, and Oracle Fusion Financials products. When working with report packages in Smart View, you can:

• Author doclets using familiar Microsoft Office tools to access and work with data without having to download and work on them locally.

• Complete review and sign off tasks for report packages.

• Perform complex analyses on your data.

Working with Smart View in Excel

In Excel, Smart View allows you to perform ad hoc queries on Narrative Reporting data and other EPM and BI data sources. You can easily embed data points from ad hoc queries into your report narratives in Narrative Reporting. The data points in your narratives are refreshable, meaning the data will always be the latest.

Working with Smart View Word or PowerPoint

When you work with doclets in Word or PowerPoint, you can use Smart View to include data from Narrative Reporting data sources and other EPM System data sources, including on-premises and cloud data sources. For example, you can incorporate data from a profit and loss statement in Oracle Essbase Studio and an income statement from a Planning source. The data points for the areas that you copy remain in Word or PowerPoint, and you can refresh the doclet to see the latest data values.

For more information about working with Smart View in Narrative Reporting, see these topics:

- Setting Up Narrative Reporting in Smart View

- Authoring Doclets in Smart View

- Using Narrative Reporting Home

- Approving Doclets in Smart View

- Performing Reviews in Smart View

- Performing Sign Offs in Smart View

- Working with Distributions

- Example: Working with Narrative Reporting Data in Smart View

- Create New Report Package Structures in Smart View

- Assign Authors When Adding Doclets to Report Package Structures

- Validate Fonts in Excel Reference Doclets

15

Overview of the Library

Related Topics

- [Learning About the Library](#)
  The library is the Narrative Reporting artifact repository.

Learning About the Library

The library is the Narrative Reporting artifact repository.

Use it to organize and manage content in a familiar, intuitive interface, which borrows from well-known applications. Its interface and functionality borrows from existing desktop and web-based file and document management systems. For example, use library folders to organize and store artifacts such as report packages, applications, audit log files, graphic files, Microsoft documents, and so on. You can also create shortcuts to artifacts, and use system-generated personal folders such as Recent, Favorites, and My Library to organize content. You can also create your own folders. After creating the folders, you can grant other users access to them.

Learn more about the library from this video ▶️ [Learning About the Narrative Reporting Library](#).

Users with the library administrator role can:

- Create folders and see all child folders and folder contents however, they cannot open and view the contents of folders unless they have the appropriate permissions.

- Create shortcuts in any folder where they have write permissions.

Figure 15-1   Example of the Library

A user with the service administrator role has the complete ability to perform any of the actions or tasks to any artifact or folder in the library. The service administrator can see each users My Library folder and has unrestricted access to the service. However, they cannot see other users Favorites or Recent folders since these only contain shortcuts.

The library provides these benefits:

Migrating

You can migrate folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications (where applicable) between environments and within them. You can migrate artifacts using the export, download, and import functionality in the library or by using the EPM Automate Commands. For migrating Notes artifacts, you use the Notes Manager. See Migrating Notes Artifacts from One Environment to Another, Notes ManagerMigrate Artifacts, and EPM Automate Commands in *Working with EPM Automate*.

Auditing

An administrator of an artifact can run audit reports for their artifact. The service administrator can run additional audit reports for the entire system. Additional information on audits:

*   Actions in the system are captured in a running system audit.

*   You can extract audit entries for folders or artifacts to which you have administrator permissions.

*   An extract file is created from the running system audit that falls within the time frame that you entered in Create Audit File and is saved in the Audit Logs folder in the library.

For more information on audits, see Using Audits.

Built-In Intelligence

The library is role-based, and a user is either shown content that they have been given explicit access to, or content that has been made available to them from the report package workflow. For example, a doclet author cannot see a report package in the library until the author phase has started. See Creating Artifacts in the Library.

Customizing and Inspecting

A user can customize their view of the library by Setting Default Views for Content Pane Folders and Artifacts. For example, set a default view preference for a folder or all folders and sort the contents of a folder. You can inspect or review a folder's properties. For example, as a service administrator, from the properties tab of the Inspect dialog you can edit the artifact name, view the artifact type, the location of the artifact in the library or path, the description, and so on. You can assign access for an artifact so only a limited audience can see or open it. You can also review the history and actions taken on an artifact. See Inspecting Folders and Artifacts.

How to use the Library

There are different ways to open the library.

Select one of the following to open the library:

*   From the Welcome Panel on the Home page, select **Open**:
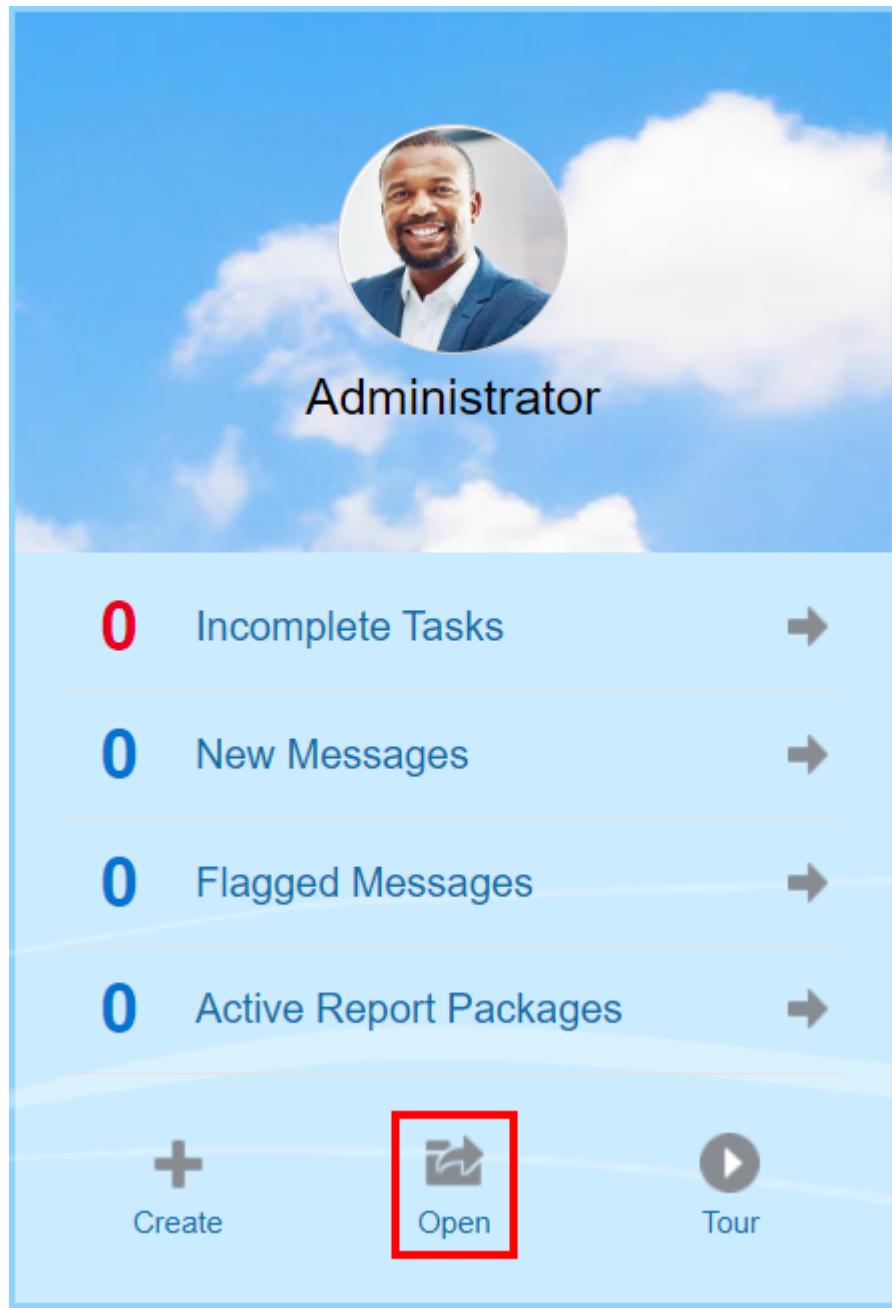
- On the Home page, select .

The library opens to the Recent folder by default. Example of the library UI:

Figure 15-2   Sample Library
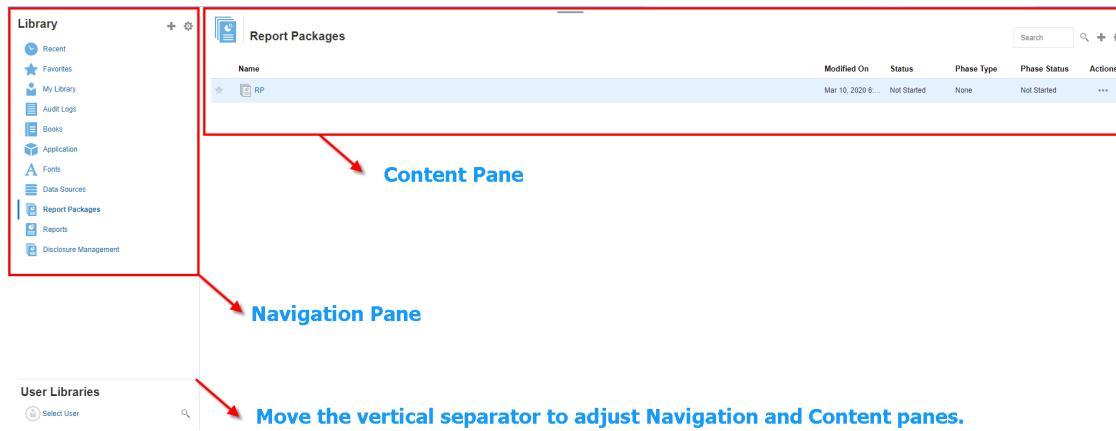
Learning About the Navigation and Content Panes

The library's navigation pane contains a list of default, system-generated, and personal folders.

The content pane contains the contents of the folders in the navigation pane. Click and drag the vertical separator to adjust the windows.

The navigation pane's user-created folders and system-generated personal folders help you stay organized.

- User-created folders; for example `John Smith Report Packages.`

- System-generated personal folders; Recent, Favorites, and My Library:

> ⓘ **Note**
>
> The menus and actions available for the following are role based.

Recent
Contains shortcuts to recently accessed content. The number of recent shortcuts retained is set in preferences, see the Library tab in Managing User Preferences in *Administering Narrative Reporting*. You can inspect shortcuts, which are read only, to view artifact properties. Refresh to update the contents. See Inspect. See the Using the Action Menus for more information on how to access the action menus to select these options. Additional rules for this folder are:

- Only the given user can see the shortcuts in this folder.

- The user cannot copy, move, or rename the shortcuts in this folder.

- The user can delete shortcuts in this folder.

- If the name of the artifact to which the Recent shortcut points to is changed, the name of the shortcut is also changed.

- If the source artifact is deleted, the recent shortcut is deleted.

- The ability of the given user to access the artifact that the Recent shortcut points to is governed by the user's permissions on the base artifact, not the shortcut.

- The artifact properties shown in the Inspect dialog for a recent artifact are from the source artifact.

Favorites
Contains shortcuts to artifacts marked as favorites. Includes the same options available as the Recent folder. Additional rules for this folder are:

- Only the given user can see the shortcuts in this folder.

- The user can rename and delete shortcuts in this folder, and add or change a description.

- The user can move a sub-folder or shortcut contained in this folder only within the Favorites folder or its children.

- The user cannot copy or move artifacts to or from outside the Favorites folder, this includes the copy and move of shortcuts.

- The name of the favorite shortcut does not need to match the source artifact, and if the source artifacts name changes, the name of the shortcut contained in the Favorites does not change.

- If the source artifact is deleted, the favorite artifact is deleted.

- The artifact properties shown in the Inspect dialog for a Favorites artifact (shortcut or folder) are from the favorites artifact.

My Library
Personal artifacts such as Excel spreadsheets, Word documents, shortcuts, and folders. Includes the same options as the Recent and Favorites folders, plus adds auditing. You cannot give another user access to the content in **My Library**. The audit type artifact file is created in the **Audit Logs** folder and audit is added to the artifact name, for example `Audit — reportpackageRP1`. Additional rules for this folder are:

- Only the service administrator or given user can see the artifacts in this folder.

- You can't create report packages in the **My Library** folder, or move or copy report packages to it. However, you can use shortcuts to report packages in the **My Library** folder.

- Other artifacts can be copied or moved into or out-of this folder.

System-generated folders; Audit Logs, Report Packages, Reports, Books, Bursting Definitions, Application, Fonts and Data Sources:

- Audit Logs—Contain system and artifact type audit files created from the system level or artifact.

- Report Package—Contain report packages that reside elsewhere in the folders of the library, where they are created.

- Application—Contain application that has been created.

- Fonts—Contain fonts that can be used for artifacts.
  Data Sources—Contain the data source connections created for Reports.

  Reports—Contain reports that reside elsewhere in the folders of the library, where they are created.

- Books

  — Contain Books that reside elsewhere in the folders of the library, where they are created.

- Bursting Definitions — Contain Bursting Definitions that reside elsewhere in the folders of the library, where they are created.

Using Locator Links

Use the locator link at the top of the content area to keep track of folder and artifact locations in the library.

Locator links especially helps when you are deep in a directory. Use the link to click back to previous directory levels. Use the link to click back to a previous level in the library structure.

Figure 15-3   Locator Links in Content Pane
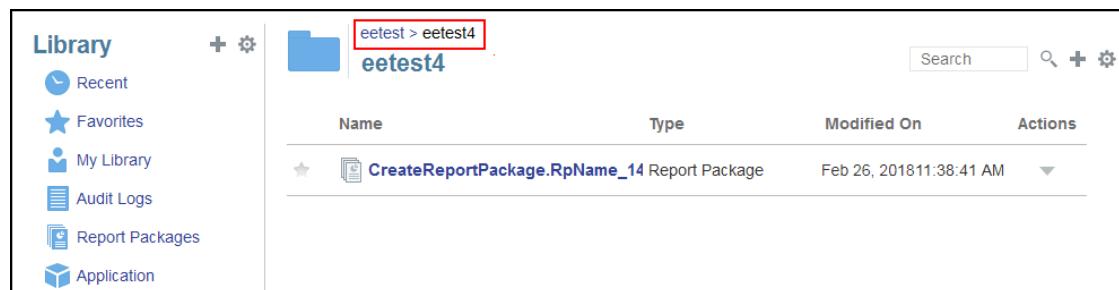
Using the Action Menus

Use the Actions menu to act on library artifacts:

- Use the Actions menu **Library** ✛ ⚙ at the top of the navigation pane to take action on the folders in the navigation pane. The actions that you can take vary according to folder to your access permissions. Viewers, for example, cannot run Audits. For example, you can Inspect, Audit, and Refresh system-generated folders. You can take any action on folders that you have created.

- Use the Actions menu Search 🔍 ✛ ⚙ at the top of the content area to act on one or more artifacts in the content area. For example, you can use the Actions menu to edit the properties of a report package or select several folders to move or copy to another location.

Making a copy of an existing Report Package

You can make a copy of an existing report package and use that as the basis for the next reporting cycle. The copy function makes a complete copy of the report package definition. This includes all of the report package properties, all of the doclets, all of the user assignments, and all of the variables. The doclets contain the last checked in version of the doclet file(s). The copy does not include any of the details related to the development of the source report package. The copy will not include any of the history, prior versions, review instances, or sign off instances from the source report package. All that is required is to update the dates and check the assignments.

To make a copy of the report package:

1. From the folder in the Library where the original report package is located, select the report package you want to copy but do not open it.

2. Select ⯆ next to the report package to be copied and then **Copy**.

3. Select an existing folder or create a new one using the ➕ for where you would like to place the copied report package.

> ⓘ **Note**
>
> If copying to an existing folder, you must have write-access to the folder where you are placing the copied report package.

4. Select **OK** from dialog displayed.

> ⓘ **Note**
>
> This topic also applies to other artifacts in the library you have access to, for example reports.

Moving a Report Package

You can relocate a report package to another location.

To move a report package:

1. From the folder in the Library where the original report package is located, select the report package you want to move but do not open it.

2. Select ⯆ next to the report package to be moved and then **Move**.

3. Select an existing folder or create a new one using the ➕ for where you would like to move the report package.

> ⓘ **Note**
>
> When moving to an existing folder, you must have write-access to the folder where the report package is being moved to.

4. Select **OK** from dialog displayed.

> ⓘ **Note**
>
> This topic also applies to other artifacts in the library you have access to, for example reports.

Using the Create Menus

The Create menus allow users with the appropriate roles to create the following:

*   Use the Create icon **Library** ⊞ ⚙ at the top of the navigation pane to create a folder to store artifacts.

- Use the Create icon at the top of the content pane to create artifacts. For example, create folders and report packages and upload files and system audit files.

> ⓘ **Note**
>
> When selecting the option to create report packages, the Create Report Package wizard is displayed. See Create Report Packages.

Working with Connections and Remote Libraries

Overview

Connections in Narrative Reporting enables you to define access to Reports data sources and **Remote Libraries**.

- Connections streamline the creation and maintenance of Reports data sources and provide a single area of credentials maintenance for multiple cubes in an application.

> ⓘ **Note**
>
> Data source artifacts in the **Library** can still optionally be used to maintain connections to cubes; however this can also be done in **Connections**.

- Connections also allow you to access reporting artifacts in Oracle Fusion Cloud Enterprise Performance Management platform instances on the same domain via **Remote Libraries**. In the Narrative Reporting Library, users can browse remote libraries for reporting artifacts to open, or to copy Reports from the Cloud EPM Platform to Narrative Reporting.

  Supported artifacts include **Reports** and **Report Snapshots**, **Books**, **Bursting**, **Microsoft Office** files, and **PDFs**.

- Only the Service Administrator role can create and maintain Connections.

- When users access a report in Narrative Reporting, their User ID is passed to the data source, so their cube access permissions (data and member security) are applied to the report results.

Connections support all Reports data sources: Cloud EPM platform (Enterprise Profitability and Cost Management, FreeForm, Planning and Planning Modules, Financial Consolidation and Close, Tax Reporting), Essbase Cloud, Fusion ERP, Profitability and Cost Management (PCM).

- Cloud EPM Platform Connections: You can access cubes for reporting and **Remote Libraries**.

- Essbase, Fusion ERP, Profitability and Cost Management (PCM) Connections: You can access cubes for reporting only.

When creating a Connection, you select the connection type (based on the data source type) and enter the **Server Name** and **Admin Credentials**, as well as other fields, depending on the data source. You can also optionally select cubes to be added as data sources. The data source artifacts in the **Library** use the **Connections** as parent artifact "containers", where you can select a Connection to use and select a cube from that connection.

For Cloud EPM Platform connections, you can optionally enable a Remote Library for users to access reporting content from these connections in Narrative Reporting.
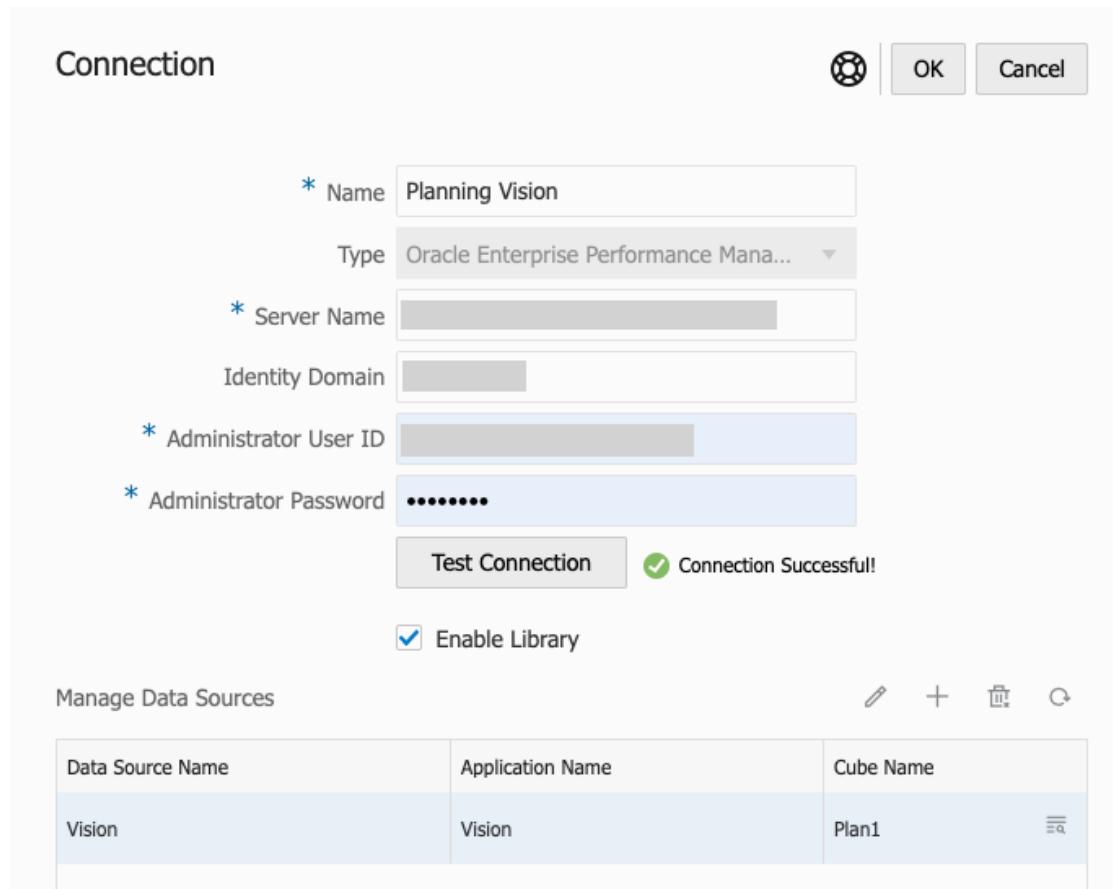
The **Connection** dialog, where you can create and edit **Connections**. For the Cloud EPM Platform connection, you can **Enable Library** to expose a Remote Library to the end-users. Under **Manage Data Sources**, you can create and manage data sources for Reports.
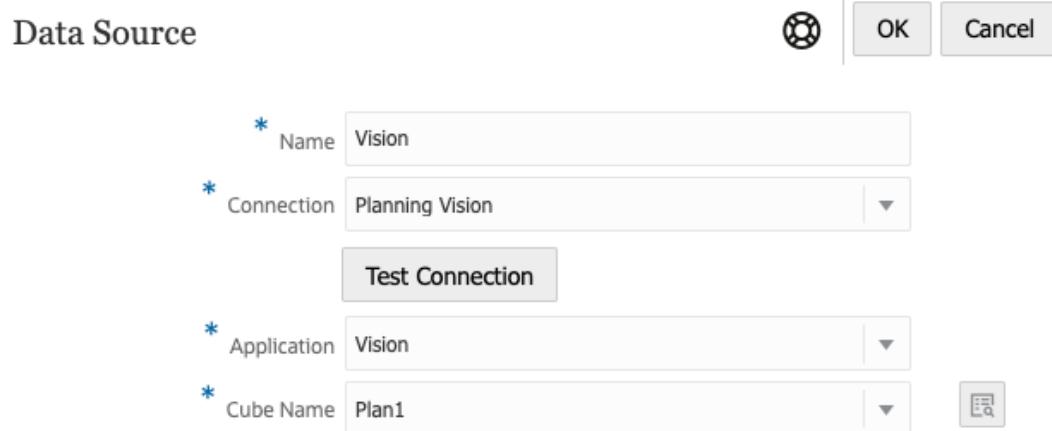
The **Data Source** dialog, where you can alternately create **Connections** to specific cubes. Cube connections can also be defined in the **Connections** dialog.

A Remote Library to an Cloud EPM Platform instance allows accessing reporting artifacts.

- Narrative Reporting users accessing a Remote Library need to be a user and must have access permissions to artifacts on the **Connections**.

- **Remote Libraries** cannot be enabled to access other Narrative Reporting instances, only Cloud EPM Platform instances (Enterprise Profitability and Cost Management, FreeForm, Planning and Planning Modules, Financial Consolidation and Close, Tax Reporting).

- You cannot edit any of the artifacts in a Remote Library. You can only open any of the artifacts or copy Reports. Artifacts can only be edited directly in the Cloud EPM instance and not from the **Remote Libraries** in Narrative Reporting.

 -- [Working with Connections and Remote Libraries](#).

Creating and Editing Connections

To create a Connection:

1. On the Narrative Reporting Home page, under the **Tools** icon, you can select **Connections**.
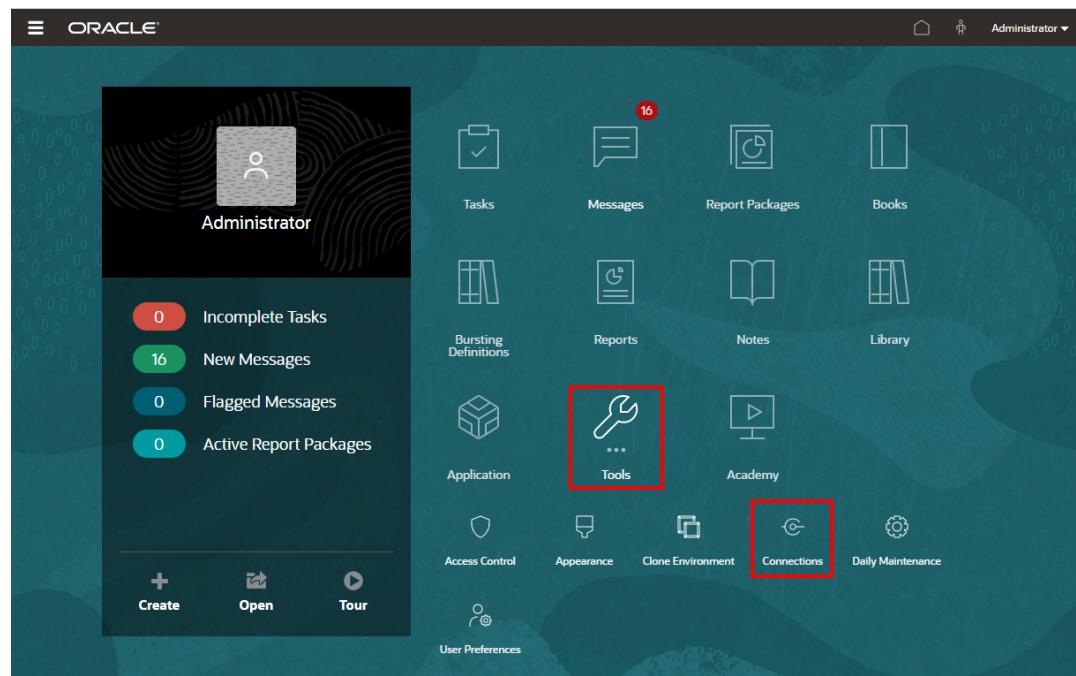
2. In the **Manage Connections**, click ![plus icon] to add new connections.

3. In **Name**, enter a descriptive identifier for the connection, such as a combination of the data source and server.

4. In **Type**, select the type of data source:

- Oracle Fusion Enterprise Performance Management, used for:

    – Enterprise Profitability and Cost Management

    – FreeForm

    – Planning and Planning Modules

    – Financial Consolidation and Close

    – Tax Reporting

- Oracle Essbase

- Oracle Fusion Cloud EPM Profitability and Cost Management

- Oracle Fusion Cloud Essbase

- Oracle Essbase On-premises Deployment

5. In **Server Name**, enter the data source server name with no protocol or URL. For example, for Cloud EPM, if data source URL is: `https://<servername>/HyperionPlanning`, the server name is: `<servername>`.

6. (Oracle Fusion Cloud Essbase and Oracle Essbase On-premises Deployment only): In **Essbase Server Name**, enter the name of the Essbase server. By default for Fusion Applications, the server name is "Essbase_FA_Cluster" and for Essbase APS, the server name is "EssbaseCluster-1".

7. In **Identity Domain**, enter the identity domain of the data source pod.

> ⓘ **Note**
>
> - Not required for Oracle Essbase, Oracle Fusion Cloud Essbase or Oracle Essbase On-premises Deployment.
> - Not required for Cloud EPM deployments on Oracle Cloud Infrastructure (OCI).

8. Enter the administrator User ID and Password. The administrator User ID needs to be a Service/System Administrator role at the data source level, BI Administrator role for Fusion Applications.

> ⓘ **Note**
>
> You must log in to Narrative Reporting with the administrator credentials for the data source that you want to create a connection to. For example, if your Planning Modules administrator is **PlanAdmin**, you must log in to Narrative Reporting with the **PlanAdmin** credentials to create a data source connection to the Planning Modules data source. Enter User ID and Password credentials used for native authentication at the source. Single Sign-on with Identity Assertion technologies is not supported.

9. Click **Test Connection**.
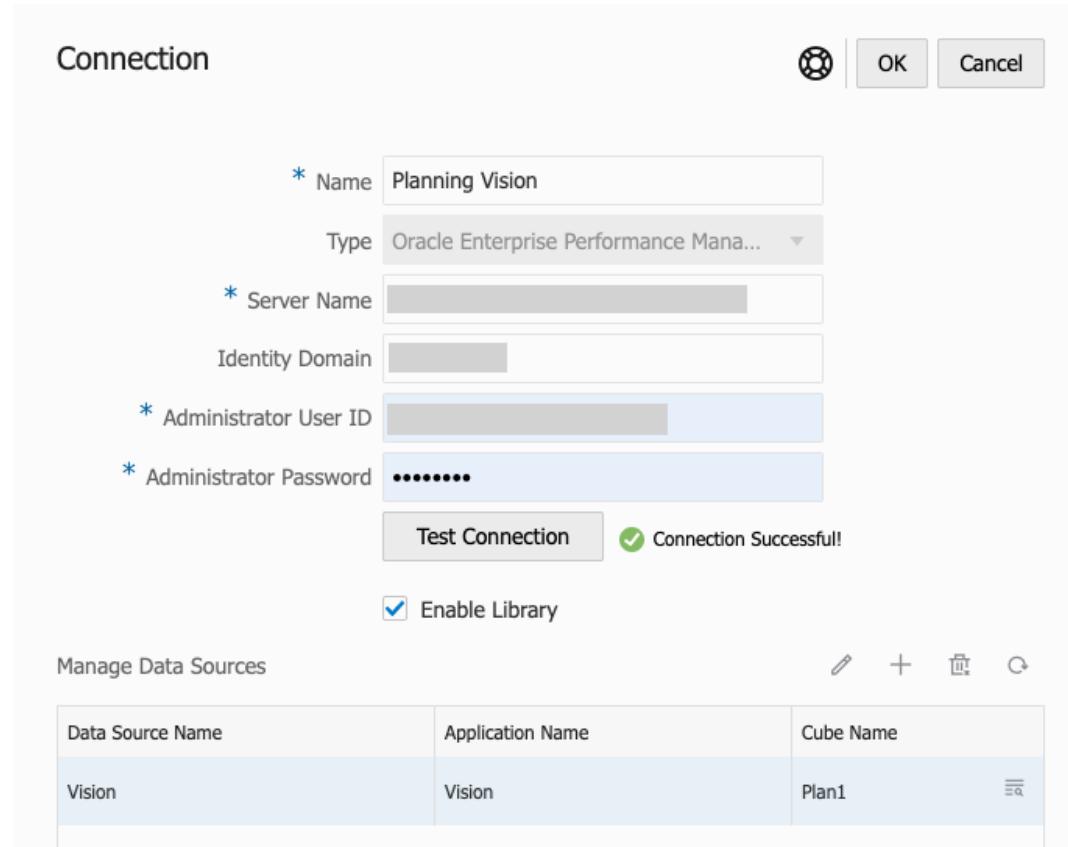
(Oracle Essbase only): Click **Yes** on the dialog box to trust the connection. This setting is stored so that you do not have to answer the question again.

10. For Cloud EPM connections, optionally select **Enable Library** to expose a Remote Library.

11. To select cubes to be added as data sources:

- Under **Manage Data Sources**, click **+** **Add Data Sources** to add one or more cubes to connect Reports to.

- For each cube, enter a **Data Source Name**, select the **Application** and **Cube** names.

After selecting a cube, you can click on 🔍 to preview the dimension list.

- In the **Manage Data Sources** toolbar, you can: **Edit** an existing data source, create a **New** data source, **Delete** a data source and **Refresh** the view.

- Click **OK** to add the Connection. The connection will appear in the list under the **Manage Connections**.

To **Edit** a Connection:

In **Manage Connections**, select the **Connection**, and then select **Edit** from the **Actions** menu. When you edit a connection, you can change the **Connection Name** and **Server**, as well as the **Application** and **Cube** names.

> ⓘ **Note**
>
> - Changing the **Connection Name** does not affect any report objects that use the connection.
> - Changing the **Server**, **Application**, or **Cube** names causes any report objects that use the connection to point to the new destination.
> - For security purposes, you must re-enter the administrator credentials when editing the connection.

Migrating Connections from One Environment to Another

You can migrate Connections from one environment to another in **Manage Connections** by exporting one or more Connections to a ZIP file and importing the ZIP file into another environment.

To export a **Connection**:

1. In **Manage Connections**, select one or more Connections to export. In Actions ⚙ , select **Export**. If only one Connection is selected, you can select **Export** from the selection Connection's **Action** ••• menu.

2. In **Select Folder for Export File**, select a destination **Library** folder and click **OK**. The ZIP file will be exported to the selected folder.

3. You can navigate to the destination **Library** folder and download the exported ZIP file to your local machine.

To import a **Connection**:

1. In **Manage Connections**, in the select Actions ⚙ , select **Import**.

2. In the **Import** dialog, select **Local** and browse to the export ZIP file that you want to import.

3. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.

4. Select **OK**.

5. The import process will run in the background. Check Messages to view the notification once the import is complete.

6. Once the import process is complete, you will need to edit each Connection and re-enter the administrator credentials, as the credentials are not included in the export ZIP file.

Accessing other Users Libraries

System and library administrators can search for and retrieve the contents of another user's system-generated personal folders or user-generated folder, for example a **My Library** folder. These permissions enable service administrators to view and retrieve a file from another user who isn't available. For example, if someone is on vacation, the report package production workflow can continue.

The service administrators can search a user's library by selecting the select user icon from the User Libraries area of the navigation pane and entering John Smith's name in the search field for John Smith's library and to retrieve the missing file required to complete the report package in John Smith's personal My Library folder.
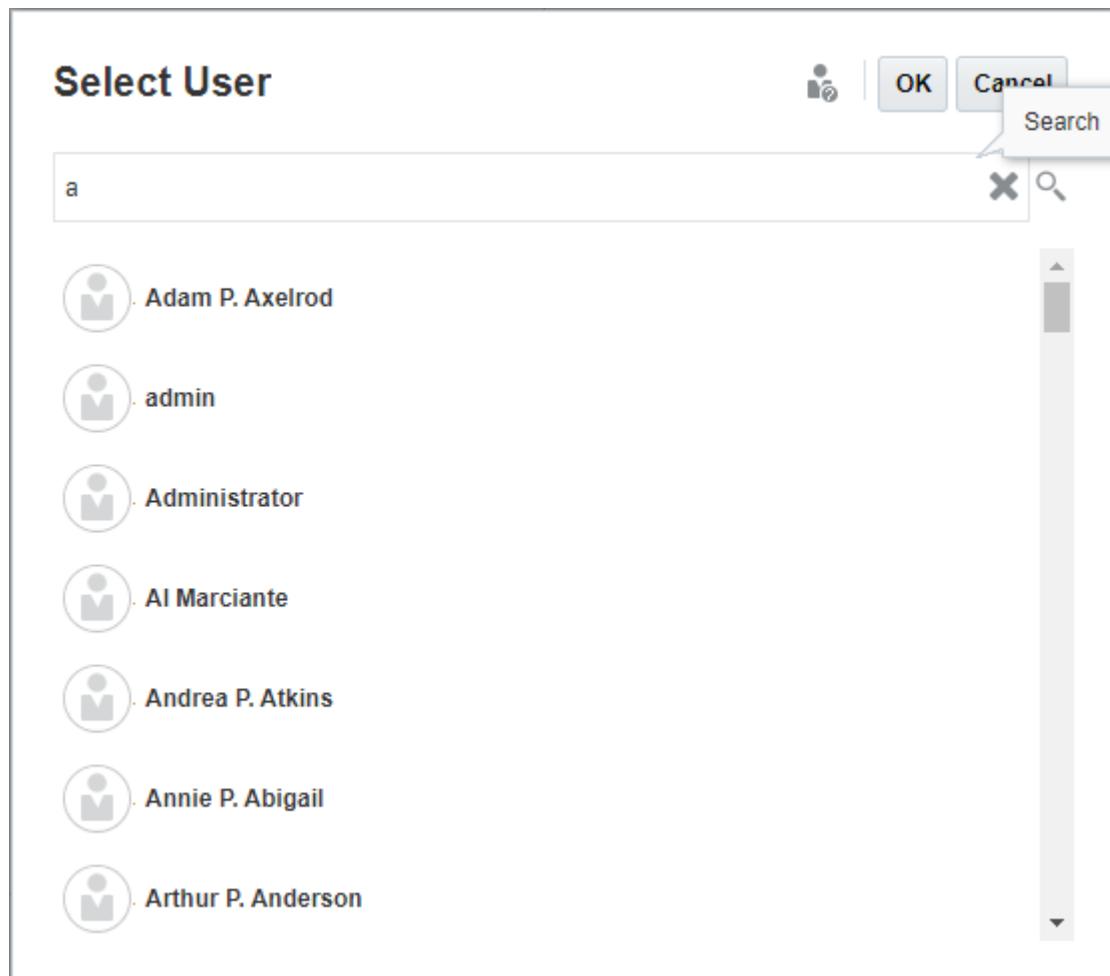
For information on granting access to library artifacts, see this video [Granting Access to Library Artifacts](link).

Setting Default Views for Content Pane Folders and Artifacts

To set a default view for a folder or all folders and artifacts listed in the content area of the library select and clear available column names by selecting the Actions ⚙ menu and then the **View** menu. See [Setting Default Views for Content Pane Folders and Artifacts](link). For

example, in the figure below Favorite, Type, and Modified On are checked from the View menu, and the respective columns are displayed in the Content area of the library.

> ⓘ **Note**
>
> The list of column names that are displayed for the View menu are determined by artifact, folder type, and a user's privilege.

Figure 15-4   View Menu
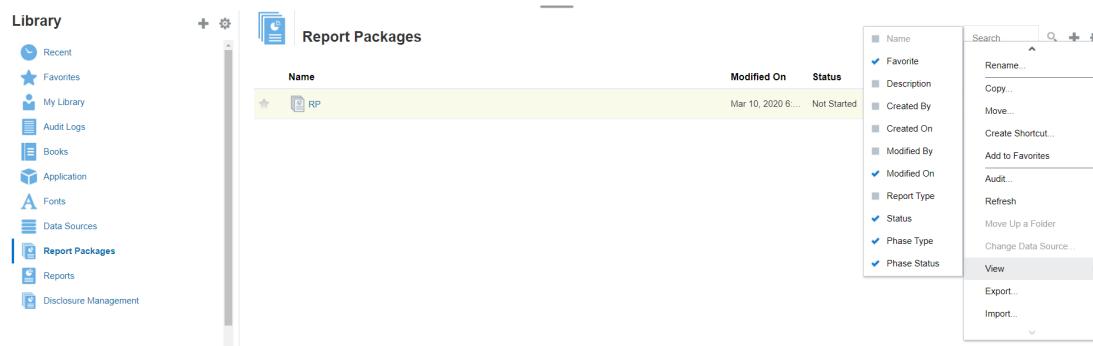
Sorting the Contents of a Folder

You can sort the contents of a folder from the header titles in tables by hovering your cursor in the header title areas and selecting sort ascending or descending ▽△ icons.

Using Audits

Audits are stored in the system-generated **Audit Logs** folder. It contains system-generated audits for the entire system and audit reports that were run on specific artifacts. Audit-type extracts that can be run on library artifacts and folders by a service administrator. An audit extract allows you to view who made changes to an artifact or folder, when it was changed, and what was changed.

Considerations and actions for audits:

- Actions in the system are captured in a running system audit.
- Users can extract audit entries for folders or artifacts to which they have administrator permissions.
- Only audit log type artifacts are allowed in this folder.
- All users can view this folder, but are only allowed to view audit log artifacts that they created.
- Users with the Service Administrator role can view any audit log artifact.
- Users can't copy or move any artifacts into or out of this folder.
- Users can download an audit log artifact and delete an audit log artifact.

For more information, see Perform an Audit.

Searching the Library

To search for a folder or artifact in the library enter search text in the Search Text box at the top of the content pane and select the search ⌕ icon, see [Searching the Library](#). Search results are displayed in the content area. By default, the search is performed in the current folder. Select **Search Library** to expand your search to include the entire library.

Figure 15-5   Search Result Options

Creating Artifacts in the Library

The library is adaptive and dynamically enforces specific folder rules and actions available on types of artifacts. The actions that are available in the library are location-specific. That is, the actions available to you depend on where in the library you are.

For example, you can create a personal folder to organize artifacts in the library. Click ✚ in the navigation pane or content pane. If you create a folder in the navigation area, the folder is added after the system generated folders but not within. In the content area, you can create a personal folder within any of the following folders that have been selected in the navigation pane to help with organization:

• Favorites

• My Library

• Application

• Any personal folder that you created or can access

Depending on the folder type selected in the navigation pane, you might have more options. For example, if the **My Library** folder is selected, you can inspect and audit.

> **ⓘ Note**
>
> For localized versions of Narrative Reporting, you should not create custom folders spelled the same as a translated system folder. This is due to certain implications when opening the same localized version of Narrative Reporting in English.

Organizing and Maintaining the Library

From the navigation pane, here are some of the actions available to organize and maintain the library using the Action **Library** ➕ ⚙ icon to organize or maintain the library.

> **ⓘ Note**
>
> Some of the following actions might not apply to system-generated personal folders or system personal folders.

- Inspect—Review and change properties, access, view history. See [Inspecting Folders and Artifacts](#) for more information.
- Move—Relocate a folder and the contents to a new location.
- Audit—Extract results that can be used to investigate a folder.
- Refresh—Update a folder to view the latest changes to the contents.
- Export—Makes a zip file of a folder and it's contents and adds it to a location of your choosing.

From the **content pane**, depending on the folder type or artifact selected and security applied to the location (folder) or artifact, here are some of the actions available to organize and maintain the library using one of the Action ⌕ Search ➕ ⚙ or ▼ icons:

- Download—Move or copy a folder or artifact to a different location.
- Inspect—Review or change; properties and access, and view history for a artifact or folder. See [Inspecting Folders and Artifacts](#) .
- Delete Favorites Shortcut—Removes shortcut from Favorites folder.
- Audit—Extract results that can be used to investigate a folder.
- Add to Favorites—Allows an artifact to be displayed in the system-generated Favorites folder.
- Export—Makes a ZIP file of a folder and its contents and saves it where you choose.
- Import—Imports a file from library or locally.
- Copy URL to Clipboard—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.

> **ⓘ Note**
>
> When an artifact is selected from the content pane of the library, it automatically opens the artifact in its native environment. For example, when you select a report package it opens in the report center. You are prompted to open or save third-party documents, such as XLSX files.

Taking Actions for Report Packages, Reports, and Applications

Actions that you can take on Library Artifacts vary.

Report Package

When you select a report package from the Report Packages folder of the library, it opens in the report center. The actions that you can take depends on your role and the status of the report package. See Create Report Packages. Available actions for report packages from the content pane:

- **Open**—Open a Report Package.
- **Edit**—Edit report package in the report center.
- **Inspect**—View and change; properties and view access, and view the history.
- **Copy**—Make a copy of a Report Package.
- **Copy URL to Clipboard**—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.
- **Move**—Move a Report Package to a different folder you have access to.
- **Audit**—Extract audit entries for a report package. See Perform an Audit.
- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.
- **View in Library Folder** —See the report package in its library location.

> **ⓘ Note**
>
> Available only when **Report Packages** folder is selected.

Reports and Books

When you select a Report or Book from the Reports or Books folder of the library, it opens the report or Book. The actions that you can take depends on your role and the status of the report. Some of the available actions from the content pane:

- **Open**—Open report in Reports.
- **Open As**:
  - Open **Report** in one of these formats: **Excel**, **HTML** or **PDF**.
  - Open **Books** via **Excel** or **PDF** format.
- **Edit**—Edit report in Reports.
- **Inspect**—View and change; properties and view access, and view the history.

- **Copy**—Make a copy of a report.

- **Copy URL to Clipboard**—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.

- **Move**—Move a report to a different folder you have access to.

- **Audit**—Extract audit entries for a report . See Perform an Audit.

- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.

- **View in Library Folder** —See the report in its library folder location.

> ⓘ **Note**
>
> Available only when **Reports** folder is selected.

- **Change Data Source** (Reports only)—Select a different source of data for a report.

Bursting Definitions

When you select a bursting definition from the Bursting Definition folder in the library, it opens the bursting definition for editing. Some of the available actions from the content pane:

- **Edit**—Edit Bursting Definition from the library.

- **Inspect**—View and change; properties and view access, and view the history.

- **Copy**—Make a copy of a bursting definition.

- **Move**—Move a bursting definition to a different folder you have access to.

- **Audit**—Extract audit entries for a bursting definition. See Perform an Audit.

- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.

- **View in Library Folder** —See the Bursting Definition in its library location.

Data Sources

When you select a data source from the Data Sources folder of the library, it opens the data source for editing. Some of the available actions from the content pane:

- **Edit**—Edit a data source.

- **Inspect**—View and change; properties and view access, and view the history.

- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.

Application

When you select the application from the **Application** folder of the library, it opens in the application center. The actions that you can take on the application depend on your role and permissions. Some actions that you can take from the content pane:

- **Inspect**—View and change; properties and view access, and view history from the Inspect dialog.

- **Audit**—Extract audit entries for a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file. See Perform an Audit.

- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose, see Migrate Artifacts.

Rules for this folder are as follows:

- Only the application artifact resides in this folder. Other child folders and artifacts are also allowed.

- All system users can see the folder and have read access. Additional access to its content is through access security.

- Service administrators, application administrator, and library administrator (specifically for creating child folders) have write access to this folder.

For more information on applications and tasks, see Learn About an Narrative Reporting Application.

Migrating Folders and Artifacts

From the navigation or content pane, depending on the folder type or artifact selected and security applied to the location (folder) or artifact, you can do the following using one of the Action ⚙ or ▼ icons:

- Export—Creates a ZIP file of a folder and its contents and you are prompted to select where to export the ZIP file, see Migrating Folders and Artifacts after the export is complete.

  – Select a folder to export, a Select Folder for Export File is displayed.

  – Select a folder for export. You will receive a notification when the export is complete.

  – A ZIP file is created in the folder you selected for export and the filename is prefixed with `Export —`.

  > ⓘ **Note**
  >
  > To perform a successful folder export, the user must have administer access to all artifacts in the folder.

- Import—used as part of the migration process to import a file either from the library or locally, see Migrating Folders and Artifacts for more information on how to complete this task from the library.

  > ⓘ **Note**
  >
  > - You can also migrate **Note Templates**, **Notes**, and **Note Formats** via the Notes Manager. For more information, see Migrating Notes Artifacts from One Environment to Another.
  >
  > - You can also migrate **Connections** via the **Connection Manager**. For more information, seeWorking with Connections and Remote Libraries in *Learning About Narrative Reporting*.

Inspecting Folders and Artifacts

The inspect dialog box has Properties, Access, and History tabs:

- Properties— Maintain properties as well as view other details for folders and artifacts.

- Access—Administer security, enable permissions from a parent folder, search for users and groups to assign to this folder or artifact and provide administrative, write, and view access. You can also remove user access to folders and artifacts.

- History—Review the history of artifacts and folders.

Figure 15-6   Sample Inspect Dialog Box
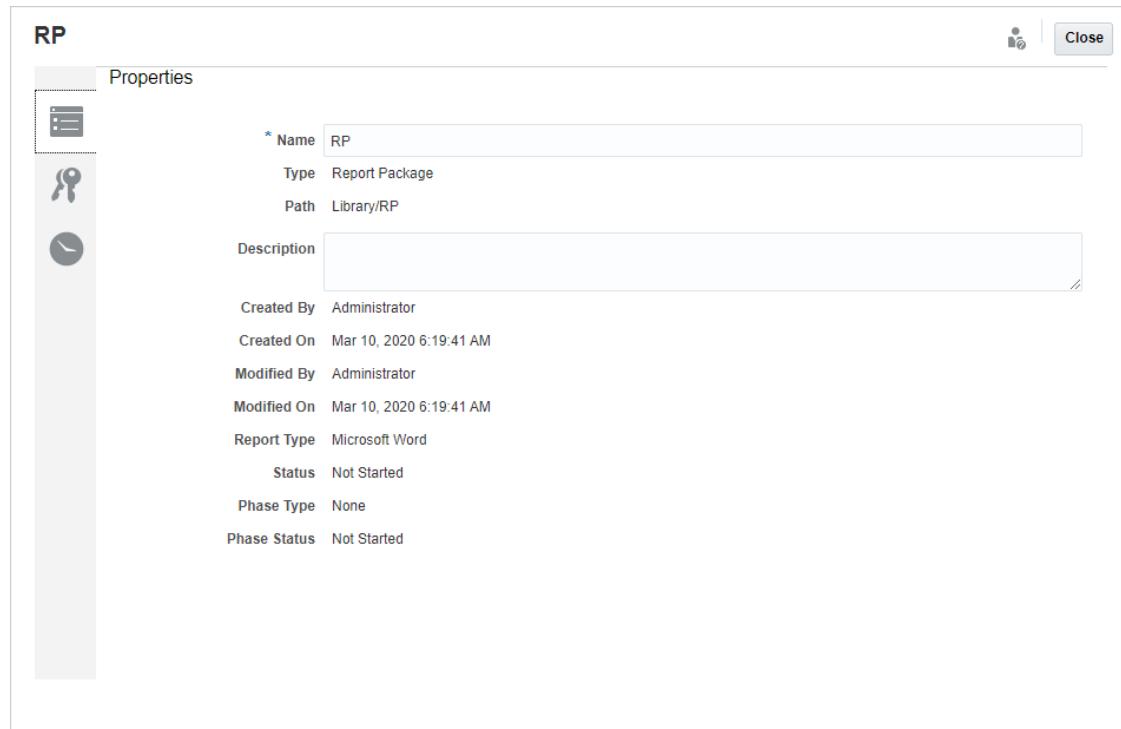
You can access Inspect from the navigation and content panes for folders and artifacts. From the navigation pane, you can review and inspect the properties tab for the following:

- System-generated personal folders:

  - Recent

  - Favorites

  - My Library

- System-generated folders:

  - Audit Logs

  - Report Packages

  - Application

> **ⓘ Note**
>
> For the Application folder, you can also review the Access and History tabs.

In Properties ,you can edit names and descriptions of personal folders and folders that you created. You can also view properties related to a folder or artifact.

To assign or view access permissions for a folder or artifact and manage security for a folder or artifact, use the Access tab . The Access tab is available only for folders and artifacts that you have been given permission. For more information on the Access tab, see Granting Access.

In History , you can view the history for a folder or an artifact. If you selected inspect for a folder from either the navigation or content panes, the history tab displays the results for the folder. Only administrators see history for all of the artifacts in a folder.

Copying a URL to Clipboard

The **Copy URL to Clipboard** feature provides the ability to copy the URL of a Library artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file. The URL will launch the artifact directly into a thin viewer or download the third-party file. Once copied, the URL can be distributed so users can easily access the artifact or file via a direct link. It can also be set up as a browser favorite.

The thin viewer that is launched with a native Library artifact allows basic functionality from the **Actions** menu, without the ability to **Save** the artifact. This feature is available in all Library systems and user-created folders (including cards on the **Home** page), and all users with at least View permissions to an artifact can copy a URL.

> **ⓘ Note**
>
> • This feature is not available for multiple selections, only a single selected artifact.
>
> • This feature does not apply to folders.
>
> • The user launching the copied URL will need at least View access to the artifact.

Copying a URL for Library Artifacts

To copy a URL, perform these steps:

1. Log into Narrative Reporting Cloud. On the **Home** page, select **Library**.

2. Navigate to a **Library** artifact such as **Report Packages**, **Reports**, **Report Snapshots**, or **Books**. For example, if you select **Reports**, highlight a Report, and then click the **Actions** icon to select **Copy URL to Clipboard**.

3. Paste the URL where needed. Upon clicking on the URL, the Library artifact will be launched in a browser window.

Copying a URL to download the Third-party File

To copy a URL and download third-party files such as an MS Office or PDF file, perform these steps:

1. Log into Narrative Reporting Cloud. On the **Home** page, select **Library**.

2. Navigate to, and highlight, a third-party file and then click the **Actions** icon to select **Copy URL to Clipboard**.

3. Paste the URL where needed. Upon clicking on the URL, a browser window will be launched. Select **Download** to view the file.

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Migrating Artifacts

In Narrative Reporting, you can migrate Folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications (where applicable) between environments and within them. You can migrate artifacts using the export, download, and import functionality in the library or by using the EPM Automate Commands. For migrating Notes artifacts, you use the Notes Manager.

- [Migrating Artifacts within the Same Environment](#)
- [Migrating Artifacts from One Environment to Another Environment](#)
- [Importing Artifacts into the New Environment Using the Library](#)
- [Exporting and Downloading Artifacts Using the Library](#)
- Migrating Notes, see Migrating Notes Artifacts from One Environment to Another.

Watch this tutorial video, you'll learn how administrators migrate Oracle Narrative Reporting Cloud applications from one environment to another.

▶ -- [Migrating Applications](#).

Migrating Artifacts from One Environment to Another Environment

Moving artifacts from one environment to another involves exporting the artifact, downloading the export file to your local file , and then importing into the new environment. Migrating from one environment to another consists of these high level steps:

> ⓘ **Note**
>
> Importing an application in the library replaces the exiting application in the library.

- Export the artifact from the current environment and download the export file to your local file
- Log into the new environment where you already have activated your service
- Import the downloaded export file from your local file into the new environment
- Optionally, move data from your application by extracting from the current environment and loading into the new environment or just reload data from the source.

> ⓘ **Note**
>
> Comments and statuses in a report package are not migrated with the report package.

Exporting and Downloading Artifacts Using the Library

To export an artifact (report package, folder, or an application) from your current environment and download to your local file system using the Library:

For more information, see these two EPM Automate commands:

- You can export an artifact - exportLibraryArtifact in *Working with EPM Automate*
- You can import an artifact - importLibraryArtifact in *Working with EPM Automate*

> ⓘ **Note**
>
> Oracle recommends that you use the EPM Automate Commands for export if the size of your artifacts (including folders) is larger than 256 MB.

To export and download artifacts using the library:

1. From the **Home** page, select **Library**.
2. Do one of the following, depending on the artifact:
    a. For a root level folder, in the navigation pane, select the folder, then click , then click **Export**
    b. For other artifacts (folder, report package, or application), in the right pane, select the artifact to export, then click then select **Export**.
3. Choose a folder to put the export file in, then click **OK**. The export process runs in the background. Check **Messages** to view the notification once the export is complete.
4. Validate that the export was successful by checking the folder you exported the artifact to and that the name of the export zip file is prefixed with `Export`. For example, `Export - MyReportPackage.zip`.
5. Download the export file to your local file system by clicking **Download** next to the export file name and save the export zip file to your local file system.
6. **Optionally:** If you want to move data in an application from your current environment, use the Extract Data procedure. See Load, Extract, and Clear Data.
7. Log out of the current environment.

Importing Artifacts into the New Environment Using the Library

To import artifacts in a new environment using the Library:

1. In your new environment, make sure Narrative Reporting is activated and log in to the service.
2. Select **Library** from the **Home Page**.
3. To import the artifact to a different location than the export file, navigate to that folder location. Otherwise, skip this step.
4. Select the menu in the upper right corner of the Library and then **Import**.

5. Select **Local** and browse to the export zip file you want to import.

6. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.

7. Select **Include Access Permissions** to include the already defined access permissions on the imported artifact to the existing one.

8. Select **OK**. The import process runs in the background.

9. Check **Messages** to view the notification once the import is complete.

10. Check in the library folder you specified to verify that the file has been imported.

11. **Optionally:** If you extracted data from an application in your current environment, you can now load the data into your new environment.

Migrating Artifacts within the Same Environment

Migrating artifacts within the same environment involves exporting the artifact, and then importing the export zip file. Migrating from one environment to another consists of these high level steps:

- Export the artifact from the current environment.

- Import the downloaded export file from your local file system into the new environment.

Exporting and Importing Artifacts Using the Library

Export an artifact (Folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications, where applicable) within your current environment using the Library.

To export and import artifacts using the library:

1. Select **Library** from the **Home Page**.

2. Do one of the following, depending on the artifact:

   a. For a root level folder, in the navigation pane, select the folder, then click ⚙, then click **Export**.

   b. For other artifacts (folder, report package, or application), in the right pane, select the artifact to export, then click ▼ then select **Export**.

3. Choose a folder to put the export file in, then click **OK**. The export process runs in the background.

4. Validate that the export was successful by checking the folder you exported the artifact to and that the name of the export zip file is prefixed with "Export". For example, `Export - MyReportPackage.zip`.

5. Check **Messages** to view the notification once the export is complete.

6. To import the artifact to a different location than the export file, navigate to that folder location. Otherwise, skip this step.

7. Select the ⚙ menu in the upper right corner of the Library and then select **Import**.

8. Select **Library** and browse to the export zip file you want to import.

9. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.

10. Select **Include Access Permissions** to include the already defined access permissions on the imported artifact to the existing one. Then select **OK**.

11. The import process runs in the background.

12. Check **Messages** to view the notification once the import is complete.

13. Check in the library folder you specified to verify that the file has been imported.

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Performing an Audit

Maintenance actions performed on artifacts and folders are tracked in a running system audit that details who modified an artifact or folder and which action was taken.

Report package maintenance and modifications, such as doclet check-in/out and Review phase initiation, are tracked in an artifact log for the report package, which details the actions taken, user id, time/date stamp, etc.

Report execution is also tracked in an artifact log. The log includes the report name, user id, time/date stamp, POV selections, and elapsed time.

The following artifacts and actions are not supported by the audit framework:

- Book preview and editing
- Bursting definition editing and execution
- Report design changes and saving

Two types of files can be generated for audits based on your role or permission:

- System Audit File—Only the Service Administrator can generate a System Audit File to capture all entries between the default first timestamp (date and time) for the system log and a selected end timestamp. The starting timestamp of the records cannot be edited.

- Artifact or Folder Audit File—Can be generated for selected artifacts or folders by the user who has Administer permission for the artifact or folder, or the Service Administrator. This audit file provides an extract of the transactions, based on a selected date range. An audit file can be created for the following system generated and system personal folders and user created folders:

  - My Library
  - Report Packages
  - Reports
  - Folders

> ⓘ **Note**
>
> You cannot create an audit log for the system generated Recent or Favorites folders.

The audit logs are stored in the system-generated Audit Logs folder in the library. All users can view the Audit Logs folder, but they can view only the audit files that they created. Users cannot copy or move artifacts into or out of this folder. You cannot grant access to audit logs to another user. Only the Service Administrator and the creator of an audit log can view them.

After you create the audit files, you can download them to your local file system for review.

Creating a System Audit

The system audit file includes all records in the audit log between the timestamps defined by the Service Administrator. By default, **From** displays the earliest timestamp in the audit log and cannot be changed. The Service Administrator can select the **To** timestamp to control the range for the system audit.

> ⚠ **Caution**
>
> When creating the system audit file, you can choose an option to remove all entries for the selected system audit file from the audit logs after they have been extracted. Because the entries have been removed, the new From timestamp for all entries changes to the first timestamp after the removed entries. For example, if you remove all entries up to Mar 16th, the new From timestamp becomes March 17.

To create a System Audit log:

1. On the Home Page, use one of these options:

- On the Welcome Panel, select **Create** ✚ , and then select **System Audit File**.
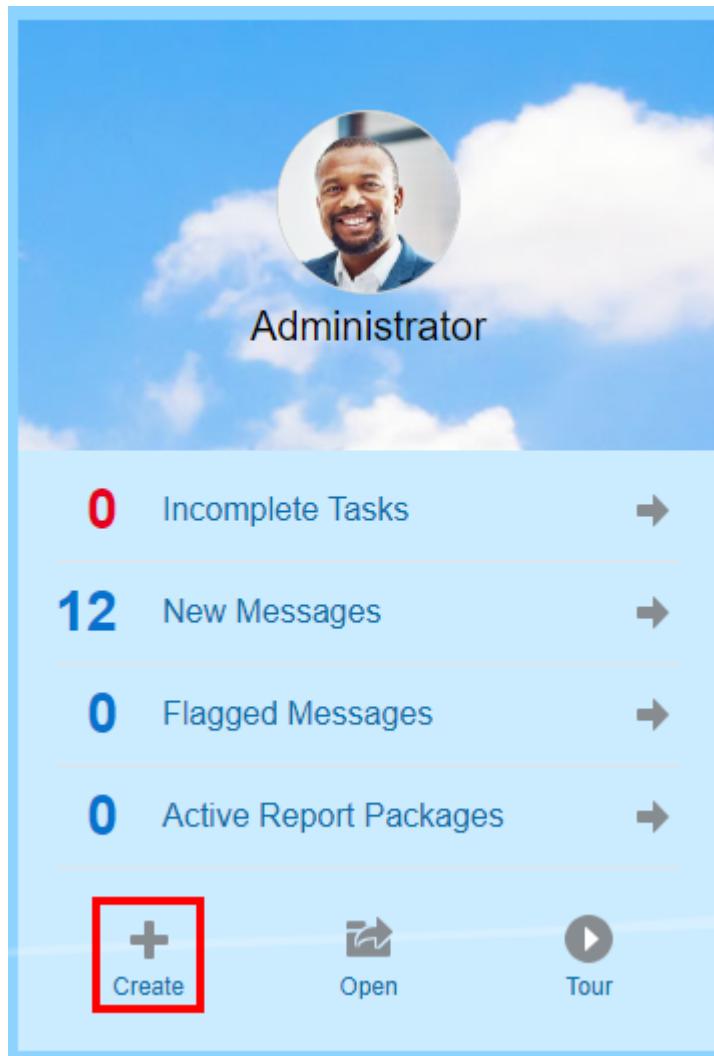
- From the Library, select **Audit Logs** in the left pane, and click **Create** ✚ in the right pane, and then select **System Audit.**

2. From the **Create System Audit File** dialog box, use the calendar icon to select the **To** timestamp for the end of the range for the audit file.

> ⓘ **Note**
>
> By default, **From** displays the earliest timestamp in the audit log and cannot be changed.

3. Enter the name for the audit file that will be automatically stored in the Audit Logs folder in the Library.

4. **Optional:** Select **Remove extracted entries from the active system audit log** to clear the entries in the audit log after the audit file has been created.

> ⚠ **Caution**
>
> If you remove extracted entries, the From entry in the System Audit file changes to reflect the next timestamp. For example, if the range for the audit extract that was removed covered the period from March 15th to March 31st, then the new From timestamp will be April 1st.

5. Click **OK** to create the audit file.

6. Click **OK** to dismiss the confirmation message. The audit file is created in the background, and a notification is sent when the audit log is complete.

7. **Optional:** On the Home page, select **Messages** to verify that the audit is complete.

8. From the **Library**, select **Audit Logs**.

9. Select the audit log that you want to view, then click **Actions**, and then **Download** to save the audit file to your local File System.

   You may need to scroll over to the far right on the screen to see the Actions menu. Make a note of the location to which you are saving the audit file.

10. Navigate to the audit file on your local File System to review the results.

    The System Audit Log contains details for each transaction, including the following:

    • Timestamp

    • User and IP Address

    > ⓘ **Note**
    >
    > In most instances, the IP address displayed may not be the user's actual IP address.

    • Event Category, Type, and Status

    • Artifact ID, Name, and Location

    • Actions and Changed Values

11. **Optional:** Click **Actions** to perform these additional tasks:

    - Select **Inspect** to review the audit log Properties and the History for the file.

    - Select **Delete** to remove the system audit file. A confirmation dialog box confirms the deletion.

    - Click **Rename** to enter a new name for the audit log file.

Creating an Artifact or Folder Audit

Any user who has Administer permission on an artifact or folder can create an audit file for it. That audit file can be viewed only by the user who created it and by the Service Administrator.

The audit file includes all records in the Audit Log between the timestamps defined by the user. By default, **From** displays the earliest timestamp in the audit log, and **To** reflects the latest timestamp.

An audit file can be created for the following system-generated and personal folders and user-created folders:

- My Library

- Report Packages

- Reports

- Folders

- Third-party content, such as PDFs

> ⓘ **Note**
>
> You cannot create an audit log for the system-generated Recent or Favorites folders.

To create an Audit file:

1. On the Home Page, select **Library**, and then, in the left pane, select the artifact for which you want to create an audit log.

2. For the chosen artifact, select **Actions**, and then select **Audit**.

3. From the **Create Audit File** dialog box, use the calendar icon to select the **From** and **To** timestamp range for the audit file.
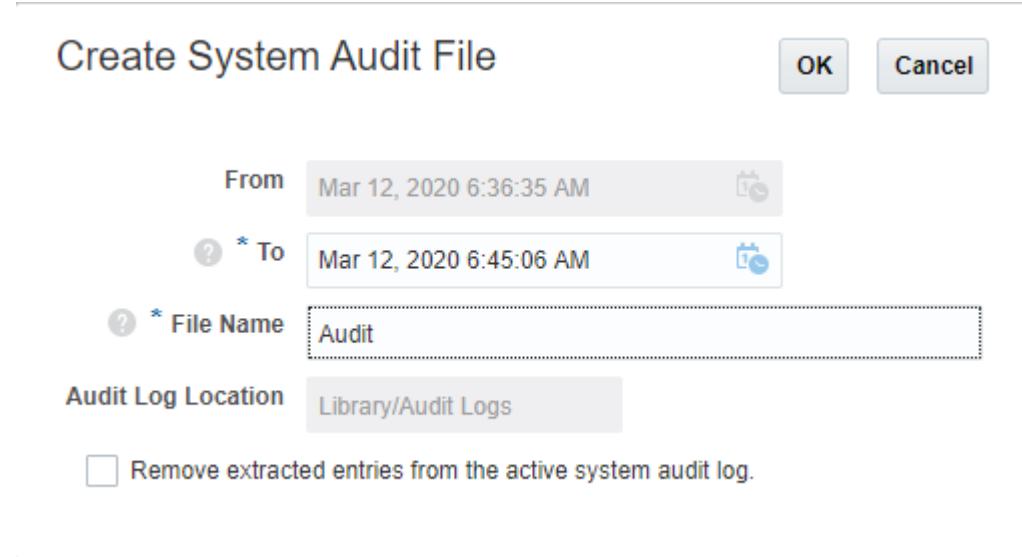
4. Enter the name for the audit file that will be automatically stored in the Audit Logs folder in the Library, and then click **OK**.

5. Click **OK**.

6. Click **OK** to dismiss the confirmation message. The audit file is created in the background, and a notification is posted when the audit log is complete.

7. **Optional:** On the Home page, select **Messages** to verify that the audit is complete.

8. From the **Library**, select **Audit Logs**.

9. Select the audit log that you want to view, then click **Actions**, and then **Download** to save the audit file to your local File System.

   You may need to scroll over to the far right on the screen to see the Actions menu. Make a note of the location to which you are saving the audit file.

10. Navigate to the audit file on your local File System to review the results.

   The System Audit Log contains details for each transaction, including the following:

- Timestamp
- User and IP Address

> ⓘ **Note**
>
> In most instances, the IP address displayed may not be the user's actual IP address.

- Event Category, Type, and Status
- Artifact ID, Name, and Location
- Actions and Changed Values

11. **Optional:** Click **Actions** to perform these additional tasks:

    - Select **Inspect** to review the audit log Properties and the History for the file.
    - Select **Delete** to remove the system audit file. A confirmation dialog is displayed to confirm the deletion.
    - Click **Rename** to enter a new name for the audit log file.