Oracle® Demantra

Settlement Management User's Guide

Release 7.1.1

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Oracle Demantra Settlement Management User's Guide, Release 7.1.1

Part No. E05138-01

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Part No. E05138-01

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Preface

Intended Audience

Welcome to Release 7.1.1 of the *Oracle Demantra Settlement Management User's Guide.*

This guide is intended for users of Oracle Demantra.

See Related Information Sources on page x for more Oracle Applications product information.

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Structure

Related Information Sources

Oracle Demantra products share business and setup information with other Oracle Applications products. Therefore, refer to other user guides when you set up and use Oracle Demantra.

User Guides Related to All Products:

- *Oracle Applications User Guide*
- *Oracle Applications Developer's Guide*
- *Oracle Applications User Interface Standards*

User Guides Related to Oracle Demantra:

- *Oracle Demantra User's Guide*
- *Oracle Demantra Installation Guide*
- *Oracle Demantra Implementation Guide*
- *Oracle Demantra Settlement Management User's Guide*
- *Oracle Demantra Trade Promotion Planning User's Guide*

Installation and System Administration Guides:

- *Oracle Applications Concepts*
- *Installing Oracle Applications*
- *Upgrading Oracle Applications*
- *Using the AD Utilities*
- *Oracle Applications Product Update Notes*
- *Oracle Applications System Administrator's Guide*

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Introduction to Oracle Demantra Settlement Management

Overview of Oracle Demantra Settlement Management

Oracle Demantra Settlement Management is a Web-based, configurable tool to help you resolve settlements with customers (usually retailers) who have run promotions, sold your products, and now need reconciliation. You view the promotional events that Oracle Demantra Settlement Management provides as possible matches, and then select one and finalize the match. You can then attach proof of performance for the promotion, approve the match, and request a check to be sent to the customer (if appropriate). You can also mark a settlement as a duplicate, split a settlement (typically to match only part of it), or deny a settlement.

Often, a third party (a broker) has negotiated the terms. Your Oracle Demantra system may be set up to enable you to collaborate with the broker, for example, to acquire extra information if needed.

Types of Settlements

The specific terms you use may be different, but Oracle Demantra Settlement Management organizes settlements into two groups: trade and non-trade. For trade settlements, Oracle Demantra Settlement Management recognizes three general types of settlements:

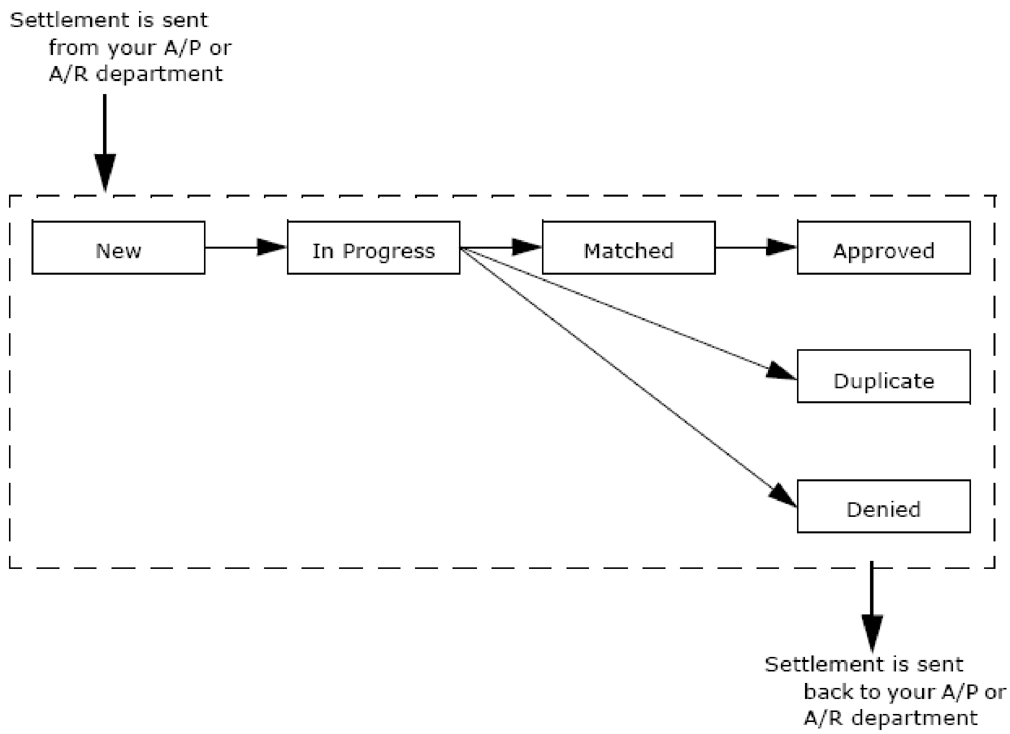
- A claim is a request from a customer for payment. In these cases, the customer has run the promotion and is requesting to be reimbursed, based on an agreement between you and the customer. If you approve the claim, you request for your A/P department to send a check to this customer or to the broker, as applicable.

- A deduction is a short payment on an invoice. In these cases, the customer has run the promotion and has made a short payment on an invoice. By permitting this short payment, you are reimbursing the customer for running the promotion.

- An off-invoice settlement represents the case where the customer was billed a lower amount (that is, "off invoice") for the products, as compensation for running the promotion.

Settlement Stages

Within Oracle Demantra Settlement Management, a settlement can go through the following stages:



In general, claims come into Oracle Demantra Settlement Management through your accounts payable (A/P) department. Deductions and off-invoice settlements come into Oracle Demantra Settlement Management through in your accounts receivable (A/R) department. In all cases, the settlement is loaded into Oracle Demantra Settlement Management automatically.

Then, in most cases, the processing is as follows:

1. When you receive a new settlement, you take ownership of it so that you can process it. At this point, the settlement is In Progress.

2. Then you review the possible promotions to which the settlement may apply. Oracle Demantra Settlement Management displays suitable possible matches.

3. If you find a matching promotion, you match the settlement and validate the proof of performance. Usually, you scan in a document that shows that the promotion

was actually run as required, and then you upload that as an attachment to the settlement.

4. If the settlement is a claim, you then issue a check request to your company's A/P department, to send a check to the customer or to the broker as needed.

5. You (or another person) then approve the settlement. In some organizations, the customer service department (CSD) representative has authority to approve a settlement. In others, a manager does that job.

In other cases, you may find that the settlement is a duplicate or you may find another reason to deny it, per your company's policies and practices. When you deny a settlement, your A/P system may enter a chargeback to the customer.

Also, you can also split the settlement and match only part of it, as appropriate.

See also Getting Started with Oracle Demantra Settlement Management and Oracle Demantra URLs.

Getting Started with Oracle Demantra Settlement Management

This section provides a quick tour of Oracle Demantra Settlement Management and the basic areas of the screen.

Initial Logon

The first time you log onto Oracle Demantra Settlement Management, Oracle Demantra typically downloads and installs software. This operation is quick and occurs only once for each machine you use.

To log onto Oracle Demantra Settlement Management

1. Open Microsoft Internet Explorer.

2. Enter the web address supplied by your system administrator. This URL probably has the following format:

   http://server name/virtual directory/portal/partnerLogin.jsp

   For example:

   http://frodo/demantra/portal/partnerLogin.jsp

   > **Note:** Your Windows Start menu may also include a shortcut to this URL.

3. Type your name and password and click Login.

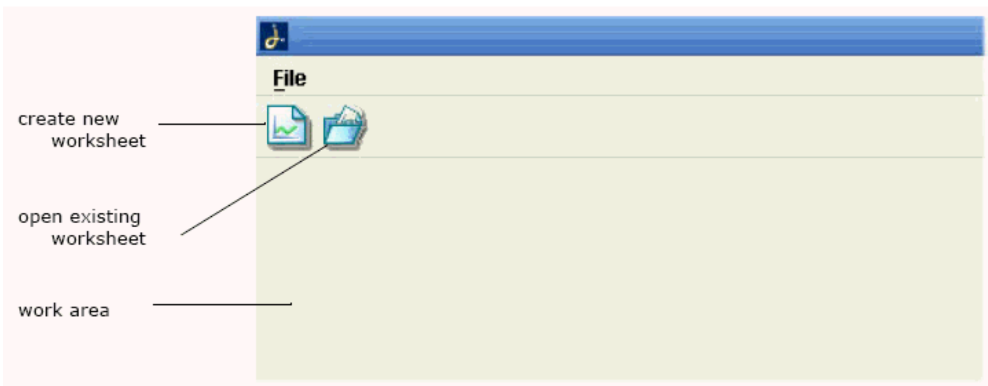
   - Oracle Demantra prompts you to install JRE.

4. When you are prompted to install JRE, do so. Choose the Typical installation and accept all the default values, unless otherwise advised by your system administrators.

   Next, Oracle Demantra displays a dialog box that asks if you want to trust the signed application distributed by Oracle. The dialog box is slightly different depending on your configuration.

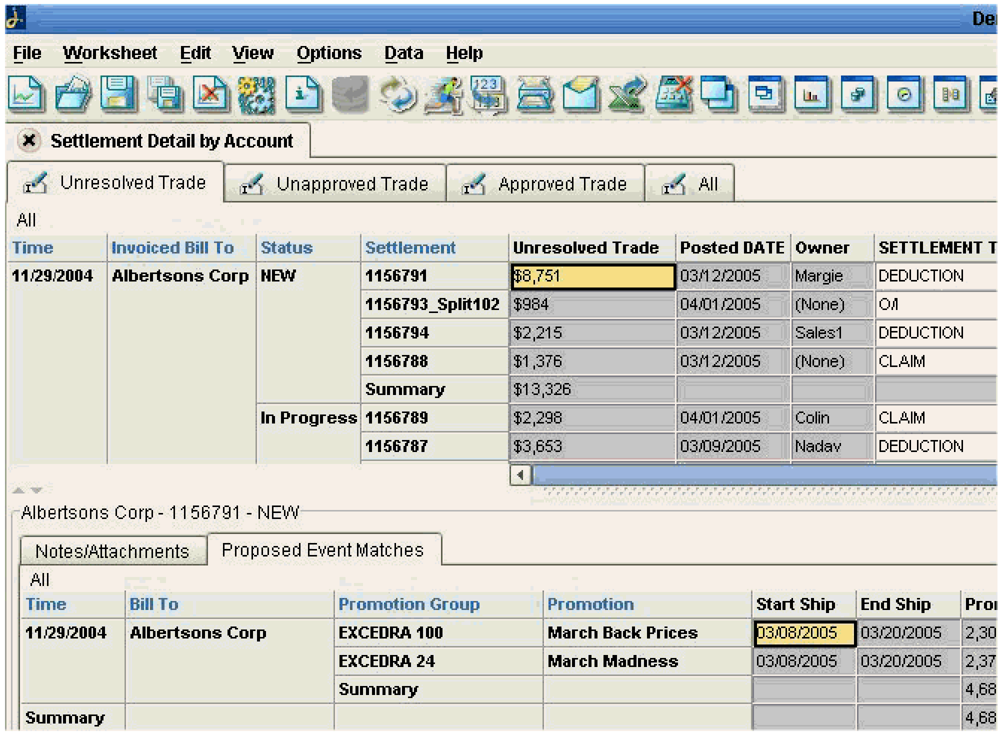
5. Click Yes (or Always) or Start, depending on which dialog box is displayed.

   After the initial configuration is completed, Oracle Demantra displays a new browser window. The page contains a menu bar, a tool bar, and a work space that is initially empty.



6. Click File > Open.

7. Click Settlement Details By Account and then click Open.



A Quick Tour of Oracle Demantra Settlement Management

On the Oracle Demantra Settlement Management screen, notice the following major areas:

- Standard title bar with options to maximize, minimize, and close the screen.
- Menu bar. The most commonly used menu options let you edit and save data, print data, export data, change the display in minor ways, and so on.
- Tool bar with shortcuts to perform Oracle Demantra actions.
- The Settlement Details By Account worksheet, which displays settlements in different processing stages, and promotions that you can associate them with.

Settlement Details By Account Worksheet

This worksheet is the main work area. It consists of multiple tabs, and each tab displays settlements in a specific processing stage:

- The Unresolved Trade tab displays settlements that have not been resolved. These settlements are either new or in progress.
- The Unapproved Trade tab displays settlements that have been matched but not yet approved.
- The Approved Trade tab displays settlements that have been matched and approved.
- The All tab displays all settlements, for convenience.

General Features

Each tab of the Settlement Details By Account worksheet contains a table at the top, which shows details for settlements in your account (or in each account to which you have access; only your accounts are shown).

The rest of the worksheet shows details for the settlement you currently have selected in the table. Click or move from row to row with the tab and arrow keys to select a settlement. Note that if you use the keyboard to move through the worksheet table, the subtabs are not automatically refreshed, for performance reasons.

- The Proposed Event Matches subtab shows promotional events that the system has selected as possible matches for this settlement.
- The Notes/Attachments subtab shows notes and files that are attached to the

selected settlement.

Not all tabs have the same subtabs.

Also, you can right-click to access additional menus that apply to the specific context.

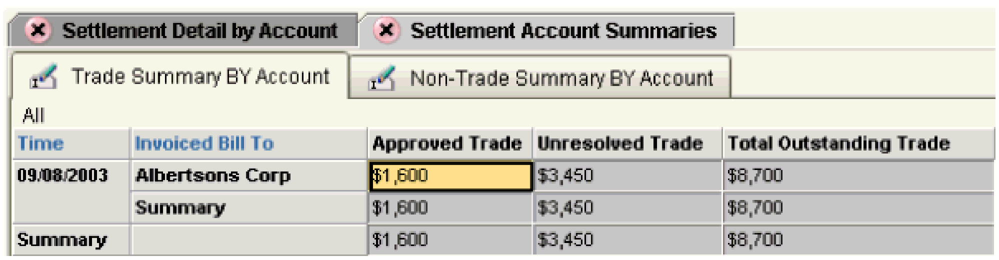
Settlement Account Summaries Worksheet

Oracle Demantra Settlement Management provides another worksheet, that summarizes information to the account level.

To access the summary worksheet

1. Click File > Open.
2. Click Settlement Account Summaries and then click Open.

   This worksheet looks like the following:



This worksheet contains two tabs: one for trade spending and one for non-trade events (such as losses during shipping). Each row summarizes settlement activity for each account, by time bucket. The Notes/Attachments subtab shows any notes or attachments for the selected account.

Logging Onto Oracle Demantra Settlement Management

If you have already performed the one-time setup (see Initial Logon), then log on as follows.

To log onto Oracle Demantra Settlement Management

1. Open Microsoft Internet Explorer.
2. Enter the web address supplied by your system administrator. This URL probably has the following format:

   http://server name/virtual directory/portal/partnerLogin.jsp

   For example:

   http://frodo/demantra/portal/partnerLogin.jsp

Note: Your Windows Start menu may also include an option for starting Oracle Demantra Settlement Management, which you can use instead.

3. Type your name and password and click Login.

4. Click File > Open.

5. Click Settlement Details By Account and then click Open.

Typical Tasks in Oracle Demantra Settlement Management

The way that you use Oracle Demantra Settlement Management depends on the worksheets created by your Oracle implementors. In general, you can use Oracle Demantra Settlement Management to do tasks like the following. Depending on your permissions, you might not have access to all the menus and features documented here. If you should have access to a feature, contact your system administrator.

Task	For information, see
Open a worksheet	Viewing Data
Edit data	Editing Data and Copying and Pasting Data
View and manage settlements	Viewing and Resolving Settlement
Add notes for yourself or for others	Viewing Notes and Specifying Note Permissions
View changes made by you or other users	Viewing the Audit Trail
Create new worksheets (for advanced users)	Creating and Redefining Worksheets

Worksheet Usage Modes

You can use a worksheet in three general ways:

- You can use a worksheet in its normal, online mode.

- You can take a worksheet offline, and then edit data and notes without needing access to the Oracle Demantra server. Later you can bring the worksheet back online. Oracle Demantra uploads your changes into the database.

- You can work remotely using a pure HTML user interface, provided that you have access to the Oracle Demantra server. This mode allows you to view and edit data when it is not possible or desirable to download the Oracle Demantra applet and Java (as in Getting Started with Oracle Demantra Settlement Management).

You can do most of the same activities in any of these modes. For details on the differences, see Working Offline and Using Worksheets Remotely.

Logging Off Oracle Demantra Settlement Management

To exit Oracle Demantra Settlement Management

- Close the browser window.

Any other open browsers are not affected.

Ending a Hung Session

If your session hangs due to network or other problems, you will not be able to log in again until the session times out. Alternatively, Oracle Demantra provides a tool that you can use to end that session.

If your permission level is lower than System Manager, your own session is the only session you can see.

To end a hung session

1. Browse to the following case-sensitive URL:

   http://server name/virtual directory/portal/userManagement.jsp

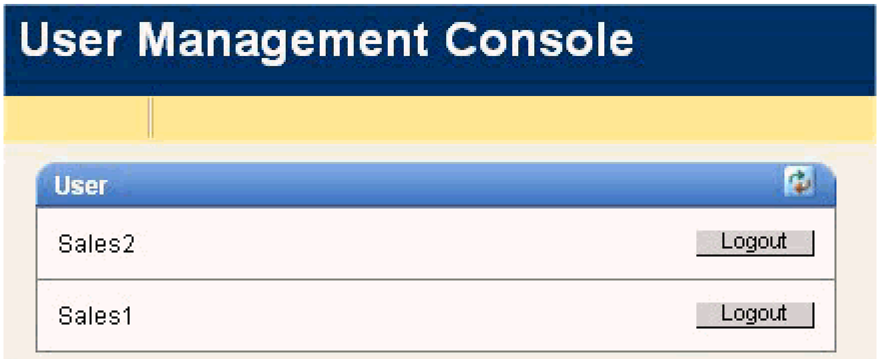
   For example:

   http://frodo/demantra/portal/userManagement.jsp

   A login page appears.

2. Type your username and password and then click Log on.

   Oracle Demantra displays the following screen:



3. Click Logout in the row corresponding to your user ID.

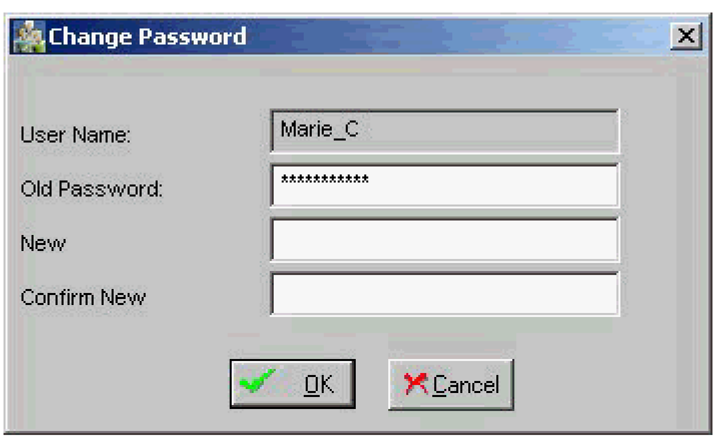
Changing Your Password

You can log into the Business Modeler and change your own password. If your permission level is lower than System Manager, your password is the only information you can access.

> **Note:** You can also change your password by using the Administration link in Collaborator Workbench.

To change your password

1. Log into the Business Modeler. If you do not have access to this tool, contact your Oracle Demantra system administrator.
2. Click Security > Change Password. Or click the Change Password button.
   - The Business Modeler displays the Change Password screen:



3. Type your current password in the Old Password field.

4. Type your new password in the New and Confirm New fields.

5. Click OK.

2

Working with Data

Viewing Data

To view your data:

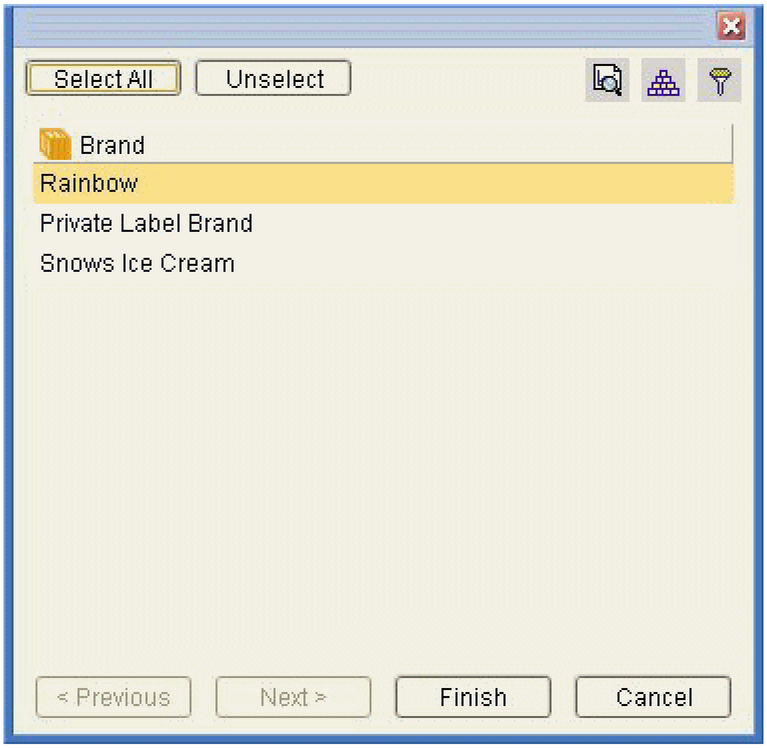
1. Click File > Open. Or click the Open button.
2. Click a worksheet in the list and then click Open.

   Depending on how Oracle Demantra was configured, it may or may not automatically run the worksheet that you open.
3. If the worksheet does not show data immediately, click Data > Rerun. Or click the Run button.

To prefilter a worksheet:

Depending on how the worksheet was configured, when you open the worksheet, Oracle Demantra may prompt you to choose how to filter it.

In this case, after you click the worksheet and click Open, one or more selection pages are displayed when the worksheet, as follows:



1. On each selection page, select one or more choices or click Select All to select the whole list.

2. Click Next or click Finish.

To load all data:

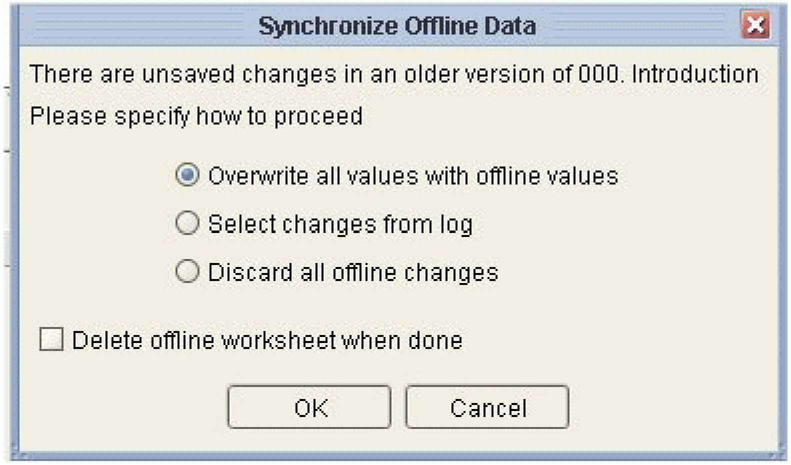
When you first run a worksheet, Oracle Demantra does not load all the data. Instead, it loads data for the first item-location combination in the worksheet. When you switch to another combination, Oracle Demantra loads data for that combination. Oracle Demantra does this so that you can see some data without having to wait for all the combinations to be loaded. In some cases, you may want to load all the combinations immediately; do this only if you are sure it will not slow your system down.

To load all the data, click the green arrow in the toolbar.

If the toolbar does not display this arrow, that means all the data has already been loaded.

If worksheet was previously offline:

If you previously took this worksheet offline and made changes to the data, you will see the following dialog box as soon as you open the worksheet:



For information on these options, see Reloading Offline Data.

Editing Data

You can usually edit data in a worksheet, although not all series are editable. Note that within a given worksheet, if some of the tabs or windows show data at a higher aggregation level, the data is not editable in those tabs or windows.

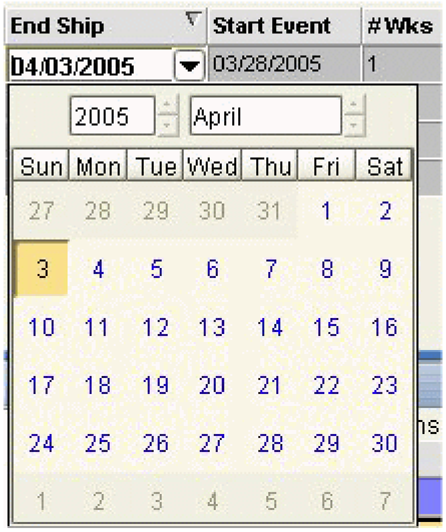
> **Note:** In Oracle Demantra, do not use the special characters single quote ('), double quote ("), and ampersand (&)
>
> If you use these characters, unexpected results may occur.

To change a data value manually:

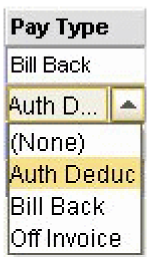
1. Select an editable data cell (white).

   The cell appears contained in a box.

2. Edit the value as needed. If the cell contains a date, then you can click the arrow on the right side of the cell and choose a date:



Or if the cell contains a dropdown list, double-click the cell to display the list and then click a list element:



To update multiple cells:

1. In the table, select a range of cells.
2. Right-click the selection and then select Edit Cells.

   The Edit Cells dialog box appears.
3. In the dialog box, type a new value and then click OK.

To undo an action:

Do one of the following:

- Click Edit > Undo.
- Click Data > Reset Manual Changes. This option restores the worksheet data to the state in which you last saved it.

To redo an action:

Click Edit > Redo.

See also Copying and Pasting Data and Saving and Viewing Changes.

Saving and Viewing Changes

Apart from minor adjustments to the worksheet layout, the changes you make are not saved automatically.

Saving Changes

You save changes to data separately from changes to the worksheet definition:

- To save changes that you have made to the data in the worksheet, including changes to notes, click Data > Save Data. Or click the Save Data button.

- To save changes that you have made to the worksheet definition, click File > Save Worksheet. Or click the Save Worksheet button.

  - If you own the worksheet, this option saves the basic worksheet definition and its initial layout. For information on changing the worksheet definition, see Creating and Redefining Worksheets.

  - If you do not own the worksheet, this option saves only your own layout of the worksheet.

    See Worksheet Definition, Layout, and Local Adjustments.

Controlling the Recalc Option

Usually at least some of the read-only series are computed by means of a local expression. By default, Oracle Demantra recalculates all local series expressions automatically. In some cases, you may want to switch off this automatic recalculation:

To switch the Recalc option off

Click Data > Set Data Recalc Off. Or click the Recalc Off button.

To force calculation while Recalc is off

Click Data > Calculate.

To switch the Recalc option on

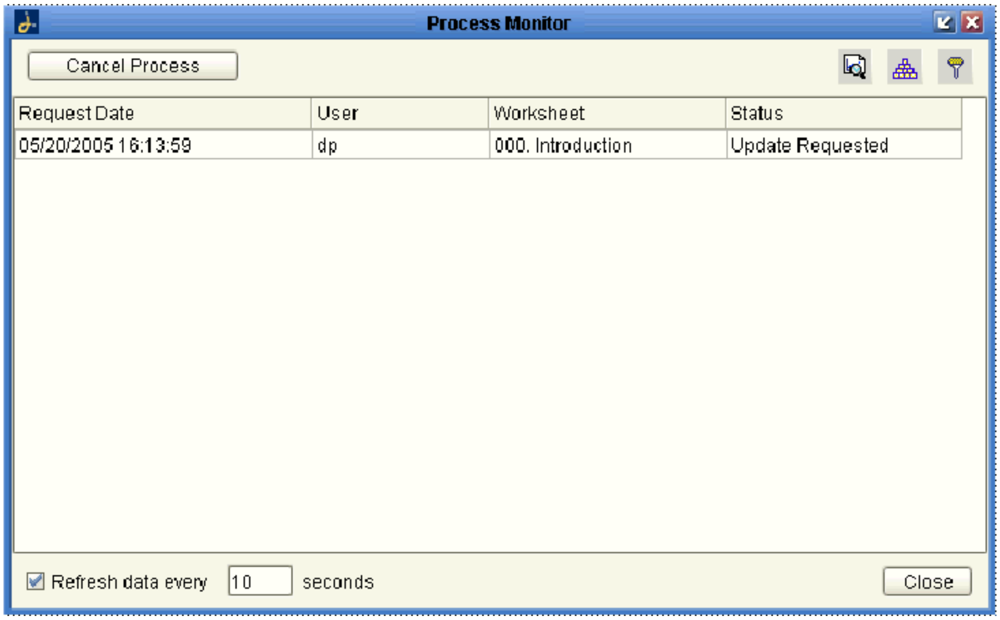
Click Data > Set Data Recalc On. Or click the Recalc On button.

Viewing Pending Changes to Data

To see pending data changes

1. Click Data > Update to save your data changes.

2. Click Data > Process Monitor. Oracle Demantra displays a screen that shows all data saves that are waiting to be processed:



If you are working at a relatively high level, this takes longer to run.

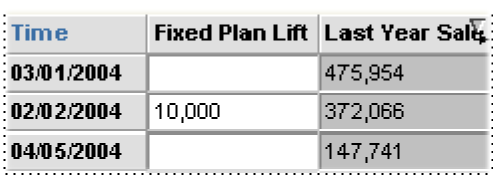
Sorting Worksheet Data

By default, the worksheet table is sorted in ascending order, according to the current contents of the x-axis, which is usually time. You can sort the worksheet table in either ascending or descending order, according to any series that is displayed in the table.

To sort the worksheet table

Double-click the header of the column by which you want to sort the worksheet.

Oracle Demantra then sorts the entire worksheet table, putting entries in this column in descending order. A downward arrow is added to the column header, to indicate that the table is sorted by this column.



Time	Fixed Plan Lift	Last Year Sale
03/01/2004		475,954
02/02/2004	10,000	372,066
04/05/2004		147,741

To resort in ascending order, double-click the column header again. Demantra resorts the table and changes the direction of the arrow.

To restore the default sorting order of the worksheet table

Click View > Reset Table Sort.

Copying and Pasting Data

You can copy and paste data within the worksheet table.

> **Note:** From a worksheet, you can also paste data to different Windows products.

To copy data:

1. Within a worksheet, do one of the following:
   - In the table, select a cell whose value you want to copy.
   - To copy values from more than one cell, click the first cell, and then drag the mouse to select all cells you want to include.
2. Right-click and then select Copy. Or click Edit > Copy.

To paste data:

1. Do one of the following:
   - In the table, select the cell into which you want to paste the data.
   - To paste values into more than one cell, select the upper left data cell of the block of cells into which you want to paste.
2. Right-click and then select Paste. Or click Edit > Paste.

   See also Saving and Viewing Changes.

Copying and Pasting to and from Microsoft Excel

You can copy and paste data from a worksheet to Excel and vice versa.

To copy and paste data to Excel:

1. Within a worksheet, copy data as described in Copying and Pasting Data.
2. Start Microsoft Excel, open a worksheet, and select a cell or block of cells.
3. Right-click and then select Paste.

To copy and paste data from Excel:

1. Start Microsoft Excel and open a worksheet.
2. Select one or more cells.
3. Right-click and then select Copy.
4. In Oracle Demantra, select the cell or cells into which you want to paste the data.
5. Right-click and then select Paste. Or click Edit > Paste.

   See also Exporting Data to Microsoft Excel and Linking Data into Third-Party Reporting Tools (through DOL).

Exporting Data to Microsoft Excel

You can export worksheet data to Excel. Your computer's regional settings can affect the results; see the note.

To export data to Excel

1. Within a worksheet, click File > Export. Or click the Export to Microsoft Excel button.

   An export dialog box appears.
2. Select Current Combination to export data currently displayed, or Entire Worksheet to export all data from the worksheet.
3. Click OK.

   A Save page appears.
4. Define the location where the worksheet data will be saved and enter a name for the file.
5. Click Save.

> **Note:** When receiving data from an external source, Microsoft Excel uses the Regional Options in the Windows Control Panel to determine whether a given cell should be formatted as Currency or General (as is or text). This means that if you export Oracle Demantra data that is formatted with a currency symbol, and if the Windows Control Panel uses a different currency symbol, those cells will appear in Excel as text values.
>
> If you export to Excel and you receive text values where you

wanted currency values, do the following

- Open the Windows Control Panel.
- Double-click Regional and Language Options.
- On the Regional Options tab, make sure that the Currency setting uses the same currency symbol as Oracle Demantra.
- Export again from Oracle Demantra.

  Later versions of Excel provide an option for converting problematic cells that it recognizes.

  See also Copying and Pasting to and from Microsoft Excel and Linking Data into Third-Party Reporting Tools (through DOL).

Linking Data into Third-Party Reporting Tools (through DOL)

When you work within a third-party reporting tool, you can import a Oracle Demantra worksheet through Oracle's Dynamic Open Link (DOL) technology. This technology lets you use any reporting tool that can connect to the Oracle Demantra database (which is either Oracle or SQL Server).

Oracle Demantra provides a web page (http://server name/virtual directory/portal/DOL_HTML.htm) to which you can link from your reporting tool, such as Microsoft Excel). Then to access the latest Oracle Demantra data, you can use the refresh functionality within that reporting tool.

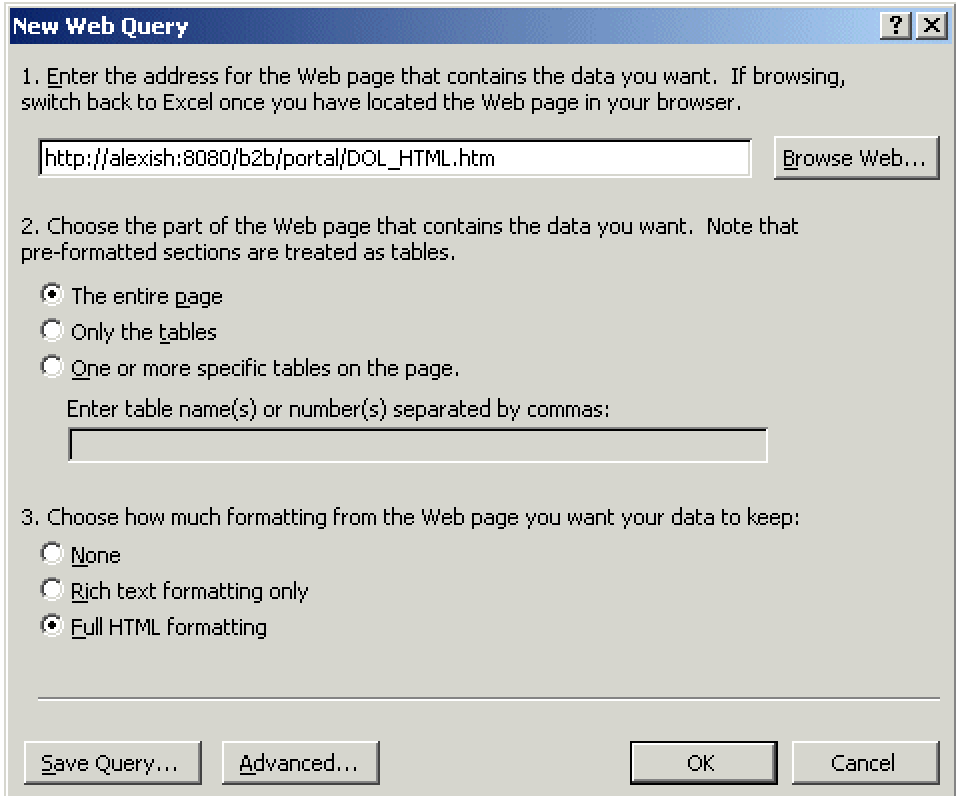
The following steps describe how to link Oracle Demantra data into Excel, as an example.

> **Note:** The details here may vary depending on the version of Excel. Consult the Excel documentation for information about "web queries."

To create a worksheet report in Excel

1. In Microsoft Excel, open the Data menu.
2. Click Get External Data and select New Web Query.

   The New Web Query screen appears.



3. Click Browse Web..., which displays a browser.

4. In the address bar, type the following URL and then click Go:

   http://server name/virtual directory/portal/DOL_HTML.htm

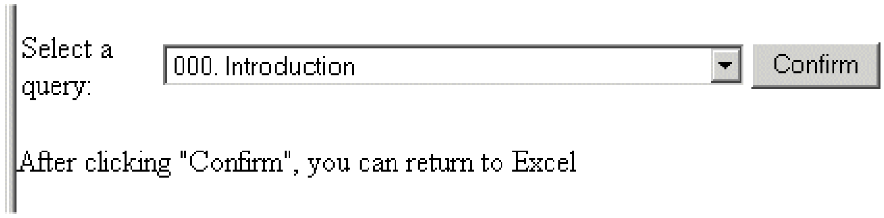
   For example:

   http://frodo/demantra/portal/DOL_HTML.htm

   A login page appears.

5. Type your Oracle Demantra user name and password and click Login.

   The browser now displays the following list of worksheets:



6. Select a worksheet from the dropdown list and click Confirm.

   The worksheet opens in your browser in non-editable HTML format.

7. Optionally close the browser window.

8. Return to Excel, which is still displaying the same dialog box as before.

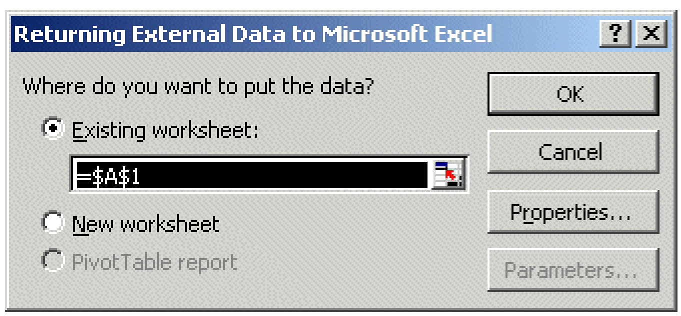
9. For step 2, select The entire page.

10. For step 3, select Full HTML formatting.

    Note: To save the query for repeat use, click Save Query...

11. Click OK.

    Excel asks where to put the data.



12. Make your choice and click OK.

    The Oracle Demantra worksheet opens in Excel.

    See also Copying and Pasting to and from Microsoft Excel and Exporting Data to Microsoft Excel.

Printing

To print the displayed data

1. Click File > Print. Or click the Print button on the toolbar.

   The Print Settings dialog box appears.

2. Select the required options.

Content selection	Specify whether to print the currently selected item-location combination, all combinations in the worksheet, or the screen.
Layout	Choose portrait or landscape orientation.
Paper	Choose a paper size.
Font	Choose a font size.
Object selection	If this worksheet includes a Gantt chart, this option lets you specify whether to include the Gantt chart in the printout.

3. If this worksheet includes a Gantt chart, optionally click the Gantt Settings tab. On this tab, specify which promotion attributes to include in the print-out.

4. Click OK.

5. Oracle Demantra displays the normal system print dialog box, where you choose the printer to use, the number of copies to make, and so on.

6. Make selections as you would normally do.

7. Click OK.

Viewing Notes

In the

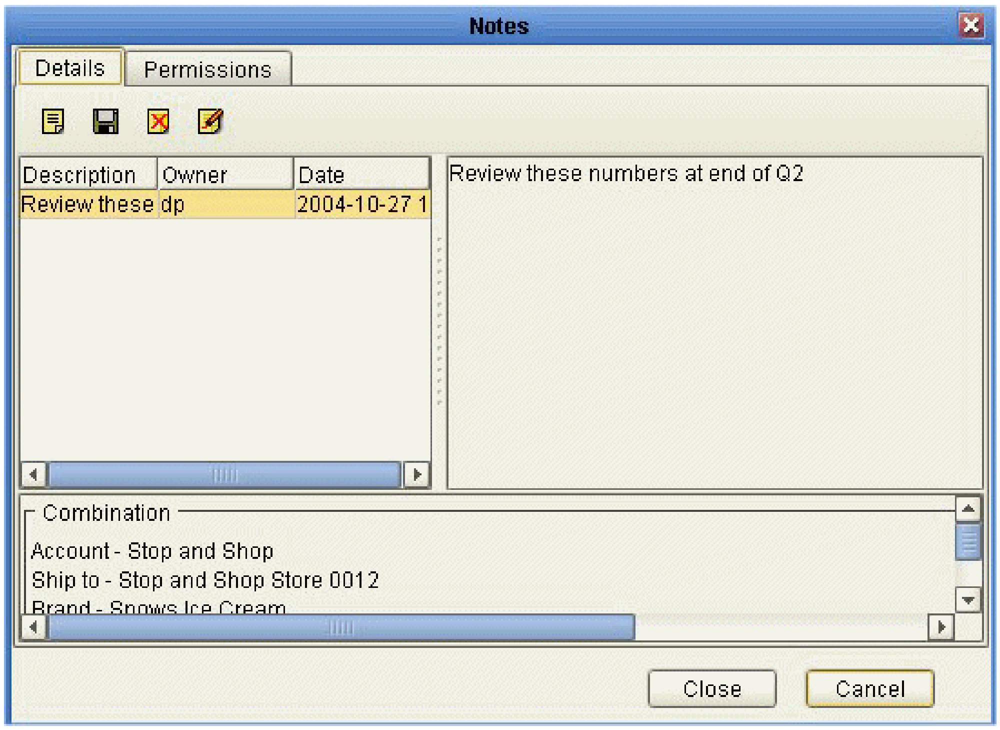
You can add notes to record comments and reminders. You attach the note to combination and date or dates. The worksheet table displays indicator symbols on those dates, generally in only some of the columns (depending on how your system is configured). The following shows an example of the indicator:

471,400
158,100
603,000
161,500
259,800

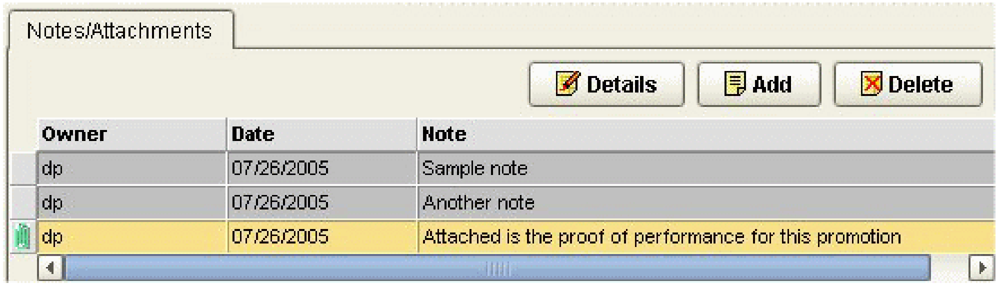
The graph displays an indicator as well.

You can see notes in two different areas:

- In the Notes dialog box.



- Notes/Attachments subtab, if this is included in your worksheet. This subtab also displays any associated attachments.



To open the Notes page

Do one of the following:

- In the table, right-click a cell and select Notes... The note will be associated with only this row.
- In the table, select one or more rows, right-click and then select Notes.... The note will be associated with each of the selected rows.
- In the table, double-click the left (non-scrolling) column. (Depending on how Oracle Demantra is configured, this action may not bring up the Notes page.)
- In the graph, hold the mouse button over a point, right-click and then select Notes...

To display the Notes/Attachments subtab

See Specifying the Worksheet Elements in a View.

See also Editing Notes, Viewing and Managing Attachments to Notes, and Specifying Note Permissions.

Editing Notes

First display the Notes page or the Notes/Attachments subtab; see Viewing Notes. In the upper part of the worksheet, click the element to which you want to attach this note.

To add a note:

1. If the Note box is gray (uneditable), click the Add button.
2. Type a note in the Note box.
3. If you are working in the Notes/Attachments subtab, you can optionally upload an attachment (see Viewing and Managing Attachments to Notes).
4. Click the Save button.

To edit a note:

1. Select a note and click the Edit button.

2. Type a note in the Note box.

3. If you are working in the Notes/Attachments subtab, you can optionally upload an attachment (see Viewing and Managing Attachments to Notes).

4. Click the Save button.

To delete a note:

1. Select a note and click the Delete button.

    - The Confirm Delete message box appears.

2. Select one of the following:

    - Partial Deletion (deletes the note only from the current member and date)

    - Total Deletion (deletes the note from all members and dates)

3. Click OK.

4. Click Save.

    See also Viewing Notes and Specifying Note Permissions.

Viewing and Managing Attachments to Notes

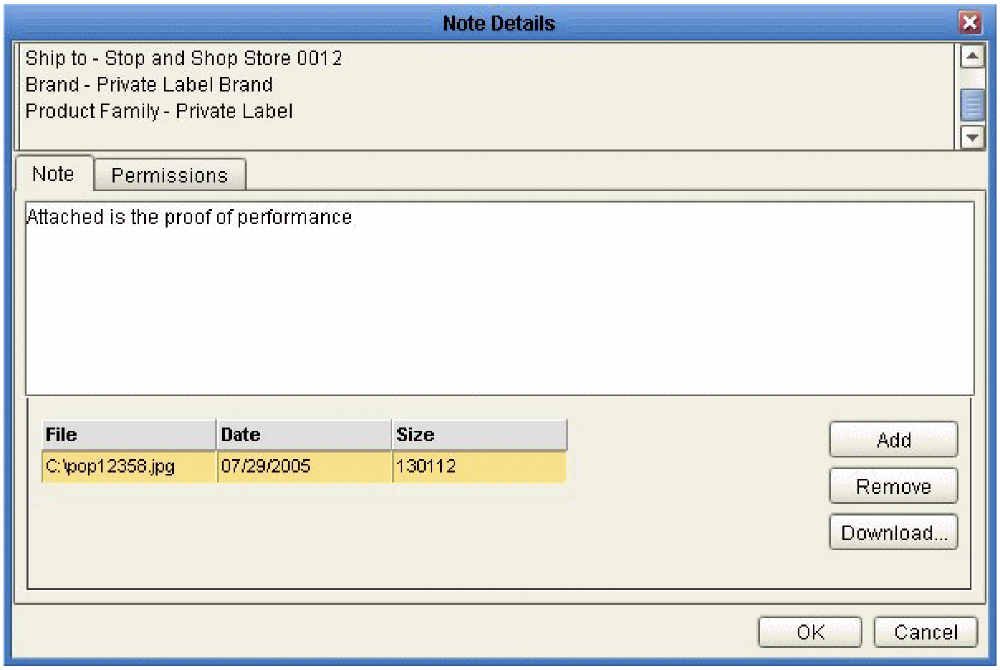
You can attach files to the notes, and Oracle Demantra uploads those files into the database (in compressed form). To view and manage attachments, you work in the Notes/Attachments subtab of your worksheet.

To add an attachment to a note:

1. Click the note.

2. Click Details.

    Oracle Demantra displays the Note Details screen:



3. Click Add.
4. Find the file that you want to attach and then click Open.

   Oracle Demantra uploads a compressed version of the file into the database.
5. Click OK.

To remove an attachment from a note:

1. Click the note.
2. Click Details.

   Oracle Demantra displays the Note Details screen:
3. Click the row that lists the attachment and then click Remove.
4. Click OK.

To download an attachment:

1. Click the note.
2. Click Details.

   Oracle Demantra displays the Note Details screen:

3. Click the row that lists the attachment and then click Download.

4. Specify the directory and filename for the downloaded file and then click Save.

5. Click OK.

   See also Viewing Notes and Specifying the Worksheet Elements in a View.

Specifying Note Permissions

In general, notes (and their optional attachments) can be viewed by other users. You can specify permissions for the notes, to determine who can read the note and what type of access they are permitted. You can specify permissions for groups or for specific users.

To specify permissions for a note and its attachments:

1. On the Details tab, select the note.

2. Click the Permissions tab.

3. Select the User Permissions or Group Permissions tab.

4. For each user or group that should have non-default settings for this note, move that user or group from the left list to the right list (Selected Users or Selected Groups). Use any of the techniques in Working with Lists.

   Note: Read-only is the default setting for non-selected users or groups.

5. Remove any unwanted users or groups from the right list.

6. Then for each user or group in the right list, do the following:

   1. Click the user or group.

   2. Select a setting from the Permission dropdown list at the bottom of the page. The following options are available:

Read and Write	Enables the user or group to read the notes list, edit notes, and add notes.
Read Only	Enables the user or group to read the notes list.

Not Visible	Makes the note list not visible to this user or group.
Full Control	Enables the user or group to read the notes list, edit notes, add notes, and delete notes.

7. Click Save.

8. Click Close.

Group and user permission priorities:

1. User permissions take precedence over permissions of any groups the user belongs to.

   If a user belongs to more than one group, the highest level of permissions from the associated groups will be granted.

   See also Viewing Notes.

Refreshing the Local Worksheet Cache

Depending on the definition of a worksheet, Oracle Demantra may store a local copy of the worksheet data on your machine, for faster performance. Also depending on the worksheet definition, the cache may be refreshed automatically or may require periodic refreshing by you.

To refresh your local worksheet cache

Click Data > Refresh worksheet data cache.

See also Visual Elements of Worksheet Views, Saving and Viewing Changes, Configuring the Worksheet Basics, and Opening an Item or Location in Another Worksheet.

Viewing the Audit Trail

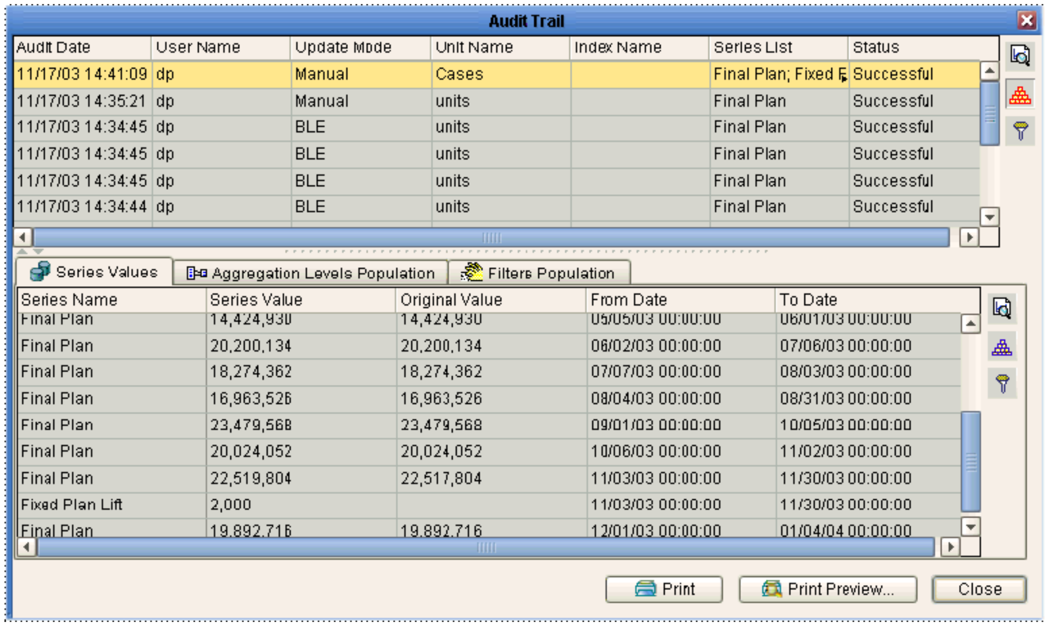
Oracle Demantra automatically records changes in an audit trail. The audit trail includes all changes due to user edits within worksheets, updates created by the Business Logic Engine, copy/paste actions, and changes caused by import.

> **Note:** You can see only changes that were made by you or other users who are in the same collaboration groups as you.

Oracle Demantra provides two ways to view the audit trail:

- You can view the changes that have occurred to the item-location combination that is currently displayed in the worksheet.
- You can create and then execute a profile that specifies a wider set of data: multiple combinations, a wider span of time, and so on.

In either case, the audit trail looks like this:



The top part of the page lists the changes. When you select a row in this table, the bottom part of the page lists details corresponding to that row.

- The Series Values tab displays details on the series that were changed.
- The Aggregate Level Population tab displays the specific aggregation levels to which this change applies. The change could have occurred at a different aggregation level.
- The Filtered Population tab displays the filtering that was used at the time of this change.

Viewing the Audit Trail for a Specific Combination

To view the audit trail for a combination

1. In a given worksheet, select a combination.
2. Click Data > Audit Trail.

If any changes have occurred to this combination, the Audit Trail screen appears, displaying a table with one row for each recorded change. The following information is displayed:

Audit Date	Date when change was made.
User Name	User who made the change
Update Mode	Indicates the type of change: Manual, BLE (Business Logic Engine) or Integration
Unit Name	Unit of measure that was used at the time of the change
Index Name	Index that was used at the time of the change
Series List	Series affected by the change
Status	In Progress, Fail, or Success

3. To see specific details on this change, click a change in this table and then click the Series Values tab.

   This tab displays the following information:

Series Name	Name of the series that was changed.
Series Value	New value used in this series.
Original Value	Original value in this series.
From Date	First date in the series when the change occurs.
To Date	Last date in the series when the change occurs.

4. To see the specific aggregation levels to which this change applies, click the Aggregate Level Population tab. The change could have occurred at a different aggregation level.

5. To see the filtering that was used at the time of this change, click the Filtered Population tab.

Viewing the Audit Trail for Other Data

An audit trail profile enables you to select a specific portion of the audit trail so that you can view changes that affect more than one combination.

To create or modify an audit trail profile:

1. Click File > Audit Trail.
2. Then:
   - To create a new profile, click New.
   - To modify a profile, click an audit trail profile name and click Modify.

     The wizard displays a properties screen.
3. In the Name and Description fields, type a name and optional description.
4. If you want to share this audit trail profile with others, click Public.
5. Click Next.

   The wizard prompts you for information about the changes you want to see.
6. For Source Type, select the check box for each type of change you want to see. Here, BLE represents the Business Logic Engine.
7. For each user whose changes you want to see, move the name from Available Users to Selected Users.
8. Click Next.

   The wizard prompts you for the range of time you are interested in.
9. For Time Filter, select Relative or Fixed, depending on whether you want to define a window of time relative to today.
10. For From Date and To Date, specify a range of dates.
11. Click Next.

    The wizard prompts you to specify the aggregation levels you are interested in.
12. For each aggregation level that you are interested in, move that level from Available Filter Levels to Selected Filter Levels.

13. Click Next.

    The wizard prompts you to specify the series you are interested in.

14. For each series that you are interested in, move that series from Available Series to Selected Series.

15. Click OK.

16. Click Close to exit the wizard.

To use an audit trail profile:

1. Click File > Audit Trail.

2. Click an audit trail profile.

3. Click Execute.

    Oracle Demantra displays the specified part of the audit trail. See Viewing the Audit Trail for a Specific Combination.

To delete an audit trail profile:

1. Click File > Audit Trail.

2. Click an audit trail profile.

3. Click Delete.

4. Click Yes.

3

Managing the Screen

Managing Multiple Worksheets

Within Oracle Demantra, you can open multiple worksheets and display them in tab mode or window mode. In window mode, you can re-size, position, minimize, maximize, and tile each window as in other software.

See also Creating and Redefining Worksheets.

To specify how to display worksheets

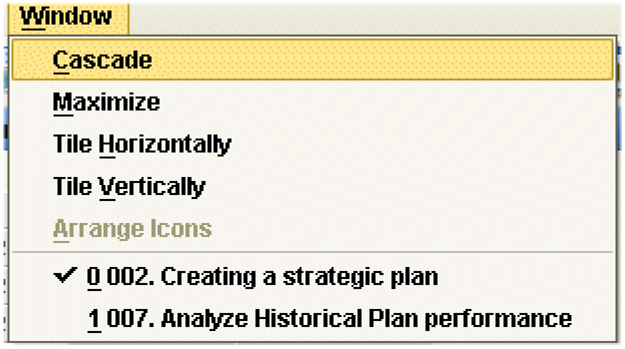
Do one of the following:

- Select Options > Tabs View/Windows View.
- Click the Tabs/Windows toggle button.
    - display worksheets as windows
    - display worksheets as tabs

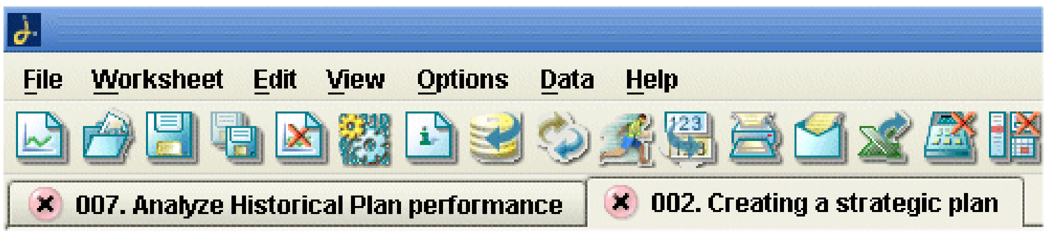
A worksheet contains views, and these views can be displayed as windows or tabs within the worksheet itself. The Tabs/Windows setting discussed here has no effect on the views.

To view a worksheet that has already been opened

In windows view, select the worksheet from the Windows menu.



In tabs view, click the tab corresponding to the worksheet.



To close a worksheet:

Do one of the following:

- In windows view, click close (X) in the top right corner of the worksheet window.
- In tabs view, click the close symbol (X) on the tab.

See also Managing Worksheet Views and Adding and Managing Worksheet Views.

Managing Worksheet Views

A worksheet can include multiple views, which are displayed as tabs or as windows within the worksheet window itself.

Each view can have a different set of series and a different layout. Within any given worksheet, you can display the views as tabs or as child windows that you can resize and reposition.

Depending on the worksheet definition, the views may or may not be synchronized with each other. If they are synchronized, when you edit in one view, that change automatically appears in the other views.

> **Note:** In a given worksheet, if some of the views show data at a higher aggregation level, the data is not editable in those views.

To manage worksheet views

Within any given worksheet, you can display the worksheet views as tabs or as child windows that you can resize and reposition.

- To create, modify, or delete worksheet views, see "Adding and Managing Worksheet Views".

- To change how views are shown within the current worksheet, click Options > Tabs Multiview or Options > MDI Multiview, whichever option is displayed. Or click the corresponding toggle button on the toolbar.
    - display views as child windows
    - display views as tabs

- If you are currently displaying views as tabs, you can view one tab at a time. Click the tab of the view you want to view.

- When you are displaying views as subwindows, you can resize, reposition, maximize, and minimize each of these subwindows. Also, the Options menu provides options for tiling and cascading the subwindows.

See also Managing Multiple Worksheets and Managing View Elements.

Managing View Elements

To hide or redisplay elements of a worksheet view

You can hide elements of a worksheet. To do so, use the Options menu. For example, to hide the graph, click View > Show/Hide Graph.

> **Note:** This menu includes an option to hide the time axis. You typically use this option only if the worksheet also contains time levels. In such a case, it is desirable to hide the time axis, because it is redundant and takes up space on the screen.

Each of these menu items acts as a toggle. To redisplay what you have hidden, click the same menu item again.

To resize an area in a worksheet view

Drag a divider to the required position.

To expand or contract an area in a worksheet view

There are two snap buttons in the upper left of each worksheet area, one with an up arrow and one with a down arrow. Click the snap button pointing in the required direction.

To re-size a data column

Click the vertical divider between two column headers, and drag it horizontally to the required position.

See also Managing Multiple Worksheets and Adding and Managing Worksheet Views.

Managing Empty Rows

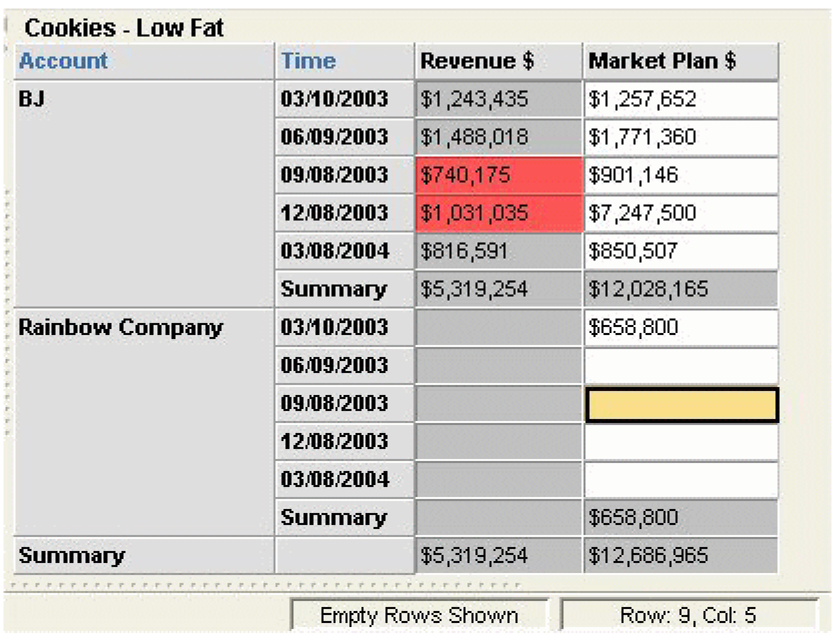
To hide or display empty rows in the worksheet table

Click View >Hide Empty Rows. This option is a toggle. If you click it again, you redisplay the empty rows.

> **Note:** This option does not affect any graphs in the worksheet.

Examples

In some cases, some of the rows of a worksheet table might not contain data, for example:

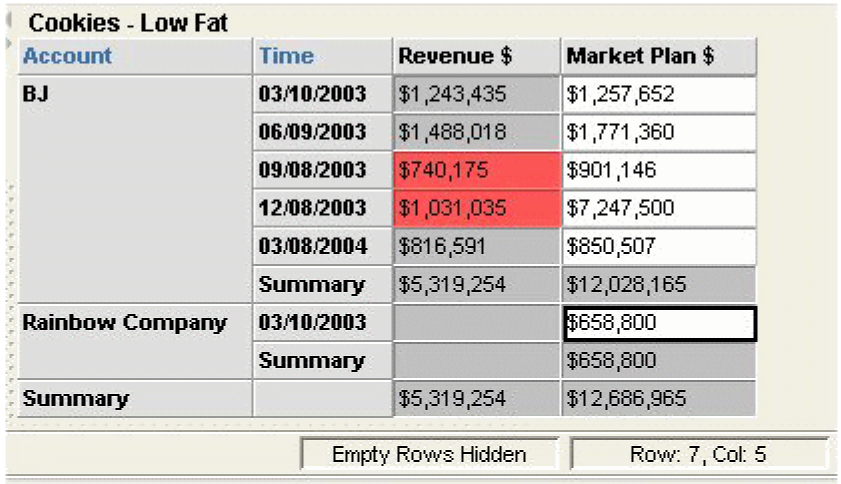


Cookies - Low Fat

Account	Time	Revenue $	Market Plan $
BJ	03/10/2003	$1,243,435	$1,257,652
	06/09/2003	$1,488,018	$1,771,360
	09/08/2003	$740,175	$901,146
	12/08/2003	$1,031,035	$7,247,500
	03/08/2004	$816,591	$850,507
	Summary	$5,319,254	$12,028,165
Rainbow Company	03/10/2003		$658,800
	06/09/2003		
	09/08/2003		
	12/08/2003		
	03/08/2004		
	Summary		$658,800
Summary		$5,319,254	$12,686,965

Note that the status bar at the bottom of worksheet indicates that empty rows are currently being displayed.

When you hide empty rows, the result is as follows:



Worksheet, Layout, and Data

As you work within Oracle Demantra, it is important to remember that worksheets exist independently from the data that they display. For example, the definition of a worksheet specifies which series to display and how to aggregate those series for that worksheet. But the worksheet definition does not specify the values that the series contain.

Accordingly, the worksheets and their layouts are saved separately from changes to the data.

- To save changes that you have made to the data in the worksheet, including changes to notes, click Data > Save Data. Or click the Save Data button.

- To save changes that you have made to the worksheet definition or to the local layout, click File > Save Worksheet. Or click the Save Worksheet button.

  - If you own the worksheet, this option saves the basic worksheet definition and its initial layout. This affects any users of this worksheet who have not yet saved their own layout for it.

  - If you do not own the worksheet, this option saves only your own layout of the worksheet. This has no effect on any other users.

See also Worksheet Definition, Layout, and Local Adjustments and Saving and Viewing Changes.

Worksheet Definition, Layout, and Local Adjustments

As you work with a Oracle Demantra worksheet, you often sort columns, hide or display features, and make various other changes. It is useful to understand how these settings are saved.

Base Oracle Demantra configuration These settings affect all users and all worksheets.	• Display format for each series • Initial display width of series and levels • Colors and graph style for each series • Other display colors (generally dependent on a condition)
Worksheet definition These settings are saved through the File > Save Worksheet menu option. Only the worksheet owner can make these changes.	• Initial number of views within the worksheet and their initial names • Initial elements (Members Browser, table, graph, and so on) in worksheet view • View synchronization setting • Aggregation levels used in worksheet and initial level layout; advanced selection options • Series used in worksheet and initial series layout • Time aggregation; time span; time formatting • Filtering and exception filtering • Unit of measure used in worksheet; overall scale used in worksheet, if any; index or exchange rate, if any

Layout changes These settings are saved separately for each user if the user clicks File > Save Worksheet. Any user can save these changes, not just the worksheet owner.	• Additional views in the worksheet • New names of worksheet views • Level layout: order of levels; placement on axes in each view; whether level is hidden in each view • Series layout: order of series; where each series is displayed (table, graph, both) • Hide/show time axis
Local adjustments These settings are saved automatically separately for each worksheet and each user.	• Use of windows or tabs for views within a worksheet • Size and position of the Members Browser, table, graph, and so on in each view • Sorting in the worksheet table • Graph type; legend; grid lines • Hide/show empty rows setting • Activity synchronization setting (Options menu)
Not saved	• Changes to column widths in the worksheet table • Initial view focus; focus in each worksheet view • Expansion state in the Members Browser and Activity Browser • Focus and scroll in all areas • Zoom setting in Gantt

The autorun option (Options menu) is saved separately for each user, but applies to all worksheets that the user sees.

4

Viewing and Resolving Settlements

Viewing Unresolved Settlements

To view unresolved settlements

1. Open Microsoft Internet Explorer.
2. Enter the web address supplied by your system administrator. This URL probably has the following format:

   http://server name/virtual directory/portal/partnerLogin.jsp

   For example:

   http://frodo/demantra/portal/partnerLogin.jsp
3. Type your name and password and click Login.
4. Click File > Open.
5. Click Settlement Details By Account and then click Open.
6. Click the Unresolved Trade tab, where you will do most of the work of resolving settlements.

Next step: Assigning an Owner to a Settlement.

Assigning an Owner to a Settlement

When to do this

Before you can work on a settlement, you should take ownership of it, so that other users do not interfere with your work.

To assign an owner

1. Right-click a settlement and then choose Methods > Ownership.

   Oracle Demantra Settlement Management displays a screen like the following:

2. For Settlement Owner, click your user ID from the dropdown list.

3. For Status, click In Progress from the dropdown list.

4. Click OK.

   The next step is to match this settlement to a promotional event (Matching a Settlement to a Promotional Event) or to split this settlement (Partially Matching a Settlement (Splitting a Settlement)). In some cases, you might need to deny the settlement (Denying a Settlement).

Matching a Settlement to a Promotional Event

When to do this

Each settlement corresponds to at least one promotional event. You should match a settlement to the event or events in order to reconcile your company's accounting books. When you do so, the settlement amount is subtracted from the budget for that promotion.

To match a settlement to an event

1. Click the Unresolved Trade tab.

2. Take ownership of the settlement, as in Assigning an Owner to a Settlement. The settlement is now highlighted and the subtabs show information that is relevant to this settlement.

3. Click the Proposed Event Matches subtab to see possible events that could be matched to this settlement. If this is an off-invoice settlement, there will probably be

only a relatively small number of events.

> **Note:** If you use the keyboard to move through the worksheet table, the subtabs are not automatically refreshed, for performance reasons.

4. To match the selected settlement to an event, right-click the event and then choose Methods > Link.

   Oracle Demantra Settlement Management displays a screen like the following:

5. Make sure that the option Link Settlement to Event is selected.

6. Click OK.

   Oracle Demantra automatically changes the status of the settlement to Unapproved. It also reduces the budget for the selected promotion, using the amount of the settlement.

   At this point, you typically attach proof of performance or other documentation to the settlement; see Attaching Documentation to the Settlement. Then the settlement can be approved; see Approving a Settlement.

Attaching Documentation to the Settlement

When to do this

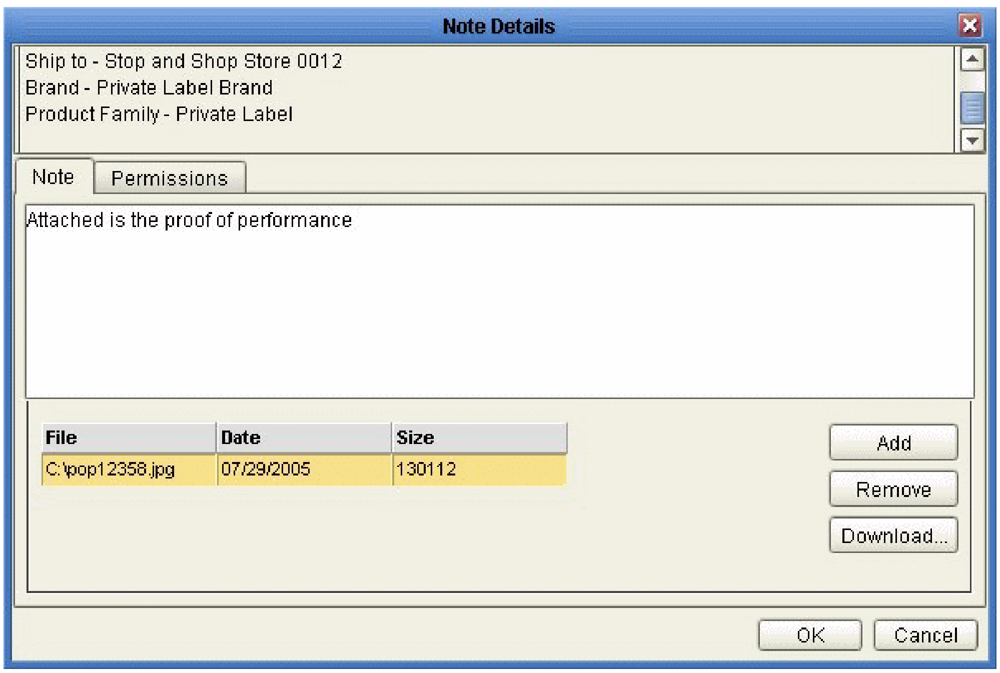
Policies vary from company to company, but it is generally necessary for the customer to provide documentation that proves that the event was run as specified. This documentation may come to you as paper or as computer files. If you receive paper documents, scan them so that you can load them into the system.

> **Note:** You can attach any kind of file. A PDF file is typical.

To attach documentation to a settlement

1. Click the settlement so that it is selected.
2. In the Notes/Attachments subtab, click the Add button.
3. Type a note in the Note box.
4. Click Details.

   Oracle Demantra displays the Note Details screen:

5. Click Add.
6. Find the file that you want to attach and then click Open.

   Oracle Demantra uploads a compressed version of the file into the database.

7. Click OK.

   If you have attached all the documents needed by your organization, the settlement can now be approved; see Approving a Settlement.

Partially Matching a Settlement (Splitting a Settlement)

When to do this

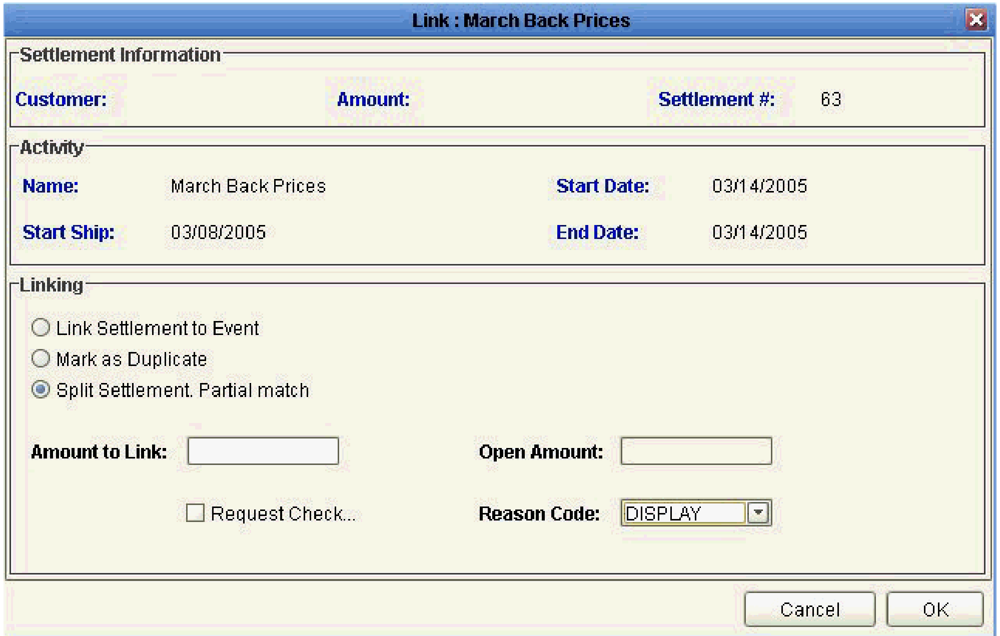
Sometimes it is necessary to split a settlement and match part of it to an event. You might do this in the following cases, for example:

- If the customer deducted on more units than permitted by contract
- If the promotion was not run as required by contract
- If the settlement is associated with multiple events

To partially match a settlement to an event

1. Click the Unresolved Trade tab.
2. Take ownership of the settlement, as in Assigning an Owner to a Settlement. The settlement is now highlighted and the subtabs show information that is relevant to this settlement.
3. Click the Proposed Event Matches subtab to see possible events that could be matched to this settlement.
4. To see the details for a given event, click that event and view the details in the right side of the Proposed Event Matches subtab.
5. To partially match the selected settlement to an event, right-click the event and then choose Methods > Link.

   Oracle Demantra Settlement Management displays a screen like the following:



6. Click the option Split Settlement: Partial Match.

7. For Amount to Link, enter the monetary amount that should be matched to the selected event.

   The Open Amount field is updated automatically, showing the remaining, unmatched amount of the settlement.

8. For Reason Code, click the reason that best explains why you are performing a partial match.

9. If this settlement is a claim, you can request a check to be sent to the customer. To do so, click Request Check. Then see Requesting a Check.

10. Click OK.

11. If you clicked Request Check, see Requesting a Check.

    Oracle Demantra automatically creates a new settlement that contains the remaining, unmatched amount.

    For the settlement that you just matched, you should approve that settlement; see Approving a Settlement.

    For the new settlement, you typically do one of the following:

    - Matching a Settlement to a Promotional Event

    - Denying a Settlement

Requesting a Check

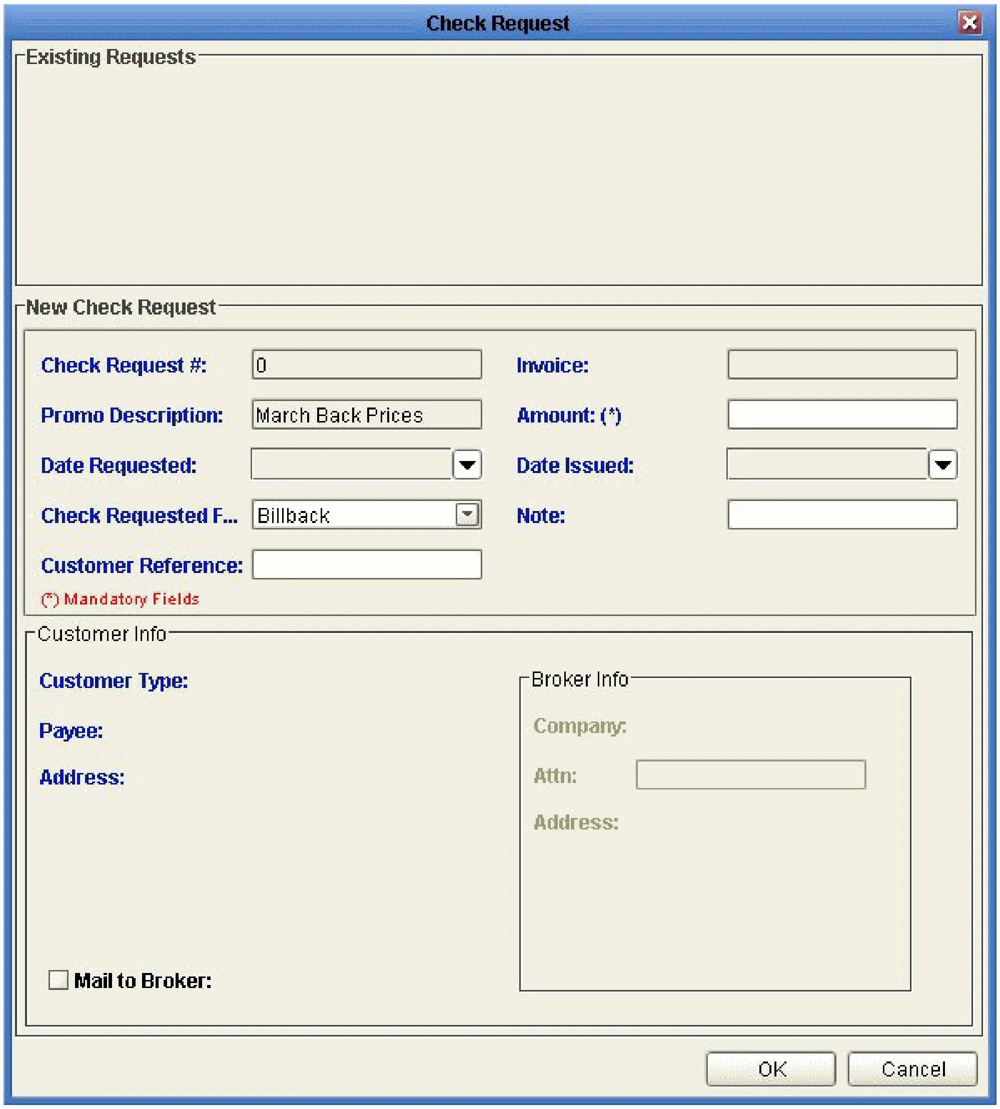
If a customer has submitted a claim and if that claim can be matched to a suitable event, then you should send a check to the customer (or possibly to the broker, as appropriate for the account). This check compensates the customer for running the promotional event.

To request a check for a claim

1. On the Link screen, click Request Check. This button is enabled only for claims, not for other kinds of promotions.

2. Click OK.

   Oracle Demantra Settlement Management displays a screen like the following:



The Existing Requests area lists check requests that have already been issued for this promotional event, if any. You use the New Check Request area to enter details for a new check request.

3. For Amount, enter the monetary amount of the check request.

4. For Check Requested For, select the item that describes what this check is meant to reimburse.

5. For Note, enter an optional note.

6. For Customer Reference, enter optional, additional information to specify where to direct the check.

   The Customer Info area shows the details about where the request should be sent.

By default, the request is sent to the customer, to the address shown in this area.

7. To send the check request to the broker instead, click Mail to Broker. Then for Attn, specify the person to include on the Attention line of the address.

8. Click OK.

   For the settlement that you just matched, you should approve that settlement; see Approving a Settlement.

Approving a Settlement

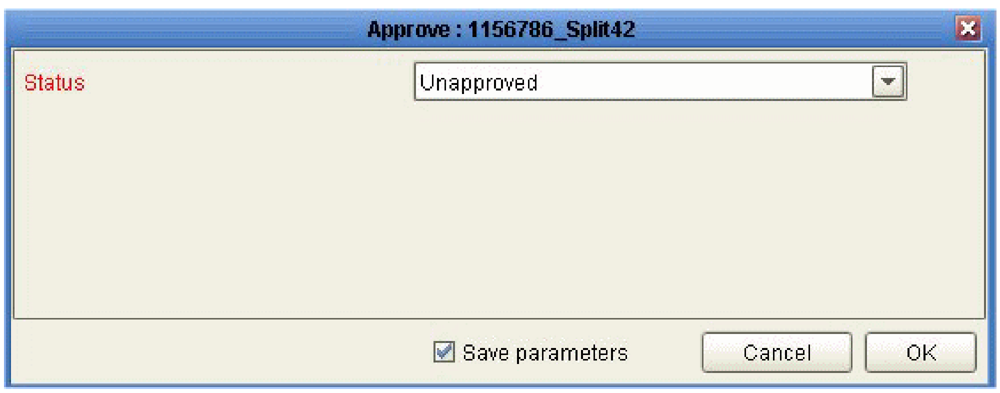
When to do this

If a settlement has been properly matched to an event, and if the required proof of performance (or other documentation) has been provided, you should approve the settlement to indicate that it does not need further work.

To approve a settlement

1. Right-click the settlement and click Methods > Approve.

   Oracle Demantra Settlement Management displays a screen like the following:



2. For Status, click Approved from the dropdown list.

3. Click OK.

   There are no further steps to take for this settlement.

Sending a Settlement to Another Person

If you are not sure how to handle a particular settlement, and want to consult with another person, you can send the settlement to that person, if that person is also a user of Oracle Demantra Settlement Management.

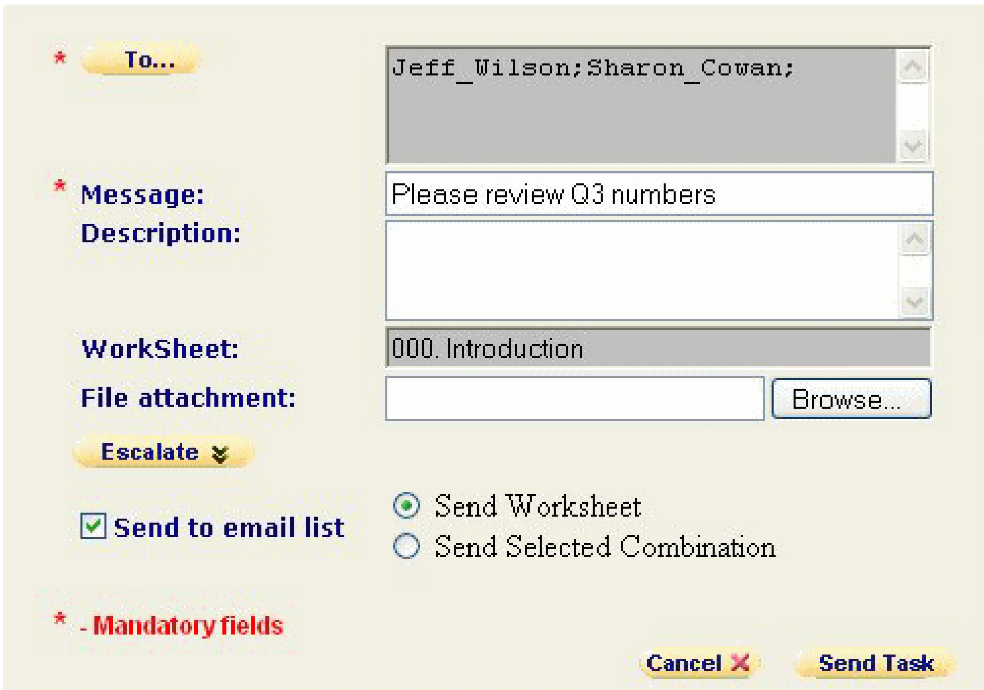
To send a settlement to another person

1. Right-click the settlement and click Open.

   Oracle Demantra Settlement Management opens a new worksheet that is filtered only to this particular settlement. This allows the other person to focus on the settlement of interest.

2. Click File > Send as Task or click the Send as Task button.

   The Send Task to User dialog box appears.



3. Click To..... and select the users and groups to receive the task.

4. In the Message field, type a short text message explaining what you want the recipient to do with this settlement.

   This will be the task message that the recipient sees. The worksheet that you are sending will be added automatically as a link from the Message text.

5. In the Description field, type a short description.

   This description will be displayed below the task message in the recipient's My Tasks module.

6. To link the task subject line to a Web page, enter the full path to the file in URL field.

   Note: You must enter the full URL, including server name and directory hierarchy. The http:// part will be added automatically if omitted.

7. Optionally, to attach a file to the task, enter the path to the file in the File Attachment field or use the Browse button to find it.

8. Optionally, to ensure that this task is completed by a specific time, click Escalate and then provide the following information:

Due Date	Date and time by which this task must be completed
Alert Time	Date and time at which an alert will be displayed
To	Additional email addresses

9. To send an email notification to the recipient of the task, select the Send to email list check box. (Depending on how your system has been configured, this option may not be available.)

10. Click either Send Worksheet or Send Selected Combination to specify whether to filter the worksheet. If you click Send Selected Combination, the worksheet is filtered to the combination that you are currently viewing. Otherwise, the entire worksheet is sent.

11. Click Send Task.

Unlinking a Settlement

When to do this

If a settlement has been matched to the wrong promotion, for any reason, you should unlink it, so that you can rematch it to the correct promotion.

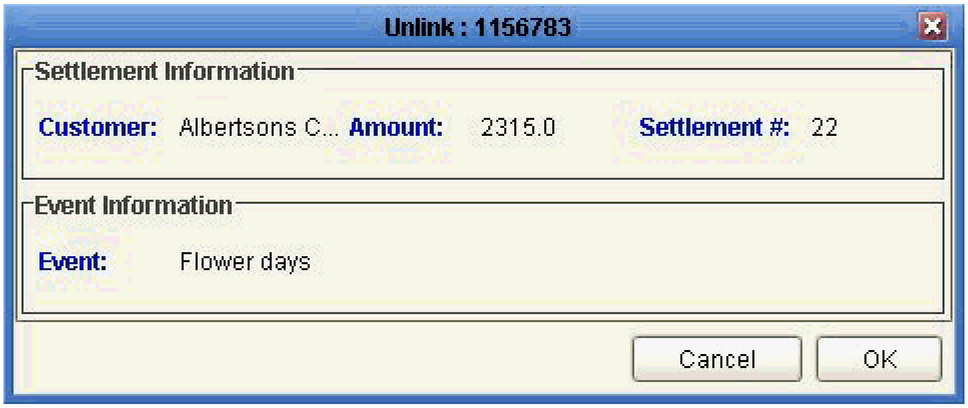
To unlink a settlement that has already been matched

1. Click the Unapproved Trade tab.

2. Take ownership of the settlement, as in "Assigning an Owner to a Settlement". The settlement is now highlighted and the subtabs show information that is relevant to this settlement.

3. Right-click the settlement and click Methods > Unlink.

Oracle Demantra Settlement Management displays a screen like the following:



4. Click OK.

   The next step is to match this settlement to a different promotional event (Matching a Settlement to a Promotional Event) or to split this settlement (Partially Matching a Settlement (Splitting a Settlement)). In some cases, you might need to deny the settlement Denying a Settlement).

Denying a Settlement

When to do this

Sometimes it is necessary to deny a settlement, typically if the promotion was not run as required by contract or if the settlement is a duplicate.

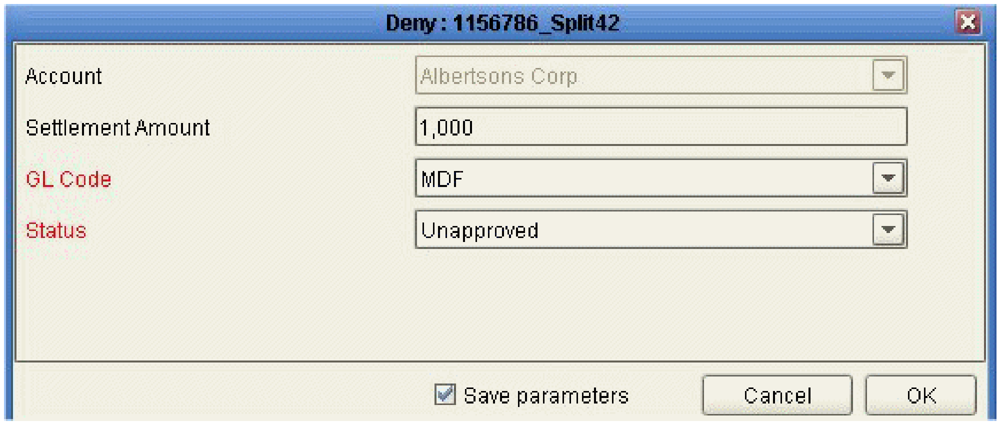
To deny a settlement

1. Click the Unresolved Trade tab.

2. Take ownership of the settlement, as in Assigning an Owner to a Settlement. The settlement is now highlighted and the subtabs show information that is relevant to this settlement.

3. Right-click a settlement and then choose Methods > Deny.

   Oracle Demantra Settlement Management displays a screen like the following:



4. For GL Code, select the entry that best describes the reason to deny this claim. This reason is used in your company's general ledger system.

    Note: For example, you can use this to indicate if this settlement is a duplicate.

5. For Status, click Denied from the dropdown list.

6. Click OK.

    There are no further steps to take.

5

Working with Promotions

About Promotions

A promotion is an occurrence that starts at a specific date, has a certain duration, and has a certain time-varying effect on sales. It is associated with one or more item-location combinations, which can be either high-level or low-level. Multiple promotions can be associated with a combination during the same time bucket.

As with sales data, promotion data can be imported. Typically, your implementors imported past promotions as a step in configuring your system. Depending on how your system is configured, Promotion Effectiveness may continue to import new promotions or you might create promotions within the Promotion Effectiveness user interface. Promotion Effectiveness can display promotions in worksheets, where you can create, edit, and remove promotions.

Where to Work with Promotions

You can perform operations on promotions such as creating new promotions, editing existing promotions, and so on. You can perform most of these actions in different areas of a worksheet:

- In the Activity Details subtab, which displays the promotions within a collapsible Gantt chart. See Displaying the Activity Details Subtab.
- In the Members Browser, if promotions are currently displayed there.
- In the worksheet table, if promotions are currently displayed there.

In your worksheet, notice where the promotions are displayed, right-click a promotion in any of those areas, and use the options on the right-click menu, as described in this chapter.

Promotion Hierarchies

Promotions can be organized within a hierarchy. The promotions themselves are at the lowest levels, and higher levels in this hierarchy provide organizational structure. The default Oracle Demantra demo organizes promotions within a hierarchy of scenarios and plans. Within a worksheet, the Activity Browser displays the promotion hierarchy, as in the following example:

Attributes

A promotion has attributes, as configured for your implementation. It is important to specify appropriate values for the attributes, because the Analytical Engine considers them when it creates the forecast.

Depending on how your implementation was configured, these attributes may be available as series (and therefore displayed in the worksheet table); consult your implementors. In any case, right click a promotion and select View to see the attributes. Oracle Demantra then displays a window with the attributes.

Promotion Status

Each promotion has a status, which controls the following:

- Whether the promotion is used in forecasting.
- Whether users can edit the promotion.
- How Oracle Demantra Settlement Management uses the promotion.

The default promotion statuses are as follows:

Status	Meaning		
	In forecasting	**In Promotion Effectiveness**	**In Oracle Demantra Settlement Management**
Unplanned	The Analytical Engine does not consider this promotion.	Users can edit the promotion.	Oracle Demantra Settlement Management considers this promotion to be

Status	Meaning		
	In forecasting	**In Promotion Effectiveness**	**In Oracle Demantra Settlement Management**
Planned	The Analytical Engine does consider this promotion.		uncommitted.
Committed		The user who committed this promotion can edit it.	Oracle Demantra Settlement Management considers this promotion to be committed.
Running		Nobody can edit the promotion	The promotion is currently running.
Unmatched			The promotion has ended but has not yet been matched to an invoice.
Matched			The promotion has ended and has been matched to an invoice.

Displaying the Activity Details Subtab

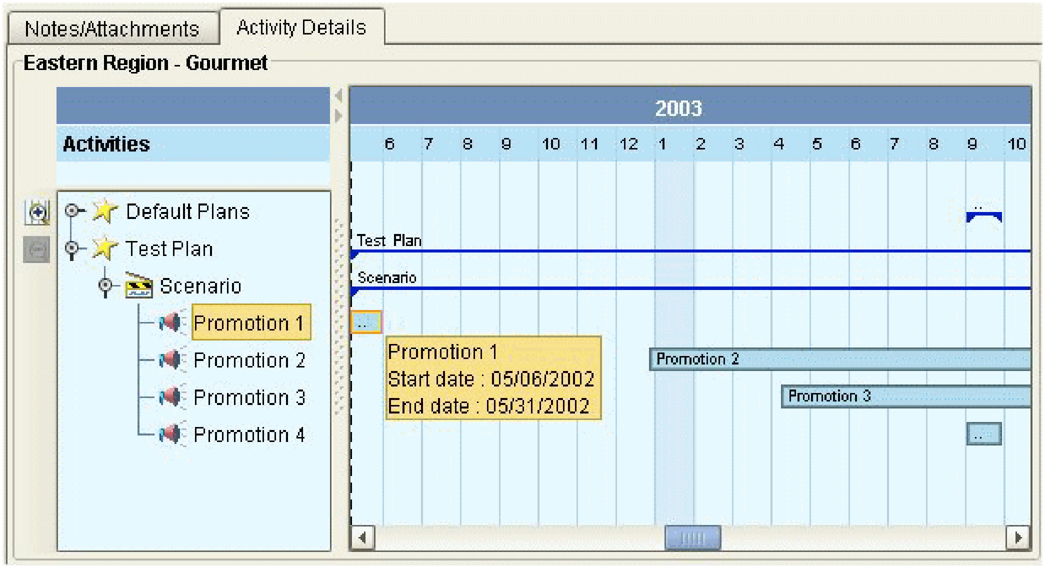
The Activity Details subtab displays promotions within a collapsible Gantt chart.

> **Note:** Depending on your options, this subtab may or may be synchronized with the rest of the worksheet.

To display the Activity Details subtab

Click View > Show Activity Details.

Oracle Demantra displays the Activity Details subtab:



This subtab includes two main areas:

- The Activity Browser displays an expandable tree view of the promotions associated with the currently selected item-location combination. The hierarchy displayed depends on how your system was configured.

- The Gantt chart displays the promotions associated with the currently selected item-location combination. You can scroll backwards and forwards in time to see the start and end dates of each promotion.

To update the Activity Details subtab

Depending on your current options, the Activity Details subtab does not necessarily display data for the currently selected combination. To update the Activity Details subtab, right-click in the table and then select Synchronize Activity.

To control whether the subtabs are synchronized with the rest of the worksheet

Do one of the following:

- Click one of the following toggle buttons in the toolbar:
  - Automatically synchronize the subtabs with the rest of worksheet
  - Synchronize on demand

    Tip: The worksheet runs faster if synchronization is off. On the other hand, if you are creating or modifying promotions, you might find it less confusing to keep synchronization switched on so that you can immediately see your changes.

- Select Options > Synchronize On Demand or Synchronize Automatically.

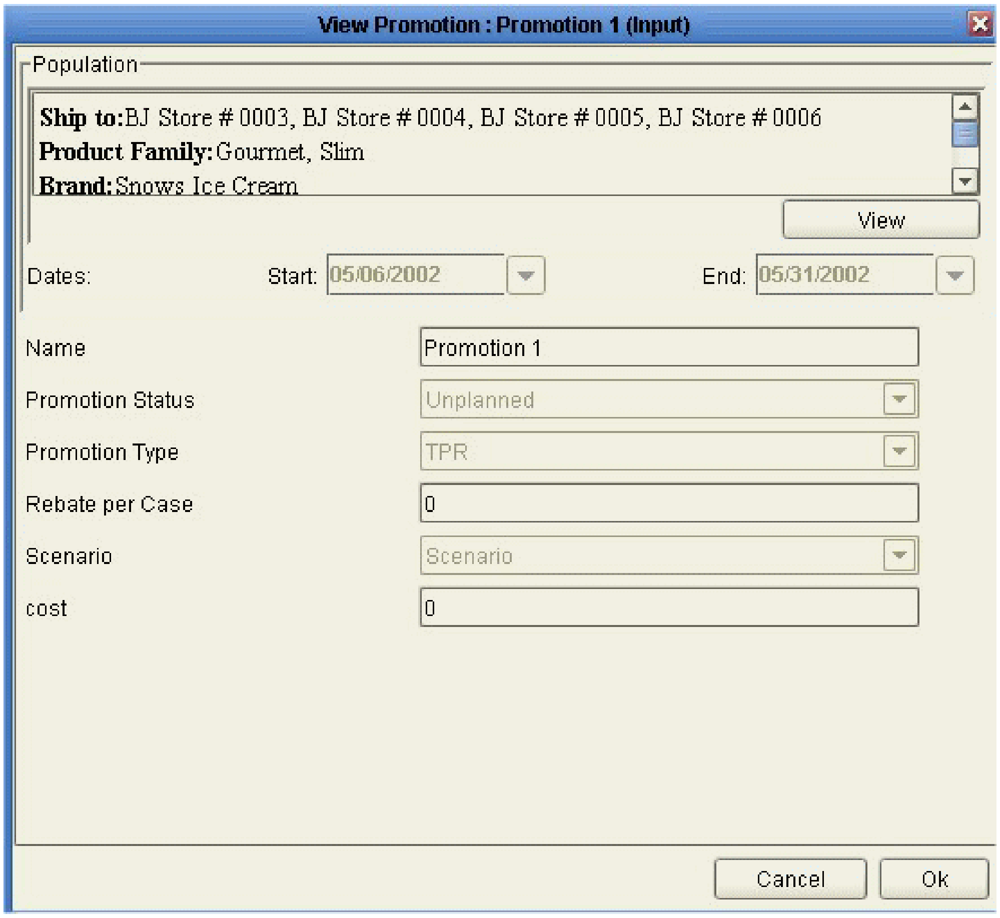
See also Working with the Gantt Chart.

Viewing Promotion Attributes

To view promotion attributes:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.
2. Right-click the promotion and then select View.

   Oracle Demantra displays the promotion properties. Depending on your implementation, this screen may look like the following.



See a lso About Promotions, Creating a Promotion, Working with the Gantt Chart, and Displaying the Activity Details Subtab

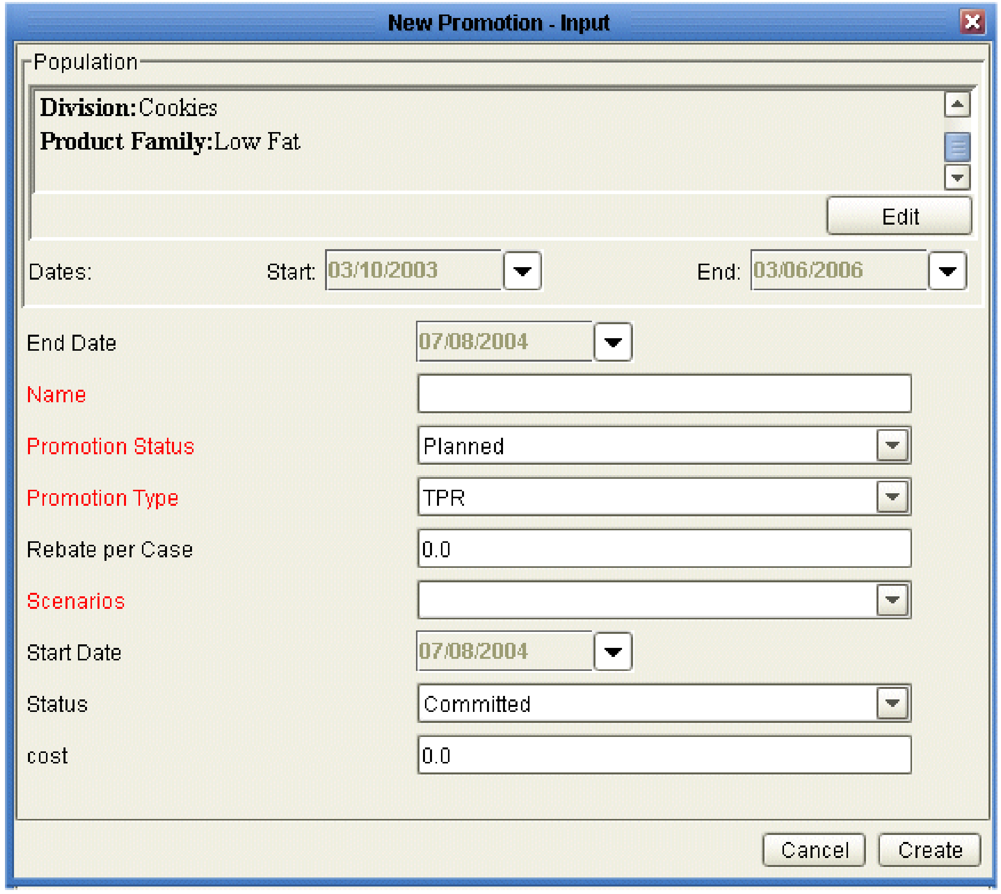
Creating a Promotion

To create a promotion:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.

2. Right-click an existing promotion and then select New Promotion.

   Oracle Demantra displays a screen where you can create a new promotion. Depending on your implementation, this screen may look like the following.

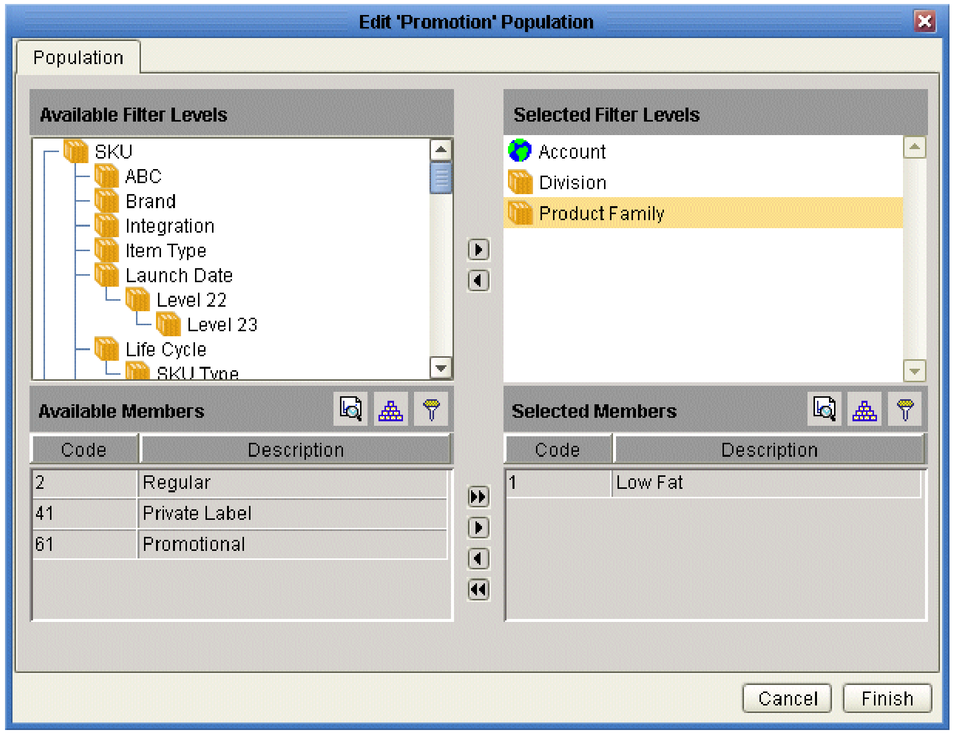


3. For Name, specify a unique name.

4. The Population area shows the currently selected combinations with which the new promotion will be associated. The defaults are taken from the current selection in the worksheet. To change this selection:

   1. Click Edit below the Population area.

      The following dialog box is displayed:



2. Find the aggregation level at which you want to apply the promotion data and move it from the Available Filter Levels list into the Selected Filter Levels list, using any of the techniques in Working with Lists.

3. In the Available Members list, find a member that you want to include in the promotion and move it into the Selected Members list, using any of the techniques in Working with Lists.

4. Continue with all aggregation levels to which the promotion should apply.

5. Click Finish.

5. For Dates, specify the starting and ending date of the promotion.

6. The rest of the fields prompt you for values of attributes associated with this promotion; the fields shown in red are required. The specific attributes you see depend upon your configuration, but they may include the following:

   - For Scenario, choose the upper promotion level to which this promotion belongs. (In this example, promotions belong within scenarios.)

     - For Promotion Type, choose a type of promotion that affects demand as closely as possible to the promotion you are creating.

- For Promotion Status, choose either unplanned or planned. See Promotion Status.

  Note: It is important to specify appropriate values for the attributes, because the Analytical Engine considers them when it creates the forecast.

7. Click Create The new promotion is saved.
8. If you do not see your changes, click Options > Synchronize Activity and then rerun the worksheet.

   Note: Other users can see this promotion, if they can see all item-location combinations with which the promotion is associated.

See also About Promotions, Deleting a Promotion, and Maintaining the Promotion Hierarchy.

Modifying a Promotion

To modify a promotion:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.
2. Right-click a promotion and click Edit.
3. Make changes as needed; see Creating a Promotion for details.
4. Click Finish. The changes are saved.
5. If you do not see your changes, right-click in the table and then select Synchronize Activity.

   Note: You can also modify promotion dates within the Gantt chart. To do so, in the Gantt chart, drag the starting point or end point of the bar to the required date.

   Note: If you change the length of time for a promotion, Oracle Demantra automatically adjusts the data associated with that promotion, according to the configuration of that series. There are different options. For some series, Promotion Effectiveness preserves the net volume, summed over the promotion. If the promotion becomes longer, for example, the data values become smaller. In contrast, for other series, Oracle Demantra preserves the approximate level of the data. The behavior you see has been configured for your needs and should make sense to you.

See also Promotion Status.

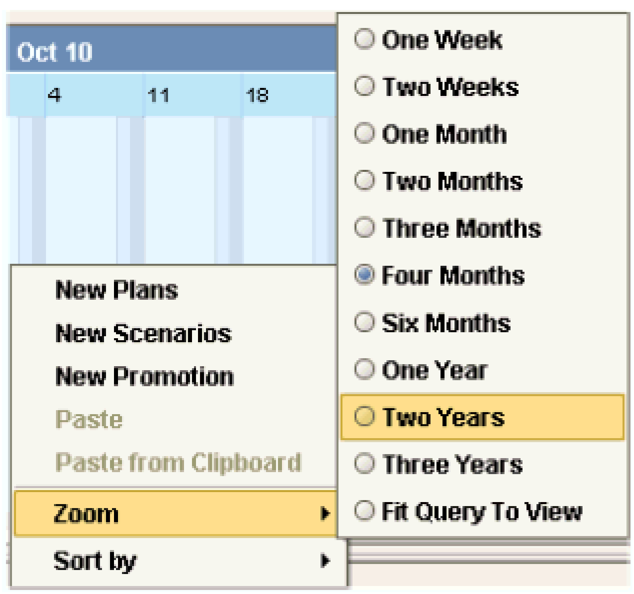
Working with the Gantt Chart

To scroll the Gantt chart

Click the left or right arrow buttons that are displayed next to the Activity Browser.

To zoom the Gantt chart:

1. Click either of the magnifying glass buttons that are displayed next to the Activity Browser.
2. Right-click in the Gantt chart, click Zoom, and then click a zoom option.



For example, if you click Two Years, then the Gantt chart is resized so that two years can be viewed within the current display. If you click Fit Query to View, the Gantt chart is resized to display the entire span of time specified in the worksheet definition.

To sort the Gantt chart:

See Sorting Promotions.

To change the promotion dates:

In the Gantt chart, drag the starting point or end point of the bar to the required date.

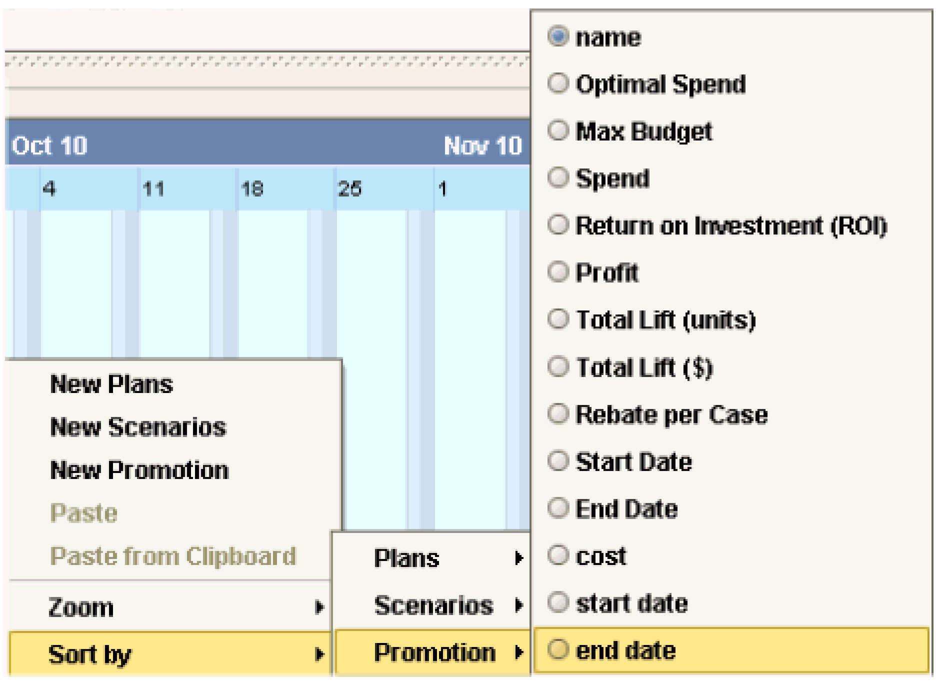
Sorting Promotions

You can sort the promotions as listed within the Activity Details subtab. These two areas are kept in synch with each other, and when you sort promotions in one area, Oracle Demantra automatically sorts them in the other area as well.

To sort promotions:

1. In the Activity Browser or the Gantt chart, right-click and select Sort by.

   Oracle Demantra shows a set of sort options for each promotion level in your implementation. For each level, you can sort by the promotions by any attribute of the level. These attributes include the name of the promotion and its parent levels, as well as the promotion start and end dates. The following shows an example.



2. Click the option corresponding to the attribute you want to use for sorting.

   Oracle Demantra sorts the promotions in ascending order by this attribute. It retains the existing promotion hierarchy; that is, it sorts each promotion relative to other promotions that belong to the same parent.

Copying and Pasting a Promotion

You can copy and paste promotions. When you do so, Oracle Demantra copies the attributes and the series data associated with the promotion.

> **Note:** If the pasted promotion does not span the same length of time as the original, the associated series data is adjusted according to the rules given in Modifying a Promotion.

To copy and paste a promotion:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.
2. Right-click a promotion and click Copy.
3. Right-click and then select Paste.
   - Oracle Demantra displays a dialog box that asks for details about the copy.
4. Specify one of the following:
   - To shift the dates of the newly copied promotion, specify a number in the Shift By field. The copy will be shifted later in time by the specified amount, but will last for the same length of time. You can use any integer, including negative number or zero.
   - To specify a different start and end date, specify values in the From and To fields.
   - To make the new promotion span the entire length of time used in the worksheet, select Worksheet Derive.
5. Click OK.
6. When prompted for a new promotion name, type the name and click OK.

   See also Modifying a Promotion, Creating a Promotion, and Maintaining the Promotion Hierarchy.

Deleting a Promotion

To delete a promotion:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions. Note that you cannot delete promotions from within the worksheet table.

2. Right-click a promotion and click Delete.

3. Oracle Demantra prompts you to confirm the action. Click Yes or No.

   See also Maintaining the Promotion Hierarchy and Creating a Promotion.

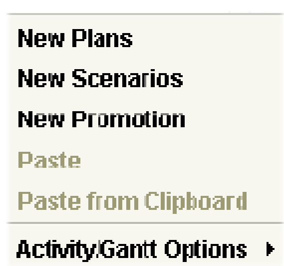
Maintaining the Promotion Hierarchy

Promotions typically belong in a hierarchy for management purposes. The specific hierarchy that is available to you depends upon your implementation.

To create a member in the promotion hierarchy:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.

2. Right-click. Oracle Demantra displays a menu that looks something like this:

   The specific choices depend upon your implementation, but in general, you have options for creating members at each level in your promotion hierarchy.

   In this example (from the standard Oracle Demantra demo), the highest level corresponds to plans, the middle level corresponds to scenarios, and the bottom level corresponds to the actual promotions.

3. From this menu, click the option that corresponds to the level at which you want to create a new member. For example, to create a new scenario, click New Scenarios.

   Oracle Demantra displays a dialog box where you specify properties of the new member.

4. For Name, specify a unique name.
5. Click Finish.
6. Click Data > Update to save your changes.
7. Click Data > Rerun to display the changes.

To copy and paste a member in the promotion hierarchy:

1. In the Activity Browser, right-click a member and click Copy.
2. Right-click and then select Paste.

   Oracle Demantra displays a dialog box that asks for details about the copy.
3. Specify one of the following:
   - To shift the dates of the newly copied member, specify a number in the Shift By field. The copy will be shifted later in time by the specified amount, but will last for the same length of time. You can use any integer, including negative number or zero.
   - To specify a different start and end date, specify values in the From and To fields.
   - To make the new member span the entire length of time used in the worksheet, select Worksheet Derive.
4. Click OK.

   Oracle Demantra makes a copy of the member and all nodes below it.

To delete a member in the promotion hierarchy:

1. Right-click the member and select Delete.
2. Oracle Demantra prompts you to confirm the action. Click Yes or No.

   See also Creating a Promotion, Deleting a Promotion, and About Promotions.

Opening a Promotion in Another Worksheet

Depending on how your system has been configured, you may be able to open a worksheet that is filtered to show only data relevant to the promotion from which you started.

To open a promotion in another worksheet:

1. In your worksheet, find an area that is currently displaying promotions; see Where to Work with Promotions.

2. Then do one of the following:

   - Right-click the promotion and then select Open. In this case, you are using the default worksheet associated with promotions.

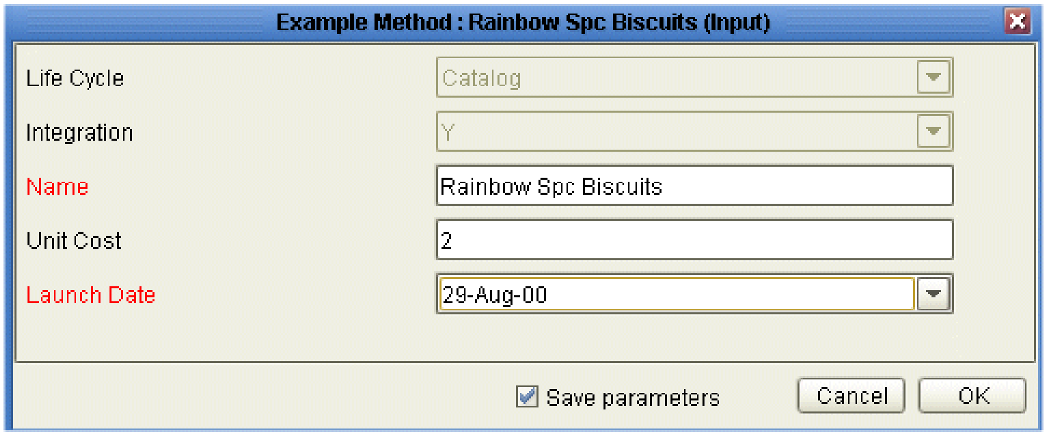
   - Right-click the promotion and then select Open With and then select a worksheet.

   The worksheet appears in a new window or tab, depending on how you are currently viewing the worksheets.

   > **Note:** Depending on how this worksheet is defined, it is filtered in one of two ways:
   >
   > - Filtered by member, that is, filtered to show the member from which it was launched, aggregating across all combinations. In this case, the name of the worksheet is preceded by the name of the member by which you are filtering it.
   >
   > - Filtered by combination, that is filtered to show the specific combination from which it was launched. In this case, the name of the worksheet is preceded by the word "Filtered".

Using Other Right-Click Menu Options

Depending on your implementation, the right-click menu may include a Methods submenu that includes additional options created by your implementors. When you click one of these options, Oracle Demantra displays a dialog box like the following:



Select the Save parameters check box if you want to save the attribute changes to the database when the method is run.

For information on any such menu items, please contact your implementors or your designated Oracle Demantra system administrator.

6

Working Offline

About Working Offline

Normally, when you use a worksheet, Oracle Demantra connects directly to the database and retrieves or saves data in response to your actions. Other users also retrieve and save data, and the database always contains the latest changes made by any user. In order to do this, the worksheets use an active connection to the Oracle Demantra server.

However, it is useful to be able to work offline, that is, without a connection to the Oracle Demantra server. When you are online, you save a worksheet (or part of it) for offline use. Then while you have no connection to the Oracle Demantra data, you can use that worksheet and edit data in it. Later you bring the worksheet back online. When you do so, Oracle Demantra saves the data back to the Oracle Demantra database, just the same way it saves data from any other worksheet.

In offline mode, you have access to most worksheet features. The following table summarizes what is available.

General Area	Availability in Offline Mode
Worksheet access	Available options: • Opening and closing any worksheet that you have saved offline on this computer. • Exporting • Printing Options that are not available: • Opening worksheets that you have not saved offline on this computer.
Editing	Available options: almost all the same as when working online (copy, paste, edit cell, and so on) No option to reset manual changes (to reset manual changes, take the worksheet offline again and discard previous changes)
Right-click menus	Not available
Screen management	Available options: same as when working online (hide/show worksheet elements, use of tabs or windows, and so on)
Worksheet design	Available options: • Viewing current worksheet design (Data > Info) Options that are not available: • Changing worksheet design or layout • Creating new worksheets • Saving worksheet with new name
Audit trail	Available only for data within this worksheet

General Area	Availability in Offline Mode
Analytics	Not available (cannot tune forecast nodes, run simulations, or see forecast details)
Caching	Not applicable.

See also Setting Up Your Offline Environment.

Setting Up Your Offline Environment

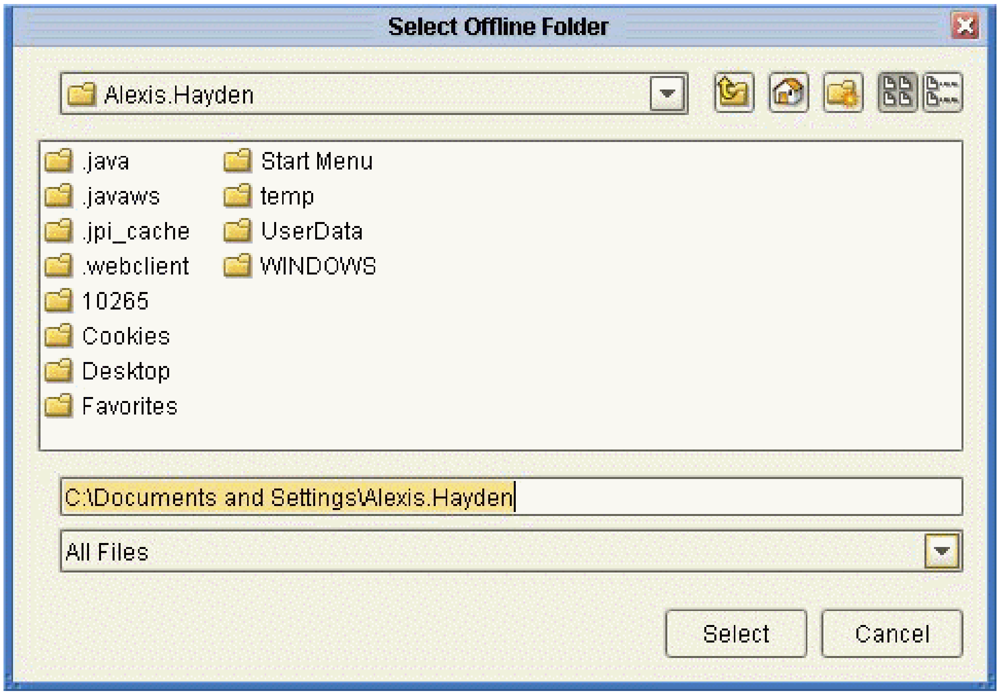
The first time you save a worksheet offline, Oracle Demantra sets up your offline environment, so that you can work while you do not have access to the Oracle Demantra server. This is a one-type setup, per user, per machine.

> **Note:** When you perform these steps, you must have network access to the Oracle Demantra server, which must be running.

To set up your offline environment

1. Within a normal Oracle Demantra worksheet, click File > Export for Offline Use.

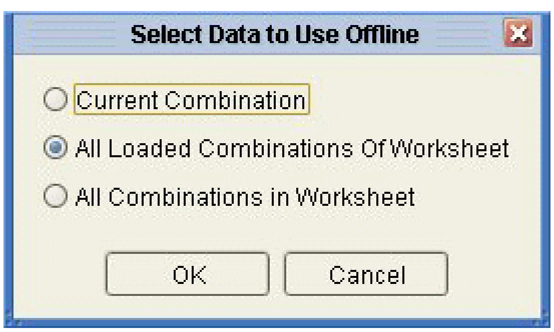
   Oracle Demantra displays the following screen:



Here you specify the directory where Oracle Demantra will store your offline information. By default, this is c:/Documents and Settings/username, but you can choose a different location. The offline directory itself is always named Oracle Demantra.

2. Specify the offline directory location and click OK.

   Oracle Demantra then displays the following screen:



Here you specify which data to take offline. You might want to work with only a single combination, for example.

3. Choose one of the options and click OK.

4. Log off Oracle Demantra.

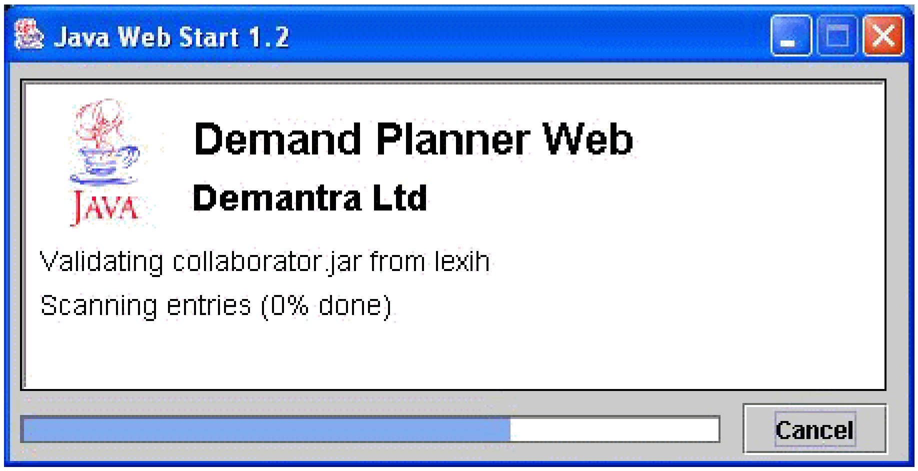
5. Enter the web address supplied by your system administrator for offline access. This URL probably has the following format:

   http://server name/virtual directory/portal/launchDPWeb.jnlp

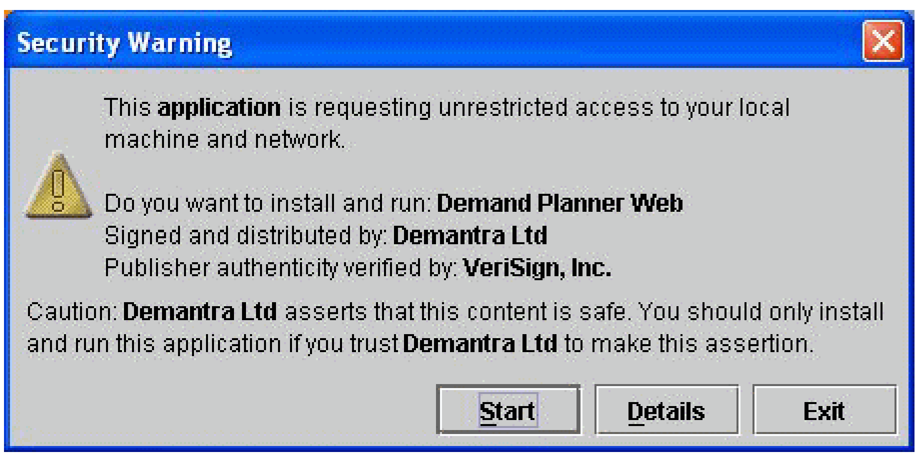
   For example:

   http://frodo/demantra/portal/launchDPWeb.jnlp

   Depending on what is already installed on this computer, Oracle Demantra then briefly displays a screen titled Java Web Start, which shows its progress in scanning and downloading the required JAR file.



   After that, Oracle Demantra displays a dialog box that asks if you want to trust the signed application distributed by Oracle:

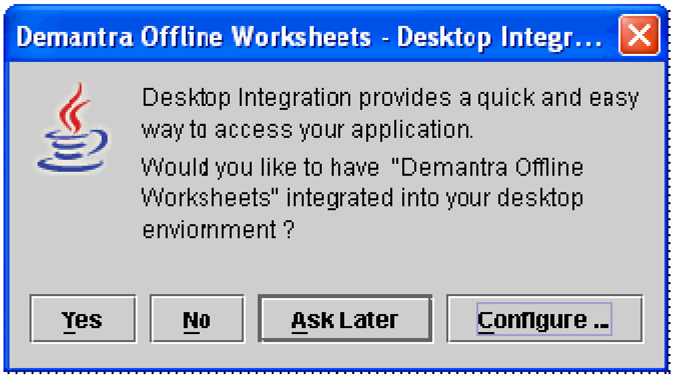


   Note: If Oracle Demantra does not display this screen, that means that you have already downloaded the applet to this machine. You do not need to download it again.

Note: Depending your system configuration, the screen might be slightly different, with the following options instead: Yes, Always, and No.

6. Click Start or Yes (or Always), depending on which dialog box is displayed.

   Next, Oracle Demantra displays the following prompt:



7. Click Yes.

   Oracle Demantra creates a shortcut labeled Oracle Demantra Offline Worksheets, which you use to access your offline worksheets in the future. This shortcut is on your desktop and on your Start menu.

   Note: For details on this shortcut, see the troubleshooting chapter in the Oracle Demantra Foundation Implementation Guide.

   You are now configured to use worksheets offline.

   See also Saving Data for Offline Use and Accessing an Offline Worksheet.

Saving Data for Offline Use

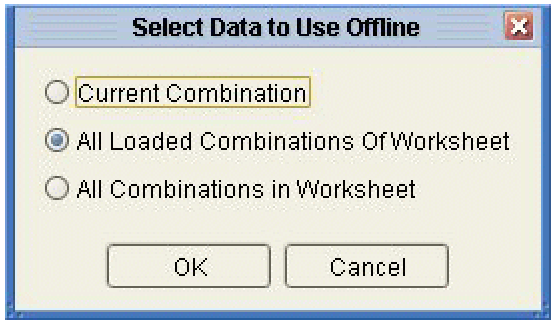
You can save data from a worksheet (or part of it) in an offline format. Then you can work with the data offline and later upload it to Oracle Demantra.

Note: If you have not already taken a worksheet offline on this machine, see Setting Up Your Offline Environment.

To take worksheet data offline

1. Within a normal Oracle Demantra worksheet, click File > Export for Offline Use.

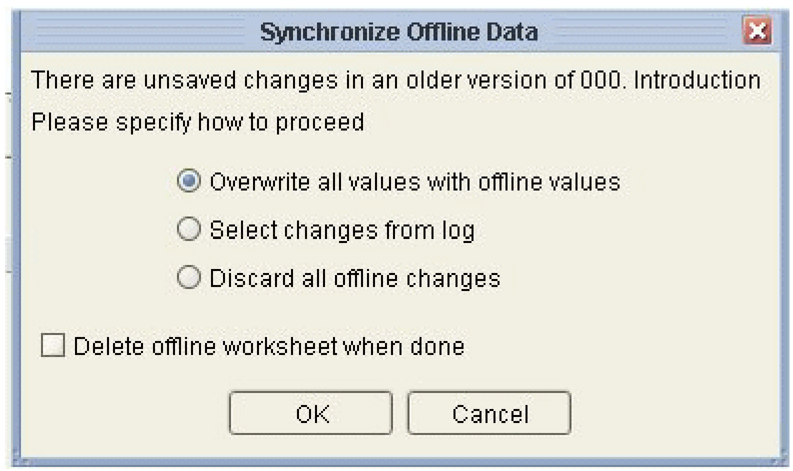
   Oracle Demantra then displays the following screen:



Here you specify which data to take offline. You might want to work with only a single combination, for example.

2. Choose one of the options and click OK.

3. If you already took this worksheet offline on this machine, Oracle Demantra displays the following screen, which asks how to handle the data changes you already made while offline:



4. Click one of the following options:

Overwrite all values with offline values	Treat the data in the offline worksheet as the latest data and save it all to the database.
Select changes from log	View the audit trail for the data in this worksheet and select the changes to keep.
Discard all offline changes	Discard all changes made in the offline worksheet.

5. If you clicked **Select changes from log**, Oracle Demantra displays a screen that shows all the changes to this data.

6. Click OK.

   See also Reloading Offline Data.

Accessing an Offline Worksheet

You can save data from a worksheet (or part of it) in an offline format. Then you can work with the data offline and later upload it to Oracle Demantra.

> **Note:** If you have not already taken a worksheet offline on this machine, see Setting Up Your Offline Environment.

To access an offline worksheet

1. Click the Oracle Demantra Offline Worksheets shortcut, which is on your desktop, and on your Start menu.

   > **Note:** For details on this shortcut, see the troubleshooting chapter in the Oracle Demantra Foundation Implementation Guide.

   Oracle Demantra then displays a login dialog box:

2. Enter your user name and password and click OK.

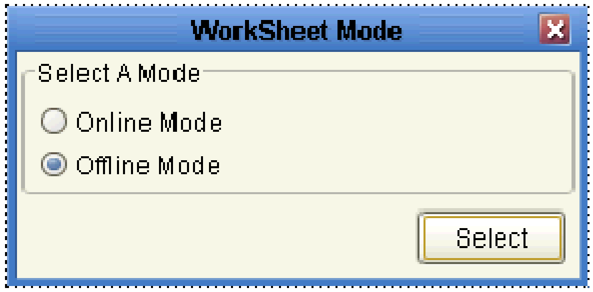
3. Click File > Open.

4. Click the worksheet that you took offline earlier. Note that it is shown with the offline icon.

   > **Note:** If you are currently have network access to the Oracle

Demantra server, this list shows all worksheets. If you are offline, it lists only the offline worksheets.

- If you currently have network access to the Oracle Demantra server, Oracle Demantra can open the worksheet in either of two modes, as follows:



Online Mode	Click this option if you want access to the latest data in the database, irrespective of your offline changes.
Offline Mode	Click this option if you want access to the data you saved offline earlier, with any changes you made to it.

See also About Working Offline and Reloading Offline Data.

Reloading Offline Data

If you worked with data offline, you can reload it into Oracle Demantra. When you bring a worksheet back online, Oracle Demantra saves the data back to the database, just the same way it saves data from any other worksheet.

> **Note:** When you reload offline data, Oracle Demantra uses information that it has recorded in an audit trail. When it does so, it moves that audit trail information into the database. This means that the local record of changes is no longer available. In practice, this means that you should delete an offline worksheet as soon as you reload all the desired data, and then take the worksheet offline again if needed.

To reload offline data

1. In order to reload offline data, you must have network access to the Oracle Demantra server.

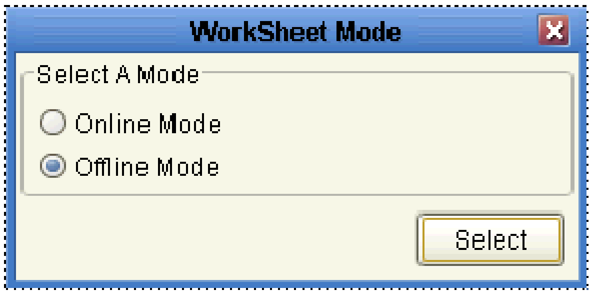
2. Open the offline worksheet as follows:

   1. First either click the Oracle Demantra Offline Worksheets shortcut or log into Oracle Demantra as usual.

   2. Click File > Open.

   3. Click the worksheet and click Open.

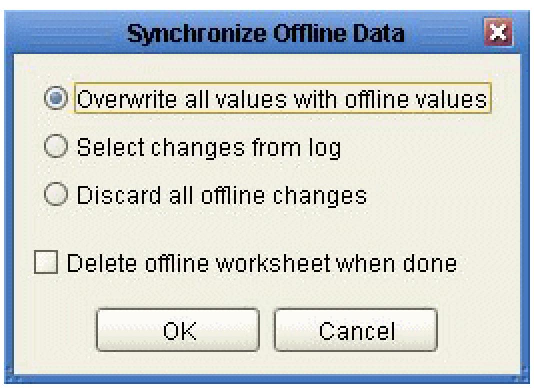
      If you currently have network access to the Oracle Demantra server, Oracle Demantra gives you a choice as follows:

   4. Click Offline Mode and click Select. (You can "push" your changes from offline, but you cannot "pull" them from online.)

3. Click Data > Synch Offline Data.

   Oracle Demantra displays the following screen:

4. Click one of the following options:

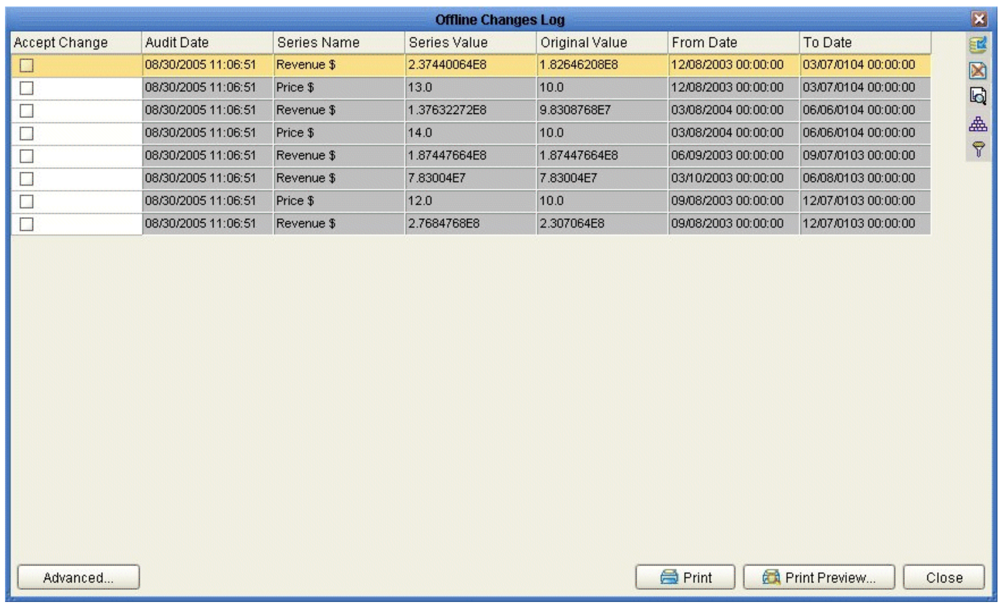
Overwrite all values with offline values	Treat the data in the offline worksheet as the latest data and save it all to the database.

Select changes from log	View the audit trail for the data in this worksheet and select the changes to keep.
Discard all offline changes	Discard all changes made in the offline worksheet.

5. Click Delete offline worksheet when done. You can take the worksheet offline again later if needed.

6. Click OK.

7. If you clicked **Select changes from log**, Oracle Demantra then displays the a screen like the following:



1. Select the Accept Change check box for each change you want to keep.

2. Click the Accept Changes button on the right.

   The selected changes are saved immediately.

   > **Note:** You can use similar steps to delete other changes, if you want.

3. Click Close.

   See also Saving Data for Offline Use.

7

Managing Items and Locations

About Managing Items and Locations

Depending on your authorization, you have access to options on the right-click menu that enable you to do the following:

- To view the attributes of an item, location, or other objects (known generically as members)
- To create, edit, and delete items, locations, or other objects
- To perform additional operations on members, as defined within your implementation

Permissions are set separately for each level and potentially for each user.

Where to Work with Items and Locations

The right-click menu is available in different areas of a worksheet:

- In the Members Browser
- In the worksheet table, if promotions are currently displayed there

Interaction with Corporate Systems

If you change or add items or locations, you should be aware of how Oracle Demantra interacts with your corporate systems. Oracle Demantra periodically imports data about sales, items, and locations from your other systems. Each time data is imported into your system, the changes you have made to the levels are overwritten, depending on the kind of change.

- You should edit or delete existing members only if you are expecting the same change to occur in the imported data, and you need to see the change right away within Oracle Demantra for some reason.

- If you add members, they will be kept when data is imported.

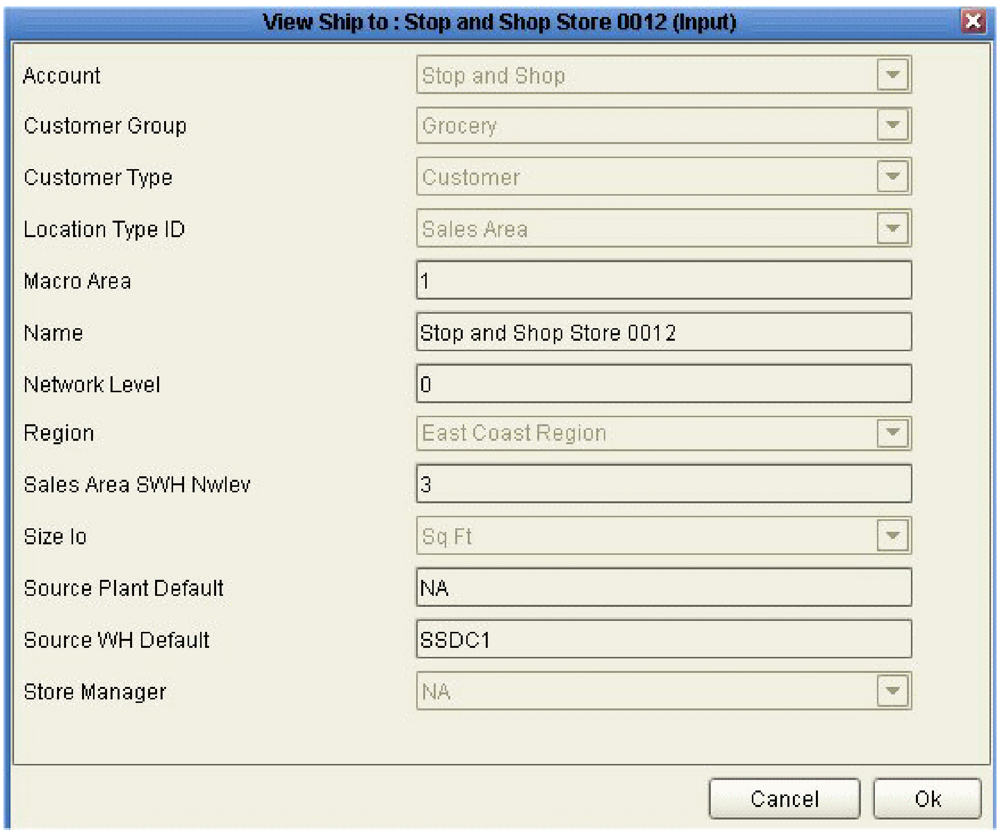
Viewing the Attributes of an Item or Location

To view the attributes of an item or location

1. In your worksheet, find an area that is currently displaying the type of object you want to work with; see Where to Work with Items and Locations.

2. Right-click an object and click View (for example, View Ship to).

   Oracle Demantra displays a dialog box like the following:



   The attributes shown in red are required. These include the Name attribute and all immediate parents of this member. Depending on your implementation, not all attributes are editable.

Creating an Item or Location

In the current release, you can create a member, but you cannot display it in your worksheet.

To create an item or location

1. In your worksheet, find an area that is currently displaying the type of object you want to work with; see Where to Work with Items and Locations.
2. Right-click an object and then select New (for example, New SKU).

   Oracle Demantra displays a window where you specify the name of the new member, as well as its parent levels and other attributes.
3. For Name, specify a unique name.
4. The rest of the fields prompt you for values of attributes associated with this level; the fields shown in red are required. The specific attributes you see depend upon your configuration.
5. Click Create.
6. Click Data > Update to save your changes.

   Note: You cannot see the new member in the Members Browser, because the Members Browser displays only item-location combinations that exist and that have sales.

Modifying an Item or Location

You can modify a member by changing its name, the parent members to which it belongs, and any visible attributes.

To modify an item or location

1. In your worksheet, find an area that is currently displaying the type of object you want to work with; see Where to Work with Items and Locations.
2. Right-click an object and then select Edit (for example, Edit SKU). Then make changes as needed; see Creating an Item or Location for details.
3. Click Finish.
4. Click Data > Update to save your changes.
5. Click Data > Rerun to display the changes.

See also About Managing Items and Locations.

Deleting an Item or Location

To delete an item or location

1. In your worksheet, find an area that is currently displaying the type of object you want to work with; see Where to Work with Items and Locations. Note that you cannot delete objects from within the worksheet table.

2. Right-click an object and click Delete (for example, Delete SKU).

3. Oracle Demantra prompts you to confirm the action. Click Yes or No.

See also About Managing Items and Locations.

Opening an Item or Location in Another Worksheet

Depending on how your system has been configured, you may be able to open a worksheet that is filtered to show only data relevant to the member from which you started.

The specific options are usually different for each aggregation level in your system.

To open an item or location in another worksheet

1. In your worksheet, find an area that is currently displaying the type of object you want to work with; see Where to Work with Items and Locations.

2. Then do one of the following:

   - Right-click the item or location and then select Open. In this case, you are using the default worksheet associated with this item or location.

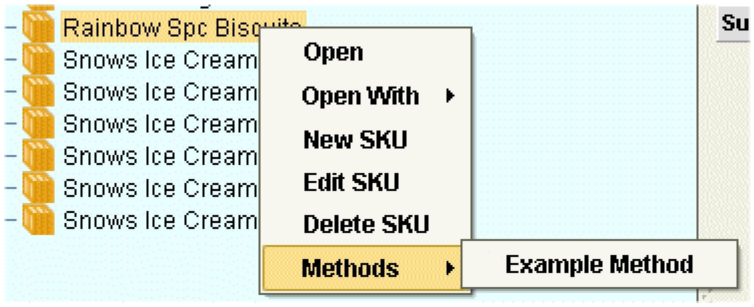
   - Right-click the member and then select Open With and then select a worksheet.

The worksheet appears in a new window or tab, depending on how you are currently viewing the worksheets.

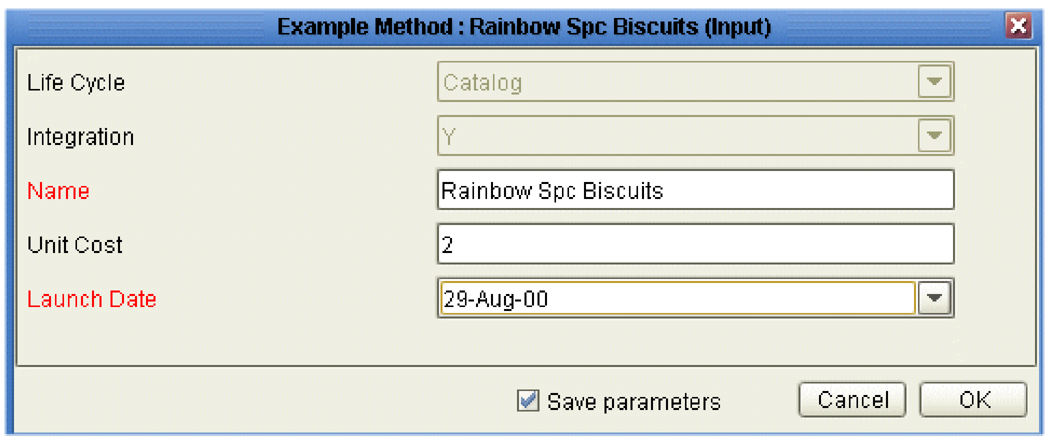
> **Note:** Depending on how this worksheet is defined, it is filtered in one of two ways:
>
> - Filtered by member, that is, filtered to show the item or location from which it was launched, aggregating across all combinations
>
> - Filtered by combination, that is filtered to show the specific combination from which it was launched

Using Other Right-Click Menu Options

Depending on your implementation, the right-click menu may include a Methods submenu that includes additional options created by your implementors:



When you click one of these options, Oracle Demantra displays a dialog box like the following:



Select the Save parameters check box if you want to save the attribute changes to the database when the method is run.

For information on any such menu items, please contact your implementors or your designated Oracle Demantra system administrator.

8

Creating and Redefining Worksheets

This chapter covers the following topics:

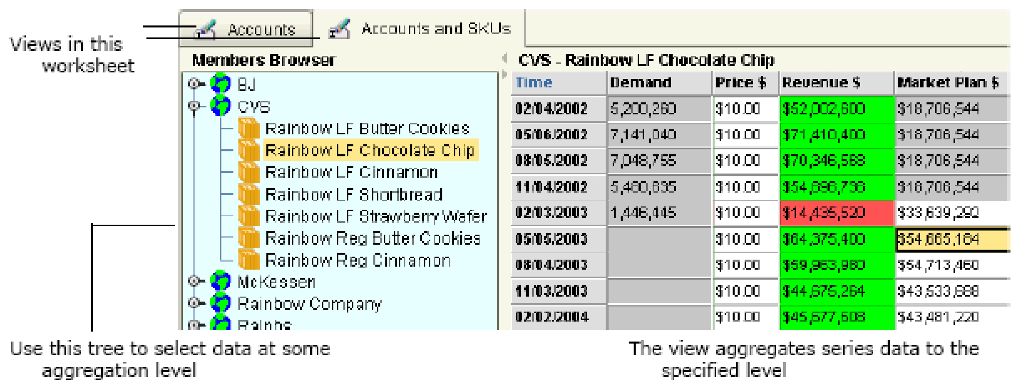
- Introduction to Worksheets and Views
- Introduction to Levels
- Introduction to Series
- Visual Elements of Worksheet Views
- Levels and Layout Variations
- Introduction to the Worksheet Editor
- Creating or Editing a Worksheet
- Configuring the Worksheet Basics
- Selecting Series on a Worksheet
- Specifying the Time Resolution and Time Span
- Specifying Aggregation Levels
- Using the Advanced Selection Options
- Changing the Overall Scale or Unit of Measure
- Filtering the Worksheet
- Applying Exception Filters
- Defining the View Layout
- Adding and Managing Worksheet Views
- Specifying the Worksheet Elements in a View
- Adding an Embedded Worksheet
- Filtering a Worksheet View
- Sharing Worksheets
- Deleting Worksheets

- General Tips on Worksheet Design
- Viewing the Definition of a Worksheet

Introduction to Worksheets and Views

Within Oracle Demantra, you work almost entirely within worksheets. A worksheet is a customized working environment designed especially for your use. Here you can view and edit data. When you save changes back to the database, they become available to other users and to downstream operations.

A worksheet consists of one or more views, usually displayed as tabs within the worksheet. Each view retrieves a set of data that is aggregated in a specific way and that may also be filtered. The following shows an example:

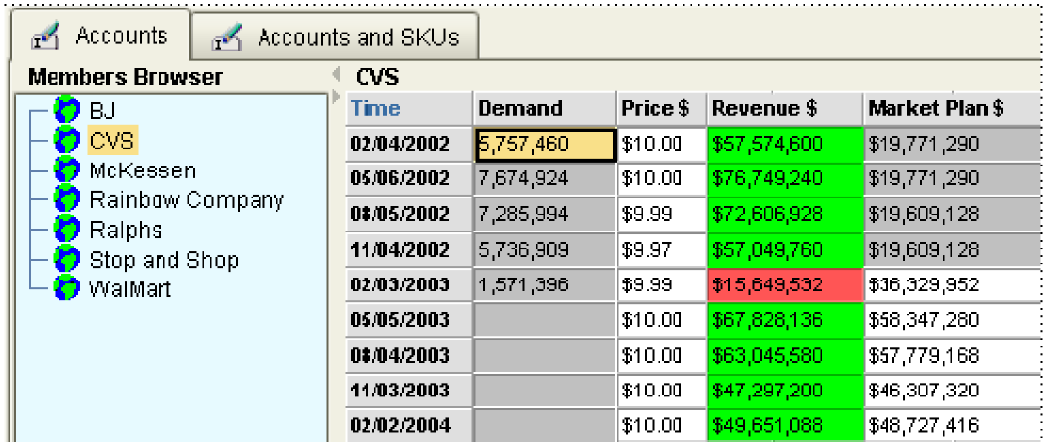


Use this tree to select data at some aggregation level. The view aggregates series data to the specified level.

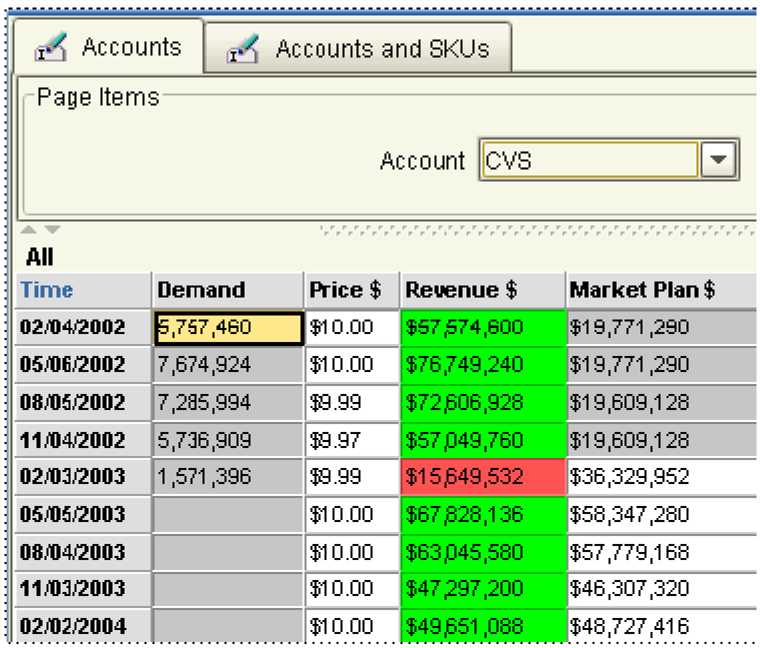
Here, views are shown as tabs within the worksheet. You can also display views as child windows of the worksheet.

Introduction to Levels

The first interesting feature of any worksheet view is the aggregation level or levels that it uses. For example, you might want to view data at the account level, as follows:



The worksheet might include a dropdown list instead of this tree control. For example:



In either case, you can view data for any account. For example, for the quarter that started on February 3, 2003, the Demand for the CVS account was 1, 571, 396 units, and the unit price was $9.99. You can edit any data that is shown in white, such as the price and market plan.

In generic terminology, the word *member* refers to a unit within a level. For example, CVS is a member of the account level.

Level Types

Levels can group and aggregate data in many different ways, and Oracle Demantra uses icons to indicate the type of level:

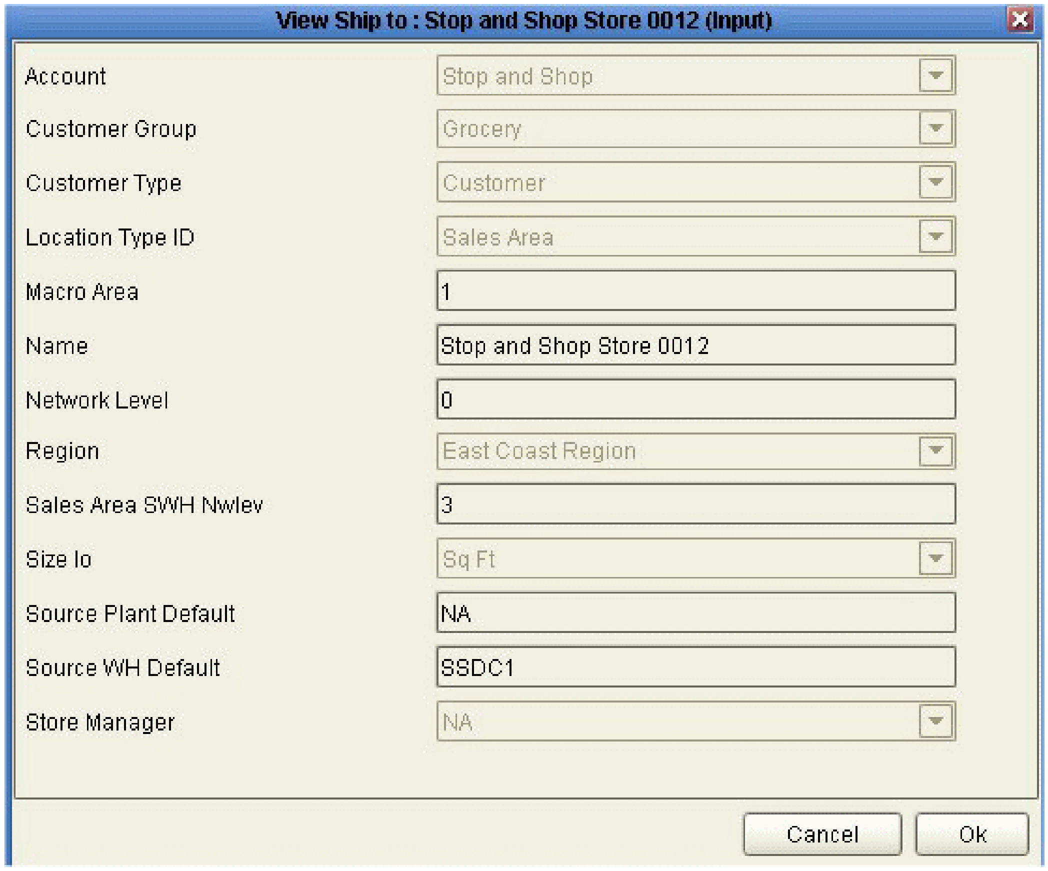
- Item levels group and aggregate data according to characteristics of the items you sell.
- Location levels group and aggregate data according to characteristics of the locations where you sell. For example, location levels could describe geography or types of stores.
- Combination (or matrix) levels group and aggregate data according to characteristics of the item-location combinations. These are less common than item and location levels.
- Time levels group and aggregate data by sales date. Normally you use a time level in place of the time axis.
- Promotion levels group and aggregate data by sales promotions. Depending on how your system is implemented, you may have a hierarchy of promotional levels (to organize the promotions), and the higher levels might use different icons.

  Unlike other kinds of levels, promotion levels can be displayed within a Gantt chart.
- Settlement levels, which are used only by Oracle Demantra Settlement Management. If you use a settlement level in a worksheet, you cannot use levels from any other hierarchy in that worksheet.
- Check request levels, which are used only by Oracle Demantra Settlement Management.

In Oracle Demantra, the levels are completely configurable and are easily extended. The levels that you see should make sense to you. Your Oracle Demantra implementors defined levels as required for your organization, and an authorized user can add more.

Level Attributes

A level can have attributes. For example, a Ship To member might have the following attributes:



Apart from the Name attribute, the attributes shown in red are all parents of this member. They are shown in red because they are required.

The other attributes (such as Unit Cost) do not represent levels in the system but contain information used for reporting and other purposes.

Introduction to Series

Each worksheet shows series data associated with the combination that you have currently selected in the worksheet. These series were created by your implementors, for your organization's needs. A worksheet displays the series data in a table, or in a graph, or both. The following shows an example of a worksheet table:

Private Label LF Butter - BJ Store # 0006							
Time	Demand	Final Plan	Pseudo	Simulation	Sales Forecast	Sales Fcst Bias	Stat Frcst (Y/N)
04/08/2002	1,258,700				1,240,202	-18,498	Do Forecast
07/08/2002	1,232,800				1,161,719	-71,081	Do Forecast
10/07/2002	1,326,200				1,057,580	-268,620	Do Forecast
01/06/2003	488,500				903,675	415,175	Do Forecast
04/07/2003		1,193,227			1,193,227		Do Forecast
07/07/2003		1,123,295			1,123,295		Do Forecast
10/06/2003		1,040,942			1,040,942		Do Forecast
01/05/2004		820,737			820,737		Do Forecast
04/05/2004		280,121			280,121		Do Forecast
Summary	4,306,200	4,458,322			8,821,497	14,244	

The example here shows series at the lowest level, but you can view data for any given series at any aggregation level.

As you can see from this example, there are many possible variations of series:

- Some series are editable (see Stat Frcst), some are editable only for specific dates (see Pseudo), and some are not editable at all. Generally, editable series are used as input to other series.
- Some series are shown in different colors, depending on the data values. For example, Sales Fcst Bias is displayed in red for any values less than zero.
- Some series are calculated from other series.
- Some are generated by the Analytical Engine, if that is relevant in your Oracle Demantra solution.
- Most series have time-varying values for each combination, but there are other kinds of series as well (discussed below). For example, the series Stat Frcst specifies whether a combination should be used in forecasting or not. As you can see, this series has the same value for all time buckets for a given combination.
- Most series have numeric values, but some have string or date values. For some series, you choose a value from a dropdown list.

Kinds of Series

Oracle Demantra supports the following kinds of series:

- Sales series contain time-dependent set of data for item-location combinations. That is, each data point in the series corresponds to a given item-location combination at a given point in time. This type of series is the most common type by far.
- Combination series (also called matrix series) store time-independent data for each item-location combination. That is, each data point in the series corresponds to a

given item-location combination. You use combination series to store and maintain information about item-location combinations, mainly flags for the Analytical Engine to use.

- Promotion series store time-dependent data associated with each promotion, at each item-location combination.

- Level series store data associated with a specific level. Each data point in the series corresponds to a given member of that level.

Series and Summary Rows

Each series has been configured to be summarized in a specific way, which you can see in the summary row of the worksheet table. The table has at least one summary row; depending on the layout, it may also include subtotal rows. The following shows an example:

Product Family	Account	Time	Price $	Revenue $	Discount	Approved
Gourmet	Stop and Shop	03/10/2003	$10.00	$6,963,948	9.00%	☐
		09/08/2003	$10.00	$3,190,742	0.00%	☐
		03/08/2004	$10.00	$3,141,407	0.00%	☐
		Summary	$10.00	$13,296,097	3.00%	3
	Summary		$10.00	$13,296,097	3.00%	1
Regular	Stop and Shop	09/08/2003	$10.00	$52,827,440	0.00%	☐
		03/10/2003	$9.14	$47,052,748	9.00%	☐
		03/08/2004	$10.00	$13,265,270	0.00%	☐
		Summary	$9.71	$113,145,464	3.00%	3
	McKessen	03/10/2003	$10.00	$769,117	0.00%	☑
		09/08/2003	$10.00	$1,168,671	0.00%	☐
		03/08/2004	$10.00	$308,523	0.00%	☐
		Summary	$10.00	$2,246,312	0.00%	3
	Summary		$9.86	$115,391,776	1.50%	2
Slim	Stop and Shop	03/10/2003	$10.00	$22,640,676	9.00%	☐
		09/08/2003	$10.00	$21,201,430	0.00%	☐
		03/08/2004	$10.00	$7,785,908	0.00%	☐
		Summary	$10.00	$51,628,012	3.00%	3
	Summary		$10.00	$51,628,012	3.00%	1
Summary			$9.93	$180,315,888	2.25%	4

As you can see, Oracle Demantra provides different summarizing options. In this example:

- Price and Discount are summarized by averaging.

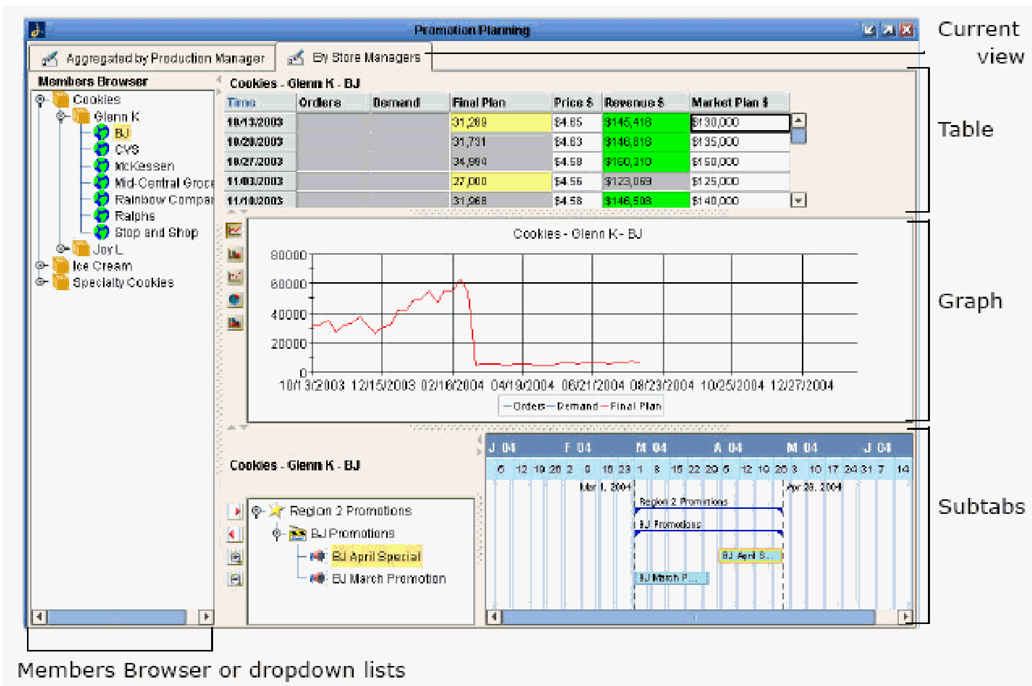
- Revenue is summarized by adding all the values.

- The Approved series is summarized by counting the number of approvals.

More complex options are also available. A given series can be summarized in different ways within a single worksheet table. Consult your implementors for details on how your series are summarized.

Visual Elements of Worksheet Views

In general, a worksheet view can contain the following common visual elements:



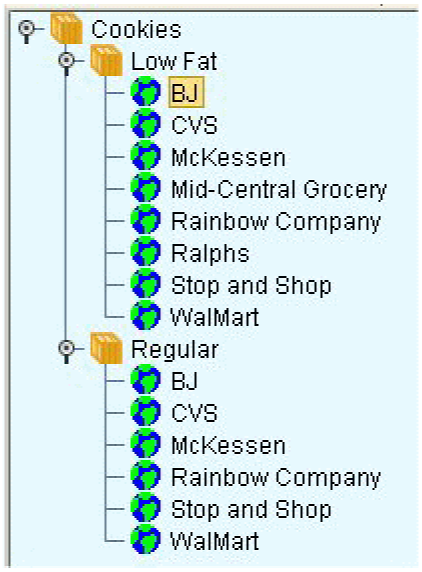
Axes of the View

Each worksheet view has an x-axis and a y-axis.

- In the graph, the x-axis is shown horizontally and the y-axis is shown vertically.
- In the table, the x-axis is displayed vertically and the y-axis is displayed horizontally. (This way, the x-axis displays the same data in the table and in the graph.)

Members Browser or Combination-Selection Lists

As noted earlier, a worksheet view usually includes either a or a set of dropdown menus, which you use to choose the data to display in the rest of the worksheet:



In each case, the selected combination is "Low fat products at the BJ account."

In addition to providing a way to select the data to display, the Members Browser enables you to create, edit, and delete the level members. See Managing Items and Locations. Depending on your implementation, you may also be able to perform additional operations on the members; see Using Other Right-Click Menu Options.

In some cases, the worksheet does not include either of these controls. This means one of following is true:

- The worksheet table is in crosstab format, which displays data for multiple items or multiple locations. See Levels and Layout Variations.

- The data in the worksheet is completely aggregated. It may be filtered, however, so it is not necessarily aggregated across all items and locations.

Worksheet Table

A worksheet table shows series data for the item-location combination that you have currently selected in the view. Depending on how the layout is configured, this may appear as an ordinary table or it may appear as a crosstab; see Levels and Layout Variations.

By default, each row in the table corresponds to a point in time, and each column displays the data for a series. As noted earlier, the table also has a summary row. If the worksheet is in crosstab layout, the table also includes subtotal rows.

The table can show the same series as the graph or a completely different set of series, but usually some of the same series are displayed in both places. To specify where each series is displayed, see Defining the View Layout.

You can edit data in the white cells. The gray cells are computed and not editable. For details on editing data, see Editing Data.

For a given combination and date, the table may display symbols that indicate that a promotion or a note is associated with that combination and date. These indicator symbols are generally displayed for only some of the series, depending on how Oracle Demantra has been configured. See Viewing Notes.

Graph

A worksheet graph displays data for the current selection. By default, the horizontal axis shows time, and the vertical axis shows one or more series.

Subtabs

A worksheet view can contain multiple subtabs.

- The Notes/Attachments subtab displays notes and attachments related to the selected combination. See Viewing Notes.

- The Activity Details subtab displays promotions and the promotion hierarchy. On the left, the Activity Browser displays an expandable tree view of the promotions associated with the currently selected combination. On the right, the Gantt chart displays the promotions associated with the currently selected combination. You can scroll backwards and forwards in time to see the start and end dates of each promotion, and you can zoom in and out in time.

  Here you can create, edit, and delete promotions and higher levels in the promotion hierarchy. See Working with Promotions.

- A worksheet can include a subtab that contains a related worksheet. When you select a combination in the worksheet table, the related worksheet shows data associated with that combination. This related worksheet potentially includes different series than the rest of the worksheet and may also be filtered further.

See also Defining the View Layout.

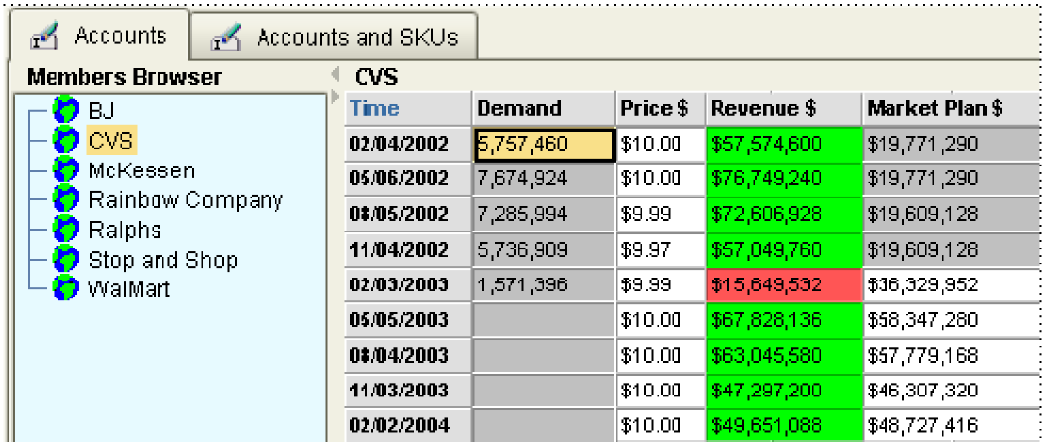
Levels and Layout Variations

A worksheet can include multiple different levels or no levels at all (for a completely aggregated view).

When a level is included in a worksheet, that means you can see data associated with each member of that level.

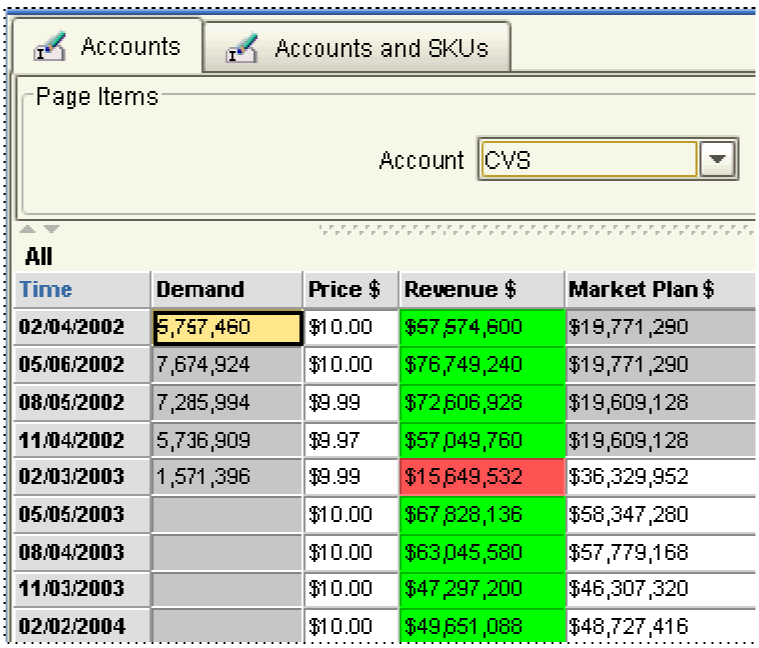
Multiple Levels in a Worksheet View

A worksheet view can include multiple levels, for example:



Time	Demand	Price $	Revenue $	Market Plan $
02/04/2002	5,757,460	$10.00	$57,574,600	$19,771,290
05/06/2002	7,674,924	$10.00	$76,749,240	$19,771,290
08/05/2002	7,285,994	$9.99	$72,606,928	$19,609,128
11/04/2002	5,736,909	$9.97	$57,049,760	$19,609,128
02/03/2003	1,571,396	$9.99	$15,649,532	$36,329,952
05/05/2003		$10.00	$67,828,136	$58,347,280
08/04/2003		$10.00	$63,045,580	$57,779,168
11/03/2003		$10.00	$47,297,200	$46,307,320
02/02/2004		$10.00	$49,651,088	$48,727,416

The appearance is slightly different if the worksheet includes dropdown lists instead of the Members Browser. For example:



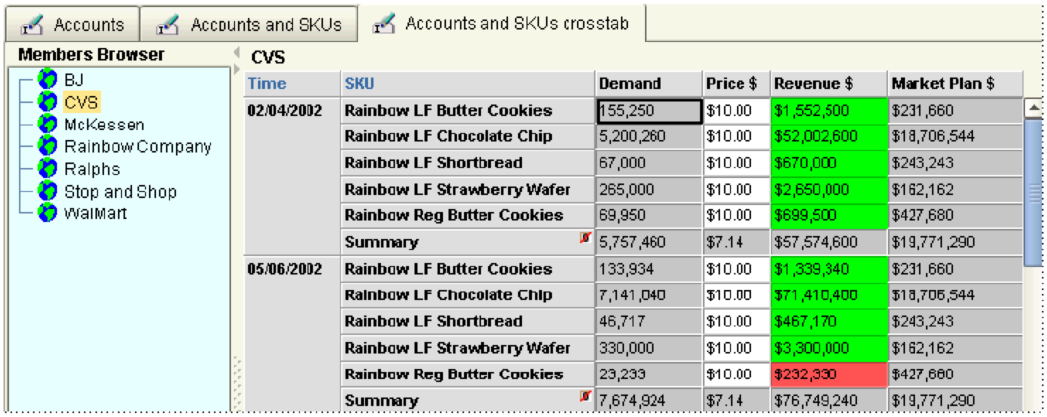
Time	Demand	Price $	Revenue $	Market Plan $
02/04/2002	5,757,460	$10.00	$57,574,600	$19,771,290
05/06/2002	7,674,924	$10.00	$76,749,240	$19,771,290
08/05/2002	7,285,994	$9.99	$72,606,928	$19,609,128
11/04/2002	5,736,909	$9.97	$57,049,760	$19,609,128
02/03/2003	1,571,396	$9.99	$15,649,532	$36,329,952
05/05/2003		$10.00	$67,828,136	$58,347,280
08/04/2003		$10.00	$63,045,580	$57,779,168
11/03/2003		$10.00	$47,297,200	$46,307,320
02/02/2004		$10.00	$49,651,088	$48,727,416

When a view includes multiple levels, you have a more detailed view of the data. In the earlier example, data was aggregated across all SKUs for a given account. Here, in contrast, you see data aggregated separately for each SKU.

Level Members Displayed in Crosstab Format

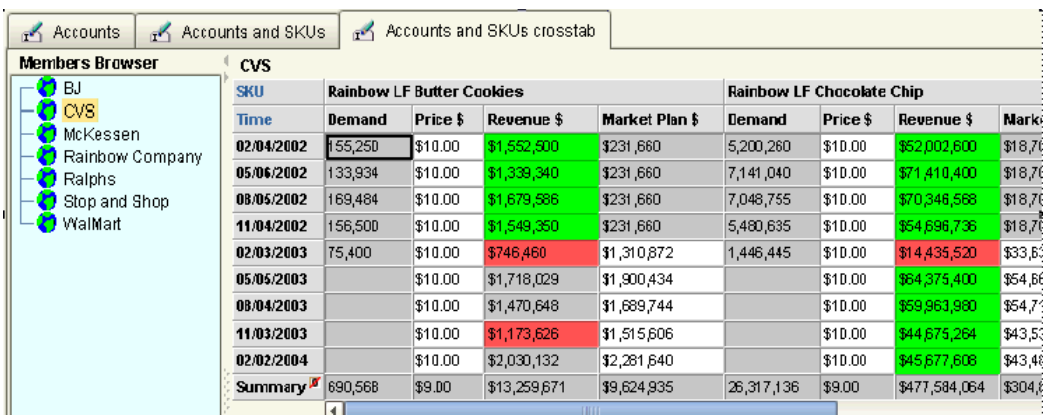
It is also possible to lay out a worksheet so that the members of a level are all displayed at the same time. This format is called a crosstab layout, and the table (also known as a pivot table) provides a cross tabulation of all the members.

The following figure shows a worksheet table in crosstab layout, with a row for each SKU member within each time bucket:



Notice that the Members Browser does not include the SKU level, because all SKUs are displayed at the same time.

For another example, the worksheet could instead display the SKU members across the top of the table rather than down the side, as in the following example:



Other variations are possible. See Defining the View Layout.

Introduction to the Worksheet Editor

To create a new worksheet:

1. Click File > New, or click the New button.

To edit an existing worksheet:

1. Click File > Open. Or click the Open button.

2. Click a worksheet and click Open.

   On the left, the worksheet editor has a set of buttons that you use to open different pages with different purposes:

Button	Purpose	For details, see ...
Display	Specify basic information about the worksheet; specify how to display the content of this worksheet in Collaborator Workbench.	Configuring the Worksheet Basics
Series	Select series to include.	Selecting Series on a Worksheet
Time	Specify time resolution of worksheet and span of time to consider.	Specifying the Time Resolution and Time Span
Aggregation Levels	Optionally specify aggregation levels to include.	Specifying Aggregation Levels
Filters	Optionally filter the data in the worksheet.	Filtering the Worksheet
Exceptions	Optionally apply exception filters to further filter the worksheet.	"Applying Exception Filter
Layout Designer	Define the layout of the worksheet and its views, including the layout of the worksheet tables, the location of each included series, and the graph format.	Defining the View Layout

   Here you have the following options:

   - To move to another page, either click a button on the left side of the page or click Previous or Next.

- To exit the worksheet editor and keep your changes, click OK.
- To exit the worksheet editor and discard all changes, click Cancel.

Working with Lists

As you create or edit worksheets, you will often use pages that present two lists of elements, where you specify your selections. To do so, you move elements from the left list to the right list. The left list always presents the available elements (such as the available series) and the right list always shows your selections.

You can move elements from one list to the other in many equivalent ways, summarized here:

- To move all elements from one list to the other, click one of the double arrow buttons, as appropriate.
- To move a single element from one list to the other, click the element and then click one of the single arrow buttons, as appropriate. Or double-click the element.
- To move several adjacent elements, click the first element, press Shift and click the last element. Then click one of the single arrow buttons, as appropriate.
- To move several elements that are not adjacent, press Ctrl and click each element you want. Then click one of the single arrow buttons, as appropriate.

Creating or Editing a Worksheet

To create a new worksheet:

1. Click File > New, or click the New button.

To edit an existing worksheet:

1. Click File > Open. Or click the Open button.
2. Click a worksheet and click Open.
3. Click the Worksheet menu and select one of the menu items. Or click one of the worksheet buttons on the toolbar.
4. Save your changes to the worksheet definition:
   - To save the new definition, click the Save button. Or click File > Save

Note: In contrast, the Data > Update option saves the data and notes in the worksheet, not the worksheet definition.

- To save the worksheet with a new name, click the Save As button.

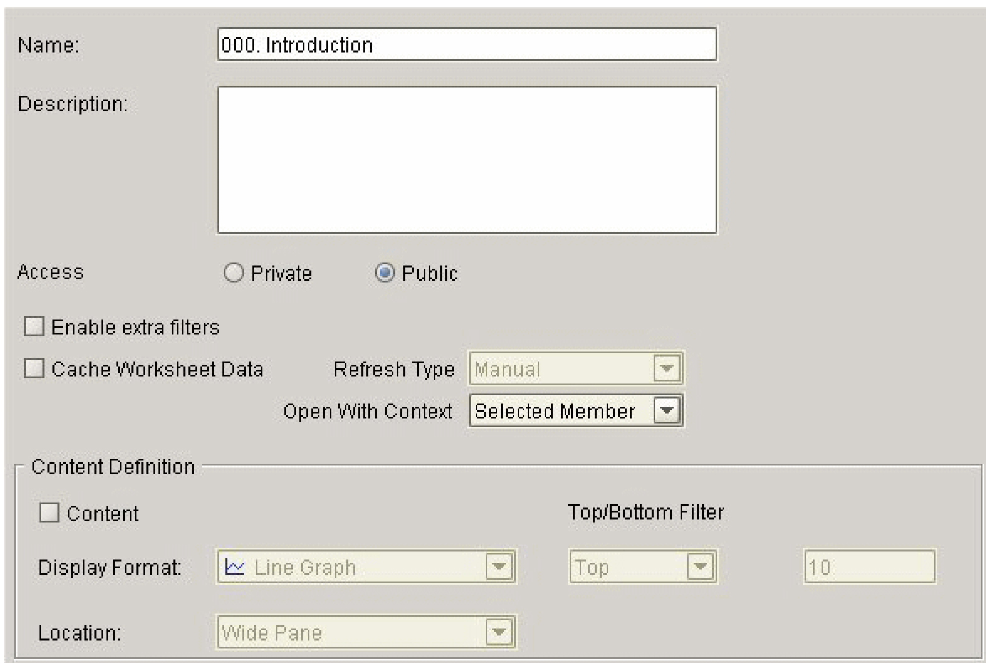
5. Rerun the worksheet to see your changes (unless you have changed only the layout, which is refreshed automatically). To do so, click Data > Rerun. Or click the Run button.

Configuring the Worksheet Basics

To configure basic information for a worksheet:

1. Click Worksheet > Display. Or click the Display button.

   The system displays a page where you specify the following basic worksheet information:



Name	The title to use in the My Worksheets module and in the worksheet window title.

Description	Provides optional information to display in My Worksheets. This is especially useful in public worksheets for explaining the purpose of the worksheet to other users.
Access	Select Private or Public. Private is for your use only. Public worksheets are available to all users in the group.
Enable Extra Filters	This option adds an extra, user-controlled filter to the worksheet. If you select the Enable Extra Filters check box, that means that when you open the worksheet, you can prefilter the data before seeing the worksheet results; this is especially useful for users who use Oracle Demantra Anywhere. Normally when you specify aggregation levels to include in the worksheet (as described in Specifying Aggregation Levels), all members of those levels are available in the worksheet. If you select the Enable Extra Filters check box, that means that when you run the worksheet, Oracle Demantra first prompts you to select the members to display for each level. For an example, see Viewing Data. This option has no effect on content panes.
Cache Worksheet Data	Specifies whether Oracle Demantra should cache the data for this worksheet, for each user who works with it. If you cache a worksheet, it will run more quickly in general, but the cache will need to be refreshed periodically. Choose one of the following refresh options: • Manual—users will have to manually refresh the cache. See To refresh your local worksheet cache. • Automatic—Oracle Demantra will automatically refresh the cache, as specified by your implementors. In either case, Oracle Demantra automatically detects when a cache is out of date and behaves appropriately. Oracle Demantra also automatically refreshes the cache when you make certain structural changes to the worksheet.

Open With Context	Specifies how this worksheet should be filtered when a user opens it through the Open or Open With menu options (on the right-click menu; see Opening an Item or Location in Another Worksheet). Choose one of the following options: • Selected Member (this will filter the worksheet to the object from which it was launched, aggregating across all combinations associated with that object) • Selected Combination (this will filter the worksheet to the combination from which it was launched)

2. To display the content of this worksheet in Collaborator Workbench, check Content and then complete the following fields:

Display Format	Specifies the display format to use. Not all display formats may be possible, depending on the number of levels and series you include. Currently, Collaborator Workbench chooses the color to use for each series, when displaying series in the graph-type content panes.
Location	Select Wide Pane or Narrow Pane to determine where the content pane will be displayed in Collaborator Workbench.

Top/Bottom Filter	(Only for bar chart content panes.) Specifies how to filter the members or combinations for display in the bar chart (to save space, not all members are shown). • Use the dropdown menu to specify whether the filter should apply to the top-ranked or to bottom-ranked members. • In the input field, specify the number of members to be included. • For **Criteria Series**, select the series that Oracle Demantra should use to rank the members. (This does not control the order in which they are displayed in the chart.) **Note:** If multiple items have identical values, all of them are displayed, and they collectively count as 1 towards the total. For example, suppose top values were 200, 150, 150, 100, and 50. If you specified Top/Bottom filter as three, you would see a total of four items: both the 150 items, in addition to the 200 and 100 items. This option does not affect the worksheet.

3. To specify how the worksheet table should appear, see Defining the View Layout.

Selecting Series on a Worksheet

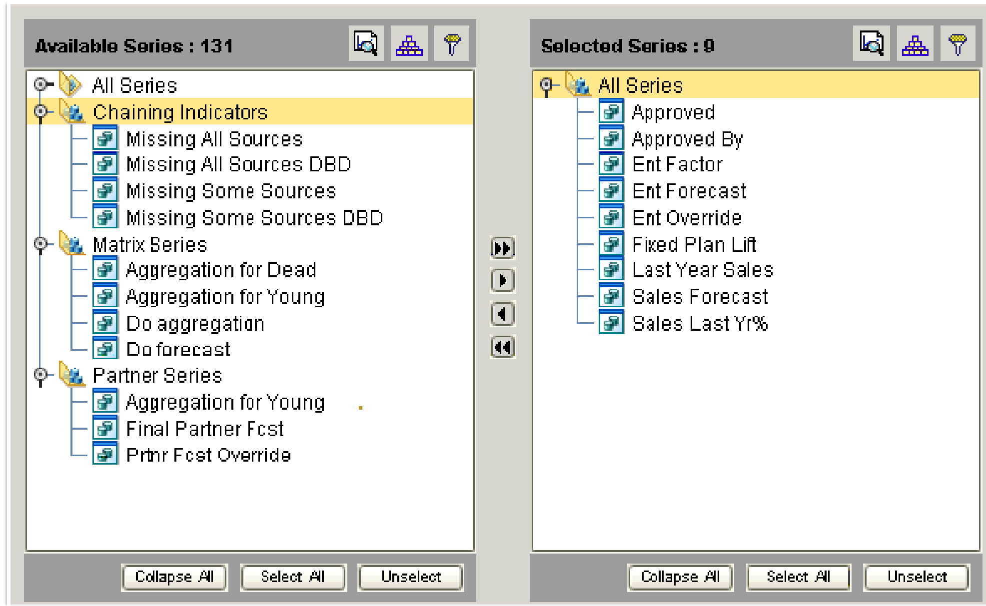
Every worksheet must include at least one series.

> **Note:** If you use a settlement level in a worksheet, all series in the worksheet must refer to tables used by the settlement hierarchy.

To specify the series on a worksheet:

1. Click Worksheet > Series. Or click the Series button.

   The system displays the Available Series and Selected Series lists. Each list is a collapsible list of series groups and the series in them.



2. Move all series that you want into the Selected Series list. To do so, either double-click each series or drag and drop it. You can also move an entire series group from one list to the other in the same way.

3. Remove any series from the Selected Series list that you do not want to include on the worksheet.

   Note: You cannot remove a series from a worksheet if that worksheet uses it as the Criteria Series for bar chart content. See Viewing Pending Changes to Data, To see pending data changes, step 2.

4. To change the order in which the series are displayed, see Defining the View Layout.

   See also Introduction to Series.

Managing the Series Lists

You may have a very large number of series, and it can be useful to sort and filter these lists so that you can readily find what you need. The system also provides a search mechanism.

> **Note:** This section applies only to the series page of the worksheet editor (Worksheet > Series).

To sort a list of series:

1. Click the Sort button.

   The Sort dialog box is displayed.

2. Drag the list name from the Available Columns to the Sort Columns. Or double-click the list name in the Available Columns list.

3. Click OK.

To filter a list of series:

1. Click the Filter button.

   The Filter page appears.

2. Click Add.

3. Click the arrow to the right of the operator box and select an operator from the dropdown list.

4. In the number box, enter the value by which to filter the list.

5. (Optional) You can filter further by using the AND relationship.

6. Click OK.

To find a series:

1. Click the Find button.

   The Find dialog box appears.

2. In the Find where box, select the name of the list to search.

3. In the Find what box, type name of the series.

4. Select Up, Down or All to determine the direction of the search.

5. (Optional) Select one or more of the check boxes:

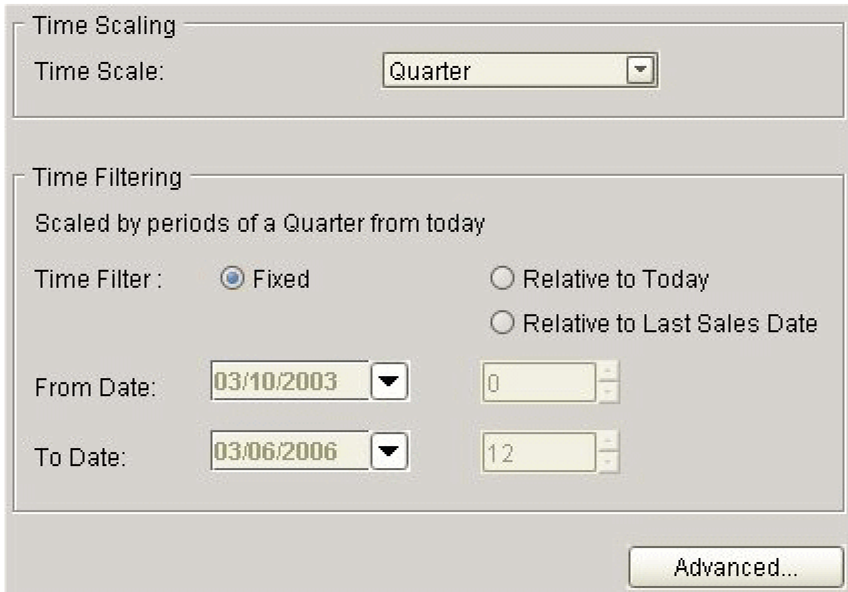
   - Whole Word: Search for the exact match of a word.

   - Match Case: Search for the exact match of a word (case sensitive).

6. Click Find Next to begin (or continue) searching.

Specifying the Time Resolution and Time Span

Each worksheet selects data for a specified span of time and optionally aggregates it in time. You use the Time dialog box to specify the time resolution of the worksheet results and to decide the span of time to which the worksheet applies.



To specify time criteria:

1. Click Worksheet > Time. Or click the Time button.

2. In the Time Scale box, specify the time resolution of the worksheet results. The data in the worksheet is aggregated to this time resolution. That is, this option specifies the period of time that each data point in the line graph represents.

3. In the Time Filter box, specify the time period to which the worksheet applies:

   - Fixed if you always want the worksheet to show a specific time range, regardless of the current date.

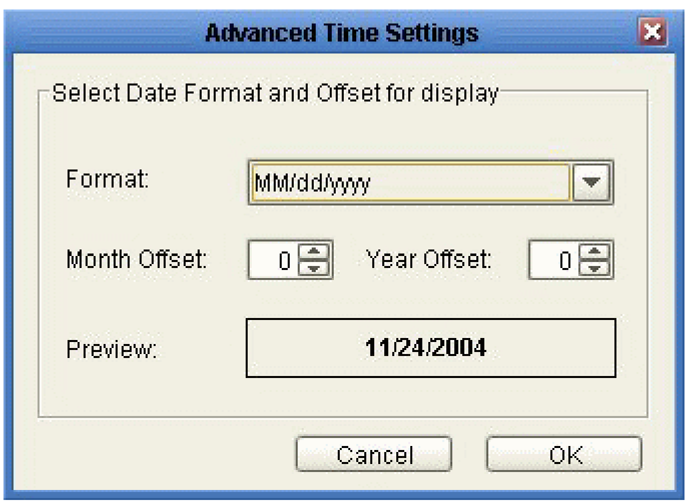
   - Relative to Today if you always want the worksheet to show a time range relative to today.

   - Relative to Last Sales Date if you always want the worksheet to show a time range relative to the last sales date in the loaded data.

4. In the From Date and To Date boxes, enter values depending on the time filter you have chosen, as follows:

Time Filter	Box	Action
Relative	From Date / To Date	Specify periods in both From and To with the current (computer) date as the reference point. For example: If the Time Scale is *Month*, and you want to see results starting from six months before today, enter -6 in From Date.
Fixed	From Date	Enter a specific date as a starting point of the worksheet results. To enter a date, click the calendar button and select a date.
	To Date	Specify the number of periods you want to include, starting from the From date.

5. To control how dates are displayed in the worksheet, click the Advanced button, which brings up the following dialog box:



   1. In the Format dropdown list, select a display format.

   2. To offset the displayed dates, optionally specify values for Month Offset or Year Offset.

For example, to add one month to each displayed date, specify 1 for Month Offset.

The Preview field shows what the first time bucket in the worksheet would look like with this format and offset.

3. Click OK.

   Note: If you change the time scale, the worksheet might not show exactly the same aggregate numbers, because the cutoff points for the worksheet would not necessarily be the same. For example, suppose your worksheet is weekly and displays 48 weeks of data. Then supposed you change the worksheet to display quarterly data. A quarter is 13 weeks, and the original span (48 weeks) is not an integer multiple of 13. So the worksheet selects a different amount of data and shows different overall results.

Specifying Aggregation Levels

A worksheet usually includes aggregation levels. When you use the worksheet, you can examine data for the item-location combinations associated with those levels.

Based on the levels included in a worksheet, Oracle Demantra automatically determines which item-location combinations the worksheet should include. Depending on which combination you select, the worksheet displays series data associated with that combination. For example, if you select one location level (city) and one item level (SKU), the worksheet will contain series data associated with each city-SKU combination. On the other hand, if you select one location level (city) and you do not specify an item level, the worksheet aggregates data for all items. That is, the worksheet will contain series data associated with each city, aggregated for all products.

- If you do not specify any aggregation levels in a worksheet, the data is completely aggregated across all items and locations.
- If you use a settlement level in a worksheet, you cannot use levels from any other hierarchy in that worksheet.

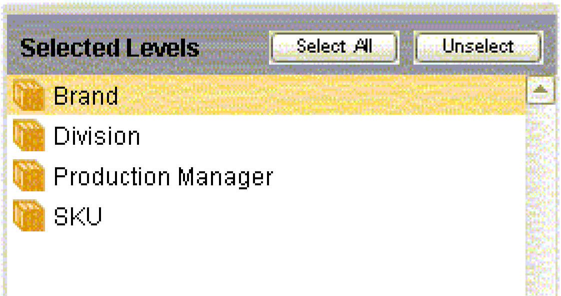
To specify the aggregation levels in a worksheet:

1. Click Worksheet > Aggregation Levels. Or click the Levels button.

   The system displays the Available Levels and Selected Levels lists.

2. Move all aggregation levels that you want into the Selected Levels list, using any of the techniques in Working with Lists.

3. Remove any unwanted levels from the Selected Levels list.



The selected levels will now be used on all views of this worksheet, unless you configure the views otherwise; see To specify which levels to use in a worksheet view.

The layout of the worksheet view controls the order in which the levels are used; see Defining the View Layout.

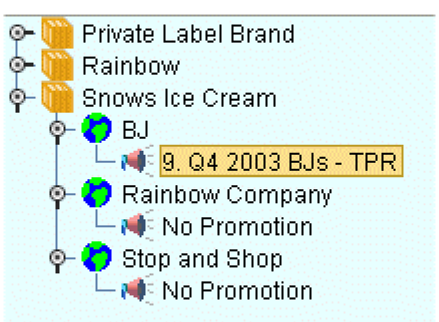
See also Using the Advanced Selection Options and Changing the Overall Scale or Unit of Measure.

Using the Advanced Selection Options

By default, if a worksheet includes a promotion level, the worksheet includes all the following types of combinations:

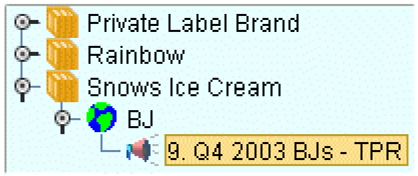
- Combinations that have both sales data and promotions
- Combinations that have sales data, but no promotions
- Combinations that have promotions, but no sales data

The worksheet displays placeholders for combinations that do not have promotions. For example:



If you move the promotion level to the worksheet axis (see Defining the View Layout), the table will display a similar placeholder.

You can exclude some of these combinations. For example, you might want the worksheet to include only the combinations that have both sales and promotions, as follows:

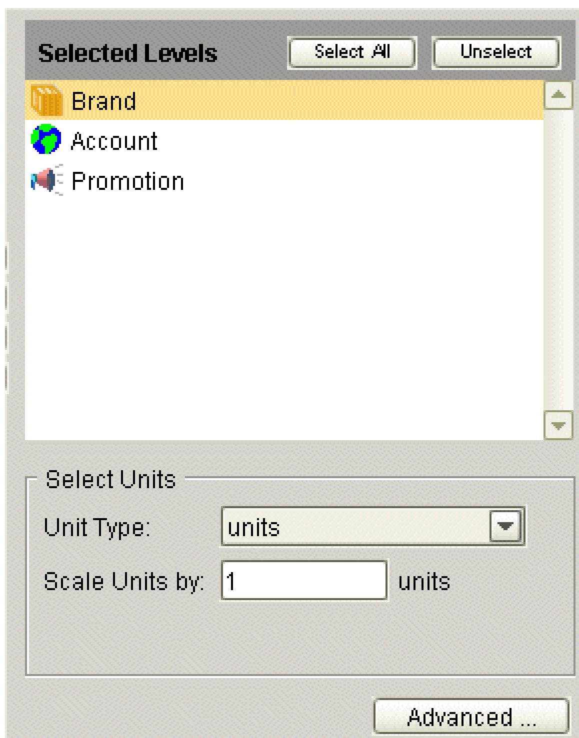


To exclude combinations with partial data:

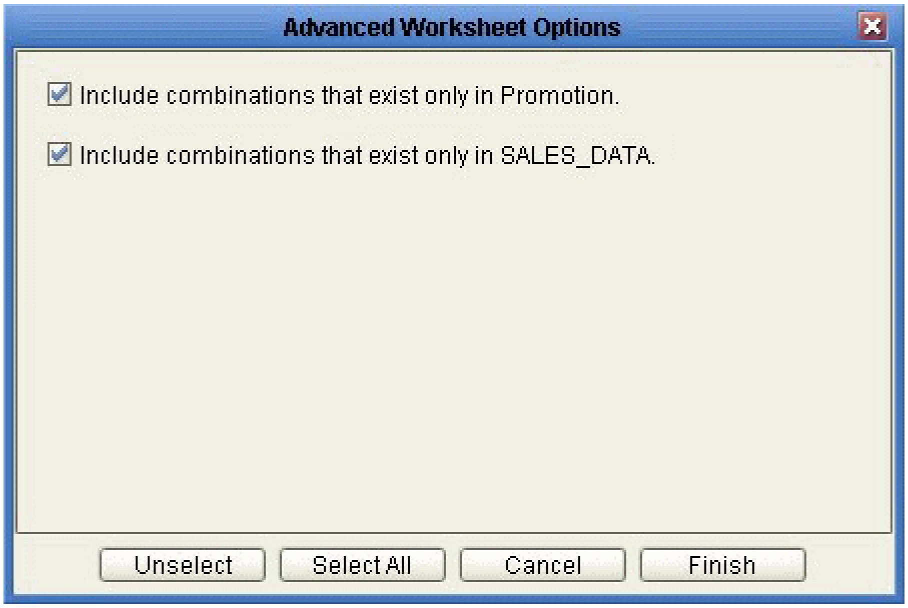
1. Click Worksheet > Aggregation Levels. Or click the Levels button.

2. Make sure that the worksheet includes at least two levels, one of which should be a promotional level.

   When you do so, the screen displays an Advance button in the lower right.

3. Click Advanced. Oracle displays a dialog box with additional options.



Include combinations that exist only in Promotion	This option selects combinations that have associated promotions, even if they do not have sales data.
Include combinations that exist only in SALES_DATA	This option selects combinations that have sales data, even if they do not have any associated promotions.

4. To exclude the combinations you do not want to see, click the check boxes as needed.

   See also Specifying Aggregation Levels.

Changing the Overall Scale or Unit of Measure

In addition to levels, series, and filtering, a worksheet has the following characteristics:

- A single unit of measure. Typically, most series refer to this unit of measure, but there are exceptions such as percentage values. You can switch the unit of measure, and the displayed values are changed accordingly. The units in your system depend upon your implementation but probably include unit count and dollars.

  For monetary units, you can also switch to a different index (such as the Consumer Price Index or CPI) or exchange rate, and the worksheet automatically multiplies all values accordingly.

- An overall scale, which defaults to 1. If the displayed values are all large, it can be useful to re-scale the worksheet, for example, to display in amounts of 1000 or 1000000.

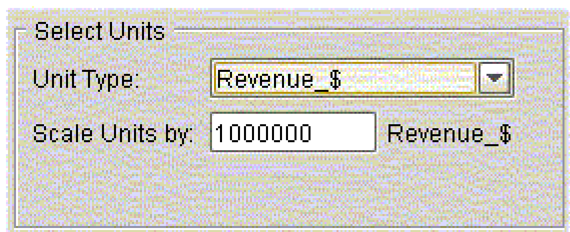
You can change either or both of these. When you make this change, the displayed values for most or all of the series in the worksheet are changed.

> **Note:** This change affects only the series that are scaled. Not all series are scaled. For example, a series defined as a percentage is probably not scaled.

To change the overall scaling factor:

1. Click Worksheet > Aggregation Levels. Or click the Levels button.

   The Levels page includes a section where you specify the overall scale of the worksheet, as well as its units of measure.

2. In the Scale Units by box, specify the factor by which all numbers in the worksheet are to be divided (for display purposes).

   Example
   For example, if you specify a factor of 1000, the displayed data will divided by 1000. So the number 96,000 will be displayed as 96. The vertical axis of the graph is updated to show the factor in parentheses. For example, if the vertical axis was formerly labeled "units", it will be updated to say "units (1000)" instead.

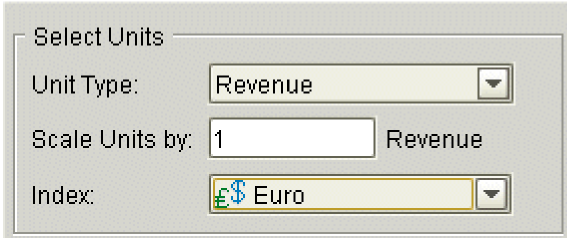
To change the unit of measure :

1. Click Worksheet > Aggregation Levels. Or click the Levels button on the toolbar.

2. In the Unit Type box, select the unit of measure to display in the worksheet results.

   Example
   For example, our items are bottles, and suppose that a case that contains six bottles. If you display the worksheet with cases instead, the system will display the number of bottles divided by six.

3. If the Index box is displayed, choose an index from the dropdown list.



The Index menu lists all the time-dependent indexes and exchange rates that are associated with this unit. Each index or exchange rate is a time-varying factor that the worksheet can use. When you select an index, the worksheet will automatically multiply all monetary series by the factor for each date. For example, if you choose Consumer Price Index (CPI) as the index, the system will calculate all monetary quantities with relation to the CPI.

> **Note:** These indexes and exchange rates are generally imported from other systems. The set available to you depends upon your implementation.

See also Specifying Aggregation Levels.

Filtering the Worksheet

Filters control the combinations that you are able to see. Filtering can have multiple sources:

- A given worksheet may be filtered. For example, worksheet X might show only Brand X, which means that the worksheet would show only combinations related to Brand X.
- Your user ID may be filtered. For example, if you are an account manager, your user ID might give you access only to your accounts. At any level, you would not be able to see combinations associated with other accounts.
- The data that you share with other users (called the component) might also be filtered. Components divide the data for different sets of users.

Oracle Demantra automatically combines all the filters. In the preceding example, if the component is not filtered, if you use worksheet X, you can see only data for Brand X at your accounts.

In contrast to an exception filter (Applying Exception Filters), this type of filter is static and behaves the same no matter how the data changes.

To apply a filter to a worksheet:

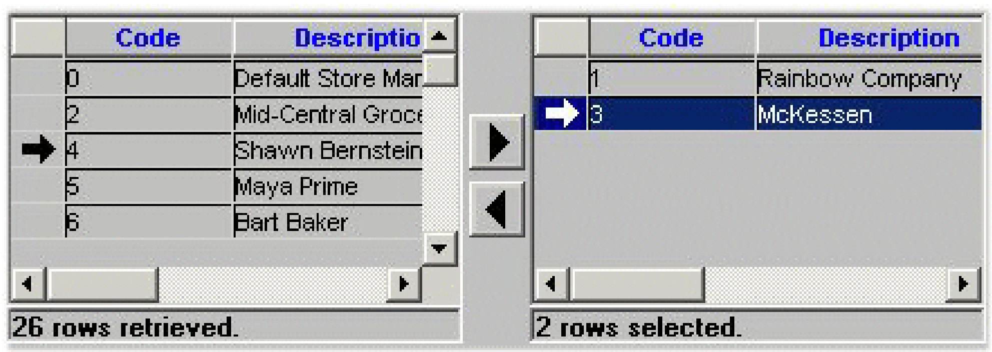
1. Click Worksheet > Filters. Or click the Filters button.
   - The system displays the Available Filter Levels and Selected Filter Levels lists.

2. Find the aggregation level at which you want to filter data and move it from the Available Filter Levels list into the Selected Filter Levels list, using any of the techniques in Working with Lists.

   > **Note:** This level does not have to be the same as any of the aggregation levels you display in the worksheet. In fact, typically you filter using a different level than you use to display.

3. In the Available Members list, find a member that you want to include in the worksheet and move it into the Selected Members list, using any of the techniques in Working with Lists.
   - At this stage, the worksheet includes only data for this member. (Before you applied a filter at this level, the worksheet could theoretically include any member of this level.)

4. Continue to move members from the Available Members list into the Selected Members list, until the latter list includes all the members you want.



To filter data further:

Once you have applied a filter (as described in To apply a filter to a worksheet), the worksheet contains only those combinations that are associated with the members you specified. You can further filter the data in exactly the same way. Also see Applying Exception Filters.

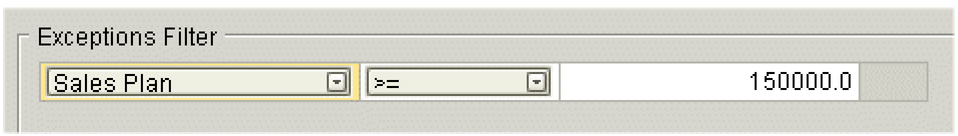
Managing the List of Members

Depending on how your system has been configured, it might contain a very large number of members. If so, you might want to sort or filter the list or search it. For information, see Managing the Series Lists.

Applying Exception Filters

If you attach an exception filter to a worksheet, Oracle Demantra checks the values of the worksheet data and displays only the combinations that meet the exception criteria. In contrast to an explicit filter (Filtering the Worksheet), this type of filter is dynamic and can behave differently as the data changes.

Specifically, you define an exception condition that consists of a series, a comparison operator, and a value, for example:



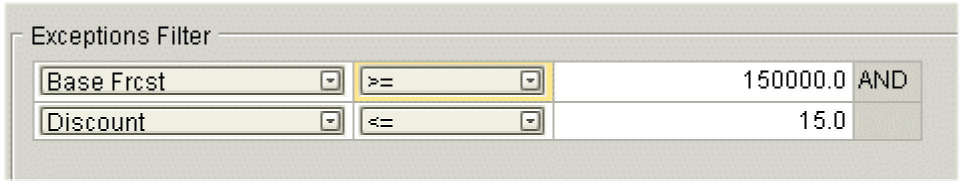
When you open the worksheet, Oracle Demantra checks each combination in the worksheet. For each combination, if the condition is met for any time in the worksheet date range, Oracle Demantra displays that combination. For example, the worksheet shows combinations that have Sales Plan values greater than or equal to 150000, within the time range included in the worksheet.

> **Note:** Exception filters do not cause filtering in time. If a combination meets the exception criteria, Oracle Demantra displays data for that combination for all time buckets within the time range of the worksheet.

If the condition is not met at any time for any of the worksheet combinations, Oracle Demantra shows the worksheet as empty. That is, if all values in the Sales series are less than 15000 for all combinations, the worksheet comes up empty.

> **Note:** If the worksheet includes a promotion level or a promotion series, the behavior is slightly different. In this case, the Members Browser or dropdown list does initially show all combinations. When you click a combination to display it, the worksheet then checks for exceptions.

You can apply multiple exceptions to a worksheet. When you apply multiple exceptions, you can relate them to each other through logical AND or logical OR relationships. For example:



To apply an exception filter:

1. Click Worksheet > Exceptions. Or click the Exceptions button.

   The Exceptions Filter page appears.

2. Click Add.

3. In the first box in the new row, select a series from the dropdown list.

   Note: Typically only some series are available for exceptions. If you do not see a series you need, contact your Oracle Demantra system administrator or your implementors.

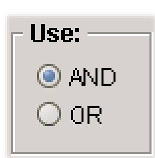
4. In the second box, select an operator from the dropdown list.

5. In the third box, type or choose a value.

   - For a numeric series, type a number.
   - For a dropdown series, choose one of the allowed values of this series.
   - For a string-type series, type any string. You can use the percent character (%) as a wildcard.
   - For a date-type series, type a date or use the calendar control to choose a date.

6. (Optional) You can apply additional exceptions. Click the AND or the OR radio button to specify the relationship between the exceptions.

To delete an exception filter:

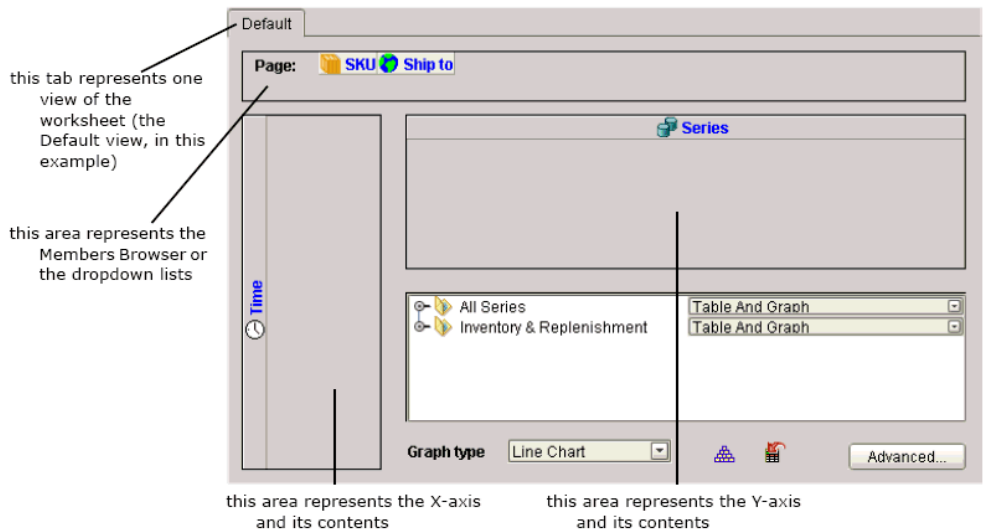
Click the exception, and then click Delete.

Defining the View Layout

To define the layout of a current view:

1. Click Worksheet > Layout Designer. Or click the Layout Designer button.

   The system displays a page where you specify the layout. This page displays the following areas:

   In addition, this screen displays the following icons:

   - An icon for each aggregation level that you have included in the worksheet. By default, these levels are included in the Members Browser or selector lists.
   - An icon that represents the time axis. By default, time is shown on the x-axis.
   - An icon that represents the series data. Series are shown on the y-axis.

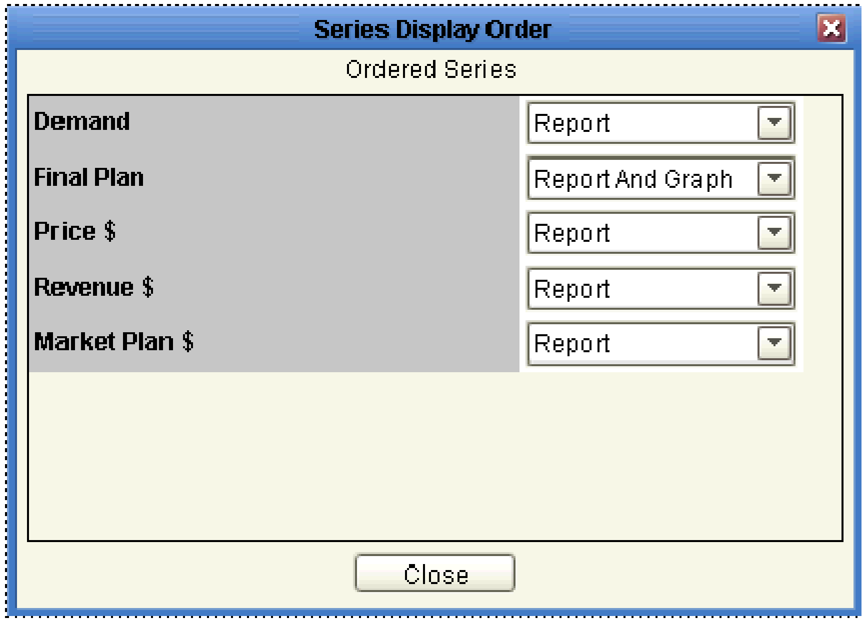
2. To change the worksheet layout, drag the level or time axis icons to the appropriate areas. You cannot move the series icon.

3. To specify the type of graph to use, select a graph type from the Graph Type dropdown list.

4. To specify how to display series in this view:

1. Click the Sort button.

   The Layout Designer displays a page that shows the order in which this view currently displays the series.

2. To hide a series in this view, click the None option in the dropdown list to the right of the series name.

3. Otherwise, to specify where to display the data for a series, select one of the following options: Table, Graph, Table and Graph.

4. To move a series up or down in this list, click the series name and drag it up or down.

5. When you are done, click Close.

5. Click Save.

6. Rerun the worksheet to see your changes. To do so, click Data > Rerun.

To specify a crosstab layout:

Drag one or more level icons from the Page Item area to x-axis or y-axis areas.

To specify which levels to use in a worksheet view:

By default, all levels you include in a worksheet are used on all views of the worksheet. Within a multi-view worksheet, you often hide some of the levels in some views, so that each view is aggregated differently.

1. Right-click within the Page area of the Layout Designer.

   The system displays a menu like the following:

2. Click Hide level and then click the name of the level to hide.

   When you hide a level, the worksheet automatically aggregates data across members of that level.

   > **Note:** Do not use this option to hide the time axis.

To revert to the default layout of a worksheet view:

1. Click Worksheet > Layout Designer. Or click the Layout Designer button.

2. Click the tab corresponding to the worksheet view you want to reset.

3. Click the Reset button.

   In the default layout, all selected levels are visible and are on the X axis. Also, all series are displayed in the graph and table according to their default definitions.

   See also Visual Elements of Worksheet Views, Levels and Layout Variations, Specifying the Worksheet Elements in a View, Adding an Embedded Worksheet, and Filtering a Worksheet View.

Adding and Managing Worksheet Views

A worksheet can include multiple views, each of which can have a different set of series and a different layout.

> **Note:** If you display the worksheet views as tabs, note that Oracle Demantra] does not provide a way to change the order in which the tabs are displayed. The tabs are displayed in the order in which you create them.

To add a worksheet view:

1. Within the Layout Designer, click the Add Worksheet View button.
2. In the popup dialog box, type the name of the new view.
3. Click OK.

To control synchronization between the views:

The views of a worksheet may or may not be synchronized with each other. If they are synchronized, when you edit in one view, that change automatically appears in the other views. Because this can affect performance, sometimes it is best to switch off this synchronization.

Within the Layout Designer, click one of the following buttons, whichever is currently displayed:

- Do not force synchronization between views
- Synchronize data between views

To rename a worksheet view:

1. Within the Layout Designer, click the Rename Worksheet View button.
2. In the popup dialog box, type the new name of the view.
3. Click OK.

To enable or disable a worksheet view:

1. Within the Layout Designer, click the Hide/Display button.
2. The Layout Designer displays a popup list of all the views associated with this worksheet. A check mark is displayed next to each view that can currently be displayed.

3. For the view interest, select the check box next to the name of the view.
4. Click elsewhere on the screen to close the list of views.

To delete a worksheet view:

Within the Layout Designer, do one of the following:

- Click the tab that corresponds to the worksheet view. Then click the Delete Worksheet View button.
- Click the Delete All Worksheet View button. Then, at the prompt, click Yes.

See also

Defining the View Layout

Specifying the Worksheet Elements in a View

Adding an Embedded Worksheet, and

Filtering a Worksheet View.

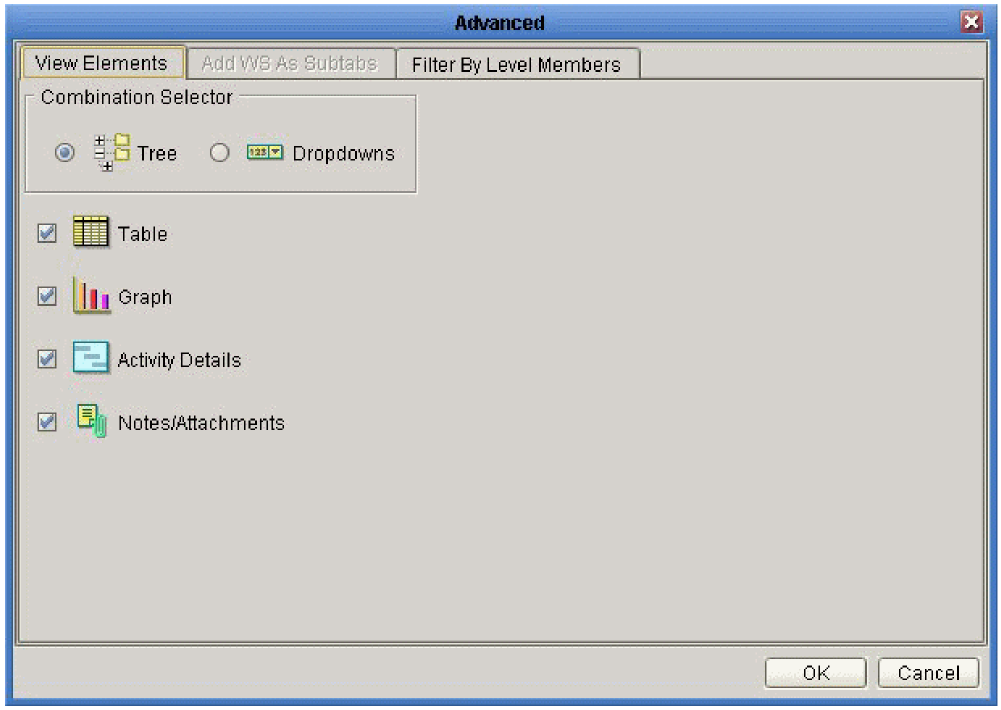
Specifying the Worksheet Elements in a View

For each worksheet view, you can specify which of the basic worksheet elements are included: the table, the graph, and so on.

To specify the elements to include in a worksheet view:

1. Click Worksheet > Layout Designer. Or click the Layout Designer button.
2. Click the tab corresponding to the worksheet view you want to modify.
3. Click Advanced, in the lower right.

   Oracle Demantra displays the following screen:



4. For Combination Selector, click either Tree (to display a Members Browser) or Dropdowns (to display dropdown menus instead).

5. Select the check box next to each element you want to include in this view of the worksheet.

6. Click OK.

Adding an Embedded Worksheet

You can display one or more associated worksheets embedded within a subtab. When you select a member in the view, the embedded worksheet is filtered to show just that member. You typically use an embedded worksheet to drill into further detail.

> **Note:** If you use the keyboard to move through the worksheet table, the subtabs are not automatically refreshed, for performance reasons.

To add an embedded worksheets:

1. Click Worksheet > Layout Designer. Or click the Layout Designer button.

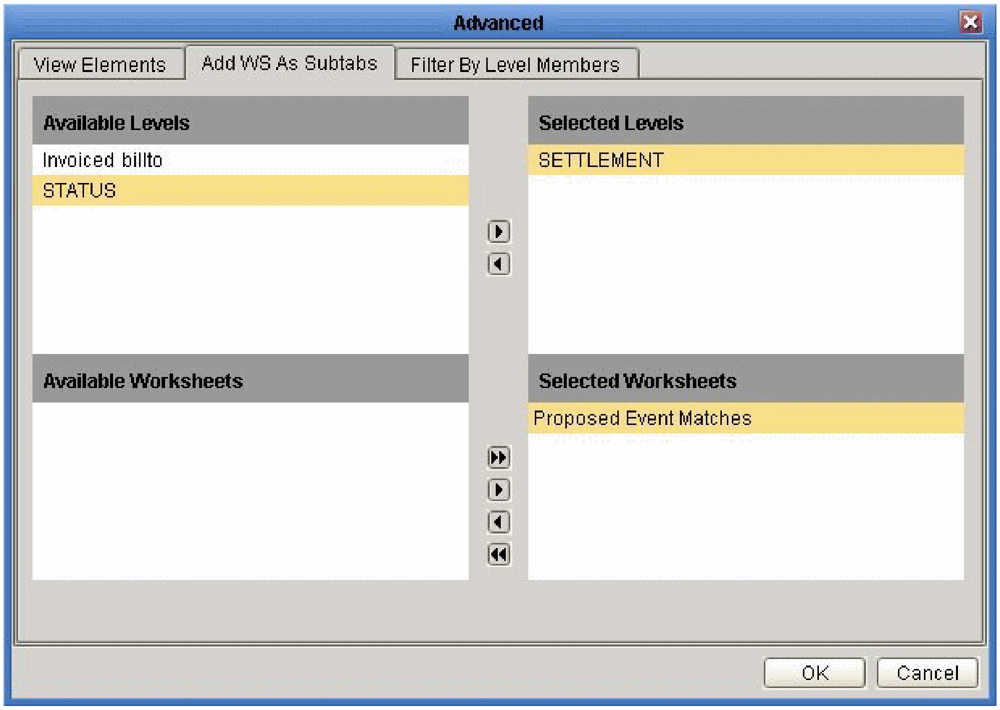
2. Click the tab corresponding to the worksheet view to which you want to add the embedded worksheet.

3. Click Advanced... in the lower right.

   - Oracle Demantra displays the Advanced screen.

4. Click the Add WS As Subtabs tab.

   Oracle Demantra displays a screen like the following:



   Depending on the level that you select, the bottom part of the screen shows different worksheets that you can add as an embedded worksheet to this worksheet view.

5. For Selected Levels, select the level that is associated with the worksheet you want. In general, a worksheet is associated with the levels where it makes sense to use it; this is controlled by your system configuration. You can choose any of the levels that are used in this worksheet.

6. For Selected Worksheets, select the worksheets that you want to display as embedded worksheets.

7. Click OK.

Filtering a Worksheet View

For each worksheet view, you can filter the view to show a subset of the data in the worksheet.

To filter a worksheet view:

1. Click Worksheet > Layout Designer. Or click the Layout Designer button.

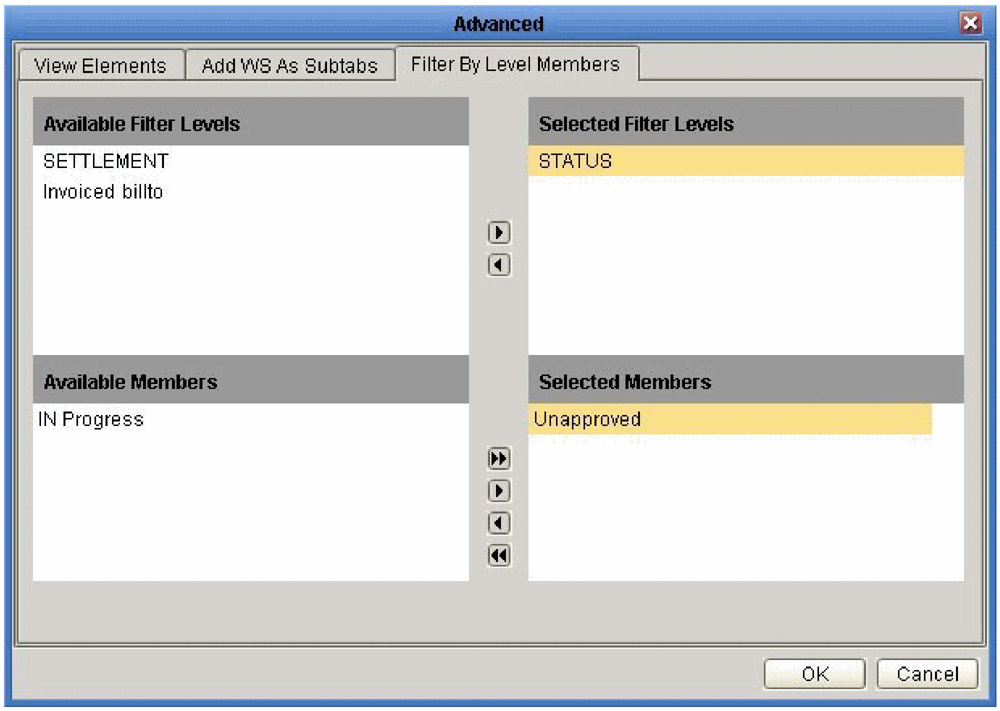
2. Click the tab corresponding to the worksheet view you want to filter.

3. Click Advanced... in the lower right.

   Oracle Demantra displays the Advanced screen.

4. Click the Filter By Level Members tab.

   Oracle Demantra displays a screen like the following:



5. For Selected Filter Levels, select the level by which you want to filter this worksheet view. You can choose any of the levels that are used in this worksheet.

6. For Selected Members, select the level members whose data should be displayed in this worksheet view.

7. Click OK.

Sharing Worksheets

In general, any worksheet is one of the following:

- Private—available only to you
- Public—available to other users as well. (If you are using Collaborator Workbench, this means the worksheet is available to other users within the collaborative group.)

In either case, the original creator of a worksheet owns it and only that person can change it.

When you do share worksheets, however, you should consider data security. Oracle Demantra automatically prevents any user from seeing data for which he or she does not have permissions. If you build a worksheet with data that other users do not have permissions to view, then those users will see an empty worksheet. Similarly, if a user has partial permissions for the data, then the worksheet will open with only those results that are permitted.

See also Configuring the Worksheet Basics.

Deleting Worksheets

You can delete a worksheet if you are its owner.

To delete a worksheet:

1. Open the worksheet.
2. Click File > Delete. Or click the Delete button.

   Oracle Demantra prompts you to confirm the deletion.
3. Click Yes or No.

General Tips on Worksheet Design

- For performance reasons, don't select too much data to view, unless there is no other choice.
- If you receive a message saying "out of memory," try the following techniques to reduce the amount of memory that your worksheet selects:
  - Remove series if possible.
  - Reduce the span of time.
  - Apply filters.
- If you do need to select a large amount of data, use the levels to your advantage. Specifically, use the levels in the Members Browser or selector lists rather than

moving them to a worksheet axis. If levels are in the Members Browser or selector lists, each combination in the worksheet is relatively smaller and will load more quickly.

- If you do not plan on working with the Activity Browser, you can switch off the Auto Sync option on the tool bar, and you can also hide the Activity Browser and Gantt chart.

- Remember that you can filter the worksheet by any level, including levels that are not shown in the worksheet. For example, you might want to see data at the region level, but exclude any data that does not apply to the Acme territory. To do this, you would filter the worksheet to include only the Acme member of the Territory level, but you would select data at the Region level.

- A multi-view worksheet is useful in following cases:
  - If you need to edit data at one aggregation level and see easily how that affects higher aggregation levels.
  - If you need to display a large number of series without having to scroll to see each one.

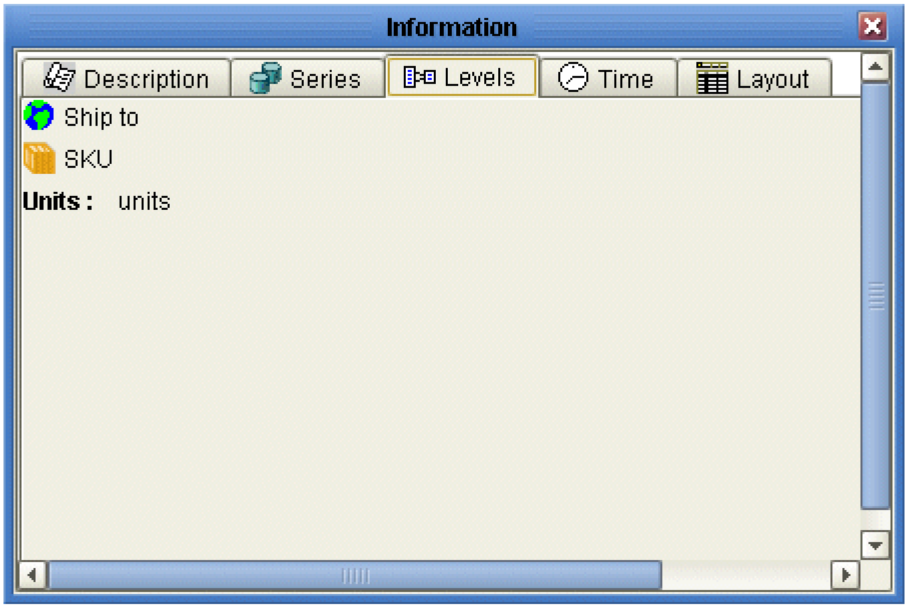
Viewing the Definition of a Worksheet

To view the definition of a worksheet:

1. Open the worksheet.

2. Click Data > Info. Or click the Info button.

   Oracle Demantra displays a dialog box that summarizes the definition of a worksheet, for example:


Information
Description
Series
Levels
Time
Layout
Ship to
SKU
Units : units

9

Collaborating with Others

Collaboration Tools in Oracle Demantra

If your system includes Collaborator Workbench, you can collaborate with others in two general ways:

- You can log into Collaborator Workbench, see other users in your collaboration groups, see tasks assigned to you, send tasks to others, and launch worksheets.
- You can send tasks to other users from within a worksheet (that is, from within the Web client)

When you launch a worksheet from within Collaborator Workbench, you automatically launch the Web vclient. Similarly, when you log off Collaborator Workbench, you are automatically logged off the Web client.

This chapter documents the key features related to collaboration.

Logging into Collaborator Workbench

To log into Collaborator Workbench

Your Windows Start menu may include a link to Collaborator Workbench. If so, use that. If not:

1. Open Microsoft Internet Explorer.
2. Enter the URL supplied by your system administrator. This URL probably has the following format:

   http://server name/virtual directory/portal/loginpage.jsp

   For example:

   http://frodo/demantra/portal/loginpage.jsp

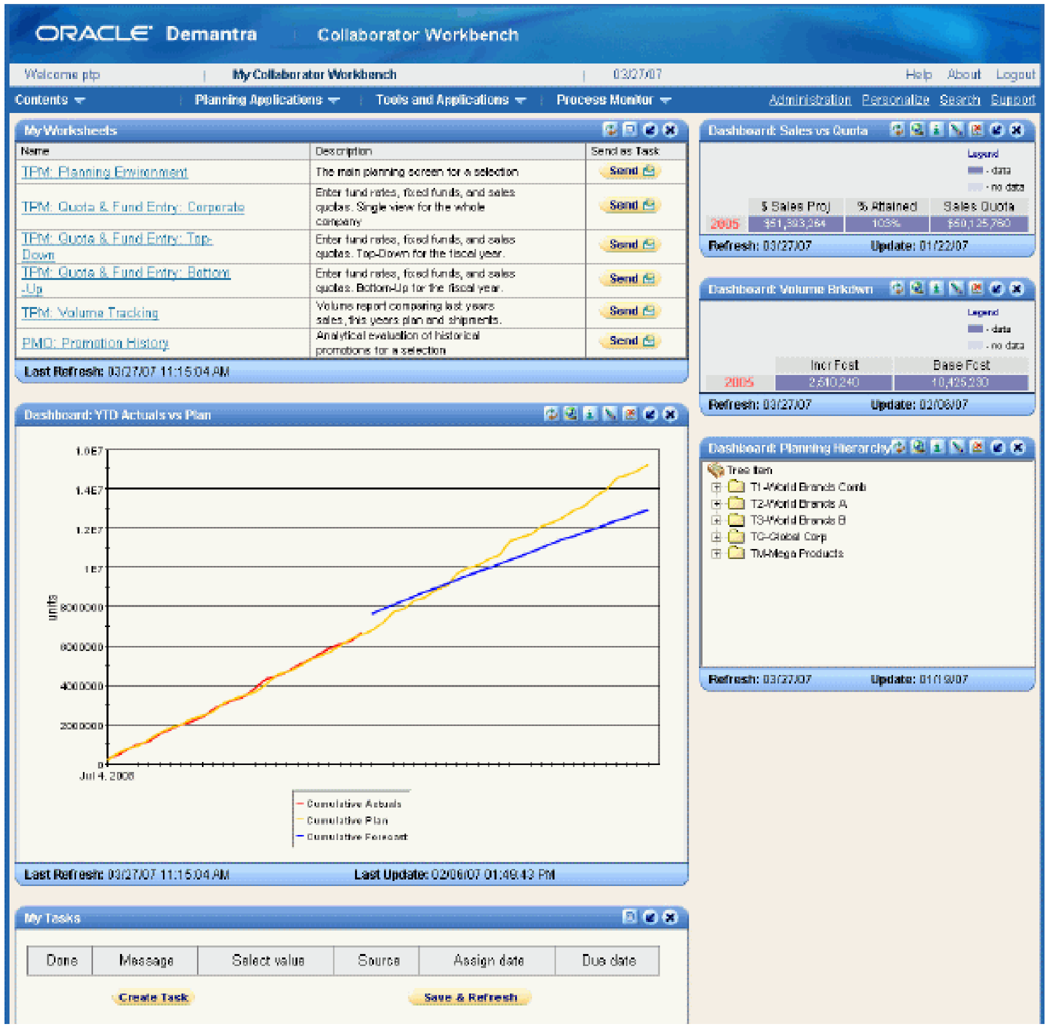
3. In the Log On dialog box, enter your user name and password.
4. Click Login.
5. If you have not logged into any of the Oracle Demantra Web products before on this machine, then Oracle Demantra installs a small applet on the machine.

   Note: The exception is Oracle Demantra Anywhere, which does not use this applet.

6. Optionally click Yes if you want the system to always trust content from this source.

   After you install the applet, Collaborator Workbench comes up, displaying your personal page.

Depending on how Collaborator Workbench is configured, it can include some or all of the elements shown in the following figure. You can configure all these elements for your own needs. For example, only a single content pane is shown here, but you can add as many as you need.

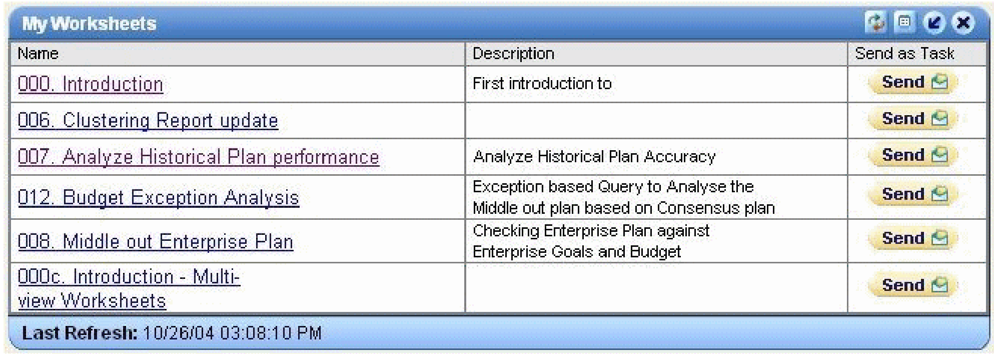


Tasks currently assigned to you. Status of other users. Worksheets you often use. Summary data (content) for a worksheet.

Opening a Worksheet from Collaborator Workbench

In Collaborator Workbench, My Worksheets lists some or all of the worksheets to which you have access, specifically, the following worksheets:

- Private and public worksheets that you own.
- Public worksheets where you and the owner are in the same collaborative group.



To display My Worksheets

If Collaborator Workbench does not currently display My Worksheets, do the following:

1. Click the Personalize link in the upper right of Collaborator Workbench.
2. Select the check box next to My Worksheets and then click Next.
3. Click Next again and then click Finish.

To open a worksheet

1. Click a worksheet within My Worksheets. Or click the Open button on the upper right of a content pane.
2. Depending on how the worksheet was configured, you may now be prompted to filter the data. In this case, one or more selection pages are displayed when the worksheet is opened.
    1. On each selection page, select one or more choices or click Select All to select the whole list.
    2. Click Next or click Finish.

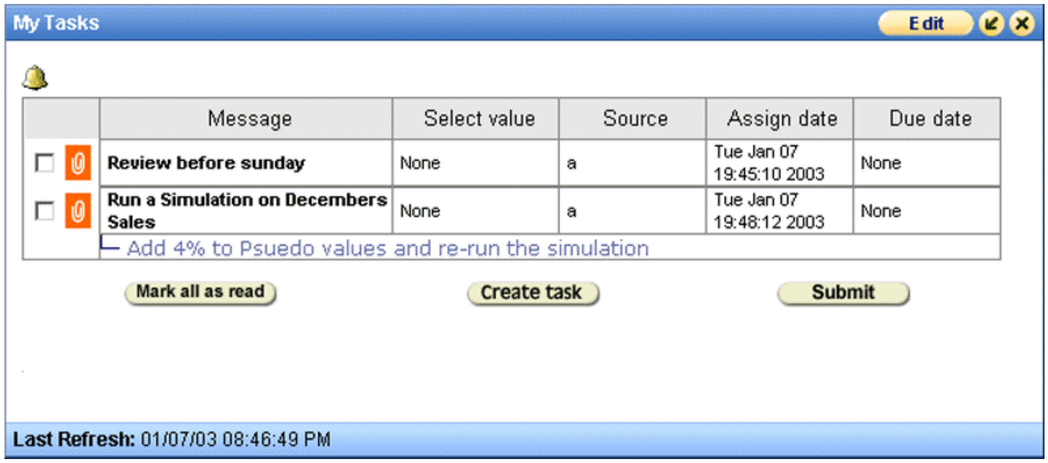
       Oracle Demantra now launches Demand Planner Web, Promotion Effectiveness, or Settlement Management, whichever product you are authorized to use.

   See also

   Working with Data.

Managing Tasks in Collaborator Workbench

In Collaborator Workbench, tasks enable you to send work items to other users, to share information and to interact with the automated demand chain processes. Tasks appear in the My Tasks module.



A task usually corresponds to a worksheet that you send to another user or receive from another user. The task also can include a short message, links to Web sites, and attached files.

> **Note:** When you receive a task, you might also receive an email notification in your email system, if the sender has selected this as an option.

The Workflow Engine also sends tasks, generally to alert you of exceptions, provide forecasts, or communicate messages and information during appropriate circumstances.

Viewing Tasks Assigned to You

To display My Tasks:

If Collaborator Workbench does not currently display My Tasks, do the following:

1. Click Personalize.
2. Select the check box next to My Tasks and then click Next.
3. Click Next again and then click Finish.

To view all assigned tasks:

The My Tasks module does not necessarily display all your tasks. To check for additional tasks:

Click the More link in the bottom right corner of My Tasks.

My Tasks fills the wide pane and shows all current tasks.

To refresh My Tasks:

Click Save & Refresh in the My Tasks module.

- Any changes made in My Tasks are communicated to the Collaborator Workbench engine.
- The date and time of your last My Tasks refresh is shown in the lower right corner of the My Tasks display.

Addressing a Task

In general, you address a task in two stages:

1. Examining the associated worksheet and editing or approving data as appropriate. How you do this depends upon your organizational needs.
2. Marking the task as done so that the Workflow Engine can continue with the workflow.

   > **Note:** When you receive a task, the Workflow Engine waits until the task status has been changed to Done before continuing with the workflow instance. It is therefore very important that you mark tasks as done after you have attended to the task requirements.

To mark a task as done:

Before you mark a task as done, make sure that you have reviewed all the relevant information and that you have addressed any concerns or issues. Then do the following:

1. - For a regular task, select the check box to the left of the task.
   - For a selection task, select the appropriate response from the dropdown list in the Select value column. The check box next to the task is automatically selected.
2. Click the Save & Refresh link at the bottom of the task list.

   The task is removed from My Tasks and the updated task list is shown.

   > **Caution:** If you go to another page or log off before you click Save & Refresh, your changes will be lost.

To cancel the done status:

If you have not yet refreshed the My Tasks list, you can cancel your change:

- For a regular task, clear the check box next to the task whose status you want to change from done incomplete.
- For a selection task, use the dropdown box to select a response from the list.

To mark all tasks as read:

Click Mark Tasks as Read.

The bold emphasis is removed from the text in the list. This does not occur automatically when a task is marked as Done.

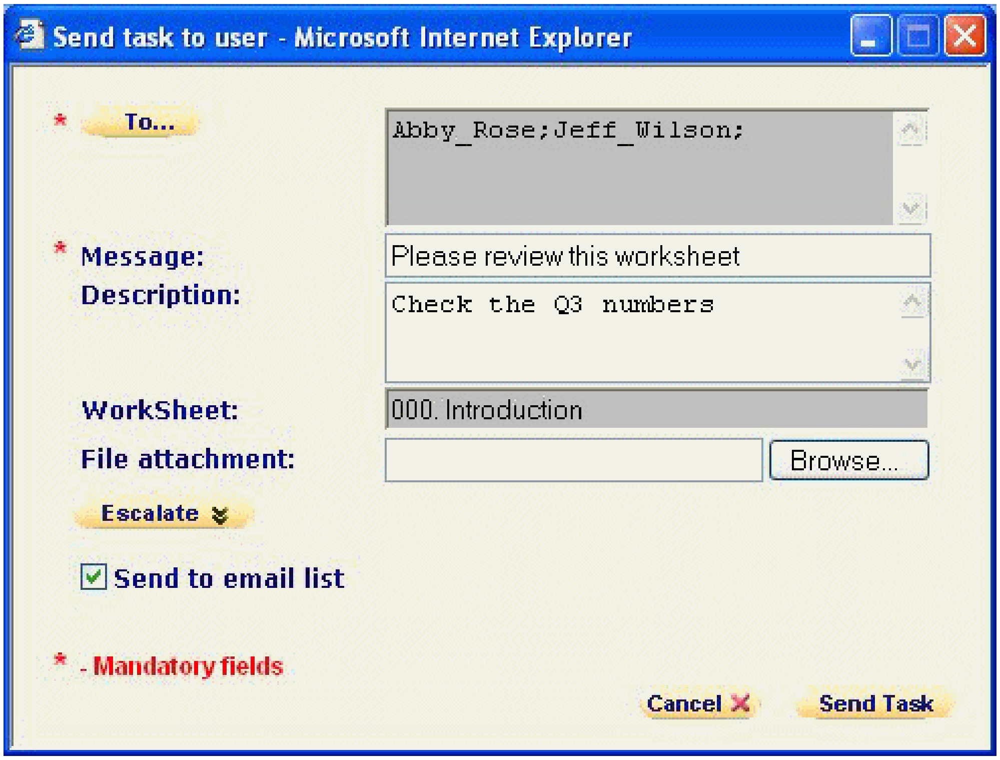
Sending a Task from Collaborator Workbench

Depending on how your Collaborator Workbench has been configured, you may be able to send tasks to other users.

To create and send a task:

1. Start by doing one of the following:
   - Within My Worksheets, click Send on the worksheet that you want to send.
   - Within My Tasks, click Create Task.

   The Send Task to User dialog box appears.



2. Click To..... and select the users and groups to receive the task.

3. In the Message field, type a short text message.

   This will be the task message that the recipient sees. The worksheet that you are sending will be added automatically as a link from the Message text.

4. In the Description field, type a short description.

   This description will be displayed below the task message in the recipient's My Tasks module.

5. To link the task subject line to a Web page, enter the full path to the file in URL field. You must enter the full URL, including server name and directory hierarchy. The http:// part will be added automatically if omitted.

6. Optionally, to attach a file to the task, enter the path to the file in the File Attachment field or use the Browse button to find it.

7. Optionally, to ensure that this task is completed by a specific time, click Escalate and then provide the following information:

Due Date	Date and time by which this task must be completed

Alert Time	Date and time at which an alert will be displayed
To	Additional email addresses

8. To send an email notification to the recipient of the task, select the Send to email list check box. (Depending on how your system has been configured, this option may not be available.)

9. Click Send Task.

   When the recipient next logs in (or refreshes My Tasks), he or she will see the new task.

Sending a Task from an Open Worksheet

In addition to sending tasks from Collaborator Workbench, you can send a task directly from an open worksheet; that is, you can send a task from within Demand Planner Web, Promotion Effectiveness, or Settlement Management, whichever product you are currently using.

When you send a task from within an open worksheet, you can filter the task to focus on a specific combination.

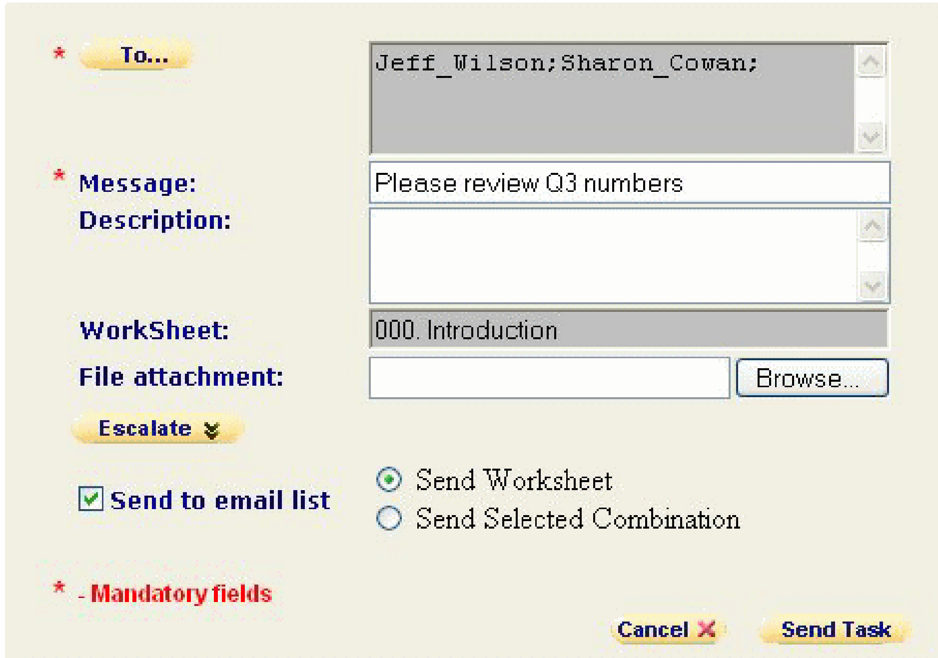
To send a task from an open worksheet:

1. Open a worksheet.

2. Optionally navigate to a combination that you want to focus on.

3. Click File > Send as Task or click the Send as Task button.

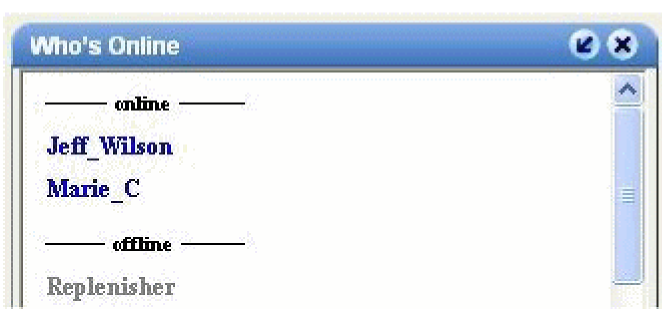
   - The Send Task to User dialog box appears.



4. Complete the fields as described in Sending a Task from Collaborator Workbench.
5. Click either Send Worksheet or Send Selected Combination to specify whether to filter the worksheet. If you click Send Selected Combination, the worksheet is filtered to the combination that you are currently viewing. Otherwise, the entire worksheet is sent.
6. Click Send Task.

Viewing Other Users

In Collaborator Workbench, the Who's Online module shows the status of other users who belong to the same collaborative groups as you.



To send an email to a contact:

Double-click the name of the contact that you want to send an email to.

The email application opens with a new message to the contact.

> **Note:** If you do not have an email application installed, then you will receive an error message when you try to send a message to another user.

10

Using Worksheets Remotely

Introduction to Oracle Demantra Anywhere

Oracle Demantra Anywhere does not enable you to work offline. That is, you have access to the data only when you are actually logged on. For information on taking a worksheet offline, see Working Offline.

In contrast to the other Oracle Demantra products, Oracle Demantra Anywhere is a true thin Web client and does not require an applet. You can use it to access Oracle Demantra functionality from remote machines, including handheld devices.

> **Note:** Oracle Demantra Anywhere does not enable you to work offline. That is, you have access to the data only while you are actually logged on. For information on taking a worksheet offline, see Working Offline.

On the other hand, Oracle Demantra Anywhere provides less functionality than the other products. The following table summarizes the features in Oracle Demantra Anywhere that relate to worksheets.

Feature	Availability in Oracle Demantra Anywhere
Worksheet elements	If the worksheet includes subtabs, Oracle Demantra Anywhere does not display them. Worksheet includes dropdown lists instead of a Members Browser, no matter how the worksheet is defined. You use dropdown menus to access each view of a multi-view worksheet. The graph is not shown. Worksheet table cannot use crosstab layout (no levels on the axes).
Menu bar	Not available. Instead use the icons in the toolbar.
Right-click menus	Browser menu options only.
Opening and running worksheets	Can open and close worksheets. Can rerun currently open worksheet. Cannot view worksheet definition. Cannot take worksheets offline or bring back online.
Managing the screen	If you open multiple worksheets, each is opened in a separate browser. Cannot resize different worksheet areas (for example, the table). Cannot resize table columns.

Feature	Availability in Oracle Demantra Anywhere
Editing data	Can edit one cell at a time. Can copy and paste data from cell to cell, one cell at a time. Can reset manual changes. Can save data. Cannot undo. Cannot change the automatic recalculation setting.
Printing	Can print the data that is currently displayed.
Exporting data	Not available.
Notes	Can view notes. Cannot edit or create notes. Cannot alter note permissions.
Creating and redefining worksheets	Not available.
Running simulations	Not available.

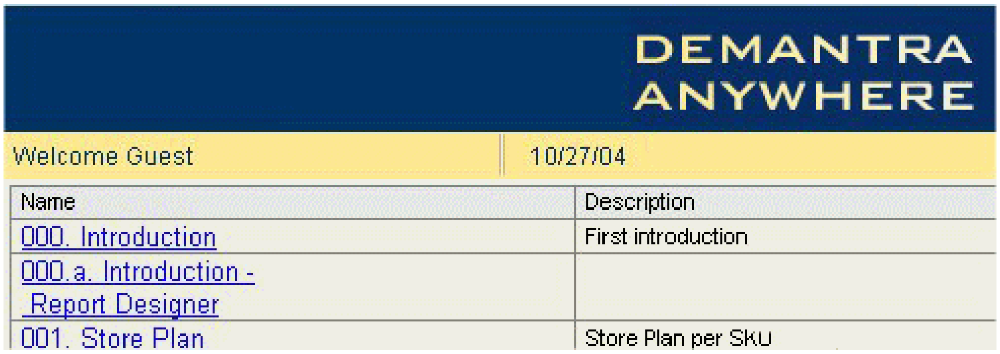
Logging Onto Oracle Demantra Anywhere

To log onto Oracle Demantra Anywhere

1. Open Microsoft Internet Explorer.
2. Enter the URL supplied by your system administrator. This URL probably has the following format instead:

   http://server name/virtual directory/portal/anywhereLogin.jsp For example: http://frodo/demantra/portal/anywhereLogin.jsp
3. In the login dialog box, enter your user name and password.
4. Click Login.

   The Oracle Demantra Anywhere page looks like this:



The screen lists all public worksheets and all private worksheets that you own.

See also Introduction to Oracle Demantra Anywhere.

Opening a Worksheet in Oracle Demantra Anywhere

To open a worksheet

Click the name of the worksheet.

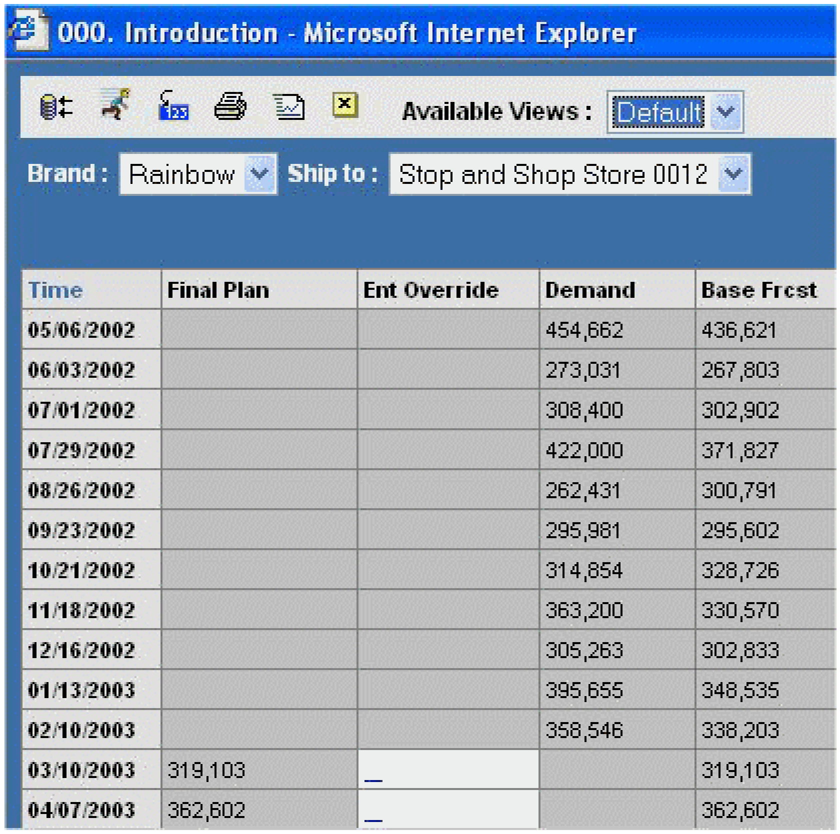
To run or rerun a worksheet

Depending on how Oracle Demantra was configured, it may or may not automatically run the worksheet that you open.

Within the worksheet, click Data > Rerun.

Using Worksheets in Oracle Demantra Anywhere

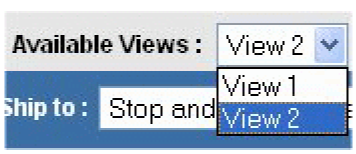
Within Oracle Demantra Anywhere, you can access any public worksheet created in Oracle Demantra, but the worksheets have a simplified appearance, like this:



Time	Final Plan	Ent Override	Demand	Base Frcst
05/06/2002			454,662	436,621
06/03/2002			273,031	267,803
07/01/2002			308,400	302,902
07/29/2002			422,000	371,827
08/26/2002			262,431	300,791
09/23/2002			295,981	295,602
10/21/2002			314,854	328,726
11/18/2002			363,200	330,570
12/16/2002			305,263	302,833
01/13/2003			395,655	348,535
02/10/2003			358,546	338,203
03/10/2003	319,103	_		319,103
04/07/2003	362,602	_		362,602

To select a worksheet view

Select the view from the Available Views dropdown list.



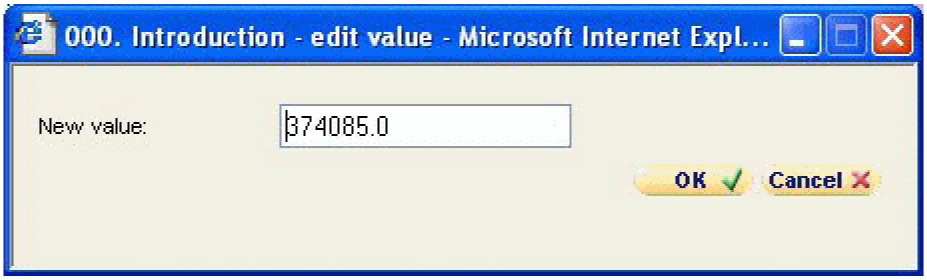
To select a different combination to display

Select level members from the level dropdown lists (for example, Brand or Ship to).

To edit worksheet data

Click an editable cell.

A small editing page appears.



Type in the new value and click OK.

To save data

Click the Update Data button.

To reset manual changes since the last time you saved data

Click the Reset Manual Changes button.

To rerun the worksheet

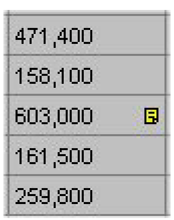
Click the Rerun Worksheet button.

To print the currently displayed data

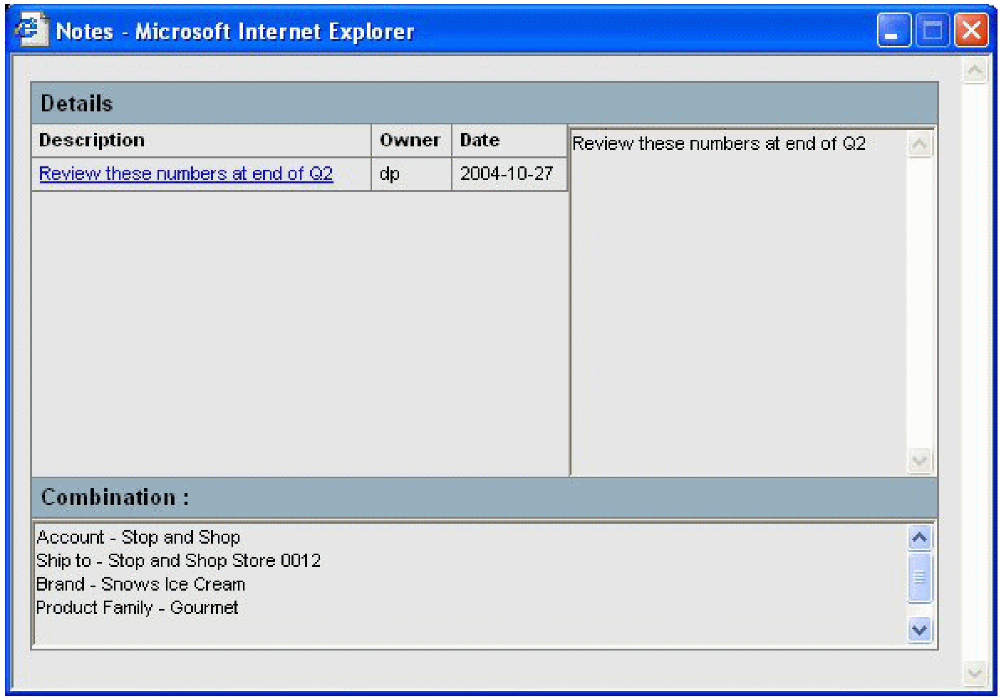
Click the Print button.

To view a note:

1. Click the note icon within the cell.



The Note page appears, displaying a list of all the notes. This list indicates the date of each note, as well as who entered it. The Combination field shows the item-location combinations to which the currently selected note belongs.



2. To see the note details, click Description.

3. To close the Note page, click the X in the upper right corner.

A

URLs and Shortcuts

This appendix covers the following topics:

- Oracle Demantra URLs
- Keyboard Shortcuts

Oracle Demantra URLs

Item	Example URL
Web client	http://frodo/demantra/portal/partnerLogin.jsp
Dynamic Open Link (DOL) for access for third-party reporting tools	http://frodo/demantra/portal/DOL_HTML.htm
Collaborator Workbench	http://frodo/demantra/portal/loginpage.jsp
Oracle Demantra Anywhere version of Collaborator Workbench	http://frodo/demantra/portal/remoteloginpage.jsp
Oracle Demantra Anywhere version of Web client	http://frodo/demantra/portal/anywhereLogin.jsp
Offline access to Oracle Demantra worksheets	http://frodo/demantra/portal/launchDPWeb.jnlp

Item	Example URL
Notes: • Here frodo is an example server name. Substitute the name of the server that is running the Oracle Demantra Web software. • Also, demantra is an example virtual directory. Substitute the name of the virtual directory that is the root of the Oracle Demantra Web software.	

Keyboard Shortcuts

Editing

Ctrl+c	Copy
Ctrl+v	Paste
Ctrl+x	Cut
Ctrl+z	Undo
Ctrl+y	Redo

Menu Access

Alt+f	Open File menu
Alt+w	Open the Worksheet menu
Alt+e	Open Edit menu
Alt+v	Open View menu
Alt+o	Open Options menu
Alt+d	Open Data menu

Display

Alt+Shift+r	Reset table sort
Ctrl+Alt+m	Show or hide the Members Browser
Ctrl+Alt+r	Show or hide the table
Ctrl+Alt+g	Show or hide the graph
Ctrl+Alt+a	Show or hide the Activity Browser and Gantt chart
Ctrl+Alt+t	Show or hide the time axis
F5	Refresh data

Worksheets

Ctrl+s	Save worksheet definition
Ctrl+n	New worksheet
Ctrl+o	Open worksheet
Ctrl+r	Run worksheet
Ctrl+u	Save data changes
Ctrl+p	Print
Ctrl+e	Export to Microsoft Excel
Alt+1	Open the general properties of the Worksheet Designer
Alt+2	Open the series part of Worksheet Designer
Alt+3	Open the time criteria part of the Worksheet Designer
Alt+4	Open the levels part of the Worksheet Designer

Alt+5	Open the filters part of the Worksheet Designer
Alt+6	Open the exceptions part of the Worksheet Designer
Alt+7	Open the layout part of the Worksheet Designer

B

Series Reference

Series

The following table lists the series in Oracle Demantra Settlement Management, including series that are not shown in the Oracle Demantra Settlement Management worksheets by default:

Series name	Purpose	Applies to...	Used in worksheets...
Approved Non Trade	Sum of amounts for approved non-trade settlements.	Non-trade settlements	
Approved Trade	Sum of amounts for approved trade settlements.	Trade settlements	Settlement Details By Account, Settlement Account Summaries
Customer CHECK #	Number of the check from the customer. Uses the customer's check numbering system.	Deductions and off-invoice settlements	Settlement Details By Account
Customer CHECK DATE	Date of the check from the customer.	Deductions and off-invoice settlements	Settlement Details By Account

Series name	Purpose	Applies to...	Used in worksheets...
Customer Invoice #	Number of the invoice from the customer. Uses the customer's invoice numbering system.	Claims	Settlement Details By Account
Customer Invoice DATE	Date of the invoice from the customer.	Claims	Settlement Details By Account
G/L Code	General ledger code that best explains why this settlement was denied or split.	All settlements	Settlement Details By Account
Linked Promo ID	ID of the promotion with which this settlement is linked.	All settlements	
Linked Promotion	Name of the promotion with which this settlement is linked.	All settlements	
Matched Event	Name of the promotion with which this settlement is linked.	All settlements	Settlement Details By Account
Owner	Oracle Demantra Settlement Management user who has claimed responsibility for this settlement.	All settlements	Settlement Details By Account
Posted DATE	Date on which this settlement entered the system.	All settlements	Settlement Details By Account
Promotion Budget	Total projected spend for the selected promotions.		

Series name	Purpose	Applies to...	Used in worksheets...
Settlement #	Unique identifier of this settlement.	All settlements	
Settlement Account ID	Customer with which this settlement is associated.	All settlements	Settlement Details By Account
SETTLEMENT STATUS	Current status of this settlement, within Oracle Demantra Settlement Management. One of the following: • New • In Progress • Unapproved • Approved • Duplicate • Denied • Write Off These are not customizable. You can also display the settlement status as a level.	All settlements	Settlement Details By Account

Series name	Purpose	Applies to...	Used in worksheets...
SETTLEMENT TYPE	Settlement type, for use by Oracle Demantra Settlement Management. One of the following: • Claim • Off-invoice • Deduction • Non-Trade • Claim resulting from an original claim split • Deduction resulting from an original deduction split These are not customizable. You can also display the settlement type as a level.	All settlements	Settlement Details By Account
Supplier CHECK #	Number of the check that reimburses the customer for this claim.	Claims	Settlement Details By Account
Supplier CHECK DATE	Date of the check to the customer.	Claims	Settlement Details By Account
Supplier Invoice #	Number of the invoice to the customer.	Deductions and off-invoice settlements	Settlement Details By Account

Series name	Purpose	Applies to...	Used in worksheets...
Supplier Invoice DATE	Date of the invoice to the customer.	Deductions and off-invoice settlements	Settlement Details By Account
Total Outstanding Non Trade	Sum of amounts for unapproved and unresolved non-trade settlements.	Non-trade settlements	
Total Outstanding Trade	Sum of amounts for unapproved and unresolved trade settlements.	Trade settlements	Settlement Details By Account, Settlement Account Summaries
Unapproved Event Product	Doesn't work		
Unapproved Non Trade	Sum of amounts for unapproved non-trade settlements.	Non-trade settlements	
Unapproved Trade	Sum of amounts for unapproved trade settlements.	Trade settlements	Settlement Details By Account, Settlement Account Summaries
Unresolved Non Trade	Sum of amounts for unresolved non-trade settlements.	Non-trade settlements	
Unresolved Trade	Sum of amounts for unresolved trade settlements.	Trade settlements	Settlement Details By Account, Settlement Account Summaries

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