

**Oracle® Retail Predictive Application Server**  
User Guide for the Fusion Client  
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Oracle Retail Predictive Application Server User Guide for the Fusion Client, Release 13.3.1

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- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
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# Preface

This guide describes the RPAS user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Audience

This guide describes the Retail Predictive Application Server Fusion Client user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Documentation Accessibility

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## Related Documents

For more information, see the following documents in the Oracle Retail Predictive Application Server Release 13.3.1 documentation set:

- *Oracle Retail Predictive Application Server Release Notes*
- *Oracle Retail Predictive Application Server Installation Guide*
- *Oracle Retail Predictive Application Server Configuration Tools User Guide*
- *Oracle Retail Predictive Application Server Administration Guide for the Classic Client*
- *Oracle Retail Predictive Application Server Administration Guide for the Fusion Client*

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- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

## Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.3 or a later patch release (for example, 13.3.1). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

## Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

[http://www.oracle.com/technology/documentation/oracle\\_retail.html](http://www.oracle.com/technology/documentation/oracle_retail.html)

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

# Conventions

The following text conventions are used in this document:

<b>Convention</b>	<b>Meaning</b>
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Getting Started

Welcome to Oracle Retail RPAS Fusion Client. This chapter provides an overview of the application and includes information that help you get started with the application. It includes the following sections:

- [Overview](#)
- [Basic Concepts of RPAS](#)
- [Terminology Differences Between Clients](#)
- [Setting Up Your Browser](#)
- [Logging in to the Fusion Client](#)
- [Understanding the Taskflow](#)
- [Opening a Workbook](#)
- [Creating a New Workbook](#)
- [Deleting a Workbook](#)
- [Renaming a Workbook](#)
- [Understanding the Workbook Wizard Window](#)
- [Accessing Online Help](#)
- [Logging Out of the Application](#)

## Overview

The RPAS Fusion Client is a Web-based rich client for the Retail Predictive Application Server (RPAS) platform developed using the latest Oracle Application Development Framework (ADF).

Planning is one of the most important and complex processes in a retail business. It typically involves a complex set of activities that need to be followed as part of a workflow. Unlike the RPAS Windows-based Classic Client, the Fusion Client includes a taskflow feature that provides a robust workflow capability to make each planning activity easier to track and maintain.

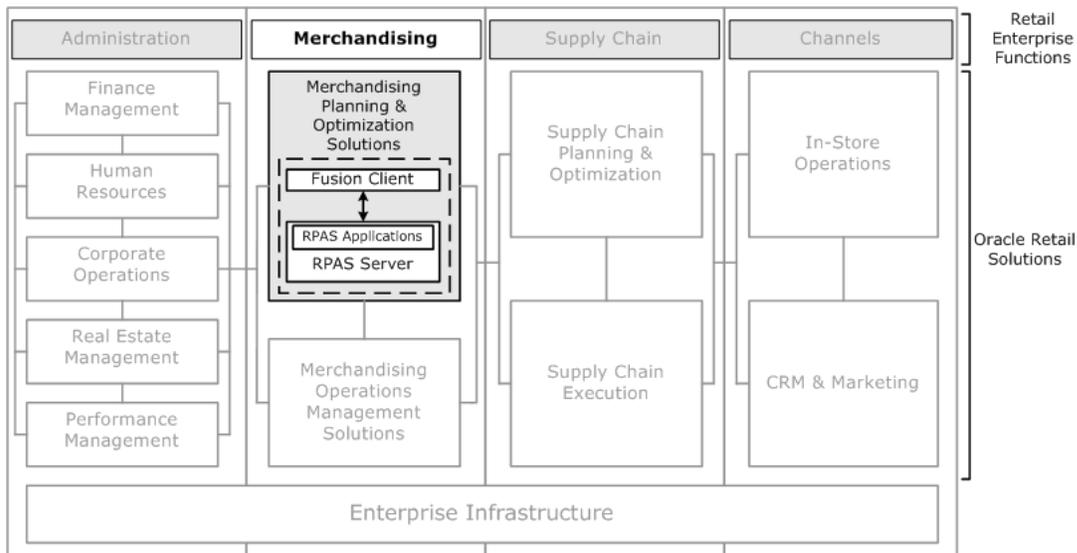
The Fusion Client uses the same RPAS server as the RPAS Windows-based Classic Client. In addition to the enhanced user experience, the Fusion Client provides access to a larger number of users and a greater degree of platform independence.

The taskflow also allows you to switch between solutions and domains without logging out and back in.

## Where Does the RPAS Fusion Client Fit in an Retail Enterprise

The RPAS platform and Fusion Client form part of the Merchandising Planning and Optimization solutions. The illustration below shows an example of a retail enterprise with the Fusion Client application implemented with the RPAS server hosting an RPAS application. It provides a high level overview of where the Fusion Client application fits in a typical retail enterprise.

**Figure 1–1 RPAS Fusion Client in a Retail Enterprise**



## Basic Concepts of RPAS

Retail Predictive Application Server (RPAS) is a configurable platform with a proven scalability for developing multidimensional forecasting and planning based solutions. This platform provides capabilities such as a multidimensional database structure, batch and online processing, a configurable slice-and-dice user interface, a sophisticated configurable calculation engine, user security and utility functions such as importing and exporting, all on a highly scalable technical environment that can be deployed on a variety of hardware.

This section introduces you to the following RPAS concepts:

- [Multidimensionality](#)
- [Dimensions](#)
- [Measures](#)
- [Domains and Workbooks](#)

### Multidimensionality

In RPAS, information is stored and represented based on the multidimensional framework. In a multidimensional database system, data is presented as a multidimensional array, where each individual data value is contained within a cell accessible by multiple indexes.

Multidimensional database systems are a complementary technology to entity relational systems and achieve performance levels above the relational database systems. Applications that run on RPAS identify data through dimensional relationships. Dimensions are qualities of an item (such as a product, location, or time) or components of a dimension that define the structure and roll up within the dimension.

## Dimensions

Dimensions describe the top-to-bottom relationship between the levels or positions of the dimensions in RPAS. They reflect the dimensions set up at your business and being used by the merchandising solutions.

RPAS supports many alternative dimensions that provide different roll ups and help analyze the data from a different perspective.

## Measures

Measures represent the events or measurements that are recorded, while the positions in the dimensions provide a context for the measurement. Measures are defined based on the business rules set in the application. The dimensionality of a measure is configured through the definition of its base intersection, which is the collection of levels (one per appropriate dimension) defining the lowest level at which the information is stored for the measure.

Measure names are completely configurable and typically named using a convention that identifies each component and the meaning of the measure.

## Domains and Workbooks

RPAS stores information in a persistent multidimensional data cache that is optimized for large volumes and dimensional or time series data access requirements, typically required by multidimensional solutions. This central repository is called a domain. The domain also includes central definitions of metadata for the solution and provides a single update point.

When you use an RPAS solution, you interact with the solution through a personal data repository called a workbook. A workbook contains the subset of the data (and metadata) from the domain and its scope is constrained by the access rights available to a user. Workbooks are stored on the RPAS server, and can be built using an online wizard process or scheduled to be built in a batch process automatically.

Although the data and metadata in the workbook are copied from the domain, the data remains independent of the domain.

With a multi-solution taskflow, you do not log in to a domain. You are logged in to a solution. When you pick a particular task, you will be directed to a specific domain based on a few settings. First, there is a task setting that indicates whether it is accessible via the master domain only, local domain only, or both. If the setting is local domain only or both, the specific domain you are launched into will be based on the position level security on the partition dimension. If you have access to only a single local domain, you will be logged in to that specific local domain. If you have access to more than one local domain, you will be prompted to select the positions you want to work with, and based on that, you will be logged in to a specific local domain or the master domain.

## Terminology Differences Between Clients

There are some key terminology differences between the Fusion Client and Classic Client. Understanding these differences is useful if you are moving from the Classic Client or if you have used the Classic Client before using the Fusion Client. The following table describes the differences.

**Table 1–1 Terminology in the Fusion Client and Classic Client**

Fusion Client Term	Term Description	Classic Client Term
Dimension	Grouping of a particular type of information. Typical dimensions are for products, locations, time, and measures. For instance, a Product dimension could contain information about items, item groups, departments, and divisions.	Hierarchy
Level	A subdivision of a dimension. Levels group information of the same type. For instance, a level within the Product dimension could be Department. The Department level would contain all the departments (men's shoes, women's shoes, children's shoes) that exist.	Dimension
View	Multidimensional spreadsheets that are used to display information from the workbook. Workbooks can include one view or multiple views, which can present data in the form of numbers in a grid. These numeric data values can easily be converted to a graphical chart. Data can be viewed at a very high level of detail, or data values can be quickly aggregated and viewed at summary levels.  You can display the information in a view in a variety of formats, generally by rotating, changing the data rollup, showing and hiding measures, and drilling up or down.	Worksheet

## Setting Up Your Browser

The Fusion Client can be accessed using Microsoft Internet Explorer, Google Chrome, or Mozilla Firefox. A list of the supported versions of browsers is included in the *RPAS Installation Guide*. Before you access the application for the first time, you should set the following browser settings to allow seamless and error-free access:

- [Cache Settings](#)
- [Security Settings for Internet Explorer](#)

Based on the zone where the application is installed, you may configure your browser settings for **Local intranet** or as a **Trusted sites** zone.

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**Important:** Do not select **Internet** unless you have been instructed to do so by an administrator. In most cases, the application is available on your company's intranet (**Local intranet**) or an Oracle trusted site (**Trusted sites**).

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### Cache Settings

Before starting the Fusion Client, set up the browser's cache so that temporary internet files are deleted every time you visit a webpage. The cache settings are typically found in the browser's tool menu.

## Security Settings for Internet Explorer

If using Internet Explorer, you should configure the browser security settings to improve the user experience.

To set the security settings, perform the following steps:

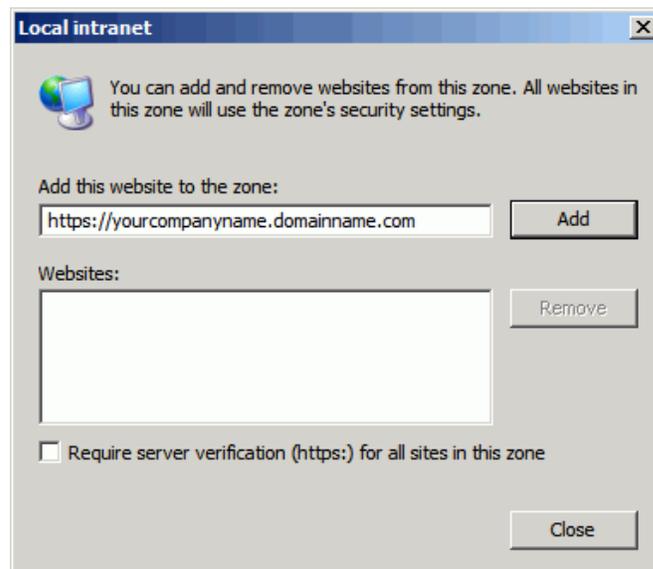
1. Start Internet Explorer.
2. From the Tools menu, click **Internet Options**.
3. On the Security tab, click **Local intranet**, and then click **Sites**.

**Figure 1–2 Internet Options - Security Tab**



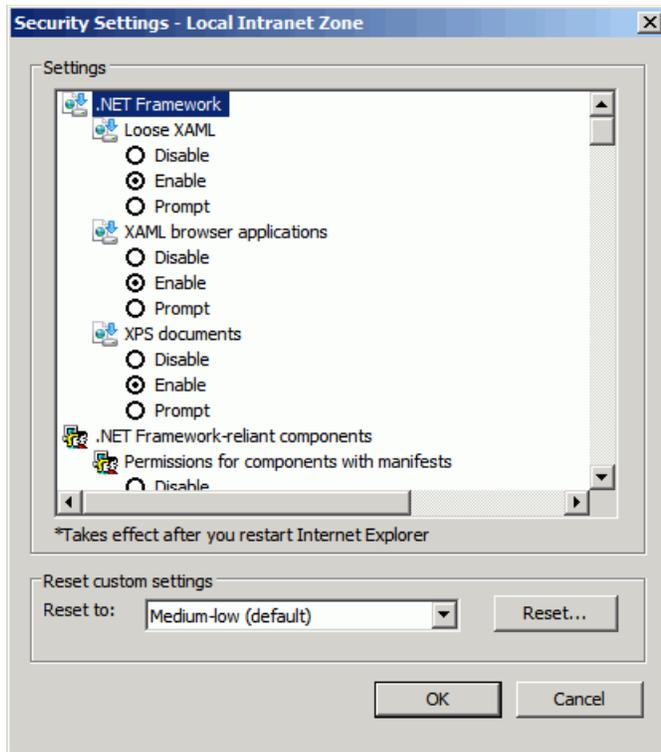
4. On the Local intranet window, click **Advanced**.
5. In the **Add this website to the zone** field, enter the application URL, click **Add**, and then click **Close**.

**Figure 1–3 Local Intranet Window - Add Website to the Zone**



6. On the Local intranet window, click **OK**.
7. In the Security level for this zone area, click **Custom level...**

**Figure 1–4 Security Settings - Local Intranet Zone Window**



- In the **Security Settings - Local Intranet Zone** window, select the **Prompt** or **Enable** option for the following parameters:

**Table 1–2 Parameters in the Security Settings Window**

Category	Parameter Name
<b>ActiveX controls and plug-ins</b>	
	Download signed ActiveX controls
	Initialize and script ActiveX controls not marked as safe for scripting
	Run ActiveX controls and plug-ins
<b>Downloads</b>	
	File download
	For additional security settings for exporting views, see <a href="#">Export</a> .
<b>Miscellaneous</b>	
	Allow websites to open without address or status bars
<b>Scripting</b>	
	Active scripting

**Note:** For more information on the **Prompt** and **Enable** options, see [About Prompt and Enable Options](#).

9. After you set up these parameters, click **OK**. A message appears that prompts you for a confirmation on the changes to the settings for the zone.
10. Click **Yes** to accept the changes. Based on the settings you changed, you may need to restart the Internet Explorer for the changes to take effect.

### About Prompt and Enable Options

The **Prompt** option provides a confirmation message box each time a specific action (for example, Download signed ActiveX controls) occurs on the Web browser. The browser grants access to the actions, based on your response.

The **Enable** setting provides a direct access to the specified action without any notification.

You may select the **Prompt** option for the download options because the downloads typically occur one time. For the running and scripting actions, since they occur frequently, you may select the **Enable** option. In case you select the **Prompt** option, you may have to respond to a message box several times in an application session.

## Logging in to the Fusion Client

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**Note:** The only way to log in to the Fusion Client is with external authentication.

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Before you log into the Fusion Client, ensure that your system meets the recommended configuration. For more information, see the *RPAS Installation Guide*.

After you check the configuration, obtain the following information:

- Uniform Resource Locator, URL – Enter the URL or the Web address of the application in the Web browser to access the application. For example:  

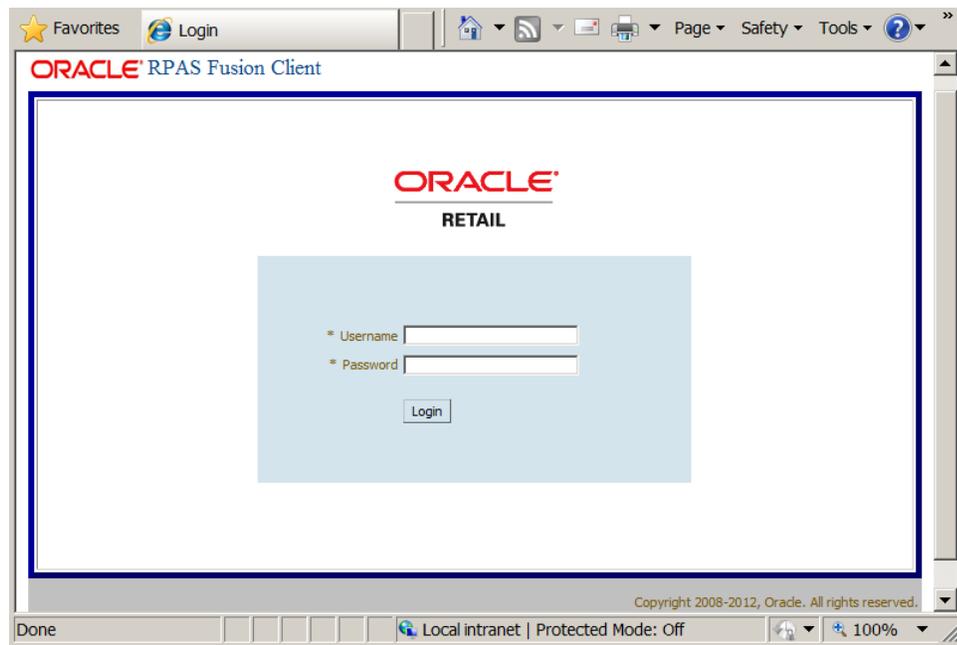
```
http://<fullyqualifieddomainname>:<port>/rps
```
- User name and Password – Based on the tasks you want to perform, obtain a user account (that includes user name and password) to log on to the application.

There may be a difference in what you see when logging in depending on the type of external authentication used. The Fusion Client login page will appear only when using LDAP for authentication. In the case of Single Sign-On, the Single Sign-On login page will appear. If you are coming from Single Sign-on (SSO), you may select a link in a portal and then see the home page.

To log in to the Fusion Client:

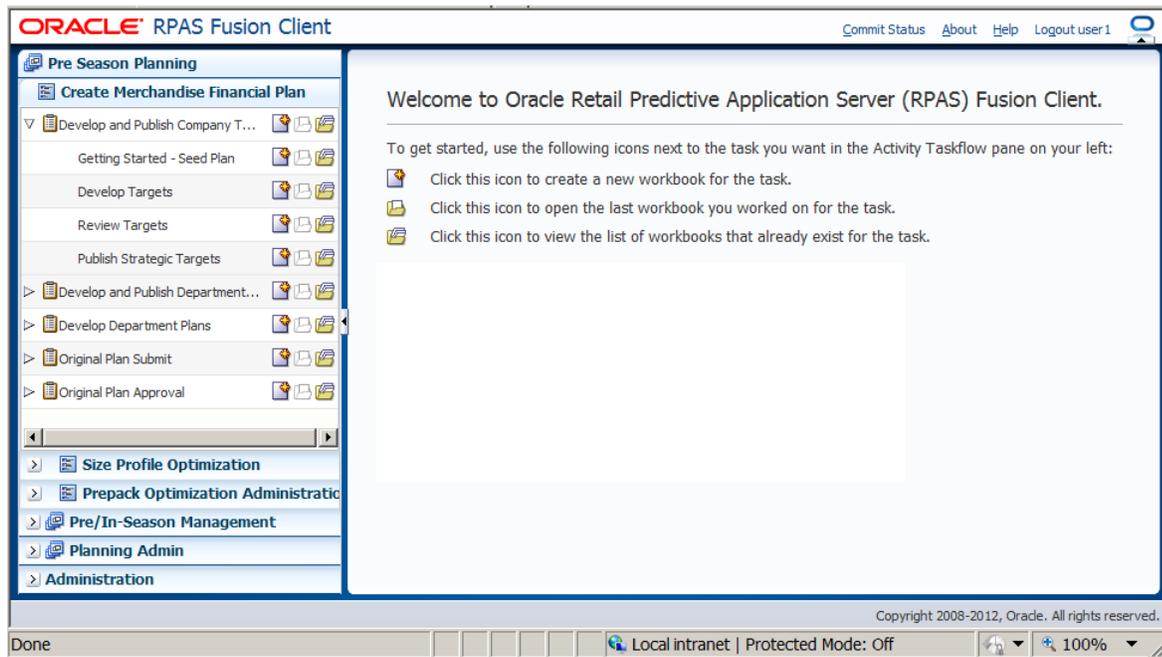
1. Open a supported internet browser.
2. In the **Address** bar, enter the Fusion Client URL, and press **Enter**. The Fusion Client Login page appears.

Figure 1–5 Fusion Client Login Page



3. On the **Login** page, enter the username and password.
4. Click **Login**. The window refreshes, and the homepage of the RPAS Fusion Client is shown.

Figure 1–6 RPAS Fusion Client Homepage



All the activities, tasks, and steps, across all the configured solutions, to which you have access are displayed. See ["Understanding the Taskflow"](#).

If a dialog appears telling you that no RPAS solutions are available or you are missing tasks, the RPAS server could be down or there could be some other connection issue. In this case, log out and log on later when the issue is fixed.

## Logging in with Single Sign-On

If you have accessed the RPAS Fusion Client through a single sign-on environment such as the Oracle Retail Workspace portal, the homepage of the RPAS Fusion Client is shown (Figure 1-6).

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**Note:** For more information about single sign-on (SSO), see the *RPAS Administration Guide for the Fusion Client*.

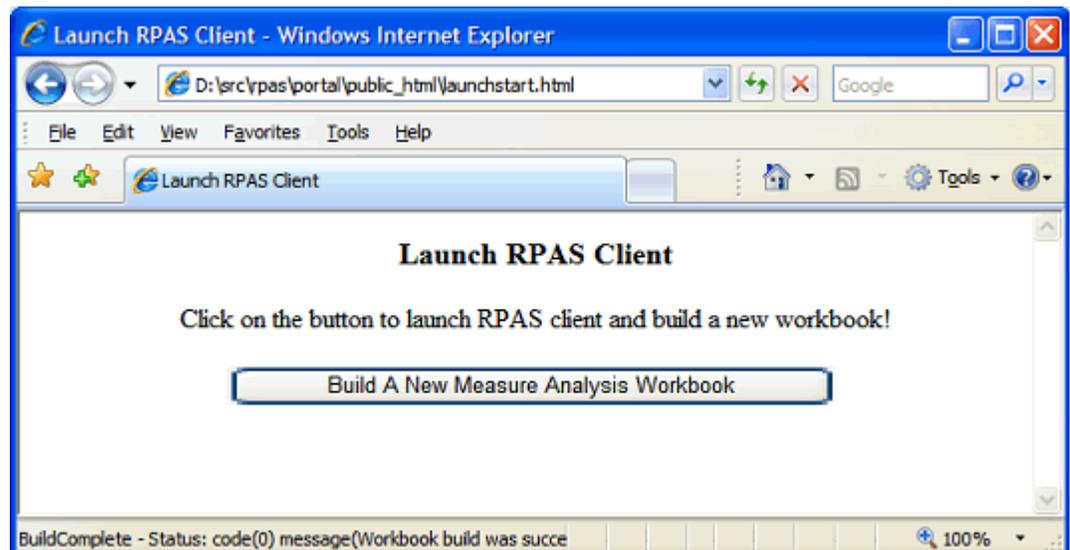
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## Accessing through Guided Launch

You can also access a workbook in the RPAS Fusion Client through the guided launch option in a web center or workspace application, such as the Oracle Retail Workspace portal. Guided launch allows users to click a link to automatically log into the Fusion Client and open or build a particular workbook.

If the workspace is configured to have guided launch, then a link or button is displayed, like the one shown in Figure 1-7.

**Figure 1-7** Guided Launch

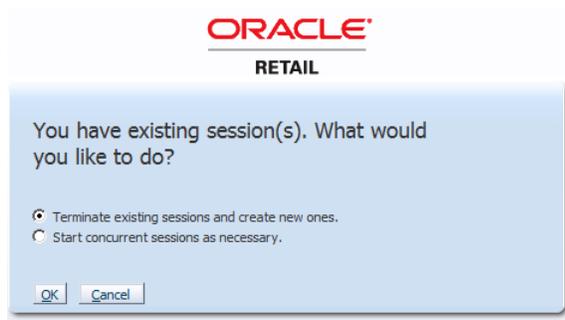


Depending upon how the guided launch is configured, the RPAS Fusion Client appears in a new browser window or within a pane within the same browser window with the configured workbook already open.

## Concurrent Sessions

If you already have a user session of the Fusion Client running in a domain, you can start a second or concurrent session at the same time. When logging into the Fusion Client, if you have a concurrent session running, the following message appears:

**Figure 1–8 Concurrent Session Message**



Select one of the following options:

- **Terminate existing sessions and create new ones:** This option closes any existing connections for the user in that domain.
- **Start concurrent sessions as necessary:** This option allows the user to have multiple connections within the domain. This does not affect any prior user connections to the domain.

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**Note:** For information about the number of allowed concurrent sessions, see the "System Administration" chapter of the *RPAS Administration Guide for the Fusion Client*.

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## Multiple Sessions

To have multiple sessions means that you have more than one Fusion Client session connected to an RPAS domain, whether the connection is to the same domain or the same username.

The supported browsers handle multiple sessions differently. [Table 1–3](#) describes the multiple session handling of each browser.

**Table 1–3 Browser Multiple Session Handling**

Browser	Multiple Session Handling
Internet Explorer	<p>Use separate windows, rather than separate tabs.</p> <p><b>Note:</b> For Internet Explorer 8, special setup is required for multiple sessions to function properly:</p> <p><b>Option 1:</b> From the Internet Explorer File menu, select the <b>New Session</b> option.</p> <p><b>Option 2:</b> Update the Internet Explorer shortcut to include the following command line switch :</p> <pre>"C:\Program Files\Internet Explorer\iexplore.exe" -noframemerging</pre> <p>Use this shortcut every time.</p> <p><b>Option 3:</b> Create a registry string called FrameMerging:</p> <ol style="list-style-type: none"> <li>1. From the Start menu, click <b>Run</b>.</li> <li>2. In the Run dialog box, type <b>regedit</b> in the Open field and click <b>OK</b>.</li> <li>3. Navigate to HKEY_CURRENT_USER\Software\Microsoft\Internet Explorer\Main\</li> <li>4. Right-click the Main key and select <b>New &gt; String Value</b>.</li> <li>5. A new string value appears. Name it <b>FrameMerging</b>.</li> <li>6. Right-click the FrameMerging registry string and select <b>Modify</b> from the right-click menu.</li> <li>7. Enter <b>0</b> in the Value data field and click <b>OK</b>.</li> </ol>
Firefox	<p>Create a program shortcut with the following target:</p> <pre>"C:\Program Files\Mozilla Firefox\firefox.exe" -no -remote -p random</pre> <p>Use this shortcut every time. The shortcut launches Firefox with a random profile. Since this profile does not exist, the profile manager dialog appears. When invoking this shortcut for the first time, create a profile for each concurrent session you need.</p> <p>After the first use, you can select the desired profile and create the Fusion Client session. Each profile has a different session. Ensure that you do not create a profile called "random."</p>
Chrome	<p>Create a Fusion Client session from one Chrome window. To create another session, click the wrench icon and then select the <b>New incognito window</b> menu option. This launches a new Chrome window. In this new window, create a new Fusion Client session.</p> <p>This method has a limitation: you can create only one incognito window session. Multiple incognito windows merely share the same session.</p>

## Understanding the Taskflow

The taskflow appears on the left of your screen and enables you to easily navigate through the activities in the application. It provides a pre-configured business workflow organized into expandable and collapsible activity groups, activities, tasks, and steps.

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**Note:** The taskflow also appears when you log on to the application.

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Each activity consists of more than one task and each task may consist of one or more steps. In the Fusion Client, each solution (spanning across multiple workbooks) is represented as a set of activities, tasks, and steps. The activities can also be grouped into an activity group.

A multi-solution taskflow allows for a single point-of-access to multiple RPAS solutions. A taskflow can contain activities from a single RPAS solution or from multiple solutions. For multiple solutions, activity groups can be used to integrate activities from the solutions into a unified taskflow configuration that spans those solutions. The activity group provides an integrated workflow that represents your business process across multiple solutions, that is, it organizes activities from multiple solutions so the activities can be presented together under a single organizing entity.

With the multi-solution taskflow, you can log in to the Fusion Client and have access to multiple solutions and domains.

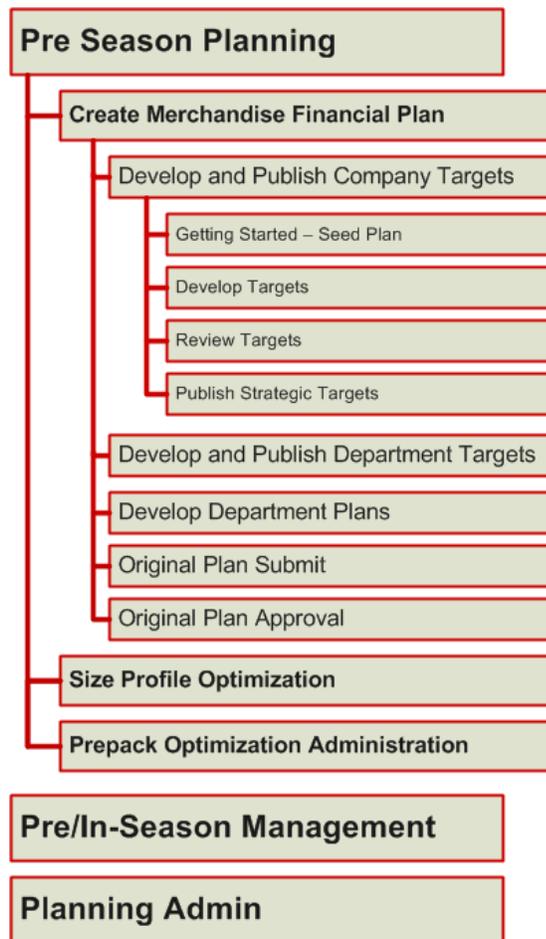
---

**Note:** The taskflow is configured for the required domains during implementation. For more information on this configuration, see the *RPAS Configuration Tools User Guide*.

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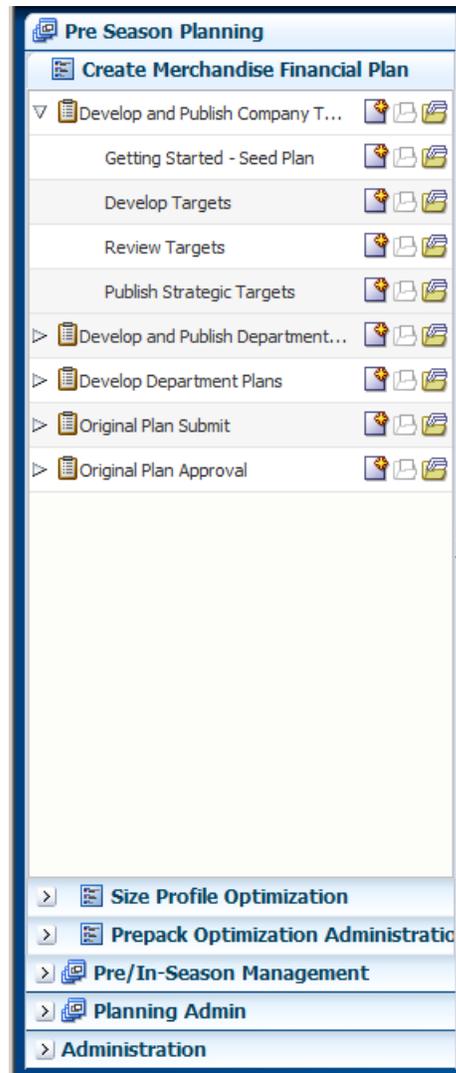
Figure 1–9 shows an example of a multi-solution taskflow configured with activity groups, activities, tasks, and steps:

**Figure 1–9 Illustration of Activity Group, Activity, Task, and Step**



In the Fusion Client, the workflow illustrated in [Figure 1-9](#) appears in the following manner:

**Figure 1-10 Taskflow**

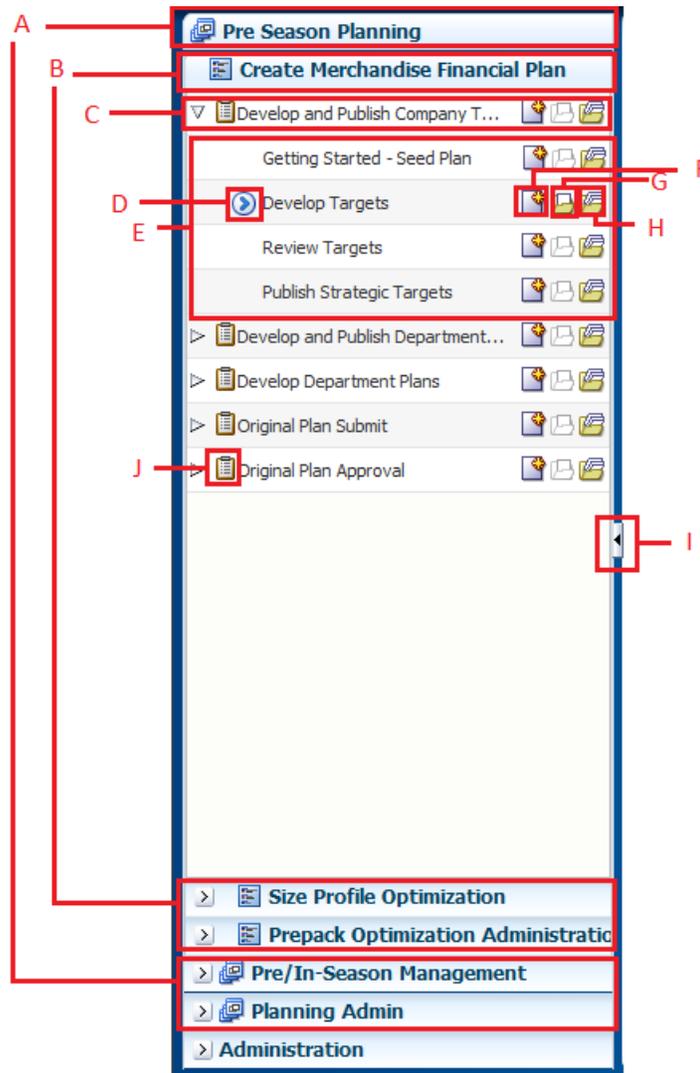


In the taskflow, you can click the Expand icon next to any task to view the associated steps. When you are working with a specific step, an arrow icon appears in the taskflow indicating the current step and your position in the workflow.

The Create New Workbook, Open Latest Workbook, and Show List of Workbooks icons that appear next to each task or step enable you to create new workbooks or open existing workbooks. You can find more information on creating new workbooks and opening existing workbooks in [Chapter 1, "Getting Started"](#).

Figure 1–11 illustrates the icons that appear in the taskflow:

**Figure 1–11 Icons in the Taskflow**



The following table describes the icons that appear with all the entries in the taskflow:

**Table 1–4 Description of Icons in the Taskflow**

Legend	Icon Name	Description
A	Activity Groups	These tabs represent the grouping of activities.
B	Activities	These tabs represent the predefined activities of the application.
C	Tasks	These are individual tasks within an activity. Tasks that have a workbook associated with it display a clipboard icon.
D	Current Position Icon	Indicates the current step and your position in the workflow.
E	Steps	One or more steps make up each task.

**Table 1–4 (Cont.) Description of Icons in the Taskflow**

Legend	Icon Name	Description
F	Create a New Workbook	Click this icon to create a new workbook. The new workbook wizard associated with the relevant task appears.
G	Open the Latest Workbook	Click this icon to view the latest workbook (associated with the relevant task/step) you worked on.
H	Show List of Workbooks	Click this icon to view a list of all workbooks (associated with the relevant task/step) accessible to you. The Open Workbook window appears with a list of accessible workbooks.  If you do not own any workbooks that you own, a message appears allowing you to view all workbooks.  In case there are no workbooks associated with the task/step, created by you or by someone else, a message appears that allows you to create a new workbook.
I	Collapse/Restore Icon	Click this icon to collapse or restore the taskflow. Collapsing the taskflow allows you to view more content in the Contents area.  After a user has opened a workbook, the state of the taskflow is maintained when navigating between workbooks and the homepage. For instance, if you are in a workbook and the taskflow is collapsed, when you navigate to the homepage and then return to a workbook, the taskflow remains collapsed because that was its last state.  The state of the taskflow after the first workbook is built or opened in a user session is controlled by the <code>rpasConfig.properties</code> file.  For information on changing this setting, see the <code>rpasConfig.properties</code> section of the <i>RPAS Administration Guide for the Fusion Client</i> .
J	Dynamic Task	A dynamic task is one that has steps which are dynamic, based on the selection the user makes when building the associated workbook. The steps are not shown unless the user is within a workbook.  Dynamic tasks display a clipboard with a lightning bolt icon.

## Access Based Visibility

The activity and tasks that appear in the taskflow are access-based. Depending upon the security settings, you may not have access to some tasks or activities. Access to a task is defined by whether you have access to the workbook template that the task is assigned to.

The access to the workbook template is maintained in the Security Administration step. See the *RPAS Administration Guide for the Fusion Client* for more information about the Administration activity. If you do not have access to a workbook template, then you are not able to build the workbooks for the associated tasks and steps.

Hiding specific tasks or activities based on user access is configurable. In the configuration, a task can be set to either hidden or disabled. If it is hidden and the user does not have access to it, then the task is not displayed. If it is disabled and the user does not have access, then the task is displayed but the links to access the workbooks are disabled. For more information, refer to the *RPAS Configuration Tools User Guide*.

## Switching Between Multiple Tasks

When working within multiple steps or tasks, all changes you make in a specific step are maintained when you move to a step in the same task or a different task associated with the same workbook template. In this case, you do not need to save your work when you switch between tasks within the same workbook template.

If you switch to a task that is associated with a different workbook template, you are prompted to save or discard the changes before opening or building a new workbook. To save your changes, use the Save As dialog box. For more information on the Save As dialog box, see [Save As Option](#).

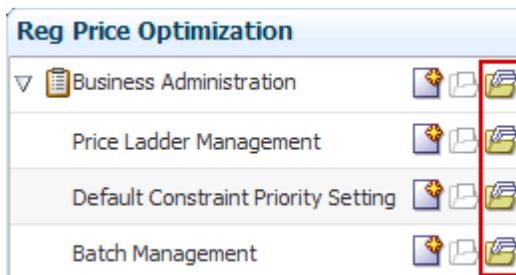
## Opening a Workbook

After you log on to the application, a taskflow appears that enables you to navigate through the activities and tasks associated with your user account.

To open a workbook:

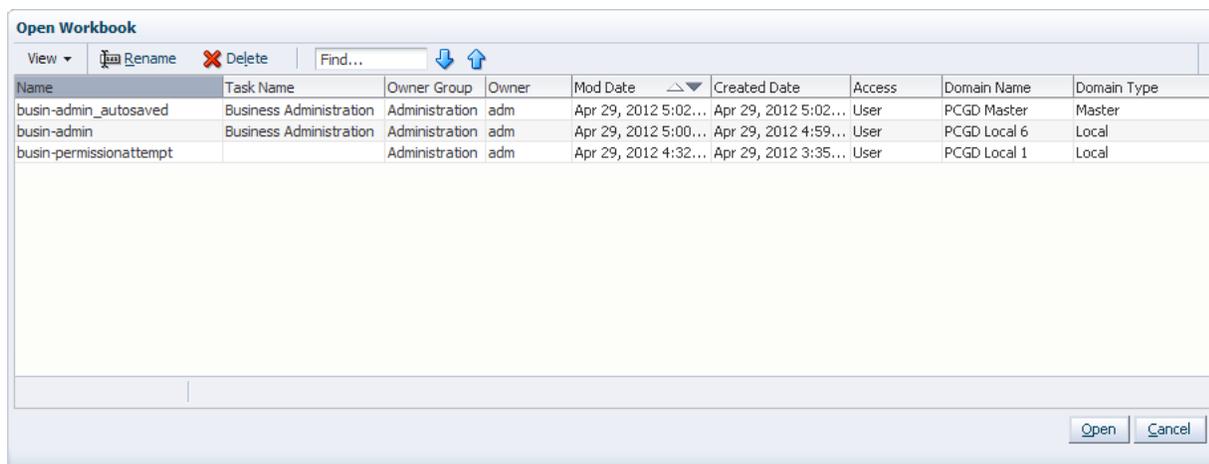
1. In the taskflow, click the **Show List of Workbooks** icon next to the task/step you want. For more information on the taskflow, see the [Understanding the Taskflow](#) section.

**Figure 1–12 Show List of Workbooks Icon**



The **Open Workbook** window appears. When using a combined taskflow, all the workbooks across all domains to which you have access are displayed.

**Figure 1–13 Open Workbook Window**



2. Select the workbook you want, and click **Open Workbook**.

**Note:** If the workbook DimRegistry version is different from the domain DimRegistry version, a warning message appears:

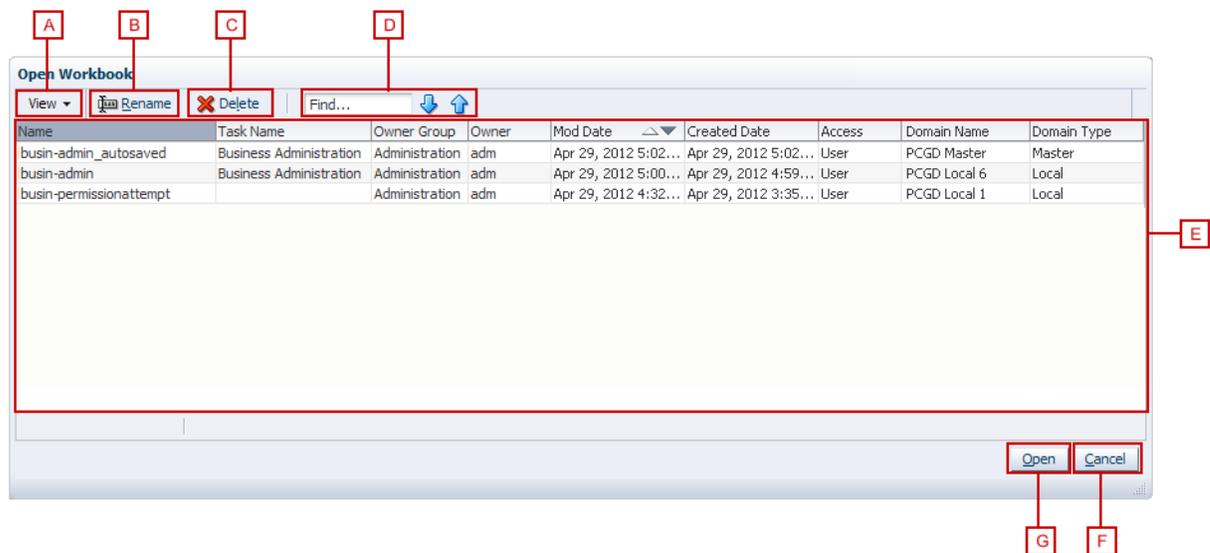
"Workbook and Domain DimRegistry versions are not matching. May cause performance delay while opening and processing workbooks."

For more information about DimRegistry, see the "Reindexing Domains" section of the *RPAS Administration Guide for the Fusion Client*.

## Understanding the Open Workbook Window

The following figure highlights the various components of the Open Workbook dialog:

**Figure 1–14** Open Workbook Window User Interface Components



The following table describes the screen components of the Open Workbook window:

**Table 1–5** Open Workbook Window User Interface Components

Legend	Screen Area Name	Position	Description
A	View menu	Top Left	The View menu enables you to view all the workbooks that you own. It also provides you the option to show or hide any column in the workbooks grid. View also lets you see workbooks in domains that you do not have position level security access to, for example, to open a workbook saved by another user.
B	Rename icon	Top Left	Enables you to rename a workbook.
C	Delete icon	Top Left	Enables you to delete a workbook. For more information, see <a href="#">Deleting a Workbook</a> .

**Table 1–5 (Cont.) Open Workbook Window User Interface Components**

Legend	Screen Area Name	Position	Description
D	Find field, Previous and Next arrows	Top Center	Enables you to identify the workbooks with the keywords you entered in the Find field.  Use the Previous and Next arrows to navigate between the workbooks matching the search pattern. The search is not case-sensitive.
E	Workbooks grid	Center	Displays the list of workbooks in the current profile. By default, only the workbooks that you own appear.  To view all the workbooks, under the <b>View</b> menu, click <b>All</b> .
F	Cancel icon	Bottom Right	Enables you to cancel an action and exit the Open Workbook window.
G	Open Workbook icon	Bottom Right	After you select the workbook you want, click this icon to open the workbook.  <b>Note:</b> you can open only one workbook at a time.

## Creating a New Workbook

The new workbook wizard enables you to create workbooks based on the templates set up during the implementation as well as RPAS administration templates. These templates typically represent a high level business activity in your organization.

Based on the configuration, each template in the RPAS domain may include many measures at different intersections. Each workbook template is associated with one of the following wizards that help you filter and include the relevant information for the workbook:

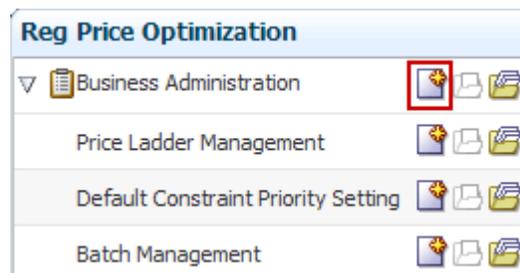
- Standard Two Tree Wizard is a set of similar looking two tree pages that help select positions in different dimensions.
- Custom Wizard offers flexibility to the configuration personnel to provide a custom set of pages for choosing positions.

The wizards are set up and associated with the workbook template using the RPAS Configuration tool.

To create a new workbook:

1. In the taskflow, click the **Create New Workbook** icon next to the task/step you want. For more information on the taskflow, see the [Understanding the Taskflow](#) section.

**Figure 1–15 Create New Workbook Icon**



2. Select the domain for the workbook. If you only have position level security for positions within a single local domain or the task type is set to master only, this dialog box is not displayed. There are two options within this domain selection dialog:

- **Select by Position:** You are presented with positions of the partitioned hierarchy and you can select the positions they want to work within for the selected task. See [Figure 1-16](#).

When you select a position, all the other positions in the same domain are shown on the right. Since choosing the domain is the goal, that may be enough. If you select a position that crosses domains, it will select the master domain if that is permitted by the task and template.

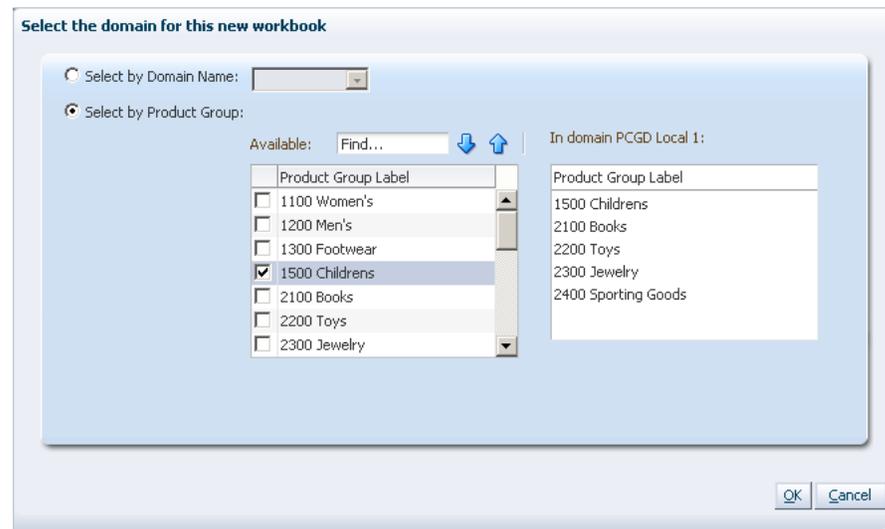
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**Note:** This selection of positions is different than the selections made in the wizard. You will still have to select positions in the wizard to indicate the specific positions that need to be included in the workbook.

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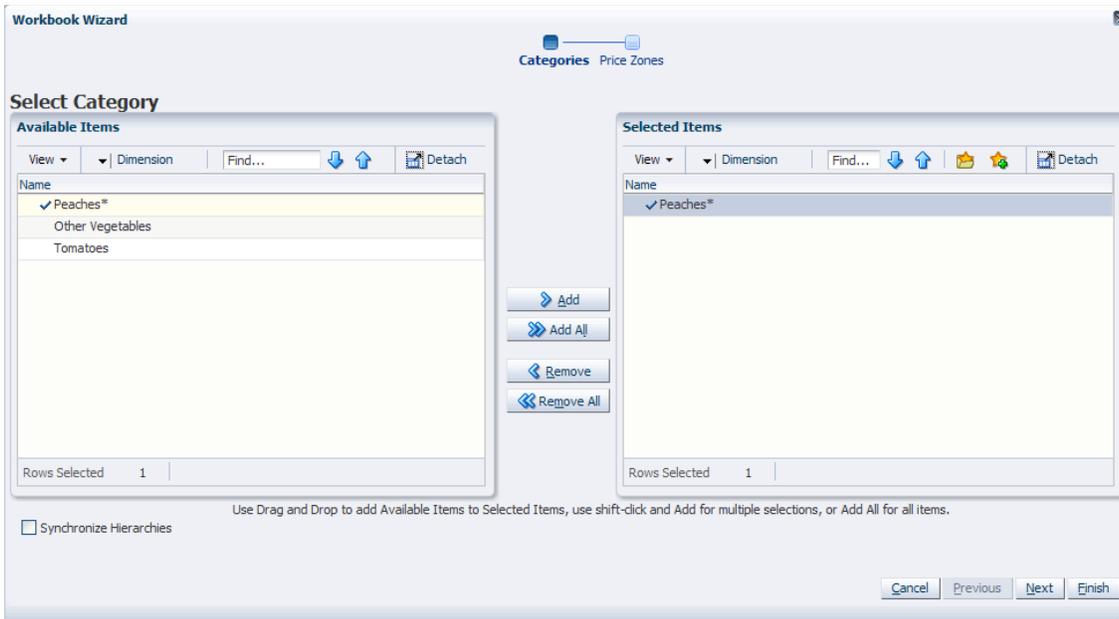
- **Select by domain name:** To select the master domain or a specific domain, select **Select by Domain Name**. See [Figure 1-16](#). Select the master domain or a local domain from the menu.

**Figure 1-16** Domain Selection Dialog



3. Based on the configuration of the workbook template, an associated wizard appears. The wizard provides you with positions that help you filter and include the relevant information in the workbook.

**Figure 1–17 Workbook Wizard**



4. In the Available Items area, select the positions you want by holding down the **Ctrl** or **Shift** keys, and click **Add**. You can click **Add All** to select all the positions. Or, drag and drop the positions to the **Selected Items** area.
5. Follow the instructions in the wizard, and after you have selected the positions you want, click **Finish**.

## Deleting a Workbook

From the list of workbooks, you can delete any workbook you have write access to. To delete a workbook:

1. On the Open Workbook window, select the workbook you want.
  - To delete more than one workbook, hold the **Ctrl** key and select the workbooks you want to delete. Or, you can hold **Shift** and select a group of workbooks.
2. Click **Delete**. A warning message appears.

**Figure 1–18 Delete Warning Message**



3. Review the warning message, and then click **Delete** to delete the workbooks or click **Cancel** to cancel this operation.

## Renaming a Workbook

The open workbook dialog box enables you to rename existing workbooks without affecting the data within the workbook or the other workbook information such as the created date, modified date, formatting information and so on.

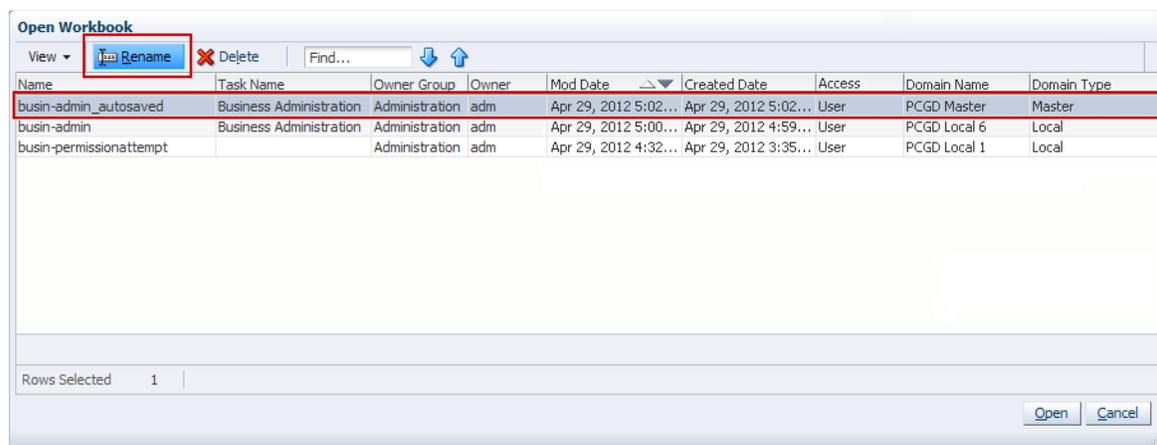
There are a few key points to know about renaming workbooks:

- You can only rename workbooks that you have write access to.
- Workbook names can be no more than 32 characters
- Workbook names cannot contain double or single quotation marks.
- Workbooks cannot be named "Untitled." This name is reserved.

To rename a workbook in the open workbook dialog box, perform the following steps.

1. Select the workbook you want to rename from the list. When selected, it becomes shaded, as shown in [Renaming a Workbook](#).
2. Click **Rename**.

**Figure 1–19 Renaming a Workbook**

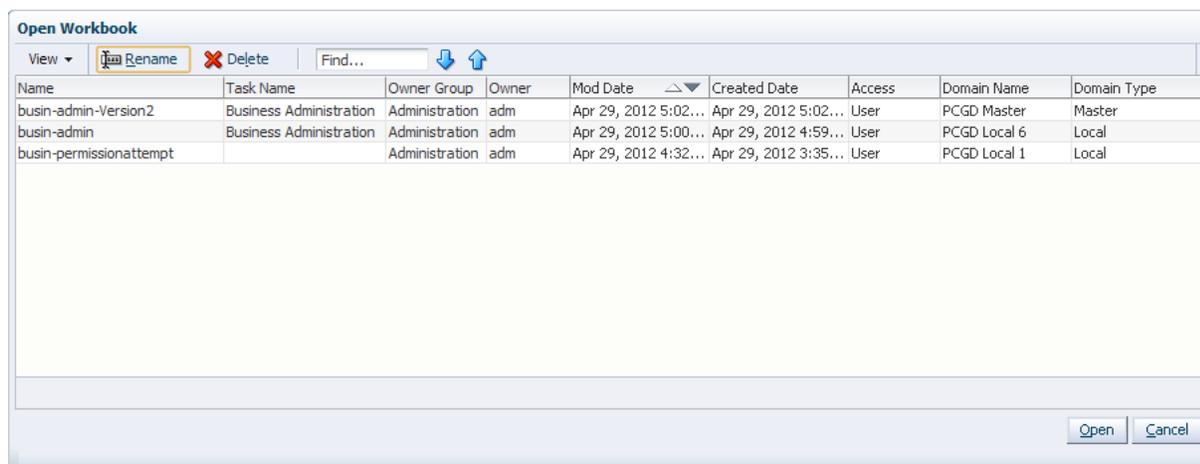


3. The Rename Workbook dialog box appears. Enter the new name of the workbook and click **OK**.

**Figure 1–20 Rename Workbook Dialog Box**



4. The renamed workbook appears in the workbook list.

**Figure 1–21 Renamed Workbook**

The screenshot shows the 'Open Workbook' dialog box with a table of workbooks. The table has the following columns: Name, Task Name, Owner Group, Owner, Mod Date, Created Date, Access, Domain Name, and Domain Type. The 'Rename' button in the toolbar is highlighted with a red box.

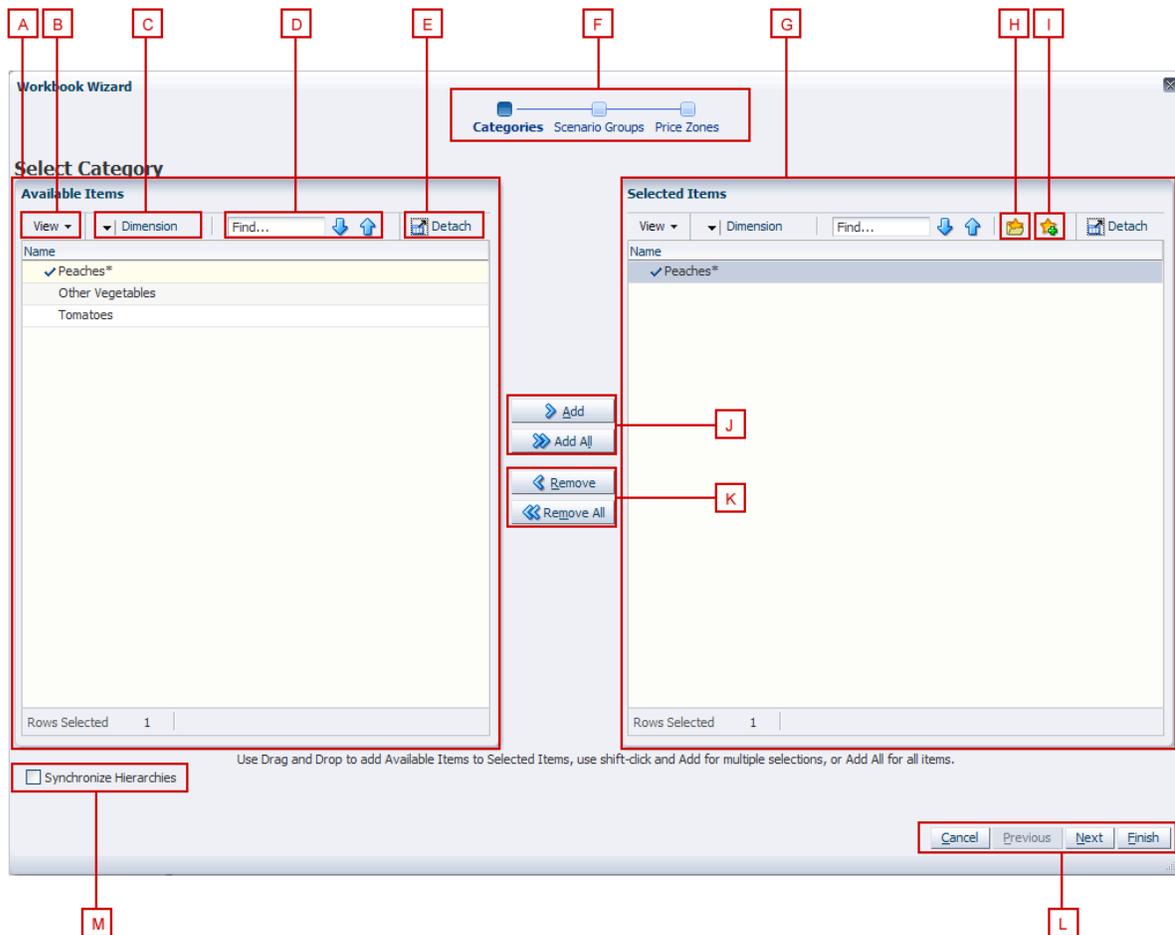
Name	Task Name	Owner Group	Owner	Mod Date	Created Date	Access	Domain Name	Domain Type
busin-admin-Version2	Business Administration	Administration	adm	Apr 29, 2012 5:02...	Apr 29, 2012 5:02...	User	PCGD Master	Master
busin-admin	Business Administration	Administration	adm	Apr 29, 2012 5:00...	Apr 29, 2012 4:59...	User	PCGD Local 6	Local
busin-permissionattempt		Administration	adm	Apr 29, 2012 4:32...	Apr 29, 2012 3:35...	User	PCGD Local 1	Local

You can also rename a workbook from the File menu. For more information about this option, see [Renaming Workbooks](#).

## Understanding the Workbook Wizard Window

The following figure highlights the various components of the workbook wizard:

**Figure 1–22 Workbook Wizard**



The following table describes the screen components of the workbook wizard window:

**Table 1–6 Workbook Wizard Window User Interface Components**

Legend	Screen Area Name	Position	Description
A	Available Items area	Center Left	Displays the positions that are available for you to select.
B	View menu	Center Left, within the Available Items area	Provides options for viewing the available positions. You can adjust the column setting, detach the list to view it in a larger window, expand or collapse the positions, or scroll to the beginning or end of the list.
C	Dimension menu	Center Left, within the Available Items area	Opens the Dimension options window where you can select the levels of the dimension you want to view in the Available Items list. You can also select the attributes that you would like to see and sort by in the list.

**Table 1–6 (Cont.) Workbook Wizard Window User Interface Components**

<b>Legend</b>	<b>Screen Area Name</b>	<b>Position</b>	<b>Description</b>
<b>D</b>	<b>Find field, Previous and Next arrows</b>	Center Left, within the Available Items area	Enables you to identify the positions with the keywords you entered in the Find field. Use the Previous and Next arrows to navigate between the workbooks matching the search pattern. The search is not case-sensitive.
<b>E</b>	<b>Detach</b>	Left corner of the Available Items and Selected Items areas	Enables you to view the list of positions in a larger window.
<b>F</b>	<b>Wizard Taskflow</b>	Top Center	Displays the steps in the wizard process and shows you where you are within that process. The wizard taskflow is configured in the RPAS Configuration Tools. For more information, see the <i>RPAS Configuration Tools User Guide</i> .
<b>G</b>	<b>Selected Items area</b>	Center Right	Displays the positions you selected. It also includes a toolbar that enables you to perform various functions.
<b>H</b>	<b>Load Favorite icon</b>	Center Right, within the Selected Items area	Enables you to select a previously saved group of positions to load into the workbook. For more information, see <a href="#">Saving and Loading Favorites</a> .
<b>I</b>	<b>Save Favorite icon</b>	Center Right, within the Selected Items area	Enables you to save the positions you have selected as group. The next time you build a new workbook, you can select and load that group rather than choosing the same positions individually again. For more information, see <a href="#">Saving and Loading Favorites</a> .
<b>J</b>	<b>Add and Add All icons</b>	Center	Enables you to add positions that are selected in the Available Items area. To add all positions in the Available Items area, click the <b>Add All</b> icon.
<b>K</b>	<b>Remove and Remove All icons</b>	Center	Enables you to remove positions in the Selected Items area. To remove all positions in the Selected Items area, click the <b>Remove All</b> icon.
<b>L</b>	<b>Wizard Navigation icon</b>	Bottom Right	Enables you to navigate from one wizard page to another. After you have made the selections for the workbook and clicked <b>Finish</b> , the workbook builds with the selected positions.
<b>M</b>	<b>Synchronize Hierarchies check box</b>	Bottom Left	When selected, the shown levels within the Selected Items area match the ones in the Available Items area. This is selected by default.

## Saving and Loading Favorites

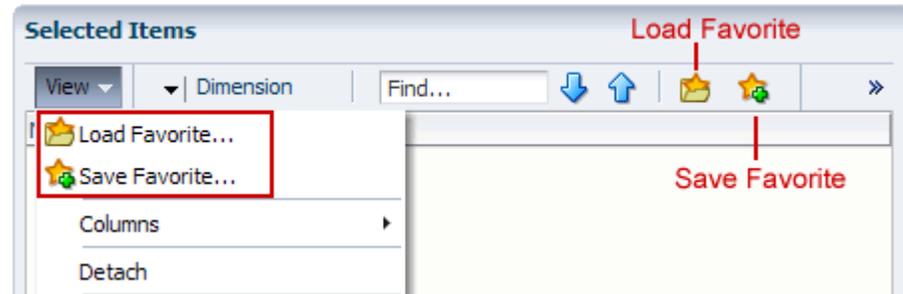
After you have selected the positions that you want to appear in the workbook you are building, you can save that collection of positions for future use by using the Save Favorite and Load Favorite features. You can save the collection of positions for each dimension presented in the workbook wizard.

## Saving Favorites

To save the selected positions as a favorite, perform the following:

1. After you have moved the positions to the Selected Items area, click the **Save Favorite** icon or select **Save Favorites** from the View menu. See [Figure 1-23](#).

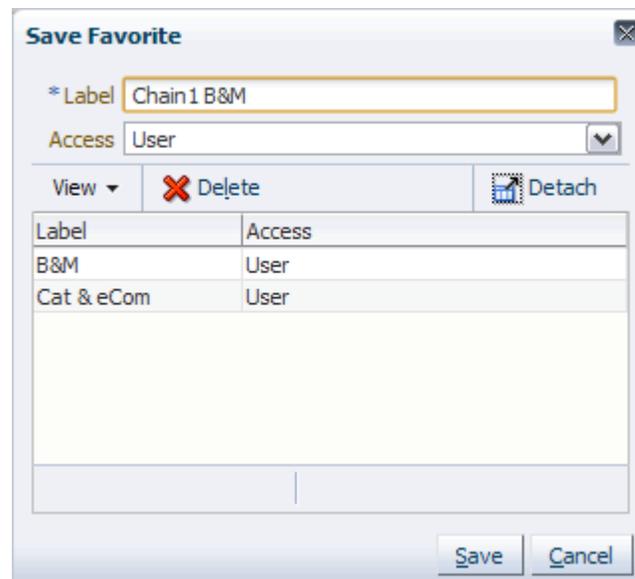
**Figure 1-23 Save and Load Favorites Icons**



2. The Save Favorites window appears. Enter the name of the favorite in the **Label** field. In the **Access** field, choose one of the following:
  - **User:** This option makes the favorite available to only the user who created it.
  - **World:** This option makes the favorite available to all users.

Note that previously saved favorites are listed in the table.

**Figure 1-24 Save Favorites Window**

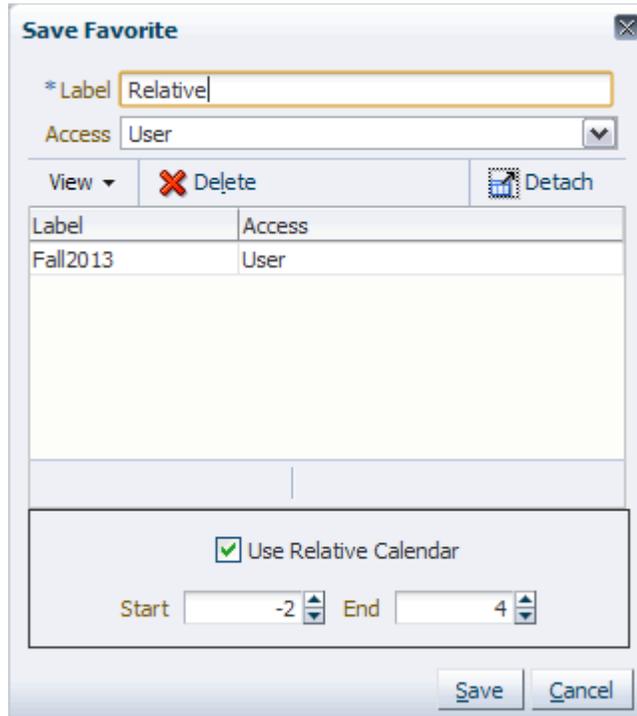


3. When finished, click **Save**. If you would like to abandon the changes, click **Cancel**.

## Saving Calendar Positions as Favorites

When saving positions in the Calendar dimension, you have the option to use a relative calendar rather than the predefined time periods that are shown in the wizard. This enables you to use a range of time periods that are relative to the current date. As time passes, the calendar favorite updates the range of time to be in relation to the new date.

**Figure 1–25 Save Favorites – Calendar Dimension**



The length of the time periods is determined by the lowest level of the Calendar dimension presented in the wizard. For instance, if the lowest level in the wizard is Week, then when you select the time range in the relative calendar option, you choose the number of weeks to include.

To use the relative calendar feature, perform the following:

1. In the calendar step of the workbook wizard, click the **Save Favorite** icon. You do not need to move a position to the Selected Items list.
2. In the Save Favorites window, enter the name in the **Label** field and select the access level in the **Access** field.
3. At the bottom of the window, select the **Use Relative Calendar** option.
4. In the **Start** field, enter the number or use the arrows to choose the number of time periods in relation to today's date for the start period. For instance, if the workbook's lowest calendar level is week and you want the time period to begin 2 weeks in the past from today's date, you would enter **-2**. If you wanted it to begin 2 weeks in the future, you would enter **2**.
5. In the **End** field, enter the number of weeks in relation to today's date that you want the time period to end.
6. When finished, click **Save**.

## Editing Favorites

To change or update a favorite, perform the following:

1. Move the updated set of positions to the Selected Items area.
2. Click the **Save Favorite** icon or select **Save Favorites** from the View menu.
3. In the Save Favorites window, select the favorite that you want to edit from the list.
4. Update the Access level if necessary.
5. Click **Save**. The favorite now includes the new set of positions.

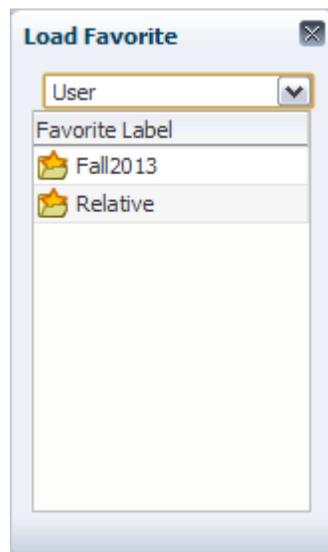
## Loading Favorites

After you have saved a favorite, you can load it into to the workbook wizard. Loading favorites into the wizard rather than selecting individual positions from the wizard every time you create a workbook will save you time.

To load a favorite, perform the following:

1. In the workbook wizard, click the **Load Favorite** icon.
2. The Load Favorites window appears. Click the favorite you want to load. The Load Favorites window automatically closes.

**Figure 1–26** Load Favorites Window



3. In the workbook wizard, the positions from the favorite now appear in the Selected Items area.

## Deleting Favorites

To delete a favorite, perform the following steps:

1. Click the **Save Favorite** icon or select **Save Favorites** from the View menu.
2. Select the favorite you want to delete from the list.
3. Click **Delete**. The favorite is deleted and no longer appears in the list.

## Locating the Commit Status

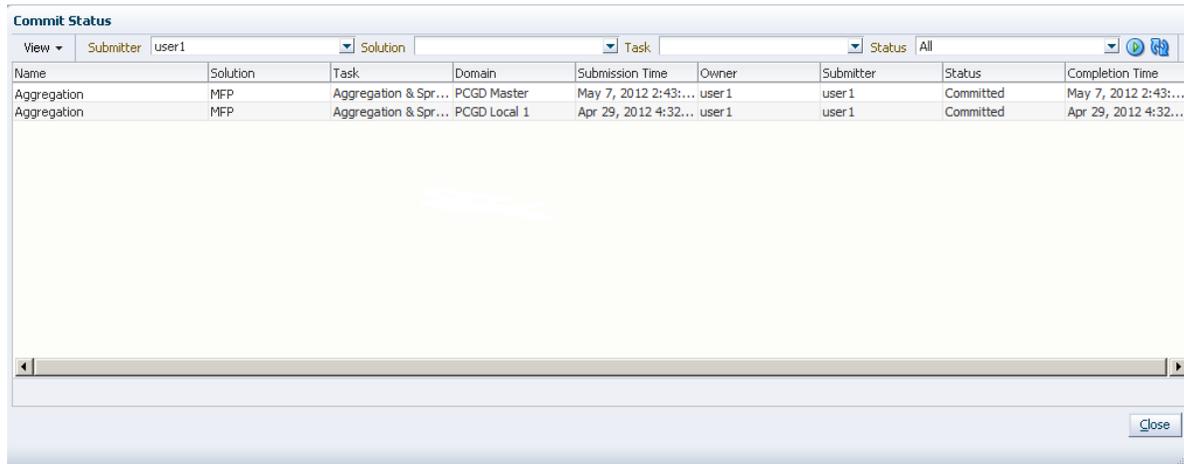
To see the commit status of a workbook without opening it, click **Commit Status** in the global toolbar.

**Figure 1–27 Commit Status Link**



The Commit Status dialog box appears. It lists all workbooks that have been created in the domain. In a combined taskflow, all the workbooks across the domains to which you have access are displayed. The workbook’s solution, task type, domain, submission time, owner, submitter, commit status, and completion time are displayed. To see how the commit status appears when a workbook is open, see the [Viewing Commit Statuses](#) section. This section also describes how to use this dialog box.

**Figure 1–28 Commit Status Dialog Box**



## Locating the Version Number

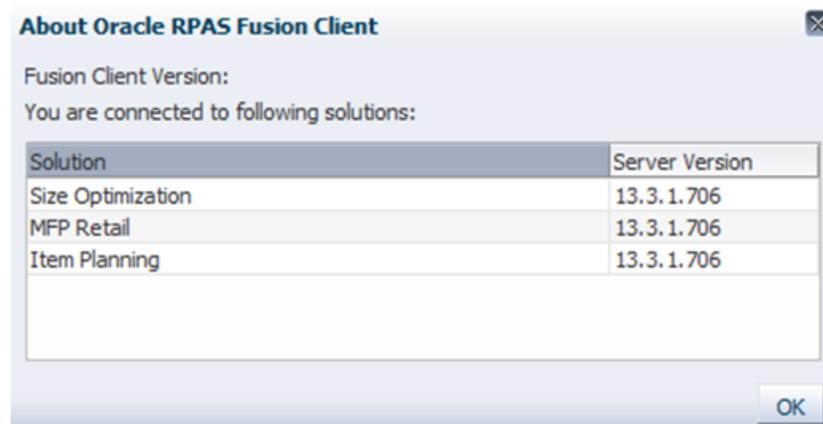
To find out the version of RPAS Fusion Client and server, click the **About** link in the global header.

**Figure 1–29 About Link**



The About Oracle RPAS Fusion Client dialog box appears, displaying client and server versions. It also lists the solutions to which you are connected. In this example, you can see that you have access to three solutions in the taskflow configuration.

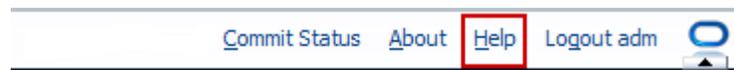
**Figure 1–30 About Oracle RPAS Fusion Client Dialog Box**



## Accessing Online Help

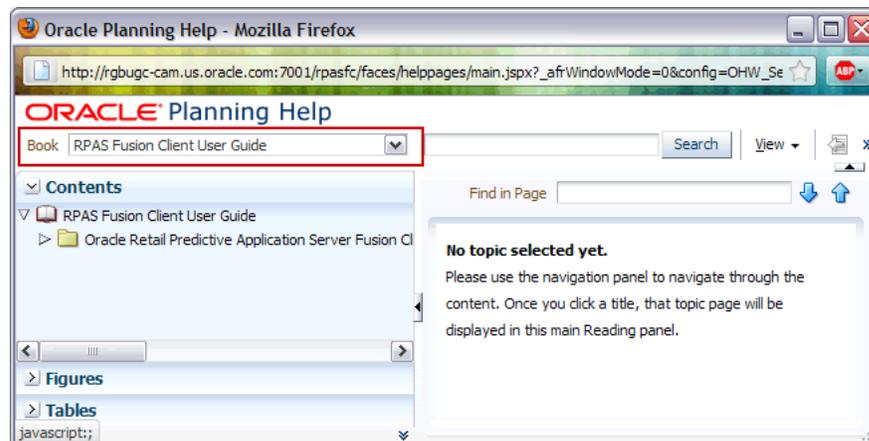
To access online help, click **Help** in the global header.

**Figure 1–31 Online Help Link**



The online help appears in a new browser window. If more than one help set is available, you can choose which one to view by selecting it from the Book drop-down field. If there is only one help set, the field is shaded.

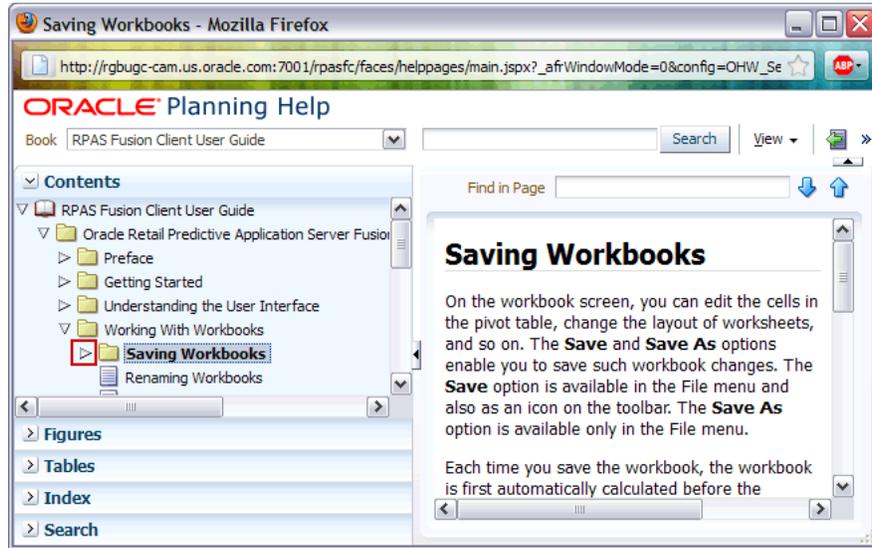
**Figure 1–32 Online Help Window, Book Field**



## Contents

The contents of the online help set are shown in the Contents section of the navigation bar on the left. Click the **Expand** icon next to the folders to drill down to the help topics. Click the page you want to view. It appears in the content area.

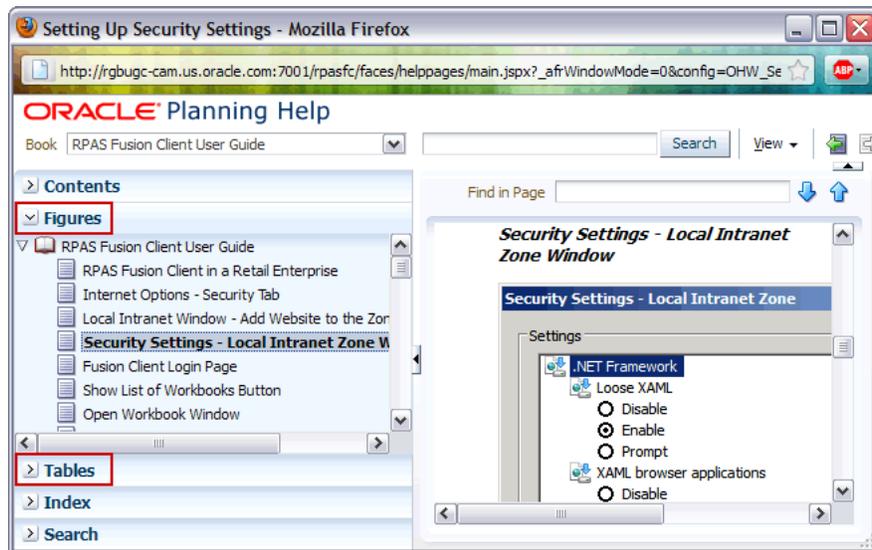
**Figure 1–33 Help Topic within Online Help**



## Figures and Tables

To view a list of figures or tables, click the **Figures** or **Tables** bar.

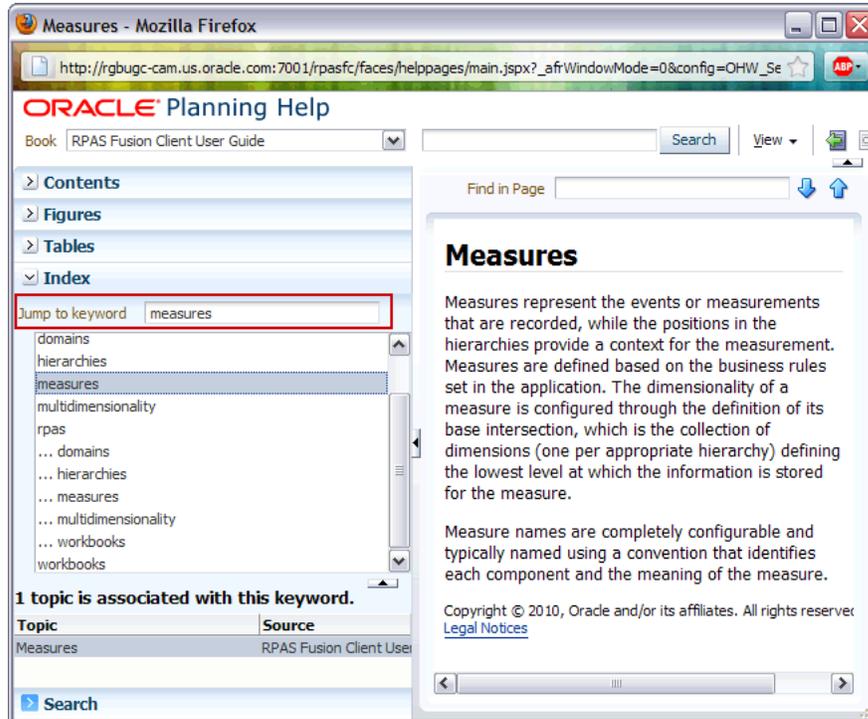
**Figure 1–34 Online Help: Figure List**



## Index

In the Index, you can enter keywords to find topics that contain this keyword. Click the topic name to see the page.

**Figure 1–35 Online Help: Index**



## Search

Use the Search field at the top of the online help window or the Search section within the navigation bar to search for words or phrases.

**Figure 1–36 Online Help: Search**



## Logging Out of the Application

To log out of the application, click **Logout** in the global toolbar.

**Figure 1–37 Logout Link**



For some SSO configurations, you may see "End Session <username>" instead. This will log you out of your RPAS session only, but not SSO. If you see Logout, it is configured to log you out of SSO as well.

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**Note:** You may be prompted to save and commit the workbook data before logging out of the application.

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## Understanding the User Interface

This chapter introduces you to the workbook user interface and describes the following screen components:

- Quick Access Toolbar
- Contents Area

Figure 2–1 highlights the various components of the workbook user interface:

**Figure 2–1 Workbook User Interface**

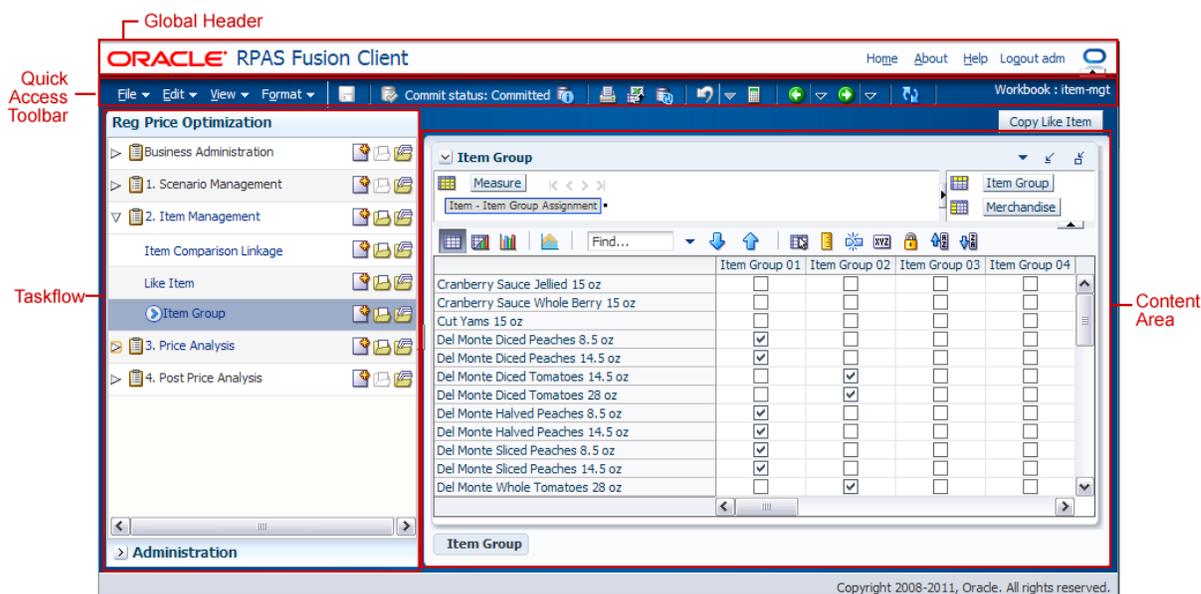


Table 2–1 describes the user interface components in the workbook user interface:

**Table 2–1 Workbook User Interface Screen Components**

Screen Component	Description
Global Header	Displayed at the top of the screen, this area appears across all the business applications and custom pages. It includes the application branding and links for the Home page, About window, Online Help, changing a password, and logging out of the application.

**Table 2–1 (Cont.) Workbook User Interface Screen Components**

Screen Component	Description
Quick Access Toolbar	Displayed below the global header, the quick access toolbar includes the menus and icons that will enable you to perform various actions in the workbook. For more information, see <a href="#">Quick Access Toolbar</a> .
Taskflow	Displayed on the left of the screen, the taskflow provides a workflow that helps you navigate through the application. It lists the each activity, associated tasks, and steps involved to complete an activity. For more information, see <a href="#">Understanding the Taskflow</a> .
Content Area	Displayed on the right of the screen, the content area includes views and tabs associated/configured for each task and step in the application workflow.

## Quick Access Toolbar

The following figure highlights the various components on the Quick Access toolbar:

**Figure 2–2 Quick Access Toolbar Components**

The following table describes the quick access toolbar components highlighted in [Figure 2–2](#):

**Table 2–2 Quick Access Toolbar Components**

Legend	Toolbar Component	Description
A	File menu	The File menu provides access to the general options for the workbook, such as Save, Commit, and so on. For more information on each option available in the File menu, see <a href="#">File Menu Options</a> .
B	Edit menu	The Edit menu provides access to the options associated with cell edits, such as Cut, Undo, and so on. For more information, see <a href="#">Edit Menu Options</a> .

**Table 2–2 (Cont.) Quick Access Toolbar Components**

<b>Legend</b>	<b>Toolbar Component</b>	<b>Description</b>
<b>C</b>	View menu	The View menu provides options that enable you to quickly access one of the workbooks from the taskflow using the Go To sub menu. It also contains the synchronize page edge option, and tiling options. For more information, see <a href="#">View Menu Options</a> .
<b>D</b>	Format menu	The Format menu provides options that enable you to change and save the format of the workbook.  For more information on formatting, see <a href="#">Format Menu Options</a> .
<b>E</b>	Save Icon	The Save icon enables you to save the changes you make in the workbook. You can also access this option from the File menu.  For more information on saving the workbooks, see <a href="#">Saving Workbooks</a> .
<b>F</b>	Commit and Commit Status Icons	The Commit icon enables you to commit the changes to the domain. You can also access this option from the File menu.  The Commit Status icon enables you to view the current statuses of the current commit requests in the Commit Status dialog box.  For more information on committing the workbooks, see <a href="#">Committing Workbooks</a> .
<b>G</b>	Print Icon	The Print icon enables you to print the view by exporting it to an external program. For more information, see <a href="#">Print</a> .
<b>H</b>	Export Icon	The Export icon enables you to export the view to an external program. For more information, see <a href="#">Export</a> .
<b>I</b>	Refresh Workbook	The Refresh Workbook icon allows you to update a workbook with the data that is currently stored in the domain. This allows you to work with the most current data without having to rebuild the workbook. Workbooks can be refreshed with a single refresh rule group or a multiple ones. For more information, see <a href="#">Refreshing Workbooks</a> .
<b>J</b>	Undo Icon and Drop-down List	The Undo icon enables you to undo actions you performed within the entire workbook (not just the current view). You can also access this option from the Edit menu. When more than one action has been performed, a drop-down list of the last performed actions is available. From that list you can select the actions to undo.
<b>K</b>	Calculate Icon	After you edit the cells within the workbook, use the Calculate icon to calculate and update the associated cells within the workbook. You can also access this option from the Edit menu. For more information, see <a href="#">Calculating Workbooks</a> .
<b>L</b>	Previous and Next Icons	The Previous and Next icons enable you to navigate to the previous or next task/step in the taskflow. You can also click the down arrow (next to both the icons) to quickly jump to a specific task or step within the workflow.

**Table 2–2 (Cont.) Quick Access Toolbar Components**

Legend	Toolbar Component	Description
M	View/Manage Images	The View/Manage Images icon enables you to associate images with specific dimension positions. This feature is especially useful for the product and location dimensions. For instance, you can associate an item with a image of what it should look like displayed on the shelf. You can associate stores with images of the store front or interior. For more information, see <a href="#">Images</a> .
N	Update Attribute Values and Level Splits Icon	After you edit user-defined attributes, you can update the attributes and level splits with this icon. Clicking this icon recalculates all sort attributes and dimension splits displayed in the workbook since the attribute or dimension split was applied to the data. This icon is enabled only when there are attributes displayed that need to be recomputed based on user edits.  For more information, see <a href="#">Updating Attribute Values</a> .
O	Workbook Name	This area displays the name of the currently open workbook.

## File Menu Options

The file menu includes the following options:

- **Save** – Allows you to save all information in the workbook. This includes information on the current layout of views and charts. You can also click the Save icon on the toolbar. For more information, see [Saving Workbooks](#).

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**Note:** The Save option does not commit the changes to master domain.

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- **Save As** – Allows you to save the workbook with a name and access you want. For more information, see [Save As Option](#).
- **Rename** – Allows you to rename the workbook. For more information, see [Renaming Workbooks](#).
- **Commit** – This option allows you to commit the changes to the master domain. After the changes are committed, all other users with access to the workbook will notice the changes as well. For more information, see [Committing Workbooks](#).
- **Commit Status** – This option allows you to view the status of committed workbooks. For more information, see [Committing Workbooks](#).
- **Page Setup** – Enables you to change the orientation, scaling, margins, header, footer, and page breaks for the page when printing.
- **Print** – Enables you to print the view by exporting it to Microsoft Excel. For more information, see [Print](#).
- **Export** – Enables you to export to Microsoft Excel. For more information, see [Export](#).
- **Refresh** – Allows you to update a workbook with the data that is currently stored in the domain. This allows you to work with the most current data without having to rebuild the workbook. Workbooks can be refreshed with a single refresh rule group or a multiple ones.
- **Revert** – Closes an open workbook without saving it and reopens it. This removes any changes made to the workbook and resets it to the last saved value.

## Edit Menu Options

The Edit menu includes the following options:

- **Undo** – Allows you to undo the last action you performed within the workbook (not just the current view).
- **Calculate** – Allows you to submit the edited data to the server for processing.
- **Cut** – Allows you to copy and remove data from the cells of a view in order to move the data to cells in the same view, cells in another view, or other applications. For more information, see [Cut](#).
- **Copy** – Copies selected data to the application clipboard. It keeps data in a clipboard which you can use to transfer data within RPAS as well as to an outside application such as Excel. For more information, see [Copy](#).
- **Paste** – Pastes the data was last placed on the clipboard into the selected cells within the RPAS Fusion Client. For more information, see [Paste](#).
- **Cut Special** – Cuts data at the base level or higher level intersection across page slices. If multiple levels (product group, style, etc.) are represented in the pivot table selections, the cut option is performed at the lowest level actually selected. For more information, see [Cut Special](#).
- **Copy Special** – Copies data at the base level or higher level intersection across page slices. You can view data at an aggregate level while copying data at a dimensional level not currently displayed or while selecting data from the current slice while copying data from all slices. For more information, see [Copy Special](#).
- **Paste Special** – Allows you to view data at an aggregate level while pasting it at the base level which is not displayed in the current slices. It provides a dialog where the user can specify options for specialized paste functions. For more information, see [Paste Special](#).
- **Copy to External** - Copies data in the Fusion Client to be pasted in external applications. This feature is useful when the browser's security restriction prevents the Fusion Client from copying to and pasting from the clipboard. For more information, see [Copy to External](#).
- **Paste from External** - Pastes data into the Fusion Client from external applications. This feature is useful when the browser's security restriction prevents the Fusion Client from copying to and pasting from the clipboard. For more information, see [Paste from External](#).
- **Fill** – Enables you to quickly populate many cells of a writable measure at a time.
- **Clear** – Enables you to quickly clear the contents of cells in a view and set them to their NA value. You can clear one or more cells, a dimension level, or an entire slice.
- **Lock** – Protects cells, measures, and positions from being edited. For more information, see [Locking and Unlocking](#).
- **Unlock** – Allows you to remove the protection of cells, measures, and positions so that they can be edited. For more information, see [Locking and Unlocking](#).
- **Unlock All** – Allows you to remove the protection from all cells, measures, or positions so that they can be edited. For more information, see [Locking and Unlocking](#).

- **Insert Measures** – Allows you to add measures to an existing workbook that were not initially included in the configuration. A measure can be inserted to a single view and is available to all the windows for that view. For more information, see [Insert Measures](#).
- **Position Maintenance** – Enables you to dynamically add, edit, or remove positions to a non-calendar position while working in a workbook. These user-defined or informal positions are updated in both the domain and workbook dimensions. For more information, see [Dynamic Position Maintenance](#).
- **Find** – Enables you to search for phrases within the rows, column, and page axis of an active view. The search does not include the data within the view. For more information, see [Find](#).

## View Menu Options

The View menu includes the following options:

- **Go To** submenu – In addition to the **Previous** and **Next** icons on the Quick Access toolbar, the Go To submenu enables you to navigate through the workflow or to a specific step.
- **Synchronize Page Edge** – Enables you to simultaneously scroll through the page edge of multiple views. It is useful when you want to compare multiple views containing the same page or slice dimension. For more information, see [Synchronized Page Edge Scrolling](#).
- **Automatically Evaluate Position Queries** – Allows position queries to automatically reevaluate data after a calculate, refresh, or slice move. When enabled, the query is updated and the view refreshes with only the positions that meet the requirements of the position query. For more information, see [Using Position Queries with Auto Evaluate](#).
- **Resort Positions on Pagination** – Reapplies the sort order when paging through positions along the page-axis. For more information, see [Sorting Across Page Edge](#).
- **Manage Images** – Enables you to associate images with specific dimension positions. This feature is especially useful for the product and location dimensions. For instance, you can associate an item with a image of what it should look like displayed on the shelf. You can associate stores with images of the store front or interior. For more information, see [Images](#).
- **Attributes** submenu – Enables you to create and manage attributes and level splits after you have edited user-defined attributes. The Update Attribute Values option recalculates all sort attributes and dimension splits displayed in the workbook since the attribute or dimension split was applied to the data. For more information, see [Updating Attribute Values](#).
- **Tile Vertically** – Allows you to view multiple views by placing them side by side.
- **Tile Horizontally** – Allows you to view multiple views by placing them in rows.
- **Tile** – Allows you to view multiple views by placing them as tiles.

## Format Menu Options

The Format menu includes the following options:

- **Measure Styles** – Opens the Format dialog box. In the Format dialog box, you can set and clear formats that apply to measures or dimensions. You can make changes to single or multiple measures and dimensions and apply those changes across one, many, or all views in the workbook. For more information, see [Formatting](#).
- **Number** – Allows you to modify the number formatting for measures. For more information, see [Modifying Number Formatting](#).
- **Date/Time** - Allows you to configure how the date and time is displayed for measures. For more information, see [Modifying Date/Time](#).
- **Exceptions** – Exception formatting is used for numeric measure types. Exception formatting defines the styles to be applied to a cell's value when it falls outside a defined range. For more information, see [Modifying Exceptions](#).
- **Dimension Styles** – Allows you to specify header styles for dimensions. For more information, see [Modifying Dimension Styles](#).
- **Save Format** – Enables you to save the workbook format to be used in the future. Formats can be saved at one of the following levels: **For Just Me**, **For [My Group]**, or **For Everyone**. For more information, see [Saving Formats](#).
- **Delete Format** – Enables you to delete a workbook format. It can be deleted at one of the following levels: **For Just Me**, **For [My Group]**, or **For Everyone**. For more information, see [Deleting Formats](#).

## Contents Area

The contents area appears on the center of your screen and includes the views associated with each step within the business workflow. It provides spreadsheet-like views that display multidimensional data. Each view includes a set of measures relevant to the step that help you view, analyze information, and take decisions.

Figure 2–3 shows the various components in the contents area:

**Figure 2–3 Content Area Components**

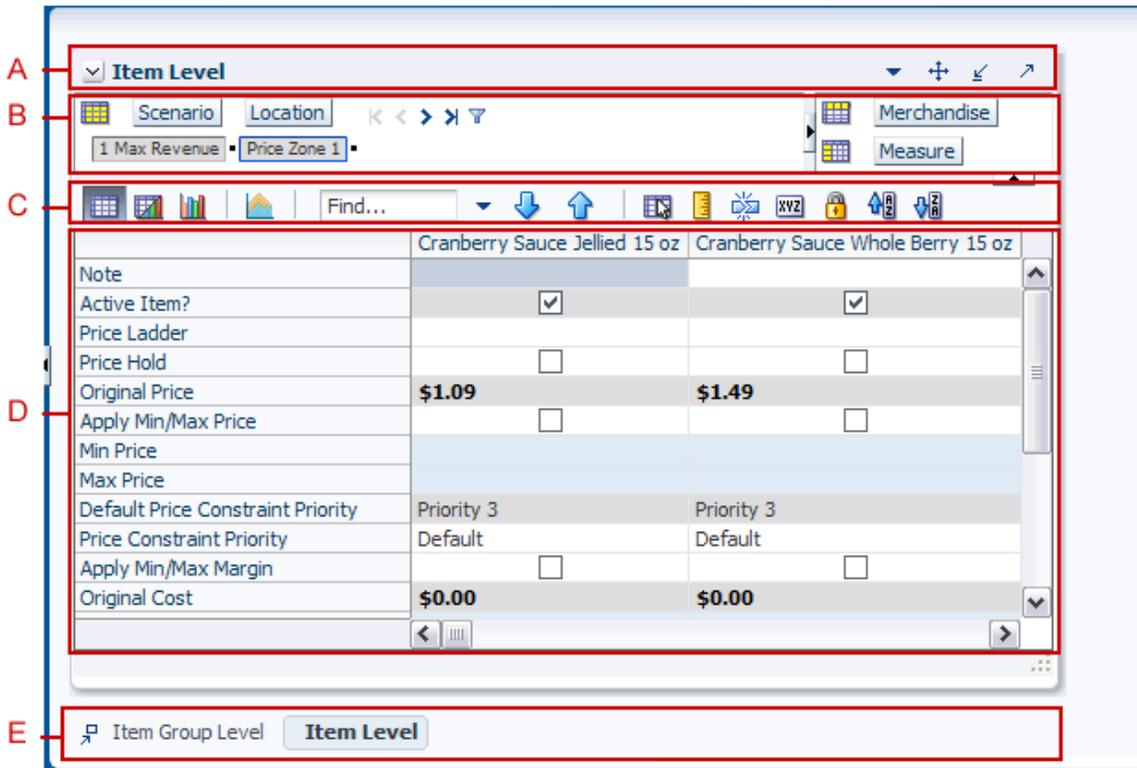


Table 2–3 describes the components highlighted in the figure above:

**Table 2–3 Components in the Contents Area**

Legend	Area Name	Description
A	View Title Bar	Displays the name of the view and also includes view-level features such as Minimize, Maximize, Restore, and other View Options. See <a href="#">View Title Bar</a> for more information.
B	Page Edge and Dimension Tiles Area	Enables you to move or swap individual dimensions to view the information in a more effective manner. See <a href="#">Page Edge and Dimension Tiles Area</a> for more information.
C	View Toolbar	Provides quick access to view-level formatting, exporting, and charting options. See <a href="#">View Toolbar</a> for more information.
D	View Area	Displays a Pivot Table/Grid with the multidimensional data organized based on the dimension position set up in the Page Edge and Dimension Tiles area. See <a href="#">View Area</a> for more information.
E	Views Docking Area	Displays the views available in the current step and helps you manage any additional copies of the existing views that you may create. See <a href="#">Views Docking Area</a> for more information.

## View Title Bar

The View Title bar appears on the top of each view and displays the view name. It enables you to perform the following view-level actions:

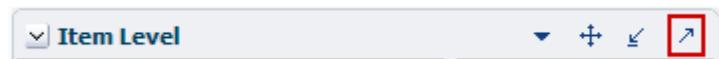
- [Maximizing or Restoring a View](#)
- [Minimizing a View](#)
- [Moving a View](#)
- [Renaming a View](#)
- [Making a Copy of a View](#)
- [Deleting a View](#)

### Maximizing or Restoring a View

To maximize a view:

- On the View Title bar, click the **Maximize** icon. This icon is the arrow that points towards the top-right, see [Figure 2-4](#).

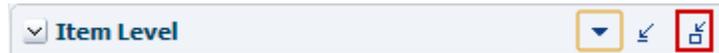
**Figure 2-4** Maximize Icon on the View Title Bar



To restore a maximized view to its original size:

- On the View Title bar, click the **Restore** icon. This icon is the arrow with a box that points towards the bottom-left, see [Figure 2-5](#).

**Figure 2-5** Restore Icon on the View Title Bar



### Minimizing a View

To minimize a view:

- On the View Title bar, click the **Minimize** icon. This icon is the arrow with an underline that point towards the bottom-left, see [Figure 2-6](#).

**Figure 2-6 Minimize Icon on the View Title Bar**



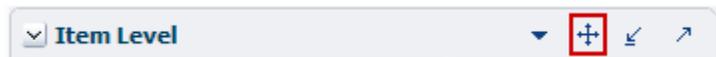
A minimized view is shown with a restore icon to the left of the view name. To restore the view, you must click the view in the Views Docking Area.

### Moving a View

To move a view:

- On the View Title bar, click the **Move** icon on the view you want to move. This icon is the cross hair that appears to the left of the Minimize icon, see [Figure 2-7](#).

**Figure 2-7 Move Icon on the View Title Bar**



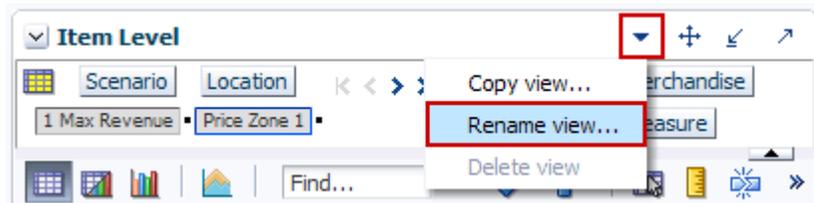
- Drag and drop the view to the location you want. You can move this view only within the Contents area. When you try moving a view to a location out of the Contents area, the view auto fits to the nearest valid space.

### Renaming a View

To rename a view:

- On the View Title bar, click the **View Options** icon. The View Options menu appears.
- In the View Options menu, click **Rename view**.

**Figure 2-8 Rename View Option in the View Options Menu**



A **Rename View** dialog box appears.

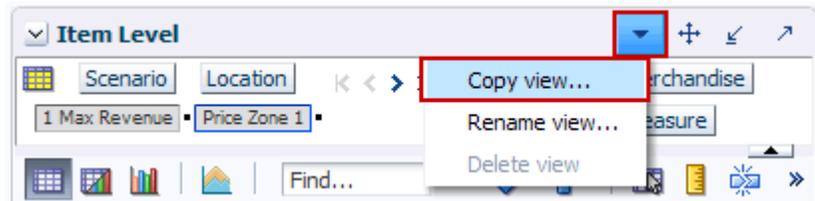
- In the Rename View dialog box, enter the new view name, and click **OK**.

## Making a Copy of a View

To make a copy of a view:

1. On the View Title bar, click the **View Options** icon. The View Options menu appears.
2. In the View Options menu, click **Copy view**.

**Figure 2–9 Copy View Option in the View Options Menu**



A Copy View dialog box appears.

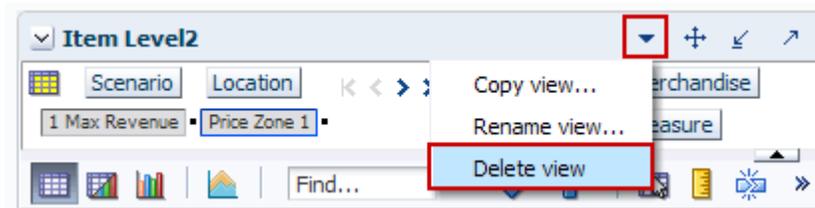
3. In the Copy View dialog box, enter or accept the new view name, and click **OK**.

## Deleting a View

To delete a view:

1. On the View Title bar, click the **View Options** icon. The View Option menu appears.
2. In the View Options menu, click **Delete view**.

**Figure 2–10 Delete View Option in the View Options Menu**



A warning message appears.

3. Review the warning message and click **Delete** to remove the view.

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**Note:** Deleting a view removes the view from the user interface permanently.

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## Page Edge and Dimension Tiles Area

The Page Edge area appears on top of the View area and displays the dimensions on the page edge axis with its current position in the dimension. The Dimension Tiles area displays the dimensions, as tiles, that appear in the row and column axes.

On the Page Edge, the current position appears below the dimension name, horizontally with the highest visible level on the left to the lowest visible level on the right. You can hover the mouse cursor over the position to view the name of the level (displayed as a tool tip).

**Figure 2–11 Page Edge Displaying the Current Position**



When you open the workbook for the first time, the first position in each visible level is visible. In an existing workbook, the positions retain the last saved values.

You can collapse or restore the Page Edge and Dimension Tiles area to fit more view content. You can also drag these icons to resize this area. Figure 2–12 shows the Collapse Pane icon that enables you to resize or collapse the Page Edge and Dimension Tiles area:

**Figure 2–12 Collapse and Restore Icons in the Page Edge and Dimension Tiles Area**

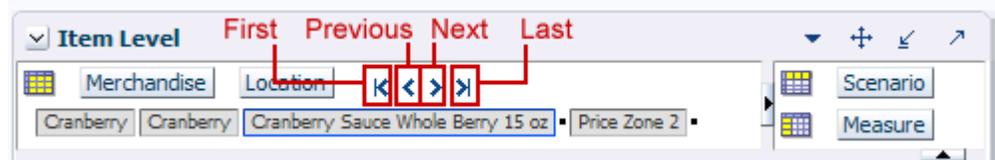


When a workbook is saved or a newly built workbook is formatted, the collapse/expand state of the dimension tile area is saved. This includes information for collapsing just the row and column as well as the entire dimension tile area. This information is saved on a view-by-view basis.

## Understanding Paging/Position Navigation

On the Page Edge area, you can select any position displayed and page through or navigate the positions using the navigation icons (**First**, **Previous**, **Next**, **Last**) available next to the dimension tiles. In the view, data relevant to each position is displayed when you navigate to a new position in a level.

**Figure 2–13** *Paging Navigation Icons*



The **First** icon enables you to navigate to the first visible position within the level that is selected. When you are at the first position, the First and Previous icons are disabled and appear greyed out.

The **Last** icon enables you to navigate to the last visible position within the level that is selected. When you are at the last position, the Next and Last icons are disabled and appear greyed out.

The **Previous** and **Next** icons enable you to navigate to the previous and next position in the level that is selected. The position to which you navigate to depends on the current position. When you navigate to a new position, all associated positions at the higher and lower visible levels of the same dimension are updated recursively.

---

**Note:** You can also pivot or rotate the dimensions between the Page Edge, Tiles, and View areas to rearrange the orientation. For more information, see [Rotating or Pivoting Dimensions](#).

---

## View Toolbar

The View Toolbar appears within the View area, above the grid. It displays several tools that you can use to manipulate the view.

**Figure 2–14 View Toolbar**



The following table describes the components highlighted in the figure above:

**Table 2–4 Components in the View Toolbar**

Legend	Area Name	Description
A	Switch to Pivot Table View icon	When in the chart view, this icon enables you to switch to the pivot table view. For more information, see <a href="#">Viewing Charts</a> .
B	Switch to Split View icon	Allows you to see the pivot table and chart in two vertical panels simultaneously in the same view. For more information, see <a href="#">Viewing Charts</a> .
C	Switch to Chart View icon	When in the pivot table view, this icon enables you to switch to the chart view. For more information, see <a href="#">Viewing Charts</a> .
D	Select Chart Type icon	Allows you to select which type of chart you would like to view the data in. For more information, see <a href="#">Viewing Charts</a> .
E	Find field, Find Options, Previous and Next Arrows	Enable you to search for words, partial words, or phrases within the rows, column, and page axis of an active view. The search does not include the data within the view. For more information, see <a href="#">Find from the View Toolbar</a> .
F	Selection Options icon	Allows you to select the data that is shown in the chart. You can choose <b>Select All</b> or any other option it presents. <b>Select All</b> finds the full extent of the pivot table edges (in slices) and sets a new selection range to encompass the entire pivot table. This action triggers a refresh of the pivot table.
G	Measure Profile icon	Allows you to select, save, or delete measure profiles. See <a href="#">Measure Profiles</a> for more information.
H	Level Splitting icon	Allows you to group dimension data based on position characteristics defined by attribute values. For more information, see <a href="#">Level Splitting</a> .
I	Attributes icon	Allows you to create dynamic attributes that describe a particular dimension and level based on a measure's value at specified levels of other dimensions. For more information, see <a href="#">Dynamic Attributes</a> .
J	Lock icon	Protects cells, measures, and positions from being edited. For more information, see <a href="#">Locking and Unlocking</a> .
K	Sort Ascending and Sort Descending icons	Allows you to sort positions in a dimension based on the values of a measure's slice for that dimension. For more information, see <a href="#">Simple Sort</a> .

## View Area

The view area includes the multidimensional pivot table that displays information for the relevant task. Each task may include more than one view, and each view can appear in the contents area. The information in the view is organized based on the dimension positions set up at the Page Edge, row, and column axes.

The Fusion Client enables you to work with the data within the view. It also enables you to manage the way the information is presented in a view. You can arrange and present the information in a layout you want by rotating or pivoting dimensions across the axes, changing the data roll ups, or showing or hiding measures. You can view the information at a low level of detail or aggregate to view the information at summary levels. You can also choose to present the information in many types of charts using the charting functionality.

### Outline View vs. Block View

You can view the data within the view in one of two ways:

- Block View enables you to display the data one dimensional level at a time (with the lowest level expanded in the grid). [Figure 2-15](#) illustrates the block view:

**Figure 2-15 Illustration of the Block View**

			Active Item?	Original Price
▽ Tomatoes	▽ Ketchup	Private Label Ketchup 14 oz	<input checked="" type="checkbox"/>	\$1.09
		Private Label Ketchup 32 oz	<input checked="" type="checkbox"/>	\$1.69
		Hunts Ketchup Squeeze Bottle 28 oz	<input checked="" type="checkbox"/>	\$2.39
		Hunts Ketchup 14 oz	<input checked="" type="checkbox"/>	\$1.59
		Hunts Ketchup 32 oz	<input checked="" type="checkbox"/>	\$2.39
	▽ Sauce, Paste	Private Label Tomato Sauce 8 oz	<input checked="" type="checkbox"/>	\$0.69
		Private Label Tomato Sauce 15.5 oz	<input checked="" type="checkbox"/>	\$0.89
		Private Label Tomato Paste 5 oz	<input checked="" type="checkbox"/>	\$0.69
		Hunts Tomato Paste 5 oz	<input checked="" type="checkbox"/>	\$0.79

- Outline View enables you to view the data at multiple dimensional levels at the same time, removing the need for you to collapse lower-level dimensions to see aggregate totals for higher levels. [Figure 2-16](#) illustrates the outline view:

**Figure 2-16 Illustration of the Outline View**

Merchandise	Active Item?	Original Price
▽ Tomatoes	<input checked="" type="checkbox"/>	\$1.41
▽ Ketchup	<input checked="" type="checkbox"/>	\$1.83
Private Label Ketchup 14 oz	<input checked="" type="checkbox"/>	\$1.09
Private Label Ketchup 32 oz	<input checked="" type="checkbox"/>	\$1.69
Hunts Ketchup Squeeze Bottle 28 oz	<input checked="" type="checkbox"/>	\$2.39
Hunts Ketchup 14 oz	<input checked="" type="checkbox"/>	\$1.59
Hunts Ketchup 32 oz	<input checked="" type="checkbox"/>	\$2.39
▽ Sauce, Paste	<input checked="" type="checkbox"/>	\$0.82
Private Label Tomato Sauce 8 oz	<input checked="" type="checkbox"/>	\$0.69
Private Label Tomato Sauce 15.5 oz	<input checked="" type="checkbox"/>	\$0.89
Private Label Tomato Paste 5 oz	<input checked="" type="checkbox"/>	\$0.69
Hunts Tomato Paste 5 oz	<input checked="" type="checkbox"/>	\$0.79

To switch between the outline and block views, right click the header of the axis whose view you want to change, and select the relevant view option.

## Rotating or Pivoting Dimensions

In the View area, you can rotate or pivot the dimensions across the axes to display data in different orientations. In the Fusion Client, you can pivot the dimensions (in both outline and block views) between the view, tiles, and page edge in the two ways:

- Pivot Move – Moves a dimensional layer to another position on an axis.
- Pivot Swap – Swaps a dimension with another dimension on the axis.

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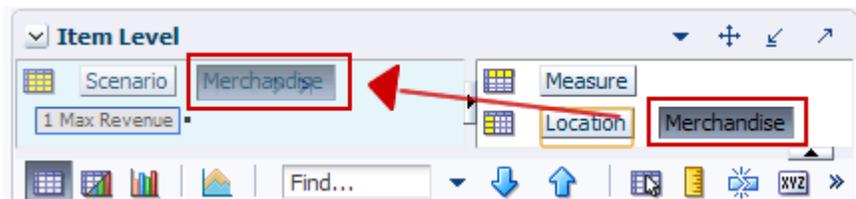
**Note:** When a dimension is swapped or moved to the page edge for the first time, the first position within the dimension is displayed in the page edge and the data for that position is shown in the view. When a dimension that has already been on the page edge during the current session is returned to the page edge, the position that was last displayed in the page edge during previous time is shown.

---

To perform a pivot move in the page edge:

1. In the page edge, click and hold the dimension tile you want to move.
2. Drag the tile next to the area you want, and release the mouse.

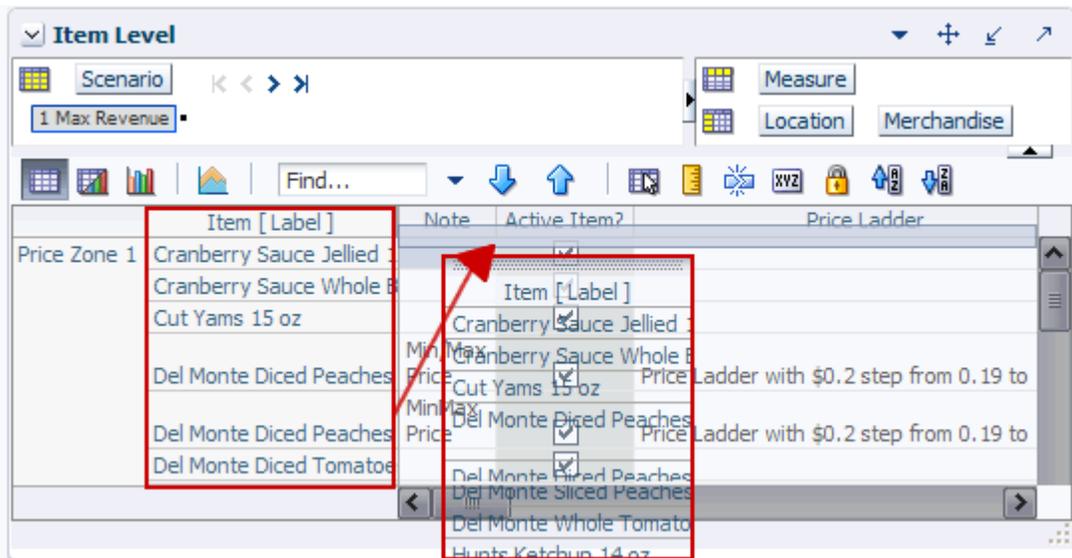
**Figure 2–17 Pivot Move in the Page Edge**



To perform a pivot move in the pivot table:

1. From the row or column edge, click and hold the dimension you want to move.
2. Drag the dimension to the location you want and release the mouse.

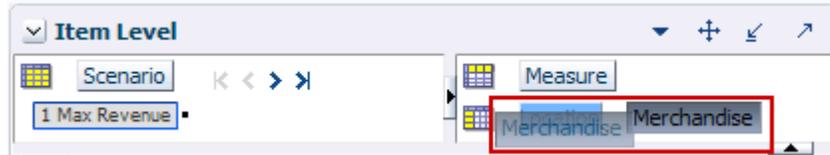
**Figure 2–18 Pivot Move in the Pivot Table**



To perform a pivot swap in the page edge:

1. In the page edge, click and hold the dimension tile you want to move.
2. Drag the the dimension tile over the one you want to swap it with. Release the mouse.

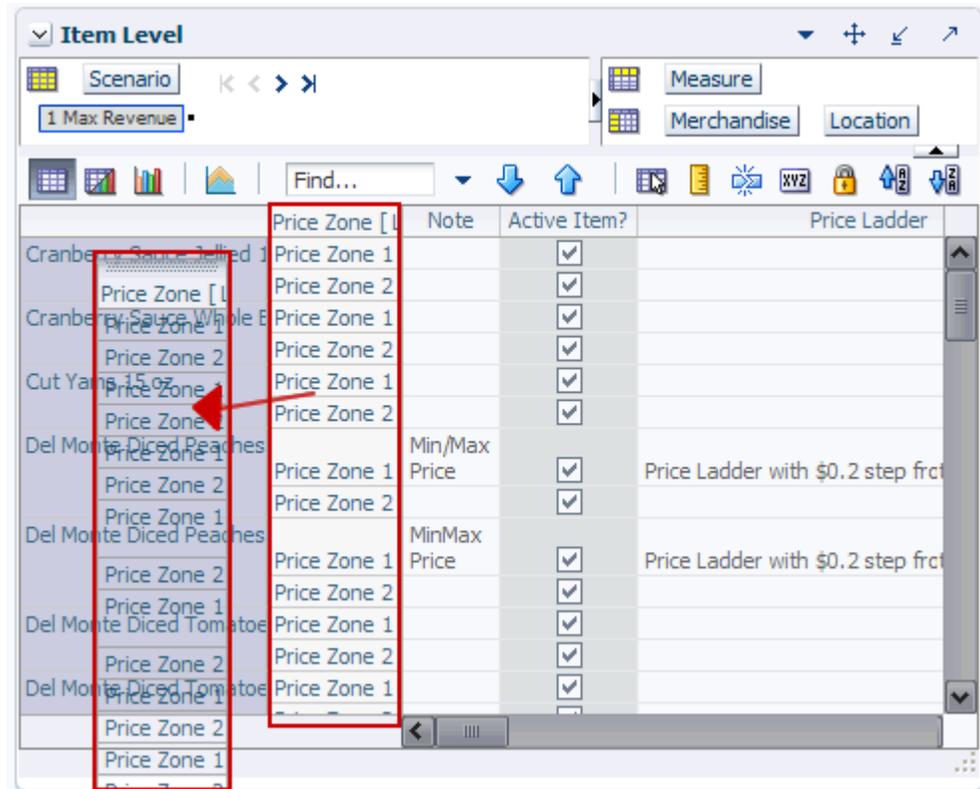
**Figure 2–19 Pivot Swap in the Page Edge**



To perform a pivot swap in the pivot table:

1. From the row or column edge, click and hold down the dimension you want to swap.
2. Drag the dimension over the other dimension and release the mouse.

**Figure 2–20 Example of a Pivot Swap Action**




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**Note:** You can also perform these similar actions to switch dimensions between the Views, Page Edge, and Dimension Tiles areas.

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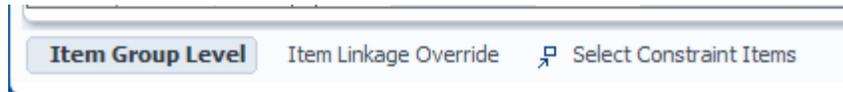
## Views Docking Area

The Views Docking Area displays all the views configured within the tab. It enables you to easily navigate to a view that is not in sight. When a view gets behind other views, you can click the specific view name in the Views Docking Area to bring that view back to the front.

When you minimize a view, the view gets minimized to the Views Docking Area. A minimized view is shown with a Restore icon to the left of the view name. To restore a minimized view, you must click the view in the Views Docking Area.

The following figure shows a Views Docking Area of a tab with three views:

**Figure 2–21 Example of a Views Docking Area with Three Views**



In the example above, the Item Group Level is the current view that is visible. It is the active view that is highlighted in light blue in the Views Docking Area. The Item Linkage Override view is hidden behind Item Group Level. The Select Constraint Items view is minimized and has a **Restore** icon next to its name in the Views Docking Area.

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## Workbooks

When you use an RPAS solution, you interact with the solution through a personal data repository called a workbook. A workbook contains the subset of the data (and metadata) from the domain and its scope is constrained by the access rights available to a user. Workbooks are stored on the RPAS server, and can be built using an online wizard process or scheduled to be built in a batch process automatically.

This chapter describes the various tasks you can perform with the data in the workbooks. It includes the following sections:

- [Saving Workbooks](#)
- [Renaming Workbooks](#)
- [Calculating Workbooks](#)
- [Refreshing Workbooks](#)
- [Committing Workbooks](#)
- [Synchronized Page Edge Scrolling](#)

## Saving Workbooks

On the workbook screen, you can edit the cells in the pivot table, change the layout of views, and so on. The **Save** and **Save As** options enable you to save such workbook changes.

The **Save** option is available in the File menu and also as an icon on the toolbar. The **Save As** option is available only in the File menu.

Each time you save the workbook, the workbook is first automatically calculated before the changes are saved. If the calculate or save operation fails, an error message appears.

To save a workbook:

- After you perform the changes you want, click the **Save** icon on the toolbar.

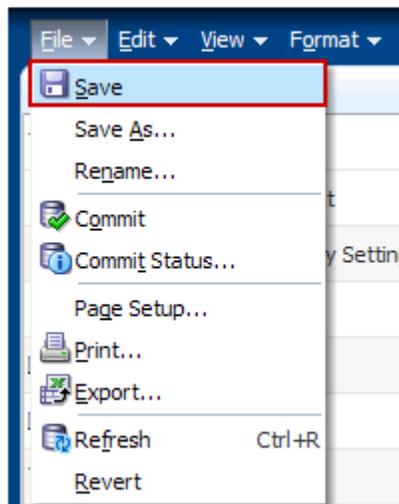
**Figure 3–1 Save Icon on the Toolbar**



Or

- From the File menu, click **Save**.

**Figure 3–2 Save Option in the File Menu**



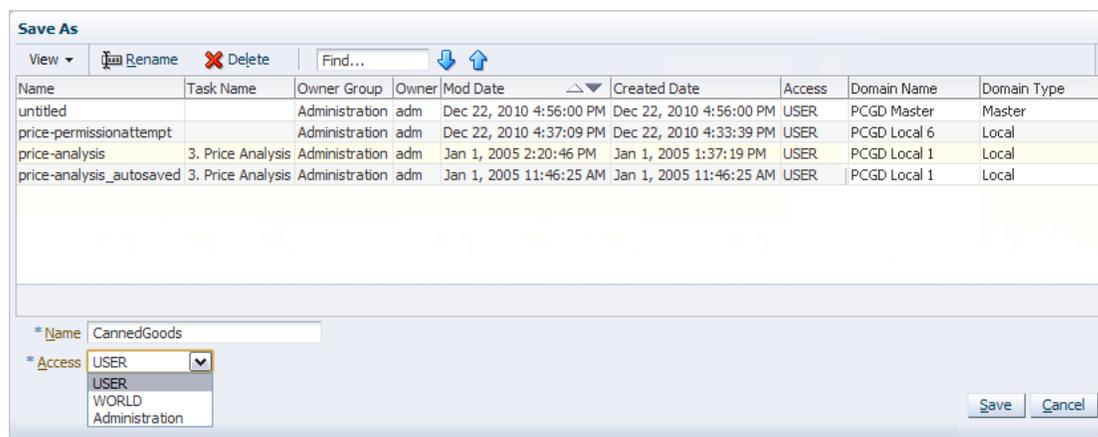
## Save As Option

The File menu also includes a **Save As** option that enables you to save a copy of the workbook. It also enables you to set the access privileges for the workbook.

To save a copy of the workbook:

1. With the workbook open, click **Save As** in the File menu. The **Save As** dialog box appears.

**Figure 3–3 Save As Dialog Box**



2. In the **Save As** dialog box, enter appropriate details in the following fields:

- **Name** – The name of the workbook.
- **Access** – The access privilege to be set for the workbook. Select one of the following options:
  - **User:** This is the default option. Select this option if you want this workbook accessible only to you.
  - **[Group Name]:** Select a group if you want to allow access to all users in that group, who have access to this workbook template.  
 These other users may have to use "View / All" or "View / Other Domain" to see these workbooks they do not own, and are perhaps in a domain the users do not normally work in.
  - **World:** Select this option if you want to allow access to all the users set up for the application, who have access to this workbook template.

3. Click **Save**.

By default, the Name and Access fields retain the values set for the workbook that were saved previously. You can also select a different workbook from the list and then update it to make it a unique name.

### Auto-Save

The RPAS Fusion Client has an Auto-Save workbook feature that saves a copy of an open workbook automatically. Auto-saved workbooks contain all the changes up to the last Calculate and Custom menu actions.

---

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**Note:** Uncalculated cell edits and formatting changes made in the previous session are not saved in the auto-saved workbooks.

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---

The auto-save workbook feature enables you to quickly resume your work in case one of the following events occur:

- The Web browser window is closed before logging out from the RPAS Fusion Client.
- The Web browser window stops responding and closes abruptly.
- The network is disconnected or the Web server stops responding.

When one of these events occurs, an auto-save takes place and a copy of the existing workbook is made. This copy has the same name of the workbook with `_autosaved` appended.

After one of these events occurs, you should first notify your administrator. After the issue is fixed and the servers are restored, you can open a new Web browser window, log on to your domain again, and start using the auto-saved workbook or your last saved revision of the workbook.

---

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**Note:** In case your implementation uses a clustered configuration and the Web server stops responding, you will be re-directed to the RPAS Fusion Client login page on another managed server that is acting as a fail-over server. You can then log on to your domain and resume work using the auto-saved workbook.

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## Renaming Workbooks

When you have a workbook open, you can rename it at any time without affecting the data within the workbook or the other workbook information such as the created date, modified date, formatting information and so on.

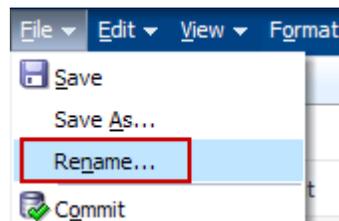
There are a few key points to know about renaming workbooks:

- You can only rename workbooks to which you have write access.
- Workbook names can be no more than 32 characters.
- Workbook names cannot contain double or single quotation marks.
- Workbooks cannot be named "Untitled." This name is reserved.

To rename a workbook, perform the following steps.

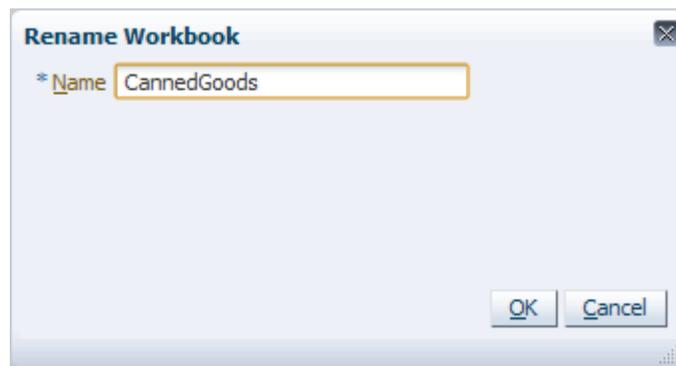
1. With the workbook open that you want to rename, select **Rename** in the File menu.

**Figure 3–4** *Rename Option in the File Menu*



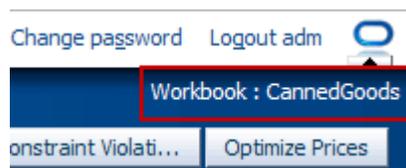
2. The Rename Workbook dialog box appears. Enter the new name and click **OK**.

**Figure 3–5** *Rename Workbook Dialog Box*



3. The workbook refreshes and the new name appears in the top, right corner.

**Figure 3–6** *Renamed Workbook*

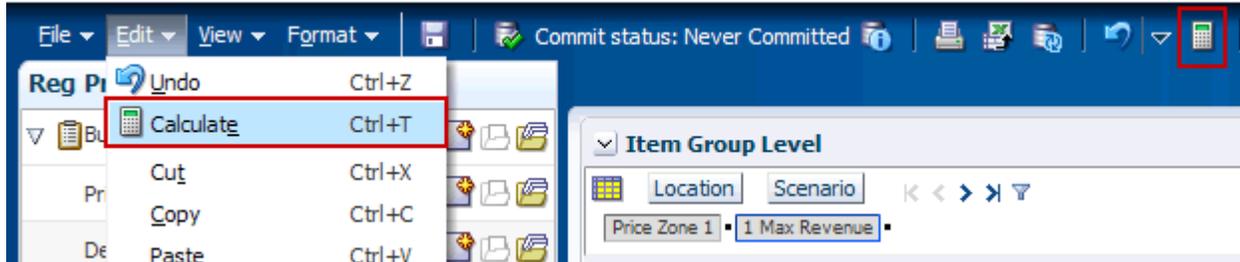


You can also rename a workbook from the Open Workbook window or the Save As window. For more information about this option, see [Renaming a Workbook](#).

## Calculating Workbooks

When you edit any cell value within a view, you must calculate the workbook to review the cells that are updated based on your action. The **Calculate** icon on the Quick Access toolbar and the **Calculate** option in the Edit menu enable you to calculate the workbook after you edit any cell value in a workbook.

**Figure 3–7 Calculate Option on the Quick Access Toolbar and Edit Menu**



When you calculate a workbook, the updated cell value is sent to the server and the associated cells are recalculated based on the calculation rules already configured.

The formatting for edited cells are removed.

---

**Note:** The **Calculate** option is disabled on the Quick Access toolbar and Edit menu when there are no changes in the workbook.

---

To calculate a workbook:

1. In the workbook, edit the cells you want. You can edit the unprotected cells only. There are some protected measures that you may not be able to edit. When you edit a cell, the formatting on the edited cell is removed.

Alternately, because of protection processing, there are cells that are protected while you are editing other cells.

2. Click the **Calculate** icon on the Quick Access toolbar.

OR

In the Edit menu, click **Calculate**.

---

**Note:** You can also calculate the workbook using the keyboard shortcut **Ctrl + T**.

---

All associated cells are calculated and the updated workbook appears. As a result of the Calculate operation, protected cells may become unprotected if they were protected as a result of a previous cell edit.

## Refreshing Workbooks

When you are working with a workbook, you have the ability to update it with the data that is currently stored in the domain. This allows you to work with the most current data without having to rebuild the workbook. However, configured refresh rule expressions control which measures are updated during the refresh. See the *RPAS Configuration Tools User Guide* for more information on setting up refresh rules.

Workbooks can be configured to have a single refresh rule group or multiple refresh rule groups.

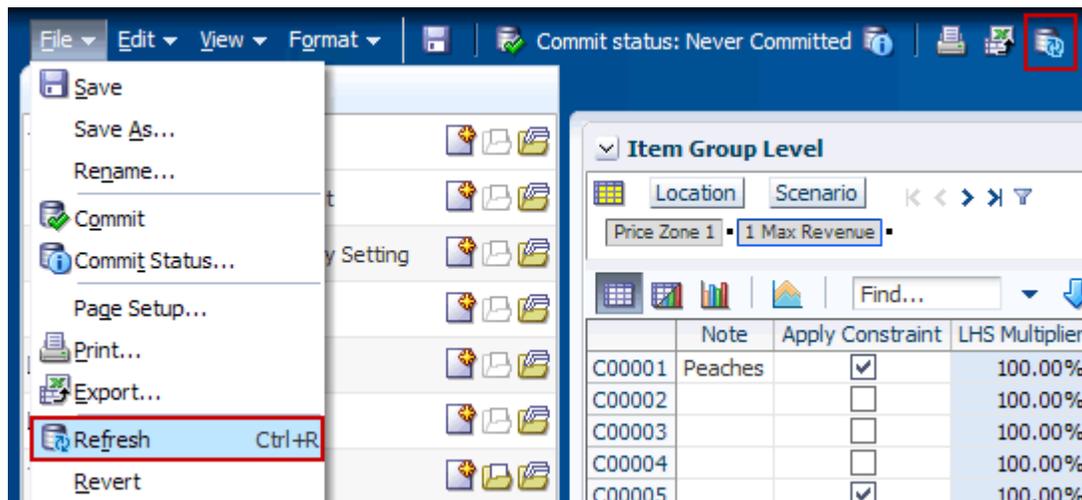
---

**Note:** If a refresh rule group does not exist for a workbook, the Refresh option is disabled.

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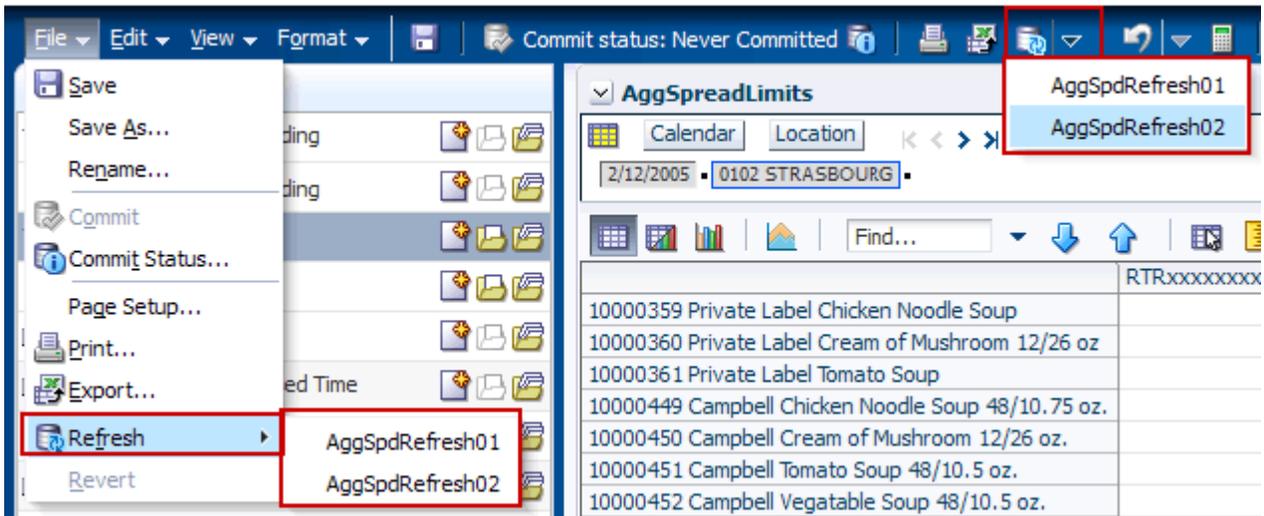
- **Single refresh rule group** - These contain refresh rules in a single rule group. This means that only one rule group is assigned as a refresh rule group in the configuration of the workbook.

**Figure 3–8 Single Refresh**



- Multiple refresh rule groups** - Multiple refresh rule groups are set up and assigned to a workbook. When there are multiple refresh rule groups, the refresh options in the Edit menu and in the toolbar have a down arrow that shows a list of available refresh rule groups. You can choose the specific group to refresh the data in the workbook. Only one rule group can be selected or applied at a time.

**Figure 3–9 Multiple Refresh**



The refresh rule groups available for use in the Fusion Client are set up in the RPAS Configuration Tools. To learn how to create these rule groups, see the *RPAS Configuration Tools User Guide*.

When the refresh option is used, the following occurs:

- When the refresh option is invoked, the Fusion Client runs the calculation before running the refresh operation.
- The uncommitted data is lost for measures that are refreshed or calculated as a result of the refresh. If the measure is not affected by the refresh process, then the uncommitted data is not affected.
- If a locked cell has updated data in the domain, the value in the cell changes to the domain value.
- In general, all locks are ignored and the data is updated with new values from the domain.
- It is possible that elapsed time is updated as part of the refresh. When you refresh, the elapsed setting can be updated; therefore, certain periods of data may become read-only.

## Committing Workbooks

When you perform a save operation, the changes get saved to the workbook. Unless these changes are committed to the master domain, the updated information may be lost if the workbook is deleted or corrupted. The Commit option enables you to merge the changes you performed in the workbook to the master domain.

You can find the Commit option in the File menu and also as an icon on the toolbar. A Commit Status option is also available next to the Commit option. This option enables you to review the status of the commit requests.

To commit a workbook:

- After you perform the changes you want, click the **Commit** icon on the toolbar.

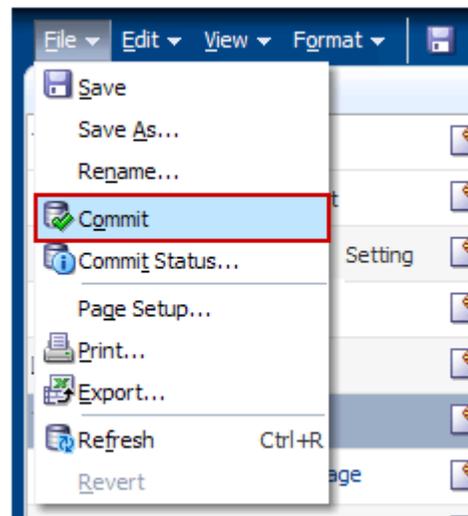
**Figure 3–10** Commit Icon on the Toolbar



OR

- From the **File** menu, click **Commit**.

**Figure 3–11** Commit Option in the File Menu



When you commit a workbook, a copy of the workbook is added to the commit queue, and the commit status changes to *Pending*. This status is updated at a set time interval (configurable and defaults to 30 seconds) until the status changes to *Committed*. After the system resources are available, the changes are committed to the master domain. You can continue working on the workbook while the commit operation is in progress. If any changes made subsequent to the last commit operation need to be committed to the domain, then another commit operation is required.

---

**Notes:** The Commit operation is similar to the Commit ASAP option in the RPAS Classic Client.

---

The following Commit statuses are available:

- Committed – Indicates that the changes were committed successfully and no additional changes have been made.
- Modified – Indicates that the changes were made (saved or unsaved) since the last commit.
- Pending – Indicates that the changes are submitted to the queue and waiting to be processed.
- In Progress – Indicates that the changes in the workbook are being committed.
- Failed – Indicates that the changes were not committed. You may need to fix any errors in the workbook and try committing again.

---

**Note:** If you commit an untitled workbook that has never been saved, the data is committed; however, the commit status in the toolbar is not updated until the workbook is saved for the first time.

---

An information icon is available next (to the right) to the Commit Status. You must hover the mouse cursor over the Commit Status icon to view the current commit status.

## Viewing Commit Statuses

The Commit Status dialog box enables you to view the commit statuses for all the workbooks. In a combined taskflow, all the workbooks across all the domains to which you have access are displayed.

To view the commit statuses:

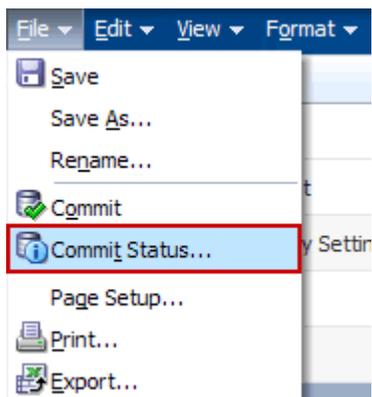
- On the Quick Access toolbar, click the information icon placed to the right of the current Commit Status.

**Figure 3–12** Commit Status Information Icon



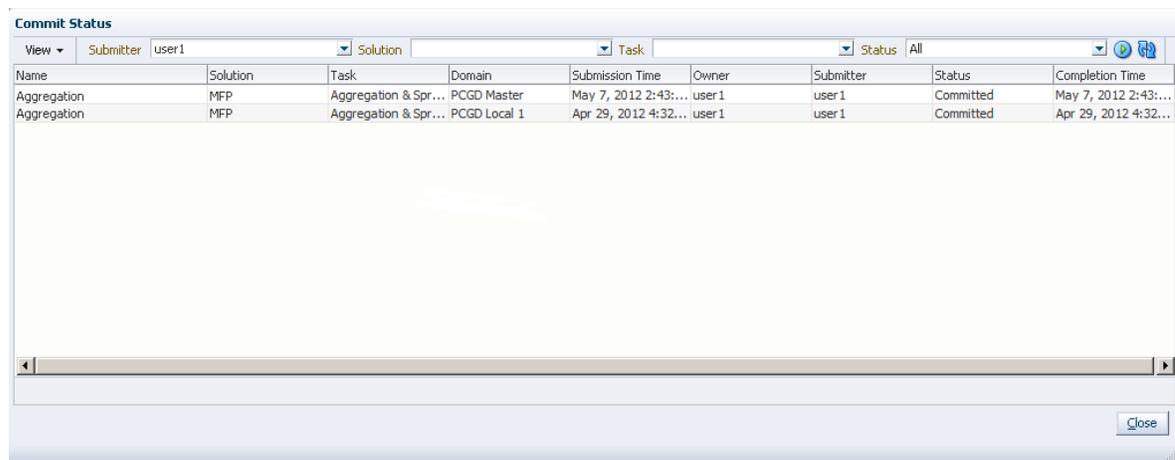
- Or, from the File menu, click **Commit Status**.

**Figure 3–13** Commit Status Icon on the File Menu



The Commit Status dialog box appears.

**Figure 3–14 Commit Status Dialog Box**



By default, the Commit Status dialog box lists the statuses of the current commit operations. It also enables you to filter the list by the users, solutions, tasks, or status.

To view the commit status based on specific criteria:

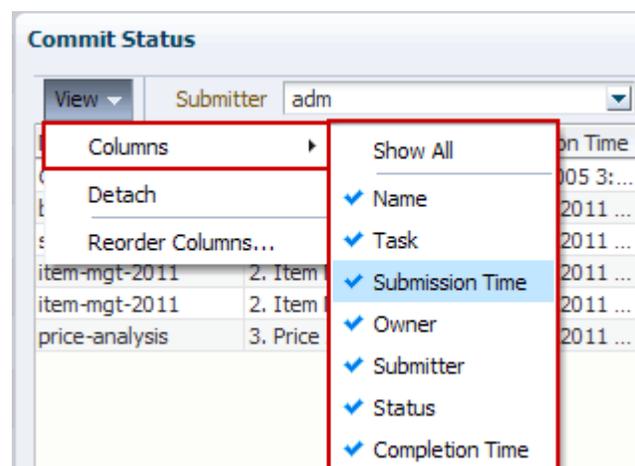
1. On the Commit Status dialog box, select the relevant values in the **Submitter**, **Solution**, **Task**, or **Status** drop-down lists.
2. After the specific criteria is selected, click the **Refresh** icon located on the right of the Status drop-down list.

### Showing or Hiding Columns

By default, the Commit Status dialog box displays all the columns. To show or hide the columns, perform the following steps:

1. On the Commit Status dialog box, click **View**.

**Figure 3–15 View Menu in the Commit Status Dialog Box**



2. On the **View** menu, select the column you want in the **Columns** sub menu.

### Reordering Columns

The Reorder Columns option in the View menu enables you to reorder the columns that appear in the Commit Status dialog box.

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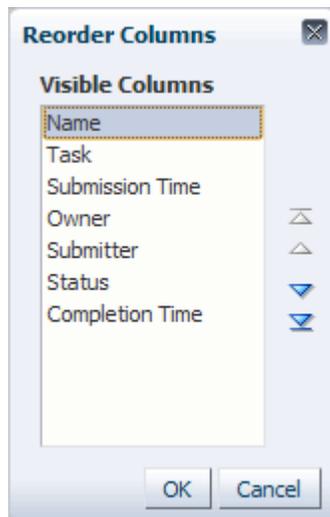
**Note:** You can also reorder the columns visible in the dialog box by dragging and dropping them to the position you want.

---

To reorder the columns:

1. In the Commit Status dialog box, click **View**.
2. In the **View** menu, click **Reorder Columns**. The **Reorder Columns** window appears.

**Figure 3–16** *Reorder Columns Window*



3. In the Reorder Columns window, select the columns you want, and click the up or down arrows to reorder the columns. Click the top (first) and bottom (last) arrows to move your selection to the top or bottom of the list.
4. Click **OK**.

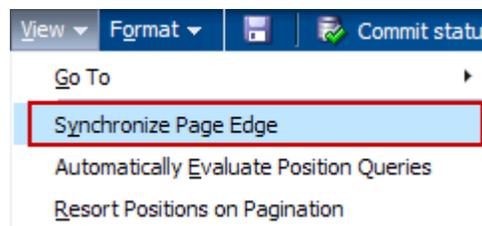
## Synchronized Page Edge Scrolling

Synchronized page edge scrolling enables you to simultaneously scroll through the page edge of multiple views. When synchronized page edge scrolling is enabled, all views that contain the same slice dimension scroll to the new slice position when one of those views is scrolled to a new position. When disabled, scrolling through slice positions in one view does not affect the slice position display of other views.

Synchronized page edge scrolling works for all views within a single workbook, and it remains enabled as you move through the tasks and steps within that workbook. Synchronized page edge scrolling is useful when you want to compare multiple views containing the same page or slice dimension.

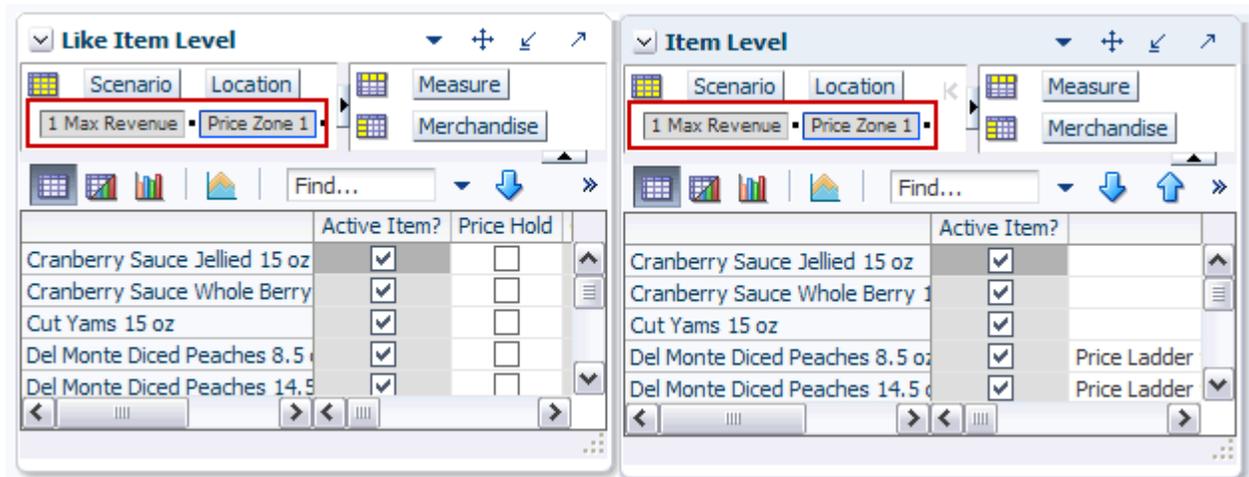
To enable synchronized page edge scrolling, click **Synchronize Page Edge** in the View menu, as shown in [Figure 3-17](#).

**Figure 3-17 Synchronize Page Edge Option in the View Menu**



When synchronized page edge scrolling is enabled, a check mark appears by this option in the View menu. In addition, workbooks that are set at the same dimension levels are refreshed to show the same data within those levels.

**Figure 3-18 Synchronized Views**



In [Figure 3-18](#), the two views, Item Level and Like Item Level, have been synchronized to show the same data: 1 Max Revenue scenario and the Price Zone 1 location.

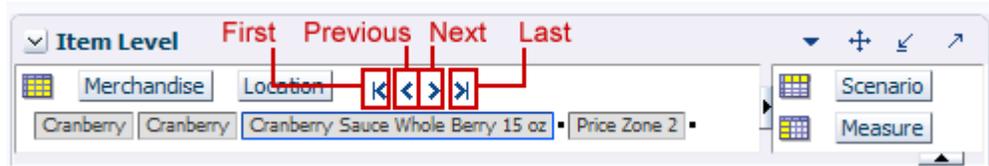
---

**Note:** The views in [Figure 3-18](#) have been tiled vertically. For more about the tiling options, see [View Menu Options](#).

---

After you have enabled synchronized page edge scrolling, you can use the navigation arrows (Figure 3–19) to view other positions within that level. As you use the navigation arrows on one view to move to a different position, the other views that have the same level displayed move to the same position.

**Figure 3–19** Navigation Arrows



---

**Note:** When views do not share the same lowest level of a dimension, the views do not scroll together.

---

If you save the workbook with the synchronized page edge option turned on, it is saved with the workbook. Therefore, when you open the workbook again, the synchronized option is still enabled.

The user's ability to edit multiple workbook cells at once and to move chunks of data in and out of the workbook is essential to using RPAS efficiently and effectively. This chapter describes how to select and edit cells as well as how to cut, copy, and paste information into cells. This chapter describes the various tasks you can perform with the data in cells. It includes the following sections:

- [Select and Manipulate Cells](#)
- [Enter or Change Values in a Cell](#)
- [Modify Data with Cell Formulas](#)
- [Clear and Fill Cells in a View](#)
- [Modifying Cell Data](#)
- [Cut, Copy, and Paste](#)
- [Cut, Copy, and Paste Special](#)
- [Copy to External and Paste from External](#)
- [Read-only Measures](#)
- [Locking and Unlocking](#)

## Select and Manipulate Cells

Cells or groups of cells must be selected in the pivot table before certain operations can be performed on them. Operations such as cutting and copying data, filling or clearing data cells, and displaying data in chart form are typically performed on a subset of cells that you must select before invoking the menu command.

There are several ways to select cells in the pivot table. Generally, you should make your selections in the view axes (where the column and row headers appear) and not in the cells themselves.

---

---

**Note:** You cannot select multiple cells for copying or cutting when an edit is in progress. While an edit is in progress, only the current edited text is copied. To copy multiple selected cells, click **Escape** to exit and then select the multiple cells again.

---

---

### Select a Single Cell

Click inside the cell. When selected, the cell is shaded.

**Select all Cells in a Row**

Click the row header for that row of cells.

**Select all Cells in a Column**

Click the column header for that column of cells.

**Select a Group of Contiguous Cells in the Same Row**

1. Click the first cell in the row of cells you want to select.
2. Hold the **Shift** key and click the last cell in the group. The cells become shaded.

**Select a Group of Contiguous Cells in the Same Column**

1. Click the first cell in the column of cells you want to select.
2. Hold the **Shift** key and click the last cell in the group. The cells become shaded.

**Select a Block of Contiguous Cells**

1. Click the top-most, left-most cell in the block you want to select.
2. Hold down the mouse and drag the cursor to the bottom-most, right-most cell in the block that you want to select.

**Select a Group of Non-Contiguous Cells**

1. Click the first cell you want to select. The selected cell becomes shaded.
2. Hold down the **Ctrl** key and click the other cells you want to select. All selected cells become shaded.

*Figure 4–1 Non-Contiguous Cells*

Wp Sales R	728600.01	171576.93	104461.54	98461.54	135576.9
Wp Sales Reg R	648600.01	156192.31	92153.85	86153.85	120192.3
Wp Sales Promo R	70000.00	13461.54	10769.23	10769.23	13461.5
Wp Sales Clr R	10000.00	1923.08	1538.46	1538.46	1923.0

See the [Paste](#) section for information about copying and pasting non-contiguous cells.

## Enter or Change Values in a Cell

The following are descriptions of actions you can take to change individual values in the pivot table.

**Numbers:** Enter or overwrite a numeric value.

**Alphanumeric Values or Plain Text:** Enter or overwrite an alphanumeric value.

**Drop-Down List Items:** Select the desired option from the drop-down list. Click the arrow and select an item from the drop-down list. For information about selecting dimension values in drop-down lists, see [Single Hierarchy Select](#).

**Check Box (Toggle) Items:** Click the check box to change the status of the item (yes or no, on or off).

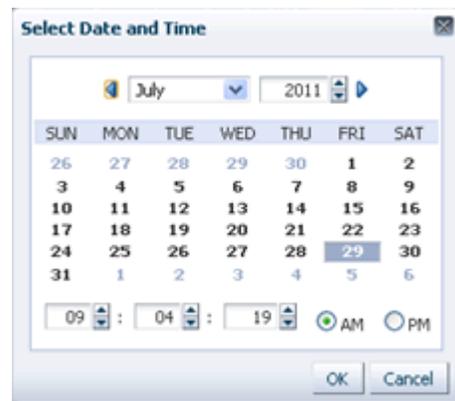
**Math Operations:** To increment the value in a cell using a mathematical formula, see [Modify Data with Cell Formulas](#).

**Date and Time Items:** Select the desired date and time. (Some measures may be formatted to display only the date. You can only set the time when the date measure is formatted to display time.)

Click within the cell to display the Select Date and Time dialog box. Click the appropriate arrow keys to change the year, month, day, hour, minute, second, and AM/PM. (The AM/PM radio buttons are available only if the measure has been configured to use the 12-hour format.)

You cannot enter dates or times outside of the lower and upper bounds for the measure.

**Figure 4–2 Select Date and Time Dialog Box**



## Modify Data with Cell Formulas

Cell formulas allow you to modify the value of a data cell in the pivot table by applying an operator (+, -, \*, or /) to that value. With this functionality, you can make changes to data values without having to manually calculate the result. To perform this function, click the data cell and type the operator that you want to add, subtract, multiply, or divide by.

For example, suppose that a particular data cell contains the value 10.

- **Add:** If you enter +10 in the cell, the value becomes 20.
- **Subtract:** If you enter + -10 in the cell, the value becomes 0.
- **Multiply:** If you enter \*10 in the cell, the value becomes 100.
- **Divide:** If you enter /10 in the cell, the value becomes 1.
- **Percentages:** If you want to increase the value of a cell by 10%, multiply the value by 1.1 (enter \*1.1)

There are many applications of cell formulas when modifying data. Cell formulas can only be applied to one cell at a time, but changes made to aggregate level cells will be spread down to lower-level cells along dimension lines. Similarly, any changes made to lower level cells will be reflected in the aggregates of that data.

## Using Math Formulas

Apart from the basic math operations, you can also extend the math operations and enter formulae in the cells. For example, entering  $+30/2$  in a cell with a value **70** will add **30** to the existing value, and then divide the result by **2**. Entering  $10+30/2$  in a cell will update the cell with a value **20**.

### Overriding Spread Methods

By default, making an edit in the aggregate level cell and calculating spreads the data based on the spread method of the measure.

However, you can override the default spread method of a measure and spread the aggregate data into individual cells using a different spread method. The override spread methods available are Replicate, Evenly, Proportionally, and Delta. Using this feature, you can spread data at an aggregate level down to the lower levels in a dimension.

For example, entering **40r** in a cell replicates **40** in the child dimension cells when the next calculate is performed. The calculation of the spread is done by the RPAS Server.

To override default spread method, add one of the following letters as a suffix to the cell value:

**Replicate: [value] r** A value entered into a cell at an aggregate level is replicated (copied) into every cell at the aggregate cell's base level. This results in a higher aggregate cell total (the value entered multiplied by the number of base-level cells).

**Evenly: [value] e** A value entered into a cell at an aggregate level is evenly distributed among all cells at the aggregate cell's base level.

**Proportionally: [value] p** A value entered into a cell at an aggregate level is distributed proportionally among all cells at the aggregate cell's base level (proportional to the original values in the base-level cells).

**Delta: [value] d** The difference between a value entered into a cell at an aggregate level and the original value of that cell is distributed evenly among all cells at the aggregate cell's base level.

The spread action is performed after you click **Calculate**. For more information on Calculating, see [Calculating Workbooks](#).

## Enter Measure Data Using a Scaling Factor

The scaling factor feature allows you to enter measure data that will be scaled or factored to an internal value, which is recognized by the server in data calculations. When you enter a value for a measure that has a scaling factor, the value that you enter will be multiplied by the scaling factor to arrive at this internal value. The display of the data and the ease of data entry can be greatly enhanced by use of a scaling factor.

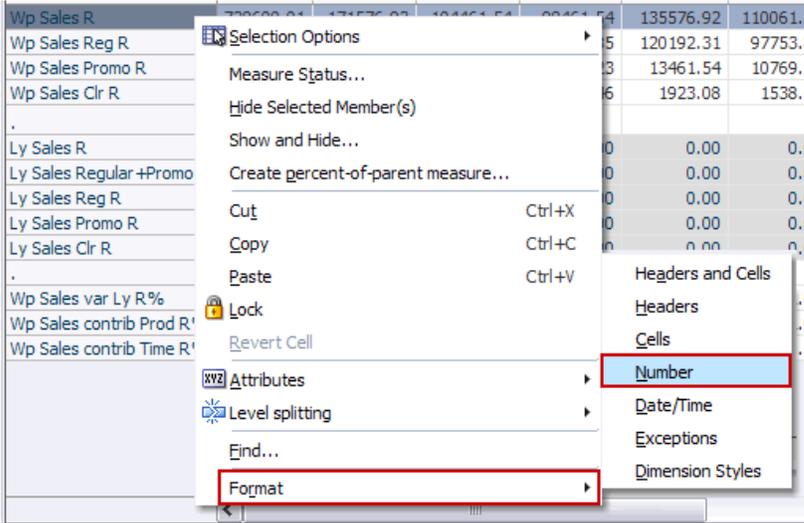
For example, suppose that you want to enter data in thousands of units. You might find it tedious to enter 1000, 2000, 6000, and so on. A more sensible approach would be to enter the values 1, 2, and 6, and have the system apply a scaling factor (in this case 1000) to the entered data. The internal values of the three affected cells would be 1000, 2000, and 6000, and these internal values would be used in required data calculations. Removing the zeros from the display would result in a cleaner, less cumbersome view appearance.

Scaling factors can be set in the RPAS Configuration Tools or through the formatting options in the RPAS Fusion Client. For more information setting scaling factors in the Configuration Tools, see the *RPAS Configuration Tools User Guide*.

To set scaling factors in the Fusion Client, perform the following steps:

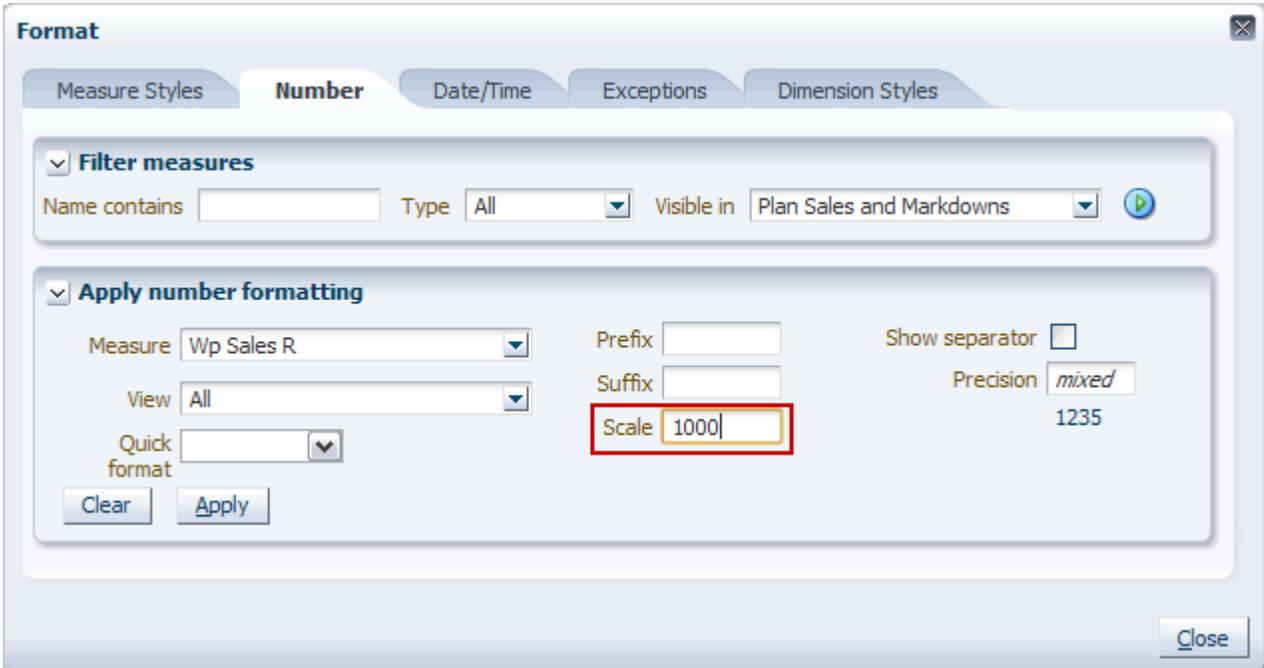
- 1. Right-click a measure. The right-click context menu appears.

**Figure 4–3** Number Formats Option in the Right-Click Context Menu



- 2. Select **Format** and then select **Number**. The Format dialog box appears.
- 3. Select the measure and views for which you want to change the scaling.
- 4. Enter a value in the **Scale** option, as shown in [Figure 4–4](#).

**Figure 4–4** Setting the Scale Option in the Number Formatting Tab

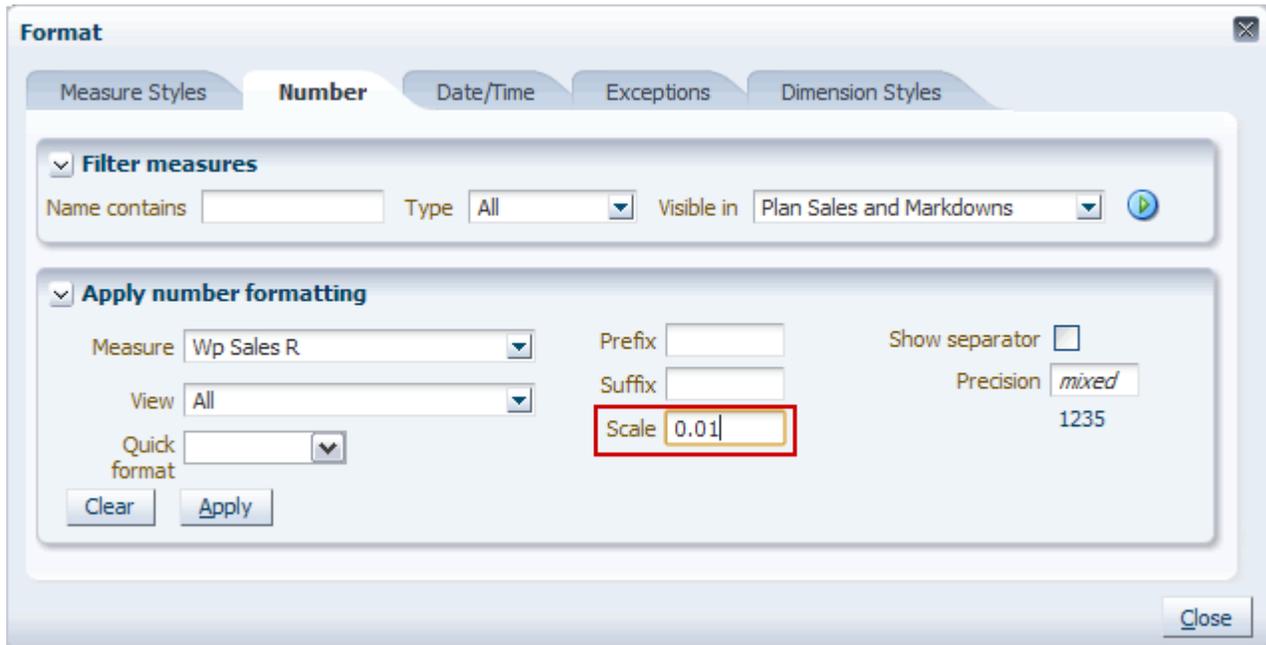


For instance, if you enter 1000 as the scale factor, then all values in the view are displayed in thousands, meaning that a value of 35 actually represents 35,000.

5. When finished, click **Apply** and then **Close**.

You can use the scale factor for percentages as well. Enter a scale of **.01** if you want to see values displayed as percentages, meaning that you would see 19% rather than 0.19.

**Figure 4–5 Using the Scale Option for Percentages**



## Clear and Fill Cells in a View

Your ability to edit multiple workbook cells and to easily move data in and out of the workbooks is essential to using RPAS to its fullest extent. You can accomplish this by using the fill and clear functions. These are found in the Edit menu.

**Figure 4–6** Fill and Clear in the Edit Menu



## Clear

The clear feature enables you to quickly clear the contents of cells in a view and set them to their NA value. With the clear function, you can clear one or more cells, a dimension level, or an entire slice.

### Clear Cells

1. Select the cells you want to clear. In [Figure 4–7](#), the Wp Sales R cells for three months have been selected.

**Figure 4–7** Cells Selected to be Cleared

Plan Sales and Markdowns					
		Location	Product	<<	>>
		Brick & Mortar	150 Candy		
				Find...	
	▼ FY2027	Feb FY2027	Mar FY2027	Apr FY2027	May FY2027
Wp Sales R	728600.01	171576.93	104461.54	98461.54	135576.92
Wp Sales Reg R	648600.01	156192.31	92153.85	86153.85	120192.31
Wp Sales Promo R	70000.00	13461.54	10769.23	10769.23	13461.54
Wp Sales Clr R	10000.00	1923.08	1538.46	1538.46	1923.08

2. Select the **Clear** option in the Edit menu.
3. The selected cells are returned to their NA value, as shown in [Figure 4-8](#).

**Figure 4-8 Cleared Cells**

	▼ FY2027	Feb FY2027	Mar FY2027	Apr FY2027	May FY2027
Wp Sales R	728600.01	0.00	0.00	0.00	135576.92
Wp Sales Reg R	648600.01	156192.31	92153.85	86153.85	120192.31
Wp Sales Promo R	70000.00	13461.54	10769.23	10769.23	13461.54
Wp Sales Clr R	10000.00	1923.08	1538.46	1538.46	1923.08

### Clear a Dimension Level

The steps for clearing a dimension level vary depending upon which view you are in, outline or block. In block view, you can click **Clear** in the Edit menu just as you do when clearing cells. However, clearing a dimension level in outline view works differently if more than one level is in the selection.

To clear a dimension level in outline view, perform the following steps:

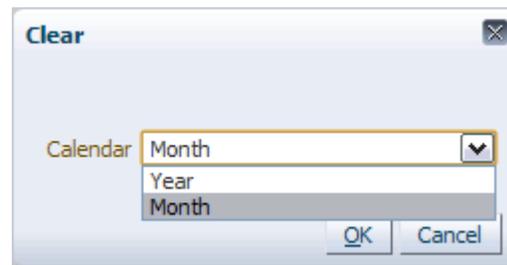
1. Select the cells you want to clear. In [Figure 4-9](#), the entire Weekly Sales - Regular measure has been selected, and two product dimension levels are selected: Fiscal Quarter and Fiscal Month.

**Figure 4-9 Clearing Dimension Levels**

Measure [Label]	Wp Sales R	Wp Sales Reg R	Wp Sales Promo R	Wp Sales Clr R
▼ FY2027	728600.01	648600.01	70000.00	10000.00
Apr FY2027	98461.54	86153.85	10769.23	1538.46
Mar FY2027	104461.54	92153.85	10769.23	1538.46
Jul FY2027	108461.54	96153.85	10769.23	1538.46
Jun FY2027	110061.54	97753.85	10769.23	1538.46
May FY2027	135576.92	120192.31	13461.54	1923.08
Feb FY2027	171576.93	156192.31	13461.54	1923.08

2. Select **Clear** in the Edit menu. The Clear dialog box appears.

**Figure 4–10 Clear Dialog Box**



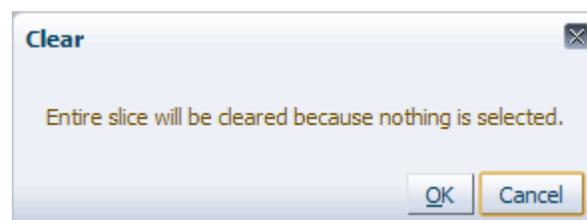
3. Select the dimension level you want to clear and click **OK**. That dimension level clears in the background.
4. If you want to clear another dimension level, select it from the list and click **OK**. When finished clearing, close the Clear dialog box.

### Clear a Slice

You can clear an entire slice, all data shown in the view.

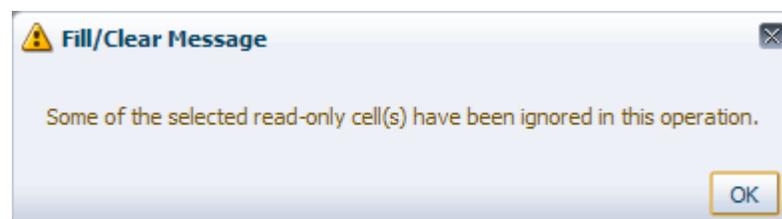
1. When you open the view, do not select any cell.  
If cells are selected, you can deselect them by clicking a dimension tile, opening the Dimension dialog box, and then clicking **OK** to close it.
2. With no cells selected in the view, click **Clear** in the Edit menu.
3. A message appears, stating "Entire slice will be cleared because nothing is selected." Click **OK**.

**Figure 4–11 Clear Entire Slice Message**



The entire slice is cleared. If any read-only cells exist in the slice, a message appears informing you that the read-only cells were not cleared.

**Figure 4–12 Fill/Clear Message: Ignored Read-only Cells**



If all selected cells are read-only, an error message appears, stating that none of the selected cells were editable and therefore the clear was not performed.

## Undo Clear

To undo any type of clear, click **Undo** in either the Edit menu or the quick access toolbar. However, after the **Calculate** function is invoked, the Undo option cannot reverse the clear.

## Fill

The fill feature enables you to quickly populate many cells of a writable measure at a time. Depending on which view you are using, outline or block, one of the following dialog boxes appears.

---

**Note:** The fill feature cannot be used for hyper-dynamic pick lists because the list of available selections may vary from cell to cell.

---

**Figure 4–13** Fill Dialog Box in the Block View

**Figure 4–14** Fill Dialog Box in the Outline View

As shown in [Figure 4–14](#), the outline view has additional dimension level fields. These are available whenever multiple dimensions are displayed in the outline view. You must choose which dimension level you want to fill with data.

To use the fill feature, perform the following steps.

1. Select what you want to fill. In [Figure 4–15](#), the Wp Sales R measure for 100 Non-food Consumer Goods is selected. Its lower level has four positions within it.

**Figure 4–15** *Selecting a Cell to Fill*

	Wp Sales R	Ly Sales R	Wp Markdown R	Wp
100 Non-food Consumer Goods	0.00	0.00	0.00	
450 Home Theater	0.00	0.00	0.00	
700 Electronics	0.00	0.00	0.00	
750 Books Reference	0.00	0.00	0.00	
900 Personal Care	0.00	0.00	0.00	
200 Decor	0.00	0.00	0.00	

2. With a cell selected, click **Fill** in the Edit menu. The Fill dialog box appears.

**Note:** If no cells were selected before the fill feature was invoked, all cells within the measure that is selected in the Fill dialog box are filled. The fill applies to the current slice only.

If only a few cells were selected in the grid, only those selected cells are filled.

**Figure 4–16** *Fill Dialog Box*

**Fill**

\* Measure: Wp Sales R

\* Fill Value: 152400.00

Product: Group

Spread Method:

Replicate

Even

Proportional

Delta

Do not spread to NA value

OK Cancel

3. Choose the measure you want to fill in the **Measure** field. If only one measure was selected, as in the example above, only one option appears.

4. Enter a value in the **Fill Value** field. The measure you selected determines the type of data you can input as the fill value. For instance, if you chose a Boolean type measure, only true or false are available options for the fill value.
5. In the next field, select the level of the dimension that you want the fill to apply to. The name of this field varies according to the dimension you selected.
6. Select the spread method to use to distribute that fill value among the lower levels that belong to the dimension level you selected. For the spread method, choose among the following:
  - **Replicate:** Any value filled into an aggregate level cell is replicated exactly to every base level cell that comprises the aggregate total.
  - **Even:** Any value filled into an aggregate level cell is spread evenly among that cell's lower level constituents.
  - **Proportional:** Any value filled into an aggregate level cell is spread proportionally among all lower level constituent cells. This is based on the content of the cells before the fill.
  - **Delta:** The difference between the value pasted in the aggregated cell level and the original value of the aggregate cell level is spread evenly among all lower-level constituent cells.

---

---

**Note:** The Spread Method options are disabled when the base or lowest level of a dimension is selected. It is disabled because it is not possible to spread a fill value to lower levels if the lowest level is already selected.

---

---

7. Decide whether you want the fill value to be spread to cells that currently have an NA value. If you select **Do not spread to NA Value**, the fill value data is not spread to lower level cells that contain an NA value before the fill. The NA values are left intact, and the aggregate data is spread to the remaining lower level cells.

---

---

**Note:** The **Do not spread to NA value** options is only enabled if the spread method option is enabled.

---

---

8. Click **OK** when finished. The Fill dialog box disappears.

---

---

**Note:** If some of the selected cells were editable and some read-only, a message appears stating that the read-only cells were ignored.

---

---

In the view, the new fill value appears in the cell. It is shown in italics because it has not been calculated or saved yet.

9. Click **Calculate**. The view refreshes and the fill value is now distributed throughout the lower levels. In [Figure 4-17](#), the fill value is distributed evenly among the lower levels.

**Figure 4-17** Fill Value Distributed Among Lower Levels

	Wp Sales R	Ly Sales R	Wp Markdown R	Wp
100 Non-food Consumer Goods	152400.00	0.00	0.00	
450 Home Theater	38100.00	0.00	0.00	
700 Electronics	38100.00	0.00	0.00	
750 Books Reference	38100.00	0.00	0.00	
900 Personal Care	38100.00	0.00	0.00	
97 200 Deser	0.00	0.00	0.00	

### Undo Fill

To undo a fill, click **Undo** in either the Edit menu or the quick access toolbar. However, after the **Calculate** function is invoked, the Undo option cannot revert the fill.

## Modifying Cell Data

In the view, you can make changes to the data cells. You can make the edits by directly typing or updating a value in the cell, copying and pasting, or by importing changes from a file. You can also lock a cell value by clicking the **Lock** icon on the View toolbar. This ensures that any calculation performed during the cell edits do not affect the locked cell values.

In the Fusion Client, you can modify workbook data in the following manner:

1. Click on the cell you want to edit.
2. After you enter or change the value in the cell, you can navigate to any other cell by double-clicking on that cell or using the following keyboard keys to navigate:
  - **Enter** to scroll Down.
  - **Shift + Enter** to scroll Up.
  - **Tab** to scroll Right.
  - **Shift + Tab** to scroll Left.

To learn how to modify data with math formulas, see [Modify Data with Cell Formulas](#).

## Revert Cell

After an edit action, you can revert the cell to the last calculated value using the **Revert Cell** option in the right-click context menu. The **Revert Cell** feature is on a cell-by-cell basis. When you click **Revert Cell**, the edited cell reverts to the last saved or calculated value. Changes up to the last saved or calculated value are available in the Undo list.

## Protection Processing

Protection processing is the process that makes some cells within a workbook read-only to ensure that during edits no conflicts occur within the RPAS engine in a Calculation Cycle. There are two types of protection processing:

- Measure Protection Processing - Locks cells in all the displayed views based on the measures that have been edited.
- Dimension Protection Processing - Locks cells based on the dimension intersections that have been edited.

Protection processing runs each time when a workbook with any locked cell/measure is opened, a cell is edited, a cell or measure is locked, and after each cell revert action. It runs only once when a group of cells are updated in one action. Protected cells or measures appear highlighted in a different color in the view. This is configurable feature.

### Measure Protection Processing

In Measure protection processing, cells become read-only when you make changes to enough measures. This ensures that there are no more possible changes which may cause conflicts.

For example, consider six measures (A, B, C, D, and E) set up with the following two rules:

- Rule 1 -  $A = B + C$
- Rule 2 -  $B = D + E$

In this scenario, both A and B are read-only before any edits are applied. Although B appears to be editable, since there are no reciprocal expressions for B's relation to D and E, it is not editable. Measures C, D, and E, however, are editable.

Typically, rule definitions are set up to include all equivalent derivations of any expression. This ensures that you can edit all of the measures contained in any expression in the rule.

Considering the example above, Rules 1 and 2 will be configured as:

- Rule 1  $A=B+C, B=A-C, C=A-B$
- Rule 2  $B=D+E, D=B-E, E=B-D$

In this case, all measures are editable before you make any changes and the measures remain editable based on the edits you make.

Measure protection processing will lock all instances of a measure when any position of the other measures in the rule are edited.

For example, consider the Rule 1 above in a typical Product, Location, Calendar dimension.

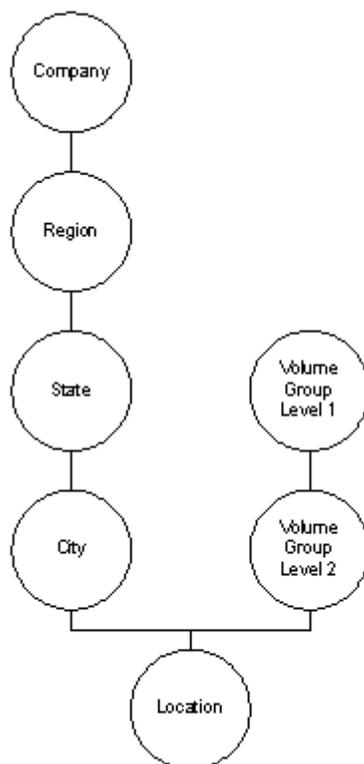
When you edit the measure B for product 1, location 1, and week 1 and measure C for product 1, location 1, and week 2, the measure A becomes read-only for all products at all locations in every week.

### Dimension Protection Processing

Changes to cells at the aggregated levels occur during a Spread action that changes values down to the base intersection of a measure. Dimension protection processing protects the intersections (combination of levels) to ensure that all changes made during the Spread do not affect such a spreading path.

Considering the typical retail dimensions, the process applies at *product:color-location:store-calendar:week* and *product:style-location:region-calendar:month*. These two intersections are on the same path from the root to leaf. If the location dimension has roots for both region/state and Store Volume, any edit to a cell in the Volume Group dimension causes all cells included in an intersection with a company/region/state/city to become read-only.

**Figure 4–18 Location Dimension Example for Dimension Protection Processing**

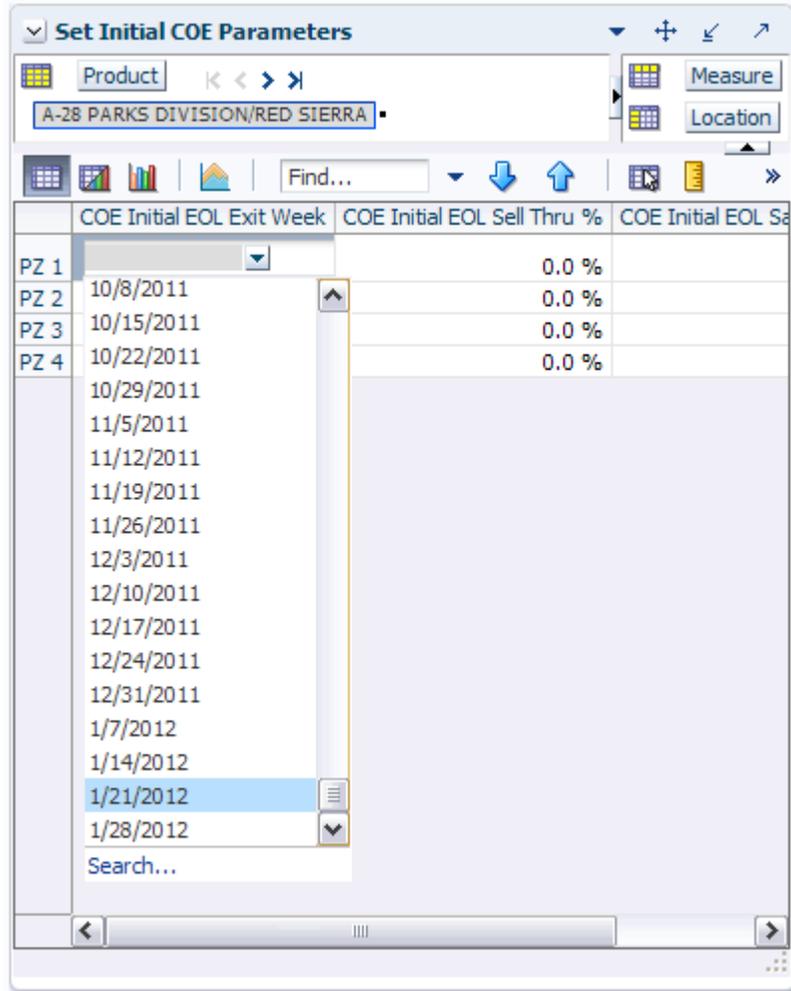


Dimension protection processing changes to the intersection of dimension and level are processed, and edits are allowed to cells as long as the edits are on one path from the root to the leaf level.

## Single Hierarchy Select

If a measure has been set up to have dimension values as inputs, the measure cell displays a drop-down list of positions, as shown in [Figure 4–19](#).

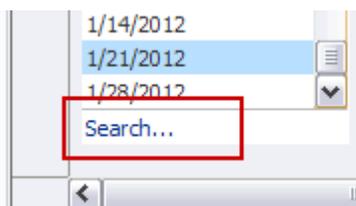
**Figure 4–19** Single Hierarchy Select



For example, a Week Mapping measure can be configured to have the week position of the Calendar dimension as an input. The selection of the dimension is configured in the domain configuration for a measure.

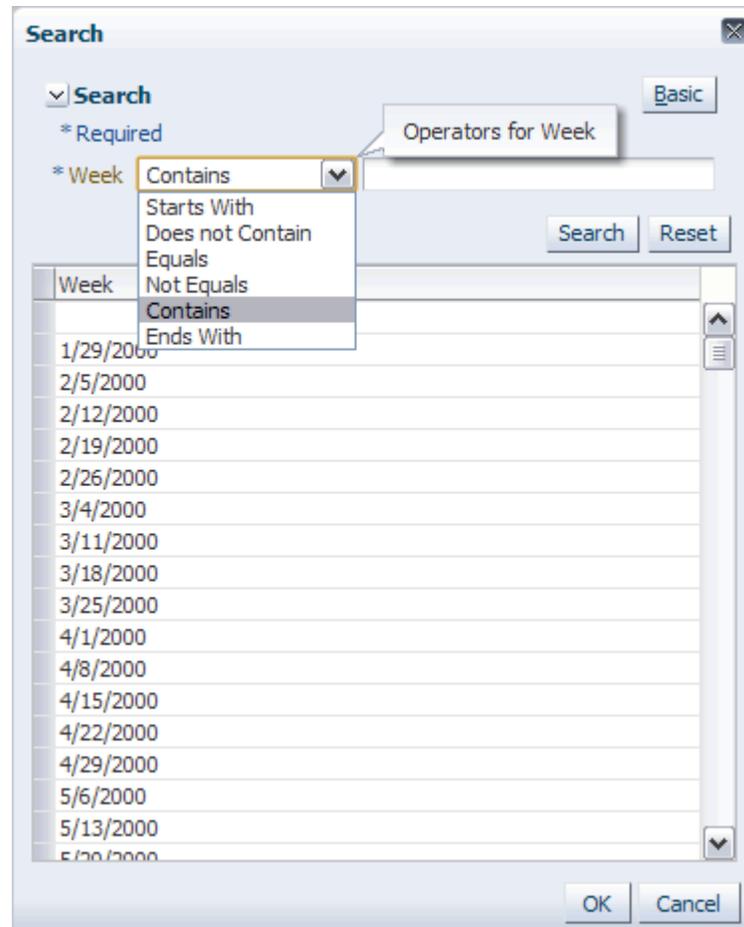
You can either select a value from the list or click **Search** at the bottom of the panel as shown in [Figure 4–20](#).

**Figure 4–20** Single Hierarchy Search



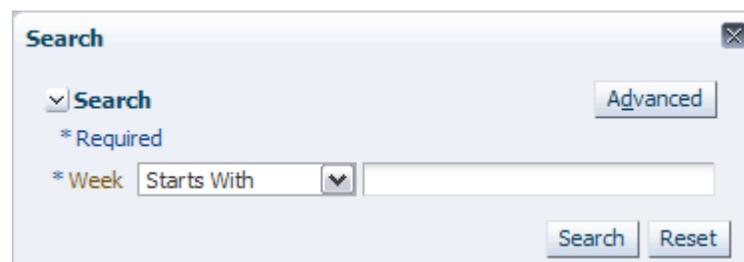
The Search link launches the Search dialog box where you can search for specific values. The search dialog box automatically opens on the Advanced search option (Figure 4-21).

**Figure 4-21** Single Hierarchy Search Dialog Box, Advanced



To use the basic search, click **Basic**. The Search dialog box refreshes with the basic search tools (Figure 4-22).

**Figure 4-22** Single Hierarchy Search Dialog Box, Basic



## Cut, Copy, and Paste

The cut, copy, and paste features provide flexibility to edit the workbook according to the business needs and transfer data from external applications (such as Microsoft Excel) to the system as well as from RPAS to those other applications.

To apply the an operation, select data from the view. After selecting the appropriate cells, you can cut, copy, and paste. For more information, see the [Cut, Copy, and Paste](#) sections or [Cut, Copy, and Paste Special](#) and [Copy to External and Paste from External](#).

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**Notes:**

- The maximum number of cells that can be copied, cut, or pasted is limited by memory. These operations should not be used to export entire workbooks. For more information, see [Export](#).
  - You cannot cut or copy multiple cells when an edit is in progress. While an edit is in progress, only the current edited text is copied. To copy multiple selected cells, click **Escape** to exit and then select the multiple cells again.
- 
- 

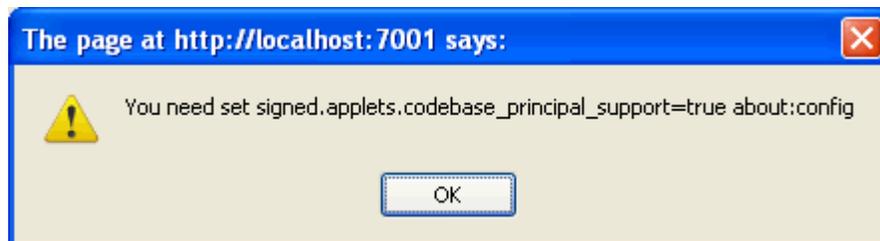
### Browser Settings

To cut, copy, and paste cell data to external applications, the browser must allow JavaScript access to the user's clipboard. For Mozilla Firefox to have access to the user's clipboard, perform the following steps:

1. Open a new window in the Firefox browser.
2. In the address bar, type **about:config** and hit **Enter**.
3. A warning message appears. Click **I'll be careful, I promise!**
4. The settings list appears. In the Filter field, enter **signed.applets.codebase\_principal\_support**.
5. Double click the setting to change the value to **true**.

If access to the user's clipboard is not enabled in Mozilla Firefox, users cannot use the cut, copy, and paste functionality and the following notification appears:

**Figure 4–23** Clipboard Notification



### Security Implications

By changing this browser configuration in either Firefox or Internet Explorer, all other applications that the user accesses through the browser can interact with the user's clipboard. This may pose a security risk.

### Date and Time Data Handling in Cut/Copy/Paste Operations

Since date and time measures can be formatted to display no time, 12-hour formatted time, or 24-hour formatted time, date and time data is handled differently when it is cut, copied, or pasted.

When date and time data is cut, copied, or pasted internally, the full date and time data is captured, regardless of whether the measure is formatted to display the full date and time. If the measure is formatted to display no time and no time is entered in the cell, RPAS stores the time as 00:00:00 and is displayed as 12:00:00AM in 12 hour format and 00:00:00 in 24-hour format.

When date and time data is cut, copied, or pasted externally, you have two options:

- The **As displayed** option copies the data with its formatting
- The **Raw value** option copies the data without its formatting

If time data is stored in a cell but is not displayed due to the measure's formatting, when that data is pasted to a 12-hour or 24-hour formatted cell, the time data is reformatted to match the destination cell's formatting. Similarly, when time data is copied from a 12- or 24-hour formatted cell to a cell with no time formatting, the data is pasted but the time is not displayed. If a time is copied from a 12-hour formatted cell and pasted to a 24-hour one (or 24-hour to a 12-hour), the data is converted automatically during the copy/paste operation.

For more information about time formatting, see [Modifying Date/Time](#).

## Cut

Use this procedure to copy and remove data from the cells of a view in order to move the data to another view or other applications. Note that data created from deferred calculations can be cut.

---



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**Notes:** You cannot cut data from non-editable or read-only measures.

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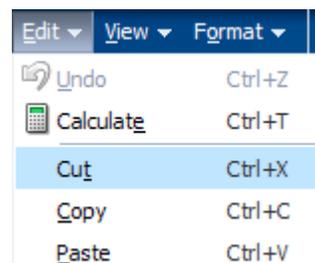


---

To cut data, perform the following steps:

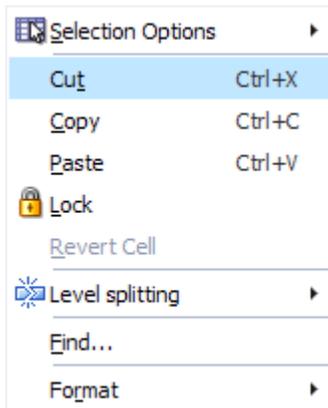
1. Select all data cells in the pivot table that you want to cut.
2. To cut the data and copy it to the clipboard, use one of these three methods:
  - From the **Edit** menu, click **Cut**.

**Figure 4–24** Edit Menu – Cut



- Right-click and select **Cut** from the right-click menu.

**Figure 4–25 Right-click Menu – Cut**



- Use the shortcut command **Ctrl + X**.
3. Data from the selected cells is copied to the clipboard. The selected cells now contain NA values.
  4. To paste the data to other cells or to another application, see the [Paste](#) section.

---



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**Note:** To remove the last deferred entries after using the cut option, right-click and select **Revert Cell** from the right-click menu. Or, use the shortcut option **Ctrl + Z**. You can also select the **Undo** option.

---



---

## Copy

Use this procedure to copy selected data to the application clipboard. Unlike the cut function, the copy function does not clear the data from the view cells. It keeps data in a clipboard which you can use to transfer data within RPAS as well as to an outside application such as Excel. It also helps you to transfer large amount of data easily. Copied cells have just the unformatted textual content transferred over.

When copying from a cell to the clipboard, the string representation of the cells are copied to the clipboard so that it can be pasted into either other cells in the pivot table or to outside applications. Data containing deferred calculations can also be copied. There is no need to invoke **Calculate** before copying.

The following table shows what would be actually copied to the clipboard based on cell (measure) type.

**Table 4–1 Copied Data**

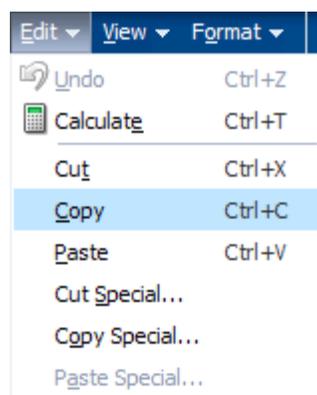
Cell (Measure) Type	Behavior
Boolean	True, or checked, values are copied as 1. False, or unchecked, values are copied as 0.
Date/Time	The formatted date is copied and visible in the cell. If the measure is configured to contain the time, the time is copied as well.
Integer	The formatted number as displayed in the cell is copied. Prefixes and suffixes, such as \$ or %, are copied as well separators.

**Table 4–1 (Cont.) Copied Data**

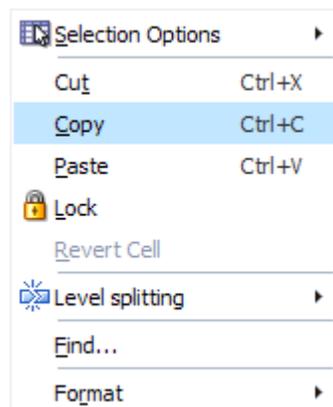
Cell (Measure) Type	Behavior
Picklist	The value displayed in the cell is copied.
Real	The number as displayed in the cell is copied. The format, such as \$ and %, is copied as well.
Single dimension	The value as displayed in the cell is copied.
String	The value as displayed in the cell is copied.

To copy data, perform the following steps:

1. Select all data cells in the pivot table that you want to copy.
2. To copy the data to the clipboard, use one of these three methods:
  - From the **Edit** menu, click **Copy**.

**Figure 4–26 Edit Menu – Copy**

- Right-click and select **Copy** from the right-click menu.

**Figure 4–27 Right-click Menu – Copy**

- Use the shortcut command **Ctrl + C**.

---

---

**Note:** If no cells are selected, the **Edit** menu and right-click options are grayed out. If no cells are selected when the **Ctrl + C** method is used, a warning message appears that states, "No positions have been selected for this operation."

---

---

The selected cells are copied to the clipboard.

## Paste

After you have copied or cut data from a view, you can paste it to other cells within the RPAS Fusion Client or you can paste it to an application such as Excel. The Paste option pastes the data that was last placed on the clipboard into the selected cells.

---

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**Note:** Although non-contiguous data cells can be copied, they cannot be pasted as non-contiguous cells. Data copied from non-contiguous cells does not maintain the pattern in which it was copied. For information about selecting non-contiguous cells, see [Select a Group of Non-Contiguous Cells](#).

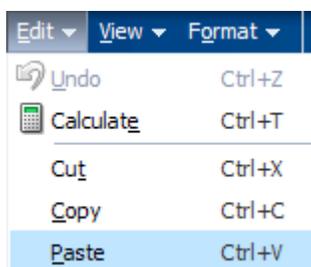
---

---

To paste data, perform the following steps after you have copied or cut data from another location:

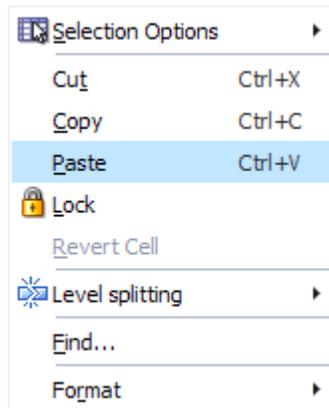
1. Select the cells in which you want to paste the data.
2. To paste the data into the cells, use one of these three methods:
  - From the **Edit** menu, click **Paste**.

**Figure 4–28** *Edit Menu – Paste*



- Right-click and select **Paste** from the right-click menu.

**Figure 4–29** Right-click Menu – Paste



- Use the shortcut command **Ctrl + V**.

---

**Note:** If protection processing does not allow data to be pasted into the selected cell, the paste operation is aborted.

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## Cut, Copy, and Paste Special

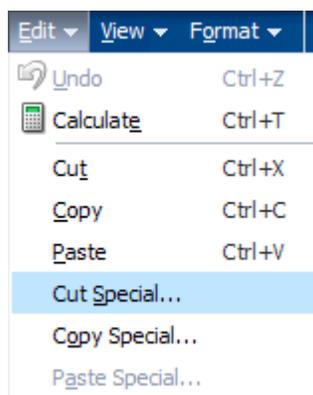
The following sections describe the cut, copy, and paste special features.

### Cut Special

You can also cut data at the base level or higher level intersection across page slices. If multiple levels (product group, style, etc.) are represented in the pivot table selections, the cut option is performed at the lowest level actually selected. After data is cut from the selected cells, you can paste data to other selected cells in the pivot table. To cut data, perform the following steps:

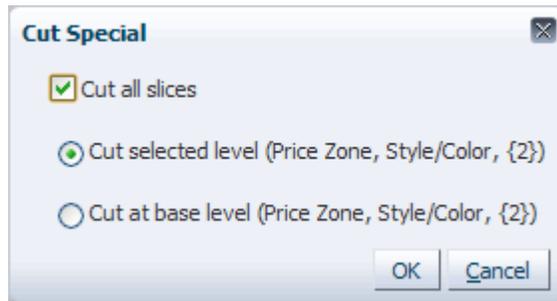
1. Select all data cells in the pivot table that you want to cut.
2. From the **Edit** menu, click **Cut Special**.

**Figure 4–30** Edit Menu – Cut Special



3. The Cut Special menu appears.

**Figure 4–31** *Cut Special Menu*



Select from the following options:

- **Cut all Slices:** This option is enabled only if the current workbook view contains more than one page slice. Otherwise, this options is disabled. When this option is selected, the cut operation behaves as if all positions in the slice dimension's levels were selected prior to the cut. If the box is left unchecked, only the data from the current slice position is cleared and copied.
- **Cut selected level:** This option cuts only the selected level of data.
- **Cut at base level:** This option allows you to cut the data at the measure's lowest intersection. Although the cut function is performed at the base level, it seems that the aggregated level data has been cut since the data is rolled up.

## Copy Special

You can also copy data at the base level or higher level intersection across page slices. After data is copied from the selected cells, you can paste data to other selected cells in the pivot table. This feature allows you to view data at an aggregate level while copying data at a dimensional level not currently displayed or while selecting data from the current slice while copying data from all slices. You can copy data at the base level only or copy from all slices without selecting the base level data or without selecting data from entire slices.

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**Note:** Data copied using the Copy Special option is not copied to the clipboard. It is copied to the RPAS server.

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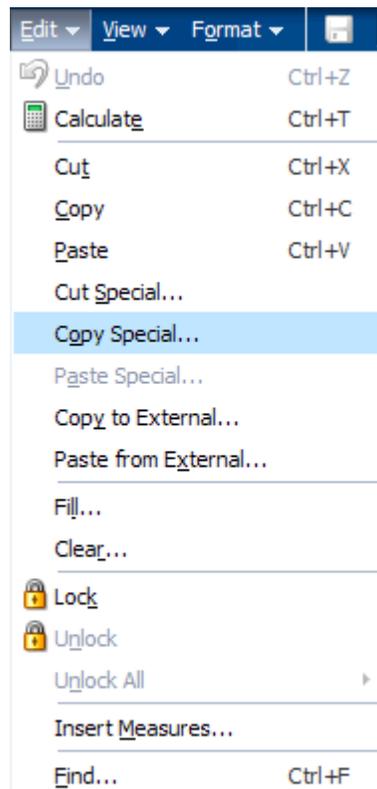


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To copy data, perform the following steps:

1. Select all data cells in the pivot table that you want to copy.
2. From the Edit menu, click **Copy Special**.

**Figure 4-32** Edit Menu – Copy Special



3. The Copy Special menu appears.

**Figure 4–33 Copy Special Menu**



Select from the following options:

- **Copy all slices:** This option is enabled only if the current workbook view contains more than one page slice. Otherwise, this options is disabled. When this option is selected, the copy operation behaves as if all positions in the slice dimension's levels were selected prior to the copy. If the box is left unchecked, only the data from the current slice position is copied.
  - **Copy selected level:** This option allows you to copy the level of data shown in the pivot table. The base level data from which the displayed data is created is not copied.
  - **Copy at base level:** This option allows you to copy the base level data, which is the measure's lowest intersection, which may not be displayed in the pivot table. If this option is not selected, the data is copied for the selected dimension level only.
4. The selected data is copied to the RPAS server. It is not copied to the clipboard. You can paste the copied data to other selected cells in the workbook multiple times. The copied data is available to the RPAS server until the workbook is closed.

## Paste Special

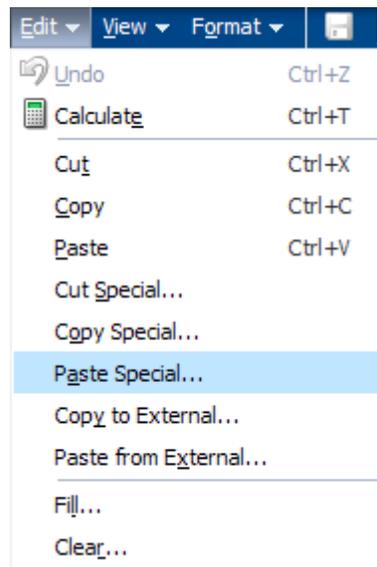
Paste Special allows you to view data at an aggregate level while pasting it at the base level which is not displayed in the current slices. It provides a dialog where user can specify options for specialized paste functions.

If the levels of multiple dimensions are represented in the pivot table selections, the default paste option is performed at the lowest level.

To use special paste, perform the following steps:

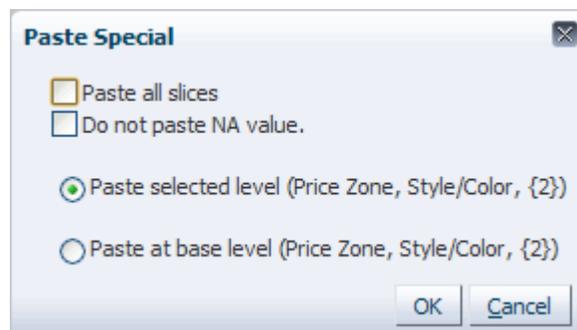
1. Before using paste, you have placed data in clipboard using **Cut**, **Cut Special**, **Copy**, or **Copy Special** from the Edit menu.
2. Select **Paste Special** from the Edit menu.

**Figure 4–34 Edit Menu – Paste Special**



3. The Paste Special menu appears.

**Figure 4–35 Paste Special Menu**



Select from the following options:

- **Paste all slices:** this option pastes data to all slices. If not selected, data is only pasted to the currently displayed slice position.
  - **Do not paste NA values:** If this option is selected, cut or copied NA data values are not pasted into the current selection. Whenever the system encounters an NA value in the copied data, that value is ignored and the data cell being pasted keeps its original value. In other words, when this option is selected, the current pivot table data is not overwritten by NA values.
  - **Paste selected level:** This option only pastes data at the level of data shown in the pivot table.
  - **Paste at base level:** This option is enabled only if none of the base level measures are selected before the paste. This option enables you to paste data at the base level, which may not be currently displayed in the workbook. This allows you to view data at an aggregate level while pasting it at the base level.
4. Click OK. The selected data is pasted.

## Copy to External and Paste from External

The Copy to External and Paste from External options allow data to be copied to and pasted from the system clipboard when the browser's security restriction prevents the Fusion Client from copying to and pasting from the clipboard. These options are needed for Mozilla Firefox and Google Chrome.

### Copy to External

Use the Copy to External feature when data from the pivot table needs to be copied to an application other than RPAS Fusion Client, such as Microsoft Excel or Notepad. To use the Copy to External feature, perform the following steps:

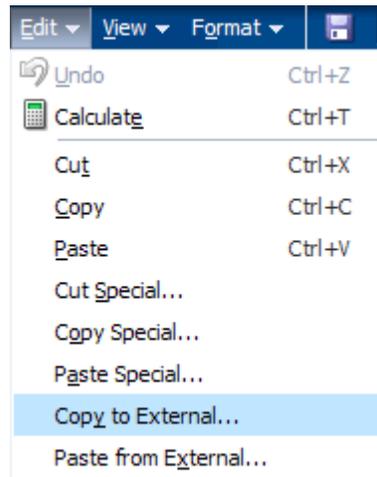
1. Select the cells to be copied in the pivot table.

**Figure 4–36** *Selecting Cells for Copy to External*

	Consumer	Consumer	Consumer
AMg Wp	1250.00	1900.00	3300.00
AMg Wp	Working	Empty	Soccer Mom
AMg Wp	90.00	875.00	7800.00
AMg Wp	45.00	175.00	650.00
AMg Wp	2.00	5.00	12.00
AMg Wp	8000.00	15000.00	45000.00
AMg Wp	720000.00	13125000.00	351000000.00
AMg Wp			

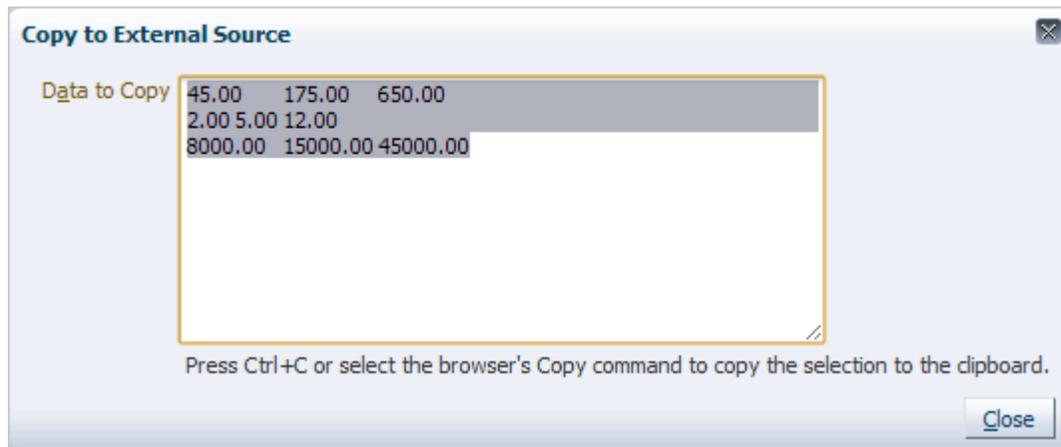
2. Click the **Copy to External** option in the Edit menu.

**Figure 4–37 Edit Menu – Copy to External**



A dialog box appears, containing the copied data from the pivot table. The data is formatted correctly and is selected in a text field.

**Figure 4–38 Copy to External Source Dialog Box**



3. To execute the browser's copy command, select the copy option from the browser menu or click **CTRL+C**. This copies the selected text from the text field to the system clipboard. Click **Close**.

The data can then be pasted into another application. It can also be pasted into the Fusion Client using the [Paste from External](#) option.

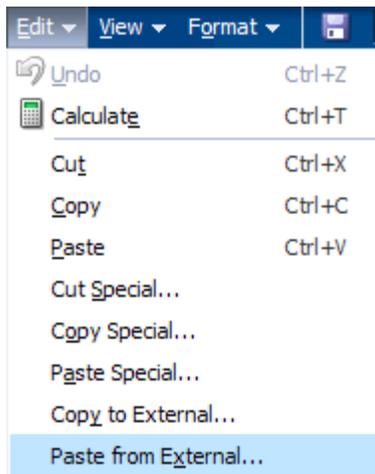
## Paste from External

Use the Paste from External feature when you need to paste data into the Fusion Client from the system clipboard.

To use the Paste from External feature, perform the following steps:

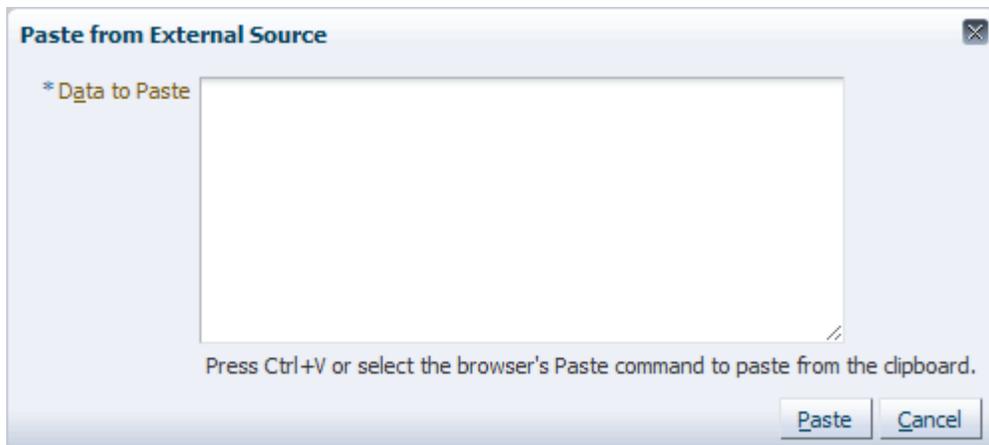
1. Copy the data in the correct format from another application.
2. Select the area to paste in the pivot table by selecting the upper left hand corner of the paste area or the exact cells to be pasted into.
3. Click the **Paste from External** option in the Edit menu.

**Figure 4–39 Edit Menu – Copy to External**



A dialog box appears, containing an empty text field.

**Figure 4–40 Paste from External Source Dialog Box**



4. To paste the clipboard data into the text field, use the browser's paste command from the browser menu or click **CTRL+V**.
5. Click the **Paste** button in the dialog box to paste the data in the selected pivot table.

## Read-only Measures

Read-only measures are defined during the domain configuration process. The read-only status can be set at both the base intersection and aggregate levels. Read-only measures are indicated as non-editable cells based on measure information retrieved when the workbook is opened.

Read-only cells by default have a gray cell background color. This same default color used to indicate protection processing protected cells and elapsed cells. If the visual indicator for read only is changed to be different than the visual indicator for protected cells and the cell is both read-only and protected, then the cell will display the visual indicator for protected cells. These cells are not editable from the RPAS Fusion Client.

**Figure 4-41** Read-only and Writable Measures

	1 Max Revenue	2 Max Sale units	3 Max Margin
Min Volume (% of Original)	80.00		
CPI (Absolute)			
CPI (% of Original) <b>writable</b>	75.00		
Max # Price Changes (Absolute)			
Max # Price Changes (% of Total Prices)	20		
Price Drift	Low	Unrestricted	Unrestricted
Original Gross Margin	1374.04	1374.04	1374.04
Original Gross Margin %	100.00	100.00	100.00
Original Revenue <b>read-only</b>	1374.04	1374.04	1374.04
Original Volume	1086.00	1086.00	1086.00
Original CPI	29.71	29.71	29.71

## Locking and Unlocking

In addition to read-only workbooks and measures, the RPAS Fusion Client also provides a locking function in order to protect information. The locking function can be performed on cells, measures, and positions.

**Cell locking** is available on any editable cell and invokes protection processing.

**Measure locking** is available on any measure and invokes protection processing.

**Position locking** is available on non-calendar dimensions and does not invoke protection processing.

---

**Note:** Locks are not recognized when performing operations such as custom menus and refresh. Locks are only observed when performing a workbook calculation.

---

## Cells

The cell locking feature allows you to lock one or more editable cells in the pivot table. When a table cell is locked, calculations performed as a result of data manipulations do not affect the locked data values. This functionality allows you examine various what-if scenarios to determine the best course of action for planning or forecasting.

The RPAS Fusion Client iterates through the selected cells by measure, then by column, then by row. Locked cell information is immediately transferred to the RPAS Server. The locked cell information is saved with the workbook and locked cells continue to be locked upon reopening the workbook.

The locked status of a cell is indicated by the presence of a picture of a lock in the cell's left portion. After an eligible cell is locked, the system determines whether the remaining table cells are eligible or ineligible to be locked. For instance, if all the children cells of any parent cell are locked, the parent cell cannot be locked. Instead, any edits to the parent cell are spread to the children cells based on the ratio of the values locked into the cells. If a cell becomes ineligible to be locked, the right-click menu associated with that cell does not contain the Lock option. Furthermore, any read/write cells that become ineligible for locking are made read-only.

You may choose to lock a data cell at any time to protect that cell from forced recalculations due to data manipulations elsewhere in the workbook. For example, you may want to see the effect of a change to sales value on inventory levels without forcing a change to receipts. Another example would be to change sales value at an aggregate level (such as month) and spread the result to only three of the four weeks that comprise that month. In this case, you could effectively hold the second week's sales value constant while spreading the aggregate-level increase among the remaining three weeks.

Protection processing executes against locked cells as if they were edited to their current value. Cell locks do not appear in the Undo list, which appears next to the **Undo** icon in the toolbar when more than one edit has been made. In addition, cell locks are not affected by the **Undo** option from the menus. Only cell value edit changes appear in the Undo list. Cell lock or unlock actions do not force a calculation cycle to execute.

## Measures

The measure locking feature enables you to simultaneously lock all of the cells that are associated with a given measure in a view. A measure can be locked or unlocked when the header cell of the measure dimension is selected. As with individual cell locking, the locked status of each cell in the measure is indicated by the lock picture in each cell's left portion.

Locked measure information is immediately transferred to the RPAS Server. The locked measure information is saved with the workbook, so locking measures enables the save features of the workbook. The locked measure information is saved with the workbook and locked measures continue to be locked upon reopening the workbook.

Protection processing executes against a locked measure as if the measure has been edited to the same value.

If multiple measures are selected, they are locked or unlocked in row or column order. A measure may be locked even if it is already protected by protection processing.

**Note:** You can only make a selection at one level in the headers of a multidimensional header. The lock and unlock applies to the selected measure only. Locked measures are designated by a lock icon in the header text of the measure and in its cells.

## Positions

Position locking allows you to lock all measures in all displayed views along one or more positions of non-calendar dimensions. Cells along unlocked positions are still editable and can also change as a result of calculations. Locked positions are designated by a lock icon in front of the position name. The cells of the locked position are shaded as read-only.

**Figure 4–42 Locked Positions**

	1 Max Revenue	2 Max Sale units	3 Max Margin
Min Revenue (% of Original)			
 Min Volume (Absolute)			
 Min Volume (% of Original)	 80.00		
 CPI (Absolute)			
CPI (% of Original)	75.00		
Max # Price Changes (Absolute)			

Protection processing does not run against cells locked by a position lock. Unlike cell locks, a parent position becomes locked if all its children are locked. They become unlocked if any of their children are unlocked. Hidden children are considered when deciding if a parent position becomes locked. Unlocking or locking the parent unlocks or locks all the children. Hidden children positions are treated the same as visible children. Unlike a measure lock, the lock indicators do not show up in each of the cells, only in the header cells, even though the cells are displayed as read-only.

Locked position information is immediately transferred to the RPAS Server. The locked position information is saved with the workbook, so locking positions enable the save features of the workbook. The locked position information is saved with the workbook and locked positions continue to be locked upon reopening the workbook.

A position cannot be locked when locking it affects an edited or locked cell. A warning modal dialog is displayed and asks you to revert the affected edits and calculate the workbook or cancel the position locks. You are warned if a cell lock is affected and given the choice of canceling the position lock or unlocking the affected cell locks and continuing. If both edits and cell locks are affected, the you see both dialogs with the edit dialog appearing first. If you cancel the position lock from either dialog, then no action is taken against either locked or edited cells.

## Locking and Unlocking Methods

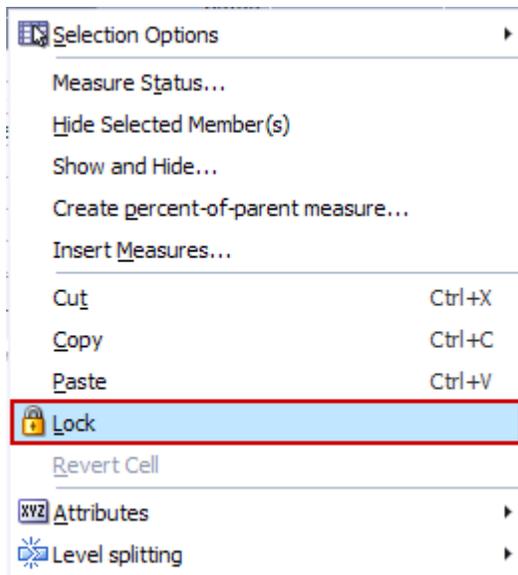
You can initiate locks by selecting a cell, measure, or position within the pivot table and then selecting one of three options to initiate a lock or unlock action. Locking and unlocking can be done through the following:

- [Locking through the Right-click Context Menu](#)
- [Locking through the Edit Menu](#)
- [Locking with the Lock Icon](#)

### Locking through the Right-click Context Menu

One way that you can lock or unlock a cell, measure, or position is through the right-click context menu. Depending upon what is selected, the context menu determines whether the **Lock** or **Unlock** option is shown.

**Figure 4–43 Locking: Right-click Context Menu**



To lock using the context menu, perform the following:

1. Select a cell, measure or position. After it is selected, it is shaded.
2. Right-click the mouse. The context menu appears. If the cell, measure, or position is not already locked, the **Lock** option appears in the menu.
3. Select the **Lock** option.
4. The selected item or items show a lock symbol.

**Figure 4–44 Lock Symbol Shown in a Locked Measure**

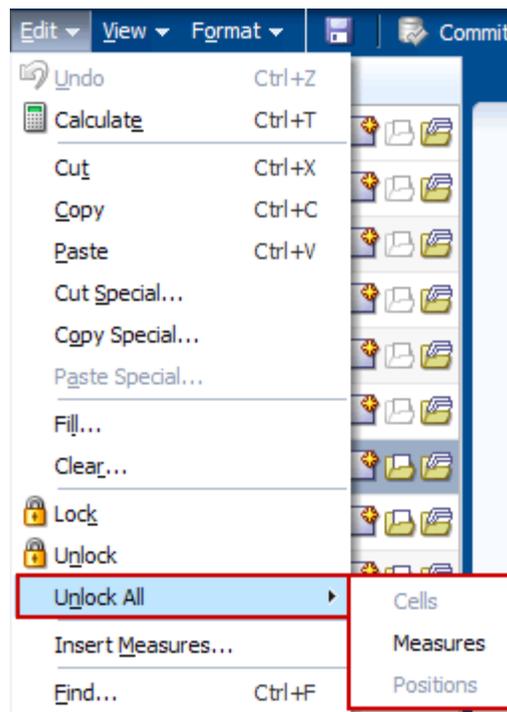
	1 Max Revenue	2 Max Sale units	3 Max Margin
Min Revenue (% of Original)			
Min Volume (Absolute)			
Min Volume (% of Original)	80.00		
CPI (Absolute)			
CPI (% of Original)	75.00		
Max # Price Changes (Absolute)			

### Locking through the Edit Menu

Another way you can lock a cell, measure, or position is through the Edit menu. The Edit menu contains several locking options:

- Lock
- Unlock
- Unlock All Cells
- Unlock All Measures
- Unlock All Positions

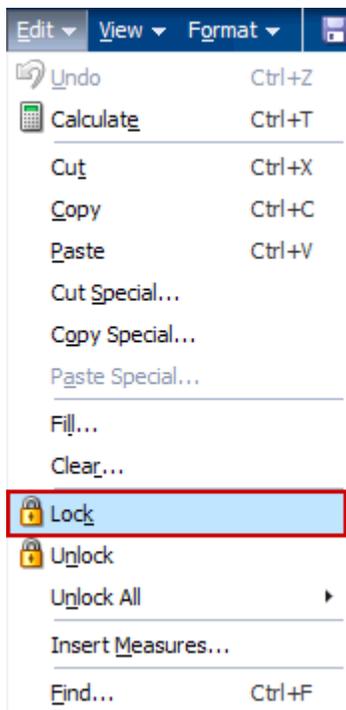
**Figure 4–45** Locking Options in the Edit Menu



To lock using the Edit menu method, perform the following:

1. Select a cell, measure or position. After it is selected, it is shaded.
2. From the Edit menu, click the **Lock** option.

**Figure 4–46 Locking through the Edit Menu**



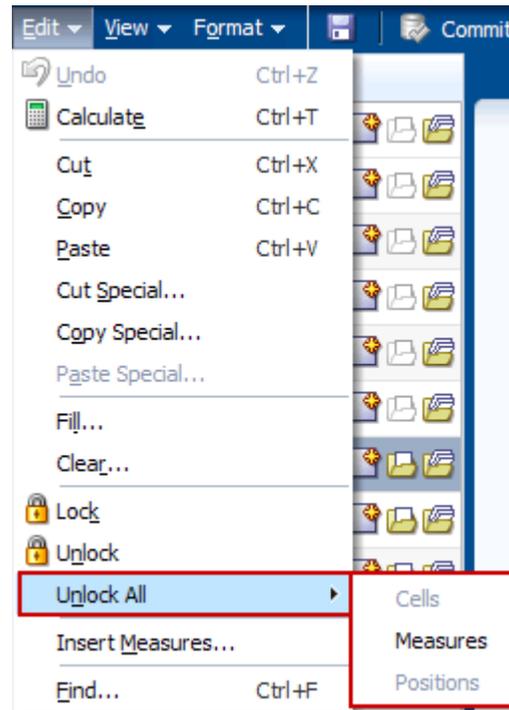
The selected item or items show a lock symbol.

To unlock using the Edit menu method, perform the following:

1. Select the cell, measure or position that is locked.
2. From the Edit menu, click **Unlock**.

Or, if you want to unlock all cells, measures, or positions, select **Unlock All** and choose the type you want to unlock.

**Figure 4–47 Locking Options in the Edit Menu**



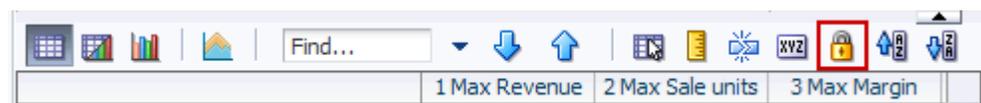
### Locking with the Lock Icon

The third way you can lock a cell, measure, or position is with the Lock icon in the toolbar. If some selected cells are already locked, they are ignored. If all selected cells are already locked, then the selected cells are unlocked instead of locked. If there is an error when locking any of the selected cells, measures or positions then an error message will be displayed and all of the applied locks will be reset. Cells that were already locked when the lock action started will remain locked.

To lock using this method, perform the following:

1. Select a cell, measure or position. After it is selected, it is shaded.
2. Click the **Lock** icon in the toolbar.

**Figure 4–48 Locking with the Lock Icon**



The selected item or items show a lock symbol.



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## Formatting

RPAS enables you to configure formatting settings of workbooks and save those settings for future use. You can configure some formatting within the Fusion Client as well as through the RPAS Configuration Tools. For more information configuring formatting with the Configuration Tools, see the *RPAS Configuration Tools User Guide*.

Formatting settings are created in the Format dialog box. In the Format dialog box, you can set and clear formats that apply to measures or dimensions. You can make changes to single or multiple measures and dimensions and apply those changes across one, many, or all views in the workbook.

### Default Cell Formats

Some formatting cannot be altered in the Fusion Client. Read-only and protected cells as well as edited cells have default formats that are configured in a property file for the entire solution. The default formats are shown in [Table 5-1](#).

**Table 5-1** Default Formats

Cell State	Configurable Style	Default Style
Read-only cells	Cell Style	Light grey background color.
Protected cells	Cell Style	Light grey background color.
Invalid cells	Cell Style	Dark grey background color.
Editable Cells	Cell Style	None (white background color).
Edited Cells	Text Style	Italic font, white background color.

---



---

**Note:** These default styles can be changed by editing the `PivotTableStyles.properties` file. For instructions on editing this file, see the "PivotTableStyles.properties File" section in the *RPAS Administration Guide for the Fusion Client*.

---



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Read-only cells are those which cannot be edited for any reason. In [Figure 5-1](#), the cells of the Ly Sales R measure are read-only since the data is from last year and cannot be changed because it occurred in the past.

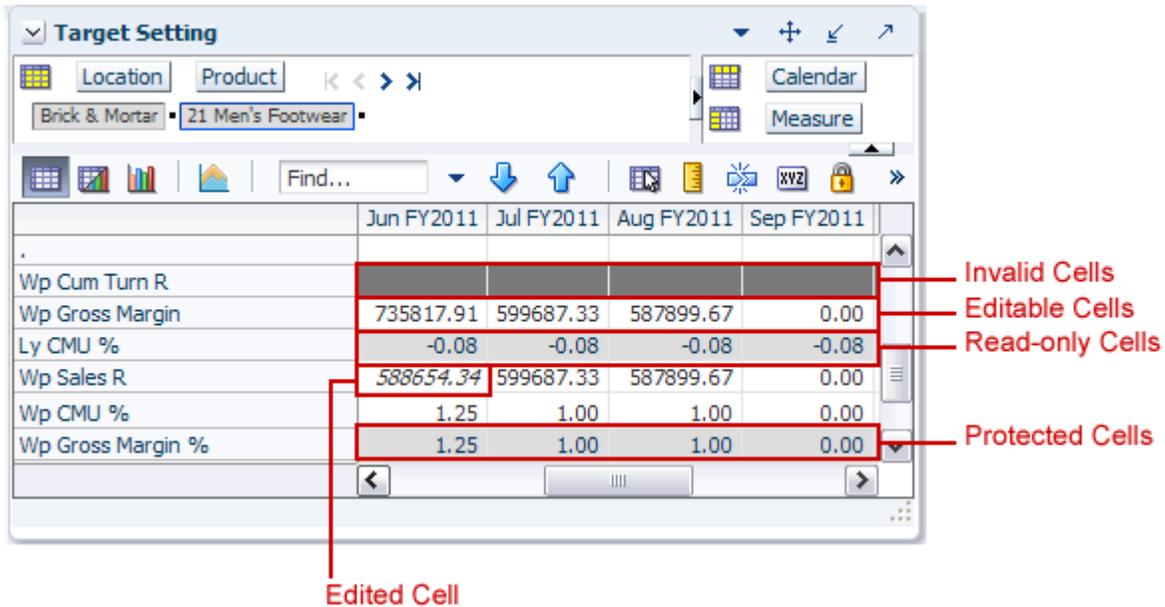
Protected cells are those which are read-only to ensure there are no more edits which may cause conflicts. In [Figure 5-1](#), the cells of the Wp Sales AUR measure are protected because that measure is based on the data from Wp Sales U, which has been edited. For more information, see [Protection Processing](#).

Invalid cells are those which are at a level in the view below the base intersection of the measure. In Figure 5-1, the Wp BOS R measure has a base time level of Half, and so it is invalid at the week level. Therefore, the cell in the Sprg Fy2010 is editable, but the cells in the week columns are invalid.

Editable cells can be edited. In Figure 5-1, the cells of the Wp Sales R and Wp Sales U measures are editable and therefore have white cell backgrounds.

After a cell has been edited, it retains its white cell background, but its font becomes italic. In Figure 5-1, the 2/13/2010 cell in the Wp Sales U measure has been edited.

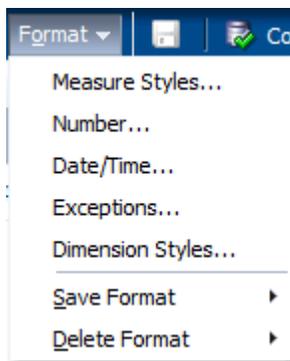
Figure 5-1 Default Cell Formats



## Modify Formatting

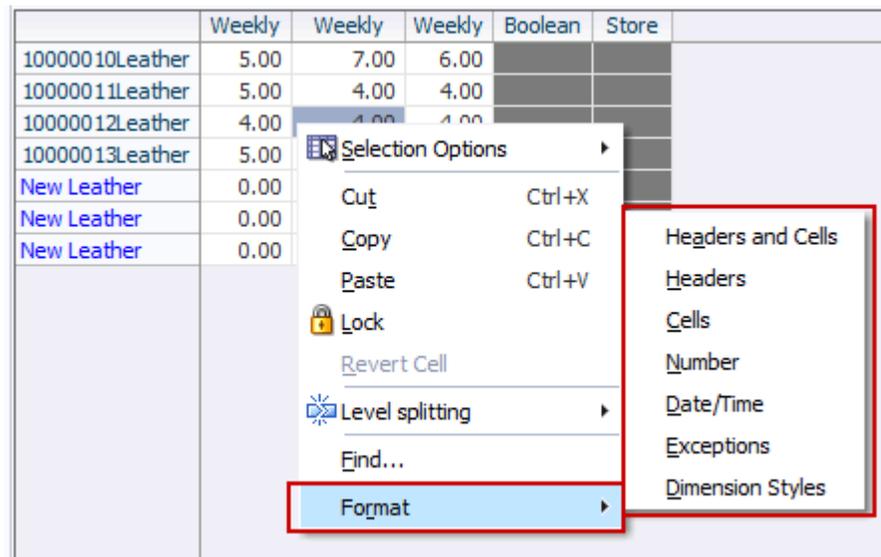
To access the Format dialog box, select an option in the Format menu.

Figure 5-2 Format Menu



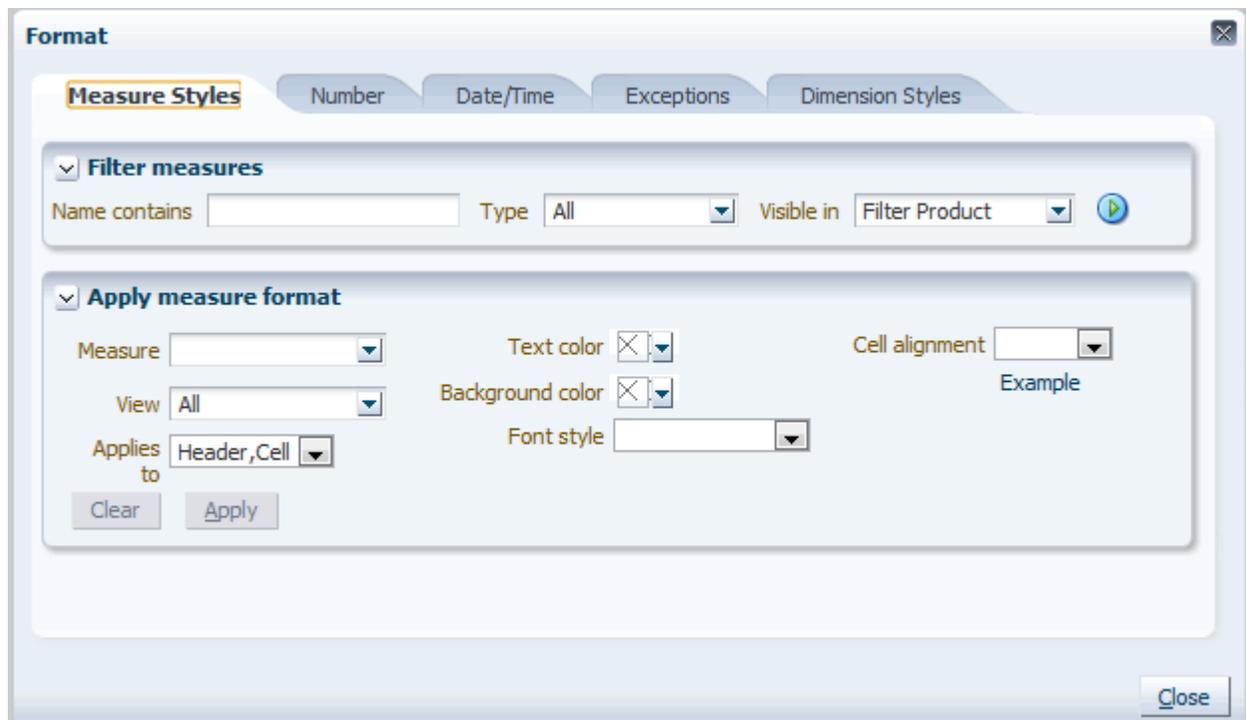
Or, right-click a dimension position in the page edge, column axis, or row axis.

**Figure 5–3** *Format Option in the Right-Click Context Menu*



The Format dialog box appears. From the Format dialog box, you can modify measure styles, number formatting, exceptions, and dimension styles.

**Figure 5–4** *Format Dialog Box*



## Using the Filter to Find Measures

You can use the filter to find measures that share name commonality, type, or location. To use the filter, perform the following steps:

1. Enter data in at least one of the following fields:
  - **Name contains:** Enter the word or phrase you want to find. The word or phrase is searched for in the entire label string, including any displayed attributes. This field is not case sensitive.
  - **Type:** Select the type of measure you are searching for. Options are integer, real, date, text, Boolean, or all types.
  - **Visible in:** Select the view that you want to search in. You can select one, several, or all.

In [Figure 5-5](#), the string "Ly" is searched for in all types of measures within the Target Setting view.

**Figure 5-5** Filtering Measures

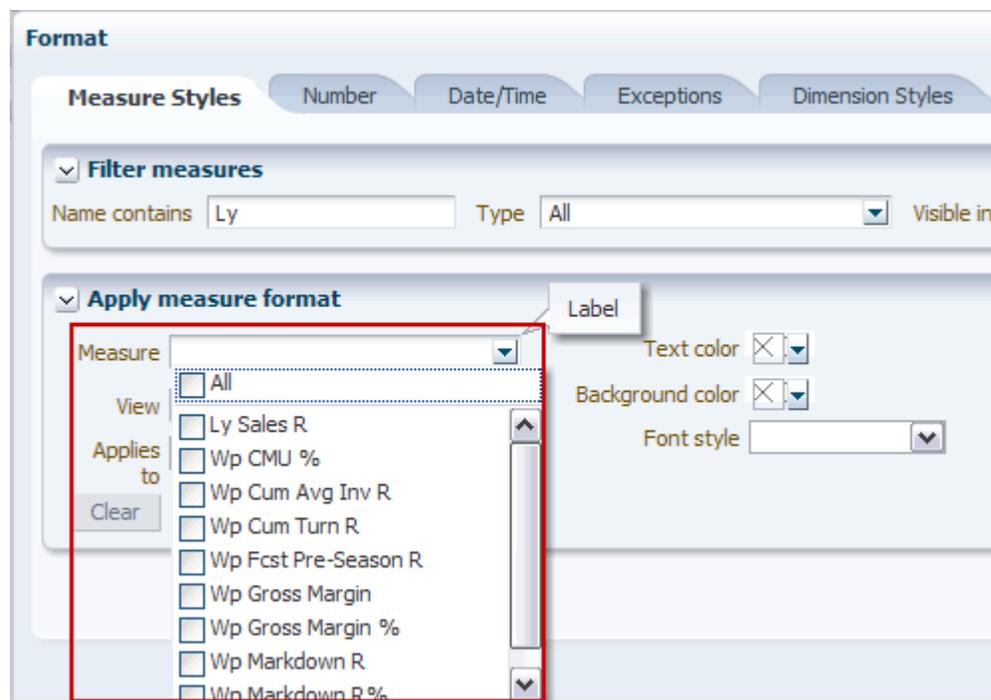
The screenshot shows the 'Format' dialog box with the following settings:

- Filter measures:**
  - Name contains: Ly
  - Type: All
  - Visible in: Target Setting
- Apply measure format:**
  - Measure: (empty)
  - View: All
  - Applies to: Header, Cell
  - Text color: (empty)
  - Background color: (empty)
  - Font style: (empty)
  - Cell alignment: (empty)

Buttons for 'Clear', 'Apply', and 'Close' are also visible.

- After you have entered the search criteria, click the blue arrow to the right of the Filter measures area. The measures that fit your search criteria are shown in the Measure field within the Apply measure format area.

**Figure 5–6 Filter Results**



### Percent-of-Parent Measures

Percent-of-parent measures also appear in the Measure field. Some percent-of-parent measures have the same label as the measure from which it was created. Therefore, when displaying measure labels in the Measure field, a series of attributes may be used to describe the measure. The attributes are separated by a delimiter character.

The order of attributes is usually displayed as **[Label] | [%] | [Aggregation]**

For example:

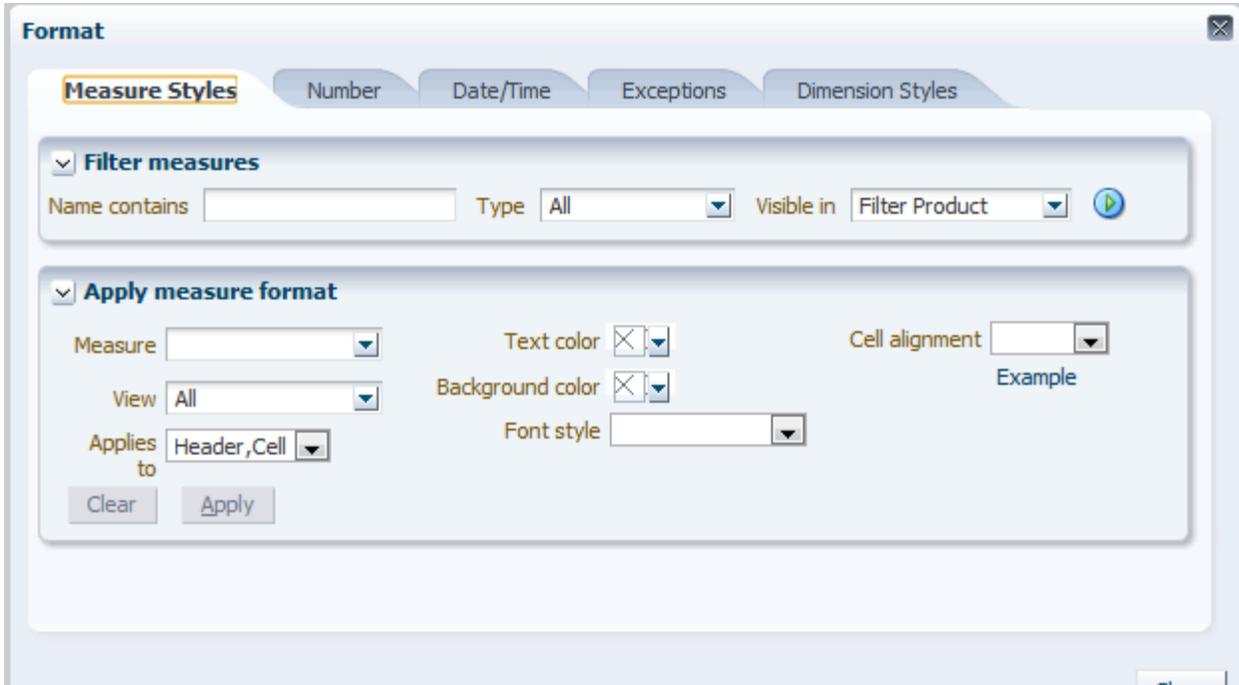
- Wp Gross Margin | | TOTAL
- Wp Sales contrb Prod R% | % Product | TOTAL
- Wp Sales contrb Time R% | % Calendar | TOTAL

## Modifying Measure Styles

From the Measure Styles tab of the Format dialog box, you can locate measures with the filter feature and then modify the measure style for those measures. Measures can be modified by altering the appearance of the headers cells.

When the filter feature is not in use, the measures that appear in the **Measure** field within the Apply measure format section shows the measures that are contained in the current view.

Figure 5–7 Measure Styles Tab of the Format Dialog Box

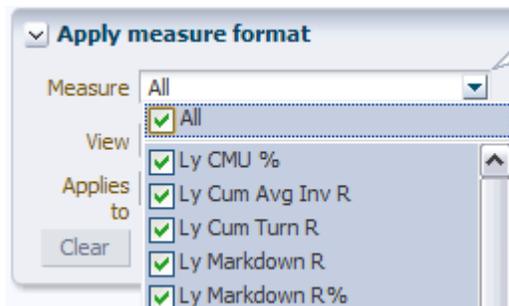


### Applying Measure Formats

After you have found the measures you would like to change, you can edit or clear the existing formats for those measures and add new ones. To alter the measure format, perform the following steps:

1. Use the filter to find the measures you want to alter. See [Using the Filter to Find Measures](#).
2. Select the measures from the Measure field. You can select one, several, or all.

Figure 5–8 Select Measures



3. In the **View** field, select the views where these measures appear that you would like to alter.
4. In the **Applies to** field, select the part of the measure formatting that you would like to alter.
5. In the Text color, Background color, Cell alignment, and Font style fields, choose the settings you want to apply.

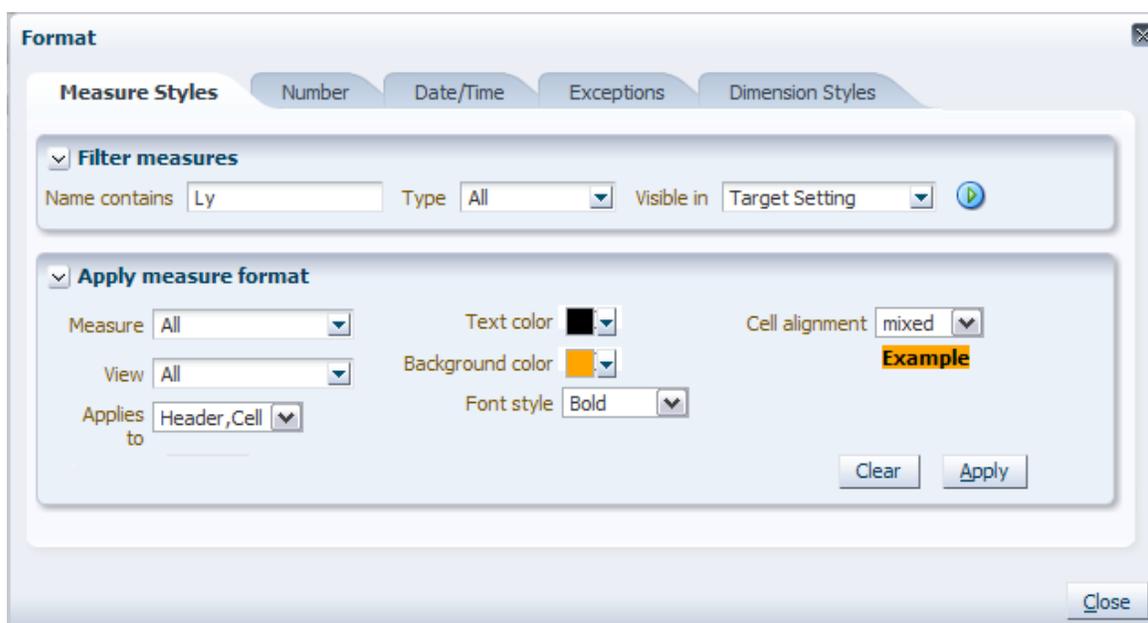
---

**Note:** The cell background for read-only measures cannot be altered.

---

6. When finished, click **Apply** and **Close**.

**Figure 5–9 Applying Measure Formatting**



The Format dialog box closes. In the view the new formatting is visible.

---

**Note:** **Mixed** appears as a formatting option when two positions have different formatting settings. For instance, if a user has selected bold as the font style for one measure and italics for another, when the user selects both measures at once, the font style drop-down displays **mixed**. The mixed option occurs only when there are multiple selections on the left side, and the properties on the right side contain a drop-down list.

---

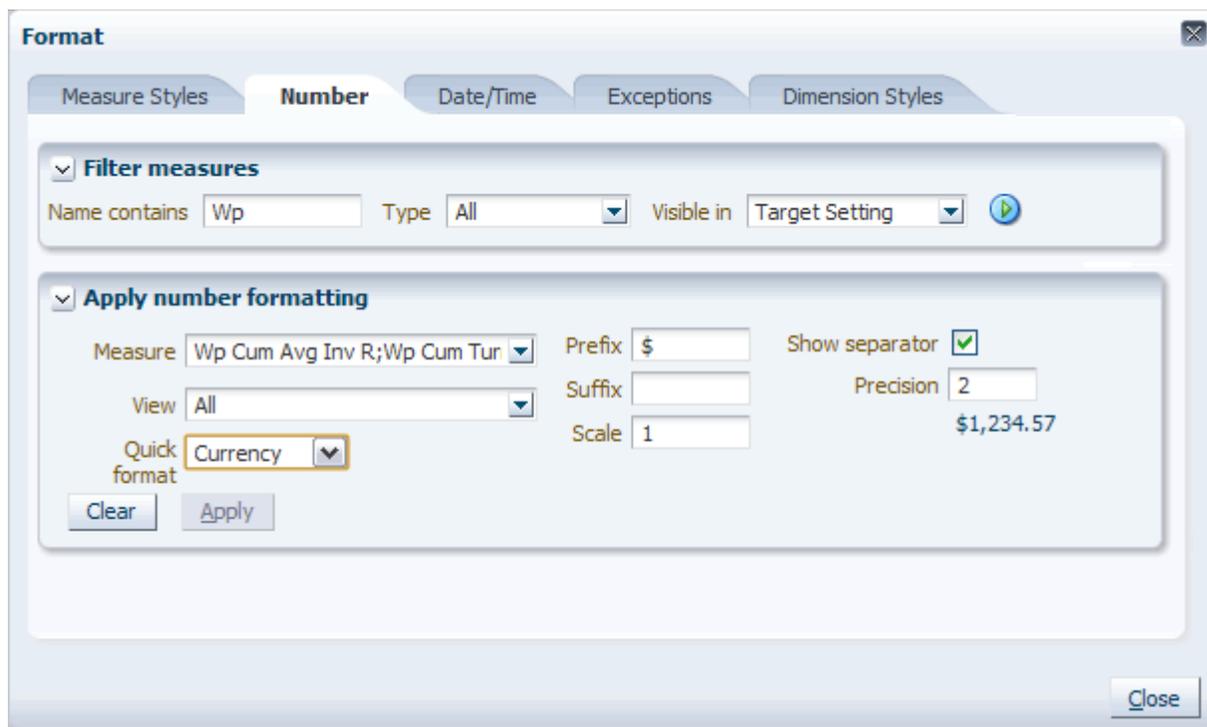
Figure 5-10 Formatted Measures

	Jun FY2011	Jul FY2011	Aug FY2011	Sep FY2011	O
Wp Fcst Pre-Season R	0.00	0.00	0.00	0.00	
Wp Sales var Fcst Pre-Season R%	0.00	0.00	0.00	0.00	
Ly Sales R	0.00	0.00	0.00	0.00	
Wp Sales var Ly R%	0.00	0.00	0.00	0.00	
.					
Wp Markdown R	0.00	0.00	0.00	0.00	
Wp Markdown R%	0.00	0.00	0.00	0.00	
Ly Markdown R	0.00	0.00	0.00	0.00	
Ly Markdown R%	0.00	0.00	0.00	0.00	
.					
Wp Cum Turn R					
Wp Gross Margin	0.00	0.00	0.00	0.00	
Ly CMU %	-0.08	-0.08	-0.08	-0.08	
Wp Sales R	0.00	0.00	0.00	0.00	
Wp CMU %	1.00	1.00	1.00	1.00	
Wp Gross Margin %	0.00	0.00	0.00	0.00	
Ly Cum Turn R	0.00	0.00	0.00	0.00	
Wp Cum Avg Inv R					

## Modifying Number Formatting

From the Number tab of the Format dialog box, you can locate measures with the filter feature and then modify the number formatting for those measures. When the filter feature is not in use, the measures that appear in the **Measure** field within the Apply measure format section shows the measures that are contained in the current view.

**Figure 5–11** Number Tab of the Format Dialog Box

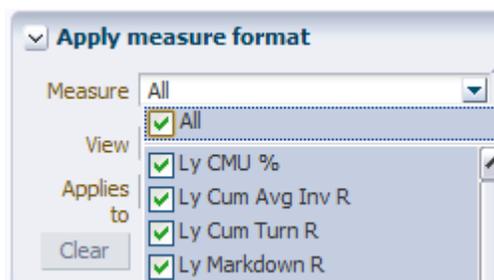


### Applying Number Formats

After you have found the measures you would like to change, you can edit or clear the existing number formats for those measures and add new ones. To alter the number format, perform the following steps:

1. Use the filter to find the measures you want to alter. See [Using the Filter to Find Measures](#).
2. Select the measures you want to alter from the Measure field. You can select one, several, or all.

**Figure 5–12** Select Measures



- In the **View** field, select the views where these measures appear that you would like to alter.

The **Quick format** field contains four preconfigured number formats: currency, percentage, thousands, and millions. If one of these formats suits your needs, select it. The values in the **Prefix**, **Suffix**, and **Scale** fields adjust accordingly. If the quick formats do not suit your needs, continue to the next steps to adjust the remaining fields.

**Table 5–2 Quick Format Options**

Quick Format	Description
Currency	The currency format as a scale factor of 1 and a prefix of \$. It has a precision of 2. For example, \$1223.45.
Percentage	The percentage format has a scale factor of 0.01 and a suffix of %. It has a precision of 0. For example, 16%.
Thousands	The thousands format has a scale factor of 1000 and a suffix of k. It has a precision of 0. For example, 1,235k.
Millions	The millions format has a scale factor of 1000000 and a suffix of M. It has a precision of 0. For example, 1,235M.

In the **Prefix** field, enter a string up to seven characters that you want to appear before number. Prefixes are often used for a currency symbol.

In the **Suffix** field, enter a string up to seven characters that you want to appear after the number. Suffixes are often used to denote scaling factors (k, m) or percentages (%).

In the **Scale** field, enter the factor to be applied to displayed values to produce an internal value. For instance, you can use this to display a fractional value as a percentage with a scale factor of 0.01

Select the **Show separator** option to use the thousands separator in the view. The thousands separator depends upon the regional setting. Often though, it is a comma.

In the **Precision** field, enter the number of places to the right of the decimal to be displayed. The precision value for integers is 0.

---



---

**Note:** Below the Precision field is an example of how the formatted number appears.

---



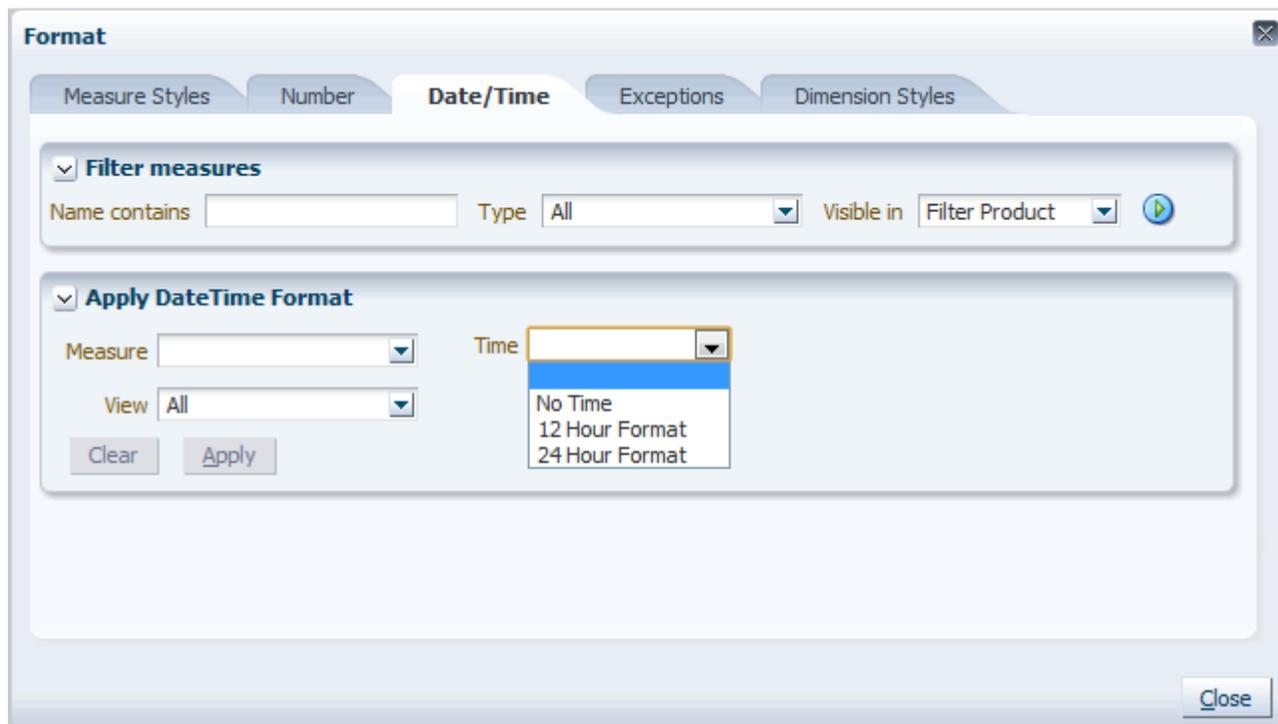
---

When finished, click **Apply** and **Close**. The number formatting is applied to the selected measures in the view.

## Modifying Date/Time

From the Date/Time tab of the Format dialog box, you can locate date measures with the filter feature and then modify the date/time formatting for those measures. When the filter feature is not in use, the measures that appear in the **Measure** field within the Apply DateTime format section shows only date measures that are visible in the current view.

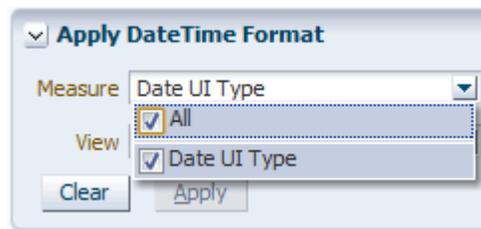
Figure 5–13 Date/Time Tab of the Format Dialog Box



### Applying Date/Time Formatting

1. Use the filter to find the measures you want to alter. See [Using the Filter to Find Measures](#).
2. Select the measures you want to alter from the Measure field. Only date/time measures are displayed in this list. You can select one, several, or all.

Figure 5–14 Select Date Measures



3. In the **View** field, select the views where these measures appear that you would like to alter.

4. Use the **Time** field to configure how the time is displayed.
  - Choose **No Time** if you do not want the time data to be displayed with the date.
  - Choose **12 Hour Format** to display the time in 12-hour format. Example: 10:58PM.
  - Choose **24 Hour Format** to display the time in 24-hour format. Example: 22:58PM.

An example of the time format you chose appears below the time field.

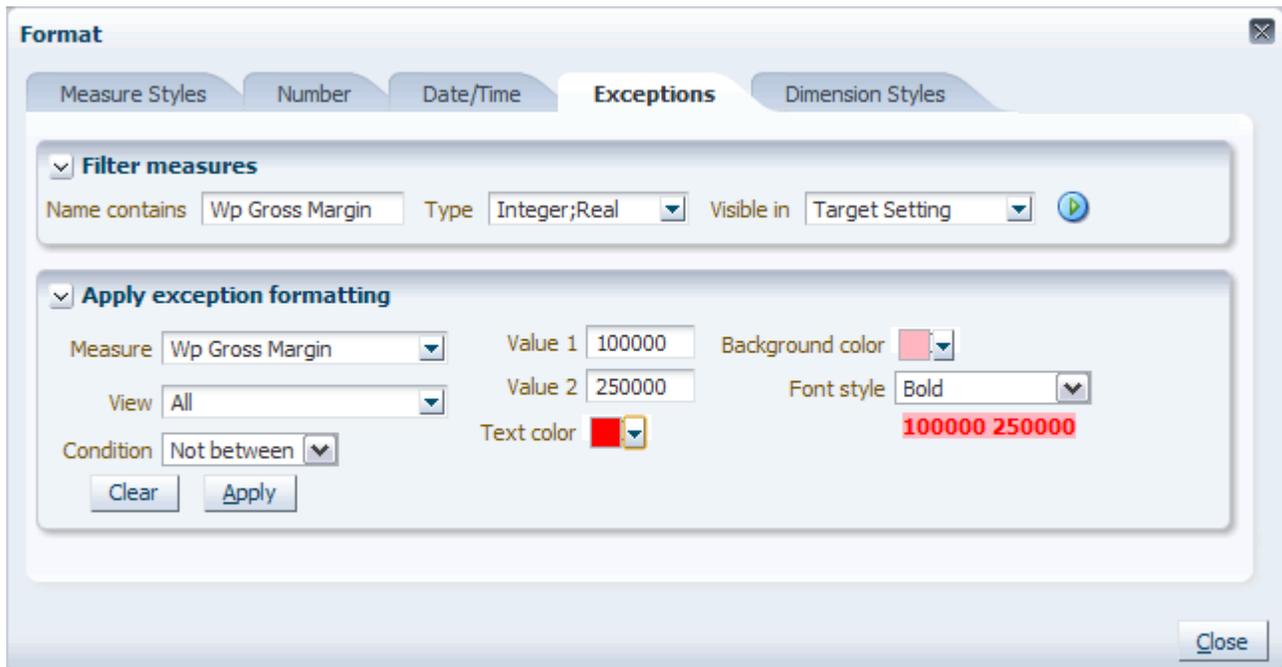
5. When finished, click **Apply** and **Close**. The date/time formatting is applied to the selected measures in the selected views.

## Modifying Exceptions

Exception formatting is used for numeric measure types. Exception formatting defines the styles to be applied to a cell's value when it falls outside a defined range.

From the Exceptions tab of the Format dialog box, you can locate measures with the filter feature and then modify the exception formatting for those measures. When the filter feature is not in use, the measures that appear in the **Measure** field within the Apply measure format section shows the numeric measures that are contained in the current view.

**Figure 5–15** Exceptions Tab of the Format Dialog Box

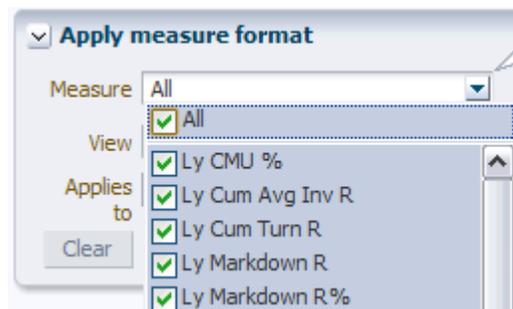


### Applying Exception Formatting

1. Use the filter to find the measures you want to alter. See [Using the Filter to Find Measures](#).

2. Select the measures you want to alter from the Measure field. You can select one, several, or all.

**Figure 5–16 Select Measures**



3. In the **View** field, select the views where these measures appear that you would like to alter.
4. Use the **Condition** and **Value** fields to set the parameters of the exception.
  - In the **Condition** field, select one of three options:
    - **<=**: Use this to select values that are *less than* or equal to **Value 1**.
    - **>=**: Use this to select values that are *greater than* or equal to **Value 1**.
    - **Not between**: Use this option to select values that do not fall between **Value 1** and **Value 2**. This is a way to set both the **<=** and **>=** conditions to have the same formatting styles.
  - In the **Value** fields, enter the following:
    - If you chose **<=** or **>=** as the **Condition**, enter the value in **Value 1** that the exception needs to be greater or less than.
    - If you chose **Not between** as the **Condition**, enter the values that the exception should not fall between in **Value 1** and **Value 2**.

---



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**Notes:**

- If entering a value that has a scale factor, such as a percentage, enter the raw value. For example, if you want to enter 10%, you should enter .1.
  - Exceptions applied to integer measures must have integer values for **Value 1** and **Value 2**. Otherwise an error occurs.
- 
- 

5. In the **Text color**, **Background color**, and **Font style** fields, choose the settings you want to apply.

---



---

**Note:** Below the **Font Style** field is an example of how the formatted exception appears.

---



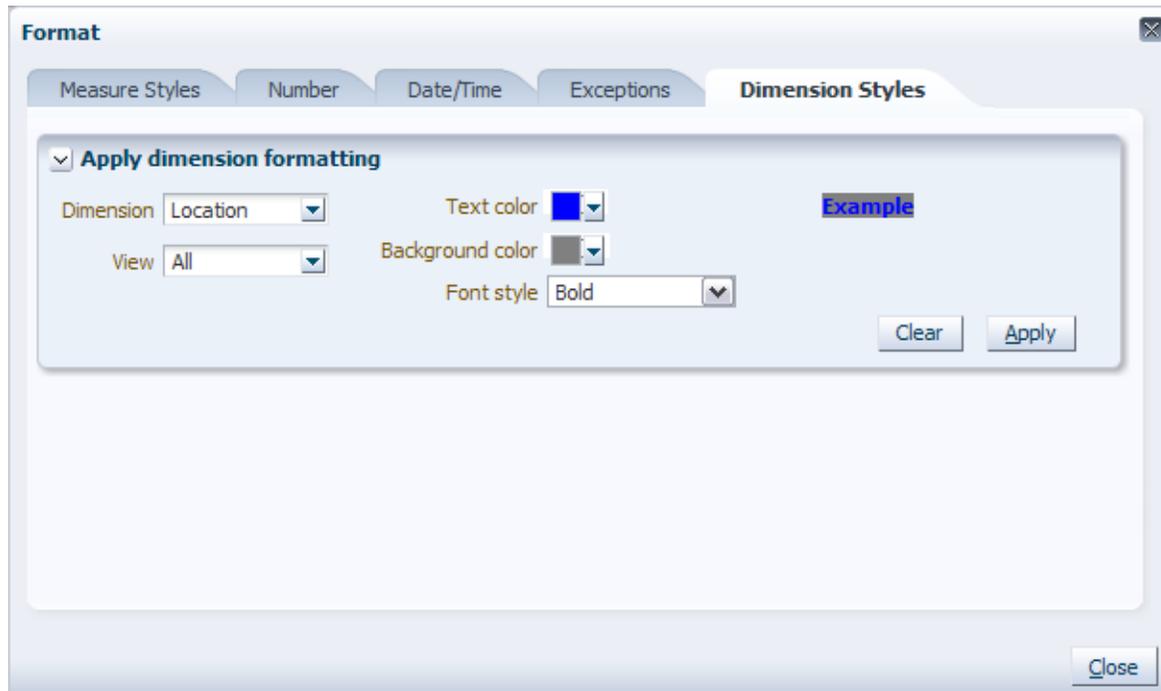
---

6. When finished, click **Apply** and **Close**. The exception formatting is applied to the selected measures in the view.

## Modifying Dimension Styles

From the Dimension Styles tab of the Format dialog box, you can specify header styles for one, a few, or all dimensions. The filter measure feature is not available on this tab because dimension formatting applies only to dimensions, not measures.

**Figure 5–17** Dimension Styles Tab of the Format Dialog Box



### Applying Dimension Styles

1. In the **Dimension** field, select which dimension that you would like to alter. You can select one, a few, or all.

---

**Note:** **Measure** appears as an option in the **Dimension** field. If you choose **Measure** as the dimension, you can set a default header style for measures, but not a default cell style.

---

2. In the **View** field, select the views where these dimension styles should be used.
3. In the **Text color**, **Background color**, and **Font style** fields, choose the settings you want to apply.

---

**Note:** Below the **Font Style** field is an example of how the formatted dimension header appears.

---

4. When finished, click **Apply** and **Close**.

The Format dialog box closes. In the view the new dimension styles are visible.

## Saving Formats

RPAS allows you to configure formatting settings of workbooks and views and save those settings for future use. You can configure the appearance of measures, grids, axes, and exceptions; set the type-specific parameters of measures; and enable synchronized page scrolling.

The following settings are saved in the formatting database:

- Dimension and measure tile locations
- Visible dimension levels (aggregate roll-ups)
- Measure order and format
- Format menu settings
- Slice selection
- Block view vs. outline view

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**Note:** Split level/dimension settings and the sort order without attributes setting are not saved in the formatting database.

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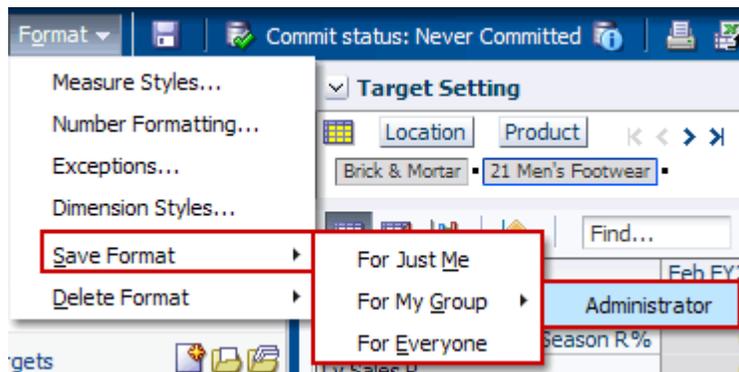
## Format Levels

The formatting settings you create are stored along with the workbook in the domain. Because workbook formats are saved just as workbooks are, they can be made available to other users. Saved formats are used when being new workbooks.

There are three availability levels a workbook format can be saved to:

- **For Just Me:** The workbook format is available only to the user who created it.
- **For My Group:** The workbook format is available to all members of the user's group. Users who belong to more than one group can choose which group to make the workbook available to.
- **For Everyone:** The workbook format is available to all users in the organization.

**Figure 5–18 Save Format**



When a new workbook is created, the most specific set of workbook formats that apply are taken as the new workbook format. When a workbook formatting set exists for an availability level (user, group, world), the entire set is taken from that level and applied to the new workbook. For example, if there are user settings for the current user, all workbook formatting from those user settings are applied.

---

**Note:** When a new workbook is created, the user's default group is used for the group availability level check.

---

## Saving Options

When saving formatting settings, you can save all formatting, Save All, or just save the changes you have made, Save Changes Only.

**Figure 5–19** Save Format Options



### Save Changes Only

The Save Changes Only option allows you to save only what you have changed so that a subset of the workbook's formatting is merged into the existing saved format. This subset consists of changes made since the workbook was first constructed. You also have the option to include changes inherited from any of the saved styles. During the merge, any conflicting settings in the existing saved format are overwritten while non-conflicting settings are left alone. This allows multiple users to manage group and template styles: users can write to the same files without necessarily writing over the changes of others.

Since formatting is saved incrementally, non-conflicting changes to formatting can be propagated throughout different levels. When a workbook is created, a superset of all changes in the applicable user, group, and template level styles is made with all conflicting changes resolved by the lowest level, user. Therefore, if a change is made to the group formatting, each group member sees it in every new workbook as long as a conflicting formatting setting does not exist at the user level.

---

---

**Note:** The saved formats you inherited may have changed since you built your workbook. You should have a strategy in place for managing multiple users who save to the group and template formats.

---

---

### Save All

The Save All option can be used if you do not want to inherit any changes made to a higher level. Selecting Save All writes an entry for each formatting setting whether or not you changed it from the group or template format. Essentially, this blocks any changes that were made at a higher level from the level to which you are saving.

After Save All is applied to the user format, that user is not able to see changes made to the group or template level formatting again. Accordingly, if Save All is applied to a group format, then no member of the group can see the changes made to the template level. However, each group member maintains access to any user level overrides that he or she saved. Since Save All overrides all formatting, the only way to revert to Save Changes Only is to delete the formatting at that level.

### Inheritance Formatting

You can select the check boxes on the Save Format dialog box to inherit the formatting information from other levels.

For example, for any setting at the group level that needs to be propagated to the template level, select **View** and then **Save Format for All**. The Save Format dialog box appears. Click **Save Changes Only**, and then select **Include Inherited Group Formatting**.

For any setting at the template level that needs to be propagated to the user level, select **View** and then **Save Format for User**. The Save Format dialog box appears. Click **Save Changes Only**, and then select **Include Inherited Template Formatting**.

---

---

**Note:** Chart format data is not merged into the existing saved format as other data is. It is saved as Save All (overwriting existing formatting), even if Save Changes Only is selected.

---

---

## Deleting Formats

You can delete formats that you created. To delete a format, perform the following steps.

1. Open the workbook that has the formatting you want to delete.
2. From the View menu, click **Delete Format**.
3. Choose the level you want to delete it from.
  - **For Just Me:** The workbook format is deleted only for the user who created it.
  - **For My Group:** The workbook format is deleted for all members of the user's group.
  - **For Everyone:** The workbook format is deleted for all users in the organization. Only administrators can save for everyone.

---

---

## Dimensions, Levels, and Positions

Dimensions describe the top-to-bottom relationship between the levels or positions of the dimensions in RPAS. They reflect the dimensions set up at your business and being used by the merchandising solutions.

RPAS supports many alternative dimensions that provide different roll ups and help analyze the data from a different perspective.

Levels are subdivisions of a dimension. Levels group information of the same type. For instance, a level within the Product dimension could be Department. The Department level would contain all the departments (men's shoes, women's shoes, children's shoes) that exist.

Positions are the individual members of the level.

This chapter describes the various tasks you can perform with dimensions, levels, and positions. It includes the following sections:

- [Showing/Hiding Levels](#)
- [Expanding and Collapsing Levels](#)
- [Level Splitting](#)
- [Showing/Hiding Positions](#)

## Showing/Hiding Levels

Dimension levels that appear in the view are based on the configuration. Only levels configured for a view are visible in the view. In the Fusion Client, you can show or hide the levels in the following ways:

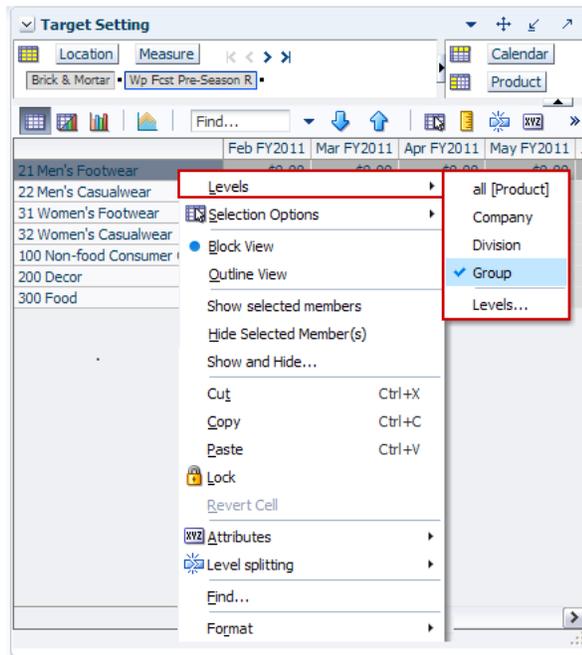
- Right-click menu
- Levels tab in the Dimension dialog box

### Using the Right-Click Menu

To show or hide levels using the right-click menu:

1. In the view, right-click anywhere in the area that displays the dimension.
2. Select the level you want to show or hide.

**Figure 6–1** Right-Click Menu



The view updates to display or hide the relevant level.

---

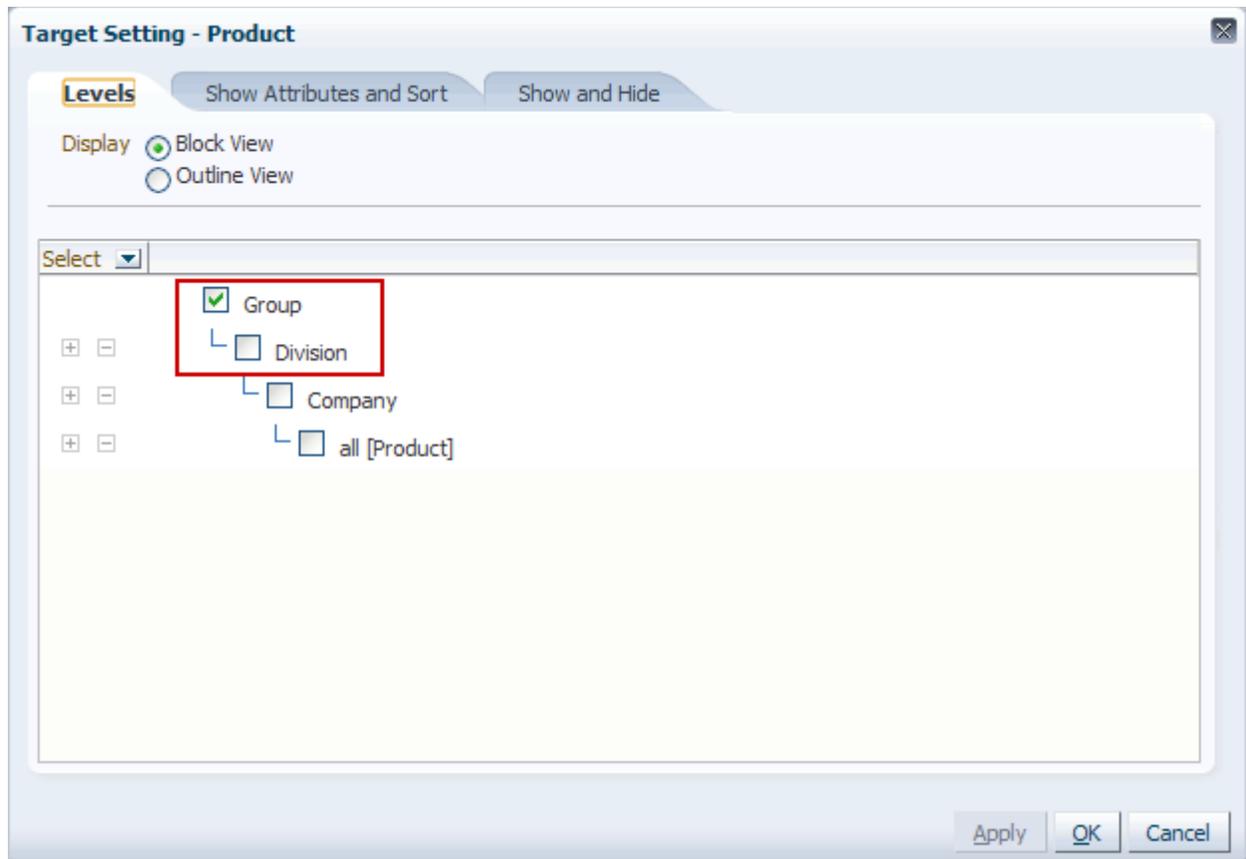
**Note:** You can perform the same action by accessing the right-click context menu in the page edge.

---

### Using the Dimension Dialog Box

To show or hide levels and select the display type using the Dimension dialog box, perform the following steps:

1. In the page edge, click the dimension tile you want. The Dimension dialog box appears.

**Figure 6–2 Dimensions Dialog Box, Levels Tab**

2. Click the Levels tab. The Levels tab shows all the levels and alternate roll-ups and enables you to select one or more levels within a single dimension.
3. Select the levels you want to show or hide using the check boxes to the left of the level name.
4. Select **Block View** or **Outline View** as the display type.
5. Click **OK** to apply the changes and close the dialog box.  
Or, click **Apply** to apply the changes and continue working on the other tabs.

## Expanding and Collapsing Levels

Although you can click the Expand/Collapse buttons next to each level displayed in the view, it can be tedious and time consuming if there are many levels. The Fusion Client includes the following options to help you expand/collapse levels easily:

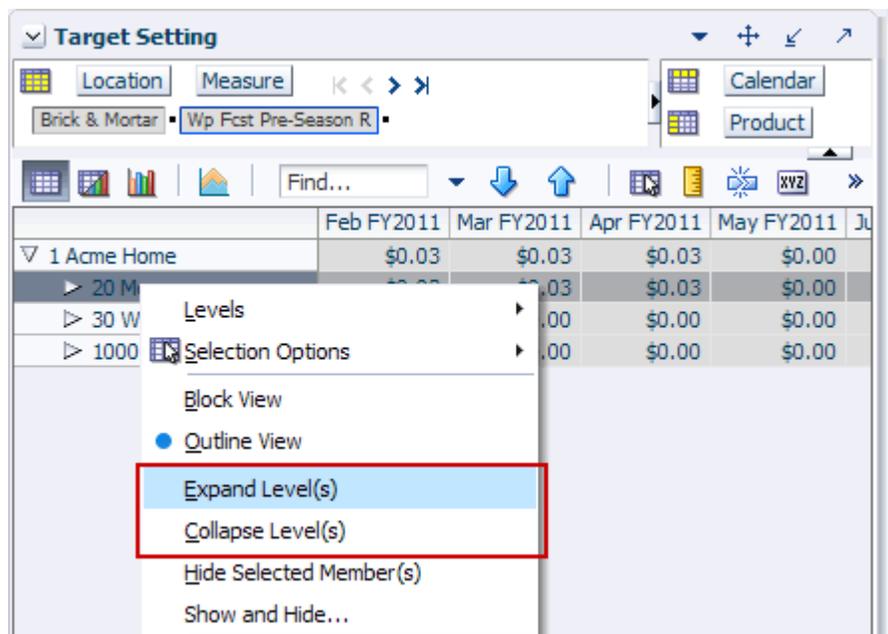
- Right-click menu
- Levels Tab in the Dimension pop-up

### Using the Right-Click Menu

To expand/collapse levels using the right-click menu:

1. Select the levels you want to expand or collapse, and right-click.
2. On the right-click menu, select **Expand Level(s)** or **Collapse Level(s)**.

**Figure 6–3** *Expand Level and Collapse Level Options in the Right-click Menu*

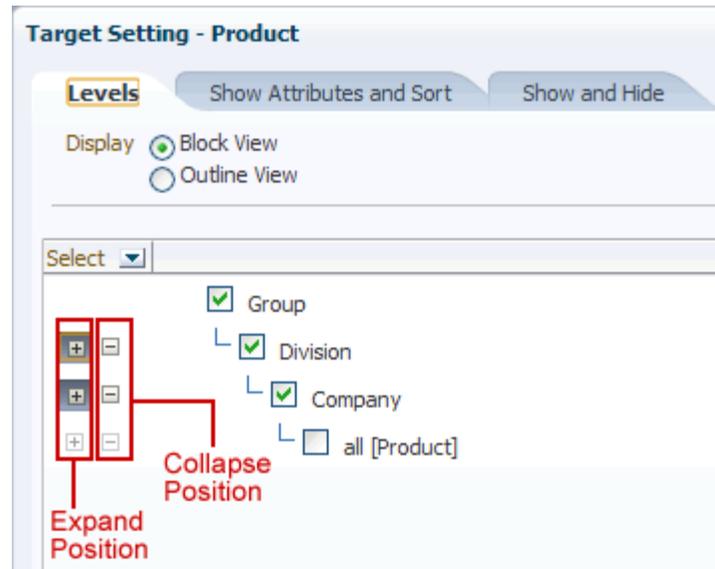


## Using the Dimension Dialog Box

To expand or collapse levels using the Dimension dialog box:

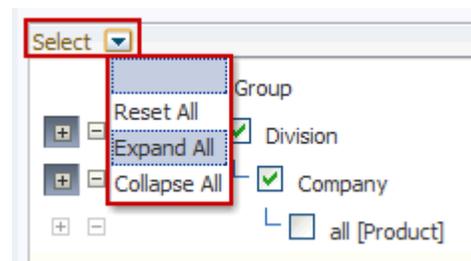
1. In the page edge, click the dimension tile of the dimension you want to collapse or expand. The Dimension dialog box appears.

**Figure 6–4** Dimensions Dialog Box, Levels Tab



2. On the Levels tab, select the relevant check box to expand or collapse all the positions at the level. To expand or collapse all positions at all the visible levels, click the Expand/Collapse shortcut menu on the top.

**Figure 6–5** Expand/Collapse Shortcut Menu




---

**Note:** The expand/collapse check boxes are enabled only for the levels selected.

---

3. Click **OK** to apply the changes and go back to the view.  
You can also click **Apply** to apply the changes and continue working on the other tabs.

## Level Splitting

Level splitting allows you to group dimension data based on position characteristics defined by attribute values.

For instance, for an attribute that describes the climate of a store location, you could group those store locations by climate using a level split.

**Figure 6–6 Level Splitting Example**

### Before Level Split

		Weekly Sales
New York City	Cold	25645.00
Boston	Cold	33565.00
San Francisco	Moderate	15023.00
Seattle	Cold	27568.00
Minneapolis	Cold	26559.00
Chicago	Cold	23445.00
Rio de Janeiro	Hot	10324.00
Sao Paulo	Hot	10025.00
London-Oxford Street	Cold	21456.00
Paris	Moderate	15423.00
Lille	Moderate	15369.00

### After Level Split

			Weekly Sales	
All Location:Store Climate	Cold	New York City	Cold	25645.00
		Boston	Cold	33565.00
		Seattle	Cold	27568.00
		Minneapolis	Cold	26559.00
		Chicago	Cold	23445.00
		London-Oxford Street	Cold	21456.00
		Dusseldorf	Cold	26987.00
		Rio de Janeiro	Hot	10324.00
Hot	Sao Paulo	Hot	10025.00	
	Madrid	Hot	10596.00	
	San Francisco	Moderate	15023.00	
Moderate				

As shown in [Figure 6-6](#), the attribute values (cold, moderate, hot) act as positions within the level split. Each level split contains only the positions that have that attribute: only the cold locations appear in the cold split, only the hot locations appear in the hot split, and so on.

The level split has its own dimension tile. You can move this tile just as you would a dimension tile because level splits behave like independent dimensions. See [Creating a New Split](#) for more information.

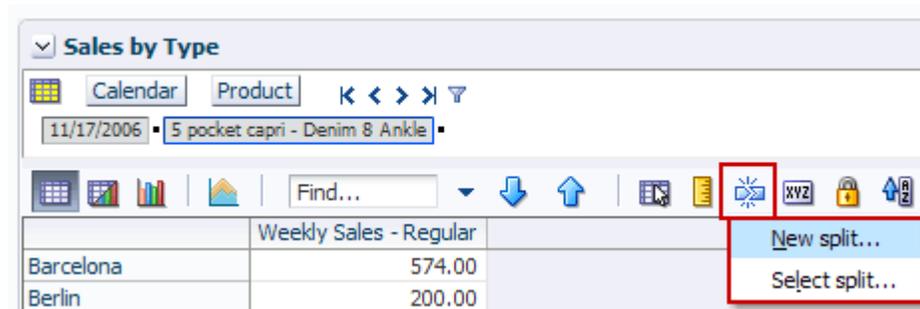
Behind the scenes, a hierarchy is built based on attribute values at the level that is split, allowing the aggregations to be correctly calculated and providing a spreading for values edited at aggregated levels. Other capabilities, such as locking and protection processing, are fully functional on the positions of the split.

## Creating a New Split

Before you can create a level split, you must have an attribute, dynamic or static, to base the split on. To learn how to create a dynamic attribute, see [Creating Dynamic Attributes](#).

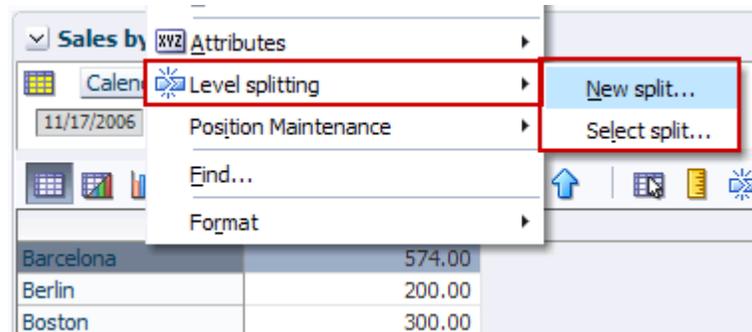
1. Click the **Level Splitting** icon in the toolbar. In the Level Splitting menu, select **New Split**.

**Figure 6-7** Level Splitting Icon



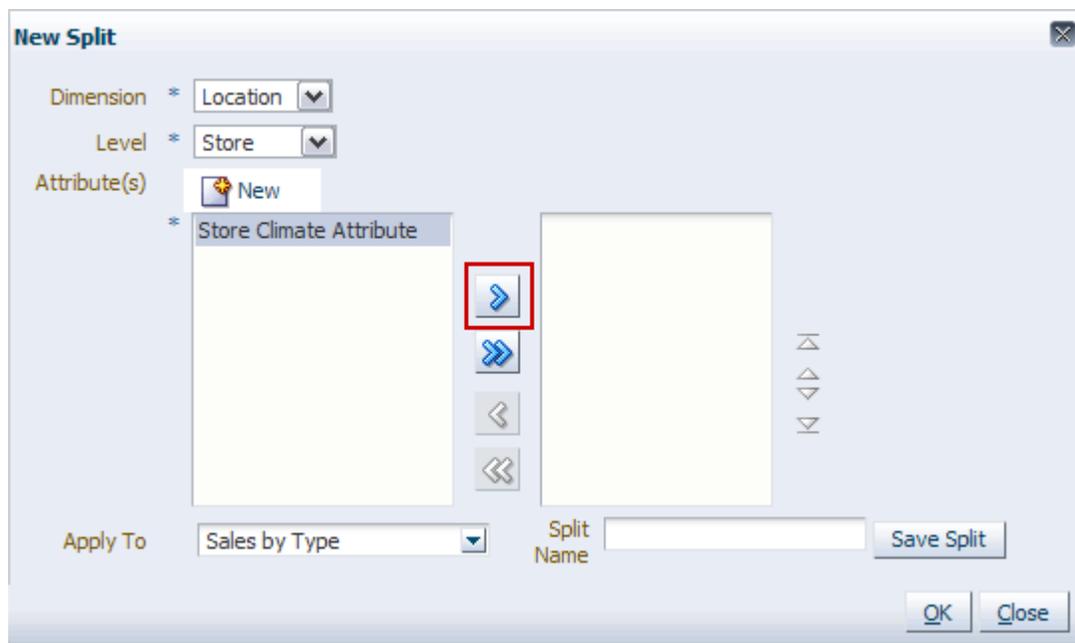
Or, right-click a position. The right-click context menu appears. Select **Level Splitting**. In the Level Splitting menu, select **New Split**.

**Figure 6-8** Level Splitting Option in the Right-Click Context Menu



2. The New Split dialog box appears (Figure 6–9). Select the following options:
  - **Dimension:** Select the dimension that you want to split.
  - **Level:** Select the level that you want to split into groups.
  - **Attributes:** Check the attribute that you want to use to group the levels into and use the **Move** icon to move it to the right side. You can move more than one attribute to the right side and use the up and down arrows to order them.  
If you want to create a new attribute, use the **New Attribute** icon.
  - **Apply To:** Select the view that the split should apply to. You can choose one view or all views.
  - **Split Name:** To save the split for later use, enter a name and click **Save Split**.

**Figure 6–9** *New Split Dialog Box*



- When finished, click OK. The dialog box closes, and the levels are split, as shown in Figure 6–10.

**Figure 6–10** *New Level Split*

				Weekly Sales
▽ All	Cold	New York City	Cold	25645.00
Location:Store		Boston	Cold	33565.00
Climate		Seattle	Cold	27568.00
		Minneapolis	Cold	26559.00
		Chicago	Cold	23445.00
		London-Oxford Street	Cold	21456.00
		Dusseldorf	Cold	26987.00
	Hot	Rio de Janeiro	Hot	10324.00
		Sao Paulo	Hot	10025.00
		Madrid	Hot	10596.00
	Moderate	San Francisco	Moderate	15023.00

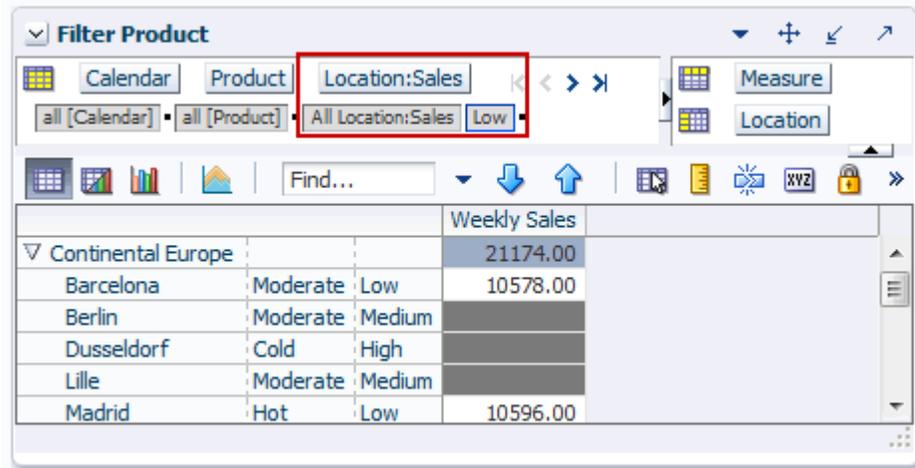
You can move the split dimension to a different axis, as shown in Figure 6–11. Moving the split dimension to a different axis can be helpful when you have aggregate levels of the base dimension. In Figure 6–11, the base dimension is Location. When aggregating that dimension, you can see the total Weekly Sales for regions by climate.

**Figure 6–11** *Split Dimension on Different Axis*

		Weekly Sales - Regular			
		▽ All	Cold	Hot	Moderate
	Location:Store				
▽ Continental Europe		94849.00	26987.00	10596.00	57266.00
Barcelona	Moderate	10578.00			10578.00
Berlin	Moderate	15896.00			15896.00
Dusseldorf	Cold	26987.00	26987.00		
Lille	Moderate	15369.00			15369.00
Madrid	Hot	10596.00		10596.00	
Paris	Moderate	15423.00			15423.00
▽ North America		194070.00	179047.00		15023.00
Boston	Cold	33565.00	33565.00		
Chicago	Cold	23445.00	23445.00		
Minneapolis	Cold	26559.00	26559.00		

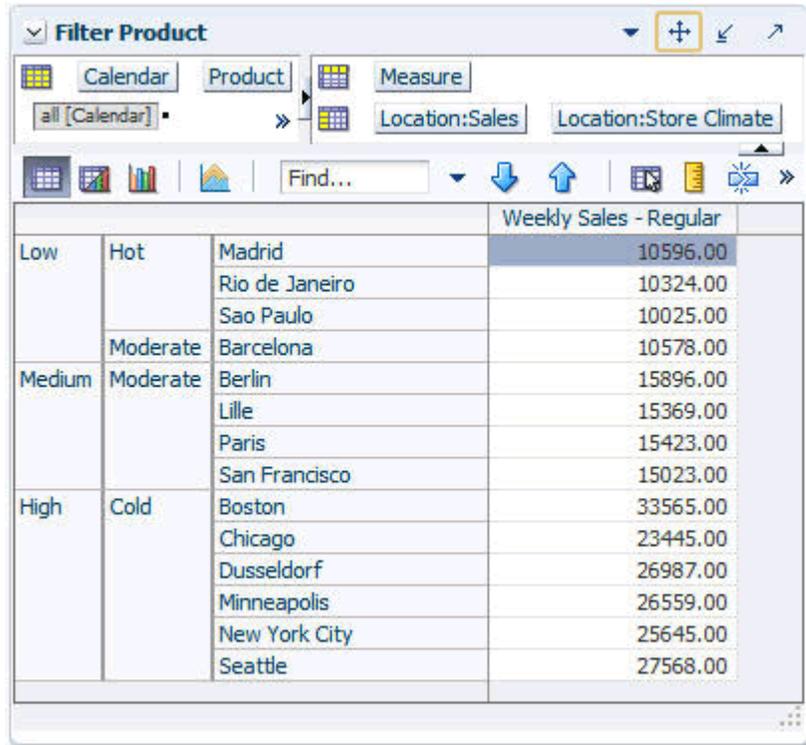
You can also move the split dimension to the page edge, as shown in [Figure 6–12](#).

**Figure 6–12 Split Dimension on Page Edge**



If you create a second split dimension on the same dimension, the splits are filtered from the outside in. In [Figure 6–13](#), a second split dimension was created from the Weekly Sales measure data. This second split clusters the sales into low, medium, and high. Since the sales split was created after the climate split, it is on the outside of the dimension and is filtered first. Then, within each sales split, the climate clusters are split. These splits can be moved to different axes or the page edge.

**Figure 6–13 Two Splits on the Same Dimension**

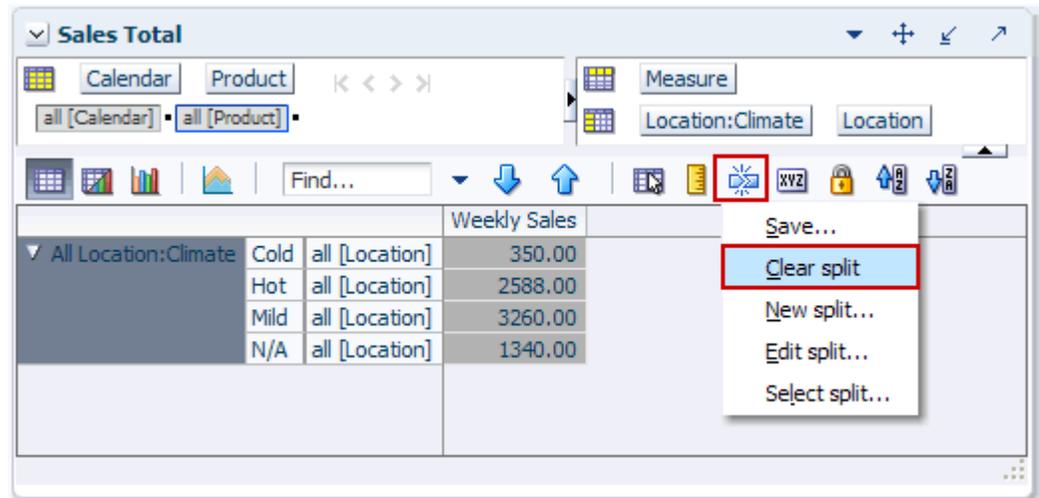


## Clearing a Split

To clear or remove a split from the view, perform the following steps:

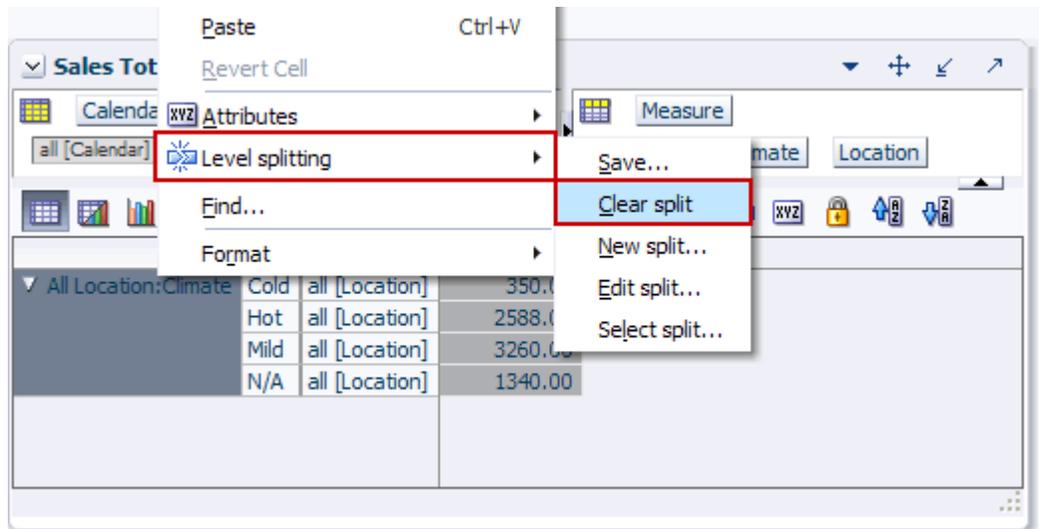
- Click the **Level Splitting** icon in the toolbar. Then select **Clear Split**.

**Figure 6–14** Clearing a Split with the Level Splitting Icon



- Or, right-click a position. In the right-click context menu, select **Level Splitting**. Then, select **Clear Split**.

**Figure 6–15** Clearing a Split with the Right-Click Context Menu



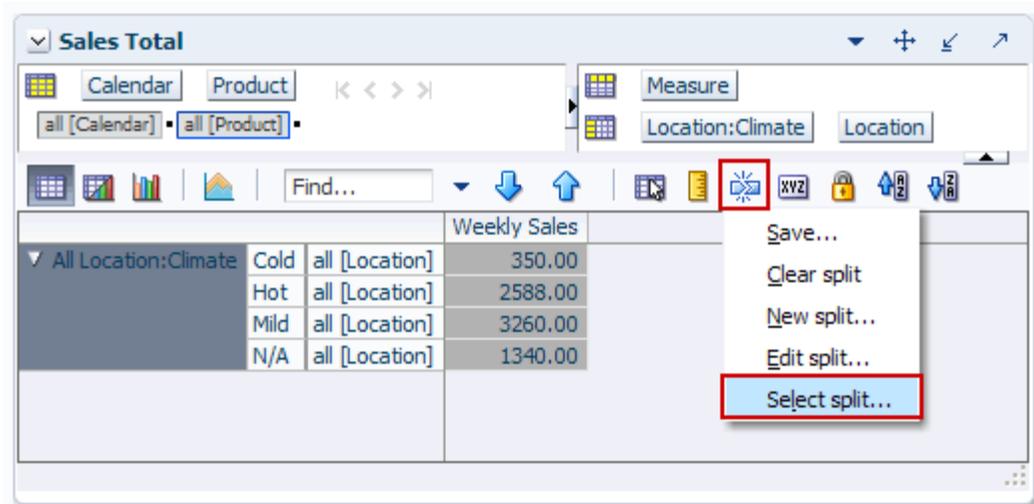
The split is removed from the view.

## Selecting a Split

To apply a saved split to a view, perform the following steps:

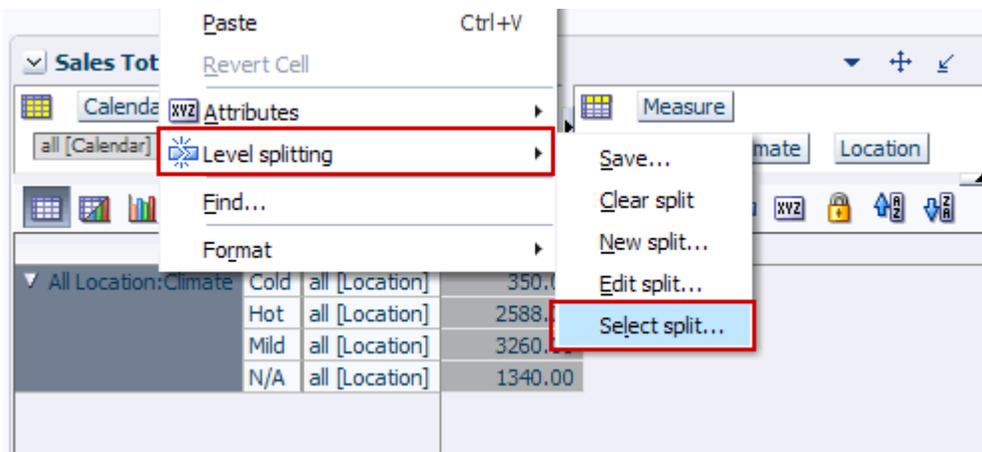
1. Click the **Level Split** icon in the toolbar and then click **Select Split**.

**Figure 6–16 Select Split: Level Splitting Icon**



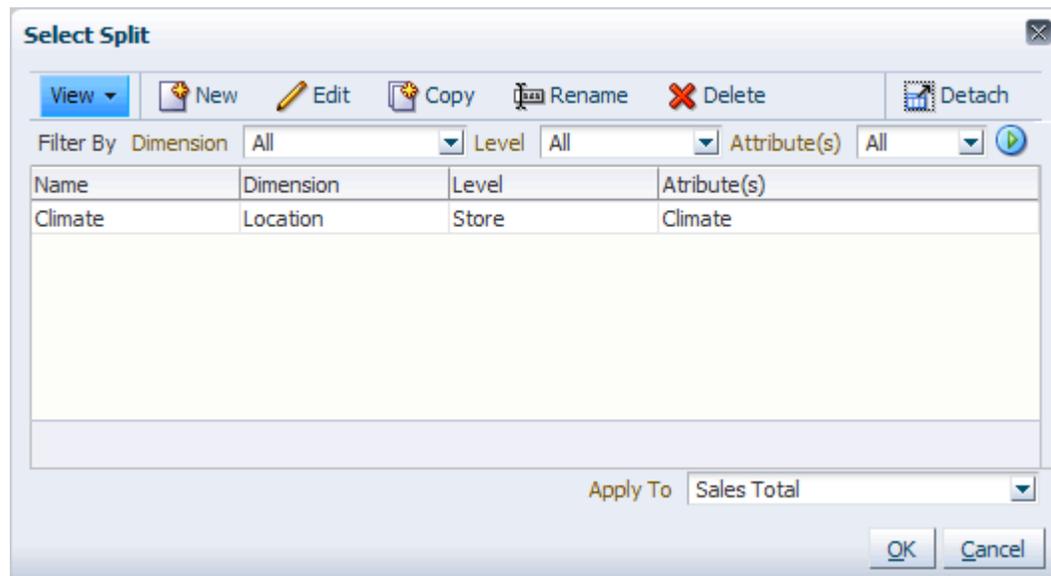
Or, right-click a position. In the right-click context menu, select **Level Splitting** and then **Select Split**.

**Figure 6–17 Select Split: Right-Click Context Menu**



2. The Select Split dialog box appears. Select the split you want to apply to the view.

**Figure 6–18 Select Split Dialog Box**



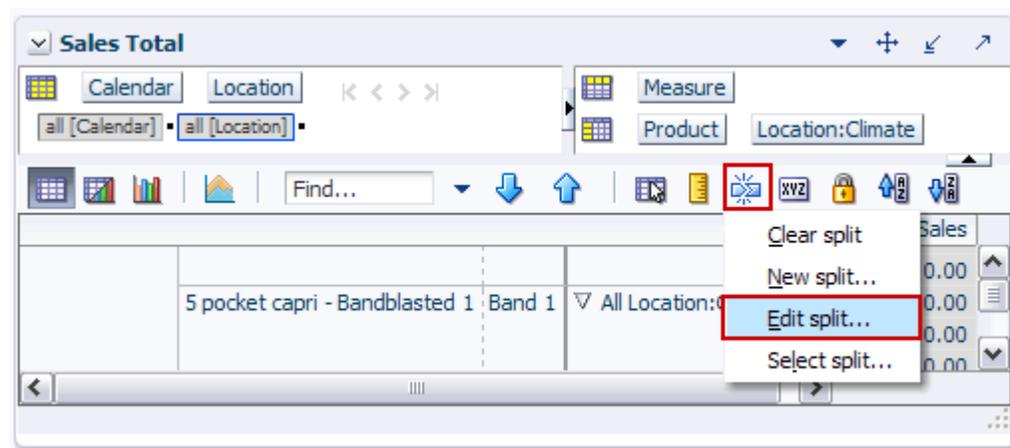
3. Click OK. The split is applied to the view.

## Editing a Split

To edit an existing split, perform the following steps:

1. Ensure that a split appears in the view.
2. Right-click the level split or click the **Level Split** icon.
3. From the Level Split menu, select **Edit Split**.

**Figure 6–19 Editing a Level Split**



4. The Edit Split dialog box appears.
5. Edit the split as necessary and click OK.

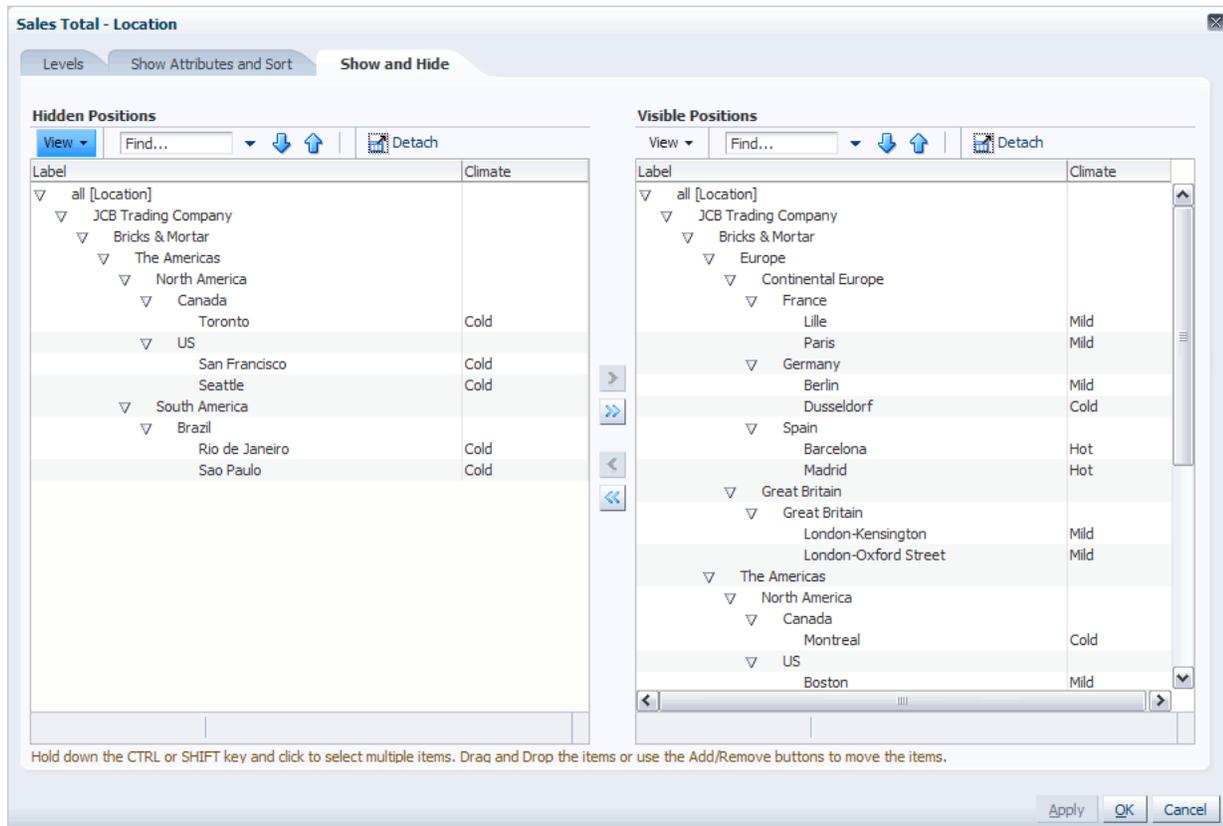
## Showing/Hiding Positions

Positions that appear in the view are based on the configuration. Only positions configured for a view are visible in the view. In the Fusion Client, you can show or hide the positions using the Dimension dialog box.

To show or hide positions:

1. In the Page Edge and Tiles area, click the dimension tile you want. The Dimension dialog box appears.
2. In the Dimension dialog box, click the **Show and Hide** tab.

**Figure 6–20** Dimension Dialog Box, Show and Hide Tab



3. Select the positions you want by holding down the CTRL or SHIFT key.
4. Click the **Add/Remove** arrows to move positions between the **Visible Positions** and **Hidden Positions** areas.

Or

Drag and drop the positions between these areas.

5. Click **OK** to apply the changes and go back to the view.

You can also click **Apply** to apply the changes and continue working on the other tabs.

Use the **Add All** and **Remove All** arrows to move all the positions between the Visible Positions and Hidden Positions area.

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## Measures

Measures represent the events or measurements that are recorded, while the positions in the dimensions provide a context for the measurement. Measures are defined based on the business rules set in the application. The dimensionality of a measure is configured through the definition of its base intersection, which is the collection of levels (one per appropriate dimension) defining the lowest level at which the information is stored for the measure.

Measure names are completely configurable and typically named using a convention that identifies each component and the meaning of the measure.

This chapter describes the various tasks pertaining to measures. It includes the following sections:

- [Showing/Hiding/Reordering Measures](#)
- [Insert Measures](#)

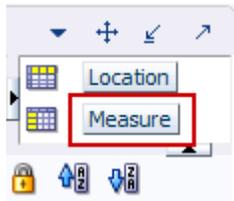
## Showing/Hiding/Reordering Measures

Measures that appear in the view are based on the configuration, and only measures configured for a view are visible in the view. In the Fusion Client, you can show, hide, or reorder the measures using the dimension dialog box.

To show or hide measures:

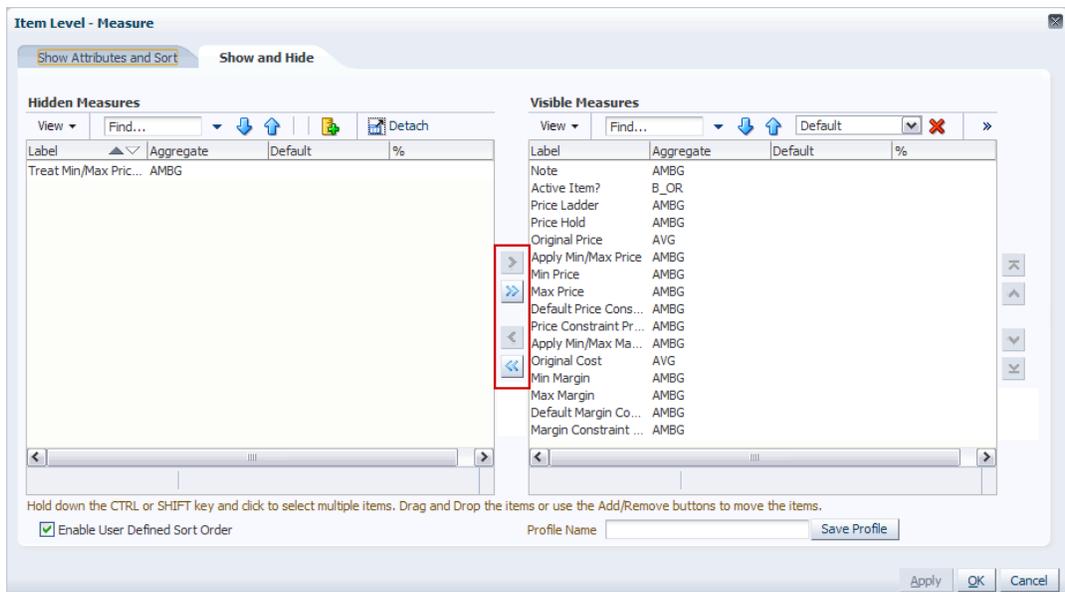
1. In the page edge, click the **Measure** tile.

**Figure 7–1 Measure Tile**



The Measure Dimension dialog box appears.

**Figure 7–2 Measure Dimension Dialog Box, Show and Hide Tab**



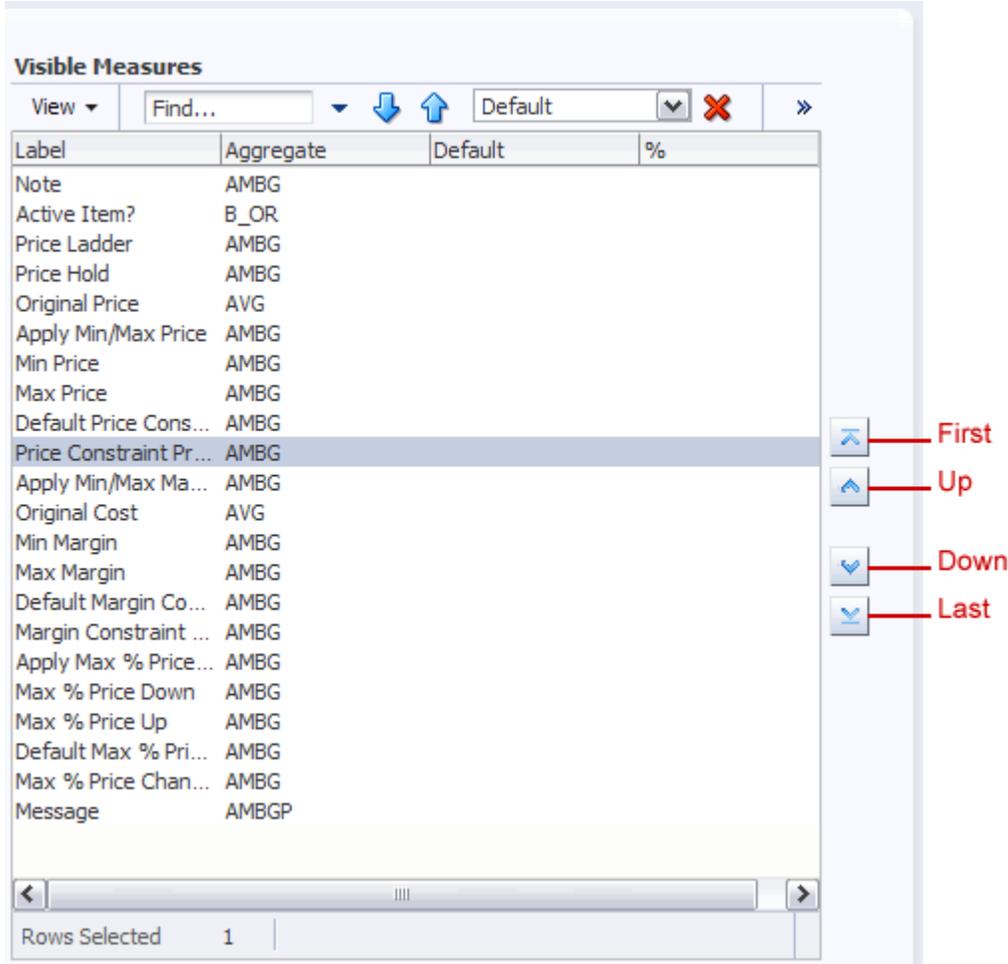
2. On the Show and Hide tab, select the measures you want by holding down the **Ctrl** or **Shift** key.
3. Click the **Add/Remove** arrows to move measures between the **Visible Measures** and **Hidden Measures** areas.  
Or, drag and drop the measures between these areas.
4. Click **OK** to apply the changes and go back to the view.

You can also click **Apply** to apply the changes and continue working on the other tabs. Use the **Add All** and **Remove All** arrows to move all the measures between the Visible Measures and Hidden Measures area.

To reorder measures:

- On the **Show and Hide** tab, select the measures you want to reorder, and click the **First**, **Up**, **Down**, or **Last** arrows until you get the order you want.

**Figure 7-3 Measure Dimension Pop-up > Show/Hide Tab**



**Note:** Sorting the measures in the Visible Measures area does not reorder the measures in the view. To reorder the measures, use the **First**, **Up**, **Down**, and **Last** arrows.

## Insert Measures

When you want to see a measure that is not part of the current workbook, but you do not want to build a new workbook to include that measure, you can use the Insert Measures feature. To use this feature, there must be an active view that defines the view where the measures will be inserted. You do not have to calculate the workbook to insert measures. The measures available for insertion depend upon the following criteria:

- Measure is configured to be insertable (the Insertable attribute is true).
- Measure security grants read/write or read-only access rights to the user.
- Measure has a storage database.
- Measure is not a recalc measure.
- Its base intersection is compatible with the base intersection of the workbook.
- Measure is not already present in this workbook.

---

**Note:** The visibility and editability of the inserted measure and any dependent measures will vary based on the permissions granted to the user for the inserted or dependent measures.

For more information about measure permissions, see the "Measure Rights View" section of the *RPAS Administration Guide for the Fusion Client*.

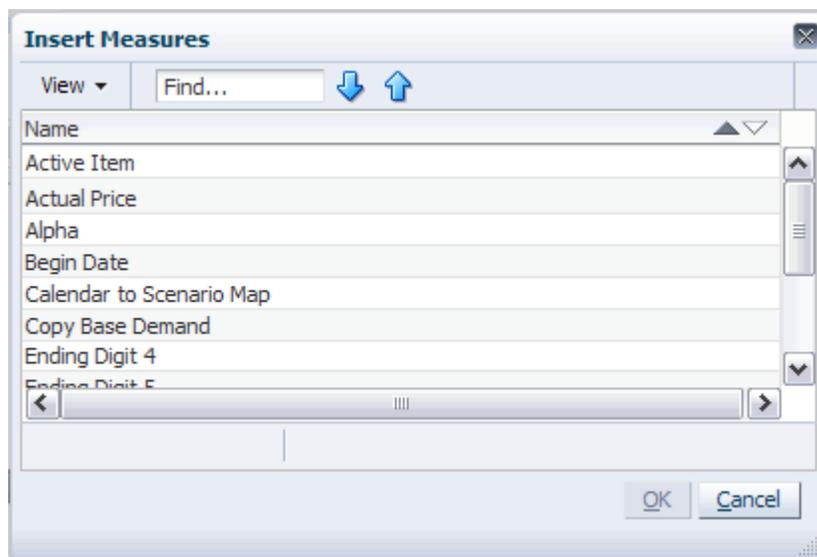
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### Insert Measures Dialog Box

The Insert Measures dialog lists the labels of the measures available to be inserted. This list is initially sorted in ascending alphabetical order, but you can click the heading to change the sorting. You can also use the find option to locate a measure. Only measures that can be inserted in the current view appear in the list.

This dialog launches only if there is at least one insertable measure for the workbook. If not, an error dialog appears, stating "There are no measures to insert."

**Figure 7-4** *Insert Measures Dialog Box Menu*



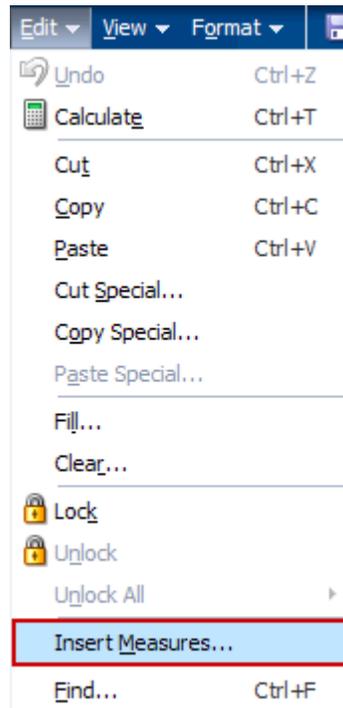
## Accessing the Insert Measures Dialog Box

There are three ways to access the Insert Measure dialog box: the Edit Menu, the Context Menu, and the Show and Hide tab in the Measure Dimension dialog box.

### From the Edit Menu

In the Edit menu, click **Insert Measures**.

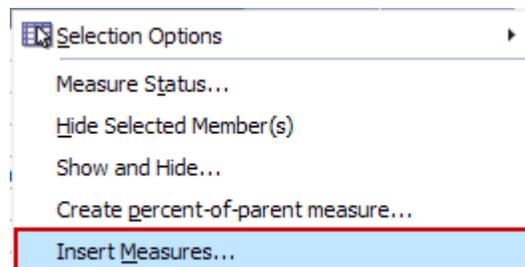
**Figure 7-5** *Insert Measures Option in Edit Menu*



### From the Right-Click Context Menu

Right-click a measure in the pivot table. The right-click context menu appears. Click **Insert Measures**.

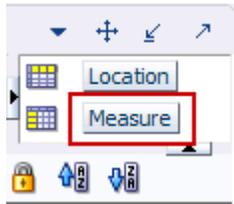
**Figure 7-6** *Insert Measures Option in Right-Click Context Menu*



### From the Show and Hide Tab

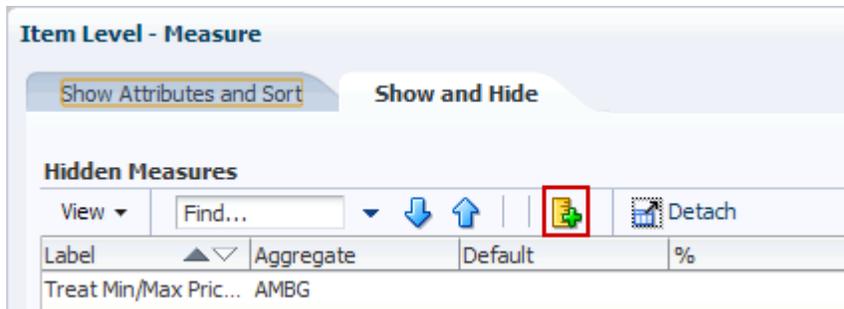
Click the **Measures** tile.

**Figure 7-7 Measure Tile**



The Measure Dimension dialog box appears. On the Show and Hide tab, click the **Insert Measures** icon.

**Figure 7-8 Insert Measures Option on Show/Hide Tab**



## Inserting a Measure

To insert a measure, perform the following steps:

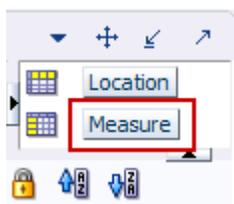
1. Open the Insert Measures dialog box from the Edit menu, Context menu, or Show and Hide tab, as described in [Accessing the Insert Measures Dialog Box](#).
2. In the Insert Measures dialog box, select the measure you want to insert.  
 To select more than one measure, hold the **Ctrl** key and click the measures. As the measures are selected, they become shaded.
3. Click **OK**.

The dialog box closes, and the selected measures are inserted in the workbook for the current view.

When inserting measures from the Show and Hide tab, you have the additional option of specifying where you want the measures to be inserted.

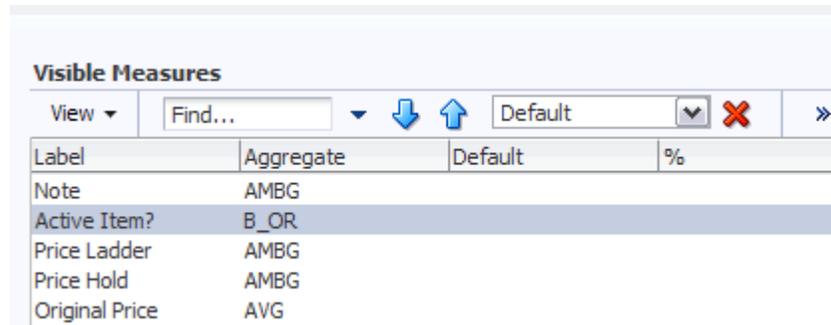
1. Click the **Measure** dimension tile. The Measure Dimension dialog box appears.

**Figure 7-9 Measure Dimension Tile**



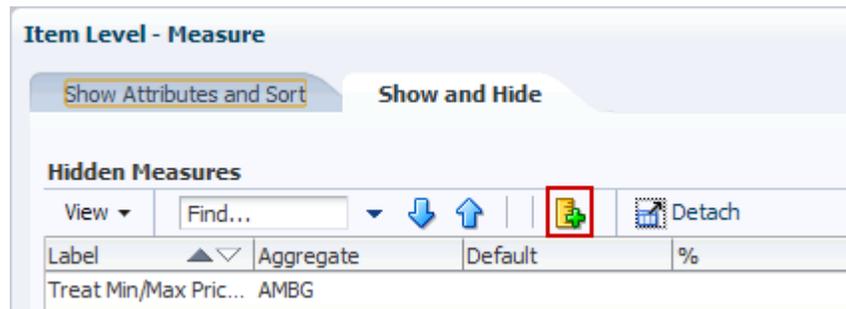
- On the Show and Hide tab, in the Visible Measures section, select the measure that you want the inserted measure to appear under.

**Figure 7-10 Selected Measure in the Show and Hide Tab**



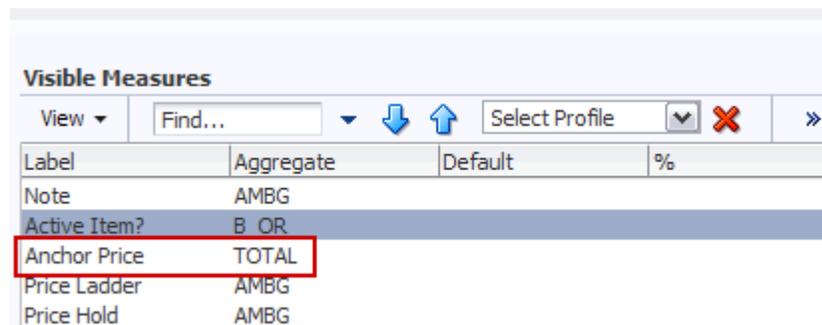
- Click the **Insert Measures** icon.

**Figure 7-11 Insert Measures Option on Show/Hide Tab**



- The Insert Measure dialog box appears. Select the measures you want to insert and click **OK**. The dialog box closes.
- The inserted measure appears below the measure selected in Step 2.

**Figure 7-12 Inserted Measure**



## About Inserted Measures

Here are a few things you should know about inserted measures.

- After measures are added to a particular view, they cannot be added to other views in the workbook. They do not appear in subsequent Insert Measures dialogs.
- After a measure is added to a workbook, it cannot be deleted. The only way to revert the workbook is to close it without saving and open a previously saved version.
- Each measure selected for insertion is added to the view and made visible.
- If the inserted measure has dependent measures, those are inserted as well. Dependent measures are measures configured to act as upper or lower bounds of the inserted measure. If the dependent measures have dependent measures themselves, those measures are also inserted.

Dependent measures are inserted in the view but are not automatically made visible in the views. You can make them visible by moving them from the Hidden Measures section to the Visible Measures section in the Show and Hide tab of the Measure Dimension dialog box.

- Inserted measures have only a load rule. Inserted measures with writable access can be edited within the workbook, but because they have no commit rule, the edits cannot be committed to the domain.
- Inserted measures can be formatted, and that formatting can be saved to a template. However, the inserted measures are not added to the template and are not present when new workbooks are built. If measures are inserted later, they can still use the formatting saved in the template.

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## Measure Profiles

Measure profiles are customized groups of measures that you can create and use in views. Instead of adding or removing measures from the default measure list each time you work with a particular view, you can save that customized group of measures as a measure profile and load it into the view. By creating a measure profile for each set of measures that you frequently use, you reduce the amount of time it takes to setup a view.

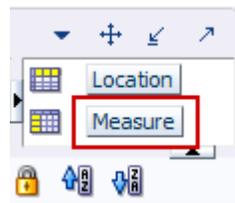
Measure profiles are created at the view level and are available in all views and copies of that view. Measure profiles are saved as part of the formatting. Depending on how you save the formatting, you can make your measure profiles available to other users. For more information, see [Formatting](#).

### Creating a Measure Profile

To create a measure profile, you first need to select the visible measures for the view. After you have selected the measures that you want to appear in the measure profile, you can create the measure profile.

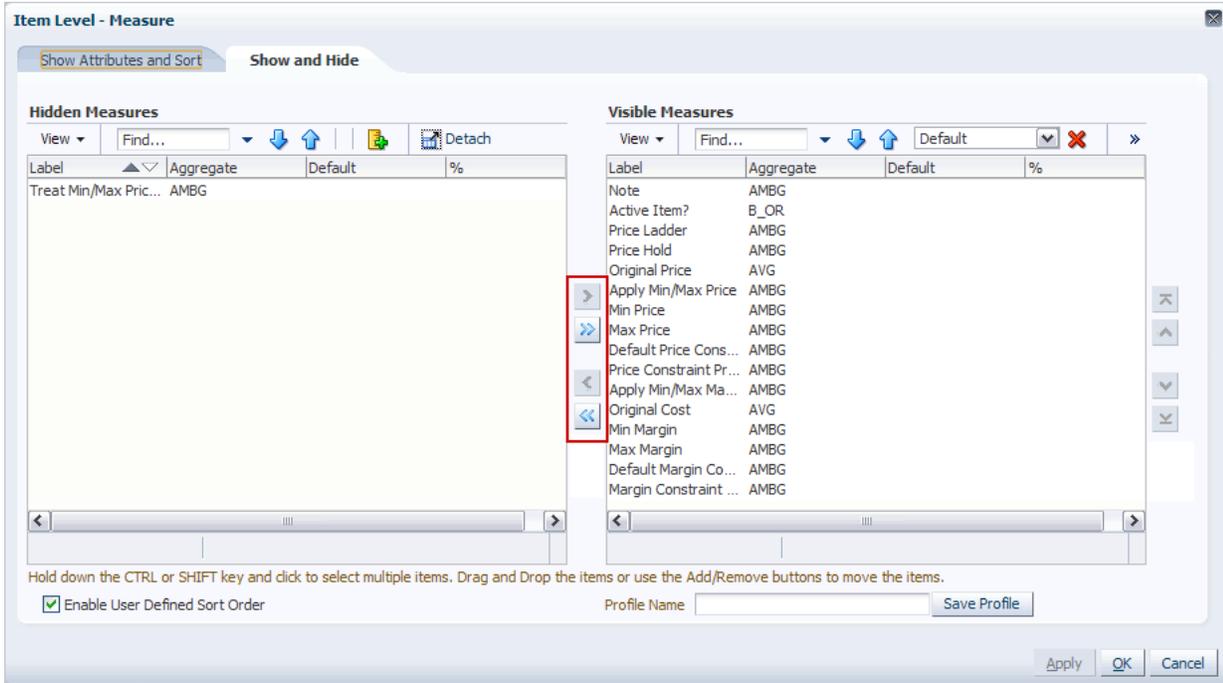
1. Open the view that you want to create a measure profile for.
2. Click the **Measure** dimension tile.

*Figure 8–1 Measure Dimension Tile*



3. The Measure Dimension dialog box appears. On the Show and Hide tab, use the arrows to move the measures to and from the Visible Measures box. Place only the measures that you want to appear in the measure profile in the Visible Measures box.

**Figure 8–2 Moving Measures to the Visible Measures Box**

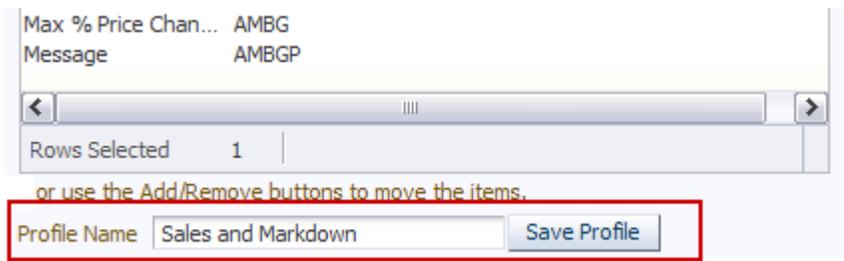


4. Adjust the order of the measures in the Visible Measure box by using the **First**, **Up**, **Down**, and **Last** arrows located to the right of the Visible Measure box. This step is optional.
5. After all of the measures that you want to appear in the measure profile are in the Visible Measures box, you can save the measure profile using one of two methods:
 

**Method 1:**

  - a. In the **Profile Name** field below to the Visible Measures box, enter the name of the measure profile.
  - b. Click **Save Profile**.

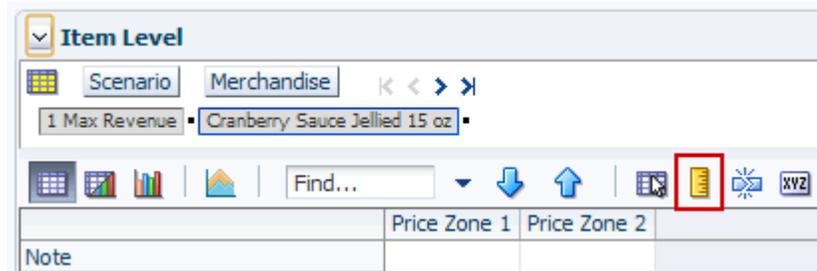
**Figure 8–3 Measure Profile Name Field**



**Method 2:**

- a. Click **OK**. The Measure Dimension dialog box closes and the view is visible again. The measures that you selected to be visible are shown in the view.
- b. Click the **Measure Profile** icon in the View toolbar.

**Figure 8-4 Measure Profile Icon**



- c. The Measure Profile menu appears. Click **Save**.

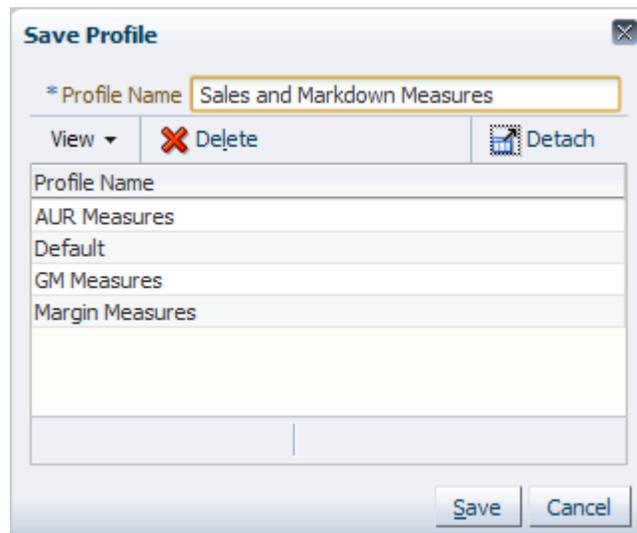
**Figure 8-5 Measure Profile Menu: Save**



6. The Save Profile dialog box appears. Enter the name of the measure profile and click **Save**.

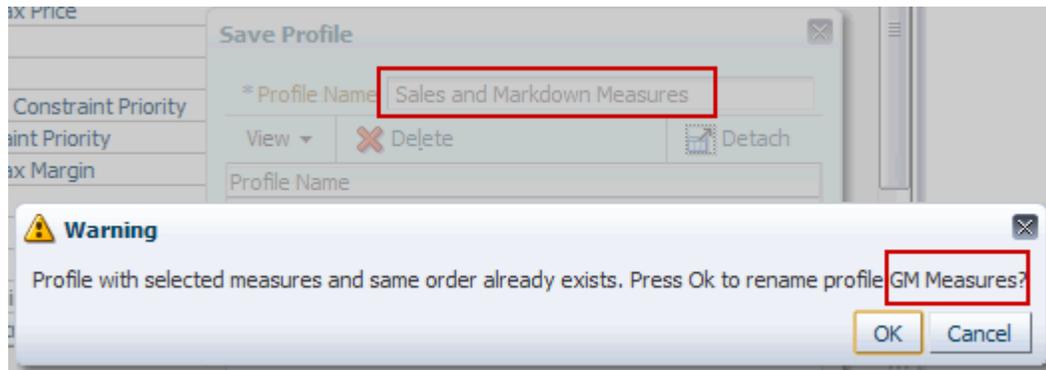
**Note:** Existing measure profiles are visible in the Save Profile dialog box.

**Figure 8-6 Save Profile Dialog Box**



Regardless of the method you use, you cannot create a measure profile that contains the same measures and order of an existing profile. If you do create a measure profile that is identical to an existing one, a warning message appears and asks if you would like to rename the existing measure profile. Click **OK** to save it with the name you entered in the **Profile Name** field. Click **Cancel** to leave it as the existing name.

**Figure 8–7 Measure Profile Warning Message**



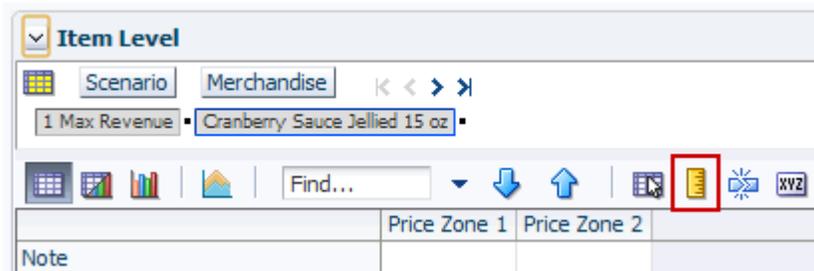
Similarly, you cannot save a measure profile with the same name as an existing measure profile.

## Applying Measure Profiles

To apply an existing measure profile to a view, perform the following steps:

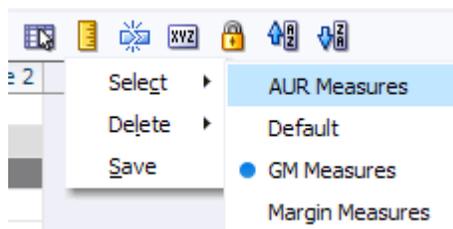
1. Click the **Measure Profile** icon in the view tool bar.

**Figure 8–8 Measure Profile Icon**



2. The Measure Profile menu appears. Click **Select**.
3. A list of existing measure profiles appears next to the menu. The measure profile in use is designated by a blue dot. Select the measure profile you want to apply.

**Figure 8–9 Measure Profile Menu: Select**



The view refreshes and the measures of the measure profile appear.

## Updating Measure Profiles

To update an existing measure profile, perform the following steps:

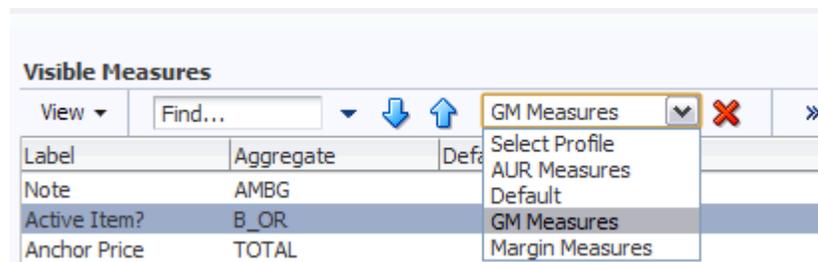
1. Click the **Measure** tile.

**Figure 8–10 Measure Tile**



2. The Measure Dimension dialog box appears. On the Show and Hide tab in the Visible Measures section, select the profile you want to update from the list.

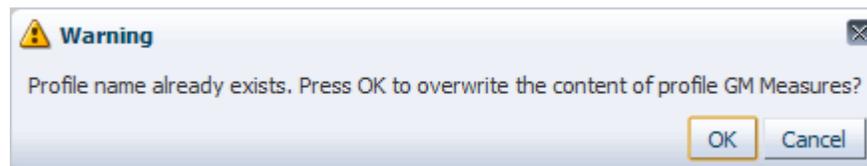
**Figure 8–11 Measure Profile List**



The Hidden Measures and Visible Measures lists are updated based on the profile selected.

3. Update the profile by adding or removing measures from the Visible Measures list.
4. When finished updating the profile, click **Save Profile**.
5. A warning message appears and asks if you want to overwrite the content of the measure profile. Click **OK**.

**Figure 8–12 Update Measure Profile Warning Message**



6. Click **OK** at the bottom of the Measure Dimension dialog box to return to the view. The measure profile is updated.

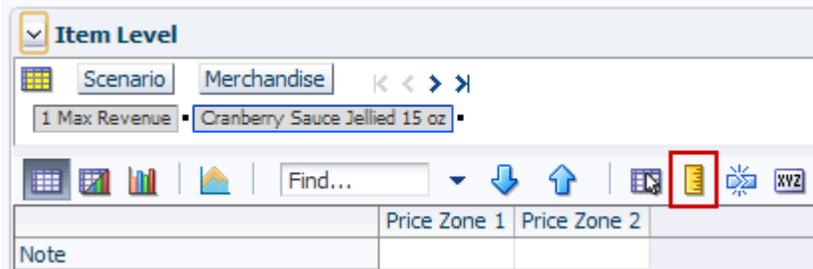
## Deleting Measure Profiles

You can delete measure profiles that you have created. However, you cannot delete the default profile. To delete an existing measure profile, use one of the following methods:

### Deleting a Measure Profile: Method 1

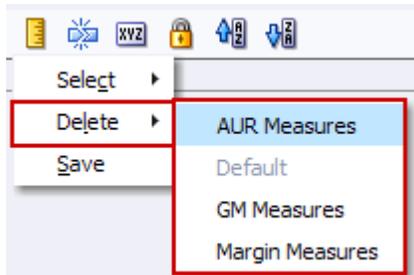
1. Click the **Measure Profile** icon in the View toolbar.

**Figure 8–13 Measure Profile Icon**



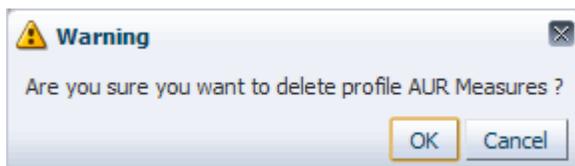
2. The Measure Profile menu appears. Click **Delete**.
3. A list of existing measure profiles appears next to the menu. Click the measure profile you want to delete.

**Figure 8–14 Measure Profile Menu: Delete**



4. A warning message appears, asking if you want to delete the profile. Click **OK**.

**Figure 8–15 Measure Profile Warning Message: Deleting Profile**



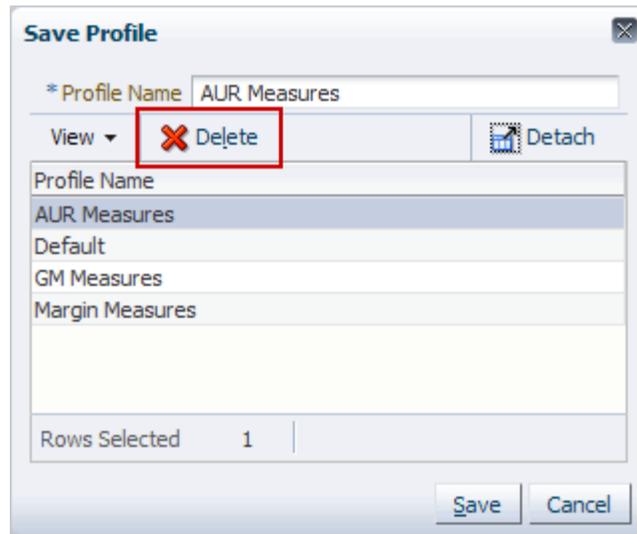
The measure profile is deleted.

## Deleting a Measure Profile: Method 2

You can also delete a measure profile from the Save Profile dialog box:

1. From the Save Profile dialog box, select the measure profile you want to delete.
2. Click **Delete**.

**Figure 8–16** Deleting from the Save Profile Dialog Box



3. A warning message appears, asking if you are sure you want to delete the profile. Click **OK**.

The measure profile is removed from the list.



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## Dynamic Position Maintenance

Dynamic Position Maintenance (DPM) enables users to dynamically add, edit, or remove positions to a non-calendar position while working in a workbook. These user-defined or informal positions are updated in both the domain and workbook dimensions. Positions added by the user are referred to as informal positions. Positions added during the load process are referred to as formal positions.

When an informal position is to be made formal, the position's name (label is not necessary for the update to occur) must first be updated to reflect the correct position name that will be loaded during the load process. Prior to the load, an administrative utility is run against the environment to change the status of a position from informal to formal (see the *RPAS Administration Guide for the Fusion Client* for more information on the `updateDpmPositionStatus` utility). This process enables the loading and purging of that position through the hierarchy load process and disables further DPM activities on the position.

---

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**Note:** Access to the DPM menus and dimensions that DPM functionality can be applied is determined in the solution and workbook configuration (see the *RPAS Configuration Tools User Guide* for more information on enabling DPM functionality).

---

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### DPM Restrictions

The following limitations for DPM exist:

- You cannot add a dynamic position to the calendar dimension. Due to the rolling nature of calculations for measures, were you to add a position to the calendar dimension, data for those measures and other measures that depend on them would be inconsistent.
- In a global domain environment, the DPM process cannot be used for maintaining positions at or above the partition level. For example, if a global domain is partitioned by department that rolls up to division, you cannot use DPM functionality to add informal departments or divisions.
- In a global domain environment, the DPM process cannot be initiated from workbooks in the master domain.

When you creating a workbook for this purpose, pay attention to the "master domain" warning in the Select Domain dialog. When opening, look at the "Domain Type" column in the open dialog. This can steer you clear of master domains.

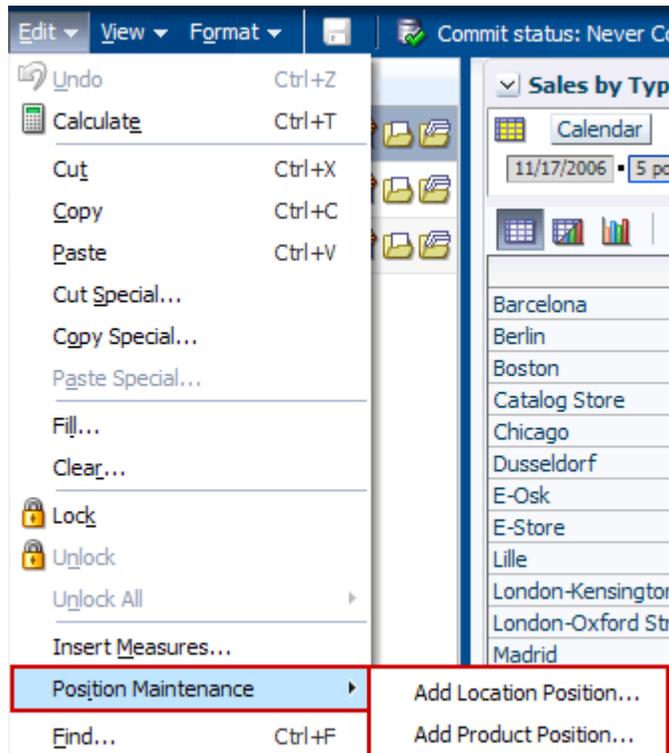
- Positions from alternate dimensions that are not already in the workbook cannot be imported into the workbook to be used as parents for new DPM positions.
- DPM cannot be performed in a master domain.

## Add New Positions to a Dimension

To add new positions to a dimension, perform the following steps:

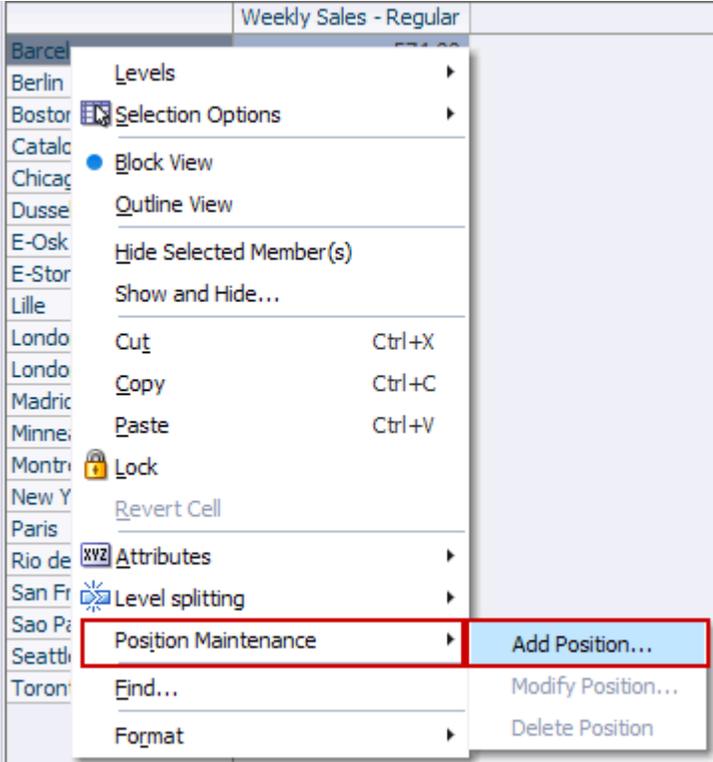
1. From the Edit menu, select **Position Maintenance** and then the dimension to which you want to add a dynamic position.

*Figure 9-1 Position Maintenance Option in Edit Menu*



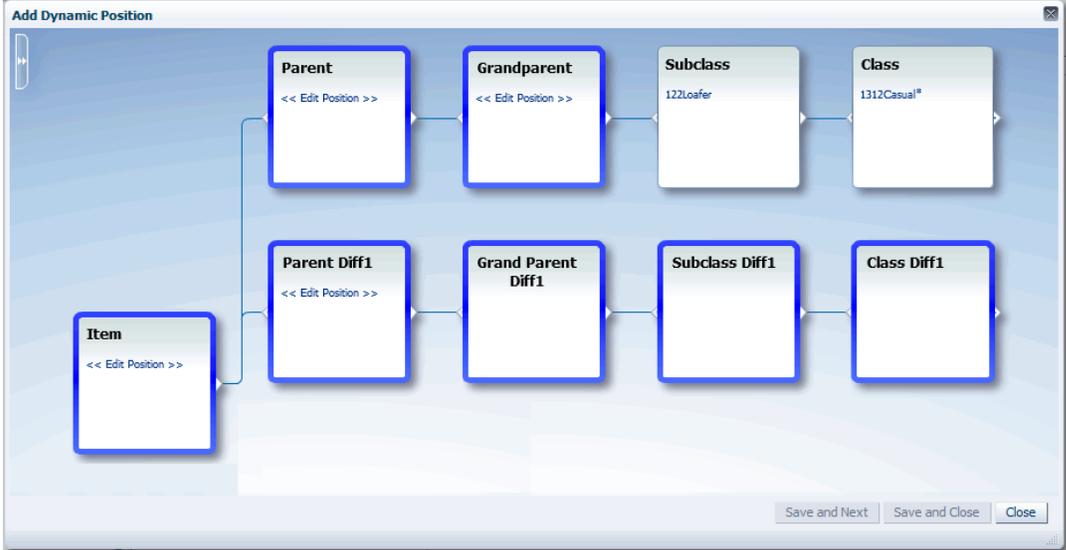
Or, right-click the position level to which you want to add a new position. The right-click context menu appears. Select **Position Maintenance** and then select **Add Position**.

Figure 9-2 Adding a Dynamic Position



- 2. The Add Dynamic Position window appears. The dimension levels outlined in a thick blue line are informal positions. Click the **Edit Position** link in the dimension level to which you want to add a position.

Figure 9-3 Add Dynamic Position Window



**Note:**

- The aggregate information (district, region, company, and so on) is populated only if the Add Dynamic Position window is accessed from the right-click menu. If you accessed this window from the Edit menu, these positions are empty.
- If DPM is enabled in the configuration and domain, you can create informal positions for workbooks that are based above the domain's base intersection. For these positions, RPAS populates the position's children with dummy positions. For example, you can create informal subclasses in a workbook that only goes to the subclass level while the domain goes to the style-color level. All lower level positions between subclass and style-color will be dummy positions.
- If there are alternate branches off those child positions that are not in the workbook, if they are DPM-enabled, RPAS generates dummy positions for those as well. If they are not DPM-enabled, the first existing formal position is selected. The position that is selected is non-deterministic.

3. The Add [Position] dialog box appears.
  - If you selected the lowest dimension level, the Add Position dialog box looks like [Figure 9-4](#).

**Figure 9-4 Add Position Dialog Box, Lowest Level**

Enter information in the following fields:

- **Positions to add:** Enter the number of positions that you want to add at this level. All of the positions will have the same attributes.
- **Label:** Enter the name that you want to appear in the pivot table. If you are adding more than one position, this label is suffixed with a number.  
For instance, if you enter 3 in the **Positions to add** field and new Leather Loafer in the **Label** field, three labels appear in the pivot table:  
New Leather Loafer0000001  
New Leather Loafer0000002  
New Leather Loafer0000003
- **Name:** Enter the name of the position or use the system-generated one provided. When multiple positions are created, the name is concatenated with a sequence number. This name is used in the RPAS server.

Click **OK**.

- If you selected a dimension level other than the lowest dimension level, the Add Position dialog box looks like [Figure 9-5](#).

**Figure 9-5 Add Position Dialog Box, Higher Levels**

Enter information in the following fields:

- **Positions to add:** Enter the number of positions that you want to add at this level. All of the positions will have the same attributes.
- **Label Prefix:** Enter the name that you want to appear in the pivot table. If you are adding more than one position, this label is suffixed with a number.

For instance, if you enter 3 in the **Positions to add** field and Leather Loafer Grandparent in the **Label** field, three labels appear in the pivot table:

```
Leather Loafer Grandparent0000001
Leather Loafer Grandparent0000002
Leather Loafer Grandparent0000003
```

- **Name Prefix:** Enter the name of the position or use the system-generated one provided. When multiple positions are created, the name is concatenated with a sequence number. This name is used in the RPAS server.

In addition to the fields for the selected level, there are additional fields for the levels below the level being added. In [Figure 9-5](#), the selected level is Grandparent and the lower levels are Parent and Item. If needed, enter information for those fields as well.

Click **OK**.

---

---

**Notes:**

- If there are alternate hierarchies, the value can either be selected or added as new if the alternate hierarchy supports dynamic positions.
  - After multiple positions are added for a level in the position tree, the levels above that level can only support single position add or edit.
- 
- 

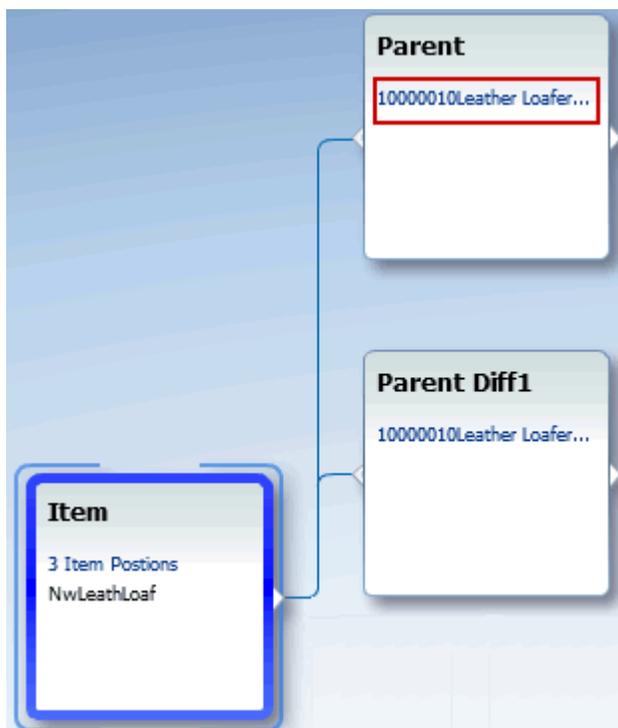
4. The Add Dynamic Position window refreshes with the new positions shown in the selected dimension level.

**Figure 9–6 Added Dynamic Position**



5. Modify the parent levels of the new positions. You can select an existing parent level or create a new (dynamic) one. To do either, click the link in a level above the new position.

**Figure 9–7 Modifying the Parent Level**



6. Perform one of the two options:
  - To select an existing position as the parent of the dynamic position, select one from the drop down list or search for one using the search link. For more information about the search feature, see [Using the DPM Search Feature](#).

**Figure 9–8 Selecting an Existing Parent Level**

- To create a new (dynamic position) parent level, type the name of the new parent in the Label field and select the **Create New Position** option.  
The Name field is enabled. Enter the name of the new parent. When finished, click **OK**.

**Figure 9–9 Creating a New Dynamic Parent**

7. Repeat step 6 for other parent levels.
8. When finished, click **Save and Close**. Or, if you want to add another position, click **Save and Next**.

The Add Dynamic Position window closes. The view refreshes and the new position is shown in blue text.

**Figure 9–10** New Dynamic Position in View

	Weekly	Weekly	Weekly	Boolean	Store
10000010Leather Loafer - Black 6 B	0.00	0.00	0.00		
10000010Leather Loafer - Black 6 B	0.00	0.00	0.00		
10000010Leather Loafer - Black 6 B	0.00	0.00	0.00		
New Leather Loafer0000024	0.00	0.00	0.00		
New Leather Loafer0000025	0.00	0.00	0.00		
New Leather Loafer0000026	0.00	0.00	0.00		
10000011Leather Loafer - Black 6.5 B	0.00	0.00	0.00		
10000011Leather Loafer - Black 6.5	0.00	0.00	0.00		
10000012Leather Loafer - Black 7 B	0.00	0.00	0.00		
10000012Leather Loafer - Black 7 B	0.00	0.00	0.00		
10000013Leather Loafer - Black 7.5 B	0.00	0.00	0.00		
10000013Leather Loafer - Black 7.5	0.00	0.00	0.00		

---

**Note:** If the active view has a PQD and the Automatically Evaluate Position Queries option is enabled, the newly created position may not appear in the view if its default value is set to false.

---

## Modify an Informal Position

After dynamic positions are added to the hierarchy, the DPM process allows you to:

- Change the parent of a dynamic position to a different formal or dynamic parent.
- Update the position name and position label.

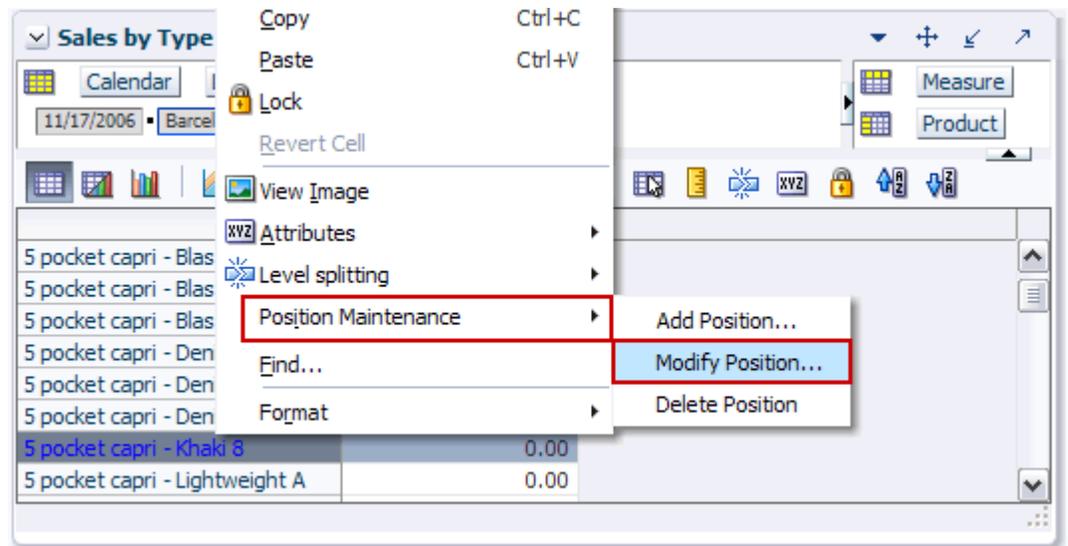
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**Note:** Only dynamic positions can be modified using the DPM feature. The Modify menu is not visible if there are no dynamic positions in the workbook.

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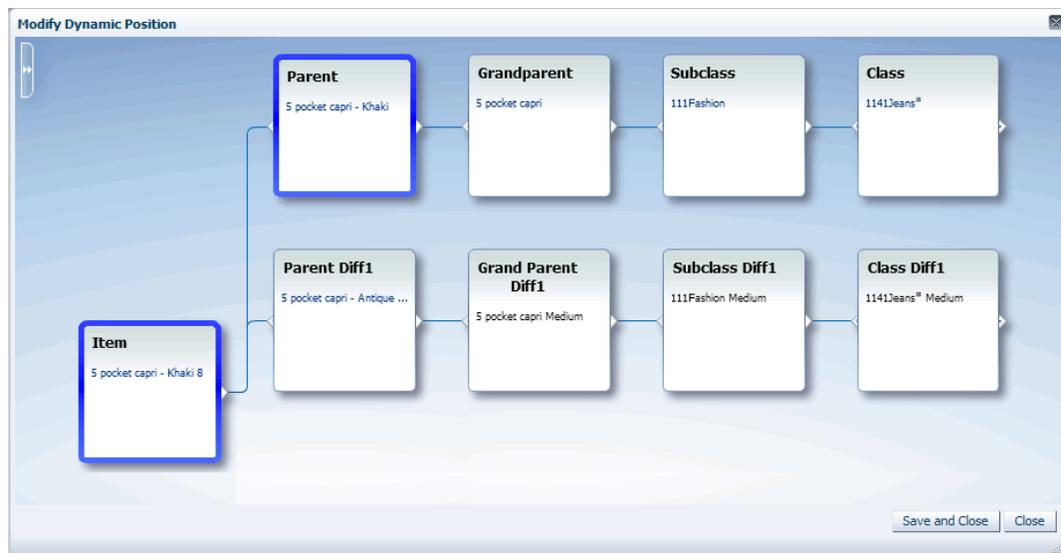
1. Right-click the dynamic position you want to modify.
2. From the right-click menu, select **Position Maintenance**, then **Modify Position**.

**Figure 9–11** Modifying a Dynamic Position



3. The Modify Dynamic Position window appears. Select the existing dynamic position and modify the position label or position name. Or, select any parent of the dynamic position to change the parent assignment.

**Figure 9–12 Modify Dynamic Position Window**



4. When finished, click **Save and Close**.

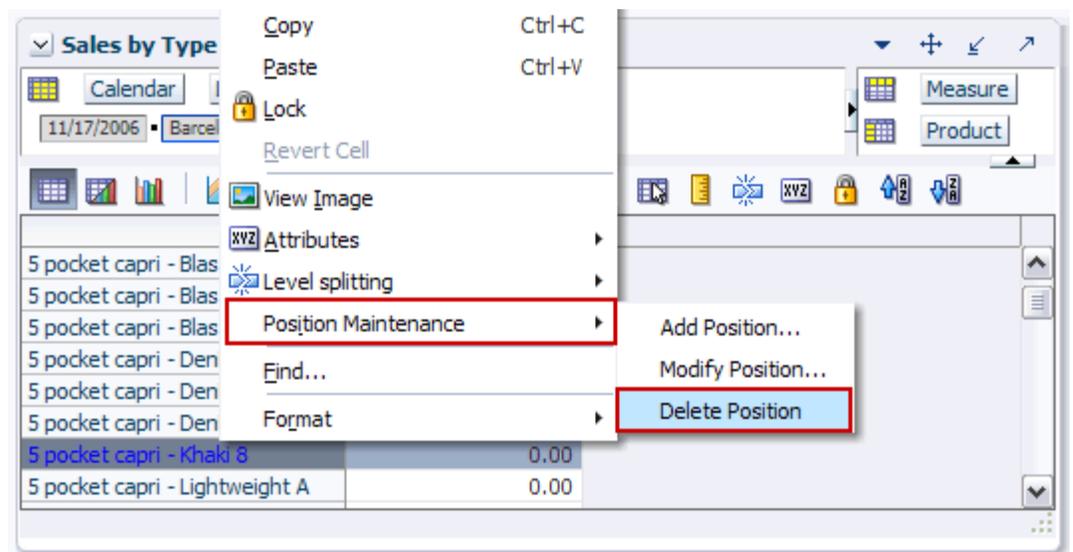
## Delete an Informal Position

After a dynamic position is added, you can delete it and all child positions to which it is a parent.

**Note:** Only dynamic positions can be deleted using the DPM feature. The delete option is not visible if there are no dynamic positions in the workbook.

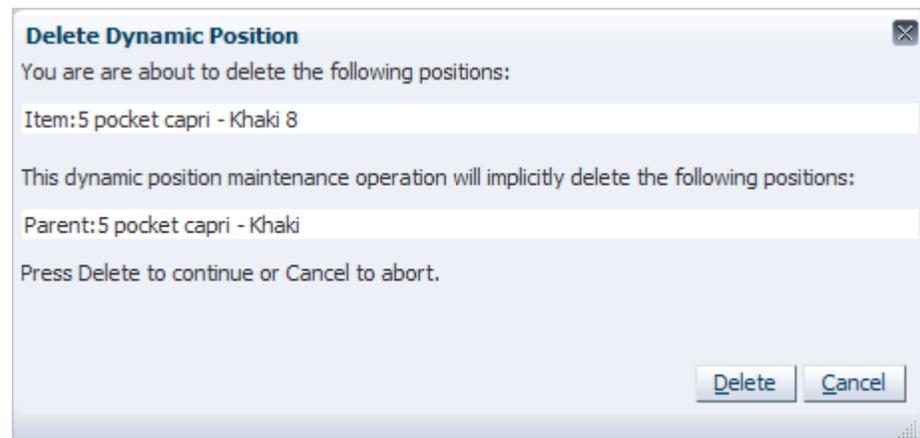
1. Right-click the dynamic position you want to delete.
2. From the right-click menu, select **Position Maintenance** and then **Delete Position**.

**Figure 9–13** *Deleting a Dynamic Position*



3. The Delete Dynamic Position dialog box appears to indicate that the dynamic position that will be deleted and any child positions associated with it that will be deleted as well. Click **OK**.

**Figure 9–14** *Delete Dynamic Position Dialog Box*



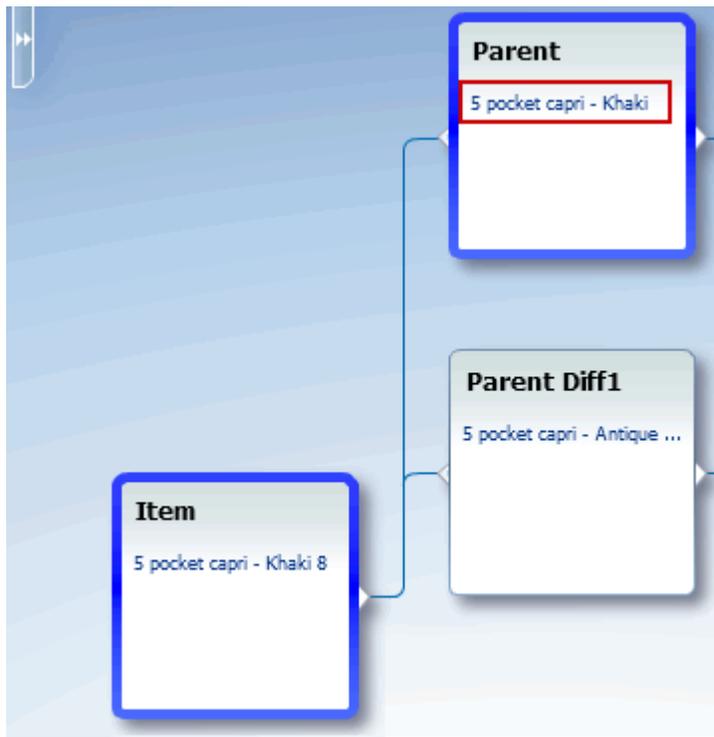
The dialog box closes, and the dynamic position is removed from the view.

## Using the DPM Search Feature

When selecting the parent level that a new dynamic position belongs to, you can use the search feature to find the desired level.

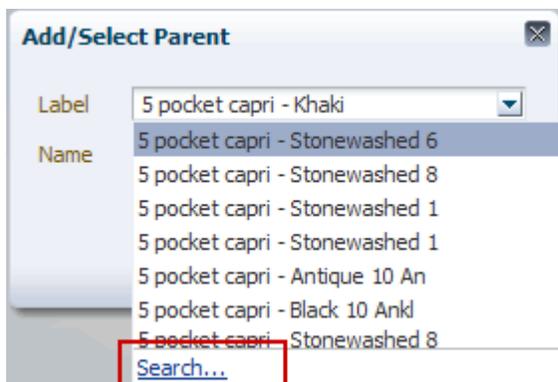
1. Click a level above the dynamic position you are creating, as shown in [Figure 9–15](#).

**Figure 9–15 Using the DPM Search Feature**



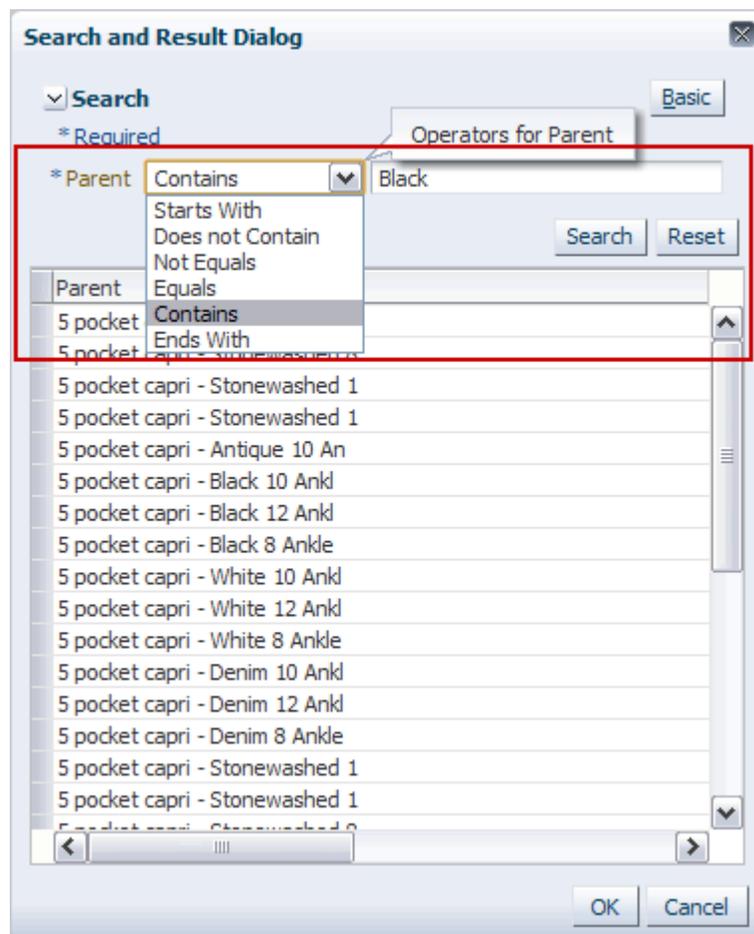
2. The Add/Select [Level] dialog box appears. Click the Label field to access the Search link.
3. Click the Search link.

**Figure 9–16 Search Link for DPM Search**



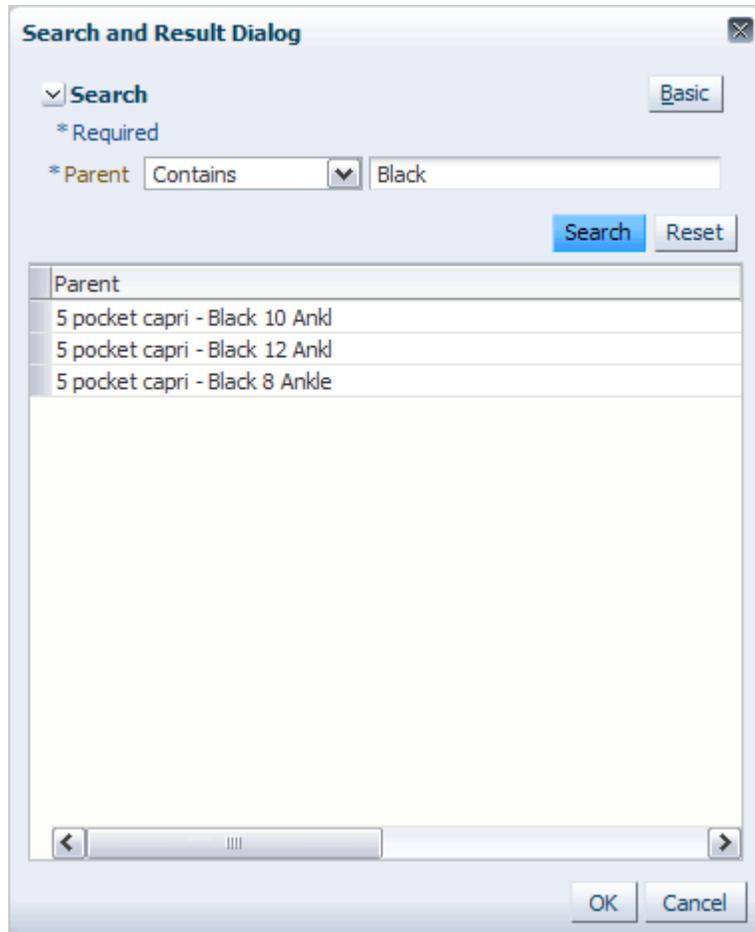
4. The Search and Result dialog box appears (Figure 9-17). Use the search features to search for a position. You can search with the following options:
- Starts With
  - Does Not Contain
  - Not Equals
  - Equals
  - Contains
  - Ends With
- Enter a value in the search field and click **Search**.

**Figure 9-17 Search and Result Dialog Box**



5. The dialog box refreshes with the positions that match the search. Select the position you want and click **OK**.

**Figure 9–18 DPM Search Results**



The Search and Result dialog box closes, and the selected position is filled in the Add/Select [Level] dialog box.

---

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## Dynamic Attributes

Dynamic attributes are attributes you can create in the RPAS Fusion Client. Dynamic attributes describe a particular dimension and level based on a measure's value at specified levels of other dimensions. The dynamic dimension attributes can be used for level splitting, sorting, and displaying in the workbook. For instance, you can create an attribute based on the weekly sales that describes stores in terms of their weekly sales rate: low, average, or high.

After you have created a dynamic attribute, it is saved to the domain. It is added to the workbook during workbook build process if the dimension is present and if the following conditions are met:

- The attribute is accessible by the user.
- The source measure exists in the workbook.
- The other positions of this attribute fit into the workbook context.

The attribute data is only updated when the attribute is used.

This chapter describes the various tasks you can perform with dynamic attributes. It includes the following sections:

- [Accessing the Define New Attribute Dialog Box](#)
- [Creating Dynamic Attributes](#)
- [Managing Dynamic Attributes](#)
- [Updating Attribute Values](#)

## Accessing the Define New Attribute Dialog Box

Dynamic attributes are created in the Define New Attribute dialog box. You can access this dialog box in three ways: with the attributes icon in the toolbar, from the right-click context menu, or from the dimension dialog box.

### Attributes Icon in the Toolbar

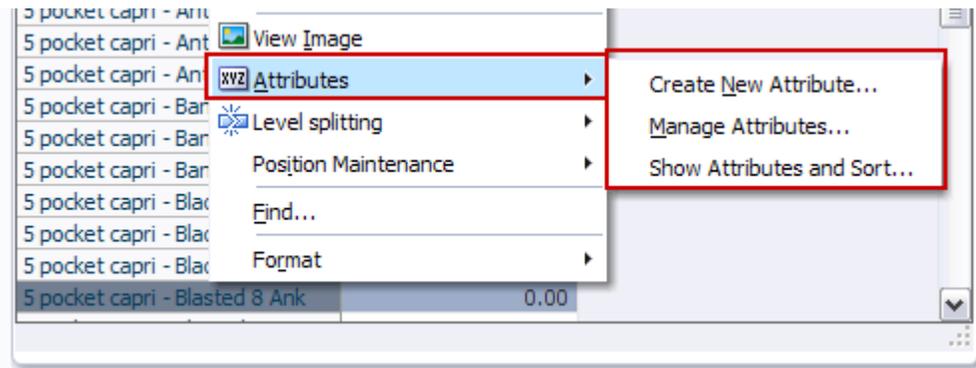
Figure 10–1 Attributes Icon



### From the Right-Click Context Menu

1. Right-click a dimension level. The right-click context menu appears.
2. Select **Create New Attribute**.

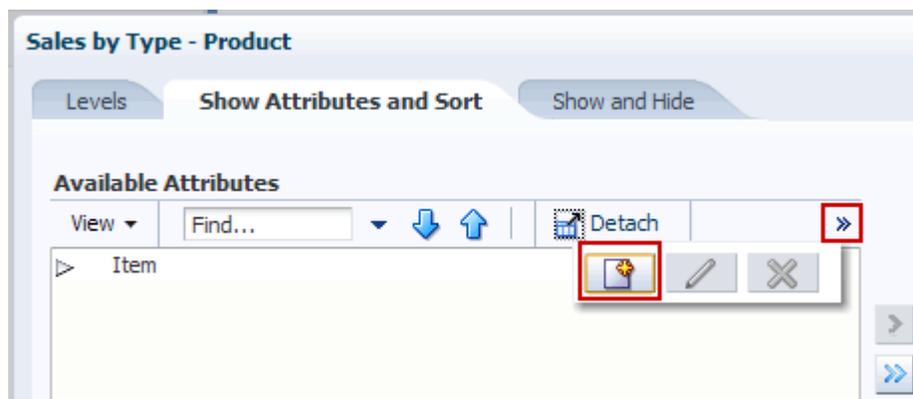
Figure 10–2 Create New Attribute: From the Right-Click Context Menu



### From the Dimension Dialog Box

1. Click a dimension tile. The dimension dialog box appears.
2. Click the **Show Attributes and Sort** tab.
3. Click the **New Attribute** icon in the Available Attributes section.

Figure 10–3 Create New Attribute: From the Dimension Dialog Box



## Creating Dynamic Attributes

To create a dynamic attribute, perform the following steps:

1. Access the Define New Attribute dialog box using the icon, right-click context menu, or the dimension dialog box as described in the [Accessing the Define New Attribute Dialog Box](#) section.

**Figure 10–4 Define New Attribute Dialog Box**

2. Enter the following information:
  - **Attribute Name:** Enter a name for the attribute. The name must be unique across a level for a selected dimension and fewer than 80 characters.
  - **Dimension:** Select the dimension that the attribute should apply to.
  - **Level:** Select the level of the dimension chosen in the Dimension field. This is the level that the attribute should apply to.
  - **[Dimension1]** and **[Dimension2]:** These fields display the dimensions that were not chosen in the Dimension field. Select the dimension levels and positions that the attribute should be applied to for each.
  - **Measure:** Select the measure that the attribute should be based on.
  - **Is Displayed:** Check the check box if you want the created attribute to be displayed in the view after it is created. If not selected, the attribute is created but not visible. To make the attribute visible at a later time, select it for display in the Dimension window as described in [Select Attributes for Display](#).
  - **Clustering:** Select **No Clustering** if you want the data from the measure to be replicated in the attribute. Select **Clustering** if you want to group the dimension by the values of the measure data.

- **Number of clusters:** Choose the number of groups that you want the attribute to create. This option is visible only if clustering is selected.
- **Group Label:** Enter the label of the attribute that you want to apply to that cluster of data. Specify how the clusters should be defined by entering a range.
- **Auto Fill:** Click this button to automatically create the range for each cluster.

---

**Note:** The cluster options are only available for real and integer measures.

---

3. Click **OK**.

The attribute is added to the pivot table.

After you have created the attribute, you can sort the positions by attribute. For more about sorting, see [Attribute Sorting](#).

**Figure 10-5 Dynamic Attribute: Clustering Example**

Sales Total			Weekly Sales
all [Location]	Barcelona	3 - High	1148.00
	Berlin	2 - Average	400.00
	Chicago	1 - Low	50.00
	Dusseldorf	1 - Low	50.00
	London-Oxford Street	3 - High	620.00
	Madrid	3 - High	1440.00
	Minneapolis	1 - Low	100.00
	Montreal	1 - Low	75.00
	New York City	1 - Low	75.00
	Paris	2 - Average	300.00

Another way to use dynamic attributes is to duplicate measure data in the attribute. For instance, if you had a Climate measure that describes the climate of a location, you could create an attribute based on that measure and select **No Clustering**, as shown in [Figure 10-6](#) and [Figure 10-7](#).

Figure 10–6 Define New Attribute: No Clustering

**Define New Attribute**

Attribute Name: Store Climate

Dimension: Location

Level: Store

Calendar: all [Calendar]

Product: all [Product]

Measure: Store Climate Attribute

Is Displayed:

Clustering:  No Clustering  Clustering

Number of clusters: 0

Auto Fill

OK Cancel

Figure 10–7 Dynamic Attribute: Non-Clustering Example

**Sales Total**

Calendar: all [Calendar] Product: all [Product]

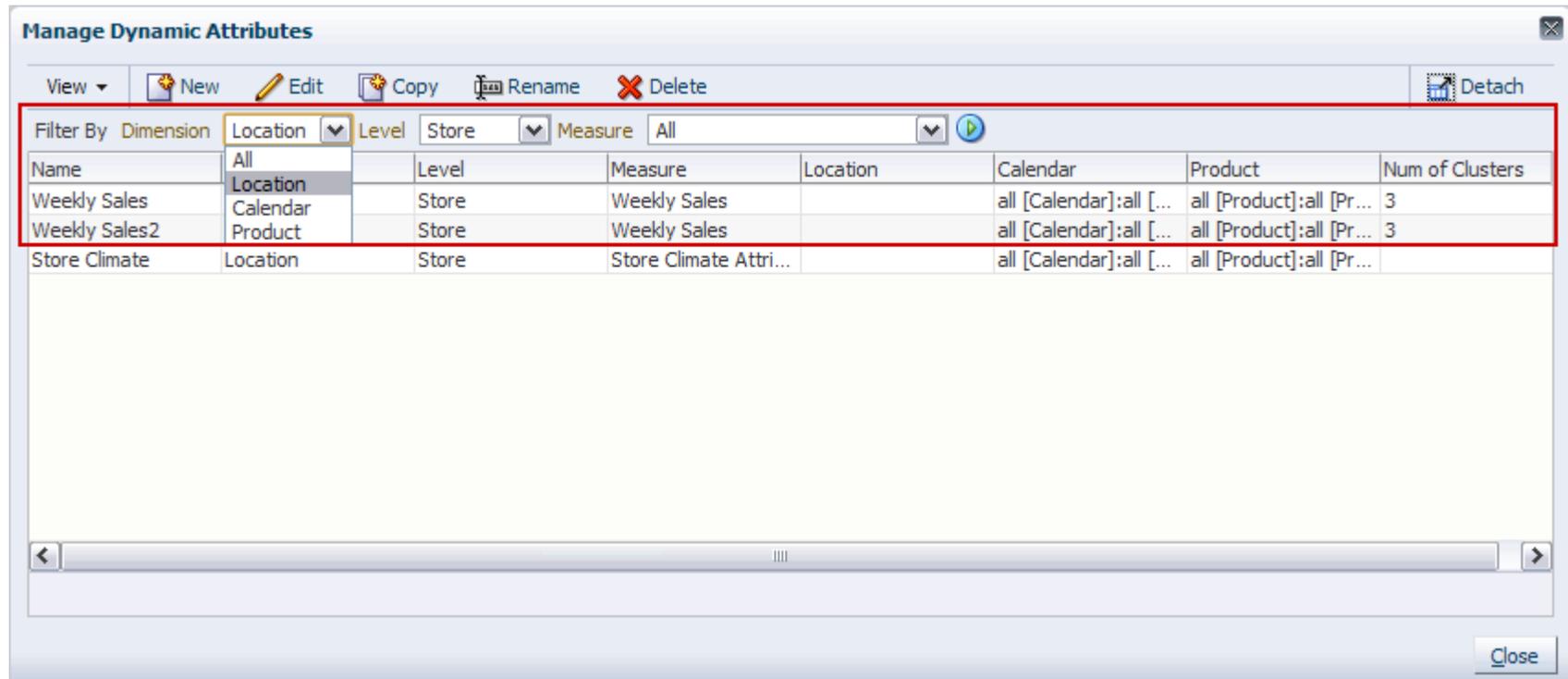
all [Location]		Weekly Sales	Store Climate Attribute
Barcelona	Hot	1148.00	Hot
Berlin	Mild	400.00	Mild
Chicago	Cold	50.00	Cold
Dusseldorf	Cold	50.00	Cold
London-Oxford Street	Mild	620.00	Mild
Madrid	Hot	1440.00	Hot
Minneapolis	Cold	100.00	Cold
Montreal	Cold	75.00	Cold
New York City	Cold	75.00	Cold
Paris	Mild	300.00	Mild

## Managing Dynamic Attributes

After you have created a dynamic dimension attribute, you can edit, copy, rename, or delete it using the Manage Dynamic Attributes dialog box.

The Manage Dynamic Attributes dialog box displays all attributes for the selected dimension and level. You can search for attributes by using the attribute filter. You can search all dimensions and levels by selecting **All** in the Dimension drop-down list. Or, you can search by a particular dimension, level, and measure.

**Figure 10–8** Filtering Attributes



By default, attributes for the innermost layer of the selection on the pivot table are listed. If there are no attributes for the selected level, attributes for all visible levels of the selected dimension are displayed.

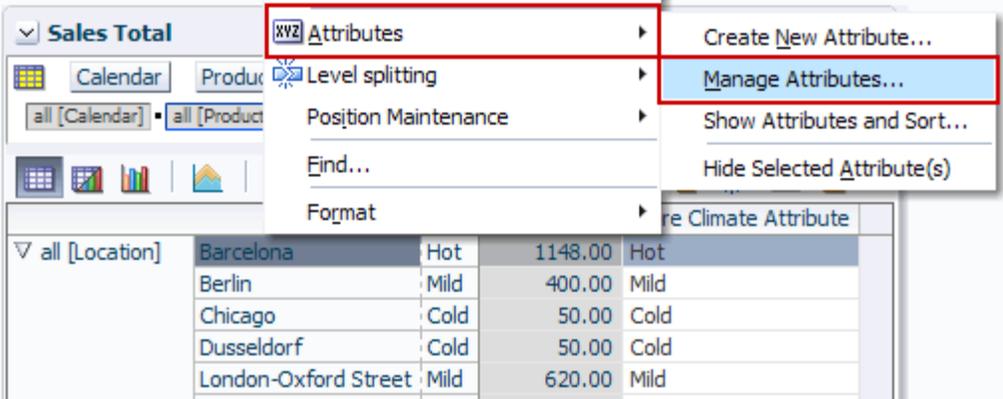
If there are no attributes for the selection dimension, all attributes across all dimensions are shown. If there are no attributes across any dimension, a message states that there are none.

### Accessing the Manage Dynamic Attributes Dialog Box

To access the Manage Dynamic Attributes dialog box, perform the following steps:

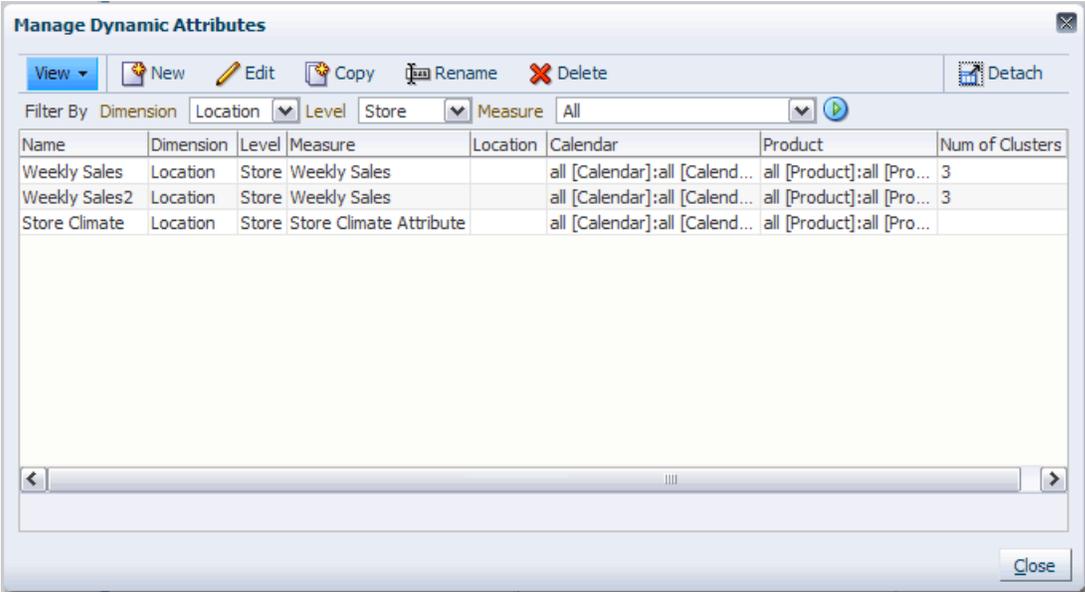
- 1. Right-click in the content area.
- 2. The right-click context menu appears. Select the **Manage Dynamic Attributes** option.

Figure 10–9 Manage Dynamic Attributes



- 3. The Manage Dynamic Attributes dialog box appears.

Figure 10–10 Manage Dynamic Attributes Dialog Box



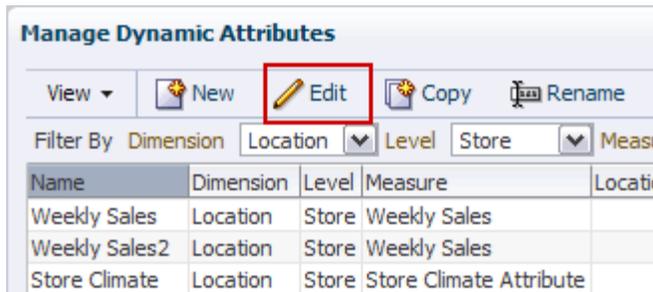
From the Manage Dynamic Attributes dialog box, you can edit, copy, rename, delete, or create attributes.

## Editing Dynamic Attributes

To edit a dynamic attribute, perform the following steps:

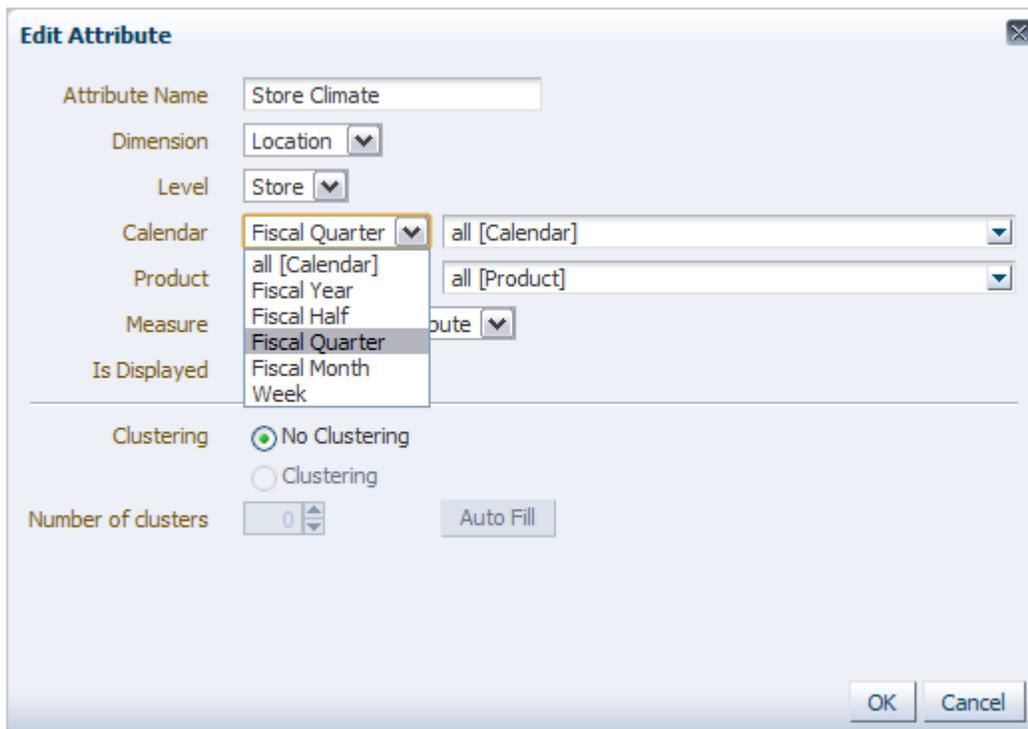
1. Access the Manage Dynamic Attributes dialog box as described in [Accessing the Manage Dynamic Attributes Dialog Box](#).
2. Select the attribute you want to edit and click the **Edit** icon.

**Figure 10–11** *Editing a Dynamic Attribute*



3. The Edit Attribute dialog box appears. Make changes to the attribute information. For details about the fields, see Step 2 of the [Creating Dynamic Attributes](#) section.

**Figure 10–12** *Edit Attribute Dialog Box*



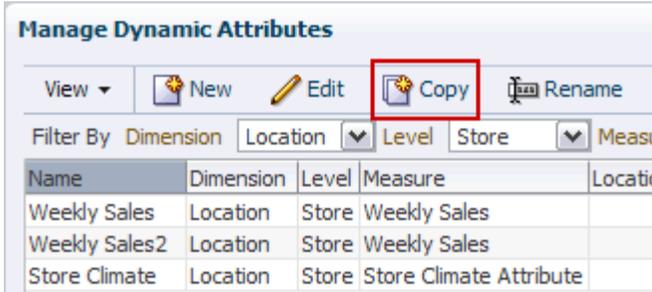
4. When finished, click **OK**.

## Copying Dynamic Attributes

To copy a dynamic attribute, perform the following steps:

1. Access the Manage Dynamic Attributes dialog box as described in [Accessing the Manage Dynamic Attributes Dialog Box](#).
2. Select the attribute you want to copy and click the **Copy** icon.

Figure 10–13 Copying a Dynamic Attribute



3. The Copy Attribute dialog box appears. Enter the name of the new attribute. The name must be unique across the level for a selected dimension and fewer than 80 characters.

Figure 10–14 Copy Attribute Dialog Box



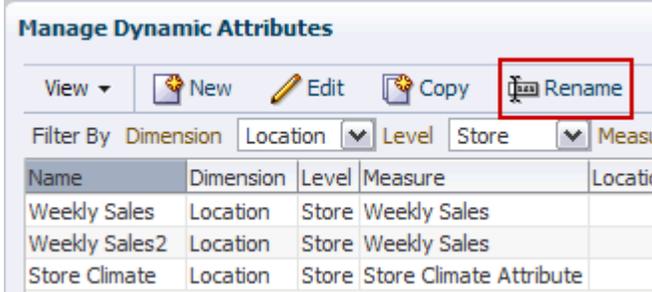
4. Click OK.

## Renaming Dynamic Attributes

To rename a dynamic attribute, perform the following steps:

1. Access the Manage Dynamic Attributes dialog box as described in [Accessing the Manage Dynamic Attributes Dialog Box](#).
2. Select the attribute you want to rename and click the **Rename** icon.

Figure 10–15 Renaming a Dynamic Attribute



3. The Rename Attribute dialog box appears. Enter the new name. The name must be unique across the level for the selected dimension and fewer than 80 characters.

**Figure 10–16 Rename Attribute Dialog Box**



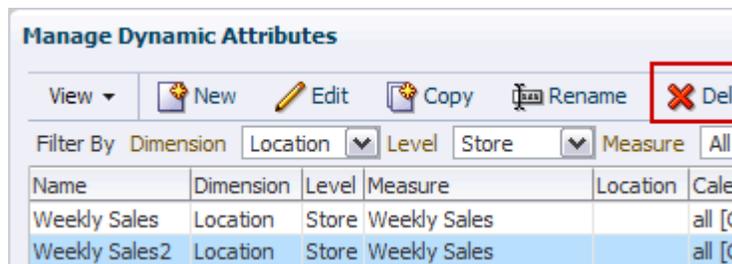
4. Click OK.

## Deleting Dynamic Attributes

To delete a dynamic attribute, perform the following steps:

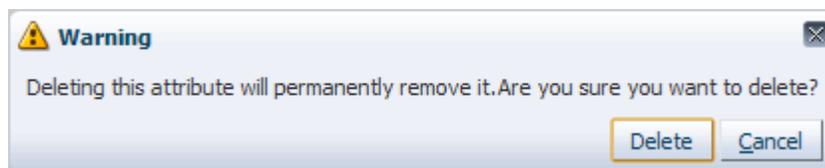
1. Access the Manage Dynamic Attributes dialog box as described in [Accessing the Manage Dynamic Attributes Dialog Box](#).
2. Select the attribute you want to delete and click the **Delete** icon.

**Figure 10–17 Deleting a Dynamic Attribute**



3. A warning message appears. Ensure that you have selected the correct attribute and click **Delete**.

**Figure 10–18 Delete Attribute Dialog Box**

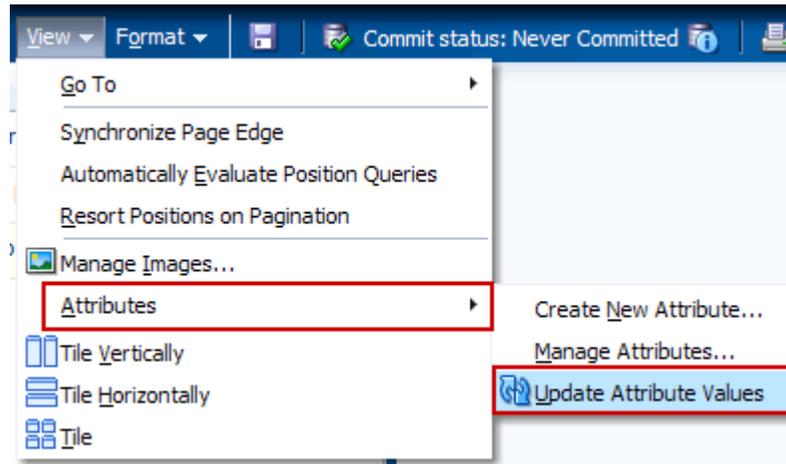


The attribute is deleted from the list.

## Updating Attribute Values

If data in the base measure of the attribute has changed, you may need to recalculate the attributes to see the updated data. To do this, use the **Update Attribute Values** option in the View menu or the **Update Attribute Values and Level Splits** icon in the toolbar.

**Figure 10–19 Update Attribute Values Option**



**Figure 10–20 Update Attribute Values Icon**



The values of the user defined attributes must be recalculated based on the user edits. The update icon and menu are enabled only when there are attributes displayed that need to be recomputed based on user edits. Clicking the update option or icon recalculates all sort attributes and level splits displayed in the workbook based on user edits since the attribute or dimension split was applied to the data.



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## Sort, Find, and Position Queries

Easily sorting and finding data is essential when working with workbooks that contain thousands of items, hundreds of locations, and an endless number of dates. Being able to put this data in a logical order or find a specific piece of information is what makes planning possible.

This chapter describes the ways you can sort, find, and query data:

- [Sort](#)
  - [Simple Sort](#)
  - [Attribute Based Sort](#)
- [Find](#)
- [Position Query](#)

### Sort

There are two kinds of sort: simple and attribute sort. Both allow you to put the data in a meaningful order.

### Simple Sort

You can sort positions in a level by using the sort icons on the toolbar or the arrows that appear on column headers. The positions are sorted based on the values of a measure's slice for that level. This sorting can be done without defining additional attributes.

The sort occurs along a single measure, using only a single level in the sort. The sorting is limited to the current view, thus providing the user an ability to see the same data sorted differently in different views. Sorting is only available in the pivot table or split view. It is not available in the graph view.

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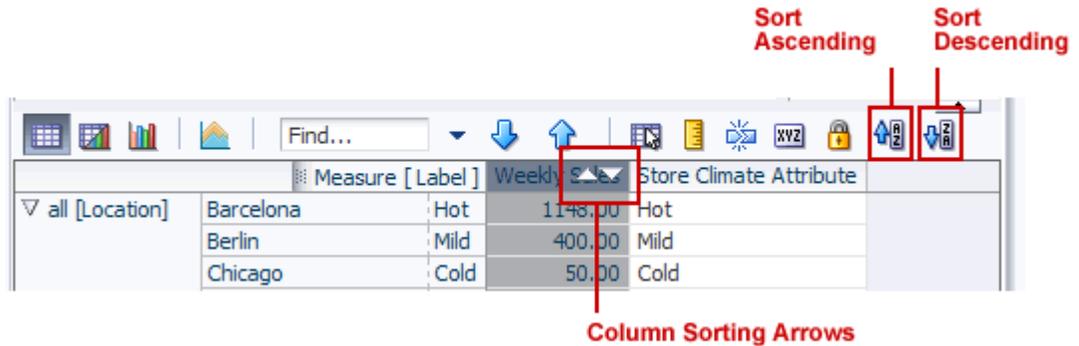
---

#### Notes:

- A slice is valid if it involves only one measure and if it has a unique value for each position along the level being sorted (meaning that one position along all other dimensions in the measure's intersection has been selected).
  - Simple sort cannot be applied to positions in a dimension along the page axis. However, you can pivot the desired dimension to either row or column axes, execute the sort along the desired slice, and then pivot the sorted dimension back to the page axis.
- 
-

After you have selected the desired valid slice of measure data that you want to sort, the sorting arrows are enabled on the toolbar and in the columns, as shown in [Figure 11-1](#).

**Figure 11-1 Sort Arrows**



After you click one of the sort arrows, the selected positions are sorted according to the measure's values in the selected slice.

The Sort Ascending icons in the toolbar and columns order the data so that the lowest number appears at the top of the list and the highest at the bottom. After the data is sorted, the column header is shaded gray and the Sort Ascending arrow is shaded dark gray, as shown in [Figure 11-2](#).

**Figure 11-2 Sort Ascending**

	Location	Store Climate Attribute	Weekly Sales	Store Climate Attribute
all [Location]	Chicago	Cold	50.00	Cold
	Dusseldorf	Cold	50.00	Cold
	New York City	Cold	75.00	Cold
	Montreal	Cold	75.00	Cold
	Minneapolis	Cold	100.00	Cold
	Paris	Mild	300.00	Mild
	Berlin	Mild	400.00	Mild
	London-Oxford Street	Mild	620.00	Mild
	Barcelona	Hot	1148.00	Hot
	Madrid	Hot	1440.00	Hot

The Sort Descending arrows order the data so that the largest number is at the top. Again, after the data is sorted, the column header is shaded gray and the Sort Descending arrow is shaded dark gray ([Figure 11-3](#)).

**Figure 11–3 Sort Descending**

Sales Total			Weekly Sales	Store Climate Attribute
all [Location]	Madrid	Hot	1440.00	Hot
	Barcelona	Hot	1148.00	Hot
	London-Oxford Street	Mild	620.00	Mild
	Berlin	Mild	400.00	Mild
	Paris	Mild	300.00	Mild
	Minneapolis	Cold	100.00	Cold
	Montreal	Cold	75.00	Cold
	New York City	Cold	75.00	Cold
	Dusseldorf	Cold	50.00	Cold
	Chicago	Cold	50.00	Cold

Sorting should reapply after operations that do not change the data. If you show or hide positions, change the rollup, or switch the mode from outline to block view or vice-versa, you should reapply the sort. Since a pivot operation resets the selected sort slice, you must reselect a valid slice and sort again.

If you use the View Attributes and Sort tab to perform an attribute sort, the simple sort is overridden. Previous sorts (either attribute-based or simple sort-based) are not maintained after a new simple sort.

Data editing operations like calculate, update, or refresh do not reapply the sort, and the positions remain in the last sorted order.

If you edit a cell and attempt to sort using the toolbar icon, a message appears that states the edited cells need to be calculated before the sort operation can take place.

**Figure 11–4 Uncalculated Cells Warning Message**

You can choose to calculate, revert, or cancel:

- **Calculate:** The positions are sorted after the calculate operation is performed.
- **Revert:** The edits are reverted and the sort is performed.
- **Cancel:** The sort operation is canceled.

If you have edited the cells and attempt to sort using the column header icon, the page refreshes without applying the sort and the header no longer displays the icon to sort. If you perform other operations such as show/hide after the edits that have caused the page to refresh, the sort icon does not appear in the column header until the edited cells are calculated.

## Sorting By Column Headers

You can sort data by mousing over the pivot table column headers to make the ascending and descending sort icon appear.

**Figure 11–5 Sort Icons in Column Header**

Weekly Sales
1148.00
400.00
50.00
50.00
620.00

Click one to sort the positions along the row-edge based on the values of a measure's slice for that dimension. The column is highlighted and the column header displays a selected sort icon (ascending or descending) based on the sort direction.

**Figure 11–6 Sort Icons in Column Header After Sort**

Weekly Sales
1440.00
1148.00
620.00
400.00
300.00

The sort icons do not appear on the column headers if the slice (with the selected column) is invalid. For example, when the measures are on the row edge, the sort icons do not appear on the column headers. Also, when there is more than one dimension on the column axis, the sort icons appear only on the inner layer.

## Sorting with the Toolbar Icons

The sort icons in the toolbar are enabled if there is a valid slice involving a single measure being selected. Select either a column or row and click the one of the sort icons. The toolbar icons are more useful for sorting the rows.

**Figure 11–7 Sort Icons in Toolbar**

	Madrid	Barcelona	London-Oxford Street	Berlin	Paris	Minneapolis
Weekly Sales	1440.00	1148.00	620.00	400.00	300.00	100.00
Store Climate Attribute	Hot	Hot	Cold	Mild	Mild	Cold

The selected position is sorted according to the measure's values in the selected slice. If the rows were sorted, the row just appears selected. If a column was selected, a sort icon appears in the column header.

If you select an invalid slice, for instance, multiple rows or columns are selected, the sort icons are enabled but clicking them results in an error message that states the selected slice is not a valid slice for sorting.

## Sorting in Outline Mode and Block Mode

You can sort in either the outline or block mode. Sorting in the outline mode sorts all the positions as well as the positions within those positions. Sorting in block mode, however, only sorts the highest aggregate position.

**Outline Mode** If the pivot table is in outline mode, that is, it is displaying aggregate levels of the dimension in separate rows or columns in the same grid, the aggregate positions are sorted as well as the positions within the aggregate positions.

In [Figure 11–8](#), note how the 5 Pocket Capri position is listed first because it is larger than both the 5 Pocket Frayed Jeans and Bohemian 5 Pocket Jeans groups. Then, within the 5 Pocket Capri group, the style/sizes are listed in order of greatest to least, the "Antique 10 An" being the largest of all the departments.

**Figure 11–8** *Sorting in Outline Mode*

	Weekly Sales - Regular ▲▼
▼ 5 pocket capri	36759.00
5 pocket capri - Antique 10 An	7859.00
5 pocket capri - Denim 10 Ankl	6356.00
5 pocket capri - Antique 12 An	6253.00
5 pocket capri - Denim 12 Ankl	5789.00
5 pocket capri - Antique 8 Ank	5607.00
5 pocket capri - Denim 8 Ankle	4895.00
▼ 5 Pocket Frayed Jeans	6295.00
5 Pocket Frayed Jeans - Stonew	2756.00
5 Pocket Frayed Jeans - Antiqu	2036.00
5 Pocket Frayed Jeans - Lightw	1503.00
▼ 10000051Bohemian 5 Pocket Jeans	2869.00
10000054Bohemian 5 Pocket Jeans - Ston	789.00

**Block Mode** If the pivot table is in block mode, that is, it is displaying the dimension levels in separate rows or columns but not the aggregate levels, the simple sort still orders the aggregate levels as well as the dimension levels within them.

In [Figure 11–9](#), note how the 5 Pocket Capri, 5 Pocket Frayed Jeans, and Bohemian 5 Pocket Jeans groups do not have an aggregated number in the column. Nevertheless, the groups are still ordered greatest to least as are the style/sizes within those groups.

**Figure 11–9** *Sorting in Block Mode*

		Weekly Sales ▼
▼ 5 pocket capri	5 pocket capri - Antique 10 An	7859.00
	5 pocket capri - Denim 10 Ankl	6356.00
	5 pocket capri - Antique 12 An	6253.00
	5 pocket capri - Denim 12 Ankl	5789.00
	5 pocket capri - Antique 8 Ank	5607.00
	5 pocket capri - Denim 8 Ankle	4895.00
▼ 5 Pocket Frayed Jeans	5 Pocket Frayed Jeans - Stonew	2756.00
	5 Pocket Frayed Jeans - Antiqu	2036.00
	5 Pocket Frayed Jeans - Lightw	1503.00
▼ 10000051Bohemian 5 Pocket Jeans	10000054Bohemian 5 Pocket Jeans - Ston	789.00

## Sorting Across Page Edge

When the positions are sorted on a specific slice, by default the positions stay in the previously sorted order as you page through the positions along the page-axis. In other words, the positions are not resorted based on the new selections in the page-axis. If you want to reapply the sort when paging through positions along the page-axis, you must enable the **Resort Positions on Pagination** option in the View menu.

For example, there are two slices that display the sales of five stores: one slice displays data for the denim 5 pocket capri, the other displays data for the antique capri. Before sorting, the five stores are listed in alphabetical order, as shown in [Figure 11–10](#). When the user scrolls from one slice to the other, the stores stay in alphabetical order.

**Figure 11–10 Two Unsorted Slices**

Sales by Type	
Calendar	Product
11/17/2006	5 pocket capri - Denim
Weekly Sales - Regular	
Barcelona	300.00
Berlin	500.00
Boston	100.00
Catalog Store	400.00
Chicago	200.00

**Denim**

Sales by Type	
Calendar	Product
11/17/2006	5 pocket capri - Antique
Weekly Sales - Regular	
Barcelona	200.00
Berlin	400.00
Boston	100.00
Catalog Store	300.00
Chicago	500.00

**Antique**

When a user sorts the denim slice by descending order, the stores are reordered so that the store with the highest sales, Berlin, is at the top. If the user scrolls to the antique slice, Berlin is still at the top despite the Chicago store having the highest sales. This is because the positions stay in the same order by default. They are not resorted according to the data. This is shown in [Figure 11–11](#).

**Figure 11–11 Sorted Slices, Default Setting**

Sales by Type	
Calendar	Product
11/17/2006	5 pocket capri - Denim
Weekly Sales - Regular	
Berlin	500.00
Catalog Store	400.00
Barcelona	300.00
Chicago	200.00
Boston	100.00

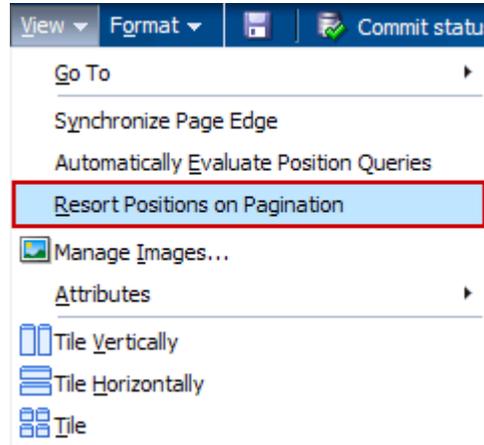
**Denim**

Sales by Type	
Calendar	Product
11/17/2006	5 pocket capri - Antique
Weekly Sales - Regular	
Berlin	400.00
Catalog Store	300.00
Barcelona	200.00
Chicago	500.00
Boston	100.00

**Antique**

However, if the Resort Positions on Pagination feature is turned on, the positions are resorted according to the data. The Resort Positions on Pagination option is located in the View menu.

**Figure 11–12 Resort Positions on Pagination**



When the Resort Positions on Pagination feature is turned on and the first slice is sorted by descending order, when the user scrolls to the next slice, it too is sorted, as shown in Figure 11–12.

**Figure 11–13 Sorted Slices with Resort Pagination**

The figure consists of two side-by-side screenshots of a 'Sales by Type' report. Both reports show a descending sort order for the 'Weekly Sales' column. The left report is for 'Denim' and the right report is for 'Antique'. A red arrow in each report points to the 'Weekly Sales' column header.

	Weekly Sales - Res	Sort
Berlin	500.00	
Catalog Store	400.00	
Barcelona	300.00	
Chicago	200.00	
Boston	100.00	

**Denim**

	Weekly Sales - Res	Sort
Chicago	500.00	
Berlin	400.00	
Catalog Store	300.00	
Barcelona	200.00	
Boston	100.00	

**Antique**

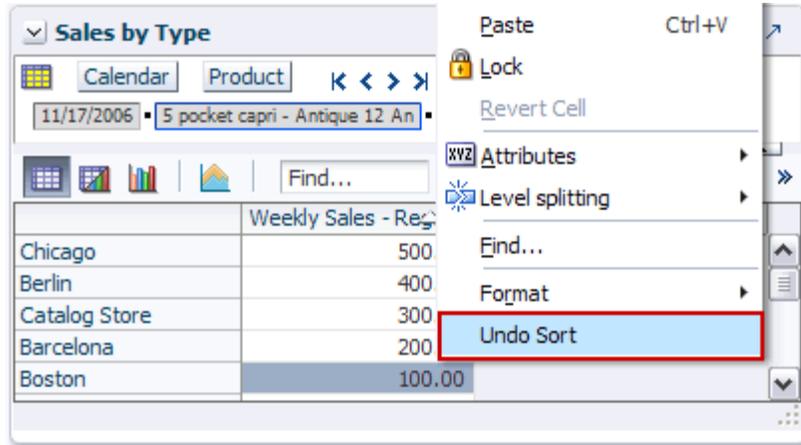
**Notes:**

- Simple sort cannot be applied to positions in a dimension along the page axis. However, you can pivot the desired dimension to either row or column axes, execute the sort along the desired slice, and then pivot the sorted dimension back to the page axis.
- The Resort Positions on Pagination option is saved with the workbook formatting. For more information about formatting and how formatting is saved, see [Saving Formats](#).

## Undo Sort Using the Context Menu

If you want to undo a sort, right-click and select Undo Sort from the right-click context menu.

**Figure 11–14 Undo Sort in Context Menu**



You do not need to select the exact slice; any slice on the sorted dimension renders the **Undo Sort** option. After you select the **Undo Sort** option, the simple sort is no longer applied and the positions appear in the original sort order that was shown when the view was first opened.

## Attribute Sorting

An attribute is a piece of information that further describes a position at a given level. For example, the SKU level of the product dimension could have three attributes associated with it: label, color, and price. This means, any SKU in this product dimension could have attribute values of:

- LABEL: SKU00012 - Cashmere Sweater
- COLOR: Pale Blue
- PRICE: \$62

Label is the only attribute that is required, but positions in a level can be described with any number of attributes. After established, attributes can be displayed in the view if desired. The dimension's attributes can also be used to decide display sort order for positions within that level.

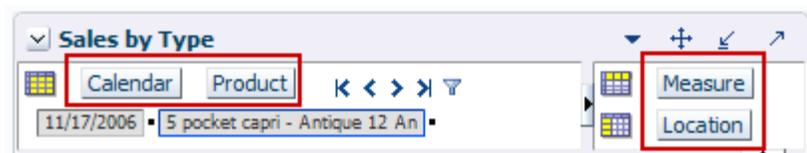
But before you can sort by attributes, you need to select the desired attributes to appear in the view.

## Select Attributes for Display

To see the available attributes that you can sort by, perform the following steps:

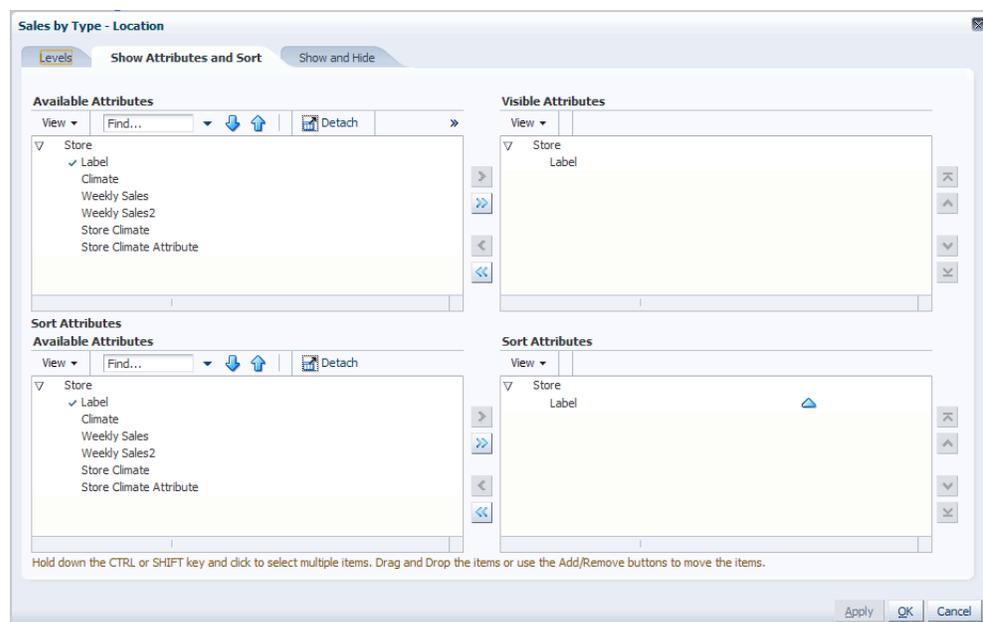
1. In an open view, click the dimension tile of the dimension which you want to sort by an attribute. In [Figure 11–15](#), the Location dimension has been selected.

**Figure 11–15** Dimension Tiles



2. The Dimension window appears. Click the **Show Attributes and Sort** tab.
3. In the Show Attributes and Sort tab, the available attributes for the dimension are listed in both the Available Attributes and Sort Attributes sections on the left. The attributes currently shown in the view are listed on the right. Those shown attributes have a check mark beside them.

**Figure 11–16** Show Attributes and Sort Tab

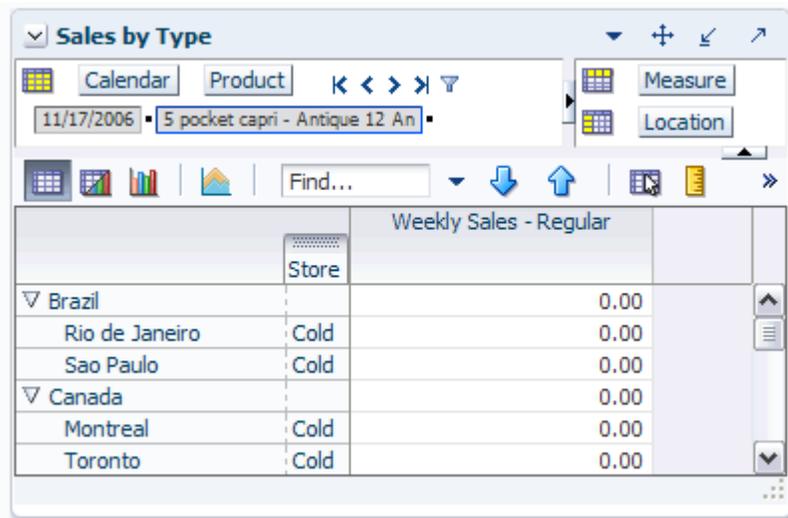


- a. Select the attributes that you want to appear in the view from the Available Attributes section at the top.
- b. Either click the right arrow to move the attribute to the Visible Attributes box on the right side, or drag the attribute to the right side.
- c. Repeat the same process for the attributes you want to sort by moving them to the Sort Attributes section at the bottom.
- d. When finished, click **OK**. This saves your changes and closes the window.

If you want to make additional changes on other tabs in the Dimension window, click **Apply** instead. This saves your changes but leaves the Dimension window open so you can go to other tabs.

The attributes now appear in the workbook as shown in [Figure 11–17](#).

**Figure 11–17 Attributes Shown in a View**



## Displaying Attributes in Views

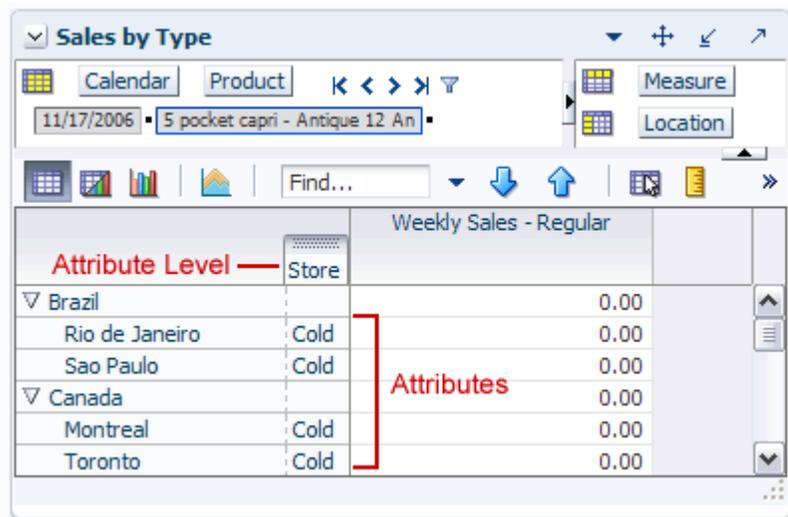
In the Fusion Client, you can display attributes in both the outline and block views.

### Outline View

In the outline view, you can view the attributes in either the row edge or the column edge. In outline view, for each dimension, the first layer displays attributes with display order 1 merged across levels. This layer also features the expand/collapse icons. By default, beyond first layer, each displayed attribute is rendered as a separate layer.

**Views** You can view attributes in two places in the outline view: row edge and column edge.

**Figure 11–18 Outline View: Attributes in Row Edge**



**Figure 11–19 Outline View: Attributes in Column Edge**

The screenshot shows the 'Sales by Type' outline view. At the top, there are filters for 'Calendar' (11/17/2006) and 'Product' (5 pocket capri - Antique 12 An). Below these are 'Location' and 'Measure' filters. The main area is a grid with columns for 'Brazil' (Rio de Janeiro, Sao Paulo) and 'Canada' (Montreal). A red line highlights the 'Attributes' column edge, and a red arrow points to the 'Attribute Label' column header.

Attribute Label	Brazil	Sao Paulo	Canada	Montreal
Store [ Climate ]	Cold	Cold		Co
Weekly Sales - Regular	0.00	0.00	0.00	0.00

When in the outline view, the default ordering of displayed attributes across levels is from higher to lower levels. For example, the attribute from higher district level is displayed first followed by lower store level.

For each dimension, the first layer always features the expand/collapse icons. In addition, the label itself is an attribute, and you can choose to display it in any order or hide it altogether (as long as there is at least one attribute displayed for each level). For example, you can choose the label attribute for both the store and district levels as second in display order, with SKU Label reordered before District Label.

Attribute labels can be combined with levels and shown as Level Label (Attribute Label) format. For example, the 'Store (Fmt)' shown in [Figure 11–19](#). The attribute label hovers above the layer. However, hovering on first layer, would just display the dimension label.

**Merge/Split** You can choose to display multiple attributes as a single layer by using the merge option in the right-click context menu. After you have merged two attributes together, you can split them using the split option in the context menu option.

---

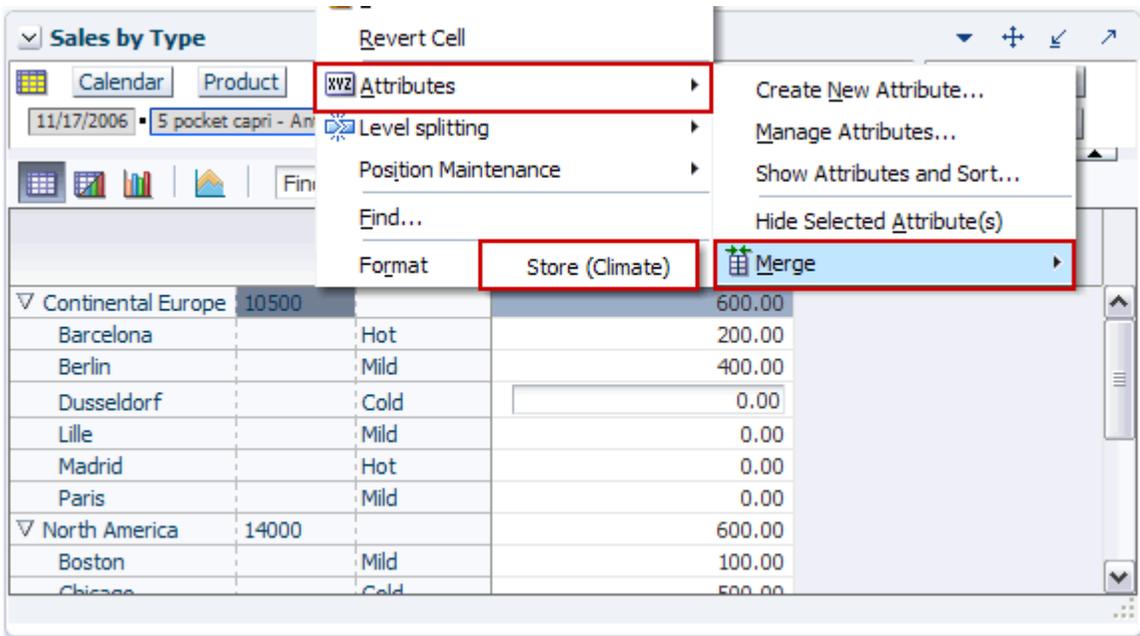
**Note:** The Merge/Split feature is only available in the outline view, not the block view.

---

To merge two attributes, perform the following:

1. Right-click one of the attributes you want to merge.
2. In the context menu that appears, select **Merge** and then select the other attribute from within the Merge menu. See [Figure 11-20](#) for an example.

**Figure 11-20 Merging Attributes**



The attributes merge together and appear in the same row or column. Note how the Store Count and Store Format attributes are now in the same column in [Figure 11-21](#).

**Figure 11-21 Merged Attributes**

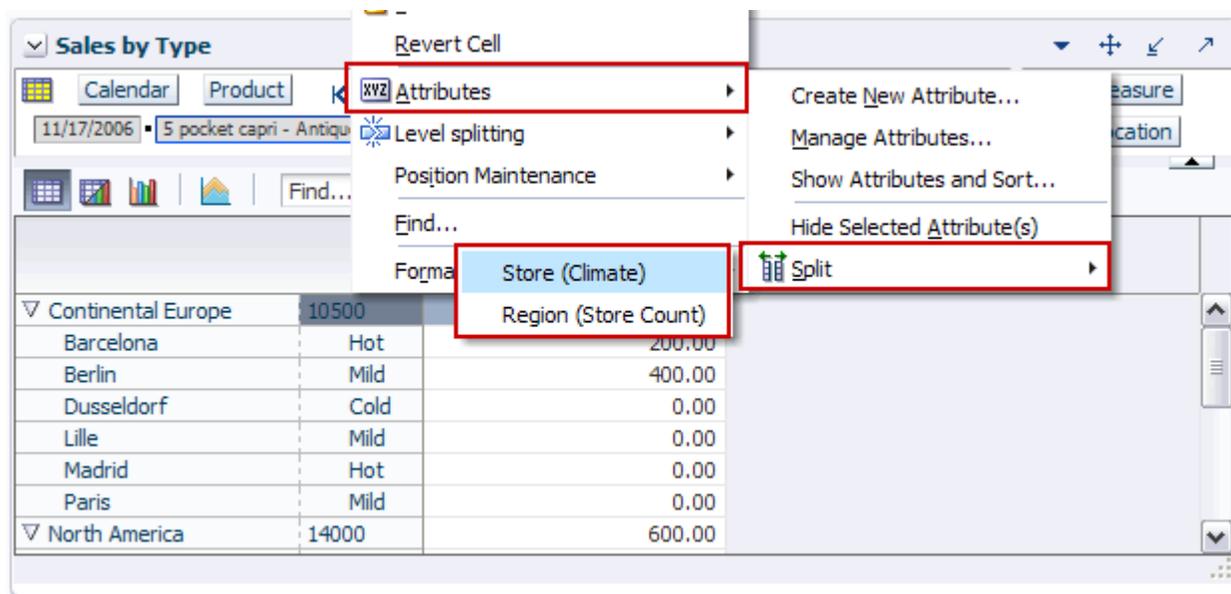
		Weekly Sales - Regular
Continental Europe	10500	600.00
Barcelona	Hot	200.00
Berlin	Mild	400.00
Dusseldorf	Cold	0.00
Lille	Mild	0.00
Madrid	Hot	0.00
Paris	Mild	0.00
North America	14000	600.00

Only attributes belonging to different levels can be merged. You cannot perform Merge/Split actions on the first layer in the outline view because this layer displays the first attribute across levels merged.

To split two attributes that have been merged, perform the following:

1. Right-click a merged row or column.
2. In the context menu, select **Split**, and then select one of the merged attributes from within the Split menu.

**Figure 11–22** Splitting Attributes



In the outline view, you can merge or split attributes across levels using the right-click context menu. However, the first layer would always display attributes with display order one merged across levels. In addition, you cannot merge attributes that belong to the same level.

---

**Note:** The merge/split feature is session-only and is lost after you close the session.

---

### Block View

In block view, each layer renders one attribute, and all displayed attributes of a level are shown consecutively in user chosen display order as shown in Figure 11–23. The first layer in each dimension features the expand/collapse icons.

Figure 11–23 Block View: Attributes in Row Edge

The screenshot shows a BI interface for 'Sales by Type'. The main table displays data in a row-edge format. The columns are: Region Attribute, Store Attribute, and Weekly Sales - Regular. The data is grouped by Region (Continental Europe and North America).

Region Attribute	Store Attribute	Weekly Sales - Regular	
Continental Europe	Barcelona	Hot	200.00
	Dusseldorf	Cold	0.00
	Lille	Mild	0.00
	Madrid	Hot	0.00
	Paris	Mild	0.00
North America	Boston	Mild	100.00
	Chicago	Cold	500.00

Figure 11–24 Block View: Attributes in Column Edge

The screenshot shows a BI interface for 'Sales by Type' in a column-edge format. The main table displays data with 'Store [Climate]' as a row header and 'Weekly Sales - Regular' as a row footer. The columns represent different locations and their climate types.

Store [Climate]	Barcelona	Dusseldorf	Lille	Madrid	Paris	Boston	Chicago	Minneapolis	Mo
Hot	Hot	Cold	Mild	Hot	Mild	Mild	Cold	Cold	
Weekly Sales - Regular	200.00	0.00	0.00	0.00	0.00	100.00	500.00	0.00	

In block view, the attribute ordering would always follow the User chosen display order. The User would be allowed to perform reordering using drag-drop, but that would be equivalent to User navigating to View Attributes and Sort tab and changing the attribute display order.

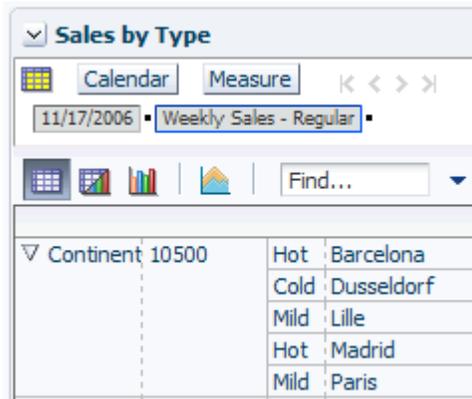
You can also right-click an attribute and hide in block view. This completely removes the associated layer from view.

As in outline view, the expand/collapse icons would be on first layer for each dimension and User could choose to display Label attribute it in any order, or even hide it altogether (as long as there is at least one attribute displayed for each level).



- When the location where you would like to move the attribute is shaded gray, drop the attribute.

**Figure 11–27 Reordered Attributes**



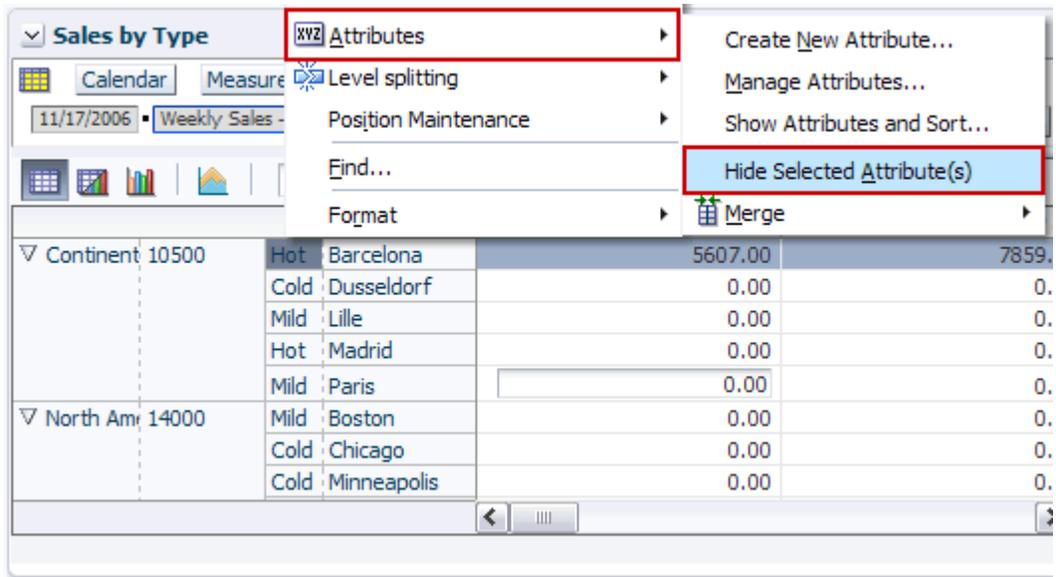
**Hiding Attributes** You can hide an attribute in a view by right-clicking a cell within that attribute’s row or column. In the context menu, select **Attributes** and then select **Hide Selected Attribute(s)**.

---

**Note:** The hiding feature is session-only and is lost after you close the session.

---

**Figure 11–28 Hiding Attributes**



## Attribute Based Sort

You can sort positions in a level using any of the level's attributes. The View Attributes and Sort tab enables you to choose attributes used for sorting. There you can also define sort direction (ascending/descending) and the order that the chosen attributes are to be applied during the sorting process. For example, the SKUs in the product dimension can be sorted primarily by price, and then within those prices by label.

The sort is applied dimensionally across multiple levels. For example, if the product dimension has the levels company, division, class, style-color, and SKU, the positions within the company level are sorted first based on selected sort attributes for company, and then positions within each division applying the division's selected sort attributes, and so on.

As with display, if an attribute is defaulted as sort attribute for a level, the default sort is always applied if you have no other selection. The attribute-based sort order does not over-ride any current simple sort selection, unless you:

- Navigate to the View Attributes and Sort tab and click **OK** or **Apply**. This reapplies the attribute-based sort even if you do not make any changes on this tab.
- Select **Undo Sort** in the right-click context menu.

For measure dimensions, the User defined Sort Order is applied by default. You can choose the **Disable User defined Sort Order** option on the Show/Hide tab to disable the default behavior.

## Find

The find feature enables you to search for words, partial words, or phrases within the rows, column, and page axis of an active view. The search does not include the data within the view.

The find feature locates the phrase you searched for and shades it gray. If the matched position is not visible because it's hidden under a scroll bar, the view is automatically scrolled to reveal it. The search is performed through collapsed or hidden positions. When a matched position is found, the parent is expanded and the matched position is shaded gray.

The find feature can be accessible four ways:

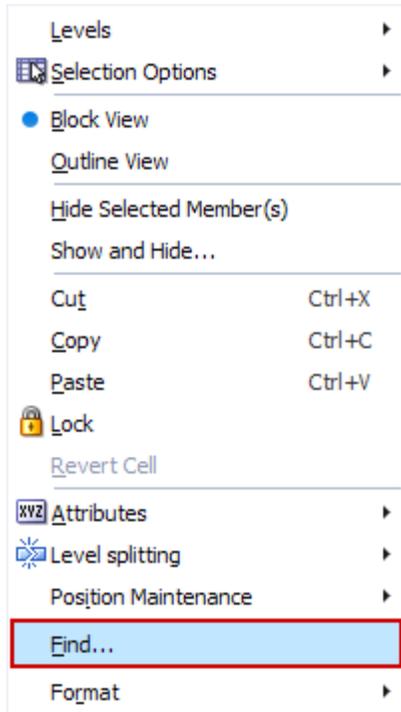
- The **Find** option in the right-click context menu
- The **Find** option in the Edit menu
- The shortcut **Ctrl + F**
- The **Find** field in the view toolbar

## Find from the Right-Click Context Menu

To use the find feature from the right-click context menu, perform the following:

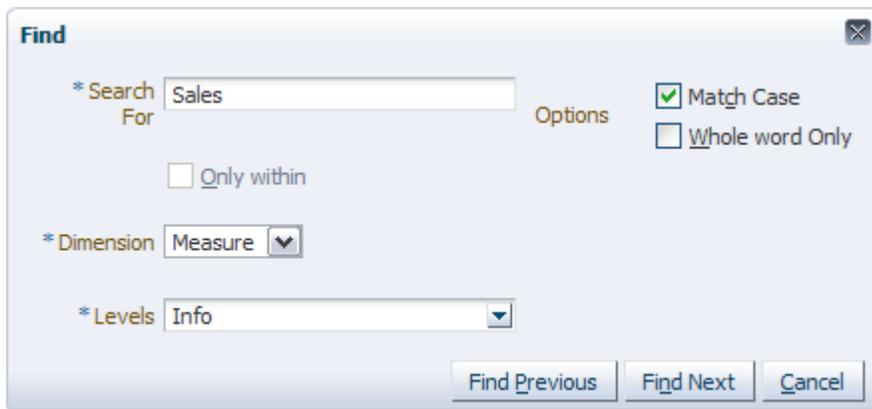
1. Right-click a measure, position, or attribute label to see the right-click context menu. Note that right-clicking on a data cell does not activate the find feature in the right-click context menu.
2. Click **Find**.

**Figure 11–29 Find in the Right-Click Context Menu**



3. The Find window appears.

**Figure 11–30 Find Window**



Enter the following:

- **Search For:** Enter the phrase you want to find.
- **Match Case:** Select this option if you want the search to locate phrases that use the same case as the phrase you entered. Leave it unchecked if you want the search to find all phrases that match yours, regardless of case.
- **Whole word Only:** Select this option if you want the search to find your phrase in a whole word rather than a partial one.

For instance, if you were searching for the letter **U** and you selected the **Whole word Only** option, then the search would find the **Wp BOS U** measure, but it would not find the letter **U** within the **Wp BOS AUR** measure.

- **Only within...:** This option enables you to search in a variety of ways:
  - Search for your phrase only within one or more measures, positions, or attributes that you right-clicked in Step 1. When this option is selected, the search ignores all matches outside of those measures, positions, or attributes.
  - Search within multiple positions by selecting more than one member to search through.
  - Find a phrase within a specific member and within its own dimension.
  - Find a phrase within a specific member and within another dimension.
  - In outline mode, use this option to find positions within different levels (style, SKU).
  - In block mode, use this option to find positions within the same level (either style or SKU).
- **Dimension:** Specify what dimension you want to search within. This is a required step.
- **Levels:** Specify which level of the dimension you want to search within. You can choose a specific level or you can choose **All** to search all levels. The search is performed level by level, not through parent and child. For example, when there are two levels, style and SKU, the search is performed in the style level first and then the SKU.

4. When finished, click **Find Next**. The view refreshes. If a match is found, it is shaded gray.

**Figure 11–31 Match Shaded Gray by Find Feature**

Wp Fcst Pre-Season R
Wp Sales var Fcst Pre-Season R%
Wp Sales R
Ly Sales R
Wp Sales var Ly R%
.
Wp Markdown R

5. Click **Find Next** to see the next match. You can click **Find Previous** at any time to see matches you have already seen.

If a match is not found, the following message appears:

**Figure 11–32 No Matches Found Message**



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**Note:** A similar message appears when you reach the end of the search and asks if you would like to start the search again.

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## Find from Edit Menu or Ctrl + F

Using the **Find** feature from the Edit menu or **Ctrl + F** works similarly to the right-click context menu.

1. After you have opened a workbook, click **Find** in the Edit menu or enter **Ctrl + F**. It is not necessary to select anything in the view.
2. The Find window appears. Enter the information as described in Step 2 of the [Find from the Right-Click Context Menu](#) section.

---

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**Note:** If no position was selected in the workbook, the Dimension field will not have a dimension automatically selected. You must select a dimension from the list to perform the search.

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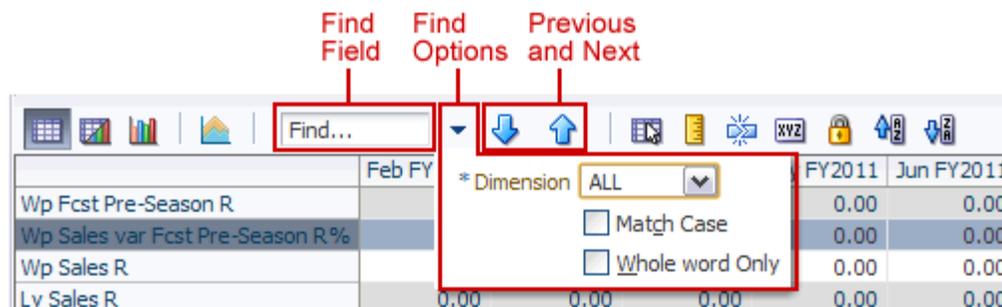
---

3. When finished, click **Find Next**. The view refreshes behind the Find window.

## Find from the View Toolbar

The Find field within the View toolbar is a quick alternative to using the Edit or Context menus.

**Figure 11–33 Find Field in the View Toolbar**



To use the find option in the workbook toolbar, perform the following:

1. Enter a phrase in the **Find** field.
2. Click the **Find Options** arrow to manage the search parameters. This is an optional step. If you skip this step, the search is performed on all dimensions.
  - **Dimension:** Select the dimension you want to search in or select **All** to search all dimensions.
  - **Match Case:** Check this option if you want the matches to have the same case that you entered.
  - **Whole word Only:** Check this option if you want to find your phrase in a whole word rather than a partial one.
3. Click either the **Previous** or **Next** arrows to begin your search.

## Position Query

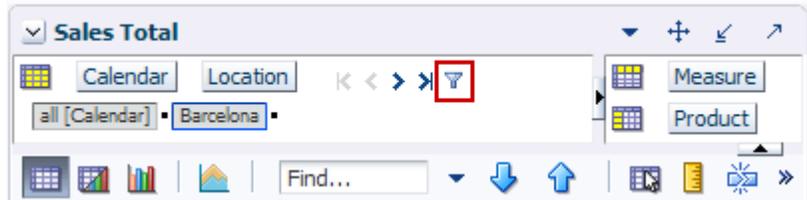
Position queries are preconfigured rules that filter data so that only positions that fulfill the requirements of the query are shown in the view. Position queries are configured in RPAS Configuration Tools by an administrator. For instance, if an administrator has configured a position query to filter for the stores with sales greater than \$3500, you can turn on that position query to display only those stores.

The dimension that the query is based on must be in the page edge (Z axis). This is known as the driving dimension. The dimensions in the X and Y axes are known as the query dimensions. The data in the query dimensions is based on the current position of the driving dimension.

When a position query is applied to a view, the positions in the query dimensions (X and Y axes) that fulfill the requirements of the query for the particular position of the driving dimension (Z axis) are the only ones shown in the view. All other positions are automatically hidden.

When more than one driving dimensions are present, all of the driving dimensions have to be in Z-axis for the position query to execute. If one or more driving dimensions are taken out of the Z-axis and placed in X or Y axes, associated position queries are not executed. A given view can have more than one position query, driven by one or more dimensions in the Z-axis and driving different dimensions in the X and Y axes.

**Figure 11–34 Position Query Icon**



When the position query filter is turned off, the icon appears flat. When you mouse over the icon, the roll-over text says "Filter [Rule]."

When a position query filter is turned on, the position query icon is depressed. When you mouse over the icon, the roll-over text says "Remove filter for [Rule]."

**Figure 11–35 Position Query Rollover Status**

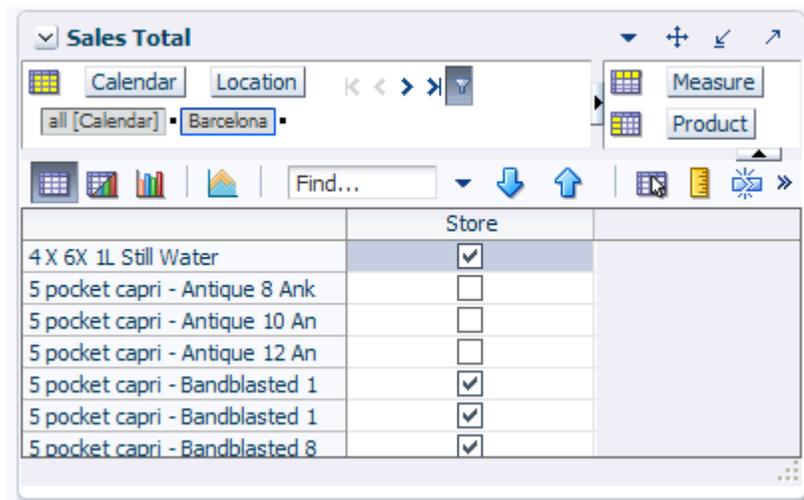


## Using Position Queries

If you have a workbook that is configured to have a position query, you can filter to view only the positions that fulfill the requirements of that query.

For the purposes of this example, a Sales Total workbook has been configured to include a position query to filter locations with the Store measure selected. As shown [Figure 11-36](#), the Sales view contains several items; some have Store selected and some do not.

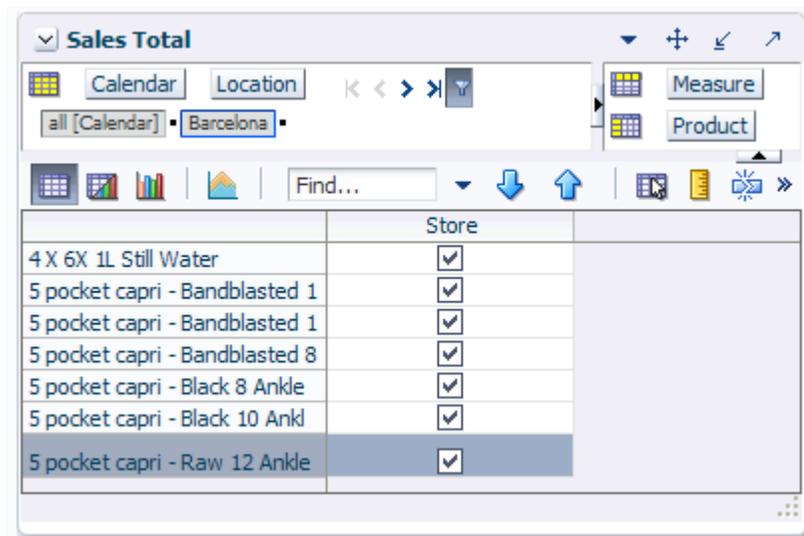
**Figure 11-36** Position Query Example, Filter Off



	Store
4 X 6X 1L Still Water	<input checked="" type="checkbox"/>
5 pocket capri - Antique 8 Ank	<input type="checkbox"/>
5 pocket capri - Antique 10 An	<input type="checkbox"/>
5 pocket capri - Antique 12 An	<input type="checkbox"/>
5 pocket capri - Bandblasted 1	<input checked="" type="checkbox"/>
5 pocket capri - Bandblasted 1	<input checked="" type="checkbox"/>
5 pocket capri - Bandblasted 8	<input checked="" type="checkbox"/>

When you click the Position Query icon, the view refreshes and only the items with the Store measure selected are visible.

**Figure 11-37** Position Query Example, Filter On



	Store
4 X 6X 1L Still Water	<input checked="" type="checkbox"/>
5 pocket capri - Bandblasted 1	<input checked="" type="checkbox"/>
5 pocket capri - Bandblasted 1	<input checked="" type="checkbox"/>
5 pocket capri - Bandblasted 8	<input checked="" type="checkbox"/>
5 pocket capri - Black 8 Ankle	<input checked="" type="checkbox"/>
5 pocket capri - Black 10 Ankl	<input checked="" type="checkbox"/>
5 pocket capri - Raw 12 Ankle	<input checked="" type="checkbox"/>

## Position Query Filtering Without Calculating

If you edit the measure data and attempt to apply the position query filter without calculating first, a warning appears.

**Figure 11–38** Position Query Warning for Edited Cells



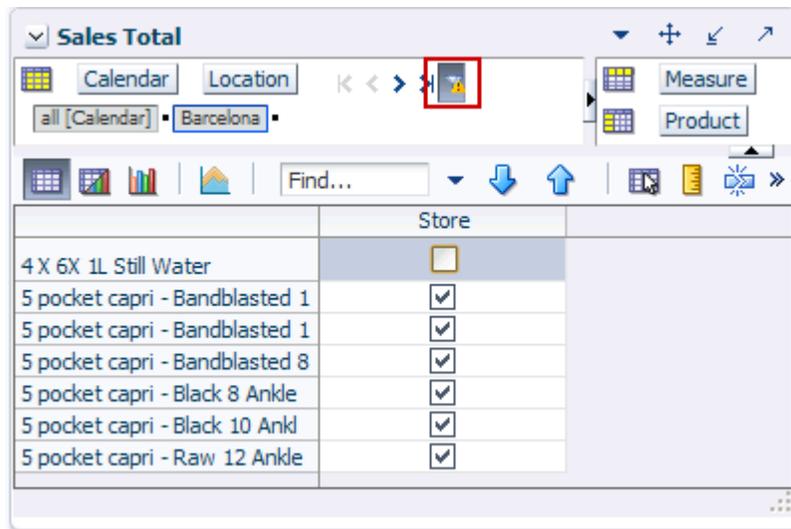
To calculate the data and then apply the position query filter, click **Yes**. To apply the filter without considering the edited data, click **No**. To cancel the action, click **Cancel**.

## Updating Measure Data in Position Queries

After you have applied a position query filter to the data, if you edit the data and calculate, the position query filter does not automatically refilter according to the new values. When this happens, the filter icon changes to a warning icon. The warning icon means that the position query may have stale data in it.

For instance, if you deselect the Store measure for the Still Water product and click **Calculate** while the filter is on, Still Water remains visible in the view and the filter icon changes to a warning icon.

**Figure 11–39** Updating Measure Data in a Position Query



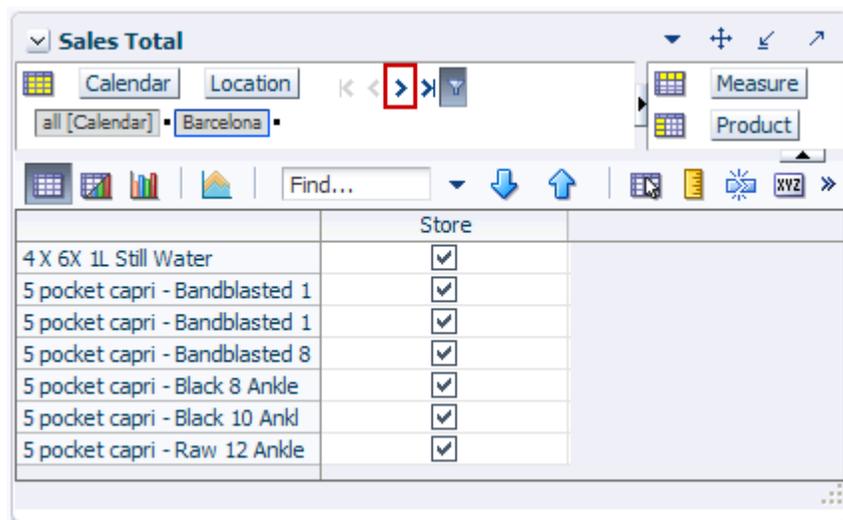
If you want the position query to automatically refilter the edited data, use the Auto Evaluate feature. For more information about this feature, see [Using Position Queries with Auto Evaluate](#).

## Scrolling in Position Queries

After you have filtered the slice, if you scroll to the next position, the position query filter is not reapplied to the new position and only the positions that were shown in the previous slice are shown in the current slice.

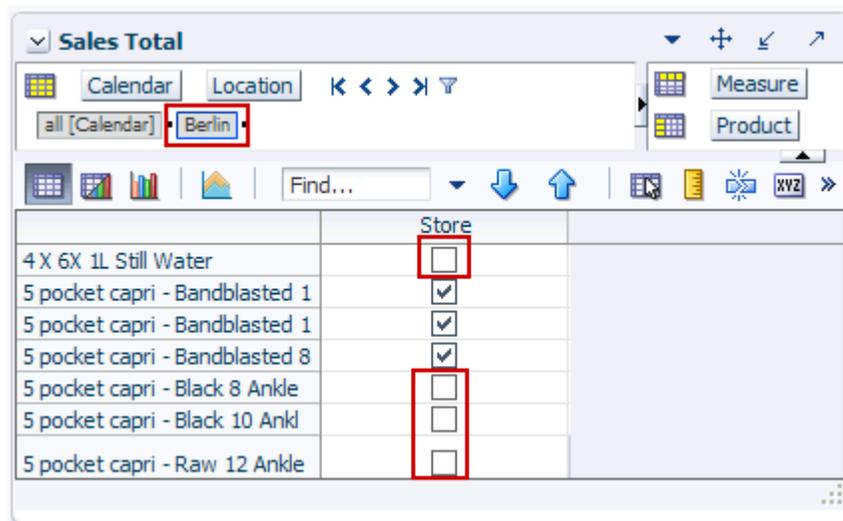
For example, click the **Next** icon to scroll to the next location.

**Figure 11–40** Scrolling with Position Queries



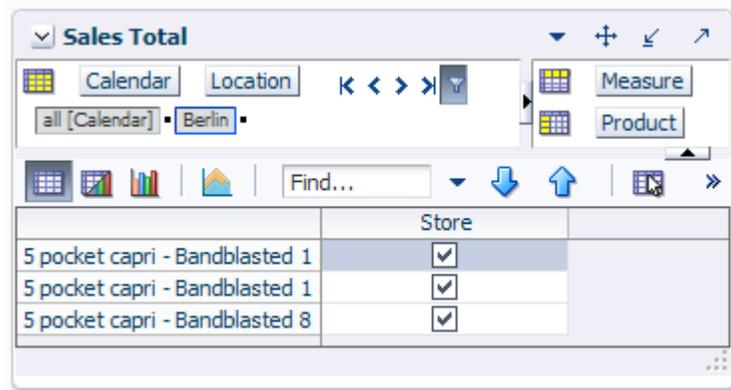
The view refreshes and the next location, Berlin, is shown (Figure 11–41). Note that the position query icon is no longer depressed the same stores in the position query for Barcelona (Figure 11–40) are shown, even though two of the stores, Liverpool and Oslo, do not have sales greater than \$3,500. This is because the position query has been turned off.

**Figure 11–41** Position Query Scrolled to New Slice



If you wanted to reapply the position query, click the **Position Query** icon. The view refreshes, and only the stores that meet the requirements of the position query are shown in this slice.

**Figure 11–42 Position Query Reapplied to a New Slice**



If you want the position query to automatically update when you scroll to a new slice, use the Auto Evaluate feature. For more information, see [Using Position Queries with Auto Evaluate](#).

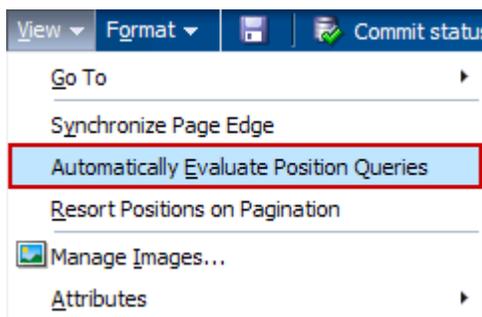
## Using Position Queries with Auto Evaluate

If you want position queries to automatically reevaluate data after a calculate, refresh, or slice move, use the auto evaluate feature.

The auto evaluate feature is located in the View menu. When enabled, the query is updated and the view refreshes with only the positions that meet the requirements of the position query. For performance reasons, this option is disabled by default.

To turn auto evaluate on, click **Automatically Evaluate Position Queries** option in the View menu.

**Figure 11–43 Automatically Evaluate Position Queries**




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**Note:** The setting of the Automatically Evaluate Position Queries option is saved with the workbook formatting. For more information on how formatting is saved, see [Saving Formats](#).

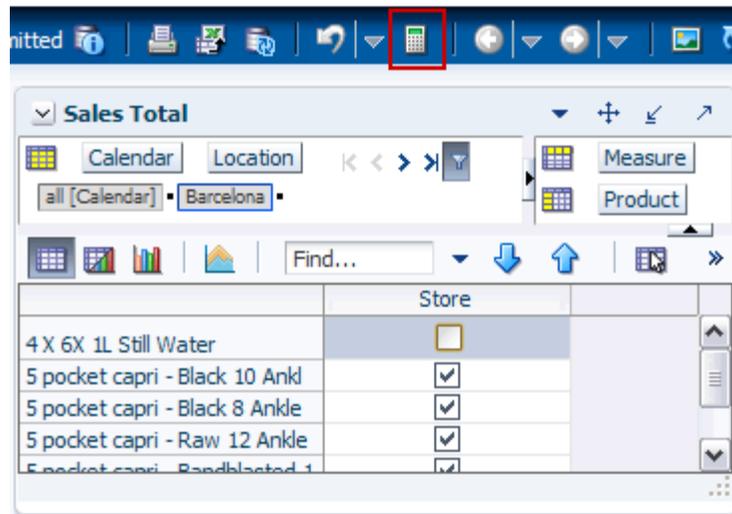
---

## Updating Measure Data with Auto Evaluate

After you have filtered the data using the position query feature with auto evaluate turned on, if you edit the data and calculate, the position query filter automatically refilters according to the new values.

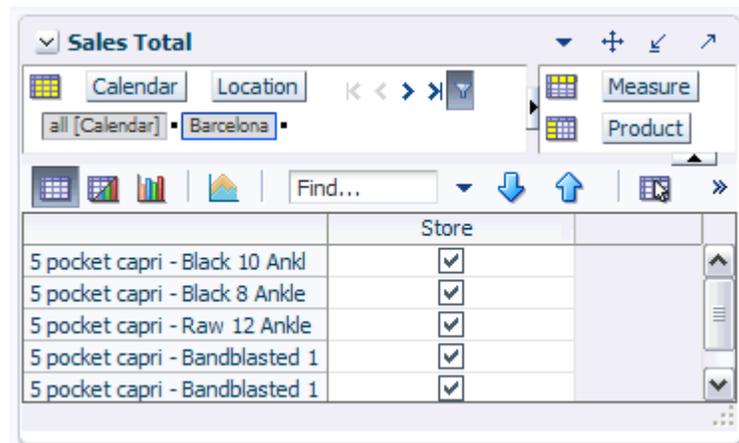
For example, change the Sales total for Luxembourg to zero and click **Calculate**.

**Figure 11–44** Updating Measure Data with Auto Evaluate



The view refreshes and Luxembourg is no longer shown in the filter results.

**Figure 11–45** Measure Data Updated with Auto Evaluate

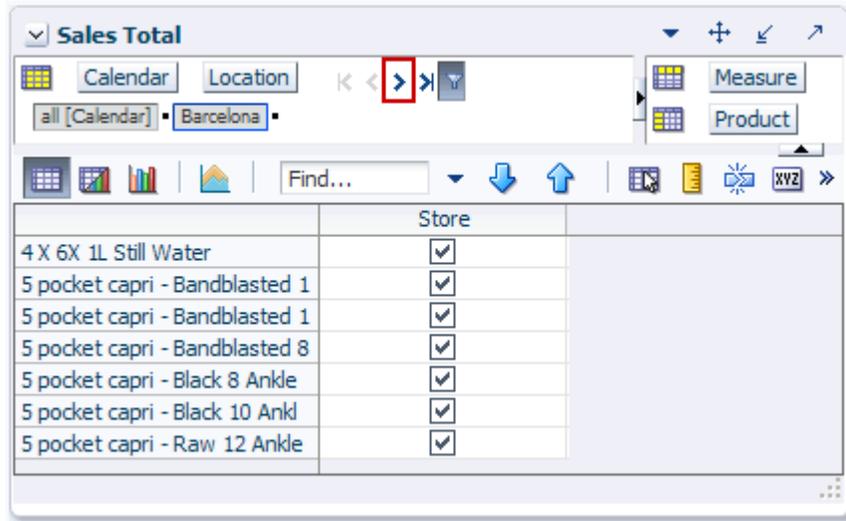


### Scrolling with Auto Evaluate

After the slice is filtered, if auto evaluate is enabled and you scroll to the next position, the position query filter is reapplied to the new position. As a result, only the positions that meet the requirements of the position query are shown in the current slice.

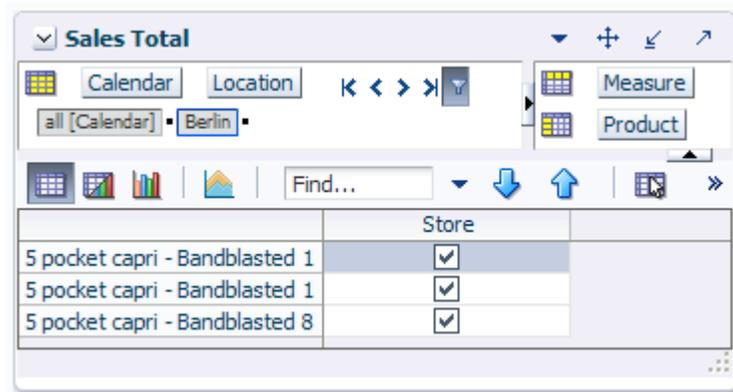
For example, click the **Next** icon to scroll to the next location.

**Figure 11–46 Scrolling with Auto Evaluate**



The view refreshes and the next location, Berlin, is shown (Figure 11–47). Note how the position query icon remains depressed and how different stores are shown compared to the previous slice (Figure 11–46). Because auto evaluate is enabled, the position query remains on, and only the stores that meet the position query requirements are shown.

**Figure 11–47 Position Query Scrolled to New Slice with Auto Evaluate**



## No Position Query Matches

If you scroll to a new slice where no position meets the requirements of the position query, all positions in the view are displayed and a warning appears.

**Figure 11-48** *Scrolling with No Position Query Matches*





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## Working With Charts

You can use the charting feature to generate a visual representation of the data in the form of charts. This section describes the available chart types and provides instructions on the various tasks you can perform with charts. It includes the following sections:

- [Viewing Charts](#)
- [Charts View User Interface](#)
- [Available Chart Types](#)
- [Editing Data Through a Chart](#)
- [Customizing a Chart](#)
- [Saving a Chart as an Image](#)

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**Note:** Due to some limitations of Flash, chart axes and labels may not be visible at times and chart sizes may not adjust as expected.

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To switch back to the pivot table, click the **Switch to Pivot Table View** icon.

**Figure 12–4** *Switch to Pivot Table View Icon on the View Toolbar*



### Cell Selection Considerations

When you choose to view a chart, only the cells that you select are represented in a chart. Each available graph type requires that a specific amount of data or cells are selected for a graph to appear. Although you may select a subset, the cells must contain enough data to support the desired graph for the graph to be displayed. For more information on the information required for each graph type, see [Available Chart Types](#).

### Squaring the Selection

When the chart is rendered on screen, the cell selections in the view are automatically squared. In this operation, additional cells are added to your selection to represent a squared selection area. This ensures that the data is analyzed in a consistent manner.

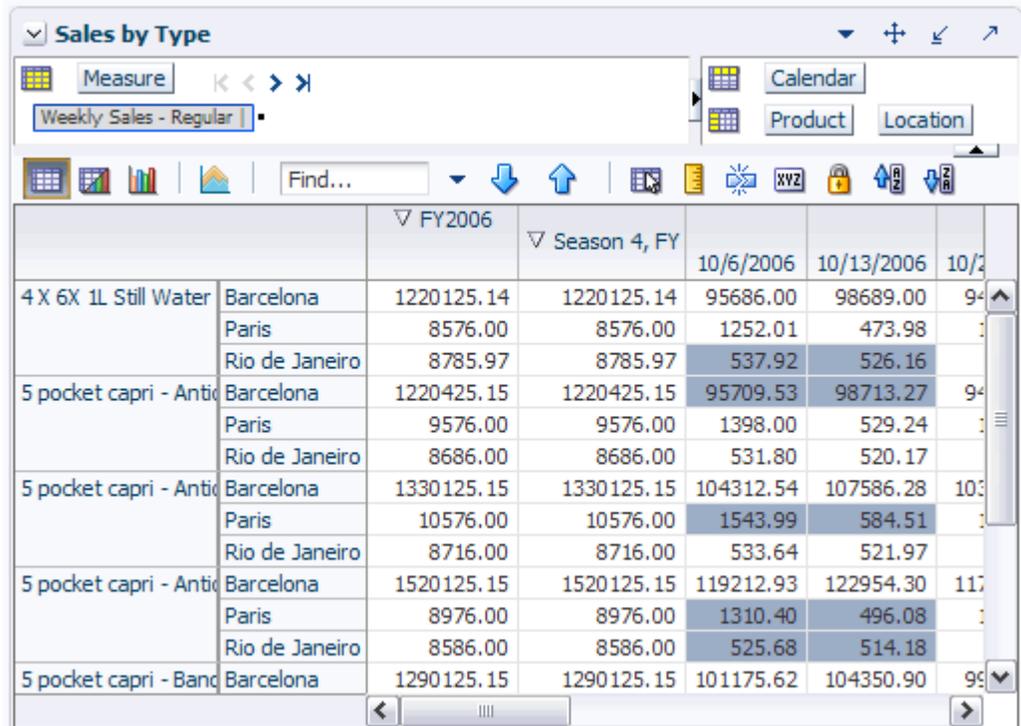
If you choose to select some cells before viewing a chart, as shown in [Figure 12–5](#) below:

**Figure 12–5** *Example of Cells Selected Before Viewing a Chart*

		FY2006		Season 4, FY		
				10/6/2006	10/13/2006	10/2
4 X 6X 1L Still Water	Barcelona	1220125.14	1220125.14	95686.00	98689.00	94
	Paris	8576.00	8576.00	1252.01	473.98	1
	Rio de Janeiro	8785.97	8785.97	537.92	526.16	
5 pocket capri - Antio	Barcelona	1220425.15	1220425.15	95709.53	98713.27	94
	Paris	9576.00	9576.00	1398.00	529.24	1
	Rio de Janeiro	8686.00	8686.00	531.80	520.17	
5 pocket capri - Antio	Barcelona	1330125.15	1330125.15	104312....	107586.28	103
	Paris	10576.00	10576.00	1543.99	584.51	1
	Rio de Janeiro	8716.00	8716.00	533.64	521.97	
5 pocket capri - Antio	Barcelona	1520125.15	1520125.15	119212....	122954.30	117
	Paris	8976.00	8976.00	1310.40	496.08	1
	Rio de Janeiro	8586.00	8586.00	525.68	514.18	
5 pocket capri - Band	Barcelona	1290125.15	1290125.15	101175....	104350.90	99

After the chart appears, your selection in the view is squared, as shown in [Figure 12-6](#):

**Figure 12-6 Example of Squared Selection After the Chart Appears**



## Working with Charts

The following sections describe the charting functions.

### Charts View User Interface

When switching to the Chart View or Split View, the View toolbar appears with icons relevant to charts.

**Figure 12-7 Charting Icons in the View Toolbar**



In the Chart View, the following charting icons appear:

**Table 12-1 Charting Icons in the View Toolbar**

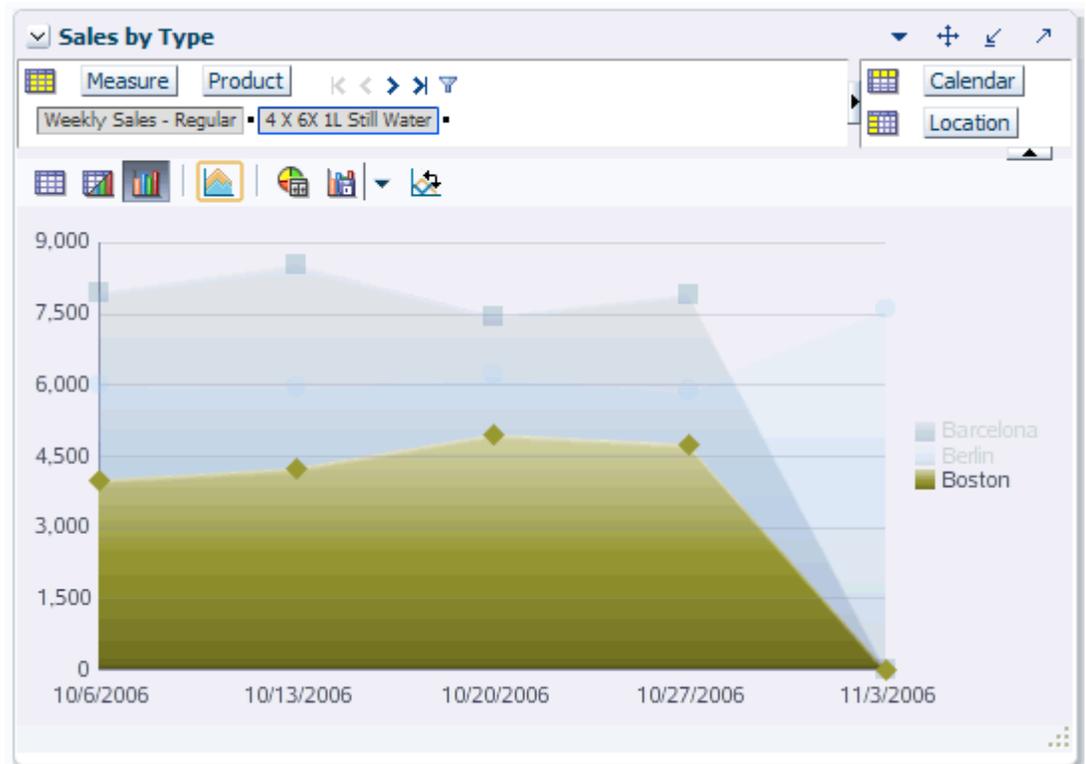
Legend	Icon Name	Description
A	Chart Formatting	Enables you to customize the format of the charts. For more information, see <a href="#">Customizing a Chart</a> .
B	Save Chart to Image	Enables you to save the chart as an image (PNG format) file.
C	Flip Chart Axis	Click to swap the contents represented on the X and Y axes without manually performing a pivot operation.

## Editing Data Through a Chart

After the chart appears on screen, you can update the value of a specific series simply by clicking the series in the chart. To edit a chart:

1. In the chart, select the value for the specific series represented in the chart using the following steps:
  - a. Hover the mouse cursor over the series or the legend, the specific series gets highlighted automatically and the other series are dimmed. See [Figure 12-8](#).

**Figure 12-8** Example of a Series Highlighted in Area Chart




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**Note:** This is configurable setting and can be toggled on or off in the properties file. For more information, refer to the *RPAS Administration Guide for the Fusion Client*.

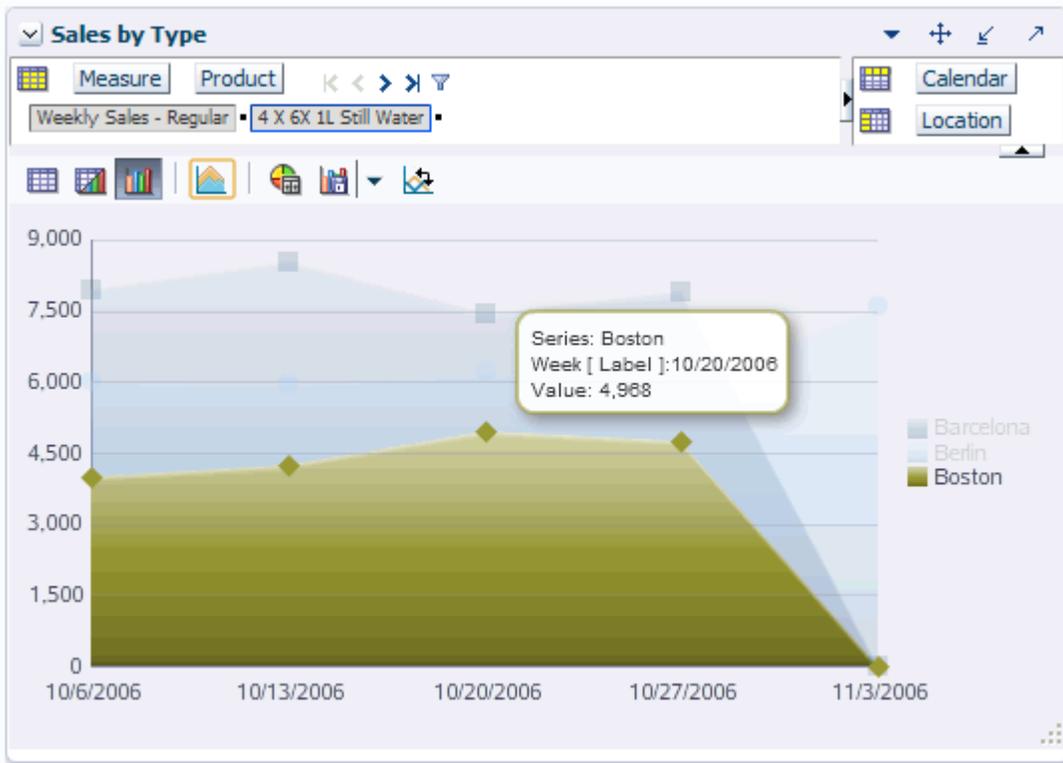
---

- b. After the series is highlighted, locate the value you want to edit on the chart, and select the relevant area based on the following:

Chart Type	Area to Select
Area Chart	Click the specific point (indicated by tool-tip pop-up).
Bar Chart	Click the bar area.
Bubble Chart	Click the bubble.
Column Chart	Click the column area.
Combination Chart	Click the relevant area based on chart type. Refer to the area for Area, Column, and Line Charts.

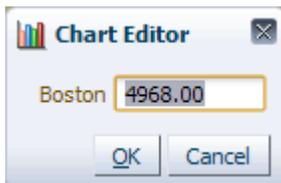
Chart Type	Area to Select
Line Chart	Click the specific point on the line (indicated by line marker).
Pareto Chart	Click the column or by the pareto line marker.
Pie Chart	Click the slice.
Radar Chart	Click the line marker point.
Ring Chart	Click the slice.
Scatter Chart	Click the scatter marker (shape).

Figure 12–9 Example of Value to be Selected in the Area Chart



The Chart Editor window appears.

Figure 12–10 Chart Editor Window



2. Enter the new value and click **OK**. The chart and the view data get updated with the new value.

---

**Note:** Editing chart values also follow the cell editing and protection processing rules. Read-only values will not be editable.

---

## Customizing a Chart

In Chart View, the View toolbar includes the Chart Formatting icon that enables you to use the formatting options and customize the chart.

To customize the chart:

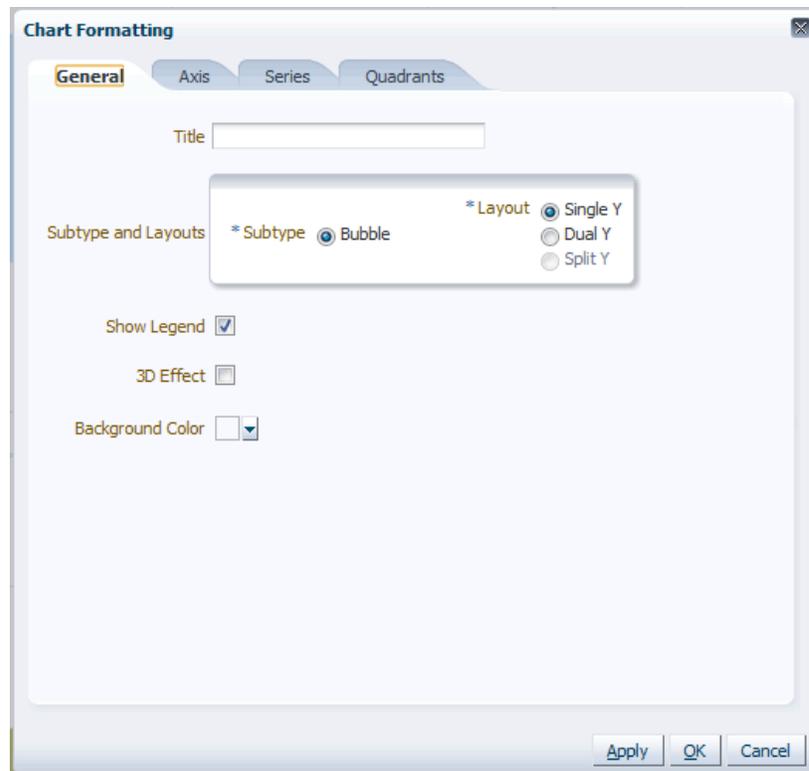
1. In the Chart View, click the **Chart Formatting** icon in the View toolbar.

**Figure 12–11** Chart Formatting Icon in the View Toolbar



The Chart Formatting window appears.

**Figure 12–12** Chart Formatting Window



2. In the **Chart Formatting** window, make the relevant changes. For more information on the Chart Formatting window, see [Understanding the Chart Formatting Window](#).
3. Click the **Apply** icon to apply the changes and continue customizing your chart. When you click the Apply icon, the changes take effect immediately in the background.
4. After all the changes are done, click **OK**. The changes are applied to the chart and the Chart Formatting window closes.

## Understanding the Chart Formatting Window

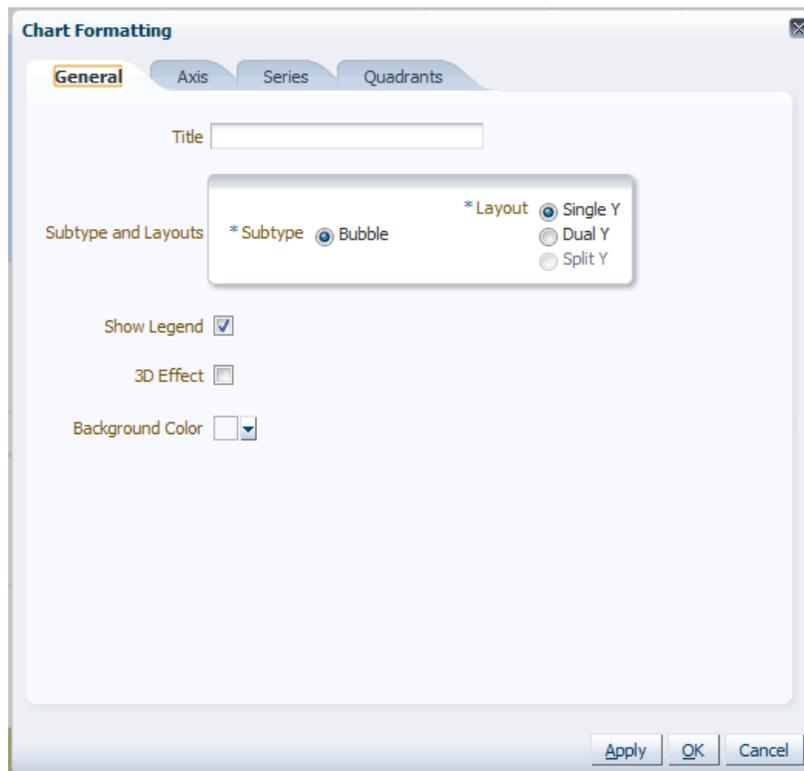
The Chart Formatting window includes the following tabs:

- [General Tab](#)
- [Axis Tab](#)
- [Series Tab](#)
- [Quadrants Tab](#)

### General Tab

The General tab enables you to customize the general settings for the chart.

**Figure 12–13** *General Tab on the Chart Formatting Window*



The General tab includes the following fields:

**Table 12–2** *Fields on the General Tab*

Field	Description
Title	Enables you to set a title to the chart.

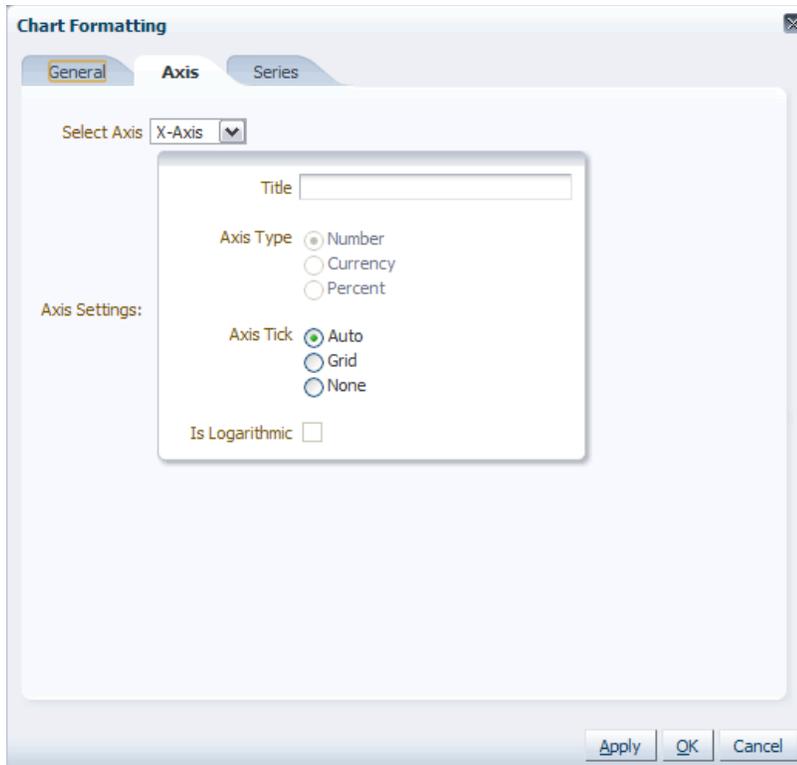
**Table 12-2 (Cont.) Fields on the General Tab**

<b>Field</b>	<b>Description</b>
Subtype and Layouts	<p>Based on the chart, this section enables you to select a subtype and layout.</p> <p>Subtype Selection includes the following options:</p> <ul style="list-style-type: none"> <li>■ Absolute (applies to Area, Bar, and Line Chart)</li> <li>■ Stacked (applies to Bar and Line Chart)</li> <li>■ Percentage (applies to Area, Bar, and Line Chart)</li> <li>■ Is Horizontal (Bar only)</li> </ul> <p>Layout Selection includes the following options</p> <ul style="list-style-type: none"> <li>■ Single Y (applies to the Bubble, Scatter, and all Absolutes/Stacked types)</li> <li>■ Dual Y (applies to the Bubble, Scatter, and all Absolutes/Stacked types)</li> <li>■ Split Y (applies to all Absolutes and Stacked types)</li> </ul>
Show Legend	Select this check box to display a legend on the chart.
3D Effect	Select this check box to display the chart in 3-D.
Background Color	Enables you to select a background color for the chart.

## Axis Tab

The Axis tab enables you to customize the axes settings.

**Figure 12–14** Axis Tab on the Chart Formatting Window



The Axis tab includes the following fields:

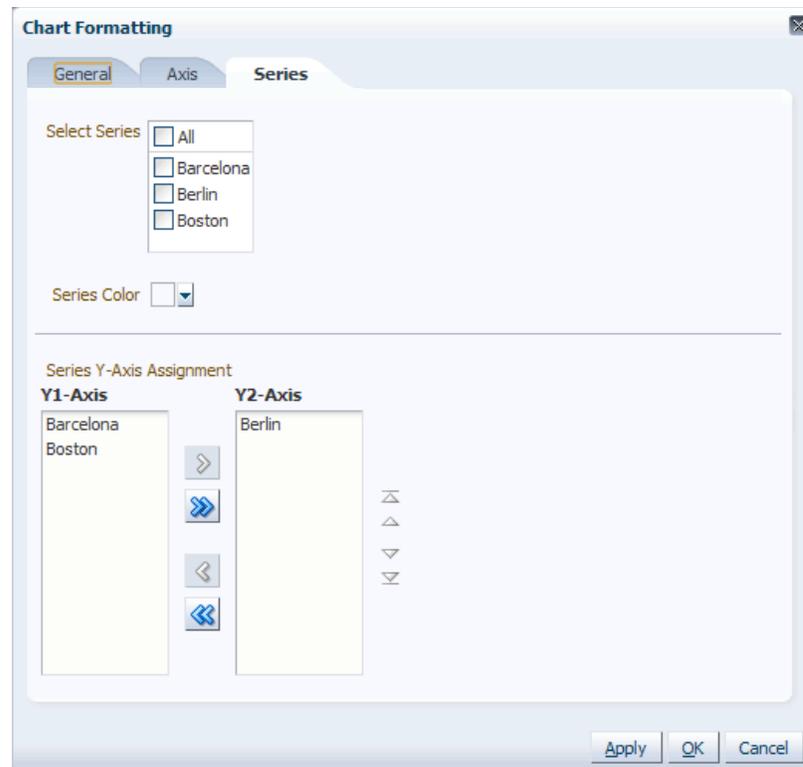
**Table 12–3** Fields on the Axis Tab

Field	Description
Select Axis	Based on the type of chart, displays the axes for the chart. You can select each axes and set the parameters in the Axis Settings section.
Title	Enables you to set a title for the axis.
Axis Type	These options are available for only bubble and scatter charts. They enable you to set the data type for the axis. You can choose from the following options: <ul style="list-style-type: none"> <li>▪ Number (does not apply for percentage type graphs).</li> <li>▪ Currency (does not apply for percentage type graphs).</li> <li>▪ Percentage (automatic on percentage type graphs).</li> </ul>
Axis Tick	Enables you to show or hide grid lines within the chart. Select from the following options: <ul style="list-style-type: none"> <li>▪ Auto</li> <li>▪ Grid</li> <li>▪ None</li> </ul>
Is Logarithmic	Changes the axis to use a logarithmic scale when plotting data.

## Series Tab

The Series tab enables you to set the series color and Y-Axis assignment.

**Figure 12–15** Series Tab on the Chart Formatting Window



The Series tab includes the following fields:

**Table 12–4** Fields on the Series Tab

Field	Description
Select Series	Displays the series that appear in the chart.
Series Color	Enables you to set a color for the series selected in the Select Series section.
Series Y-Axis Assignment	Enables you to Move/Move All/Remove/Remove All icons and assign series to the Y1 and Y2 axes.

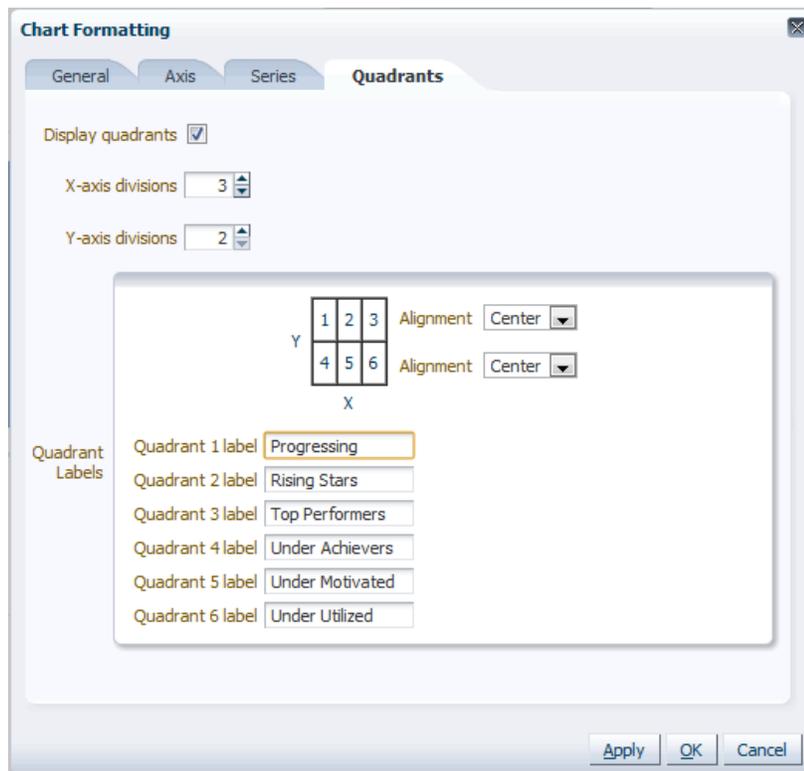
### Quadrants Tab

The Quadrant tab enables you to configure quadrants in the bubble charts. The tab only appears if the chart type is set to bubble. It does not appear for other chart types.

Despite the name of the tab, you can configure the chart to have more than four quadrants or sections. You can configure the chart to have up to 16 sections.

As you enter the desired number of X and Y axes divisions, the graph icon in the Quadrant Labels section refreshes to show a representation of how the chart will appear. If you enter quadrant labels for the sections, you can adjust the placement of these labels with the Alignment feature.

**Figure 12–16** Quadrant Tab on the Chart Formatting Window



The Quadrant tab includes the following fields:

**Table 12–5** Fields on the Quadrant Tab

Field	Description
Display quadrants	Select this check box if you want to display the quadrant lines.
X-axis divisions	Use this drop-down box to select the number of quadrants or sections you want along the X axis. As you adjust this number, the graph icon refreshes to display your selection.
Y-axis divisions	Use this drop-down box to select the number of quadrants or sections you want along the Y axis. As you adjust this number, the graph icon refreshes to display your selection.
Alignment	Use this drop-down box to adjust the placement of quadrant labels within the quadrant. Options are <b>Center</b> , <b>Top</b> , and <b>Bottom</b> .
Quadrant Labels	Use these fields to enter names for each quadrant. This is optional.

## Saving a Chart as an Image

In Chart View, the View toolbar includes the **Save Chart to Image** icon that enables you to save the chart as an image (in PNG format).

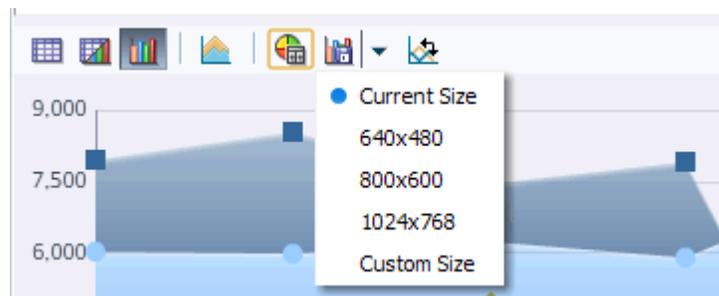
**Figure 12–17 Save Chart to Image Icon on the View Toolbar**



To save the chart as an image:

1. In the **Chart View**, click the drop-down arrow on the **Save Chart to Image** icon, and select the image resolution.

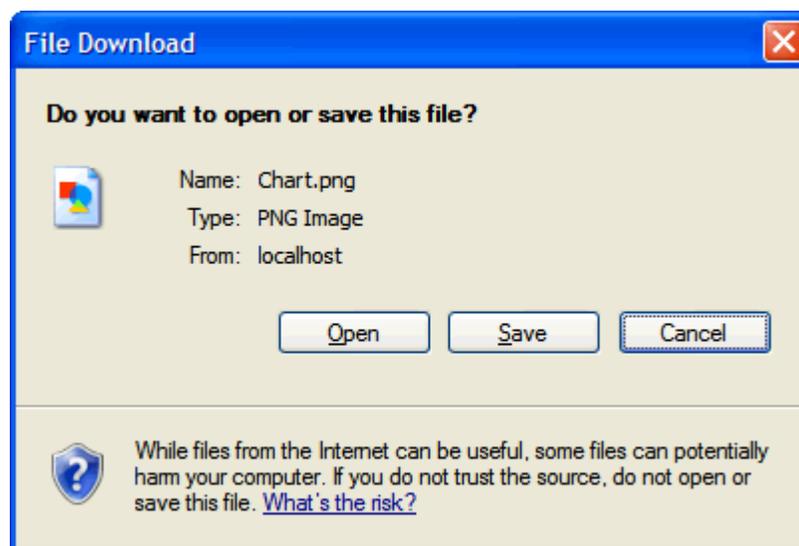
**Figure 12–18 Drop-down Menu on the Save Chart to Image Icon**



2. Click the **Save Chart to Image** icon to save the image.
3. The File Download dialog box appears. Click **Open** or **Save** as shown in [Figure 12–19](#).

Clicking **Open** opens the chart as a PNG file. Clicking **Save** allows you to select a location to save the file.

**Figure 12–19 File Download Dialog Box**



## Available Chart Types

The following chart types are available with the charting feature:

- [Area Chart](#)
- [Column Chart](#)
- [Bubble Chart](#)
- [Bar Chart](#)
- [Combination Chart](#)
- [Line Chart](#)
- [Pareto Chart](#)
- [Pie Chart](#)
- [Ring Chart](#)
- [Radar Chart](#)
- [Scatter Chart](#)

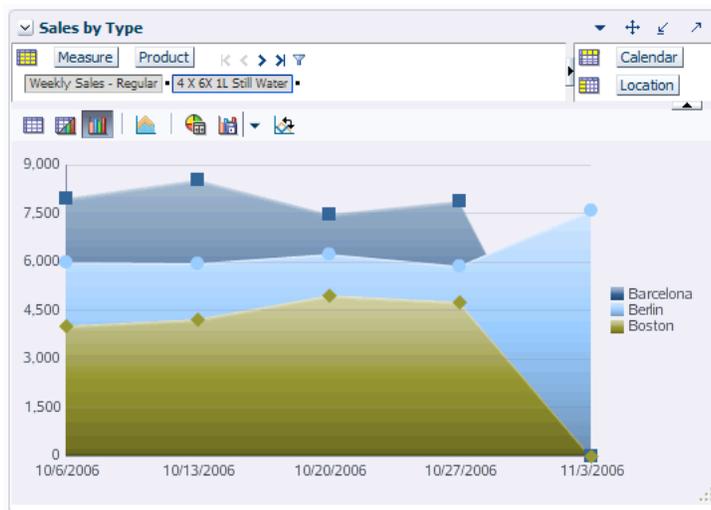
### Area Chart

In an Area chart the data is represented as a filled-in area. They can be used to show trends over time, such as sales for the past 12 months. Area charts require at least two groups of data along an axis.

Area charts are available in the following types:

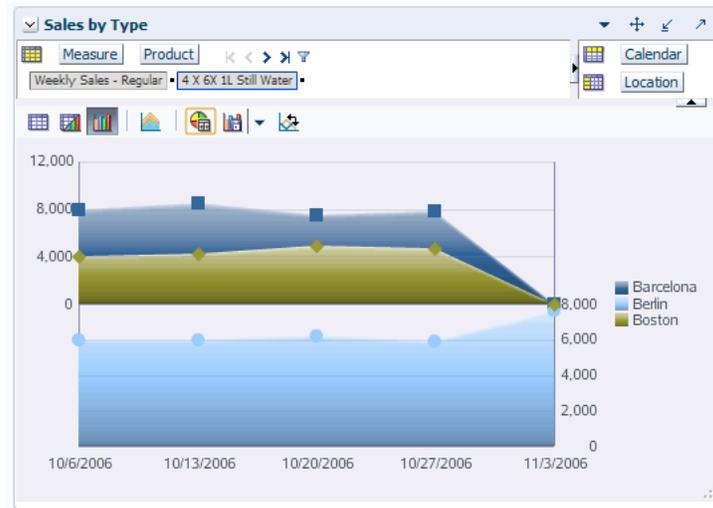
- Absolute Area Chart - Here each area marker connects two data values. This type of chart has the following variations:
  - Absolute Area Chart with a Single Y-Axis

**Figure 12–20 Absolute Area Chart with a Single Y-Axis**



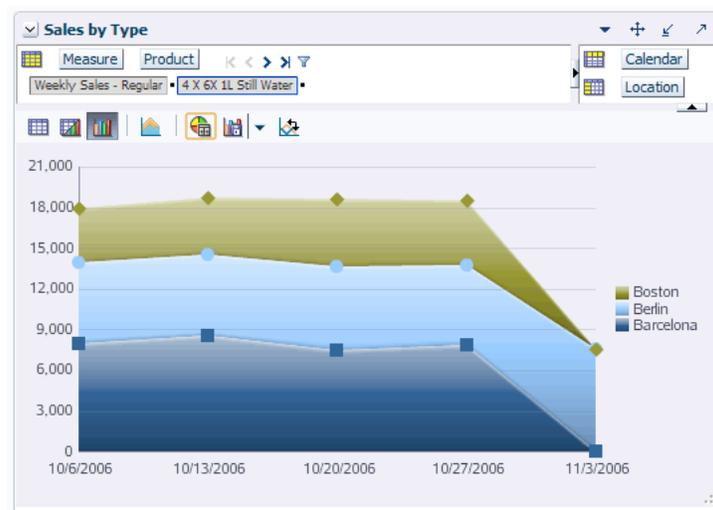
- Absolute Area Chart with a Split Dual Y-Axis

**Figure 12–21 Absolute Area Chart with a Split Dual Y-Axis**



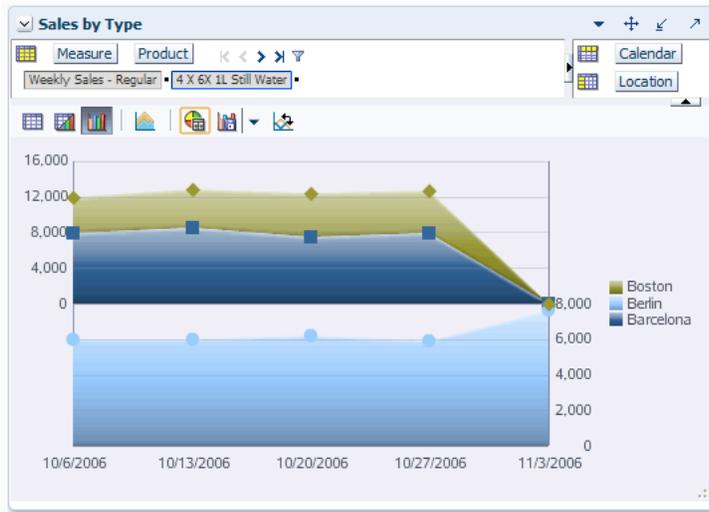
- Stacked Area Chart - Here area markers are stacked and the values of each set of data are added to the values of previous sets. The size of the stack represents a cumulative total. This type of chart has the following variations:
  - Stacked Area Chart with a Single Y-Axis

**Figure 12–22 Stacked Area Chart with a Single Y-Axis**



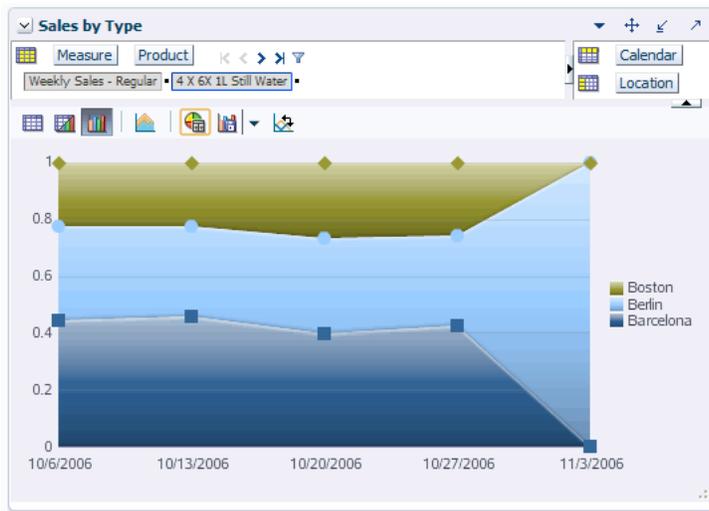
- Stacked Area Chart with a Split Dual Y-Axis

**Figure 12–23 Stacked Area Chart with a Split Dual Y-Axis**



- Percentage Area Chart - Here area markers show the percentage of the cumulative total of all sets of data.

**Figure 12–24 Percentage Area Chart**



### Bar Chart

A Bar Chart is similar to the [Column Chart](#), except that the data is represented as series of horizontal columns.

## Bubble Chart

In a Bubble Chart the data is represented by the location and size of round data markers (bubbles). Bubble charts show correlations among three types of values. They can be used when there are a number of data items present and you want see the general relationships. Bubble Charts require at least three data values.

Data is represented by the location and size of round data markers (bubbles). Each data marker in a bubble graph represents three group values:

- The first data value is the X value. It determines the marker's location along the X-axis.
- The second data value is the Y value. It determines the marker's location along the Y-axis.
- The third data value is the Z value. It determines the size of the marker. Negative values in Z coordinate are treated as an absolute (meaning that it has the equivalent size of a positive number in that position) in respect to the visual size.

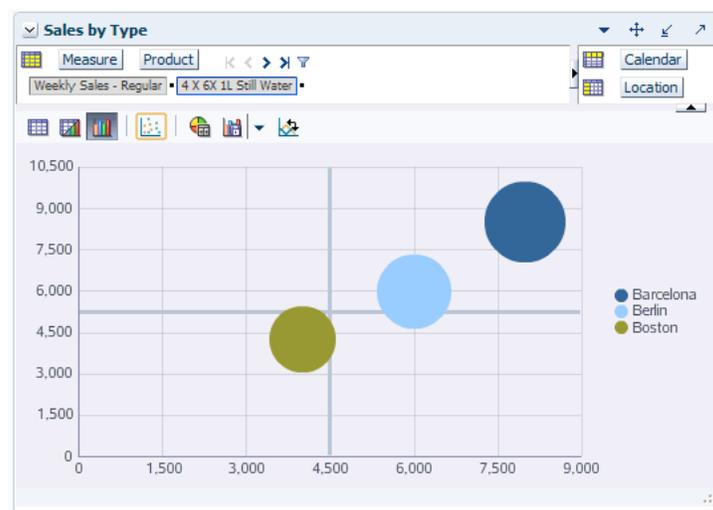
For more than one group of data, bubble graphs require that data must be in multiples of three. For example, in a specific bubble graph, you might need three values for Paris, three for Tokyo, and so on. An example of these three values might be: X value is average life expectancy, Y value is average income, and Z value is population.

For the X and Y axes in bubble charts, only the minimum and maximum values are programmatically set to correspond to the minimum and maximum values of the data set on each axis. Otherwise, ADF auto scaling would start the axes at 0, and if all the values were relatively high, the bubbles would all be in the upper left area. Therefore, if you were using quadrants, the quadrants would not be meaningful. For more about quadrants, see [Quadrants Tab](#).

Bubble Charts are available in the following types:

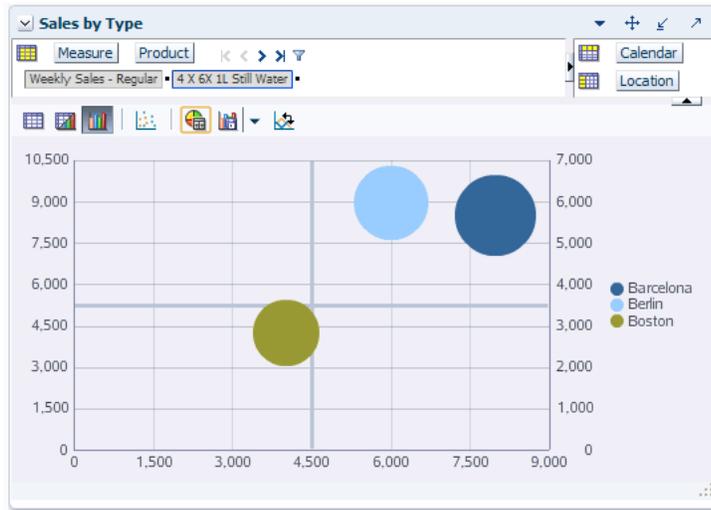
- Bubble Chart with a Single Y-Axis

**Figure 12–25** *Bubble Chart with a Single Y-Axis*



- Bubble Chart with a Dual Y-Axis

**Figure 12–26** Bubble Chart with a Dual Y-Axis



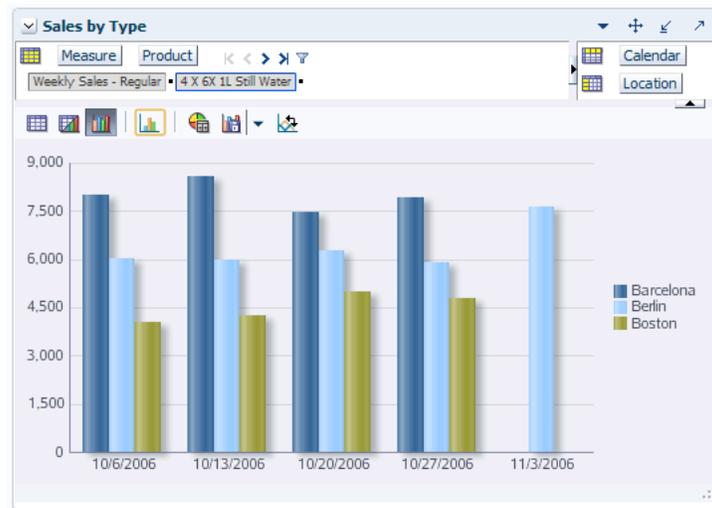
## Column Chart

In a Column Chart the data is represented as a series of vertical bars. They can be used to examine trends over time or compare items at the same time. For example, sales for different product divisions in several groups.

Column Charts are available in the following types:

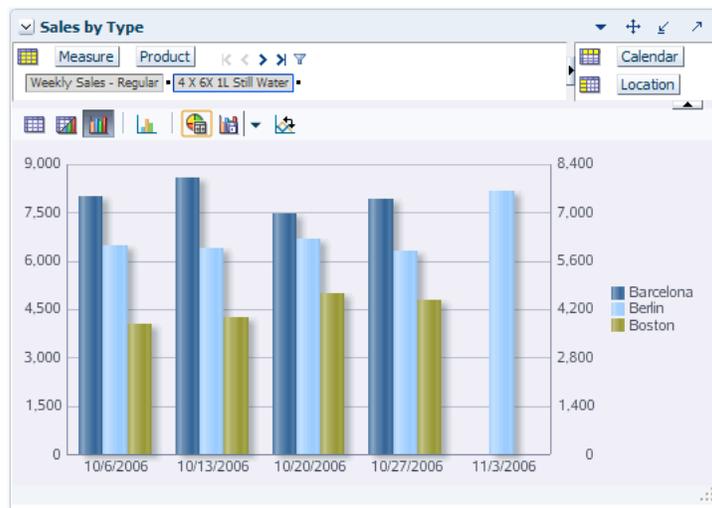
- Clustered Column Chart - Here each cluster of columns represent a group of data. This type of chart has the following variations:
  - Clustered Column Chart with Single Y-Axis

**Figure 12–27 Clustered Column Chart with Single Y-Axis**



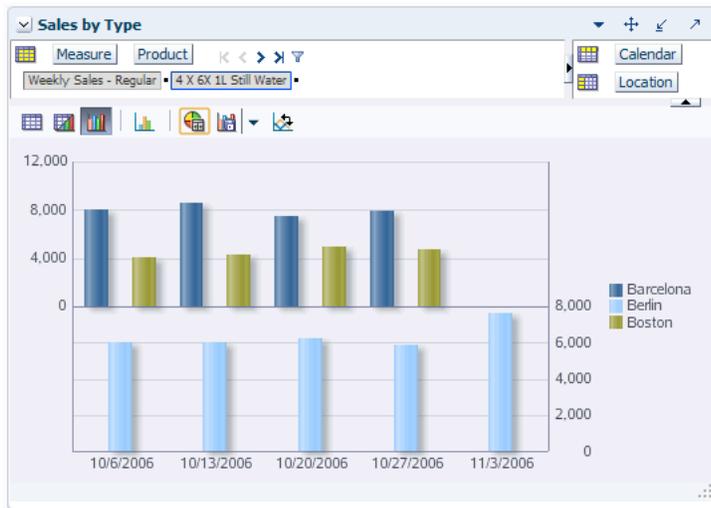
- Clustered Column Chart with Dual Y-Axis

**Figure 12–28 Clustered Column Chart with Dual Y-Axis**



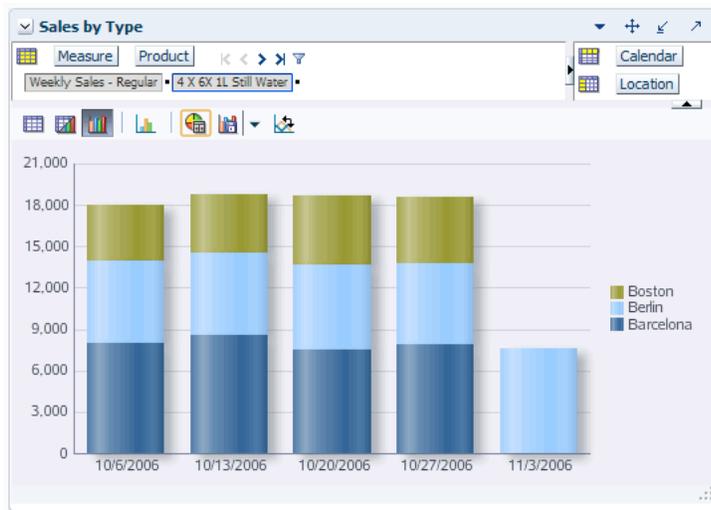
- Clustered Column Chart with Split Dual Y-Axis

**Figure 12–29 Clustered Column Chart with Split Dual Y-Axis**



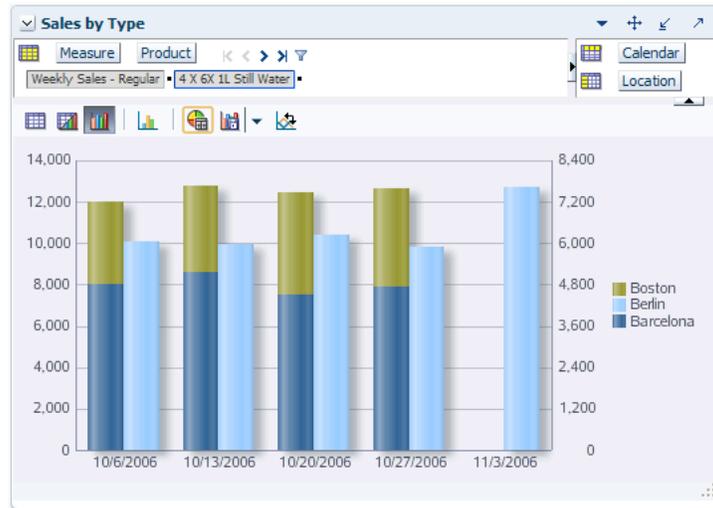
- Stacked Column Chart - Here bars of each set of data are appended to the previous sets of data. The size of the stack represents a cumulative data total. This type of chart has the following variations:
  - Stacked Column Chart with a Single Y-Axis

**Figure 12–30 Stacked Column Chart with a Single Y-Axis**



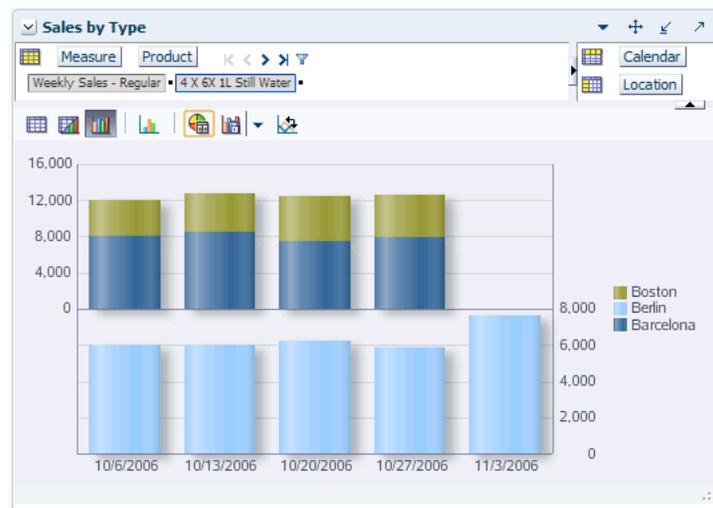
- Stacked Column Chart with a Dual Y-Axis

**Figure 12-31 Stacked Column Chart with a Dual Y-Axis**



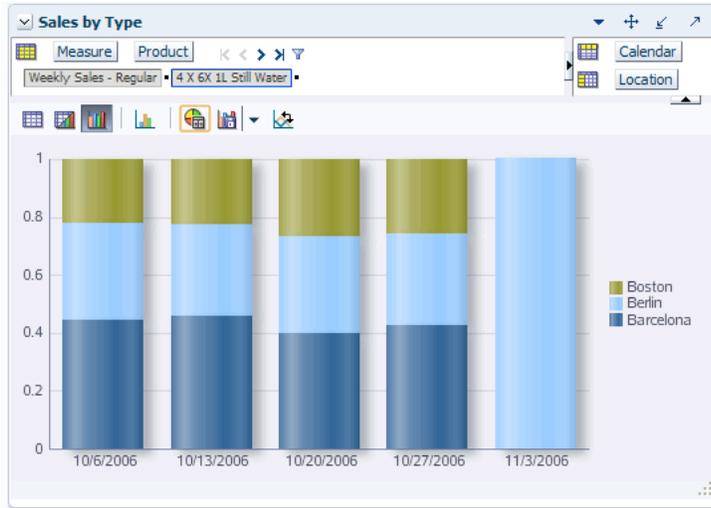
- Stacked Column Chart with a Split Y-Axis

**Figure 12-32 Stacked Column Chart with a Split Dual Y-Axis**



- Percentage Column Chart - Here bars are stacked and display the percentage of a given set of data relative to the cumulative total of all sets of data. Percentage Column Charts are arranged only with a single Y-Axis.

**Figure 12–33 Percentage Column Chart**



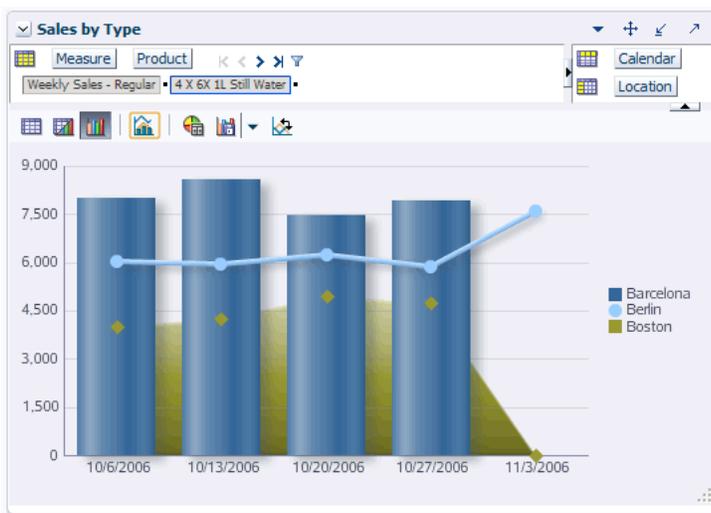
**Combination Chart**

The Combination Chart uses three different types of data markers to display different kinds of data items. They can be used to compare bars and lines, bars and areas, lines and areas, or all three combinations. Combination charts require at least two groups of data for the chart to render an area marker or a line marker.

Combination Charts are available in the following types:

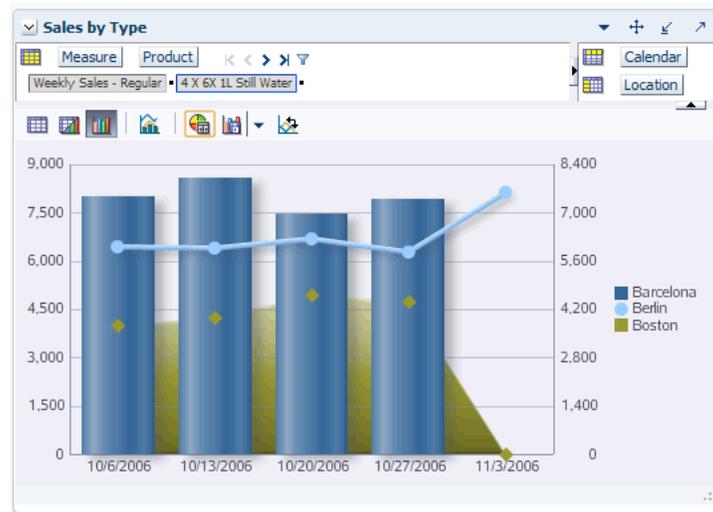
- Combination Chart with Single Y-Axis

**Figure 12–34 Combination Chart with Single Y-Axis**



- Combination Chart with Dual Y-Axis

**Figure 12–35** *Combination Chart with Dual Y-Axis*



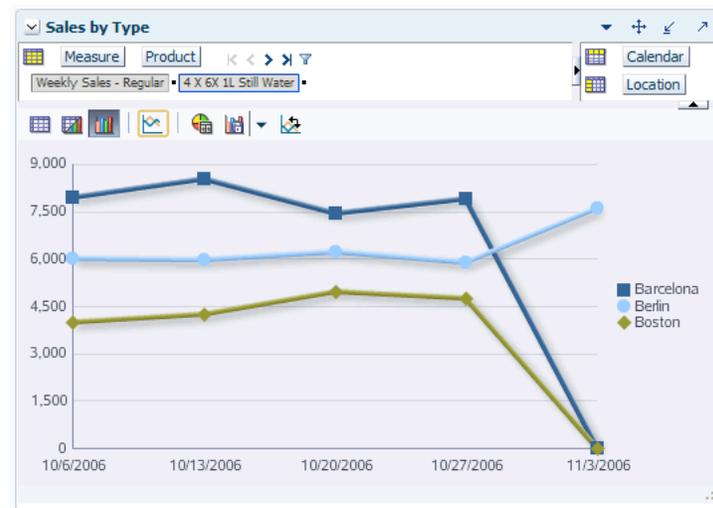
## Line Chart

In a Line Chart the data is represented as a line, series of data points, or data points connected by a line. Line Charts require data for at least two points for each member in a group.

Line Charts are available in the following types:

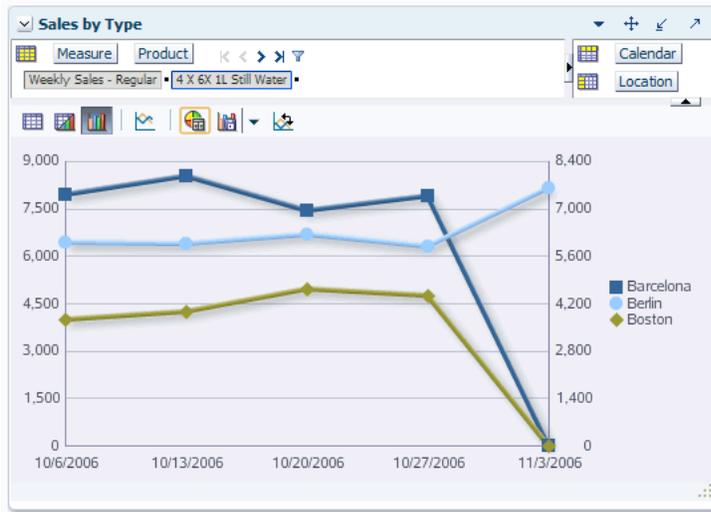
- Absolute Line Chart - Here each line segment connects two data points. This type of chart has the following variations:
  - Absolute Line Chart Single Y-Axis

**Figure 12–36** *Absolute Line Chart Single Y-Axis*



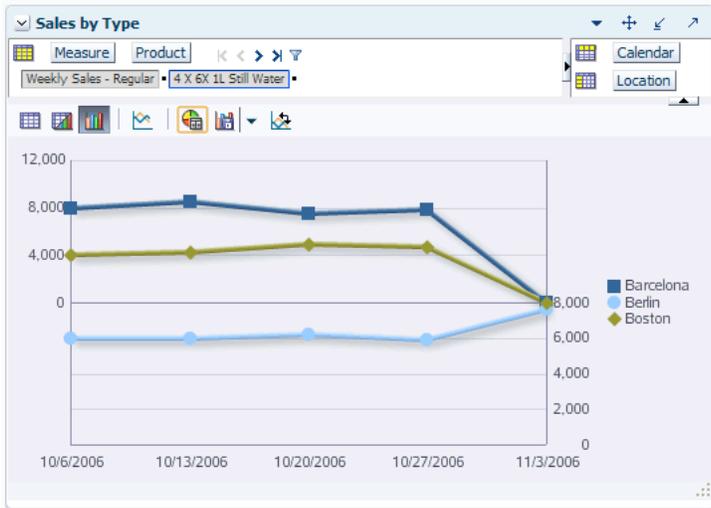
- Absolute Line Chart Dual Y-Axis

**Figure 12–37 Absolute Line Chart Dual Y-Axis**



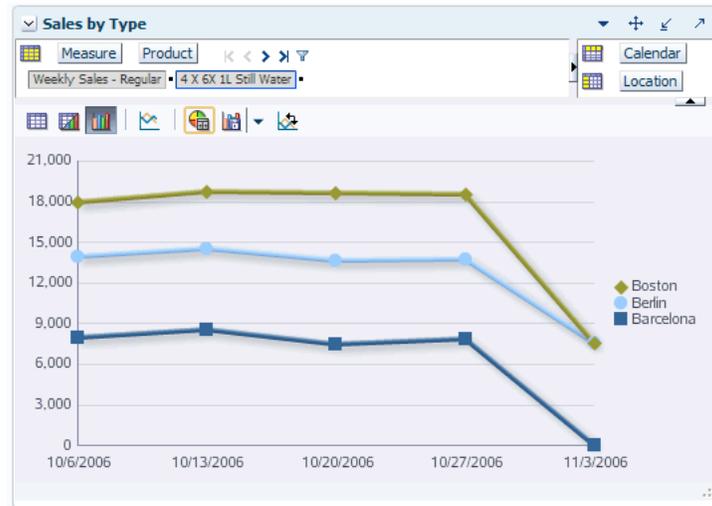
- Absolute Line Chart Split Y-Axis

**Figure 12–38 Absolute Line Chart Split Dual Y-Axis**



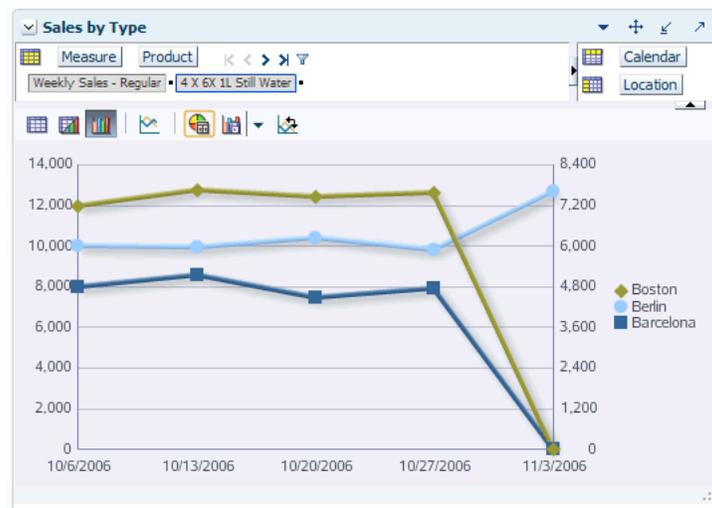
- Stacked Line Chart - Here each set of data is appended to previous sets of data. The size of the stack represents a cumulative data total. This type of chart has the following variations:
  - Stacked Line Chart Single Y-Axis

**Figure 12–39 Stacked Line Chart Single Y-Axis**



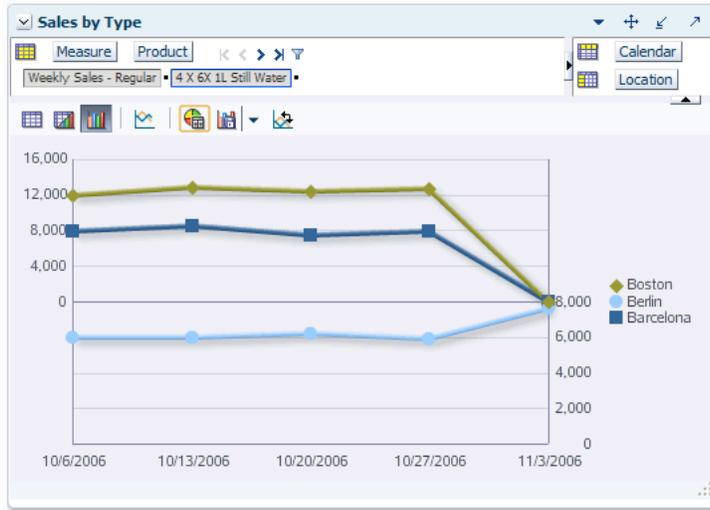
- Stacked Line Chart Dual Y-Axis

**Figure 12–40 Stacked Line Chart Dual Y-Axis**



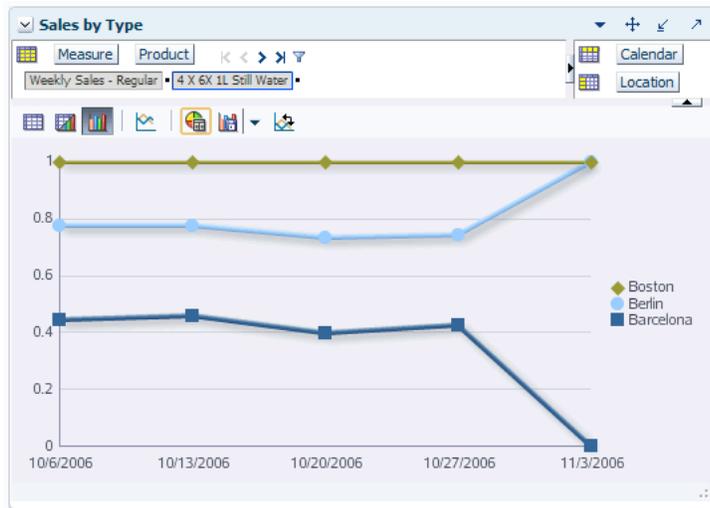
- Stacked Line Chart Split Y-Axis

**Figure 12–41 Stacked Line Chart Split Dual Y-Axis**



- Percentage Line Chart - Here the lines are stacked and each line shows the percentage of the given set of data relative to the cumulative total of all sets of data. Percentage Line Charts are arranged only with a single Y-Axis.

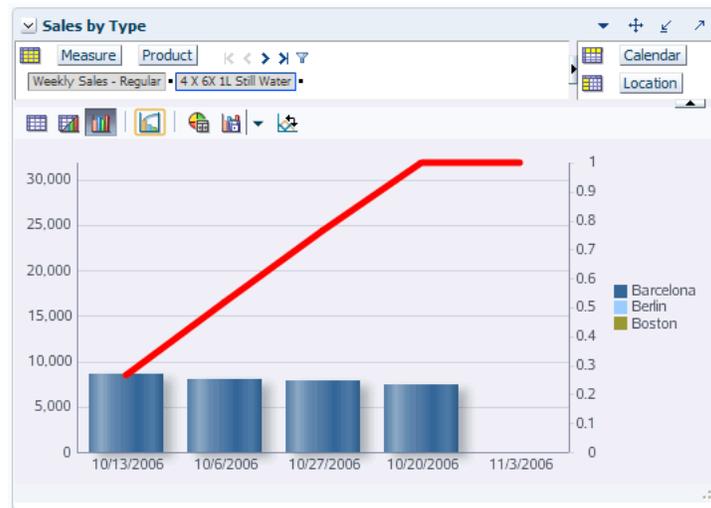
**Figure 12–42 Percentage Line Chart**



## Pareto Chart

In a Pareto Chart the data is represented by bars and a percentage line that indicates the cumulative percentage of bars. Bars are arranged by value from left to right, from the largest to the lowest. A Pareto Chart is always a Dual Y-Axis chart. The first Y-Axis corresponds to values that the bars represent and the second Y-Axis runs from 0-100% and represents the cumulative percentage values.

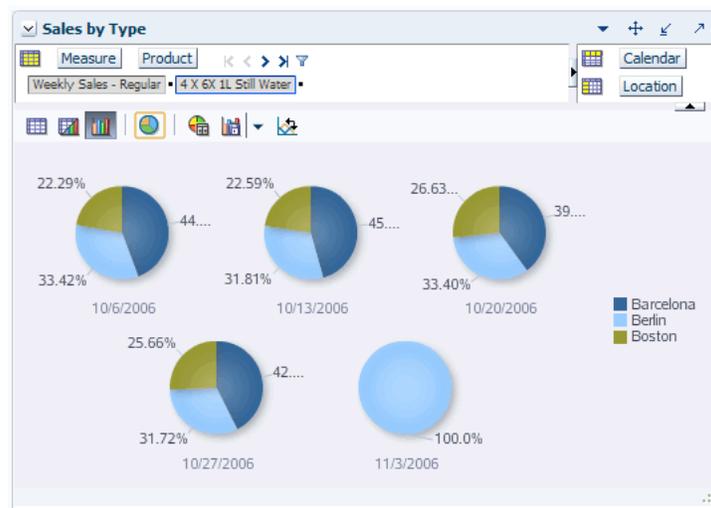
**Figure 12-43 Pareto Chart**



## Pie Chart

In a Pie Chart the data is represented as sections of a circle. Pie charts can be used to show the relationship of parts to a whole.

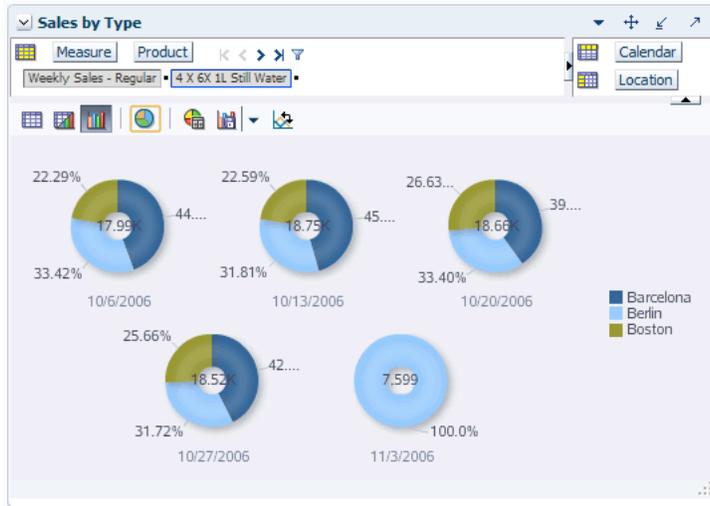
**Figure 12-44 Pie Chart**



### Ring Chart

Ring Charts are similar to the Pie Chart, except that the center of each circle displays the total pie value.

**Figure 12–45 Ring Chart**



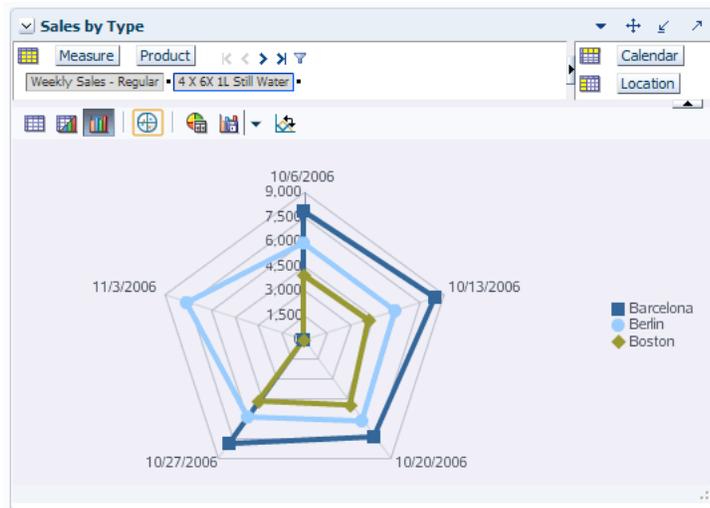
### Radar Chart

In a Radar Chart the data is represented in a polygon layout. They are used to show patterns that occur in cycles, such as monthly sales for last three years.

The data structure of a Radar Chart is:

- Number of sides on the polygon is equal to the number of groups of data. Each corner of the polygon represents a group.
- A series or set of data is represented by a line, markers of the same color, or both (labeled by legend text).

**Figure 12–46 Radar Chart**



## Scatter Chart

In a Scatter Chart the data is represented by the location of data markers. Scatter Charts can be used to show the correlation between two different kinds of data values.

Scatter Charts are available in the following types:

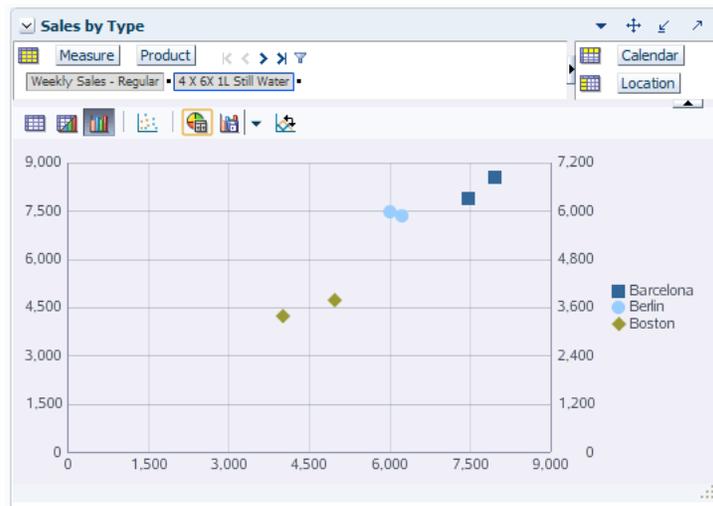
- Scatter Chart with a Single Y-Axis

**Figure 12–47** Scatter Chart with a Single Y-Axis



- Scatter Chart with a Dual Y-Axis

**Figure 12–48** Scatter Chart with a Dual Y-Axis





The ability to view images associated with positions on a non-calendar dimension is useful in many aspects of the retail world such as assortment planning, item planning, story boarding, and so on.

For instance, you can associate an item with a image of what it should look like displayed on the shelf. You can associate stores with images of the store front or interior. You can use images to storyboard themes by creating a collection of looks and colors for a particular buying period, floor set, or flow. Some retailers choose to associate multiple types images with multiple levels of the Product dimension. For instance, you could associate images for the following Product levels:

- **Department:** Image of a generic sweater
- **Class:** Image of a wool sweater
- **Subclass:** Image of a L/S V-Neck Solid sweater
- **Style:** Image of Chunky Shrunken Style, Washable Wool, L/S V-Neck Solid sweater
- **Style/Color:** Image of Chunky Shrunken Style, Color Pumpkin, Washable Wool, L/S V-Neck Solid sweater

The Fusion Client gives you the ability to associate an image for any dimension other than Calendar. These images can be stored on a website or in a repository located in the same network as the application server.

After images are associated with a position, you can view and compare them within the Fusion Client.

## Associating Images with a Position

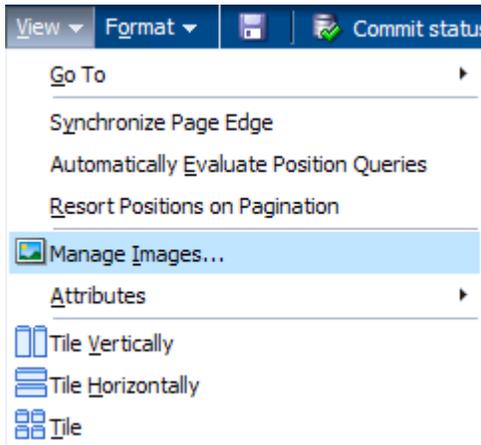
To associate an image with a position, perform the following steps:

1. Click the **Manage Images** icon in the toolbar or select **Manage Images** from the View menu.

**Figure 13–1** *Manage Images Icon*



**Figure 13–2** *Manage Images Option*



2. The View/Manage Images dialog box appears. Enter the following information:
  - **Dimension and Level:** Select the dimension and level into which you want to load the image. In [Figure 13–3](#), the Product dimension and Item level were chosen.
  - **Find image for:** Select the position for which you want to load the image. You can select the position from the drop-down list or you can scroll through the positions in the carousel view.
  - **Show Children:** This option appears when you have selected a dimension level other than the lowest dimension level. Select this option to display images of the children instead of the parent.
  - **At Level:** This option is enabled when the Show Children option is selected. Use this field to select which child level to display images for.
  - **Image Source:** Select either **URL** or **Repository** as the location of the image. Select **URL** if the image is located on the internet. Select **Repository** if the image has already been loaded into the repository on a shared network location.

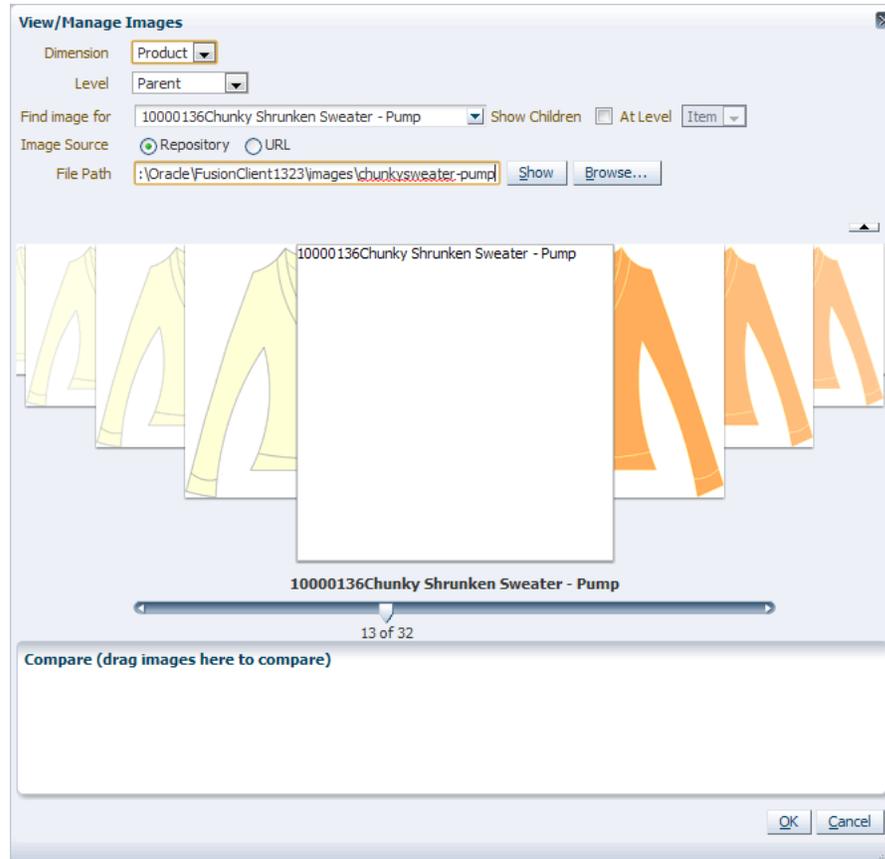
---

**Note:** The repository is configured during installation process. Contact your administrator for assistance. See the *RPAS Installation Guide* for more information.

---

- **File path:** Enter the file path for the image. You can type or paste the file path for either a Repository or URL image source. For Repository images, you can also use the **Browse** button to locate the file within the repository. After you have entered the file path, click **Go**.

**Figure 13–3 Loading Images**



The image appears in the image carousel and is now associated with the position.

## Deleting Images

You can disassociate an image with a position by using the **Delete** button in the View/Manage Images dialog box.

---

**Note:** Using the **Delete** function does not delete an image from the repository. It only disassociates the image with the position.

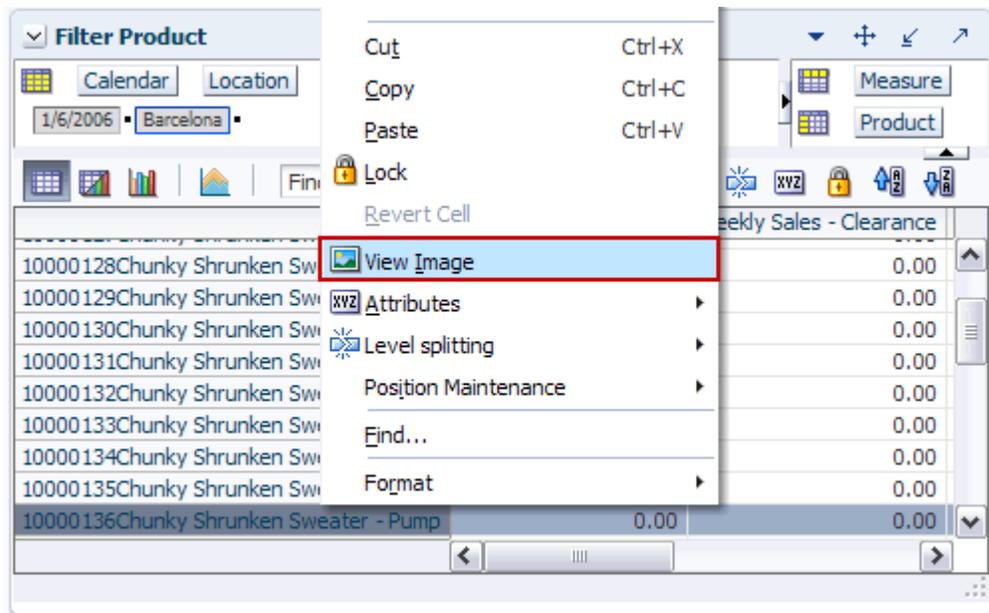
---

To delete an image, perform the following steps:

1. Click the **Manage Images** icon in the toolbar or select **Manage Images** from the View menu.

Or, right-click the position within the view and select **View Image** from the right-click context menu.

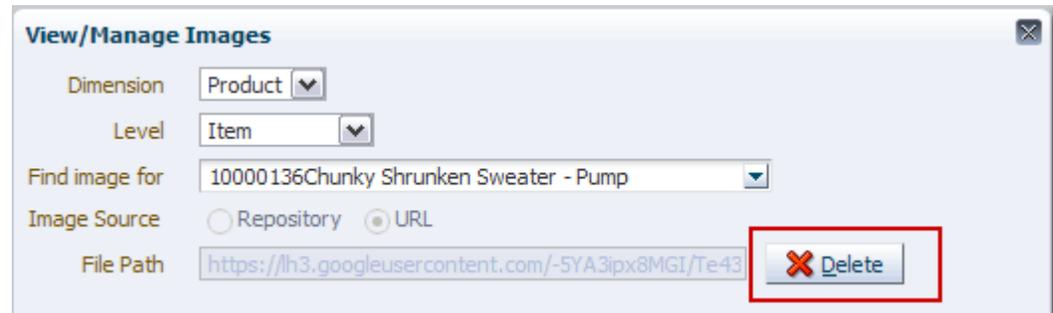
**Figure 13–4 View Image Option in the Right-Click Context Menu**



2. The View/Manage Images dialog box appears. Select the position for which you want to delete the image. You can select the position from the **Find image for** drop-down box or from the image carousel.

- After you have selected the position, click the **Delete** button located to the right of the **File Path** field.

**Figure 13–5 Delete Button**



The image disappears from the image carousel.

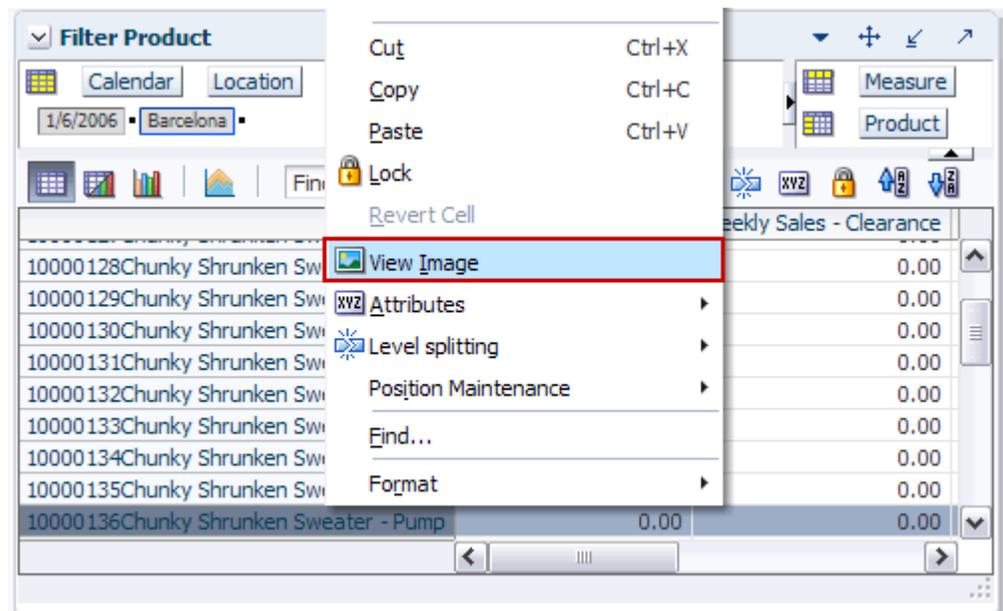
## Viewing Image from a View

To view the image associated with a position, use one of the following methods:

### Viewing Images - Method 1

- Right-click the position within the view or page edge.
- The right-click context menu appears. Select **View Image**.

**Figure 13–6 View Image Option in the Right-Click Context Menu**



The View/Manage Images dialog box appears. The image for the position you selected is shown in the center of the image carousel.

## Viewing Images - Method 2

1. Click the **Manage Images** icon in the toolbar or select **Mange Images** from the View menu.
2. The View/Manage Images dialog box appears. Use the **Find image for** drop-down box or the image carousel to locate and view the image.

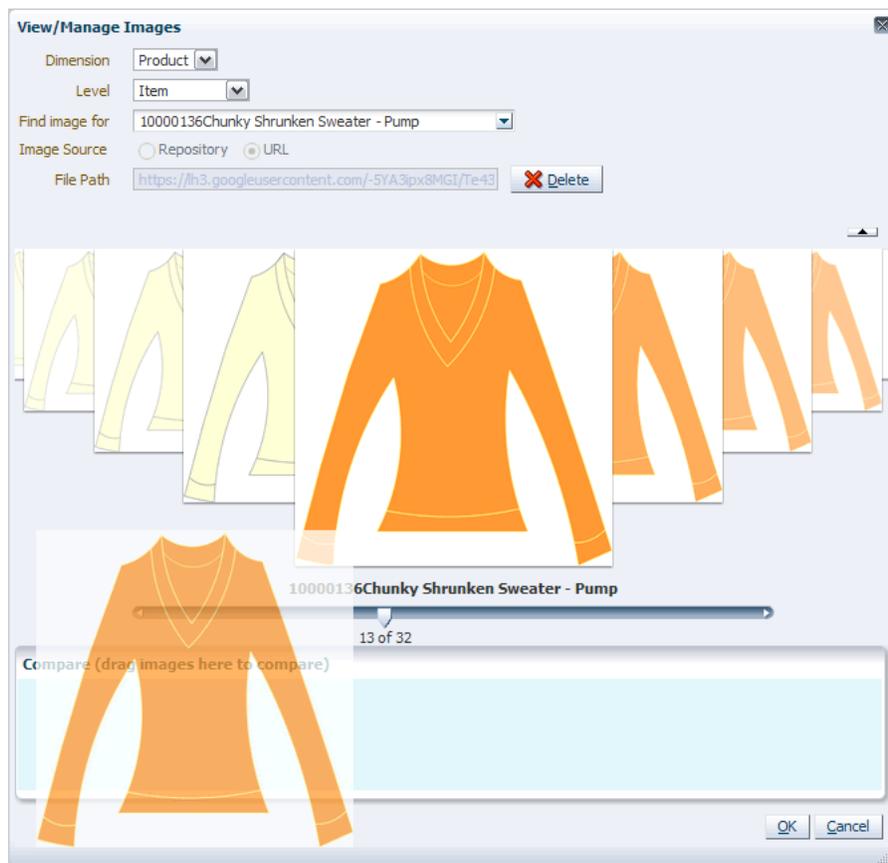
## Comparing Images

You can drag images from the images carousel to the Compare area of the View/Manage Images dialog box in order to compare images side by side.

To compare images, perform the following steps:

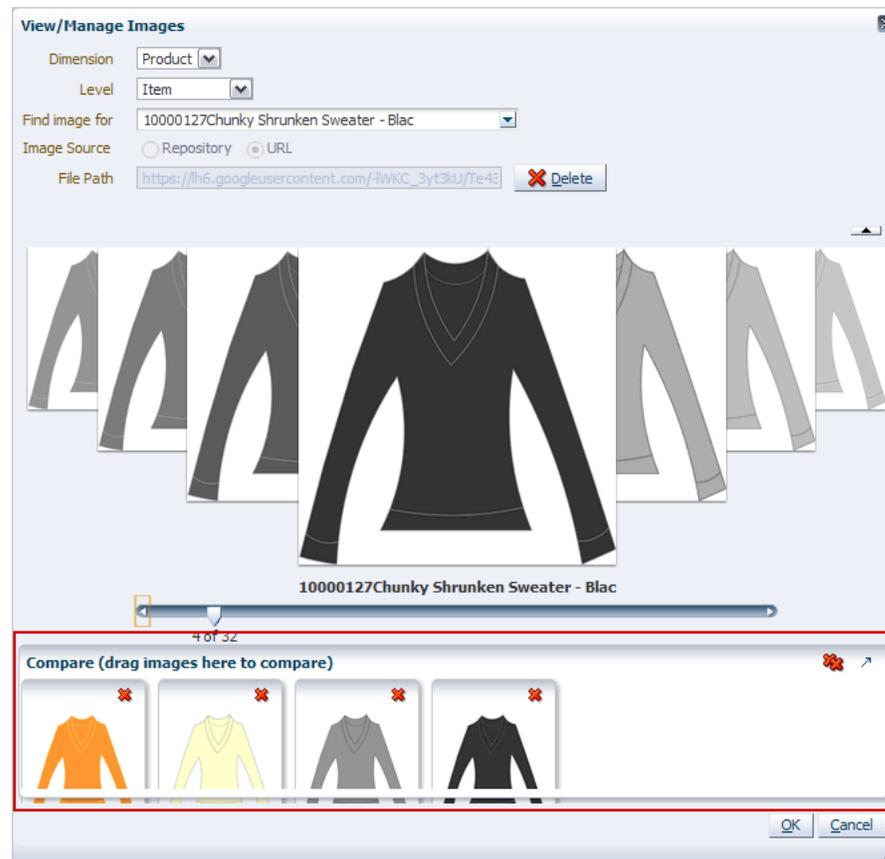
1. Click and drag an image from the image carousel to the Compare area. When the background of the Compare area changes to blue, release the image. The image appears in the Compare area.

**Figure 13–7** Dragging an Image to the Compare Area



2. Click and drag other images to the Compare area. The images appear as thumbnails.

**Figure 13–8** Images as Thumbnails in the Compare Area



3. To expand the Compare area in order to view the selected items as larger images, click the **Expand** icon in the top, right corner of the Compare area. To collapse the Compare area after expanded, click the **Collapse** icon in the top, right corner.



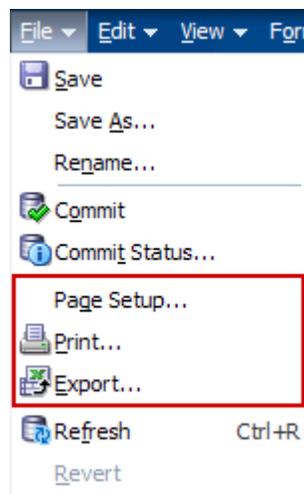
## Print and Export

Print and export functionality enables you to export data in the current slice of a view to Microsoft Excel or a delimited file and print it.

Additionally, you can adjust the page setup options before printing and exporting the data. These print settings are persisted in the Fusion Client for the selected view.

The page setup, print, and export options are located in the File menu.

**Figure 14–1** *Page Setup, Print, and Export Options*



In addition, print and export icons are located in the toolbar.

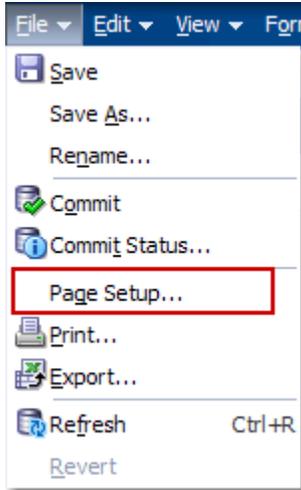
**Figure 14–2** *Print and Export Icons*



## Page Setup

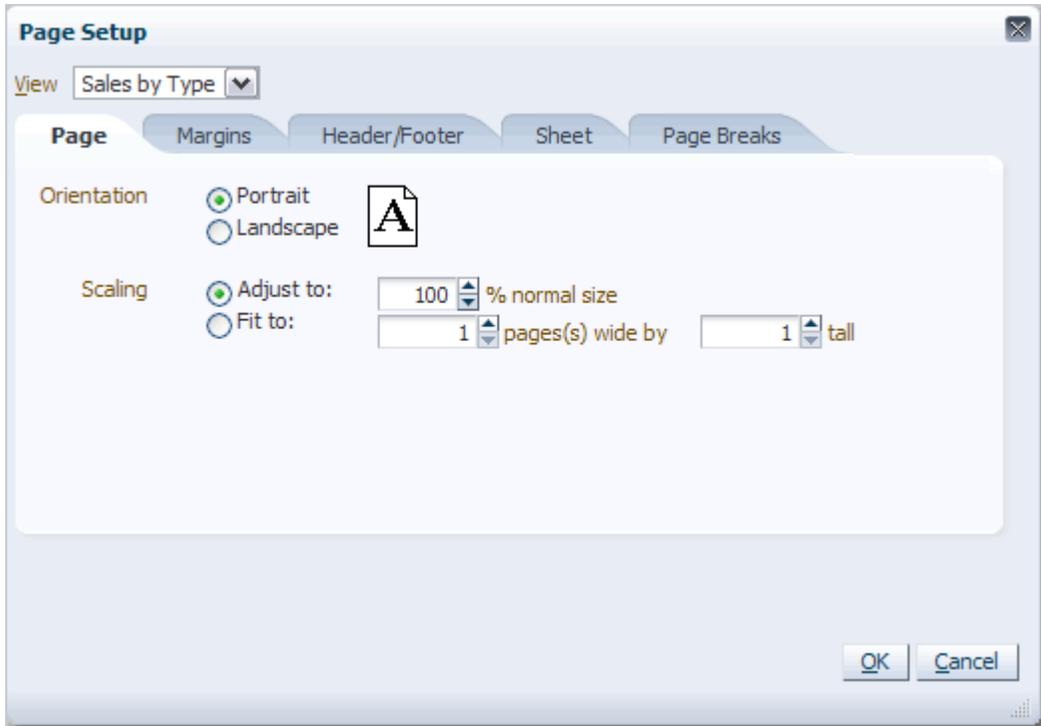
The page setup option is available in the File menu, as shown in [Figure 14–3](#).

**Figure 14–3** Page Setup Option in the File Menu



The Page Setup dialog box ([Figure 14–4](#)) contains five tabs: Page, Margins, Header/Footer, Sheet, and Page Breaks.

**Figure 14–4** Page Setup Dialog Box



Page settings are applied per view. The View drop-down list contains a list of views of the current workbook. By default, the displayed view is selected. Selecting the view in the View drop-down sets the view in all tabs of this dialog box.

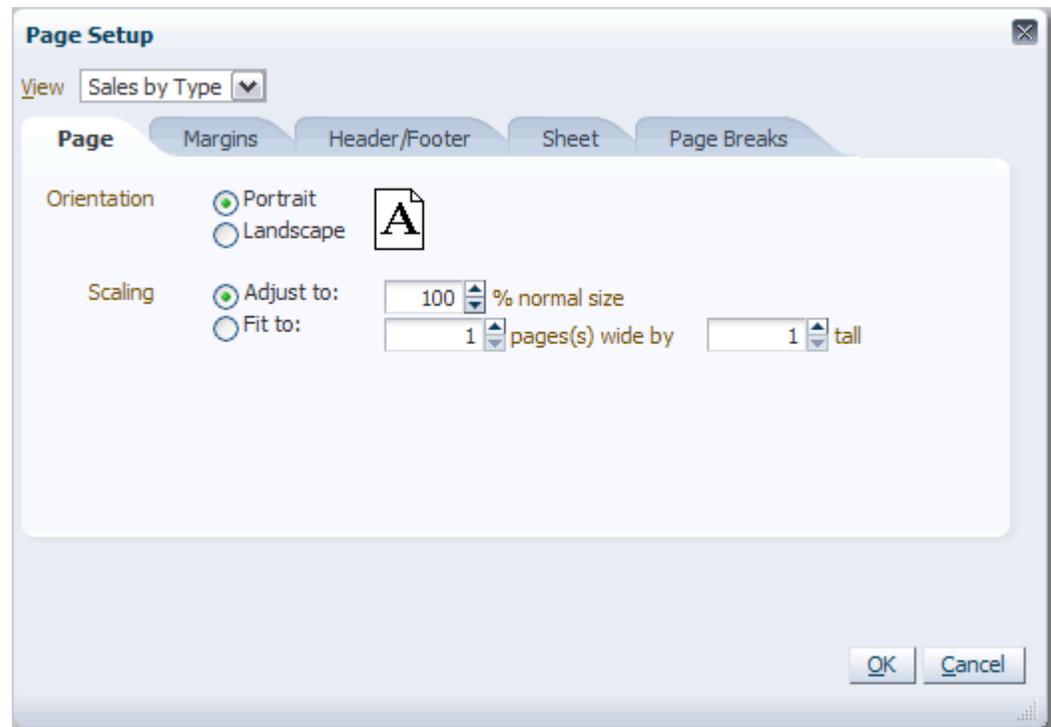
The settings created in the Page Setup dialog box are passed to Microsoft Excel and used when printing the data.

The five Page Setup tabs are described in the next sections.

## Page Tab

Use the Page tab to specify the page orientation and scaling.

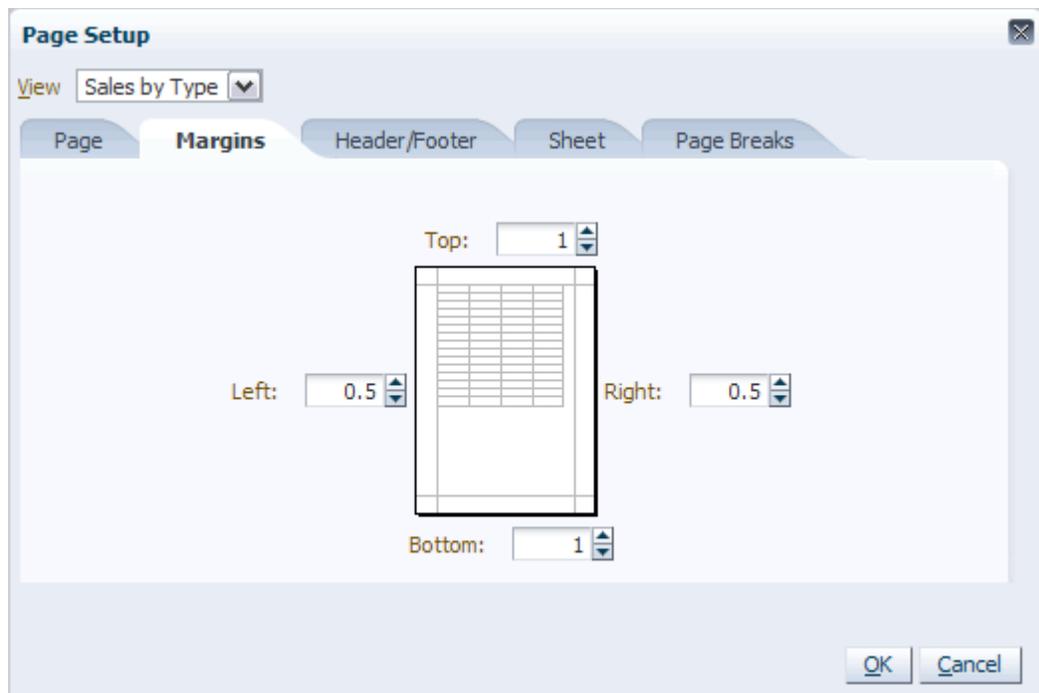
**Figure 14–5** Page Setup Dialog Box: Page Tab



## Margin Tab

Use the Margin tab to specify the page margins.

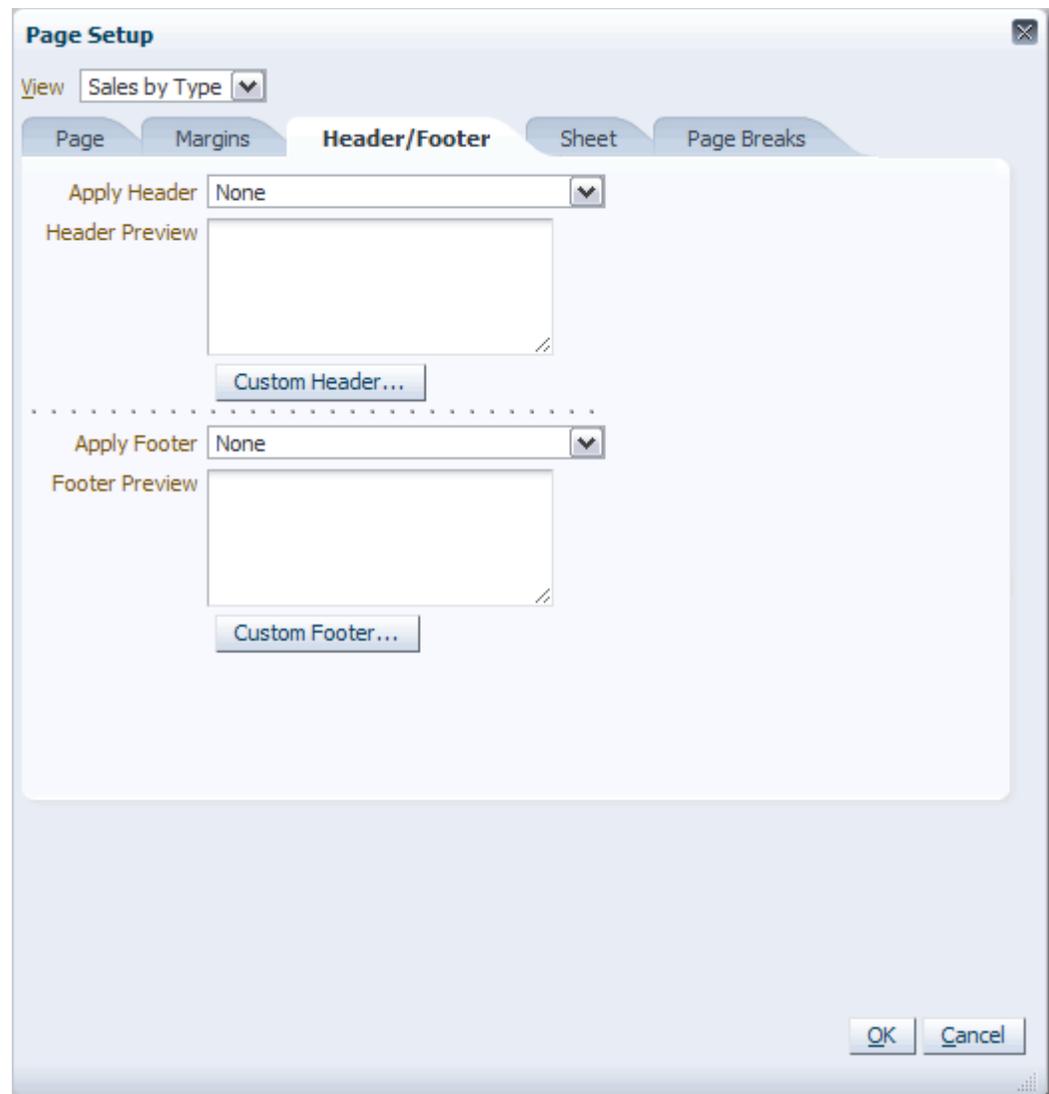
**Figure 14–6 Page Setup Dialog Box: Margin Tab**



## Header/Footer

Use the Header/Footer tab to apply headers and footers.

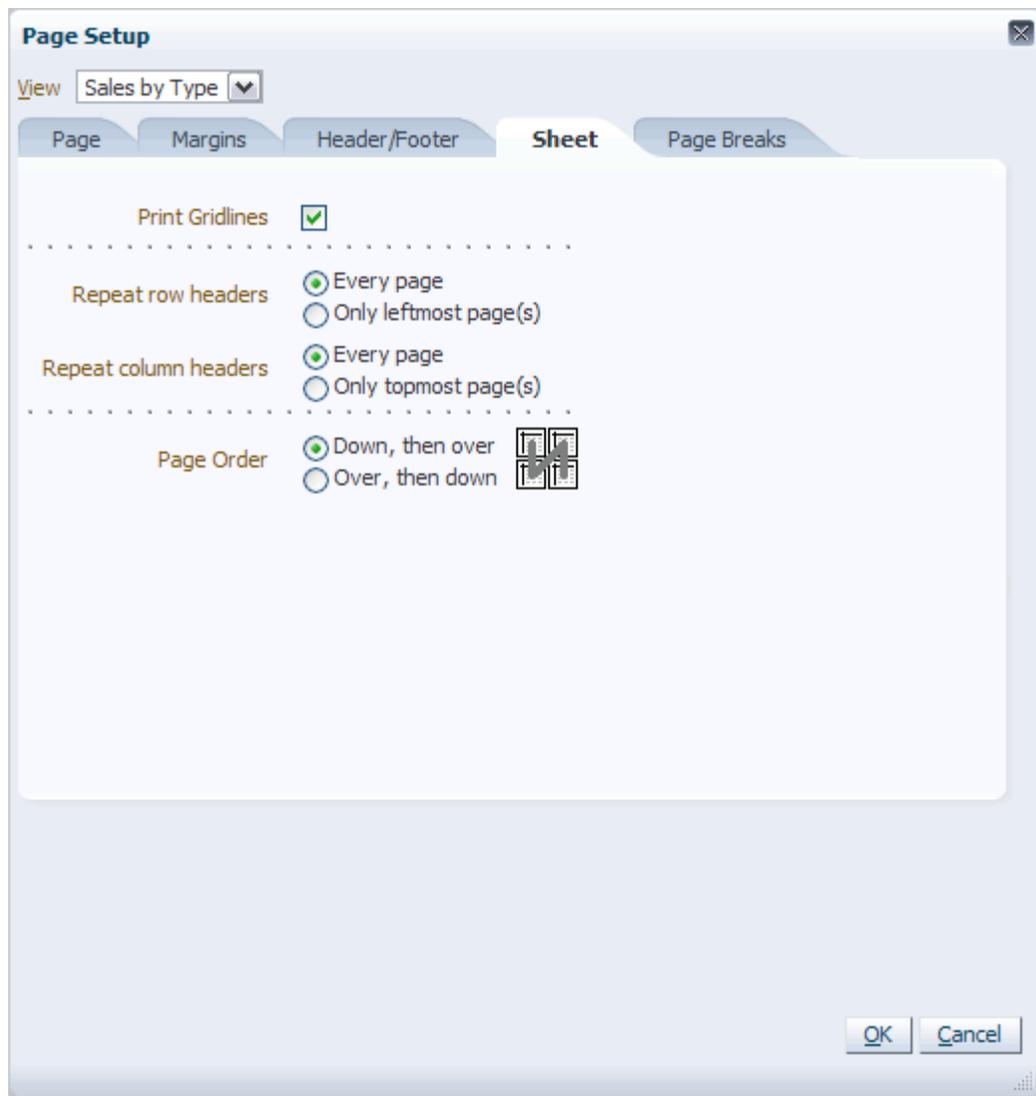
**Figure 14–7** Page Setup Dialog Box: Header/Footer Tab



## Sheet

Use the Sheet tab to define row and column headers, print gridlines, and page order.

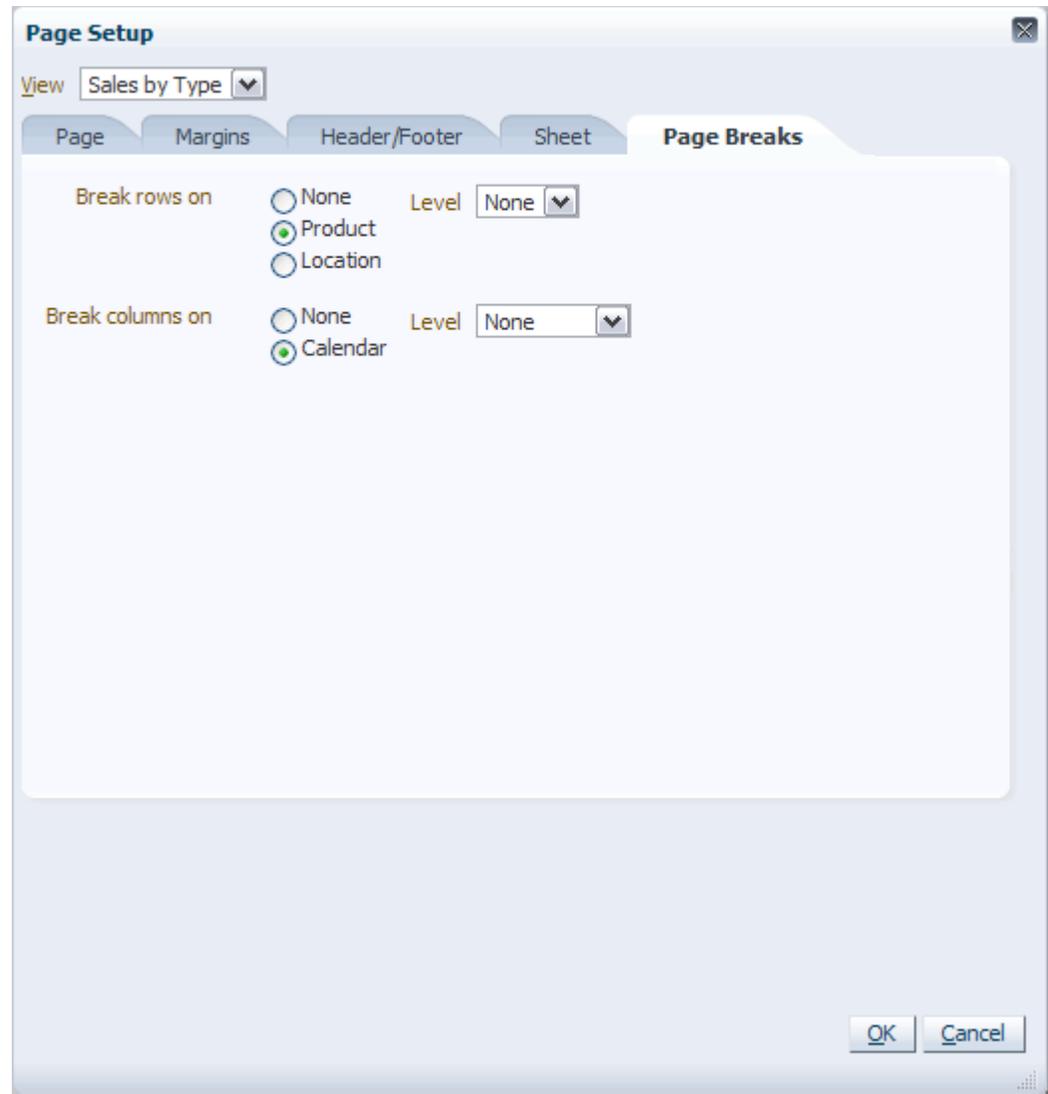
**Figure 14–8** Page Setup Dialog Box: Sheet Tab



## Page Breaks

Use the Page Breaks tab to specify how the rows and columns break across pages.

**Figure 14–9** Page Setup Dialog Box: Page Breaks Tab



After you have used the Page Setup dialog box to define how the view appears on a page, you can print or export the page.

## Export

You can use the Export functionality to export a slice to a text file or to Microsoft Excel. These options are described in the following sections.

---

---

**Note:** Before exporting a view, ensure that the Internet Explorer **automatic prompting for file downloads** security setting for downloads is set to **Disable**.

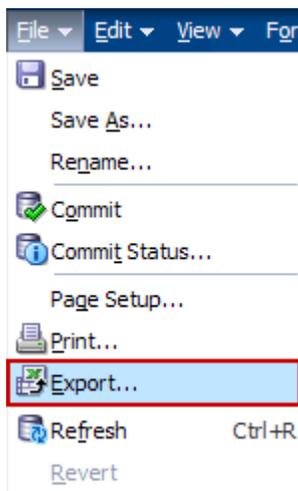
---

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### Export to a Text File

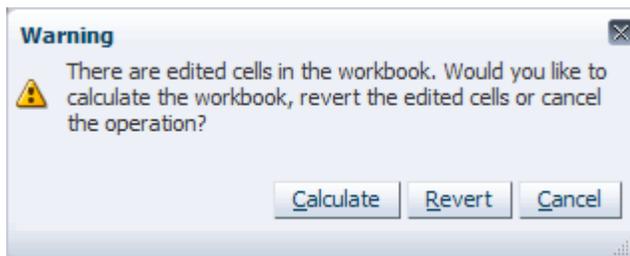
1. Select the **Export** option from the File menu.

**Figure 14–10** *Export Option*



If you have edited the view, a warning message appears, asking if you would calculate the workbook, revert the cells, or cancel the export.

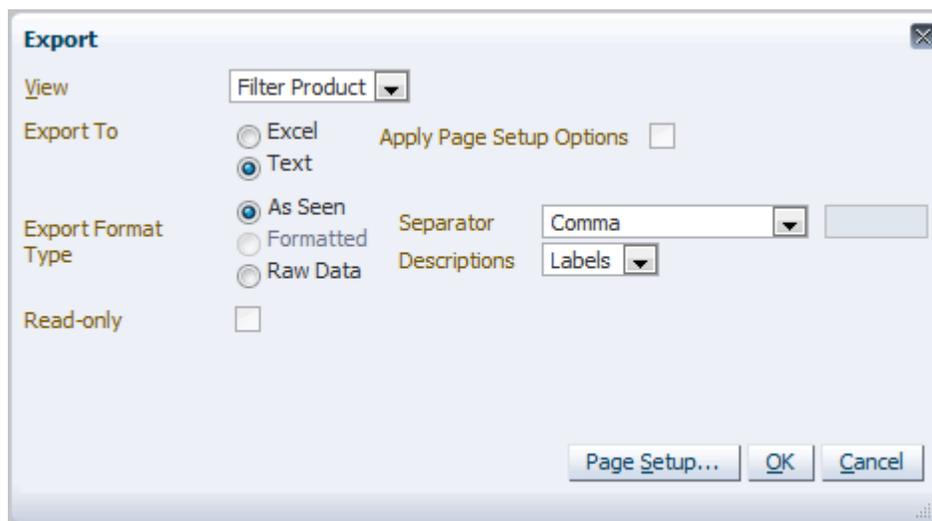
**Figure 14–11** *Edited Cells Warning Message*



- Click **Calculate** to calculate the workbook and open the File Download dialog box.
- Click **Revert** to revert the edited cells and open the File Download dialog box.
- Click **Cancel** to cancel the operation.

- The Export dialog box appears.

**Figure 14–12 Export Dialog Box: Text**



Select the following options:

- **View:** Choose the view that you want to export.
- **Export To:** Select **Text**.
- **Export Format Type:** Choose **As Seen**, or **Raw Data**. (The **Formatted** option is not available when exporting to a text file.)
  - Choose **As Seen** if you want the data to be exported as it appears in the Fusion Client.
  - Choose **Raw Data** if you want the exported data in the text file to appear with no number formatting.

For instance, if you have entered **12588.687** and the number formatting is configured to have a scale of 1, a precision of 2, the separator turned on, and a prefix of \$, the number appears as **\$12,588.69** in the pivot table. This number appears in the text file in the following ways, depending on the exported format type:

- **As Seen:** \$12588.69
- **Raw:** 12588.687

---



---

**Notes:**

- Data types other than integer and float are not supported. If a view contains columns with data types other than integer and float, the data is exported as it appears in the Fusion Client. If a worksheet contains a mix of columns with integer or float data types with other data types, the exported file contains the appropriate formatting for the supported data types based on the options selected during the export. Data in the columns of the unsupported data types appears as it is seen in the Fusion Client.
  - Date or any type of picklists are exported as a string.
- 
-

- **Separator:** Choose **Comma**, **Tab**, **Space**, or **Other (Please specify)**. The default separator is **Comma**.
  - If you choose **Other (Please Specify)**, you must enter a character in the text box. This character will act as the separator.

**Figure 14–13 Separator: Others Option**



- **Descriptions:** Choose either **Labels** or **Names** to be displayed as a header in the exported data. The default is Labels.

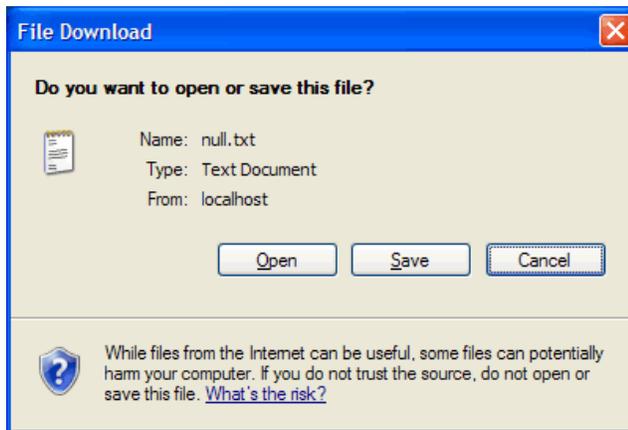
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**Note:** The **Apply Page Setup Options** and **Read-only** options are not applicable to text file exports.

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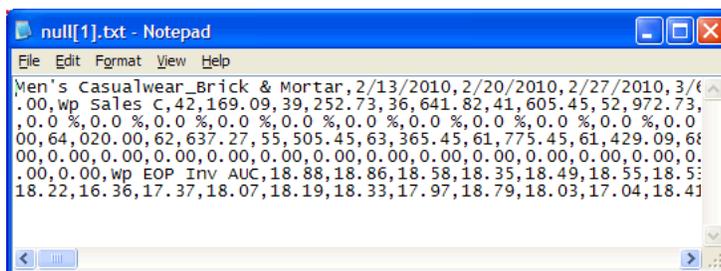
3. Click **Page Setup...** to make adjustments to the page setup. This step is optional. For more information, see [Page Setup](#).
4. Click **OK**.
5. The File Download dialog box appears. You can choose to either **Open** the text file or **Save** it to a location on your computer.

**Figure 14–14 File Download Dialog Box**



6. If you chose **Open**, the text file opens. If you chose **Save**, you can open the file from the location you saved it.

**Figure 14–15 Data in Text File**



## Export to Excel

You can export data to Microsoft Excel through two options. You can use the **Export** option in the File menu to set export options before exporting. Or, you can use the **Export** icon in the toolbar to bypass the export options and export the slice directly to Excel.

---

**Note:** The export functionality is certified with Microsoft Excel 2003 and 2007.

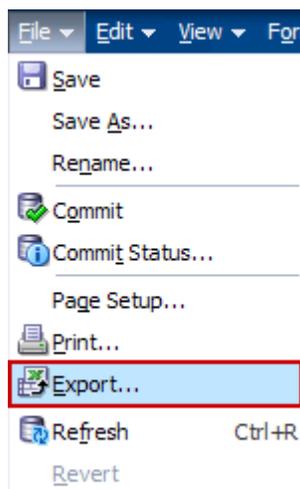
---

### Option 1: Export Option in the File Menu

To export the slice to Microsoft Excel with the **Export** option in the File menu, perform the following steps:

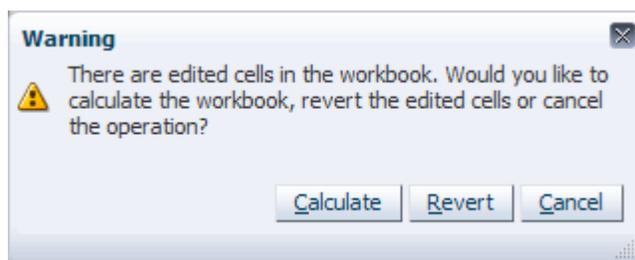
1. Select the view that you want to export.
2. Select the **Export** option from the File menu.

**Figure 14–16** *Export Option*



If you have edited the view, a warning message appears, asking if you would calculate the workbook, revert the cells, or cancel the operation.

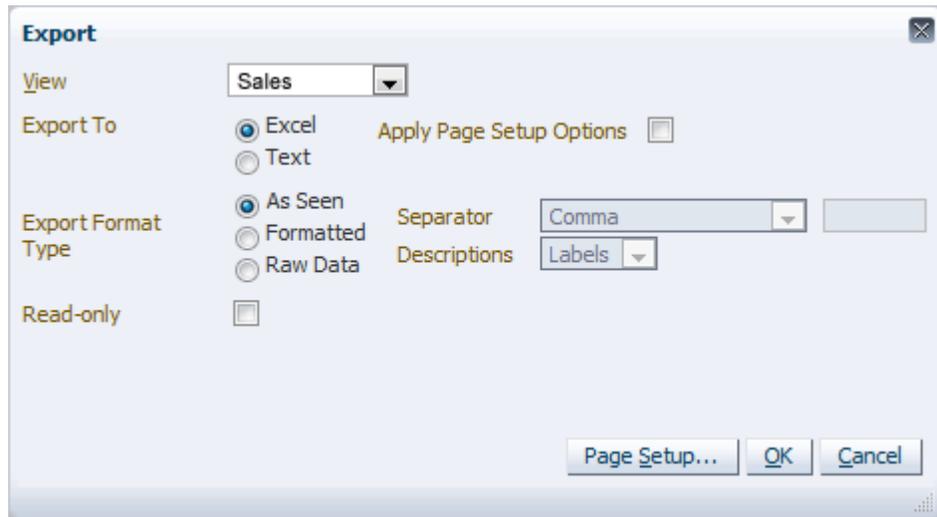
**Figure 14–17** *Edited Cells Warning*



- Clicking **Calculate** calculates the workbook and opens the File Download dialog box.
- Clicking **Revert** reverts the edited cells and opens the File Download dialog.
- Clicking **Cancel** cancels the operation.

- The Export dialog box appears.

**Figure 14–18 Export Dialog Box: Excel**



Select the following options:

- **View:** Choose the view that you want to export.
- **Export To:** Select **Excel**.
- **Apply Page Setup Options:** Select this check box if you want to apply page setup options before exporting the data so that you can print the data from the exported Excel file.
- **Export Format Type:** Choose **As Seen**, **Formatted**, or **Raw Data**.
  - Choose **As Seen** if you want the data to be exported as it appears in the Fusion Client.
  - Choose **Formatted** if you want the data to be exported to Excel in raw format (meaning that the Fusion Client formatting has been removed) and then have the Excel-based formatting automatically applied within Excel. Only the formatting selected in the Fusion Client is applied in Excel. After the data is exported, you can apply more formatting within Excel.
  - Choose **Raw Data** if you want the exported data in Excel to appear with no number formatting.

For instance, if you have entered **12588.687** and the number formatting is configured to have a scale of 1, a precision of 2, the separator turned on, and a prefix of \$, the number appears as **\$12,588.69** in the pivot table. This number appears in Excel in the following ways, depending on the exported format type:

- **As Seen:** \$12588.69
- **Formatted:** \$12,588.69 (the raw number, 12588.687, is formatted in Excel to display as \$12588.69)
- **Raw:** 12588.687

**Notes:**

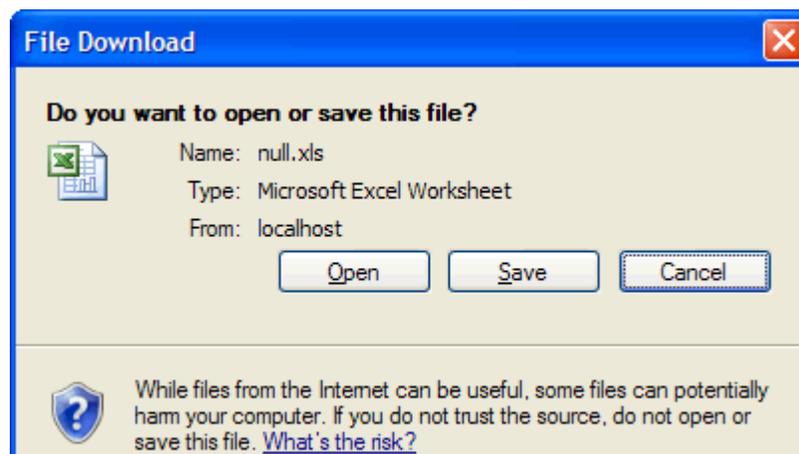
- Data types other than integer and float are not supported. If a view contains columns with data types other than integer and float, the data is exported as it appears in the Fusion Client. If a worksheet contains a mix of columns with integer or float data types with other data types, the exported file contains the appropriate formatting for the supported data types based on the options selected during the export. Data in the columns of the unsupported data types appears as it is seen in the Fusion Client.
- Date or any type of picklists are exported as a string.
- Boolean data types are exported with formatting compatible with Excel.
- When using the formatted option and using a scale factor of anything besides 1000, the value in Excel is displayed as the raw formatted value, not the scaled formatted value. For percentages, a scale factor of .01 displays as a percent in Excel.

- **Read-only:** select this check box if you want the exported data to be read-only. This prevents the data from being updated when opened in Microsoft Excel.

**Note:** The Separator and Descriptions options are not applicable to Microsoft Excel exports.

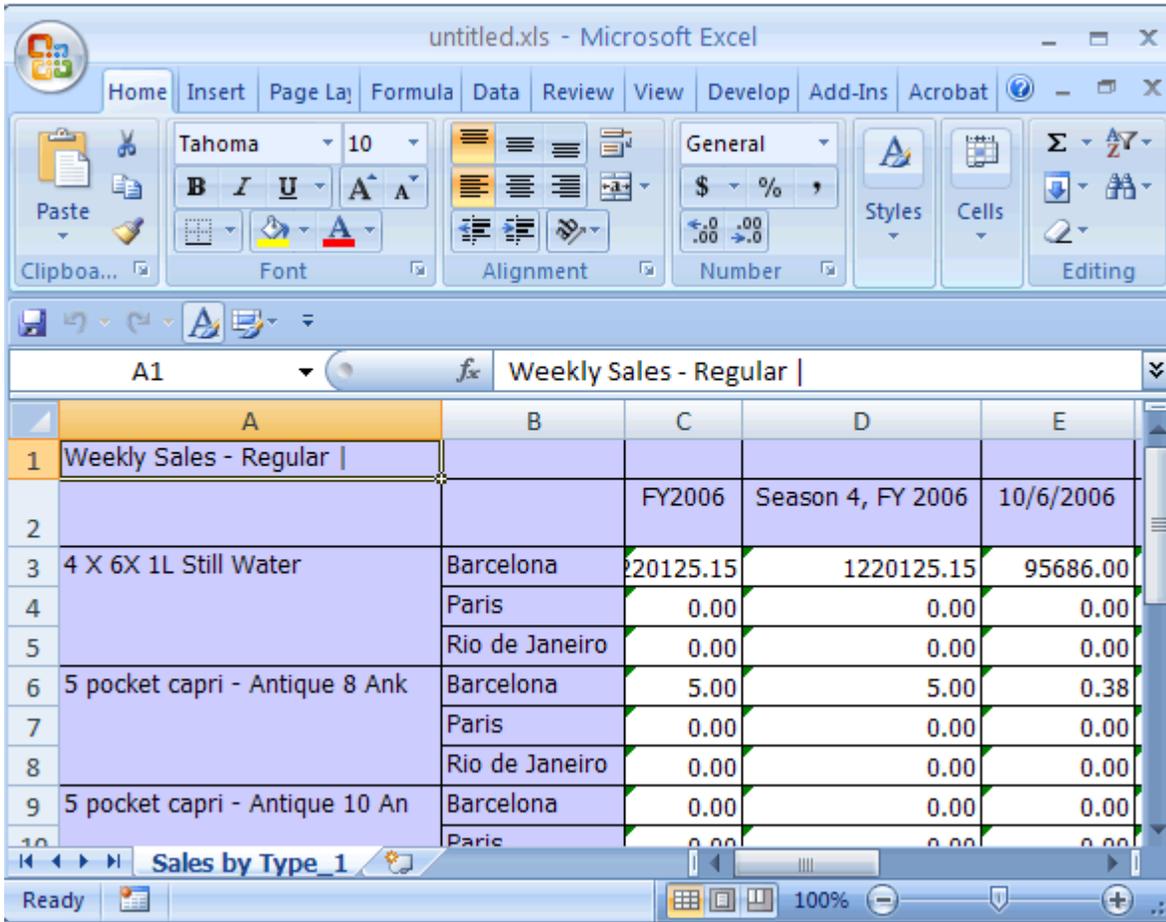
4. Click **Page Setup...** if you want to make adjustments to the page setup. This step is optional. For more information, see [Page Setup](#).
5. Click **OK**.
6. The File Download dialog box appears. You can choose to either **Open** the Microsoft Excel file or **Save** it to a location on your computer.

**Figure 14–19** *Export Dialog Box*



7. If you chose **Open**, Microsoft Excel opens and the slice appears in a spreadsheet. If you chose **Save**, you can open the file from the location you saved it.

Figure 14–20 Slice in Microsoft Excel



**Option 2: Export Icon in the Toolbar**

To export the slice to Microsoft Excel with the Export icon in the toolbar, perform the following steps:

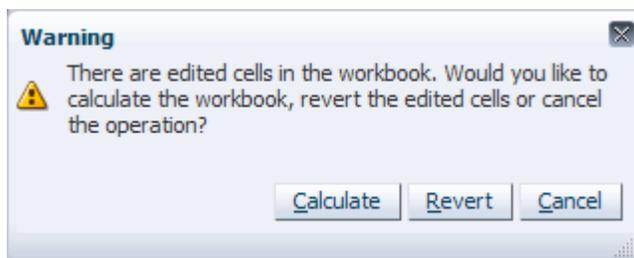
1. Select the view that you want to export.
2. Click the **Export** icon in the toolbar.

Figure 14–21 Export Icon



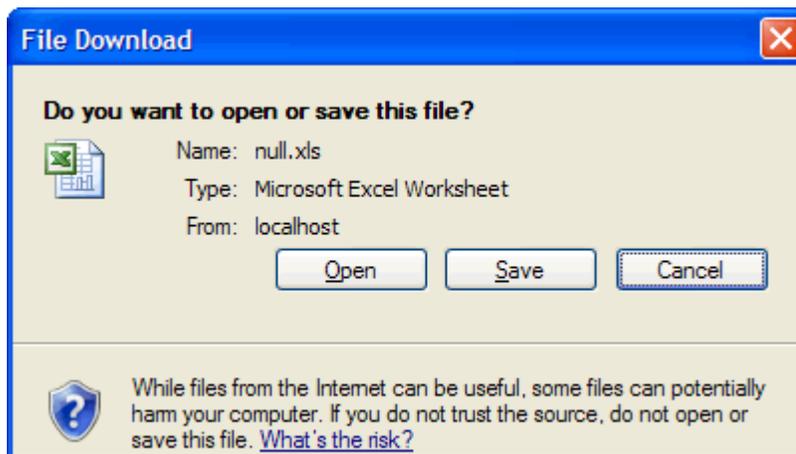
If you have edited the view, a warning message appears, asking if you would calculate the workbook, revert the cells, or cancel the operation.

**Figure 14–22 Edited Cells Warning**



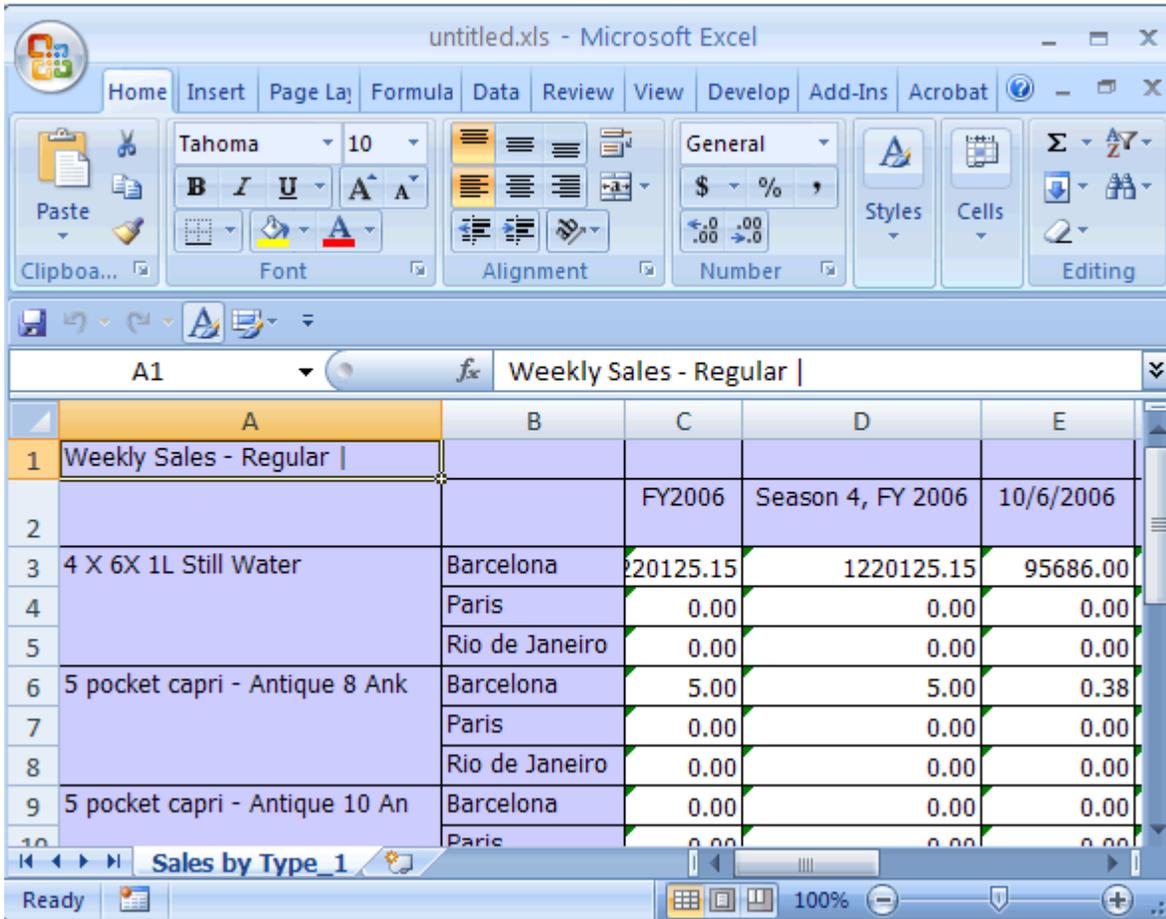
- Clicking **Calculate** calculates the workbook and opens the File Download dialog box.
  - Clicking **Revert** reverts the edited cells and opens the File Download dialog box.
  - Clicking **Cancel** cancels the operation.
3. The File Download dialog box appears. You can choose to either **Open** the Microsoft Excel file or **Save** it to a location on your computer.

**Figure 14–23 File Download Dialog Box**



4. If you chose **Open**, Microsoft Excel opens and the slice appears in a spreadsheet. If you chose **Save**, you can open the file from the location you saved it.

Figure 14–24 Slice in Microsoft Excel



## Print

You can print data through two options. You can use the **Print** option in the File menu to set print options before printing. Or, you can use the **Print** icon in the toolbar to bypass the print options.

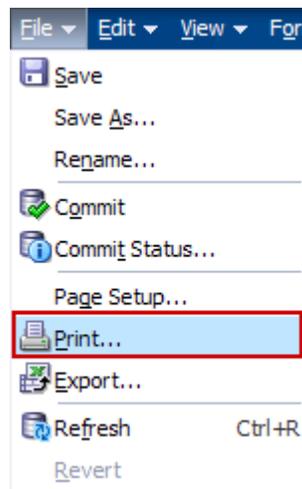
The print functionality is similar to the export functionality, except that the print functionality always applies the page setup options before exporting to Microsoft Excel. Print also differs from export because the exported data is always read-only.

### Option 1: Print Option in the File Menu

To print the slice with the **Print** option in the File menu, perform the following steps:

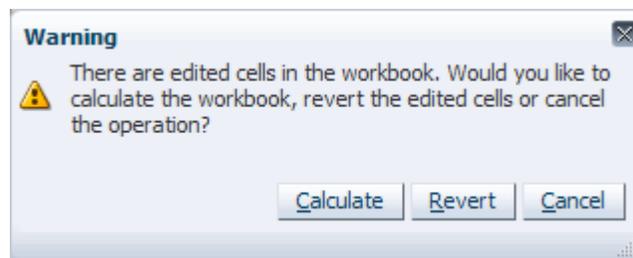
1. Select the view that you want to print.
2. Select the **Print** option from the File menu.

**Figure 14–25** *Print Option*



If you have edited the view, a warning message appears, asking if you would calculate the workbook, revert the cells, or cancel the operation.

**Figure 14–26** *Edited Cells Warning*



- Click **Calculate** to calculate the workbook and open the File Download dialog box.
- Click **Revert** to revert the edited cells and open the File Download dialog box.
- Click **Cancel** to cancel the operation.

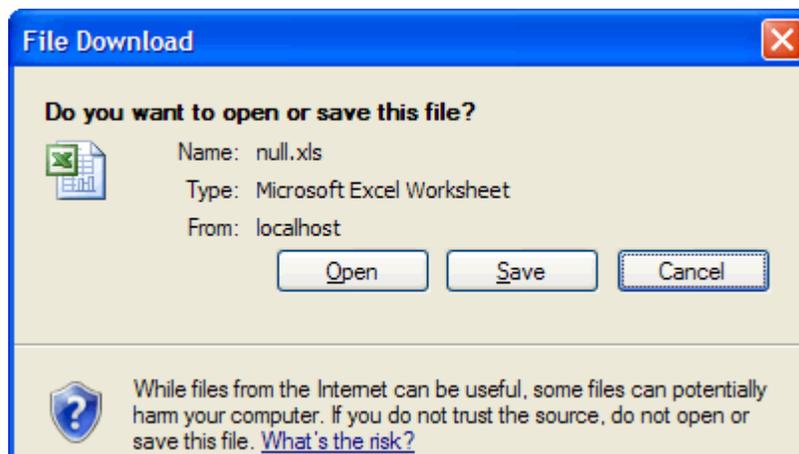
3. The Print dialog box appears. Select the view you want to print.

**Figure 14–27 Print Dialog Box**



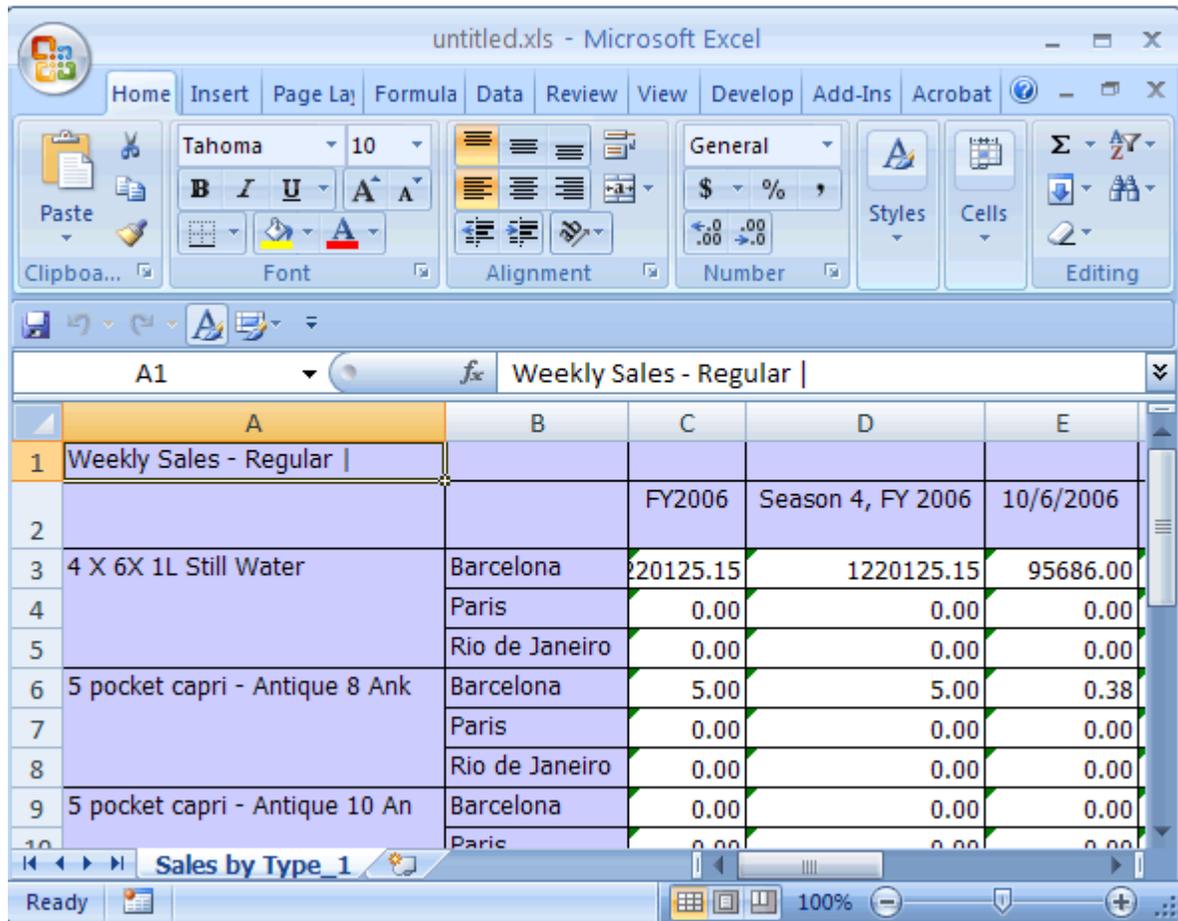
4. Click **Page Setup...** if you want to make adjustments to the page setup. This step is optional. For more information, see [Page Setup](#).
5. Click **OK**.
6. The File Download dialog box appears. You can choose to either **Open** the Microsoft Excel file or **Save** it to a location on your computer.

**Figure 14–28 File Download Dialog Box**



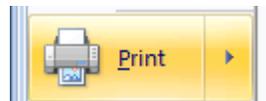
7. If you chose **Open**, Microsoft Excel opens and the slice appears in a spreadsheet. If you chose **Save**, you can open the file from the location you saved it.

**Figure 14–29** *Slice in Microsoft Excel*



From Microsoft Excel, click the **Print** option in the main menu.

**Figure 14–30** *Print Icon in Microsoft Excel*



## Option 2: Print Icon in the Toolbar

To print the slice with the **Print** icon in the toolbar, perform the following steps:

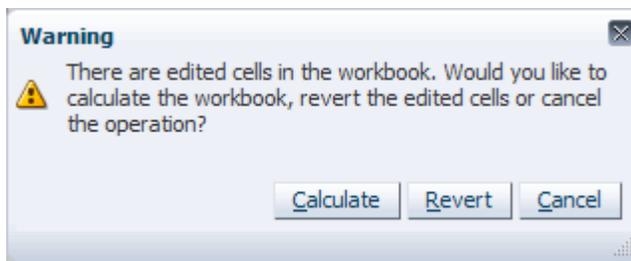
1. Select the view that you want to export.
2. Click the **Print** icon in the toolbar.

**Figure 14–31 Print Icon**



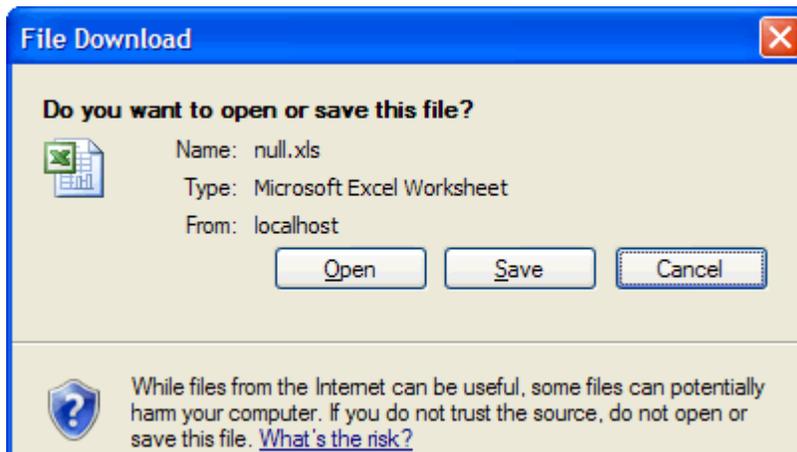
If you have edited the view, a warning message appears, asking if you would calculate the workbook, revert the cells, or cancel the operation.

**Figure 14–32 Edited Cells Warning**



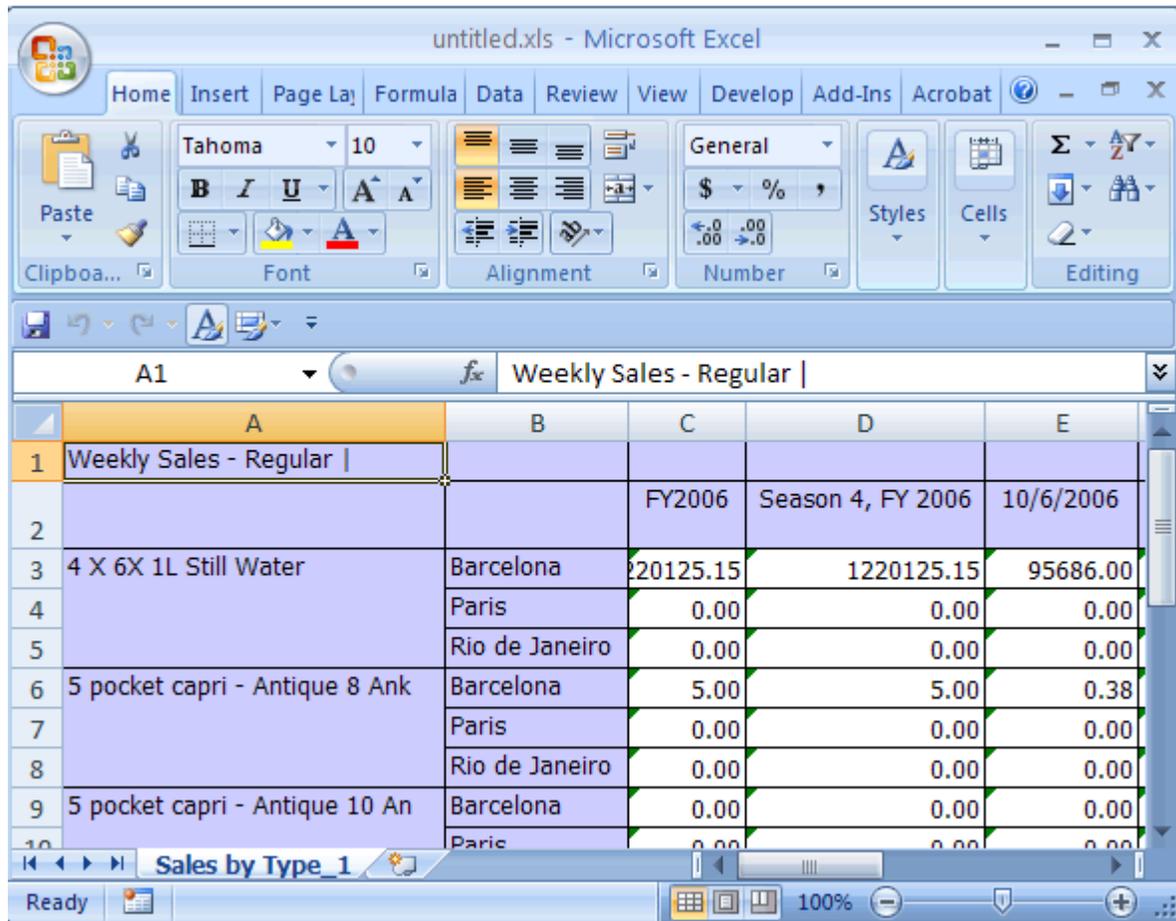
- Clicking **Calculate** calculates the workbook and opens the File Download dialog box.
  - Clicking **Revert** reverts the edited cells and opens the File Download dialog box.
  - Clicking **Cancel** cancels the operation.
3. The File Download dialog box appears. You can choose to either **Open** the Microsoft Excel file or **Save** it to a location on your computer.

**Figure 14–33 Export Dialog Box**



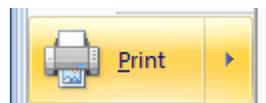
- If you chose **Open**, Microsoft Excel opens and the slice appears in a spreadsheet. If you chose **Save**, you can open the file from the location you saved it.

**Figure 14–34** *Slice in Microsoft Excel*



From Microsoft Excel, click the **Print** icon.

**Figure 14–35** *Print Icon in Microsoft Excel*





## Special RPAS Fusion Client Features

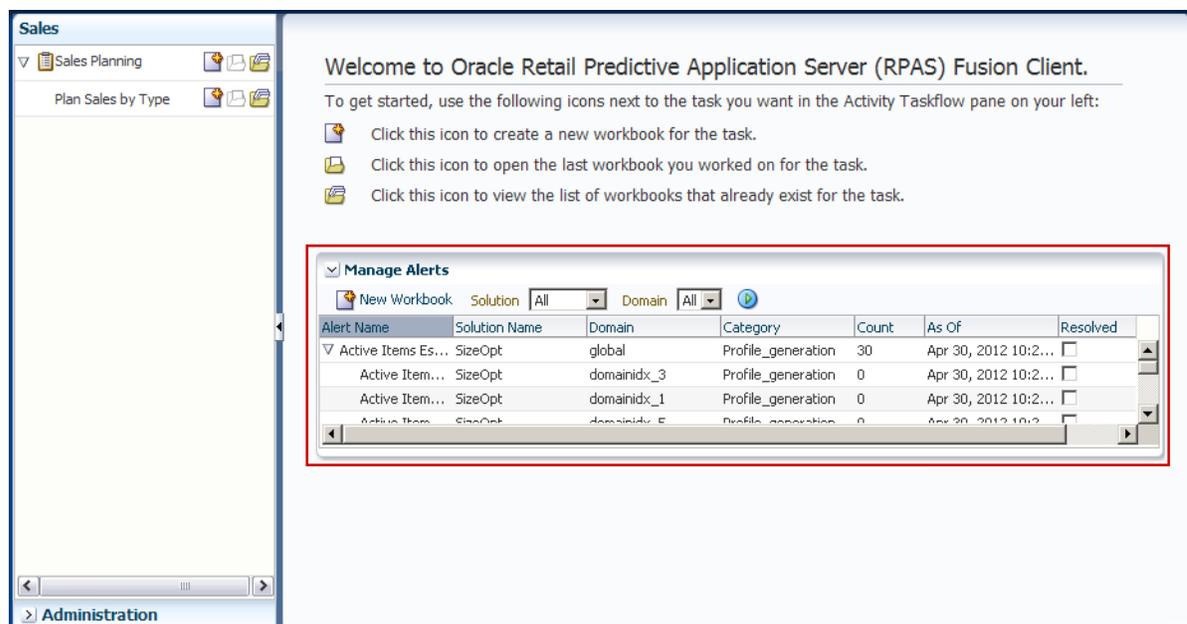
This chapter describes special RPAS Fusion Client features that you can use. The following features are described:

- [Alert Manager](#)
- [Percent-of-Parent Measures](#)
- [Replicate Selections](#)

### Alert Manager

Because of the large volumes of data that needs to be managed by the Oracle Retail Predictive Application Server, the server includes an Alert Manager feature that highlights data that might otherwise go unnoticed. You can set up business rules to alert users about retail events such as open to buy opportunities, stock outages, sales performance against plan, margin opportunities, and many others. These alerts go beyond exception reporting: Alert Manager links you directly to the area of the plan that needs action.

**Figure 15–1** Alert Manager on the Home Page



A combined taskflow can lead to alerts being shown from multiple solutions. Only a global domain environment is required to show the tree-based master/locals breakdown. The results can be filtered by Solution, or Solution and Domain.

An alert for a global domain environment will have a master line that can be expanded to show lines for each accessible local domain. The master line will show the -sumAlerts count, and each local domain its respective -findAlerts count. For simple domains, or for a global domain where the user only has access to a single local domain, a single line per alert will appear with the -findAlerts count.

Alerts are set up by identifying a business measure as the foundation, and then creating the alert by using a mathematical rule. A facility behind the scene finds the areas of a plan that fall outside the thresholds that is declared within the alert rules. This creates an alert that is flagged to the user through the Alert Manager feature.

You can configure Alert Manager to automatically run on a defined schedule using the alertmgr utility. Each time that Alert Manager is run, it shows you all the alerts conditions that were identified during the last execution. For more information about alertmgr, see the *RPAS Administration Guide for the Fusion Client*.

In the RPAS Fusion Client, Alert Manager provides two methods of viewing the measures associated with identified alerts: loading alerts in a new workbook and inserting alerts in an existing one. For more information, see [Building an Alert Manager Workbook](#) and [Inserting an Alert in an Existing Workbook](#).

The following scenario describes how the alert manager displays records:

1. The alert manager table shows the master record at the top and local domain records as the children like a tree structure. However, in the case where a user runs findAlert in the local domain, but forgets to run findAlert or sumAlert on the master domain, the Fusion Client only receives records for local domains and will not be able to build a master and child type structure since there is no master record. In this case, the UI shows local domain records that are not grouped under the master domain (no tree structure).
2. A user may have already run findAlert or sumAlert over the master domain, but there is still a chance that the total of the local domains is not the value shown for the master domain because a later run may have been over just a single local domain.
3. Hit counts may include hits from positions the user does not have position level security access to; those hits will not be visible in any workbook user builds.
4. The hit count on the master record may not add up with the sum of the local domain records if the user does not have access to one or more local domains.

You can also use the Alert Manager window to keep track of alerts that have been resolved. See [Resolving Alerts](#) for more information.

## Show Members with Alert

Using the active alert, the positions of the dimensions that are contained in the base intersection of the alert measure can be filtered to display just the positions that are alerted.

You can right-click a dimension on which an alert is based and select the **Show members with alert** option to only display the positions for which an alert condition is triggered.

---

**Note:** The Fusion Client shows this option on all dimensions when the workbook has alert hits. When you select the **Show members with alert** option for a dimension that is not part of the alert measure, the action results in no change to the view.

---

For example, if you have an alert that is based at SKU/store/week, you can right-click the Product, Location, or Calendar dimension when they are on the X, Y, or Z axis and select the **Show members with alert** option. This displays all positions that are alerted for that dimension. This option is also available on the Page Edge tool.

## Show/Open the Alert Manager Window

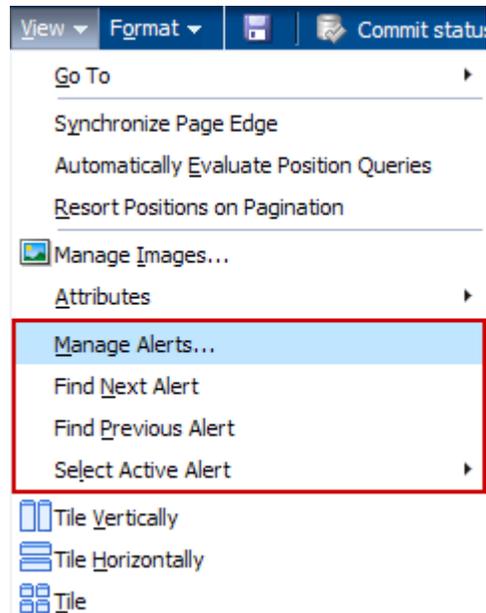
You can access the Alert Manager from the Home page (Figure 15-1) or from the View menu (Figure 15-2).

---

**Note:** If there are no alerts in the workbook, neither the Alert Manager window on the homepage nor the option in the View menu appear.

---

**Figure 15-2** Alert Manager - View Menu



## Building an Alert Manager Workbook

If no workbooks are currently open, you may pick an alert from the Alert Manager list to load and have the system automatically construct a workbook that contains that alert's measure and any other measures that you want to display. This workbook allows you to examine the actual measure values involved in the generation of the alert, so you can make decisions about what needs to be done next.

To build an alert manager workbook, perform the following steps:

1. In the Alert Manager dialog box, select the alert that you want to see.
2. Click **New Workbook**.

**Figure 15–3 Alert Manager, New Workbook Icon**

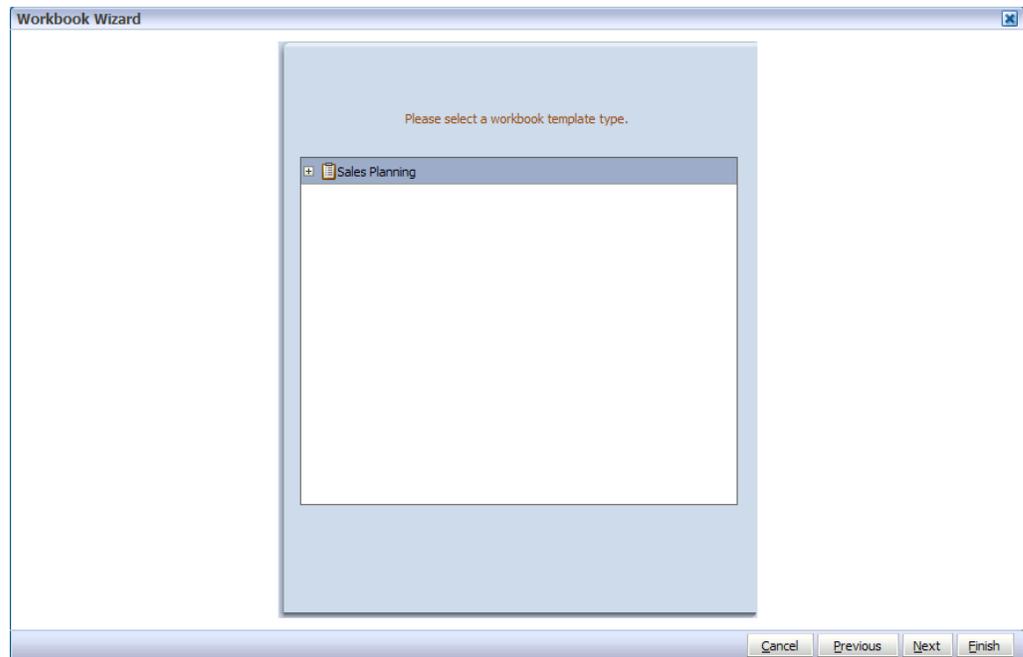


3. The Workbook Wizard dialog box appears. Select any optional alerts you want to include in the workbook and click **Next**.

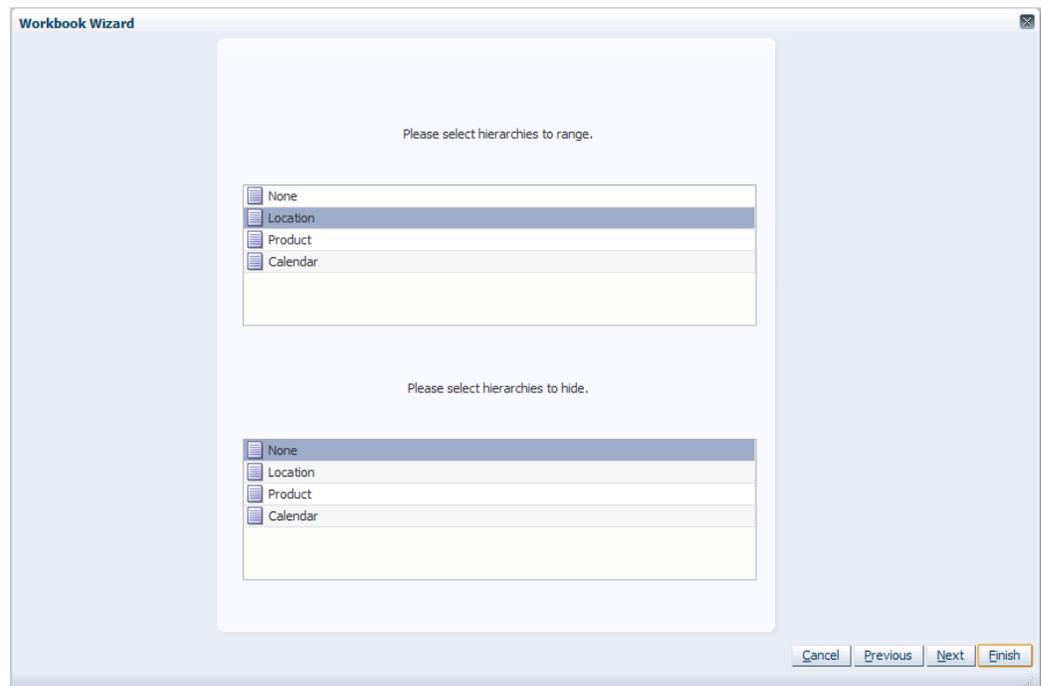
**Figure 15–4 Alert Manager Workbook Wizard: Additional Alerts**



4. Select the workbook template type and click **Next**.

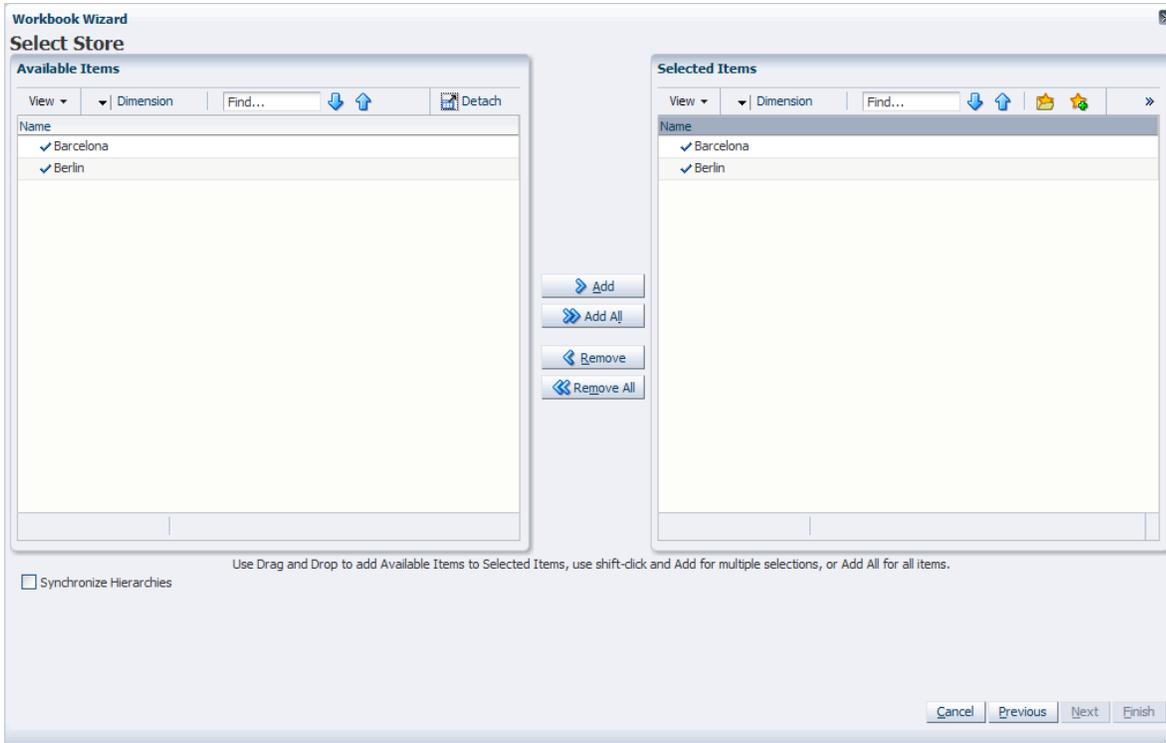
**Figure 15–5 Alert Manager Workbook Wizard: Workbook Template**

5. The hierarchies shown in this step are related to the workbook you selected. In the top section, select the hierarchies you want to range. This means that only the positions in this hierarchy that trigger the alert are available for selection in the workbook wizard. In the bottom section, select the hierarchies that you do not want to see in the workbook. Click **Next**.

**Figure 15–6 Alert Manager Workbook Wizard: Range and Hide**

- The workbook wizard steps from this point on depend on the workbook you selected. For each step you are presented, select the positions you want to see in each dimension. At the last step, click **Finish**.

**Figure 15–7 Alert Manager Workbook Wizard: Position Selection**



- The Alert Worksheet Selection dialog box appears. Select the view (worksheet) you want the alert to appear in. If you do not select a view, Alert Manager automatically selects one with the appropriate base intersection.

**Figure 15–8 Alert Worksheet Selection**



If you select a view that has a base intersection below the base intersection of the alert, a message appears that states the base intersections do not match and an additional view is created.

The workbook opens.

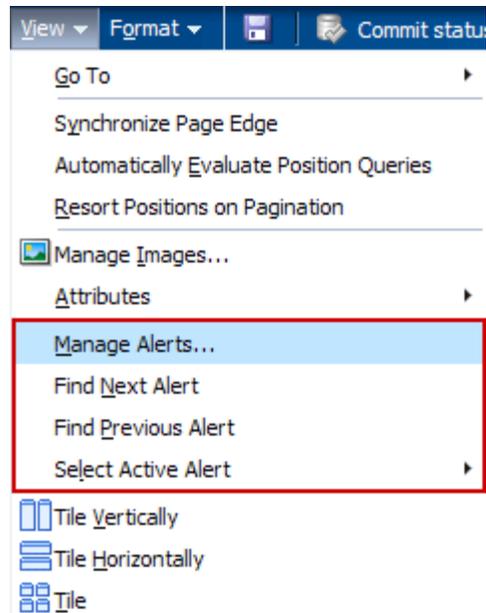
## Inserting an Alert in an Existing Workbook

If you have an open workbook already displayed, you can use the Alert Manager to insert an alert measure into that workbook. This functionality enables you to view multiple alert measures simultaneously and address alert-related issues without building a new workbook for each.

To insert an alert in an existing workbook, perform the following steps:

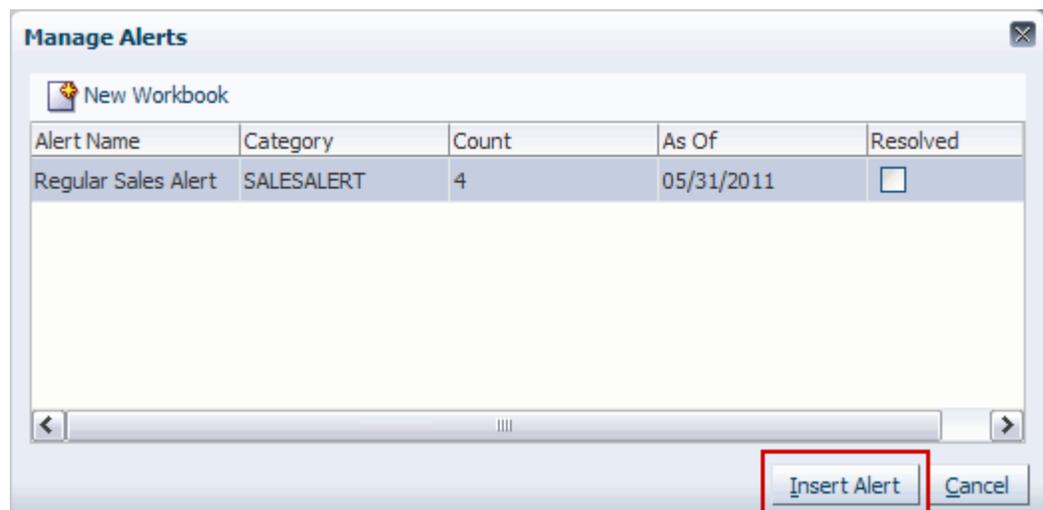
1. In the open workbook, select the **Manage Alerts** option in the View menu.

**Figure 15–9 Alert Manager - View Menu**



2. The Alert Manager dialog box appears. Select the alert you want to insert in the open workbook and click **Insert Alert**.

**Figure 15–10 Alert Manager Dialog Box**



The workbook refreshes and the alert measure is inserted.

3. Close the dialog box using the **Close** icon or the **Cancel** button.

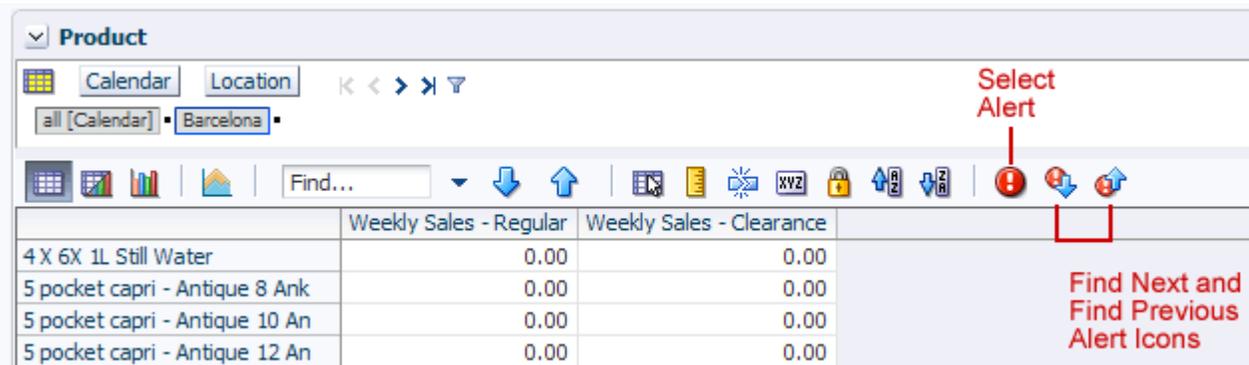
The Alert Manager dialog box closes, and the alert measure is visible in the workbook.

## Finding Alerts

In the view, the alert appears and behaves like a read-only boolean measure. Positions that have triggered the alert have selected check boxes.

If you have more than one alert in the workbook, use the **Select Alert** icon to choose the alert that you want to find. Use the **Find Next** and **Find Previous** alert icons (Figure 15–11) to scroll through all instances of that alert in the workbook. If the next or previous alert is not visible in the view, the view refreshes or scrolls to make it visible.

**Figure 15–11** Select Alert and Find Next and Previous Alerts Icons

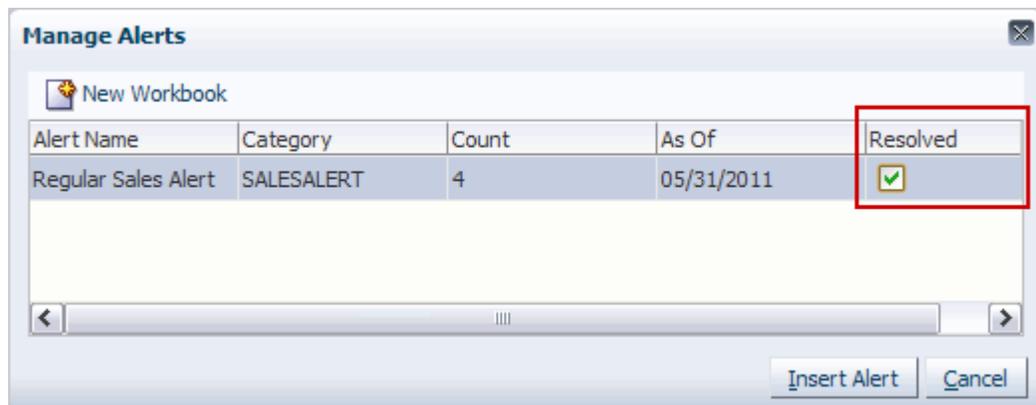


## Resolving Alerts

After you have reviewed the alert instances and made any necessary changes to the data, you can mark the alert as resolved in the Alert Manager dialog box.

To resolve an alert, check the Resolved check box for that alert (Figure 15–12). Checking the resolved check box does not change the data in the workbook or clear the instances of that alert. It serves only as a visual cue to users that they have addressed the alert.

**Figure 15–12** Resolving an Alert



## Percent-of-Parent Measures

A percent-of-parent measure allows you to define, view, and edit a measure as a proportion or percentage of another measure for a parent that is up one or more levels. These measure relationships are also referred to as participation measures. These measures can be defined in the RPAS Fusion Client client in a view or preconfigured in the RPAS Configuration Tools. For more information about preconfigured measures, see the *RPAS Configuration Tools User Guide*.

A common use of this functionality is to define measures that are percentage participations of sales measures. Typically, these measures are defined as:

- **Absolute:** a percentage of a fixed level (such as class) so that the participation of each item to the class can be viewed and manipulated.
- **Relative:** a percentage to the next level shown in any dimension (such as Product).

---



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### Notes:

- Percent-of-parent measures can be defined only on measures that have Total as their default aggregate method.
  - When changing the percentage of the percent-of-parent measure, values of the underlying measure will change to reflect the newly set percentage.
  - Multiple percent-of-parent measures can be defined for the same underlying measure; however, only one percent-of-parent measure or the underlying measure can be edited before calculation. All other versions are protected.
  - The use of smart edit is not allowed in the percent-of-parent measure.
  - Percent-of-parent measures cannot be based on split dimensions.
  - The value of a percent-of-parent measure is a fraction that will be between zero and one. If desired, you must format the measure to be displayed as a percentage.
  - For percent-of-parent contributions in instances with very small values (such as 0.000001) in the cell, those values are considered to be 0.0 when determining the percent-of-parent contribution.
- 
- 

The following sections describe the absolute and relative percent-of-parent features.

### Absolute

The absolute type of percent-of-parent measures allows you to explicitly define the parent levels that are used to calculate the percentage at all child levels.

As shown in [Figure 15-13](#), an absolute percent-of-parent measure has been created for the Weekly Sales - Regular measure with a defined parent at the Fiscal Half level of the Calendar dimension. Therefore, this measure shows what percentage of the Season 4 half that each week is.

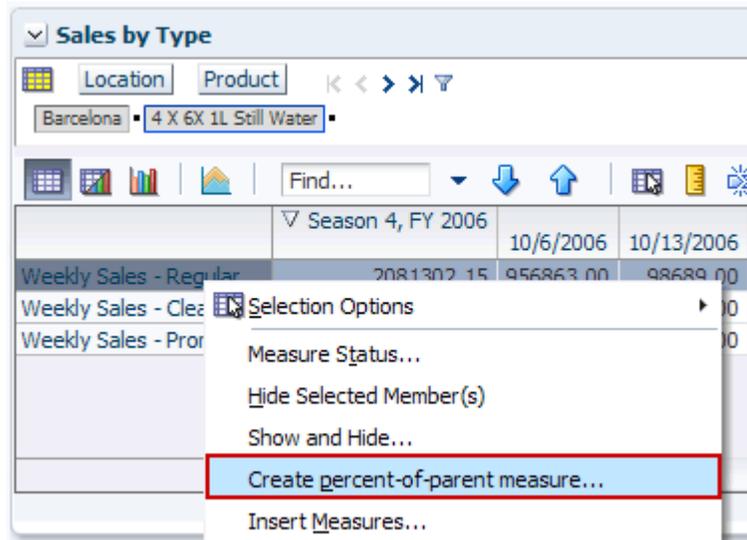
**Figure 15–13 Absolute Percent-of-Parent Measure**

	Season 4, FY 2006	10/6/2006	10/13/2006	10/20/2006	10/27/2006
Weekly Sales - Regular	1220125.15	95686.00	98689.00	94486.46	85697.00
Weekly Sales - Regular % Fiscal Half		8%	8%	8%	7%
Weekly Sales - Clearance	0.00	0.00	0.00	0.00	0.00
Weekly Sales - Promo	0.00	0.00	0.00	0.00	0.00

To create an absolute percent-of-parent measure, perform the following steps:

1. Right-click the measure for which you want to create a percent-of-parent measure.
2. The right-click context menu appears. Select the **Create percent-of-parent measure...** as shown in Figure 15–14.

**Figure 15–14 Create Percent-of-Parent Measure Option**



3. The Create Percent-of-Measure dialog box appears (Figure 15–15). If you right-clicked a valid measure (one that has Total as its aggregation) in Step 1, then that measure appears in the **Measure** list. If not, then you must select a valid measure from the list.

**Figure 15–15 Create Percent-of-Parent Measure Dialog Box**

**Create percent of parent measure**

\* Measure Weekly Sales - Regular ▼

\* Type  Relative  
 Absolute

\* Dimension Calendar ▼

Create Cancel

- In the Create Percent-of-Measure dialog box, change the Type to **Absolute**. The dialog box refreshes and displays drop-down lists for all the dimensions (Figure 15–16). These lists contain the levels that are available for that dimension. These levels are defined by the intersection of the measure.  
 Select the level at which you want to compare the child levels.

**Figure 15–16 Create Percent-of-Parent Measure - Absolute**

**Create percent of parent measure**

\* Measure Weekly Sales - Regular ▼

\* Type  Relative  
 Absolute

Product ▼

Calendar Fiscal Half ▼

Location ▼

Create Cancel

- When finished defining the parent levels, click **Create**. The view refreshes and the new percent-of-parent measure appears (Figure 15–17).

**Figure 15–17 Absolute Percent-of-Parent Measure**

The screenshot shows the Oracle BI Publisher interface for 'Sales by Type'. The filters are set to Location: Barcelona and Product: 4 X 6X 1L Still Water. The table displays data for Season 4, FY 2006, with columns for weekly dates: 10/6/2006, 10/13/2006, 10/20/2006, and 10/27/2006. The first row shows 'Weekly Sales - Regular' with values 1220125.15, 95686.00, 98689.00, 94486.46, and 85697.00. The second row, highlighted in red, shows 'Weekly Sales - Regular % Fiscal Half' with values 0.00, 8%, 8%, 8%, and 7%. The third row shows 'Weekly Sales - Clearance' with values 0.00, 0.00, 0.00, 0.00, and 0.00. The fourth row shows 'Weekly Sales - Promo' with values 0.00, 0.00, 0.00, 0.00, and 0.00.

		Season 4, FY 2006	10/6/2006	10/13/2006	10/20/2006	10/27/2006
Weekly Sales - Regular		1220125.15	95686.00	98689.00	94486.46	85697.00
Weekly Sales - Regular	% Fiscal Half		8%	8%	8%	7%
Weekly Sales - Clearance		0.00	0.00	0.00	0.00	0.00
Weekly Sales - Promo		0.00	0.00	0.00	0.00	0.00

As shown in [Figure 15–17](#), a new percent-of-parent measure has been created for the Weekly Sales - Regular measure with a defined parent at the Fiscal Half level of the Calendar dimension.

The measure shows what percentage of the Season 4 half that each week is. For example, the Weekly Sales - Regular for week 10/6/2006 are 8% of the entire Season 4 half of the 2006 fiscal year.

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**Note:** The % attribute is automatically displayed when creating a percent-of-parent measure. This is because the measure label of the percent-of-parent is the same as the measure that it was created from, and therefore the only way to distinguish them is to show the % attribute.

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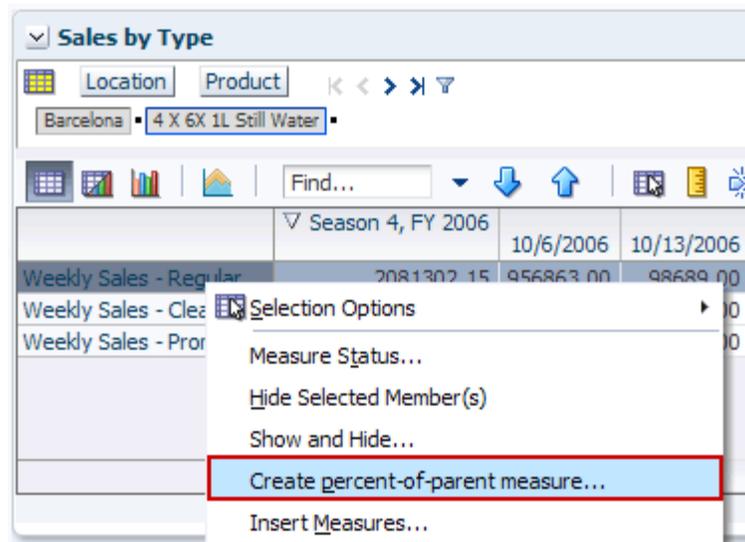
## Relative

The relative type of percent-of-parent measure calculates the value for a given level, which is the percentage that level is of the immediate parent level displayed in the view. This type can only be set for a single dimension.

To create a relative percent-of-parent measure, perform the following steps:

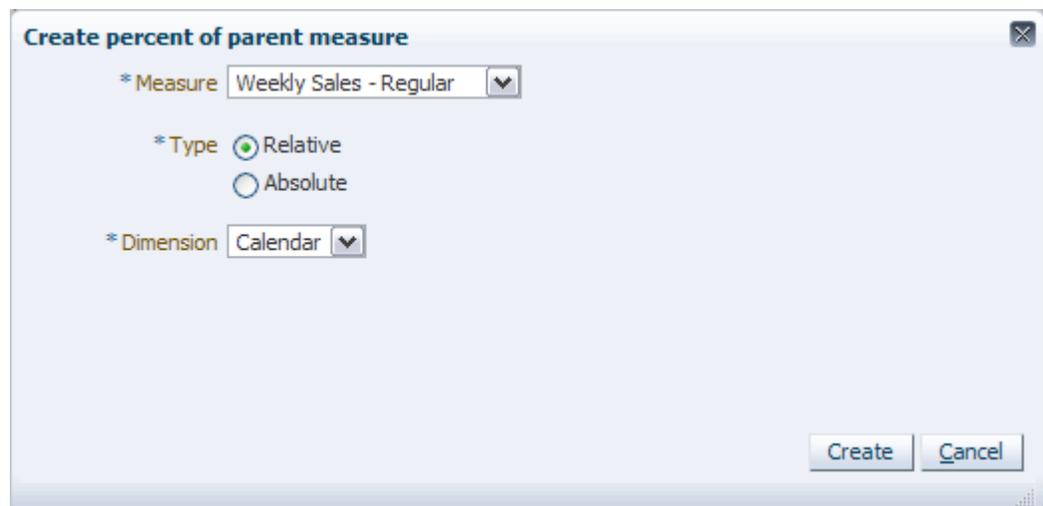
1. Right-click the measure for which you want to create a percent-of-parent measure.
2. The right-click context menu appears. Select the **Create percent-of-parent measure...** as shown in [Figure 15–18](#).

**Figure 15–18 Create Percent-of-Parent Measure Option**



3. The Create Percent-of-Measure dialog box appears ([Figure 15–19](#)). If you right-clicked a valid measure (one that has Total as its aggregation) in Step 1, then that measure appears in the **Measure** list. If not, then you must select a valid measure from the list.

**Figure 15–19 Create Percent-of-Parent Measure Dialog Box**



4. In the Create Percent-of-Measure dialog box, select the dimension for which you want to set the parent level.
5. Click **Create**. The view refreshes and the new percent-of-parent measure appears.

**Figure 15–20 Relative Percent-of-Parent Measure**

The screenshot shows a software interface titled "Sales by Type". It includes a toolbar with various icons and a table of data. The table has columns for "all [Calendar]", "Season 4, FY", "10/6/2006", and "10/13/2006". The rows represent different sales types: "Weekly Sales - Regular", "Weekly Sales - Regular % Calendar", "Weekly Sales - Clearance", and "Weekly Sales - Promo". The "Weekly Sales - Regular % Calendar" row is highlighted with a red border, showing values of 100%, 8%, and 8% respectively.

	all [Calendar]	Season 4, FY	10/6/2006	10/13/2006
Weekly Sales - Regular	1220125.15	1220125.15	95686.00	98689.00
Weekly Sales - Regular % Calendar		100%	8%	8%
Weekly Sales - Clearance	0.00	0.00	0.00	0.00
Weekly Sales - Promo	0.00	0.00	0.00	0.00

As shown in [Figure 15–20](#), a new percent-of-parent measure has been created for the Weekly Sales - Regular measure with a defined dimension of Calendar. Because a dimension is defined and not a specific level of a dimension, the percent-of-parent data shown is relative. This means that the percentage shown is compared to the next level shown in the view.

For example, the Weekly Sales - Regular measure for week 10/6/2006 makes up 8% of the next level shown, which is Season 4, FY 2006. Accordingly, Season 4 makes up 100% of all [Calendar]. There is no percentage shown for all [Calendar] because it is the highest level in the workbook.

## Comparing Absolute and Relative Percent-of-Parent Measures

The difference between an absolute percent-of-parent measure and a relative one is that the parent level for absolute is specified by the user. The parent level for relative is not specified—it is the next parent level shown in the view.

**Figure 15–21** Comparing Absolute and Relative Percent-of-Parent Measures

The screenshot shows a report titled 'Sales by Type' for 'Barcelona' and '4 X 6X 1L Still Water'. The report is filtered by 'FY2006', 'Season 4, FY', and 'October'. The data is presented in a table with columns for '10/6/2006' and '10/13/2006'. The table includes rows for 'Weekly Sales - Regular' with absolute values and relative percentages for '% Fiscal Half' and '% Calendar'. Red arrows point to the '% Fiscal Half' and '% Calendar' rows, labeled 'Absolute' and 'Relative' respectively.

	FY2006	Season 4, FY	October	10/6/2006	10/13/2006
Weekly Sales - Regular	1220125.15	1220125.15	374558...	95686.00	98689.00
Weekly Sales - Regular % Fiscal Half			31%	8%	8%
Weekly Sales - Regular % Calendar	100%	100%	31%	26%	26%
Weekly Sales - Clearance	0.00	0.00	0.00	0.00	0.00
Weekly Sales - Promo	0.00	0.00	0.00	0.00	0.00

As shown in [Figure 15–21](#), the absolute percent-of-parent measure for Weekly Sales - Regular has an attribute % Fiscal Half. This means that the child levels are only compared to the parent level Fiscal Half.

The relative percent-of-parent measure is also for Weekly Sales - Regular, but its attribute is specified as %Calendar. This means that the child levels are compared to the parent shown in the view that is immediately above them.

Since the absolute percent-of-parent measure specifies Fiscal Half as the parent level, the other level shown in the view, Month, is compared to Half. For instance, week 10/6/2006 is 8% of the Season 4. October is 31% of the Season 4. Because Fiscal Half is the specified parent, it does not show what percentage of FY2010 it is.

However, the relative percent-of-parent measure only specifies the Calendar dimension as the parent. This means that any parent level shown in the view can act as the parent. Therefore, week 10/6/2006 is 26% of its immediate parent level, which is month October. October is 31% of its immediately displayed parent level, which is Season 4. Finally, Season 4 is 100% of its immediately displayed parent level, FY2006. The relationship of month to quarter (the configured parent of the month level) is not displayed since quarter is not displayed in the view.

If the month level of the Calendar dimension were hidden in this view, then the relative percent-of-parent measure would look more like the absolute one since the immediately displayed parent level for week would be Fiscal Half, which is the specified absolute parent. This is illustrated in Figure 15–22.

**Figure 15–22 Comparing Absolute and Relative Percent-of-Parent Measures at Half**

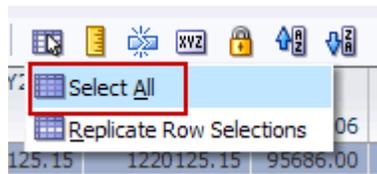
	FY2006	Season 4, FY	10/6/2006	10/13/2006
Weekly Sales - Regular	1220125.15	1220125.15	95686.00	98689.00
Weekly Sales - Regular % Fiscal Half			8%	8%
Weekly Sales - Regular % Calendar	100%	100%	8%	8%
Weekly Sales - Clearance	0.00	0.00	0.00	0.00
Weekly Sales - Promo	0.00	0.00	0.00	0.00

## Select All

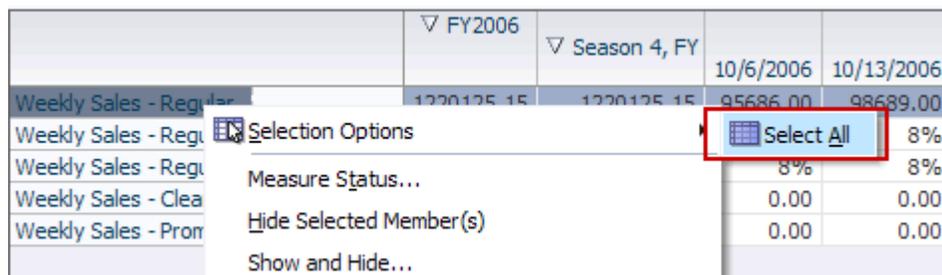
You can select all cells in the current slice by using the Select All option. This is useful if you need to select all instances within a large view.

The Select All option is located in the toolbar as well as in the right-click context menu.

**Figure 15–23 Select All Option in Toolbar**



**Figure 15–24 Select All Option in Right-click Context Menu**



To select all cells in the current slice, use one of the following methods:

### **Select All: Method 1**

1. Click the **Selection Options** icon in the toolbar.
2. From the drop-down list, click **Select All**.

All the cells in the current slice are selected.

### **Select All: Method 2**

1. Right-click a cell in the view.
2. The right-click context menu appears. Click **Selection Options**.
3. From the drop-down list, click **Select All**.

All the cells in the current slice are selected.

## Replicate Selections

In the RPAS Fusion Client, you have the ability to select all instances of a particular level at once with the Replicate Selections feature. This is useful if you need to select all instances within a large view.

To select instances using the Replicate Selections feature, perform the following steps:

1. Select an instance of the particular level for which you want to select all instances. You can select a single cell or an entire row or column.

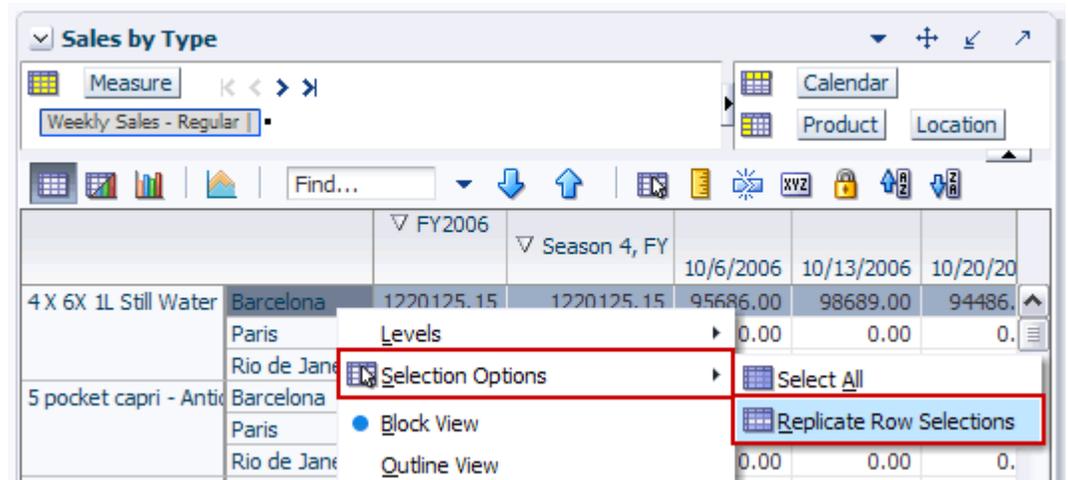
**Figure 15–25** *Replicating Selections*

The screenshot shows the 'Sales by Type' window in the RPAS Fusion Client. The window title is 'Sales by Type'. Below the title bar, there are navigation and filter controls. The 'Measure' dropdown is set to 'Weekly Sales - Regular'. There are also 'Calendar', 'Product', and 'Location' filters. A toolbar contains various icons for navigation and actions, including a search box labeled 'Find...'. The main data table is displayed with columns for 'FY2006', 'Season 4, FY', and two dates: '10/6/2006' and '10/13/2006'. The first row is selected, and a selection tool is visible over the cell containing '1220125.15'.

		▼ FY2006	▼ Season 4, FY	10/6/2006	10/13/2006
4 X 6X 1L Still Water	Barcelona	1220125.15	1220125.15	95686.00	98689.00
	Paris	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00
5 pocket capri - Antio	Barcelona	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00
5 pocket capri - Antio	Barcelona	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00
5 pocket capri - Antio	Barcelona	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00
5 pocket capri - Band	Barcelona	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00
5 pocket capri - Band	Barcelona	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00

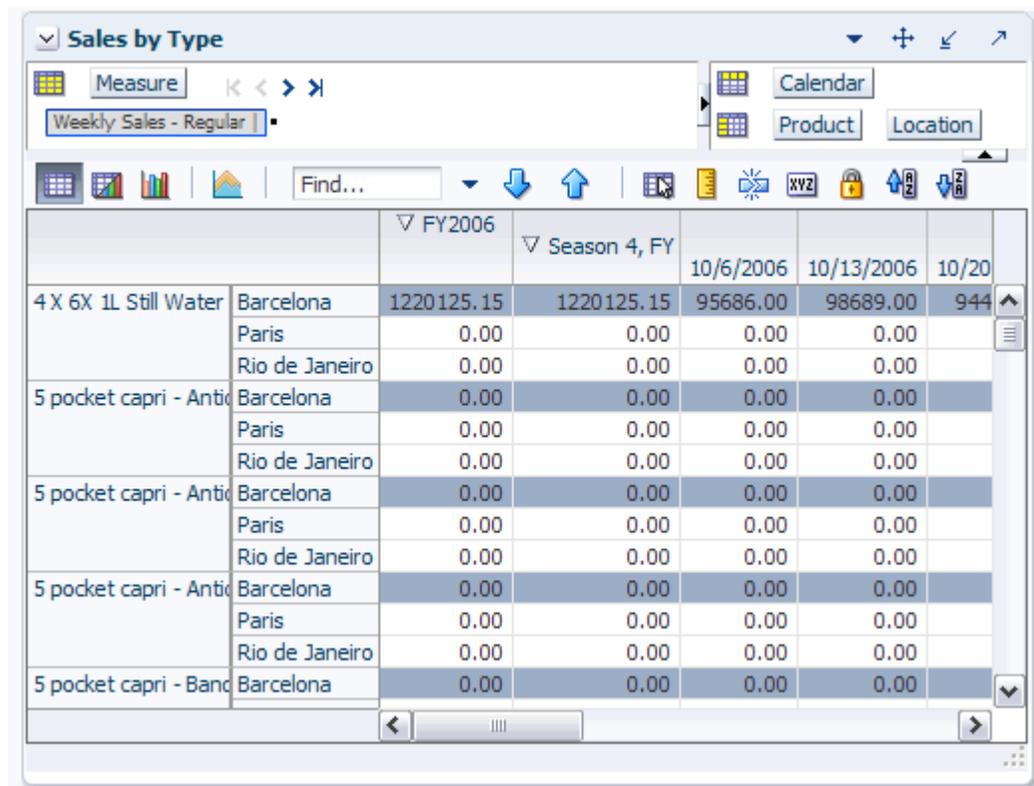
- Click the **Selection Options** icon in the toolbar. Or, right-click the measure and from the right-click context menu select **Selection Options**. Then, click **Replicate [Row/Column] Selections**.

**Figure 15–26 Replicate Selections Option**



- The view refreshes and all instances of the chosen level are selected.

**Figure 15–27 Replicated Selections in the View**

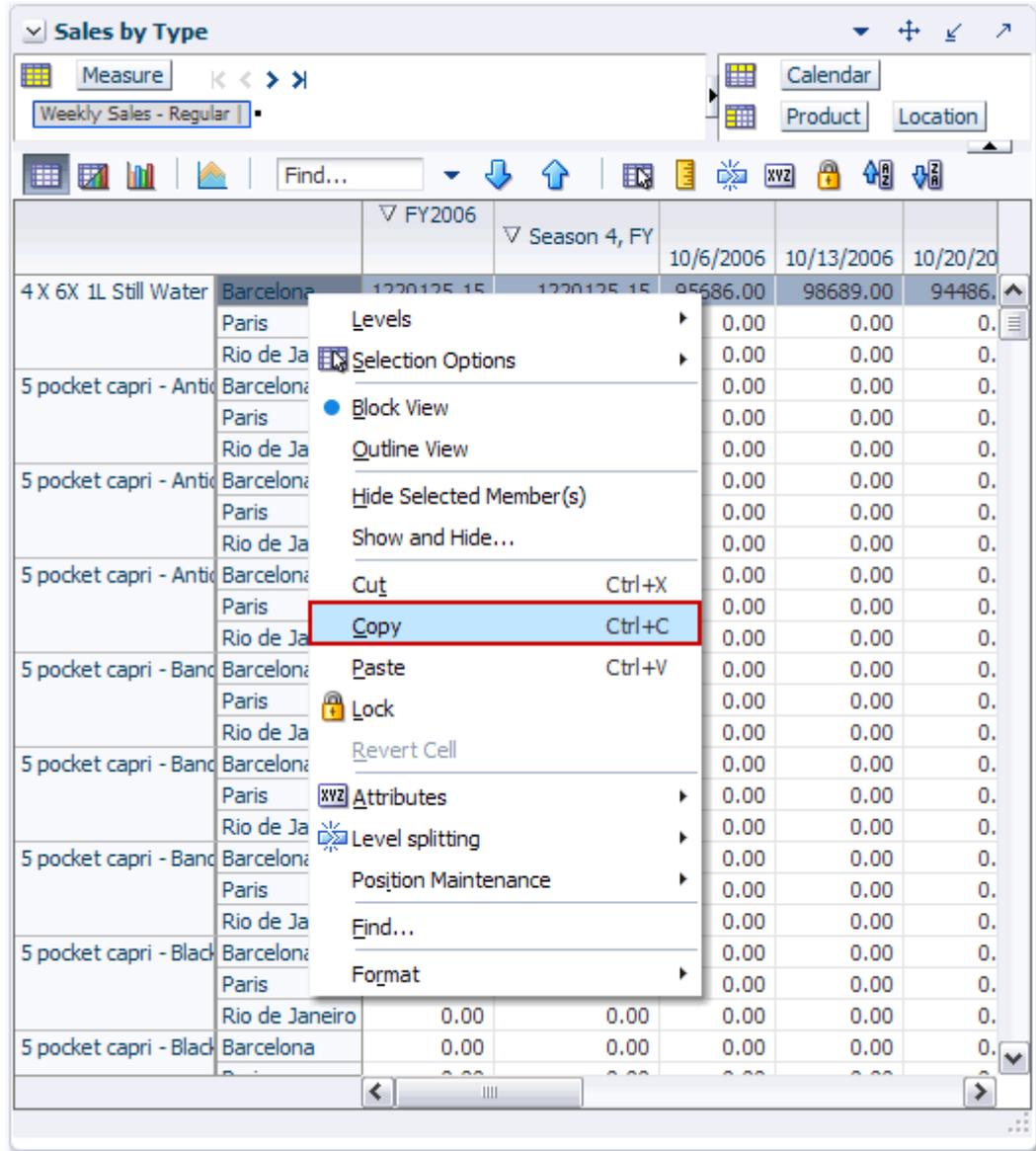


## Using Replicate Selections to Copy and Paste

Perform the following steps to copy an instance of a particular level and paste it to all other instances of that level:

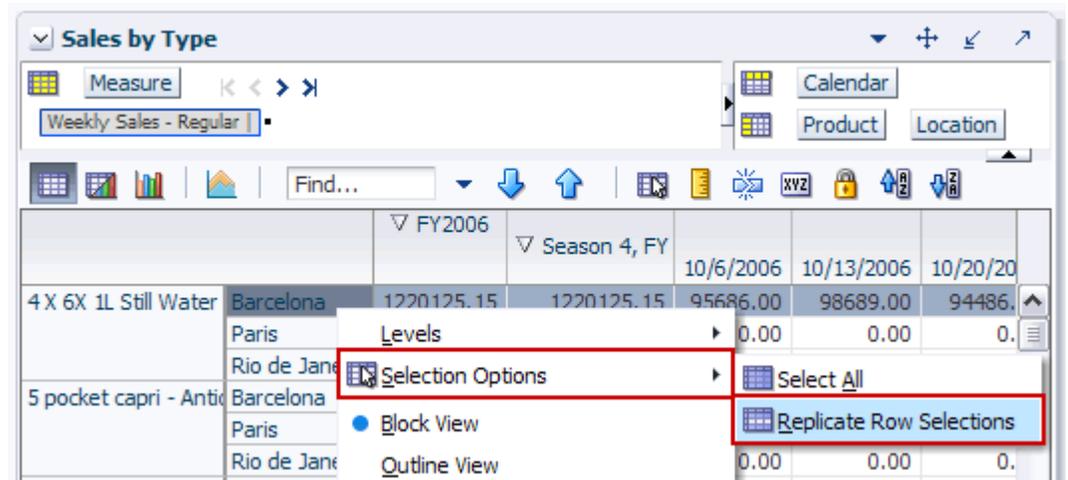
1. Right-click an instance of the particular level for which you want to copy and paste to all other instances. You can select a single cell or an entire row or column.
2. The right-click context menu appears. Select the **Copy** option.

**Figure 15–28 Using Replicate Selections to Copy and Paste**



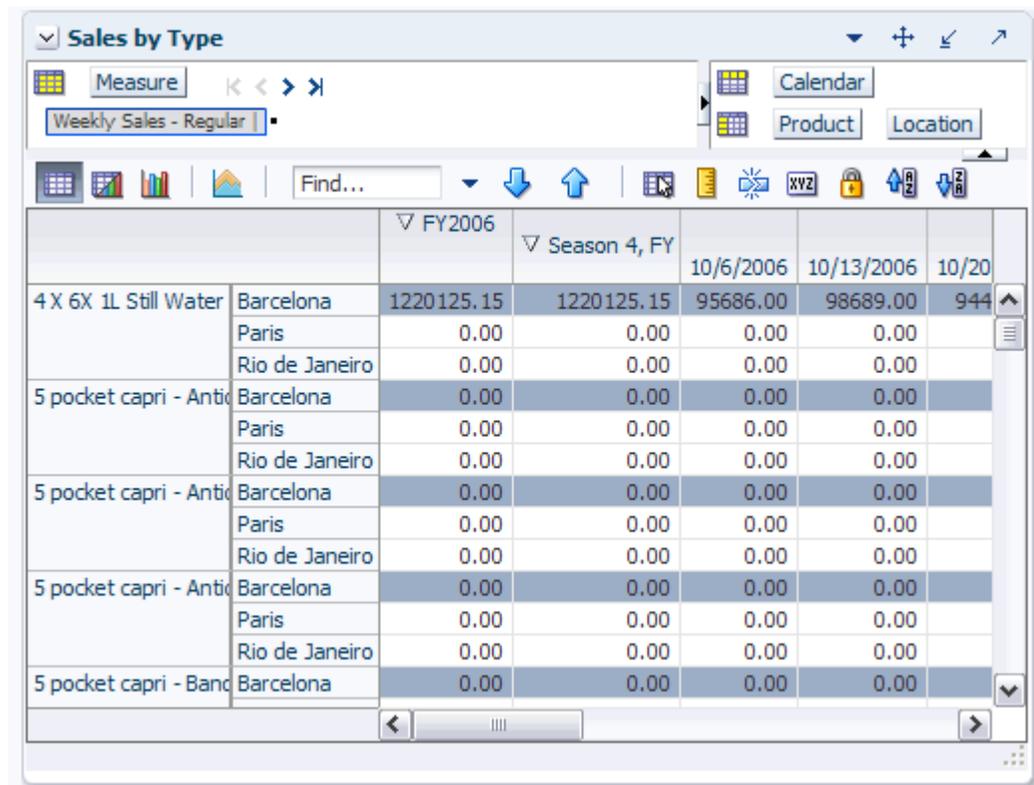
3. Select the same instance again. Either click the **Selection Options** icon in the toolbar, or right-click and select **Selection Options** from the right-click context menu. Then, click **Replicate [Row/Column] Selections**.

**Figure 15–29 Replicate Selections Option**



4. The view refreshes and all instances of the chosen level are selected.

**Figure 15–30 Replicated Selections in the View**



- With all the instances of that particular level highlighted, select the **Paste** option in the Edit menu.

The view refreshes, and all the selected instances contain the copied information.

**Figure 15–31 Replicated Selections**

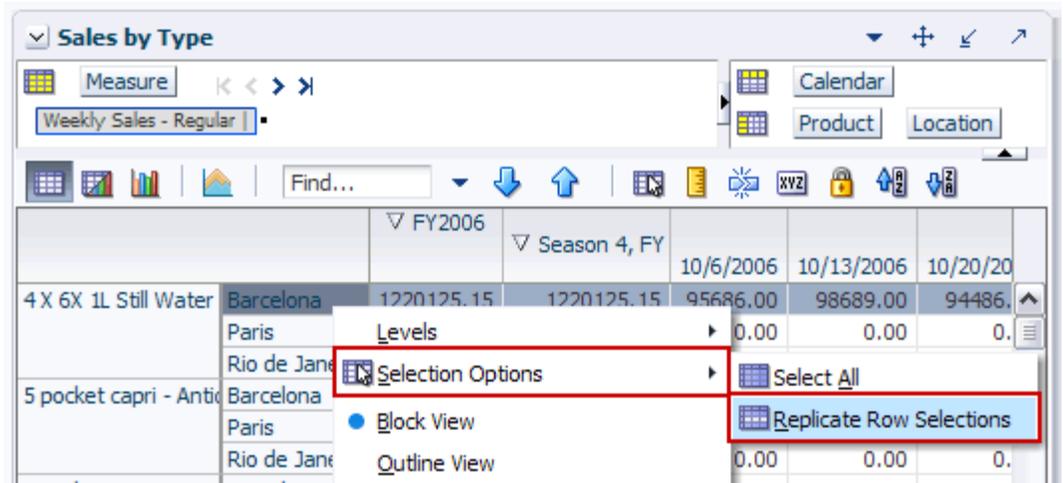
		▼ FY2006	▼ Season 4, FY	10/6/2006	10/13/2006	10/20
4 X 6X 1L Still Water	Barcelona	1220125.15	1220125.15	95686.00	98689.00	944
	Paris	0.00	0.00	0.00	0.00	
	Rio de Janeiro	0.00	0.00	0.00	0.00	
5 pocket capri - Antio	Barcelona	1220125.15	1220125.15	95686.00	98689.00	944
	Paris	0.00	0.00	0.00	0.00	
	Rio de Janeiro	0.00	0.00	0.00	0.00	
5 pocket capri - Antio	Barcelona	1220125.15	1220125.15	95686.00	98689.00	944
	Paris	0.00	0.00	0.00	0.00	
	Rio de Janeiro	0.00	0.00	0.00	0.00	
5 pocket capri - Antio	Barcelona	1220125.15	1220125.15	95686.00	98689.00	944
	Paris	0.00	0.00	0.00	0.00	
	Rio de Janeiro	0.00	0.00	0.00	0.00	
5 pocket capri - Banc	Barcelona	1220125.15	1220125.15	95686.00	98689.00	944

## Using Replicate Selections for the Chart View

Perform the following steps to use the replicate selection function to create a particular chart view.

1. Select an instance of the particular level for which you want to select all instances to show in a chart view. You can select a single cell or an entire row or column.
2. Click the Selection Options icon from the toolbar. Or, right-click and select **Selection Options** from the right-click context menu. Then click **Replicate [Row/Column] Selections**.

**Figure 15–32 Replicate Selections Option**



3. The view refreshes and all instances of the chosen level are selected.

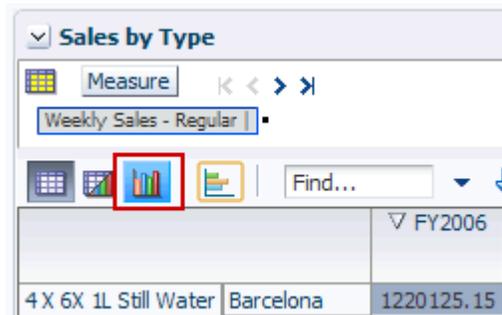
**Figure 15–33 Replicated Selections in the View**

The screenshot shows the 'Sales by Type' view after the 'Replicate Row Selections' action. The data table is refreshed, and all instances of the 'Barcelona' location for the '4 X 6X 1L Still Water' product type are selected (highlighted in blue). The 'Barcelona' row for '5 pocket capri - Antic' is also selected. The 'Paris' and 'Rio de Janeiro' rows for '4 X 6X 1L Still Water' are not selected.

		▼ FY2006	▼ Season 4, FY	10/6/2006	10/13/2006	10/20/2006
4 X 6X 1L Still Water	Barcelona	1220125.15	1220125.15	95686.00	98689.00	94486.00
	Paris	0.00	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00	0.00
5 pocket capri - Antic	Barcelona	0.00	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00	0.00
5 pocket capri - Antic	Barcelona	0.00	0.00	0.00	0.00	0.00
	Paris	0.00	0.00	0.00	0.00	0.00
	Rio de Janeiro	0.00	0.00	0.00	0.00	0.00
5 pocket capri - Antic	Barcelona	0.00	0.00	0.00	0.00	0.00

4. With all the instances of that particular level highlighted, click the **Switch to Chart View** icon.

**Figure 15–34 Switch to Chart View Icon**



The chart view appears. Only the selected instances are shown in the chart. In [Figure 15–35](#), the chart only shows data for the Brick & Mortar because those were the selected instances.

**Figure 15–35 Replicated Selections in Chart View**

