Oracle® Smart View for Office

User's Guide

Release 11.1.2.5.710
E73570-18
November 2017

Oracle Smart View for Office User's Guide, Release 11.1.2.5.710

E73570-18

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Welcome to the Smart View User's Guide

The User's Guide explains Oracle Smart View for Office features and options including concepts, processes, and examples. It covers Smart View releases 11.1.2.5.600 and later.

To find information:

- From the PDF, EPUB, or MOBI file, navigate to topics from the table of contents, or use your reader's search functionality.
- From the online help, in the left frame of the browser window, use the Table of Contents to navigate to topics, or enter a search term in the search text box.

To find information for a specific Smart View release, go to the Enterprise Performance Management page on the Oracle Help Center:

http://docs.oracle.com/en/applications/?tab=8

Locate the Smart View for Office section and select a Smart View release library.

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Introduction to Smart View

Related Topics:

- Overview
- Smart View Components
- Ribbons
- Smart View Panel
- Installing Smart View
- Translation Information
- About this Guide

Overview

Using Oracle Smart View for Office, you can view, import, manipulate, distribute, and share data from various data sources using Microsoft Excel, Word, Outlook, and PowerPoint.

> **Note:**
>
> Smart View is not supported with shared workbooks. When the Excel option for sharing workbooks is enabled, Smart View operations are not supported. For example, attempting to perform a refresh in a shared workbook can cause an exception to occur.
> To clear the shared workbook option in Excel, go to the **Review** ribbon, then click the **Share Workbook** button, and then clear the **Allow changes by more than one user at the same time** check box.

Watch this overview video to learn about using basic features in Smart View. The video references Oracle Planning and Budgeting Cloud as the data source, but the functionality shown is common to most Smart View providers.

Overview video

Smart View with On-Premises Data Sources

Smart View provides a common Microsoft Office interface for these on-premises data sources:

- Oracle Essbase
- Oracle Hyperion Financial Management
- Oracle Hyperion Planning

- Oracle Hyperion Enterprise Performance Management Workspace
- Oracle Hyperion Reporting and Analysis

  Includes Oracle Hyperion Financial Reporting (requires the Financial Reporting extension for Smart View), Oracle Hyperion Interactive Reporting, Oracle Hyperion SQR Production Reporting, and Oracle Hyperion Web Analysis
- Oracle Hyperion Strategic Finance (requires the Strategic Finance extension)
- Oracle Hyperion Profitability and Cost Management
- Disclosure Management (requires the Disclosure Management extension)
- Oracle Hyperion Financial Data Quality Management, Enterprise Edition
- Oracle Business Intelligence Enterprise Edition

Additionally, Smart View supports several on-premises extensions. See Extensions for more information.

Smart View with EPM Cloud and Oracle Analytics Cloud Data Sources

Smart View provides a common Office interface for these cloud data sources:

- Oracle Planning and Budgeting Cloud
- Oracle Enterprise Planning and Budgeting Cloud
- Oracle Enterprise Performance Reporting Cloud
- Oracle Financial Consolidation and Close Cloud
- Oracle Profitability and Cost Management Cloud
- Strategic Modeling (requires the Strategic Modeling extension)
- Oracle Tax Reporting Cloud
- Oracle Analytics Cloud
- Oracle Analytics Cloud - Essbase

Smart View connected to Oracle Analytics Cloud - Essbase works with the Cube Designer extension.

Depending on the Oracle Enterprise Performance Management Cloud service you're connected to, Smart View works with these extensions:

- Planning Admin extension
- Financial Reporting extension
- Oracle Enterprise Performance Reporting Cloud extension
- Predictive Planning extension
- Close Manager extension
- Supplemental Data extension
- Strategic Modeling extension

The extensions listed above are discussed in their respective guides (see the Oracle Help Center for more information).

Additionally, in this guide, references to Financial Reporting apply to both the on-premises and EPM Cloud versions of Financial Reporting.

Smart View Components

The basic components of Oracle Smart View for Office, from which you connect to your data source and access Smart View functionality, are ribbons and the Smart View Panel.

The components displayed depend on the Microsoft Office application that you have open.

Related Topics:

Ribbons

Smart View Panel

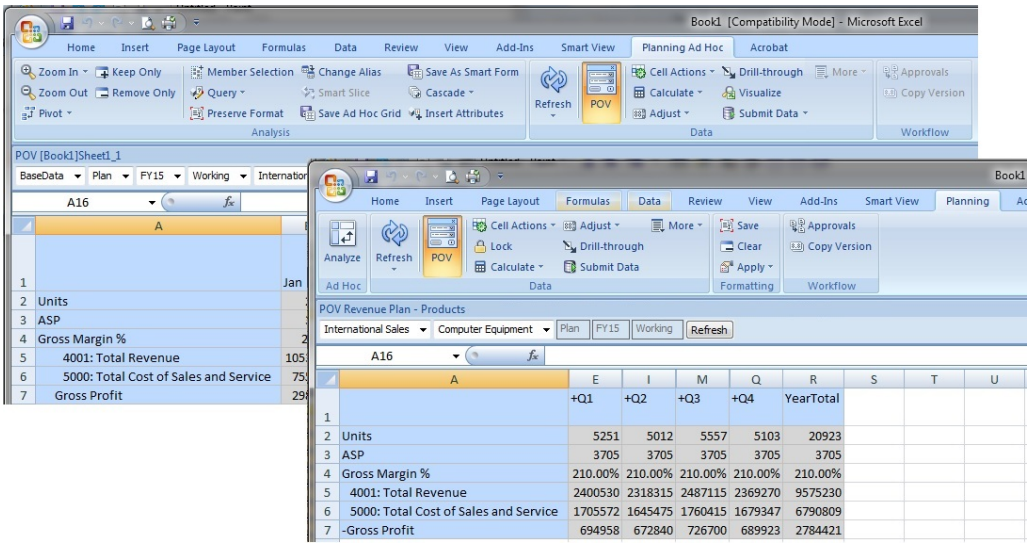
Ribbons

> **Note:**
>
> Oracle Smart View for Office is designed to work optimally with the ribbon structure of Microsoft Office 2007 or later.

You access Smart View functionality in Office applications through ribbon commands.

The Smart View ribbon, which contains commands for common Smart View operations and for Oracle Hyperion Reporting and Analysis operations, is always present.

When you connect to a data source (other than Reporting and Analysis), the corresponding data source ribbon is also displayed. Each ribbon displays only the commands supported for that data source and mode. For example, in the following illustration for Oracle Hyperion Planning, when you access a Planning form, the Planning ribbon is displayed; when you enter ad hoc analysis (see Ad Hoc Analysis), the Planning Ad Hoc ribbon is displayed.



The ribbons are:

- **Smart View**
- **Essbase**
- **HFM** (Oracle Hyperion Financial Management)
- **HFM Ad Hoc**
- **Planning**
- **Planning Ad Hoc**
- **FCCS** (Oracle Financial Consolidation and Close Cloud)
- **FCCS Ad Hoc**
- **TRCS** (Oracle Tax Reporting Cloud)
- **TRCS Ad Hoc**
- **Oracle BI EE**
- **Others**—If the administrator has installed and configured your Smart View system with extensions, there may be other ribbons; for example:
  - **Performance Reporting**
  - **Performance Reporting Ad Hoc**
  - **Disclosure Management**
  - **Strategic Finance**

Watch this video to see a tutorial on navigating in Smart View, including working with ribbons.

Tutorial video

Smart View Panel

From the Smart View Panel, you can manage data source connections, access data and task lists, and create reports.

You can also open Oracle Crystal Ball Enterprise Performance Management workbooks if you are licensed for Crystal Ball EPM or related products.

The Smart View Panel, opened from the Smart View ribbon, is displayed by default on the right side of the Microsoft Office application. You can move, resize, or close the Smart View Panel from the down arrow in the title bar.

The Smart View Panel contains the following panes:

- **Home**—A panel that displays links to Shared Connections and Private Connections as well as a list of recently used items—ad hoc grids, forms, and tasks—that you can click to establish a connection.
- **Shared Connections**—A drop-down menu of available connections from Oracle Hyperion Shared Services and a tree view of the contents of the currently selected connection.

- **Private Connections**—A drop-down menu of available connections saved on the local computer and a tree view of the contents of the currently selected connection. You can also enter a URL to connect directly to a data source here.
- **Task Lists**—A tree list of tasks from which you can manage your tasks. This pane opens only when you select a task list from Shared Connections or Private Connections.
- **Action Panel**—A list of operations available based on the selection in the shared connection, private connection, or task list tree.
- **Document Contents**—A task pane in the Smart View Panel that provides a view of the connections and content existing in the current Office document.
- **Other**—If the administrator has installed and configured your Oracle Smart View for Office system with extensions, there may be other panels; for example, Smart Query or Crystal Ball EPM workbooks.

Installing Smart View

Instructions for installing Oracle Smart View for Office are in the *Oracle Smart View for Office Installation and Configuration Guide*.

Refer to the installation scenario you require in "Installing Smart View."

Also, take note of the following information on locale settings when installing Smart View.

Windows, Office, and Smart View Locale Settings

On your Smart View client machine, the following locale settings should match:

- Smart View language option
- Microsoft Office language
- Windows Regional Settings
- Windows operating system

Running Smart View in a language other than the language of the machine's Windows operating system, system locale, or Office language, may result in incorrect data being returned. For example, if the Windows operating system, system locale, and Office language are English, and you run Smart View in Russian, reports or chart data may display incorrectly.

Ensure that on your Smart View client machine, the locale settings noted above match.

Translation Information

The following items are translated:

- Oracle Smart View for Office user interface is translated into Arabic, Chinese (Simplified and Traditional), Czech, Danish, Dutch, Finnish, French, French Canadian, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Portuguese (Brazilian), Romanian, Russian, Slovak, Spanish, Swedish, Thai, and Turkish.

> **Note:**
>
> To change the language displayed on the Smart View user interface, open any Microsoft Office application (Excel, Word, PowerPoint, or Outlook), and follow these instructions:
>
> 1. From an Office application, select the Smart View ribbon, click **Options**, and select the **Advanced** tab.
> 2. In the **Language** drop-down list, select a new display language.
> 3. Click **OK** at the prompt, and then click **OK** to close the **Options** dialog.
> 4. Restart the Office application.
>
>   All Smart View-related user interface elements, such as ribbons, panels, and dialog boxes, will display in the new language.
>
>   Any other currently-opened Office applications must be restarted in order to display Smart View elements in the new language.

- The *Oracle Smart View for Office User's Guide* is translated into Chinese (Simplified and Traditional), Dutch, French, German, Italian, Japanese, Korean, Portuguese (Brazilian), and Spanish. When you use Smart View in any of these languages, the help is also displayed in that language.

  When you use Smart View in any other translated language (for example, Arabic or Hebrew), the help is displayed in English.
- Other Smart View guides are translated into Japanese.

Note that on the **Help** menu, the **Oracle User Productivity Kit** and **Documentation** items are not translated.

About this Guide

This guide contains information applicable to both Oracle Enterprise Performance Management System On-Premises providers and Cloud providers.

Throughout this guide, unless otherwise noted:

- References to Oracle Hyperion Planning apply to both on-premises Planning and Planning for Oracle Planning and Budgeting Cloud, with the following exception:

  At the beginning of topics where supported data sources are listed, on-premises Planning is referred to as Planning; and Planning for Oracle Planning and Budgeting Cloud is referred to as Oracle Planning and Budgeting Cloud.
- If a feature or functionality is supported by Oracle Planning and Budgeting Cloud, then it is also supported by Oracle Enterprise Planning and Budgeting Cloud.
- References to Oracle Hyperion Financial Reporting apply to both on-premises Financial Reporting and Financial Reporting for Oracle Planning and Budgeting Cloud.

3

Managing Data Source Connections

Related Topics:

- Connections
- Shared Connections and Private Connections
- Connecting to Data Sources
- Disconnecting from Data Sources
- Creating Shared Connections
- Creating Private Connections
- Modifying Connections
- Deleting Connections

Connections

You connect to data sources, manage your connections, and open grids, forms, and task lists all from the Oracle Smart View for Office Panel.

Depending on how the administrator configured Smart View, you may or may not be required to enter your user name and password as you change data providers and Office applications.

Related Topics:

Shared Connections and Private Connections

Connecting to Data Sources

Disconnecting from Data Sources

Creating Shared Connections

Creating Private Connections

Modifying Connections

Deleting Connections

Shared Connections and Private Connections

You connect to data sources through shared or private connections.

- **Shared Connections**

  Shared connections are either:

  – Accessed from a central server location and available to multiple users through the Smart View Panel.

  - Stored either on each Oracle Smart View for Office client machine or on a web server in an XML file created by a system administrator. The connections in the XML file are then available to the user through shared connections in the Smart View Panel.

    See "Accessing Shared Connections from an XML File" in the *Oracle Smart View for Office Installation and Configuration Guide* for information on preparing and distributing this XML file.

  You cannot add, edit, or rename shared connections, but you can save them as private connections, which you can edit and rename.

- **Private Connections**

  Private connections are those that you create by saving a shared connection to your local computer or by entering a URL to a provider that is not configured for shared connections. When you create a private connection, it becomes the active connection.

> **Note:**
>
> When working with Oracle Analytics Cloud, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud, or Oracle Business Intelligence Enterprise Edition, you must use a private connection, or add the private connection information to a shared connection XML file, as described in "Accessing Shared Connections from an XML File" in the *Oracle Smart View for Office Installation and Configuration Guide*.

Related Topics:

Connections

Connecting to Data Sources

Disconnecting from Data Sources

Creating Private Connections

Saving Shared Connections as Private Connections

Modifying Connections

Deleting Connections

Connecting to Data Sources

For most data sources, you can connect to only one data source per worksheet with these exceptions:

- Oracle Essbase and Oracle Analytics Cloud - Essbase—You can connect to multiple Essbase databases on a single worksheet, as described in Changing Connections in Multiple-Grid Worksheets
- Oracle Business Intelligence Enterprise Edition—You can connect to multiple Oracle Business Intelligence catalogs on a single sheet, as described in Connecting to Multiple Oracle BI EE Data Sources

Watch this video to see a tutorial on navigating in Oracle Smart View for Office, including connecting to a data source.

Tutorial video

To connect to a data source:

1. From the Smart View ribbon, click **Panel**.
2. From Smart View Home or from the menu displayed when you click the arrow next to , do one of the following:
   - Select **Shared Connections** to open the Shared Connections panel, where you select a data source from the drop-down menu. Connections available for the selected data source are displayed in a tree list.

     Note:

     When accessing a cloud service, enter your cloud Identity Domain name, and then proceed to step 4.

     For examples of the shared connection URL syntax to use, see Creating Shared Connections.

     Shared connections are not supported for Oracle Analytics Cloud, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud, or Oracle BI EE data sources. However, private connections to these sources can be added to the shared connection XML file, as described in the *Oracle Smart View for Office Installation and Configuration Guide*, "Accessing Shared Connections from an XML File."

   - Click **Private Connections** to open the Private Connections panel, and select a connection from the drop-down menu.

     When working with Oracle Analytics Cloud, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud, or Oracle BI EE, you must use a private connection.

   - Click **Private Connections**. Enter a URL in the field and press Enter. For examples of the URL syntax to use, see Creating Private Connections.
   - Click a connection name under **Recently Used**. You can click to pin items to this list.
3. For on-premises data sources, in **Connect to Data Source**, enter your user name and password for the data source.

   For cloud data sources, enter your user name and password in the **Welcome** screen.
4. In the Smart View Panel tree list, double-click the item—form, ad hoc grid, Smart Slice, task list, or catalog—that you want to open.

   After the item is opened on the grid, you can easily locate it in the tree view. Click the arrow next to and select **Locate Worksheet Connection**.

> **Note:**
>
> Depending on how the administrator configured Smart View, you may or may not be required to enter your user name and password as you change data providers and Office applications.

Notes:

The following applies to Essbase and Oracle Analytics Cloud - Essbase only:

- If external authentication is disabled, for security reasons, you must provide your user name and password each time you connect to a different application on the same server.
- Once connected to an Essbase database, users can view database notes associated with the database. To display database notes, from the Smart View Panel, right-click the name of the Essbase database, and then select **Database Note**. You cannot edit these database notes from Smart View. Database notes can be implemented in VBA by using the VBA function, HypGetDatabaseNote (see the *Oracle Smart View for Office Developer's Guide*).

Related Topics:

Connections

Shared Connections and Private Connections

Disconnecting from Data Sources

Creating Shared Connections

Creating Private Connections

Saving Shared Connections as Private Connections

Modifying Connections

Deleting Connections

Disconnecting from Data Sources

You can disconnect from the current connection or from all connections.

To disconnect only from the *current* connection:

1. From the Smart View Panel, select the connection that is currently open in the tree list.
2. **Optional:** To find this connection quickly, click the arrow next to and select **Locate Worksheet Connection.**
3. Right-click and select **Disconnect**.

   Disconnecting from the current connection does not invalidate single-sign on (SSO).

To disconnect from *all* connected shared connections and private connections:

1. From the Smart View Panel, click .

2. Select **Disconnect All.**

   This selection invalidates SSO, and you must log in again the next time you connect.

Related Topics:

Connections

Shared Connections and Private Connections

Connecting to Data Sources

Shared Connections and Private Connections

Creating Private Connections

Saving Shared Connections as Private Connections

Modifying Connections

Deleting Connections

Creating Shared Connections

You create a shared connection using a connection URL provided to you by your Oracle Smart View for Office administrator.

When you have the connection URL information, you can complete the procedure in this topic.

To create a shared connection in Smart View:

1. From the Smart View ribbon ribbon, click **Options**.
2. In the **Options** dialog box, select the **Advanced** tab.
3. In the **Shared Connections URL** text box, enter the connection URL provided to you by your Smart View administrator.

   The URL syntax for on-premise connections is:

   ```
   http://<server>:<port>/workspace/SmartViewProviders
   ```

   The URL syntax for cloud connections is:

   ```
   http://<serviceURL>/workspace/SmartViewProviders
   ```
4. Click **OK** to close the **Options** dialog box.
5. Connect by following the procedure in Connecting to Data Sources.

Creating Private Connections

You can create private connections in the following ways:

- Using the Private Connection Wizard
- Using the Quick Connection Method
- Saving Shared Connections as Private Connections

See also Private Connection URL Syntax.

Related Topics:

Connections

Shared Connections and Private Connections

Connecting to Data Sources

Disconnecting from Data Sources

Modifying Connections

Using the Private Connection Wizard

To create a private connection using the wizard:

1. From the Oracle Smart View for Office ribbon, click **Panel**.
2. From the Smart View Panel, click the arrow next to , and then select **Private Connections**.
3. In the Action Panel, click **Create new connection** to display the Add Connection wizard.

   Alternatively, click the arrow next to and select **Create new connection**.
4. In **Add Connection - URL**, enter the URL for the private connection, then click **Next**.

   Follow the syntax guidelines in Private Connection URL Syntax.
5. In **Add Connection - Application/Cube**, navigate to the application and database to work with, select it, and then click **Next**.
6. In **Add Connection - Name/Description**, enter a friendly name for the connection and an optional description.
7. Click **Finish**.
8. **Optional:** To select a private connection, click the drop-down arrow in the connection text box in the Smart View Panel.

   Private connections are listed by provider type.

Related Topics:

Using the Quick Connection Method

Saving Shared Connections as Private Connections

Private Connection URL Syntax

Using the Quick Connection Method

You can create a private connection using the quick connection method if you know the URL. URLs are generally provided to you by your Oracle Smart View for Office administrator.

To create a private connection using the quick connection method:

1. From the Smart View ribbon, click **Panel**.

2. From the Smart View Panel, click the arrow next to , and then select **Private Connections**.
3. In the text box, enter the URL or the local storage directory for the data source to which you want to connect.

Figure 3-1 Text Box for Entering URL when Creating a Quick Connection

The URL syntax for the various data sources is listed in Private Connection URL Syntax. Contact your system administrator for the URL to use.

4. Click .
5. Expand the tree in the Smart View Panel and navigate to the application and database that you want to work with.

   If you are prompted to log in, enter your login credentials.

Example 3-1 Deleting the List of Quick Connections

To delete the entire list of quick connections, click the arrow next to , and then select **Clear Quick Connect URL Entries**.

Related Topics:

Using the Private Connection Wizard

Saving Shared Connections as Private Connections

Private Connection URL Syntax

Saving Shared Connections as Private Connections

Although you cannot create shared connections without administrative privileges, you can save them as private connections if they are enabled for private connections.

To create a private connection from a shared connection:

1. From the Shared Connections tree list, select an item to save as a private connection.
2. From the Action Panel, select **Add to private connections**.

   This option is available only if the selected item is enabled for saving as a private connection.
3. **Optional:** From **Save as Private Connection**, edit the name and description of the connection.
4. Click **OK**.

   The connection name is displayed in the following:

- The Shared Connections tree list, indicated as private by a small arrow
- The Private Connections drop-down menu

5. To ensure that the current worksheet is connected to the newly-created private connection, in the Smart View ribbon, click **Connections**, then **Active Connections**, and then select the check box next to the new connection name.

   Alternatively, once you perform a Oracle Smart View for Office action (for example, select **Ad hoc analysis** from the Action Panel), the connection is automatically made.

Related Topics:

Using the Private Connection Wizard

Using the Quick Connection Method

Private Connection URL Syntax

Private Connection URL Syntax

This topic lists the syntax required for creating private connections.

On-Premises data sources:

- Oracle Essbase:

  `http(s)://servername:port/aps/SmartView`
- Oracle Hyperion Financial Management:
  - Financial Management 11.1.2.4.x and later:

    `http(s)://servername:port/hfmadf/officeprovider`
  - Financial Management 11.1.2.3.x and earlier:

    `http(s)://servername:port/hfmofficeprovider/hfmofficeprovider.aspx`
- Oracle Hyperion Planning:

  `http(s)://servername:port/HyperionPlanning/SmartView`
- Oracle Hyperion Reporting and Analysis:

  `http(s)://servername:port/raframework/browse/listXML`
- Oracle Hyperion Financial Close Management:

  `http(s)://servername:port/fcc/servlets/smartview/fcmsvservlet`
- Oracle Hyperion Strategic Finance:

  `http(s)://servername:port/StrategicPlanning/SmartView`
- Oracle Business Intelligence Enterprise Edition:
  - Using the Private Connection wizard:

    `http(s)://servername:port/analytics/jbips`
  - Using the Quick Connection method:

    `OBI:http(s)://servername:port/analytics/jbips`

Cloud data sources:

- Oracle Planning and Budgeting Cloud

`http(s)://serviceURL/HyperionPlanning/SmartView`

- Oracle Enterprise Planning and Budgeting Cloud

  `http(s)://serviceURL/HyperionPlanning/SmartView`

- Oracle Enterprise Performance Reporting Cloud

  `http(s)://serviceURL/epm/SmartView`

- Oracle Financial Consolidation and Close Cloud

  `http(s)://serviceURL/HyperionPlanning/SmartView`

- Oracle Profitability and Cost Management Cloud:

  `http(s)://serviceURL/aps/SmartView`

- Oracle Tax Reporting Cloud

  `http(s)://serviceURL/HyperionPlanning/SmartView`

- Close Manager extension (used with Oracle Financial Consolidation and Close Cloud and Oracle Tax Reporting Cloud

  `http(s)://serviceURL/HyperionPlanning/cm/svp`

- Supplemental Data extension (used with Oracle Financial Consolidation and Close Cloud and Oracle Tax Reporting Cloud)

  `http(s)://serviceURL/HyperionPlanning/sdm/svp`

- Strategic Modeling extension

  `http(s)://serviceURL/HyperionPlanning/SmartView`

- Oracle Analytics Cloud:
  - Using the Private Connection wizard:

    `http(s)://serviceURL/analytics/jbips`

  - Using the Quick Connection method:

    `OBI:http(s)://serviceURL/analytics/jbips`

- Oracle Analytics Cloud - Essbase:

  `http(s)://serviceURL/essbase/smartview`

Related Topics:

Using the Private Connection Wizard

Using the Quick Connection Method

Saving Shared Connections as Private Connections

Modifying Connections

You can modify connections in two different ways: Modify a private connection or modify the connection information for individual entities within an Office document.

- **Modify a private connection.** You can modify a private connection to change the server, application, or database information for all data providers associated with the connection.

  The connection information can be changed whether you are connected or not.

For example, you may be working in a test environment using a private connection. When you are ready to move to a production environment, you change the server information for that private connection to access the new environment.

This procedure is described in Modifying Private Connections.

- **Modify the connection information for individual entities within a document.** You can modify the connection information for individual entities within a document using the Document Contents panel. You can change connections per sheet. Or, in a sheet containing multiple entities, you can change the server connection for one or more of the individual entities.

  For example, while connected to Oracle Business Intelligence Enterprise Edition, you may have inserted a compound view containing 10 graphs. Now you would like to pull data from a different Oracle BI EE server for three of the graphs. Using the Document Contents panel, you can modify the connection information s for the each of the three graphs to point to the new Oracle BI EE server.

  This procedure is described in Modifying Connections within an Office Document.

> **Note:**
>
> When you modify connection information, the new data source that you point to must contain all the dimensions and members of the previous data source. Any missing dimensions or members in the new data source will cause errors upon refresh.

Related Topics:

Connections

Shared Connections and Private Connections

Connecting to Data Sources

Disconnecting from Data Sources

Shared Connections and Private Connections

Shared Connections and Private Connections

Creating Private Connections

Modifying Private Connections

Use the Edit Connection wizard to modify a private connection.

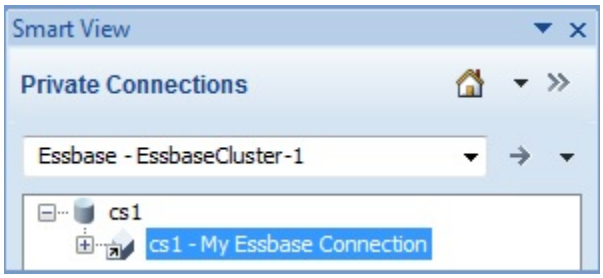
To modify a private connection:

1. From the Oracle Smart View for Office ribbon, click **Panel**.
2. From the Smart View Panel, click the arrow next to , and then select **Private Connections**.
3. Click the arrow in the text box to select a private connection to modify, and then click .

> **Note:**
>
> You may modify the private connection even if you are already connected to it.

4. In the Smart View Panel, expand the tree to the connection name, and then select it.

Figure 3-2 Tree Expanded with Connection Name Selected in Smart View Panel



5. In the Action Panel, select **Modify connection**.

   Alternatively, right-click the private connection name and select **Modify connection**.

6. In the **Edit Connection - URL** page, edit the URL as required, and then click **Next**.

   Optionally, select the **Set as default connection** check box, and then click **Next**.

7. In the **Edit Connection - Application/Cube** page, and navigate the tree to the new application and cube, select it, and then click **Next**.

   Alternatively, select the **Advanced Setup** check box and manually enter the new connection information in the **Server**, **Application**, and **Cube/Database** text boxes, and then click **Next**.

8. In the **Edit Connection - Name/Description** page, change the connection name and description as required, and then click **Finish**.

Modifying Connections within an Office Document

From the Document Contents pane, you can change connections for Oracle Smart View for Office objects within an Office document. This is useful when sharing an Office document between departments that point to different servers or when moving from a test to a production environment.

You can change the connection properties for all entities in a document that share the same connection information (for example, all worksheets or grids that point to the same application and database on a particular server). Or you can change the connection information sheet by sheet.

To modify connections from the Document Contents pane:

1. In the Document Contents pane, from the drop-down list box, perform an action:
   - Select a sheet from a selected document

- Select a particular connection
- Select **All Connections**

2. Select the **Modify Connection** link at the bottom of the pane.

   Alternatively, right-click a connection name or sheet name and select **Modify Connection**. You can also modify connections as follows:

   - To modify a connection for all sheets in the workbook, select the top-level tree node connection name in Document Contents
   - To modify a connection for a specific sheet, select the connection name under the specific sheet-level tree node

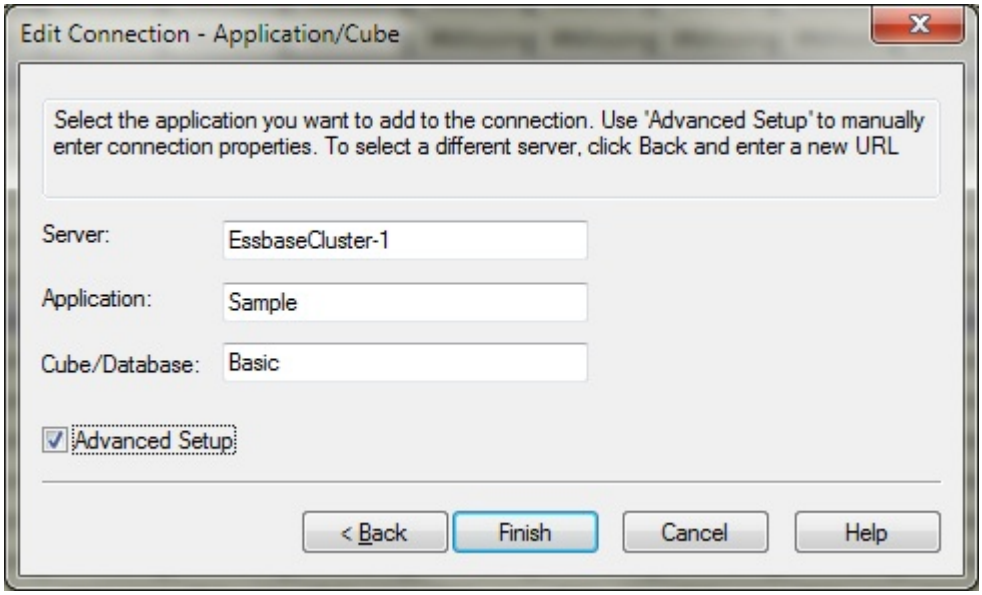
   The **Edit Connection - URL** page of the wizard is displayed.

3. In the **URL** drop-down list, select an existing connection or enter a new connection URL.
4. Click **Next** and in **Edit Connection - Application/Cube**, expand **Servers**, and navigate to the application and database to which you want to connect, depending upon the provider requirements.

   Alternatively, select the **Advanced Setup** check box and manually enter the information for **Server**, **Application**, and **Cube/Database**, as the provider requires.

   For example, Figure 1 shows the entries for connecting to an Oracle Essbase application and database.

Figure 3-3 Edit Connection - Application/Cube Advanced Setup



5. Click **Finish**.
6. Click **Refresh**.
7. To save the modified connection information, save the workbook.

   The modified connection information is saved when you save the workbook.

   Oracle Enterprise Performance Reporting Cloud: The modified connection information is saved when you check in the workbook.

Deleting Connections

Related Topics:

- About Deleting Connection URLs
- Deleting Connection URLS

About Deleting Connection URLs

You can delete connections using the **Delete Connection URLs** dialog box.

You can delete the following connection URL types:

- Private connection URLs that were created using the quick creation method
- Shared connection URLs
- Extension update URLs

Understand these guidelines when deleting connection URLs:

- To delete connections URLs as described in Deleting Connection URLSOracle Smart View for Office 11.1.2.5.620+ is required.
- To begin the process, the Smart View Panel must be in private connection mode, no matter the URL type that you're deleting.
- You cannot delete private connections that were created using the Private Connection Wizard.
- You must first click Delete, and then OK to accept the delete. Clicking Delete only does not fully delete the connection or extension update URLs.
- To cancel a delete operation, you can press the Escape key or clicking the X button in the top right corner of the dialog.
- Clicking the OK button without first clicking the Delete button is the same as cancelling the action; nothing will be deleted.
- When deleting shared connections URLs, the URL that is currently displayed in the Shared Connection URL field of the Options dialog, Advanced tab, will not be deleted.
- If a data source provider gives Smart View the URL from where extension updates can be obtained, this URL gets added to the local user's Smart View properties files. This occurs only when the user creates a private connection.

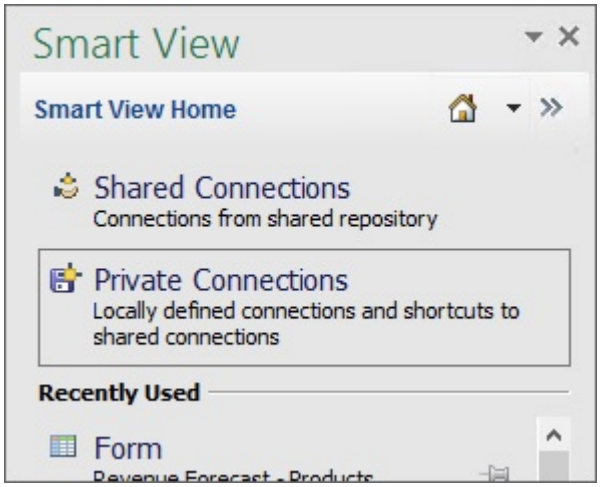
  The user may want to delete URLs that are no longer used or that belong to a server that has been decommissioned to avoid Smart View querying those locations for updates.

  If a URL that is deleted needs to be used again, that URL will be added back to the local user's properties file the next time a private connection is made to that provider.

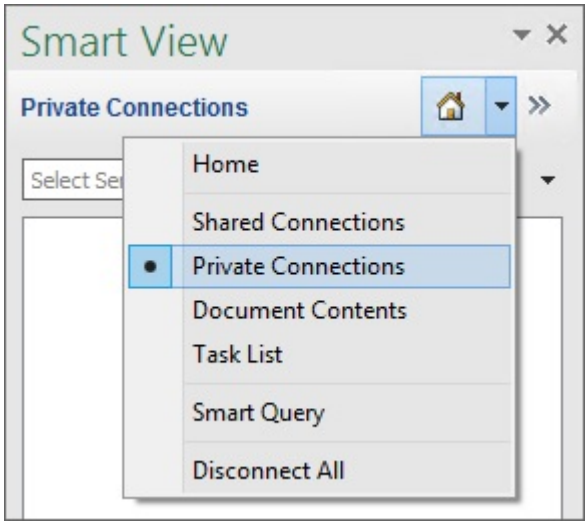
Deleting Connection URLS

To delete connection URLs:

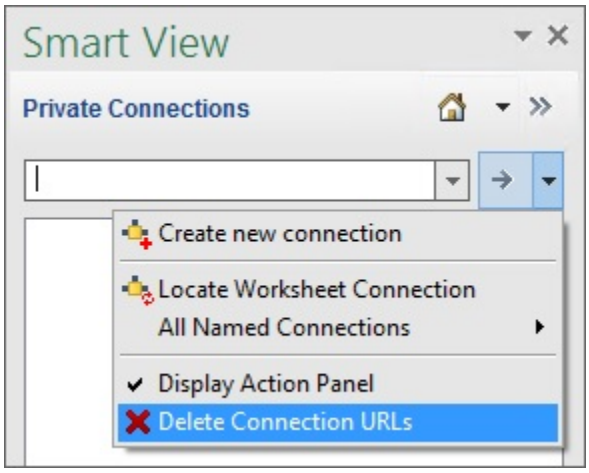
1. In the Smart View Panel, select Private Connections.



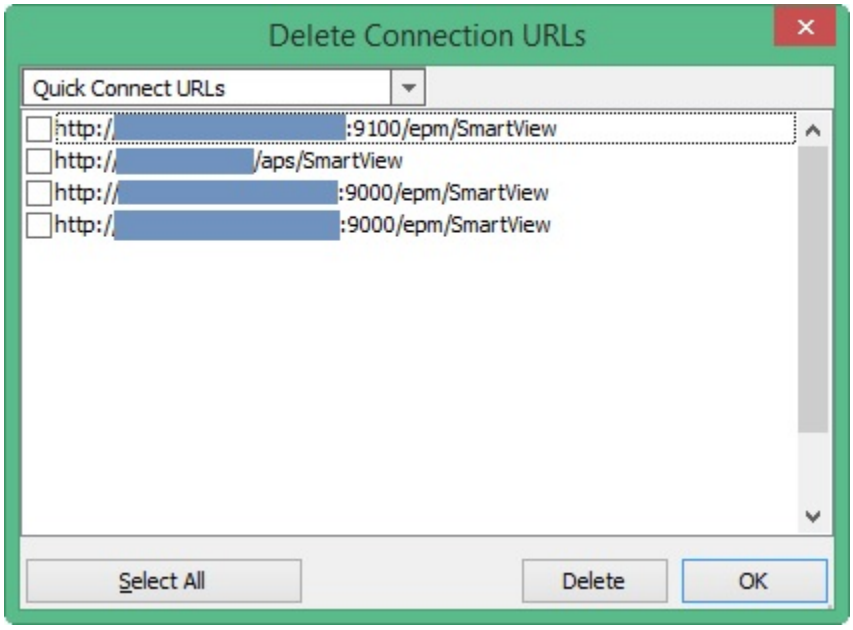
You can also select **Private Connections** from the drop-down menu on the Home button, :



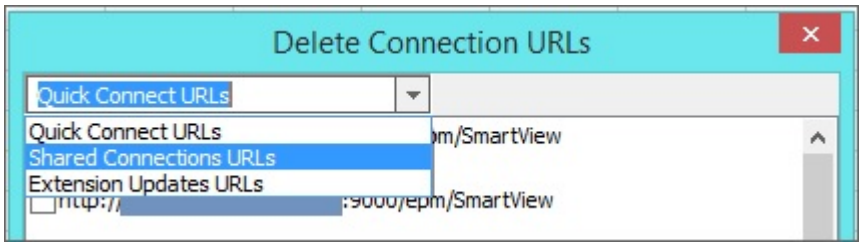
2. Click the arrow next to and select **Delete Connection URLs** from the drop-down list.



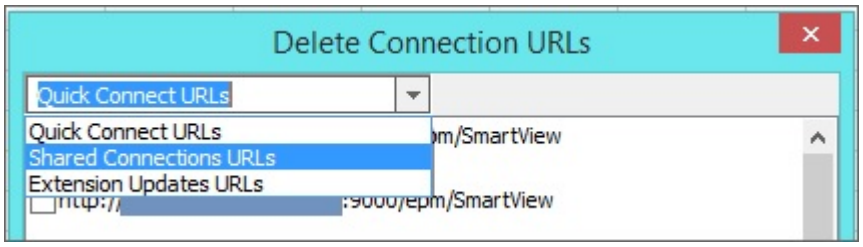
The **Delete Connection URLs** dialog box is displayed. Connections that were created using the quick connection method are displayed by default:



To select shared connection URLs for deletion, click the drop-down arrow and select **Shared Connection URLs**.



To select URLs for extension updates for deletion, click the drop-down arrow and select **Extension Updates URLs**:



3. In the **Delete Connection URLs** dialog box, select the check box next to the URLs to delete, and then click **Delete**.

   To select all URLs of a given type for deletion, click the **Select All** button, and then click **Delete**.

> **Note:**
>
> When deleting all shared connections URLs using the **Select All** button, the URL that is currently displayed in the Shared Connection URL field of the Options dialog, Advanced tab, will not be deleted.
>
> To cancel any selected deletions, do not proceed to the next step, but instead, press **Escape** or click the X button in the top right corner of the dialog.

   You can select URLs for deletion and click **Delete**, and then switch between URL types and make more selections and click Delete, before proceeding to the next step, where the deletions will be permanently accepted.

4. To accept the deletions, click **OK**.

   Clicking **Delete** only does not fully delete the connection or extension update URLs. You must click **OK** to accept the deletions.

4

Dimensions and Members

Related Topics:

- About Dimensions and Members
- Dimension and Member Naming Limitation
- Selecting Members from the Member Selector
- Selecting Members from the POV Toolbar
- Displaying the POV Toolbar
- Selecting Members Using the Cell-Based POV
- Entering Members in Free-Form Mode
- Filtering by Attribute
- Filtering by Subsets
- Selecting Period-to-Date Members
- Defining Member Name Display in the Member Selector
- Duplicate Member Names
- Qualified Name Display in Alternate Hierarchies
- Member Perspective
- Aliases and Alias Tables
- Member Information
- The POV Manager

About Dimensions and Members

Dimensions are data categories used to organize business data for retrieval and preservation of values. Dimensions usually contain hierarchies of related *members* grouped within them. For example, a Year dimension often includes members for each time period, such as quarters and months.

You can select members for the grid from the Member Selection dialog box available from the data source ribbon, from the POV toolbar, or by entering the member name using free-form mode.

Related Topics:

Dimension and Member Naming Limitation

Selecting Members from the Member Selector

Selecting Members from the POV Toolbar

Entering Members in Free-Form Mode

Dimension and Member Naming Limitation

If you use Oracle Smart View for Office cell functions (described in Functions), then do not use the hash mark (#) or the semicolon (;) in member names, dimension names, or variable names. These characters are reserved for delimiters in Smart View cell functions.

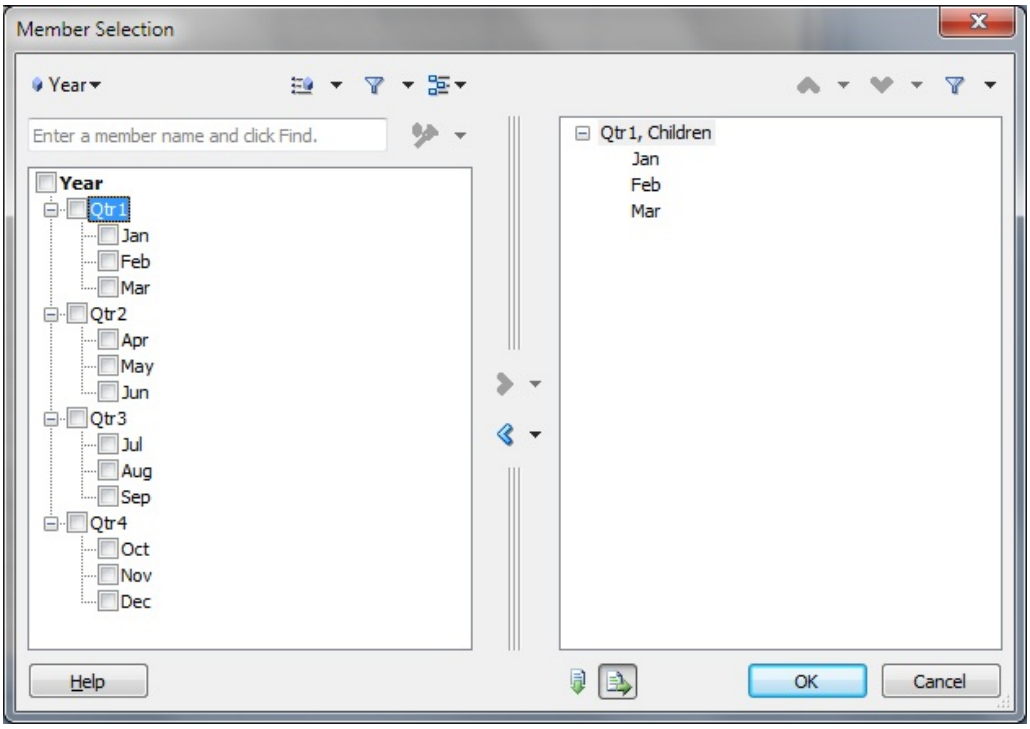
Selecting Members from the Member Selector

You select members for a variety of purposes within Oracle Smart View for Office: ad hoc grids, functions, the POV Manager, and for taking Oracle Hyperion Planning forms offline. The Member Selection dialog boxes in these locations may vary slightly, and not all options are always available. You can select members for one dimension at a time.

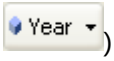
> **Note:**
>
> **Oracle Essbase and Oracle Planning and Budgeting Cloud Ad Hoc:**
>
> To quickly add attribute dimensions onto an ad hoc or free-form grid, follow the instructions in Inserting Attribute Dimensions on the Sheet. You can then use the instructions in this chapter to select and work with members from attribute dimensions.

Figure 1 shows the **Member Selection** dialog box with the Year dimension and its members as examples.

Figure 4-1 The Member Selection Dialog Box



To select members:

1. To display the **Member Selection** dialog box, which contains a tree list of available members for the dimension selected, do one of the following:
   - Select a dimension or member on the grid, and then from an **Ad Hoc** or data source ribbon, click **Member Selection**.
   - From an open dialog box enabled for member selection, click **Member Selection**.
   - On a blank worksheet, from the Smart View Panel, right-click a cube name and select **Member Selection**. Use this method to select members for functions and references (see Functions).
   - Click on a user variable in a Planning or Oracle Hyperion Financial Management form.
   - Click on a selectable dimension, row, or column in a Financial Management form.
2. From **Member Selection**, to change the dimension, click the **Dimension Selector** button (for example, 

) and select a dimension.
3. **Optional:** To find a specific member in the tree list, enter a member name in the search field and click .

   Essbase and Oracle Enterprise Performance Reporting Cloud accept asterisks (*) and question marks (?) as wild cards. The asterisk can be substituted for a group of characters; the question mark can be substituted for only one character.

For example, to search for all member names that start with the word, `Total`, `To*` and `To?al` are valid search strings; however, `To?` is not.

> **Note:**
>
> The search string cannot begin with an asterisk. For example, `*Total` and `*otal` are not supported search strings.

4. **Optional:** Click the arrow in and select an option to change the criteria for displaying members in both the right pane of the Member Selection dialog box and on the grid or form:

   - **Essbase:**
     - **Hierarchy**—Displays members in standard hierarchy format.
     - **Attribute**—Display members by attributes. See Filtering by Attribute.
     - **Subset**—Display a subset of members based on a set of conditions. Filtering by Subsets.
     - **Dynamic Time Series**—Display members by the latest period on which to base the to-date calculation. See Selecting Period-to-Date Members.
   - **Oracle Planning and Budgeting Cloud:**
     - **Hierarchy**—Displays members in standard hierarchy format.
     - **Attribute**—Display members by attributes in an ad hoc grid. See Filtering by Attribute.
     - **Substitution Variables**—Display members based on selections made in the **User Variables** tab of the **Preferences** dialog box (Oracle Planning and Budgeting Cloud only).

> **Note:**
>
> The **Substitution Variables** option displays when you access **Member Selection** from a user variable in a form.

     - **Dynamic Time Series**—Display members by the latest period on which to base the to-date calculation. See Selecting Period-to-Date Members.
   - **Planning, Oracle Planning and Budgeting Cloud:**
     - **Hierarchy**—Display members in standard hierarchy format.
     - **Attribute**—Oracle Planning and Budgeting Cloud only. Display members by attributes in an ad hoc grid . See Filtering by Attribute.
     - **Substitution Variables**—Display members based on selections made in the **User Variables** tab of the **Preferences** dialog box.

> **Note:**
>
> The **Substitution Variables** option displays when you access **Member Selection** from a user variable in a Planning form.

  - **Dynamic Time Series**—Display members by the latest period on which to base the to-date calculation. See Selecting Period-to-Date Members.

- **Financial Management:**
  - **Hierarchy**—Display members in standard hierarchy format.
  - **Member lists**—Display members either by system-generated or user-generated member lists. Note that system-generated member lists are designated with brackets; for example, [*member list name*].
- **Oracle Enterprise Performance Reporting Cloud:**

  Hierarchy—Display members in standard hierarchy format.

5. **Optional:** To find a specific member or group of members in the tree list, click and select one of these filters (filter options may vary by data source type):
   - **Descendants** to select all descendents of the selected member
   - **Descendants Inclusive** to include the selected member and all descendents of the selected member
   - **Children** to select only the children of the selected member
   - **Children Inclusive** to include the selected member and only the children of the selected member
   - **Siblings** to select all siblings of the selected member
   - **Siblings Inclusive** to include the selected member and all siblings of the selected member
   - **LSiblings** to include only the members that appear before the selected member with the same parent
   - **LSiblings Inclusive** to include the selected member and its left siblings
   - **RSiblings** to include only the members that appear after the selected member with the same parent
   - **RSiblings Inclusive** to include the selected member and its right siblings
   - **Parent** to select only the parent of the selected member
   - **Parent Inclusive** to include the selected member and only the parent of the selected member
   - **Ancestors** to select all the ancestors of the selected member
   - **Ancestors Inclusive** to include the selected member and all ancestors of the selected member
   - **Base** to select only the bottom-level hierarchy members of a hierarchy
   - **Level 0 Descendant** to display all descendants of the selected member that have no children

- **Level** to display the Level dialog box, where you select one level in the hierarchy of members
- **Generation** to display the Generation dialog box, where you select one generation in the hierarchy of members
- **UDA** to display the UDA dialog box, where you select a user-defined attribute (available only if defined by the administrator)

> **Note:**
>
> Oracle Enterprise Performance Reporting Cloud does not support filters.

6. **Optional:** To choose display and selection options for members in the **Member Selection** dialog box, click and perform an action:
   - To place a check in the check box next to the applicable members, choose from **Check Children**, **Check Descendants**, or **Check Base Members**.
   - To clear all check marks, select **Clear Checks**.
   - To view expanded or collapsed dimensions, select **Expand All** or **Collapse All**.
   - **Essbase, Oracle Enterprise Performance Reporting Cloud, and Oracle Planning and Budgeting Cloud Ad Hoc only:** To view information about a member, select the member, then select **Member Information**.
   - To apply an alias table to the members in the **Member Selection** dialog box, select **Alias Table**, and then select an alias table.

     Note that alias table selections made in the **Member Selection** dialog box apply only to the dialog box and not to the grid in the Office document.
7. Under **Members**, select the members that you want to use.
8. Click .

   The members are transferred from the member tree list to the selection tree list in the pane on the right.
9. **Optional:** If this is the first member selection that you make in a blank worksheet, select one of these buttons:
   - to display the selected members vertically, in a column
   - to display the selected members horizontally, in a row
10. Click **OK**.

    The members selected are displayed in the grid.
11. From the ribbon, click **Refresh** to update the data to correspond to the selected members.

Selecting Members from the POV Toolbar

The POV is the default starting point for dimensions in a data source connection. From the POV toolbar, you can select members and filters for the dimensions that you want to include in the grid and move members to and from the grid.

Each connection is associated with only one POV. However, the same connection to different worksheets within a workbook may have different POVs.

POVs can be managed as described in The POV Manager.

> **Note:**
>
> Oracle Hyperion Financial Management displays the User Point of View by default. See the *Oracle Hyperion Financial Management User's Guide* for information.
>
> For Oracle Essbase and Oracle Enterprise Performance Reporting Cloud connections, see Displaying the POV Toolbar.

Placing Members and Dimensions from the POV Toolbar onto the Grid

To select dimensions and members from the POV toolbar:

1. Do one of the following:
   - Enter the name of a member over its corresponding dimension on the POV toolbar, and then click **Refresh** on the POV toolbar.
   - Click the down arrow next to a dimension on the POV toolbar, then click the ellipsis (...), and then select members as described in Selecting Members from the Member Selector.

> **Note:**
>
> In the **Member Selection** dialog box, it is possible to select more than 5000 members for the POV. However, be aware that the POV toolbar can only display the first 5000 selected members.

2. From the POV toolbar, right-click the down arrow next to the member and drag it to the grid.

   To move a member or dimension back to the POV toolbar for editing, right-click its cell and drag it to the POV toolbar.
3. Repeat as necessary to place all dimension and members that you want to include on the grid.
4. To save these POV selections in the worksheet, you must refresh before you save the worksheet.
5. **Optional:** To hide the POV toolbar, click **POV** on the data source ribbon.

The **POV** button toggles to hide or display the POV toolbar. When you finish working with the POV toolbar, you can hide it until you need to display it again.

Example 4-1 Example POV Usage

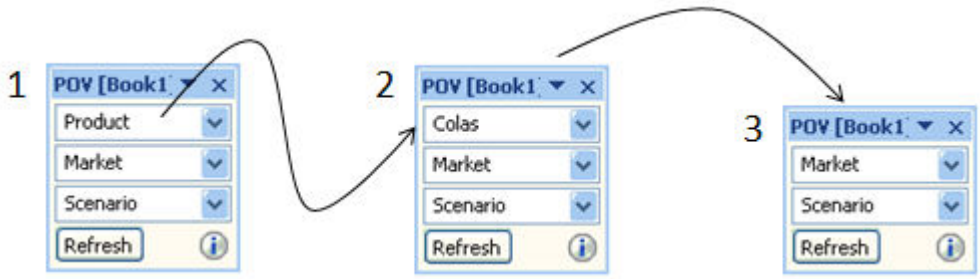
Figure 1 shows, from left to right, a POV in the following conditions:

1. **Product**, **Market**, and **Scenario** are the starting dimensions in the POV.
2. **Colas** is selected as the **Product** member.

   In the **Member Selection** dialog box, it is possible to select more than 5000 members for the POV. However, be aware that the POV toolbar can only display the first 5000 selected members.

   Although only one dimension member at a time can display in the POV, note that in **Member Selection**, up to 5000 members can be selected for the drop-down list for a dimension in the POV. The members you select are accessible in the POV by clicking the drop-down arrow for the dimension.
3. **Colas** has been moved to the grid (and it can be moved back to the POV toolbar), so that only Market and Scenario remain in the POV.

Figure 4-2 The POV — using pov2



Displaying the POV Toolbar

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud

You can choose whether to display all members on the grid and hide the POV toolbar or to display the POV toolbar containing the POV members.

By default, all members are displayed on the grid, and the POV toolbar is hidden. The members in the first row of the grid are called "page" dimensions. In this mode, you can format POV member cells the same as you do other member and data cells, and select members using the Member Selection button in the ribbon.

When you display the POV toolbar, the page dimensions move to the POV toolbar. When you hide the POV toolbar, the page dimensions move back to the first row of the grid.

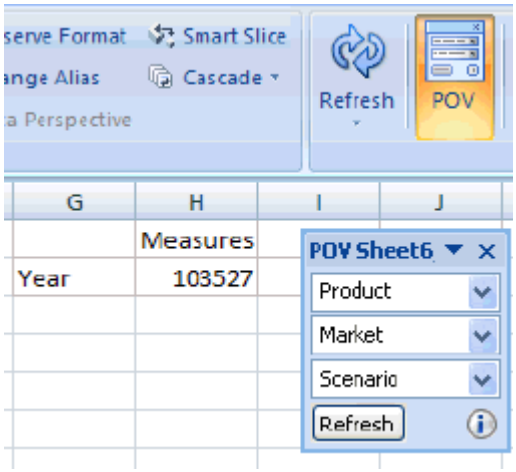
If you choose to display the POV toolbar containing the POV members, you can use the POV toolbar to select members and move them to and from the grid as described in Selecting Members from the POV Toolbar.

To display the POV toolbar:

1. Select the Essbase or Performance Reporting ribbon.
2. Click the **POV** button.

   Figure 1 shows the POV toolbar on the grid. **Measures** and **Year** are displayed on the grid; POV members **Product**, **Market**, and **Scenario** are displayed on the POV toolbar.

Figure 4-3 POV Toolbar Displayed



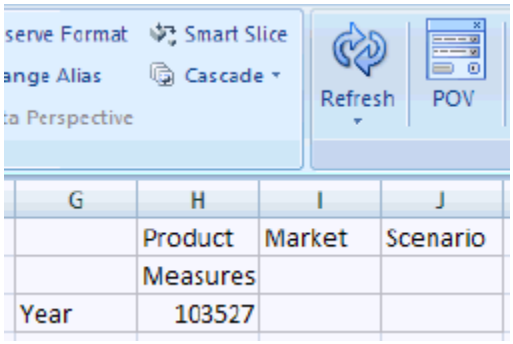
To hide the POV toolbar and display all members on the grid:

1. Select the Essbase or Performance Reporting ribbon.
2. Click the **POV** button to toggle it off.

> **Note:**
>
> **Essbase:** On worksheets that contain multiple grids, the **POV** button is disabled. In mutiple-grid worksheets, the POV toolbar is hidden, and all members are displayed the grid.

In Figure 2, the **POV** button is toggled off, the POV toolbar is hidden, and all members are on the grid.

Figure 4-4 All Members Displayed on Grid

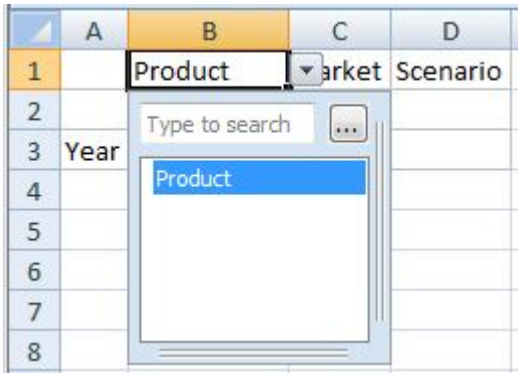


Selecting Members Using the Cell-Based POV

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud

You can select members directly from cells in the page dimension row of a grid rather than by using the POV toolbar. The cell-based POV is available by clicking a page POV dimension cell, then selecting the down arrow, , that appears to the right of the cell; it works the same as the POV toolbar.

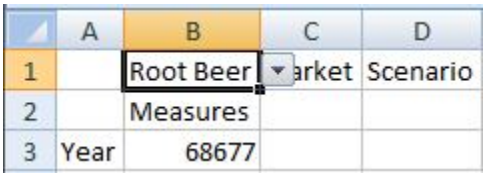
Figure 4-5 Selecting a Dimension Cell and Clicking the Down Arrow



Click the ellipsis button, , that appears in the cell-based POV and select members in the **Member Selection** dialog box, and then click **OK**. Now, look at the dimension cell again. The first member you selected appears in the dimension cell, and the other members are available by clicking the down-arrow in the cell-based POV and selecting them. After each selection, click **Refresh** to view the updated data.

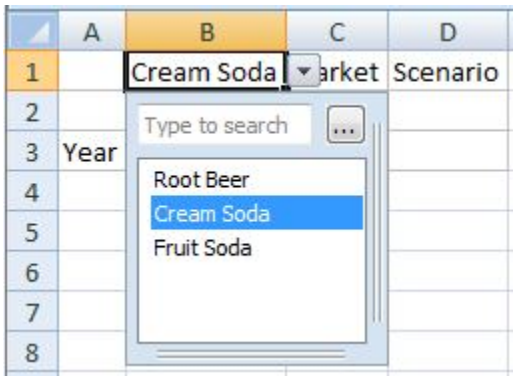
Using the Essbase Sample Basic application and database as an example, for the Product dimension, if you select Root Beer, Cream Soda, and Fruit Soda in the **Member Selection** dialog box, then "Root Beer" appears in the dimension cell, as shown in Figure 2. Click **Refresh** to view the data for Root Beer.

Figure 4-6 Using Cell-Based POV to Change the Product Dimension POV to Root Beer



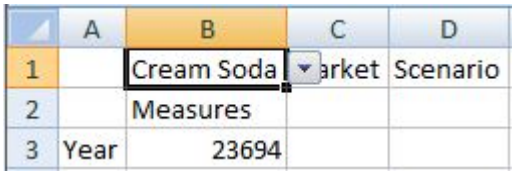
Now click the arrow next to the cell, , and make another selection from the cell-based POV; for example, Cream Soda (Figure 3).

Figure 4-7 Changing the POV to Cream Soda Using the Cell-Based POV



Click **Refresh** to update the data. Notice that the data has changed (Figure 4).

Figure 4-8 Refreshed Data for Cream Soda



You can also directly type a member name in the search field of the cell-based POV drop-down. In this case, you can select only one member at a time. Click **Refresh** to view updated data. Type another member name in the search field each time you want to change the POV.

You can still use the POV toolbar as before by toggling the **POV** button on the provider ribbon. The cell-based POV and the POV toolbar selections are automatically synchronized, regardless of where the selections are made. If you change to a different alias table, the cell-based POV is populated with the proper alias names.

> **Note:**
>
> This feature is available only for installations with Essbase and Oracle Hyperion Provider Services 11.1.2.1.102 and later.

Entering Members in Free-Form Mode

If you are familiar with the dimensions and members of your database, you can enter their names directly into cells using *free-form mode*. You can use aliases from the alias table associated with the current grid in free-form mode.

> **Note:**
>
> **Oracle Essbase, Oracle Planning and Budgeting Cloud Ad hoc:**
>
> If you enter an alias from a different alias table, it will revert to the alias from the current alias table.

After connecting to a data source, you can enter member names as follows:

- By entering a member name in a blank cell
- By replacing a member name in a cell with a different member from the same dimension

You can still use the POV, member selection, and other ad hoc operations in free-form grids. See Free-Form Mode.

Filtering by Attribute

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Planning and Budgeting Cloud Ad Hoc, Oracle Financial Consolidation and Close Cloud Ad Hoc

In an ad hoc grid, you can filter by attributes in dimensions that contain attribute members.

To filter by attribute:

1. Select an attribute dimension on the grid, and then open **Member Selection** as described in Selecting Members from the Member Selector.
2. Click and select **Attribute**.
3. From **Attribute**, click .
4. From **Subset**, in **Dimension**, select a dimension; for example, Ounces.
5. In **Member**, select an attribute member, for example, Ounces_16.
6. Click to display the attribute.
7. Optional: to change the displayed attribute, change the selections in Dimension and Attribute and click **Set**.
8. Click **OK**.

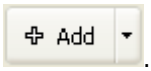
   Your selections are displayed in the tree list in **Member Selection**, where you can select from among them for inclusion in the grid.

Filtering by Subsets

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

For dimensions that contain attribute members, you can select attributes and set conditions for them to display only those members that meet these conditions.

To filter by condition:

1. Select an attribute member on the grid, and then open **Member Selection** as described in Selecting Members from the Member Selector.
2. Click and select **Subset**.
3. From **Subset**, in **Dimension**, select an attribute dimension; for example, Ounces.
4. In **Member**, select an attribute member; for example, True.
5. Click .
6. In **Dimension**, select another attribute dimension; for example, Pkg Type.
7. In **Member**, select another attribute member; for example, Bottle.
8. Click  .

   An AND condition statement is created; for example, [True] AND [Bottle].
9. **Optional:** To change the condition statement, highlight the AND condition statement and select **Operator**, and then **AND** or **OR**.
10. **Optional:** Nest conditions by selecting more attributes, then **Add**, and then **Root**.
11. Click **OK**.

    Your selections are displayed in the tree list in **Member Selection**, where you can select from among them for inclusion in the grid.

Selecting Period-to-Date Members

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud

In time dimensions, you can set up period-to-date members, called Dynamic Time Series members, if defined. For example, to see year-to-date data at the end of August, you can set up a Dynamic Time Series member that includes data for January through August.

To select a Dynamic Time Series member:

1. Select a time dimension on the grid, and then open **Member Selection** as described in Selecting Members from the Member Selector.
2. Click and select **Dynamic Time Series** to display available Time Series Members in the member tree list.
3. Select a time series member from the member tree list and click .
4. From **Select DTS Member**, select the latest period on which to base the to-date calculation; for example, **Aug**.
5. Click **OK**.
6. **Optional:** Repeat step 3 through step 5 as necessary to add other Dynamic Time Series members.

7. click **OK**.

   The Time Series Member is displayed on the grid as, in this example, **Y-T-D(Aug)**. After you refresh, the year-to-date data through August is displayed.

Defining Member Name Display in the Member Selector

Data sources: Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can change how member names are displayed in the Member Selection dialog box by choosing a Member Name Display option.

Using this option allows you to display members in the Member Selection dialog box differently from how they are displayed on the sheet.

The selection you make in the Member Selection dialog box does not affect how members are displayed in the worksheet. Members in the sheet are displayed according to the setting you choose in the Member Name Display field of the Options dialog box, Member Options tab.

For example, if the provider you are connecting to permits the use of descriptions, you can choose to display member names *with* their descriptions in the worksheet using the Member Name Display field in the Options dialog box. Then, you can choose to display member names *without* their descriptions in the Member Selection dialog box.

> **Note:**
>
> **Oracle Essbase, Oracle Analytics Cloud - Essbase, and Oracle Enterprise Performance Reporting Cloud:** Use alias tables to change the member name display. See Displaying Aliases in the Member Selector.

To define how member names are displayed:

1. Display the **Member Selection** dialog box, as described in Selecting Members from the Member Selector.
2. To change the dimension, click the **Dimension Selector** button in the top left of the dialog box and select a dimension.
3. Click the **Options** button, then select **Member Name Display**, and then select an option:
   - **Member Name Only** to display qualified names
   - **Member Name and Description** to display qualified names and descriptions (aliases) in the same cell.
   - **Description Only** to display aliases only. (Financial Management, Planning, and Oracle Planning and Budgeting Cloud data sources only)

> **Note:**
>
> If you select **Description Only** in free-form mode, qualified names are displayed initially. After you manually add, remove, or edit any comments and refresh, aliases are displayed.

The member names displayed in the Member Selector are changed according to your selection.

Duplicate Member Names

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Enterprise Performance Reporting Cloud

Different members or member aliases may have identical names. For example, a database may have two members named "New York," one for New York City and one for New York State. Both members can appear as "New York" in the grid, but if you want to distinguish between them, you can display their qualified names instead. Qualified names include the member name and the names of its ancestors to the level that uniquely defines the member; for example, `[Market].[New York]`.

When you first perform an ad hoc query on a database that supports duplicate member names, the default for the **Member Name Display** display option for members in the both grid and the POV is **Member Name Only**

Perform the procedure in this topic to display qualified member names in the grid and POV.

> **Note:**
>
> In Oracle Enterprise Performance Reporting Cloud, duplicate member names are allowed across dimensions, but they are not allowed within dimensions.

To display the qualified names of duplicate members:

1. From the Smart View ribbon, select **Options**, and then select **Member Options** in the left panel.
2. From the **Member Name Display** drop-down menu, select **Distinct Member Name**.
3. Click **OK**.
4. Refresh the grid.

   Duplicate members in the grid are displayed as qualified names. In this example, New York City is displayed as `[East].[New York]`. New York State is displayed as a sibling of East, West, and South: `[Market].[New York]`:

	Period
	Stereo
[East].[New York]	15647
Boston	15644
Chicago	15285
East	46576
West	62839
South	24565
[Market].[New York]	22645
Market	133980

Qualified Name Display in Alternate Hierarchies

About Qualified Member Name Display in Alternate Hierarchies

Data source types: Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud

When connected to Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, or Oracle Financial Consolidation and Close Cloud, alternate hierarchies are supported in the Entity dimension. One entity can have multiple parents, and contribute differently to each parent. These members are referred to as *partially shared* entities, where only a part of input data is shared across all instances of the entities.

In Oracle Smart View for Office, displaying partially shared members requires that member names and aliases are *qualified*, so that users can uniquely reference the specific instance of a member and can then enter appropriate values based on this context. Qualified names include the member name and the names of its ancestors to the level that uniquely defines the member. The most common example is the Percentage Contribution (PCON) metric used for weighted consolidations in Oracle Financial Consolidation and Close Cloud.

The qualified name behavior for alternate hierarchies is explained in these topics:

Expected Runtime Behavior on Forms

Expected Runtime Behavior for Aliases on Forms

Expected Runtime Behavior on Ad Hoc Grids

Expected Runtime Behavior for Aliases on Ad Hoc Grids

Expected Member Selector Behavior on Ad Hoc Grids

Expected Member Selector Behavior on Forms

Expected Runtime Behavior on Forms

Starting in 17.01, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud support the option to qualify member names as part of form design. This option, **Show Qualified Names**, is only exposed when you have a dimension enabled for Partial Share. This option has three possible values:

- Never
- As Needed
- Always

By default, to maintain backwards compatibility the "Never" option is selected. "Never" is also used when this option is not exposed. Note that this is a runtime option and does not impact design time member selectors. Here is the expected behavior on forms for each option:

- **Never**
  - PBCS, EPBCS: All member names are not qualified.
  - FCCS: All member names are not qualified.
- **As Needed**
  - PBCS, EPBCS: Base members are NOT qualified. Shared members are qualified.
  - FCCS: Both base members WITH SHARES and shared members are qualified. Base member without shares are not qualified.
- **Always**
  - PBCS: All members are qualified.
  - FCCS: All members are qualified.

Expected Runtime Behavior for Aliases on Forms

Alias behavior should behave the same as for member names with these exceptions:

- When showing qualified aliases both components (parent and child) must have aliases otherwise, the member name or qualified member name is returned as per selected option.
- Duplicate aliases are also qualified when "As Needed" or "Always" option is selected.

Expected Runtime Behavior on Ad Hoc Grids

Member names are qualified or not based on the Smart View **Member Name Display** option setting. There are two values to support the partial share feature: **Distinct Member Name Only** and **Member Name Only**. Here is the expected behavior for each option:

- **Member Name Only**
  - PBCS, EPBCS: All members are not qualified.
  - FCCS: All members are not qualified.
- **Distinct Member Name Only**
  - PBCS, EPBCS: Behaves the same as the "As Needed" option for forms above.
  - FCCS: Behaves the same as the "As Needed" option for forms above.

Expected Runtime Behavior for Aliases on Ad Hoc Grids

Alias behavior should be the same as in Expected Runtime Behavior on Forms, but also subject to the Smart View ad hoc alias options.

- If the "None" alias table option is selected, then you should see same behavior for members in ad hoc grids as in Expected Runtime Behavior on Forms.
- If an alias table is selected, then the aliases from that table should be used and ad hoc options for members apply. Note that alias behavior for aliases on forms applies as well based on Smart View ad hoc settings.

Expected Member Selector Behavior on Ad Hoc Grids

The Member Selector will work based on the setting in the Smart View "Member Name Display" option.

The Member Selector will display the qualified names for shared members by default.

Expected Member Selector Behavior on Forms

The Member Selector will work based on form settings for aliases and behave like the "As Needed" setting on forms.

Member Perspective

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

You can specify member perspective for varying attributes when you are selecting members by using the Varying Attribute filter.

> **Note:**
>
> Member perspective may not be enabled in your Oracle Smart View for Office system. Your options for member perspective are enabled and configured by the Administrator.

To specify member perspective:

1. From **Member Selection**, under **Filter**, select **Varying Attribute**.
2. In **Filter Arguments**, click .
3. Specify an attribute to set the perspective, and then click **OK**.
4. In **Varying Attribute Args** under **Varying Attribute**, click the ellipsis button.
5. In **Subset**, in **Dimension**, enter an attribute dimension.
6. In **Member**, enter an attribute member, and then click **Set**.
7. Click **OK**.
8. In **Varying Attribute Args**, under **Perspective**, click the ellipsis button.
9. From **Perspective**, select one of the following:
   - **Snapshot.** One set of independent dimension members to identify the members of base dimension associated with the varying attribute. Here the start and end tuple are same.

- **Range.** A finite range of independent dimension members. A range can be specified only for continuous independent dimensions (“Year” is an example). For discrete independent dimensions, you can make only one selection.

10. Click **OK**.

Aliases and Alias Tables

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Hyperion Financial Management, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

> **Note:**
>
> In Financial Management, aliases are called "descriptions."

Aliases are alternate names for database member names. Database member names are often stock numbers or product codes; their aliases can be more descriptive. For example, in the Sample Basic database, the alias name for the database member 100 is Colas. Aliases are stored in *alias tables* as part of a database. Dimensions can be associated with multiple alias tables.

You can select an alias table for the current worksheet or for a connection.

Selecting Alias Tables

Aliases from Different Alias Tables

Displaying Member Names and Their Aliases in the Grid

Selecting Alias Tables

If more than one alias table has been created in the database, you can select an alias table for the current worksheet or for a private connection.

Selecting an Alias Table for the Current Worksheet

Selecting an Alias Table for the Connection

Selecting an Alias Table for the Current Worksheet

The alias table selected here applies only to the current worksheet and not to future connections.

To select an alias table for the current worksheet:

1. From a worksheet, connect to a data source.
2. From the Essbase or ad hoc ribbon, select **Change Alias** to display a list of available alias tables.
3. Select an alias table for the worksheet.

   The new alias table is applied automatically.

Selecting an Alias Table for the Connection

You can select an alias table for private connections only. If you want to select an alias table for a shared connection, first save the shared connection as a private connection. See Saving Shared Connections as Private Connections.

An alias table selected for a private connection is permanent until changed and will be used each time you use this connection.

To select an alias table for the connection:

1. From a worksheet, connect to a data source.
2. In the Smart View Panel private connections, right-click a connection name and select **Set Alias Table**.
3. Select an alias table for the connection.

   The new alias table is applied the next time you open the connection.

Aliases from Different Alias Tables

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Planning and Budgeting Cloud Ad Hoc, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud Ad Hoc, Oracle Tax Reporting Cloud Ad Hoc

If you enter a name from an alias table that is not associated with the current grid, its corresponding alias from the alias table that *is* associated with the current grid is displayed after you refresh. For example, if you enter `Qtr1` into a grid that is associated with the Long Names alias, then after you refresh, `Quarter1` is displayed.

Displaying Member Names and Their Aliases in the Grid

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

If you are connected to an Essbase data source, you can display member names and their aliases from the currently selected alias table together in the same row.

> **Note:**
>
> This feature applies only to row members and not to column members.

To display both member names and aliases:

1. From the Oracle Smart View for Office ribbon, select **Options**, and then **Member Options** in the left panel.
2. Under **General**, for **Member Name Display**, select **Member Name and Alias**.

   For row members, both member names and their corresponding aliases are displayed. In this example, Product database member names are shown in column A, and their aliases in column B.

	A	B	C
1			Year
2			Measures
3	100	Colas	28473
4	200	Root Beer	27954
5	300	Cream Soda	25799
6	400	Fruit Soda	21301
7	Diet	Diet Drinks	28826
8	Product	Product	103527

Displaying Aliases in the Member Selector

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud Ad Hoc, Oracle Tax Reporting Cloud Ad Hoc

You can display aliases for member names in the **Member Selection** dialog box.

To select alias tables for displaying member names in **Member Selection**:

1. Display the **Member Selection** dialog box, as described in Selecting Members from the Member Selector.
2. To change the dimension, click the **Dimension Selector** button in the top left of the dialog box, and then select a dimension.
3. Click the **Options** button, then select **Alias Table**, and then select an alias table from the list.

   The member names displayed in the Member Selector are changed according to your selection.

Member Information

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management

You can view detailed information about any member on the grid. The information displayed depends on the data source type to which you are connected.

To view member information:

1. Select a member in the grid.
2. From the data source ad hoc ribbon, select **Cell Information**.

   Information is displayed on the following tabs. Only the tabs that are applicable to the member and connection are displayed.

   - **Information:** A list of general information about the member such as dimension, level, generation, and so forth
   - **Aliases:** A list of alias tables and corresponding aliases associated with the member

- **Attributes:** A table of the dimensions, members, and types of attributes associated with the member
- **Formula:** The formula associated with the member
- **Comments:** A list of comments associated with the member
- **User Defined Attributes:** A list of user defined attributes (attributes of the member defined by the administrator

3. **Optional:** To save the information in an Excel file, select **Save**.
4. Click **Close**.

The POV Manager

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

The POV (Point of View) is the starting point for forms, ad hoc grids, and functions. Using the POV Manager in Oracle Smart View for Office, you can change the default POV for forms and ad hoc grids (Essbase, Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud), and the background POV for functions (all data sources).

Using the POV Manager, you can perform the following operations:

- Select members for the default POV and edit the default POV (not applicable to Financial Management)
- Select members for the background POV for functions
- Save a POV to a workbook
- Copy a POV and paste it to a different worksheet or workbook
- Edit a POV
- Delete a POV (not applicable to Financial Management)

Watch this video to see a tutorial on integrating data in Office applications, including working with the POV Manager.

Tutorial video

> **Note:**
>
> For Financial Management, the last refreshed POV (either in the Financial Management web interface or in Smart View) becomes the default POV and is used by Smart View when accessing a form or ad hoc grid.
>
> Additionally, for Financial Management, the POV Manager can only be used to set the background POV for functions.

Related Topics:

Selecting Members for the Default or Background POV

Copying and Pasting a POV

Deleting a POV

Selecting Members for the Default or Background POV

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Hyperion Financial Management, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

In the POV Manager, you can select members as follows:

- To use as a default POV for the ad hoc grids of a given connection
- For the background POV for dimensions when you use functions

Oracle recommends a maximum of 1,000 members for the ad hoc POV.

Select members for or edit the POV before starting work on an ad hoc grid.

To select members for the default POV:

1. From the Oracle Smart View for Office ribbon, select **Function**, and then **Manage POV**.
2. Expand the POVs list.
3. From the **Active** POV list, select the active connection for which you are changing the POV.
4. Click **Member Selector**, and then select the members that you want to use for the POV. See Selecting Members from the Member Selector.

   From the POV Manager, you can select only one member per dimension. If you use aliases, the POV Manager loses the selected members.
5. Click **Close**.
6. To refresh the worksheet, select **Refresh**.
7. To save the POV to the workbook, save the workbook.

> **Note:**
>
> After you start working on the ad hoc grid, select or change members as described in Selecting Members from the Member Selector.

Copying and Pasting a POV

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Hyperion Financial Management, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can use the POV Manager to copy and paste a POV from one workbook to another if the data source is exactly the same for both workbooks. You must paste the copied POV to an unconnected worksheet; otherwise the POV has no effect.

To copy and paste a POV:

1. From the Oracle Smart View for Office ribbon, select **Function**, and then **Manage POV**.
2. In the left window of POV Manager, expand **Active,** and then select the application connection that you want to copy.
3. From the POV Manager toolbar, click **Member Selector**, and then select members for the POV.
4. Save the workbook.
5. From the POV Manager toolbar, click **Copy**.
6. In the left window of the POV Manager, expand **Saved** to select the workbook and worksheet (which must be blank and unconnected) that you want to paste the POV into.
7. Click **Paste.**
8. Refresh the worksheet containing the copied POV.

Deleting a POV

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

To delete a POV that is saved in a workbook:

1. From the Oracle Smart View for Office ribbon, select **Function,** and then **Manage POV**.
2. Expand the POV list.
3. From the **POV** drop-down list, select the worksheet that contains the POV that you want to delete.
4. Select the POV that you want to delete.
5. Click **Delete**.
6. Click **Close.**
7. To refresh the worksheet, select **Refresh.**

5

Data and Data Cells

Related Topics:

- Refreshing Data
- Using the Submit Data Options
- Calculating Data
- Consolidating Data
- Working with Currencies
- Adjusting Values in Data Cells
- Data Perspective
- Drill-Through Reports
- Linked Reporting Objects
- Linked Partitions
- Cell Comments
- Attachments
- Cell History

Refreshing Data

Data source types: All

Refreshing from a Ribbon

Data source types: All

In Excel, you can retrieve and refresh data for the current worksheet or for all worksheets in the workbook using the **Refresh** icon on the Smart View ribbon, shown in Figure 1.

This type of refresh action applies to entire sheets, documents and slides and includes data in all ad hoc grids and reporting objects, such as function grids, tables, or charts.

Figure 5-1 Refresh Icon

Depending on the data provider to which you are connected, the Refresh icon can either be a split button with Refresh options or a simple, one-function Refresh button.

> **Note:**
>
> - On ad hoc sheets, Excel filters are retained after refresh.
> - To refresh individual reporting objects, such as function grids, tables, or charts, see Refreshing Individual Reports from Document Contents.

To use **Refresh**, choose an option:

- To refresh the entire current worksheet, from any ribbon, click **Refresh**.

  In Word or PowerPoint, when you click **Refresh**, all data points copied into the document or presentation are refreshed.

> **Note:**
>
> In Oracle Essbase worksheets that contain multiple grids, you can also refresh only a selected range of cells (see Multiple Grids on a Worksheet).

- **Oracle Business Intelligence Enterprise Edition only:** To clear the contents of the entire current worksheet and replace it with the latest members and data, click the down arrow in **Refresh**, and then select **Replace and Refresh**.
- To refresh all worksheets in the current workbook, click the down arrow in **Refresh**, and then select **Refresh All Worksheets**.

Refreshing Individual Reports from Document Contents

Data source types: All

You can refresh data in individual reports by using the **Refresh** link in the **Document Contents** pane.

In Oracle Smart View for Office, reports consist of report queries and their associated reporting objects. These are listed in the **Document Contents** pane. From **Document Contents**, you can individually refresh report queries and their associated reporting objects, such as:

- Function grids
- Tables
- Charts
- Dynamic data points

> **Note:**
>
> The procedures and examples in this topic discuss refreshing individual reports and reporting objects from the **Document Contents** pane. To refresh all reporting objects in worksheets or workbooks, documents, and slides or presentations, you can use the **Refresh** icon on the Smart View ribbon or a provider ribbon, as described in Refreshing from a Ribbon.

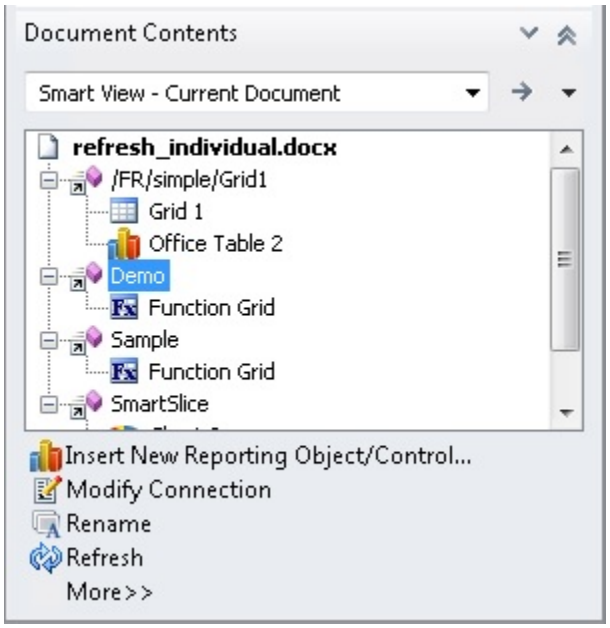
To refresh individual reports in the **Document Contents** pane:

1. Navigate to the individual report query that contains the associated reporting objects to refresh.

   The **Refresh** link, Refresh, appears in **Document Contents** only after a reporting object has been inserted for an individual report query.

   For example, in Figure 1, a function grid is to be refreshed. Note that the "Demo" report query for the function grid is selected, not the function grid itself.

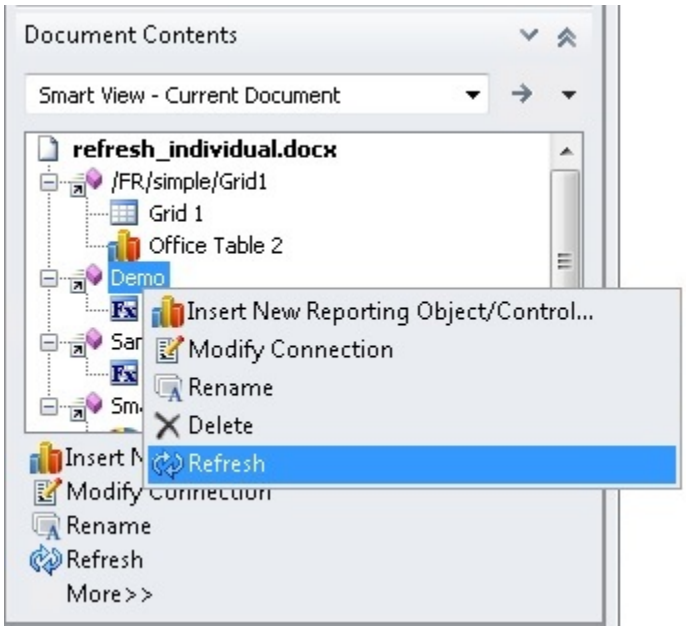
Figure 5-2 Report Query for Function Grid Selected for Refresh



2. In the **Document Contents** pane, click Refresh.

   You can also right-click on the report query and select Refresh from the context menu, as shown in Figure 2.

Figure 5-3 Refresh Using Right-Click Menu



The reporting objects for the selected report query are refreshed; the rest of the report queries and associated reporting objects remain unrefreshed.

See Other Refresh Examples.

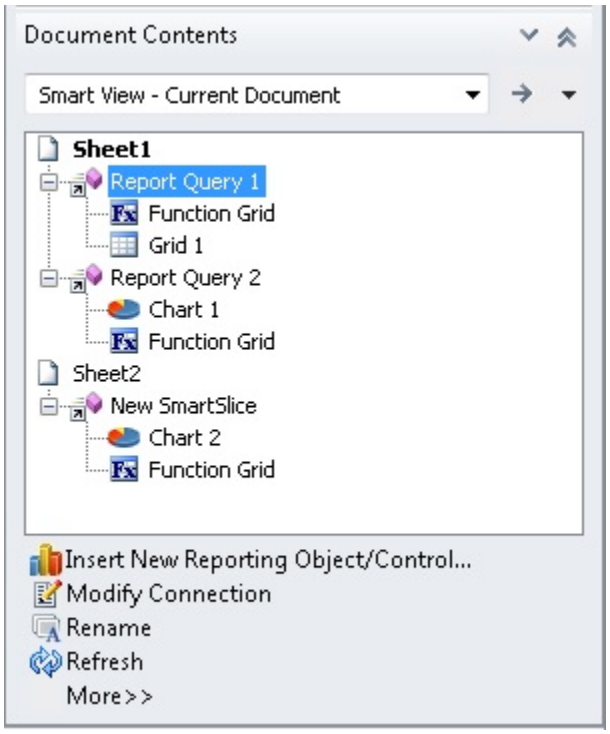
Example 5-1 Notes About Refreshing Individual Reporting Objects in Excel

- You can refresh report queries individually in Excel with the exception of report queries containing function grids.

  For example, if two report queries contain function grids, then refreshing one query will revert the other query's function grid to the #NEED REFRESH (unrefreshed) state. This only occurs with function grids. The other reporting objects, such as tables or charts, will refresh normally.

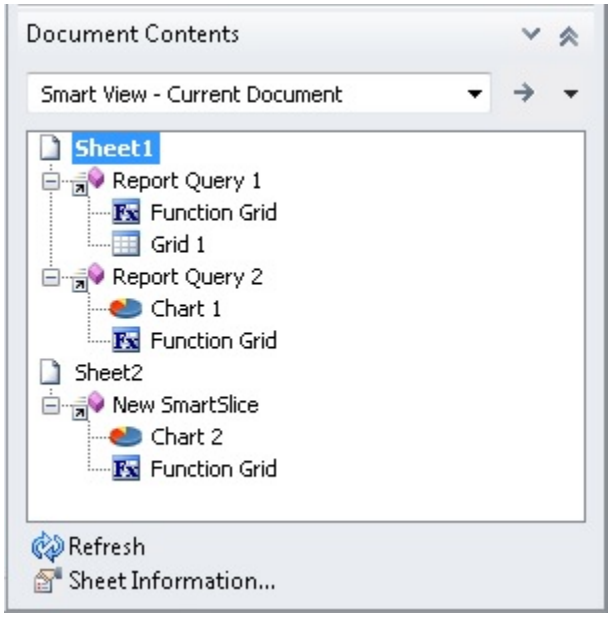
  For example, on Sheet 1 in Figure 3, refreshing `Report Query 1` will refresh the associated grid and function grid; however, the function grid associated with `Report Query 2` will convert to the unrefreshed state while the chart refreshes normally. The report query and associated reporting objects on Sheet2 are unaffected.

Figure 5-4 Selecting a Report Query to Refresh in Excel Where Two Report Queries Contain Function Grids



To refresh all items on the sheet, including multiple function grids, select Sheet1 in the **Document Contents**, as shown in Figure 4, and then click Refresh.

Figure 5-5 Selecting Sheet1 to Refresh All Reporting Objects on a Sheet from Document Contents



- In Excel, if a reporting object from a single report query is inserted on multiple sheets, then selecting the report query and clicking Refresh will refresh the reporting object on each sheet where it appears.

Example 5-2 Other Refresh Examples

The examples in this section use a Word document to describe the refresh options available depending on the selection made in the **Document Contents** pane.

Figure 5 shows a Word document selected in the **Document Contents** pane. Clicking Refresh will refresh all report queries and their associated reporting objects in the document.

Figure 5-6 Word Document Selected for Refresh

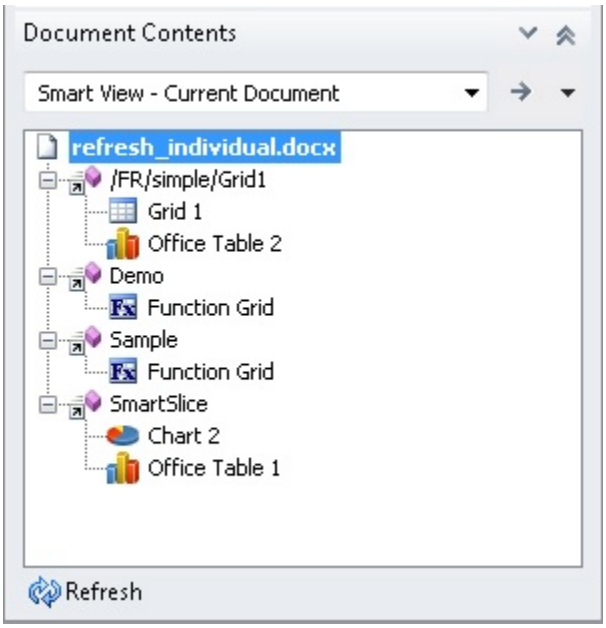
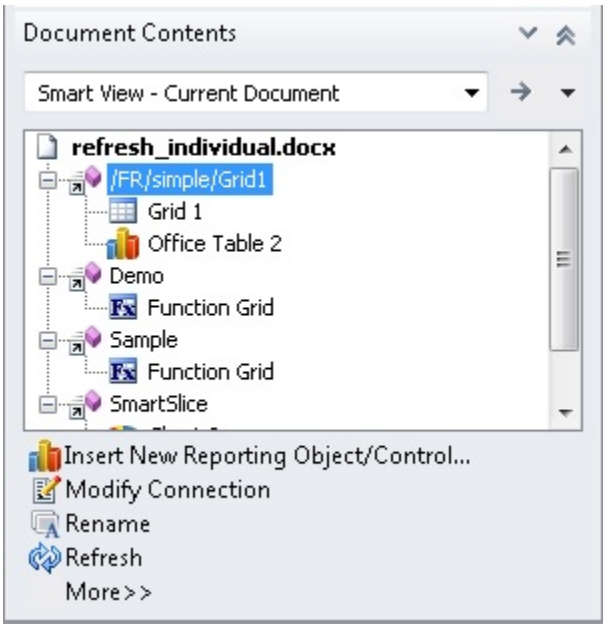


Figure 6 shows a report query selected in the **Document Contents** pane. The report query contains two reporting objects, a grid and an Office table. Clicking Refresh will refresh only the selected report query and its two associated reporting objects; other report queries and their reporting objects in the document remain unrefreshed.

Figure 5-7 Report Query with Two Reporting Objects Selected for Refresh



> **Note:**
>
> Refreshing an individual sheet or slide will refresh the report queries and reporting objects associated with the selected sheet or slide. For example, if you select a sheet that contains multiple report queries, all reporting objects associated with the multiple report queries on the selected sheet will be refreshed.
>
> Refreshing an entire document will refresh all the report queries in the document and their associated reporting objects.

In Figure 7, two reporting objects are associated with a report query, one reporting object is selected. Notice that Refresh is not available.

Figure 5-8 One of Two Reporting Objects Selected - Refresh Not Available

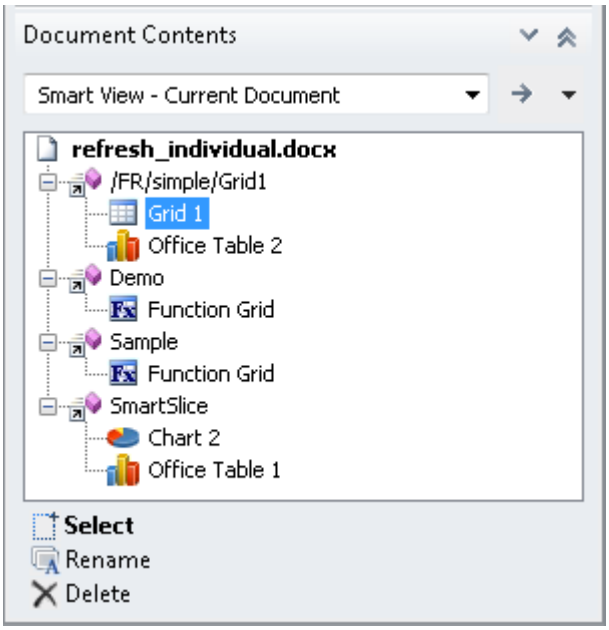
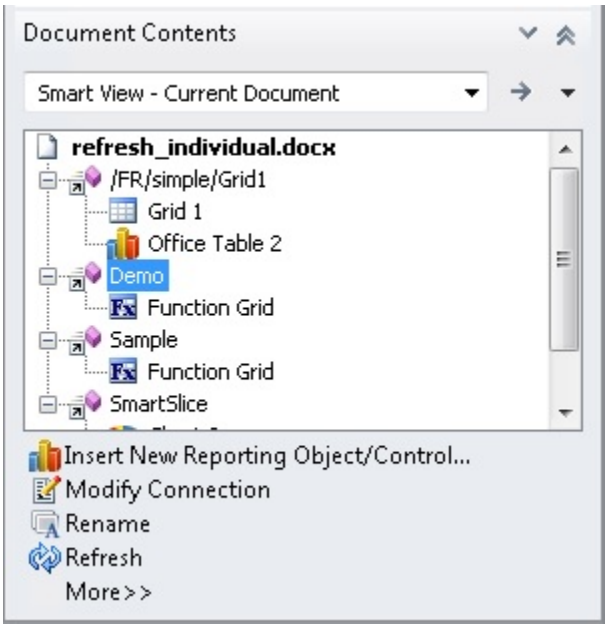


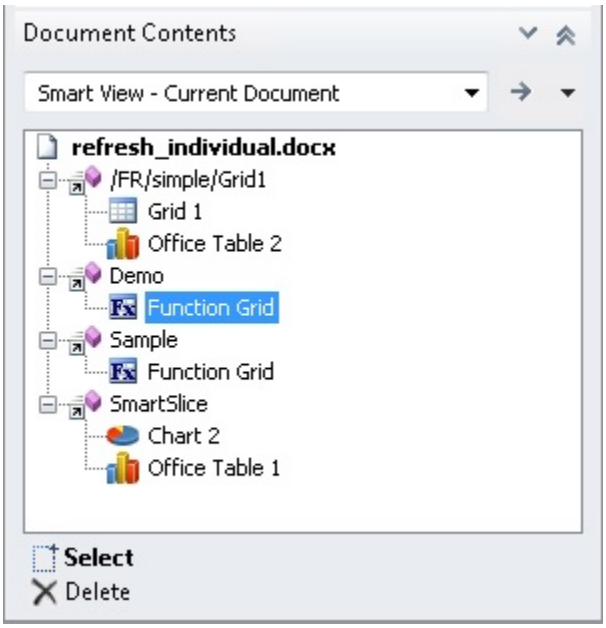
Figure 8 shows a report query selected in the **Document Contents** pane. The report query contains a single reporting object, a function grid. Clicking Refresh will refresh only the selected report query and its associated reporting object; other report queries and their reporting objects in the document remain unrefreshed.

Figure 5-9 Report Query with Single Reporting Object Selected for Refresh



In Figure 9, a single reporting object associated with a report query is selected. Notice that Refresh is not available.

Figure 5-10 Individual Reporting Object Selected - Refresh Not Available



Using the Submit Data Options

Data source types: All

Submit Data functionality is generally supported by all data source types. However, refer to the individual Submit Data topics for specific data source support.

About the Submit Data Options

Data sources: Oracle Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud

You can update any type of data in the data source by submitting changed data from forms and ad hoc grids. If you make changes while disconnected, you can submit the changes after you reconnect.

Oracle Smart View for Office offers the following options for submitting data:

- Submit Data
- Submit Data Without Refresh
- Submit Data Range

Guidelines for the Submit Data Options

- When using the **Submit Data** option:
  - While connected to Essbase releases 11.1.2.1.102 and later, you can submit data without first refreshing in free-form mode.

  - While connected to Planning ad hoc, Financial Management ad hoc, or Essbase releases earlier than 11.1.2.1.102, you must refresh the grid before modifying the data when you are in free-form mode.
- When working with an aggregate storage database, you can only submit data from the lowest level (level 0) of a hierarchy.
- You can use the **Submit Data Without Refresh** and **Submit Data Range** options to submit cell data from cells that were modified by a user who does not have Smart View installed.
- In worksheets that support multiple grids, you can perform the **Submit Data** commands for only one grid at a time.

  If you try to submit data for more than one grid at a time—that is, if you have selected cell ranges in more than one grid—the first range returned by Excel will be used to determine the selected grid and the submit will be performed only on that grid.
- If you are submitting data from forms:
  - In Planning or Financial Management forms, you can lock any cell or range of cells to protect the data until the data is refreshed or submitted. In Financial Management, locking the cell does not lock the actual data cube but only the cell in the form. When the data is refreshed or submitted, the cell is no longer locked.
  - Some cells may no longer exist in the form definition. This behavior may happen if form definition or access privileges have changed, or if rows or columns are suppressed. In these cases, only writable cells that exist in the new form definition are saved. This behavior applies to both cells and supporting detail changes, and also applies when working with forms while connected to or disconnected from the data provider.
  - When you are working in a form and you click **Submit Data**, you are actually writing data back to the latest POV selected in the POV toolbar. Oracle recommends performing a Refresh whenever you make changes to the POV. The refresh updates the data on the sheet to reflect the latest POV change.

Submitting Data

Data sources: Oracle Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality, including submitting data.

Overview video

To submit data:

1. Connect to the data source.
2. **Optional:** To help you identify modified cells, set a cell style for dirty cells, as described in Cell Styles.
3. **Essbase only:** If you are working in free-form mode with an Essbase release earlier than 11.1.2.1.102, from the Essbase ribbon, select **Refresh.**

4. Modify data as needed.
5. From any ribbon, select **Submit Data**.

   All dirty cells on the worksheet are submitted.

> **Note:**
>
> If you are working with multiple grids on a worksheet, see Guidelines for the Submit Data Options.

Submitting Data Without Refreshing

Data source types: Oracle Essbase, Oracle Hyperion Planning Ad Hoc, Oracle Hyperion Financial Management Ad Hoc

Submit Data Without Refresh allows users to submit all data from the worksheet. This includes all data cells that you have explicitly modified (made dirty) and those that were not modified. All data cells are marked dirty and submitted. Once the submit operation is complete, the entire grid will be refreshed.

To submit data without first refreshing:

1. Connect to the data source.
2. **Optional:** To help you identify modified cells, set a cell style for dirty cells, as described in Cell Styles.
3. Modify data as needed.
4. From the provider ribbon, select **Submit Data**, then **Submit Data Without Refresh**.

   Data for all cells on the sheet is submitted, whether or not the cells are dirty.

> **Note:**
>
> If you are working with multiple grids on a worksheet, see Guidelines for the Submit Data Options.

Submitting Data Ranges

Data source types: Oracle Essbase, Oracle Hyperion Planning Ad Hoc, Oracle Hyperion Financial Management Ad Hoc, Oracle Planning and Budgeting Cloud Ad Hoc, Oracle Financial Consolidation and Close Cloud Ad Hoc, Oracle Tax Reporting Cloud Ad Hoc

You can submit contiguous and non-contiguous single cells or cell ranges.

To submit data:

1. Connect to the data source.
2. Modify data as needed.

Alternatively, you may have opened a workbook that you received from a user who does not have Oracle Smart View for Office and modified the worksheet. Smart View cannot detect those cells as dirty, so you will need to be informed by that user which cells were modified or added.

3. **Optional:** To help you identify modified cells, set a cell style for dirty cells, as described in Cell Styles.
4. Select the data ranges you want to submit.

   You can select contiguous and non-contiguous single cells or cell ranges.
5. From the provider context ribbon (for example, the **Planning Ad Hoc** ribbon), select **Submit**, then **Submit Data Range**.

   Only cell data from selected cells is submitted. If there are dirty cells on the sheet outside the range of selected cells, the modified value is not submitted and those cells will revert back to the value that was last stored with the provider.

> **Note:**
>
> If you are working with multiple grids on a worksheet, see Guidelines for the Submit Data Options.

Calculating Data

Related Topics:

- About Calculating Data
- Calculating Data in Financial Management
- Calculating Data in Essbase
- Changing the Solve Order of a Selected POV

About Calculating Data

After you submit new or changed data, you need to calculate the data in the database to reflect your changes. Your options for calculating data depend on your data source. To calculate data, you must have security access rights to the data.

Calculating Data in Financial Management

Calculating Data in Essbase

For information on calculating business rules on Planning forms in Oracle Hyperion Planning, see Executing the Calculate Form and Calculate Currencies Business Rules.

For information on calculating business rules on Planning forms in Oracle Planning and Budgeting Cloud, see Executing the Calculate Form and Calculate Currencies Business Rules.

Calculating Data in Financial Management

Data source types: Oracle Hyperion Financial Management

To calculate data:

1. Select a cell or range of cells for which you want to calculate data.
2. From the data source or data source ad hoc ribbon, select **Calculate** then select one of these options:
   - To calculate the selected cells, select **Calculate.**
   - Force calculation to run for all selected cells regardless of cell status, select **Calculate** then **Force Calculate.**

Calculating Data in Essbase

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

In Oracle Smart View for Office, you can use a calculation script to calculate a database in Essbase or Oracle Analytics Cloud - Essbase.

Additionally:

- When launched, a calculation script can prompt you to enter variable information, called runtime prompts. Calculation scripts and runtime prompts are created by your Essbase administrator for your specific system.
- **Oracle Analytics Cloud - Essbase only:** Detailed tracing information is provided in upon execution of a calculation script. The tracing information is displayed only if your Oracle Analytics Cloud - Essbase administrator has configured the calculation script for tracing.

> **Note:**
>
> - To change the solve order of a member POV before running a calculation, see Changing the Solve Order of a Selected POV.
> - Administrators: To define calculation scripts so that Smart View users can work with runtime prompts, refer to the *Oracle Essbase Database Administrator's Guide*, "Using Runtime Substitution Variables in Calculation Scripts Run in Smart View."

To select and launch a calculation script:

1. Connect to the Essbase or Oracle Analytics Cloud - Essbase data source and create an ad hoc query or open an existing report file.
2. Select the data cell on which you plan to run a calculation script.
3. From the Essbase ribbon, select **Calculate.**

   The **Calculation Scripts** dialog box is displayed.
4. Under **Cube**, select a database from the list of databases that belong to this application.
5. Under **Calculation Script**, select a script.
6. If the calculation script includes runtime prompts, enter or select the input type specified by the runtime prompt, summarized in Table 1.

> **Note:**
>
> Depending on how the runtime prompts have been set up by your Essbase administrator, information for some prompts can be hand-typed. Ensure that the runtime prompts you enter are valid. You cannot launch a calculation script until all runtime prompt values are valid.

Table 5-1 Runtime Prompt Input Types

Icon	Expected Input Type
	One member selection—One member in the dimension can be selected. Click to choose a single member in the **Member Selection** dialog box. Alternatively, if the field is enabled for editing, you may manually enter the member name, enclosed in quotation marks; for example: `"California"`
	Multiple member selections—Two or more members in the dimension can be selected. Click to choose multiple members in the **Member Selection** dialog box. Alternatively, if the field is enabled for editing, you may manually enter the member names, enclosed in quotation marks and separated by a comma; for example: `"New York", "California"; "West", "Market"`

	Text value—A text value; for example:
	`MyGrid`
	Member names must be enclosed in quotation marks, separated by commas, and include a final semicolon (;). For example, type:
	`"New York","California","West","Market";`
	or
	`"Oklahoma";`

Table 5-1 (Cont.) Runtime Prompt Input Types

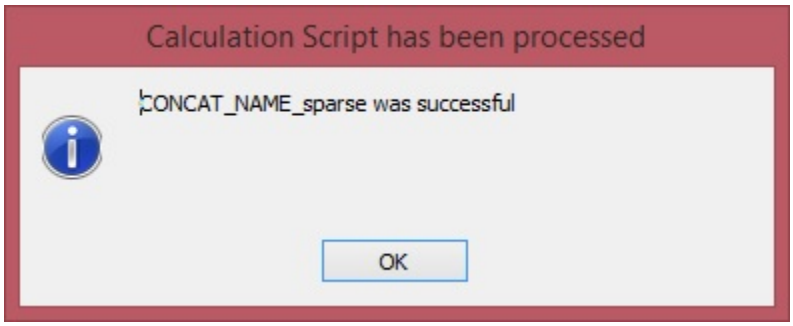
Icon	Expected Input Type

	Numeric value—A numeric value; for example, type:
	`1000`
	or
	`-2`

	Date value—A date value in the format required by your system; for example:
	`mm/dd/yyyy`
	or
	`dd/mm/yyyy`

7. Click **Launch**.

   A status message tells you if the calculation was successful. For example:



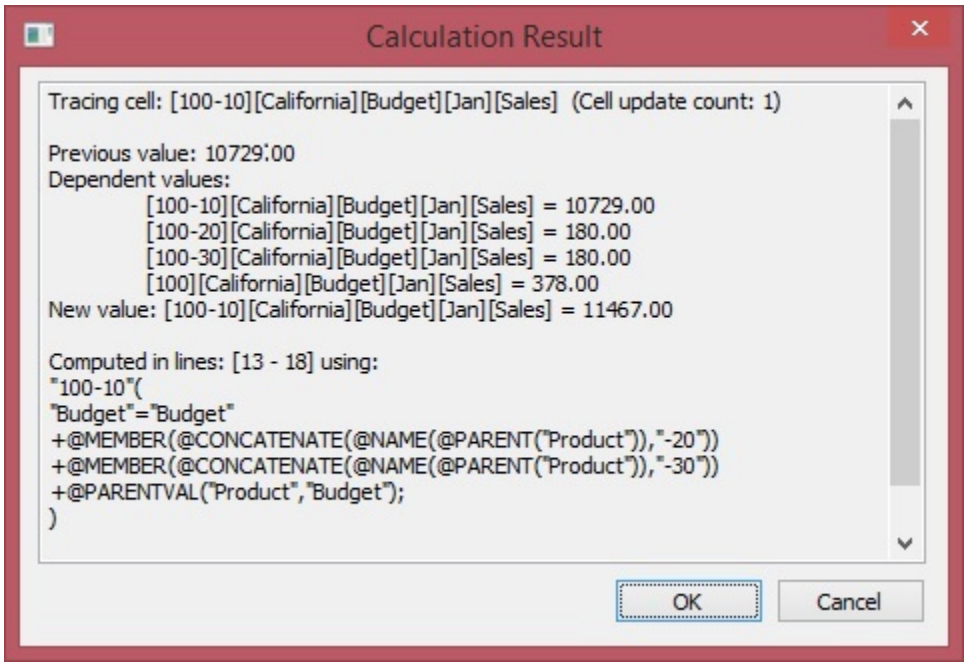
   If the calculation was not successful, contact your Essbase or Oracle Analytics Cloud - Essbase administrator.

8. Click **OK** to close the message box

9. **Oracle Analytics Cloud - Essbase only:** If the calculation script was configuring for tracing, then view the information in the **Calculation Result** dialog box, and then click **OK** to close the dialog.

   Alternatively, copy and paste the information from the **Calculation Result** dialog and save it in your favorite text editor.

   The **Calculation Result** dialog box contains detailed information on the calculation that was executed when the script was launched. For example:



10. Note any changed data cells in the ad hoc grid or report.
11. Click **Submit** to submit the changed data back to the database.

Changing the Solve Order of a Selected POV

Data source types: Oracle Analytics Cloud - Essbase

Using the **Cell Information** command on the Essbase ribbon, you can view information about a data cell, such as its POV and data consolidation property. Additionally, you can change the solve order of the data cell at the member intersection, or POV, that you selected.

Solve order is a value that represents the order, or priority, of a member when a calculation is performed. Users can view and change the solve order by editing the solve order value in the **Data Cell Information** dialog box.

The selected data cell must contain a dynamic member in the POV.

To change the solve order of a data cell:

1. In an ad hoc grid or report, select a data cell.
2. In the Essbase ribbon, click Cell Information to view the **Data Cell Information** dialog box.

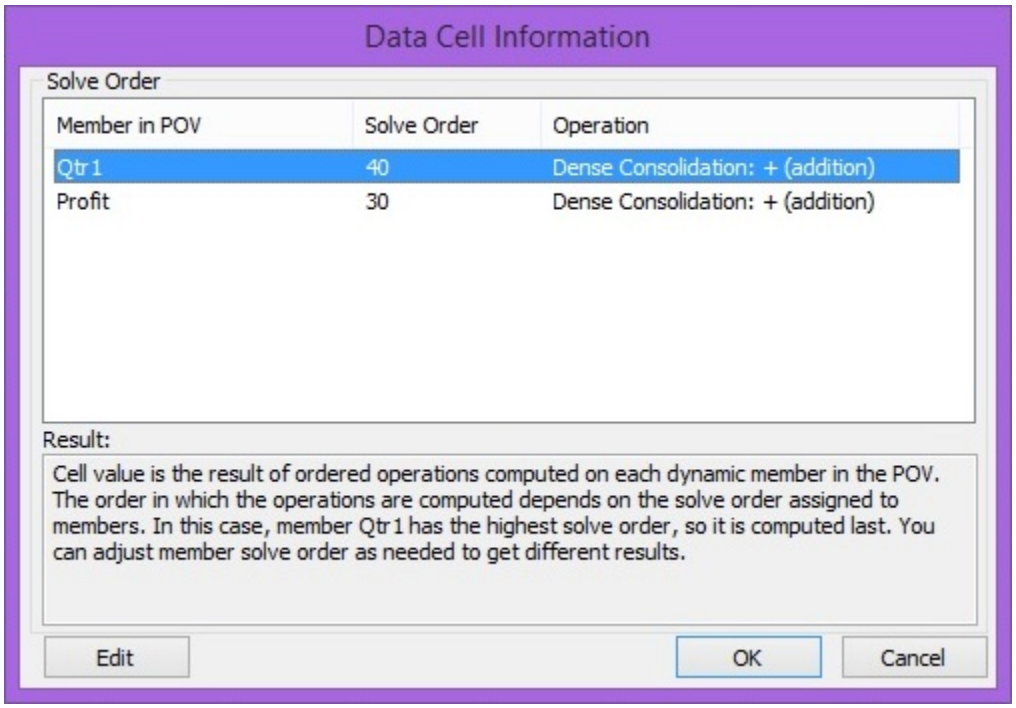
   For example, Figure 1 shows a simple ad hoc query based on the Sample Basic application and database. We select cell B3, at the intersection of Qtr1 and Profit:

Figure 5-11 Simple Ad Hoc Grid Based on Sample Basic

	A	B	C	D	E
1		Product	Market	Scenario	
2		Profit	Inventory	Ratios	Measures
3	Qtr1	8201	117405	34.07707342	8201
4	Qtr2	1895	108026	30.01514991	1895
5	Qtr3	1877	130389	30.05844199	1877
6	Qtr4	1425	128079	29.642067	1425
7	Year	13398	117405	30.97552743	13398

The Data Cell Information dialog is displayed as follows, showing Qtr1 and Profit as the POV members of this intersection, with the operation calculation type for both set to `Dense Consolidation: + (addition)`. Under **Result**, a detailed description of the current calculation result is also displayed.

Figure 5-12 Data Cell Information Dialog Box



3. Select a member row in the **Data Cell Information** dialog and click **Edit**.

   The cursor is placed in the **Solve Order** field, where you can type a new value.

   Alternatively, double-click the value in the **Solve Order** field and type a new value.

   Valid solve order values are between `0` and `127`.

   If you enter a value above 127, you will be prompted to enter a value between `0` to `127`. Note that members with a solve order of zero, `0`, will not be listed in the dialog.

4. **Optional:** To change the solve order value for any other member combinations, repeats step 3 and step 4.

5. Click **OK** to commit all solve order changes.
6. Run the calculation you require, following the instructions in Calculating Data in Essbase.

Consolidating Data

Data source types: Oracle Hyperion Financial Management

Consolidation is the process of gathering data from dependent entities and aggregating the data to parent entities. To consolidate data, you must have security access rights to the data and you must be assigned the Consolidate security role. To Consolidate all data, you must be assigned the Consolidate All security role.

To consolidate data:

1. Select a cell or range of cells for which you want to run consolidation.
2. From the data source ad hoc ribbon, select **Consolidate**, then select one of the following options:
   - **Consolidate** to consolidate data for the selected entities.
   - **Consolidate All** to consolidate data for all entities, whether or not they contain data
   - **Consolidate All With Data** to consolidate the selected entities only if they contain data.
   - **Calculate Contribution** to calculate contribution values of all dependent entities.
   - **Force Calculate Contribution** to force calculation to run for all selected contribution values.

Working with Currencies

Related Topics:

Translating Currencies in Financial Management

Changing Currency in Planning

Translating Currencies in Financial Management

Data source types: Oracle Hyperion Financial Management

Converting currencies is called "translating data" in Financial Management. You can translate data from the entity's input currency to any other currency defined in the application. Currencies are not associated with a parent-child entity pair, so you can translate data on demand, separately from the consolidation process.

In ad hoc grids, if you have security access rights to the data, you can convert, or translate, values from one currency to another. To translate data:

1. Select a cell or range of cells.
2. From the data source ad hoc ribbon, select **Calculation**, then select one of the following:

- To translate the selected cells, select **Translate.**
- To force translation to run for all selected cells, select **Force Translate.**

Changing Currency in Planning

In forms enabled for currency conversion, you can enter data in a currency other than the base currency of a cell. Currencies in the drop-down list can be designated as the local currency.

> **Note:**
>
> To override the base currency for an entity, the cell must be displayed in the local currency, and its version must be bottom-up. The application must be a multi-currency application and the form should support multi-currency.

To enter cell data in a local currency other than the base currency for the cell:

1. In a form, select a local currency member for the cell.
2. **Optional**: To look up the currency's code, select **View**, then **Currency**.

   Available Currencies shows the application's currencies. Note the Currency Code for the currency you want to work with, and close the window.
3. In the right column, HSP_InputCurrency, type the new Currency Code in the data cell.

   Typing the currency code in the data cell overrides the base currency for the entity.
4. Click **Submit** to submit the new currency code to the Oracle Hyperion Planning server.
5. Enter the currency value in the left column, HSP_InputValue, of the data cell.
6. Click **Rules on Form** and select the Calculate Currencies rule to calculate and save the new currency value.

   If the Calculate Currencies calc script is set to run when the form is saved, and the form is enabled for multiple currencies, the data value is displayed in the currency you selected.

Adjusting Values in Data Cells

Data source types: Oracle Essbase,Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can adjust the value of one or more data cells by a specified number or percentage if the cells contain numerical data. If you adjust the value of a cell that contains an Excel formula, the adjusted value overwrites the formula.

To adjust data values:

1. Click the data cell that contains the value to adjust.

2. From the data source ribbon, select **Adjust**.
3. From **Adjust Data**, select an option then enter the number or percentage by which you want to adjust the value of the cell.
4. Click **Adjust Data**.

Data Perspective

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

> **Note:**
>
> Data perspective may not be enabled in your Oracle Smart View for Office system. Your options for data perspective are enabled and configured by your Smart View administrator.

Data perspective enables you to specify the perspective to use for viewing data of varying attributes, which are dimension attributes that vary with respect to independent continuous and discrete dimensions. For example, suppose a cola product is sold in both cans and bottles in several different geographical markets over the course of a year. If the packaging (cans or bottles) varies depending on the market or changes from one type to the other during the year, the packaging type is a varying attribute. The data associated with the cola would be different depending on the time of year and the market.

To specify data perspective:

1. From the **Essbase** ribbon, select **Data Perspective**.
2. From **Perspective**, under **Selection**, select an option (see Data Perspective Illustration for examples of options).
   - **Reality** to display the data with no perspective.
   - **Last** to display the data for the last level 0 member of each continuous independent dimension. For example, if Year is the continuous dimension and December is the last member of Year, then the data for December is displayed.
   - **Start** to display the data for the first level 0 member of each continuous independent dimension. For example, if Year is the continuous dimension and January is the first member of Year, then the data for January is displayed.
   - **Custom** if you want to specify both continuous and discrete members. For this option, select a **Varying Attribute** from the drop-down list. Then, for the dimensions listed under **Independent Dimension**, select members under **Members**. If you select **Set Dimensions Only**, all independent dimensions across all varying attribute are displayed, enabling you to apply a common perspective to all.
3. Click **OK**, then refresh the grid.

Example 5-3 Data Perspective Illustration

In our example of cola sold in cans and bottles, suppose the Administrator has specified the following attributes for the cola packaging types to reflect how the cola was sold in Texas and California markets during the year:

- Can: California, January—December year
- Can: Texas, July—December
- Bottle: Texas, January—June

Figure 1 illustrates the Reality perspective. The data shown for California and Texas is data for the entire year. Since bottles were not sold in California, no data is returned (indicated here by `#Meaningless`).

Figure 5-13 Data Perspective: Reality

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	405	405
3	Can	1587	234	1821
4	Pkg Type	1587	639	2226

Figure 2 illustrates the Last perspective and displays data for cans for California and Texas, but none for bottles, because bottles were sold only January through June in Texas.

Figure 5-14 Data Perspective: Last

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	#Meaningless	#Meaningless
3	Can	1587	234	1821
4	Pkg Type	1587	234	1821

Figure 3 illustrates the Start perspective and displays data for January. Bottles but not cans were sold in Texas in January, so only data for bottles is displayed. Cans but not bottles were sold in California in January, so only data for bottles is displayed.

Figure 5-15 Data Perspective: Start

	A	B	C	D
1		California	Texas	Market
2	Bottle	#Meaningless	639	639
3	Can	1587	#Meaningless	1587
4	Pkg Type	1587	639	2226

Drill-Through Reports

Data source types: Oracle Essbase,Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can drill through to the detailed data in a database as follows:

- When connected to Planning or Financial Management via Oracle Smart View for Office, you can drill through from your application to detailed data in Oracle Hyperion Financial Data Quality Management, Enterprise Edition or Oracle Hyperion Financial Data Quality Management data sources.
- **Essbase:** Depending on how the application was created by your administrator, you can drill through to either Oracle General Ledger or to relational databases.

  Essbase administrators:

  For applications created in Oracle Essbase Administration Services, users can drill through to Oracle General Ledger.

  For applications created in Oracle Essbase Studio, users can drill through to relational databases. You can require a user name and password to access the drill-through report. You can also configure drill-through to URLs.

Predefined by administrators, drill-through reports are available to users from specified individual member cells and data cells. A cell can be associated with multiple drill-through reports. Cells that contain drill-through reports can be indicated on the grid by a cell style.

See Cell Styles.

The data displayed in a drill-through report is dynamic.

> **Note:**
>
> You cannot use alias tables for drill-through; you must use member names.

To access a drill-through report:

1. Select a member or data cell associated with a drill-through report.

   If you want to display a list of available drill-through reports whenever you mouse over a cell, select **Display Drill-Through Report ToolTips** on the **Advanced** page of the **Options** dialog box.
2. From the data source ribbon, select **Drill-through** to display the list of reports associated with the cell.
3. Select a report from the list.
4. **Essbase only:** If required, enter a user name and password.

> **Note:**
>
> The user name and password fields are displayed only if required to access the drill-through report. If a user name and password are not required, then these fields are not displayed.

5. Click **Launch**.

Linked Reporting Objects

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

A *linked reporting object* is a cell note, external file, or URL that is linked to a data cell in an Essbase database, and which can be retrieved by Oracle Smart View for Office users in Excel.

You can set a cell style to identify cells that are associated with linked reporting objects. See Cell Styles.

See also Linked Partitions.

- Attaching a Linked Reporting Object to a Data Cell
- Launching a Linked Reporting Object from a Data Cell

Attaching a Linked Reporting Object to a Data Cell

You can attach one or more linked reporting objects to a data cell.

To attach a linked reporting object to a data cell:

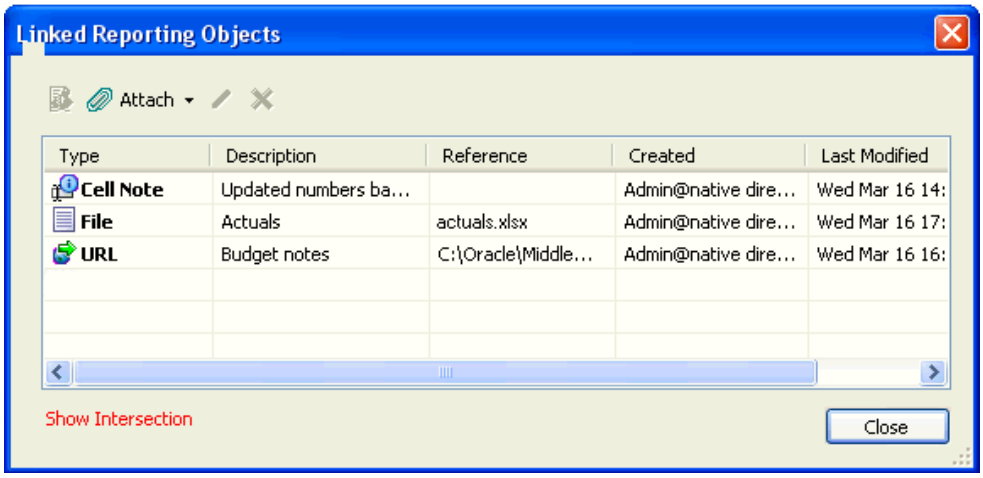
1. Select a data cell.
2. From the Oracle Essbase ribbon, select **Linked Objects**.
3. From **Linked Reporting Objects**, click

and select one of the following:
   - **Cell Note** to attach an annotation to the data cell
   - **File** to attach an external file to the data cell
   - **URL** to attach a URL to the data cell

   The dialog box appropriate to your selection is displayed.
4. Enter information as follows:
   - **Cell Note**: Enter text for the note. Then click **Close**. The first few words of the note are displayed in the **Description** column of the **Linked Reporting Objects** list.
   - **File**: Use the **Browse** button to navigate to the file that you want to attach to the data cell. You can add a brief description for the file. Then click **Close**.
   - **URL**: In **URL,** enter a URL for a web site, a network or local directory, or a document in a network or local directory. You can add a brief description for the URL. Then click **Close**.

5. Repeat the procedure to attach other linked reporting objects as needed.

   The objects that you created are displayed in the **Linked Reporting Objects** list as shown here:



6. Refresh the grid to apply the cell style (if specified) to the cell.

To edit or delete a linked reporting object, use the **Edit** button or **Delete** button . Deleting an object removes it from the database.

Related topics:

- Linked Reporting Objects
- Launching a Linked Reporting Object from a Data Cell

Launching a Linked Reporting Object from a Data Cell

To launch a reporting object from a data cell:

1. Select the data cell that is associated with the linked object that you want to launch.
2. From the Oracle Essbase ribbon, select **Linked Objects** to display **Linked Reporting Objects**.
3. From **Linked Reporting Objects**, select the linked object to launch.
4. Click . The linked reporting object launches as follows:
   - Cell notes are displayed in the Cell Note dialog box.
   - Files are opened.
   - URL objects are opened in the default web browser.
   - Linked partitions—see Linked Partitions

Related topics:

- Linked Reporting Objects
- Attaching a Linked Reporting Object to a Data Cell

Linked Partitions

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

A *linked partition* connects two databases by means of a data cell. Using a data cell associated with a linked partition, you can navigate from the database connected to the current grid to a second database. Because the two databases may have different dimensions, you can see the data in different contexts. When you launch a linked partition, a new spreadsheet that displays the dimensions from the linked database opens. From there, you can drill down into the dimensions of the linked database.

To launch a linked partition:

1. Select a data cell associated with a linked partition.
2. From the Essbase ribbon, select **Linked Objects**.
3. From **Linked Reporting Objects**, select the linked partition (displayed as **Linked** in the list).
4. Click .

   The linked partition is launched in a new spreadsheet. From this spreadsheet, you can drill down to data in the linked database.

Cell Comments

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

You can add comments to data cells.

Related Topics:

Cell Comments in Essbase (Essbase or Oracle Analytics Cloud - Essbase)

Cell Comments in Financial Management

Cell Comments in Planning (Planning or Oracle Planning and Budgeting Cloud)

Cell Comments in Planning

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

You can add one or more comments per data cell; each data cell can contain comments from multiple users. In release 11.1.2.5.620 and later, Oracle Smart View for Office conforms to the character limit set in Planning. Depending on the permission level assigned to you by the administrator, you may be able to do any of the following in a data cell:

- Add comments.
- View the comments that you and other users have added.
- Delete comments that you have entered. You cannot delete comments added by other users.

Cells that contain comments can be associated with a cell style. See Cell Styles.

Watch this overview video to get acquainted with some basic Smart View functionality, including cell comments.

Overview video

To add comments to a data cell:

1. Select one data cell or a range of data cells in an ad hoc grid.

   Use the **Shift** key to select a range of data cells. Do not use the **Ctrl** key to select cell ranges.
2. From the Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Comments**.
3. From **Comments**, click .
4. If you selected a range of cells in step 1, you can either enter comments for one cell at a time or apply a comment to all selected cells.
   - To enter a comment for one cell, select the cell from the drop-down menu.
   - To enter a comment for all selected cells, select **Apply to all selected cells**.
5. In the field at the right, enter a comment. If you want to format the comment, use HTML tags.
6. Click to save the comment.

   The comment is displayed in the list of comments to the left of the comment field. This list contains comments entered by all users.
7. Click **OK.**
8. **Optional:** To delete a comment, click . You can delete only the comments that you have entered.

Cell Comments in Financial Management

Cells in ad hoc grids, forms, Smart Slices, and the Query Designer can contain multiple comments. Comments within a cell are differentiated by their labels, which are defined in Oracle Hyperion Financial Management. You cannot create labels in Oracle Smart View for Office.

You select from these defined labels to add and view in Smart View. You cannot edit or delete labels, but you can edit and delete comments.

Viewing and Adding Cell Comments

To view or add cell comments in Financial Management:

1. Select a cell in the grid.
2. From the ribbon, select **Cell Comments**.

   Any comments currently associated with the cell are displayed in the Cell Comments list.

3. To add a comment, from **Cell Comments**, select a label from the drop-down menu.
4. Click .

   The selected cell text label is added to the list of labels.
5. Click in the field under **Cell Text** and add a comment.
6. Repeat as needed to add other labels.
7. Click **OK**.

   The labels in the list are now associated with the cell.

Editing and Deleting Cell Comments

To edit or delete cell comments in Financial Management:

1. Select a cell in the grid.
2. From the HFM ribbon, select **Cell Comments**.
3. From **Cell Comments**, select a comment in the list and then do one of the following:
   - To edit the comment, select . After editing, click .
   - To delete the comment from the cell, select the **Delete** button. The comment is removed from the list. Deleting a comment removes it only from the selected cell; it remains available for selection from the drop-down menu.
4. Click **OK**.

> **Note:**
>
> In Financial Management, you can use functions HsSetText and HsGetText to submit and retrieve cell text to and from the data source. See Functions.

Cell Comments in Essbase

Data source type: Oracle Essbase, Oracle Analytics Cloud - Essbase

When you are connected to an Essbase provider, cell comments are a way for you to detect:

- Invalid members on a grid
- Text typed outside the grid; for example, your own notes on a sheet

By enabling cell comments in Essbase, you can quickly and easily spot invalid members in the grid or locate pertinent notes you may have made on a sheet.

For example, in an Essbase database on the server, a member named "Oregon Coast" member is renamed "Oregon". Oracle Smart View for Office tracks this change and shows it to you if you define a cell style to call out cell comments. Then, you can quickly note the change and correct it in the grid.

To work with Essbase cell comments, in Smart View **Options**, you enable **Enhanced Comment Handling**, enable **Use Cell Styles**, and, optionally, define a distinctive cell style for comments. You can then easily identify commented cells on the sheet, and further select and work with them in the **Comment Edit** dialog box.

See the following topics for more information on working with cell comments in Essbase:

- Enabling Essbase Cell Comments
- Viewing Essbase Cell Comments in the Sheet
- Editing Essbase Cell Comments
- Deleting Essbase Cell Comments

Enabling Essbase Cell Comments

To enable cell comments in Oracle Essbase:

1. In the **Options** dialog box, perform these tasks:
   a. In **Member Options**, select **Enable Enhanced Comment Handling**.

> **Note:**
>
> The **Preserve Formulas and Comments in ad hoc operations (except pivot)** option must be selected to enable the **Enable Enhanced Comment Handling** option.

   b. In **Formatting**, select **Use Cell Styles**.
   c. In **Cell Styles**, expand **Common**, and then select the check box next to **Comment Cells**. Next, right-click **Comment Cells** and define a **Font**, **Background**, or **Border** for cells containing cell comments.
2. Click **OK**.

   Optionally, click the arrow in the **OK** button and choose either **Save as Default Options** or **Apply to All Sheets**. These options are described in "Sheet Options" in Smart View Options.

   You are now ready for the steps in Viewing Essbase Cell Comments in the Sheet

Viewing Essbase Cell Comments in the Sheet

To view Oracle Essbase cell comments in the sheet:

1. Be sure to complete the steps in Enabling Essbase Cell Comments
2. Open a workbook containing a grid, connect to an Essbase provider, and click **Refresh**.
3. On the sheet, note the cells containing Essbase comments.

   In the example in Figure 1, cell C5 is marked as a comment, probably because the member name was changed in the underlying Essbase database. The comment style indicates to us that this member needs attention.

Additionally, a second comment in the sheet notes that the Oregon Coast member name needs to be changed to Oregon. This comment confirms to us that the member name has been changed on the server and the member needs to be manually updated in the grid.

Figure 5-16 Grid Showing Cells Marked with Cell Comments

	A	B	C	D	E	F
1				Scenario		
2				Measures		
3	Qtr1	Colas	East	3531		
4			California	341		
5			Oregon Coast			Change to Oregon
6			Washington	170		
7			Utah	342		
8			Nevada	4		
9			West	1042		

4. Continue with Editing Essbase Cell Comments or Deleting Essbase Cell Comments.

Editing Essbase Cell Comments

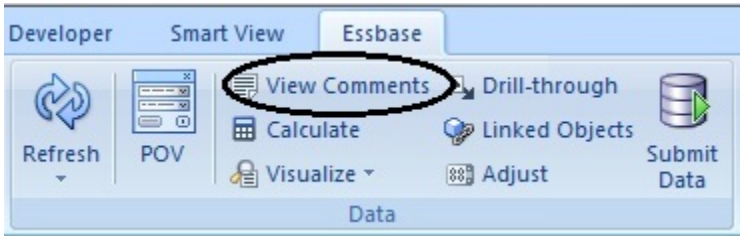
Be sure to complete the steps in Enabling Essbase Cell Comments.

> **Note:**
>
> The procedure in this topic shows you how to edit Oracle Essbase cell comments using the **View Comments** command and the **Comment Edit** dialog box in Oracle Smart View for Office. You can also edit cell comments directly in the grid, without using the Smart View interface elements in this topic.

To edit Essbase cell comments:

1. If you have not already done so, open a workbook containing a grid, connect to an Essbase provider, and click **Refresh**.
2. Click **View Comments** in the Essbase ribbon.

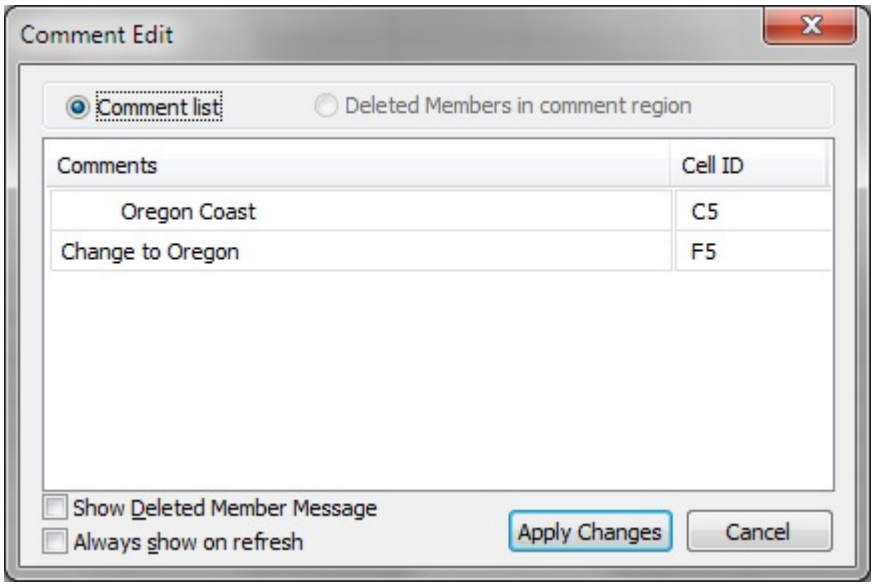
Figure 5-17 View Comments Command in Essbase Ribbon



> **Tip:**
>
> The **View Comments** command is enabled only when there are comments in the sheet.

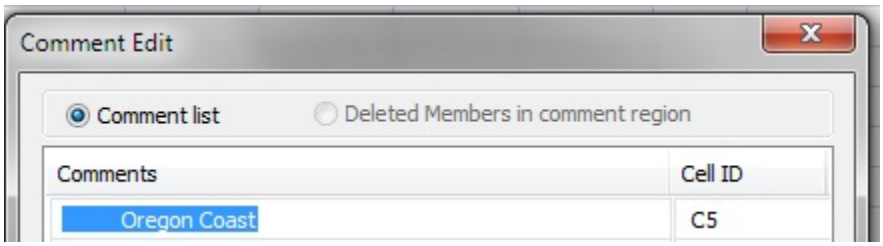
The **Comment Edit** dialog box is launched. The example in Figure 2 shows two comments in the sheet which can be edited.

Figure 5-18 Comment Edit Dialog Box



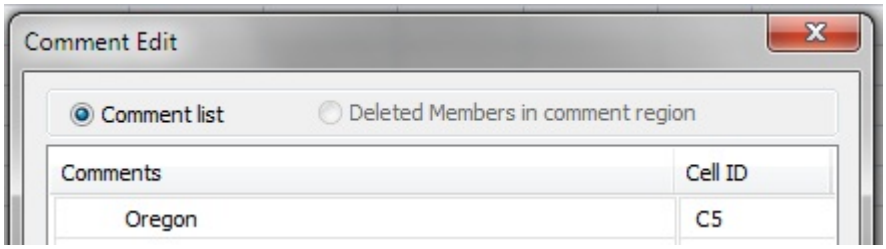
3. To edit the text in a row, first click in the row to highlight the editable text; for example, click in the "Oregon Coast" row to highlight it, as shown in Figure 3

Figure 5-19 Row Highlighted, Ready for Editing in Comment Edit Dialog Box



4. Edit the text as required; in this example, change "Oregon Coast" to "Oregon".

Figure 5-20 Changed Text in Comment Edit Dialog Box



5. Click **Apply Changes** and note the change in the grid.

   In Figure 5, cell C5 still shows as a commented cell, and will until the sheet is refreshed.

Figure 5-21 Grid After Clicking Apply Changes; Cell C5 Still Commented

	A	B	C	D	E	F
1				Scenario		
2				Measures		
3	Qtr1	Colas	East	3531		
4			California	341		
5			Oregon			Change to Oregon
6			Washington	170		
7			Utah	342		
8			Nevada	4		

6. Click Refresh; the comment style is cleared.

Figure 5-22 Grid After Refresh, Cell Style in Cell C5 Is Cleared; Member is In Sync with Server

	A	B	C	D	E	F
1				Scenario		
2				Measures		
3	Qtr1	Colas	East	3531		
4			California	341		
5			Oregon	185		Change to Oregon
6			Washington	170		
7			Utah	342		
8			Nevada	4		

Deleting Essbase Cell Comments

Be sure to complete the steps in Enabling Essbase Cell Comments.

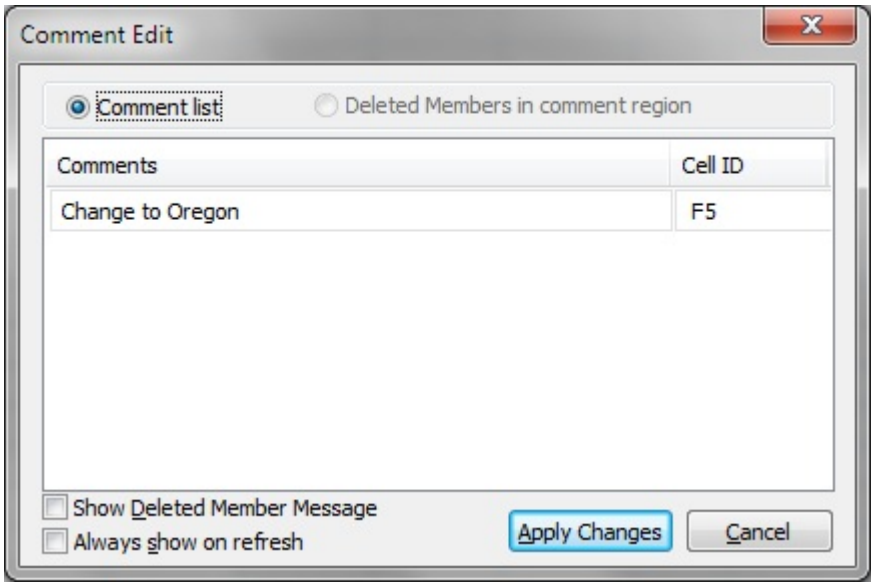
> **Note:**
>
> The procedure in this topic shows you how to delete Oracle Essbase cell comments using the **View Comments** command and the **Comment Edit** dialog box in Oracle Smart View for Office. You can also delete cell comments directly in the grid, without using the Smart View interface elements in this topic.

To delete Essbase cell comments:

1. If you have not already done so, open a workbook containing a grid, connect to an Essbase provider, and click **Refresh**.
2. Click **View Comments** in the Essbase ribbon (see Figure 1).

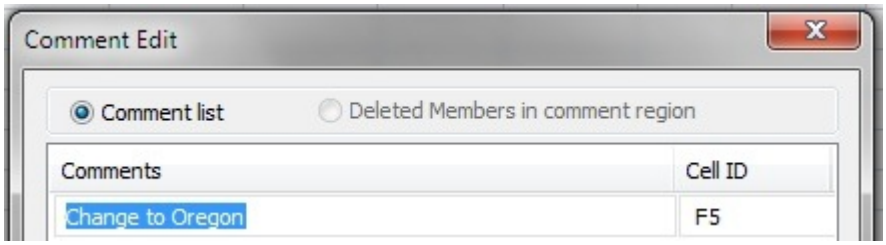
   The **Comment Edit** dialog box is launched. The example in Figure 1 shows one comment left on the sheet, which can be removed.

Figure 5-23 Comment Edit Dialog Box



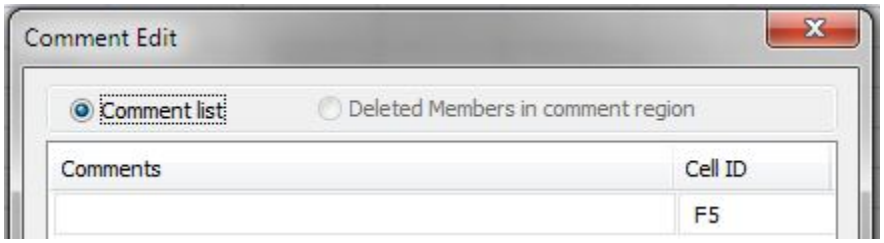
3. To delete the entire comment, first click in the row to highlight the editable text; for example, click in the "Oregon Coast" row to highlight it, as shown in Figure 2, then press the Delete key.

Figure 5-24 Cell Comment Highlighted and Ready to be Deleted



After deletion, the text in the **Comments** column is removed, but the **Cell ID** is still displayed (see Figure 3).

Figure 5-25 Cell Comment Deleted, Cell ID Remaining



4. Click **Apply Changes** and view the changes in the sheet.

   In Figure 4, cell F5 still shows as a commented cell, and will until the sheet is refreshed.

Figure 5-26 Sheet After Clicking Apply Changes; Cell F5 Still Commented

	A	B	C	D	E	F
1				Scenario		
2				Measures		
3	Qtr1	Colas	East	3531		
4			California	341		
5			Oregon	185		
6			Washington	170		
7			Utah	342		
8			Nevada	4		

5. Click Refresh; the comment style is cleared.

Figure 5-27 Grid After Refresh, Cell Style in Cell F5 Is Cleared

	A	B	C	D	E	F
1				Scenario		
2				Measures		
3	Qtr1	Colas	East	3531		
4			California	341		
5			Oregon	185		
6			Washington	170		
7			Utah	342		
8			Nevada	4		

Attachments

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

Documents can be attached to individual data cells by way of URLs or files. Each data cell can contain multiple documents attached by one or more users. Depending on the

permission level assigned to you by the administrator, you may be able to do any of the following in a data cell:

- Attach documents.
- View the documents that you and other users have attached.
- Edit and delete documents that you have attached. You cannot edit or delete documents attached by other users.

Cells that contain attachments can be associated with a cell style. See Cell Styles.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including working with attachments.

Overview video

To attach documents to a data cell:

1. Select one data cell or a range of data cells in a Planning ad hoc grid or form.
2. From the Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Attachment** to display the **Attachments** dialog box.
3. If you selected a range of cells, you can either attach documents to one cell at a time or attach the same document to all selected cells.
   - To attach a document to one cell, select the cell from the drop-down menu.
   - To attach one document to all selected cells, select **Apply to all selected cells**.
4. Select .
5. Click in the cell under **Description** to add a brief description.
6. Click in the cell under **Reference** to enter the URL or file path to the document that you want to attach.

   If attaching a file from a local machine or server, use the following syntax:

   - If the file name or path, or both, contain a space, surround the path and file name with quotation marks; for example:

     ```
     "C:\My Documents\MyFile.doc"

     "C:\My File.doc"

     "C:\My Documents\My File.doc"

     "\\myserver\My Documents\MyFile.doc"

     "\\myserver\My File.doc"

     "\\myserver\My Documents\My File.doc"
     ```

   - If neither the file name or path contains a space, enter the file name and path:

     ```
     C:\Users\jdoe\MyFile.doc

     \\myserver\documents\MyFile.doc"
     ```

   - If attaching a file from a URL, enter the URL without quotes, regardless of spaces in the file name. For example:

```
http://myserver/Myfile.doc

http://myserver/My file.doc
```

7. Repeat as necessary to add attachments.
8. To save your attachment selections, click .
9. **Optional:** To edit a **Reference** entry, click , edit the reference, and then click .
10. **Optional:** To delete an attachment, select the attachment in the list and click .
11. Click **Close**.

Launching Attachments

To launch an attached document in a new browser:

1. Select the cell that contains the attachment.
2. From the Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Attachment**.
3. Click .

Cell History

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

You can view the history of changes made to a data cell or range of data cells. For each change listed, the user who made the change, date, old value, and new value are displayed.

> **Note:**
>
> Cell history is available only if data auditing is enabled by the Planning administrator, as described in the *Oracle Hyperion Planning Administrator's Guide*.

To display cell history:

1. Select one data cell or a range of cells in a Planning ad hoc grid.
2. From the **Planning Ad Hoc** ribbon, select **Cell Actions** and then **Cell History** to display the **Change History** screen.
3. If you selected multiple cells in step 1, select one cell at a time from the drop-down menu in **Change History** to view its history.

6

Ad Hoc Analysis

Related Topics:

- About Ad Hoc Analysis
- Starting Ad Hoc Analysis
- Inserting Attribute Dimensions on the Sheet
- Preserving Excel Formulas in Ad Hoc Grids
- Formatting Ad Hoc Grids
- Zooming In and Out
- Working with Excel Filters on Ad Hoc Sheets
- Pivoting
- Removing Selected Members From the Grid
- Inserting Rows and Columns
- Displaying and Suppressing Repeated Members
- Multiple Grids on a Worksheet
- Cascading Reports and Ad Hoc Grids
- Substitution Variables

About Ad Hoc Analysis

In ad hoc analysis, you use Oracle Smart View for Office functionality with Excel spreadsheets to retrieve and analyze data by selecting members, using functions, and performing a variety of operations, including formatting, to design your reports.

You can perform ad hoc analysis in Oracle Essbase, Oracle Financial Consolidation and Close Cloud, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, and Oracle Hyperion Financial Management.

Starting Ad Hoc Analysis

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial ManagementOracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

When you connect to a provider and select the **Ad hoc analysis** option, the Ad Hoc ribbon for that provider is displayed and ad hoc functionality is then available from that ribbon.

> **Note:**
>
> When you start ad hoc analysis with Essbase, Oracle Analytics Cloud - Essbase, or Oracle Enterprise Performance Reporting Cloud, the alias table named “Default” is selected by default.

Watch this video to see a tutorial on analyzing data using ad hoc analysis.

Tutorial video

To start ad hoc analysis:

1. From **Recently Used**, **Shared Connections**, or **Private Connections** on the Smart View Panel, select one of the following:
   - Smart Slice
   - Form
   - Plan type
   - Cube or model
2. From the Action Panel, select **Ad hoc analysis**.

   Alternatively, right-click the object in the Smart View Panel and select **Ad hoc analysis**.

   The data provider ribbon is displayed.

> **Tip:**
>
> If an error appears similar to "Ad hoc grid cannot be opened as there are no valid rows of data," then you should clear the suppress options in the **Data Options** tab of the **Options** dialog box. Ensure that all **Suppress Rows** and **Suppress Columns** options are cleared, and that the **Suppress missing blocks** option is cleared.

3. Use the ribbon buttons to perform ad hoc analysis on the current worksheet.

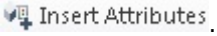
If you are familiar with the dimensions and members of your database, you can use *free-form mode* by entering dimension and member names directly into cell to design and create an ad hoc grid. See Free-Form Mode.

Inserting Attribute Dimensions on the Sheet

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Planning and Budgeting Cloud Ad Hoc

When performing ad hoc analysis, you can use the **Insert Attributes** command to quickly insert attribute dimensions or members on the worksheet.

To insert attribute dimensions or members on a worksheet:

1. Connect to your database and perform an ad hoc analysis by either selecting the **Ad hoc analysis** option in the Action Panel, or typing members in free-form format on the worksheet.
2. In the Essbase ribbon or Planning Ad Hoc ribbon, click the **Insert Attributes** button,  .
3. In the **Insert Attributes** dialog box, select the attribute dimensions to add to the sheet, and then click **OK**.

   Optional: All attribute dimensions are selected by default. To add only a subset of attribute dimensions, perform one of the following tasks:

   - Clear the check boxes next to the attribute dimensions to omit from the sheet.
   - Click **Deselect All**, and then select the check boxes next to the attribute dimensions to add to the sheet.
4. **Optional:** To select a single attribute member to add to the sheet (rather than the entire attribute dimension):

   a. Click , next to an attribute dimension text box.

   b. In the **Member Selection** dialog box, select the check box next to the attribute member to add and click .

      You can select only one attribute member per dimension.

   c. Click **OK**.

   d. Repeat these substeps for each attribute member to add to the sheet.

      Note that you can also hand type an attribute member name in the attribute dimension text box; however, attribute member names must be correctly capitalized and spelled in order to be recognized by Oracle Smart View for Office. If you capitalize a member name incorrectly or otherwise misspell it, an error occurs.

Now you can work with the attribute dimensions in the same way you would if you had used the **Member Selection** dialog box or free-form to place attributes on the sheet. Along with the other dimensions, you can pivot the attribute dimensions between rows and columns on the grid, and pivot them between the POV and the grid.

Related Topics:

- Inserting Attribute Dimensions on the Sheet--Example
- Notes About Inserting Attributes

Inserting Attribute Dimensions on the Sheet--Example

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Planning and Budgeting Cloud Ad Hoc

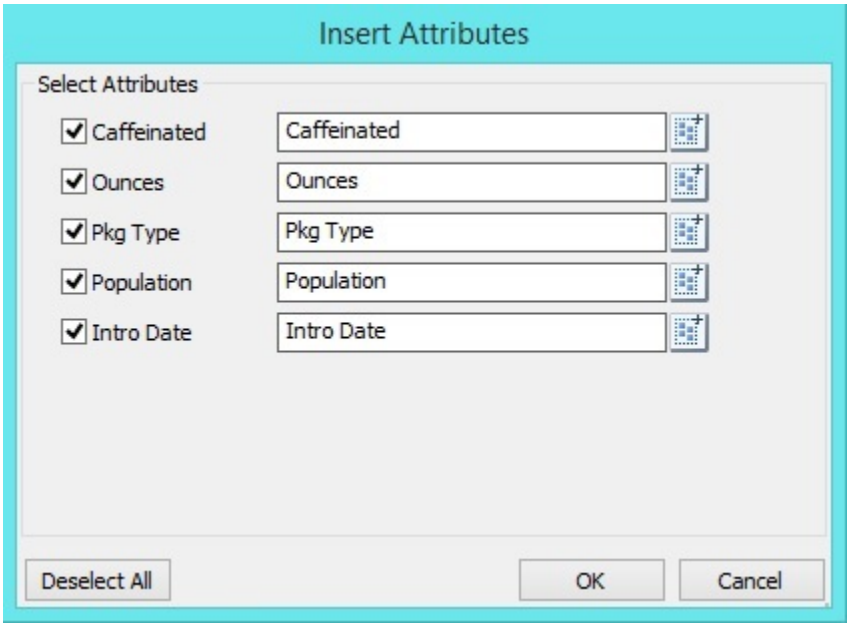
Using Essbase Sample Basic, from the Action Panel, select **Ad hoc analysis** to place dimensions, including page dimensions, on the worksheet, as shown in Figure 1.

Figure 6-1 Initial Ad Hoc Grid

	A	B	C	D
1		Product	Market	Scenario
2		Measures		
3	Year	105522		

Now click **Insert Attributes**, Insert Attributes.

In the **Insert Attributes** dialog box, note that all attribute dimensions are selected by default:



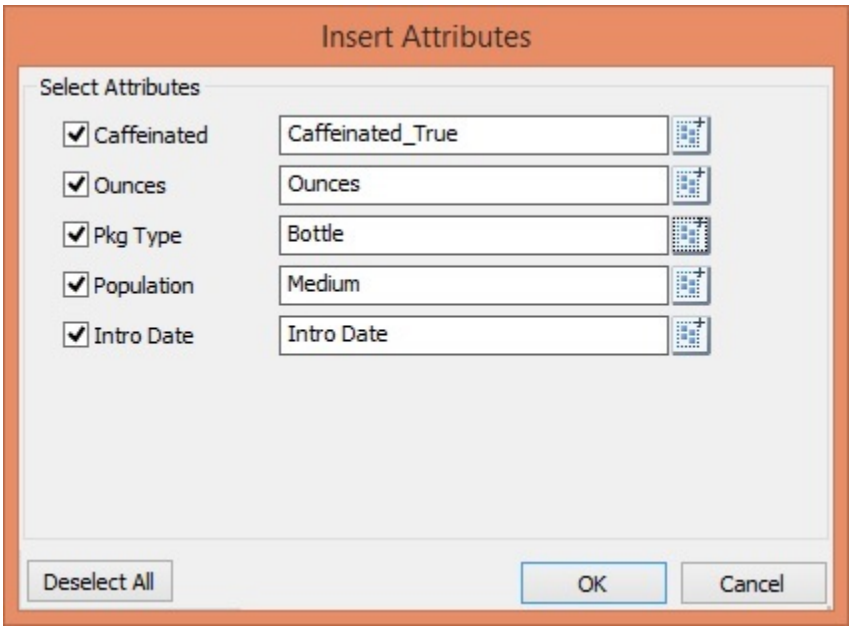
Click **OK** and you can see, as shown in Figure 2, that the attribute dimensions Caffeinated, Ounces, Pkg Type, Population, and Intro Date have been added to the worksheet as page dimensions.

Figure 6-2 Ad Hoc Grid After Adding Attribute Dimensions

	A	B	C	D	E	F	G	H	I
1		Product	Market	Scenario	Caffeinated	Ounces	Pkg Type	Population	Intro Date
2		Measures							
3	Year	104745							

You can also choose to add attribute members, instead of attribute dimensions, to the sheet. In the **Insert Attributes** dialog box, click for an attribute dimension and select an attribute member to use.

In the **Insert Attributes** dialog box, notice that the attribute dimensions Caffeinated, Pkg Type, and Populations, the attribute members Caffeinated_True, Bottle, and Medium are selected:



In Figure 3, notice that the attribute members Caffeinated_True, Bottle, and Medium, along with the Ounces and Intro Date attribute dimensions, have been added to the worksheet as page dimensions.

Figure 6-3 Ad Hoc Grid After Adding Attribute Members and Dimensions

	A	B	C	D	E	F	G	H	I
1		Product	Market	Scenario	Caffeinated_True	Ounces	Bottle	Medium	Intro Date
2		Measures							
3	Year	9758							

See also Notes About Inserting Attributes.

Notes About Inserting Attributes

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Planning and Budgeting Cloud Ad Hoc

Keep in mind the following guidelines when inserting attributes:

- If an attribute is already present on the grid, then it will not be available for selection in the **Insert Attributes** dialog box.
- The grid must be in refreshed state. If the grid is in free-form state prior to refresh, then Oracle Smart View for Office prompts you to manually refresh.
- When the attributes are inserted on the grid, the grid is automatically refreshed.
- **Essbase and Oracle Analytics Cloud - Essbase only:** If the POV toolbar is toggled off, and there is no page dimension row present in the sheet, then a page dimension row will be added to the top of the sheet when inserting the attribute dimensions.
- In the **Insert Attributes** dialog box:

  - You can select to insert the entire attribute dimension, or one attribute member from a dimension.
  - If a member name is left blank in the attribute text box, then that dimension is in a deselected state and will not be inserted.

- If you have inserted a single attribute member using the **Insert Attributes** command and dialog box, you can use **Member Selection** to add other members from the same attribute dimension to the grid.
- **Insert Attributes** is supported only for Essbase, Oracle Analytics Cloud - Essbase, and Oracle Planning and Budgeting Cloud Ad Hoc.
- The **Insert Attributes** operation is not supported for Query Designer or Smart Slice design sheets.
- **Insert Attributes** is not supported for multiple grid sheets.

See also Inserting Attribute Dimensions on the Sheet--Example.

Preserving Excel Formulas in Ad Hoc Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can associate Excel formulas with member and data cells in ad hoc grids and set cell styles to identify such cells.

See Cell Styles.

By default, formulas are preserved when you perform ad hoc operations, except for **Pivot**.

> **Note:**
>
> To achieve faster execution of queries, you can disable the preservation of formulas and comments. However, if you select this option, formulas are overwritten when you perform ad hoc operations.

Oracle Enterprise Performance Reporting Cloud: Only Refresh operations are supported when **Preserve Formulas and Comments in ad hoc operations (except pivot)** is selected. Other ad hoc operations, such as Zoom In or Keep Only, are not supported.

To specify preservation of formulas in ad hoc grids:

1. From the Oracle Smart View for Office ribbon, click **Options**, and then **Member Options** in the left panel.
2. Do one of the following:
   - To preserve formulas in ad hoc grids, select **Preserve Formulas and Comments in ad hoc operations (except pivot)**.

- To disable preservation of formulas, clear **Preserve Formulas and Comments in ad hoc operations (except pivot)**. Do this only if you do not need to preserve formulas and you want faster execution of queries.

> **Note:**
>
> Although the **Preserve Formulas and Comments in ad hoc operations (except pivot)** option appears in **Member Options**, the selection you make applies to formulas in both member and data cells.

3. Click **OK**.

Formatting Ad Hoc Grids

You can let either Oracle Smart View for Office or Excel control grid formatting.

Using Smart View Formatting

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Oracle Smart View for Office formatting consists of formatting selections made in the **Cell Styles** and **Formatting** tabs of the **Options** dialog box.

To set Smart View formatting options:

1. From the Smart View ribbon, click **Options**.
2. From **Options**, to set cell styles, select **Cell Styles** in the left pane.

   Cell styles indicate certain types of member and data cells.

   See Cell Styles for more information
3. To set other Smart View formatting options, select **Formatting** from the left pane (**Use Excel Formatting** on this page is not a Smart View formatting option).

   See Smart View Options for descriptions of options.
4. Click **OK.**

To apply Smart View formatting selections to data cells created by zooming:

1. From the grid, select a formatted data cell.
2. From the Essbase or Planning Ad Hoc ribbon, select **Preserve Format**.

Using Excel Formatting

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

If you use Excel formatting, your formatting selections, including conditional formatting, are applied and retained on the grid when you refresh or perform ad hoc operations.

When you use Excel formatting, Oracle Smart View for Office does not reformat cells based on your grid operations, and it does not mark cells as dirty when you change data values. Smart View does preserve the formatting on the worksheet between operations.

Using Excel formatting is generally preferable for highly formatted reports, and you must use Excel formatting for data sources whose application-specific colors are not supported by the Excel color palate.

To use Excel formatting on ad hoc grids:

1. From the Smart View ribbon, select **Options**.
2. From **Options**, select **Formatting** from the left pane.
3. Select **Use Excel Formatting.**
4. **Optional:** To copy parent cell formatting to zoomed-in cells, select **Move Formatting on Operations.** With this option selected, formatting also stays with members when you pivot.
5. Click **OK.**

Example 6-1 Excel Formatting and Merged Cells

To *preserve* the merged cell formatting during ad hoc operations (except Pivot), you must select both **Use Excel Formatting** and **Preserve Formulas and Comments in ad hoc operations** options.

To *replicate* merged cell formatting during ad hoc operations (except Pivot), you must select all of **Use Excel Formatting, Preserve Formulas and Comments in ad hoc operations** and **Format Fill** options.

Zooming In and Out

Related Topics:

- About Zooming In and Out
- Zooming In
- Zooming Out
- Setting a Default Zoom Level
- Selecting Members to Display when Zooming
- Enabling Double-Click Zooming
- Zooming and Formatting
- Zooming Operations in Cells that Contain Formulas

About Zooming In and Out

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can zoom in on members in the grid to display data for their children and descendents.

> **Note:**
>
> Zoom In and Zoom Out operations are not supported in these cases:
>
> - On member formula cells when connected to an aggregate storage database.
>
> Zoom operations on member formula cells are supported only when connected to a block storage database.
> - On views inserted from Oracle Business Intelligence Enterprise Edition or Oracle Analytics Cloud data sources.

In Essbase and Oracle Analytics Cloud - Essbase connections, you can also zoom to display data for the following:

- Members of the same level, same generation, or sibling level as the selected member
- Members that are defined by the formula of the selected member when connected to block storage databases

Related Topics:

Zooming In

Zooming Out

Setting a Default Zoom Level

Selecting Members to Display when Zooming

Zooming and Formatting

Enabling Double-Click Zooming

Zooming Operations in Cells that Contain Formulas

Zooming In

You can zoom in on one cell at a time. In Oracle Essbase, Oracle Analytics Cloud - Essbase, and Oracle Enterprise Performance Reporting Cloud, you can also zoom in on a range of cells.

Zooming in to the Default Level

To zoom in to the default zoom level, which is specified as described in Setting a Default Zoom Level, do one of the following:

- Select a member, and then click **Zoom In** on the data source ribbon. In Essbase, Oracle Analytics Cloud - Essbase, and Oracle Enterprise Performance Reporting Cloud, you can select a range of members.
- Double-click a member (double-click zooming must be enabled; see Enabling Double-Click Zooming).

Zooming in on Shared Members in Oracle Planning and Budgeting Cloud and Oracle Enterprise Planning and Budgeting Cloud

For 16.12 and earlier, Planning did not support shared members. When a member was placed on an ad hoc grid, it was always considered a base member, even if it was supposed to be a shared member.

Starting in 17.01, Planning supports shared members in ad hoc grids and recognizes whether a member is a base member or a shared member. Starting in 17.04, if your administrator enables zoom in on shared members in your application, then zooming in on shared members is supported in Oracle Smart View for Office. In this case, zooming in on shared members is effectively the same as zooming in on the corresponding base members.

Zooming in to a Selected Level

To zoom in to a selected level:

1. Select a member.

   In Essbase, Oracle Analytics Cloud - Essbase, and Oracle Enterprise Performance Reporting Cloud, you can select a range of members.

2. From the data source ribbon, click the down arrow next to **Zoom In**, and then select one of the following options.

   - **Next Level** to retrieve data for the children of the selected members
   - **All Levels** to retrieve data for all descendants of the selected members
   - **Bottom Level** to retrieve data for the lowest level of members in a dimension

   These Zoom In options are available for Essbase and Oracle Analytics Cloud - Essbase only:

   - **Same Level** to retrieve data for all members at the same level as the selected member
   - **Sibling Level** to retrieve data for the siblings of the selected members
   - **Same Generation** to retrieve data for all members of the same generation as the selected members
   - **Formulas** to retrieve data for all members that are defined by the formula of the selected member. The formula can be a member equation or a consolidation to the parent

> **Note:**
>
> When you zoom in on a page dimension, the page dimension is pivoted to a row dimension.

Related Topics:

- Zooming Out
- Setting a Default Zoom Level
- Enabling Double-Click Zooming

- Zooming Operations in Cells that Contain Formulas

Zooming Out

Zooming out collapses the view according to the Zoom In Level option specified as described in Setting a Default Zoom Level.

To zoom out:

1. Select a member.

   In Oracle Essbase, Oracle Analytics Cloud - Essbase, and Oracle Enterprise Performance Reporting Cloud, you can select a range of members.

2. From the data source ribbon, click **Zoom Out**.

Related Topics:

- Zooming In
- Setting a Default Zoom Level
- Enabling Double-Click Zooming
- Zooming Operations in Cells that Contain Formulas

Setting a Default Zoom Level

You can specify a default level for zooming operations. This setting applies to the **Zoom In** button and to double-click zooming if it is enabled (see Enabling Double-Click Zooming).

To set a **Zoom In** default level:

1. From the Smart View ribbon, select **Options**, and then select **Member Options** in the left panel.
2. From the **Zoom In Level** drop-down menu, select one of the following levels:
   - **Next Level** to retrieve data for the children of the selected members
   - **All Levels** to retrieve data for all descendants of the selected members
   - **Bottom Level** to retrieve data for the lowest level of members in a dimension

   These Zoom In options are available for Oracle Essbase and Oracle Analytics Cloud - Essbase only:

   - **Same Level** to retrieve data for all members at the same level as the selected member
   - **Sibling Level** to retrieve data for the siblings of the selected members
   - **Same Generation** to retrieve data for all members of the same generation as the selected members
   - **Formulas** to retrieve data for all members that are defined by the formula of the selected member. The formula can be a member equation or a consolidation to the parent
3. Click **OK**.

Related Topics:

- Zooming In

- Zooming Out
- Enabling Double-Click Zooming
- Zooming Operations in Cells that Contain Formulas

Selecting Members to Display when Zooming

You can set options to specify which members are retained and displayed as you zoom in and out.

To set member display options for zooming:

1. From the Oracle Smart View for Office ribbon, select **Options**, and then select **Member Options** in the left panel.
2. Under **Member Retention**, select:
   - **Include Selection** to display both the selected member and the members retrieved as a result of zooming. For example, zooming in on the selected member `Qtr1` retrieves data for `Jan`, `Feb`, `Mar`, and `Qtr1`. If not selected, only the members retrieved as a result of the zoom are displayed: `Jan`, `Feb`, and `Mar`.
   - **Within Selected Group** to zoom in only on the selected group of cells, leaving the unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. (This setting also applies to **Keep Only** and **Remove Only**.)
   - **Remove Unselected Groups** to remove all dimensions and members *except* the selected member and the members retrieved as a result of zooming.
3. Click **OK**.

Enabling Double-Click Zooming

If double-clicking for ad hoc operations is enabled, you can zoom in to the default zoom level and zoom out by double-clicking in a member cell.

To enable double-clicking for zooming:

1. From the Oracle Smart View for Office ribbon, select **Options**, and then select **Advanced** in the left panel.
2. Under **Mode**, select **Double-click for Operations**.

   If you do not select **Double-click for Operations**, then double-clicking retains Excel functionality and puts the cell into edit mode.
3. Click **OK**.

> **Note:**
>
> In blank worksheets, double-clicking the first time retrieves the default grid and thereafter zooms in or out.

Related Topics:

- Zooming In

- Zooming Out
- Setting a Default Zoom Level
- Zooming Operations in Cells that Contain Formulas

Zooming and Formatting

You can apply the formatting of the cell that you zoom in on to the cells that are created by zooming. For Oracle Smart View for Office formatting, this ability applies to data cells. For Excel formatting, this ability applies to member cells.

Excel Formatting

To apply Excel formatting selections to member cells created by zooming, from the Smart View ribbon, select **Options**. Then select all these options:

- From the **Formatting** page, select these options:
  - **Use Excel Formatting**
  - **Move Formatting on Operations**
- From the **Member Options** page, select **Preserve Formulas and Comments in ad hoc operations (except Pivot)**
- **Oracle Essbase only:** From the **Member Options** page, select **Formula Fill**

Zooming Operations in Cells that Contain Formulas

Data Sources: Oracle Essbase, Oracle Analytics Cloud - Essbase

If member or data cells are associated with formulas, you can propagate these formulas to the cells retrieved as a result of zooming in. For example, if member `Qtr1` is associated with a formula, then the formula can be propagated to `Jan`, `Feb`, and `Mar` when you zoom in on `Qtr1`.

To propagate formulas:

1. From the Oracle Smart View for Office ribbon, click **Options**, and then select **Member Options** in the left panel.
2. Under **Comments and Formulas**, ensure that **Preserve Formulas and Comments in ad hoc operations (except pivot)** is selected.
3. Select **Formula Fill**.

> **Note:**
>
> - With the **Formula Fill** option enabled, some zoom operations may be time consuming. For example, a zoom in to the bottom level of a large hierarchy (described in Zooming in to a Selected Level) may take a long time to complete.
> - Although these options—**Preserve Formulas and Comments in ad hoc operations (except pivot)** and **Formula Fill**—appear in **Member Options**, they apply to formulas in both member and data cells.

4. Click **OK**.

Related Topics:

- Zooming In
- Zooming Out
- Setting a Default Zoom Level
- Enabling Double-Click Zooming

Working with Excel Filters on Ad Hoc Sheets

Data source types: All supported Oracle Smart View for Office providers, cloud and on-premise, ad hoc only

Excel filters are retained when performing ad hoc in cases where the ad hoc operation results in the same set of column dimensions. For example, set filters on the members of the Measures dimension as follows:

	A	B	C	D	E	F
1		Product	Market	Scenario		
2		Profit|Lo	Profi	Invento	Ratios	Measur
3	Year	8002	69896	115304	54.41338754	8002

If you zoom in on the row dimension, Year, the result set retains the Excel filters that were set in the column dimensions because the column dimensions and members didn't change.

	A	B	C	D	E	F
1		Product	Market	Scenario		
2		Profit|Lo	Profi	Invento	Ratios	Measur
3	Qtr1	8002	16549	115304	54.53095513	8002
4	Qtr2	0	17945	130727	54.4949209	0
5	Qtr3	0	17927	170190	53.91647995	0
6	Qtr4	#Missing	17475	184980	54.73926891	#Missing
7	Year	8002	69896	115304	54.41338754	8002

However, if you zoom in on a column dimension member, such as Inventory, the set of columns in the result set changes, causing you to lose the Excel filters.

	A	B	C	D	E	F	G	H	I
1		Product	Market	Scenario					
2		Profit|Loss	Profit	Opening Inventory	Additions	Ending Inventory	Inventory	Ratios	Measures
3	Year	8002	69896	115304	429774	203447	115304	54.41338754	8002

Guidelines

- Excel filters are retained for most ad hoc operations, such as Zoom In, Zoom Out, Remove Only, and Keep Only, Undo, and Redo, as long as the same set of column dimensions appear in the result set.
- Excel filters are also retained after a Submit or a Refresh.
- Excel filters are not retained for Pivot or Pivot to POV operations.

- Excel filter retention is not supported on multiple-grid sheets. For example, after creating filters in one grid, then moving to a second grid and creating filters on it, the filters on the first grid will be lost.

  However, there may be some cases where the filters are retained. For example, if two adjacent grids both start on the same row, then the filters may be retained. Because of these variations, Oracle cannot assure that Excel filters will be retained on multiple-grid sheets.

Pivoting

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Pivoting changes the orientation of the data on the worksheet. You can move dimensions between rows and columns and between the grid and the POV.

Additionally:

- One or more dimensions can be pivoted from the grid to the POV toolbar.
- One dimension at a time can be pivoted from the POV toolbar to the grid.
- A single dimension, and even zero dimensions, can remain on the POV toolbar.
- You can select only one dimension or one member at a time to pivot between rows and columns on the sheet. In cases where multiple members from the same dimension are on the grid, then all members in the dimension will be pivoted.
- When you pivot a member from the grid to the POV, the member selected on the grid becomes the POV for that dimension. For example, if pivot Qtr2 of the Year dimension from the grid to the POV, then Qtr2 becomes the POV for the Year dimension.

Pivoting Dimensions Between Rows and Columns

You can pivot a dimension or members between rows and columns. There must be two or more dimensions, or members from two or more dimensions, in the row or column that contains the dimension that you want to pivot. That is, you cannot pivot the last row dimension or the last column dimension on a grid.

When you pivot a member, the other members in its dimension are also pivoted.

When you pivot between rows and columns, Oracle Smart View for Office moves the selected dimension to the outermost row or column on the opposite axis. For example, when you select to pivot a dimension to a row, the system moves the dimension to the top of the grid.

> **Note:**
>
> When the **Use Excel Formatting** option is selected (as described in Using Excel Formatting), member and numeric formats may unexpectedly change after pivot operations. For example, member names may be centered and numeric values may be left justified. You can reset the grid to the proper format using the Excel formatting options.

To pivot a dimension or member:

1. Select a dimension or member.
2. From the data source ribbon, click **Pivot**.

   Alternatively, you can drag a dimension from the row or column and drop it on the target row or column.

   Row dimensions are pivoted to the topmost column dimension.

   Column dimensions are pivoted to the left-most row dimension.

> **Note:**
>
> You pivot members by selecting them from the POV, as described in Selecting Members from the POV Toolbar.

Pivoting Dimensions Between the Grid and the POV Toolbar

You can select to pivot a dimension out of the ad hoc grid to the Point of View (POV), or out of the POV to the grid. You can also pivot a member; if you do so, the other members in its dimension are also pivoted.

To pivot a dimension or members between the POV toolbar and the grid, perform one of the following tasks:

- To pivot a dimension *to* the POV, select the dimension in the grid. In the provider ribbon, click the arrow in the **Pivot** button,

, and then select **Pivot to POV**.

  Alternatively, right-click a dimension and drag it from the grid and drop it on the POV toolbar.

  You can also pivot a member. Select one member only; you do not need to select multiple members. Selecting one member pivots all members in the dimension.
- To pivot a dimension *from* the POV to the grid, right click the arrow next to the dimension name in the POV toolbar, then drag the dimension and drop it on the grid.

Example 6-2 Pivoting Notes

- You can leave any number of dimensions on the POV; for example, 0, 1, or more dimensions can be left on the POV.

- After pivoting the last dimension from the POV toolbar to the grid, the POV toolbar is hidden. You can always bring it back by clicking the POV button in the provider ribbon.
- The grid must always contain at least two dimensions: one row dimension and one column dimensions. When there is only one row dimension and one column dimension on a grid, you must first pivot the replacement dimension on to the grid before you can pivot a dimension out of the grid.

  For example, if you want to pivot the row dimension off of the grid, then you must first pivot the replacement row dimension on to the grid, and then pivot the unwanted row dimension off of the grid.
- You can manually type a dimension or member name to replace a dimension or member name in the grid or the POV toolbar.

  Similarly, you can delete a dimension or member from the grid, refresh the grid, and the deleted dimension or member is moved from the grid and will display on the POV toolbar.
- You can pivot members by selecting them from the POV, as described in Selecting Members from the POV Toolbar.

Removing Selected Members From the Grid

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can remove members and their associated data from the grid as follows:

- To keep only the currently selected members, select the member cells that you want to keep. Then, from the data source ribbon, click **Keep Only**. All other members in the dimension are removed.
- To remove all members except the currently selected member cells, select the cells that you want to remove. Then, from the data source ribbon, click **Remove Only**.

Keep Only and **Remove Only** operate on all instances of the selected members in the grid within the selected group.

About Keep Only and Remove Only

The results of **Keep Only** and **Remove Only** depend on how the selected group is evaluated within the grid. A group consists of two or more dimensions down the grid as rows or across the grid as columns.

To use the **Keep Only** or **Remove Only** command, the selected member must have a group of members associated with it. Members do not have to be from the same dimension to be considered a group. The selected member shouldn't be the lowest or last member of the group.

For example, in Figure 1, you could think of New York, Florida, Connecticut, and New Hampshire as individual groups that all contain the January member. We want to keep the data for January for those four states. Yet, when we select Jan, and then click **Keep Only**, the grid doesn't change. This is because Jan is not its own group, it's

actually a member of a group originating with the Market dimension, and also belongs to the New York, Florida, Connecticut, and New Hampshire groups.

Figure 6-4 Grid with Market Members in Column A, Year Members in Column B

	A	B	C	D
1			Product	Scenario
2			Measures	
3	New York	Jan	8722	
4	Florida	Jan	336	
5	Connecticut	Jan	321	
6	New Hampshire	Jan	44	
7	West	Feb	2394	
8	South	Year	13238	
9	Central	Year	38262	
10	Market	Year	213522	
11				

Try moving Jan to reposition it so that Jan is now a group, and the members New York, Florida, Connecticut, and New Hampshire belong to the Jan group, as shown in Figure 2

Figure 6-5 Grid with Year Members in Column A, Market Members in Column B

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	
7	Jan	West	2339	
8	Jan	South	997	
9	Jan	Central	2956	
10	Jan	Market	16234	
11	Feb	New York	99955	
12	Feb	Florida	361	
13	Feb	Connecticut	309	
14	Feb	New Hampshire	74	
15	Feb	West	2394	
16	Feb	South	1046	
17	Feb	Central	3063	
18	Feb	Market	107700	
19	Year	New York	116202	
20	Year	Florida	5029	
21	Year	Connecticut	3093	
22	Year	New Hampshire	1125	
23	Year	West	29861	
24	Year	South	13238	
25	Year	Central	38262	
26	Year	Market	213522	

Now select a Jan cell and click **Keep Only**. The resulting layout shows only the Market dimension members grouped under Jan.

Figure 6-6 Grid with Only Jan Group Members

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	
7	Jan	West	2339	
8	Jan	South	997	
9	Jan	Central	2956	
10	Jan	Market	16234	

You can further refine the report to show only the New York, Florida, Connecticut, and New Hampshire members. Select those members in the grid (see Figure 4).

Figure 6-7 Members Selected for Keep Only

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	
7	Jan	West	2339	
8	Jan	South	997	
9	Jan	Central	2956	
10	Jan	Market	16234	

And then click **Keep Only**. The result is shown in Figure 5.

Figure 6-8 Grid with Only Jan Group Members New York, Florida, Connecticut, and New Hampshire

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	

Note that you can also achieve the result in Figure 5 in another way. Select the West, South and Central members, and the Market dimension, as shown in Figure 6.

Figure 6-9 Members Selected for Remove Only

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	
7	Jan	West	2339	
8	Jan	South	997	
9	Jan	Central	2956	
10	Jan	Market	16234	

And then click **Remove Only**.

Figure 6-10 Grid with Only Jan Group Members New York, Florida, Connecticut, and New Hampshire

	A	B	C	D
1			Product	Scenario
2			Measures	
3	Jan	New York	8722	
4	Jan	Florida	336	
5	Jan	Connecticut	321	
6	Jan	New Hampshire	44	

Remember that the **Keep Only** and **Remove Only** commands are always performed on the selected groups, evaluated within the grid.

Inserting Rows and Columns

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management

In ad hoc grids, you can insert calculating and non-calculating columns and rows within or outside the grid. Inserted rows and columns, which may contain formulas, text, or Excel comments, are retained when you refresh or zoom in.

Always refresh the grid before inserting rows or columns.

Displaying and Suppressing Repeated Members

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

This topic describes using the **Repeated Members** option in the **Options** dialog box, **Data Options** tab, **Suppress Rows** group. This option only applies to Essbase data sources. To use the other data suppress options in the **Suppress Rows** and the **Suppress Columns** group, see Data Options.

When working with stacked dimensions in an ad hoc grid, and the **Suppress Repeated Members** option is selected, Essbase positions the suppressed member label above the labels in the next row, up to the first column dimension, using the "proximity rule". With the proximity rule, when repeated members are suppressed, Essbase compares the stacked dimensions row by row. It groups the non-repeating, unsuppressed members under the closest suppressed member in the previous row. Essbase can then determine which member is being queried and retrieves the data accordingly.

The scenario that follows shows the proximity rule in action.

Using the Sample Basic database, select the **Ad hoc analysis** option. The Measures, Product, Market, Scenario, and Year dimensions are retrieved on the worksheet as shown in Figure 1.

Figure 6-11 Sample Basic Initial Ad Hoc Analysis Grid

	A	B	C	D
1		Product	Market	Scenario
2		Measures		
3	Year	105522		

Arrange the dimensions so that there are three "stacked" dimensions and two dimensions side by side, according to Figure 2.

Figure 6-12 Sample Basic Grid with Dimensions Arranged in a Stacked Configuration

	A	B	C
1			Measures
2			Market
3			Scenario
4	Product	Year	105522

By default, in the **Data** tab of the **Options** dialog box, the **Repeated Members** option in the **Suppress Rows** group is cleared. Zoom in on the Product and Year members, then zoom in on the Market and Scenario dimensions. The resulting grid looks similar to Figure 3.

Figure 6-13 Zooming in on the Dimensions in the Grid Before Selecting the Repeated Members Option

	A	B	C	D	E	F	G	H	I	J	K	L
1			Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures	Measures
2			East	East	East	East	East	West	West	West	West	West
3			Actual	Budget	Variance	Variance %	Scenario	Actual	Budget	Variance	Variance %	Scenario
4	Colas	Year	12656	13150	-494	-3.756653992	12656	3549	8890	-5341	-60.07874016	3549
5	Root Beer	Year	2534	4360	-1826	-41.88073394	2534	9727	10950	-1223	-11.16894977	9727
6	Cream Soda	Year	2627	2970	-343	-11.54882155	2627	10731	11670	-939	-8.046272494	10731
7	Fruit Soda	Year	6344	7910	-1566	-19.7977244	6344	5854	5670	184	3.245149912	5854
8	Diet Drinks	Year	2408	2730	-322	-11.79487179	2408	8087	10570	-2483	-23.4910123	8087
9	Product	Year	24161	28390	-4229	-14.89609017	24161	29861	37180	-7319	-19.68531469	29861

> **Note:**
>
> For ease of reading, the South and Central members were removed from the grid in Figure 3 and Figure 4.

Now, from the Smart View ribbon, select **Options**, then select the **Data** tab. In the **Suppress Rows** group, select the **Repeated Members** options. Then refresh the sheet. The resulting grid looks similar to Figure 4. For each of the column dimensions in rows 1 and 2, where there were suppressed repeated members, the member label is centered above the labels in the next row.

The data in columns C, D, E, F, and G belong to the East member; the data in columns H, I, J, K, and L belong to West. Using the proximity rule, Scenario in column G belongs to East because it is only two columns from the East member, but three columns from the West member.

The Measures dimension label applies to the entire grid.

Figure 6-14 Refresh the Grid After Selecting the Repeated Members Option

	A	B	C	D	E	F	G	H	I	J	K	L
1							Measures					
2					East					West		
3			Actual	Budget	Variance	Variance %	Scenario	Actual	Budget	Variance	Variance %	Scenario
4	Colas	Year	12656	13150	-494	-3.756653992	12656	3549	8890	-5341	-60.07874016	3549
5	Root Beer	Year	2534	4360	-1826	-41.88073394	2534	9727	10950	-1223	-11.16894977	9727
6	Cream Soda	Year	2627	2970	-343	-11.54882155	2627	10731	11670	-939	-8.046272494	10731
7	Fruit Soda	Year	6344	7910	-1566	-19.7977244	6344	5854	5670	184	3.245149912	5854
8	Diet Drinks	Year	2408	2730	-322	-11.79487179	2408	8087	10570	-2483	-23.4910123	8087
9	Product	Year	24161	28390	-4229	-14.89609017	24161	29861	37180	-7319	-19.68531469	29861

Using the Suppress Repeating Members Option with 11.1.2.2.102 and Earlier Workbooks

You must perform the steps in this topic before you begin using your workbooks with Oracle Smart View for Office 11.1.2.5.200 and later.

If you are working with spreadsheets that were created and used with version 11.1.2.2.102 or earlier of Smart View, Oracle Essbase, and Oracle Hyperion Provider

Services, you must complete the following steps in order to assure that row and column data aligns properly with their parent members:

1. Make a backup copy of your workbook.
2. In the **Data** tab of the **Options** dialog box, clear the **Repeated Members** option.
3. Refresh the workbook. You may refresh the entire workbook or refresh each sheet individually.
4. Go back to the **Data** tab of the **Options** dialog box, and select the **Repeated Members** option.
5. Perform the refresh operation again.

   The workbook is ready for use with Smart View version 11.1.2.5.200 and later.

Multiple Grids on a Worksheet

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

In Essbase, you can create multiple grids on one worksheet. These grids can be connected to the same data source or to different Essbase data sources. You can retrieve data in these grids and shift them on the worksheet.

Note the following guidelines and limitations in worksheets that support multiple grids:

- You can submit data for only one grid at a time.

  If you try to submit data for more than one grid at a time—that is, if you have selected cell ranges in more than one grid—the first range returned by Excel will be used to determine the selected grid and the submit will be performed only on that grid.
- You cannot set a cell style for dirty cells.
- You cannot enter comments.
- Multiple-grid worksheets are not supported for Smart Slices.
- Do not use Microsoft Excel's Name Manager or Name Box to rename named ranges. Instead, use one of the following methods to rename named ranges:
  - Use the Rename Range command in the Document Contents pane of the Smart View Panel. See Renaming Ranges on Multiple-Grid Worksheets
  - Use the VBA function, HypModifyRangeGridName, described in the *Oracle Smart View for Office Developer's Guide*.
- On multiple-connection multiple grid worksheets, ensure that there is enough space between grids to accommodate pivot and zoom operations on the individual grids.

  A loss of metadata may occur on sheets with three or more database connections and where grids are placed too close together.
- To ensure that you are refreshing the desired range, use the **Document Contents** pane to first select the range, and then click the **Refresh** link in the pane. After refresh, select the range again from **Document Contents** to highlight the updated range.
- These items on the Smart View ribbon are disabled:
  - **Undo**

  - **Redo**
- These items on the Essbase ribbon are disabled:
  - **Pivot to POV**
  - **POV**
  - **Preserve Format**
  - **Data Perspective**
  - **Cascade**
  - **View Comments**

Creating Multiple-Grid Worksheets

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

To create a multiple-grid worksheet:

1. In Excel, connect to an Essbase data source.
2. From any location in the worksheet, select a range of cells (You must select a range rather than only one cell).
3. From the Smart View Panel, right-click an application, and then select **Ad Hoc Analysis**.

> **Note:**
>
> Multiple-grid worksheets are not supported for Smart Slices.

4. When prompted to change the worksheet to support multiple grids, select **Yes**.
5. To create a second grid on the worksheet:
   a. Select a different range of cells.
   b. From the Smart View Panel, right click an application, and then select **Ad Hoc Analysis**.
6. Repeat step 5 as necessary to add grids to the worksheet.

> **Note:**
>
> Starting in Oracle Smart View for Office11.1.2.5.400, the creation of multiple-grid worksheets using refresh is no longer supported.

Converting Ad Hoc Worksheets to Multiple-Grid Worksheets

To convert an existing ad hoc worksheet to a worksheet that supports multiple grids:

1. From any location in the worksheet, select a range of cells (You must select a range rather than only one cell).
2. From the Smart View Panel, right click the application, and then select **Ad Hoc Analysis**.

Renaming Ranges on Multiple-Grid Worksheets

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

When you place ranges on a multiple-grid worksheet, Excel assigns each range a name by default. The strings used in the name ranges may not be particularly user friendly. For example, a range based on the Essbase Demo Basic database might look like this:

```
Demo_Basic_C2034305_D2AC_449B_B4AE_56EA047EDF05_1
```

A more user-friendly name would be helpful for all users of the workbook, but changing the name using the Excel Name Manager could cause a loss of metadata in Oracle Smart View for Office.

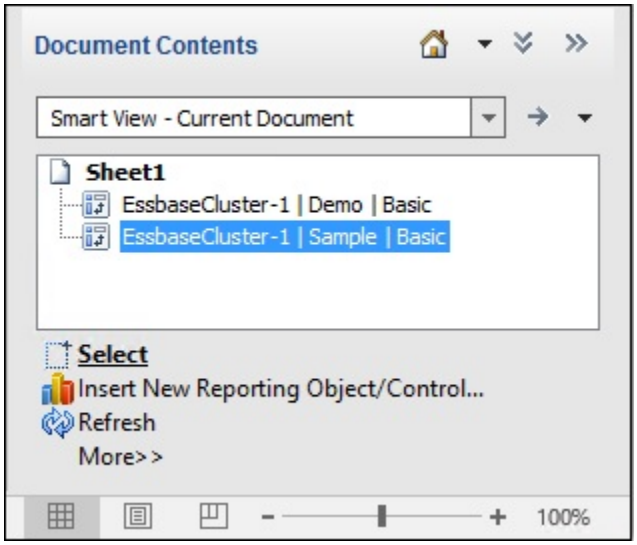
Use the Rename Range command in the Smart View Document Contents pane to change the name to a more descriptive or user-friendly name.

> **Note:**
>
> To change range names in multiple-grid worksheets, you *must* use the **Rename Range** command in the Document Contents pane.

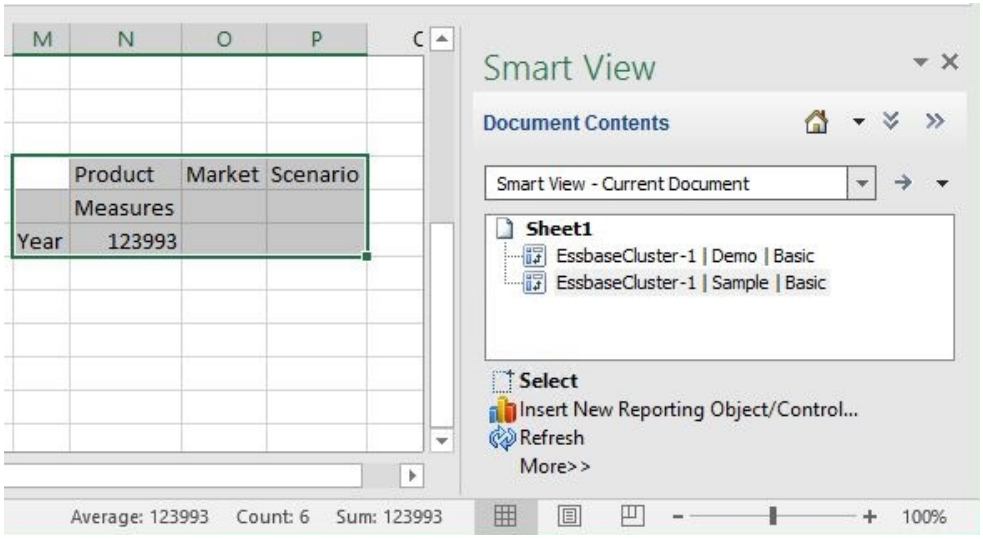
To rename ranges on a multiple-grid worksheet:

1. In the Document Contents pane, highlight the range to rename in the tree, and then click **Select**.

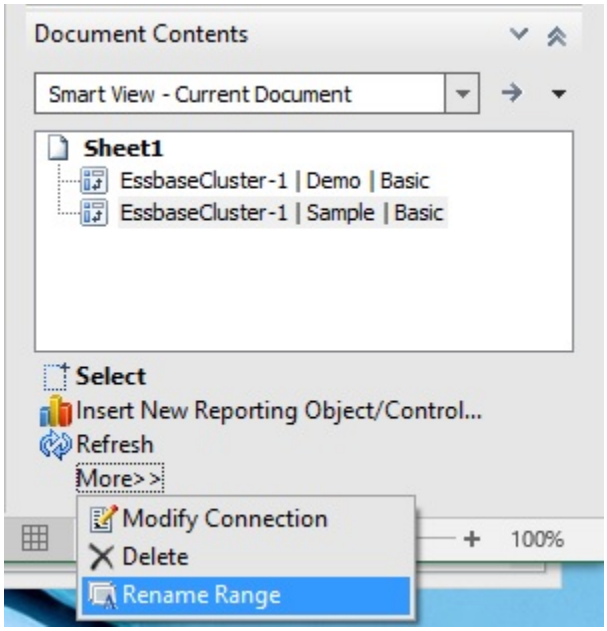
   In the following example, `EssbaseCluster-1 | Sample | Basic` is highlighted in the tree.

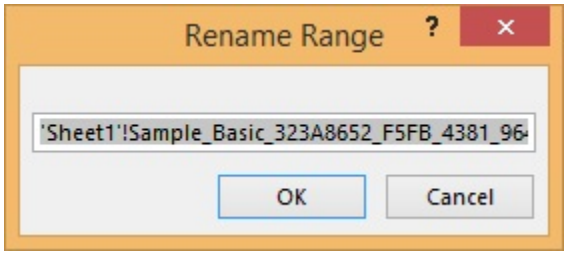
   Use the **Select** command to verify that you are working with the correct grid on the sheet. For example, after highlighting `EssbaseCluster-1 | Sample | Basic` and clicking **Select**, the Sample Basic grid on the worksheet is highlighted.



2. In the Action Panel, click **More**, and then select **Rename Range**.

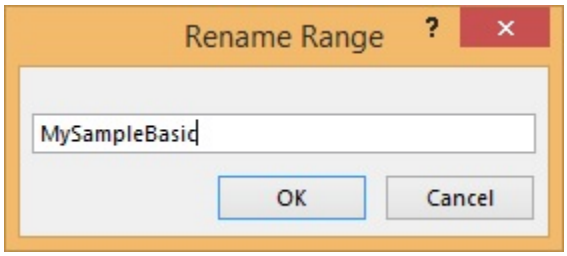


The **Rename Range** dialog box is displayed, showing the default name that was assigned to the range by Excel.



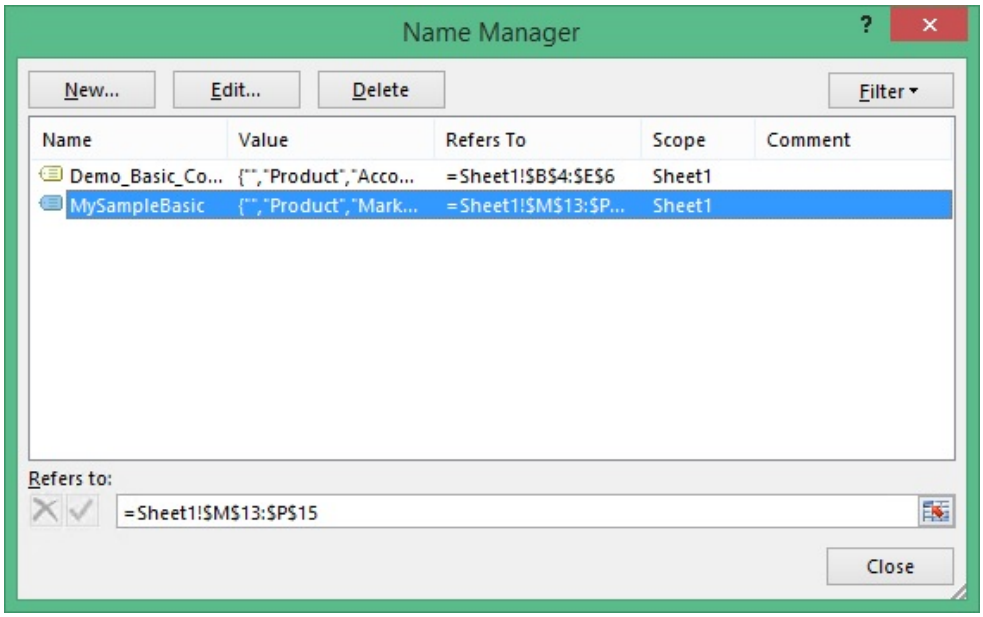
3. In **Rename Range**, type a new range name, and then click **OK**.

   We're renaming the range `MySampleBasic`.

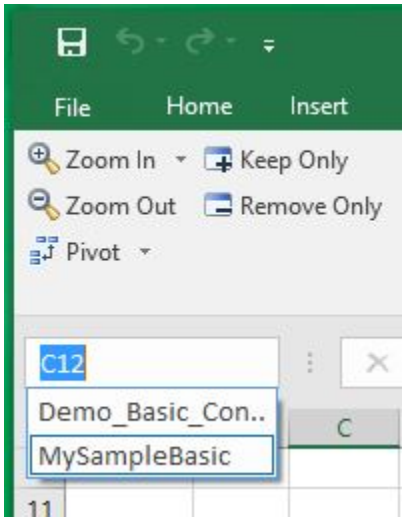


4. Verify that the range name is changed in the **Name Manager** in Excel.

   Here is an example **Name Manager**, accessed from the Formula ribbon in Excel:



   You can also view the changed range name in the Excel **Name Box** drop-down list.



Changing Connections in Multiple-Grid Worksheets

To change the connection of a grid in a multiple-grid worksheet:

1. In the grid whose connection you want to change, select a range of cells (You must select a range rather than only one cell).
2. Using Excel Name Manager, delete the associated named range.
3. From the Smart View Panel, right click the application to connect to, and then select **Ad Hoc Analysis**.

POV on Essbase Multiple-Grid Worksheets

The **POV** button is enabled for Oracle Essbase multiple-grid worksheets that contain only one grid, making it possible for you to toggle the button to show or hide the POV toolbar. The **POV** button remains disabled on multiple-grid worksheets that contain more than one grid.

On multiple-grid worksheets that contain one grid, the POV dimensions are displayed both in the grid and in the toolbar. On regular ad hoc worksheets, POV dimensions are displayed in the grid only if the POV toolbar is hidden.

Multiple-Grid Example: Butterfly Report

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Typically, Oracle Smart View for Office grids consist of member names on rows above and columns on the left of the data grid. Using the range retrieval capabilities of worksheets enabled for multiple grids, you can create grids with different layouts.

For example, you can create "butterfly" reports, with a column of members between two columns of data cells.

Figure 6-15 Butterfly Report

Diet Cola	East	Jan
Budget		Actual
$190.00	Sales	$200.00
$80.00	COGS	$84.00
$110.00	Margin	$116.00
$20.00	Marketing	$26.00
$20.00	Payroll	$23.00
	Misc	
$40.00	Total Expenses	$49.00
$70.00	Profit	$67.00
$480.00	Opening Inventory	$500.00
$100.00	Additions	$190.00
$390.00	Ending Inventory	$490.00
57.89	Margin %	58
36.84	Profit %	33.5
$5.83	Profit per Ounce	$5.58

Cascading Reports and Ad Hoc Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You can create separate reports for any or all of the members of one dimension in a report based on an ad hoc grid or Smart Slice query and cascade these reports separately across the worksheets of an Excel workbook. For reports created in the Report Designer, you can also cascade reports across slides in a PowerPoint presentation. Worksheets or slides are created as needed to accommodate all reports.

Formulas, comments and other text, Smart Slice function grids, charts, tables, and sliders are included in cascaded reports.

Essbase and Oracle Analytics Cloud - Essbase only: Cascading is not available for multiple-grid worksheets.

> **Note:**
>
> When extensions are enabled in Oracle Smart View for Office, cascading a report with a large number of members can cause Excel to stop responding. You may disable any extensions that are installed from the **Smart View Options** dialog box, **Extensions** tab. After disabling, restart Excel and repeat the cascade operation.

Watch this tutorial video to get acquainted with cascading while connected to Oracle Planning and Budgeting Cloud.

Tutorial video

To cascade an ad hoc grid or Smart Slice report:

1. Open an ad hoc grid or Smart Slice report on the worksheet.
2. From the Essbase or data source ad hoc ribbon, select **Cascade**, and then one of the following.
   - **Same Workbook** to use the current workbook
   - **New Workbook** to use a new workbook
   - **Different Workbooks** to cascade each report to a different workbook
3. From **Member Selection**, under **Dimension**, select the POV dimension to use as the basis for the report.
4. Under **Members**, select all members of the dimension for which you want to create reports.

   One report will be generated for each member you select.
5. Click **OK** to begin cascading.

Depending on your earlier cascade selection, the resulting reports are created on separate worksheets in the current workbook or in a new one. Each worksheet tab is named for the dimension and member of the report it contains.

> **Note:**
>
> - To enable worksheet tab naming, do not use more than 31 characters or any the following characters for dimension or member names: ( ) : \ / ? * [ ].
> - Cascading may be very slow for large grids.
> - When extensions are enabled in Smart View, cascading a report with a large number of members can cause Excel to stop responding. You may disable any extensions that are installed from the **Smart View Options** dialog box, **Extensions** tab. After disabling, restart Excel and repeat the cascade operation.

Substitution Variables

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

Substitution variables are global or per-application placeholders that represent variable values. The designation "&CurMnth" might be a substitution variable representing the current month. Application designers or administrators define and manage substitution variables and their corresponding values; Oracle Smart View for Office users can enter a substitution variable into the grid and retrieve its value by refreshing.

For example, say the value for substitution variable "&CurMnth" is August. When you enter &CurMnth into a grid, Smart View displays August after a refresh. Later, if the value is changed to September, then September is displayed after a refresh when you enter &CurMnth.

When connected to Oracle Planning and Budgeting Cloud, some substitution variables that you enter may represent ranges. For example, "&NewMnthPeriod" might represent the month range of October through December. Or, "&NewQtrPeriod" might represent the quarter hierarchies of Quarter 1 and Quarter 2.

For more information about substitution variables, see the Essbase, Oracle Analytics Cloud - Essbase, Planning, or Oracle Planning and Budgeting Cloud documentation, available in the Oracle Help Center.

To retrieve the value for a substitution variable:

1. Enter a substitution variable into a cell in the grid.

> **Note:**
>
> Substitution variable names must begin with an ampersand (&).

2. From any ribbon, select **Refresh.**

The current value defined for the substitution variable replaces the substitution variable in the cell (and for any cells in the current worksheet that contain the substitution variable; for example, all instances of &CurMnth would be changed).

7

Data Forms

Related Topics:

- Working with Forms in Excel
- Opening Forms in Excel
- Excel Formulas in Forms
- Working with User Variables
- Planning Forms
- Financial Management Data Forms

Working with Forms in Excel

Forms are grid displays in which you can enter data into the database from Excel and view and analyze data or related text. Certain dimension member values are fixed, giving you a specific view into the data.

Using Oracle Smart View for Office, you can work with Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, and Oracle Tax Reporting Cloud forms in Excel.

> **Note:**
>
> Excel worksheets are always protected to prevent entering data for read-only cells. Therefore, some Excel functions, such as AutoSum and F9, are disabled.

In forms opened in Smart View:

- You can modify data values but not the form structure in forms.
- Values submitted to the database from Excel must be non-formatted data.
- If a form is currently loaded in Excel and the administrator changes the form definition on the server side, Oracle recommends that you close the form and reload it. This action ensures that the newest form definitions are displayed.

Customizations made to forms are preserved when you save or refresh only if they are made outside the grid or if they are made to thousands and decimal separators.

Watch this video to see a tutorial on navigating in Smart View, including opening forms.

Tutorial video

Related Topics:

Opening Forms in Excel

Planning Forms

Financial Management Data Forms

Opening Forms in Excel

Data source types: Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

To open a form:

1. Connect to a data source.
2. In the Smart View Panel, perform an action:
   - To open one form, expand the tree list and select the form you want to open. Then click **Open form** on the Action Panel.
   - To open multiple forms, expand the tree list and select a forms folder. Then click **Open forms** on the Action Panel. In **Select Form**, follow the instructions to open one or more forms.
3. (Planning only) To view any instructions that may be associated with the form, from the Planning ribbon, select **More** and then **Instructions**.

Excel Formulas in Forms

You can create Excel formulas in form cells inside or outside the grid if the cells are not read-only or locked. Cells that contain cell text can contain Excel formulas, but cells containing supporting detail (Oracle Hyperion Planning) or line item detail (Oracle Hyperion Financial Management) cannot.

Formulas are preserved in forms when you refresh the form even without saving the data, later open the saved worksheet, and when you expand or collapse rows and columns.

If you move a referential formula, its cell references are updated to reflect the new location.

In forms, you are prompted to save the workbook as an Excel file if you do any of the following (but you temporarily lose access):

- Change the current page
- Take a Planning form offline
- Select a different form
- Connect to a different data source

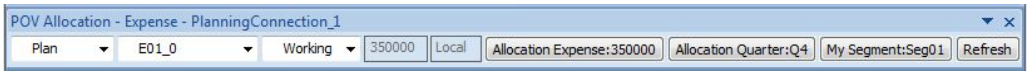
Working with User Variables

When a Oracle Hyperion Planning, or Oracle Tax Reporting Cloud form contains user variables, or when a Oracle Hyperion Financial Management data form has selectable dimensions, rows, or columns, you can modify them in Oracle Smart View for Office.

User variables resemble buttons in the POV toolbar in Smart View. When you click on the user variable buttons, the Member Selection dialog box is displayed. You then select members applicable for the user variable. Any filters that apply to the selected user variable are loaded and viewable from the filter drop-down list. Once selections are made, you can easily change one or more of the user variable buttons, thus changing the POV of a form in Smart View.

Figure 1 shows an example of user variables in a Planning form, where Allocation Expense, Allocation Quarter, and My Segment are user variables that can be modified to change the POV of the form.

Figure 7-1 Example of User Variables in a Planning Form



In an example scenario, in data form design mode in Financial Management, you can select either a member list or multiple members for a dimension, such as Period, and use the Period dimension on a row or column with the @CUR function. The Period dimension will then be represented in Smart View with user variables.

Additionally, if you use the relative time period functionality in a Financial Management data form, you can have a member from the same dimension appear on the row, column, and POV. Smart View displays the relative time period members as user variables in the POV toolbar. For information on using the relative time period functionality and for setting up selectable dimensions, rows, and columns in Financial Management, see the *Oracle Hyperion Financial Management Administrator's Guide*.

To work with user variables for forms:

1. In the Smart View panel, connect to a Planning or Financial Management data source and open a form.

   Notice the available user variables in the POV toolbar across the top of the sheet. Selectable buttons are enabled, non-selectable buttons are grayed out.
2. Click a user variable button to display the **Member Selection** dialog box.
3. From **Member Selection**, select one or members to add to the selected user variable button.

   Planning and Oracle Planning and Budgeting Cloud: Alternatively, click the arrow in and select **Substitution Variables** to select members as substitution variables.
4. In the **Filter** drop-down list, select an applicable filter (if filters are available).
5. Click **OK**.

6. Repeat step 3 through step 5 for all user variables buttons for which you want to select members and apply filters.
7. To use the user variable buttons, click each button for which you want to apply selected members, and make a selection from the drop-down list.
8. Click **Refresh** to view the updated form.

Planning Forms

Data sources: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

In the topics in this section, unless otherwise noted, Planning forms refer to forms in on-premises Planning and forms in Oracle Planning and Budgeting Cloud

> **Note:**
>
> If you are unfamiliar with Planning, see either:
>
> - *Oracle Hyperion Planning User's Guide*, available in Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**
> - *Working with Planning for Oracle Planning and Budgeting Cloud Service*, available on the Oracle Help Center.

Related Topics:

Planning Form Behavior in Smart View

Saving Ad Hoc Grids as Forms

Performing Ad Hoc Analysis in Planning Forms

Using the Drop-down Member Selector on Row Dimensions in Forms

Inserting Charts

Working with Valid Intersections

Planning Form Behavior in Smart View

Forms behave differently in Oracle Smart View for Office than they do in Planning as follows:

- Attributes in Planning forms are not displayed in Smart View.
- Multiple levels in an outline are displayed differently in Smart View than in pages on the Planning Web application. Smart View displays up to four levels, while the Web application displays up to two levels.
- If a Planning administrator hides a dimension in the row axis of a Planning form, this dimension does not display in the row header of the form in Smart View.
- If a Planning administrator has set up a form to use formatting from Planning, and not from Smart View, then no Smart View formatting options (from the Options

dialog, Formatting tab) will be applied. This is true whether the **Use Cell Styles** or **Use Excel Formatting** option is selected in Smart View.

- In composite forms, sections that display as charts in the Planning web application will display as grids in Smart View.
- In Planning forms, the handling of decimal place settings between Excel, Smart View, and Planning may, at times, cause rounding issues in submitted data. This can occur even when the decimal precision is set to two decimal places in both Excel and Planning. For example, in a Planning form, you may enter `68.68`, but Smart View sends the data to Planning as `68.67999999999`, instead of `68.68`.
- Oracle Planning and Budgeting Cloud: If row drop-down menus are enabled on a form, then Smart Push (which pushes data from different cubes into one form) cannot be used.

Saving Ad Hoc Grids as Forms

If you have been assigned the ad hoc grid creator role, you can save Oracle Hyperion Planning ad hoc grids as forms.

To save a Planning ad hoc grid as a form:

1. With the Planning ad hoc grid active, from the Planning Ad Hoc ribbon, click **Save Ad Hoc Grid**.
2. In **Save Grid As**, enter a name, path to the location where you want to save the grid, and description for the grid.
3. **Optional:** Select **Submit Formatting** to save any Excel formatting or cell style changes that have been applied to the grid.

   See *"Saving Native Excel Formatting to Planning"* for additional notes and guidelines about saving formatting in Planning ad hoc grids and forms.
4. Click **OK**.

   The saved grid is displayed in the Smart View Panel tree list in the location that you selected in step 2.

Performing Ad Hoc Analysis in Planning Forms

If you have been assigned the ad hoc user role by the administrator, you can perform ad hoc analysis on Oracle Hyperion Planning forms that have been enabled for ad hoc by the administrator.

To perform ad hoc analysis in Planning forms:

1. Open the form.
2. Do one of the following:
   - From the Smart View ribbon, click **Analyze**. This button is enabled only if the current form has been enabled for ad hoc analysis.
   - Select the form in the Smart View Panel and click **Ad hoc analysis** in the Action Panel.
3. See Ad Hoc Analysis for information about performing ad hoc analysis.

Using the Drop-down Member Selector on Row Dimensions in Forms

Data source types: Oracle Planning and Budgeting Cloud

In forms, Planning administrators and form designers can set up easy-to-use drop-down member selectors on row dimensions. When these drop-down selectors are enabled, the form users can directly select a member from the drop-down list on the row dimension in the form.

The drop-down member selector also allows users to add data to member rows that may have otherwise been suppressed.

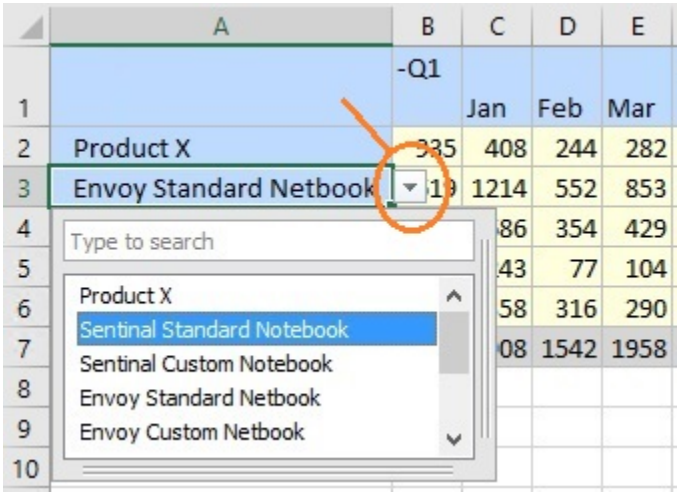
When using the drop-down member selector, keep in mind the following:

- There is no visual notification as to which members have drop-downs enabled; you must click a dimension cell and, if a down arrow appears next to the cell, then there is a drop-down list enabled.
- The drop-down content (list of members) is controlled by the form definition for the corresponding segment.
- Selections are not retained. The drop-down selection will be lost on refresh. If you perform a Refresh after selecting a member from the drop-down, the selection is lost and the form returns to its original state.
- The drop-down selection will be lost on saving data. Modifying data cells and saving the Excel worksheet will not retain modified drop-down selections.
- Composite forms: Using the drop-down member selector with row dimensions is not supported.

To use this feature in Smart View requires configuration in the Form Designer in the Planning web interface. The Planning administrator or form designer specifies the drop-down selectors as segment properties for particular dimensions. For example, suppose there are two dimensions placed on row axes, Entities and Line item; the member selector drop-down may be enabled for the Entity dimension members, for the Line item dimension members, or for both. Configuration is described in *Administering Planning for Oracle Planning and Budgeting Cloud*.

To use the drop-down selector in a Planning form, click on row dimension or member names in a form. If a drop-down arrow appears, click it to view and select members from the drop-down list, as shown in Figure 1.

Figure 7-2 Drop-down Member Selector on a Row Dimension Cell

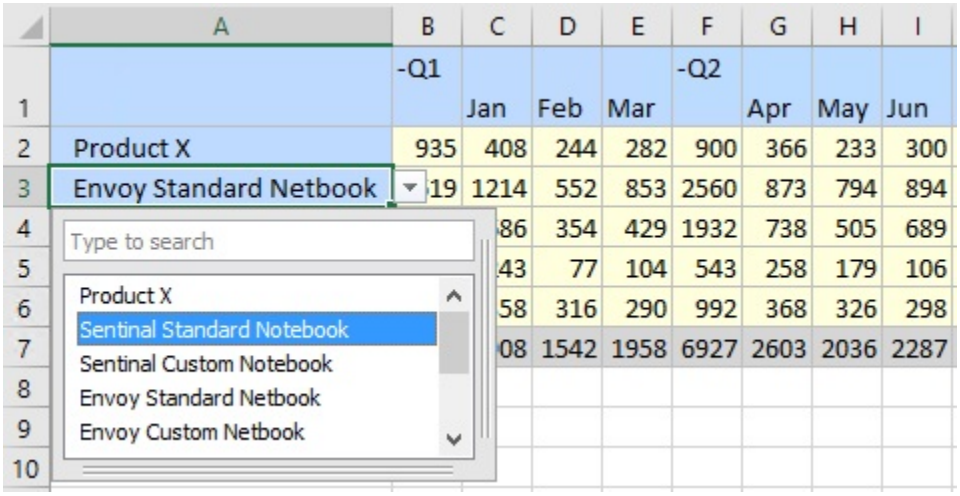


Example

In this example, rows with #Missing values are suppressed, and you were tasked with inputting the values for the Sentinal Standard Notebook. It happens that in the database, the values for the Sentinal Standard Notebook for January through June are all #Missing. When you open the form, there is no row for Sentinel Standard Notebook.

	A	B	C	D	E	F	G	H	I
1		-Q1	Jan	Feb	Mar	-Q2	Apr	May	Jun
2	Product X	935	408	244	282	900	366	233	300
3	Envoy Standard Netbook	2619	1214	552	853	2560	873	794	894
4	Envoy Custom Netbook	1469	686	354	429	1932	738	505	689
5	Other Computer	423	243	77	104	543	258	179	106
6	Tablet Computer	964	358	316	290	992	368	326	298
7	-Computer Equipment	6409	2908	1542	1958	6927	2603	2036	2287

Use the drop-down member selector on a row and choose Sentinal Standard Notebook from the list.



Sentinal Standard Notebook now appears in place of Envoy Standard Netbook. Note that the data values in the row have not changed. You can type over the existing values to input the values you require. In this example, you would type 500 in each month column, January through June.

	A	B	C	D	E	F	G	H	I
1		-Q1	Jan	Feb	Mar	-Q2	Apr	May	Jun
2	Product X	935	408	244	282	900	366	233	300
3	Sentinal Standard Notebo	2619	500	500	500	2560	500	500	500
4	Envoy Custom Netbook	1469	686	354	429	1932	738	505	689
5	Other Computer	423	243	77	104	543	258	179	106
6	Tablet Computer	964	358	316	290	992	368	326	298
7	-Computer Equipment	6409	2908	1542	1958	6927	2603	2036	2287

In the Planning ribbon, click **Submit**. Note that the row for Sentinal Standard Notebook is added to the form as this row now contains values. Also, the values in the row for Computer Equipment are recalculated. Only the modified values are saved for the drop-down member that was changed. No inherited values from other members are changed.

	A	B	C	D	E	F	G	H	I
1		-Q1	Jan	Feb	Mar	-Q2	Apr	May	Jun
2	Product X	935	408	244	282	900	366	233	300
3	Sentinal Standard Notebook	1500	500	500	500	1500	500	500	500
4	Envoy Standard Netbook	2619	1214	552	853	2560	873	794	894
5	Envoy Custom Netbook	1469	686	354	429	1932	738	505	689
6	Other Computer	423	243	77	104	543	258	179	106
7	Tablet Computer	964	358	316	290	992	368	326	298
8	-Computer Equipment	7909	3408	2042	2458	8427	3103	2536	2787

Inserting Charts

Data source types: Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Starting in release 11.1.2.5.700, you can insert forms as charts into Microsoft PowerPoint, giving you a graphical display of the information in the form.

Oracle Smart View for Office renders the form information as a chart in PowerPoint. You can use the chart tools in PowerPoint to change the chart design and format. You can insert a Smart View POV reporting object to change the POV of the chart.

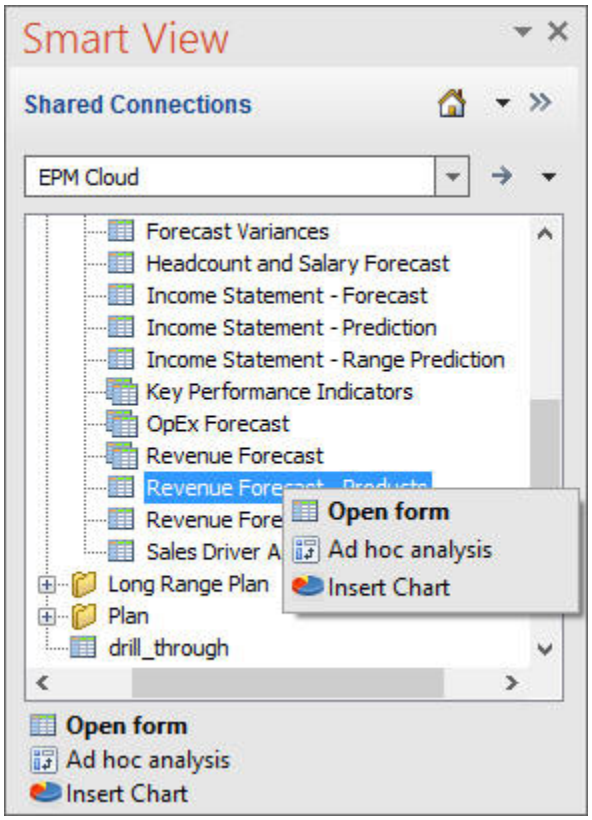
Certain forms may or may not make ideal charts. Some form data may not present itself well in chart format. For example, a balance sheet form may not make a useful chart. However, a monthly revenue form may be a good candidate for the chart format. Oracle recommends investigating with the forms available to you and working with the forms designers to meet your requirements for charts.

> **Note:**
>
> The Insert Chart functionality is not available in Word or Excel.

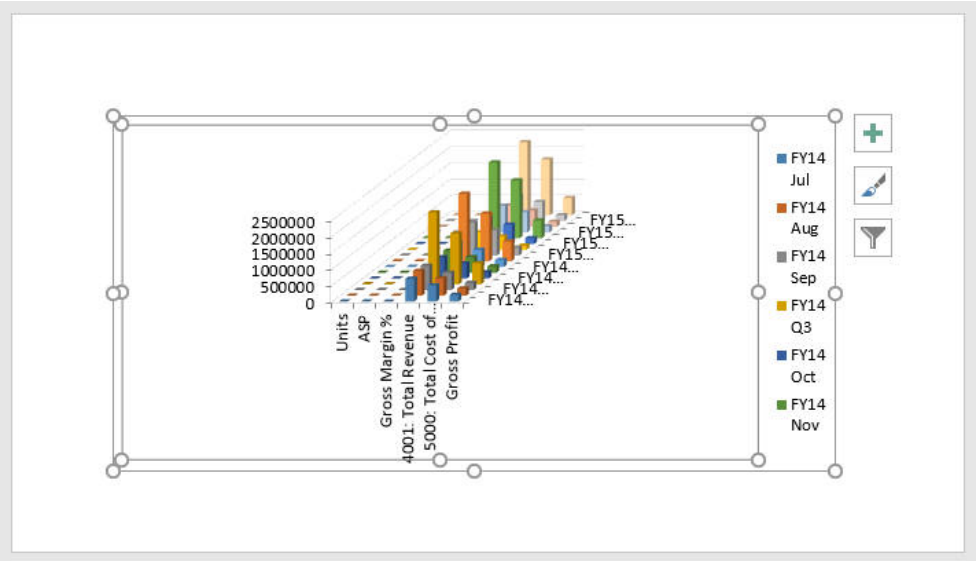
To insert and edit a chart in PowerPoint:

1. Launch PowerPoint and connect to the data source.
2. Navigate to the form and select it.
3. In the Action Panel, select **Insert Chart**.

   Alternatively, right-click the form name and select **Insert Chart**; for example:



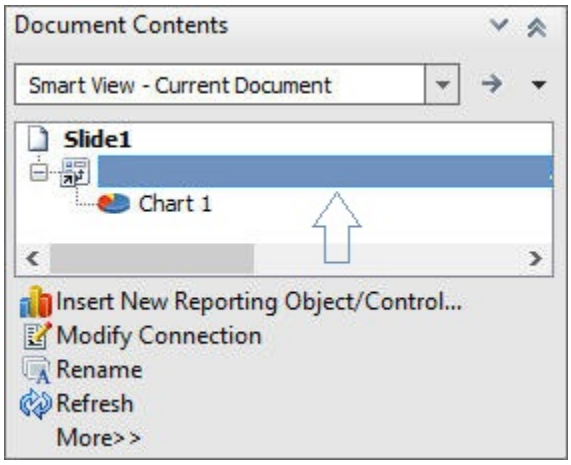
The chart is inserted on the slide, where it can be selected and edited; in the following example, the slide width has been stretched from its initial state:



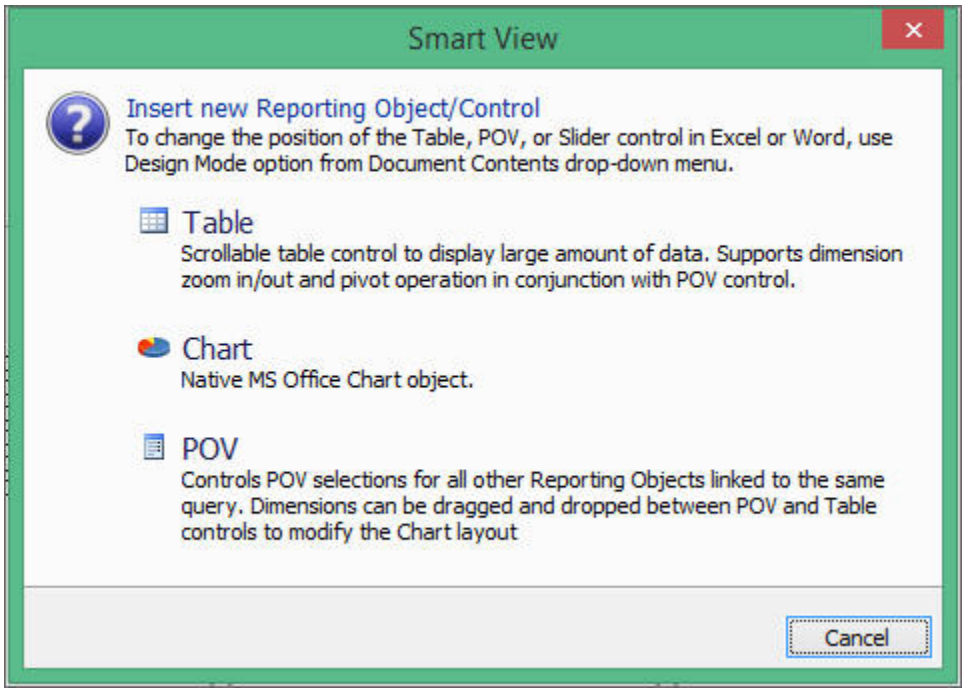
4. **Optional:** To change the POV of the chart, insert the POV control and modify the POV.

   a. In the Document Contents pane, select the data source for the chart, then select **Insert New Reporting Object/Control**.

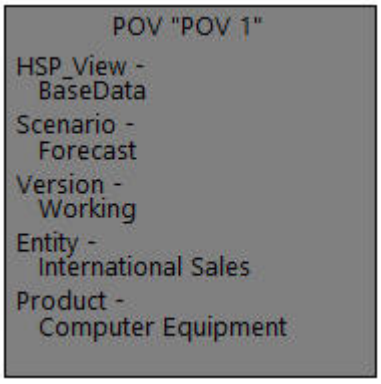
      In the following example, the data source is signified by the blue bar:



b. In the **Insert New Reporting Object/Control** dialog box, click **POV**.

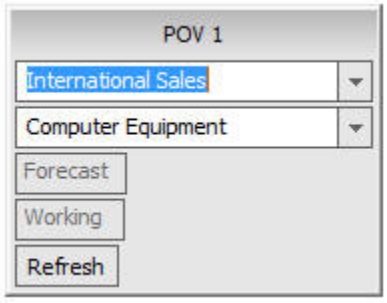


A read-only POV is placed on the slide; for example:



c. Click the **Slide Show** icon in the task bar at the bottom right of the PowerPoint window to enter slide show mode where you can modify the POV.

d. In slide show mode, use the drop-down lists in the POV toolbar to make the required changes.



e. In the POV toolbar, click **Refresh**.

f. Repeat the steps to change the POV as needed; when finished, exit slide show mode.

You can press the **Esc** key to exit slide show mode.

5. Continue with any further chart design and format edits, and then save the PowerPoint presentation as needed.

Working with Valid Intersections

Related Topics:

- About Valid Intersections
- Working with Valid Intersections in Page Drop-down Lists
- Working with Valid Intersections in Forms

About Valid Intersections

Data source type: Oracle Planning and Budgeting Cloud

Your Planning administrator can enable applications for valid intersections. In form, valid intersections allow you to view or enter data only at predefined "valid" intersections.

For example, valid intersections might consist of a subset of Segment members which are valid only with a limited list of departments, or specific programs which are valid only for certain time periods.

Forms that are enabled for valid intersections can provide faster data entry and simplified plan validation resulting in higher quality Planning data, as well as easier maintenance of data entry forms. Data integrity is still maintained at "invalid" intersections.

When valid intersections are defined in an application, then cell intersections considered "invalid" are read-only.

> **Note:**
>
> **Planning Administrators:** In this guide, the topics on valid intersections are primarily intended for Oracle Smart View for Office end users. For more information on setting up valid intersections in forms, see "Defining Valid Intersections" in *Administering Planning for Oracle Planning and Budgeting Cloud*.

Working with Valid Intersections in Page Drop-down Lists

Data source type: Oracle Planning and Budgeting Cloud

See also:

- Working with Valid Intersections in Page Drop-down Lists
- Working with No Members in Page Drop-down Lists

To select members when valid intersections are enabled in a form:

1. Open a form.

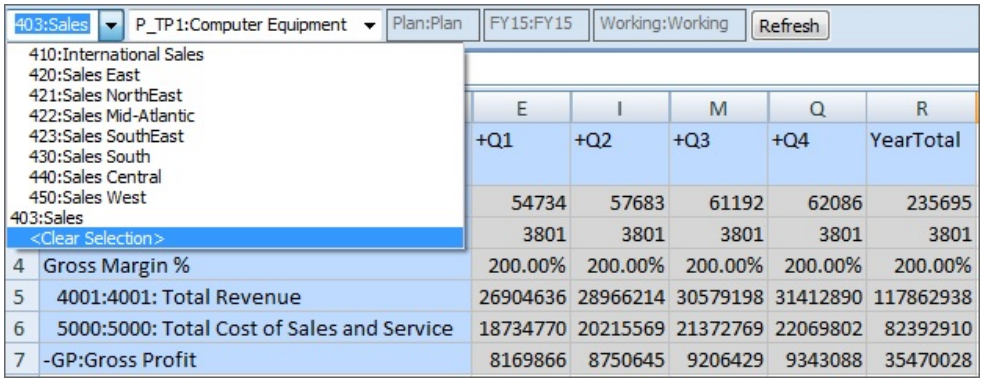
   The form renders with member selections as specified in the form definition, adhering to your access rights for dimensions, and applies valid intersection groups with the most recently used as current selections.

2. Verify that the form is enabled for valid intersections by looking for the **<Clear Selection>** option at the bottom of the Page drop-down member selectors.

   If an application is enabled for valid intersections, the **<Clear Selection>** option appears at the bottom of the Page drop-down member selectors.

   For example, in Figure 1, the **<Clear Selection>** option is highlighted in the Page drop-down list for the Entity dimension.

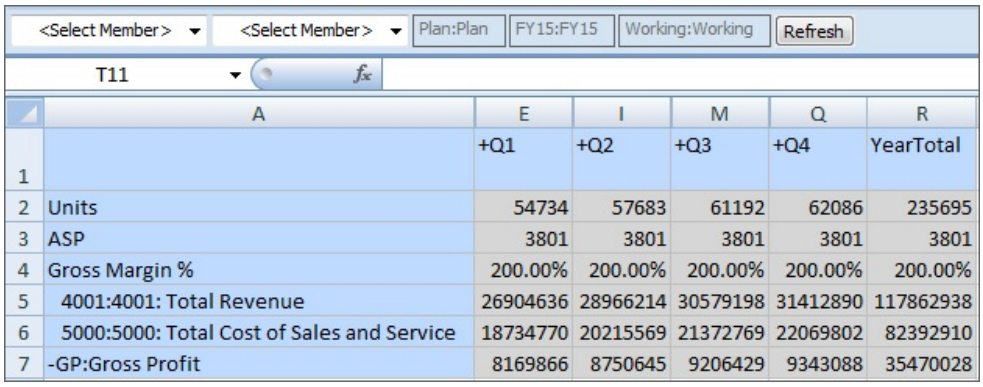
Figure 7-3 The <Clear Selection> Option in the Page Drop-Down Member Selector



3. **Optional:** Select **<Clear Selection>** in all selectable Page drop-down lists and note that **<Select Member>** now appears in the Page member selectors.

   For example, in Figure 2, the **<Select Member>** option is displayed in the Page selector for both the Entity and Product dimensions.

Figure 7-4 The <Select Member> Option in the Page Drop-Down Member Selectors



	A	E	I	M	Q	R
1		+Q1	+Q2	+Q3	+Q4	YearTotal
2	Units	54734	57683	61192	62086	235695
3	ASP	3801	3801	3801	3801	3801
4	Gross Margin %	200.00%	200.00%	200.00%	200.00%	200.00%
5	4001:4001: Total Revenue	26904636	28966214	30579198	31412890	117862938
6	5000:5000: Total Cost of Sales and Service	18734770	20215569	21372769	22069802	82392910
7	-GP:Gross Profit	8169866	8750645	9206429	9343088	35470028

4. Make selections in each Page drop-down list, and then click **Refresh**.

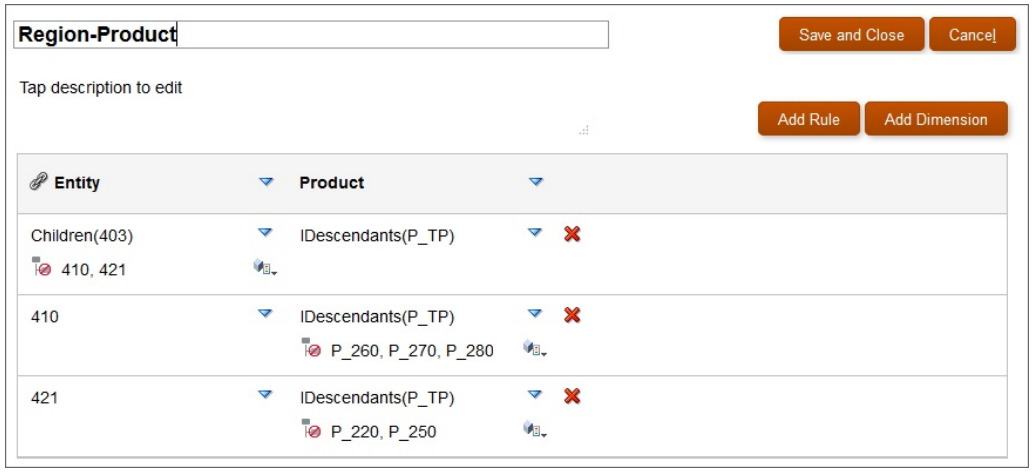
   The form generally behaves as any Planning form; however, when working with valid intersections, the selections available to you in the Page selector for a dimension may depend on the member you chose in the Page selector for a different dimension.

Example 7-1 Working with Valid Intersections in Page Drop-down Lists

Valid intersection rules are set up by Planning administrators in the Planning web application. In Figure 3, valid intersection rules are set up as follows.

- When the 403:Sales member is selected in the Entity dimension, all products in the Product dimension are available for selection.
- When the 410:International Sales member is selected in the Entity dimension, then the members P_260:Game, P_270:Camera, and P_280:Television are not available for selection. All other members are available for selection.
- When the 421:Sales NorthEast member is selected in the Entity dimension, then the members P_220:Software Suite and P_250:Network Card are not available for selection. All other members are available for selection.

Figure 7-5 Valid Intersections Rules Constructed in Planning Web Application

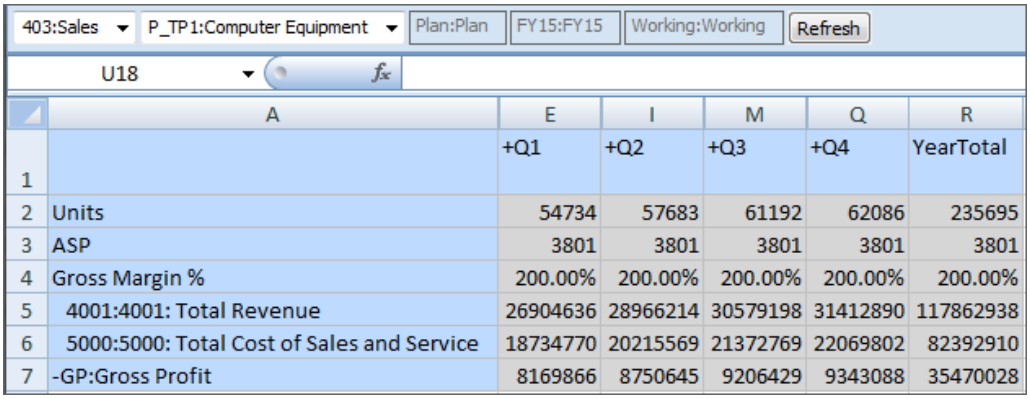


Now let's see how the rules set up in Figure 3 are exposed in Oracle Smart View for Office.

In the following examples, we'll demonstrate the valid intersection rules noted above. We'll select members in Entity and Product to change the point of view of the form, within the scope of the valid intersection rules.

0 shows a newly-opened form. The form has five dimensions. We can change the Page member on two of the dimensions.

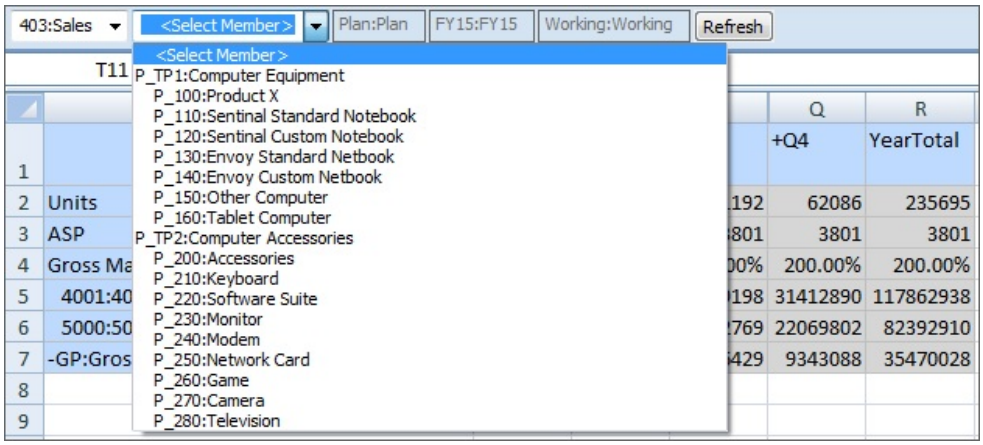
Figure 7-6 Planning Form with Access to Member Selection on Two Dimensions



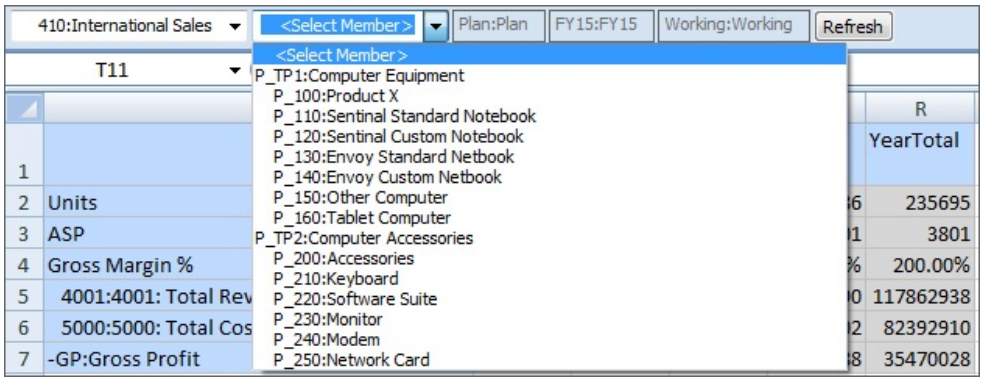
	A	E	I	M	Q	R
1		+Q1	+Q2	+Q3	+Q4	YearTotal
2	Units	54734	57683	61192	62086	235695
3	ASP	3801	3801	3801	3801	3801
4	Gross Margin %	200.00%	200.00%	200.00%	200.00%	200.00%
5	4001:4001: Total Revenue	26904636	28966214	30579198	31412890	117862938
6	5000:5000: Total Cost of Sales and Service	18734770	20215569	21372769	22069802	82392910
7	-GP:Gross Profit	8169866	8750645	9206429	9343088	35470028

According to the valid intersection rules:

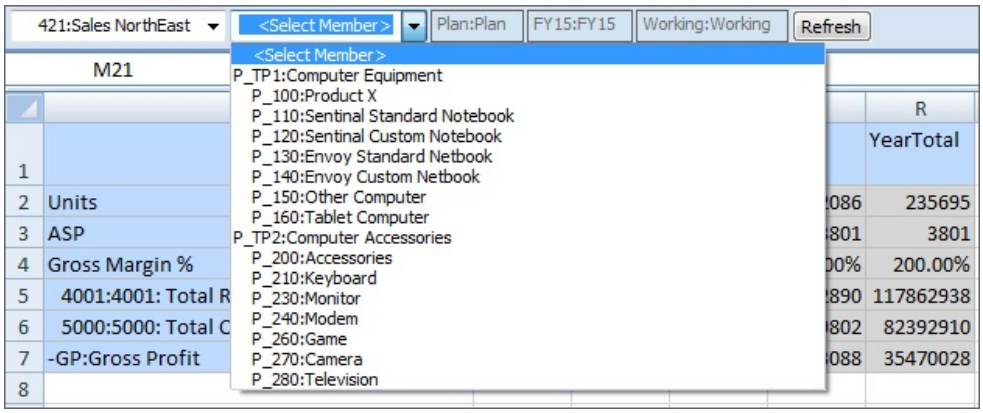
- When the 403:Sales member is selected in the Entity dimension, all products in the Product dimension are available for selection. For example:



- When the 410:International Sales member is selected in the Entity dimension, then the members P_260:Game, P_270:Camera, and P_280:Television are not available for selection. All other members are available for selection. For example:



- When the 421:Sales NorthEast member is selected in the Entity dimension, then the members P_220:Software Suite and P_250:Network Card are not available for selection. All other members are available for selection. For example:



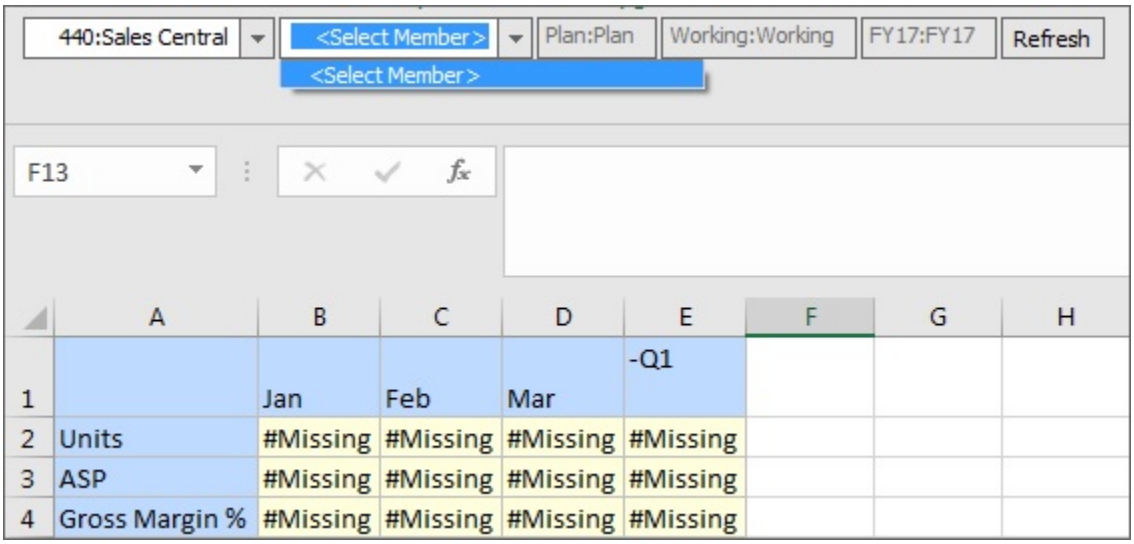
Example 7-2 Working with No Members in Page Drop-down Lists

The scenario shown in Figure 5, where there are no members to select from in the Product dimension Page drop-down list, might come about in at least a couple of different ways. For example, the Planning administrator may have configured any of the following:

- Defined a valid intersection rule that excludes members of the Product dimension when 440:Sales Central is selected for the Entity dimension.
- Defined a valid intersection rule that excludes P_260:Game, P_270:Camera, and P_280:Television when 440:Sales Central is selected for the Entity dimension, but the form is designed for only those three members.

In either case, when 440:Sales Central is selected for Entity, there are no Product members to select from in the Page drop-down list, and only **<Select Member>** is displayed.

Figure 7-7 Page Drop-down List with No Available Members to Select



Working with Valid Intersections in Forms

Data source type: Oracle Planning and Budgeting Cloud

See also:

Working with Valid Intersections in Forms

1. Open a form.

   The form renders with member selections as specified in the form definition, adhering to your access rights for dimensions, and applies valid intersection groups with the most recently used as current selections.

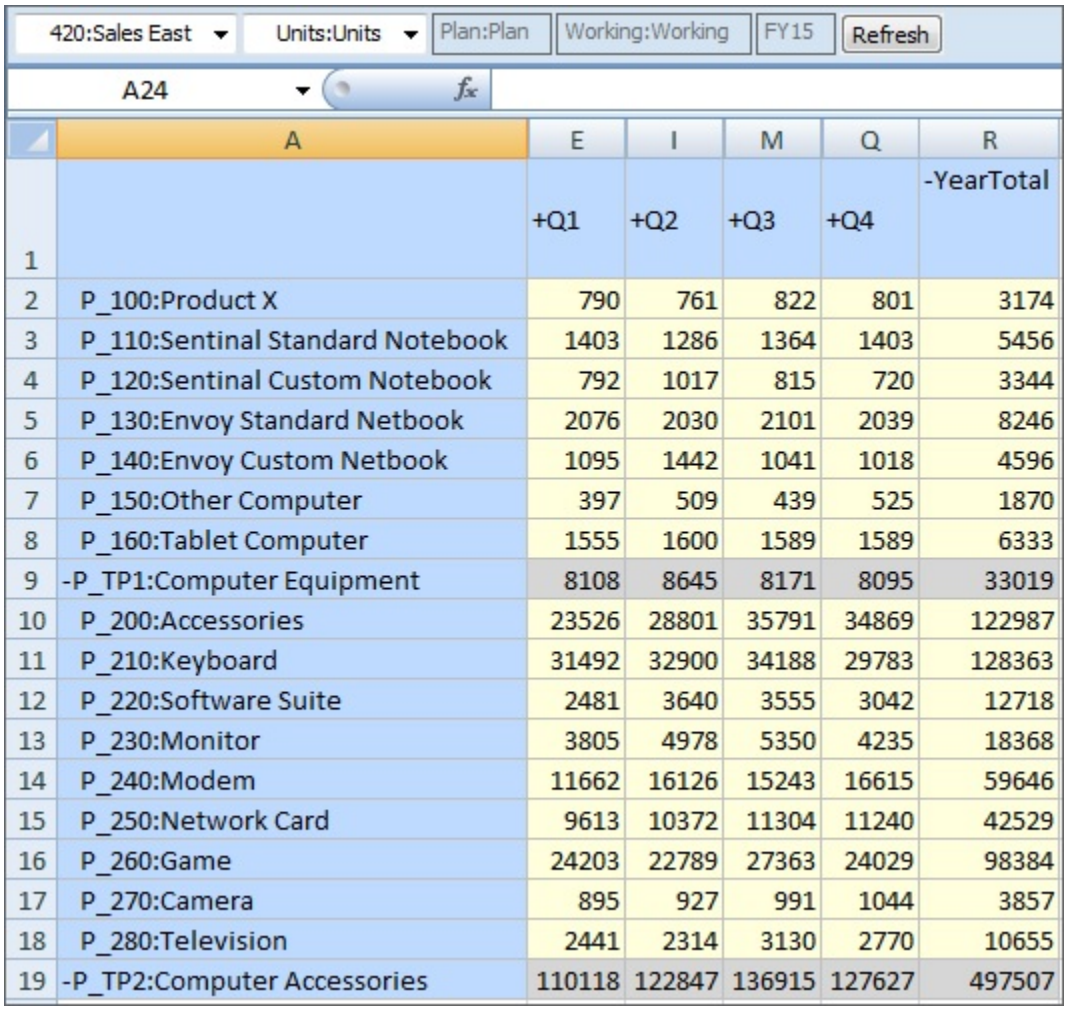
2. Verify that the form is enabled for valid intersections by looking for the **<Clear Selection>** option at the bottom of a Page drop-down list.

   See Working with Valid Intersections in Page Drop-down Lists.

3. Enter and submit data in writable cells at valid intersections.

   In Figure 1, with the member 420:Sales East selected for the Entity dimension, cells for each product are writable. The cells for P_TP1:Computer Equipment and P_TP2:Computer Accessories are not writable as these cells roll up the total of the data in the product cells.

Figure 7-8 Form with Writable Cells, No Invalid Intersections



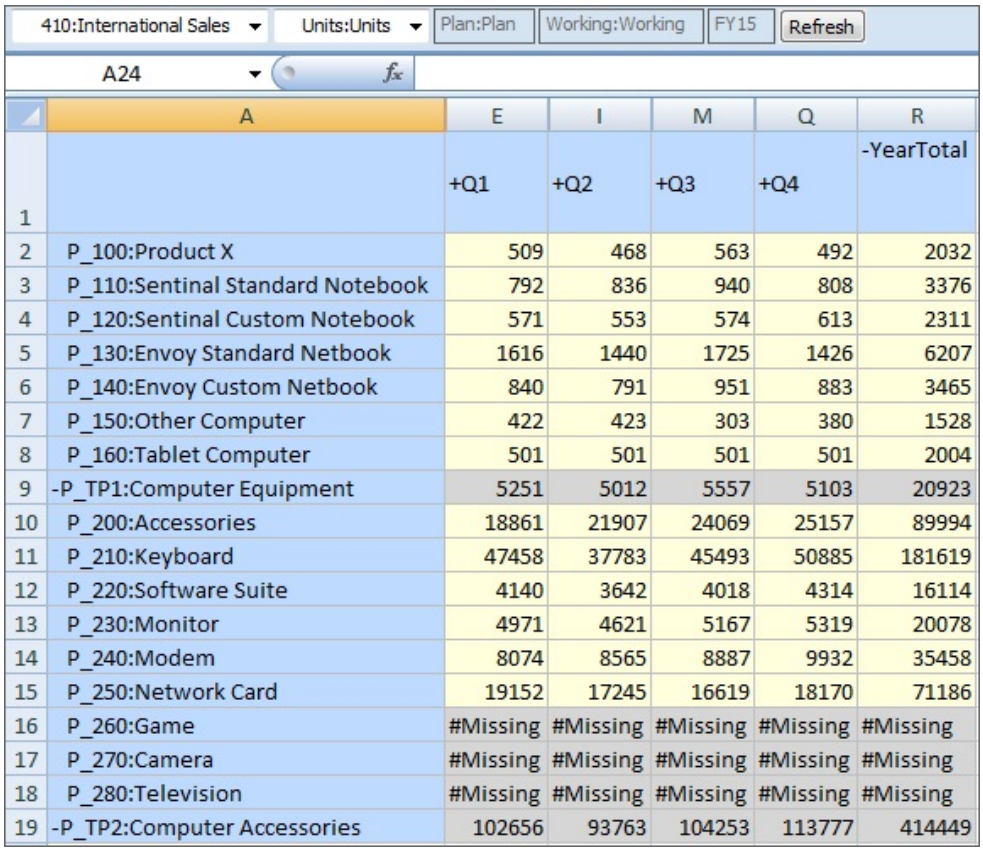
	A	E	I	M	Q	R
1		+Q1	+Q2	+Q3	+Q4	-YearTotal
2	P_100:Product X	790	761	822	801	3174
3	P_110:Sentinal Standard Notebook	1403	1286	1364	1403	5456
4	P_120:Sentinal Custom Notebook	792	1017	815	720	3344
5	P_130:Envoy Standard Netbook	2076	2030	2101	2039	8246
6	P_140:Envoy Custom Netbook	1095	1442	1041	1018	4596
7	P_150:Other Computer	397	509	439	525	1870
8	P_160:Tablet Computer	1555	1600	1589	1589	6333
9	-P_TP1:Computer Equipment	8108	8645	8171	8095	33019
10	P_200:Accessories	23526	28801	35791	34869	122987
11	P_210:Keyboard	31492	32900	34188	29783	128363
12	P_220:Software Suite	2481	3640	3555	3042	12718
13	P_230:Monitor	3805	4978	5350	4235	18368
14	P_240:Modem	11662	16126	15243	16615	59646
15	P_250:Network Card	9613	10372	11304	11240	42529
16	P_260:Game	24203	22789	27363	24029	98384
17	P_270:Camera	895	927	991	1044	3857
18	P_280:Television	2441	2314	3130	2770	10655
19	-P_TP2:Computer Accessories	110118	122847	136915	127627	497507

Example 7-3 Working with Valid Intersections in Forms

- Similar to the examples shown in Working with Valid Intersections in Page Drop-down Lists, when the 410:International Sales member is selected in the Entity dimension, the Product dimension members, P_260:Game, P_270:Camera, and P_280:Television are not available for editing. In Figure 2, cells at those intersections are signified as not editable by `#Missing`.

  Other cells in the form are editable and considered valid intersections.

Figure 7-9 Form Showing Non-Editable Cells for Three Products



410:International Sales | Units:Units | Plan:Plan | Working:Working | FY15 | Refresh

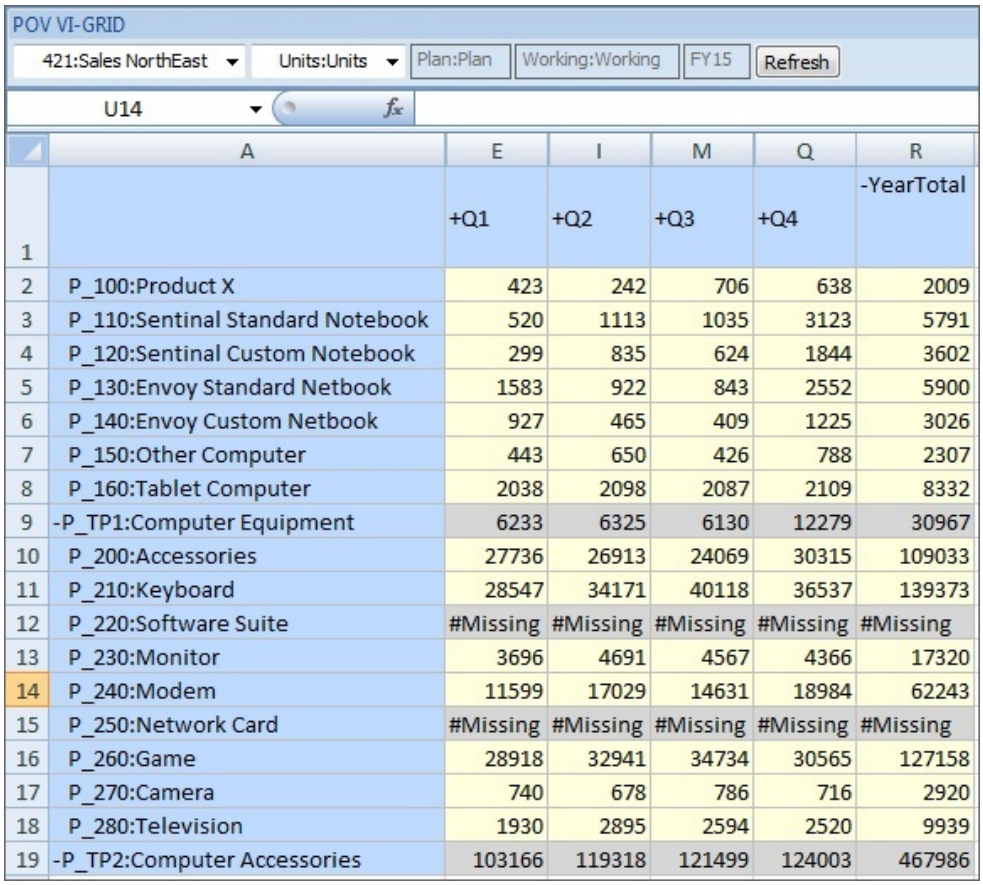
A24

	A	E	I	M	Q	R
1		+Q1	+Q2	+Q3	+Q4	-YearTotal
2	P_100:Product X	509	468	563	492	2032
3	P_110:Sentinal Standard Notebook	792	836	940	808	3376
4	P_120:Sentinal Custom Notebook	571	553	574	613	2311
5	P_130:Envoy Standard Netbook	1616	1440	1725	1426	6207
6	P_140:Envoy Custom Netbook	840	791	951	883	3465
7	P_150:Other Computer	422	423	303	380	1528
8	P_160:Tablet Computer	501	501	501	501	2004
9	-P_TP1:Computer Equipment	5251	5012	5557	5103	20923
10	P_200:Accessories	18861	21907	24069	25157	89994
11	P_210:Keyboard	47458	37783	45493	50885	181619
12	P_220:Software Suite	4140	3642	4018	4314	16114
13	P_230:Monitor	4971	4621	5167	5319	20078
14	P_240:Modem	8074	8565	8887	9932	35458
15	P_250:Network Card	19152	17245	16619	18170	71186
16	P_260:Game	#Missing	#Missing	#Missing	#Missing	#Missing
17	P_270:Camera	#Missing	#Missing	#Missing	#Missing	#Missing
18	P_280:Television	#Missing	#Missing	#Missing	#Missing	#Missing
19	-P_TP2:Computer Accessories	102656	93763	104253	113777	414449

- Again, similar to the examples shown in Working with Valid Intersections in Page Drop-down Lists, when the 421:Sales NorthEast member is selected in the Entity dimension, the Product dimension members, P_220:Software Suite and P_250:Network Card are not available for editing. In Figure 2, cells at those intersections are signified as not editable by `#Missing`.

  Other cells in the form are editable and considered valid intersections.

Figure 7-10 Form Showing Non-Editable Cells for Two Products



POV VI-GRID

421:Sales NorthEast | Units:Units | Plan:Plan | Working:Working | FY15 | Refresh

U14

	A	E	I	M	Q	R
1		+Q1	+Q2	+Q3	+Q4	-YearTotal
2	P_100:Product X	423	242	706	638	2009
3	P_110:Sentinal Standard Notebook	520	1113	1035	3123	5791
4	P_120:Sentinal Custom Notebook	299	835	624	1844	3602
5	P_130:Envoy Standard Netbook	1583	922	843	2552	5900
6	P_140:Envoy Custom Netbook	927	465	409	1225	3026
7	P_150:Other Computer	443	650	426	788	2307
8	P_160:Tablet Computer	2038	2098	2087	2109	8332
9	-P_TP1:Computer Equipment	6233	6325	6130	12279	30967
10	P_200:Accessories	27736	26913	24069	30315	109033
11	P_210:Keyboard	28547	34171	40118	36537	139373
12	P_220:Software Suite	#Missing	#Missing	#Missing	#Missing	#Missing
13	P_230:Monitor	3696	4691	4567	4366	17320
14	P_240:Modem	11599	17029	14631	18984	62243
15	P_250:Network Card	#Missing	#Missing	#Missing	#Missing	#Missing
16	P_260:Game	28918	32941	34734	30565	127158
17	P_270:Camera	740	678	786	716	2920
18	P_280:Television	1930	2895	2594	2520	9939
19	-P_TP2:Computer Accessories	103166	119318	121499	124003	467986

Financial Management Data Forms

If you are unfamiliar with Oracle Hyperion Financial Management, see the Financial Management documentation, available on Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **Documentation.**

Related Topics:

About Financial Management Members

Adding Financial Management Members

Using Financial Management Linked Forms

About Financial Management Members

If you are unfamiliar with Oracle Hyperion Financial Management, see the Financial Management documentation, available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **Documentation.**

When working with Financial Management 11.1.2.2.300 or later, if you use the relative time period functionality, such as @CUR, in a Financial Management data form, you can have a member from the same dimension appear on the row, column, and POV. Oracle Smart View for Office displays the relative time period members as user

variables in the POV toolbar. See Working with User Variables for more information. When working with Financial Management releases earlier than 11.1.2.2.300, if you use the @CUR functionality in a data form, when the form is imported into Smart View, the @CUR member is taken from the background POV for the selected application.

The Active Member option is available only if the application has been set up for Organization by Period. For information on Organization by Period, see the Financial Management documentation.

Adding Financial Management Members

If you are unfamiliar with Oracle Hyperion Financial Management, see the Financial Management documentation, available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **Documentation.**

If enabled by the administrator, you can insert and save additional rows of members and data. Totals are updated to reflect the new data.

For example, suppose a data form has been defined for an account with transactions for IC1, IC2, and IC4. You could select members IC3 and IC5 for insertion into the form. The form is refreshed with the new data and the new rows are displayed in the appropriate hierarchical order.

To add members to data forms:

1. Open a data form.
2. From the **HFM** ribbon, click **Add Member**.

   A cell style can be designated for **Add Member.**

   See Cell Styles.
3. From the member selector, select the members for which to enter data.
4. Click **OK**.

   The new members are listed in the member list.

Using Financial Management Linked Forms

Administrators can define links in data forms from one form to another to enable drill-through to a more specific data entry view. For example, a form that contains summary account balances can link to a corresponding form with the account details. The link from one form to another applies to an entire row. A form can contain up to 64 linked forms.

To use linked forms:

1. In a data form, select a row that contains linked forms. Linked forms are indicated by the following icon:
2. Right-click and select **HFM Linked Forms**, then select the form name.

   A new form is displayed in a separate browser window.
3. When you finish using the linked form, click **Close**.

8

General Operations

Related Topics:

- Smart View Operations
- Using Undo and Redo
- Copying and Pasting
- Importing Metadata in Office Applications
- Enabling Automatic Column Width Adjustment
- Sheet Information
- Document Contents
- Shared Workbooks
- Opening Large Workbooks in Smart View
- Printing POV Members in the Header and Footer
- Enabling and Disabling Smart View

Smart View Operations

Oracle Smart View for Office provides a set of operations common to all data source types. These include basic operations, functions, and the ability to set preferences.

Using Undo and Redo

When connected to a data source provider, Oracle Smart View for Office **Undo**, in the Smart View ribbon, undoes the last user action in a cell.

Smart View **Undo**,

, and **Redo**,

, behave differently depending on the data source to which you are connected. Briefly:

- In ad hoc analysis with Oracle Essbase, Oracle Hyperion Financial Management, or Oracle Enterprise Performance Reporting Cloud data sources, **Undo** undoes **Zoom In**, **Zoom Out**, **Keep Only**, **Remove Only**, or **Refresh** and restores the previous database view to the grid. Performing an **Undo** after modifying member data returns the sheet to its state before the last refresh, not to its state before the data modification.
- In forms with Financial Management or Oracle Hyperion Planning data sources, **Undo** undoes the last user action in a cell.
- In ad hoc grids for all providers:
  - Formulas are not retained when performing an **Undo**, regardless of whether or not the **Preserve Formulas and Comments in ad hoc operations (except pivot and undo)** option is selected.
  - Excel formatting is not retained when performing an **Undo**.

See also Undo Support By Provider.

> **Note:**
>
> You can only undo operations that are performed in Smart View. You cannot undo operations that are performed on the provider server, such as calculation status.

Undo Support By Provider

Related Topics:

- Undo Support in Essbase
- Undo Support in Financial Management
- Undo Support in Planning
- Undo Support in Enterprise Performance Reporting

Undo Support in Essbase

Table 8-1 Undo Operations Supported by Essbase

Operation	Single Grid	Multiple Grid	VBA	Functions
Ad Hoc				
Zoom In	Supported	N/A	N/A	N/A
Zoom Out	Supported	N/A	N/A	N/A
Keep Only	Supported	N/A	N/A	N/A
Remove Only	Supported	N/A	N/A	N/A
Pivot	Supported	N/A	N/A	N/A
Refresh	Supported	N/A	N/A	N/A
Member Options				
General				
Zoom In Level	Supported	N/A	N/A	N/A
Member Name Display	Supported	N/A	N/A	N/A
Indentation	Supported	N/A	N/A	N/A
Ancestor Position	Supported	N/A	N/A	N/A
Member Retention				
Include Selection	Supported	N/A	N/A	N/A
Within Selected Group	Supported	N/A	N/A	N/A
Remove Unselected Groups	Supported	N/A	N/A	N/A
Comments and Formulas				

Table 8-1 (Cont.) Undo Operations Supported by Essbase

Operation	Single Grid	Multiple Grid	VBA	Functions
Preserve Formulas and Comments in ad hoc operations (except pivot)	Preserve Excel Formulas: Not Supported Preserve Smart View Functions: Not Supported	N/A	N/A	N/A
—Formula Fill	Preserve Excel Formulas: Not Supported Preserve Smart View Functions: Not Supported			
—Enable Enhanced Comment Handling	Preserve Comments: Supported			
Preserve Formula on POV Change	N/A	N/A	N/A	N/A
Data Options				
Rows				
Suppress No Data/ Missing	Supported	N/A	N/A	N/A
Zero	Supported	N/A	N/A	N/A
No Access	Supported	N/A	N/A	N/A
Invalid	Supported	N/A	N/A	N/A
Underscore Characters	Supported	N/A	N/A	N/A
Repeated Members	Supported	N/A	N/A	N/A
Columns				
Suppress No Data/ Missing	Supported	N/A	N/A	N/A
Zero	Supported	N/A	N/A	N/A
No Access	Supported	N/A	N/A	N/A
Mode				
Suppress Missing Blocks	N/A	N/A	N/A	N/A
Modify Open Saved	Not Supported	N/A	N/A	N/A
Alias Table	Supported	N/A	N/A	N/A
Metadata (member data)	Not Supported	N/A	N/A	N/A
Cell Style	N/A	N/A	N/A	N/A

Undo Support in Financial Management

Table 8-2 Undo Operations Supported by Financial Management

Operations	Form	Ad Hoc	Data Grid	VBA	Functions
Ad Hoc					

Table 8-2 (Cont.) Undo Operations Supported by Financial Management

Operations	Form	Ad Hoc	Data Grid	VBA	Functions
Zoom In	N/A	Supported	N/A	N/A	N/A
Zoom Out	N/A	Supported	N/A	N/A	N/A
Keep Only	N/A	Supported	N/A	N/A	N/A
Remove Only	N/A	Supported	N/A	N/A	N/A
Pivot	N/A	Supported	N/A	N/A	N/A
Refresh	N/A	Supported	N/A	N/A	N/A
Member Options					
General					
Zoom In Level	N/A	Supported	N/A	N/A	N/A
Member Name Display	N/A	Supported	N/A	N/A	N/A
Indentation	N/A	Supported	N/A	N/A	N/A
Ancestor Position	N/A	Supported	N/A	N/A	N/A
Member Retention					
Include Selection	N/A	Supported	N/A	N/A	N/A
Within Selected Group	N/A	Supported	N/A	N/A	N/A
Remove Unselected Groups	N/A	Supported	N/A	N/A	N/A
Comments and Formulas					
Preserve Formulas and Comments	N/A	Supported	N/A	N/A	N/A
—Formula Fill	N/A	Supported	N/A	N/A	N/A
—Enable Enhanced Comment Handling	N/A	Supported	N/A	N/A	N/A
Preserve Formula on POV Change	N/A	Supported	N/A	N/A	N/A
Data Options					
Rows					
Suppress No Data/Missing	N/A	Supported	N/A	N/A	N/A
Zero	N/A	Supported	N/A	N/A	N/A
No Access	N/A	Supported	N/A	N/A	N/A
Invalid	N/A	Supported	N/A	N/A	N/A
Underscore Characters	N/A	Supported	N/A	N/A	N/A
Repeated Members	N/A	Supported	N/A	N/A	N/A
Columns					
Suppress No Data/Missing	N/A	Supported	N/A	N/A	N/A
Zero	N/A	Supported	N/A	N/A	N/A

Table 8-2 (Cont.) Undo Operations Supported by Financial Management

Operations	Form	Ad Hoc	Data Grid	VBA	Functions
No Access	N/A	Supported	N/A	N/A	N/A
Mode					
Suppress Missing Blocks	N/A	Supported	N/A	N/A	N/A
Modify Open Saved	N/A	Not Supported	N/A	N/A	N/A
Alias Table	N/A	Supported	N/A	N/A	N/A
Metadata (member data)	N/A	Not Supported	N/A	N/A	N/A
Cell Style	N/A	Not Supported	N/A	N/A	N/A

Undo Support in Planning

Table 8-3 Undo Operations Supported by Planning

Operations	Form	Ad Hoc	VBA	Functions
Ad Hoc				
Zoom In	N/A	Supported	N/A	N/A
Zoom Out	N/A	Supported	N/A	N/A
Keep Only	N/A	Supported	N/A	N/A
Remove Only	N/A	Supported	N/A	N/A
Pivot	N/A	Supported	N/A	N/A
Refresh	N/A	Supported	N/A	N/A
Member Options				
General				
Zoom In Level	N/A	Supported	N/A	N/A
Member Name Display	N/A	Supported	N/A	N/A
Indentation	N/A	Supported	N/A	N/A
Ancestor Position	N/A	Supported	N/A	N/A
Member Retention				
Include Selection	N/A	Supported	N/A	N/A
Within Selected Group	N/A	Supported	N/A	N/A
Remove Unselected Groups	N/A	Supported	N/A	N/A
Comments and Formulas				
Preserve Formulas and Comments	N/A	Supported	N/A	N/A
—Formula Fill	N/A	Supported	N/A	N/A
—Enable Enhanced Comment Handling	N/A	Supported	N/A	N/A
Preserve Formula on POV Change	N/A	Supported	N/A	N/A

Table 8-3 (Cont.) Undo Operations Supported by Planning

Operations	Form	Ad Hoc	VBA	Functions
Data Options				
Rows				
Suppress No Data/ Missing	N/A	Supported	N/A	N/A
Zero	N/A	Supported	N/A	N/A
No Access	N/A	Supported	N/A	N/A
Invalid	N/A	Supported	N/A	N/A
Underscore Characters	N/A	Supported	N/A	N/A
Repeated Members	N/A	Supported	N/A	N/A
Columns				
Suppress No Data/ Missing	N/A	Supported	N/A	N/A
Zero	N/A	Supported	N/A	N/A
No Access	N/A	Supported	N/A	N/A
Mode				
Suppress Missing Blocks	N/A	Supported	N/A	N/A
Modify Open Saved	N/A	Not Supported	N/A	N/A
Alias Table	N/A	Supported	N/A	N/A
Metadata (member data)	N/A	Not Supported	N/A	N/A
Cell Style	N/A	Not Supported	N/A	N/A

Undo Support in Enterprise Performance Reporting

Table 8-4 Undo Operations Supported by Enterprise Performance Reporting Cloud - Ad Hoc

Operation	Single Grid	Multiple Grid	VBA	Functions
Zoom In	Supported	N/A	N/A	N/A
Zoom Out	Supported	N/A	N/A	N/A
Keep Only	Supported	N/A	N/A	N/A
Remove Only	Supported	N/A	N/A	N/A
Pivot	Supported	N/A	N/A	N/A
Refresh	Supported	N/A	N/A	N/A

Table 8-5 Undo Operations Supported by Enterprise Performance Reporting Cloud - Member Options

Operation	Single Grid	Multiple Grid	VBA	Functions
General	**General**	**General**	**General**	**General**
Zoom In Level	Supported	N/A	N/A	N/A
Member Name Display	Supported	N/A	N/A	N/A

Table 8-5 (Cont.) Undo Operations Supported by Enterprise Performance Reporting Cloud - Member Options

Operation	Single Grid	Multiple Grid	VBA	Functions
Indentation	Supported	N/A	N/A	N/A
Ancestor Position	N/A	N/A	N/A	N/A
Member Retention	**Member Retention**	**Member Retention**	**Member Retention**	**Member Retention**
Include Selection	Supported	N/A	N/A	N/A
Within Selected Group	N/A	N/A	N/A	N/A
Remove Unselected Groups	N/A	N/A	N/A	N/A
Comments and Formulas	**Comments and Formulas**	**Comments and Formulas**	**Comments and Formulas**	**Comments and Formulas**
Preserve Formulas and Comments in ad hoc operations (except pivot)	NA	N/A	N/A	N/A
—Formula Fill	N/A			
—Enable Enhanced Comment Handling	N/A			
Preserve Formula on POV Change	N/A	N/A	N/A	N/A

Table 8-6 Undo Operations Supported by Enterprise Performance Reporting Cloud - Data Options

Operation	Single Grid	Multiple Grid	VBA	Functions
Rows	**Rows**	**Rows**	**Rows**	**Rows**
Suppress No Data/ Missing	Supported	N/A	N/A	N/A
Zero	Supported	N/A	N/A	N/A
No Access	N/A	N/A	N/A	N/A
Invalid	N/A	N/A	N/A	N/A
Underscore Characters	N/A	N/A	N/A	N/A
Repeated Members	N/A	N/A	N/A	N/A
Columns	**Columns**	**Columns**	**Columns**	**Columns**
Suppress No Data/ Missing	Not Supported	N/A	N/A	N/A
Zero	Not Supported	N/A	N/A	N/A
No Access	N/A	N/A	N/A	N/A
Mode	**Mode**	**Mode**	**Mode**	**Mode**
Suppress Missing Blocks	N/A	N/A	N/A	N/A

Table 8-7 Undo Operations Supported by Enterprise Performance Reporting Cloud - Other Actions

Operation	Single Grid	Multiple Grid	VBA	Functions
Modify Open Saved	Not Supported	N/A	N/A	N/A
Alias Table	Supported	N/A	N/A	N/A
Metadata (member data)	N/A	N/A	N/A	N/A
Cell Style	N/A	N/A	N/A	N/A

Specifying the Number of Undo and Redo Actions

To specify the number of permitted undo and redo actions:

1. From the Oracle Smart View for Office ribbon, select **Options**, then select **Advanced** in the left panel.
2. In **Number of Undo Actions**, specify the number of permissible **Undo** operations, 0 through 100.

   This is also the number of **Redo** operations permitted.
3. Click **OK**. The setting takes effect after you refresh or perform a drill operation.

Copying and Pasting

Related Topics:

- Copying, Pasting, and Refreshing Smart View Content
- Copying Data Between Excel, Word, and PowerPoint
- Viewing Cell POV and Server Information for Pasted Data Points
- Excel Copy and Paste Guidelines

Copying, Pasting, and Refreshing Smart View Content

The following Oracle Smart View for Office content can be copied and pasted using the Copy and Paste buttons in the Smart View ribbon, and then refreshed using Smart View Refresh.

- Ad hoc—all applicable providers
- Data points—all applicable providers
- Functions—only HsGetValue (see Copying and Pasting HsGetValue Functions)
- Oracle BI EE content

Other content in Smart View will be pasted as static text, including content from Excel pivot tables, and forms such as Oracle Hyperion Financial Management forms and Planning forms.

Copying Data Between Excel, Word, and PowerPoint

In Oracle Smart View for Office, you can copy data from Excel and paste it into Excel, Word, or PowerPoint. The data you copy and paste is dynamic between Office applications. You can copy and paste data from:

- Excel to Word and PowerPoint
- Excel to Excel (ad hoc only)
- Word to Word and PowerPoint
- PowerPoint to Word and PowerPoint

The data points retain their original Excel-based query information, enabling you to perform data analysis. Word and PowerPoint can contain data points from multiple data sources, such as Oracle Essbase, Oracle Hyperion Financial Management, and Oracle Hyperion Planning within one document.

Notes

- Dynamic data points are maintained only in Word and PowerPoint. If you copy and paste data points within Excel, the data points are not linked to the Excel grid.
- When copying and pasting from Word to PowerPoint, or vice versa, data is displayed in a straight line. The tabular format is preserved only when copying data from Excel into Word or PowerPoint.
- Numeric formatting in Excel is preserved when data is pasted into Word and PowerPoint. Apply numeric formatting in Excel before copying and pasting data.
- If the name of the connection to the data source contains a semicolon (;), you may not be able to paste function data points.
- Copying and pasting data points is limited to use with grids and functions. You can copy data points from forms or Excel pivot tables, but they will be pasted as static text.
- When you copy and paste a data cell within Excel, note that a Smart View function appears in the Excel formula bar when the pasted cell is selected. This function is generated by Smart View and is not intended to be copied or used as a template for creating other functions.

Watch this video to see a tutorial on integrating data in Office applications, including copying and pasting data points.

Tutorial video

To copy and paste data *from* Excel, Word, or PowerPoint *to* Excel, Word, or PowerPoint:

1. Select a data cell or range (may or may not include members).
2. From the Smart View ribbon, select **Copy**.
3. Open a Word or PowerPoint document, or another Excel worksheet or workbook.
4. If asked if you want to create a connection, click **Yes.**
5. From the Smart View ribbon, select **Paste**.

6. Refresh.

> **Note:**
>
> If you paste data into a Word document and save it in a different format such as `.htm` or `.mht`, you cannot refresh the data in these other formats.

7. **Optional:** To change the POV in Word or PowerPoint after you paste the data, click **Manage POV** and follow the procedure in Selecting Members for the Default or Background POV.

Retrieving Spreadsheets From Which Data Points Were Copied

To retrieve the Excel spreadsheets from which data points were copied:

1. In a Word or PowerPoint document into which Excel data points were pasted, select a data cell.
2. From the data source ribbon, select **Visualize in Excel**.
3. If asked to log on the data source, enter the user name and password.

   Excel displays the spreadsheet associated with the data cells. You can perform ad hoc analysis on the data.

Viewing Cell POV and Server Information for Pasted Data Points

After copying and pasting data points from Microsoft Office applications, and then refreshing the Office document, you can select data points and view the POV and source server information.

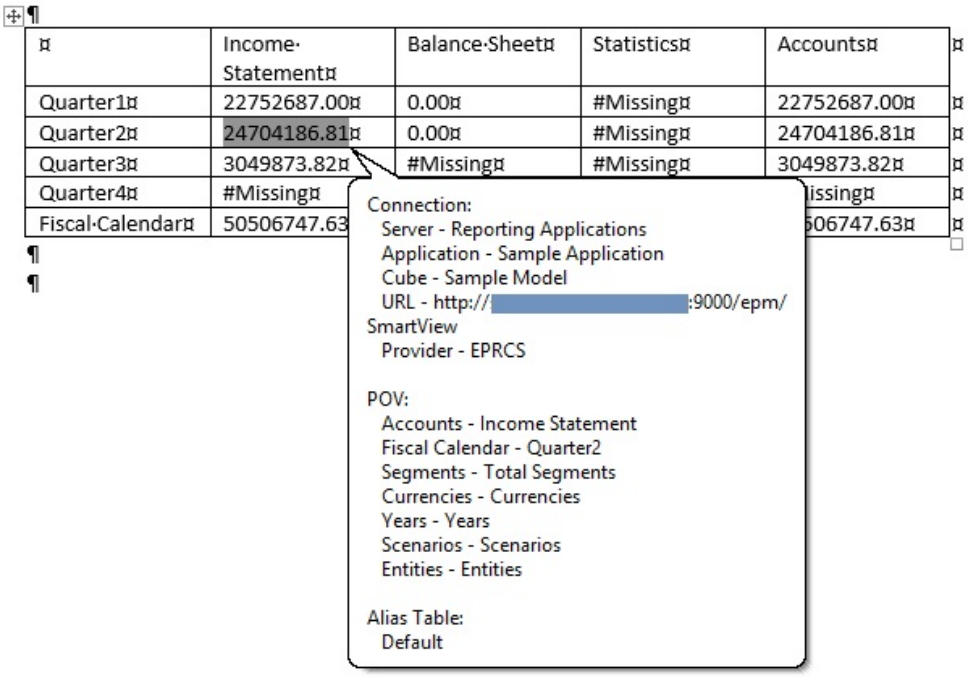
This procedure applies to data points copied from Excel and pasted to Excel, Word, or PowerPoint, or copied and pasted between Word and PowerPoint.

To view the POV and source server information of a pasted data point:

1. In the target Office document, select the data point.

   For example, if you copied and pasted an ad hoc grid from Excel to Word, then in Word, select a data point within the pasted and refreshed grid. In some cases, double-clicking the cell may be sufficient, but if there a decimal point in the cell, then you must select it manually.
   The cell POV and server information is displayed as hover text, as shown in Figure 1.

Figure 8-1 Pasted Grid Showing Hover Text Over Selected Data Cell



2. To close the hover text, click anywhere on your screen.

Excel Copy and Paste Guidelines

- In data forms, after copying a cell, only a single paste is allowed. Pasting into subsequent cells is not supported.

  Workaround: After pasting the cell once, you must copy the cell again in order to paste it into another cell.

- In forms or ad hoc grids with hidden columns, you will have unexpected results if you attempt to copy two or more consecutive cells from a range containing visible and hidden cells and paste them into a range of visible and hidden cells. The copied cells will be pasted to both the visible and hidden cells. This is Excel behavior.

  For example, suppose you are working with the following Year hierarchy on a form:

  ```
  Year
     Quarter
        Month
  ```

  On the form, the Quarter members are collapsed, so that the only visible members are Year and Month. Copy the values from one of the rows under the four Quarter cells, and paste them onto another row in another grid or form under Quarter, where the Quarter members are also collapsed.

  You may expect to see each of the four Quarter values pasted into the same position as on the previous sheet, but this is not the case. The cells will paste into the first visible cell and into the next three hidden cells (for example, Jan, Feb, Mar).

Consider also that some Planning forms may also have spreading enabled, which can affect how the values are updated in the cells.

Importing Metadata in Office Applications

Related Topics:

Importing Metadata into Copied Worksheets

Importing Metadata into Copied Word Documents

Importing Metadata into Copied Slides or Presentations

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Reporting and Analysis, Oracle Enterprise Performance Reporting Cloud, , Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

In a new Office document, you may want to make use of Oracle Smart View for Office content in an existing document that contains not only the formatting and layout that you need, but data points as well. Instead of recreating the Smart View content from scratch, you can reuse the work that is already available.

When you use the Microsoft Office copy and paste commands to copy Smart View content within or between Office documents, the static data and formatting is copied; but the Smart View metadata is not copied. Metadata consists of Smart View artifacts such as the POV, alias tables, and connection information.

By using the **Import Metadata** command, after the data is copied, you can import the metadata from the original Office document into the new Office document.

You can use the Office copy and paste commands to copy content within individual Office applications as follows:

- *From* an Excel worksheet *to* another worksheet within the current Excel workbook or *to* a different workbook
- *From* a Word document *to* the same or different page within the current Word document or *to* a different Word document
- *From* a PowerPoint slide or presentation *to* a slide within the current PowerPoint presentation or a different presentation

Note the following guidelines when copying, pasting, and importing:

- **Excel:**
  - You can import metadata in the following:
    - Ad hoc mode, including Smart Slices
    - Forms
    - Functions
      - Query-bound functions in sheets created by Smart View copy and paste
      - Non-query-bound functions created by the Function Builder
    - Worksheets that contain reports imported from Reporting and Analysis providers

  - You cannot import metadata in worksheets that contain Report Designer objects, but such workbooks can be replicated by cascading as described in Cascading Reports and Ad Hoc Grids.

> **Note:**
>
> This procedure should be performed only by advanced users.

- **Word:**
  - You can copy and paste graphs
  - You can copy and paste entire tables containing data points or copy and paste individual data points inline, within existing text
  - Metadata must be imported from the same object or shape that was copied.
  - Metadata is copied only for the copied objects or shapes, only rather than copying all the metadata present in the source Word document.
  - For the **Import Metadata** command to work, there must be at least one copied Smart View object in the destination document, whether it is the current Word document or a different one.
  - Copying the POV or slider within the same Word document will result in incorrect behavior in the document.
- **PowerPoint:**
  - You must select a single slide to begin the import process. Smart View displays an error message if you invoke the **Import Metadata** command when either no slide is selected or multiple slides are selected.
  - You must first copy objects before selecting the **Import Metadata** command; otherwise, Smart View prompts you with a message.
  - The slide from which the object is copied and the slide from which the metadata is to be imported must be the same.
  - Metadata is copied only for the copied objects or shapes, only rather than copying all the metadata present in the source slide.
  - You can duplicate a slide containing a POV or slider, but importing the metadata will result in an error.
  - Copying a POV or slider within the same presentation will result in incorrect behavior in the presentation.

Importing Metadata into Copied Worksheets

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud,Oracle Hyperion Reporting and Analysis

Before you begin, be sure to review the content in Importing Metadata in Office Applications.

> **Note:**
>
> This operation cannot be undone.

To import metadata to a copied worksheet:

1. Back up your work.
2. From the Smart View ribbon, select **Options**, then **Advanced**, and ensure that **Improved Metadata Storage** is selected.
3. Use Excel to copy a worksheet.

   This operation copies the visible contents of the source worksheet but not the metadata (connection information, POV selections, alias tables, and such items) to the destination worksheet.
4. With the destination worksheet active, from the Oracle Smart View for Office menu, select **More**, then **Import Metadata** to display a list of all open workbooks and their corresponding open worksheets.
5. From the list, select the worksheet that contains the metadata that you want to import to the destination worksheet.
6. Click **OK**. You will be asked to confirm your selection.
7. Refresh.
8. To refresh the **Document Contents** pane, click

Importing Metadata into Copied Word Documents

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud,Oracle Business Intelligence Enterprise Edition, Oracle Hyperion Reporting and Analysis

Before you begin, be sure to review the content in Importing Metadata in Office Applications.

> **Note:**
>
> This operation cannot be undone.

To import metadata into a Word document:

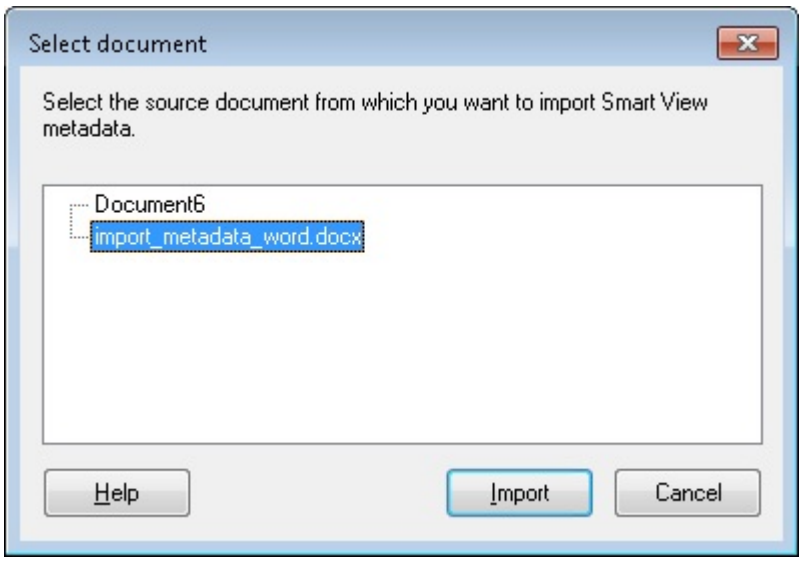
1. Back up your work.
2. From the Smart View ribbon, select **Options**, then **Advanced**, and ensure that **Improved Metadata Storage** is selected.
3. Use the Copy and Paste commands in Word to copy a Oracle Smart View for Office object, such as a graph or table.

This operation copies the visible contents of the source object, but not the metadata—for example, connection information, POV selections, alias tables, and other such items—to the destination document.

4. With the destination document active, from the Smart View ribbon, click **Import Metadata**, Import Metadata.

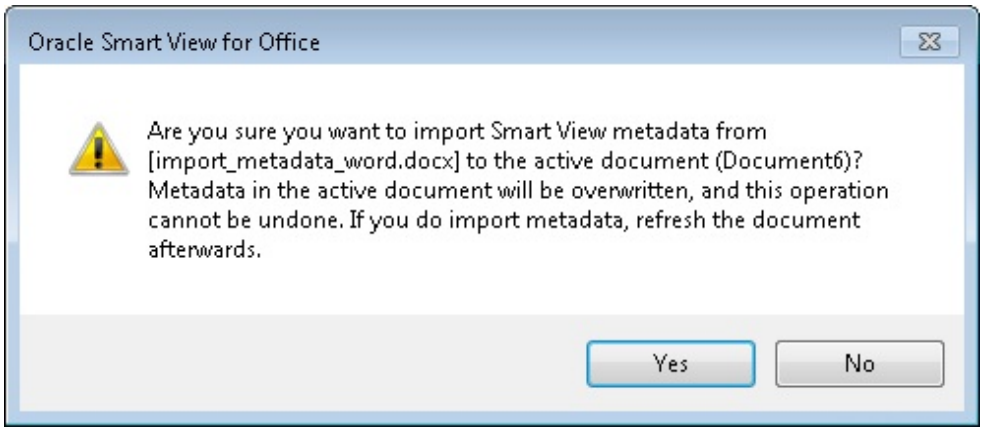
5. In the **Select document** dialog box, select the slide or presentation that contains the metadata to import to the destination slide or presentation, and then click **Import**.

   In the following example, import_metadata_word.docx is the document from which we want to import metadata.



> **Note:**
>
> When importing metadata in Word, the active, or target, document is shown in the tree in the **Select document** dialog box. This is because, the active document can also be the destination document in cases where metadata is being import within a Word document.

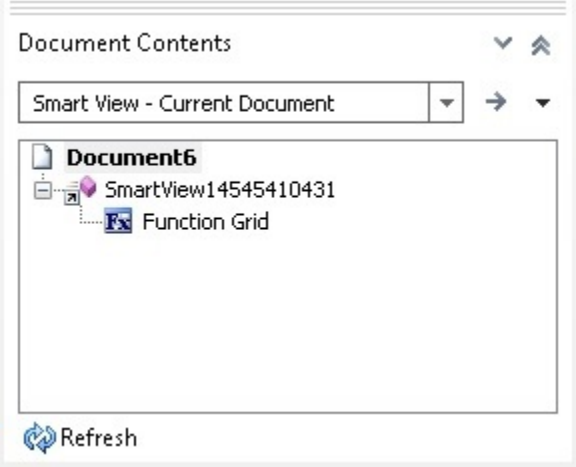
A confirmation message is displayed.



6. Click **Yes** in the confirmation dialog box.
7. Refresh.

   When successful, you will see that the**Document Contents** pane is updated with metadata for the document. An example is shown in Figure 1.

Figure 8-2 Document Contents Pane After Importing Metadata



Importing Metadata into Copied Slides or Presentations

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Business Intelligence Enterprise Edition, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud, Oracle Hyperion Reporting and Analysis

Before you begin, be sure to review the content in Importing Metadata in Office Applications.

> **Note:**
>
> This operation cannot be undone.

To import metadata into a PowerPoint slide or presentation:

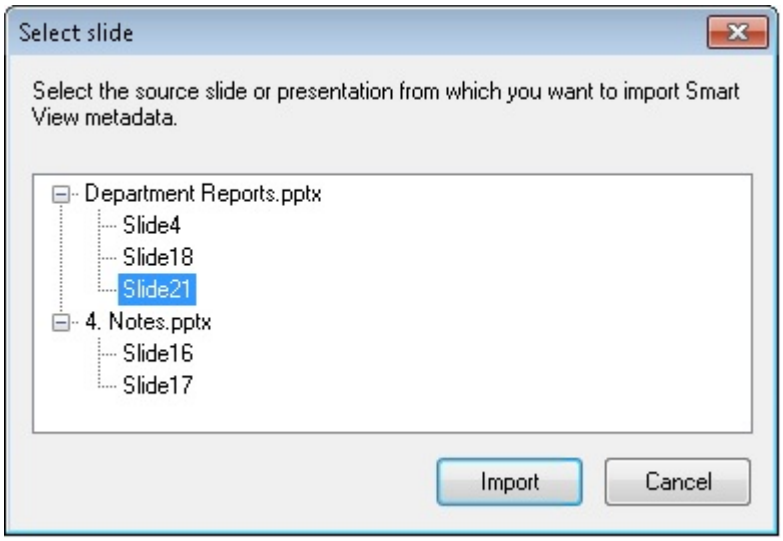
1. Back up your work.
2. From the Smart View ribbon, select **Options**, then **Advanced**, and ensure that **Improved Metadata Storage** is selected.
3. Use the PowerPoint copy command to copy information in any of the ways supported by PowerPoint; for example:
   - Copy individual objects and paste to the destination slide. The destination slide could be a part of source presentation or different presentation.
   - Duplicate a slide.
   - Copy a complete slide and paste into the same presentation or a different one.
   - Drag any slide and drop to another presentation.
   - Copy and paste an entire presentation.

   This operation copies the visible contents of the source slides but not the metadata—for example, connection information, POV selections, alias tables, and other such items—to the destination slide or presentation.
4. With the destination slide or presentation active, from the Smart View ribbon, click **Import Metadata**,

.
5. In the **Select slide** dialog box, select the slide or presentation that contains the metadata that you want to import to the destination slide or presentation, and then click **Import**.

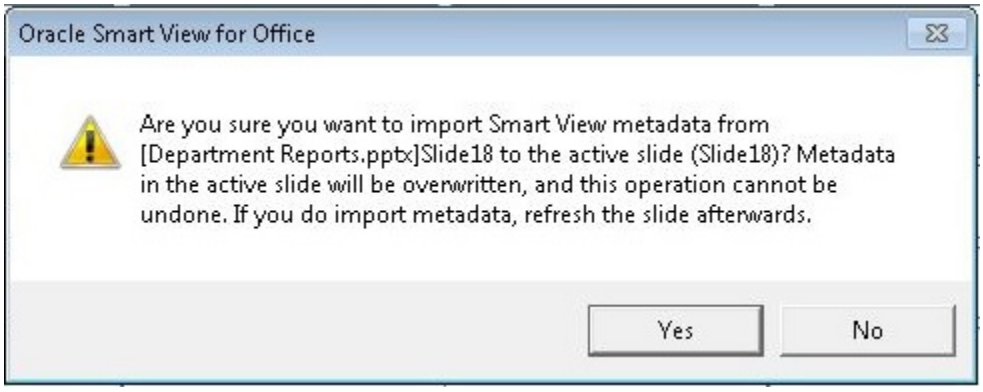
   Note that importing metadata from a presentation may be a time consuming operation, particularly for presentations with large number of slides and Oracle Smart View for Office metadata.

   In the following example, Slide21 from Department Reports.pptx is the slide from which we want to import metadata.



> **Note:**
>
> When importing metadata from a slide to the active slide, the active slide is not shown in the tree in the **Select slide** dialog box. This is because the active slide is the destination slide where metadata is to be imported and is, therefore, not available for selection. For the same reason, when importing metadata from a presentation to the active presentation, the **Import** button is disabled when the active presentation is selected in the **Select slide** dialog box.

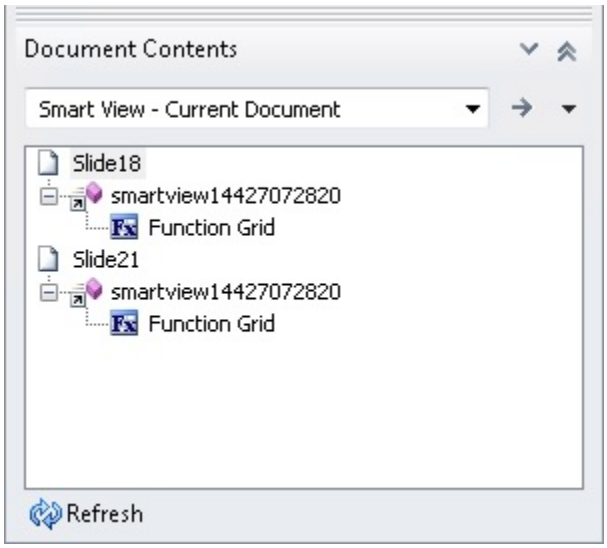
A confirmation message is displayed.



6. Click **Yes** in the confirmation dialog box.
7. Refresh.

   When successful, you will see that the **Document Contents** pane is updated with metadata for each slide. An example is shown in Figure 1.

Figure 8-3 Document Contents Pane After Importing Metadata



Enabling Automatic Column Width Adjustment

To enable the automatic adjustment of Excel column width to accommodate the contents of member and data cells:

1. From the Oracle Smart View for Office ribbon, select **Options**.
2. In **Options**, from the left panel, select **Formatting**.
3. Select **Adjust column width**.
4. Click **OK**.
5. From any ribbon, select **Refresh** to adjust columns in the current grid.

If **Adjust column width** is not selected, you can adjust the width of columns manually.

Sheet Information

To view connection and other details for the current worksheet:

1. From the Oracle Smart View for Office ribbon, click **Sheet Info**.

   Depending on the Smart View data on the sheet, **Sheet Information** displays details on the following properties:

   - **Connected**—Connection status; Yes if connected, No if not connected.
   - **Sheet Type**—Ad hoc, Multiple grid ad hoc, or Form.
   - **Server**—The name of the server to which the sheet is connected.
   - **Application**—The application to which the sheet is connected.
   - **Cube**—The cube, model, or database to which the sheet is connected.
   - **URL**—The URL string of the data source provider to which the sheet is connected.

- **Provider**—The data source type to which the sheet is connected; for example, Oracle Hyperion Planning, Oracle Hyperion Financial Management, or Analytic Services (Oracle Essbase).
- **Provider URL**—The URL string of the data source provider to which the sheet is connected; this property is applicable to Analytic Oracle Hyperion Provider Services 11.1.1.4.x and earlier releases.
- **Friendly Name**—For private connections only. The data source connection name specified by the user when creating or editing a private connection, or when adding a shared connection to private connections.
- **Alias Table**—The current alias table.
- **Associated Ranges**—For multiple grid sheets. The sheet name, application, database, and a unique identifier for each grid in the multiple grid sheet. Multiple grid worksheets apply to Essbase and Oracle Analytics Cloud - Essbase data sources only. To use **Sheet Information** with multiple grid worksheets, see Sheet Information Notes.
- **Description**—For private connections only. The optional connection description entered by the person creating or editing the private connection.
- **Form Name**—The name of the form to which the sheet is connected. This properties applies when connected to forms in Planning and Financial Management only.
- **Last Retrieved**—The date and time that the last refresh was performed on the sheet.

2. **Optional:** Select the following options as needed.
   - **Delete**—Provides these options for deleting Smart View metadata:
     - Delete worksheet metadata
     - Delete workbook metadata
     - Delete all metadata (deletes workbook metadata and all worksheets)
   - **Save**—Saves the **Sheet Information** content to an Excel spreadsheet.
3. **Optional:** To copy the selected item in the list to the clipboard, press **Ctrl+C**.

   To copy the entire **Sheet Information** list, ensure that no items are selected in **Sheet Information**, then press **Ctrl+C**. If you have already selected an item in the list, then close **Sheet Information**, reopen it, and press **Ctrl+C**.
4. Click **OK**.
5. To view sheet information support by provider, sheet type, and connection status, see Sheet Information Support By Provider.

Example 8-1 Sheet Information Notes

- Friendly names are for private connections only. The friendly name is the data source connection name specified by the user when creating or editing a private connection, or when adding a shared connection to private connections.
- When using the **Sheet Info** command with multiple grid worksheets:
  - To display information on all grids on a multiple grid worksheet, click anywhere outside of the grid boundaries, or select only one cell within a grid.

  - To display information for only one of the grids on a multiple grid worksheet, select the entire grid, and do not select any cells outside of the grid boundaries.
- When connected to Planning, it is not necessary to use the **Set as Default Connection** option to associate the sheet with an active connective. The association is made automatically immediately after connecting.
- The **Sheet Information** dialog box is not supported, or has very limited support, for the following providers: Oracle Business Intelligence Enterprise Edition, Oracle Hyperion Financial Reporting, and Oracle Hyperion Strategic Finance.

Sheet Information Support By Provider

Related Topics:
Sheet Information Support in Essbase

Sheet Information Support in Financial Management

Sheet Information Support in Planning

Sheet Information Support in Essbase

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Table 8-8 Sheet Information Supported by Essbase

Connection Status	Single Grid	Multiple Grid	VBA (HypExecuteMenu)	Formulas	Functions (HsGetVal, HsGetSheetInfo)
Shared Connection	Yes	Yes	Yes	Yes	No
Private Connection	Yes	Yes	Yes	Yes	No
Private Connection—Set as Default Connection	Yes	Yes	Yes	Yes	No
No Connection, open new blank worksheet	No	No	No	No	No
No connection, open a saved worksheet	Yes	Yes	Yes	No	No
Set Active Connection for this Worksheet	Yes (see Sheet Information Notes)	Yes (see Sheet Information Notes)	Yes	Yes (see Sheet Information Notes)	No
Set as Default Connection, before associate with active connection	No (see Sheet Information Notes)	Yes (see Sheet Information Notes)	Yes	Yes (see Sheet Information Notes)	No
Set as Default Connection, after associating with active connection	Yes (see Sheet Information Notes)	Yes (see Sheet Information Notes)	Yes	Yes (see Sheet Information Notes)	No

Table 8-8 (Cont.) Sheet Information Supported by Essbase

Connection Status	Single Grid	Multiple Grid	VBA (HypExecuteMenu)	Formulas	Functions (HsGetVal, HsGetSheetInfo)
Last Retrieved	Yes				

Sheet Information Support in Financial Management

Table 8-9 Sheet Information Supported by Financial Management

Connection Status	Form	Ad Hoc	Formulas	VBA	Functions
Shared Connection	Yes	Yes	Yes	Yes	No
Private Connection	Yes	Yes	Yes	Yes	No
Private Connection—Set as Default Connection	Yes	Yes	Yes	Yes	No
No Connection, open new blank worksheet	No	No	No	Not applicable	No
No connection, open a saved worksheet	Yes	Yes	Yes	Yes	No
Set Active Connection for this Worksheet	Yes	Yes	Yes	Yes	No
Set as Default Connection, before associate with active connection	Yes	Yes	Yes	Yes	No
Set as Default Connection, after associating with active connection	Yes	Yes	Yes	Yes	No
Last Retrieved	Yes	Yes			

Sheet Information Support in Planning

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud

Table 8-10 Sheet Information Supported by Planning

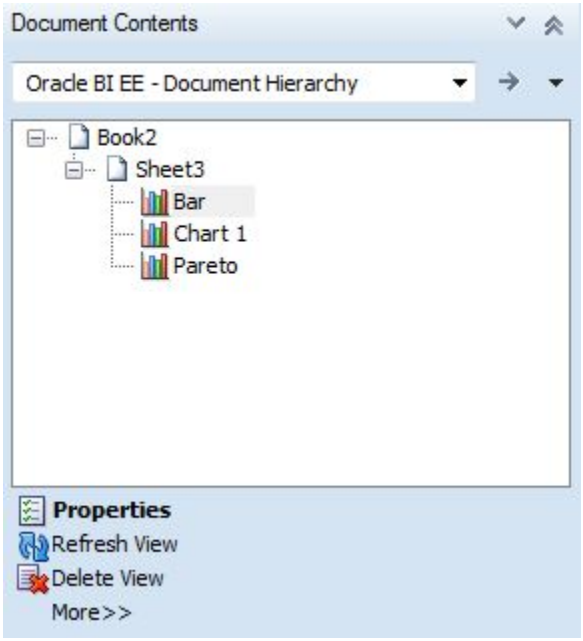
Connection Status	Form	Ad Hoc	Smart Form	VBA	Rules	Functions
Shared Connection	Yes	Yes	Yes	Yes	Yes	No
Private Connection	Yes	Yes	Yes	Yes	Yes	No
Private Connection—Set as Default Connection	Yes	Yes	Yes	Yes	Yes	No
No Connection, open new blank worksheet	No	No	No	No	No	No
No connection, open a saved worksheet	Yes	Yes	Yes	Yes	Yes	No
Set Active Connection for this Worksheet	Yes (see Sheet Information Notes)	Yes (see Sheet Information Notes)	Yes (see Sheet Information Notes)	Yes	Yes	No
Set as Default Connection, before associate with active connection	Not applicable (see Sheet Information Notes)	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Set as Default Connection, after associating with active connection	Yes (see Sheet Information Notes)	Yes	Yes	Yes	Yes	No
Last Retrieved	Yes	Yes				

Document Contents

Document Contents is a task pane in the Smart View Panel that provides a view of—and allows you to perform actions on—the content existing in the current Office document.

The **Document Contents** pane displays Office objects in a tree format, allowing you to easily see and interact with the content in a workbook, presentation, or document, regardless of the provider or type of content and including content from extensions. Content is displayed based on the provider connection, or the document layout on sheets, slides, or pages. Figure 1 shows an example of Oracle Business Intelligence Enterprise Edition content in **Document Contents** in Excel.

Figure 8-4 Document Contents Pane Displaying Oracle BI EE Content

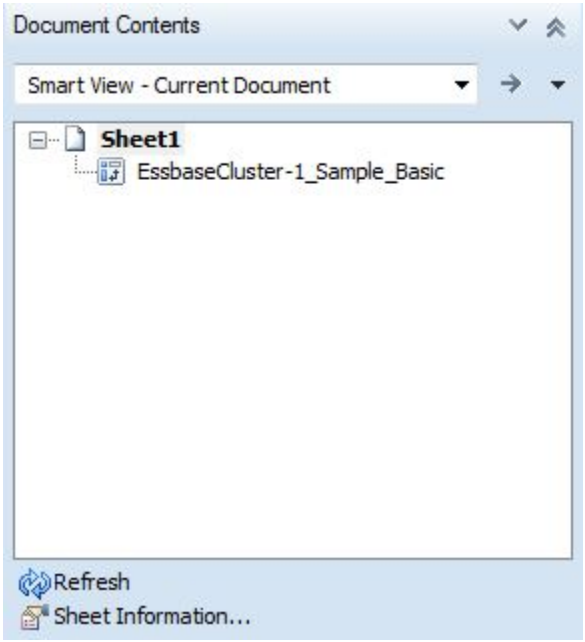


Depending on the provider, you can perform a subset of tasks on selected objects from the **Document Contents** pane.

- For most providers, you can **Select**, **Refresh** or **Delete** content on a sheet, slide, or document.
- For Oracle BI EE providers, you can perform additional tasks on individual views; for example, you can **Mask** a view, or review the properties of a view.
- For Oracle Hyperion Reporting and Analysis providers, you can insert reporting objects and perform other tasks.

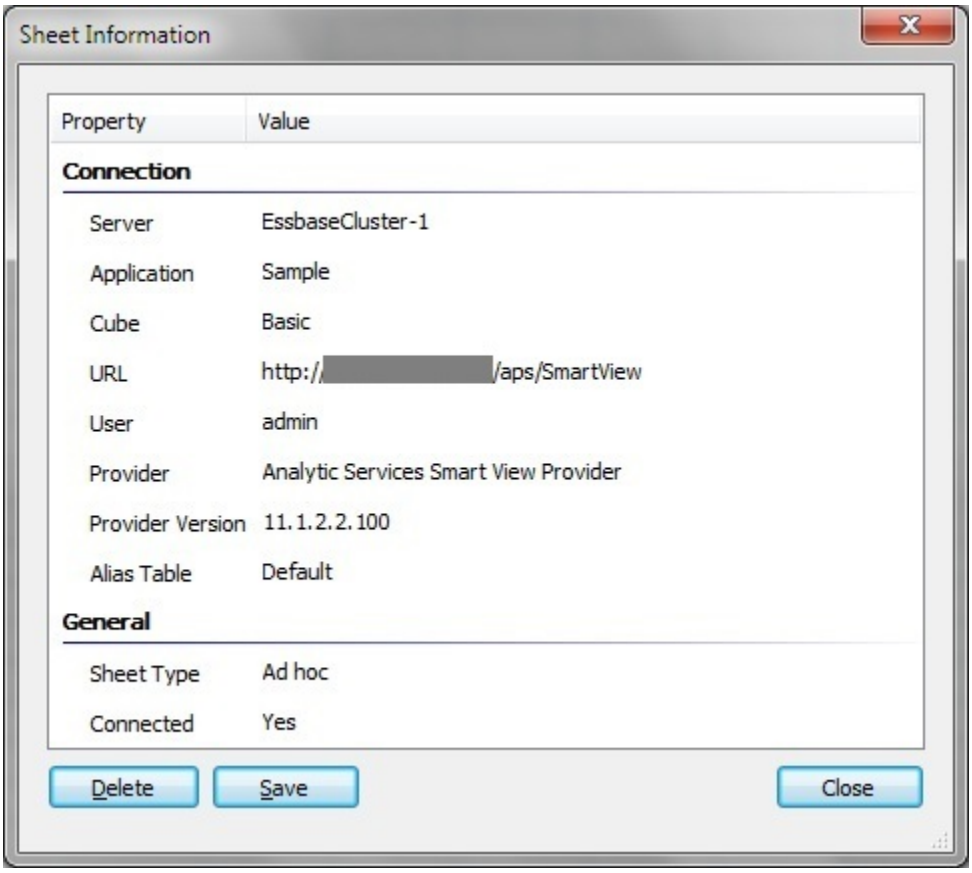
For example, in Figure 4, Sheet1 contains anOracle Essbase ad hoc view. With the Sheet node selected, the **Refresh** and **Sheet Information** options appear at the bottom of the **Document Contents** pane.

Figure 8-5 An Essbase Ad Hod Grid with the Sheet Node Selected in Document Contents



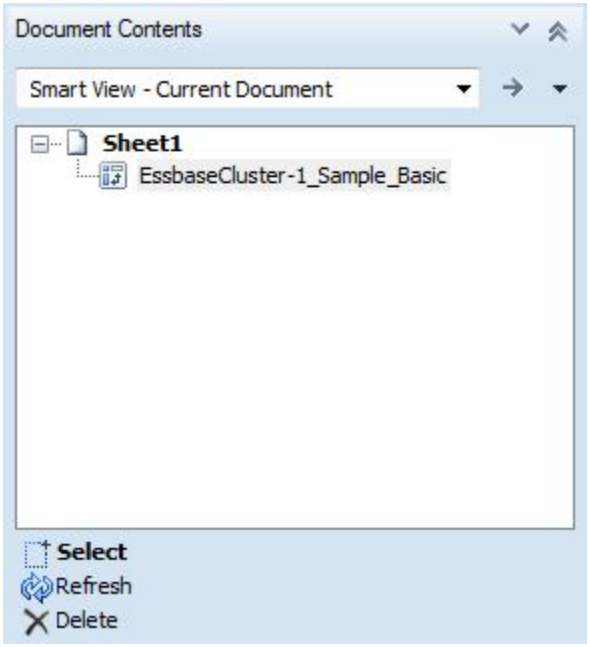
Click **Sheet Information** to view the **Sheet Information** dialog box (Figure 3), where you can also choose to **Save** or **Delete** the sheet.

Figure 8-6 Sheet Information Dialog Box for an Essbase Ad Hoc Grid



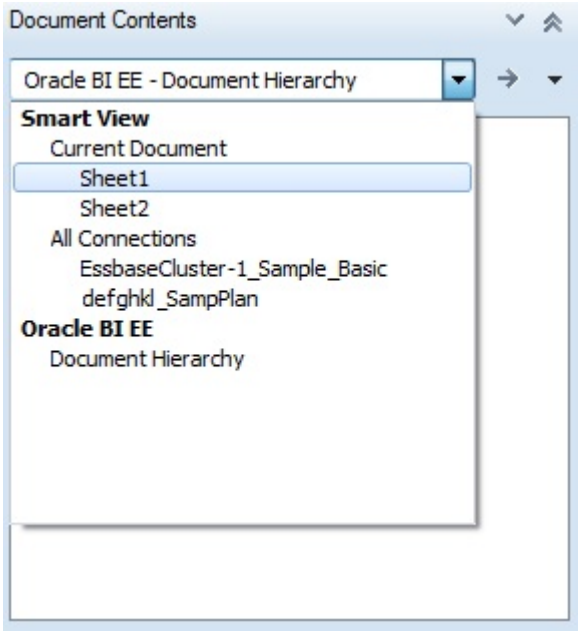
Select the object node in **Document Contents**, and the context changes showing the **Select**, **Refresh**, and **Delete** options at the bottom of the pane (Figure 4).

Figure 8-7 An Essbase Ad Hoc Grid Selected in Document Contents



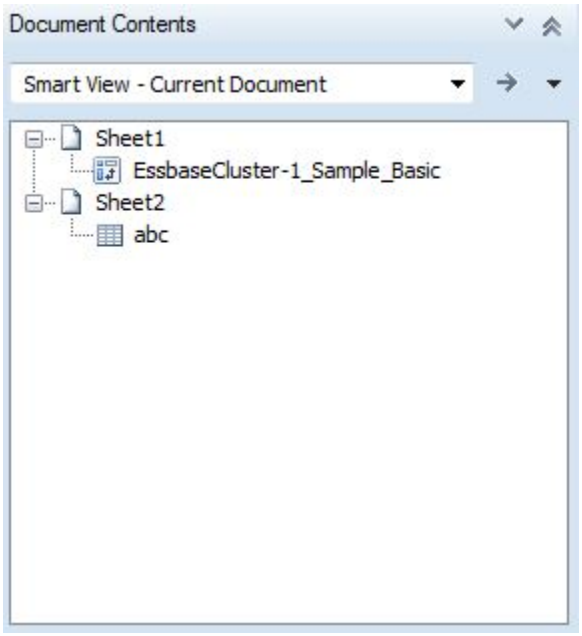
In general, content is grouped by Oracle Smart View for Office providers (Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, and Reporting and Analysis). Content from Oracle BI EE is grouped separately. In workbooks containing multiple objects from different data sources, you can switch the view using the **Document Contents** drop-down menu shown in Figure 5.

Figure 8-8 Available Options in Document Contents Drop-Down Menu



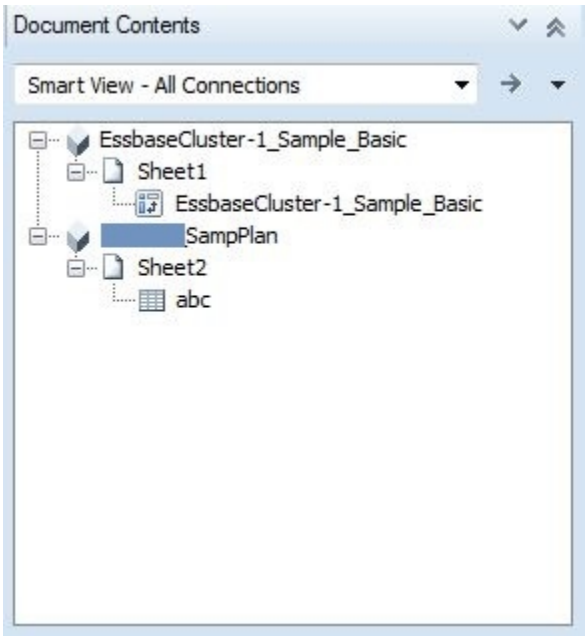
Select the **Current Document** option under Smart View and the **Document Contents** view changes to show the Smart View objects sorted by sheet (Figure 6).

Figure 8-9 Smart View Provider Content Listed by Sheet in Document Contents



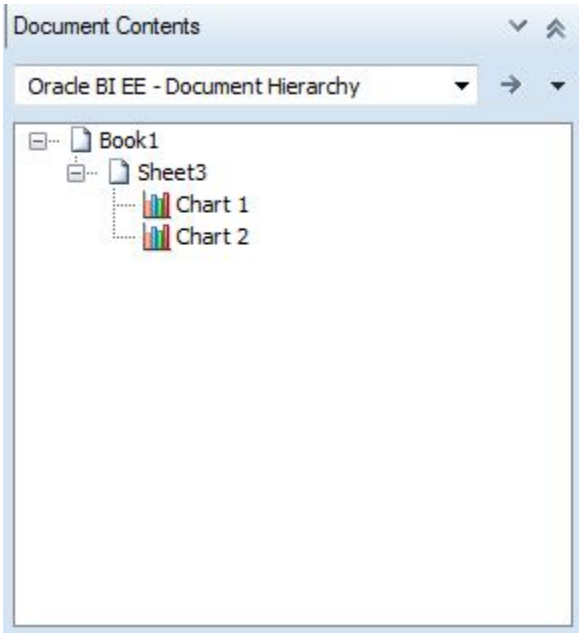
Select the **All Connections** option under Smart View, and the **Document Contents** view changes to show objects sorted by provider (Figure 7).

Figure 8-10 Smart View Provider Content Listed by Provider in Document Contents



Select the **Document Hierarchy** option under Oracle BI EE to see the Oracle BI EE views listed (Figure 8).

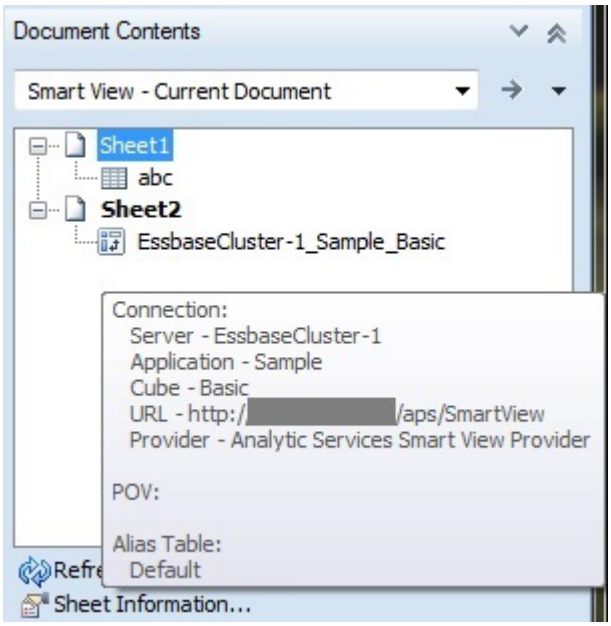
Figure 8-11 Oracle BI EE Content Listed in Document Contents



For Smart View provider content, such as Planning or Essbase objects, you can click in the tree area of **Document Contents** and then hover over an object icon to view connection properties, such as Server, Application, Cube, URL, Provider, POV and Alias Table, as shown in Figure 9. Properties vary depending on the provider.

For Oracle BI EE content, select an Oracle BI EE object, and then use the **Properties** link at the bottom of **Document Contents** to view connection properties (see Figure 1).

Figure 8-12 Connection Properties of an Essbase Ad Hoc Query



Refer to the following for more information on working with **Document Contents**:

Smart Slices

Smart View and Reporting and Analysis

Smart View and Oracle BI EE

Shared Workbooks

Oracle Smart View for Office does not support Excel shared workbooks. When the Excel option for sharing workbooks is enabled, Smart View operations are not supported.

To clear the shared workbook option in Excel, go to the **Review** ribbon, then click the **Share Workbook** button, and then clear the **Allow changes by more than one user at the same time** check box.

Opening Large Workbooks in Smart View

Oracle Smart View for Office may stop responding when opening workbooks containing a large number of any of the following:

- Rows and columns
- Graphical objects
- Excel comments

To alleviate this problem, the **Improve Metadata Storage** option should be enabled.

From the Smart View ribbon, select **Options**, then **Advanced**, and then select the **Improved Metadata Storage** check box.

Printing POV Members in the Header and Footer

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Enterprise Performance Reporting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

> **Note:**
>
> Printing POV members is not supported when connected to Oracle Hyperion Financial Management.

To print the active POV members in the header or footer of an Excel document:

1. In Excel, use your preferred method to add a custom header or footer.

   For example, go to the Page Layout ribbon, then select **Print Titles**, then the **Header/Footer** tab, and then click **Custom Header** or **Custom Footer**.

2. In the header or footer text box, add the following statement:

   ```
   POV:{}
   ```

   You may also include any other text that you may require in the header or footer.

   When you print the Excel document, the POV members are printed in the header or footer as specified, along with any other text you may have added.

> **Note:**
>
> In Excel 2010 and 2013, after adding the `POV:{}` statement, the POV members do not display in Print Preview mode the first time you launch Print Preview. However, they will print. After printing the sheet, then return to Print Preview to view the POV members in Print Preview mode.

Enabling and Disabling Smart View

Oracle Smart View for Office is enabled by default after installation. You can disable Smart View within Smart View for all Microsoft Office applications on your computer or for Outlook alone.

Smart View may also be enabled through Office applications.

Enabling and Disabling Smart View Using the Smart View Ribbon

You can intentionally disable Oracle Smart View for Office from the Smart View ribbon for all Microsoft Office applications on your computer or for Outlook alone.

To disable Smart View for all Microsoft Office applications (including Outlook):

1. From the Smart View ribbon, select **Help**.
2. Select **About**.
3. Clear **Enable Add-in** to disable Smart View the next time you open an Office application.

   The Smart View ribbon remains, containing only the **About** button.

To enable Smart View for all Microsoft Office applications (including Outlook):

1. Start Excel, Word, or PowerPoint.
2. From the Smart View ribbon, select **About**.
3. Select **Enable Add-in** to enable Smart View the next time you open an Office application.

To disable Smart View for Outlook only:

1. From the Smart View ribbon in Excel, Word, or PowerPoint, or from the Smart View menu in Outlook, select **Options**, then **Advanced** in the left panel.
2. Under **Display**, select **Disable Smart View add-in in Outlook**.

Enabling and Disabling Smart View from Microsoft Office

You can enable Oracle Smart View for Office from **Add-ins** in Excel Options. This method is useful in cases where Smart View is disabled unintentionally, through a Microsoft Smart View error.

To enable Smart View for all Microsoft Office applications (including Outlook):

1. Perform the task appropriate for your Office version:
   - **2016, 2013, 2010:** Go to **File**, then **Options**, and then **Add-ins**.
   - **2007:** Click the Office button in the top left corner of Excel, then select **Excel Options**, and then **Add-ins**.
2. From **Manage**, select **COM Add-ins**, and then **Go**.
3. In **COM Add-ins**, select the check box to enable the **Oracle Smart View for Office** add-in, and click **OK**.

9

Smart Query

Related Topics:

- About Smart Query
- Creating a Smart Query
- Opening a Smart Query
- Copying and Pasting
- Sharing Smart Query Definitions

About Smart Query

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

A Smart Query is a multidimensional analysis and reporting tool constructed from multiple sets of members and filters.

Related Topics:

Creating a Smart Query

Opening a Smart Query

Copying and Pasting

Creating a Smart Query

You create a Smart Query by defining one or more sets of members from the dimensions in an application. To each member set, you can define and apply composite filters to further refine the data to be returned by the Smart Query. Using these sets and their filters, you can create a highly complex query by defining unions, complements, and intersections of data from the different sets.

Once a Smart Query is created, you can use it for ad hoc reporting and analysis. Use the ad hoc reports created from Smart Queries to submit data. Smart Queries can be saved, reused, and shared. Sets and filters can be saved individually for use in other Smart Queries.

You cannot submit data directly from a Smart Query.

Creating a Smart Query involves performing the following procedures:

1. Defining Sets
2. Defining Set Filters
3. Building the Smart Query
4. Completing the Smart Query

Defining Sets

To define a set:

1. From the Smart View ribbon, select **Panel** to open the Smart View Panel.
2. From the Smart View Panel, connect to an Oracle Essbase cube or application.
3. From the Action Panel, select **New Smart Query Sheet** to display the Smart Query Panel in place of the Smart View Panel.

   You can select the arrow next to to return to the Smart View Panel.

   Default dimensions for the connection are displayed in the Smart Query Panel and on the worksheet. The Smart Query ribbon is displayed.
4. **Optional:** Pivot dimensions by dragging them from one area of the Smart Query Panel to another.
5. Select the name of a dimension under **Row**, **Column**, or **Point of View** to display it under **Sets for...**, where you define the set.

   If the dimension exists in Row, Column, or Point of View , you can also start typing the dimension name in order to select it.
6. In **Sets for ...,**, click the arrow next to the dimension name and choose **Select Base Members.**

   For POV dimensions, the members you specify in this step are available for selection from drop-down menus in the Point of View section. You can also enter these names directly.
7. From the popup menu, select a member level to include in the set or select **Other** to open the **Member Selector**, where you can select specific members.
8. Click the arrow next to the dimension name and select **Add Custom Members** (not available to Point of View dimensions).
9. Select from among specified values for the set.

> **Note:**
>
> When working with very long member names in Essbase, the Smart Query attempts to verify that the name works with Essbase. During the verification process, a numeric (for example, (1), (2), etc.) is appended to the long member name, signifying the number of verification attempts, up to 10 attempts. With each verification attempt, the numeric is incremented by one. Once the 10 attempts are completed, Smart Query proceeds with the last attempt, (9), so you can expect to see `(9)` appended to the member name.

Optional: Select **Other** to define members with MDX expressions (see the Essbase documentation) in **Custom Member Expression**.

MDX queries must be at least three characters long to accommodate the simplest member expression; for example, two operands and an operator. The **OK** button here is enabled only after the expression entered is validated.

Queries are given default names, but if you choose to rename an MDX query, do not use the following characters:

- Brackets ([ ])
- Double quotation marks (”) or their XML-encoded representation (""", """, """, """, """)
- Single quotation marks (') or their XML-encoded representation ("'","'","'","'","'")

10. **Optional:** To allow duplicate members in the set, click the arrow next to the set name and select **Allow Duplicates in Set** (not available to Point of View dimensions).

    This setting applies only to the set for which it is selected. When there are multiple sets in a Smart Query, members are displayed in the grid for all sets in which they are selected even if **Allow Duplicates in Set** is *not* selected. For example, if Jan, Feb, and Mar are selected as members for one set, and Level 0 members of Year are selected in another set in the same query, then Jan, Feb, and Mar will each appear twice in the grid because they are members of both sets.

11. **Optional:** To rename the set, click the arrow next to the set name and select **Rename**.
12. To save a set, click the arrow next to the set name, then select **Repository**, and then **Save Set**.
13. In **Repository Item**, enter a name and description for the member set and click **OK**.
14. **Optional:** To add additional member sets for this dimension, click the arrow next to a set name and select **Add New Set** and repeat the procedure.
15. Select other dimensions from the Smart Query Panel and repeat the procedure as necessary to add members for other dimensions.

Related Topics:

Defining Set Filters

Building the Smart Query

Defining Set Filters

To define filters for a set:

1. From **Sets for...**, click the arrow next to a set name and select **Add Filter**.

   A new filter is displayed under **Filters for Set...**

2. Click the arrow next to the filter name and select one of the following to define the filter:
   - Select Top/Bottom
   - Select Based on Value
   - Select Based on Value Specified by Members
   - String Match (This option does not support qualified member names.)
3. Repeat this procedure as necessary to add more filters to the set.

When you have created the sets and filters that you want to compose the Smart Query, proceed to Building the Smart Query.

Building the Smart Query

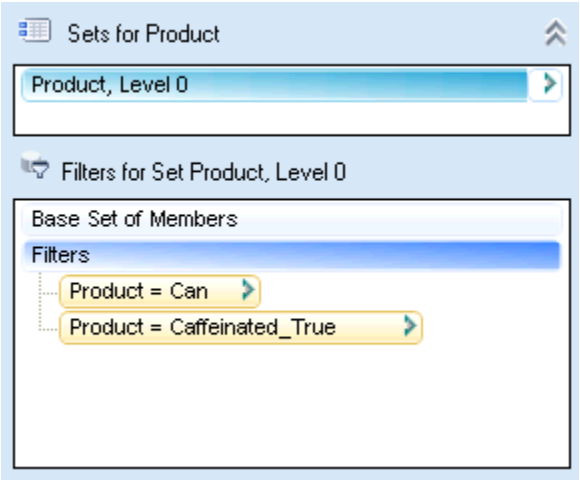
To build a Smart Query, you apply composite filters to select unions, complements, and intersections of members from the different sets. Unions are selections of members that belong to either but not both of two sets. Intersections are selections of members that belong to all specified sets. Complements are selections of members of one specified set that are not members of another specified set.

You can use sets and composite filters in any combination to create highly complex Smart Queries.

Union of Sets

To select members that belong to either but not both sets, define two or more filters as described in Defining Set Filters from the dimension in **Sets for...**. For example, in Figure 1, the query will return only Product, Level 0 members that are *either* packaged in cans (Product = Can) *or* are caffeinated (Product = Caffeinated_True).

Figure 9-1 Union of Sets



Intersection of Sets

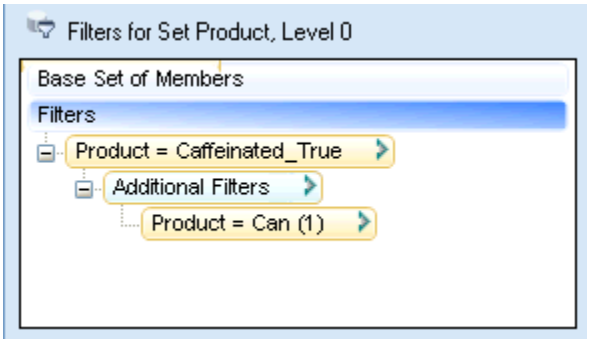
Intersections include only the members that are common to all specified sets.

To select members common to all specified sets:

1. Define a filter for a set as described in Defining Set Filters.
2. Click the arrow next to the filter name and select **Add Filter**.
3. **Additional Filters** and a subset filter are displayed.
4. Define the second filter.

In Figure 2, the query will return only Product, Level 0 members that are caffeinated *and* packaged in a can.

Figure 9-2 Intersection of Sets



Complement of Sets

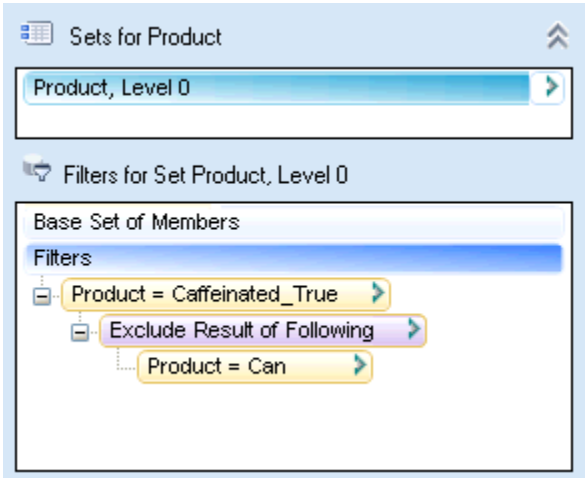
To select only members of a set that are *not* members of another specified set.

1. From **Filters for...**, click the arrow next to a filter name and select **Add Filter**.

   Additional Filters and a subset filter are displayed.
2. Define the second filter.
3. Click the arrow next to **Additional Filters.** and select **Exclude**.

In Figure 3, the query will return only Product, Level 0 members that are caffeinated but are not packaged in a can.

Figure 9-3 Complement of Sets



When you have built the Smart Query, proceed to Completing the Smart Query.

Completing the Smart Query

To complete the Smart Query:

1. From the Smart Query ribbon, select options for the Smart Query as follows:

- Indentation (see Member Options)
- Show Distinct Member Names (see Member Options)
- Suppress Rows with No Data (see Data Options)

2. **Optional:** Select **Change Alias** to select an alias table.

   The full names of duplicate and shared members are shown regardless of the selected alias table (if any). All other member names are shown according to the selected alias table.

3. To save the entire Smart Query definition, from the Smart Query ribbon, select **Save**.
4. In **Repository**, enter a name and description for the Smart Query.
5. Click **OK**.

   Smart Queries are also saved within the workbook, so when you save a workbook, Smart Queries within it are also saved.

6. **Optional:** To perform ad hoc analysis, from the Smart Query ribbon, select **Analyze**.

Opening a Smart Query

Opening from a New Worksheet

To open an existing Smart Query:

1. From the Smart View ribbon, select **Panel** to open the Smart View Panel.
2. From the Smart View Panel, click the arrow next to , and then select **Smart Query.**
3. From the Smart Query Panel, select **Open Definition** to display the **Repository** list of available Smart Queries.
4. Select a Smart Query from the list.
5. Click **OK**.

Opening from an Existing Smart Query Worksheet

To open an existing Smart Query:

1. From the Smart Query ribbon, select **Open** to display the **Repository** list of available Smart Queries.
2. Select a Smart Query from the list.
3. Click **OK**.
4. When asked if you want to discard the existing Smart Query on the worksheet, click **Yes**.

   The Smart Query is opened on the current worksheet.

Copying and Pasting

In Excel, you can copy an entire Smart Query definition from one worksheet to another, and sets and filters to other Smart Queries.

Copying Smart Query definitions can be used as a means of sharing queries between users.

Related Topics:

Copying Smart Query Sets and Filters

Copying Smart Query Reports to Word and PowerPoint

Sharing Smart Query Definitions

Copying Smart Query Definitions in Excel

You can copy a Smart Query definition to a different worksheet in the current workbook or in another workbook. If the worksheet into which you want to paste the definition already contains a Smart Query definition, it will be replaced by the pasted definition.

To copy a Smart Query definition from one worksheet to another:

1. Open the Smart Query worksheet that you want to copy.
2. From the Smart Query ribbon, select **Copy**.
3. Open a new worksheet.
4. Do one of the following:
   - To copy the entire definition to a *blank* worksheet, from the Smart Query Panel, select **Paste**.
   - To replace a Smart Query definition, from the Smart Query ribbon of the worksheet to be replaced, select **Paste**.

Copying Smart Query Sets and Filters

To copy a set, under **Sets for...**, click the arrow next to a set name and select **Copy Set**. You can then copy the set within the current Smart Query or to a different Smart Query using **Paste Set** from the same menu.

To copy a filter, under **Filters for Set...**, click the arrow next to a filter name and select **Copy Filter**. You can then copy the set within the current Smart Query or to a different Smart Query using **Paste Filter** from the same menu.

Copying Smart Query Reports to Word and PowerPoint

You cannot copy a Smart Query definition from Excel to Word or PowerPoint directly, but you can copy a grid or partial grid defined by a Smart Query from Excel to Word or PowerPoint. To do so, from the Smart Query ribbon, select **Analyze**. Then copy data as described in Copying Data Between Excel, Word, and PowerPoint.

Sharing Smart Query Definitions

You may share Smart Query definitions with other users. The Smart Query definition includes definitions for rows, columns, POV, dimension sets, filters, sorting, and custom members.

The methods for sharing a Smart Query are:

- Email Sharing
- Workbook Sharing

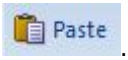
The following topics explain each method.

Email Sharing

To share a Smart Query definition with other users via email:

1. In Excel, open the Smart Query worksheet containing the definition that you want to copy.
2. From the Smart Query ribbon, select **Copy**.
3. Open a blank email message and press **Ctrl-V**.

   When pasted into an email message, the query definition will resemble a long line of alphanumeric characters.
4. Send the email message to the users you are sharing with.
5. Recipients of the Smart Query definition then perform the following tasks:
   a. In the email, select the Smart Query definition string and copy it to the Windows clipboard (use **Ctl+C** or the **Copy** command).
   b. Open a blank worksheet in a new or existing workbook.
   c. **Optional:** Connect to the appropriate data source.

      If you do not connect to a data source, you will prompted to do so when you paste the definition in the next step.
   d. From the Smart View ribbon for the active worksheet, click 

.

      The Smart Query populates the worksheet.

Workbook Sharing

To share a Smart Query in a workbook:

1. Save the Excel workbook that contains the Smart Query to share.
2. Send the Excel workbook to the users you are sharing with or place the workbook file in a shared network location and notify those users.
3. Recipients of the workbook containing the Smart Query definition then perform the following tasks:
   a. Open the workbook either directly from the email or from the shared network location.

      The Smart Query populates the worksheet.

b. In the Smart View ribbon, click **Refresh** to be prompted for login credentials in the **Connect to Data Source** dialog box.

10

Smart Slices

Related Topics:

- About Smart Slices
- Creating Reports with Smart Slices
- Smart Slices, Ad Hoc Analysis, and Forms
- Creating Smart Slices

About Smart Slices

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management

A Smart Slice is a reusable perspective of a data source. It can be composed of a single member, a combination of single members, filters, or combination of single members and filters in any order. These components serve as boundaries to the data that users can view and work with in the Smart Slice. Any operation that can be done in Oracle Smart View for Office can be done within the confines of a Smart Slice.

An organization can have as many different Smart Slices as it needs to accommodate the specific data requirements of its users. For example, Smart Slices can be created for different sales geographical regions, different product lines, different time frames, or a combination of any of these dimensions.

You can view and work with any data within the boundaries of a Smart Slice, but not with data outside its boundaries. For example, in a Smart Slice that limits sales data to the Western region, you could drill down to data for California or Los Angeles, but could not navigate across to New York.

Creating Reports with Smart Slices

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management

Smart Slices are stored centrally and are available to users from the Smart View Panel.

An entire report is associated with an Excel workbook, a Word document, or a PowerPoint presentation. One report is associated with an Excel worksheet, a Word page, or a PowerPoint slide. For PowerPoint presentations, Oracle recommends one report type per slide.

You can create reports from entire Smart Slices or from subsets of data in a Smart Slice. Reports can then be displayed on an Excel spreadsheet, Word document, or PowerPoint slide. You can display as many reports from as many data sources as space will permit on one sheet.

To create a report from a Smart Slice:

1. From the Smart View ribbon, select **Panel**.
2. From the Smart View Panel, select a Smart Slice.
3. In the Action Panel, do one of the following.
   - To work with the Smart Slice as is, click **Insert Smart Slice into report**. The Smart Slice is displayed in Document Contents in the lower portion of the Smart View Panel.
   - To create a subset of the Smart Slice for local storage, click **Modify Smart Slice and insert into report** and use the Smart Slice Designer as described in Creating Smart Slices.

> **Note:**
>
> If you use **Modify Smart Slice** to create a Smart Slice, you must select the newly-created Smart Slice from the Smart View Panel tree list before performing ad hoc analysis.

4. Click to refresh the **Document Contents** tree.
5. Select the Smart Slice in **Document Contents**, right-click and select **Insert New Reporting Object/Control**.
6. From the **Insert New Reporting Object/Control** dialog box, select one of these report types to place on the grid:
   - **Function Grid** — a dynamic grid format

     Function grids can be used with Word, PowerPoint, and Excel. When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

     You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

     To format a function grid, use Excel formatting capabilities.
   - **Office Table**

     Office tables can be used with Word and PowerPoint. Office tables display results in native Microsoft Office table format. When you refresh an Office table, both members and data are refreshed.

     Office tables look and feel like part of the Word or PowerPoint document, but the members and data in the table cells are connected to the Oracle Smart View for Office provider. With Office tables, you can work with the Word or PowerPoint table formatting and styles that you are accustomed to. Insert a POV object into the report and you can change the POV of the Office table.

Refresh the Office table after changing formatting or POV and the new POV is reflected in the results and custom formatting is retained.

You cannot zoom in or out in an Office table object, and you cannot perform other ad hoc operations or use free form.

- **Table**

  Tables can be used with PowerPoint and Excel. Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

  You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

- **Chart**

  Charts can be used with PowerPoint and Excel. In PowerPoint, contents of charts and tables are visible only in presentation mode. Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

7. **Optional:** To move or re-size a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode**.

   You can now move objects within the sheet, slide, or page.

8. To insert a report control, select the Smart Slice in **Document Contents**, right-click and select **Insert New Reporting Object/Control**.

9. From the **Insert New Reporting Object/Control** dialog box, select one of these report control types:

   - **POV** — a report can contain only one POV
   - **Slider** — a report can contain multiple sliders. See Sliders.

   A report can contain a POV or sliders, but not both.

10. Refresh.

11. **Optional:** To create a separate report for any or all of the members of one dimension in the report and cascade these reports separately across the worksheets of the workbook, see Cascading Reports and Ad Hoc Grids.

> **Note:**
>
> In reports that contain a chart and a table, cascading may cause the chart and table to overlap the next time you open the workbook.

Deleting Reports or Report Objects

To delete a report:

1. In **Document Contents**, click

2. Select the object to delete from the link in **Document Contents**; for example, select a function grid or POV.

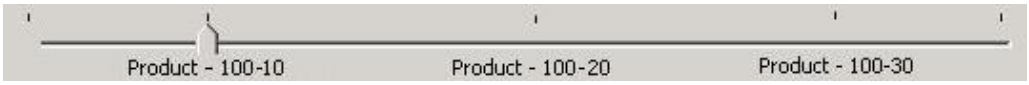
   Selecting a report also deletes all its report objects.

3. At the bottom of the **Document Contents** pane, select **More**, then select **Delete**.

Sliders

Figure 1 shows a slider. The slider displays a selected set of dimension members from a query; when you drag the slider marker to a member, its data is displayed in all reports associated with the query on the sheet. Sliders can contain dimensions from more than one query in the Report Designer if the dimensions have the same boundaries.

Figure 10-1 Slider



Related Topics:

- Creating a Slider from One Query
- Creating a Slider from Joined Queries

Creating a Slider from One Query

To create a slider:

1. Ensure that one or more report type is inserted in the worksheet for the query for which you want to create the slider.
2. From the report designer, click **Query View** and select **Query View**.
3. In the Report Designer, select the query on which to base the slider.
4. Click

and select **Slider** to open **Member Selection**.
5. Select a dimension, members, and filters for the slider and click **OK**.

   The slider is displayed on the sheet.

6. **Optional:** To move or re-size the slider, click and then move or re-size.

Creating a Slider from Joined Queries

You can create a slider that contains dimensions from multiple queries if, and only if, the dimensions from the different queries have the exact same boundaries.

To create a slider using a dimension from multiple queries:

1. Ensure that one or more report type is inserted in the worksheet for the query for which you want to create the slider.
2. Click **Query View** and select **Dimension View**. Notice that the Report Designer tree view is grouped by dimensions rather than by queries. Under each dimension

are the queries that contain that dimension. If the dimensions do not contain the same boundaries, multiple sliders will be created to accommodate each of them. For example, if the Market dimension in one query contains a children filter and the Market dimension from another query contains a descendents filter, two Market sliders would be created.

3. In the Report Designer, select the dimension on which to base the query.
4. Click

and select **Slider** to open **Member Selection**.
5. Select dimension members, and filters for the slider and click **OK**.

   The slider is displayed on the sheet.
6. **Optional:** To move or re-size the slider, click and then move or re-size.

Smart Slices, Ad Hoc Analysis, and Forms

To perform ad hoc analysis on a Smart Slice, (Oracle Essbase, Oracle Hyperion Financial Management) in Excel, select the Smart Slice in the Smart View Panel and click **Ad Hoc Analysis** in the Action Panel. Data and POV from the Smart Slice is entered into the worksheet, and you can perform ad hoc analysis.

> **Note:**
>
> **Essbase only:** Multiple-grid worksheets are not supported for Smart Slices.

To use a form, select the Smart Slice in the Smart View Panel and click **Open Form** in the Action Panel. Only forms enabled by the administrator may be used for ad hoc analysis.

If you want to locate the Smart Slice source of the data in an ad hoc grid, click and select **Locate Worksheet Connection**. The Smart Slice is highlighted in the Smart View Panel.

Creating Smart Slices

Data sources: Oracle Essbase, Oracle Hyperion Financial Management

Administrators and database administrators can create, modify, and delete Smart Slices. In Essbase, if enabled by the administrator, all users can create, modify and delete Smart Slices.

Creating Smart Slices involves Setting Smart Slice Data Boundaries and Setting Smart Slice Preferences.

Setting Smart Slice Data Boundaries

To create a Smart Slice:

1. From the Smart View ribbon, select **Panel**.

2. Open the Smart View Panel and connect to an Oracle Essbase or Oracle Hyperion Financial Management data source.
3. Do one of the following:
   - From the Action Panel, click **Create New Smart Slice**, then select an alias table from the list of alias tables.
   - With an ad hoc grid open, from the data source ribbon, select **Smart Slice**.

   The Smart Slice Designer and a **New Smart Slice – Design** worksheet are displayed. You design the Smart Slice from the Smart Slice Designer; results are displayed on the worksheet.

   On the Smart Slice Designer are **Rows**, **Columns**, **POV**, and **Attributes** sections for row, column, POV, and attribute dimensions.
4. From the Smart Slice Designer, use any of the following operations to create boundaries for the Smart Slice.
   - To select members for row or column boundaries, drag members from the **POV** to **Rows** or **Columns** as needed on the Smart Slice Designer. To remove row or column members, drag them to the **POV**. Changes are reflected immediately on the grid.
   - To select members for dimensions under **Rows**, **Columns**, or **Attributes**, section, click the name of the dimension to open the Member Selection dialog box.
   - To select members for the **POV** on the Smart Slice Designer, click the arrow next to the dimension name and select the ellipsis to open the **Member Selection** dialog box.
5. Click **Options** and set preferences as described in Setting Smart Slice Preferences.
6. Click **Done**; **Member Selection** is displayed.
7. In **Member Selection**, select a dimension member to use as the default POV and click **OK**.
8. In the Smart View Panel, in **Enter a new name**, enter a name for the Smart Slice.
9. Click **OK**. The Smart Slice is displayed in the tree view of the Smart View Panel under its data source.

Setting Smart Slice Preferences

The preferences that you specify are stored as part of the Smart Slice definition, and they override the global preferences set in the Options dialog box.

To specify Smart Slice preferences:

1. From the Smart Slice Designer, click **Options**.
2. For each option, enter or select the preference from the drop-down menu.

   Users can select the options that are enabled here. See Smart View Options for descriptions of the options.

> **Note:**
>
> Replacement labels for missing data and other preferences specified in the Smart Slice **Options** dialog box in this step are not applied to function grids based on the Smart Slice (as described in Creating Reports with Smart Slices). Instead, the options specified by Oracle Smart View for Office users in the **Options** dialog box are applied to function grids.

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The Query Designer and MDX Queries

Subtopics:

- The Query Designer
- Creating Queries
- Editing Queries and Rerunning Reports
- Filtering Data
- Analyzing Time-Related Data in Query Designer
- MDX Queries

The Query Designer

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud

The Query Designer is a Oracle Smart View for Office tool from which you can design the layout of a report by selecting dimensions, members, and attributes for rows, columns, and the POV from one interface. You can use the Query Designer to create a query from a blank connected worksheet, which uses the default report as a starting point, or extract a query from a saved report. The Query Designer is available only for ad hoc worksheets.

Related Topics:

Creating Queries

Editing Queries and Rerunning Reports

Filtering Data

Analyzing Time-Related Data in Query Designer

MDX Queries

Creating Queries

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud

To create a query report:

1. Open a worksheet or an existing report in Excel and connect to a data source.

> **Note:**
>
> Workbooks can contain Query Designer worksheets from multiple data sources. However, only one data source can be associated with each worksheet.

2. From the data source ribbon, select **Query**, then **Query Designer**.

   The Query Designer and a query worksheet named "*Sheetname* - Query" (for example, Sheet1 – Query) are displayed. You design your query on this worksheet.

   The following operations are disabled on the query sheet, but are re-enabled after you run the report:

   - Formulas
   - Asymmetric reports
   - Comments
   - Blank rows or columns
   - Changes to alias tables
   - Ad hoc actions such as zoom in and out, keep and remove only, and double-click

   The following operations are unavailable in both query sheet and report sheet:

   - Filtering of column members
   - Changing data sources

   If you are working with a duplicate member database, qualified member names are displayed on the query sheet, but only the member names are displayed after you run the report.

3. Use any of the following operations to design your query:

   - To select members for the **Rows** and **Columns** dimensions displayed on the Query Designer, click the dimension name to open the Member Selection dialog box.
   - To select members for **POV** dimensions displayed on the Query Designer, click the arrow next to the dimension name and select the ellipsis to open the Member Selection dialog box.
   - To move a dimension from the **POV** to the grid, drag and drop it from the **POV** section to the **Columns** or **Rows** section in the Query Designer.
   - To remove a dimension from the grid, drag and drop the dimension from the Columns or Rows section to the POV section in the Query Designer.
   - To add or remove an attribute dimension, select a dimension from the Attributes drop-down menu and drag and drop to the **Rows** or **Columns** section of the Query Designer.
   - Enter members directly into the grid.

> **Note:**
>
> When working with databases that support duplicate member names, avoid using member names containing periods. Oracle Smart View for Office detects periods (.) as delimiters in Query Designer, resulting in an unknown member error. If the dimension or member names in your query contain a period, the member will be interpreted as two members, parent and child. For example, the member:
>
> ```
> abcd.wxyz
> ```
>
> would be interpreted as:
>
> ```
> abcd
>    wxyz
> ```

4. From the Query Designer, click **Apply Query**. The resulting report is displayed in a new report sheet called "*Sheetname* - Report" (for example, Sheet1 – Report). Operations temporarily disabled in step 2 are re-enabled.

   The report sheet replaces the query sheet, but you can retrieve the query sheet by repeating step 2.

5. To save the report, save as an Excel `.xls` or `.xlsx` file.

> **Note:**
>
> In Essbase or Oracle Analytics Cloud - Essbase, `.xls` or `.xlsx` files can be used as a data load data source.

> **Note:**
>
> The Query Designer is not designed to work with Smart Slices.

Editing Queries and Rerunning Reports

Rerunning queries regenerates the report; any changes to the original report, such as zooming, comments, and formulas are lost. Formatting is also lost.

You can refresh reports, but this only refreshes the data. It does not rerun the report.

To edit a query and rerun a report:

1. Open the Query Designer query sheet to edit. If the query sheet is hidden, from the data source ribbon, select **Query** and then **Query Designer**.
2. Edit the query.
3. Select **Query** then **Run the Report**.

   The report is updated.

Filtering Data

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Filtering data limits the amount of data returned to a specified top or bottom criterion. Top or bottom ranking enables you to view, for example, the top 10 products in sales for a given region.

To filter data:

1. In the Query Designer report worksheet, select a dimension.
2. From the Essbase ribbon, select **Query** and then **Data Filter**.
3. From **Data Filter**, under **Count**, select **Top** or **Bottom** and specify a number.
4. Under **Set**, click .
5. From **Member Selection**, select a row member for ranking, and click **OK** to return to **Data Filter**.
6. Under **Value**, click
7. From **Member Selection**, select a column member to run the ranking against, and click **OK** to return to the **Data Filter** dialog box.
8. Click **OK**.

   An MDX query in the form TopCount({ [Qtr3] }, 10, [Measures].[Profit]), that represents your data filtering settings is inserted into the grid. The example returns the top 10 most profitable products in quarter 3.
9. Click **Apply Query** to display query results.

Analyzing Time-Related Data in Query Designer

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Filtering data limits the amount of data returned to a specified top or bottom criterion. Top or bottom ranking enables you to view, for example, the top 10 products in sales for a given region.

Using Oracle Smart View for Office, you can analyze flash metrics such as sales of cost of goods sold against time-based metrics. This enables you to look for trends, find averages for different time periods, and so forth. To do this, you use linked attributes which enable periodicity of members. Periodicity is a shared pattern among time dimension members that make them meaningful for time-based analysis (January and April share periodicity as first months of quarters, for example). Day by month, day by week, and week by year are examples of linked attributes. You can also set ranges for linked attributes and apply filters.

To analyze time-related data in Query Designer:

1. Create a query.
2. From the Query Designer toolbar, select **Date-Time** dimension and drag it to the grid or within the toolbar.

3. Click **Date-Time** in the Query Designer toolbar to open **Member Selection**, where you can select members and apply Period, Range, and other filters.
4. Under **Attributes** on the Query Designer toolbar, select an attribute or linked attribute in the drop-down menu, then drag it to the grid or within the toolbar. Repeat as necessary for other attributes.
5. To select members and apply filters to an attribute, click the attribute name on the Query Designer toolbar to open **Member Selection**.
6. Click on the POV toolbar.

MDX Queries

Data source types: Oracle Essbase

MDX users can bypass the Query Designer interface and enter MDX commands in the query sheet or in the Execute MDX dialog box.

To execute MDX queries:

1. In Excel, connect to an Essbase data source.
2. From the Essbase ribbon, select **Query**, then **Execute MDX**.
3. In **Execute Free Form MDX Query**, enter the MDX query.

   For example:

   ```
   SELECT {[Sales], [Cogs]} on columns, Filter ([Product].Levels( 2 ).Members,
   AVG([Year].CHILDREN, 9001.0) > 9000.00) on rows
   ```

4. Click **Execute**.

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Smart Forms

Related Topics:

- About Smart Forms
- Creating Smart Forms
- Smart Form Example Scenario
- Excel Functions Supported in Smart Forms

About Smart Forms

Data source types: Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

You create and manage Smart Forms in Oracle Smart View for Office. Starting with an ad hoc analysis grid, you can customize the grid by adding business calculations to it, in the form of Excel functions and formulas. These calculations don't affect metadata in the rest of the source application. The business calculations that you create and save in the Smart Form can then be executed in both Smart View and the provider web interface; for example, in Oracle Planning and Budgeting Cloud. In Smart View, the formulas are evaluated by Excel; in the web interface, the formulas are evaluated by the provider.

For example, say you're analyzing Oracle Planning and Budgeting Cloud data in Smart View. You want to calculate the average profit margin for four products. You can add a row to the grid, with the grid label of "Average Profit Margin." In the new row, add an Excel function for average profit margin, selecting the profit margin data cells for each of the four products. If the profit margin for each product appears in column D of the grid, then your function may be `=AVERAGE(D5:D8)`. In Smart Forms, the Excel formulas and functions you add are referred to as *business calculations*. After you add the business calculation, the average profit margin is instantly displayed in the new row, but the new row will be saved only in the Smart Form, not the rest of the application.

To make this ad hoc grid with its grid labels and calculations available as a form in Oracle Planning and Budgeting Cloud, you select the **Save As Smart Form** option in the Planning ribbon in Smart View. Thereafter, in Oracle Planning and Budgeting Cloud or Smart View, you can open and use this Smart Form as a form, including any rows, columns, and business calculations you added. In Smart View, you can perform ad hoc against this Smart Form. You can even create a sandbox from a Smart Form.

The sections that follow provide descriptions and guidelines for working with Smart Forms.

Smart Forms

Smart Forms are a type of data form, created in Smart View and based on ad hoc grids, that have functionality not supported by regular data forms. Smart Forms support grid labels, along with business calculations in the form of Excel formulas and

functions. In Smart View, you can save these ad hoc grids to the applicable provider, such as Oracle Planning and Budgeting Cloud, as Smart Forms. The business calculations and grid labels, along with any empty rows and columns, are saved as a part the Smart Form definition. Additionally:

- Beside calculated cells and empty rows and columns functionality, Smart Forms support extended Excel formatting features including cell merging.
- Smart Forms can be used by end users in the same way as regular forms in the applicable web interface or in Smart View.
- Smart Form design, as with form design in the application web interface, is not available for end users. You must have the Admin or Interactive User role to save ad hoc grids as Smart Forms.

  As with regular forms, the administrator must assign read/write access to Smart Forms for end users.
- In Smart View, you design Smart Forms in Excel worksheets, meaning you can clearly see the Smart Form layout, even an asymmetric layout. In the provider web interface, you would need to create separate rows and columns to achieve this.
- When connected using a shared connection, the following Smart View functions are supported in Smart Forms: HsGetValue, HsSetValue, and HsActive.

  When connected using a private connection, Smart View functions are not supported.
- In the provider web interface, while in design mode:
  - You can assign business rules to Smart Forms.
  - You cannot modify the Smart Form grid layout, Excel formatting, or business calculations.
- Smart Form functionality is available for ad hoc grids created with Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, and Oracle Tax Reporting Cloud. Check with your service administrator about the availability of Smart Forms in your service.

Business Calculations

In Smart Forms, the Excel functions and formulas that you add to an ad hoc grid are referred to as *business calculations*. When a grid is saved as a Smart Form, end users can execute the business calculations from the Smart View client, without adding members to the application metadata.

Business calculations are executed in Smart View utilizing Excel's calculation engine, and do not require queries to the provider. These runtime business calculations are supported in both Smart View and the data provider. Also note the following:

- Many Excel functions are supported in Smart Forms. If an Excel function is not supported, a message will notify you when you attempt to save the Smart Form.
- You can apply Excel formatting to the business calculation cells so that the figures display according to your preferences; for example, with dollar signs or decimal points.
- In the grid label row or column, you cannot enter only constants for the business calculation cells; for example, `1000` or `0.10` are not supported. If you want to use a constant in a calculated cell, be sure to prefix it with an equal sign (=); for example, `=1000` or `=0.10`.

Grid Labels

Grid labels are used to provide placeholders in a grid for entering business calculations for corresponding data cell intersections. They are required in order to save an ad hoc grid with business calculations. Additionally:

- You enter grid labels manually in Excel in place of actual members in an ad hoc grid.
- Grid label names cannot match any actual member name in the data source application, or any member alias from any alias table. In case of a match, the actual member name or alias name will take precedence over the grid label name.
- Grid labels cannot consist of only blank spaces.
- Grid labels do not have any dimension properties.
- Grid labels are not visible in the Planning Dimension Editor and they are not sent to Oracle Essbase.
- Data cells created by the intersection of actual members with grid labels are referred to as *calculated cells*.

Creating Smart Forms

In Oracle Smart View for Office, you create Smart Forms by saving ad hoc grids that contain grid labels and business calculations. Smart Forms are saved to Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, or Oracle Tax Reporting Cloud accordingly.

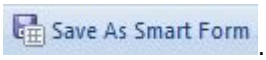
To create a Smart Form:

1. Follow the steps in Starting Ad Hoc Analysis to create an ad hoc grid.

   Alternatively, open a form and, from the provider ribbon, click **Analyze** to convert the form to an ad hoc grid.

2. Add grid labels and business calculations (in the form of Excel formulas and functions), to the ad hoc grid.

   See Smart Form Example Scenario

3. After you have added grid labels and business calculations to an ad hoc grid, in the provider ad hoc ribbon, click 

.

4. In the **Save Grid As Smart Form** dialog box:
   - In **Grid Name**, provide a name for the Smart Form.
   - In **Grid Path**, browse to the location where you want to store the Smart Form.

     You can also type a new folder name. The folder appears under the application in the Smart View Panel.
   - **Optional:** Select **Submit Formatting** to save any custom Excel formatting changes that have been applied to the grid.

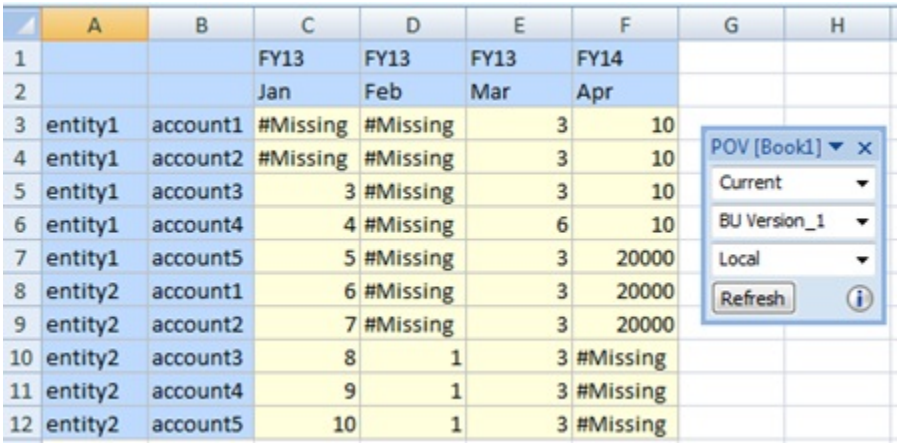
     See Saving Native Excel Formatting to Planning for additional notes and guidelines about saving formatting in ad hoc grids and forms.

In the Smart View Panel, Smart Forms are designated with the icon.

Smart Form Example Scenario

Smart Forms start with an ad hoc grid, created either by opening an Oracle Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, or Oracle Tax Reporting Cloudform for ad hoc analysis or by starting ad hoc analysis at the Plan type level, as shown in Figure 1.

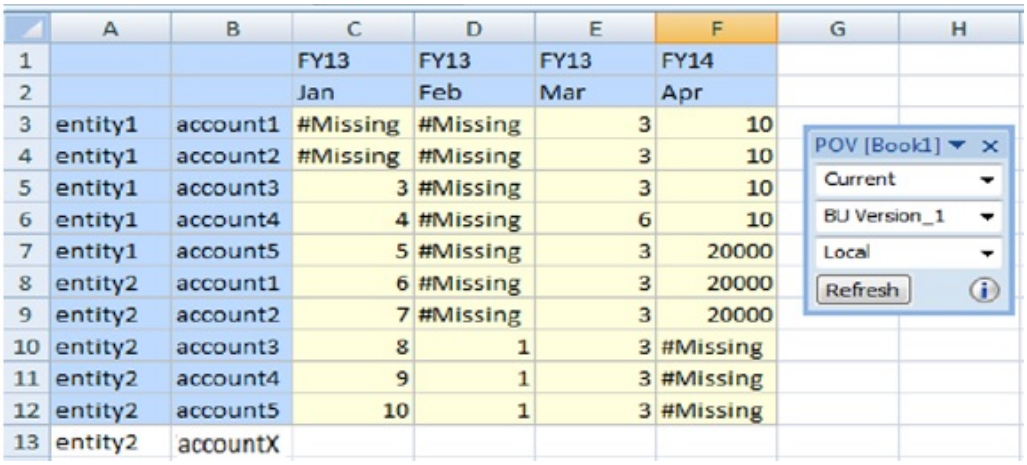
Figure 12-1 Form Opened for Ad Hoc Analysis



	A	B	C	D	E	F
1			FY13	FY13	FY13	FY14
2			Jan	Feb	Mar	Apr
3	entity1	account1	#Missing	#Missing	3	10
4	entity1	account2	#Missing	#Missing	3	10
5	entity1	account3	3	#Missing	3	10
6	entity1	account4	4	#Missing	6	10
7	entity1	account5	5	#Missing	3	20000
8	entity2	account1	6	#Missing	3	20000
9	entity2	account2	7	#Missing	3	20000
10	entity2	account3	8	1	3	#Missing
11	entity2	account4	9	1	3	#Missing
12	entity2	account5	10	1	3	#Missing

Add a row by typing "entity2" for the Entity dimension, and the label “accountX” for the Account dimension on row 13, cells A13 and B13, creating on the row two grid labels. Cells C13:F13 will be calculated cells. In order to be used as grid labels, the member names "entity2" and "accountX" should not exist in any dimension and there should not be any alias with the same name in any alias table. However, note that in the basic ad hoc above, entity2 is a member name, so entity2 will be treated as a member.

Figure 12-2 Grid Labels Added to cells A13 and B13



	A	B	C	D	E	F
1			FY13	FY13	FY13	FY14
2			Jan	Feb	Mar	Apr
3	entity1	account1	#Missing	#Missing	3	10
4	entity1	account2	#Missing	#Missing	3	10
5	entity1	account3	3	#Missing	3	10
6	entity1	account4	4	#Missing	6	10
7	entity1	account5	5	#Missing	3	20000
8	entity2	account1	6	#Missing	3	20000
9	entity2	account2	7	#Missing	3	20000
10	entity2	account3	8	1	3	#Missing
11	entity2	account4	9	1	3	#Missing
12	entity2	account5	10	1	3	#Missing
13	entity2	accountX				

Add business calculations, in the form of Excel formulas, for cells C13:F13, created by the intersection of real column dimension members with the grid label's row 13. Figure 3 shows that the calculation was entered and executed in cell C13, and the same calculation is copied to cell D13.

Figure 12-3 Business Calculations Added to Cells C13 and D13, through to Cell F13

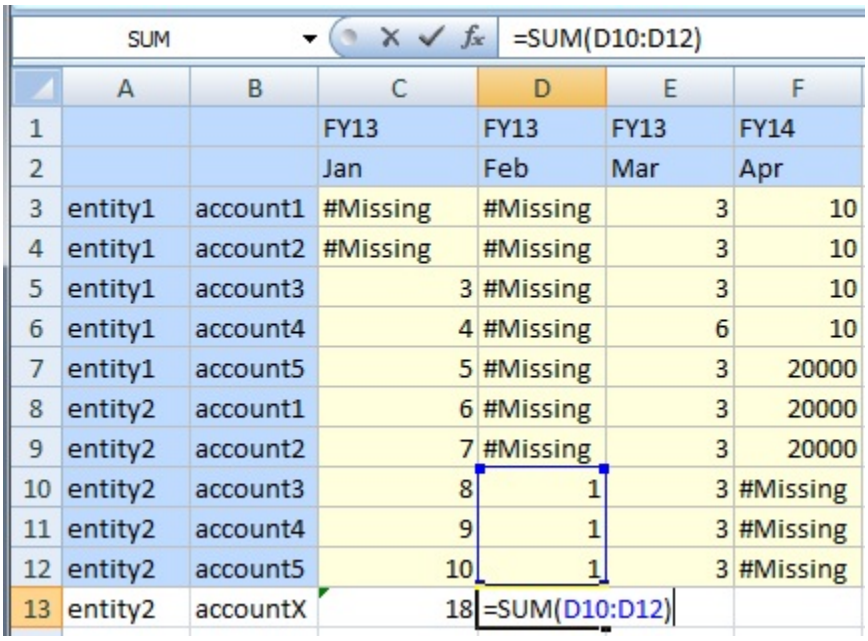
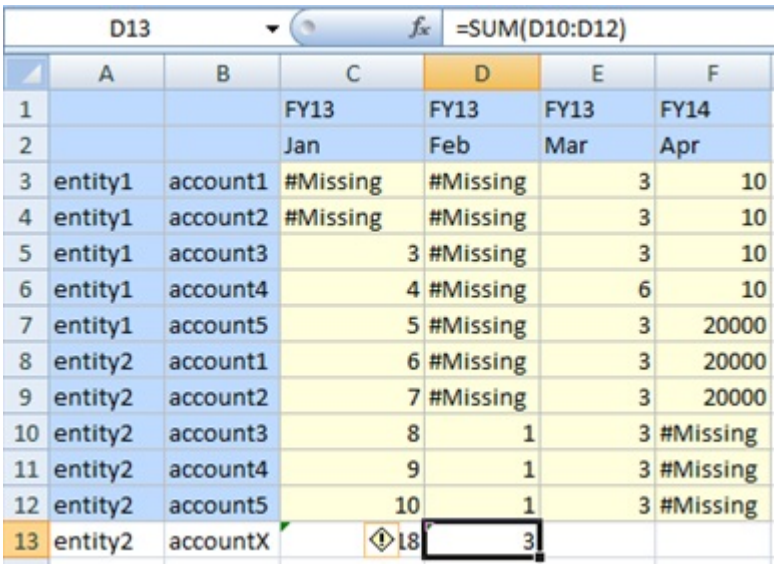


Figure 4 shows the business calculation in the Excel formula bar.

Figure 12-4 Business Calculation in the Excel Formula Bar



Upon refresh, entity2 in cell A13 will take on the properties of a member, accountX in cell B13 will take on the properties of a grid label, and cells C13 and D13 will take on the properties of business calculation cells.

Notes

- You must enter grid labels in order to save an ad hoc grid with business calculations in the form of Excel formulas and functions.
- If an empty space is entered instead of a grid label, the grid behavior is determined by generic ad hoc rules, such as replacing empty member cell with the same member from this dimension or displaying an error in case the grid becomes malformed.
- You can enter grid labels at any dimension location for an axis: innermost, outermost, or any location in the middle.
- You can enter business calculations only on rows and columns created by grid labels.
- You may type a member name in a grid label row, but it must be placed within the correct dimension. If the member name is entered out of place, and is already in use by the applicable data provider in another dimension, a message is returned upon Refresh, prompting you to change the label name.

Now you can save the ad hoc grid as a Smart Form, as described in Creating Smart Forms. By doing this, our grid labels and business calculations are also saved to the applicable data provider.

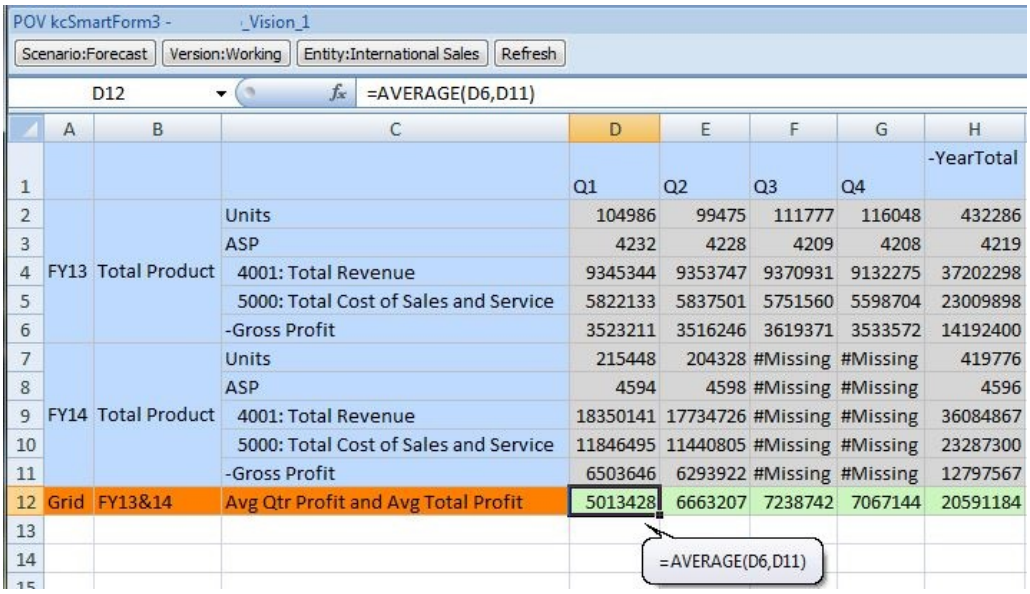
The provider will identify “accountX” as a grid label on refresh by displaying it as an ad hoc “comment” row or column (blank cells background). The "entity2" label will take on the same properties as the other entity2 members in the grid, as this member name already exists in the provider database.

Other Examples

Using the Vision sample application, here is an example of a Smart Form, saved from an ad hoc grid, then later opened as a form in Oracle Smart View for Office.

In Figure 5, the business calculation was constructed to show the average gross quarterly profit and average gross total profit for two years, FY13 and FY14. It also shows cell styles applied to the grid label and business calculations cells.

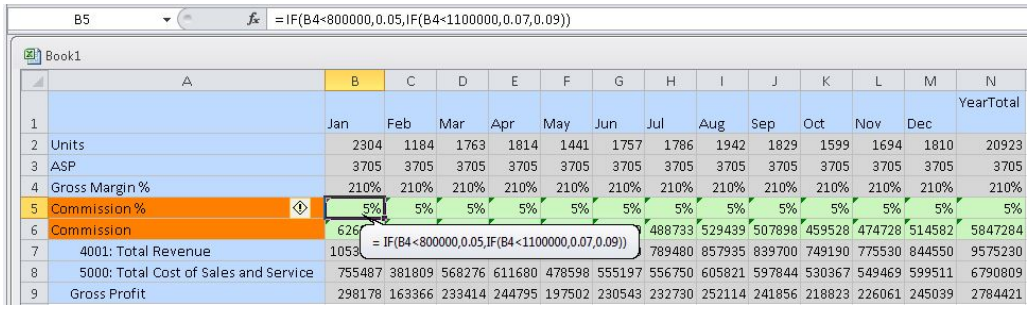
Figure 12-5 Originally an Ad Hoc Grid, Saved as a Smart Form, then Opened as a Form in Smart View



	A	B	C	D	E	F	G	H
1				Q1	Q2	Q3	Q4	-YearTotal
2			Units	104986	99475	111777	116048	432286
3			ASP	4232	4228	4209	4208	4219
4	FY13	Total Product	4001: Total Revenue	9345344	9353747	9370931	9132275	37202298
5			5000: Total Cost of Sales and Service	5822133	5837501	5751560	5598704	23009898
6			-Gross Profit	3523211	3516246	3619371	3533572	14192400
7			Units	215448	204328	#Missing	#Missing	419776
8			ASP	4594	4598	#Missing	#Missing	4596
9	FY14	Total Product	4001: Total Revenue	18350141	17734726	#Missing	#Missing	36084867
10			5000: Total Cost of Sales and Service	11846495	11440805	#Missing	#Missing	23287300
11			-Gross Profit	6503646	6293922	#Missing	#Missing	12797567
12	Grid	FY13&14	Avg Qtr Profit and Avg Total Profit	5013428	6663207	7238742	7067144	20591184
13								
14								

Figure 6 shows a Smart Form opened as an ad hoc grid. The grid labels and business calculations were added in the middle of the grid, and cell styles were applied.

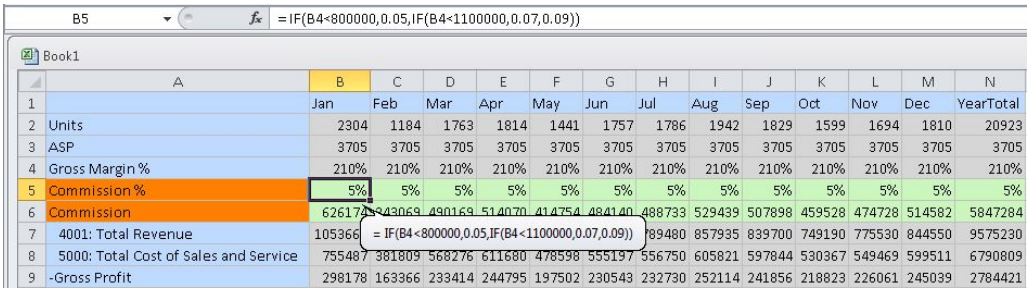
Figure 12-6 Smart Form Opened as an Ad Hoc Grid in Smart View



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YearTotal
2	Units	2304	1184	1763	1814	1441	1757	1786	1942	1829	1599	1694	1810	20923
3	ASP	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705
4	Gross Margin %	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%
5	Commission %	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
6	Commission	626						488733	529439	507898	459528	474728	514582	5847284
7	4001: Total Revenue	1053						789480	857935	839700	749190	775530	844550	9575230
8	5000: Total Cost of Sales and Service	755487	381809	568276	611680	478598	555197	556750	605821	597844	530367	549469	599511	6790809
9	Gross Profit	298178	163366	233414	244795	197502	230543	232730	252114	241856	218823	226061	245039	2784421

Figure 7 is the same ad hoc grid, that was saved as a Smart Form and opened as a form:

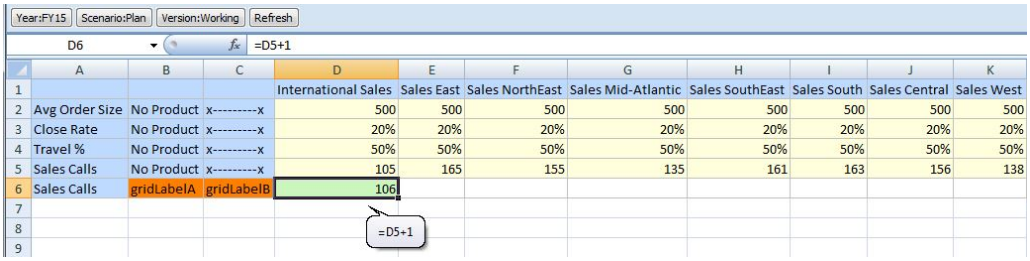
Figure 12-7 Smart Form Opened as a Form in Smart View



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YearTotal
2	Units	2304	1184	1763	1814	1441	1757	1786	1942	1829	1599	1694	1810	20923
3	ASP	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705	3705
4	Gross Margin %	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%	210%
5	Commission %	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
6	Commission	626174	243069	490169	514070	414754	484140	488733	529439	507898	459528	474728	514582	5847284
7	4001: Total Revenue	105366						789480	857935	839700	749190	775530	844550	9575230
8	5000: Total Cost of Sales and Service	755487	381809	568276	611680	478598	555197	556750	605821	597844	530367	549469	599511	6790809
9	-Gross Profit	298178	163366	233414	244795	197502	230543	232730	252114	241856	218823	226061	245039	2784421

Figure 8 shows two grid labels and a business calculation cell formula, along with a member name typed into the grid label row. In the form, the hand-typed member name displays a member.

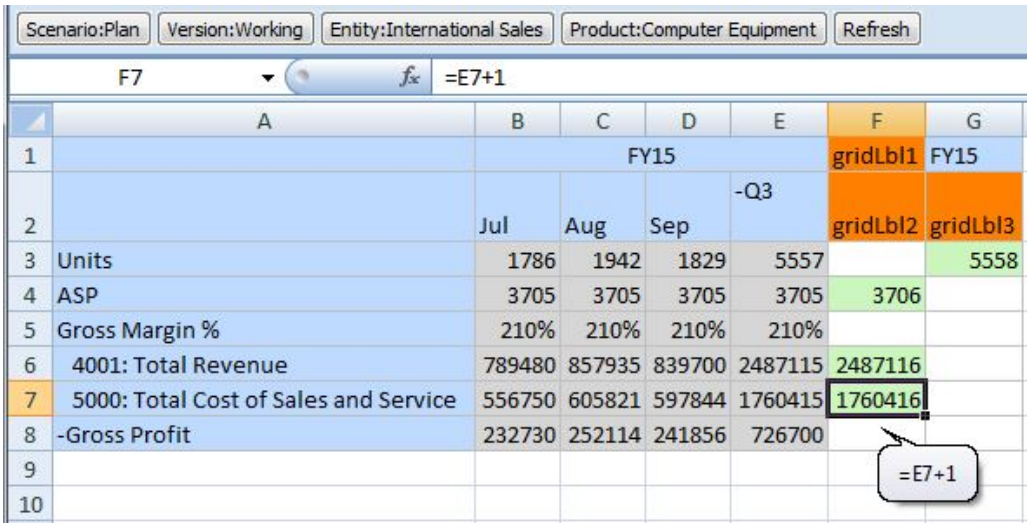
Figure 12-8 Smart Form with Member Name Typed on Grid Label Row



	A	B	C	D	E	F	G	H	I	J	K
1				International Sales	Sales East	Sales NorthEast	Sales Mid-Atlantic	Sales SouthEast	Sales South	Sales Central	Sales West
2	Avg Order Size	No Product	x---------x	500	500	500	500	500	500	500	500
3	Close Rate	No Product	x---------x	20%	20%	20%	20%	20%	20%	20%	20%
4	Travel %	No Product	x---------x	50%	50%	50%	50%	50%	50%	50%	50%
5	Sales Calls	No Product	x---------x	105	165	155	135	161	163	156	138
6	Sales Calls	gridLabelA	gridLabelB	106							
7											
8											
9											

In Figure 9, a new column contains grid labels in cells F1 and F2. Column G contains a repeated, hand-typed member name in cell G1, and a grid label in cell G2 between the member and business calculation in cell G3.

Figure 12-9 Grid Label Between Members



	A	B	C	D	E	F	G
1		FY15				gridLbl1	FY15
2		Jul	Aug	Sep	-Q3	gridLbl2	gridLbl3
3	Units	1786	1942	1829	5557		5558
4	ASP	3705	3705	3705	3705	3706	
5	Gross Margin %	210%	210%	210%	210%		
6	4001: Total Revenue	789480	857935	839700	2487115	2487116	
7	5000: Total Cost of Sales and Service	556750	605821	597844	1760415	1760416	
8	-Gross Profit	232730	252114	241856	726700		
9							
10							

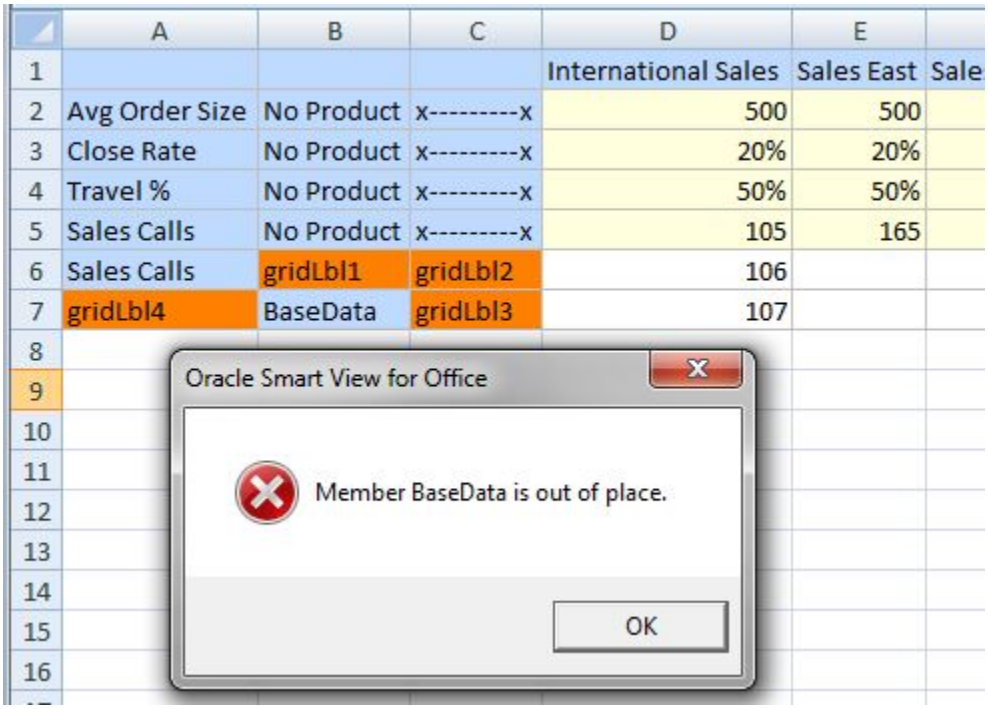
Figure 10 shows how grid labels can surround a valid member.

Figure 12-10 Member Between and Below Grid Labels

	A	B	C	D	E	
1				International Sales	Sales East	Sale
2	Avg Order Size	No Product	x---------x	500	500	
3	Close Rate	No Product	x---------x	20%	20%	
4	Travel %	No Product	x---------x	50%	50%	
5	Sales Calls	No Product	x---------x	105	165	
6	Sales Calls	gridLbl1	gridLbl2	106		
7	gridLbl4	No Product	gridLbl3	107		

Figure 11 shows how a member cannot be out of place between, or surrounded by, grid labels. A message notifies you that the member is out of place.

Figure 12-11 Out of Place Member in Grid Label Row



Excel Functions Supported in Smart Forms

Subtopics:

- Excel Functions Supported in Smart Forms in Alphabetic Order
- Excel Functions Supported in Smart Forms by Category

Excel Functions Supported in Smart Forms in Alphabetic Order

Table 12-1 Alphabetical List of Excel Functions Supported in Smart Forms

Function	Category
ABS	Math and trigonometry
ACCRINT	Financial
ACCRINTM	Financial
ACOS	Math and trigonometry
ACOSH	Math and trigonometry
AMORDEGRC	Financial
AMORLINC	Financial
AND	Logical
ASIN	Math and trigonometry

Table 12-1 (Cont.) Alphabetical List of Excel Functions Supported in Smart Forms

Function	Category
ASINH	Math and trigonometry
ATAN	Math and trigonometry
ATAN2	Math and trigonometry
ATANH	Math and trigonometry
AVERAGE	Statistical
AVERAGEA	Statistical
CEILING	Math and trigonometry
COMBIN	Math and trigonometry
COS	Math and trigonometry
COSH	Math and trigonometry
COUNT	Statistical
COUNTA	Statistical
COUPDAYBS	Financial
COUPDAYS	Financial
COUPDAYSNC	Financial
COUPNCD	Financial
COUPNUM	Financial
COUPPCD	Financial
CUMIPMT	Financial
CUMPRINC	Financial
DATE	Date and time
DAY	Date and time
DAYS360	Date and time
DB	Financial
DDB	Financial
DEGREES	Math and trigonometry
DISC	Financial
DOLLARDE	Financial
DOLLARFR	Financial
DURATION	Financial
EDATE	Date and time
EFFECT	Financial
EOMONTH	Date and time
EVEN	Math and trigonometry
EXP	Math and trigonometry
FACT	Math and trigonometry
FACTDOUBLE	Math and trigonometry
FLOOR	Math and trigonometry
FV	Financial
FVSCHEDULE	Financial
GCD	Math and trigonometry
HOUR	Date and time
IF	Logical

Table 12-1 (Cont.) Alphabetical List of Excel Functions Supported in Smart Forms

Function	Category
IFERROR	Logical
- TRUE	Logical
- FALSE	Logical
INT	Math and trigonometry
INTRATE	Financial
IPMT	Financial
IRR	Financial
ISERR	Information
ISERROR	Information
ISPMT	Financial
LCM	Math and trigonometry
LEFT	Text
LN	Math and trigonometry
LOG	Math and trigonometry
LOG10	Math and trigonometry
MAX	Statistical
MDURATION	Financial
MID	Text
MIN	Statistical
MINUTE	Date and time
MIRR	Financial
MOD	Math and trigonometry
MONTH	Date and time
MROUND	Math and trigonometry
MULTINOMIAL	Math and trigonometry
NETWORKDAYS	Date and time
NOMINAL	Financial
NOT	Logical
NOW	Date and time
NPER	Financial
NPV	Financial
ODD	Math and trigonometry
OR	Logical
PI	Math and trigonometry
PMT	Financial
POWER	Math and trigonometry
PPMT	Financial
PRICE	Financial
PRICEDISC	Financial
PRICEMAT	Financial
PRODUCT	Math and trigonometry
PV	Financial
QUOTIENT	Math and trigonometry

Table 12-1 (Cont.) Alphabetical List of Excel Functions Supported in Smart Forms

Function	Category
RADIANS	Math and trigonometry
RAND	Math and trigonometry
RANDBETWEEN	Math and trigonometry
RATE	Financial
RECEIVED	Financial
RIGHT	Text
ROUND	Math and trigonometry
ROUNDDOWN	Math and trigonometry
ROUNDUP	Math and trigonometry
SECOND	Date and time
SIGN	Math and trigonometry
SIN	Math and trigonometry
SINH	Math and trigonometry
SLN	Financial
SQRT	Math and trigonometry
SQRTPI	Math and trigonometry
SUM	Math and trigonometry
SUMSQ	Math and trigonometry
SYD	Financial
TAN	Math and trigonometry
TANH	Math and trigonometry
TBILLEQ	Financial
TBILLPRICE	Financial
TBILLYIELD	Financial
TIME	Date and time
TODAY	Date and time
TRUNC	Math and trigonometry
WEEKDAY	Date and time
WEEKNUM	Date and time
WORKDAY	Date and time
XIRR	Financial
XNPV	Financial
YEAR	Date and time
YEARFRAC	Date and time
YIELD	Financial
YIELDDISC	Financial
YIELDMAT	Financial

Excel Functions Supported in Smart Forms by Category

Financial Functions

ACCRINT

ACCRINTM

AMORDEGRC

AMORLINC

COUPDAYBS

COUPDAYS

COUPDAYSNC

COUPNCD

COUPNUM

COUPPCD

CUMIPMT

CUMPRINC

DB

DDB

DISC

DOLLARDE

DOLLARFR

DURATION

EFFECT

FV

FVSCHEDULE

INTRATE

IPMT

IRR

ISPMT

MDURATION

MIRR

NOMINAL

NPER

NPV

PMT

PPMT

PRICE

PRICEDISC

PRICEMAT

PV

RATE

RECEIVED

SLN

SYD

TBILLEQ

TBILLPRICE

TBILLYIELD

XIRR

XNPV

YIELD

YIELDDISC

YIELDMAT

Information Functions

ISERR

ISERROR

Logical Functions

AND

IF

NOT

OR

IFERROR

- TRUE
- FALSE

Statistical Functions

AVERAG

AVERAGEA

COUNT

COUNTA

MAX

MIN

Text Functions

LEFT

RIGHT

MID

Date and Time Functions

DATE

DAY

DAYS360

EDATE

EOMONTH

HOUR

MINUTE

MONTH

NETWORKDAYS

NOW

SECOND

TIME

TODAY

WEEKDAY

WEEKNUM

WORKDAY

YEAR

YEARFRAC

Math and Trigonometry Functions

ABS

ACOS

ACOSH

ASIN

ASINH

ATAN

ATAN2

ATANH

CEILING

COMBIN

COS

COSH

DEGREES

EVEN

EXP

FACT

FACTDOUBLE

FLOOR

GCD

INT

LCM

LN

LOG

LOG10

MOD

MROUND

MULTINOMIAL

ODD

PI

POWER

PRODUCT

QUOTIENT

RADIANS

RAND

RANDBETWEEN

ROUND

ROUNDDOWN

ROUNDUP

SIGN

SIN

SINH

SQRT

SQRTPI

SUM

TAN

TANH

TRUNC

13

Task Lists

Related Topics:

- Task Lists
- Working with Tasks from the Smart View Panel
- Integrating Task Lists with Microsoft Outlook

Task Lists

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management, Oracle Hyperion Financial Close Management

Depending on your data source, you can open and manage tasks from the Smart View Panel in Excel or Outlook or integrate task lists from the data source into Outlook and use Outlook functionality to manage your tasks.

- In Planning and Financial Management, you can manage tasks from the Smart View Panel in both Excel and Outlook, and integrate task lists into Outlook as described in Working with Tasks from the Smart View Panel.
- In Financial Close Management, you can integrate task lists into Outlook as described in Integrating Task Lists with Microsoft Outlook.

Watch this tutorial video to learn about task lists.

Tutorial video

Working with Tasks from the Smart View Panel

Opening a Task List

Viewing the Task List

Executing a Task

Completing a Task

Creating Task List Reports

Opening a Task List

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

To open a task list from Excel:

1. From the Smart View ribbon or menu, click **Panel**.

2. If prompted, enter your user name and password.
3. From the Smart View Panel, do one of the following:
   - From Recently Used on Smart View Home, click the name of a task list.
   - From Shared Connections or Private Connections, navigate to the task list that you want to open, and then click **Open Task List** on the Action Panel.

To open a task list from Outlook:

1. Ensure that Outlook displays a Oracle Smart View for Office menu. If it does not, do the following:
   a. Close Outlook.
   b. In Excel, from the Smart View ribbon, click **Options**, then **Advanced** in the left panel.
   c. Clear **Disable Smart View add-in in Outlook**.
   d. Click **OK**.
   e. Reopen Outlook.
2. Ensure that you are connected to a data source as described in Managing Data Source Connections.
3. From the Outlook toolbar, click **Smart View**, and then select **Panel** to display the Smart View Panel.
4. From the Smart View Panel, do one of the following:
   - From **Recently Used** on Smart View Home, click the name of a task list.
   - From Shared Connections or Private Connections, navigate to the task list that you want to open, and then click **Open Task List** on the Action Panel.

Viewing the Task List

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

A task list opened in the Task List pane of the Smart View Panel displays the following:

- The individual tasks in the task list. These may contain subordinate tasks. The status of the task – complete, incomplete, or overdue – is indicated by color-coding.
- A drop-down menu from which you can select any of the other task lists associated with the current application
- The Action Panel, which displays the actions that are available for the selected task
- Task Details, which opens when you click the double arrows
- A color-coded status bar for the task list

Executing a Task

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

To execute a task:

1. Open the task list that contains the task to execute.
2. From the Action Panel, click **Execute Task**.
3. Task execution varies with the task and data source.

Completing a Task

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

After completing task requirements, mark the task complete. To complete a task:

1. Complete the requirements of the task.
2. Open the task list that contains the task to complete.
3. Ensure that any dependent tasks are completed.
4. Select the task to mark complete.
5. From the Action Panel, click **Mark Complete**.

Creating Task List Reports

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

To review the status of your process, you can create a detailed report of one or more task lists in an application in PDF or Excel worksheet format.

To create a task list report:

1. From the Smart View Panel, open a task list.
2. Right-click a task and select **Create Report**.
3. In Report Wizard, use the arrow keys to move all task lists to be included in the report from **Available Task Lists** to **Selected Task Lists**.
4. Click **Next**.
5. Use the arrow keys to move the users whose status you want to view from **Available Users** to **Selected Users**.
6. Click **Next**.
7. Select options to create your report.
8. Click **Finish**.

   The report is created in PDF or Excel, depending on your selection in step 7.

Integrating Task Lists with Microsoft Outlook

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management, Oracle Hyperion Financial Close Management

You can import task lists into Microsoft Outlook and use Outlook functionality to manage your tasks. Changes to the status of tasks are sent back to the data source, but you cannot delete tasks in Outlook.

To import task lists into Microsoft Outlook:

1. Ensure that Outlook displays a Oracle Smart View for Office menu. If it does not:
   a. Close Outlook.
   b. In Excel, from the Smart View ribbon, click **Options**, and then **Advanced** in the left panel.
   c. Clear **Disable Smart View add-in in Outlook**.
   d. Click **OK**.
2. Open Outlook.
3. Click **Smart View** and select **Task List**.
4. Select **Shared Connections** or **Private Connections**.
5. From the Task List, click **Select application**.
6. In Select Application, from the drop-down menus, select the server and application associated with the task lists to import.
7. Click **OK**.

   All task lists associated with the selected application are displayed in Task List.
8. Double-click a task list to display its individual tasks in Outlook Task Lists.

   From here, you can apply Outlook functionality to your tasks. See the Outlook product documentation for information on working with tasks in Outlook.

14

Oracle Journals for Financial Management

Related Topics:

- About Oracle Journals for Financial Management
- Installing the Oracle Journals Extension
- Journal Roles
- Processing Journals in Smart View
- Creating Journals
- Opening Journals
- Scanning Journals
- Viewing Journal Status
- Modifying List Display in Manage Journals Window
- Editing Journals
- Selecting Dimension Members for Journal Detail
- Copying and Pasting Journal Cells
- Submitting Journals
- Unsubmitting Journals
- Approving Journals
- Rejecting Journals
- Posting Journals
- Unposting Journals
- Journal Validation
- Analyzing Journals
- Deleting Journals
- Entity Detail Reports
- Viewing Journal Reports

About Oracle Journals for Financial Management

Data source types: Oracle Hyperion Financial Management

During a financial period, you may need to adjust data after it is entered or loaded into base-level entities. Oracle Journals for Financial Management provide an audit trail of changes made in the application and indicate which users made adjustments and which accounts, entities, and time periods are affected.

With Oracle Journals, you can:

- Create double-sided journal entries by using debits and credits
- Balance entries, or permit single-sided, out-of-balance entries
- Create recurring journals that are repeated for a number of future periods
- Create auto-reversing journals that generate reversing entries in the next time period
- Use the journal approval process to provide accountability

After creating a journal, you submit it to your supervisor for approval before posting it to the database.

In Oracle Smart View for Office, Oracle Journals for Financial Management is an extension that supports a subset of the Journals functionality found in the Financial Management web interface. Before you can use Oracle Journals, you must install and enable the extension. After connecting to a Financial Management data source, right-click a Financial Management application to view two journal commands in the Action Panel:

- **Manage Journals**—Launches the **Manage Journals** dialog box. When you select a journal to work with, the Oracle Journals ribbon is displayed.
- **Create Journal**—Launches the **Create Journal** dialog box.

When you select a journal to work with or create a journal, the Oracle Journals ribbon is displayed. Ribbon actions are available to you on a context basis; for example, if the journal is available for editing, the **Edit** button is enabled.

With the Oracle Journals for Financial Management extension in Smart View, you can perform these journal tasks:

- Open a journal and view its properties, such as Status, Type, Balance Type, Group, and Class
- Create a new blank journal or create a journal using a standard or recurring template
- Create a journal from data grids or data forms opened in Excel using the right-click option in the grid or form, or the **Create Journal** command in the ribbon
- Create an ad hoc query from within a journal.
- Edit and save journals
- Submit, Unsubmit, Approve, Reject, Post, Unpost, and Delete journals
- Open an Entity Detail Report from data grids or data forms, and from an Entity Detail report, click on a journal to drill down for further details

Additionally, in Smart View, you can analyze posted journals to see the adjustments and totals in an ad hoc grid. You can analyze selected rows, or analyze the entire journal.

Get started by installing the Oracle Journals for Financial Management extension, following the instructions in Installing the Oracle Journals Extension.

> **Note:**
>
> The Oracle Journals for Financial Management extension works with Smart View version 11.1.2.5.500 and later, and with Financial Management 11.1.2.4.100 and later.

Installing the Oracle Journals Extension

For Smart View End Users

There is more than one method for installing the Oracle Journals extension; your Oracle Smart View for Office administrator will inform you which method you should use.

If you are installing the extension directly from your own Smart View installation folder, see Installing from the Smart View Installation Folder.

If you are installing the extension automatically or optionally, see Installing Extensions.

For Smart View Administrators

Your users can install the Oracle Journals extension directly from the `extensions` folder of their Smart View installation.

Or, you can control how your Smart View end users install the Oracle Journals extension via the **Extensions** page of the Smart View **Options** dialog box. See "Administering Extension Installations and Updates" in the *Oracle Smart View for Office Installation and Configuration Guide* for more information on setting up automatic or manual installations.

If you choose to set up automatic or manual installations, you should install Smart View in a test environment first, then refer to the `UpdateList.xml` file, found in the `extensions` folder of your Smart View installation. Use the entry in this file as a guideline for the Oracle Journals entry you will add to the `UpdateList.xml` file, as described in "Configuring Manual Extension Updates" in the *Oracle Smart View for Office Installation and Configuration Guide*.

Installing from the Smart View Installation Folder

Before you install the Oracle Journals extension, you must install Oracle Smart View for Office.

You do not have to close Office (Excel, Word, or PowerPoint) to install the Oracle Journals extension using this method.

To install the Oracle Journals for Financial Management directly from your Smart View installation:

1. Navigate to the folder where you installed Smart View and open the `extensions` folder.

   For example, navigate to:

   ```
   C:\Oracle\SmartView\extensions
   ```

2. Double-click `SVFMJournalInstaller.svext`.
3. If an Office product is running, follow the prompts to restart Office; for example, if Excel is open, restart Excel.

   If no Office products were open, then start Excel.

Journal Roles

The journal tasks that you can perform depend on the role assigned to you by the administrator. If a journal task is not available to you, it is disabled.

To open a journal, you must have Read access to one or more of the cells referenced in the line items. If you do not have Read access to the cells, journal reports display NOACCESS status for these cells.

To edit a journal, you must have All access to the class for the journal. To post a journal, you must have All access to the classes of every dimension in the detail lines that use classes.

These default roles pertain to journals:

- Journals Administrator (unrestricted journals access)
- Manage Templates
- Create Journals
- Create Unbalanced Journals
- Generate Recurring
- Read Journals
- Approve Journals
- Post Journals

Processing Journals in Smart View

After you set up journals, you can enter journal information and process journals. See these procedures:

- Creating Journals
  - Editing Journal Properties
  - Guidelines for Creating Journals from Ad Hoc Grids or Data Forms
- Opening Journals
- Scanning Journals
- Viewing Journal Status
- Modifying List Display in Manage Journals Window
- Editing Journals
- Selecting Dimension Members for Journal Detail
- Copying and Pasting Journal Cells
- Submitting Journals

- Unsubmitting Journals
- Approving Journals
- Rejecting Journals
- Posting Journals
- Unposting Journals
- Deleting Journals

Creating Journals

You use journals to enter adjustments to account balances and maintain an audit trail of changes to your data. You create journals by entering a journal label and description, balance type, point of view, and adjustment amounts. You can also enter a class for the journals, and a journal group that you can use to filter and sort journals. After you create a journal, its status is Working.

You can drag the Entity, ICP, and all Custom dimensions between the journal grid and the POV. If all dimensions in the journal detail lines are the same, the dimension is moved to the POV header information. If they are not the same, they remain in the journal details. The Account dimension remains on the detail line, and all other dimensions remain in the header. If you are creating a journal for a single entity, you can use the entity dimension from the POV header without dragging it to the journal rows.

When you enter journal data, you can scan the journal and verify that the entries are valid. You can then make any necessary changes before posting the journal. See Scanning Journals.

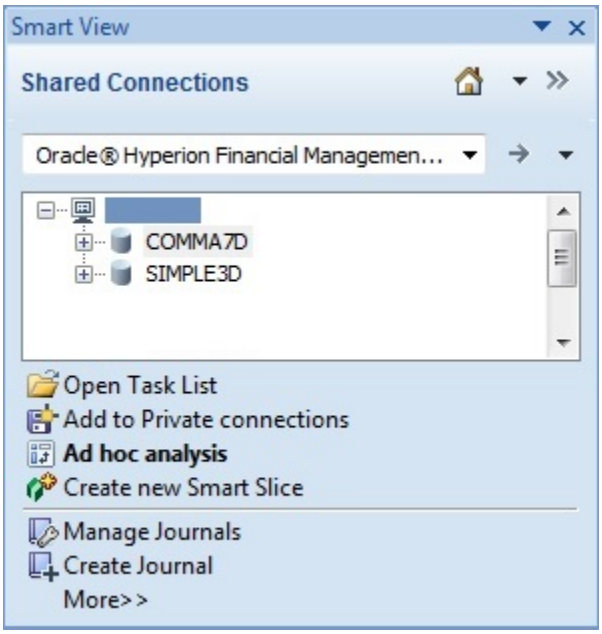
Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To create a journal:

1. Perform an action:
   - In the Smart View Panel, right-click a Financial Management application, and then select **Create Journal**.

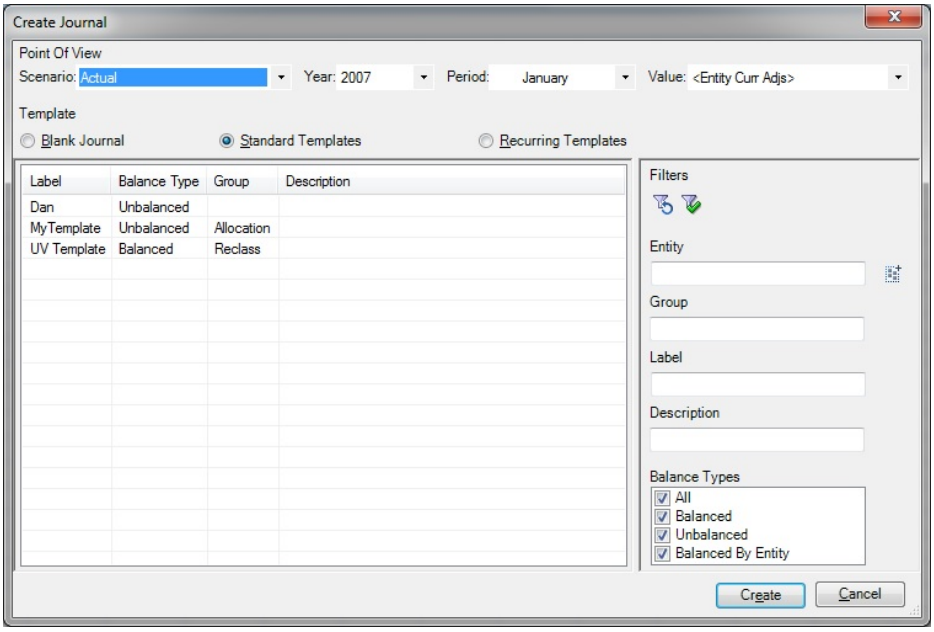
     Alternatively, in the Smart View Panel, select a Financial Management application , and then select **Create Journal** from the Action Panel, shown in Figure 1.

Figure 14-1 Create Journal Command in the Smart View Action Panel



The **Create Journal** dialog box is displayed:

Figure 14-2 Create Journal Dialog Box



- From an ad hoc grid or form, select a cell or range of cells on which to base the journal, and in the HFM Ad Hoc ribbon or HFM ribbon, click **Create Journal**, Create Journal.

  Alternatively, right-click a cell or cell range on which to base the journal and select **Smart View**, then **Journals**, and then **Create Journal**.

> **Note:**
>
> See Guidelines for Creating Journals from Ad Hoc Grids or Data Forms for additional information on creating journals using this method.

The journal is created and you can now proceed directly to Editing Journal Properties.

> **Note:**
>
> Do not click **Refresh** or **Save** if you want to make further changes to the POV. Once you click **Refresh** or **Save**, the POV is locked for this journal.

2. In **Create Journal**, to change the Point of View, click the arrow in the text box next to a dimension name and select a member.

   The dimensions that display in the POV across the top of the **Create Journal** dialog box (Figure 2) are always the Scenario, Year, Period and Value dimensions.

   When creating a journal, ensure that the values in Scenario, Year, Period, and Value are the ones to which you want to enter adjustments.

3. From **Template**, select an option:

   - To create a new blank journal, select **Blank Journal**.

     Note that when you select **Blank Journal**, the options in the **Filters** area are not available.

     Proceed to step 5.

   - To use a standard journal template, select **Standard Templates**, then select a template from the list.

     Standard templates contain accounts and entities for adjustments that you enter frequently.

     Optional: To filter the list of standard templates, go to step 4. Otherwise, proceed to step 5.

   - To use a recurring journal template, select **Recurring Templates**, then select a template from the list.

     You can use a recurring template to create journals automatically. When you generate a journal from a recurring template, you receive a confirmation message that the journal has been generated. The status of the journal is Approved.

     Optional: To filter the list of recurring templates, go to step 4. Otherwise, proceed to step 5.

> **Note:**
>
> The journal template type you select determines the **Type** property for the journal you are creating and is a one-time selection. Once a journal is created, you can view the **Type** property for the journal, but it cannot be edited.

4. **Optional:** To filter the standard or recurring templates list, set filters for one or more of the following criteria, and then click **Apply Filters**, :

   - **Entity**—Click the **Search** button, and, in the **Member Selection** dialog box, select the members to filter on.

     Or, type the member names, in their qualified format, directly into the text box, separated by a semicolon (;). For example, for `EastSales`, type `EastRegion.EastSales`.

   - **Group**—Enter journal group names, separated by a semicolon (;). The percent sign (%) may be used as a wildcard character. The journal group that you assign must exist in the application.

   - **Label**—Enter a journal label. The label can contain a maximum of 20 characters. The percent sign (%) may be used as a wildcard character. These characters are not allowed: . + - */ # {} ; , @ ”

   - **Description**—Enter a description. The percent sign (%) may be used as a wildcard character.

   - **Balance Types**—Select a type: **All**, **Balanced**, **Unbalanced**, or **Balanced by Entity**. Selecting **All** automatically selects all balance types.

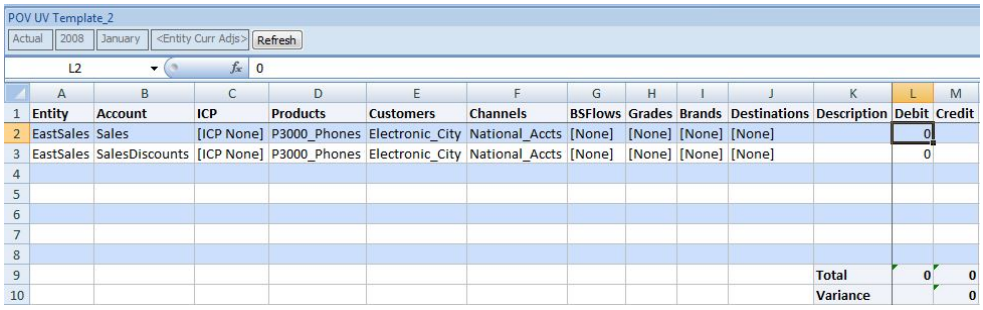
   To clear filters and view the entire template list, click **Reset Filters**, .

5. Click **Create Journal**.

   The journal is displayed, but the basic properties of the journal are yet to be defined. Continue with the procedure in Editing Journal Properties.

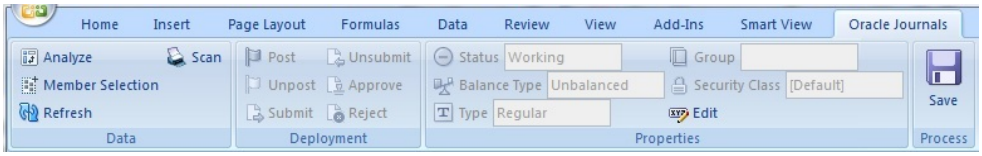
   An example journal is shown in Figure 3, using a standard, balanced template, The POV for this journal is Scenario=Actual, Year=2008, Period=January, and Value=<Entity Curr Adjs>.

Figure 14-3 Journal Example, Balanced Using Standard Template



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Entity	Account	ICP	Products	Customers	Channels	BSFlows	Grades	Brands	Destinations	Description	Debit	Credit
2	EastSales	Sales	[ICP None]	P3000_Phones	Electronic_City	National_Accts	[None]	[None]	[None]	[None]		0	
3	EastSales	SalesDiscounts	[ICP None]	P3000_Phones	Electronic_City	National_Accts	[None]	[None]	[None]	[None]		0	
4													
5													
6													
7													
8													
9											Total	0	0
10											Variance		0

Additionally, the Oracle Journals ribbon is displayed, where you can access the Edit button to edit properties of the journal you created in this procedure.



6. Continue to Editing Journal Properties.

Editing Journal Properties

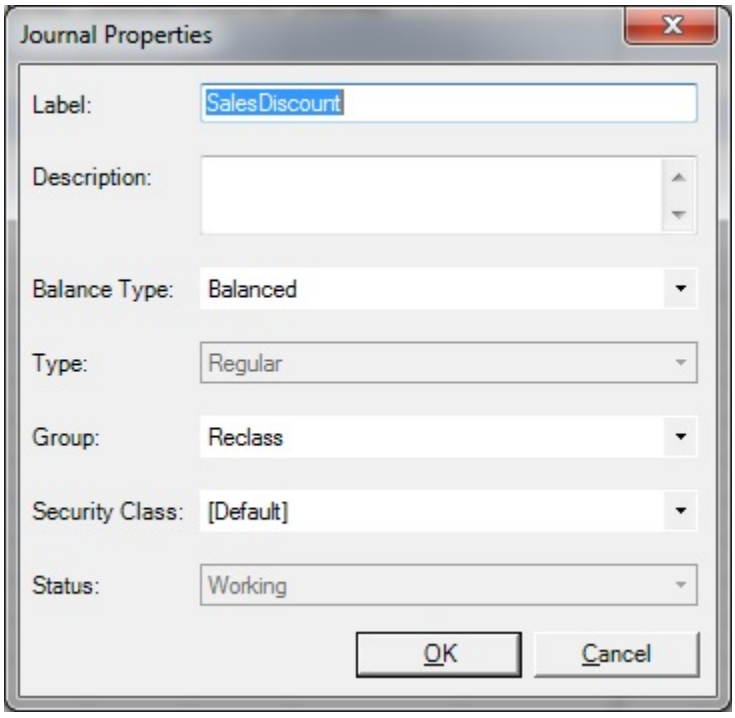
Use this procedure to define the properties of new journals and edit properties of existing journals.

To edit a journal:

1. Perform an action:
   - To edit the properties of the journal you just created, as described in Creating Journals (assumes the journal is still open), click **Edit** in the Oracle Journals ribbon.
   - To edit an existing journal, open the journal (see Opening Journals), and then click **Edit** in the Oracle Journals ribbon.

   The **Journal Properties** dialog box is displayed (Figure 1).

Figure 14-4 Journal Properties Dialog Box—Example



2. Edit the journal properties:
   - **Label**—Enter a journal label.

The label can contain a maximum of 20 characters. These characters are not allowed:

```
. + -  */ # {} ; , @ ″
```

The ampersand character (&) is allowed, but will not display properly in **Manage Journals**. For example, if a single ampersand in used in a journal name, then no ampersand is displayed in the name in **Manage Journals**; if two consecutive ampersands are used, then a single ampersand is displayed in the name in **Manage Journals**. Once the journal is opened in Oracle Smart View for Office, the name displays correctly. The name also displays correctly in the Oracle Hyperion Financial Management web interface.

- **Description**—Enter an optional journal description.
- **Balance Type**—Select a type:
  - **Balanced**
  - **Unbalanced**
  - **Balanced by Entity**
- **Type**—Non-editable. **Type** is the journal type, which was set when you created the journal (see Creating Journals). Once the journal type is set during the journal creation process, it cannot be changed.
- **Group**—Select a group for the journal.

  Use the **Group** property to help to classify journals by type. Examples of journal groups are Allocation or Overhead.
- **Class**—Select a class or use the Default class.

3. **Status**—Non editable. The **Status** field changes when you perform an action in the **Deployment** group. Status types are:
   - **Working**
   - **Submitted**
   - **Approved**
   - **Rejected**
   - **Posted**
4. When you have finished updating the journal properties, click **OK**.
5. In the Oracle Journals ribbon, click the **Save** button to save the changes to the journal properties.

Guidelines for Creating Journals from Ad Hoc Grids or Data Forms

Refer to this section when creating journals from ad hoc grids or forms, as described in Creating Journals. When you are finished reviewing this topic, you can continue with the steps in Editing Journal Properties.

You may start the journal creation process by selecting one or more cells in an ad hoc grid or data form. Note that:

- The journal will be displayed with the selected members in the cell intersections as the line items.
- The selected cells should have valid members in the Value dimension.
- Before saving the journal, make any necessary changes to the POV in the POV toolbar. Once you save or refresh the journal, you can no longer make any changes to the POV.

Working with Value Members

- If you select one or more value members from <Entity Currency>, <Entity Curr Adjs>, or <Entity Curr Total>, the new journal will use <Entity Curr Adjs> as the Value member.
- If the selection has one or more members from <Parent Currency>, <Parent Curr Adjs>, or <Parent Curr Total>, the new journal will use Parent Curr Adjs> as the Value member.
- If you select one or more members [Parent], [Parent Adjs] or [Parent Total], the new journal will use [Parent Adjs] as the Value member.
- [Contribution Adjs], will be used if the selection has one or more of the following members: [Proportion], [Elimination], [Contribution], [Contribution Adjs], [Contribution Total].
- If the selected members contain <Currency>, <Currency>_Adjs, or <Currency>_Total, and the selection has only one Entity member, the following checks are performed:
  - If the Entity default currency is the selected Currency, <Entity Curr Adjs> is used as the Value member.
  - If the default currency is not the selected Currency, and the Entity has a single parent, and if the parent's currency is the selected Currency, use <Parent Curr Adjs> as the Value member.
  - If neither of the above conditions are met, an <Entity Currency> and <Parent Curr Adjs> will be available for the selection.
- If the selection does not contain any of the valid members noted above, an error message is displayed.
- If the selection contains members from different valid groups—for example, <Entity Curr Adjs> and <Parent Curr Adjs>—you will be given selection options.

Scenario, Period, and Year Members

If the selection contains multiple Scenario, Period, or Year members, you will have the option to select one of these. Otherwise, the selected value will be used as the POV.

Opening Journals

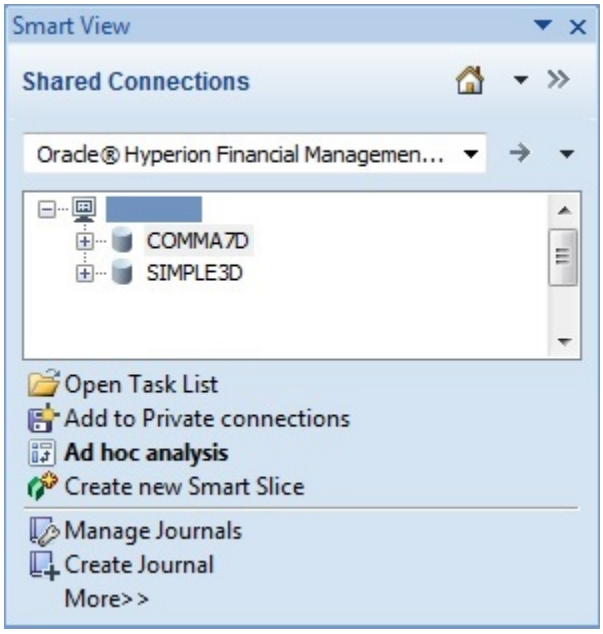
Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To open a journal

1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

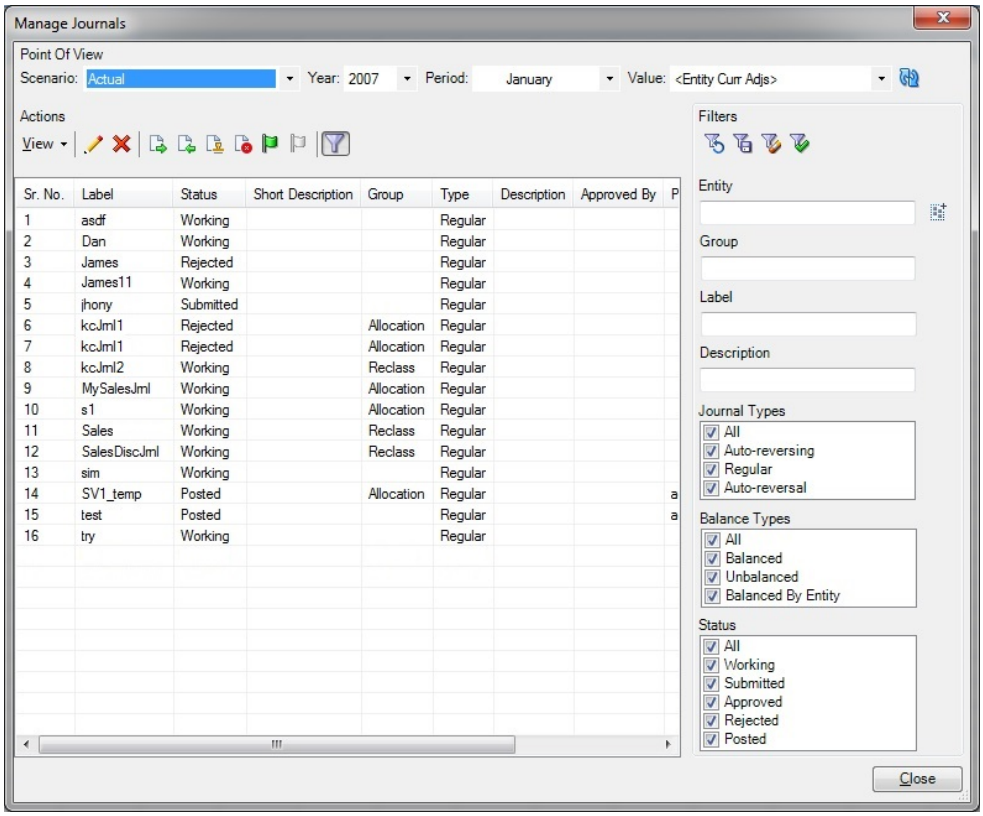
   Alternatively, in the Smart View Panel, select a Financial Management application , and then select **Manage Journals** from the Action Panel, shown in Figure 1.

Figure 14-5 Manage Journal Command in the Smart View Action Panel



The **Manage Journals** window is displayed:

Figure 14-6 Manage Journals Dialog Box



2. **Optional:** To filter the list of journals, set filters for one or more of the following criteria, and then click Apply Filters,

   - **Entity**—Click the **Search** button, and, in the **Member Selection** dialog box, select the members to filter on.

     Or, type the member names, in their qualified format, directly into the text box, separated by a semicolon (;). For example, for `EastSales`, type `EastRegion.EastSales`.

   - **Group**—Enter journal group names, separated by a semicolon (;). The percent sign (%) may be used as a wildcard character. The journal group that you assign must exist in the application.

   - **Label**—Enter a journal label. The percent sign (%) may be used as a wildcard character. The label can contain a maximum of 20 characters. These characters are not allowed: . + - */ # {} ; , @ ”

   - **Description**—Enter a description. The percent sign (%) may be used as a wildcard character.

   - **Journal Types**—Select a type: **All**, **Auto-reversing**, **Regular**, or **Auto-reversal**.

> **Note:**
>
> An auto reversal journal is a system generated journal. When you create an auto reversing journal, then, the next month, a system-generated journal is created with the journal type, "Auto reversal." A newly-created journal will not be of the Auto-reversal type.

- **Balance Types**—Select a type: **All**, **Balanced**, **Unbalanced**, or **Balanced by Entity**. Selecting **All** automatically selects all balance types.
- **Status**—Select a status: **All**, **Working**, **Submitted**, **Approved**, **Rejected**, or **Posted**.

To clear filters and view the entire list of journals, click **Reset Filters**, .

3. Select a journal in the list and click **Edit**, .

   Alternatively, double-click a journal in the list to open it.

From here, you can proceed to other journal tasks, such as Scanning Journals or Editing Journals.

Scanning Journals

After you enter journal data, you can scan the journal to verify that all entries are valid. The scan process enables you to identify errors and make any necessary changes before you post the journal.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To scan journals:

1. Create or open a journal.

   See Creating Journals or Opening Journals.

2. In the Oracle Journals ribbon, click **Scan**,
.

   If the journal contains errors, a message window is displayed noting the error. If all of the entries are valid, no message is displayed.

3. **Optional:** To scan another journal, repeat step 1 and step 2.
4. When finished, click **Close**.

Viewing Journal Status

The journal status indicates the current state of the journal. The status of a journal changes when you create, submit, approve, reject, or post the journal.

To view journal status:

1. In the Smart View Panel, right-click a Oracle Hyperion Financial Management application, and then select **Manage Journals**.

Alternatively, in the Smart View Panel, select a Financial Management application , and then select **Manage Journals** from the Action Panel, shown in Figure 1.

2. In the **Manage Journals** dialog box, view the **Status** column for the journal.

Table 14-1 Journal Statuses

Status	Description
Working	Journal is created. It has been saved, but it can be incomplete. For example, it might need to have a label or single entity assigned.
Submitted	Journal is submitted for approval.
Approved	Journal is approved for posting.
Rejected	Journal is rejected or unposted.
Posted	Journal adjustments are posted to the database.

3. When finished, click **Close**.

Modifying List Display in Manage Journals Window

In the **Manage Journals** dialog box, the journals list displays the label, status, entity, short description, and group of all of the journals in the system. You can sort the list of journals. You can select which columns to display, and sort the list alphabetically in ascending or descending order by any single displayed column. If the Entity or Parent column is selected for display, and if any journals have multiple values in the Entity or Parent column, then for each individual value, a separate journal row is displayed.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To select journal columns to display on the list:

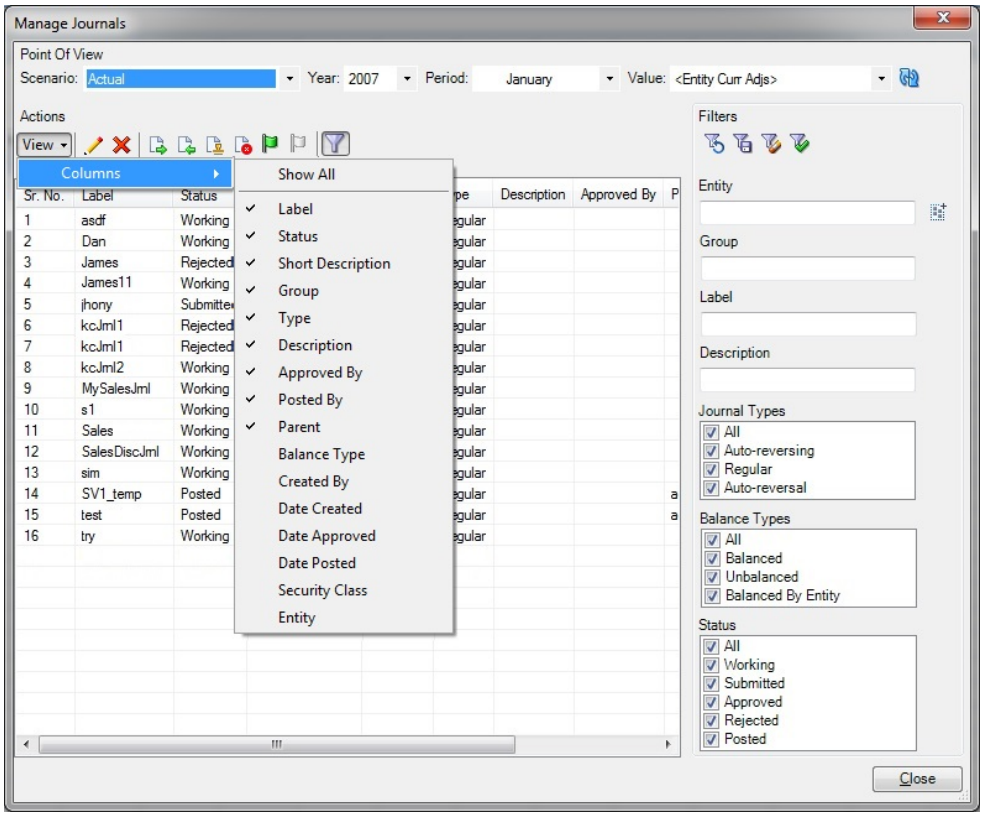
1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

   Alternatively, in the Smart View Panel, select a Financial Management application, and then select **Manage Journals** from the Action Panel, shown in Figure 1.

2. Select **View**, then **Columns**, and then select a column to display or hide from the drop-down list; alternatively, to display all the columns in the list, select **Show All**.

   Figure 1 shows the column drop-down list.

Figure 14-7 List of Columns to Display in Manage Journals Dialog Box



3. **Optional:** If you did not select **Show All** in step 2, then repeat step 2 for each additional column that you want to add to the display.
4. **Optional:** To change the column sort order from ascending to descending, click the column header.
5. When finished, click **Close**.

Editing Journals

You can edit a journal that you previously created. For example, you can change the description of a journal, add adjustments, or change the balance type.

You can edit only Working, Submitted, and Rejected journals. You cannot edit Approved or Posted journals. You must have All access to the class for a journal to edit the journal. See Journal Roles.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To edit journals:

1. Open a journal with the status of **Working**, **Submitted**, or **Rejected**.

   See Opening Journals.
2. To edit journal properties, in the Oracle Journals ribbon, click **Edit**, and then complete the procedure in Editing Journal Properties.
3. To change the POV of the journal detail:

a. Double-click a member cell within the grid.

b. Select a member in the **Member Selection** dialog box, and click **OK**.

c. Repeat step 3.a and step 3.b for each POV change you want to make.

d. Click **Refresh**,

For more information on member selection, see Selecting Dimension Members for Journal Detail.

4. To update a journal entry, under the **Debit** or **Credit** column in the grid, type directly into the cell that you want to change.

   The figures in the **Total** and **Variance** rows are updated automatically.

5. To perform ad hoc analysis with the selected journal, in the Oracle Journals ribbon, select **Analyze**,
.

   For more information, see Ad Hoc Analysis.

6. To scan the journal and verify that the entries are valid, click **Scan**.

   See Scanning Journals.

Selecting Dimension Members for Journal Detail

The journal detail contains a set of dimension members that you define to specify the data accessed for a specific journal. Each journal saves the journal detail with dimension information you select, which is displayed automatically the next time that you open the journal.

The point of view displays the members for the Scenario, Year, Period, and Value dimensions. To select members for journal detail, you can select a row and click **Member Selection** in the Oracle Journals ribbon. The system displays the point of view from which you can select the member for each dimension. To create journals for parent adjustments, you select the Parent Adjs member for the Value dimension. For each line of journal detail, you must specify a Parent member if the Value dimension is Parent Currency Adj, Parent Adj, or Contribution Adj. In addition, you must specify an entity, account, intercompany partner, and Custom dimension.

You can select the journal detail when the journal status is Working, Submitted, or Rejected. You cannot make changes to the journal detail when the journal status is Approved or Posted.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To select dimensions for journal detail:

1. Create or open a journal.

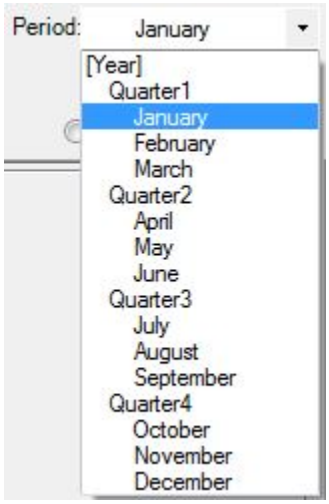
   The **Create Journal** or **Manage Journals** window is displayed.

   See Creating Journals or Opening Journals.

2. To change the point of view, at the top of **Create Journal** or **Manage Journals**, click the arrow in the drop-down text box for a dimension and select a member.

   Repeat this step to change the point of view for the Scenario, Year, Period, and Value dimensions, as you require.

For example, you could change point of view in the Period dimension from June to July:



3. Click **Create** or **Close**.

Copying and Pasting Journal Cells

You can copy and paste the information in the journals grid from one cell to another to create journal entries.

To copy or paste journal rows:

1. Create or open a journal.

   The **Create Journal** or **Manage Journals** window is displayed.

   See Creating Journals or Opening Journals.
2. Perform an action:
   - Select a row in the journals grid.
   - Select a cell.
3. In Excel's Home ribbon, click the **Copy** button.

   Alternatively, right-click and select **Copy**.
4. Select the row or cell to which to paste the values.
5. From Excel's Home ribbon, click the **Paste** button.

   Alternatively, right-click and select **Paste**.
6. In the Oracle Journals ribbon, click the **Save** button to save the changes to the journal properties.

Submitting Journals

After creating journals and entering journal data, you must submit them to your supervisor for approval before posting them to the database. You can submit a journal when you create it, or submit it later by selecting it from the list of available journals.

You can submit journals one at a time or in batches. After you submit a journal, the status changes to Submitted. A reviewer then approves or rejects the journal, and if it is approved, you can post it.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To submit journals:

1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.

3. Before proceeding, click Refresh, , to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.

4. Perform a task:

   - To submit unopened journals:
     - In the **Manage Journals** window, press and hold the **Ctrl** key, then select journals with the status, "Working."

       Alternatively, select a single journal with the status, "Working."

     - Click **Submit**, .
     - When you're finished submitting journals, in the **Manage Journals** window, click **Close**.
   - To submit an opened journal:
     a. Open a journal, as described in Opening Journals.
     b. In the Oracle Journals ribbon, click Submit.

Unsubmitting Journals

You can unsubmit a journal that you previously submitted. When you unsubmit a journal, the status reverts from Submitted to Working.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To unsubmit journals:

1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.

3. Before proceeding, click Refresh, , to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.

4. Perform a task:

   - To unsubmit unopened journals:

     a. In the **Manage Journals** window, press and hold the **Ctrl** key, and then select journals with the status, "Submitted."

        Alternatively, select a single journal with the status, "Submitted."

     b. Click **Unsubmit**, .

     c. When you're finished unsubmitting journals, in the **Manage Journals** window, click **Close**.

   - To unsubmit an opened journal:

     a. Open a journal, as described in Opening Journals.

     b. In the Oracle Journals ribbon, click

.

Approving Journals

After you submit a journal, you can approve it for posting. You can approve a journal from the Oracle Journals ribbon after you create and submit it, or you can approve it later by selecting it from the journals list.

You can approve journals one at a time or in batches. After you approve a journal, the status changes to Approved and the journal cannot be edited.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To approve journals:

1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

The **Manage Journals** window is displayed.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.
3. Before proceeding, click Refresh, , to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.
4. Perform a task:
   - To approve one or more unopened journals:
     a. In the **Manage Journals** window, press and hold the **Ctrl** key, and then select journals with the status, "Submitted.".

        Alternatively, select a single journal with the status, "Submitted."
     b. Click **Approve**, .
     c. When you're finished approving journals, in the **Manage Journals** window, click **Close**.
   - To approve an opened journal:
     a. Open a journal, as described in Opening Journals.
     b. In the Oracle Journals ribbon, click

.

Rejecting Journals

After a journal is submitted for approval, or approved, you can reject it. You can reject journals one at a time or in batches. After you reject a journal, the status changes to Rejected.

To reject journals:

1. In the Smart View Panel, right-click a Oracle Hyperion Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.
2. Set the point of view as described in Selecting Dimension Members for Journal Detail.
3. Before proceeding, click to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.
4. Perform a task:
   - To reject one or more unopened journals:
     a. In the **Manage Journals** window, press and hold the **Ctrl** key, and then select journals with the status, "Submitted" or "Approved."

        Alternatively, select a single journal with the status, "Submitted" or "Approved."

b. Click **Reject**, .

c. When you're finished rejecting journals, in the **Manage Journals** window, click **Close**.

- To reject an opened journal:

a. Open a journal with the status "Submitted" or "Approved," as described in Opening Journals.

b. In the Oracle Journals ribbon, click

.

Posting Journals

You can post a journal after it is approved, after it is submitted, or after it is submitted and approved. Or, you can post it later by selecting it from the list of available journals.

The scenario view to which a journal is posted depends on the setting for the Scenario attribute “ZeroViewForAdj.” If this attribute is set to Periodic, the journal is posted to the Periodic value. If this attribute is set to YTD, the journal is posted to the YTD value.

You can post journals one at a time or in batches. You must have the journal period open before you can post, and you must have All access to the classes of every entity for the detail lines.

Your ability to post a journal also depends on the process level of the data in the journal. For example, if you have a process management role of Reviewer 2 and the data that the journal affects is at Process Level 6, you cannot post the journal. For more information, see "Process Levels" in the "Using Process Management" chapter of the *Oracle Hyperion Financial Management User's Guide*.

When you post adjustments from a journal, the adjustment values are stored in the specified adjustment member. These four Value dimension members are valid for posting journals: Entity Currency Adjustments, Parent Currency Adjustments, Parent Adjustments, and Contribution Adjustments.

You can post a journal to a specific parent and child combination (node) by using one of these Value dimensions:

- Parent Adjs—Applied to the node before consolidation.
- Contribution Adjs—Applied to the contribution when determining the contribution total.

> **Note:**
>
> Node adjustments are posted in the currency of the parent.

If more than one journal is posted to the Entity Currency Adjs member for the same account, the results are cumulative. The total from the current journal is added to or subtracted to from the existing total in Entity Currency Adjs.

When you post a journal, the system recalculates the account balances so that the database reflects the adjustments. The journal status changes to Posted, and you can view the adjustment in a data grid.

> **Note:**
>
> Do not delete or rename a posted journal, as this will result in unresolved data for the adjustment values that the journal had created.

To post journals:

1. In the Smart View Panel, right-click a Oracle Hyperion Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.

3. Before proceeding, click Refresh, , to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.

4. Perform a task:

   - To post one or more unopened journals:

     a. In the **Manage Journals** window, press and hold the **Ctrl** key, and then select journals with the status, "Approved."

        Alternatively, select a single journal with the status, "Approved."

     b. Click **Post**, .

     c. When you're finished posting journals, in the **Manage Journals** window, click **Close**.

   - To post an opened journal:

     a. Open a journal with the status, "Approved", as described in Opening Journals.

     b. In the Oracle Journals ribbon, click

.

Unposting Journals

You can unpost a journal after it is posted. For example, suppose you post several journals with adjustments to an entity, and you receive new data for that entity. You can unpost the journals, load the new data, and post the journals again.

When you unpost a journal, the journal status changes to Rejected. When you unpost an auto-reversal journal, the journal status changes back to Approved.

To unpost journals:

1. In the Smart View Panel, right-click a Oracle Hyperion Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.
3. Before proceeding, click Refresh, , to update the list of journals with those that correspond to the selected POV.

   Refreshing the journals list helps you to avoid errors that may arise when the selected POV and the listed journals are not in sync.
4. Perform a task:
   - To unpost one or more unopened journals:
     a. In the **Manage Journals** window, press and hold the **Ctrl** key, and then select journals with the status, "Posted."

        Alternatively, select a single journal with the status, "Posted."

     b. Click **Unpost**, .

     c. When you're finished unposting journals, in the **Manage Journals** window, click **Close**.
   - To unpost an opened journal:
     a. Open a journal with the status "Posted," as described in Opening Journals.

     b. In the Oracle Journals ribbon, click

.

Journal Validation

When you submit, approve, or post a journal, the system validates the journal. The system checks for these conditions:

- The period must be a base period for the scenario's base frequency.
- When you post or unpost a journal, the period must be opened.
- The Value dimension must be an adjustment dimension.
- The journal must have the appropriate status for the action to be performed.
- Line items must exist for the journal.
- The entity and the parent must be valid dimensions. For regular journals, the entity must allow adjustments. If you are posting a journal to Parent Currency Adjs, you must enter a valid parent. The entity must be a child of the specified parent for the journal entity.
- If you are posting a journal to a node, the parent must allow adjustments for child entities. The entity must be a child of the specified parent.
- Node journals must have valid parent-entity combinations. The system also checks for the Organization by Period application setting when you attempt to post node journals. The entity must be active for the parent for the period in which you are posting.
- The account must be valid. It must be an Asset, Liability, Revenue, Expense, Balance, Flow, or Balance Recurring account. The account must be a base account and cannot be designated as calculated in metadata. It cannot be calculated through a roll-up process; the account cannot have children.

- All other dimensions must be valid. The ICP dimension cannot be ICP Top, ICP Entities, or blank, but you can select ICP None. If an ICP is specified, the account must be set up as an ICP account.
- The Custom dimensions cannot be designated as calculated in metadata and cannot be calculated through a roll-up process; the Custom dimensions cannot have children.
- For a balanced journal, the total debits must equal the total credits. For a balanced- by-entity regular journal, the total debits must equal the total credits for each entity. For a balanced-by-entity node journal, the total debits must equal the total credits for each node and the parent and children entities must have the same currency. If the Value dimension is Entity Currency, the parent entities in the journal can have different currencies, but they must have the same currency as their children entities.
- All dimension intersections must be valid.
- The subcube of dimensions containing the line item cell cannot be locked.
- The cell cannot be designated as a NoInput cell in rules.

Analyzing Journals

After posting journals, you can use ad hoc analysis in Oracle Smart View for Office to check the adjustments and totals. You can analyze one or more rows, or the entire journal.

You can analyze journals of any status: Working, Posted, Submitted, Approved, or Rejected.

When forming the ad hoc grid, the Value dimensions will always be in the column and all other dimensions will be in the row. The row dimensions will appear in the following order:

- Entity
- Account
- ICP
- Customs

If your selection has the same members for a dimension, that dimension will appear in the grid POV.

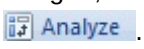
Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To analyze journals:

1. Create or open a journal.

   See Creating Journals or Opening Journals.

2. Set the point of view as described in Selecting Dimension Members for Journal Detail.

3. In the journal grid, select one or more dimension, member, or data cells, and click **Analyze**, 

.

Observe that the journal has been converted to an ad hoc grid, where you can perform further ad hoc analysis.

Deleting Journals

You can delete unposted journals that you no longer need. You cannot delete Approved or Posted journals, because that would result in unresolved data for the adjustment values that the journal had created.

Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Oracle Hyperion Financial Management data source.

To delete journals:

1. In the Smart View Panel, right-click a Financial Management application, and then select **Manage Journals**.

   The **Manage Journals** window is displayed.

2. **Optional:** Filter journals by status.

   To filter by status, select one or more of the following options, and then click **Apply Filters**, :

   - **Working**
   - **Submitted**
   - **Rejected**

   You cannot delete Approved or Posted journals

3. Select a journal and click **Delete**,

   Alternatively, use the **Shift** or **Ctrl** keys to select multiple journals and click **Delete**, .

4. At the confirmation prompt, click **Yes**.
5. Repeat step 2 to step 4 for each journal that you want to delete.
6. Click **Close** to exit the **Manage Journals** window.

Entity Detail Reports

Entity Detail Reports provide a full audit detail of the entire consolidation path for a specific data cell of a specified entity. The report starts with the source amount entered in the Entity Currency Value dimension and shows all of its related details in each Value dimension, including the journal entries generated in the journal posting process and the audit transaction details generated as part of the consolidation process. If the account contains line item detail, the report also shows the related line item details entered for the account.

This report provides the capability of viewing transactions, showing the detail of the amounts generated from each step of the consolidation process, including currency translations and intercompany eliminations. It also displays the transaction records for derived data from prior periods.

Starting the Entity Detail Report

You access the Entity Detail Report from an ad hoc grid or data form.

Before you begin, connect to a Oracle Hyperion Financial Management application and open an ad hoc grid or form.

To start the Entity Detail Report:

1. From a Financial Management ad hoc grid or form, select the cell for which to view entity transaction detail.
2. Right-click and select **Smart View**, then **Journals**, and then **Entity Details**.

   Alternatively, in the HFM or HFM Ad Hoc ribbon, click

.

   The **Entity Details** dialog box is displayed.

Report Point of View

The Entity Detail report uses the point of view from the data grid that you are using. The Point of View information used for the report includes the Scenario, Year, Period, Entity, View, Account, ICP, and Custom dimensions. The Value dimension information is ignored, and all Value members are displayed on the report.

You can only select one account when you run the report. If the account selected is a parent account, the system does not display line item details, journal details, or audit transaction details for the account. The system does not enumerate the details for the base members of the parent account. The support of base members applies only to the custom dimensions. For example, if the Intercompany Partner, Custom1 is a Parent member, all entries that are posted to all base members of the Parent member are displayed.

Selecting Rows for the Report

You can select the rows to display on the report. You can change these selections at any time.

The rows can display Entity Currency, Entity Curr Adjs, Entity Curr Total, Parent Currency, Parent Curr Adjs, Parent Curr Total, Parent Adjs, Parent Total, Proportion, Elimination, Contribution, Contribution Adjs, and Contribution Total.

The columns display the amount, Custom accounts, ICP, debits, credits, ID, or remarks.

You can suppress the display of some transaction details or dimensions by deselecting the applicable options. For example, if you want the report to show only the journal details, you can deselect all other row display options, leaving only the journals option selected. If you want to also suppress the Custom columns because they are not used for the account, you can deselect these options from the column display.

The Value column contains all of the Value members. If the currency of the parent member is the same as the currency of the entity, the system skips the display of the Parent Currency related Value members because it is duplicate information. The Amount column contains the amount from the data subcube. The amounts for each

transaction detail are stored in the Debit or Credit column, depending on the sign of the data cell.

The Remarks column contains additional information about the amount. Depending on the Value dimension, you can have several possible remark comments such as whether the amount is Input, Calculated, or Derived, or uses the Nature parameter for auditing transactions. It can also contain information about prior records. One of the main purposes of the Entity Detail Transaction Report is to show all of the transaction records that made up the amount stored in the database. Prior LID, Journals, and Transactions remarks indicate that the amount stored in the database could be from line item details, journal adjustments, consolidation eliminations, as well as derived data from prior periods.

Table 14-2 Possible Values for the Remark Column

Value Dimension	Remark
Entity Currency	• Input • Calculated • Prior LID • Derived
Adjustment	• Calculated • Group Label • Prior Journals • Derived
Proportion/Elimination	• Nature • Prior Transactions • Derived

To select report rows:

1. Start an Entity Details Report, as described in Starting the Entity Detail Report.
2. In the **Entity Details** dialog box, select **View**, then **Rows**, and then select rows to display, or select **Show All**.

   The row types that you can choose to display are:

   - **Base Details**—See Displaying Base Details
   - **Line Item Details**—See Displaying Line Item Detail
   - **Journals**—See Linking to Journal Detail
   - **Destination Transactions**—See Displaying Source and Destination Transactions
   - **Source Transactions**—See Displaying Source and Destination Transactions

Displaying Base Details

In the Entity Detail Report, the option to display base details applies only to a data cell that is a parent member cell. If the option to display base details is not selected, the aggregated amount for the parent cell is displayed as one entry in the report. If you select to display base details, all the information from the base records of the parent cell is displayed.

For example, suppose AllCustom1 is a parent member of the Custom 1 dimension. The base members include Opening, Appropriation, Variances, Increases, Decreases, and Closing. When you select to display base details in the report, the system generates the report with all applicable base records for AllCustom1. If you do not select to display base details, the only the amount for the selected parent cell is displayed; for example, the parent cell AllCustom1 is displayed without any base details.

Displaying Line Item Detail

In the Entity Detail Report, the option to display line item detail is only applicable for the scenario and account defined to use line item detail. Line item detail information is available only for the Entity Currency Value dimension.

Linking to Journal Detail

When the Entity Detail Report contains the journal detail for any of the adjustment Value members, the debit or credit amount is displayed with the journal ID. You can click the journal ID link in the ID column to display the Journals Detail page containing all of the information for that journal entry.

To link to journal detail:

1. Start an Entity Details Report, as described in Starting the Entity Detail Report.
2. Click on a Journal ID in the ID column of the report.

   A new worksheet opens containing the journal detail for the Journal ID you selected.

Displaying Source and Destination Transactions

From the Entity Detail report, you can view the audit transaction detail information generated from the consolidation process. To view the transaction detail, you can display Destination Transactions. If you also want to view the Source transactions that generated the amount, you can also display Source Transactions.

You can view these transactions only if you have set up your consolidation rules file to store these transactions. You must use the HS.CON function with the Nature parameter in the rules file. If the HS.CON function is not used or if the Nature parameter is not specified in the function, the system will not generate any audit transaction detail during the consolidation process. See the Oracle Hyperion Financial Management Administrator's Guide.

Exporting the Entity Details Report to Excel

After selecting the rows to display in the **Entity Details** dialog box, you can export the report content to a sheet in an Excel workbook.

To export the Entity Details report to Excel:

1. Define an Entity Details Report, as described in Starting the Entity Detail Report and Selecting Rows for the Report.
2. In the **Entity Details** dialog box, click .

The report is opened in a new Excel workbook.

Note that the exported content is for display purpose only. You cannot connect to Oracle Smart View for Office from the exported sheet; however, you may save or print the workbook.

Viewing Journal Reports

You can view journal reports to check the status of journals and to review journal adjustments.

Journal reports are created in the Oracle Hyperion Financial Management web application. You can view them in Oracle Smart View for Office

To use journal reports, Financial Management 11.1.2.4.204 with the 11.1.2.4.204 PSE 25575478 is required. Additionally, you must install Smart View 11.1.2.5.700 and the Oracle Journals extension that is included with the 11.1.2.5.700 release.

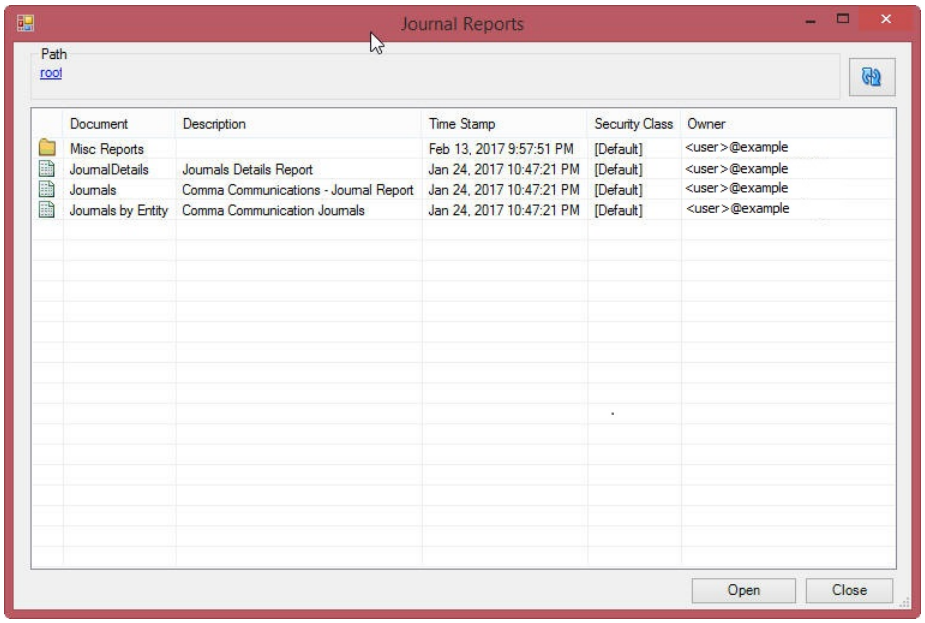
Before you begin this procedure, in the Smart View Panel, ensure that you are connected to a Financial Management data source.

To view journal reports:

1. In the Smart View Panel, right-click a Financial Management application, and then select **Journal Reports**.

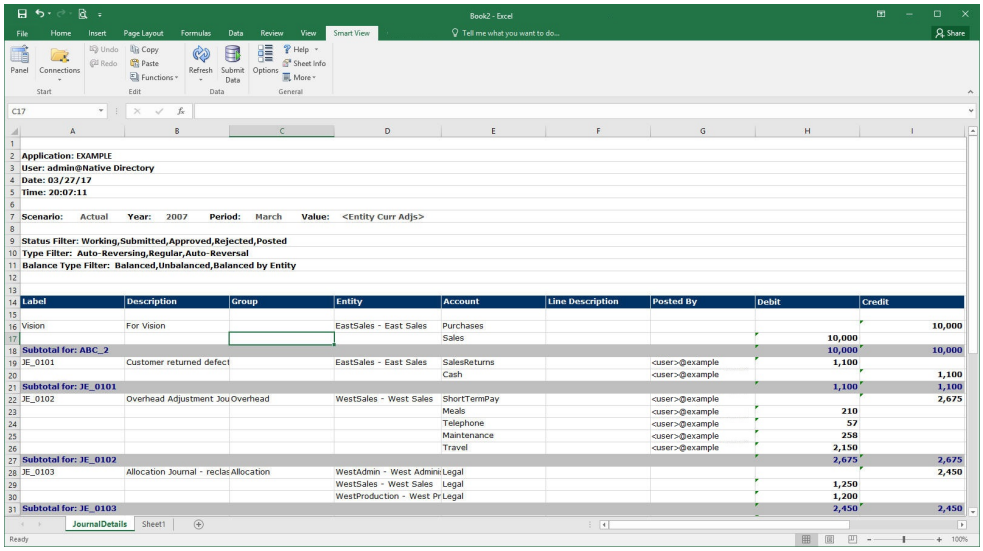
   Alternatively, in the Smart View Panel, select a Financial Management application , and then select **Journal Reports** from the Action Panel.

2. In the **Journal Reports** dialog, select a journal to view and click **Open**.



> **Note:**
>
> Double-click folders to navigate to more journals in the **Journal Reports** dialog box. Click the links at the top of the dialog to return to the root level.
>
> Click to refresh the list of journals.

3. View the journal report that is launched in Excel; for example:



Book2 - Excel

	A	B	C	D	E	F	G	H	I
1									
2	**Application: EXAMPLE**								
3	**User: admin@Native Directory**								
4	**Date: 03/27/17**								
5	**Time: 20:07:11**								
6									
7	**Scenario:** Actual **Year:** 2007 **Period:** March **Value:** <Entity Curr Adjs>								
8									
9	**Status Filter: Working,Submitted,Approved,Rejected,Posted**								
10	**Type Filter: Auto-Reversing,Regular,Auto-Reversal**								
11	**Balance Type Filter: Balanced,Unbalanced,Balanced by Entity**								
12									
13									
14	**Label**	**Description**	**Group**	**Entity**	**Account**	**Line Description**	**Posted By**	**Debit**	**Credit**
15									
16	Vision	For Vision		EastSales - East Sales	Purchases				10,000
17					Sales			10,000	
18	**Subtotal for: ABC_2**							10,000	10,000
19	JE_0101	Customer returned defect		EastSales - East Sales	SalesReturns		<user>@example	1,100	
20					Cash		<user>@example		1,100
21	**Subtotal for: JE_0101**							1,100	1,100
22	JE_0102	Overhead Adjustment Jou	Overhead	WestSales - West Sales	ShortTermPay		<user>@example		2,675
23					Meals		<user>@example	210	
24					Telephone		<user>@example	57	
25					Maintenance		<user>@example	258	
26					Travel		<user>@example	2,150	
27	**Subtotal for: JE_0102**							2,675	2,675
28	JE_0103	Allocation Journal - reclas	Allocation	WestAdmin - West Admini	Legal				2,450
29				WestSales - West Sales	Legal			1,250	
30				WestProduction - West Pr	Legal			1,200	
31	**Subtotal for: JE_0103**							2,450	2,450

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Smart View and Planning

Data source types: Oracle Hyperion Planning

This guide provides only procedural information for using the Planning features that Oracle Smart View for Office supports. For detailed information about Planning, see the *Oracle Hyperion Planning User's Guide* available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **Documentation.**

If you are working with Oracle Planning and Budgeting Cloud, see Smart View and Oracle Planning and Budgeting Cloud.

Planning Approvals

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Planning Approvals is the submission, review, and approval process of a planning unit. If you are assigned the Approvals role, you can perform the Approvals functions described here. For information about roles, see the administrator.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Changing Planning Unit Status

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You can change the status of one or more planning units at a time.

To view or change the status of a planning unit:

1. Open the appropriate form.
2. From the Planning ribbon, select **Approvals**.
3. From **Manage Approvals**, select a **Scenario** and **Version**.

4. Click to display the list of planning units to which you have access.
5. **Optional:** From the view mode button, select one of the following:
   - **Flat View** to display planning units as a list.
   - **Tree View** to display planning units as a hierarchy (available only to administrators).

     From the Tree View, you can select **Start** to start a planning unit and **Exclude** to exclude a planning unit from the process.
   - **My Planning Units** to display only the planning units that you own.
6. Select the planning unit or units whose status you want to change. If the list is too long to locate the planning unit easily, you can search or apply filters to the list as described in Finding Planning Units.
7. To view details for the selected planning unit, click **Planning Unit Details**.

   The **Approval Status** tab displays a history of the process status, owner, actions taken, and the date and times the status changed.

   The **Annotations** tab displays any comments that were entered for the planning unit. See Planning Unit Annotations.
8. To change the planning unit status, click **Change Status**.

> **Note:**
>
> If you change the status of a parent entity, all of its children change, too, unless they were excluded during the First Pass state or were approved.

9. From **Approvals - Change Entity's Status**, select an action and the next owner for the planning unit.
10. **Optional**: Enter comments under **Enter Annotation**.
11. Click **Submit**.
12. **Optional:** To validate the changed planning unit, click . You can validate only one planning unit at a time.

Related Topics:

Finding Planning Units

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Finding Planning Units

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

In **Manage Approval**, you can locate planning units easily by searching or by applying a filter to the list of planning units. You can use an auto filter or select members or generations as filter criteria.

To filter the list of planning units:

1. Open Manage Approval and select a scenario and version as described in Changing Planning Unit Status.
2. Click to enable filtering.

   The filter bar, which contains filtering tools, is displayed just above the planning unit list.
3. Use one of the following procedures:
   - **Search**

     To search for a specific planning unit, enter its name in the **Planning Unit** field and click .
   - **Auto filter**
     a. From the filter bar, click the arrow in the column header for **Approvals Status**, **Sub-Status**, or **Current Owner**.
     b. Select the column value to filter by. You can apply auto filters to more than one of these columns.
   - **Filter by member selection**
     a. From the filter bar, click , and then select **Member selector**.
     b. Click , and then select members for the planning unit list
     c. Click to filter the list.
   - **Filter by generation**
     a. From the filter bar, click , and then select **Generation**.
     b. Click , and then select one or more generations to display in the planning unit list.
     c. Click to filter the list.
     d. Click **OK**.
4. **Optional:** To undo your filter selections before applying the filter, click .

Related Topics:

Changing Planning Unit Status

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Planning Unit Promotional Path

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Planning units move from person to person and department to department based on the following:

- The owners and reviewers assigned to the planning unit
- The planning unit place in the hierarchy

To view the promotional path of a planning unit in graphical form:

1. From the Planning ribbon, select **Approvals**.
2. From **Manage Approvals**, select a **Scenario** and **Version**.
3. Click **Go** to display the list of planning units to which you have access.
4. Select a planning unit.
5. Click .

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Annotations

Out of Office Assistant

Planning Unit Annotations

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You can add or view comments about data in a planning unit that is started. Annotations can vary by combinations of scenario, version, and entity members.

To add a planning unit annotation:

1. From the Planning ribbon, select **Approvals**.
2. From **Manage Approvals**, select a **Scenario** and **Version**.
3. Click **Go** to display the list of planning units to which you have access.
4. Select the planning unit for which you want to add an annotation. To filter the list, see Finding Planning Units.
5. **Optional:** To view existing annotations for the selected planning unit, click **Planning Unit Details** and then the **Annotations** tab.

6. Click .
7. In **Approvals - Add Annotation**, enter a title and annotations (up to 1500 characters). On multibyte systems, Oracle recommends limiting annotations to 750 characters. You can enter URLs and links as well as text.
8. Click **Submit**.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Out of Office Assistant

Out of Office Assistant

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You can set up the Out of Office Assistant to reassign planning units that arrive while you are out of the office.

To set up the Out of Office Assistant:

1. From the Planning ribbon, select **Approvals**.
2. From **Manage Approvals**, select **Out of Office Assistant**.
3. From **Out of Office Assistant**, select **I am Currently Out of Office**.
4. From Select Action, select an action and next owner for planning units that arrive while you are out of the office.
5. **Optional:** Enter an annotation.
6. Click **Submit**.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Planning Unit Annotations

Monitoring Planning Job Status

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You view the execution status of Planning jobs and delete them if needed on the Job Console.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including a brief discussion on monitoring job status.

Overview video

To check the execution status of jobs:

1. From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Job Console**.
2. By default, all jobs are displayed. To filter the list of jobs, from Filter Criteria, use any of the following job criteria:
   - **Type**: From the drop-down menu, select one of these:
     - Business Rule
     - Ruleset (for Calculation Manager)
     - Sequence (for Business Rules)
     - Clear cell detail
     - Copy data
     - Push data
   - **Status**: From the drop-down menu, select Processing, Completed, or Error.
   - **Job Name**
   - **User Name**
   - **Start Date**
   - **End Date**
3. Click **Go**. The Job Console displays the jobs matching your selection criteria.
4. **Optional:** To view the application name and plan type of a job, select the job and click **Show Details.**
5. **Optional:** To delete a job, select the job and click **Delete**.

Searching for a Page in Planning

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

If the Planning administrator sets up multiple page dimensions for a form, you select the page with the data you require from the page drop-down menu. To search for a page in Planning:

1. Click in the page dimension that you want to search to highlight it.
2. From the drop-down menu, select the page name containing the data with which you want to work.

Copying Versions

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You can copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions.

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

> **Note:**
>
> To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

To copy a version:

1. From the Planning or Planning Ad Hoc ribbon, select **Copy Version**.
2. From **Scenario**, select the scenario to copy.
3. From **Copy From**, select the source version.
4. From **Copy To**, select the destination version.
5. Click **Go** to display the available entities (planning units) for the selected source version.
6. Use the arrow keys to select entities from **Available Entities.** You can copy entities with a Process Status of Not Started or First Pass.
7. **Optional:** To copy associated information, select any of these options:
   - Copy Account Annotations. Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
   - Copy Cell text and Document links
   - Copy Supporting Details
8. Click **Copy Data.**

> **Note:**
>
> Wait for the Copy Version completion message before loading another Web page.

Composite Forms

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide* and *Oracle Hyperion Planning Administrator's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

To open a Planning composite form:

1. Connect to a Planning data source that contains composite forms.
2. From the Connections tree list, double-click a composite form (indicated by).

   The composite form opens in a new Excel workbook with each subform displayed in a separate worksheet.

Oracle Smart View for Office supports Planning master composite forms.

Working with Planning Business Rules

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

In Planning forms and ad hoc grids, you can use business rules to calculate data in Oracle Essbase. Some business rules prompt you to enter information, called a *runtime prompt*.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including a brief discussion of business rules.

Overview video

Related Topics:

Launching Business Rules in Excel

Entering Runtime Prompts

Executing the Calculate Form and Calculate Currencies Business Rules

Launching Business Rules in Excel

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation**.

To launch a business rule in Excel to recalculate data in Oracle Essbase:

1. Open a Planning ad hoc grid or form (single or composite).
2. Save any unsaved data.

   Unsaved data is lost when you launch a business rule.
3. From the Planning ribbon, select **Calculate**, and then **Business Rules**.
4. From **Business Rules**, under **Plan Type**, select the plan type associated with the rule you want to use.
5. Select a rule from the rules listed for that plan type, and then click **Launch**.

   If the business rule includes runtime prompts, enter the information described in Entering Runtime Prompts.

> **Note:**
>
> Planning administrators: During form design in Planning, rules with runtime prompts directly attached to a composite form with **Run on Save** enabled are not supported in Oracle Smart View for Office. You should always attach rules to a simple form, enable **Run on Save**, then attach the business rules from the simple to the composite form. This way, all runtime prompt values are picked up correctly from the form context and the business rules launch successfully.

   If the calculation is successful, the values in the Essbase database reflect the results of the calculation.
6. Click **Close**.
7. From the Smart View ribbon, select **Refresh**.

Related Topics:

Entering Runtime Prompts

Executing the Calculate Form and Calculate Currencies Business Rules

Entering Runtime Prompts

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help**, and then **Documentation.**

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts.

To enter a runtime prompt:

1. Launch a business rule having a runtime prompt.

2. Enter or select the input type specified by the runtime prompt, summarized in the following table:

Table 15-1 Runtime Prompts and Expected Input

Icon	Expected Input Type
	One member selection
	Multiple member selections
	Numeric value (either entered or selected from cell drop-down menu)
	Text value—Use only with enhanced calculation scripts, not with graphical scripts
	Dimension from the database—Use only with enhanced calculation scripts, not with graphical scripts
	For Calculation Manager business rules only: A member or member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)
	For Calculation Manager business rules only: A range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Ensure that the runtime prompts are valid. You cannot launch a business rule until all runtime prompt values are valid.

3. Click **Launch**.

   If the calculation is successful, the values in the database reflect the calculation results.

Related Topics:

Launching Business Rules in Excel

Executing the Calculate Form and Calculate Currencies Business Rules

Executing the Calculate Form and Calculate Currencies Business Rules

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

The Calculate Data Form business rule is created for each form to calculate subtotals. The Calculate Currencies business rule is created for forms that include multiple currencies in a row, column, or page to enable the conversion of values among available currencies.

The order in which business rules are launched is important and may affect the data. If you plan to launch both Calculate Data Form and the Calculate Currencies business rules, always run the conversions before subtotaling the form.

To launch the Calculate Data Form and Calculate Currencies business rules in Excel:

1. Open a form.

   Any data that is not saved on the spreadsheet is lost when you launch the business rule.

2. From the Planning ribbon, select **Calculate**, and then **Rules on Form**.

   The business rules associated with the form are displayed in the Business Rules dialog box.

3. Complete one or both of the following actions:

   - To convert currencies, select **Calculate Currencies**.
   - To calculate subtotals, select **Calculate Data Forms**.

4. Click **Launch**.

   If the calculation is successful, the values in the Oracle Essbase database reflect the results of the calculation.

Related Topics:

Launching Business Rules in Excel

Entering Runtime Prompts

Spreading Data

Data source types: Oracle Hyperion Planning

Spreading Data for Time Periods

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation**.

In a form, the spreading rules for time periods are set in Planning as part of the as part of the Planning dimension property settings. When you work with a form in Excel, and depending on how the form was set up by the administrator, data values can be spread, or distributed, in several ways:

- Spread the value of a summary time period to its base time periods or to the first parent or first child of the parent time period
- Spread values among children and parents proportionally, based on existing distribution

- Spread values based on the weekly distribution of a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the budget administrator)
- Temporarily lock the values of certain cells while spreading data over time periods (see Spreading Data with Cell Locking)
- Spread values for different time periods using a different spreading rule for each separate time period on the same row or column dimension. For example, FY2013 can have formula fill, and FY2014 can have flow.

  This type of spreading requires Planning Release 11.1.2.3.500 or later.

Notes

- You cannot spread data in a summary time period that includes members with mixed currency types.
- Excel formulas in child cells are ignored during spreading.

To spread data for time periods:

1. Open a form.
2. Select a cell and enter a new value.

   The value is distributed according to the rules described in “Adjusting and Spreading Data” in the *Oracle Hyperion Planning User's Guide*
3. Click **Save**.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Grid Spread

Spreading Values Using Mass Allocation

Spreading Data with Cell Locking

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

When spreading data over time periods, you can temporarily lock the values of one or more cells to preserve their values when other values are recalculated. You can spread data across time periods based on various calculations and visually review the changes before committing them to the database. For examples of spreading with cell locking, see the *Oracle Hyperion Planning User's Guide*.

To temporarily lock values:

1. Open a form.
2. In the form, select the cell or group of cells that you want to lock.
3. From the Planning ribbon, select **Lock**.

   A color change indicates that a cell is locked. You can now spread or manipulate data in the other cells however you want, without affecting the locked cells.
4. To unlock a cell, refresh the grid.

Related Topics:

Spreading Values Using Grid Spread

Spreading Values Using Mass Allocation

Spreading Values Using Grid Spread

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

If your administrator has enabled Grid Spread, you can specify an amount or percentage to increase or decrease values across multiple dimensions on the grid, based on the existing values in the target cells. When calculating the spread data, read-only and locked cells and cells having supporting detail are ignored. Data integrity is ensured because values can be spread only to cells to which you have access.

To spread values using Grid Spread:

1. Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.
2. From the Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Grid Spread.**
3. From the drop-down menu, select one of these options:
   - **Value** to increase or decrease values by a specified amount
   - **Percentage** to increase or decrease values by a percentage
4. Select **Increase By** or **Decrease By** and enter a value or percentage.
5. In **Spread Value**, enter the actual spread value that you want.

   For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

   Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

> **Note:**
>
> Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6. Select a spreading pattern:
   - **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
   - **Evenly Split** to spread the value evenly among the target cells
   - **Fill** to replace the value in all target cells

Your administrator can add other spreading patterns.

7. Click **Spread**. The specified value or percentage is spread across the target cells, replacing former values with new ones.
8. To save the new values, click **Save**.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Mass Allocation

Spreading Values Using Mass Allocation

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Using mass allocation, you can spread data to all descendents of a source cell and across all dimensions. Spreading by mass allocation spreads data to cells not displayed on the grid and does not require that you have access to the target cells.

Mass allocation is available only for forms, which must be enabled for mass allocation by the administrator. You must be provisioned with the Mass Allocate role to use mass allocation.

> **Note:**
>
> Mass allocation cannot be undone.

To spread values by mass allocation:

1. Put the cursor in the Total or Subtotal cell whose value you want to spread.
2. From the Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Mass Allocate**.
3. Enter a new value in Spread Value to replace the current value, or from the drop-down menu, select one of the following options:
   - **Value** to increase or decrease values by a specified amount
   - **Percentage** to increase or decrease values by a percentage
4. Select **Increase By** or **Decrease By** and enter a value or percentage.
5. In **Spread Value**, enter the actual spread value that you want.

   For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/ **Decrease By** options or text box in step 4.

   Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

> **Note:**
>
> Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6. Select the Spread Type for allocating the specified value or percentage across the target cells:
   - **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
   - **Evenly Split** to spread the value evenly among the target cells
   - **Fill** to replace the value in all target cells
   - **Relational Spread** to spread into the selected cells based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the **Selected** column.

   Your administrator can add other spreading patterns.
7. Click Spread. The new values are automatically saved in Oracle Essbase.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Grid Spread

Member Formula

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

> **Note:**
>
> In the Planning web interface, the **Member Formulas** property must be enabled in the form before you can view formulas in Oracle Smart View for Office. Users with the proper permissions should open the form in Planning, go to the **Layout** tab, then **Dimension Properties**, and then select **Member Formulas**.

You can view the underlying formula in cells that contain a formula. Such cells can be indicated on the grid by a cell style specified in the Options window. To view a member formula:

1. Select the member whose formula you want to view.
2. From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Member Formula**.

   Details of the formula are displayed.

Supporting Detail

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It can include text, values, and operators that define how data aggregates.

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Adding Supporting Detail

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Use the Supporting Detail window to set how detail items aggregate to cell values in a form.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including adding supporting detail.

Overview video

To add supporting detail that calculates values in a form or ad hoc grid:

1. Open a form, and then select the cells.

   You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2. From the Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Supporting Detail**.

   The Supporting Detail window reflects your cell selection.

3. Enter a description over the initial “untitled” text.

   The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

4. Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.

For example, click Add Child to add a line item directly below the selected item.

5. Set the mathematical relationships among the line items by selecting an operator for each of them.

   Select from these operators:

Operator	Function
+	Add
-	Subtract
*	Multiply
/	Divide
~	Ignore

6. Enter data to set or calculate.

   Enter numbers using the same scaling that was set up for the form.

7. Click **Save**.

   Values are dynamically calculated and aggregated before the data is saved. Data on the form is also saved.

Related Topics:

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Working with the Supporting Detail Hierarchy

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

To create or change the supporting detail hierarchy:

1. In a form, select the cells with supporting detail.
2. From the Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
3. Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:

Table 15-2 Supporting Detail Options

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.

Table 15-2 (Cont.) Supporting Detail Options

Option	Result
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item
Delete All	Simultaneously removes all supporting detail
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item to before its sibling predecessor
Move Down	Moves the selected item to after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored database values, restoring the previously saved values, and possibly overwriting changes you just made.

4. Click **Save**.

   The save operation stores the detail text, values, and aggregate values.

Related Topics:

Adding Supporting Detail

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Viewing or Changing Supporting Detail

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

Cells that contain supporting detail can be indicated on the grid by a cell style specified in the Options dialog box.

To view or change calculations or supporting data:

1. Open a form, and select the cells for which to view or add detail.

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2. From the Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
3. View or change the line items or calculations that aggregate the data in the selected cells.

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Synchronizing Supporting Detail with Essbase

Synchronizing Supporting Detail with Essbase

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the*Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

In Planning applications, when you delete supporting detail for a cell, you affect the associated value in the relational database. You specify how to handle the stored Oracle Essbase value. You can set it to `#Missing` or leave it as it was before the supporting detail was deleted. This feature is useful if you want to use supporting detail as a scratch pad or calculator.

To synchronize supporting detail with Essbase:

1. Open a form.
2. In the form, click the cell that has the supporting detail you want to remove.
3. From the Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
4. In the **Supporting Detail** window, delete the information, and then click **OK**.
5. Select an option from the displayed message to specify how to handle the aggregate value of the deleted supporting detail stored in Essbase:
   - To delete the value from Essbase, click **Yes, set the value(s) to #Missing.**
   - To leave the data value in Essbase as is, click **No, leave the value(s) as is.**

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Setting Planning Preferences

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

To set user preferences for a Planning application:

1. From the tree list in the Smart View Panel, select an application.
2. Right-click, and then select **User Preferences**.
3. From **Preferences**, specify options for the following
   - **Application Settings:** Manage email options, specify alias settings, set options for approvals, and specify out of office settings.

> **Note:**
>
> Changes to the alias table require you to disconnect from the provider, and reconnect to take effect.

   - **Display Settings:** Set number formatting, remember selected page members, allow a search if the number of pages exceeds a number you specify, set member indentation, use consolidation operators, perform partial grid fetch, specify number of members on each Dimensions Page, display specified record on each Assign Access Page, set date formatting.
   - **User Variables:** Variables set up by the Planning administrator to help you navigate large forms and grids.

> **Note:**
>
> Planning on-premise: You cannot set preferences in offline mode.

Saving Native Excel Formatting to Planning

Data source types: Oracle Hyperion Planning

Oracle Smart View for Office provides a way for users to save native Excel formatting back to the Planning server as part of a form or ad-hoc grid. The saved formatting is applied in both the Planning browser interface and when the form is rendered within Excel. You can then choose how to display the formatting in Smart View. This functionality is in addition to the existing Smart View cell styles functionality (described in Cell Styles).

These formatting options are available in the **Formatting** group of the Planning ribbon shown in Figure 1.

Figure 15-1 Formatting Options

Saving Excel Formatting on a Planning Form

Data source types: Oracle Hyperion Planning

To save Excel formatting on a Planning form:

1. Open a Planning form for editing in Oracle Smart View for Office.
2. Use native Excel formatting features to apply the formatting to the sheet.
3. On the Planning ribbon, select **Save** from the **Formatting** group.
4. Go to Viewing Formatting in Smart View to choose a viewing option.

Related Topics:

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Viewing Formatting in Smart View

Data source types: Oracle Hyperion Planning

Once a form is rendered within Excel, Oracle Smart View for Office provides the options to view the formatting on a sheet. These options are accessed from the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon.

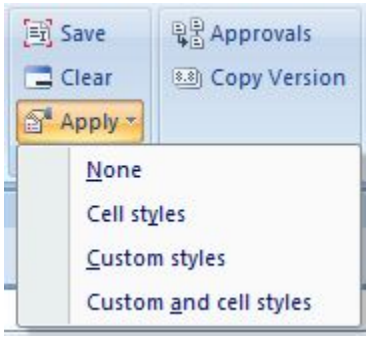
> **Tip:**
>
> The **Apply** options are *viewing* options only and allow you to display the cell styles and native Excel formatting that were previously saved on a form.

To toggle between formatting view options on a Planning form:

1. Open a Planning form and click the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon (see Figure 1).

   The Apply options are displayed. The initial state before any option is selected is that no option is selected. Once an option is selected, the last option selection will be preserved the next time the form is opened.

Figure 15-2 Apply Options



2. Select an option:

   - **None**—Applies no styles (Excel formatting or Smart View cell styles) to the sheet. Though cell styles or custom styles may exist on the sheet, neither are shown when selecting this option. They are preserved, however, if you want to display them later using the **Cell styles**, **Custom styles**, or **Custom and cell styles** options.
   - **Cell styles**—Applies only Smart View cell styles to the sheet, as described in the "Cell Styles" topic.
   - **Custom styles**—Applies only custom user-defined native Excel formatting to the sheet.
   - **Custom and cell styles**—Applies both Excel formatting and Smart View cell styles to the sheet. Note that when you select **Custom and cell styles**, cell styles take precedent over custom Excel formatting.

   Related Topics:

   Saving Excel Formatting on a Planning Form

   Clearing Formatting

   Saving Excel Formatting From an Ad Hoc Grid

   Supported Native Excel Formatting

   Guidelines for Working with Native Excel Formatting and Planning Forms

Clearing Formatting

Data source types: Oracle Hyperion Planning

To clear the formatting associated with a form or ad hoc grid, select **Clear** from the **Formatting** group on the Planning ribbon.

Selecting the **Clear** option removes any Excel formatting associated with the form or grid on the Planning server. Note that you can still work with cell styles functionality since cell styles are not dependent on any custom formatting that is saved.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Saving Excel Formatting From an Ad Hoc Grid

Data source types: Oracle Hyperion Planning

To save formatting from an ad hoc grid:

1. Perform ad hoc analysis to create a grid to save.
2. Use Excel native formatting features to format the grid.
3. From the Planning Ad Hoc ribbon, select **Save Ad Hoc Grid**.
4. In the **Save Grid As** dialog box, select the **Submit Formatting** option when saving the ad hoc grid as a form.

   You can now open the saved form and choose a viewing option as described in Viewing Formatting in Smart View.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Supported Native Excel Formatting

Data source types: Oracle Hyperion Planning

Table 1 summarizes the native Excel formatting supported by Planning forms in Oracle Smart View for Office, and whether the formatting is supported when the form is viewed in the Planning web application.

Table 15-3 Native Excel Formatting Supported in Smart View and Planning

Formatting	Smart View	Planning
Font	**Font**	**Font**
Font family	Yes	Yes
Font size	Yes	Yes
Bold	Yes	Yes
Italic	Yes	Yes
Strikethrough	Yes	No
Underline	Only Single and Continuous	No
Text color	Red, Green, and Blue	Red, Green, and Blue
Background color	Plain, Solid, and Red, Green, and Blue	Plain, Red, Green, and Blue
Alignment	**Alignment**	**Alignment**
Vertical	Top, Center, and Bottom	No

Table 15-3 (Cont.) Native Excel Formatting Supported in Smart View and Planning

Formatting	Smart View	Planning
Horizontal	Left, Center, and Right	No
Indent	Only Left Indent and five levels of indent	No
Word wrap	Yes	No
Borders	**Borders**	**Borders**
Border color	Yes, can be set differently for each cell's four borders, and Red, Green, and Blue	Yes
Border width	Yes, in points	Yes
Border style	None, Solid, Double, Dotted, Dash, Dash-Dot, Dash-Dot-Dot	None, Solid
Number and date format	**Number and date format**	**Number and date format**
Number format	Decimal places, negative and positive suffixes and prefixes, negative and positive color, eight colors, Percentage, scientific format, presence of thousand separator	No
Date format	Long and Short Dates, Hours, Minutes, Seconds, AM and PM	No
Miscellaneous	**Miscellaneous**	**Miscellaneous**
Read-only	Yes	No
Column width and row height	Yes, in points	No

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Guidelines for Working with Native Excel Formatting and Planning Forms

Guidelines for Working with Native Excel Formatting and Planning Forms

Data source types: Oracle Hyperion Planning

- When designing a grid, care should be taken to avoid conflicts between custom Excel formatting and Oracle Smart View for Office cell styles.
- For some ad hoc analysis operations, not all Excel formatting may be preserved. You may need to reapply formatting after performing certain operations.
- When a saved ad hoc grid is opened, Smart View tries to preserve the formatting that was saved on the Planning server. For further ad hoc operations, existing formatting options apply; for example, **Use Excel formatting** or cell styles.

- To preserve custom Excel formatting on ad hoc operations, select the **Use Excel Formatting** and the **Move formatting on operations** options on the **Formatting** page of the **Options** dialog box.
- Formatting can affect performance, especially during ad hoc operations when the **Move formatting on operations** option is enabled.
- Saving formatting is not recommended on large forms (for example, forms of 20,000 or more cells).
- There are differences between grids rendered in Smart View and those rendered in the browser in Planning. When a saved grid is rendered in Planning, some formatting may not appear exactly as it does in Smart View. Planning will attempt to approximate the Smart View formatting.
- The Planning administrator may have defined certain formatting on a form. Planning end users can overwrite this formatting and save it on the form. It can then be merged with the administrator's formatting based on the option selected for this form in Planning by the administrator. Refer to the Planning documentation for more information.
- Save formatting functionality is not supported on composite Planning forms.
- Ad hoc analysis started from a saved Planning grid will inherit the formatting options saved as part of the grid.

  To use Smart View Cell Styles or the Use Excel Formatting option for an ad hoc grid generated from a saved grid, complete the following steps:

  1. Open the saved Planning grid as a form.
  2. In the Planning ribbon, **Formatting** group, select **Apply**, and then **None**.
  3. Click **Save** to save the form back to the Planning server.
  4. Now use the saved form to perform ad hoc analysis.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

Working Offline

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the*Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

If the Planning offline component is installed and configured for your system, you can take forms offline and perform essentially the same operations as you do when connected to a Planning server. The changes that you make to offline forms can be synchronized back to the server.

> **Note:**
>
> Offline functionality is supported for Planning on-premises only. It is not supported for Oracle Planning and Budgeting Cloud.

Related Topics:

Taking Forms Offline

Working Offline with Forms

Synchronizing Data to the Planning Server

Refreshing the Offline Form Definition and Data

Taking Forms Offline

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

You can include both online and offline forms in the same Excel workbook.

> **Note:**
>
> Currency conversion is not supported offline.

To take forms offline:

1. In Excel, connect to the Planning data source that contains the forms you want to take offline.
2. From the Planning ribbon, select **More**, and then **Take Offline**.

   The Take Offline Wizard is displayed; all forms that you can take offline are listed.
3. Expand the **Available Forms/Folders** and select folders and forms to take offline.
4. Click **Next**.
5. Double-click a dimension. You can select only one dimension.

   If you selected multiple forms, the dimensions displayed are merged from the dimensions available for the selected forms.
6. Select members and system variables from the Member Selection page.

   About member relationships:

Table 15-4 Member Relationships

Relationship	Members Included on the Form
Member	The selected member

Table 15-4 (Cont.) Member Relationships

Relationship	Members Included on the Form
Descendants	All members below the selected member
Descendants (inc)	The selected member and all its descendants
Ancestors	All members above the selected member
Ancestors (inc)	The selected member and all its ancestors
Siblings	All members from the same level in the hierarchy as the selected member, excluding the selected member
Siblings (inc)	The selected member and all its siblings
Parents	The member in the level above the selected member
Parents (inc)	The selected member and its parent
Children	All members in the level immediately below the selected member
Children (inc)	The selected member and all its children
Level 0 Descendants	All descendants of the selected member that have no children

> **Note:**
>
> Different forms may have children and page-member selections. The Page drop-down list should contain at least one member for each form from each dimension.

7. Click **OK**.
8. Repeat step 5 through step 7 to select members or system variables for each dimension in the list.
9. Click **Next**.
10. Supply a unique name and a description for the offline connection.
11. Click **Finish** to download the selected forms and members.
12. Click **OK**, and then click **Done**.

Related Topics:

Working Offline with Forms

Synchronizing Data to the Planning Server

Refreshing the Offline Form Definition and Data

Working Offline with Forms

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

To work with forms offline:

1. In Excel, from the Oracle Smart View for Office ribbon, select **Panel**.
2. From the Smart View Panel, select the offline connection.

   Online connections specify *Planning* in the Provider column; offline connections specify *Offline Planning*.
3. Right-click and select **Connect**.
4. Right-click and select **Open Form**.

> **Note:**
>
> If you have a form open while you are directly connected to the Planning server, and then take the form offline in the same session, you must reopen the form from the offline connection to work with it offline.

5. In the offline form, add or change data.
6. From the Planning menu, select **Submit Data**.

   The changed data is saved locally. You can exit Excel without losing the changed data.

Related Topics:

Taking Forms Offline

Synchronizing Data to the Planning Server

Refreshing the Offline Form Definition and Data

Synchronizing Data to the Planning Server

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

When you synchronize to the server, all data changed within a forms taken offline since the beginning of the session is saved to the server. You can sync data from all forms at once or from selected forms and members.

To save changed data to the Planning server for **all** forms and members taken offline:

1. From the Planning ribbon, select **Forms**, and then **Sync Back To Server**.
2. Log in to the Planning server.
3. Click **Sync Back All**.
4. Click **OK**.

To save changed data to the Planning server for selected forms and members taken offline:

1. From the Planning ribbon, select **Forms**, and then **Sync Back To Server**.
2. Logon to the Planning server.
3. Click **Next**.
4. Double-click a dimension.
5. From the **Member Selection** page, select members and system variables.
6. Click **OK**.
7. Repeat step 4 through 6 to select members or system variables for each dimension in the list.
8. Select **Finish** to save data.
9. Click **OK**, and then **Done**.

> **Tip:**
>
> After you reconnect to the server, check that the work that you completed offline is correct in the database. If you lose a row or column of data when you refresh a form, contact the administrator.

Related Topics:

Taking Forms Offline

Working Offline with Forms

Refreshing the Offline Form Definition and Data

Refreshing the Offline Form Definition and Data

Data source types: Oracle Hyperion Planning

If you are unfamiliar with Planning, see the *Oracle Hyperion Planning User's Guide*, available in the Oracle Help Center. To open this library, from the Smart View ribbon, select the arrow next to **Help**, and then **Documentation.**

To refresh an offline form definition:

- Updates data on the offline forms with current values from the online forms.
- Adds or deletes members or forms from the ones available during an offline session.

To update offline data and the offline form definition:

1. From the Oracle Smart View for Office menu, select **Panel**.
2. From the Smart View Panel, select the connection associated with the current offline session.
3. From the Planning menu, select **More**, and then **Offline**.

> **Note:**
>
> If you are using an offline connection and the Refresh Offline Definition option is not available, contact the Planning administrator. This option is not available if you are using an online connection.

4. Enter the user name and password for the online data source.

   Because you want to refresh the offline data from the Planning server, you must log on to the server.

5. Do one of the following:

   - Click **Refresh All** to update all members and forms taken offline with current online values and definitions. **Refresh All** maintains the current offline form definition. Skip to step 10.
   - Click **Next** to select forms, members, and system variables to update. This selection may change the form definition; only members and forms that you select remain part of the definition. Members and forms not selected are no longer available offline. Continue to step 6.

6. Double-click a dimension.

7. From the Member Selection page, select members and system variables.

   The list contains members and system variables of the selected dimension.

   Use the arrow keys to move members and system variables to or from the **Selected Members** list.

8. Click **OK**.

9. Repeat step 6 through step 8 to select members or system variables for each dimension in the list.

10. Click **Finish** to start the refresh.

11. Click **OK**, and then click **Done** after the refresh is complete.

Related Topics:

Taking Forms Offline

Working Offline with Forms

Synchronizing Data to the Planning Server

16

Smart View and Oracle Planning and Budgeting Cloud

Data source types: Oracle Planning and Budgeting Cloud

This guide provides only procedural information for using the Oracle Planning and Budgeting Cloud features that Oracle Smart View for Office supports. For other Oracle Planning and Budgeting Cloud information, see the documentation and videos available on the Oracle Help Center.

This chapter discusses features that are specific to Oracle Planning and Budgeting Cloud in Smart View.

Watch this overview video to learn about using basic Oracle Planning and Budgeting Cloud features in Smart View.

Overview video

Planning Approvals

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Oracle Hyperion Planning Approvals is the submission, review, and approval process of a planning unit. If you are assigned the Approvals role, you can perform the Approvals functions described here. For information about roles, see the administrator.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Changing Planning Unit Status

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

You can change the status of one or more planning units at a time.

To view or change the status of a planning unit:

1. Open the appropriate form.
2. From the Planning ribbon, select **Approvals**.
3. From **Manage Approvals**, select a **Scenario** and **Version**.
4. Click to display the list of planning units to which you have access.
5. **Optional:** From the view mode button, select one of the following:
   - **Flat View** to display planning units as a list.
   - **Tree View** to display planning units as a hierarchy (available only to administrators).

     From the Tree View, you can select **Start** to start a planning unit and **Exclude** to exclude a planning unit from the process.
   - **My Planning Units** to display only the planning units that you own.
6. Select the planning unit or units whose status you want to change. If the list is too long to locate the planning unit easily, you can search or apply filters to the list as described in Finding Planning Units.
7. To view details for the selected planning unit, click **Planning Unit Details**.

   The **Approval Status** tab displays a history of the process status, owner, actions taken, and the date and times the status changed.

   The **Annotations** tab displays any comments that were entered for the planning unit. See Planning Unit Annotations.
8. To change the planning unit status, click **Change Status**.

> **Note:**
>
> If you change the status of a parent entity, all of its children change, too, unless they were excluded during the First Pass state or were approved.

9. From **Approvals - Change Entity's Status**, select an action and the next owner for the planning unit.
10. **Optional**: Enter comments under **Enter Annotation**.
11. Click **Submit**.
12. **Optional:** To validate the changed planning unit, click . You can validate only one planning unit at a time.

Related Topics:

Finding Planning Units

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Finding Planning Units

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

In **Manage Approval**, you can locate planning units easily by searching or by applying a filter to the list of planning units. You can use an auto filter or select members or generations as filter criteria.

To filter the list of planning units:

1. Open Manage Approval and select a scenario and version as described in Changing Planning Unit Status.
2. Click to enable filtering.

   The filter bar, which contains filtering tools, is displayed just above the planning unit list.
3. Use one of the following procedures:
   - **Search**

     To search for a specific planning unit, enter its name in the **Planning Unit** field and click .
   - **Auto filter**
     a. From the filter bar, click the arrow in the column header for **Approvals Status**, **Sub-Status**, or **Current Owner**.
     b. Select the column value to filter by. You can apply auto filters to more than one of these columns.
   - **Filter by member selection**
     a. From the filter bar, click , and then select **Member selector**.
     b. Click , and then select members for the planning unit list
     c. Click to filter the list.
   - **Filter by generation**
     a. From the filter bar, click , and then select **Generation**.
     b. Click , and then select one or more generations to display in the planning unit list.
     c. Click to filter the list.
     d. Click **OK**.
4. **Optional:** To undo your filter selections before applying the filter, click .

Related Topics:

Changing Planning Unit Status

Planning Unit Promotional Path

Planning Unit Annotations

Out of Office Assistant

Planning Unit Promotional Path

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Planning units move from person to person and department to department based on the following:

- The owners and reviewers assigned to the planning unit
- The planning unit place in the hierarchy

To view the promotional path of a planning unit in graphical form:

1. From the Planning ribbon, select **Approvals**.
2. From **Manage Approvals**, select a **Scenario** and **Version**.
3. Click **Go** to display the list of planning units to which you have access.
4. Select a planning unit.
5. Click .

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Annotations

Out of Office Assistant

Planning Unit Annotations

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

You can add or view comments about data in a planning unit that is started. Annotations can vary by combinations of scenario, version, and entity members.

To add a planning unit annotation:

1. From the Planning ribbon, select **Approvals**.

2. From **Manage Approvals**, select a **Scenario** and **Version**.
3. Click **Go** to display the list of planning units to which you have access.
4. Select the planning unit for which you want to add an annotation. To filter the list, see Finding Planning Units.
5. **Optional:** To view existing annotations for the selected planning unit, click **Planning Unit Details** and then the **Annotations** tab.
6. Click .
7. In **Approvals - Add Annotation**, enter a title and annotations (up to 1500 characters). On multibyte systems, Oracle recommends limiting annotations to 750 characters. You can enter URLs and links as well as text.
8. Click **Submit**.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Out of Office Assistant

Out of Office Assistant

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

You can set up the Out of Office Assistant to reassign planning units that arrive while you are out of the office.

To set up the Out of Office Assistant:

1. From the Planning ribbon, select **Approvals**.
2. From **Manage Approvals**, select **Out of Office Assistant**.
3. From **Out of Office Assistant**, select **I am Currently Out of Office**.
4. From Select Action, select an action and next owner for planning units that arrive while you are out of the office.
5. **Optional:** Enter an annotation.
6. Click **Submit**.

Related Topics:

Changing Planning Unit Status

Finding Planning Units

Planning Unit Promotional Path

Out of Office Assistant

Monitoring Planning Job Status

Data source types: Oracle Planning and Budgeting Cloud

You view the execution status of Planning jobs and delete them if needed on the **Job Console**.

Watch this tutorial video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including a brief discussion on monitoring job status.

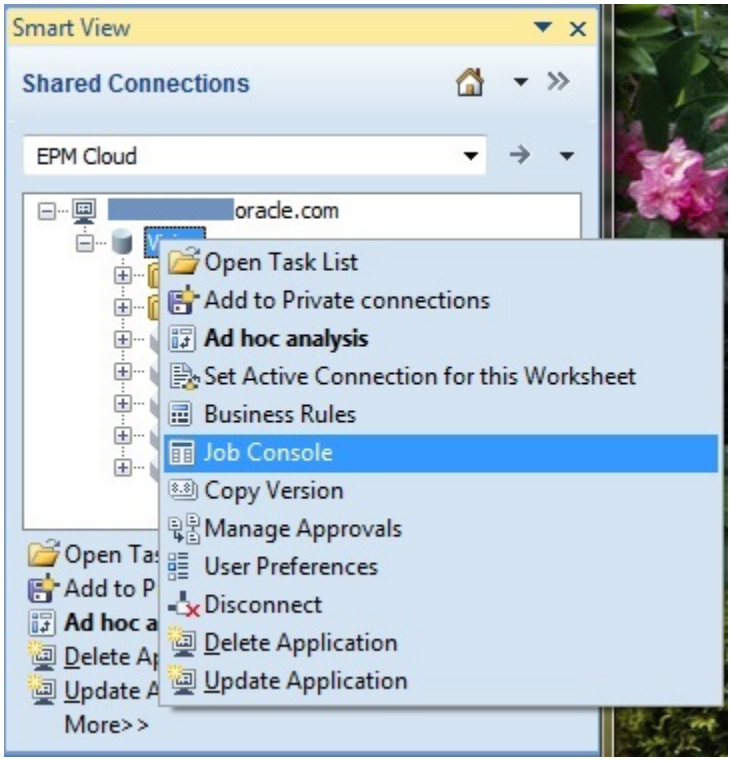
Tutorial video

> **Tip:**
>
> If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

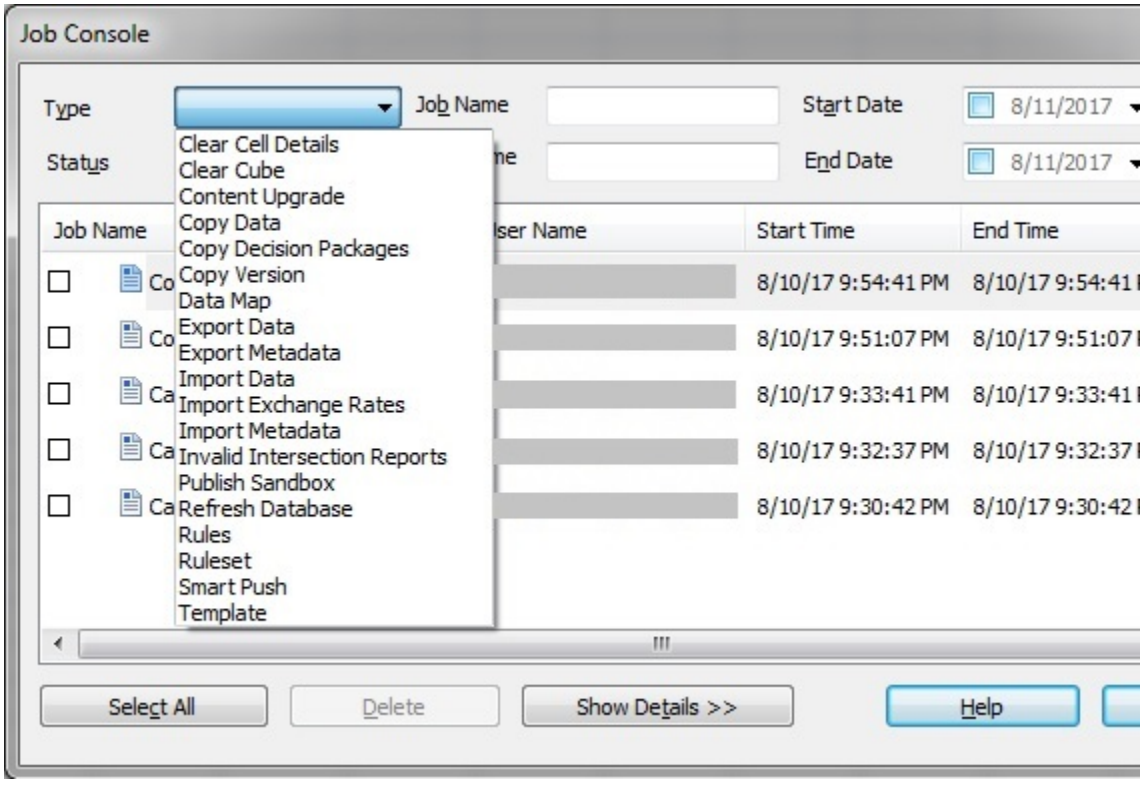
To check the execution status of jobs:

1. In the Smart View Panel, right-click the application name and select **Job Console** from the context menu.

   Alternatively, select the application name, and in the Action Panel, select **More**, and then **Job Console**.



   The **Job Console** is displayed.



By default, all jobs are displayed in the **Job Console**.

The following steps show you how to filter jobs by job type or status, view details about jobs, and delete jobs.

> **Note:**
>
> You cannot cancel or start jobs from the **Job Console**.

2. To filter the list of jobs in the **Job Console**, from the filter criteria area at the top of the dialog, use any of the following job criteria:
   - **Type**—From the drop-down menu, select a job type. For example, some job types are:
     - Clear Cell Details
     - Copy Data
     - Refresh Database
     - Rules
     - Smart Push

     This is a partial list of job types. Your administrator configures the job types available to you. Administrators can view all job types.
   - **Status**—From the drop-down menu, select a job status. For example, some job statuses are:
     - Completed

  - Completed with Errors
  - Error
  - Processing

  This is a partial list of job statuses. Your administrator configures the job statuses available to you. Administrators can view all job statuses.

- **Job Name**
- **User Name**
- **Start Date**
- **End Date**

3. Click **Go**.

   The **Job Console** displays the jobs matching your selection criteria.

4. **Optional:** To get more detailed information on job execution, , select the job and click **Show Details.**

   To see details for all jobs in the list, click **Select All**, and then click **Show Details.**.

5. **Optional:** To delete a job , select the job and click **Delete**.

   To delete all jobs in the list, click **Select All**, and then click **Delete**.

   Deleting a job only deletes it from the list in the **Job Console**. It does not cancel a job.

Searching for a Page in Planning

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

If the Oracle Hyperion Planning administrator sets up multiple page dimensions for a form, you select the page with the data you require from the page drop-down menu. To search for a page in Planning:

1. Click in the page dimension that you want to search to highlight it.
2. From the drop-down menu, select the page name containing the data with which you want to work.

Copying Versions

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

You can copy data from one bottom-up or target version of a selected scenario to another bottom-up or target version within the same scenario. For example, you can create a Best Case version and copy some or all the data in that version to a Worst Case version to quickly create a starting point for the new version.

You can copy between bottom-up and target versions.

- When you copy to a bottom-up version, only the selected level 0 members are copied.
- When you copy to a target version, all selected members are copied.
- To protect data in approved planning units, copying a version does not copy to approved planning units.

> **Note:**
>
> To successfully copy data, when specifying the copy data criteria, you must select at least one member for the Scenario, Account, Entity, Period, and Version dimensions.

To copy a version:

1. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Copy Version**.
2. From **Scenario**, select the scenario to copy.
3. From **Copy From**, select the source version.
4. From **Copy To**, select the destination version.
5. Click **Go** to display the available entities (planning units) for the selected source version.
6. Use the arrow keys to select entities from **Available Entities.** You can copy entities with a Process Status of Not Started or First Pass.
7. **Optional:** To copy associated information, select any of these options:
   - Copy Account Annotations. Only annotations for selected entities are copied. If you are copying to a bottom-up version, only level 0 entities (and their annotations) are copied.
   - Copy Cell text and Document links
   - Copy Supporting Details
8. Click **Copy Data.**

> **Note:**
>
> Wait for the Copy Version completion message before loading another Web page.

Composite Forms

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

To open a Oracle Hyperion Planning composite form:

1. Connect to a Planning data source that contains composite forms.
2. From the Connections tree list, double-click a composite form (indicated by).

   The composite form opens in a new Excel workbook with each subform displayed in a separate worksheet.

Oracle Smart View for Office supports Planning master composite forms.

Working with Planning Business Rules

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

In Oracle Hyperion Planning forms and ad hoc grids, you can use business rules to calculate data in Oracle Essbase. Some business rules prompt you to enter information, called a *runtime prompt*.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including a brief discussion of business rules.

Overview video

Related Topics:

Launching Business Rules in Excel

Entering Runtime Prompts

Executing the Calculate Form and Calculate Currencies Business Rules

Launching Business Rules in Excel

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

To launch a business rule in Excel to recalculate data in Oracle Essbase:

1. Open a Planning ad hoc grid or form (single or composite).
2. Save any unsaved data.

   Unsaved data is lost when you launch a business rule.
3. From the Oracle Hyperion Planning ribbon, select **Calculate**, and then **Business Rules**.

4. From **Business Rules**, under **Plan Type**, select the plan type associated with the rule you want to use.
5. Select a rule from the rules listed for that plan type, and then click **Launch**.

   If the business rule includes runtime prompts, enter the information described in Entering Runtime Prompts.

> **Note:**
>
> Oracle Planning and Budgeting Cloud administrators: During form design in Oracle Planning and Budgeting Cloud, rules with runtime prompts directly attached to a composite form with **Run on Save** enabled are not supported in Oracle Smart View for Office. You should always attach rules to a simple form, enable **Run on Save**, then attach the business rules from the simple to the composite form. This way, all runtime prompt values are picked up correctly from the form context and the business rules launch successfully.

   If the calculation is successful, the values in the Essbase database reflect the results of the calculation.
6. Click **Close**.
7. From the Smart View ribbon, select **Refresh**.

Related Topics:

Entering Runtime Prompts

Executing the Calculate Form and Calculate Currencies Business Rules

Entering Runtime Prompts

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

When launched, a business rule can prompt you to enter variable information, called a *runtime prompt*. The business rule designer sets up runtime prompts.

To enter a runtime prompt:

1. Launch a business rule having a runtime prompt.
2. Enter or select the input type specified by the runtime prompt, summarized in the following table:

Table 16-1 Runtime Prompts and Expected Input

Icon	Expected Input Type
	One member selection
	Multiple member selections

Table 16-1 (Cont.) Runtime Prompts and Expected Input

Icon	Expected Input Type
	Numeric value (either entered or selected from cell drop-down menu)
	Text value—Use only with enhanced calculation scripts, not with graphical scripts
	Dimension from the database—Use only with enhanced calculation scripts, not with graphical scripts
	For Calculation Manager business rules only: A member or member combination that includes only one member from each dimension the designer has set for this runtime prompt (for example: Sales -> Actual -> Jan refers to the member intersection of Sales, Actual, and January)
	For Calculation Manager business rules only: A range of members, selectable from each dimension the designer has set for this runtime prompt (for example: IDescendants("Marketing"),FY08)

Ensure that the runtime prompts are valid. You cannot launch a business rule until all runtime prompt values are valid.

3. Click **Launch**.

   If the calculation is successful, the values in the database reflect the calculation results.

Related Topics:

Launching Business Rules in Excel

Executing the Calculate Form and Calculate Currencies Business Rules

Executing the Calculate Form and Calculate Currencies Business Rules

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

The Calculate Data Form business rule is created for each form to calculate subtotals. The Calculate Currencies business rule is created for forms that include multiple currencies in a row, column, or page to enable the conversion of values among available currencies.

The order in which business rules are launched is important and may affect the data. If you plan to launch both Calculate Data Form and the Calculate Currencies business rules, always run the conversions before subtotaling the form.

To launch the Calculate Data Form and Calculate Currencies business rules in Excel:

1. Open a form.

   Any data that is not saved on the spreadsheet is lost when you launch the business rule.

2. From the Planning ribbon, select **Calculate**, and then **Rules on Form**.

   The business rules associated with the form are displayed in the Business Rules dialog box.

3. Complete one or both of the following actions:

   - To convert currencies, select **Calculate Currencies**.
   - To calculate subtotals, select **Calculate Data Forms**.

4. Click **Launch**.

   If the calculation is successful, the values in the Oracle Essbase database reflect the results of the calculation.

Related Topics:

Launching Business Rules in Excel

Entering Runtime Prompts

Spreading Data

Data source types: Oracle Planning and Budgeting Cloud

Spreading Data for Time Periods

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

In a form, the spreading rules for time periods are set in Oracle Hyperion Planning as part of the as part of the Planning dimension property settings. When you work with a form in Excel, and depending on how the form was set up by the administrator, data values can be spread, or distributed, in several ways:

- Spread the value of a summary time period to its base time periods or to the first parent or first child of the parent time period
- Spread values among children and parents proportionally, based on existing distribution
- Spread values based on the weekly distribution of a quarter, which could be 4-4-5, 5-4-4, 4-5-4, or None (as set up by the budget administrator)
- Temporarily lock the values of certain cells while spreading data over time periods (see Spreading Data with Cell Locking)

- Spread values for different time periods using a different spreading rule for each separate time period on the same row or column dimension. For example, FY2013 can have formula fill, and FY2014 can have flow.

  This type of spreading requires Planning Release 11.1.2.3.500 or later.

Notes

- You cannot spread data in a summary time period that includes members with mixed currency types.
- Excel formulas in child cells are ignored during spreading.

To spread data for time periods:

1. Open a form.
2. Select a cell and enter a new value.

   The value is distributed according to the rules described in “Adjusting and Spreading Data” in the *Oracle Hyperion Planning User's Guide*
3. Click **Save**.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Grid Spread

Spreading Values Using Mass Allocation

Spreading Data with Cell Locking

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

When spreading data over time periods, you can temporarily lock the values of one or more cells to preserve their values when other values are recalculated. You can spread data across time periods based on various calculations and visually review the changes before committing them to the database. For examples of spreading with cell locking, see the *Oracle Hyperion Planning User's Guide*.

To temporarily lock values:

1. Open a form.
2. In the form, select the cell or group of cells that you want to lock.
3. From the Oracle Hyperion Planning ribbon, select **Lock**.

   A color change indicates that a cell is locked. You can now spread or manipulate data in the other cells however you want, without affecting the locked cells.
4. To unlock a cell, refresh the grid.

Related Topics:

Spreading Values Using Grid Spread

Spreading Values Using Mass Allocation

Spreading Values Using Grid Spread

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

If your administrator has enabled Grid Spread, you can specify an amount or percentage to increase or decrease values across multiple dimensions on the grid, based on the existing values in the target cells. When calculating the spread data, read-only and locked cells and cells having supporting detail are ignored. Data integrity is ensured because values can be spread only to cells to which you have access.

To spread values using Grid Spread:

1. Put the cursor in the Subtotal or Total source cell whose value you want to spread to target cells.
2. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Grid Spread.**
3. From the drop-down menu, select one of these options:
   - **Value** to increase or decrease values by a specified amount
   - **Percentage** to increase or decrease values by a percentage
4. Select **Increase By** or **Decrease By** and enter a value or percentage.
5. In **Spread Value**, enter the actual spread value that you want.

   For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/**Decrease By** options or text box in step 4.

   Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

> **Note:**
>
> Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6. Select a spreading pattern:
   - **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
   - **Evenly Split** to spread the value evenly among the target cells
   - **Fill** to replace the value in all target cells

   Your administrator can add other spreading patterns.
7. Click **Spread**. The specified value or percentage is spread across the target cells, replacing former values with new ones.

8. To save the new values, click **Save**.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Mass Allocation

Spreading Values Using Mass Allocation

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Using mass allocation, you can spread data to all descendents of a source cell and across all dimensions. Spreading by mass allocation spreads data to cells not displayed on the grid and does not require that you have access to the target cells.

Mass allocation is available only for forms, which must be enabled for mass allocation by the administrator. You must be provisioned with the Mass Allocate role to use mass allocation.

> **Note:**
>
> Mass allocation cannot be undone.

To spread values by mass allocation:

1. Put the cursor in the Total or Subtotal cell whose value you want to spread.
2. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Adjust**, and then **Mass Allocate**.
3. Enter a new value in Spread Value to replace the current value, or from the drop-down menu, select one of the following options:
   - **Value** to increase or decrease values by a specified amount
   - **Percentage** to increase or decrease values by a percentage
4. Select **Increase By** or **Decrease By** and enter a value or percentage.
5. In **Spread Value**, enter the actual spread value that you want.

   For example, if the **Current Value** is 100 and you want the spread value to be 125, enter 125 directly in **Spread Value** and do nothing with the **Increase By**/ **Decrease By** options or text box in step 4.

   Alternatively, you can enter 25 in **Increase By**, and 125 will be displayed in **Spread Value**.

> **Note:**
>
> Entering a value in **Spread Value** has no effect on the **Increase By**/**Decrease By** text box. But when you enter a value in **Increase By**/**Decrease By**, the spread value is reflected in the **Spread Value** text box.

6. Select the Spread Type for allocating the specified value or percentage across the target cells:
   - **Proportional Spread** to spread the value proportionally, based on the existing values in the target cells (the default)
   - **Evenly Split** to spread the value evenly among the target cells
   - **Fill** to replace the value in all target cells
   - **Relational Spread** to spread into the selected cells based on values that exist in a different source location. Selecting this option displays the currently selected members for each dimension in the **Selected** column.

   Your administrator can add other spreading patterns.
7. Click Spread. The new values are automatically saved.

Related Topics:

Spreading Data with Cell Locking

Spreading Values Using Grid Spread

Member Formula

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

> **Note:**
>
> In the Oracle Hyperion Planning web interface, the **Member Formulas** property must be enabled in the form before you can view formulas in Oracle Smart View for Office. Users with the proper permissions should open the form in Planning, go to the **Layout** tab, then **Dimension Properties**, and then select **Member Formulas**.

You can view the underlying formula in cells that contain a formula. Such cells can be indicated on the grid by a cell style specified in the Options window. To view a member formula:

1. Select the member whose formula you want to view.
2. From the Planning or Planning Ad Hoc ribbon, select **More**, and then **Member Formula**.

   Details of the formula are displayed.

Supporting Detail

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It can include text, values, and operators that define how data aggregates.

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Adding Supporting Detail

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Use the Supporting Detail window to set how detail items aggregate to cell values in a form.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including adding supporting detail.

Overview video

To add supporting detail that calculates values in a form or ad hoc grid:

1. Open a form, and then select the cells.

   You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Cell Actions** and then **Supporting Detail**.

   The Supporting Detail window reflects your cell selection.

3. Enter a description over the initial “untitled” text.

   The text and its associated operator must be unique among children of the same parent. By default, you can enter up to 1,500 characters.

4. Use the buttons to create or change the indented hierarchy to reflect the desired structure and calculations.

For example, click Add Child to add a line item directly below the selected item.

5. Set the mathematical relationships among the line items by selecting an operator for each of them.

   Select from these operators:

Operator	Function
+	Add
-	Subtract
*	Multiple
/	Divide
~	Ignore

6. Enter data to set or calculate.

   Enter numbers using the same scaling that was set up for the form.

7. Click **Save**.

   Values are dynamically calculated and aggregated before the data is saved. Data on the form is also saved.

Related Topics:

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Working with the Supporting Detail Hierarchy

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

The supporting detail hierarchy should reflect the type of information that supports the cell values and the mathematical operators that create the relationships.

To create or change the supporting detail hierarchy:

1. In a form, select the cells with supporting detail.
2. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
3. Create or change the rows in the hierarchy that provide the detail for the data values by putting the cursor on an item and clicking the options in this table:

Table 16-2 Supporting Detail options and Their Results

Option	Result
Add Child	Adds an item one level below the selected cell. You can add an unlimited number of children, but consider its potential performance impact.

Table 16-2 (Cont.) Supporting Detail options and Their Results

Option	Result
Add Sibling	Adds an item at the same level as the selected cell. You can add an unlimited number of siblings, but consider its potential performance impact.
Delete	Removes the selected item
Delete All	Simultaneously removes all supporting detail
Promote	Moves the selected item to the next-higher level
Demote	Moves the selected item to the next-lower level
Move Up	Moves the selected item to before its sibling predecessor
Move Down	Moves the selected item to after its sibling successor
Duplicate Row	Adds a row below the selected item, duplicating its structure (text, operator, and values)
Fill	For rows, copies the data from the current cell to the cells to its right
Refresh	Gets the latest stored database values, restoring the previously saved values, and possibly overwriting changes you just made.

4. Click **Save**.

   The save operation stores the detail text, values, and aggregate values.

Related Topics:

Adding Supporting Detail

Viewing or Changing Supporting Detail

Synchronizing Supporting Detail with Essbase

Viewing or Changing Supporting Detail

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

Cells that contain supporting detail can be indicated on the grid by a cell style specified in the Options dialog box.

To view or change calculations or supporting data:

1. Open a form, and select the cells for which to view or add detail.

You can select one cell or a range of contiguous cells in a row or column. The section cannot include a combination of rows and columns. Select cells that are in the local currency so that you can write to them.

2. From the Oracle Hyperion Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
3. View or change the line items or calculations that aggregate the data in the selected cells.

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Synchronizing Supporting Detail with Essbase

Synchronizing Supporting Detail with Essbase

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

In Oracle Hyperion Planning applications, when you delete supporting detail for a cell, you affect the associated value in the relational database. You specify how to handle the stored Oracle Essbase value. You can set it to `#Missing` or leave it as it was before the supporting detail was deleted. This feature is useful if you want to use supporting detail as a scratch pad or calculator.

To synchronize supporting detail with Essbase:

1. Open a form.
2. In the form, click the cell that has the supporting detail you want to remove.
3. From the Planning or Planning Ad Hoc ribbon, select **Supporting Detail**.
4. In the **Supporting Detail** window, delete the information, and then click **OK**.
5. Select an option from the displayed message to specify how to handle the aggregate value of the deleted supporting detail stored in Essbase:
   - To delete the value from Essbase, click **Yes, set the value(s) to #Missing.**
   - To leave the data value in Essbase as is, click **No, leave the value(s) as is.**

Related Topics:

Adding Supporting Detail

Working with the Supporting Detail Hierarchy

Viewing or Changing Supporting Detail

Setting Planning Preferences

Data source types: Oracle Planning and Budgeting Cloud

If you are unfamiliar with Oracle Planning and Budgeting Cloud, see the Oracle Planning and Budgeting Cloud documentation and videos available on the Oracle Help Center.

To set user preferences for a Oracle Hyperion Planning application:

1. From the tree list in the Smart View Panel, select an application.
2. Right-click, and then select **User Preferences**.
3. From **Preferences**, specify options for the following
   - **Application Settings:** Manage email options, specify alias settings, set options for approvals, and specify out of office settings.

> **Note:**
>
> Changes to the alias table require you to disconnect from the provider, and reconnect to take effect.

   - **Display Settings:** Set number formatting, remember selected page members, allow a search if the number of pages exceeds a number you specify, set member indentation, use consolidation operators, perform partial grid fetch, specify number of members on each Dimensions Page, display specified record on each Assign Access Page, set date formatting.
   - **User Variables:** Variables set up by the Planning administrator to help you navigate large forms and grids.

Saving Native Excel Formatting to Planning

Data source types: Oracle Planning and Budgeting Cloud

Oracle Smart View for Office provides a way for users to save native Excel formatting back to the Oracle Hyperion Planning server as part of a form or ad hoc grid. The saved formatting is applied in both the Planning browser interface and when the form is rendered within Excel. You can then choose how to display the formatting in Smart View. This functionality is in addition to the existing Smart View cell styles functionality.

See also Cell Styles.

These formatting options are available in the **Formatting** group of the Planning ribbon, shown in Figure 1.

Figure 16-1 Formatting Options

Saving Excel Formatting on a Planning Form

Data source types: Oracle Planning and Budgeting Cloud

To save Excel formatting on a Oracle Hyperion Planning form:

1. Open a Planning form for editing in Oracle Smart View for Office.
2. Use native Excel formatting features to apply the formatting to the sheet.
3. On the Planning ribbon, select **Save** from the **Formatting** group.
4. Go to Viewing Formatting in Smart View to choose a viewing option.

Related Topics:

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Viewing Formatting in Smart View

Data source types: Oracle Planning and Budgeting Cloud

Once a form is rendered within Excel, Oracle Smart View for Office provides the options to view the formatting on a sheet. These options are accessed from the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon.

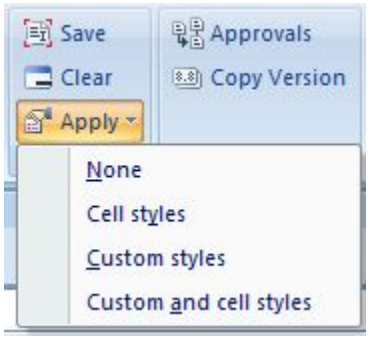
> **Tip:**
>
> The **Apply** options are *viewing* options only and allow you to display the cell styles and native Excel formatting that were previously saved on a form.

To toggle between formatting view options on a Oracle Hyperion Planning form:

1. Open a Planning form and click the **Apply** button within the **Formatting** group on the Planning Ad Hoc ribbon (see Figure 1).

   The Apply options are displayed. The initial state before any option is selected is that no option is selected. Once an option is selected, the last option selection will be preserved the next time the form is opened.

Figure 16-2 Apply Options



2. Select an option:

   - **None**—Applies no styles (Excel formatting or Smart View cell styles) to the sheet. Though cell styles or custom styles may exist on the sheet, neither are shown when selecting this option. They are preserved, however, if you want to display them later using the **Cell styles**, **Custom styles**, or **Custom and cell styles** options.
   - **Cell styles**—Applies only Smart View cell styles to the sheet, as described in the "Cell Styles" topic.
   - **Custom styles**—Applies only custom user-defined native Excel formatting to the sheet.
   - **Custom and cell styles**—Applies both Excel formatting and Smart View cell styles to the sheet. Note that when you select **Custom and cell styles**, cell styles take precedent over custom Excel formatting.

   Related Topics:

   Saving Excel Formatting on a Planning Form

   Clearing Formatting

   Saving Excel Formatting From an Ad Hoc Grid

   Supported Native Excel Formatting

   Guidelines for Working with Native Excel Formatting and Planning Forms

Clearing Formatting

Data source types: Oracle Planning and Budgeting Cloud

To clear the formatting associated with a form or ad hoc grid, select **Clear** from the **Formatting** group on the Planning ribbon.

Selecting the **Clear** option removes any Excel formatting associated with the form or grid on the Oracle Hyperion Planning server. Note that you can still work with cell styles functionality since cell styles are not dependent on any custom formatting that is saved.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Saving Excel Formatting From an Ad Hoc Grid

Data source types: Oracle Planning and Budgeting Cloud

To save formatting from an ad hoc grid:

1. Perform ad hoc analysis to create a grid to save.
2. Use Excel native formatting features to format the grid.
3. From the Planning Ad Hoc ribbon, select **Save Ad Hoc Grid**.
4. In the **Save Grid As** dialog box, select the **Submit Formatting** option when saving the ad hoc grid as a form.

   You can now open the saved form and choose a viewing option as described in Viewing Formatting in Smart View.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Supported Native Excel Formatting

Guidelines for Working with Native Excel Formatting and Planning Forms

Supported Native Excel Formatting

Data source types: Oracle Planning and Budgeting Cloud

Table 1 summarizes the native Excel formatting supported by Oracle Hyperion Planning forms in Oracle Smart View for Office, and whether the formatting is supported when the form is viewed in the Planning web application.

Table 16-3 Supported Native Excel Formatting

Formatting	Smart View	Oracle Planning and Budgeting Cloud
Font	**Font**	**Font**
Font family	Yes	Yes
Font size	Yes	Yes
Bold	Yes	Yes
Italic	Yes	Yes
Strikethrough	Yes	No
Underline	Only single and Continuous	No
Text color	Red, Green, and Blue	Red, Green, and Blue
Background color	Plain, Solid, and Red, Green, and Blue	Plain, Red, Green, and Blue

Table 16-3 (Cont.) Supported Native Excel Formatting

Formatting	Smart View	Oracle Planning and Budgeting Cloud
Alignment	**Alignment**	**Alignment**
Vertical	Top, Center, and Bottom	No
Horizontal	Left, Center, and Right	No
Indent	Only Left Indent and five levels of indent	No
Word wrap	Yes	No
Borders	**Borders**	**Borders**
Border color	Yes, can be set differently for each cell's four borders, and Red, Green, and Blue	Yes
Border width	Yes, in points	Yes
Border style	None, Solid, double, Dotted, Dash, Dash-Dot, Dash-Dot-Dot	None, Solid
Number and date format	**Number and date format**	**Number and date format**
Number format	Decimal places, negative and positive suffixes and prefixes, negative and positive color, eight colors, Percentage, scientific format, presence of thousand separator	No
Date format	Long and Short Dates, Hours, Minutes, Seconds, AM and PM	No
Miscellaneous	**Miscellaneous**	**Miscellaneous**
Read-only	Yes	No
Column width and row height	Yes, in points	No

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Guidelines for Working with Native Excel Formatting and Planning Forms

Guidelines for Working with Native Excel Formatting and Planning Forms

Data source types: Oracle Planning and Budgeting Cloud

- When designing a grid, care should be taken to avoid conflicts between custom Excel formatting and Oracle Smart View for Office cell styles.
- For some ad hoc analysis operations, not all Excel formatting may be preserved. You may need to reapply formatting after performing certain operations.

- When a saved ad hoc grid is opened, Smart View tries to preserve the formatting that was saved on the Planning server. For further ad hoc operations, existing formatting options apply; for example, **Use Excel formatting** or cell styles.
- To preserve custom Excel formatting on ad hoc operations, select the **Use Excel Formatting** and the **Move formatting on operations** options on the **Formatting** page of the **Options** dialog box.
- Formatting can affect performance, especially during ad hoc operations when the **Move formatting on operations** option is enabled.
- Saving formatting is not recommended on large forms (for example, forms of 20,000 or more cells).
- There are differences between grids rendered in Smart View and those rendered in the browser in Oracle Hyperion Planning. When a saved grid is rendered in Planning, some formatting may not appear exactly as it does in Smart View. Planning will attempt to approximate the Smart View formatting.
- The Planning administrator may have defined certain formatting on a form. Planning end users can overwrite this formatting and save it on the form. It can then be merged with the administrator's formatting based on the option selected for this form in Planning by the administrator. Refer to the Planning documentation for more information.
- Save formatting functionality is not supported on composite Planning forms.
- Ad hoc analysis started from a saved Planning grid will inherit the formatting options saved as part of the grid.

  To use Smart View Cell Styles or the Use Excel Formatting option for an ad hoc grid generated from a saved grid, complete the following steps:

  1. Open the saved Planning grid as a form.
  2. In the Planning ribbon, **Formatting** group, select **Apply**, and then **None**.
  3. Click **Save** to save the form back to the Planning server.
  4. Now use the saved form to perform ad hoc analysis.

Related Topics:

Saving Excel Formatting on a Planning Form

Viewing Formatting in Smart View

Clearing Formatting

Saving Excel Formatting From an Ad Hoc Grid

Supported Native Excel Formatting

17

Smart View and Oracle Profitability and Cost Management Cloud

Related Topics:

- About Smart View and Oracle Profitability and Cost Management Cloud
- Running the Smart View Installer
- Creating Data Source Connections to Oracle Profitability and Cost Management Cloud

About Smart View and Oracle Profitability and Cost Management Cloud

To maximize profitability, a business must be able to accurately measure, allocate, and manage costs and revenue. Oracle Profitability and Cost Management Cloud is an analytic software tool that manages the cost and revenue allocations that are necessary to compute profitability for a business segment, such as a product, customer, region, or branch. Oracle Profitability and Cost Management Cloud enables you to use cost decomposition, consumption-based costing and scenario-playing to measure profitability for effective planning and decision support.

Use the topics in this chapter to install and connect to Oracle Profitability and Cost Management Cloud:

- Running the Smart View Installer
- Creating Data Source Connections to Oracle Profitability and Cost Management Cloud

Then you are ready to begin working with data in Oracle Profitability and Cost Management Cloud. Information on using Oracle Smart View for Office with Oracle Profitability and Cost Management Cloud is contained throughout this guide:

- Dimensions and Members
- Data and Data Cells
- Ad Hoc Analysis
- General Operations
- Smart Query
- Smart Slices
- The Query Designer and MDX Queries
- Smart View Options
- Functions
- Free-Form Mode

- Smart View Diagnostics

Running the Smart View Installer

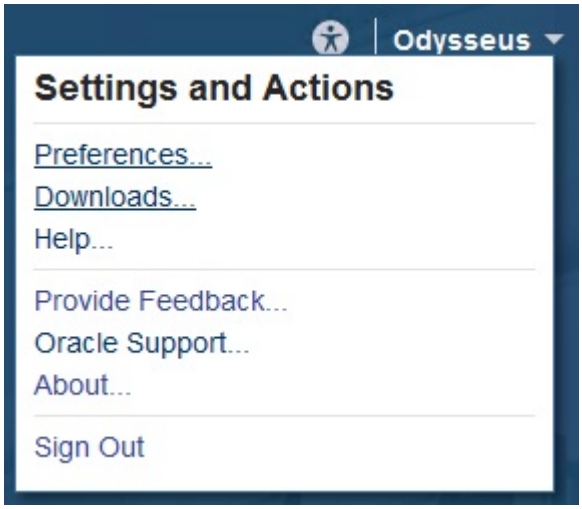
Smart View Prerequisites

- The latest release of Oracle Smart View for Office

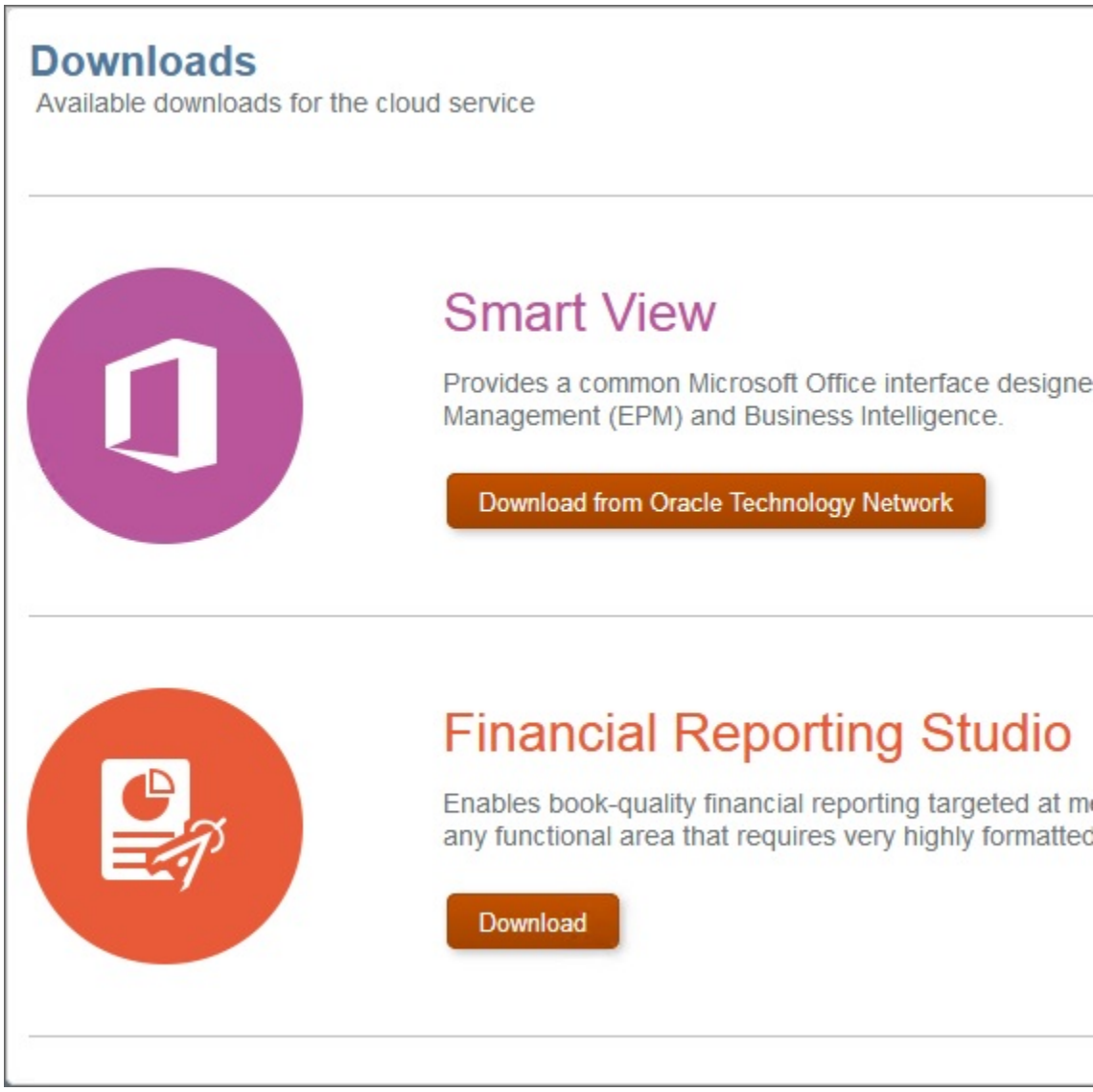
  On the Oracle Technology Network, **Downloads** tab, the latest release for Smart View is always certified.
- Microsoft Office
- Microsoft .NET Framework

Installing Smart View

1. Start Oracle Profitability and Cost Management Cloud in a web browser, and log in with your user name and password.
2. In the upper-right corner of the Oracle Profitability and Cost Management Cloud web interface, select the arrow next to your user name to display the user menu.
3. From the user menu, select **Downloads**, and then select **Smart View**.



4. In **Downloads**, under **Smart View**, click **Download From Oracle Technology Network**.



5. On the Smart View download page on Oracle Technology Network, click **Accept License Agreement**, and then click **Download Now**.

   If the Oracle sign-in page is displayed, then sign in with your Oracle user name (usually your email address) and password.

6. Follow the steps for your browser to download the .zip file, and save it to a folder on your computer.

7. Go to the folder that you used in step 6, and then double click `smartview.exe` to start the installation wizard.

8. Select a destination folder for Smart View, and then click **OK**.

   For new installations, Smart View is installed by default in: `C:\Oracle\smartview`. If you are upgrading an installation of Smart View, then the installer defaults to the folder where you previously installed Smart View.

9. When the installation is complete, click **OK**.

Continue the setup process with Creating Data Source Connections to Oracle Profitability and Cost Management Cloud.

Creating Data Source Connections to Oracle Profitability and Cost Management Cloud

After you install Oracle Smart View for Office, you can create connections to Oracle Profitability and Cost Management Cloud.

Connections require information about the server and port. Your cloud service administrator should provide you with the information you need to create the connection. Use the quick connection method to create a private connection to the cloud service.

To create a private connection using the quick connection method:

1. In Excel, select the Smart View ribbon, and then click Panel.
2. On the Smart View Panel, **Private Connections**.
3. Still in the Smart View Panel, in the text box, enter the URL for the data source to which you want to connect.

   The URL syntax:

   `https://serviceURL/aps/smartview`

4. Click Go, or press **Enter**.
5. On the login window, enter your login credentials, and then select a data source from the drop-down menu.

You can now begin working with data in Oracle Profitability and Cost Management Cloud. See the functional areas listed in About Smart View and Oracle Profitability and Cost Management Cloud for more information.

18

Smart View and Reporting and Analysis

> **Note:**
>
> In this chapter, references to Oracle Hyperion Financial Reporting apply to both the on-premises and cloud versions of Financial Reporting.

Importing Reporting and Analysis Documents

Using Oracle Smart View for Office, you can import Oracle Hyperion Reporting and Analysis documents into Microsoft Excel, Word, or PowerPoint.

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

Table 18-1 Reporting and Analysis Applications

Reporting and Analysis Application	What You Can Import
Financial Reporting On-Premises and Oracle Planning and Budgeting Cloud	Reports
Oracle Hyperion Web Analysis	Reports
Oracle Hyperion Interactive Reporting	Reports Charts Dashboards Using the latest run of BQY jobs, Interactive Reporting supports refresh capabilities
Oracle Hyperion SQR Production Reporting	Jobs Job outputs

Related Topics:

Importing Financial Reporting Documents

Importing Web Analysis Documents

Importing Interactive Reporting Documents

Importing Production Reporting Documents

Editing and Refreshing Documents

In Office, you can edit and refresh documents that were previously imported from Oracle Hyperion Enterprise Performance Management Workspace and Oracle Planning and Budgeting Cloud. The Oracle Smart View for Office ribbon or menu provides the following edit and refresh options:

- Edit—change filters, POVs, or parameters of embedded EPM Workspace and Oracle Planning and Budgeting Cloud documents.
- Refresh—refresh the selected job with the latest EPM Workspace and Oracle Planning and Budgeting Cloud data. Only the job selected in Office is updated; not the entire Office document.
- Refresh All— update all jobs in the Office document.

General edit and refresh behavior

- When you refresh an imported document in which pages have been deleted, only the remaining pages are refreshed. The deleted pages are not reinstated.
- If editing or refreshing results in fewer pages in an imported document, the removed pages display as blanks pages in Office.
- If editing or refreshing results in more pages in an imported document, those pages are appended to the document in Office.
- Formatting headings and comments are retained when you refresh in Word and PowerPoint but not when you refresh in Excel.

Maintaining cell references during document refresh

In Excel, a customized worksheet that references imported document cells or ranges is updated when you execute a Refresh All on the imported documents. For example, imported worksheet A and B are referenced in customized worksheet C. When you execute Refresh All on worksheet A and B, worksheet C is refreshed with updated data from worksheets A and B.

Refreshing Reporting and Analysis Documents

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

Refreshing updates the report with the latest data from Oracle Hyperion Enterprise Performance Management Workspace and Oracle Planning and Budgeting Cloud.

Refresh Behaviors in Production Reporting and Interactive Reporting

- In Word, if a report is selected, the entire report is refreshed. If no report is selected, the first report found in the document is refreshed. The first report is not necessarily the report at the beginning of the document.
- In PowerPoint, if no report is selected, the first report found in the slide is updated.

When refreshing job outputs in Oracle Hyperion SQR Production Reporting, new outputs in EPM Workspace are updated.

Refresh Behaviors in Financial Reporting and Web Analysis

- You must select a page in the report to refresh. In Word and PowerPoint, if you do not select any pages when refreshing, a message is displaying stating that no pages are updated.
- If you select Refresh, all pages of the report are refreshed. If you select Refresh All, then all reports in the document are refreshed.

Refreshing Reporting and Analysis documents against Essbase or Financial Management connections

> **Note:**
>
> This applies to Financial Reporting and Oracle Hyperion Web Analysis reports imported into query-ready HTML.

Refreshing against Oracle Essbase or Oracle Hyperion Financial Management connections updates the report with the latest data from the provider and enables you to perform ad hoc analysis on the Oracle Hyperion Reporting and Analysis document, such as retrieving, zooming, or pivoting data.

Perform a **Refresh** on an imported report before you begin working on it in query-ready mode to ensure that the report and the POV are in sync.

Refresh for a report imported in query-ready HTML applies to the current page and not all pages.

Related Topics

Editing Interactive Reporting Documents

Editing Financial Reporting Documents

Editing Production Reporting Jobs

Editing Web Analysis Documents

Financial Reporting and Web Analysis Import Formats

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

You can import Financial Reporting and Oracle Hyperion Web Analysis documents as *fully-formatted* HTML, which you can display in Excel, or in *query-ready* HTML, which enables you to connect to Oracle Hyperion Financial Management or Oracle Essbase data sources and run queries.

Perform a **Refresh** on an imported report before you begin working on it in query-ready mode to ensure that the report and the POV are in sync.

When you import Oracle Hyperion Reporting and Analysis documents as query-ready HTML, the selected pages of the current data object are converted to HTML, and Oracle Smart View for Office-specific formatting is removed. Thus, Smart View can re-query the data source independent of the Web application.

When you import Reporting and Analysis documents as fully formatted HTML, the selected pages of the current data object are converted to HTML, and Smart View formatting definitions and calculated members are retained. Thus, Smart View cannot directly query the data source, but Smart View content can be leveraged by Microsoft Office applications.

> **Tip:**
>
> After importing an image in Word or PowerPoint, use the Office Format Picture option to format it; for example, to crop and resize. The Format Picture settings are preserved, even after you refresh the image.

Importing Interactive Reporting Documents

- Importing Interactive Reporting Documents into Excel
- Importing Interactive Reporting Documents into Word and PowerPoint
- Editing Interactive Reporting Documents

Imported Oracle Hyperion Interactive Reporting documents are section-specific.

Table 18-2 Interactive Reporting Import Object Types

Section	Excel	Word, PowerPoint
Table	Formatted data	N/A
Results	Formatted data	N/A

Table 18-2 (Cont.) Interactive Reporting Import Object Types

Section	Excel	Word, PowerPoint
Chart	Formatted data	Image
Pivot	Formatted data	N/A
Report	Formatted data	Image
Dashboard	Image	Image
Query	N/A	N/A
CubeQuery	Query ready (Internet Explorer only, not supported by Firefox) Formatted data	N/A
Data model	N/A	N/A

The following restrictions apply when Interactive Reporting documents are imported into Excel:

- Hidden sections are displayed during import.
- Importing dashboard sections into Excel resizes A1 cells.
- Importing report sections into Excel places chart images before tables
- Importing into Excel may not preserve colors correctly.
- Results sections that contain the euro currency format do not import into Excel.
- Results sections with + (plus sign) in their name do not import.

Importing Interactive Reporting Documents into Excel

To import Interactive Reporting documents into Excel:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Oracle Hyperion Interactive Reporting document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.

> **Note:**
>
> Some wizard screens do not apply to some documents.

5. In **Sections**, select the section for importing.
6. In **Actions**, select an option:
   - **Refresh and Preview**, to change filters or values prior to previewing the document

- **Preview**, to preview the document with default settings

  If you are importing a CubeQuery section in query ready format, do not select this option.

7. Click **Next**.
8. If you selected **Preview** in step 6, skip to step 11. If you select **Refresh and Preview**, continue with the next step.
9. If user authentication is required to change filters, such as variable, value, or option in the document's settings, in **Specify Database Credentials**, enter the **username** and **password**, and select **Next**.

   The connection name is displayed in parentheses (for example, Sample.oce).
10. In **Specify Filters**, select a value and click **Next**.
11. To import all pages of the document, leave the **All Pages** field check enabled.
12. If your document contains multiple pages, select **Split pages across worksheets** to display each page on a separate Excel worksheet.
13. From the **Import Section As** drop-down, select one of the following:
    - **Data** to import content as query-ready HTML. The current page of the current CubeQuery section is converted to HTML and Smart View formatting is removed. This enables you to requery the data source independent of the Web application.
    - **Image** to import content as formatted HTML. The current page of the CubeQuery section is converted to HTML with Smart View formatting definitions and calculated members. Smart View does not directly query the data source. This option is available only for a CubeQuery section for **Refresh** and **Preview**.
14. Click **Finish**.

    The document is displayed in Excel.

Importing Interactive Reporting Documents into Word and PowerPoint

To import Oracle Hyperion Interactive Reporting documents into Word:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Interactive Reporting document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.

> **Note:**
>
> Some wizard screens do not apply to some documents.

5. In **Select an Action**, select an option:

- **Refresh and Preview**, to change filters or values prior to previewing the document
- **Preview**, to preview the document with default settings

6. Click **Next**.
7. If you selected **Refresh and Preview**:
   a. If user authentication is required to change filters, such as variable, value, or option in the document settings, in **Specify Database Credentials**, enter the user name and password, and click **Next**.

      The connection name is displayed in parentheses (for example, `Sample.oce`).

   b. In **Specify Filters**, select a value.
8. Click **Apply**, and click **Next**.
9. In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.
10. **Optional:** To import all pages of the document, select **All Pages**.
11. Click **Finish**.

    The document is imported.

Editing Interactive Reporting Documents

To edit Interactive Reporting documents in Excel, Word, and PowerPoint:

1. Open the Oracle Hyperion Interactive Reporting document to edit.
2. From the Oracle Smart View for Office ribbon, click the arrow in

, then select **Reporting and Analysis Document**, and then **Edit**.

   The Import Workspace Document wizard is displayed.

> **Note:**
>
> Some wizard screens do not apply to some documents.

3. If you selected **Refresh and Preview**:
   a. If user authentication is required to change filters, such as variable, value, or option in the document settings, in **Specify Database Credentials**, enter the user name and password, and click **Next**.

      The connection name is displayed in parentheses (for example, `Sample.oce`).

   b. In **Specify Filters**, select a value.
4. Click **Apply**, and click **Next**.
5. In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.
6. Click **Finish**.

Importing Financial Reporting Documents

- Financial Reporting and Web Analysis Import Formats
- Importing Financial Reporting Documents into Excel
- Importing Financial Reporting Documents into Word and PowerPoint
- Editing Financial Reporting Documents

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

Table 18-3 Financial Reporting Import Document Types

Document Type	Excel	Word, PowerPoint
Report	Fully Formatted, Query-Ready, Function Grid	Image, Function Grid
Snapshot report	Fully Formatted	Image
Book	N/A	N/A
Snapshot Book	N/A	N/A
Batch	N/A	N/A
Grid Object	N/A	N/A
Image Object	N/A	N/A
Chart Object	N/A	N/A
Text Object	N/A	N/A
Row and Column template	N/A	N/A

Importing Financial Reporting Documents into Excel

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

To import Financial Reporting documents into Excel:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to an Oracle Hyperion Enterprise Performance Management Workspace data source.

3. Navigate to the Financial Reporting document that you want to import.
4. From the Action Panel, click **Open.**

   The **Import Workspace Document** wizard is displayed.

> **Note:**
>
> Some wizard screens do not apply to some documents.

5. In **Select a Document**, expand the repository, select a Financial Reporting document, and click **OK**.

   The document is previewed in the **Import Workspace Document** window.

> **Note:**
>
> Some options may not be available for some documents.

6. If **Preview User Point of View** is displayed, preview the current POV or change the members of the POV.

> **Note:**
>
> To display this screen, select Preview in EPM Workspace preferences, for User Point of View.

7. Click **Next**.
8. **Optional:** If you want to change the default value, in **Respond to Prompts**, make a selection for prompts, and click **Next**.

> **Note:**
>
> This screen is displayed only if the document contains prompts.

9. **Optional:** In **Preview** from **Grid POV**, change the POV by selecting a POV.
10. Change the page dimension by selecting **Page**.
11. To import all pages of the document, select **All Pages**.
12. **Optional:** To refresh the Financial Reporting document using the EPM Workspace Point of View, select **Refresh Using Workspace Point of View**.
13. In **Import Document As**, select an option:
    - **Fully-Formatted**—displays reports in a fully-formatted HTML.
    - **Query-Ready**—enables you to run ad hoc analysis on reports when connected to Oracle Hyperion Financial Management and Oracle Essbase data sources.

> **Note:**
>
> Perform a **Refresh** on an imported report before you begin working on it in query-ready mode to ensure that the report and the POV are in sync.

- **Function Grid**—a dynamic grid format, allows you to further select a report option, as described in step 18.

14. To display each page on a separate Excel worksheet, select **Split Pages across worksheets**.

> **Note:**
>
> This option available only if you selected **Fully-Formatted** in step 13.

15. Click **Finish**.

    Your next steps depend on the option you selected in step 13:

    If you selected:

    - **Fully-Formatted**—the document is imported into the Office application, and you can only view the Reporting and Analysis document.
    - **Query-Ready**—the document is imported into the Office application, and you can now connect to a Financial Management or Essbase data source, where you can perform ad hoc analysis, such as retrieving, zooming, or pivoting data.
    - **Function Grid**—continue with step 16.

16. Click to refresh the **Document Contents** pane.
17. Select the function grid object in **Document Contents**, right-click and select **Insert New Reporting Object/Control**.
18. From the **Insert New Reporting Object/Control** dialog box, select one of these report types to place on the grid:

    - **Function Grid** — a dynamic grid format

      When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

      You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

      To format a function grid, use Excel formatting capabilities.

    - **Table**

Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

- **Chart**

  Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

19. **Optional:** To move or resize a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode**.

    You can now move objects within the sheet, slide, or page.

    When you are ready to exit design mode, select **Toggle Design Mode** again.
20. Refresh.
21. **Optional:** To create a separate report for any or all of the members of one dimension in the report and cascade these reports separately across the worksheets of the workbook, see Cascading Reports and Ad Hoc Grids.

> **Note:**
>
> In reports that contain a chart and a table, cascading may cause the chart and table to overlap the next time you open the workbook.

Importing Financial Reporting Documents into Word and PowerPoint

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

To import Financial Reporting documents into Word and PowerPoint:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Financial Reporting document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.
5. In **Select a Document**, expand the repository, select a Financial Reporting document, then click **OK**.

The document is previewed in the Import Workspace Document window.

> **Note:**
>
> Some screens do not apply to some documents.

6. If the **Preview User Point of View** screen is displayed, preview the current POV or change the members of the POV by selecting a member.

> **Note:**
>
> To display this screen, select Preview in EPM Workspace preferences, for User Point of View.

7. **Optional:** If you want to change the default value, in **Respond to Prompts**, make a selection for prompts, and click **Next**.

> **Note:**
>
> This screen is displayed only if the document contains prompts.

8. In **Preview** from **Grid POV**, change the POV by selecting a POV.

> **Note:**
>
> Some wizard screens do not apply to some documents.

9. Change the page dimension by selecting **Page**.
10. Select **All Pages** to import all pages of the document.
11. **Optional:** To refresh the Financial Reporting document using the EPM Workspace Point of View, select **Refresh Using Workspace Point of View**.
12. In **Import Document As**, select an option:
    - **Image**—To import the document as an image.
    - **Function Grid**—To import a dynamic grid format, which allows you to further select a report option, as described in step 16 (available in Word only).
13. Click **Finish**.

    Your next steps depend on the option you selected in step 12:

    If you selected:

    - **Image**—The report is imported into the document as an image and you can only view the Reporting and Analysis image in the Word.
    - **Function Grid**—Continue with step 14 (Word only).
14. Click to refresh the **Document Contents** pane.

15. Select the report object in **Document Contents**, right-click and select **Insert New Reporting Object/Control**.
16. From the **Insert New Reporting Object/Control** dialog box, select one of these report types to place on the page:
    - **Function Grid** —a dynamic grid format

      When you refresh a function grid, data cells are refreshed; members are not. To refresh both data and members, you must reinsert the function grid into the sheet. For this reason, function grids are most useful for reports in which members remain reasonably static. For reports whose members may change more often, tables and charts are better report types. Although you can have multiple reports on a worksheet, you can have only one function grid.

      You can use Excel formulas, for example SUM, with function grids. To retain such formulas as part of the function grid, you must leave one empty row between the grid and the cell containing the formula and include the empty row in the range of cells selected for the formula definition. This permits retention of the formula when refreshing the data results in a different number of rows in the grid.

      To format a function grid, use Excel formatting capabilities.

    - **Office Table**

      Office tables can be used with Word only. Office tables display results in native Microsoft Office table format. When you refresh an Office table, both members and data are refreshed.

      Office tables look and feel like part of the Word document, but the members and data in the table cells are connected to the Smart View provider. With Office tables, you can work with the Word table formatting and styles that you are accustomed to. Insert a POV object into the report and you can change the POV of the Office table. Refresh the Office table after changing formatting or POV and the new POV is reflected in the results and custom formatting is retained.

      You cannot zoom in or out in an Office table object, and you cannot perform other ad hoc operations or use free form.

    - **Table**

      Table reports display results in a grid format that floats on the document and can be moved and re-sized. When you refresh a table, both members and data are refreshed. Tables are useful for displaying large grids in a smaller space; their scroll bars enable you to quickly access rows and columns.

      You can zoom in and out in a table report, but you cannot perform other ad hoc operations or use free form.

    - **Chart**

      Chart reports display results in a chart format that floats on the document and can be moved and re-sized. When you refresh a chart, both members and data are refreshed.

17. **Optional:** To move or re-size a table or chart, in **Document Contents**, click the down arrow next to , and from the menu, select **Toggle Design Mode**.

    You can now move objects within the sheet, slide, or page.

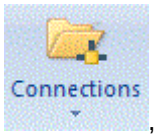
When you are ready to exit design mode, select **Toggle Design Mode** again.

18. Refresh.

Editing Financial Reporting Documents

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

To edit Financial Reporting documents in Excel, Word, and PowerPoint:

1. Open the Financial Reporting document to edit.
2. From the Oracle Smart View for Office ribbon, click the arrow in 

, then select **Reporting and Analysis Document**, and then **Edit**.

   The Import Workspace Document wizard is displayed.

> **Note:**
>
> Some wizard screens do not apply to some documents.

3. If the **Preview User Point of View** screen is displayed, preview the current POV or change the members of the POV.

> **Note:**
>
> To display this screen, in Oracle Hyperion Enterprise Performance Management Workspace preferences, select **Preview** for User Point of View.

4. **Optional:** In documents that contain prompts, to change the default value, in **Respond to Prompts**, make a selection for prompts, and click **Next**.

> **Note:**
>
> **Respond to Prompts** is displayed only if the document contains prompts.

5. To change the POV, in **Preview** from **Grid POV** select a POV.
6. Click **Finish**.

Creating Templates in PowerPoint Documents

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

You can create PowerPoint template documents that can be saved by importing one or more Financial Reporting reports to the presentation. Every Create Template action creates a new PowerPoint slide with a report name to show where it will be placed when Refresh Template is used.

To create a template:

1. Open PowerPoint.
2. Connect to a Reporting and Analysis provider.
3. From the Oracle Smart View for Office ribbon, select **Panel**, then **Reporting and Analysis Document**, and then **Create Template**.
4. In **Import Workspace Document**, select a Financial Reporting document.
   - **Optional:** To import all pages of the document, select **All Pages**. A separate slide is created for each page.
   - To import the current screen presentation, clear **All Pages**.
5. **Optional:** To use the Workspace point of view, select **Refresh Using Workspace Point of View.**
6. Click **OK**. The document name is imported into the PowerPoint presentation.

Refreshing PowerPoint Templates

> **Note:**
>
> In this topic, references to Oracle Hyperion Financial Reporting apply to both the on-premises and Oracle Planning and Budgeting Cloud versions of Financial Reporting.

To refresh a template:

1. Open the PowerPoint presentation containing the template.
2. Connect to a Reporting and Analysis provider.
3. From the Oracle Smart View for Office ribbon, select **Panel**, then **Reporting and Analysis Document**, and then **Refresh Template**.
4. Edit and save the PowerPoint presentation as needed.

Importing Production Reporting Documents

Oracle Hyperion SQR Production Reporting documents consist of jobs and job outputs, which you can import into Excel, Word, and PowerPoint.

- Importing Production Reporting Jobs into Excel
- Importing Production Reporting Jobs into Word and PowerPoint
- Importing Production Reporting Job Outputs into Word, and PowerPoint
- Editing Production Reporting Jobs

Table 18-4 Production Reporting Import Object Types

Object Type	Excel	Word, PowerPoint
Job	Formatted data	Image
Job output	Formatted data	Image

Some limitations exist for importing:

- Images and charts are not imported into Excel.
- Secure jobs are supported, but jobs imported as generic jobs are not supported.

Importing Production Reporting Jobs into Excel

To import Production Reporting jobs into Excel:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Oracle Hyperion Interactive Reporting document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.
5. In **Select a Document**, expand the repository, select a Oracle Hyperion SQR Production Reporting job, then click **OK**.

   The import wizard screen is displayed.

> **Note:**
>
> Depending on the document, some screens may not be applicable.

6. If the **Specify Parameters** screen is displayed, define the job parameters, and click **Next**.

> **Note:**
>
> This screen is displayed only if the job contains parameters.

7. In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.
8. To import all pages of the job, select **All Pages**.
9. Select **Split Pages across worksheets** to display each page on a separate Excel worksheet.
10. Click **Finish**.

    The document is displayed in Excel.

Importing Production Reporting Jobs into Word and PowerPoint

The procedures for importing Oracle Hyperion SQR Production Reporting jobs into Word and PowerPoint are similar.

To import Production Reporting jobs into Word and PowerPoint:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Production Reporting document that you want to import.
4. From the Action Panel, click **Open.**

    The Import Workspace Document wizard is displayed.
5. In **Select a Document**, expand the repository, select a Reporting and Analysis document, then click **OK**.

    The import wizard is displayed.

> **Note:**
>
> Some screens may not apply to some documents.

6. If the **Specify Parameters** screen is displayed, define the job parameters, and click **Next**.

> **Note:**
>
> This screen is displayed only if the job contains parameters.

7. In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.
8. To import all pages of the job, select **All Pages**.

For Word, **Split pages across pages** is disabled. For PowerPoint, **Split pages across slides** is selected and disabled because by default, the pages from jobs or job outputs always split across pages and slides.

9. Click **Finish**.

   The job is imported.

Importing Production Reporting Job Outputs into Word, and PowerPoint

To import Production Reporting job outputs into Excel, Word, and PowerPoint:

1. Connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
2. From the Oracle Smart View for Office ribbon, select **Panel**, then **Reporting and Analysis Document**, and then **Import**.

   The Import Workspace Document dialog box is displayed.
3. In **Select a Document**, expand the repository, select a Oracle Hyperion SQR Production Reporting job output, then click **OK**.

The job output is imported.

Editing Production Reporting Jobs

You can edit imported Oracle Hyperion SQR Production Reporting jobs, but not job outputs. You can edit only job parameters.

To edit Production Reporting jobs:

1. Open an imported Production Reporting document.
2. From the Oracle Smart View for Office ribbon, click the arrow in

, then select **Reporting and Analysis Document**, and then **Edit**.

   The Import Workspace Document dialog box is displayed.
3. If the **Specify Parameters** screen is displayed, define the job parameters, and click **Next**.

> **Note:**
>
> This screen is displayed only if the job contains parameters.

4. In **Preview**. view the job.

> **Note:**
>
> If you deleted any imported pages, edit updates only the remaining pages of the job.

5. Click **Finish**.

   The job is updated.

Importing Web Analysis Documents

Oracle Hyperion Web Analysis includes five data object display types, but Oracle Smart View for Office can import only three (spreadsheet, chart, and pinboard). Smart View cannot import free-form grid and SQL spreadsheets.

See Financial Reporting and Web Analysis Import Formats.

- Importing a Web Analysis Document or Document Objects
- Editing Web Analysis Documents

Table 18-5 Web Analysis Import Document Type

Document Type	Excel	Word, PowerPoint
Report	Fully formatted, query-ready	Image

Table 18-6 Web Analysis Import Data Object Type

Data Object	Excel	Word, PowerPoint
Spreadsheet	Data + formatting	Image
Chart	Data + formatting	Image
Pinboard	Data + formatting	Image

Importing a Web Analysis Document or Document Objects

Using Smart View in Excel, you can import one or all document pages or multiple data objects with one or more pages from a Oracle Hyperion Web Analysis document residing in the Workspace repository. All Web Analysisdata objects (spreadsheet, chart, pinboard) are imported as Excel spreadsheets. Freeform Grid and SQL spreadsheets cannot be imported.

To import Web Analysis data objects:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, connect to a Oracle Hyperion Enterprise Performance Management Workspace data source.
3. Navigate to the Web Analysis document that you want to import.
4. From the Action Panel, click **Open.**

   The Import Workspace Document wizard is displayed.

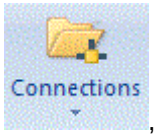
5. In **Select a Document**, expand the repository, select a Web Analysis document, and click **OK**.
6. If database credentials are not saved with the Web Analysis document, then the **Specify Database Credentials** page is displayed where you are required to enter valid log on credentials to data sources used in the report. If a report has only one data source and you skip entering credentials, the report is not imported. If you have data objects with different data sources in one report and only want to import one of the data objects, you can enter the credentials for the data objects you want to import and skip credential for the data object you do not wish to import. Enter the user name and password or select **Skip** to skip entering credentials to any of the data sources, and click **Next**.

> **Tip:**
>
> Select **Save Credentials** to save credentials with a Web Analysis document. It enables you to refresh an imported document later. Currently, you cannot refresh imported documents without saving credentials.

7. In **Preview**, when selecting objects to import for Microsoft Excel, Word, and PowerPoint:
   - Select individual data objects, by clicking the check box located in the top left corner of each report object *or* select all data objects by clicking the **All Objects** check box.
   - Select **Split Objects across worksheets** to create a new worksheet for each report object *or* deselect **Split Objects across worksheets** to placed all report objects in the same worksheet.
   - Select a page to import from the drop-down list located in the top of each selected to import data objects *or* select **All Pages** to import all pages of all selected to import data objects.
   - Select **Split Pages across Worksheets** to create a new worksheet for each import page *or* deselect **Split Pages across Worksheets** to place all imported pages of each data object in the same worksheet.
8. In Preview, when selecting object to import for Microsoft Word and PowerPoint, select **Import Screen** to import a screen print of the entire report.
9. For Microsoft Excel, In **Import Document As**, select an option:
   - **Fully Formatted** (imports reports in fully-formatted HTML). You can connect to Oracle Enterprise Performance Management System at any time and refresh the imported document for current data.
   - **Query-Ready** (imports reports in query-ready HTML). You can connect to Oracle Hyperion Financial Management or Oracle Essbasedata source to get data directly and perform ad hoc analysis, such as retrieving, zooming, and pivoting data.
10. Click **Finish**. The document is imported. You can then connect to EPM System at any time and refresh the imported document with current data.

Editing Web Analysis Documents

To edit Oracle Hyperion Web Analysis documents:

1. Select a page (Excel) or an image (Word or PowerPoint).
2. From the Oracle Smart View for Office ribbon, click the arrow in 

, then select **Reporting and Analysis Document**, and then **Edit**.
3. If database credentials are not saved with the Web Analysis document, then the **Specify Database Credentials** page is displayed. In **Specify Database Credentials**, enter the user name and password, or select **Skip**, and then click **Next**.

> **Tip:**
>
> You can select Save Credentials to save them with the Web Analysis document.

4. Select a spreadsheet, chart, or pinboard to import.
5. In **Preview**, to import a page, select a page from the drop-down list located in the upper left of the data object.
6. Select **All Pages** to import all pages of the document. Leave the box cleared to import only the current page.
7. Select **Split Pages across worksheets** to display each page on a separate worksheet (Excel only).
8. In **Import Document As**, select:
   - **Fully Formatted** (Excel only)
   - **Query-Ready** (Excel only)
   - **Image** (Word and PowerPoint)
9. Click **Finish**.

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Smart View and Enterprise Performance Reporting Cloud

Related Topics:

- About Enterprise Performance Reporting
- Setting Up Enterprise Performance Reporting Cloud in Smart View
- Connecting to Enterprise Performance Reporting in Smart View
- Using Performance Reporting Home
- Authoring Doclets
- Performing Reviews
- Performing Sign Offs
- Refreshing Report Packages
- Working with Enterprise Performance Reporting Cloud Data in Smart View

About Enterprise Performance Reporting

With Oracle Smart View for Office and the Oracle Enterprise Performance Reporting Cloud extension, you use familiar Microsoft Office tools to access and work with data in Oracle Enterprise Performance Reporting Cloud.

With Oracle Enterprise Performance Reporting Cloud in Smart View, you and your colleagues work in a collaborative environment with Word or PowerPoint documents containing refreshable data copied or embedded from Smart View. With its clearly defined assignments and tasks, the Oracle Enterprise Performance Reporting Cloud workflow organizes input from many contributors in one document. Some tasks are done in the Oracle Enterprise Performance Reporting Cloud web interface, and others are completed in Smart View.

With Oracle Enterprise Performance Reporting Cloud:

- Use the web interface to assemble a set of Word documents or PowerPoint slides, called *doclets*, into a structure called a *report package*.
- Use the web interface to add Excel-based *reference doclets*, containing embeddable content, to the report package.
- Use the web interface to add *supplemental doclets*, such as Word documents, PowerPoint slides, Excel workbooks, and other file types, such as PDF, HTML, and TXT, to the report package.
- Assign user access and responsibilities in the web interface, including timelines and due dates, for the authoring, review, and approval of each doclet, reference doclet, and supplemental doclet in the report package.
- Use Smart View to author doclet content directly in Microsoft Office. Doclet content is authored in Word or PowerPoint. Embeddable content in reference doclets is

authored in Excel. Supplemental doclet content is authored in the appropriate Office application.

You can work with doclets, reference doclets, and supplemental doclets in Smart View while connected to Oracle Enterprise Performance Reporting Cloud, or you can download doclets of any Office type and work with them locally.

Note that Office-based supplemental doclets and Excel-based reference doclets follow standard doclet workflow tasks, such as checkout, upload, and checkin.

- Leverage Smart View's ability to access various data sources and include individual data points, formatted reports, variables, or embedded content within the doclet.

  You can retrieve data from Oracle Enterprise Performance Reporting Cloud data sources and other Oracle Enterprise Performance Management System on-premises and cloud data sources.
- Collaboratively review and comment on assigned review instances either on the web interface or in Smart View.
- Sign off on the entire report package either on the web interface or in Smart View.
- Finalize the report package in the web interface.

When you work with the doclets, reference doclets, Office-based supplemental doclets, and reference files in an Oracle Enterprise Performance Reporting Cloud report package, you can use Smart View to copy and paste or embed data from Oracle Enterprise Performance Reporting Cloud data sources and other EPM System data sources, including on-premises and cloud data sources. For example, you can incorporate data from Oracle Essbase and Oracle Planning and Budgeting Cloud in the same doclet. A doclet in a report package in Word or PowerPoint may contain a profit and loss statement that was created from an Essbase source along with an income statement report created from a Oracle Hyperion Planning source. The data points for the areas that you copy or embed are retained in Word or PowerPoint , so you can refresh the doclet to keep the data up to date.

See the Oracle Enterprise Performance Reporting Cloud documentation on the Oracle Help Center for complete descriptions of Oracle Enterprise Performance Reporting Cloud, including overviews and procedural information.

The topics in this chapter discuss the following areas:

- Setting Up Enterprise Performance Reporting Cloud in Smart View, includes:
  - Downloading and Running the Smart View Installer
  - Creating Data Source Connections to Enterprise Performance Reporting
  - Installing the Enterprise Performance Reporting Cloud Extension
- Connecting to Enterprise Performance Reporting in Smart View
- Authoring Doclets
- Performing Reviews
- Performing Sign Offs
- Example: Working with Enterprise Performance Reporting Cloud Data in Smart View, includes:
  - Performing Ad Hoc Analysis with Enterprise Performance Reporting Data
  - Copying and Pasting Enterprise Performance Reporting Data into Doclets

Setting Up Enterprise Performance Reporting Cloud in Smart View

The topics in this section discuss setting up Oracle Enterprise Performance Reporting Cloud in Oracle Smart View for Office. This is the workflow:

- Download and run the Smart View installer.
- Set up a data source connection to Oracle Enterprise Performance Reporting Cloud.
- Install the Oracle Enterprise Performance Reporting Cloud extension.

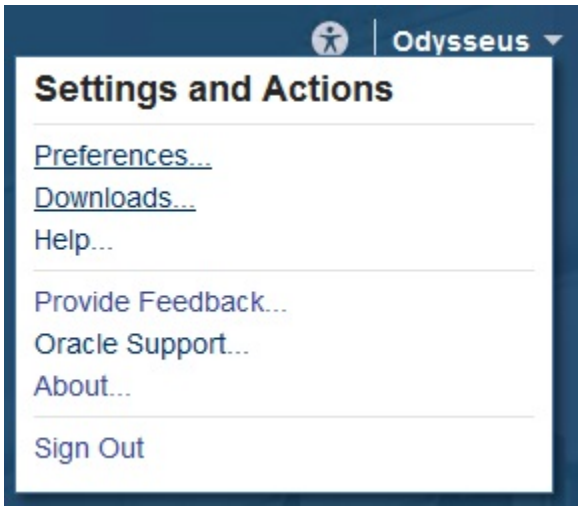
Watch this video to see a tutorial on setting up Smart View.

Tutorial video

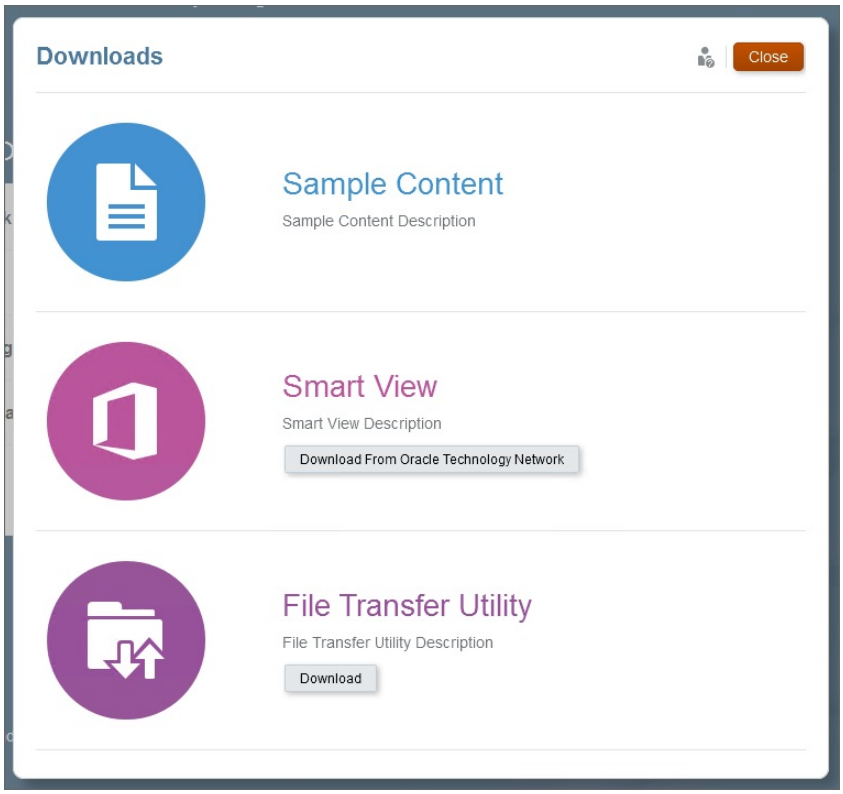
Downloading and Running the Smart View Installer

To download and run the Oracle Smart View for Office installer:

1. Start Oracle Enterprise Performance Reporting Cloud in a web browser, and log in with your user name and password.
2. In the upper-right corner of the Oracle Enterprise Performance Reporting Cloud web interface, select the arrow next to your user name to display the user menu.
3. From the user menu, select **Downloads**.



4. In **Downloads**, under **Smart View**, click **Download From Oracle Technology Network**.



5. On the Smart View information page on Oracle Technology Network, click **Download Latest Version**.
6. On the Smart View download page, click **Accept License Agreement**, and then click **Download Now**.

   If the Oracle sign-in page is displayed, then sign in with your Oracle user name (usually your email address) and password.
7. Follow the steps for your browser to download the ZIP file, and save it to a folder on your computer; for example, you can save it in the `Downloads` folder or in a different folder of your choice.
8. Navigate to the folder that you used in step 7, and then double-click `SmartView.exe` to start the installation wizard.
9. Select a destination folder for Smart View, and then click **OK**.

   For new installations, Smart View is installed by default in:

   ```
   C:/Oracle/SmartView
   ```

> **Note:**
>
> If you are upgrading an installation of Smart View, then the installer defaults to the folder where you previously installed Smart View.

10. When installation is complete, click **OK**.

The tab for the Smart View ribbon is displayed the next time you open Microsoft Excel, PowerPoint, or Word.

Continue the setup process with Creating Data Source Connections to Enterprise Performance Reporting.

Creating Data Source Connections to Enterprise Performance Reporting

After you install Oracle Smart View for Office, as described in Downloading and Running the Smart View Installer, you can create connections to Oracle Enterprise Performance Reporting Cloud data sources.

Connections require information about the server, port, and data source provider. Your Smart View administrator should provide you with the information that you need to create the connection.

For the connection to Oracle Enterprise Performance Reporting Cloud, we will use the quick connection method in Smart View.

To create a private connection using the quick connection method:

1. Open Microsoft Excel, Word, or PowerPoint, and select the Smart View ribbon.
2. From the Smart View ribbon, click **Panel**.
3. From the Smart View Panel, click the arrow next to the **Switch to** button, , and then select **Private Connections** from the drop-down list.
4. Still in the Smart View Panel, in the text box shown in Figure 1, enter the URL for the data source to which you want to connect.

   The URL syntax:

   ```
   http://server:port/epm/SmartView
   ```

   Figure 19-1 Quick Connection - Enter a URL

   Your Smart View administrator should provide you with the server and port information for your data source.

5. Click the **Go** button, , or press **Enter**.
6. In the login window, enter your Oracle Cloud Identity Service Domain credentials and identity domain, and then select a data source from the drop-down menu.

   The connection is established.

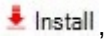
Continue the setup process with Installing the Enterprise Performance Reporting Cloud Extension.

Installing the Enterprise Performance Reporting Cloud Extension

Before you begin this procedure, complete the steps in Creating Data Source Connections to Enterprise Performance Reporting.

To install the Oracle Enterprise Performance Reporting Cloud extension:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Click the **Check for updates** link.

   Oracle Smart View for Office checks for all extensions that your administrator has made available to you.
3. Locate the extension named **Oracle EPRCS** and click the **Install** link,  , to launch the installer.
4. Follow the prompts to install the extension.

For more information on extension installation, see the following topics:

- Initially Checking for Available Extensions
- Installing Extensions

After completing the procedure in this topic, you are ready to begin using Oracle Enterprise Performance Reporting Cloud with Smart View. Continue with Connecting to Enterprise Performance Reporting in Smart View.

Connecting to Enterprise Performance Reporting in Smart View

After you have completed the procedures in Downloading and Running the Smart View Installer and Creating Data Source Connections to Enterprise Performance Reporting, you can connect to Oracle Enterprise Performance Reporting Cloud anytime you start Microsoft Excel, Word, or PowerPoint.

Watch this video to see a tutorial on setting up Oracle Smart View for Office and connecting to Oracle Enterprise Performance Reporting Cloud.

Tutorial video

To connect to Oracle Enterprise Performance Reporting Cloud:

1. Perform an action:
   - If you're working with Oracle Enterprise Performance Reporting Cloud report packages, launch Word or PowerPoint, depending on the content of the report package.

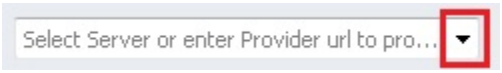
> **Note:**
>
> Report packages can consist of either Word documents or PowerPoint slides, but not both.

- If you're working with Oracle Enterprise Performance Reporting Cloud models and reports, launch Excel.

2. Select the Smart View ribbon, and then click **Panel**.
3. In the Smart View Panel, select **Private Connections**.

   Alternatively, from the Smart View Panel, click the arrow next to the **Switch to** button, , and then select **Private Connections** from the drop-down list.
4. In the text box shown in Figure 1, click the arrow to display the drop-down menu and select your connection.

Figure 19-2 Quick Connection Arrow for Drop-down List



If you created your data source connection using the procedure in Creating Data Source Connections to Enterprise Performance Reporting, then it should be listed under **Quick Connect URLs** in the drop-down list.

5. In the **Login** window, enter your **User Name** and **Password**, and then click **Sign In**.

   The Performance Reporting Home panel is displayed. Performance Reporting Home allows you to quickly access your pending tasks and other work in which you are involved. From the Performance Reporting Home, you can access:

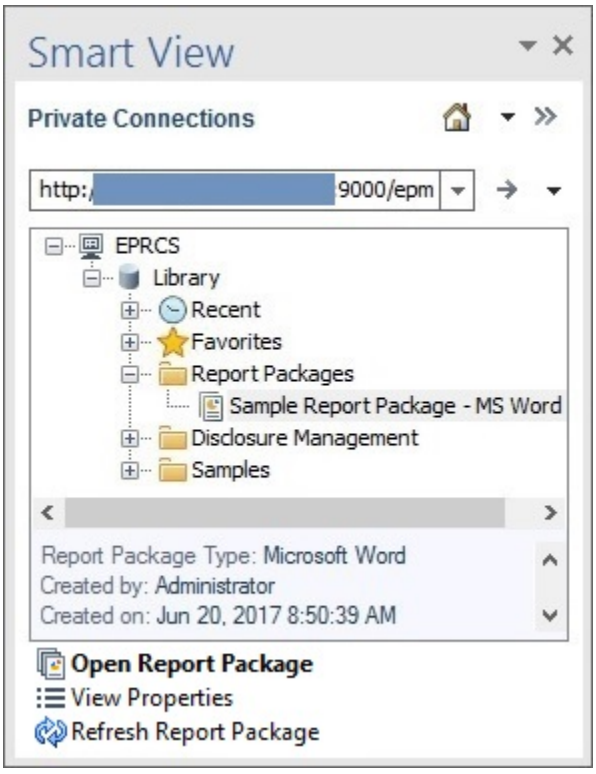
   - **Incomplete Tasks**—Incomplete tasks assigned to you.
   - **Active Report Packages**—These are the active report packages for which you have outstanding tasks and responsibilities.
   - **Recent Items**—Items you have recently accessed.
   - **Library**—The library of items in Oracle Enterprise Performance Reporting Cloud, including report packages and reporting applications.

   Figure 2 shows an example of Performance Reporting Home.

Figure 19-3 Performance Reporting Home

> **Note:**
>
> The next step explains how to access a report package or reporting application from the EPRCS Library node by clicking **Library** in Performance Reporting Home. You can also access report packages and tasks using **Incomplete Tasks**, **Active Report Packages**, and **Recent Items**. Those access methods are described in Using Performance Reporting Home.

6. Click **Library** and then perform an action:
   - To work with report packages in Word or PowerPoint:
     a. Expand the **EPRCS** node, then the **Library** node, then expand the **Report Packages** folder, and then select a report package.



     You can also locate the report package by navigating to:
     - The **Recent** folder, if you have recently accessed the report package in the Oracle Enterprise Performance Reporting Cloud web interface
     - The **Favorites** folder, if you have designated the report package as a favorite in the Oracle Enterprise Performance Reporting Cloud web interface.
     - A user-defined folder, if the report package was saved in a folder created in the Oracle Enterprise Performance Reporting Cloud web interface.

     b. In the Action Panel, select **Open Report Package**.

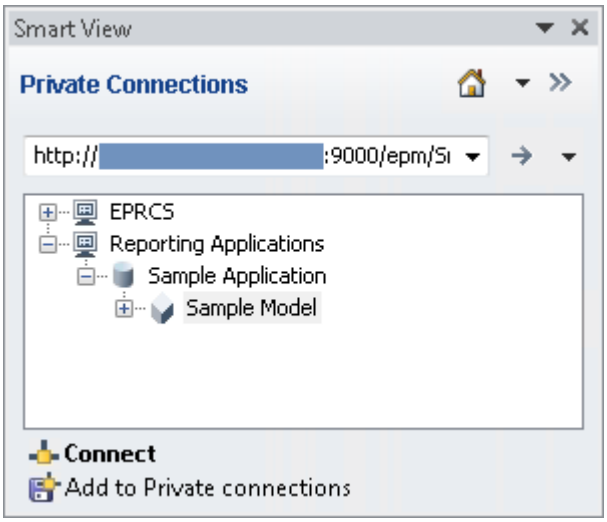
Alternatively, you can right-click the report package name and select **Open Report Package**, or double-click the report package name to open it.

c. To work with report packages, continue with these topics in this chapter:

   – Authoring Doclets
   – Performing Reviews
   – Performing Sign Offs

- To work with Oracle Enterprise Performance Reporting Cloud models in Excel:

  a. Expand the **Reporting Applications** folder, and then expand an application, then select a model.



  b. In the Action Panel, click **Connect**.

     Alternatively, you can right-click the model name and select **Connect**, or double-click the model name to connect.

  c. Refer to Ad Hoc Analysis chapter in this guide for information on working with the Oracle Enterprise Performance Reporting Cloud reporting application or applications from other Oracle providers.

> **Note:**
>
> In Excel, you can also navigate in the Smart View Panel to **EPRCS**, then **Library**, and select a report package. Smart View will launch the report package in Word or PowerPoint as applicable.

7. **Optional:** For a brief look at using Oracle Enterprise Performance Reporting Cloud with Smart View, see Example: Working with Enterprise Performance Reporting Cloud Data in Smart View.

Using Performance Reporting Home

The procedures in this topic assume that you have created a connection to Oracle Enterprise Performance Reporting Cloud as described in Creating Data Source Connections to Enterprise Performance Reporting, and connected, following the procedure in Connecting to Enterprise Performance Reporting in Smart View

To use Performance Reporting Home:

1. Connect to Oracle Enterprise Performance Reporting Cloud as described in Connecting to Enterprise Performance Reporting in Smart View to display Performance Reporting Home.

   Figure 1 shows an example of Performance Reporting Home.

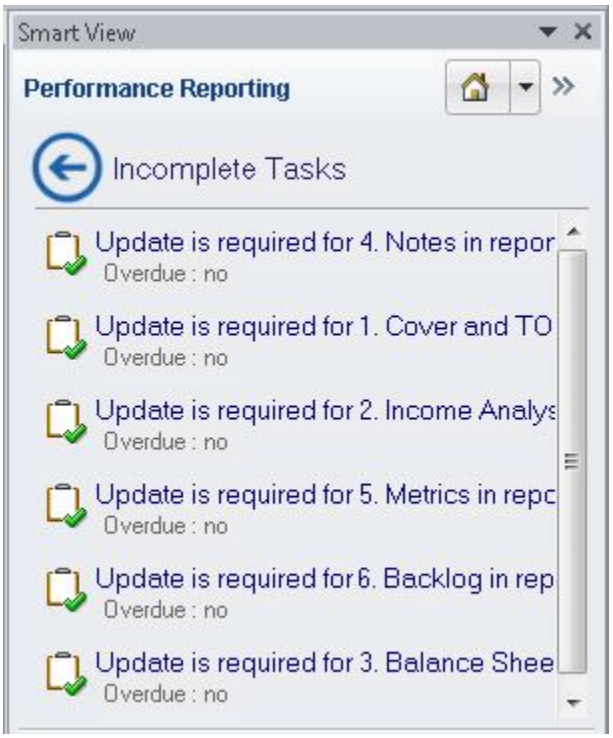
Figure 19-4 Performance Reporting Home

2. To access tasks that require your attention:

   a. In Performance Reporting Home, click **Incomplete Tasks** or click the corresponding .

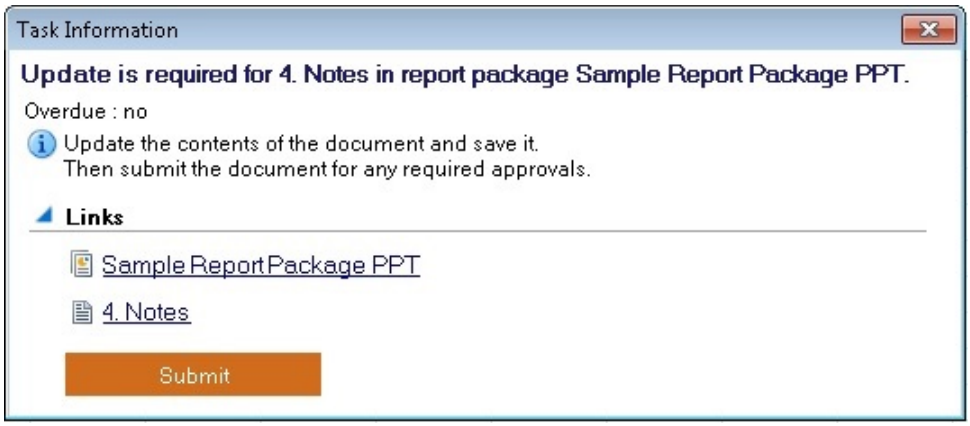
      Each item in the **Incomplete Tasks** list consists of a link to help you access the task.

Figure 19-5 Performance Reporting Home Displaying Incomplete Tasks



b. In the **Incomplete Tasks** list, click a task link to open the **Task Information** dialog box, shown in Figure 3

Figure 19-6 Task Information Dialog Box



c. Perform an action:

- In **Task Information**, select either a report package link or a specific doclet or supplemental doclet link.

  The report package, specific doclet, or specific Office-based supplemental doclet is opened for you in the correct Office application in the context of the task you selected. For example, if you are in Word, and click a link for a review task in PowerPoint, then the review instance is opened in PowerPoint.

Non-Office-based supplemental doclets are downloaded to your download directory where you can open them manually.

- If the doclet shown in **Task Information** is ready to be submitted, click the **Submit** button.

d. To exit **Task Information** without performing any actions, click the X in the top right corner of the dialog box.

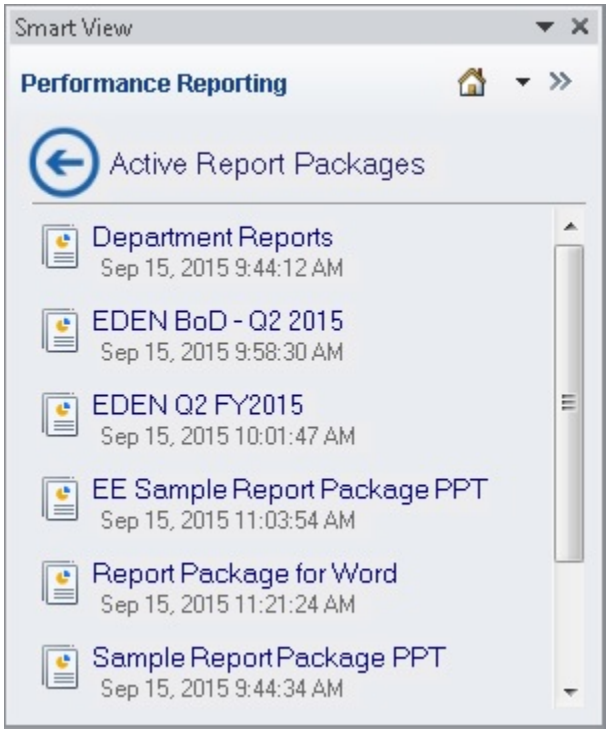
e. To return to Performance Reporting Home from the **Incomplete Tasks** list without performing any actions on tasks in the list, click

3. To access active report packages for which you have a responsibility:

a. In Performance Reporting Home, click **Active Report Packages** or click the corresponding .

Each item in the **Active Report Packages** list consists of a link to a report package for which you have a responsibility.

Figure 19-7 Performance Reporting Home Displaying Active Report Packages



b. In the **Active Report Packages** list, click a link to open a report package.

The report package is opened for you in the correct Office application in the context of the your current responsibility. For example, if you are in Word, and click a report package link for which you have a review task in PowerPoint, then the report package is opened for you in PowerPoint with the review instance ready for you to select in the Report Center.

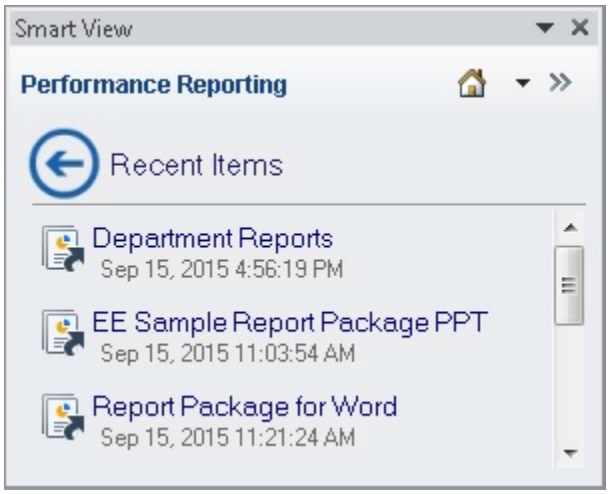
Alternatively, to return to Performance Reporting Home from the **Active Report Packages** list without opening any report packages in the list, click .

4. To access recently-opened items:

   a. In Performance Reporting Home, click **Recent items** or click the corresponding .

   Each item in the **Recent Items** list consists of a link to a report package that you have recently opened and for which you have a responsibility.

Figure 19-8 Performance Reporting Home Displaying Active Report Packages



   b. In the **Recent Items** list, click a link to open a report package.

   The report package is opened for you in the correct Office application in the context of the your current responsibility. For example, if you are in Word, and click a report package link for which you have a review task in PowerPoint, then the report package is opened for you in PowerPoint with the review instance ready for you work with.

   Alternatively, to return to Performance Reporting Home from the **Recent Items** list without opening any report packages in the list, click .

5. To access the Oracle Enterprise Performance Reporting Cloud library, see Connecting to Enterprise Performance Reporting in Smart View.

Authoring Doclets

Related Topics:

- About the Author Phase Process
- Authoring Doclets in Smart View
- Working with Embedded Content from Reference Doclets

- Working with Embedded Content from Reference Files
- Working with Variables
- Inserting Links and Cross-References to Pages in Doclets
- Working with an Automatic Table of Contents
- Approving or Rejecting Doclets
- Inspecting Doclets
- Reverting to a Prior Version of a Doclet

About the Author Phase Process

Report packages are made up of subcomponents called doclets. There are three doclet types: doclets, reference doclets, and supplemental doclets. A report package owner assigns authors and approvers for each doclet of all types in a report package. The authors and approvers provide and approve content for the doclets.

The author phase follows this process:

1. The report package owner initiates the author phase in the Oracle Enterprise Performance Reporting Cloud web interface.
2. Notification messages are sent to authors to begin their work.
3. In Oracle Smart View for Office, authors open and then check out Office-based doclets of any type. They provide content, add content to reference files, embed available content from reference doclets, Management Reporting, and reference files, and then check doclets back in.

   Authors use the web interface to check out and check in supplemental doclets of non-Office type. From Smart View, authors download non-Office supplemental doclets, and provide content.

   See About Doclets for more information.
4. When authors have finished their work, they submit doclets of all types for approval, if required.
5. If doclet approval is specified, notification messages are sent to approvers to review and either approve or reject doclets.
6. The report package owner marks the author phase complete.

As an author, in Smart View or in the Oracle Enterprise Performance Reporting Cloud web interface, you can work with:

- Doclets in Word or PowerPoint
- Reference doclets in Excel, from which you embed content in Word doclets
- Management Reporting charts and tables created in the Oracle Enterprise Performance Reporting Cloud web interface, from which you embed content in Word doclets
- Excel-based reference files, which contain content that you may want to use in a Word doclet
- Office-based supplemental doclets with the appropriate Office application

- Non-Office-based supplemental doclets, such as PDF or TXT files, which you download and open with the appropriate application (use the web interface to check out and check in)

The topics in this section discuss authoring and working with doclets, reference doclets, supplemental doclets, and reference files in Smart View.

About Doclets

Report packages are comprised of subcomponents called *doclets*, *reference doclets*, *reference files*, and *supplemental doclets*. Additionally, *variables* can be sourced from reference doclets and reference files.

- **Doclets**

  Doclets contain the content you require for the report that you're creating with an Oracle Enterprise Performance Reporting Cloud report package. A report package can consist of one or more doclets. Word-based report packages contain Word-based doclets; PowerPoint-based report packages contain PowerPoint-based doclets.

  Doclets participate fully in report package workflow, including all author phases, review phases, sign off, and report publishing.

- **Reference doclets**

  Reference doclets can be used as containers to store content such as named ranges from an Excel file, or charts and graphs created from Management Reporting, which are consumed by one or more doclets in a report package.

  Excel-based reference doclets are Excel files that serve as supporting files with content such as Oracle Smart View for Office grids or forms, or static Excel content, that you can register and then embed directly into Word-based doclets. You specify the embeddable content using Excel's Name Manager, then register the named ranges in Smart View.

  Management Reporting-based reference doclets consist of tables and charts created and registered as available content in the Oracle Enterprise Performance Reporting Cloud web interface.

  You can then embed content from either type of reference doclet directly into Word-based doclets. Using the embedding process, the layout and format of the content is maintained in the target doclet just as in the source reference doclet.

  Both Excel- and Management Reporting-based reference doclets can be included in Word-based report packages. Embedded content is merged in the combined report and can be commented on during the review phase.

  In Smart View, Excel-based reference doclets support the content management and workflow features of the author phase as follows:

  – Reference doclets can be checked out, modified, uploaded, checked in, submitted for approval, and approved or rejected.

  – Word-based doclets containing embedded content can be checked out, modified, uploaded, checked in, submitted for approval, and approved or rejected.

  – Embedded content can be synced with updates made to named ranges in the reference doclet.

  – Embedded content can be refreshed.

The workflow for Management Reporting-based reference doclets is maintained in the Oracle Enterprise Performance Reporting Cloud web interface; however, these content management and workflow features of the author phase are supported in Smart View as follows:

- Word-based doclets containing embedded content can be checked out, modified, uploaded, checked in, submitted for approval, and approved or rejected.
- Embedded content can be synced with updates made to named ranges in the reference doclet.
- Embedded content can be refreshed.

Note that reference doclets themselves are *not* available for commenting in the review or sign off phase; however, in a doclet, you can comment on the embedded content that was sourced from reference doclets, and the embedded content is part of the final published report.

- **Reference files**

  Reference files are Excel workbooks that contain report content that you can embed into a Word doclet. The reference file is not listed as part of the report package in the same way that doclets, reference doclets, and supplement doclets are. Instead, when you embed content from a reference file into a Word doclet, that reference file becomes part of the properties of the doclet. When you check out the target Word doclet, Oracle Enterprise Performance Reporting Cloud tracks any changes you make to the reference file. You can then refresh the content you have embedded in the target Word doclet.

  Note that reference files themselves are *not* available for commenting in the review or sign off phase; however, in a Word doclet, you can comment on the embedded content that was sourced from reference files, and the embedded content is part of the final published report.

- **Supplemental doclets**

  Supplemental doclets are documents which assist in the development of the overall report, such as source and supporting files. Supplemental doclets can be of Office file types, such as Excel, Word, or PowerPoint; or of non-Office file types, such as PDF, TXT, or ZIP. Content from supplemental doclets is not merged into the combined report.

  Supplemental doclets of any file type can be included in both Word-based and PowerPoint-based report packages. For example, Word-based supplemental doclets can be included in Word- or PowerPoint-based report packages.

  In Smart View, supplemental doclets support the content management and workflow features of the author phase as follows:

  - Office-based supplemental doclets can be checked out, modified, uploaded, checked in, submitted for approval, and approved or rejected.
  - For supplemental doclets of non-Office file types, Smart View gives assigned authors easy access to download and view files. However, any other interactions with the files, such as checkout, upload, and checkin, must be performed through the Oracle Enterprise Performance Reporting Cloud web interface.

  Note that supplemental doclets of any file type are *not* available for commenting in the review or sign off phase, and they are *not* part of the final published report.

- **Variables**

Report Package variables provide centralized maintenance of common text, numbers, dates, and data that are displayed in doclets throughout a report package. Variables can also be used to reference content between doclets, such as inserting Excel data from a reference doclet into a Word doclet.

Two types of variables are available:

- *Static variables* use static input that is defined by the user, such as a date labels or a set value, which can be used throughout the report package. These static variables can be easily updated, and all doclet instances of the variable value reflect the change. The static variables help to centrally maintain common dates, numbers and text across the Report Package document content.
- *Reference variables* are created by referencing another doclet within the report package as the source, and selecting the value for the variable, such as text in a Word paragraph or an Excel cell value. If the source document is subsequently updated, those changes are automatically updated in the inserted instances of the variable in the report package. Reference variables can be used to insert Excel cell values into a paragraph in a Word doclet, or to create Excel formulas to implement cross-footing rules for increased data accuracy, or to create directional words for the report narrative, such as “an increase” or “a decrease”.

Authoring Doclets in Smart View

As a doclet author, you provide report content in Oracle Smart View for Office. The authoring process follows this workflow:

1. Check out the doclet, reference doclet, or supplemental doclet.

   You can check out Office-based supplemental doclets.

2. Update the doclets.

   Some suggested Smart View content development tasks:

   - Copy and paste data points or data ranges, using Smart View Copy and Paste commands from Office-based documents and doclets into Word-based or PowerPoint-based doclets, as described in Copying Data Between Excel, Word, and PowerPoint.
   - Use the Office copy and paste commands to copy Smart View data and then import Smart View metadata, as follows:
     - Use the PowerPoint copy and paste commands to copy a slide or presentation into a PowerPoint-based doclet or supplemental doclet, then import the metadata from the original slide or presentation into the doclet, as described in Importing Metadata into Copied Worksheets
     - Use the Word copy and paste commands to copy Smart View artifacts from Word documents, then import the metadata from the original document into the doclet, as described in Importing Metadata into Copied Word Documents.
     - Use the Excel copy and paste commands to copy Smart View artifacts from Excel worksheets, and import the metadata from the original worksheet into a reference doclet, as described in Importing Metadata into Copied Worksheets

- In Excel-based reference doclets, make embeddable content available to doclet authors by specifying named ranges and registering them as a available content with Oracle Enterprise Performance Reporting Cloud, as described in Adding Available Content to Excel-based Reference Doclets.
- Embed content from Excel- or Management Reporting-based reference doclets into doclets in Word-based report packages, as described in Embedding Content in a Doclet.
- Create static or reference variables, and insert them into Word-based doclets, as described in Working with Variables
- Refresh all Smart View data in individual doclets, reference doclets, and Office-based supplemental doclets using the **Refresh** command on the Smart View ribbon or a provider ribbon, as described in Refreshing from a Ribbon.
- Refresh specific reports in doclets, reference doclets, and Office-based supplemental doclets individually as you require, as described in Refreshing Individual Reports from Document Contents.
- Change the POV of a report in a doclet, reference doclet, or Office-based supplemental doclet, as described in The POV Manager.

See Example: Working with Enterprise Performance Reporting Cloud Data in Smart View for a demonstration on working with Smart View in a Word-based doclet.

3. Upload the doclet, reference doclet, or applicable supplemental doclet back to the report package.
4. **Optional:** Select to override doclet style sample attributes or slide masters.
5. Check in the doclet, reference doclet, or applicable supplemental doclet.
6. Submit the doclet, reference doclet, or applicable supplemental doclet.

Watch this tutorial video to learn about authoring doclets in Word-based report packages.

Tutorial video

Watch this tutorial video to learn about authoring doclets in PowerPoint-based report packages.

Tutorial video

Checking Out Doclets

This topic applies to Office-based doclets of all types, including reference and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

When you check out a doclet, reference doclet, or Office-based supplemental doclet, it is locked so that nobody else can modify it.

> **Note:**
>
> In Oracle Smart View for Office, you can only download non-Office-based supplemental doclets. To check out non-Office supplemental doclets, use the Oracle Enterprise Performance Reporting Cloud web interface.

Before you begin this procedure, you should have already launched an Office application, connected to Oracle Enterprise Performance Reporting Cloud, and opened a report package, as described in Connecting to Enterprise Performance Reporting in Smart View.

To check out a doclet, reference doclet, or supplemental doclet:

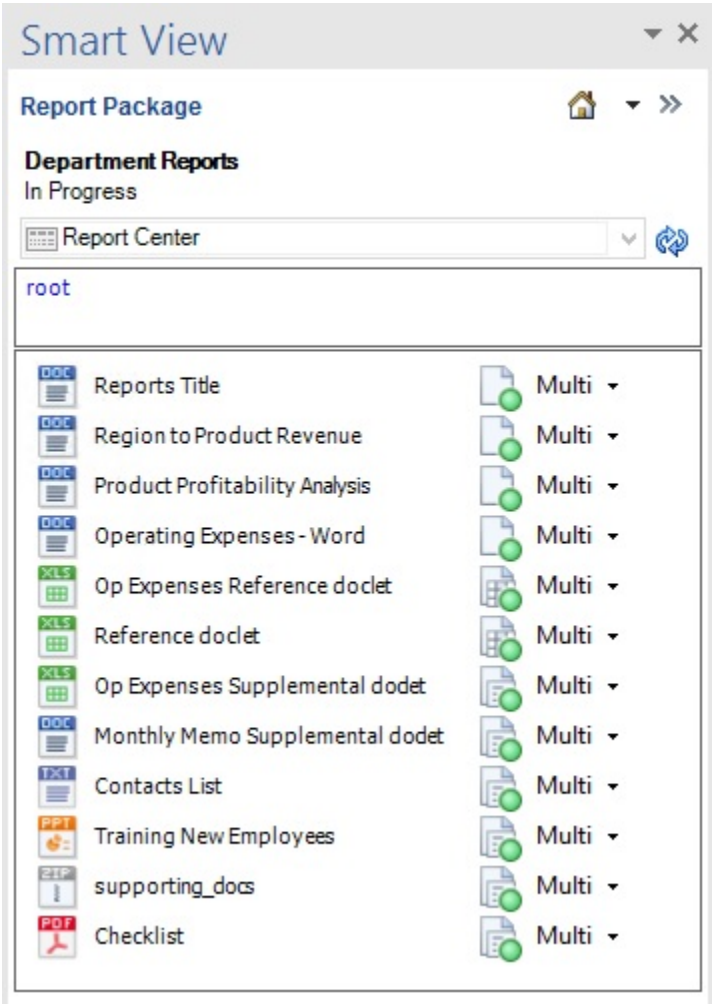
1. In the Report Center, select the doclet to check out.

   Only doclets, reference doclets, and Office-based supplemental doclets can be checked out.

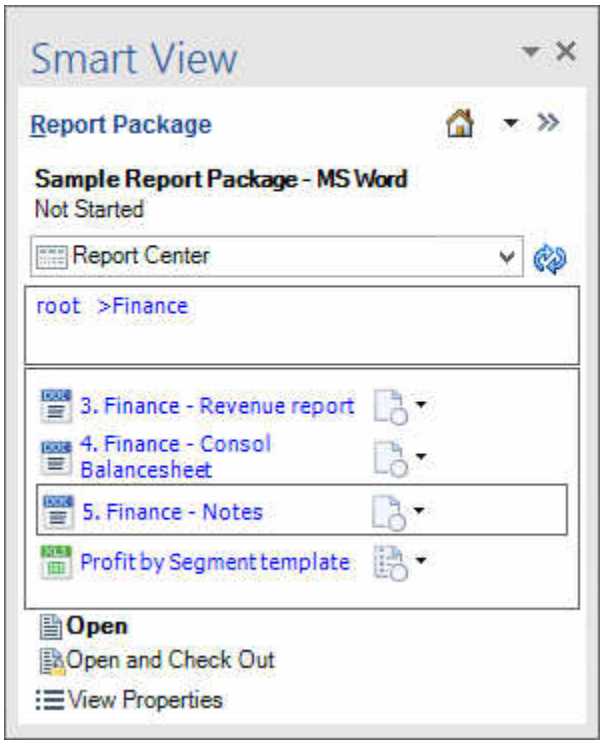
   The Word-based report package shown in Figure 1 contains a variety of doclet types, including doclets, Excel-based reference doclets, Word-, Excel-, and PowerPoint-based supplemental doclets, and supplemental doclets of type TXT, PDF, and ZIP. Note the following icons in the Report Center:

   - indicates a doclet
   - indicates a reference doclet
   - indicates a supplemental doclet

Figure 19-9 Report Package Containing Doclets, Reference Doclets, and Supplemental Doclets



2. In the Action Panel, select **Open and Check Out**.



Selecting this option opens the doclet and checks it out in one operation.

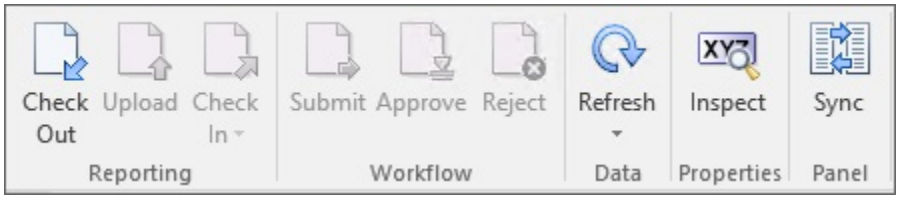
Alternatively, double-click the doclet name to open, then continue with step 3.

The Performance Reporting ribbon is displayed in the Office application when you open:

- A doclet
- A reference doclet
- An Office-based supplemental doclet

Figure 2 shows the Performance Reporting ribbon for the author phase, in the initial state, before the doclet is checked out.

Figure 19-10 Performance Reporting Ribbon for Doclet in Author Phase in Initial Unchecked-Out State



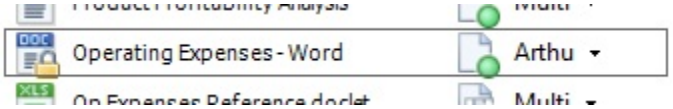
> **Note:**
>
> The availability of buttons in the Performance Reporting ribbon depends on the permissions that are assigned to you; the phase that you are in—authoring, review, or sign off; and the operation you are performing.

3. In the Performance Reporting ribbon, click **Check Out**.

> **Note:**
>
> If an Office-based doclet of any type is already checked out by another user, then the **Check Out** button is disabled.

The selected doclet is now locked for your use. You can work with it directly in Smart View while connected to Oracle Enterprise Performance Reporting Cloud.

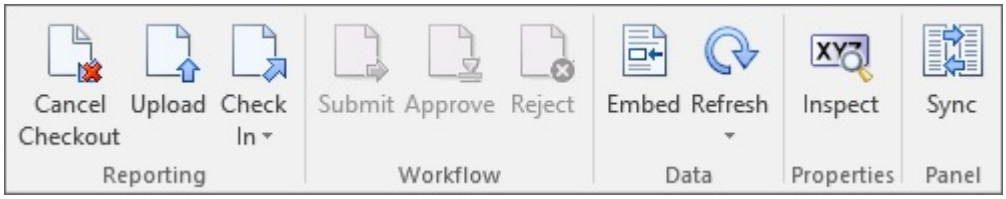
In the doclet responsibilities list in the Smart View Panel, a lock icon and the user name are displayed for the doclet or supplemental doclet that is checked out.



In the Performance Reporting ribbon, the **Check Out** button is replaced with the **Cancel Checkout** button, and the **Embed** button is added.

Figure 3 shows the Performance Reporting ribbon for the author phase, after the doclet is checked out.

Figure 19-11 Performance Reporting Ribbon for Doclet in Author Phase in Checked-Out State



Next steps for working with the checked-out doclets in Oracle Enterprise Performance Reporting Cloud:

- You can undo, or cancel, the checkout if you want to remove your lock on the doclet. Undoing the checkout allows other users to check out and update the doclet. See Undoing Checkouts.
- If you must close Office before you are finished with your authoring changes, you do not need to check in the doclet, but you must upload it to retain the changes in progress. See Uploading and Working with Page Attributes and Slide Masters.

- You can download the Office-based file and work with it offline, as described in Working with Doclets Locally.

Undoing Checkouts

This topic applies to Office-based doclets of all types—regular, reference, and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

In Oracle Enterprise Performance Reporting Cloud, you can undo a checkout to remove the lock and allow other users to check out and modify the doclet. Changes that you made after checking out the doclet , even if you uploaded it, are discarded when you cancel the checkout. To keep your changes, select **Check In** instead.

To undo a checkout:

1. If the Office-based doclet is not already open, in the Smart View Panel, navigate to the doclet and double-click it.
2. In the Performance Reporting ribbon, click **Cancel Checkout**.

Working with Doclets Locally

This topic applies to Office-based doclets of all types—regular, reference, and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

After checkout, you can work with a doclet directly in the appropriate Office application while connected to Oracle Enterprise Performance Reporting Cloud through Oracle Smart View for Office. If you must close the Office application, or disconnect from Oracle Enterprise Performance Reporting Cloud, you can upload the doclet before closing or disconnecting and the changes you made are saved for the next time you start Smart View and log on Oracle Enterprise Performance Reporting Cloud.

Alternatively, use the Office Save As command to save a doclet to a local or network folder and work with it locally or from your network folder, outside of the Oracle Enterprise Performance Reporting Cloud environment. The following procedures explain how to download a doclet to work with locally, and how to upload the doclet back to Oracle Enterprise Performance Reporting Cloud.

> **Note:**
>
> In the following procedures, "locally" refers both to locally-saved doclets, as well as doclets saved to a network folder location.

Downloading Doclets, Reference Doclets, and Supplemental Doclets for Local Use

To download a doclet, reference doclet, or supplemental doclet to work with locally:

1. In the checked-out doclet, using the **File** menu in the Office application, select **Save As**.
2. Save the document to a local folder or network folder location, as you require.

> **Caution:**
>
> You can save a document locally anytime. But be aware that if you do not check out the doclet before saving it locally, other users can still check it out and modify it. Then you won't be able to upload your version of the doclet without overwriting other users' changes. Oracle recommends checking out a doclet or supplemental doclet first before downloading it locally or to a network folder.

3. Modify the downloaded doclet in the native Office application.
4. When you're finished with your modifications, follow the procedure in Uploading Locally-saved Doclets, Reference Doclets and Supplemental Doclets.

Uploading Locally-saved Doclets, Reference Doclets and Supplemental Doclets

This procedure assumes that you have worked with a doclet, reference doclet, or supplemental doclet locally or on a network folder, while disconnected from Oracle Enterprise Performance Reporting Cloud in Smart View. You must connect to Oracle Enterprise Performance Reporting Cloud before opening your doclet file in Smart View.

To upload a locally-saved doclet, reference doclet, or supplemental doclet:

1. Open the appropriate Office application, but do not open the locally-saved doclet yet.
2. Connect to Oracle Enterprise Performance Reporting Cloud, as described in Connecting to Enterprise Performance Reporting in Smart View, and open the report package to which your locally-saved doclet belongs.
3. In the Office application, open the locally-saved doclet by using the **File**, **Open** command.

   This action loads the Performance Reporting ribbon. Note the state of the ribbon; the **Upload** button is enabled.
4. Click **Upload**.
5. Continue with Uploading and Working with Page Attributes and Slide Masters.

Uploading and Working with Page Attributes and Slide Masters

- Doclets in Word-based Report Packages
- Doclets in PowerPoint-based Report Packages
- Office-based Supplemental Doclets in Report Packages

Doclets in Word-based Report Packages

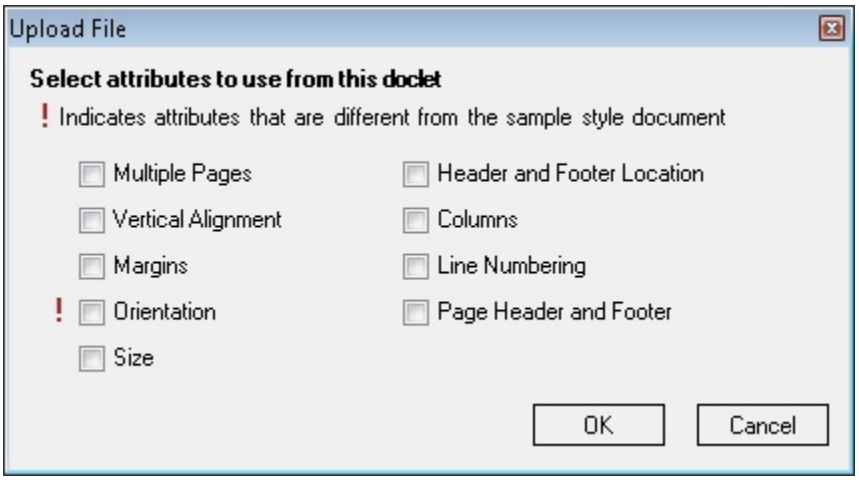
This topic applies to Word-based doclets.

For Microsoft Word-based report packages, you are asked to specify style sample attributes to override during the doclet upload or check-in process.

When a Word-based report package is created in Oracle Enterprise Performance Reporting Cloud, a style sample document is uploaded. It contains the page attributes that the report package owner wants the final report to have. These attributes include the page header and footer, orientation and size, margins, numbering, and alignment.

When you upload a doclet, the system checks the doclet against the style sample document to compare the attributes. An alert is displayed next to the attributes that differ from the style sample.

Figure 19-12 Upload File Dialog Box



By default, the system overrides the doclet attributes with the style sample attributes when the doclet is uploaded. For example, if the style sample orientation is portrait mode and the doclet is in landscape mode, then the doclet's orientation will be changed to portrait mode to match the style sample. Figure 1 shows the **Upload File** dialog box with an alert next to the **Orientation** attribute.

To keep the doclet in landscape mode, select the **Orientation** check box. When you select an attribute, the system uses the attribute from the doclet rather than the attribute from the style sample.

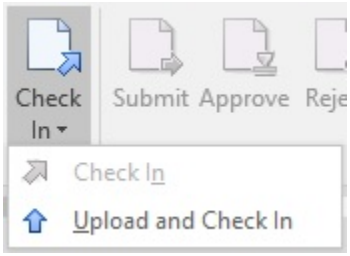
To upload a Word doclet and select style attributes to override:

1. If the doclet is not already open, in the Smart View Panel, navigate to the doclet and double-click the doclet name.

   To upload changes, you must have the doclet checked out.

2. In the Performance Reporting ribbon, click **Upload**.

Alternatively, to upload and check in the doclet, in the Performance Reporting ribbon, select **Check In**, and then **Upload and Check In**.



Whether you select the Upload command or the Upload and Check In command, the Upload File dialog is displayed.

3. In the **Upload File** dialog box (see Figure 1), select the style attributes that you want to override, and then click **OK**.

   Style attributes in the doclet that differ from the style sample for the report package are noted with an exclamation point.

4. Proceed to Checking In Doclets.

   Alternatively, you can continue working on the checked-out doclet and repeat the upload procedure in this topic as many times as you require, and then proceed to Checking In Doclets.

Doclets in PowerPoint-based Report Packages

This topic applies to PowerPoint-based doclets.

For Microsoft PowerPoint-based report packages, when a report package is created, a style sample document is uploaded that contains the slide masters and slide layouts that the report package owner wants the final report to have. These slide masters determine the overall look and format of the presentation. When you upload a doclet, the system scans the doclet and highlights the slide masters in use. The icon indicates slide masters that are not in the style sample document.

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

To upload a PowerPoint doclet and select a slide master:

1. If the doclet is not already open, in the Smart View Panel, navigate to the doclet and double-click the doclet name.

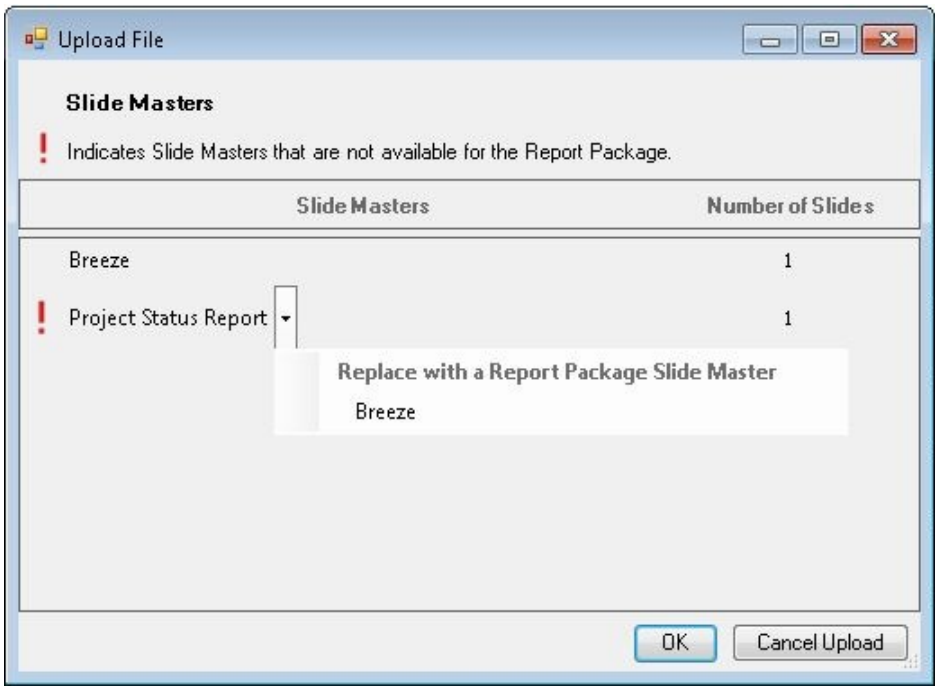
   To upload changes, you must have the doclet checked out.

2. In the Performance Reporting ribbon, click **Upload**.

Alternatively, to upload and check in the doclet, in the Performance Reporting ribbon, select **Check In**, and then **Upload and Check In**.

Whether you select the Upload command or the Upload and Check In command, the Upload File dialog is displayed.

3. If the doclet uses the same slide master as the style sample document, click **OK** in the **Upload File** dialog box, the proceed to step 5; otherwise, proceed to step 4.
4. If the doclet contains a slide master that is not in the style sample document, perform one of the following:
   - To replace the doclet slide master with the report package slide master, click the name of the doclet slide master, and then select the report package slide master to replace it with.



The system maps the doclet slide layouts to the report package slide master to maintain a uniform look for the presentation.

   - To preserve the doclet slide master, click **OK** to upload the doclet.

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

5. Proceed to Checking In Doclets.

   Alternatively, you can continue working on the checked-out doclet and repeat the upload procedure in this topic as many times as you require, and then proceed to Checking In Doclets.

> **Note:**
>
> When you upload a doclet to the report package, the system resets all slides to their default layouts. If you have modified any slides from the default slide master layout, those modifications are reset back to the default. For example, if you have changed the size of a text box on a slide to make room for an image, the text box is reset to its original size when you upload the doclet. However, you can add additional layouts to the doclet slide master, and those new layouts are persisted within the doclet. Therefore, if you want to preserve the modified text box size, you must add that layout to the doclet slide master.
>
> As an example, you are working with a doclet with a slide layout called Title and Content that contains a text box that spans the entire slide. You want to resize the text box to cover half of the slide so that you can add an accompanying image. If you were to resize the text box, add the image, and upload the doclet, the system would reset the slide back to the Title and Content default layout, and the text would overlap the image. Instead, add a new slide layout (called, for example, Title, Text, and Image) with the resized text box. When you upload the doclet, the new slide master is copied over and persisted for that doclet.

Office-based Supplemental Doclets in Report Packages

This topic applies to Office-based supplemental doclets.

You upload Office-based supplemental doclets for checking in. However, in the upload process, you do not have to overwrite styles or slide masters. You simply upload.

Other supplemental doclet file types, such as ZIPs or PDFs, are not checked out in Oracle Smart View for Office; they are only opened or downloaded. Therefore, they do not need to be uploaded.

To upload an Office-based supplemental doclets:

1. If the doclet is not already open, in the Smart View Panel, navigate to the doclet and double-click the doclet name.

   To upload changes, you must have the doclet checked out.

2. In the Performance Reporting ribbon, click **Upload**.

   Alternatively, to upload and check in the doclet, in the Performance Reporting ribbon, select **Check In**, and then **Upload and Check In**.

Whether you select the Upload command or the Upload and Check In command, the Upload File dialog is displayed.

3. Proceed to Checking In Doclets.

   Alternatively, you can continue working on the checked-out supplemental doclet, repeat the upload procedure in this topic as many times as you require, and then proceed to Checking In Doclets.

Checking In Doclets

This topic applies to Office-based doclets of all types, including reference and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

After you have finished modifying an Office-based doclet, you must check it back in so that your changes re incorporated into the report package and other users can view your changes.

> **Note:**
>
> Before you check in a doclet, you must first upload it. You can perform an upload and check in in one step using the procedure in this topic. To upload only, see Uploading and Working with Page Attributes and Slide Masters. If you were working with doclets locally, first see Working with Doclets Locally.

To check in a doclet, reference doclet, or Office-based supplemental doclet:

1. If not already open, in the Smart View Panel, navigate to the doclet and double-click it to open it.
2. From the Performance Reporting ribbon, select **Check In**, and then **Check In**.

   Alternatively, if you haven't yet uploaded the doclet, select **Check In**, and then **Upload and Check In**.

   In the Smart View Panel, the lock icon is removed from the doclet in the doclet responsibilities list, indicating that it is no longer checked out.

> **Note:**
>
> After you have checked out and downloaded an Office-based doclet to work with locally, you must upload the new version before you can check the it back in. If you want to discard the changes that you made and revert back to the original version of the doclet, click **Cancel Checkout** instead (see Undoing Checkouts).

Submitting Doclets

This topic applies to Office-based doclets of all types, including reference and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

After finishing their work, authors submit Office-based doclets to the report package owner or, if approval is required, to the doclet approver.

To submit a doclet, reference doclet, or Office-based supplemental doclet:

1. If not already open, in the Smart View Panel, navigate to the doclet and double-click it to open it.
2. In the Performance Reporting ribbon, click **Submit**.

> **Tip:**
>
> In cases where multiple authors are assigned to a doclet, ensure that all authors are finished with their work before submitting the doclet.

If approval is required, the current responsibility for the doclet is updated with the doclet approvers. If no approval is required, the current responsibility field is empty.

> **Note:**
>
> If the doclet is not already checked in, then the **Submit** operation also checks it in for you.

After you submit a doclet, you can no longer check it out, although you can still open and inspect it from Oracle Smart View for Office or the Oracle Enterprise Performance Reporting Cloud web interface.

Note that once a doclet is submitted, the report package owner can check it out for further updates.

Working with Embedded Content from Reference Doclets

Embedded content from a reference doclet allows commonly-used report content to be defined and then embedded in one or more doclets within your report package.

Related Topics:

About Embedded Content From Reference Doclets

Adding Reference Doclets to a Report Package

Defining Named Ranges in Excel-based Reference Doclets

Adding Available Content to Excel-based Reference Doclets

Updating Excel-based Reference Doclet Content

Deleting Available Content from an Excel-based Reference Doclet

Embedding Content in a Doclet

Refreshing Embedded Content in a Doclet

Removing Embedded Content from a Doclet

About Embedded Content From Reference Doclets

What is embedded content? Embedded content starts with common report content created by reference doclet authors and contained in a reference doclet. This common content becomes available content to doclet authors. Using Oracle Smart View for Office or the web, doclet authors embed content into doclets that are part of the published report in Word- or PowerPoint-based report packages.

As a reference doclet author, you create report content, and then define it as available content. In Excel-based reference doclets, you use Excel's named range functionality. In Management Reporting-based reference doclets, you use the Oracle Enterprise Performance Reporting Cloud web interface. After upload and checkin, the content is ready for doclet authors to consume.

As a doclet author, you might think of a reference doclet as a data source of embedded content. A report package can contain multiple reference doclets. You can embed the available content from multiple reference doclets in multiple doclets in a report package.

Whenever a reference doclet author checks in a reference doclet, Smart View or the web interface, the system automatically refreshes any doclet that has embedded content.

Whenever a doclet author checks in a doclet that has embedded content, the system automatically refreshes the embedded content in the doclet.

As the underlying data source of the report is updated, you can view the changes the next time you open or refresh the reference doclets and doclets containing embedded content.

> **Note:**
>
> For reference doclet authors: Reference doclets are part of a report package, and they are maintained within the report package. Reference doclets have the same support as any other doclet in a report package such as workflow, security, and versioning.

The basic process flow for working with reference doclets and embedded content is as follows:

1. In the web interface, the report package owner adds Excel- and Management Reporting-based reference doclets to the report package. See the Oracle Enterprise Performance Reporting Cloud documentation for details.

   The reference doclets can already contain report content and, in the case of Excel-based reference doclets, named ranges. Reference doclet authors and doclet authors can also add named ranges later, during the authoring process.

2. In Smart View or from the web interface, Excel-based reference doclet authors create report content and define named ranges for data and other content, such as tables, graphs, and charts, to include in a report package.

   In the web interface, Management Reporting-based reference doclet authors can add tables or graphs in the report as available content.

   Multiple available content objects can be created within a single reference doclet. For example, you can create more than one named range in a reference doclet.

3. Reference doclet authors upload and check in reference doclets, thus making the report content available to doclet authors.

4. Doclet authors embed content from the reference doclets in their assigned doclets.

In Smart View, you begin the process with Defining Named Ranges in Excel-based Reference Doclets.

In the Oracle Enterprise Performance Reporting Cloud web interface, see the Management Reporting documentation.

Adding Reference Doclets to a Report Package

This task is completed by report package owners using the Oracle Enterprise Performance Reporting Cloud web interface.

To begin working with embedded content, the report package owner adds Excel- or Management Reporting-based reference doclets to a report package. Reference doclets are the containers to which reference doclet authors add report content and make it available to doclet authors for embedding.

> **Note:**
>
> - You must have report package owner privileges to add reference doclets to a report package.
> - The reference doclets you add can already contain report content and named ranges, or you can add them later, during the authoring process.

To add reference doclets to a report package:

1. Follow the procedures described in Oracle Enterprise Performance Reporting Cloud documentation.
2. In Oracle Smart View for Office, open the report package and verify that the reference doclet is included.

Reference doclet authors are now ready to begin working with the Excel-based reference doclets, as described in Defining Named Ranges in Excel-based Reference Doclets.

To begin embedding content from reference doclets in a doclet, go to Embedding Content in a Doclet.

Defining Named Ranges in Excel-based Reference Doclets

This topic applies only to Excel-based reference doclets.

The reference doclet author creates report content and then defines named ranges around that content in the reference doclet. In general, range names can be created using the New Name dialog box, accessed either from the Name Manager or the Define Name items on the Formula ribbon of Excel. Find out more about range names in the Microsoft documentation.

You can define named ranges before adding a reference doclet to a report package.

Alternatively, you can define named ranges during the author phase, as described in this topic.

> **Note:**
>
> Prior to beginning this procedure, ensure that the author phase has been initiated.

To define named ranges for Excel-based reference doclets:

1. Open the report package.
2. Open, and then check out the reference doclet.

   The reference doclet should open in Excel. If you opened the report package in Word or PowerPoint, Excel is launched when opening the reference doclet.
3. Create the report content.
4. Add range names to selected report content.

You can add range names to any or all report content in the reference doclet. You decide which content you want to make available to authors of the report package.

A named range is valid when the named range:

- Exists within an Excel workbook.
- Is not a hidden name.
- Refers to a range of cells in a worksheet which is not hidden.
- Is not referring to a formula or constant.
- Does not have a dynamically calculated reference, for example the reference must point to an absolute range of cells, rather than relying on a reference formula or another named range to dynamically determine the range.
- Does not contain any errors, for example a “#REF!” error.

Remember, named ranges become available content in the report package.

5. When you finish adding report content and named ranges to the report, upload, and then check in the reference doclet.

   The reference doclet must at least be uploaded in order to continue with the next step.

6. Continue with Adding Available Content to Excel-based Reference Doclets.

Adding Available Content to Excel-based Reference Doclets

This topic applies only to Excel-based reference doclets.

Reference doclet authors or approvers can add available content to a reference doclet. Available content is based on the named ranges specified in the reference doclets (as described in Defining Named Ranges in Excel-based Reference Doclets).

In Oracle Smart View for Office, you use the **Properties** dialog box to detect the named ranges and specify them as available content. When the reference doclet is checked in to the report package, an automated refresh is performed that updates any changes that were made in the reference doclet and to any doclets that have embedded content that points to the reference doclet.

> **Note:**
>
> - Prior to beginning this procedure, ensure that the author phase has been initiated.
> - Doclet authors cannot add available content definitions.

To add available content to a reference doclet in Smart View:

1. Open the report package.
2. Open, and then check out the reference doclet.

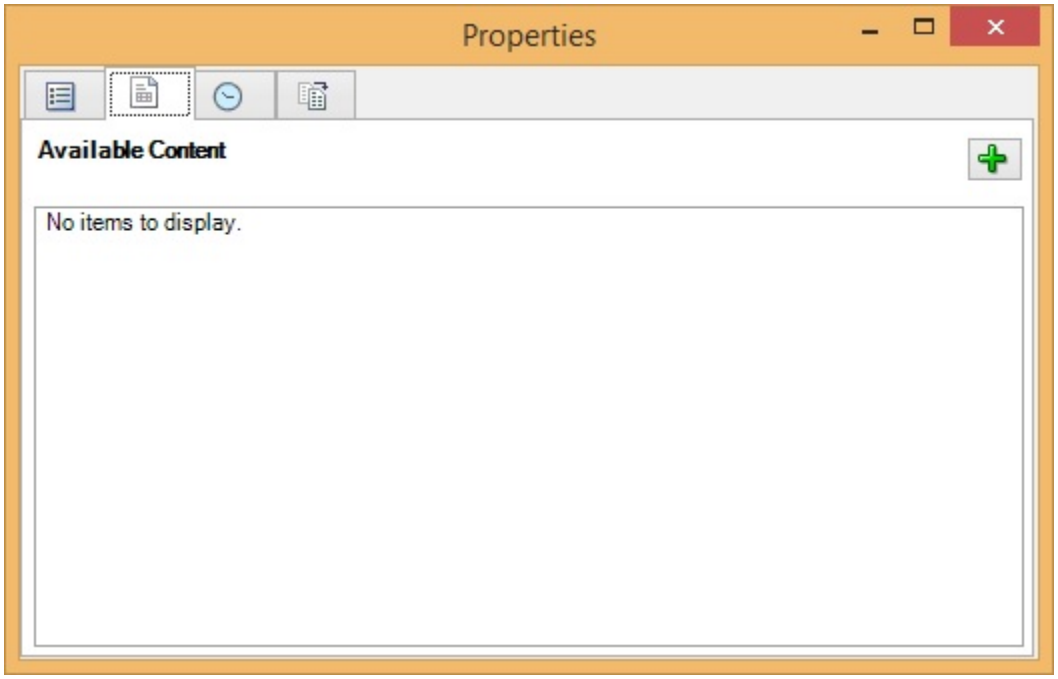
   The reference doclet should open in Excel. If you opened the report package in Word or PowerPoint, Excel is launched when opening the reference doclet.

3. Click **Inspect** in the Performance Reporting ribbon to launch the **Properties** dialog box.

Alternatively, with the reference doclet selected in the report package list, click the **View Properties** link to access the **Properties** dialog box.

4. Select the **Available Content** tab.

Figure 19-13 Properties Dialog Box - Available Content Tab



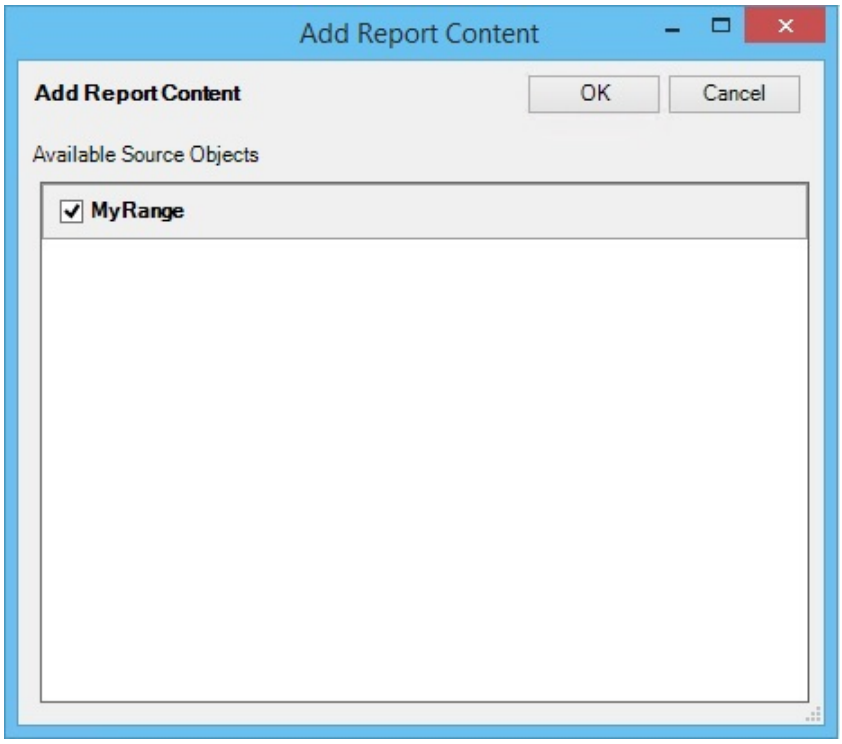
5. Click the **Add** button, , to launch the **Add Report Content** dialog box.

In **Add Report Content**, all available content in the reference doclet is displayed.

6. Select the check box next to the content which you want to make available for embedding later.

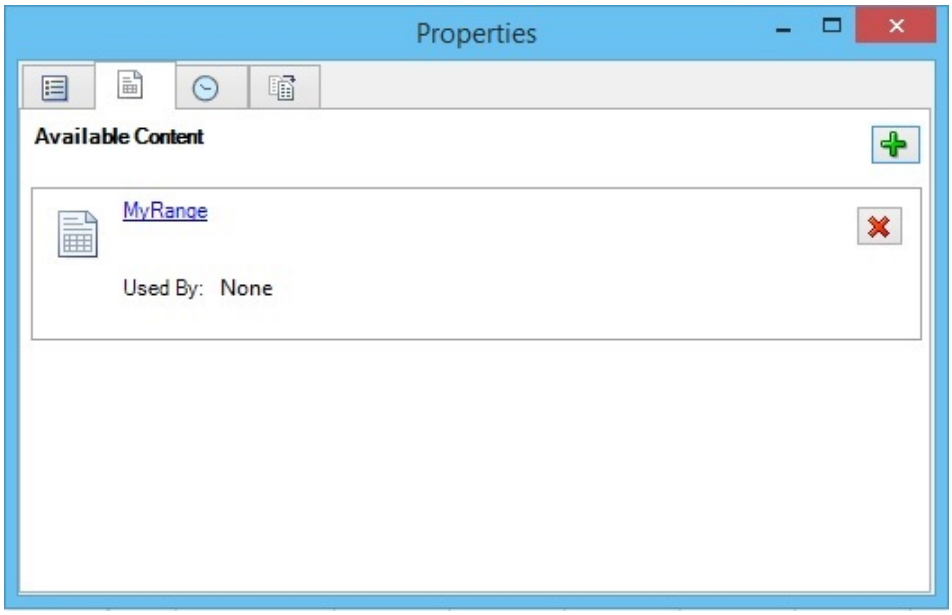
For example, in Figure 2, the available range, "MyRange" is selected.

Figure 19-14 Add Report Content Dialog Box



7. Click **OK** to go back to the **Available Content** tab of the **Properties** dialog box.

Figure 19-15 Properties Dialog Box - Available Content Tab with Content Added



8. Click the **X** in the upper right corner of the dialog to close it.
9. Upload, and then check in the reference doclet.

   The content you just added is now available for embedding into doclets.

10. Continue with Embedding Content in a Doclet.

    Optionally, to maintain or delete content in the reference doclet, continue with Updating Excel-based Reference Doclet Content or Deleting Available Content from an Excel-based Reference Doclet.

Updating Excel-based Reference Doclet Content

This topic applies only to Excel-based reference doclets.

As the author or approver of Excel-based reference doclets, you can update and modify the available content in reference doclets during the author phase.

For example, you can refresh data or reformat content. Or, you may find that the available content that you defined needs to be remapped to different report content within the reference doclet. This may occur if the doclet source was updated, or if a named range was renamed or deleted, or if the wrong content was selected previously.

> **Note:**
>
> - Prior to beginning this procedure, ensure that the author phase has been initiated.
> - To update Management Reporting-based content, use the Oracle Enterprise Performance Reporting Cloud web interface.

To update reference doclet content:

1. Open the report package.
2. Open, and then check out the reference doclet.

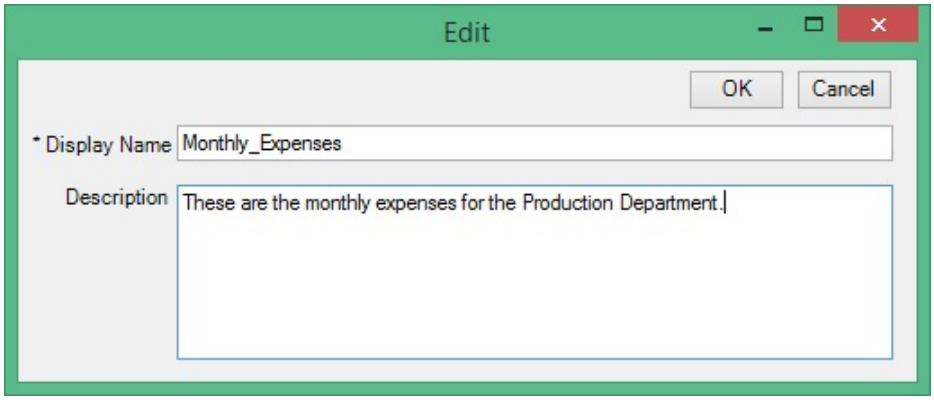
   The reference doclet should open in Excel. If you opened the report package in Word or PowerPoint, Excel is launched when opening the reference doclet.
3. **Optional:** Perform Oracle Smart View for Office tasks, such as refresh the data points or change the POV in a report.
4. **Optional:** Perform Excel tasks, such as reformat a grid or chart.
5. **Optional:** Change the name or the description of available content:
   a. In the Performance Reporting ribbon ribbon, click **Inspect**.
   b. In the **Properties** dialog box, select the **Available Contents** tab.
   c. In **Available Contents**, click the link for the content you want to change.

      For example, we'll update the description for the Monthly_Expenses content, so we'll click the Monthly_Expenses link:

      The **Edit** dialog box is displayed, where you can change the content name and description.

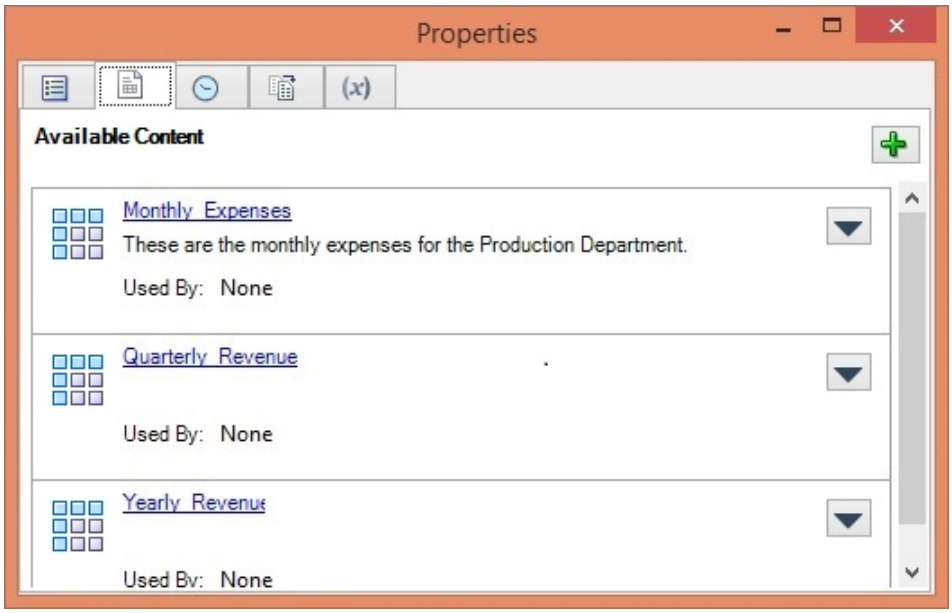
d. In the **Edit** dialog, make any necessary changes to the content name and description.

   In the example below, we've added a description.



e. When finished, click **OK** to close the **Edit** dialog.

   The updated description appears in the **Properties** dialog box:



f. Repeat to make changes to any other content in the list.

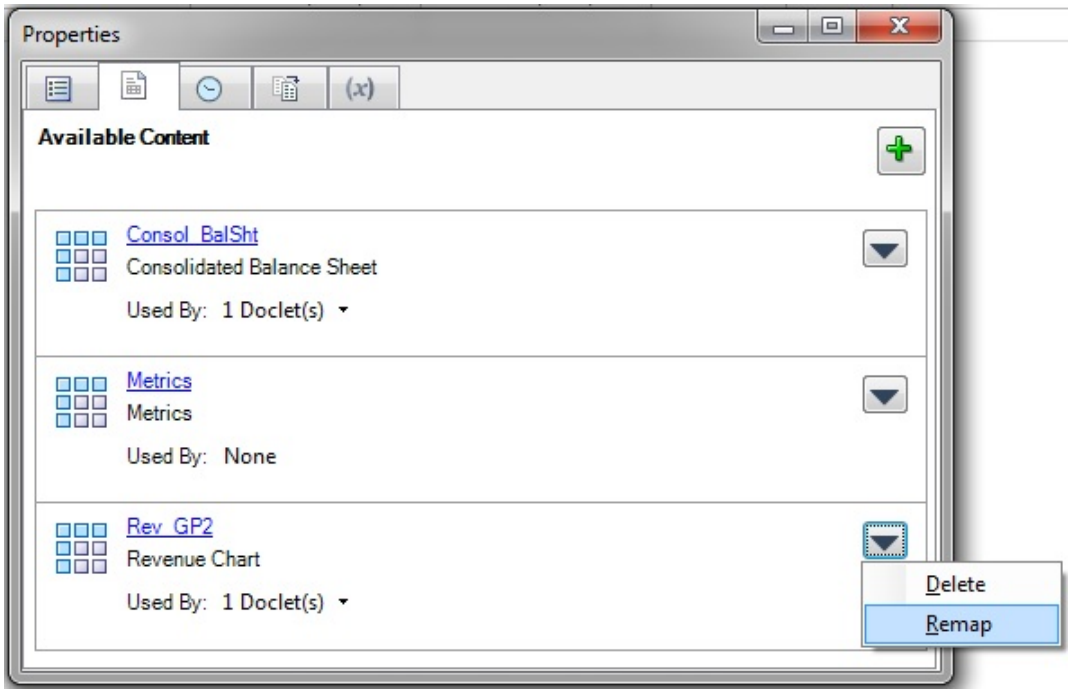
6. **Optional:** To remap available content within a reference doclet:

   a. In the Performance Reporting ribbon ribbon, click **Inspect**.

   b. In the **Properties** dialog box, select the **Available Contents** tab.

   c. Click next to the content to remap and select **Remap** from the drop-down menu.

      For example, below we are selecting to remap Rev_GP2.

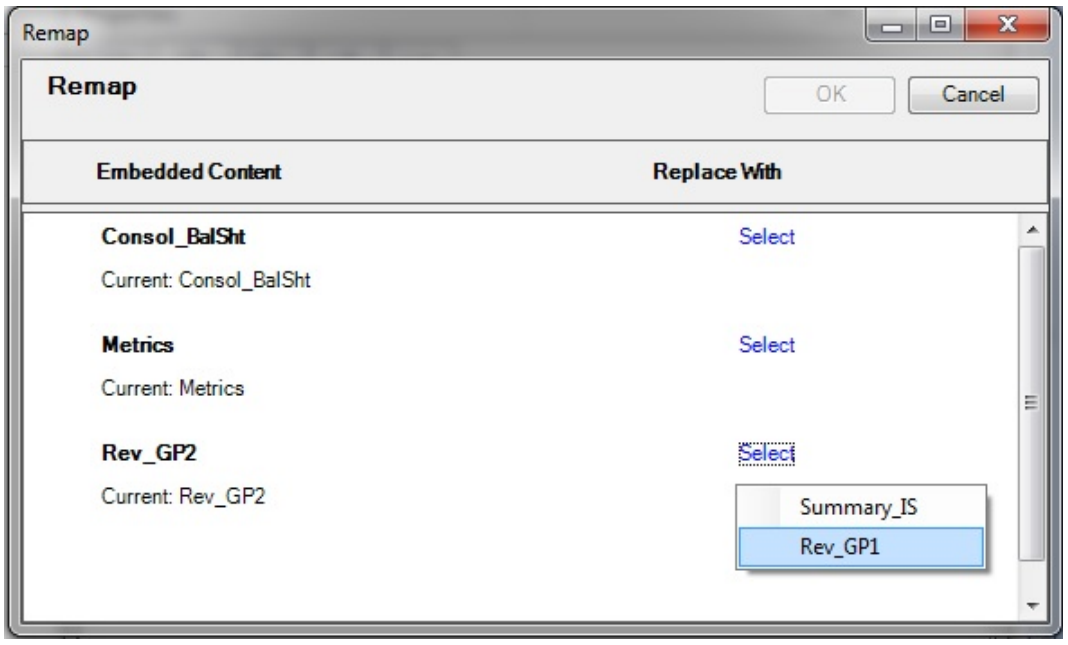


The **Remap** dialog is displayed.

d. In the **Remap** dialog, click on the associated **Select** link for the content to remap.

A list of available content that is not already mapped is displayed. In the following illustration, the list contains two item, Summary_IS and Rev_GP1.

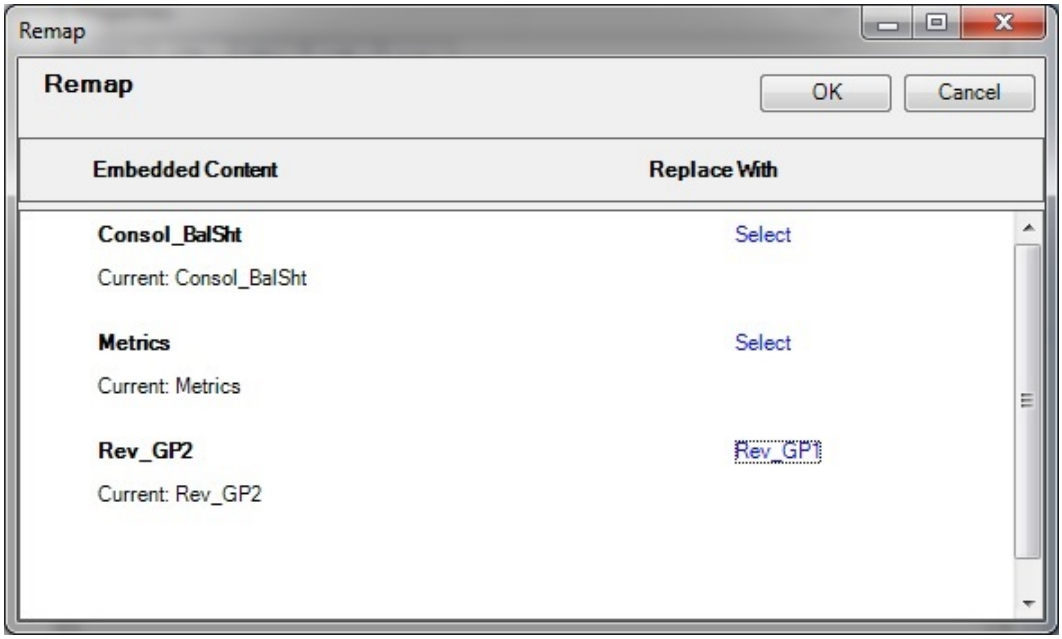
Rev_GP2 is currently mapped to available content called Rev_GP2. We want to remap to the unmapped content called Rev_GP1.



e. From the **Select** drop-down list, select an available content item to remap to.

After you make a selection, the range you chose is shown in the **Replace with** column.

In the following example, the Rev_GP1 range is now showing in the **Replace with** column.



f. Repeat step 7.a. through step 7.c. for each available content item that you want to remap.

g. When you're finished remapping content, click **OK** to close the **Remap** dialog.

7. Click **X** in the upper left corner of **Properties** to close the dialog.

8. When finished with all updates to the reference doclet, upload it and check it in.

Deleting Available Content from an Excel-based Reference Doclet

This topic applies only to Excel-based reference doclets.

In the reference doclet, you can remove content from the list of available content, without deleting the range on which it was based. This way, if you need to add the content back at later, you can do so.

Be aware that if the available content is in use as embedded content in any doclets in the report package, deleting it from the reference doclet will cause broken links in those doclets.

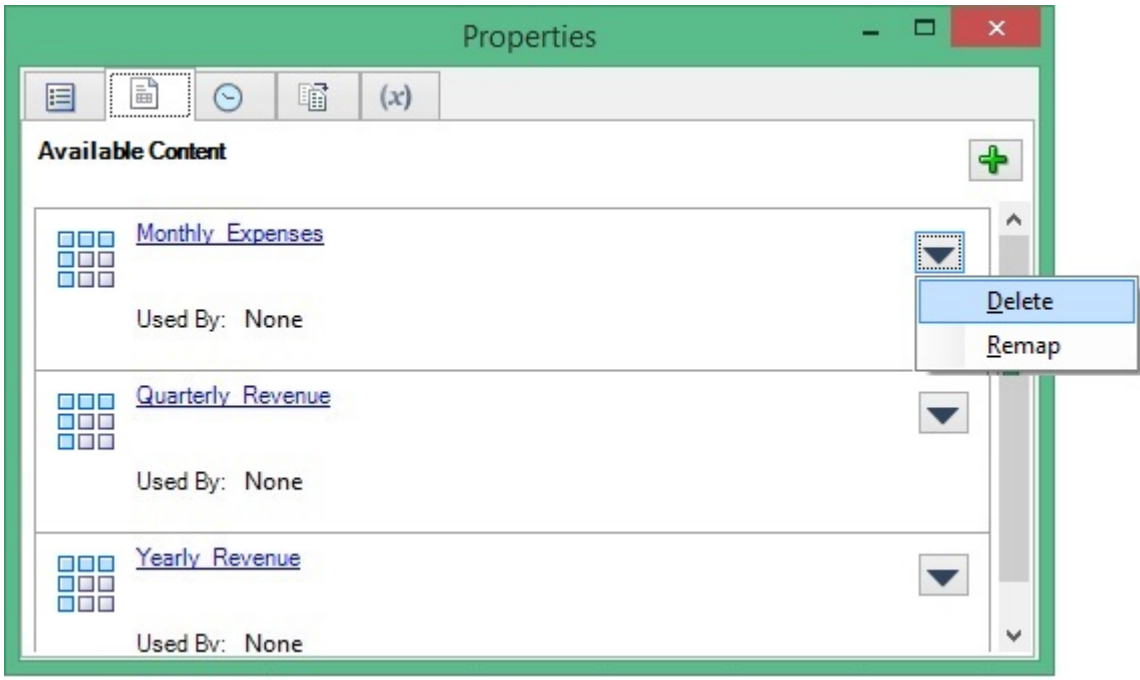
To delete available content from a Management Reporting-based reference doclet, use the Oracle Enterprise Performance Reporting Cloud web interface.

> **Note:**
>
> Before you begin, ensure that the doclet author phase is initiated.

To delete available content from the reference doclet:

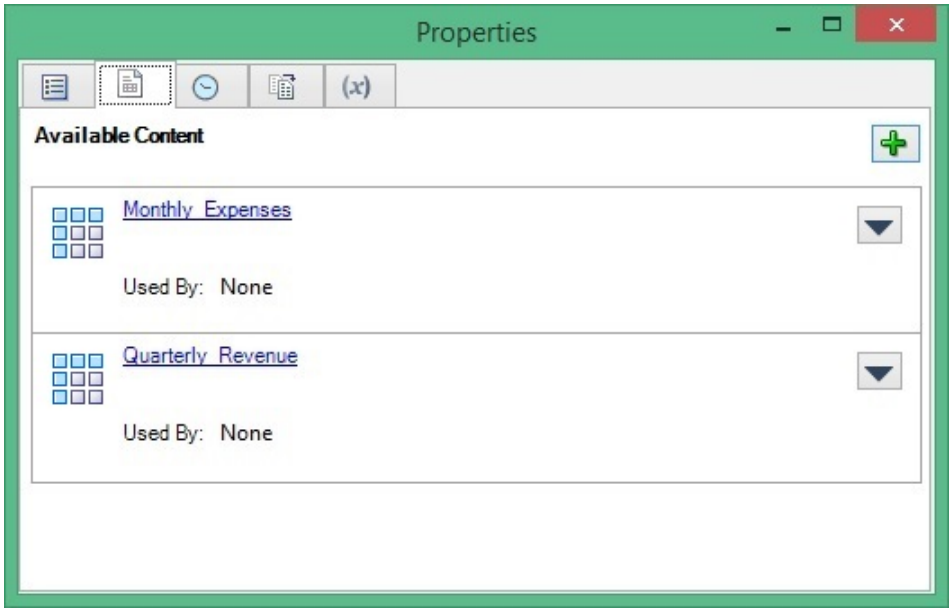
1. Check out the reference doclet.
2. In the Performance Reporting ribbon ribbon, click **Inspect** to launch the **Properties** dialog box.
3. In **Properties**, select the **Available Contents** tab.

   In the example below, there are three ranges listed as available content. We'll remove one of them Yearly_Revenue.



4. In **Available Content**, click the **Delete** button, for the content to delete.

   The content is removed from the list of available content.



5. Repeat these steps for any other content to delete.
6. Click **X** in the upper left corner of **Properties** to close the dialog.
7. When finished, upload it and check it in.

You can always add content back to the reference doclet by following the procedure in Adding Available Content to Excel-based Reference Doclets.

Embedding Content in a Doclet

Now that Excel- and Management Reporting-based reference doclets are added to a report package, report content has been created and named ranges defined, and available content has been identified, this content can be embedded. You can embed content in Word or PowerPoint doclets. For example, among the available content in the report package, there may be a chart or grid that an author wants to add to a doclet.

> **Note:**
>
> Before you begin, ensure that the doclet author phase is initiated.

To embed content in a doclet:

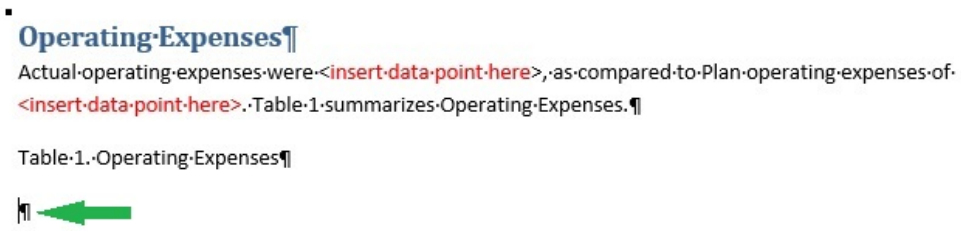
1. Open the doclet and check it out.

   We'll call the doclet our "target" doclet.

2. Place the cursor at the point in the target doclet where the embedded content should be inserted.

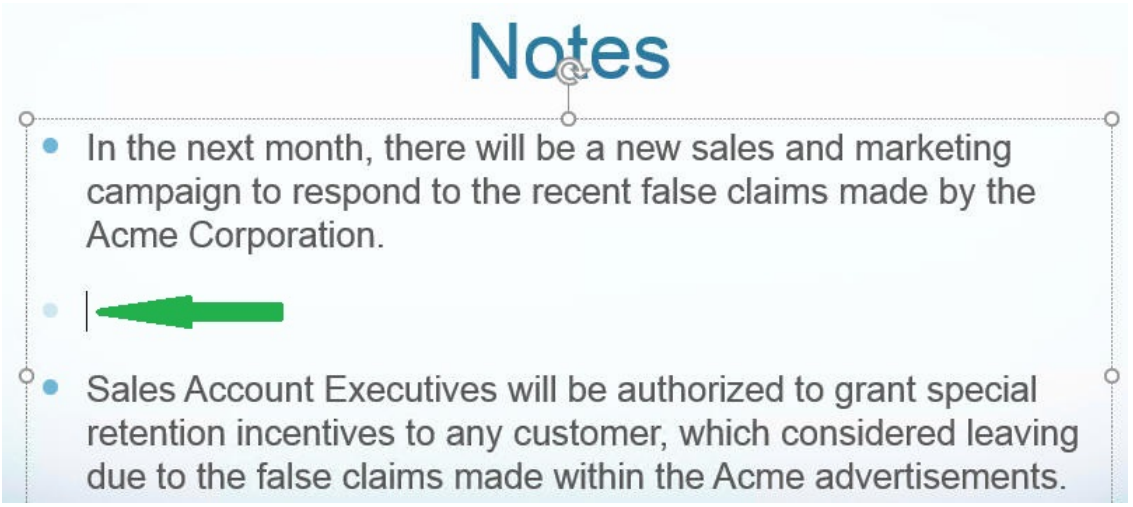
   In Figure 1, the solid green arrow shows the insertion point for the embedded content.

Figure 19-16 Example Target Word Doclet with Cursor at Insertion Point

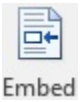


In a PowerPoint slide, depending on the slide format, you may be embedding a table or graph onto a slide containing no other text or graphics. In that case, you can simply click anywhere in the slide. If your embedded content must be inserted at a certain point in a slide within text, then position the cursor at the insertion point, as shown in Figure 2

Figure 19-17 Example Target PowerPoint Doclet with Cursor at Insertion Point



3. From the target doclet, click the **Embed** button in the Performance Reporting ribbon.

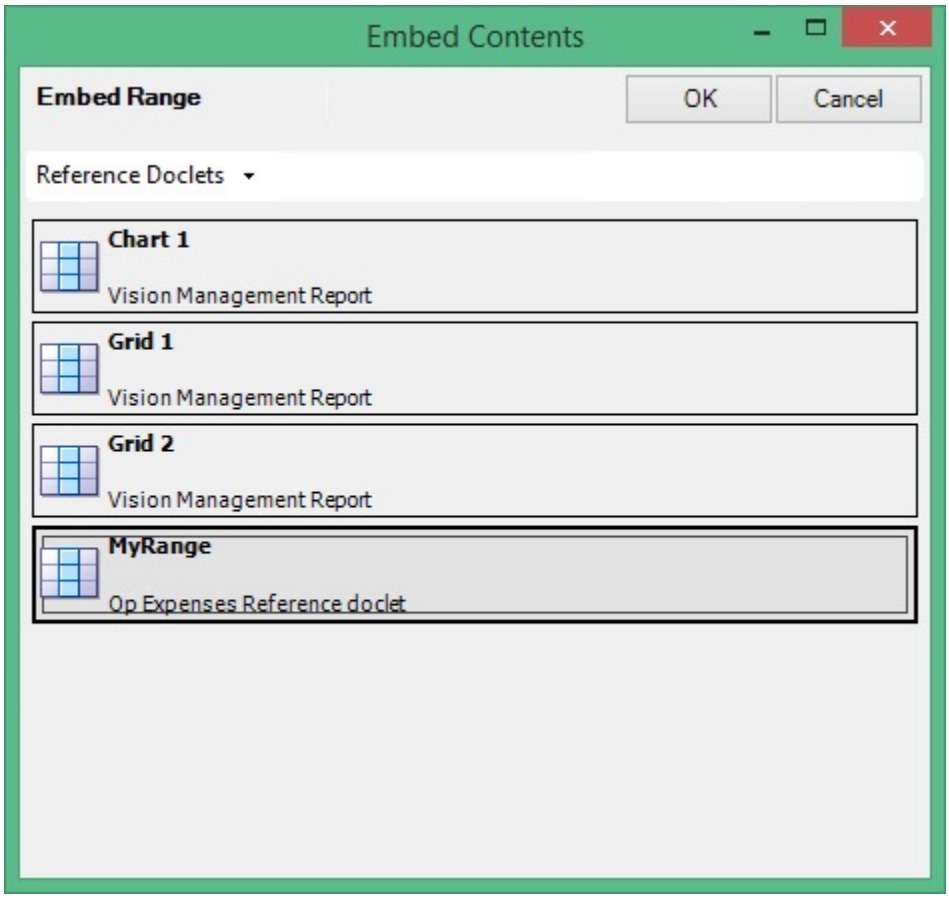


The **Embed Contents** dialog box is launched.

4. In **Embed Contents**, select the range to embed.

   In the example in Figure 3, we see both Excel- and Management Reporting-based content in the list. We'll select **MyRange**, which happens to be Excel-based content.

Figure 19-18 Embed Contents Dialog Box



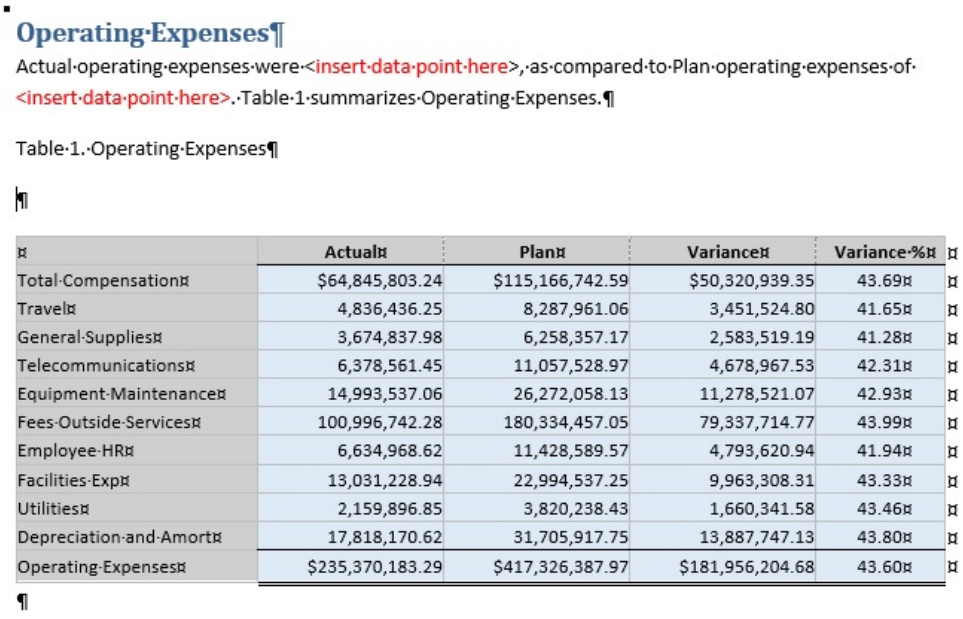
5. Click **OK**.

   The selected range is inserted, or embedded, into the doclet.

> **Note:**
>
> In PowerPoint, you can relocate and resize the embedded content on the slide. Once resized, the revised height of the image on the slide is retained on refresh, and the refreshed image will have the same aspect ratio as the source object.

An example of embedded content in a Word doclet is shown in Figure 4. This figure assumes that in the Home ribbon in Word, the **Show/Hide** button in the **Paragraph** group is enabled.

Figure 19-19 Example Target Doclet After Embedding a Range



Operating·Expenses¶

Actual·operating·expenses·were·<insert·data·point·here>,·as·compared·to·Plan·operating·expenses·of·<insert·data·point·here>.·Table·1·summarizes·Operating·Expenses.¶

Table·1.·Operating·Expenses¶

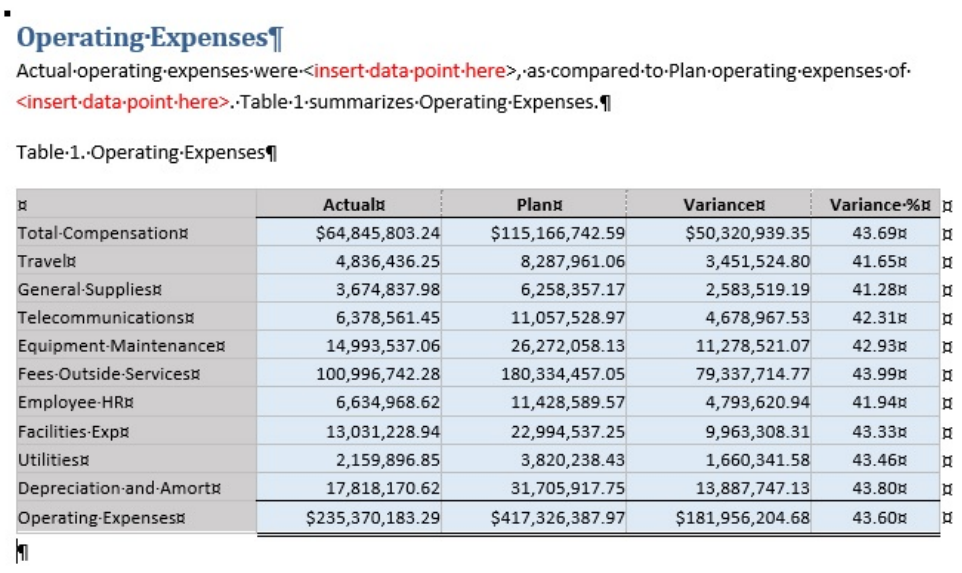
¶

¤	Actual¤	Plan¤	Variance¤	Variance·%¤	¤
Total·Compensation¤	$64,845,803.24	$115,166,742.59	$50,320,939.35	43.69¤	¤
Travel¤	4,836,436.25	8,287,961.06	3,451,524.80	41.65¤	¤
General·Supplies¤	3,674,837.98	6,258,357.17	2,583,519.19	41.28¤	¤
Telecommunications¤	6,378,561.45	11,057,528.97	4,678,967.53	42.31¤	¤
Equipment·Maintenance¤	14,993,537.06	26,272,058.13	11,278,521.07	42.93¤	¤
Fees·Outside·Services¤	100,996,742.28	180,334,457.05	79,337,714.77	43.99¤	¤
Employee·HR¤	6,634,968.62	11,428,589.57	4,793,620.94	41.94¤	¤
Facilities·Exp¤	13,031,228.94	22,994,537.25	9,963,308.31	43.33¤	¤
Utilities¤	2,159,896.85	3,820,238.43	1,660,341.58	43.46¤	¤
Depreciation·and·Amort¤	17,818,170.62	31,705,917.75	13,887,747.13	43.80¤	¤
Operating·Expenses¤	$235,370,183.29	$417,326,387.97	$181,956,204.68	43.60¤	¤

¶

In Word, note the blank paragraph marker before the embedded content. You can delete the marker to give the doclet a more polished look, as shown in Figure 5. PowerPoint does not have this issue.

Figure 19-20 Example Target Doclet with Extra Paragraph Marker Removed



Operating·Expenses¶

Actual·operating·expenses·were·<insert·data·point·here>,·as·compared·to·Plan·operating·expenses·of·<insert·data·point·here>.·Table·1·summarizes·Operating·Expenses.¶

Table·1.·Operating·Expenses¶

¤	Actual¤	Plan¤	Variance¤	Variance·%¤	¤
Total·Compensation¤	$64,845,803.24	$115,166,742.59	$50,320,939.35	43.69¤	¤
Travel¤	4,836,436.25	8,287,961.06	3,451,524.80	41.65¤	¤
General·Supplies¤	3,674,837.98	6,258,357.17	2,583,519.19	41.28¤	¤
Telecommunications¤	6,378,561.45	11,057,528.97	4,678,967.53	42.31¤	¤
Equipment·Maintenance¤	14,993,537.06	26,272,058.13	11,278,521.07	42.93¤	¤
Fees·Outside·Services¤	100,996,742.28	180,334,457.05	79,337,714.77	43.99¤	¤
Employee·HR¤	6,634,968.62	11,428,589.57	4,793,620.94	41.94¤	¤
Facilities·Exp¤	13,031,228.94	22,994,537.25	9,963,308.31	43.33¤	¤
Utilities¤	2,159,896.85	3,820,238.43	1,660,341.58	43.46¤	¤
Depreciation·and·Amort¤	17,818,170.62	31,705,917.75	13,887,747.13	43.80¤	¤
Operating·Expenses¤	$235,370,183.29	$417,326,387.97	$181,956,204.68	43.60¤	¤

¶

6. Repeat the steps above for all content you want to embed in the currently opened and checked-out target doclet.

> **Note:**
>
> Embedded content must not overlay or overlap other instances of embedded content.

7. When your work is completed in the current doclet, upload it, and then check it in.
8. To refresh embedded content, see Refreshing Embedded Content in a Doclet.

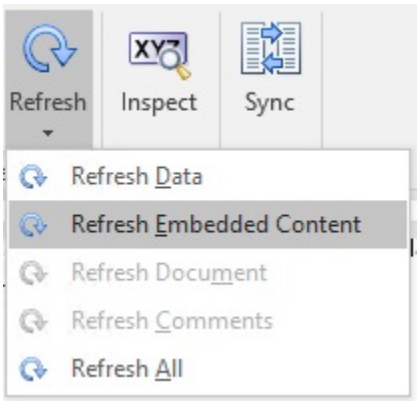
Refreshing Embedded Content in a Doclet

As a doclet authors, you can refresh the embedded content in your doclets to keep them in sync with the content in the reference doclets and the underlying data source. For example, source data can be updated or content can be reformatted.

To refresh embedded content in a doclet:

1. Open, and then check out the doclet that contains the embedded content.
2. Perform an action:
   - To refresh embedded content only, without uploading in the same operation:

     In the Performance Reporting ribbon, select the arrow in the **Refresh** icon, and then **Refresh Embedded Content**.

     You do not have to select the embedded content to refresh it. The **Refresh Embedded Content** command will refresh all embedded content in the checked-out doclet.

     When you've finished the refresh, and made any other changes to the doclet, click **Upload**.
   - To refresh and upload the doclet immediately:

     In the Performance Reporting ribbon, click **Upload**.

     The upload action automatically refreshes any embedded content in the target doclet.

> **Note:**
>
> **PowerPoint:** If you have resized embedded content, the revised height of the image on the slide is retained on refresh, and the refreshed image will have the same aspect ratio as the source object.

3. Check in the doclet.

Removing Embedded Content from a Doclet

As a doclet author, you can remove embedded content from doclets using the Cut command in Word or PowerPoint, or the Delete key on your key board.

To remove embedded content from a doclet:

1. Open the doclet that contains the embedded content, and check it out.

   This is the target doclet, not the reference doclet or any other doclet. The target doclet was discussed in Embedding Content in a Doclet.

2. To remove embedded content from a PowerPoint doclet:

   a. In the target doclet, click on the embedded content to highlight it, and then press the **Delete** key.

   b. Edit the slide to make any adjustments to surrounding text, if required.

3. To remove embedded content from a Word doclet:

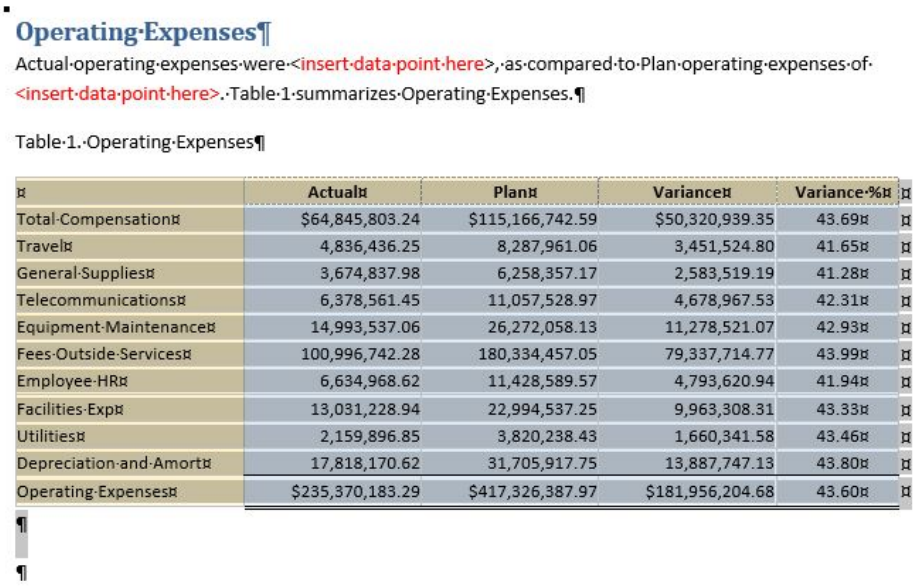
   a. add a blank carriage return either before or after the embedded content.

      You will need an extra bit of plain text, such as an empty paragraph marker, when selecting the embedded content to delete.

   b. Select the embedded content, along with the blank paragraph marker you created in the previous step.

      Select the embedded content and the blank paragraph marker, in the same way that, using Word, you would select a table along with a line of text above or below it.

      In the following image, the embedded content and the paragraph marker below it are selected. An extra blank paragraph marker at the bottom of the image is not selected.



Operating·Expenses¶

Actual·operating·expenses·were·<insert·data·point·here>,·as·compared·to·Plan·operating·expenses·of·<insert·data·point·here>.·Table·1·summarizes·Operating·Expenses.¶

Table·1.·Operating·Expenses¶

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Travel¤	4,836,436.25	8,287,961.06	3,451,524.80	41.65¤	¤
General·Supplies¤	3,674,837.98	6,258,357.17	2,583,519.19	41.28¤	¤
Telecommunications¤	6,378,561.45	11,057,528.97	4,678,967.53	42.31¤	¤
Equipment·Maintenance¤	14,993,537.06	26,272,058.13	11,278,521.07	42.93¤	¤
Fees·Outside·Services¤	100,996,742.28	180,334,457.05	79,337,714.77	43.99¤	¤
Employee·HR¤	6,634,968.62	11,428,589.57	4,793,620.94	41.94¤	¤
Facilities·Exp¤	13,031,228.94	22,994,537.25	9,963,308.31	43.33¤	¤
Utilities¤	2,159,896.85	3,820,238.43	1,660,341.58	43.46¤	¤
Depreciation·and·Amort¤	17,818,170.62	31,705,917.75	13,887,747.13	43.80¤	¤
Operating·Expenses¤	$235,370,183.29	$417,326,387.97	$181,956,204.68	43.60¤	¤

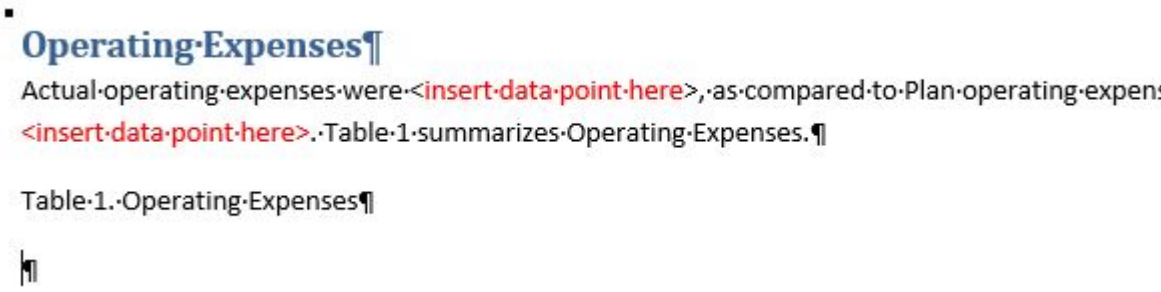
¶

¶

c. Press the **Delete** key on your keyboard.

   Alternatively, you can use the **Cut** command from the Home ribbon in Word or PowerPoint.

   The following image shows the selected embedded content and paragraph marker removed; one blank paragraph marker at the bottom of the image remains.



Operating·Expenses¶

Actual·operating·expenses·were·<insert·data·point·here>,·as·compared·to·Plan·operating·expens

<insert·data·point·here>.·Table·1·summarizes·Operating·Expenses.¶

Table·1.·Operating·Expenses¶

¶

4. Repeat these steps for all embedded content to remove from the current target doclet.
5. When your work is completed in the current doclet, upload it, and then check it in.

Working with Embedded Content from Reference Files

Embedded content from a reference file allows report content to be sourced from and defined in your own local or network Excel files, *outside* of the report package, and then embedded in one or more doclets within your report package.

Related Topics:

About Embedding Content from Reference Files

Defining Named Ranges in Reference Files

Registering Reference Files with a Doclet

Embedding Reference File Content in a Doclet

Adding Content from Reference Files to Doclets

Managing Named Ranges for a Reference File

Updating Available Content in a Reference File

Remapping Content within Reference Files

About Embedding Content from Reference Files

A doclet author can create their own stylized report content in Microsoft Office Excel, such as grids and charts, and insert that content into doclets using reference files. The Excel report content is automatically updated in the associated doclet whenever the Excel file is modified. You identify embeddable content in the reference file using Excel's named ranges functionality. The named range can then be embedded in a doclet. The reference file is attached and saved to a doclet and is associated only with that doclet.

Reference files are similar to reference doclets in that you can define embeddable content in them. The difference is that a reference file is available to and associated with a single doclet only whereas a reference doclet is available to all doclet authors with access to the reference doclet. A single doclet can be associated with multiple reference files.

To summarize this feature in Oracle Enterprise Performance Reporting Cloud, a doclet author can:

- Develop stylized reports within a Microsoft Office Excel workbook, using Oracle Smart View for Office or other data access methods
- Define named ranges in the workbook; the named ranges become embeddable content candidates
- Integrate named ranges within doclets
- Easily update the reference file in Excel, which automatically updates the Microsoft Office Excel report content in the doclet with which it is associated
- Incorporate multiple ranges from the same or different reference files in a doclet

Defining Named Ranges in Reference Files

The reference file is an Excel file that can be located in a folder on a local drive or network drive, outside of the report package.

The doclet author creates Excel report content and then defines named ranges around that content. In general, range names can be created using the New Name dialog box, accessed either from the Name Manager or the Define Name items on the Formula ribbon of Excel. Find out more about range names in the Microsoft documentation.

This Excel file is a potential reference file.

Define named ranges in your reference file before you begin working with them in a doclet.

To define named ranges for reference files:

1. In Excel, create the report content.
2. Add range names to selected report content.

You can add range names to any or all report content in the reference file. You decide which content you want to make available.

A named range is valid when the named range:

- Exists within an Excel workbook.
- Is not a hidden name.
- Refers to a range of cells in a worksheet which is not hidden.
- Is not referring to a formula or constant.
- Does not have a dynamically calculated reference, for example the reference must point to an absolute range of cells, rather than relying on a reference formula or another named range to dynamically determine the range.
- Does not contain any errors, for example a “#REF!” error.

Remember, named ranges from your reference file become candidates for embedded content to you as the doclet author.

3. Save the Excel file.

Registering Reference Files with a Doclet

There is a two-part process for registering a reference file with a checked-out doclet, and then, separately, embedding the available content as needed throughout a doclet.

The procedure in this topic covers registering content from a reference file with a checked-out doclet. See Embedding Reference File Content in a Doclet for instructions on embedding contemt from the registered reference file.

> **Note:**
>
> Before you begin, you should have established ranges in the target reference file, using Excel's Name Manager feature, as described in Defining Named Ranges in Reference Files. The file should be closed when performing the procedure below.

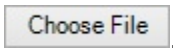
You can also register available content and then embed the content in one procedure. For more information, see Adding Content from Reference Files to Doclets.

To register a reference file with a doclet:

1. Open the report package.
2. Open, and then check out the doclet to which you want to register a reference file.

   If the doclet is already checked out, you can also select the doclet in the report package panel, and then click **View Properties** to open the **Properties** dialog box.
3. Click **Inspect** in the Performance Reporting ribbon to open the **Properties** dialog box.

4. In **Properties** , click the **Embedded Content** tab, , and then click the **Available Files** link.

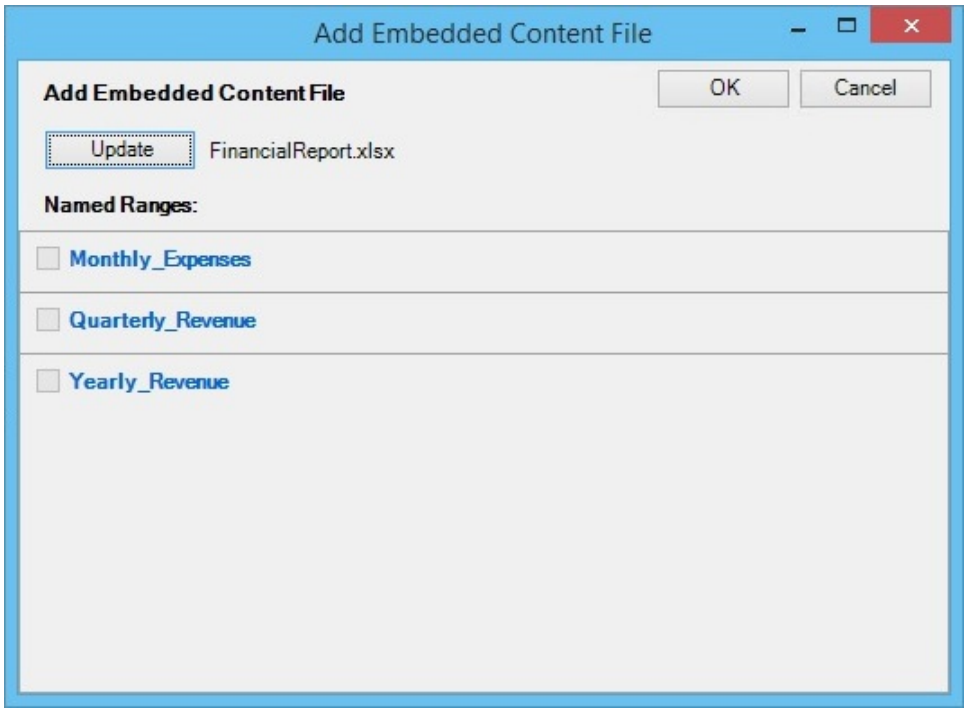
5. On **Available Files**, click , and then on **Add Embedded Content File**, click 

.

6. Navigate to the Excel file to register as a reference file, select it, and click **Open**.

   The **Add Embedded Content File** dialog box lists the content "registered" with the doclet in order to be made available for embedding. For example, in Figure 1, the Excel file that was selected as a reference file contained three named ranges; therefore, these three named ranges can be registered as available content with the doclet.

Figure 19-21 The Add Embedded Content File Dialog Box Listing Available Content Items

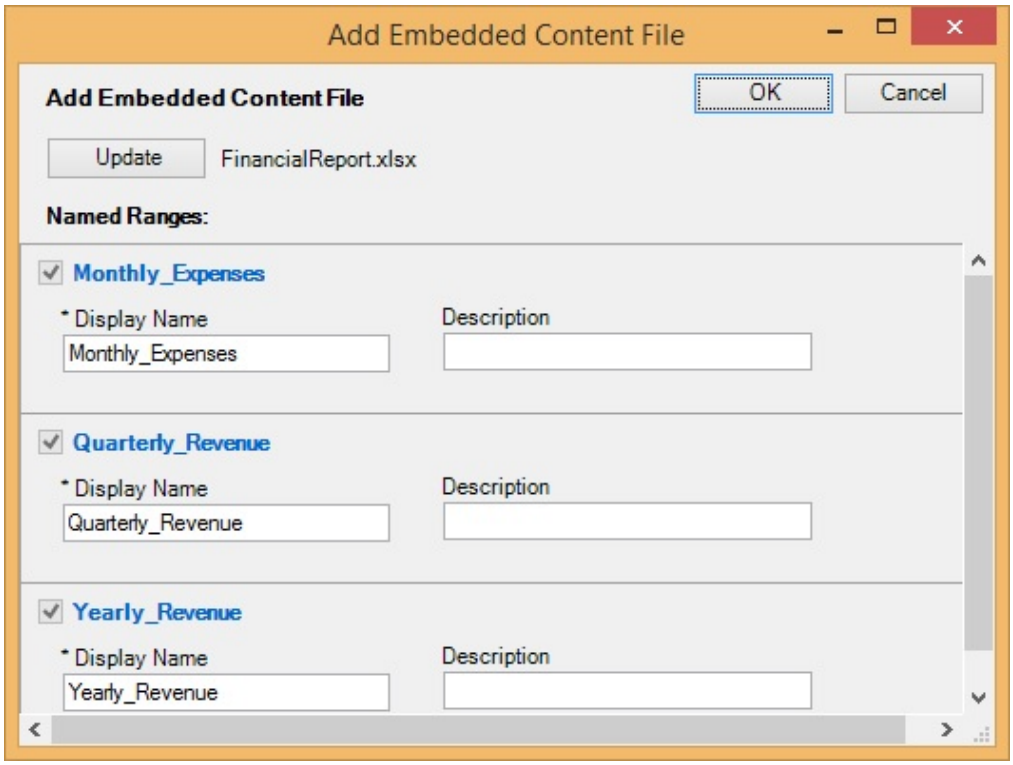


   Remember, the available content is content that you specified as named ranges, as described in Defining Named Ranges in Reference Files.

7. Click the range names that you want to make available for embedding in the doclet.

   The check mark that appears next to the range name shows that the range is now registered with the doclet. For example, in Figure 2, we selected all three available ranges to register them with the doclet.

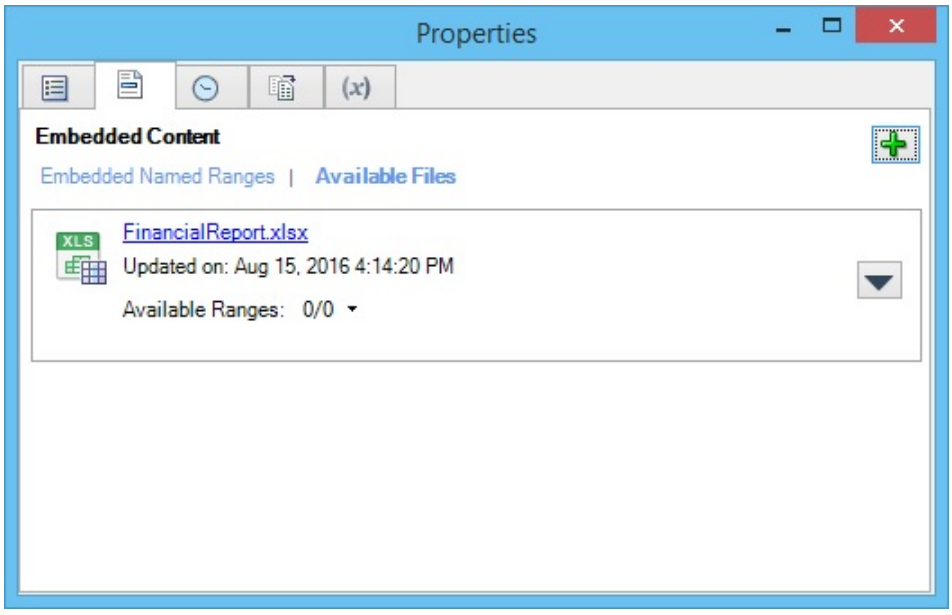
Figure 19-22 The Add Embedded Content File Dialog Box After Registering Ranges



8. Click **Close** to close the **Add Embedded Content File** dialog box.

   You are returned to the **Embedded Contents** tab of the **Properties** dialog. The reference file is now registered with the doclet, as shown in

Figure 19-23 Properties Dialog, Embedded Content Tab, Showing Registered Reference File



Note that you can choose to embed content in the doclet at this point, from this dialog box. But this procedure is looking at registering content only. See Embedding Reference File Content in a Doclet for instructions on embedding available content from the registered reference file.

Embedding Reference File Content in a Doclet

In Registering Reference Files with a Doclet, you registered named ranges from an Excel file that was outside of the report package, making that Excel file a reference file. The reference file can be located on a network drive or on your local machine.

Now we will embed content from the reference file into a doclet. The process is the same whether you are embedding content into a Word or a PowerPoint doclet.

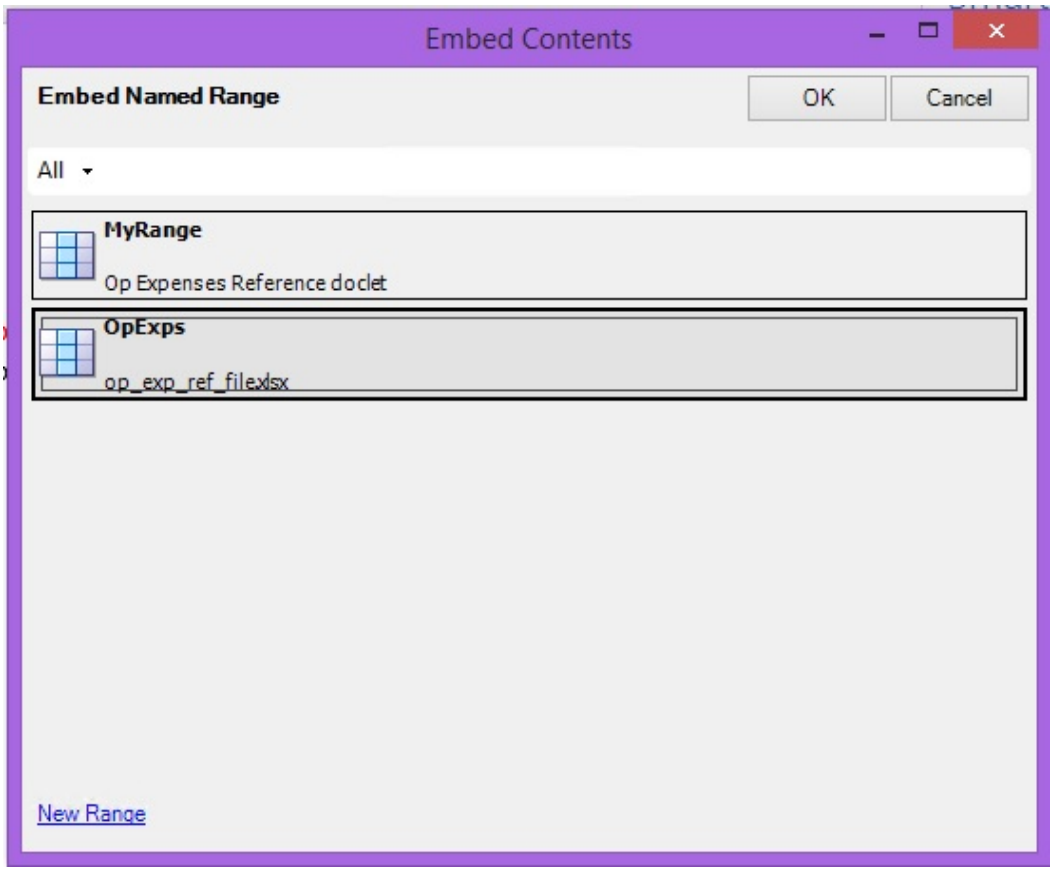
To embed content from a reference file into a doclet:

1. Ensure that the report package is opened.
2. If you have not done so already, open, and then check out the doclet to which you previously registered a reference file.

   You must embed reference file content in the doclet to which you registered the content. You cannot embed the content into other doclets.
3. In the doclet, place your cursor at the point in the text where you want to embed the reference file content.
4. In the Performance Reporting ribbon, click the **Embed** button to launch the **Embed Contents** dialog box.
5. In the **Embed Contents** dialog box, select the range to embed.

   In Figure 1

Figure 19-24 Embed Contents Dialog Box, with a Range Selected

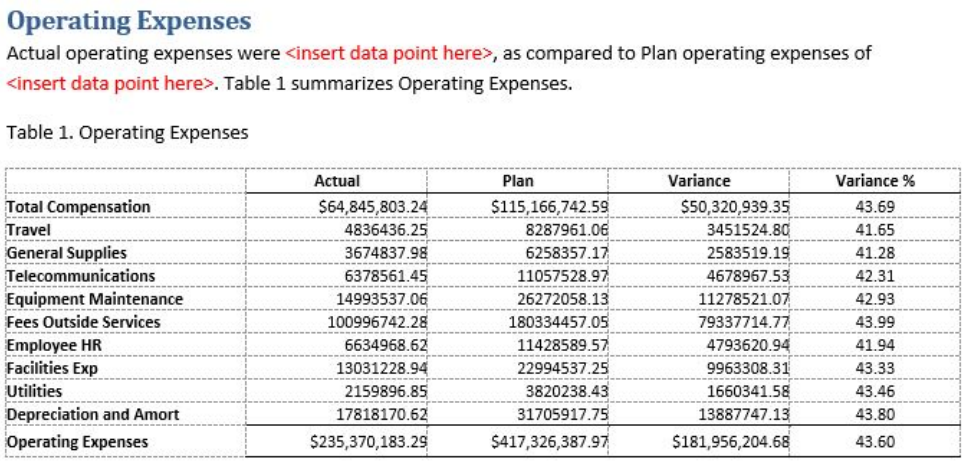


6. Click **OK** to embed the range into the doclet.

> **Note:**
>
> In PowerPoint, you can relocate and resize the embedded content on the slide. Once resized, the revised height of the image on the slide is retained on refresh, and the refreshed image will have the same aspect ratio as the source object.

Figure 2 shows an Excel table embedded into a Word doclet under the heading, "Table 1. Operating Expenses."

Figure 19-25 Content from Reference File Embedded in Word Doclet



Operating Expenses

Actual operating expenses were <insert data point here>, as compared to Plan operating expenses of <insert data point here>. Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

	Actual	Plan	Variance	Variance %
Total Compensation	$64,845,803.24	$115,166,742.59	$50,320,939.35	43.69
Travel	4836436.25	8287961.06	3451524.80	41.65
General Supplies	3674837.98	6258357.17	2583519.19	41.28
Telecommunications	6378561.45	11057528.97	4678967.53	42.31
Equipment Maintenance	14993537.06	26272058.13	11278521.07	42.93
Fees Outside Services	100996742.28	180334457.05	79337714.77	43.99
Employee HR	6634968.62	11428589.57	4793620.94	41.94
Facilities Exp	13031228.94	22994537.25	9963308.31	43.33
Utilities	2159896.85	3820238.43	1660341.58	43.46
Depreciation and Amort	17818170.62	31705917.75	13887747.13	43.80
Operating Expenses	$235,370,183.29	$417,326,387.97	$181,956,204.68	43.60

Adding Content from Reference Files to Doclets

Now that you have defined named ranges in your reference file, you can define candidates for embedded content, and instantly embed content in your doclet. The process is the same whether you are adding content into a Word or a PowerPoint doclet.

To add content from a reference file to a doclet:

1. Open the report package
2. Open, and then check out the doclet.

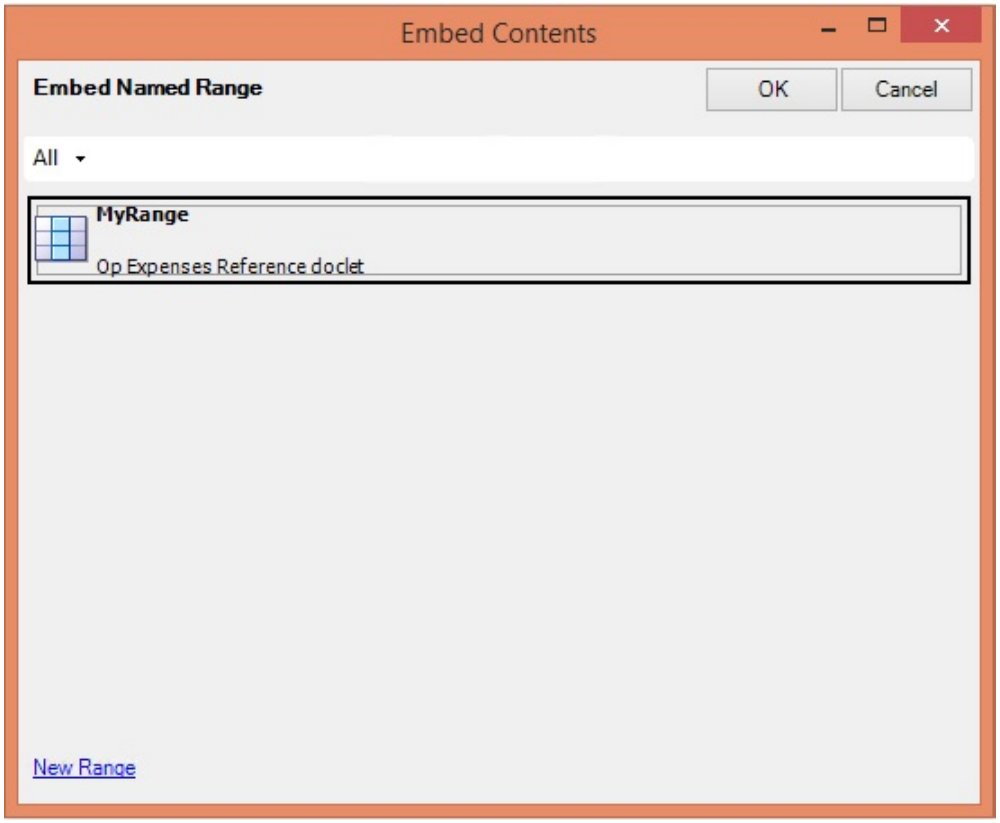
   Open the doclet to which you plan to add the reference file.

> **Note:**
>
> You may want to position your cursor at the point where you want to insert the embedded content you will be defining and adding in this procedure.

3. In the Performance Reporting ribbon, click the **Embed** button to launch the **Embed Contents** dialog box.

   Figure 1 shows one named range available for embedding, sourced from a reference doclet.

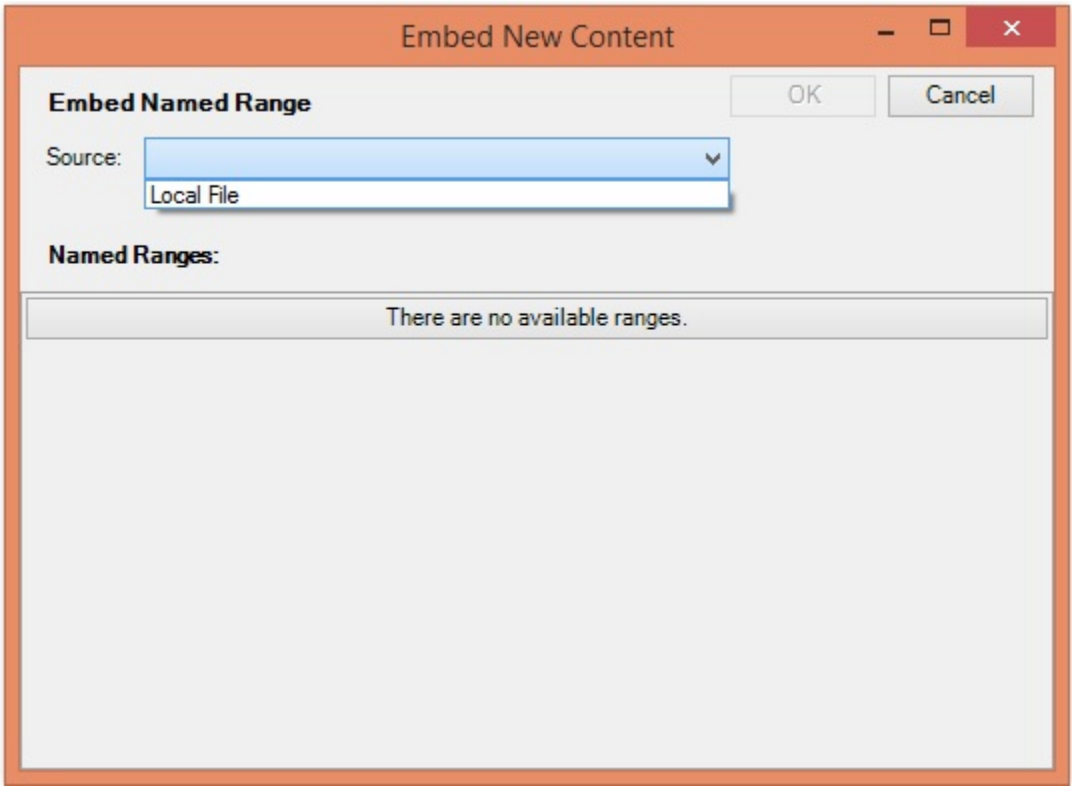
Figure 19-26 Embed Contents Dialog Box



4. Click **New Range** to launch the **Embed New Content** dialog box.
5. In **Embed New Content**, click the drop-down menu in **Source** and select **Local File**, as shown in Figure 2.

   If you have already added content from reference files, you will see the files listed in the **Source** drop-down menu.

Figure 19-27 Embed New Content Dialog Box



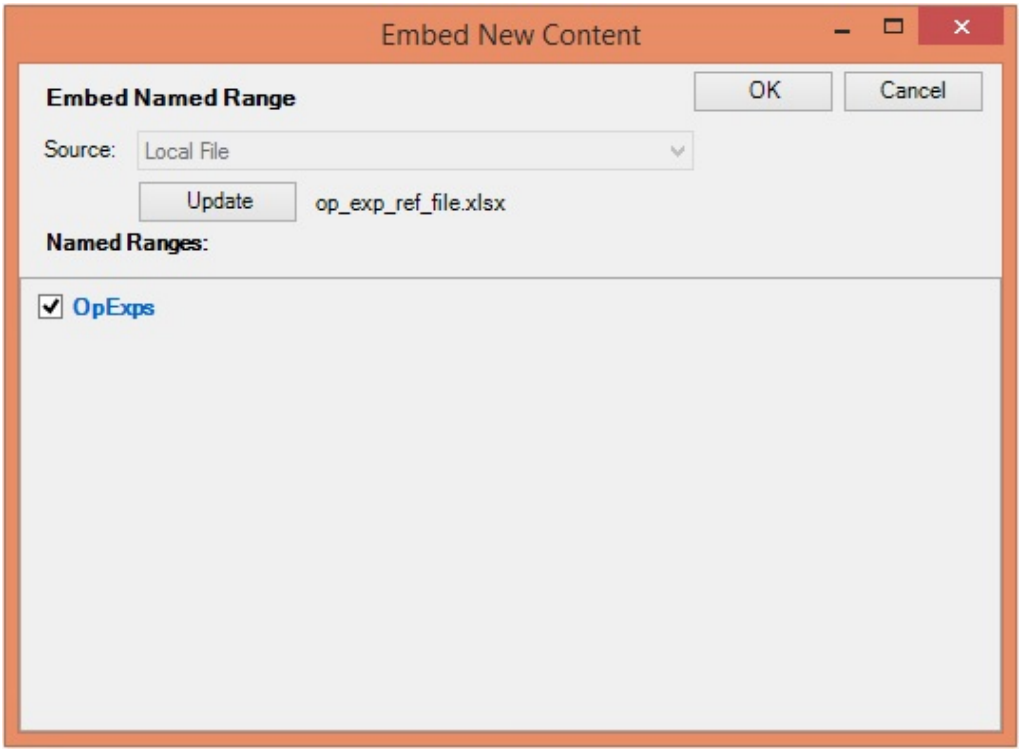
6. Click the **Choose File** button, browse to the location of the Excel file that you plan to use as a reference file, and then select the file.

   The names ranges in the file are shown.

7. In the **Embed New Content** dialog box, select the check box next to the named ranges that you want to add as embeddable content.

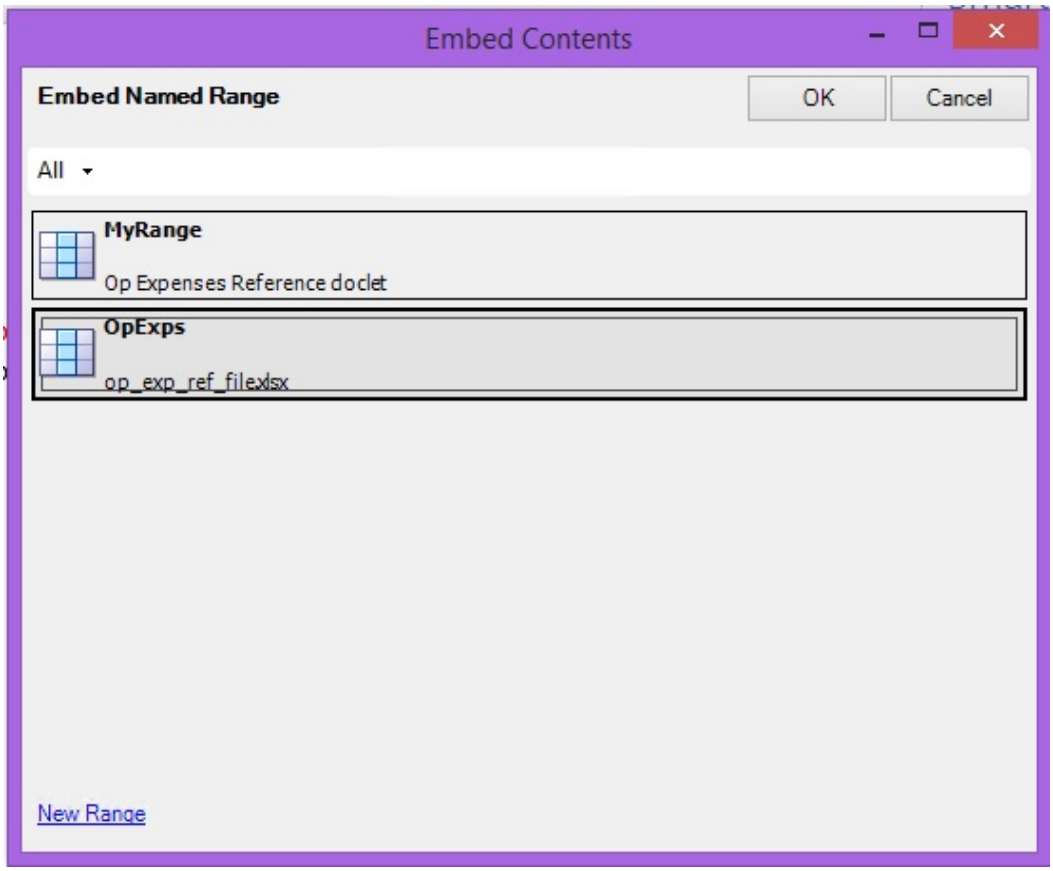
   In Figure 3, there was one named range in the reference file, OpExps, and this range is selected.

Figure 19-28 Embed New Content Dialog Box with a Named Range Selected



8. Click **OK** to return to the **Embed Contents** dialog, and select the newly added range.

Figure 19-29 Embed Contents Dialog Box, with New Range Selected



9. Click **OK** to embed the range into the doclet.

   The example in Figure 5 shows an Excel table embedded into a Word doclet under the heading, "Table 1. Operating Expenses."

Figure 19-30 Content from Reference File Embedded in Word Doclet

Operating Expenses

Actual operating expenses were <insert data point here>, as compared to Plan operating expenses of <insert data point here>. Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

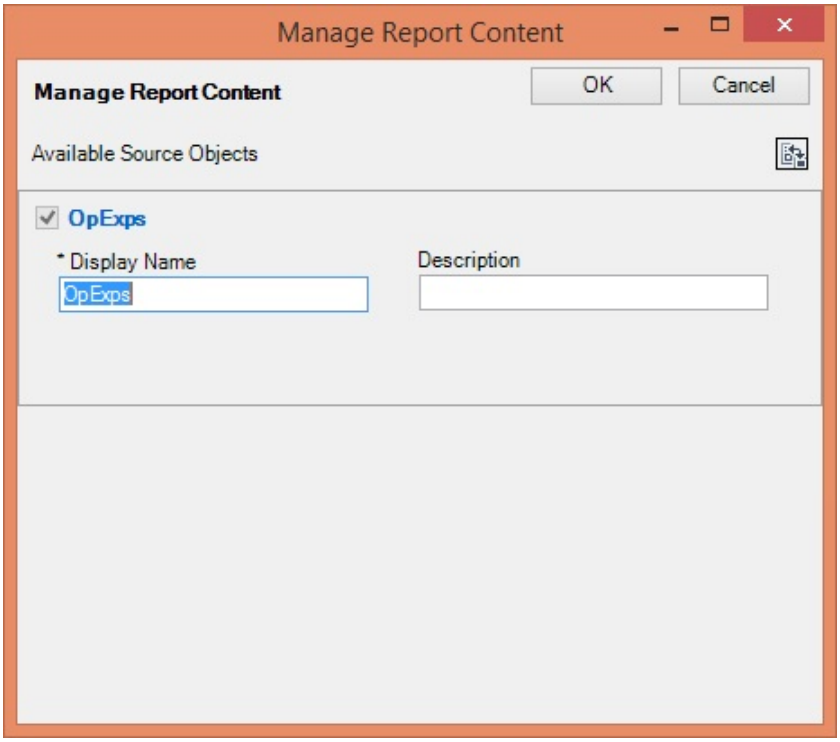
	Actual	Plan	Variance	Variance %
Total Compensation	$64,845,803.24	$115,166,742.59	$50,320,939.35	43.69
Travel	4836436.25	8287961.06	3451524.80	41.65
General Supplies	3674837.98	6258357.17	2583519.19	41.28
Telecommunications	6378561.45	11057528.97	4678967.53	42.31
Equipment Maintenance	14993537.06	26272058.13	11278521.07	42.93
Fees Outside Services	100996742.28	180334457.05	79337714.77	43.99
Employee HR	6634968.62	11428589.57	4793620.94	41.94
Facilities Exp	13031228.94	22994537.25	9963308.31	43.33
Utilities	2159896.85	3820238.43	1660341.58	43.46
Depreciation and Amort	17818170.62	31705917.75	13887747.13	43.80
Operating Expenses	$235,370,183.29	$417,326,387.97	$181,956,204.68	43.60

Managing Named Ranges for a Reference File

As a doclet author, you can add or delete existing report content (named ranges) or rename a named range in a reference file. For example, as a doclet author, you can delete report content that is no longer in use.

To manage named ranges in a reference file:

1. Select and check out the doclet that contains the reference file you would like to modify.
2. Click **Inspect** in the Performance Reporting ribbon to open the **Properties** dialog box.
3. In **Properties** , click the **Embedded Content** tab, , and then click the **Available Files** link.
4. To change the display name and description of named ranges in the reference file:
   a. Click ▼ next to the reference file with the named ranges you want to work with, and select **Manage Report Content**.
   b. In the **Manage Report Content** dialog, click on the reference file name link to expand it, and make any necessary changes to the **Display Name** and **Description** fields; then click **OK**.



5. To delete a reference file:
   a. Click ▼ next to the reference file to delete, and select **Delete**.
   b. At the prompt, click **Yes** to confirm the delete action.

   Deleting the reference file means that any embedded content from that reference file remains in the doclet, but the links between the embedded content and the reference file is now broken. Any further changes you make to

the reference file will not be reflected in the embedded content in the doclet. For this reason, use care when deleting reference files.

6. When you are finished with managing named ranges and delete tasks, close the **Properties** dialog box, **Embedded Content** tab.
7. Upload and check in the doclet.

Updating Available Content in a Reference File

You may, as the reference file author, want to updating existing content in a reference file.

For example, you may need to refresh a profitability report table with new data. Any updates made in the reference file are automatically refreshed in the doclet that consumer the report content when the doclet is checked in.

To update content in a reference file:

1. Select and check out the doclet that contains the reference file you would like to modify.
2. Click **Inspect** in the Performance Reporting ribbon to open the **Properties** dialog box.
3. In **Properties** , click the **Embedded Content** tab, , and then click the **Available Files** link.
4. Click ▼ next to the reference file with the content you want to work with, and select **Download**.

   The file is downloaded by default your Downloads folder. You can close the **Properties** dialog in the doclet for now.
5. Open the file in Excel and make the changes you require, and then save the file.
6. Return to the report package and, in the Performance Reporting ribbon, click **Inspect**, and in the **Properties** dialog, **Embedded Contents** tab, **Available Files**, click ▼ next to the reference file with the content you just modified with, and select **Upload**.
7. In the **Upload** dialog box, click **Choose File** and navigate to the location of the modified Excel reference file and select it, then click **Open**
8. Click **OK** to close the **Upload** dialog, and the close the **Properties** dialog.
9. To refresh the embedded content from the recently uploaded reference file, in the Performance Reporting ribbon, select **Refresh**, and then **Refresh Embedded Content**.
10. Upload and check in the doclet.

Remapping Content within Reference Files

As a reference file author, you may find that the available content that you defined needs to be remapped to different report content within the file source. This may occur if the reference file was updated or a named range was renamed or deleted.

Additionally, remapping may be required if the wrong content was selected previously. You can remap the available content to other available content within the reference file.

> **Note:**
>
> Prior to beginning this procedure, ensure that the author phase has been initiated.

To remap available content within a reference file:

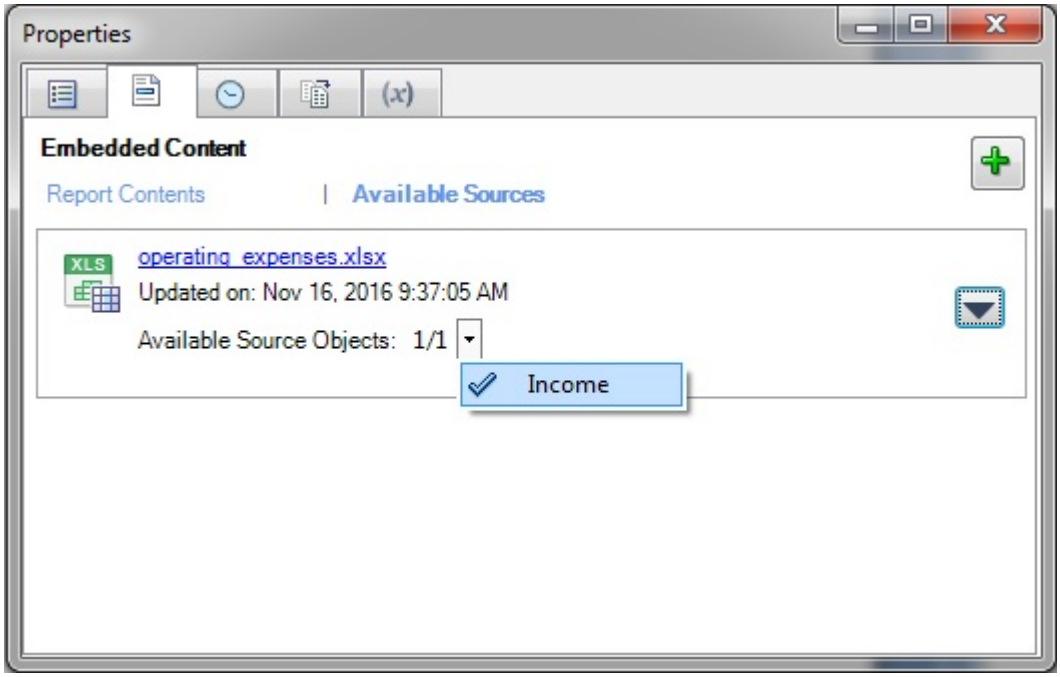
1. Open the report package.
2. Open, and then check out the doclet which contains the reference file you want to update.

   The impacted doclet is the doclet that is associated with a reference file in which you want to remap available content.

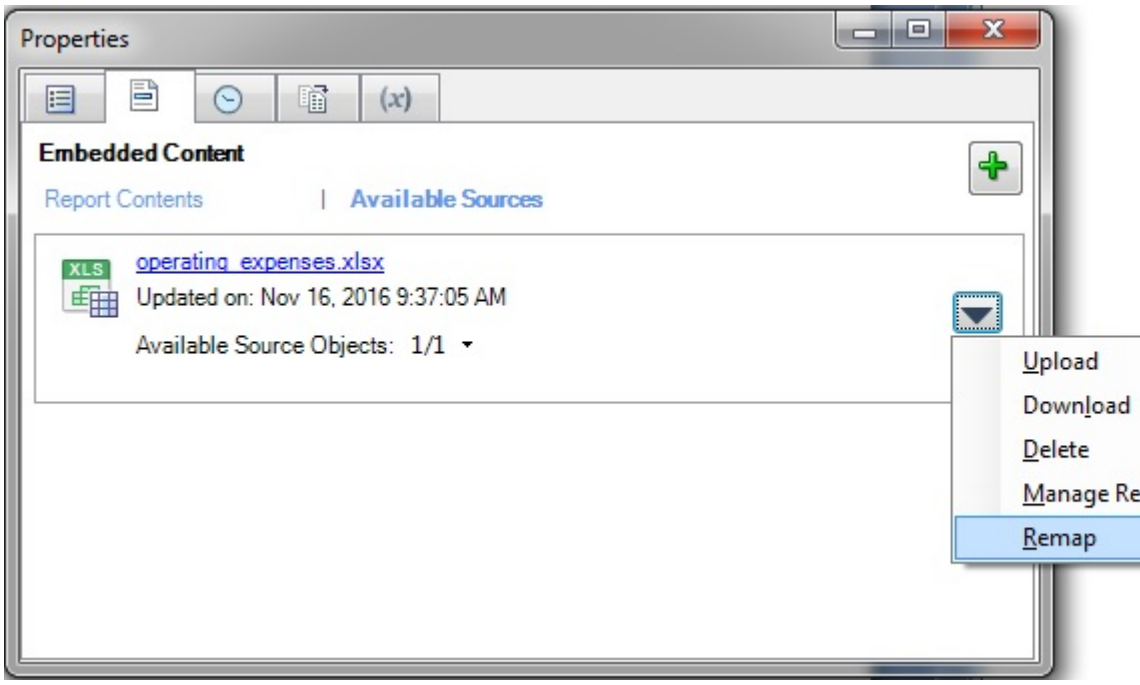
   The doclet should open in Word or PowerPoint. If you opened the report package in Excel, Word or PowerPoint is launched when opening the impacted doclet.
3. Click **Inspect** in the Performance Reporting ribbon to launch the **Properties** dialog box.

   Alternatively, with the doclet selected in the report package list, click the **View Properties** link to access the **Properties** dialog box.
4. Select to display the **Embedded Content** tab of the **Properties** dialog.
5. In the **Embedded Content** tab, click the **Available Sources** link.

   Note that you can view the available content in use by clicking on the arrow next to "Available Source Objects."



6. Click next to the content to remap and select **Remap** from the drop-down menu.

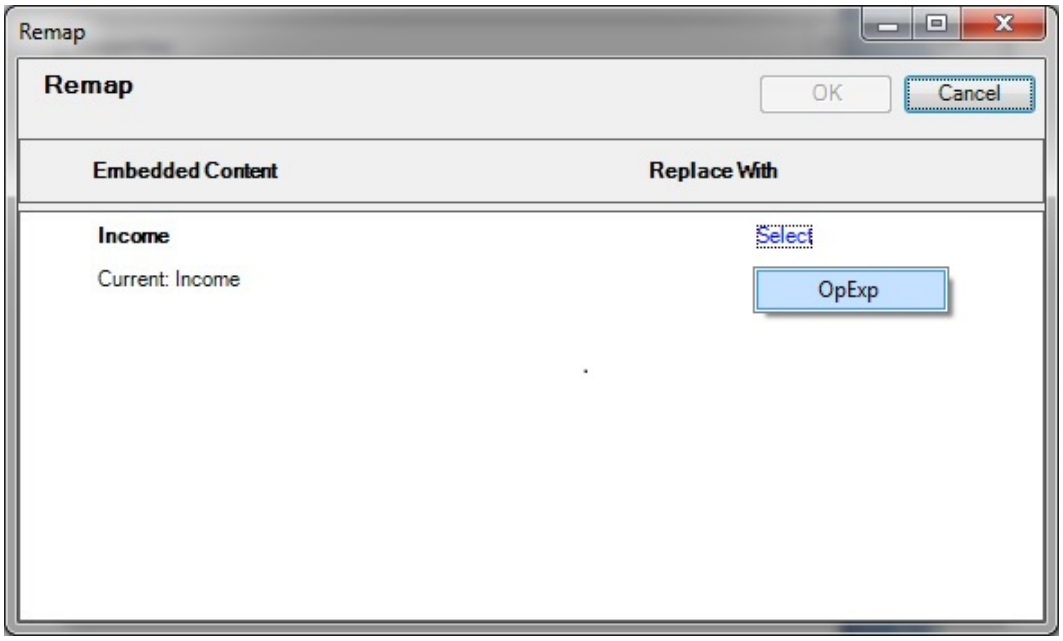


The **Remap** dialog is displayed.

7. In the **Remap** dialog, click on the associated **Select** link for the reference file with content to remap.

   A list of available content that is not already mapped is displayed. In the following illustration, the list contains one item, OpExp.

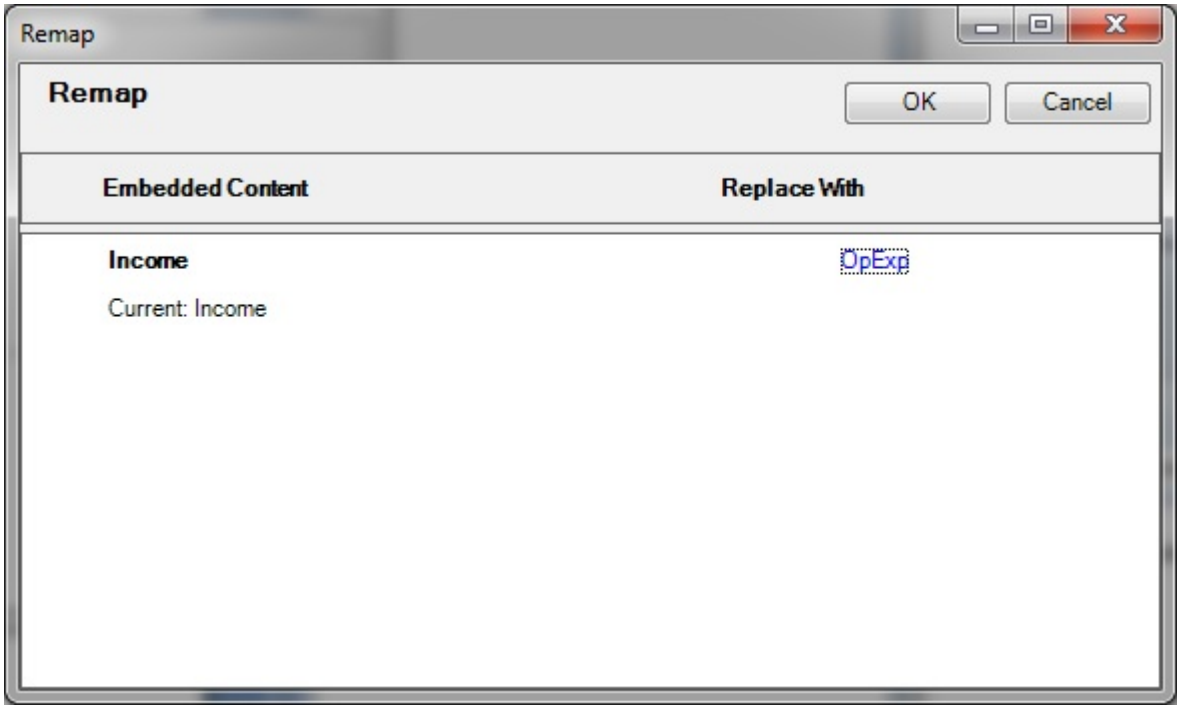
   The "Current" item is mapped to the available content called Income. We want to remap to the content called OpExp.



8. From the **Select** drop-down list, select an available content item to remap to.

   After you make a selection, the range you chose is shown in the **Replace with** column.

   In the following example, the OpExp range is now showing in the **Replace with** column.



9. Repeat step 5 through step 8 for each available content item that you want to remap.
10. When you're finished remapping content, click **OK** to close the **Remap** dialog, and then exit the **Properties** dialog.

Working with Variables

In a report package, variables provide centralized maintenance of common text, numbers and dates that are displayed in doclets throughout a report package. Variables can also be used to reference content between doclets, such as inserting Excel data from a reference doclet into a Word paragraph or PowerPoint text box.

Related Topics:

About Variables

Creating Static Variables

Creating Reference Variables

Inserting Variables in a Doclet

Editing Variables

Highlighting Variables in Doclets

Filtering Variables

Inspecting Variables

Unlinking Reference Variables

Deleting Variables

Watch this video to see a tutorial on working with reference variables.

Tutorial video

About Variables

Report package variables may be created using either Oracle Enterprise Performance Reporting Cloud on the web, or the Oracle Enterprise Performance Reporting Cloud extension for Oracle Smart View for Office. However, you can only define reference variable values in Smart View.

Once created, use Smart View to insert the variables into a doclet (in headers, tables, cells, or paragraphs).

Two types of variables are available:

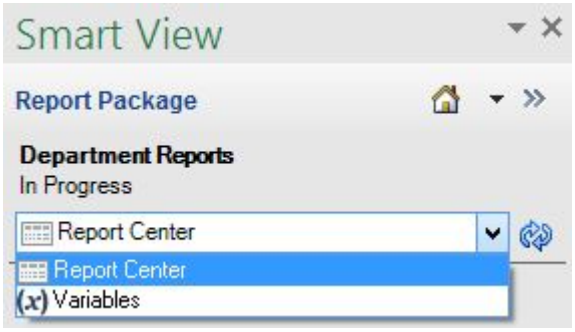
- ***Static*** variables use static input that is defined by the user, such as date labels or a set value, which can be used throughout the report package. These static variables can be easily updated, and all doclet instances of the variable value reflect the change. The static variables help to centrally maintain common dates, numbers and text across the Report Package document content.

  In the list of variables in the Smart View Panel, this icon, (x) represents static variables.

- ***Reference*** variables are created by referencing another doclet within the report package as the source, and selecting the value for the variable, such as text in a Word paragraph or an Excel cell value. Reference variables cannot be sourced from any PowerPoint content. If the source document is subsequently updated, those changes are automatically updated in the inserted instances of the variable in the report package. Reference variables can be used to insert Excel cell values into a Word or PowerPoint paragraph, or to create Excel formulas to implement cross-footing rules for increased data accuracy, or to create directional words for the report narrative, such as “an increase” or “a decrease”.

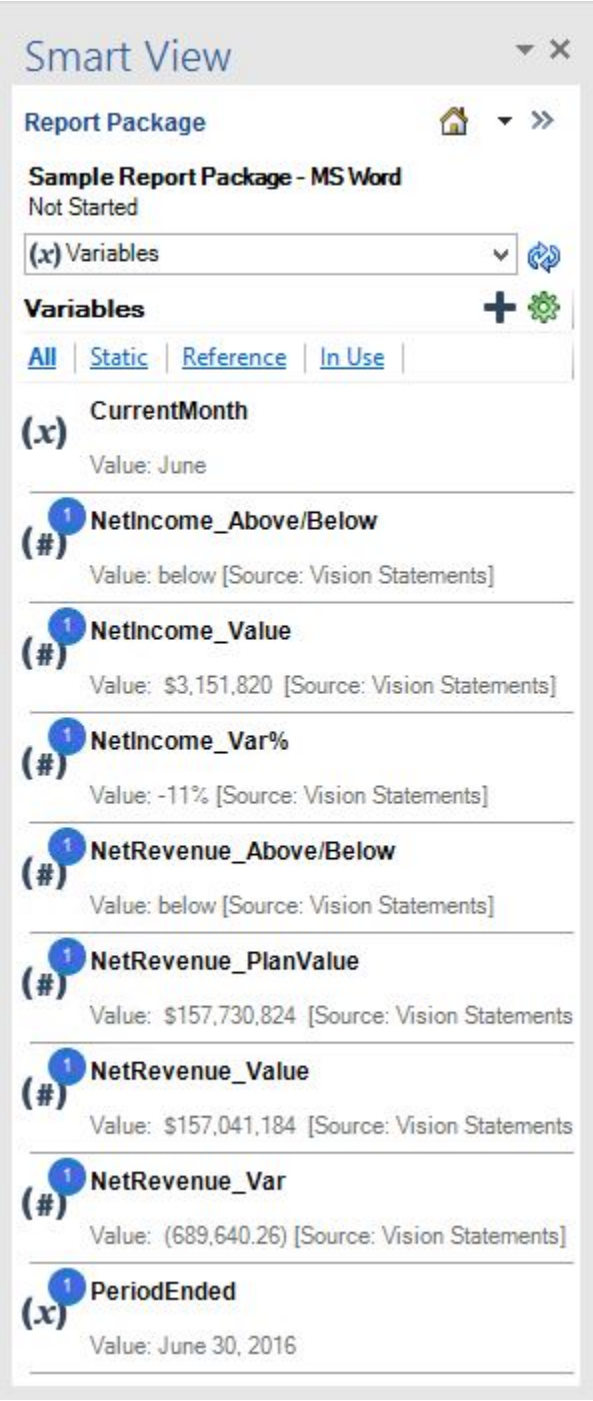
  In the list of variables in the Smart View Panel, this icon, $(\#)$ represents reference variables.

To view a list of all variables defined for a report package, first, open a report package. From the Report Package panel, change the drop-down from **Report Center** to **Variables**:



The list of available variables appears. You can view details such as variable type, the number of times the variable is used in the report package (the blue circle containing a number), and the source for reference variables, as shown in Figure 1. From here, you can filter to view only static or reference variables, or filter to view only those variables already in use in the report package. You can also select to insert a variable into a doclet and edit a variable.

Figure 19-31 List of Variables Defined for a Report Package



Variables can be created by any report package owner or doclet author.

After the variable has been created, the variable is managed as follows:

- The report package owner can delete and edit all variables in the report package.
- A doclet author can only delete and edit variables that they created.

- For reference variables, any user with Write access to the source location of the variable value can update that variable value.
- Author users have Read access to variables that they did not create, so they can see a list of all variables and insert them into doclets to which they have Author access.

Creating Static Variables

A static variable is a string of text, such as a label or paragraph, which can be inserted into a report package doclet.

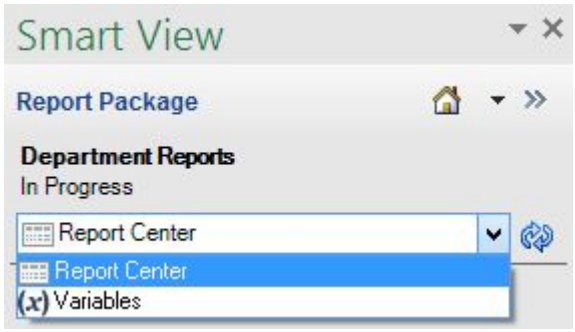
As an example, if you create a static variable for the current month called "CurrentMonth", you might enter the text, “August 2016”. When you roll over to the report for the next month, it is a simple matter to update the text in the CurrentMonth variable to “September 2016,” and the change is propagated to all instances of that variable throughout the report package.

The static variable can also be created and defined in the Oracle Enterprise Performance Reporting Cloud web interface; however, it must be inserted into the doclet using Oracle Smart View for Office.

> **Note:**
>
> Before you begin, ensure that you have opened a report package, and opened and checked out a doclet.

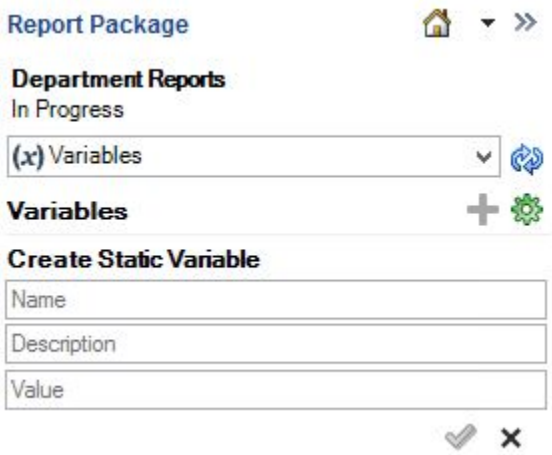
To create a static variable:

1. Open a report package, and in the drop-down list in the Report Package panel, select **Variables**



2. In the Report Package panel, click **Create New Variable**, +, and then select **Static Variable** from the drop-down list.

   The report package panel displays **Create Static Variable**, where you enter the variable name and value, and an optional description:



3. Define the variable as follows:
   a. Enter a **Name** for the variable.

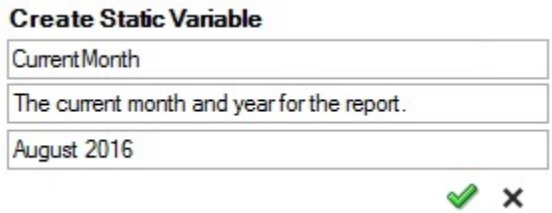
      The name must be unique across variables within the report package, and should be descriptive of the variable to make it easier to find.

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

   c. In the **Value** field, enter the text for the static variable.

      - Static variables can have a maximum size of 255 characters.
      - The text string can be a label or paragraph, and the entire string will be displayed as entered in the report package.

   In the following example, the user created a static variable with the Name of "CurrentMonth", a Description of "The current month and year for the report", and a Value of "August 2016". This variable can be inserted in multiple locations showing the date of the current month in different usages, as shown below:



   This variable can be inserted in multiple locations showing the date of the current month in different usages; for example:

   - Insert the static variable into the text displayed in an internal Operating Expenses doclet that reads "For the month of <<CurrentMonth>>".
   - Insert the static variable into a paragraph in footnote of any of the doclets that reads: "During <CurrentMonth>>, ..."

   The next month, to update all instances of the Current Month date in the report package, modify the variable value to use the new month; for example, September 2016. This option ensures that the change is implemented uniformly, and no incorrect dates for the value remain.

4. Click the **OK** button, .

   To cancel creating the variable, click the Cancel button, .

5. Insert the variable into a doclet, following the procedure in Inserting Variables in a Doclet.

Creating Reference Variables

Reference variables enable you to reference a source in another document within the report package, such as a single Excel cell or selected Word text, and use them as reference variable value sources in your report package doclet. You can then insert the reference variable into one or more doclets. When the reference variable source value is updated, all inserted instances of the variable are automatically updated.

> **Note:**
>
> - Images and shapes are not supported as reference variable values.
> - Reference variable values cannot be sourced from other reference variables.
> - Reference variable values cannot be sourced from embedded content, where a range from an Excel reference doclet is embedded in Word or PowerPoint.
> - Reference variable values sourced in Excel can have a maximum size of 255 characters.
> - Reference variable values sourced in Word can have a maximum size of 2,000 characters. Reference variable values sourced in Word cannot be inserted into Excel if the number of characters is greater than 255.
> - Reference variable values must be single line only. In an Excel spreadsheet, select only one cell. In Word, select text from only one line or one table cell.
> - Reference variables cannot be sourced from any PowerPoint content.

Use Excel formulas in Oracle Smart View for Office to generate reference variable values, such as the following examples:

- Use an IF function to return a string of "increase" or "decrease," or "above" or "below", if a data value increases or decreases between the current and prior period. Insert the Excel-based directional word variable or results into a Word paragraph.

  ```
  =IF(B8<0,"below","above")
  ```

- Use an IF function, or simple subtraction, to compare the occurrence of a data value (such as "Revenues" or "Summary Income Statement") that is displayed multiple times throughout a report package.

  ```
  ='Summary Income Statement'!B4
  ```

- Use Excel formulas to calculate the variance or variance percent of changing data values from period to period, and insert that variance into a Word paragraph.

  ```
  ='Summary Income Statement'!B4-'Summary Income Statement'!C4
  ```

If the value source is updated, each instance of the variable will reflect the current information when the variable is updated in Smart View.

The Name and Description of the reference variable can also be created in the Oracle Enterprise Performance Reporting Cloud web interface; however, you must add the variable source and value in Smart View, and the variable must be inserted into the doclet using Smart View.

> **Note:**
>
> Before you begin, ensure that you have opened a report package, and opened and checked out a doclet.

To create a reference variable:

1. Open a report package, and then open and check out a Word doclet or Excel reference doclet.

   You can just open a report package to create a reference variable, without checking out a doclet, and define the reference variable name and description; but the doclet needs to be checked out to define a source value from the doclet as the reference variable value.

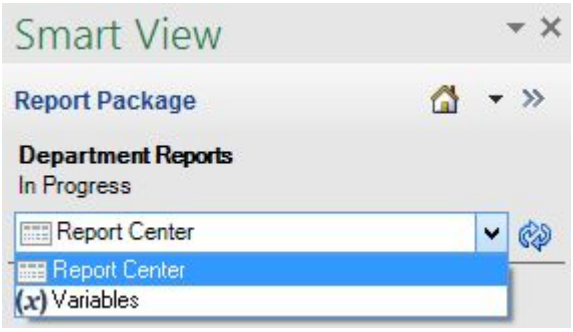
2. In the doclet, select the Excel cell or Word text or table cell to reference in your new reference variable.

   For example, in the following grid, cell **B13** is selected. The value in cell, including the data source POV, is the value for our new reference variable.

	A	B	C	D	E
1		Fiscal Calendar	Entities	Total Segments	Currencies
2		**Actual**	**Plan**	**Variance**	**Variance %**
3	Total Compensation	$ 64,845,803.24	$ 115,166,742.59	$ 50,320,939.35	43.69
4	Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.65
5	General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.28
6	Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.31
7	Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.93
8	Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	43.99
9	Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.94
10	Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.33
11	Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.46
12	Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.80
13	Operating Expenses	$ 235,370,183.29	$ 417,326,387.97	$ 181,956,204.68	43.60

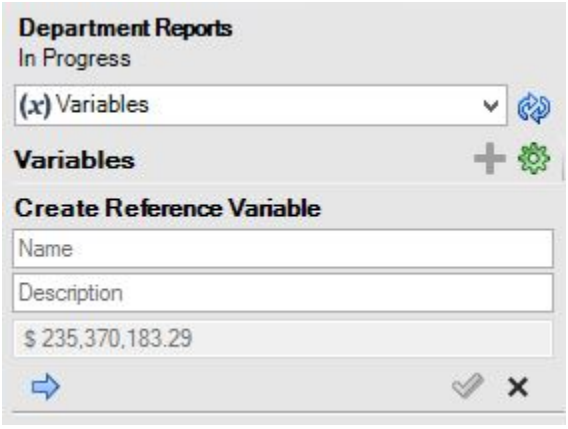
> **Note:**
>
> You can always change the reference variable value later.

3. In the drop-down list in the Report Package panel, select **Variables**.



4. In the Report Package panel, click the **Create New Variable** button, +, and then select **Reference Variable** from the drop-down list.

   The report package panel displays **Create Reference Variable**, where you enter the variable name and value, and an optional description. As you can see, the value is already pre-populated with the value we selected in step 2



5. Define the reference variable as follows:
   a. Enter a **Name** for the reference variable.

      The name must be unique across all variables within the report package, and should be descriptive of the variable to make it easier to find.

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

   c. Click to use the value of the currently selected cell as the reference value.

      Optionally, you can select another cell on the sheet, verify that the value is changed in the Value field, and click

6. Click the **OK** button, , to add the variable to the report package.
7. Upload and check in the doclet for the variable value to be added to the system.

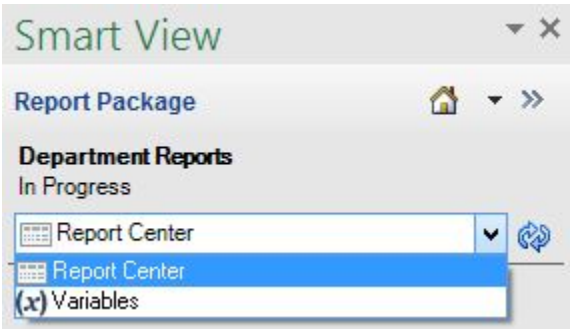
> **Note:**
>
> If the doclet is not checked in, the value will continue to be displayed in the variables panel as `Not Committed` for the current doclet and other doclets in Smart View. In the Oracle Enterprise Performance Reporting Cloud web interface, the value is displayed as `#Missing`.

Inserting Variables in a Doclet

After static and reference variables are created and checked in, they are ready for authors to use in Word or PowerPoint doclets in headers, tables, cells, or paragraphs, or in Excel doclet cells.

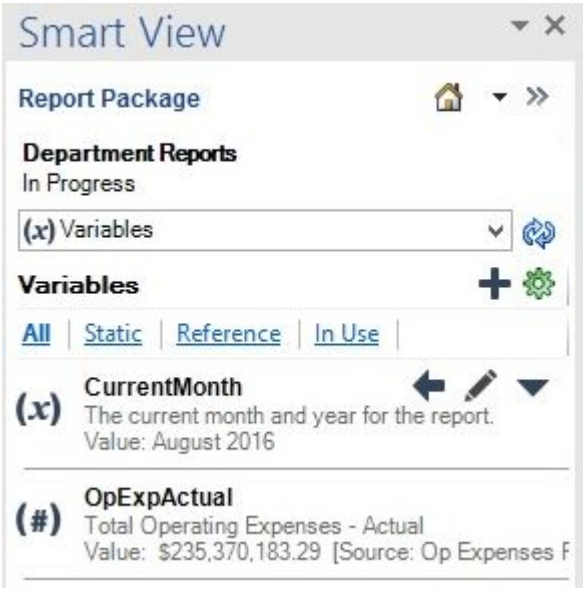
To insert a variable into a doclet:

1. Open a report package, and then open and check out a doclet.
2. In the drop-down list in the Report Package panel, select **Variables**.



Once you select **Variables**, the list of available variables are displayed in the Smart View Panel.Figure 1 shows a short list of variables. See Figure 1 for another example list of variables in a report package.

Figure 19-32 Example List of Variables Available for a Report Package



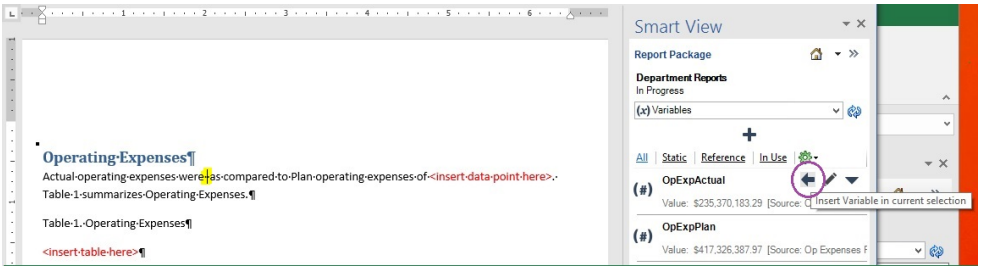
3. In the doclet, select the point where you want to insert the variable.
4. From the list of variables, select the variable to insert.

   When you select a variable in the list, three menu options for the variable are displayed, as shown in Figure 1.

5. Click ← to insert the variable at the selected point in the doclet.

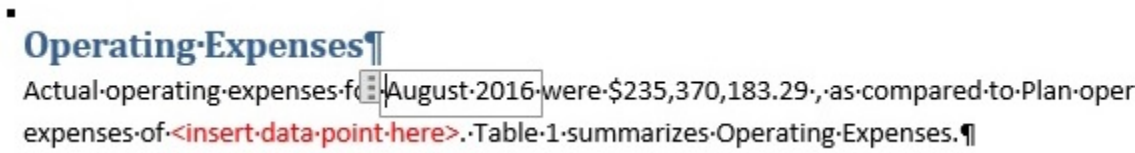
   The example in Figure 2 shows a portion of a Word doclet with the variable insertion point highlighted in yellow. The Insert Variable button, ←, is circled and the button tooltip text is displayed.

Figure 19-33 Word Doclet with Variable Insertion Point Highlighted



The example in Figure 3 shows the result of inserting a static variable for the current month, defined as August 2016, into a Word doclet. Also, the figure $235,370,180.29, shown in the paragraph text is actually a previously-inserted reference variable.

Figure 19-34 Word Doclet Showing the Result of Inserting a Static Variable for Current Month



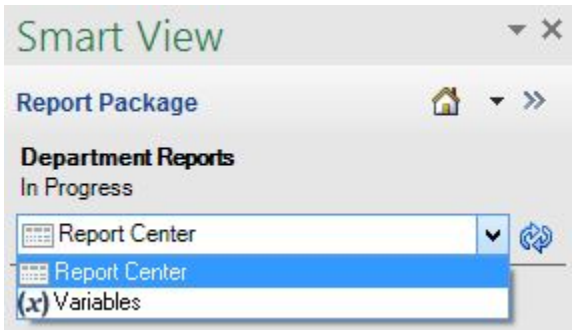
6. When finished inserting variables into the current doclet, upload and check in the doclet.
7. Repeat the steps in this procedure for each doclet that requires that you insert static and reference variables.

Editing Variables

Once created, you can easily edit static and reference variables in Oracle Smart View for Office.

To edit variables:

1. Open a report package.
   - If you plan to edit a static variable, you do not need to check out any doclets.
   - If you plan to edit a reference variable, open and check out the Word or Excel reference doclet from which the reference variable is sourced.
2. In the drop-down list in the Report Package panel, select **Variables**.

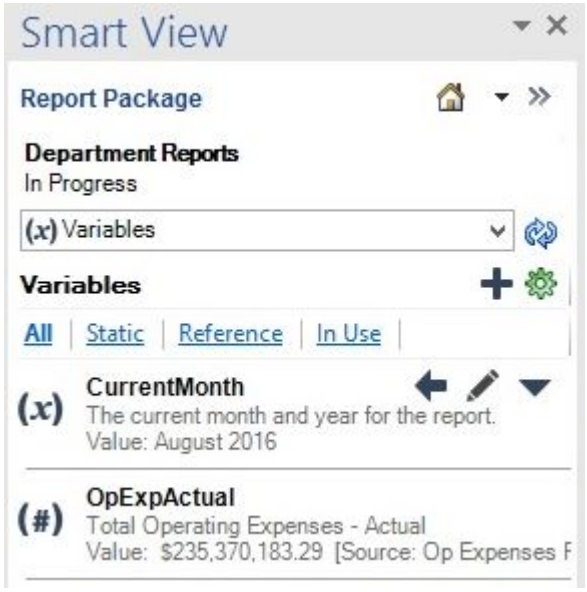


The list of variables available in the report package is displayed in the panel.

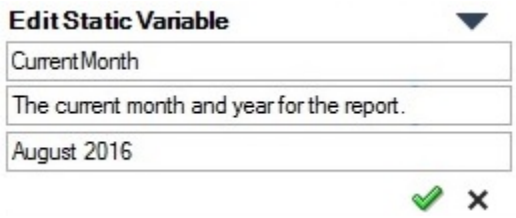
3. Select a variable and click the **Edit** button, .

   The **Edit** button, , displays whenever you select a variable from the list.

   In the following illustration, the CurrentMonth variable, a static variable, is selected.



After you click , the **Name**, **Description**, and **Value** fields are displayed. Here is an example of a static variable that is ready to edit:



4. Perform an action:
   - To modify a static variable, type over the existing entries in the **Name**, **Description**, or **Value** fields as required, and then click .

     The static variable is updated as soon as you click .
   - To modify a reference variable:
     a. Ensure that you have opened and checked out the reference doclet from which the reference variable is sourced.
     b. Type over the existing entries in the **Name** and **Description** fields, as required.
     c. To change the **Value** field, select the text in a Word doclet or the appropriate cell in the Excel reference doclet, and then click .

        When editing a reference variable, remember these guidelines:
        - Images and shapes are not supported as reference variable values.
        - Reference variable values cannot be sourced from other reference variables.

- Reference variable values cannot be sourced from embedded content, where a range from an Excel reference doclet is embedded in Word or PowerPoint.
- Reference variable values can contain only 255 characters.
- Reference variable values must be single line only. In an Excel spreadsheet, select only one cell. In Word, select text from only one line or one table cell.
- Reference variables cannot be sourced from any PowerPoint content.

d. After you have finished editing the reference variables for the checked-out doclet, upload the doclet, and check it in.

   Once the doclets are checked in, the variables with their updated values are available to other report package authors.

5. Repeat the preceding steps for all variables that require editing.

Filtering Variables

For easier viewing, you can filter the list of a variables in a report package. The default filter is All, meaning all variables, static and reference, are displayed in the variables list.

Filtering categories are:

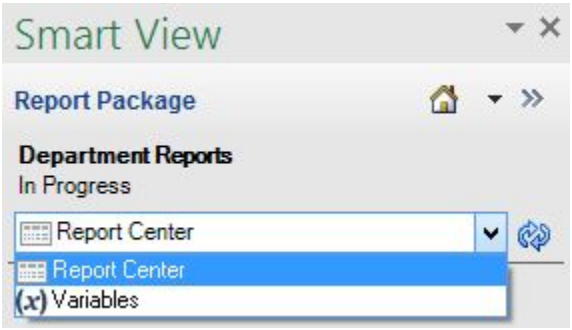
- All
- Static
- Reference
- In Use

To filter variables:

1. Open a report package, and then open a doclet.

   You do not need to check out a doclet in order to filter variables.

2. In the drop-down list in the Report Package panel, select **Variables**.



   The list of variables available in the report package is displayed in the panel.

3. Choose a filtering option by clicking the links at the top of the variable list:

- **All**—Displays all variable types, static and reference.
- Static—Displays only static variables.
- Reference—Displays only reference variables
- In Use—Displays only those variables that are in use in the currently-opened doclet.

  To help to locate the variables in use in the current doclet, you may choose the highlight option on individual variables, as described in Highlighting Variables in Doclets

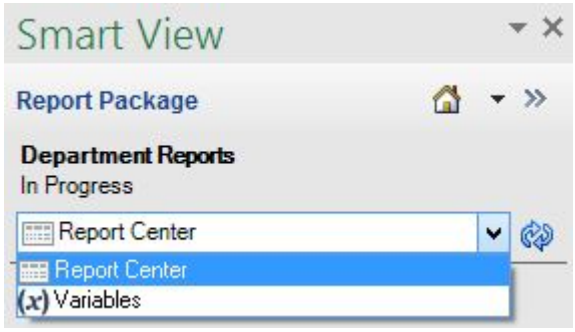
Highlighting Variables in Doclets

You can quickly view the instances of a variable in a doclet using the Highlight command for the selected variable.

To highlight a variable in a doclet:

1. Open a report package, and then open a doclet.

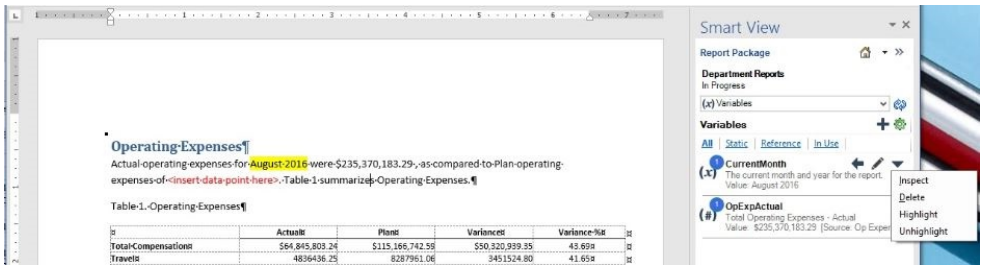
   You do not need to check out a doclet in order to highlight variables.
2. In the drop-down list in the Report Package panel, select **Variables**.



   The list of variables available in the report package is displayed in the panel.
3. Select a variable from the list in the Smart View Panel.
4. Click the **Options** button, ▼ and, from the drop-down menu, select **Highlight**.

   In Figure 1, the CurrentMonth variable, a static variable, is selected in the Smart View Panel. After selecting **Highlight**, the CurrentMonth variable is highlighted in the doclet at the left.

Figure 19-35 Doclet with Highlighting Enabled for a Selected Variable



5. To unhighlight the selected variable, click the **Options** button, ▼ and, from the drop-down menu, select **Unhighlight**.

Inspecting Variables

You can inspect for variables at the doclet level, or you can inspect individual variables selected from the variables list.

To inspect for variables:

1. To inspect for variables in a doclet:
   a. Open a report package, select a doclet, and, optionally, open it.

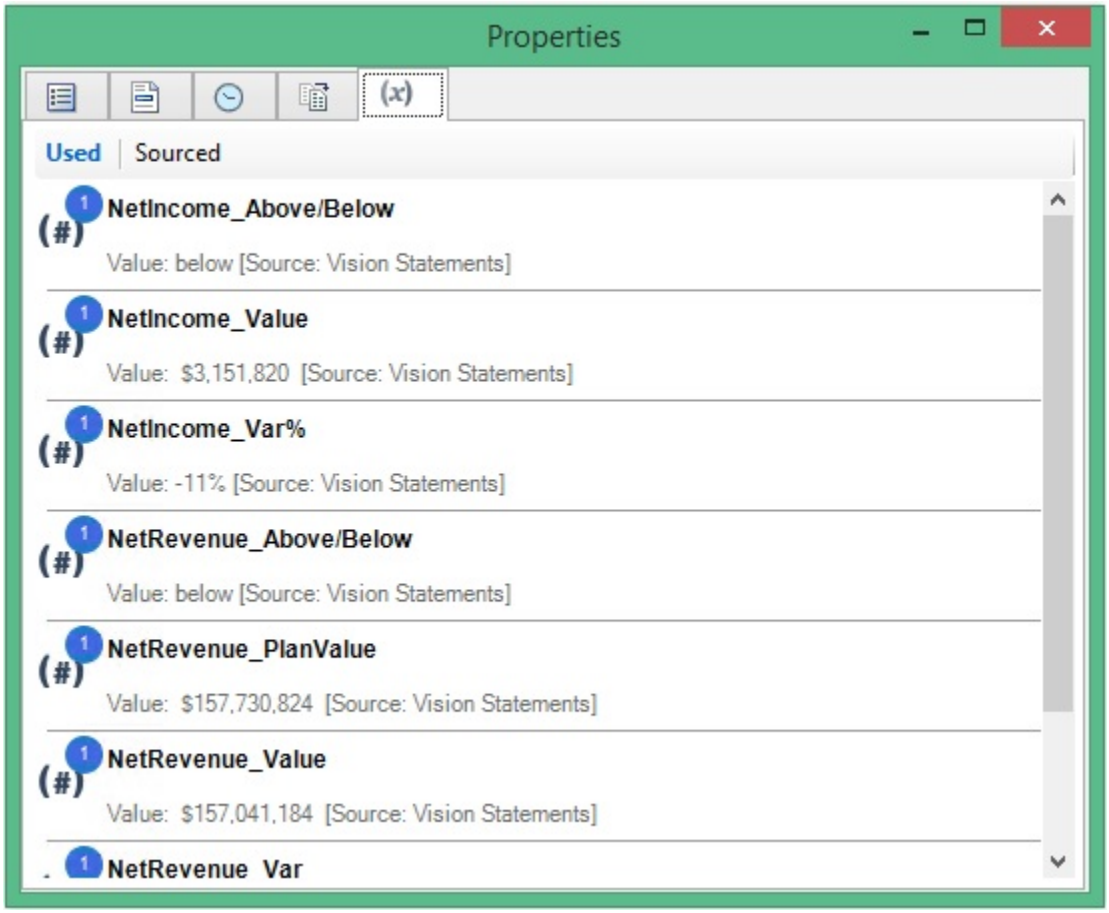
      You can inspect for variables without opening the doclet.

   b. In the report package panel, click **View Properties** to open the **Properties** dialog box.

      If you opened a doclet, you can also click **Inspect** in Performance Reporting ribbon to open the **Properties** dialog box.

   c. In the **Properties** dialog box, select the **Variables** tab, (x)

      The **Variables** tab shows you the variables available in a doclet. The blue circle next to a variable contains the number of times that variable is in use in the doclet. For example, here is the variables tab from a doclet in a report package:



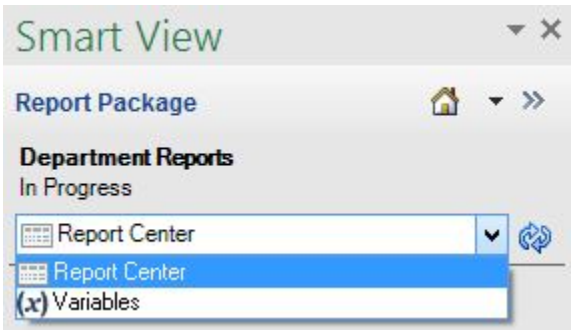
d. Click the **X** in the top right corner to close the **Properties** dialog box.

2. To view the properties of an individual variable:

a. Open a report package, and then open a doclet.

You do not need to check out a doclet in order to highlight variables.

b. In the drop-down list in the Report Package panel, select **Variables**.



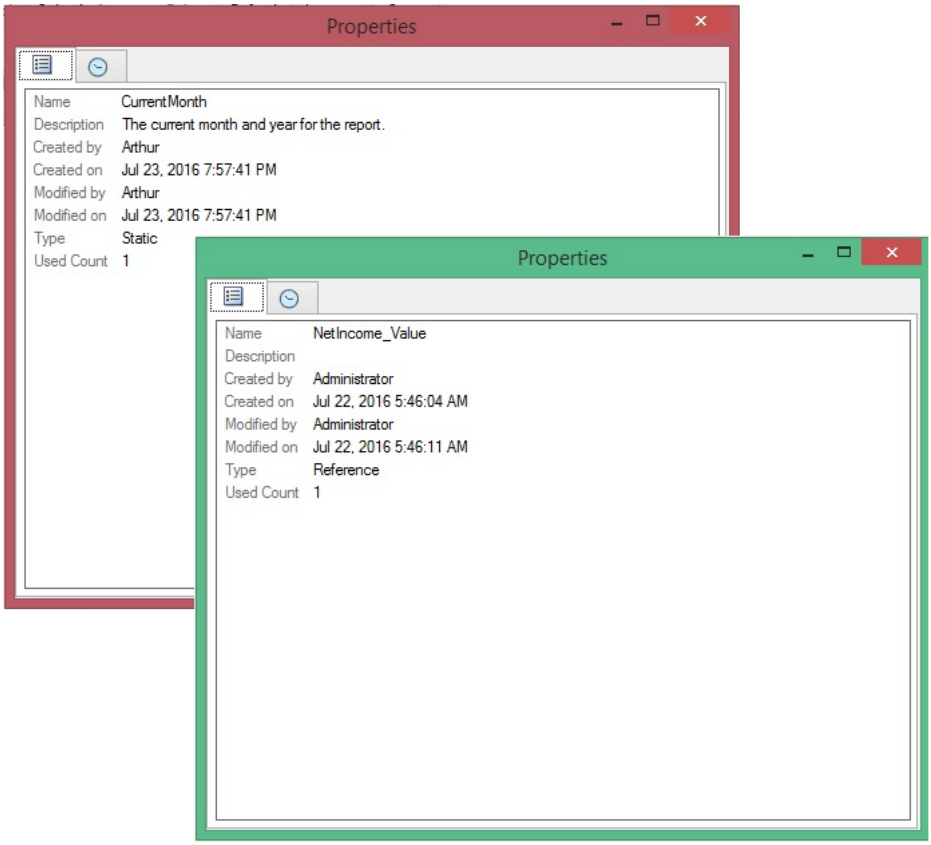
The list of variables available in the report package is displayed in the panel.

c. Select a variable from the list in the Smart View Panel.

d. Click the **Options** button, ▼ and, from the drop-down menu, select **Inspect**.

The **Properties** dialog box for the selected variable is displayed.

The Properties tab shows you basic information about the variable, including whether it is a static or reference variable. It also shows you the number of times the variable is used in the report package. Following are the example properties of a static and a reference variable.



e. Select the **History** tab, to view who made changes to the variable, and what changes were made.

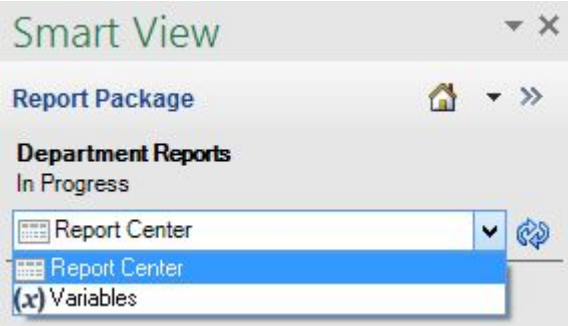
f. Click the **X** in the top right corner to close the **Properties** dialog box.

Unlinking Reference Variables

Unlinking applies to reference variables only. When you unlink a reference variable, Oracle Enterprise Performance Reporting Cloud removes the association between the reference variable value and the source value in the doclet, and sets the value to `#Missing`.

To unlink a variable:

1. Open a report package, and then open and check out a doclet.
2. In the drop-down list in the Report Package panel, select **Variables**.



The list of variables available in the report package is displayed in the panel.

3. In the Smart View Panel, select the reference variable to unlink from the list and click the **Edit Variable** button, .

   The **Edit Variable** button, , displays whenever you select a variable from the list.

4. In the variable editing area, click the **Unlink** button, .

   A warning message is displayed to advise that the selected variable will be permanently removed from the doclet.

   Though the variable values in the selected doclet are no longer managed by Oracle Enterprise Performance Reporting Cloud, the #Missing text remains in the doclet. If required, manually remove the #Missing text from the doclet.

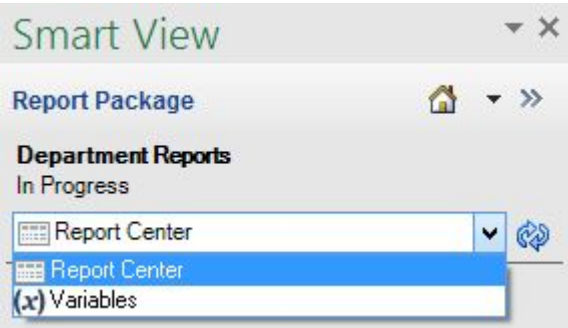
5. Repeat the preceding steps for any other variables that you want to unlink.
6. When finished, upload check in the doclet.

Deleting Variables

You can delete variables from the report package.

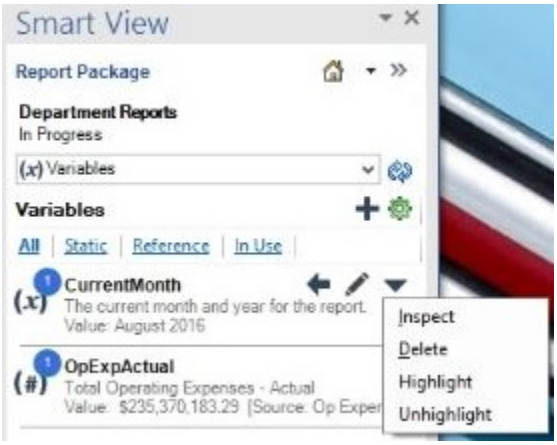
To delete a variable from a report package:

1. Open the report package from which you want to delete a variable.
2. In the drop-down list in the Report Package panel, select **Variables**.



The list of variables available in the report package is displayed in the panel.

3. Ensure that the variable is no longer used in the report package.
4. Click the **Options** button, and, from the drop-down menu, select **Delete**.



A warning message is displayed, asking you to confirm the delete action.

5. Click **Yes** in the warning message to permanently delete the variable.

   Although the variable is removed from the listing on the variables list, the variable text is not automatically removed from the doclets. If required, you must search for each instance of the variable text in the doclets and manually delete it.

> **Note:**
>
> To reinstate a variable, you must re-create it, and then add the variable to all previously used locations.

Inserting Links and Cross-References to Pages in Doclets

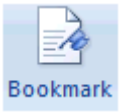
Use Microsoft Word bookmarks to link to and cross-reference page numbers in your doclet. You can cross-reference bookmarks as page numbers in a table of contents doclet, whether you inserted the cross-references manually or inserted a manual table of contents and edited the cross-references. If the page number containing the bookmark changes, then the page number cross-references also change.

This topic describes inserting the bookmarks and then the cross-references. The procedures can also be used to edit a manual table contents.

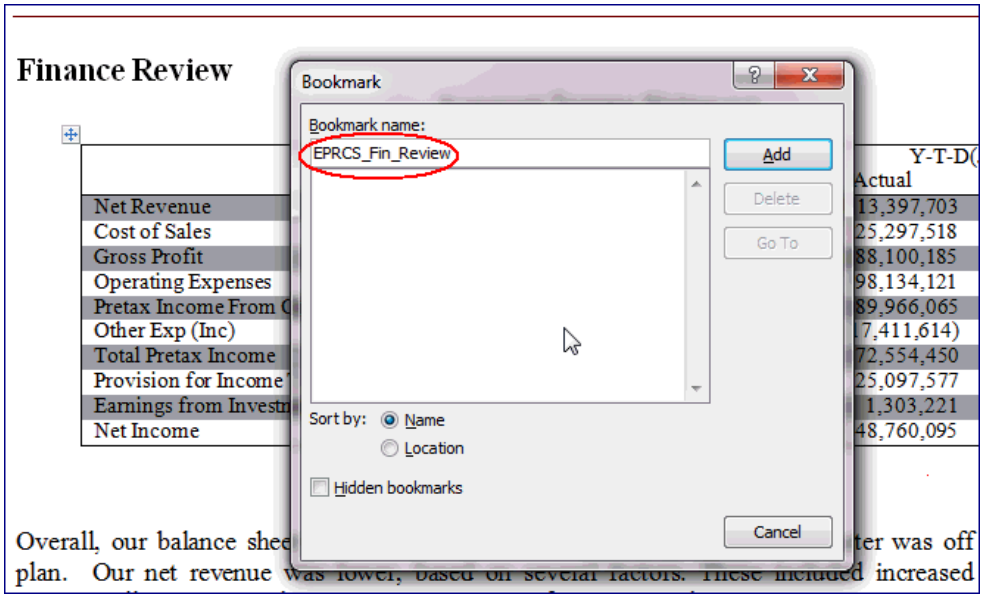
Inserting Bookmarks

Before you add a cross-reference or a link, you must insert a bookmark at the location that you want to link to.

To insert a bookmark:

1. In a Word document, place your cursor at the location of the bookmark.
2. In the **Insert** ribbon, select 

.
3. In **Bookmark Name**, enter `EPRCS_` and a bookmark identifier. For example, `EPRCS_Fin_Review`.



4. Click **Add**.

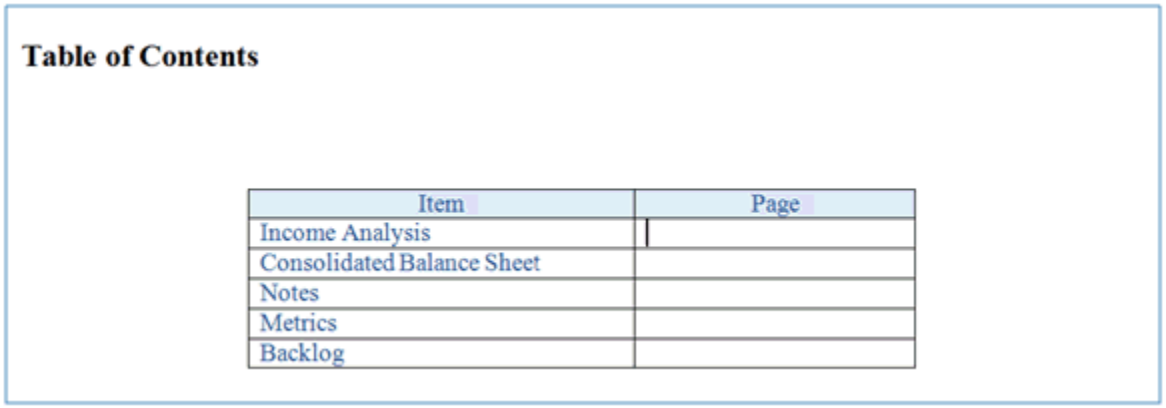
   The bookmark is created.

Inserting Page Number Cross-References or Links in Doclets

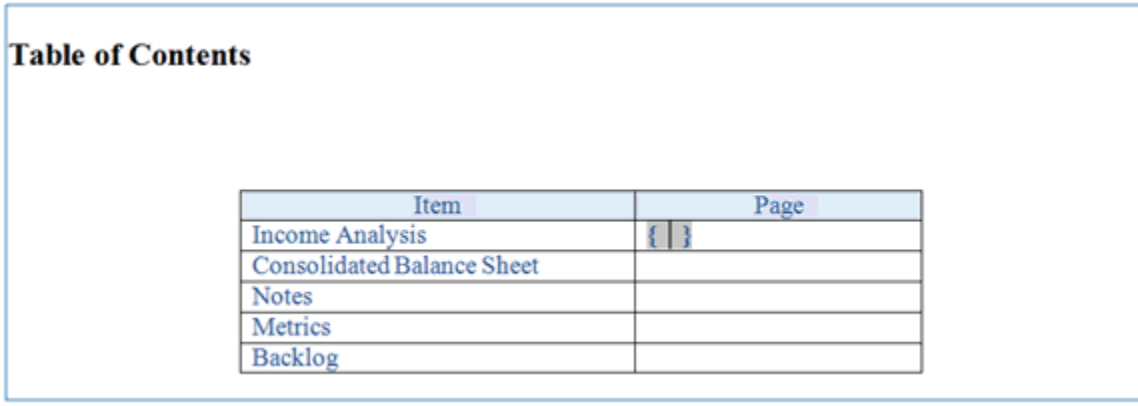
After you create the target bookmark, you can insert a page number cross-reference or a link to that bookmark in the document that you want to link from.

To insert page number cross-references:

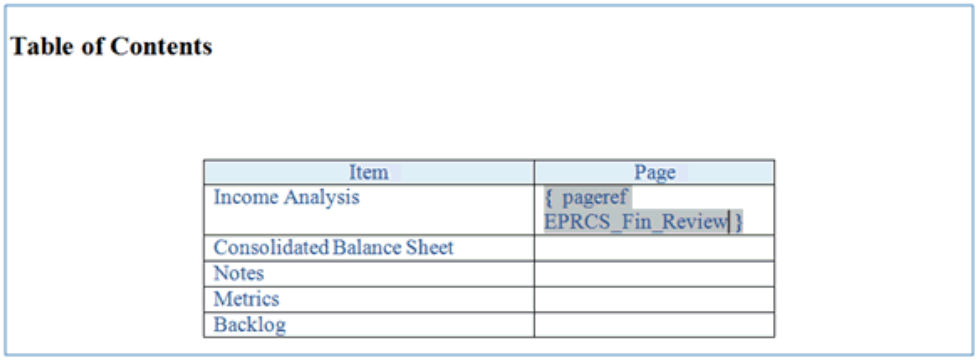
1. In the document to link from, place the cursor where you want the cross-reference. In this example, we will add a page number cross-reference in the table of contents.



2. Press **Ctrl+F9** to insert field brackets. Ensure that the insertion point stays between the brackets.

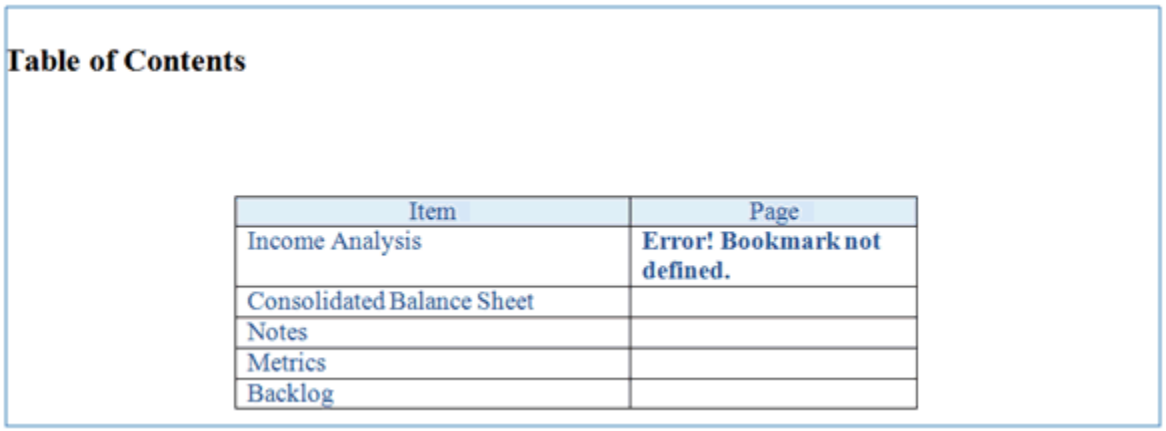


3. Enter `pageref`, followed by a space and then the bookmark name. For example, `pageref EPRCS_Fin_Review`.



4. Upload and check the source and target doclets back into the report package.
5. On the **Preview** tab, select **Actions**, and then **Download Preview** to see the page cross-reference.
6. In the downloaded report package preview in Word, you must refresh the page reference field to reflect the page number.

> **Note:**
>
> Word may display ‘Error! Bookmark not defined’.



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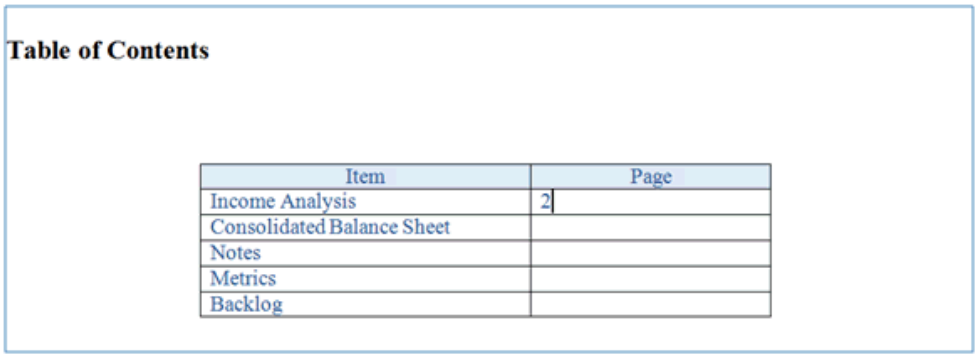
Income Analysis	**Error! Bookmark not defined.**
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

7. Press **F9** to refresh the field information.

> **Note:**
>
> The field is updated to reflect the page number in the report package where you inserted the bookmark in the doclet.



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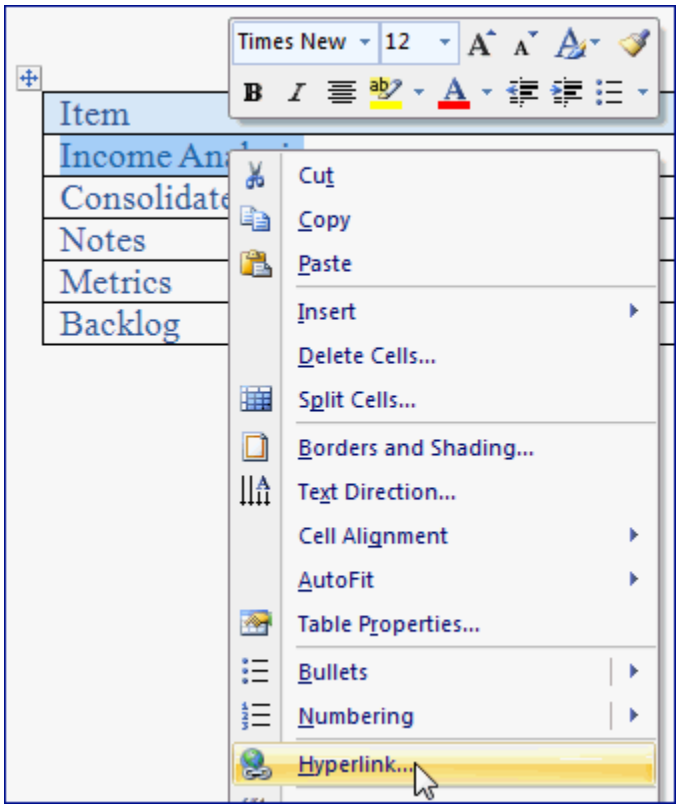
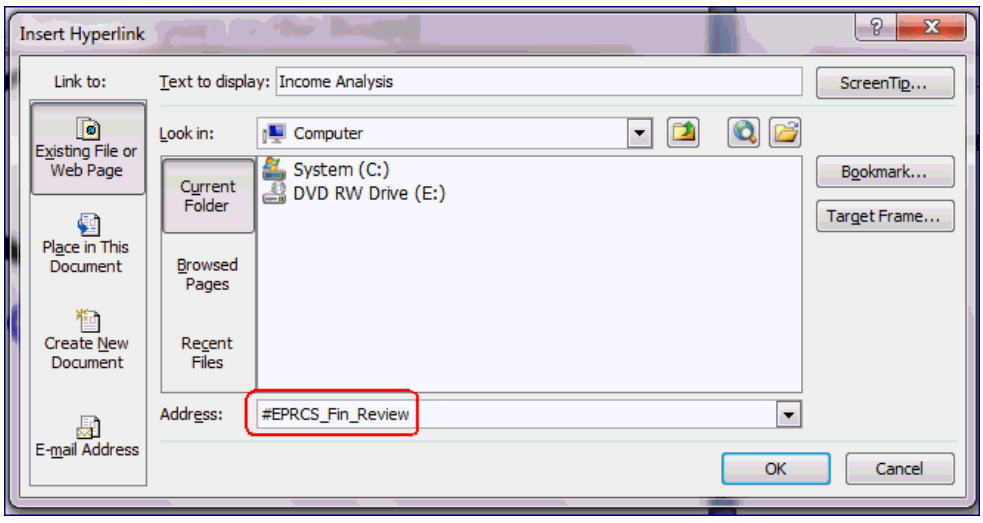
To insert links:

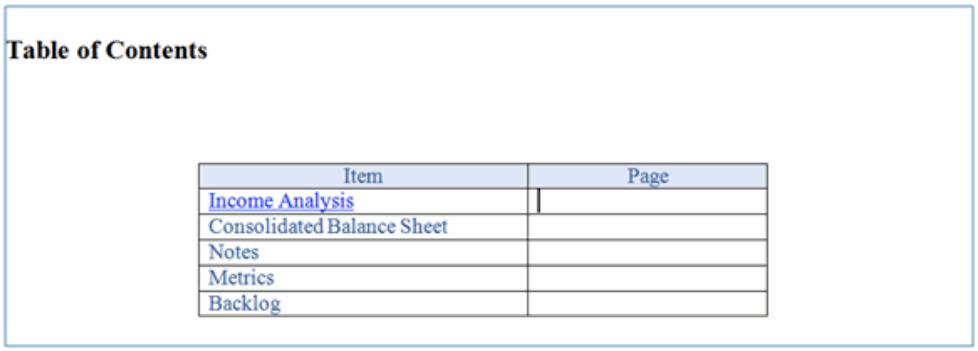
1. Highlight the text to add the link to, and then right-click and select **Hyperlink**.



2. In the **Insert Hyperlink** dialog box, for **Address**, enter `#`, followed by the bookmark name. For example, `#EPRCS_Fin_Review`.



3. The link is added to the text that you selected. In this example, the link was added to the **Income Analysis** text.



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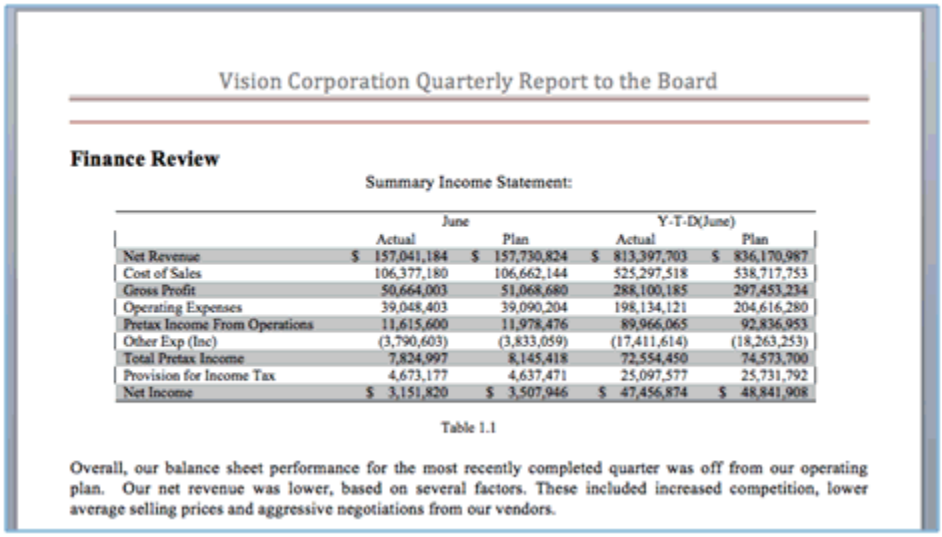
4. Upload and check the doclet back into the report package.
5. On the **Preview** tab, select **Actions**, and then **Download Preview** to see the link.
6. Click the link to navigate to the bookmark location.



Vision Corporation Quarterly Report to the Board

Finance Review

Summary Income Statement:

	June		Y-T-D(June)	
	Actual	Plan	Actual	Plan
Net Revenue	$ 157,041,184	$ 157,730,824	$ 813,397,703	$ 836,170,987
Cost of Sales	106,377,180	106,662,144	525,297,518	538,717,753
Gross Profit	50,664,003	51,068,680	288,100,185	297,453,234
Operating Expenses	39,048,403	39,090,204	198,134,121	204,616,280
Pretax Income From Operations	11,615,600	11,978,476	89,966,065	92,836,953
Other Exp (Inc)	(3,790,603)	(3,833,059)	(17,411,614)	(18,263,253)
Total Pretax Income	7,824,997	8,145,418	72,554,450	74,573,700
Provision for Income Tax	4,673,177	4,637,471	25,097,577	25,731,792
Net Income	$ 3,151,820	$ 3,507,946	$ 47,456,874	$ 48,841,908

Table 1.1

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

Working with an Automatic Table of Contents

When you insert a Microsoft Word table of contents into a doclet, you can choose either a manual, automatic, or custom type. For manual types, you can create page number links by using links and cross-references or by inserting a manual table of contents (see Inserting Links and Cross-References to Pages in Doclets). For automatic or custom types, the table of contents is updated whenever the doclet is merged into the report package. For example, preview the report package or the section that contains the table of contents to view the dynamically updated table of contents.

> **Note:**
>
> If you preview only the doclet that contains the table of contents, no entries are displayed in the table. You must preview the report package or the section that contains the doclet to see the updated table of contents.

> **Note:**
>
> Automatic and custom tables of contents are available for Microsoft Word report packages only.

Approving or Rejecting Doclets

This topic applies to Office-based doclets of all types—regular, reference, and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

As approver, you review and approve doclets after the author submits them. You also have access to the same functionality as the author, including:

- Check Out
- Download and Update
- Upload
- Check In
- Inspect

See:

- Approving Doclets
- Rejecting Doclets

Watch this tutorial video to learn about approving and rejecting doclets in Word-based report packages.

Tutorial video

Watch this tutorial video to learn about approving and rejecting doclets in PowerPoint-based report packages.

Tutorial video

Approving Doclets

This topic applies to Office-based doclets of all types—regular, reference, and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

As approver, if you are satisfied that the doclet is correct, you approve it to complete it. If multiple approvals are required, you, as approver, submit the doclet for further approvals. After approval, authors can no longer check out the doclet, although they can still download and inspect it.

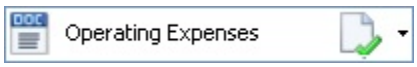
To approve a doclet, reference doclet, or Office-based supplemental doclet:

1. If not already open, in the Smart View Panel, navigate to the doclet and double-click it to open it.

> **Note:**
>
> In the Report Center, a green arrow, , signifies doclets that require your attention as approver.

2. In the Performance Reporting ribbon, click **Approve**.

In the Smart View Panel, the approved doclet appears in the doclet responsibilities list with a green check mark:



If a doclet requires multiple levels of approval, the approved artifact appears in the doclet responsibilities list with the rubber stamp icon:

When a doclet is approved by all approvers, its status is updated to **Approved** in the Oracle Enterprise Performance Reporting Cloud web interface; the green check mark is displayed with the doclet in Oracle Smart View for Office.

Rejecting Doclets

This topic applies to Office-based doclets of all types, including reference and supplemental. Unless otherwise noted, the term *doclets* refers to all Office-based doclet types.

If a doclet is not ready for approval, you can either edit it yourself (check out the doclet, modify it, and check in the corrected version), or you can reject it to send it back to the author to edit.

To reject a doclet, reference doclet, or supplemental doclet:

1. If not already open, in the Smart View Panel, navigate to the doclet and double-click it to open it.

2. In the Performance Reporting ribbon, click **Reject**.

When a doclet is rejected, its status is updated to **Rejected**, and the responsibility reverts to the author. The author must update the content and resubmit it for approval.

In the Smart View Panel, the rejected doclet appears in the doclet responsibilities list with a red X:

Inspecting Doclets

This topic applies to Office-based and non-Office-based doclets of all types, including reference and supplemental, and of all supported file formats.

For detailed information on doclets, reference doclets, and supplemental doclets, click **Inspect** in the Performance Reporting ribbon.

The Inspect button launches the **Properties** dialog box.

From the **Properties** dialog box, you can also download previous versions of a doclet, reference doclet-, or Office-based supplemental doclet.

> **Note:**
>
> All steps in the following procedure are optional.

To view information about a doclet, reference doclet, or supplemental doclet:

1. If the report package is not already open, in the Smart View Panel, navigate to the report package and open it.
2. Select a doclet, reference doclet, or supplemental doclet in the list and click the **Inspect** button in the Performance Reporting ribbon.
3. In the **Properties** dialog box, view the information the **Properties** tab (the default tab).

   The **Properties** tab displays basic information about the doclet, such as the file name, doclet type, and the user who created it.

Figure 19-36 Properties for a Doclet

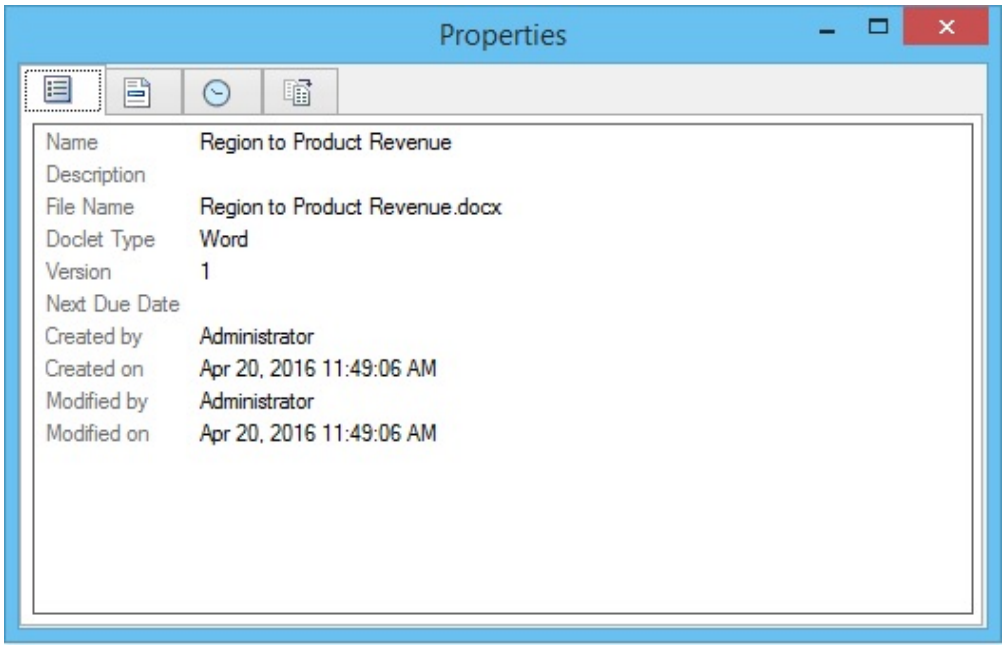


Figure 19-37 Properties for a Reference Doclet

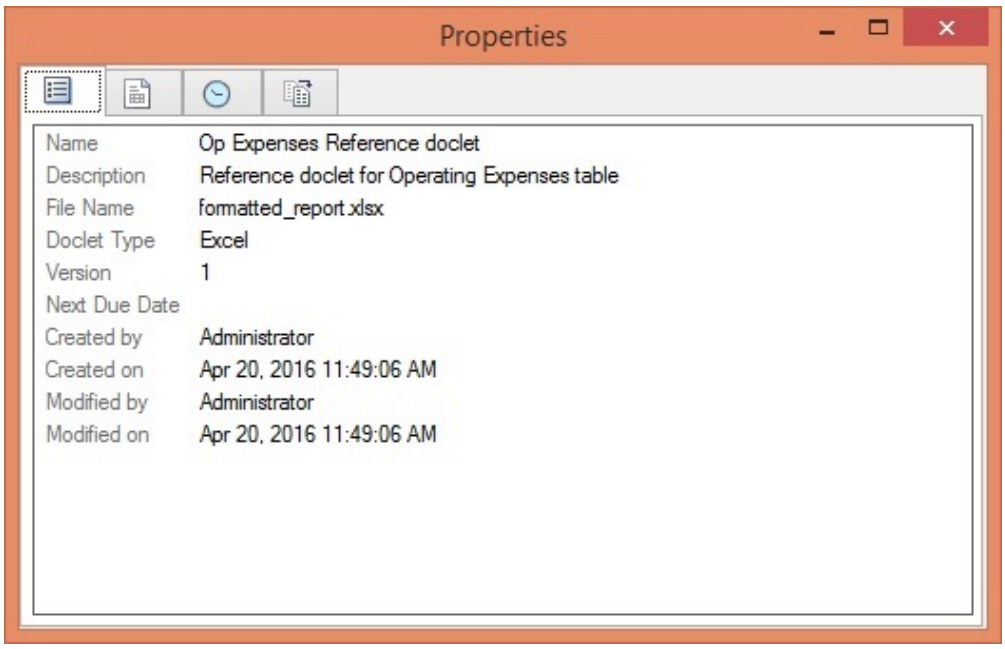
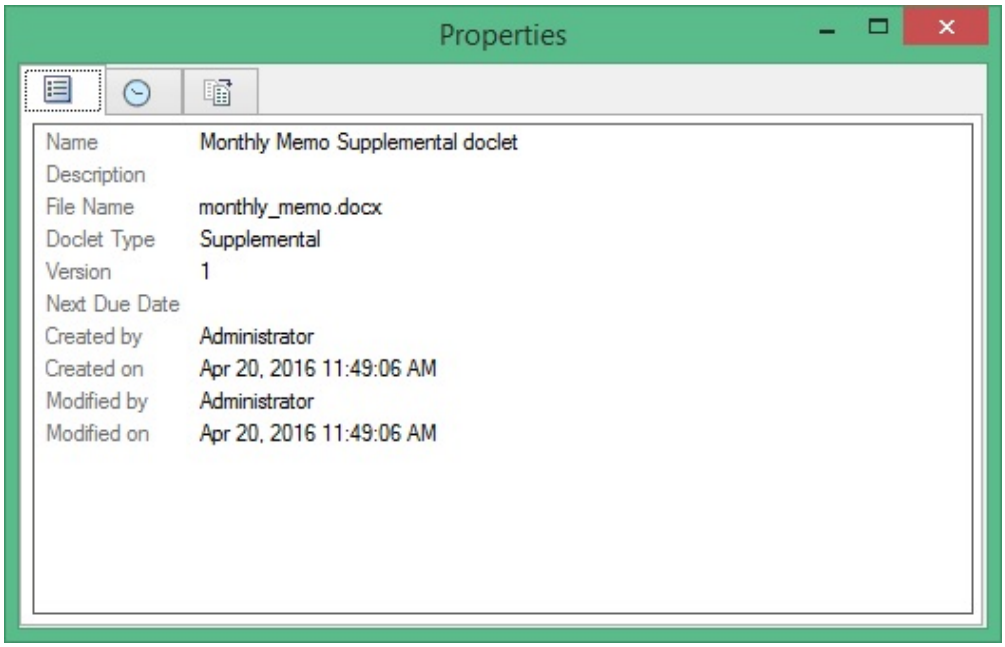
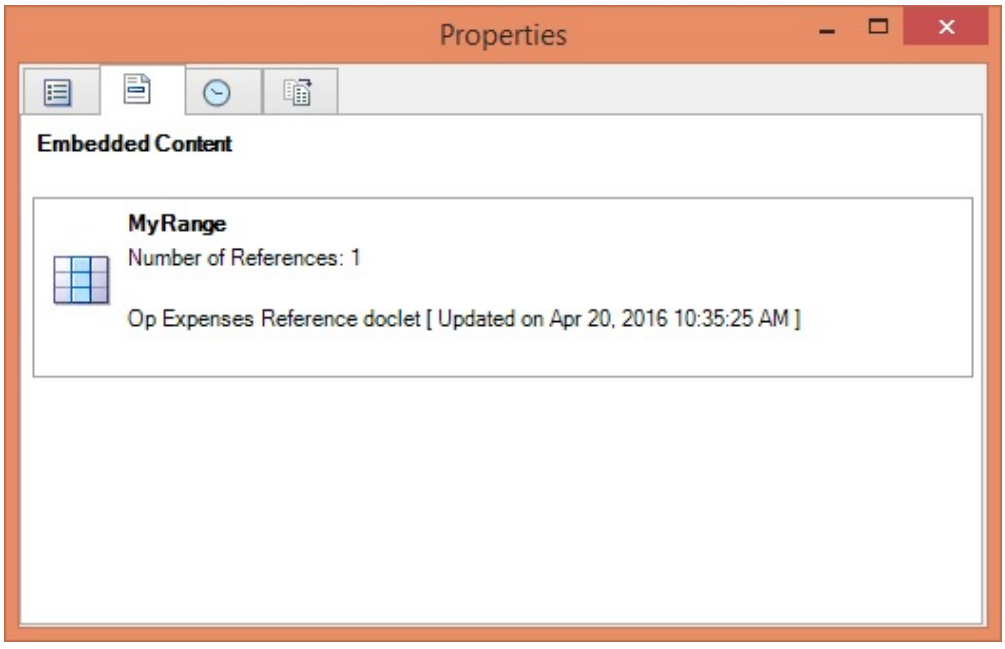


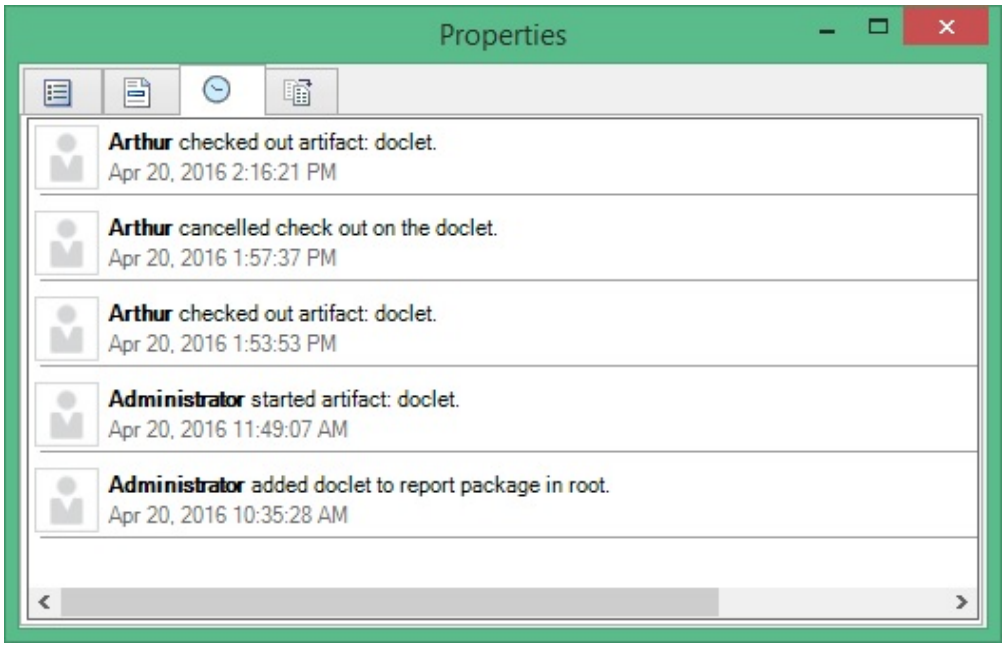
Figure 19-38 Properties for a Supplemental Doclet



4. Click the **Embedded Content** tab, , to view the embedded content that is being used in the doclet.



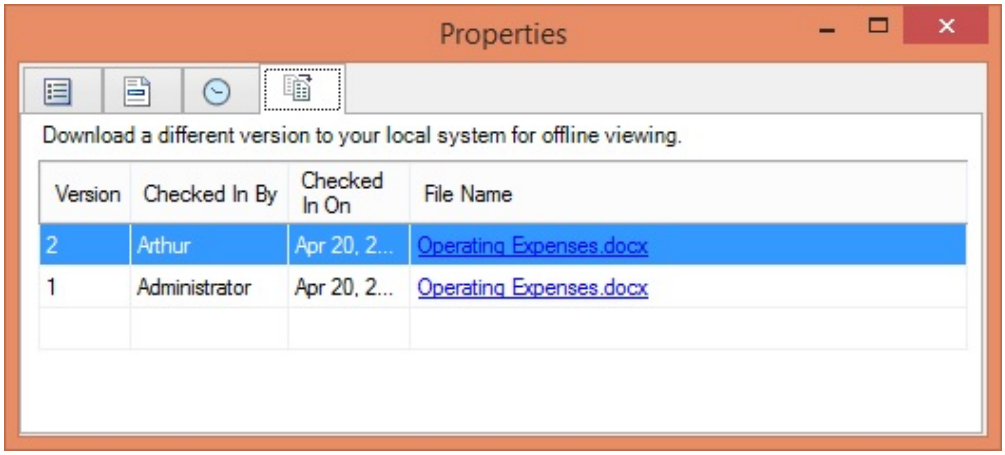
5. Click the **History** tab, , to view audit information about the doclet , such as the user who last updated it (if applicable).



6. Click the **Version** tab, , to download previous versions of Office-based doclets.

   As new versions of doclets are checked in, the previous versions are stored so that you can download and view them to see what changed.

   To download a previous version of a doclet, click the link next to the version that you want to view.



   A message notifies you of the location of the downloaded doclet .

   You may download any type of doclet; however, only Office-based doclets may have previous versions.

Reverting to a Prior Version of a Doclet

When authoring a doclet in a report package and your updates or the outcome is incorrect after previewing the doclet, you can revert back to a prior doclet version.

You can revert doclets, reference doclets, and supplemental doclets to previous versions.

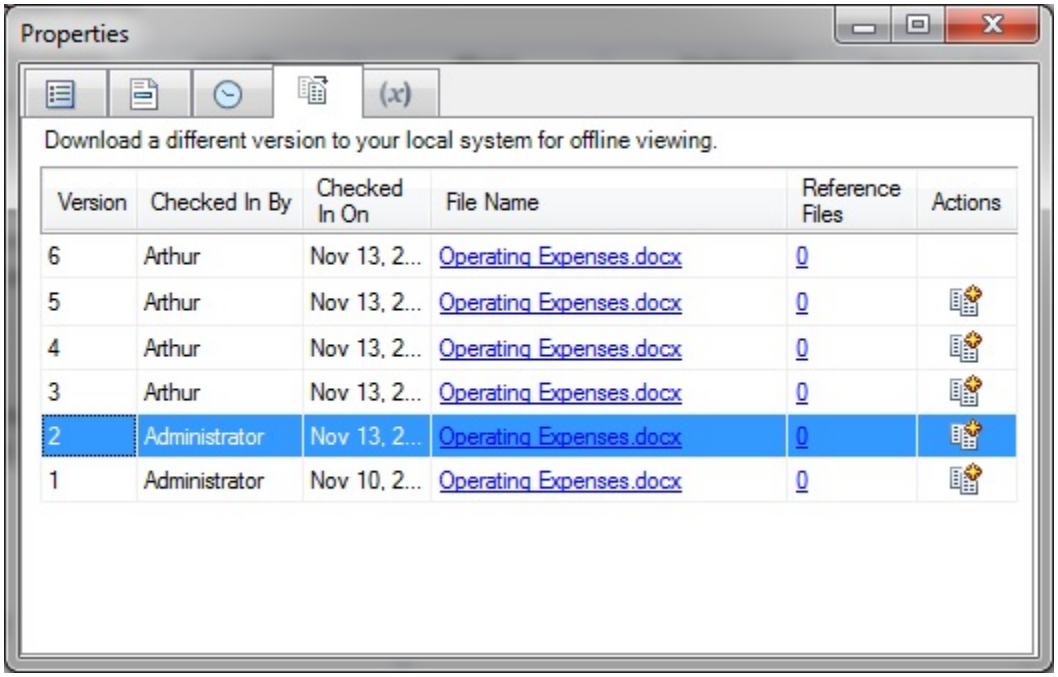
To revert a doclet to a prior version:

1. Open the report package.
2. Open, and then check out the doclet.

   The doclet is opened in the appropriate Office application.
3. Click **Inspect** in the Performance Reporting ribbon to launch the **Properties** dialog box.

   Alternatively, with the doclet selected in the report package list, select the **View Properties** link in the Action Panel.
4. In the **Properties** dialog, click the **Version** tab, .
5. In the **Version** tab, click for the version of the doclet you want to make current.

   In the following example, we want to make version 2 the current version, so we'll click on the line for version 2.

   A new work-in-progress version of the doclet is created based on the selected doclet file.
6. In the warning prompt, click **Yes** to confirm.

The report content in the new version is based on the prior version. However, any embedded content or variables contained in the prior version are refreshed to their current values.

> **Note:**
>
> If you accessed the **Properties** dialog by selecting the **View Properties** link in the Action Panel, then you must close and reopen the doclet in order to see the reverted version.

7. Review the doclet to verify it is the correct content.
8. Upload and check the doclet back in to the report package to commit the changes to the report.

Performing Reviews

Related Topics:

- About the Review Phase Process
- Working with Review Instances in Smart View

About the Review Phase Process

The review phase enables report stakeholders to review and provide feedback on the content in the report package. Reviewers provide commentary on their assigned areas of the report package. This could be the entire report package or a subset consisting of sections or specific doclets. Reviewers can provide their feedback by using Oracle Smart View for Office to enter, review, and respond to comments.

The review phase process:

1. The report package owner creates the review instance, and then starts the review cycle in the Oracle Enterprise Performance Reporting Cloud web interface.
2. Notification messages are sent to reviewers to begin their work. If the review is iterative, reviewers are notified to begin their work at the start of each iteration.
3. Reviewers view a document called a review instance in Smart View. A review instance includes only the reviewer's assigned content.

   Review instances do not include supplemental doclets of any file type.

> **Note:**
>
> Though reviewers see only their assigned content, all comments are made and retained against the single review instance.

4. Reviewers highlight content and post comments in plain text or in rich text format, which can include links and attachments.
5. Reviewers collaborate by adding to other comments in comment threads.

6. Reviewers mark their reviews complete, indicating to the report package owner that they are finished with their review. If the reviewer wants to add additional comments after marking the review complete, the reviewer can "Reopen for comments," indicating to the report package owner that they are not done with their review.

   A report package may have multiple review cycles defined for it. All review cycles follow the same process.

Collaborative Review Process

As reviewers, you collaborate by viewing and adding to other reviewers' comments, creating comment threads. For example, a previous reviewer may have asked a question that you know the answer to. You can add to their comment to provide the answer.

Iterative Review Process

Reviews can be iterative, which means that a report package owner can schedule multiple review cycles depending on the type of review required.

For example, for a multiple draft review process, the review process may include:

- Multiple review cycles; with three drafts.
- Review assignments that vary by draft; for example:
  - First draft for manager level
  - Second draft for executive level
  - Third draft for CEOs, CFOs, and so on
- Review assignments that vary by area where you can assign users to review:
  - Entire report
  - Sections
  - Doclets

Key points to remember about the iterative review process:

- A new review instance incorporates content modifications.
- Comments persist across review cycles, so reviewers can see previous comments and how they were addressed.
- The review phase is complete when all review cycles are closed.

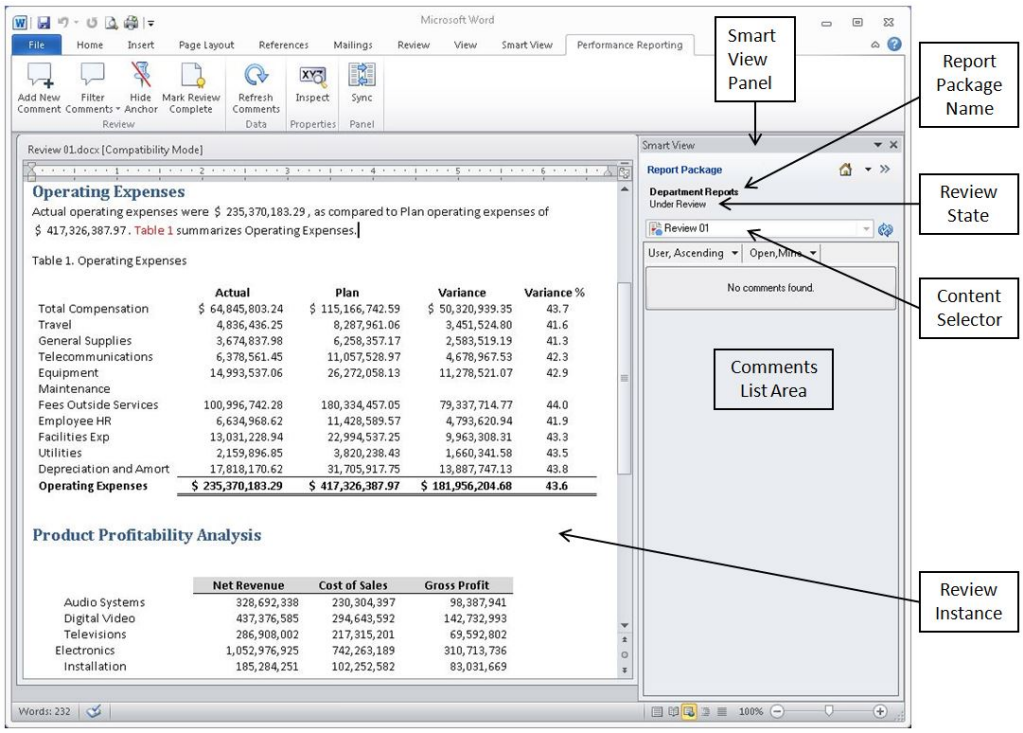
Working with Review Instances in Smart View

You perform reviews by entering comments and providing your feedback in a review instance in Oracle Smart View for Office. The review instance shows you a draft version of the areas of the report package that you have been assigned to review (see Figure 1). The review instance may consist of the entire report or a subset of the report content. Review instances do not include reference doclets or supplemental doclets of any file type.

Before you begin the review procedures, you should have launched Microsoft Word or PowerPoint, connected to Oracle Enterprise Performance Reporting Cloud, and

opened a report package, as described in Connecting to Enterprise Performance Reporting in Smart View.

Figure 19-39 A Portion of an Example Review Instance in Smart View with Word



Watch this video to see a tutorial on working with review instances in Word-based report packages.

Tutorial video

Watch this video to see a tutorial on working with review instances in PowerPoint-based report packages.

Tutorial video

Selecting a Review Instance

When a report package is ready for review, an Oracle Enterprise Performance Reporting Cloud web interface message notifies reviewers that they can begin their work.

For example:

```
RReview is required for Sample Report Package - MS Word - Review Cycle 2
```

In this example, "Review Cycle 2" signifies that you will select "Review 02" in the Content Selector in Oracle Smart View for Office.

To select a review instance in Smart View:

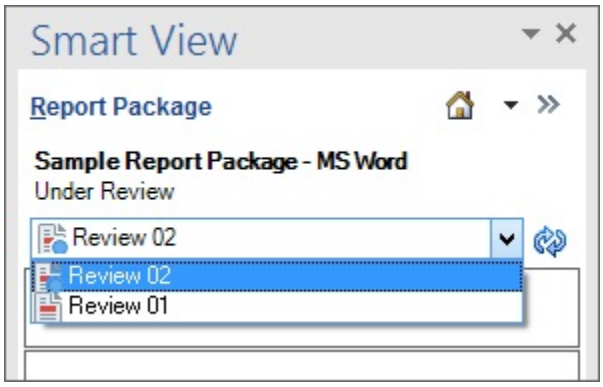
1. In the Smart View Panel, verify that the required review instance is selected in the **Content Selector**.

   When you first open a report package, the active review instance is shown in the **Content Selector** by default. However, even if you intend to open the active review instance that is showing in the **Content Selector**, you must still manually select it.

> **Note:**
>
> If only one review cycle is defined for the report package, you must manually select the review instance in the **Content Selector**.

In Figure 1, "Review 01" and "Review 02" are the available options. The dot next to "Review 02" signifies that this review instance is active and ready for your review comments. Notice that there is no dot next to "Review 01." This signifies that the review instance is closed to new review comments; however, you may open "Review 01" to view it.

Figure 19-40 Example of Review Instances in the Content Selector



2. If not already selected, select the required review instance.

   When you select a review instance, your screen should resemble Figure 1.

   You can now begin working with review comments in the review instance.

Posting Comments

Posting a New Comment

To post a new comment:

1. Perform an action:
   - **Comments on Text in Word:** To post comments on text in a Word-based report package, in the review instance, select the text to comment on, and in the Performance Reporting ribbon, click **Add New Comment**.

- **Comments on Text in PowerPoint:** To post comments on text in a PowerPoint-based report package, place your cursor in the slide you want to comment on, and in the Performance Reporting ribbon, click **Add New Comment**.

  A pin is placed in the top left corner of the slide. Click the pin and drag it to position it on or near the text to comment on. Then, double-click the pin to open the **EPRCS Comments** text box.

> **Note:**
>
> If text was selected before clicking **Add New Comment**, the pin will be placed at the top left corner of the selection.

- **Comments on Graphics in Word:** To post comments on graphics in a Word-based report package, in the review instance, select the graphic to comment on, and in the Performance Reporting ribbon, click **Add New Comment**.

  A pin is placed in the top left corner of the page that contains the graphic. Click the pin, and drag and drop it on the desired location within the graphic. Then double-click the pin to open the **EPRCS Comments** text box.

  Select only the graphic. Do not select any paragraph markers, text, or empty spaces around the graphic.

- **Comments on Graphics in PowerPoint:** To post comments on graphics in a PowerPoint-based report package, in the review instance, select the graphic to comment on, and in the Performance Reporting ribbon, click **Add New Comment**.

  A pin is placed in the top left corner of the graphic. Click the pin, and drag and drop it on the desired location within the graphic. Then double-click the pin to open the **EPRCS Comments** text box.

  Select only the graphic. Do not select any paragraph markers, text, or empty spaces around the graphic.

- **Comments on Embedded Content in Word:** To post comments on embedded content in Word, select a data or text cell *within* a single instance of embedded content, and in the Performance Reporting ribbon, click **Add New Comment**.

  For example, select data or text within an individual cell in an embedded content object. You may select a range of cells, but the pin is placed only on the first cell in the range (the upper left cell of the range).

  To select an entire embedded content object for commenting, select some text from the row above the embedded content, along with the entire embedded content object.

You may add comments to only one embedded content object at a time. If you must add the same comment to other embedded content objects, you must add the comment separately to each embedded content object.

- **Comments in Automatic TOCs (Word only):** With the Oracle Enterprise Performance Reporting Cloud extension version 17.07+, commenting on automatic TOCs is not allowed. To add comments related to an automatic TOC, place the comment as close to the TOC as you can, and then refer to it in your comment.

  With pre-17.07 versions of the Oracle Enterprise Performance Reporting Cloud extension, commenting on automatic TOCs is allowed in the heading or title only. You cannot comment in the body of the automatic TOC.

- **Comments in Manual TOCs (Word only):** Commenting is allowed on both the heading and the body of manual TOCs.

> **Tip:**
>
> The selection area for comments cannot be empty. Select a graphic or at least one word or number when adding comments.
>
> You cannot select an entire embedded content object *only* and then add a comment; that selection is considered an empty selection. You must select text above the embedded content, along with the embedded content, to be considered a valid selection area for comments.

2. In **EPRCS Comments**, enter a comment.

   Figure 1 shows an example of an **EPRCS Comments** text box with text selected for commenting.

Figure 19-41 EPRCS Comment Text Box in Word with Text Selected

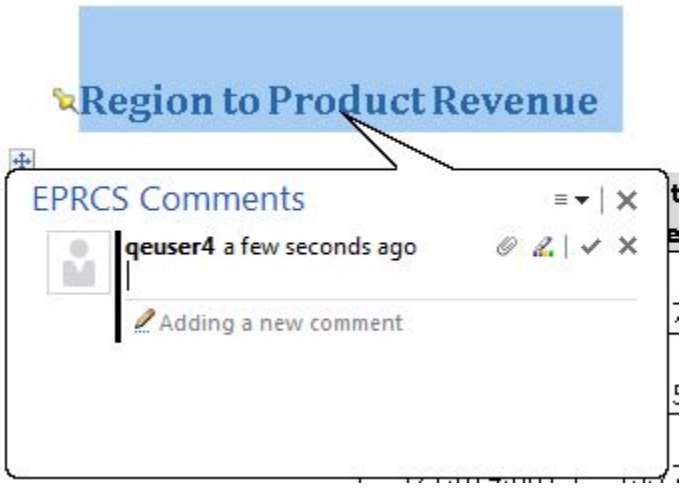
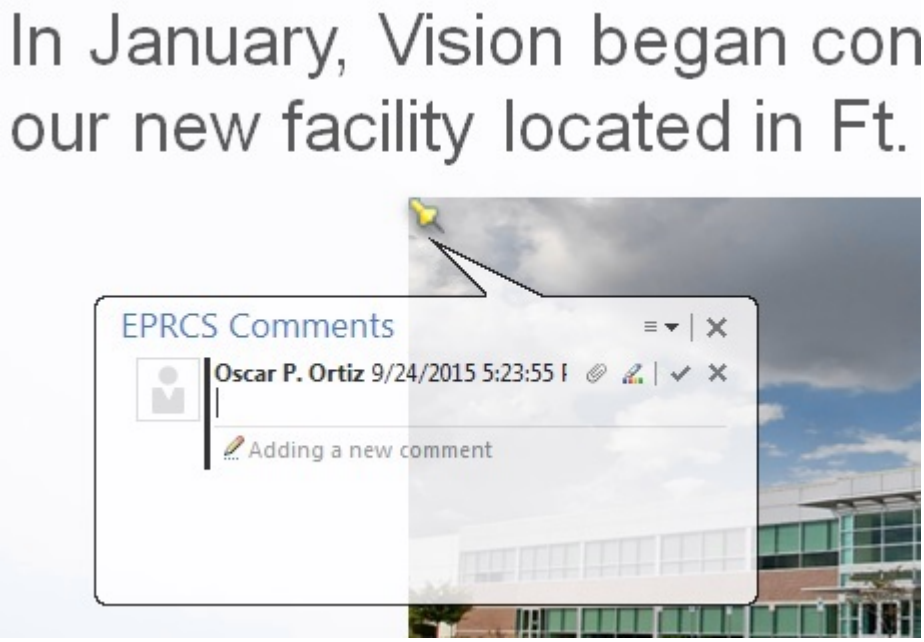


Figure 2 shows an example of an **EPRCS Comments** text box with a graphic selected for commenting in PowerPoint. Notice that the pin was placed in the upper left corner of the graphic.

Figure 19-42 EPRCS Comment Text Box in PowerPoint with Graphic Selected



> **Note:**
>
> You can add URLs, text formatting, and attachments to comments. See Editing and Deleting Comments and Attaching Supporting Files and Customizing Comment Text.

3. Click **Enter**, ✓, to post your comment.

> **Note:**
>
> A comment must contain text, an attachment, or both.

Your comment is added to the list of comments in the comments pane in the Smart View Panel, and an anchor icon, , is added to the review instance to indicate that there is a comment.

4. In the top right corner of the **EPRCS Comments** text box, click **Close**, ✕, to exit.

Posting a Reply to a Comment

To post a reply to a comment:

1. In the Smart View Panel, double-click a comment in the list to launch the **EPRCS Comments** text box.

2. In the **EPRCS Comments** text box, click the **Reply** button, , and enter your reply.

> **Note:**
>
> You can add text formatting and attachments to comment replies. See Attaching Supporting Files and Customizing Comment Text for more information.

3. Click the **Enter** button, , to post your reply.
4. Click **Close**, , to exit the **EPRCS Comments** text box.

Filtering and Sorting Comments

You can filter comments in the comment management panel. For example, you can show or hide comments, display open or closed comments, or display or hide a user's comments.

To filter and sort comments:

1. In the Performance Reporting ribbon, click the **Refresh Comments** button to see new comments and replies.

2. **Optional:** Click the **Hide Anchor** or **Show Anchor** button to hide or display the comment anchors in the review instance.

   Hide Anchor displays by default the first time you open a review instance, meaning that anchors are currently showing.

   After clicking **Hide Anchor**, the button toggles to **Show Anchor**.

   Anchors display throughout the review instance and mark the location where comments are entered. Anchors are signified by a pushpin icon. In Figure 1, an anchor is circled in a portion of the review instance.

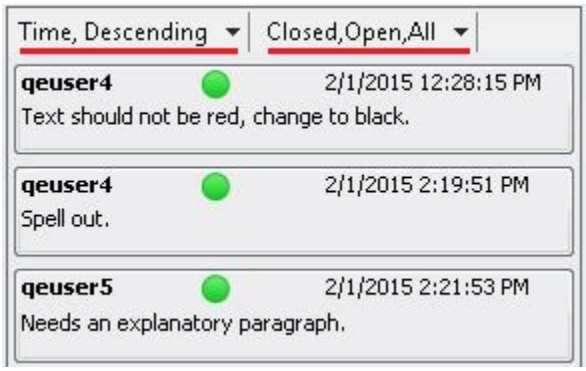
Figure 19-43 Anchor Example in Review Instance

3. Click **Filter Comments**, Filter Comments, and choose a display option:
   - **Open Comments**
   - **Closed Comments**
   - **All Comments**
   - **My Comments**

   You can choose to display **Open Comments** and **Closed Comments** at the same time.
4. View the results of your selections in the comments list in the Smart View Panel.

   Alternatively, you can choose filter and sort options by using the drop-down lists in the comments pane. The heading at the left is for sorting comments; the heading at the right is for filtering.

   The following example shows comments sorted by time in descending order and, because the Open, Closed and All filters are selected, all comments are displayed:



5. **Optional:** Open a comment by clicking it in the list of comments in the Smart View Panel.

Editing and Deleting Comments

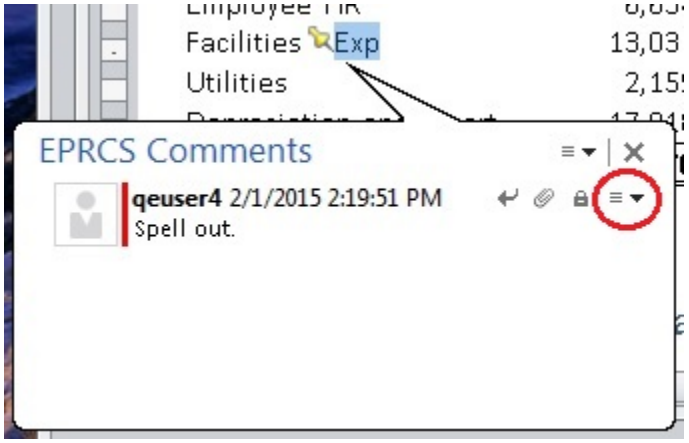
You can edit a thread entry when it is the last entry in the thread that you posted.

You can delete a comment that you posted. You can also delete a comment thread entry that you posted when it is the last entry in the thread.

To edit or delete a comment:

1. From the comment list in the Smart View Panel, click a comment that you started.
2. To edit a comment:
   a. Click the drop-down list arrow as shown in Figure 1, and then select **Modify**.

Figure 19-44 Comment Text Box with Drop-Down List Circled



   b. Edit the comment text.

> **Note:**
>
> You can add URLs, text formatting, and attachments to comments. See Attaching Supporting Files and Customizing Comment Text.

   c. Click **Enter**, ✓, to update the comment.
   d. Click **Close**, ✕, to exit the **EPRCS Comments** text box.
3. To delete a comment, select either the comment or the last entry in a comment thread, then click the drop-down list arrow shown in Figure 1 for the comment or the thread entry, and then select **Delete**.

> **Note:**
>
> You can only delete the last entry in a thread. Deleting the last entry does not delete the entire comment thread.

4. To cancel modifications, click the **Cancel** or **Close** button, ✕ in the **EPRCS Comments** text box.

Attaching Supporting Files and Customizing Comment Text

You can select a local file from your computer to attach to your comment. For example, you might want to associate a supporting document with one of your comments. Or, you may want to customize the text of a comment using the rich text editor. For example, you may want to make text bold or apply a different font color. You can also add a URL to a comment.

To attach files to a comment, customize comment text, or add a link to a web page:

1. In the Smart View Panel, in the comment list, double-click a comment that you started to launch the **EPRCS Comments** text box.

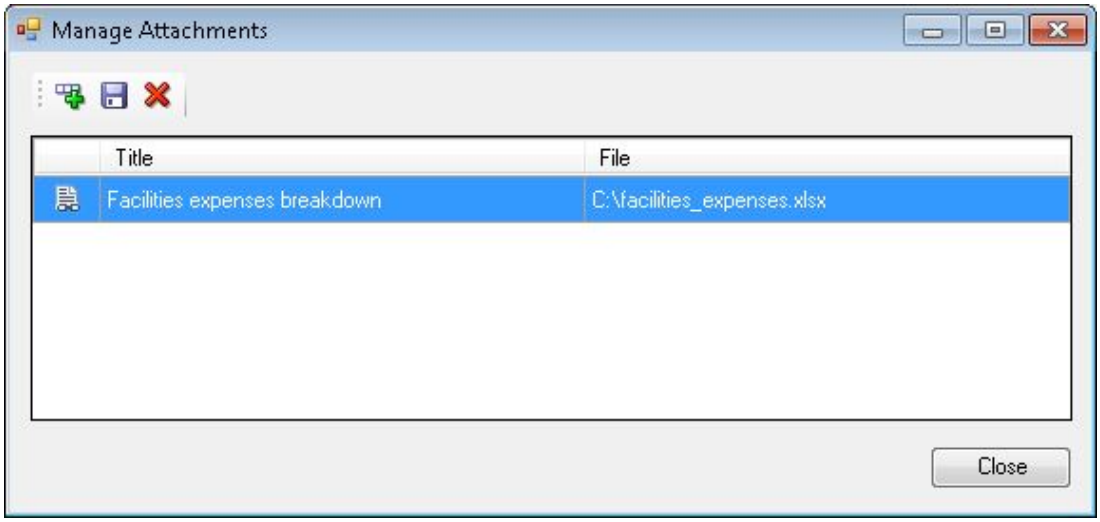
   The comment you select must be the only or last comment in a thread.

2. To attach a file to your comment:

   a. Click the **Manage Attachments** button, .

   b. In **Manage Attachments**, click , then navigate to the file to attach and select it, and then click **Open**.

   c. In the **Title** column, add a descriptive title for the file, and then press **Enter**; for example:



   d. Click **Save**, , to save the attachment and title text.

      The statement "Comment has attachments" is added to the **EPRCS Comments** text box.

> **Note:**
>
> The **Manage Attachments** button, is enabled in all comments in a thread so that all users included in the review instance may view attachments associated with all comments.

   e. Repeat step 1 through step 2.d for all the files that you want to attach to the comment.

3. To apply custom formatting to comment text:

   a. In the **EPRCS Comments** text box, select the last comment in the thread, then click the drop-down list arrow shown in Figure 1, and then select **Modify**.

   b. Select the comment text to format.

c. Click the **Show Formatting Bar** button, , to add text formatting to the comment.

   Formatting options:

   - Font style, size, and color
   - Bold, italics, and underlining
   - Align text to the left or right, or center it

d. Click **Enter**, , to retain your changes.

4. To add a URL in a comment:

   a. In the **EPRCS Comments** text box, , enter the URL; for example, enter:

      `http://www.oracle.com`

      For URLs to be recognized, you must precede them with a valid URL protocol identifier, such as:

      - `http://`
      - `https://`

      For example:

      `http://www.oracle.com`

      Oracle recommends testing URLs in a browser to ensure that they work before adding them to comments.

   b. Click **Enter**, .

5. Click **Close**, , to exit the **EPRCS Comments** text box.

Addressing and Closing Review Comments

When a comment is added to a review instance, the comment status is "Open." When the questions or concerns raised in a comment have been addressed, users can change the comment status to "Closed."

Addressing Comments

Some comments may be addressed with a simple reply to the comment. Other comments may require revisions to the original doclet. Any user, except for a viewer, can respond to or address comments. After you mark your review complete, it prevents you from adding new comments. However, you can still reply to existing comments. Following are examples of the actions that users can take in response to comments:

- Answer a question and then close the comment.

  For example, if a review asked if a figure in a doclet represented an up-to-date number, a user with that knowledge can reply to the comment and mark it closed.

- Edit the doclet content and then close the comment.

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

- Send the doclet back to the doclet author for additional revisions.

For example, if a reviewer suggests that a doclet is using old data and needs to be updated with the latest figures, the report package owner can send the doclet back to the author. When a doclet is restarted, a notification is sent to the doclet author indicating that the doclet has been reopened, and the doclet status is changed to "Started." Note that the doclet due dates for authors and approvers may be changed by the report package owner. At this point, the doclet follows the same workflow as in the author phase (see Authoring Doclets in Smart View); it is edited and approved by the authors and approvers that were assigned in the author phase.

Closing Comments

To close a comment:

1. Double-click the comment in the comment list in the Review Center.
2. In the **EPRCS Comments** dialog box, click **Reply**, , and enter the reply text.
3. Click the **Mark Closed** button, to close the comment.

   A reply is added, noting that the comment is closed.

   To reopen the comment to add additional comments, click **Reopen Comment**, .

Comparing Review Instances

In Oracle Smart View for Office, you can compare two review instances to see what changes occurred between review cycles, depending on the review cycles to which you have access. For example, you can compare between a selected version and the prior version, or you can compare between a selected version and any other earlier version.

This allows you, as a reviewer, to be more efficient by focusing your review only on the content that has been updated, rather than reviewing all your assigned content with each review cycle.

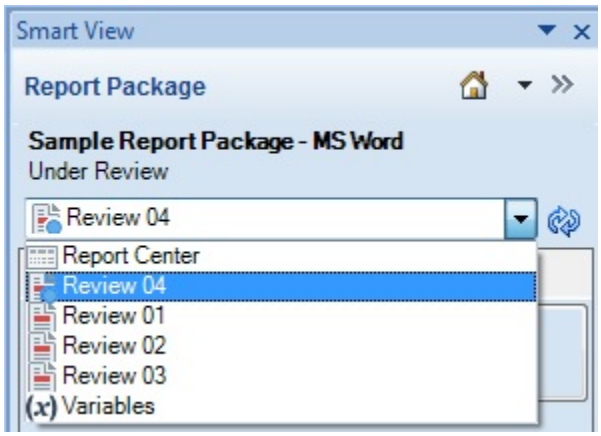
To compare review instances:

1. Open a report package.

   You should have access to two or more review cycle instances in order to use the review instance compare feature.
2. In the **Content Selector**, select a review instance on which to base the compare.

   The review instances listed depend on the review instances to which you have been assigned.

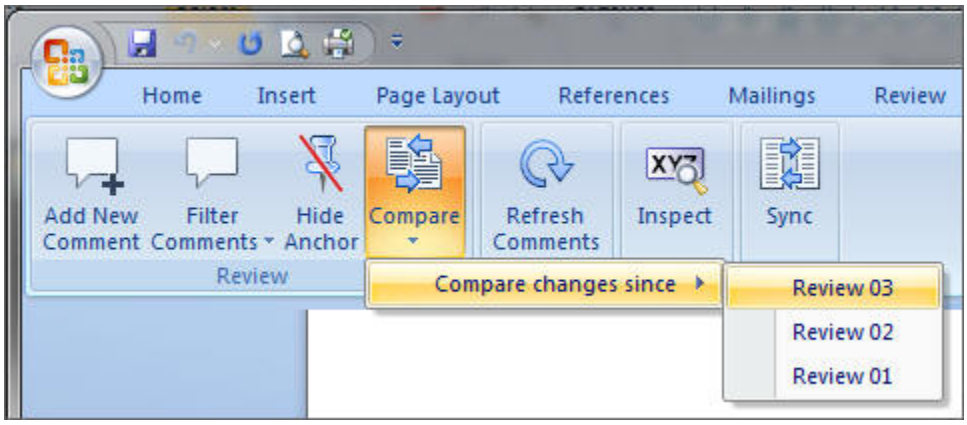
   In the following example, there are four review instances listed. We'll select Review 04. Once you make a selection, the review instance opens in Word.



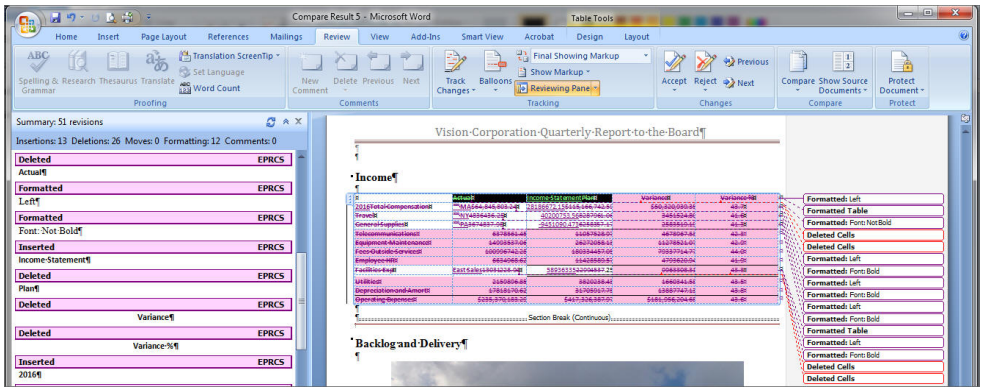
3. In the Performance Reporting ribbon, click the arrow on the **Compare** button to view **Compare changes since**, then select a review instance from the drop-down list.

   Depending on the review instance selection you make in the Content Selector, you will see a corresponding list of earlier review instance versions on the **Compare** drop-down list. If only one review instance exists, then there will be no earlier versions to compare to.

   In the following example, we'll select Review 03. This means that we're going to look at the changes that occurred in Review 04 since Review 03.



   Smart View downloads the two review instances and generates a detailed comparison document using Microsoft Word's comparison feature. You can use the Previous and Next button in Word's Review ribbon to navigate through the compare document.



The compare document is for viewing only. You do not need to use the Accept Changes functionality in order to keep any changes.

You can go back to the current review instance to add any necessary comments, and open and check out any doclets that you want to change.

4. When finished reviewing the changes, close the compare document.

Marking Reviews Complete

If you are satisfied with your review and you would like to notify the report package owner, mark your review complete.

After you mark your review complete, it prevents you from adding additional comments.

To mark your review complete:

1. Click **Mark Review Complete** in the Performance Reporting ribbon.

> **Note:**
>
> The button toggles to **Reopen for Comments**.

2. **Optional:** To add more review comments to the report package, click the **Reopen for Comments** button.

Performing Sign Offs

Related Topics:

- About the Sign Off Phase
- Signing Off On or Rejecting a Report

About the Sign Off Phase

Signers review the finalized content of a report. They can either sign off on or reject the report .

The goal of the sign off phase is to gather final approvals from your key stakeholders. Stakeholders review finalized content and either sign off on or reject the report. All prior authoring and review phases must be complete, and all doclets must be checked in and completed as well. The sign off phase enables you to lock your report and ensures that approved content is not modified. This is beneficial for reports that rely on content to be locked down and to prevent changes.

The sign off phase follows this process:

1. The report package owner creates the sign off instance, and then starts the sign off phase.
2. Notifications are sent to signers to begin their work.
3. Signers review finalized content in the form of a sign off instance, and can either sign off on or reject the report.

> **Note:**
>
> After all the signers provide their approvals, the report package is marked final.

Signing Off On or Rejecting a Report

The signers review the final report and can either sign off on or reject the report. Additionally, signers can attach a note with details on their action.

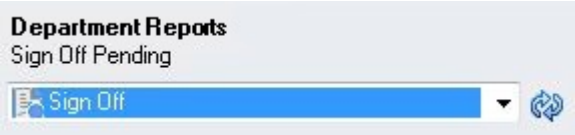
Before you begin the procedures in this topic, you should have launched Microsoft Word or PowerPoint, connected to Oracle Enterprise Performance Reporting Cloud, and opened a report package, as described in Connecting to Enterprise Performance Reporting in Smart View.

Watch this video to see a tutorial on signing off in a Word-based report package.

Tutorial video

To sign off on or reject a report:

1. In the Smart View Panel, **Content Selector** drop-down list, ensure that **Sign Off** is selected.



Selecting **Sign Off** launches the sign off instance document, which you review to sign off on the report.

2. Do one of the following:
   - If you are satisfied with your review of the sign off instance document, click **Sign Off** in the Performance Reporting ribbon.

     When you sign off on the sign off instance document, the report package process is complete, and the report is ready for publication.
   - If you are not satisfied with the sign off instance document, click **Reject Sign Off** in the Performance Reporting ribbon.

     The report package owner can take corrective actions to address issues.
3. **Optional:** Whether you are signing off on or rejecting the report in the sign off instance document, add a comment in **Add Note**, and then click **Sign Off** or **Reject Sign Off**.

After all signers approve the report, the report package status becomes "Final."

Refreshing Report Packages

You can refresh the entire contents of a report package by using the **Refresh Report Package** command in the Library pane of the Smart View Panel. When you select **Refresh Report Package**, Oracle Smart View for Office takes following actions for each doclet in the report package:

- Download
- Checkout
- Smart View refresh of all data points, embedded content, and variables,
- Upload
- Checkin

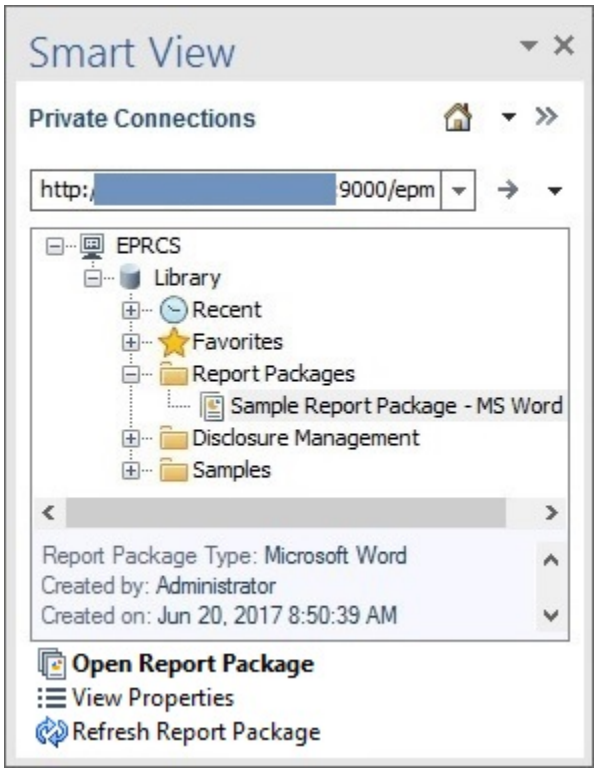
> **Note:**
>
> When you perform a **Refresh Report Package**, you must have access to all the doclets, including those that contain Smart View queries. Furthermore, in order to refresh those queries, you may be prompted for login credentials to all the data sources that those queries are accessing.

To refresh a report package:

1. Ensure that you are in the Library pane of the Smart View Panel.

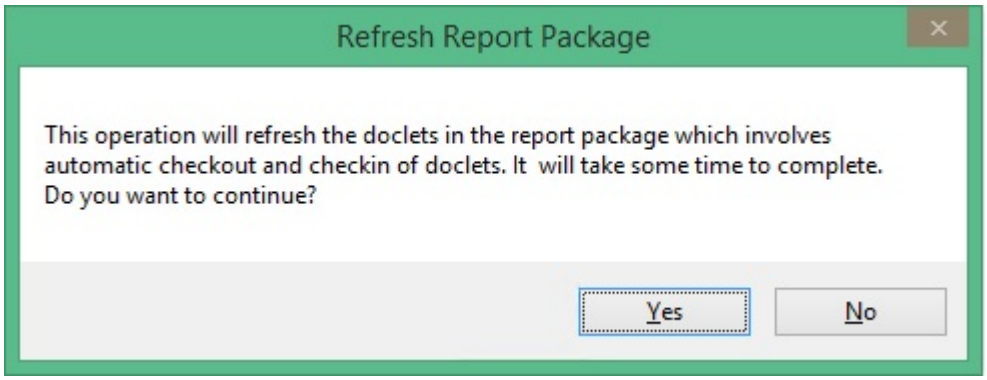
   From Performance Reporting Home, click Library, then expand the **EPRCS** node, then the **Library** node, then expand the **Report Packages** folder, and then select a report package.

   In the following example, you could select the report package named "Department Reports".



2. With the report package selected, from the Action Panel, click **Refresh Report Package**.

   The **Refresh Report Package** prompt is displayed letting you know that the process can be time consuming.



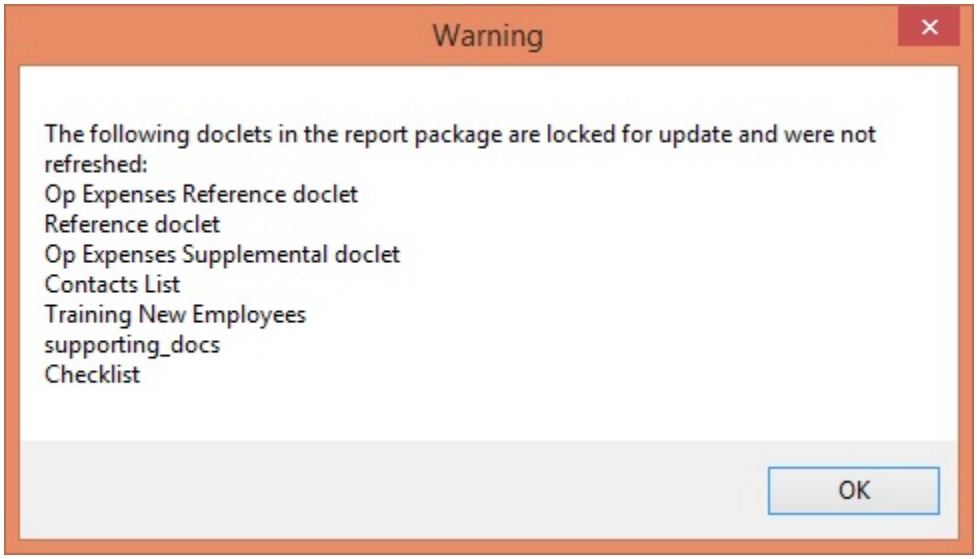
3. Click **Yes** at the prompt.

   Smart View begins the process of opening and checking out doclets, refreshing data points, embedded content, and variables, and then closing the doclets.

   Focus will move between Office applications.

   If the refresh is successful for all doclets, Smart View returns you to the Office application from which you began the process.

   If the report package contains non-Office doclets, (for example, supplemental doclets such as a PDF or TXT files), a warning message is displayed, noting the doclets that were not refreshed; for example:



Working with Enterprise Performance Reporting Cloud Data in Smart View

You can use Oracle Smart View for Office to copy data from Oracle Enterprise Performance Management System and Oracle Business Intelligence on-premises and cloud data sources, including Oracle Enterprise Performance Reporting Cloud data sources, and paste the data into doclets in a report package.

For example, you can incorporate data from Oracle Essbase and Oracle Enterprise Performance Reporting Cloud in the same doclet or different doclets within a report package. A doclet in a report package in Word or PowerPoint may contain a profit and

loss statement report that was created from an Essbase source along with an income statement report created from an Oracle Enterprise Performance Reporting Cloud source. The data points for the areas that you copy are retained in Word or PowerPoint, so you can refresh the doclet to keep the data up to date.

The scenario in Example: Working with Enterprise Performance Reporting Cloud Data in Smart View demonstrates using ad hoc analysis in Excel to create a report, and then copying the data points from that report and pasting them into a doclet in Word.

Example: Working with Enterprise Performance Reporting Cloud Data in Smart View

The topics in this section provide a brief look at the following features of Oracle Enterprise Performance Reporting Cloud:

- Performing ad hoc queries and retrieving data from Oracle Enterprise Performance Reporting Cloud data sources.
- Copying and pasting Oracle Enterprise Performance Reporting Cloud data into doclets. You can copy and paste data in the form of grids or data points.

Performing Ad Hoc Analysis with Enterprise Performance Reporting Data

Oracle Enterprise Performance Reporting Cloud comes with a sample application that consists of a model containing seven dimensions. You create the sample application with a click of a button in the Oracle Enterprise Performance Reporting Cloud web interface.

When connected to the sample model in Oracle Smart View for Office, you can perform ad hoc queries that allow you to create data reports containing the information that you want to see. You can copy and paste data from the reports into doclets in Oracle Enterprise Performance Reporting Cloud report packages. You can copy and paste grids or individual data points into doclets.

The scenario in this topic shows you how to create an ad hoc grid and paste individual data points and an entire grid into a doclet, in preparation for the doclet being included in a report package in Oracle Enterprise Performance Reporting Cloud.

Watch this video to see a tutorial on analyzing data using ad hoc analysis.

Tutorial video

To create an ad hoc grid from an Oracle Enterprise Performance Reporting Cloud data source:

1. If you have not already done so, launch Excel, and set up a data source connection as described in Creating Data Source Connections to Enterprise Performance Reporting.
2. In Excel, connect to the Oracle Enterprise Performance Reporting Cloud data source.

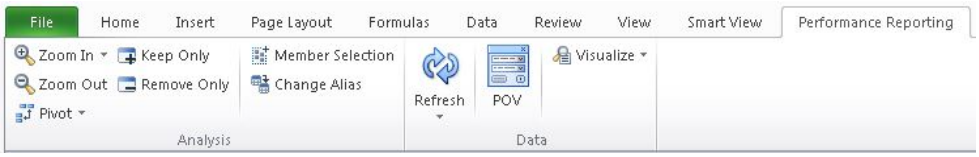
   See Connecting to Enterprise Performance Reporting in Smart View.
3. In the Smart View Panel, expand **Reporting Applications**, then **Sample Application**, and then right-click **Sample Model** and select **Ad hoc analysis**.

The initial dimensions and data are placed on the sheet. The Accounts dimension and Fiscal Calendar dimension are the active dimensions.

> **Note:**
>
> The dimensions , Entities, Total Segments, Currencies, Years, and Scenarios are in the POV and are not in the body of the grid. They can be used to change the data perspective of the grid; however, we are not showing that functionality in this scenario.

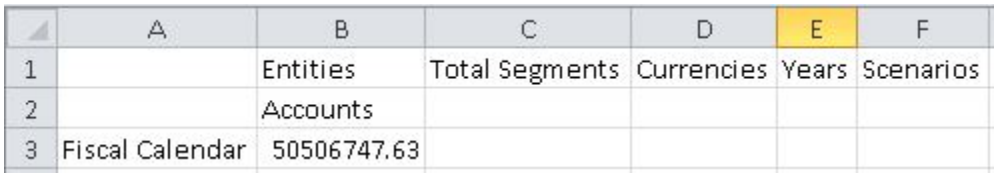
	A	B	C	D	E	F
1		Entities	Total Segr	Currencie	Years	Scenarios
2		Accounts				
3	Fiscal Cale	########				

And the Performance Reporting ribbon for ad hoc functionality is displayed:



4. Before proceeding, in the Smart View ribbon, click **Options**, select the **Formatting** tab, and ensure that these options are selected:
   - **Use Excel Formatting**
   - **Adjust Column width**

   Click **OK**.
5. Click the **Refresh** button in either the Smart View ribbon or the Performance Reporting ribbon to see the effect of the formatting changes on the current grid:



	A	B	C	D	E	F
1		Entities	Total Segments	Currencies	Years	Scenarios
2		Accounts				
3	Fiscal Calendar	50506747.63				

The goal for our layout is to show the Accounts members in rows, and Scenarios members in columns, to create a simple operating expenses report.

6. To move the Scenarios dimension to the column, right-click and drag the Scenarios dimension cell, and then drop it on the Accounts dimension cell.

	A	B	C	D	E
1		Entities	Total Segments	Currencies	Years
2		Scenarios			
3		Accounts			
4	Fiscal Calendar	50506747.63			

7. To move the Accounts dimension to the row, right-click and drag the Accounts dimension cell, and then drop it on the Fiscal Calendar dimension cell.

	A	B	C	D	E	F
1			Entities	Total Segments	Currencies	Years
2			Scenarios			
3	Accounts	Fiscal Calendar	50506747.63			
4						

8. Right-click and then drag the Fiscal Calendar dimension to the POV row, and then drop it on the Entities dimension.

	A	B	C	D	E	F
1		Fiscal Calendar	Entities	tal Segments	Currencies	Years
2		Scenarios				
3	Accounts	50506747.63				

In the previous grid, the Scenarios and Accounts dimensions are the active dimensions. The dimensions Fiscal Calendar, Entities , Total Segments, Currencies, and Years are in the POV. This is the desired dimension layout.

Now let's zoom into row and column members and use the Keep Only and Remove Only buttons on the Performance Reporting ribbon to create the row and column layout that we want to see.

9. Select the Scenarios dimension, and then either double-click or click **Zoom In** on the Performance Reporting ribbon.

	A	B	C	D	E	F	G
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years	
2		Actual	Plan	Forecast	Variance	Variance %	Scenarios
3	Accounts	50506747.63	95734223.23	#Missing	-45227475.6	-47.24274567	50506747.63

10. Press the **Ctrl** key, select the Forecast and Scenarios members, and then click the **Remove Only** button in the Performance Reporting ribbon.

The grid should look like this:

	A	B	C	D	E	F	G
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years	
2		Actual	Plan	Variance	Variance %		
3	Accounts	50506747.63	95734223.23	-45227475.6	-47.24274567		

Now let's zoom in to the Operating Expenses member.

11. Select Accounts, and then either double-click or click **Zoom In** from the Performance Reporting ribbon.

    The result of the first zoom in:

	A	B	C	D	E	F
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years
2		Actual	Plan	Variance	Variance %	
3	Income Statement	50506747.63	95734223.23	-45227475.6	-47.24274567	
4	Balance Sheet	#Missing	#Missing	#Missing	#Missing	
5	Statistics	#Missing	#Missing	#Missing	#Missing	
6	Accounts	50506747.63	95734223.23	-45227475.6	-47.24274567	

12. Continue to zoom in:

    a. Click **Zoom In** on the Income Statement member.

    b. Click **Zoom In** on the Net Income member.

    c. Click **Zoom In** on the Total Pretax Income member.

    d. Click **Zoom In** on the Pretax Income From Operations member.

    The grid should look like this:

	A	B	C	D	E	F
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years
2		Actual	Plan	Variance	Variance %	
3	Gross Profit	336361285.4	602930074.5	-266568789.1	-44.212223	
4	Operating Expenses	235370183.29	417326388	181956204.7	43.60045517	
5	Pretax Income From Operations	100991102.1	185603686.5	-84612584.38	-45.58777144	
6	Other Exp (Inc)	-20797054.5	-37816841.08	-17019786.58	-45.00583893	
7	Total Pretax Income	80194047.61	147786845.4	-67592797.8	-45.73668083	
8	Provision for Income Tax	29687299.97	52052622.17	22365322.19	42.96675415	
9	Minority Interest Income	#Missing	#Missing	#Missing	#Missing	
10	Net Income	50506747.63	95734223.23	-45227475.6	-47.24274567	
11	Income Statement	50506747.63	95734223.23	-45227475.6	-47.24274567	
12	Balance Sheet	#Missing	#Missing	#Missing	#Missing	
13	Statistics	#Missing	#Missing	#Missing	#Missing	
14	Accounts	50506747.63	95734223.23	-45227475.6	-47.24274567	

13. To keep only the Operating Expenses member, we'll select the Operating Expenses cell and click **Keep Only** from the Performance Reporting ribbon.

    The grid should look like this:

	A	B	C	D	E	F
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years
2		Actual	Plan	Variance	Variance %	
3	Operating Expenses	235370183.3	417326388	181956204.7	43.60045517	
4						

14. Double-click or zoom in on the Operating Expenses member cell.
15. In the expanded grid, select members with #Missing in their rows, Operating Expense Synergies and Allocations, and click **Remove Only** from the Performance Reporting ribbon.

    The grid should look like this:

	A	B	C	D	E	F
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years
2		Actual	Plan	Variance	Variance %	
3	Total Compensation	64845803.24	115166742.6	50320939.35	43.6939851	
4	Travel	4836436.25	8287961.057	3451524.802	41.64504126	
5	General Supplies	3674837.978	6258357.165	2583519.187	41.28110811	
6	Telecommunications	6378561.445	11057528.97	4678967.528	42.31476616	
7	Equipment Maintenance	14993537.06	26272058.13	11278521.07	42.92972028	
8	Fees Outside Services	100996742.3	180334457.1	79337714.77	43.99476177	
9	Employee HR	6634968.623	11428589.57	4793620.944	41.94411669	
10	Facilities Exp	13031228.94	22994537.25	9963308.314	43.3290229	
11	Utilities	2159896.852	3820238.434	1660341.582	43.46172656	
12	Depreciation and Amort	17818170.62	31705917.75	13887747.13	43.80175097	
13	Operating Expenses	235370183.3	417326388	181956204.7	43.60045517	
14						

    Now let's format the left column.

16. For a left-aligned list, in the Smart View ribbon, click **Options**, and then click the **Member Options** tab.
17. In **Indentation**, select **None**, and then click **OK**.
18. In the Smart View ribbon or Performance Reporting ribbon, click **Refresh**.

    The grid should look like this:

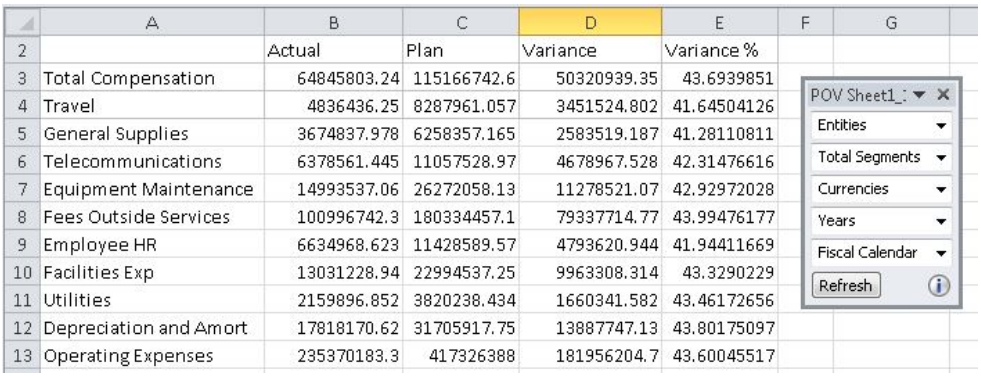
	A	B	C	D	E	F
1		Fiscal Calendar	Entities	Total Segments	Currencies	Years
2		Actual	Plan	Variance	Variance %	
3	Total Compensation	64845803.24	115166742.6	50320939.35	43.6939851	
4	Travel	4836436.25	8287961.057	3451524.802	41.64504126	
5	General Supplies	3674837.978	6258357.165	2583519.187	41.28110811	
6	Telecommunications	6378561.445	11057528.97	4678967.528	42.31476616	
7	Equipment Maintenance	14993537.06	26272058.13	11278521.07	42.92972028	
8	Fees Outside Services	100996742.3	180334457.1	79337714.77	43.99476177	
9	Employee HR	6634968.623	11428589.57	4793620.944	41.94411669	
10	Facilities Exp	13031228.94	22994537.25	9963308.314	43.3290229	
11	Utilities	2159896.852	3820238.434	1660341.582	43.46172656	
12	Depreciation and Amort	17818170.62	31705917.75	13887747.13	43.80175097	
13	Operating Expenses	235370183.3	417326388	181956204.7	43.60045517	

Next, we want to remove the POV members from the first row of the report.

19. In the Performance Reporting ribbon, click the **POV** button.

Clicking the POV button causes the POV members move to the POV toolbar, which **floats** on the grid, as shown in Figure 1.

Figure 19-45 POV Toolbar



> **Note:**
>
> The POV toolbar can be moved around on the grid or docked by dragging the POV toolbar to the top, bottom, left, or right of the Excel window. You can prevent the POV toolbar from docking by holding the **Ctrl** key as you drag the toolbar.

Now let's apply formatting to the numbers in the grid. Number formatting will carry over when we copy the grid and paste it into Word.

20. Press and hold down the **Ctrl** key, and then select the dollar amounts in the first and last rows of the report, cells B3, C3, D3, B13, C13, and D13.

	A	B	C	D	E
2		Actual	Plan	Variance	Variance %
3	Total Compensation	64845803.24	115166742.6	50320939.35	43.6939851
4	Travel	4836436.25	8287961.057	3451524.802	41.64504126
5	General Supplies	3674837.978	6258357.165	2583519.187	41.28110811
6	Telecommunications	6378561.445	11057528.97	4678967.528	42.31476616
7	Equipment Maintenance	14993537.06	26272058.13	11278521.07	42.92972028
8	Fees Outside Services	100996742.3	180334457.1	79337714.77	43.99476177
9	Employee HR	6634968.623	11428589.57	4793620.944	41.94411669
10	Facilities Exp	13031228.94	22994537.25	9963308.314	43.3290229
11	Utilities	2159896.852	3820238.434	1660341.582	43.46172656
12	Depreciation and Amort	17818170.62	31705917.75	13887747.13	43.80175097
13	Operating Expenses	235370183.3	417326388	181956204.7	43.60045517

21. With cells B3, C3, D3, B13, C13, and D13 selected, in the Excel Home ribbon, in the **Number** group, click the **Accounting Number Format** button, $.

    If you are working in a non-American English environment, choose the default currency symbol for your locale.

22. In the Excel Home ribbon, make the following changes to the currency and variance percentage figures:

    a. Select only the figures in columns B, C, and D, and then, in the **Number** group, click the **Comma Style** button, ,.

    b. Select only the figures in column E, Variance %, and then, in the **Number** group, click the **Decrease Decimal** button, .00→.0, until only one decimal place remains.

    You should now have a report similar to the one shown in Figure 2.

Figure 19-46 Ad Hoc Report from Performance Reporting Data Source

	A	B	C	D	E
2		Actual	Plan	Variance	Variance %
3	Total Compensation	$ 64,845,803.24	$ 115,166,742.59	$ 50,320,939.35	43.7
4	Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.6
5	General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.3
6	Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.3
7	Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.9
8	Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	44.0
9	Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.9
10	Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.3
11	Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.5
12	Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.8
13	Operating Expenses	$ 235,370,183.29	$ 417,326,387.97	$ 181,956,204.68	43.6

This formatting will carry over to the report package doclet in Word. You'll add more formatting when you're authoring the doclet in Word (as described in Copying and Pasting Enterprise Performance Reporting Data into Doclets).

23. Save the report and continue with Copying and Pasting Enterprise Performance Reporting Data into Doclets.

    We'll show you how to copy and paste the dynamic data points from this report in to a doclet in an Oracle Enterprise Performance Reporting Cloud report package. This is a typical task that a doclet author performs during the authoring phase of the report package lifecycle.

Copying and Pasting Enterprise Performance Reporting Data into Doclets

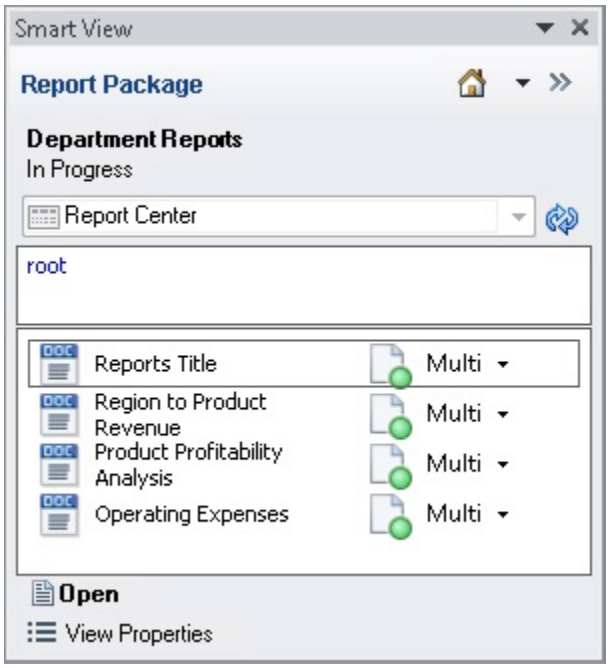
For this demonstration, we'll work with an example Word-based report package called Department Reports. We'll use the data that we created in Performing Ad Hoc Analysis with Enterprise Performance Reporting Data to create refreshable data points in a doclet called "Operating Expenses." The doclet will contain text interspersed with data points, and the full grid.

> **Note:**
>
> The procedure in this topic could also be performed in a PowerPoint-based report package.

To copy and paste Oracle Enterprise Performance Reporting Cloud data into doclets:

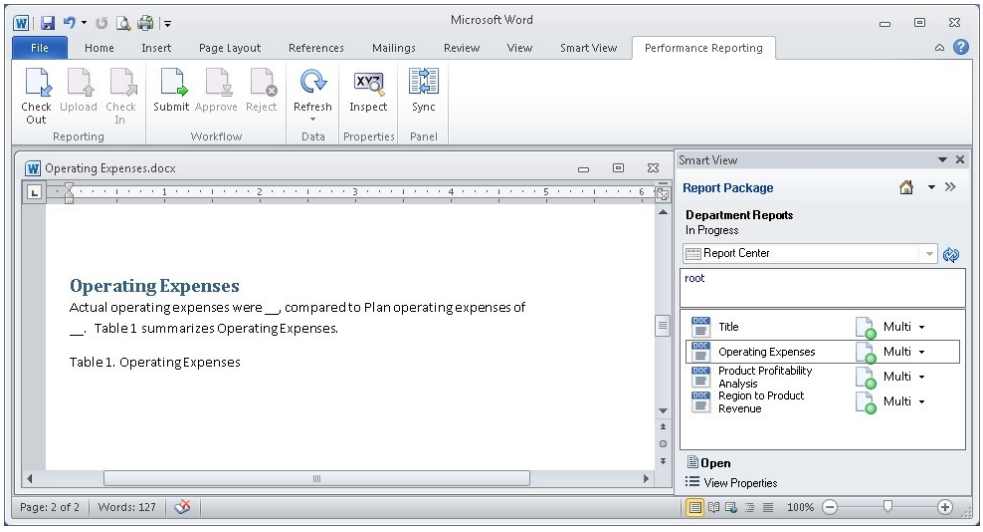
1. In Word, connect to the Oracle Enterprise Performance Reporting Cloud data source, and then open a report package, as described in Connecting to Enterprise Performance Reporting in Smart View.
2. In the Smart View Panel, select the doclet to check out.

Figure 19-47 Smart View Panel Showing the Operating Expenses Doclets Selected



3. Double-click the doclet name to open it.

Figure 19-48 Doclet Opened from Smart View Panel, Ready to be Checked Out

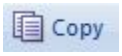


4. In the Performance Reporting ribbon, click **Check Out**.

You can now author in the doclet. The example doclet in Figure 2 has placeholders within the paragraph for pasting data points. You can paste the entire grid below the table caption.

5. To copy and paste a data point:

   a. Open and connect to the ad hoc grid that you created in Performing Ad Hoc Analysis with Enterprise Performance Reporting Data.

   b. Select the Actual total operating expenses figure in cell B13, and then click 

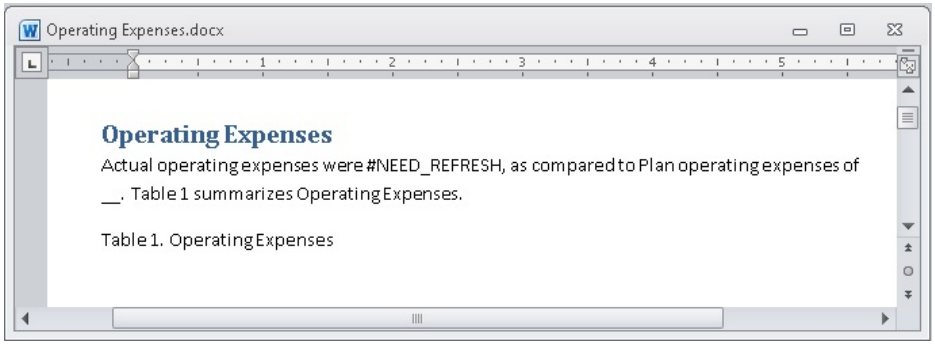
from the Smart View ribbon.

	A	B
2		Actual
3	Total Compensation	$ 64,845,803.24
4	Travel	4,836,436.25
5	General Supplies	3,674,837.98
6	Telecommunications	6,378,561.45
7	Equipment Maintenance	14,993,537.06
8	Fees Outside Services	100,996,742.28
9	Employee HR	6,634,968.62
10	Facilities Exp	13,031,228.94
11	Utilities	2,159,896.85
12	Depreciation and Amort	17,818,170.62
13	Operating Expenses	$ 235,370,183.29

> **Tip:**
>
> You must be connected to the ad hoc grid, and you must use the **Copy** and **Paste** buttons on the Smart View ribbon so that the data you copy and paste remains dynamic between Office applications.

   c. In Word, position the cursor in the paragraph at the required location, and then, in the Smart View ribbon, click **Paste**.

   The paste operation results in a placeholder, "#NEED_REFRESH".



In this scenario, a second data point for plan operating expenses is pasted into the paragraph.

6. To copy and paste a range:
   a. Go to the ad hoc grid that you created in Performing Ad Hoc Analysis with Enterprise Performance Reporting Data.
   b. Select the entire grid, including all members, and then click Copy; in the example in Figure 3, you would select cells A2 through E13.

      Remember that in Performing Ad Hoc Analysis with Enterprise Performance Reporting Data, we moved the POV dimensions from row 1 to the POV toolbar. That's why the grid that we're copying from begins on row 2.

Figure 19-49 Entire Ad Hoc Report Selected for Copying

	A	B	C	D	E
2		Actual	Plan	Variance	Variance %
3	Total Compensation	$ 64,845,803.24	$ 115,166,742.59	$ 50,320,939.35	43.7
4	Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.6
5	General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.3
6	Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.3
7	Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.9
8	Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	44.0
9	Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.9
10	Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.3
11	Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.5
12	Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.8
13	Operating Expenses	$ 235,370,183.29	$ 417,326,387.97	$ 181,956,204.68	43.6

   c. In Word, position the cursor at the location that you require, and in the Smart View ribbon, click **Paste**.

      The paste operation results in a table in which every cell is populated with the placeholder, "#NEED_REFRESH", as shown in Figure 4.

Figure 19-50 Ad Hoc Grid Range Pasted Below Table Caption

Operating Expenses

Actual operating expenses were #NEED_REFRESH, as compared to Plan operating expenses of #NEED_REFRESH. Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

	Actual	Plan	Variance	Variance %
Total Compensation	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Travel	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
General Supplies	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Telecommunications	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Equipment Maintenance	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Fees Outside Services	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Employee HR	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Facilities Exp	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Utilities	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Depreciation and Amort	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH
Operating Expenses	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH	#NEED_REFRESH

The data points and range are ready to be refreshed.

7. Click **Refresh**, either in the Smart View ribbon or the Performance Reporting ribbon.

   The resulting doclet page should look like this:

Operating Expenses

Actual operating expenses were $ 235,370,183.29 , as compared to Plan operating expenses of $ 417,326,387.97 . Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

	Actual	Plan	Variance	Variance %
Total Compensation	$ 64,845,803.24	$ 115,166,742.59	$ 50,320,939.35	43.7
Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.6
General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.3
Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.3
Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.9
Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	44.0
Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.9
Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.3
Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.5
Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.8
Operating Expenses	$ 235,370,183.29	$ 417,326,387.97	$ 181,956,204.68	43.6

8. Use the tools in Word to format the table in the doclet.
   a. Select the entire table and from the **Layout** ribbon in Word, select **AutoFit**, and then **AutoFit Contents**.
   b. Center the headings.
   c. Right-align all the data values in the Actual, Plan, and Variance columns.
   d. Center the percentages in the Variance % column.
   e. Clear the borders from the entire table.
   f. Add a single underline under the column headings and under the Actual, Plan, Variance, and Variance % columns in the "Depreciation and Amort" row.
   g. Add double underlines under the Actual, Plan, Variance, and Variance % columns in the "Operating Expenses" row.

   After you've applied the Word formatting, the table should resemble the table in Figure 5.

Figure 19-51 Doclet Example Containing Formatted Word Table

Operating Expenses

Actual operating expenses were $ 235,370,183.29 , as compared to Plan operating expenses of $ 417,326,387.97 . Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

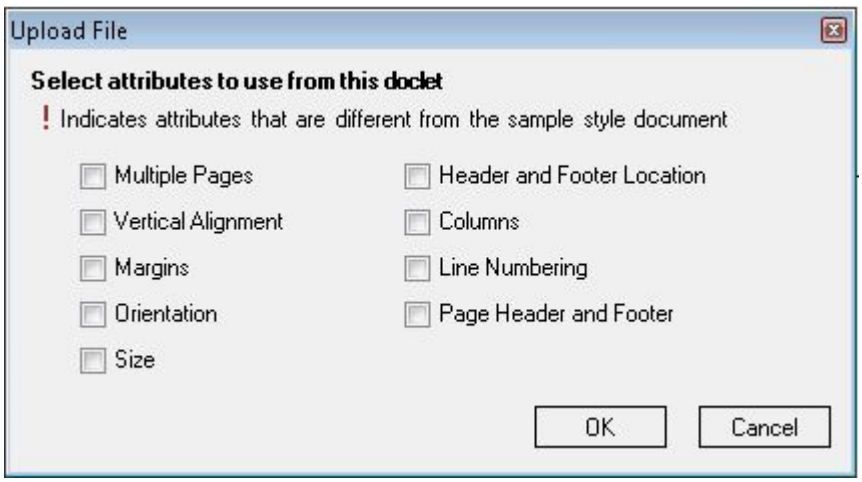
	Actual	Plan	Variance	Variance %
Total Compensation	$ 64,845,803.24	$ 115,166,742.59	$ 50,320,939.35	43.7
Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.6
General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.3
Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.3
Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.9
Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	44.0
Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.9
Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.3
Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.5
Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.8
Operating Expenses	**$ 235,370,183.29**	**$ 417,326,387.97**	**$ 181,956,204.68**	**43.6**

Now that you've completed your authoring tasks in the doclet, you can upload it and check it in to make it available to other doclet authors.

9. Save the doclet in Word.
10. In the Performance Reporting ribbon, click **Upload**.

11. In the **Upload File** dialog box, select the check box next to any style attributes that you want to override, and then click **OK**.

    Style attributes in the doclet that differ from the style sample for the report package are noted with an exclamation point. In this case, there are no style attributes to override.



12. From the Performance Reporting ribbon, click **Check In**.

    The lock icon is removed from the doclet in the doclet responsibilities list, indicating that the doclet is no longer checked out.

This completes the example scenario. In summary, we showed you how to accomplish these tasks:

- Create an ad hoc report while connected to an Oracle Enterprise Performance Reporting Cloud data source.
- Format the figure and percentage data in Excel.
- Open a report package and check out a doclet for authoring.
- Copy and paste data points and ranges from the ad hoc grid in Excel to the doclet, creating a Word table.
- Format the table using Word formatting.
- Upload the doclet and check it in.

In a production environment, the next steps that you take depend on the requirements of the report package. You may need to submit the doclet for approval. You might need to author other doclets. Later, you may be asked to review portions or all of the report package. You can do all of these tasks in Oracle Smart View for Office.

20

Smart View and Oracle BI EE

Related Topics:

- About Oracle BI EE and Smart View
- Features and Components of Oracle BI EE in Smart View
- Installing the Oracle BI EE Extension
- Working with Windows System Locales in Oracle BI EE
- Connecting to Multiple Oracle BI EE Data Sources
- Oracle BI Presentation Catalog
- Working with Oracle BI EE Analyses, Views, and Dashboards
- Working with Views Using the View Designer

About Oracle BI EE and Smart View

With Oracle Smart View for Office, users can connect to Oracle Business Intelligence Enterprise Edition and utilize the content created in dashboards and analyses. In addition to working with this content, Smart View users can create content in the form of simple views with the View Designer, using Oracle BI EE as the data source. The views created can then be published to the Oracle BI Presentation Catalog, where they can be edited further.

Smart View offers Oracle BI EE users a cohesive and consistent experience across all Oracle BI EE content providers.

Features and Components of Oracle BI EE in Smart View

When connected to an Oracle Business Intelligence Enterprise Edition data source in Oracle Smart View for Office, you can perform these actions:

- Connect to Oracle BI EE.
- Navigate through the Oracle BI Presentation Catalog.
- Connect to multiple instances of Oracle BI EE and switch between connections.
- Import pre-created views from the Oracle BI Presentation Catalog into Microsoft Excel, PowerPoint, and Word. For example, you can:
  - Insert views—Oracle BI EE tables, pivot tables, and graphs—into Excel as refreshable, editable objects.
  - Insert views from different connections into the same Office document.
  - Apply Excel formatting to Oracle BI EE data; formats are retained when you refresh.
- Copy Oracle BI EE dashboard content and paste it into Smart View client documents. The data, metadata, and view layout are copied.

- Create simple views in Excel using Oracle BI EE as the source for metadata and data.
- Interact with content imported into Smart View documents, such as drill and prompt selections.
- Manage the imported content in Smart View, including content from multiple connections; for example, refresh, mask, copy and paste, and document contents.
- Mask data from Oracle BI EE objects in Excel so that users must log in to view the data. Masked objects can be viewed upon refresh.
- Program using Visual Basic. See the *Oracle Smart View for Office Developer's Guide* for more information.

Key components are:

- Ribbon—The Oracle BI EE ribbon contains Oracle BI EE commands for designing and publishing views in Smart View, inserting, and copying and pasting views from Oracle BI EE, editing prompts, masking data, editing, and setting preferences.
- Catalog—The catalog is an expandable tree list of the Oracle BI EE dashboards, analyses, and views that are available to you for insertion into Excel. Each analysis expands to display all views available from that analysis. Only views that are supported and defined in Oracle BI EE, and for which you have permission, are displayed. You can refresh the catalog to display the latest list of available analyses and views.

Installing the Oracle BI EE Extension

Related Topics:

- For Smart View End Users
- For Smart View Administrators

For Smart View End Users

To install the Oracle BI EE extension:

1. Install Oracle Smart View for Office as instructed by your Smart View administrator.

> **Note:**
>
> In some cases, your administrator may install Smart View automatically for you.

2. After Smart View is installed, and *before* you start Microsoft Excel, Word, or PowerPoint, ensure that you are logged in to your computer with your own user name.

> **Note:**
>
> You must be logged in with your own user name, not an administrator's or anyone else's user name, in order to be able to install and use the Oracle BI EE extension correctly.

3. Start Microsoft Excel, Word, or PowerPoint.

> **Note:**
>
> To install the Oracle BI EE extension, you can start Excel, Word, or PowerPoint; the Oracle BI EE extension installation is not launched from Outlook.

   Smart View installs the Oracle BI EE extension upon the first startup of the Office product and registers the extension to the user that is currently logged in to Windows.

4. To verify that the Oracle BI EE extension is installed, from Excel, Word, or PowerPoint, select the Smart View ribbon, then **Options**, and then **Extensions**, and confirm that the Oracle BI EE extension is listed.

   If the extension is not listed, contact your Smart View administrator.

For Smart View Administrators

After Oracle Smart View for Office installation, the Oracle BI EE extension is installed automatically the first time an Office application is launched. You must ensure that the intended end user is logged in to Windows before Office is launched.

Or, you can control how your Smart View end users install the Oracle BI EE extension via the **Extensions** page of the Smart View **Options** dialog box. See "Administering Extension Installations and Updates" in the *Oracle Smart View for Office Installation and Configuration Guide* for more information on setting up automatic or manual installations.

If you choose to set up automatic or manual installations, you should install Smart View in a test environment first, then refer to the `UpdateList.xml` file, found in the `extensions` folder of your Smart View installation. Use the entry in this file as a guideline for the Oracle BI EE entry you will add to the `UpdateList.xml` file, as described in "Configuring Manual Extension Updates" in the *Oracle Smart View for Office Installation and Configuration Guide*.

Working with Windows System Locales in Oracle BI EE

On each Oracle Smart View for Office client machine, Windows system locales must match that of Smart View in order for any data (numbers, dates, currencies, percentages) to be interpreted correctly.

The following are the applicable Windows system locales:

- Smart View language option

- Microsoft Office language
- Windows Regional Settings
- Windows operating system

When working with Oracle Business Intelligence Enterprise Edition data sources, in cases of mismatched Windows system locales, data may display incorrectly, or formatting may be ignored and plain data rendered instead.

An example of a Windows system locale mismatch is the Windows operating system, Regional Settings, and Office language in English, and Smart View in Russian.

When locale mismatches occur, the Smart View log indicates a warning such as the following: "Encountered mismatched locale. Chart will use unformatted data values."

Connecting to Multiple Oracle BI EE Data Sources

You connect to Oracle Business Intelligence Enterprise Edition data sources using private connections, as described in Creating Private Connections. To connect using shared connections, the shared connection information must be stored in a file, as described in "Accessing Shared Connections from an XML File" in the *Oracle Smart View Installation and Configuration Guide*.

Additionally, Oracle Smart View for Office supports multiple Oracle BI EE private connections on one Office worksheet, slide, or document.

For example, in one worksheet, you may insert two graphs from two different Oracle BI Presentation Catalogs and refresh the sheet. Each graph will be updated with the latest data from the two different servers.

See the *Oracle Smart View for Office Readme* for information about Oracle BI EE version support for multiple connections.

When connected to multiple Oracle BI EE servers:

- Users can switch between those connections in the Smart View Panel and browse the respective catalogs.
- Users can insert views from the different connections into the same Office document.
- If View Designer is launched from the Smart View ribbon and no Oracle BI EE view is selected, then View Designer will be connected to the Oracle BI EE server that was last used.
- If Paste is invoked from the Smart View ribbon to paste content from Oracle BI EE, the paste action will use the last Oracle BI EE connection that was used.
- When refreshing a document containing views from different connections, the views will be refreshed against the servers from which they were inserted.
- There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.

To connect to multiple Oracle BI EE private connections:

1. From **Smart View Home** or from the menu displayed when you click the arrow next to , click **Private Connections**

2. In the **Private Connections** panel, select a connection from the drop-down menu and, in **Connect to Data Source**, enter your user name and password for the data source.

   Assume you have inserted a view from the Oracle BI EE catalog. Continue with step 3

3. Move the cursor to a different part of the worksheet, slide, or document.
4. In the **Private Connections** panel, select a different connection from the drop-down menu.
5. In **Connect to Data Source**, enter your user name and password for the second data source.

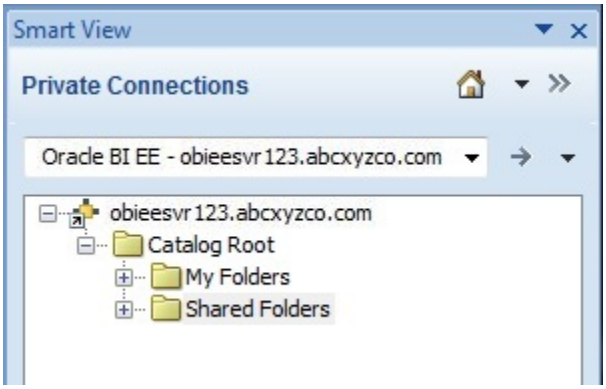
   You can now insert a view from the newly-connected data source into the Office document

6. Repeat step 3 through step 5 for any other data sources to which you want to connect.

Oracle BI Presentation Catalog

The Oracle BI Presentation Catalog, also referred to as the catalog or catalog tree, is displayed in the Smart View Panel. The catalog tree displays a root node called "Catalog Root" and, by default, two folders called "My Folders" and "Shared Folders".

Figure 20-1 Oracle BI Presentation Catalog, or Catalog Tree



Items that you save to My Folders appear only to you when you expand the folder. Items that other users save to My Folders appear only to them.

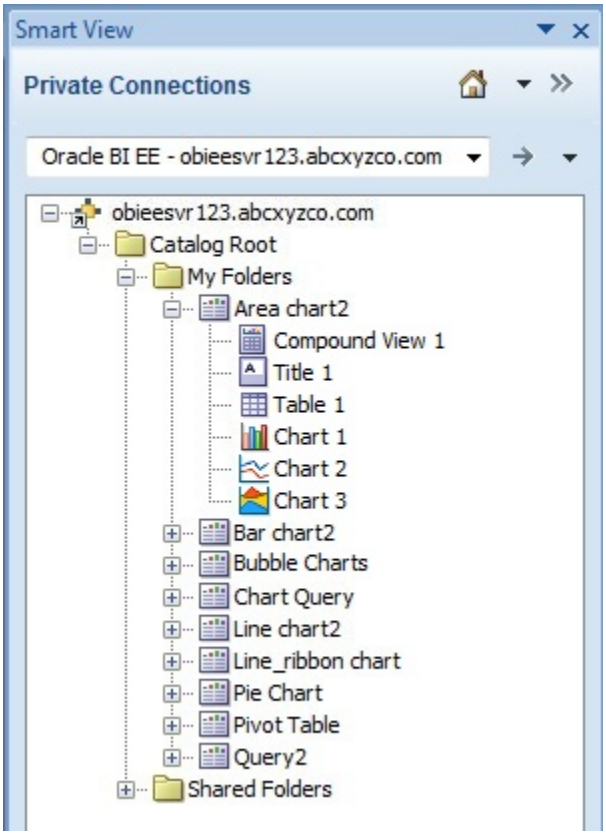
Items that you save to Shared Folders can be viewed by all users who have logged on with BI Consumer privileges. If you have BI Consumer privileges, you can also view the items that other users have saved in Shared Folders.

To view the properties of any folder to which you have access, including the name of the folder creator and the creation date, right-click the folder in the catalog tree and select **View Folder Properties**.

The folders in the catalog tree contain a list of analyses, both from Oracle Business Intelligence Enterprise Edition and Oracle Smart View for Office, as well as any subfolders created. Expand an analysis node (for example, "Area chart2" under **My**

Folders) and the list of views that are stored there is displayed (for example, "Compound View 1" and "Table 1"), as shown in Figure 2.

Figure 20-2 Catalog Tree Showing Views Under an Analysis Node



To view the properties of an analysis, including the name of the analysis creator, the creation date, and modification date, right-click the analysis in the catalog tree and select **View Analysis Properties**.

You can choose to edit any analysis in Oracle BI EE. If the view was created in Smart View, you can also choose to edit the view in Smart View.

To edit an analysis in Oracle BI EE, right-click the analysis in the catalog tree and select **Edit Analysis in Answers**.

Selecting this option launches the default browser and opens the analysis editing wizard in Oracle BI EE. If you are not already logged onto Oracle BI EE, a login dialog box is displayed where you can enter your credentials. You must have BI Consumer privileges to edit a view in Oracle BI EE.

To edit an analysis in Smart View, right-click the analysis in the catalog tree and select **Launch in View Designer**.

In this case, the view must have been created in Smart View. See Launching the View Designer for other methods for accessing views for editing.

From the catalog tree, you can also insert table views, pivot table views, graph views, titles, and compound views into Smart View. See Working with Oracle BI EE Analyses, Views, and Dashboards.

Working with Oracle BI EE Analyses, Views, and Dashboards

In Oracle Business Intelligence Enterprise Edition, analyses are made up of individual views; dashboards are made up of analyses and individual views.

Supported Oracle BI EE View and Object Types

You can insert the following views into Oracle Smart View for Office clients (Excel, PowerPoint, and Word) from the catalog or by copying and pasting.

> **Note:**
>
> Drill operations are not supported on Oracle Business Intelligence Enterprise Edition views inserted in Smart View. (Drill operations are referred to as Zoom In and Zoom Out in Smart View.)

- **Table Views**

  Table views display data is in table format, either in a format similar to the display in **Oracle BI EE** (also referred to as native format), or as an Excel table.

  Using the **Insert** option, you can insert table views into all Smart View clients in native format. This format offers no sorting or filtering. Cells with the same data are merged into a single cell.

  In Excel, using the **Insert as Excel Table** command, you can insert a table views as an Excel table. With this format, you can perform further analysis operations, such as sorting and filtering.

  Notes:

  – In Excel, you can insert multiple tables on a worksheet, but you cannot insert a table on top of an existing table. You can, however, do the following:

    * To replace a table, select any cell within the table and click the Delete button on the Oracle BI EE ribbon. Then insert the table into the worksheet.

    * To insert additional tables onto the worksheet, select a cell outside any table views or other view objects, and then insert the table.

  – Excel may not recognize some custom formats in table views and Excel table views, resulting in an error when the view is inserted into Excel.

- **Pivot Table Views**

  Pivot table views display data in the grouped format defined in Oracle BI EE, which is also referred to as native format. Features such as page item lists and group sectioning are maintained. Data can also be displayed in Excel pivot table format.

  Using the **Insert** option, you can insert pivot table views into all Smart View clients in native format. As with inserting a table view, this format offers no sorting or filtering; cells with the same data are merged into a single cell.

In Excel, using the **Insert as Excel Pivot** option, you can also insert a pivot table view as an Excel pivot table. With this format, you may perform further analysis operations, such as pivoting, aggregating, drilling, sorting, and filtering.

Notes:

- When working with Excel pivot table views, only views with measure columns of numerical data type are supported.
- There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.
- Excel may not recognize some custom formats in Pivot table views, resulting in an error when the view is inserted into Excel.
- Smart View does not have the “Graph Pivoted Results” functionality of Oracle BI EE. In order to view a graph of the same row, column and page dimensions of a particular pivot table, you must create a separate chart view in Oracle BI EE, and then insert that chart view in Smart View.

- **Graph Views**

  Graph views display data by mapping the graph defined in Oracle BI EE graph to a graph type supported by Microsoft Office charts.

  Using the **Insert as Image** option, you can insert graphs directly into Smart View clients as a static image. The image cannot be edited or refreshed.

  Using the **Insert** option in all Smart View clients, you can edit and refresh graphs. Smart View attempts to match the graph style from Oracle BI EE as closely as possible, including graph properties such as visual effect (2D, 3D), canvas size, chart title, subtitle, axis titles, legend and legend position, axis scale, data format (numeric, date, currency format), and title and label formatting.

  If a matching Office chart type is not available, you can insert the graph view as an image. See Supported Oracle BI EE Chart and Object Types and Unsupported Oracle BI EE Chart and Object Types.

- **Gauge Views** and **Funnel Graph Views**

  In Oracle BI EE, gauge views and funnel graph views are separate object types from graph views.

  Using the **Insert as Image** option, you can insert gauge and funnel views directly into Smart View clients as a static image. You cannot edit or refresh the image.

- **Title Views**

  Title views display the title of a report, along with other information that is part of the Oracle BI EE.

  Title views are typically composed of title text, subtitle text, the analysis name, the date and time inserted, an optional logo, and an optional URL (for example, a help link). Title views are inserted into Smart View clients as a collection of text boxes and images grouped together as a single Office object.

- **Compound Views**

  Compound views display data as an assembly of different views.

  You can insert compound views into all Smart View clients. Smart View inserts all supported views that make up the compound view. Each type of view—table, pivot

table, graph, gauge, funnel, filter, and title—is inserted into Smart View clients in its own default format.

In Word, all views are inserted next to and below each other filling pages in the active Word document.

In Excel or PowerPoint, users are prompted to choose between inserting all the views on one sheet or slide, or inserting each view on a separate sheet or slide.

Inserting Tables and Pivot Tables

The maximum number of rows and columns that you can insert depends on the version of Excel you are using. See Microsoft Excel documentation for worksheet size limits.

To insert a table or pivot table:

1. Place the cursor at the point in the Excel worksheet, PowerPoint slide, or Word page where you want the table or pivot table to begin.
2. In the catalog tree, right-click a table or pivot table.
3. Select one of the following:
   - **Insert**—The selected table view or pivot table view is inserted in the format defined in Oracle Business Intelligence Enterprise Edition. See Figure 1 and Figure 2,

     If prompts are defined for the table or pivot table in Oracle BI EE, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the table or pivot table is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle BI EE ribbon. See Working with Prompts for more information.

     If page prompts are defined for the table or pivot table (view prompts in Oracle BI EE), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle BI EE ribbon. See Working with Page Prompts.

     Notes:

Figure 20-3 Table View Inserted as Table with Formatting from Oracle BI EE

	A	B	C
1	D1 Office	Guadalupe Office	
2			
3	1- Revenue	2- Billed Quantity	T05 Per Name Year
4	1218703.43	126416	2008
5	1218703.43 Total	126416	2008 Total
6	1140273.25	124481	2009
7	1140273.25 Total	124481	2009 Total
8	1412013.01	153615	2010
9	1412013.01 Total	153615	2010 Total
10			
11			
12	D1 Office	Figueroa Office	
13			
14	1- Revenue	2- Billed Quantity	T05 Per Name Year
15	1335360.24	144293	2008
16	1335360.24 Total	144293	2008 Total
17	1142302.6	118765	2009
18	1142302.60 Total	118765	2009 Total
19	1613498.14	173192	2010
20	1613498.14 Total	173192	2010 Total

Figure 20-4 Pivot Table Inserted as a Pivot Table with Formatting from Oracle BI EE

	A	B	C	D	E	F
1			2008		2009	
2			1- Revenue	2- Billed Quantity	1- Revenue	2- Billed Quantity
3	D1 Office	D2 Department				
4	Montgomery Office Total		409261.44	44404	474402.83	49612
5	Montgomery Office	Entertainment Dept.	409261.44	44404	474402.83	49612
6	Blue Bell Office Total		762007.79	76964	626768.91	69812
7	Blue Bell Office	Entertainment Dept.	762007.79	76964	626768.91	69812
8	Foster Office Total		665353.16	73453	499749.5	53700
9	Foster Office	Technology Dept.	665353.16	73453	499749.5	53700
10	Glenn Office Total		380957.44	41450	335018.03	35817
11	Glenn Office	Technology Dept.	380957.44	41450	335018.03	35817
12	Tellaro Office Total		572256.65	62393	470830.43	51801
13	Tellaro Office	Technology Dept.	572256.65	62393	470830.43	51801
14	Madison Office Total		472503.56	51717	410123.97	47135
15	Madison Office	Translated Products	472503.56	51717	410123.97	47135
16	Eden Office Total		531569.71	62894	502306.03	54444
17	Eden Office	Translated Products	531569.71	62894	502306.03	54444
18	Sherman Office Total		780186.36	84984	680636.06	75006
19	Sherman Office	Translated Products	780186.36	84984	680636.06	75006

In Oracle Smart View for Office clients, the table is displayed in the form a grid.

- **Insert as Excel Table** (table views only)—The selected table view is inserted as an Excel table. Columns in the page prompt edge and section edge, if present, are moved to the top of the table as drop-down headings. Select this option when you want to use Excel operations to filter, define formulas, sort, and perform other Excel tasks.

  When a table view is inserted as an Excel table, prompts that are defined in Oracle BI EE are not available.

  The selected table is inserted on the worksheet. See Figure 3.

Figure 20-5 Portion of a Table View Inserted as an Excel Table

	A	B	C	D	E
1	T05 Per Name Year	D1 Office	D2 Department	2- Billed Quantity	1- Revenue
2	2008	Montgomery Office	Entertainment Dept.	44404	409261.44
3	2008	Blue Bell Office	Entertainment Dept.	76964	762007.79
4	2008	Foster Office	Technology Dept.	73453	665353.16
5	2008	Glenn Office	Technology Dept.	41450	380957.44
6	2008	Tellaro Office	Technology Dept.	62393	572256.65
7	2008	Madison Office	Translated Products	51717	472503.56
8	2008	Eden Office	Translated Products	62894	531569.71
9	2008	Sherman Office	Translated Products	84984	780186.36
10	2008	Casino Office	Test Programs Dept.	77474	739129.6
11	2008	Merrimon Office	Test Programs Dept.	55194	526620.06
12	2008	Perry Office	Equipment Dept.	109600	1095278.63
13	2008	Eiffel Office	Equipment Dept.	131681	1172037.85
14	2008	Spring Office	Operations Dept.	119880	1136782.66
15	2008	Mills Office	Operations Dept.	73890	713164.64
16	2008	College Office	Surplus Dept.	117934	1072744.45

- **Insert as Excel Pivot** (pivot table views only)—The selected pivot table view is inserted as an Excel pivot table. Columns in the page edge and section edge, if present, are mapped to the report filters area, and columns in the measures edge are moved to the values area. Select this option when you want to perform further analysis, such as aggregating, pivoting, drilling, sorting, and filtering.

  The selected table or pivot table is inserted on the worksheet. See Figure 4.

  Notes:

  – When a pivot table view is inserted as an Excel Pivot table, prompts that are defined in Oracle BI EE are not available.

  – When working with Excel pivot table views, only views with measure columns of numerical data type are supported.

  – There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.

Figure 20-6 Pivot Table Inserted as an Excel Pivot Table

	A	B	C	D	E	F	G
1				T05 Per Name Year			
2	D1 Office	D2 Department	Data	2008	2009	2010	Grand Total
3	Blue Bell Office	Entertainment Dept.	Sum of 2- Billed Quantity	76964	69812	85062	231838
4			Sum of 1- Revenue	762007.79	626768.91	801073.08	2189849.78
5	Blue Bell Office Sum of 2- Billed Quantity			76964	69812	85062	231838
6	Blue Bell Office Sum of 1- Revenue			762007.79	626768.91	801073.08	2189849.78
7	Casino Office	Test Programs Dept.	Sum of 2- Billed Quantity	77474	66313	88807	232594
8			Sum of 1- Revenue	739129.6	594498.95	846609.99	2180238.54
9	Casino Office Sum of 2- Billed Quantity			77474	66313	88807	232594
10	Casino Office Sum of 1- Revenue			739129.6	594498.95	846609.99	2180238.54
11	College Office	Surplus Dept.	Sum of 2- Billed Quantity	117934	104384	115288	337606
12			Sum of 1- Revenue	1072744.45	974454.3	1150437.44	3197636.19
13	College Office Sum of 2- Billed Quantity			117934	104384	115288	337606
14	College Office Sum of 1- Revenue			1072744.45	974454.3	1150437.44	3197636.19
15	Copper Office	Local Plants Dept.	Sum of 2- Billed Quantity	112428	98158	124486	335072
16			Sum of 1- Revenue	994751.43	924933.74	1159553.05	3079238.22
17	Copper Office Sum of 2- Billed Quantity			112428	98158	124486	335072
18	Copper Office Sum of 1- Revenue			994751.43	924933.74	1159553.05	3079238.22
19	Eden Office	Translated Products	Sum of 2- Billed Quantity	62894	54444	65983	183321

You can edit tables and pivot tables as described in Editing Views Created in Oracle BI EE.

Inserting Graphs

When inserting graphs, Oracle Smart View for Office attempts to map the Oracle Business Intelligence Enterprise Edition graph into a chart type supported by Microsoft Office 2007 charts. Further, Smart View attempts to match visual effects, such as 2D or 3D, and other graph properties such as canvas size, axis scale, data format, and formatting in terms of font styles and colors.

When a matching chart type is not available, the graph view can only be inserted as image.

See Supported Oracle BI EE Chart and Object Types and Unsupported Oracle BI EE Chart and Object Types.

To insert a graph:

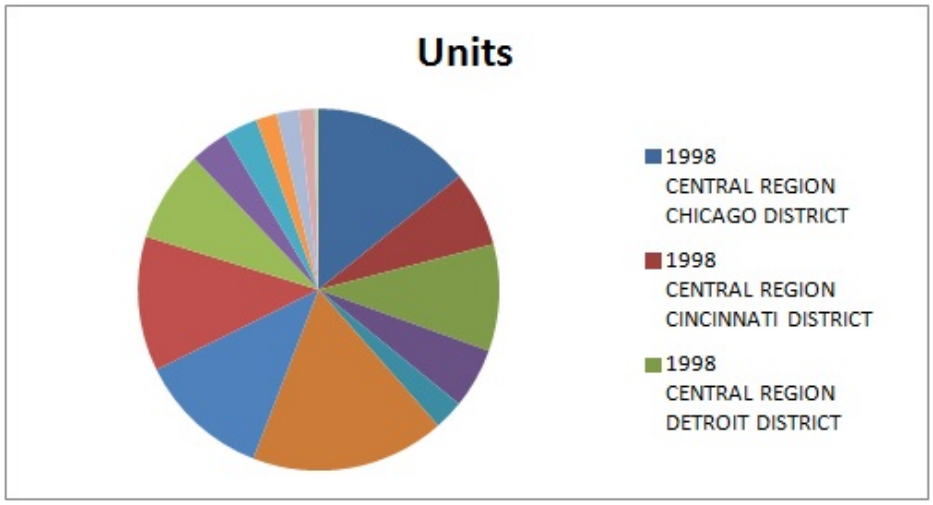
1. From the catalog, right-click a graph view.
2. Select an option:
   - **Insert**—The selected graph is inserted as an Excel chart, which can be edited, masked, and refreshed.

     If prompts are defined for the graph in Oracle BI EE, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the graph is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle BI EE ribbon. See Working with Prompts.

     If page prompts are defined for the graph (view prompts in Oracle BI EE), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle BI EE ribbon. See Working with Prompts for more information.

     If no prompts are defined for this analysis, then the graph is inserted directly. See Figure 1.

Figure 20-7 A Pie Chart View Inserted as an Excel Chart



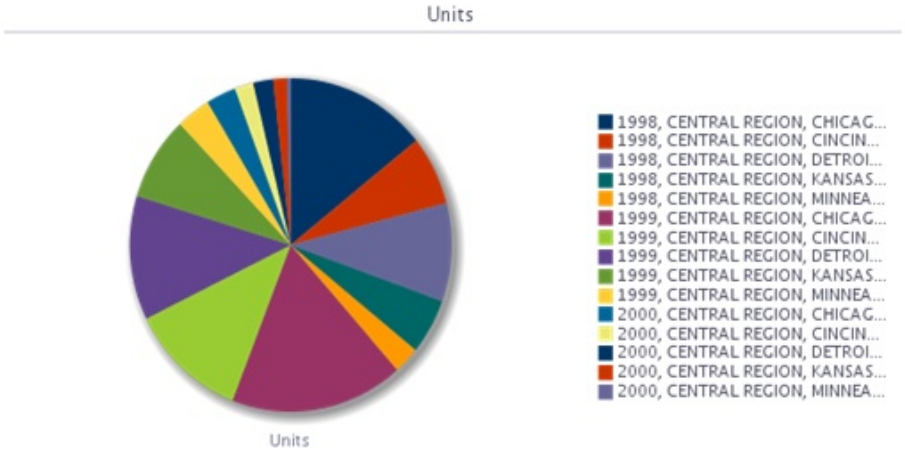
You can edit graphs inserted this way as described in Editing Views Created in Oracle BI EE.

- **Insert as Image**—The selected graph is inserted as an image of the graph, which cannot be edited or customized.

  When a graph is inserted directly as an image, prompts, page prompts, and sections that are defined in Oracle BI EE are not available.

  Note that gauge and funnel objects can only be inserted using the **Insert as Image** command.

Figure 20-8 A Pie Chart View Inserted as an Image



Once inserted, whether as an Excel chart or as an image, both types of graphs shown can be resized by stretching them.

Supported Oracle BI EE Chart and Object Types

The following chart subtypes are supported:

- Line
- Bar: Vertical, Horizontal, Stacked Vertical, Stacked Horizontal, 100% Stacked Vertical, 100% Stacked Horizontal
- Area: Stacked, 100% Stacked
- Pie graph
- Bubble
- Scatter
- Line-bar Combination: Standard, Stacked
- Radar

The following graphs can only be inserted as an image:

- Time Line Series
- Pareto
- Waterfall

The following objects can only be inserted as an image:

- Gauge
- Funnel

Unsupported Oracle BI EE Chart and Object Types

The following view types are not supported:

- Performance Tiles
- Trellis views
- Map views
- Filters views—You can only view properties for filter views, using the **View Analysis Properties** command in the catalog tree.
- Selection Steps
- Column Selector
- View Selector
- Legend
- Narrative
- Ticker
- Static Text
- Logical SQL
- Create Segment
- Create Target List
- Static text, ticker, or HTML views
- Scorecards
- KPIs or KPI watchlists

Inserting Compound Views

To insert a compound view:

1. From the catalog, select the compound view to insert.
2. Right-click and select **Insert All Views**.
3. When prompted, choose an option:
   - **One object per sheet/slide** to insert each object in the compound view on a separate sheet in Excel, or a separate slide in PowerPoint.
   - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

   In Excel, objects are inserted on a new sheet or sheets, even if there are unused sheets in the workbook.

   In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

   The default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action will be used automatically.

   A message notifies you of unsupported view types in the compound view. Unsupported view types are not inserted.

> **Note:**
>
> You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the compound view remain unchanged. See Refreshing Views, Working with Prompts, and Working with Page Prompts.

Inserting Dashboards

Dashboards are displayed in the catalog tree as folders. A dashboard folder can be expanded to show dashboard pages; a dashboard page can be expanded to show the list of analyses included in that page. You can insert dashboard pages into Excel, PowerPoint, and Word.

To insert dashboard pages into Office applications:

1. From the catalog, right-click a dashboard page and select **Insert All Views**.
2. When prompted, choose an option:
   - **One object per sheet/slide** to insert each object in the dashboard on a separate sheet in Excel, or a separate slide in PowerPoint.
   - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

   In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

Default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action is used automatically.

A message notifies of unsupported view types in the dashboard. Unsupported view types are not inserted.

> **Note:**
>
> You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the dashboard remain unchanged. See Refreshing Views, Working with Prompts, and Working with Page Prompts.

Working with Prompts

Prompts enable users to specify criteria that determines the content of the view that they are inserting. Oracle Smart View for Office supports both prompts and page prompts. See also Working with Page Prompts for information on page prompts.

Prompts in Smart View are the equivalent of prompts in Oracle Business Intelligence Enterprise Edition. Smart View only supports column prompts.

Prompts are defined at the analysis level in Oracle BI EE. Users are prompted to enter values for these prompts each time a view is inserted in Smart View.

If prompts are defined on an analysis in Oracle BI EE, then when you insert a table, pivot table, or graph view from the analysis into Smart View, you are prompted to select the data to be displayed for that view. When inserting a compound view from an analysis that has prompts defined, you are prompted to enter values only one time for all the views in that compound view.

For example, a prompt on Year is designated for an analysis, and the years 2010, 2011, and 2012 are available to choose from. When you insert a table, pivot table, or graph, you are prompted to select which year's data to display: 2010, 2011, or 2012. Or, you can choose to insert the compound view, and the prompt selection you make is applied to all the views inserted. After insertion, you can edit the prompts on each individual view to select another year's data to display.

Views can only be edited individually. The edit operation will prompt you for the values to be selected for each view that is being edited.

You may edit prompts in views that were inserted, or copied and pasted.

> **Note:**
>
> Prompts defined on hierarchical columns in Oracle BI EE are not supported in Smart View.

To edit prompts:

1. From the worksheet, select a view:
   - Graph views—Select the graph.

- Table and pivot table views—Select a cell in the table.

2. From the Oracle BI EE ribbon, select the **Edit Prompts** button to display your original selections.

Figure 20-9 Edit Prompts Button

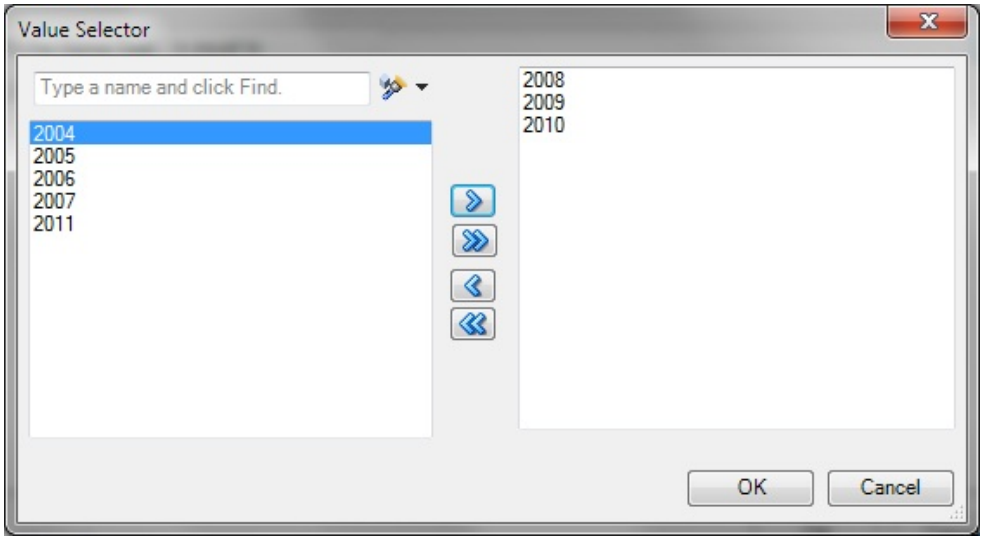
If the report definition has changed on the server, your selections are reset, and you must select all prompts and columns again.

3. In the **Prompt Selector**, modify the prompt selections.

Depending on how the prompt was set up in Oracle BI EE, you may be selecting data directly from a drop-down list on the **Prompt Selector**. You may also be picking values from the **Value Selector** dialog box.

Figure 2 is an example of a **Value Selector**, where the years 2008, 2009, and 2010 were selected for display.

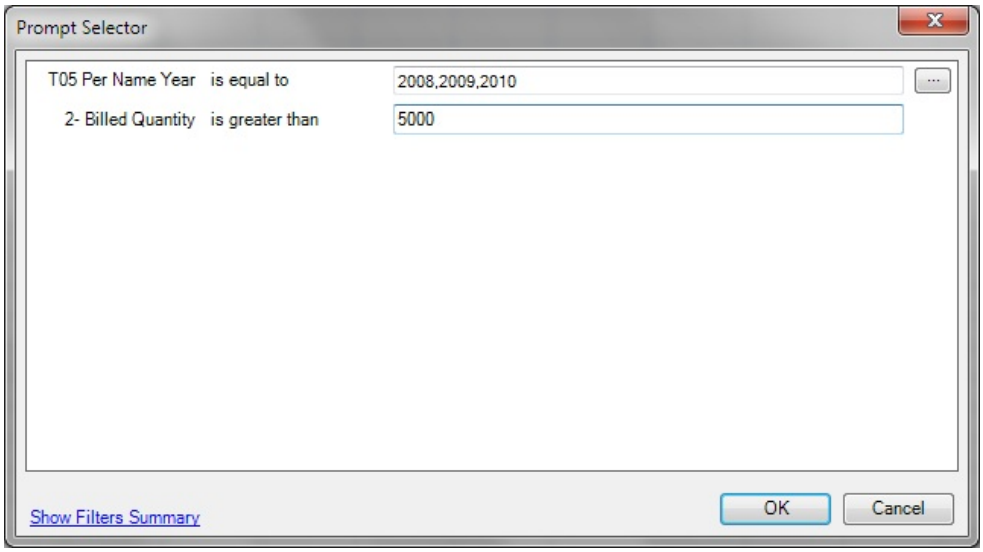
Figure 20-10 Value Selector Dialog Box Showing the Years 2008, 2009, and 2010 Selected



After you click **OK** in the **Value Selector**, the selections populate the first prompt in the example **Prompt Selector** (Figure 3). A second prompt in the example **Prompt Selector** requires that you directly enter an amount; in this example, the amount to display is Billed Quantity greater than $5,000.

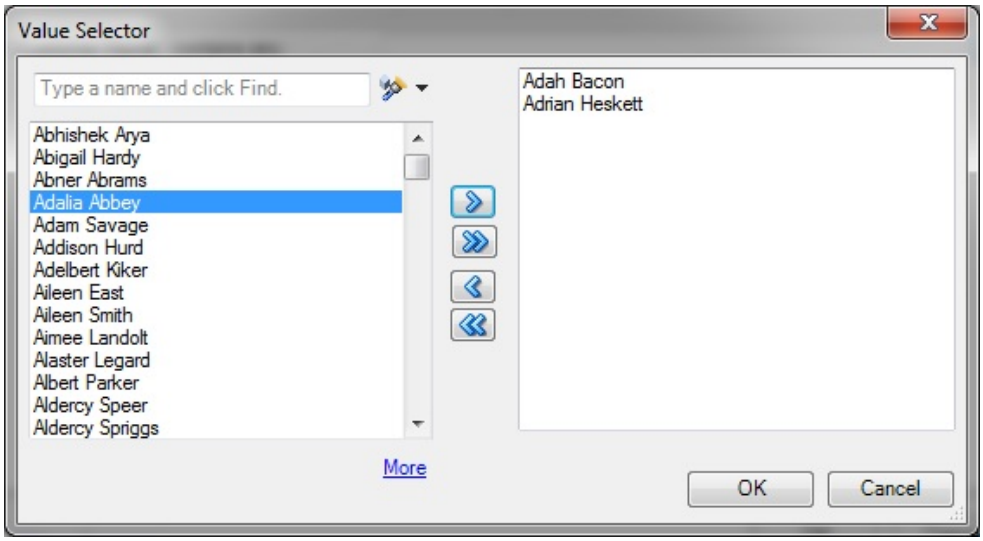
The completed **Prompt Selector** dialog then looks like Figure 3.

Figure 20-11 Filled-In Prompt Selector



In some cases, the data to choose from can be exceedingly long. To accommodate loading large amounts of data in the **Value Selector**, Smart View presents values in groups. Scroll and make selections from the first group shown, then click **More** to view and make selections from the next group. Continue clicking **More** until you have viewed and made selections from the entire data list. Figure 4 shows an example.

Figure 20-12 Value Selector Showing "More" for Large Amounts of Data



4. Click **OK** to close the **Prompt Selector**.

   After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5. Repeat this procedure to edit the prompts to change the output displayed.

Working with Page Prompts

Page prompts enable users to specify criteria that determines the content of the view that has been inserted. Oracle Smart View for Office supports both page prompts and prompts. See also Working with Prompts.

Page Prompts in Smart View are the equivalent of view prompts in Oracle Business Intelligence Enterprise Edition. View prompts are specified on individual views within an analysis. Smart View supports table prompts, graph prompts, and gauge prompts in Oracle BI EE; these types of prompts are called page prompts in Smart View.

Page prompts may vary on individual views within an analysis. An individual table view within an analysis may have a page prompt set on Year, and a pivot table view within the same analysis may have a page prompt set on Line of Business.

When you first insert a view that contains page prompts, a view state is selected by default. For example, if a prompt on Year is specified on a particular view within an analysis, and the years 2010, 2011, and 2012 are available to choose from, you are not prompted for these at the time of insertion. Instead, a default state of the view is inserted. For example, 2010 data may automatically be inserted, as the first year in the list of years available. You can then edit the page prompts to select another year's data to display for this view.

You may edit page prompts in views that have been inserted, or copied and pasted.

To edit page prompts:

1. From the worksheet, select a view:
   - Graph views—Select the graph.
   - Table and pivot table views—Select any cell in the table.
2. From the Oracle BI EE ribbon, select the **Edit Page Prompts** button to display the default page prompt selections for a particular view.

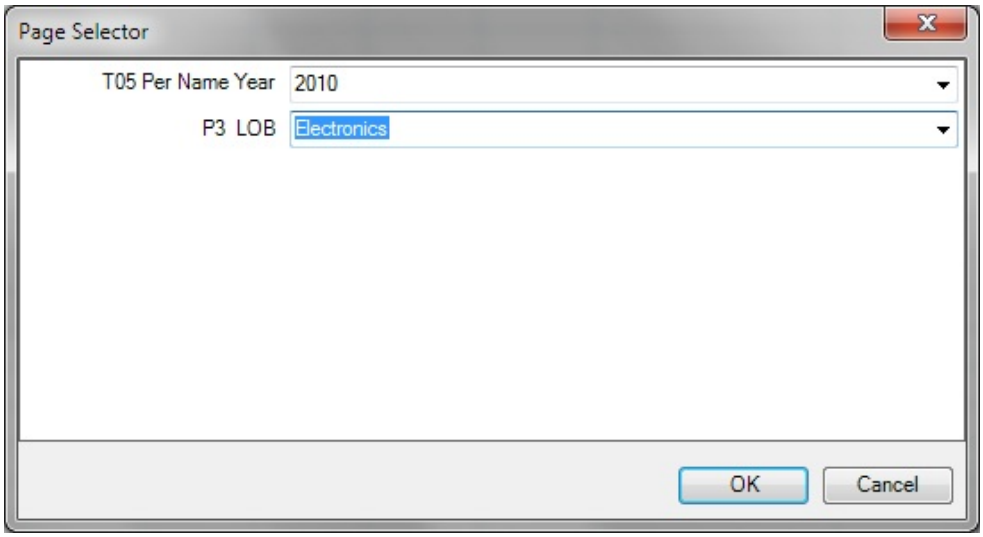
Figure 20-13 Edit Page Prompts Button

If the report definition has changed on the server, your selections are reset, and you must select all page prompts again.

3. In the **Page Selector**, modify the page prompt selections by selecting from the drop-down lists.

   Figure 2 shows a **Page Selector** dialog box, where users select a Year and a Line of Business. In the example, selections were made to display 2010 for the year, and Electronics for the Line of Business.

Figure 20-14 Filled-in Page Selector



4. Click **OK** to close the **Page Selector**.

   After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5. Repeat this procedure to edit the page prompts to change the output displayed.

Specifying Preferences for Refreshing Views

You can specify preferences for refreshing each view. The refresh preferences that you set for each view within a worksheet, slide, or page are saved along with the Office document (Excel workbook, PowerPoint slide presentation, or Word document).

To specify preferences for refreshing a view:

1. Ensure that one or more Oracle Business Intelligence Enterprise Edition views are inserted into Oracle Smart View for Office.

2. In **Document Contents**, click to refresh the content of the pane.

   All views that were inserted into the active Office application are displayed in **Document Contents** in a tree format.

3. Select a view in **Document Contents**, and then select **Properties**.

4. In **Properties**, select an option from **Refresh Preferences**:

   - **Refresh Data**—Refreshes only the data points in the selected view or analysis.

     Any changes made to formatting in the sheet, slide, or page are retained.

   - **Replace View**—Replaces the entire view, including any formatting changes set in Oracle BI EE.

     If you select this option, your prompt and graph selections and custom formatting are lost upon refresh if the view definition has changed.

> **Note:**
>
> Oracle BI EE title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the worksheet or workbook.

- **Do not refresh**—Refreshing is not allowed.

5. Click **OK** to save the **Refresh Preference** selection.

   Continue with Refreshing Views.

Refreshing Views

You can refresh the data from Oracle Business Intelligence in your inserted views. You have the option of refreshing selected views or refreshing all views, depending on the Office document type, as follows.

Excel

- Individual views
- Individual worksheets
- Entire workbook

PowerPoint

- Individual views
- Individual slides
- Entire presentation

Word

- Individual views
- Entire document

You can refresh views from the Document Contents pane, the Oracle Business Intelligence Enterprise Edition ribbon, or the Oracle Smart View for Office ribbon.

The refresh action is limited according to the Refresh Preference set for a selected view. See Specifying Preferences for Refreshing Views for information.

Note that when you refresh, title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the Office document.

When there are multiple objects on an Office document, if you attempt to refresh the document without having already connected, then you will be prompted for your login credentials once for all objects. If you choose to cancel instead, the **Connect to Data Source** dialog box will appear for each object on the sheet, and you must click **Cancel** for each object. For example, if there are six objects on the sheet, the dialog box will appear six times, once for each object.

To refresh Oracle BI EE views from the **Document Contents** pane:

1. In **Document Contents** , ensure that **Oracle BI EE - Document Hierarchy** is displayed in the drop-down list box.

2. In **Document Contents**, click to refresh the contents of the tree.

   From **Document Contents**, you can refresh individual views in all Office applications, individual worksheets, and individual slides.

3. Perform an action:

   - To refresh a selected view in an Excel sheet, PowerPoint slide, or Word document, select the view object from the tree in **Document Contents**, and then select the **Refresh View** action from the right-click menu or click the **Refresh View** link at the bottom of the pane.

     Repeat for each view that you want to refresh.

   - To refresh all Oracle BI EE views on a selected Excel worksheet or PowerPoint slide, select the sheet or slide from the tree in **Document Contents**, and then select the **Refresh** action from the right-click menu or click the **Refresh** link at the bottom of the pane.

     Repeat for each sheet or slide that you want to refresh.

To refresh all Oracle BI EE views on a worksheet or slide, or an entire Word document, using the ribbons:

1. Perform an action:

   - Select the worksheet or slide to make it active.
   - Place your cursor in the Word document to select it.

2. Click **Refresh** in the Oracle BI EE ribbon or the Smart View ribbon.

To refresh all Oracle BI EE views in an Excel workbook, PowerPoint presentation, or Word document:

1. Place your cursor anywhere in the workbook, presentation or document to select it.

2. Perform an action:

   - To refresh all Oracle BI EE views in an Excel workbook, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh all Worksheets**. Figure 1 shows the Refresh icon with the arrow:

     Figure 20-15 Refresh Icon with Down Arrow in Excel and PowerPoint

     Alternatively, click the down arrow in **Refresh** in the Oracle BI EE ribbon and select **Refresh Workbook Data**.

   - To refresh all Oracle BI EE views in a PowerPoint presentation, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh All Slides**.

     Alternatively, click the down arrow in Refresh in the Oracle BI EE ribbon and select **Refresh Presentation Data**.

- To refresh all views in a Word document, click **Refresh** in the Oracle BI EE ribbon or the Smart View ribbon. The Refresh icon in Word does not contain a down arrow, as shown in Figure 2.

Figure 20-16 Refresh Icon in Word

> **Note:**
>
> If requested, provide your credentials for Oracle BI EE.

Masking Data in Views

You can mask data in the Oracle Business Intelligence Enterprise Edition views that you insert in Office documents and in views you create using the View Designer. You have the option of masking data in:

- Selected views
- All views on sheet or a slide
- All views in an Office document

Using the Mask Data functionality in Oracle Smart View for Office, you can perform these actions:

- Select a single Smart View object in an Excel sheet or PowerPoint slide and mask data only in that object
- Mask data in the active Excel worksheet or PowerPoint slide
- Mask data in the active workbook, presentation, or Word document

You can invoke Mask Data from these locations:

- Document Contents in the Smart View Panel
- Oracle BI EE ribbon

Masking Data for an Individual View

To mask data in an individual view in an Excel worksheet or PowerPoint slide:

1. In Excel or PowerPoint, click in **Document Contents** to refresh the contents of the tree.

> **Note:**
>
> Data in Word documents can only be masked in their entirety; you cannot mask data in individual views in Word.

2. Locate the view with data that you want to mask in **Document Contents**, and then select it.
3. Click the **Mask Data** link in **Document Contents**.

   In a table object, cells are replaced with the text, "Need refresh"; in a graph, the area becomes blank and a small lock image is displayed.
4. Save the current workbook or presentation.

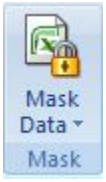
   The masked state of the view remains intact after saving.
5. To display the data in the masked view, click in **Document Contents**, select the view in the tree, and then click the **Refresh View** link.

Masking Data on a Sheet or Slide

To mask data on an Excel worksheet or PowerPoint slide:

1. Choose a method to select a sheet or slide:
   - Place the cursor directly in a sheet or slide
   - In **Document Contents**, click , locate the sheet or slide in the tree, and then select it.
2. Choose a method to mask data for all objects on the selected sheet or slide:
   - In the Oracle BI EE ribbon, click the **Mask Data** button.

     Figure 20-17 Mask Data Button

   - In **Document Contents**, click the **Mask Data** link.

   Data on the sheet or slide is masked.

> **Note:**
>
> Data in Word documents can only be masked in their entirety; you cannot mask data on individual pages in Word.

3. Save the current workbook or presentation.

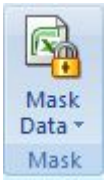
   The masked state of the sheet or slide remains intact after saving.
4. To display the data in the masked sheet or slide, click in **Document Contents**, select the sheet or slide in the tree, and then click the **Refresh** link.

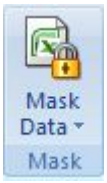
   Alternatively, place the cursor in the sheet or slide to refresh, and then click

   .

Masking Data in an Entire Office Document

To mask data in an entire Office document:

1. From the Oracle BI EE ribbon in the opened Office document, perform an action:
   - **Excel:** Click the down arrow in 

and select **Mask Workbook Data**.
   - **PowerPoint:** Click the down arrow in 

and select **Mask Presentation Data**.
   - **Word:** Click

.

> **Note:**
>
> Word documents can only be masked in their entirety; you cannot mask individual pages in Word.

2. Save the current Office document.

   The masked state of the workbook, presentation, or document remains intact after saving.

3. To display the masked data, click in **Document Contents**, select the sheet, slide, or document in the tree, and then click the **Refresh** link.

   Alternatively, place the cursor in the sheet, slide, or document to be refreshed, and then click

.

Viewing Properties of an Oracle BI EE Object

You can view various properties of a selected worksheet, slide, document, or view.

To view the properties of an Oracle Business Intelligence Enterprise Edition object:

1. Select an Oracle BI EE object.

   Select an actual object and not a sheet or slide.

2. Click the **Properties** link at the bottom of the **Document Contents** pane.

Copying and Pasting Oracle BI EE Objects Between Office Applications

You can copy Oracle Business Intelligence Enterprise Edition objects within and between Office applications as follows:

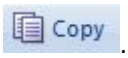
- Graphs can be copied within and between any Office application.
- Tables and pivot tables can be copied within and between Word and PowerPoint.
- Tables and pivot tables cannot be copied within Excel, from Excel to another Office application, or from another Office application to Excel.
- Tables and pivot tables can only be copied and pasted by sections.

Copying and Pasting a Graph View

To copy and paste a graph view:

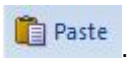
1. In Excel, Word, or PowerPoint, select the graph view to copy.

   You can use Document Contents to locate the view, but then select the graph directly in the sheet, slide, or page.

2. From the **Oracle BI EE** ribbon, click 

.
3. Access the Office application and position the cursor where you want to paste the graph view.

   For example, if you are pasting within an Office application (or if you are copying from Excel and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4. Click 

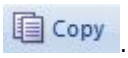
.
5. Repeat for all graphs that you want to copy and paste.

Copying and Pasting a Table or Pivot Table View

To copy and paste a table view or pivot table view:

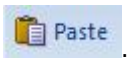
1. In Word or PowerPoint, select the table view or pivot table view to copy.

   You can use Document Contents to locate the view, but then select the table or pivot table directly in the slide or page.

2. From the **Oracle BI EE** ribbon, click 

.
3. Access the Office application and position the cursor where you want to paste the table or pivot table view.

   For example, if you are pasting within an Office application (or if you are copying from Word and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4. Click 

.

5. Repeat for all tables or pivot tables that you want to copy and paste.

Editing an Analysis in Oracle BI EE

If the available analysis view does not display the data required, or the data is not displayed as desired, you can edit the view in Oracle Business Intelligence Enterprise Edition.

> **Note:**
>
> To edit a view in Oracle BI EE, you must have the required Oracle BI EE permissions.

To edit a view in Oracle BI EE:

1. From the Catalog, right-click the view, and then select **Edit Analysis in Answers**.
2. In the login screen, enter your credentials for Oracle BI EE.

   The selected view is displayed in Oracle BI EE.
3. In Oracle BI EE, edit and save the view.
4. Return to the Office application.
5. From the **Oracle BI EE** ribbon, click **Refresh**, and verify that your changes are reflected in the view.

Copying and Pasting Views From Oracle BI EE to Office

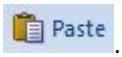
You can copy and paste views from Oracle Business Intelligence Enterprise Edition to Oracle Smart View for Office.

When you refresh pasted views, the data is refreshed, but the analysis definition is not, even if its definition has been modified in Oracle BI EE.

> **Note:**
>
> When copying and pasting views from Oracle BI EE to Smart View, some formatting may not be imported to Office.

To copy and paste a view:

1. Ensure that you are logged into Oracle BI EE.
2. From Oracle BI EE or Interactive Dashboards, launch the analysis that you want to copy.
3. Click the **Copy** link at the bottom of the analysis (displayed only if the analysis is enabled for copying).
4. Open an Office application, such as Excel, and connect to the appropriate Oracle BI EE data source.

5. From the **Oracle BI EE** ribbon, click 

.

Editing Views Created in Oracle BI EE

Related Topics:

- What Can and Cannot Be Edited
- Editing Pivot Tables Inserted into PowerPoint
- Other Guidelines

What Can and Cannot Be Edited

Note the following when editing views that were created in Oracle Business Intelligence Enterprise Edition:

- Table views and graph views that are inserted or pasted as Microsoft objects using the **Insert** command can be edited in Excel, PowerPoint, or Word.
- Table views that are inserted or pasted as lists, and graphs views that are inserted as images cannot be edited in Excel.
- Views that are inserted or pasted as images cannot be edited in PowerPoint.

Editing Pivot Tables Inserted into PowerPoint

Consider the following items when editing pivot table views that were created in Oracle Business Intelligence Enterprise Edition.

Small Pivot Tables

For small pivot tables in PowerPoint, to change column width and row height, use the mouse to drag column and row borders to the desired height and width.

Large Pivot Tables

To adjust column width and row height in large pivot tables, especially where rows and columns are outside of the slide area, use PowerPoint's table editing tools in as follows:

1. Select the pivot table.
2. Select the **Layout** ribbon in PowerPoint.
3. Select a row or column in the pivot table.
4. Adjust height and width by changing the height and width values in the **Cell Size** group.

Other Guidelines

Note the following guidelines when editing views that were created in Oracle Business Intelligence Enterprise Edition:

- Oracle Smart View for Office does not support duplication of charts or tables through the PowerPoint "Duplicate Slide" command.

In PowerPoint, after duplicating a slide containing a chart, any attempt to update the prompts of either chart result in the prompts for only the original chart being updated. The chart on the duplicate slide is never updated.

For a pivot table inserted into a PowerPoint slide then duplicated, if you change the prompt for either pivot table, only the pivot table original slide is updated, whether you changed the prompt in the original slide or the duplicate.

- Some modifications made to graphs using Microsoft Office formatting tools—such as changes to colors—may not persist when prompts are changed and the graph is refreshed. Smart View does not keep track of such formatting changes; this is done by Microsoft Office. When a graph series is removed, the format of the series is removed by Office as well. Changing prompts can cause the series count and order to change, which means the formatting will also change. This is expected behavior.

Working with Views Using the View Designer

Using the View Designer in Oracle Smart View for Office, you can create ad hoc views based on an Oracle Business Intelligence Enterprise Edition subject area. Views created in Smart View can be saved to the catalog and edited in either Smart View or Oracle BI EE.

View Designer is available in Microsoft Excel, Word, and PowerPoint.

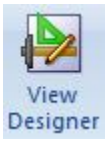
Launching the View Designer

Depending on whether you are creating a view or editing a view, you can launch the View Designer using the methods described in this topic.

To launch the View Designer:

1. Perform an action:
   - To create a new view:
     - Right-click the **Catalog Root** node in the catalog tree, and then select **Create New View**.
     - Select the **Catalog Root** node in the catalog tree, and then select **Create New View** at the bottom of the Smart View Panel.
     - From the Oracle BI EE ribbon, click the View Designer icon.

       Figure 20-18 View Designer Icon

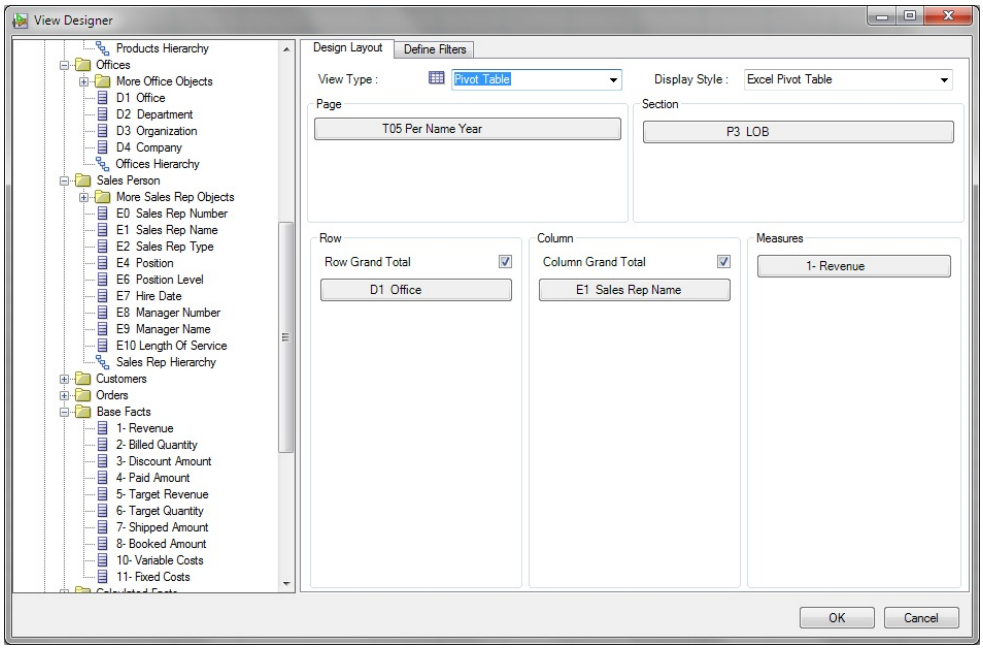
       You must already be connected to a view in the catalog tree to enable the Oracle BI EE ribbon.
   - To edit a view (the view must have been created and inserted from View Designer):

- From the catalog tree, select a view to edit that was created in View Designer and saved to the Oracle BI Presentation Catalog from Oracle Smart View for Office, and then select the **Load view in View Designer** link at the bottom of the Smart View Panel.
- Select an existing view on a worksheet in the current or in a saved Office document and click the View Designer icon (see Figure 1).
- To edit an Excel Pivot Table, click anywhere in the current or in a saved worksheet, even outside the boundaries of the Excel Pivot Table, and click the View Designer icon (see Figure 1).

> **Note:**
>
> You can only edit views that were created and inserted from the View Designer in Smart View. To edit views created in Oracle Business Intelligence Enterprise Edition, you must use Oracle BI EE.

The **Design Layout** tab of the View Designer is displayed. Figure 2 shows the Design Layout tab of the View Designer with selections made in the Page, Section, Row, Column, and Measures edges.

Figure 20-19 View Designer, Design Layout Tab for Pivot Table Layout



2. Continue the view design process by following the procedure in Defining the View Type and Display Style.

Defining the View Type and Display Style

When you are creating a view, you define the view type and display style. This is done only once, during the view creation process. Once the view is created, you cannot edit these two settings.

To define the view type and display style:

1. If you have not already done so, invoke the View Designer (see Launching the View Designer.
2. In **View Type**, select the type of view that you are creating:
   - Table
   - Pivot Table (the default)
   - Line Graph
   - Bar Graph
   - Column Graph
   - Area Graph
   - Pie Chart
   - Scatter Chart
   - Stacked Column Graph

   The selection that you make affects the options available in **Display Style** along with the fields in the layout area.

> **Note:**
>
> You cannot change this selection when editing the view either in Oracle Smart View for Office or Oracle Business Intelligence Enterprise Edition.

3. In **Display Style**, select a **View Type** and **Display Style** option from Table 1.

   Display style determines how the view is inserted into Excel.

> **Note:**
>
> You cannot change this selection when editing the view either in Smart View or Oracle BI EE.

Table 20-1 View Type Selected and the Display Style Available

View Type Selected	Display Style Available
Table	Excel Table Table
Pivot Table (default)	Excel Pivot Table (default) Pivot Table

Table 20-1 (Cont.) View Type Selected and the Display Style Available

View Type Selected	Display Style Available
Line Chart	Excel Chart
Bar Chart	Chart Image
Column Chart	
Area Chart	
Pie Chart	
Scatter Chart	
Stacked Column Chart	

4. Continue the view design process by following the procedure in Defining the View Layout.

Defining the View Layout

Define the view layout during the view creation process. You can also edit the view layout of views created in View Designer.

To define or edit the view layout:

1. If you have not already done so, invoke the View Designer (see Launching the View Designer).
2. If you are creating a new view, complete the steps in Defining the View Type and Display Style.

   If you are editing a view, continue with step 3.
3. In the left pane of the View Designer, expand a subject area and the folders to view the columns that you want to work with.
4. Drag columns from the expanded subject area tree and drop them in the layout area.

   The edges in the layout area vary depending on the selections that you made in the **View Type**, as described in Table 1.

Table 20-2 View Type Selected and the Edges Available in the Layout Area of the View Designer

View Type Selection	Edges In Layout Area
Table	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box.
Pivot Table (default)	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box. **Optional:** In the **Column** edge, select the **Column Grand Total** check box.
Line Chart	**Page**, **Section**, **Group By (X)**, **Lines (X)**, **Data: Lines (Y)**
Bar Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**

Table 20-2 (Cont.) View Type Selected and the Edges Available in the Layout Area of the View Designer

View Type Selection	Edges In Layout Area
Column Chart	**Page**, **Section**, **Group By (X)**, **Columns (X)**, **Data: Columns (Y)**
Area Chart	**Page**, **Section**, **Group By (X)**, **Area (X)**, **Data: Areas (Y)**
Pie Chart	**Page**, **Section**, **Pies**, **Slices**, **Slice Size**
Scatter Chart	**Page**, **Section**, **Group By (X)**, **Vary by Color**, **Data**
Stacked Column Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**

5. **Optional:** Perform any of these tasks, as applicable, on the columns you have dragged to edges in the View Designer:
   - To move a column between edges, drag the column from one edge and drop it on another; for example, drag a column from the **Row** edge and drop it on the **Column** edge.
   - To reposition the column within the edge, click on a column name and select the **Up** or **Down** arrow.
   - To add a subtotal to a column or row in an edge, right-click a column and select **Subtotal**.

> **Note:**
>
> The **Subtotal** option is ignored when applied to the bottom column in an edge, even though the option is selectable in the drop-down menu.

   - To add columns to filter criteria for this view, click on a column and select **Add to Filter**.

     The columns that you select are added to the **Filter Expression** area of the **Define Filters** tab, where you can further define them. See Defining the Filter Expression for Views in View Designer for more information.
   - To remove a column from an edge, click on the column and select **Remove**.
6. **Optional:** If you are working with a table or pivot table view, regardless of the display style:
   - **Pivot Table view:** In the **Row** and **Column** edges, select or clear the **Row Grand Total** and **Column Grand Total** check boxes as you require.
   - **Table view:** In the **Row** edge, select or clear the **Row Grand Total** check box.
7. **Optional:** If you are working with a pivot table view that has the pivot table display style, you can perform these actions with the **Measure Label** element:
   - Reorder the **Measure Label** element within the **Column** edge.
   - Move the **Measure Label** to any other edge *except* the **Measure** edge.

   Notes about the **Measure Label** element:

- The Measure Label element represents the labels for all the Measures columns in the Measures edge. In the View Designer, the Measure Label element appears by default in the **Column** edge.
- Measure Label is only available when both the **View Type** and **Display Type** is **Pivot Table**.
- Experiment with moving the Measure Label element to another edge or reordering it within the Column edge. The result may be a more readable pivot table layout.
- Measure Label cannot be removed from the View Designer.
- Measure Label cannot be placed in the Measures edge.

8. To define filters, click the **Filters** tab and continue with Defining the Filter Expression for Views in View Designer.

   If you do not plan to define filters, click **OK**:

   - If you are creating a new view, the view is inserted into Excel.
   - If you are editing a view, the old view is removed and the updated view is inserted.

Defining the Filter Expression for Views in View Designer

Columns that you added for filtering in Defining the View Layout are automatically added to the Filter Expression area of the Define Filters tab in View Designer.

Whether you are creating a new view or editing an existing view, you can add more filter columns, and further define and refine filters on all columns.

To define or edit the filter expression for a view created in View Designer:

1. Complete the steps in Defining the View Layout, selecting the **Define Filters** tab.

   The columns that you added for filtering should be displayed on the **Define Filters** tab.

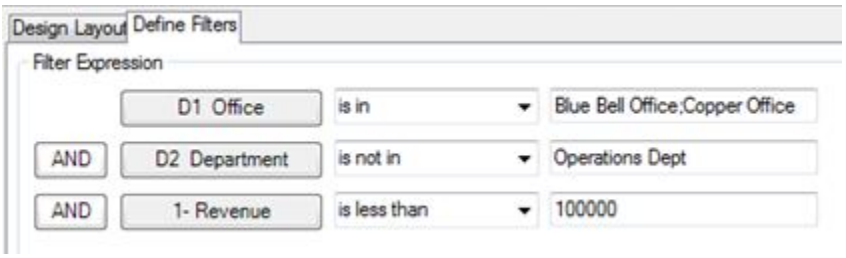
2. **Optional:** Add more columns to the **Filter Expression** area of the **Define Filters** tab.
3. Select a column in **Filter Expression**.
4. Select a corresponding filter operator from the drop-down list next to the column name.

   The operator list from which you can choose is populated based on the type of column that you selected.

   Guidelines for choosing an operator are described in Filter Operators.

5. Specify a filter value in the last column by clicking and making a selection in the Value Selector.

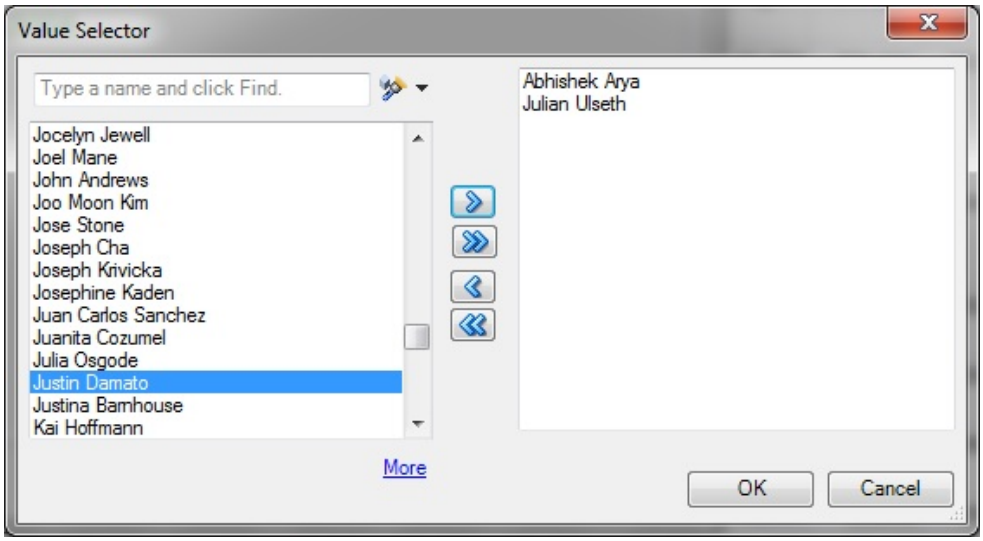
   For example, here is a set of filters based on the Sample Sales database:



The filters that you define are summarized in the **Filter Summary** pane. For example, for the filters defined in this step, the summary looks like this:

In some cases, the data to choose from can be exceedingly long. To accommodate loading large amounts of data in the Value Selector, Oracle Smart View for Office presents values in groups. Scroll and make selections from the first group shown, then click **More** to view and make selections from the next group. Continue clicking **More** until you have viewed and made selections from the entire data list. Figure 1 shows an example.

Figure 20-20 Value Selector Showing "More" for Large Amounts of Data



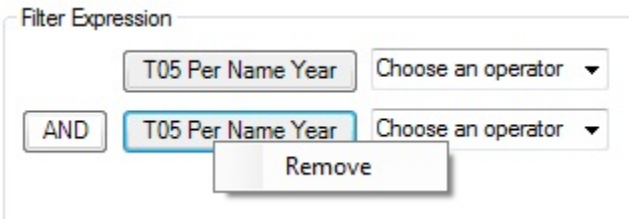
6. **Optional:** If required, click the logical operator button in **Filter Expression** and make a selection to change the operator:
   - **AND**
   - **OR**

   The default logical operator is **AND**.

Changing the logical operator on one line of the filter expression automatically changes the operator for all lines in the expression so that the operator is the same for all lines.

7. **Optional:** To remove a line from the filter expression, right-click the column button in the line, and then select **Remove**, as shown in Figure 2.

Figure 20-21 Remove Option that is Displayed When Right-clicking a Column in a Filter Expression



8. When you are finished defining filters, click **OK** to insert the view into Excel.

Filter Operators

Use the guidelines in Table 1 when choosing an operator and specifying the required values. The operator list from which you can choose is populated based on the function that you are performing (for example, creating a filter or creating a dashboard prompt) and the type of column that you selected.

Table 20-3 Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is equal to / is in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column matches the value in the filter.
is not equal to / is not in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not match the value in the filter.
is less than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is less than the value in the filter.
is greater than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is greater than the value in the filter.
is less than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is less than or the same as the value in the filter.

Table 20-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is greater than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is greater than or the same as the value in the filter.
is between	Valid for a column that contains numbers or dates. Specify two values. Result include only records where the data in the column is between the two values in the filter.
is null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the absence of data in the column. Results include only records where there is no data in the column. Sometimes it might be useful to know whether any data is present, and using the is null operator is a way to test for that condition. For example, suppose your business has a worldwide address book and you want to extract the United States addresses only. You could do this by checking for the presence or absence of data in the "State" field. This field should be unpopulated (null) for non-United States addresses and populated (not null) for United States addresses. You can obtain a list of United States addresses without the need to check the column for a specific value.
is not null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the presence of data in the column. Results include only records where there is data in the column.
is ranked first	Valid for a column that contains text or dates. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list that contains the first 10 brand names in alphabetical order.
ranked last	Valid for a column that contains text or dates. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the dates of the last 10 sales transactions.

Table 20-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is in top	Valid for a column that contains numbers. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the top 10 sales in dollars.
is in bottom	Valid for a column that contains numbers. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the customers reporting the fewest problems.
contains all	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains all of the values in the filter.
does not contain	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not contain any of the values in the filter.
contains any	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains at least one of the values in the filter.
begins with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column begins with the value in the filter.
ends with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column ends with the value in the filter.
is LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column matches the pattern value in the filter.

Table 20-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is not LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column does not match the pattern value in the filter.

Publishing Views

The ad hoc view definition that you create in View Designer can be published to the Oracle BI Presentation Catalog in Oracle Business Intelligence Enterprise Edition after you have inserted it in Oracle Smart View for Office. When you publish an ad hoc view, a new analysis in Oracle BI EE is created with the default views of compound view and title view, along with the applicable user-created view.

When publishing a view that you were editing, you have the option of overwriting the view in the Oracle BI Presentation Catalog, or specifying a new name for the view and publishing the edited version, keeping two versions of the view in Oracle BI EE.

To publish a view to the Oracle BI Presentation Catalog:

1. Position the cursor within the view that you just created or edited in View Designer.
2. In the Oracle BI EE ribbon, click the **Publish View** icon (Figure 1).

Figure 20-22 Publish View Icon

3. In **Save Report**, click next to **Catalog Root**, and then navigate to the location in the Oracle BI Presentation Catalog where you will save the view.
4. In **Analysis Name**, provide a name.

   If you are publishing an edited view, you have the option of overwriting the view you edited by providing the same name, or providing a new name and keeping the original version of the view intact.
5. Click **Save**.

   The default naming convention is applied to the components of the view that is saved; for example, Table 1, Pivot Table 1, Chart 1, and so on.

Example 20-1 Notes

- If you are publishing a view that was created and then edited in Smart View, you may overwrite it.

- An error message is displayed if you attempt to overwrite an existing view in the Oracle BI Presentation Catalog if the view was created in Oracle BI EE.
- To view the changes made in Oracle BI EE, you must re-insert the view.
- Once published, you may make changes to the view as follows:
  - If the view was created in Oracle BI EE, then use the Oracle BI EE.
  - If the view was created in Smart View, you may edit it either in Smart View or Oracle BI EE.
- You may refresh the data in views created in View Designer.

  Ad hoc views created in View Designer remain as a snapshot and will not be kept in sync with the analysis published to the catalog.
- Changes made to the view in Oracle BI EE will not be reflected into the ad hoc view that you rendered in Excel. You must reinsert the view from the catalog tree into a new sheet in Smart View in order to view the changes that were made in Oracle BI EE.

Editing Views Created in View Designer

Related Topics:

- About Editing Views Created in View Designer
- Guidelines for Editing Views Created in View Designer
- Accessing the View to Edit
- Determining Where a View was Created
- Editing Views that were Created in View Designer

About Editing Views Created in View Designer

Use the View Designer in Oracle Smart View for Office to edit the views you created or edited in View Designer.

Do not use the View Designer in Smart View in these cases:

- To edit the views you created in Oracle Business Intelligence Enterprise Edition
- To edit views you created in Smart View and then edited in Oracle BI EE

The process flow for editing views involves the following tasks:

- Reviewing the information in Guidelines for Editing Views Created in View Designer
- Accessing the View to Edit
- Determining Where a View was Created
- Editing Views Created in View Designer

Guidelines for Editing Views Created in View Designer

- Only views created and inserted from the View Designer in Oracle Smart View for Office can be edited using the View Designer.

- Views created in Smart View may also be edited in Oracle Business Intelligence Enterprise Edition. However, views created in Smart View and then further edited in Oracle BI EE cannot afterward be edited in View Designer.

> **Note:**
>
> To edit views created in Oracle BI EE, use the Oracle BI EE application (see Editing an Analysis in Oracle BI EE).

- When you use View Designer to edit a table view or pivot table view, Smart View performs a replace operation, effectively replacing the view on the sheet with the newly-edited view; that is, the table on the sheet is deleted and a new table is inserted. If the new table has more rows or columns than the previous table, any content or formulas that you may have added to the sheet prior to editing the view in View Designer may be removed and you will need to add them again.

Accessing the View to Edit

> **Note:**
>
> This procedure applies to views that were created in View Designer.

To access views to edit:

1. Access a view in one of following ways:
   - **During the design session**—For example, after you created the view in View Designer and clicked OK to insert the view, select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
   - **From a view in a saved Office document**—Select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
   - **From a published view in the Presentation Catalog**—Use the **Load view in View Designer** command to load the view from the catalog tree into the View Designer in Oracle Smart View for Office. When you select a view, the **Load view in View Designer** command is available in the Action Panel or from the right-click menu.

     Remember, to select a view to edit from the catalog tree, *do not* try to insert it first into the Office document. Be sure to use the **Load view in View Designer** command when you want to edit.
2. Continue with the processes described in Determining Where a View was Created to determine if you should edit the view in View Designer.

> **Note:**
>
> Do not use View Designer in Smart View to edit views that were created in Oracle Business Intelligence Enterprise Edition. Views may not load in cases where the View Designer does not support the formatting and design features that were used to create the view in Oracle BI EE. For this reason, use the View Designer to edit only those views that were created and inserted using the View Designer in Smart View.

Determining Where a View was Created

You need to know if a view was created in the View Designer in Oracle Smart View for Office if you want to edit it in Smart View.

If you are unsure whether a view on a sheet was created in Smart View or Oracle Business Intelligence Enterprise Edition, you can verify the origin of the view in the Document Contents pane.

To determine the origin of a view:

1. Open the Office document containing the view.
2. Locate the view in the Document Contents pane, then right-click the view name, and then select **Properties**.
3. Check that the value in the **View Source** field is **AdHocDesigner**.

   The possible values are:

   - **AdHocDesigner**—View originates from the View Designer in Smart View
   - **Catalog**—View originates from the Oracle BI Presentation Catalog
   - **CopyFromAnswers**—View was copied from Oracle BI EE and pasted into the Smart View Office document

   The views marked **AdHocDesigner** are the only views that should be edited in View Designer.

   Note that, in some cases, views created in Oracle BI EE may be loaded in to the View Designer in Smart View. Keep in mind that when you attempt to work in View Designer with views from Oracle BI EE, you are doing so at your own risk; editing these views in View Designer is not supported. Oracle only supports using the View Designer to edit those views that were created and edited using the View Designer in Smart View.
4. If the **View Source** property is **AdHocDesigner**, the view can be edited in View Designer.

   If the **View Source** is **Catalog** or **CopyFromAnswers**, edit the view in Oracle BI EE.

Editing Views that were Created in View Designer

> **Note:**
>
> This topic is about editing views that were created in the View Designer in Oracle Smart View for Office. If you are working with views that were created in Oracle Business Intelligence Enterprise Edition, see Editing Views Created in Oracle BI EE.

When working with views created in the View Designer in Smart View, you can edit the views using either of the following methods:

- Load the view for editing into View Designer in Smart View, as described in Launching the View Designer or About Editing Views Created in View Designer.

  You can edit the layout of the view (for example, add or remove columns) or modify the filters. See the following topics for information on editing views in Smart View:

  – Defining the View Layout

  – Defining the Filter Expression for Views in View Designer

- Open the analysis in Oracle BI EE. See the documentation in Oracle BI EE for assistance. Then insert the updated view into Smart View.

> **Note:**
>
> Once a view is created in View Designer and then edited in Oracle BI EE, Oracle recommends that you only edit it thereafter in Oracle BI EE. You should not use Smart View to edit the view. See What Can and Cannot Be Edited for guidelines.

Refreshing Data in a View Created in View Designer

You may refresh views created in View Designer in the same way you refresh views that were inserted into an Office application from the catalog tree.

See Specifying Preferences for Refreshing Views and Refreshing Views for information.

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Smart View and Oracle Analytics Cloud

Related Topics:

- About Oracle Analytics Cloud and Smart View
- Features and Components of Oracle Analytics Cloud in Smart View
- Installing the Oracle Analytics Cloud Extension
- Working with Windows System Locales in Oracle Analytics Cloud
- Connecting to Multiple Oracle Analytics Cloud Data Sources
- Oracle BI Presentation Catalog
- Working with Oracle Analytics Cloud Analyses, Views, and Dashboards
- Working with Views Using the View Designer

About Oracle Analytics Cloud and Smart View

With Oracle Smart View for Office, users can connect to Oracle Analytics Cloud and utilize the content created in Oracle Analytics Cloud dashboards and analyses. In addition to working with this content, Smart View users can create content in the form of simple views with the View Designer, using Oracle Analytics Cloud as the data source. The views created can then be published to the Oracle BI Presentation Catalog, where they can be edited further.

Smart View offers Oracle Analytics Cloud users a cohesive and consistent experience across all Oracle Analytics Cloud content providers.

Features and Components of Oracle Analytics Cloud in Smart View

When connected to an Oracle Analytics Cloud data source in Oracle Smart View for Office, you can perform these actions:

- Connect to Oracle Analytics Cloud.
- Navigate through the Oracle BI Presentation Catalog.
- Connect to multiple instances of Oracle Analytics Cloud and switch between connections.
- Import pre-created views from the Oracle BI Presentation Catalog into Microsoft Excel, PowerPoint, and Word. For example, you can:
  - Insert views—Oracle Analytics Cloud tables, pivot tables, and graphs—into Excel as refreshable, editable objects.
  - Insert views from different connections into the same Office document.
  - Apply Excel formatting to Oracle Analytics Cloud data; formats are retained when you refresh.

- Copy Oracle Analytics Cloud Dashboard content and paste it into Smart View client documents. The data, metadata, and view layout are copied.
- Create simple views in Excel using Oracle Analytics Cloud as the source for metadata and data.
- Interact with content imported into Smart View documents, such as drill and prompt selections.
- Manage the imported content in Smart View, including content from multiple connections; for example, refresh, mask, copy and paste, and document contents.
- Mask data from Oracle Analytics Cloud objects in Excel so that users must log in to view the data. Masked objects can be viewed upon refresh.
- Program using Visual Basic. See the *Oracle Smart View for Office Developer's Guide* for more information.

Key components are:

- Ribbon—The Oracle Analytics Cloud ribbon contains Oracle Analytics Cloud commands for designing and publishing views in Smart View, inserting, and copying and pasting views from Oracle Analytics Cloud, editing prompts, masking data, editing, and setting preferences.
- Catalog—The catalog is an expandable tree list of the Oracle Analytics Cloud dashboards, analyses, and views that are available to you for insertion into Excel. Each analysis expands to display all views available from that analysis. Only views that are supported and defined in Oracle Analytics Cloud, and for which you have permission, are displayed. You can refresh the catalog to display the latest list of available analyses and views.

Installing the Oracle Analytics Cloud Extension

Related Topics:

- For Smart View End Users
- For Smart View Administrators

For Smart View End Users

To install the extension for Oracle Analytics Cloud:

1. Install Oracle Smart View for Office as instructed by your Smart View administrator.

> **Note:**
>
> In some cases, your administrator may install Smart View automatically for you.

2. After Smart View is installed, and *before* you start Microsoft Excel, Word, or PowerPoint, ensure that you are logged in to your computer with your own user name.

> **Note:**
>
> You must be logged in with your own user name, not an administrator's or anyone else's user name, in order to be able to correctly install and use the extension for Oracle Analytics Cloud.

3. Start Microsoft Excel, Word, or PowerPoint.

> **Note:**
>
> To install the extension for Oracle Analytics Cloud, you can start Excel, Word, or PowerPoint; the extension installation is not launched from Outlook.

   Smart View installs the extension upon the first startup of the Office product and registers the extension to the user that is currently logged in to Windows.

4. To verify that the extension for Oracle Analytics Cloud is installed, from Excel, Word, or PowerPoint, select the Smart View ribbon, then **Options**, and then **Extensions**, and confirm that the extension named "Oracle BI EE" is listed.

   If the extension is not listed, contact your Smart View administrator.

For Smart View Administrators

After Oracle Smart View for Office installation, the Oracle Analytics Cloud extension is installed automatically the first time an Office application is launched. You must ensure that the intended end user is logged in to Windows before Office is launched.

Or, you can control how your Smart View end users install the Oracle Analytics Cloud extension via the **Extensions** page of the Smart View **Options** dialog box. See "Administering Extension Installations and Updates" in the *Oracle Smart View for Office Installation and Configuration Guide* for more information on setting up automatic or manual installations.

If you choose to set up automatic or manual installations, you should install Smart View in a test environment first, then refer to the `UpdateList.xml` file, found in the `extensions` folder of your Smart View installation. Use the entry in this file as a guideline for the Oracle Analytics Cloud entry you will add to the `UpdateList.xml` file, as described in "Configuring Manual Extension Updates" in the *Oracle Smart View for Office Installation and Configuration Guide*.

Working with Windows System Locales in Oracle Analytics Cloud

On each Oracle Smart View for Office client machine, Windows system locales must match that of Smart View in order for any data (numbers, dates, currencies, percentages) to be interpreted correctly.

The following are the applicable Windows system locales:

- Smart View language option

- Microsoft Office language
- Windows Regional Settings
- Windows operating system

When working with Oracle Analytics Cloud data sources, in cases of mismatched Windows system locales, data may display incorrectly, or formatting may be ignored and plain data rendered instead.

An example of a Windows system locale mismatch is the Windows operating system, Regional Settings, and Office language in English, and Smart View in Russian.

When locale mismatches occur, the Smart View log indicates a warning such as the following: "Encountered mismatched locale. Chart will use unformatted data values."

Connecting to Multiple Oracle Analytics Cloud Data Sources

You connect to Oracle Analytics Cloud data sources using private connections, as described in Creating Private Connections. To connect using shared connections, the shared connection information must be stored in a file, as described in "Accessing Shared Connections from an XML File" in the *Oracle Smart View Installation and Configuration Guide*.

Additionally, Oracle Smart View for Office supports multiple Oracle Analytics Cloud private connections on one Office worksheet, slide, or document.

For example, in one worksheet, you may insert two graphs from two different Oracle BI Presentation Catalogs and refresh the sheet. Each graph will be updated with the latest data from the two different servers.

See the *Oracle Smart View for Office Readme* for information about Oracle Analytics Cloud version support for multiple connections.

When connected to multiple Oracle Analytics Cloud servers:

- Users can switch between those connections in the Smart View Panel and browse the respective catalogs.
- Users can insert views from the different connections into the same Office document.
- If View Designer is launched from the Smart View ribbon and no Oracle Analytics Cloud view is selected, then View Designer will be connected to the Oracle Analytics Cloud server that was last used.
- If Paste is invoked from the Smart View ribbon to paste content from Oracle Analytics Cloud, the paste action will use the Oracle Analytics Cloud connection that was last used.
- When refreshing a document containing views from different connections, the views will be refreshed against the servers from which they were inserted.
- There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.

To connect to multiple Oracle Analytics Cloud private connections:

1. From **Smart View Home** or from the menu displayed when you click the arrow next to , click **Private Connections**
2. In the **Private Connections** panel, select a connection from the drop-down menu and, in **Connect to Data Source**, enter your user name and password for the data source.

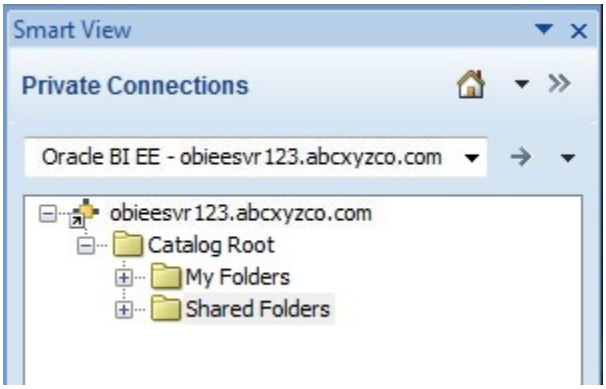
   Assume you have inserted a view from the Oracle Analytics Cloud catalog. Continue with step 3.
3. Move the cursor to a different part of the worksheet, slide, or document.
4. In the **Private Connections** panel, select a different connection from the drop-down menu.
5. In **Connect to Data Source**, enter your user name and password for the second data source.

   You can now insert a view from the newly-connected data source into the Office document
6. Repeat step 3 through step 5 for any other data sources to which you want to connect.

Oracle BI Presentation Catalog

The Oracle BI Presentation Catalog, also referred to as the catalog or catalog tree, is displayed in the Smart View Panel. The catalog tree displays a root node called "Catalog Root" and, by default, two folders called "My Folders" and "Shared Folders".

Figure 21-1 Oracle BI Presentation Catalog, or Catalog Tree



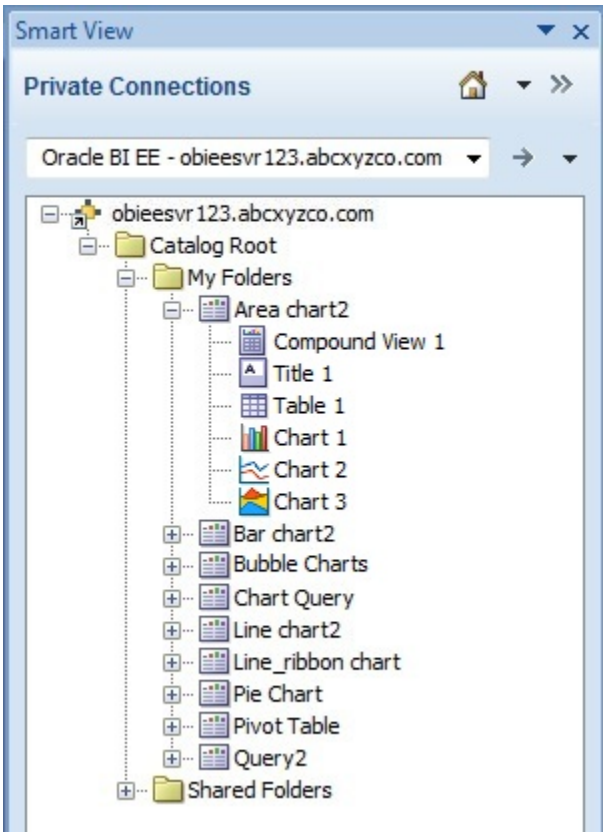
Items that you save to My Folders appear only to you when you expand the folder. Items that other users save to My Folders appear only to them.

Items that you save to Shared Folders can be viewed by all users who have logged on with BI Consumer privileges. If you have BI Consumer privileges, you can also view the items that other users have saved in Shared Folders.

To view the properties of any folder to which you have access, including the name of the folder creator and the creation date, right-click the folder in the catalog tree and select **View Folder Properties**.

The folders in the catalog tree contain a list of analyses, both from Oracle Analytics Cloud and Oracle Smart View for Office, as well as any subfolders created. Expand an analysis node (for example, "Area chart2" under **My Folders**) and the list of views that are stored there is displayed (for example, "Compound View 1" and "Table 1").

Figure 21-2 Catalog Tree Showing Views Under an Analysis Node



To view the properties of an analysis, including the name of the analysis creator, the creation date, and modification date, right-click the analysis in the catalog tree and select **View Analysis Properties**.

You can choose to edit any analysis in Oracle Analytics Cloud. If a view in the analysis was created in Smart View, you can also choose to edit the view in Smart View.

To edit an analysis in Oracle Analytics Cloud, right-click the analysis in the catalog tree and select **Edit Analysis in Answers**.

Selecting this option launches the default browser and opens the analysis editing wizard in Oracle Analytics Cloud. If you are not already logged onto Oracle Analytics Cloud, a login dialog box is displayed where you can enter your credentials. You must have BI Consumer privileges to edit an analysis in Oracle Analytics Cloud.

To edit a view in Smart View, right-click the view in the catalog tree and select **Load view in View Designer**.

In this case, the view must have been created in Smart View. See Launching the View Designer for other methods for accessing views for editing.

From the catalog tree, you can also insert table views, pivot table views, graph views, titles, and compound views into Smart View. See Working with Oracle Analytics Cloud Analyses, Views, and Dashboards.

Working with Oracle Analytics Cloud Analyses, Views, and Dashboards

In Oracle Analytics Cloud, analyses are made up of individual views; dashboards are made up of analyses and individual views.

Supported Oracle Analytics Cloud View and Object Types

You can insert the following views into Oracle Smart View for Office clients (Excel, PowerPoint, and Word) from the catalog or by copying and pasting.

> **Note:**
>
> Drill operations are not supported on Oracle Analytics Cloud views inserted in Smart View. (Drill operations are referred to as Zoom In and Zoom Out in Smart View.)

- **Table Views**

  Table views display data in table format, either in a format similar to the display in Oracle Analytics Cloud (also referred to as native format), or as an Excel table.

  Using the **Insert** option, you can insert table views into all Smart View clients in native format. This format offers no sorting or filtering. Cells with the same data are merged into a single cell.

  In Excel, using the **Insert as Excel Table** command, you can insert a table view as an Excel table. With this format, you can perform further analysis operations, such as sorting and filtering.

  Notes:

  – In Excel, you can insert multiple tables on a worksheet, but you cannot insert a table on top of an existing table. You can, however, do the following:

    * To replace a table, select any cell within the table and click the Delete button on the Oracle BI EE ribbon. Then insert the table into the worksheet.

    * To insert additional tables onto the worksheet, select a cell outside any table views or other view objects, and then insert the table.

  – Excel may not recognize some custom formats in table views and Excel table views may not be recognized by Excel, resulting in an error when the view is inserted into Excel.

- **Pivot Table Views**

  Pivot table views display data in the grouped format defined in Oracle Analytics Cloud, which is also referred to as native format. Features such as page item lists

and group sectioning are maintained. Data can also be displayed in Excel pivot table format.

Using the **Insert** option, you can insert pivot table views into all Smart View clients in native format. As with inserting a table view, this format offers no sorting or filtering; cells with the same data are merged into a single cell.

In Excel, using the **Insert as Excel Pivot** option, you can also insert a pivot table view as an Excel pivot table. With this format, you may perform further analysis operations, such as pivoting, aggregating, drilling, sorting, and filtering.

Notes:

- When working with Excel pivot table views, only views with measure columns of numerical data type are supported.
- There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.
- Excel may not recognize some custom formats in Pivot table views, resulting in an error when the view is inserted into Excel.
- Smart View does not have the “Graph Pivoted Results” functionality of Oracle Analytics Cloud. In order to view a graph of the same row, column and page dimensions of a particular pivot table, you must create a separate chart view in Oracle Analytics Cloud, and then insert that chart view in Smart View.

- **Graph Views**

  Graph views display data by mapping the graph defined in Oracle Analytics Cloud to a graph type supported by Microsoft Office charts.

  Using the **Insert as Image** option, you can insert graphs directly into Smart View clients as a static image. The image cannot be edited or refreshed.

  Using the **Insert** option in all Smart View clients, you can edit and refresh graphs. Smart View attempts to match the graph style from Oracle Analytics Cloud as closely as possible, including graph properties such as visual effect (2D, 3D), canvas size, chart title, subtitle, axis titles, legend and legend position, axis scale, data format (numeric, date, currency format), and title and label formatting.

  If a matching Office chart type is not available, you can insert the graph view as an image. See Supported Oracle Analytics Cloud Chart and Object Types and Unsupported Oracle Analytics Cloud Chart and Object Types.

- **Gauge Views** and **Funnel Graph Views**

  In Oracle Analytics Cloud, gauge views and funnel graph views are separate object types from graph views.

  Using the **Insert as Image** option, you can insert gauge and funnel views directly into Smart View clients as a static image. You cannot edit or refresh the image.

- **Title Views**

  Title views display the title of a report, along with other information that is part of the Oracle Analytics Cloud title view.

  Title views typically include title text, subtitle text, the analysis name, the date and time inserted, an optional logo, and an optional URL (for example, a help link). Title views are inserted into Smart View clients as a collection of text boxes and images grouped together as a single Office object.

- **Compound Views**

  Compound views display data as an assembly of different views.

  You can insert compound views into all Smart View clients. Smart View inserts all supported views that make up the compound view. Each type of view—table, pivot table, graph, gauge, funnel, filter, and title—is inserted into Smart View clients in its own default format.

  In Word, all views are inserted next to and below each other filling pages in the active Word document.

  In Excel or PowerPoint, users are prompted to choose between inserting all the views on one sheet or slide, or inserting each view on a separate sheet or slide.

Inserting Tables and Pivot Tables

The maximum number of rows and columns that you can insert depends on the version of Excel you are using. See Microsoft Excel documentation for worksheet size limits.

To insert a table or pivot table:

1. Place the cursor at the point in the Excel worksheet, PowerPoint slide, or Word page where you want the table or pivot table to begin.
2. In the catalog tree in the Smart View Panel, right-click a table or pivot table.
3. Select one of the following:
   - **Insert**—The selected table view or pivot table view is inserted in the format defined in Oracle Analytics Cloud. See Figure 1 and Figure 2

     If prompts are defined for the table or pivot table in Oracle Analytics Cloud, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the table or pivot table is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle Analytics Cloud ribbon. See Working with Prompts for more information.

     If page prompts are defined for the table or pivot table (view prompts in Oracle Analytics Cloud), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle Analytics Cloud ribbon. See .Working with Page Prompts.

Figure 21-3 Table View Inserted as Table with Formatting from Oracle Analytics Cloud

	A	B	C
1	D1 Office	Guadalupe Office	
2			
3	1- Revenue	2- Billed Quantity	T05 Per Name Year
4	1218703.43	126416	2008
5	1218703.43 Total	126416	2008 Total
6	1140273.25	124481	2009
7	1140273.25 Total	124481	2009 Total
8	1412013.01	153615	2010
9	1412013.01 Total	153615	2010 Total
10			
11			
12	D1 Office	Figueroa Office	
13			
14	1- Revenue	2- Billed Quantity	T05 Per Name Year
15	1335360.24	144293	2008
16	1335360.24 Total	144293	2008 Total
17	1142302.6	118765	2009
18	1142302.60 Total	118765	2009 Total
19	1613498.14	173192	2010
20	1613498.14 Total	173192	2010 Total

Figure 21-4 Pivot Table Inserted as a Pivot Table with Formatting from Oracle Analytics Cloud

	A	B	C	D	E	F
1			2008		2009	
2			1- Revenue	2- Billed Quantity	1- Revenue	2- Billed Quantity
3	D1 Office	D2 Department				
4	Montgomery Office Total		409261.44	44404	474402.83	49612
5	Montgomery Office	Entertainment Dept.	409261.44	44404	474402.83	49612
6	Blue Bell Office Total		762007.79	76964	626768.91	69812
7	Blue Bell Office	Entertainment Dept.	762007.79	76964	626768.91	69812
8	Foster Office Total		665353.16	73453	499749.5	53700
9	Foster Office	Technology Dept.	665353.16	73453	499749.5	53700
10	Glenn Office Total		380957.44	41450	335018.03	35817
11	Glenn Office	Technology Dept.	380957.44	41450	335018.03	35817
12	Tellaro Office Total		572256.65	62393	470830.43	51801
13	Tellaro Office	Technology Dept.	572256.65	62393	470830.43	51801
14	Madison Office Total		472503.56	51717	410123.97	47135
15	Madison Office	Translated Products	472503.56	51717	410123.97	47135
16	Eden Office Total		531569.71	62894	502306.03	54444
17	Eden Office	Translated Products	531569.71	62894	502306.03	54444
18	Sherman Office Total		780186.36	84984	680636.06	75006
19	Sherman Office	Translated Products	780186.36	84984	680636.06	75006

In Oracle Smart View for Office clients, the table is displayed in the form a grid.

- **Insert as Excel Table** (table views only)—The selected table view is inserted as an Excel table. Columns in the page prompt edge and section edge, if present, are moved to the top of the table as drop-down headings. Select this option when you want to use Excel operations to filter, define formulas, sort, and perform other Excel tasks.

  When a table view is inserted as an Excel table, prompts that are defined in Oracle Analytics Cloud are not available.

  The selected table is inserted on the worksheet.

Figure 21-5 Portion of a Table View Inserted as an Excel Table

	A	B	C	D	E
1	T05 Per Name Yea	D1 Office	D2 Department	2- Billed Quantity	1- Revenue
2	2008	Montgomery Office	Entertainment Dept.	44404	409261.44
3	2008	Blue Bell Office	Entertainment Dept.	76964	762007.79
4	2008	Foster Office	Technology Dept.	73453	665353.16
5	2008	Glenn Office	Technology Dept.	41450	380957.44
6	2008	Tellaro Office	Technology Dept.	62393	572256.65
7	2008	Madison Office	Translated Products	51717	472503.56
8	2008	Eden Office	Translated Products	62894	531569.71
9	2008	Sherman Office	Translated Products	84984	780186.36
10	2008	Casino Office	Test Programs Dept.	77474	739129.6
11	2008	Merrimon Office	Test Programs Dept.	55194	526620.06
12	2008	Perry Office	Equipment Dept.	109600	1095278.63
13	2008	Eiffel Office	Equipment Dept.	131681	1172037.85
14	2008	Spring Office	Operations Dept.	119880	1136782.66
15	2008	Mills Office	Operations Dept.	73890	713164.64
16	2008	College Office	Surplus Dept.	117934	1072744.45

- **Insert as Excel Pivot** (pivot table views only)—The selected pivot table view is inserted as an Excel pivot table. Columns in the page edge and section edge, if present, are mapped to the report filters area, and columns in the measures edge are moved to the values area. Select this option when you want to perform further analysis, such as aggregating, pivoting, drilling, sorting, and filtering.

  The selected table or pivot table is inserted on the worksheet. See Figure 4.

  Notes:

  – When a pivot table view is inserted as an Excel Pivot table, prompts that are defined in Oracle Analytics Cloud are not available.

  – When working with Excel pivot table views, only views with measure columns of numerical data type are supported.

  – There can be only one Excel pivot table view per Excel worksheet. Additionally, Excel pivot table views are always inserted onto a new worksheet. This is the expected behavior, whether you are working with a single data source connection or with multiple connections.

Figure 21-6 Pivot Table Inserted as an Excel Pivot Table

	A	B	C	D	E	F	G
1				T05 Per Name Year			
2	D1 Office	D2 Department	Data	2008	2009	2010	Grand Total
3	Blue Bell Office	Entertainment Dept.	Sum of 2- Billed Quantity	76964	69812	85062	231838
4			Sum of 1- Revenue	762007.79	626768.91	801073.08	2189849.78
5	Blue Bell Office Sum of 2- Billed Quantity			76964	69812	85062	231838
6	Blue Bell Office Sum of 1- Revenue			762007.79	626768.91	801073.08	2189849.78
7	Casino Office	Test Programs Dept.	Sum of 2- Billed Quantity	77474	66313	88807	232594
8			Sum of 1- Revenue	739129.6	594498.95	846609.99	2180238.54
9	Casino Office Sum of 2- Billed Quantity			77474	66313	88807	232594
10	Casino Office Sum of 1- Revenue			739129.6	594498.95	846609.99	2180238.54
11	College Office	Surplus Dept.	Sum of 2- Billed Quantity	117934	104384	115288	337606
12			Sum of 1- Revenue	1072744.45	974454.3	1150437.44	3197636.19
13	College Office Sum of 2- Billed Quantity			117934	104384	115288	337606
14	College Office Sum of 1- Revenue			1072744.45	974454.3	1150437.44	3197636.19
15	Copper Office	Local Plants Dept.	Sum of 2- Billed Quantity	112428	98158	124486	335072
16			Sum of 1- Revenue	994751.43	924933.74	1159553.05	3079238.22
17	Copper Office Sum of 2- Billed Quantity			112428	98158	124486	335072
18	Copper Office Sum of 1- Revenue			994751.43	924933.74	1159553.05	3079238.22
19	Eden Office	Translated Products	Sum of 2- Billed Quantity	62894	54444	65983	183321

You can edit tables and pivot tables as described in Editing an Analysis in Oracle Analytics Cloud.

Inserting Graphs

When inserting graphs, Oracle Smart View for Office attempts to map the Oracle Analytics Cloud graph into a chart type supported by Microsoft Office 2007 charts. Further, Smart View attempts to match visual effects, such as 2D or 3D, and other graph properties such as canvas size, axis scale, data format, and formatting in terms of font styles and colors.

When a matching chart type is not available, the graph view can only be inserted as image.

See Supported Oracle Analytics Cloud Chart and Object Types and Unsupported Oracle Analytics Cloud Chart and Object Types.

To insert a graph:

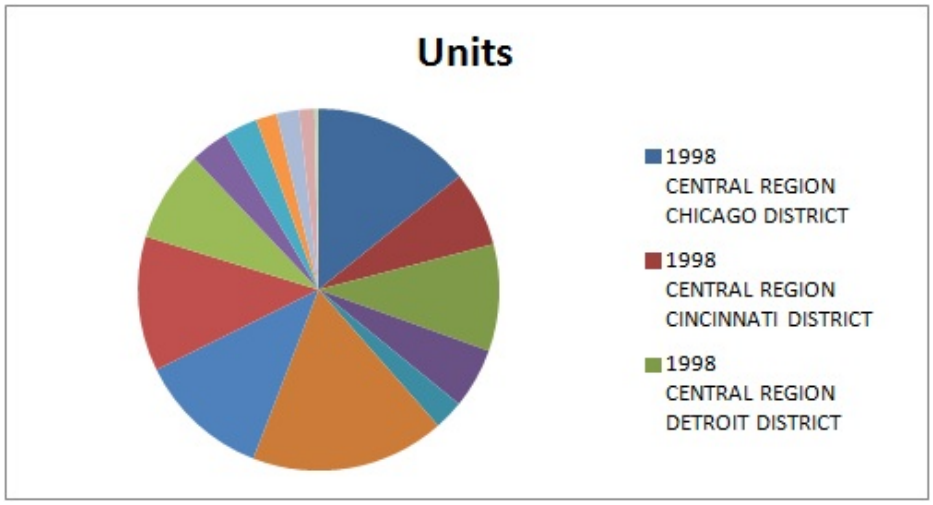
1. From the catalog, right-click a graph view.
2. Select an option:
   - **Insert**—The selected graph is inserted as an Excel chart, which can be edited, masked, and refreshed.

     If prompts are defined for the graph in Oracle Analytics Cloud, the **Prompt Selector** dialog box is displayed where you make selections on the data to display (otherwise, the graph is inserted directly). After the initial insert, you may edit the prompts by clicking the **Edit Prompts** icon in the Oracle Analytics Cloud ribbon. See Working with Prompts.

     If page prompts are defined for the graph (view prompts in Oracle Analytics Cloud), you may edit them by clicking the **Edit Page Prompts** icon in the Oracle Analytics Cloud ribbon. See Working with Prompts for more information.

     If no prompts are defined for this analysis, then the graph is inserted directly. See Figure 1.

Figure 21-7 A Pie Chart View Inserted as an Excel Chart



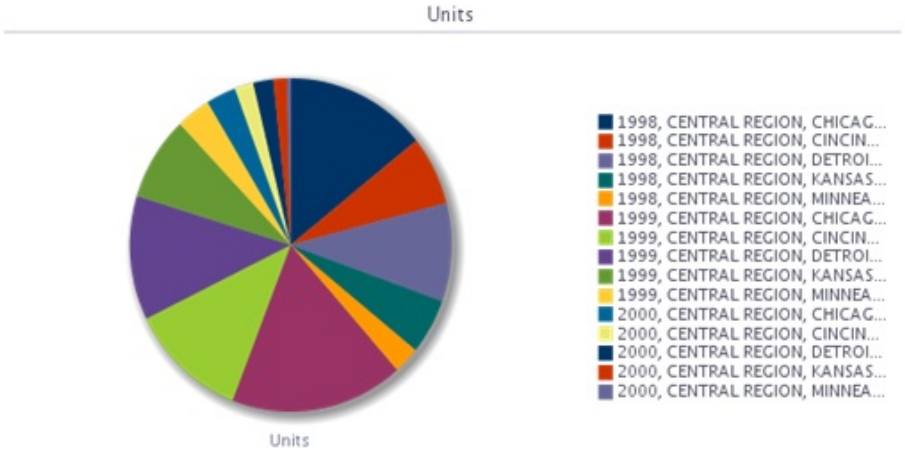
You can edit graphs inserted this way as described in Editing Views Created in Oracle Analytics Cloud.

- **Insert as Image**—The selected graph is inserted as an image of the graph, which cannot be edited or customized.

  When a graph is inserted directly as an image, prompts, page prompts, and sections that are defined in Oracle Analytics Cloud are not available.

  Note that gauge and funnel objects can only be inserted using the **Insert as Image** command.

Figure 21-8 A Pie Chart View Inserted as an Image



Once inserted, whether as an Excel chart or as an image, both types of graphs shown can be resized by stretching them.

Supported Oracle Analytics Cloud Chart and Object Types

The following chart subtypes are supported:

- Line
- Bar: Vertical, Horizontal, Stacked Vertical, Stacked Horizontal, 100% Stacked Vertical, 100% Stacked Horizontal
- Area: Stacked, 100% Stacked
- Pie graph
- Bubble
- Scatter
- Line-bar Combination: Standard, Stacked
- Radar

The following graphs can only be inserted as an image:

- Time Series Line
- Pareto
- Waterfall

The following objects can only be inserted as an image:

- Gauge
- Funnel

Unsupported Oracle Analytics Cloud Chart and Object Types

The following view types are not supported:

- Performance Tiles
- Trellis views
- Map views
- Filters views—You can only view properties for filter views, using the **View Analysis Properties** command in the catalog tree.
- Selection Steps
- Column Selector
- View Selector
- Legend
- Narrative
- Ticker
- Static Text
- Logical SQL
- Create Segment
- Create Target List

Inserting Compound Views

To insert a compound view:

1. From the catalog, select the compound view to insert.
2. Right-click and select **Insert All Views**.
3. When prompted, choose an option:
   - **One object per sheet/slide** to insert each object in the compound view on a separate sheet in Excel, or a separate slide in PowerPoint.
   - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

   In Excel, objects are inserted on a new sheet or sheets, even if there are unused sheets in the workbook.

   In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

   The default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action will be used automatically.

   A message notifies you of unsupported view types in the compound view. Unsupported view types are not inserted.

> **Note:**
>
> You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the compound view remain unchanged. See Refreshing Views, Working with Prompts, and Working with Page Prompts.

Inserting Dashboards

Dashboards are displayed in the catalog tree as folders. A dashboard folder can be expanded to show dashboard pages; a dashboard page can be expanded to show the list of analyses included in that page. You can insert dashboard pages into Excel, PowerPoint, and Word.

To insert dashboard pages into Office applications:

1. From the catalog, right-click a dashboard page and select **Insert All Views**.
2. When prompted, choose an option:
   - **One object per sheet/slide** to insert each object in the dashboard on a separate sheet in Excel, or a separate slide in PowerPoint.
   - **All objects on one sheet/slide** to display all objects on one Excel sheet or PowerPoint slide.

   In Word, objects are placed adjacent to and below other objects on a sheet until the sheet is filled, and then continues filling as many sheets as required to hold all the objects.

   Default display is selected for the table, pivot table, and graph view types; that is, the **Insert** action is used automatically.

   A message notifies of unsupported view types in the dashboard. Unsupported view types are not inserted.

> **Note:**
>
> You may perform Refresh and edit prompt and page prompts for selected views. Unselected views from the dashboard remain unchanged. See Refreshing Views, Working with Prompts, and Working with Page Prompts.

Working with Prompts

Prompts enable users to specify criteria that determines the content of the view that they are inserting. Oracle Smart View for Office supports both prompts and page prompts. See Working with Page Prompts for information on page prompts.

Prompts in Smart View are the equivalent of prompts in Oracle Analytics Cloud. Smart View only supports column prompts.

Prompts are defined at the analysis level in Oracle Analytics Cloud. Users are prompted to enter values for these prompts each time a view is inserted in Smart View.

If prompts are defined on an analysis in Oracle Analytics Cloud, then when you insert a table, pivot table, or graph view from the analysis into Smart View, you are prompted to select the data to be displayed for that view. When inserting a compound view from an analysis that has prompts defined, you are prompted to enter values only one time for all the views in that compound view.

For example, a prompt on Year is designated for an analysis, and the years 2010, 2011, and 2012 are available to choose from. When you insert a table, pivot table, or graph, you are prompted to select which year's data to display: 2010, 2011, or 2012. Or, you can choose to insert the compound view, and the prompt selection you make is applied to all the views inserted. After insertion, you can edit the prompts on each individual view to select another year's data to display.

Views can only be edited individually. The edit operation will prompt you for the values to be selected for each view that is being edited.

You may edit prompts in views that were inserted, or copied and pasted.

> **Note:**
>
> Prompts defined on hierarchical columns in Oracle Analytics Cloud are not supported in Smart View.

To edit prompts:

1. From the worksheet, select a view:
   - Graph views—Select the graph.
   - Table and pivot table views—Select a cell in the table.
2. From the Oracle Analytics Cloud ribbon, select the **Edit Prompts** button to display your original selections.

Figure 21-9 Edit Prompts Button

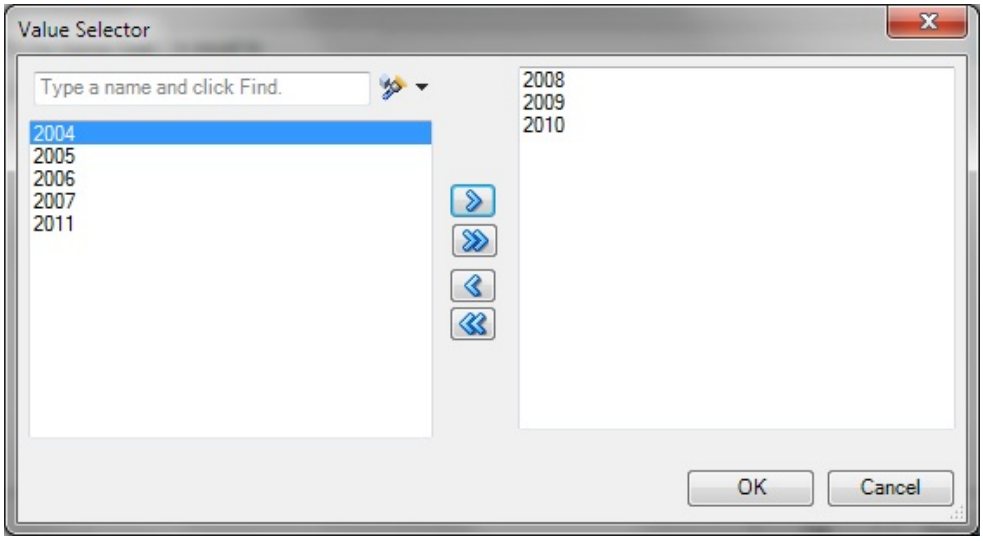
If the report definition has changed on the server, your selections are reset, and you must select all prompts and columns again.

3. In the **Prompt Selector**, modify the prompt selections.

   Depending on how the prompt was set up in Oracle Analytics Cloud, you may be selecting data directly from a drop-down list on the **Prompt Selector**. You may also be picking values from the **Value Selector** dialog box.

   Figure 2 is an example of a **Value Selector**, where the years 2008, 2009, and 2010 were selected for display.

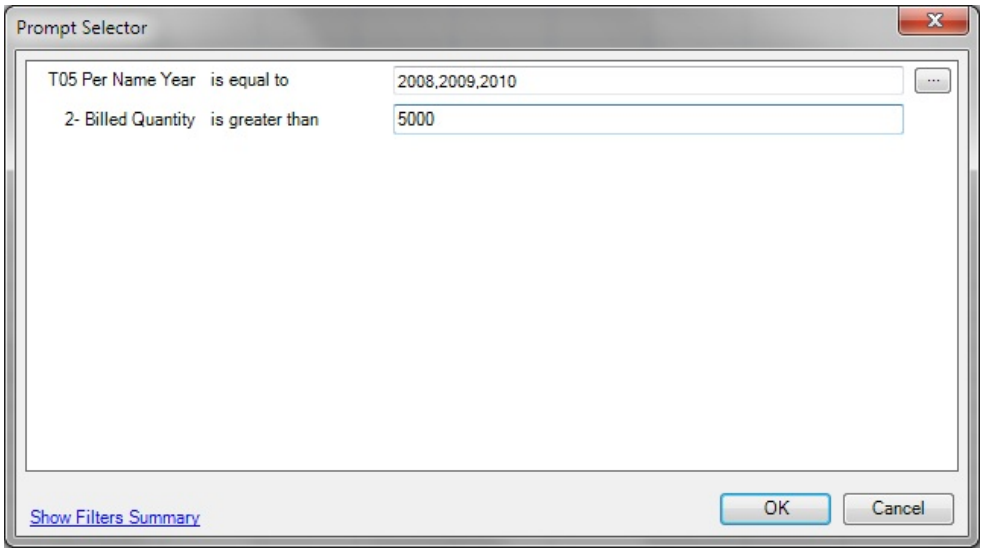
Figure 21-10 Value Selector Dialog Box Showing the Years 2008, 2009, and 2010 Selected



After you click **OK** in the **Value Selector**, the selections populate the first prompt in the example **Prompt Selector** . A second prompt in the example **Prompt Selector** requires that you directly enter an amount; in this example, the amount to display is Billed Quantity greater than $5,000.

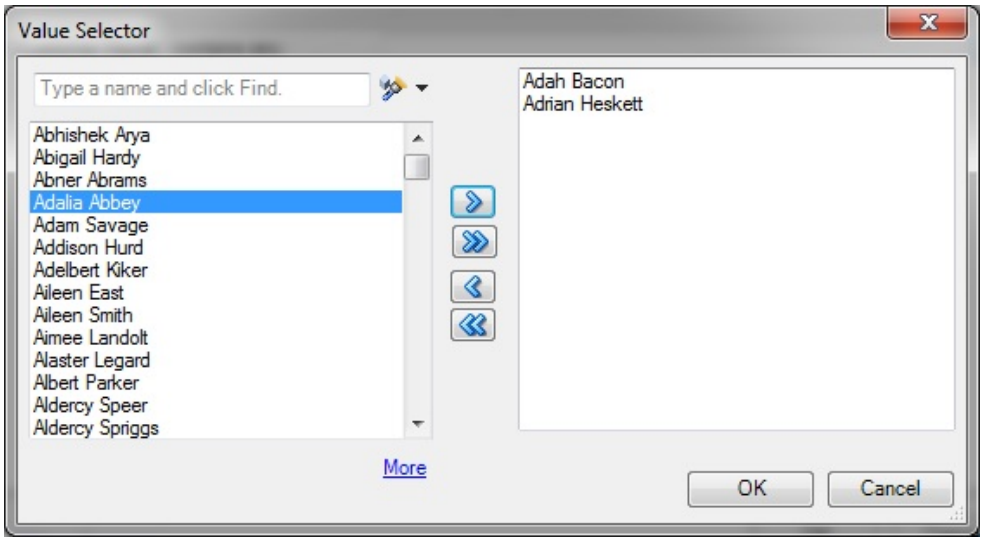
The completed **Prompt Selector** dialog then looks like Figure 3.

Figure 21-11 Filled-In Prompt Selector



In some cases, the data to choose from can be exceedingly long. To accommodate loading large amounts of data in the **Value Selector**, Smart View presents values in groups. Scroll and make selections from the first group shown, then click **More** to view and make selections from the next group. Continue clicking **More** until you have viewed and made selections from the entire data list. Figure 4 shows an example.

Figure 21-12 Value Selector Showing "More" for Large Amounts of Data



4. Click **OK** to close the **Prompt Selector**.

   After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5. Repeat this procedure to edit the prompts to change the output displayed.

Working with Page Prompts

Page prompts enable users to specify criteria that determines the content of the view that has been inserted. Oracle Smart View for Office supports both page prompts and prompts. See also Working with Prompts.

Page Prompts in Smart View are the equivalent of view prompts in Oracle Analytics Cloud. View prompts are specified on individual views within an analysis. Smart View supports table prompts, graph prompts, and gauge prompts in Oracle Analytics Cloud; these types of prompts are called page prompts in Smart View.

Page prompts may vary on individual views within an analysis. An individual table view within an analysis may have a page prompt set on Year, and a pivot table view within the same analysis may have a page prompt set on Line of Business.

When you first insert a view that contains page prompts, a view state is selected by default. For example, if a prompt on Year is specified on a particular view within an analysis, and the years 2010, 2011, and 2012 are available to choose from, you are not prompted for these at the time of insertion. Instead, a default state of the view is inserted. For example, 2010 data may automatically be inserted, as the first year in the list of years available. You can then edit the page prompts to select another year's data to display for this view.

You may edit page prompts in views that have been inserted, or copied and pasted.

To edit page prompts:

1. From the worksheet, select a view:
   - Graph views—Select the graph.
   - Table and pivot table views—Select any cell in the table.
2. From the Oracle Analytics Cloud ribbon, select the **Edit Page Prompts** button to display the default page prompt selections for a particular view.

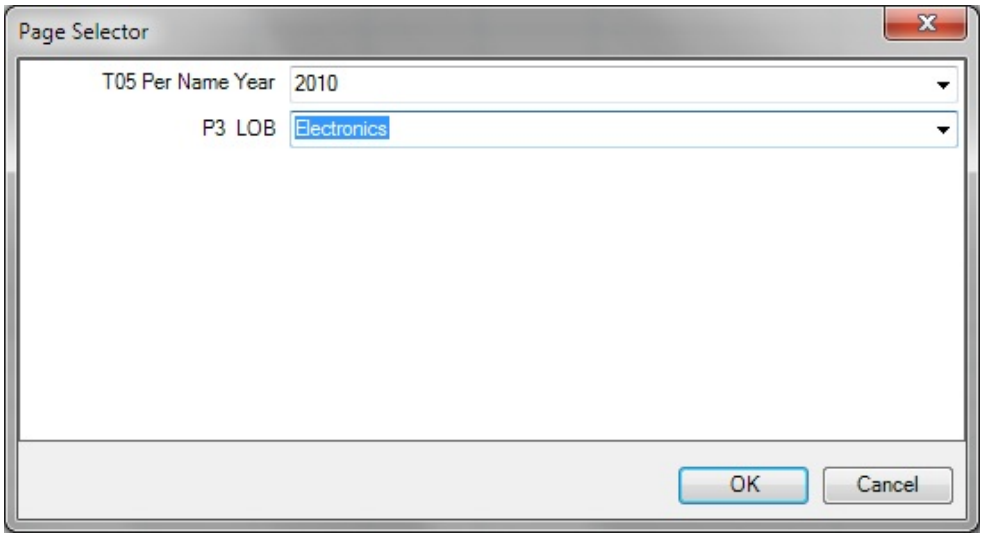
Figure 21-13 Edit Page Prompts Button

If the report definition has changed on the server, your selections are reset, and you must select all page prompts again.

3. In the **Page Selector**, modify the page prompt selections by selecting from the drop-down lists.

   Working with Page Prompts shows a **Page Selector** dialog box, where users select a Year and a Line of Business. In the example, selections were made to display 2010 for the year, and Electronics for the Line of Business.

Figure 21-14 Filled-in Page Selector



4. Click **OK** to close the **Page Selector**.

   After you make selections and click **OK**, the view is immediately refreshed and reflects your selections.

5. Repeat this procedure to edit the page prompts to change the output displayed.

Specifying Preferences for Refreshing Views

You can specify preferences for refreshing each view. The refresh preferences that you set for each view within a worksheet, slide, or page are saved along with the Office document (Excel workbook, PowerPoint slide presentation, or Word document).

To specify preferences for refreshing a view:

1. Ensure that one or more Oracle Analytics Cloud views are inserted into Oracle Smart View for Office.

2. In **Document Contents**, click to refresh the content of the pane.

   All views that were inserted into the active Office application are displayed in **Document Contents** in a tree format.

3. Select a view in **Document Contents**, and then select **Properties**.

4. In **Properties**, select an option from **Refresh Preferences**:

   - **Refresh Data**—Refreshes only the data points in the selected view or analysis.

     Any changes made to formatting in the sheet, slide, or page are retained.

   - **Replace View**—Replaces the entire view, including any formatting changes set in Oracle Analytics Cloud.

     If you select this option, your prompt and graph selections and custom formatting are lost upon refresh if the view definition has changed.

> **Note:**
>
> Oracle Business Intelligence Enterprise Edition title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the worksheet or workbook.

- **Do not refresh**—Refreshing is not allowed.

5. Click **OK** to save the **Refresh Preference** selection.

   Continue with Refreshing Views.

Refreshing Views

You can refresh the data from Oracle Analytics Cloud in your inserted views. You have the option of refreshing selected views or refreshing all views, depending on the Office document type, as follows.

Excel

- Individual views
- Individual worksheets
- Entire workbook

PowerPoint

- Individual views
- Individual slides
- Entire presentation

Word

- Individual views
- Entire document

You can refresh views from the Document Contents pane, the Oracle Analytics Cloud ribbon, or the Oracle Smart View for Office ribbon.

The refresh action is limited according to the Refresh Preference set for a selected view. See Specifying Preferences for Refreshing Views for information.

Note that when you refresh, title views are not included in refresh actions, so all customizations to a title view are retained when you refresh the Office document.

When there are multiple objects on an Office document, if you attempt to refresh the document without having already connected, then you will be prompted for your login credentials once for all objects. If you choose to cancel instead, the **Connect to Data Source** dialog box will appear for each object on the sheet, and you must click **Cancel** for each object. For example, if there are six objects on the sheet, the dialog box will appear six times, once for each object.

To refresh Oracle Analytics Cloud views from the **Document Contents** pane:

1. In **Document Contents** , ensure that **Oracle Analytics Cloud - Document Hierarchy** is displayed in the drop-down list box.

2. In **Document Contents**, click to refresh the contents of the tree.

   From **Document Contents**, you can refresh individual views in all Office applications, individual worksheets, and individual slides.

3. Perform an action:

   - To refresh a selected view in an Excel sheet, PowerPoint slide, or Word document, select the view object from the tree in **Document Contents**, and then select the **Refresh View** action from the right-click menu or click the **Refresh View** link at the bottom of the pane.

     Repeat for each view that you want to refresh.

   - To refresh all Oracle Analytics Cloud views on a selected Excel worksheet or PowerPoint slide, select the sheet or slide from the tree in **Document Contents**, and then select the **Refresh** action from the right-click menu or click the **Refresh** link at the bottom of the pane.

     Repeat for each sheet or slide that you want to refresh.

To refresh all Oracle Analytics Cloud views on a worksheet or slide, or an entire Word document, using the ribbons:

1. Perform an action:

   - Select the worksheet or slide to make it active.
   - Place your cursor in the Word document to select it.

2. Click **Refresh** in the Oracle Analytics Cloud ribbon or the Smart View ribbon.

To refresh all Oracle Analytics Cloud views in an Excel workbook, PowerPoint presentation, or Word document:

1. Place your cursor anywhere in the workbook, presentation or document to select it.

2. Perform an action:

   - To refresh all Oracle Analytics Cloud views in an Excel workbook, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh all Worksheets**. Figure 1 shows the Refresh icon with the arrow:

     Figure 21-15 Refresh Icon with Down Arrow in Excel and PowerPoint

     Alternatively, click the down arrow in **Refresh** in the Oracle Analytics Cloud ribbon and select **Refresh Workbook Data**.

   - To refresh all Oracle Analytics Cloud views in a PowerPoint presentation, click the down arrow in **Refresh** in the Smart View ribbon and select **Refresh All Slides**.

     Alternatively, click the down arrow in Refresh in the Oracle Analytics Cloud ribbon and select **Refresh Presentation Data**.

- To refresh all views in a Word document, click **Refresh** in the Oracle Analytics Cloud ribbon or the Smart View ribbon. The Refresh icon in Word does not contain a down arrow, as shown in Figure 2.

Figure 21-16 Refresh Icon in Word

> **Note:**
>
> If requested, provide your credentials for Oracle Analytics Cloud.

Masking Data in Views

You can mask data in the Oracle Analytics Cloud views that you insert in Office documents and in views you create using the View Designer. You have the option of masking data in:

- Selected views
- All views on sheet or a slide
- All views in an Office document

Using the Mask Data functionality in Oracle Smart View for Office, you can perform these actions:

- Select a single Smart View object in an Excel sheet or PowerPoint slide and mask data only in that object
- Mask data in the active Excel worksheet or PowerPoint slide
- Mask data in the active workbook, presentation, or Word document

You can invoke Mask Data from these locations:

- Document Contents in the Smart View Panel
- Oracle Analytics Cloud ribbon

Masking Data for an Individual View

To mask data in an individual view in an Excel worksheet or PowerPoint slide:

1. In Excel or PowerPoint, click in **Document Contents** to refresh the contents of the tree.

> **Note:**
>
> Data in Word documents can only be masked in their entirety; you cannot mask data in individual views in Word.

2. Locate the view with data that you want to mask in **Document Contents**, and then select it.
3. Click the **Mask Data** link in **Document Contents**.

   In a table object, cells are replaced with the text, "Need refresh"; in a graph, the area becomes blank and a small lock image is displayed.
4. Save the current workbook or presentation.

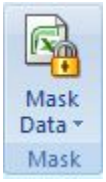
   The masked state of the view remains intact after saving.
5. To display the data in the masked view, click in **Document Contents**, select the view in the tree, and then click the **Refresh View** link.

Masking Data on a Sheet or Slide

To mask data on an Excel worksheet or PowerPoint slide:

1. Choose a method to select a sheet or slide:
   - Place the cursor directly in a sheet or slide
   - In **Document Contents**, click , locate the sheet or slide in the tree, and then select it.
2. Choose a method to mask data for all objects on the selected sheet or slide:
   - In the Oracle Analytics Cloud ribbon, click the **Mask Data** button.

     Figure 21-17 Mask Data Button

   - In **Document Contents**, click the **Mask Data** link.

   Data on the sheet or slide is masked.

> **Note:**
>
> Data in Word documents can only be masked in their entirety; you cannot mask data on individual pages in Word.

3. Save the current workbook or presentation.

   The masked state of the sheet or slide remains intact after saving.
4. To display the data in the masked sheet or slide, click in **Document Contents**, select the sheet or slide in the tree, and then click the **Refresh** link.

   Alternatively, place the cursor in the sheet or slide to refresh, and then click

   .

Masking Data in an Entire Office Document

To mask data in an entire Office document:

1. From the Oracle Analytics Cloud ribbon in the opened Office document, perform an action:
   - **Excel:** Click the down arrow in

and select **Mask Workbook Data**.
   - **PowerPoint:** Click the down arrow in

and select **Mask Presentation Data**.
   - **Word:** Click

.

> **Note:**
>
> Word documents can only be masked in their entirety; you cannot mask individual pages in Word.

2. Save the current Office document.

   The masked state of the workbook, presentation, or document remains intact after saving.

3. To display the masked data, click in **Document Contents**, select the sheet, slide, or document in the tree, and then click the **Refresh** link.

   Alternatively, place the cursor in the sheet, slide, or document to be refreshed, and then click

.

Viewing Properties of an Oracle Analytics Cloud Object

You can view various properties of a selected worksheet, slide, document, or view.

To view the properties of an Oracle Analytics Cloud object:

1. Select an Oracle Analytics Cloud object.

   Select an actual object and not a sheet or slide.

2. Click the **Properties** link at the bottom of the **Document Contents** pane.

Copying and Pasting Oracle Analytics Cloud Objects Between Office Applications

You can copy Oracle Analytics Cloud objects within and between Office applications as follows:

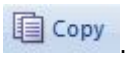
- Graphs can be copied within and between any Office application.
- Tables and pivot tables can be copied within and between Word and PowerPoint.
- Tables and pivot tables cannot be copied within Excel, from Excel to another Office application, or from another Office application to Excel.
- Tables and pivot tables can only be copied and pasted by sections.

Copying and Pasting a Graph View

To copy and paste a graph view:

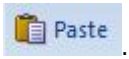
1. In Excel, Word, or PowerPoint, select the graph view to copy.

   You can use Document Contents to locate the view, but then select the graph directly in the sheet, slide, or page.

2. From the **Oracle Analytics Cloud** ribbon, click 

.
3. Access the Office application and position the cursor where you want to paste the graph view.

   For example, if you are pasting within an Office application (or if you are copying from Excel and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4. Click 

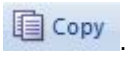
.
5. Repeat for all graphs that you want to copy and paste.

Copying and Pasting a Table or Pivot Table View

To copy and paste a table view or pivot table view:

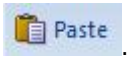
1. In Word or PowerPoint, select the table view or pivot table view to copy.

   You can use Document Contents to locate the view, but then select the table or pivot table directly in the slide or page.

2. From the **Oracle Analytics Cloud** ribbon, click 

.
3. Access the Office application and position the cursor where you want to paste the table or pivot table view.

   For example, if you are pasting within an Office application (or if you are copying from Word and want to paste into PowerPoint, open PowerPoint), position the cursor at the point within the Office document where you want to paste the object.

4. Click 

.

5. Repeat for all tables or pivot tables that you want to copy and paste.

Editing an Analysis in Oracle Analytics Cloud

If the available view does not display the data required, or the data is not displayed as desired, you can edit the view in Oracle Analytics Cloud.

> **Note:**
>
> To edit a view in Oracle Analytics Cloud, you must have the required permissions.

To edit a view in Oracle Analytics Cloud:

1. From the Catalog, right-click the view, and then select **Edit Analysis in Answers**.
2. In the login screen, enter your credentials for Oracle Analytics Cloud.

   The selected view is displayed in Oracle Analytics Cloud.
3. In Oracle Analytics Cloud, edit and save the view.
4. Return to the Office application.
5. From the **Oracle Analytics Cloud** ribbon, click **Refresh**, and verify that your changes are reflected in the view.

Copying and Pasting Views From Oracle Analytics Cloud to Office

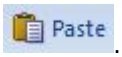
You can copy and paste views from Oracle Analytics Cloud to Oracle Smart View for Office.

When you refresh pasted views, the data is refreshed, but the view definition is not, even if its definition has been modified in Oracle Analytics Cloud.

> **Note:**
>
> When copying and pasting views from Oracle Analytics Cloud to Smart View, some formatting may not be imported to Office.

To copy and paste a view:

1. Ensure that you are logged into Oracle Analytics Cloud.
2. From Oracle Analytics Cloud or Interactive Dashboards, launch the analysis that you want to copy.
3. Click the **Copy** link at the bottom of the analysis (displayed only if the analysis is enabled for copying).
4. Open an Office application, such as Excel, and connect to the appropriate Oracle Analytics Cloud data source.

5. From the **Oracle Analytics Cloud** ribbon, click 

.

Editing Views Created in Oracle Analytics Cloud

Related Topics:

- What Can and Cannot Be Edited
- Editing Pivot Tables Inserted into PowerPoint
- Other Guidelines

What Can and Cannot Be Edited

Note the following when editing views that were created in Oracle Analytics Cloud:

- Table views and graph views that are inserted or pasted as Microsoft objects using the **Insert** command can be edited in Excel, PowerPoint, or Word.
- Table views that are inserted or pasted as lists, and graphs views that are inserted as images cannot be edited in Excel.
- Views that are inserted or pasted as images cannot be edited in PowerPoint.

Editing Pivot Tables Inserted into PowerPoint

Consider the following items when editing pivot table views that were created in Oracle Analytics Cloud.

Small Pivot Tables

For small pivot tables in PowerPoint, to change column width and row height, use the mouse to drag column and row borders to the desired height and width.

Large Pivot Tables

To adjust column width and row height in large pivot tables, especially where rows and columns are outside of the slide area, use PowerPoint's table editing tools in as follows:

1. Select the pivot table.
2. Select the **Layout** ribbon in PowerPoint.
3. Select a row or column in the pivot table.
4. Adjust height and width by changing the height and width values in the **Cell Size** group.

Other Guidelines

Note the following guidelines when editing views that were created in Oracle Analytics Cloud:

- Oracle Smart View for Office does not support duplication of charts or tables through the PowerPoint "Duplicate Slide" command.

In PowerPoint, after duplicating a slide containing a chart, any attempt to update the prompts of either chart result in the prompts for only the original chart being updated. The chart on the duplicate slide is never updated.

For a pivot table inserted into a PowerPoint slide then duplicated, if you change the prompt for either pivot table, only the pivot table original slide is updated, whether you changed the prompt in the original slide or the duplicate.

- Some modifications made to graphs using Microsoft Office formatting tools—such as changes to colors—may not persist when prompts are changed and the graph is refreshed. Smart View does not keep track of such formatting changes; this is done by Microsoft Office. When a graph series is removed, the format of the series is removed by Office as well. Changing prompts can cause the series count and order to change, which means the formatting will also change. This is expected behavior.

Working with Views Using the View Designer

Using the View Designer in Oracle Smart View for Office, you can create ad hoc views based on an Oracle Analytics Cloud subject area. Views created in Smart View can be saved to the Oracle BI Presentation CatalogOracle Business Intelligence and edited in either Smart View or Oracle Analytics Cloud.

View Designer is available in Microsoft Excel, Word, and PowerPoint.

Launching the View Designer

Depending on whether you are creating a view or editing a view, you can launch the View Designer using the methods described in this topic.

To launch the View Designer:

1. Perform an action:
   - To create a new view:
     - Right-click the **Catalog Root** node in the catalog tree, and then select **Create New View**.
     - Select the **Catalog Root** node in the catalog tree, and then select **Create New View** at the bottom of the Smart View Panel.
     - From the Oracle BI EE ribbon ribbon, click the View Designer icon.

       Figure 21-18 View Designer Icon

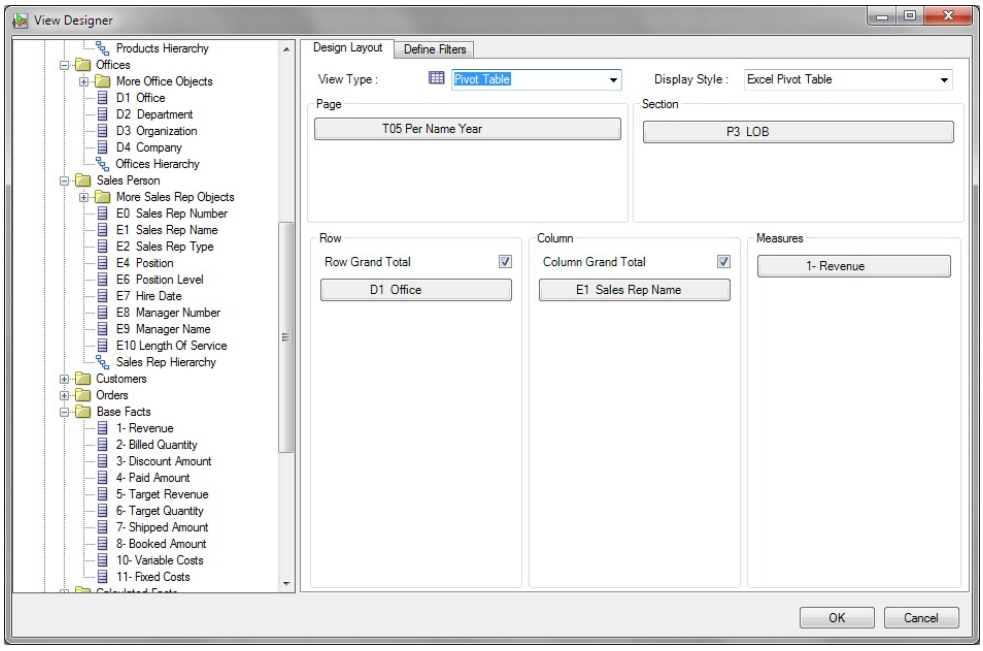
       You must already be connected to a view in the catalog tree to enable the **Oracle Analytics Cloud** ribbon.
   - To edit a view (the view must have been created and inserted from View Designer):

- From the catalog tree, select a view to edit that was created in View Designer and saved to the Oracle BI Presentation Catalog from Oracle Smart View for Office, and then select the **Load view in View Designer** link at the bottom of the Smart View Panel.
- Select an existing view on a worksheet in the current or in a saved Office document and click the View Designer icon (see Figure 1).
- To edit an Excel Pivot Table, click anywhere in the current or in a saved worksheet, even outside the boundaries of the Excel Pivot Table, and click the View Designer icon (see Figure 1).

> **Note:**
>
> You can only edit views that were created and inserted from the View Designer in Smart View. To edit views created in Oracle Analytics Cloud, you must use Oracle Analytics Cloud.

The **Design Layout** tab of the View Designer is displayed. Figure 2 shows the Design Layout tab of the View Designer with selections made in the Page, Section, Row, Column, and Measures edges.

Figure 21-19 View Designer, Design Layout Tab for Pivot Table Layout



2. Continue the view design process by following the procedure in Defining the View Type and Display Style.

Defining the View Type and Display Style

When you are creating a view, you define the view type and display style. This is done only once, during the view creation process. Once the view is created, you cannot edit these two settings.

To define the view type and display style:

1. If you have not already done so, invoke the View Designer (see Launching the View Designer .
2. In **View Type**, select the type of view that you are creating:
   - Table
   - Pivot Table (the default)
   - Line Graph
   - Bar Graph
   - Column Graph
   - Area Graph
   - Pie Chart
   - Scatter Chart
   - Stacked Column Graph

   The selection that you make affects the options available in **Display Style** along with the fields in the layout area.

> **Note:**
>
> You cannot change this selection when editing the view either in Oracle Smart View for Office or Oracle Analytics Cloud.

3. In **Display Style**, select a **View Type** and **Display Style** option from Table 1.

   Display style determines how the view is inserted into Excel.

> **Note:**
>
> You cannot change this selection when editing the view either in Smart View or Oracle Analytics Cloud.

Table 21-1 View Type Selected and the Display Style Available

View Type Selected	Display Style Available
Table	Excel Table
	Table
Pivot Table (default)	Excel Pivot Table (default)
	Pivot Table

Table 21-1 (Cont.) View Type Selected and the Display Style Available

View Type Selected	Display Style Available
Line Chart	Excel Chart
Bar Chart	Chart Image
Column Chart	
Area Chart	
Pie Chart	
Scatter Chart	
Stacked Column Chart	

4. Continue the view design process by following the procedure in Defining the View Layout .

Defining the View Layout

Define the view layout during the view creation process. You can also edit the view layout of views created in View Designer.

To define or edit the view layout:

1. If you have not already done so, invoke the View Designer (see Launching the View Designer).
2. If you are creating a new view, complete the steps in Defining the View Type and Display Style.

   If you are editing a view, continue with step 3.
3. In the left pane of the View Designer, expand a subject area and the folders to view the columns that you want to work with.
4. Drag columns from the expanded subject area tree and drop them in the layout area.

   The edges in the layout area vary depending on the selections that you made in the **View Type**, as described in Table 1.

Table 21-2 View Type Selected and the Edges Available in the Layout Area of the View Designer

View Type Selection	Edges In Layout Area
Table	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box.
Pivot Table (default)	**Page**, **Section**, **Row**, **Column**, **Measures** **Optional:** In the **Row** edge, select the **Row Grand Total** check box. **Optional:** In the **Column** edge, select the **Column Grand Total** check box.
Line Chart	**Page**, **Section**, **Group By (X)**, **Lines (X)**, **Data: Lines (Y)**
Bar Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**
Column Chart	**Page**, **Section**, **Group By (X)**, **Columns (X)**, **Data: Columns (Y)**

Table 21-2 (Cont.) View Type Selected and the Edges Available in the Layout Area of the View Designer

View Type Selection	Edges In Layout Area
Area Chart	**Page**, **Section**, **Group By (X)**, **Area (X)**, **Data: Areas (Y)**
Pie Chart	**Page**, **Section**, **Pies**, **Slices**, **Slice Size**
Scatter Chart	**Page**, **Section**, **Group By (X)**, **Vary by Color**, **Data**
Stacked Column Chart	**Page**, **Section**, **Group By (X)**, **Bars (X)**, **Data: Bars (Y)**

5. **Optional:** Perform any of these tasks, as applicable, on the columns you have dragged to edges in the View Designer:
   - To move a column between edges, drag the column from one edge and drop it on another; for example, drag a column from the **Row** edge and drop it on the **Column** edge.
   - To reposition the column within the edge, click on a column name and select the **Up** or **Down** arrow.
   - To add a subtotal to a column or row in an edge, right-click a column and select **Subtotal**.

> **Note:**
>
> The **Subtotal** option is ignored when applied to the bottom column in an edge, even though the option is selectable in the drop-down menu.

   - To add columns to filter criteria for this view, click on a column and select **Add to Filter**.

     The columns that you select are added to the **Filter Expression** area of the **Define Filters** tab, where you can further define them. See Defining the Filter Expression for Views in View Designer for more information.
   - To remove a column from an edge, click on the column and select **Remove**.
6. **Optional:** If you are working with a table or pivot table view, regardless of the display style:
   - **Pivot Table view:** In the **Row** and **Column** edges, select or clear the **Row Grand Total** and **Column Grand Total** check boxes as you require.
   - **Table view:** In the **Row** edge, select or clear the **Row Grand Total** check box.
7. **Optional:** If you are working with a pivot table view that has the pivot table display style, you can perform these actions with the **Measure Label** element:
   - Reorder the **Measure Label** element within the **Column** edge.
   - Move the **Measure Label** to any other edge *except* the **Measure** edge.

   Notes about the **Measure Label** element:

- The Measure Label element represents the labels for all the Measures columns in the Measures edge. In the View Designer, the Measure Label element appears by default in the **Column** edge.
- Measure Label is only available when both the **View Type** and **Display Type** is **Pivot Table**.
- Experiment with moving the Measure Label element to another edge or reordering it within the Column edge. The result may be a more readable pivot table layout.
- Measure Label cannot be removed from the View Designer.
- Measure Label cannot be placed in the Measures edge.

8. To define filters, click the **Filters** tab and continue with Defining the Filter Expression for Views in View Designer.

   If you do not plan to define filters, click **OK**:

   - If you are creating a new view, the view is inserted into Excel.
   - If you are editing a view, the old view is removed and the updated view is inserted.

Defining the Filter Expression for Views in View Designer

Columns that you added for filtering in Defining the View Layout are automatically added to the Filter Expression area of the Define Filters tab in View Designer.

Whether you are creating a new view or editing an existing view, you can add more filter columns, and further define and refine filters on all columns.

To define or edit the filter expression for a view created in View Designer:

1. Complete the steps in Defining the View Layout, selecting the **Define Filters** tab.

   The columns that you added for filtering should be displayed on the **Define Filters** tab.

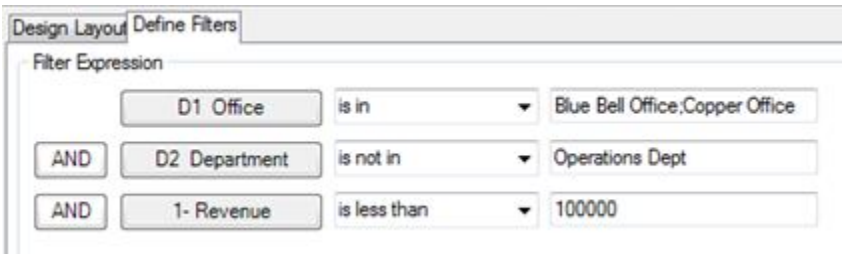
2. **Optional:** Add more columns to the **Filter Expression** area of the **Define Filters** tab.
3. Select a column in **Filter Expression**.
4. Select a corresponding filter operator from the drop-down list next to the column name.

   The operator list from which you can choose is populated based on the type of column that you selected.

   Guidelines for choosing an operator are described in Filter Operators.

5. Specify a filter value in the last column by clicking and making a selection in the Value Selector.

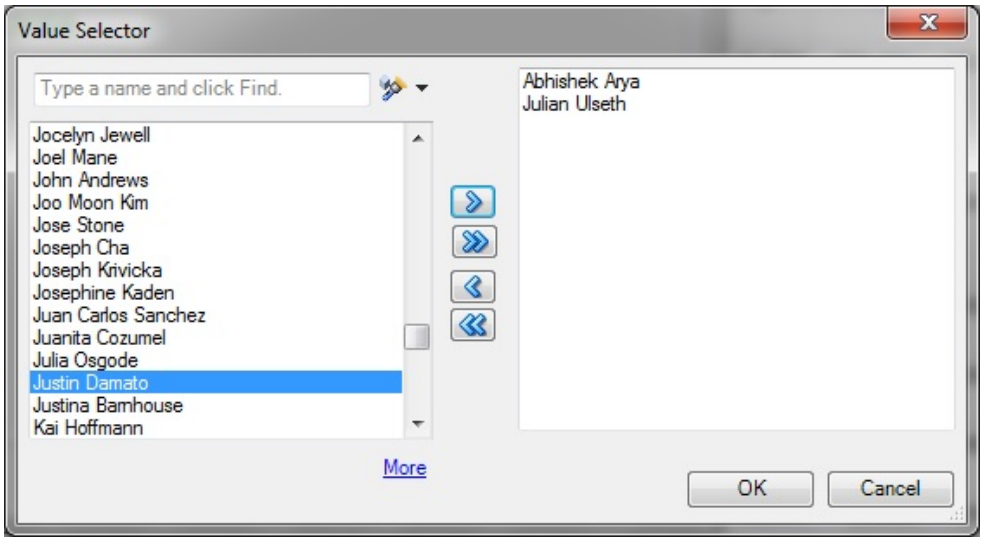
   For example, here is a set of filters based on the Sample Sales database:



The filters that you define are summarized in the **Filter Summary** pane. For example, for the filters defined in this step, the summary looks like this:

In some cases, the data to choose from can be exceedingly long. To accommodate loading large amounts of data in the Value Selector, Oracle Smart View for Office presents values in groups. Scroll and make selections from the first group shown, then click **More** to view and make selections from the next group. Continue clicking **More** until you have viewed and made selections from the entire data list. Figure 1 shows an example.

Figure 21-20 Value Selector Showing "More" for Large Amounts of Data



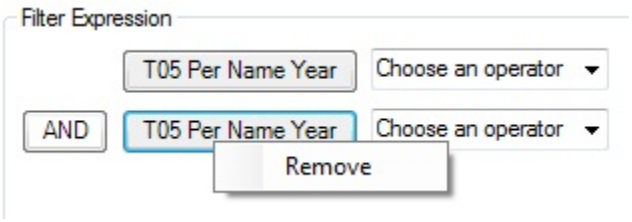
6. **Optional:** If required, click the logical operator button in **Filter Expression** and make a selection to change the operator:
   - **AND**
   - **OR**

   The default logical operator is **AND**.

Changing the logical operator on one line of the filter expression automatically changes the operator for all lines in the expression so that the operator is the same for all lines.

7. **Optional:** To remove a line from the filter expression, right-click the column button in the line, and then select **Remove**, as shown in Figure 2.

Figure 21-21 Remove Option that is Displayed When Right-clicking a Column in a Filter Expression



8. When you are finished defining filters, click **OK** to insert the view into Excel.

Filter Operators

Use the guidelines in Table 1 when choosing an operator and specifying the required values. The operator list from which you can choose is populated based on the function that you are performing (for example, creating a filter or creating a dashboard prompt) and the type of column that you selected.

Table 21-3 Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is equal to / is in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column matches the value in the filter.
is not equal to / is not in	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not match the value in the filter.
is less than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is less than the value in the filter.
is greater than	Valid for a column that contains numbers or dates. Specify a single value. Results include only records where the data in the column is greater than the value in the filter.
is less than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is less than or the same as the value in the filter.

Table 21-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is greater than or equal to	Valid for a column that contains numbers or dates. Specify a single value or multiple values. Results include only records where the data in the column is greater than or the same as the value in the filter.
is between	Valid for a column that contains numbers or dates. Specify two values. Result include only records where the data in the column is between the two values in the filter.
is null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the absence of data in the column. Results include only records where there is no data in the column. Sometimes it might be useful to know whether any data is present, and using the is null operator is a way to test for that condition. For example, suppose your business has a worldwide address book and you want to extract the United States addresses only. You could do this by checking for the presence or absence of data in the "State" field. This field should be unpopulated (null) for non-United States addresses and populated (not null) for United States addresses. You can obtain a list of United States addresses without the need to check the column for a specific value.
is not null	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the presence of data in the column. Results include only records where there is data in the column.
is ranked first	Valid for a column that contains text or dates. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list that contains the first 10 brand names in alphabetical order.
ranked last	Valid for a column that contains text or dates. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the dates of the last 10 sales transactions.

Table 21-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is in top	Valid for a column that contains numbers. Specify a single value. Results include only the first n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the top 10 sales in dollars.
is in bottom	Valid for a column that contains numbers. Specify a single value. Results include only the last n records, where n is a whole number specified as the value in the filter. This operator is for ranked results. For example, you could use this operator to obtain a list of the customers reporting the fewest problems.
contains all	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains all of the values in the filter.
does not contain	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column does not contain any of the values in the filter.
contains any	Valid for a column that contains text, numbers, or dates. Specify a single value or multiple values. Results include only records where the data in the column contains at least one of the values in the filter.
begins with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column begins with the value in the filter.
ends with	Valid for a column that contains text, numbers, or dates. Specify a single value. Results include only records where the data in the column ends with the value in the filter.
is LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column matches the pattern value in the filter.

Table 21-3 (Cont.) Guidelines for Choosing an Operator When Creating a Column Filter

Operator	Usage Guidelines
is not LIKE (pattern match)	Valid for a column that contains text. Specify a single value or multiple values. Requires the use of a percent sign character (%) as a wildcard character. You may specify up to two percent sign characters in the value. Results include only records where the data in the column does not match the pattern value in the filter.

Publishing Views

The ad hoc view definition that you create in View Designer can be published to the Oracle BI Presentation Catalog in Oracle Analytics Cloud after you have inserted it in Oracle Smart View for Office. When you publish an ad hoc view, a new analysis in Oracle Analytics Cloud is created with the default views of compound view and title view, along with the applicable user-created view.

When publishing a view that you were editing, you have the option of overwriting the view in the Oracle BI Presentation Catalog, or specifying a new name for the view and publishing the edited version, keeping two versions of the view in Oracle Analytics Cloud.

To publish a view to the Oracle BI Presentation Catalog:

1. Position the cursor within the view that you just created or edited in View Designer.
2. In the Oracle Analytics Cloud ribbon, click the **Publish View** icon (Publishing Views).

Figure 21-22 Publish View Icon

3. In **Save Report**, click next to **Catalog Root**, and then navigate to the location in the Oracle BI Presentation Catalog where you will save the view.
4. In **Analysis Name**, provide a name.

   If you are publishing an edited view, you have the option of overwriting the view you edited by providing the same name, or providing a new name and keeping the original version of the view intact.
5. Click **Save**.

   The default naming convention is applied to the components of the view that is saved; for example, Table 1, Pivot Table 1, Chart 1, and so on.

Example 21-1 Notes

- If you are publishing a view that was created and then edited in Smart View, you may overwrite it.
- An error message is displayed if you attempt to overwrite an existing view in the Oracle BI Presentation Catalog if the view was created in Oracle Analytics Cloud.
- To view the changes made in Oracle Analytics Cloud, you must re-insert the view.
- Once published, you may make changes to the view as follows:
  - If the view was created in Oracle Analytics Cloud, then use Oracle Analytics Cloud.
  - If the view was created in Smart View, you may edit it either in Smart View or Oracle Analytics Cloud.
- You may refresh the data in views created in View Designer.

  Ad hoc views created in View Designer remain as a snapshot and will not be kept in sync with the analysis published to the catalog.
- Changes made to the view in Oracle Analytics Cloud will not be reflected into the ad hoc view that you rendered in Excel. You must reinsert the view from the catalog tree into a new sheet in Smart View in order to view the changes that were made in Oracle Analytics Cloud.

Editing Views Created in View Designer

Related Topics:

- About Editing Views Created in View Designer
- Guidelines for Editing Views Created in View Designer
- Accessing the View to Edit
- Determining Where a View was Created
- Editing Views Created in View Designer

About Editing Views Created in View Designer

Use the View Designer in Oracle Smart View for Office to edit the views you created or edited in View Designer.

Do not use the View Designer in Smart View in these cases:

- To edit the views you created in Oracle Analytics Cloud
- To edit views you created in Smart View and then edited in Oracle Analytics Cloud

The process flow for editing views involves the following tasks:

- Reviewing the information in Guidelines for Editing Views Created in View Designer
- Accessing the View to Edit
- Determining Where a View was Created
- Editing Views Created in View Designer

Guidelines for Editing Views Created in View Designer

- Only views created and inserted from the View Designer in Oracle Smart View for Office can be edited using the View Designer.
- Views created in Smart View may also be edited in Oracle Analytics Cloud. However, views created in Smart View and then further edited in Oracle Analytics Cloud cannot afterward be edited in View Designer.

> **Note:**
>
> To edit views created in Oracle Analytics Cloud, use the Oracle Analytics Cloud application (see Editing an Analysis in Oracle Analytics Cloud).

- When you use View Designer to edit a table view or pivot table view, Smart View performs a replace operation, effectively replacing the view on the sheet with the newly-edited view; that is, the table on the sheet is deleted and a new table is inserted. If the new table has more rows or columns than the previous table, any content or formulas that you may have added to the sheet prior to editing the view in View Designer may be removed and you will need to add them again.

Accessing the View to Edit

> **Note:**
>
> This procedure applies to views that were created in View Designer.

To access views to edit:

1. Access a view in one of following ways:
   - **During the design session**—For example, after you created the view in View Designer and clicked OK to insert the view, select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
   - **From a view in a saved Office document**—Select the view in the Office document and click the View Designer icon to relaunch the View Designer for editing.
   - **From a published view in the Presentation Catalog**—Use the **Load view in View Designer** command to load the view from the catalog tree into the View Designer in Oracle Smart View for Office. When you select a view, the **Load view in View Designer** command is available in the Action Panel or from the right-click menu.

     Remember, to select a view to edit from the catalog tree, *do not* try to insert it first into the Office document. Be sure to use the **Load view in View Designer** command when you want to edit.
2. Continue with the processes described in Determining Where a View was Created to determine if you should edit the view in View Designer.

> **Note:**
>
> Do not use View Designer in Smart View to edit views that were created in Oracle Analytics Cloud. Views may not load in cases where the View Designer does not support the formatting and design features that were used to create the view in Oracle Analytics Cloud. For this reason, use the View Designer to edit only those views that were created and inserted using the View Designer in Smart View.

Determining Where a View was Created

You need to know if a view was created in the View Designer in Oracle Smart View for Office if you want to edit it in Smart View.

If you are unsure whether a view on a sheet was created in Smart View or Oracle Analytics Cloud, you can verify the origin of the view in the Document Contents pane.

To determine the origin of a view:

1. Open the Office document containing the view.
2. Locate the view in the Document Contents pane, then right-click the view name, and then select **Properties**.
3. Check that the value in the **View Source** field is **AdHocDesigner**.

   The possible values are:

   - **AdHocDesigner**—View originates from the View Designer in Smart View
   - **Catalog**—View originates from the Oracle BI Presentation Catalog in Oracle Analytics Cloud
   - **CopyFromAnswers**—View was copied from Oracle Analytics Cloud and pasted into the Smart View Office document

   The views marked **AdHocDesigner** are the only views that should be edited in View Designer.

   Note that, in some cases, views created in Oracle Analytics Cloud may be loaded in to the View Designer in Smart View. Keep in mind that when you attempt to work in View Designer with views from Oracle Analytics Cloud, you are doing so at your own risk; editing these views in View Designer is not supported. Oracle only supports using the View Designer to edit those views that were created and edited using the View Designer in Smart View.
4. If the **View Source** property is **AdHocDesigner**, the view can be edited in View Designer.

   If the **View Source** is **Catalog** or **CopyFromAnswers**, edit the view in Oracle Analytics Cloud.

Editing Views Created in View Designer

Related Topics:

- About Editing Views Created in View Designer
- Guidelines for Editing Views Created in View Designer

- Accessing the View to Edit
- Determining Where a View was Created
- Editing Views that were Created in View Designer

Refreshing Data in a View Created in View Designer

You may refresh views created in View Designer in the same way you refresh views that were inserted into an Office application from the catalog tree.

See Specifying Preferences for Refreshing Views and Refreshing Views for information.

22

Smart View and Oracle Analytics Cloud - Essbase

Related Topics:

- About Smart View and Oracle Analytics Cloud - Essbase
- Running the Smart View Installer
- Creating Data Source Connections to Oracle Analytics Cloud - Essbase
- Tracking User Activity with Audit Trail

About Smart View and Oracle Analytics Cloud - Essbase

Oracle Analytics Cloud - Essbase is a subscription-based business analytics solution that is built for and deployed on Oracle Cloud. Using Oracle Smart View for Office, you can interact with Oracle Analytics Cloud - Essbase data in Microsoft Office to analyze, model, collaborate, and report.

Use the topics in this section to install and connect to Oracle Analytics Cloud - Essbase:

- Running the Smart View Installer
- Creating Data Source Connections to Oracle Analytics Cloud - Essbase

Then you are ready to begin working with data in Oracle Analytics Cloud - Essbase. Information on using Smart View with Oracle Analytics Cloud - Essbase is contained throughout this guide:

- Dimensions and Members
- Data and Data Cells
- Ad Hoc Analysis
- General Operations
- Smart Query
- Smart Slices
- The Query Designer and MDX Queries
- Smart View Options
- Functions
- Free-Form Mode
- Smart View Diagnostics

Information on using Audit Trail is in this chapter. See Tracking User Activity with Audit Trail.

Running the Smart View Installer

Smart View Prerequisites

- The latest release of Oracle Smart View for Office

  On the Oracle Technology Network, **Downloads** tab, the latest release for Smart View is always certified.
- Microsoft Office
- Microsoft .NET Framework

Specific version requirements are noted in *Using Oracle Analytics Cloud - Essbase*. See Downloading and Running the Smart View Installer for more information.

Installing Smart View

1. Log into Oracle Analytics Cloud - Essbase.
2. On the Applications home page, click Utilities.

3. On the **Utilities** page, select **Smart View for Essbase**.
4. On the Smart View download page on Oracle Technology Network, click **Accept License Agreement**, and then click **Download Now**.

   If the Oracle sign-in page is displayed, then sign in with your Oracle user name (usually your email address) and password.
5. Follow the steps for your browser to download the .zip file, and save it to a folder on your computer.
6. Go to the folder that you used in step 5, and then double click `smartview.exe` to start the installation wizard.
7. Select a destination folder for Smart View, and then click **OK**.

   For new installations, Smart View is installed by default in: `C:\Oracle\smartview`. If you are upgrading an installation of Smart View, then the installer defaults to the folder where you previously installed Smart View.
8. When the installation is complete, click **OK**.

Continue the setup process with Creating Data Source Connections to Oracle Analytics Cloud - Essbase.

Creating Data Source Connections to Oracle Analytics Cloud - Essbase

After you install Oracle Smart View for Office, you can create connections to Oracle Analytics Cloud - Essbase.

Connections require information about the server and port. Your cloud service administrator should provide you with the information you need to create the connection. Use the quick connection method to create a private connection to the cloud service.

To create a private connection using the quick connection method:

1. In Excel, select the Smart View ribbon, and then click Panel.
2. On the Smart View Panel, click the arrow on the Switch to button , and then select **Private Connections** from the list.
3. Still in the Smart View Panel, in the text box, enter the URL for the data source to which you want to connect.

   The URL syntax:

   ```
   https://server/essbase/smartview
   ```

4. Click Go, or press **Enter**.
5. On the login window, enter your login credentials, and then select a data source from the drop-down menu.

You can now begin working with data in Oracle Analytics Cloud - Essbase. See the functional areas listed in Smart View and Oracle Analytics Cloud - Essbase for more information.

Tracking User Activity with Audit Trail

Related Topics:

- About Audit Trail
- Launching Audit Trail
- Export Audit Trail Content to a Sheet
- Refresh the List of Audit Trail Entries
- Starting an Ad Hoc Grid from an Audit Trail Entry

About Audit Trail

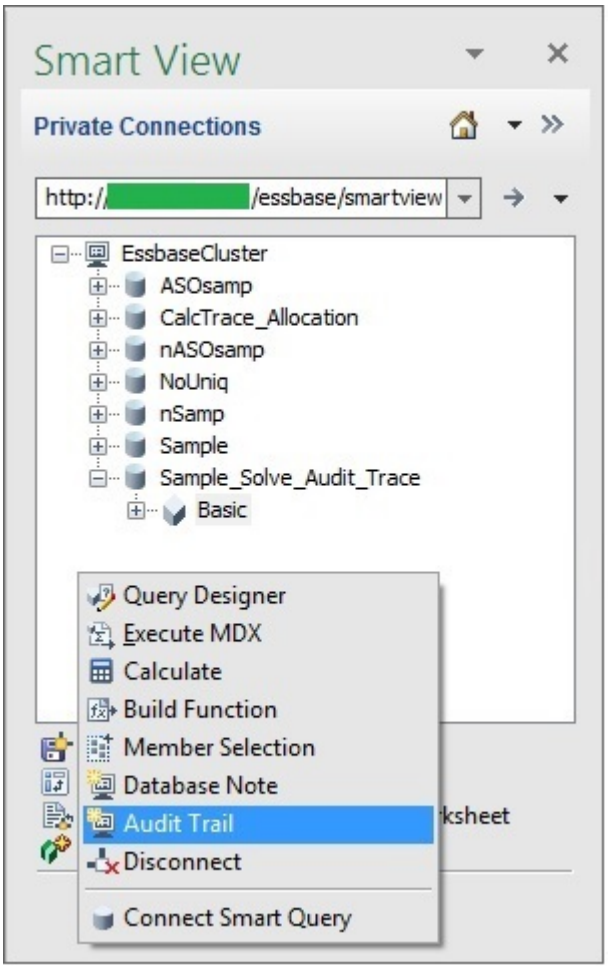
Data source type: Oracle Analytics Cloud - Essbase

An audit trail tracks user activity on an Oracle Analytics Cloud - Essbase cube.

In Oracle Smart View for Office, data entry or input can be tracked when connected to Oracle Analytics Cloud - Essbase. For example, when Audit Trail is activated, then updating and submitting data in all writable cells in an ad hoc grid would be tracked and displayed as a list items of in the audit trail.

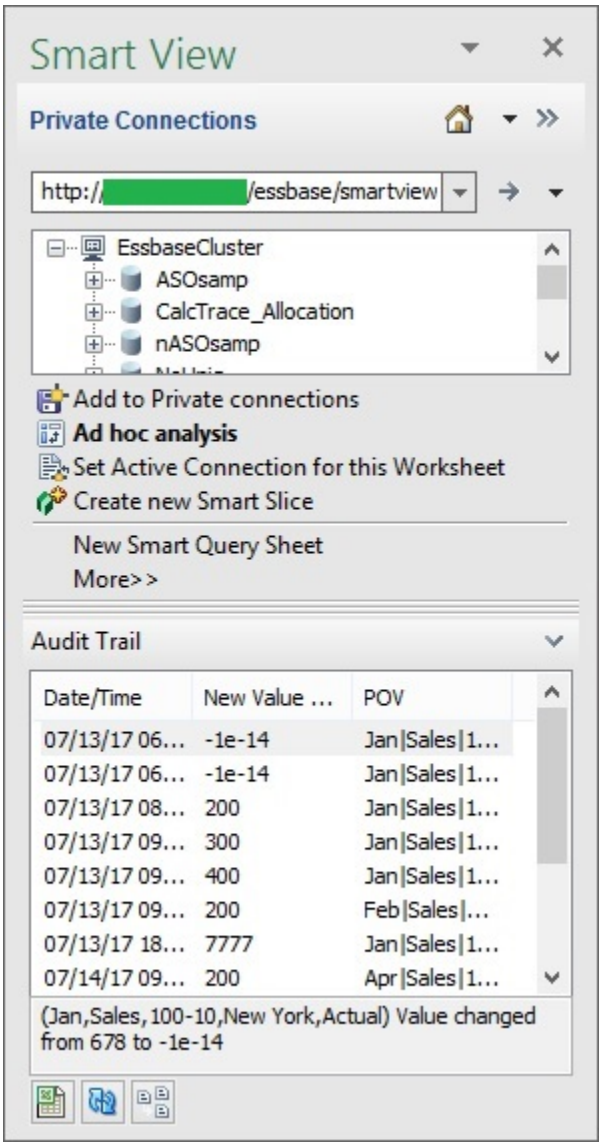
Smart View logs audit trail activity in a pane within the Smart View Panel. After connecting to a cube, you access the Audit Trail pane by selecting **Audit Trail** from the Action Panel.

Figure 22-1 Audit Trail Selected from the Action Panel Context Menu



The Audit Trail pane is displayed within the Smart View Panel. For example:

Figure 22-2 Example Audit Trail Pane



For each user activity tracked, the following information is stored:

- User ID
- Date/Time
- Type of Operation
- Comments/Linked Reporting Objects (LRO)
- New Value
- Old Value
- POV Members

Only Date/Time, New Value, LRO, and POV are displayed in the Audit Trail pane. Selecting an log entry within Audit Trail provides additional information at the bottom of

the pane. And you can export the details of the entry to view all available information for that entry.

You can also refresh the list of log entries in the Audit Trail pane, and launch a selected entry on a separate sheet to view the POV for that entry.

Launching Audit Trail

You launch the Audit Trail pane from the Action Panel in the Smart View Panel.

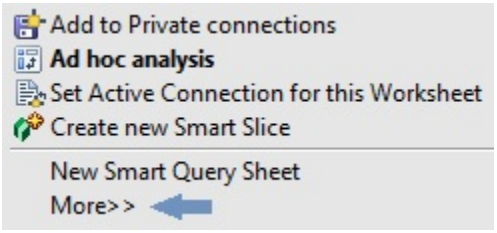
To launch the Audit Trail pane:

1. Sign on to your Oracle Analytics Cloud - Essbase data source using a private connection, and connect to the cube.

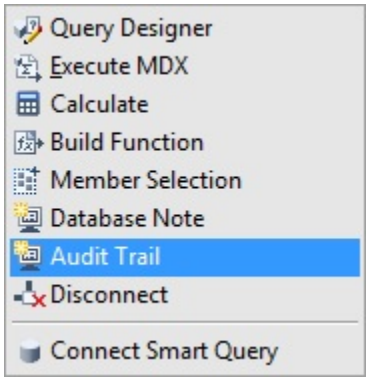
   See Connecting to Data Sources for more information.

2. In the Action Panel, select **More**, and then select **Audit Trail** from the popup menu.

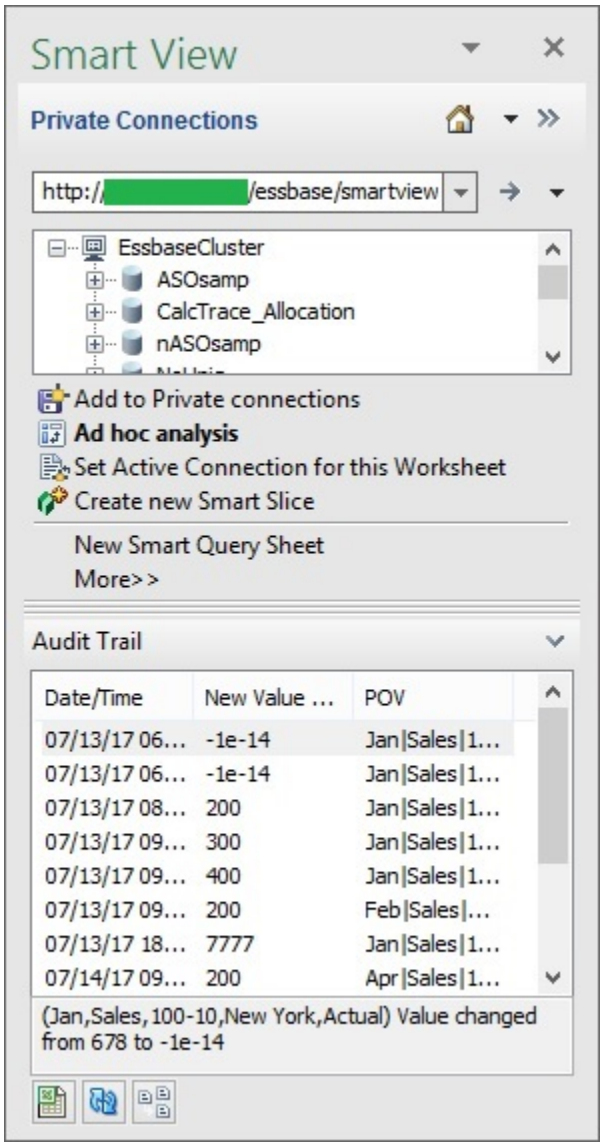
   The Action Panel is located at the bottom of the Smart View Panel, and contains action items specific to the data source and cube to which you are connected.



When you select **More**, a popup menu is displayed where you can select **Audit Trail**.



The Audit Trail pane is displayed in the bottom portion of the Smart View Panel



Now you can work with the items in the **Audit Trail** pane using these three buttons at the bottom of the pane:

3. Perform an action:
   - Export the contents of the audit trail onto a separate sheet

     See Export Audit Trail Content to a Sheet.
   - Refresh the list of items in the **Audit Trail** pane

     See Refresh the List of Audit Trail Entries
   - Launch an ad hoc sheet based on an item in the audit trail list

     See Starting an Ad Hoc Grid from an Audit Trail Entry

Export Audit Trail Content to a Sheet

You can export the items in an audit trail, including the detail for each entry, to an Excel sheet which you can save and analyze.

To export audit trail content to a worksheet:

1. Launch the **Audit Trail** pane for a particular Oracle Analytics Cloud - Essbase cube, as described in Launching Audit Trail.
2. At the bottom of the **Audit Trail** pane, click **Export to Sheet**, .

   All entries, along with the additional detail that is not displayed in the **Audit Trail**, are exported to a new worksheet. Details include:

   - User ID
   - Date/Time
   - Type of Operation
   - Comments/Linked Reporting Objects (LRO)
   - New Value
   - Old Value
   - POV Members

   The entries on the sheet can be sorted and filtered. Some columns may need to be widened in order to view the headings and entries.

   Following in an example of the content of an audit trail when it is first exported to a sheet:

	A	B	C	D	E	F	G	H	I	J	K
1	User	Date/T	Cell No	New Va	Old Val	Operat	Membe	Membe	Membe	Membe	Membe
2	aramis	########		-1.00E-14	678	INPUT	Jan	Sales	100-10	New York	Actual
3	aramis	########		-1.00E-14	#Mi	INPUT	Jan	Sales	100-10	New York	Actual
4	aramis	########		200	#Mi	INPUT	Jan	Sales	100-10	New York	Actual
5	aramis	########		300	200	INPUT	Jan	Sales	100-10	New York	Actual
6	aramis	########		400	300	INPUT	Jan	Sales	100-10	New York	Actual
7	aramis	########		200	645	INPUT	Feb	Sales	100-10	New York	Actual
8	aramis	########		7777	11546	INPUT	Jan	Sales	100-10	California	Budget
9	aramis	########		200	712	INPUT	Apr	Sales	100-10	New York	Actual
10	aramis	########		200	699	INPUT	Dec	Sales	100-10	New York	Actual
11	aramis	########		400	259	INPUT	Mar	Profit	100-10	New York	Actual
12	aramis	########		10729	11467	INPUT	Jan	Sales	100-10	California	Budget
13	aramis	########		10729	12205	INPUT	Jan	Sales	100-10	California	Budget
14	aramis	########		15035	15033	INPUT	Feb	Profit	Product	Market	Scenario

   Some columns may need to be widened in order to view the headings and entries.
3. You can save the worksheet, or just close it.

Refresh the List of Audit Trail Entries

After launching **Audit Trail**, you may have performed several actions that were logged in the audit trail. To view the latest entries, you must refresh the **Audit Trail** pane.

To refresh the **Audit Trail** pane:

1. Launch the **Audit Trail** pane for a particular Oracle Analytics Cloud - Essbase cube, as described in Launching Audit Trail.
2. After performing various actions on the sheet, click Refresh, .
3. View the recent entries that have been added to the **Audit Trail** pane.

Starting an Ad Hoc Grid from an Audit Trail Entry

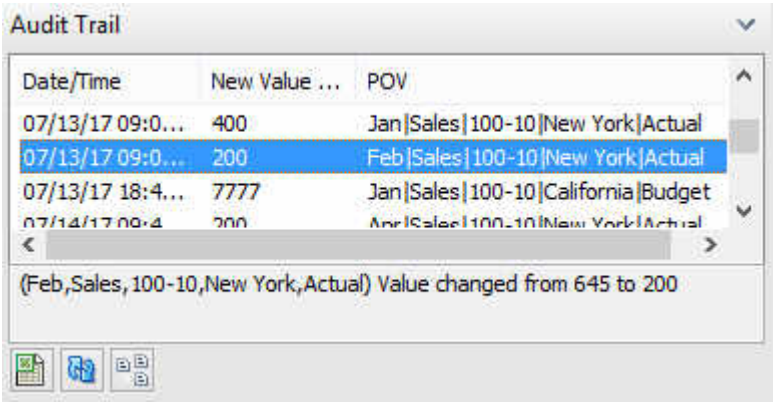
You an start an ad hoc grid by selecting an entry from the list in the **Audit Trail** pane. The ad hoc grid will be structured according to the POV of the selected audit trail entry.

To start an ad hoc grid from an entry in the audit trail list:

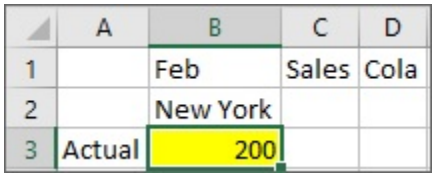
1. Launch the **Audit Trail** pane for a particular Oracle Analytics Cloud - Essbase cube, as described in Launching Audit Trail.
2. Select an entry in the **Audit Trail** pane and, at the bottom of the pane, click **Ad Hoc on Selected POV**, .

   An ad hoc grid based on the POV of the selected entry is launched onto the active worksheet.

   For example, suppose we selected this entry, where the new value is 200, and the POV is Feb, Sales, 100-10, New York, and Actual, as noted under the entry list:



   Clicking the would result in the following ad hoc grid:



3. Work with the grid as you would any other ad hoc grid.
4. Repeat these steps for any other audit trail entries, as you require.

23
Smart View Options

Related Topics:

- Setting Smart View Options
- Global Options and Sheet Level Options
- Member Options
- Data Options
- Advanced Options
- Formatting Options
- Cell Styles
- Extensions

Setting Smart View Options

You set Oracle Smart View for Office options in the Options dialog box, which can be opened by clicking **Options** on the Smart View ribbon.

Watch this video to see a tutorial on navigating in Smart View, including Smart View options.

Tutorial video

Global Options and Sheet Level Options

Oracle Smart View for Office provides two types of options, global options and sheet options.

- Global Options
- Sheet Options

Global Options

Global options are options that apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to workbooks that are created henceforth.

Changes to global option settings also affect *existing* worksheets and workbooks, and other Office documents.

The following are global options:

- Advanced Options
- Extensions

- Cell Styles

> **Note:**
>
> Use the **OK** button when saving global options. Changes to global options become the default settings for all existing and new worksheets and workbooks so it is not necessary to use **Save as Default Options** or **Apply to All Worksheets** with global options. **Save as Default Options** and **Apply to All Worksheets** are used with the sheet level option settings only.

Sheet Options

Sheet level options are options that are specific to the worksheet for which they are set. Sheet options are applicable only in Excel. You do not set sheet options in Word or PowerPoint.

Three options are available for saving sheet level options:

- **OK**—The sheet level option changes apply only to the current sheet in the current workbook. The changes do not apply to existing sheets or to new sheets in the current workbook. They do not affect any existing workbooks or new workbooks.

  In PowerPoint or Word, **OK** only applies to selections made on the **Advanced** tab (which are global options, not sheet options).

- **Save as Default Options**—The sheet level options changes are also the default option settings for *new* worksheets in the current workbook and for any *new* workbooks, and any other new Office documents. Changes to sheet level option settings do not affect *existing* worksheets or workbooks.

  For example, in Excel, assume you made changes to member options and selected **Save as Default Options**. You must access each existing worksheet individually, and make those same changes, if you want the changes to be propagated to existing worksheets in the workbook. This allows for different sheet level options on different worksheets. However, the changes are automatically propagated to any new worksheets you create within the current workbook and to any new workbooks.

> **Note:**
>
> The **Save as Default Options** option is not available in PowerPoint or Word.

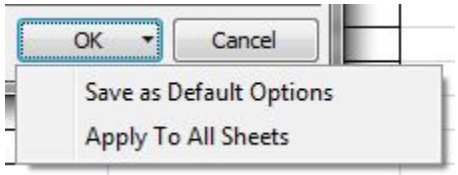
- **Apply to All Worksheets**—The sheet level options changes apply to all *existing* worksheets with Oracle Smart View for Office content within the current workbook. They do not apply to any new worksheets within the current workbook, to other *existing* workbooks, or to *new* workbooks.

  For example, assume you made changes to member options and selected **Apply To All Sheets**. The changes are propagated to all existing worksheets with Smart View content within the current workbook. This allows for quick updating of sheet level options in the current workbook. However, these changes are not propagated to any new worksheets in the current workbook, to existing workbooks, or to new workbooks.

> **Note:**
>
> The **Apply to All Worksheets** option is not available in PowerPoint or Word.

Save as Default Options and **Apply to All Worksheets** are accessed in Excel by clicking the arrow in the **OK** button in the **Options** dialog box (see Figure 1).

Figure 23-1 Save as Default Options, Accessed from the OK Button



The following are sheet level options:

- Member Options
- Data Options
- Formatting Options

Member Options

Member options are sheet level options, which are specific to the worksheet for which they are set.

> **Note:**
>
> Not all data providers support all the options listed in Table 1. Refer to the Subtopics listed above to find the options supported for a particular provider.

To set options for the display of member cells as described in Table 1, click **Options** on the Smart View ribbon, and then select **Member Options** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**
- **Apply to All Worksheets**

> **Note:**
>
> The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See Sheet Options for a complete description of the above options.

Table 23-1 Member Options

Option	Description
General	**General**
Zoom In Level	From the drop-down menu, select one of the following to specify a default zoom level for ad hoc analysis: • **Next Level** to retrieve data for the children of the selected members • **All Levels** to retrieve data for all descendants of the selected members • **Bottom Level** to retrieve data for the lowest level of members in a dimension • **Sibling Level** to retrieve data for all members at the same level as the selected member • **Same Level** to retrieve data for the siblings of the selected members • **Same Generation** to retrieve data for all members of the same generation as the selected members • **Formulas** to retrieve data for all members that are defined by the formula of the selected member. The formula can be a member equation or a consolidation to the parent.

Table 23-1 (Cont.) Member Options

Option	Description
Member Name Display	From the drop-down menu, select one of the following to specify how to display member names in cells: • **Member or Alias Name** to display member names only or, if an alias table is being used, alias names only. **Oracle Planning and Budgeting Cloud and Oracle Enterprise Planning and Budgeting Cloud 17.01.27 and later:** When performing ad hoc, this option is displayed as **Member Name Only**. **Oracle Essbase and Oracle Enterprise Performance Reporting Cloud:** Note that this is the default when connected to duplicate member databases and launching an ad hoc grid or, for Essbase only, Query Designer. This is the default even if you have chosen the **Distinct Member Name** option and set it as the default. • **Distinct Member Name** to display fully qualified names **Oracle Planning and Budgeting Cloud and Oracle Enterprise Planning and Budgeting Cloud 17.01.27 and later:** When performing ad hoc, this option is displayed as **Distinct Member Name Only**. • **Member Name and Alias** to display member names and their aliases • **Description Only** to display aliases
Indentation	From the drop-down menu, select one of the following to specify how hierarchy levels are to be indented: • **None** • **Subitems** to indent descendants. Ancestors are left-justified in the column. • **Totals** to indent ancestors. Descendants are left-justified in the column.

Table 23-1 (Cont.) Member Options

Option	Description
Ancestor Position	From the drop-down menu, select one of the following to specify ancestor position in hierarchies: • **Top** to display hierarchies in order from highest to lowest level • **Bottom** to display hierarchies in order from lowest to highest level
	Note: Essbase does not support the **Ancestor Position** options.
Member Retention	**Member Retention**
Include Selection	Display the selected member and the members retrieved as a result of the operation.
Within Selected Group	Perform ad hoc operations only on the selected group of cells, leaving unselected cells as is. This setting is meaningful only when there are two or more dimensions down the grid as rows or across the grid as columns. For **Zoom**, **Keep Only**, and **Remove Only**.
Remove Unselected Groups	For **Zoom In** or **Zoom Out**, remove all dimensions and members except the selected member and the members retrieved as a result of zooming.
Comments and Formulas	**Comments and Formulas**
Preserve Formulas and Comments in ad hoc operations (except pivot and undo)	Preserves formulas and comments on the grid during queries. You can clear this option to make queries run faster, but if you do, formulas and comments are removed or ignored. Note that formulas are *not* preserved for pivot or undo operations, regardless of whether or not this option is selected. This option must be selected if you select **Formula Fill** or **Enable Enhanced Comment Handling**.
	Note: This option applies to formulas in both member and data cells.

Table 23-1 (Cont.) Member Options

Option	Description
Formula Fill	Propagates formulas associated with member cells to the members retrieved as a result of zooming in. If **Preserve Formulas and Comments in ad hoc operations except pivot** and **Use Excel Formatting** are both selected, propagates cell formatting to the members retrieved as a result of zooming in. **Note:** This option applies to formulas in both member and data cells.
Enable Enhanced Comment Handling	Enables you to review and correct comments and member names in ad hoc grids that contain comments.
Preserve Formula in POV Change	Preserves formulas in cells when you refresh or make changes to the POV. Otherwise, any formulas in the grid are lost.

The sections that follow list the Member Options supported by provider.

Member Options Supported for Planning Forms and Ad Hoc

Table 23-2 Member Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Zoom In Level: Next Level	No	Yes
Zoom In Level: All Levels	No	Yes
Zoom In Level: Bottom Level	No	Yes
Zoom In Level: Sibling Level	No	No
Zoom In Level: Same Level	No	No
Zoom In Level: Same Generation	No	No
Zoom In Level: Formulas	No	No
Member Name Display: Member Name Only	Yes	Yes
Member Name Display: Distinct Member Name	No	No
Member Name Display: Member Name and Alias	No	No
Member Name Display: Description Only	No	No
Indentation: None	No	Yes
Indentation: Subitems	No	Yes

Table 23-2 (Cont.) Member Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Indentation: Totals	No	Yes
Ancestor Position: Top	No	Yes
Ancestor Position: Bottom	No	Yes
Include Selection	No	Yes
Within Selected Group	No	Yes
Remove Unselected Groups	No	No
Preserve Formulas and Comments in ad hoc operations (except pivot and undo) • Formula Fill • Enable Enhanced Comment Handling	No	Supported: Preserve Formulas and Comments in ad hoc operations (except pivot) Not Supported: Formula Fill Supported: Enable Enhanced Comment Handling
Preserve Formula in POV Change	Yes	No

Member Options Supported for Financial Management Forms and Ad Hoc

Table 23-3 Member Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Zoom In Level: Next Level	No	Yes
Zoom In Level: All Levels	No	Yes
Zoom In Level: Bottom Level	No	Yes
Zoom In Level: Sibling Level	No	No
Zoom In Level: Same Level	No	No
Zoom In Level: Same Generation	No	No
Zoom In Level: Formulas	No	No
Member Name Display: Member Name Only	Yes	Yes
Member Name Display: Distinct Member Name	No	No
Member Name Display: Member Name and Alias	Yes	Yes
Member Name Display: Description Only	Yes	Yes
Indentation: None	No	Yes
Indentation: Subitems	No	Yes
Indentation: Totals	No	Yes
Ancestor Position: Top	No	Yes
Ancestor Position: Bottom	No	Yes
Include Selection	No	Yes
Within Selected Group	No	Yes
Remove Unselected Groups	No	Yes

Table 23-3 (Cont.) Member Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Preserve Formulas and Comments in ad hoc operations (except pivot and undo) • Formula Fill • Enable Enhanced Comment Handling	No	Supported: Preserve Formulas and Comments in ad hoc operations (except Pivot) Not Supported: Formula Fill Supported: Enable Enhanced Comment Handling
Preserve Formula in POV Change	Yes	No

Member Options Supported for Essbase Ad Hoc

Table 23-4 Member Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Zoom In Level: Next Level	Yes
Zoom In Level: All Levels	Yes
Zoom In Level: Bottom Level	Yes
Zoom In Level: Sibling Level	Yes
Zoom In Level: Same Level	Yes
Zoom In Level: Same Generation	Yes
Zoom In Level: Formulas	Yes
Member Name Display: Member Name Only	Yes
Member Name Display: Distinct Member Name	Yes
Member Name Display: Member Name and Alias	Yes
Member Name Display: Description Only	No
Indentation: None	Yes
Indentation: Subitems	Yes
Indentation: Totals	Yes
Ancestor Position: Top	No
Ancestor Position: Bottom	No
Include Selection	Yes
Within Selected Group	Yes
Remove Unselected Groups	Yes

Note:

This option is enabled only when the **Preserve Formulas Comments in ad hoc operations (except pivot)** and **Formula Fill** options are cleared.

Table 23-4 (Cont.) Member Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Preserve Formulas and Comments in ad hoc operations (except pivot and undo) • Formula Fill • Enable Enhanced Comment Handling	Yes
Preserve Formula in POV Change	No

Member Options Supported for Enterprise Performance Reporting Ad Hoc

Table 23-5 Member Options Supported for Enterprise Performance Reporting Ad Hoc

Option	Ad Hoc
Zoom In Level: Next Level	Yes
Zoom In Level: All Levels	Yes
Zoom In Level: Bottom Level	Yes
Zoom In Level: Sibling Level	No
Zoom In Level: Same Level	No
Zoom In Level: Same Generation	No
Zoom In Level: Formulas	No
Member Name Display: Member Name Only	Yes
Member Name Display: Distinct Member Name	Yes
Member Name Display: Member Name and Alias	No
Member Name Display: Description Only	No
Indentation: None	Yes
Indentation: Subitems	Yes
Indentation: Totals	Yes
Ancestor Position: Top	No
Ancestor Position: Bottom	No
Include Selection	Yes
Within Selected Group	No
Remove Unselected Groups	No
Preserve Formulas and Comments in ad hoc operations (except pivot and undo)	Yes Supported only for Refresh operations. Not supported for other ad hoc operations, such as Zoom In or Keep Only.
• Formula Fill • Enable Enhanced Comment Handling	• No • No
Preserve Formula in POV Change	No

Data Options

Data options are sheet level options, which are specific to the worksheet for which they are set.

> **Note:**
>
> Not all data providers support all the options listed in Table 1. Refer to the Subtopics listed earlier to find the options supported for a particular provider.

To set options for the display of data cells as described in Table 1, click **Options** on the Smart View ribbon, and then select **Data Options** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**
- **Apply to All Worksheets**

> **Note:**
>
> The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See Sheet Options for a complete description of the above options.

Table 23-6 Data Options

Option	Description
Suppress Rows	To streamline the grid, you can suppress rows that contain types of data that you do not need to view. **Note:** In suppressed rows, cell references to Excel formulas are not updated.
No Data/Missing	Suppress rows that contain only cells for which no data exists in the database (no data is not the same as zero. Zero is a data value.) If you later clear **No Data/Missing,** suppressed values are returned only from that point on. You must zoom out and then zoom in on a member to retrieve values that were suppressed while this option was selected.
Zero	Suppress rows that contain only zeroes.

Table 23-6 (Cont.) Data Options

Option	Description
No Access	Suppress rows that contain data that you do not have the security access to view. **Note:** This option is supported by Oracle Hyperion Financial Management only.
Invalid	Suppress rows that contain only invalid values.
Underscore Characters	Suppress rows that contain underscore characters in member names (not available in Smart Slice operations).
Repeated Members	Suppress rows that contain repeated member names, regardless of grid orientation.
Suppress Columns	To streamline the grid, you can suppress columns that contain types of data that you do not need to view. **Notes:** • In suppressed columns, cell references to Excel formulas are not updated. • The **Suppress Columns** options are not available when connected to an Oracle Essbase data source. • The **Suppress Columns** options are not supported when performing ad hoc with Financial Management data sources.
No Data/Missing	Suppress columns that contain cells for which no data exists in the database (no data is not the same as zero. Zero is a data value.) If you later clear **No Data/Missing,** suppressed values are returned only from that point on. You must zoom out and then zoom in on a member to retrieve values that were suppressed while this option was selected.
Zero	Suppress columns that contain only zeroes.
No Access	Suppress columns that contain data that you do not have the security access to view.
Replacement	**Replacement**

Table 23-6 (Cont.) Data Options

Option	Description
#NoData/Missing Label #NoAccess Label #Invalid/Meaningless	Data cells may contain missing or invalid data, or data that you do not have permission to view. In such cells, by default, Oracle Smart View for Office displays `#Missing`, `#Invalid`, or `#No Access`, respectively, but you can change these labels. To do so, in any of these fields, enter one of the following: • Text of your choice (or leave the default). Text labels have the advantage of being descriptive, but they cause Excel functions to fail. • `#NumericZero` to specify numeric zero (0) replacement labels. With `#NumericZero`, you can use functions, but you cannot submit zeroes to the database (even if the zeroes are actual zeroes and not replacement labels) unless you select the **Submit Zero** option below. Calculations that are dependent on a cell with a numeric zero label compute correctly and take the value of the cell as zero. The `#Missing` replacement label allows you to clear data values from cell intersections. For example, to clear the sales data for New York, manually type `#Missing` in the cell where Sales and New York intersect, and click **Submit**. This clears the data value from the database. Subsequent queries on that database will show `#Missing` at the intersection of Sales and New York.
Submit Zero	If you chose `#NumericZero` for the **#Missing** label above, select this option if you want to be able to submit zeroes to the database.
Display Invalid Data	Display actual data even if it is invalid, rather than **#Invalid/Meaningless** or other replacement text. If no data exists, the cell is left blank.
Enable Essbase Format String	If the administrator has created specific formatting for the display of numerical data, view data in this formatting.
Mode	**Mode**
Cell Display	As an alternative to displaying actual data, you can display the calculation or process status of the cells: • **Data** to show actual data • **Calculation Status** to show whether data needs to be calculated, translated, or consolidated • **Process Management** to show the entities level (Financial Management) or Approvals level for combinations of data called process units (Oracle Hyperion Planning)

Table 23-6 (Cont.) Data Options

Option	Description
Navigate Without Data	Speeds up operations such as Pivot, Zoom, Keep Only, and Remove Only by preventing the calculation of source data while you are navigating. When you are ready to retrieve data, clear **Navigate without Data**.
Suppress Missing blocks	Suppress blocks of cells for which no data exists in the database.

The sections that follow list the Data Options supported by provider.

Data Options Supported for Planning Forms and Ad Hoc

Table 23-7 Data Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Suppress Rows - No Data / Missing	Yes	Yes
Suppress Rows - Zero	Yes	Yes
Suppress Rows - No Access	Yes	Yes
Invalid	No	No
Underscore Characters	No	No
Repeated Members	No	Yes
Suppress Columns - No Data / Missing	Yes	Yes
Suppress Columns - Zero	Yes	Yes
Suppress Columns - No Access	Yes	Yes
#NoData/Missing Label - #Missing	Yes	Yes
#NoData/Missing Label - #NumericZero	Yes	Yes
#NoAccess Label - #No Access	Yes	Yes
#NoAccess Label - #NumericZero	Yes	Yes
#Invalid/Meaningless -#Invalid	No	No
#Invalid/Meaningless - #NumericZero	No	No
Submit Zero	No	No
Display Invalid Data	No	No
Enable Essbase Format String	No	No
Cell Display	No	No
Navigate Without Data	Yes	Yes
Suppress Missing blocks	Yes	Yes

Data Options Supported for Financial Management Forms and Ad Hoc

Starting with Oracle Smart View for Office 11.1.2.5.500 and Oracle Hyperion Financial Management 11.1.2.4.100, when opening a data form, Smart View honors all row and column suppress options set in the Financial Management web interface, overriding any row and column suppress options that may have already been set in Smart View.

Once a form is launched in Smart View, you may then override the suppress options that were set in the Financial Management interface by selecting or clearing the suppress options you require in the **Data Options** tab of the **Options** dialog box.

Note that once you launch a form in Smart View, if you choose to overwrite the form on the sheet with an ad hoc grid, the grid will reuse the suppress options that were already set for the previously-opened form. You may then override the selected suppress options as you require.

Table 23-8 Data Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Suppress Rows - No Data / Missing	Yes	Yes
Suppress Rows - Zero	Yes	Yes
Suppress Rows - No Access	Yes	Yes
Invalid	Yes	Yes
Underscore Characters	Yes	Yes
Repeated Members	No	Yes
Suppress Columns - No Data / Missing	Yes	Yes
Suppress Columns - Zero	Yes	Yes
Suppress Columns - No Access	Yes	Yes
#NoData/Missing Label - #Missing	Yes	Yes
#NoData/Missing Label - #NumericZero	Yes	Yes
#NoAccess Label - #No Access	Yes	Yes
#NoAccess Label - #NumericZero	Yes	Yes
#Invalid/Meaningless -#Invalid	Yes	Yes
#Invalid/Meaningless - #NumericZero	Yes	Yes
Submit Zero	No	No
Display Invalid Data	Yes	Yes
Enable Essbase Format String	No	No
Cell Display - Data	Yes	Yes
Cell Display - Calculation Status	Yes	Yes
Cell Display - Process Management	Yes	Yes

Table 23-8 (Cont.) Data Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Navigate Without Data	Yes	Yes
Suppress Missing blocks	No	No

Data Options Supported for Essbase Ad Hoc

Table 23-9 Data Options Supported for Essbase Ad Hoc

Option	Ad hoc
Suppress Rows - No Data / Missing	Yes
Suppress Rows - Zero	Yes
Suppress Rows - No Access	No
Invalid	No
Underscore Characters	No
Repeated Members	Yes
Suppress Columns - No Data / Missing	No
Suppress Columns - Zero	No
Suppress Columns - No Access	No
#NoData/Missing Label - #Missing	No
#NoData/Missing Label - #NumericZero	No
#NoAccess Label - #No Access	No
#NoAccess Label - #NumericZero	No
#Invalid/Meaningless -#Invalid	No
#Invalid/Meaningless - #NumericZero	No
Submit Zero	Yes
Display Invalid Data	No
Enable Essbase Format String	Yes
Cell Display	No
Navigate Without Data	Yes
Suppress Missing blocks	No

Data Options Supported for Enterprise Performance Reporting Ad Hoc

Table 23-10 Data Options Supported for Enterprise Performance Reporting Ad Hoc

Option	Ad hoc
Suppress Rows - No Data / Missing	Yes
Suppress Rows - Zero	Yes
Suppress Rows - No Access	No
Invalid	No
Underscore Characters	No

Table 23-10 (Cont.) Data Options Supported for Enterprise Performance Reporting Ad Hoc

Option	Ad hoc
Repeated Members	Yes
Suppress Columns - No Data / Missing	Yes
Suppress Columns - Zero	Yes
Suppress Columns - No Access	No
#NoData/Missing Label - #Missing	Yes
#NoData/Missing Label - #NumericZero	Yes
#NoAccess Label - #No Access	No
#NoAccess Label - #NumericZero	No
#Invalid/Meaningless -#Invalid	No
#Invalid/Meaningless - #NumericZero	No
Submit Zero	No
Display Invalid Data	No
Enable Essbase Format String	No
Cell Display	No
Navigate Without Data	Yes
Suppress Missing blocks	No

Advanced Options

Advanced options are global options, which apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to any workbooks and worksheets that are created henceforth. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

> **Note:**
>
> Not all data providers support all the options listed in the table.

To set options for the administrative and other advanced tasks as described in Table 1, click **Options** on the Smart View ribbon, and then select **Advanced** in the left panel. When you are finished, click **OK**.

Table 23-11 Advanced Options

Option	Description
General	**General**

Table 23-11 (Cont.) Advanced Options

Option	Description
Shared Connections URL	Specify a default URL for all connections. Use the following syntax: `http://<server>:19000/workspace/SmartViewProviders` **Note:** This field must contain an Oracle Hyperion Enterprise Performance Management Workspace URL for Smart View online help to be available.
Number of Undo Actions	The number of Undo and Redo actions permitted on an operation (0 through 100). See Using Undo and Redo.
Number of Most Recently Used Items	The number, 15 or fewer, of your most recently used connections to be displayed on Oracle Smart View for Office Home and the Open menu on the Smart View ribbon.
Delete All MRU Items	Delete all items in your most recently used list, including those that are pinned to the list.
Logging	**Logging**
Log Message Display	All error, warnings, and informational messages from the connected data source are displayed when they occur, but you can choose which of these message levels to record in a log file. Select a message level to display and record: • **Information**: All messages, including warnings and errors — recommended to diagnose problems. May adversely impact performance. • **Warnings**: Warnings and error level messages. May adversely impact performance. • **Errors**: Error messages only — recommended for general use. Has minimal impact on performance. • **None**: Suppress all messages. • **Extended Info**: Information-level messages plus all server responses and requests. Adversely impacts performance.
Route message to files	Save log messages in a file. Click the ellipsis button to change the location of the log file.

Table 23-11 (Cont.) Advanced Options

Option	Description
Clear Log File on Next Launch	Clear the log file starting with the next log message generation, which will be seen after Excel is closed.
	Tip: The log file can quickly grow quite large in size, particularly if the message level is set to "Warnings" or "Information". If **Route message to files** is selected, and **Clear Log File on Next Launch** is cleared, you should periodically clear the contents of the Smart View log file manually. The large file size can adversely affect performance.
Show Diagnostics Group on Smart View Ribbon	Displays the Diagnostics group options on the Smart View ribbon. See Smart View Diagnostics for information on using the diagnostics tools.
Display	**Display**
Language	Select a language in which to display Smart View. You must restart the Office application when you change languages. **Default** is the language specified when Smart View was installed.
Display Smart View Short Cut Menus Only	Display only Smart View menu items on shortcut menus. Otherwise, shortcut menus display both Excel and Smart View items.
Disable Smart View in Outlook	Disable Smart View in Outlook if you do not want to use Smart View task lists in Outlook.
Enable Ribbon Context Changing	Display the active data provider ribbon automatically after you use a button on the Smart View ribbon.
Disable options that are not valid for the active connection	Disable options in the Options dialog box that are not valid for the active connection.
Sort Items in Smart View Panel	Sort items in the Smart View Panel by category first, and then in order within categories. The order is first numerical, then alphabetical. For example, when this option is selected, the Task List folder is sorted below the Root folder. The items in the Task List folder are sorted in order first numerically, then alphabetically. When this option is cleared, items in the Smart View Panel are sorted according to the order returned by the provider.
Display Drill-Through Report ToolTips	Display by default lists of available drill-through reports for cells whenever you mouse over them.

Table 23-11 (Cont.) Advanced Options

Option	Description
Show Progress Information After (seconds)	Specify the time, in seconds, after which the **Smart View Progress** status bar appears when an operation begins.
Compatibility	**Compatibility**
Reduce Excel File Size	Compress the metadata maintained in Excel files containing Smart View workbooks. **Note:** This option pertains to interoperability between different versions of Smart View. If all users in your organization are on Smart View 9.3.1.6 or higher, then this option should always be selected. Clear this option in the following situations: • You send an Excel workbook to users on Smart View releases earlier than 9.3.1.6, or to users on Microsoft Office 2002 and earlier regardless of Smart View release. In these workbooks: – Grids that contain functions must be refreshed before data can be displayed. – In ad hoc mode, POV settings are lost; the behavior is similar to that of a fresh ad hoc grid. • You open a workbook sent from users on Smart View release earlier than 9.3.1.6, or on Microsoft Office 2002 and earlier regardless of Smart View release

Table 23-11 (Cont.) Advanced Options

Option	Description
Improve Metadata Storage	Allow for more efficient storage of internal data structures. When this option is cleared, Smart View maintains two copies of metadata for compatibility purpose, which may result in slower overall performance. **Note:** This option pertains to interoperability between different versions of Smart View. If all users in your organization are on Smart View 9.3.1.6 or higher, then this option should always be selected. Clear this option in the following situations: • You send an Excel workbook to users on Smart View releases earlier than 9.3.1.6, or to users on Microsoft Office 2002 and earlier, regardless of Smart View release • You open a workbook sent from users on Smart View releases earlier than 9.3.1.6, or from users on Microsoft Office 2002 and earlier, regardless of Smart View release
Refresh Selected Functions and their dependents	Execute dependent functions on the same sheet before executing the selected functions.
Mode	**Mode**
Use Double-click for Operations	Double-clicking retrieves the default grid in a blank worksheet and thereafter zooms in or out on the cell contents. If not selected, double-clicking retains standard Excel functionality and puts a cell into edit mode. If Oracle Essbase Spreadsheet Add-in and Smart View are installed on the same computer and you have not completed the steps in Smart View and Spreadsheet Add-in, double-clicking prompts you to log into Spreadsheet Add-in.

Formatting Options

Formatting options are sheet level options, which are specific to the worksheet for which they are set

> **Note:**
>
> Not all data providers support all the options listed in Table 1. Refer to the Subtopics listed above to find the options supported for a particular provider.

To set options for cell formatting as described in Table 1, click **Options** on the Smart View ribbon, and then select **Formatting** in the left panel. When you are finished, make a selection for saving the changes:

- **OK**
- **Save as Default Options**
- **Apply to All Worksheets**

> **Note:**
>
> The **Apply to All Worksheets** option is not available in PowerPoint or Word.

See Sheet Options for a complete description of the above options.

Table 23-12 Formatting Options

Option	Description
Formatting	**Formatting**
Use Thousands Separator	Use a comma or other thousands separator in numerical data. Do not use # or $ as the thousands separator in Excel International Options.
Use Cell Styles	Use formatting that is defined in Cell Styles or by the data provider. Overrides any user formatting. See Cell Styles.
Use Excel Formatting	Use Excel rather than Oracle Smart View for Office formatting and retain Excel formatting for ad hoc operations.

> **Note:**
>
> In ad hoc grids for all providers, Excel formatting is not retained when performing an Undo.

Table 23-12 (Cont.) Formatting Options

Option	Description
Move Formatting on Operations	Copy parent cell formatting to zoomed in cells and retain this formatting even if the cell location changes after an operation. This option is enabled when **Use Excel Formatting** is selected. **Note:** Formatting can affect performance, especially during ad hoc operations when **Move formatting on operations** is enabled.
Retain Numeric Formatting	When you drill down in dimensions, retains the Excel formatting you have set when selecting the Excel **Home** ribbon, then **Format**, and then **Format Cells**. For example, if you chose to display negative numbers in red, then negative values will be displayed in red as you drill down on any member. This option is enabled when **Use Cell Styles** is selected.
Adjust Column width	Adjust column widths to fit cell contents automatically.

Table 23-12 (Cont.) Formatting Options

Option	Description
Scale	Applies to ad hoc and forms. Overrides the setting defined in the form definition. Choose a positive or negative scaling option, and then click Refresh. **Positive scaling:** Divides original values by factors of 10. For example: • 1—All original values are divided by 10: *cell value*`/10` For example, 100/10=10, so 10 will be displayed. • 2—All original values are divided by 100: *cell value*`/100` For example, 100/100=1, so 1 will be displayed after refresh. • 3—All original values are divided by 1000: *cell value*`/1000` For example, 100/1000=0.1, so 0.1 will be displayed after refresh. The pattern is similar for the remaining positive scaling options. Note that 0 will be displayed if the **Decimal Places** option is set to Default or 0. However, for a value such as 0.1 to display, the **Decimal Places** option must be set to 1. **Negative Scaling:** Multiplies original values by factors of 10. For example: • -1—All original values are multiplied by 10: *cell value*`*10` For example, 100*10=1000, so 1000 will be displayed. • -2—All original values are multiplied by 100: *cell value*`*100` For example, 100*100=10000, so 10000 will be displayed after refresh. • -3—All original values are multiplied by 1000: *cell value*`*1000` For example, 100*1000=100000, so 100000 will be displayed after refresh. The pattern is similar for the remaining negative scaling options.

Table 23-12 (Cont.) Formatting Options

Option	Description
	Note: Work with the **Decimal Places** option to achieve the desired display result.
Decimal Places	Applies to ad hoc and forms. Overrides the setting defined in the form definition. Specify a decimal scale for the data values. For example, in Smart View, assume the decimal option selected is "1". All values will change one decimal place to the right. If the original value is 50.56, then after refresh the value will be displayed as 50.5. Similarly, if option selected is "3", then the displayed value will be 50.560. For forms, if Default is selected, then the form definition setting is applicable.
	Note: Work with the **Scale** option to achieve the desired display result.
Form Repeat Member Labels	**Form** Facilitates the readability of Oracle Hyperion Planning and Oracle Hyperion Financial Management forms by allowing member names to appear on each row of data. In forms where repeated members are merged into one cell, member names may be out of the screen view, necessitating much back and forth scrolling between the member names and the row data. Selecting **Repeat Member Labels** helps make forms easier to read and use.

The sections that follow list the Formatting Options supported by provider.

Formatting Options Supported for Planning Forms and Ad Hoc

Table 23-13 Formatting Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Use Thousands Separator	Yes	Yes

Table 23-13 (Cont.) Formatting Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Use Cell Styles	Yes	Yes
Use Excel Formatting —Move Formatting on Operations	No	Yes
Retain Numeric Formatting	Yes	Yes
Adjust Column width	Yes	Yes
Scale	Yes	Yes
Decimal Places	Yes	Yes
Repeat Member Labels	Yes	Yes

Formatting Options Supported for Financial Management Forms and Ad Hoc

Table 23-14 Formatting Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Use Thousands Separator	Yes	Yes
Use Cell Styles	Yes	Yes
Use Excel Formatting —Move Formatting on Operations	No	Yes
Retain Numeric Formatting	Yes	Yes
Adjust Column width	Yes	Yes
Scale	Yes	Yes
Decimal Places	Yes	Yes
Repeat Member Labels	Yes	Yes

Formatting Options Supported for Essbase Ad Hoc

Table 23-15 Formatting Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Use Thousands Separator	No
Use Cell Styles	Yes
Use Excel Formatting —Move Formatting on Operations	Yes
Retain Numeric Formatting	No
Adjust Column width	Yes
Scale	Yes
Decimal Places	No

Table 23-15 (Cont.) Formatting Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Repeat Member Labels	No

Formatting Options Supported for Enterprise Performance Reporting Ad Hoc

Table 23-16 Formatting Options Supported for Enterprise Performance Reporting Ad Hoc

Option	Ad Hoc
Use Thousands Separator	No
Use Cell Styles	No
Use Excel Formatting —Move Formatting on Operations	Yes
Retain Numeric Formatting	Yes
Adjust Column width	Yes
Scale	Yes
Decimal Places	No
Repeat Member Labels	No

Cell Styles

Cell style options are global options, which apply to the entire current workbook, including any *new* worksheets added to the current workbook, and to any workbooks and worksheets that are created henceforth. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

On the Cell Styles page, you can specify formatting to indicate certain types of member and data cells. Because cells may belong to more than one type—a member cell can be both parent and child, for example—you can also set the order of precedence for how cell styles are applied.

> **Note:**
>
> Refer to the Subtopics listed above to find the options supported for a particular provider.

Watch this overview video to get acquainted with some basic Oracle Smart View for Office functionality related to Planning, including specifying cell styles.

Overview video

To specify a style:

1. Expand the list of available cell types.
2. Select a cell type.
3. Select **Properties** and specify a font, background color, or border.

   Smart View allows the setting of only one style per cell type.

   For example, you may set a background style *or* a font style for Parent members, but you cannot set both a background *and* font style for Parent members.
4. To re-order precedence of cell styles, use the **Move Up** and **Move Down** buttons or drag and drop the cell styles.
5. Click **OK**. The setting takes effect after you refresh or perform a drill operation.
6. **Optional:** To revert cell styles or precedence to the default styles of the connected Smart View provider, click **Default Styles.**
7. **Optional:** To set your selections on this page as default settings, click the arrow in the **OK** button, and then select **Save as Default Options**.

The sections that follow list the Formatting Options supported by provider.

> **Note:**
>
> There are no cell styles defined for Oracle Enterprise Performance Reporting Cloud.

Cell Style Options Supported for Planning Forms and Ad Hoc

Table 23-17 Cell Style Options Supported for Planning Forms and Ad Hoc

Option	Forms	Ad Hoc
Member cells	**Member cells**	**Member cells**
Members	Yes	Yes
Formula	Yes	No
Data cells	**Data cells**	**Data cells**
Locked	Yes	No
Supporting details	Yes	Yes
Read-only	Yes	Yes
Cell Text	Yes	Yes
Document Attachment	Yes	Yes
Writable (lowest priority is recommended)	Yes	Yes
Drill-through	Yes	Yes

Cell Style Options Supported for Financial Management Forms and Ad Hoc

Table 23-18 Cell Style Options Supported for Financial Management Forms and Ad Hoc

Option	Forms	Ad Hoc
Member cells	**Member cells**	**Member cells**
Add Member	Yes	No
Linked Form	Yes	No
Members	Yes	Yes
Server Calculated	No	No
Client Calculated	No	No
Data cells	**Data cells**	**Data cells**
Drill-through	Yes	Yes
Derived	No	Yes
Invalid	Yes	Yes
Locked	N/A	N/A
Impacted	Yes	Yes
Read-only	Yes	Yes
Cell text	Yes	Yes
Writable (lowest priority is recommended)	Yes	Yes
Server Calculated	No	No
Client Calculated	No	No
Supports Allocation	No	No

Cell Style Options Supported for Essbase Ad Hoc

Table 23-19 Cell Style Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Member cells	**Member cells**
Attribute	Yes
Dynamic Calculations	Yes
Contains Formula	Yes
Shared	Yes
Child	Yes
Parent	Yes
Duplicate Member	Yes
Member Drill-through	Yes
Data cells	**Data cells**
Drill-through	Yes
Read-only	Yes
Writable (lowest priority is recommended)	Yes

Table 23-19 (Cont.) Cell Style Options Supported for Essbase Ad Hoc

Option	Ad Hoc
Linked Objects	Yes

Extensions

Extension options are global options—set from Excel, Word, or PowerPoint—which apply to the entire current document, including any *new* worksheets added to the current workbook, new slides added to the current presentation, or new pages added to the current document, and to all Microsoft Office documents that are created henceforth, including Excel workbooks and worksheets, PowerPoint presentations and slides, and Word documents. Changes to global option settings become the default for all existing and *new* Microsoft Office documents.

The first time users open the **Extensions** tab of the **Options** dialog box, it contains a list of the extensions that are currently installed to leverage Oracle Smart View for Office functionality for other Oracle products. See Supported Extensions for a complete list of supported extensions. Other extensions that can be downloaded and installed are made visible using the **Check for Updates, New Installs, and Uninstalls** link on the dialog box.

From Excel, Word, or PowerPoint, complete these tasks in the **Extensions** tab:

- Enabling and Disabling Extensions
- Initially Checking for Available Extensions
- Installing Extensions
- Updating Extensions
- Enabling Logging for Extension Installations
- Overriding the Default URL for the Extension Download
- Uninstalling Extensions

> **Note:**
>
> You can enable and disable extensions, and install, update, and uninstall extensions from Excel, PowerPoint, or Word.
>
> It is not necessary to use **Apply to All Worksheets** or **Save as Default Options** with these options.

Supported Extensions

There are two types of extensions that can be installed with Oracle Smart View for Office, provider extensions and per-user extensions.

Provider Extensions

Provider extensions are dependent on, or integrated with, Oracle Enterprise Performance Management System server components. Examples are the Disclosure Management and Oracle Hyperion Financial Reporting extensions.

Smart View supports provider extensions for the following EPM System products:

- Disclosure Management
- Financial Reporting
- Oracle Hyperion Strategic Finance
- Predictive Planning extension for Oracle Hyperion Planning
- Predictive Planning extension for Oracle Planning and Budgeting Cloud
- Oracle Planning Admin Extension for Planning
- Oracle Planning Admin Extension for Oracle Planning and Budgeting Cloud
- Oracle Crystal Ball Enterprise Performance Management
- Oracle Enterprise Performance Reporting Cloud
- Oracle BI EE extension for Oracle Business Intelligence Enterprise Edition
- Oracle BI EE extension for Oracle Analytics Cloud
- Oracle Journals extension for Oracle Hyperion Financial Management
- Cube Designer extension for Oracle Analytics Cloud - Essbase
- Close Manager extension for Oracle Financial Consolidation and Close Cloud and Oracle Tax Reporting Cloud
- Supplemental Data Manager extension for Oracle Financial Consolidation and Close Cloud and Oracle Tax Reporting Cloud
- Strategic Modeling extension

Oracle Enterprise Performance Reporting Cloud, Oracle BI EE, and Oracle Journals are documented in this guide. The other extensions listed above are documented in the applicable Oracle product guide.

The following extensions are packaged with Smart View:

- Smart Query
- Oracle BI EE

> **Note:**
>
> The Oracle BI EE extension installs differently than other extensions. See Installing the Oracle BI EE Extension for details.

The Smart Query and Oracle BI EE extensions are documented in this guide.

Per-user Extensions

Per-user extensions are not dependent on EPM System server components. Per-user extensions may be extensions created in-house by your Smart View administrator or extensions that the administrator has obtained from Oracle or another organization.

All installed extensions, whether packaged with Smart View or not, should be enabled automatically when you start Smart View. See Enabling and Disabling Extensions.

Per-user extensions are not documented in this guide.

Refer to the following sections for information on installing, updating, and uninstalling extensions.

Enabling and Disabling Extensions

To enable an extension:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Locate the extension in the list and select the **Enable** check box.

   After you select the check box, the label changes to **Enabled**.
3. **Optional:** To disable an extension, locate the extension in the list and clear the **Enabled** check box.

Initially Checking for Available Extensions

After Oracle Smart View for Office is first installed, complete the procedure in this topic to check for all available extensions.

Complete the procedure in Updating Extensions to check for updates to your installed extensions.

> **Note:**
>
> Your Smart View system administrator controls the extensions available for you to install, and whether installation is automatic or optional.

To check for extensions after first installing Smart View:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Click the **Check for Updates, New Installs, and Uninstalls** link.

   Smart View checks for all extensions that your administrator has made available to you.
3. Perform an action:
   - Follow the prompts to close and reopen the Office application.

     If your administrator has set up extensions to automatically install after checking for updates, and closing and reopening Office, then you do not need to do anything further.

- If your administrator has set up optional extension installation, then follow the instructions in Installing Extensions.

Installing Extensions

If an extension is available for you to install, you can install it from the **Extensions** tab of the **Options** dialog box.

> **Note:**
>
> Your Oracle Smart View for Office system administrator controls which extensions are available to you, and whether installation is automatic or optional. If installation is automatic, then you need only follow the instructions in Initially Checking for Available Extensions. If installation is optional, follow the instructions in this topic.
>
> Additionally, the Oracle Business Intelligence Enterprise Edition extension installs differently than other extensions. See Installing the Oracle BI EE Extension for details.

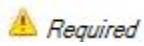
To install an extension:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Click the **Check for Updates, New Installs, and Uninstalls** link.

   Smart View checks for any new or updated extensions and required extensions.
3. Review the list of extensions and where you see

, click the **Install** link to launch the installer.

   Required per-user extensions are designated as follows:

4. Follow the prompts to install the extension.

Updating Extensions

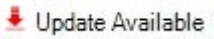
If an extension is available for you to update, you can update it from the **Extensions** tab of the **Options** dialog box.

> **Note:**
>
> Your Oracle Smart View for Office system administrator controls the extensions available to you and your options for updating extensions. If installation is automatic, then you need only complete the first two steps in this topic. If installation is optional, complete all the steps in this topic.

To check for extension updates and install them:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. To update extensions, perform one of these tasks:
   - Click the **Check for Updates, New Installs, and Uninstalls** link to immediately check for updates to all your available extensions and any new extensions.
   - Select the **Check for updates when Microsoft Office starts** check box.

     Smart View performs a check for extension updates each time you start an Office application.
3. Perform an action:
   - If your administrator has set up extensions to automatically install after checking for updates, follow the prompts to close and reopen the Office application.

     You do not need to do anything further.
   - If your administrator has set up optional extension installation updates, then continue with step 4.
4. Review the list of extensions and where you see 

, click the **Update Available** link to launch the installer.
5. Follow the prompts to install the extension.

   When updates are available, you are prompted to download the extension installer, close the Office application, and run the installer.

   After restarting the Office application, the extension appears as **Enabled** in the **Extensions** page of the **Options** dialog box.

Enabling Logging for Extension Installations

To create a log of the extension installation process:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Select the **Enable logging for extension installations** check box.
3. In the **Advanced** tab of the **Options** dialog box, complete these steps:
   a. Ensure that the **Log Message Display** level is set to at least **Warnings**.
   b. Select the **Route Messages to File** check box and note the location of the log file.
4. Proceed to install or update an extension, as described in Installing Extensions and Updating Extensions.

Overriding the Default URL for the Extension Download

Your Oracle Smart View for Office administrator may move an extension installer to a non-default location and then notify you of the installer location. If this happens, complete the following procedure.

> **Note:**
>
> The non-default location of an extension installer can be a URL, or a local or network folder.

To override the default download URL or folder location:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Select the **Override default download URL** check box.

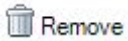
   The text box and browse button are activated, as shown in Figure 1.

Figure 23-2 Override Default Download URL Check Box

3. Enter a URL in the text box, or click and navigate to the local folder or the network folder specified by your Smart View administrator.

   The `UpdateList.xml` file is automatically appended to either the URL or the folder specified.

Uninstalling Extensions

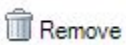
The **Remove** link,  , appears next to any extension names that you are authorized to uninstall.

> **Note:**
>
> Your Oracle Smart View for Office administrator determines which extensions you are authorized to uninstall.

To uninstall an extension:

1. From the Smart View ribbon, select **Options**, and then **Extensions**.
2. Click the **Check for Updates, New Installs, and Uninstalls** link.

   Smart View checks for any extensions that can be removed.
3. In the extensions list, locate the extension to uninstall and click the **Remove** link,

    .

   You are prompted that the extension will be uninstalled when the Office application is restarted. All Office applications must be closed to completely remove the extension.
4. Close all Office applications, including Outlook, and restart.

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Functions

Related Topics:

- Using Functions
- Creating Functions
- Running Functions
- Fixing Links in Functions
- Copying and Pasting HsGetValue Functions
- Function Descriptions
- Common Function Error Codes

Using Functions

If you are familiar with the contents of your database, you can use the Oracle Smart View for Office functions described in Table 1 to perform operations on specific data in Excel cells.

> **Note:**
>
> When using the Smart View functions in Table 1, do not use the hash mark (#) or the semicolon (;) in member names, dimension names, or variable names. These characters are reserved for delimiters in the functions noted in this chapter.

Table 24-1 Smart View Functions and Supported Providers

Function	Description	Supported Providers
HsGetValue	Retrieves data from a data source.	• Oracle Hyperion Financial Management • Oracle Essbase • Oracle Analytics Cloud - Essbase • Oracle Hyperion Planning • Oracle Planning and Budgeting Cloud • Oracle Enterprise Planning and Budgeting Cloud • Oracle Financial Consolidation and Close Cloud • Oracle Tax Reporting Cloud • Oracle Enterprise Performance Reporting Cloud
HsSetValue	Sends values to the data source.	• Financial Management • Essbase • Oracle Analytics Cloud - Essbase • Planning • Oracle Planning and Budgeting Cloud • Oracle Enterprise Planning and Budgeting Cloud • Oracle Financial Consolidation and Close Cloud • Oracle Tax Reporting Cloud
HsGetSheetInfo	Retrieves detailed information about the current worksheet.	Provider-independent
HsCurrency	Retrieves the entity currency for the selected members.	Financial Management
HsAlias	Displays the alias of the specified dimension member.	• Oracle Planning and Budgeting Cloud • Oracle Enterprise Planning and Budgeting Cloud • Oracle Financial Consolidation and Close Cloud • Oracle Tax Reporting Cloud

Table 24-1 (Cont.) Smart View Functions and Supported Providers

Function	Description	Supported Providers
HsDescription	Displays the description for the default member.	• Financial Management • Essbase • Oracle Analytics Cloud - Essbase • Oracle Planning and Budgeting Cloud • Oracle Enterprise Planning and Budgeting Cloud • Oracle Financial Consolidation and Close Cloud • Oracle Tax Reporting Cloud
HsLabel	Displays the label for the default member.	Financial Management
HsGetText	Retrieves cell text from the data source.	Financial Management
HsSetText	Sends cell text to the data source.	Financial Management
HsGetVariable	Retrieves the associated value for a substitution variable.	• Essbase • Oracle Analytics Cloud - Essbase

Creating Functions

You can create functions manually or by using the Function Builder.

Note that not all functions are available to all providers. See Table 1 for a list of functions and the supported providers.

Related Topics:

- Creating Functions in the Function Builder
- Creating Functions Manually

Creating Functions in the Function Builder

In the Function Builder, you select a function and specify the connection and members that you want the function to use. The Function Builder then creates the function using the proper syntax and enters it into the selected cell. You can edit these functions.

The selections available to you in a given Function Builder field are limited by your selections in other fields of the Function Builder. For example, only the connections supported by the selected function are displayed, and only the dimensions supported by the function you select are displayed.

A cell reference can be selected for each function argument. If you know argument input values, you can create functions in offline mode. Type-in functionality is available for each argument.

Function Descriptions

> **Note:**
>
> You can use functions that were created in the Function Builder prior to Release 11.1.2.2.310. However, starting with Release 11.1.2.2.310, the Function Builder uses commas (,) to separate member list arguments rather than semicolons (;). Both characters are supported by the new Function Builder, but when you modify a function created in the previous version, you are prompted to convert to the new comma-separated format. If you choose not to convert, then none of your modifications to the function are applied.

To create functions using the Function Builder:

1. Connect to the appropriate data source.

   Function Builder supports shared or private connections.

   Oracle Essbase, Oracle Analytics Cloud - Essbase: If you are using a private connection, and your function is going to use an alias table, you must verify that the correct alias table or the "Default" alias table is set for the connection. In the Smart View Panel, right-click the database name, and select **Set alias table**. Ensure that the correct alias table is selected, and then refresh the sheet.

2. In the sheet, select the cell in which you want to enter the function.

3. In the Smart View Panel, navigate to the database on which you want to base the function, right-click the database name, and then select **Build Function**.

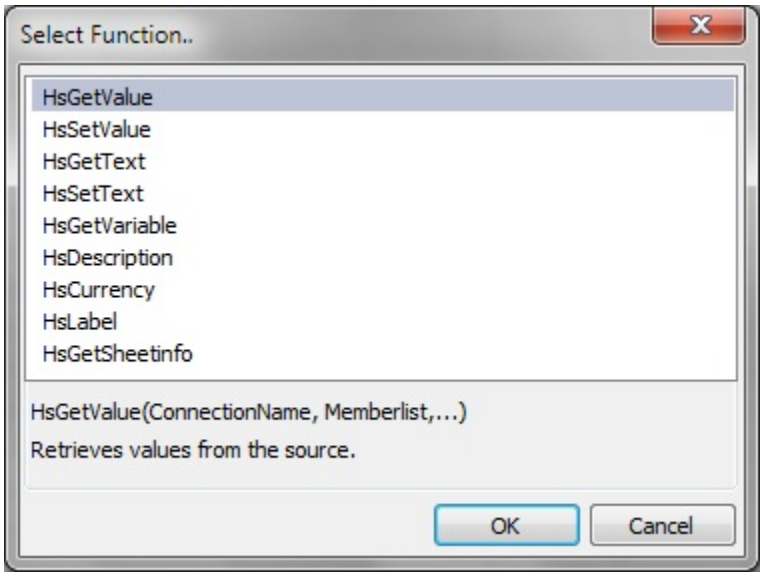
   Accessing the Function Builder in this way will prepopulate the **Connection** field of the **Function Arguments** dialog box with specific connection information, as described in step 4.

   Alternatively, from the Oracle Smart View for Office ribbon, select **Functions,** and then **Build Function**.

   When you access the Function Builder in this way, the **Connection** field in the **Function Arguments** dialog box is blank. You may provide connection information, as described in step 4. Or, if there is an active connection on the sheet, select HSACTIVE from the drop-down list.

4. In **Select Function**, select a function from the list and click **OK**.

Figure 24-1 Function Builder, Select Function Dialog Box



> **Note:**
>
> Not all functions are available to all providers. See Table 1 for a list of functions and the supported providers.

The **Function Arguments** dialog box is displayed with the **Connection** field automatically populated with connection information in one of the following formats.

- For shared connections:

  `WSFN|ProviderType|Server|Application|Database`

  The `WSFN` parameter above signifies that this function is a Workspace function and uses a shared connection.

- For private connections:

  `PrivateConnectionName`

To manually enter the connection info, use the syntax above.

5. In **Function Arguments**, for each argument in the selected function, do one of the following:

   - Click the right-most button, .

     For example, for HsGetValue, click to select members from **Member Selection**; for HsLabel and HsGetVariable, select from drop-down lists of labels or variables.

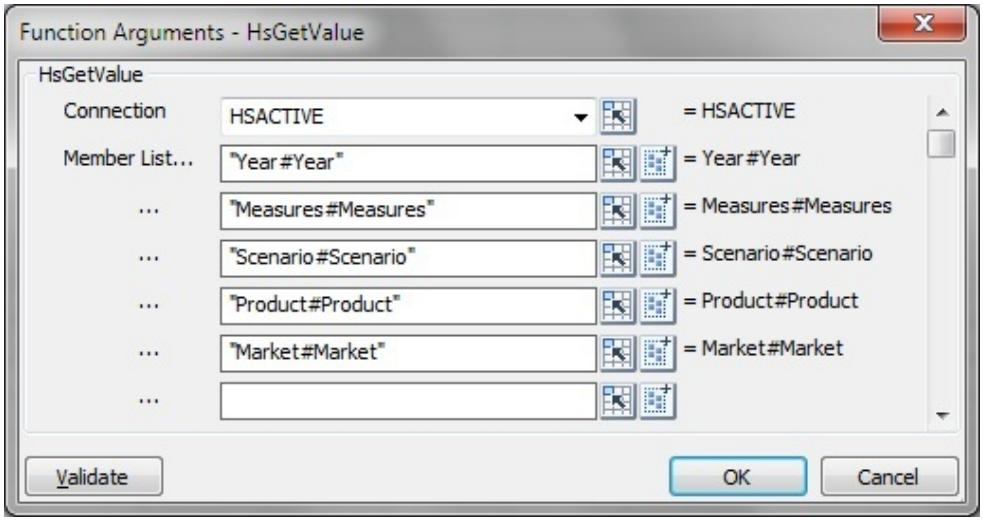
     Essbase, Oracle Analytics Cloud - Essbase: Note that when variable names are duplicated, their fully qualified name is displayed in the drop-down

list. This helps to identify variables defined at the global, application, and database levels.

- To type arguments manually, enter the argument in the text box. For example, to type a member, use the format: dimension#member; such as `Year#Qtr1` or `Year#Jan`.
- To use cell references, follow the procedure in Using Cell References.

Figure 2 shows a completed **Function Arguments** dialog box for the HsGetValue function.

Figure 24-2 Function Builder, Function Arguments Dialog Box for HsGetValue Based on the Essbase Sample Basic Database



The arguments listed in **Function Arguments** vary depending on the function selected in the previous step.

Notes:

- For HsGetSheetInfo, use a cell reference. See Using Cell References for more information.
- For HsSetValue only: Select **Data** or **Cell Reference** and enter the value to submit.
- For HsGetText and HsSetText only:
  - Select **Comments** or **Cell Reference**, and then enter the cell text to submit
  - Select **Cell Text Label**, and then select a label from the drop-down menu
- If an active worksheet connection is available, you can select **HSACTIVE** from the **Connection** drop-down list.

6. Click **Validate** and correct any errors that may be noted.

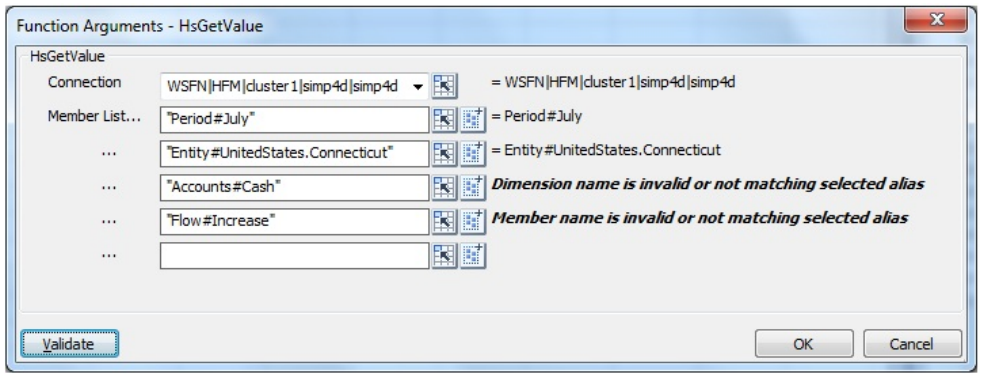
   Some of the errors you may see are:

   - Connection offline or invalid

- Invalid selection
- Member name is invalid or not matching selected alias
- Dimension name is invalid or not matching selected alias
- Incomplete Dimension#Member combination
- Generic "Error" in cases of missing quotation marks or other minor syntax errors

Figure 3 shows errors in the Function Arguments dialog box with after clicking the **Validate** button. In the following example from the Oracle Hyperion Financial Management Simple application, there are errors in the syntax for two of the Dimension#Member combinations. The first error is that the Dimension name is invalid or not matching the selected alias. The second error is that the member name is invalid or not matching the selected alias.

Figure 24-3 Function Builder Validation Errors



7. When the function validation is successful, click **OK** to insert the function in the selected cell.
8. To execute the function, follow the procedure in Running Functions.

Using Cell References

You can enter references to single cells for connection, label, data/text, or variable arguments. You can also enter references to two contiguous or noncontiguous cells for dimension/member references. References cannot be made to cell ranges of more than two cells.

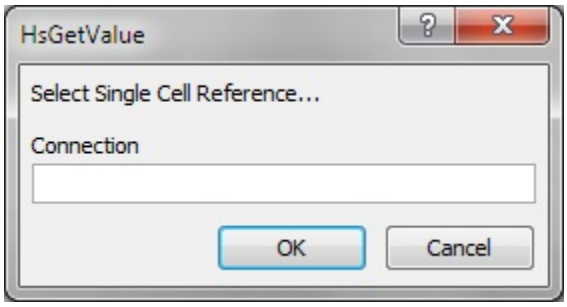
To use cell references:

1. Follow the steps in Creating Functions in the Function Builder to open the **Function Arguments** dialog box.
2. In the **Function Arguments** dialog box, for each argument in the selected function, click the **Cell Reference** button, .

   Depending on the type of argument selected, a Cell Reference dialog box is displayed.

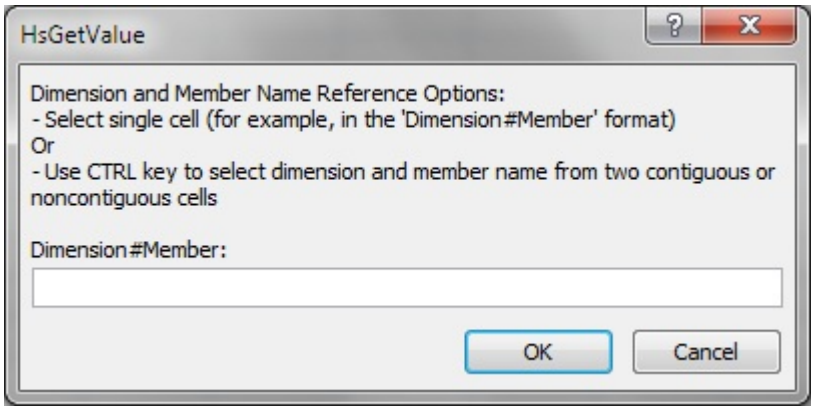
   - If you select a connection, label, data/text, or variable argument, the **Select Single Cell Reference** dialog box is displayed.

Figure 24-4 Select Single Cell Reference Dialog Box



- If you select a member list argument, the **Cell Reference** dialog box for a dimension and member name cell reference is displayed.

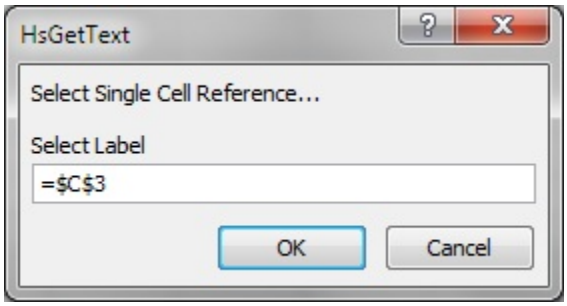
Figure 24-5 Dimension and Member Name Cell Reference Dialog Box



3. In the grid, perform an action:
   - For the **Single Cell Reference** dialog box, depending on the type of argument, click a single cell to reference; for example, a cell containing a variable.

     Figure 3 shows the **Single Cell Reference** dialog box with a cell selected for a label argument.

Figure 24-6 Cell Reference Dialog Box with Single Cell for Label Argument Selected



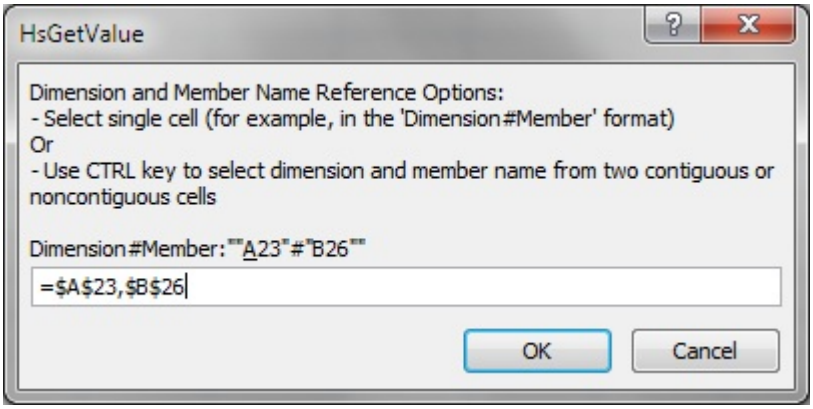
   - For the **Dimension and Member Name Cell Reference** dialog box, do one of the following:

- Click a single cell to reference; for example, a cell that contains both a dimension and a member name.
- Pressing the **Ctrl** key, select two contiguous or noncontiguous cells; for example, a dimension and a member cell.

  You may press **Ctrl**, click in two cells from different areas of the worksheet or two adjacent cells. Each cell selection much be performed by a single click while the **Ctrl** key is still pressed.

Figure 4 shows the **Dimension and Member Name Cell Reference** dialog box with two noncontiguous cells selected.

Figure 24-7 Cell Reference Dialog Box with Two Noncontiguous Cells Selected



4. Click **OK** in the **Cell Reference** dialog box.

   In **Function Arguments**, the text field for the argument contains the referenced cell or cells in the format shown in Table 1.

Table 24-2 Cell Reference Formats

Cell Reference	Format in Function Arguments
Single cell	""&A3&"" See "Notes" below this table for a full explanation.
Two contiguous cells	""&A3&"#"&B3&""
Two noncontiguous cells	""&A5&"#"&B9&""

Notes:

- For a single cell reference, if the member name that you selected in step 3 is displayed as dimension#member in the grid, then the argument selection is complete. For example, if the member is displayed in the grid as `Year#Qtr 2` in cell A3, then `""&A3&""` is complete.

  If only the member name is displayed in the grid, then you must manually enter the dimension name followed by `#` between the first two sets of double quotation marks. For example, if the member is displayed as Qtr2 in cell A3, then you must enter `Year#` between the quotation marks: `"Year#"&A3&""`

- If an argument text field contains text before you select a reference cell, the cell reference text is appended to this text. Therefore, delete any unwanted text in the field before selecting a cell for reference.

5. Click **OK** to insert the function in the selected cell.
6. Refresh.

Creating Functions Manually

See Microsoft documentation and support site for information about character and other Excel function limitations.

To create a function manually:

1. In Excel, click the cell in which you want to enter the function.
2. Enter = (equal sign).
3. Enter the function name, HsSetValue, for example.
4. Enter parameters for the function according to rules described in Syntax Guidelines, using the information specific to each function in Function Descriptions.
5. To refresh the worksheet, from the Oracle Smart View for Office menu, select **Refresh.**

   Functions are validated only when you refresh them.

Example 24-1 Syntax Guidelines

See Function Descriptions for the syntax of individual functions.

- To work with a shared connection, you must add to the function the WSFN identifier, which specifies a workspace function, along with a connection string. The format is:

  `WSFN|ProviderType|Server|Application|DatabasePOV`

  For example, in the HsGetValue function for a shared connection to an Oracle Essbase data source, the WSFN identifier and connection string is added to the function as follows:

  ```
  =HsGetValue("WSFN|Essbase|myserver|Sample|Basic","Market#South")
  ```

  For *ProviderType*, use one of the following case-sensitive strings:

  – `Essbase` (for Essbase, Oracle Analytics Cloud - Essbase)
  – `HFM` (for Oracle Hyperion Financial Management)
  – `HP` (for Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud)

  For Financial Management, the *Database* parameter can be omitted, or it can be the same as the *Application* parameter. For consistency, Oracle recommends entering the application name for the *Database* parameter.

- Private connection parameters can have these values:

  – **Empty**: the default connection
  – **HsActive**: the active associated connection

  - The user-defined name for a private connection

  If you specify a private connection, it must precede the POV.

- The POV is composed of *dimension#member* pairs, for example, Entity#Connecticut.
- Parent-child relationships are designated by a period, for example, Entity#UnitedStates.Maine.
- The connection and POV can be grouped as one parameter, for example “My_connection;Entity#UnitedStates”.

  Alternatively, they can be split up into multiple function parameters, for example, “My_connection”, “Entity#UnitedStates”, “Account#Sales”.
- If the connection and POV are in the same parameter, the connection and each *dimension#member* pair are separated by a semicolon (;), for example, “My_connection;Entity#UnitedStates;Account#Sales”.

Running Functions

When a worksheet that contains saved functions is opened on a different computer from the one on which it was created, the functions include the full path of the original computer. Oracle Smart View for Office automatically updates these function paths when you open the worksheet if all three of the following conditions are met. Otherwise, you must manually update functions using the Excel **Links** option.

- The worksheet is unprotected.
- The Excel option **Ask to update automatic links** is cleared.
- When you open a workbook, if prompted to update link automatically, select **Continue** or **Cancel**. Do not select **Edit Links**.

To run functions and retrieve values:

1. Open the worksheet that contains the functions you want to run.
2. Do one of the following:
   - For HsSetValue, from the Smart View ribbon, select **Submit Data**.
   - For other functions, select one:
     - To run functions and update all worksheets in the workbook, from the Smart View ribbon, select **Refresh all Worksheets.**
     - To run functions and update only the active worksheet, select **Refresh**.

Fixing Links in Functions

When you uninstall Oracle Smart View for Office on one drive and install it on another drive, or send a Smart View file to a user who installs it on a different drive, you may need to fix broken links in functions.

To fix broken links in functions:

1. From the Smart View ribbon, select the arrow next to **Functions**.
2. From the drop-down menu, select **Fix Links**.

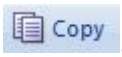
Copying and Pasting HsGetValue Functions

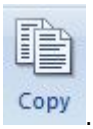
You may copy cells and ranges of cells containing the HsGetValue function from one Office application and paste them into Excel, Word or PowerPoint.

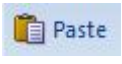
Note these guidelines when copying and pasting functions:

- Only cells containing the HsGetValue function may be copied and pasted. You may not copy and paste cells containing other functions.
- The data point generated will use the connection-level alias.
- Any cell references in the function will be replaced with its evaluated values. For example, if a function contains `"Year#""&A2&""` for the dim#member combination, and cell A2 contains `"Qtr2"`, then the function generated will have `"Year#Qtr2"` as the extracted value.
- Any POV changes applied on the data point query from the POV Manager will be applied only to the dimensions not present in the data point.
- Function XML may be exported from legacy applications.
- The following copy/paste scenarios are supported:
  - Functions from a single connection with no cell references.
  - Functions from a single connection with cell references.
  - Functions from multiple connections
  - Visualize in Excel—a grid with single intersection will be generated using the function POV.
  - Functions with case insensitive connection names.
- The following copy/paste scenarios are *not* supported:
  - Functions from an ad hoc grid (these will be pasted as static values).
  - Nested formulas.
  - Formulas with arithmetic operations; for example, divide or multiply.
  - Other Excel functions; for example, IF or SUM.

To copy and paste functions:

1. Select the cell or range of cells to copy and perform an action:
   - In Excel, click 

.
   - In Word and PowerPoint, click 

.
2. If not already open, launch the Office application to which you want to paste the copied function cells.
3. Perform an action:
   - In Excel, select the cell where the copied functions will be pasted and, in the Smart View ribbon, click 

.

- In Word or PowerPoint, place the cursor at the point in the page or slide where the copied function will pasted and, in the Smart View ribbon, click

.

4. Refresh the sheet, page, or slide.

Function Descriptions

Oracle Smart View for Office provides the following functions. Click a function name below to access description, syntax, and examples.

HsGetValue: Retrieves data from a data source for a given Point of View.

HsSetValue: Sends values to the data source for a given Point of View.

HsGetSheetInfo: Retrieves detailed information about the current worksheet.

HsCurrency: Retrieves the entity currency for the selected members.

HsDescription: Displays the description for the default Point of View member.

HsAlias: Displays the alias of the specified dimension member.

HsLabel: Displays the label for the default Point of View member.

HsGetText: Retrieves cell text from the data source.

HsSetText: Sends cell text to the data source.

HsGetVariable: Retrieves the value for a substitution variable.

HsGetValue

Data sources: Oracle Hyperion Financial Management, Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud, Oracle Enterprise Performance Reporting Cloud

Description

HsGetValue retrieves data from the data source for selected members of a dimension.

When HsGetValue retrieves no data, the value specified for the #NoData/Missing Label replacement option is used (see Table 1).

When users select Refresh or Refresh All, only HsGetValue is called. When users select Submit, HsSetValue is called first, and HsGetValue is then called only if HsSetValue returns successfully.

The HsGetValue function supports the use of one attribute dimensions and member when connected to these data sources:

- Essbase
- Oracle Analytics Cloud - Essbase
- Oracle Planning and Budgeting Cloud

- Oracle Enterprise Planning and Budgeting Cloud
- Oracle Financial Consolidation and Close Cloud
- Oracle Tax Reporting Cloud

Syntax

Private connection:

```
HsGetValue("PrivateConnectionName","POV")
```

Shared connection:

```
HsGetValue("WSFN|ProviderType|Server|Application|Database","POV")
```

For detailed syntax information, see Creating Functions Manually.

Example without Attribute

In this example, HsGetValue returns the value from the HFM01 application for the default POV.

Private connection:

```
HsGetValue("HFM01";"Scenario#Actual;Year#2004;Period#July;View#YTD;
Entity#UnitedStates.Connecticut;Value#USD;Account#Sales;ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];
Custom4#Increases")
```

Shared connection:

```
HsGetValue("WSFN|HFM|hfm_svr|HFM01|HFM01";"Scenario#Actual;Year#2004;Period#July;
View#YTD;Entity#UnitedStates.Connecticut;Value#USD;Account#Sales;ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#Increases")
```

Example with Attribute

In this example, HsGetValue returns the value from the Vision application, Plan1 database, and the POV includes an attribute dimension and member, Entity_Regions#NA_Reg.

> **Note:**
>
> HsGetValue supports only one attribute dimension and member per function.

Private connection:

```
HsGetValue("Vision","Account#Amount","Period#Jan","Years#2017","Scenario#Annual
Contract","Version#Final","Entity#AR02-Argentina-
IS_Adjustments","Package#Depreciation","Currency#Local
Currency","Entity_Regions#NA_Reg")
```

Shared connection:

```
HsGetValue("WSFN|HP|serviceURL|Vision|
Plan1","Account#Amount","Period#Jan","Years#2017","Scenario#Annual
Contract","Version#Final","Entity#AR02-Argentina-
```

```
IS_Adjustments","Package#Depreciation","Currency#Local
Currency","Entity_Regions#NA_Reg")
```

HsSetValue

Data sources: Oracle Hyperion Financial Management, Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Description

HsSetValue sends a data value from a worksheet to a data source selected members of a dimension. To send data to a data source, you must have the appropriate load rule and write access for the data source.

Syntax

Private connection:

```
HsSetValue (dollar amount,"PrivateConnectionName","POV")
```

Shared connection:

```
HsSetValue (dollar amount,"WSFN|ProviderType|Server|Application|Database","POV")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsSetValue sends the value from cell H4 to the HFM01 application.

Private connection:

```
HsSetValue(H4, "HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#<Scenario
View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A4&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

Shared connection:

```
HsSetValue(H4, "WSFN|HFM|hfm_svr|HFM01|
HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#<Scenario
View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A4&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None];Custom4#
Increases")
```

HsGetSheetInfo

Data sources: Provider-independent

Description

HsGetSheetInfo retrieves detailed information about the current worksheet, as described in Table 1.

Table 24-3 HsGetSheetInfo Details

Numerical Equivalent	String Equivalent	Sheet Information
1	Connected	Connection status
2	Sheet Type	Ad hoc or form
3	Server	The server to which the sheet is connected
4	Application	The application to which the sheet is connected
5	Cube	The cube to which the sheet is connected
6	URL	The URL to which the sheet is connected
7	Provider	The data source type to which the sheet is connected
8	Provider URL	The provider to which the sheet is connected; applicable for Oracle Hyperion Provider Services connections
9	Friendly Name	The data source connection name
10	Alias Table	The current alias table
11	User	The user name
12	Description	The connection description

Syntax

```
HsGetSheetInfo("<string equivalent>")

HsGetSheetInfo("<numerical equivalent>")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsGetSheetInfo tells you whether the worksheet contains an ad hoc grid or a form.

```
HsGetSheetInfo("Sheet Type")
```

HsCurrency

Data sources: Oracle Hyperion Financial Management

Description

HsCurrency retrieves the currency value of the specified dimension member. Entity and Value are the only valid members for the HsCurrency function.

Syntax

Private connection:

```
HsCurrency("PrivateConnectionName,Entity;Value")
```

Shared connection:

```
HsCurrency("WSFN|ProviderType|Server|Application|Database,EntityMember;ValueMember")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsCurrency retrieves the entity currency where the currency for the East Sales entity is USD, and the currency for the UKSales entity is GBR. The EastSales entity displays USD, and UKSales displays GBR.

Private connection:

```
HsCurrency("Comma","Entity#EastRegion.EastSales;Value#<Entity Currency>.")
HsCurrency("Comma","Entity#EastRegion.UKSales;Value#<Entity Currency>.")
```

Shared connection:

```
HsCurrency("WSFN|HFM|hfm_svr|Comma|Comma","Entity#EastRegion.EastSales;Value#<Entity
Currency>.")
HsCurrency("Comma","Entity#EastRegion.UKSales;Value#<Entity Currency>.")
```

HsDescription

Data sources: Oracle Hyperion Financial Management, Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Description

HsDescription displays the description of the specified dimension member.

Essbase, Oracle Analytics Cloud - Essbase only: HsDescription returns the alias name of the specified dimension member.

Syntax

Private connection:

```
HsDescription ("PrivateConnectionName","Dimension#Member")
```

Shared connection:

```
HsDescription ("WSFN|ProviderType|Server|Application|Database","Dimension#Member")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsDescription displays the description for Custom 4.

Private connection:

```
HsDescription("HFM01","Custom4#Increases")
```

Shared connection:

```
HsDescription("WSFN|HFM|hfm_svr|HFM01|HFM01","Custom4#Increases")
```

HsAlias

Data sources: Oracle Planning and Budgeting Cloud, Oracle Enterprise Planning and Budgeting Cloud, Oracle Financial Consolidation and Close Cloud, Oracle Tax Reporting Cloud

Description

HsAlias displays the alias of the specified dimension member.

Syntax

Private connection:

```
HsAlias("PrivateConnectionName","Dimension#Member", “OutputAliasTable”,
“MemberNameFromAliasTable”)
```

Shared connection:

```
HsAlias("WSFN|ProviderType|Server|Application|Database","Dimension#Member",
“OutputAliasTable”, “MemberNameFromAliasTable”)
```

> **Note:**
>
> For detailed syntax information, see Creating Functions Manually.

Notes

- The connection and Dimension#Member parameters are required.
- For private connections, the OutputAliasTable parameter is optional. If OutputAliasTable is empty, then the connection level alias will be used for OutputAliasTable.
- It is optional to specify which alias table the member is from. If MemberNameFromAliasTable is empty, then the original member name from the outline will be used.
- If the member name is not found in the alias table specified in MemberNameFromAliasTable, then the original member name from the outline will be used.
- The HsActive keyword within the HsAlias function can only be used on a sheet with an ad hoc grid.
- Copy and Paste either from Oracle Smart View for Office or Excel is not supported. Only static text will be pasted.

Example

Private connection:

```
HsAlias("Planvision","Scenario#Actual", "German", "Default")
```

Shared connection:

```
HsAlias("WSFN|HP|svr|Vision|Plan1","Scenario#Actual", "German", "Default")
```

HsLabel

Data sources: Oracle Hyperion Financial Management

Description

HsLabel displays the default member label for the specified dimension member.

Syntax

Private connection:

```
HsLabel ("PrivateConnectionName","Dimension#")
```

Shared connection:

```
HsLabel ("WSFN|ProviderType|Server|Application|Database","Dimension#")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsLabel function retrieves the label for the Scenario dimension in the Comma application:

Private connection:

```
HsLabel ("Comma","Scenario#")
```

Shared connection:

```
HsLabel ("WSFN|HFM|hfm_svr|Comma|Comma","Scenario#")
```

HsGetText

Data sources: Oracle Hyperion Financial Management

Description

HsGetText retrieves cell text from the data source for dimension members, cell references, the default POV, or a combination of all three.

> **Note:**
>
> Users must click **Refresh** in order to retrieve the cell text.

Syntax

Private connection:

```
HsGetText ("PrivateConnectionName","POV","CellTextLabel")
```

Shared connection:

```
HsGetText ("WSFN|ProviderType|Server|Application|Database","POV","CellTextLabel")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsGetText returns the cell text from the HFM01 data source for the default POV.

Private connection:

```
HsGetText("HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#
<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A3&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None],Custom4#
Increases")
```

Shared connection:

```
HsGetText("WSFN|HFM|hfm_svr|HFM01|
HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#
<Scenario View>;Entity#UnitedStates.Connecticut;Value#<Entity
Currency>;Account#"&$A3&";ICP#[ICP
None];Custom1#GolfBalls;Custom2#Customer2;Custom3#[None],Custom4#
Increases")
```

HsSetText

Data sources: Oracle Hyperion Financial Management

Description

HsSetText sends cell text to a data source. You can use all dimension members, cell references, the default POV, or a combination of all three.

> **Note:**
>
> Users must click **Submit Data** in order to save the cell text.

Syntax

Private connection:

```
HsSetText("CellTextComments","PrivateConnectionName","POV","CellTextLabel")
```

Shared connection:

```
HsSetText("CellTextComments","WSFN|ProviderType|Server|Application|
Database","POV","CellTextLabel")
```

For detailed syntax information, see Creating Functions Manually.

Example

In this example, HsSetText sends the text from cell H3 to the HFM01 application.

Private connection:

```
HsSetText("H3","HFM01","Scenario#Actual;Year#2004;Period#"&B$2&";View#<Scenario
View>;
```

```
Entity#UnitedStates.Connecticut;Value#<Entity Currency>;Account#"&$A3&";ICP#[ICP
None];
Custom1#GolfBalls;Custom2#Customer2;Custom3#[None],Custom4#Increases")
```

Shared connection:

```
HsSetText("H3","WSFN|HFM|hfm_svr|HFM01|HFM01","Scenario#Actual;Year#2004;
Period#"&B$2&";View#<Scenario View>;Entity#UnitedStates.Connecticut;
Value#<Entity Currency>;Account#"&$A3&";ICP#[ICP None];Custom1#GolfBalls;
Custom2#Customer2;Custom3#[None],Custom4#Increases")
```

HsGetVariable

Data sources: Oracle Essbase, Oracle Analytics Cloud - Essbase

Description

HsGetVariable retrieves the associated value for a substitution variable.

You cannot use HsGetVariable with Smart Slices.

Syntax

HsGetVariable can use the default connection name, a private connection name, a shared connection, or an Excel named range on a multiple-range grid, as follows:

- **Default connection:** `HsGetVariable("substitution variable name")`
- **Private connection:** `HsGetVariable("PrivateConnectionName","substitution variable name")`
- **Shared connection:** `HsGetVariable("WSFN|ProviderType|Server|Application|Database","substitution variable name")`
- **Named range on a multiple-range grid:** `HsGetVariable("range name","substitution variable name")`

For detailed syntax information, see Creating Functions Manually.

Examples

- Default connection: `HsGetVariable("CurMonth")`
- Private connection: `HsGetVariable("myprivateconnection_Sample_Basic","CurMonth")`
- Shared connection: `HsGetVariable("WSFN|Essbase|esbsvr|Sample|Basic","CurMonth"`
- Named range: `HsGetVariable("myprivateconnection_Sample_Basic","CurMonth")`

> **Note:**
>
> An ampersand (&) is generally used to refer to a substitution variable, but is optional in this function.

Common Function Error Codes

Some common error codes displayed in functions:

#NO CONNECTION - You are not connected or logged on to a data source.

#INVALID - Invalid metadata. Invalid cells that contain a value display the value as zero.

#LOCKED - The cell is locked.

#NO ACCESS - You do not have access to this cell.

#NO DATA - The cell contains NoData. You can select to display zeros instead of NoData. Cells use the Replacement text that you specify in the Options dialog box.

#INVALID INPUT - The HsSetValue data value is not valid, for example, a text string.

#READ ONLY - This is for the HsSetValue function only when the cell is Read-only.

#NO ROLE ACCESS - You do not have the Oracle Hyperion Financial Management LoadExcelData security role.

#NEEDS REFRESH - Data needs to be refreshed.

#INVALID DIMENSION - An invalid dimension is specified in the function.

#INVALID MEMBER - An invalid dimension member name is specified in the function.

#NAME - Excel does not recognize text in a formula. When you forward a worksheet that contains functions to a user who does not have Oracle Smart View for Office, they can view the same data as the functions on the worksheet. When the user edits or refreshes the function, it changes to #Name.

25
Free-Form Mode

Related Topics:

- About Free-Form Mode
- Free-Form Guidelines
- Free-Form Grid Examples
- Comments in Free-Form Grids
- Formulas in Free-Form Grids
- Duplicate Aliases in Free-Form Mode
- Attribute Dimensions in Free-Form Grids
- Creating Free-Form Reports
- Retrieving Attribute Dimensions in Free-Form Mode
- Creating Asymmetric Reports
- Actions That May Cause Unexpected Behavior

About Free-Form Mode

In ad hoc analysis, if you are familiar with the dimensions and members of your database, you can use *free-form mode* by typing dimension and member names directly into cells. You can still use the POV, member selection, and other ad hoc operations in free-form grids.

The components of Oracle Smart View for Office grids are described in Table 1.

Table 25-1 Smart View Grid Components

Grid Component	Description
Row Dimension	A dimension or member placed down one column across one or more rows in a worksheet
Column Dimension	A dimension or member placed on a row across one or more columns in a worksheet
Page Dimension	A dimension that applies to the entire page (Oracle Essbase only)
Comments	Text added by the user
Data Region	Areas of the grid that contain data for dimensions or members
Blank Region	Areas of the worksheet that contain no entries

Related Topics:

Free-Form Guidelines

Free-Form Grid Examples

Comments in Free-Form Grids

Formulas in Free-Form Grids

Attribute Dimensions in Free-Form Grids

Creating Free-Form Reports

Retrieving Attribute Dimensions in Free-Form Mode

Creating Asymmetric Reports

Actions That May Cause Unexpected Behavior

Free-Form Guidelines

- Grids do not need to start in cell A1.
- A grid must have at least one row dimension and one column dimension.
- Each row dimension can contain members of only one dimension. Each column dimension can contain members of only one dimension.
- Members of one dimension can be entered only in **one** of the following regions:
  - In the same row
  - In the same column
  - Anywhere in the page dimension region (Oracle Essbase, Oracle Analytics Cloud - Essbase only)
- The page dimension region can contain members of different dimensions, but no two members in the page dimension region can belong to the same dimension (Essbase, Oracle Analytics Cloud - Essbase only).
- Dimensions entered into the page dimension region override any corresponding default or existing dimensions in the page dimension region. For example, if the page dimension contains a Year dimension, and you enter Qtr1, then Qtr replaces Year in the page dimension (Essbase, Oracle Analytics Cloud - Essbase only).
- The replacement labels specified in the Data Options page of Oracle Smart View for Office Options apply in free-form mode.
- Numerical entries are identified as data in the data region, and as comments outside the data region. If you want to use a number as a member name, precede it with a single quotation mark; for example, '100.
- Precede member names that contain spaces between words with a single quotation mark.
- When connected to a database that supports duplicate member names, select **Distinct Member Name** on the **Member Options** page of the Smart View **Options** dialog box to display fully qualified member names in the worksheet. To enter duplicate members, use this syntax for qualified member names:

  ```
  [Income].[Other]
  [Expenses].[Other]
  ```

- Aliases from the current alias table are permitted in free-form grids, but aliases from other alias tables are treated as comments.

- Dynamic Time Series members (Essbase) must use one of the following formats:
  - Q-T-D(Jan)
  - Y-T-D(Mar)
  - M-T-D(Jun)

Free-Form Grid Examples

Simple Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

Simple Grids in Essbase

In Essbase (starting with the 11.1.2.1.102 release) or Oracle Analytics Cloud - Essbase and Oracle Smart View for Office, free-form behavior is such that the POV members are placed on the first row of an Excel sheet. Column and row dimension members are placed on the grid starting after the POV row rows. This means that all the POV members become part of the grid.

Figure 1 shows a valid simple grid in Essbase, where Year is the row dimension, and Measures is the column dimension, beginning in row 1.

Figure 25-1 Simple Grid in Essbase with Only Column and Row Dimensions

	A	B	C	D	E
1		Profit	Inventory	Ratios	Measures
2	Qtr1				
3	Qtr2				
4	Qtr3				
5	Qtr4				
6	Year				

Figure 2 shows what happens after clicking **Refresh** in a connected sheet. As described previously, row 1 is populated with the POV dimensions of Product, Market and Scenario. The row and column dimensions begin on row 2.

Figure 25-2 Result of Ad Hoc Analysis Command on Simple Grid in Essbase

	A	B	C	D	E
1		Product	Market	Scenario	
2		Profit	Inventory	Ratios	Measures
3	Qtr1	-6823	1234	33.31103991	-6823
4	Qtr2	27107	119776	55.38705141	27107
5	Qtr3	27912	#Missing	55.00356413	27912
6	Qtr4	25800	142483	55.41720586	25800
7	Year	73996	1234	51.44275158	73996

Figure 3 shows a valid simple grid in Essbase, where Product is the page dimension in row 1. Year is the row dimension and Measures is the column dimension, beginning on row 2.

Figure 25-3 Simple Grid in Essbase with Dimension in Row 1

	A	B	C	D	E
1				Product	
2		Profit	Inventory	Ratios	Measures
3	Qtr1				
4	Qtr2				
5	Qtr3				
6	Qtr4				
7	Year				

Figure 4 shows what happens after clicking **Refresh** in a connected sheet. In this case, because the Product dimension was already placed on the sheet, it is moved to row 2. The POV dimensions are placed on row 1. The row and column dimensions begin on row 3.

Figure 25-4 Result of Ad Hoc Analysis Command on Simple Grid in Essbase with Dimension in Row 1

	A	B	C	D	E
1		Market	Scenario		
2		Product	Product	Product	Product
3		Profit	Inventory	Ratios	Measures
4	Qtr1	-6823	1234	33.31103991	-6823
5	Qtr2	27107	119776	55.38705141	27107
6	Qtr3	27912	#Missing	55.00356413	27912
7	Qtr4	25800	142483	55.41720586	25800
8	Year	73996	1234	51.44275158	73996

Simple Grid in Planning

Figure 5 shows a valid simple grid in Planning, where Year is the row dimension and Account is the column dimension.

Figure 25-5 Simple Grid in Planning

	A	B
1		Year
2	Account	3

Two Column By Two Row Layout

Figure 6 is a basic two columns by two rows layout showing the Product and Market dimensions in the first row and column, and members of Sales and Year in the second row and column.

Figure 25-6 Two Columns by Two Rows Layout

	A	B	C	D	E	F
1			Product	Product	Product	Product
2			Profit	Inventory	Ratios	Measures
3	Market	Qtr1				
4	Market	Qtr2				
5	Market	Qtr3				
6	Market	Qtr4				
7	Market	Year				

Column Dimensions

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Column Dimensions Interpreted as Page Dimensions

When there is one row dimension and multiple members, all of different dimensions, in the same top row, the left-most dimension in the row is treated as column dimension and the others as page dimensions. Figure 1 shows a valid grid in which Year is the row dimension, Measure is the column dimension, and Product and Market are page dimensions.

Figure 25-7 Column and Page Dimensions in the First Row

	A	B	C	D
1		Measures	Product	Market
2	Year			

The first members of each column dimension must occur on the same column, and the first members of every row dimension must occur on the same row. Figure 2 is invalid because cell B2 is on the first column of the column dimensions and must be a member of the Measures dimension, whereas it is a comment.

Figure 25-8 Invalid Placement in Column

	A	B	C	D
1		100-10	100-30	100
2		Comment	Measures	Measure
3	Year			

Stacked Dimensions

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

The first row that contains multiple members of the same dimension is a column dimension. All dimensions placed above this row are candidates for page dimension if they comply with the rules for page dimension. However, dimensions above this column dimension that are in the same column ("stacked") *and* have no other members are column dimensions and not page dimensions. Such grids are not valid.

In Figure 1, Product is a column dimension that is stacked on Profit; Market is a page dimension, because it is not stacked on Profit. Scenario is a page dimension, even though it is stacked on Profit, because its row is above a page dimension.

Figure 25-9 Stacked Dimensions as Page Dimensions

	A	B	C	D	E
1		Scenario			
2			Market		
3		Product			
4		Profit	Inventory	Ratios	Measures
5	Year				

In Figure 2, Product and Market are stacked above a column dimension and contain no other members. Therefore, this grid is not valid.

Figure 25-10 Invalid Stacked Column

	A	B	C	D	E
1		Market			
2		Product			
3		Profit	Inventory	Ratios	Measures
4	Year				

Comments in Free-Form Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

> **Note:**
>
> **Essbase, Oracle Analytics Cloud - Essbase:** You cannot add comments on worksheets that are enabled for multiple grids.

Comments can be placed as follows:

- Between row dimensions
- Between column dimensions
- Between page dimensions
- Between dimensions and data cells
- Interleaved with members of page dimensions
- Interleaved with members of row, column and page dimensions

  Further, comment rows and comment columns can be interleaved with row and column dimensions.
- To the left, right, top, bottom of the grid.

Comments cannot be placed in data cells or in cells that intersect row and column dimensions in the upper right corner.

When working with comments:

- In Financial Management, comments will shift with Zoom in and Zoom Out operations, depending on the row or column.
- In Planning or Oracle Planning and Budgeting Cloud, comments are supported both inside and outside of the grid boundaries.

> **Note:**
>
> Comments are not saved to the provider server in the free-form worksheet. For example, if you use the Save Ad Hoc Grid command with a Planning free-form or ad hoc grid, the formulas are not saved. However, you can retain the comments in a worksheet by performing a Save in Excel and saving the workbook.

For information about unexpected behavior that may occur, see Actions That May Cause Unexpected Behavior.

Related Topics:

Comments in Blank Rows and Columns

Grid with Complex Comments

Invalid Placement of Comments

Comments Inside and Outside of Grid Boundaries

Comments in Blank Rows and Columns

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Financial Management

Figure 1 shows a grid with comments in cells A5, A6, C1, C2, C10, D1, D2, D10, H5, and H6. These comments are retained in retrieval and zoom operations.

Figure 25-11 Comments in Blank Rows and Columns

	A	B	C	D	E	F	G	H
1			c1	d1				
2			c2	d2				
3				Product	Product	Product	Product	
4				Profit	Inventory	Ratios	Measures	
5	a5	Market	Qtr1					h5
6	a6	Market	Qtr2					h6
7		Market	Qtr3					
8		Market	Qtr4					
9		Market	Year					
10			c10	d10				

Grid with Complex Comments

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Figure 1 shows an example of a combination of the page region, attributes, and comments on a single grid.

Figure 25-12 Grid with Complex Comments

	A	B	C	D	E	F	G	H
1	Pkg Type							
2	Budget							
3		B3	C3	D3				
4				Product	Product		Product	Product
5					E5	F5	G5	
6				Profit	Inventory		Ratios	Measures
7	Market		Qtr1					
8	Market		Qtr2					
9		B9			E9	F9	G9	
10	Market		Qtr3					
11	Market		Qtr4					
12	Market		Year					
13								
14				D14	E14	F14		

Invalid Placement of Comments

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Row and column dimension regions can be interleaved with comment rows and comment columns. Figure 1shows a grid that is invalid because the comment in cell C2 does not belong to either a comment row or a comment column. (Both row 2 and column C have dimension members.)

Figure 25-13 Invalid Placement of Comments

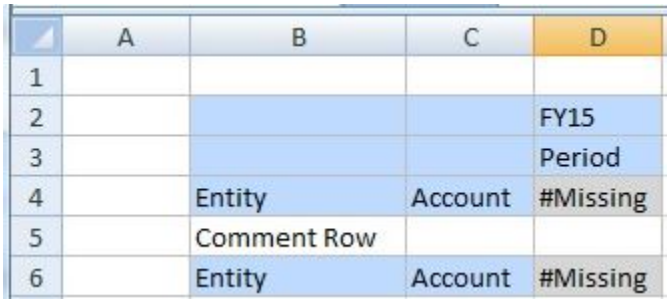
	A	B	C	D
1		100-10	100-30	100
2		Measures	Comment	Measures
3	Year			

Comments Inside and Outside of Grid Boundaries

Data source types: Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

Figure 1 shows a grid with a comment in cell B5, inside the grid boundaries. These comments are retained in retrieval and zoom operations, but are not saved in Planning.

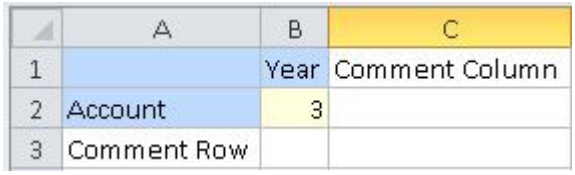
Figure 25-14 Grid with Comments Inside Grid Boundaries



	A	B	C	D
1				
2				FY15
3				Period
4		Entity	Account	#Missing
5		Comment Row		
6		Entity	Account	#Missing

Figure 2 shows a grid with comments in cells A3, and C1, outside of the grid boundaries. These comments are retained in retrieval and zoom operations, but are not saved in Planning.

Figure 25-15 Grid with Comments Outside of Grid Boundaries



	A	B	C
1		Year	Comment Column
2	Account	3	
3	Comment Row		

Formulas in Free-Form Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

You can enter Excel formulas in cells that can contain comments.

> **Note:**
>
> Excel formulas are not saved to the provider server in the free-form worksheet. For example, if you use the Save Ad Hoc Grid command with a Planning free-form or ad hoc grid, the formulas are not saved. However, you can retain formulas in a worksheet by performing a Save in Excel and saving the workbook.

Figure 1 shows a grid from an Essbase data source with Excel formulas in cells C8 and F8.

Figure 25-16 Formulas in Essbase Free-Form Grid in Excel

	A	B	C	D	E	F
1			Product	Product	Product	Product
2			Profit	Inventory	Ratios	Measures
3	Market	Qtr1				
4	Market	Qtr2				
5	Market	Qtr3				
6	Market	Qtr4				
7	Market	Year				
8			=SUM(C3:C6)			=SUM(F3:F6)

Figure 2 shows a grid from a Planning data source with Excel formulas in cells B8 and C7.

Figure 25-17 Formulas in Planning Free-Form Grid in Excel

	A	B	C
1		Product	Formula on Column
2		Entity Alias	
3		Version	
4		Scenario	
5		Period	
6		Year	
7	Account	3	=SUM(B7*10)
8	Formula On Row	=SUM(C7+B7)	

For information about unexpected behavior that may occur, see Actions That May Cause Unexpected Behavior.

Duplicate Aliases in Free-Form Mode

Data source types: Oracle Planning and Budgeting Cloud

Oracle Planning and Budgeting Cloud supports duplicate aliases for members from different dimensions and for members within dimensions.

To use duplicate aliases, you must have, at a minimum, Oracle Smart View for Office 11.1.2.5.600, and you must be connected to Oracle Planning and Budgeting Cloud version 16.06 or later.

The guidelines are:

- Duplicate aliases are supported across dimensions and within dimensions.
- Aliases can have the same name as a member.
- Member names are still required to be unique so that they can be used in rules and form design to avoid name collisions.

When typing a duplicate alias name in free-form mode, and then refreshing, a message appears asking you to resolve the duplicate. You can do this either by using the Member Selector to select the correct alias name or by hand-typing the qualified name in this format:

```
[parent_member_name].[alias]
```

or

```
[parent_alias].[alias]
```

Only duplicate alias names are supported, not duplicate member names; therefore, using the parent member name as a qualifier should be sufficient in many cases.

However, if `[parent_alias]` is also a duplicate, then the qualified name should be extended up to the first unique ancestor, in this format:

```
[grand_parent_member_name].[parent_alias].[alias]
```

or

```
[grand_parent_alias].[parent_alias].[alias]
```

For example, suppose a database has the following Market and Geography dimension hierarchies, with duplicate alias names at the Region, State, and City level. In this scenario, East, New York (state), and New York (city) are duplicate alias names, as follows:

```
Market                  Geography
    East                    East
       New York                New York
          New York                New York
```

You want to enter the city, New York, from the Market dimension into a free-form grid. To do this, you could select the city, New York, from the Market dimension in the Member Selector. Or, you could type the qualified name as follows:

```
[Market].[East].[New York].[New York]
```

Attribute Dimensions in Free-Form Grids

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

Figure 1 shows an example of both page region and attribute usage. In this example, Pkg Type (an attribute dimension attached to the base member Product) and Budget are page dimensions. By drilling down on Pkg Type you can do attribute based analysis on measures as it relates to specific Product attributes. This can be further used to create a cross-tab analysis of product SKUs by attribute.

Figure 25-18 Attribute Dimensions in Free-Form Grids

	A	B	C	D	E	F
1	Pkg Type					
2	Budget					
3						
4			Product	Product	Product	Product
5			Profit	Inventory	Ratios	Measures
6	Market	Qtr1				
7	Market	Qtr2				
8	Market	Qtr3				
9	Market	Qtr4				
10	Market	Year				

Alternatively, to quickly add attribute dimensions onto a free-form grid, follow the instructions in Inserting Attribute Dimensions on the Sheet. You can then use the member selection instructions in the Dimensions and Members to select and work with members from the attribute dimensions.

Creating Free-Form Reports

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud, Oracle Hyperion Financial Management

To construct a free-form report:

1. Open a worksheet and connect to a data source.
2. In the worksheet, enter member names according to the rules specified in Free-Form Guidelines.
3. Members may have duplicate names (for example, both East and West markets may contain a member named Portland — Maine and Oregon). To enter a duplicate member name:
   - In Essbase or Oracle Analytics Cloud - Essbase, use Member Selection to select members.
   - In Financial Management, the Member Name Resolution window is displayed if the member you enter has a duplicate. From the drop-down list, select the dimension of the member you entered and click **OK**. Repeat as necessary.
4. Refresh the grid, or select **Ad hoc analysis**.
5. Perform further ad hoc operations and formatting as needed.

Retrieving Attribute Dimensions in Free-Form Mode

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase

In structured grid processing operations, attribute dimensions are not shown. In free-form, you can type an attribute dimension member in the grid and it will be processed and validated. Only the attribute dimension member that you added will be displayed and used during processing and validation; the remaining attribute dimension

members will not be included. Structured grid operations that follow this free-form request will retain the attribute dimension member.

If the base dimension exists in the worksheet, you can also retrieve an attribute member by typing the name directly in the worksheet.

To retrieve an attribute dimension in free-form using Member Selection:

1. In a blank worksheet, select a cell.(The worksheet must be blank.)
2. From the data source ribbon, select **Member Selection**.
3. In the **Dimension Name Resolution** dialog box, select the attribute dimension.
4. To orient members vertically in the worksheet starting from the cell you selected in step 3, select the **Vertical Orientation** check box.

   This check box is cleared by default; meaning that members will be oriented horizontally across the sheet from the cell you selected in step 3.
5. Click **OK** to launch the **Member Selection** dialog box.
6. Select the members to place on the worksheet.

> **Note:**
>
> You can also add attribute dimensions and members to the sheet.

Creating Asymmetric Reports

Data source types: Oracle Essbase, Oracle Analytics Cloud - Essbase, Oracle Hyperion Planning, Oracle Planning and Budgeting Cloud

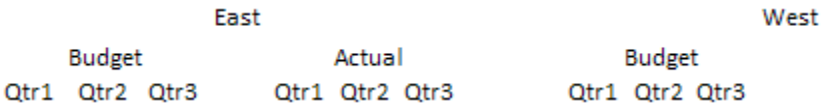
Reports can contain symmetric or asymmetric column groups. The symmetry the symmetry of column groups is determined automatically, based on the members you select.

Symmetric reports, as shown in Figure 1, are characterized by repeating, identical groups of members.

Figure 25-19 Symmetric Report

Asymmetric reports, as shown in Figure 2, are characterized by groups of nested members that differ by at least one member. There can be a difference in the number of members or in the names of members.

Figure 25-20 Asymmetric Report



You can create asymmetric reports as follows:

- Enter member names in free-form mode.
- Zoom in with **Within Selected Group** selected on the Member Options page of the Options dialog box.
- Suppress rows that contain missing values, zero values, or underscore characters during data retrievals.

> **Note:**
>
> Retrieving data into an asymmetric report may take a long time on large reports.

Actions That May Cause Unexpected Behavior

Oracle Smart View for Office tries to preserve all comments, formulas, and customized report layouts. Some exceptions that may result in unexpected behavior are when the following actions are performed:

- Zoom in on a page dimension
- Pivot a dimension from the POV to a row or column
- Drag and drop a dimension from the POV to the worksheet
- Pivot a row dimension to a column dimension
- Switch the location of a row dimension to another row
- Switch the location of a column dimension to another column
- Change member aliases using the Change Alias Table command
- With Oracle Essbase or Oracle Analytics Cloud - Essbase data sources, cutting and pasting from Microsoft Word into an Excel worksheet may cause unexpected behavior because of hidden characters. If this happens, contact your administrator, who can identify the issue through logs.

26
Smart View Diagnostics

Related Topics:

- About Smart View Diagnostics
- Displaying the Diagnostics Group in the Smart View Ribbon
- Customizing Diagnostics Features
- Using the Smart View Diagnostics Tools
- Cleaning Up the Diagnostics Folder

About Smart View Diagnostics

When an issue arises while using Oracle Smart View for Office, an issue you cannot resolve on your own, you can use the tools in the **Diagnostics** group in the Smart View ribbon to create and collect files and screenshots to send to Oracle Support. The files and screenshots you collect are used by Oracle Support to troubleshoot and resolve your issue.

Related Topics:

Displaying the Diagnostics Group in the Smart View Ribbon

Customizing Diagnostics Features

Using the Smart View Diagnostics Tools

Cleaning Up the Diagnostics Folder

Displaying the Diagnostics Group in the Smart View Ribbon

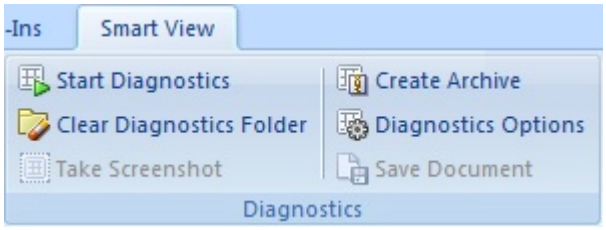
You can choose to display or hide the **Diagnostics** options in the Smart View ribbon. In first-time Oracle Smart View for Office installations, the **Diagnostics** options are not displayed.

To display the **Diagnostics** group of options:

1. Open the Office application where you are experiencing the issue.
2. From the Smart View ribbon, select **Options**, and then select the **Advanced** tab.
3. In **Advanced**, select **Show Diagnostics Group on Smart View Ribbon**, and then click **OK** to close the **Options** dialog box.

   The **Diagnostics** group is automatically displayed in the Smart View ribbon (see Figure 1). You do not need to the restart the Office application.

Figure 26-1 Tools in the Diagnostics Group in the Smart View Ribbon



4. Repeat this procedure in each Office application where you are experiencing the issue.

> **Note:**
>
> You must enable the **Diagnostics** group in each Office application individually. The **Diagnostics** group will not display in other Office applications until you enable it.

5. **Optional:** When finished using the **Diagnostics** tools, to hide the **Diagnostics** group in the Smart View ribbon, clear the **Show Diagnostics Ribbon Tab** check box in the **Advanced** tab of the **Options** dialog box.

Customizing Diagnostics Features

You can customize certain features of the Diagnostics tools. The procedure in this topics walks you through each of the options available in the **Diagnostic Options** dialog box

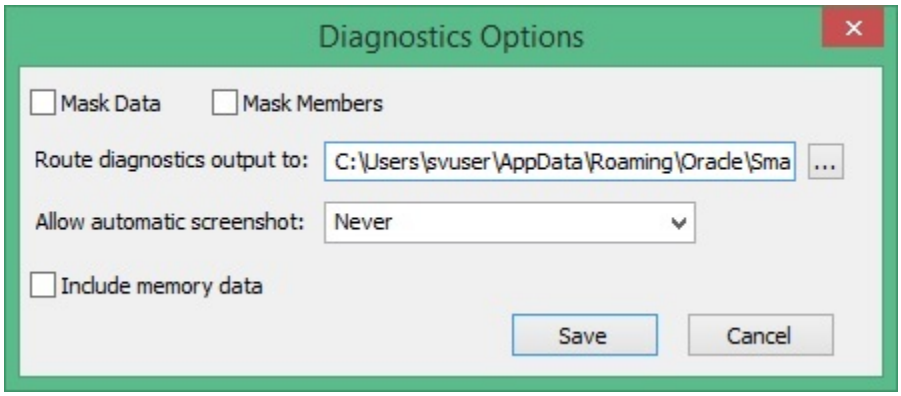
> **Note:**
>
> All steps in the following procedure are optional.

To customize the **Diagnostics** tools:

1. In the **Diagnostics** group in the Smart View ribbon, select **Diagnostics Options**.

   The **Diagnostics Options** is displayed, as shown in Figure 1.

Figure 26-2 Diagnostics Options Dialog Box



2. To hide data values in the Office document, select **Mask Data**.

   Select this option if data values in your output should be hidden for confidentiality purposes.

> **Note:**
>
> Selecting either **Mask Data** or **Mask Members** (see next step), or both, can impact performance significantly on large grids; for example, on grids of 10,000+ cells.

3. To hide member names in the Office document, select **Mask Members**.

   Select this option if member names in your output should be hidden for confidentiality purposes.

4. To direct the diagnostics output files to a folder other than the default, in **Route diagnostics output to**, click ... and navigate to the folder location to store the files.

   You can also enter the folder location manually.

   The default folder location is:

   `C:\Users\`*`username.domain`*`\AppData\Roaming\Oracle\SmartView\Diagnostics`

5. To allow automatic screenshots for each warning or error message that is displayed, select an option:

   - **Errors**
   - **Warnings**

   If you do not want automatic screenshots, select **Never** (the default).

6. To collect data on memory usage, select the **Include memory data** check box.

> **Note:**
>
> When diagnostics is enabled and the **Include memory data** option selected, Oracle Smart View for Office performance will be slower, in some cases up to two times slower than normal.
>
> You should select this option only if you are running into memory issues. For example, on 32-bit machines, if Smart View terminates abnormally or takes an excessive amount of time to load large spreadsheets, then you should select **Include memory data** when collecting diagnostics.

7. Click **Save** to save your option selections.

Using the Smart View Diagnostics Tools

Use the Oracle Smart View for Office Diagnostic tools to collect data about your issue in the form of log files and screenshots. The data you collect is stored in a session folder (either in the default diagnostics folder location or a location you designate in Customizing Diagnostics Features). When you are finished collecting diagnostic data, you use the diagnostic tools to zip up the files. Then you transmit the ZIP file to Oracle Support for analysis.

The procedure in this topic explains how to collect the diagnostic data, zip it up, and forward it to Oracle Support.

To use the Smart View Diagnostics tools:

1. Click

.

   When you click

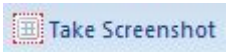
, a message is displayed regarding restarting Microsoft Office. You are not required to restart Office; however, Oracle recommends that you do so. Restarting Office enables the diagnostics tools to collect more information, including the steps that led to the issue you may be experiencing.

> **Note:**
>
> After you click the

, the button toggles to

.

2. If you restarted Office, perform the steps in Smart View that led to the issue you are diagnosing.

3. Click 

to take screenshots that you feel will be helpful in documenting your issue.

> **Note:**
>
> The screenshot includes the entire screen, not just the application. Be sure to minimize any confidential information that you may have on your screen so that it is not included in the screenshot.

4. Click

to save the currently-opened Office document to the diagnostics folder for the current session.

   You can perform multiple saves of the document, if necessary. Oracle recommends that you save the document at different points during the work you are doing in order to best demonstrate and show your issue. Each time you save, Smart View adds a suffix to the file name, (0), (1), (2), etc.; no documents are overwritten.

   The documents are stored in the current diagnostics session folder; the default location is:

   `C:\Users\`*`username.domain`*`\AppData\Roaming\Oracle\SmartView\Diagnostics`

5. When you are finished gathering the diagnostics you require to adequately document your issue for Oracle Support, click

and in the **Create Archive** dialog box, specify a folder to store the archive and a file name, or use the default folder location and file name.

   The files are stored in your system's `My Documents` folder as follows:

   `My Documents\Documents`

   The file is named in the following format:

   `SmartView_Diagnostics_`*`ddmmyyyy`*`.zip`

6. Email the diagnostics zip file to your Oracle support representative.

Cleaning Up the Diagnostics Folder

Once you have transmitted your diagnostics zip file to Oracle, you can clear the files in the diagnostics folder.

> **Note:**
>
> Clearing the diagnostics folder while Diagnostics is running clears all folders except for the current session folders for currently-opened Microsoft Office applications. Clearing the diagnostics folder when Diagnostics is not running clears all diagnostics folders, including all the latest session folders.

Clearing All Diagnostics Folders Except the Current Session Folders

To clear all diagnostics folders except the current session folders:

1. Verify that Diagnostics is running.

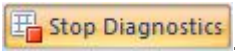
2. Click

.

   This action clears all diagnostics folders except those created for the currently-running Office applications.

Clearing All Diagnostic Folders, Including the Latest Session Folders

To clear all diagnostics folders, including the latest session folders:

1. If you have not already done so, in the **Diagnostics** group in the Smart View ribbon, click 

.
2. Close any opened Office applications, including the one in which you are experiencing an issue.
3. Open any Office application and click

.

   This action clears all diagnostics folders including the latest session folders for Office applications.

A

Using Other Applications with Smart View

These are applications that you can use with Oracle Smart View for Office if you hold the appropriate licenses for them.

Crystal Ball EPM

You use Oracle Crystal Ball Enterprise Performance Management to analyze data from Oracle Smart View for Office data sources in simulation and forecasting workbooks. These are Excel workbooks that contain one or more worksheets with a Crystal Ball EPM model and one or more other worksheets, each of which may be connected to any of the supported data sources. They are stored in a centralized Oracle Hyperion Enterprise Performance Management Workspace repository and can be accessed and managed through the Smart View Panel.

For more information, see the Crystal Ball EPM documentation set.

Working with Crystal Ball EPM Workbooks

Toolbar Operations

Working with Crystal Ball EPM Workbooks

Permissions set by the Oracle Hyperion Enterprise Performance Management Workspace administrator govern simulation and forecasting workbooks operations that you can perform from the Smart View Panel.

To work with data in a Oracle Crystal Ball Enterprise Performance Management workbook:

1. From the Oracle Smart View for Office ribbon, select **Panel**.
2. In the Smart View Panel, click and select **Simulation Workbook**.
3. Click and if requested, log in to the Crystal Ball EPM repository. A tree list containing the workbooks for which you have permission is displayed.
4. Double-click a workbook to open.
5. Perform Crystal Ball EPM operations as described in the Crystal Ball EPM product documentation.

   Oracle recommends keeping the Crystal Ball EPM model on a worksheet separate from data source worksheets.
6. Click **Submit Data** if needed.

Toolbar Operations

Toolbar Operations

Use Simulation Workbook toolbar buttons to perform the following operations on workbooks and folders in the tree list.

- Connect to a repository
- Add, save, and delete workbooks
- Add and rename folders

  The characters listed in Table 1 are not allowed in folder names.

Table A-1 List of Restricted Character in Folder Names

Character	Description
\	backslash
/	forward slash
%	percent sign
?	question mark
+	plus sign
<	less than sign
>	greater than sign
|	vertical bar
'	single quotation mark
"	double quotation mark
*	asterisk
:	colon

- Refresh the tree list
- Set options to specify where workbook files are to be stored and the Oracle Hyperion Enterprise Performance Management Workspace agent with which to communicate (these options apply across all sessions running on the server). To do so, click **Options** and enter this information:
  - **URL**: the Web Services agent URL. Use this syntax: `http://<host>/raframework/services/BiPlus`
  - **Folder**: the name of the repository folder to contain the workbook file

Repository Options

Set options to specify where workbook files are to be stored and the Oracle Hyperion Enterprise Performance Management Workspace agent with which to communicate (these options apply across all sessions running on the server).

- **URL**: the Web Services agent URL. Use this syntax: `http://<host>/raframework/services/BiPlus`
- **Folder**: the name of the repository folder to contain the workbook file

Smart View and Spreadsheet Add-in

When both Oracle Smart View for Office and Oracle Essbase Spreadsheet Add-in are installed on the same computer, mouse actions are interpreted as Spreadsheet Add-in commands. If you want Smart View to control mouse commands instead, you can instruct Spreadsheet Add-in to respond to commands only in Oracle Essbase connections that were established through Spreadsheet Add-in.

To enable Smart View to control mouse commands:

1. Open Excel.
2. Select Essbase, then **Options**, and then **Global**.
3. Select **Limit to Connected Sheets**.
4. Click **OK**.

   Smart View will control mouse commands unless the connection to Essbase is established through Spreadsheet Add-in and not Smart View.

> **Note:**
>
> You can connect to data sources from Smart View and Spreadsheet Add-in in the same workbook but not on the same worksheet.

Migrating Functions

Functions in Oracle Hyperion Financial Management and Oracle Hyperion Enterprise® can be converted to current Oracle Smart View for Office syntax with the migration utility.

> **Note:**
>
> The Smart View function migration utility is not supported on 64-bit Office. Microsoft is expected to address this issue. Until then, use the 32-bit version of Office.

Converting Workbooks

Converting One Workbook

Converting Multiple Workbooks

Migrating Connections for Functions

Converting Workbooks

You can convert workbooks that contain Oracle Hyperion Financial Management Retrieve Data functions or Oracle Hyperion Enterprise® HP Retrieve and VBA

Retrieve functions by using the migration utility. For example, you can convert Financial Management functions such as HFMVal, HFMLnk, HFMLab, HFMDes, and HFMCur and Hyperion Enterprise functions such as HPVal, HPLnk, HPCur, HPHea, HPCde, and HPFul.

The utility might not be able to convert all of your functions. Some functions might require manual adjustment.

For functions that use cell references, the following functions are converted:

- If every parameter in the function is a cell reference. For example: =HFMVal(B1&C1&B2&C3&B5&C5&B6&C6).
- If the dimension parameters are specified in the function, the members are cell references, but the period separator is hard coded in the function. For example: =HFMVal("S#"&D2&".Y#"&D3&".VW#"&D5&".')

The following functions that use cell references are **not** converted:

- If the dimension parameters are specified in the function and the members and period separator are cell references. For example: =HFMVal("S#"&E2&"Y#"&E3&"VW#"&E5), where E2=Actual, E3=2004, E5="<Scenario View>."
- If the dimension parameters are specified in the function, the members are cell references, but the period separator is in a separate cell, the function is not converted. For example: =HFMVal("S#"&F2&C1&"Y#"&F3&C1&"VW#&F5&C1), where C1=. (period separator).
- If the application specified in the function is a cell reference.
- If any cell in a workbook contains more than 1024 characters, the workbook does not convert properly. To reduce the size of data in cell, reference multiple functions, or remove dimensions that can be set in the background POV.

Before you run the migration utility, ensure that the path is correct (the default path is `MIDDLEWARE_HOME\EPMSystem11R1\common\empstatic\wsspace\`). During migration, Excel inserts the original path of the add-in file to functions. This can make the functions too long and cause errors. Excel limits Oracle Smart View for Office functions to a maximum of 256 characters.

Converting One Workbook

Data source types: Oracle Hyperion Financial Management, Oracle Hyperion Enterprise®

To convert a workbook:

1. From the Oracle Smart View for Office ribbon, select **More**, then **Migrate Active Workbook (Financial Management)** or **Migrate Active Workbook (Hyperion Enterprise)**.

   If your functions contain application references, you must map the application to the corresponding connection.
2. Click **Convert**, then **OK.**
3. Migration results are displayed, including a list of any functions that failed to convert. You can manually adjust those functions.
4. To save the conversion results, click **Save Result**.

5. Select a location to store the results file, and click **Save**.
6. Click **Close**.

Converting Multiple Workbooks

Data source types: Oracle Hyperion Financial Management, Oracle Hyperion Enterprise®

To convert multiple workbooks:

1. From the Oracle Smart View for Office ribbon, select **More**, then **Migrate Batch (Financial Management)** or **Migrate Batch (Hyperion Enterprise)**.
2. In the Migration Wizard, click **Add** and select the workbooks that you want to convert.
3. Click **Next**. If your functions contain application references, you must map the application to the connection.

   Migration results are displayed, including a list of any functions that failed to convert. You can manually adjust those functions.
4. In Hyperion Enterprise, converted workbooks are automatically saved in the location of the original workbooks. In Financial Management, click **Save Result**.
5. Select a location for the results file and click **Save**.
6. Click **Done**.

Migrating Connections for Functions

In Oracle Hyperion Financial Management, you can select a connection or connection reference for functions that do not contain an application reference when you migrate to Smart View.

To migrate connections for functions:

1. From the Oracle Smart View for Office ribbon, select **More**, then **Migrate Active Connections (HFM)**.
2. From **Function Migration — Application reference**, select an option:
   - **Do not update functions with a connection reference**.
   - **Add connection name to existing functions**, then select a connection name from the Connection Name list. This updates all functions with the specified connection name.
   - **Update functions with reference to connection list within selected worksheet**, then in Cell Reference, enter the cell to reference, for example, A2. This updates all functions with a cell reference in the current worksheet.
   - **Update functions with reference to connection list on a new worksheet**, then enter the Worksheet name, and Cell Reference. This updates all functions with a cell reference to a different worksheet in the workbook.

> **Tip:**
>
> You can create a drop-down list in any cell to be used as a reference within functions to refer to a connection name. From the Smart View ribbon, select **More**, then **Insert Connection List** to display a list of connections from which to choose in the current cell.

3. Click **OK**.

B

Finding Information

Related Topics:

- Smart View Accessibility
- Smart View VBA Functions
- Data Sources and Other Products
- Using Oracle User Productivity Kit

Smart View Accessibility

Information about Oracle Smart View for Office accessibility features is available in the *Oracle Smart View for Office Accessibility Guide*. This guide is available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **Documentation**.

Smart View VBA Functions

Information about Oracle Smart View for Office VBA functions is available in the *Oracle Smart View for Office Developer's Guide*. This guide is available in the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **Documentation**,

Data Sources and Other Products

In general, this guide provides only procedural information for using the data provider features that Oracle Smart View for Office supports. For detailed information about the data providers and other products, see the product documentation available on the Oracle Help Center. To open this library, from the Smart View ribbon, click the arrow next to **Help** and then **Documentation**.

Using Oracle User Productivity Kit

If the Oracle User Productivity Kit (UPK) is deployed and Oracle Hyperion Enterprise Performance Management Workspace is configured by an Administrator with a valid URL for the UPK Player package, users can access UPK content for Oracle Enterprise Performance Management System. For more information on configuring UPK, see the *"Workspace Server Settings"* section in the *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide* and the *Oracle User Productivity Kit In-Application Support* guide.

> **Note:**
>
> There are pre built UPK content modules available. See the data sheets that include UPK for EPM System available on Oracle.com, http://www.oracle.com/us/products/applications/tutor-upk/064788.html. Oracle Hyperion Financial Management and Oracle Hyperion Planning modules include appropriate content for Oracle Smart View for Office and Oracle Hyperion Financial Reporting Studio. Financial Management and Planning support invoking UPK content in a context sensitive manner. UPK content launched from Smart View or Reporting Studio launches the full player package outline unfiltered for context. Reporting Studio and Smart View users can utilize a roles filter to see only the Smart View or Reporting Studio content.

To open UPK Help, from the Smart View ribbon, click the arrow next to **Help**, and then select **Oracle User Productivity Kit.**