Oracle® Fusion Cloud EPM

Working with Applications, Models, and Dimensions for Narrative Reporting

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Creating and Running an EPM Center of Excellence

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

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

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

The EPM CoE team:

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

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

How Do I Get Started?

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

Learn More

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

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Overview of an Application

Related Topics

- Learning About an Narrative Reporting Application
  An application is a storage container for data.
- What is an Narrative Reporting Application?
  An application is a storage container for data that you want to centrally store in the Cloud.
- Working with Data
  To work with data in the Cloud, you need to set up an application, model, and dimensions and then load your data.
- Reasons to Create an Application
  There are two main reasons to create an application.
- Using the Sample or Custom Application
  You can have only one application per environment (for example, one in Test and one in Production) and have a choice between creating a sample or custom application.
- Creating Your Custom Application
  Before creating your custom application, determine what type of application you need to create by knowing what data you need to work with, where that data resides now, what dimensions you need to include, and the formatting necessary for load.
- Artifact Locking
  To prevent concurrent editing of application and model artifacts, simultaneous operations on the same artifact are not permitted.
- Dimension Basics
  Here's some basic information about dimensions and dimension types:
- Security
  There are different levels of security in an application. Security on the data level is achieved through data grants that provide access to individual or the combinations/ intersections of dimensions.

Learning About an Narrative Reporting Application

An application is a storage container for data.

This topic covers:

- What is a Narrative Reporting application?
- Reasons to create an application to bring data into the Cloud
- Understand how to use the sample application
- High level steps to create a custom application
- Broad concepts about working with dimensions & models
- Application, dimension, and data access security

See this video also  Application Overview in Narrative Reporting

What is an Narrative Reporting Application?

An application is a storage container for data that you want to centrally store in the Cloud.

> **Note**
>
> The Narrative Reporting application will no longer be available to Oracle Fusion Cloud Enterprise Performance Management Narrative Reporting customers under the Standard and Enterprise licensing. (starting in June 2019). Legacy customers, pre-June 2019 licensing of Narrative Reporting (previously known as Enterprise Performance Reporting Cloud) will still have access to the application.

This is due to Cloud EPM introducing FreeForm Applications, which provide dimensional models without dimension type restrictions as well as fast performance and support for large dimensions. FreeForm Applications provide significantly more robust functionality than the legacy Narrative Reporting application and models, including read or write member formula, and procedural logic capabilities. Because of these new powerful capabilities, the Narrative Reporting application will no longer be available to new Cloud EPM Narrative Reporting customers. FreeForm Applications with its enhanced functionality can be used for custom cubes.

For **Standard** and **Enterprise** licensing customers, the Sample Application and Model will still be available for use with the report package and Management Reporting samples, however, the **Application** card will not be available for viewing or modifying the Application and Model. The Sample Application is deployed behind-the-scenes when performing a **Get Sample Content** action from the user, using the **Download** menu.

Working with Data

To work with data in the Cloud, you need to set up an application, model, and dimensions and then load your data.

Once that is done, you can access the application data using Oracle Smart View for Office's Narrative Reporting data source.

You can also work with Smart View to access data in an existing on-premise Enterprise Performance Management or Business Intelligence product such as Planning, or Oracle Essbase as well as other Cloud services that Smart View supports such as Planning. This method does not require an Narrative Reporting application to be set up.

Both methods of working with data allow you to perform interactive analysis and easily refresh updated data into a report package. See Learn About Smart View and Example: Work with Narrative Reporting data in Smart View.

Reasons to Create an Application

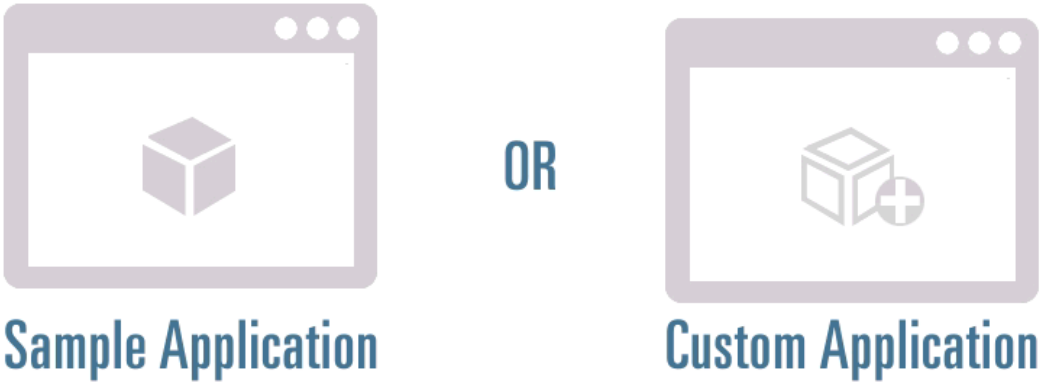
There are two main reasons to create an application.

The first is if you don't have an existing system that contains all the data you need to work with. By creating an application, you can centralize the data required for one or more report packages. This provides additional analytic capabilities against the data used in a report package including ad hoc analysis.

The second reason is that you may have all your data in an existing system but need a subset (or slimmer) model. For example, you might want to work with a subset of data in a Payroll system that's currently in a very large and complex human resources system. In both cases, an application allows you to work with exactly the data you want in the Cloud.

Using the Sample or Custom Application

You can have only one application per environment (for example, one in Test and one in Production) and have a choice between creating a sample or custom application.



When you first get started, you can use the sample application to see a finished application with its dimensional hierarchies in a model, and use Smart View to interact with data in a doclet in a sample report package. Once you are familiar with the sample application functionality, you can create your custom application. See Working with the Sample Application and Creating a Custom Application.

Creating Your Custom Application

Before creating your custom application, determine what type of application you need to create by knowing what data you need to work with, where that data resides now, what dimensions you need to include, and the formatting necessary for load.

Using Narrative Reporting:

- Name the application
- Create dimensions and either add to a new model or include in an existing model
- Create or load members
- Deploy dimensions to the model
- Load data into the model
- Validate application works as expected through Smart View
- Apply security to the application, dimensions and data in the model

See Create a Custom Application for more information.

Artifact Locking

To prevent concurrent editing of application and model artifacts, simultaneous operations on the same artifact are not permitted.

This locking feature ensures the integrity of data and the model. The lock is applied during either a bulk operation or a dimension edit, and it is unlocked upon completion. If another user attempts to access an artifact that has already been locked, an error message is displayed. For example, you cannot delete a model while another user is deploying that model.

Application Locking and Unlocking

Application locking is applied during bulk type operations, such as the load or extract of either data or metadata, deployment of a model, or deletion of an application. Bulk operations lock the application and all associated dimensions or artifacts.

If a Service Administrator needs to perform a bulk operation, such as deploying a model, and other users have locked one or more dimensions, the Service Administrator can override other users' locks by using the Release All Locks option.

To release all locks on an application, on the **Overview** tab, select **Actions**, and then **Release All Locks**. All locks are removed.

Dimension Locking and Unlocking

Dimension locking is applied in the following situations:

- When a dimension is selected for editing.
- When a dimension is being edited during the member/dimension selections for data grants. These locks are obtained at the dimension level and are based on which dimensions are in use at that moment.
- When a bulk operation is performed on a application, associated dimensions are locked.

When a lock is applied, you see a lock icon next to the dimension name on the Dimensions and Models tab or in the dimension title on the Overview tab. When you close the edit dialog box, the lock is automatically removed.

You may need to unlock a dimension if a process fails before a dimension edit is complete.

To unlock the dimension, select **Unlock** from the drop-down menu next to the name of the dimension that is locked. The lock is removed.

Dimension Basics

Here's some basic information about dimensions and dimension types:

There are seven standard dimension types:

- Account* (required)
- Time* (required)
- Currency
- Entity
- Scenario
- Year

- Generic

You can enable up to 20 dimensions per model.

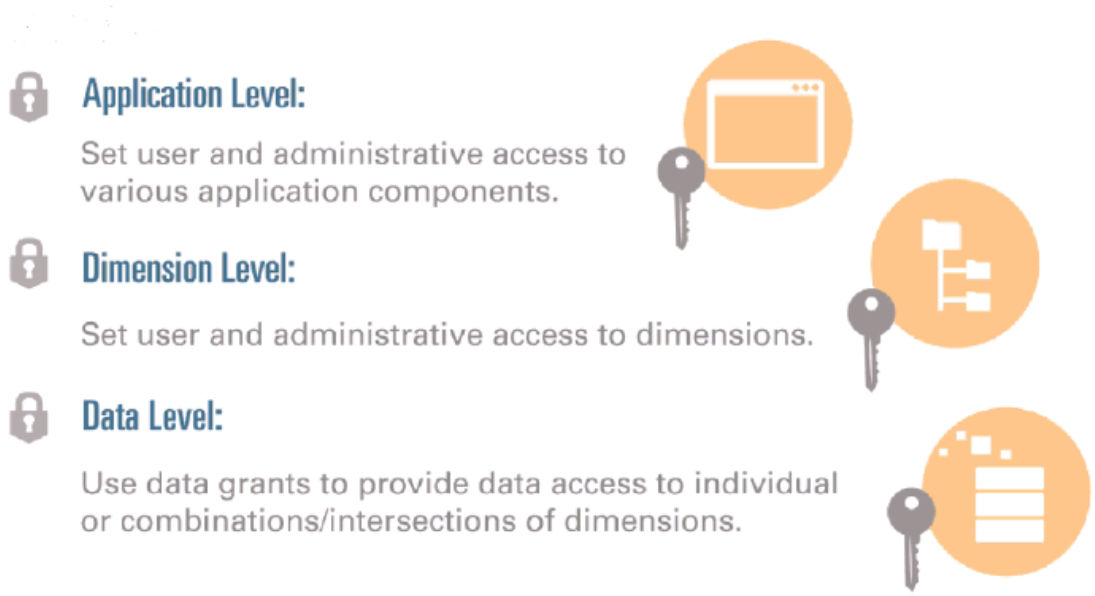
- Each model must have one Account and one Time dimension
- For Currency, Entity, Scenario, and Year, you can have either zero or one dimension
- You are allowed up to 18 Generic dimensions.

When you create dimensions using the standard dimension types, you can create them by using either predefined properties for that type or load dimension properties of your own.

See "Creating Dimensions" in Create a Custom Application for more details.

Security

There are different levels of security in an application. Security on the data level is achieved through data grants that provide access to individual or the combinations/intersections of dimensions.



For more information, see Learn About Security, Grant Access, and Set Up Data Grants.

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Working with the Sample Application

We provide a sample application with Narrative Reporting as a learning tool. Use the sample application to:

- See what an application looks like after it is created. The sample application includes:
  - One sample model
  - Seven dimensions with their members loaded
  - Data loaded into the sample model
- Learn how the dimension hierarchy works
- View the proper format of dimension load files and proper format of a data load file
- View application history
- Learn how to grant access to the application to users and groups
- Learn how data grants work by creating a data grant within the sample model
- Experiment with refreshing data (from an application) in a doclet within a report package by using Smart View

This topic shows you how to generate the sample application and guides you to topics that help you learn about an Narrative Reporting application.

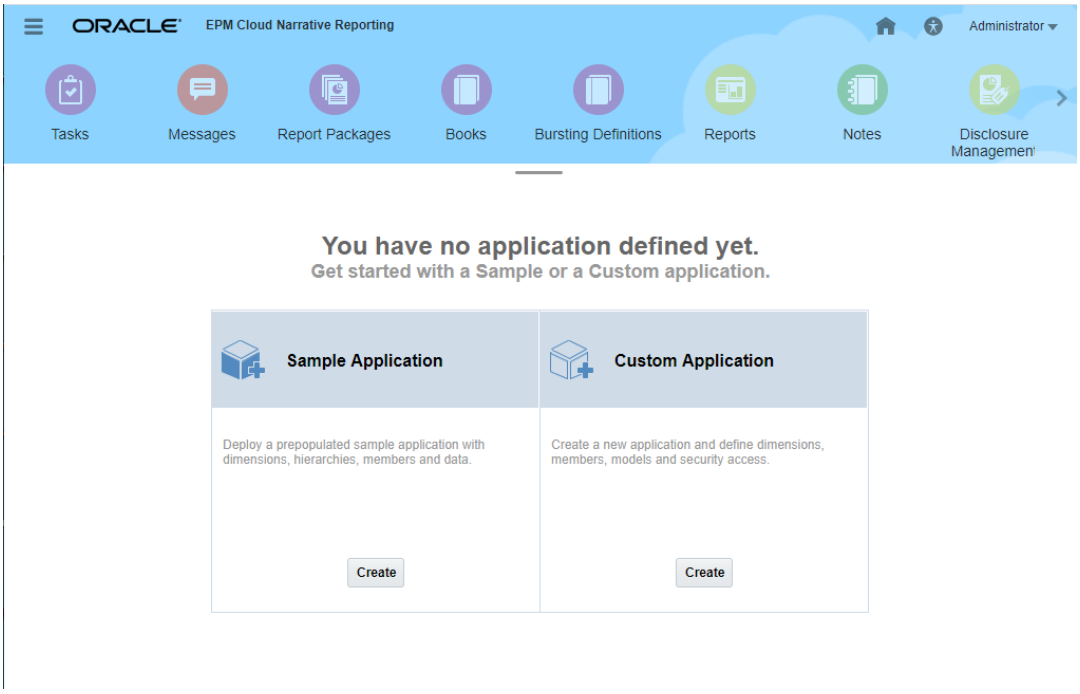
Generating the Sample Application

Only one application can be active at a time in one environment, so use the sample application to learn about and experiment with a completed application. Afterward, you can delete the sample and create your custom application.

To generate a sample application:

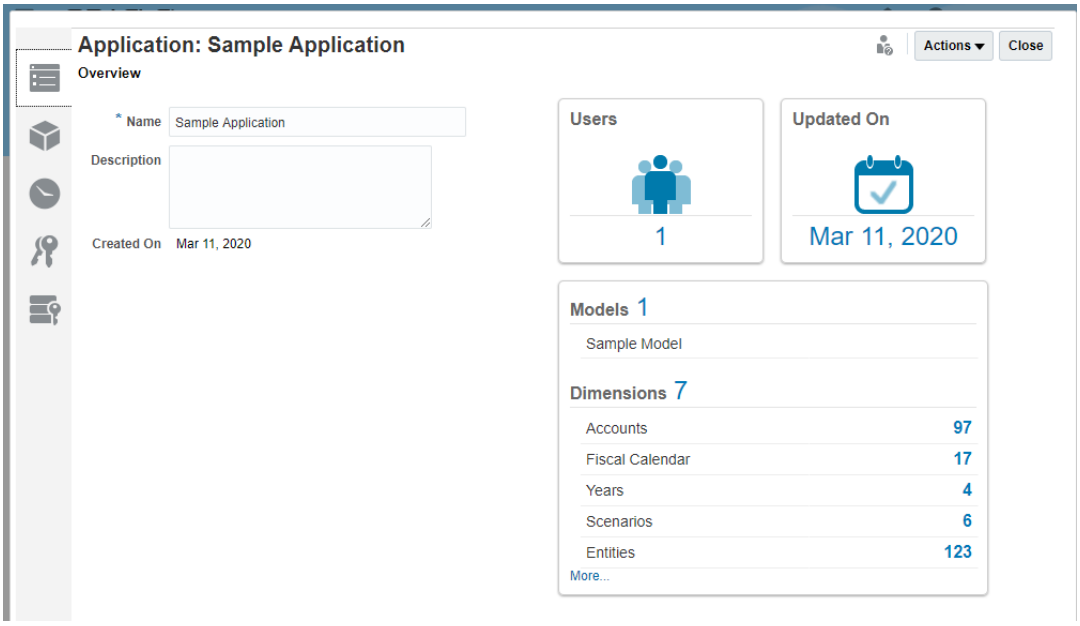
1. From the Application icon, under **Sample Application**, select **Create**.

> **Note**
>
> This User Interface (UI) that is displayed below is only displayed when you have not already created an application.



The **Sample Application** is generated.

2. Click **Sample Application** to open it.



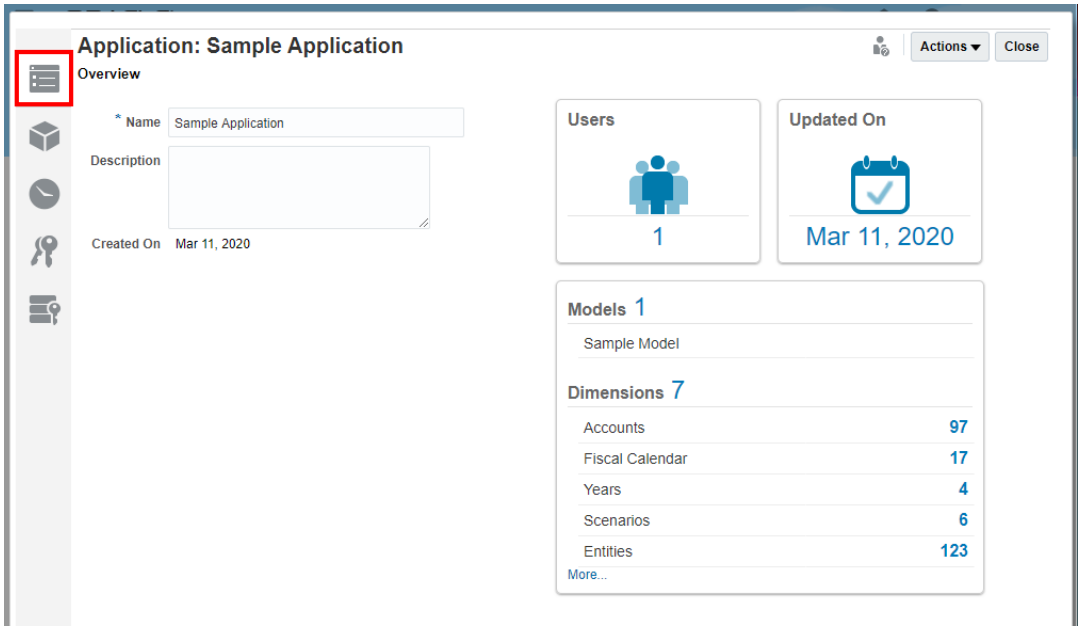
Experimenting with a Complete Application

1. Open the **Sample Application**. It contains one model called **Sample Model** and these dimensions with the members loaded:

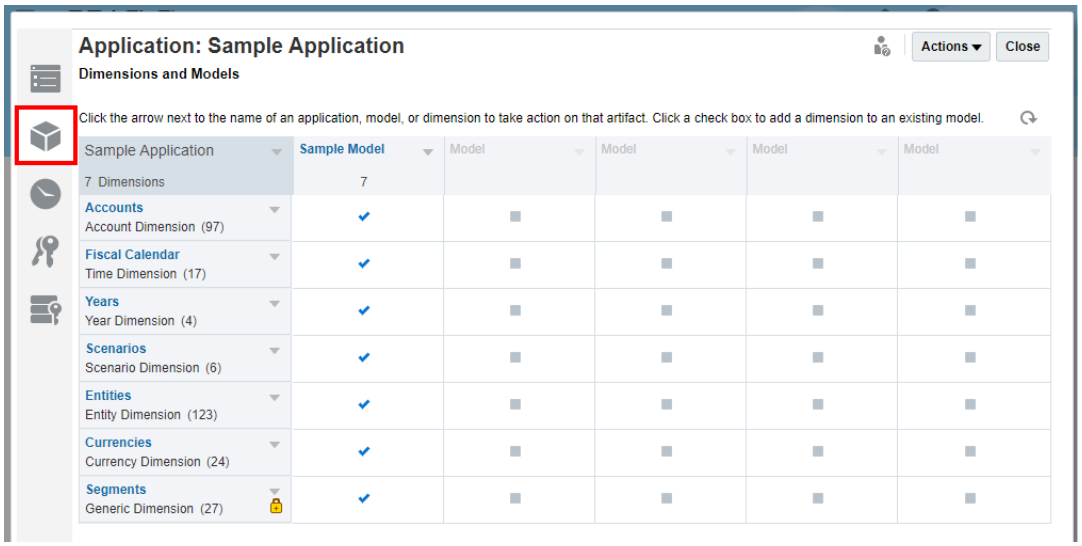
   - **Accounts**—Categorize revenue, expense, asset, equity, liability, and statistical entries in the system.

- **Fiscal Calendar**—Displays the fiscal calendar year and period, such as Q1, Jan Feb, Mar; as well as time period aggregations such as YTD and QTD.
- **Years**—Displays the fiscal or actual year for example, FY 2015 or 2015.
- **Scenarios**—Provides versions of data, such as Budget, Actual, Forecast. You can compare scenarios to determine the variance.
- **Entities**—Describes the structure of your organization.
- **Currency**—List of reporting currencies for the model.
- **Generic**—A user-defined dimension.

You can see when the application was created, when it was last updated, and how many users have access to this sample application.



2. Click the **Dimensions and Models** tab to see the dimensions and which models contain each dimension. Here, only one model is pre-populated.

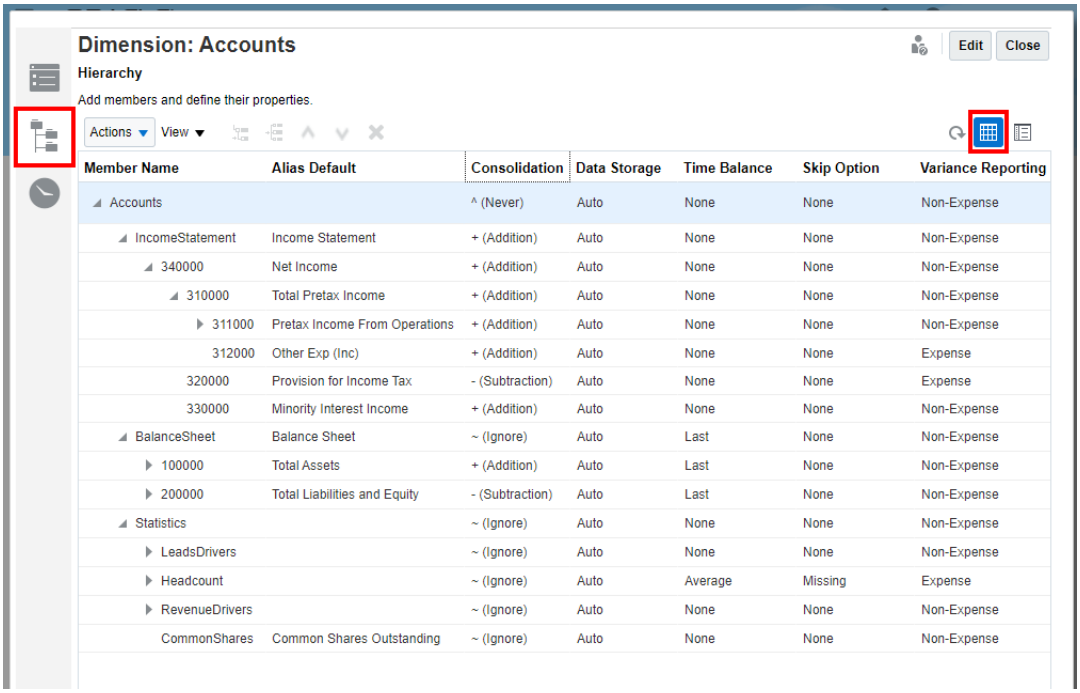


You can use the sample application to experiment with adding, editing and viewing dimensions. You can create and modify models and assign dimensions to them. See Create a Custom Application.

Learning How the Dimension Hierarchy Works

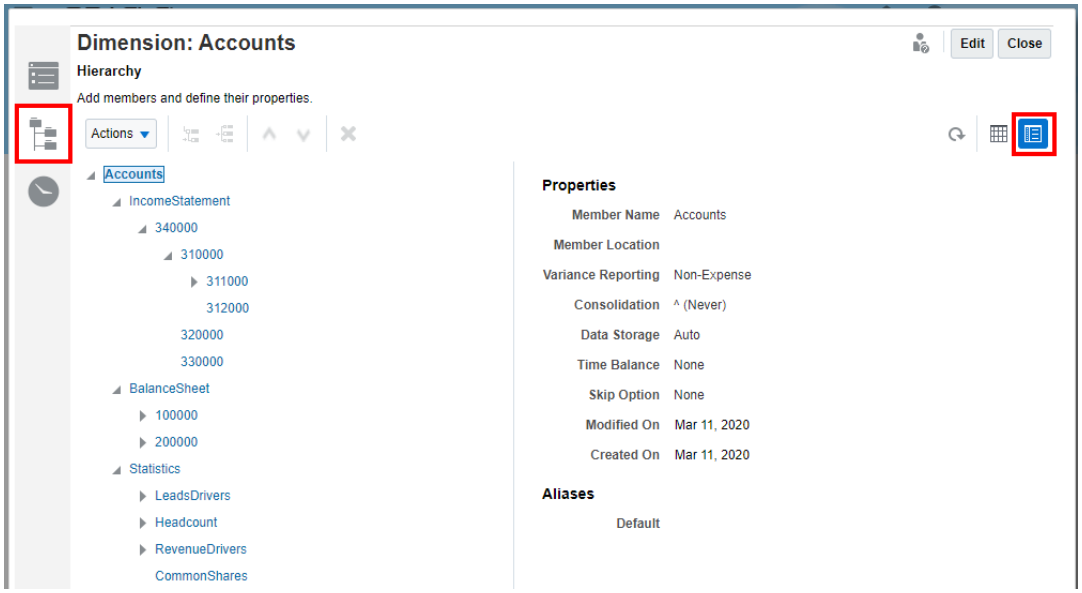
To view the dimension hierarchy and member properties for the Accounts dimension:

1. Select **Edit** from the drop-down menu: The table view is displayed.
2. Expand the Accounts dimension.



Member Name	Alias Default	Consolidation	Data Storage	Time Balance	Skip Option	Variance Reporting
Accounts		^ (Never)	Auto	None	None	Non-Expense
IncomeStatement	Income Statement	+ (Addition)	Auto	None	None	Non-Expense
340000	Net Income	+ (Addition)	Auto	None	None	Non-Expense
310000	Total Pretax Income	+ (Addition)	Auto	None	None	Non-Expense
311000	Pretax Income From Operations	+ (Addition)	Auto	None	None	Non-Expense
312000	Other Exp (Inc)	+ (Addition)	Auto	None	None	Expense
320000	Provision for Income Tax	- (Subtraction)	Auto	None	None	Expense
330000	Minority Interest Income	+ (Addition)	Auto	None	None	Non-Expense
BalanceSheet	Balance Sheet	~ (Ignore)	Auto	Last	None	Non-Expense
100000	Total Assets	+ (Addition)	Auto	Last	None	Non-Expense
200000	Total Liabilities and Equity	- (Subtraction)	Auto	Last	None	Non-Expense
Statistics		~ (Ignore)	Auto	None	None	Non-Expense
LeadsDrivers		~ (Ignore)	Auto	None	None	Non-Expense
Headcount		~ (Ignore)	Auto	Average	Missing	Expense
RevenueDrivers		~ (Ignore)	Auto	None	None	Non-Expense
CommonShares	Common Shares Outstanding	~ (Ignore)	Auto	None	None	Non-Expense

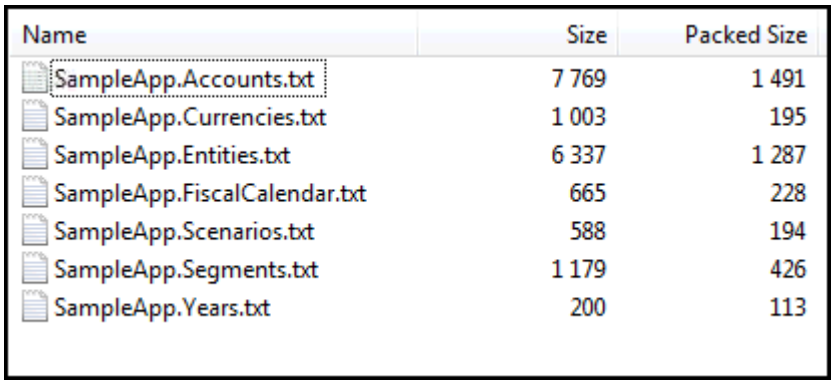
3. To see the detailed view, select **Detailed View**.



See Manage Dimensions Using the Hierarchy Editor for information on how to set various dimension properties in the Dimension Hierarchy Editor.

Viewing the Proper Format of Dimension Load and Data Load Files

Dimensions and data are already loaded into the sample application. To see an example of formatting, view the load files provided by your administrator.



To learn how to create dimension load files, see Load and Extract Dimension Members and see Load, Extract, and Clear Data to learn how to create data load files.

Dimension Load Files

For example, if you open the `SampleApp.Accounts.txt` file, this formatting is displayed:

Name	Parent	Alias: Default	Consolidation	Data Storage	Variance Reporting	Time Balance	Skip Option
Accounts			+	Auto	Non-Expense	None	None
IncomeStatement	Accounts	Income Statement	~	Auto	Non-Expense	None	None
300000	IncomeStatement	Net Income	~	Auto	Non-Expense	None	None
310000	300000	Total Pretax Income	+	Auto	Non-Expense	None	None
311000	310000	Pretax Income From Operations	+	Auto	Non-Expense	None	None
400000	311000	Gross Profit	+	Auto	Non-Expense	None	None
410000	400000	Net Revenue	+	Auto	Non-Expense	None	None
411000	410000	Gross Revenue	+	Auto	Non-Expense	None	None
412000	410000	Returns and Allowances	+	Auto	Non-Expense	None	None
450000	400000	Cost of Sales	-	Auto	Expense	None	None
500000	311000	Operating Expenses	-	Auto	Expense	None	None
501000	500000	Total Compensation	+	Auto	Expense	None	None
501100	501000	Salaries and Wages	+	Auto	Expense	None	None
501200	501000	Taxes and Benefits	+	Auto	Expense	None	None
502000	500000	Travel	+	Auto	Expense	None	None
503000	500000	General Supplies	+	Auto	Expense	None	None
504000	500000	Telecommunications	+	Auto	Expense	None	None
505000	500000	Equipment Maintenance	+	Auto	Expense	None	None
506000	500000	Fees Outside Services	+	Auto	Expense	None	None

See Load and Extract Dimension Members to learn more about loading dimensions and members.

Data Load File

The sample application is prepopulated with data in the model. To view the correct format of a data load file, open `data.export.txt` which your administrator can provide.

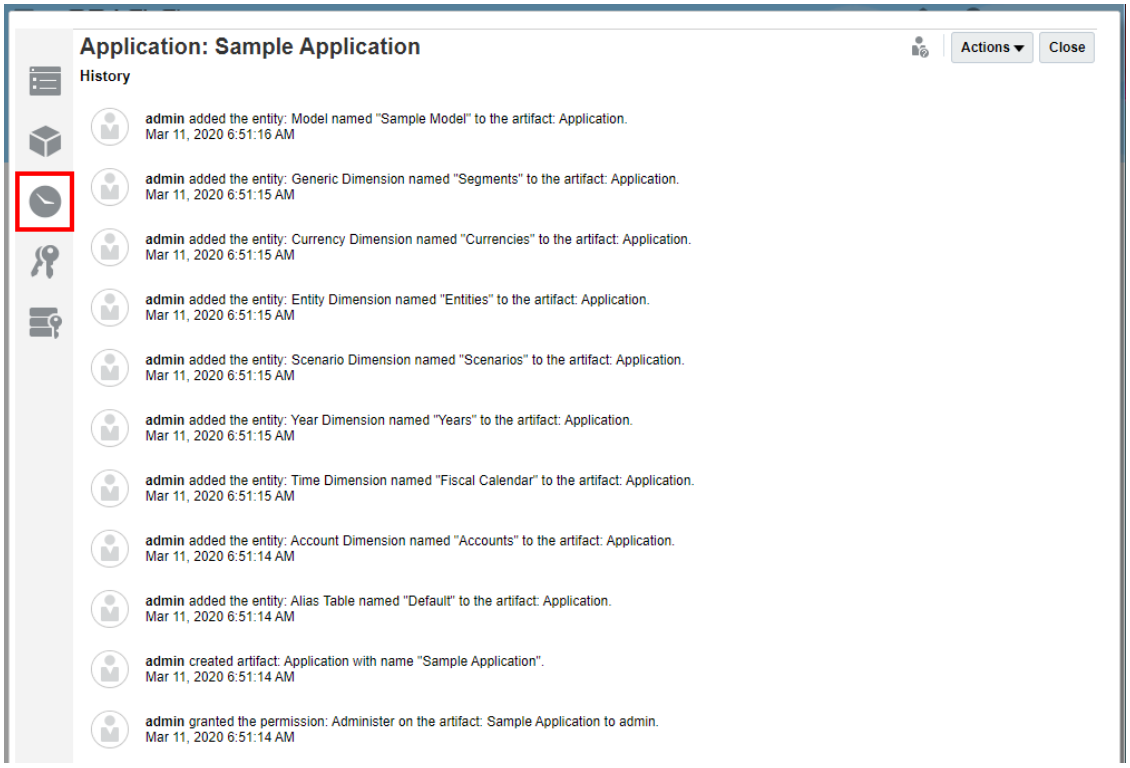
Here is `data.export.txt`:

"Jan"	"Feb"	"Mar"	"Apr"	"May"	"Jun"	"Jul"	"Aug"	"Sep"	"Oct"	"Nov"	"Dec"	
"501100"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	10971.8260330253			9913.622285366415	10884.52161327011
"501200"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	2338.731338618551			2113.166855564946	2320.121712302312
"502000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	275.5119795440589			248.9395741485596	273.3196905451906
"503000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	189.9813682877335			171.6581652673508	188.4696588354751
"504000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	999.3062202329473			902.9257650446906	991.3545949107273
"505000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	5085.676311674983			4595.176214772644	5045.208843623896
"506000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	57071.39502930622			53333.91935821433	56367.24906591993
"507000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	1445.935409085095			1311.572228353977	1440.022209435635
"509000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	14476.44896809914			13131.22862366047	14417.2470615508
"510000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	934.2862723176719			847.4679577005254	930.4654783712399
"511000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	9723.35945837691			8819.818749704329	9683.59546520018
"312000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	-28690.23168350361			-26024.19918946059	-28572.90205254785
"320000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	25164.12805989684			22825.75784971414	25061.21854382316
"111000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	-85545.16281731882			-83086.6294518389	-95238.7017780937
"112000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	3065617.429570895			2977512.825076871	3034800.006173103
"114000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	1064821.914474268			1034219.363508065	1054117.686521665
"151000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	6211461.167766565			6032946.287130376	6149019.838043043
"152000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	-3564410.285596723			-3461970.576245615	-3465498.503745497
"181000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	511931.5348645428			497118.8296939003	506785.2923137198
"182000"		"Actual"		"E01_0"	"USD"	"FY15"	"BAS"	-153579.4604593628			-149065.6489081701	-152035.5876941159

See Load, Extract, and Clear Data to learn more about loading data.

Viewing Application History

To see the history of actions, click the **History** icon. In this example, you can see the actions that were taken to prepopulate the sample application:



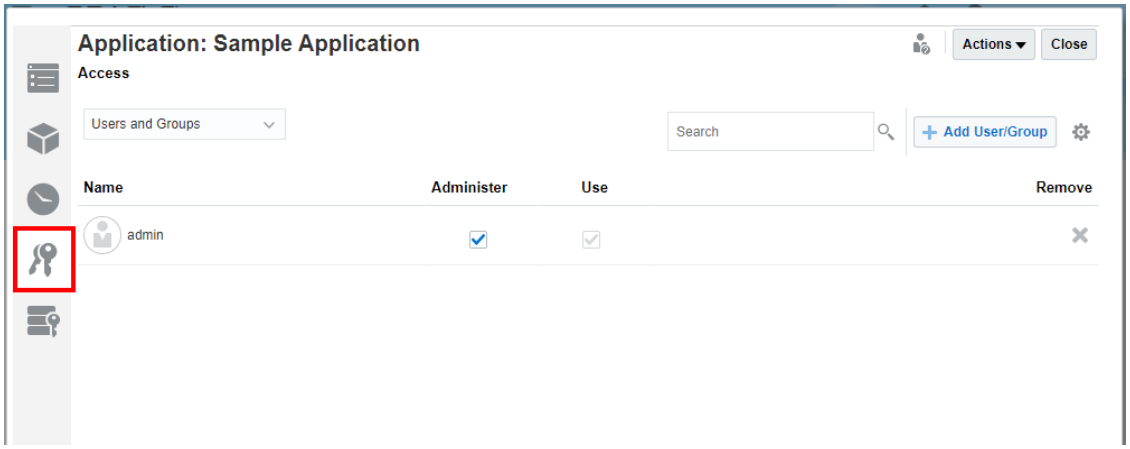
Granting Access to the Application

You can use the sample application to try granting access to users or groups.

> **Note**
>
> Before you can grant access, the Identity Domain Administrator must have already created users and assigned roles.

To grant access to users:

1. Access the **Grant Access** tab from the sample application.
2. See Grant Access to learn how to grant access to the application to users and groups.

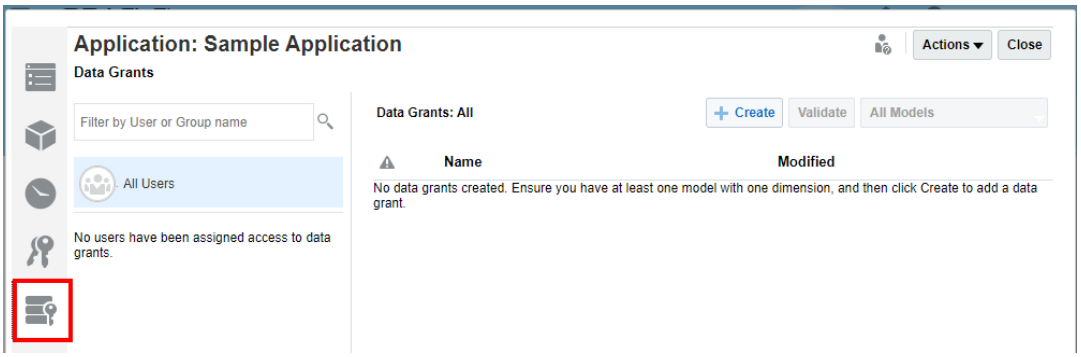


Learning How to Set Up Data Grants

You can use the sample application to practice setting up data grants. Learn how to layer the rows in a data grant to create the effective permissions you want for data in your model.

To learn to work with data grants:

1. Access the **Data Grants** tab from the sample application.



2. See Set Up Data Grants for further information.

Refreshing Data in a Doclet

You can use the sample application to refresh data in a doclet in which the data resides in the sample application. To become familiar with this feature of Narrative Reporting, see Example: Working with Narrative Reporting data in Oracle Smart View for Office and Work with the Sample Report Package.

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Creating a Custom Application

When you begin working with Narrative Reporting, you can optionally utilize an application to manage the data, dimensions, and models. You can have one application per environment and have the choice of viewing and exploring a sample application that contains pre-defined dimensions, or creating a custom application.

- The Sample Application that is provided with Narrative Reporting enables you to see what a finished application looks like, experience how the dimension hierarchy and dimensions work, and provides practice working with a report package through Smart View. When you are familiar with the Sample Application functionality, you can delete it, and create a custom application. Learn more by reviewing Work with the Sample Application.
- The Custom Application enables you to immediately create an application that reflects the information you need for your organization. You can load your preformatted metadata flat files from an existing data source to populate the dimensions in your application. The dimension hierarchies and members can also be created and maintained manually using the Hierarchy Editor.

Only the Service Administrator or a user who has been assigned the Application Administrator Role can create an Narrative Reporting application. These users can also perform ongoing maintenance, such as creating, editing or removing models, dimensions and members, as well as importing and exporting data. Users that have the Administer Application Permission granted to them can also create, edit or remove models, dimensions and members, as well as importing and exporting data, but they cannot create a new application.

For detailed information on specific roles and the associated authorizations, see Create Users and Assign Roles.

The following tasks are required to create the custom application:

- Naming the Application
- Creating Dimensions
- Adding Models
- Load and Extract Dimension Members
- Deploying Models and Dimensions
- Load, Extract, and Clear Data
- Validating the Application
- Applying Security

Watch this tutorial video, you learn how administrators create and populate a custom application in Narrative Reporting. To create a custom application, administrators specify the application name; create dimensions and models, and load or manually add dimension members; deploy the models; load and validate data; and apply security.

 -- Creating a custom application.

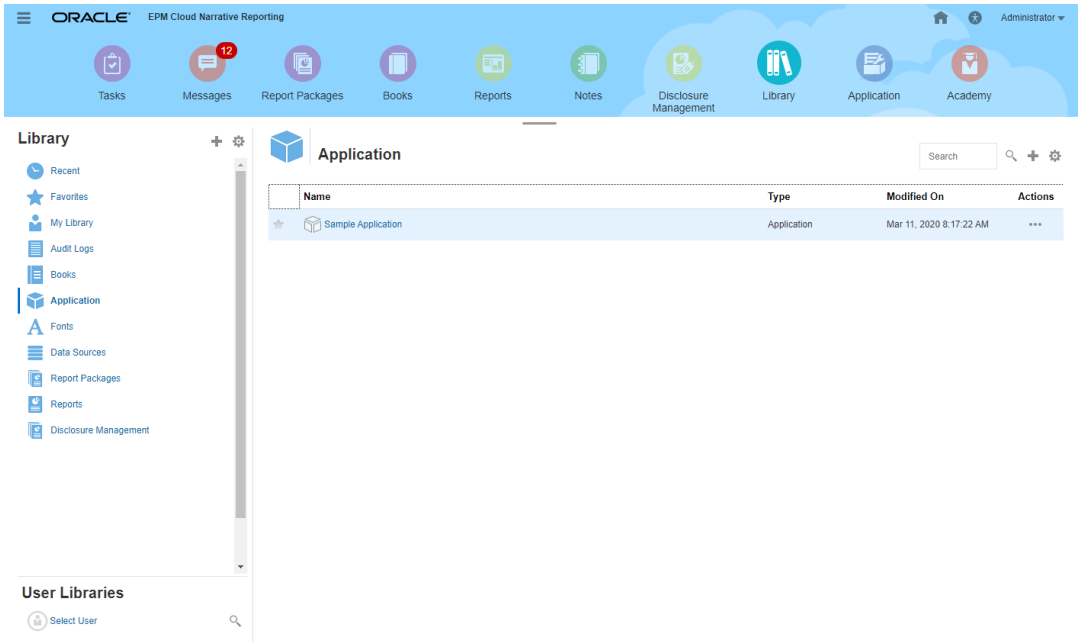
Naming the Application

Quickly and easily create an Narrative Reporting application by entering an application name. You can have only one application per environment (for example, one in Test and one in Production), but you can create up to five models for that application.

> **Note**
>
> Only the Service Administrator or a user who has been assigned the Application Administrator Role can create Narrative Reporting applications.

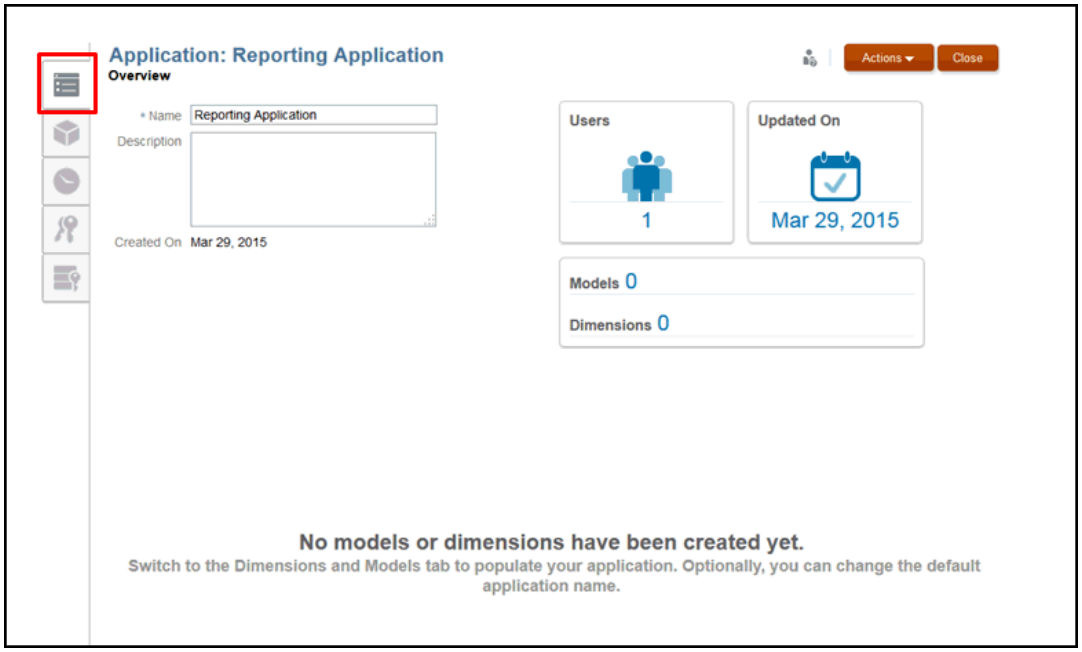
To name a custom application:

1. Log in as an Administrator, and then select **Application**.
2. On the Application screen, under **Custom Application**, click **Create** to create a custom application if an application does not already exist. You can only have one application per environment.



3. On the Overview tab  of the Application Properties screen, rename the default application and enter a Description, if desired.

   The new application is automatically saved, and is displayed on the Application screen.



4. Switch to the Dimensions and Models tab to begin building your application. See Creating Dimensions.

Creating Dimensions

The dimension is the core building block of an Narrative Reporting application. It is a data category used to organize business data for the retrieval and presentation of data.

The Dimension type determines the type of business data that will be gathered and reported by the system, such as entities, currency, time periods, and so on.

Each application must include at least two dimensions:

- One Time dimension
- One Account dimension

You do not need to use all dimension types in your model. There are no restrictions on the number of additional dimensions or dimension types you can create, although you can only enable up to 20 dimensions in a model at one time.

When a dimension is edited, the dimension is locked to prevent concurrent editing. When a lock is applied, you see a lock icon next to the dimension name on the Dimensions and Models tab or in the dimension title on the Overview tab. When you close the edit dialog box, the lock is automatically removed. Dimension locking is applied in the following situations:

- When a dimension is selected for editing.
- When a dimension is being edited during the member/dimension selections for data grants. These locks are obtained at the dimension level and are based on which dimensions are in use at that moment.
- When a bulk operation is performed on a application, associated dimensions are locked.

Standard Dimension Types

There are seven standard dimension types:

When a lock is applied, you see a lock icon next to the dimension name on the Dimensions and Models tab or in the dimension title on the Overview tab. When you close the edit dialog box, the lock is automatically removed.

Table 4-1 Standard Dimension Types

Dimension Type	Description	Dimensions per Model
Time	Represents reporting time periods, such as quarters and months. This dimension is required.	1
Account	Contains items that you want to measure, such as profit or inventory. This dimension is required.	1
Currency	Provides a list of currencies available for reporting.	0–1
Entity	Describes the structure of the users organization, such as departments, groups, locations, and so on.	0–1
Scenario	Enables you to view data in a selected perspective, such as Budget, Actual, Forecast, and so on.	0–1
Year	Defines the range of years that apply to this application.	0–1
Generic	Customized, user-defined dimension type can represent any dimension type that you require for your organization, such as product, customer, segment, and so on.	0 –18 (This maximum is based on the assumption of 20 dimensions per model, with the mandatory Time and Account dimensions, and no other dimensions.)

When creating your dimensions, you are offered two Setup Preferences to decide how you want to populate the dimensions in your application:

- Typical
- Custom

After a dimension is created, it can be edited manually in the Dimension Hierarchy or updated using a dimension build flat file.

Typical Setup Preferences

Typical setup preferences provide a set of predefined selections for each dimension type, except Generic. As the Dimension Type is selected, the screen changes to display the predefined properties that correspond to that selected dimension. The following table displays the predefined members for each dimension type.

Table 4-2 Typical Setup Preference Members

Dimension Type	Predefined Members
Account	Select the account types you want to use: • Income Statement • Balance Sheet • Cash Flow • Statistics
Currency	Select the Currencies your organization uses. The Currency code and country name are both displayed.
Entity	Select the entity types you want to use: • Statutory Reporting • Management Reporting
Scenario	Select the scenario you want to use to calculate the variance or variance percentage between the selected Variance Scenario pairs. **Variance** expresses the difference as a numerical value, and **%Variance** expresses the difference as a percentage. The following scenarios are available, and can be used for comparison: • Actual (Standard) • Budget (Standard) • Forecast (Standard) • Actual vs. Forecast (Variance) • Actual vs. Budget (Variance) • Forecast vs. Budget (Variance) • Actual vs. Forecast % (Variance Percent) • Actual vs. Budget % (Variance Percent) • Forecast vs. Budget % (Variance Percent)
Time	Select the Base Time Period (Monthly or Quarterly) and the Start Month for the period. • If the period begins in a month other than January, you can choose to include the period from January to December. • You can include a Beginning Balance (begbal), if required
Year	Select a Start and End year.
Generic	No predefined options are available for a Generic dimension.

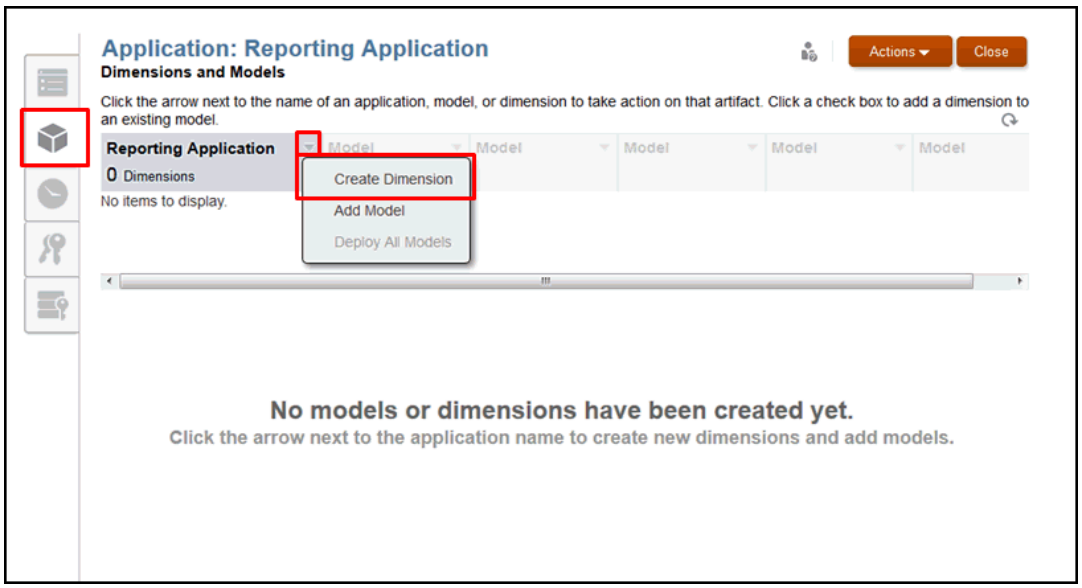
Custom Setup Preferences

Rather than building dimensions with the Typical Setup Preferences that use predefined properties, Custom options enable you to populate your application, using one of these methods:

- Import metadata from an existing database using a dimension build flat file to customize the dimensions for your organization and application. If you decide to load from a flat file, you must format the file according to the Narrative Reporting file formats. For details on formatting existing metadata files for use in Narrative Reporting, see Load and Extract Dimension Members.
- Define dimensions manually in the Dimension Hierarchy. For details on working with the dimensions and their properties, see Manage Dimensions Using the Hierarchy Editor.

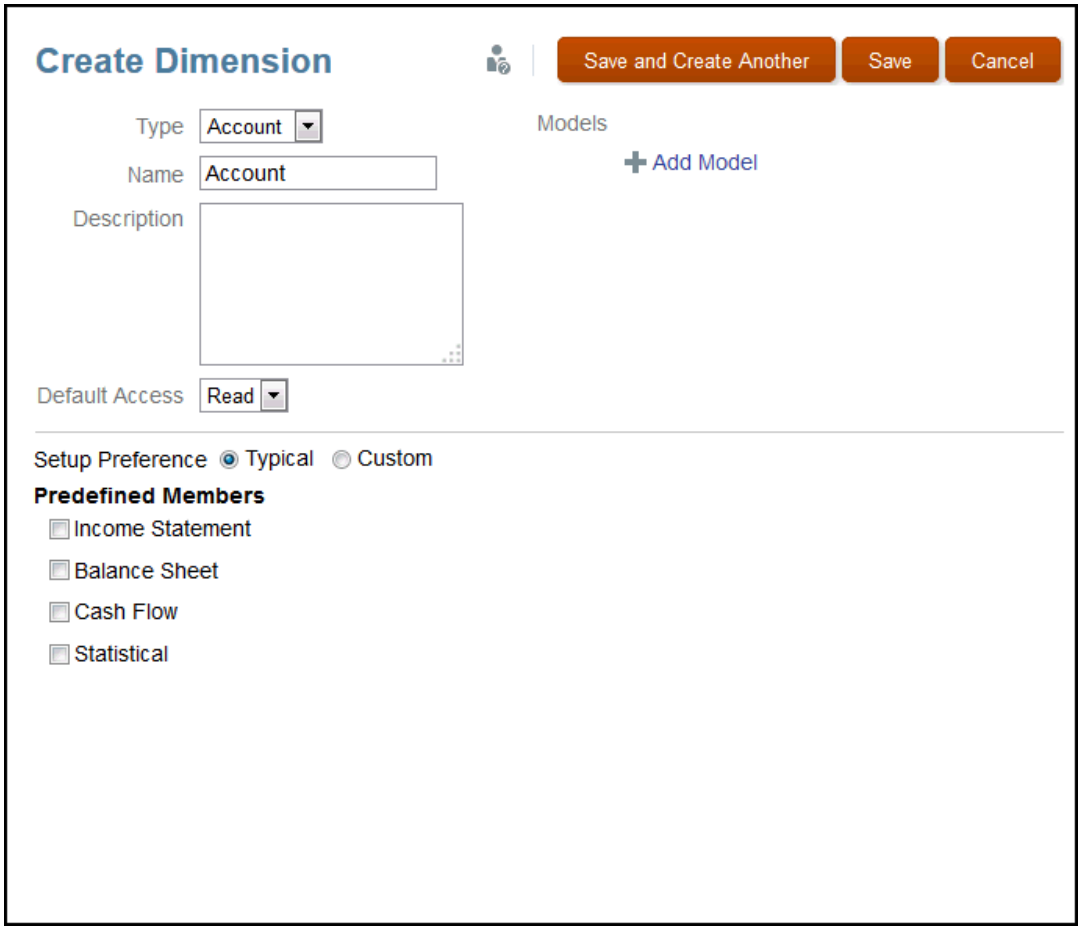
To create a dimension:

1. On the Home page, click the Application icon.
2. Click the name to open the application.
3. On the Overview, enter a name for the application, and an optional Description.
4. Select the Dimensions and Models tab .
5. From the Application drop-down, select **Create Dimension**.



6. On the **Create Dimension** dialog box, under **Type**, select any of the Standard Dimension types that are available for the application. See Creating Dimensions.

> ⚠ **Caution**
>
> An Account and a Time dimension must be created for the application.



7. **Optional:** Rename the dimension, and enter a description.

   The Name cannot exceed 80 characters, and the Description cannot exceed 255 characters. The name and description must be alphanumeric, cannot start with a numeral, and cannot contain the following characters: / \ [ ] : ; | ^ ‘ < > = + & *

8. **Optional:** From **Add Model**, select a model to which you want to apply this dimension. You can select a model later.

9. From **Default Access**, select the baseline access that you want to apply to all users who will have access to this dimension:

   - **Read**
   - **None**

   If necessary, you can apply specific access for selected users and groups later. See Grant Access.

10. Select the Setup Preference that you want to use to create your dimension:

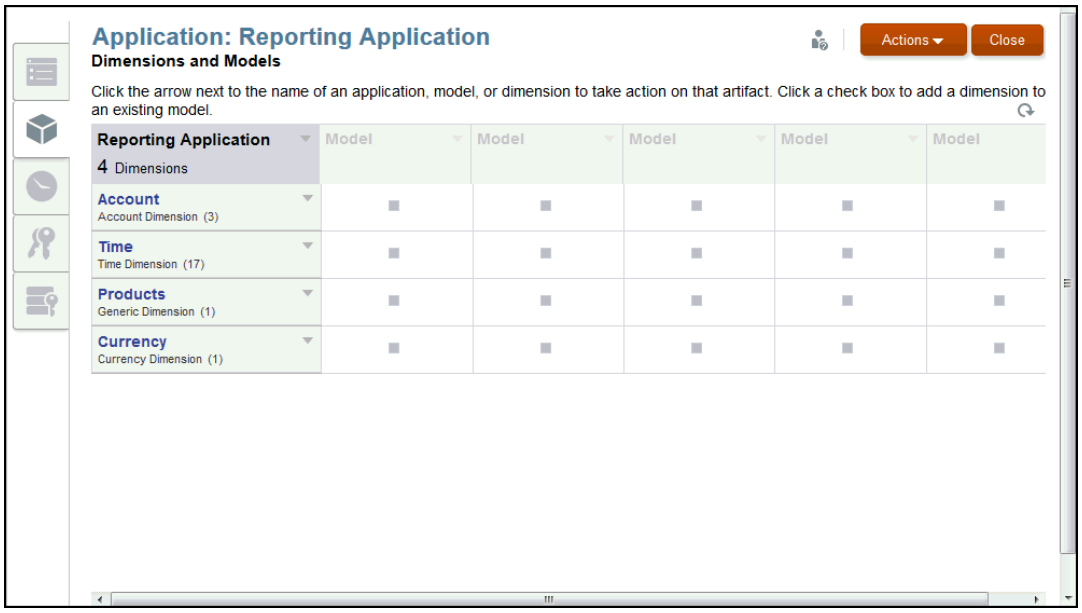
    - Select **Typical** to create a dimension for the selected type using predefined properties. You need to choose the properties that you want to use for the selected Dimension Type. See Typical Setup Preferences.
    - Select **Custom** to load metadata from an existing dimension build flat file for the new dimensions, or use the user interface to manually define members and hierarchies. See Custom Setup Preferences.

11. Select a Save option to create the dimension.

12. Repeat the steps in this procedure for each dimension that you want to create for the application.

    You do not need to create all dimension types for your application at once, and you can add other dimensions later.

13. After you have added the new dimensions to the application, from Dimensions and Models , review the dimensions that you created. The dimensions are listed down the left side of the screen below the application name.

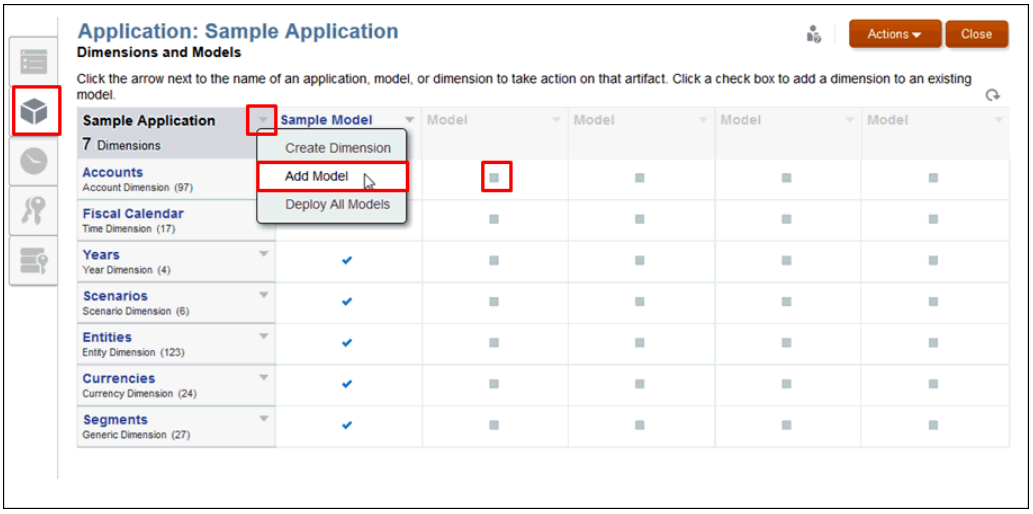


Adding Models

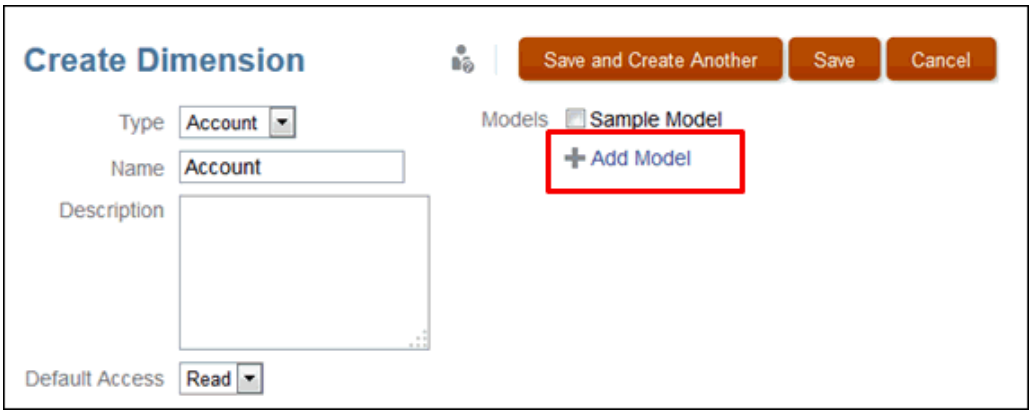
Dimensions and their members are assigned to a model to group and manage them for reporting. You can have up to five models in an application.

To add a model:

1. Create a model using one of the following methods:
   - From the **Dimensions and Models** tab, select **Add Model** from the Application drop-down, or click on a dimension check box under a model that has not been defined yet.



- From the **Create Dimension** dialog box, select **Add Model**.

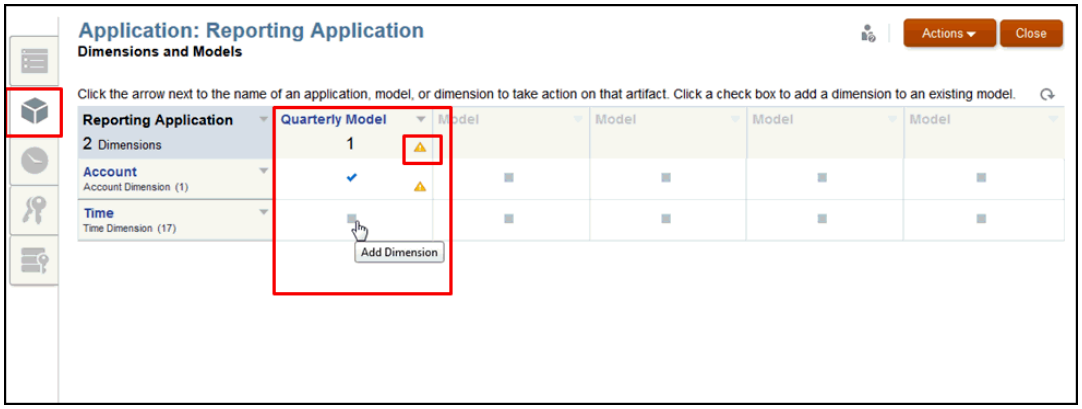


2. On the **Add Model** dialog box, enter the name for your model, and an optional **Description**, and then click **OK**.

The Name cannot exceed 80 characters, and the Description cannot exceed 255 characters. The name and description must be alphanumeric, cannot start with a numeral, and cannot contain the following characters: / \ [ ] : ; | ^ ' < > = + & *

3. On the **Dimensions and Models** tab, view the column for the new model.

   The yellow triangle indicates that the model or dimension needs to be deployed. See Deploying Models and Dimensions.



4. Assign a dimension to a model by clicking the gray box at the intersection of the dimension row and the column with the selected model. The check mark confirms that the dimension has been assigned. Click again to remove the dimension for a specific model. The quantities displayed for each model and the application are updated automatically.

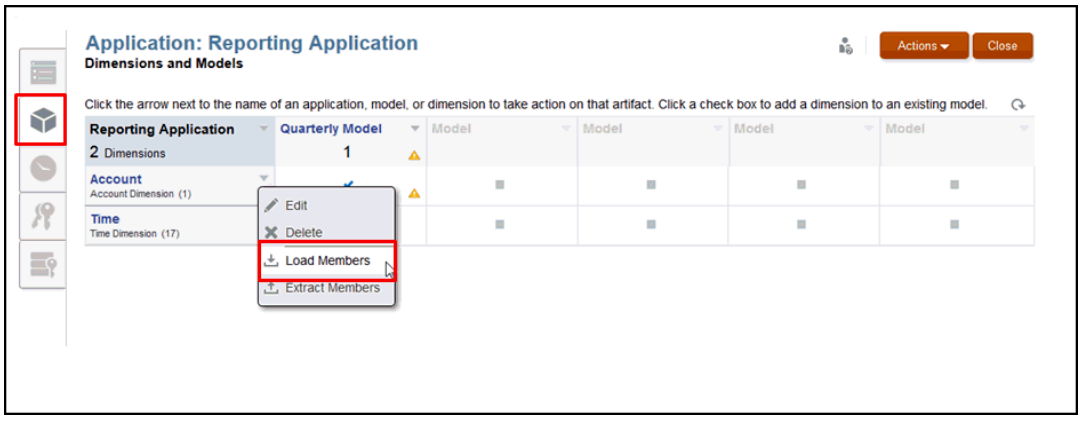
Loading Dimension Members

Dimensions can be added to your application in two ways:

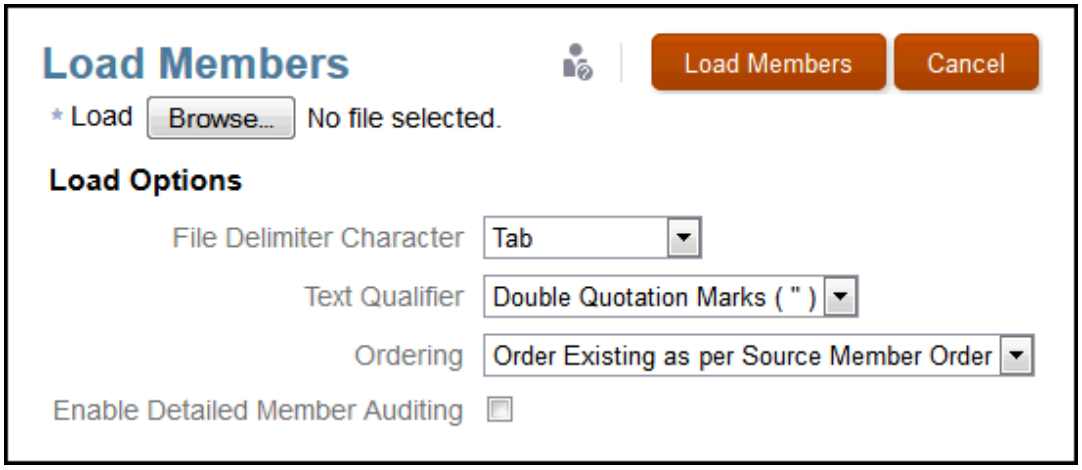
- Load members to a dimension from a pre-formatted dimension build flat file. As an example, a formatted file for the Sample Application is available from the Library.
- Add members manually. See Manage Dimensions Through the Hierarchy Editor.

To load dimension members:

1. From the Application **Dimensions and Models** tab, hover over the name of the dimension for which you want to load members to display the drop-down menu arrow, and then click to display the options.



2. Select **Load Members**.
3. On the **Load Members** dialog box, click **Browse** to navigate to the formatted .csv or .txt load file for the selected dimension from the file system.



4. On the **Load Members** dialog box, select the **Load Options**. For detailed instructions, see Loading and Extracting Dimension Members.

   The Load Options must reflect the formatting applied to the dimension build flat file.

5. Click **Load Members**.

   A message confirms the successful completion of the load. If errors exist, open the Exception file from the error dialog box to determine what you must do to complete the load.

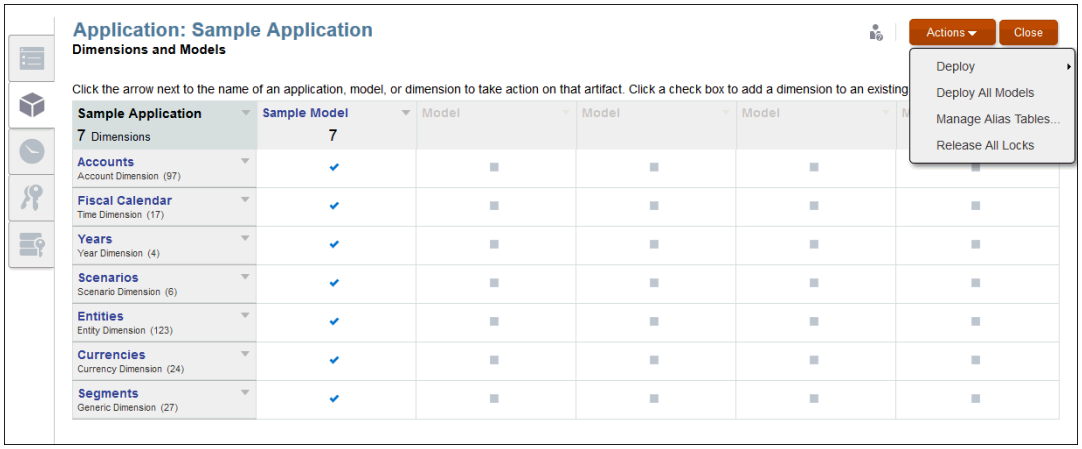
6. Click **Close** to dismiss the confirmation dialog box.

Deploying Models and Dimensions

When you add or modify dimensions and models, you must deploy the changes to update the application. The Deploy icon identifies any artifacts that need to be deployed.

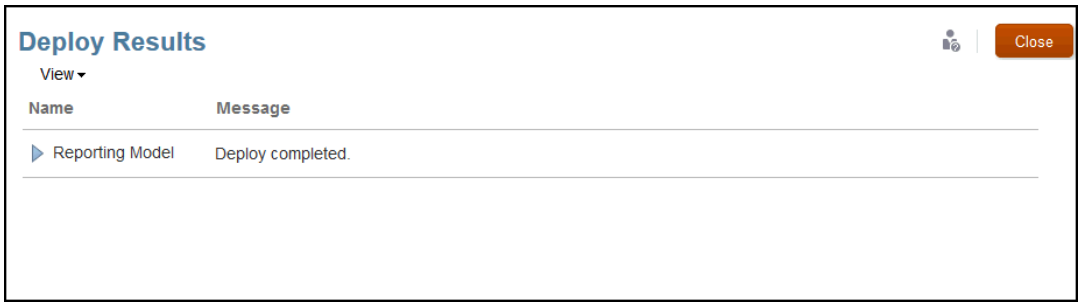
To deploy models and dimensions:

1. On the Dimensions and Models tab, use one of the following options to update the application with the new dimensions and models indicated by the Deploy icon :
   - Under the **Actions** menu, select **Deploy** and the specific model.
   - Under the **Actions** menu, select **Deploy All** to make all changes at one time.
   - Under the **Model** drop-down, select **Deploy**.
   - Under the **Application** menu, select **Deploy All.** A message confirms the successful deployment.



2. Respond to the confirmation message to complete the deployment.

   The Deploy Results dialog box confirms the deploy status.



Loading, Extracting, and Clearing Data

After deploying the dimensions and models, you can manage your data as follows:

- Load data into a model in your application by preparing a file to load data.
- Extract data to back up all or part of the data that is already in your application.
- Clear data to remove all or part of the data in your application.

> ⚠ **Caution**
>
> As a best practice, always extract your data as a backup before clearing data and reloading.

For complete instructions, see Load, Extract, and Clear Data.

Validating the Application

After successfully loading data, you can navigate to your Smart View application to validate the data and results. You can work with your data in Smart View using the Narrative Reporting springboard and Narrative Reporting data source.

See Connecting to Narrative Reporting in Oracle Smart View for Office.

Applying Security

Security is assigned at different levels:

- At the application and dimension levels, you can assign user and administrative access.
- At the data access level, security is applied through data grants that grant access to individual or combinations/intersections of dimensions.

To learn more, see Learn about Security.

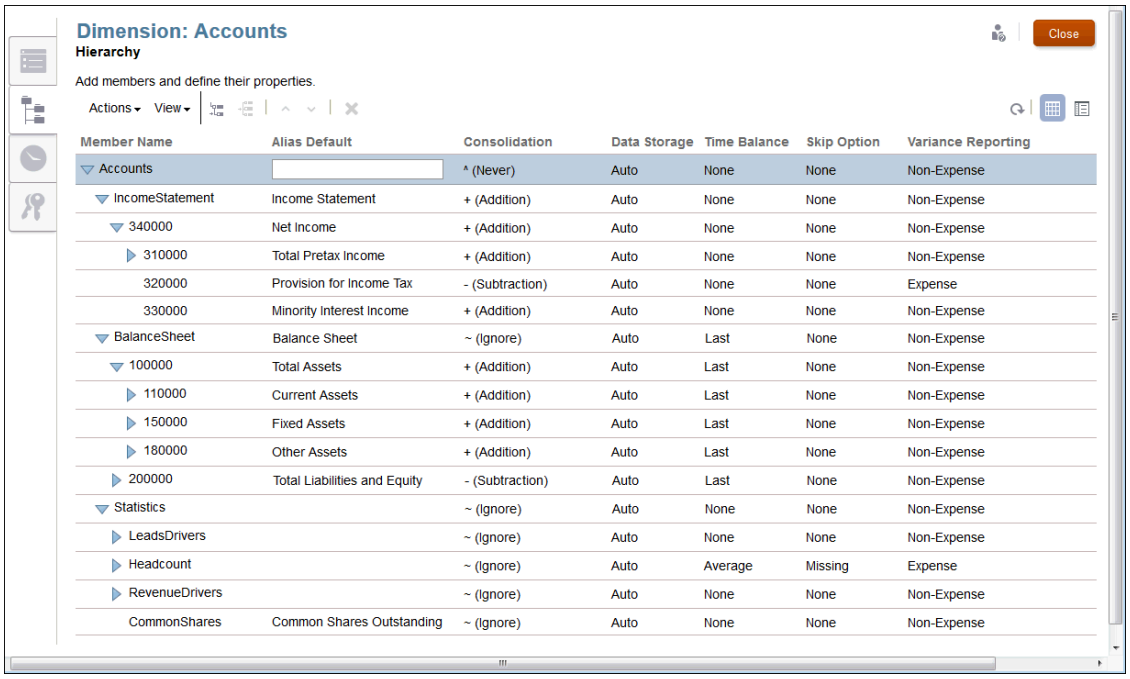
5

Managing Dimensions Using the Hierarchy Editor

Dimensions are data categories that are used to organize business data for the retrieval and preservation of data values. Dimensions usually contain hierarchies of related members that are grouped within them. Members are the individual components of a dimension that store associated data. Each member has a unique name within a dimension.

Narrative Reporting supports two methods for populating your application with dimensions:

- Use a flat file interface to load an existing metadata database into your application. See Load and Extract Dimension Members.
- Use the Hierarchy editor on the Dimension Hierarchy tab to manually add and manage members for each dimension using a graphical editor, as shown below. You must have Administer permission for the selected dimension to manage its members.



Member Name	Alias Default	Consolidation	Data Storage	Time Balance	Skip Option	Variance Reporting
Accounts		^ (Never)	Auto	None	None	Non-Expense
IncomeStatement	Income Statement	+ (Addition)	Auto	None	None	Non-Expense
340000	Net Income	+ (Addition)	Auto	None	None	Non-Expense
310000	Total Pretax Income	+ (Addition)	Auto	None	None	Non-Expense
320000	Provision for Income Tax	- (Subtraction)	Auto	None	None	Expense
330000	Minority Interest Income	+ (Addition)	Auto	None	None	Non-Expense
BalanceSheet	Balance Sheet	~ (Ignore)	Auto	Last	None	Non-Expense
100000	Total Assets	+ (Addition)	Auto	Last	None	Non-Expense
110000	Current Assets	+ (Addition)	Auto	Last	None	Non-Expense
150000	Fixed Assets	+ (Addition)	Auto	Last	None	Non-Expense
180000	Other Assets	+ (Addition)	Auto	Last	None	Non-Expense
200000	Total Liabilities and Equity	- (Subtraction)	Auto	Last	None	Non-Expense
Statistics		~ (Ignore)	Auto	None	None	Non-Expense
LeadsDrivers		~ (Ignore)	Auto	None	None	Non-Expense
Headcount		~ (Ignore)	Auto	Average	Missing	Expense
RevenueDrivers		~ (Ignore)	Auto	None	None	Non-Expense
CommonShares	Common Shares Outstanding	~ (Ignore)	Auto	None	None	Non-Expense

Using the Hierarchy Editor, you can manage the dimensions and members:

- Working with Dimensions and Members
- Creating Additional Alias Tables
- Sorting the Dimension Hierarchy
- Moving Members in the Dimension Hierarchy
- Copying and Pasting Members

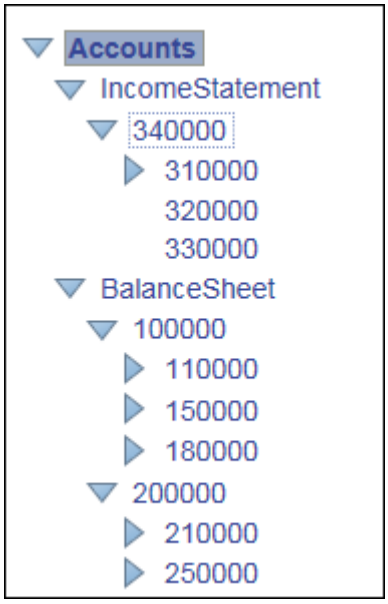
Watch this tutorial video, you'll learn how administrators modify dimension members using the hierarchy editor in Narrative Reporting Cloud.

-- Managing Dimensions.

As a user with Administer permissions to dimensions, you can manage dimensions by adding members, modifying member properties, deleting members, managing hierarchies, and deploying the changes.

Working with Dimensions and Members

Dimension members exist in a parent-child relationship, and you may have multiple levels or generations of child members for a single dimension. The dimensions and members are represented in a hierarchical format, with child members aggregating up into the parent member.



You can add members as children or siblings on the Dimension Hierarchy:

- **Child**—A child member has a parent member above it. In the example above, Account **34000** is a child of **IncomeStatement**.
- **Sibling**—A sibling member is a child member that is added at the same level or generation as another child member and has the same immediate parent. In the example above, **Income Statement** and **BalanceSheet** are sibling members under the **Account** parent.

You can work with members as outlined below:

- To add members, see Working with Dimensions and Members.
- To modify members, edit the details for the member in the appropriate column on the Dimension Hierarchy.
- To delete members, under **Actions**, select **Delete**, or click Delete . A confirmation message is displayed, and you click **OK** to confirm the deletion.

> **⚠ Caution**
>
> When all changes to the dimensions have been completed, the changes must be deployed to the selected model. See "Deploying Models and Dimensions" in Creating a Custom Application.

Dimension Members

After you create dimensions on the Application Dimensions and Models tab, as outlined in Creating a Custom Application, you add the dimension members from the Hierarchy tab. The dimension members represent sets of related points of data under a dimension. For example, in your Account dimension, members might represent account numbers.

You must create at least one member for each dimension to store data. At a minimum, you must create both a Time and Account dimension for a model. Each dimension type is allowed a maximum number of members, as outlined in the following table:

Table 5-1 Maximum Number of Members

Dimension Type	Maximum Number of Members
Account (Required Dimension)	5,000
Currency	100
Entity	25,000
Generic	50,000
Scenario	30
Year	20
Time (Required Dimension)	73 — The time period limit of 73 allows for the following: • 52 weeks • 12 months • 4 quarters • 2 halves • YearTotal • Beginning Balance (begbal) • Time Period (the dimension name itself)

Table and Detailed Views

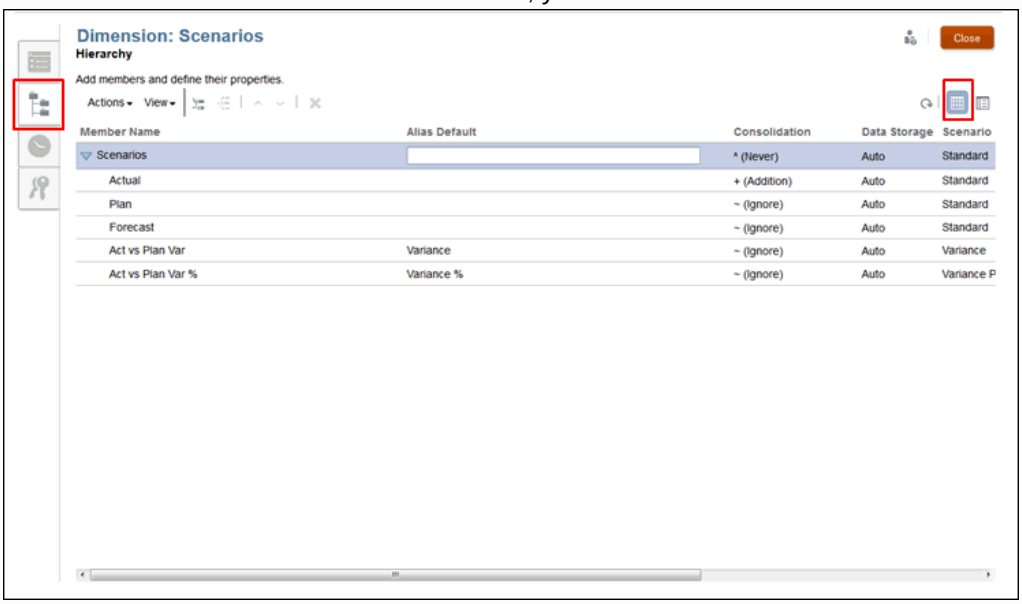
The Dimension Editor offers two views to display the hierarchy for all members in a dimension. You may view, add, edit, and delete members and their associated properties for the selected dimension using either view, which you can toggle.

Table View

From the Dimension Hierarchy screen, select the Table View icon  to view the hierarchy as a table. Click the Member Name or associated field to activate data entry. You can rearrange the property columns by dragging the column titles.

Note

To view additional Alias tables from this view, you must switch to the Detailed View.

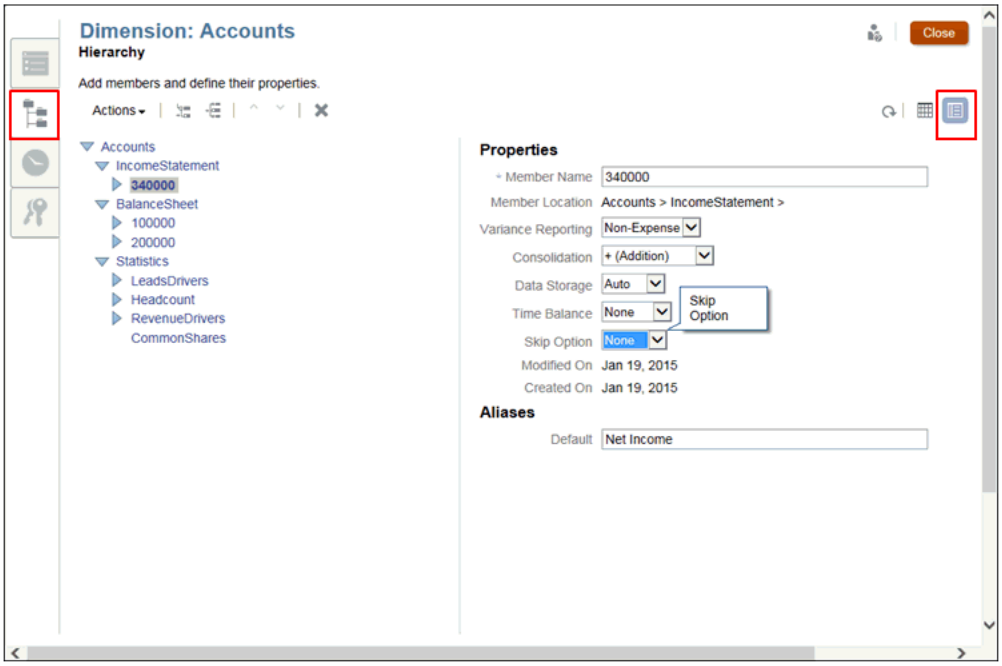


Detailed View

From the Dimension Hierarchy screen, select the Detailed View icon to view the property details for the selected member as a list. Click the Member Name to activate the data entry fields.

Note

You cannot rearrange property columns on the Detailed View. You must perform that task on the Table View.



Dimension Properties Table

For each dimension member, you must set the associated properties that govern how the member performs, such as how child members are aggregated to parents, how member data is stored, how to assign an alias name to simplify identification of members, and so on.

The member properties are assigned from the dimension Hierarchy tab. The standard properties apply to all dimension types; however, the Account and Scenario dimensions require some additional properties. See the appropriate properties for each dimension type, as outlined on the Dimension Properties tables below:

- Dimension Properties for All Dimensions
- Dimension Properties for Scenario Dimension
- Dimension Properties for Account Dimension

Dimension Properties for All Dimensions

Table 5-2 Dimension Properties for All Dimensions

Properties for All Dimensions	Description
Member Name	Enter the unique member name.

Table 5-2 (Cont.) Dimension Properties for All Dimensions

Properties for All Dimensions	Description
Alias	**Optional:** Enter an alias name for the member to enhance the readability of the hierarchy. • For example, if the member name displays only account numbers, then you can enter an associated account name to describe the account you are viewing. • Additional alias table are listed only in the Detailed view. To create additional alias tables, see Creating Additional Alias Tables.
Consolidation	Assign member consolidation properties to each member to determinehow child members are aggregated to their parents. Available consolidation options: • + (Addition) • - (Subtraction) • * (Multiplication) • / (Division) • % (Percent) • ~ (Ignore) • ^ (Never)
Data Storage	Set to determine how data values are stored for a dimension: • **Auto** — Sets the proper data storage for the member. If the member is a parent, it is set to calculate, and if the member is bottom level, it is set to input or store data.. • **Shared**— Set to designate the member as a shared member, where the member appears more than once in a dimension as part of an alternate hierarchy.
Created On	Displays the date on which the member property was created.
Modified On	Displays the date on which the member or property was modified.

Dimension Properties for Scenario Dimension

Table 5-3 Dimension Properties for Scenario Dimension

Scenario Dimension Properties	Description
Scenario Type	• **Standard —** Member where scenario data is entered (leaf node) or a parent member • **Variance** – Comparison of two scenarios, with the variance expressed as a numerical value based on the Account type (Expense or Nonexpense). • **Variance Percent** – Comparison of two scenarios, with the variance expressed as a percentage value based on the Account type (Expense or Nonexpense). • See Creating a Custom Application for details on Variance Members.
Variance Member1	Select the first Standard scenario member that you want to compare to Variance Member 2.
Variance Member2	Select the second Standard scenario member that you want to compare to Variance Member 1.

Dimension Properties for Account Dimension

Table 5-4 Dimension Properties for Account Dimensions

Account Dimension Properties	Description
Time Balance	Select a time balance method to determine the calculation method of parent members in the Time dimension. See Working with Dimensions and Members below this table. • **None**—The value of a parent is based on the formulas and consolidation properties of the children of the parent. • **First**—The parent value represents the value of the first member in the branch (often at the beginning of a time period). • **Last**—The parent value represents the value of the last member in the branch (often at the end of a time period). • **Average**—The parent value represents the average of the values of the child members. • **Note:**If Time Balance is selected, you must set a skip option.
Skip Option	If you set a time balance as first, last, or average, then you must set a skip property to control what happens when the application encounters a missing value or a value of 0. See Working with Dimensions and Members below this table.
Skip Option (continued)	**Skip Option for First and Last Time Balance only**, select one of the following options: • **None**—For a First or Last Time Balance only, data is not skipped when calculating the parent value. See Figure 2 below. • **Missing**—#MISSING data is skipped when calculating the parent value.
Skip Option (continued)	**Skip Option for Average Time Balance**, if #MISSING data is encountered when calculating an average, it divides by the number of members with actual values, rather than the total number of members. Therefore, setting the skip property to none or #MISSING does not affect the calculation.
Variance Reporting	**Variance Reporting**—Determines how the account is being tagged for Scenario variance reporting: • **Expense**—The Variance member 1 amount (for example, Actual) is subtracted from the Variance member 2 amount (for example, Budget) to determine the variance. • **Nonexpense**—The Variance member 2 amount (for example, Budget) is subtracted from the Variance member 1 amount (for example, Actual) to determine the variance. • For more information, see Creating a Custom Application.

Figure 5-1 Time Balance Example

Time	Jan	Feb	Mar	Qtr1	Result
Member1	11	12	13	36	Value of Jan + Feb + Mar
Member2 (First)	**20**	25	21	20	Value of Jan only
Member3 (Last)	25	21	**30**	30	Value of March only
Member4 (Average)	**20**	**30**	**28**	26	Average of Jan, Feb and Mar

Figure 5-2 Skip Options Example

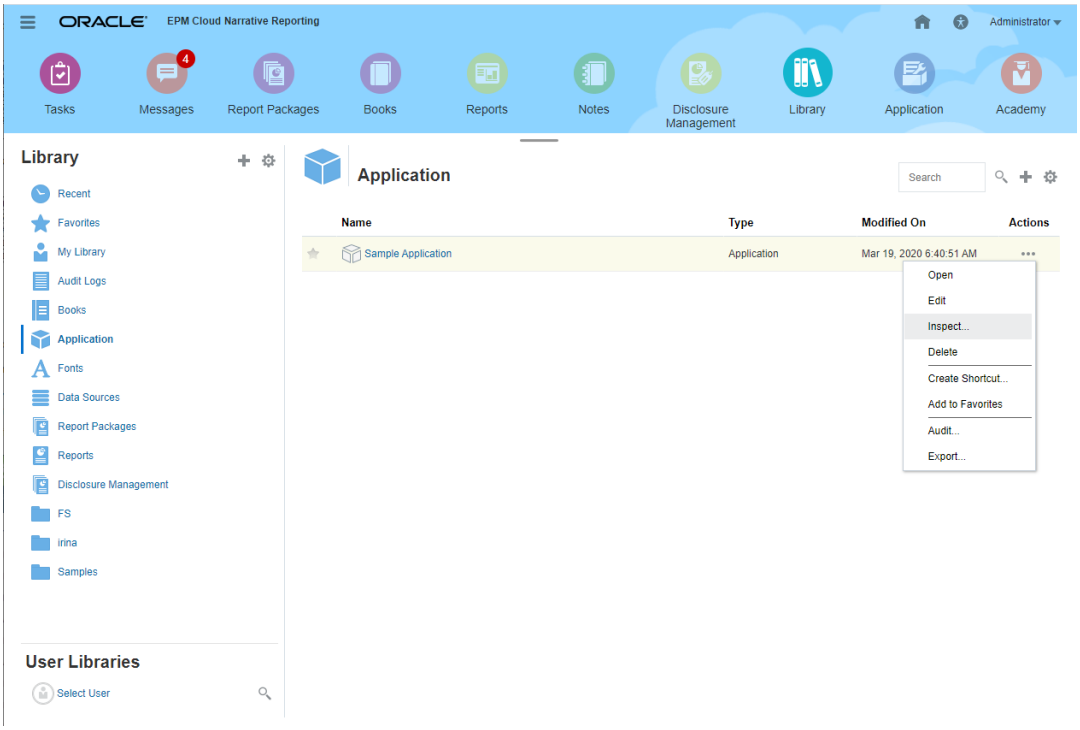
Time Balance	Jan	Feb	Mar	Qtr1	Result
First and Skip	**20**	#MI	23	**20**	The value of the first non-missing child
First and Skip	#MI	**25**	24	**25**	The value of the first non-missing child
Last and Skip	11	12	**13**	**13**	The value of the last non-missing child
Last and Skip	11	12	#MI	**12**	The value of the last non-missing child

Adding Dimension Members

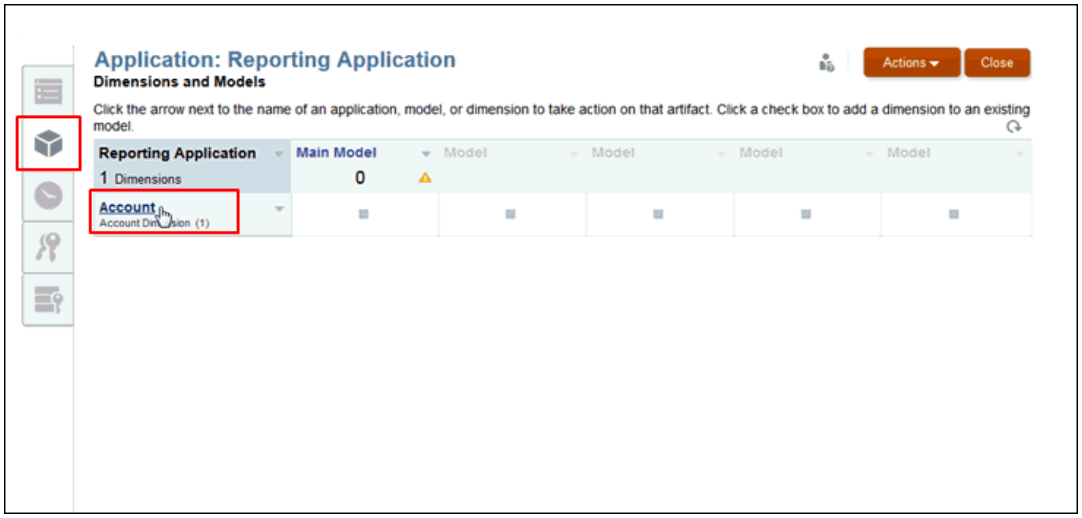
Add the dimension members and specify the properties from the Hierarchy editor. You can also modify or remove members.

To add members to a dimension:

1. From the Home page, select an option:
   - **Library**, and then **Application**
   - **Application**
2. Click the application name, or select **Open** from the **Actions** menu to open the application.

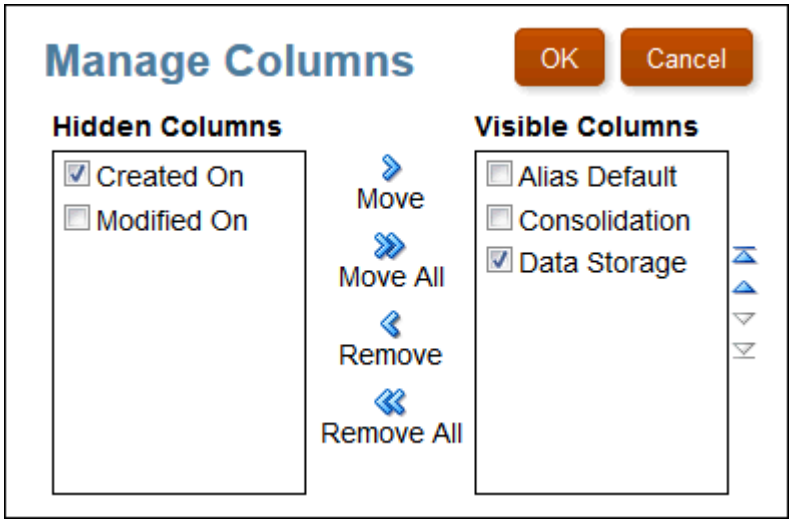


3. From the Application Overview, select the **Dimensions and Models** tab  , and then click the name of the dimension for which you want to add members; for example, Account.



4. In the Dimension **Overview**, select the **Hierarchy** tab , and then select the Table View . You can also add members and properties using the Detailed View .
5. **Optional:** On the **Hierarchy** tab, select **View** and then **Columns** to see the columns that represent the properties for the selected dimension. See the Working with Dimensions and Members.

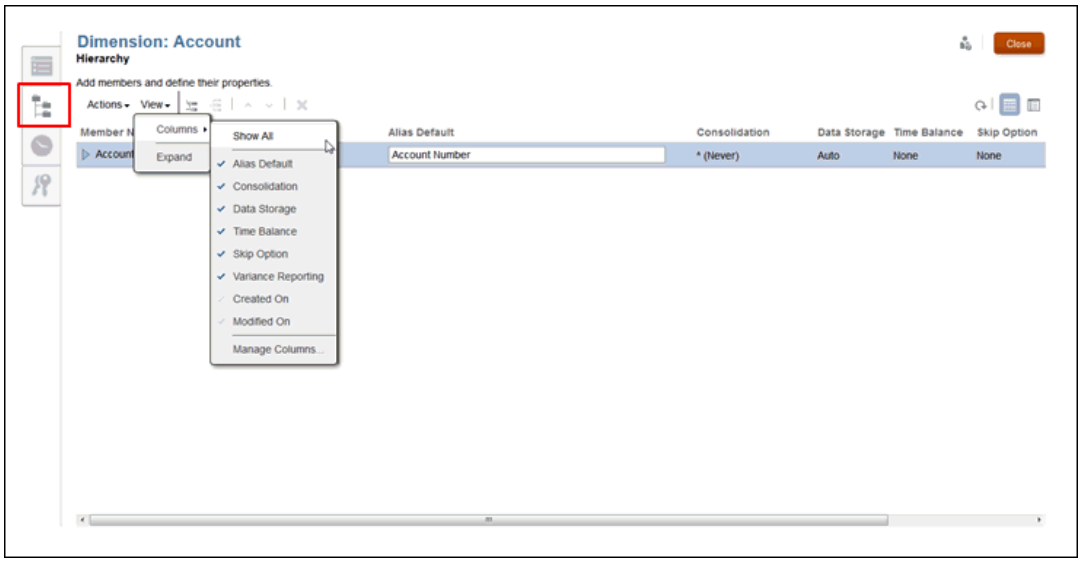
   To edit the columns, select **View**, then **Columns**, and then **Manage Columns**. From the Manage Columns dialog box, select the columns you want to hide or show, and then click **OK**.



6. On the **Hierarchy** tab, take an action to add a new member:
   - Click **Add Child** to add a member under the selected member.
   - Click **Add Sibling** to add a member at the same generation as another child member, with the same immediate parent.
   - Under **Actions**, select **Add Child** or **Add Sibling**.

- Under **Member Name**, click the right arrow beside the dimension name.

7. For each property except Scenarios, select the values for the new member. The available properties change depending on the dimension selected. See Working with Dimensions and Members.



8. **Optional: For Scenarios dimensions only**, under **Scenario Type** property column, click the name of the scenario type to display the Scenario Type selection dialog box, and then perform the following steps:

   a. From Scenario Type, select the type of scenario you want to create:

      - **Standard** – No additional selection is required.
      - **Variance** – Comparison of two scenarios with the variance expressed as a numerical value.
      - **Variance Percent** – Comparison of two scenarios with the variance expressed as a percentage.

      For more information, see Creating a Custom Application.

   b. For **Variance** and **Variance Percent** scenario types, select the **Variance Member1** and **Variance Member2** that you want to compare. Only Standard-type Scenario members are available for Variance Member 1 and 2.

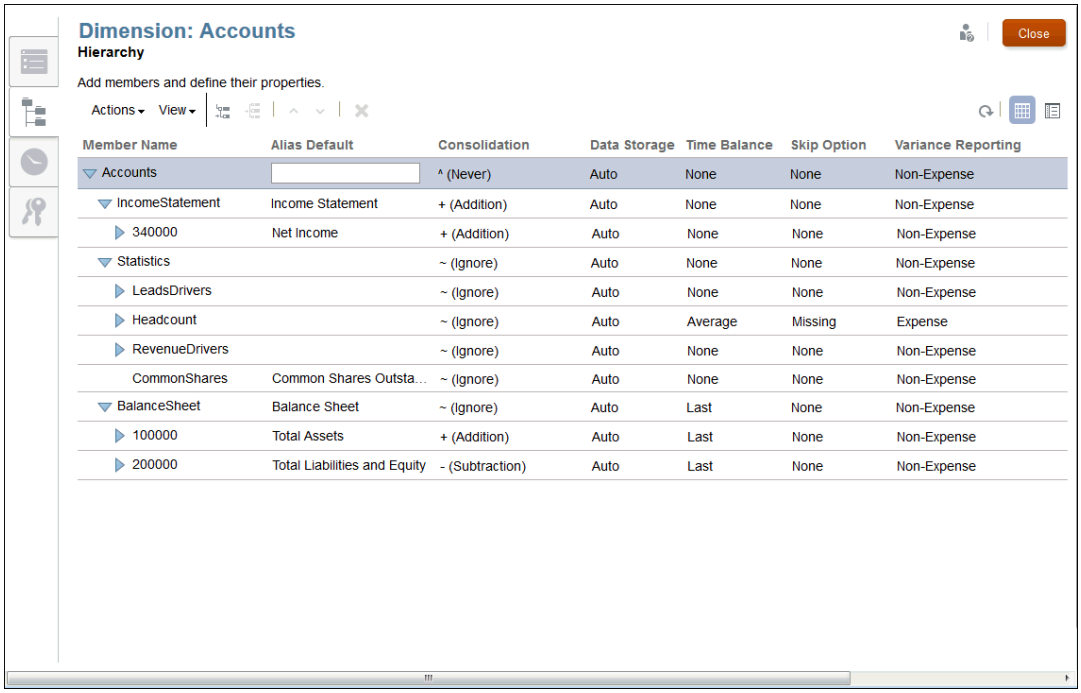
   c. Click **OK**. The selected members for the comparison are listed under Variance Member 1 and Variance Member 2.

9. **Optional: For Account dimensions only**, select the properties for the account:

   - Under **Time Balance**, select **None**, **First**, **Last** or **Average**. If Time Balance is selected, you must select a Skip Option.
   - Under **Skip Option**, select **None** or **Missing**.
   - Under **Variance Reporting**, select **Expense** or Non-Expense to determine how the account is being tagged for Scenario variance reporting.

   For additional information, see Working with Dimensions and Members.

10. **Optional:** Repeat the procedure to add additional new members.



11. **Optional:** To rearrange the Property columns on the **Hierarchy**, select the Table View , and then click the Property column title, such as Member Name or Consolidation, and drag the column to the new location.

> **Note**
>
> You cannot perform this task on the Detailed View.

12. **Optional:** To resize the Property column, hover near the column title until the sizing icon is displayed, and then drag the icon to size the column as required.
13. **Optional:** To modify the location of members on the Hierarchy, see the following sections:
    - Sorting the Dimension Hierarchy
    - Moving Members in the Dimension Hierarchy
    - Copying and Pasting Members
14. Click **Close**.
15. Select **Actions**, then **Deploy**, and then the model name to update the model.

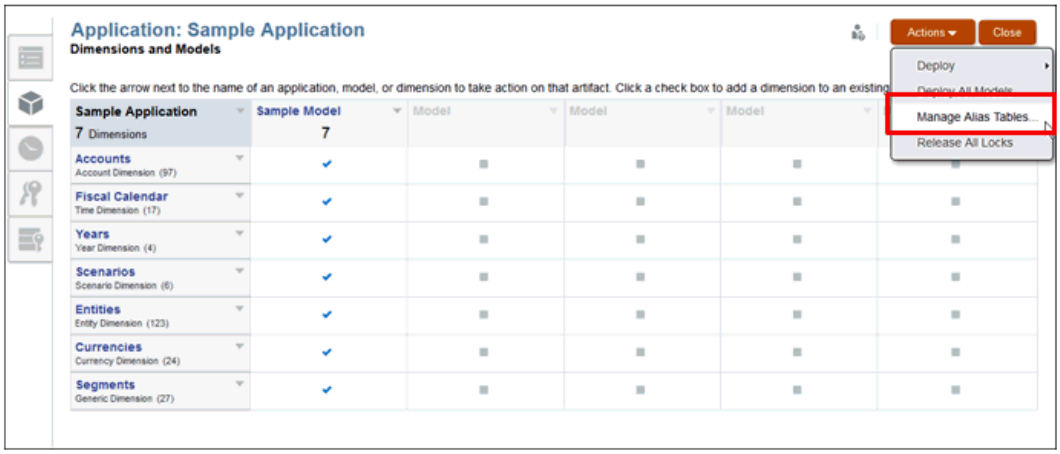
Creating Additional Alias Tables

If you require more than the default Alias table, you can create additional Alias tables on the Dimensions and Models tab, and then you can view the tables and input the alias member names for the selected dimension on the Hierarchy tab. The additional alias tables and members can be viewed in the Detailed View, and when querying data in Smart View. The additional alias tables cannot be viewed in the Table View.

On the Hierarchy tab , only the Default Alias is listed. You cannot select additional Alias tables using the **Columns** option under **View**.

To create additional Alias tables:

1. From the Home page, select an option:
   - **Library**, and then **Application**
   - **Application**
2. Open the application by clicking the application name, or selecting **Open** from the **Actions** menu.
3. From the Application Overview, select the Dimensions and Models tab .
4. Select **Actions**, and then **Manage Alias Tables**.



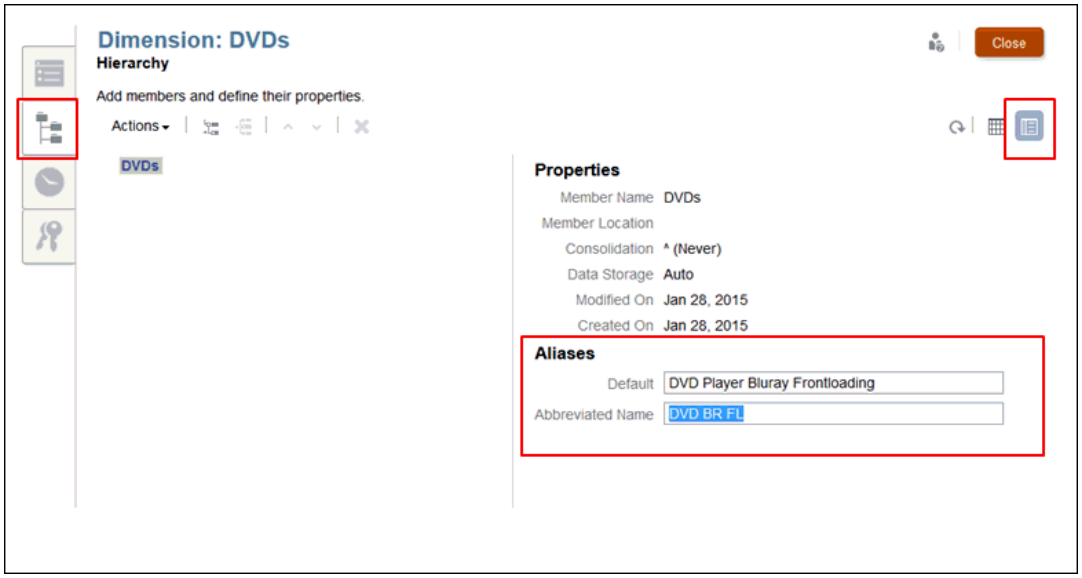
5. Click **Add Row** to add a blank field for the new alias table label, and then enter the name for the New Alias Table for the dimension.

6. **Optional:** Click in the **Label** field to change the label for an existing Alias Table, and then click **Close**.

7. On the Dimensions and Models tab, click the name of the dimension for which you want to add alias member names. In this example, the dimension is *DVDs*.

8. On the Hierarchy tab , modify the **Alias Default**, if required. In this example, the alias default table is named *DVD Player Bluray Frontloading*.

9. Select the Detailed View , and under **Aliases**, enter the alias for the selected member. In this example, the alias Abbreviated Name is *DVD BR FL*.



> **Note**
>
> When you return to the Table View, only the Default Alias table is visible.

10. Click **Close**.

11. Select **Actions**, then **Deploy**, and then the model name to update the model.

Sorting the Dimension Hierarchy

After creating the hierarchy, or after importing dimensions and members, you may want to sort the hierarchy.

When you select the member, it is sorted based on its current sort in the hierarchy, which is numeric or alphabetic.

You can sort members individually, or sort all the descendants for a specific member. Note that if you select a parent, all its descendants will be sorted with the parent member.

You cannot revert or cancel a change to the hierarchy. If you want to revert to a previous order, you must resort the members.

To sort members:

1. On the Dimension Overview, select the Hierarchy tab  .
2. Highlight the member or parent for which you want to sort the children or descendants.
3. From **Actions**, select the required sort:
   - **Sort Ascending**, then **Children** or **Descendants**
   - **Sort Descending**, then **Children** or **Descendants**

> **Note**
>
> If you select Children, only the direct children of the selected member are sorted. If you select Descendants, all members below the selected member will be sorted.

4. Click **Close**.
5. Select **Actions**, then **Deploy**, and then the model name to update the model.

Moving Members in the Dimension Hierarchy

You can move individual hierarchy members in two ways:

- Cut and paste members in the hierarchy
- Move members up and down in the hierarchy

> **Caution**
>
> You cannot revert or cancel a change to the hierarchy.

To cut and paste members in the hierarchy:

1. Highlight the member that you want to move.
2. Under **Actions**, select **Cut**  .
3. Position the cursor in the new location.
4. Select **Actions**, and then select **Paste as Child** or **Paste as Sibling**.
5. Click **Close** to save the change and return to Dimensions and Models.
6. Select **Actions**, then **Deploy**, and then the model name to update the model.

To move members up and down in the hierarchy:

1. Highlight the member that you want to move.
2. Move individual hierarchy members to a new location in the following ways:
   - Click Up or Down .
   - Select **Actions**, then **Move Up** or **Move Down**.

Copying and Pasting Members

If you copy and paste a member, a shared instance of the member is created for the second appearance. The data is shared.

> **Caution**
>
> You cannot revert or cancel a change to the hierarchy.

To copy and paste members:

1. Highlight the member that you want to copy.
2. Under **Actions**, select **Copy**  .
3. Position the cursor in the new location.
4. Select **Actions**, select **Paste as Child** or **Paste as Sibling**.
5. Click **Close** to save the change and return to Dimensions and Models.
6. Select **Actions**, then **Deploy**, and then the model name to update the model.

6

Loading and Extracting Dimension Members

This topic describes how to load and extract dimensions and members for the Narrative Reporting application:

- Prepare the flat load file to required specifications. See Formatting Load Files.
- Load metadata from an existing data source to quickly build your application. See Loading Dimension Members from an External File.
- Extract data from the application to create a backup copy, reload the extracted files to another system, or extract and manually modify the members. See Extracting Dimension Members to an External File.

Model data is separately managed using Load Data and Extract Data commands. See Load, Extract, and Clear Data.

Watch this tutorial video, you'll learn how administrators load and extract dimension members for the Narrative Reporting Cloud.

 -- Loading and Extracting Dimension Members.

As a dimension administrator, you can load dimension members from a flat file to quickly build your application; extract dimension members from the application to create a backup copy, reload the extracted files to another system, or extract and manually modify the members.

Formatting Load Files

You load dimensions into an application through a load flat file. The load file overwrites existing data.

To provide a seamless load, when you create the data source load file, follow these requirements:

- The load file should use a .txt or .csv file extension, follow the comma separated value (.csv) rules, and be tab delimited. Possible delimiters:
  - Tab
  - Space
  - Comma
  - Semicolon (;)
  - Colon (:)

> **Note**
>
> If a value in any of the columns contains the same character that was used as the delimiter, such as comma for a .csv file, then the value must be quoted with the specified Text Qualifier character which is usually double quotation marks.

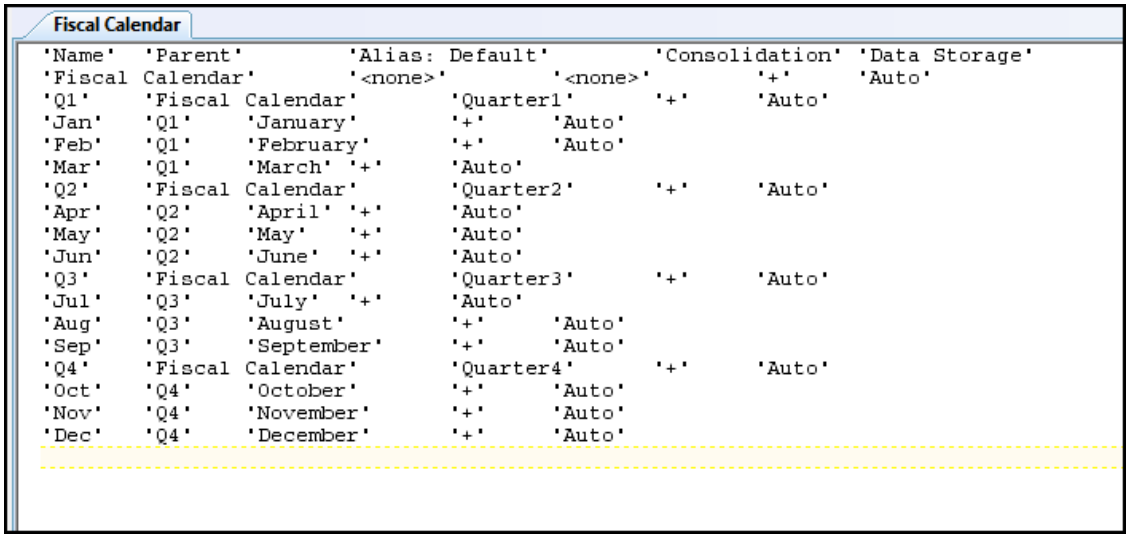
- All files must have one header row.

- Only one dimension can be imported at a time.
- The minimum required columns are Name and Parent. The Parent name must use nonunique member names to provide a qualified name or path. The order of the columns does not matter.
- Member names must be enclosed in single or double quotation marks. The choice of text qualifier is determined by the use of quotation marks in any of your member names. If you use an apostrophe in a member name (for example, Member's Equity), use double quotation marks as the text qualifier (for example, "Member's Equity").
- Leave a blank field to retain the existing text or selection. Do not enter the word <Blank>.
- Enter <None> in the field to delete or remove the existing text or selection.

For information on creating dimensions, members, and properties. see Manage Dimensions Using the Hierarchy Editor.

The following sample load file shows the members and properties for the Fiscal Calendar dimension from the Sample Application.

Figure 6-1 Sample Load File Format



Loading Dimension Members from an External File

You can use metadata from an existing data source in the new application to quickly build your application. One import is performed on each dimension from the Dimensions and Models tab of the Application Overview screen. Only one dimension can be imported at a time.

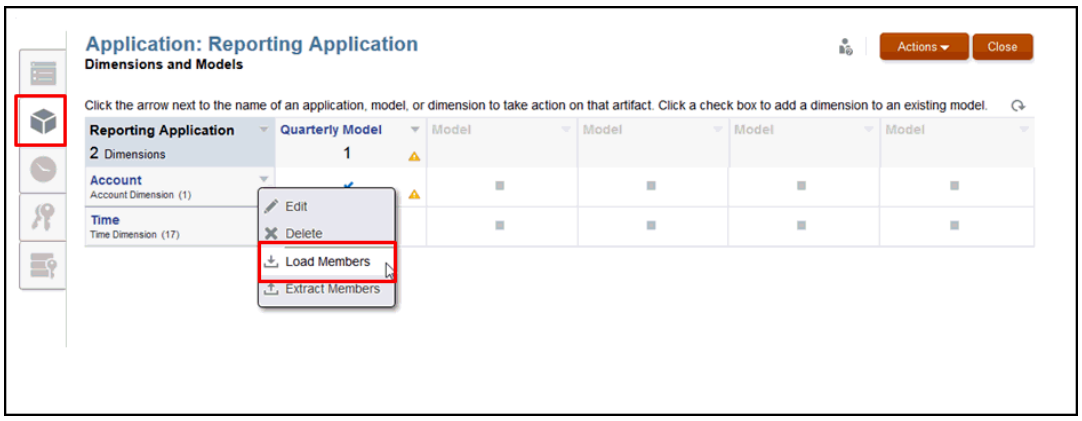
The dimensions and members are loaded using a flat file. As a prerequisite, you must format the existing files according to the Narrative Reporting template as CSV or TXT documents, and then save the formatted files to your file system. See Formatting Load Files.

To perform the load operation, users must have the Administer permission for the dimension to which they are importing. See Grant Access.

> **⚠ Caution**
>
> If you have an existing application, as a best practice, Oracle recommends that you create an extract as a backup before loading new or modified dimensions and members.

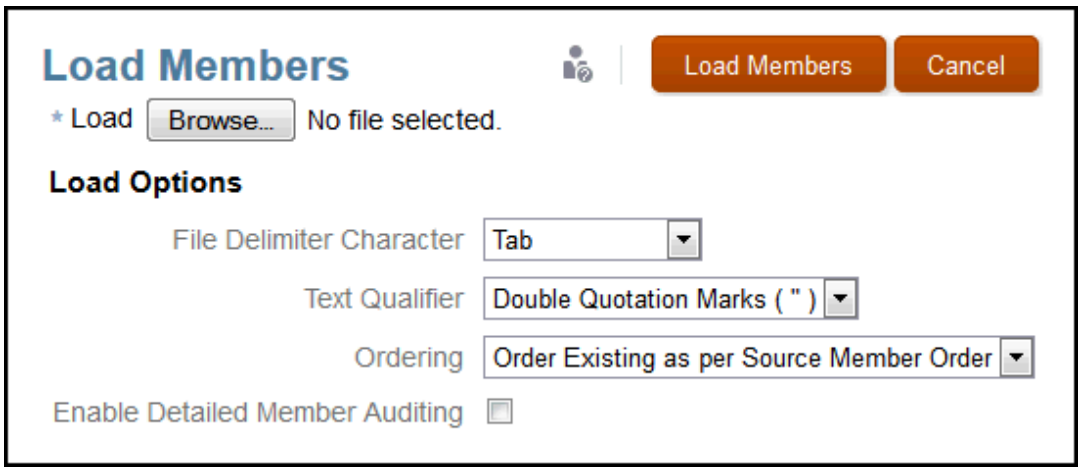
To load metadata from an external file:

1. Prepare the load file for the selected dimension on your local file system, as outlined in Formatting Load Files.
2. From the Home page, select an option:
   - **Library**, and then **Application**
   - **Application**
3. Open the application, and go to the Dimensions and Models tab .
4. For the dimension for which you want to add the members from the external data source, select the right arrow beside the dimension name, and then select **Load Members**.



5. On the **Load Members** dialog box, click **Browse** to navigate to the formatted CSV or TXT load file for the selected dimension on your local file system.

   When the preformatted file is selected, the **Browse** button changes to read **Update**. Select Update to choose a different file.



6. Select the **File Delimiter Character** that you are using in the preformatted file to identify the separate fields:
   - Tab
   - Space
   - Comma
   - Colon (:)
   - Semicolon (;)

   > **Note**
   >
   > If a value in any of the columns contains the same character that was used as the delimiter, such as comma for a .csv file, then the value must be quoted with the specified Text Qualifier character which is usually double quotation marks.

7. Select the **Text Qualifier** that is to be used to enclose text in the preformatted file, for example, `"Product"`, or `"California"` or `"Bicycle Parts"`, using one of the following characters:
   - Double Quotation Marks (" ")
   - Single Quotation Marks (‘)

   > **Note**
   >
   > If you use an apostrophe in a member name (for example, `Members Equity`), use double quotation marks as the text qualifier (for example, `"Members Equity"`).

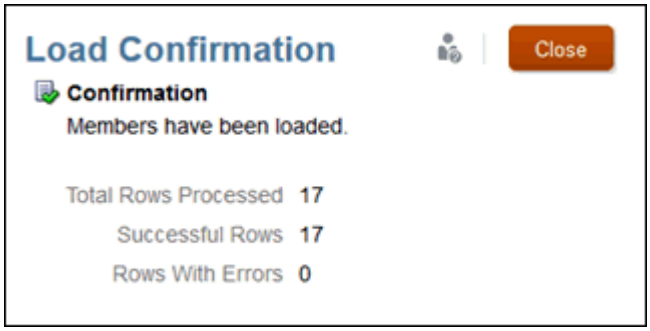
8. Select the **Ordering** sequence to manage the load of the members for the selected dimension:
   - **Order Existing as per Source Member Order**—Default order. Use the default order option, "Order Existing as per Source Member Order," when loading members from a flat file that contains shared members (for example, the Entities dimension in the Sample Application). **Important:** Other sort options may cause load errors when the shared members are added before the related base member during import.

- **Merge to Bottom of Existing Hierarchy**—Add the new members after existing members.
- **Merge to Top of Existing Hierarchy**—Add the new members above existing members.
- **Sort Ascending after Import**—When the load is complete, sort the entire list of members in ascending order.
- **Sort Descending after Import**—When the load is complete, sort the entire list of members in descending order.

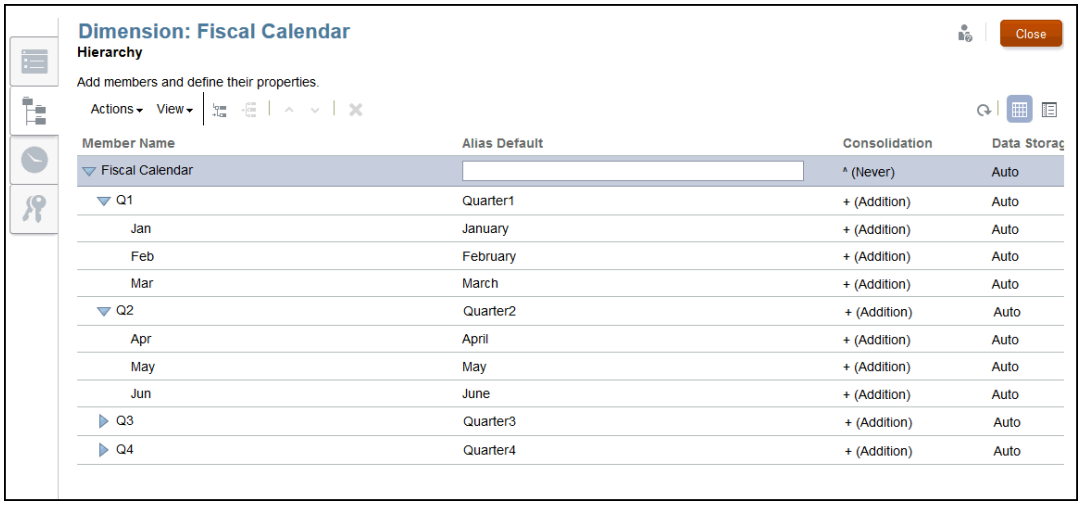
9. **Optional:** Select **Enable Detailed Member Auditing** to track the details of the load. If this option is selected, you can perform an audit extract after the load is complete to view the details for the selected dimension in the Audit Logs folder in the Library.

> ⚠ **Caution**
>
> Enabling "Detailed Member Auditing" may significantly affect the load performance.

10. Click **Load Members** to begin the operation. A Load Confirmation dialog box shows that the import is in progress. When the load is complete, a success message is displayed. Any errors encountered during the load are displayed at the bottom of the dialog box.



11. Navigate to your application, and view the hierarchy for the selected dimension on the Dimension Hierarchy tab



Extracting Dimension Members to an External File

You can extract dimension members from your Narrative Reporting application to perform some of the following tasks:

- Manually update the extracted files, and then reimport the files back into the application.
- Create a backup copy on a regular basis.
- Reload the extracted files to another system.

> **Note**
>
> To extract data for individual members or models, see Extract, Load, and Clear Data.

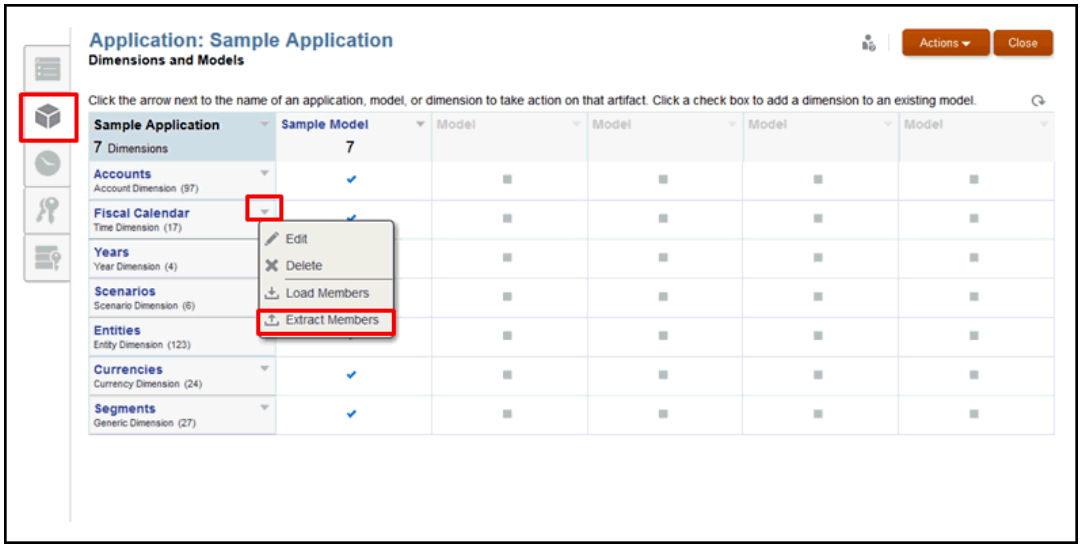
By default, the extracted files are formatted as text files. The extracted file is downloaded from the browser, so you can save the file on your local file system.

> **Caution**
>
> If you have an existing application, as a best practice, Oracle recommends that you create an extract as a backup before loading new or modified dimensions and members.

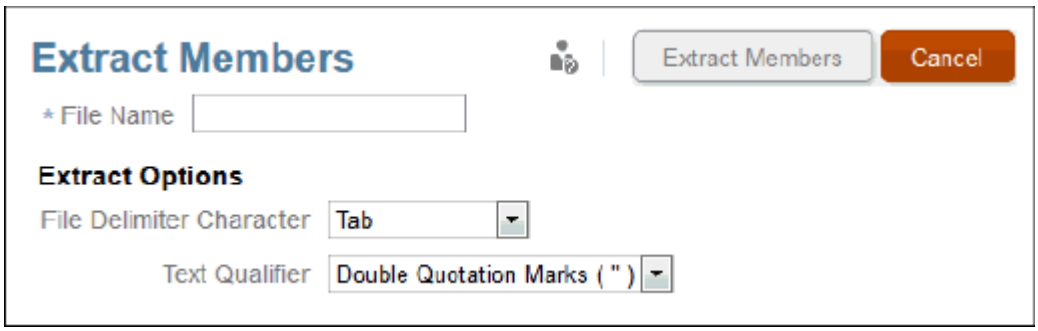
To perform the load operation, users must have Administer permission for the dimension that they are extracting. For more information on setting permissions, see Grant Access.

To extract metadata to an external file:

1. From the Home page, open the application, and then the Dimensions and Models tab.
2. For the dimension for which you want to extract the members to an external data source, select the drop-down beside the dimension name, and then select **Extract Members**.



3. On the **Extract Members** dialog box, enter a name for the extract file.



4. Under **Extract Options,** select the **File Delimiter Character** that you are using in the preformatted file to identify the separate fields:
   - Tab
   - Space
   - Comma
   - Colon (:)
   - Semicolon (;)

> **Note**
>
> If you need to use a comma in the file, then enclose the comma in quotation marks.

5. Select the **Text Qualifier** that you are using in the preformatted file to enclose text that is to be loaded as a word or string (for example, `"Product"`, or `'California'` or `"Bicycle Parts"`), using one of the following characters:
   - Double Quotation Marks (")
   - Single Quotation Marks (')

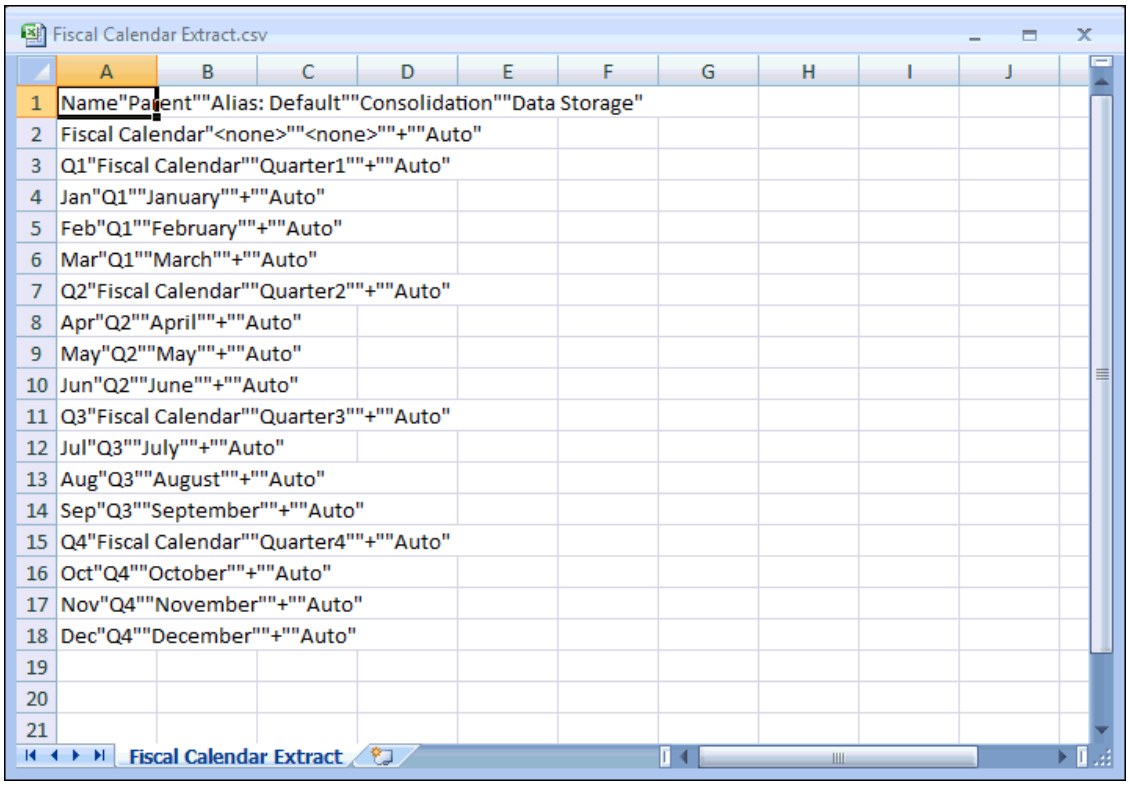
> **Note**
>
> If you use an apostrophe in a member name (for example, Member's Equity), then use double quotation marks as the text qualifier, for example, "Member's Equity."

6. Click **Extract Members** to begin the operation, then select **Save File** on the Opening dialog box, and then click **OK** to save the extract file to your local file system. Note the location so you can locate the file when the extract is finished.
7. Navigate to that location on your local file system to view the extracted file. Open the file using Excel or a text editor, such as TextPad, Notepad, and so on.

Example 6-1 Extract File Example

Here is an example of an extract file for the Fiscal Calendar dimension in the Sample Application. The member dimension properties are displayed, such as:

- Name
- Parent
- Alias: Default
- Consolidation
- Data Storage



7

Loading, Extracting, and Clearing Data

This topic describes how to load, extract, or clear data:

- Load data – prepare a delimited flat file to load data into a model in your application
- Extract data – backs up all or part of your data that's already in your application
- Clear data - removes all or part of the data in your application.

These three options work together as part of the data validation process. As a best practice, always extract your data as a backup before clearing data and reloading.

You can load or extract data either through the user interface or by using the EPM Automate Commands. To use the EPM Automate Commands, see **EPM Automate Commands**

Watch this tutorial video, you'll learn how administrators load, extract, and clear data for application models in Narrative Reporting Cloud.

 -- Managing Data.

You can load and extract data either through the user interface or by using the EPM Automate Commands. This tutorial demonstrates how to manage data through the user interface.

Loading Data

This topic covers the prerequisite steps for loading data into a model, the load file requirements, a load file example, and the procedure.

Loading Data into a Model

Loading data into an application model is done through a load flat file. A load file overwrites existing data. To help guide preparation of your file, you can take a look at a sample data load file that your administrator may have added to the library called `data.export.txt`.

Load Data Prerequisites

- You must have already created an application with at least one model that contains available dimensions and members.
- You have identified your accessible source data from a file.

Load Data File Requirements

- The file must be a delimited file format.
- Possible delimiters are: tab, space, comma, semi-colon and colon. If you need to use a comma in the file, it must have quotes around it.
- The file can be a .ZIP, TXT or .CSV file.
- Each row of the file must be a valid dimensional intersection of data before the data value.
- Enclose member names that have spaces or special characters in single or double quotes.

- Data values may contain numbers and their modifiers. Data values cannot contain quotation marks.

Table 7-1 Data Value Modifiers

Valid Modifiers	Example
Currency symbols: • Dollar $ • Euro € • Yen ¥	$12 is a valid value, while $ 12 is not a valid value because there is a space between the dollar sign and the 12.
Parentheses around numbers to indicate a negative number	(12)
Minus sign before numbers. Minus signs after numbers are not valid.	-12
Decimal point	12.3
Large numbers with or without commas	1,345,218 and 1345218 are valid values
#MI or #MISSING represents missing or unknown values	

Load File Example

Here is what the `data.export.txt` load file looks like for the sample application that is part of Narrative Reporting. This example is using WordPad as the text editor and does not show all the values in the file itself.

You can see that the actual data values appear after you have identified the dimension intersection, #Mi identifies unknown values, and member names are in double quotes.

```
"411000" "412000" "450000" "501100" "501200" "502000" "503000" "504000" "505000" "506000" "507000"
"FY15" "USD" "BAS" "E01_0" "Jan" "Actual" #Mi #Mi #Mi 10971.8260330253 2338.731338618551 275.5119795
"FY15" "USD" "BAS" "E01_0" "Feb" "Actual" #Mi #Mi #Mi 9913.622285366415 2113.166855564946 248.939574
"FY15" "USD" "BAS" "E01_0" "Mar" "Actual" #Mi #Mi #Mi 10884.52161327011 2320.121712302312 273.319690
"FY15" "USD" "BAS" "E01_0" "Apr" "Actual" #Mi #Mi #Mi 13335.51558429703 2842.570427179104 334.866255
"FY15" "USD" "BAS" "E01_0" "May" "Actual" #Mi #Mi #Mi 9913.622285366415 2113.166855564946 248.939574
"FY15" "USD" "BAS" "E01_0" "Jun" "Actual" #Mi #Mi #Mi 15861.79565658626 3381.066968903914 398.303310
"FY15" "USD" "BAS" "E01_0" "Jul" "Actual" #Mi #Mi #Mi 13879.07119951298 2958.433597790925 348.515401
"FY15" "USD" "BAS" "E01_0" "Jan" "Plan" #Mi #Mi #Mi 12794.74328051532 2740.063705930199 318.5549527
"FY15" "USD" "BAS" "E01_0" "Feb" "Plan" #Mi #Mi #Mi 9755.096035086366 2127.362807673629 253.1369083
"FY15" "USD" "BAS" "E01_0" "Mar" "Plan" #Mi #Mi #Mi 10838.99559454041 2363.736452970698 281.2632315
"FY15" "USD" "BAS" "E01_0" "Apr" "Plan" #Mi #Mi #Mi 13302.40368420868 2900.949283191312 345.1866932
"FY15" "USD" "BAS" "E01_0" "May" "Plan" #Mi #Mi #Mi 9755.096035086366 2127.362807673629 253.1369083
"FY15" "USD" "BAS" "E01_0" "Jun" "Plan" #Mi #Mi #Mi 15608.15365613818 3403.780492277806 405.0190534
```

Note that the dimensions in this example do not appear in the load file itself. For example:

- Year is FY15
- Currency is USD
- Entity is E01_0
- Scenario is Actual or Plan

Loading Data from a Flat File

To load data from a flat file:

1. Upload your prepared data load file to the library.
   a. From the Home Page, click **Library**.
   b. From the folder you want to upload to, click **Create**, and then select **Upload File**.

c. Browse to the location of your data load file on your local drive, and then select the file.

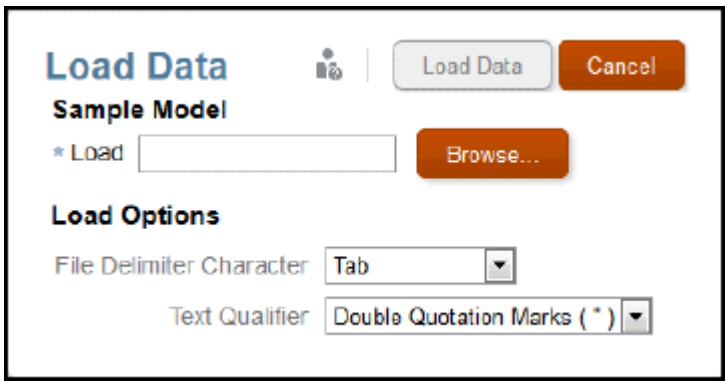
d. Click **Open** and then **OK**. The data load file is in your library folder.

2. From the Home Page, select **Application**, and then the **Dimension and Models** tab.

3. Select the Model drop down menu, and then select **Load Data.**

4. Select your load file (either a .ZIP, TXT file or .CSV):

> **Note**
>
> Only one file can be loaded at a time.



5. Decide on your load options:

a. Choose the file delimiter character: Tab, space, comma, colon, semi-colon

b. Choose the text qualifier: Double or single quotation marks.

6. Click **Load Data**. If there are errors such as unknown member names, an improperly formatted file, or encountering data values before a valid dimensional intersection, you will see a list of errors in an exception file.

7. A confirmation message appears notifying you that a background process to load the data has initiated and you see a message in the Message Center once it's completed. If there are errors in the file, you can view the error log file.

Extracting Data

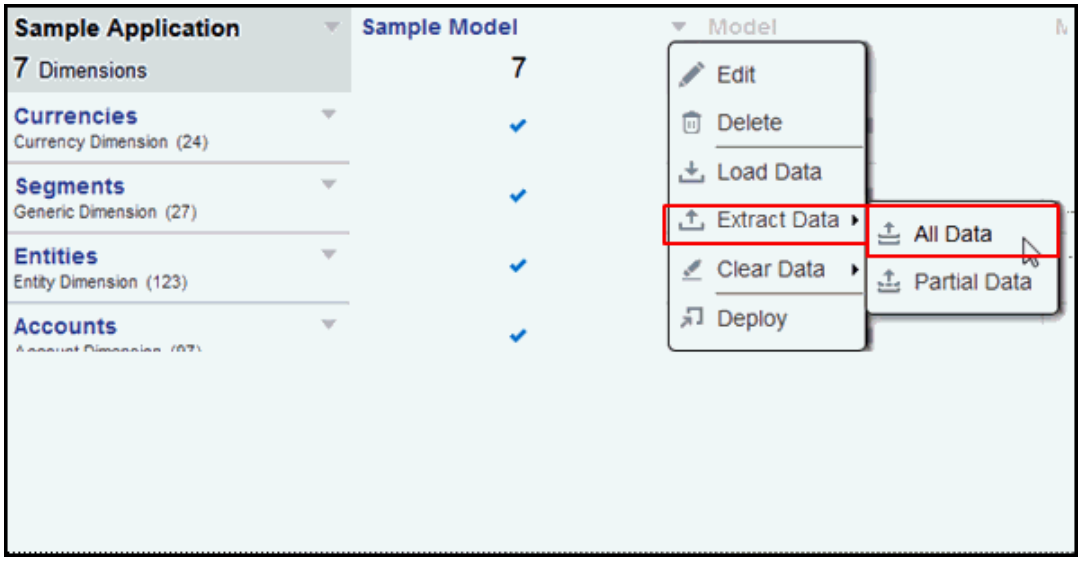
You can easily extract data from a model. You can choose to extract all data in the model or just a portion of the data. We recommend, as a best practice, to perform extracts to:

- Back up data in a model on a regular basis
- Back up data before performing a **Clear All** or **Clear Partial Data** action.

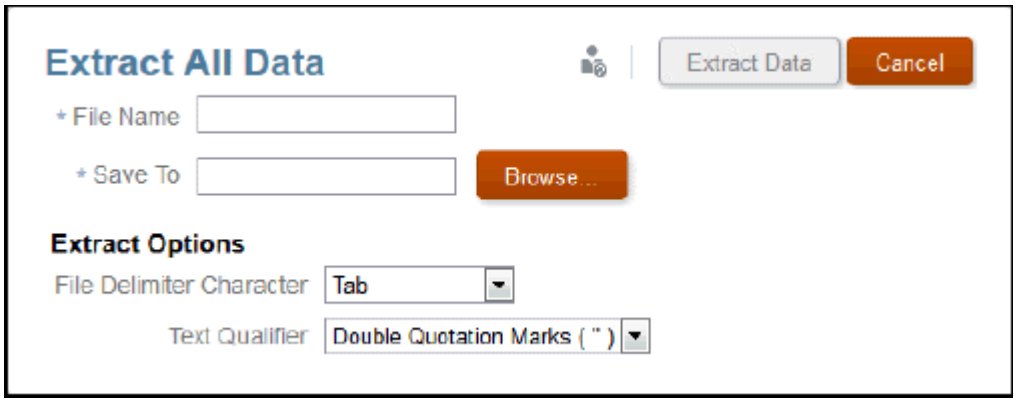
Extracting All Data from a Model

To extract all data from a model:

1. From the Model drop down menu, select **Extract Data,** then **All Data**.



2. Identify the target file name. Since the file will be a ZIP file, the .zip extension is automatically added.



3. Select the location in the library for the data extract.
4. Decide on the Extract Options:
   - File delimiter character (tab, space, comma, colon, semicolon)

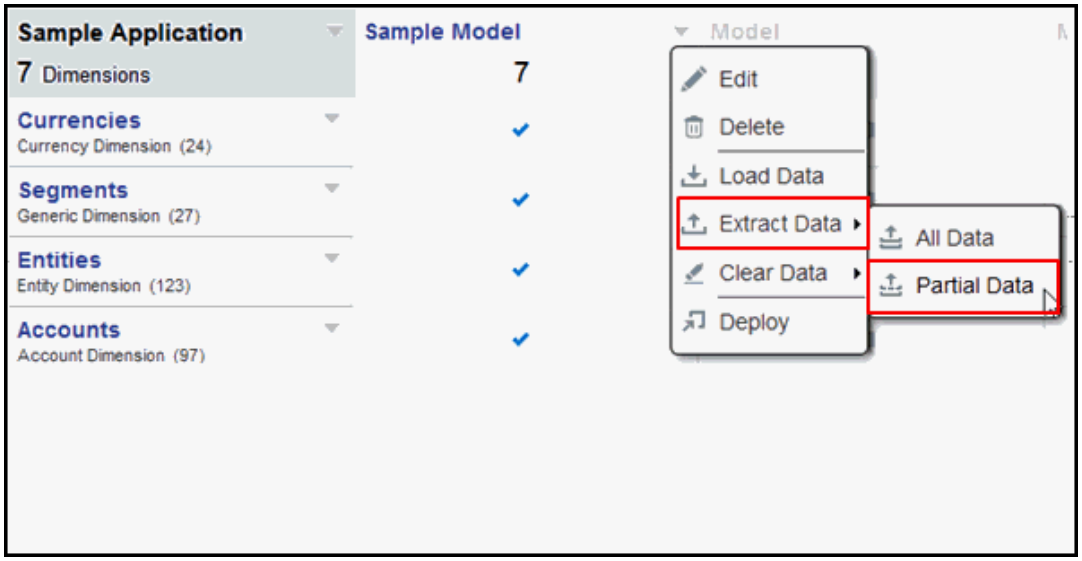
- Text qualifier: Double or single quotation marks

5. Click **Extract Data**. A confirmation message displays that a background process to extract the data has initiated and the data will be saved to the location you specified in the Library.

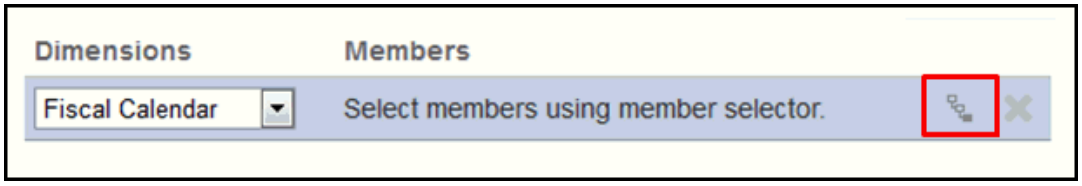
Extracting Partial Data from a Model

To extract partial data from a model:

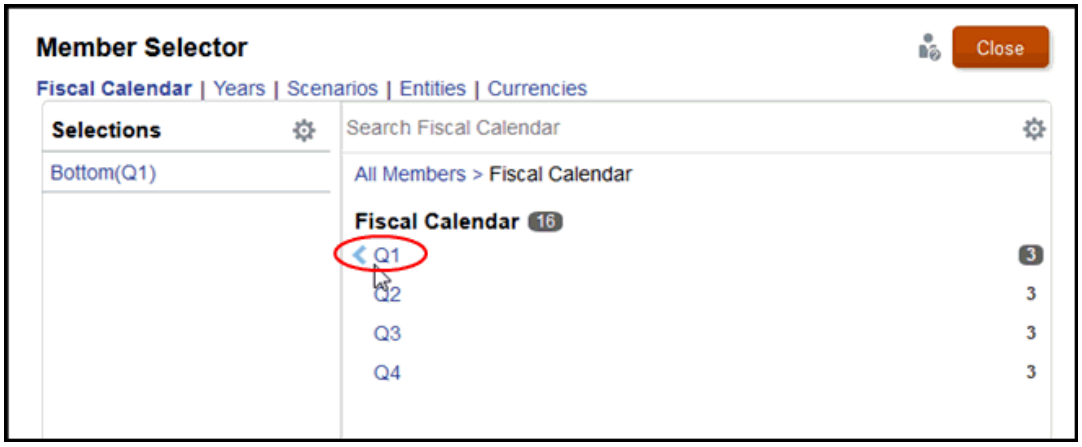
1. From the Model drop down menu, select **Extract Data,** then **Partial Data**.



2. Select a dimension from the dimension drop-down. For example, Fiscal Calendar.
3. Click the Member Selector icon to allow you to choose members and drill down to the next level.

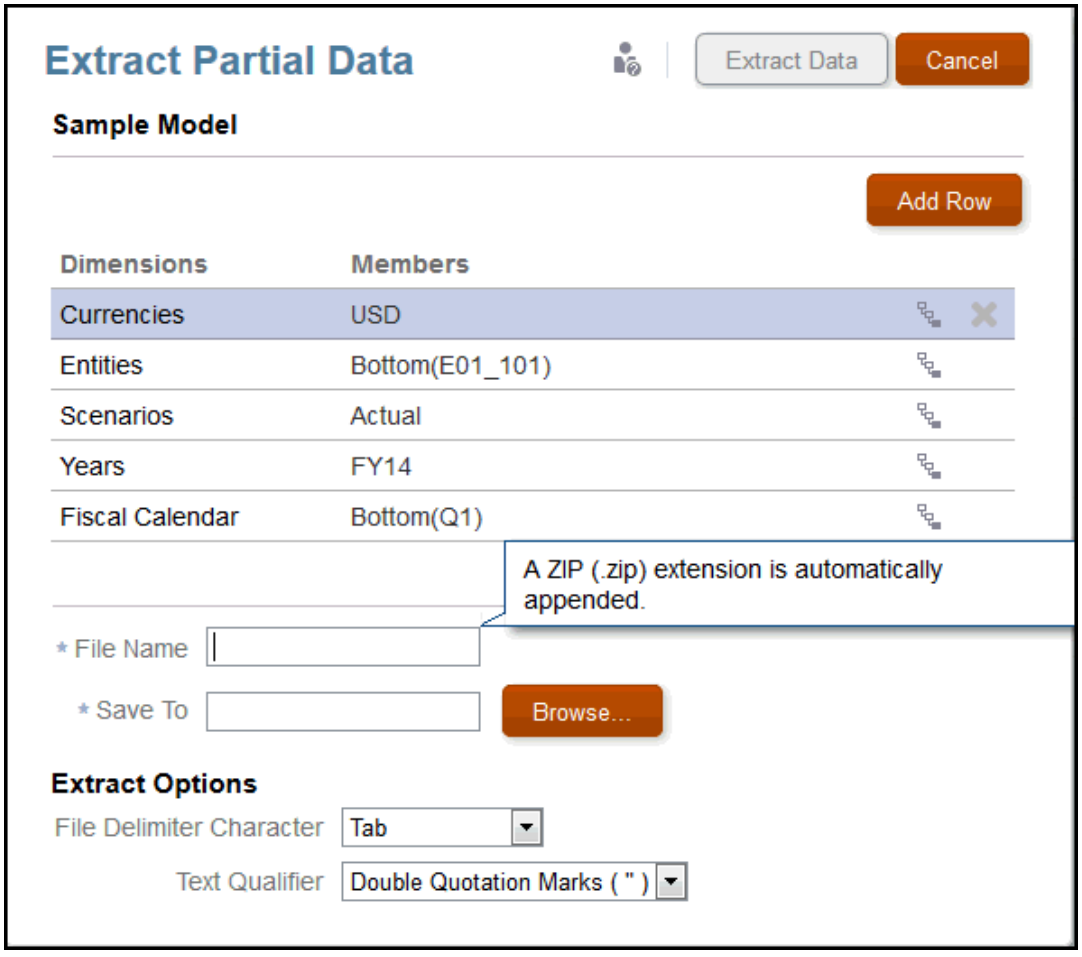


4. Click the arrow icon to add the member to your selection.



If the member is a parent, like Q1, the Bottom function is added automatically in your selection list. This function returns all of the lowest-level members in the hierarchy below the selected member.

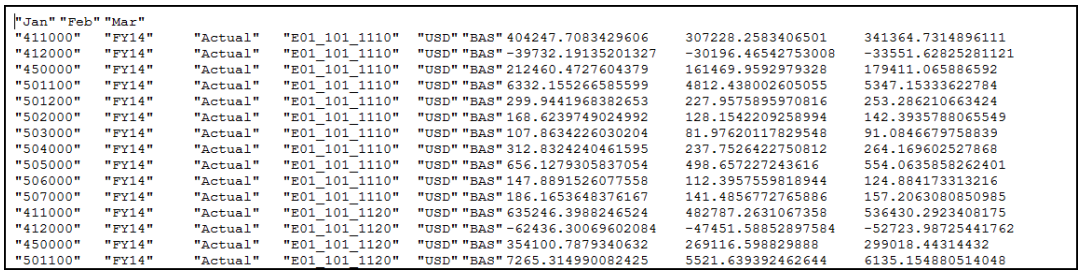
5. Repeat these steps to select the remaining dimensions and members that define the partial data extract.



6. Identify the target file name. Since the file will be a ZIP file, the .zip extension is automatically added.

7. Select the location in the library for the data extract.
8. Decide on the Extract Options:
   - File delimiter character (tab, space, comma, colon, semicolon)
   - Text qualifier: Double or single quotation marks
9. Click **Extract Data**. A confirmation message displays that a background process to extract the data has initiated and the data will be saved to the location you specified in the Library.

   An example of an extracted data file is shown:



```
"Jan" "Feb" "Mar"
"411000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 404247.7083429606    307228.2583406501    341364.7314896111
"412000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" -39732.19135201327   -30196.46542753008   -33551.62825281121
"450000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 212460.4727604379    161469.9592979328    179411.065886592
"501100"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 6332.155266585599    4812.438002605055    5347.15333622784
"501200"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 299.9441968382653    227.9575895970816    253.286210663424
"502000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 168.6239749024992    128.1542209258994    142.3935788065549
"503000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 107.8634226030204    81.97620117829548    91.0846679758839
"504000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 312.8324240461595    237.7526422750812    264.169602527868
"505000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 656.1279305837054    498.657227243616     554.0635858262401
"506000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 147.8891526077558    112.3957559818944    124.884173313216
"507000"   "FY14"     "Actual"   "E01_101_1110"   "USD" "BAS" 186.1653648376167    141.4856772765886    157.2063080850985
"411000"   "FY14"     "Actual"   "E01_101_1120"   "USD" "BAS" 635246.3988246524    482787.2631067358    536430.2923408175
"412000"   "FY14"     "Actual"   "E01_101_1120"   "USD" "BAS" -62436.30069602084   -47451.58852897584   -52723.98725441762
"450000"   "FY14"     "Actual"   "E01_101_1120"   "USD" "BAS" 354100.7879340632    269116.598829888     299018.44314432
"501100"   "FY14"     "Actual"   "E01_101_1120"   "USD" "BAS" 7265.314990082425    5521.639392462644    6135.154880514048
```

Clearing Data

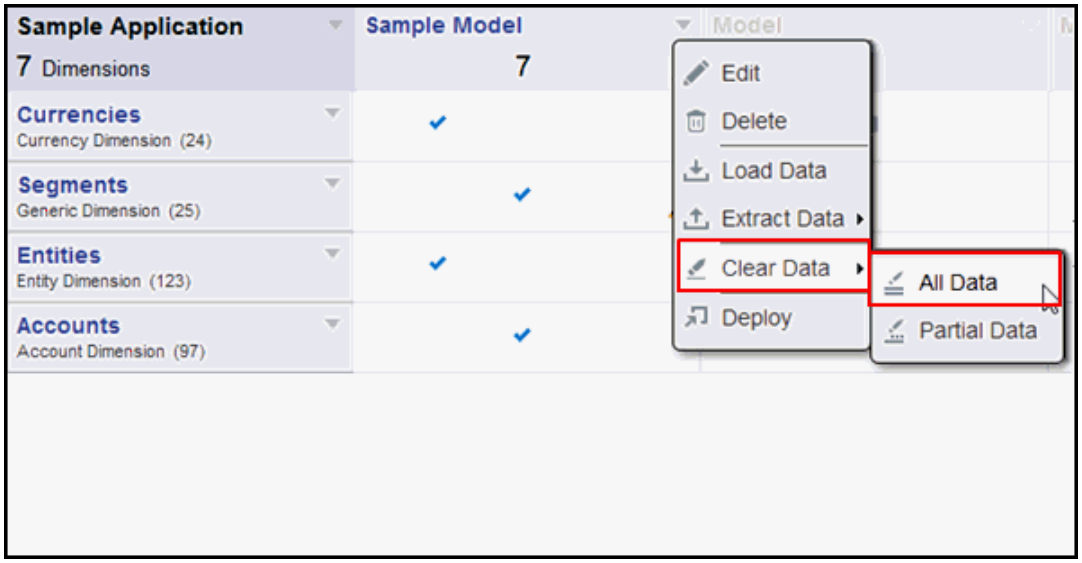
Clearing data allows you to remove the data in a model. You can perform either a Clear All or Clear Partial Data. As a best practice, you should always perform an extract before clearing data.

For example, let's say you know that you have incorrect data for September. You could do an extract of September to backup what you had and then use the Clear Partial Data to remove only September data. Then you would be ready to load the new September data.

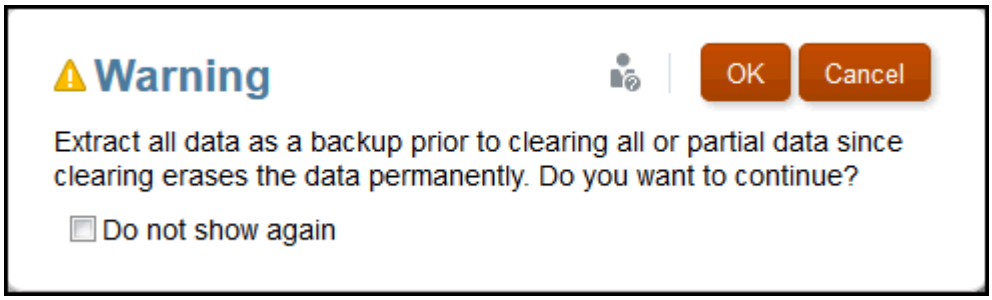
Or you might need to Clear All Data in the model if you performed a data validation process and see that you need to reload data entirely. First you would perform an extract to back up your data. Then use the Clear All Data option before loading new data.

To clear all data from a model:

1. From the Model drop down menu, select **Clear Data,** then **All Data**.



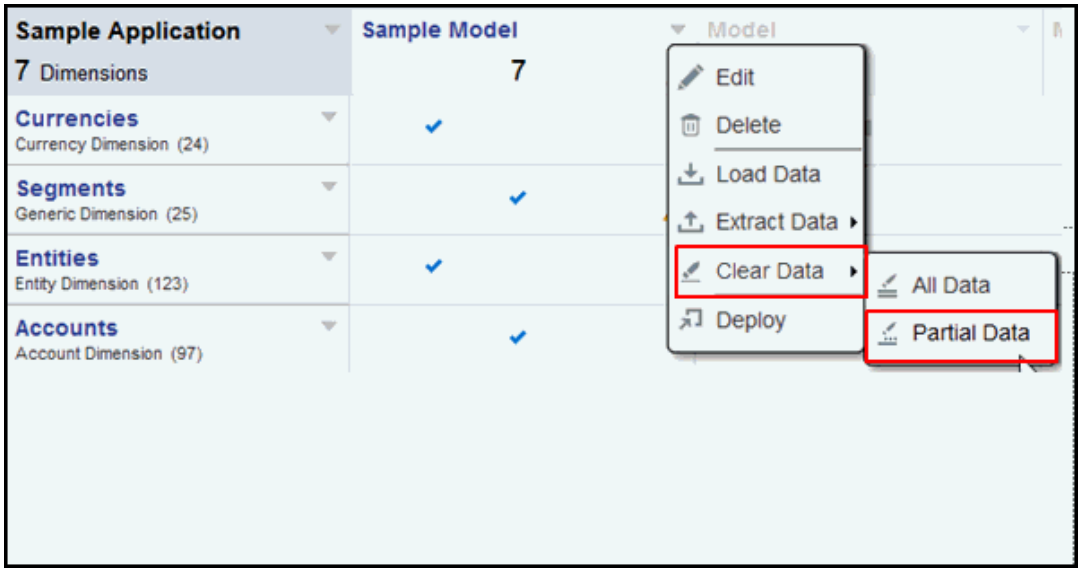
You see a warning message to perform an extract as a precaution since clear data cannot be undone.



2. Click **OK** in response to the warning if you already extracted all your data to back it up. You get a confirmation message that the data has been cleared.

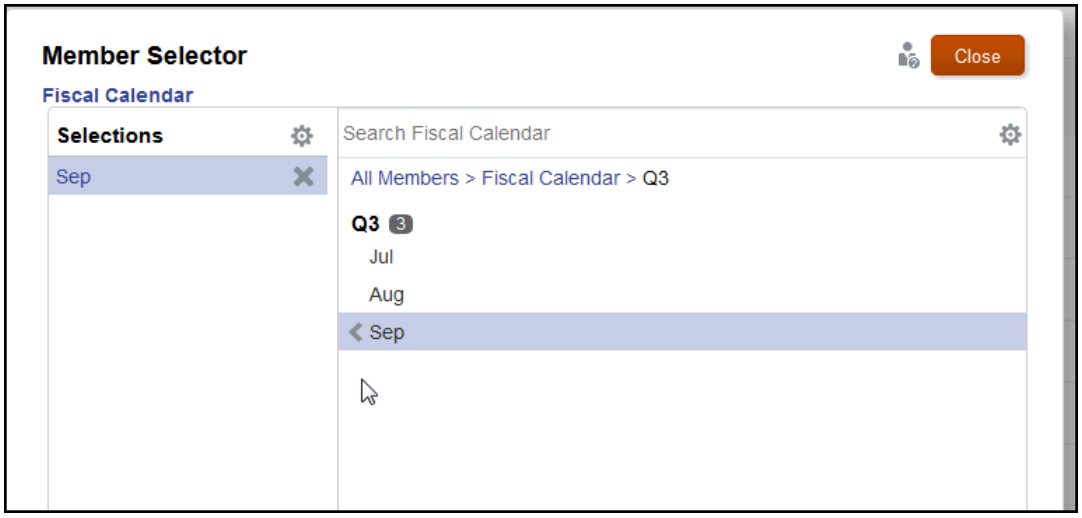
To clear partial data from a model:

1. From the Model drop down menu, select **Clear Data,** then **Partial Data**.

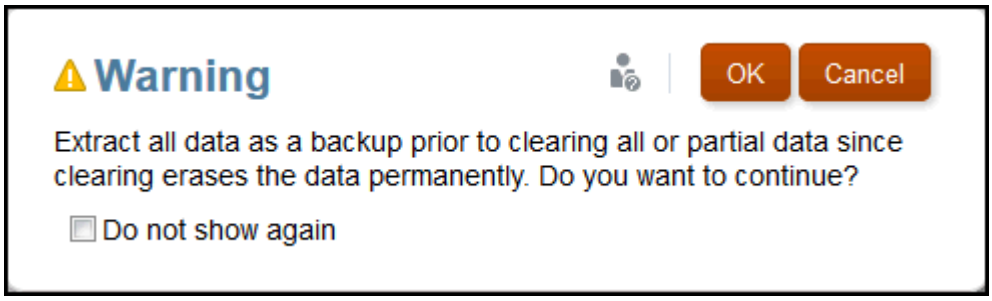


2. Choose the dimension from the drop down and then the member selector icon.

   Select the members you want and click **Close**, and then **OK**.



3. You see a warning message to extract your data prior to clearing partial data.



   Click **OK** in response to the warning message if you already extracted your data to back it up. You get a confirmation message that the data has been cleared.

8

Overview of the Library

Related Topics

- Learning About the Library
  The library is the Narrative Reporting artifact repository.

Learning About the Library

The library is the Narrative Reporting artifact repository.

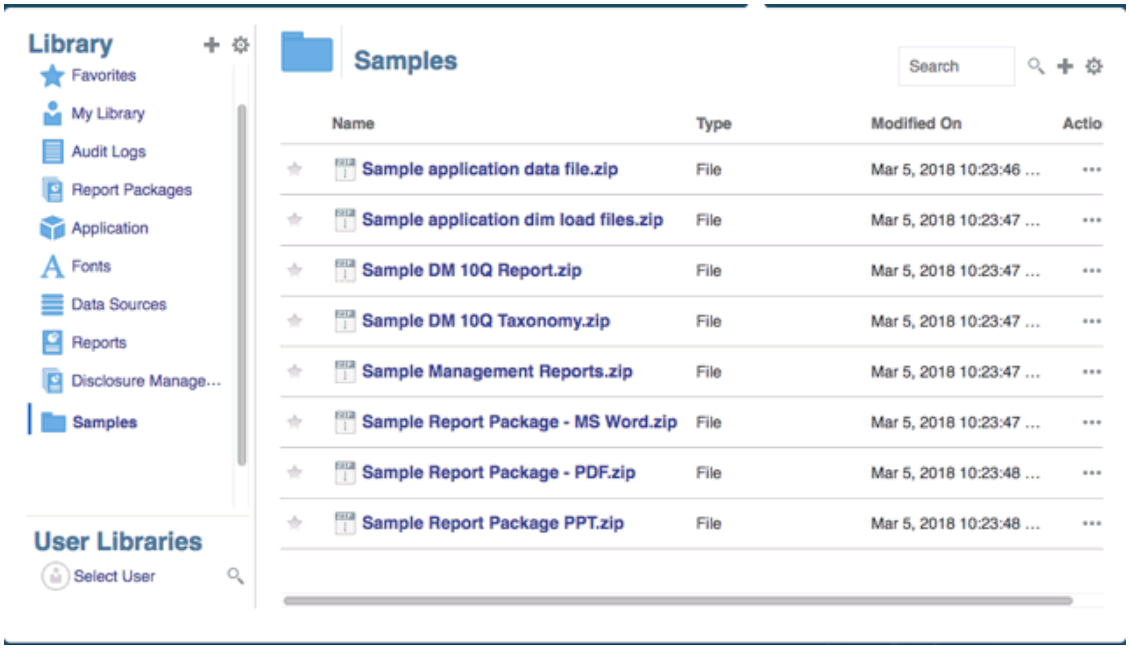
Use it to organize and manage content in a familiar, intuitive interface, which borrows from well-known applications. Its interface and functionality borrows from existing desktop and web-based file and document management systems. For example, use library folders to organize and store artifacts such as report packages, applications, audit log files, graphic files, Microsoft documents, and so on. You can also create shortcuts to artifacts, and use system-generated personal folders such as Recent, Favorites, and My Library to organize content. You can also create your own folders. After creating the folders, you can grant other users access to them.

Learn more about the library from this video Learning About the Narrative Reporting Library.

Users with the library administrator role can:

- Create folders and see all child folders and folder contents however, they cannot open and view the contents of folders unless they have the appropriate permissions.
- Create shortcuts in any folder where they have write permissions.

Figure 8-1 Example of the Library



A user with the service administrator role has the complete ability to perform any of the actions or tasks to any artifact or folder in the library. The service administrator can see each users My Library folder and has unrestricted access to the service. However, they cannot see other users Favorites or Recent folders since these only contain shortcuts.

The library provides these benefits:

Migrating

You can migrate folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications (where applicable) between environments and within them. You can migrate artifacts using the export, download, and import functionality in the library or by using the EPM Automate Commands. For migrating Notes artifacts, you use the Notes Manager. See Migrating Notes Artifacts from One Environment to Another, Notes ManagerMigrate Artifacts, and EPM Automate Commands in *Working with EPM Automate*.

Auditing

An administrator of an artifact can run audit reports for their artifact. The service administrator can run additional audit reports for the entire system. Additional information on audits:

- Actions in the system are captured in a running system audit.
- You can extract audit entries for folders or artifacts to which you have administrator permissions.
- An extract file is created from the running system audit that falls within the time frame that you entered in Create Audit File and is saved in the Audit Logs folder in the library.

For more information on audits, see Using Audits.

Built-In Intelligence

The library is role-based, and a user is either shown content that they have been given explicit access to, or content that has been made available to them from the report package workflow. For example, a doclet author cannot see a report package in the library until the author phase has started. See Creating Artifacts in the Library.

Customizing and Inspecting

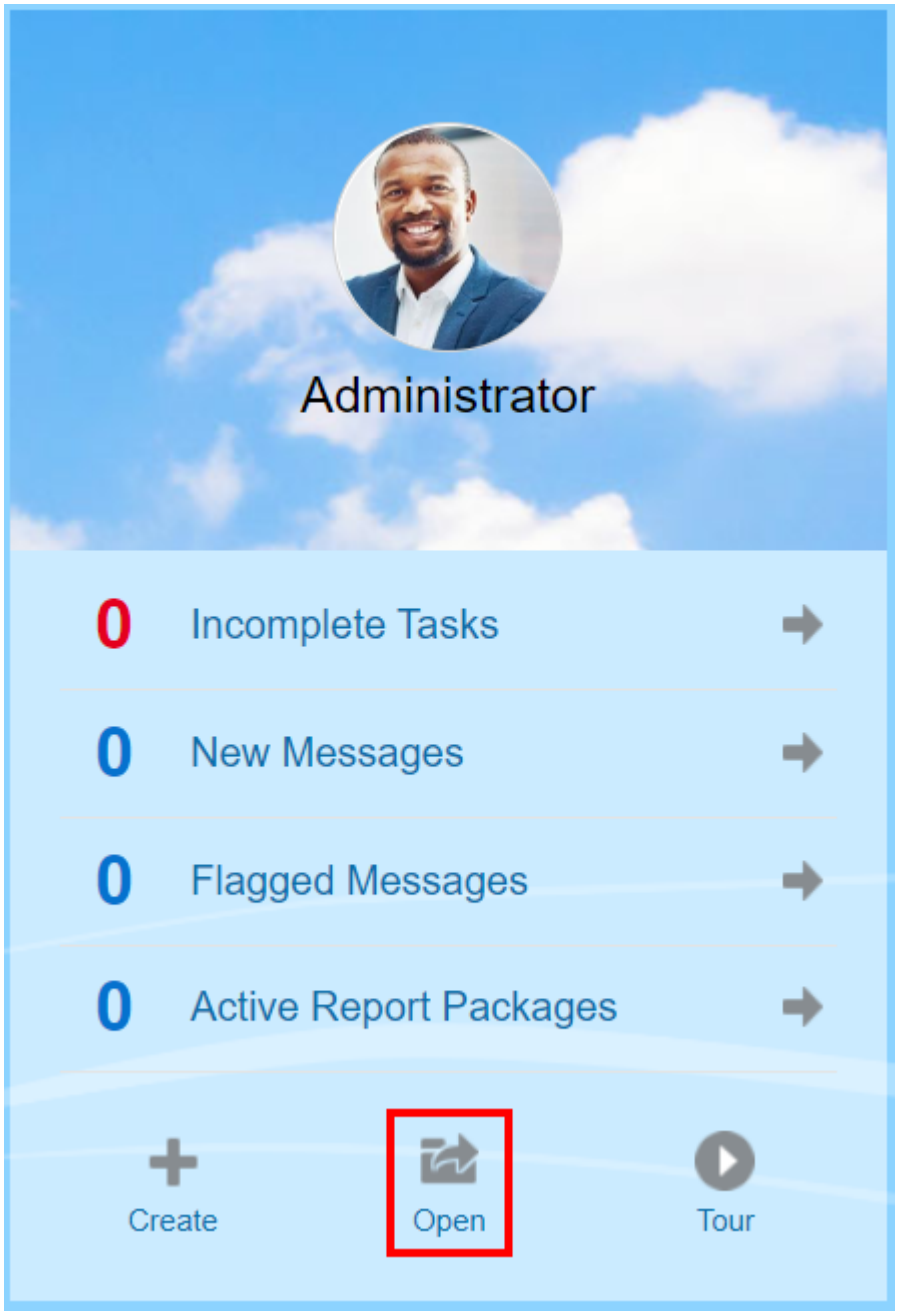
A user can customize their view of the library by Setting Default Views for Content Pane Folders and Artifacts. For example, set a default view preference for a folder or all folders and sort the contents of a folder. You can inspect or review a folder's properties. For example, as a service administrator, from the properties tab of the Inspect dialog you can edit the artifact name, view the artifact type, the location of the artifact in the library or path, the description, and so on. You can assign access for an artifact so only a limited audience can see or open it. You can also review the history and actions taken on an artifact. See Inspecting Folders and Artifacts.

How to use the Library

There are different ways to open the library.

Select one of the following to open the library:

- From the Welcome Panel on the Home page, select **Open**:

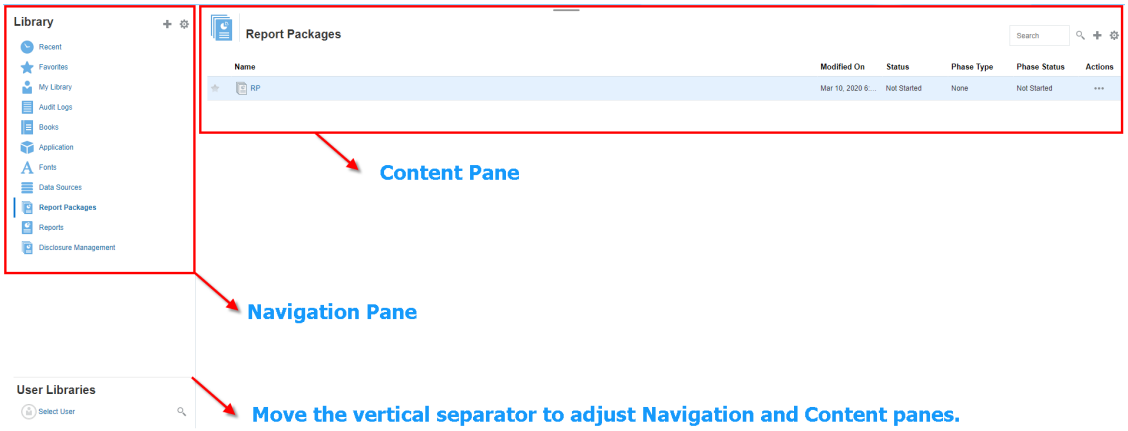


- On the Home page, select 

.

The library opens to the Recent folder by default. Example of the library UI:

Figure 8-2 Sample Library



Learning About the Navigation and Content Panes

The library's navigation pane contains a list of default, system-generated, and personal folders.

The content pane contains the contents of the folders in the navigation pane. Click and drag the vertical separator to adjust the windows.

The navigation pane's user-created folders and system-generated personal folders help you stay organized.

- User-created folders; for example `John Smith Report Packages`.
- System-generated personal folders; Recent, Favorites, and My Library:

> **Note**
>
> The menus and actions available for the following are role based.

Recent
Contains shortcuts to recently accessed content. The number of recent shortcuts retained is set in preferences, see the Library tab in Managing User Preferences in *Administering Narrative Reporting*. You can inspect shortcuts, which are read only, to view artifact properties. Refresh to update the contents. See Inspect. See the Using the Action Menus for more information on how to access the action menus to select these options. Additional rules for this folder are:

- Only the given user can see the shortcuts in this folder.
- The user cannot copy, move, or rename the shortcuts in this folder.
- The user can delete shortcuts in this folder.
- If the name of the artifact to which the Recent shortcut points to is changed, the name of the shortcut is also changed.
- If the source artifact is deleted, the recent shortcut is deleted.

- The ability of the given user to access the artifact that the Recent shortcut points to is governed by the user's permissions on the base artifact, not the shortcut.
- The artifact properties shown in the Inspect dialog for a recent artifact are from the source artifact.

Favorites
Contains shortcuts to artifacts marked as favorites. Includes the same options available as the Recent folder. Additional rules for this folder are:

- Only the given user can see the shortcuts in this folder.
- The user can rename and delete shortcuts in this folder, and add or change a description.
- The user can move a sub-folder or shortcut contained in this folder only within the Favorites folder or its children.
- The user cannot copy or move artifacts to or from outside the Favorites folder, this includes the copy and move of shortcuts.
- The name of the favorite shortcut does not need to match the source artifact, and if the source artifacts name changes, the name of the shortcut contained in the Favorites does not change.
- If the source artifact is deleted, the favorite artifact is deleted.
- The artifact properties shown in the Inspect dialog for a Favorites artifact (shortcut or folder) are from the favorites artifact.

My Library
Personal artifacts such as Excel spreadsheets, Word documents, shortcuts, and folders. Includes the same options as the Recent and Favorites folders, plus adds auditing. You cannot give another user access to the content in **My Library**. The audit type artifact file is created in the **Audit Logs** folder and audit is added to the artifact name, for example `Audit – reportpackageRP1`. Additional rules for this folder are:

- Only the service administrator or given user can see the artifacts in this folder.
- You can't create report packages in the **My Library** folder, or move or copy report packages to it. However, you can use shortcuts to report packages in the **My Library** folder.
- Other artifacts can be copied or moved into or out-of this folder.

System-generated folders; Audit Logs, Report Packages, Reports, Books, Bursting Definitions, Application, Fonts and Data Sources:

- Audit Logs—Contain system and artifact type audit files created from the system level or artifact.
- Report Package—Contain report packages that reside elsewhere in the folders of the library, where they are created.
- Application—Contain application that has been created.
- Fonts—Contain fonts that can be used for artifacts.
  Data Sources—Contain the data source connections created for Reports.

  Reports—Contain reports that reside elsewhere in the folders of the library, where they are created.
- Books

  — Contain Books that reside elsewhere in the folders of the library, where they are created.

- Bursting Definitions — Contain Bursting Definitions that reside elsewhere in the folders of the library, where they are created.

Using Locator Links

Use the locator link at the top of the content area to keep track of folder and artifact locations in the library.

Locator links especially helps when you are deep in a directory. Use the link to click back to previous directory levels. Use the link to click back to a previous level in the library structure.

Figure 8-3 Locator Links in Content Pane

Using the Action Menus

Use the Actions menu to act on library artifacts:

- Use the Actions menu 

at the top of the navigation pane to take action on the folders in the navigation pane. The actions that you can take vary according to folder to your access permissions. Viewers, for example, cannot run Audits. For example, you can Inspect, Audit, and Refresh system-generated folders. You can take any action on folders that you have created.

- Use the Actions menu 

at the top of the content area to act on one or more artifacts in the content area. For example, you can use the Actions menu to edit the properties of a report package or select several folders to move or copy to another location.

Making a copy of an existing Report Package

You can make a copy of an existing report package and use that as the basis for the next reporting cycle. The copy function makes a complete copy of the report package definition. This includes all of the report package properties, all of the doclets, all of the user assignments, and all of the variables. The doclets contain the last checked in version of the doclet file(s). The copy does not include any of the details related to the development of the source report package. The copy will not include any of the history, prior versions, review instances, or sign off instances from the source report package. All that is required is to update the dates and check the assignments.

To make a copy of the report package:

1. From the folder in the Library where the original report package is located, select the report package you want to copy but do not open it.

2. Select next to the report package to be copied and then **Copy**.
3. Select an existing folder or create a new one using the for where you would like to place the copied report package.

> **Note**
>
> If copying to an existing folder, you must have write-access to the folder where you are placing the copied report package.

4. Select **OK** from dialog displayed.

> **Note**
>
> This topic also applies to other artifacts in the library you have access to, for example reports.

Moving a Report Package

You can relocate a report package to another location.

To move a report package:

1. From the folder in the Library where the original report package is located, select the report package you want to move but do not open it.
2. Select next to the report package to be moved and then **Move**.
3. Select an existing folder or create a new one using the for where you would like to move the report package.

> **Note**
>
> When moving to an existing folder, you must have write-access to the folder where the report package is being moved to.

4. Select **OK** from dialog displayed.

> **Note**
>
> This topic also applies to other artifacts in the library you have access to, for example reports.

Using the Create Menus

The Create menus allow users with the appropriate roles to create the following:

- Use the Create icon Library at the top of the navigation pane to create a folder to store artifacts.

- Use the Create icon  at the top of the content pane to create artifacts. For example, create folders and report packages and upload files and system audit files.

> **Note**
>
> When selecting the option to create report packages, the Create Report Package wizard is displayed. See Create Report Packages.

Working with Connections and Remote Libraries

Overview

Connections in Narrative Reporting enables you to define access to Reports data sources and **Remote Libraries**.

- Connections streamline the creation and maintenance of Reports data sources and provide a single area of credentials maintenance for multiple cubes in an application.

> **Note**
>
> Data source artifacts in the **Library** can still optionally be used to maintain connections to cubes; however this can also be done in **Connections**.

- Connections also allow you to access reporting artifacts in Oracle Fusion Cloud Enterprise Performance Management platform instances on the same domain via **Remote Libraries**. In the Narrative Reporting Library, users can browse remote libraries for reporting artifacts to open, or to copy Reports from the Cloud EPM Platform to Narrative Reporting.

  Supported artifacts include **Reports** and **Report Snapshots**, **Books**, **Bursting**, **Microsoft Office** files, and **PDFs**.

- Only the Service Administrator role can create and maintain Connections. Both the Narrative Reporting and **Connections Administrator ID** need to be **native** users and not **Single Sign-On** (SSO). For more information, see Managing User Credentials for SSO-Enabled Cloud EPM and Oracle Enterprise Data Management Cloud Environments in *Getting Started Guide for Administrators* .
- When users access a report in Narrative Reporting, their User ID is passed to the data source, so their cube access permissions (data and member security) are applied to the report results.

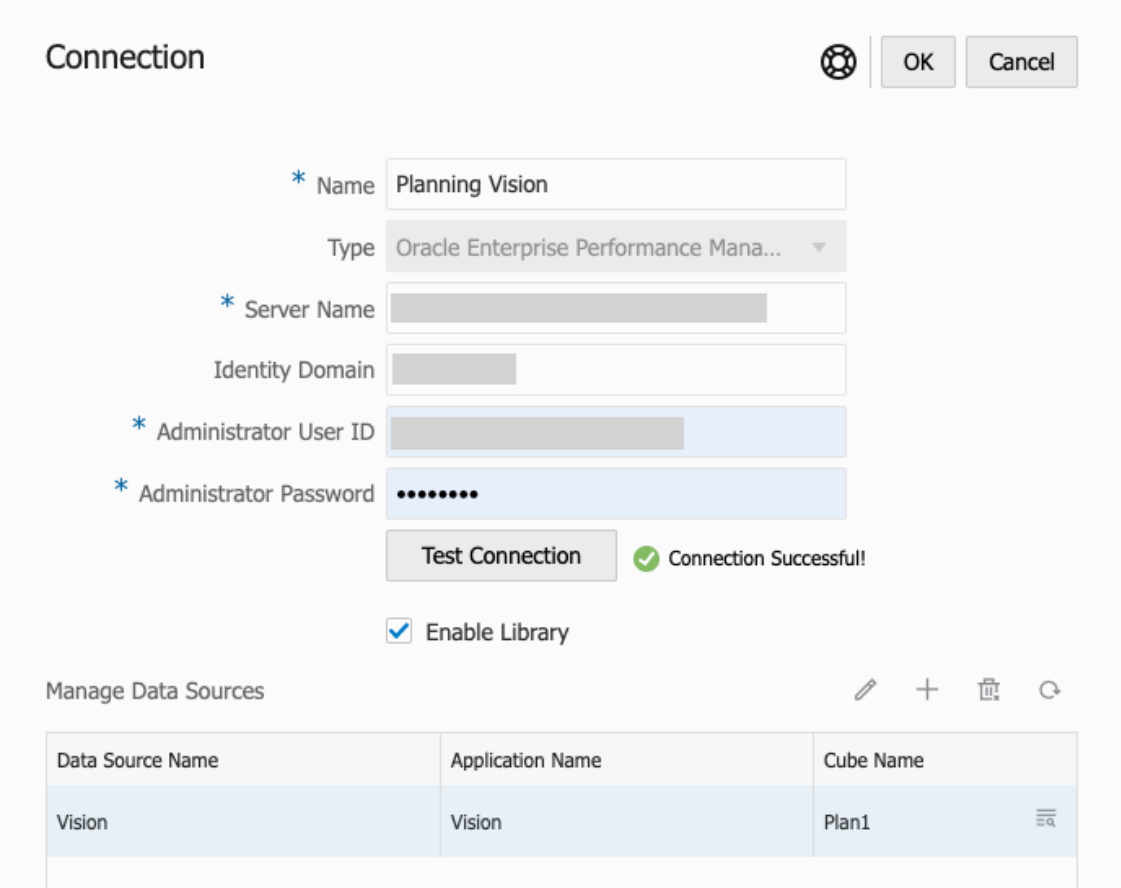
Connections support all Reports data sources: Cloud EPM platform (Enterprise Profitability and Cost Management, FreeForm, Planning and Planning Modules, Financial Consolidation and Close, Tax Reporting), Essbase Cloud, Fusion ERP, Profitability and Cost Management (PCM).

- Cloud EPM Platform Connections: You can access cubes for reporting and **Remote Libraries**.
- Essbase, Fusion ERP, Profitability and Cost Management (PCM) Connections: You can access cubes for reporting only.

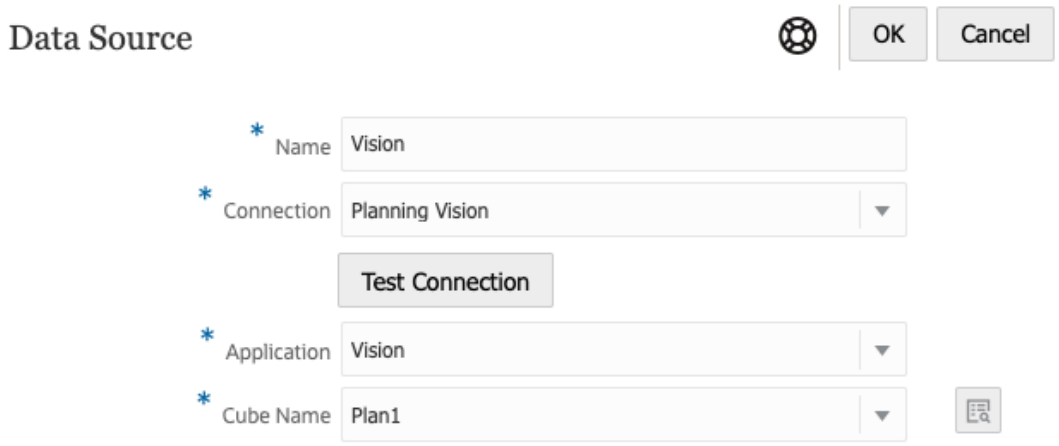
When creating a Connection, you select the connection type (based on the data source type) and enter the **Server Name** and **Admin Credentials**, as well as other fields, depending on the data source. You can also optionally select cubes to be added as data sources. The data

source artifacts in the **Library** use the **Connections** as parent artifact "containers", where you can select a Connection to use and select a cube from that connection.

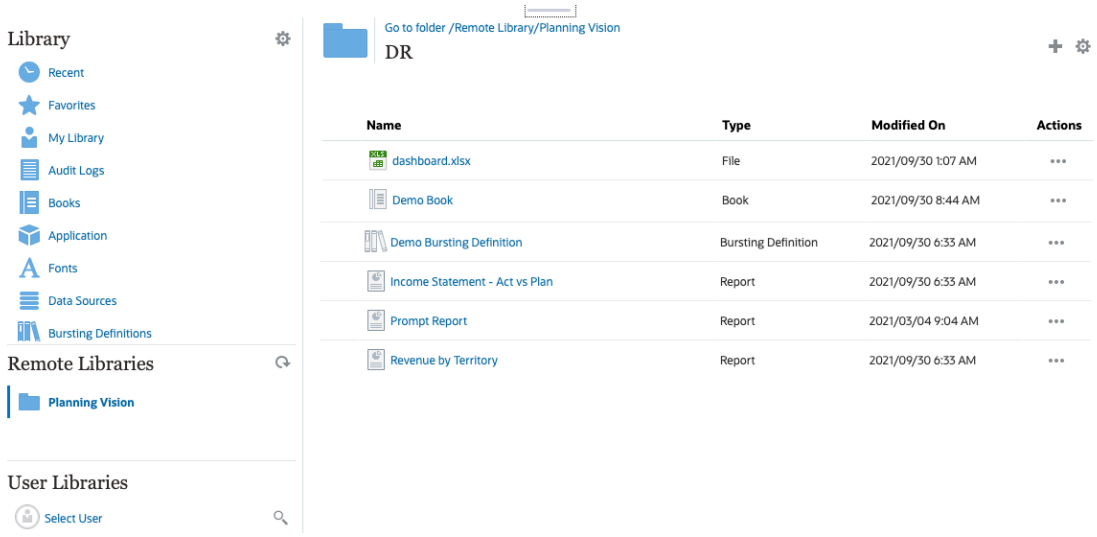
For Cloud EPM Platform connections, you can optionally enable a Remote Library for users to access reporting content from these connections in Narrative Reporting.



The **Connection** dialog, where you can create and edit **Connections**. For the Cloud EPM Platform connection, you can **Enable Library** to expose a Remote Library to the end-users. Under **Manage Data Sources**, you can create and manage data sources for Reports.



The **Data Source** dialog, where you can alternately create **Connections** to specific cubes. Cube connections can also be defined in the **Connections** dialog.



A Remote Library to an Cloud EPM Platform instance allows accessing reporting artifacts.

- Narrative Reporting users accessing a Remote Library need to be a user and must have access permissions to artifacts on the **Connections**.
- **Remote Libraries** cannot be enabled to access other Narrative Reporting instances, only Cloud EPM Platform instances (Enterprise Profitability and Cost Management, FreeForm, Planning and Planning Modules, Financial Consolidation and Close, Tax Reporting).
- You cannot edit any of the artifacts in a Remote Library. You can only open any of the artifacts or copy Reports. Artifacts can only be edited directly in the Cloud EPM instance and not from the **Remote Libraries** in Narrative Reporting.

> **Note**
>
> **Remote Libraries** should only be enabled when they are regularly used and accessed, where the credentials defined in **Connections** are always valid. When the **Library** and related cards (For example: **Reports**, **Books**, and so on) are accessed for the first time in a session, the system performs checks on all **Connections** with **Remote Libraries** enabled. If the remote connection cannot be accessed due to expired credentials or an unavailable instance, there may be significant performance degradation when accessing the Library and related cards.

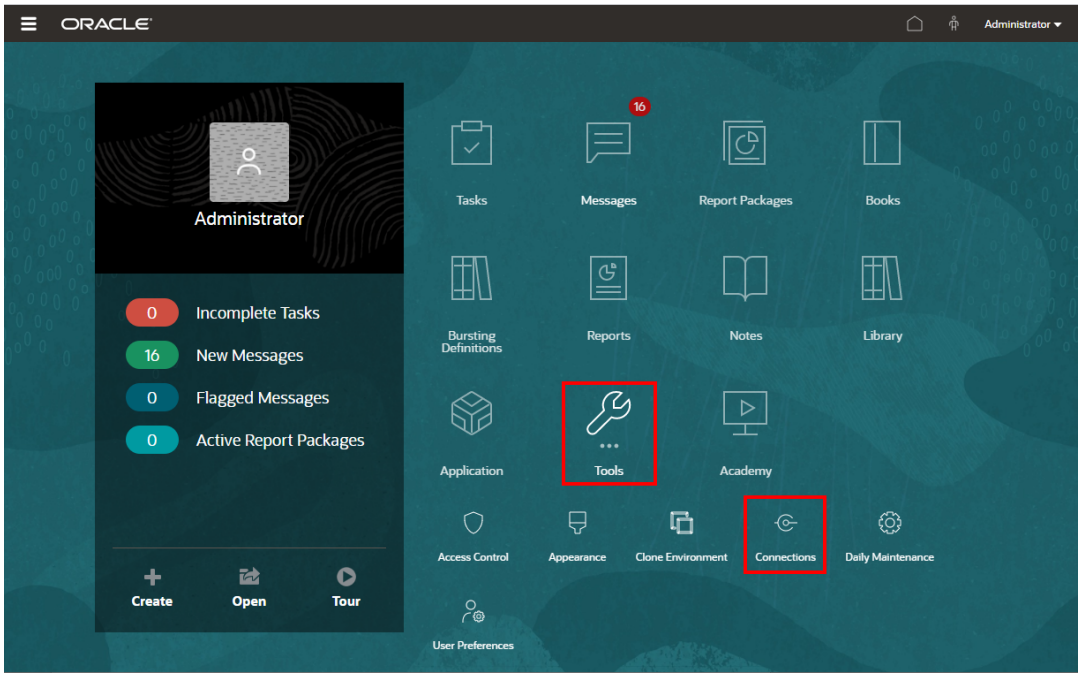
It is recommended to only enable **Remote Libraries** for **Connections** where regular access to reporting artifacts is required, also keep the **Connection** credentials up to date and do not leave stale or unused **Connections** defined with **Enable Library** selected.

 -- Working with Connections and Remote Libraries.

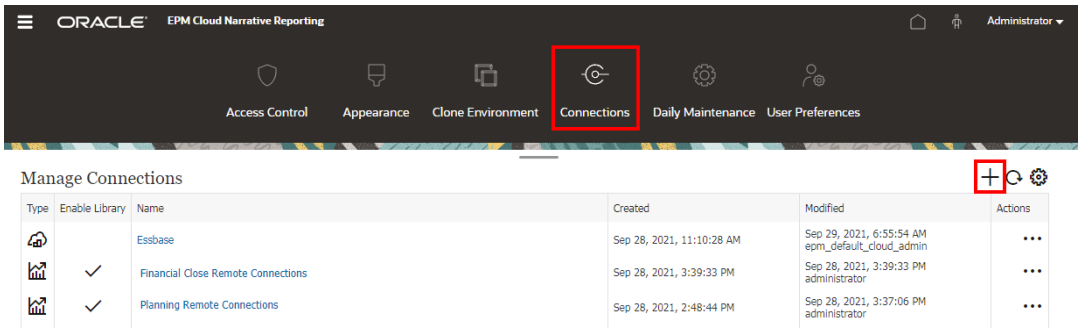
Creating and Editing Connections

To create a Connection:

1. On the Narrative Reporting Home page, under the **Tools** icon, you can select **Connections**.



2. In the **Manage Connections**, click + to add new connections.



3. In **Name**, enter a descriptive identifier for the connection, such as a combination of the data source and server.
4. In **Type**, select the type of data source:
   - Oracle Fusion Enterprise Performance Management, used for:
     - Enterprise Profitability and Cost Management
     - FreeForm
     - Planning and Planning Modules
     - Financial Consolidation and Close
     - Tax Reporting
   - Oracle Essbase

- Oracle Fusion Cloud EPM Profitability and Cost Management
- Oracle Fusion Cloud Essbase
- Oracle Essbase On-premises Deployment

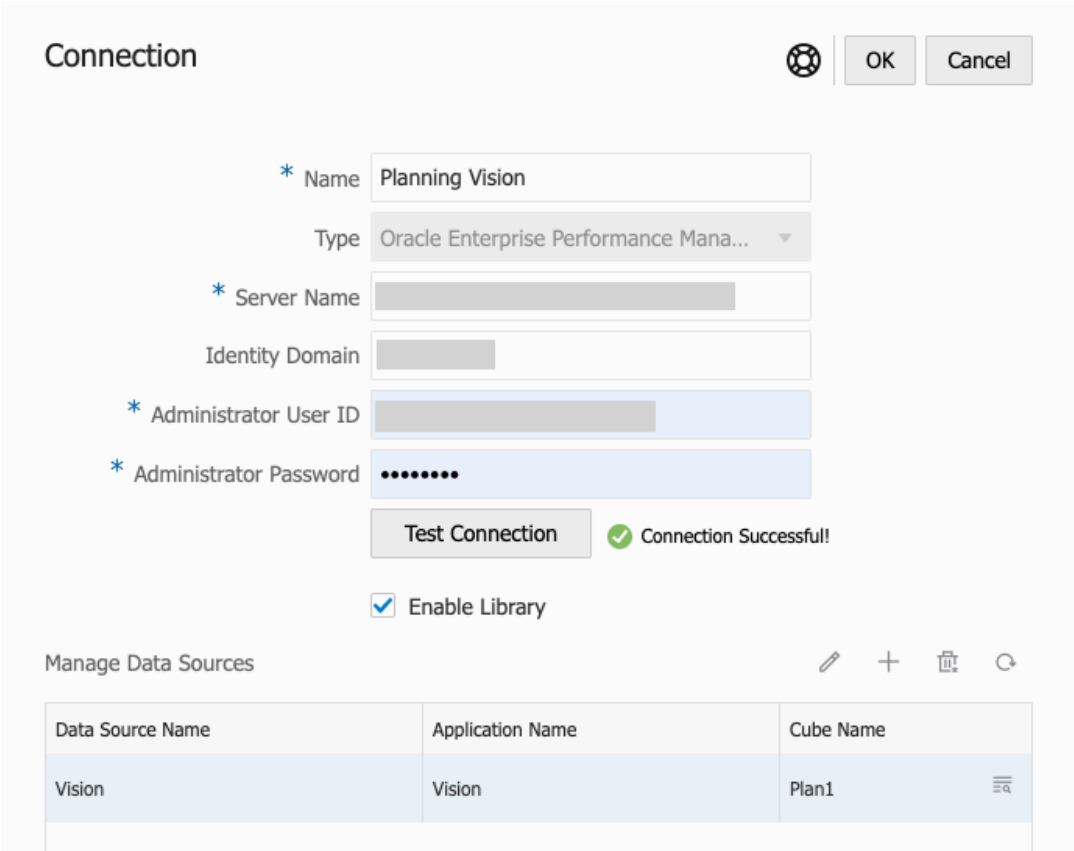
5. In **Server Name**, enter the data source server name with no protocol or URL. For example, for Cloud EPM, if data source URL is: `https://<servername>/HyperionPlanning`, the server name is: `<servername>`.
6. (Oracle Fusion Cloud Essbase and Oracle Essbase On-premises Deployment only): In **Essbase Server Name**, enter the name of the Essbase server. By default for Fusion Applications, the server name is "Essbase_FA_Cluster" and for Essbase APS, the server name is "EssbaseCluster-1".
7. In **Identity Domain**, enter the identity domain of the data source pod.

> **Note**
>
> - Not required for Oracle Essbase, Oracle Fusion Cloud Essbase or Oracle Essbase On-premises Deployment.
> - Not required for Cloud EPM deployments on Oracle Cloud Infrastructure (OCI).

8. Enter the administrator User ID and Password. The administrator User ID needs to be a Service/System Administrator role at the data source level, BI Administrator role for Fusion Applications.

> **Note**
>
> - Both the Narrative Reporting and **Connections Administrator ID** need to be native users and not **Single Sign-On** (SSO). For more information, see Managing User Credentials for SSO-Enabled Cloud EPM and Oracle Enterprise Data Management Cloud Environments in *Getting Started Guide for Administrators* .
> - You must log in to Narrative Reporting with the administrator credentials for the data source that you want to create a connection to. For example, if your Planning Modules administrator is **PlanAdmin**, you must log in to Narrative Reporting with the **PlanAdmin** credentials to create a data source connection to the Planning Modules data source. Enter User ID and Password credentials used for native authentication at the source. Single Sign-on with Identity Assertion technologies is not supported.

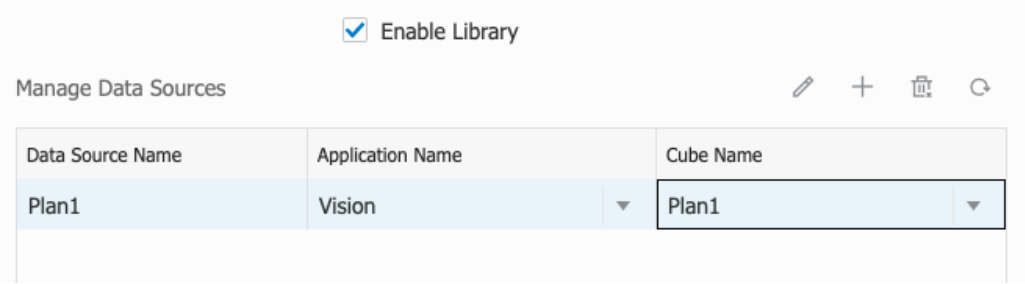
9. Click **Test Connection**.



(Oracle Essbase only): Click **Yes** on the dialog box to trust the connection. This setting is stored so that you do not have to answer the question again.

10. For Cloud EPM connections, optionally select **Enable Library** to expose a Remote Library.
11. To select cubes to be added as data sources:

    - Under **Manage Data Sources**, click **Add Data Sources** to add one or more cubes to connect Reports to.
    - For each cube, enter a **Data Source Name**, select the **Application** and **Cube** names.



    After selecting a cube, you can click on to preview the dimension list.

    - In the **Manage Data Sources** toolbar, you can: **Edit** an existing data source, create a **New** data source, **Delete** a data source and **Refresh** the view.

- Click **OK** to add the Connection. The connection will appear in the list under the **Manage Connections**.

To **Edit** a Connection:

In **Manage Connections**, select the **Connection**, and then select **Edit** from the **Actions** menu. When you edit a connection, you can change the **Connection Name** and **Server**, as well as the **Application** and **Cube** names.

> **Note**
>
> - Changing the **Connection Name** does not affect any report objects that use the connection.
> - Changing the **Server**, **Application**, or **Cube** names causes any report objects that use the connection to point to the new destination.
> - For security purposes, you must re-enter the administrator credentials when editing the connection.

Migrating Connections from One Environment to Another

You can migrate Connections from one environment to another in **Manage Connections** by exporting one or more Connections to a ZIP file and importing the ZIP file into another environment.

To export a **Connection**:

1. In **Manage Connections**, select one or more Connections to export. In Actions , select **Export**. If only one Connection is selected, you can select **Export** from the selection Connection's **Action** menu.
2. In **Select Folder for Export File**, select a destination **Library** folder and click **OK**. The ZIP file will be exported to the selected folder.
3. You can navigate to the destination **Library** folder and download the exported ZIP file to your local machine.

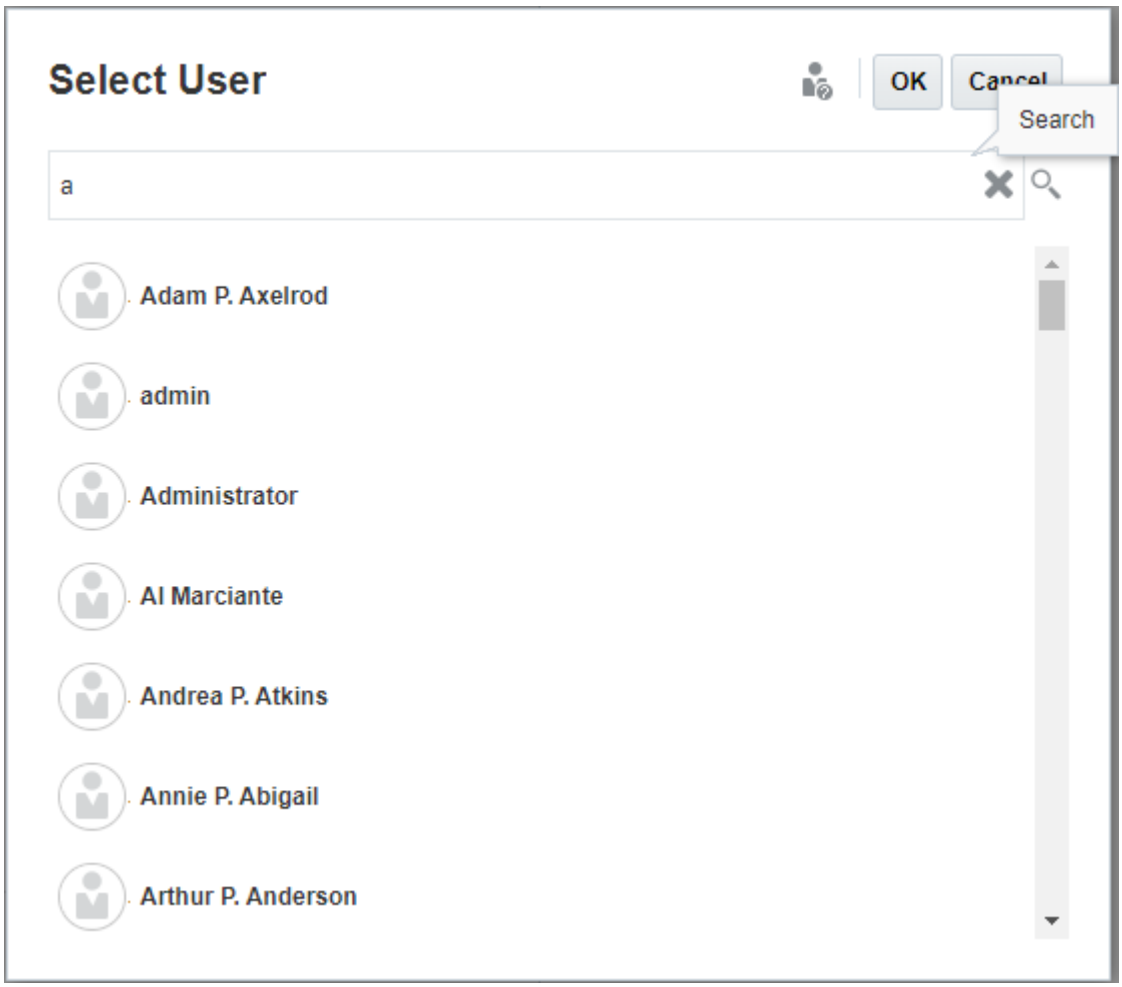
To import a **Connection**:

1. In **Manage Connections**, in the select Actions , select **Import**.
2. In the **Import** dialog, select **Local** and browse to the export ZIP file that you want to import.
3. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.
4. Select **OK**.
5. The import process will run in the background. Check Messages to view the notification once the import is complete.
6. Once the import process is complete, you will need to edit each Connection and re-enter the administrator credentials, as the credentials are not included in the export ZIP file.

Accessing other Users Libraries

System and library administrators can search for and retrieve the contents of another user's system-generated personal folders or user-generated folder, for example a **My Library** folder. These permissions enable service administrators to view and retrieve a file from another user who isn't available. For example, if someone is on vacation, the report package production workflow can continue.

The service administrators can search a user's library by selecting the select user icon from the User Libraries area of the navigation pane and entering John Smith's name in the search field for John Smith's library and to retrieve the missing file required to complete the report package in John Smith's personal My Library folder.



For information on granting access to library artifacts, see this video Granting Access to Library Artifacts.

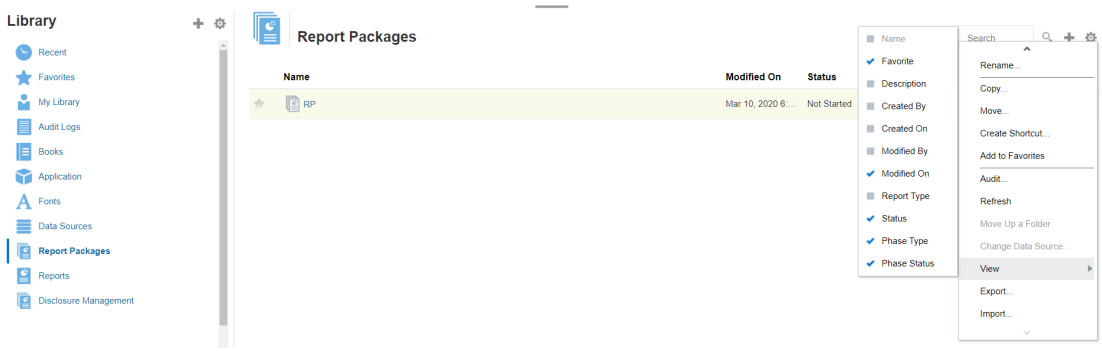
Setting Default Views for Content Pane Folders and Artifacts

To set a default view for a folder or all folders and artifacts listed in the content area of the library select and clear available column names by selecting the Actions menu and then the **View** menu. See Setting Default Views for Content Pane Folders and Artifacts. For

example, in the figure below Favorite, Type, and Modified On are checked from the View menu, and the respective columns are displayed in the Content area of the library.

> **Note**
>
> The list of column names that are displayed for the View menu are determined by artifact, folder type, and a user's privilege.

Figure 8-4 View Menu



Sorting the Contents of a Folder

You can sort the contents of a folder from the header titles in tables by hovering your cursor in the header title areas and selecting sort ascending or descending icons.

Using Audits

Audits are stored in the system-generated **Audit Logs** folder. It contains system-generated audits for the entire system and audit reports that were run on specific artifacts. Audit-type extracts that can be run on library artifacts and folders by a service administrator. An audit extract allows you to view who made changes to an artifact or folder, when it was changed, and what was changed.

Considerations and actions for audits:

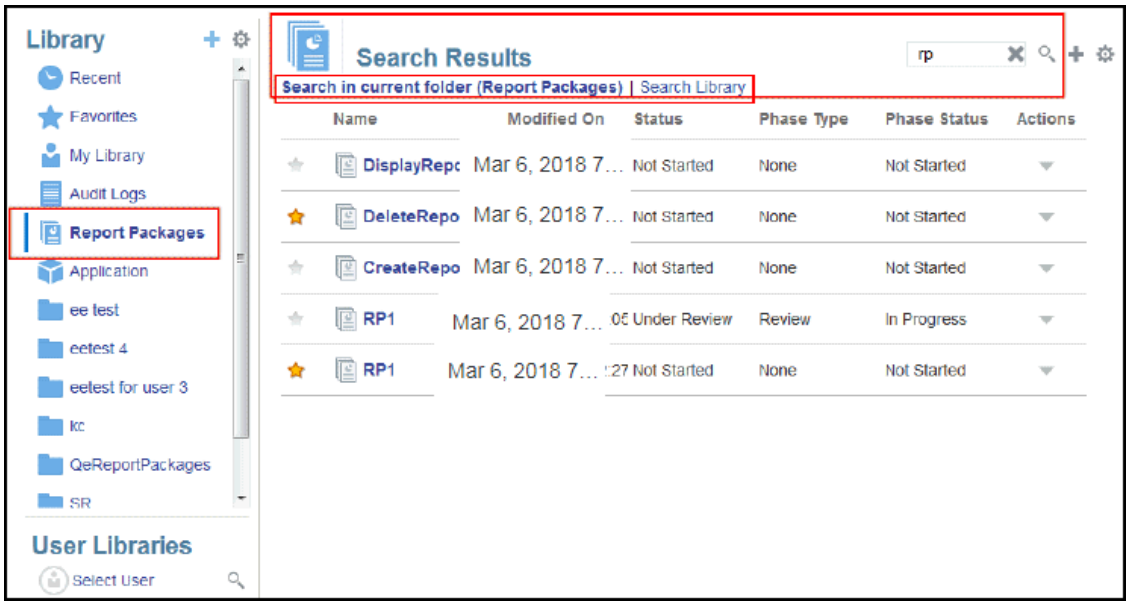
- Actions in the system are captured in a running system audit.
- Users can extract audit entries for folders or artifacts to which they have administrator permissions.
- Only audit log type artifacts are allowed in this folder.
- All users can view this folder, but are only allowed to view audit log artifacts that they created.
- Users with the Service Administrator role can view any audit log artifact.
- Users can't copy or move any artifacts into or out of this folder.
- Users can download an audit log artifact and delete an audit log artifact.

For more information, see Perform an Audit.

Searching the Library

To search for a folder or artifact in the library enter search text in the Search Text box at the top of the content pane and select the search icon, see Searching the Library. Search results are displayed in the content area. By default, the search is performed in the current folder. Select **Search Library** to expand your search to include the entire library.

Figure 8-5 Search Result Options



Creating Artifacts in the Library

The library is adaptive and dynamically enforces specific folder rules and actions available on types of artifacts. The actions that are available in the library are location-specific. That is, the actions available to you depend on where in the library you are.

For example, you can create a personal folder to organize artifacts in the library. Click in the navigation pane or content pane. If you create a folder in the navigation area, the folder is added after the system generated folders but not within. In the content area, you can create a personal folder within any of the following folders that have been selected in the navigation pane to help with organization:

- Favorites
- My Library
- Application
- Any personal folder that you created or can access

Depending on the folder type selected in the navigation pane, you might have more options. For example, if the **My Library** folder is selected, you can inspect and audit.

> **Note**
>
> For localized versions of Narrative Reporting, you should not create custom folders spelled the same as a translated system folder. This is due to certain implications when opening the same localized version of Narrative Reporting in English.

Organizing and Maintaining the Library

From the navigation pane, here are some of the actions available to organize and maintain the library using the Action 

icon to organize or maintain the library.

> **Note**
>
> Some of the following actions might not apply to system-generated personal folders or system personal folders.

- Inspect—Review and change properties, access, view history. See Inspecting Folders and Artifacts for more information.
- Move—Relocate a folder and the contents to a new location.
- Audit—Extract results that can be used to investigate a folder.
- Refresh—Update a folder to view the latest changes to the contents.
- Export—Makes a zip file of a folder and it's contents and adds it to a location of your choosing.

From the **content pane**, depending on the folder type or artifact selected and security applied to the location (folder) or artifact, here are some of the actions available to organize and maintain the library using one of the Action 

or icons:

- Download—Move or copy a folder or artifact to a different location.
- Inspect—Review or change; properties and access, and view history for a artifact or folder. See Inspecting Folders and Artifacts .
- Delete Favorites Shortcut—Removes shortcut from Favorites folder.
- Audit—Extract results that can be used to investigate a folder.
- Add to Favorites—Allows an artifact to be displayed in the system-generated Favorites folder.
- Export—Makes a ZIP file of a folder and its contents and saves it where you choose.
- Import—Imports a file from library or locally.
- Copy URL to Clipboard—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.

> **Note**
>
> When an artifact is selected from the content pane of the library, it automatically opens the artifact in its native environment. For example, when you select a report package it opens in the report center. You are prompted to open or save third-party documents, such as XLSX files.

Taking Actions for Report Packages, Reports, and Applications

Actions that you can take on Library Artifacts vary.

Report Package

When you select a report package from the Report Packages folder of the library, it opens in the report center. The actions that you can take depends on your role and the status of the report package. See Create Report Packages. Available actions for report packages from the content pane:

- **Open**—Open a Report Package.
- **Edit**—Edit report package in the report center.
- **Inspect**—View and change; properties and view access, and view the history.
- **Copy**—Make a copy of a Report Package.
- **Copy URL to Clipboard**—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.
- **Move**—Move a Report Package to a different folder you have access to.
- **Audit**—Extract audit entries for a report package. See Perform an Audit.
- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.
- **View in Library Folder** —See the report package in its library location.

> **Note**
>
> Available only when **Report Packages** folder is selected.

Reports and Books

When you select a Report or Book from the Reports or Books folder of the library, it opens the report or Book. The actions that you can take depends on your role and the status of the report. Some of the available actions from the content pane:

- **Open**—Open report in Reports.
- **Open As**:
  - Open **Report** in one of these formats: **Excel**, **HTML** or **PDF**.
  - Open **Books** via **Excel** or **PDF** format.
- **Edit**—Edit report in Reports.
- **Inspect**—View and change; properties and view access, and view the history.

- **Copy**—Make a copy of a report.
- **Copy URL to Clipboard**—Provides a direct URL to open a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file.
- **Move**—Move a report to a different folder you have access to.
- **Audit**—Extract audit entries for a report . See Perform an Audit.
- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.
- **View in Library Folder** —See the report in its library folder location.

> **Note**
>
> Available only when **Reports** folder is selected.

- **Change Data Source** (Reports only)—Select a different source of data for a report.

Bursting Definitions

When you select a bursting definition from the Bursting Definition folder in the library, it opens the bursting definition for editing. Some of the available actions from the content pane:

- **Edit**—Edit Bursting Definition from the library.
- **Inspect**—View and change; properties and view access, and view the history.
- **Copy**—Make a copy of a bursting definition.
- **Move**—Move a bursting definition to a different folder you have access to.
- **Audit**—Extract audit entries for a bursting definition. See Perform an Audit.
- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.
- **View in Library Folder** —See the Bursting Definition in its library location.

Data Sources

When you select a data source from the Data Sources folder of the library, it opens the data source for editing. Some of the available actions from the content pane:

- **Edit**—Edit a data source.
- **Inspect**—View and change; properties and view access, and view the history.
- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose. See Migrate Artifacts.

Application

When you select the application from the **Application** folder of the library, it opens in the application center. The actions that you can take on the application depend on your role and permissions. Some actions that you can take from the content pane:

- **Inspect**—View and change; properties and view access, and view history from the Inspect dialog.
- **Audit**—Extract audit entries for a Library Artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file. See Perform an Audit.

- **Export**—Makes a ZIP file of a folder and its contents and saves it where you choose, see Migrate Artifacts.

Rules for this folder are as follows:

- Only the application artifact resides in this folder. Other child folders and artifacts are also allowed.
- All system users can see the folder and have read access. Additional access to its content is through access security.
- Service administrators, application administrator, and library administrator (specifically for creating child folders) have write access to this folder.

For more information on applications and tasks, see Learn About an Narrative Reporting Application.

Migrating Folders and Artifacts

From the navigation or content pane, depending on the folder type or artifact selected and security applied to the location (folder) or artifact, you can do the following using one of the Action  or icons:

- Export—Creates a ZIP file of a folder and its contents and you are prompted to select where to export the ZIP file, see Migrating Folders and Artifacts after the export is complete.
  - Select a folder to export, a Select Folder for Export File is displayed.
  - Select a folder for export. You will receive a notification when the export is complete.
  - A ZIP file is created in the folder you selected for export and the filename is prefixed with `Export –`.

> **Note**
>
> To perform a successful folder export, the user must have administer access to all artifacts in the folder.

- Import—used as part of the migration process to import a file either from the library or locally, see Migrating Folders and Artifacts for more information on how to complete this task from the library.

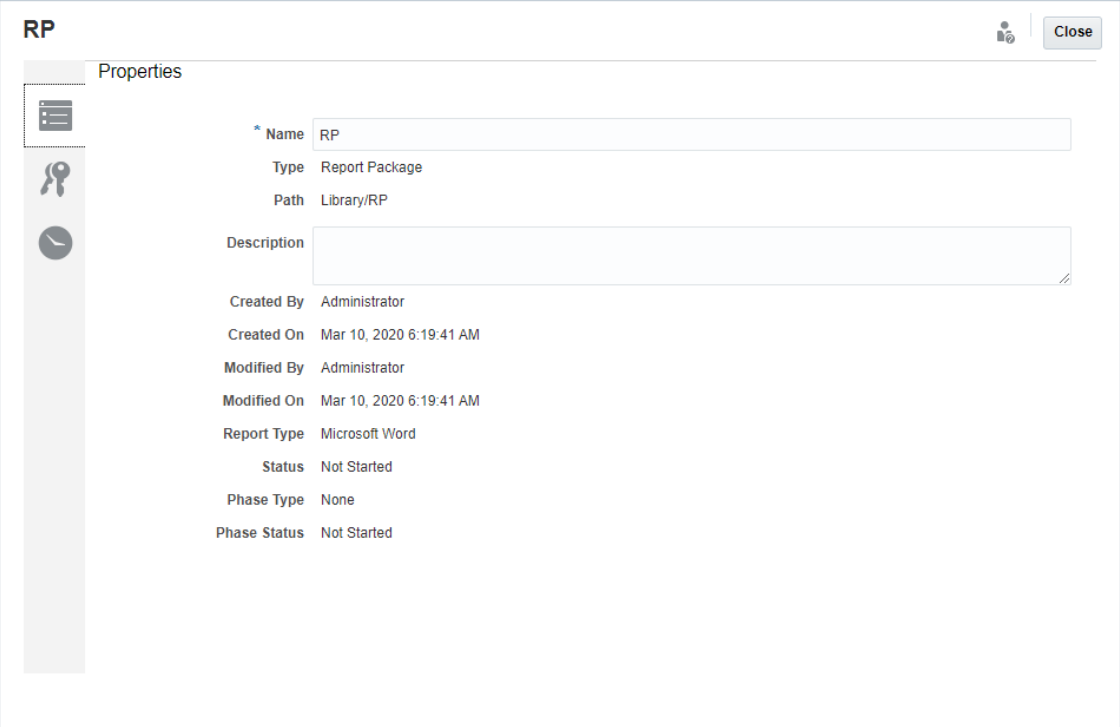
> **Note**
>
> - You can also migrate **Note Templates**, **Notes**, and **Note Formats** via the Notes Manager. For more information, see Migrating Notes Artifacts from One Environment to Another.
> - You can also migrate **Connections** via the **Connection Manager**. For more information, seeWorking with Connections and Remote Libraries in *Learning About Narrative Reporting*.

Inspecting Folders and Artifacts

The inspect dialog box has Properties, Access, and History tabs:

- Properties— Maintain properties as well as view other details for folders and artifacts.
- Access—Administer security, enable permissions from a parent folder, search for users and groups to assign to this folder or artifact and provide administrative, write, and view access. You can also remove user access to folders and artifacts.
- History—Review the history of artifacts and folders.

Figure 8-6 Sample Inspect Dialog Box



You can access Inspect from the navigation and content panes for folders and artifacts. From the navigation pane, you can review and inspect the properties tab for the following:

- System-generated personal folders:
  - Recent
  - Favorites
  - My Library
- System-generated folders:
  - Audit Logs
  - Report Packages
  - Application

> **Note**
>
> For the Application folder, you can also review the Access and History tabs.

In Properties  ,you can edit names and descriptions of personal folders and folders that you created. You can also view properties related to a folder or artifact.

To assign or view access permissions for a folder or artifact and manage security for a folder or artifact, use the Access tab  . The Access tab is available only for folders and artifacts that you have been given permission. For more information on the Access tab, see Granting Access.

In History  , you can view the history for a folder or an artifact. If you selected inspect for a folder from either the navigation or content panes, the history tab displays the results for the folder. Only administrators see history for all of the artifacts in a folder.

Copying a URL to Clipboard

The **Copy URL to Clipboard** feature provides the ability to copy the URL of a Library artifact such as a Report Package, Report, Snapshot Report, Book, or a third-party file. The URL will launch the artifact directly into a thin viewer or download the third-party file. Once copied, the URL can be distributed so users can easily access the artifact or file via a direct link. It can also be set up as a browser favorite.

The thin viewer that is launched with a native Library artifact allows basic functionality from the **Actions** menu, without the ability to **Save** the artifact. This feature is available in all Library systems and user-created folders (including cards on the **Home** page), and all users with at least View permissions to an artifact can copy a URL.

> **Note**
>
> - This feature is not available for multiple selections, only a single selected artifact.
> - This feature does not apply to folders.
> - The user launching the copied URL will need at least View access to the artifact.

Copying a URL for Library Artifacts

To copy a URL, perform these steps:

1. Log into Narrative Reporting Cloud. On the **Home** page, select **Library**.
2. Navigate to a **Library** artifact such as **Report Packages**, **Reports**, **Report Snapshots**, or **Books**. For example, if you select **Reports**, highlight a Report, and then click the **Actions** icon to select **Copy URL to Clipboard**.
3. Paste the URL where needed. Upon clicking on the URL, the Library artifact will be launched in a browser window.

Copying a URL to download the Third-party File

To copy a URL and download third-party files such as an MS Office or PDF file, perform these steps:

1. Log into Narrative Reporting Cloud. On the **Home** page, select **Library**.
2. Navigate to, and highlight, a third-party file and then click the **Actions** icon to select **Copy URL to Clipboard**.
3. Paste the URL where needed. Upon clicking on the URL, a browser window will be launched. Select **Download** to view the file.

9

Migrating Artifacts

In Narrative Reporting, you can migrate Folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications (where applicable) between environments and within them. You can migrate artifacts using the export, download, and import functionality in the library or by using the EPM Automate Commands. For migrating Notes artifacts, you use the Notes Manager.

- Migrating Artifacts within the Same Environment
- Migrating Artifacts from One Environment to Another Environment
- Importing Artifacts into the New Environment Using the Library
- Exporting and Downloading Artifacts Using the Library
- Migrating Notes, see Migrating Notes Artifacts from One Environment to Another.

Watch this tutorial video, you'll learn how administrators migrate Oracle Narrative Reporting Cloud applications from one environment to another.

 -- Migrating Applications.

Migrating Artifacts from One Environment to Another Environment

Moving artifacts from one environment to another involves exporting the artifact, downloading the export file to your local file , and then importing into the new environment. Migrating from one environment to another consists of these high level steps:

> **Note**
>
> Importing an application in the library replaces the exiting application in the library.

- Export the artifact from the current environment and download the export file to your local file
- Log into the new environment where you already have activated your service
- Import the downloaded export file from your local file into the new environment
- Optionally, move data from your application by extracting from the current environment and loading into the new environment or just reload data from the source.

> **Note**
>
> Comments and statuses in a report package are not migrated with the report package.

Exporting and Downloading Artifacts Using the Library

To export an artifact (report package, folder, or an application) from your current environment and download to your local file system using the Library:

For more information, see these two EPM Automate commands:

- You can export an artifact - exportLibraryArtifact in *Working with EPM Automate*
- You can import an artifact - importLibraryArtifact in *Working with EPM Automate*

> **Note**
>
> Oracle recommends that you use the EPM Automate Commands for export if the size of your artifacts (including folders) is larger than 256 MB.

To export and download artifacts using the library:

1. From the **Home** page, select **Library**.
2. Do one of the following, depending on the artifact:
   a. For a root level folder, in the navigation pane, select the folder, then click  , then click **Export**
   b. For other artifacts (folder, report package, or application), in the right pane, select the artifact to export, then click  then select **Export**.
3. Choose a folder to put the export file in, then click **OK**. The export process runs in the background. Check **Messages** to view the notification once the export is complete.
4. Validate that the export was successful by checking the folder you exported the artifact to and that the name of the export zip file is prefixed with `Export`. For example, `Export - MyReportPackage.zip`.
5. Download the export file to your local file system by clicking **Download** next to the export file name and save the export zip file to your local file system.
6. **Optionally:** If you want to move data in an application from your current environment, use the Extract Data procedure. See Load, Extract, and Clear Data.
7. Log out of the current environment.

Importing Artifacts into the New Environment Using the Library

To import artifacts in a new environment using the Library:

1. In your new environment, make sure Narrative Reporting is activated and log in to the service.
2. Select **Library** from the **Home Page**.
3. To import the artifact to a different location than the export file, navigate to that folder location. Otherwise, skip this step.
4. Select the  menu in the upper right corner of the Library and then **Import**.

5. Select **Local** and browse to the export zip file you want to import.
6. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.
7. Select **Include Access Permissions** to include the already defined access permissions on the imported artifact to the existing one.
8. Select **OK**. The import process runs in the background.
9. Check **Messages** to view the notification once the import is complete.
10. Check in the library folder you specified to verify that the file has been imported.
11. **Optionally:** If you extracted data from an application in your current environment, you can now load the data into your new environment.

Migrating Artifacts within the Same Environment

Migrating artifacts within the same environment involves exporting the artifact, and then importing the export zip file. Migrating from one environment to another consists of these high level steps:

- Export the artifact from the current environment.
- Import the downloaded export file from your local file system into the new environment.

Exporting and Importing Artifacts Using the Library

Export an artifact (Folders, Report Packages, Reports, Books, Bursting Definitions, Data sources, Notes, Fonts, Third-party files, and Applications, where applicable) within your current environment using the Library.

To export and import artifacts using the library:

1. Select **Library** from the **Home Page**.
2. Do one of the following, depending on the artifact:
   a. For a root level folder, in the navigation pane, select the folder, then click  , then click **Export**.
   b. For other artifacts (folder, report package, or application), in the right pane, select the artifact to export, then click then select **Export**.
3. Choose a folder to put the export file in, then click **OK**. The export process runs in the background.
4. Validate that the export was successful by checking the folder you exported the artifact to and that the name of the export zip file is prefixed with "Export". For example, `Export - MyReportPackage.zip`.
5. Check **Messages** to view the notification once the export is complete.
6. To import the artifact to a different location than the export file, navigate to that folder location. Otherwise, skip this step.
7. Select the  menu in the upper right corner of the Library and then select **Import**.
8. Select **Library** and browse to the export zip file you want to import.
9. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.

10. Select **Include Access Permissions** to include the already defined access permissions on the imported artifact to the existing one. Then select **OK**.
11. The import process runs in the background.
12. Check **Messages** to view the notification once the import is complete.
13. Check in the library folder you specified to verify that the file has been imported.

10

Performing an Audit

Maintenance actions performed on artifacts and folders are tracked in a running system audit that details who modified an artifact or folder and which action was taken.

Report package maintenance and modifications, such as doclet check-in/out and Review phase initiation, are tracked in an artifact log for the report package, which details the actions taken, user id, time/date stamp, etc.

Report execution is also tracked in an artifact log. The log includes the report name, user id, time/date stamp, POV selections, and elapsed time.

The following artifacts and actions are not supported by the audit framework:

- Book preview and editing
- Bursting definition editing and execution
- Report design changes and saving

Two types of files can be generated for audits based on your role or permission:

- System Audit File—Only the Service Administrator can generate a System Audit File to capture all entries between the default first timestamp (date and time) for the system log and a selected end timestamp. The starting timestamp of the records cannot be edited.
- Artifact or Folder Audit File—Can be generated for selected artifacts or folders by the user who has Administer permission for the artifact or folder, or the Service Administrator. This audit file provides an extract of the transactions, based on a selected date range. An audit file can be created for the following system generated and system personal folders and user created folders:
  - My Library
  - Report Packages
  - Reports
  - Folders

> **Note**
>
> You cannot create an audit log for the system generated Recent or Favorites folders.

The audit logs are stored in the system-generated Audit Logs folder in the library. All users can view the Audit Logs folder, but they can view only the audit files that they created. Users cannot copy or move artifacts into or out of this folder. You cannot grant access to audit logs to another user. Only the Service Administrator and the creator of an audit log can view them.

After you create the audit files, you can download them to your local file system for review.

Creating a System Audit

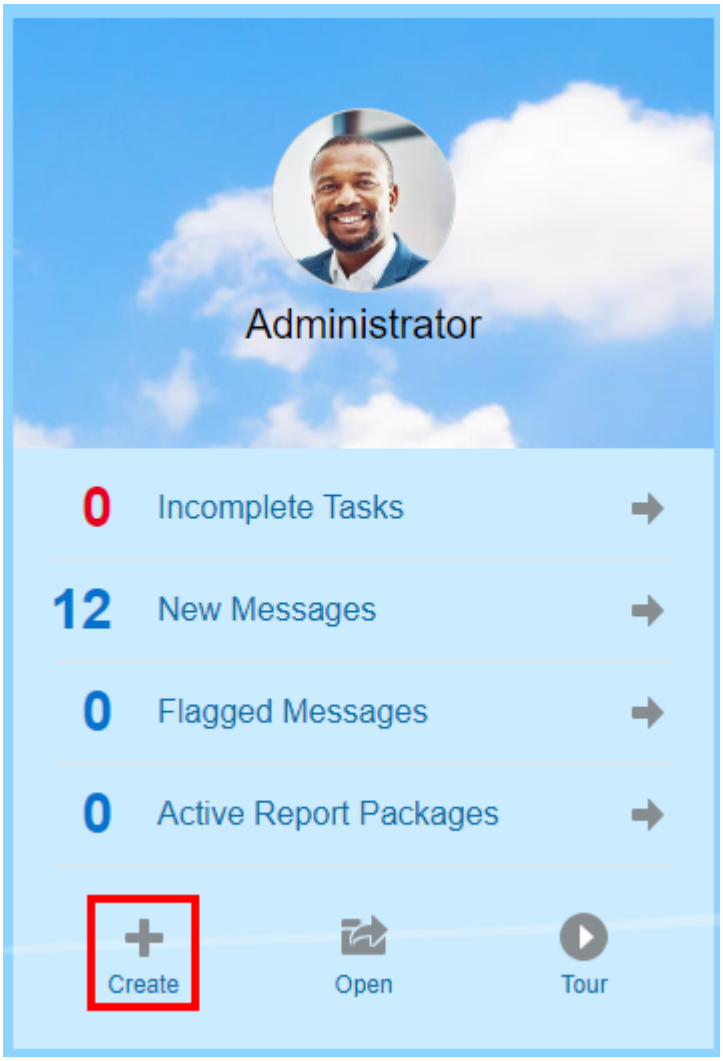
The system audit file includes all records in the audit log between the timestamps defined by the Service Administrator. By default, **From** displays the earliest timestamp in the audit log and cannot be changed. The Service Administrator can select the **To** timestamp to control the range for the system audit.

> ⚠ **Caution**
>
> When creating the system audit file, you can choose an option to remove all entries for the selected system audit file from the audit logs after they have been extracted. Because the entries have been removed, the new From timestamp for all entries changes to the first timestamp after the removed entries. For example, if you remove all entries up to Mar 16th, the new From timestamp becomes March 17.

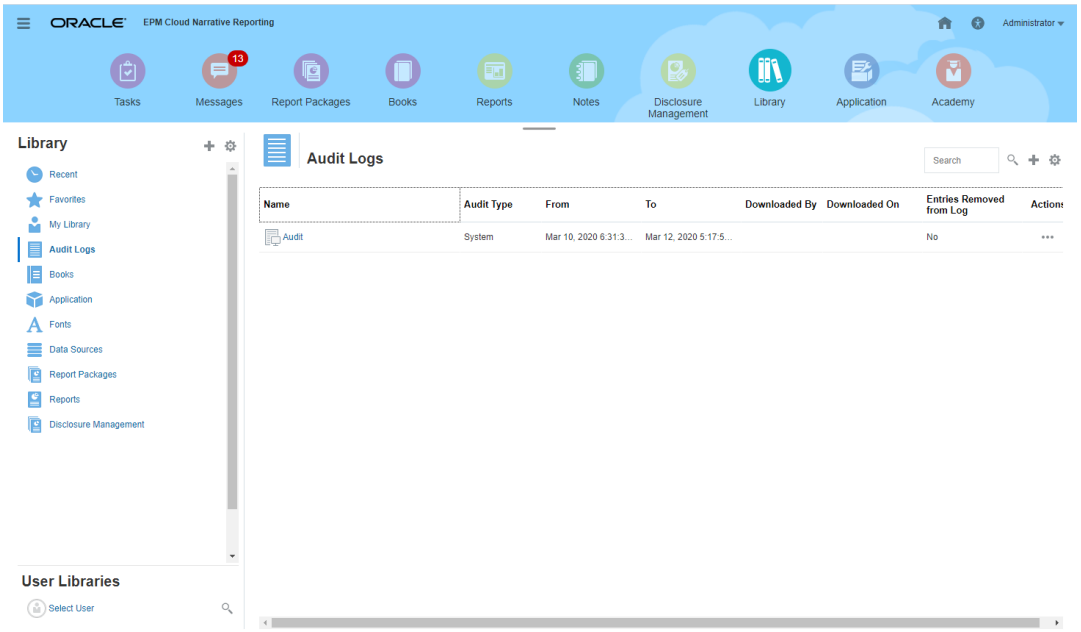
To create a System Audit log:

1. On the Home Page, use one of these options:

- On the Welcome Panel, select **Create** , and then select **System Audit File**.

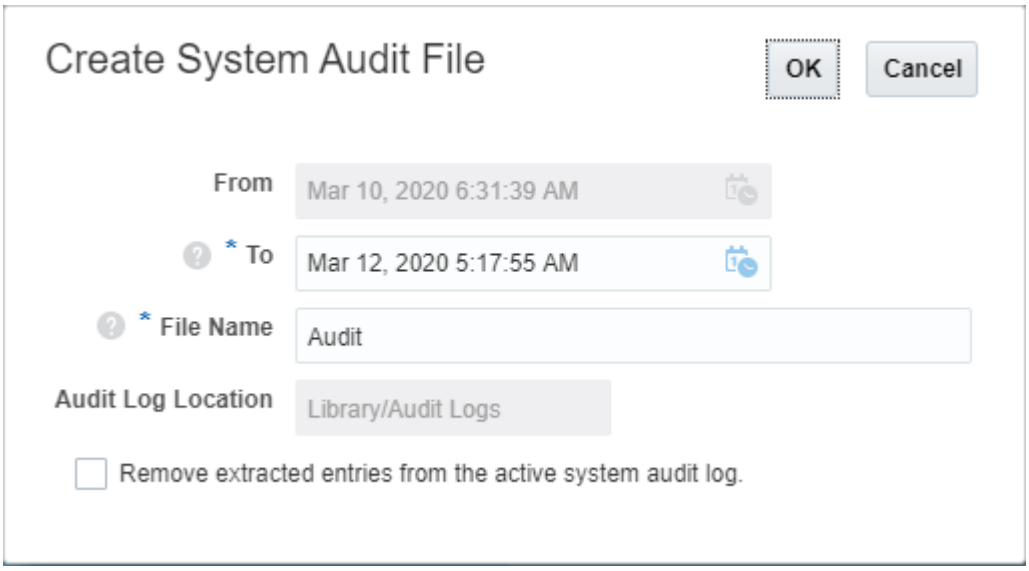


- From the Library, select **Audit Logs** in the left pane, and click **Create** in the right pane, and then select **System Audit.**



2. From the **Create System Audit File** dialog box, use the calendar icon to select the **To** timestamp for the end of the range for the audit file.

> **Note**
>
> By default, **From** displays the earliest timestamp in the audit log and cannot be changed.

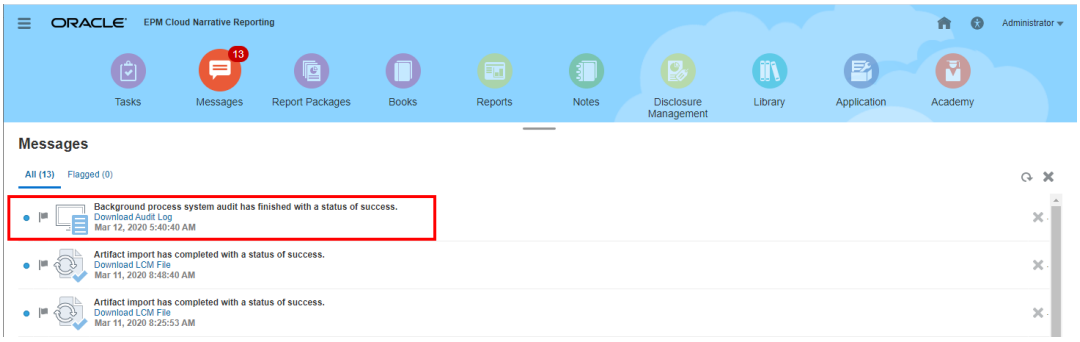


3. Enter the name for the audit file that will be automatically stored in the Audit Logs folder in the Library.

4. **Optional:** Select **Remove extracted entries from the active system audit log** to clear the entries in the audit log after the audit file has been created.

> **⚠ Caution**
>
> If you remove extracted entries, the From entry in the System Audit file changes to reflect the next timestamp. For example, if the range for the audit extract that was removed covered the period from March 15th to March 31st, then the new From timestamp will be April 1st.

5. Click **OK** to create the audit file.
6. Click **OK** to dismiss the confirmation message. The audit file is created in the background, and a notification is sent when the audit log is complete.
7. **Optional:** On the Home page, select **Messages** to verify that the audit is complete.



8. From the **Library**, select **Audit Logs**.
9. Select the audit log that you want to view, then click **Actions**, and then **Download** to save the audit file to your local File System.

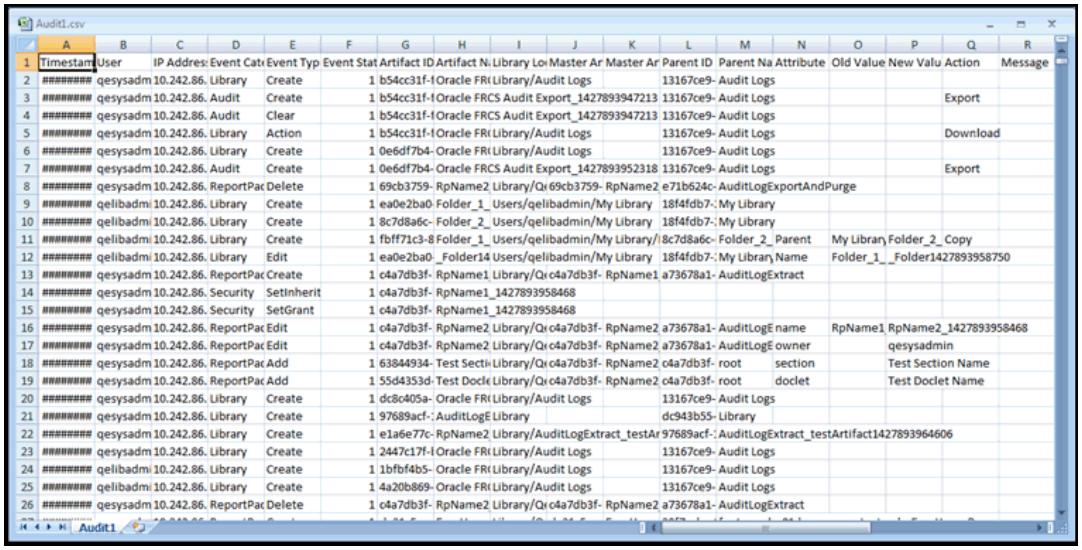
   You may need to scroll over to the far right on the screen to see the Actions menu. Make a note of the location to which you are saving the audit file.
10. Navigate to the audit file on your local File System to review the results.

    The System Audit Log contains details for each transaction, including the following:

    - Timestamp
    - User and IP Address

> **ⓘ Note**
>
> In most instances, the IP address displayed may not be the user's actual IP address.

    - Event Category, Type, and Status
    - Artifact ID, Name, and Location
    - Actions and Changed Values



Timestamp	User	IP Address	Event Category	Event Type	Event Status	Artifact ID	Artifact Name	Library Location	Master Artifact	Master Artifact	Parent ID	Parent Name	Attribute	Old Value	New Value	Action	Message
########	qesysadm	10.242.86.	Library	Create	1	b54cc31f-l	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qesysadm	10.242.86.	Audit	Create	1	b54cc31f-l	Oracle FRCS	Audit Export_1427893947213			13167ce9-	Audit Logs				Export	
########	qesysadm	10.242.86.	Audit	Clear	1	b54cc31f-l	Oracle FRCS	Audit Export_1427893947213			13167ce9-	Audit Logs					
########	qesysadm	10.242.86.	Library	Action	1	b54cc31f-l	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs				Download	
########	qesysadm	10.242.86.	Library	Create	1	0e6df7b4-	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qesysadm	10.242.86.	Audit	Create	1	0e6df7b4-	Oracle FRCS	Audit Export_1427893952318			13167ce9-	Audit Logs				Export	
########	qesysadm	10.242.86.	ReportPac	Delete	1	69cb3759-	RpName2	Library/Q(	69cb3759-	RpName2	e71b624c-	AuditLogExportAndPurge					
########	qelibadmi	10.242.86.	Library	Create	1	ea0e2ba0-	Folder_1_	Users/qelibadmin/My Library			18f4fdb7-:	My Library					
########	qelibadmi	10.242.86.	Library	Create	1	8c7d8a6c-	Folder_2_	Users/qelibadmin/My Library			18f4fdb7-:	My Library					
########	qelibadmi	10.242.86.	Library	Create	1	fbff71c3-8	Folder_1_	Users/qelibadmin/My Library/			8c7d8a6c-	Folder_2_	Parent	My Library	Folder_2_	Copy	
########	qelibadmi	10.242.86.	Library	Edit	1	ea0e2ba0-	_Folder14	Users/qelibadmin/My Library			18f4fdb7-:	My Library	Name	Folder_1_	_Folder1427893958750		
########	qesysadm	10.242.86.	ReportPac	Create	1	c4a7db3f-	RpName1	Library/Q(	c4a7db3f-	RpName1	a73678a1-	AuditLogExtract					
########	qesysadm	10.242.86.	Security	SetInherit	1	c4a7db3f-	RpName1_1427893958468										
########	qesysadm	10.242.86.	Security	SetGrant	1	c4a7db3f-	RpName1_1427893958468										
########	qesysadm	10.242.86.	ReportPac	Edit	1	c4a7db3f-	RpName2	Library/Q(	c4a7db3f-	RpName2	a73678a1-	AuditLogE	name	RpName1	RpName2_1427893958468		
########	qesysadm	10.242.86.	ReportPac	Edit	1	c4a7db3f-	RpName2	Library/Q(	c4a7db3f-	RpName2	a73678a1-	AuditLogE	owner		qesysadmin		
########	qesysadm	10.242.86.	ReportPac	Add	1	63844934-	Test Secti	Library/Q(	c4a7db3f-	RpName2	c4a7db3f-	root	section		Test Section Name		
########	qesysadm	10.242.86.	ReportPac	Add	1	55d4353d-	Test Docle	Library/Q(	c4a7db3f-	RpName2	c4a7db3f-	root	doclet		Test Doclet Name		
########	qesysadm	10.242.86.	Library	Create	1	dc8c405a-	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qesysadm	10.242.86.	Library	Create	1	97689acf-:	AuditLogE	Library			dc943b55-	Library					
########	qesysadm	10.242.86.	Library	Create	1	e1a6e77c-	RpName2	Library/AuditLogExtract_testAr	97689acf-:	AuditLogExtract_testArtifact1427893964606							
########	qesysadm	10.242.86.	Library	Create	1	2447c17f-l	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qelibadmi	10.242.86.	Library	Create	1	1bfbf4b5-	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qelibadmi	10.242.86.	Library	Create	1	4a20b869-	Oracle FR(	Library/Audit Logs			13167ce9-	Audit Logs					
########	qesysadm	10.242.86.	ReportPac	Delete	1	c4a7db3f-	RpName2	Library/Q(	c4a7db3f-	RpName2	a73678a1-	AuditLogExtract					

11. **Optional:** Click **Actions** to perform these additional tasks:
    - Select **Inspect** to review the audit log Properties and the History for the file.
    - Select **Delete** to remove the system audit file. A confirmation dialog box confirms the deletion.
    - Click **Rename** to enter a new name for the audit log file.

Creating an Artifact or Folder Audit

Any user who has Administer permission on an artifact or folder can create an audit file for it. That audit file can be viewed only by the user who created it and by the Service Administrator.

The audit file includes all records in the Audit Log between the timestamps defined by the user. By default, **From** displays the earliest timestamp in the audit log, and **To** reflects the latest timestamp.

An audit file can be created for the following system-generated and personal folders and user-created folders:

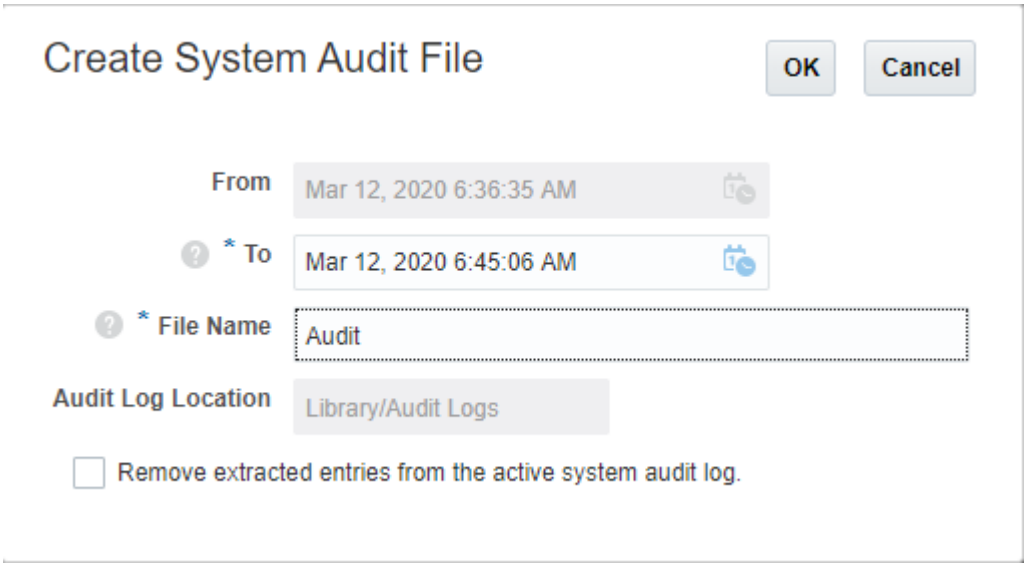
- My Library
- Report Packages
- Reports
- Folders
- Third-party content, such as PDFs

> **Note**
>
> You cannot create an audit log for the system-generated Recent or Favorites folders.

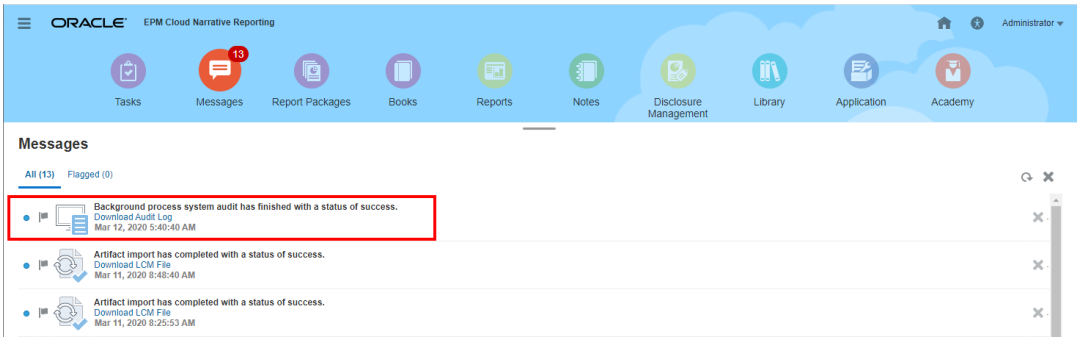
To create an Audit file:

1. On the Home Page, select **Library**, and then, in the left pane, select the artifact for which you want to create an audit log.

2. For the chosen artifact, select **Actions**, and then select **Audit**.
3. From the **Create Audit File** dialog box, use the calendar icon to select the **From** and **To** timestamp range for the audit file.



4. Enter the name for the audit file that will be automatically stored in the Audit Logs folder in the Library, and then click **OK**.
5. Click **OK**.
6. Click **OK** to dismiss the confirmation message. The audit file is created in the background, and a notification is posted when the audit log is complete.
7. **Optional:** On the Home page, select **Messages** to verify that the audit is complete.



8. From the **Library**, select **Audit Logs**.
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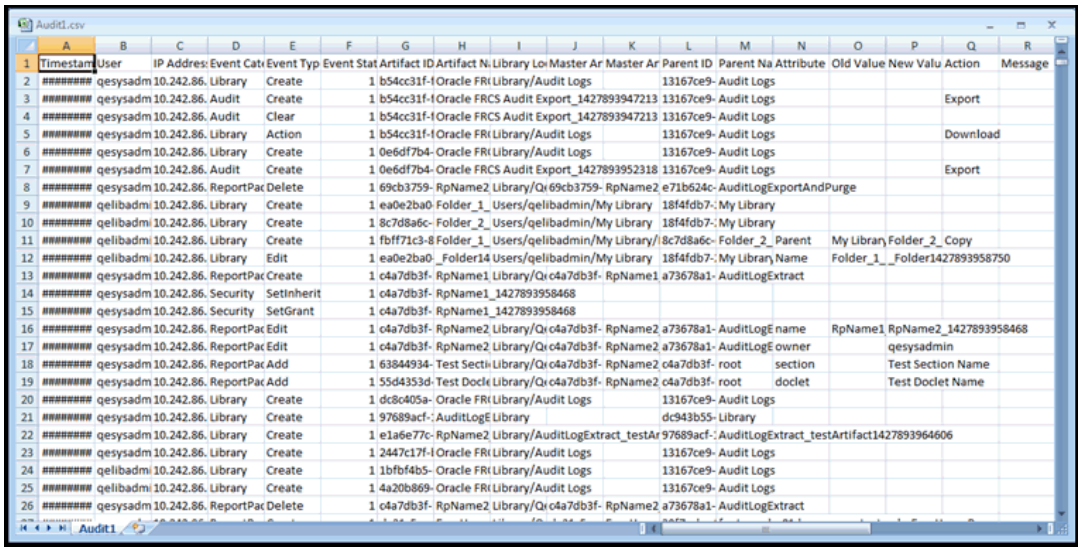

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    - Click **Rename** to enter a new name for the audit log file.