Oracle® Cloud

Administering Reporting Settings for Oracle Planning and Budgeting Cloud Service

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1 Administering Content for Reporting Settings

In This Chapter

Organizing Items and Folders

For efficient Planning and Budgeting Cloud Service Workspace functioning, structure folders so that users can access items quickly and easily. In the folder hierarchy, balance folder size against hierarchy depth. Folders should not contain large numbers of items or excessive numbers of levels in the folder hierarchy. Certain folders should not be deleted.

Viewing the System Folder

A hidden folder named `System` is designed to store files that you do not want users to see, such as icon files for MIME types. You cannot import objects into the `System` folder; however, you can copy, paste, and delete objects, and you can create new versions of existing files in the folder.

➤ To view the `System` folder:

1. **In Planning and Budgeting Cloud Service Workspace, select Navigate, and then Explore.**
2. **In Explore, select View, and then Show Hidden.**

   The `System` folder is now displayed in the folder list.

Note: You can rename, delete, or move the `System` folder if desired.

Administering Pushed Content

You can push content to add it to users' Favorites.

For example, assume that Chris, the marketing manager, wants everyone in marketing to access the marketing schedule document easily. Chris imports the schedule and pushes this item to the marketing group. Now members of the marketing group can view the schedule from Favorites rather than having to navigate through Explore to view the document.

For instructions on how to push items, see *Accessing Content with Workspace for Oracle Planning and Budgeting Cloud Service*.

Changing Ownership of All Objects

Administrators can change the owner of all objects from one user to another. For example, if a user leaves the company you can reassign ownership of all objects previously assigned to this user to a new user. Objects include files, folders, schedules, and events.

➤ To change ownership of all objects:

1. Select **Navigate**, then **Administer**, then **Reporting Settings**, and then **Change Ownership**.
2. Select the Current Owner and the New Owner.
3. Select **OK** to apply changes.