

# Oracle® Cloud

## Using Oracle Fusion Analytics Warehouse



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# Preface

## Topics:

- [Audience](#)
- [Documentation Accessibility](#)
- [Conventions](#)
- [Related Documentation](#)

## Audience

This document is intended for Oracle Fusion Analytics Warehouse consumers and authors using the Services to run a business..

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## Related Documentation

These related Oracle resources provide more information.

- Oracle Cloud <http://cloud.oracle.com>
- Getting Started with Oracle Cloud
- Managing and Monitoring Oracle Cloud
- Get Started with Oracle Fusion Analytics Warehouse
- Getting Started with Oracle Analytics Cloud
- Visualizing Data and Building Reports in Oracle Analytics Cloud

- Preparing Data in Oracle Analytics Cloud

## Conventions

The following text conventions are used in this document.

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



# 1

## Get Started with Oracle Fusion Analytics Warehouse

Learn how to get started with KPIs, cards, decks, data , and projects.

### Topics:

- [About Oracle Fusion Analytics Warehouse](#)
- [About Users and Security](#)
- [About Groups](#)
- [About Favorites](#)

## About Oracle Fusion Analytics Warehouse

Oracle Fusion Analytics Warehouse empowers customers with industry-leading, AI-powered, self-service analytics capabilities for data preparation, visualization, enterprise reporting, augmented analysis, and natural language processing.

Oracle Fusion Analytics Warehouse is a Cloud application that delivers best-practice Key Performance Indicators (KPIs) and deep analyses to help decision-makers run their business. Packaged analytics applications start with Oracle Applications Cloud, and can be deployed rapidly personalized and extended. Oracle Fusion Analytics Warehouse is built on top of Oracle Analytics Cloud ,and is powered by Oracle Autonomous Data Warehouse.

Oracle Fusion Analytics Warehouse spans data pipelining, data warehousing (using Autonomous Data Warehouse), semantic model(s), and curated content including pre-built KPIs, dashboards and detailed analyses. Oracle Fusion Analytics Warehouse supports new and extended content by providing a layer of data personalization and extensions via well-defined interfaces. As a Cloud offering, Oracle fully manages the service from deployment and performance tuning, to upgrades and maintenance.

Oracle Fusion Analytics Warehouse is based on the real-world notions of KPIs, cards, and decks, and provides a collaborative experience optimized for executives and decision-makers. Business analysts can extend Oracle Fusion Analytics Warehouse using the intuitive KPI editor, as well as Oracle Data Visualization Cloud Service and other Oracle Analytics Cloud features to author new visualizations, reports, and dashboards. These analytics, whether new or pre-packaged, work alongside KPIs, cards, and decks for a comprehensive data analysis experience.

When you select **Projects** or **Data** from the Navigation menu, the corresponding Oracle Analytics Cloud interface displays.

Cards and decks provide a web-responsive experience.

## About Users and Security

Data sourced from Oracle Fusion Analytics Warehouse is secured by job role, which allocates what each user can and can't do within the application.

### About Job Roles

The application administrator can assign job roles to users. Each job role is designed to allow individual users to perform the tasks they need to do while enforcing restrictions to areas of the application that users don't need access to. There are administrative roles behind the scenes, however from a business user's perspective there are two job roles:

#### Consumer

- Can view pre-configured data objects such as KPIs, cards, and decks
- Can create and manipulate new or copies of pre-configured decks and cards

#### Author

- Can perform all Consumer functions
- Can create new Oracle Analytics Cloud content
- Can create and manipulate all datasets, data objects, and KPIs
- Can create and manipulate decks and cards created by others

### About Security

Object-level security controls the visibility to business logical objects based on a user's duty role. You can set up object-level security for web objects, such as dashboards, KPIs, visualizations, and so on, and for metadata repository objects, such as business models and subject areas (for custom duty roles).

Data-level security controls the visibility of data (content rendered in visualizations, cards, dashboards, and so on) based on the user's association to data in Oracle Fusion Analytics Warehouse. The same card, visualization, or analysis, when run by two different users, can bring up different data. However, the structure of the card, visualization, or analysis is the same for all users, unless a user doesn't have access to the subject area the card, visualization, or analysis is based on, in which case the report displays 'You don't have permission to access this card. Please contact the admin.'

## About Groups

Oracle Fusion Analytics Warehouse uses groups to provide users access to subject areas, objects, and data.

Oracle Fusion Analytics Warehouse uses the following three types of groups:

- System groups created in Oracle Identity Cloud Service specifically for Oracle Fusion Analytics Warehouse. These system groups are associated with system roles that provide a set of privileges to the users to perform system tasks after signing into Oracle Fusion Analytics Warehouse, such as administering system settings, performing functional setup, managing security, and modeling data. See System Groups and System Roles.

- Job-specific groups such as Vice President of Sales, Human Resources Analyst, and Procurement Buyer. The job-specific groups are job roles from Oracle Applications Cloud mapped as groups in Oracle Identity Cloud Service. See Job-Specific Groups.
- Other groups that are generic groups created in Oracle Identity Cloud Service not specifically for Oracle Fusion Analytics Warehouse, such as IDCS\_Administrators and All\_Tenant\_Users.

## About Favorites

Mark reports, cards, and decks as favorites to add them to the Home page and display the favorite star in other views.

You can add content from anywhere within the application to the Home page by marking it as a favorite. The Home page doesn't include any favorite content by default.

Favorite cards show some information about the card, and clicking the favorite card launches the card's deck. Favorite projects, dashboards, and analyses show a link to the main content, and clicking the favorite object launches the report.

### Mark a Card as a Favorite

You can mark a card a favorite so that it appears on the Home page by default.

1. On the card, select **Favorite** from the menu or click the star icon.
2. To remove the favorite designation, select **Unfavorite** from the card menu or click the star icon.

### Mark a Deck as a Favorite

You can mark a deck a favorite so that it appears on the Home page by default.

1. On the deck page, select **Favorite** from the menu or click the star icon.
2. To remove the favorite designation, select **Unfavorite** from the deck menu or click the star icon.

### Mark Embedded Content as a Favorite

You can mark embedded content such as a project, dashboard, or analysis as a favorite so that it appears on the Home page by default.

1. On the project, dashboard, or analysis, select **Favorite** from the menu or click the star icon.
2. To remove the favorite designation, select **Unfavorite** from the content menu or click the star icon.

# 2

## Get Started with KPIs, Cards, and Decks

KPIs, cards, and decks comprise the organization structure for your data analysis and presentation.

### Topics:

- [Get Started with KPIs](#)
- [Get Started with Cards](#)
- [Get Started with Decks](#)

### Get Started with KPIs

KPIs are key performance indicators that measure an organization's performance against key business objectives.

Your enterprise defines key performance indicators to manage and improve performance. Key performance indicators (KPIs) measure the progress towards your organization's goals. KPIs are comprised of a measure and a target and usually analyzed by dimensions such as organization, customer, product, and geography. KPIs can help organizations quickly focus on activities that have the greatest impact on business performance.

In Oracle Fusion Analytics Warehouse, you display KPI data on a card. You organize multiple cards into a deck. You can move, remove, or duplicate cards as the data changes, and create as many cards and decks as needed to present the KPI data clearly. You can have as many as eight cards per deck. Each card gets updated based on changes in the KPI data.

### Topics:

- [About KPIs](#)
- [Evaluate KPIs](#)
- [Create a KPI](#)
- [Download a KPI](#)
- [Upload a KPI](#)
- [Inspect a KPI](#)
- [Edit a KPI](#)

### About KPIs

Key Performance Indicators (KPIs) represent a comprehensive view of performance against a specific organization objective.

Oracle industry experts use KPIs as a central object to describe best-practice, business concepts of Oracle Fusion Analytics Warehouse. A KPI represents the value of a measure or metric as evaluated against a target. This gives the KPI a status which a simple metric doesn't have. KPIs reflect the essential health of the business and serve as a rallying point for

business collaboration. KPIs also provide a launching point for additional predictive and prescriptive analysis and exploration.

Creating a KPI allows you to combine different data into a single container and then view that data in a variety of ways. This way you can create best practice business concepts simply using measures and targets.

- Designate a primary measure **Value** for which the KPI is evaluated against the Target.
- Choose one or more **Targets** that the organization is working towards.
- Select the goal of the **Target**.
- Determine which time periods you want to show: Month, Quarter, or Year.
- Set up any related **Dimensions** or **Measures** by which to group values on a card, and to allow filtering by those **Dimensions**.
- If you want to **Filter** by specific data, then set up filters.

There are a few things to keep in mind when you are working with KPIs.

- The type of KPI is reflected by the icon for the KPI. A blue icon represents a KPI created by a user. Red icons represent KPIs originally created by Oracle. A red icon with a small Oracle "O" indicates a KPI provided by Oracle; while a red icon with a person symbol embedded indicates a KPI provided by Oracle but customized by a user.
- The status for a KPI is reflected in the color of the band at the top of the KPI Card. The name of each of these respective statuses can be modified to best reflect the specifics of a KPI, but the common status still persists as a common state used across all Cards. Depending on the Conditions defined, the threshold equates to one of these options: Critical (Red), Warning (Orange), Good (Green), or On Target (No color).
- Only one **Value** measure is allowed.
- Data element properties apply to all instances of that element within the same KPI. If you want to create different sets of properties for the same data element, duplicate the element, and then apply the different sets of properties to each element. Be sure to name each element in a way that identifies each, such as Revenue\_US showing US Dollars for currency and Revenue\_EU showing Euros for currency.
- You can blend multiple **Datasets** in a join but cannot blend multiple subject areas. In the **Data Blending** drop-down, select **Custom** to specify options.
- Generate **Visualizations** or **Filters** (or both) by placing columns in **Related Dimensions**. The columns are generated from the source KPI data in all the cards in the deck.
- The templates available in the Conditions area are determined by the **Target Goals**. If you select Org Target and Revenue Objective for your target goals, then Org Target and Revenue Objective are available in the Conditions area, and visualizations that complement those targets are shown in the **Preset Templates**. The **Template** names, ranges, and color values are customizable.

### Data Blending in KPIs

A KPI is based on a single dataset or subject area, or multiple data sources with at least one join between the data sources in order to establish their respective data relationships. Joins are described within Oracle Analytics Cloud using the visualization

tool. Describe the joins, then add the data to the KPI to use the relationships. The join is automatically a traditional left join, however you may want to specify other relationships for blending data across datasets. (See Blend Data that You Added in *Visualizing Data and Building Reports in Oracle Analytics Cloud*.) The presence of a subject area denies these options.

To change these blending options, select the name of the KPI then edit its properties. In the Data Blending field, select either **Auto** or **Custom**. If you choose **Custom**, you can set the blending of each data source present to either **All Rows** or **Matching Rows**. You must assign at least one source to **All Rows**. See Blend Data that You Added Change Data Blending in a Project in *Visualizing Data and Building Reports in Oracle Analytics Cloud*.

## Evaluate KPIs

A KPI's status and score are determined by comparing its actual value against the target(s) and thresholds that you define. The performance status of a KPI is represented by the color and associated status shown on the card.

For example, for a product sales KPI in which high values are desirable, you can define ranges. Thresholds are the numeric values that separate the ranges. You can set the custom thresholds on personal cards for KPIs that will override the color coding provided by the common threshold state set in the KPI itself.

Evaluation Range Rule	Threshold	Name	Status Indicator
Profit is 100% of Target or higher	Greater than or equal to 100%	Good	Green
Profit is between 70-100% of Target	Between 70% and 100%	Warning	Yellow
Profit is 70% of Target or lower	Less than or equal to 70%	Critical	Red

## Create a KPI

Create a KPI using elements available in data and projects.

Measurements, targets, and related measurements must be facts.

- **Measurement** is the single column that is being assessed in the KPI.
- **Target** generates a status for the KPI card. A specified target in combination with the **Target Goal** determines what kind of condition templates are available, which can be modified as needed. You can add multiple **Targets**.
- Use **Related Measurements** as supplemental information in a card's visualization.
- **Measurement**, **Target**, and **Related Measurement** include properties settings for number format customizations for that number.

Time levels, related grouping categories, and filters must all be dimensions.

- Time level columns map a KPI to a specific business calendar and then later filter a KPI Card based on time
- If you don't want a KPI to reference time or a calendar, deselect **Time-based KPI**.
- To associate a Time-based KPI with a specific calendar, select **Column-driven**, **Gregorian**, or **Enterprise** for the Calendar Type.

- **Column-driven** calendars use a specific column to dynamically select the correct calendar. For example, your organization may use different business calendars based on Ledger or Business Unit. A “Ledger - US1” filter referencing a US GAAP chart of accounts might use the April to May calendar, while a second “Ledger-US2” filter referencing an IFRS chart of accounts might use a non-standard calendar. To accommodate each scenario, select a type of column for the calendar to be based on in the **Calendar Based On** list. Then specify the appropriate data column in the last field. You can use the default column, or you can select an alternate column manually. The column you select maps to and determines the correct calendar.
- **Gregorian** is the Gregorian solar calendar with 12 months of 28–31 days each.
- **Enterprise** is a common calendar defined in the application setup.
- Use the application data to add Time levels for year, quarter, and period. For most calendars, period is the same as month except, for example, in the case of an asset calendar, monthly period grain isn't applicable and alternate period can be specified, if required. For all calendars, all levels aren't required, however you can only filter a KPI card to the grain provided in the KPI.

1. From the Home page, click **Navigator** and select **KPIs**.
2. On the KPIs page, click **Create**.
3. In the **Add Dataset** dialog, select the **Subject Area(s)** or **Dataset(s)** you want to use.
4. Enter the **Name**, **Description**, and **Owner** of the KPI in the Overview section. **Name** is required.

By selecting the KPI **Name** in the **Data Pane**, the properties for the KPI can be set. These include more nuanced configuration of data blending, and details around the properties and behavior of the KPI. A **Target Goal** defines the desired business goals for the KPI such as Hit Target, Stay Above Target or Stay Below Target. These are used to evaluate the KPI's status against the Target. The **Trends Goal** can also be specified, and this is seen on the KPI card as a positive or negative directional arrow based on the optimal, selected direction.

5. Drag and drop elements from the **Data Pane** to the **Data** fields.
6. Create calculations by clicking the plus sign (+) next to **KPI Calculations** and using the **Expression Editor** to formulate the equation. Double-click **Data Elements** and **Expression** options to add them to the equation. Validate the equation before saving it.
7. Add links to cards, projects, stories, or dashboards, or external URLs. You can rearrange links to display them in a specific order.
8. Click **Data Preview** at the bottom of the screen to see a preview of the resulting data used to generate any card subsequently created from this KPI.

## Download a KPI

Download an existing KPI JSON file from Oracle Analytics Cloud.

1. From the Home page, click **Navigator** and select **KPIs**.
2. On the KPIs page, click the **Page** menu and select **Download**.
3. Select the KPI you want to download and click **Download**.

4. Navigate to where you want to download the KPI JSON file and click **Save**.

## Upload a KPI

Upload a KPI JSON file to the KPI repository.

A KPI definition can be saved locally as an archive. It can then be uploaded to the same or different Oracle Fusion Analytics Warehouse application.

1. From the Home page, click **Navigator** and select **KPIs**.
2. On the KPIs page, click the **Page** menu and select **Upload**.
3. Drag the file you want to add to the KPI repository to the Upload KPI dialog, or click in the Upload KPI dialog to navigate to the file location.
4. Click Import.

## Inspect a KPI

You can view basic information about a KPI when you inspect it.

1. From the Home page, click **Navigator** and select **KPIs**.
2. On the KPIs page, click the **Actions** menu for the KPI you want to change and click **Inspect**.
3. You can edit the **Name**, **Description**, or **Permissions** for the KPI. All other information about the KPI is read-only.

If you want to change additional information about the KPI, you need to edit it.

 **Note:**

When editing KPI permissions, authenticated users can find usernames using **Search**.

4. Click **Save**.

## Edit a KPI

Edit a KPI to incorporate different data elements and supplemental information.

1. From the Home page, click **Navigator** and select **KPIs**.
2. You can edit a KPI, or create a copy of a KPI and edit one of the copies.
  - To edit a KPI, click the **Actions** menu for the KPI you want to change and click **Edit**.
  - To create a copy of a KPI, click the **Actions** menu for an Oracle-provided KPI (with an oval symbol) and click **Save As**, then edit the one of the copies of the KPI.
3. Add data with join relationships to the existing datasets or subject areas by clicking the plus sign (+) next to the KPI name in the Data Elements pane.
4. Update the KPI properties by clicking the name of the KPI in the Data Elements pane and changing the values in the Properties pane.
5. Click **Save**.



## Add Multiple Canvases to a Card

You can link to a project or dashboard with multiple canvases in a KPI.

Projects, dashboards, and analyses can have multiple visualizations, also known as canvases and stories. Changes in the project or dashboard are automatically reflected in the KPI. See [Create Visualizations](#).

1. Open the KPI you want to change and click **Add Link**.
2. Navigate to the project or dashboard you want to link to and click **Open**.
3. In the Add Link dialog, select the canvas or dashboard you want to display.
4. Optional: Add a user-friendly **Link Name** to describe the visualizations.
5. Select which **Filters** from the linked visualizations you want to pass to the KPI .
6. Click **OK**.

## Get Started with Cards

Cards are the presentation medium for KPI data.

A KPI can be instantiated as a card. Because each card can be personalized, a single card can spawn any number of cards. Cards live on decks, and until a card is placed on a deck its status isn't tracked. Finally, when you delete a card you don't delete the underlying KPI.

### Topics:

- [About Cards](#)
- [Create a Card](#)

## About Cards

Cards are visual representations of KPI data that can be organized into decks.

Cards provide a progressive disclosure of KPI details. You can customize what appears on each card. The same card can exist in multiple decks. You can also duplicate a card to show similar, but not exactly the same data on another card.

Each card describes how KPI features are shown:

- **Card Name** is the name that appears at the card title and is based on the KPI.
- **Target** is the metric that the KPI is compared against.
- **Summary** shows the time period applied to the current card, the value method used to compare the data to the target, and any changes (if selected) between the represented time and a previous time period.
- **Detail Visualization** shows what primary metric is displayed, the group by which the primary metric is broken out, and the type of visualization used on the card.
- **More Options** shows the values of any additional metrics that were added to the visualization, any groups that are used to break out the metrics, the location of the legend, whether the plot area values are visible, and whether the axis labels are visible.

As you customize a card, ensure the combination of information doesn't create an overly-complex visualization.

## Create a Card

Create a card about a KPI to add it to a deck of other cards showing different perspectives of the same KPI.

1. From the Decks page, choose the deck you want to add a card to, click the **Actions** menu, and then select **Add Card**.
2. If you want to change the default visualization, select an option from the **Preview** list.
3. Click **Add Card** to include it in the currently selected deck, or click **Customize Card** to change the specific data you show on the card.

## Customize a Card

You can customize cards to provide specific detailed information.

You can modify individual cards to show specific data about a KPI definition such as target value, time period, and which measure to display on the card.

1. From the Decks view, click the **Actions** menu on the card you want to customize and select **Settings**.
2. Select **General**.
3. Edit the **Card Name**, which is based on the name of the KPI.
4. Update the **Target**, which lists all measures defined for the KPI, and calculates the card status. Targets are based on dimensional breakout or across the breakout depending on how the target is defined in the KPI.
5. Specify a period to show data in the **Time** field.
6. Show the actual target **Value** or select a variance compared to the **Target** value.
7. **Show Changes** over the prior period, same period last year, or year.
8. Select which measure to **Display** in the card.
9. You can **Group by** a dimension.
10. Select the type of **Visualization** you want to display.
11. Select **Values** related to the KPI.
12. Select **Groups** by which to show the **Values** related to the KPI.
13. Specify where the **Legend** appears on the visualization.
14. Display **Plot Area Values** and **Axis Labels** to show the numeric values and scale shown in the preview.
15. You can filter data by any criteria (except time data which is set in the **Time** field in the **General** tab).

## Filter Card Data

Filter the cards in a deck to show specific information about a KPI in each card, or filter each card to show more specific information about the KPI elements, such as region or time.

1. From the **Decks** view, click the **Actions** menu on the card you want to customize and select **Settings**.
2. Select **Filters**.
3. In the Filters area, click the plus sign (+) to select from a list of available filters for this KPI.
4. Click **Save**.

## Add Related Links to a Card

Add links to other KPIs or related projects in your folders to a card to increase understanding of the data in the card.

1. In the KPI pane, select **Edit** from the Action menu.
2. In the Links area, click **Add Link** or **Add URL** and select the data element or web page you want to link to.
3. Click **OK**.

## Get Started with Decks

Organize cards into a deck of information about a general topic.

### Topics:

- [About Decks](#)
- [Create a Deck](#)
- [Filter Data by Deck](#)
- [Export a Deck](#)
- [Inspect a Deck](#)
- [Hide a Deck](#)

## About Decks

Decks are a customizable method of organizing business information from KPIs.

Decks are composed of cards, and like physical cards, can be organized in ways that make the most sense based on the card contents. You can add as many as eight cards to a deck. Decks can be sorted by filters and timeframes.

You can access all the decks you have permissions to view or work with from the Decks page.

## Create a Deck

Organize a collection of cards about a KPI by creating a deck.

1. On the Decks page, click the **Actions** menu and select **Add Deck**.
2. Type a **Deck Name** and click **Save**.

## Add a Card to a Deck

Add a card to a deck to increase awareness of KPI factors.

1. From the **Decks** page, select the deck you want to add a card to.
2. Click the **Add Card** icon or select **Add Card** from the **Actions** menu.
3. Select the card you want to add to the deck.
4. Click **Customize Card** to make changes to the card.
5. Click **Add Card**.

## Move a Card

Move a card from one deck to another.

1. In the **Card** view, click the **Actions** menu and select **Move to...**
2. Select the deck you want to move the card to and click **Move**.

## Filter Data by Deck

Filter the cards in a deck to show specific information about a KPI in each card, or filter each card to show more specific information about the KPI elements.

Deck-level filters are subject to the data shown in all the cards in the deck. To filter individual cards, use the filters for those cards. If card-level filters come in conflict with the deck's filters, the deck converts to a heterogeneous state and the individual cards adopt the filters. If you want to use a deck filter, you must override all the cards' filters, or you can keep the individual card filters.

1. Review existing deck-level filters at the top of the Decks page, which can be toggled on and off by clicking the **Filter** icon on the right. Card-level filters are shown at the bottom of each card.
2. Add a deck-level filter (when filters are toggled on) by clicking the plus icon (+) icon at the top of the Decks page.

If a card exists in a deck that uses a dynamically-driven **Calendar Based On** column, you need a filter for that column at the deck or card level. An asterisk indicates which filter is required. A single filter can function as both a dimension/grouping category filter as well as a calendar selector. See [Create a KPI](#)

## Export a Deck

You can share a deck with other users by exporting the deck as a PDF, PowerPoint, or image file.

1. From the Decks page, select the deck you want to export.
2. From the **Actions** menu, select **Export Deck**.
3. Type the **Name** you want to give to the exported file, and select the file **Format** you want to export.
4. Click **Export**.

You can open or save the file using the Opening dialog.

## Inspect a Deck

Set security on a deck using permissions.

Users with permissions to view a deck can see and modify the deck.

1. On the Decks page, click the **Actions** menu and select **Inspect Deck**.
2. Search for the users or roles you want to grant permissions to.
3. Select the scope of permissions you want to view and select the level of control you want to grant to the user or role.

 **Note:**

When editing deck permissions, authenticated users can find usernames using **Search**.

## Hide a Deck

Remove a deck from view by hiding it.

You can hide a deck from view by all users if the information isn't being used. Hiding a deck removes any favorite designation.

1. On the Decks page, select the deck you want to hide.
2. Click the **Actions** menu and select **Hide Deck**.
3. To unhide all decks, click the **Actions** menu and select **Unhide All**.

All decks are now available. If you want to remove any decks from view, you need to hide them again.

## Configure and Use Notifications

Create email notifications of events that impact KPIs.

Topics:

- [About Email Notifications](#)
- [Set Email Notifications](#)

## About Email Notifications

When you set up notifications in a card, you will receive emails about KPI status changes.

For each card you enabled for Notifications, You will receive daily email Notifications at the email address added to your User Profile.

The daily email notification includes a list of KPI cards listed by the status parameters you enabled. Click on each card to open them.

## Set Email Notifications

Allow Notifications to send daily updates about the card to everyone who is subscribed to the card's notifications.

Choose whether to send notifications when certain status criteria occur.

1. From the Decks page, click the **Actions** menu of the card you want to receive email notifications for, and then select **Allow Notifications**.

If **Allow Notifications** is dimmed, it means a target has not been set for the KPI.

2. From the **Actions** menu of the card you want to receive email notifications for, select **Customize**.
3. Click **Status** and select the options for your email notification for this card. For example, select **Critical**, **Warning**, and/or **On Target** for notifications when the KPI reaches each of these thresholds.
4. Click **OK**.

# 3

## Work with Projects

Create and manipulate projects to provide configured data for KPIs.

Oracle Fusion Analytics Warehouse employs the Oracle Analytics Cloud Project as an embedded Detail Page. Detail pages are included in the default application. New projects can be constructed in Oracle Analytics Cloud and added into the application by adding links to KPIs.



### Note:

To improve the performance of your projects, it's best to have brushing turned off. To turn brushing off, click **Menu** on the project toolbar and select **Project Properties**. Then in the **General** tab of each project, set brushing to **Off**.

- [Add Data to Projects](#)
- [Add Data Sources to Analyze and Explore Data](#)
- [Create Visualizations](#)
- [Create and Apply Filters](#)

## Typical Workflow for Exploring Projects

Here are the common tasks for exploring your data.

Task	Description	More Information
Create a project and add datasets	Create a new data visualization project and add one or more datasets to the project.	<a href="#">Create a Workbook and Add Visualizations</a>
Add data elements	Add data elements (for example, data columns or calculations) from the selected dataset to visualizations on the Prepare canvas.	<a href="#">Build a Visualization by Adding Data from the Data Panel</a>
Adjust the canvas layout	Add, remove, and rearrange visualizations.	<a href="#">Update Canvas Properties</a>

## Add Data to Projects

Projects need data to create KPIs from.

Both KPIs and Detail pages based on Oracle Analytics Cloud projects rely on data described in Oracle Analytics Cloud. For the Oracle Fusion Analytics Warehouse default applications data is generated from the data pipeline resulting in business-centric Subject Areas. This data can be augmented with data from Datasets created in Oracle Analytics Cloud. These same approaches can be used to add new data to Oracle Fusion Analytics Warehouse for use in projects or KPIs.

**Topics:**

- [Create a Workbook and Add Visualizations](#)
- [Different Methods to Add Data](#)
- [Refresh a Workbook's Data](#)
- [Pause Data Queries in a Workbook](#)
- [Undo and Redo Edits](#)
- [Replace a Dataset in a Workbook](#)
- [Remove a Dataset from a Workbook](#)
- [Save Your Changes Automatically](#)

## Create a Workbook and Add Visualizations

To start a workbook, choose and add a dataset and then drag and drop its columns onto the Visualize page's canvas to create visualizations.

 **Tutorial**

If you want to learn about the datasets that are available to you, then you can view a list of datasets and find out more information about each dataset.

A workbook can contain one or more datasets. When you add more than one dataset, Oracle Analytics blends the data. You can check the default blending, or update or add data blending between datasets.

1. On the Home page, click **Create** and click **Workbook**.
2. In the Add Dataset dialog, click a dataset and then click **Add to Workbook**.
3. Optional: To add another dataset, go to the Data Panel, click **Add (+)**.
4. Optional: Select **Add Dataset**, and in the Add Dataset select a dataset and click **Add to Workbook**.
5. In the Data Panel, locate and drag and drop data columns onto the Visualize canvas to start building visualizations.
6. Click **Save**.

## Different Methods to Add Data

You can use different methods to add data from the Data Panel to create or update visualizations on a canvas.

Use one of the following methods to add data from the Data Panel:

- Drag data elements from the Data Panel and drop them onto the canvas.
- Select a data element or use Shift-click or Ctrl-click to select multiple data elements in the Data Panel, then right-click to select either a particular visualization type or the option to create a visualization automatically.
- Double-click a data element or use Shift-click or Ctrl-click to select multiple data elements in the Data Panel, then right-click to add them to the canvas.



When you update an existing visualization, you can add data from the Data Panel onto the Grammar Panel or Assignments Pane on the canvas. You can move the data elements from one area to another in the Grammar Panel or Assignments Pane. The visualization is updated based on your selection.

You can create a visualization by selecting a visualization type from the Visualization tab of the Data Panel and adding data elements to the canvas.

## Refresh a Workbook's Data

Refresh the data in a workbook to ensure that your visualizations contain the most current data.

A user with Administrator privileges can set the **Refresh Data when Canvas Is Opened**, **Auto Refresh Data**, and **Refresh Interval** properties to automatically refresh the canvas' data.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, go to the workbook toolbar and click **Refresh Data**.

## Pause Data Queries in a Workbook

You can disable the Auto Apply Data option to pause issuing new queries as you change visualization content in a workbook.

You can quickly configure a visualization without having to wait for data updates after each change.

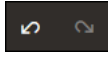
1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Click **Visualize**.
3. Click the **Auto Apply Data** button to pause data queries.  
Data queries are temporarily disabled.
4. Make changes to a visualization in the workbook.  
Your changes are displayed but data isn't updated, and a bubble is displayed indicating the number of data requests that have been skipped.
5. Click the bubble if you want to refresh the data now.  
Data queries are still disabled.
6. Click the **Auto Apply Data** button to re-enable data queries.

## Undo and Redo Edits

You can quickly undo your last action and then redo it if you change your mind. For example, you can try a different visualization type when you don't like the one you've just selected, or you can go back to where you were before you drilled into the data.

The undo and redo options are useful as you experiment with different visualizations. You can undo all the edits you've made since you last saved a workbook. However, in some cases, you can't undo and then redo an edit. For example, in the Create Dataset page, you've selected an analysis from an Oracle Application data source to use as a dataset in the workbook. In the next step, if you use the undo option to remove the dataset, you can't redo this change.

- To undo or redo an edit, go to the toolbar for the workbook or the dataset and click **Undo Last Edit** or **Redo Last Edit**. You can use these options only if you haven't saved the workbook since making the changes.



- When you're working on a workbook, click **Menu** on the workbook toolbar and select **Revert to Saved** to undo all the edits you've made since you last saved your workbook. **Revert to Saved** is enabled after you've saved the workbook for the first time. This option is automatically disabled if you select the **Auto Save** option.

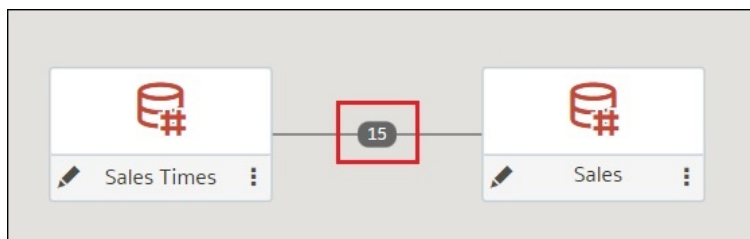
## Replace a Dataset in a Workbook

When you replace a dataset, Oracle Analytics suggests how you can re-map the columns from the dataset that you replaced to the replacement dataset. You can accept or update these suggested mappings.

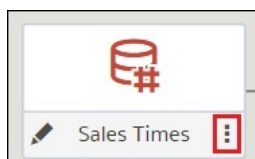
For example, you might replace a workbook's test dataset with a production dataset. Or you can copy a workbook and its visualizations, and then use the duplicate workbook as a template. After you rename the duplicated workbook, you can add a different dataset.

When you replace the dataset, any data mapping that you specify is applied to the workbook. For example, if you map a data element to **None**, the specific data is removed from the workbook's visualizations, calculations, and filters.

- On the Home page, select a workbook to use as a template, click the **Actions menu**, and then select **Open**.
- From the Visualize page, click **Data**.
- In the Data page, click the **Data Diagram**.
- Optional: If the dataset that you want to replace has been blended with another dataset, then in the **Data Diagram** click the number between the dataset icons.



- Optional: In the Blend Data dialog, click **Delete All Matches**, specify which dataset to delete conformance from, and then click **OK**.
- Locate the dataset to replace and click **Actions**.

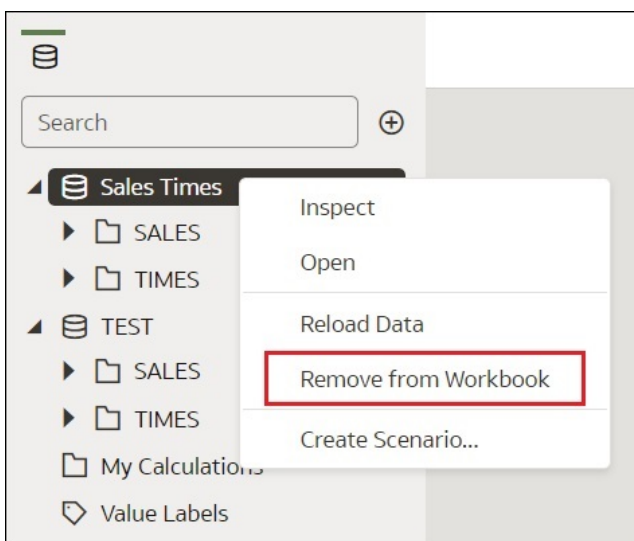


7. Select **Replace Dataset**.
8. In the Replace Dataset dialog, click the replacement dataset. Click **Select**.
9. Review, update, and specify the column mappings for the workbook's visualizations, calculations, and filters.
10. Click **Replace**.
11. Optional: If you want to add blending between datasets, then in the **Data Diagram**, click between the datasets that you want to blend, and in the Blend Data dialog add column matches.

## Remove a Dataset from a Workbook

You can remove a dataset from a workbook. When you do this, you remove all of the dataset's columns from the workbook's visualizations, filters, and calculations.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the **Visualize** canvas, go to the Data Panel pane, right-click the dataset that you want to remove, and select **Remove from Workbook**.



3. Click **Save**.

## Save Your Changes Automatically

You can use the auto save option to save your updates to a visualization workbook in real-time automatically.

If you've already saved your workbook in a specific location, the Save Workbook dialog isn't displayed after you click **Auto Save**.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. From the Save menu, select **Auto Save**.
3. In the Save Workbook dialog, enter the **Name** and optional **Description** to identify your workbook.

4. Select the folder where you want to save your workbook.
5. Click **Save**. Any workbook updates are saved in real-time.

Suppose that two users are updating the same workbook and **Auto Save** is enabled. The **Auto Save** option is automatically disabled when different types of updates are made to the workbook. A message is displayed that states that another user has updated the workbook.

## Add Data Sources to Analyze and Explore Data

Locate and include the data you want to work with.

### Topics:

- [Typical Workflow to Add Data Sources](#)
- [About Data Sources](#)
- [Data Sources and Subject Areas](#)
- [Data Sources and Measure Columns](#)
- [Databases](#)
- [Connect to Data](#)
- [Spreadsheets](#)

## Typical Workflow to Add Data Sources

Here are the common tasks for adding data from data sources.

Task	Description	More Information
Add a connection	Create a connection if the data source that you want to use is either Oracle Applications or a database.	<a href="#">Create an Oracle Applications Connection</a> <a href="#">Create a Connection to an Oracle Database</a>
Create a data source	Upload data from spreadsheets. Retrieve data from Oracle Applications and databases. Creating a data source from Oracle Applications or a database requires you to create a new connection or use an existing connection.	<a href="#">Create Datasets from Databases</a>
Remove data	Remove data that you added.	<a href="#">Remove a Dataset from a Workbook</a>

## About Data Sources

You can connect to many types of data source, such as Cloud databases, on-premise databases, and many commonly used applications, such as Dropbox, Google Drive, and Amazon Hive.

You create a connection for each data source that you want to access in Oracle Analytics. Once connected, you can visualize your data to create insights.

A data source is any tabular structure. You see data source values after you load a file or send a query to a service that returns results.

A data source can contain any of the following:

- **Match columns** - These contain values that are found in the match column of another source, which relates this source to the other, for example, Customer ID or Product ID.
- **Attribute columns** - These contain text, dates, or numbers that are required individually and aren't aggregated, for example, Year, Category Country, Type, or Name.
- **Measure columns** - These contain values that should be aggregated, for example, Revenue or Miles driven.

You can analyze a data source on its own, or you can analyze two or more data sources together, depending on what the data source contains. If you use multiple sources together, then at least one match column must exist in each source. The requirements for matching are:

- The sources contain common values, for example, Customer ID or Product ID.
- The match must be of the same data type, for example, number with number, date with date, or text with text.

When you save a workbook, the permissions are synchronized between the workbook and the external sources that it uses. If you share the workbook with other users, then the external sources are also shared with those same users.

Any data that you upload (as a dataset) is stored securely in Oracle Cloud.

## Data Sources and Subject Areas

You can combine data sources with subject areas to explore and analyze the data.

A subject area either extends a dimension by adding attributes or extends facts by adding measures and optional attributes. You can't define hierarchies in data sources.

A subject area organizes attributes into dimensions, often with hierarchies, and a set of measures, often with complex calculations, that can be analyzed against the dimension attributes, for example, the measure net revenue by customer segment for the current quarter, and the same quarter a year ago.

When you use data from a source such as an Excel file, the file adds information that is new to the subject area. For example, suppose you purchased demographic information for postal areas or credit risk information for customers and want to use this data in an analysis before adding the data to the data warehouse or an existing subject area.

Using a source as standalone means that the data from the source is used independently of a subject area. It's either a single file used by itself or it's several files used together and in both cases a subject area isn't involved.

You can extend a dimension by adding attributes from a data source to a subject area:

- You can only make matches to a single dimension.
- The set of values in matched columns are unique in the data source. For example, if the data source matches on ZIP code, then ZIP codes in the source are unique.
- You make matches between one or composite columns. An example of a one column match is that product key matches product key. For composite columns, an example is that company matches company and business unit matches business unit.
- All other columns must be attributes.

You can add measures from a data source to a subject area:

- You make matches to one or more dimensions.
- The set of values in matched columns aren't necessarily unique in the data source. For example, if the data source is a set of sales matched to date, customer, and product, then you can have multiple sales of a product to a customer on the same day.
- You make matches between one or composite columns. An example of a one column match is that product key matches product key. For composite columns, an example is that city and state from separate columns creates the composite City\_State in a customers address.

A data source that adds measures can include attributes. You can use these attributes alongside external measures and not alongside curated measures in visualizations. For example, when you add a source with the sales figures for a new business, you can match these new business sales to an existing time dimension and nothing else. The data might include information about the products sold by this new business. You can show the sales for the existing business with those of the new business by time, but you can't show the old business revenue by new business products, nor can you show new business revenue by old business products. You can show new business revenue by time and new business products.

## Data Sources and Measure Columns

You can work with data sources that either include or don't include a measure column.

- You can match tables with measures to other tables with a measure, a dimension, or both.
- When you match tables to other tables with measures, the tables don't need to be at the same grain. For example, you can match a table of daily sales table to a sales by quarter table.

A table with no measures is treated as a dimension.

- Matches can be between single or composite columns. A single column match might be the product key in one table matching the product key in another. A composite column match might be where company and business unit in one table matches company and business unit in the other table.
- All other columns must be attributes.

Dimension tables can be matched to other dimensions or they can be matched to tables with measures. For example, a table with Customer attributes can be matched to a table with demographic attributes provided both dimensions have unique Customer key columns and Demographic key columns.

## Databases

You can connect to databases and include some or all of the information from them in your projects.

### Topics:

- [Database Connection Options](#)
- [Connect to a Database](#)
- [Create a Connection to an Oracle Database](#)

- [Create Datasets from Databases](#)
- [Edit a Data Source Connection](#)
- [Delete a Data Source Connection](#)

## Database Connection Options

When you specify connection details using the Create Connection dialog or Inspect dialog, some database types have extra options.

### General Options

- When you create connections to Oracle Databases, you can connect in two ways using the **Connection Type** option:
  - **Basic** - Specify the **Host**, **Port**, and **Service Name** of the database.
  - **Advanced** - In the **Connection String** field specify the Single Client Access Name (SCAN) ID of databases running in a RAC cluster. For example:

```
sales.example.com =(DESCRIPTION= (ADDRESS_LIST= (LOAD_BALANCE=on)
(FAILOVER=ON) (ADDRESS=(PROTOCOL=tcp) (HOST=123.45.67.111) (PORT=1521))
(ADDRESS=(PROTOCOL=tcp) (HOST=123.45.67.222) (PORT=1521))
(ADDRESS=(PROTOCOL=tcp) (HOST=123.45.67.333) (PORT=1521)))
(CONNECT_DATA=(SERVICE_NAME= salesservice.example.com)))
```
- **Enable Bulk Replication** - If you're loading a dataset for a workbook, then this option should be turned off and you can ignore it. This option is reserved for data analysts and advanced users for replicating data from one database to another database.

### Authentication Options

- **Always use these credentials** - Oracle Analytics always uses the login name and password you provide for the connection. Users aren't prompted to log in.
- **Require users to enter their own credentials** - Oracle Analytics prompts users to enter their own user name and password for the data source. Users can only access the data for which they have the permissions, privileges, and role assignments.
- (Displayed if Oracle Analytics supports impersonation for this database type) **Use the active user's credentials** - Oracle Analytics doesn't prompt users to sign in to access the data. The same credentials they used to sign in to Oracle Analytics are also used to access this data source.

### System Connection

Select **System Connection** to make a data connection available to business modelers who build semantic models in the Model Administration Tool. You can click **Copy**, to copy the connection's **Object ID**. Business modelers enter the object ID to identify and use a data connection in the Model Administration Tool (Connection Pool dialog).

## Connect to a Database

You can create, edit, and delete database connections and use the connections to create datasets from databases.

### Topics:

- [Create a Connection to an Oracle Database](#)
- [Create Datasets from Databases](#)

- [Edit a Data Source Connection](#)
- [Delete a Data Source Connection](#)

## Create a Connection to an Oracle Database

You can create a connection to a database and use the connection to access data, build a dataset, and visualize data.



You can't use remote connections to save a dataset from a Data Flow.

1. On the Home page, click **Create**, then click **Connection**.
2. In Create Connection dialog, click the connection type, for example, **Oracle Database**.
3. Enter a unique name for the new connection, and database connection details.
  - If you're not creating an SSL connection, specify the connection information for the database, such as the hostname, port, credentials, service name and so on.
  - If you're creating an SSL connection, in the **Client Wallet** field, click **Select** to browse for the `cwallet.sso` file. Ask your administrator for the location of the `cwallet.sso` file.
4. Use the **Connection Type** option to specify how you'd like to connect.
  - When you create connections to Oracle Databases, you can connect in two ways using the **Connection Type** option:
    - **Basic** - Specify the **Host**, **Port**, and **Service Name** of the database.
    - **Advanced** - In the **Connection String** field specify the Single Client Access Name (SCAN) ID of databases running in a RAC cluster. For example:

```
sales.example.com =(DESCRIPTION= (ADDRESS_LIST=
(Load_Balance=on) (FAILOVER=ON) (ADDRESS=(PROTOCOL=tcp)
(HOST=123.45.67.111) (PORT=1521)) (ADDRESS=(PROTOCOL=tcp)
(HOST=123.45.67.222) (PORT=1521)) (ADDRESS=(PROTOCOL=tcp)
(HOST=123.45.67.333) (PORT=1521))) (CONNECT_DATA=(SERVICE_NAME=
saleservice.example.com)))
```
  - **Enable Bulk Replication** - If you're loading a dataset for a workbook, then this option should be turned off and you can ignore it. This option is reserved for data analysts and advanced users for replicating data from one database to another database.
5. If you're connecting to an on-premises database, click **Use Remote Data Connectivity**.

Check with your administrator that you can access the on-premises database.
6. Click **Save**.



## Create Datasets from Databases

After you create database connections, you can use those connections to create datasets.

### Note:

The maximum number of tables displayed is 10,000. If your connection provides access to additional tables and the tables you want aren't displayed, enter the SQL statement for the dataset manually by selecting the **Enter SQL** option.

1. On the Home page, click **Create**, and then click **Dataset**.
2. In Create Dataset, click the database connection containing the data to use.
3. In Add Dataset, click the schema containing the table with your data. Click the table to use for the dataset.
4. In the column list, browse or search for the columns you want to include in the dataset. You can click **Add All**, or select a column or columns and then click **Add Selected**.
5. Optional: Use the **Data Access** option to specify how to refresh the dataset.  
Alternatively, you can select the **Enter SQL** option to view or modify the data source's SQL statement or to write a SQL statement.
6. Click **Add**.

## Edit a Data Source Connection

You can update a data source's connection details.

If you're editing an SSL connection to an Oracle Database and you need to use a new `cwallet.sso` file, in the **Client Wallet** field, click **Select** to browse for the `cwallet.sso` file. Ask your administrator for the location of the `cwallet.sso` file.

1. On the Home page click the Navigator, select **Data**, and then click **Connections**.
2. Hover over the connection that you want to edit. To the right of the highlighted connection, click **Actions menu**, and select **Inspect**.
3. In the Inspect dialog, edit the connection details.  
You can't see the current password or Logical SQL for connections. If you need to change these, create a new connection.
4. Click **Save**.

## Delete a Data Source Connection

You can remove a data source connection from Oracle Analytics Cloud. For example, you must delete a database connection and create a new connection when the database's password has changed.

If the connection contains any datasets, then you must delete the datasets before you can delete the connection.

1. Go to the Data page and select **Connections**.

2. Hover over the connection that you want to delete. To the right of the highlighted connection, click **Actions menu**, and select **Delete**.
3. Click **Yes**.

## Connect to Data

Gather data from various sources to include in your projects.

### Topics:

- [Create an Oracle Applications Connection](#)
- [Connect to Dropbox](#)
- [Connect to Google Drive or Google Analytics](#)
- [Connect to Oracle Autonomous Data Warehouse](#)
- [Connect to Oracle Autonomous Transaction Processing](#)
- [Connect to Oracle Big Data Cloud](#)
- [Create a Connection to Oracle Essbase](#)
- [Create a Connection to Oracle Essbase Data on a Private Network](#)
- [Connect to Oracle Talent Acquisition Cloud](#)
- [Connect to Snowflake Data Warehouse](#)

## Create an Oracle Applications Connection

You can create a connection to Oracle Applications and use the connection to access your data. For example, you can connect to Oracle Fusion Applications with Oracle Transactional Business Intelligence or Oracle BI Enterprise Edition.

1. On the Data page or Home page, click **Create**, then click **Connection**.
2. Click the **Oracle Applications** icon.
3. Enter the connection details.
4. For **URL**, enter the URL for Oracle Fusion Applications with Oracle Transactional Business Intelligence or Oracle BI EE.

### Note:

Don't try to enter the URL of an analysis that is connected to Oracle Applications. If you want to visualize the data used in an analysis, you can create a dataset based on the analysis (local subject area). See [Create a Dataset from a Subject Area in Your Instance](#).

5. Under **Authentication**, specify how you'd like to authenticate the connection:
  - **Always use these credentials** - Oracle Analytics always uses the login name and password you provide for the connection. Users aren't prompted to log in.
  - **Require users to enter their own credentials** - Oracle Analytics prompts users to enter their own user name and password for the data source. Users

can only access the data for which they have the permissions, privileges, and role assignments.

- (Displayed if Oracle Analytics supports impersonation for this database type) **Use the active user's credentials** - Oracle Analytics doesn't prompt users to sign in to access the data. The same credentials they used to sign in to Oracle Analytics are also used to access this data source.

6. Save the details.

You can now create datasets from the connection.

The connection is visible only to you (the creator), but you can create and share datasets for it.

## Connect to Dropbox

You can create a connection to Dropbox and use the connection to access data.

Before you start, set up a Dropbox application. See the Dropbox documentation.

1. Ask your Oracle Analytics administrator to allow connections to Dropbox.

Your Oracle Analytics administrator must register the following domains as safe:

`api.dropboxapi.com`

`*.dropbox.com`

See Register Safe Domains.

2. On the Oracle Analytics Home page, click **Create**, and then click **Connection**.

3. Click **Dropbox** to display the Create Connection dialog.

4. Enter a **Connection Name** and optional **Description**.

5. Copy the URL displayed in the **Redirect URL** field.

6. In the Dropbox application, sign-in, and paste the **Redirect URL** URL into the Dropbox **OAuth 2 Redirect URIs** field, then click **Add**.

7. In Dropbox, copy the key in the **App Key** field.

8. In Oracle Analytics, paste the **App Key** key into the **Client ID** field.

9. In Dropbox, locate the **App Secret** field, then click **Show** and copy the value.

10. In Oracle Analytics, paste the **App Secret** value into the **Client Secret** field, then click **Authorize**.

11. In the Dropbox prompt to authorize the connection, click **Allow**.

The Create Connection dialog refreshes and displays the name of the Dropbox account and associated email account.

12. Save the connection.

## Connect to Google Drive or Google Analytics

You can create a connection to Google Drive or Google Analytics and use the connection to access data.

Before you start, set up a Google Drive or Google Analytics application. See the Google documentation.

We recommend that you use the latest Google Analytics connector, which supports column-listing.

1. Ask your Oracle Analytics administrator to allow connections to Google.  
Your Oracle Analytics administrator must register the following domains as safe:  
`api.google.com`  
`*.google.com`  
See Register Safe Domains.
2. On the Oracle Analytics Home page, click **Create**, and then click **Connection**.
3. Click **Google Drive** or **Google Analytics** to display the Create Connection dialog.
4. Enter a **Connection Name** and optional **Description**.
5. Copy the URL displayed in the **Redirect URL** field.
6. In the Google application, paste the **Redirect URL** into the Google **Authorized redirect URIs** field, then click **Add**.
7. In Google, locate the **Client Secret** field, then click **Show** and copy the value.
8. In Oracle Analytics, copy the Google **Client Secret** value into the **Client Secret** field.
9. In **View Name**, specify the name of the default reporting view in Google Analytics that you'd like to analyze., then click **Authorize**.
10. In the Google prompt to authorize the connection, click **Allow**.  
The Create Connection dialog refreshes and displays the name of the Google account, and its associated email account.
11. Save the connection.

## Connect to Oracle Autonomous Data Warehouse

You can create a connection to Oracle Autonomous Data Warehouse and use the connection to access data.

### Tutorial

1. To enable secure communication between Oracle Analytics and Oracle Autonomous Data Warehouse, you must upload trusted SSL certificates from Oracle Autonomous Data Warehouse to Oracle Analytics.  
The credentials wallet file secures communication between Oracle Analytics and Oracle Autonomous Data Warehouse. The wallet file (for example, `wallet_ADWC1.zip`) that you upload must contain SSL certificates, to enable SSL on your Oracle Autonomous Data Warehouse connections.
2. To create a connection to Oracle Autonomous Data Warehouse:
  - a. On the Home page, click **Create** then click **Connection**.
  - b. Click **Oracle Autonomous Data Warehouse** to display the fields for the connection.
  - c. Enter the connection details.
  - d. For **Client Credentials** field, click **Select** to browse for the Client Credentials wallet file (for example, `wallet_ADWC1.zip`).

The **Client Credentials** field displays the `cwallet.sso` file.

- e. Enter your Oracle Autonomous Data Warehouse **Username** and **Password**, and select a **Service Name** from the list.
- f. Save the details.

You can now create datasets from the connection.

## Connect to Oracle Autonomous Transaction Processing

You can create a connection to Oracle Autonomous Transaction Processing and use the connection to access data.

To enable secure communication between Oracle Analytics and Oracle Autonomous Transaction Processing, you must upload trusted SSL certificates from Oracle Autonomous Transaction Processing to Oracle Analytics.

The credentials wallet file secures communication between Oracle Analytics and Oracle Autonomous Transaction Processing. The wallet file (for example, `wallet_SALESATP.zip`) that you upload contain SSL certificates, to enable SSL on your Oracle Autonomous Transaction Processing connections.

1. On the Home page, click **Create** then click **Connection**.
2. Click **Oracle Autonomous Transaction Processing**.
3. Enter the connection details.
4. For **Client Credentials**, click **Select** to browse for the Client Credentials wallet file (for example, `wallet_SALESATP.zip`).
5. Enter the **Username**, and **Password**, and select a **Service Name** from the list.
6. Click **Save**.

## Connect to Oracle Big Data Cloud

You can create a connection to Oracle Big Data Cloud Compute Edition and use the connection to access data.

1. In Oracle Analytics Cloud, click **Create** and then click **Connection**.
2. Click **Oracle Big Data** to display the fields for the connection.
3. Enter the connection criteria.
4. Click **Save** to create the connection.

You can now create datasets from the connection.

## Create a Connection to Oracle Essbase

You can create a connection to Oracle Analytics Cloud – Essbase and use the connection to access source data.

1. On the Home page, click **Create**, and then click **Connection**.
2. Click **Oracle Essbase**.
3. Enter the connection details.
4. For **DSN** (data source name), enter the agent URL for your data source.

For Oracle Analytics Cloud – Essbase use the format:

```
https://fully_qualified_domain_name/essbase/agent
```

For example: `https://my-example.analytics.ocp.oraclecloud.com/essbase/agent`.

With this URL, you can connect without having to open any ports or performing additional configuration. Oracle Analytics Cloud – Essbase must have a public IP address and use the default port.

5. For **Username** and **Password**, enter user credentials with access to the Essbase data source.
6. Under **Authentication**, specify how you'd like to authenticate the connection:
  - **Always use these credentials** - Oracle Analytics always uses the login name and password you provide for the connection. Users aren't prompted to log in.
  - **Require users to enter their own credentials** - Oracle Analytics prompts users to enter their own user name and password for the data source. Users can only access the data for which they have the permissions, privileges, and role assignments.
  - (Displayed if Oracle Analytics supports impersonation for this database type) **Use the active user's credentials** - Oracle Analytics doesn't prompt users to sign in to access the data. The same credentials they used to sign in to Oracle Analytics are also used to access this data source.
7. Save the details.

You can now create datasets from the connection.

## Create a Connection to Oracle Essbase Data on a Private Network

You can create a connection to Oracle Essbase data on a private network and use the connection to access data.

You secure a connection to Oracle Essbase data held on a private network by using Data Gateway (for datasets or semantic models). Your Administrator installs Data Gateway in your private network. Data Gateway then redirects queries to the Essbase host.

1. On the Home page, click **Create**, and then click **Connection**.
2. Click **Oracle Essbase**.
3. Enter the connection details.
4. For **DSN** (data source name), enter the URL for your data source.

These are the connectivity options to access Oracle Essbase on your private network:

**Note:** When you specify the URL for your data source, `<hostname>:<port>` specify the hostname and port of the host accessible on the public internet that forwards traffic to your Remote Data Connector host.

- The basic URL syntax:

```
http(s)://<hostname>:<port>/essbase/capi/<private essbase host  
address>/<Oracle Essbase Agent port on the  
specified host>
```

For example,

```
https://myproxyhost.example.com:1234/essbase/capi/mylocalhost/1423
```

- When Oracle Essbase is running on a secure port:

```
http(s)://<hostname>:<port>/essbase/capi/<private essbase host  
address>/<Oracle Essbase Agent Secure port on the specified host>/  
secure
```

- When Oracle Essbase is running on a secure port, with a self-signed certificate:

```
http(s)://<hostname>:<port>/essbase/capi/<private essbase host  
address>/<Oracle Essbase Agent Secure port on the specified host>/  
secure/selfsigned
```

5. Under **Authentication**, specify how you'd like to authenticate the connection:
  - **Always use these credentials** - Oracle Analytics always uses the login name and password you provide for the connection. Users aren't prompted to log in.
  - **Require users to enter their own credentials** - Oracle Analytics prompts users to enter their own user name and password for the data source. Users can only access the data for which they have the permissions, privileges, and role assignments.
  - (Displayed if Oracle Analytics supports impersonation for this database type) **Use the active user's credentials** - Oracle Analytics doesn't prompt users to sign in to access the data. The same credentials they used to sign in to Oracle Analytics are also used to access this data source.
6. If you're connecting to an on-premises database, click **Use Remote Data Connectivity**. Check with your administrator that you can access the on-premises database.
7. Save the details.

You can now create datasets from the connection.

## Connect to Oracle Talent Acquisition Cloud

You can create a connection to Oracle Talent Acquisition Cloud and use the connection to access data.

1. On the Home page, click **Create** and then click **Connection**.
2. Click **Oracle Talent Acquisition** to display the fields for the connection.
3. Enter the connection details.
4. For **Host**, enter the URL for the Oracle Talent Acquisition data source.

For example, if the Oracle Talent Acquisition URL is `https://example.taleo.net`, then the connection URL that you must enter is `https://example.taleo.net/smartorg/Bics.jss`.

5. Select an **Authentication** option.
  - Select **Always use these credentials**, so that the login name and password you provide for the connection are always used and users aren't prompted to log in.
  - Select **Require users to enter their own credentials** when you want to prompt users to enter their user name and password to use the data from the Oracle Talent Acquisition Cloud data source. Users are required to log in see only the data that they have the permissions, privileges, and role assignments to see.
6. Click **Save**.

## Connect to Snowflake Data Warehouse

You can create a connection to Snowflake Data Warehouse and use the connection to access data.

See format guidelines, <https://docs.snowflake.net/manuals/user-guide/connecting.html>.

1. On the Home page, click **Create**, and then click **Connection**.
2. Click **Snowflake Data Warehouse**.
3. Enter a Connection Name.
4. In **Hostname**, enter the host account name using one of the following formats:
  - For Amazon Web Services US West, use `<account>.snowflakecomputing.com`
  - For all other regions on Amazon Web Services, use `<account>.<region>.snowflakecomputing.com`
  - For all regions on Microsoft Azure, use `<account>.<region>.azure.snowflakecomputing.com`

Where `account` is the Snowflake account name that you want to use to access the data, for example: `exampleaccountname.snowflakecomputing.com`.

5. For **Username** and **Password**, enter user credentials with access to the Snowflake data source.
6. For **Database Name**, enter the name of the database containing the schema tables and columns that you want to connect to.
7. For **Warehouse**, enter the name of the warehouse containing the database, schema tables and columns that you want to connect to. For example, `Example-WH`.
8. Click **Save**.



## Spreadsheets

You can include data from spreadsheets in projects.

### Topics:

- [About Files for Datasets](#)
- [Create a Dataset from a File Uploaded from Your Computer](#)
- [Create a Dataset From a File Uploaded from Dropbox, Google Analytics, or Google Drive](#)

## About Files for Datasets

You can create datasets from Microsoft Excel spreadsheets (XLSX and XLS), CSV files, and TXT files. The maximum file size you can upload is 250 MB and the data column limit for a single file is 250 columns.

You can upload and use files from your computer, or from Dropbox or Google Drive data source connections.

When you upload a file, you can use it only in the dataset that you uploaded it to. Because Oracle Analytics doesn't store an uploaded file, you must upload the file again to include it in another dataset.

### Formatting Rules for Excel Spreadsheet Files

- Tables start in Row 1 and Column 1 of the Excel file.
- Tables have a regular layout with no gaps, repeated column names, or inline headings. An example of an inline heading is one that's repeated on every page of a printed report.
- Tables don't contain pivoted data.
- Row 1 contains the unique names of the columns in the table.
- Row 2 and greater contain the data for the table.
- Data in a column is of the same type. For example, don't use a phone number column to hold email addresses.
- Data is at the same granularity.

### Character Set Encoding Rules for CSV and TXT Files

- Encode source files using UTF-8.
- Before you edit your files, configure your text editor to use the appropriate font and script (or subset).

## Create a Dataset from a File Uploaded from Your Computer

You can upload Excel spreadsheets (XLSX or XLS), CSV files, and TXT files from your computer to create a dataset.

Confirm that the file that you want to upload meets these requirements:

- The file is either an Excel spreadsheet in .XLSX or .XLS format, a CSV file, or a TXT file.
- The spreadsheet contains no pivoted data.

- The spreadsheet is structured properly for import and use as a dataset. See [About Files for Datasets](#).
1. On the Home page, click **Create** and then click **Dataset**.
  2. In the Create Dataset dialog, either drag and drop a file to the dialog, or click **Drop data file here or click to browse** to browse your computer for a file to upload.
  3. In the Create Dataset page's **Name** field, provide a name for the dataset table created from the file.
  4. Optional: If you're uploading a CSV or TXT file, then in the **Separated By**, **Thousand Separator**, and **Decimal Separator** fields, confirm or change the default delimiters.  
  
To specify a custom delimiter, choose Custom in the **Separated By** field and enter the character you want to use as the delimiter. In the CSV or TXT file, a custom delimiter must be one character. The following example uses a pipe (|) as a delimiter: Year|Product|Revenue|Quantity|Target Revenue| Target Quantity.
  5. Click **OK** to upload the file and create the dataset.

## Create a Dataset From a File Uploaded from Dropbox, Google Analytics, or Google Drive

You can upload Excel spreadsheets (XLSX or XLS), CSV files, and TXT files from Dropbox, Google Analytics, or Google Drive and use them to create datasets.



### Note:

Files aren't available to create or include in a dataset with multiple tables.

Before you create the dataset, confirm that the connection you need exists.

Confirm that the file that you want to upload meets these requirements:

- The file is either an Excel spreadsheet in .XLSX or .XLS format, a CSV file, or a TXT file.
  - The spreadsheet contains no pivoted data.
  - The spreadsheet is structured properly for import and use as a dataset. See [About Files for Datasets](#).
1. On the Home page, click **Create** and then click **Dataset**.
  2. In the Create Dataset dialog, select a connection.
  3. Browse for and select the file that you want to upload.
  4. In the preparation canvas, provide a name for the dataset.
  5. If you're uploading a CSV or TXT file, then in the **Separated By**, **Thousand Separator**, and **Decimal Separator** fields, confirm or change the default delimiters.

To specify a custom delimiter, choose Custom in the **Separated By** field and enter the character you want to use as the delimiter. In the CSV or TXT file, a custom delimiter must be one character. The following example uses a pipe (|) as a delimiter: Year|Product|Revenue|Quantity|Target Revenue| Target Quantity.

6. Click **Add** to upload the file and create the dataset.

## Create Visualizations

Create visualizations of data to include in KPIs.

### Topics:

- [Build a Visualization by Adding Data from the Data Panel](#)
- [Automatically Create the Best Visualization](#)
- [Use the Grammar Panel to Add Data to the Visualization](#)
- [Use the Assignment Panel to Add Data to the Visualization](#)
- [Change Visualization Types](#)
- [Sort Data in Visualizations](#)
- [Sort, Drill, and Select Data in Visualizations](#)
- [About Synchronizing Visualizations in a Canvas](#)
- [Update Canvas Properties](#)
- [Adjust Visualization Properties](#)
- [Add Reference Lines to Visualizations](#)
- [Format Numeric Values of Columns](#)
- [Format Numeric Values of Visualizations](#)
- [Transform Data Using Column Menu Options](#)
- [Transform Data Using Column Menu Options](#)
- [Convert Text Columns to Date or Time Columns](#)
- [Apply Color to Visualizations](#)

## Build a Visualization by Adding Data from the Data Panel

This topic describes how to add data to a visualization.

### Topics:

- [Automatically Create the Best Visualization](#)
- [Use the Grammar Panel to Add Data to the Visualization](#)
- [Use the Assignment Panel to Add Data to the Visualization](#)

## Automatically Create the Best Visualization

You can automatically create the best visualization on the canvas based on a set of data elements.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. To automatically create a visualization on the canvas, do one of the following:
  - Drag data elements from the Data Panel and drop them directly onto the canvas.

- Right-click data elements on the Data Panel and click **Create Best Visualization**.
- Double-click data elements to add them to the canvas.

A visualization is automatically created on the canvas, and the best visualization type is selected based on the preconfigured logic. The selected data element is also positioned on a specific area of the Grammar Panel. For example, if you add a revenue measure to the canvas, the data element is placed in the Values area of the Grammar Panel, and **Tile** is selected as the visualization type.

3. Continue adding data elements directly to the canvas to build your visualization.

The visualization type and the position of the data elements on the Grammar Panel might change when you add more data elements to the canvas.

You turn off the mode to automatically create visualizations when you perform actions such as:

- Changing the visualization properties such as type.
- Adding or removing analyses from the Analytics tab in the Data Panel.
- Dropping a data element onto a specific area of the Grammar Panel or Assignments Pane.
- Changing the filter setting.

When the automatically create visualization mode is turned off, you can select the wizard icon or **Auto Visualization** in the visualization type list to turn on the automatically create mode.

## Use the Grammar Panel to Add Data to the Visualization

After you've selected the datasets for your workbook, you can begin to add data elements such as measures and attributes to visualizations.

If you haven't already created a visualization, you need to create one. See [Create a Workbook and Add Visualizations](#).

You can select compatible data elements from the datasets and drop them onto the Grammar Panel in the Visualize canvas. Based on your selections, visualizations are created on the canvas. The Grammar Panel contains sections such as Columns, Rows, Values, and Category.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. If you created a workbook, then add a dataset to it.
3. Use one of the following methods to add data elements to the Grammar Panel:

You can only drop data elements based on attribute and type onto a specific Grammar Panel section.

- Drag and drop one or more data elements from the Data Panel to the Grammar Panel in the Visualize canvas.  
The data elements are automatically positioned, and if necessary the visualization changes to optimize its layout.
- Replace a data element by dragging it from the Data Panel and dropping it over an existing data element.

- Swap data elements by dragging a data element already inside the Visualize canvas and dropping it over another data element.
- Reorder data elements in the Grammar Panel section (for example, Columns, Rows, Values) to optimize the visualization, if you've multiple data elements in the Grammar Panel section.
- Remove a data element by selecting a data element in the Grammar Panel, and click **X**.

## Use the Assignment Panel to Add Data to the Visualization

You can use the Assignment Panel to help you position data elements in the optimal locations for exploring content.

A workbook must contain one or more datasets before you can add data elements to the Assignment Panel. The sections in the Assignment Panel are the same as in the Grammar Panel.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select a visualization on the canvas.

Alternatively, drag and drop a data element to the blank canvas or between visualizations on the canvas to create a new visualization.

3. Drag a data element to the visualization (but not to a specific drop target); you'll see a blue outline around the recommended assignments in the visualization.

Hover the data element on the Assignment Panel to identify other valid assignments.

4. Drop the data element on the selected assignment.

To display the Assignment Panel, click **Show Assignments** on the visualization toolbar.

## Change Visualization Types

You can change visualization types to best suit the data you're exploring.

When you create a workbook and add data elements to the canvas, Auto Visualization mode chooses the most appropriate visualization type based on the selected data element. The Auto Visualization mode is on (selected) by default. If you add more data elements, the visualization type is automatically updated, and the best type is selected based on the data elements.

If you want to use a different visualization type, then you need to select it from the visualization type list. When you change the visualization type, Auto Visualization mode is turned off. When the Auto Visualization mode is off (deselected), adding more data elements to the canvas won't change the visualization type automatically.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select a visualization on the canvas, and on the visualization toolbar, click **Change Visualization Type**.
3. Select a visualization type. For example, select Treemap to change the visualization type from Pivot to Treemap.

When you change the visualization type, the data elements are moved to matching drop target names. If an equivalent drop target doesn't exist for the new visualization type,

then the data elements are moved to a Grammar Panel section labeled **Unused**. You can then move them to the Grammar Panel section you prefer.

## Sort Data in Visualizations

Sometimes you're working with a lot of data in visualizations. To optimize your view of that data in the workbook's visualization canvas, you need to sort it.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, do one of the following:
  - In the main editing panel, right click the data element you want to sort, hover over **Sort By** next to the element label, and select a sorting option (for example, Low to High, High to Low, None).
  - In the Visualization Grammar Panel, right click the data element you want to sort, hover over **Sort By** then click a sorting option (for example, Low to High, A to Z, None).

## Sort, Drill, and Select Data in Visualizations

You can narrow your focus to explore certain aspects of your data by sorting, drilling, and selecting data.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select a visualization and click **Menu**.
3. Select one of the following:
  - Click **Sort By** and then select **Custom**, or click **Sort** in the visualization tool bar to display the Sort Order dialog where you can sort one or more attributes in a visualization. You can create and view sorts, define sort attributes, arrange the sort order for multiple sorts, and view and resolve sort conflicts. You can also sort an attribute by a measure column that isn't used in the visualization.  
If the table includes subtotals or contains a dimension, then all column sorts on columns after the subtotal or dimension, are sorted in the subtotal group.  
If you're working with a table view with multiple sorts, then the system always sorts the last column that you sorted first. In some cases where specific values display in the left column, you can't sort the center column. For example, if the left column is Product and the center column is Product Type, then you can't sort the Product Type column. To work around this issue, swap the positions of the columns and try to sort again.
  - Click **Drill** to create a drill to a data element, and to create a drill through hierarchies in data elements, for example you can create a drill to weeks within a quarter. You can also create drills using multiple data elements. For example, you can select two separate year members that are columns in a pivot table, and drill into those members to see the details.
  - Click **Drill to [Attribute Name]** to directly drill to a specific attribute within a visualization.

- Click **Keep Selected** to keep only the selected members and remove all others from the visualization and its linked visualizations. For example, you can keep only the sales that are generated by a specific sales associate.
- Click **Remove Selected** to remove selected members from the visualization and its linked visualizations. For example, you can remove the Eastern and Western regions from the selection.

## About Synchronizing Visualizations in a Canvas

You can specify whether or not to synchronize Visualizations in a canvas.

You use the **Synchronize Visualizations** setting to specify how the visualizations on your canvas interact. By default, visualizations are linked for automatic synchronization.

When **Synchronize Visualizations** is set to **On**, and you add or remove data values from a visualization, this automatically adds or removes the values in corresponding visualizations. When **Synchronize Visualizations** is set to **Off**, this unlinks your visualizations and turns off automatic synchronization.

When **Synchronize Visualizations** is **On**, then all filters on the filter bar and actions that create filters (such as Drill) apply to:

- All the visualizations in a canvas with a single dataset.
- All the visualizations of joined datasets with multiple datasets.

If a data element from a dataset is specified as a filter but isn't matched with the joined datasets, then the filter only applies to the visualization of the dataset that it was specified for.

When you hover the mouse pointer over a visualization to see the filters applied to the visualization, any filter that isn't applied to the visualization is grayed out.

Any visualization-level filters are applied only to the visualization.

When **Synchronize Visualizations** is set to **Off**, then analytic actions such as Drill affect only the visualization to which you applied the action.

## Update Canvas Properties

You can use the canvas properties to perform many different tasks. For example, change the layout, set brushing, or configure canvas refresh settings.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Right-click a canvas tab and click **Canvas Properties**.
3. Update the canvas properties.
4. Click **Save**.

## Adjust Visualization Properties

You can customize how the visualizations in your workbook look and function. For example, the legend's location, number format, and font used in titles and labels.


The tabs and fields displayed depend on the type of visualization that you're working with.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, select a visualization.  
The visualization's properties display in the Properties pane.
3. Use the tabs in the Properties pane to adjust the visualization's properties as needed.

## Add Reference Lines to Visualizations

You can use advanced analytics reference lines to identify the range of data element values in a visualization.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Data Panel, click the **Analytics** icon .
3. Drag and drop **Reference Line** into a visualization. Alternatively, you can double-click **Reference Line** to add it to the selected visualization.
4. In the properties pane select the **Analytics** tab.
5. In the **Method** row, click the value to select **Line** or **Band**.
6. Click the current reference **Function** and select the value that you want to use.
  - When you choose the **Line** method, select a reference function, and enter appropriate values if required.
  - When you choose the **Band** method, select one or more reference functions, and enter appropriate values if required.
7. Click **Save**.

Based on the selected **Method** or reference **Function**, a line is displayed in the visualization to highlight the value.

## Format Numeric Values of Columns

You can format numeric values of a column in your visualizations using a wide range of ready-to-use formats. For example, you might change the aggregation type from Sum to Average.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Data Panel, select the column.
3. In the properties pane for the selected column, use the **General** or **Number Format** tabs to change the numeric properties.
  - **General** - Change the column name, data type, treat as (measure or attribute), and aggregation type.  
For example, to change how a number is aggregated, use the **Aggregation** option.
  - **Number Format** - Change the default format of a number column.



4. Click **Save**.

## Format Numeric Values of Visualizations

You can format numeric properties of a visualization using a wide range of ready-to-use formats. For example, you might change the aggregation type from Sum to Average.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Click **Visualize** and select a visualization.
3. In the properties pane for the selected visualization, use the **Values** tab to change the numeric properties.

For example, to change how a number is aggregated, use the **Aggregation Method** option.

4. Click **Save**.

## Transform Data Using Column Menu Options

You can use column menu options to transform data. For example, you might convert text to uppercase or trim leading and trailing spaces from data.

If you don't apply the transformation script and close the workbook or the dataset, you lose all the data transform changes you've performed.

1. On the Home page, open a dataset or workbook.
  - Select the dataset, click the **Actions menu**, and then select **Open**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.
  - Select the workbook that contains the dataset, click the **Actions menu**, select **Open**, then click **Data**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.

 **Note:**

Oracle Analytics displays a Data Diagram for single-table datasets or a Join Diagram for multi-table datasets.

2. In the Preview data panel, select a column to transform.
3. Click **Options**, and select a transformation option (for example, **Uppercase** or **Trim**).  
Oracle Analytics adds a step to the **Preparation Script** panel.
4. To save your data preparation changes and apply them to your data, click **Save Dataset**.  
If you're working with a single table dataset or a file-based dataset, click **Apply Script**.

## Adjust the Display Format of a Date or Number Column

You can adjust the display format and granularity level of a date column.

For example, you might want to change the format of a transaction date column from November 1, 2017 to 2017-11-01, or change the level of granularity from year to month.

1. On the Home page, open a dataset or workbook.
  - Select the dataset, click the **Actions menu**, and then select **Open**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.
  - Select the workbook that contains the dataset, click the **Actions menu**, select **Open**, then click **Data**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.

 **Note:**

Oracle Analytics displays a Data Diagram for single-table datasets or a Join Diagram for multi-table datasets.

2. Hover over the column you'd like to edit and click **Options**.
3. To change the format of a date column, click **Convert to Date**, then click **Source Format** and select the format you want to use in the visualization.
4. To change the format of a number column, click **Edit**, and use functions in the functions library to change the format.

For example, to round up a number column `DISCOUNT_VALUE` from two decimal places to no decimal places, specify `ROUND(DISCOUNT_VALUE, 0)`.
5. Click **Add Step**.

Oracle Analytics adds a step to the Preparation Script panel.
6. To save your data preparation changes and apply them to your data, click **Save Dataset**.

If you're working with a single table dataset or a file-based dataset, click **Apply Script**.

## Convert Text Columns to Date or Time Columns

You can convert any text column to a date, time, or timestamp column.

For example, you can convert an attribute text column to a true date column.

1. On the Home page, open a dataset or workbook.
  - Select the dataset, click the **Actions menu**, and then select **Open**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.
  - Select the workbook that contains the dataset, click the **Actions menu**, select **Open**, then click **Data**. In the Data Diagram or Join Diagram, right-click a data source and click **Open** to display the transform editor.

 **Note:**

Oracle Analytics displays a Data Diagram for single-table datasets or a Join Diagram for multi-table datasets.

2. Hover over the column that you want to convert.

3. Click **Options** and select one of the conversion options, for example, **Convert to Number**, or **Convert to Date**.  
Oracle Analytics adds a step to the Preparation Script panel.
4. To save your data preparation changes and apply them to your data, click **Save Dataset**.  
If you're working with a single table dataset or a file-based dataset, click **Apply Script**.  
The changes you make apply to all workbooks using that data source.

## Apply Color to Visualizations

Use color to enhance your visualizations. For example, you might change the default color pallet for analyses in a workbook.

### Topics:

- [About Color Assignments in Visualizations](#)
- [Access Color Options](#)
- [Change the Color Palette](#)
- [Assign Colors to Columns](#)

## About Color Assignments in Visualizations

You can work with color to make visualizations more attractive, dynamic, and informative. You can color a series of measure values (for example, Sales or Forecasted Sales) or a series of attribute values (for example, Product and Brand).

Your color choices are shared across all visualizations on the canvas, so if you change the series or data point color in one visualization, then it appears on the other visualizations.

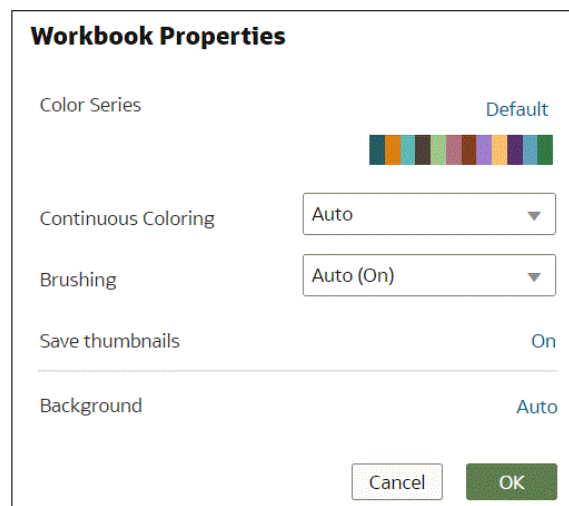
The **Visualize** canvas has a Color section in the Grammar Panel where you can put a measure column, attribute column, or set of attributes columns. The canvas assigns color to the columns that are included in the Color section:

- When a measure is in the Color section, then you can select different measure range types (for example, single color, two color, and three color) and specify advanced measure range options (for example, reverse, number of steps, and midpoint).
- When you've one attribute in the Color section, then the stretch palette is used by default. Color palettes contain a set number of colors (for example, 12 colors), and those colors repeat in the visualization. The stretch palette extends the colors in the palette so that each value has a unique color shade.
- If you've multiple attributes in the Color section, then the hierarchical palette is used by default, but you can choose to use the stretch palette, instead. The hierarchical palette assigns colors to groups of related values. For example, if the attributes in the Color section are Product and Brand and you've selected Hierarchical Palette, then in your visualization, each brand has its own color, and within that color, each product has its own shade.

## Access Color Options

You can set color options for your workbook and for individual visualizations within your workbook.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. If you want to edit color options for the whole workbook:
  - a. Click **Menu** on the workbook toolbar and select **Workbook Properties**.
  - b. Use the **General** tab to edit the color series or continuous coloring.
3. If you want to edit color options for a visualization.
  - a. Select the visualization and click **Menu** or right-click.
  - b. Select **Color**. The available color options depend on how the measures and attributes are set up in your visualization.



- c. You can experiment with visualization colors and select **Reset Visualization Colors** to revert to the original colors.
- d. Select **Stretch Palette** to turn this option on or off. Color palettes have a set number of colors, and if your visualization contains more values than the number of color values, then the palette colors are repeated. Use the Stretch Palette option to expand the number of colors in the palette. Stretch coloring adds light and dark shades of the palette colors to give each value a unique color. For some visualizations, stretch coloring is used by default.

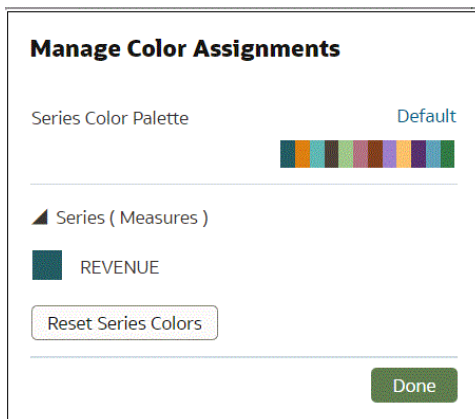
## Change the Color Palette

You can switch between the various color palettes until you find the one you want.

Each color palette contains 12 colors that you can apply to a visualization.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.

2. Select a visualization to change the color palette for.
3. Click **Menu** or right-click and select **Color**, then select **Manage Assignments**.
4. Locate the **Series Color Palette** and click the color palette that's currently used in the visualization (for example, Default or Alta).

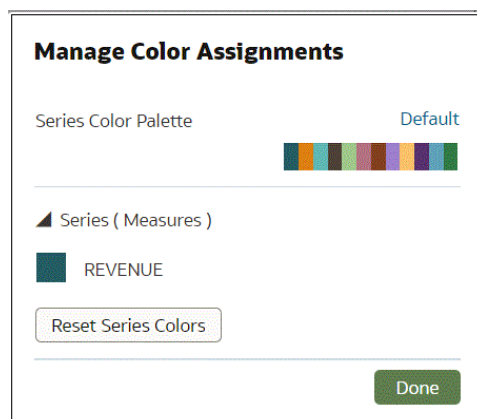


5. From the list, select the color palette that you want to apply to the visualization.

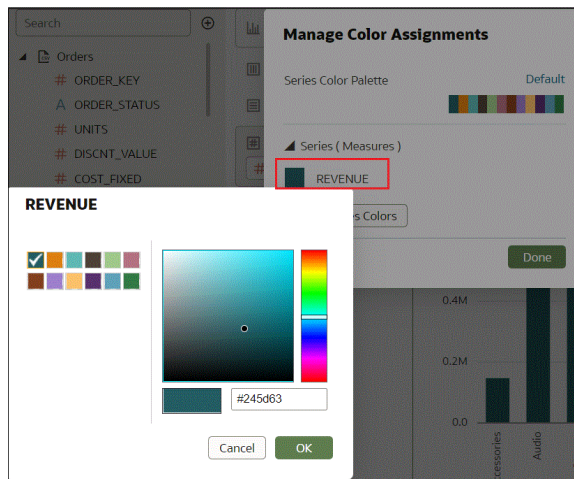
## Assign Colors to Columns

Instead of using the palette's default colors, you can choose specific colors to fine-tune the look of your visualizations.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select the visualization that you want to manage the colors for.
3. Click **Menu** on the visualization toolbar or right-click and select **Color**, then select **Manage Assignments**.
4. If you're working with a measure column, you can do the following:
  - Click the box containing the color assigned to the measure. From the color picker dialog, select the color that you want to assign to the measure. Click **OK**.
  - Specify how you want the color range to be displayed for the measure (for example, reverse the color range, pick a different color range, and specify how many shades you want in the color range).



5. If you're working with an attribute column, then click the box containing the color assignment that you want to change. From the color picker dialog, select the color that you want to assign to the value. Click **OK**.



## Create and Apply Filters

Use filters to focus on the data that is most meaningful.

### Topics:

- [Typical Workflow to Create and Apply Filters](#)
- [About Filters and Filter Types](#)
- [Apply Date Range Filters](#)
- [Apply Expression Filters](#)
- [Apply List Filters](#)
- [Create On-Canvas Filters](#)
- [Apply Range Filters](#)
- [Apply Top Bottom N Filters](#)
- [Filter Data in a Workbook](#)
- [Create Filters on a Visualization](#)
- [How Datasets Interact with Filters](#)
- [About Automatically Applied Filters](#)
- [How the Number of Datasets Affects Filters](#)
- [Apply Relative Time Filters](#)
- [Move Filter Panels](#)

## Typical Workflow to Create and Apply Filters

Here are the common tasks for creating and applying filters to projects, visualizations, and canvases.

Task	Description	More Information
Choose the appropriate filter type	Filter types (Range, Top / Bottom N filter, List, Date, and Expression) are specific to either a project, visualization, or canvas.	<a href="#">Apply Range Filters</a> <a href="#">Apply Top Bottom N Filters</a> <a href="#">Apply List Filters</a> <a href="#">Apply Date Range Filters</a>
Create filters on projects and visualizations	Create filters on a project or visualization to limit the data displayed and focus on a specific section or category.	<a href="#">Filter Data in a Workbook</a> <a href="#">Create Filters on a Visualization</a>
Build and use expression filters	You can build and use expression filters to define more complex filters using SQL expressions.	<a href="#">Apply Expression Filters</a>
Set visualization interaction properties	Define how you want visualizations to affect each other.	<a href="#">How Datasets Interact with Filters</a>

## About Filters and Filter Types

Filters reduce the amount of data shown in visualizations, canvases, and workbooks.

The Range, List, Date, and Expression filter types are specific to either a visualization, canvas, or workbook. Filter types are automatically determined based on the data elements you choose as filters, but you can also switch to select another compatible filter type.

- **Date filters** - Use calendar controls to adjust time or date selections. You can either select a single contiguous range of dates, or you can use a date range filter to exclude dates within the specified range. See [Apply Date Range Filters](#).
- **Expression filters** - Let you define more complex filters using SQL expressions. See [Apply Expression Filters](#).
- **List filters** - Applied to data elements that are text data types, number data types that aren't aggregatable, and date data types. List filters are applied to the whole canvas or to a specific visualization on the canvas. See [Apply List Filters](#).
- **On-canvas filters** - Applied to attribute data elements. This filter type is added to and displays on the canvas and allows users to choose how to filter visualizations on the canvas. S.
- **Range filters** - Generated for data elements that are number data types and that have an aggregation rule set to something other than none. Range filters are applied to data elements that are measures, and that limit data to a range of contiguous values, such as revenue of \$100,000 to \$500,000. Or you can create a range filter that excludes (as opposed to includes) a contiguous range of values. Such exclusive filters limit data to noncontiguous ranges (for example, revenue less than \$100,000 or greater than \$500,000). See [Apply Range Filters](#).
- **Top and bottom filters** - Applied to measure and attribute data elements. You can specify whether to filter by top or bottom, specify the number of items to display, and which measure or attribute to limit by. See [Apply Top Bottom N Filters](#).

## Apply Date Range Filters

Date range filters use calendar controls to adjust time or date selections. You can select a single contiguous range of dates, or use a date range filter to exclude dates within the specified range.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, select a filter from the filter bar or on-canvas filter to view the Calendar Date list.
3. In **Start**, select the date that begins the range that you want to filter.  
Use the **Previous** arrow and **Next** arrow to move backward or forward in time, or use the drop-down lists to change the month or year.
4. In **End**, select the date that ends the range that you want to filter.
5. Optional: To remove all dates for a filter in the filter bar, right-click the filter and select **Clear Filter Selections**.
6. Click outside of the filter to close the filter panel.

## Apply Expression Filters

Using expression filters, you can define more complex filters using SQL expressions. Expression filters can reference zero or more data elements.

For example, you can create the expression filter "Sample Sales"."Base Facts"."Revenue" < "Sample Sales"."Base Facts"."Target Revenue". After you apply the filter, you see the items that didn't achieve their target revenue.

You create expressions using the Expression Filter panel. You can drag and drop data elements to the Expression Filter panel and then choose functions to apply. Expressions are validated for you before you apply them.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, go to the filter bar and click **Add Filter** and then select **Add Expression Filter**.
3. In the Expression Filter panel, compose an expression in the **Expression** field.
4. In the **Label** field, give the expression a name.
5. Click **Validate** to check if the syntax is correct.
6. When the expression filter is valid, then click **Apply**. The expression applies to the visualizations on the canvas.



## Apply List Filters

You apply list filters to text, non-aggregatable numbers, and dates, and you can choose which members to include or exclude from the filter.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, select a filter from the filter bar, or select an on-canvas filter to view the Selections list.
3. Locate the member you want to include and click it to add it to the Selections list. Alternatively, use the **Search** field and the **Search Options Menu** to find a member you want to add to the filter. Use the wildcards \* and ? for searching.
4. Optional: Perform the following actions related to the Selections list:
  - Click a member to remove it from the list.
  - Click the eye icon next to a member to filter it out, but not remove it from the list.
  - Click **Menu** at the top, and select **Exclude Selections** to exclude members from the list.
  - Click **Null** to include members with null values in the list.
  - Click **Add** to add all members to the list.
  - Click **Clear** to remove all members from the list.
5. Click outside of the filter to close the filter panel.

## Create On-Canvas Filters

You can add a filter directly to the canvas so that users can filter the data for some or all of the visualizations on the canvas. On-canvas filters are displayed in the Visualize canvas, Present canvas, and in presentation mode, and are available for date, measure, and attribute columns.

By default the on-canvas filter's values are limited by other filters (report, canvas, on-canvas, and visualization filters). You can use the Properties pane to modify how the filters interact.

1. On the Home page, select a workbook, click the **Action Menu**, and then select **Open**.
2. Click the **Visualize** tab.
3. In the Data Elements panel, select a date, attribute, or measure to use as a filter on the canvas, and then drag it to the canvas to create a new visualization.
4. On the visualization's toolbar, click **Change Visualization Type** and select **List Box**.
5. Optional: In the on-canvas filter's list box Properties pane, select the General tab and click **Type** to specify the on-canvas filter type for:
  - **Dates** - List, Date Range (default), Relative Time  
When you select Date Range or Relative Time, then Multi Select and Default Value on-canvas filter properties aren't available.
  - **Measures** - Measure Range (default), Top Bottom N  
When you select Measure Range or Top Bottom N, then Multi Select and Default Value on-canvas filter properties aren't available.

- **Attributes** - List (default), Top Bottom N  
When you select Top Bottom N, then Multi Select and Default Value on-canvas filter properties aren't available.
6. Optional: In the on-canvas filter list box Properties pane, click the General tab and adjust how you want the filter to display (for example, **Title, Label, Align**).
  7. Select the on-canvas filter and set the filter values. How you set filter values depends upon the data type that you're filtering.
  8. Optional: In the on-canvas filter's list box Properties pane, click the Filters tab, and specify how you want the on-canvas filter to interact with the canvas and visualization filters and which items on the canvas to apply the filter to.

## Apply Range Filters

You use Range filters for data elements that are numeric data types and have an aggregation rule set to something other than none.

Range filters are applied only to measure columns and limits data to a range of contiguous values, such as revenue of \$100,000 to \$500,000. Alternatively, you can create a range filter that excludes (as opposed to includes) a contiguous range of values. Such exclusive filters limit data to two noncontiguous ranges (for example, revenue of less than \$100,000 or greater than \$500,000).

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, go to the filter bar or on-canvas filter, and click the filter to view the Range list.
3. In the Range list, click **By** to view the selected list of Attributes. You can perform any of the following steps:
  - Click a member to remove or add it to the selected list.
  - Click the **Plus (+)** icon to add a new member to the selected list.
  - Set the range that you want to filter on by moving the sliders in the histogram.
4. Click outside of the filter to close the filter panel.

## Apply Top Bottom N Filters

Use the Top Bottom N filter to filter a measure or attribute and display its highest or lowest values.

1. To apply the Top Bottom N filter to the canvas and all visualizations in the workbook:
  - a. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
  - b. In the Data panel of the visualization, select the attribute or measure that you want to filter on and drag and drop it to the filter bar.
  - c. Click the filter menu and select **Filter Type**, then click **Top Bottom N**. You can only convert a range filter to Top Bottom N filter.

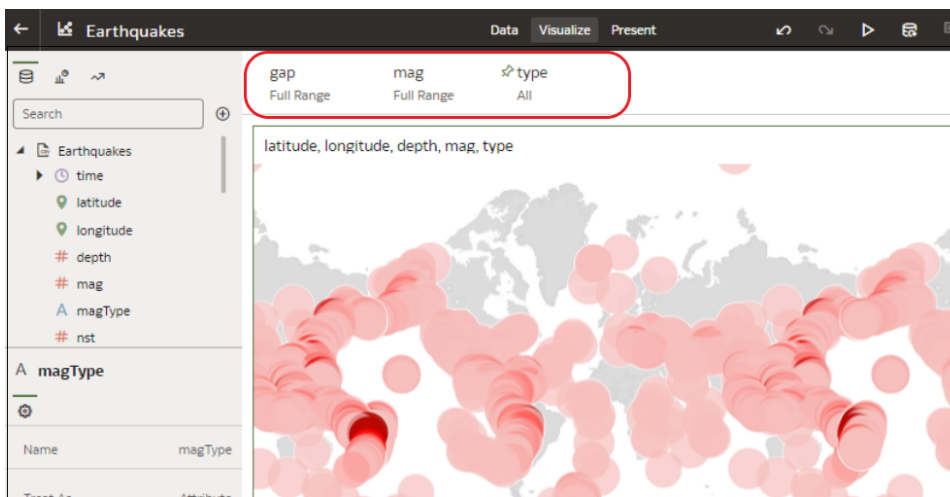
2. To apply the Top Bottom N filter to a specific visualization in the workbook:
  - a. In the canvas, select the visualization that you want to filter.
  - b. In the Data Panel, locate the attribute or measure that you want to filter on and drag and drop it to the Filter drop target in the Grammar Panel.
  - c. In the Filter drop target, click the attribute or measure's name, hover over the **Filter Type** option, then click **Top Bottom N**.
3. To apply the Top Bottom N filter to an on-canvas filter:
  - a. With the canvas selected, go to the Data Panel and click **Visualizations**, then click the **List Box** filter.
  - b. In the Data Panel, locate the attribute or measure that you want to filter on, and drag and drop it to the List Box visualization that you just created.
  - c. In the General Properties tab for the List Box, scroll down and select **Type**, and then click **Top Bottom N**.
4. To change the filter method (top or bottom), go to the **Method** value and click Top or Bottom to choose the method you want.
5. To specify the number of rows that are displayed, click the **Count** field and enter the number of rows.
6. To change which attribute or measure column to limit by, click the **By** field and select an attribute or measure or custom calculation included on the canvas. Or click **Plus (+)** to locate and select the attribute or measure or metric that you want to limit by.
7. Click outside of the filter to close the filter panel.

## Filter Data in a Workbook

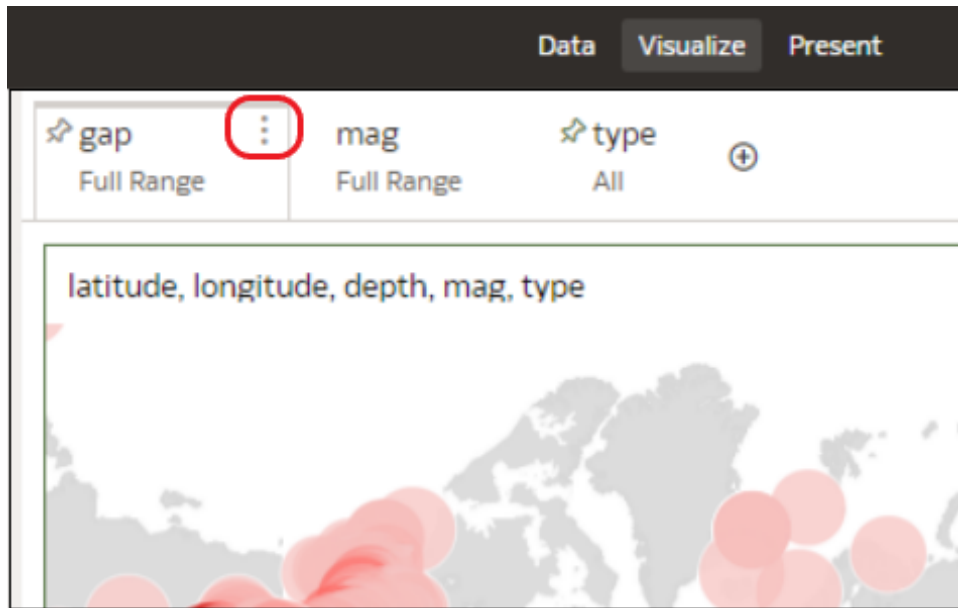
Use filters in a workbook to limit the data that you visualize. For example, you might filter by Month and visualize data only for January, February, and March.

You can apply filters to one visualization, all visualizations in a canvas, or all canvases in a workbook.

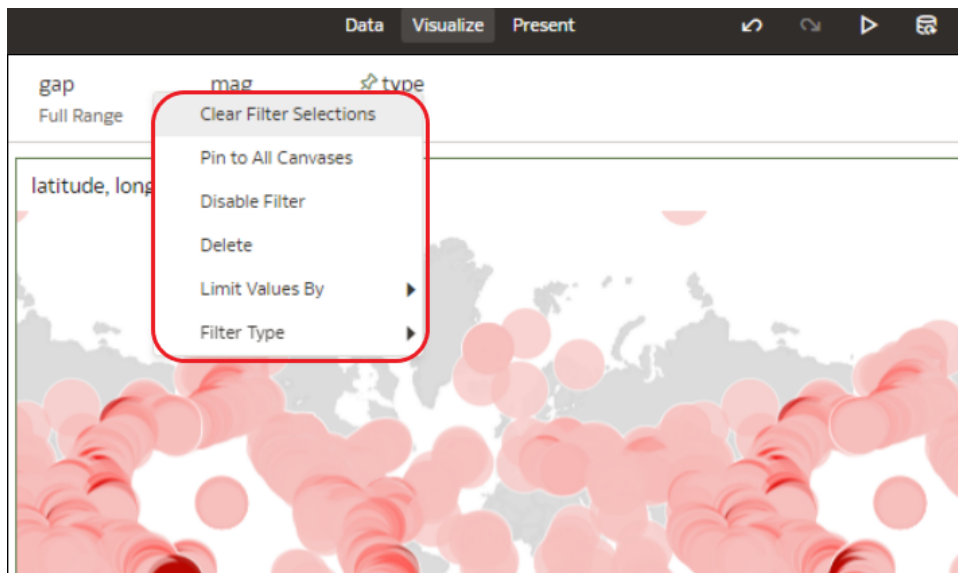
1. On the Home page, select a workbook, click the **Actions menu**, then select **Open**.
2. Navigate to a canvas, and display the Visualize pane.
3. Use the filter bar to update existing filters.



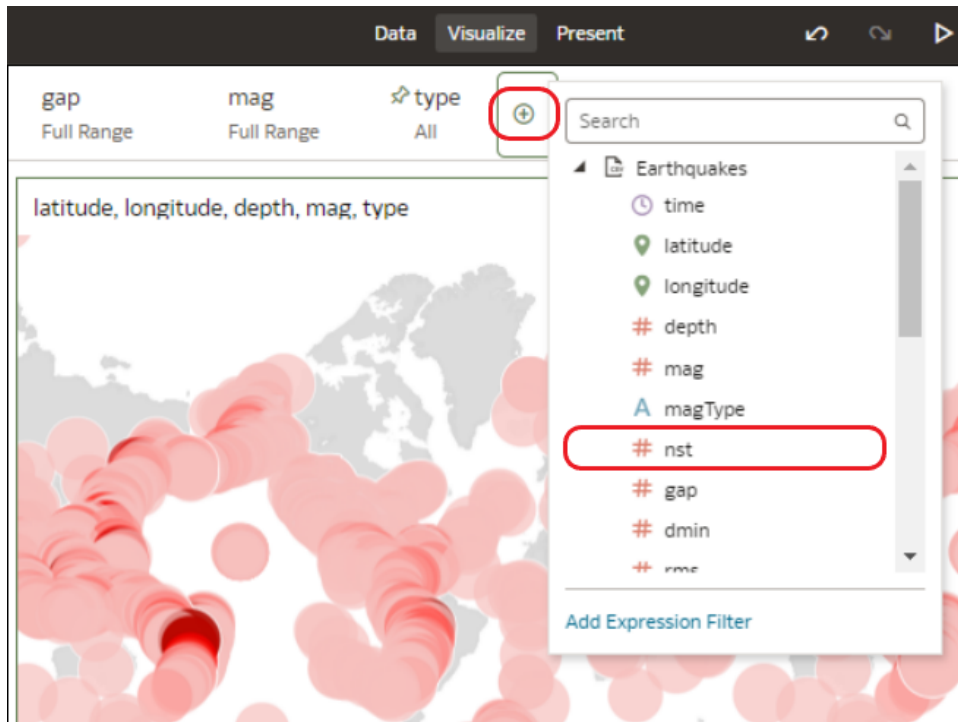
- To edit an existing filter, hover over the filter, then click **Menu**.



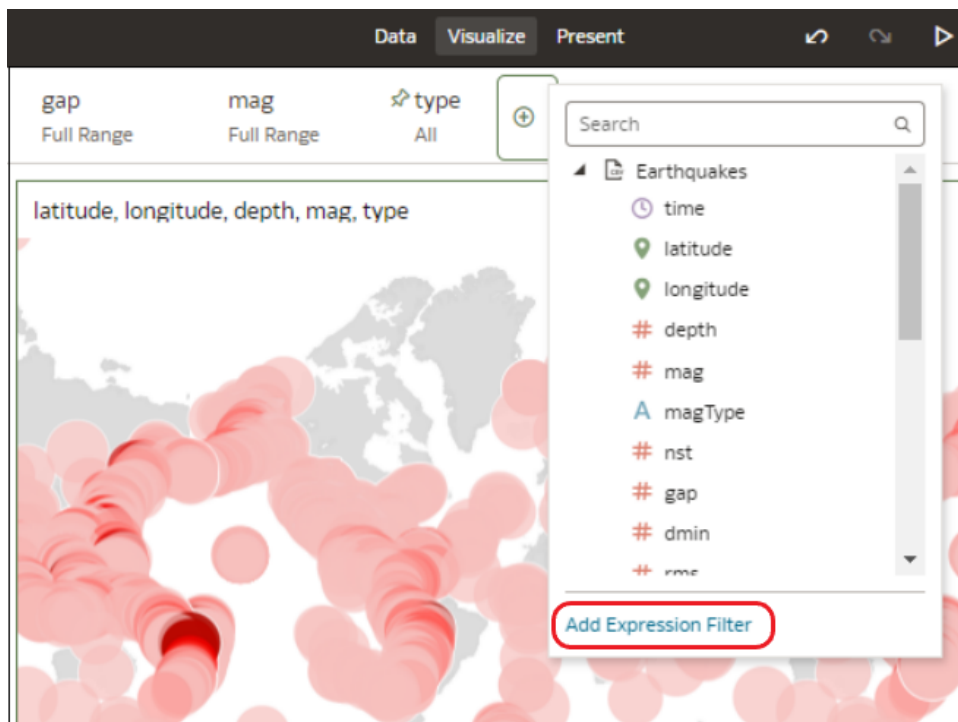
Use the options to configure that filter (for example, you might clear filter selections, pin it to all canvases in the workbook, disable it, or change the filter type).



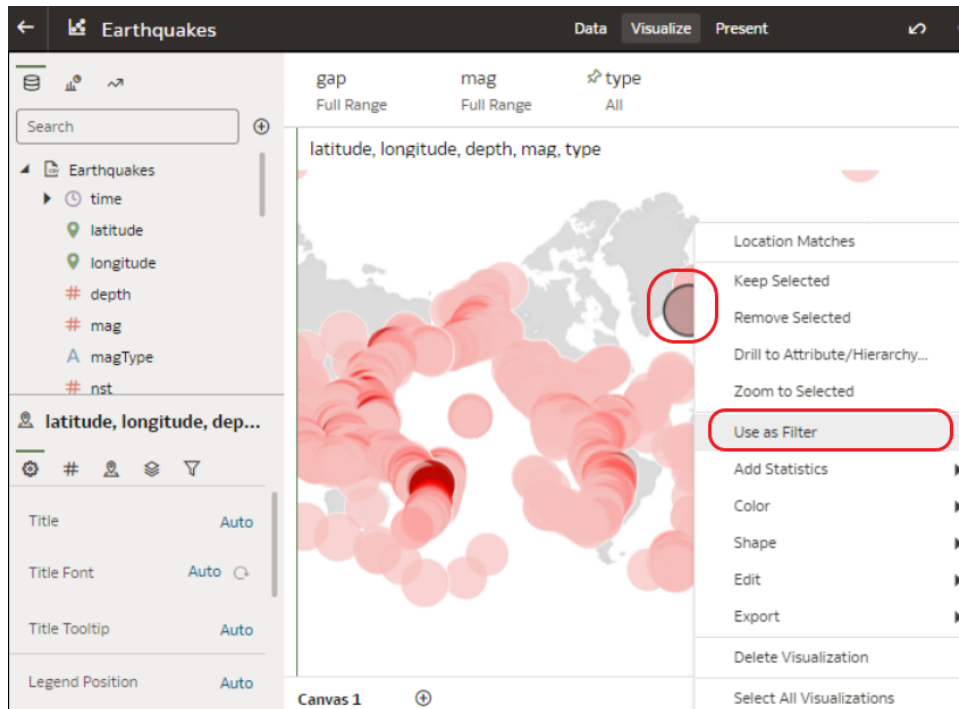
- To add a filter, click **Add Filter (+)**, and select a data element.



- To add a complex filter using an expression (for example,  $\text{field1} + \text{field2} > 100$ ), click **Add Filter (+)**, then click **Add Expression Filter**.



- To apply a filter to all canvases in a workbook, hover over the filter, click **Menu**, then select **Pin to All Canvases**.
- To filter on a visualization element, right-click the element and select **Use as Filter**.

**Notes:**

- Filters are applied automatically unless you turn this option off the **Auto-Apply Filters** option (click the filter bar menu or right-click and select **Auto-Apply Filters**). When turned off, click **Apply** on individual filters apply them.
- If your workbook contains multiple datasets and some aren't joined, then there are restrictions for how you can use filters. Any visualization that doesn't use the data element of the filter is grayed out.
- You can add filters to an individual visualization.
- You can't specify data elements of a dataset as a filter of other datasets, if the two datasets aren't joined.
- To select an alternative compatible filter type, click the filter **Menu** and hover the mouse pointer over the **Filter Type** option.
- Click the filter **Menu** and hover the mouse pointer over the **Limit Values By** option to specify how the filter interacts with the other filters in the filter bar. Note the following:
  - By default, the **Auto** option causes the filter to limit other related filters in the filter bar.  
For example, if you've filters for Product Category and Product Name, and if you set the Product Category filter to Furniture and Office Supplies, then the options in the Product Name filter value pick list is limited to the product names of furniture and office supplies. You can select **None** to turn this limit functionality off.
  - You can specify any individual filter in the filter bar that you don't want to limit.  
For example, if you have filters for Product Category, Product Sub Category, and Product Name, and in the **Limit Value By** option for the Product Category filter you click Product Sub Category, then the product subcategory filter

shows all values and not a list of values limited by what you select for Product Category. However, the values shown for Product Name is limited to what you select for Product Category.

## Create Filters on a Visualization

You can add filters to limit the data that's displayed in a specific visualization on the canvas.

If a workbook contains multiple datasets and some aren't joined, then there are restrictions for how you can use filters. Any visualization that doesn't use the data element of the filter is grayed out.

Visualization filters can be automatically created by selecting **Drill** on the visualization's **Menu** when the **Synchronize Visualizations** option is turned off in the **Canvas Properties** dialog.

Instead of or in addition to adding filters to an individual visualization, you can add filters to the workbook or to an individual canvas. Any filters included on the canvas are applied before the filters that you add to an individual visualization.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select the visualization that you want to add a filter to.
3. Drag and drop one or more data element from the Data Panel to the Filter drop target in the Grammar Panel.

To use data elements of a dataset as a filter in the visualization of another dataset, you've to join both the dataset, before using the data elements as filters.

4. Set the filter values. How you set the values depends upon the data type that you're filtering.
  - To set filters on columns such as Cost or Quantity Ordered, see [Apply Range Filters](#).
  - To set filters on columns such as Product Category or Product Name, see [Apply List Filters](#).
  - To set filters on columns such as Ship Date or Order Date, see [Apply Date Range Filters](#).
5. Optional: Click the filter bar menu or right-click and click **Auto-Apply Filters**, then select **Off** to turn off automatic apply for all filters on the canvas and within the visualization. When you turn off automatic apply, then each filter's selection displays an **Apply** button that you must click to apply the filter to the visualization.
6. Optional: Click **Visualization Filter Bar** in the **Filter** tab of the **Grammar Panel** to show or hide the visualization filter.

## How Datasets Interact with Filters

There are several ways that datasets can interact with filters in a workbook.

Various factors affect the interaction of datasets and filters in workbooks:

- The number of datasets within a workbook.
- The datasets that are blended or not blended (for a workbook with multiple datasets).
- The data elements (columns) that are matched between blended datasets.

You can use the Data Diagram in the Data page of a workbook to:

- See blended and not-blended datasets.
- Blend or connect multiple datasets by matching the data elements in the datasets.
- Disconnect the datasets by removing matched data elements.

## About Automatically Applied Filters

By default, the filters in the filter bar and filter drop target are automatically applied. However, you can turn this behavior off if you want to manually apply the filters.

When the **Auto-Apply Filters** is selected in the filter bar menu, the selections you make in the filter bar or filter drop target are immediately applied to the visualizations. When **Auto-Apply Filters** is off or deselected, the selections you make in the filter bar or filter drop target aren't applied to the canvas until you click the **Apply** button in the list filter panel.

## How the Number of Datasets Affects Filters

Filters can interact differently with visualizations depending on the number of datasets, whether the datasets are joined, and what the filters are applied to.

You can add filters to the filter bar or to individual visualizations in a workbook.

Single Dataset	Filter Interaction
Add a filter to the filter bar	It applies to all visualizations in the workbook.
Add a filter to a visualization	It is applied after filters on the filter bar are applied.
Add multiple filters	By default filters restrict each other based on the values that you select.

Multiple Datasets	Filter Interaction
If you add filters to the filter bar.	<ul style="list-style-type: none"> <li>• The filters apply to all the visualizations using the joined datasets. For visualizations using the not-joined datasets, you must add a separate filter to each dataset.</li> <li>• You can't specify data elements of a dataset as a filter of other datasets, if the two datasets aren't joined.</li> <li>• If a data element of a dataset is specified as a filter, but doesn't match the joined datasets, then the filter applies only to the visualization of that particular dataset, and does not apply to other visualizations of joined or not-joined datasets.</li> <li>• You can select <b>Pin to All Canvases</b> of a filter, to apply a filter to all canvases in the workbook.</li> </ul>
If you hover over a filter name to see the visualization to which the filter is applied.	Any visualizations that don't use the data element of the filter are grayed out.
If you add filters to visualizations	<ul style="list-style-type: none"> <li>• If you specify a filter on an individual visualization, that filter applies to that visualization after the filters on the filter bar are applied.</li> <li>• If you select the <b>Use as Filter</b> option and select the data points that are used as a filter in the visualization, then filters are generated in the other visualizations of joined datasets and matched data elements.</li> </ul>

You can use the **Limit Values By** options to remove or limit how the filters in the filter bar restrict each other.



## Apply Relative Time Filters

Use the relative time filter on a Date or Date/Time column to display data for a specified time period based upon the current date and time.

You can specify a relative time period as either an explicit number of past or future time units (for example 2 years), or you can specify a previous period. For example, Year To Date which includes data from 1-January this year to the current date, and Month To Date which includes data from the beginning of the month to the current date.

You can apply a Relative Time filter only to date columns that already exist in the data source, and not to derived columns such as Year, or Quarter. The Relative Time filter type supports Date (with no time of day portion) and DateTime (that is, TIMESTAMP with both date and time of day) column types.

The current date and time used in queries is the Oracle Analytics server host's date and time in the server's timezone (not the browser host's time or timezone). The starting day of the week (Sunday versus Monday) is based on the locale of the Oracle Analytics server which is set using the server configuration setting NLS\_TERRITORY.

If your workbook doesn't have a visualization, create one. See [Create a Workbook and Add Visualizations](#).

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize canvas, go to the filter bar or to the canvas and select a date range filter.
3. Click the filter context menu, select **Filter Type**, and **Relative Time** to switch to a relative time filter.
4. In the **Relative Time** filter, select a **Type** that defines the range that you want to filter.
  - **Last** - You specify a **Period** to apply to the selected **Time Level** (Years, Quarters, Months, Weeks, Days, and includes Hours, Minutes, and Seconds if the column time is TIMESTAMP) relative to today's date, to display records for the date values for that period.

Last filters that are based on a DateTime column and which have a grain of Day or longer (for example, Year, Quarter, Month, Week, Day), retrieve data from the same time of day on the starting day. For example, if the server date/time is currently Thursday 3:15pm, a Last 2 Days filter on a DateTime column retrieves data with timestamps between Tuesday 3:15pm and Thursday 3:15pm in the server's timezone. Filter queries that are based on a DATE column type (which by definition have no time of day associated) only depend on the server host's date, not the time of day.
  - **Next** - You specify a future **Period** number to apply to the selected **Time Level** (Years, Quarters, Months, Weeks, Days, also Hours, Minutes, and Seconds if the column time is TIMESTAMP) relative to today's date, to display records for the date values for that period.
  - **To Date** - You specify a past **Time Level** (Year, Quarter, Month, Week, Day, also includes Hour, and Minute if the column time is TIMESTAMP) relative to today's date, that you want to apply to the date values in the visualization.

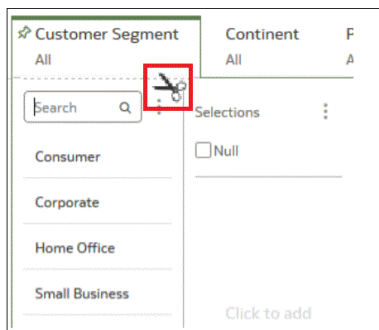
A To Date filter retrieves data from the beginning of the chosen period, for example, Month to Date retrieves data from midnight of the first day of this month up until the current date and time (that is, Today or Now).
5. Click outside of the filter to close the filter panel.

## Move Filter Panels

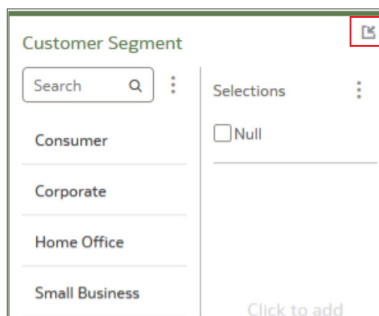
You can move filter panels from the filter bar to a different location on the canvas.

When you expand filters in the filter bar, it can block your view of the visualization that you're filtering. Moving the panels makes it easy to specify filter values without having to collapse and reopen the filter selector.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. In the Visualize page, place the cursor at the top of the filter panel until it changes to a scissors icon, then click it to detach the panel and drag it to another location on the canvas.



3. To reattach the panel to the filter bar, click the reattach panel icon.



# 4

## Work with Data

You can work with data in a variety of ways to ensure the information you need to present is easy to find.

**Topics:**

- [Manage Data](#)
- [Search Data](#)
- [Analyze Data](#)

## Manage Data

After you add data to a project or visualization, you need to know how to adjust it to meet your needs.

**Topics:**

- [Typical Workflow to Manage Added Data](#)
- [Manage Datasets](#)
- [Delete a Dataset](#)
- [About Reloading a Dataset's Data](#)
- [Reload an Individual Table in a Dataset](#)
- [Duplicate a Dataset](#)
- [Rename a Dataset and Change Its Description](#)
- [Use a Subject Area as a Dataset](#)
- [Update Details of Data that You Added](#)
- [Inspect a Dataset's Properties](#)

## Typical Workflow to Manage Added Data

Here are the common tasks for managing the data added from data sources.

Task	Description	More Information
Refresh data	Refresh data in the dataset when newer data is available. Or refresh the cache for Oracle Applications and databases if the data is stale.	<a href="#">Reload an Individual Table in a Dataset</a>
Update details of added data	Inspect and update the properties of the added data.	<a href="#">Update Details of Data that You Added</a>
Manage datasets	See the available datasets and examine or update a dataset's properties.	<a href="#">Manage Datasets</a>

Task	Description	More Information
Renaming a dataset	Rename a dataset listed on the datasets page.	<a href="#">Rename a Dataset and Change Its Description</a>
Duplicate datasets	Duplicate a dataset listed on the datasets page.	<a href="#">Duplicate a Dataset</a>

## Manage Datasets

You can update and delete the data that you added from various data sources.

You can use the Datasets page to examine dataset properties, access permissions, and free up space by deleting datasets that you no longer need.

1. Go to the **Data** page, then **Datasets** section.
2. Click the **Actions menu** of a dataset or right-click the dataset that you want to manage, and click **Inspect**.
3. Optionally, use the **Inspect** option to review dataset columns and change the dataset properties. For example, you can change the Name and Description.
4. Optionally, use the **Inspect** option to change whether to treat dataset columns as measures or attributes.

You can't change how a column is treated if it's already matched to a measure or attribute in the semantic model.

5. Optionally, use the **Inspect** option to specify the access permissions that users and roles have for the data.

You're allowed to set permissions on some data sources, such as uploaded datasets. See [Control Share of Data You Added](#).

The screenshot shows the 'AIRCRRAFT\_GROUP Data Set' interface. The 'Access' tab is active, displaying a table of users and roles with their access permissions. The table has columns for 'Name', 'Full Control', 'Read-Write', and 'Read-Only'. The 'weblogic' user has Full Control, Read-Write, and Read-Only access. The 'BI Consumer' role has Read-Only access. The 'BI Dataload Author' role has Read-Write and Read-Only access.

Name	Full Control	Read-Write	Read-Only
weblogic	●	●	●
BI Consumer	●	●	●
BI Dataload Author	●	●	●

6. Optionally, use the **Inspect** option to change the Data Access for a database table. The default is **Live** because database tables are typically large and shouldn't be copied to cache. If your table is small, then select **Automatic Caching** and the data is copied into the cache if possible. If you select **Auto**, then you have to refresh the data when it's stale.
7. Optionally, download a dataset created from a Microsoft Excel file by right-clicking the dataset and selecting **Download File**. Note that the columns in the download

match the columns in the file that you originally uploaded. Any derived columns that you added in the Visualize editor's Prepare canvas aren't included in the dataset download.

8. Optionally, update data for a dataset created from a Microsoft Excel file or Oracle Applications by right-clicking the dataset and selecting **Reload Data**.

If you have Full Control permissions, you can grant permissions to others and delete uploaded datasets, but be careful not to delete a data file that is still a data source for projects. See [Delete Data that You Added](#).

## Delete a Dataset

Delete a dataset when it's no longer needed or you need to free up space on your system.

You can delete datasets that you have Full Control permissions to.



### Note:

Deleting a dataset permanently removes it and breaks any workbooks that use it. When you choose to delete a dataset, Oracle Analytics won't list workbooks that use the dataset. Before you delete a dataset you must be sure that it isn't used in any workbooks.

1. On the Home page, click **Navigator** and then click **Data**.
2. Click the **Datasets** tab.
3. Locate the dataset that you want to delete, click **Actions**, and then click **Delete**.

## About Reloading a Dataset's Data

You can reload a dataset that uses a file as its source, when one or more tables in the dataset are cached, or when the dataset is created from running a data flow.

Reloading data ensures that workbooks and visualizations contain current data. The most current data is displayed in workbooks and visualizations after the dataset reload is complete and you refresh the workbooks. See [Refresh a Workbook's Data](#).

How you reload data depends on the dataset's data source type.

### Data from External Connections

When you reload data for a dataset with an external connection, the dataset's SQL statement is rerun and the current data for the tables with the **Data Access** field set to **Automatic Caching** is loaded into cache.

If your dataset contains one or more tables with the **Data Access** field set to **Automatic Caching**, then you can use the **Data** page to reload the tables in the dataset. To reload individual tables, use the **Dataset** editor. You can also set up a schedule to reload your dataset's tables as often as once per hour.

### Upload Excel, CSV, or TXT File

When you reload a Microsoft Excel file (XLSX or XLS), you must ensure that the newer spreadsheet file contains a sheet with the same name as the original file. And the sheet must

contain the same columns that are in the dataset. The data reload fails if the file you load is missing columns. You can reload an Excel file that contains new columns.

When you reload a CSV or TXT file, you must ensure that it contains the same columns that are in the dataset. The data reload fails when the file you load is missing columns.

Scheduling a reload isn't available for Excel, CSV, or TXT files. You must use the **Data** page or **Dataset** editor to manually re-upload files.

### Oracle Applications

You can reload data and metadata for Oracle Applications data sources. If the Oracle Applications data source uses logical SQL, reloading data reruns the dataset's SQL statement.

## Reload an Individual Table in a Dataset

You can use the Dataset editor to reload data for an individual dataset table. Reloading queries the table's data source and loads the current data into cache.

The Reload option is available for any dataset table with the **Data Access** field set to **Automatic Caching**.

Typically you reload all of the dataset's tables at the same time so that the data is consistent across all tables. But sometimes it makes sense to reload only one of the dataset's tables. For example, where you know that the data has changed in a fact table but not in any of the dimension tables.

Reloading doesn't update the table's Profile data preview information. To see the most current data in the data preview, you must re-profile the table after you reload the table.

If you're using the Dataset editor and your dataset contains more than one table, then you must reload each table individually. Or you can use the **Reload Data** option in the Datasets tab to reload all of the dataset's tables at the same time.

1. On the Home page, click **Navigator** and then click **Data**.
2. Click the **Datasets** tab.
3. Locate the dataset that you want to open, click **Actions**, and then click **Open**.
4. In the **Table Page Tabs**, locate the table that you want to reload, and click its arrow.
5. Click **Reload Data**.

## Duplicate a Dataset

You can duplicate any dataset that you have access to. Duplicating a dataset and modifying the copy can be faster than creating and building a dataset.

You're the owner of the duplicate dataset. The default name of the duplicate dataset is the copied dataset's name appended with Copy. For example, SAMPLE\_REVENUE-Copy.

1. On the Home page, click **Navigator** and then click **Data**.
2. Click the **Datasets** tab.

3. Locate the dataset that you want to duplicate, click **Actions**, and then click **Duplicate**.

## Rename a Dataset and Change Its Description

You can rename and change the description of any dataset that you have Full Control or Read-Write access to.

Renaming a dataset doesn't affect a workbook's reference to the dataset, and any workbooks using the dataset display the new name and continue to work as designed. When you add a dataset to a workbook, the workbook connects to the dataset by the dataset's fixed object ID, which was assigned when the dataset was created and saved, and not by its name.

1. On the Home page, click **Navigator** and then click **Data**.
2. Click the **Datasets** tab.
3. Locate the dataset that you want to rename, click **Actions**, and then click **Inspect**.
4. Click the **General** tab.
5. Go to the **Name** field and rename the dataset.
6. Go to the **Description** field and update the dataset's description.
7. Click **Save**.

## Use a Subject Area as a Dataset

A workbook can contain one or more subject areas. You can also create workbooks that contain subject areas and any other type of data source, for example a spreadsheet or database data source.

You must have permission to use a specific subject area to create a workbook. If you don't have permissions to the specific subject area, that subject area isn't available for you to use in a workbook, as a dataset, or analysis.

You can't use Oracle Analytics to modify subject areas. For example, you can't exclude a column, change a column's data type or aggregation rule, or change the column from a measure column to an attribute column. You must use enterprise reporting and modeling tools to make changes to subject areas.

## Create a Dataset from an Oracle Application's Analysis

You can create datasets with multiple tables from analyses stored in Oracle applications such as Oracle Fusion Applications with Oracle Transactional Business Intelligence.

Oracle Analytics doesn't automatically join tables created from analyses. You need to manually join these tables.

Don't create or use an Oracle Applications connection to connect to your local Oracle Analytics instance. Using a connection to your instance to create datasets from local subject areas or analyses results in data caching issues and errors in visualizations. Instead, use the Local Subject Area connection type to create a dataset from a analyses stored in your Oracle Analytics instance.

1. On the Home page, click **Create** and then click **Dataset**.
2. In the Dataset editor, go to the **Connections** pane and browse or search for an analysis.
3. Drag and drop one or more analysis to the **Join Diagram**.

4. In the **Join Diagram**, locate the table that you want to join, hover over it to select it, and then click and drag and drop it on to the table that you want to join it to. Open the Join editor to inspect or update the join type and conditions.
5. Click **Save**.
6. Enter a name and click **OK**.

## Create a Dataset from an Oracle Application's Subject Area

You can create datasets with multiple tables from subject areas stored in Oracle Applications such as Oracle Fusion Applications with Oracle Transactional Business Intelligence.

When you drag and drop a subject area to the **Join Diagram**, by default Oracle Analytics doesn't include any columns in the dataset table. You must specify which columns to include in the table.

Oracle Analytics doesn't automatically join tables created from subject areas. You need to manually join these tables.

Don't create or use an Oracle Applications connection to connect to your local Oracle Analytics instance. Using a connection to your instance to create datasets from local subject areas or analyses results in data caching issues and errors in visualizations. Instead, use the Local Subject Area connection type to create a dataset from a subject areas stored in your Oracle Analytics instance.

1. On the Home page, click **Create** and then click **Dataset**.
2. In the Create Dataset dialog, select an Oracle Applications connection.
3. In the Dataset editor, go to the **Connections** pane and browse or search for a subject area.
4. Drag and drop one or more subject areas to the **Join Diagram**.
5. To add columns to a table, go to the **Table Page Tabs**, click a subject area table, and use the **Transform Editor** to specify which columns to include in the table. Click **OK**.
6. In the **Join Diagram**, locate the table that you want to join, hover over it to select it, and then click and drag and drop it on to the table that you want to join it to. Open the Join editor to inspect or update the join type and conditions.
7. Click **Save**.
8. Enter a name and click **OK**.

## Update Details of Data that You Added

After you add data, you can inspect its properties and update details such as the name and description.

1. Go to the Data page and select **Datasets**.
2. Select the dataset whose properties you want to update and click the **Actions menu** or right-click, then select **Inspect**.
3. View the properties in the following tabs and modify them as appropriate:
  - General
  - Data Elements



- Search
- Permission

## Inspect a Dataset's Properties

You can view information about the dataset such as when it was created, when it was last modified, if the dataset is indexed for searching, who can access the dataset, and a list of its data elements.

Your permissions determine which of the dataset's properties you can view and update.

1. On the Home page, click **Navigator** and then click **Data**.
2. Click the **Datasets** tab.
3. Locate the dataset that you want to inspect properties for, click **Actions**, and then click **Inspect**.
4. Click the tabs to navigate and inspect the dataset's properties.
5. Click **Close**.

## Search Data

When you are looking for a piece of information to include in a presentation, you can search data, projects, and visualizations for the information you need.

**Topics:**

- [Search Tips](#)

## Search Tips

Use these tips to help you find your content.

- **Searching in Non-English Locales** - When you enter criteria in the search field, what displays in the drop-down list of suggestions can differ depending upon your locale setting. For example, if you're using an English locale and enter *sales*, then the drop-down list of suggestions contains items named *sale* and *sales*. However, if you're using a non-English locale such as Korean and type *sales*, then the drop-down list of suggestions contains only items that are named *sales* and items such as *sale* aren't included in the drop-down list of suggestions.
- **Searching for New Objects and Data** - If you create or save a workbook or create a dataset and then immediately try to search for it, then it's likely that your search results won't contain matches. If this happens, refresh your browser. If you still can't find the new object or data, then wait a few minutes for the indexing process to run, and retry your search. Users can access only the data they've been given permission to access.

## Analyze Data

Use analytics to draw meaningful conclusions and expand meaningful information about your data.


**Topics:**

- [Add Advanced Analytics Functions to Visualizations](#)

- [Create Calculated Data Elements in a Dataset](#)
- [Interpret Data Values with Color and Size in Map Visualizations](#)

## Add Advanced Analytics Functions to Visualizations

You can apply advanced analytics functions to your workbook's visualizations.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Click the **Analytics** icon  in the Data panel.
3. Drag and drop an advanced analytic function from the **Analytics** pane to a visualization.

## Create Calculated Data Elements in a Dataset

You can create a new data element (typically a measure) to add to your visualization. For example, you can create a new measure called Profit that uses the Revenue and Discount Amount measures.

The calculated data elements are stored in the dataset's My Calculations folder and not in the project. In a project with a single dataset only one My Calculations folder is available and the new calculated data elements are added to it. In a project with multiple datasets My Calculations folder is available for each set of joined and not-joined datasets. Ensure that you're creating the calculated data elements for the required dataset or joined dataset. The new calculated data elements are added to the My Calculations folder of the datasets (joined and non-joined) that you create the calculation for.

1. In the Visualize canvas navigate to the bottom of the Data Panel, right-click My Calculations, and click **Add Calculation** to open the New Calculation dialog.
2. Enter a name.
3. In the expression builder pane, compose and edit an expression.  
You can drag and drop a column into the expression builder pane only if the column is joined to the dataset.
4. Click **Validate**.
5. Specify a name, then click **Save**.

## Interpret Data Values with Color and Size in Map Visualizations

You can use the color and size of a shape such as a polygon or a bubble, to interpret values in a map visualization.

1. On the Home page, select a workbook, click the **Actions menu**, and then select **Open**.
2. Select a column and render it in a map view, doing one of the following:
  - Right-click a map-related column in the Data Element pane and click **Pick Visualization**, then select **Map**.

- Drag and drop a map-related column from the Data Element pane to the blank canvas, or between visualizations on the canvas. On the visualization toolbar, click **Change Visualization Type** and select **Map**.
3. Drag and drop columns to the following sections on the Visualization Grammar Pane.
- Use **Color** to change the color for geometries displayed in the corresponding map layer (for example, polygon fill color, bubble color) based on the values.
  - Use **Size (Bubble)** to change color bubble size based on the measure column values. To change the size of the color bubble you've to drag and drop measure columns only. The size shows the aggregated measure for a specific geographic location in a map visualization.
  - Use **Trellis Columns / Rows** to Compare multiple map visualizations based on the column values using filters.

In the map visualization, you can also use the following to interpret measure columns and attribute values:

- **Legend** - If a measure column or an attribute has multiple values, then the legend is displayed that shows values by size or color.
- **Tooltip** - If you hover the mouse pointer over a color bubble or data point, then the values are displayed in a tooltip.

# 5

## Mobile Capabilities

You can review decks and collaborate with colleagues using Oracle Fusion Analytics Warehouse with your mobile device.

**Topics:**

- [Using Oracle Fusion Analytics Warehouse on Mobile Devices](#)
- [About Warnings for Data Issues in Visualizations](#)

### Using Oracle Fusion Analytics Warehouse on Mobile Devices

You can view your Home page, decks, and cards using a browser on your mobile device with nearly the same functionality as you have at your computer.

Due to the smaller screen sizes of mobile devices, you can't perform certain functions such as manipulating decks, drilling down to complex detailed views such as analyses, or authoring KPIs.

### About Warnings for Data Issues in Visualizations

You see a data warning icon when the full set of data associated with a visualization isn't rendered or retrieved properly. If the full set of data can't be rendered or retrieved properly, then the visualization displays as much data as it can as per the fixed limit, and the remaining data or values are truncated or not displayed.

# A

## Frequently Asked Questions

- [How do I check which release of Fusion Analytics Warehouse I'm using?](#)
- [Why are my Fusion Analytics Warehouse bookmarks different?](#)
- [How do I import an Oracle Analytics project file into Fusion Analytics Warehouse?](#)
- [How do I change the layout of the cards in a deck?](#)
- [Can I add customized filters to the decks?](#)
- [How do I replace a KPI on a card?](#)
- [How do I know if a card has links?](#)
- [Can I change the calculations in a KPI?](#)
- [Can I customize the axis name on a card?](#)
- [Can I change the number representation format on a card?](#)
- [Can I add data labels in a bar graph?](#)
- [Why do some users have read permissions that I didn't assign?](#)
- [Can I delete data files that I uploaded to my Cloud service?](#)
- [Can I delete data files uploaded by a deleted user from my Cloud service?](#)
- [Alternative Features](#)

## Fusion Analytics Warehouse

### **How do I check which release of Fusion Analytics Warehouse I'm using?**

From the Home page, click the user profile icon and then click **About**. You'll see the version number for the application platform, semantic model, and content.

### **Why are my Fusion Analytics Warehouse bookmarks different?**

The URLs for various parts of Fusion Analytics Warehouse change from time to time. Refresh your bookmarks if they appear to be out of synchronization with the interface.

### **How do I import an Oracle Analytics project file into Fusion Analytics Warehouse?**

1. Download the .dva file to your computer.
2. Log in to Fusion Analytics Warehouse.
3. Click **Import Project/Flow**.

### **How do I change the layout of the cards in a deck?**

Adjust the magnification of your browser window.

### Can I add customized filters to the decks?

Deck level filters apply to all cards on a deck. They won't apply to other custom decks, meaning they can't be pinned to other decks. See [Filter Data by Deck](#).

### How do I replace a KPI on a card?

While you can't replace a KPI on a card, you can customize it. See [Edit a KPI](#).

### How do I know if a card has links?

When you click the **Actions** menu on the card, look for a linked report at the bottom of the menu.

### Can I change the calculations in a KPI?

Yes. You can either create new KPIs, or copy out-of-the-box preconfigured KPIs and modify them. See [Edit a KPI](#).

### Can I customize the axis name on a card?

Yes. From the **Actions** menu, click **Customize**, then in Card Settings, click **More Options** and change the **Subtitle**.

### Can I change the number representation format on a card?

Yes. You can edit the KPI to change the **Measure** property to Number and disable **Abbreviate**.

### Can I add data labels in a bar graph?

Yes. From the **Actions** menu, click **Customize**, then in Card Settings, change the **Plot Area** values.

## Oracle Analytics Cloud

### Why do some users have read permissions that I didn't assign?

If you save or move a report, dashboard, or project containing an artifact (for example, a dataset) to a shared folder, and when prompted you share the related artifacts, then Oracle Analytics assigns the artifacts read permissions for the users who can access the report, dashboard, or project in the shared folder.

Without the read permission, users won't be able to access the correct content when they open the report, dashboard, or project.

### Can I delete data files that I uploaded to my Cloud service?

Yes. You can delete data files from the Data Sources page. See [Delete a Data Source Connection](#).. You can also delete data files in projects and analyses. See [Delete a Dataset](#).

### Can I delete data files uploaded by a deleted user from my Cloud service?

Yes. Reinststate the deleted user, then delete the dataset files.

## Alternative Features

To align functionality across Oracle Fusion Analytics Warehouse and Oracle Analytics Cloud, some features have been removed or changed. See the details and workarounds below.

### What happened to my large card view?

To create more consistent functionality across decks and detail pages (workbooks), the maximized large card view has been removed. You can link navigation from the regular card to drill-down content you create. You can add navigation links to KPI card menus that you can invoke contextually from card visualizations.

### Can I add notes to my visualizations?

Yes. You can annotate Oracle Analytics Cloud workbooks using **Add Note**.

See Add Notes to a Visualization.

### Where are my customized KPIs?

Customized KPIs have been removed. You can use **Save As** to create a unique KPI card from an Oracle-provided KPI, or a custom KPI created within your organization.

### Where is Show Changes for KPIs?

The **Show Changes** feature has been removed. You can track changes across versions manually.

# B

## Troubleshooting

- When I log in, Oracle Fusion Analytics Warehouse doesn't load properly.
- I see a performance decrease when using Mozilla Firefox
- I can't access a particular analysis, dashboard, or project
- The analysis or project is running very slowly
- This card could not be rendered due to incorrect time configuration of the KPI. Contact the KPI Owner to fix the KPI
- This card could not be rendered due to missing mandatory driving dimension filter. Please add the filter in the deck or card to render this card.
- I can't access certain options from the Home page
- I see a performance decrease when using Mozilla Firefox
- My analysis or project times out
- I can't see data in an analysis or project
- I can't access a particular analysis, dashboard, or project
- I can't find an analysis, dashboard, or project
- The analysis or project is running very slowly

### **When I log in, Oracle Fusion Analytics Warehouse doesn't load properly.**

When you log out, be sure to close all Oracle Fusion Analytics Warehouse sessions and close your browser before logging in as another user. You can have one session of Oracle Fusion Analytics Warehouse open at a time within the same browser.

### **I see a performance decrease when using Mozilla Firefox.**

If you use Mozilla Firefox and notice a decrease in the performance of the cloud service, then ensure that the Remember History option is enabled. When Firefox is set to not remember the history of visited pages, then web content caching is also disabled, which greatly affects the performance of the service. See Firefox documentation for details on setting this option.

### **I can't access a particular analysis, dashboard, or project.**

You attempt to display an analysis, dashboard, or project and find that you don't have access.

Typically you can't access an analysis, dashboard, or project if you lack the appropriate permissions or application role for accessing it. Contact the owner of the analysis, dashboard, or project or your administrator for assistance in obtaining the proper permissions or application role.



**The analysis or project is running very slowly.**

You attempt to run an analysis or project and find that it takes a long time.

Various underlying circumstances can cause an analysis or project to run slowly. Contact your administrator and ask that he review log files associated with the analysis or project. After reviewing the log files with the administrator, make the appropriate adjustments in the analysis or project.

**This card could not be rendered due to incorrect time configuration of the KPI. Contact the KPI owner to fix the KPI.**

You'll see this error on the card if the underlying KPI isn't properly upgraded to select a **Column-driven, Gregorian, or Enterprise** calendar type.

1. From the **Home** page, click **Navigator** and select **KPIs**.
2. Click the KPI you want to change.
3. Update the Time section to use a **Column-driven, Gregorian, or Enterprise** calendar.
4. Click **Save**.

**This card could not be rendered due to missing mandatory driving dimension filter. Please add the filter in the deck or card to render this card.**

You need to apply a calendar to column-driven calendar KPIs. Apply a filter for the missing **Calendar Based On** column to the card or deck.

1. On the **Decks** page, select the deck that contains the card you want to change.
2. If needed, inspect the underlying KPI to identify the missing column filter.
3. To edit the deck filter, see [Filter Data by Deck](#).
4. To edit the card filter, see [Filter Card Data](#).

**I see new filters with an asterisk on my decks or cards.**

The dynamic calendar type uses a **Calendar Based On** column. This calendar type requires decks and cards to have a filter for the **Calendar Based On** column with a selected value. The new filters and asterisk suggest your KPIs upgraded to add a **Calendar Based On** column. Your decks and cards also upgraded so that they reference a filter for the driving column. You must add a value for this filter. The first value for that filter is selected at runtime.

You can select a different filter from the filter dialog. See [Create a KPI](#).

**I changed the Calendar Based On column in a KPI and some cards broke.**

There's likely a mismatch between an existing required deck filter and the broken cards.

1. Delete the current required deck filter that has an asterisk.
2. Add a new filter that matches the KPI's **Calendar Based On** column.

**I manually imported a KPI, and cards based on it are broken.**

Your KPI likely isn't upgraded to properly reference time and calendars.

Edit the KPI to add the required time information. See [Create a KPI](#).

**My KPIs use a simple Gregorian calendar but I see a Calendar Based On column in the KPI definition or new filters with an asterisk on my decks or cards.**

Your KPIs may have used a fiscal calendar prior to the upgrade, and now use a **Calendar Based On** column.

1. Edit the KPI to set the calendar type back to Gregorian. See [Create a KPI](#).
2. Remove any leftover required filters from your decks.

**I set a Calendar Based On column filter when I created a card, but it disappeared.**

1. First, add the card to a deck.
2. Then customize the card to add the **Calendar Based On** filter.

**I can't access certain options from the Home page.**

Check with your administrator to ensure that you have the correct permissions to access the options that you need.

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**My analysis or project times out.**

You attempt to run an analysis or project and find that it times out. You see a message similar to this:

```
[nQSError: 60009] The user request exceeded the maximum query governing execution time.
```

This message is displayed when an Oracle Analytics query spends more than the allotted time communicating with the data source. For performance reasons, the limit for a single query to run is 10 minutes.

Try running the query again. To prevent this error, avoid long running queries.

 **Note:**

Note: For direct connections to Oracle Database, the query limit automatically extends to 60 minutes to accommodate occasional, longer running queries. To avoid excessive loads on the database, Oracle Analytics restricts the number of queries that are allowed to automatically extend at any one time. If your analysis or project connects to any other data source or connects to an Oracle Database indirectly through Data Gateway, the query limit is always 10 minutes; the limit doesn't extend beyond 10 minutes.

**I can't see data in an analysis or project.**

You open an analysis or project, but you don't see any data in it.

There might be some temporary issue with the database. Contact your administrator for assistance.

You might not have the permissions needed to access the data. Contact the object's owner or administrator and ask them to check your access permissions. You'll need read permissions to the analysis or project and any artifacts included in the analysis or project (for example, a dataset).

**I can't access a particular analysis, dashboard, or project.**

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Typically you can't access an analysis, dashboard, or project if you lack the appropriate permissions or application role for accessing it. Contact the owner of the analysis, dashboard, or project or your administrator for assistance in obtaining the proper permissions or application role.

**I can't find an analysis, dashboard, or project.**

Try searching the catalog. You can search for analyses, dashboards, or projects by name (full or partial) and by folder location. The search isn't case-sensitive. Searches of the catalog return only those objects that you have permission to see.

Contact your administrator if you still can't find an analysis, dashboard, or project and you suspect that it was deleted by mistake. Your administrator can restore earlier versions of the catalog from recent snapshots, if required.

**The analysis or project is running very slowly.**

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