

# Oracle® Fusion Cloud EPM

## Authoring and Approving Doclets for Narrative Reporting



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Oracle Fusion Cloud EPM Authoring and Approving Doclets for Narrative Reporting,

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# Creating and Running an EPM Center of Excellence

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

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

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

The EPM CoE team:

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

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

## How Do I Get Started?

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

## Learn More

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



# Overview of Report Packages

## Related Topics

- [Learning About Report Packages](#)  
Report packages provide a secure, collaborative, and process driven approach for defining, authoring, reviewing and publishing financial, management and regulatory reports.
- [Why Use a Report Package?](#)  
*Report packages* enables you manage the lifecycle of your deliverable, such as: Gathering information, reviewing it for accuracy, and Presenting it are key to business.
- [What is a Report Package?](#)  
With report packages, you can structure the content of your report, assign responsibilities to content creators and reviewers, and manage their collaboration and workflow to produce a unified document.
- [Report Package Components](#)  
A report package is made up of several components:

## Learning About Report Packages

Report packages provide a secure, collaborative, and process driven approach for defining, authoring, reviewing and publishing financial, management and regulatory reports.

But what is a report package? Why would you use one? And how do they work? The following topics provide answers to these questions:

- [Why Use a Report Package?](#)
- [What is a Report Package?](#)
- [Report Package Components](#)
  - [Author Phase](#)
  - [Review Phase](#)
  - [Sign Off Phase](#)

See these videos - :

- [Overview: Report Package Part 1 in Narrative Reporting](#)
- [Overview: Report Package Part 2 in Narrative Reporting](#).

## Why Use a Report Package?

*Report packages* enables you manage the lifecycle of your deliverable, such as: Gathering information, reviewing it for accuracy, and Presenting it are key to business.

Financial reporting is a critical function in most companies. Reports can be internal, for board packages, management updates, or quarterly updates. Or they can be external, such as

statutory, regulatory, filing, or annual reports. For any report, gathering information, reviewing it for accuracy, and presenting it are key to businesses.

Creating reports is easy with one author and no review, but having multiple authors working on a report can be more complicated. Do all of the authors have the current version? How do you merge changes from multiple authors into a single document? As you add content creators, keeping everyone organized becomes more challenging.

The situation becomes even more difficult with several authors, multiple reviewers—each of whom might be responsible for different sections, and multiple signers who provide final sign off on the whole report. How do you keep all of your authors, approvers, reviewers, and signers organized? How do you handle versioning and manage workflow? Coordinating stakeholders by email can be daunting.

A better way to organize and produce a collaborative report is by using a *report package*.

## What is a Report Package?

With report packages, you can structure the content of your report, assign responsibilities to content creators and reviewers, and manage their collaboration and workflow to produce a unified document.

Use report packages to create, for example, internal Reports that may require some level of collaboration to develop, but may not undergo a highly intensive review. Or, you can create external reports that require a high level of scrutiny, multiple reviews, and significant process management.

With report packages, you can:

**assign content**  
to multiple authors



**gather comments**  
from reviewers



**provide an electronic sign off**  
on the completed report



**manage the report life cycle**



**combine data points**  
with textual narrative



**secure and control access**  
to the report content



Report packages help you manage the lifecycle of your deliverables. With them, you can:

- Assign content to multiple authors, who each contribute individual pieces of the report
- Gather comments from multiple reviewers
- Provide an electronic sign off on the completed report

- Manage the report lifecycle by providing notifications to users, managing the workflow, and coordinating the processes
- Combine data points with textual narrative
- Secure and control access to the report content, enabling users to see only the content that they are permitted to see at the time that they are permitted to see it

Next, let's look at some key components of a report package.

## Report Package Components

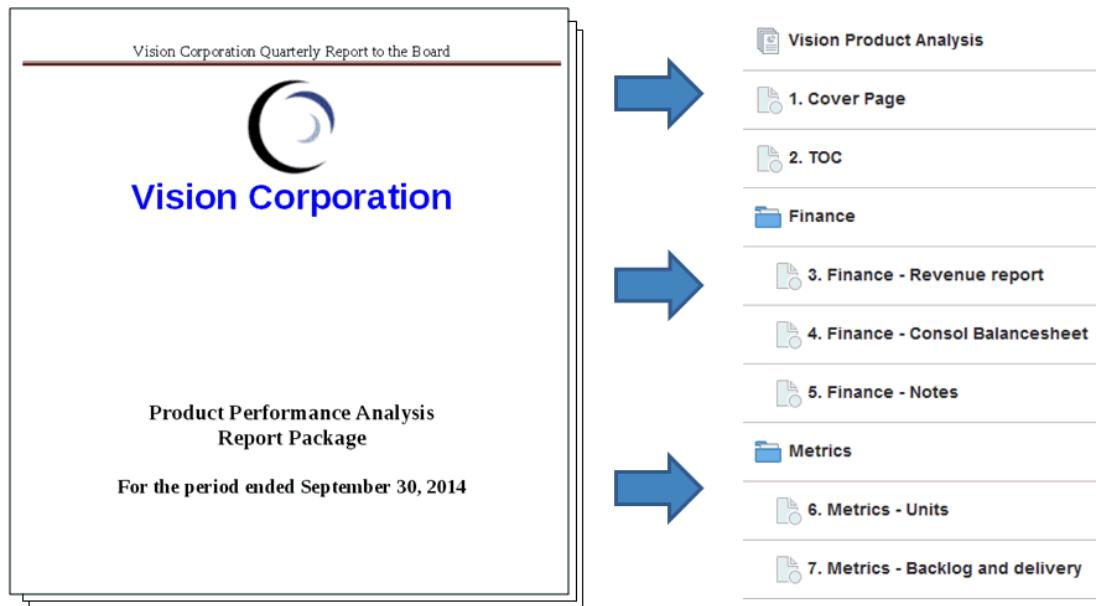
A report package is made up of several components:

- [Doclets](#) are individual pieces of a report that can be assigned out to authors to provide the content.
- **Optional:** [Supplemental doclets](#) are managed exactly the same way as a doclet, with respect to workflow and content management, except that the content of the files is not merged into the report package.
- [Reference Doclets](#) are managed exactly the same way as a doclet, with respect to workflow and content management, except that the content of the files is not merged into the report package.
- [Sections](#) help group and organize doclets in a report package.
- [Development phases](#) enable you to select which of three phases you require for your development: an author, review, and sign off phase.

### Doclets

A core feature of report packages is the ability to break down a report into subcomponents called *doclets*. What makes up a doclet varies, depending on the type of report that you are creating. For example, a sales report might have separate doclets for each geographical region, and a financial disclosure might have doclets for each of the various financial statements, tax statements, and notes.

Alternatively, if one person is responsible for all of the income statement information in a report, for example, those income statement documents can be all classified as a single doclet. How you define a doclet is completely up to you. See "Identifying Doclets" in Report Package Design Considerations.



After you identify the doclets in a report, you assign them to authors, who provide content. For example, in a report that breaks down revenue by categories, you can have doclets for services, hardware, and software licenses. Then, you could assign each doclet to the management team in charge of that category.

### Supplemental Doclets

Supplemental documents such as procedures, instructions, reference material, and so on, can be uploaded into a report package as a supplemental doclet. Supplemental documents can be any type of document file (for example, PDF, Excel, Word, and so on). As the content for supplemental doclets is not included within the merged report, these doclets are excluded from the review and sign off processes. The supplemental doclet contents cannot be viewed online, but users can download and use native programs to open the supplemental doclet in the same way that you can work with third party artifacts in the library.

See this video also  [Managing Supplemental Doclets in Narrative Reporting](#).

### Reference Doclets

A [Reference doclet](#) can be used as a container to store contents such as named ranges from an Excel file or charts and graphs created from Reports, see [Adding a Report to a Reference Doclet](#) and consumed by one or more regular doclets (non-supplemental).

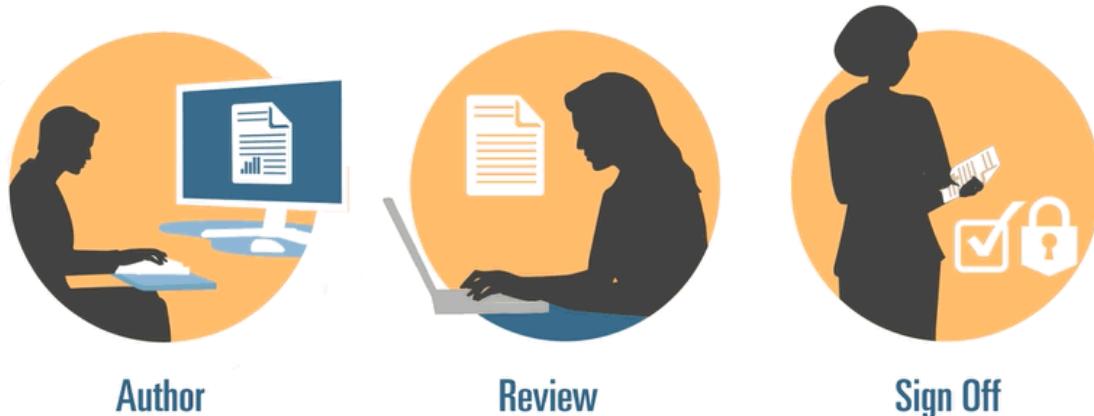
The file content for Reference doclets is not *directly* included in any report package outputs, such as preview, publish, review instances or signoff instances. However, embedded content within a consuming doclet is displayed as part of the report package outputs - even though the actual reference doclet is not directly merged in the outputs. Reference doclets can participate in the author phase, but not in the review or signoff phases.

### Sections

Sections enable you to group doclets for organization, or to keep doclets together that have a common format or are intended for a common viewership. For example, you can group all financial statements in a financial disclosure report into one section. Doing so provides a filtered view of only those doclets to the reviewers assigned to that section.

## Development Phases

Report package development occurs in three phases:



- Author phase—Compile the various report content and supporting details together into a cohesive report package.
- Review phase—Gather commentary on multiple draft versions and revise the report content accordingly.
- Sign Off phase—Gather electronic signatures from key constituents and secure report contents to prevent modifications.

You decide which development phases your report requires. If the report content is going to be provided primarily by one or two people, then you may not need an author phase. If your report is being developed for a small group of internal stakeholders and not a public audience, then you may not need a review phase. You can tailor the development phases to the type of report that you need. See "Determining Development Phases" in Report Package Design Considerations.

Let's look at these development phases in a little more detail.

## Author Phase



In the author phase, authors and approvers work with doclets to add content to a report package. Authors provide content, and approvers review and edit the content.

Benefits of the author phase include:

#### **Content Management**

Content management allows users to check doclets in and out of a central repository, ensuring that only one user at a time is updating a doclet. It also provides for version control. When a user checks in an updated version of a doclet, the previous version is automatically stored. Previous versions can be easily accessed for comparison. Users can store versions that they're still working on and can check versions in when they're ready for others to access them.

#### **ⓘ Note**

Doclet versioning has been optimized to minimize the impact of multiple automated check-ins. When multiple automated check-ins are performed on the doclet due to variable or embedded content changes, the system will update the doclet contents but will not generate a new version.

#### **Flexible Workflow**

Workflow enables doclet content to be developed collaboratively. An author can update the doclet, and an approver can review and edit the content. You can set up multiple levels of approvals, and the number of approval levels can vary per doclet. For example, a doclet containing an introductory statement may not require an approval, and a doclet containing revenue information may require multiple approval levels.

Using workflow, users scheduled for later in the review process can take control of a doclet sooner. For example, if a doclet is assigned to an author, an approver or the owner of the report package can take action on the doclet without waiting for the doclet author. This flexibility eliminates bottlenecks and speeds up content development.

#### **Process Reporting**

Process reporting enables you to view the author phase status on two levels:

- **Summary level**—Provides statuses for the entire author phase, such as the overall completion percentage of the author phase, a summary of the status of all the doclets, and the due date and time remaining for the author phase.
- **Doclet level**—Provides the status for each individual doclet, the current responsibility, and whether the doclet is checked in or out. You can also tell at a glance the workflow level of the doclets, including the user assignments and the due dates by user.

## Review Phase



In the review phase, reviewers provide feedback, ask questions, and recommend changes.

Benefits of the review phase include:

### Multiple Review Cycles

In the review phase, multiple reviewers can review different versions of the report. For example, managers could review the first draft of the report, executives can review the second draft, and top management can review the third.

You can vary the review assignments by area. A user can be assigned to review the entire report, a section of the report, or a doclet.

### Threaded Commentary

Reviewers provide feedback by commenting on different areas of the report. These comments are threaded so other reviewers can participate in the discussion. Reviewers can provide attachments or links to their comments to provide supporting details. Reviewers can close comments after the outstanding issue is addressed.

#### Note

Comments persist across review cycles in context, so that reviewers can see how comments are addressed in subsequent drafts.

## Multiple Platforms

You can comment on reports in these ways:

- Desktop or mobile web browser
- Microsoft Office, through Oracle Smart View for Office

## Process Reporting

Process reporting enables the report package owner to view the review phase status on two levels:

- **Summary level**—Provides statuses for the entire review phase, such as the overall completion percentage of the review phase, the number and percentage of reviews completed, the number of open comments, and the due date and time remaining for the review phase.
- **Doclet level**—Provides review status for each doclet, such as the reviews completed per doclet and the number of open and closed comments raised for each doclet.

# Sign Off Phase



The Sign Off phase enables you to finalize your report content and get sign off from your key stakeholders.

Benefits of the sign off phase include:

### Locked Content

In the sign off phase, you lock your report to prevent changes. The report signers review the final report and either sign off or reject the report content. If the report is rejected, the report package owner can unlock and correct the report content. If the report is signed off, the process is complete, and the report is ready for publication.

## Multiple Platforms

You can provide sign off in these ways:

- Desktop or mobile web browser

- Microsoft Office, through Oracle Smart View for Office

### Process Reporting

Report package owners can view a summary of the sign off phase. The summary can include completion percentage, number of sign offs and rejections, due date, and days remaining, as well as who signed off and any sign off notes.

# Authoring and Approving Doclets on the Web

This topic provides a walkthrough for doclet authors and approvers to author and approve doclets in the Narrative Reporting web interface. Watch this  [Authoring and Approving Doclets in Narrative Reporting](#) to learn more about *Authoring and Approving Doclets on the Web*. To work with doclets in Oracle Smart View for Office, see Authoring Doclets in Smart View and Approving Doclets in Smart View

Topics include:

- [About the Author Phase Process](#)
- [Authoring Doclets on the Web](#)
- [About Doclets](#)
- [Understanding Embedded Content](#)
- [Inserting Links and Cross-References to Pages in Doclets](#)
- [Approving Doclets on the Web](#)
- [Viewing Doclets in the Report Center](#)
- [Inspecting Doclets on the Web](#)

 - Complete this Learning Path for a hands-on [Report Packages: Authoring and Approving Doclets on the Web](#).

## About the Author Phase Process

Report packages are made up of subcomponents called doclets. A report package owner assigns authors and approvers for each doclet. The authors and approvers provide and approve content for the doclets.

The author phase follows this process:

1. The report package owner starts the author phase.
2. Notifications are sent to doclet authors to begin their work.
3. In Oracle Smart View for Office, authors open and then check out doclets, provide content, and then check doclets back in.
  - Authors open Excel-based supplemental doclets.
  - Authors download supplemental doclets to use in their work.
  - See [About Doclets](#) for more information regarding Smart View.
4. When authors have finished their work, they submit the doclets for approval.
5. If a doclet or supplemental doclet approval is specified, notification messages are sent to approvers to review and either approve or reject doclets and supplemental doclets.

6. The author phase is automatically marked complete based on the status of the doclets and all doclets have a completed status. The report package owner can manually mark the author phase complete, any outstanding incomplete doclets are marked complete.

As an author, in Smart View or in the Narrative Reporting web interface, you can work with:

- Microsoft Word, PowerPoint, or PDF doclets
- Supplemental doclets with the appropriate Office application
- Supplemental doclets, such as PDF or TXT files, which you download and open with the appropriate application

The topics in this section discuss authoring and working with doclets and supplemental doclets in Smart View.

## Authoring Doclets on the Web

As a doclet author, you provide report content in the author phase. You can author doclets on the web by downloading the doclet files and opening them in the appropriate authoring applications (such as Microsoft Word, PowerPoint, or Adobe Acrobat). You can access Microsoft Office documents directly in Word or PowerPoint through Oracle Smart View for Office. This topic provides procedures for authoring doclets on the web. To work with doclets in Smart View, see Authoring Doclets in Smart View and Approving Doclets in Smart View.

The authoring process follows this workflow:

### Author workflow

1. Check out the doclet.
2. Download the doclet to a local drive.  
Alternatively, you can open the doclet directly in Smart View.
3. Update the doclet.
4. Upload the doclet to the report package.
5. **Optional:** Select the doclet attributes or slide masters to override the style sample.
6. **Optional:** Preview the report package or doclet.
7. Check the doclet back in.
8. Submit the doclet for approval if required.

These actions are described in more detail in the following topics:

- [Checking Out Doclets](#)
- [Undoing Checkouts](#)
- [Downloading Doclets](#)
- [Opening Doclets in Smart View](#)
- [Uploading Doclets](#)
- [Selecting Doclet Attributes \(Word-based Report Packages\)](#)
- [Working with Slide Masters \(PowerPoint-based Report Packages\)](#)
- [Selecting Excel Worksheets from an Excel doclet \(PDF-based Report Packages\)](#)
- [Previewing Reports or Doclets](#)
- [Checking In Doclets](#)

- [Submitting Doclets](#)
- [Recall Doclets](#)
- [Reverting to a Prior Version of a Doclet](#)
- [Refreshing Report Content](#)

For supplemental doclets, the authoring process is the same as for a regular doclet. However, the contents of a supplemental doclet are not merged into the combined report package and you cannot preview supplemental doclets. See supplemental doclets for more information.

Reference doclets are also similar to a regular doclet. Using reference doclets as the container where certain types of reporting content is created, authors can then embed that content in their assigned areas of the report package. You can design content such as highly formatted reports, ad hoc grids, and text within an Excel spreadsheet, and add that spreadsheet to the report package as a reference doclet. The available content in a reference doclet becomes common report content that can be embedded in doclets by assigned authors. Embedded content can be reused as required throughout the report package, and is refreshable, so the content will always reflect the latest data.

## Checking Out Doclets

When you check out a doclet, the doclet is locked so that nobody else can modify it.

To check out a doclet:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Check Out**.

In the report center, a lock icon is displayed on the badge of the user that has the doclet checked out.

### Note

For example, if the **Doclet Version** limit is set to 20. The system will keep a track of check-in and check-out doclet versions till 20. After reaching the upper limit, if you do any further edits to the doclet which will automatically delete the oldest version (Version Number 1) and the latest version of the doclet will be retained (Version Number 21). However, the range of doclet version will remain the same.

The **Doclet Versions** settings is applied to all doclets within the report package.

## Undoing Checkouts

You can undo the checkout to remove the lock and allow other users to check out and modify the doclet. Any changes that you made after checking the doclet out are discarded when you undo the check out. To keep your changes, select **Check In** instead.

To undo a checkout:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.

### 3. Select **Undo Check Out**.

#### ⓘ Note

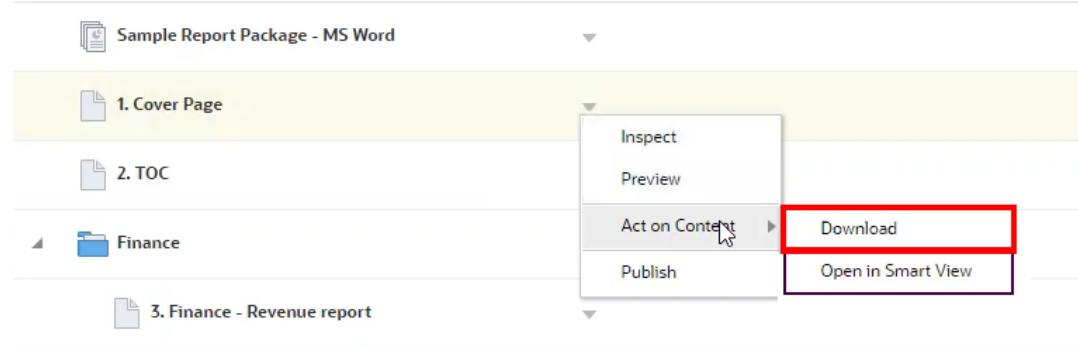
The report package owner can undo the checkout of a doclet anytime.

## Downloading Doclets

You must download a doclet before you can update its contents.

To download a doclet:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Download**.



4. From the Download dialog box, select an option:
  - Click **Save**, and then select a local or network location to save the document to.
  - Click **Open**.

#### ⚠ Caution

You can download a doclet without checking it out. However, if you don't check it out, others can modify it, and you cannot upload a new version. Oracle recommends checking out a doclet first before downloading it locally or to a network folder.

After you check out and download the doclet, you update it in Microsoft Word or PowerPoint, and then upload the edited version.

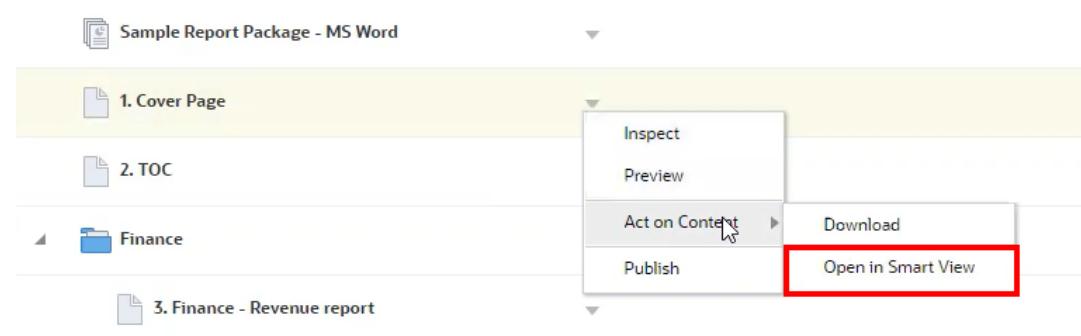
## Opening Doclets in Smart View

You can open doclets directly in Oracle Smart View for Office.

Using **Open in Smart View**, you can easily open the doclet file and work on it using Smart View for Office. The doclet file will be opened in the appropriate Microsoft Office application—Excel, Word, or PowerPoint—based on the doclet type.

To open a doclet in Smart View for Office:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Open in Smart View**.



**① Note**

An executable file will be downloaded from your browser. Click on the executable file to launch the appropriate Office application and connect to Smart View. Once the doclet file is opened, you can continue to author your doclet.

See the topics in Authoring Doclets in Smart View in *Working with Oracle Smart View for Office*.

## Uploading Doclets

Upload the edited doclet to save it in the report package.

To upload a doclet:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Upload**.

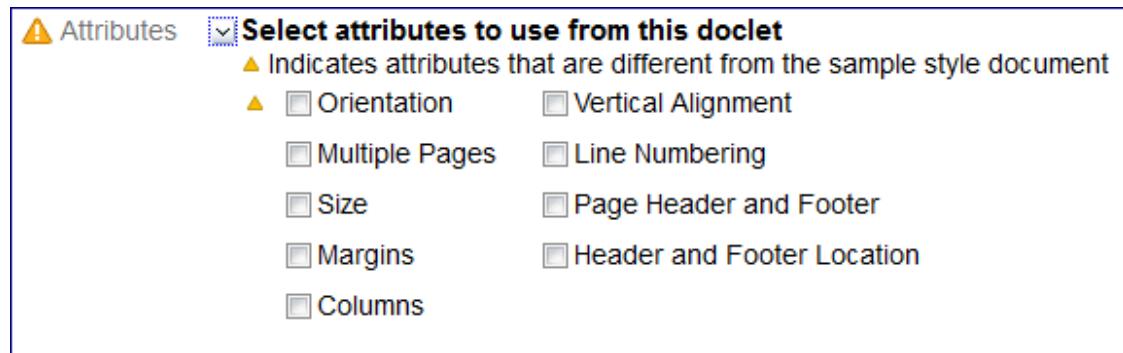
**⚠ Caution**

If you do not have the doclet checked out, then you cannot upload it.

4. From the Upload dialog box, select the doclet location on your local drive and select **OK**.
5. **Optional:** Select the doclet attributes or slide masters that you want to override the report package attributes. See [Authoring Doclets on the Web](#).

## Selecting Doclet Attributes (Word-based Report Packages)

For Microsoft Word-based report packages, when a report package is created, a style sample document is uploaded that contains the page attributes that the report package owner wants the final report to have. These attributes include the page header and footer, orientation and size, margins, numbering, and alignment. When you upload a doclet, the doclet is checked against the style sample document, and an alert points out inconsistencies between the two.



**⚠ Attributes** **Select attributes to use from this doclet**

⚠ Indicates attributes that are different from the sample style document

⚠  Orientation  Vertical Alignment

Multiple Pages  Line Numbering

Size  Page Header and Footer

Margins  Header and Footer Location

Columns

By default, the system will override the doclet attributes with the style sample attributes when the doclet is uploaded to the report package. For example, if the style sample orientation is in portrait mode, and the doclet is in landscape mode, the doclet's orientation is changed to portrait mode. You can override this change by selecting the check box next to **Orientation**. When you select a check box next to an attribute, the system will use the attribute from the doclet rather than the attribute from the style sample.

### Tip

You can see how the doclet will look with the style sample attributes applied by previewing it on the web. (See [Authoring Doclets on the Web](#)). To modify the doclet, upload it again, and then select a doclet attribute to override the style sample. For example, if you want the doclet to have narrower margins than the style sample, select the **Margins** check box. The following style attributes can be overridden:

#### Orientation

Controls whether the doclet is formatted in a vertical (Portrait) format or a horizontal (Landscape) format. For example, if the report package style sample is in portrait mode, but the doclet contains a chart that is best displayed in landscape mode, select this check box to preserve Landscape mode.

#### Multiple Pages

Enables you to include multiple pages of information on a single sheet. For example, if a section of your report package is going to be printed and bound in a book or binder, you can set up your doclet to have **Book Fold** (for two pages per sheet with a binding in the center) or **Mirror Margins** (for double-sided pages bound on the left) format in Microsoft Word, and then select this check box to preserve that formatting for that section.

#### Size

Sets the page size. For example, if your report package is formatted for letter-sized paper (8.5 by 11 inches or 215.9 by 279.4 mm) common in North America, but you have a group of

doclets from outside North America that are formatted for A4 paper (8.27 inches by 11.69 inches or 210 x 297 mm), select this check box to preserve the doclet page size for those doclets.

#### Margins

Sets the size of the top, bottom, left, and right margins. For example, if you have a chart or diagram that doesn't fit on the page with standard margins, you can reduce the margins in your doclet to fit the chart and then select this check box to preserve the doclet margin size.

#### Columns

Sets the number of columns on a page. For example, if your report package is formatted with a single column, but your doclet contains information that is best displayed in two columns, select this check box to preserve the number of columns in the doclet.

#### Vertical Alignment

Sets the position of the text on a page relative to the top and bottom margins of the page. For example, if your doclet is a cover page of a report, and the text is aligned in the center of the page, select this check box to preserve that vertical alignment so that the text does not get moved to the top of the page when the doclet is uploaded to the report package.

#### Line Numbering

Adds numbers to each line on a page. For example, if your doclet contains information that users need to reference specific sections or lines (as a legal document, for example), you can add line numbers and then select this check box to preserve the numbers when the doclet gets added to the report package.

#### Page Header and Footer

Displays the header and footer. For example, if your doclet does not have a header or a footer (as for a cover page, for instance), select this check box to preserve the setting so that the system does not add a header and footer when the doclet is uploaded to the report package.

#### Header and Footer Location

Sets the distance from the edge of the page the header and footer are displayed. For example, if your doclet has a long paragraph that runs into the page footer, you can move the page footer closer to the edge of the page and then select this check box to preserve the setting.

## Working with Slide Masters (PowerPoint-based Report Packages)

For Microsoft PowerPoint-based report packages, when a report package is created, a style sample document is uploaded that contains the slide masters and slide layouts that the report package owner wants the final report to have. These slide masters determine the overall look and format of the presentation. When you upload a doclet, the system scans the doclet and

highlights the slide masters you used. The  icon indicates slide masters that are not in the style sample document.

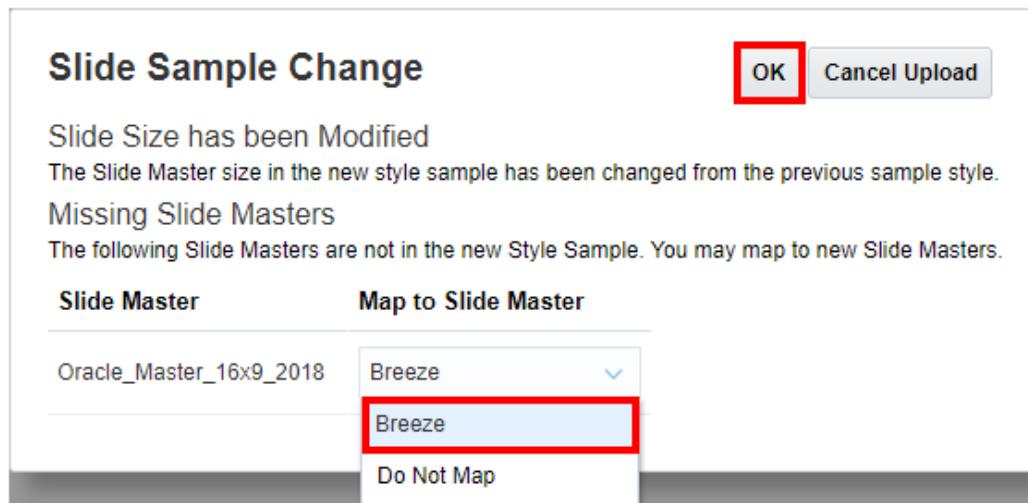
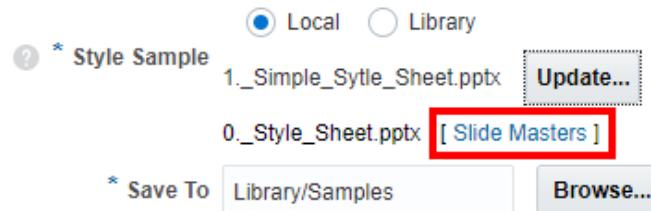
See this video also  [Working with Microsoft PowerPoint Style Samples](#).

**Note**

In order to upload the doclet, the size of doclet slides and the report package style sample slides must be the same. For example, if you size your doclet slides for **On-Screen Show (4:3)** and the report package style sample slides are sized for **On-Screen Show (16:9)**, resize your doclet slides to On-Screen Show and then you can upload them.

If the doclet contains a slide master that is not in the style sample document, perform one of the following:

- To replace the doclet slide master with the report package slide master, click the name of the doclet slide master, and then select the report package slide master that you want to replace it with.



The system maps the doclet slide layouts to the report package slide master to maintain a uniform look for the presentation.

- To preserve the doclet slide master, click **OK** to save the doclet and return to the report center.

If you preserve the doclet slide master, the system adds it to the merged presentation to ensure that the slides will render correctly. However, that slide master is available for use by that doclet only. The doclet slide master is not available to other doclets. If you want the doclet slide master to be used by other doclets, the report package owner must add it to the report package style sample document.

**① Note**

When you upload a doclet to the report package, the system resets all slides to their default layouts. If you have modified any slides from the default slide master layout, those modifications are reset back to the default. For example, if you have changed the size of a text box on a slide to make room for an image, the text box is reset to its original size when you upload the doclet. However, you can add additional layouts to the doclet slide master, and those new layouts are persisted within the doclet. Therefore, if you want to preserve the modified text box size, you must add that layout to the doclet slide master.

As an example, you are working with a doclet with a slide layout called **Title and Content** that contains a text box that spans the entire slide. You want to resize the text box to cover half of the slide so that you can add an accompanying image. If you were to resize the text box, add the image, and upload the doclet, the system would reset the slide back to the **Title and Content** default layout, and the text would overlap the image. Instead, add a new slide layout (called, for example, **Title, Text, and Image**) with the resized text box. When you upload the doclet, the new slide master is copied over and persisted for that doclet.

## Selecting Excel Worksheets from an Excel doclet (PDF-based Report Packages)

For PDF-based report packages, you can select worksheets from the Excel doclet to be placed within the report package. Only the selected worksheets will be included in the PDF report.

To select the worksheets:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Click **Select Worksheets**.

**① Note**

You must checkout the doclet before changing the worksheet selection.

4. In **Select Worksheets**, you can select either **All Worksheets Included** option or make a selection from the worksheet listings table, and then click **OK**.

## Previewing Reports or Doclets



Select a doclet in the report center and click **Preview** to preview it. The Preview tab can compile the overall report for all of the doclets that you have access to so that you can preview their final versions or an individual doclet or section. Previewing helps you verify that the doclet contents are combined correctly. If doclet content does not display correctly, you can override the style sample attributes by uploading the doclet again and selecting the doclet attribute to override.

**Note**

You can upload doclets and preview them without checking them in, but you must check the doclets in if you want other users to be able to preview them.

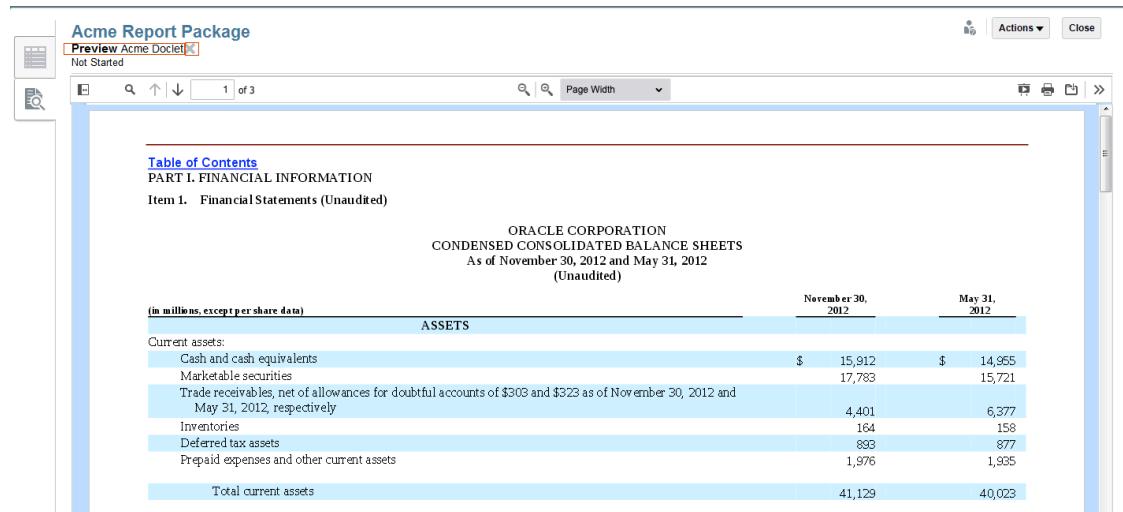
You can also preview individual doclets or section's content from the web without having to download the doclets. After the user selects to preview a doclet or section, they are automatically taken to the preview tab.

**Note**

When previewing report packages or doclets and a supplemental doclet has been added, the supplemental doclet is not included in the preview of the report package or doclet and the content is not displayed in previews of sections of the report package.

PDF preview of the report package or doclet provides the following functionality:

- Toggle thumbnail sidebar
- Find text within the document
- Go to the previous/next page
- Go to an entered page number
- Zoom in/out buttons
- Select a zoom level (For example: %s, Automatic, Page Width, and so on.)
- Switch to Presentation Mode
- Print the document
- Download the document
- Other Navigation and Viewing Tools



The screenshot shows the Oracle Authoring interface with the 'Acme Report Package' selected. The preview window displays the 'Table of Contents' and the 'CONDENSED CONSOLIDATED BALANCE SHEETS' for Oracle Corporation as of November 30, 2012 and May 31, 2012. The preview window has a tab bar at the top with 'Preview Acme Doclet' selected. The main content area shows the financial statement tables.

		November 30, 2012	May 31, 2012
(in millions, except per share data)		ASSETS	
Current assets:			
Cash and cash equivalents		\$ 15,912	\$ 14,955
Marketable securities		17,783	15,721
Trade receivables, net of allowances for doubtful accounts of \$303 and \$323 as of November 30, 2012 and May 31, 2012, respectively		4,401	6,377
Inventories		164	158
Deferred tax assets		893	877
Prepaid expenses and other current assets		1,976	1,935
Total current assets		41,129	40,023

From the image above, at the top of the tab, next to the word **Preview** there is the name of the doclet or section. In this image we have selected to preview a doclet, **Acme Doclet**. This

works like a filter. For example, for the doclet we are previewing in the example above, **Acme**



**Doclet** if the user goes back to the report center by clicking the  and then back to the preview tab the filter is still applied. You must either choose to preview another doclet or section, which replaces the filter or click the **X** as shown in the red rectangular box in the image above next to the filter to return to previewing the entire report package.

### Note

If the preview on the web looks different from the downloaded or printed version of the report, you may be using a font that is not in the cloud service. Contact your service administrator to upload your TrueType fonts to enhance the rendering of the report on the web. If you are using Firefox, navigate to **Tools**, then **Options**, then **General**, and then **Advanced**, and ensure that the check box for **Allow pages to choose their own fonts, instead of my selections above** is selected.

To download a preview of the report:

1. Click  **Preview**.

2. Select  , then **Download Preview**.
3. Select where to save the preview version. You can download the preview in Word or PowerPoint format, or in PDF format.

A doclet approver could view the doclet contents from the web, review the doclet contents and then approve or reject the doclet without having to download the document. The same applies for section.

To preview a doclet or section without having to download:

1. From the  , select the doclet or section to preview.
2. Select  **Doclet Actions** next to the doclet to preview or **Section Actions** next to the section to preview then **Preview**.

 You are automatically taken to the  . See image with example of a doclet preview above.

## Checking In Doclets

After you have uploaded the updated version of a doclet, you check the doclet back in to commit your changes to the report. Checking in a doclet enables others to view your changes.

To check a doclet in:

1. Click  next to the doclet name.

2. Select **Act on Content**.
3. Select **Check In**.

The lock icon on the user is removed to indicate that the doclet is checked in.

 **Note**

After you have checked out and downloaded a doclet, you must upload a new version before you can check it back in. If you want to discard the changes that you made and revert back to the original version of the doclet, select **Undo Check Out** instead.

 **Note**

The system will automatically create a prior version of the doclet whenever the doclet is checked in. The system will automatically maintain the most current versions of the doclet up to the limit set within the Report Package. If a doclet version limit is met, the system will remove the oldest prior version as new versions are added.

 **Note**

Doclet versioning has been optimized to minimize the impact of multiple automated check-ins. When multiple automated check-ins are performed on the doclet due to variable or embedded content changes, the system will update the doclet contents but will not generate a new version.

## Submitting Doclets

After you are done updating a doclet, submit it. If the report package owner has determined that it requires approval, notifications are sent to the doclet approvers to begin their work. If no approval is necessary, then the doclet is marked complete.

To submit a doclet:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Submit**.

The report center is updated in the following ways:

- A check mark is displayed on the author to indicate that the authoring process is finished.
- If doclet approval is required, the current responsibility is updated with the doclet approver.

After you submit a doclet, you can't check it out, but you can download and review it. Report package owners can continue to check out the doclet for further updates.

## Recall Doclets

If enabled on the Report Package, Authors and Approvers may use the "**Recall Doclet**" action to restarts the Doclet workflow allowing them to make modifications to the Doclet contents as needed. This action will be available to the user when the doclet has been marked complete or when the doclet is at a higher level within the approval path.

To recall a doclet:

1. Click  next to the doclet name.
2. Select **Act on Content**.
3. Select **Recall Doclet**.

After you recall a doclet, the workflow will be restarted and be shown with the author.

## Reverting to a Prior Version of a Doclet

When authoring a doclet in a report package and your updates or the outcome is incorrect after previewing the doclet, you can revert back to a prior doclet version. To see how this is done in Oracle Smart View for Office, see Reverting to a Prior Version of a Doclet.

To revert a doclet to a prior version:

1. Select the doclet in the report package to revert back to a prior version.
2. Click  next to the doclet name.
3. Select **Act on Content**.
4. Select **Checkout**.
5. The doclet now displays a lock symbol next to it.
6. Click  next to the doclet name.
7. Select **Inspect** from the drop down. The Inspect dialog is displayed for the doclet selected.
8. Select the **Versions** tab.
9. Select the version of the doclet you want to make current.
10. Select  next to the doclet. A work in progress version of the doclet is created based on the selected doclet file(s).

### Note

A warning message is displayed regarding the content of the doclet you are replacing. The report content in the new version is based on the prior version. However, any embedded content or variables contained in the prior version are refreshed to their current values.

11. **Optional:** Preview the doclet to verify it is the correct content.
12. Check the doclet back in to the report package to commit the changes to the report.

## Refreshing Report Content

Performing a Refresh Data Source or Refresh All at the Report Package level executes a background process that systematically goes through and refreshes all doclet's associated with the data source selected.

- The refresh process checks out each doclet and fully processes all of its report content (same as if the doclet was checked out & refreshed directly).
- The processing time for the Refresh is directly related to the number of doclets impacted by the refresh action.

Performing a Refresh All on a Report Package which contains a large number of refreshable content will result in extended processing time.

The background process of each **Refresh** activity includes the following:

- For Refreshing Reference Doclets, such as **Reports** and Excel with Smart View Refresh Enabled
  - The system will check out the doclet and then opens Report or Excel File
  - Refreshes the Report or selected Excel Worksheets and then recalculates all selected worksheet (Excel only)
  - Updates all available content and then refreshes all doclets which embed available content (check out, replace available content, check-in) one by one
  - If an Excel file contains source reference variable values, the system updates the variable values and then refreshes all doclets which embed the reference variables (check out, update variable value, check-in) one by one
  - Check-in the Reference doclet
- For Refreshing Reference Doclets, such as **Reports** and Excel doclet with Smart View Refresh
  - The system will check out the doclet and then opens Report or Excel File
  - Refreshes the Report or selected Excel Worksheets and then recalculates all selected worksheet (Excel only)
  - If an Excel file contains source reference variable values, the system updates the variable values and then refreshes all doclets which embed the reference variables (check out, update variable value, check-in) one by one
  - Check-in the doclet

To Refresh All report content in a report package:

1. Open the **Report Packages** you want to refresh.
2. From the top right

**Actions ▾**

menu, select **Refresh**, and then select **All** or select a data source from the drop-down list.

**① Note**

- As the refresh process may take an extended period to process all the impacted doclets, it is recommended to perform this refresh when there is a limited activity within the Report Package.
- While the background process is executing, the Report Package is locked for editing. This will prevent any modifications to the Report Package structure & prevent any doclets from being checked in. Once the background process completes, the Report Package will be unlocked.

## Working with Linked Regular Doclets

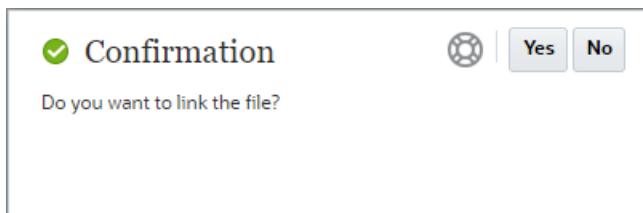
Linked Regular Doclets enable you to easily share the common library documents across multiple Report Packages. Similar in design to Linked Report Doclets, a linked Regular Doclet maintains a persistent link to the library document. If the library document is updated, the service will automatically update all doclets linked to the document. The service will continue to update the doclet file until the doclet link is inactivated. The doclet link will be inactivated when the doclet is marked complete, the author phase is complete, or the Report Package is marked final.

**① Note**

This feature is applicable for regular doclets only. It's not supported for reference doclets and supplemental doclets.

To link a Regular Doclet within a Report Package:

1. In the Narrative Reporting web, when adding a new doclet to the report package or uploading a file to an existing doclet.
2. Select **Library**, click **Browse** and select a supported file, and then you'll be prompted to link the library document to the Doclet within the Report Package.

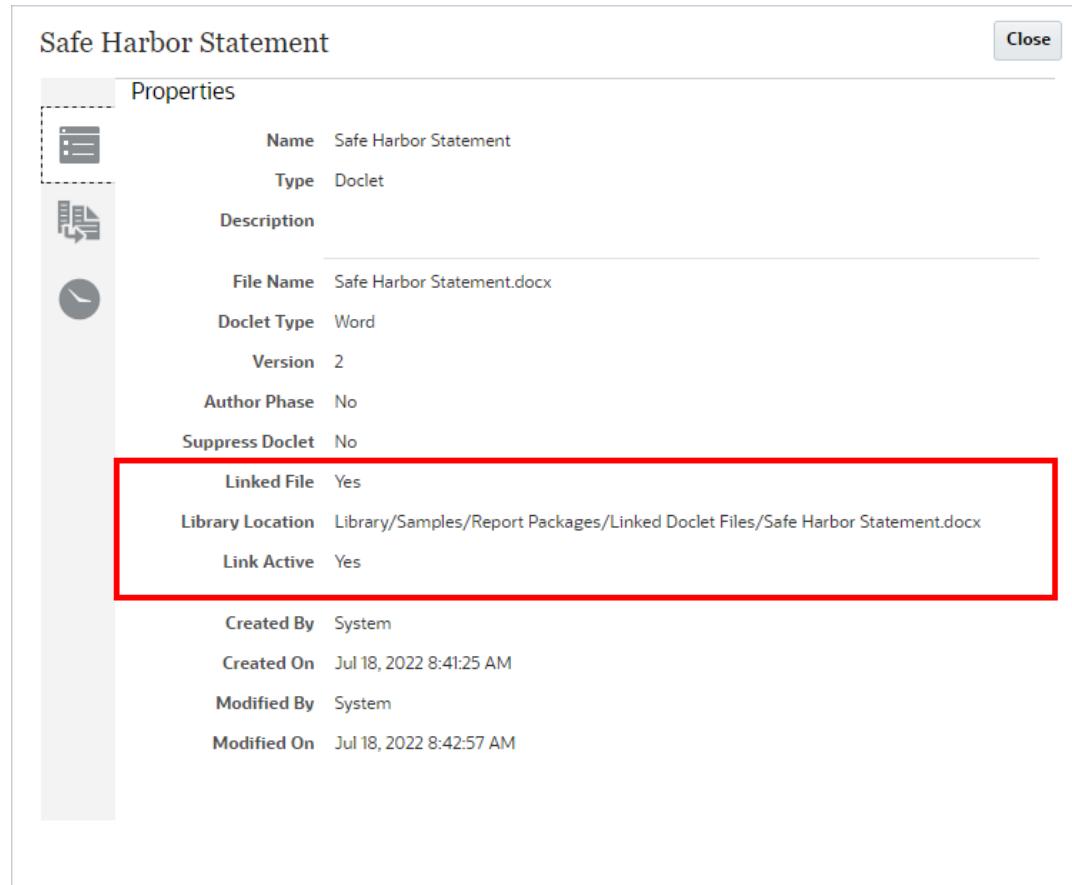
**① Note**

When selecting a Library document, you'll be prompted:

- If you click **Yes**, the service will create a persistent link to the document file.
- If you click **No**, the service will upload a copy of the library file to the doclet. No persistent link will be established.

To view the Linked Regular Doclet status:

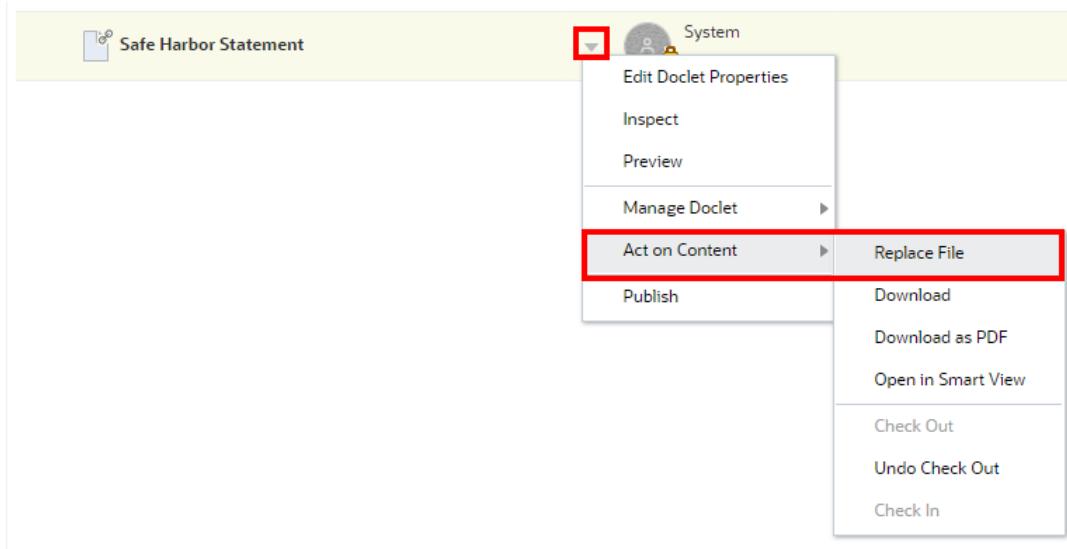
1. In the Narrative Reporting web, select a doclet and select the drop-down menu next to the doclet name, and click **Inspect**.
2. From the **Properties** dialog, you can see that the doclet is linked, the linked library location, and the status of the link.



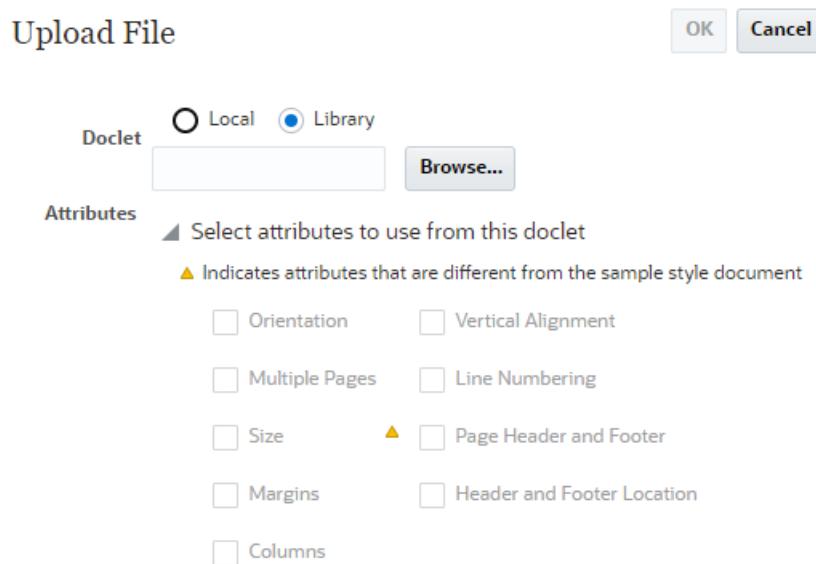
To Replace the Linked Regular Doclet:

In the Report Package, if you want to update or remove the link to the Library document, perform the following steps:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Check Out** on the Linked Regular Doclet.
4. Select **Act on Content**, and then click **Replace File**.



5. In the **Upload File** dialog, you can either select **Local** or **Library**:



- If you select **Library** and make a selection, you will be prompted to add the link.

#### Note

- If you click **Yes**, the service will create a persistent link to the document file.
- If you click **No**, the service will upload a copy of the library file to the doclet. No persistent link will be established.

- If you select **Local** and make a selection, the service will upload a copy of the file to the doclet. No persistent link will be established.

6. Click **Ok** to close the Upload File dialog.

## About Doclets

Report packages are comprised of subcomponents called *doclets*.

- Doclets contain the content you require for the report that you're creating with an Narrative Reporting report package. A report package can consist of one or more doclets. Word-based report packages contain Word-based doclets, PowerPoint-based report packages contain PowerPoint-based doclets, and PDF-based report packages contain PDF-based doclets. Doclets participate fully in report package workflow, including all author phases, review phases, sign off, and report publishing.
- Supplemental doclets are documents which assist in the development of the overall report, such as source and reference files. Supplemental doclets can be of Office file types, such as Excel, Word, or PowerPoint; or of non-Office file types, such as PDF, TXT, or ZIP. Content from supplemental doclets is not merged into the combined report. Supplemental doclets of any file type can be included in both Word-based and PowerPoint based report packages. For example, Word-based supplemental doclets can be included in Word- or PowerPoint-based report packages.

 **Note**

Supplemental doclets of any file type are *not* available for commenting in the review or sign off phase, and they are *not* part of the final published report.

- Reference doclets contain commonly used report content where certain types of reporting content is created, authors can then embed that content in their assigned areas of the report package. You can design content such as highly formatted reports, ad hoc grids, and text within an Excel spreadsheet. The available content in a reference doclet becomes common report content that can be embedded in doclets by assigned authors. Embedded content can be reused as required throughout the report package, and is refreshable, so the content will always reflect the latest data.

## Understanding Embedded Content - Doclet Authors

An author can develop stylized reports using Microsoft Excel or Reports, and then embed that content into their Word or PowerPoint doclets. For Excel, this is done through named ranges. For Reports this is accomplished using charts, grids, note, and text objects. There are two ways to embed an Excel named range into a doclet. The first is using a Reference doclet, that a report package owner has created with content that a doclet author may be able to use in their doclets. The second is using a [Reference file](#), that a doclet author can create on their own with the content they specifically want to see in their doclet.

**ⓘ Note**

It's recommended to limit the number of available contents defined within one reference doclet or reference file to **30** or less. You must ensure that the size of the reference doclet or reference file should be less than **5 MB**.

If a doclet contains more than **30** available contents, or size more than **5 MB** then you may encounter extended processing time while checking in doclet, and the doclet may fail to check-in.

 **ⓘ Note**

For PDF-based report packages, you can insert Reports directly as doclets. You do not need to embed the content in a reference doclet.

A Reference doclet can be used by any doclet author with viewer rights to the Reference doclet. A Reference file is created specifically by a doclet author so they can use the Excel content of the Reference file in their doclet. For Reports, you can only embed content in a Reference doclet.

 **ⓘ Note**

When inserting embedded content in a Power Point slide, it is embedded as an image whether from an Excel sheet or Reports. As a result, the content is not searchable. The image can be re-sized. When you refresh the embedded content, the aspect ratio is always the same.

The variable or embedded content name in Power Point is included as alt text on the corresponding image.

**ⓘ Note**

The control in Microsoft Word for sizing and centering is table based and left justified and cannot be centered or repositioned in the Microsoft Word document. It is recommended that you design your embedded content in Excel to span the width of the page in Microsoft Word. You can either re-size the content or add blank columns to the named range in Excel (for Tables).

Adding embedded content within Word text boxes allows greater flexibility for placement. More so when the embedded content is a floating object like a chart, grid or image. To place content within a text box in Word simply add the text box in the desired doclet location. Select the text inside and click embed, an then re-size the text box in the doclet. The Excel grid then fits on the doclet Word page length correctly. The embedded content name is added to the title of the content control when inserting content controls into Microsoft Word.

Review commenting in the report package is not supported on text boxes. A user may select content near the text box to anchor their comment.

The available content can not be edited in the doclet. It can only be modified from the Microsoft Office Excel document or the Reports in the Reference doclet.

To embed an Excel named range from a Reference doclet, see the following:

- [Overview of Embedding Content from a Reference Doclet with Excel in a Doclet](#)
- [Adding Reports Content to a Reference Doclet](#)
- [Inserting or Removing Excel Based Available Content in a Doclet](#)
- [Updating Excel Based Available Content in a Reference Doclet](#)

To embed Reports content from a Reference doclet, see the following:

- [Overview of a Reference Doclet with Reports](#)
- [Making Reports Content Available in a Reference Doclet](#)
- [Inserting or Removing Reports Based Content in a Doclet](#)
- [Previewing, Refreshing, Editing, and Replacing Reports in a Reference Doclet](#)

To embed an Excel named range content from a Reference file, see the following:

- [Overview of Embedding Content from a Reference File in a Doclet](#)
- [Adding Report Content to a Reference File](#)
- [Adding a Reference File to a Doclet](#)
- [Embedding Named Range from a Reference File to a Doclet](#)
- [Managing Named Ranges for a Reference File](#)
- [Updating Available Content in a Reference File](#)

Watch these **videos**



to learn more about *Creating and Authoring Reference Doclets and Embedding Content from Reference Doclets* and *Embedding Content from Reference Doclets and Reference Files* in Narrative Reporting.

- [Creating and Authoring Reference Doclets and Embedding Content from Reference Doclets](#)
- [Embedding Content from Reference Doclets and Reference Files in Narrative Reporting](#)

To perform similar functionality from Oracle Smart View for Office, see the following:

- Working with Embedded Content from Reference Doclets
- About Embedded Content From Reference Doclets
- Embedding Content in a Doclet
- Adding Reference Doclets to a Report Package
- Defining Named Ranges in Excel-based Reference Doclets
- Adding Available Content to Excel-based Reference Doclets
- Updating Excel-based Reference Doclet Content
- Deleting Available Content from an Excel-based Reference Doclet
- Refreshing Embedded Content in a Doclet
- Removing Embedded Content from a Doclet
- Working with Embedded Content from Reference Files
- About Embedding Content from Reference Files
- Defining Named Ranges in Reference Files
- Registering Reference Files with a Doclet
- Embedding Reference File Content in a Doclet
- Adding Content from Reference Files to Doclets
- Managing Named Ranges for a Reference File
- Updating Available Content in a Reference File

## Overview of Embedding Content from a Reference Doclet

A Reference doclet is used as a container for common content, for example a P&L report, ad hoc grids, or named ranges from an Excel file in a regular doclet. Doclet authors can embed that content in their assigned doclet of the report package through Oracle Smart View for Office or the web (Narrative Reporting). The embedded content is automatically updated whenever the Reference doclet is checked in through an automated server refresh which ensures the data is always the latest for all consuming doclets of the content. Within the Reference doclet you can develop stylized content for doclets using Microsoft Office Excel with named ranges or Reports charts, grids, notes, and text objects and make them available to other doclet authors to consume. For example, using Microsoft Office Excel, a Reference doclet author can create a table, give it a named range in Microsoft Office Excel, and make it available content so it can be used by doclet authors as embedded content within their doclets. Same for Reports. A Reference doclet author can create charts, grids, notes, and text objects in Reports and make it available content so it can be used by doclet authors as embedded content within their doclets.

A Reference doclet author can create one or more valid named ranges within their Microsoft Office Excel workbook or charts, grids, notes, and text objects from Reports that other authors within the report package may reference in their doclets.

**① Note**

When an Excel worksheet uses a double-line bottom border on the last row of a named range, an extra row appears in the embedded content within a consuming doclet. To correct, resize the row below the row that contains the double-line bottom border. You can keep the double line border in the last row intact, but resize the next row to be very small (but not hidden.) From Excel, select any cell in the relevant row and choose **Home**, then **Format**, and then **Row Height** and enter a small value such as **2** or **3**. The extra space is included in the embedded content, but it has a minimal impact.

**① Note**

Vertically displayed content in Excel cells in a reference doclet (in **Format Cells > Alignment > Orientation**) will appear horizontally when inserted as embedded content into a Word doclet.

The general embedded content process is as follows:

1. Reference doclet author creates common content such as named ranges from Excel or charts, grids, notes, and text objects from Reports and makes them available content for doclet authors.

**① Note**

You cannot have mixed content from an Excel or Reports file in a Reference doclet. You have to have either an Excel or Reports Reference doclet, they can't be one and the same, they need to be separate.

2. Doclet authors can check out a reference doclet and make content available to embed in their doclets.

**① Note**

Authors of other doclets with view access to a Reference doclet can insert Excel named ranges or Reports available content into doclets.

3. Refresh - Reference doclet authors refresh content and the report package auto refreshes all instances of embedded content within the doclets.

When a POV is updated for Excel or Reports Reference doclets in a report package:

- For Reports reference doclets, the report snapshot is regenerated and any doclets containing embedded content from the report are automatically checked out, updated, and checked in.

For Excel Reference doclets, you need to check out the Excel Reference doclet, change the POV, if needed, and perform a Smart View refresh.

- Upon check-in, a new version of a doclet is created.

- There's no need to open files locally and refresh manually after the POV change is made.
- If a variable is used for the POV in the Reports reference doclet and the "auto-update variables" option is selected, the doclets consuming available content are updated.

 **ⓘ Note**

Modifications to your service's uploaded fonts may temporarily cause Embedded Content images in PowerPoint to appear with overlapping or misaligned text when refreshed. This issue will be corrected after the next Daily Maintenance window. To expedite the resolution of this issue, your service administrator can use the `runDailyMaintenance` EPM Automate command.

## Inserting or Removing Excel Based Available Content in a Doclet

With a Reference doclet created by the report package owner and content added in the form of named ranges from Excel, a doclet author can embed content within their doclet. For example, the doclet author may want to add a profitability chart from the Excel based available content in the Reference doclet within their doclet.

 **ⓘ Note**

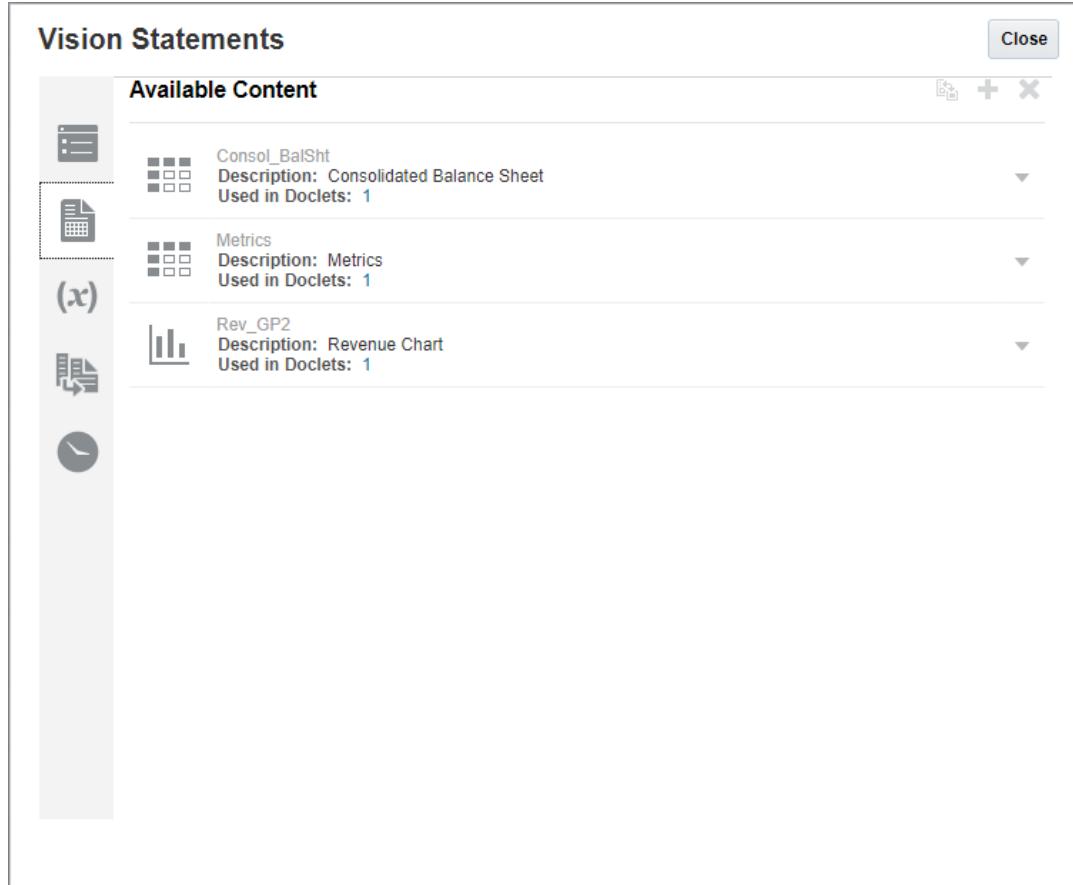
- When adding the embedded content from Narrative Reporting, the content is embedded at the end of a Word based doclet. In Oracle Smart View for Office, you can insert content in a specific position in the doclet so the preferred method of adding content to a doclet is with Smart View. See Setting Up Narrative Reporting in Smart View for more information on performing this from Smart View.
- In the case of embedding in PowerPoint doclets, the embedded content is added on a new slide with a "blank" layout. If the slide masters does not include a "blank" layout the first alphabetical layout will be used.
- In PowerPoint, Embedded Excel tables will appear with transparent backgrounds unless there is a "Fill Color" added to the Excel table.
- In Word Doclets, Embedded tables from Excel and Report Reference Doclets are converted into Word tables which may have different proportions than the source table or grid.

 **ⓘ Note**

It's recommended to limit the number of available contents defined within one reference doclet or reference file to 30 or less. If a doclet contains more than 30 available contents, then you may encounter extended processing time while checking in doclet, and it is possible that the doclet may fail to check-in.

To insert or remove available content in a doclet:

1. Select the doclet within the report center and select the  and then **Act on Content** and select **Check Out**.
2. Select **Act on Content** and select **Inspect Available Content**. The Inspect dialog opens for the doclet with the **Available Content** tab displayed by default along with available content that was previously added. As shown in this example:



3. To add available content, select  . A dialog is displayed with a list of defined available source objects which you have access to.
4. Select a source object to embed and select **OK**. Content is embedded at the end of the Word doclet in Narrative Reporting . In the case of embedding in PowerPoint doclets, the embedded content is added to a new slide with a "blank" layout. If the slide master does not include a "blank" layout the first alphabetical layout is used.

**① Note**

The control in Word for sizing and centering is table based and left justified and cannot be centered or repositioned in the Word document. It is recommended that you design your embedded content in Excel to span the width of the page in Word. You can either re-size the content or add blank columns to the named range in Excel (for Tables).

Adding embedded content within Word text boxes allows greater flexibility for placement. More so when the embedded content is a floating object like a chart, grid or image. To place content within a text box in Word simply add the text box in the desired doclet location. Select the text inside and click embed, an then re-size the text box in the doclet. The Excel grid then fits on the doclet Word page length correctly. Review commenting in the report package is not supported on text boxes. A user may select content near the text box to anchor their comment.

The available content can not be edited in the doclet. It can only be modified from the Microsoft Office Excel document or the Reports in the Reference doclet.

5. To remove available content, select  to the right of the available content or multi-select the available content from the list and select  at the top of the dialog next to .

**① Note**

For Excel named ranges: When an available content reference of Excel type is deleted from a doclet, only the link is removed. The actual report content is kept intact within the doclet. However, the report content can no longer be refreshed. The doclet author can now modify or delete the report content within the doclet.

6. Select **Close**.
7. **Optional:** Select **Act on Content** and select **Refresh Embedded Content**. This updates all the embedded content consumed by the doclet, including any additions or deletions you performed in the steps above.  
The server automatically refreshes all doclets with embedded content from the Reference doclet when it is checked in. Preview a doclet to see the report contents updated.
8. If you are satisfied with your changes, select **Act on Content** and select **Check In**.

**① Note**

In PowerPoint, you can resize an embedded image, but ensure that you maintain its original aspect ratio. If you change the aspect ratio of the embedded image, it will revert to its original proportions when refreshed. After the refresh, the image keeps its top-left position on the slide and retains the height you selected, but the width will reset to align with the correct aspect ratio of the embedded image. If you want to change the width of the embedded content, you must adjust the original object within the reference document.

## Adding or Deleting Excel Based Available Content from a Reference Doclet

A Reference doclet author can add or delete existing doclet content in a Reference doclet. The Reference doclet author can make additional doclet content available to use for doclet authors. A Reference doclet author can also choose to delete Reference doclet content that is no longer being used. However, if there is another doclet author that is using that doclet content in their doclet, the link in the consuming doclet is going to be broken when you check in the Reference doclet. [Remapping Available Content within a Reference Doclet or File](#).

### Note

It's recommended to limit the number of available contents defined within one reference doclet or reference file to 30 or less. If a doclet contains more than 30 available contents, then you may encounter extended processing time while checking in doclet, and it is possible that the doclet may fail to check-in.

### Note

If an Excel Reference Doclet has multiple charts defined, you must ensure that the chart names are unique by worksheet. Two charts can have the same name so long as they are on different worksheets.

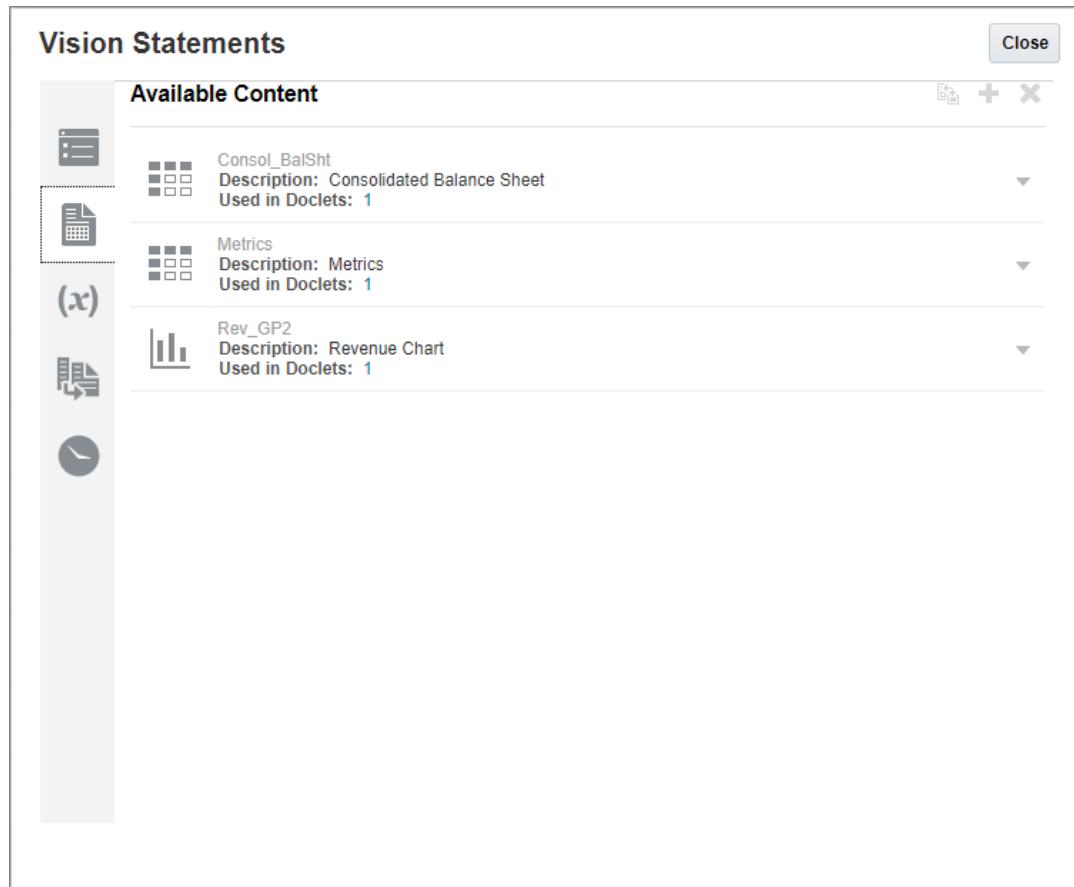
### Note

To enable the "Repeat as header row" option within embedded Microsoft Word Tables, **Edit the Excel Name Range** and add the following syntax within the comment field: **NR\_Headings=#**.

For example, if there are three rows within the name range which represent the table header, then add the following within the Name range comment: **NR\_Headings=3**

To add or delete available content in a Reference doclet:

1. Select the Reference doclet in the report package and select the  and then **Act on Content** and select **Check Out**.
2. Select the  and select **Act on Content** and then select **Inspect Available Content**. The Inspect dialog opens for the Reference doclet and the **Available Content** tab is displayed by default with a list of available content that has been previously added. As shown in this example:



3. To add available content, select . An **Add Report Contents** dialog is displayed for adding Excel content objects with a list of available source objects that you can add from the associated Microsoft Office Excel workbook.
4. Select an available source object and select **OK**. The source object is displayed in the available content list of the Available Content tab.
5. **Optional:** You can provide a user friendly name and description for the embedded content that other doclet authors can see when they add the embedded content. The given name must be unique throughout the report package.
6. **Optional:** Clear the **Automatically Resize Table Contents** checkbox if you want to disable it. By default, this option is enabled for the available content.

This option is applicable to embedded Word tables. When enabled, the embedded Word table resizes the rows and columns which may introduce slight differences from the source table or grid.

7. To delete available content, select  to the right of the available content or select the available content from the list and select the  next to the source object.
8. Select **Close**.
9. Select **Act on Content** and select **Check In** or if changes were made that you would like to discard, select **Undo Check Out** to cancel any changes you made.

Whenever a Reference doclet is checked in, all doclets that consume the associated embedded content are automatically refreshed. If available content is deleted from the

Reference doclet, it does cause broken links in the doclet using that content. See [Remapping Available Content within a Reference Doclet or File](#).

## Updating Excel Based Available Content in a Reference Doclet

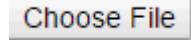
The Reference doclet author may want to update existing content in a Reference doclet. For example, refresh a profitability table with new data. Any updates made in the Reference doclet are automatically refreshed in the doclets that consume the Excel content when the Reference doclet is checked in.

### Note

It's recommended to limit the number of available contents defined within one reference doclet or reference file to **30** or less. You must ensure that the size of the reference doclet or reference file should be less than **5 MB**.

If a doclet contains more than **30** available contents, or size more than **5 MB** then you may encounter extended processing time while checking in doclet, and the doclet may fail to check-in.

To update Excel Based Available Content in a Reference Doclet:

1. Select the Reference doclet in the report package and select the  and then **Act on Content** and select **Check Out**.
2. Select **Act on Content** again and select **Download**.
3. Using native Microsoft Office Excel, make any updates you would like to the Microsoft Office Excel file and save it locally. For example, modify doclet content in Microsoft Office Excel or refresh Oracle Smart View for Office queries.
4. After you are done with your updates, select the  and then **Act on Content** and select **Upload**. The **Upload File** dialog is displayed.
5. Select  from the **Upload File** dialog to select the Microsoft Office Excel file you updated.
6. Select **Ok** to upload the file.

### Note

If a doclet author re-named an existing named range in Microsoft Office Excel, the re-named named range appears as a new named range and any report content links are broken and a warning message is displayed. See [Remapping Available Content within a Reference Doclet or File](#).

7. If you are satisfied with your changes, select **Act on Content** and select **Check In**. The report package automatically refreshes all doclets with doclet content from the Reference doclet.

## Overview of a Reference Doclet with Reports

A Reference doclet is used as a container for common content. For Microsoft Word and PowerPoint-based report packages, you can insert Reports as a reference doclet in a report package and then embed report charts, grids, note, and text objects into doclets. The embedded content is automatically updated whenever the Reference doclet is checked in, which ensures the data is always the latest for all consuming doclets of the content. Within the Reference doclet, you can develop stylized content for doclets using Reports charts, grids, note, and text objects and make them available to other doclet authors to embed in their doclets.

A Reference doclet author can create charts, grids, note, and text objects from Reports that other authors within the report package may reference in their doclets. Once Reports are inserted into a report package as a reference doclet, the report definition and report reside in the report package, and not the Library. Essentially, a copy of the Reports from the Library is now stored in the report package. When updating the report, the Reports reference doclet needs to be updated, as changes made to the original report in the Library are not automatically updated to the report package reference doclet. If you update the report in the Library, you can always check out the reference doclet and select "Update Report" and select the desired report from the Library to replace the report in the report package.

### Note

For PDF-based report packages, you can insert Reports directly as doclets. You do not need to embed the content in a reference doclet.

### Note

Report Reference Doclets now support adding Report Text and Note Boxes as Available Content.

The embedded content process is as follows:

1. The Reference doclet author performs the following tasks:
  - Adds a reference doclet of report type.
  - Insert Reports into the reference doclet.
  - Selects members for the report Point of View (POV) where applicable.
  - If the reference doclet contains prompts, responds to prompts to select the dimension members for the POV, grid columns, and grid rows. See [Responding to Report Prompts](#)
  - Selects the reference doclet content to be made available for doclet authors to embed in their doclets. (see [Making Reports Content Available in a Reference Doclet](#)).
  - Assigns authors and approvers to enable doclet authors to embed the available content in their doclets.

**① Note**

You cannot have mixed content from an Excel or Reports file in a Reference doclet.

2. Doclet authors assigned to a Reference doclet or report package owners can check out a Reference doclet and make the content available to embed in their doclets using Narrative Reporting.

Authors of other doclets need view access to Reports Reference doclet in order to insert report available content into doclets.

3. The Reports Reference doclet author or a report package owner can update a Reports Reference doclet (refresh snapshot). If the reference doclet contains prompts, the doclet author or report package owner responds to the prompts to select the dimension members for the POV, grid columns, and grid rows.

When a POV is updated for Reports in a Reference doclet:

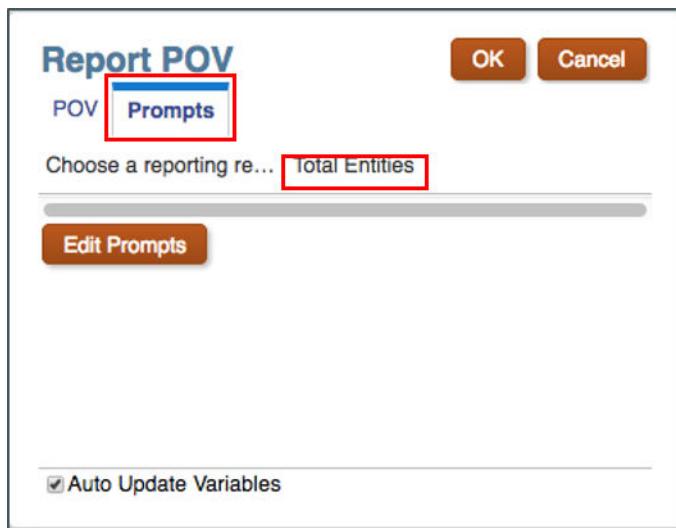
- The POV is refreshed (refreshed snapshot) and doclets containing content from the report are automatically checked out, updated and checked in. You do not need to open files locally and refresh manually after the POV change is made.
- Upon check-in, a new version of a doclet is created.
- If a variable is used for the POV in the Reports reference doclet and the "auto-update variables" option is selected, the doclets consuming available content are updated.

To perform similar functionality from Oracle Smart View for Office, see the following:

- About Embedded Content From Reference Doclets
- Embedding Content in a Doclet
- Adding Reference Doclets to a Report Package

### Responding to Report Prompts

If a report designer has added prompts to the Global POV (where **Print All Selections** is enabled), grid columns, or grid rows of the Reports that you are adding, the system displays a Prompts tab in the report POV dialog box when you insert the report into the reference doclet and when you refresh a report snapshot. Select the Prompts tab, and then select the members for the prompts. You can select from a choice list that the designer specified, or from all members of a dimension that you have access to if the designer did not specify a choice list.



Watch this tutorial video, you'll learn how to insert Reports as a reference doclet in a report package, which then allows you to embed charts, grids, note, and text objects into doclets. For Word-based and PDF-based report packages, you can embed content into Word doclets. For PowerPoint-based report packages, you can embed content into PowerPoint doclets. For PDF-based report packages, you also can insert Reports directly as doclets.



[-- Inserting Report Objects into Doclets in Narrative Reporting.](#)

## Making Reports Content Available in a Reference Doclet

In a Reference doclet, you can make report content available for a doclet author to embed in their doclet.

To learn more about Reports, see Learning About Reports in *Designing with Reports*.

Watch this **video** to learn about making Reports content available in a Reference doclet.



[Inserting Report Objects into Doclets in Narrative Reporting.](#)

### Note

Regular doclet authors can embed the Text and Note boxes using the same process as grids and charts.

To make report content available from a Report in a Reference doclet:

1. Check out the Reports Reference doclet that was created previously with report content.

### Note

See About the Report Designer in *Designing with Reports* guide for information on creating reports.

2. To make the report content available to other doclet authors to embed, select the Reports Reference doclet in the report center, click ▾, select **Act on Content**, and then select **Inspect Available Content**.

3. From the Available Content dialog, select 
4. Select the available source objects from the report in the Reference doclet to make those objects available for doclet authors to embed in their doclets.

The available Report source objects are:

- **Grid** - A report object that retrieves data organized in rows and columns from a multi-dimensional data source, such as a cube from a Cloud EPM business process, Essbase, or Fusion ERP.
- **Table** - A report object that retrieves data from a Cloud EPM relational schema (available only with Enterprise licenses).
- **Chart** - A report object that visually represents data sourced from a grid. Charts provide graphical representations of the information contained in a grid.
- **Text Box** - A report object that can display text or functions that retrieve data, including report settings, data values, point of view (POV) values, or dimension members.
- **Image** - A report object that contains a graphic or image file. You can insert images into the body of the report, as well as in headers or footers.
- **Notes** - In Narrative Reporting deployments, you can insert a Note Template into a report to allow for structured commentary entry based on POV.

5. **Optional:** Change the display name or description. Display Name is required.
6. **Optional:** Clear the **Automatically Resize Table Contents** checkbox if you want to disable it. By default, this option is enabled for the available content.

This option is applicable to embedded Word tables. When enabled, the embedded Word table resizes the rows and columns which may introduce slight differences from the source table or grid.

7. Click **OK**. The available content dialog is displayed.
8. Click **Close**.
9. From **Act on Content**, select **Check In** or if changes were made that you would like to discard, select **Undo Check Out** to cancel any changes you made.

#### **Note**

When a Reference doclet is checked in, all doclets that consume the associated embedded content are automatically refreshed. If available content is deleted from the Reference doclet or renamed, it causes broken links in the doclet using that content. See [Remapping Available Content within a Reference Doclet or File](#).

## Inserting or Removing Reports Based Content in a Doclet

With a Reference doclet created by the report package owner and content added in the form of Reports, a doclet author can add or remove embedded content in a doclet. For example, the doclet author can add a profitability chart from the Reports Reference doclet as embedded content in their doclet.

**① Note**

When adding embedded content from Narrative Reporting, the embedded content is inserted at the end of a Word-based doclet, or an additional slide is created at the end of the PowerPoint-based doclet that contains the embedded content. In Oracle Smart View for Office, you can insert content in a specific position in the doclet. See [Setting Up Narrative Reporting in Smart View](#) for more information.

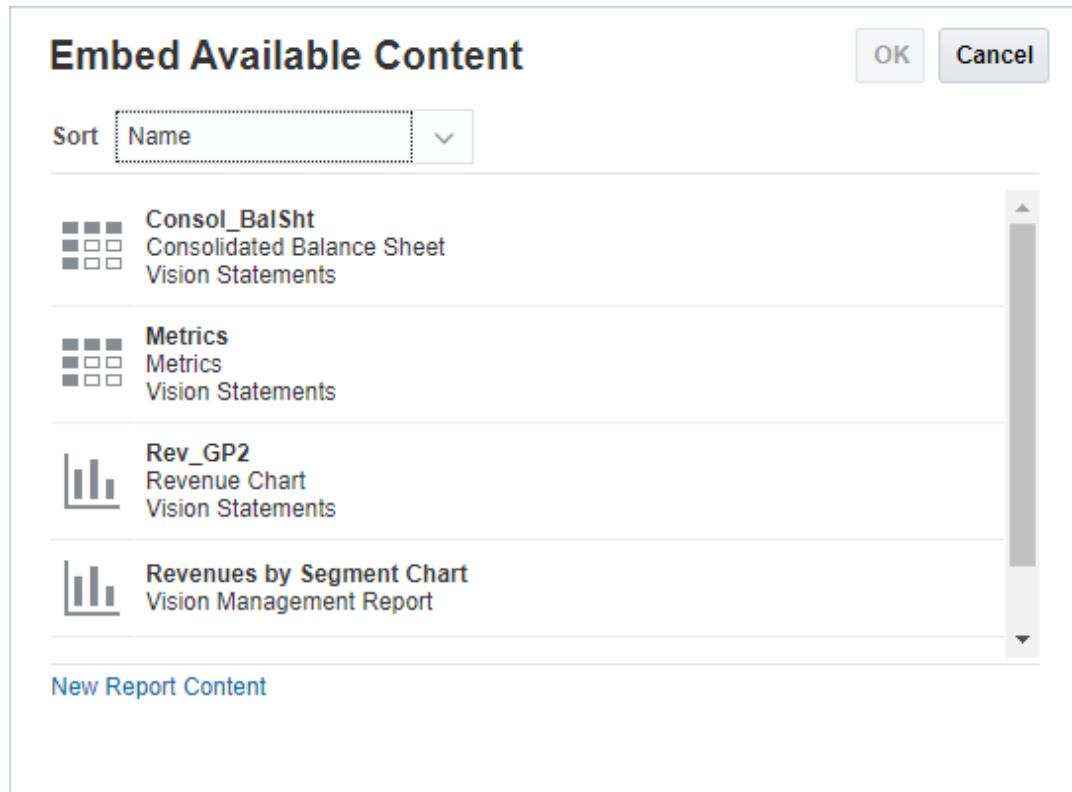
To insert or remove available content in a doclet:

1. Select a doclet that you have access to within the report center, click , select **Act on Content** and then select **Check Out**.
2. Select **Act on Content** and then select **Inspect Embedded Content**. The Inspect dialog is displayed for the doclet with the **Embedded Content** tab displayed by default along with available content that was previously added.
3. To add embedded content to your doclet, select  . An Embed Available Content dialog is displayed. Select the available content to embed, and then click **OK**. Click **Close** to close the Embedded Content dialog.
4. Select a source object to embed and select **OK**. Content is embedded at the end of the Word doclet in Narrative Reporting or in a new slide at the end of a Power Point presentation.

**① Note**

The available content can not be edited in the doclet. It can be modified only from the Microsoft Office Excel document or the Reports in the Reference doclet.

5. **Optional:** An author can add new report content. From the **Embed Available Content** dialog, select **New Report Content** at the bottom of the dialog.



6. Select **OK** when you are done.
7. **Optional:** From the Embedded Content dialog - Report Contents tab you can delete embedded report contents. Select  next to the report content you want to delete. A warning message is displayed.
8. Select **Close**.
9. Select **Act on Content** and select **Check In**.
10. Select **Close**.
11. **Optional:** Select **Act on Content** and select **Refresh Embedded Content**. This updates all the embedded content consumed by the doclet, including any additions or deletions you performed in the steps above.  
The server automatically refreshes all doclets with embedded content from the Reference doclet when it is checked in. Preview a doclet to see the updated report contents.
12. If you are satisfied with your changes, and select **Act on Content** and select **Upload** and then **Check In**.

**① Note**

- In PowerPoint Report Packages, an embedded Report Notes or Text Boxes may appear distorted or with overlapping text in PowerPoint when the fonts used within the text boxes are not installed on the client machine. To fix this, install the missing fonts used within the text boxes on the client machine.
- In PowerPoint Report Packages, embedded Report Notes or Text Boxes may appear distorted or with overlapping text when the PowerPoint Presentation is converted to a PDF file using the **Save As** function. Best practice is to convert the PowerPoint Report Package or doclets to PDF using the **Publish to PDF** or **Download Preview as PDF** from the browser. Alternatively, you can leverage a print to PDF function within PowerPoint.
- In PowerPoint, Embedded Report charts that include underlined text within **Axis** and **Data** labels may appear with the underline partially applied.
- In PowerPoint, you can resize an embedded image, but ensure that you maintain its original aspect ratio. If you change the aspect ratio of the embedded image, it will revert to its original proportions when refreshed. After the refresh, the image keeps its top-left position on the slide and retains the height you selected, but the width will reset to align with the correct aspect ratio of the embedded image. If you want to change the width of the embedded content, you must adjust the original object within the reference document.

## Previewing, Refreshing, Editing, and Replacing Reports in a Reference Doclet

### Previewing the Reports Snapshot in the Reference Doclet

You can preview the Reports output snapshot at any time. Previewing Reports snapshot runs and displays the Reports. When the report POV and Reports are inserted in the Reference doclet, it allows you to run a snapshot preview of the Reports with the data stored in the Reports.

**① Note**

When inserting Reports into a report package as a reference doclet, you have the option of linking it to the selected report in the library.

When choosing to link the report to the selected report in the library, if the library report design changes, when refreshing data for the report reference doclet in the report package, it will reflect the design of the library report instance if the inserted report reference doclet is not linked, the report definition and report reside in the report package, and not the library. Essentially, a copy of the Reports from the library is now stored in the report package. When updating the Reports, the Reports reference doclet needs to be updated, as changes made to the original report in the library are not automatically updated to the report package reference doclet. If you update the Reports in the library, you can always check out the reference doclet and select "Update Report" and select the desired report from the library to replace the report in the report package.

To preview a report snapshot from the Reference doclet:

1. From the report center, click ▾ next to the Reference doclet that contains Reports content.
2. Select **Act on Content**, and then **Preview Report Snapshot**.

#### Refreshing the Reports Snapshot in the Reference Doclet

After checking out the Reports from the report center, you can refresh the report snapshot to update the following: Reports data, Reports prompts, updated POV selections, and updated report definitions.

After selecting the Refresh report snapshot, you are prompted for the report POV (and prompts, when applicable), and the data is retrieved from the data source. The refreshed data is stored as part of the report package.

To refresh the report snapshot in the Reference doclet:

1. Checkout the Reports from the report center.
2. From the report center, click ▾ next to the Reference doclet with Reports content.
3. Select either **Refresh All** or **Refresh data source**, where <data source> is a data source connection in the report.
4. If the Reports contains prompts, respond to the prompts to select dimension members for the POV, grid rows, and grid columns. See [Responding to Report Prompts](#).

#### Editing an Unlinked Reports in the Reference Doclet

When you edit an unlinked Reports, the system displays the Reports in the report designer so that you can make edits. When the edits are complete, save the new Reports definition back to the report package.

To edit a linked Reports, the library instance of the report needs to be edited. When performing a refresh of the reference doclet, it will reflect the design of the library report instance.

To edit an unlinked Reports in a Reference doclet:

1. Check out the Reference doclet from the report center.
2. From the report center, click ▾ next to the Reference doclet with Reports content.
3. Select **Act on Content**, and then **Edit Report**.
4. Edit and save the Reports in the report designer.
5. Refresh the Reference doclet and check it in.

#### Replacing Reports in the Reference Doclet

You can replace an existing Reports in the Reference Doclet with a different Reports. You are prompted to select a different report from the report library.

To replace Reports in the Reference doclet:

1. Checkout the Reference doclet.
2. From the report center, click ▾ next to the Reference doclet with Reports content.
3. Select **Act on Content**, and then **Replace Report**.
4. After replacing the Reports with another from the library, check the Reference doclet in.

**Note**

You can easily navigate to the shared folder location by clicking on **Shared Folder** within the **Browse** dialog.



- Complete this Learning Path for a hands-on [Report Packages: Authoring and Editing References Doclets](#).

## Overview of Embedding Content from a Reference File in a Doclet

A doclet author can create their own stylized Microsoft Office Excel reports (within a Reference file) and insert Microsoft Office Excel report content, such as grids and charts, into their Word doclets. The Microsoft Office Excel report content is automatically updated in the Word doclet referencing the Microsoft Office Excel report content when it is modified. The Reference file contains report content that you have identified as a named range in Microsoft Office Excel. The named range can then be embedded in a doclet. The Reference file is attached and saved to a regular doclet and is associated with only that doclet.

Basically, a Reference file is similar to a [Reference doclet](#), except that the Reference file is available and associated to a single (regular) doclet only whereas a Reference doclet is available to many doclet authors with access to the Reference doclet. A regular doclet can have multiple Reference files.

**Note**

It's recommended to limit the number of available contents defined within one reference doclet or reference file to 30 or less. If a doclet contains more than 30 available contents, then you may encounter extended processing time while checking in doclet, and it is possible that the doclet may fail to check-in.

To summarize this feature in Narrative Reporting, a doclet author can:

- develop stylized reports within Microsoft Office Excel, using Oracle Smart View for Office or other data access methods
- integrate named ranges within doclets
- easily update the Microsoft Office Excel report (Reference file) which automatically updates the Microsoft Office Excel report content in the doclet it is saved to
- incorporate multiple ranges from the same or different Reference files

CONDENSED CONSOLIDATED STATEMENTS OF OPERATIONS  
For the Three and Nine Months Ended September 30, 2014 and September 30, 2013  
(Unaudited)

(in thousands, except per share data)	Three Months Ended		Nine Months Ended	
	September 30, 2014	September 30, 2013	September 30, 2014	September 30, 2013
Gross Revenue	\$ 484,663	\$ 457,867	\$ 1,237,110	\$ 1,168,430
Returns and Allowances	(47,636)	(45,850)	(121,592)	(117,032)
Net Revenue	437,027	412,017	1,115,519	1,051,398
Cost of Sales	281,761	262,448	716,039	667,308
Gross Profit	155,267	149,570	399,480	384,090
 Total Compensation	29,922	28,800	75,343	72,517
Travel	2,067	1,990	5,555	5,347
General Supplies	1,561	1,503	4,181	4,024
Telecommunications	2,808	2,703	7,339	7,064
Equipment Maintenance	6,725	6,473	17,416	16,763
Fees Outside Services	46,621	44,873	118,905	114,446
Employee HR	2,877	2,770	7,614	7,329
Facilities Exp	5,918	5,696	15,188	14,618
Utilities	976	940	2,523	2,428
Depreciation and Amort	8,236	7,927	20,948	20,163
Operating Expenses	107,712	103,673	275,012	264,699
 Pretax Income From Operations	47,555	45,897	124,468	119,391
Other Exp (Inc)	(9,869)	(9,499)	(24,615)	(23,692)
Total Pretax Income	37,686	36,398	99,854	95,699
 Provision for Income Tax	13,373	12,872	34,597	33,299
Earnings from Investments in Subs	731	703	1,834	1,765
Net Income	\$ 25,043	\$ 24,229	\$ 67,091	\$ 64,165



- Complete this Learning Path for a hands-on [Report Packages: Embedding Refreshable Content from Reference Doclets](#).

## Adding Report Content to a Reference File

Using native Microsoft Office Excel functionality create report contents, for example, tables, and graphs. The source of the data can be from Oracle Smart View for Office data queries, forms, reports, any other Microsoft Office Excel designed report, or Microsoft Office Excel system which has an Microsoft Office Excel integration. You can create multiple report content from a single Microsoft Office Excel workbook. You can then save this Excel file as your Reference file to use in one of your doclets.

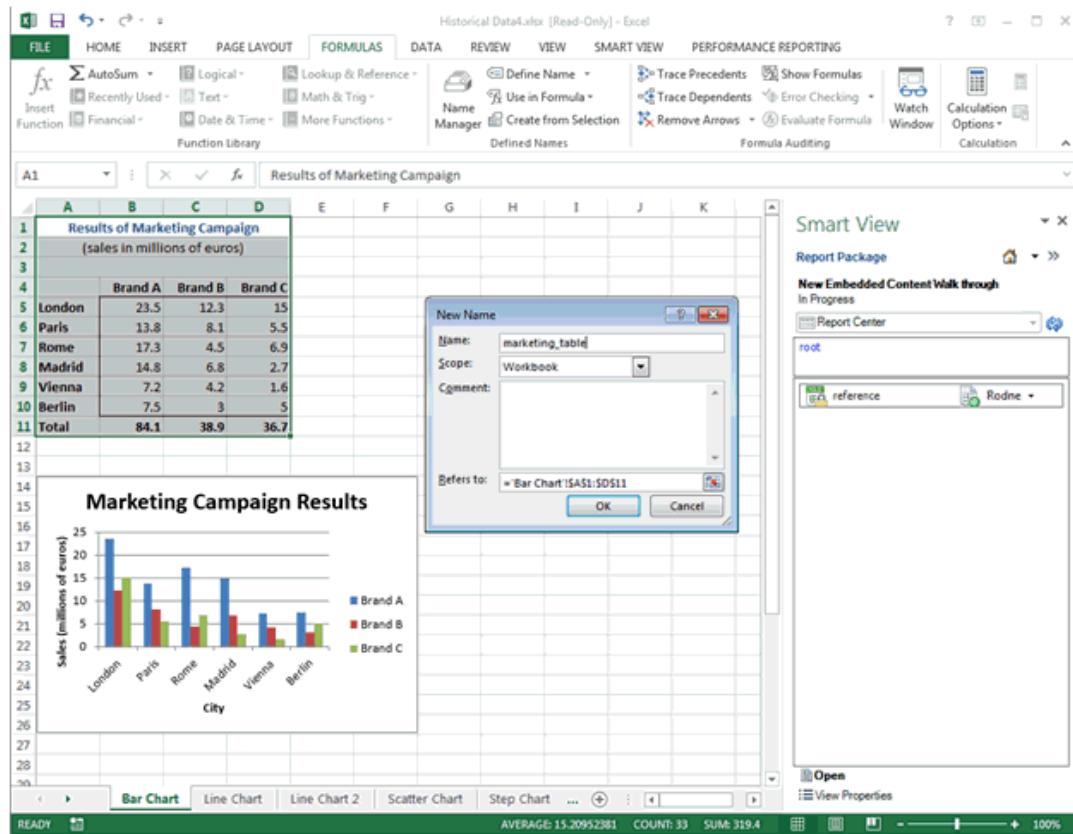
To add report content to a Reference file:

1. Design report content such as tables and graphs.

**① Note**

Prior to designing and creating content in Microsoft Office Excel, such as tables, text, and charts modify the Microsoft Office Excel workbook to use fonts that are available on the Narrative Reporting server. This also includes changing the default font for the Normal style in your Microsoft Office Excel workbook, which impacts column width. For more information on changing the default font for the Normal style in your Microsoft Office Excel workbook, see [Microsoft's website](#).

2. Highlight the cells of the content in the Microsoft Office Excel file you want to use in your doclet. For floating objects like charts and graphs, size the object to fit within the rows and columns then select the cells behind the object.



3. From Microsoft Office Excel, select **Name Manager** and define a new named range for the selected cells.

Guidelines for named ranges:

- Is not referring to a formula or constant or structured reference.
- Is not hidden.
- Does not have a dynamically calculated reference, for example the reference must point to an absolute range of cells, rather than relying on a reference formula or another named range to dynamically determine the range.
- Does not contain any errors, for example a "#REF!" error.
- The named range should not have any inter-workbook hyperlinks associated with them. For example, if a named range called "CurYearSales" is to be used as an

embedded content source, there should be no hyperlinks within the workbook that point to the name "CurYearSales".

- Is on one worksheet.

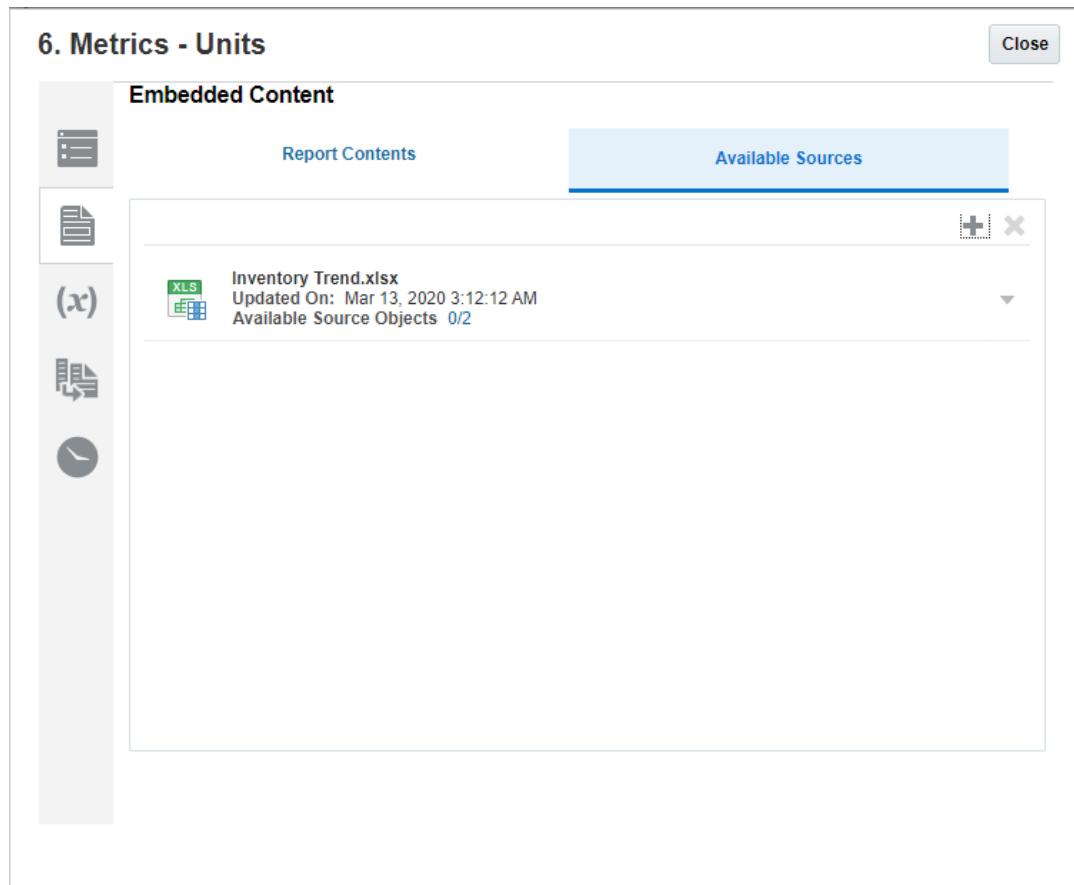
4. When you are done creating your Reference file in Microsoft Office Excel, save it locally.

## Adding a Reference File to a Doclet

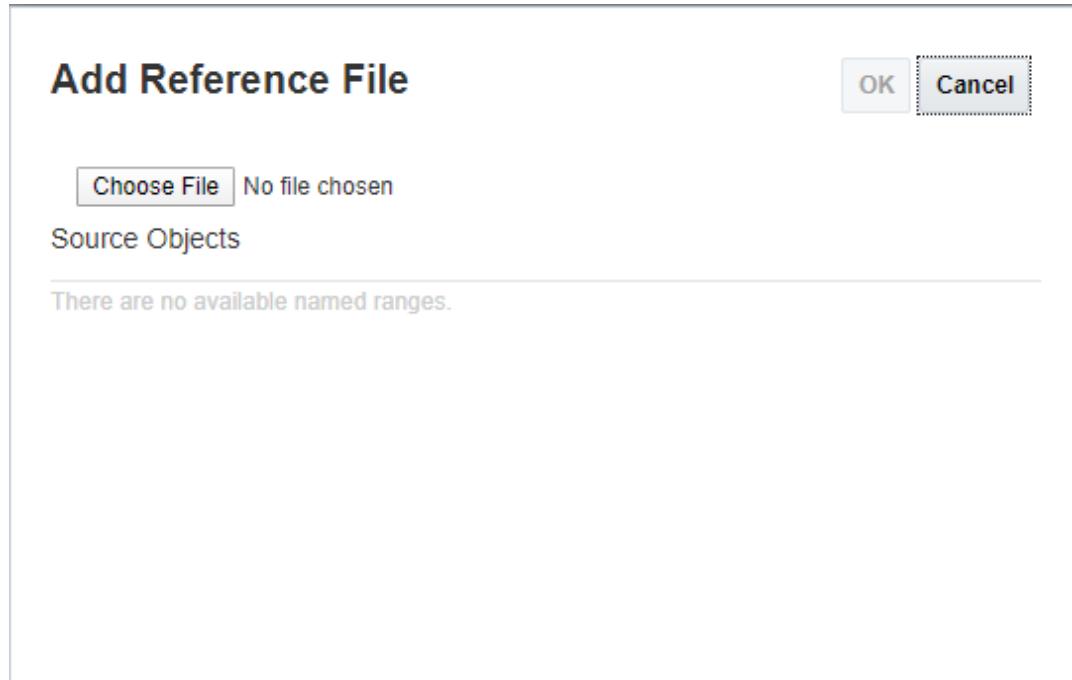
Now that you have created your Reference file in Microsoft Office Excel, you can add the Reference file to your doclet so that you can then add embedded ranges from the Reference file to your doclet.

To add a Reference file to your doclet:

1. Check out the doclet from the report center that you are adding the Reference file to.
2. Select the doclet in the report center that you checked out and would like to embed content to and select the ▾ next to the doclet and then **Act on Content** and select **Inspect Embedded Content**. The Embedded Content tab is displayed.
3. Select the **Available Sources** tab.

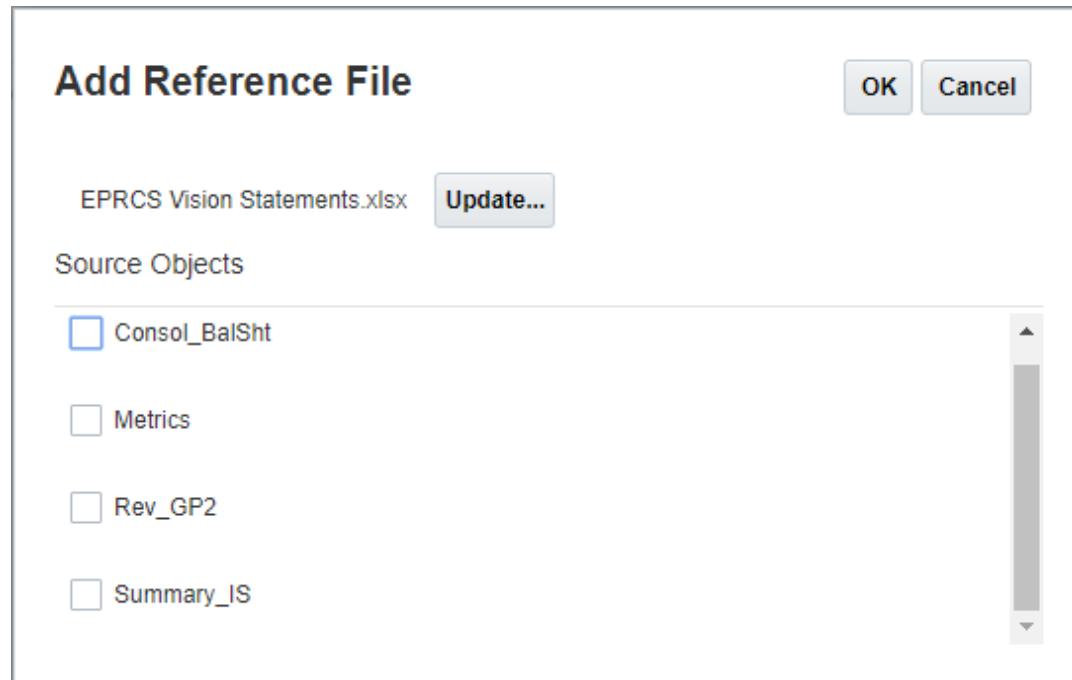


4. You may or may not have an available Reference file listed. In the example image above, there is a Reference file listed. If we assume you have no Reference files listed, then select + from the **Embedded Content** dialog to select and add a Reference file. The **Add Reference File** dialog is displayed.

**① Note**

You must have at least one defined named range in the Reference file you choose.

5. Select **Browse...** from the **Add Reference File** dialog to select a Reference file.
6. An **Add Reference File** dialog is displayed with the Reference file you selected. There is also a list of named ranges in this Reference file that you previously defined as shown in the image below.



7. Select the check box next to an available named range to add to the doclet and select **OK**.
8. **Optional:** Select the named range to rename the range or add a description. See [Managing Named Ranges for a Reference File](#).
9. Select **OK**.
10. Select **Act on Content** and select **Check In**.



- Complete this Learning Path for a hands-on [Report Packages: Working with Reference Files](#).

## Embedding Named Range from a Reference File to a Doclet

An Excel based Reference file with report content created in Microsoft Office Excel, can be embedded at the end of a Word based doclet or in the case of embedding in PowerPoint doclets, an additional slide is created at the end of the Power Point doclet and the embedded content is placed in it. In Oracle Smart View for Office, you can insert content in a specific position in the doclet. For more information, see [Setting Up Narrative Reporting in Smart View](#).

To embed report content from a Reference file to your doclet:

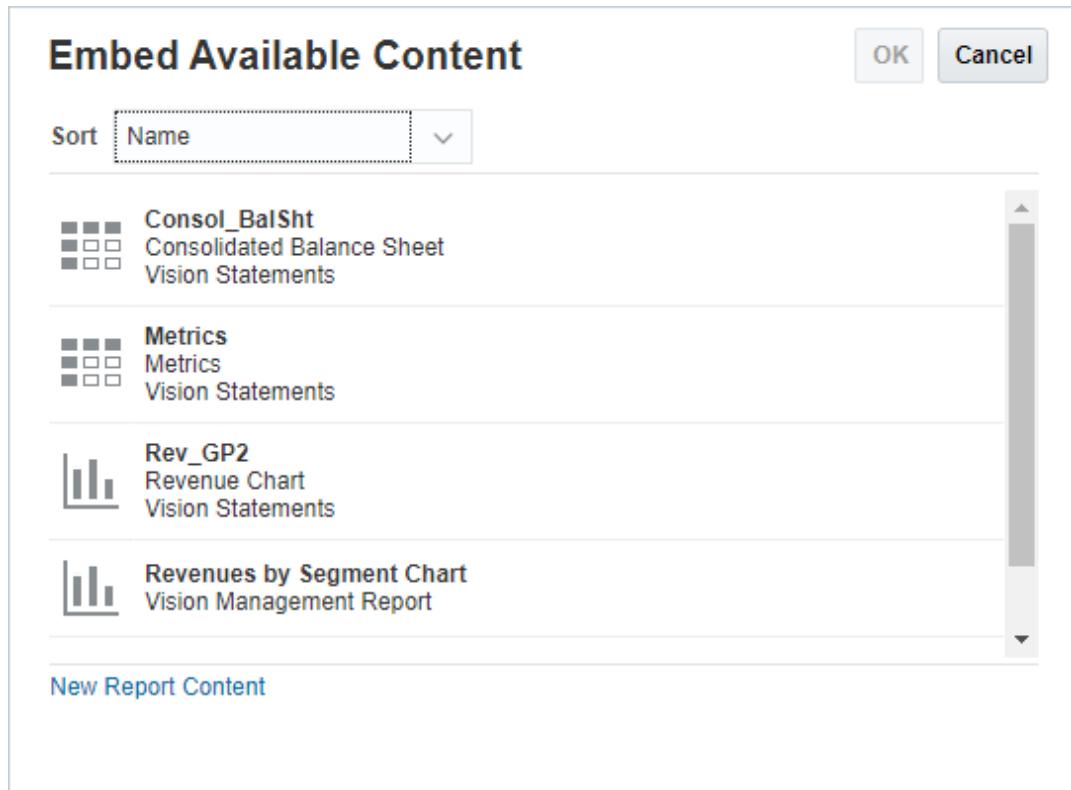
1. Select the doclet that you would like to embed content into from a Reference file and check out the doclet from the report center.
2. Select the ▾ next to the doclet and then **Act on Content** and select **Inspect Embedded Content**
3. Select the **Report Contents** tab.
4. Select + from the **Embedded Content** tab to add embedded content to a doclet from a Reference file.

5. An **Embed Available Content** dialog is displayed with a list of named ranges that you can add from the associated Microsoft Office Excel file.

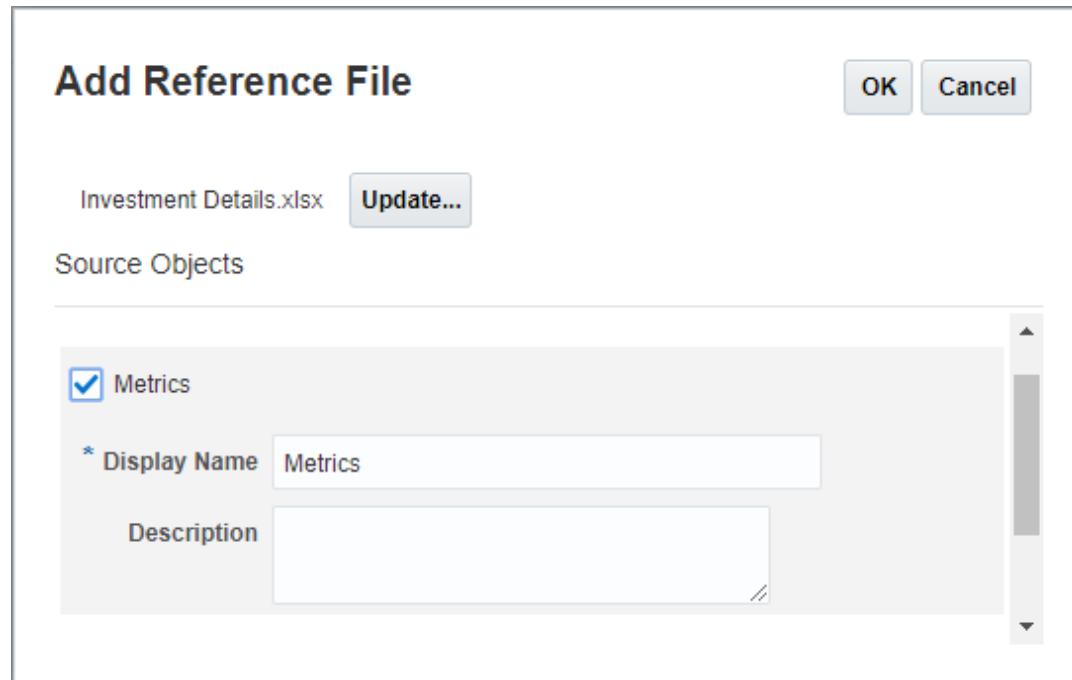
 **Note**

The Embedded Content tab displays all available ranges from Reference doclets and any available Reference files attached to the doclet.

6. **Optional:** An author can choose to add a new range. This can be done by making available an existing named range in a Reference file or by adding a new Reference file. From the **Embed Available Content** dialog, select **New Report Content** at the bottom of the dialog as shown in this image below.



7. **Optional:** Select an existing Reference file or another by selecting *Local File* to choose a new Reference file. After you select a source, the named ranges are displayed as Source Objects.
8. Select the check box for an available named range as shown in the image below to add to the Report Contents tab. Update or enter a new Display Name and optional Description.



9. Select **OK**. The named range is added to the end of the Word doclet in Narrative Reporting or in a new slide at the end of a Power Point presentation.
10. **Optional:** From the Embedded Content tab dialog you can delete embedded named ranges. Select  to the right of the embedded named range and select .

 **Note**

When an embedded content reference is deleted from a doclet, only the link is removed. The actual report content is kept intact within the doclet. However, the report content is no longer refreshable. The doclet author can now modify or delete the report content within the doclet.

11. Select **Close**.
12. Select **Act on Content** and select **Check In**.

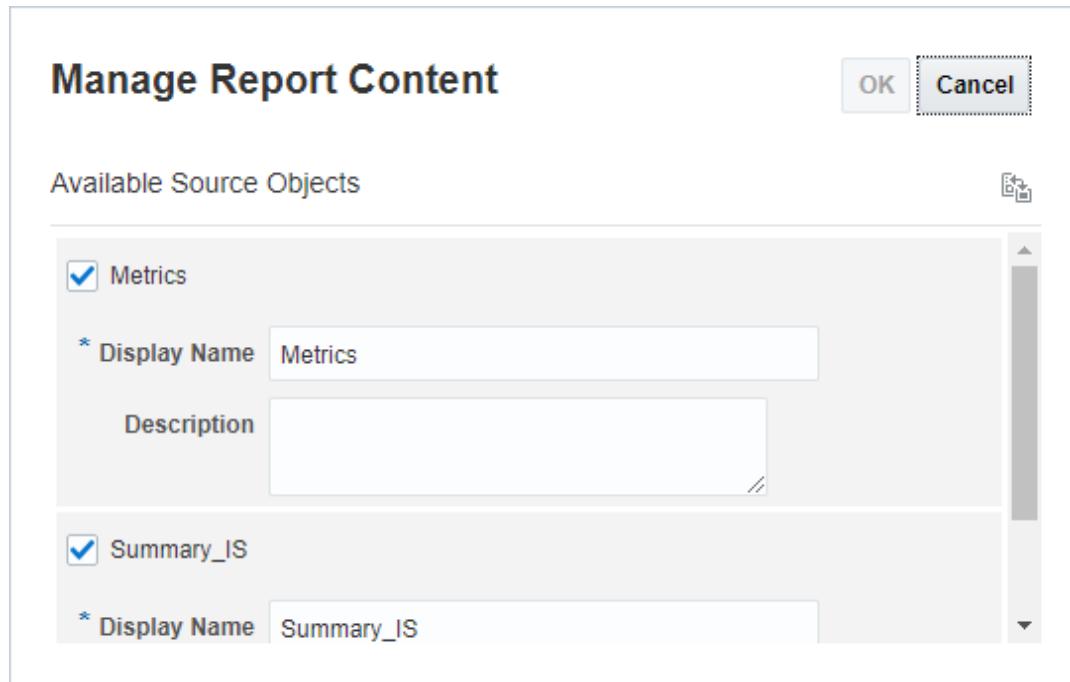
## Managing Named Ranges for a Reference File

A doclet author can add or delete existing report content (named ranges) or rename a named range in a Reference file. For example, a doclet author can delete report content that is no longer in use. For more information on how to perform this in Oracle Smart View for Office, see [Setting Up Narrative Reporting in Smart View](#).

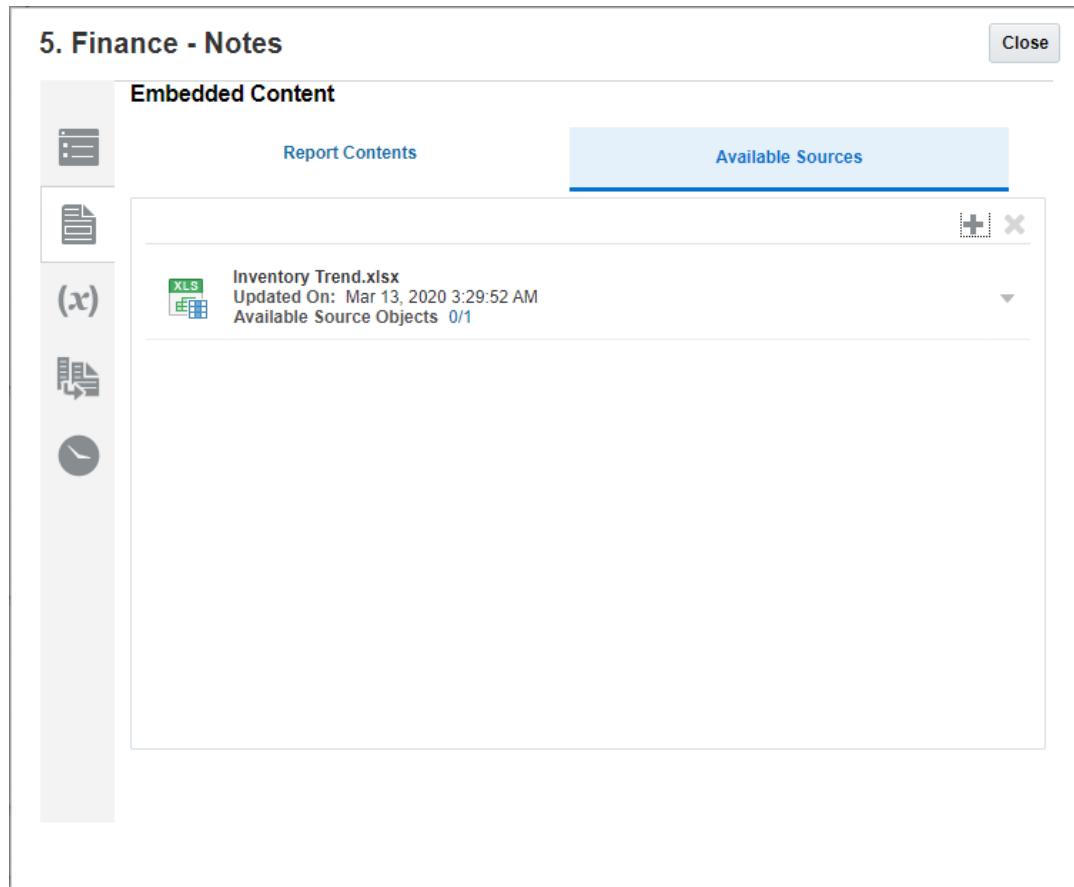
To manage named ranges in a Reference file:

1. Select and checkout the doclet that contains the Reference file you would like to modify.
2. Select the  next to the doclet and then **Act on Content** and select **Inspect Embedded Content**.

3. Select the **Available Sources** tab below the header area of the dialog and select the next to the Reference file with the named ranges you need to rename.
4. Select **Manage Report Content**. The Manage Report Content dialog opens for the Reference file.



5. To rename a named range, select the check box of the named range and type in a new display name and description as shown in the image above.
6. Select **OK**.
7. To delete a Reference file, select the **Available Sources** tab.



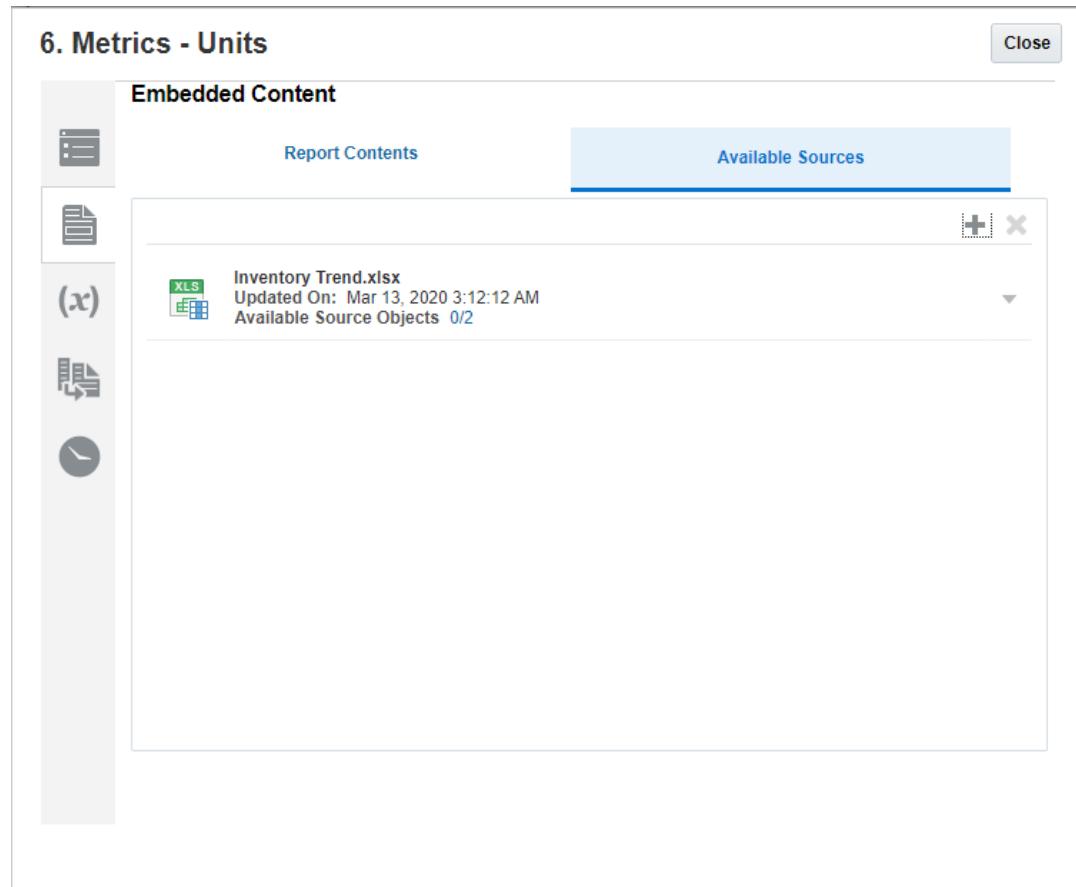
8. Select the ▾ next to the Reference file and select **Delete**.
9. Select **Close**.
10. Select **Act on Content** and select **Check In**.

## Updating Available Content in a Reference File

The Reference file author may want to update existing report content in a Reference file. For example, refresh a profitability report table with new data. Any updates made in the Reference file are automatically refreshed in the doclet that consumes the report content when the doclet is checked in. For more information on how to do this in Oracle Smart View for Office, see [Setting Up Narrative Reporting in Smart View](#).

To update available content in a Reference file:

1. Select the doclet in the report package and select the ▾ and then **Act on Content** and select **Check Out**.
2. Select the ▾ again next to the doclet and select **Inspect Embedded Content**.
3. Select the **Available Sources** tab.



The Reference files available for use in the doclet is displayed.

4. Select the ▾ next to the Reference file and select **Download**.
5. Using native Microsoft Office Excel, open the Reference file and make any updates you would like to the Microsoft Office Excel file and save it locally. For example, modify report content in Microsoft Office Excel or refresh Smart View queries.
6. After you are done with your updates, select the ▾ next to the Reference file and then select **Upload**. The **Upload File** dialog is displayed.
7. Select  from the **Upload File** dialog to select the Microsoft Office Excel file you updated.
8. Select **OK** to upload the file.
9. Preview your changes from the report center. If you are satisfied with your changes, select **Act on Content** and select **Check In**.

## Remapping Available Content within a Reference Doclet or File

As the Author of a Reference doclet, you may find that the available content that you defined needs to be remapped to different Reports content within the doclet source (Reports or Excel file). This may occur if the doclet source was updated and the prior Reports content was renamed or deleted. Additionally, this may be required if the wrong Reports content was selected previously. You can remap the available content to another Reports content within the

doclet source. To see how this is done from Oracle Smart View for Office, see Remapping Content within Reference Files and Updating Excel-based Reference Doclet Content.

To remap available content within a Reference doclet from Narrative Reporting:

1. Select the doclet in the report package impacted.
2. Click  next to the doclet name.
3. Select **Act on Content**.
4. Select **Checkout**.
5. The doclet now displays a lock symbol next to it.
6. Click  next to the doclet name.
7. Select **Act on Content** then **Inspect Available Content** from the drop down. The Inspect dialog is displayed for the doclet selected. Select the available content to remap which also has an impacted icon in image icon representation of file type.
8. Click  next to an impacted available content sources item.
9. Select **Remap** or select .
10. Click **Select** and chose the report content within the dialog. A list of embeddable available sources not being used in another doclet is displayed.
11. Select an available content item to remap to. The Remap dialog is displayed with the new available content name displayed in the "Replace with" column.
12. Click **OK**.
13. Close the **Inspect** dialog and refresh your view from the report center, if necessary. A message is displayed stating that changes were made in the doclet you updated with a remap.
14. **Optional:** Preview the doclet to verify it is updated to new available source you selected.
15. Check the doclet back in to the report package to commit the changes to the report.

Similarly, a doclet author may need to remap available content from a reference file.

To remap available content within a reference file from Narrative Reporting:

1. Select the doclet in the report package impacted.
2. Click  next to the doclet name.
3. Select **Act on Content**.
4. Select **Checkout**.
5. The doclet now displays a lock symbol next to it.
6. Click  next to the doclet name.
7. Select **Act on Content** then **Inspect Embedded Content** from the drop down. The Inspect dialog is displayed for the doclet selected.
8. Select the **Available Sources** tab.
9. Click  next to an impacted available sources item.
10. Select the available source file that contains the available content to remap.

11. Select .
12. Select **Remap**.
13. Click **Select** and chose the report content within the dialog. A list of embeddable available sources not being used in another doclet is displayed.
14. Select an available content item to remap to. The Remap dialog is displayed with the new available content name displayed in the "Replace with" column.
15. Click **OK**.
16. Close the **Inspect** dialog and refresh your view from the report center, if necessary. A message is displayed stating that changes were made in the doclet you updated with a remap.
17. **Optional:** Preview the doclet to verify it is updated to new available source you selected.
18. Check the doclet back in to the report package to commit the changes to the report.

## Using Report Package Variables

Report Package Variables provide centralized maintenance of common text, numbers and dates that are displayed in doclets throughout a report package. Variables can also be used to reference content between doclets, such as inserting Microsoft Office Excel data from a reference doclet or a reference file into a doclet paragraph.

Watch these **videos** to learn more about *Creating and Managing Variables in Report Packages* and *Inserting Variables into Doclets in Narrative Reporting*.



[Creating and Managing Variables in Report Packages](#) and [Inserting Variables into Doclets in Narrative Reporting](#).

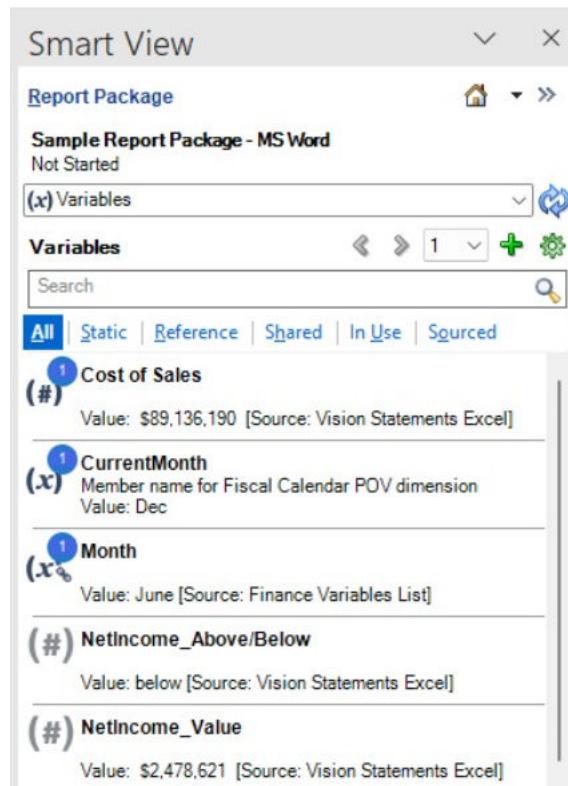
### Note

- For PDF-based report packages, you can insert variables only into the point of view of Reports that are inserted as doclets. You cannot insert variables directly into PDF doclets.
- In Word-based report packages, when you update a variable value, the variable refresh process automatically updates the variable value and content control label name in all locations where the variable is inserted.

The variables may be created using either Narrative Reporting on the web, or the Narrative Reporting Extension for Oracle Smart View for Office. Smart View is required to define the reference variable value. The character limits for variables is as follows:

- Static variables have a maximum size of 125 characters.
- Reference variable values that are sourced in Microsoft Excel have a maximum size of 255 characters.
- Reference variable values that are sourced in Microsoft Word have a maximum size of 2,000 characters. However, you cannot insert reference variables from Microsoft Word into Microsoft Excel if the number of characters is greater than 255.

After the variables have been created, use the **Variables** option in Smart View to insert the variables into a doclet (in headers, tables, cells or paragraphs) and Microsoft Office Excel doclet cells.



If an Author or Report Package Owner updates any variable values or delete variables from the report package, then a notification is sent to the respective Report Package Owner or Author. The notification includes:

- A summary in Messages with a link to report package.
- Details in the notification e-mail with variables and doclets affected, as well a link to report package.

When the report package is rolled forward, the variables are easily updated to reflect the current date or information. If you modify a variable value during doclet creation, that change is automatically populated to all inserted instances of the variable to ensure consistency and accuracy.

#### Note

Variables are specific to a Report Package. When a Report Package is copied, new internal ID's are generated for all Variables. A Report Package will not recognize embedded variables from a different Report Package.

Three types of variables are available:

- **Static Variables** use static input that is defined by the user, such as a date label or a set value, which can be used throughout the report package. These static variables can be easily updated, and all doclet instances of the variable value reflect the change. The static

variables help to centrally maintain common dates, numbers and text across the document content.

- **Reference Variables** are created by referencing another doclet or reference file within the report package as the source, and selecting the value for the variable, such as text in a Word paragraph or an Excel cell value. If the source document is subsequently updated, those changes are automatically updated in the inserted instances of the variable in the report package. Reference Variables can be used to insert Excel cell values into a Word paragraph, or to create Excel formulas to implement cross-footing rules for increased data accuracy, or to create directional words for the report narrative, such as an "increase" or "a decrease".

Watch this [video](#) to learn more about *Using Variables for Directional Text and Cross Footing*.

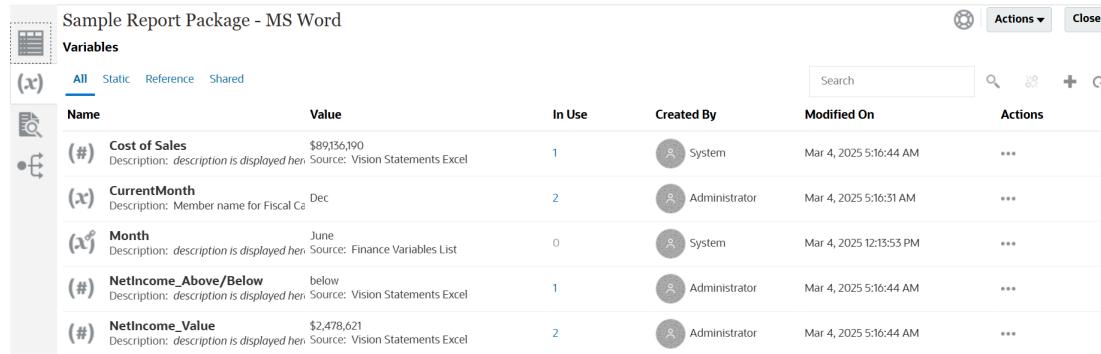


### [Using Variables for Directional Text and Cross Footing](#)

- **Shared Variables** are static variables consisting of common values that multiple report packages within the same reporting period can incorporate within their report content. Report package owners add these shared variables to their report packages.



A list of all Variables is available on the Variables tab  on the Report Center, and it provides details about the usage and history of the selected variable.



Sample Report Package - MS Word						
Variables					Actions	
		All	Static	Reference	Shared	
	<b>Cost of Sales</b>	\$89356390	1		System	Mar 4, 2025 5:16:44 AM
	<b>CurrentMonth</b>	Dec	2		Administrator	Mar 4, 2025 5:16:31 AM
	<b>Month</b>	June	0		System	Mar 4, 2025 12:15:53 PM
	<b>NetIncome_Above/Below</b>	below	1		Administrator	Mar 4, 2025 5:16:44 AM
	<b>NetIncome_Value</b>	\$2,478,621	2		Administrator	Mar 4, 2025 5:16:44 AM

- Under **Name**, the name and description of the variable are displayed, and the variable type is identified by an icon:



— Static variable



— Reference variable



— Shared variable

- Under **Value**, the Variable value is displayed, and the source for a reference variable is also listed.
- The **In Use** column indicates how many times the variable is being used. Click the usage number to display the location of each usage.

See the following sections:

- [Accessing Variables](#)
- [Variable Process Overview](#)
- [Creating Static Variables](#)
- [Editing Static Variables](#)
- [Deleting Static Variables](#)

## Accessing Variables

Variables can be created by any report package owner or doclet author. After the variable has been created, the variable is managed as follows:

- The report package owner can delete and edit all variables in the Report Package.
- A doclet author can only delete and edit variables that they created.
- For Reference variables, any user with Write access to the variable Value source location can update that variable value.
- Author users have Read access to variables that they did not create, so they can see a list of all variables and insert them into doclets to which they have Author access.

## Variable Process Overview

The following process outlines the main steps required to create a variable.

1. You need access to a doclet within a report package to insert the variable that you create. You can create a variable but not have access to another doclet. Another user that has access to the doclet can insert a variable into that doclet. To make placement of variables easier, you may use a temporary placeholder to indicate the location of the variables that you want to include, although this text is removed when you add the actual variable using Smart View.

### Operating Expenses

Actual operating expenses were \$235,370,183.29 as compared to Plan operating expenses of <insert data point here>. Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

<insert table here>

2. Create the variables that you require, as outlined in the following sections:
3. Using the Variables option in Narrative Reporting Oracle Smart View for Office Extension, insert the variables into the doclets, as described in Working with Variables.

### ① Note

Variables cannot be inserted into a doclet using Narrative Reporting on the web.

4. After the variables are inserted, preview the final document to ensure all your variables are correctly displayed. There is no indication of the variable location in the final review or

signoff document. The variables are displayed in the appropriate text size and font to match the surrounding text.

### ① Note

When you insert a reference variable value that references a document that was created using Word 2007, a line break is inserted in the text, creating an extra line. You can delete the extra line.

### Operating Expenses

Actual operating expenses were \$181,956,204.68, as compared to Plan operating expenses of 3,451,524.80. Table 1 summarizes Operating Expenses.

Table 1. Operating Expenses

	Actual	Plan	Variance	Variance %
Total Compensation	\$64,845,803.24	\$115,166,742.59	\$50,320,939.35	43.69
Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.65
General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.28
Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.31
Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.93
Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	43.99
Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.94
Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.33
Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.46
Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.80
Operating Expenses	\$235,370,183.25	\$417,326,387.97	\$181,956,204.68	43.60

## Working with Static Variables

The Static variable is a string of text, such as a label or paragraph, which can be inserted into a report package doclet.

As an example, if you create a static variable for the CurrentMonth, you might enter the text, "August 2106". When you roll over to the report for the next month, it is a simple matter to update the text in the CurrentMonth variable to "September 2016," and the change is propagated to all instances of that variable throughout the report package.

The static variable can be created in either Narrative Reporting or Oracle Smart View for Office; however, it must be inserted into the doclet using Smart View. See Working with Variables.

See the following sections:

- [Creating Static Variables](#)
- [Editing Static Variables](#)

- [Deleting Static Variables](#)

## Creating Static Variables

The static variable is a string of text, such as a label or paragraph, which can be inserted into a report package doclet.

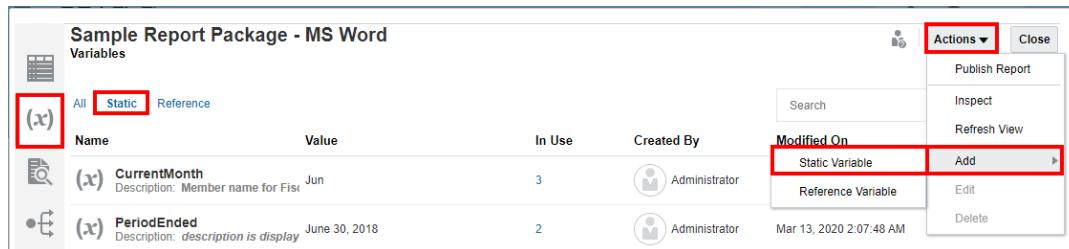
As an example, if you create a static variable for the CurrentMonth, you might enter the text, "August 2016". When you roll over to the report for the next month, it is a simple matter to update the text in the CurrentMonth variable to "September 2016," and the change is propagated to all instances of that variable throughout the report package.

The static variable can be created in either Narrative Reporting or Oracle Smart View for Office; however, it must be inserted into the doclet using Smart View. See [Working with Variables](#).

### To create a static variable:

1. From **Library or Report Packages** on the Home page, select the report package to which you want to add a static variable.

2. On the Report Center, click the **Variables** tab



Name	Value	In Use	Created By	Modified On
(x) CurrentMonth	Description: Member name for First Jun	3	Administrator	Mar 13, 2020 2:07:48 AM
(x) PeriodEnded	Description: description is display	2	Administrator	

3. Use one of these options to create the variable:
  - Select **Actions**, then **Add**, and then **Static Variable**.
  - Select **Static**, click **Add**, and select **Static Variable**.
4. On the Create Variable dialog box, enter a **Name** for the variable. This name must be unique across variables within the report package, and should be descriptive of the variable to make it easier to find.

**Create Variable** Add Another OK Cancel

* Name	CurrentPeriod
Type	Static
Description	Income Statement information for the Current Period.
* Value	03/31/2020

5. **Optional:** Enter a **Description** for the variable.
6. Under **Value**, enter the text for the static variable. The text string can be a label or paragraph, and the entire string will be displayed as entered in the report package.

**Note**

Static variables can have a maximum size of 255 characters.

In the following example, the user created a static variable with the Name of 'CurrPeriod', and a Value of "12/31/2016". This variable can be inserted in multiple locations showing the date of the current period in different usages, as shown below:

- Insert the static variable into the text displayed above an Income Statement doclet that reads "For the period ended <<CurrPeriod>>".
- Insert the static variable into a paragraph in one of the Footnotes and Disclosures doclets that reads: "As of <<CurrPeriod>>, ...."

To update all instances of the Current Period date in the report package, modify the variable value to use the new date. This option ensures that the change is implemented uniformly, and no incorrect dates for the value remain.

7. Click the dialog box to display the buttons, and then click **OK** to add the variable to the list of variables. The icon beside **Name** indicates that this variable is Static.

Sample Report Package - MS Word

Variables

(x) All | Static | Reference

Name	Value	In Use	Created By	Modified On	Actions
(x) CurrentMonth	Description: Member name for First Month of the year	3	Administrator	Mar 13, 2020 3:45:50 AM	...
(x) CurrentPeriod	Description: Income Statement information for the Current Period.	0	Administrator	Mar 13, 2020 3:45:13 AM	...
(x) PeriodEnded	Description: description is display	2	Administrator	Mar 13, 2020 3:48:00 AM	...

8. Insert the variable into a doclet using the Narrative Reporting Smart View Extension, as described in Working with Variables.

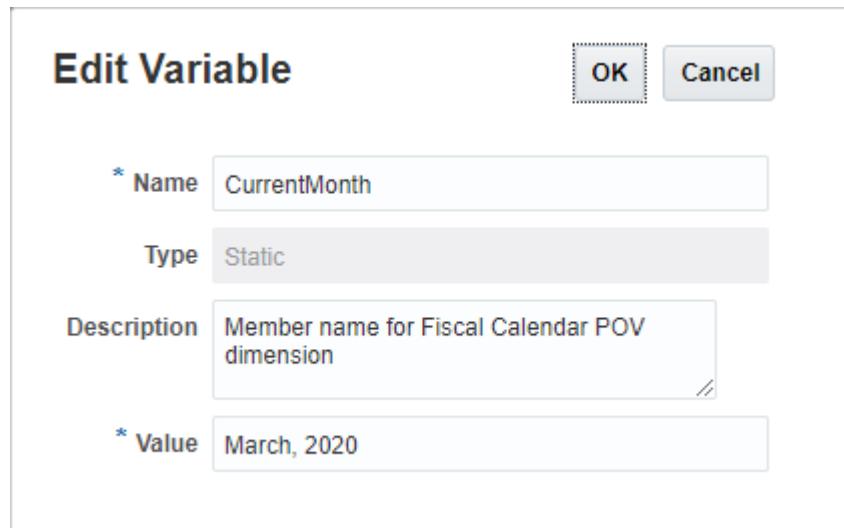
## Editing Static Variables

To edit static variables:

1. From **Library or Report Packages** on the Home page, select the report package for which you want to change the static variables.



2. On the Report Center, click the **Variables** tab  and select the static variable that you want to modify.
3. Click the number in the **In Use** column for the variable to see all locations that the variable is being used.
4. Select the variables that you want to edit, using one of the following options:
  - To edit a single variable, under **Actions**, select **Edit**.



- To edit multiple variables at one time, click **Ctrl** as you select each variable, and then select the  button and select **Edit**.

  5. Modify the Name, Description or Value, and then click **OK**.

### Note

The change is reflected on the **Variables** tab. The system opens the Excel file and updates the variable value. It does not recalculate the reference file.



is displayed next to any impacted doclet.

6. From the report center, an



is displayed next to the impacted doclet.

7. In order to clear the impacted indication, you need to recalculate the reference file in Excel.

8. Select

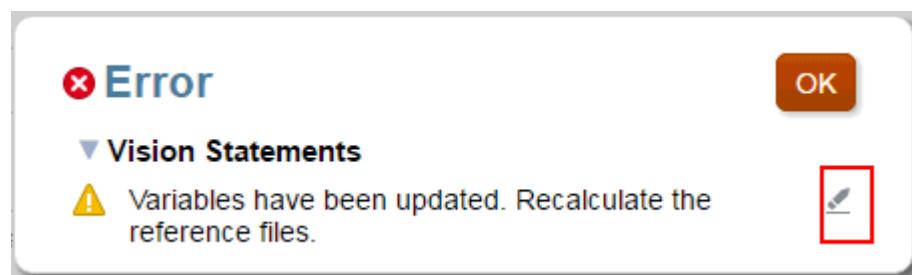


. A message is displayed stating you need to recalculate the reference file in Excel. You must download the impacted Excel file and open it within Excel. Excel recalculates the spreadsheet (typically this is done automatically.) You may also need to execute additional macros.

9. After you have recalculated, in order to clear this message and



next to the doclet impacted, select



,



. By selecting



, it clears the error message as well as



next to the impacted reference file.

10. Preview the Report Package to ensure your changes have been correctly modified. See [Previewing Variables in the Report Package](#) .
11. Upload the doclet impacted and check it back in.

## Deleting Static Variables

### To delete static variables from a report package:

1. Ensure that the static variables is no longer used for this report package.
2. From **Library or Report Packages** on the Home page, select the report package from which you want to delete a static variable.
3. On the Report Center, click the **Variables** tab , and select the static variable that you want to delete.
4. Click the number in the **In Use** column for the variable to see all locations that the variable is being used. There may be some instances that you still require.
5. Under **Actions**, select **Delete**. A warning message is displayed.
6. Click **Yes** to permanently delete the static variable.

Although the variable is removed from the listing on the **Variables** tab , the variable text is not automatically removed from the document. If required, you can search for each inserted instance and delete the text.

#### Note

If you want to reinstate a variable, you must re-add the variable to all previously used locations.

## Working with Reference Variables

Reference variables enable you to reference a source in another document (doclet or reference file) within the report package, such as a single Excel cell or Word data values, and use them as reference variable value sources in your report package doclet. You can then insert the reference variable into one or more doclets. When the reference variable source value is updated, all inserted instances of the variable are automatically updated. Reference variable values cannot be sourced from other reference variables.

#### Note

Images and shapes are not supported as reference variable values. With Power Point type report packages, you cannot have reference variables that are sourced in Power Point.

For example, use Excel formulas in Oracle Smart View for Office to generate reference variable values:

- Use an IF function to return a string of "increase" or "decrease," or "above" or "below", if a data value increases or decreases between the current and prior period. Insert the Excel-based directional word variable or results into a Word paragraph.

```
=IF(B8<0,"below","above")
```

- Use an IF function, or simple subtraction, to compare the occurrence of a data value (such as "Revenues" or "Summary Income Statement") that is displayed multiple times throughout a report package.

```
='Summary Income Statement'!B4
```

- Use Excel formulas to calculate the variance or variance percent of changing data values from period to period, and insert that variance into a Word paragraph.

```
= 'Summary Income Statement'!B4-'Summary Income Statement'!C4
```

If the value source is updated, each instance of the variable will reflect the current information when the variable is updated in Smart View.

Although the name and description of the reference variable can be created in Narrative Reporting on the web, you must add the variable source and value using the Narrative Reporting Smart View Extension. For complete instructions, see [Working with Variables](#).

See the following procedures:

- [Creating Reference Variables](#)
- [Editing Reference Variables](#)
- [Deleting Reference Variables](#)

## Creating Reference Variables

### To create a reference variable:

1. From **Library or Report Packages** on the Home page, select the report package to which you want to add a Reference variable.

2. On the Report Center, click the **Variables** tab



3. Use one of these options to create the variable:

- Select **Actions**, then **Add**, and then **Reference Variable**.
- On the **Reference** tab, click **Add** , and select **Reference Variable**.

4. Enter a **Name** for the variable. This name must be unique across variables within the report package, and should be descriptive of the variable to make it easier to find.
5. **Optional:** Enter a **Description**.
6. Click the dialog box to activate the buttons, and then click **OK** to save the partial reference variable.

The Reference Value is displayed on the Variables tab of the Report Center, but it is not complete.

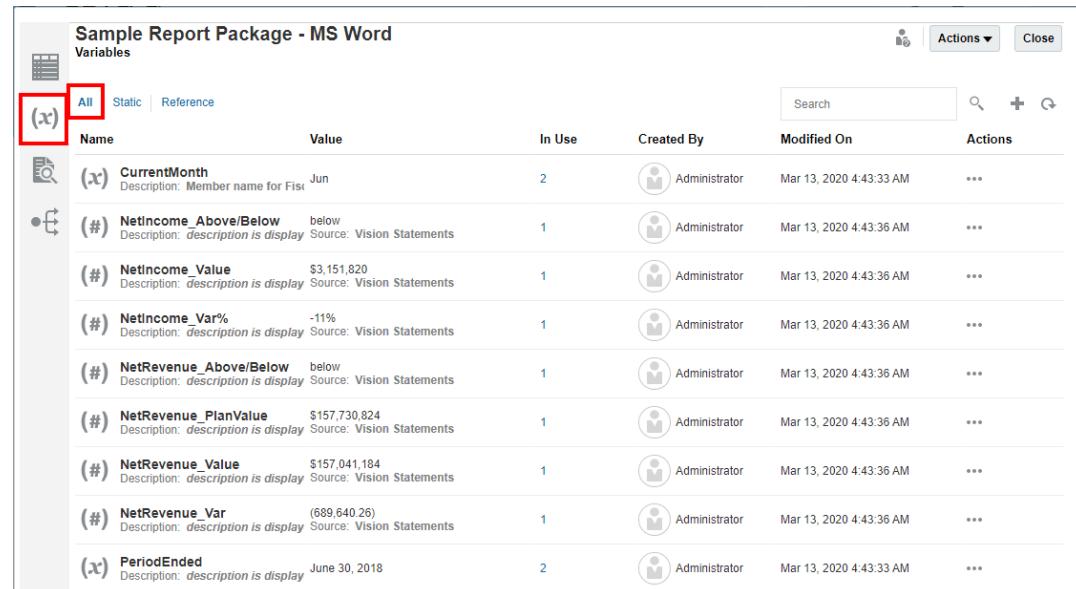
- Reference variable values sourced in Excel can have a maximum size of 255 characters.
- Reference variable values sourced in Word can have a maximum size of 2,000 characters. Reference variable values sourced in Word cannot be inserted into Excel if the number of characters is greater than 255.

7. Navigate to the Narrative Reporting Oracle Smart View for Office Extension to complete the **Value** and define the **Source** for the reference variable, as outlined in Working with Variables.

When the reference variable source and value have been defined in Smart View, the reference variable will be displayed in Narrative Reporting on the **Variables** tab.

#### ① Note

Until a reference variable source value is defined in Smart View and the source doclet or reference file is uploaded and checked in, the reference variable value will display as **#missing**.



Name	Value	In Use	Created By	Modified On	Actions
(x) CurrentMonth	Description: Member name for Fist Jun	2	Administrator	Mar 13, 2020 4:43:33 AM	***
(#) NetIncome_Above/Below	below Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetIncome_Value	\$3,151,820 Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetIncome_Var%	-11% Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetRevenue_Above/Below	below Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetRevenue_PlanValue	\$157,730,824 Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetRevenue_Value	\$157,041,184 Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(#) NetRevenue_Var	(689,640.26) Description: description is display Source: Vision Statements	1	Administrator	Mar 13, 2020 4:43:36 AM	***
(x) PeriodEnded	June 30, 2018	2	Administrator	Mar 13, 2020 4:43:33 AM	***

**① Note**

It's recommended to limit the number of variables that are inserted into an individual doclet. The maximum limit to insert variables within the doclet should be less than 250. If a doclet contains more than 250 variables, then you may encounter extended processing time while checking in doclet, and it is possible that the doclet may fail to check-in.

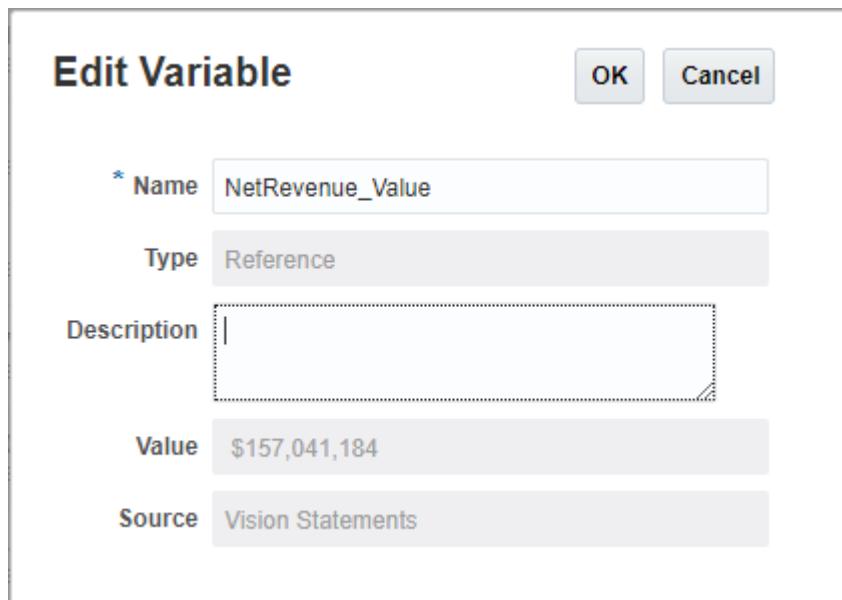
## Editing Reference Variables

**To edit reference variables:**

1. From **Library** or **Report Packages** on the Home page, select the report package for which you want to edit the reference variable.



2. On the Report Center, click the **Variables** tab and select the reference variable that you want to modify.
3. Click the number in the **In Use** column for the variable to see all locations that the variable is being used.
4. Select the variables that you want to edit, using one of the following options:
  - To edit a single variable, under **Actions**, select **Edit**.



- To edit multiple variables at one time, click **Ctrl** as you select each variable, and then select and select **Edit**.

**Edit Variables**

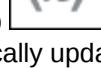
Name	Description	Value
(#) NetRevenue_PlanValue		\$157,730,824
(#) NetRevenue_Value		\$157,041,184
(#) NetRevenue_Var		(689,640.26)

 **Note**

Editing reference variables on the web only allows you to change the name and description.

5. **Optional:** Modify the **Name** and **Description**, and then click **OK**.
6. To modify the **Value** or **Source** of the variable, you must edit the variable using the Narrative Reporting Oracle Smart View for Office Extension. See [Working with Variables](#).



The change is reflected on the **Variables** tab , the changes are recorded on the server, and all affected doclets are automatically updated.

7. See [Previewing Variables in the Report Package](#).

## Deleting Reference Variables

**To delete reference variables:**

1. Ensure that the reference variable is no longer used for this report package.
2. From **Library or Report Packages** on the Home page, select the report package from which you want to delete a reference variable.



3. On the Report Center, click the **Variables** tab , and select the reference variable that you want to delete.
4. Click the number in the **In Use** column for the variable to see all locations that the variable is being used. There may be some instances that you still require.
5. Under **Actions**, select **Delete**. A warning message is displayed.
6. Click **Yes** to permanently delete the reference variable.

Although the variable is removed from the listing on the **Variables** tab, the variable text is not automatically removed from the document. If required, you can search for each instance of the variable text and delete.

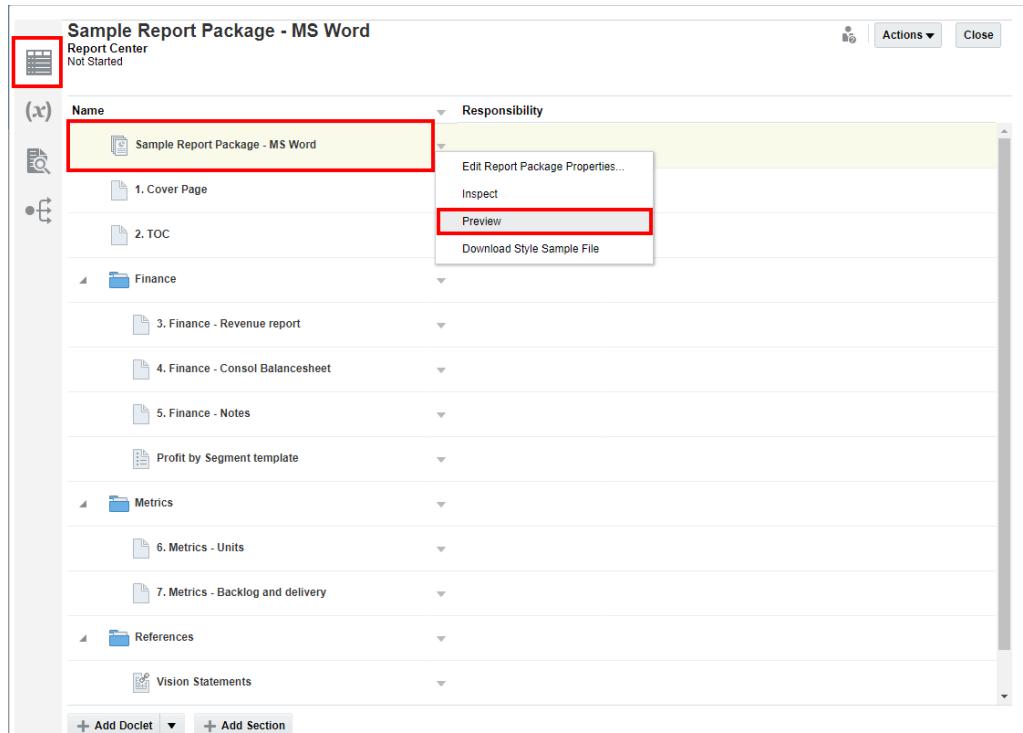
**Note**

If you want to reinstate a variable, you must re-add the variable to all previously used locations.

## Previewing Variables in the Report Package

To preview the Report Package with variables included:

1. From **Library** or **Report Packages** on the Home page, open the report package that you want to preview.
2. Open the preview using one of the following options:
  - From the action drop-down beside the doclet on the Report Center tab, select **Preview**.



The screenshot shows the Oracle Report Center interface. A list of doclets is displayed under the heading 'Sample Report Package - MS Word'. The first doclet, 'Sample Report Package - MS Word', has a context menu open with the following options: 'Edit Report Package Properties...', 'Inspect', 'Preview' (which is highlighted with a red box), and 'Download Style Sample File'. The 'Preview' option is the third item in the menu. The interface includes a toolbar with 'Actions' and 'Close' buttons, and a sidebar with navigation links like 'Report Center' and 'Not Started'.

- From the Report Center, select the **Preview** tab.



3. Review the document to ensure your changes and variables have been captured.

The preview document represents the document as it will look with all variables in their evaluated state. No visual indicators exist to show that variables have been used.

 **Note**

If the variables or document content were updated after the Preview was generated, you must regenerate the Preview to see those changes.

Operating Expenses				
Actual operating expenses were \$181,956,204.68, as compared to Plan operating expenses of 3,451,524.80. Table 1 summarizes Operating Expenses.				
Table 1. Operating Expenses				
	Actual	Plan	Variance	Variance %
Total Compensation	\$64,845,803.24	\$115,166,742.59	\$50,320,939.35	43.69
Travel	4,836,436.25	8,287,961.06	3,451,524.80	41.65
General Supplies	3,674,837.98	6,258,357.17	2,583,519.19	41.28
Telecommunications	6,378,561.45	11,057,528.97	4,678,967.53	42.31
Equipment Maintenance	14,993,537.06	26,272,058.13	11,278,521.07	42.93
Fees Outside Services	100,996,742.28	180,334,457.05	79,337,714.77	43.99
Employee HR	6,634,968.62	11,428,589.57	4,793,620.94	41.94
Facilities Exp	13,031,228.94	22,994,537.25	9,963,308.31	43.33
Utilities	2,159,896.85	3,820,238.43	1,660,341.58	43.46
Depreciation and Amort	17,818,170.62	31,705,917.75	13,887,747.13	43.80
Operating Expenses	\$235,370,183.29	\$417,326,387.97	\$181,956,204.68	43.60

## Unlinking Variables

To unlink variables:

1. From **Library or Report Packages** on the Home page, select the report package that contains the variable that you want to unlink. Unlinking means that the variable will be removed from a doclet, but that the variable value will remain in the doclet until it is deleted.
2. From the Report Center, select **Act on Content**, and then **Check Out**.
3. For the doclet, from the **Actions** button, select **Inspect**, and then select the Variable tab.
4. Select the variable that you want to unlink, and then click **Delete** 

A warning message is displayed to advise that the selected variable will be permanently removed from the doclet.

3. Finance - Revenue report

Close

**Variables**

Used | Sourced

Variable	Description	Value	Remove
\$(x)	Description: description is displayed here	Value: below	<input type="button" value="X"/>
(#) NetIncome_Value	Description: description is displayed here	Value: \$3,151,820	<input type="button" value="X"/>
(#) NetIncome_Var%	Description: description is displayed here	Value: -11%	<input type="button" value="X"/>
(#) NetRevenue_Above/Below	Description: description is displayed here	Value: below	<input type="button" value="X"/>
(#) NetRevenue_PlanValue	Description: description is displayed here	Value: \$157,730,824	<input type="button" value="X"/>
(#) NetRevenue_Value	Description: description is displayed here	Value: \$157,041,184	<input type="button" value="X"/>
(#) NetRevenue_Var	Description: description is displayed here	Value: (689,640.26)	<input type="button" value="X"/>
(x) PeriodEnded	Description: description is displayed here	Value: June 30, 2018	<input type="button" value="X"/>

5. Click **Yes** to continue.

The variable is removed from the doclet; however, the variable value remains in the doclet without the variable attached.

6. From the Report Center, select **Act on Content**, and then **Check In**.
7. **Optional:** Manually remove the variable value from the doclet, if required.

## Inserting Links and Cross-References to Pages in Doclets

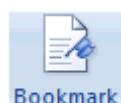
Use Microsoft Word bookmarks to link to and cross-reference page numbers in your doclet. You can cross-reference bookmarks as page numbers in a table of contents doclet. If the page number containing the bookmark changes, then the page number cross-references also change.

### Inserting Bookmarks

Before you add a cross-reference or a link, you must insert a bookmark at the location that you want to link to.

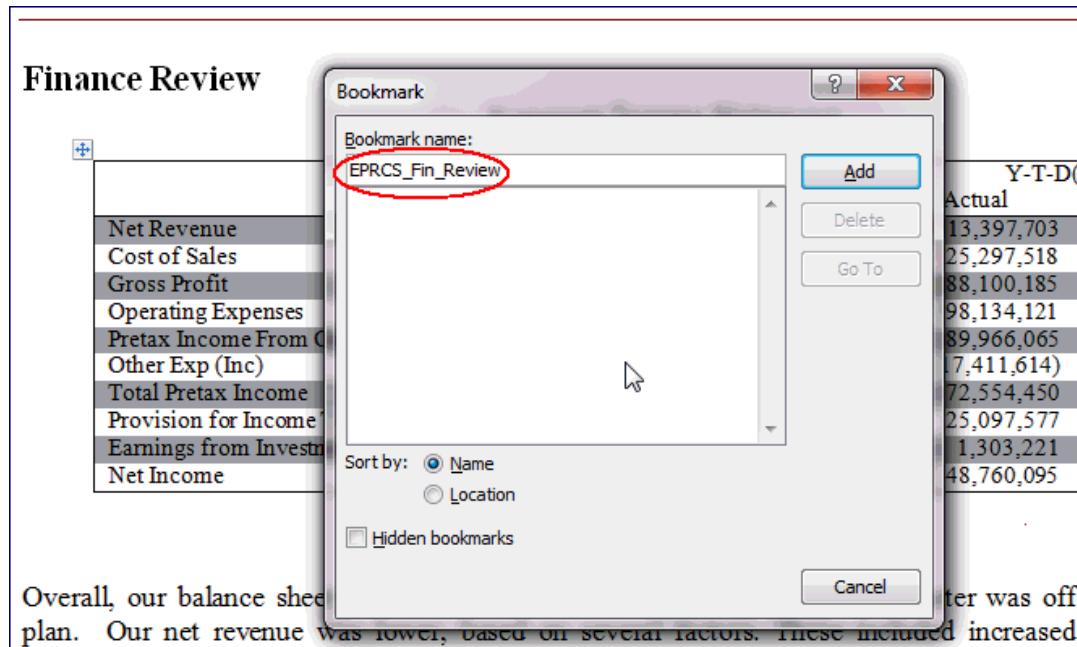
To insert a bookmark:

1. In a Word document, place your cursor at the location of the bookmark.



2. In the **Insert** springboard, select  .

3. In **Bookmark Name**, enter EPRCS\_ and a bookmark identifier. For example, EPRCS\_Fin\_Review.



4. Click **Add**.

The bookmark is created.

### Inserting Page Number Cross-References or Links in Doclets

After you create the target bookmark, you can insert a page number cross-reference or a link to that bookmark in the document that you want to link from.

To insert page number cross-references:

1. In the document to link from, place the cursor where you want the cross-reference. In this example, we will add a page number cross-reference in the table of contents.

The screenshot shows a 'Table of Contents' section. It contains a table of contents with the following items:

Item	Page
Income Analysis	
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

2. Press **Ctrl+F9** to insert field brackets. Ensure that the insertion point stays between the brackets.

## Table of Contents

Item	Page
Income Analysis	{ }
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

3. Enter pageref, followed by a space and then the bookmark name. For example, pageref EPRCS\_Fin\_Review.

## Table of Contents

Item	Page
Income Analysis	{ pageref EPRCS_Fin_Review }
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

4. Upload and check the source and target doclets back into the report package.
5. On the **Preview** tab, select **Actions**, and then **Download Preview** to see the page cross-reference.
6. In the downloaded report package preview in Word, you must refresh the page reference field to reflect the page number.

### ① Note

Word may display 'Error! Bookmark not defined'.

**Table of Contents**

Item	Page
Income Analysis	Error! Bookmark not defined.
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

7. Press **F9** to refresh the field information.

**① Note**

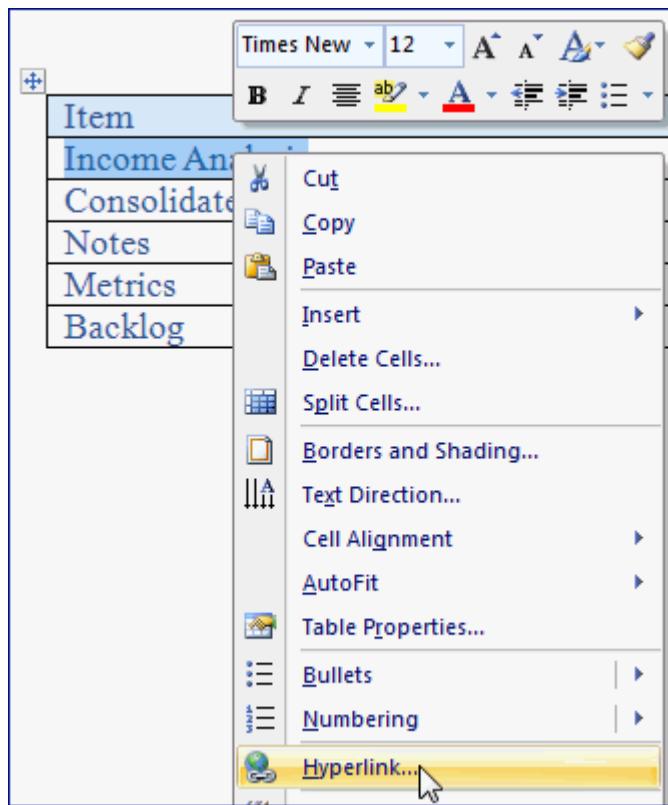
The field is updated to reflect the page number in the report package where you inserted the bookmark in the doclet.

**Table of Contents**

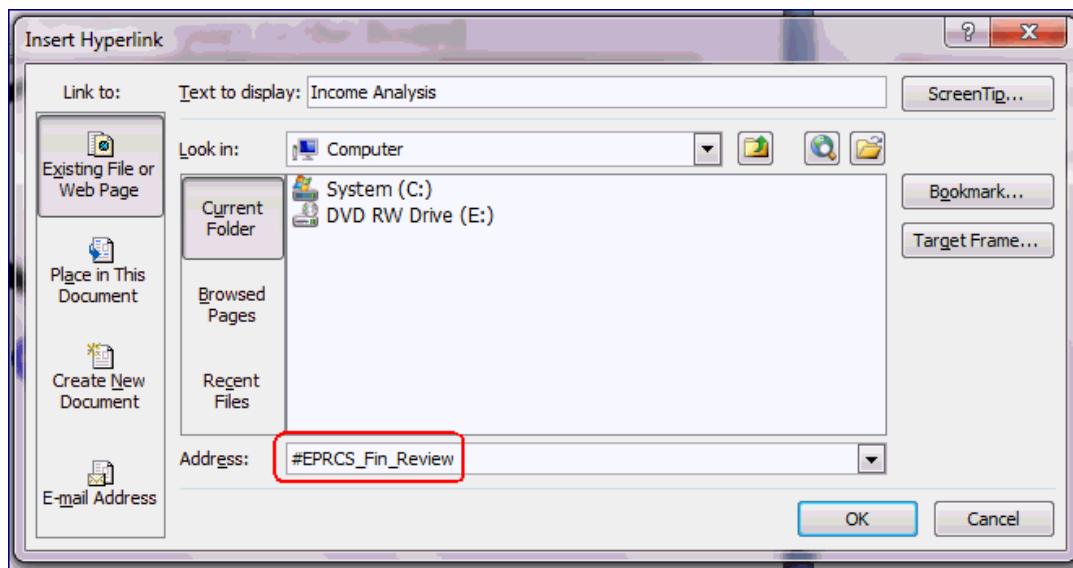
Item	Page
Income Analysis	2
Consolidated Balance Sheet	
Notes	
Metrics	
Backlog	

To insert links:

1. Highlight the text to add the link to, and then right-click and select **Hyperlink**.



2. In the **Insert Hyperlink** dialog box, for **Address**, enter #, followed by the bookmark name. For example, #EPRCS\_Fin\_Review.



3. The link is added to the text that you selected. In this example, the link was added to the **Income Analysis** text.

## Table of Contents

Item	Page
<a href="#">Income Analysis</a>	1
<a href="#">Consolidated Balance Sheet</a>	
<a href="#">Notes</a>	
<a href="#">Metrics</a>	
<a href="#">Backlog</a>	

4. Upload and check the doclet back into the report package.
5. On the **Preview** tab, select **Actions**, and then **Download Preview** to see the link.
6. Click the link to navigate to the bookmark location.

Vision Corporation Quarterly Report to the Board

---

**Finance Review**

Summary Income Statement:

	June	Plan	Actual	Plan
Net Revenue	\$ 157,041,184	\$ 157,730,824	\$ 813,397,703	\$ 836,170,987
Cost of Sales	106,377,180	106,662,144	525,297,518	538,717,753
Gross Profit	50,664,003	51,068,680	288,100,185	297,453,234
Operating Expenses	39,048,403	39,090,204	198,134,121	204,616,280
Pretax Income From Operations	11,615,600	11,978,476	89,966,065	92,836,953
Other Exp (Inc)	(3,790,603)	(3,833,059)	(17,411,614)	(18,263,253)
Total Pretax Income	7,824,997	8,145,418	72,554,450	74,573,700
Provision for Income Tax	4,673,177	4,637,471	25,097,577	25,731,792
Net Income	\$ 3,151,820	\$ 3,507,946	\$ 47,456,874	\$ 48,841,908

Table 1.1

Overall, our balance sheet performance for the most recently completed quarter was off from our operating plan. Our net revenue was lower, based on several factors. These included increased competition, lower average selling prices and aggressive negotiations from our vendors.

# Working with Microsoft Word Styles for Heading Numbering across Doclets

To apply a numbering scheme to the headings in your report package, where the numbering is retained across doclets, use multi-level list templates and built-in heading styles (Heading 1, Heading 2, and so on) in Microsoft Word. For example, you can number headings so that top-level headings (Heading 1) are numbered 1, 2, 3, and second-level headings (Heading 2) are numbered 1.1, 1.2, and 1.3. [Figure 1](#) shows an example of using Heading 1, Heading 2, and Heading 3 styles for numbered headings.

**Figure 3-1 Numbered Heading Example**

### 3 Available Options

This section provides a full listing of all solution options, their benefits, costs, feasibility, risks and issues. Options suggested may include *doing nothing*, *doing something that will achieve a similar result* or *doing something that will achieve a better result* than current performance. Try to minimize the number of options available by conducting a detailed Feasibility Study beforehand. For each solution option identified, the following information is required:

#### 3.1 Option 1 – *Build on our own*

##### 3.1.1 *Description*

Provide a summarized description of the option identified. This will include the general approach to be taken and a summary of the core elements of the solution (e.g. people, process, organization, technology).

##### 3.1.2 *Benefits, Goals and Measurement Criteria*

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

To use Word styles to apply a numbering scheme to the headings in your doclets, the report package owner must add multi-level list numbering heading styles in the report package style sample document. Then, all of the Word doclets that use the heading styles will retain the proper numbering scheme.

In addition, heading numbering will be included in a report package automatic table of contents. See [Working with an Automatic Table of Contents](#).

Decision Package for IT Project	
<b>Table of Contents</b>	
<b>1</b>	<b>EXECUTIVE SUMMARY .....</b>
<b>2</b>	<b>BUSINESS PROBLEM.....</b>
2.1	LACK OF SIGNIFICANT DIGITAL PRESENCE .....
2.2	PROBLEM ANALYSIS .....
<b>3</b>	<b>AVAILABLE OPTIONS.....</b>
3.1	OPTION 1 – <i>BUILD ON OUR OWN</i> .....
3.1.1	<i>Description</i> .....
3.1.2	<i>Benefits, Goals and Measurement Criteria</i> .....
3.1.3	<i>Costs and other expenses</i> .....
3.1.4	<i>Feasibility</i> .....
3.1.5	<i>Risks</i> .....
3.1.6	<i>Issues</i> .....
3.1.7	<i>Assumptions</i> .....

### Report Package and Doclet Heading Numbering Display Considerations

The report package heading numbering is dynamically calculated whenever the report package is merged, such as previewing, downloading or publishing the report package. If a doclet or section is previewed or downloaded as a standalone doclet or section, the heading numbering will be calculated based on the content within the doclet or section and will typically be reset starting at "1". When the doclet's contents are merged into the report package, the heading numbering will be correctly reflected.

In [Figure 2](#), the image on the left shows a doclet that is previewed as a standalone doclet, and the image on the right shows the doclet's contents when the entire report package is previewed. Notice that the heading numbering is updated to reflect the report package numbering scheme in the image on the right.

**Figure 3-2 Before and After Merging a Doclet into a Report Package**

► **1 Available Options**

This section provides a full listing of all solution options, their benefits, costs, feasibility, risks and issues. Options suggested may include *doing nothing*, *doing something that will achieve a similar result* or *doing something that will achieve a better result* than current performance. Try to minimize the number of options available by conducting a detailed Feasibility Study beforehand. For each solution option identified, the following information is required:

► **1.1 Option 1 – Build on our own**

**1.1.1 Description**

Provide a summarized description of the option identified. This will include the general approach to be taken and a summary of the core elements of the solution (e.g. people, process, organization, technology).

► **1.1.2 Benefits, Goals and Measurement Criteria**

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Standalone doclet

► **3 Available Options**

This section provides a full listing of all solution options, their benefits, costs, feasibility, risks and issues. Options suggested may include *doing nothing*, *doing something that will achieve a similar result* or *doing something that will achieve a better result* than current performance. Try to minimize the number of options available by conducting a detailed Feasibility Study beforehand. For each solution option identified, the following information is required:

► **3.1 Option 1 – Build on our own**

**3.1.1 Description**

Provide a summarized description of the option identified. This will include the general approach to be taken and a summary of the core elements of the solution (e.g. people, process, organization, technology).

► **3.1.2 Benefits, Goals and Measurement Criteria**

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefit described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Doclet's contents after merging into report package

## Troubleshooting Heading Numbering Display Issues

Perform these actions if the heading numbering display in your report package is not numbered sequentially or correctly:

- Ensure that all headings in all doclets are utilizing the built-in heading styles in Word (for example, Heading 1, Heading 2).
- Ask the report package owner to reset the styles of an existing report package by updating the style sample document with a minor change.
- In rare cases, the heading numbering may become hard-coded behind-the-scenes in Word. Even if it is correctly displayed in the doclet, the numbering may not be correctly displayed in the report package preview or download. To resolve this:
  1. Check out and download the affected doclet.
  2. Select the affected text and change it to use a different Word style (for example, **Normal**), and then change it back to the Heading style that contains the required numbering (for example, **Heading 3**).
  3. Upload and check in the doclet.
  4. Preview, download, or publish the report package, and verify that the heading numbering is correct.

## Working with an Automatic Table of Contents

You can insert a Microsoft Word doclet with a table of contents in Word and PDF-based report packages. For Word-based report packages, you can choose either a manual, automatic, or custom type. For manual types, you can create page number links by using links and cross-references (see [Inserting Links and Cross-References to Pages in Doclets](#)). For automatic or custom types, the table of contents is updated whenever the doclet is merged into the report package. For example, preview the report package or the section that contains the table of contents to view the dynamically updated table of contents.

For PDF-based report packages, you must upload a Word doclet with an automatic table of contents. The system will automatically update the table of contents table and convert the Word document to PDF. If you upload a Word document that does not contain an automatic table of contents, the system will display an error.

### Note

For Word Report Packages, the Table of Contents style definition is set within the Style Sample Document. If you want to add a Table of Contents to a doclet with a different definition, you must update the Table of Contents definition within the Style Sample document.

The PDF-based table of contents is based on the report package hierarchy, not the headings in the Word document.

 **Tip**

When previewing only the doclet that contains the automated table of contents, the system will populate the table as follows: For Word-based report packages, the table is populated based on only the content within the doclet. This could result in an empty table. For PDF-based report packages, the table is populated based on your access to doclets and sections within the report package. You must perform an action that merges the doclet into the report package or section to see the updated table of contents.

## Approving Doclets on the Web

As a doclet approver, you review, edit, and approve doclets after the doclet author submits them. You have access to the same functionality as the doclet author, including:

- [Check out](#)
- [Download](#)
- [Upload](#)
- [Check in](#)
- [Preview](#)
- [Inspect](#)

You can approve regular doclets on the web by downloading them and opening them in Microsoft Word or PowerPoint, or you can access them directly in Microsoft Word or PowerPoint through Oracle Smart View for Office. This topic provides procedures for approving doclets on the web. To approve doclets in Smart View, see [Authoring Doclets in Smart View](#) and [Approving Doclets in Smart View](#).

### Approving Doclets

When you are notified that a doclet is ready for review, you review it and make changes as necessary. When you have completed your review, you approve the doclet. After you have approved a doclet, you can't check it out, but you can download and inspect it.

To approve a doclet on the web:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Approve**.

When a doclet is approved, the following updates occur in the report center:

- The status of the doclet is changed to **Approved**.
- If additional approval is required, the doclet responsibility field is updated with the next approver.
- If no additional approval is required, the doclet responsibility is cleared.
- Your author phase status is updated to a new completion percentage.

## Rejecting a Doclet

If a doclet is not ready for approval, you can either edit the doclet yourself (check out the doclet, modify it, and check in the corrected doclet), or you can reject the doclet to send it back to the author to edit.

To reject a doclet:

1. Click ▾ next to the doclet name.
2. Select **Act on Content**.
3. Select **Reject**.

When a doclet is rejected, the status of the doclet is updated to **Rejected**, and the responsibility reverts to the doclet author. The author can update the doclet content and submit it for approval again.

### Note

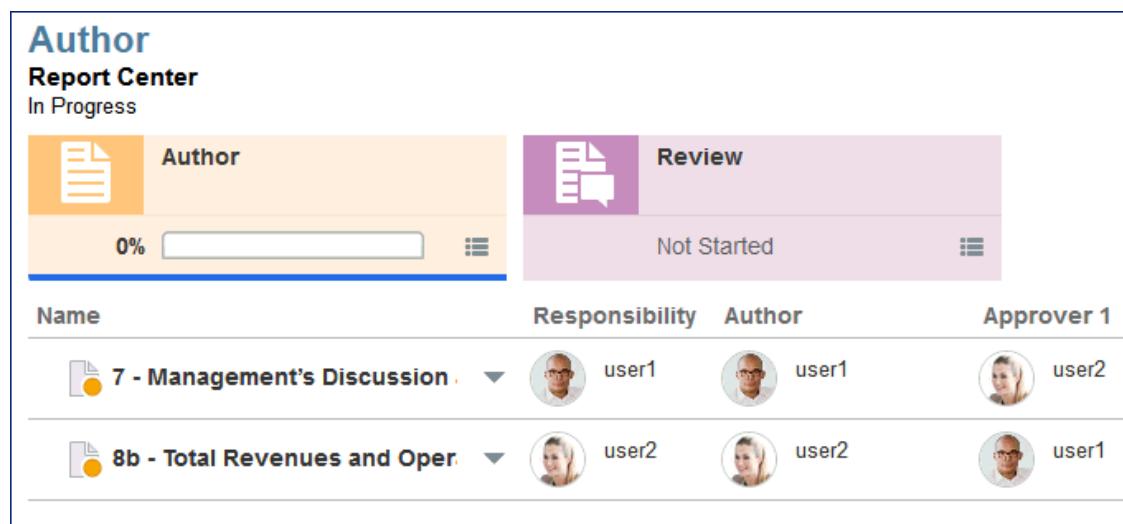
If a Doclet is rejected by an approver, the notification will be sent to all approvers within the approval path.

Even if there are multiple approver levels, everyone will get an email notification.

## Viewing Doclets in the Report Center

On the web, the report center displays all doclets and sections that are assigned to you. From here, you can view the workflow of your doclets. You can also inspect a doclet to get more information about it, access previous versions, and view the doclet history. See [Inspecting Doclets on the Web](#).

### Viewing Doclet Workflow



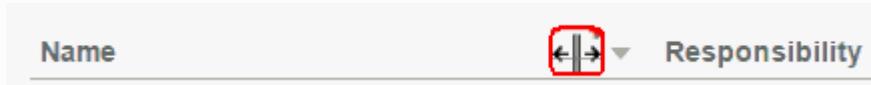
Name	Responsibility	Author	Approver 1
7 - Management's Discussion	user1	user1	user2
8b - Total Revenues and Oper.	user2	user2	user1

From the report center, you can view the workflow for your doclets, including the authors, approvers, and current responsibility. When the doclet is started, the current responsibility

displays the authors. After the author submits the doclet for approval, the current responsibility is updated with the first approver. As the doclet proceeds through the workflow, the current responsibility is updated.

#### Note

You can resize the columns in the report center by positioning your cursor between the column headers and dragging the column to the desired width.



## Inspecting Doclets on the Web

You can inspect doclets from the report center to get more information about them.

### 4. Finance - Consol Balancesheet

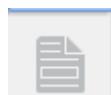
[Close](#)

Properties	
	Name 4. Finance - Consol Balancesheet
	Type Doclet
	Description
	File Name 4. Finance - Consol Balancesheet.docx
	Doclet Type Word
	Version 1
	Next Due Date
	Suppress Doclet No
<hr/>	
	Created By Administrator
	Created On Aug 10, 2021 10:02:18 AM
	Modified By Sally
	Modified On Aug 10, 2021 10:11:43 AM

To inspect doclets on the web:

1. Click ▾ next to the doclet name, and then select **Inspect**.
2. Select the tab that you want to view. The Inspect dialog box provides these tabs:

- Click  **Properties** to view basic information about the doclet, such as the file name, file type, Suppress Doclet status, and who created it.



- Click  **Embedded Content** to access available content to embed and content that can be embedded. The **Embedded Content** tab displays updated time stamps.



- Click  **Versions** to access previous versions of the doclet. As new versions of the doclet are checked in, the previous versions are stored so you can see what changed.
- Click  **History** to view audit information about the doclet, such as who updated it last. And for embedded content, the **History** tab displays records for automated checkout, refresh, check-in, and recall doclet.



- Click  **Comments** to view review comments on the doclet. (Only available if the report package is in the review phase.)

## Inspecting Variables

To inspect variables:

1. From **Library or Report Packages** on the Home page, select the report package that contains the variables for which you want to see the properties and history.



2. On the Report Center, click the **Variables** tab
3. Select the variable, and from the **Actions** drop-down, select **Inspect**.

The Properties tab is displayed.

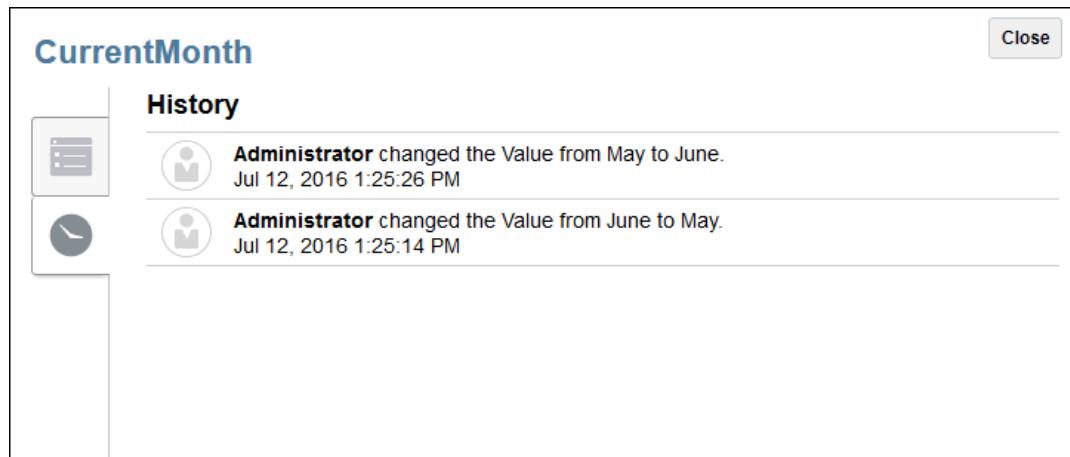
**CurrentMonth**

**Properties**

	Name	CurrentMonth
	Type	Variable
Description		
Created By Administrator		
Created On Jul 12, 2016 12:48:15 PM		
Modified By Administrator		
Modified On Jul 12, 2016 1:25:26 PM		

**Close**

4. Select the History tab to view who made changes to the variable, and what changes were made.



**CurrentMonth**

**History**

**Administrator** changed the Value from May to June.  
Jul 12, 2016 1:25:26 PM

**Administrator** changed the Value from June to May.  
Jul 12, 2016 1:25:14 PM

**Close**

# Authoring and Approving Doclets in Smart View

This topic provides a walkthrough for doclet authors and approvers to author and approve doclets in Oracle Smart View for Office. To work with doclets in the Narrative Reporting web interface, see [Authoring and Approving Doclets on the Web](#).

Topics include:

- About the Author Phase Process
- About Doclets
- Authoring Doclets in Smart View
- Approving or Rejecting Doclets and Supplemental Doclets in Smart View
- Inspecting Doclets and Supplemental Doclets in Smart View



- Complete this Learning Path for a hands-on [Report Packages: Authoring and Approving Doclets in Smart View](#).

# Understanding Style Sample

The style sample ensures that your report has a uniform and consistent look. This topic will help you understand what the style sample document is and how to use it. You may also refer to these videos for an understanding of style samples:



[Working with Microsoft Word Style Samples.](#)



[Working with Microsoft PowerPoint Style Samples](#)

This topic covers:

- [Style Sample Overview](#)
- [Uploading the Style Sample Document](#)
- [Style Sample FAQs](#)

## Style Sample Overview

When a report package owner creates a Microsoft Word or PowerPoint-based report package, the owner uploads a style sample document that contains the page attributes that the final report should have, such as margins, numbering, alignment, headers and footers, and orientation and size. For Word-based report packages, the report package owner uploads a Word document with the desired page settings. For PowerPoint-based report packages, the report package owner uploads a PowerPoint document with the slide masters and slide layouts that contain the desired settings.

### Note

PDF-based report packages do not use a style sample document. Instead, the report package owner specifies header and footer information and margin sizes when they create the report package.

As individual doclets are uploaded to the report package, the system applies the page settings or the slide master to each of them so that the final report is uniform and consistent.

### Note

For supplemental doclets, content is not merged into the report package. Therefore, the report package style sample document is not applied to the contents of the supplemental doclet. In addition, there is no comparison with the style sample document during the upload process and no attributes are shown within the edit doclet page. See [Supplemental Doclets](#) for more information.

In this example, the original doclets look very different from one another:



**ⓘ Note**

Report package owners and doclet authors can override the report package style sample attributes with the attributes from their doclets when they upload the doclets to the report package. This allows a doclet or a section to have a distinct look that differentiates it from the rest of the report. For example, the report package owner can add a group of doclets, such as a series of tables, that have custom headers and footers. When the doclets are added to the report package, the report package owner overrides the header and footer page settings so that the custom headers and footers in the doclets are preserved. Or, if the report package style sample page orientation is in Portrait mode but a doclet contains a chart that displays better in Landscape mode, the doclet author can override the report package page setting to preserve the doclet page orientation. For Word-based doclets, doclet authors select doclet attributes to override. For PowerPoint-based doclets, doclet authors select the slide masters to use. See "Selecting Doclet Attributes" or "Working with Slide Masters" in the "Authoring Doclets on the Web" section of Author and Approve Doclets on the Web.

 **ⓘ Note**

It's recommended not to use the styles with Names or Alias Names that include commas.

## Uploading the Style Sample Document

Before creating a Microsoft Word or PowerPoint-based report package, the report package owner should create a simple document to use as the style sample document. The document must be a Microsoft Word DOCX file (for Word-based report packages) or a Microsoft PowerPoint PPTX file (for PowerPoint-based report packages), and it should contain all style attributes that the final report package report contains, including margins, page orientation and size, page numbering format, and company headers and footers. For PDF-based report packages, you do not upload a style sample document. Instead, you specify header and footer information and margin sizes when you create the report package.

After creating the document, the report package owner must upload it from a local drive to the system.

**⚠ Caution**

Uploading a large file as your style sample document can affect the system performance when adding doclets. Use a small style sample document whenever possible. Oracle does not recommend uploading a previous version of a report or presentation as a style sample document.

To upload a style sample document

1. In the creation wizard, in **Enter Properties**, in **Style Sample**, click **Browse**.
2. Select either **Local** or **Library**.

## Create Report Package: Enter Properties

\* Name

Description

\* Report Type

Local  Library

② \* Style Sample

\* Save To

You can select the style sample that can be either sourced from **Local** or **Library** file options.

## Create Report Package: Enter Properties

\* Name

Description

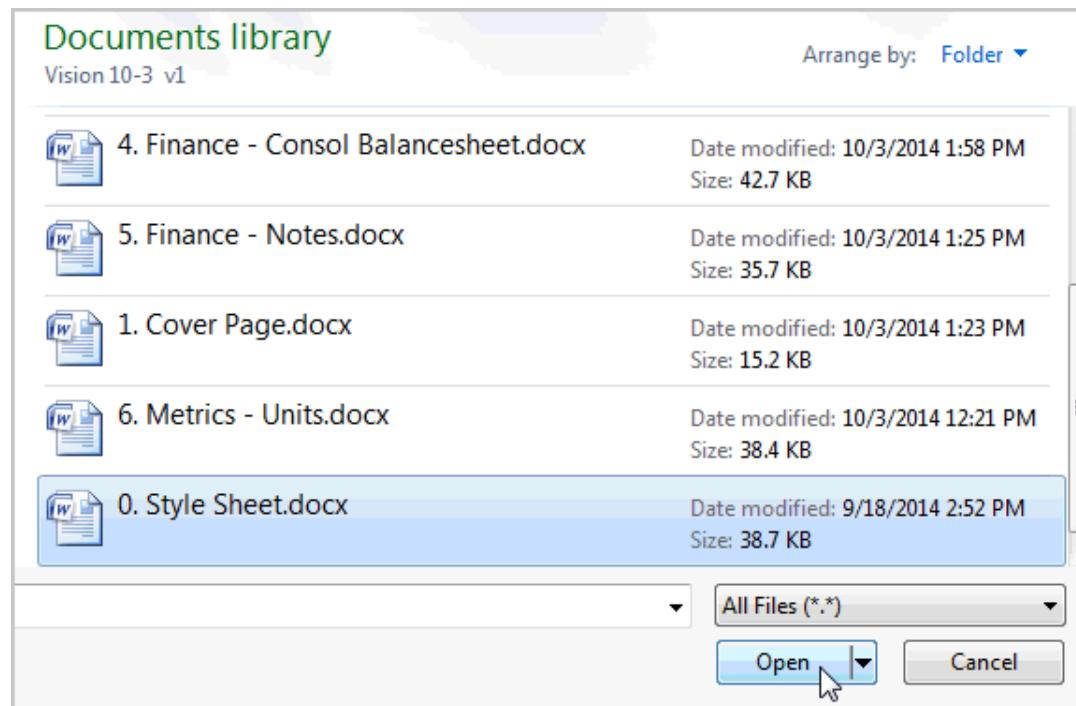
\* Report Type

Local  Library

② \* Style Sample

\* Save To

3. Browse to your Word or PowerPoint style sample document, select it, and then click **Open** to upload it.



4. **Optional:** To change the style sample document, click **Update**, and then upload a new style sample document.

\* Name

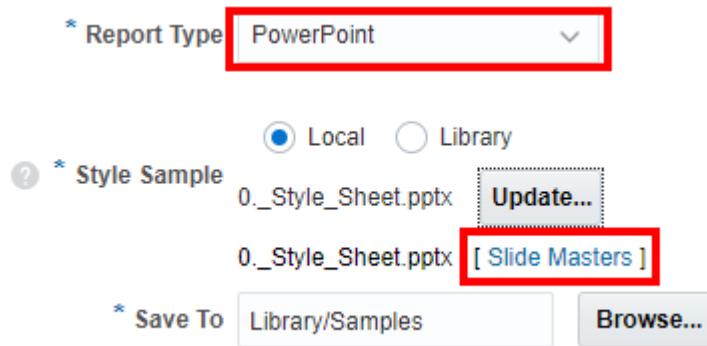
Description

\* Report Type

\* Style Sample  Local  Library  
0\_Style\_Sheet.docx

\* Save To

5. **Optional:** For PowerPoint style samples, click **Slide Masters** to view the slide masters that were uploaded.



## Style Sample FAQs

### Microsoft Word-based Style Sample FAQs

#### **My style sample document has a custom style. Will that style be preserved in the report package?**

Yes. If your report package style sample document has a custom style, the style is preserved and can be used in any doclets in your report package, as long as you include an example of the custom style in the document. For example, if your report package style sample document has a custom style called "Headline", enter text in the Headline style in your sample document before you upload the style sample to ensure that any doclets that authors download can also use the Headline style.

#### **My doclet has a custom style. Will that style be preserved in the report package?**

If an individual doclet has a custom style that is not included in the report package style sample document, the style is preserved only for that doclet. Any other doclets in the report package will not have that style available to them. For example, if your doclet has a custom style called "Section Header", but the report package style sample does not, that doclet can use the "Section Header" style but no other doclet can. To make the custom style available to all doclets in the report package, add the custom style to the report package style sample document and upload the style sample again.

#### **My style sample document contains a style that I have modified from Microsoft Word's default style. Will the style be preserved in the report package?**

If you have modified one of Microsoft Word's default styles, you must create an example of that style within your document in order for the modified style to be preserved. For example, you have changed **Heading 1** and **Heading 2** to include numbers in your style sample document. If you were to upload the style sample document without using those headers somewhere within the document, the system would override the changes with Word's default Heading 1 and Heading 2. You must create an example of Heading 1 and Heading 2 in the document in order for the changes to be preserved.

#### **When I uploaded a doclet, the beginning text from my doclet was merged into the ending text from the preceding doclet. How do I ensure that my doclet begins on a new page?**

By default, a doclet gets merged with the preceding doclet without a page break between them. This occurs because doclets can be defined at the paragraph level, and multiple doclets can appear as one page in the final report. If you want to force a doclet to begin on a new page, you must insert a page break at the beginning of the doclet in Microsoft Word before you upload it to the report package.

Similarly, to ensure that the text from another doclet is not appended to the end of your doclet text, insert a page break at the end of your doclet before you upload it to the report package.

 **Note**

You can also insert a page break to ensure that a doclet in Landscape orientation does not get merged into a doclet in Portrait orientation. By default, the style sample will ensure that all pages have the same orientation, but a doclet author can override the style sample setting. Use page breaks to ensure that pages with different orientations do not get merged together.

**My doclet has multiple section breaks. Does the style sample get applied to each section?**

If your doclet has multiple section breaks in Microsoft Word, when you upload it, the style sample gets applied to the first and last sections only. This enables you to customize your doclet without having the page settings for each section overridden by the style sample. For example, your doclet could consist of:

1. Some introductory text
2. A chart in landscape mode
3. A paragraph explaining the chart that is centered on the page
4. Some closing text

If there are section breaks in Word between each element, the style sample will be applied to the first and last section only, leaving the formatting for the other two sections (the chart in landscape mode and the center-justified explanatory text) intact.

**How do I ensure that the line numbers in my doclet continue numbering from the previous doclet?**

If your doclet uses the Line Numbering feature in Microsoft Word, as some legal documents do, then when you upload the doclet to the report package you can use the Line Numbering doclet attribute in these ways:

- If the report package style sample does not use line numbering, and your doclet does, select the **Line Numbering** check box to preserve line numbering for your doclet.
- If the report package style sample uses single line numbering, but your doclet numbers every other line, select the **Line Numbering** check box to continue numbering every other line in your doclet, or clear the check box to override the doclet attribute and number every line.

**How do I ensure that a numbered list in my doclet restarts the numbering and does not continue from a previous doclet?**

When doclets with numbered lists are merged together within the report package, the first list entries within a doclet will default to "continue from the previous list" and the numbering will continue from the prior doclet entries. If you would like the numbering to start a new list within your doclet, perform the following workaround.

- Add a new entry to your list as the first entry.
- Select the second list entry and update the "**Set Numbering Value**" to "**Start a New List**" and set the "**Set value to: 1**" appropriately.
- The second entry should now show the list restarting.

- Delete the first entry in the list.
- This will save the set numbering override within the doclet file.
- **Upload** and **Check-in** your doclet.

**I uploaded the previous version of my report as the style sample for the current version, and now it takes several seconds to add doclets to my report package.**

Uploading a large file as your style sample can affect system performance when you add doclets. Use a file that is only large enough to contain the page settings that you want your report to have. To use a previous version of a report, consider deleting all but the relevant pages that contain the styles that you want to use.

### Microsoft PowerPoint-based Style Sample FAQs

**When I try to add a doclet, I get the following error, "The uploaded PowerPoint document contains a Slide Master whose size is different from the Sample Style. Ensure that the size setting of the Slide Master matches that of the Sample Style".**

The doclet slides must be sized the same as the report package style sample slides in order to upload a doclet. For example, if your doclet slides are sized for **On-Screen Show (4:3)** and the report package style sample slides are sized for **On-Screen Show (16:9)**, you must resize your doclet slides before you can upload the doclet.

**I modified a slide in my doclet from the default slide layout. When I uploaded the doclet, my changes for that slide were not preserved.**

When you upload a doclet to the report package, the system resets all slides to their default layouts. If you have modified any slides from the default slide master layout, those modifications are reset back to the default. For example, if you have changed the size of a text box on a slide to make room for an image, the text box is reset to its original size when you upload the doclet. However, you can add additional layouts to the doclet slide master, and those new layouts are persisted within the doclet. Therefore, if you want to preserve the modified text box size, you must add that layout to the doclet slide master.

As an example, you are working with a doclet with a slide layout called **Title and Content** that contains a text box that spans the entire slide. You want to resize the text box to cover half of the slide so that you can add an accompanying image. If you were to resize the text box, add the image, and upload the doclet, the system would reset the slide back to the **Title and Content** default layout, and the text would overlap the image. Instead, add a new slide layout (called, for example, **Title, Text, and Image**) with the resized text box. When you upload the doclet, the new slide master is copied over and persisted for that doclet.

# 6

# Overview of Smart View

## Related Topics

- [Learning About Smart View](#)

You can learn how to work with Oracle Smart View for Office and then try to interact with Narrative Reporting data and report packages.

## Learning About Smart View

You can learn how to work with Oracle Smart View for Office and then try to interact with Narrative Reporting data and report packages.

### What is Smart View?

Smart View uses a Microsoft Office interface designed for Oracle Enterprise Performance Management System, Oracle Business Intelligence, and Oracle Fusion Financials products. When working with report packages in Smart View, you can:

- Author doclets using familiar Microsoft Office tools to access and work with data without having to download and work on them locally.
- Complete review and sign off tasks for report packages.
- Perform complex analyses on your data.

### Working with Smart View in Excel



In Excel, Smart View allows you to perform ad hoc queries on Narrative Reporting data and other EPM and BI data sources. You can easily embed data points from ad hoc queries into your report narratives in Narrative Reporting. The data points in your narratives are refreshable, meaning the data will always be the latest.

### Working with Smart View Word or PowerPoint



When you work with doclets in Word or PowerPoint, you can use Smart View to include data from Narrative Reporting data sources and other EPM System data sources, including on-premises and cloud data sources. For example, you can incorporate data from a profit and loss statement in Oracle Essbase Studio and an income statement from a Planning source. The data points for the areas that you copy remain in Word or PowerPoint, and you can refresh the doclet to see the latest data values.

For more information about working with Smart View in Narrative Reporting, see these topics:

- Setting Up Narrative Reporting in Smart View
- Authoring Doclets in Smart View
- Using Narrative Reporting Home
- Approving Doclets in Smart View
- Performing Reviews in Smart View
- Performing Sign Offs in Smart View
- Working with Distributions
- Example: Working with Narrative Reporting Data in Smart View
- Create New Report Package Structures in Smart View
- Assign Authors When Adding Doclets to Report Package Structures
- Validate Fonts in Excel Reference Doclets

# Overview of the Library

## Related Topics

- [Learning About the Library](#)

The library is the Narrative Reporting artifact repository.

## Learning About the Library

The library is the Narrative Reporting artifact repository.

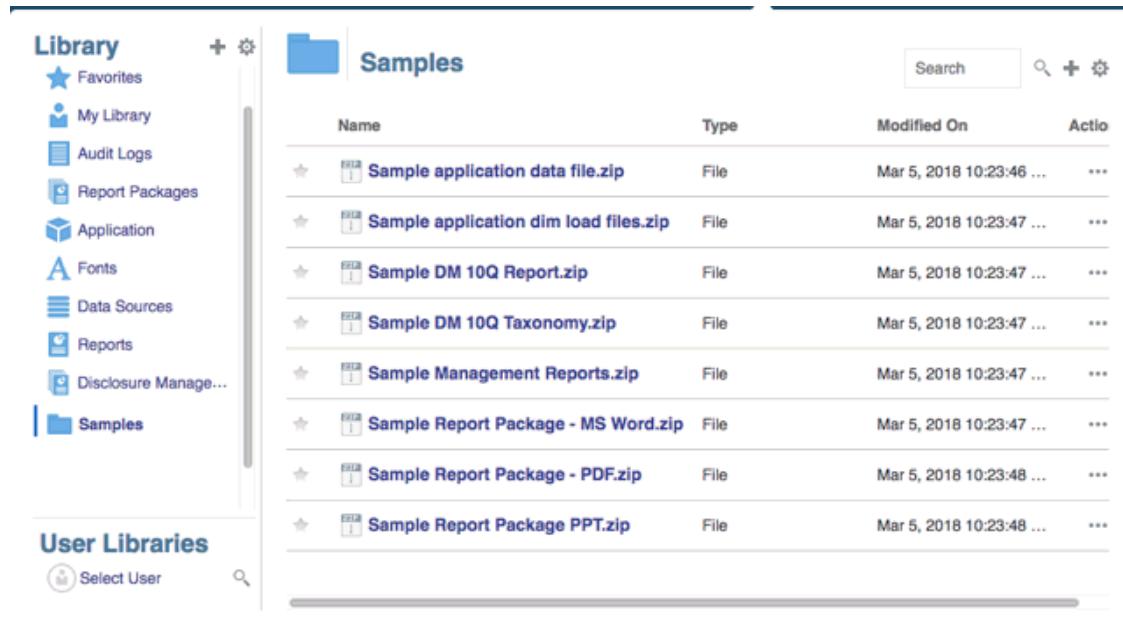
Use it to organize and manage content in a familiar, intuitive interface, which borrows from well-known applications. Its interface and functionality borrows from existing desktop and web-based file and document management systems. For example, use library folders to organize and store artifacts such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

Learn more about the library from this video  [Learning About the Narrative Reporting Library](#).

Users with the library administrator role can:

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

**Figure 7-1 Example of the Library**



The screenshot shows the Oracle Narrative Reporting Library interface. On the left, there is a sidebar with a 'Library' header and a 'Favorites' section. Below 'Favorites' are several links: 'My Library', 'Audit Logs', 'Report Packages', 'Application', 'Fonts', 'Data Sources', 'Reports', 'Disclosure Manager...', and 'Samples'. Under 'Samples', there is a 'User Libraries' section with a 'Select User' button and a magnifying glass icon. The main area is titled 'Samples' and contains a table of file contents. The table has columns for 'Name', 'Type', 'Modified On', and 'Actions'. The table lists the following files:

Name	Type	Modified On	Actions
Sample application data file.zip	File	Mar 5, 2018 10:23:46 ...	...
Sample application dim load files.zip	File	Mar 5, 2018 10:23:47 ...	...
Sample DM 10Q Report.zip	File	Mar 5, 2018 10:23:47 ...	...
Sample DM 10Q Taxonomy.zip	File	Mar 5, 2018 10:23:47 ...	...
Sample Management Reports.zip	File	Mar 5, 2018 10:23:47 ...	...
Sample Report Package - MS Word.zip	File	Mar 5, 2018 10:23:47 ...	...
Sample Report Package - PDF.zip	File	Mar 5, 2018 10:23:48 ...	...
Sample Report Package PPT.zip	File	Mar 5, 2018 10:23:48 ...	...

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

The library provides these benefits:

### Migrating

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

### Auditing

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

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

For more information on audits, see [Using Audits](#).

### Built-In Intelligence

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

### Customizing and Inspecting

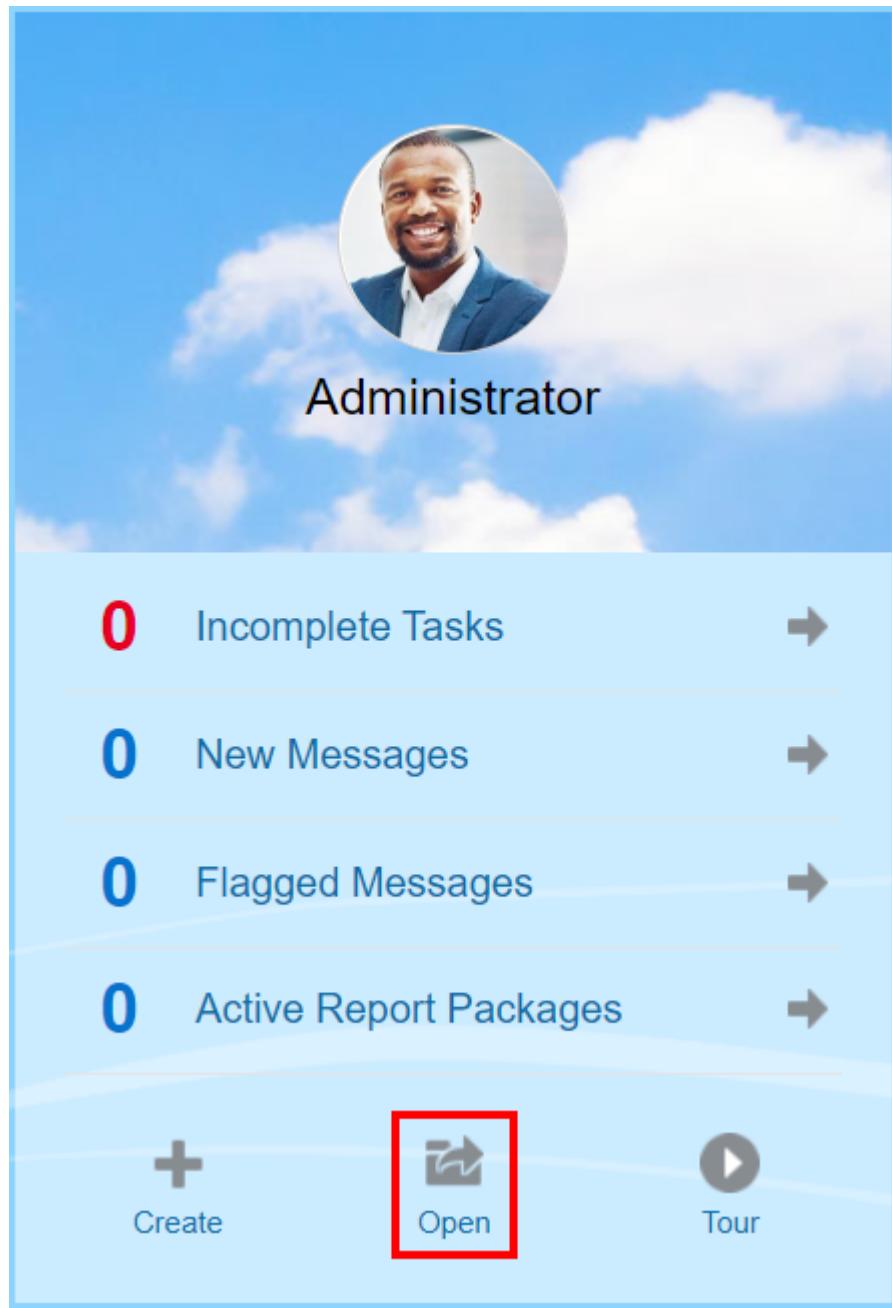
A user can customize their view of the library by [Setting Default Views for Content Pane Folders and Artifacts](#). For example, set a default view preference for a folder or all folders and sort the contents of a folder. You can inspect or review a folder's properties. For example, as a service administrator,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

## How to use the Library

There are different ways to open the library.

Select one of the following to open the library:

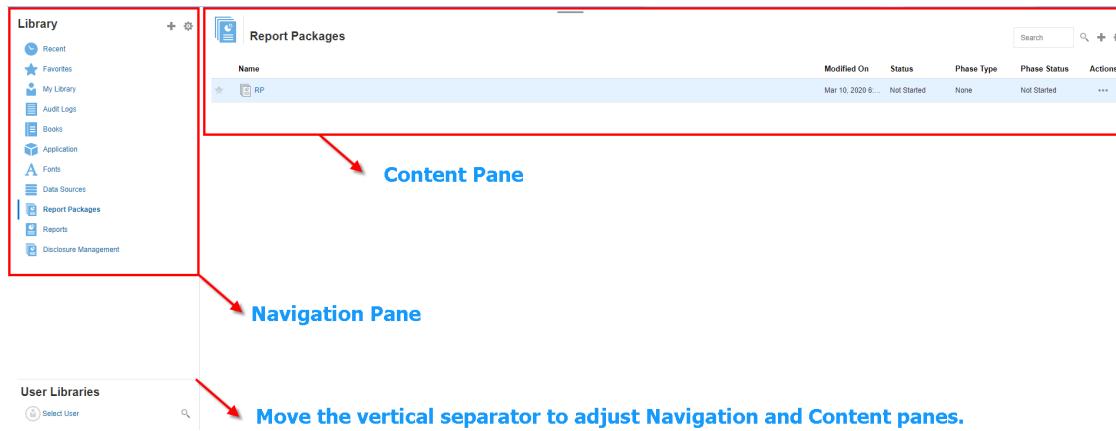
- From the Welcome Panel on the Home page, select **Open**:



- On the Home page, select .

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

Figure 7-2 Sample Library



## Learning About the Navigation and Content Panes

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

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

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

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

### Note

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

### Recent

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

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

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

### Favorites

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

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

### My Library

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

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

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

- [Audit Logs](#)—Contain system and artifact type audit files created from the system level or artifact.
- [Report Package](#)—Contain report packages that reside elsewhere in the folders of the library, where they are created.
- [Application](#)—Contain application that has been created.
- Fonts—Contain fonts that can be used for artifacts.

Data Sources—Contain the data source connections created for Reports.

[Reports](#)—Contain reports that reside elsewhere in the folders of the library, where they are created.

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

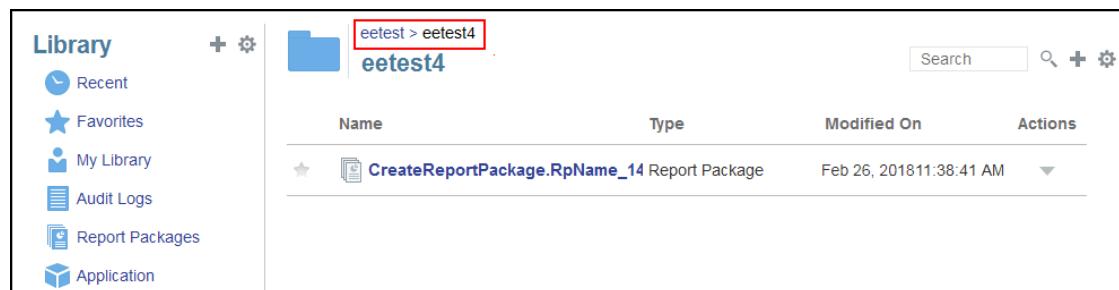
- Bursting Definitions — Contain Bursting Definitions that reside elsewhere in the folders of the library, where they are created.

## Using Locator Links

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

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

**Figure 7-3 Locator Links in Content Pane**



The screenshot shows the Oracle Library interface. On the left is a navigation pane with icons for Recent, Favorites, My Library, Audit Logs, Report Packages, and Application. The main content area shows a folder structure with a blue folder icon labeled 'eetest > eetest4' and 'eetest4'. A red box highlights the text 'eetest > eetest4'. Below this is a table with columns: Name, Type, Modified On, and Actions. One row is visible, showing 'CreateReportPackage.RpName\_14 Report Package' as the Name, 'Report Package' as the Type, 'Feb 26, 2018 11:38:41 AM' as the Modified On date, and a dropdown arrow in the Actions column. At the top of the content area are search and action buttons: a search bar, a magnifying glass icon, a plus sign icon, and a gear icon.

## Using the Action Menus

Use the Actions menu to act on library artifacts:

- Use the Actions menu  at the top of the navigation pane to take action on the folders in the navigation pane. The actions that you can take vary according to folder to your access permissions. Viewers, for example, cannot run Audits. For example, you can Inspect, Audit, and Refresh system-generated folders. You can take any action on folders that you have created.
- Use the Actions menu  at the top of the content area to act on one or more artifacts in the content area. For example, you can use the Actions menu to edit the properties of a report package or select several folders to move or copy to another location.

## Making a copy of an existing Report Package

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

To make a copy of the report package:

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

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

 **Note**

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

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

 **Note**

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

## Moving a Report Package

You can relocate a report package to another location.

To move a report package:

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

 **Note**

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

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

 **Note**

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

## Using the Create Menus

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

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

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

 **Note**

When selecting the option to create report packages, the Create Report Package wizard is displayed. See [Create Report Packages](#).

## Working with Connections and Remote Libraries

### Overview

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

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

 **Note**

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

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

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

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

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

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

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

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

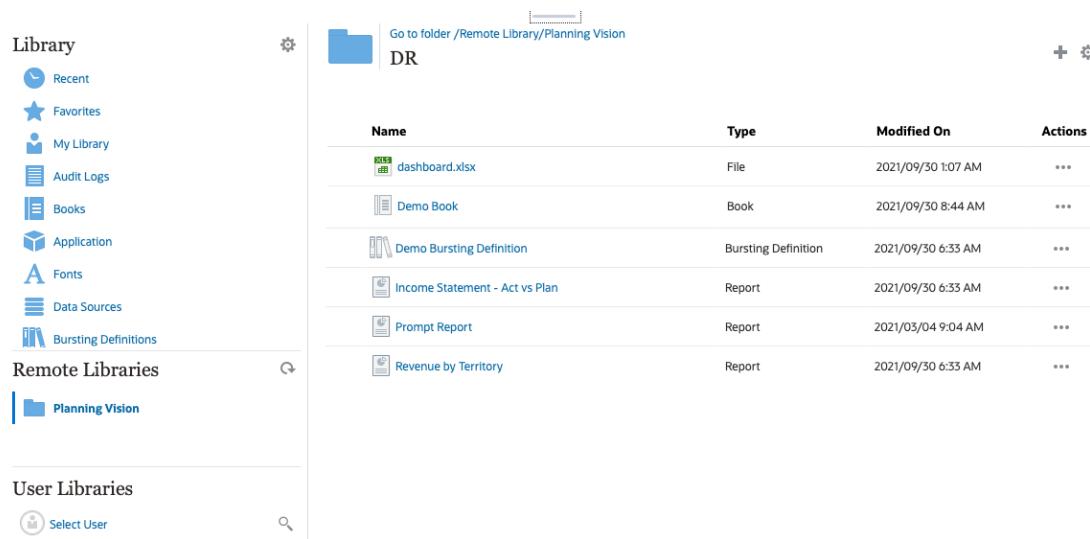
For Cloud EPM Platform connections, you can optionally enable a Remote Library for users to access reporting content from these connections in Narrative Reporting.

The screenshot shows the 'Connection' dialog box. At the top, it says 'Connection' and has 'OK' and 'Cancel' buttons. The 'Name' field is filled with 'Planning Vision'. The 'Type' dropdown is set to 'Oracle Enterprise Performance Mana...'. The 'Server Name' and 'Identity Domain' fields are filled with placeholder text. The 'Administrator User ID' field is filled with placeholder text. The 'Administrator Password' field contains '\*\*\*\*\*'. Below these fields are 'Test Connection' and 'Connection Successful!' buttons. A checked checkbox labeled 'Enable Library' is present. Below the dialog is a 'Manage Data Sources' section with a table. The table has columns: Data Source Name, Application Name, and Cube Name. One row is shown: Vision, Vision, Plan1. There are edit, add, and delete icons above the table.

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

The screenshot shows the 'Data Source' dialog box. At the top, it says 'Data Source' and has 'OK' and 'Cancel' buttons. The 'Name' field is filled with 'Vision'. The 'Connection' dropdown is set to 'Planning Vision'. The 'Application' dropdown is set to 'Vision'. The 'Cube Name' field is filled with 'Plan1' and has a search icon. Below these fields is a 'Test Connection' button.

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



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

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

#### Note

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

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

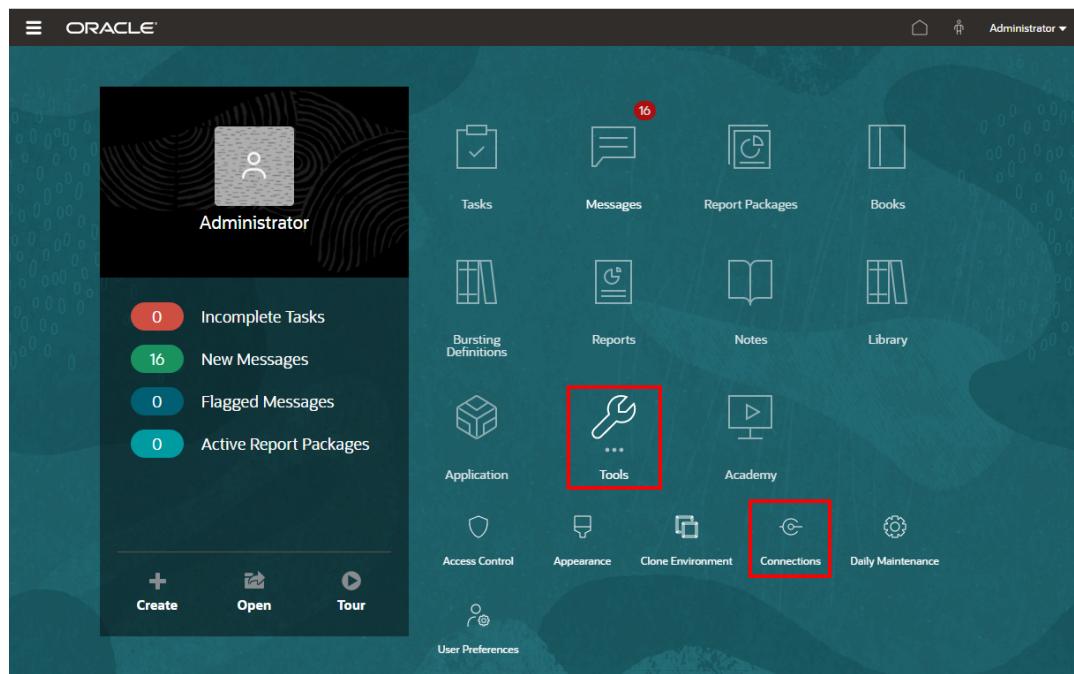


-- [Working with Connections and Remote Libraries](#).

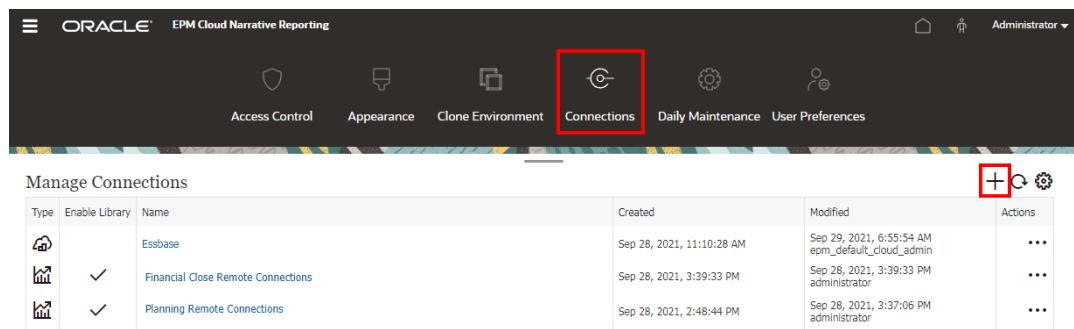
#### Creating and Editing Connections

To create a Connection:

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



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



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

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

5. In **Server Name**, enter the data source server name with no protocol or URL. For example, for Cloud EPM, if data source URL is: <https://<servername>/HyperionPlanning>, the server name is: <servername>.

6. (Oracle Fusion Cloud Essbase and Oracle Essbase On-premises Deployment only): In **Essbase Server Name**, enter the name of the Essbase server. By default for Fusion Applications, the server name is "Essbase\_FA\_Cluster" and for Essbase APS, the server name is "EssbaseCluster-1".

7. In **Identity Domain**, enter the identity domain of the data source pod.

 **Note**

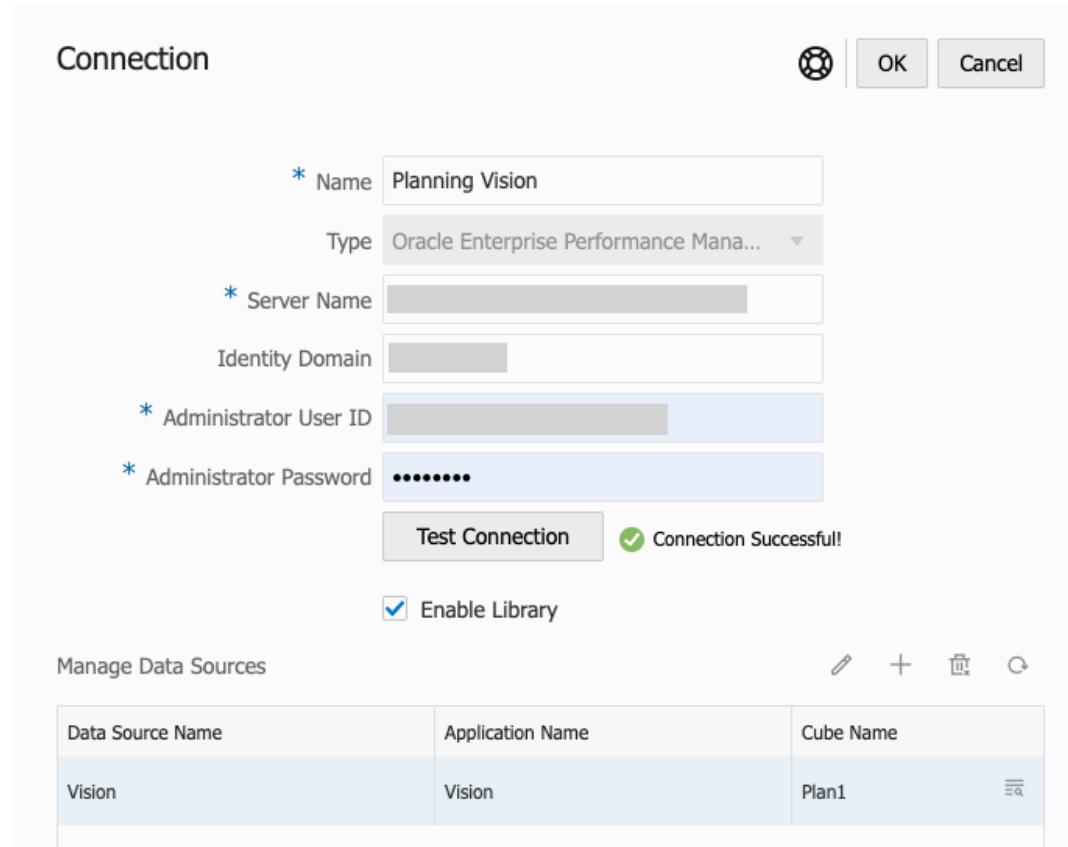
- Not required for Oracle Essbase, Oracle Fusion Cloud Essbase or Oracle Essbase On-premises Deployment.
- Not required for Cloud EPM deployments on Oracle Cloud Infrastructure (OCI).

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

 **Note**

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

9. Click **Test Connection**.



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

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

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

The screenshot shows the 'Manage Data Sources' table with the following data:

Data Source Name	Application Name	Cube Name
Plan1	Vision	Plan1

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

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

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

To **Edit** a Connection:

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

 **Note**

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

### Migrating Connections from One Environment to Another

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

To export a **Connection**:

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

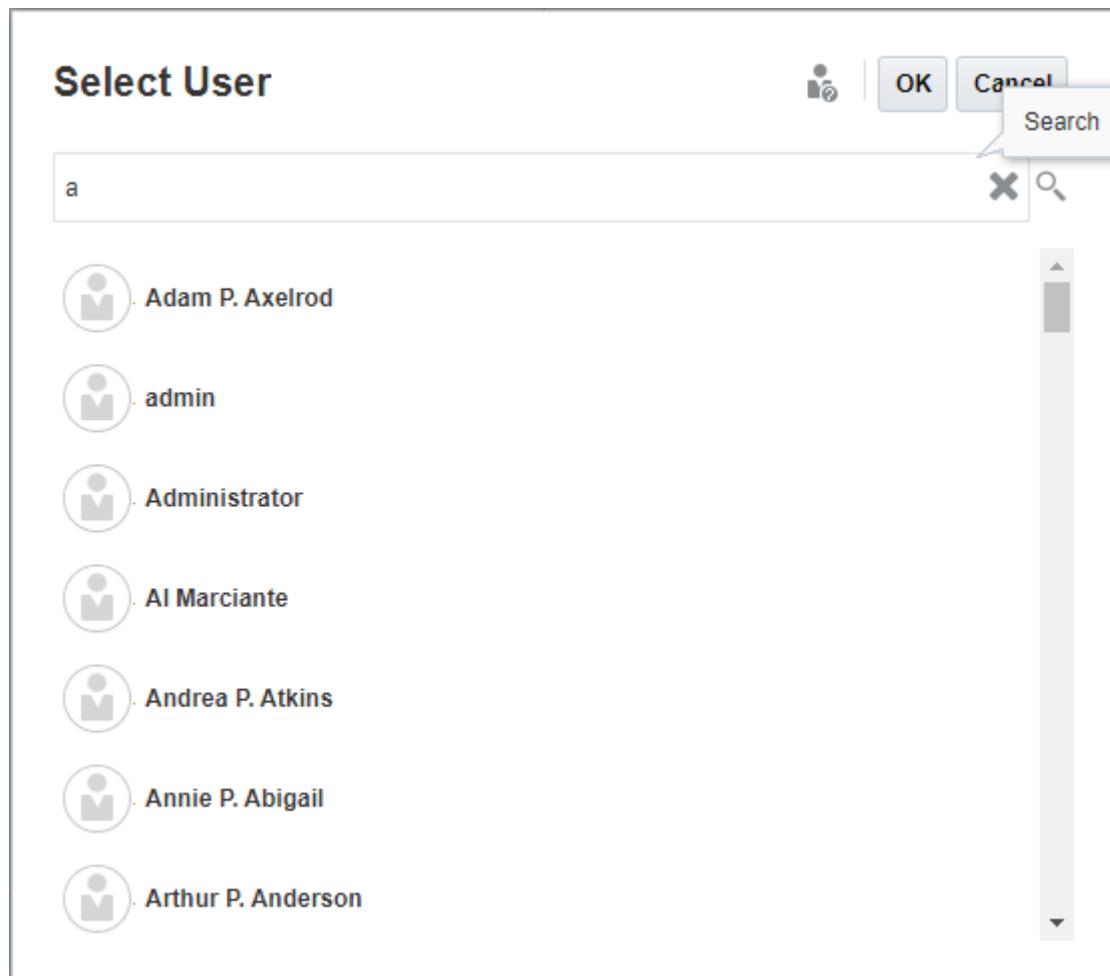
To import a **Connection**:

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

## Accessing other Users Libraries

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

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



For information on granting access to library artifacts, see this video  [Granting Access to Library Artifacts](#).

## Setting Default Views for Content Pane Folders and Artifacts

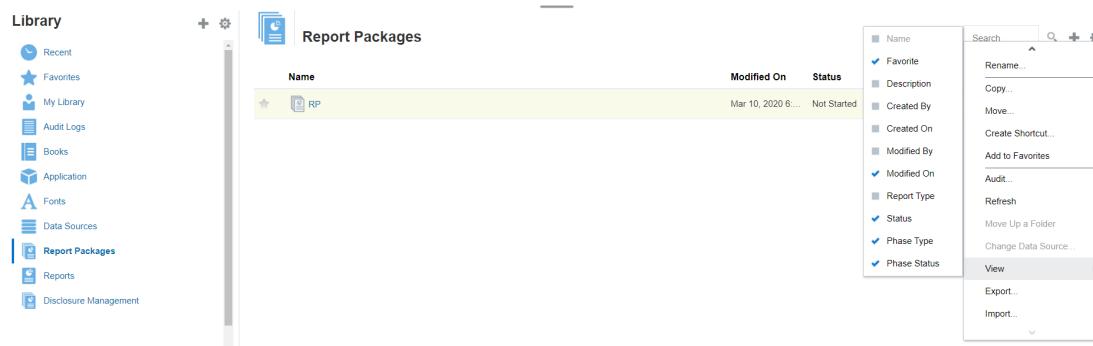
To set a default view for a folder or all folders and artifacts listed in the content area of the library select and clear available column names by selecting the Actions  menu and then the **View** menu. See [Setting Default Views for Content Pane Folders and Artifacts](#). For

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

### Note

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

**Figure 7-4 View Menu**



### Sorting the Contents of a Folder

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

## Using Audits

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

Considerations and actions for audits:

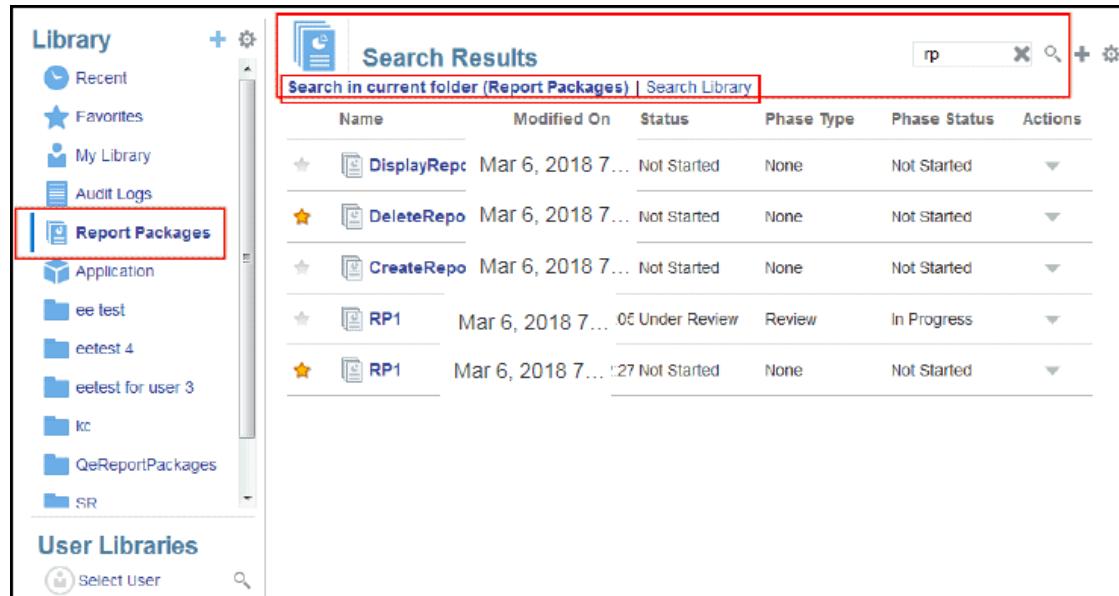
- Actions in the system are captured in a running system audit.
- Users can extract audit entries for folders or artifacts to which they have administrator permissions.
- Only audit log type artifacts are allowed in this folder.
- All users can view this folder, but are only allowed to view audit log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

For more information, see [Perform an Audit](#).

## Searching the Library

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

**Figure 7-5 Search Result Options**



The screenshot shows the Oracle Library interface. On the left, the navigation pane displays 'Recent', 'Favorites', 'My Library', 'Audit Logs', and 'Report Packages'. The 'Report Packages' folder is selected and highlighted with a red box. The content pane shows a 'Search Results' table with the following data:

Name	Modified On	Status	Phase Type	Phase Status	Actions
DisplayRepo	Mar 6, 2018 7...	Not Started	None	Not Started	
DeleteRepo	Mar 6, 2018 7...	Not Started	None	Not Started	
CreateRepo	Mar 6, 2018 7...	Not Started	None	Not Started	
RP1	Mar 6, 2018 7...	05 Under Review	Review	In Progress	
RP1	Mar 6, 2018 7...	127	Not Started	None	

## Creating Artifacts in the Library

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

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

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

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

**① Note**

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

## Organizing and Maintaining the Library

From the navigation pane, here are some of the actions available to organize and maintain the library using the Action **Library**   icon to organize or maintain the library.

**① Note**

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

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

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

maintain the library using one of the Action     or  icons:

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

**ⓘ Note**

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

## Taking Actions for Report Packages, Reports, and Applications

Actions that you can take on Library Artifacts vary.

### Report Package

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

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

 **ⓘ Note**

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

### Reports and Books

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

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

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

#### ① Note

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

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

### Bursting Definitions

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

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

### Data Sources

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

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

### Application

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

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

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

Rules for this folder are as follows:

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

For more information on applications and tasks, see [Learn About an Narrative Reporting Application](#).

## Migrating Folders and Artifacts

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

Action  or  icons:

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

### Note

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

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

### Note

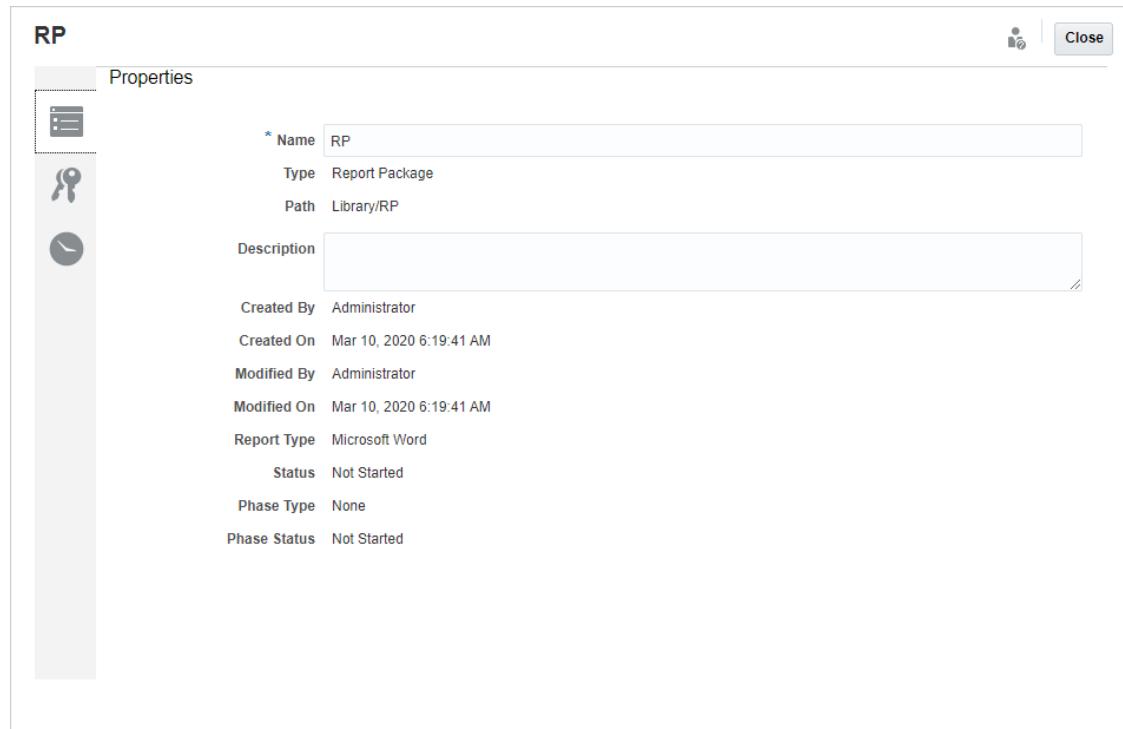
- You can also migrate **Note Templates**, **Notes**, and **Note Formats** via the Notes Manager. For more information, see [Migrating Notes Artifacts from One Environment to Another](#).
- You can also migrate **Connections** via the **Connection Manager**. For more information, see [Working with Connections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

## Inspecting Folders and Artifacts

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

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

**Figure 7-6 Sample Inspect Dialog Box**



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

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

**ⓘ Note**

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

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

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

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

## Copying a URL to Clipboard

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

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

 **ⓘ Note**

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

### Copying a URL for Library Artifacts

To copy a URL, perform these steps:

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

### Copying a URL to download the Third-party File

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

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