Oracle Smartview Workshop

Smart View 11.1.2.1

Dartmouth
founded 1769
Agenda

1) Smart View Overview
2) Connecting to Planning via Smart View
3) Using Smart View to connect to Web Forms
4) Tips, Tricks & Hints on Using Smart View to Connect to Web Forms
5) Smart View Ad-Hoc Reporting
6) Questions?
Objectives

- Provide an introduction to the Smart View for Office tool.
- Enable Dartmouth team to begin accessing Hyperion Planning, Essbase and data using Smart View.
- Enable users to create adhoc reports using Smart View and explore other key features.
Smart View Basics

Brief overview of the features available in Smart View
What is Smart View?

- MS Office based link to the Dartmouth applications allowing you to extract data, and send it back.
- View Web Forms in Microsoft Excel.
- Change and send information back to the underlying Essbase database.
- Incorporate all object security from Planning.
What is Smart View? – continued.

- Smart View allows you to work with pre-existing Web Forms in Microsoft Excel
  - You can view, enter, edit, and send data back into the cubes
  - You can hide cells you do not need to see/use
  - You can add formulas (with caveats)
  - You \textit{cannot} add additional rows or columns of data—they will be lost when data is transmitted back into the cubes – HOWEVER you can do using in Ad-Hoc Analysis...

- Smart View also has an ad-hoc mode, which can be used to create pivoted free form reports. Based in Excel, this tool is a powerful way to create custom reports.

- We will start with using Smart View to access pre-existing Web Forms...
Why Smart View?

- Smart View is a powerful tool that enables user’s to define their own reports.
- Better, and broader, access to information.
- Customizable, and easy to work with (It’s in Excel!)
Getting Started
Connecting to Hyperion Planning using Smart View
Getting Started:

Microsoft Excel 2010:

- The Smart View installation will add a new “Smartview” ribbon to your Excel menu. If you click on the ribbon you will see all of the buttons associated with the menu.

Before we can connect to the Dartmouth applications, we’ll need to set up a connection to the Planning applications.
Getting Started - connecting

Select “Options” under the Smartview toolbar

Server connection:
https://bi.dartmouth.edu:443/workspace/
SmartViewProviders
After setting URL, you are ready to connect.

Click “Panel” to bring up connection menu on the left.

Click “Shared Connections” to select Connect.

You will be prompted to log in – use your network user ID and password. After which this window pane will appear.
Web Form Review
Overview of Web Forms and Changes
Hyperion Planning Web Forms in Excel

- All Web Forms previously accessed via Planning web are also available in Excel
- Overall functionality is the same as web-based forms
  - Update Budget, Projections
  - Upload or save data to database
  - Roll up plan
- Excel Web Forms allow for ease and flexibility
- Copy paste options available
- Freeze window panes
- Saves and opens just like Excel file
Opening forms in Excel

1. Expand “Oracle Hyperion Planning” folders to “Forms”

2. Double-click on the form you wish to open
Updating forms in Excel

Selections Entity, Org and Funding are made here. Click “Refresh” after making selection.

Yellow cells indicate those where data may be written. Grey cells are read only.
Updating forms in Excel

Enter values, use formulas, copy paste in cells highlighted in yellow. Grey cells are ready only.

Calculated fields will update only after data has been submitted to Planning database.

Excel “Undo” will not work to reverse data submitted to database.

Click “Submit Data” to upload to Planning Database.
• To ensure correct aggregation of data, make sure you have submitted your changes
• Note that the Excel Save button does not save anything back into Planning!
#Missing Data

- You may notice in a Smart View form that you see cells that contain the value “#Missing”
- A cell that displays #Missing has no data value in the data form
- You can enter a data value by selecting an editable cell and entering the value
- You can also eliminate irrelevant data in a cell by selecting the cell with the irrelevant data and replacing the data with #Missing
- You can use the Options menu to change #Missing to a blank cell:
  - Options
  - Display Tab

It is important to note that #Missing is different from zero. Zero is a data value, and #Missing indicates lack of a data value for the cell.
Adding Data To Cells in Smart View Forms

You can enter data into the yellow cells using the following methods:

1. Overwrite the data by typing over it with a new value.
2. Copy and Paste:
   - Select the cell or group of cells that contain the data that you want to copy
   - Right-click and select Copy
   - Select the cell or group of cells to which you want to paste the data
   - Click Paste

NOTE: If you try to copy and paste using the keyboard equivalents Ctrl+C and Ctrl+V twice, the value is not copied in the second time.
It is possible to use Excel functions in Smart View Forms.

Steps:
1. Connect to Planning from Excel
2. Select Form
3. Add Excel formulas(s)
4. Submit Data to Planning
5. Save Spreadsheet locally
6. The Excel calculation will remain on the spreadsheet
7. Disconnect from Planning
8. When you review the Web Form in Planning web, you will NOT see the calculation, just the data value.
You can hide rows and columns on Smart View Forms just as you can with any other Microsoft Excel spreadsheet.

- **To Hide Rows:**
  - Select rows you wish to hide
  - Choose Format, Row, Hide

- **To Unhide**
  - Select all (Ctrl + A key)
  - Choose Format, Row, Unhide

- **To Hide Columns:**
  - Select columns you wish to hide
  - Choose Format, Columns, Hide

- **To Unhide**
  - Select all (Ctrl + A key)
  - Choose Format, Columns, Unhide
Caveats to Using Microsoft Excel Functionality

- Only download the form once. If you download the form again after adding formulas, the formulas will disappear.

- When working in Planning, do not change any values in the Web Form that contains formulas. When you refresh the data in Smart View, the formula will be lost.

- Best Practice Recommendation: If you want to use Excel functions, do not edit the Web Form in Planning web. Use Smart View only and submit any data changes back into Planning web.
• You can select the Excel Save button to save a worksheet to your local drive
• You will be prompted to provide a name
• You will be able to edit data, but these changes will NOT be saved if you disconnect from Planning. You will need to be connected to Planning to change data.
• Best practice recommendation: Open saved files in Excel, connect to Planning, then edit data and submit back into the database.
Smart View Ad-Hoc Reporting
Using Smart View in Microsoft Office for Ad-Hoc Reporting.
Smart View Ad-Hoc

Smart View Ad-Hoc
- Smart View provides ad-hoc query capability to power users in a native Excel environment
- Users dynamically access the data and develop their own queries
- The query results are stored as Excel documents

Why Use Smart View ad-hoc?
- Used for open ended business questions
- Initial retrieval
- Iterative query path
- Typically does not leverage Excel formatting
- Query structure is dynamic; changes until the question is answered
Creating a Connection

- Select Hyperion > Connect from the Smart View ribbon
- At the Smart View Data Source Manager right pane, select Oracle Essbase from drop down. Right click on the Essbase cube desired, and click Ad-Hoc Analysis

Select “Oracle Essbase” from drop down.

Right Click “Ad Hoc Analysis”
Select “Options” from SmartView ribbon.
Smart View Options – Display

Select Hyperion > Options > Data Options
Select Hyperion > Options > Cell Styles
Ad Hoc default grid contains the period in the column and the account in the row.

Point of View dialog box enables the user to select additional dimensions.
Dimension placement: 2 methods

1 – Dimensions can be moved using mouse clicks

- Left click and drag moves the dimension from the POV dialog box to the grid
- Drop down dimension and click “…” to select member(s).

- To Pivot you must select a member of the dimension
- You can not Pivot a column or row that only has one dimension

2 – The Pivot feature moves a dimension between rows and columns using the menu, button or right click and drag
Allows visibility into the different levels and members of the dimensions
- Zoom-In and Zoom-Out feature provides visibility to the dimensional hierarchy
  - Options are: Next Level, All Levels or Bottom Level
- Keep-Only and Remove-Only assists in the display of the dimensional hierarchy
Creating Ad-Hoc Templates

- After building a report, save the report as an Excel Doc.
  - This allows you to return later, and use the same dimensions in a later report.
  - Save additional copies to further modify and create new reports.
    - Everyone sees the same information, so it is possible to generate Reports for multiple users.
- You can select the Excel Save button to save a worksheet to your local drive
- You will be prompted to provide a name
- You will be able to edit data, but these changes will NOT be saved if you disconnect from Planning. You will need to be connected to Planning to change data.

Creating Ad-Hoc Templates
Additional Smart View Options

Suppress Rows – Prevent the display of rows containing certain types of data.

Replacement – Change the default of text cell retrieval in Excel.
**Indentation** – Controls the behavior of all Zoom operations and makes it easier to view the hierarchy.

**Zoom-In** – Controls the Zoom behavior during drill operations.
Cell Styles – Allows you to modify the default styles by selecting different fonts, background and border colors for dimension members and data cells.
Choosing the Alias Table

Alias Table

- Changing the alias table to the Default will provide the member names and descriptions in the Ad Hoc grid and in selecting members.

The alias table selection is worksheet-specific.
Select member in the dialog box using the ellipsis

Select members in the grid using the icon

Member Selection Paths
Member Selection Filters

Filters – Limits the dimension members returned in the query.

Most commonly used filters:

Children—Selects only children of a specific member

Descendants—Selects only descendants of a specific member

Level—Selects members by level number

Generation—Selects members by generation number
Smart View Configuration

- IT needs to install the Smart View add-in on your workstation. If you already have the add-in installed for Smart View, you do not need it installed a second time. You just need the URL for Smart View access.

Working with Excel Workbooks and Smart View Forms:

- You can use Excel tabs to open multiple forms and keep all forms together in a single workbook.
- If you use Smart View ad-hoc, you can have a report on one worksheet and a Web Form on a second sheet. Note that there are two separate URLs for Smart View ad-hoc and Smart View. You can only be connected to one service at a time. You will need to connect to each service separately in order to use both in a single workbook.
Working with Smart View Forms:

- The Submit function both saves and submits the data back into Planning; the Excel Save button saves to the local drive only and does \textit{not} save data back into Planning.
Working with Excel formulas:

- If you wish to use Excel formulas in your spreadsheets, only download the Smart View form once, then refresh as needed to retain the formulas.
- Excel formulas will not display in Web Forms in Planning web.
- When you save a Smart View form locally and re-open it, if the cells will contain “0” values, reconnect to Planning and click Refresh and the values will display (and your formulas will stay intact).
- If there are two people working on the same Planning Web Form in either Planning or Smart View, make sure you coordinate the use of the form to prevent overriding values and eliminating excel formulas.
- Version control: If you have more than one person working on a Smart View form, we recommend that you save the form into a shared folder so that only one version of the form is in play at any one time.