

# Performance



## USERGUIDE

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## 1. Introduction

This guide is intended for the user of the Performance application. It provides the user with guidance in and information on using Performance.

Chapter 2 (*User Interface*) discusses the user login procedure as well as the selection of units and modules. Chapter 2 provides a general overview of the user interface (“main screen”).

Chapter 3 (*Context Menus*) makes up the core of this guide. It provides detailed descriptions of the functionalities (all context menu items) available in Performance.

Chapter 4 (*Additional Calculation*) discusses the tools and shortcuts available to the user for facilitated data entry.

Chapter 5 (*Enhanced Input Functionalities*) explains the enhanced input functionalities.

Chapter 6 (*Workflow*) describes the functionality of the workflow modules.

## 2. User Interface

This chapter describes the login procedure and the main screen displayed after a successful login. This is followed by a description of the procedure for selecting units and modules.

### Logging in

Before using the application, a login screen will be displayed.



Fig. 1 - Login Dialog

To log in, enter a user name and password.

Following a successful login, the application selection list will be displayed. If an application has been selected during a previous login, this application will be selected automatically.

After an application has been selected, the module selection will be shown.

### URL Parameters

The login page supports certain parameters, which can be passed by adding them to the URL. There are server and browser parameters which have to be treated differently.

The following parameters can be used:

- **Language** (Server)  
Defines which language is used. The supported application languages are en, de, fr. If this parameter is not set, the application will try to use the browser language. The default language is English and will be used if the browser language is not supported.
- **Theme** (Server)  
Defines the theme that is used.
- **alias** (Browser)  
Defines which alias table is used, the alias tables are defined in the OLAP database.
- **app** (Browser)  
The application that will be loaded directly after login.

**Note:**

All URL parameters are case sensitive.

The area for server parameters within the URL has to start with a question mark (?). Then follow the parameters including their values, which are separated by an equal-sign (=) respectively.

Multiple parameters are separated by an ampersand (&).

Browser parameters always have to be located at the end of the URL and start with a hash (#).

Then follow the parameters including their values, which are separated by an equal-sign (=) respectively. Multiple parameters are separated by a semicolon (;).

**Example:**

<http://server.tld/PM/?Language=fr&Theme=SilverTheme#alias=French;app=SampleApp>

When using the Performance Desktop App, all parameters are treated as Server Parameters.

**Example:**

<http://server.tld/PM/PMDesktopApp/?>

[Language=fr&Theme=SilverTheme&alias=French&app=SampleApp](http://server.tld/PM/PMDesktopApp/?Language=fr&Theme=SilverTheme&alias=French&app=SampleApp)

---

## Main Screen

Following a successful login, the main screen is displayed. The main screen is divided into different areas:

- **Navigation area**  
Displays the selection of modules, units and offgrid selections
- **Content area**  
Displays the content, for example workbooks, url or reporting content
- **Ribbon area**  
Spans the top of the main screen and displays the menu and buttons dependent on the type of the currently selected module.

The following figure shows a sample main screen displayed after the user has logged in.



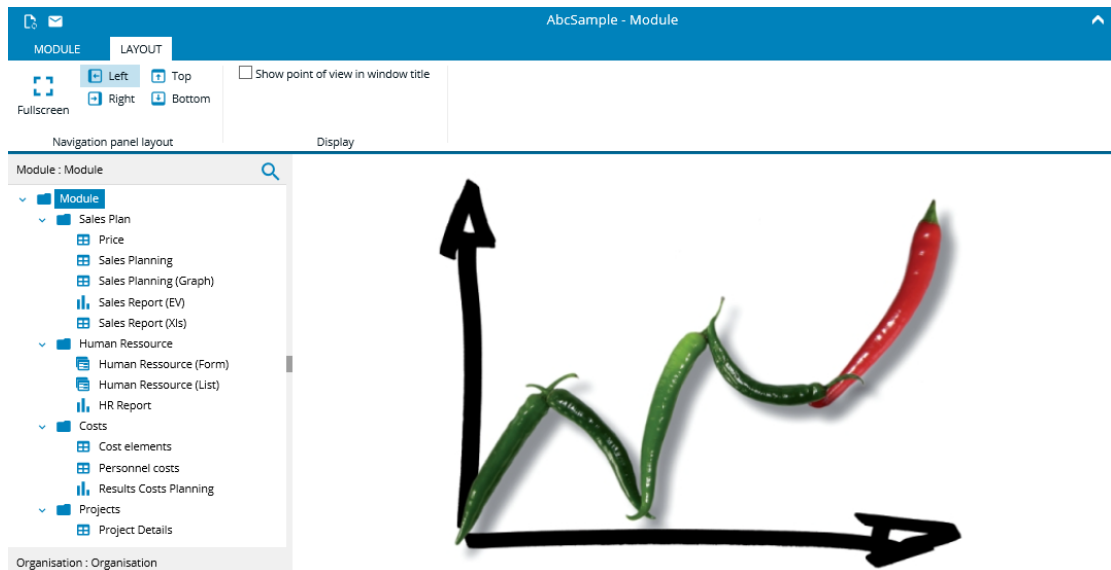


Fig. 2 - Main Screen

## Navigation Area

The *Navigation area* displays the available off-grid selection lists and the main module navigation.

- **Module selection tree**  
Displays the modules available to the user (see “Selecting a Module”).
- **Unit selection tree**  
Displays the units that access the selected modules. If the configuration parameter *UsePersonalizedOutlines* is set, only the units that are permitted for both the current module and the user are displayed. Consequently, the user may only see part of the hierarchical structure.
- **Module specific member selection trees or lists**  
Displays the lists required for selecting an off-grid member, provided that a member selection definition is available for the module (see *Selecting a Module*).

### Note:

By default the heading tabs of the Navigation Area display a text formatted like this: "*<Dimension Name>*: *<Member Name>*" (for the Module selection tree "Module: *<Module Name>*").

If the configuration parameter *ShowDimensionName* is set to false, the heading tabs will display the selected member or module name only.

## Content Area

This area displays the content of the different modules e.g. workbooks, Performance Analytics reports, images.

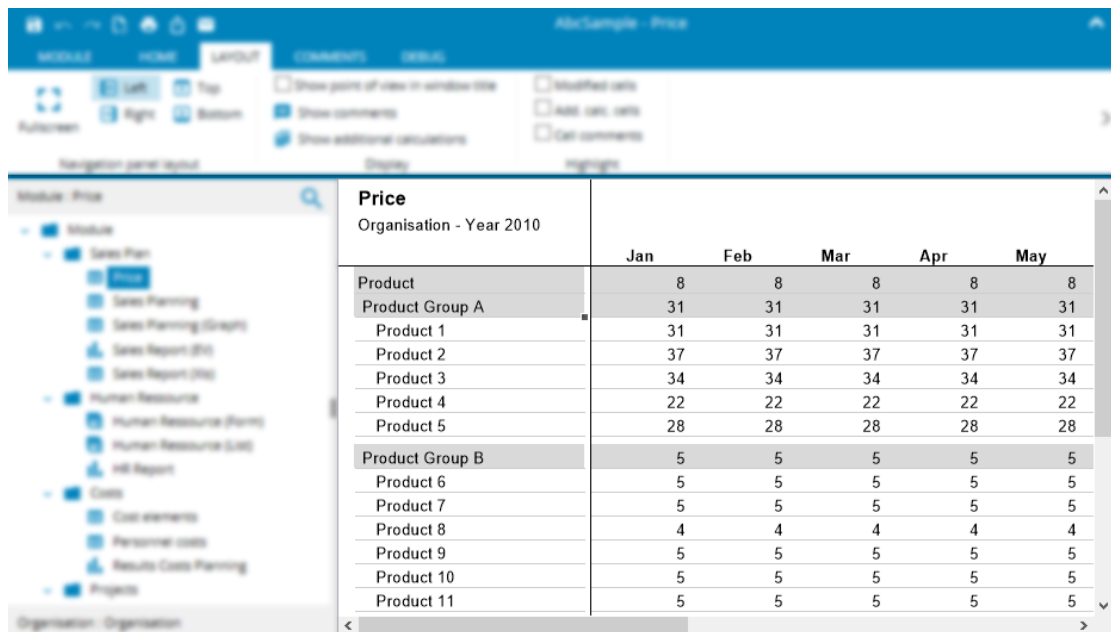


Fig. 3 - Module Area showing a Workbook

## Ribbon Area

The Ribbon Area contains several functions depending on the type of the selected module. It consists of the following parts.

- **Mini Menu**  
Buttons that are needed on a regular basis can be found here.
- **Title**  
Displays the name of the selected application and module.
- **Backstage Button**  
Clicking this button jumps to the backstage area.
- **Tabs**  
Functionality is grouped within the tabs, depending on the type of the selected module.

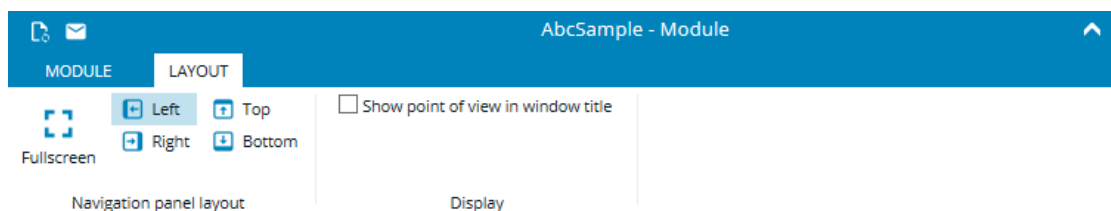


Fig. 4 - Ribbon Area

## Layout

The layout tab provides functionality to switch between different layouts for the entire application. The following layouts are available.

- **Full Screen**

The navigation area will be hidden automatically and can be displayed temporarily by hovering the cursor over this button. Leaving the navigation area afterwards hides the navigation area again.

- **Left**  
The navigation area will be pinned to the left side of the application. Switching between the navigation trees (modules, units, ...) is possible by clicking the corresponding header.
- **Right**  
The navigation area will be pinned to the right side of the application. Switching between the navigation trees (modules, units, ...) is possible by clicking the corresponding header.
- **Top**  
The navigation area will be pinned to the top, directly below the ribbon area. All navigation trees are visible simultaneously.
- **Bottom**  
The navigation area will be pinned to the bottom of the application. All navigation trees are visible simultaneously.

## Module Specific Functionality

Depending on the type of the selected module, the ribbon tabs contain different functionality. The following module types are supported:

- Workbook
- Detail Module
- Performance Analytics Reports
- Cockpit
- Combinations of Workbook, Detail Module and Performance Analytics Reports

### Workbook

If the selected module is of type *workbook*, the following functionality is available in the ribbon area.

#### Mini Menu

- **Save**  
Saves the changes of the worksheet, comments and the additional calculation.
- **Undo**  
Performs an undo of the last step within the worksheet or the additional calculation.
- **Redo**  
Performs a redo of the last step within the worksheet or the additional calculation.
- **Print**  
Opens the printing dialog window.
- **Export**  
Exports the current worksheet to an excel file.
- **Information**  
When available, a document containing additional information for the currently active module, will be opened.

## Home Tab

- **Save**  
Saves the changes of the worksheet, comments and the additional calculation.
- **Reload**  
Reloads the data of the current module.
- **Execute**  
Opens the dialog window for executing execution steps.
- **Submit**  
Submits the current module. Submitted modules will be disabled automatically to prevent further data changes.
- **Cut**  
Cuts the data from the currently selected cells in the worksheet or additional calculations and copies it to the clipboard.
- **Copy**  
Copies the data from the currently selected cells in the worksheet or additional calculations to the clipboard.
- **Paste**  
Pastes the data from the clipboard to the currently selected cells in the worksheet or additional calculations.
- **Show Comments**  
Hides or shows the comments panel.
- **Additional calculations**  
Hides or shows the area for additional calculations.
  - **Create additional calculation**  
Creates a new additional calculation.
  - **Delete additional calculation**  
Deletes the currently visible additional calculation.
  - **Activate additional calculation**  
Activates an additional calculation again, if it has been automatically disabled because of different data.
  - **Add cells**  
Adds the currently selected cells of the worksheet to the additional calculation.
  - **Delete cells**  
Removes the connection between the worksheet and the additional calculation for the currently selected cells.
  - **Open in new window**  
Opens the currently visible additional calculation in a new window.
- **Distribution**
  - **Lock cell(s)**  
Locks the currently selected cells in the worksheet for the distribution via formulas.
  - **Unlock cell(s)**  
Unlocks the currently selected cells in the worksheet, if they were locked for distribution.
  - **Reset cells**  
Unlocks all cells in the worksheet.
- **Select member**

Opens the dialog window for selecting elements if the currently selected cell supports it.

- Goal seek  
Opens the goal seek dialog window for the worksheet.
- Ad-hoc  
Opens the Ad-Hoc analysis window.

**Note:** The order of the rows and columns in the Ad-Hoc analysis window can differ from the one in the worksheet.

- Drill-Through  
Opens the Drill-Through dialog window.

### Layout Tab

- Navigation panel layout  
Sets the position of the navigation panel to left, right, top or bottom. Or hides it by choosing Fullscreen.
- Show point of view in window title  
Adds the current point of view to the window title at the top of the browser page.
- Show comments  
Hides or shows the comments panel.
- Show additional calculations  
Hides or shows the area for additional calculations area.
- Modified cells  
If this functionality is enabled, all cells which have been modified since the module has been opened will be highlighted.
- Add. calc. cells  
If this functionality is enabled, all to an additional calculation connected cells will be highlighted, even if the area for additional calculations is hidden.
- Cell comments  
If this functionality is enabled, all cell comments will be highlighted, even if the comments panel is hidden.
- Show status bar  
Hides or shows the status bar of the worksheet.
- Show formula bar  
Hides or shows the formula bar of the worksheet.
- Keep frozen panes  
Enables or disables the frozen panes of the worksheet.
- Row- and column headers  
Hides or shows the row- and column headers.

### Comments Tab

- Panel Position  
Sets the position of the Comments panel to left, right, top or bottom (and enables it if not visible). Clicking the selected position again will make the Comments Panel disappear.
- Context  
Set the context to cell, offgrid or module.
- Full Date and Time  
Displays an absolute date and time for each comment (e.g. "18.09.2016 13:37") rather

than the time span that has elapsed since the last modification (e.g. "5 minutes ago").

- **Show context**  
Displays the current context (of the current cell) at the top of the Comments Panel.
- **Value changed hints**  
When saving a cell comment the current value of that cell will also be saved. Activating the option **Value changed hints** will display a warning in the Comments Panel that the value has changed since the comment has last been modified. It will also display the original value of the cell.

### Debug Tab

- **Start designer**  
Opens the current worksheet in the designer.
- **Show sheet tabs**  
Shows the sheet tabs of the worksheet until the module is closed, even if they were hidden in the sheet.
- **Show hidden rows and columns**  
Shows all hidden rows and columns until the module will be closed.

### Detail Module

If the selected module is of type *detail module*, the following functionality is available in the ribbon area.

### Mini Menu

- **Save**  
Saves the changes of the detail module and comments.
- **Undo**  
Undoes the last step within the detail module.
- **Redo**  
Redoes the last step within the detail module.
- **Print**  
Opens the printing dialog window.
- **Information**  
When available, a document containing additional information for the currently active module, will be opened.

### Home Tab

- **Save**  
Saves the changes of the detail module and comments.
- **Add**  
Adds a new detail record.
- **Delete**  
Deletes the currently selected detail record(s).
- **Reload**  
Reloads the data of the current module.
- **Execute**

Opens the dialog window for executing execution steps.

- **Submit**  
Submits the current module. Submitted modules will be disabled automatically to prevent further data changes.
- **Cut**  
Cuts the data from the currently selected cells in the worksheet or additional calculations and copies it to the clipboard.
- **Copy**  
Copies the data from the currently selected cells in the worksheet or additional calculations to the clipboard.
- **Paste**  
Pastes the data from the clipboard to the currently selected cells in the worksheet or additional calculations.
- **Show Comments**  
Hides or shows the comments panel.
- **Distribution**
  - **Lock cell(s)**  
Locks the currently selected cells in the worksheet for the distribution via formulas.
  - **Unlock cell(s)**  
Unlocks the currently selected cells in the worksheet, if they were locked for distribution.
  - **Reset cells**  
Unlocks all cells in the worksheet.
- **Goal seek**  
Opens the goal seek dialog window for the worksheet.

### **Layout Tab**

- **Navigation panel layout**  
Sets the position of the navigation panel to left, right, top or bottom. Or hides it by choosing Fullscreen.
- **Show point of view in window title**  
Adds the current point of view to the window title at the top of the browser page.
- **Show comments**  
Hides or shows the comments panel.
- **Modified cells**  
If this functionality is enabled, all cells which have been modified since the module has been opened will be highlighted.
- **Detail comments**  
If this functionality is enabled, all records with detail comments will be highlighted, even if the comments panel is hidden.
- **Show status bar**  
Hides or shows the status bar of the worksheet.

### **Comments Tab**

- **Panel Position**  
Sets the position of the Comments panel to left, right, top or bottom (and enables it if not

visible). Clicking the selected position again will make the Comments Panel disappear.

- **Context**  
Sets the context to record, offgrid or module.
- **Full Date and Time**  
Displays an absolute date and time for each comment (e.g. "18.09.2016 13:37") rather than the time span that has elapsed since the last modification (e.g. "5 minutes ago").
- **Show context**  
Displays the current context (of the current detail record) at the top of the Comments Panel.

### Debug Tab

- **Start designer**  
Opens the current worksheet in the designer.
- **Show sheet tabs**  
Shows the sheet tabs of the worksheet until the module is closed, even if they were hidden in the sheet.
- **Show hidden rows and columns**  
Shows all hidden rows and columns until the module will be closed.

### Performance Analytics Report

For a complete overview over all available functionality available in the ribbon area when the module is of type Performance Analytics Report see the manual of the Performance Analytics component.

---

## Backstage Area

If an application has not been accessed before, the backstage area will be displayed directly after logging in. If the user is already using an application, a click on the *MODULE* button in the left, top corner displays the backstage area.

A click on the back button on the left, top corner closes the backstage area and returns to the active application.

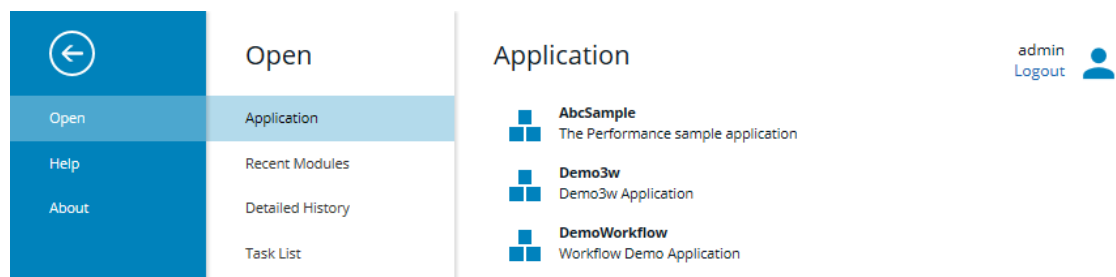


Fig. 5 - Backstage Area

The following functionality is always available in the backstage area.

- **Logout**  
The currently logged in user can be logged out by clicking the *Logout* button in the right, top corner. Afterwards, the login dialog window will be displayed.
- **Back**



Closes the backstage area and returns to the active application.

- **Help**  
Displays the user documentation.
- **About**  
Displays technical information about the application.

## Application

The *Application* Tab shows a list of all the applications available for the user.

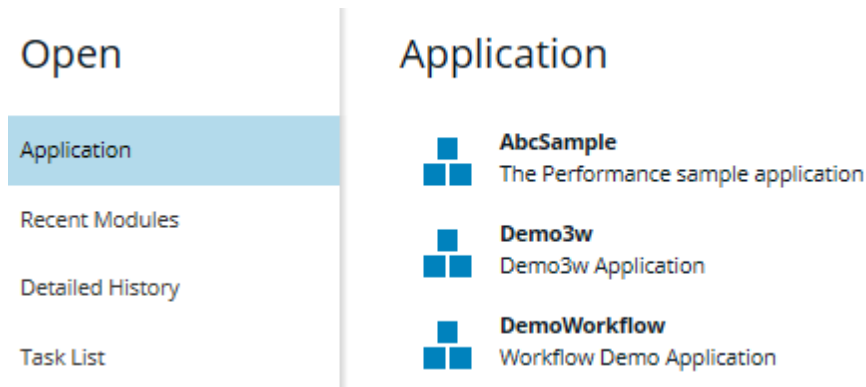


Fig. 6 - Application List

Clicking one of the applications in the list closes the backstage area and navigates to the corresponding application.

## Recent Modules

The *Recent Modules* tab contains a list of all recently opened modules in the active application.

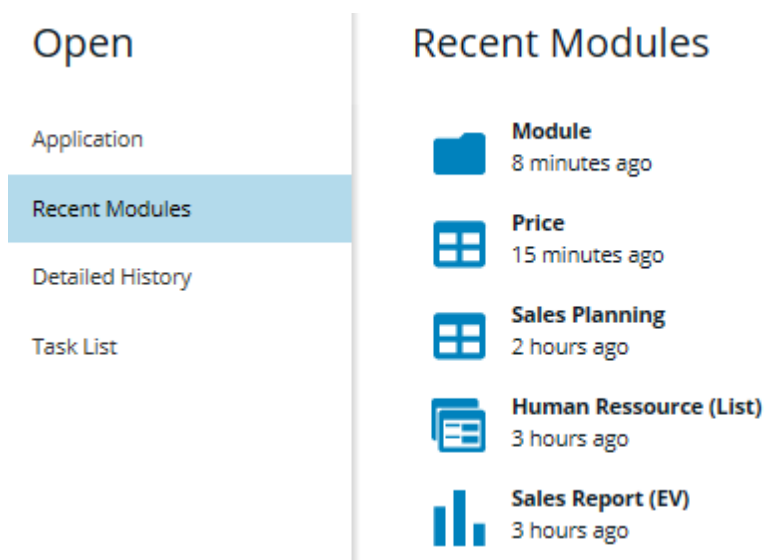


Fig. 7 - Recent Modules

Clicking one entry in the list closes the backstage area and navigates to the corresponding module.

## Detailed History

The *Detailed History* tab contains a list of all recently opened modules including the selected unit and offgrid selections.

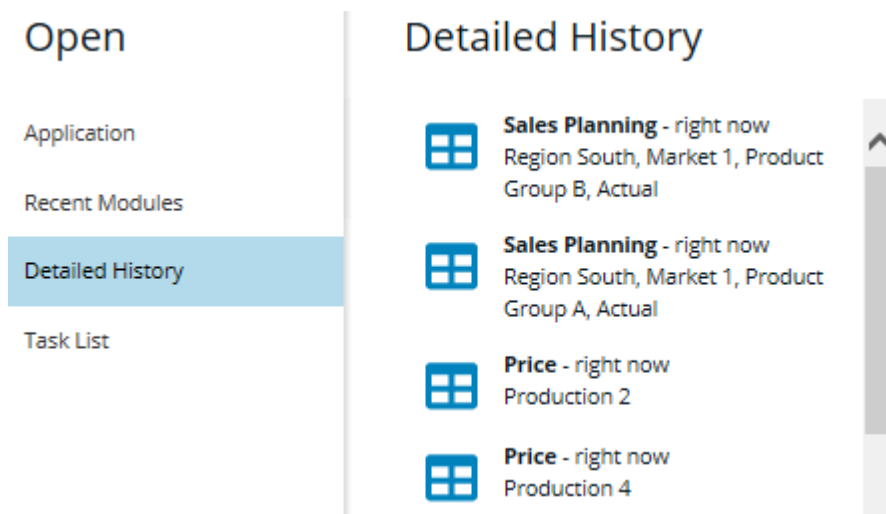


Fig. 8 - Detailed History

Clicking one entry in the list closes the Backstage-Area and navigates to the corresponding module including the unit and offgrid selection.

## Module Type Specific

Depending on the type of the active module, the following additional functions can be displayed in the backstage area.

- **Save**  
Saves the data of the currently active module (equivalent to the Save-Button in the Mini Menu area).
- **Print**  
Opens the dialog window for printing the currently active module.  
Is the currently active module of the Workbook or Detail Module type, the following additional options can be selected.
  - Print Workbook
  - Print Additional Calculations
- **Export**  
Exports the data of the currently active module (equivalent to the Export-Button in the Mini Menu area).
- **Task List**  
If the Workflow-Functionality is enabled for a certain application, the *Task List* button will be displayed in the *Open*-Tab of the backstage area. A list of all tasks within the workflows for the currently logged in user within will be displayed.
- **Information**  
If an information file is specified for the currently opened module, the *Information* tab is displayed in the backstage. Clicking on it displays the related document on the right side of the screen. It can be opened in a new, separate window by clicking *Open in new window* in the top right corner.

---

## Selecting a Module

Following a successful logon, the main screen is displayed. In the navigation area, a panel shows the available modules for the user.

A unit will be selected when selecting a module. If a unit has already been selected and is valid for the module, this unit will be selected. If no unit has been selected or if the last selected unit is not permitted for the module or the user, the first permitted unit is selected.

- If **access is possible** (i.e. the unit is currently not being accessed by a user), the module is opened with the defined access permission (read, write, calculate).
- If the unit is being accessed by **the same user** and you have **read-only access permission** for the module, the module is opened in read-only mode.
- If the unit is being accessed by **the same user** and you have **write/calculate access** permissions for the module, a message will be displayed stating that the unit is currently accessed by the same user and asking whether or not the module should be opened in write mode.
- If the unit is being accessed by **another user** and you have **read-only access permission** for the module, you are logged on and the module is opened in read-only mode.
- If the module is being accessed by **another user** and you have **write/calculate access permissions** for the module, you are logged on and the module is opened in read-only mode. You will receive a message stating that the unit is locked by another user and that the module is opened in read-only mode.

Submitted modules are highlighted by a different icon. Data can not be entered into submitted modules. The “submitted” status may apply to the entire module (via administrator) or may depend on the accessed unit. See *Submit*.

## Selecting Off-Grid Members

If the selected module has additional selections defined, for example offgrid members, panels with the corresponding selection lists will be shown in the Navigation area after a module has been selected. These additional selection lists are defined by the member selection.

The user can select a member from the offgrid to apply this selection to the content.

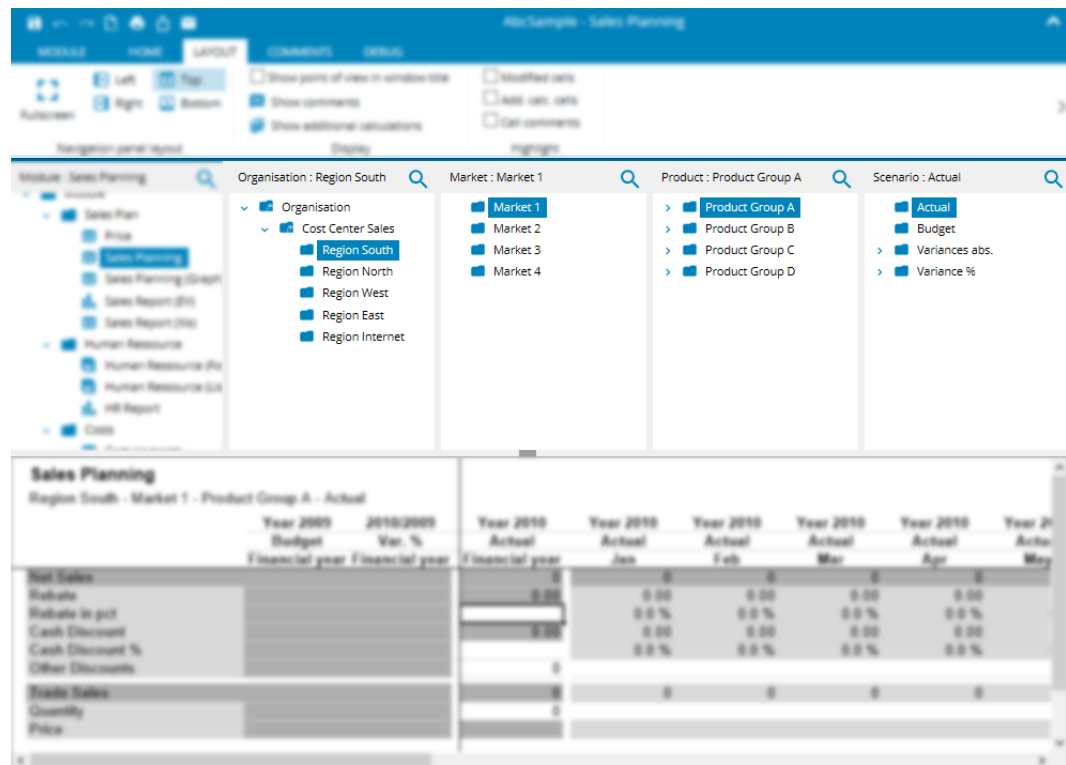


Fig. 9 - Part of the Navigation Area

In the example above the users can select the Organisation, Market, Product and Scenario. The user has selected “Market 1” from the Market selection list.

Following the selection of an offgrid member, the module data is immediately updated.

If another module is selected the most recently selected members are applied. This setting is only active during the current session. After a log out or the current session has expired, these selections are no longer available.

## Selecting a Unit

### Logging on to a Unit

Following the selection of a module, a panel is displayed with the selection list for the units permitted for the selected module. If *PersonalizedOutlines* are used only the units are displayed that the user has access to

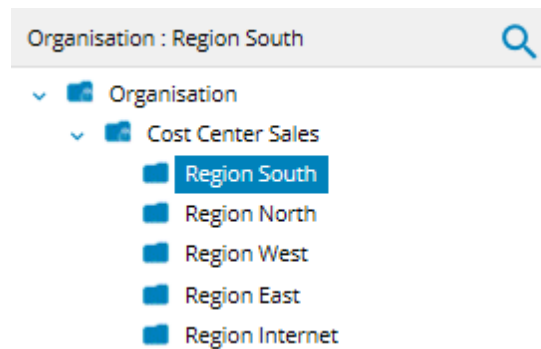


Fig. 10 - Unit selection list in the Navigation area

To select a unit from the selection list, click the left mouse button.

Prior to the logon, Performance checks whether or not the user is permitted to access the module for the selected unit and whether or not the unit is already in access:

- If **access is denied**, i.e. the unit is not permitted, a message will be displayed. The module remains opened for the previously selected unit.
- If **access is possible** (i.e. the unit is not currently being accessed by a user), you are logged on to it and the module is opened with the defined access permissions (read, write, calculate).
- If the unit is being accessed by **yourself** and you have **read-only access permission** for the module, you are logged on and the module is opened in read-only mode.
- If the unit is being accessed by **yourself** and you have **write/calculate access** permissions for the module, you will receive a message stating that the unit is currently accessed by the same user and you are asked whether or not you want to open the module in write mode.  
When you have responded to this messages (yes/no), you are logged on and the module is opened in the appropriate mode (read-only or write mode).
- If the unit is being accessed by **another user** and you have **read-only access permission** for the module, you are logged on and the module is opened in read-only mode.
- If the module is being accessed by **another user** and you have **write/calculate access permissions** for the module, you are logged on and the module is opened in read-only mode. You will receive a message stating that the unit is locked by user XY and that the module is opened in read-only mode.

If you have write access to the unit, it will be marked as locked when you log on. If you log on to a new unit, the last unit selected is unlocked and the new unit is marked as locked for write access permissions.

**Note:** The selection list shows the hierarchical structure of the units. In the case of limited access permissions, this list may only show the units the user is permitted to access. Consequently, you may only see parts of the hierarchical structure.

Access permissions are defined by the administrator.

**Note:** The selection list reflects the hierarchy of the units. If you have restricted access permissions, you may only see the unit you are permitted to access, implying that you will only see parts of the hierarchical structure.

The access permissions are defined by the administrator.

**Note:** Write protected units are marked as write protected.

## Searching in Member Lists

It is possible to search for members in the selection lists.

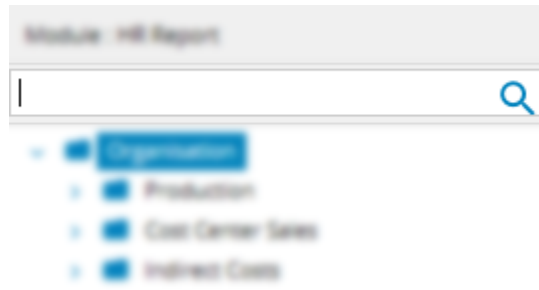


Fig. 11 - Search

Clicking the search icon next to the header text in each navigation section opens the search text box. Search text can then be entered, the search will take place automatically and the result entries will be returned to a result list.

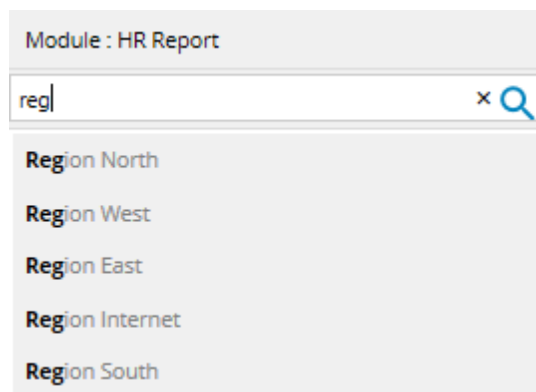


Fig. 12 - Search Results

To navigate to a member from the result list, highlight the chosen element and click the mouse button. Alternatively the keyboard can be used to navigate to the desired member and press the *Enter* key.

The search area can be hidden by clicking on the Search button again in the general toolbar. The search list can be closed by clicking on the close button.

## Options

The options dialog can be opened using the context menu entry *Options...* or via the button in the right bottom corner of the *Settings* area in the Ribbon area.

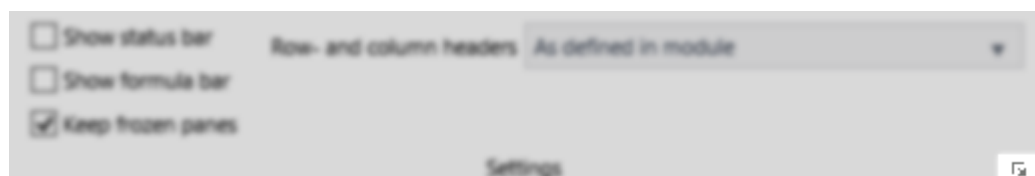


Fig. 13 - Section Settings

The Options dialog is used to set the settings available for workbooks and detail modules.

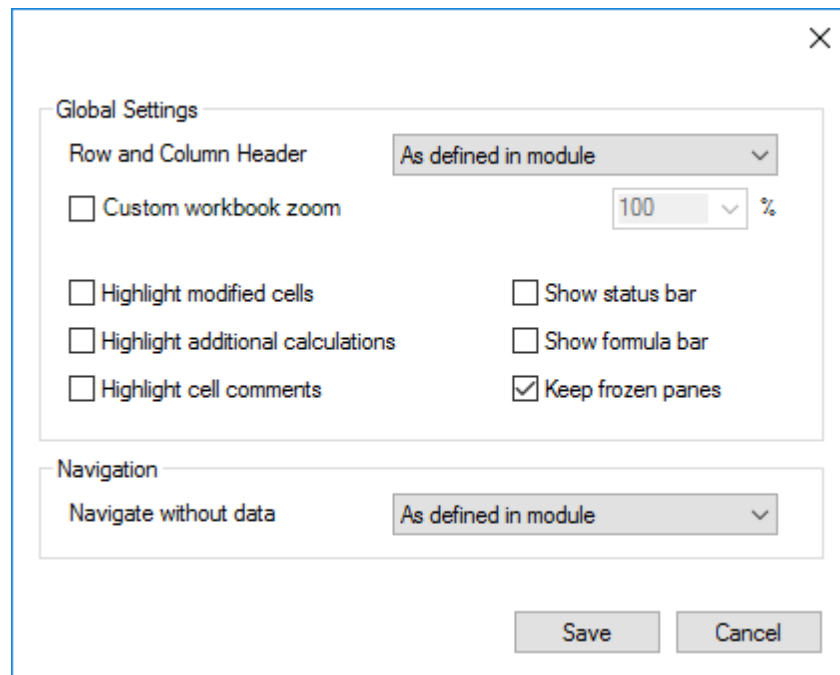


Fig. 14 - Options Dialog

The following options are available:

- **Row and Column Header**

- *as defined in module*  
the row and column headers are shown or hidden as defined in the workbook
- *show*  
the row and column headers are shown
- *hide*  
the row and column headers are hidden

- **Custom workbook zoom**

If this option is switched off, the browser's zoom factor will be applied to the worksheet automatically.

If this option is switched on, a fixed, custom zoom factor can be specified here. The browser's zoom factor has no effect on the worksheet's zoom.

- **Highlight modified cells**

If this option is switched on, all cells which have been changed since the module has been loaded or saved will be highlighted. If this option is switched off, modified cells are not highlighted.

- **Highlight additional calculations**

If this option is switched on, cells which reference to an additional calculation sheet are highlighted, even if the additional calculation area is not visible. If this option is switched off, these cells will be highlighted only if the additional calculation area is visible.

- **Highlight cell comments**

If this option is switched on, comment cells are highlighted in the comments color, even if the comment panel is not visible. If this option is switched off, records with detail comments will be highlighted only if the comment panel is visible.

- **Highlight detail comments**  
If this option is switched on, records with detail comments are highlighted in the comments color, even if the comment panel is not visible. If this option is switched off, comment cells will be highlighted only if the comment panel is visible.
- **Show status bar**  
If this option is switched on, a status bar will be displayed at the bottom of the workbook. It provides additional information about the numbers within the selected range on the workbook. If this option is switched off, the status bar will be hidden.
- **Show formula bar**  
If this option is switched on, the formula bar is displayed for the workbook. If this option is switched off, no formula bar is displayed.
- **Keep frozen panes**  
If this option is switched on, the worksheets are displayed with the fixation defined in the workbook. If this option is switched off, the worksheets are displayed without fixation.
- **Navigate without data**  
This option controls the update of the workbook data when changing off-grid selections. Normally the workbook data is automatically updated when changing one single off-grid selection.
  - *As defined in module*  
data will be loaded depending on how the module has been configured.
  - *Never*  
data will always be loaded when changing off-grid selections and loading the module.
  - *Always*  
data will never be loaded when changing off-grid selections or opening the module.
  - *On change*  
data will be loaded when opening the module, however when changing off-grid selections the data will not be loaded.

## Comments

Select this item via:

- Ribbon area

Comments allow you to attach text, images or files to a module, an offgrid, a specific cell or a detail record. The availability of certain options can vary based on authorization and security settings.

### Comments Panel

#### Display options

Comments are displayed in ascending order sorted by creation date. Date and User name of the last editor are saved for every comment. Comment content not exceeding a certain length will be fully displayed. Any additional content will be hidden. The option **Read more** at the bottom of the comment will make the complete content visible.

#### Comments Tab

The **Comments** Tab displays the module, offgrid, cell or detail record comments based on the chosen context. The **Cell** context does only display comments of the cell that is currently selected. Similarly, the **Record** context does only display comments of the currently selected detail record.



## Descendants Tab

The **Descendants** Tab is only visible for the Cell context. This tab displays comments for all descendants of the current cell. Please note that only the latest comment of a cell will be shown.

## Comments editor

The comments editor contains a toolbar and a text area

## Toolbar

The toolbar offers the following functionality using buttons and dropdown menus:

- Save  
This function will save the comment and close the editor.
- Font family / Font size
- Bold / Italic / Underline
- Text color / Background color
- Text alignment
- Clean formatting  
This function clears all formatting for the selected text.
- Styles  
This function lets you apply predefined style templates to the selected text.
- Merge comments  
This function combines the comments of all descendants within one dimension into a new comment that will then be attached to the current cell. The dimension has to be chosen when using this function. The original comments do not get deleted. Please note that only the latest comment of a cell will be shown.
- Attachments  
This function allows to attach one or multiple files to a comment. When attaching files the maximum file size and allowed file types should be considered. If any of these conditions is not met a warning is displayed and the user is prevented to save the comment.

## Text Area

The text area allows fast and easy editing of comment content. When exceeding that limit, a warning showing the current text length and the maximum text length will be displayed. Saving the comment will not be possible while length exceeds the limit. The text area also allows to paste text or pictures from the clipboard. Using this functionality embeds an image within the text rather than adding an attachment.

## Comments Panel Behavior

Opening the Comments Panel will reactivate the last chosen context, given that this context is available within the current module. If the last chosen context type is not available, the context will default to either **Cell** or **Record**, depending on the module type.

When switching between modules, the Comments Panel will stay open and keep the current position and context if the context type is still available. Otherwise, the Comments Panel will be

closed.

#### Adding a comment

##### Procedure

- Activate the Comments Panel by selecting an option in the **Panel Position** section.
- Click into the text box "**New comment...**"  
The comments editor will open.
- Write a comment.
- Click on the **Save** button.  
The comment will be saved and displayed on top of the list.

#### Modifying a comment

##### Procedure

- Activate the Comments Panel by selecting an option in the **Panel Position** section.
- Click on the **arrow** at the top right position of the comment.
- In the menu that opened click on **Edit**.  
The comments editor will open.
- Edit the comment.
- Click on the **Save** button.  
The comment will be saved and displayed on top of the list.

#### Deleting a comment

##### Procedure

- Activate the Comments Panel by selecting an option in the **Panel Position** section.
- Click on the **arrow** at the top right position of the comment.
- In the menu that opened click on **Delete**.  
A confirmation popup will ask if you really want to delete the comment.
- Click on **Yes**.  
The comment will be deleted.

---

## Resizing the Content Area

It is possible to change the size of the navigation and content areas. This can be done by clicking and holding the mouse over the content splitters, then moving the splitter to the required location. This can be done for every layout.

Splitters that contain a button can also be totally collapsed. To expand a collapsed panel, click on the button again or change the size of the area manually.

---

## Undo and Redo

Workbook and detail modules support basic undo and redo functionality. However, it is restricted to general actions, which concern the module content and the corresponding cell data. Actions, like for instance adding or removing detail rows, changing filters or the offgrid selection, are not supported.

To undo an action, click the Undo-Button within the Mini-Area of the Ribbons or use the key combination **CTRL + Z**. An action, which has been undone, can be redone using the Redo-Button or the key combination **CTRL + Y**.

In the following cases, the list of actions which can be undone, will be emptied automatically:

- Switching or reloading the current module
- Save
- Changing the unit or offgrid selection
- Adding, removing or switching detail data

The following areas are supported:

- Workbooks
- Detail-Modules (Forms and lists)
- Additional calculations

---

## Cell Formats

Cells in workbooks are displayed using the same format as when the workbook was saved while being designed. In several cases, these formats can be temporarily overwritten, in order to display the state of the cell.

The following formats can be applied to a cell.

- **Normal**  
The normal format of a cell which is defined in the stored workbook.
- **Protected / Unprotected**  
If the configuration parameter FormatProtectedCell / FormatUnprotectedCell is defined, the configured format will be applied. More information about this feature can be found in the Workbook Guide.
- **Comment**  
If a comment is defined for a cell, the corresponding comments format will be applied.
- **Additional calculation**  
If a cell is connected to an additional calculation, the corresponding additional calculation format will be applied.
- **Cell value changed**  
If the value of a cell has been changed, the corresponding modified cell format will be applied.
- **Locked for distribution**  
To exclude a cell from a formula distribution, the cell can be locked. In this case, the corresponding locked for distribution format will be applied.

Each format has a priority that defines which format will be applied to a cell.

Priority	Cell State	Requirement	Conditional Formatting
1 - highest	Locked for distribution	-	Temporarily disabled
2	Cell value changed	"Highlight modified cells" is enabled in the options dialog	Temporarily disabled
3	Connected to an additional calculation	"Highlight additional calculations" is enabled in the options dialog or the additional calculation area is visible	Temporarily disabled
4	Has cell comment	"Highlight cell comments" is enabled in the options dialog or the comment panel is visible	Temporarily disabled
5	Protected / Unprotected	Configuration parameter FormatProtectedCell / FormatUnprotectedCell is defined	Temporarily disabled
6 - lowest	Normal	-	Enabled, if defined in the workbook

If the cell is in a state where no format is defined, the next state with a lower priority will be considered, until the normal cell state is reached. A cell will always have a normal state.

**Note:** If a cell is locked, however it has been modified because it contains a formula, its background color won't be modified. For editable cells, the background color will be modified.

### 3. Context Menus

The available functionalities can be activated via context menus or, to some extent, via the toolbar buttons (see *Module Specific Toolbar*).

The context menu is displayed by means of the right mouse button. The context menu depends on the module type (detail module or workbook).

---

#### Context Menu for the Detail Modules

When you press the right mouse button in the detail module area, the following context menu is displayed:

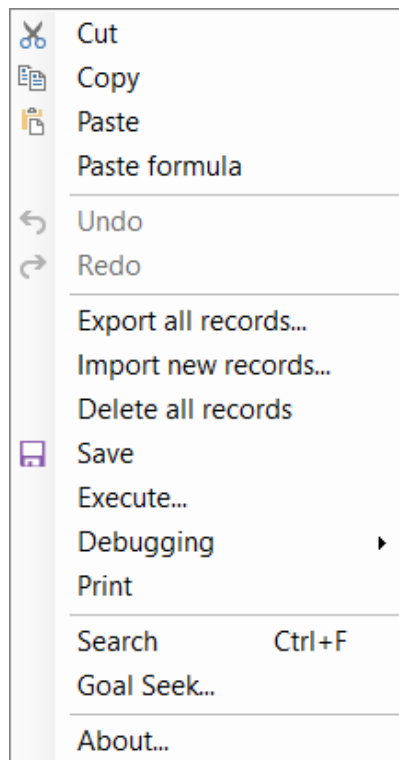


Fig. 15 - Context Menu in the Detail Module

The context menu in the detail module area provides the following menu items:

- Edit functions: Cut, Copy, Paste, Paste formula
- Undo
- Redo
- Export all records
- Import new records
- Delete all records
- Save
- Execute...
- Debugging
- Print

- Search
- Goal Seek...
- About...

**Note:** The edit functions are not supported in the grid area of detail form modules.

---

## Context Menu for Workbook Modules

When you press the right mouse button on the Module area of a workbook, the following context menu pops up for selection:

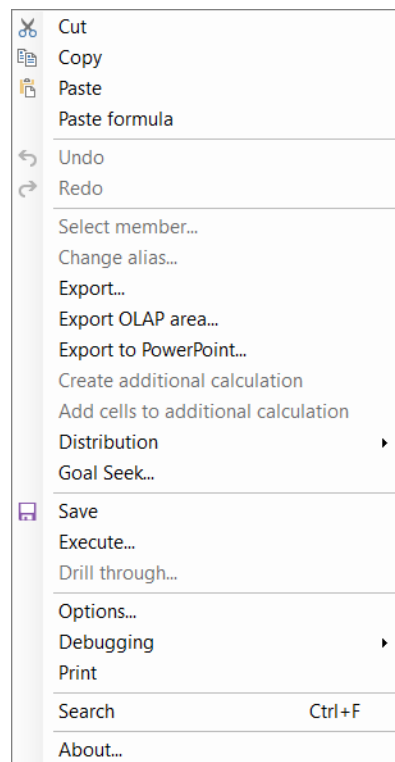


Fig. 16 - Context Menu in the Module Area for Workbooks

These **module specific menu items** depend on the selected module; therefore, some of these items may be disabled (see “Select Members...” and “Change Alias...”). The module specific menu items include:

- Edit functions: Cut, Copy, Paste, Paste formula
- Undo
- Redo
- Select Member...
- Change Alias...
- Export...
- Export OLAP area...
- Export to PowerPoint...
- Create additional calculation
- Add cells to additional calculation

- Distribution
- Goal Seek...
- Save
- Execute...
- Drill through...
- Options...
- Debugging
- Print
- Search
- About...

In addition to these context menus, specific menu items can be activated via toolbar buttons (see *General Toolbar*). These toolbar buttons have the same functions as the corresponding context menu items.

## Change Alias...

Select this item via:

- Context menu in the Module area

This menu item enables you to change the alias name for the current alias table.

This menu item is enabled only for specific cells.

Select this menu item to display a dialog in which you can change the alias name.

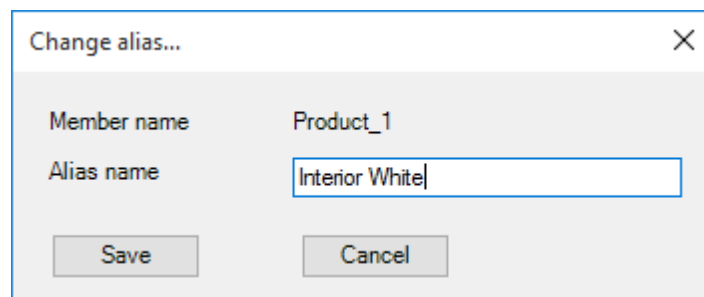


Fig. 17 - Dialog for Changing the Alias Name

The “OK” button saves the alias name in the OLAP database and closes the dialog. The “Cancel” button terminates the dialog without saving the changed alias name in the OLAP database.

**Note:** The functionality for changing alias names is only available in conjunction with a MOLAP database.

**Note:** For Essbase databases a user who should be allowed to change the alias needs the Essbase right **DatabaseManager**.

---

## Save

Select this item via:

- Ribbon area
- Context menu in the Module area

Select this menu to save the data of the current module in the database.

---

## Distribution

Select this item via:

- Context menu in the Module area

The distribution context menu is used to manually lock cells for formula distribution. If a cell is part of a valid distribution formula, it can be locked. This means that the contents of the locked cell will not be changed when entering a value into a formula cell.

**Note:** Cells that are locked are only locked from a formula distribution. The contents of the cell can still be modified manually unless the cell is of type read only.

### Lock Cells

Selecting this item, will lock all selected cells and prevent values being distributed into them if they are part of a formula range.

### Unlock Cells

Selecting this item, will remove an existing lock from the selected cells.

### Reset Lock

Removes all cells from the distribution lock, allowing their contents to be changed by formula distribution functionality.

---

## Execute

### Execution Types

For each workbook the administrator may define several calculation scripts and external data calculation programs. The execution type determines when the execution step is to be executed.

### Selecting an Execution Step

Select this item via:

- Home-Tab in the Ribbon-Area
- Context menu in the Module area



If your administrator has provided optional execution steps, you can use this menu item to select the execution step you want to execute.

By invoking an execution step via a toolbar button or via the context menu, you will display a dialog that lists the steps available for selection. This list provides the following information:

- Name of the execution step
- Description of the execution step
- Expected runtime

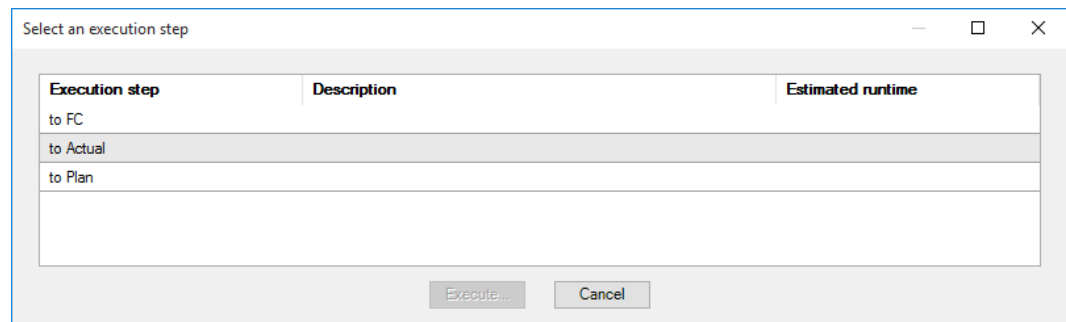


Fig. 18 - Dialog for Selecting the Execution Step

The “OK” button starts the calculation for the currently selected calculation script. You can only select one script at a time. In addition to the calculation you select from this dialog, other scripts marked by the administrator as mandatory may start automatically.

**Note:** If all execution steps are marked as mandatory by the administrator, the execution steps are executed automatically and no selection dialog will be displayed.

The “Cancel” button cancels this dialog without executing any calculation.

---

## Submit

Select this item via:

- Home-Tab in the Ribbon-Area
- Layout-Tab in the Ribbon-Area for EV Reports with Data Entry

When the planning has been completed, you can submit the data so that no further entries can be made.

Click “Submit” to display the following dialog:

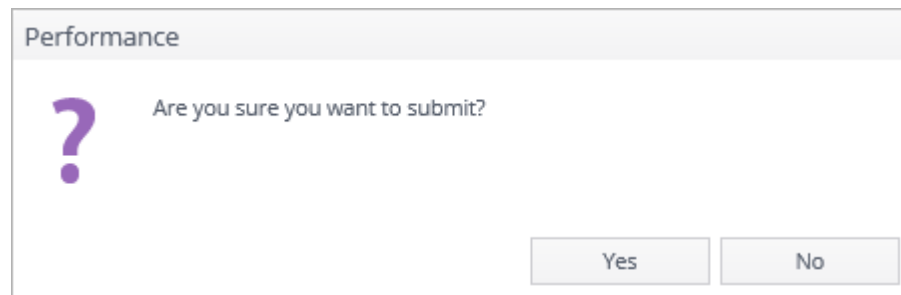


Fig. 19 - Dialog for Submitting Objects

The „submitted“ state of modules and units is shown as check mark(s) in the lower right corner of the corresponding icon:

- If a module is submitted for at least one unit, one check mark symbol is displayed.
- Units which are submitted for the current selected module show two check marks.

**Note:** Any “submitted” states you define in this way can be undone by the administrator only.

---

## Clipboard

**Note:** The Clipboard functions are not supported in the grid area of detail form modules.

### Cut

Select this item via:

- Context menu in the Module area
- Home-Tab in the Ribbon-Area

Use this menu item to move the selected data section to the clipboard. Note that this data section can be cut only if the entire area is not protected.

### Copy

Select this item via:

- Context menu in the Module area
- Home-Tab in the Ribbon-Area

Use this menu item to copy the selected data section to the clipboard. The entire section is copied, even if cells are protected.

If you mark a range for copying, the cell values are copied to the clipboard. If you mark individual cells, the formulas (if any ) of these cells are copied to the clipboard. If a marked cell does not contain a formula, the cell value is copied.

### Paste

Select this item via:

- Context menu in the Module area
- Home-Tab in the Ribbon-Area

Use this menu item to paste data as value from the clipboard to the workbook. This step does not overwrite any protected cells.

### Paste formula

Select this item via:

- Context menu in the Module area
- Home-Tab in the Ribbon-Area

Use this menu item to paste data as formula from the clipboard to the workbook. This step does not overwrite any protected cells.

---

## Export

Select this item via:

- Context menu in the Module area
- Mini-Ribbon area

This menu item export those parts of the workbook depending on the determined *ExportType* parameter. This parameter is set by the administrator and defines how the workbook is exported to Excel.

**Note:**

- The workbook must not include merged cells which are completely or partially located in a hidden area.
- Applied Excel auto filters on a workbook are removed when the ExportType is *VisibleCellsWithValue*. All rows are exported therefore.

---

## Export OLAP Area

Select this item via:

- Context menu in the Module area

This menu item exports the OLAP area of all visible cells including the row and column headers.

---

## Export to Powerpoint

Select this item via:

- Context menu in the Module area

This menu item exports all visible cells of each worksheet within the workbook to a PowerPoint file. At the beginning you can choose a template file, the scale factor and the name of the output file.

**Note:**

- A supported PowerPoint version must be installed.

- The workbook must not include merged cells which are completely or partially located in a hidden area.
- Applied Excel auto filters on a workbook are removed when exporting.

## Template File

To start the export to PowerPoint a PowerPoint file (PPTX file format) can be used, which includes at least one slide with the required placeholders. The placeholders are used to define where and in which format the contents of the worksheets are inserted on the slides. These placeholders are created by an ordinary PowerPoint textbox with just one of the following words as text content.

- **outperformSlideContent**  
The upper left corner of the textbox is the point, where the worksheet contents are inserted. This placeholder is also necessary to identify the template slide within a PowerPoint presentation and must therefore be specified.
- **outperformSlideTitle**  
If the administrator has defined a special title for the corresponding worksheet, the title will be inserted in this textbox. This placeholder is optional.
- **outperformSlideLink**  
If the administrator has defined a link in the corresponding worksheet, the link will be inserted in this textbox. This placeholder is optional.

The contents for the placeholders are defined by the configuration parameters *SlideHyperlink*, *SlideHyperlinkLabel* and *SlideTitle*, which are described in more detail in the Workbook Guide.

**Note:** The template slide with the placeholders can be placed at any position within a PowerPoint presentation. The slide defines the point, where the newly imported slides are inserted. However it should be noted, that only one such template slide is allowed. The distribution of the placeholders on multiple slides is also not possible. If no template file was selected in the export dialog, a default template will be used.

## Scale Factor

The scale factor defines in which size the worksheet content will be inserted into the slide. A value of 1 means that the original size should be kept. If e. g. a factor of 0.5 is specified, then the size of the content is 50 % in relation to the original size.

## Output File

In the export dialog the file name and file path can be defined. It's also possible to select an existing file, which can be overwritten. However in this case it should be ensured, that the file is not used by another application.

---

## Create Additional Calculation

This context menu item is active when the selected cells are editable OLAP cells.

Selecting this item will copy the selected cells to a new sheet in the additional calculation

workbook. The copied cells in the additional calculation workbook have a direct reference to the cells in the workbook. This means that changing the cells in the additional calculation will change the related cells in the workbook.

---

## Add Cells to Additional Calculation

This context menu item is active when an additional calculation exists for the selected worksheet and the selected cells are editable OLAP cells.

Calling this item will copy the selected cells into the additional calculation worksheet at the selected position. If additional calculation cells already exist at the target destination, a message box will be displayed asking if the values in the existing cells should be kept.

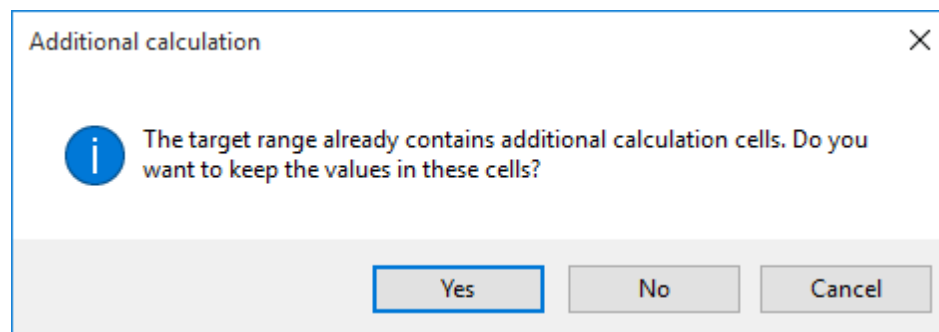


Fig. 20 – Message Box Additional Calculation 1

If the target cells are not empty, a message box will be displayed asking if the values in the existing cells should be kept.

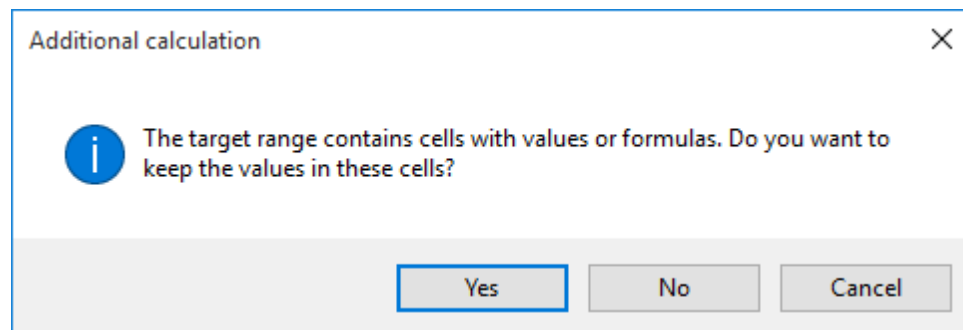


Fig. 21 – Message Box Additional Calculation 2

---

## Print

### Print Workbook

Select this item via:

- Mini-Ribbon area
- Context menu in the Module area

Use this menu item to print the current workbook. Select the appropriate print settings from the print dialog displayed when you click this item.

## Print Add. Calculations

Select this item via:

- Mini-Ribbon area
- Context menu in the Module area

Use this menu item to print the additional calculations.

---

## Search

Select this item via:

- Context menu in the Module area
- CTRL + F

The search dialog allows to search for strings within the workbook.

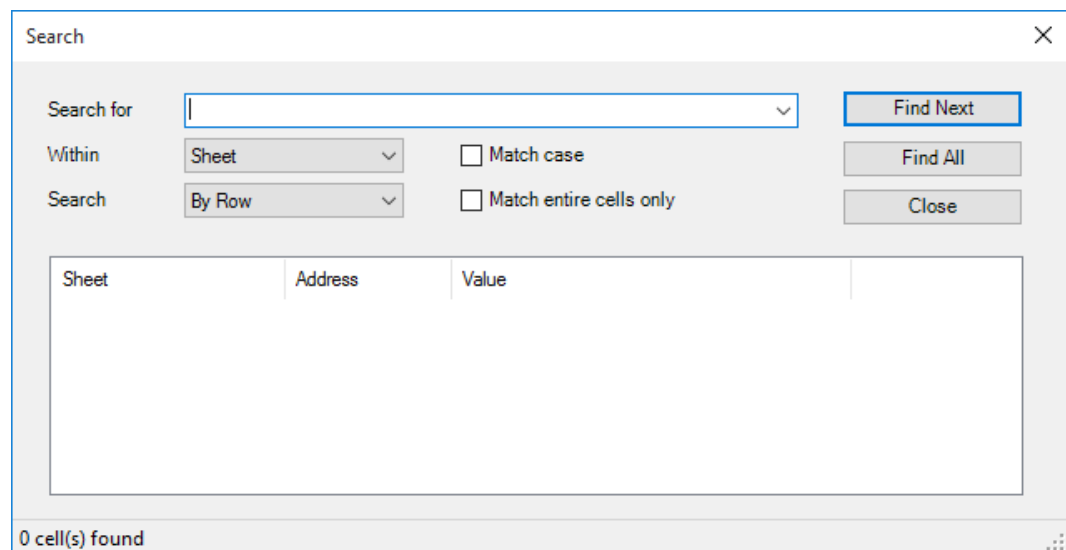


Fig. 22 – Search Dialog

The search range can be limited to the entire workbook, the active worksheet or the currently selected range area.

Furthermore you can specify, if the case of the search string and the complete cell should be matched.

The search results can be displayed one after another by clicking on the “Find Next” button. When using the “Find All” button the search result list is displayed.

## Goal Seek

The goal seek functionality is available in workbook and detail modules and provides a What-If-Analysis for formulas. If the result of a formula is already known, but a part of the dependent cells is not, goal seek can be used to determine the missing value.

It can be found in the context menu (right-click) and select the menu item *Goal Seek...*

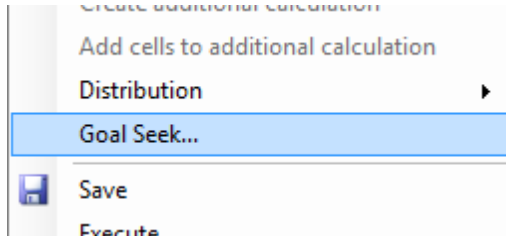


Fig. 23 – Context menu

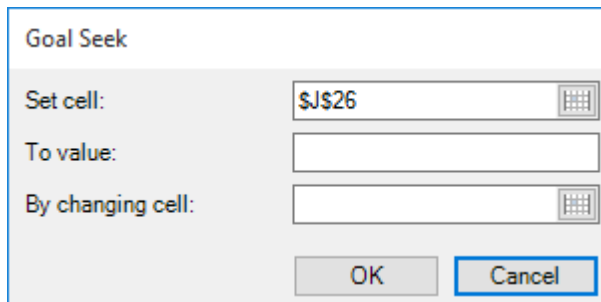


Fig. 24 – Goal Seek dialog

The following input fields are available:

- **Set cell**  
Contains the address of the cell of which the target value is already known.
- **To value**  
The value, to which the formula cell should be set.
- **By changing cell**  
The address of the cell which will be changed.

To select a cell, first click into the corresponding text box to set the focus - then change the cell selection inside the workbook. The address of the selected cell will be applied to the corresponding text box automatically.

**Note:** The *set cell* and *by changing cell* references have to be single cells. The formula of the *set cell* has to refer to the *by changing cell*.

## About

Select this item via:

- Context menu in the Module area

Use this menu item to display information on:

- Version
- Hostname of the Application Server
- Port ID of the Application Server

## Menu Items Specific to Detail Modules

The following menu items are available specifically for detail modules:

- Export all records...
- Import new records...
- Delete all records...

### Export all records

Select this item via: Context menu in the Module area

This context menu item enables you to export all records of the detail module to an Excel file for the current selection. Note that only values but no formulas are copied from the cells.

Select this menu item to display a file selection dialog which prompts you for the target file (Excel file). If this file already exists, you are asked whether or not to replace this file.

### Export File Format:

The first row of the export file contains the column names of the database in the sequence defined in the detail module. All other rows contain the records, with the data cells formatted the same way as the associated table cell; i.e. text cells are formatted as text, date fields are formatted as dates, etc.

If the detail module contains sensitive data fields and if the user is not permitted to access these fields, the values in the associated columns are masked ("\*\*\*\*\*").

Example:

	A	B	C	D	E	F	G	H	I	J	K
1	DET_ID	UNIT_ID	FIRSTNAME	LASTNAME	START_DATE	END_DATE	EMP_FUNCTION	EMP_TYPE	SALARY_TYPE	WORKHOUR_PER_WEEK	SALARY
2	DET_EMPLOYEE_000151	Region1	Martin	Schwarz	01-01-2002	01-01-3000	Junior Sales	ANGESTELLT		40	2500
3	DET_EMPLOYEE_000152	Region1	Martina	Schmid	01-07-2002	01-01-3000	Junior Sales	ANGESTELLT		40	2500
4	DET_EMPLOYEE_000153	Region1	Eberhard	Metzger	01-10-1999	01-01-3000	Senior Sales	ANGESTELLT		40	4500

Fig. 25 - Format of a DET export file

### Import new records

Select this item via: Context menu in the Module area

This context menu item enables you to import new records for a detail module.

Select this menu item to display a file selection dialog which prompts you to select the import file (Excel file).

The import file is read row by row and each individual record is copied to the detail module. If this file specifies columns that are not defined in the detail module, these columns are ignored when the data is imported. However, if a database column defined in the detail module is not specified in the import file or if the detail module contains sensitive data fields and the user is not permitted to access these fields, the default value defined in the detail module will be used.



When a record is imported, the validation checks (“check rules”) defined in the detail module are performed. If an error is detected, the error message relating to the faulty record on the client-side is logged in an Excel file and made available to the user. All records are validated in this way. If errors are detected, the processing of records and the logging of errors will be aborted after a maximum of 100 faulty records.

The name of the log file is defined as follows:

`<import file path>\err_<import file name>.xls`

This log file contains the following information for each faulty DET record:

- Row number of the DET record in the import file
- Error message generated by the validation check

You will receive a message stating that the file import failed. This message also mentions the log file.

If the validation check finds the records to be valid, all records are processed in a single transaction on the server side. This implies that either all records are valid and can be imported, or none of the records is imported.

When the file has been saved without any errors, the calculation scripts of type “POST\_SAVE” defined for the detail module are executed.

### Import File Format (Excel File):

The first row of the import file contains the column names of the database table of the detail module. The sequence of column names is arbitrary. All other rows contain records, with the data specified in the sequence defined in the first row and formatted in accordance with the associated table field; i.e. text cells must be formatted as text, date fields must be formatted as dates, etc.

The import of columns and rows terminates when the first empty cell is encountered in the first row or in the first column. This implies that empty columns and rows between the column names and the records are not permitted.

The data to be imported must be specified on the first worksheet of the import file. Any other worksheets in this file are ignored.

Example:

	A	B	C	D	E	F	G	H	I	J	K
1	DET_ID	UNIT_ID	FIRSTNAME	LASTNAME	START_DATE	END_DATE	EMP_FUNCTION	EMP_TYPE	SALARY_TYPE	WORKHOUR_PER_WEEK	SALARY
2	DET_EMPLOYEE_000151	Region1	Martin	Schwarz	01-01-2002	01-01-3000	Junior Sales	ANGESTELLT	1	40	2500
3	DET_EMPLOYEE_000152	Region1	Martina	Schmid	01-07-2002	01-01-3000	Junior Sales	ANGESTELLT	1	40	2500
4	DET_EMPLOYEE_000153	Region1	Eberhard	Metzger	01-10-1999	01-01-3000	Senior Sales	ANGESTELLT	1	40	4500

Fig. 26 - Format of a DET Import File

### Delete all records

Select this item via: Context menu in the Module area

Via the “Delete all records” menu item, you can delete all records of the detail module for the current selection.

You are prompted to confirm the deletion before the records are actually deleted.



## 4. Additional Calculation

In order for the calculation of certain workbook cell values to be broken down further, it is possible to create a user specific workbook to support additional calculations. For example, the costs for advertising and marketing can be broken down in order to calculate a total cell value. Changes to values in the additional calculation calculation workbook will be written directly to the main workbook.

Clicking the additional calculation toolbar button will open a new window containing the additional calculation workbook.

Cost Center Point	Budget Y2012 Fin. year	Budget Y2012 Jan	Budget Y2012 Feb	Budget Y2012 Mar	Budget Y2012 Apr	Budget Y2012 May	Budget Y2012 Jun	Budget Y2012 Jul	Budget Y2012 Aug	Budget Y2012 Sep	Budget Y2012 Oct	Budget Y2012 Nov	Budget Y2012 Dec
<b>Total costs</b>	116.351.503	9.707.151	9.693.651	9.691.586	9.703.601	9.695.101	9.689.601	9.685.245	9.682.778	9.694.323	9.699.823	9.708.323	9.700.323
Personnel expenses	114.490.501	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875	9.540.875
Depreciation and amortization	87.118	6.334	6.334	6.334	6.334	6.334	6.334	6.334	6.334	6.334	6.334	6.334	6.334
Operating expenses	1.773.884	159.942	146.442	144.377	156.392	147.892	142.392	138.036	133.347	144.892	144.892	144.892	150.892
Occupancy costs	257.885	22.950	22.950	5.435	22.950	22.950	22.950	22.950	22.950	22.950	22.950	22.950	22.950
Energy costs	23.700	1.975	1.975	1.975	1.975	1.975	1.975	1.975	1.975	1.975	1.975	1.975	1.975
IT costs	216.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000	18.000
Machinery costs	622.800	51.900	51.900	51.900	51.900	51.900	51.900	51.900	51.900	51.900	51.900	51.900	51.900
Communication	3.050	300	250	250	250	250	250	250	250	250	250	250	250
Office supplies	0												
Car expenses	27.000	2.250	2.250	2.250	2.250	2.250	2.250	2.250	2.250	2.250	2.250	2.250	2.250
Travel expenses	22												
Entertainment	0												
Costs of presents	0												
PR, marketing	225.000	29.000	20.500	31.000	25.900	17.000	11.500	6.000	3.000	14.000	19.500	28.000	20.000
Insurances	13.777	1.100	1.100	1.100	1.100	1.100	1.100	1.100	2.222	555	1.100	1.100	1.100
Legal	14.400	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200
Legal Expenses	0												
Recruitment costs	0												
Training, Seminars	76.050	6.750	1.800	6.750	6.750	6.750	6.750	6.750	6.750	6.750	6.750	6.750	6.750
Oth. admin exp.	46.200	3.850	3.850	3.850	3.850	3.850	3.850	3.850	3.850	3.850	3.850	3.850	3.850
Other oper. exp.	249.900	20.667	20.667	20.667	20.667	20.667	20.667	20.667	20.667	20.667	20.667	20.667	20.667

Fig. 27 - Sample Additional Calculation

In the additional calculation workbook it is possible to edit every cell. The workbook can be designed with more precision and flexibility by using formulas to calculate cell values.

	A	B	C	D
1		Budget Y2012	Budget Y2012	Budget Y2012
2		Jan	Feb	Mar
3				
4	PR, marketing	=B8+B11	20.500	31.000
5				
6	Number of campaigns	8	6	7
7	Costs per campaign	3000	3000	3000
8		24000	18000	21000
9	Number of conventions	2	1	4
10	Costs per convention	2500	2500	2500
11		5000	2500	10000

Fig. 28 – Additional Calculation

An additional calculation workbook can contain more than one worksheet. Each worksheet contains an additional calculation.

PR, marketing	225.000	29.000	20.500	31.000	25.500	17.000						
Insurances	13.777	1.100	1.100	1.100	1.100	1.100						
Legal	14.400	1.200	1.200	1.200	1.200	1.200						
Legal Expenses	0											
Recruitment costs	0											
Training, Seminars	76.050	6.750	1.800	6.750	6.750	6.750						
Oth. admin exp.	46.200	3.850	3.850	3.850	3.850	3.850						
Other oper. exp.	248.000	20.667	20.667	20.667	20.667	20.667						

	A	B	C	D	E	F	G	H	I	J	K	L
1		Jan	Feb	Mar	Apr							
2	Legal	1.200	1.200	1.200	1.200							
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												

Fig. 29 – Additional Calculation

For every combination of module, unit and off-grid selection, it is possible to create one or more additional calculation.

## Creating Additional Calculations

All cells in the additional calculation worksheet can be modified using cut, copy, paste and paste value. It is also possible to copy headers out of the main workbook or values from another Excel based worksheet. Diagrams and images can also be inserted into the additional calculation worksheet (see *Advanced Options*).

### Note:

- OLAP cells with formulas cannot be referenced in the additional calculation.
- Values cannot be pasted to additional calculation cells, because the reference to the main workbook will be lost.
- A formula that is entered into the additional calculation cell can be copied by using the fill option (dragging the cell).

	A	B	C	D	E	F
1		Budget	Budget	Budget	Budget	Budget
2		Y2012	Y2012	Y2012	Y2012	Y2012
3		Jan	Feb	Mar	Apr	May
4	PR, marketing	29.000	20.500	31.000	25.500	17.000
5						
6	Number of campaigns	8	6	7	6	4
7	Costs per campaign	3000	3000	3000	3000	3000
8		24000	18000	21000	18000	12000
9	Number of conventions	2	1	4	3	2
10	Costs per convention	2500	2500	2500	2500	2500
11		5000	2500	10000	7500	5000
12						
13						
14						
15						

Fig. 30 – Additional Calculation

## Saving Additional Calculations

By clicking on the save button and saving the module, the additional calculation will also be saved automatically.

## Deleting Additional Calculations

Single additional calculation sheets can be deleted using the context menu (see *Delete Additional Calculation*). If the last sheet in the additional calculation is deleted, then the additional calculation workbook will be deleted when the module is saved.

## Validation of Additional Calculations

Opening existing additional calculations will automatically start a validation process. The additional calculation cells are checked against the main workbook cells. If an error occurs then an error window will be displayed and the additional calculation will be set inactive. If the additional calculation is inactive, changes will not be written to the main workbook. By using the function *Activate Additional Calculation* in the context menu, it is possible to re-activate the additional calculation.

The error window will display a message indicating which cells failed the validation process.

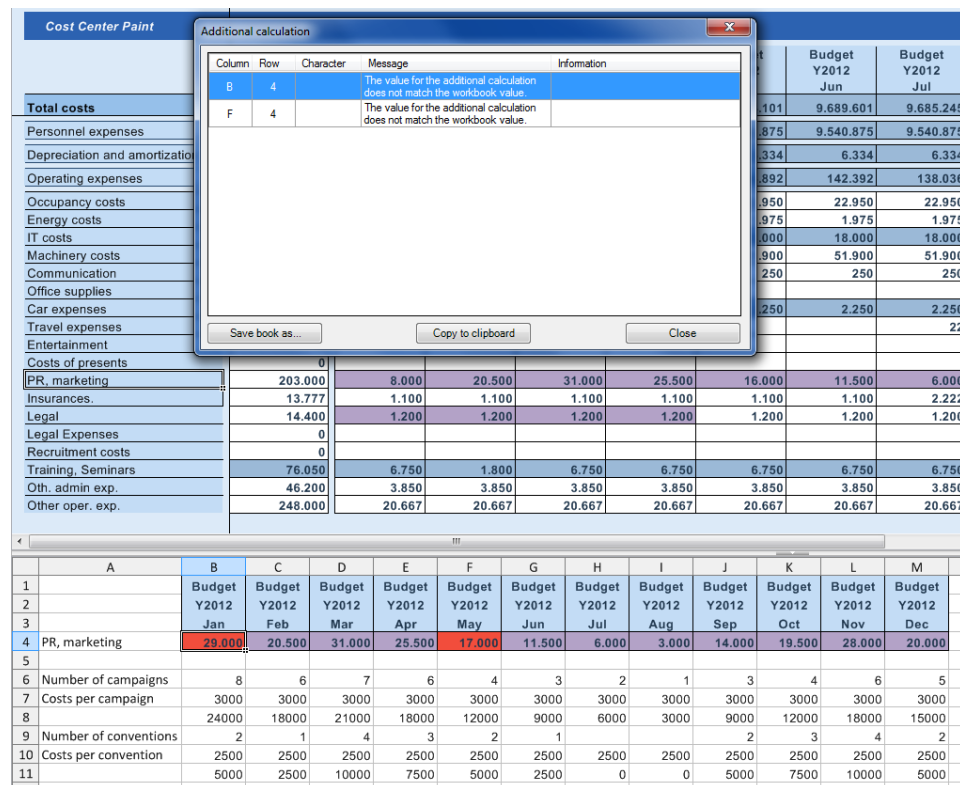


Fig. 31 – Validation for Additional Calculations

The following cases will be validated:

- Additional calculation cells also exist in the workbook.
- The additional calculation cell value matches the workbook cell value.
- The workbook cell is not locked.

## Context Menu for Additional Calculations

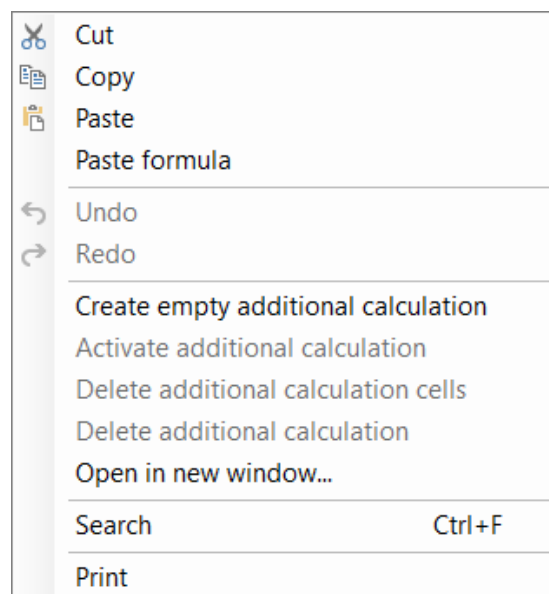


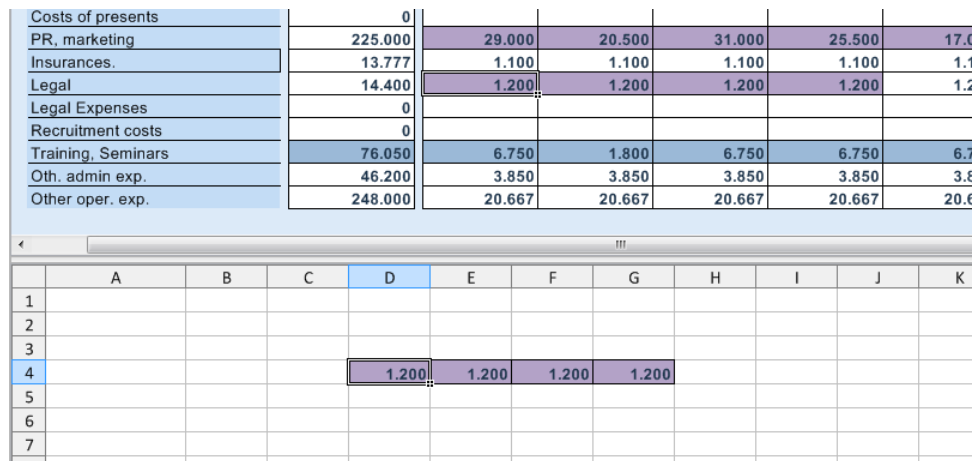
Fig. 32 - Context Menu in the Additional Calculation Module

The context menu for the additional calculations workbook has the following options.

- Edit (Cut, Copy, Paste, Paste formula)
- Undo
- Redo
- Create empty additional calculation
- Active additional calculation
- Delete additional calculation cells
- Delete additional calculation
- Open in new window...
- Search
- Print
  - Print sheet
  - Print workbook
  - Print selection

### Create Empty Additional Calculation

Creates an empty additional calculation sheet in the additional calculation workbook which is valid for the active sheet. Cells can be added to the additional calculation using the context menu function *Add Cells to Additional Calculation*.



Costs of presents	0										
PR, marketing	225.000	29.000	20.500	31.000	25.500	17.000					
Insurances.	13.777	1.100	1.100	1.100	1.100	1.100					
Legal	14.400	1.200	1.200	1.200	1.200	1.200					
Legal Expenses	0										
Recruitment costs	0										
Training, Seminars	76.050	6.750	1.800	6.750	6.750	6.750					
Oth. admin exp.	46.200	3.850	3.850	3.850	3.850	3.850					
Other oper. exp.	248.000	20.667	20.667	20.667	20.667	20.667					

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4				1.200	1.200	1.200	1.200				
5											
6											
7											

Fig. 33 – Additional Calculation

Alternatively, a new additional calculation worksheet can be created using the context menu function in the workbook *Create Additional Calculation* and the selected cells will be added to this worksheet.

### Activate Additional Calculation

This context menu item is active when an error occurs during the validation process of the additional (see *Validation of Additional Calculations*).

The highlighted cells will be reset and the values in the additional calculation will be written to the workbook.

## Delete Additional Calculation Cells

This context menu item is active when additional calculation cells are highlighted. The relationship between the additional calculation cell and the workbook will be deleted. The value in the cell will not be changed.

## Delete Additional Calculation

Deletes the active additional calculation sheet.

**Note:** Only when the module is saved, the sheet will be permanently deleted.

## Open In New Window

Opens the additional calculation in a new window, which allows for enhanced user functionality, for further information see *Advanced Options*.

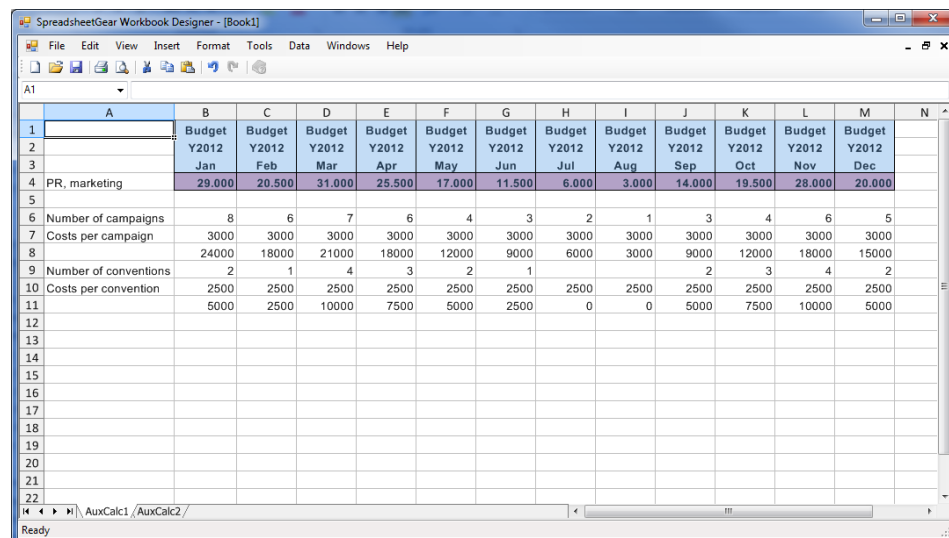
## Print

Allows the whole additional calculation to be printed, the active worksheet or all selected cells. The page setup and printer can also be configured.

---

## Advanced Options

By clicking the context menu item *Open In New Window* the additional calculation can be opened in a new window. This allows for enhanced possibilities.



	Budget Y2012 Jan	Budget Y2012 Feb	Budget Y2012 Mar	Budget Y2012 Apr	Budget Y2012 May	Budget Y2012 Jun	Budget Y2012 Jul	Budget Y2012 Aug	Budget Y2012 Sep	Budget Y2012 Oct	Budget Y2012 Nov	Budget Y2012 Dec
PR, marketing	29.000	20.500	31.000	25.500	17.000	11.500	6.000	3.000	14.000	19.500	28.000	20.000
Number of campaigns	8	6	7	6	4	3	2	1	3	4	6	5
Costs per campaign	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
	24000	18000	21000	18000	12000	9000	6000	3000	9000	12000	18000	15000
Number of conventions	2	1	4	3	2	1			2	3	4	2
Costs per convention	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
	5000	2500	10000	7500	5000	2500	0	0	5000	7500	10000	5000

Fig. 34 – Advanced Options for Additional Calculations

By using this functionality it is possible to make a variety of changes to the additional calculation workbook. For example cells can be highlighted, cells can be hidden and pictures and diagrams can also be inserted.

**Note:** It is not allowed to add or delete sheets in the new window as this would invalidate the existing additional calculations.



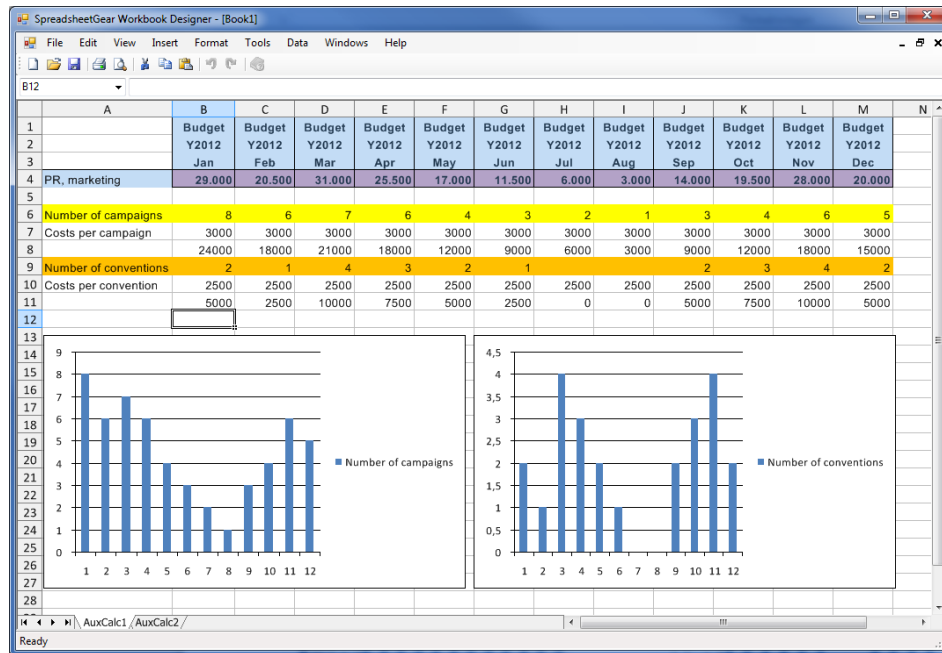


Fig. 35 – Advanced Options for Additional Calculations

## 5. Enhanced Input Functionalities

A number of functions are provided to enhance the data entry. These include functions for incremental data entry into workbooks and detail modules as well as input accelerators (hotkeys) for entering specific values.

**Note:** The cells need to be formatted as purely numerical so that the facilitated user input and the distribution can be used.

---

### Incremental Data Change

It is possible to modify numeric cell values using incremental data change. Incremental data change is used to apply a value that is entered to the existing cell value. For example, if the cell contains the value 1000, and there is an increase of 200, it is possible to enter the value 200+ into this cell. This will overwrite the cell with the resulting value of 1200.

The following incremental operators are supported:

"<number>+"  
 "<number>-"  
 "<number>\*"  
 "<number>/"

This number may be any digit or sequence of digits from 0 to 9 as well as the decimal and thousands separator (like comma (,) or period (.)).

---

### Input Accelerators

Numbers in input workbooks can be entered by using input accelerators (similar to hotkeys).

The syntax is

"<number><Accelerator>"

The following accelerators are supported:

Input Accelerator	Example	Result
K or k	3k	3.000
T or t	3t	3.000
M or m	3m	3.000.000
B or b	3b	3.000.000.000
%	150%	When a percentage character is entered without an operator, the value typed in is applied as a percentage to the current value, e.g: before 200.000, after 300.000

---

### Combination of Input Accelerators and Incremental Data Change

When the incremental operators ("+", "-", "\*", "/") are used after any of the above mentioned input accelerators, the input accelerator will be calculated first and is then added, subtracted, multiplied, or divided.

See the following table for some samples:

Original Cell	Input	Result
10.000	3k*	30.000.000
30.000	3t/	10
100.000	3m+	3.100.000
100.000	3b+	3.000.100.000
100	20%+	120

**Note:** Only the combination of one input accelerator followed by an incremental operator is supported. All other entries will be treated as text. For example, the following entries will be treated as text 40m%+, 40mm or 40tm. If a cell already contains a text value, it will be treated as text and the input accelerator will not be applied.

---

## Distribution for Formula Cells

When a cell contains a formula, the cell should be protected, so that the user is not allowed to change the formula.

In planning applications however, it could be helpful to change a total value (e.g. Total Year) and to distribute the difference between the current total value (e.g. 1000) and the new total value (e.g.1200) to all dependent cells (e.g. Jan, Feb, Mar,..., Dec).

In order to use this functionality, the cell with the formula must be unprotected.

When the user enters a value into an unprotected cell containing a formula, the values of the dependent cells are recalculated. The cells are recalculated recursively: i.e. if a recalculated cell contains a valid formula, its dependent cells are also recalculated.

However, this recalculation is limited to formulas that have a specific structure.

Valid formula types are:

- Simple SUM formulas, i.e. formulas of the following types
  - =SUM(A1:Z10)
  - =SUM(A1;B10)
  - Combination of the first two
- Simple "Basic Formulas", i.e. formulas of the following types
  - =C6 <operator> C7  
with <operator> set to + (addition), - (subtraction), \* (multiplication) or / (division).

### Notes:

1. All formula types mentioned above can only be distributed if they refer to relative or absolute (using \$) cell references, not including sheet references, range names or lookups. For all other formula types, distribution is not supported.
2. An unsupported formula, if not locked, will be overwritten with the new value and the cell content of the dependent cells remains unchanged. It is therefore strongly recommended to only unprotect formulas that apply to above rules.
3. Distribution on cells that reference each other is not supported.

## Distribution Logic for Cells with SUM Formulas

When entering a new value to a cell that contains a SUM formula, the values in the dependent, unprotected cells will be recalculated in accordance with their distribution. This distribution is controlled by the underlying formula. If all dependent cells are empty or contain 0, the value will be distributed equally.

If any distribution cannot be completely resolved, the remainder is assigned to the last cell containing a value.

**Note:** The computational accuracy can be defined via the "DistribAccuracy" configuration parameter; by default, the computational accuracy of the calculation is two decimal places.

Cells are considered protected due to the following cases:

- Excel cell protection
- Header Tags: r,R,p,P,read,Read
- Cells protected by ABC\_PROT\_DATA\_..., ABC\_PROT\_FLAG\_...
- Interactive locking of individual cells

**Note:** Cells of type Label or Hide are only considered locked if they are locked in Excel.

Example:

	A	B	C
1			
2	PG 1001	10	
3	PG 1002	20	
4	PG 1003	40	
5	Sum	70	

If an incremental input of "210+" is applied to cell B5 (SUM(B2:B4)), the dependent cells are automatically increased depending on their distribution, as shown below:

	A	B	C
1			
2	PG 1001	40	
3	PG 1002	80	
4	PG 1003	160	
5	Sum	280	

## Distribution Logic for Cells with Basic Formulas

If an incremental input takes place in a cell containing a formula of the format

"= B <operator> C"

the **first** operand (=B) is recalculated in this formula. The calculation of dependent cells is performed for the following operators only:

- Addition +
- Subtraction -
- Multiplication \*
- Division /

Example:

	B	C	D
1			
...			
6	Quantity	10	
7	Price	20	
8	Sales	200	

Following an incremental input of "100+" into cell C8 (=C6\*C7), the cell C6 is calculated as follows according to the formula:  $C6 = C8 / C7$

	B	C	D
1			
...			
6	Quantity	15	
7	Price	20	
8	Sales	300	

## Distribution Logic for Delete Actions

When a cell that contains a formula is deleted, the value 0 is being distributed to the dependent, unprotected cells. Values in unprotected, hidden cells will also be deleted.

### Example 1

Delete C7 (Value of D7 is 5)

	C	D	E
7	=SUM(D7:E7)	2	3

Result: Values of D7 and E7 are 0

	C	D	E
7	=SUM(D7:E7)	0	0

### Example 2

Delete C7 (Value of D7 is 5)

	C	D (protected)	E
7	=SUM(D7:E7)	2	3

Result: Value of E7 is -2 (as D7 could not be changed)

	C	D (protected)	E
7	=SUM(D7:E7)	2	-2

### Example 3

Delete C7 (Value of D7 is 5)

	C	D (hidden)	E
7	=SUM(D7:E7)	2	3

Result: Values of D7 and E7 are 0 (although D7 is hidden)

	C	D (hidden)	E
7	=SUM(D7:E7)	0	0

When a range of cells is selected that contains protected cells and the delete key is pressed, only the unprotected cells will be deleted. If the range contains only protected cells a message box will inform about the locked area.

## Copy and Paste

When copying and pasting cells there is a distinction between three different scenarios:

### Copying Within a Workbook

All cells with styles, number formats and formulas are being copied. The way hidden cells are handled depends on configuration parameters.

### Copying From a Workbook to an External Application

Only visible cells with their styles and number formats are copied. Only values are being copied. Formulas will not be copied.

### Copying From an External Application to a Workbook

All cells are copied. Hidden cells will be copied as well. Styles and number formats will not be copied.

### Shortcuts

The shortcuts are available by pressing the key combinations. The following table displays shortcuts supported in the different module types.

	Select All	Save	Undo	Redo	Find	Cut	Copy	Paste	Insert Row	Delete Row
<b>Workbook</b>	✓	✓	✓	✓	✓	✓	✓	✓	-	-
<b>Detail Form</b>	✓	✓	✓	✓	✓	✓	✓	✓	-	-
<b>Detail List</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

#### Select All

Select all cells in the active sheet by pressing **CTRL+A**.

#### Save

Save changes in the active module by pressing **CTRL+S**.

#### Undo

Undo the last action in the module by pressing **CTRL+Z**.

#### Redo

Redo the action that has been undone by pressing **CTRL+Y**.

#### Find

Open the search dialog by pressing **CTRL+F**.

#### Cut

Cut the highlighted texts to the clipboard by pressing **CTRL+X**.

#### Copy

Copy the highlighted texts to the clipboard by pressing **CTRL+C**.

#### Paste

Paste the copied texts in the clipboard by pressing **CTRL+V**.

#### Insert Row

Insert a single row in a Detail List module by pressing **CTRL+PLUS** ("+" sign on the keyboard).

#### Delete Row

Delete the selected row in a Detail List module by pressing **CTRL+MINUS** ("- sign on the keyboard).

## 6. Workflow

The following functionality is only available for workflow modules.

### Task list

When the workflow has been enabled for the application the task button appears in the backstage area. A click on it shows the tasks assigned to the currently logged in user.

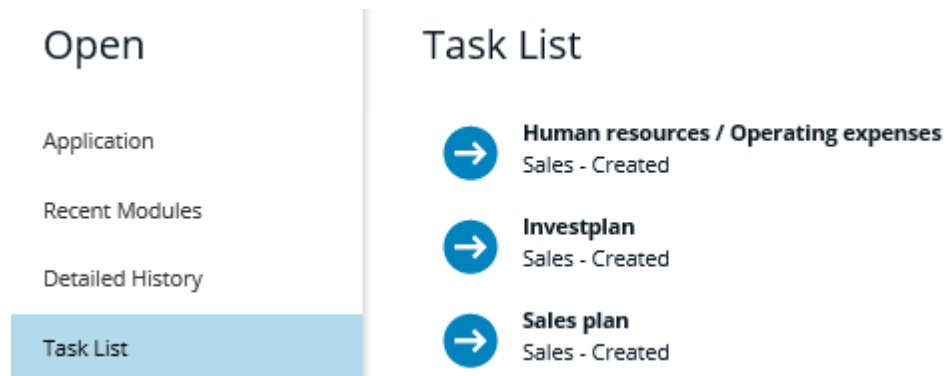






Fig. 36 - Task List

Icon	Description
	Active task - data entry: User has to enter data and submit it.
	Inactive task – data entry: User has already entered data and is waiting for acceptance.
	Active task – validate and accept: User has to validate the data and to accept or reject it.
	Inactive task – validate and accept: User has already validated the data.

When clicking on the task icon the user will be redirected to the corresponding workflow module.

### Workflow Module

After the workflow tasks have been created a user can work on their tasks. In the workflow module a history of the last actions on the task can be seen. The offgrid selection displays the units for this workflow and allows the user to select one of the units that has been assigned to them.

A red icon in the tree indicates, that this unit has been submitted at the first level. In the comment textbox the user can enter a comment for the action that they are going to execute.



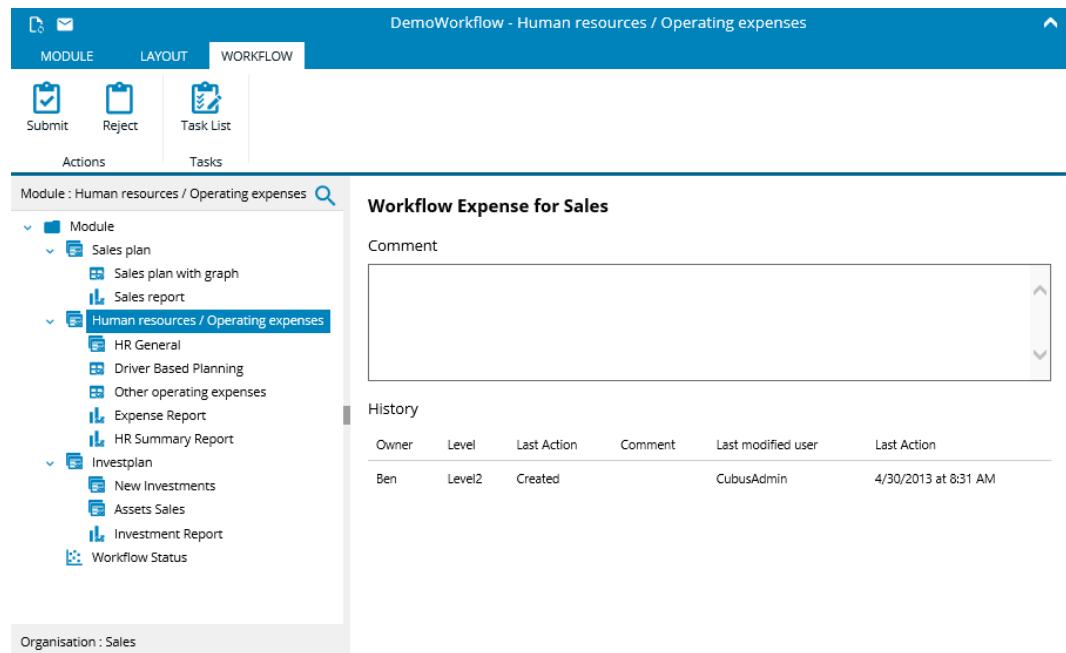


Fig. 37 - Workflow Module

### First Level Actions

As soon as the user modifies data in one of the input modules below the workflow module a new status log entry is created. This can be triggered by a save or execute action in one of the modules. The history in the workflow module will show the *first* and the *last* action that has modified data in one of the modules.

On the first level of a workflow module only the *Submit* action is available.

### Upper Level Actions

At upper levels the user (e.g. the sales manager) has the ability to *Accept* or *Reject* single tasks in the workflow module on the next lower level. All modules below the workflow module will be locked for input.

### Info Button

The info button allows the user to open a page with more information about the workflow.

## Overview for a Single Workflow





The workflow overview module provides an overview of the status of all tasks for this workflow. The workflow can be selected in the offgrid area on the left hand side.

The upper part of the module shows the status of the single tasks. The lower part of the module contains the history of the task assigned to the unit that is selected in the unit tree on the left hand side.

The tasks can be filtered by using the filter icons in the workbook.

The status symbols have the following meaning:

Symbol	Status of the task
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▪	Created
	Working
	Submitted
	Accepted
	Rejected

Workflow Status - Sales							
Organisation	Level	Status	Comment	Owner	User	Date	
Sales	CFO	Created		Ben	CubusAdmin	4/29/2013	
South	Sales	Working	Saved		Peter	4/29/2013	
North	Plan	Submitted	Planing for North finished	Peter	Peter	4/29/2013	
East	Plan	Created		John	CubusAdmin	4/29/2013	
West	Plan	Accepted	West accepted	John	Ben	4/29/2013	
Internet.	Plan	Rejected	Please increase revenue by 10%	John	Ben	4/29/2013	

History - Organisation							
Level	Status	Comment	Owner	User	Date		
CFO	Created		CFO	CubusAdmin	4/29/2013		

## Overview for all Workflows

The workflow matrix module allows the user to see the status of all tasks of all workflows in one overview.

<b>Workflow Matrix</b>			
	<u>Sales</u>	<u>Expense</u>	<u>Invest</u>
Organisation	.	.	.
Production	.	✓	.
Cost Center Paint	.	✓	.
Cost Center Wallpaper	.	✓	.
Cost Center Carpet	.	✓	.
Cost Center Merchandise	.	✓	.
Sales	.	.	.
South	.	.	.
North	✓	✓	.
East	.	✗	.
West	✓	✓	.
Internet.	✗	✓	.
Overhead	.	.	.
Logistic	.	.	.
Purchasing	.	✓	.
Customer service	.	✓	.
Distribution center	.	✓	.
Administration	.	.	.
Administration Dep.	.	.	.
Management	.	✓	.
Add Budget Central CostLoc	.	✓	.
Other Administration	.	✓	.
Controlling	.	✓	.
Accounting	.	✓	.
Human resource	.	.	.
HR development	.	.	.
Salary and related Costs	.	.	.
Recruitment	.	.	.
Workers' Council	.	.	.
IT	.	.	.
Service	.	.	.
Research and Development	.	.	.
R&D Location North	.	✓	.

The workflows can be expanded by clicking the '+' at the top of the workflow to see more information about the different tasks.