Orchid
Training Guide:

Info-Explorer

Work Smarter with Orchid

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Installing Info-Explorer

Info Explorer is installed by executing the EXE program downloaded from the Orchid website (www.orch-id.systems) .

InstallShield will execute and guide you through the installation steps.

Note: You can change the default installation directory by clicking on the Change button and browsing to a new directory if required.

The following features are part of the installation process:

· Option to install with 30 day grace period.

· Option to install with product activation code.

Tip: Regarding Info Explorer installation.

If installing with a 30 day grace period, additional re-installations will not extend the grace period.

Re-installations over-write existing installations on the target directory.

If a valid installation already exists, the install process will not prompt for product registration and activation details.

You can also choose to Remove a prior version before installing the latest version.

Register Info-Explorer

If you are using Info-Explorer Lite (free version of Info-Explorer), you can apply for an activation code to continue using the demonstration cubes after the 30 day trial. See below

With Info-Explorer Lite, you can only open and refresh Orchid demo cubes available from Info-Explorer menu > Download sample cubes or the Orchid website.

Other limitations of Info-Explorer Lite include:
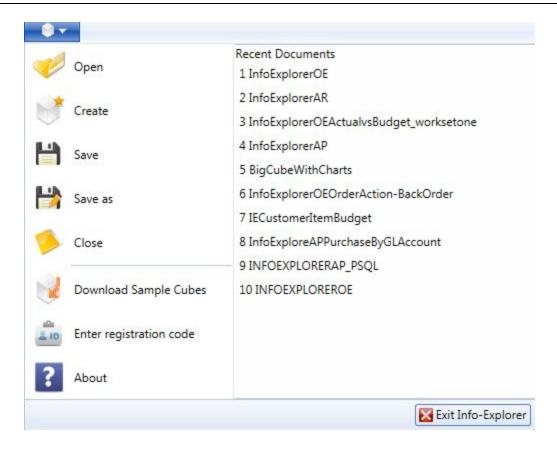
- You cannot "Create Cube"

- You can only view a single query cube at one time

- Result sets not being able to be exported to Excel, CSV or HTML.

- The cube SQL query cannot be amended

Note: Contact your Sage 300 business partner to purchase Info Explorer Full licence to create your own cubes, modify the queries or Info Explorer Write Back for writeback functionality.
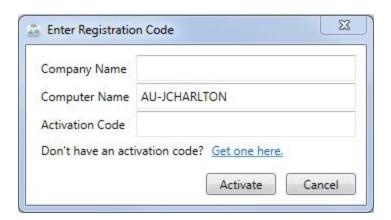
To request an activation code:

- From Info-Explorer, Click File > Enter Registration code

Gather the required information and click on the "get one here" hyperlink and complete the web-site registration form on https://www.orchid.systems/resources/info-explorer-registration-form. An activation code will be sent to you within 48 hours.

When you have received your activation code

- Click File > Enter Registration code and copy and paste the activation code sent by Orchid Systems in the Activation Code box, and click "activate"

Info-Explorer - Getting Started

To run Info Explorer, Start > All Programs > Info-Explorer. You can add a shortcut to the taskbar or to the desktop. Click Open Cube or File > Open and open one of the demonstration cubes.

Note:

if you are using Info-Explorer Lite, then "create cube", "export to csv", "export to HTML" , "export to MS Excel" and "Worksets" are not available.

Worksets and Writeback are only available if the Info Explorer - Write back licence has been purchased and activated. If you are using "info-Explorer - Full", then "Worksets" and writeback are not available.

Tip:

Process Scheduler Level 1 is required to refresh and distribute cubes automatically.

Refer to Process Scheduler documentation for details on how to refresh the Info Explorer automatically

The Info-Explorer > File allows you to

- Open an existing cube

- Create a new cube

- Save an existing cube

- Save the existing cube as a new file name

- Close the open cube

- Download Sample Cubes

- Enter your Info-Explorer registration code

- Read the release notes in the About option

To open an existing cube, click File>Open File and specify the file path and cube name accordingly, or select the required document from the Recent Documents list.
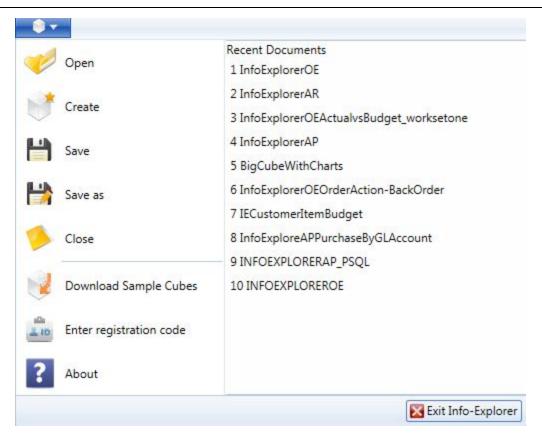
To create a new cube, click File>Create and follow the prompts to connect to a database and define the required query.

To Save, Save as or Close an open cube, the appropriate options can be selected from the File menu.

To enter your registration code, select File > Enter Registration Code.

To read the release notes and access latest Product Updates, select File >About.
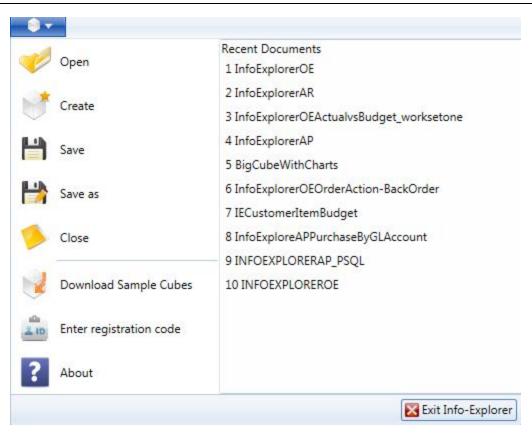
Download Sample Cubes

🗋 From Info-Explorer, Click File > Download Sample Cubes
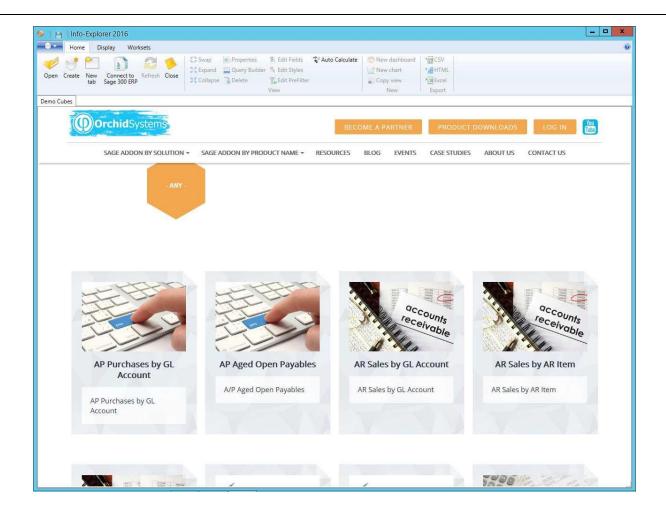
To download the cube, click on the cube you would like, this will open the cube and to save go to File >

Save as . and choose where to save the cube.

Open a cube
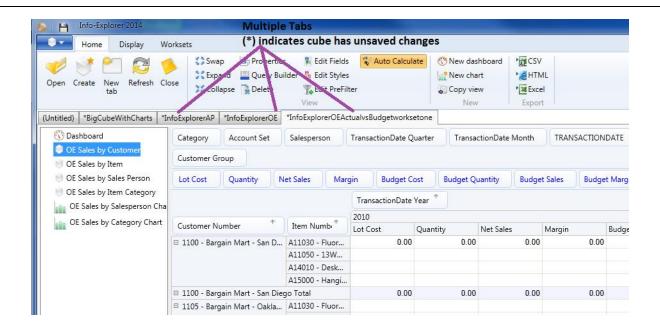
To open a cube, go File>Open . , and select the .cubx file.

If you open multiple cubes files, you will have multiple tabs, one per cube file. The asterix "*" beside a cube file name indicates unsaved changes have been made. If you close this cube file without saving, you will be prompted if you want to loose the changes.

Save a cube
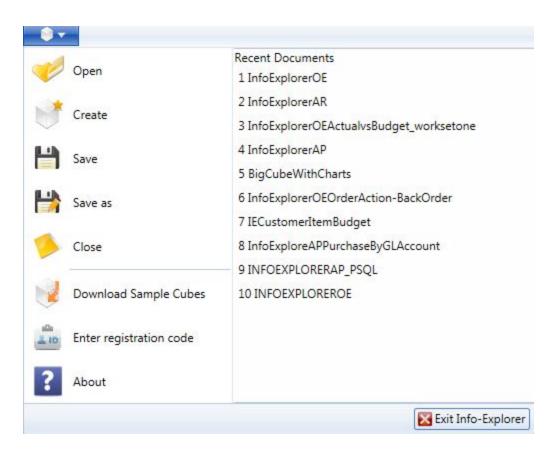
To save a new configuration of a cube, click File>Save or click on ⬚ (to overwrite the existing cube) or File> Save As (to create a new cube and provide a new file name)

You should save a cube after

- ⬚ you have configured your cube to point to a new database

- ⬚ new formatting has been applied

- ⬚ a new cube has been created

- ⬚ a new view has been created

- ⬚ a new chart has been created

- ⬚ a new dashboard has been created

- ⬚ an existing view, chart or dashboard has been amended or re-configured

- ⬚ the data has been refreshed

if these changes are required to be preserved

Close a cube

 will close the currently active cube.

Change connection details

Info-Explorer connects to Sage 300 or other SQL Server and ODBC databases. To connect to your databases, review the content below.

> **Important!** if you are using Info-Explorer Lite, you can only connect to databases and use the queries defined in Orchid's demo cube.

Configure to a different database

To configure an existing cube to a different database, select Properties , click on the appropriate connection and amend the appropriate details:
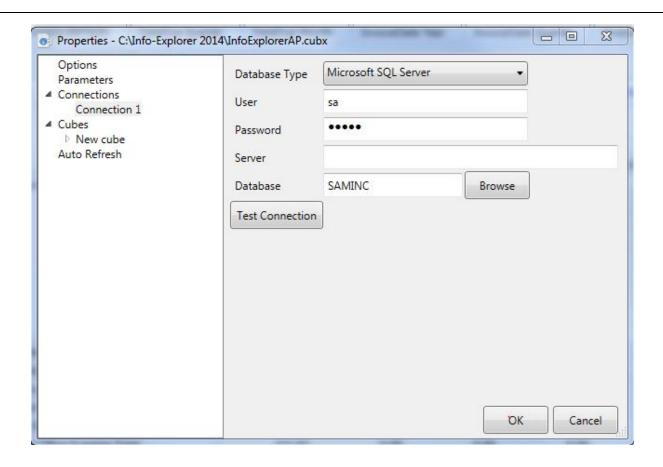
- ○ Database Type

- ○ Database User ID

- ○ Database Password

- ○ Server / Datasource

- ○ Database

It is recommended to click "test connection" to verify your details.

It is recommended to save the cube after this change to save your database settings. Save a cube on page 12
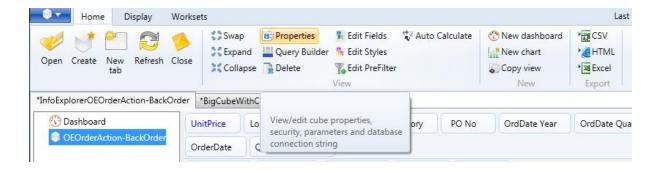
Then click "refresh" to update the cube's data. Refresh cube on page 30
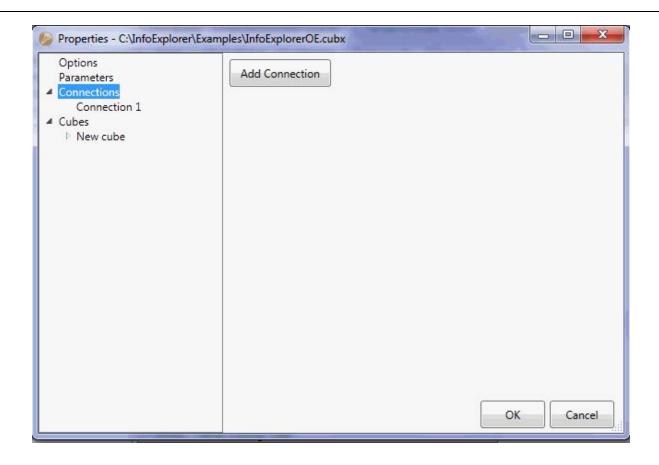
Create a new connection

To create a new database connection, select Properties on the Home Tab.

Then select the "Connections" option. Then Click "Add Connection" and specify the connection details.

The different database driver details that can be selected are :

IBM DB2
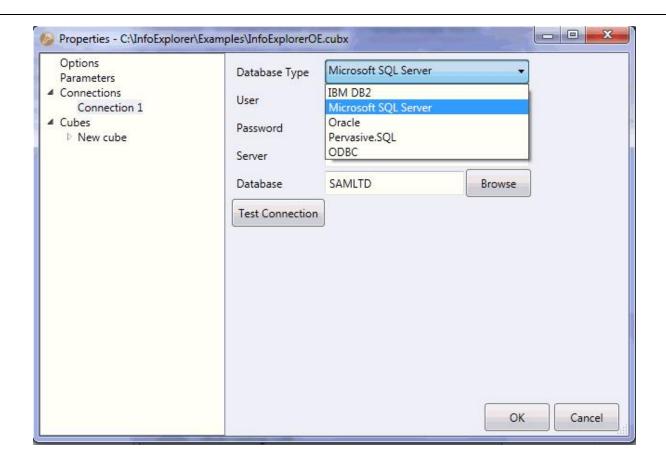
Microsoft SQL Server

Oracle

Pervasive.SQL

ODBC

Connect to Sage 300

Click this icon to connect to Sage 300 (formerly Accpac). You will only see this icon if a work-station setup from Sage 300 has been run on the workstation.
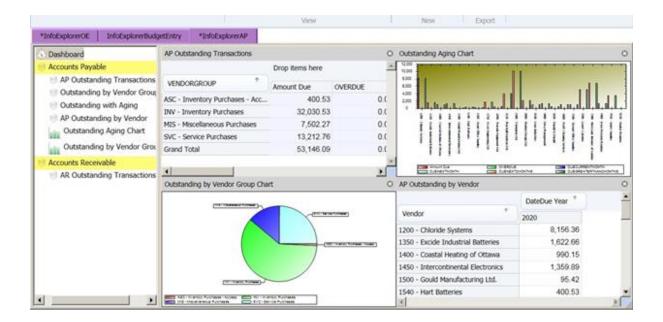
How To Change What You View In Info-Explorer

Using Info-Explorer, you can

◌ Create/Copy new views of your data. Click on the different views to see data organized in a different way. In the example below, AP Outstanding Transactions, Outstanding by Vendor Group, Outstanding with Aging, AP Outstanding by Vendor are views on the AP query, and AR Outstanding Transactions is the view on the AR Query.

◌ Create new charts of your data. Click on the chart to see the data represented graphically. In the example below Outstanding Aging Chart and Outstanding by Vendor group are two charts on the AP Query.

◌ Create new dashboards to view multiple views and charts on the same screen. In the example below there is one Dashboard shown at the top of the list of queries/views/charts

◌ Create, modify, delete worksets within an existing cube, and update the underlying ERP system with the selected workset

◌ Reorder and Reorganise your views, charts and dashboards

◌ Drag and drop the rows and columns to see data organized in a different way. In the example below you could swap the customer and customer goup dimensions, to see a list of customers by DateDueYear.

◌ Sort dimension values to see columns and rows sorted ascending or descending.

◌ Drill through to a dimension value (in Sage 300) to see the required dimension value in the source data entry screen in Sage 300

◌ Drill down to underlying transactions. Right Hand Mouse > Drill Down on a total value and the underlying transactions that make up the total will be displayed. Data can be "copied" and "pasted" to another application from this grid.

◌ Filter a dimension or fact to see a selected subset of your data. By "filtering" a required dimension you can select/deselect the required dimension values.

◌ Filter the underlying dimension data to see a filtered subset of your data. For example in the AR Query, you could filter out all credit notes.

◌ Filter the rows and columns based on calculated facts to see a filtered subset of your data. In the AR Query, you could show only those customers where their total amount due was greater than $1,000

○ Create new facts to analyze based on calculated data. In the AR Query, you could rank your customers by amount due. You can also delete a fact and amend a fact as is required.

○ Format the entire cube (change the appearance of the facts in the cube, colour and font) or format an individual fact

○ Refresh the cube Refresh all cubes and set a cube to Auto-Refresh

○ Create parameters for your queries to restrict the data retrieved into the cube. In the AR Query below you could restrict the customers by Sales Rep.

○ Open a second (and third, and fourth etc) cube to display multiple cubes on multiple tabs. Highlighted in purple below

○ Create a new query within an existing cube, and save views on the new query. Highlighted in yellow below
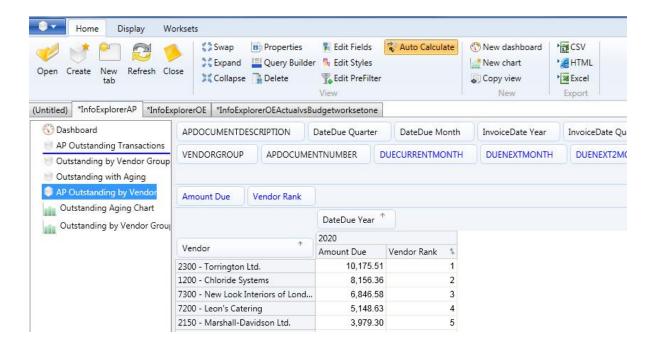
Reorder and Reorganise your views and charts

The views, charts and dashboards within a cube can be reordered and reorganized by dragging and dropping the view/chart/dashboard.

Select the required view/chart/dashboard (by clicking and holding the mouse button down, and the selected view/chart/dashboard will go blue) and drag the view/chart/dashboard to the required position as shown by the dark blue line and deselect (let go of the mouse button).
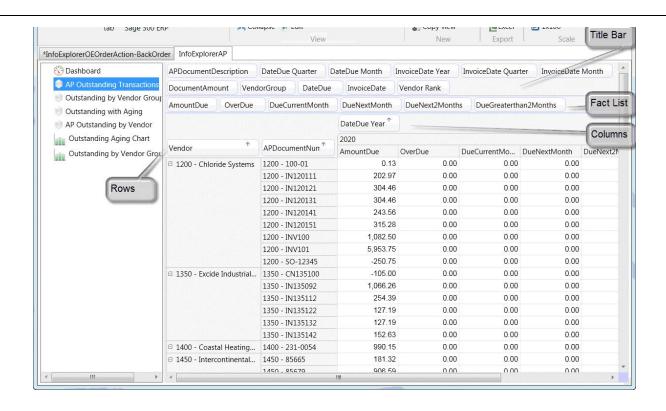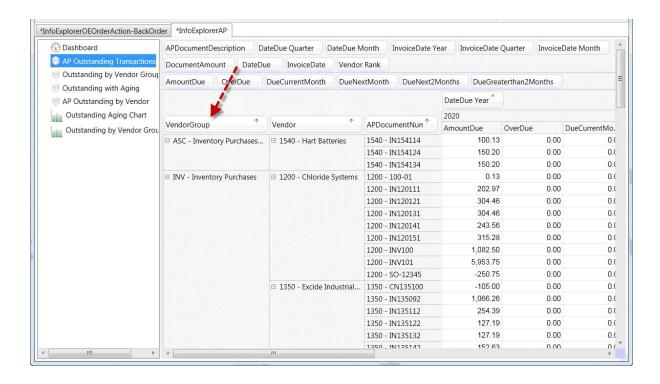
Drag and Drop Dimensions and Facts

To change your visible rows and columns on any one view, you can click on a dimension, hold your mouse button down and drag the dimension to the area you want it to be. For example, if you wish to see which vendor groups the vendors belong to, you click on Vendor Group, hold your left hand mouse button down, drag the Vendor Group dimension to the Left of Vendor and let it go.
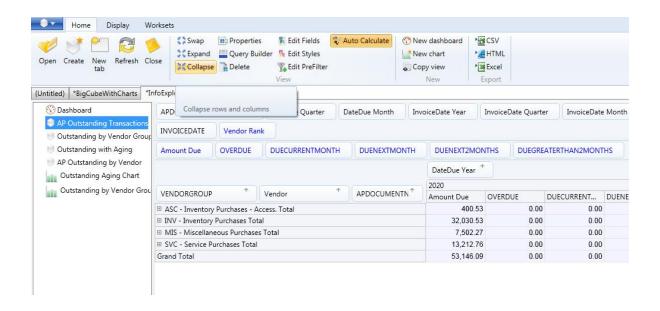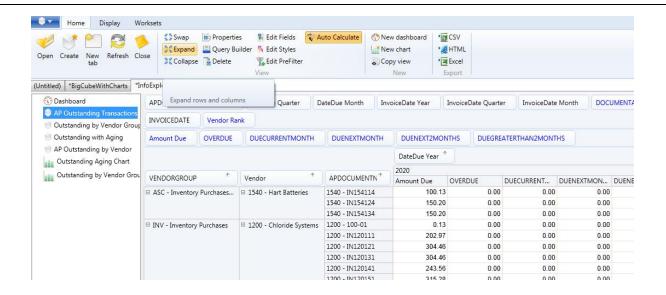
To collapse all vendors and vendor documents, click on ⤢ Collapse icon on the Home Tab > View Ribbon
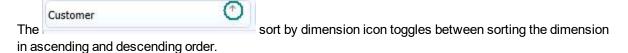
To expand all vendor groups, vendors and document numbers, click on ⤡ Expand icon on the Home Tab > View

Sort a dimension

The   sort by dimension icon toggles between sorting the dimension in ascending and descending order.
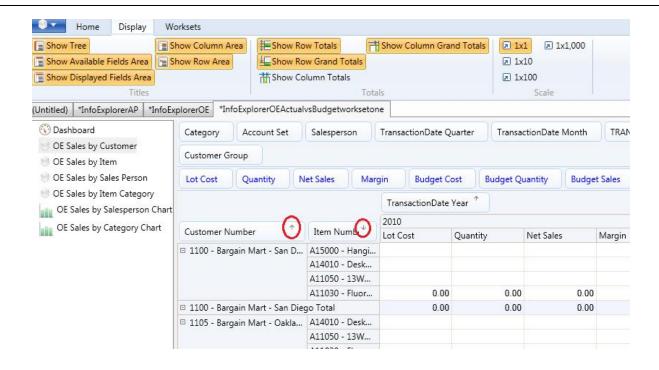
For example below, the Customer dimension is sorted in ascending order, the Item Number dimension in ascending order.
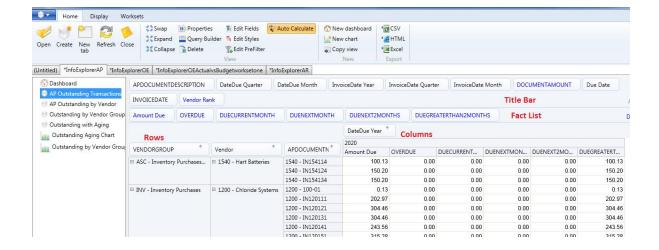
See also Working with Info-Explorer - Home Tab
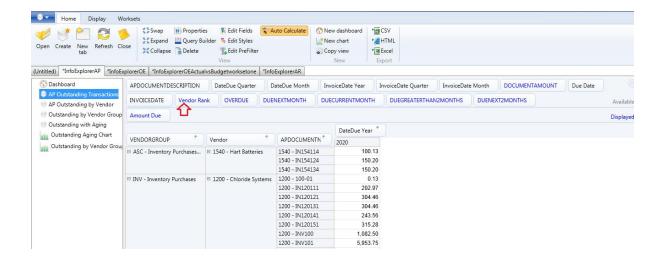
Viewing Facts

Drag and drop the dimension you want visible from the facts list to the title bar

By dragging all the facts except amount due to the title bar, you will achieve :

Formula Fact

To create a formula fact, click on the Edit Fields Icon **Edit Fields** on the button on the Home Tab > View Ribbon and choose the type of fact being "formula".

Type in the field name

Type in the field caption

Choose the value as "formula"
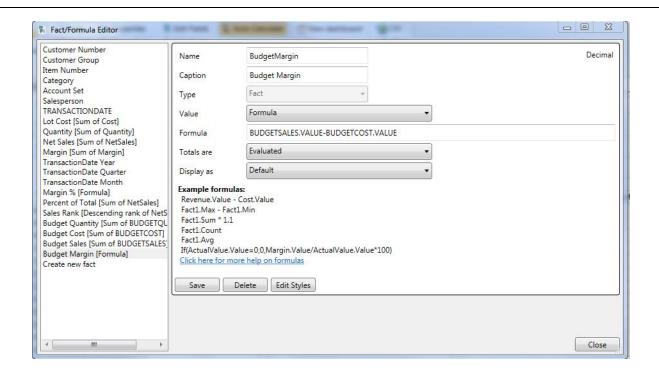
Type in the formula (for example BUDGETSALES.VALUE-BUDGETCOST.VALUE for a budget margin calculation).

Select whether the totals are evaluated (recalculated based on the formula) or summed (the row/column is added not recalculated by formula)

Select how you would like the figure displayed (absolute/percent variation, percent of column/row)

Click Save
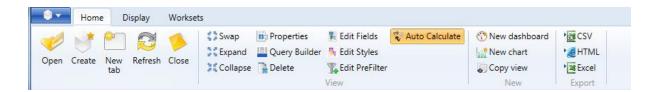
Note: Fact names are case sensitive

Valid Operators & their relative priorities :

Operators	Priority and Example
+ , -	8 (Highest) . Eg 10+2 gives 12
^	7 raise to the power. EG 2^4 gives 16
/, *, div, mod, *%, /%	6
+, -, +%, -%	5
<, >, < =, > =, ==, !=	4. Comparisons return 1 if true, 0 if false
not	3
and	2
or, xor	1
eqv	0 (Lowest)

Working with Info-Explorer - Home Tab
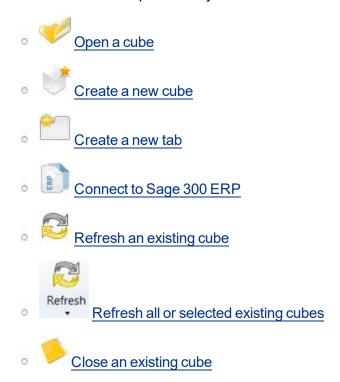
You can either work with the full ribbon (as shown above), or to maximise the screen for data you can double click on the Home tab and work with a minimised ribbon as shown below

Double clicking on the Home tab again will maximise the ribbon

From the Home tab "quick links" you can :

- Open a cube

- Create a new cube

- Create a new tab

- Connect to Sage 300 ERP

- Refresh an existing cube

- Refresh all or selected existing cubes

- Close an existing cube

From the Home tab "view" links you can

- swap rows and columns of the active view

- collapse rows and columns (hierarchy) of the active view

- expand rows and columns (hierarchy) of the active view

- Properties to View/Amend the cube's properties and to set Auto Refresh

- Query Builder to View/Amend the active cube's query

- Edit Fields to Create/Amend/Delete a fact

- Edit Styles to change the appearance of a fact

- Edit PreFilter to create a PreFilter

- Auto Calculate to view dimension changes immediately

- Calculate to view dimension changes when clicked

From the Home tab "new" links you can

- Create a new dashboard

- Create a new chart

- Copy view

From the Home tab "export" links you can

- ○ [icon] [export the current slice to HTML](#)

- ○ [icon] [export the current slice to CSV](#)

- ○ [icon] [export the current slice to MS Excel](#)
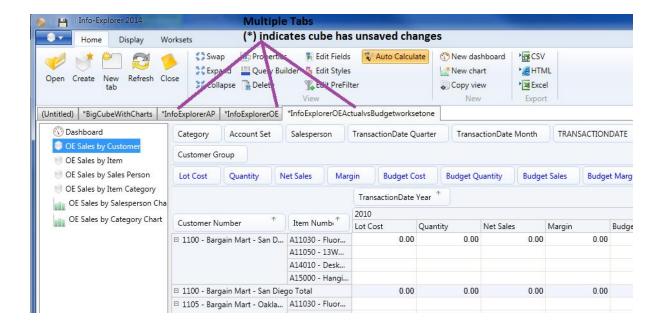
Open a cube

To open a cube, go File>Open . [Open icon] , and select the .cubx file.

If you open multiple cubes files, you will have multiple tabs, one per cube file. The asterix "*" beside a cube file name indicates unsaved changes have been made. If you close this cube file without saving, you will be prompted if you want to loose the changes.

Refresh cube

 will refresh the cube data.

If you have multiple queries, you will see a "down arrow" below Refresh, allowing you to refresh "All Cubes" or each individual cube in your cube file.
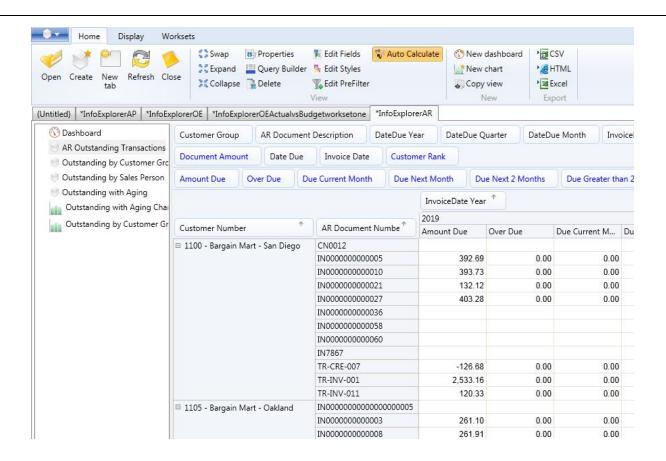
All current formatting, views etc will be preserved.

Swap rows and columns
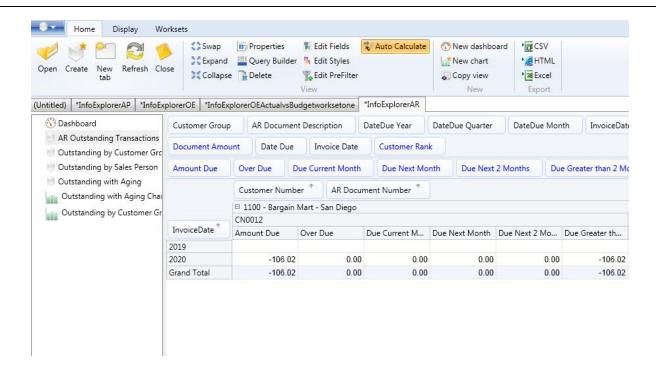
 Swap row/column icon allows you to toggle the rows and columns. For example below, customer is the rows and year the column. Clicking swap rows and columns you get year as the row and customer as the column.
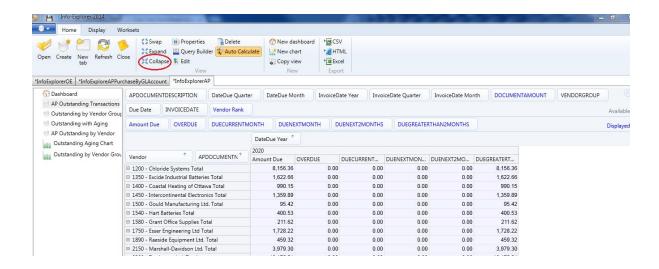
See also Working with Info-Explorer - Home Tab

Collapse rows and columns (hierarchy)

Clicking the collapse hierarchy icon will automatically collapse all hierarchies for all dimensions as the rows and columns.

For Example, the Customers have been "collapsed" per customer group, and can be selectively "expanded" by clicking on the + sign beside the vendor

Vendor	APDocumentNumb	2020 AmountDue
⊞ 1200 - Chloride Systems Total		8,156.36
⊞ 1350 - Excide Industrial Batteries Total		1,622.66
⊞ 1400 - Coastal Heating of Ottawa Total		990.15
⊞ 1450 - Intercontinental Electronics Total		1,359.89
⊞ 1500 - Gould Manufacturing Ltd. Total		95.42

		DateDue Year	
		2020	
Vendor	APDOCUMENTN	Amount Due	OVEI
⊟ 1200 - Chloride Systems	1200 - 100-01	0.13	
	1200 - IN120111	202.97	
	1200 - IN120121	304.46	
	1200 - IN120131	304.46	
	1200 - IN120141	243.56	
	1200 - IN120151	315.28	
	1200 - INV100	1,082.50	
	1200 - INV101	5,953.75	
	1200 - SO-12345	-250.75	
⊞ 1350 - Excide Industrial Batteries Total		1,622.66	
⊞ 1400 - Coastal Heating of Ottawa Total		990.15	
⊞ 1450 - Intercontinental Electronics Total		1,359.89	
⊞ 1500 - Gould Manufacturing Ltd. Total		95.42	
⊞ 1540 - Hart Batteries Total		400.53	
⊞ 1580 - Grant Office Supplies Total		211.62	

Clicking on the Expand rows and columns would expand all dimension elements.

See also Expand rows and columns

See also Working with Info-Explorer

Expand rows and columns (hierarchy)

Clicking the expand hierarchy icon will automatically expand all hierarchies for all dimensions as the rows and columns.

For example all customer groups and customers can be "expanded" by clicking the "expand rows and columns" button, and can be selectively "collapsed" by clicking the - sign beside the required customer group

Clicking on the Expand rows and columns would expand all dimension elements.

See also Collapse rows and columns
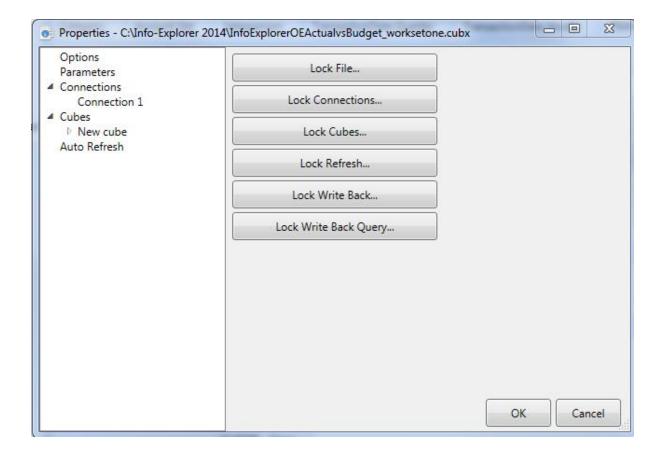
See also Working with Info-Explorer

Properties

Clicking Properties will allow you to define and change the existing properties of the cube.

From here you can define and change

Options : Security options for the cube. By setting a password you can restrict access to

- The ability to open an entire .cubx file : **Lock File**

- The ability to view/change the connection parameters : **Lock Connections**

- The ability to view/change an individual cube within the file : **Lock Cubes**

- The ability to refresh the cube : **Lock Refresh**

- The ability update the Sage 300 database with the currently selected Workset: **Lock Writeback**

- The ability to update the budget, forecast or what-if scenarios (Worksets)**Lock Writeback**

- The ability to define a password which will be needed in order to write the budget/forecast data back to Sage 300 database: **Lock Write Back**

- The ability to define a password which will be needed in order to change the query (**Lock Writeback Query**)used to write back the budget/forecast data entered in the cube to Sage 300 database for:

  - General Ledger Budget Sets

  - Inventory Control Item Forecasts

  - Information Manager user definable InfoSets

Parameters :

Define parameters and default values when running queries. See Using Parameters in a query

Connections :

Define the database connections for each query.

See Create a new connection

See Configure to a different database

Cubes:

Click on the cube name (or "new cube" if the cube has not been renamed), and you will be able to

• Review/change the connection for this query

• Review/amend the SQL query for the cube

• Click on Query Builder to use the Query Builder to amend the SQL Query. See Query Builder

+Views

Expand the + beside Views under each cube and you will see all the views defined on the current query.

+Write back

Expand the + beside Writeback to see all the facts in the current cube. By clicking on any one of the facts you will be able to define a SQL query to write the selected fact back from a workset to the underlying ERP database. See WriteBack

Please note: Write Back is not standard feature and must be purchased

The total number of records in the cube will be displayed.

The current key defined for the worksets will be displayed (the relevant dimensions will be in bold).

To view the records, click "view records"

To define the key dimensions, click "Define Key Fields". See Define Key Fields

Auto Refresh:

Enter the number of minutes after which the currently active cube view will refresh. If zero, then the cube will not auto refresh. The "count down" clock on the top right hand side of the ribbon will show when the cube will next refresh.

See Also Working with Info-Explorer – Home Tab

Query Builder

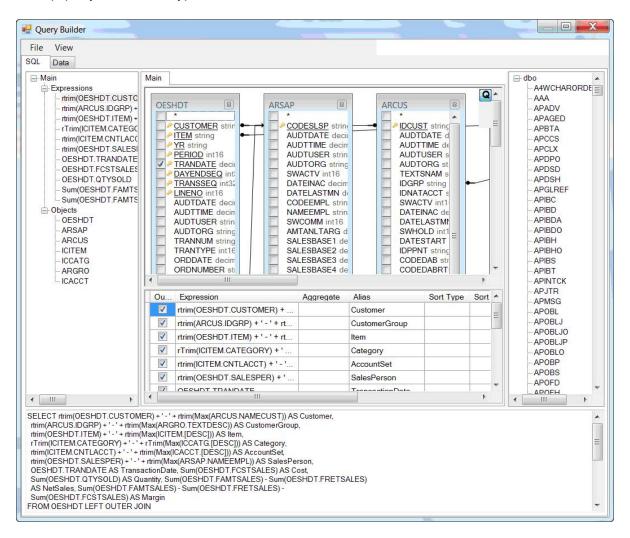Query Builder Click this icon to view/amend the existing query for the active cube.

Use the Query builder to assist in creating your query. Here you can

- Double click on the table name to add the table to your query

- Select the columns required by clicking on the tick box to the left of the column name or type the column name in the expression box

- Type in the aggregate function (if required)

- Type in an Alias (if required)

- Select Sort Type and Sort Order and Group by if required

- Test the query by clicking on the data tab to view the results

- To join tables, click on the column in the first table and drag to the second table. The join

type can be amended by double clicking on the line joining the tables

- Type in functions (for example Rtrim) in the Expressions window

- When complete, click File\ok and the new cube will be created in the workbook

- The sql query can also be typed/amended in the SQL Pane

See also Using Parameters in the query

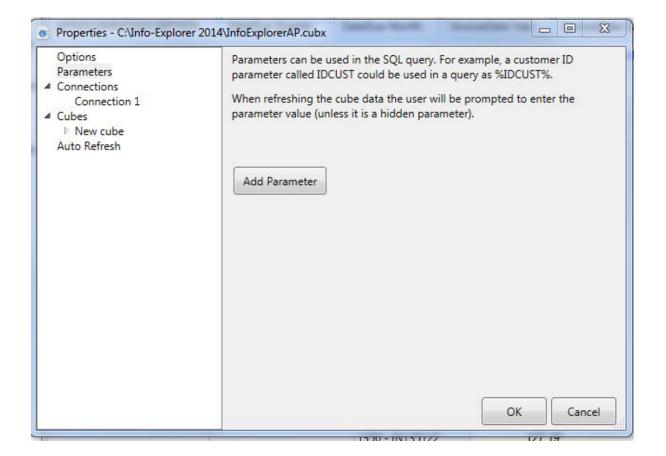***See also*** Working with Info-Explorer – Home Tab

Using Parameters in the Query

After building the query (or pasting in the query from another query builder tool), you can add parameters which can restrict the data to be viewed. The parameters can either be visible/amendable by the users when "refresh" is clicked, or hidden.

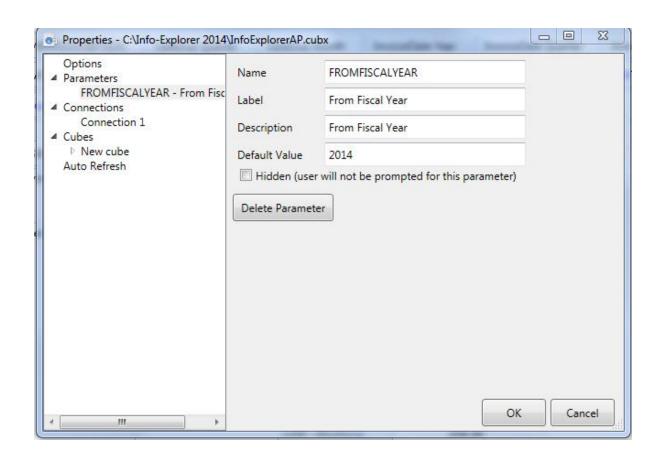To add a new parameter, click on the [icon] Properties icon

Click "Add Parameter" to add a new parameter, or click the existing parameter to amend an existing parameter :

Per parameter you can define:

- The parameter Name

- The parameter Label

- The parameter tool tip description

- an optional default value

- set if it is a hidden parameter

After defining the parameters, these must be edited into the query as is required - between % symbols. For example "FROMFISCALYEAR" and :TOFISCALYEAR" as shown in red below :

SELECT rtrim(A.ACCTSEGVAL)+' - '+rtrim(A.ACCTDESC) AS Account, rtrim(A.ACSEGVAL02)+' - '+rtrim(S1.SEGVALDESC) AS SEGMENT1, rtrim(A.ACSEGVAL03)+' - '+rtrim(S2.SEGVALDESC) AS

SEGMENT2, rtrim(A.ACSEGVAL04)+' - '+rtrim(S3.SEGVALDESC) AS SEGMENT3, rtrim (A.ACCTGRPSCD)+' - '+rtrim(GRP.ACCTGRPDES) AS AccountGroup, CASE rtrim(A.ACCTTYPE) WHEN 'B' THEN 'Balance Sheet' ELSE 'Income Statement' END AS AccountType, F.FSCSYR, '01' AS Period, (case when F.FSCSDSG = 'A' then (F.OPENBAL + F.NETPERD1) else 0 end) AS Actual,

(case when F.FSCSDSG = '1' then (F.OPENBAL + F.NETPERD1) else 0 end) AS Budget1

FROM GLAMF AS A LEFT OUTER JOIN GLASV AS S1 ON A.ACSEGVAL02 = S1.SEGVAL AND S1.IDSEG = '000002'

LEFT OUTER JOIN GLASV AS S2 ON A.ACSEGVAL03 = S2.SEGVAL AND S2.IDSEG = '000003'

LEFT OUTER JOIN GLASV AS S3 ON A.ACSEGVAL04 = S3.SEGVAL AND S3.IDSEG = '000004'

LEFT OUTER JOIN GLACGRP AS GRP ON A.ACCTGRPSCD = GRP.ACCTGRPCOD

LEFT OUTER JOIN GLAFS AS F ON A.ACCTID = F.ACCTID AND F.CURNTYPE = 'F' and FSCSYR >= %FROMFISCALYEAR% and FSCSYR <= %TOFISCALYEAR%

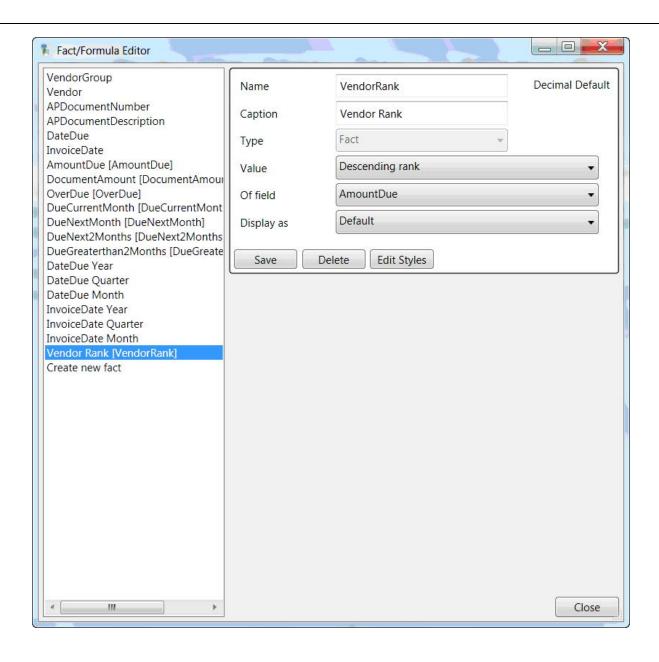**See also** Creating a cube

See also Working with Info-Explorer - Home Tab

Create a fact/Amend a fact/Delete a fact

To change the format (appearance) of a fact or create a fact, click on the Edit button

To Delete a Fact

- Select the appropriate fact from the fact list on the left hand side of the Fact/Formula edit window

- Click the Delete button.

- Click Save after deleting.

To Amend a Fact

- Select the appropriate fact from the fact list on the left hand side of the Fact/Formula edit window

- Change the caption of the Fact.

- Change the Value of the field if required

- Change the Display as of the field as required

- Click Save after changing

To Create a Fact

- Select "Create New fact" on the fact list on the left hand side of the Fact/Formula edit window and fill in the details as are required

- Assign the Fact a Name (for example MarginP)

- Assign the Fact a Caption (for example Margin %)

- In the Value field, select the calculation type

  - Formula to define your own calculation in the Formula box (for example Margin % shown below

  - Sum - to total the fact defined in the "Of Field"

  - Number of records in "Of Field"

  - Minimum - to display the minimum of values in "Of Field"

  - Maximum - to display the maximum of values in "Of Field"

  - Average - to display the average of values in "Of Field"

- Ascending Rank - to display the relative rank of values in "Of Field", lowest is 1

- Descending Rank - to display the relative rank of values in "Of Field", highest is

- In the Formula or Of Field

  - Formula : Type in the mathematical formula as required based on the facts retrieved by the query (for example Margin would be) See Formula Fact

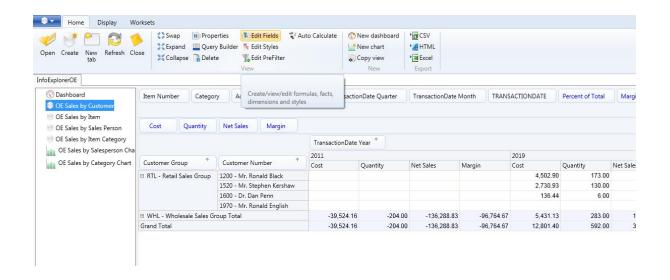   NetSales.Value - Cost.Value)

  - Of Field : Select the fact required. These are the facts retrieved by the query, not formulas themselves.

- In the Display as field, select the display type for the field selected

  - Default - to show as calculated

  - Absolute variation - shows the absolute variation of the current column against the prior (visible) period

  - Percent variation - shows the percetage variation of the current column against the prior (visible) period

  - Percent of column - to show the calculated field as a percentage of the column it is in (for example Percent of Total shown below)

  - Percent of row - to show the calculated field as a percentage of the row it is in

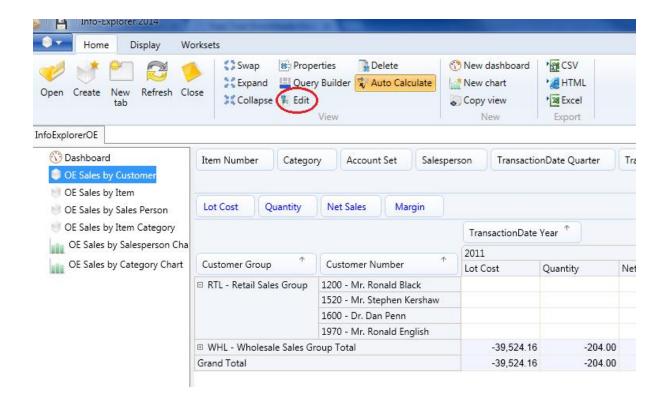- Click Save to save changes made on the Fact/Formula editor

See Also Working with Info-Explorer - Home Tab

Amend a formula fact

To change a fact, click on the Edit Fields Button and make the change required

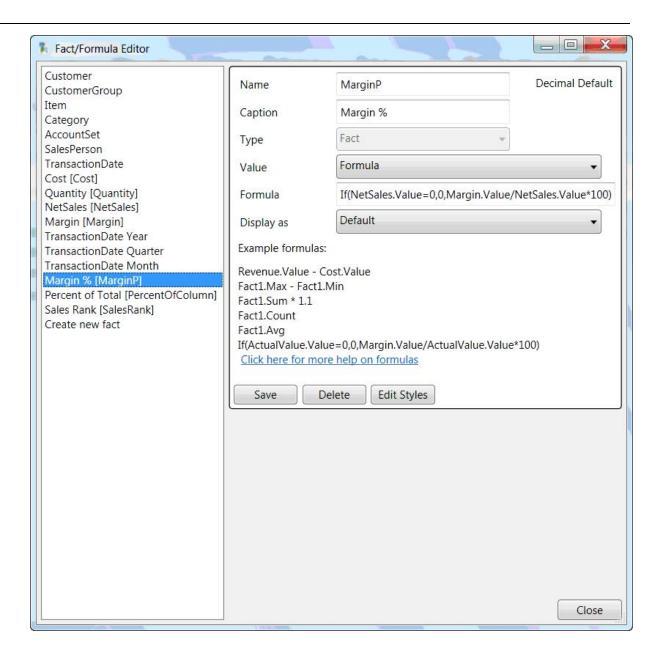See also Creating a Fact

See also Working with Info-Explorer

Format a fact

Changing the caption

To change the caption of a fact, click on the Edit Fields button on the Home Tab
> View Ribbon

Select a Fact and change the caption. Click Save after changing
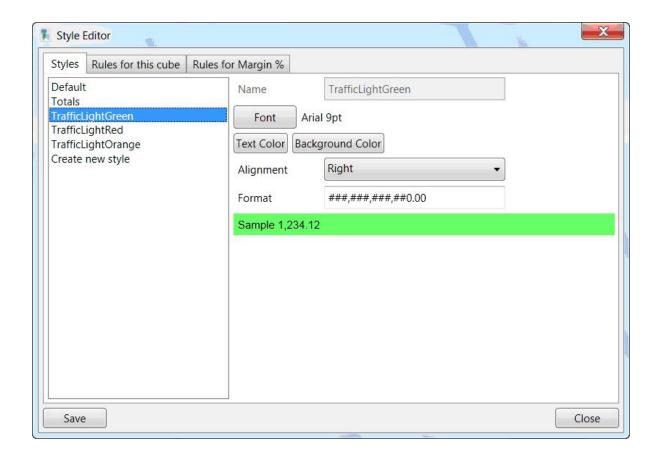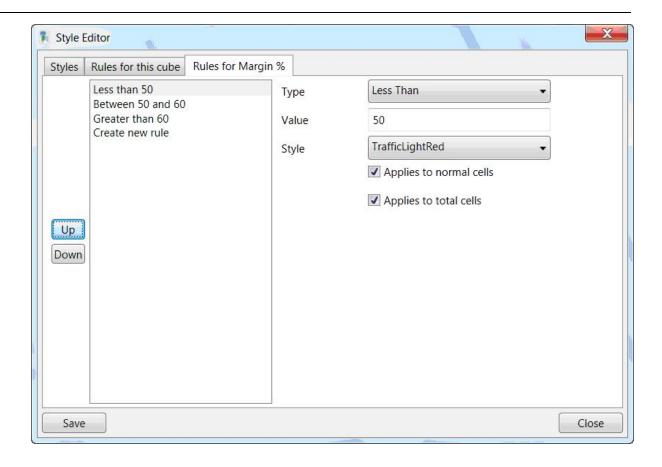
Changing the Style

Change the style of any Fact (or the whole cube) click on the [Edit Styles] button on the Home Tab > View Ribbon . First create the required style, and then apply it to the required fact. For example for Traffic light reporting, create a Style for TrafficLightGreen, TrafficLightOrange and TrafficLightGreen

○ And apply the new style to the required fact

See Format a cube - Styles below
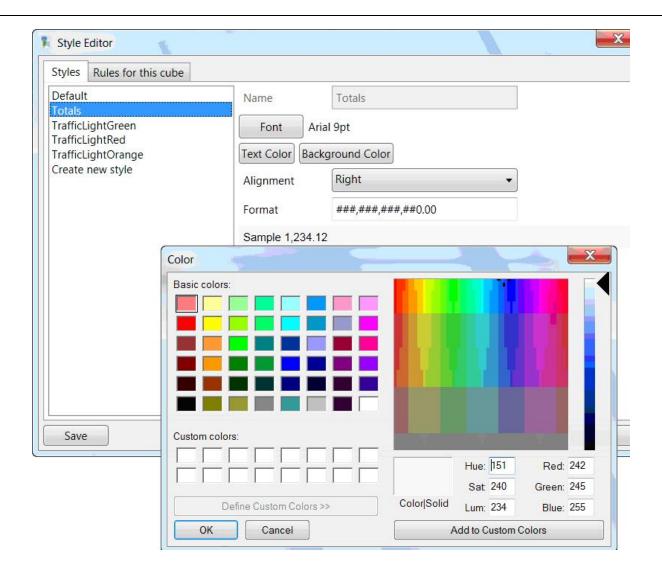
Format a cube - Styles

Using Styles to format a cube

Edit Styles To change the format (appearance) of a fact or all facts, click on the Edit button on the Home tab>View Ribbon.
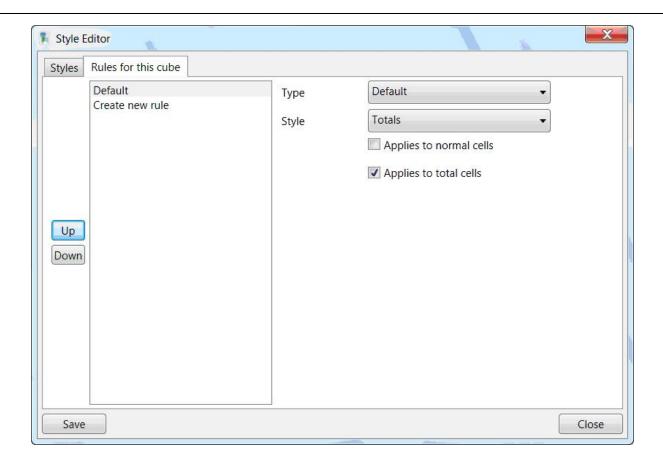
Create the styles required. For example, create a style for totals with a blue background colour

and apply the style to the cube by selecting "Rules for this cube"

See Format a fact on page 46

Filter a dimension or fact

There are three ways to filter a dimension

- ◌ filter using a tick box (on/off)

- ◌ filter using a prefilter on the underlying dimension values

- ◌ filter using calculated fact values
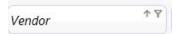
Filter using a tick box :

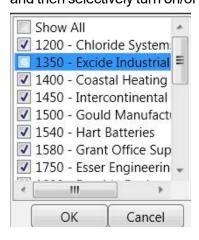To filter a dimension, hover over the required dimension to activate that dimension and then click

on the small filter icon on the dimension title

and then selectively turn on/of the items required
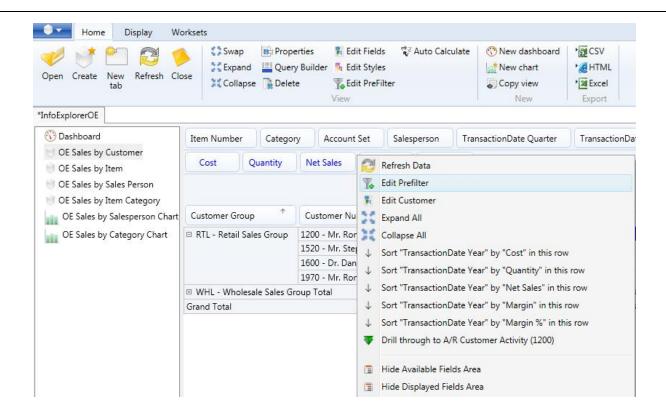
If a dimension is already filtered, then the filter icon will always be visible. If a dimension is not already filtered, then the filter icon will only be visible when you click on the dimension title.

Filter using a prefilter on the underlying dimension values :
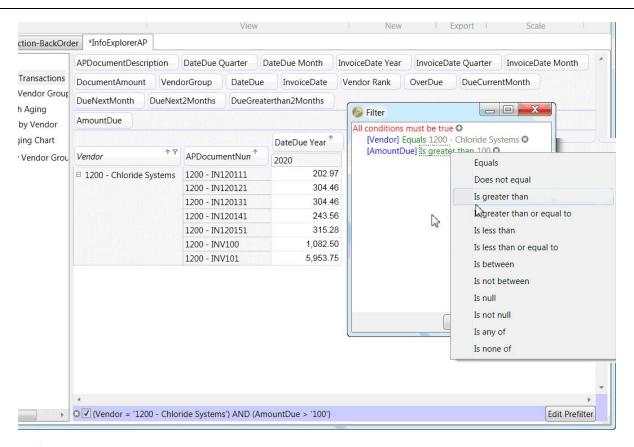
Alternatively, click on Edit PreFilter   on the Home Tab > View Ribbon to filter using a pre-filter on the underlying dimension values, right hand mouse button on the dimension and select Show Pre-filter
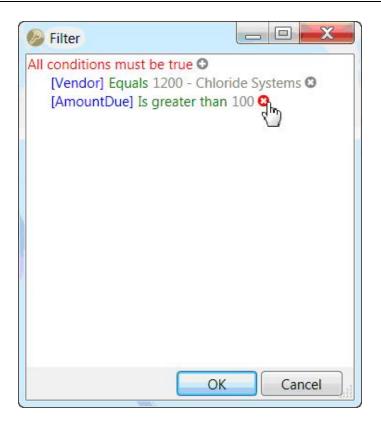
and build the filter string as required :
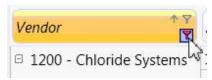
- you can apply multiple conditions

- the current filter shows at the bottom of the screen

- Note, the text filter is case sensitive

- to remove a filter, click the red x on the appropriate row

Filter using Calculated fact values
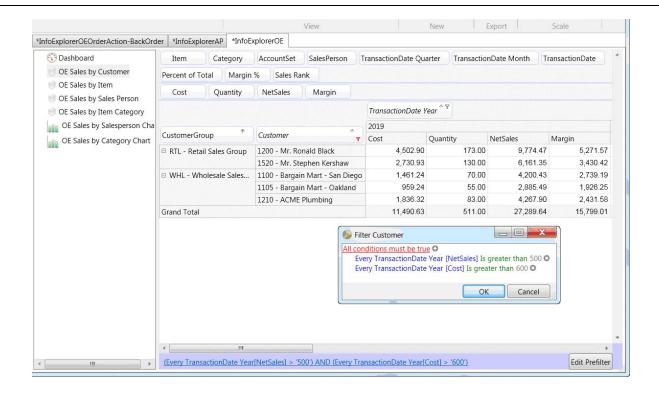
Alternatively, to filter using a filter applied to calculated values and totals, click on the Calculated values filter on the required dimension

and build the filter string as required. In this case the Facts you can select from are based on the visible columns, and you can select "Any one" or "All" or "one specific" column.

In the example below, we are going to filter All vendors where for Every year, the Amount Due > 100 (not any one year or a specific year for example 2020). As with the prefilter, the current filter shows at the bottom of the screen and works in conjunction with the prefilter (if any).

Filter Calculated Fact Values

The **Customer** filter calculated fact values allows you to build filters on columns by row data, or rows by column data.

Click on the red calculated values filter and build the filter string as required.

When selected on a row dimension, you can filter all the rows based on

- The grand total being compared to your condition
- Every column compared to your condition
- At least one column compared to your condition
- A specific column compared to your condition

In the example below you can filter customers

- where the grand total of net sales is greater than 1000
- where every year (2019, 2020) has net sales greater than 1000
- where any one year (2019, 2020) has net sales greater than 1000
- a specific year (2019 or 2020) has net sales greater than 1000

You can apply multiple calculated fact filters, and are shown at the bottom of the InfoExplorer screen.
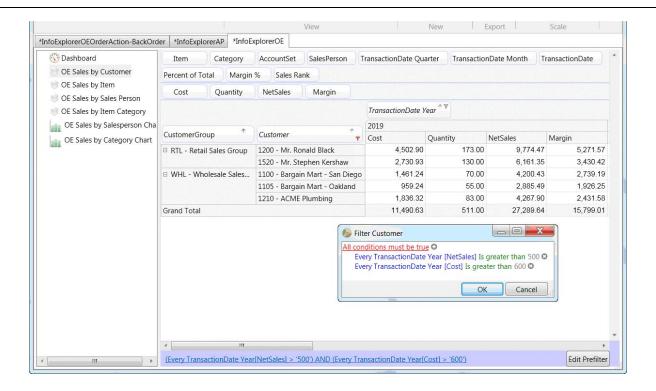
In the following example:

- a prefilter has been applied to not include any items where the category is ZZZ, and then to filter the Customer (prefilter show in black)
- NetSales > 500 for every year (calculated fact filter show in blue)
- Cost > 600 for every year (calculated fact filter shown in blue)

To amend an existing filter, click on the blue hyperlink at the bottom of the screen, or click on the red "Filter" on the dimension.
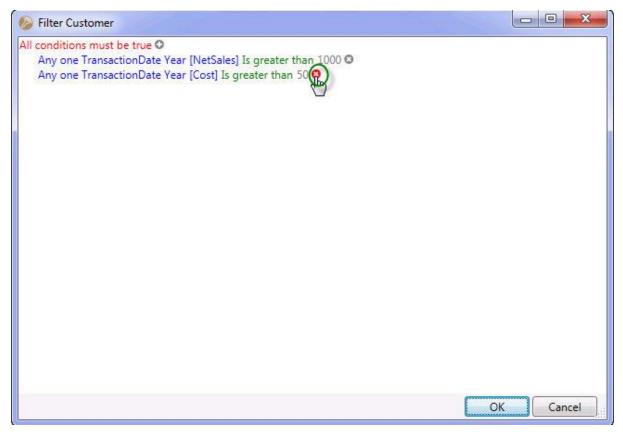
To amend an existing prefilter, click on the pre-filter button or right-hand mouse button on the relevant dimension and select "Edit Prefilter".

To remove a filter, click the red x on the appropriate row
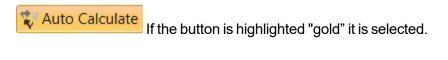
AutoCalculate

Click this icon to ensure that each time you drag & drop a dimension, the visible grid will re-calculate.

Deselect this option if you want to do a number of dimension changes, and re-calculate when all the changes have been done.

If the button is highlighted "gold" it is selected.

If the button is not highlighted it is deselected.

If Auto Calculate is deselected and changes have been made, the Calculate button,is shown, which must be clicked to view dimension changes

See also Calculate

Calculate

Click this icon to re-calculate the dimension/view changes made since Calculate was last clicked. This icon is only shown when Auto Calculate is not selected.

If the button is highlighted "gold" it is selected.

If the button is not highlighted it is not selected

See also Auto Calculate

Create a dashboard

Create a new dashboard by

- clicking Create dashboard icon on the Home Tab > New Ribbon or

- Right Hand Mouse Button on a View or chart name and Select New dashboard
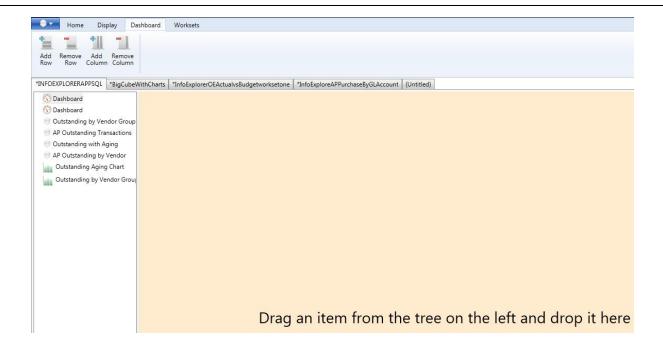
By default a New dashboard has 3 rows and 3 columns, allowing you to drag & drop 9 views or charts from the current cube to the dashboard.

Use "Create Row" , "Create Column", "Remove Row" and "Remove Column" to adjust the dashboard size to have as many rows and columns as are required.

Drag and drop the required views & charts from the available cube to the dashboard.
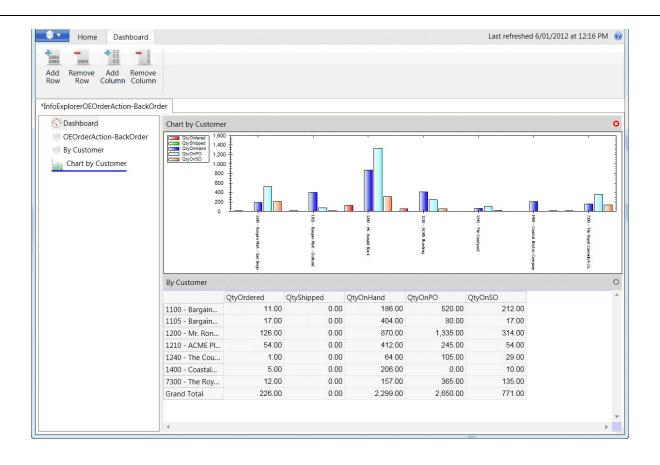
Select the Close on any individual dashboard view/chart to deselect this item.

For example, the following dashboard has 2 rows, and 1 column

Create a New Chart

Create a new chart by first selecting the View you want to base the chart on, and then

- Clicking Create chart icon on the Home tab > New ribbon

- Right Hand Mouse Button on the selected View and selecting New Chart, or Click New Chart on the Home Tab > New Ribbon.

From the New Chart window, you can select the File menu and :

Save

Save As...

✓ Show Line Chart

Show Bar Chart

Show Pie Chart

Swap Axis

✓ Show Left Labels

✓ Show Bottom Labels

Properties

Close

Save the new chart

Save as the new chart to assign a name and add the chart to the cube file

Change the Chart Type to one of Line, Bar or Pie

Swap the Chart axis (ie swap the x and y axes)

Selectively show the Chart Labels

Change the Chart Properties

Close the chart

From the New Chart window, you can select the Legend menu and select where the legend is to show

None

✓ Left

Right

Top

Bottom
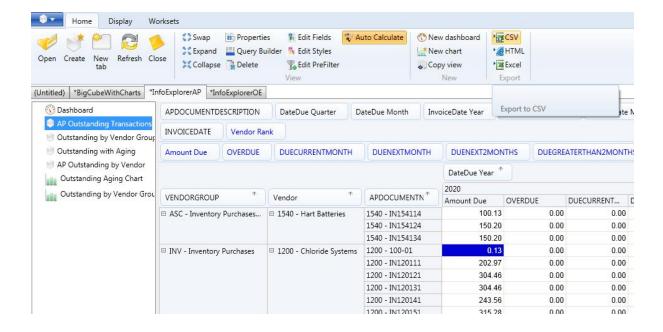
From the New Chart window, you can select the Datapoints menu and select what datapoints are to show

Export to CSV

Note, if you are using Info-Explorer Lite, then "create cube", "export to csv", "export to HTML" and "export to Excel" are not available

To export the current slice to a CSV (comma separated values) file, click the Export to CSV icon and provide the appropriate file path and file name.
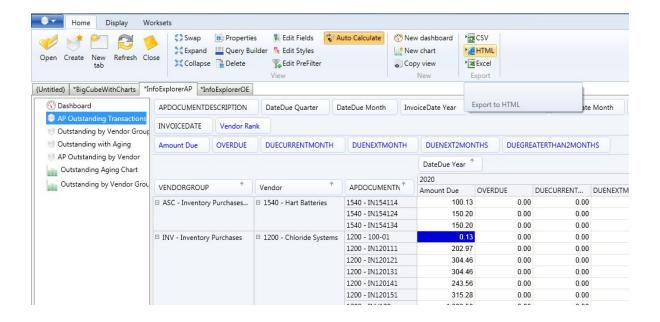
*See Also* Working with Info-Explorer - Home Tab

Export to HTML

Note, if you are using Info-Explorer Lite, then "create cube", "export to csv", "export to HTML" and "export to Excel" are not available

To export the current slice to a HTML file, click the Export to HTML icon and provide the appropriate file path and file name.

See Also Working with Info-Explorer - Home Tab

Export to MS Excel
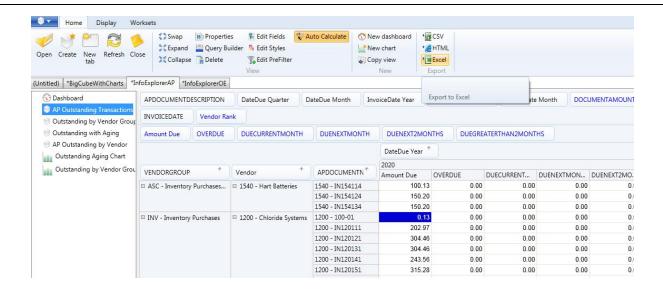
Note:
if you are using Info-Explorer Lite, then "create cube", "export to csv", "export to HTML" , "export to MS Excel" and "Worksets" are not available.

Worksets and Writeback are only available if the Info Explorer - Write back licence has been purchased and activated. If you are using "info-Explorer - Full", then "Worksets" and writeback are not available.

To export the current slice to a MS Excel file, click the Export to MS Excel icon or the Home Tab > Export Ribbon and provide the appropriate file path and file name

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　　　　　Working with Info-Explorer - Home Tab

Working with Info-Explorer – Chart Tab

When the active view is a chart, the Chart tab is visible

From the Chart tab "quick links" you can :

 Save : to save the current chart

 Save as: to save the current chart to a new name

 Properties : to review the chart properties

 Swap Axis : to swap the x and y axis of the current line chart

From the Chart tab "style" links you can change the current chart style to :

 Line : to select a Line Chart

 Bar : to select a Bar Chart

 Pie : to select a Bar Chart

From the Chart tab "Labels" links you can selectively show labels :

 Left : to select a left or x axis labels

 Bottom: to select a bottom or y axis labels

From the Chart tab "Legend " links you can change the legend position on the currently active chart:

 None: to have no chart legend

 Left: to the chart legend on the left

 Right: to the chart legend on the right

 Top: to the chart legend on the top

 Bottom: to the chart legend on the bottom

From the Chart tab "Datapoints " links you can selectively show symbols for the datapoints on a line chart :

 None: no symbol for data points shown

 Square: square symbol for data points shown

 Circle: square symbol for data points shown
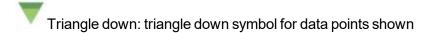
 Diamond: diamond symbol for data points shown

 Triangle up: triangle up symbol for data points shown

Triangle down: triangle down symbol for data points shown

Cross: cross symbol for data points shown

Plus: plus symbol for data points shown

Star: star symbol for data points shown
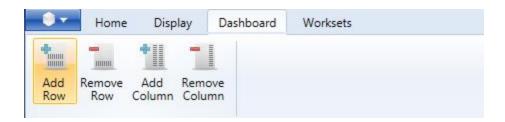
Vertical Dash: vertical dash symbol for data points shown

Horizontal Dash: horizontal dash symbol for data points shown

Working with Info-Explorer – Dashboard Tab

When the active view is a dashboard, the dashboard tab is visible

From the Dashboard tab "quick links" you can :

Add Row : add a row to the currently active dashboard

Remove Row : remove a row from the currently active dashboard

Add Column: add a column to the currently active dashboard
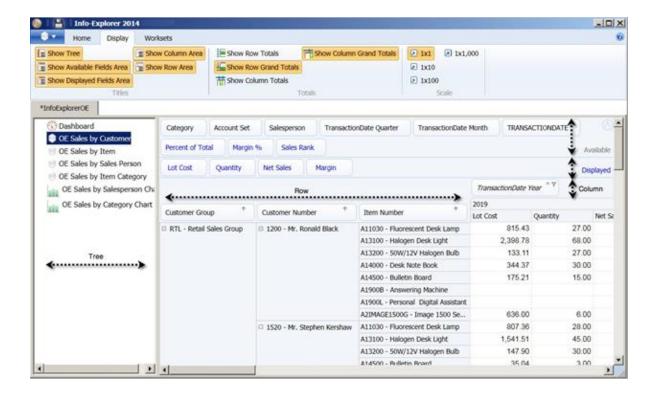
Remove Column: remove a column from the currently active dashboard

Working with Info-Explorer – Display Tab

From the Display tab, you can control:

• Which titles are visible

• Which totals are visible

• If the entire view is scaled to the nearest one (1), ten (10), hundred (100) or thousand (1,000)

With all the following options

 When "Selected" or "on", the option will be highlighted in orange, and the option will be shown.

 When "De-Selected" or "off", the option will not be highlighted and the option will not be shown.
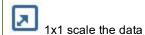
From the Display tab, "Titles" links you can

- ○ 🖼 Show the Tree area.
- ○ 🖼 Show the Available Fields area.
- ○ 🖼 Show the Displayed Fields area.
- ○ 🖼 Show the Row titles
- ○ 🖼Show the Column titles

From the Display tab, "Totals" links you can

- ○ 🟰 Show the Row Totals
- ○ 🟰 Show the Row Grand Totals
- ○ 📊 Show the Column Totals
- ○ 📊 Show the Column Grand Totals

From the Display tab "scale" links you can change the scale used to display the data

↗ 1x1 scale the data

This is the default selection and implies no scaling. For example 4,304.84 is displayed as 4,304.84

↗ 1x10 scale the data

To see your data rounded to 10's. For example, 4,304.84 is displayed as 430.48

↗ 1x100 scale the data

To see your data rounded to 100's. For example, 4,304.84 is displayed as 43.05
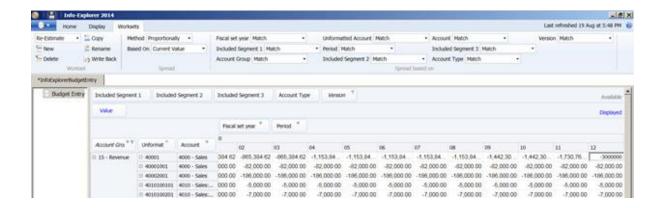
> ↗ 1x1,000 scale the data
>
> To see your data rounded to 1000's. For example 4,304.84 is displayed as 4.30
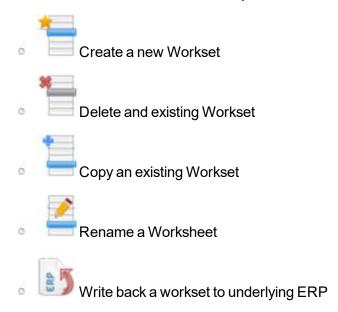
Working with Info-Explorer – Workset Tab

Requirement! You need a "Budget and Writeback" licence to view the Workset tab.

From the Workset tab, "Workset" links you can

 Create a new Workset

 Delete and existing Workset

 Copy an existing Workset

 Rename a Worksheet

 Write back a workset to underlying ERP

To amend a budget, forecast or scenario figure, double click on the cell and change the value. If this cell is made up of a single record, then the single value will be updated. If the cell you have changed is a total of a number of records, then the total will be amended by updating the underlying records. The underlying records will be updated according to the selected "Spread" method. The available spread methods are :

- Evenly : The total value entered is divided by the number of records making up the total, and this equal value is spread to all he underlying records
- Proportionally : When this method is selected, you need to specify which values are to form the basis of the spread – the current value in the Workset, or the original value of the work-set before any changes were made. Additionally you can spread proportionally based on a different dimension value. In the example below, any changes to the budget figure will be spread based on the existing current values in the "Actual" version.

- Minimum only : The total value entered is assigned to the single record which has the minimum value of the underlying records
- Maximum only: The total value entered is assigned to the single record which has the maximum value of the underlying records
- Average : The value entered is the average value, and will be assigned to all records making up the total.
- Percentage increase/decrease: The total percentage value entered is applied to all the records making up the total. To increase all records by 10%, enter "10". To decrease all records by 10%, enter "-10".
- Absolute increase/decrease: The absolute value entered is applied to all the records making up the total. To increase all records by $100, enter "100". To decrease all records by $100, enter "-100".

Writeback

> **Warning!** With a "Budget and Writeback" licence, you are able to view the Workset tab and use the Writeback functionality.

Once the required fact has been selected, the SQL query to be executed for each amended fact will be displayed.

The sql query will be executed for all amended facts. You can include dimension values from your cube by including them in the SQL statement, surrounded by percent signs (%).

The amended budget, forecast or scenario figures must be included from your cube by including the fact as %VALUE%

There are 3 supported write back queries for Sage 300

- GL Budgets
- Information Manager Infosets
- IC Item Projected Sales

No new records will be created in the Sage 300 database.

- to update a GL budget for an account/fiscal year/fiscal period combination – the budget record must already exist in Sage 300. So you might need to import zero for all accounts/fiscal year/fiscal periods required.
- to update an information manager infoset, the initial record must be inserted for the key combination and date required. So you might need to use an import/export into Infosets, or the Information Manager Excel add-in to create new records
- to update IC Item projected sales, the intial record(s) must be imported into the IC reorder table

Example SQL queries:

- <u>Example SQL query to update GL Budgets:</u>

  For a specific site, the sample cube would need adapting.

Included dimensions included in percentage signs %xxx%, and are highlighted in yellow

The budget, forecast or scenario data entered is always called %VALUE% shown in green below

The sql query is shown in blue text below

Hard coded fields in red (currency, budget set and currency type) would need amending per customer site

```
DECLARE @SQL VARCHAR(MAX);
DECLARE @columnname VARCHAR(10);
DECLARE @period VARCHAR(2);
DECLARE @currency VARCHAR(3);
DECLARE @fscdsg VARCHAR(1);
DECLARE @curntype VARCHAR(1);
SET @currency = N'CAD';
SET @fscdsg = N'1';
SET @curntype = N'F';
SET @period = N'%PERIOD%';
SET @columnname = N'NETPERD' +
case left(@period,1) when '0' then RIGHT(rtrim(@period),1) else RIGHT(rtrim(@period),2) end;
SET @SQL = 'UPDATE GLAFS set ' + @columnname + ' = %VALUE% WHERE RTRIM
(ACCTID) = '%UNFORMATTEDACCOUNT%'' AND FSCSYR = '%FISCALYEAR%''
AND FSCSCURN = ''' + @currency +
''' AND FSCSDSG = ''' + @fscdsg + ''' AND CURNTYPE = ''' + @curntype + ''';'
EXEC (@SQL);
```

- Example SQL query to update Customer/Item Budgets:

This query is designed to update a Customer/Item budget stored in an Information Manager infoset. There are facts which can be entered, Budget Quantity, Budget Sales and Budget Cost

Included dimensions included in percentage signs %xxx%, and are highlighted in yellow

The budget, forecast or scenario data entered is always called %VALUE% shown in green below

The sql query is shown in blue text below

Hard coded variables which might require changing per customer site are shown in red text below

a. SQL Query for fact BUDQTY

```
DECLARE @SQL VARCHAR(MAX);
DECLARE @infokey as VARCHAR(10) = CONVERT(VARCHAR(10),'%INFOKEY%');
DECLARE @optfield as VARCHAR(10) = N'BUDQTY';
SET @SQL = 'UPDATE EBINFOO set VALUE = %VALUE% WHERE INFOKEY = ' +
@infokey +
' AND RTRIM(OPTFIELD) = ''' + @optfield + ''' ;' ;
EXEC (@SQL);
```

b. SQL Query for fact BUDCOST

```
DECLARE @SQL VARCHAR(MAX);
DECLARE @infokey as VARCHAR(10) = CONVERT(VARCHAR(10),'%INFOKEY%');
DECLARE @optfield as VARCHAR(10) = N'BUDCOST';
SET @SQL = 'UPDATE EBINFOO set VALUE = %VALUE% WHERE INFOKEY = ' +
@infokey +
' AND RTRIM(OPTFIELD) = ''' + @optfield + ''' ;' ;
EXEC (@SQL);
```

c. SQL Query for fact BUDVALUE

```
DECLARE @SQL VARCHAR(MAX);
DECLARE @infokey as VARCHAR(10) = CONVERT(VARCHAR(10),'%INFOKEY%');
DECLARE @optfield as VARCHAR(10) = N'BUDCOST';
SET @SQL = 'UPDATE EBINFOO set VALUE = %VALUE% WHERE INFOKEY = ' +
@infokey +
' AND RTRIM(OPTFIELD) = ''' + @optfield + ''' ;' ;
```

EXEC (@SQL);

☐ <u>Example SQL query to update IC Item Projected Sales Budgets:</u>

This query is designed to update a Customer/Item budget stored in an Information Manager infoset. There are facts which can be entered, Budget Quantity, Budget Sales and Budget Cost

Included dimensions included in percentage signs %xxx%, and are highlighted in yellow

The budget, forecast or scenario data entered is always called %VALUE% shown in green below

The sql query is shown in blue text below

```
DECLARE @SQL VARCHAR(MAX);
DECLARE @periodstart as VARCHAR(8) = CONVERT(VARCHAR (9),'%PERIODSTART%',112);
DECLARE @itemno as VARCHAR(24) = N'%ITEMNO%';
DECLARE @location as VARCHAR(10) = N'%LOCATION%';
SET @SQL = 'UPDATE ICREORD set SALESPROJ = %VALUE% WHERE RTRIM (ITEMNO) = ''' + @itemno +
''' AND LOCATION = ''' + @location + ''' and PERIODSTRT = ' + @periodstart + ' ;' ;
EXEC (@SQL);
```

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