Cognos
PowerPlay®

Mastering PowerPlay

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Welcome

What Is in This Book

Mastering PowerPlay describes the advanced features you need to know to become a PowerPlay expert.

This book contains

- information you need to know to create advanced reports using nested categories, ranking and sorting, and standard reporting
- the process you must follow to distribute reports
- a guide to working offline and integrating PowerPlay with other applications
- general tips to help you get a cube that suits your reporting needs
- reference information on command-line options, specifications, and customizing your application

If you are new to PowerPlay, we recommend that you take the online PowerPlay Quick Tour, and read *Discovering PowerPlay* to learn how to create and use reports.

Other Documentation

An annotated list of other documentation, the *Documentation Roadmap*, is available from the Windows Start menu or the PowerPlay Help menu.

How to Order Extra Books

You can order extra copies of the printed documentation that is shipped with PowerPlay. Please contact your local Cognos office or Cognos Direct to order any of the installation guides, *Discovering PowerPlay*, *Discovering Transformer*, *Administrator's Guide*, *Transformer for UNIX*, and *Enterprise Server Guide*. You can also print your own copies of the online versions of these books in Acrobat Reader.

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For information about customer support locations and programs, see the customer support section of the online help or visit the Cognos Support Web site (http://support.cognos.com).

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Chapter 1: Build Advanced Crosstab Reports

In this chapter you learn how to

✔ Use Nested Crosstabs

✔ Format Crosstab Reports

Use Nested Crosstabs

Your cube contains dimensions that are made up of one or more levels of categories. For example, the Years dimension in the Outdoors cube contains four levels.
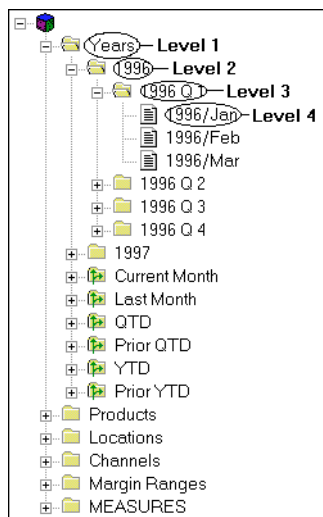
Using a nested crosstab, you can view multiple levels at the same time. In Explorer or Reporter, nested levels can be

• multiple levels from one dimension
• levels from different dimensions
• levels from a dimension nested with multiple measures

In Reporter reports, nested levels can also be created from alternate paths of the same dimension.

In Explorer reports, levels that are intersected from the same dimension must be nested so that child categories appear directly below parent categories.

Add Nested Categories

You can add nested categories to Explorer or Reporter reports.

There are two drop zones which govern how categories are nested—short bar and long bar.

Long bar drop zones are available for both Explorer and Reporter reports. You can use these drop zones to add categories to all rows or columns as a higher or lower level.

For example, you have an Explorer report with Locations in the columns and Years in the rows. Using the long bar drop zone, you add the children of Years as nested categories in all the rows of the report.

	Europe	Far East	Americas	Locations
1996	364,834	190,445	431,689	986,968
1997	448,716	190,608	638,971	1,278,295
Years	**813,550**	**381,053**	**1,070,660**	**2,265,263**

In the resulting report, the children of the Years dimension are nested in all of the rows.

		Europe	Far East	Americas	Locations
1996	1996 Q 1	91,083	32,491	110,207	233,781
	1996 Q 2	102,735	31,685	90,521	224,941
	1996 Q 3	77,122	103,418	115,188	295,728
	1996 Q 4	93,894	22,851	115,773	232,518
	1996	**364,834**	**190,445**	**431,689**	**986,968**
1997	1997 Q 1	148,727	65,440	138,120	352,287
	1997 Q 2	50,238	14,500	140,040	204,778
	1997 Q 3	123,722	59,135	107,334	290,191
	1997 Q 4	126,029	51,533	253,477	431,039
	1997	**448,716**	**190,608**	**638,971**	**1,278,295**
Years		**813,550**	**381,053**	**1,070,660**	**2,265,263**

Short bar drop zones are available for only Reporter reports. You can use these drop zones to add categories to individual rows or columns as lower levels.

For example, you have a Reporter report with Locations in the columns and Years in the rows. Using the short bar drop zone, you add the children of 1996 as nested categories in the 1996 row of the report.

	Europe	Far East	Americas	Locations
1996	364,834	190,445	431,689	986,968
1997	448,716	190,608	638,971	1,278,295
Years	813,550	381,053	1,070,660	2,265,263

In the resulting report, the children of the 1996 are nested only next to this row.

		Europe	Far East	Americas	Locations
1996	1996	364,834	190,445	431,689	986,968
	1996 Q 1	91,083	32,491	110,207	233,781
	1996 Q 2	102,735	31,685	90,521	224,941
	1996 Q 3	77,122	103,418	115,188	295,728
	1996 Q 4	93,894	22,851	115,773	232,518
1997		448,716	190,608	638,971	1,278,295
Years		813,550	381,053	1,070,660	2,265,263

Step

■ Select the categories you want to add and drag them on to the report.

Categories can be dragged from

- the dimension viewer

- the dimension line

- the rows, columns, or layers of the report

- another report

Tips

- To preserve the parent /child relationship of a dimension's levels before adding them to a Reporter report, select the levels and then click the Create Nested Levels button.

- To copy a category that is already in your Reporter report, press the CTRL key before you drop the category in the new location.

- To delete an entire level from a nested report, right-click a category from the level, click Delete, and then click Level.

Select Nested Categories

If you add a nested category to all rows or columns in a level (using long bar drop zones) all changes to the category apply to all occurrences of that category.

For example, if you add the children of Locations as nested categories in all Products, selecting one of the Locations categories highlights all occurrences of that Location.

		1996	1997
Outdoor Products	Europe	183,593	153,921
	Americas	201,860	217,217
	Far East	65,709	58,153
Environmental Line	Europe	141,785	240,987
	Americas	166,765	348,146
	Far East	89,280	95,631
GO Sport Line	Europe	39,456	53,808
	Americas	63,064	73,608
	Far East	35,456	36,824

Because all occurrences of the category are selected, any action you perform on one occurrence such as moving, removing, formatting applies to all occurrences of that category.

If you add a nested category to only one row or column in a level (using short bar drop zones) all changes to the category apply to only that occurrence, even if the category is added again later.

For example, if you add Far East, Europe and Americas as nested categories in Outdoor Products and then add these same categories to GO Sports Line, selecting one of the Locations categories (Far East) will highlight only that occurrence.

		1996	1997
Outdoor Products	Europe	183,593	153,921
	Americas	201,860	217,217
	Far East	65,709	58,153
Environmental Line		397,830	684,764
GO Sport Line	Europe	39,456	53,808
	Americas	63,064	73,608
	Far East	35,456	36,824

Drill Down and Up

The same rules that govern drilling down and up apply to regular and nested crosstabs. Drilling down on a category in a nested Explorer report replaces the drill category level with the child categories. Drilling down on a category in a nested Reporter report adds the children of that category as new categories at the same level.

In Explorer mode, you can drill down on a rank or calculation. You cannot drill down on an "Other" category (80/20 suppression).

For example, you have a report with the Years dimension nested in the Locations dimension.

		Outdoor Products	Environmental Line	GO Sport Line	Products
Europe	1996	183,593	141,785	39,456	364,834
	1997	153,921	240,987	53,808	448,716
	Years	**337,514**	**382,772**	**93,264**	**813,550**
Far East	1996	65,709	89,280	35,456	190,445
	1997	58,153	95,631	36,824	190,608
	Years	**123,862**	**184,911**	**72,280**	**381,053**
Americas	1996	201,860	166,765	63,064	431,689
	1997	217,217	348,146	73,608	638,971
	Years	**419,077**	**514,911**	**136,672**	**1,070,660**
Locations	1996	451,162	397,830	137,976	986,968
	1997	429,291	684,764	164,240	1,278,295
	Years	**880,453**	**1,082,594**	**302,216**	**2,265,263**

If you drill down on 1996 in an Explorer version of this report, the categories 1996 Q1, 1996 Q2, 1996 Q3, and 1996 Q4 replace 1996, 1997, and Years.

		Outdoor Products	Environmental Line	GO Sport Line	Products
Europe	1996 Q 1	40,118	46,613	4,352	91,083
	1996 Q 2	58,818	31,485	12,432	102,735
	1996 Q 3	36,547	29,567	11,008	77,122
	1996 Q 4	48,110	34,120	11,664	93,894
	1996	**183,593**	**141,785**	**39,456**	**364,834**
Far East	1996 Q 1	5,947	17,968	8,576	32,491
	1996 Q 2	9,999	14,262	7,424	31,685
	1996 Q 3	43,362	44,600	15,456	103,418
	1996 Q 4	6,401	12,450	4,000	22,851
	1996	**65,709**	**89,280**	**35,456**	**190,445**
Americas	1996 Q 1	54,628	34,971	20,608	110,207
	1996 Q 2	36,505	44,920	9,096	90,521
	1996 Q 3	52,716	55,112	7,360	115,188
	1996 Q 4	58,011	31,762	26,000	115,773
	1996	**201,860**	**166,765**	**63,064**	**431,689**
Locations	1996 Q 1	100,693	99,552	33,536	233,781
	1996 Q 2	105,322	90,667	28,952	224,941
	1996 Q 3	132,625	129,279	33,824	295,728
	1996 Q 4	112,522	78,332	41,664	232,518
	1996	**451,162**	**397,830**	**137,976**	**986,968**

If you drill down on 1996 in a Reporter version of this report, the categories 1996 Q1, 1996 Q2, 1996 Q3, and 1996 Q4 are added below the 1996 category.

		Outdoor Products	Environmental Line	GO Sport Line
Europe	1996	183,593	141,785	39,456
	1996 Q 1	40,118	46,613	4,352
	1996 Q 2	58,818	31,485	12,432
	1996 Q 3	36,547	29,567	11,008
	1996 Q 4	48,110	34,120	11,664
	1997	153,921	240,987	53,808
Far East	1996	65,709	89,280	35,456
	1996 Q 1	5,947	17,968	8,576
	1996 Q 2	9,999	14,262	7,424
	1996 Q 3	43,362	44,600	15,456
	1996 Q 4	6,401	12,450	4,000
	1997	58,153	95,631	36,824
Americas	1996	201,860	166,765	63,064
	1996 Q 1	54,628	34,971	20,608
	1996 Q 2	36,505	44,920	9,096
	1996 Q 3	52,716	55,112	7,360
	1996 Q 4	58,011	31,762	26,000
	1997	217,217	348,146	73,608

Swap Nested Categories

There are two types of swapping you can perform on nested crosstabs—full category and partial category.

You can swap all rows and columns of a nested crosstab using full category swap. This can be done using the Swap command (Explore menu).

You can use partial category swap to swap levels nested from different dimensions of an Explorer crosstab by dragging a category from one level to another level.

Perform Calculations

When you perform a calculation on nested categories, the new calculation is added at the same level as the last selected category.

For example, you have a report with the Products categories nested below 1996.

	1996		
	Outdoor Products	Environmental Line	GO Sport Line
Locations	451,162	397,830	137,976
Europe	183,593	141,785	39,456
Far East	65,709	89,280	35,456
Americas	201,860	166,765	63,064

If you add Outdoors Products and Environmental Line by selecting only these columns, the new calculation appears at the same level.

	1996			
	Outdoor Products	Environmental Line + Outdoor Products	Environmental Line	GO Sport Line
Locations	451,162	848,992	397,830	137,976
Europe	183,593	325,378	141,785	39,456
Far East	65,709	154,989	89,280	35,456
Americas	201,860	368,625	166,765	63,064

If you select 1996 after selecting Outdoor Products and Environmental Line, the new calculation appears at the top level.

	1996			1996.Outdoor Products + 1996.Environment al Line
	Outdoor Products	Environmental Line	GO Sport Line	
Locations	451,162	397,830	137,976	848,992
Europe	183,593	141,785	39,456	325,378
Far East	65,709	89,280	35,456	154,989
Americas	201,860	166,765	63,064	368,625

If you want to perform a calculation on a nested category that was added using short bar drop zones, you must select the parent category before performing the calculation.

Note

• If you move a calculation to a different level in a report, it is recalculated.

Tip

• To see how a calculation was created, right-click the calculation and then click Explain.

For more information on calculations, see the PowerPlay online Help.

Format Crosstab Reports

Choose a Layout

You can choose from the following layouts for nested crosstab reports

• Standard Layout. Nested levels appear beside one another for rows and below one another for columns.

		Europe	Far East	Americas	Locations
1996	1996 Q 1	91,083	32,491	110,207	233,781
	1996 Q 2	102,735	31,685	90,521	224,941
	1996 Q 3	77,122	103,418	115,188	295,728
	1996 Q 4	93,894	22,851	115,773	232,518
	1996	**364,834**	**190,445**	**431,689**	**986,968**
1997	1997 Q 1	148,727	65,440	138,120	352,287
	1997 Q 2	50,238	14,500	140,040	204,778
	1997 Q 3	123,722	59,135	107,334	290,191
	1997 Q 4	126,029	51,533	253,477	431,039
	1997	**448,716**	**190,608**	**638,971**	**1,278,295**
Years		**813,550**	**381,053**	**1,070,660**	**2,265,263**

• Indented 1 Layout. Nested rows are distinguished by indentation. If there are summary categories, they appear at the top with their labels in bold type.

	Europe	Far East	Americas	Locations
1996	**364,834**	**190,445**	**431,689**	**986,968**
1996 Q 1	91,083	32,491	110,207	233,781
1996 Q 2	102,735	31,685	90,521	224,941
1996 Q 3	77,122	103,418	115,188	295,728
1996 Q 4	93,894	22,851	115,773	232,518
1997	**448,716**	**190,608**	**638,971**	**1,278,295**
1997 Q 1	148,727	65,440	138,120	352,287
1997 Q 2	50,238	14,500	140,040	204,778
1997 Q 3	123,722	59,135	107,334	290,191
1997 Q 4	126,029	51,533	253,477	431,039

- Indented 2 Layout. Nested rows are distinguished by indentation. Summary labels are in bold type and the lowest level is underlined.

	Europe	Far East	Americas	Locations
1996				
1996 Q 1	91,083	32,491	110,207	233,781
1996 Q 2	102,735	31,685	90,521	224,941
1996 Q 3	77,122	103,418	115,188	295,728
1996 Q 4	93,894	22,851	115,773	232,518
1996	**364,834**	**190,445**	**431,689**	**986,968**
1997				
1997 Q 1	148,727	65,440	138,120	352,287
1997 Q 2	50,238	14,500	140,040	204,778
1997 Q 3	123,722	59,135	107,334	290,191
1997 Q 4	126,029	51,533	253,477	431,039
1997	**448,716**	**190,608**	**638,971**	**1,278,295**
Years	**813,550**	**381,053**	**1,070,660**	**2,265,263**

Example

You have prepared a report to show the long-term return of your company's mutual funds. Before you put this report on your web site, you want to change the layout.

Step

■ From the Format menu, click Crosstab Layout and then click a layout.

 Note: The Indented 2 Layout is available for only Explorer reports.

Tip

- The Crosstab Layout command is also available from the right-click menu. To view this menu, right-click anywhere in the report window.

Show Summary Categories

In Explorer reports, you can hide or show the summary categories of a nested crosstab report.

Example

You have prepared a PowerPlay report that compares the one-year performance of your company's mutual funds by type. You do not use the summaries to compare performance, so you have hidden the summary categories. However, your analysis has changed and you now need to show the summary categories.

Steps

1. Open your Explorer report, and click the crosstab you want to change.

2. From the Format menu, click Display Options, and then click the General tab.

3. In the Summary Options box, do the following:

 - To include the summary rows in the crosstab, select Show Summary Row(s).

 - To include the summary columns in the crosstab, select Show Summary Column(s).

 - To include the breakdown of outer summary rows, select Show Summary Break-down.

4. Click OK.

Tip

- To suppress summaries at a specific level of data, right-click a row or column category in a crosstab, and click Hide Summaries at this Level.

Indent Summary Labels

When using Indented 2 Layout in Explorer reports, you can align the summary labels of a nested crosstab with the

- current level
- previous level
- right edge of the label area

Example

You have prepared a PowerPlay report that outlines the earnings for one of your company's mutual funds. You indent the year's summary so it stands out.

Steps

1. Open your Explorer report, and click the crosstab you want to change.

   You must be using Indented 2 Layout.

2. From the Format menu, click Display Options, and then click the Totals tab.

3. In the Indent Totals box, do one of the following:

   - To align the summary label with the lowest-level of nested categories, select With Current Level.

   - To align the summary label with the second lowest level of nested categories, select With Previous Level.

   - To align the summary label with the right edge of the label area, select Right Aligned.

4. Click OK.

Tip

- To automatically indent the lowest-level row labels in a non-nested Reporter crosstab, in the General tab (Display Options dialog box) click Automatically Indent.

Change Summary Labels

You can change the text and font of the labels for the summary rows or columns in a nested crosstab report.

Example

You have prepared PowerPlay reports that contain year-to-date earnings for each of your company's mutual funds. You want to add the fund name to the summary label.

Steps

1. Open your Explorer report, and click the crosstab you want to change.

2. From the Format menu, click Display Options, and then click the Totals tab.

3. If you want to change the label of the row or column summaries, do the following:

   - To type a new label, click Use Summary Label.

   - To change the font, font style, size, and effects, click Font.

4. Click OK.

Tip

- You can change summary labels by right-clicking the category label and choosing Rename Label.

Hide Report Gridlines

You can hide or show some or all of the gridlines in a crosstab report.

		Europe	Far East	Americas	Locations
1996	1996 Q 1	91,083	32,491	110,207	233,781
	1996 Q 2	102,735	31,685	90,521	224,941
	1996 Q 3	77,122	103,418	115,188	295,728
	1996 Q 4	93,894	22,851	115,773	232,518
	1996	**364,834**	**190,445**	**431,689**	**986,968**
1997	1997 Q 1	148,727	65,440	138,120	352,287
	1997 Q 2	50,238	14,500	140,040	204,778
	1997 Q 3	123,722	59,135	107,334	290,191
	1997 Q 4	126,029	51,533	253,477	431,039
	1997	**448,716**	**190,608**	**638,971**	**1,278,295**
Years		**813,550**	**381,053**	**1,070,660**	**2,265,263**

Steps

1. If you have more than one crosstab in your report, click the crosstab you want to change.

2. From the Format menu, click Display Options, and then click the General tab.

3. In the Gridline Options box, select one of the following:

   - Show Label Gridlines to show label borders.

   - Show Data Gridlines to show cell and label borders.

   - Show Row Detail Gridlines to show borders around labels and values for lowest level of row detail.

   - Show Column Detail Gridlines to show borders around labels and values for lowest level of column detail.

   The report must include nested categories to use Show Row Detail Gridlines and Show Column Detail Gridlines.

4. Click OK.

Insert Blank Rows and Columns

You can add blank rows or columns to a Reporter crosstab. You can also format and resize blank rows and columns after you add them.

	Europe	Far East	Americas	Locations
1996 Q 1	91,083	32,491	110,207	233,781
1996 Q 2	102,735	31,685	90,521	224,941
1996 Q 3	77,122	103,418	115,188	295,728
1996 Q 4	93,894	22,851	115,773	232,518
1996	364,834	190,445	431,689	986,968

Example

You have prepared a PowerPlay report that outlines the types of mutual funds that your company sells. You want to distinguish the individual funds from the funds summary, so you add a blank row and column before the summaries.

Steps

1. In a Reporter report, click the row above or column to the left of where you want the blank to appear.

2. From the Insert menu, click Blank(s).

Notes

- Blank rows and columns appear in only crosstab reports.
- You cannot have blank layers. If you swap rows or columns with layers, the blanks do not appear.
- You cannot have a blank row or column at the beginning of a level.

Tip

- To add a background pattern to a blank row or column, select the blank and from the Format menu, click Categories, and then click Labels and Values.

Show Values as Blank Cells

You can format the measures in your report to show blank cells instead of zeros. You can choose to show any of the following as blanks

- zero values
- divisions by zero
- missing values

Example

You have prepared a PowerPlay report that outlines the five-year return for all your mutual funds. Because some funds are only three years old, there is no data for the first two years. This missing data appears as zeros which incorrectly implies a zero return for these funds. You change these values to blanks.

Steps

1. In the dimension viewer, click the measures you want to format.
2. From the toolbox, click the Format Measures button, and then click the Blank tab (Number Format dialog box).
3. In the Show As Blank box, do one of the following:
   - To show all zero values as blank, select Zero Values.
   - To show all division by zero calculations as blank, select Division By Zero.
   - To show all missing values as blank, select Missing Values.
4. Click OK.

Note

- Zero and missing values appear as blanks in only crosstab displays. In all other displays, zero values appear as n/a unless specified otherwise by your administrator.

2

Chapter 2: Rank and Sort Data

This chapter covers

✔ Why Rank and Sort Data

✔ Rank Data

✔ Sort Data

Why Rank and Sort Data?

Ranking adds ordinals to a report so you can compare your categories to one another. For example, you have a report that outlines revenue for all your products. You can rank this report to see which products had the highest revenue.

You can use sorting to arrange your categories in alphabetical or numerical order. For example, you have a report that contains all of your salespeople. You can sort this report so the salespeople are listed in alphabetical order.

Note

Categories that are hidden are not ranked or sorted.

Automatic vs. Manual

By default, rank categories and sort orders are automatically regenerated whenever there is a change to the report data. If you do not want your rank categories and sort orders re-generated, turn off automatic ranking or sorting.

If you have turned off automatic re-rank, you manually re-rank by

• right-clicking the rank category and then clicking Re-Rank

• clicking the rank category label and then clicking Rank (Explore menu)

You manually re-sort using the Re-Sort command (Explore menu).

Why Use Manual Ranking and Sorting?

Use manual ranking when you want to retain the original rank ordinals after changing the categories in a report.

For example, in your Reporter report, you rank the children of All Products (Outdoor Products, Environmental Line, and GO Sport Line) but then drill down to add the individual product categories to the report. By using manual ranking, you can retain the top level rank ordinals.

	1996	Rank (1996)
Outdoor Products	451,162	1
Back Packs	12,875	na
Cooking Equipment	113,785	na
Sleeping Bags	59,463	na
Tents	265,039	na
Environmental Line	397,830	2
Alert Devices	46,026	na
Bio-Friendly Soaps	75,069	na
Recycled Products	34,734	na
Sunblock	90,741	na
Water Purifiers	151,260	na
GO Sport Line	137,976	3
Carry-Bags	116,688	na
Sport Wear	21,288	na

Use manual sorting when you want to retain the original order of the categories after you have made changes to the categories in the report. For example, in your Reporter report, you sort the children of Locations (Europe, Far East, and Americas) by label in ascending order.

	1996
Americas	431,689
Europe	364,834
Far East	190,445

You then add the individual Location categories to the report by drilling down. Because you have used manual sorting, the sort order is retained for the parent categories.

	1996
Americas	431,689
Australia	68,052
Belgium	20,404
Canada	106,897
Europe	364,834
Far East	190,445
France	78,486
Germany	46,599
Hong Kong	46,119
Italy	0
Japan	19,297
Mexico	55,405
Singapore	56,977
Spain	38,150
Sweden	61,630
United Kingdom	119,565
United States	269,387

Rank Data

You can rank the categories in the rows and/or columns of a report. When you rank the rows or columns of a report, each row or column value is assigned an ordinal that shows how it performed in relation to the other rows or columns. The rank ordinals appear in a new row or column which you can sort. In Explorer reports, the label and values of the rank category are italicized. The italic formatting is removed when you switch to a Reporter report.

You choose whether the highest or lowest value in a category receives a rank ordinal of 1, and how many of the top or bottom results to view. For example, you can show the top five sales representatives, giving the one with the highest sales an ordinal of one.

Example

You are the Vice President of Sales for a company that manufactures cars. You created a report that shows the revenue generated by all salespeople in each of your company's regions. You want to rank this report to show the top ten salespeople in Europe.

Steps

1. From the Explore menu, click Rank.

2. In the Rank box, click whether you want to rank rows or columns.
   The contents of the Rank box depend on the type of display.

3. Click the ellipsis, and click the row or column you want to rank by.

4. In the Show Ordinals box, click the number of ranked categories to show.
   You can show all ranked categories, or type how many of the top or bottom ordinals to show.

5. Click the Lowest or Highest option button to assign either of these values as ordinal 1.

6. In the Sort Ordinals box, do one of the following:

- To rank the ordinals without rearranging their order, click None.

- To sort the ordinals in ascending order (for example, 1 to 10), click Ascending.

- To sort the ordinals in descending order (for example, 10 to 1), click Descending.

7. Select Automatically Re-Rank to use automatic ranking mode.

8. Click OK.

Tips

- To remove ranking from a report, select the rank category label and delete it. You need to show the rank category first if it is hidden.

- To hide the rank category for the current display, select the Hide Rank Categories check box in the Display tab in the Display Options dialog box (Format menu). This option is not available for crosstab displays, or if you select Nested Charts (Explore menu). By default, rank categories are hidden in scatter displays.

- To rank the data in a report using the default rank settings, select the row or column you want to rank by and click the Rank button on the toolbar. If you have selected more than one row or column or no rows or columns when you click the Rank button, the Rank dialog box appears.

  Note: To change the default settings for the Rank button, click Preferences (File menu), and then click the Rank tab.

Rank Identical Values

When you rank the data in a report, data of the same value receive the same rank ordinal. For example, in the following report, small tents and large tents have the same revenue value and therefore both receive a rank ordinal of 2.

	1996	Rank (1996)
Outdoor Products	451,162	1
Small Tents	265,039	2
Large Tents	265,039	2
Cooking Equipment	113,785	4
Sleeping Bags	59,463	5
Back Packs	12,875	6

Because tied values receive the same rank ordinal, specifying the top or bottom number of ordinals to show in a report shows all tied ordinals that fall into the specified number. For example, if you changed the rank settings for the above report to show only the top two ordinals, you actually see three categories in the rows since there are two categories with the ordinal two.

	1996	Rank (1996)
Outdoor Products	451,162	1
Small Tents	265,039	2
Large Tents	265,039	2

Rank Nested Data

You can rank the lowest level categories of nested reports. If you add a lower level of nested categories to the rows or columns where a rank category appears, the rank category is removed.

For example, in the following report, you could rank the columns by Outdoor Products, Environmental Line, or Go Sport Line:

		1996	1997
Products	Outdoor Products	451,162	429,291
	Environmental Line	397,830	684,764
	GO Sport Line	137,976	164,240

If you selected Outdoor Products, the resulting crosstab contains a rank category between Outdoor Products and Environmental Line.

		1996	1997
Products	Outdoor Products	451,162	429,291
	Rank (Outdoor Products)	1	2
	Environmental Line	397,830	684,764
	GO Sport Line	137,976	164,240

For more information about nested categories, see "Use Nested Crosstabs" on page 7.

Sort Data

When you sort, the rows or columns are arranged in ascending or descending order. You can sort
- rows, columns, or layers in alphabetical order
- rows or columns in numerical order

Example

You have prepared a report that includes all salespeople in your company's European locations. You would like to sort the report so the salespeople's names appear in alphabetical order.

Steps

1. From the Explore menu, click Sort.

2. In the Rows, Columns, and Layers boxes, do one of the following:
   - To leave categories unsorted, click None.
   - To sort categories in alphabetical order, click By Label.
   - To sort categories in numerical order, click By Value.

3. In the Sort Order box, click Ascending or Descending.

4. If you want to re-sort categories when your report changes, select Automatically Re-Sort.

5. Click OK.

Tip

- To sort the values in a report using the default sort settings, select the row or column you want to sort by and click the Sort button on the toolbar. If you have selected more than one row or column or no rows or columns when you click the Sort button, the Sort dialog box appears.

   Note: To change the default settings for the Sort button, click Preferences (File menu) and then click the Sort tab.

Sort Nested Data

You can sort nested rows or columns by label, but not by value. For example, you want to sort the rows of the following report so labels appear in alphabetical order.

			Years	
			1996	1997
Locations	Europe	Belgium	20,404	52,162
		Germany	46,599	82,571
		Spain	38,150	87,827
		Sweden	61,630	37,609
		United Kingdom	119,565	131,478
		France	78,486	57,069
		Italy	0	0
	Far East	Australia	68,052	104,975
		Japan	19,297	51,308
		Singapore	56,977	18,025
		Hong Kong	46,119	16,300
	Americas	Canada	106,897	123,192
		Mexico	55,405	25,644
		United States	269,387	490,135

In the resulting crosstab, the categories within each level are sorted alphabetically.

			Years	
			1997	1996
Locations	Americas	Canada	123,192	106,897
		Mexico	25,644	55,405
		United States	490,135	269,387
	Europe	Belgium	52,162	20,404
		France	82,571	46,599
		Germany	87,827	38,150
		Italy	37,609	61,630
		Spain	131,478	119,565
		Sweden	57,069	78,486
		United Kingdom	0	0
	Far East	Australia	104,975	68,052
		Hong Kong	51,308	19,297
		Japan	18,025	56,977
		Singapore	16,300	46,119

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3

Chapter 3: Maintain Standard Reports

In this chapter you learn how to

✔ Share the Dimension Line

✔ Use Report Templates

✔ Update Reports

✔ Create Standard Reports

Share the Dimension Line

Reports can share a dimension line if they use the same cube. A shared dimension line is useful for simultaneously showing information about different categories. When reports share a dimension line, all changes to dimensions (other than measures) in one report automatically appear in the other report.

By default, all reports created from the same cube share the dimension line. If you want to drill down and filter in one report without affecting other open reports, in the Dimensions tab (Preferences dialog box) clear the Share The Dimension Line check box.

Example

You are the regional sales manager for a company that sells camping equipment. You have created two reports to help you analyze the sales performance of your product line. These reports share a dimension line: one report shows trends in products over the past two years and the other shows revenue for each customer type in each location.

You want to examine the performance of the product GO tents over the past two years to see what customers and locations drive revenue performance. However, you don't want this filter to appear in the second report, so you turn off the shared dimension line.

Step to Turn Off Shared Dimensions

■ From the File menu, click Shared Dimensions.

Tip

• To see changes to reports that share a dimension line as you work, tile the reports. When you drill down in one report, you immediately see the effects in the other reports.

Use Report Templates

By setting up report templates, you can save time and help new PowerPlay users.

You can set up a report to use as a template with a similar cube, that is, a cube that has the same top-level dimensions. If you are not sure whether two cubes are similar see your administrator.

Example

You are the Human Resources manager for a nationwide company that sells camping equipment. You have three core product groups that each operate as strategic business units—Environmental Line, GO Sports Line, and Outdoor Products. Each unit has its own cube for analysis. You create a report template so that the manager of each unit presents the data in the same way.

Steps to Create a Report Template

1. Set up the information to appear in the report. For example, add categories, drill down, or filter.

2. Format the report. For example, add a title, resize rows and columns, and change the font and style of labels and values.

3. Save the report.

   You should make your template report read-only so users don't overwrite it when saving their new reports.

Steps to Use a Report Template for a Local Cube

1. From the File menu, click Open.

2. Select the Prompt for Cube check box.

3. In the Files of Type box, select PowerPlay Reports (*.ppr).

4. Locate and select the report.

5. Click OK.

6. In the Access box, select Local.

   You must install PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition) to access a local cube.

7. Locate and select the cube.

8. Click OK.

Steps to Use a Report Template for a Remote Cube

1. From the File menu, click Open.

2. Select the Prompt for Cube check box.

3. In the Files of Type box, select PowerPlay Reports (*.ppr).

   If you have not installed PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition), PowerPlay Reports (*.ppr) is the only choice.

4. Locate and select the report.

5. Click OK.

6. In the Access box, select Remote.

   If you have not installed PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition), Remote is the only choice and is automatically selected.

7. Do one of the following:
   - To access an existing connection, select a connection in the Connection box.
   - To create a new connection, click the Connections button.

   For more information about creating remote connections, see the PowerPlay online Help.

8. Select the cube.

9. Click OK.

Update Reports

By default, PowerPlay updates reports automatically so that you see the most current values for the categories in your report.

If you want to show the most current information only when you need it, you can use manual updates. This can be especially useful if you want to update your reports only when you have time.

Example

You are in charge of the information system for a company that sells camping equipment. Because you are working with very large cubes, it takes a long time to update all of your reports. You choose to update your reports manually at the end of each day, so they are ready for you in the morning.

Step to Turn Off Automatic Updating

■ From the Explore menu, click Get Data, and then click Automatically.

Step to Update Reports Manually

■ From the Explore menu, click Get Data, and then click Now.

Notes

- You will see a question mark (?) in the report's cells until you update the data.
- If the administrator removes a dimension, you are unable to open the report.
- If the administrator removes a category or categories, your report shows *error* in place of the deleted category.

Tip

- To turn on automatic updating for all new reports, select the Get Data Automatically check box in the Options tab (Preferences dialog box).

Create Standard Reports

A standard report is a Reporter report that contains one or more subsets. Subsets are dynamic—they are updated whenever a change in the cube data affects the categories in the subset. For example, you can create a subset that includes all sales representatives of a certain region. Every time you open the report containing the subset, the data is updated so the most current sales representatives are shown, rather than just those from when the report was created.

Standard reports are especially useful when the categories in your cube constantly change. Although you can rely on manual or automatic updates to show new report values, standard reporting is the only way to show categories that have been added, deleted, or changed.

Create a Subset Definition

A subset definition is a query that defines a new set of categories based on specified criteria.

A subset definition can be created using the
- Parentage Subset dialog box
- Find in Cube dialog box
- Advanced Subset dialog box

Once you create a subset definition, it is displayed in the subset viewer of the report until you delete it.

Create a Parentage Subset Definition

You create parentage subsets using the Parentage Subset dialog box, in which you create a subset definition based on a level or levels in a dimension.

Example

You are one of the regional managers for a company that sells camping equipment around the world. Every year, you need to present a report that includes the last two years revenue for all the sales people in the Americas. You create a parentage subset definition that includes the lowest level children of the Americas.

	1996	1997
Henri LeDuc	55,409	44,221
Lisa Testorok	39,788	24,156
Marthe Whiteduck	11,700	54,815
Carlos Rodriguez	55,405	25,644
Greg Torson	13,500	27,072
Bill Smertal	0	33,729
Jane Litrand	22,445	49,462
Bill Gibbons	71,144	61,493
Dan Chancevente	34,702	9,023
Ingrid Termede	20,795	20,781
Gus Grovlin	4,358	72,029
Henry Harvey	0	33,347
Matt Casgot	2,700	51,110
Chris Cornel	24,353	14,506
Dave Mustaine	64,366	72,305
Tony Armarillo	11,024	45,278

Steps

1. Open a new or existing Reporter report.

2. Using the dimension viewer, click the dimension folder you want to use to create the definition.

3. Click the Create Parentage Subset Definition button in the toolbox.

4. In the Qualifier box (Parentage Subset dialog box), do one of the following:
   - To use the children of the selected level, click Next Level Children.
   - To use the children of the selected level as well as the children of those categories, click Next Two Levels' Children.
   - To use the lowest level children in the dimension, click Lowest Level Children.

5. Click Save Subset to create the subset definition in the subset viewer.

6. Click Close to close the Parentage Subset dialog box.

Note

- If you click Next Two Levels' Children, the lower level is nested in the higher level in the report

Create a Find-in-Cube Subset Definition

You create a subset definition using the Find in Cube dialog box. You use this tool to find all categories in the cube that meet specified criteria in the category label.

Example

You are in marketing for a company that sells many different camping products. You need to present a report each month that contains all of the products that start with the word GO. You create a find-in-cube subset definition that returns all of the categories in the cube that contain this word.

	1996	1997
GO Small Waist Pack	2,880	1,976
GO Large Waist Pack	3,696	3,900
GO Cookset	26,136	16,815
GO Camp Kettle	12,495	8,932
GO Sport Line	137,976	164,240
GO Sport Bag	29,904	38,408
GO Ski Gear Bag	44,672	33,280
GO Duffel Bag	42,112	65,992
GO Headband	10,280	7,216
GO Wristband	4,864	9,360
GO Water Bottle	6,144	9,984

Steps

1. Open a new or existing report.

2. In the dimension viewer toolbox, click the Create Find-in-Cube Subset Definition button.

3. In the Find What box (Find In Cube dialog box), type the string you want to match.

4. To conduct a simple search, in the Simple Patterns box, do one of the following:
   - To match the string anywhere within the category label, click Contains.
   - To match the string with the beginning of the category label, click Begins With.
   - To match the string with the end of a category label, click Ends With.

5. To conduct an advanced search, click Options and do one of the following:
   - To conduct a search that matches the lowercase and uppercase characters of the string you typed in the Find What box, click Match The Case.
   - To match the entire string that you typed in the Find What box, click Match The Whole Category.
   - To use wild cards in the Find What box, click Use Wildcards. For a list of wildcards, see the *Wildcards* table in this chapter.

6. In the Cube tab, do one of the following:
   - In the Dimension(s) box, click which dimension to search.
   - In the Name box, click whether you want to search the short name, long name, or description of the categories.

7. Click the Find All button.

8. Click Save Subset, and click Close.

Wildcards

Character	Finds	Example
^	The beginning of a string.	"^inter" finds "interesting" and "interfere", but not "splinters".
$	The end of a string.	"$in" finds "in" and "within", but not "interfere".
?	Any single character (except newline).	"to?" finds "top" and "ton", but not "to".
~	Zero or one occurrence of the preceding character (or sub-expression).	"files~" finds "file" and "files", but not "filed".
*	Zero or more occurrences of any characters (except newline).	"can*" finds "can" and "Canada".
#	Zero or more occurrences of the preceding character (or sub-expression)	"filex#" finds "file" and "filexxx".
@	One or more occurrences of the preceding character (or sub-expression).	"filex@" finds "filex" and "filexxx", but not "file".
|	Either the preceding character (or sub-expression) or the following one.	"localis|ze" finds either "localise" or "localize".
[ ]	Any character within the brackets. Ranges of characters can be specified using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; e.g. [!a-m] matches everything except a through m.	p[iu]ck" finds "pick" and "puck".
( )	Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.	"ab(cd)#e" finds "ab" followed by zero or more "cd" combinations followed by "e".
\	The next character literally. Allows wildcard characters to treated as normal characters.	"what\?" finds "what?".

Create an Advanced Subset Definition

You create an advanced subset definition by using the Advanced Subset dialog box. You can use this tool to define a subset that matches specified criteria. For example, you may want to define a subset that includes only sporting good products sold in Canada and the U.S. These subsets (as with all subsets) are saved with the report so that you can reuse them even if the cube changes.

You create an advanced subset definition by first determining the dimension that you want to use. For example, if you want your subset to focus on the top sales branches by revenue, you select the Locations dimension because sales branches (which are the object of your criteria) are contained within the Locations dimension. If you want to also include the country level in your definition, you can select more than one level to appear. (You may need to choose an alternate drill-down path if the levels that you want are not in the primary drill-down path.)

Advanced subset definitions are always dimension specific because you focus on one type of object at a time. This means that you cannot create an advanced subset definition that includes more than one dimension (such as the Locations and Products dimensions).

You can further restrict the definition by including or excluding restrictions by parent category, by name or description using find in cube, or by value. A subset definition can include one or all of these restrictions.

Note: When you sort categories in an advanced subset, categories with missing values are sorted at the end of the list regardless of the sort order.

Example

You are in charge of Finance for a company that sells camping equipment. Every month, you need to present a report that shows revenue for one of your company's channels. You need to see only those products that are sold in Canada and the U.S. and that are part of the Sports Line, so you create an advanced subset definition that includes only these categories.

	1996	1997
Laperier Sportifs	10,045	0
Act'N'Up Fitness	11,486	36,413
Up and Up Co	0	70,371
Hill Street Sports	34,702	44,652
Fredies Sport Whse	0	32,270
Florida Sun Sports	4,358	21,154

Steps

1. Open a new or existing Reporter report.

2. In the dimension viewer toolbox, click the Create Advanced Subset Definition button.

3. In the Name box (Advanced Subset dialog box), enter a name for the subset definition.

4. In the Dimension box, select the dimension you want to use.

    You can use Measures as the dimension only if the selected measure contains more than one level.

5. In the Drill-Down Path box, click the drill-down path that includes the categories you want.

    If there are no alternate drill-down paths, the only choice is Primary.

6. In the Level(s) box, select the level or levels to include.

    If you select more than one level, your subset appears as nested levels.

7. If you do not want to restrict the categories in the level(s) you have selected, click Save Subset.

    If you want to restrict these categories, see the following:

    - "Create an Advanced Subset Definition with Restriction by Parent" on page 30

    - "Create an Advanced Subset Definition with Restriction by Name or Description (Find)" on page 31

    - "Create an Advanced Subset Definition with Restriction by Value" on page 31

    A subset definition can include one or all of the above restrictions.

Notes

- If a dimension has alternate drill-down paths below an alternate drill-down path, any level below the second level alternate drill-down path will not appear in the Levels box, even if they are along the rollup path to the second level alternate drill-down path.
- Changing the dimension, dimension drill-down path, or level(s) clears all restrictions from the Advanced Subset dialog box.
- If you create an advanced subset using Measures as the dimension, you cannot create an advanced subset definition with restriction by value.
- If you include a level in your subset definition that is subsequently removed from the cube, your results may be incorrect.

Tips

- To remove a restriction from the Selected Restrictions box, click the restriction and then click Remove.
- To see a list of some of the categories that are included in a level in the Level(s) box, right-click the level label and then click Sample Categories.

Create an Advanced Subset Definition with Restriction by Parent

Restricting an advanced subset definition by parent enables you to include or exclude specific levels in the subset.

Example

You are one of the regional managers for a company that sells camping equipment around the world. Every year, you need to present a report that includes the last two years revenue for all sales people in Canada and the US, but Canada, the US, and Mexico are all included in the Americas category. You create a parentage subset definition that includes only these lowest level children for Canada and the US and excludes the lowest level children for Mexico.

Steps

1. Create an advanced subset definition.

   For more information, see "Create an Advanced Subset Definition" on page 28.

2. Click the Parent tab.

3. In the Drill-Down Path box, click the drill-down path that contains the restrictions you want to use.

   You can qualify a subset definition using restrictions from both primary and alternate drill-down paths. If there are no alternate drill-down paths, the only choice is Primary.

4. In the Restrict by Parent box, specify the categories you want in the subset.

   - To include a category, select it and then click Include.
   - To exclude a category, select it and then click Exclude.

5. Click Save Subset and then click Close.

Note

- Although a category must meet all restrictions to be returned in the results of an advanced subset definition, if you include two restrictions from the same parent, the results only need to meet one of these restrictions. For example, if you include both Canada and the US from the Americas dimension, then the resulting categories may come from either Canada or the US.

Tip

- If you want to include the majority of your categories in the subset, you can just exclude the few categories you do not want.

Create an Advanced Subset Definition with Restriction by Name or Description (Find)

Restricting an advanced subset definition by name or description enables you to include levels in the subset that contain a specific text string.

Example

You are in marketing for a company that sells many different camping products. You need to present a report each month that contains all of the product lines using the word GO. You create a subset definition that returns all of the product line categories that contain this word.

Steps

1. Create an advanced subset definition.

   For more information, see .

2. Click the Find tab.

   The Restrict by Find Definition box contains only definitions that are already defined for the dimension selected in the Dimension box.

3. Click New.

4. In the Find What box (Find in Cube dialog box), enter the string you want to match.

5. To conduct a simple search, do one of the following in the Simple Patterns box:

   • To match the string anywhere within the category label, select Contains.

   • To match the string with the beginning of the category label, select Begins With.

   • To match the string with the end of a category label, select Ends With.

6. To conduct an advanced search, click Options and do one or more of the following:

   • To conduct a search that matches the lowercase and uppercase characters of the string you typed in the Find What box, click Match the Case.

   • To match the entire string that you typed in the Find What box, click Match the Whole Category.

   • To use wild cards in the Find What box, click Use Wildcards.

7. In the Name box, select whether you want to search the short name, long name, or description of the categories.

   The dimension that appears in the Search in Dimension box was already set in the Advanced Subset dialog box.

8. In the Find in Cube dialog box, click Save Subset and then click Close.

9. In the Advanced Subset dialog box, click Save Subset and then click Close.

Create an Advanced Subset Definition with Restriction by Value

Restricting an advanced subset definition by value enables you to include categories in the subset that represent the largest or smallest values or values that are greater than, less than, or between specific values in a level.

Note: If you select Measures as the dimension, you cannot create an advanced subset definition with restriction by value.

Example

You are in charge of Finance for a company that sells camping equipment. Every month, you need to present a report that shows the ten best selling products for one of your company's channels. You need to see only those products that are sold through the camping chain channel, so you create an advanced subset definition that includes only these categories.

Steps

1. Create an advanced subset definition.

   For more information, see "Create an Advanced Subset Definition" on page 28.

2. Click the Value tab.

   You can also choose an existing value restriction subset definition from the Restrict by Value box.

3. Click New.

4. In the Using Values from the Measure box, select the measure you want to use in the restrict by value subset.

   The dimension in the Select Categories from the Dimension box has already been selected in the Advanced Subset dialog box.

5. In the Restrictions box, select one of the following:

   • a number of values. Enter the number of values and then select Largest or Smallest. The default is The 10 Largest Values.

   • values by size. Select a size restriction and then enter the value in the box. The default is Values Greater than 1000.

   If you select Between as the size restriction, enter values for both the lower and upper limits. If you are using values from a measure based on a percentage, you must use the decimal format when entering a value. For example, if you are restricting an advanced subset to profit margin values greater than 20 percent, enter .20.

6. To specify a category for a dimension other than the default dimensions of the report, select a dimension from the Based on the Dimension Setting box and click the Edit button. Then select a category in the Modify Dimension Setting dialog box and click OK.

   Changing a category for a dimension applies only to the subset and does not affect the dimension line settings for the report. You can only change the categories for dimensions that have not yet been set. For example, the dimensions selected in previous steps are not available in the Based on the Dimension Setting box.

7. In the Restrict by Value box, click OK.

8. In the Advanced Subset dialog box, click Save Subset and then click Close.

Open a Subset Definition

A subset definition can be created from a parentage, find-in-cube, or advanced subset definition. You see the results of a subset definition by opening it in the subset viewer.

Step

■ In the subset viewer, click the Expand button beside the subset definition.
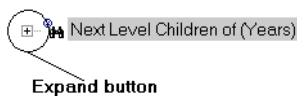
Notes

• If the subset definition is taking too long to open, click the Cancel button to stop it. You will not see any results.

• If the subset definition does not retrieve any resulting categories, the expand button disappears.

Change a Subset Definition

You can edit any subset definition that appears in the subset viewer. When you edit a subset definition that is already added to a report, the categories in the subset are updated to meet the new results of the definition.

Steps

1. From the subset viewer, right-click the subset definition you want to modify, and then click Edit.

2. In the dialog box used to create the subset definition, change the definition and then save it.

Tips
- To see the details of a subset definition, right-click it, and then click Explain.
- To rename a subset definition, right-click it, and then click Rename.

Delete a Subset Definition

When you no longer need a subset definition, you can delete it by right-clicking the subset definition in the subset viewer and clicking Delete. If the subset definition is used in your report, you can
- break the subset, which leaves the categories in the report but does not update them
- delete the subset, which removes the categories from the report

Work With Subsets

Create a Subset

A subset is created whenever you add a subset definition to a report. You can create a subset from
- a parentage subset definition
- a find-in-cube subset definition
- an advanced subset definition

Example

You created an advanced subset definition that includes all of the camping products sold by one sales representative. You want to add this subset definition to your report so the most current products show whenever you open the report.

Step
■ From the subset viewer, click the subset definition, and then click the Add as Rows, Add as Columns, or Add as Layers button in the toolbox.

Notes
- If you change to an Explorer report, you lose the subsets in your report, although they remain in the subset viewer.
- If a subset contains categories that you do not have access to, you cannot see them in the report. For more information about cube security, see the Authenticator online Help.
- To add the subset to your report, right-click the subset and then click Add as Rows, Add as Columns, or Add as Layers.
- You can add individual categories from a subset definition to your report; however, they do not become subsets.

Tips
- You can also drag a subset definition onto the rows, columns, or layers of a report.

Highlight Subsets

If you want to see the categories that belong to a subset in a report, you can add a background pattern using the Highlight Subsets command. You must be in Crosstab view to highlight subsets.

	1996	1997
Dover-1	40,300	44,676
Pack n' Hike	5,109	8,970
GO Small Waist Pack	2,880	1,976
GO Large Waist Pack	3,696	3,900
GO Cookset	26,136	16,815
GO Camp Kettle	12,495	8,932
GO Sport Line	137,976	164,240
GO Sport Bag	29,904	38,408
GO Ski Gear Bag	44,672	33,280
GO Duffel Bag	42,112	65,992
GO Headband	10,280	7,216
GO Wristband	4,864	9,360
GO Water Bottle	6,144	9,984
StarDome	73,800	45,982

Steps to Highlight Subsets in a Report

1. From the Explore menu, click Change Display, and then click Crosstab.

2. From the Format menu, click Display Options.

3. In the General tab, select Highlight Subsets.

4. To change the background pattern, click Subset Patterns and then in the Pattern box (Subset Patterns dialog box), select a different pattern. Click OK.

5. Click OK.

Tip

- You can also highlight subsets by clicking Highlight Subsets (View menu). This command uses the default background pattern which you can change using the Display tab (Preferences dialog box).

Subset Calculations

In order to perform a subset calculation, you must have only one entire subset selected. You can perform the following non-group calculations on a subset

- add
- multiply
- maximum
- minimum
- average
- rollup

A subset calculation always appears directly after the subset. Although a subset calculation is not highlighted with the rest of the subset, it is recalculated if the subset changes.

You can also perform calculations on individual categories in a subset, however the new calculation does not become a member of the subset and is not updated if the subset changes.

For more information about calculations, see the PowerPlay online Help.

Break a Subset

You can break a subset if you no longer want the subset categories to be updated. For example, if you are preparing a report to present at the end of the Quarter, you do not want it updated once the Quarter is over.

You can break a subset by right-clicking the subset and clicking Break Subset.

Other events that also break a subset include:

*   if an individual category in the subset is deleted
*   if one or more categories are added between two categories in the subset
*   if you add a nested category to only one category in a subset (using short bar drop zones)
*   if you drill down on a category in a subset
*   if you rank or sort a report that results in categories being removed from or inserted in between categories in a subset

When you break a subset in one of these ways, you receive a warning to confirm that you want the subset broken. You can choose to show this message every time a subset is broken, or you can turn it off.

When you save a report in which a subset is broken, a list of the broken subsets appears. If you save a report with broken subsets, the categories from the broken subset are not updated, however the subset definition remains in the subset viewer.

Note

*   You do not receive a warning before you break a subset in a read only report.

Delete a Subset

When you no longer want a subset in your report, you can delete it by right-clicking a category in the subset, clicking Delete, and then clicking Subset.

4

Chapter 4: Distribute Reports

In this chapter you learn how to

✔ Save Portable Reports

✔ Customize the Content of a Report and Publish it to Upfront

✔ Publish and Distribute HTML Reports

✔ Publish a Report as a Page in a Briefing Book

✔ Print Reports with Large Amounts of Data

✔ Attach a Report to Email

Save Portable Reports

Save as a PowerPlay Portable Report

In addition to the existing PowerPlay report format (.ppr), in PowerPlay for Windows 6.6 you can save and open a report as a PowerPlay portable report file (.ppx). You can send the .ppx file to your colleagues to change the report in PowerPlay for Excel, and then publish it to the Web. With this new report type, you are not limited to the authored report for your client alone, and can distribute reports to the other PowerPlay clients.

Steps

1. Open the report.

2. From the File menu, click Save As.

3. In the File Name box, enter the name of the file.

4. In the Save As Type box, select PowerPlay Portable Report (*.ppx).

5. In the Save In box, select the folder where you want to save the .ppx file.

6. Click Save.

Save as a PDF

In PowerPlay for Windows, you can also save reports as PDFs. A PDF file is useful for distributing standard reports using Adobe Acrobat and provides quality multipage output. PDF files are compact, portable, and platform-independent so you can capture the original look and feel of a document (including all fonts, images, graphics, and formatting of the application file), regardless of which client the report was created in.

Steps

1. Open the report.

2. From the File menu, click Save As.

3. In the File Name box, enter the name of the file.

4. In the Save As Type box, select PDF File (*.pdf).

5. In the Save In box, select the folder where you want to save the .pdf file.

6. Click Options.

   The Save as PDF Options dialog box appears.

7. In the Save box (Save tab), specify the part of the report that you want to save.

8. In the Selected Display Saving Options box, specify the report properties that you want to save.

   Depending on the option you selected in the Save box, some items are not available.

9. If you clicked Page Layout View or Selected Displays(s) in the Save box, click the Rows and Layers tab, and specify the rows and layers that you want to save with the report.

   Rows and layers that are suppressed or hidden do not appear in the Rows and Layers boxes and can't be selected for saving with the PDF.

10. Click OK, and then click Save.

Customize the Content of Reports

In PowerPlay, you can customize the content of a report using the prompts feature in the Deployment Options dialog box (File menu). You can select the items that you want the report consumer to be prompted for when they open the report in PDF format in PowerPlay Web Viewer.

By default, reports are deployed with no prompting. You can change the default prompting properties in the Publish to Upfront wizard prior to publishing or republishing a report to Upfront.

For more information, see .

Note: The deployment options are saved with the report in both .ppr and .ppx formats.

Steps

1. Open the report that you want to publish to Upfront.

   You can only publish to Upfront reports that are built on remote cubes.

2. From the File menu, click Deployment Options.

3. In the Prompt Report Consumer For box (Prompts tab), specify the prompting options available to the consumer when opening the published report.

4. Click the PDF Options tab.

5. In the Save box, specify the part of the report that you want the consumer to see when opening the published report.

6. In the Selected Display Saving Options box, specify the report properties that you want to save with the published report.

   Depending on the option you selected in the Save box, some items are not available.

7. Click OK.

Publish to Upfront

Upfront is the Web front end to Cognos enterprise applications and other Web data. You can save your PowerPlay for Windows reports to Upfront NewsBoxes to give subscribers access to multidimensional data.

You can publish reports built on remote cubes one at a time using the Publish to Upfront wizard. Publishing is the process of saving a reports as a NewsItem to an Upfront NewsBox. The wizard guides you through the process of publishing to Upfront. Subscribers to a particular NewsBox can click a NewsItem to access or run PowerPlay reports. The report is accessible as a PDF to the Upfront user, or can be opened directly in PowerPlay for Windows.

Steps

1. Open a remote cube.
2. From the File menu, click Publish to Upfront.

   The Publish to Upfront wizard appears.

   You may be prompted for authentication.
3. On the Welcome page, specify the NewsItem Name and Description.

   You can click Finish in the Welcome page to update an existing NewsItem that was previously published to Upfront.
4. On the NewsBoxes page, select the NewsBox where you want to save the NewsItem.
5. On the Report Prompts page, specify the prompt properties for the report consumer.

   For more information about setting prompts, see "Customize the Content of Reports" on page 38.
6. On the PDF Options page, specify the content of the PDF report.

   For more information about setting PDF options, see "Customize the Content of Reports" on page 38.
7. Click Finish to publish or update a NewsItem in Upfront.

Publish and Distribute HTML Reports

Publish a Report as HTML

You can make an HTML report available to users through internet and intranet web pages, a network, or email, so that users can view these reports without PowerPlay installed.

The Publish As HTML command captures what is visible on your screen in normal view. If you have a large amount of data and want to ensure that it is all visible, click the Report as HTML Table option button (Publish As HTML dialog box). Although the report layout is not preserved by the HTML crosstab, all rows and columns are represented.

Example

You are the Chief Financial Officer of a bakery chain. You have formatted your annual report in PowerPlay and now want to publish the report on your corporate web site.

Steps

1. Open the report.
2. From the File menu, click Publish As HTML.
3. In the Save In box, select the folder where you want to save the HTML files.
4. In the Prefix box, type the name to use as the prefix for all the HTML files created for this report.

   The only valid characters are letters, numbers and the underscore (_).

5. If you have layers in your report, do one of the following in the Layer Range box:
   - To publish all layers of your report and include a navigation frame for these layers, click All.
   - To publish only the current layer of your report, click Current.

6. In the Report Format box, do one of the following:
   - To publish the report as a graphical display, click Graphic Image.
   - To publish the report as a crosstab display, click HTML Table.

7. Click OK.

   The HTML files are created in the location and folder you specified.

8. To view the HTML report, double-click the file with the prefix you specified and the extension .htm in Windows Explorer.

   The Web browser is started and you can view the report. Verify that it appears as you expected and contains the correct navigation options.

Tips
- To minimize the size of the HTML files created, in the Background tab (Display Options dialog box) click No Background. This reduces the size of the .jpg file for the graphic image.
- Do not use text colors that may be used as Web browser backgrounds, such as gray or white, or your text may be invisible to users.

Distribute HTML Reports

Once you publish an HTML report, you can make it available for users to view. You can distribute an HTML report by
- linking the files to an internet or intranet web page
- making the files available on a network
- sending the files to specific users via email

Unlike a PowerPlay Report (*.ppr) which is one file, an HTML report consists of many files. All these files are needed to distribute the report, depending on the formatting and graphics included in your report.

File	Description
Header (.htm) Example: Salesdh001.htm	The report title. It has the prefix you provide, the letters "dh," and a sequential number.
Image (.jpg) Example: Sales0.jpg	The graphical display. It has the prefix you provide and a sequential number.
Layer (.htm) Example: Salesdi001.htm	A frame-based page that defines both the header and body pages for one layer. It has the prefix you provide, the letters "di," and a sequential number.
Main (.htm) Example: Sales.htm	The main file that is used to launch the HTML report. It has the prefix that you provide.
Report body (.htm) Example: Salesdb1.htm	All pages of the report body. Each page has the prefix that you provide, the letters "db," and a sequential number.
Scroll Arrows (.gif) Example: Left.gif	An image file used to create right or left scroll arrows that are used to scroll through the layers of a display.
Table of Contents (.htm) Example: Salestoc.htm	A list of all the report body pages. It has the prefix you provide and the letters "toc."

Publish a Report as a Page in a Briefing Book

You can publish a PowerPlay report as a page in a Portfolio briefing book. A briefing book is a document created in Portfolio that combines OLE objects, such as PowerPlay reports, into a format that is easy to use and distribute.

Example

The market demand for bakeries has escalated and you want to add 1000 outlets to double your coverage over the next five years. You need to prepare a presentation for your bank to borrow the necessary funds to meet your growth strategy. You have a number of PowerPlay reports that summarize your company's performance, so you combine the reports in a Portfolio briefing book.

Steps

1. Open the report you want to publish as a briefing book page.

2. From the File menu, click Publish as Briefing Book.

    The Publish as Briefing Book command is available only if you have Portfolio installed on your computer.

3. In the File Name box, type the name of the briefing book you want the page inserted into.

    If the briefing book does not exist, it will be created.

4. In the Folders box, locate and select the folder where you want to save the file.

5. Do one of the following:

    *   To insert the current report content into the new briefing book page, click Embedded.

    *   To insert an OLE link into the new briefing book page, click Linked. This link refers to the current report location, so you must save your report in order to choose this type.

    *   To insert a picture of the current report display into the new briefing book page, click Image. No report content is inserted in this case.

6. Click OK.

Note

*   If a briefing book is secured, you must have author mode privileges to insert a page into it.

For more information about briefing books, see the Portfolio online Help.

Print Reports with Large Amounts of Data

When a report contains large amounts of data, you can print only selected portions.

Example

You are the owner of a large chain of bakeries with over 500 locations. You have a cube that records customer complaint information, such as type, date, time, and location. Using these dimensions, you are able to analyze the frequency of customer complaints at each location. Rather than send this entire report to each of your 500 managers, you print only those complaints that pertain to each shop.

Steps

1. From the File menu, click Print.
2. In the Print dialog box, do the following:
   - To show colors in displays as patterns when printing in black and white, select Colors as Patterns.
   - To show the report on one page, select Fit to Page.
   - To specify the maximum number of pages to print, enter a number in the Threshold box.
3. Click Options.
4. In the Print box (Print tab), specify the part of the report that you want to print.
5. In the Selected Display Printing Options box, specify the report properties that you want to print.
   Depending on the option you selected in the Print box, some items are not available.
6. If you clicked Page Layout View or Selected Displays(s) in the Print box, click the Rows and Layers tab, and specify the rows and layers that you want to print.
   Rows and layers that are suppressed or hidden do not appear in the Rows and Layers boxes and can't be selected for printing.
7. Click OK twice.

Tips

- To set the maximum number of pages to print, enter a number in the Threshold box (Print dialog box).
- To move your legend so it does not cover your data, switch to Page Layout view and position the legend before you print.
- To fit your report on one printed page, click Fit to Page in the Print dialog box. You must have clicked Print Selected Display(s) (Print Options dialog box) to use this feature.

Attach a Report to Email

If you use Microsoft Mail, Microsoft Exchange, or Microsoft Outlook, you can send a report as an attachment to an email message to users who have access to the cube on which the report is based.

Step

■ From the File menu, click Send.

The report appears as an attachment to a new Microsoft Mail, Microsoft Exchange, or Microsoft Outlook message.

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Chapter 5: Work Offline

This chapter covers

✔ Why Work Offline

✔ Turn Off Sub-Cube Refresh

✔ Save a Sub-Cube

✔ Set a Report to Use a Sub-Cube

✔ Automatically Refresh a Sub-Cube

Why Work Offline?

You can continue to work with PowerPlay even when you are not connected to the original cube or the network on which the cube is stored. This feature is useful when you want to take work home or when you are on a business trip.

You can prepare a report containing a subset of the cube data and save the data for this report as a sub-cube (.mdc). When you save only the information used to create the report, you are limited to using the dimensions that were saved.

When you are finished working offline, you can automatically update the sub-cube with data from the original cube.

Note

• You can only work offline if you have installed PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition).

Turn Off Sub-Cube Refresh

Sub-cubes that you create automatically refresh by default. To work offline, you must turn off the automatic refresh option. This turns it off for all reports and cubes that you open.

Steps

1. From the File menu, click Preferences.

2. Click the Options tab.

3. Clear the Refresh Sub-Cubes check box.

4. Click OK.

Save a Sub-Cube

You can work offline with a PowerPlay report by saving it as a sub-cube. Sub-cubes can only be created if the original cube is a:

- PowerCube (Standard or In-database), not a third party cube such as Essbase or Express
- remote cube and the PowerPlay Enterprise Server administrator has enabled sub-cubes to be created from the cube

Example

You are the marketing director for a large advertising agency. You have recently built a report that demonstrates your company's ability to increase revenue and profit for your clients. On short notice, a potential client has asked you to visit his company and give a brief presentation outlining your agency's strengths. Before you leave, you are able to save your report and create a sub-cube on your laptop so that you can continue to work on your presentation while you are traveling.

Steps

1. Prepare the report by drilling down or drilling up to the level of information you need.

2. From the File menu, click Save As to save the sub-cube.

    You must install PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition) to save a sub-cube.

3. Locate the folder where you want to save the sub-cube.

4. In the File Name box, type a name for the sub-cube.

5. In the Save As Type box, select one of the following:

    - PowerPlay Cube (*.mdc)
    - Microsoft Local Cube (*.cub)

    A .cub file is available only if you are accessing data in an MS SSOS database. You cannot save to a .cub file if your report contains a calculated measure.

6. Click Save.

Note

- If you are saving the sub-cube based on a local cube, do not use the same name as the original cube.

Set a Report to Use a Sub-Cube

Once you save the report and the sub-cube, you must open the report using the sub-cube, and then resave the report. This sets the report to always access the sub-cube rather than the original cube.

Steps

1. From the File menu, click Open.

2. Select the Prompt for Cube check box.

3. In the Files of Type box, select PowerPlay Reports (*.ppr, *.ppx).

4. Locate and select the report.

5. Click Open.

   If you opened a remote cube in your previous PowerPlay session, the Choose a Remote Cube dialog box appears.

6. In the Access box, click Local.

   You must install PowerPlay User Edition or PowerPlay Transformation Server (Windows or UNIX edition) to access a local cube.

7. Locate and select the sub-cube.

8. Click Open.

9. From the File menu, click Save to set the report to use the sub-cube.

   When you open the report in another PowerPlay session, the report automatically connects to the sub-cube.

Notes

- You only have to set a report to use a sub-cube once.
- If you want the report to access the original cube or another cube, follow the above procedures and select the original cube or another cube. If the cube is located on a server, select Remote in step 6.

Automatically Refresh a Sub-Cube

When you reconnect to the network on which the original cube is stored, you can set PowerPlay to automatically refresh the sub-cube against the parent cube the next time you open the report. When you want to work offline, you can turn off this option.

Example

You have returned from a business trip where you presented a report to a client. You now want to refresh the sub-cube to update your report.

Steps

1. Close the report or sub-cube that you want to refresh.

2. From the File menu, click Preferences.

3. Click the Options tab.

4. Select the Refresh Sub-Cubes check box.

5. Open the sub-cube or a report based on the sub-cube.

   The sub-cube is updated with new information from the original cube.

Notes

- If you see an error message when you try to connect to the cube you may be trying to connect to the wrong cube or some dimensions may have been removed since your cube was last connected.

- If you open your report and see the word *error* in a category, either this category has been removed from the cube or you have connected to the wrong cube and the categories don't match.

- If the original cube is a secure cube, you may be prompted for authentication information depending on the type of security specified for the cube.

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Chapter 6: Integrate PowerPlay

This chapter covers

✔ Why Integrate PowerPlay with Other Applications

✔ Link Objects

✔ Embed Objects

✔ Export a Report

Why Integrate PowerPlay with Other Applications?

By linking and embedding objects, you can take advantage of features from several applications or add PowerPlay reporting power to other applications.

You may want to link or embed new or existing objects into PowerPlay reports to

* show relationships between a PowerPlay report and a spreadsheet report
* add graphics for visual effect. For example, you may want to embed the corporate logo into your reports.
* add multimedia or macros
* leverage PowerPlay capabilities with other applications. For example, you may want to include your PowerPlay report in a presentation.

If you do not need the whole object you can also link or embed a portion of it.

Linking vs. Embedding

The primary differences between linking and embedding are where the object is stored and whether or not changes are reflected.

An embedded OLE object is a copy of the information that is stored in PowerPlay. A linked OLE object is a pointer from PowerPlay to information in another application. Because embedded objects are a copy of the information stored within a PowerPlay report, changes made to the original object are not reflected. If you want your report to reflect the changes made to OLE objects, you should create linked objects. However, you must have the source application installed on your computer to edit linked objects.

Tips
* When you link or embed a report, the report appears in the size you saved it. If you maximize the PowerPlay report, link it, and later resize the application window, the size of the PowerPlay report changes to match the new size of the application window. If you want the report to remain a certain size, do not maximize it. Instead, size it manually and then link or embed it.
* You can copy information from PowerPlay to the Clipboard and then paste it into other applications. If you regularly copy report objects to another application, you can set up a Launch button on the toolbar. When you click the Launch button, PowerPlay automatically copies information from the active report to the Clipboard before running the application.

Link Objects

You can link an object or a portion of an object to a report so that changes to the object are reflected in the report. When you link an object, the data is stored in the source file. You can open, edit, and change the source file. When the source file changes, the linked object reflects the changes. If you don't want changes reflected, you can embed the object instead.

Example

You are the design manager for a team of software developers that has achieved a breakthrough in telephone switching technology. You are working on a PowerPlay report that evaluates the potential advantages of this new system. Another team member is developing the graphics that appear in your report. You want to link the graphics so updates are reflected in the report.

Steps to Link an Existing File

1. From the View menu, click Page Width.

2. From the Insert menu, click Object.

3. Click Create from File.

4. Select Link.

5. Browse for the file or type the file name in the File box.

6. Click OK.

Steps to Link a Portion of an Object

1. In the source application, select the desired information and from the Edit menu, click Copy.

2. Open the PowerPlay report and click the location where you want the information to appear.

3. From the Edit menu, click Paste Special.

4. Click Paste Link.

5. In the As box, select the format for the pasted information and then click OK.

Tip

• To show the linked file as an icon, in the Paste Special dialog box select Display As Icon. If you want to change the icon or icon name, click Change Icon.

Edit a Linked Object

You can edit a linked object if the source application is available. For linked objects, you can fix errors or change the content of the source in the source application that PowerPlay opens. You do not have to locate the source.

Example

You recently presented a PowerPlay report on telephone switching systems to a number of your corporation's executives. Your report features a number of linked objects. The company executives would like you to present your findings at the annual shareholder's meeting. However, before you do so, you must edit some of the sensitive material found in the linked objects.

Steps

1. From the View menu, click Page Width.

2. Click the linked object in your report.

3. From the Edit menu, click Links.
   If you are working in Normal view, you are prompted to change to Page Width view.

4. In the Links dialog box, click the linked object and click Open Source.

5. In the source application, make the necessary changes, save the source, and close the source application.

   If Update in the Links dialog box is set to Automatic, the linked object is automatically updated.

Notes

- You cannot edit an object whose link is broken.

- You can use the Linked <object description> Document submenu to open or edit the source for a linked object. The <object description> in the command depends on the linked object selected.

Tip

- You can also edit a linked object by double-clicking it in the report.

Update a Link

By default, PowerPlay creates links that are automatically updated when the source changes. In certain cases, you do not want changes in the source reflected in your PowerPlay reports. You can turn off the automatic updating feature so that changes to the source file do not appear in PowerPlay.

Example

Your corporate logo is being revised. The logo graphic is automatically linked to your PowerPlay report. Since you do not want the changes to the logo reflected until they been approved, you turn off automatic updating. Once the logo is ready, you manually update the object.

Steps

1. From the View menu, click Page Width.

2. From the Edit menu, click Links.

3. Click the file whose link that you want to update, and click Update Now.

4. Click Close.

Tip

- To change a manual link to an automatic link, in the Links dialog box, click Automatic.

Change a Linked Source

You can change the source to which an object is linked if the current source is no longer valid.

Example

Your manager wants you to incorporate the logo for a new product into all existing PowerPlay reports. The former logo is linked to the PowerPlay reports. You can adopt the new logo by selecting the source file that contains the new logo as your data source.

Steps

1. From the View menu, click Page Width.

2. From the Edit menu, click Links.

3. In the Links box, click the file you want to change, and then click Change Source.

4. In the Change Source dialog box, locate and click the new source file, and then click OK.

5. Click Close.

Tip

- To add an item name, in the Name box (Change Source dialog box), type the new name.

Break a Link

You can break the link between an object and its source when you no longer need to change the object or when you don't have access to the source. When you break a linked source, the object remains in the report. However, you can no longer edit the source or re-establish the link. Be sure that you make all the changes to the source before you break the link.

Example

While you are working on a report, the included objects must be linked to their sources on the LAN. However, when the report is complete, you need to present it at an off-site meeting and your laptop can't access the source files. You can break the links and take only the report.

Steps

1. From the View menu, click Page Width.
2. From the Edit menu, click Links.
3. Click the file for the link you want to break, and click Break Link.
4. Click Yes.
5. Click Close.

Embed Objects

When you embed an object, the data is stored in the report file and becomes part of the report. When the source file changes, the embedded object does not reflect the changes. You can edit the object in the report, but no changes occur in the source file because the data is stored in PowerPlay.

Example

Every month, you present a PowerPlay report that contains an Excel spreadsheet that is sent to you from your regional office. Because this spreadsheet is constantly changing, you want to embed it in your report before each presentation.

Steps to Embed an Existing File

1. From the View menu, click Page Width.
2. From the Insert menu, click Object.
3. Click Create from File.
4. Browse for the file or in the File box, type the file name.
5. Click OK.

Steps to Embed a New Object

1. From the View menu, click Page Width.
2. From the Insert menu, click Object.
3. Click Create New.
4. In the Object Type box, click the type of object to embed, and then click OK.
   The menus and toolbars of the source application replace the PowerPlay menus and toolbars.
5. Create the new object.
6. Click outside the object area when you are done.

Steps to Embed a Portion of an Object

1. In the source application, select the desired information, and from the Edit menu, click Copy.

2. Open the PowerPlay report, and click the location where you want the information to appear.

3. From the Edit menu, click Paste Special.

4. Click Paste.

5. In the As box, select the format for the pasted information, and then click OK.

Tip

- To display the embedded file as an icon, in the Insert Object or Paste Special dialog box select Display As Icon. If you want to change the icon or icon name, click Change Icon.

Edit an Embedded Object

You can edit an embedded object from within PowerPlay if your system has the application that created the object. For example, you embed an Excel spreadsheet object. Then, to conserve disk space, you remove Excel from your computer. To edit the spreadsheet, you must reinstall Excel.

For embedded objects, you perform in-place editing. When you use in place editing, the menus and toolbars of the source application replace the PowerPlay menus and toolbars. When you edit an embedded object, the changes are not reflected in the source file.

Example

You recently presented a PowerPlay report that featured an embedded Excel spreadsheet. You need to update the contents of the spreadsheet before presenting to your overseas office. You can edit the spreadsheet directly from the PowerPlay report.

Steps to Edit an Embedded Object

1. From the View menu, click Page Width.

2. Double-click the embedded object to perform in-place editing.

   The menus and toolbars of the source application replace the PowerPlay menus and toolbars.

3. Edit the object.

4. Click outside the object area when you are done.

Export a Report

Another way to integrate PowerPlay with other application environments is to export your PowerPlay reports to other formats. You can export a PowerPlay report to

- PowerPlay Portable Report (*.ppx)
- Delimited ASCII Text File (.asc)
- Microsoft Excel Workbook (.xls) version 4.0 and higher
- PDF file (*.pdf)

When you export a report in delimited ASCII or Excel format, you can export only the level of data you see in the report.

Example

You are the regional sales manager for a company that develops and produces telephone switching systems. You have a PowerPlay report that includes the various systems and their retail prices. A member of your sales team needs to see this information, but does not have access to PowerPlay. Since this salesperson has Microsoft Excel, you can export the report in Excel format.

Steps

1. From the File menu, click Save As.
2. Find the folder where you want to save the file.
3. In the File Name box, type a name for the file.
4. In the Save As Type box, click the desired file format, and then click OK.

Notes

- When you export a report in delimited ASCII or Excel format, the top of the text file or the first few rows of the Excel worksheet show the date and time of export, the report file name, the name of the associated cube, and the report type (Explorer or Reporter). The folder names in the dimension line and the data appear below this information.
- You must have Excel installed to save as .xls.

7

Chapter 7: Get the Cubes You Need

In this chapter you learn that you can use Transformer to build precisely the cubes you need. You can

✔ Change the Measures in a Cube

✔ Change Categories in a Cube

✔ Add extra detail

For more information about creating and modifying cubes, see *Discovering Transformer*.

Change Measures in a Cube

You may need to change or add new measures to meet your reporting requirements. For example:

- If a measure appears for categories, levels, or dimensions inappropriately, you can change the allocation settings of the measure.
- If you often use calculations that don't appear in your cube and must be calculated every time you create a report, you can set up your calculations as measures, so you can easily show the results in every report.
- If you want a measure that counts the records in a category, you can create one.

Allocate Measures

When you review a report, you may notice that some measures exist only at a summary level. For example, the budgeted expenses exist at the annual level, but appear as zeros for individual months. Depending on how your business derives certain measures, you may want to change the allocation of measures.

Example

You are in charge of the accounting department for a soft drink company. The company owns 10 bottling plants. The administration costs associated with head office are currently allocated to your central plant, however, you would like each plant to absorb 10% of the administration costs.

Using Transformer

The allocation feature distributes data specified at a summary level of a dimension to lower levels. For example, actual sales revenue may be tracked daily, while sales revenue is forecast quarterly. You may find allocation useful for distributing quarterly forecasts to the month and day levels.

Three types of allocation are available:

- N/A (do not allocate)
- Constant (allocate a measure as a constant value to all descendants)
- By Measure (allocate to descendants proportionally according to another measure)

You can allocate measures over different objects:

- entire dimensions, when the measure appears in a data source that does not reference the dimension.
- levels within an individual dimension, when the measure is specified at a level in the particular dimension.
- categories within levels, when the measure is specified to the particular level.

Set Up Calculations as Measures

There are certain calculations that are crucial to understanding your business, but setting them up in every report is time consuming. You can make these calculations available as measures in your cube.

Example

You are the product manager for a soft drink company. Your current cube includes measures for sales revenue and product cost for your entire product line. However, you also want to be able to quickly determine the profitability of various combinations of flavors and bottle sizes. The profit margin for each product type can be calculated as follows:

(Revenue-Product Cost)/Revenue

You want your cube to include this calculated measure, so you can ascertain the profit margin for each product type in your soft drink line without calculating this category each time you create the report.

Using Transformer

You can perform a variety of calculations to create new measures. Calculated measures derive new data from other measures, functions and constants.

Get Measures that Count Records

You want a measure that counts the number of records.

Example

You are the product manager for a company that currently markets two flavors of 1-liter soft drinks. To evaluate a specific market, you have decided to give away your cola for free for 30 days. Because there is no sales price associated with this product, you want your sales price measure to ignore the promotional product when it counts records to determine total sales for the month.

Using Transformer

You can add a measure that counts either all records or only those records with non-null values.

For example, if you specify Count All as the rollup for sales price (which is the method used to summarize measure data up the category tree for sale price) the result is 3, because the missing value is counted. If you specify Count as the rollup, the result is 2 because the missing value is not counted.

Date	Line	Item	Cost	Sale Price
19980930	1 Liter Drinks	Orange	100	125
19980930	1 Liter Drinks	Cola	120	150
19980930	1 Liter Drinks	Promo Cola	120	n/a

Change Categories in a Cube

You may need to change current categories or create new ones to meet your reporting needs. For example:

- If you want to use a time period other than the standard calendar year, you can create a model that uses your company's fiscal year, a lunar year, industry-specific periods such as 13-week manufacturing cycles, and relative time periods such as year-to-date.

- If you want to change the structure of the data to make exploring and reporting easier, you can sort, remove, suppress, and summarize categories.

- If you want to see one category shown as part of the whole, for example, revenue for a single product as a share of the revenue of the whole company, you can set any category to be a share of another category in the dimension.

- If you want to group categories from different levels in the same dimension for analytical purposes, (for example, identifying your government customers), you can set up special categories that don't follow the normal hierarchical structure.

- If you want to use a different drill-down path to see a different view of the business, you can set up additional drill-down paths to suit your business view.

Use Different Time Periods

A time dimension is a type of dimension that contains categories representing time periods (usually dates). Using time dimensions, you can report on data using different periods of time. Sometimes, you want to analyze your data using a time period that is not available in your cube.

Example

You want to determine how your diet cola product line has performed this year compared to the same period last year. You prepare a PowerPlay report which compares year-to-date last year with year-to-date this year, so you want year-to-date to appear as a category in your time dimension.

Using Transformer

You can set up new time periods to appear as measures in your cube. For example, you can set up

- conventional date periods, such as years, quarters, months, weeks, and days
- industry-specific periods, such as 13-week manufacturing periods or seasons (Fall, Winter, Spring, Summer)
- custom periods, such as fiscal years, hours, or minutes
- lunar time periods, such as lunar years
- relative time periods, such as year-to-date or previous quarter

Change the Structure of Data

You regularly work with cubes that contain large amounts of data and often need to create reports in a short period of time. You sometimes find it difficult to find and isolate the data you need for these reports, so you would like to change the organization and structure of your cube.

Example

You have built a cube that contains three levels of detail for the dimension Products, each of which contains more than 100 items. Every time you drill down, you see too many categories to assess at once. To improve your analytical capability, you can create extra levels which logically sort the categories contained therein and make drilling down more manageable.

Using Transformer

You can sort, summarize, remove, and suppress categories, and make any category the top category in the hierarchy. As well, if you have too many categories in a particular level, you can create extra levels. By changing the structure of the cube, you will find it faster and easier to create the PowerPlay reports you need.

Set Up a Category as a Share of Another Category

You want to see a category as a share of a higher-level category so that you can determine how well this category is doing in comparison with a higher-level category.

Example

You are the production line manager for a soft drink bottling plant that produces 750-milliliter, 1-liter, and 2-liter bottles of soft drinks. You notice that the rejection rate for 1-liter bottles seems unusually high this month. Using the Rejection Rate measure, you can compare the rejection rates of each bottle to that of all bottles to determine if the 1-liter bottle is abnormal.

Using Transformer

You can set up any category as a share of any higher-level category in the same dimension. When you drill down in your PowerPlay Reporter report, you see the category as a share of a higher level.

Set Up Special Categories

You want to group categories from different levels into a special group for specific analysis.

Example

You are the sales manager for a company that markets soft drinks. For the most part, your sales representatives work exclusively in a single territory; however, you have two sales representatives who each have a few small territories. To effectively compare the total revenue that your sales representatives are generating, you can create a category that groups the total revenue for these two sales representatives.

Using Transformer

You can set up special categories for any data that you want to group together. A special category groups regular categories from any level into the same dimension without regard to their normal hierarchical organization.

A special category has the same appearance and behavior as other categories in the dimension viewer. When you drill down, you go directly to the categories that you have selected for this special category.

Drill Down Alternate Paths

You want to set up alternate drill-down paths so you can drill straight to the information you use most often.

Example

You are the Human Resources director for a company that manufactures soft drinks. You want to analyze the sick day patterns of your employees. Your cube features a Sick Day dimension that has six levels: 0, 1-5, 6-10, 11-20, 21-30, and 30+. You are most interested in looking at the data for employees that have over 30 sick days, and would like to bypass the other levels and go directly to this one.

Using Transformer

You can set up any number of alternate drill-down paths to more effectively analyze your data. Alternate drill-down paths improve report navigation and create paths that provide increased insight. However, you should limit the number of alternate drill-down paths to avoid confusion.

Add Extra Detail

Using Transformer, you can add detail that enhances your analytical power in PowerPlay. For example:

- If you want to see details at the transaction level, you can link one or more Impromptu reports to the measures in a cube (if Impromptu is available to you). When you drill through to the transaction level, Impromptu starts, and you can see the details for the PowerPlay report.
- If you want descriptions of the data so that you can distinguish between similar cubes, or you want to know the formula used in a calculated measure, you can tie descriptions to the data in a cube.
- If you want to convert to a currency that is not available in PowerPlay, you can add the currency to the cube.

Drill Through to Transaction-Level Details

In order to accurately interpret the trends in a report, it can be helpful to see the transaction-level details behind your numbers.

Example

You are the regional sales manager for a soft drink company. Upon reviewing your PowerPlay report, you notice that one of your sales representatives had a large increase in sales in the last quarter. You want to determine what is behind this sudden success—a particular customer, a group of customers, a special promotional price, or some other factor? You need to see the transaction-level details to gain greater insight into the reasons behind the improved sales.

Using Transformer

You can set up default drill-through to Impromptu for the measures defined in a cube. If the cube uses an Impromptu query definition as a data source, you can drill through to Impromptu by default. You can also set up drill-through access to Impromptu even if you do not use an Impromptu query definition. You can drill through to Impromptu from a cell in a PowerPlay report to show the details behind the cell.

Note: Drill-through access to Impromptu is available only if Impromptu version 4 or higher is installed on your computer and the cube is linked to your Impromptu reports.

Get Descriptions of Data

When you open a report, you see many different types of categories and measures. You may have added this data to your cube a long time ago or it may have been given to you by your administrator. Either way, it can be helpful to know more about the data before using it to interpret the results of a report.

Example

You are the account manager for the central region of a soft drink company. You oversee both retail and wholesale accounts. Every day you get two new cubes from your administrator. One contains data for retail accounts and the other contains data for wholesale accounts. The cubes have several similar calculated measures. You want to see the formula your administrator used to create these measures before you use them to analyze your report.

Using Transformer

You can add a description for any dimension, level, category, or measure to help you identify the data you are viewing. You retrieve this description in PowerPlay using the Explain command.

Add Another Currency

You want to convert the measures in your report into a currency that is not available.

Example

You are the sales manager in your company's head office. Each month, you need to send a report to the sales offices in several countries. Before sending this report, you need to convert the data to different currencies.

Using Transformer

You can make a new currency available in the cube. You can also change the conversion rate of any currency that is already available.

A

Appendix A: Command-Line Options

This appendix covers

✔ Why Use Command-Line Options

✔ No Title Screen

✔ Explorer Report

✔ Reporter Report

✔ Cube Name

✔ Remote Cube Name

✔ Report Name

Why Use Command-Line Options?

You can use command-line options to

- start PowerPlay without showing the title screen
- create a new Explorer report using a specific cube
- create a new Reporter report using a specific cube
- create a new report using a specific cube
- open a specific report

The syntax is:

PWRPLAY.EXE
[/nologo]
[/e=name.mdc]
[/r=name.mdc]
[mdc_file_name]
ppdsremote;<server>;<cube>[;<timeout>]
[report_name]

You can combine command-line options. For example, the following command starts PowerPlay, opens a new Explorer report based on the Inventory cube (inventry.mdc), opens a new Reporter report based on the Accounts cube (accts.mdc), opens a report called Year-End, and bypasses the title screen:

```
C:\COGNOS\PWRPLAY.EXE /e=inventry.mdc /r=accts.mdc year-end.ppr /nologo
```

Note

- The command-line syntax is not case-sensitive.

No Title Screen

The /nologo option starts PowerPlay without showing the title screen or Welcome dialog box.

Example

The following command starts PowerPlay, but bypasses the title screen:

```
C:\COGNOS\PWRPLAY.EXE /nologo
```

Explorer Report

The /e=name.mdc option opens a new Explorer report.

Examples

The following command starts PowerPlay and opens a new Explorer report based on the Inventory cube (inventry.mdc):

```
C:\COGNOS\PWRPLAY.EXE /e=inventry.mdc
```

The following command starts PowerPlay and opens a new Explorer report using the Inventory cube (inventry.mdc) that exists in the c:\reports folder:

```
C:\COGNOS\PWRPLAY.EXE C:\reports /e=inventry.mdc
```

Reporter Report

The /r=name.mdc command opens a new Reporter report.

Examples

The following command starts PowerPlay and opens a new Reporter report based on the Inventory cube (inventry.mdc):

```
C:\COGNOS\PWRPLAY.EXE /r=inventry.mdc
```

The following command starts PowerPlay and opens a new Reporter report using the Inventory cube (inventry.mdc) that exists in the c:\reports folder:

```
C:\COGNOS\PWRPLAY.EXE C:\reports /r=inventry.mdc
```

Cube Name

The mdc_file_name option opens a new report based on a specified cube.

Examples

The following command starts PowerPlay and the Inventory cube (inventry.mdc):

```
C:\COGNOS\PWRPLAY.EXE inventry.mdc
```

The following command starts PowerPlay and the Inventory cube (inventry.mdc) that exists in the c:\reports folder:

```
C:\COGNOS\PWRPLAY.EXE C:\reports\inventry.mdc
```

Remote Cube Name

The ppdsremote;<server>;<cube>[;<timeout>] command opens a remote cube on a PowerPlay server, where

- ppdsremote indicates that you want to open a remote cube

  This entry must always be "ppdsremote."
- server identifies the PowerPlay server on which the cube has been added
- cube identifies the specific cube on the server

  The name must be the label by which the cube is identified on the server.
- timeout specifies the server timeout

  This entry is optional.

Example

The following command starts PowerPlay and opens the Inventory cube on the Accounts server with a timeout of 60 seconds:

C:\COGNOS\PWRPLAY.EXE ppdsremote;accounts;inventory;60

Report Name

The report_name option opens the specified report.

Examples

The following command starts PowerPlay and opens a report named Year-End:

`C:\COGNOS\PWRPLAY.EXE year-end.ppr`

The following command starts PowerPlay and opens the Year-End report that exists in the c:\reports folder:

`C:\COGNOS\PWRPLAY.EXE C:\reports\year-end.ppr`

B

Appendix B: Customize PowerPlay

This appendix covers

✔ Why Customize PowerPlay

✔ Set Your Preferences

✔ Create a Menu

✔ Change Buttons on the Toolbar

✔ Set Up a Launch Button

✔ Customize the Dimension Viewer Toolbox

✔ Distribute Custom Menus and Toolbars

Why Customize PowerPlay?

By customizing your PowerPlay application so that it suits your everyday reporting needs, you can save valuable time for yourself and other users in your organization.

Set Your Preferences

There are many options you can set using the Preferences dialog box. For example, you can choose which type of report, Reporter or Explorer, to open by default every time you create a new report.

Create a Menu

You can add or remove menus and submenus. You can also add or remove commands, separator lines, and macros.

Change Buttons on the Toolbar

You can add or remove buttons and spaces from a toolbar. You can hide or show toolbars, delete custom toolbars, or return all toolbars to their original settings. For example, you can create a toolbar that contains only the buttons you like to use. Then, you can drag it to any position on the screen.

Set Up a Launch Button

You can add Launch buttons to a toolbar to start another application or run a macro from within PowerPlay. For example, you can set up a button that automatically starts Microsoft Excel. You can set up a maximum of ten Launch buttons. Once they are set up, you can edit them.

Customize the Dimension Viewer Toolbox

You can choose which buttons to show in the dimension viewer toolbox. For example, you can show the three buttons you use most often.

You can also choose where to position the toolbox. For example, you can position the toolbox on the right side of the dimension viewer at all times.

Distribute Custom Menus and Toolbars

You can distribute custom menus and toolbars to other PowerPlay users. For example, you can distribute menus that contain only the commands that your department uses.

Set Your Preferences

You can customize your PowerPlay environment in many ways. The Preferences dialog box contains tabs to customize the settings for all new reports.

Use the	To
Alignment tab	Set the row label, column label, and number alignment.
Dimensions tab	Show or hide the dimension line, share the dimension line, show or hide the first or last buttons, set the number of dimensions, and set the location of the dimension line.
Directories tab	Set the locations for cubes, reports, macros, and menus.
Display tab	Set the display type, the display options, the default font for the legend, whether to show or hide the legend, and whether to show or hide the preview window in the Display Options dialog box.
Font tab	Set the default font, style, size, overline or underline, color, and effects.
Format tab	Select from the preset formats and set the number of decimal places to use (0-9).
Options tab	Turn data retrieval on or off, intersect categories, show the View Modes toolbar, set how many entries to show in the most recently used list, set a limit on the number of times the Undo command can be used, and set default sensitivity for automatic exceptions.
Page Defaults tab	Set the font, size, color, and content for a default title, header, or footer.
Palette tab	Set the display colors and patterns, customize colors, show colors as patterns, and reset to default colors and patterns.
Patterns tab	Select a pattern and a foreground and background color.
Query tab	Set the location of the Impromptu report or another application for drill through from PowerPlay.
Rank tab	Determine the settings for the Rank button on the toolbar. You can set the number of categories to rank and choose whether to rank the top or bottom number, select the rank sequence, sort the rank in ascending or descending order, and automatically re-rank.
Sort tab	Determine the settings for the Sort button on the toolbar. You can set the row, column, and layer sort order as well as the automatically re-sort option.

Use the	To
Startup tab	Set the default report type for creating reports, maximize the report and the application when PowerPlay starts, and determine whether or not the Welcome dialog box will show.
Suppress tab	Suppress zero values, values resulting from division by zero, missing values, and overflow values.

Create a Menu

You can create your own menus and add the commands you need. When you change the default menus or create new ones, the changes are stored in an .mnu file, which is updated each time you make a change.

Example

You are in charge of setting up the PowerPlay application for others in your government department. As your users distribute reports often, you would like to create a new menu called *Distribute* that contains the Send, Publish As HTML, and Publish As Briefing Book commands.

Steps

1. From the Tools menu, click Customize Menus.

2. Click the Add SubMenu button.

3. In the Submenu Name box, enter a name for the new menu.

4. Do one of the following:

    • To add a menu, select the Add at Top Level check box.

    • To add a submenu, clear the Add at Top Level check box.

5. Click OK.

    The menu or submenu is added.

6. In the Categories box, click a category.

    The selection of commands changes depending on the currently selected category. For example, click File to choose from the commands found in the File menu.

7. With the menu highlighted, click a command, and then click Add Menu Item.

8. Repeat steps 6 and 7 until you have added all the commands you want and click OK.

Note

• The Screen Help button does not appear on the toolbar by default. If you use screen help, you must customize your toolbar to add it.

Tips

• To organize a menu, add a separator line between groups of related commands.

• To remove a menu, remove the .mnu file from your directory. The next time you open PowerPlay, the default menus are restored.

• To eliminate changes that you made, click the Default button to restore the default menus.

• To add a macro to a menu, click the Macro button, and then click a macro from the list.

Change Buttons on the Toolbar

You can change the buttons on an existing toolbar or add buttons to a custom toolbar. You can also remove buttons from any toolbar.

Example

You are in charge of imports for a governmental department. You regularly distribute reports to offices in Britain, which requires that you convert your reports to British pounds. You want to customize your PowerPlay toolbar to include the Currency button.

Steps

1. From the Tools menu, click Customize Toolbars.

2. If you want to create a new custom toolbar, click New, choose a name and an initial location for the toolbar, and then click OK.

3. Drag the buttons you want to appear from the Available Buttons box to the toolbar.

    Use the Categories box to change the selection of buttons. For example, click File to show only those buttons found in PowerPlay' File menu.

4. If you want to remove a button from an existing toolbar, drag and drop it off of the toolbar while the Customize Toolbars dialog box is open.

5. Click Save.

    The changes you make are stored in the Ppcustom.ini file and remain in effect for your current PowerPlay session.

Tips

*   To add a space between buttons, add a Separator button.
*   To return to the original settings, click Reset. New buttons are not removed.
*   To share custom toolbars with another user, give a copy of your Ppcustom.ini file to the other user.

For more information about distributing custom menus and toolbars, see "Distribute Custom Menus and Toolbars" on page 69.

Set Up a Launch Button

You can add up to ten Launch buttons to your custom toolbar. Each button can be configured to run a different application or macro from within PowerPlay.

Example

You are the manager of a government department. You keep the data source files for your PowerPlay reports in Microsoft Excel spreadsheets. While reviewing your PowerPlay reports, you want to look at your data source files. You customize your toolbar to launch Excel directly from PowerPlay.

Steps

1. From the Tools menu, click Customize Toolbars.

2. Drag the Launch button to a toolbar.

3. Click Close.

4. Click the Launch button on the toolbar.

5. In the Description box, type a name for the Launch button.

    The name appears when you pause the pointer over the button.

6. Do one of the following:

   • To run an application, click the Run Application option button and type the name of the .exe file.

   • To run a macro, click the Run Macro option button and type the name of the .mac file.

7. If you want to minimize PowerPlay when you launch the application or macro, select the Minimize PowerPlay check box.

8. If you want to specify what to copy to a new application, from the Copy to Clipboard box, do one of the following:

   • To copy everything that is selected in the report to the Clipboard, click Selections.

   • To copy the entire report to the Clipboard, click Report.

   You can use the Clipboard only when running another Windows application. You can't copy information from the Clipboard to a DOS application.

9. In the Button Icon box, do one of the following:

   • To keep the default Launch button icon, click the Use Toolbar Icon option button.

   • To use the icon that comes with the application, click the Use Application Icon option button.

   • To locate and select a different icon, click Browse.

10. Click OK.

Tip

• To change the settings of an existing Launch button, hold down the Ctrl key and click the Launch button. Then make the changes and click OK.

Customize the Dimension Viewer Toolbox

You can customize the buttons that appear in the dimension viewer toolbox. You can also choose to position the toolbox on the left, right, top, or bottom of the pane.

The following toolbox buttons are only available for only Explorer reports:

Click the	To
	Replace the rows with the selected categories.
	Replace the columns with the selected categories.
	Replace the layers with the selected categories.

The following toolbox buttons are available for only Reporter reports:

Click the	To
	Add the selected categories as rows.
	Add the selected categories as columns.
	Add the selected categories as layers.
	Show the average of the selected categories in a new category.
	Show the values of the selected categories as a percentage of their higher-level category.
	Show the sum of the selected categories in a new category.
	Add categories at the next level down from the selected category.
	Add all categories at the lowest level from the selected category.
	Show the selected categories as new individual categories in the report.
	Show the intersection between two categories.
	Preserve parent/child relationship when nesting levels from a dimension.
	Open the Advanced Subset dialog box where you can create an advanced subset definition.
	Open the Parentage dialog box where you can create a level subset definition.

The following toolbox buttons are available for both Explorer and Reporter reports:

Click the	To
	Filter data using the selected category.
	Switch between short and long versions of the category names.
	Open the Number Format dialog box, where you can format the measures in your report.
	Open the Find In Cube dialog box where you can create a find-in-cube subset definition.

Example

You only use the long names for the categories in your reports, so you want to remove the Short/Long Names button from the toolbox.

Steps to Customize the Toolbox

1. Right-click the toolbox and click Customize.

2. Do one the following:

   - To add a new button, click it in the Available Buttons box, and then click Add.

   - To remove a button, click it in the Toolbox Buttons box, and then click Remove.

   - To reset the toolbox to the default settings, click Reset.

3. If you want to change the order of the buttons, click an enabled button, and then click the Move Up or Move Down button until the button is positioned where you want.

4. If you want to add a space before a button in the toolbox, click an enabled button, and then add a Separator button.

5. Click OK.

Steps to Change the Position of the Toolbox

1. Right-click the toolbox and click Location.

2. Click one of the four docking positions.

Distribute Custom Menus and Toolbars

You can distribute frequently used menu commands that you have stored in a custom menu. You can also distribute a custom toolbar. Menus are stored in the Menuset.mnu file and toolbars are stored in the Ppcustom.ini file.

Example

You are the director of a government department that oversees transportation policy. You have worked closely with your systems analyst to build customized menus and toolbars that suit your departmental needs. You can distribute these menus and toolbars to others in your department.

Steps

1. To distribute custom menus, give a copy of your Menuset.mnu file to the other user.

2. To distribute custom toolbars, give a copy of your Ppcustom.ini file to the other user.

   The Menuset.mnu and Ppcustom.ini files must be stored in the Windows folder.

Notes

- You must restart PowerPlay to see the new menus and toolbars.
- If other users have a custom toolbar with the same name as a custom toolbar you've distributed, their custom toolbar is replaced by your toolbar.
- If you have customized your menus and renamed your Menuset.mnu file, you will not see the new menus if you are given a new Menuset.mnu file. Delete your .mnu file and then in the Customize Menus dialog box, click Load to load the new menu file.

Tip

- To disable the custom menus, delete the Menuset.mnu file or move it to another folder.

C

Appendix C: Specifications

This appendix covers

✔ Specifications

Specifications

Attribute	Limit
Bitmap size	Limited only by available memory
Color Settings (blue, green, red)	Minimum: 0
	Maximum: 255
Hue (setting for colors)	Minimum: 0
	Maximum: 239
Largest allowed negative number	Defined in the cube
Largest allowed positive number	Defined in the cube
Luminosity (setting for colors)	Minimum: 0
	Maximum: 240
Margins for the page	Determined by current printer settings
Maximum limit of bars in a display (without scrolling)	500
Number of categories in a report (rows, columns, or layers)	The limit for the number of categories is 6,442,450,940. While this is possible, depending on your computer's memory, you may find that 100,000 is a more reasonable limit.
Number of characters for the location and filename of the picture added to the background of a display	Maximum: 126
Number of characters in a category label	255
Number of colors available	Limited by the number of colors supported by your monitor or printer
Number of digits in an operand (add, subtract, multiply, divide, percent, maximum, minimum, average, exponentiate)	11
Number of dimensions in the dimension line	255

Attribute	Limit
Number of displays in a report	Limited only by available memory
Number of files in the Recent File list (File menu)	9
Number of fonts per report	Limited by available memory and by the number of fonts supported on your system
Number of open reports	Limited only by available memory
Number of nested category levels	Unlimited
Number of toolbars	20
Number of Undo Actions	Limited to between 5 and 5,000 as specified in the Options tab (Preferences dialog box)
Saturation (setting for colors)	Minimum: 0
	Maximum: 240
Smallest allowed negative number	Defined in the cube
Smallest allowed positive number	Defined in the cube

Index

Symbols

-N-

-O-

-P-

-Q-

-R-

-S-