

Host Analytics (Modeling) Agenda for Spotlight Reporting Training

1. Application Overview-

- a. Discuss Data Flow Diagram Chart from Planning to Modeling (**Slide 3**)
- b. Quick Modeling Reporting Demo (this sets the stage for the training) (**Slide 4**)
 - a. Demo Adhoc report actions (quick slice and dice, drag and drop)
 - b. Demo Reports, open and show a prebuilt report (show formatting)
 - c. Demo who to create a report book (open multiple sheets)

2. Analyze Subtask (Slide 8)

- a. Explain the **Analyze > Data** tab, discuss the toolbar.
- b. **Data** - viewing or saving data
- c. **Design View** – discuss the toolbar, editing/saving the view
- d. Review **Slice and Dice, Drag and Drop** (other navigation options, move dimensions around)
- e. Discuss **Navigation** tricks (type ahead and cut and paste to create dimension on rows and columns) and **Properties** selection
- f. Create a few views as an example (these reviews will be used later)

Working Session 1 (Slide 9, 10, 11)

- a. Perform slice and dice, drag and drop as well as other navigation tricks.
- b. Customer should build 3 sample Views (three different **Time** views) (saving with their initials- create a folder) to demonstrate that they understand the concept
- c. **View 1**
 - a. **Row: Accounts**- choose any accounts that you see fit, between 10-15 accounts
 - b. **Columns: Time**- 12 months across (Jan-16-Dec 16)
 - c. **Page:** All other dimensions
 - d. **Nest:** N/A
- d. **View 2**
 - a. **Row: Accounts**- choose any accounts that you see fit, between 10-15 accounts
 - b. **Columns: Time**- Create Qtr 1 (Jan-Mar, Qtr1) and Qtr 2 (Apr-Jun, Qtr2)
 - c. **Page:** All other dimensions
 - d. **Nest: Scenario**- bring Scenario on top of time and choose **Actuals**
- e. **View 3**
 - a. **Row: Accounts**- choose any accounts that you see fit, between 10-15 accounts
 - b. **Columns: Time**- Create Qtr1- Qtr4 (similar to above)
 - c. **Page:** All other dimensions
 - d. **Nest: Scenario**- bring Scenario on top of time and choose **Actuals**
 - e. **Nest:** another dimension from page onto columns

3. Reporting (Reporting and Substitution Variables) (Slide 12, 13, 14, 15)

- a. Review transitioning from **Analyze > Data** to **Report > Design** when using a view as the starting point for creating reports.
 - a. **Note:** It is best practice to use Design View to build the view you would like to see in a report and then select **Design Report**
- b. Explain the **Design** and **Run** options.
- c. Show a formatting options.
- d. Explain the **Design Manager, Format Manger, Properties** and **Save**.
- e. Explain what the **“Red”** comment flags mean and what happens if they are moved or deleted.
- f. Demonstrate updating a report using **Design Manager**
- g. Create a report and show how to add a chart to the report (note: only four charts per report are allowed).
- h. **Review substitution variables**, Explain/Show how they would set them up
 - a. Demonstrate how they are used in reports
 - b. **Note:** Make sure you tell the customer that these variables are different from the Core Substitution Variables.

Working Session 2 (Slide 17)

- a. Take the views that were created and convert them into reports
- b. Add a few charts to your reports and save them with their initials.
- c. Update a report or two using Design Manager.
- d. Setup a few substitution variables, test the variables against the reports that were created.

4. Manage Subtask (Slide 19, 20)

- a. **Manage Tab**- Explain the **“Application Settings”** section.
- b. Explain setting up **Users, User Groups** and **Groups**.
- c. **Manage -> User**- Demonstrate adding a new user
 - i. Explain the different roles and what they can and can't do
 - ii. Admin
 - iii. Designer
 - iv. Reviewer
- d. **Manage -> Group**- Demonstrate Adding a new group
- e. **Manage-> User Group**- Demonstrate Adding a user to a group
- f. **Manage > Model Permissions** – Assign a group to the model and explain why this needs to be done. Discuss the dimension filter and value options below.
- g. **Navigation Access**
 - a. Discuss the different areas of the Navigation Access page
- h. **Manage > Application Administration**
 - a. Describe and show all menu items

5. Model Subtask (Slide 23)

- a. Review of the **Model** -> **Subtask** selections
- b. Review of the Core Reporting Model
 - 1. Review Dimensions on the reporting model

6. Building a Model – (Create a smaller model off the reporting model you created for demo)

- a. Discuss the **Model > Setup** screen, select a model and discuss the properties.
- b. Discuss creating a **Model** and **adding dimensions**. Create a model shell with the customer including the dimensions and dimension type designations.
- c. Create an admin map to pull the metadata and GL summary data into this new model to populate it, the same way you used a map to create their reporting model.
- d. Explain each field of the map and what it's used for. Pay special attention to explaining how the **Dimensionfilter** works in relation to the Core for pulling over GL data (this is where we see some challenges).
- e. Review what a calculation script is and “how” / “why” it is used. Discuss and explain the different types of calculation options, most of them are advanced concepts, but we will focus on **Aggregation, DownloadData, the Clear options, Formula, Map and Generate Model**.
- f. Create the **YTD Formula**
- g. Create a calculation script that is in line with the sample models that have been created in the previous sessions (call it DataRefreshSample) and run the map with the customer (this may take a while). See below for what items should be included in the script.

1	Property	Value
2	Model	Income Statement
3	Name	FullDataRefresh
4	Run in Background	Yes
5	Current Status	Not Running
6	Last Run Time	12/7/2015 7:16:37 PM
7	Last Run Status	successfully in 1 hour(s)
8		
9	Type	Name
10	DownloadMetadata	None
11	DownloadData	None
12	ClearModel	None
13	GenerateModel	None
14	Aggregation	None

Working Session 3 (build a small model as a group have the customer follow up)

- a. Have the customer build a new model (using HACPM_Financial dimensions) labeling it with their initials.
- b. Instructor will walk you through creating a simple opex model
- c. User will create a map and a calculation

7. Creating Formulas

- a. Discuss how to create a formula and the different filters
- b. Build a YTD Formula and a totals formula
- c. Have the team create a few formulas that will be used in reports

Working Session 4

- d. Have the customer build a YTD Formula- give them an example to follow
- e. Have the customer create a total formula for and few opex accounts

8. Excel Based Reporting Demo

- a. Discuss what Excel Based Reporting is (EBR)
- b. Explain the process
 - a. Create an excel based workbook- **Manage->Excel Based Report->Setup**
 - b. Start with a View or a Report
 - c. Select **Data->Excel Based Report**
 - d. **Publish** it to the workbook
- c. Show how to convert a report into an excel based report
- d. Show how to publish a report
- e. Show Formatting and using excel on the newly created report.
- f. **Note:** To add a new report to a workbook that has already been published
 - a. Open the workbook- **Excel Based Report->Open**
 - b. When the report is open, add a new sheet to the workbook and cut and paste the newly created report or view you want added into the new sheet
 - c. Next Re-**Publish** the report.