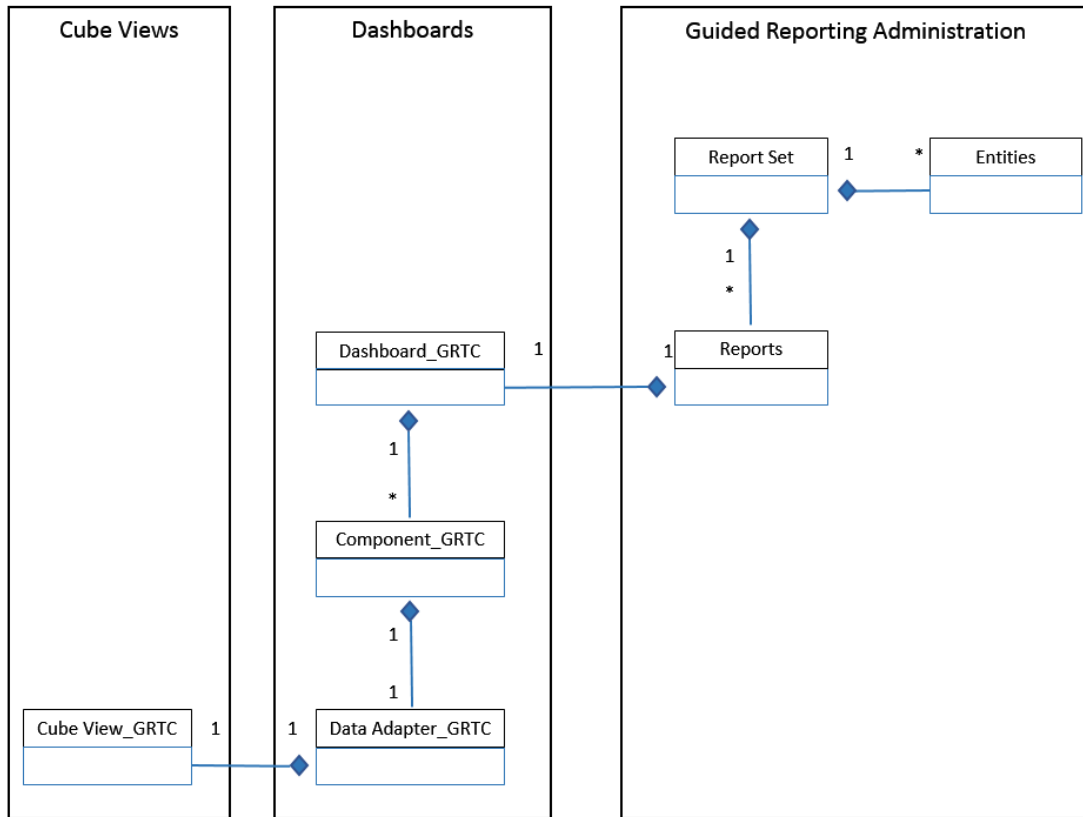## Contents

Administering Guided Reporting (GRT2)
This guide describes the necessary steps to create reports to show in Guided Reporting and how to administer Guided Reporting.

Overview of Guided Reporting
The diagram below is displaying the objects involved in getting a new report into Guided Reporting.

Note: *GRT2* is the suffix for *Guided Reporting Template*

Cube Views
Create Cube Views incorporating the appropriate Parameters.

Dashboards

> **GRT Data Adapter**
> The Data Adapter is connected to an individual Cube View.
>
> **GRT Component**
> A Dashboard Component is typically a Data Explorer Report which is auto-generated from a Cube View, a Report built in OneStream Studio, Charts, or File Viewer used for viewing files such as PDFs. There are other choices as well, but these are the standard.
>
> **GRT Dashboard**
> The Dashboard to which the Component is used. Typically, there is one Component per Dashboard.

GRT Parameters

These are not pictured, but are the Parameters stored under Dashboards located under the Guided Reporting Display Group *(GRT2).*

GRTD Items

These are related to drill down content.

Guided Reporting Administration

Report Sets

This is a named set of Reports where each Report is a reference to a single Dashboard.

Entity Assignment

While there is a default Report Set, other Report Sets can be created and assigned to individual Entities.

Report Publishing

This is a named set of reports published to a PDF file via a Business Rule assigned to a Dashboard control.

Column Sets

This is a named set of columns applied to the reports defined in Report Sets.

Preparing Cube Views for Guided Reporting

At this stage, the Cube Views have been built, gone through an approval process, and are in development. The example used in this document will focus on how to add the *Balance Sheet by Month Consolidated* Balance Sheet Report to Guided Reporting. This can be found by searching the Cube View name, or looking under the *Consolidated Reports* Cube View Group.

To begin, copy this Cube View into a different Cube View Group in order to keep this POV-driven Cube View separate for uses like dropping into Excel. The new Cube View was copied to a group called *XFT Guided Reporting Content (GRTC2)* and named *BalSheet_ByMonth_GRTC2*.

Note: Make sure these Cube Views' names end with *GRTC2* to establish this is Guided Reporting Content.

Next, the Parameters associated with the Guided Reporting Dashboard, drop lists, and other items such as Year, Month, Currency, etc, need to be assigned to the new Cube View. Each Parameter ends with *GRT2* which signifies they are part of the display for the Guided Reporting Dashboard.

The list of Parameters are as follows:

Year_GRT2 and Month_GRT2
Note: The two Time Parameters are separate.

Currency_GRT2
Local or USD

View_GRT2
Periodic or YTD

ColumnSet_GRT2
A list of predefined Cube View columns.

Entity_GRT2
This is the last Entity chosen in the drop lists on the second row.

Select the *BalSheet_ByMonth_GRTC2* Cube View and under the Point of View Tab, point to the proper Parameters.

For this example, the following changes were made:

Entity
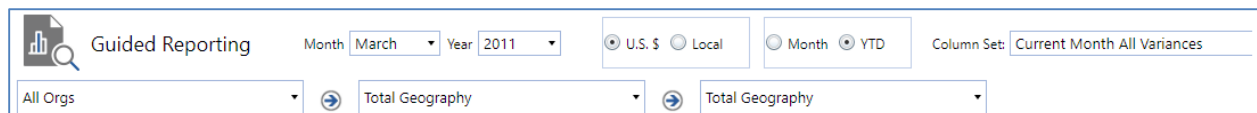*|!Entity_GRT2!|*

Consolidation
|!Currency_GRT2!|

Time
|!Year_GRT2!||!Month_GRT2!|
Note: There is no space between these two Parameters.

View
|!View_GRT2!|

This is what the Parameters will look like in Guided Reporting:

After this is completed, this Cube View is ready to be assigned to a Dashboard.

Turning a Cube View into a Dashboard

Each of these Cube Views are going to be assigned to a Dashboard as a Data Explorer Report Component which is associated with a Data Adapter pointing back to the Cube View.

Data Adapter

Navigate to Dashboards under the Application Tab and select to the XFT Guided Reporting *(GRT2)* Dashboard Maintenance Unit. Select the Data Adapters node and click [icon] in the tool bar to create a new Data Adapter.

Give the Data Adapter the exact same name as the Cube View. In this example, it will be named *BalSheet_ByMonth_GRTC2.* Set the *Command Type* to *Cube View*, select the *BalSheet_ByMonth_GRTC2* Cube View, and save it.

Component

Expand the Components node and select Content Components. Click [icon] in the toolbar to create a new Dashboard Component. Choose *Data Explorer Report* which is the automatically generated report that comes from a Cube View.

Name the Component something such as *der_BalSheet_ByMonth_GRTC2*, where *der_* represents a Data Explorer Report. The key to naming is choosing a prefix that best describes the relationship between this Component and the Dashboard. Next, give the Component a more detailed *Description* such as *Balance Sheet By Month.*

Select the Data Adapters Tab, add [icon] *BalSheet_ByMonth_GRTC2*, and save it.

Dashboard

Select the Guided Reporting Content *(GRTC2)* Group located under Dashboard Groups and click [icon] to add a new Dashboard.

Name the new Dashboard *BalSheet_ByMonth_GRTC2,* give it a user friendly *Page Caption* of *Balance Sheet By Month* or something similar, and set the *Layout Type* to *Uniform.* The Dashboard must be named with the suffix *_GRTC2* in order for it to appear in the Guided Reporting Report Set administration dropdown.

Select the Dashboard Components Tab, add [icon] *der_BalSheet_ByMonth_GRTC2*, and save it.

Report Sets

Adding a Report Set to Guided Reporting

Under OnePlace, select the Guided Reporting Administration Dashboard from the XFT Guided Reporting Dashboard Profile. This is the Administration screen for Guided Reporting.
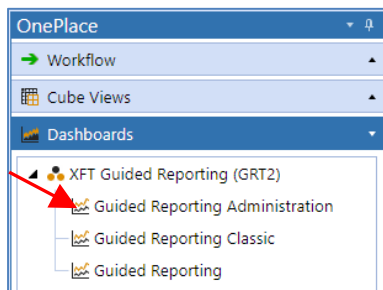
Select the Report Sets Tab where there will always be a *(Default)* Report Set that all Entities will see. For Entity or Entity group-specific reports, a new Report Set will need to be created. In order to do this, click

and give the Report Set a Name, Description and assign a Security Group.

Adding a Dashboard to a Report Set

While a Report Set is selected, in the right part of the window, click   to add a new Report. Fill out the following properties about each report:

Name
A unique identifier used internally.

Display Name
This is what will appear in the left frame in Guided Reporting.

Dashboard Name
A drop list of what is included in the *Guided Reporting Contents Maintenance Group.*

Enabled
A flag allowing the report to be turned off, so it will not appear in the Guided Reporting Dashboard.

Display Order
A numerical list used to sort the reports in this group.

Security Group
Use XF security to filter down this list, so only certain people can see it.

Assigning a Report Set to an Entity

In Guided Reporting Administration, under the Entity Reports Tab, there is a mapping between individual Entities and up to five Report Sets shown when this Entity is selected.

Click   to add a new Entity-Report Set combination. Use the drop lists to select an Entity, up to five Report Sets, and the display order for this Entity in the list.

Column Sets

Creating New Column Sets

Creating a new column set is done directly through the Cube View maintenance screen. Standard column sets should be defined under the XFT Guided Reporting Templates *(GRTT2)* Cube View. Cube View columns must begin with *Cols_* and end with *_GRTT2*. All Cube Views meeting these specifications will be available for selection in the Guided Reporting Administrations Tab for column sets.

In the Column Cube View Templates, column definitions were modified to point to the chosen Parameters for year, month, and Scenario *(depending on the column set)* from Guided Reporting. In this example, the months will appear until the chosen month and a column for the Prior Year will appear:

Months
T#|!Year_GRT2!|!Month_GRT2!|.AllPriorInYearInclusive

Prior Year
T#YearPrior1(|!Year_GRT2!|)Period(|!Month_GRT2!|):Name("Prior Year")

Tip: For more details on writing Member Filters, click [?] in the OneStream toolbar which will open the *OneStream XF Design and Reference Guide* and search for the section on *Time Functions* under *Member Filters* in *Chapter 7: Cube* of the *XF Application Reference Guide*.

Adding Column Sets

In Guided Reporting Administration, under the Column Sets Tab, there is a list of pre-defined column templates available. These column sets are used to flex the Report Sets allowing one report to show data in various views.

Click [+] to add a column set. Use the drop lists to select the new Column Cube View, the description to be shown in the drop down, and the display order for this column set.

Setting Up and Running Guided Reporting

The set up for Guided Reporting is broken into four main steps.

### Import Guided Reporting Package

The Guided Reporting Package is a zip file containing all of the Guided Reporting application files and is located in the OneStream XF MarketPlace. To add Guided Reporting, log onto the correct application, navigate to the Application Load/Extract screen, and import the zip file.

Setup the Custom Tables used in Guided Reporting

Under OnePlace, select the Guided Reporting Dashboard from the XFT Guided Reporting *(GRT2)* Dashboard Profile.
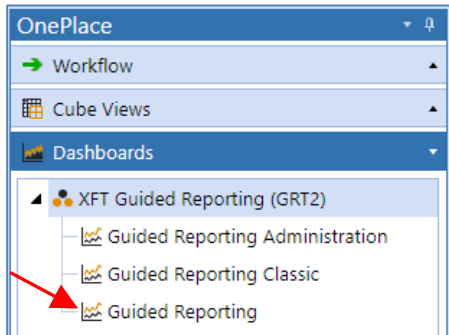
The first time this solution is run, it will be directed to the Guided Reporting Setup screen. The first step of the setup creates all of the tables required for the Guided Reporting Solution. Once the setup is complete, the Guided Reporting Viewer screen will open upon clicking the Guided Reporting link.
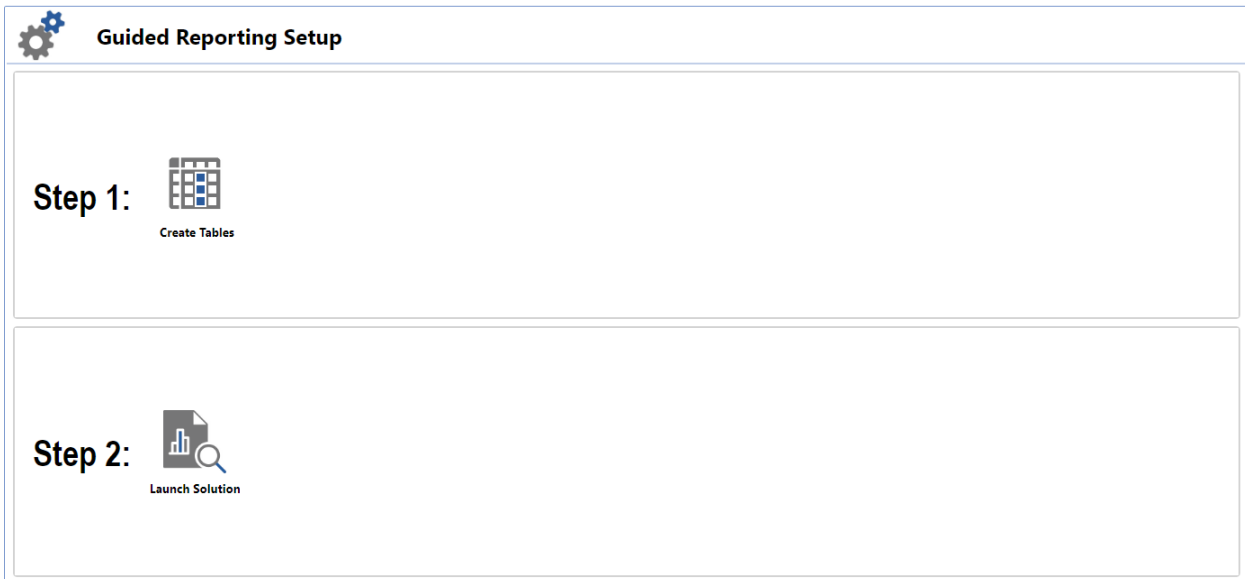
Note: Prior to running the setup, ensure that the account being used to access SQL server has table creation rights on the SQL database in order to create the custom tables.
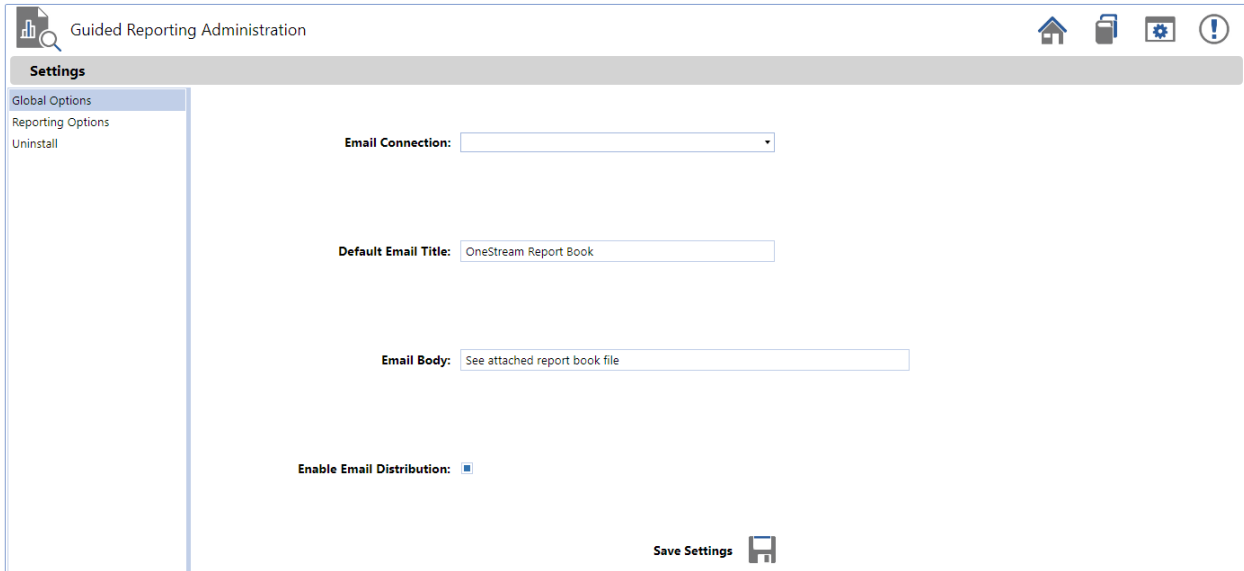
Additionally, the *Application Server Configuration*, located under *Database Server Connection,* must have the following settings updated:

- **Can Create Ancillary Table:** *True*
- **Can Edit Ancillary Table Data:** *True*
- **Table Creation Group for Ancillary Tables:**
  <OneStream Security Group running application setup>
  The default for this is set to *Administrator*
- **Maintenance Group for Ancillary Tables:**
  <OneStream Security Group maintaining the application>
  The default for this is set to *Administrator*

For more details on these settings, see the *OneStream XF Installation and Configuration Guide.*

Set Defaults for Global Options

From the Guided Reporting Administration screen, select the *Settings* icon ⚙ and then select *Global Options.* This allows the user to define the email distribution settings.

Email Connection

Select an email connection from the dropdown list. *Email Connections* were configured in the OneStream Application Server configuration and contain all of the necessary setup information for the local email provider including the sending email address, server credentials, host, port, etc. The email connections list is pulled from the Database Server Connections list in the Application Server configuration.

Note: See *Appendix 1* at the end of this document for information on setting up OneStream encrypted email connections.

Default Email Title

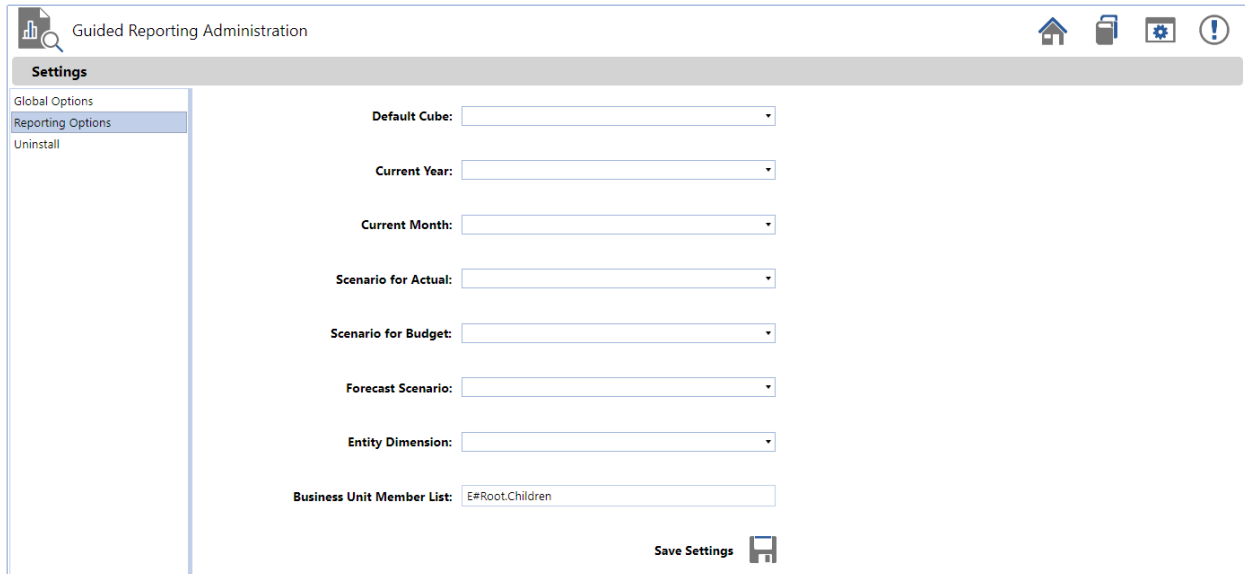The email title displayed in all distributions.

Email Body

The email message included in all distributions.

Enable Email Distribution

This controls whether or not the Viewer screen allows automated distribution of books/reports via email. If this option is enabled, then the Viewer screen will show the Distribution list combo box and email distribution button. If this is disabled, then these controls will not be shown.

Set Defaults for Guided Reporting Parameters

From the Guided Reporting Administration screen, select the *Settings* icon ⚙ and then select *Reporting Options.* This allows the user to define the content & defaults for the viewer dropdown selections.

Default Cube

Name of the XF Cube used in reporting

Current Year

Current reporting year. This will be the default in the year drop down list.

Current Month

Current reporting month. This will be the default in the month drop down list.

Scenario for Actual

Scenario used for Actual reporting. This is used in the pre-created column headers.

Scenario for Budget

Scenario used for Budget reporting. This is used in the pre-created column headers.

Scenario for Forecast

Scenario used for Forecast reporting. This is used in the pre-created column headers.

Entity Dimension

Entity Dimension name used for the Entity drop down lists.

Business Unit Member List

Entity filter containing the list of Entities to display in the first Entity type drop down list.

Create Report Sets

Run the Guided Reporting Admin Dashboard in order to create/assign reports to Report Sets, assign Report Sets to Entities, and assign reports to books for publishing. From the Guided Reporting Administration screen, click the *Report / Distribution Maintenance* icon 📖, and then select *Report Sets* or *Entity Reports* from the list on the left hand side.

Report / Distribution Maintenance

Report Sets	➕ ➖ ↺ 💾	Report Sets	🔲	➕ ➖ ↺ 💾	(Default) Reports			🔲
Entity Reports								
Report Books	Name (Key) ▼	Description ▼		Name (Key) ▼	Display Name ▼	Dashboard Name ▼	Enabled
Distributions	(Default)	Default Report Set		KeyData	Key Data	KeyData_GRTCe1	◼
Columns Sets	CashFlow	Cash Flow Reports		BalanceSheet	Balance Sheet	BalanceSheet_GRTCe1	◼
	Commentary	Commentary Reports		BalanceSheetIFRS	Balance Sheet IFRS	BalanceSheet_IFRS_GRTC	◼
	Consolidating	Consolidation Reports		IncomeStatement	Income Statement	IncomeStatement_GRTC	◼
	HoustonSpecific	Houston Specific Reports		Trial Balance	Trial Balance	TrialBalance_GRTCe1	◼
				OperatingExpDetail	Operating Expense Detail	OperatingExpDetail_GRT	◼

Create Report Books

From the Report / Distribution Maintenance screen, select *Report Books* from the list on the left hand side in order to create groups of reports that can be created and emailed automatically through Guided Reporting.

Report / Distribution Maintenance

Report Sets	➕ ➖ ↺ 💾	Report Books	🔲	➕ ➖ ↺ 💾	Reports In Book (All)	🔲
Entity Reports						
Report Books	Name (Key) ▼	Description ▼		Report Name		▼
Distributions	All	All Reports		BalanceSheet		
Columns Sets	Financial Statements	Financial Statement Reports		ConsolidatingBS		
				ConsolidatingIS		
				IncomeStatement		
				KeyData		
				OperatingExpDetail		

Distributions

From the Report / Distribution Maintenance screen, select *Distributions* from the list on the left hand side. Distributions are lists of internal or external emails assigned to packages for the delivery of OneStream content.

Distribution Specific Users *(Update Distribution Tab)*

This is an individual user based distribution list.

User Name

Select a OneStream XF user name from the dropdown list. The selected users are included in the distribution and the email assigned to the selected user is used during the shipping process. Select *External User* in order to enter an alternate email address. *(Required)*

Alternate Email

Enter the email address to use instead of the email assigned to the OneStream User ID. If *External User* is selected, then an external email address must be entered in this field.

Distribution Security Group Members

The security group based on the distribution list.

Security Group

The OneStream XF Security Group to include in the distribution.

Enabled *(True/False)*

If set to *True,* the security group is included in the distribution, if set to *False*, the group is excluded.

Modifying MarketPlace Solutions

A few cautions and disclaimers when modifying a MarketPlace Solution:

- Major changes to Business Rules or custom tables within a MarketPlace Solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.
- If changes are made to any Dashboard object or Business Rule, consider renaming it or copying it to a new object first. This is important because if there is an upgrade to the MarketPlace Solution in the future and the customer applies the upgrade, this will overlay and wipe out the changes. This also applies when updating any of the standard reports and Dashboards.
- If modifications are made to a MarketPlace Solution, upgrading to later versions will be more complex depending on the degree of customization. Simple changes such as changing a logo or colors on a Dashboard do not impact upgrades significantly. Making changes to the custom database tables and Business Rules, which should be avoided, will make an upgrade even more complicated.