Task Manager Setup Instructions

PV630 SV100

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Overview

The Task Manager solution organizes workflows inside and outside of OneStream XF. It provides one stop for Administrators to manage and ensure the success of their processes.

Task Manager accomplishes the following:

- Assigns tasks based on close or process start dates.
- References workflows to be completed or reassigned.
- Allows for communication around tasks through email and comments.
- Provides at-a-glance charts to see task status across individual Preparers, Approvers, and task groups.

Setup & Installation

Note: Task Manager cannot be used on applications with a custom weekly time profile.

Use the following information to understand prerequisites and dependencies, plan your installation, and configure the database server.

Note: Before beginning setup, verify that the SQL server has table creation rights on the SQL database to create the custom tables.

See also: MarketPlace Solution Modification Considerations

Dependencies

Component	Description
OneStream XF 6.3.0 or later	Minimum OneStream Platform version required to install this version of Task Manager.

Select the Task Manager Development Location

Before beginning installation, decide whether to build Task Manager directly in the production OneStream XF application or in a separate development OneStream XF application. This section provides some key considerations for each option.

Production OneStream XF Application: The primary advantage of building Task Manager in a production application is that you do not migrate the resulting work from a Development application. However, there are intrinsic risks when making design changes to an application that is being used in a production capacity and this is seldom advised.

Note: It is strongly recommended that you implement Task Manager in the development environment with a fresh copy of the production application before starting work.

Development OneStream XF Application: As a best practice, use the development OneStream XF application to build Task Manager.

Create the OneStream Development Application

1. Ensure all the OneStream artifacts relating to Task Manager such as **Workflow Profiles** are in the Production application.
2. Copy your production OneStream application to your development environment and rename it. This development version is used for your Task Manager project.

Application Server Settings

You may need to edit the OneStream Application Server Configuration so users can create and change data in the additional database tables used by Task Manager. If other MarketPlace Solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

See also: Solution Database Migration Advice

Configure the OneStream Application Server

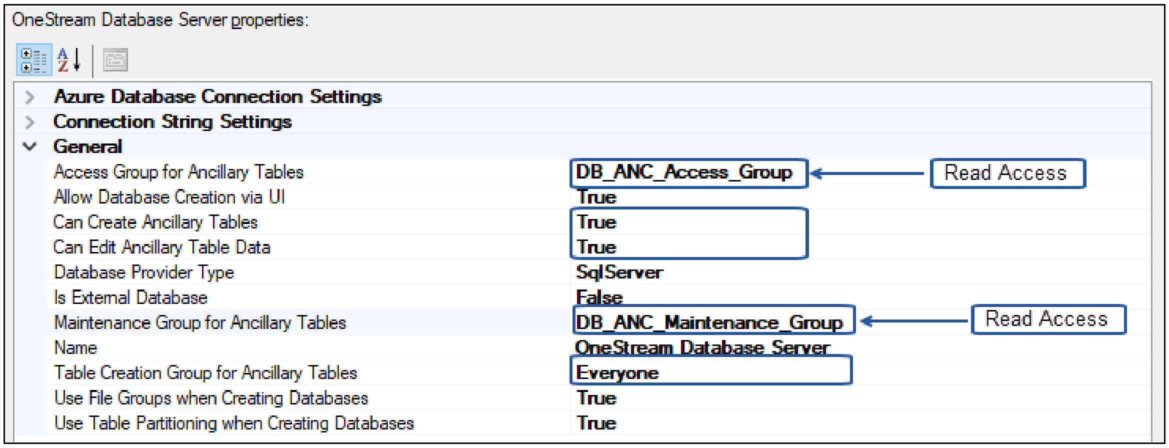
Be sure that the security group settings include the users working on and setting up Task Manager before proceeding.

> **Note:** Group settings are applicable to all MarketPlace solutions; it is important to keep the group names generic.

1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File > Database**.
3. Edit the following **OneStream Database Server properties**:

- **Access Group for Ancillary Tables:** Select a group that includes those who access records.
- **Can Create Ancillary Tables:** True.

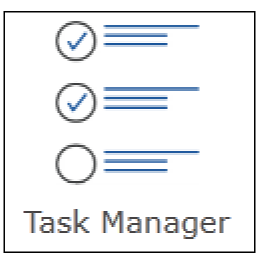
- **Can Edit Ancillary Table Data:** True.
- **Maintenance Group for Ancillary Tables:** Select a group who edit and maintain tables.
- **Table Creation Group for Ancillary Tables:** Administrator.



4. Restart Internet Information Server.

Install Task Manager

1. On the OneStream XF MarketPlace Dashboard, click **MarketPlace > Task Manager**.



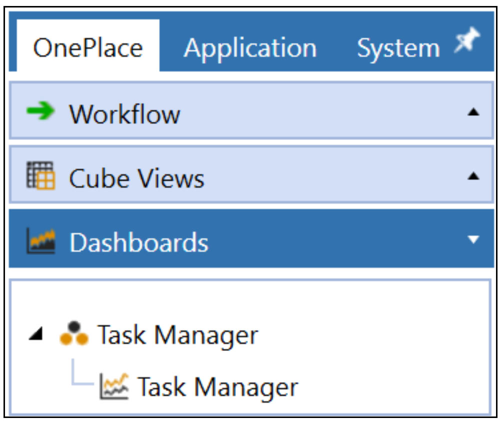
2. On the **Task Manager Solution** page, select the appropriate OneStream XF platform version from the Minimum Platform Version drop-down list.
3. Select the most recent version from the **Solution Version** drop-down list and click **Download**.
4. Log in to OneStream XF.

5. On the **Application** tab, click **Tools > Load/Extract**.
6. On the **Load** tab, locate the solution package using the **Select File** icons and click **Open**.
7. Click **Load** when the solution's file name appears.
8. Click **Close** to complete the installation.

Set Up Task Manager

The first time you run Task Manager, you are guided through the table setup process.

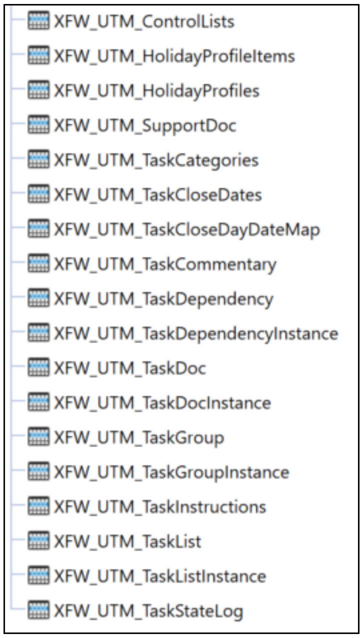
- In OneStream XF, click **OnePlace > Dashboards > Task Manager > Task Manager**.



Create Tables and Launch Solution

1. Click **Step 1: Setup Tables**.

   This step may be necessary when upgrading even if tables already exist. Task Manager does not drop any tables that already exist, but modifies table structures and adds new ones if necessary.



2. When setup is complete, click **Step 2: Launch Solution** to open Task Manager.

Package Contents

The Dashboard Maintenance unit provides the user interface for Task Manager and includes the required dashboard groups, components, data adapters, parameters and files.

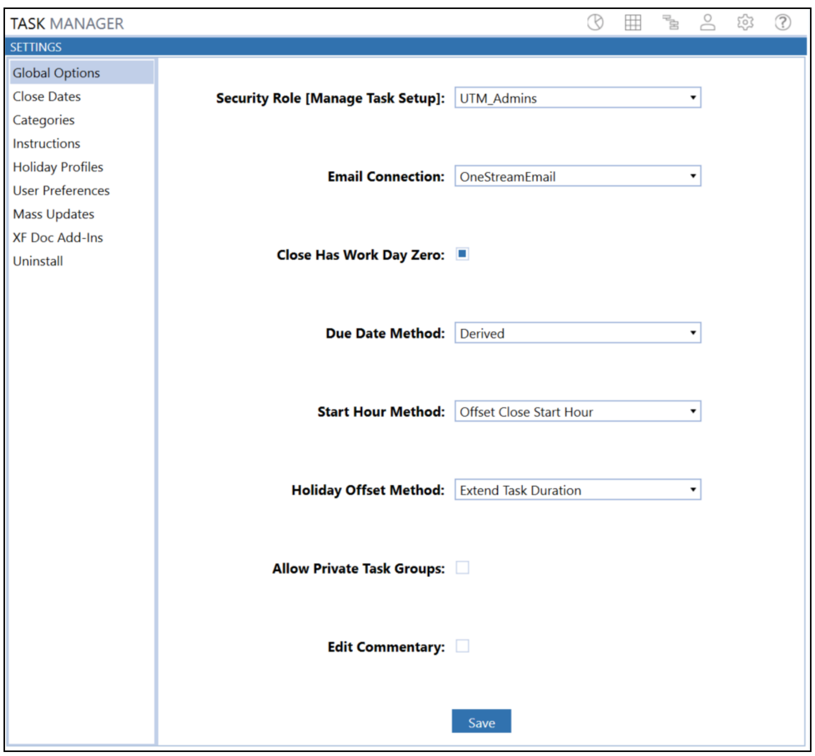
Settings

The Settings page contains the Global Options tab in which key properties that guide administration are set as well as Close Dates, Categories, Instructions, Holiday Profiles, User Preferences, Mass Updates, XF Doc Add-Ins, and Uninstall options.

Global Options

The **Global Options** page contains key properties that guide global Task Manager administration. It should be the first page accessed during the initial setup and configuration of Task Manager.

> **Note:** All Global Option's settings are retained during solution upgrades.



Security Role [Manage Task Setup]

Since security is governed at the global level, it is the assignment of the user group to the security role that determines who are Task Manager Administrators globally. This selected role is granted access to all Task Manager areas and are the only users who can access the Settings Page.

Email Connection

The named email connection to use for notifications. The name of the connections in this drop list derives from the initial server configuration. See the OneStream XF Installation and Configuration Guide for more information on configuring an email connection on your server.

Close Has Work Day Zero

This setting controls the numeric work day values and work day offsets when the **Due Date Method** Global Option is set to **Derived**.

- If set to **Yes**, then Day 0 (zero) is considered the first day of the close in the Work Day list. This is the default setting.

  Example:

  - Close Date = 7/1/2020
  - Task Work Day = 0
  - Task Start Date = 7/1/2020 (Close Date)

- If set to **No**, then Day 0 (zero) is not included in the Work Day list and Day 1 (one) is considered the first day of the close.

  Example:

  - Close Date = 7/1/2020
  - Task Work Day = 1
  - Task Start Date = 7/1/2020 (Close Date)

The **Close Has Work Day Zero** check box has no effect on negative task workday values.

> **Note:** Set this option at the beginning of the setup process and do not change it. If changing this setting after creating tasks, then you must perform mass update and republish to change the value of all existing Day 0 (zero) tasks.

Due Date Method

The Due Date Method determines the process used to compute the start and due dates of a task in relation to the configuration of close dates.

Derived
The start date and due date use the following calculation to get their values:

- Start Date = Global Close Date + Task Work Day Offset
- Due Date = Start Date + Duration

Explicit Day Map List
Looks up the start date in the **Close Date (Day Map)** field and computes the due date the same as **Derived**. This method helps when requiring very specific dates for certain months to avoid certain non-working days to apply offsets.

- Start Date = Day Map Close Date (Looked up by the **Global Close Day & Work Day** value)
- Due Date = Start Date + Duration

Holiday offsets are honored for both derived and explicit day map due date methods.

See also: Close Has Work Day Zero

Published tasks display an error message in the Task Gantt Viewer if Close Date (Day Map) has not been setup for a given workflow period when the Due Date Method setting is set to Explicit Day Map List.

Start Hour Method

This setting controls how to compute a task's start and due date hours.

Offset Close Start Hour
Derives the task start hour by adding the Task Work Hour Start (offset, +2) value to the Close Start Hour value.

If the Task Work Hour Start Offset value is set to **(None)**, then the start hour is the close start hour.

Specific Start Hour
Task start hour is set to the specific value set in the **Task Work Hour Start** (Specific Time, 9:00 AM).

All work hour time values must be specified in Task Manager (Coordinated Universal Time, or GMT/Greenwich Mean Time) when defining the task.

Holiday Offset Method

Extends or shifts a task duration if the task's due date falls on a holiday.

Shift Task Start
Shifts a task's start date to the holiday offset day(s) setup in the holiday profile.

Extend Task Duration
Extends a task's duration to the holiday offset Day(s) setup in the holiday profile.

> **Note:** Holidays occurring during the task duration do not affect the task start or due date values.

Allow Private Task Groups

This setting controls access to the **Task Administration** page. Select this check box (default) to permit all users access to the **Task Administration** page. If left unchecked, only members of the Security Role group can access the page. Users who are not Administrators can only view Task Groups they own.

Edit Commentary

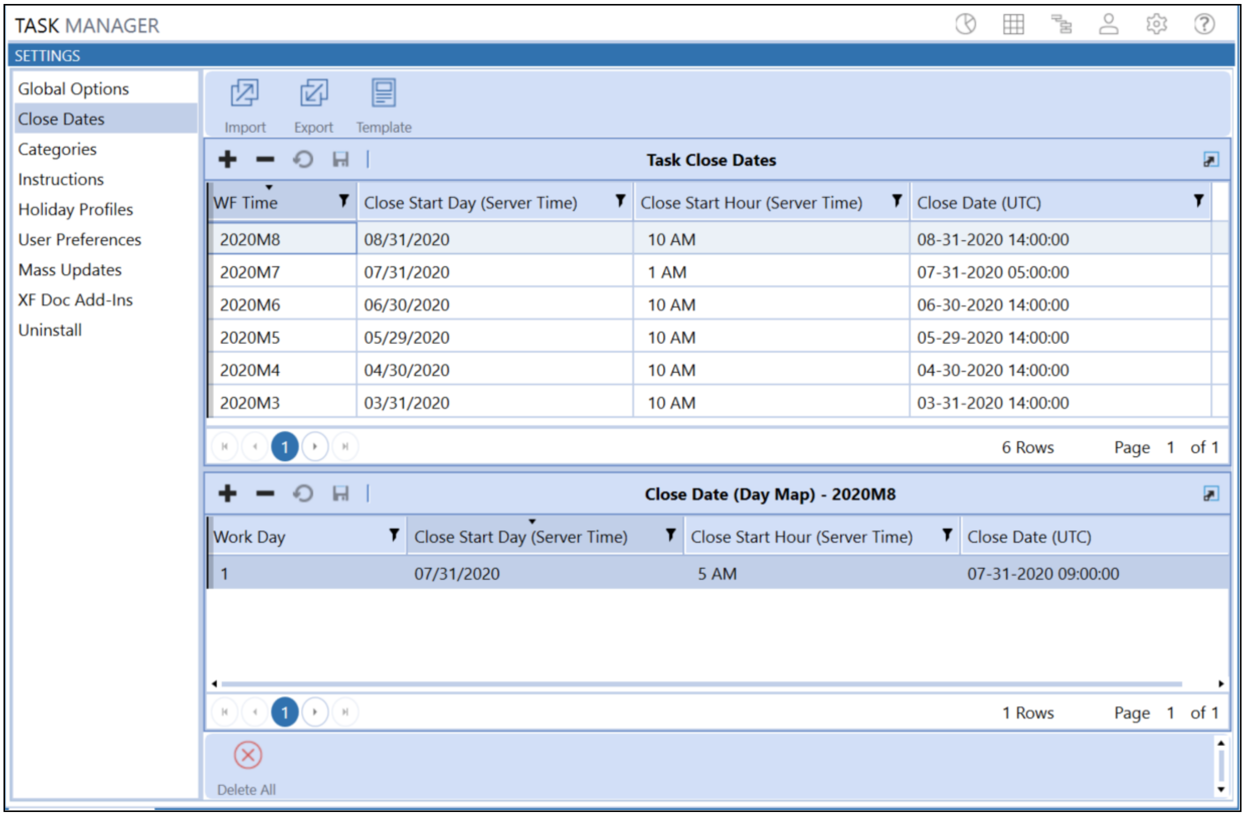
Select this check box to allow a Commenter to edit their comments.

See also:

- Comments
- All Commentary

Close Dates

Close Dates associates a workflow (WF) time with a specific date and time. You can use this date and time to determine if someone is late with their assignments, regardless of their geographic location.



Task Close Dates Pane

WF Time
The workflow time period. Click **Add** to add one record here for each workflow time period.

Close Start Day (Server Time)
Set this to the date when the financial close starts for this workflow time period. Server time is the time zone where the OneStream XF Application Server is located.

Close Start Hour (Server Time)
Set this to the hour of day the close starts. Server time is the time zone where the OneStream Application Server is located.

Close Date (UTC)
No entry required. Saving the record calculates this. The **Close Start Day (Server Time)** and **Close Start Hour (Server Time)** values convert to UTC equivalents so you can compare the current time a task is due to this entry to determine when it is due or late.

Close Date (Day Map) Pane

Used if the **Due Date Method** Global Option setting is set to **Explicit Day Map List**. You must first create a task close date before creating a close date in the Day Map grid.

Work Day
Enter the work day for a close date. This can be any positive or negative numerical value.

Close Start Day (Server Time)
Set as the date when the financial close starts for this workflow time period. Server time is the time zone where the OneStream Application Server is located.

Close Start Hour (Server Time)
Set as the hour of day for what time the close starts. Server time is the time zone where the OneStream Application Server is located.

Close Date (UTC)
No entry required. Saving the record calculates the close date (UTC). The **Close Start Day (Server Time)** and **Close Start Hour (Server Time)** values convert to their Task Manager equivalent values to compare the current time a task is due to this entry to determine when it is due or late.

Import, Export and Template for Close Dates

You can export a close date for manipulation and re-import. A template is provided as a convenience with examples. You can import an Excel file with the close dates and associated close day maps included for update or to be added as new. The following describes each button and expectations.

Import
Click **Import** to choose the Excel file with the task close dates and associated close date day maps to update or add. Any close date day map item requires that the related close date exists before loading. Remove any sample rows before importing. You must close the Excel file, or an error occurs.

> **Note:** No data imports from the Excel file worksheets if the import process encounters an error. The errors are written to a text file that is accessible in your File Explorer import folder.

Export
Export manages exporting the selected task close date and any associated close date day map to a CSV file to manipulate and import as an Excel file once named ranges are added. This extract is not meant for creating new task close dates. To create new task close dates, use the provided Excel import template.

See also: Template

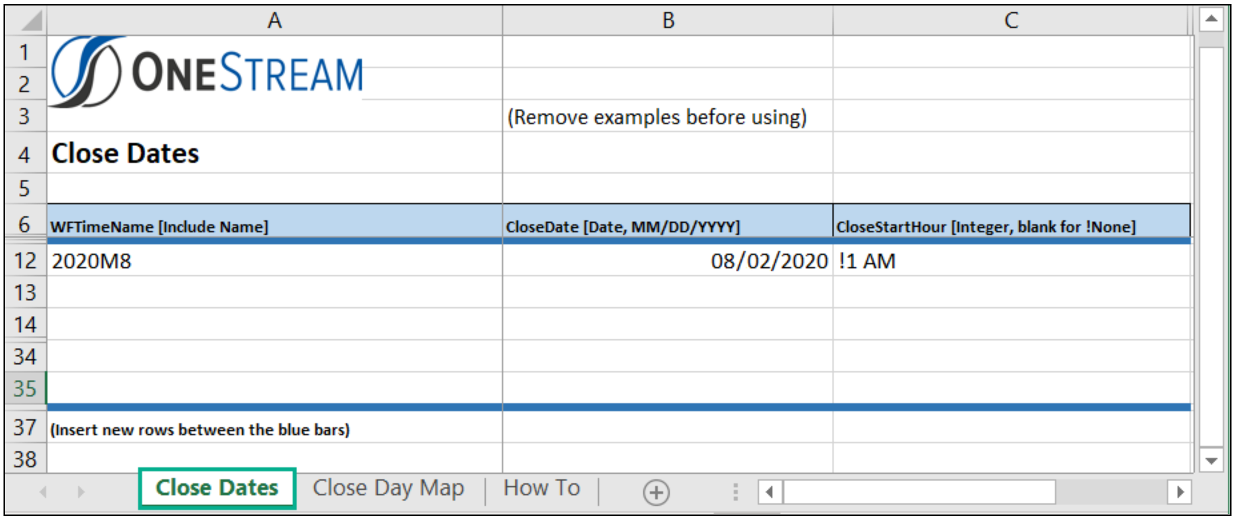
To add named ranges:

1. Save the CSV file as an Excel XLSX file.
2. Create an Excel named range for close dates.
   a. Select cell ranges starting with the cell containing **Application** to the last row in the last column of data before the rows that start with **Close Date Day Map**.
   b. Create an Excel named range that starts with the letters **xft**, for example **xftCloseDate**.
3. Create an Excel named range for close date items.
   a. Select cell ranges starting with the cell containing **Application** below **Close Date Day Map** to the last row in the last data column.
   b. Create a separate Excel named range for day map rows that start with the letters **xft**, for example **xftCloseDayMap**.
4. After entering Excel data and defining named ranges, save the file and close it before importing.

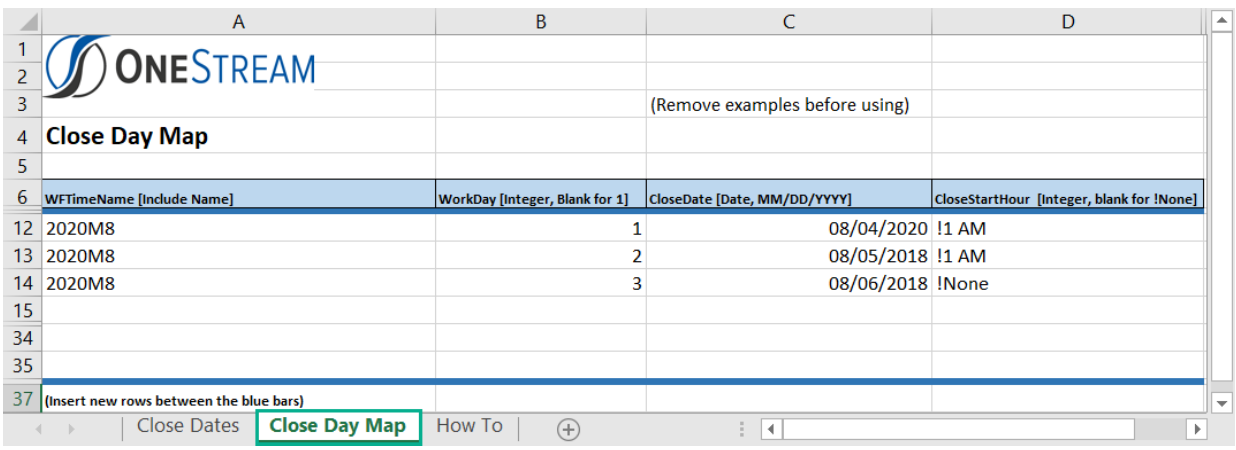
For examples and default values to use, refer to the **How To** tab in the example template by selecting the **Template** button on the **Close Dates** page.

Template
OneStream provides an Excel template to import task close dates or close day maps. Use the **Close Date** tab to enter updates to or add new close dates in the ranges between the blue lines. Insert additional rows within this range to allow for more close dates. Remove sample rows before importing.

Close Dates Tab



Close Day Map Tab



Use the **Close Day Map** tab to enter updates to or add new close day maps in the ranges between the blue lines. Insert additional rows within this range to allow for more close day maps. This tab works from a different named range and both are imported.

The **How To** tab next to the **Close Day Map** tab explains how to use each field and gives examples.

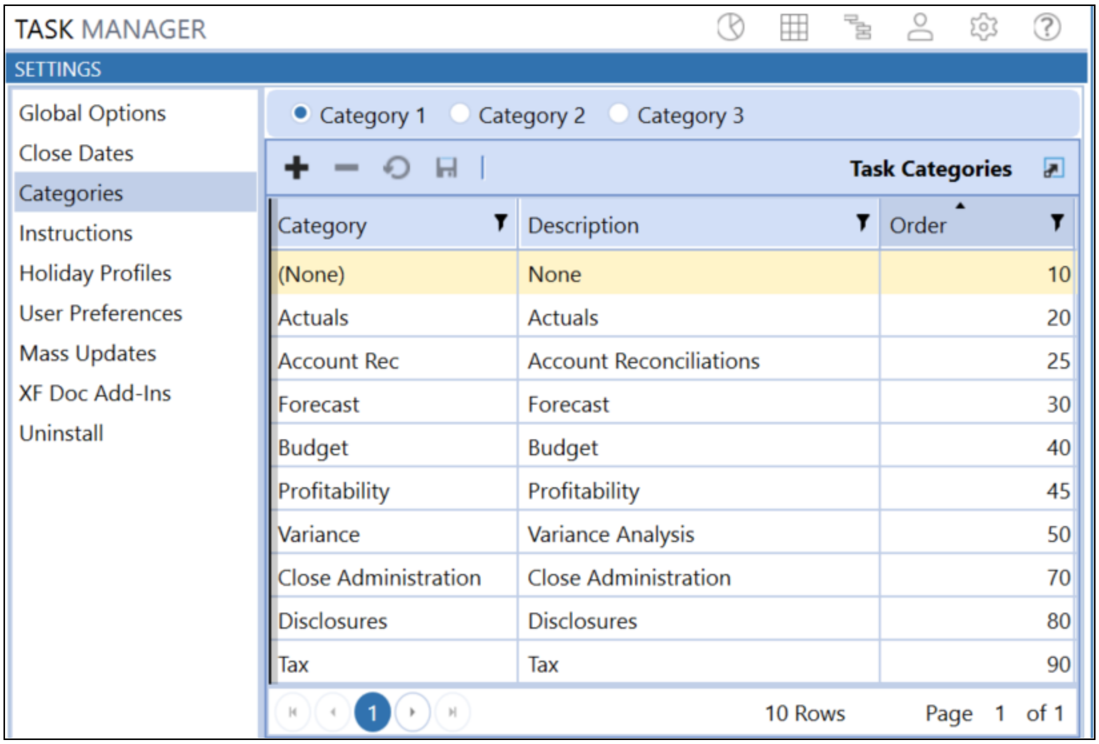
After entering data into the template, save and close the file before importing.

Delete All

Deletes all close date day maps from the selected close date.

Categories

Administrators can maintain a list of up to three categories as informational labels for tasks. The application preloads with the initial category value of **None** for each. Add additional categories by clicking **Insert Row**.



Category 1, Category 2, Category 3

The list of categories maintained by your Task Manager Administrator and are used for information labels for tasks.

Click the **Category 1**, **Category 2**, or **Category 3** radio button to display the items in the selected category.

Categories Buttons

The Task Categories pane on the Categories settings includes a toolbar that lets you perform functions to define categories.

Insert Row
Click the **Insert Row** button to insert an additional row, then the category, description and order to define the category additional categories to the list.

Delete Row
Select a row, then click **Delete** to delete it. Make sure you intend to delete the row. Once deleted, a row cannot be restored.

Cancel
Cancels all changes made since the last save.

Save
Click this button to save any changes made.

Category

The category's name. Its value is required to save the category. After saving, the **Category** field is read-only.

Description

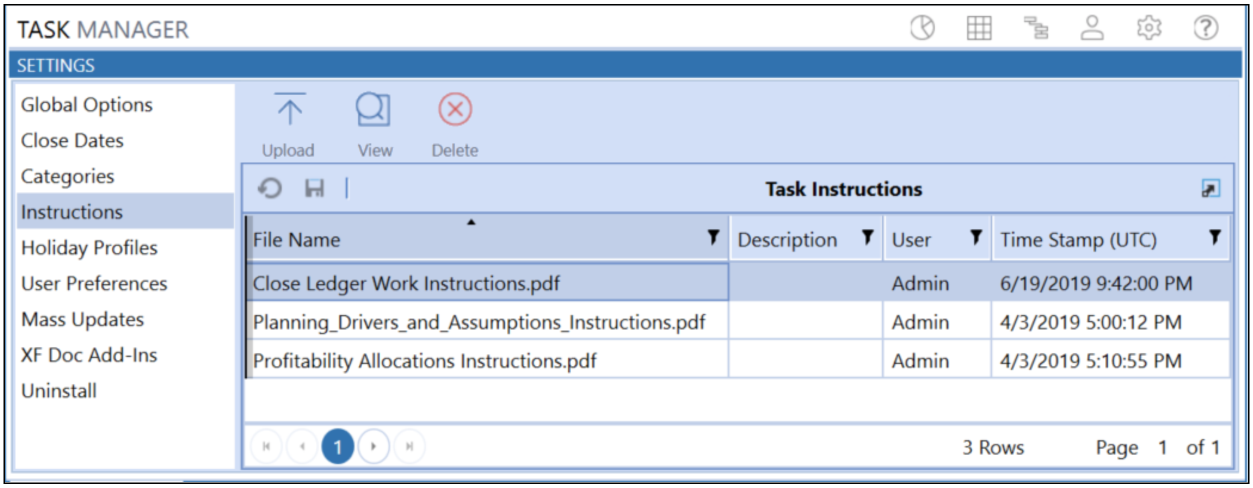
Text that displays when you configure tasks as the category. You cannot create two categories with the same category description. Special characters such as **%** are stripped from the description. For example, **EBIT** and **EBIT %** are considered duplicates.

Order

Controls the order in which categories display in a drop-down list box. The lowest number displays first. If the order of each category is set as the same number, the list sorts by description.

Instructions

Administrators can upload files containing instructions that can then be assigned to all tasks in a task group or to individual tasks. Instructions can be used to provide critical information needed to process a task.



Instructions can be of file types:

- DOCX
- PDF
- PPTX
- RTF
- TXT
- XLSX

Once instructions are assigned to tasks and published, you can view them in the Instructions pane of a task. You cannot edit the instructions.

PPTX and RTF file types are not viewable from within the task's **Instructions** section. Task Manager prompts you to download the file when you click the **Task Instructions** icon for a task with these instruction file types.

See also: Instructions (tasks with instructions only)

> **Note:** Instructions can only be updated at the task level when adding or removing instructions via mass update.

File Name

Lists the file name and file extension of each instruction document currently used as a task instruction.

Description

Any description added to the upload record of the instruction document.

User

The username of the person who uploaded the document.

Time Stamp (UTC)

The upload date and time for the listed document. This is determined by the time zone where your OneStream XF Application Server is located.

Task Instructions Icon Bar

All menu bar selections appear when you select a task instruction from the list.

Upload
Allows you to navigate to and select the instructions file you want to upload to include in the task instructions list.

When uploading a task instructions file that contains restricted characters, the restricted characters are removed from the file name when uploaded, resulting in a different file name. For example, if you upload a file named `&Instructions&.xslx`, the file becomes `Instructions.xslx` in the OneStream database because the restricted characters (the two ampersands) are stripped from the file name. Because instructions file names must be unique in the OneStream database, no other instructions file named `Instructions.xslx` can be downloaded while that instructions file exists in the OneStream database.

See also: The *Restricted Characters* section of the *OneStream Design and Reference Guide* for a list of restricted characters.

View
Select an instructions file, then click **View** to open the selected instructions file in the application associated with the file type.

Delete
Select a file to remove from the task instructions list, then click **Delete** to remove it from the list. This does not permanently delete the file, but removes the file name from the OneStream database.

Holiday Profiles

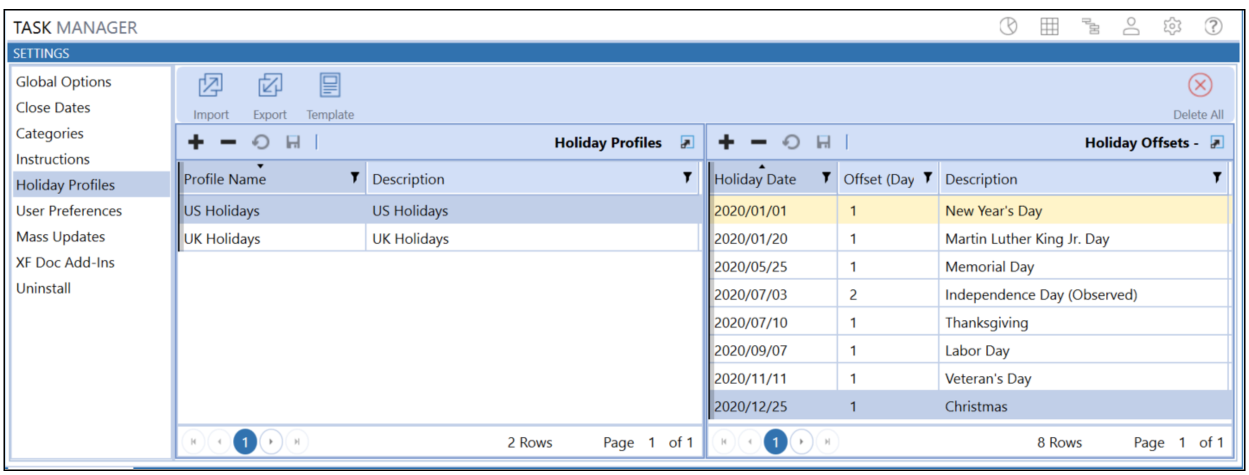
Administrators can maintain a list of holiday profiles that you can assign to tasks. Holiday profiles group individual holidays into logical groups. For example, you can have holiday groups that include all holidays for a specific country.

Holiday Profiles Pane

The Holiday Profiles pane lists currently defined holiday profiles and contains the following information for each holiday.

Profile Name
The name assigned to the holiday profile.

Description
An explanation of what types of holidays are stored within the profile.



Holiday Offsets Pane

These are the individual holidays that cause task due dates to be offset. Select the holiday profile to which the holiday belongs, then click Insert Row in the Holiday Offsets pane to add a new holiday. Offset task due dates allow additional time to complete and approve tasks when the due date falls on a designated holiday date.

Holiday Date
The calendar date of the holiday. Click in the field, then select the **Calendar** icon. Switch to the appropriate holiday date within the calendar to select it.

> **Note:** You can also manually enter the date by selecting in the cell and typing in the holiday date.

Offset (Days)
Enter the number of calendar days that the due date adjusts by when a task due date falls on a specified holiday date. A positive number moves the due date to a later date, a negative number moves the due date to an earlier date.

Description
The name of the holiday.

Holiday Profiles Icon Bar

You can export a holiday profile to manipulate and re-import. A template is provided as a convenience with examples. You can also import an Excel file with holiday profiles and holiday dates included, either to update or to add as new. The following describes each button and expectations.

Import

Click **Import** to select the Excel file with the holiday profiles and associated holiday offsets you want to update or add. Any holiday offset item requires that the related holiday profile exists before loading. Remove any sample rows before importing. Make sure you close this Excel file before importing, otherwise an error displays during the import.

See also: Import, Export and Template for Task Groups, Task Definitions and Task Dependencies

> **Note:** Excel file worksheet data does not import if the import process encounters an error. The errors are written to a text file stored in your File Explorer import folder.

Export

This manages exporting the selected holiday profile and any associated holiday offsets to a CSV file to manipulate and import as an Excel file once you add named ranges. This extract does not create new holiday profiles. To create new holiday profiles, use the provided Excel import template.

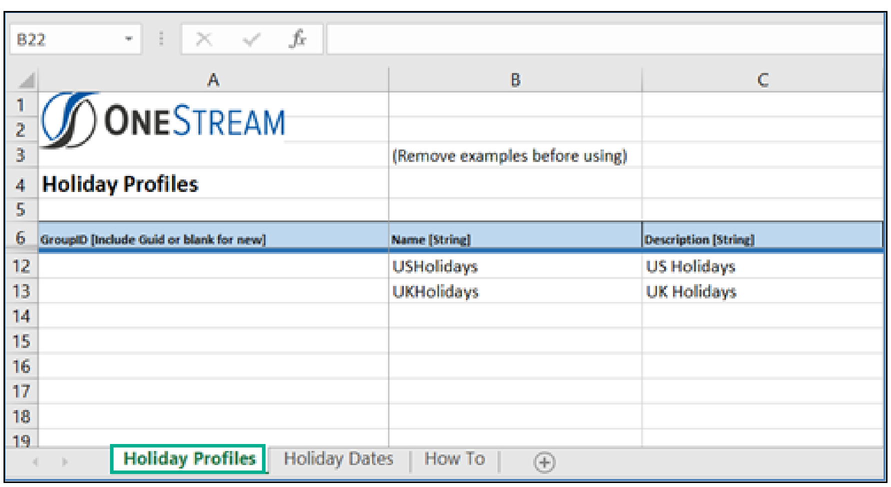
To add named ranges:

1. Save the CSV file as an Excel XLSX file.
2. Create an Excel named range for holiday profiles:
   a. Select the cell ranges starting with the cell containing **Application** to the last row in the last column of data in the row before **Holiday Profile Items**.
   b. Create an Excel named range that starts with the letters **xft**, for example **xftHolidayProfiles**.
3. Create an Excel named range for holiday profile items:
   a. Select the cell ranges starting with the cell containing **Application** below **Holiday Profile Items** to the last row in the last column of data.
   b. Create a separate Excel named range for holiday dates rows that starts with the letters **xft**, for example **xftHolidayDates**.
4. After entering Excel data and creating named ranges, save the file and close it before importing.

Template

OneStream provides an Excel template to import holiday profiles and holiday dates. Use the **Holiday Profiles** tab to enter updates to or add new holiday profiles in the ranges between the blue lines. Insert additional rows within this range to allow for more holiday profiles.

Holiday Profiles Tab



Holiday Dates Tab

	A	B	C	D
1	ONESTREAM			
2				
3		(Remove examples before using)		
4	**Holiday Dates**			
5				
6	FKHolidayProfileID [Include Guid or !GroupName]	HolidayDate [Date, MM-DD-YYYY]	Offset [Integer, Blank for 1]	Description [String]
12	!USHolidays	01/01/2020	1	New Year's Day
13	!USHolidays	05/25/2020	1	Memorial Day
14	!USHolidays	07/04/2020	1	Independence Day
15	!USHolidays	09/07/2020	1	Labor Day
16	!USHolidays	11/26/2020	1	Thanksgiving Day
17	!USHolidays	12/25/2020	1	Christmas Day
18	!UKHolidays	01/01/2020	1	New Year's Day
19	!UKHolidays	12/25/2020	1	Christmas Day

Holiday Profiles | **Holiday Dates** | How To

Use the **Holiday Dates** tab to enter updates to or add new holiday dates in the ranges between the blue lines. Insert additional rows within this range to add more holiday dates. This tab works from a different named range and both are imported.

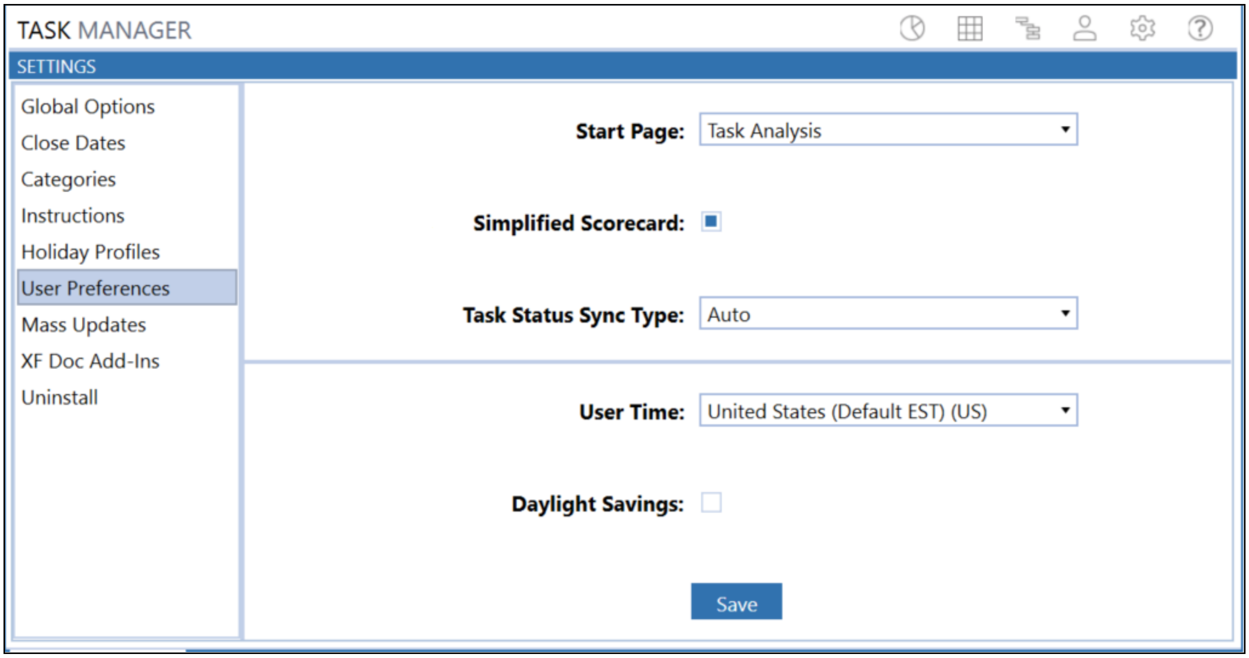
You can update the offset integer for holiday date by clicking in the appropriate Offset cell and entering a positive or negative whole integer. Once you fill out the template, save it and close the file before importing. For examples and default values use, refer to the **How To** tab next to the **Holiday Dates** tab.

Delete All

This lets you delete all holiday offsets for a selected holiday profile.

User Preferences

Users can set their default start page, scorecard, task status sync type, and time zone on this page.



Start Page

You can assign the default start page that displays when accessing Task Manager via OnePlace. The start page options are: Task Analysis, Task Grid View, and Task Gantt View.

Simplified Scorecard

Select this check box to display the Simplified scorecard as the default scorecard to display.

See also: Scorecard

Task Status Sync Type

Task status syncing is when the task preparation statuses for custom, workflow, and dependent group task types are updated. When accessing Task Manager from OnePlace, all task statuses update when you display the start page, including tasks that require syncing. The Task Status Sync Type setting lets you determine when task status syncing occurs once the start page fully loads.

Auto
Task status syncing occurs when:

- The **Task Analysis**, **Task Grid View**, or **Task Gantt View** pages load.
- Any of the menu bar task filters change.
- The **Scorecard Task Detail** dialog box closes.

Manual
Task status syncing only occurs when you click **Sync Tasks and Refresh Page**. Manual Task Status Sync Type may be the preferred option when the Task Manager implementation includes complex custom tasks.

User Time

The user's time zone in which they work. This drives task due date information (Start Date, End Date) and converts the task due date info to the user's time on the scorecard pages.

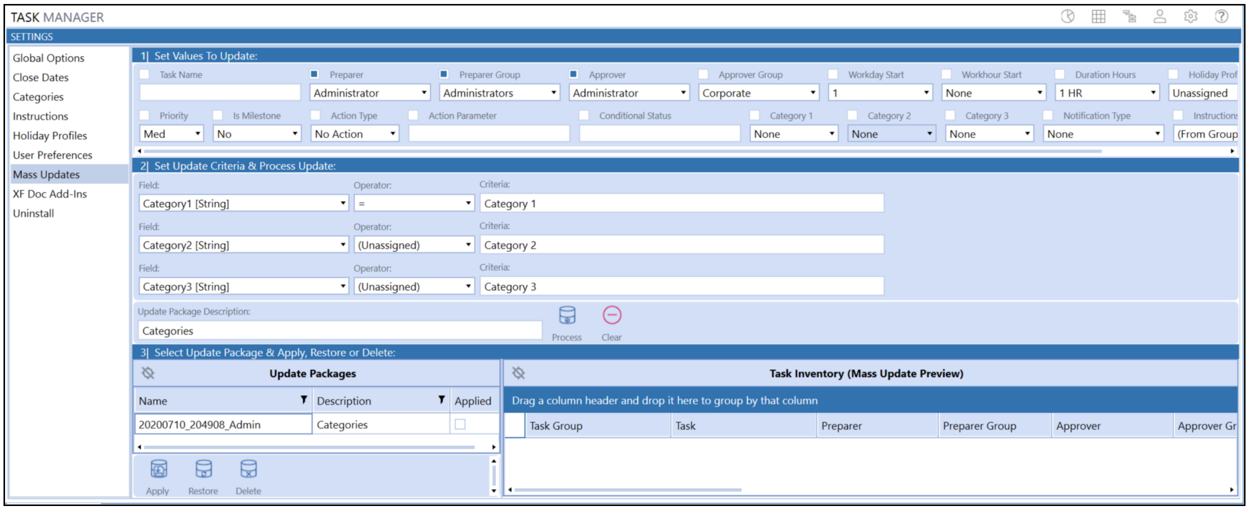
Daylight Savings

Select the **Daylight Savings** check box to adjust tasks times to reflect the daylight savings offsets for the selected user time over any given year. If this check box is not selected, then tasks times do not adjust for daylight savings.

> **Note:** It is highly recommended to set the User Time value to the same time zone as set on the user's Date & Time settings for Microsoft Windows. If the user time is different, tasks reflect inaccurate times in certain grids and charts across Task Manager.

Mass Updates

There are a few ways to reduce the maintenance that comes with editing properties on hundreds of tasks. This is where mass updates are so useful. Use the **Mass Updates** page to define updates to apply. You can choose values to change in bulk, provide criteria for which items to update, and preview changes. You also can apply the changes or restore the values to their state before mass changes were made. Mass updates can apply to all tasks, whether published or unpublished.



See also: Process Tasks in Bulk

1| Set Values to Update

The **Set Values to Update** pane is where you define the data change(s) to make.

Select the checkbox next to the fields you want to update, then specify the new value for each of the columns that require updating. Updates occur on any row(s) matching the criteria established in the **Set Update Criteria** pane.

2| Set Update Criteria and Process Update

Establish between one to three sets of criteria that identify the task rows changed by the mass update. To establish the criteria, select the field and provide the value that identifies the tasks to update.

All listed criteria are considered together. An **and** query joins multiple criterion. Only rows matching all the criteria change.

If **Operator** is set to **Contains** and **Value** is set to a single apostrophe (**'**), all records return, even if there is only one row that contains a single apostrophe. Review the changes carefully before applying.

Update Package Description
Assign a description to this update package before clicking **Process**.

Process - Process all updates for review.

Clear - Clears all the **Values to Update** and **Update Criteria** values.

3| Select Update Package & Apply, Restore, or Delete

The **Update Packages** pane is a list of description entries that you can later save to the task records or delete the criteria. These criteria are visible only to you and can be called back up to apply or restore in the future or delete.

Apply
If there are records present in **Task Inventory (Mass Update Preview)**, click **Apply** to update task inventory rows with these new properties.

Restore
If there are records present in **Task Inventory (Mass Update Preview)**, click **Restore** to update those task inventory rows with properties that existed before changes were saved.

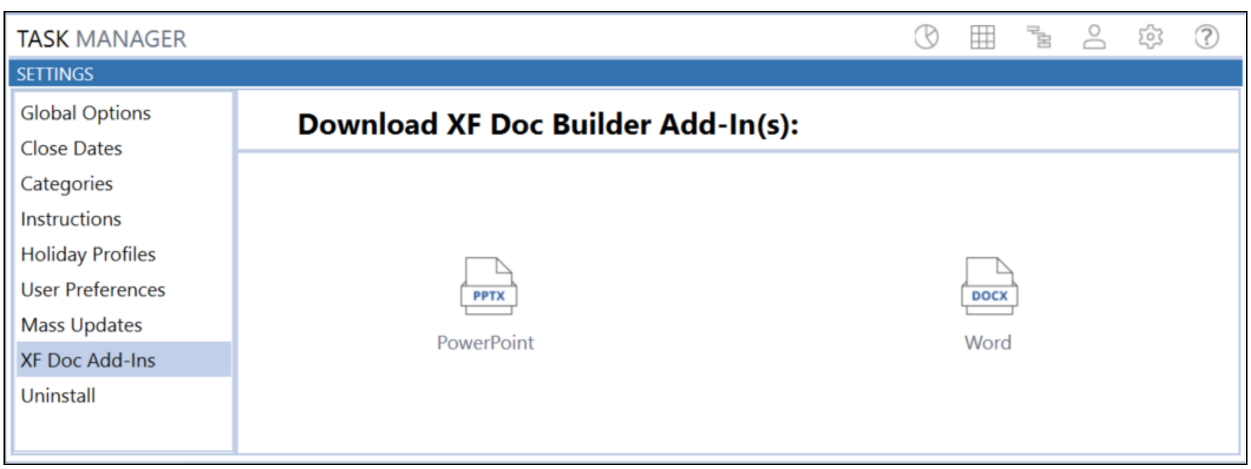
Delete
Select a row in **Update Packages** and click **Delete** to remove this set of changes from the list.

Task Inventory (Mass Update Preview)

Task Inventory (Mass Update Preview) is a read-only preview of the changes you can make to the task inventory when you click **Apply**. Carefully review the results of the value updates here.

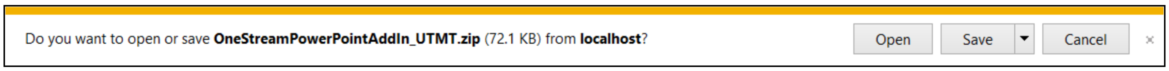
XF Doc Add-Ins Settings

The XF Doc Add-Ins page lets you download the Microsoft PowerPoint and Microsoft Word XF Doc Builder Add-Ins as a .zip file containing an Instructions file that walks you through the setup.

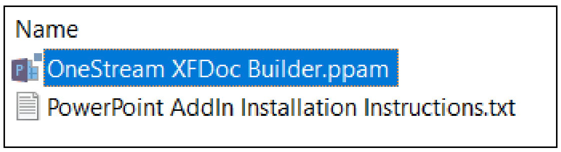


Downloading the PowerPoint Add-In

1. Ensure Microsoft PowerPoint is closed. Click the **PowerPoint** icon in Task Manager XF Doc Add-ins settings. The following Windows message appears.



2. Click **Open**.



3. Right-click to select the OneStream XFDoc Builder .ppam file and click **Copy To**.

4. Use the Windows Explorer **Copy** dialog box to navigate to the location specified in the Installation Instructions (C:\Users\<UserName>\AppData\Roaming\Microsoft), where <UserName> is the name assigned to you by the IT department to identify your username.

   The **AppData** folder may be hidden by default. To unhide it in Windows Explorer, click View, then check **Hidden Items**.

5. Click **OK** to select the location and close the **Browse for Folder** dialog box, then click **OK** to copy the file to the selected location.

Installing the PowerPoint Add-In

1. Open Microsoft PowerPoint and double-click **Blank Presentation**.

2. Click **File > Options**, then click the **Add-ins** tab.

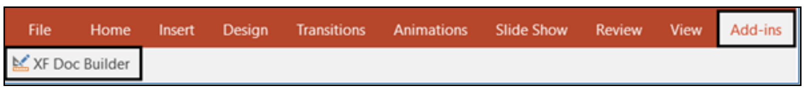
3. In the **Manage** drop-down list at the bottom of the page, select **PowerPoint Add-ins** and click Go to open the Add-ins dialog box.

4. Click **Add New** and navigate to locate the file copied earlier. The OneStream XFDoc Builder.ppam file copied earlier should appear.

Tip:
Navigate to the C:\Users\<UserName>\AppData\Roaming\Microsoft\AddIns folder if that is not the location of the folder.

5. Select the file and click **OK**. OneStream XFDoc Builder now appears in the Add-ins as an available add-in.

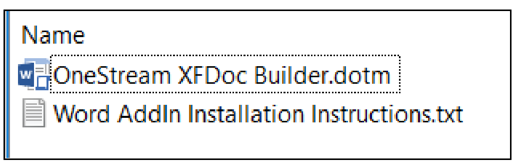
6. Click **Close**. The Add-ins window closes. The file is available from the Add-ins menu.



Downloading the Word Add-In

1. Click the **Word** icon in Task Manager XF Doc Add-ins settings. The following Windows message appears.

2. Click **Open**. A window appears with the following files.



You can open the Word AddIn Installation Instructions.txt file as needed for additional information.

3. Right-click the OneStream XFDoc Builder.dotm file and select **Copy To**.

4. Use the Windows Explorer **Copy** dialog box to navigate to the location specified in the Installation Instructions (C:\Users\<UserName>\AppData\Roaming\Microsoft\Word\STARTUP), where <UserName> is the username assigned to you by your IT department. If the STARTUP folder is not visible, try closing Word before completing steps 1-6.

Tip: The STARTUP folder might be referred to by a different name depending on the country in which OneStream is deployed.

5. Click **OK** to select the location and close the **Browse for Folder** dialog box, then click **OK** to copy the file to the selected location.

Microsoft Word add-ins deploy as global macro enabled templates and do not require additional add-in activation steps. If Microsoft Word is open during the copy, you must close the application and re-open it to see the newly added item.

XFDoc Builder Overview

The OneStream XFDoc Builder Solution simplifies the extensible document creation process with new Microsoft PowerPoint and Word Add-Ins. These XFDoc Builder Add-Ins are only for use within Word and PowerPoint documents that are associated with tasks. They are not meant to author Extensible Documents outside of Task Manager.

> **Note:** An error message appears if the XF Doc Builder Add-In tools are attempted to be used in PowerPoint and Word on documents created outside the Task Manager solution.

Using XFDoc Builder

Once you download and install XFDoc Builder Add-Ins (from Microsoft PowerPoint) and templates (from Microsoft Word), use the XFDoc Builder solution to create OneStream Extensible Document (XFDoc) in Task Manager.

See also:

- MarketPlace Solution Modification Considerations
- Documentation Management for information on using the XF Doc Builder.

Uninstall

You can uninstall the Task Manager User Interface or the entire solution. If performed as part of an upgrade, any modifications performed on standard Task Manager objects are removed. There are two uninstall options:

- **Uninstall UI** removes Task Manager, including related dashboards and business rules but leaves the database and related tables in place. For some releases, you should perform this step before accepting any new version of Task Manager since some of the Dashboards or other objects may have been modified.

  Choose this option if you want to accept a Task Manager update without removing data tables.

  The Task Manager Release Notes indicate if an overinstall is supported.

- **Uninstall Full** removes all related data tables, data, Task Manager Dashboards, and Business Rules.

  Choose this option to completely remove Task Manager or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

Caution: Uninstall procedures are irreversible.

Task Manager Security

Once you enter Task Manager via the Task Manager dashboard profile, you can see certain tasks. Task visibility and the ability to execute, complete, and approve is based on the setup and ownership of the task group the task is assigned to, as well as the specific task attributes.

Security in Task Manager is split into the following:

- Design
  - Task Manager Security
  - Task Security
  - Dashboard Security
- Runtime
  - Segregation of Duties

Task Security

Users are created and added to groups using the **System > Administration > Security** screen. Individual users or groups are selected as Preparers (task completers) and Approvers for each task.

See the *Foundation Guides* chapter in the *OneStream XF Design and Reference Guide* for more information on creating users and user groups and assigning roles to users.

Dashboard Security

Default maintenance group security on the XFW Task Manager (UTM) Dashboard Maintenance unit is set to **Administrators**. This should always be Administrators or another restrictive user group to prevent unauthorized access and modification.

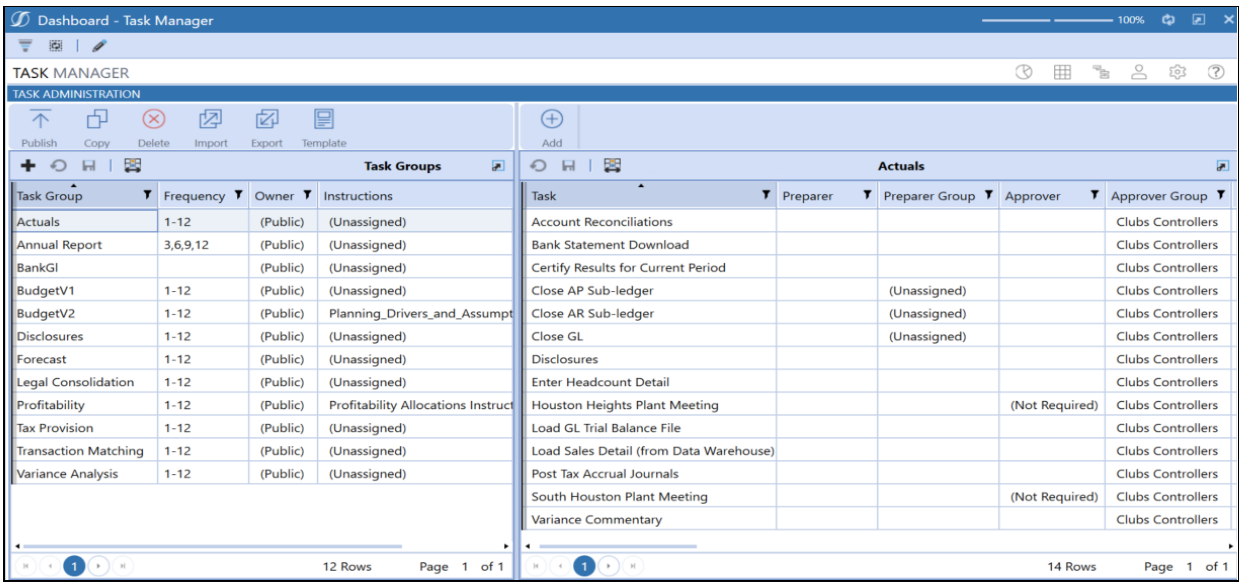
Segregation of Duties

Task Manager honors strict segregation of duties. If a person acting as a Preparer completes a task in any given month, they cannot approve the same task that month.

Task Administration

Click the **Show Task Adminisration Page** button in the Task Manager title bar to access the **Task Administration** page. This is where Administrators or any role set in the **Security Role [Manage Task Setup]** field of the Global Options page can add and edit tasks, and perform other task processing.

See also: Security Role



Task Groups

The first step is to create task groups. Click **Insert Row** in the **Task Groups** pane and enter information to create each task group. Once this is completed, you can create and assign tasks. Task groups can stand alone, but there is interdependency with tasks.

Task Groups

Task Group	Frequency	Owner	Instructions
Actuals	1-12	(Public)	(Unassigned)
Annual Report	3,6,9,12	(Public)	(Unassigned)
BudgetV1	1-12	(Public)	(Unassigned)
BudgetV2	1-12	(Public)	Planning_Drivers_and_Assumptions_Instructions.pdf
Disclosures	1-12	(Public)	(Unassigned)
Forecast	1-12	(Public)	(Unassigned)
Legal Consolidation	1-12	(Public)	(Unassigned)
Profitability	1-12	(Public)	Profitability Allocations Instructions.pdf
Tax Provision	1-12	(Public)	(Unassigned)
Variance Analysis	1-12	(Public)	(Unassigned)

Task Group

Text field describing the group of tasks.

Frequency

Shows the workflow time period(s) in which the group of tasks are required to be completed. If your application has monthly periods, valid entries are **1-12** (every month) or **3**,**6**,**9**, and **12** to only require the task quarterly. If your application is configured for weekly periods, valid entries are **1-52** or any subset (for example **20**,**40**,**52**).

Owner

The Owner field determines who can view the tasks in the group. Select **Public**, **Private**, or **User IDs** from the drop-down list box. Double-click in the **Owner** column of the desired task group and select an owner from the list.

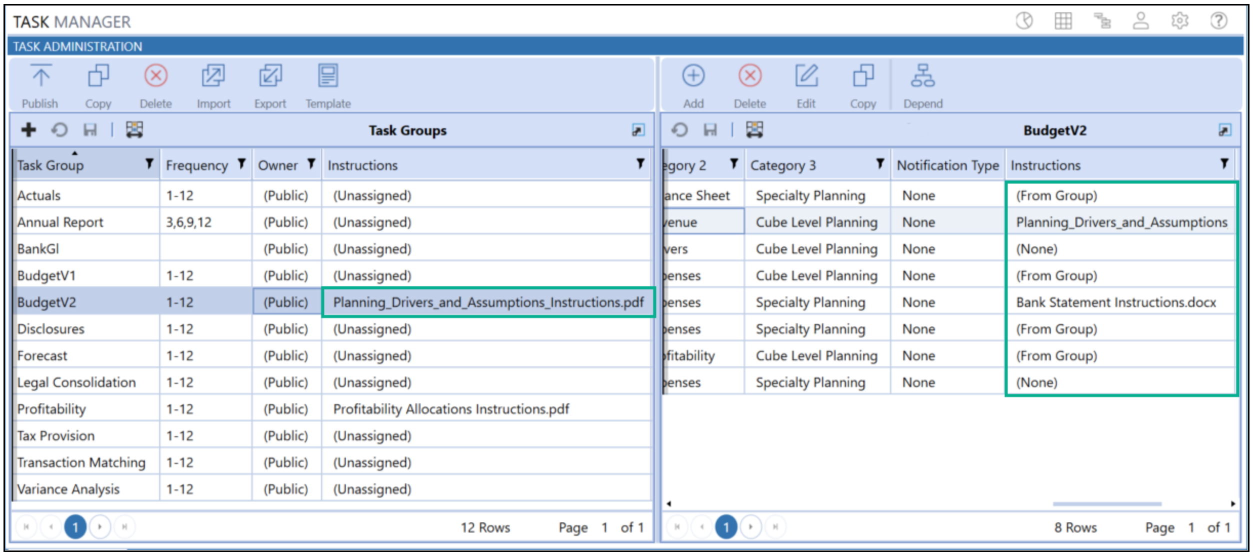
Public
All users with access to Task Manager can see the tasks in the task group but cannot process tasks they are not assigned to.

Private
Filters task visibility in the task group to only Preparers and Approvers assigned to the tasks.

User IDs
Only Administrators and the assigned user ID can view the tasks.

Instructions

Displays the name of any Instructions file added to the task. You can assign instructions to all tasks in a task group or individual tasks.



Once you upload instructions using the Instructions page , you can select them in either the **Task Group Instructions** or individual **Task Instructions** drop-down lists. By default, tasks inherit instructions assigned at the task group level, but can also be assigned no instructions, None, or assigned a different set of instructions. Once instructions are uploaded, assigned and their tasks published, Preparers and Approvers can see the instructions within the task. Use the **Instruction** page to upload and manage instructions.

> **Important:** If you forward a task in a private task group to a user not assigned to that task group, the new task owner cannot see the task and cannot complete it.

See also: Instructions

> **Note:** PPTX and RTF file types require opening the file in order to view it.

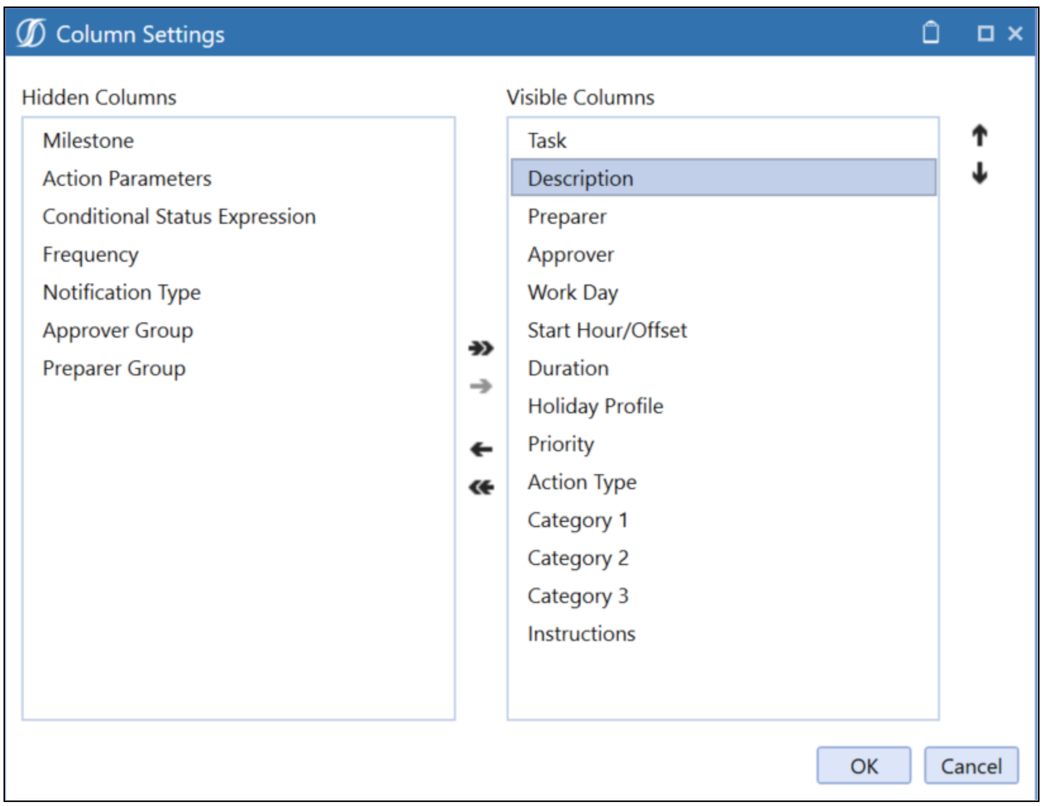
Task Groups Button Bar

Insert Row
Add a new task group.

Cancel
Removes changes made to the task groups since the last save.

Save
Saves new group(s) or updated task groups.

Column Settings
This lets you select the columns to display in the Task Groups and Tasks panes of the Task Administration page.



Select tasks in either the **Visible Columns** list or the **Hidden Columns** list and use the arrows to move the selected tasks from one list to the other. You can hold down the SHIFT key to select multiple sequential tasks, or you can hold down the CTRL key and select multiple non-sequential tasks.

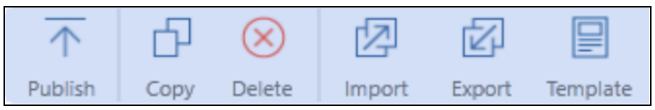
Then use the arrows to move the selected tasks from one list to the other. Use the **Add All Items** or **Remove All Items** arrows to move all items from one list to the other.

The **Visible Columns** list shows the order in which columns display. To reorder a column in the display, select the heading name from the **Visible Columns** list, then use the **Move Up** and **Move Down** buttons to set where the selected column displays.

See also: Group Items that Display in Grids

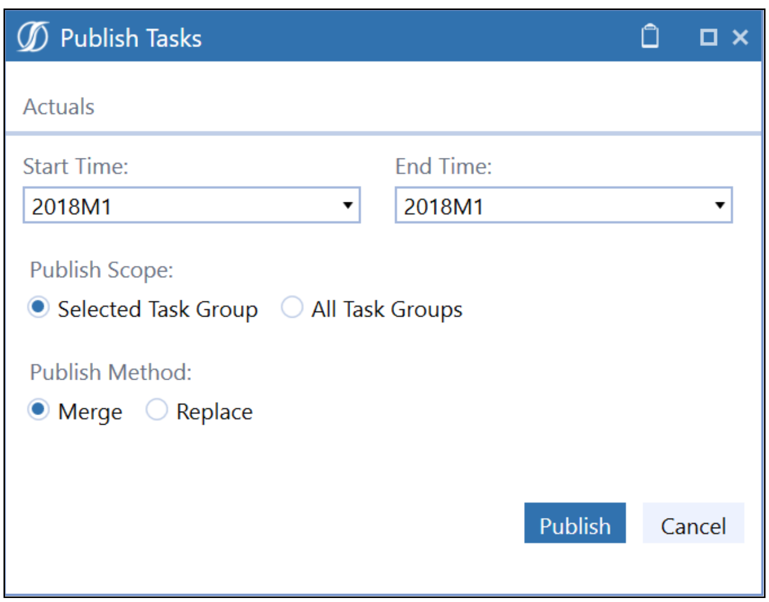
Toggle
Changes the percentage of the page that displays the Task Groups pane.

Task Group Icon Bar



Publish

Opens the **Publish Tasks**dialog box. This lets you publish all the tasks for a specified time period. Task groups and associated tasks are not visible to users until they are published.



Start Time – End Time
The workflow periods to publish the selected task groups and task instances.

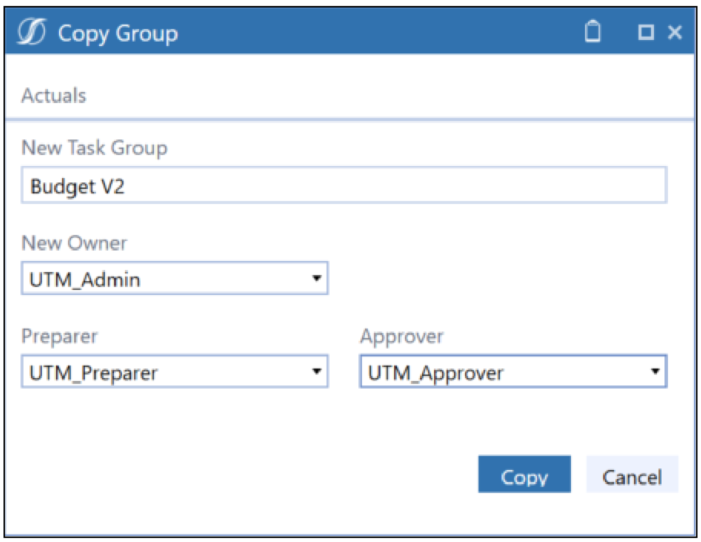
Publish Scope
This publishes the task instances for a selected task group or all task groups.

Publish Method
For the selected workflow period, both the merge and replace methods create any new tasks and task groups. For previously published tasks and task groups, both methods also update any of the task instance data edited. However, the replace method removes all task forwards and history, and updates the task status to **Not Started**. The task comments persist.

The task comments, dependents, forwards, history, and status do not change when using the merge method.

Copy

Opens the **Copy Group** dialog box. This lets you copy a task group and associated task information to a new task group.



New Task Group
Enter a name for the new task group into which you want the selected task group and associated tasks copied.

New Owner
Select an owner for the new task group from the list.

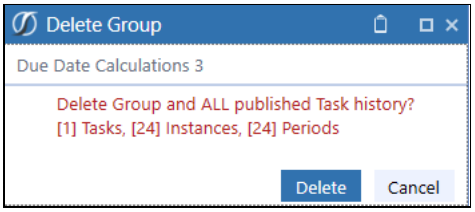
Preparer
Select a preparer for the new task group from the list.

Approver
Select an approver for the new task group from the list.

Delete

Deletes a task group and all associated tasks and published task history for that task group.

Deleting a task group displays a message asking if you want to delete the group and all published task history, and displays the number of tasks, task instances, and number of time periods impacted by the deletion of task historical items.



Import, Export and Template for Task Groups, Task Definitions and Task Dependencies

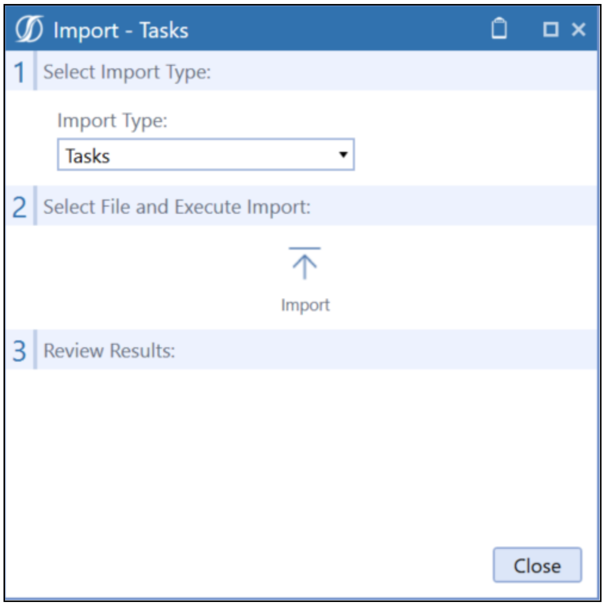
You can export a task group and all associated task definitions to manipulate and re-import. A template is provided as a convenience with examples. You can also import an Excel file with task groups and/or task definitions included for update or adding as new. The following describes each button and expectations.

Import

Use Import to select the Excel XLSX file with the task groups and task definitions you want to add or update. Any task definition requires that the related task group exists before loading. Remove any sample rows before importing. Close the Excel file on your computer, otherwise an error occurs.

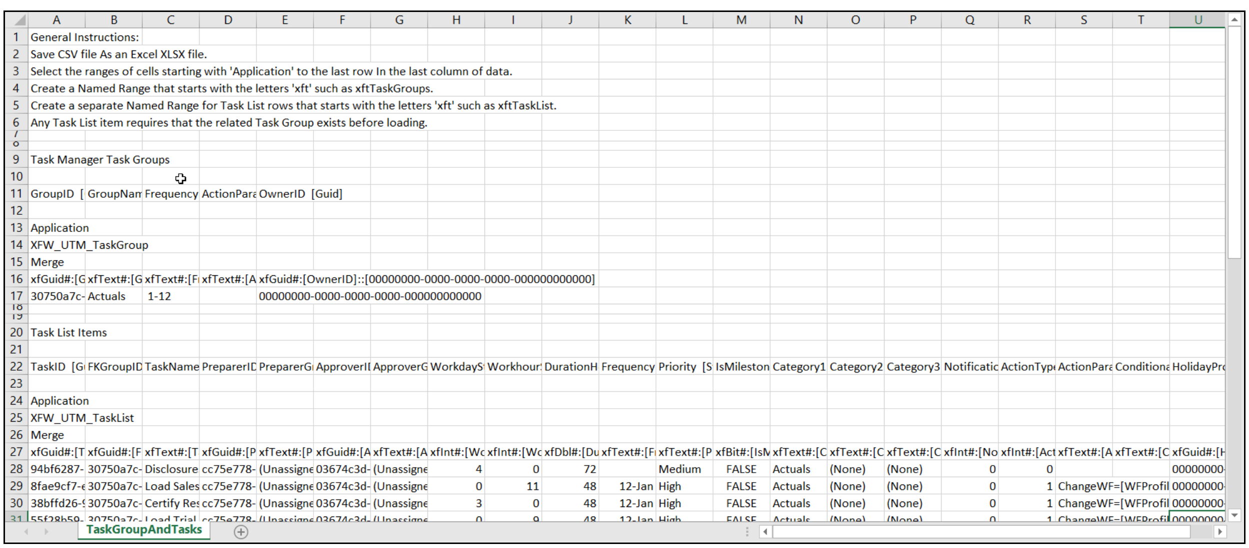
> **Note:** Data from the Excel XLSX files worksheets does not import if the import process encounters an error. Errors write to a text file that you can access in your File Explorer import folder.

Clicking **Import** opens the **Import** dialog box, where you can import Excel file task data for use in Task Manager.



Export

The **Export** button exports the selected task group and all its associated task definitions to a CSV file to manipulate and import as an Excel file after adding named ranges. This extract is not meant for creating new task groups. Use the provided Excel import template to create new task groups.



To add named ranges:

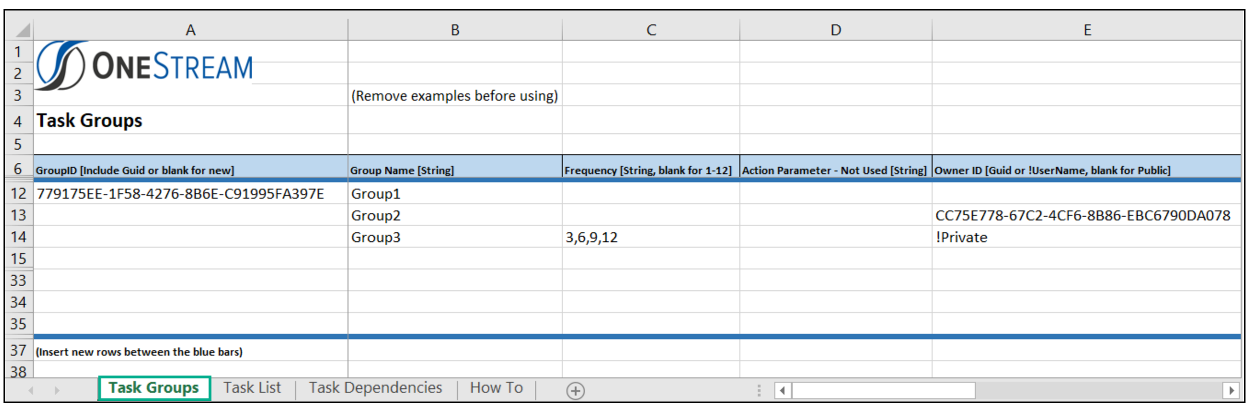
1. Save the CSV file as an Excel XLSX file.
2. Select the cell ranges starting with the cell containing **Application** to the last row in the last column of application data.
3. Create an Excel named range that starts with the letters **xft**, for example **xftTaskGroups**.
4. For task list and task dependency rows, create separate Excel named ranges that start with the letters **xft**, for example **xftTaskList** and **xftTaskDependencies**. This works if they are different than the first named range.
5. Once you enter the Excel data and define named ranges, save the file and close it before importing.

Click **Template** on the **Task Administration** page to see the **How To** tab in the example template.

Excel Template

OneStream provides an Excel template used to import task groups, task lists, and task dependencies. Use the **Task Groups** tab to enter updates to or add new task groups in the ranges between the blue lines. Insert additional rows within this range to allow for more task groups.

Excel Template - Task Groups Tab

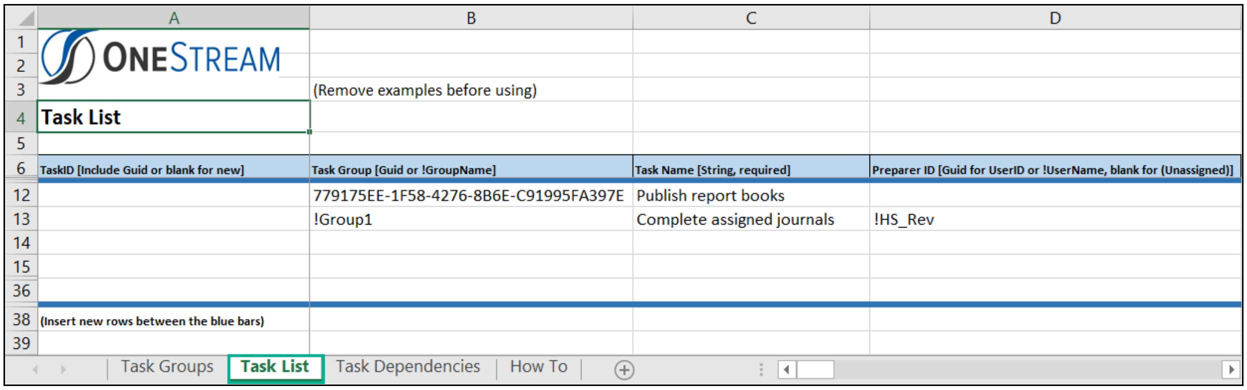


	A	B	C	D	E
1	ONESTREAM				
2					
3		(Remove examples before using)			
4	Task Groups				
5					
6	GroupID [Include Guid or blank for new]	Group Name [String]	Frequency [String, blank for 1-12]	Action Parameter - Not Used [String]	Owner ID [Guid or !UserName, blank for Public]
12	779175EE-1F58-4276-8B6E-C91995FA397E	Group1			
13		Group2			CC75E778-67C2-4CF6-8B86-EBC6790DA078
14		Group3	3,6,9,12		!Private
15					
33					
34					
35					
37	(Insert new rows between the blue bars)				
38					

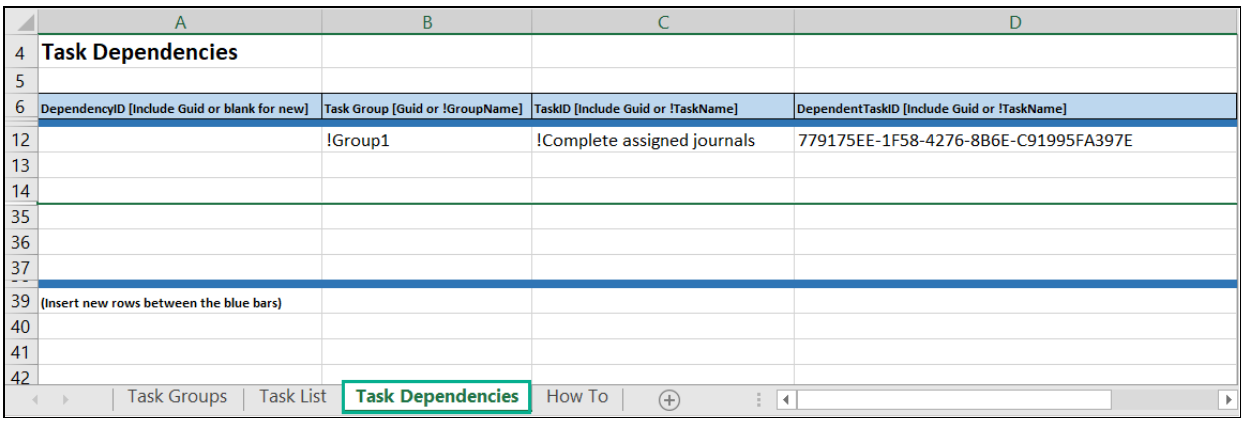
Task Groups | Task List | Task Dependencies | How To

To do this, include the named range for each task groups and task lists that start with the letters **xft**.

Excel Template - Task List Tab



Excel Template - Task Dependencies Tab



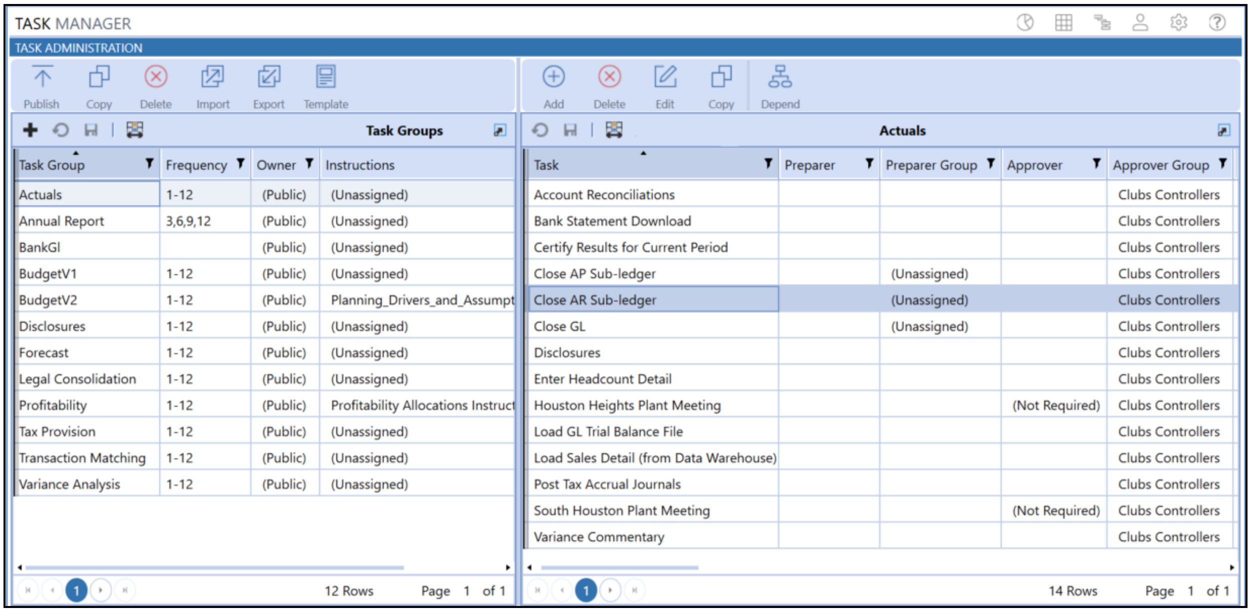
Use the **Task List** and **Task Dependencies** tabs to enter updates to or add new task definitions in the ranges between the blue lines. Insert additional rows within this range to allow for more task lists or task dependencies.

The **How To** tab next to the **Dependencies** tab explains the use of each field and give examples.

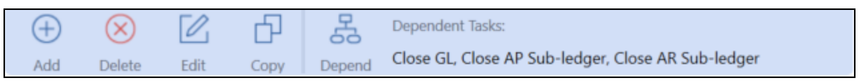
After entering data in the template, save it and close the file before importing.

Tasks

The **Tasks** pane on the **Task Administration** page lets you review and maintain tasks for a selected task group.



Tasks Pane Icon Bar



Add

Opens an empty **Task Editor** dialog box to create a new task.

See also: Task Editor

Delete

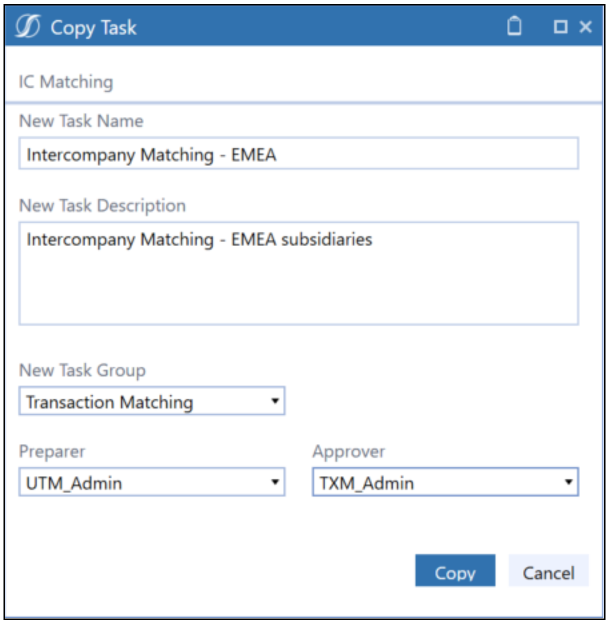
Select a task, then click **Delete** to delete the selected tasks. Confirm the deletion by clicking **Delete** again.

Edit

Opens the **Task Editor** dialog box, which is pre-populated for the selected task.

See also: Task Editor

Copy (Task)
Select a task, then click **Copy** to open the Copy Task dialog box, which you can use to copy the selected task to a different task group or to the same group with a new task name.



New Task Name: You must provide a unique name for the new task.

New Task Description: Enter a description for the new task (optional).

New Task Group: Select a new task group from the list. For reference, the task group that the task is being copied from displays at the top of the Copy Task dialog box.

Preparer, Approver: Use the list boxes for these to assign a preparer and approver to the new task.

Depend
Opens the **Dependent Task Manager** dialog box for the selected task. Add or remove dependencies for this task. You cannot complete this task until you complete its dependent tasks.

See also:

- Dependents (tasks with dependencies only)
- Dependent Task Manager
- Excel Template - Task Dependencies Tab

Tasks Pane Button Bar

Cancel
Removes changes made to the task groups since the last save.

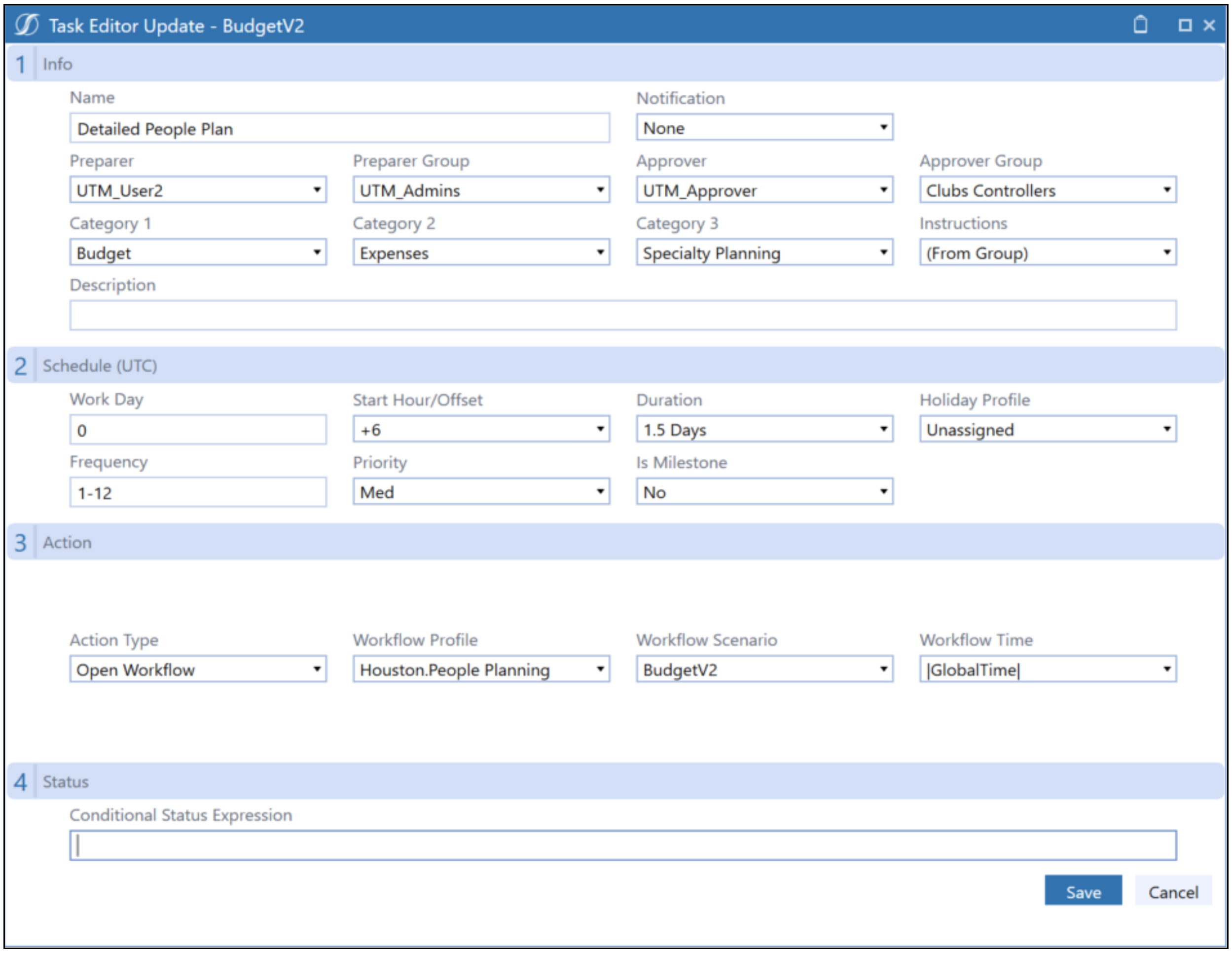
Save
Saves new group(s) or updated task groups.

Column Settings
This lets you select the columns to display in the Task Groups and Tasks panes of the Task Administration page.

See also: Column Settings

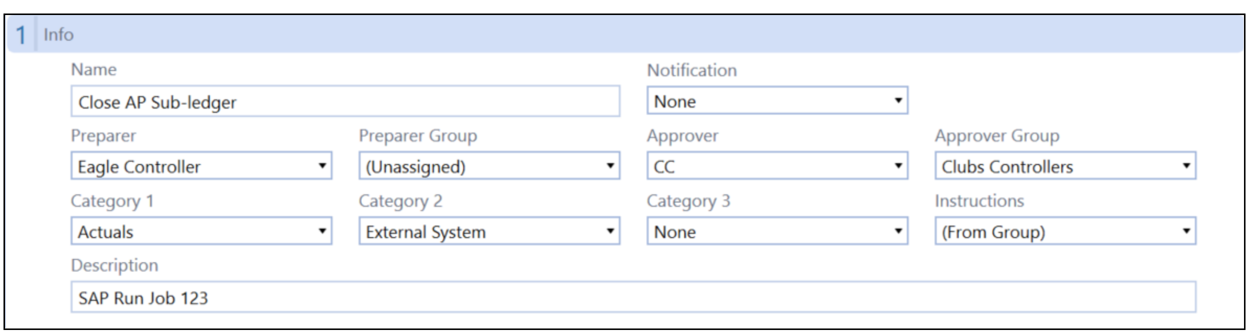
Edit Task Information

Access the **Task Editor** from the Task Administration icon bar to add or edit tasks. Select a task and click the **Add** or **Edit** icon and use the **Task Editor** to add or edit general information, scheduling and action information, and to optionally add a conditional status expression.



1| Info

Use the Info section of the Task Editor to add general information about the task. The description you add in this section displays in the task's details.



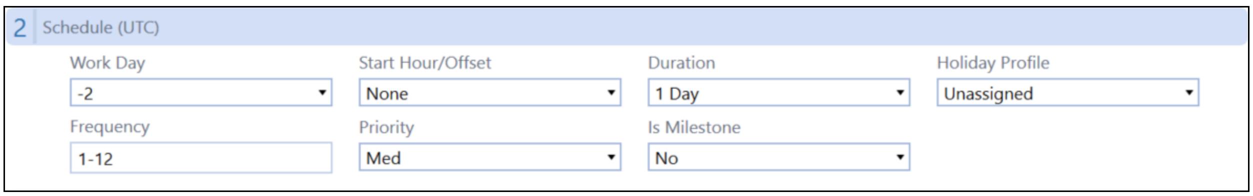
Task Editor Info Field Definitions

1 | Info	
Name	The description that displays to users assigned to the task.
Notification	Configure when users are notified by email about task changes. Choices are: • None • On Completion • On Completion, Recall, and Rejection • On Completion, Recall, Rejection, and Approval • On Completion, Recall, Rejection, Approval, and Unapproval. **See also:** Set up Task Notifications for more information about creating notifications for upcoming due and past due notifications.
Preparer/Preparer Group	The Preparer or Preparer Group assigned to complete the task.
Approver/Approver Group	The user or group assigned to approve the task once completed by the Preparer. Approvers can execute Doc Management, Open URL, and Open Dashboard tasks for review prior to approving. All other task types require Preparer rights when executing. Tasks in public groups can only be executed by a Preparer or Approver. Anyone can view the task.
Category 1, Category 2 and Category 3	The list of categories maintained by your Task Manager Administrator. These categories are informational only.
Instructions	Select an instructions file from the list to use with the task or select the default **(From Group)** to have the task inherit any instruction files from its task group. Instruction files that display in the list have been uploaded and included as instructions for a task. **See also:** • Instruction (tasks with instructions only)

1 | Info	
	• Instructions Settings
Description	Enter text describing the task. Administrators can use this field for quick task identification and for understanding of what the task is about. **See also:** Set up Descriptions to Identify Tasks

2| Schedule

The Schedule section of the Task Editor lets you set up task scheduling, timing, and priority.



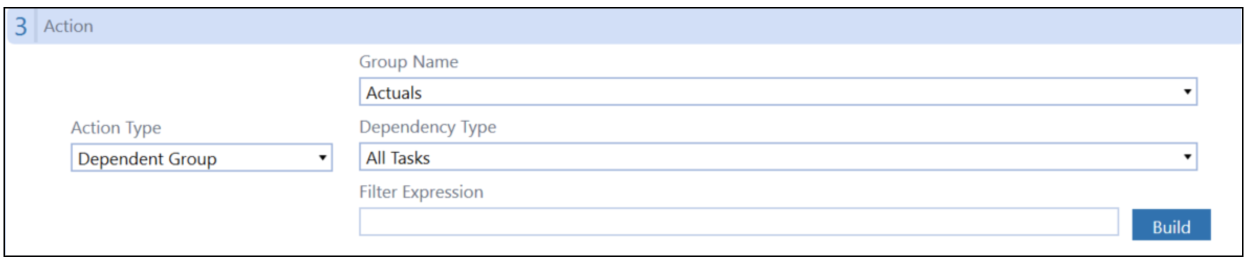
Task Editor Schedule (UTC) Field Definitions

2 | Schedule	
Work Day	Work Day is the number of days in relation to the period close date (0, +1, -1) (-1, 0, +1). All dates and times used for comparison are based on UTC (GMT) time zone for consistency. This can be any valid positive or negative integer. Task Manager validates the value as a valid positive or negative integer and displays a message if the value is not an integer.
Start Hour/Offset	The time on the Work Day in user time that the Task is due. All dates and times used for comparison are based on UTC (GMT) time zone for consistency.
Duration	The length of the task in hours or days.
Holiday Profile	Select a Holiday Profile to assign to this task to offset dates.
Frequency	Frequency is the workflow time-period in which the task takes place. The frequency inherits from the task group. The task has the same frequency set on the task group if the task frequency is left empty. If modified, it shows at a filtered frequency from the task group. For example, if the group is **1-12** and the task is set to **3**,**6**,**9**, or **12**, then the task only shows quarterly.

2 | Schedule	
	You can only see frequencies listed in the owning task group. If a frequency not listed in the task group is used, the period referenced is ignored.
Priority	An informational indicator to users that allows them to prioritize their work. Valid options are High, Medium and Low.
Is Milestone	When set to **Yes**, **Is Milestone** adds a diamond shape to the Gantt chart indicating major progress points needing to be met for success of the task group.

3| Action

The Action section of the Task Editor is where you determine the task's action type. The selected task's action type determines the additional fields used to define how the task executes.



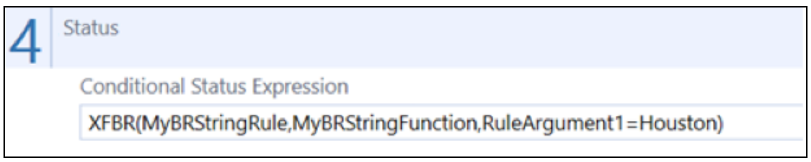
Task Editor Schedule(UTC) Field Definitions

3 | Action	
Action Type	Action Type indicates the type of task to complete. One or more additional fields can appear based on the Action Type selected. Select the appropriate information display in these fields to support the selected Action Type. **See also:** Task Action Types for information on additional information needed for each task action type. Any security in place for each of these actions remains in effect. For example, if creating a task that sends a user to a dashboard for which they do not have access, they do not see any of the dashboard components.

3 | Action	
	Status and approval updates for tasks with certain Action Types happen automatically when taking associated actions in OneStream XF. Other tasks must have status and approval values updated manually.

4| Status

Use the Status section of the Task Editor to define any conditions required for the task.



Conditional Status Expression
This lets you create situational overrides for task dependencies. Create an XFBR business rule that specifies what condition needs to be met and include the conditional statement in the field.

> **Note:** XFBR is a script that you or the Administrator must create.

In the previous example, **MyBRStringRule** is the business rule name and **MyBRStringFunction** is the function name.

> **Note:** This conditional statement points to a custom XFBR business rule to suit the conditional requirements. You can include additional rule arguments.

If the condition is met (success), nothing returns, and the associated task completes. If not met (failure), the condition returns a string, and the custom statement appears in the business rule. Include in this custom statement an explanation of why the task is running and the message to display upon failure.

Conditional status is not meant to override task dependents. It is meant to add external restrictions (for example, test if GL is closed before allowing workflow completion).

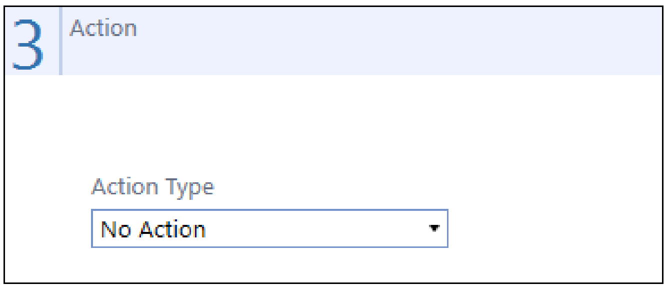
See documentation on *XFBR Business Rules* in the *XF Design and Reference Guide* for more information.

Action Types

This section details each task action type and the additional information needed to define the task's action.

No Action

Used as a reminder, typically something done outside of OneStream. No additional fields requiring completion display when selecting this option.

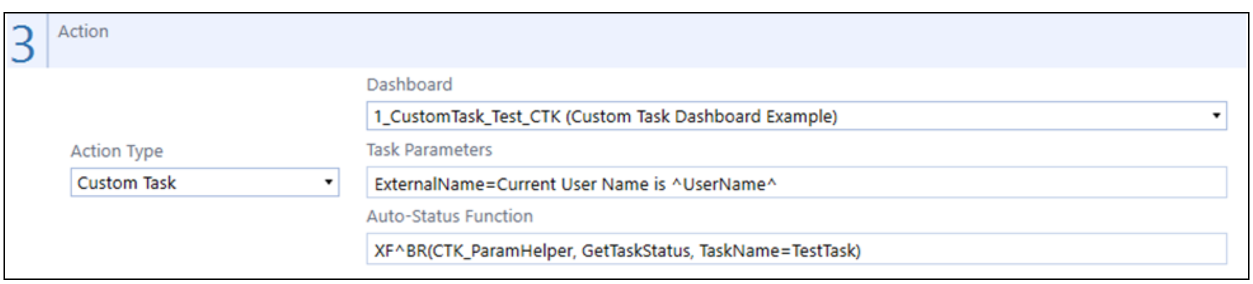


Custom Task

Custom task lets you create the relationship between a task definition and a custom dashboard. An available option includes a function to automatically update a related task's status upon reviewing the **Task Analysis**, **Task Grid View**, or **Task Gantt View** page where this task is listed.

Executing a custom task opens the custom dashboard in a separate Task Manager tab, so you can easily switch between the dashboard tab and the tab containing the task's details.

The following example shows a configuration for this type of task action. The example dashboard and CTK_ParamHelper rule shown are not included with Task Manager, but are shown here for illustrating what is possible.



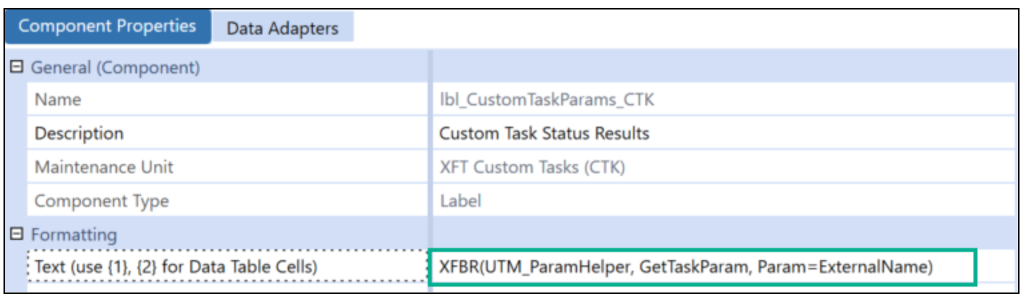
Dashboard
Choose a dashboard list that displays relevant information. The previous example is simplified to show a dashboard displaying a Label dashboard component. You can use any dashboard component, such as running a report, cube view, custom table viewer, or URL.

Task Parameters
Specified task parameters pass to the dashboard or auto-status function. In the previous example, the task looks up the name currently logged in to display in a label on the dashboard. Syntax is to list the parameter name passed and its value.

ExternalName=Current User Name is |UserName|

A caret (^) shown in the Task Action view is not required but is added by OneStream just to display in the form. Task Manager removes it upon saving. In this case, it replaces the pipe characters in |UserName| so OneStream does not do a lookup while rendering the form.

The example Label calls another XFBR rule and passes these task parameters (such as ExternalName in this case) as an input. This returns as **Current User Is Administrator** in this case.



Auto-Status Function
OneStream calls this function when you open any of the **Task Analysis**, **Task Grid View** or **Task Gantt View** pages and updates the custom task's status.

XFBR(CTK_ParamHelper, GetTaskStatus, TaskName=TestTask)

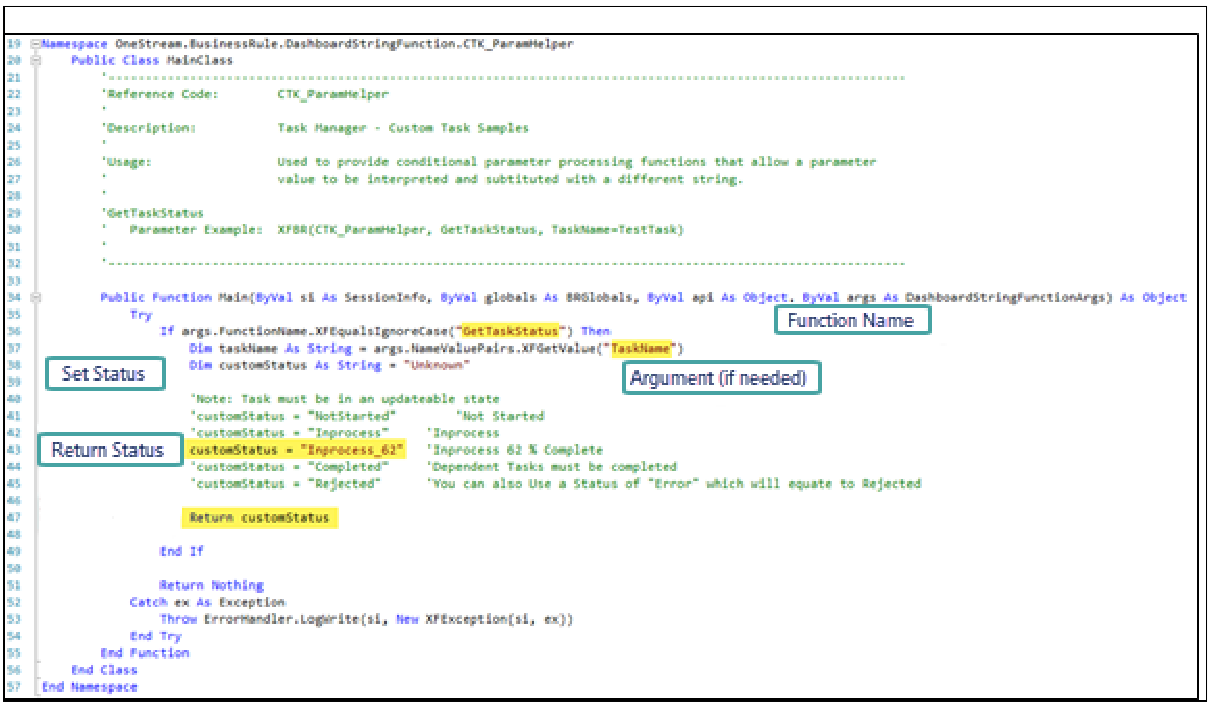
The caret character (^) shown in the Task Action view (for example XF^BR) is not required. OneStream adds it just to display in the form and removes it upon saving. No user interaction is required.

You can optionally use the **TaskName** argument if the resulting auto-status function needs the task name (or some other passed-in argument) to obtain the proper task status.

This XFBR function (called **GetTaskStatus** in the example) returns a string of a status message as a string back to Task Manager, which applies the update. Options are:

- NotStarted
- Inprocess
- Inprocess_## (where ## is a percent complete)
- Completed
- Rejected

This example shows how you can configure this dashboard XFBR String business rule. The Task Manager Administrator must create this rule and varies in its use in each implementation.

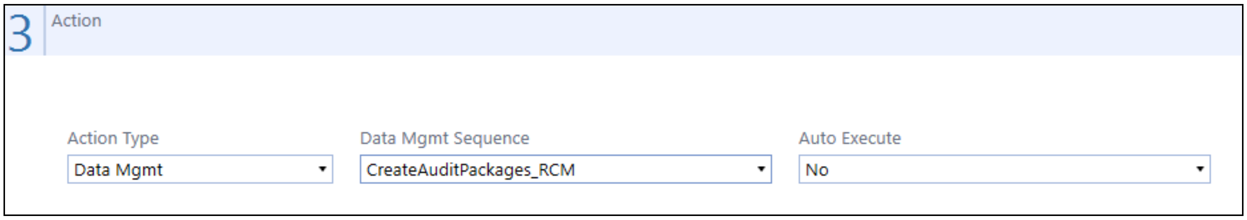



```
Namespace OneStream.BusinessRule.DashboardStringFunction.CTK_ParamHelper
    Public Class MainClass
        '------------------------------------------------------------------------------------------------
        'Reference Code:        CTK_ParamHelper
        '
        'Description:           Task Manager - Custom Task Samples
        '
        'Usage:                 Used to provide conditional parameter processing functions that allow a parameter
        '                       value to be interpreted and subtituted with a different string.
        '
        'GetTaskStatus
        '   Parameter Example:  XFBR(CTK_ParamHelper, GetTaskStatus, TaskName=TestTask)
        '
        '------------------------------------------------------------------------------------------------

        Public Function Main(ByVal si As SessionInfo, ByVal globals As BRGlobals, ByVal api As Object, ByVal args As DashboardStringFunctionArgs) As Object
            Try
                If args.FunctionName.XFEqualsIgnoreCase("GetTaskStatus") Then
                    Dim taskName As String = args.NameValuePairs.XFGetValue("TaskName")
                    Dim customStatus As String = "Unknown"

                    'Note: Task must be in an updateable state
                    'customStatus = "NotStarted"      'Not Started
                    'customStatus = "Inprocess"     'Inprocess
                    customStatus = "Inprocess_62"  'Inprocess 62 % Complete
                    'customStatus = "Completed"     'Dependent Tasks must be completed
                    'customStatus = "Rejected"      'You can also Use a Status of "Error" which will equate to Rejected

                    Return customStatus

                End If

                Return Nothing
            Catch ex As Exception
                Throw ErrorHandler.LogWrite(si, New XFException(si, ex))
            End Try
        End Function
    End Class
End Namespace
```

If you select **Complete** on the task, Task Manager updates the percent complete and the status. However, if the status returns Completed when you rerun the custom task, the system sets it to be equal to what the auto-status function returns.

Data Mgmt

Allows you to run a specific data management sequence. This lets you execute a predefined task in Task Manager that you would normally not be able to access and execute within OneStream XF.



Data Mgmt Sequence
For the Data Mgmt action type, chose a data management sequence from the drop-down list and select whether the sequence automatically executes.

> **Note:** Data Management tasks do not process notifications as they auto complete. The selected DataMgmt job must use a BR to send completion notifications.

Auto Execute
If set to **No**, the Preparer must execute the task. Task Manager updates the task status to **Complete**. The Approver must still approve the task.

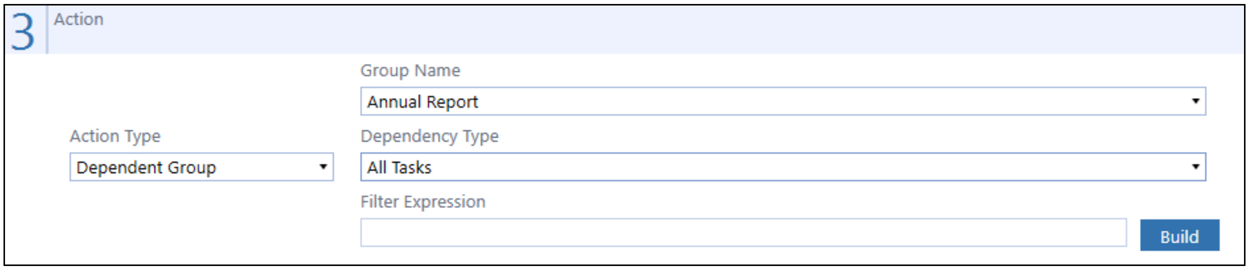
If set to **Yes** and the task has no predecessor tasks, the task runs when the Preparer accesses it. The Status and Approval values automatically update.

Dependent Group

Tasks can be made dependent on all tasks in a task group. You can set his dependency using the action type of Dependent Group within a task definition.

Task dependencies can be applied by three different methods:

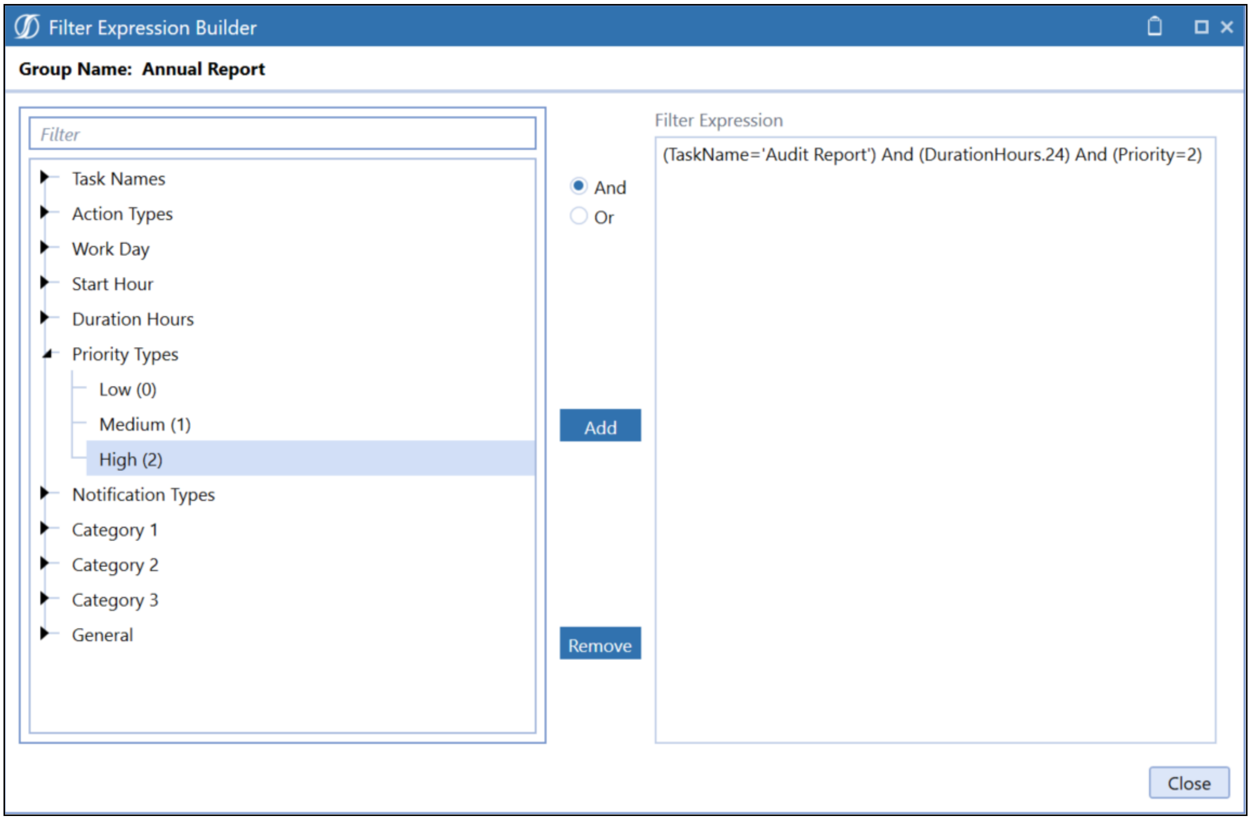
- Completing specific task(s) in a task group
- To all tasks in a task group (dependent group)
- Via a conditional status filter expression



Group Name
The task groups that are available. You must also update the task group name in the Action parameter on the **Task Administration** page if changing the task group name for any dependent group.

Dependency Type
You can apply the dependency to all tasks or filtered tasks. If selecting filtered tasks, the filter expression can be used to filter the tasks for the dependent group.

Filter Expression
Change dependency type to **Filtered Tasks** and click **Build** to open the **Filter Expression Builder** dialog box. This lets you create an expression to meet the dependency requirement.



The **Filter Expression Builder** dialog box lets you build custom filters across:

- Task Names
- Action Types
- Work Day
- Start Hour
- Duration Hours
- Priority Types
- Notification Types
- Categories
- Milestones

Operators include And, and Or, as well as, =, >=, <=, <>, = > <.

Click **Close** to write the filter expression back to the task action properties.

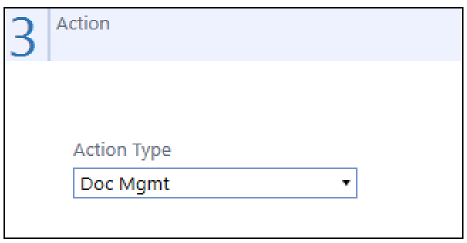
Dependent group action type tasks do not change to **Completed** until all the underlying dependent tasks complete. The approval status is **Unapproved** by default and changes to **Not Required** when an underlying dependent task status is changed.

See also: Filter Items that Display in a Grid

Doc Mgmt

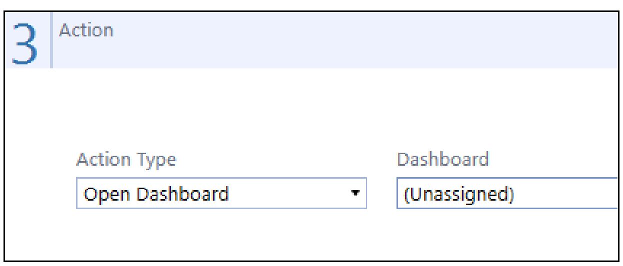
This type of task opens the **Document Management** toolbar when executing the task.

See also: Document Management



Open Dashboard

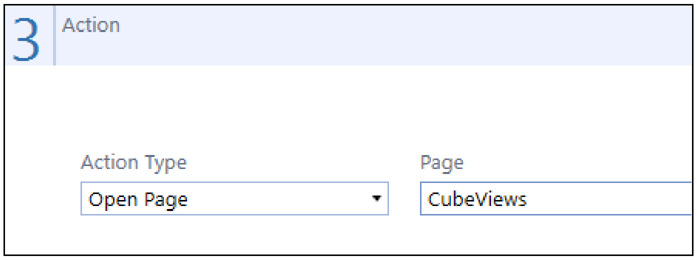
Directs users to a specific dashboard in OneStream XF. Executing an Open Dashboard task opens the dashboard in a separate **Task Manager** tab, so you can easily switch between the dashboard tab and the tab containing the task's details.



Dashboard
Choose a dashboard from the list.

Open Page

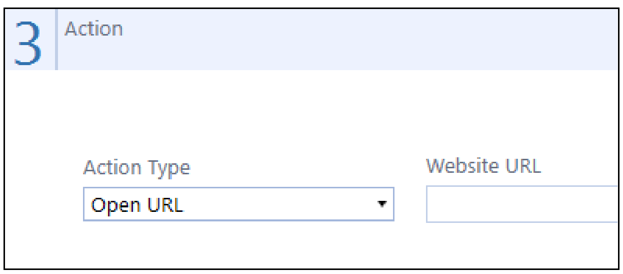
Directs users to a page in OneStream XF, such as the **FxRates** page.



Page
Select the OneStream application page.

Open URL

Directs you to the specified website.

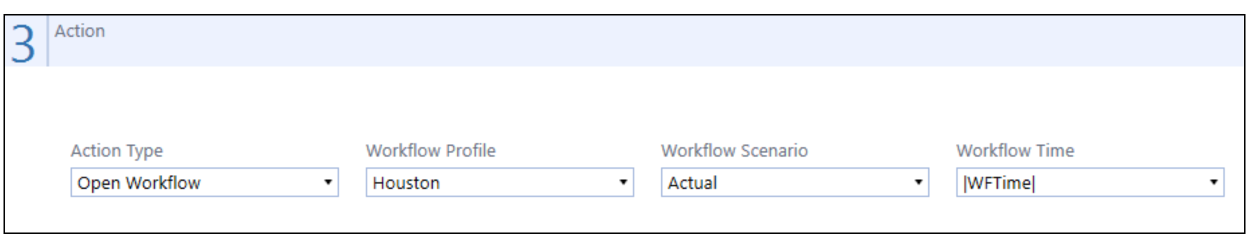


Website URL
Provide the target URL. Ensure that the Preparer has access any specified internal or secure site.

> **Note:** Some websites do not allow dashboard rendering and forces opening the dashboard in a full screen. This can cause the OneStream page to navigate away from OneStream instead of allowing the website to open in a new window. OneStream cannot control this behavior. An error message may display in this situation.

Open Workflow

Directs users to open the specified workflow for the selected scenario and workflow time.



Workflow Profile
Select the workflow profile to use. The list box values are based on the Preparer security defined in **Section 1 –Info**.

See also: 1 | Info

Workflow Scenario
Select the workflow scenario to use. The list box allows piped parameters such as |POVScenario| as well as a list of scenarios in OneStream XF.

Workflow Time
Select the workflow time to use. The list box allows piped parameters such as |WFTime| as well as a list of workflow time periods in OneStream XF.

Select the drop-down list box arrow to select the required profile, scenario and workflow time.

This task cannot be marked completed until the related workflow is marked completed (a check mark indicates completion). Also, workflow tasks are not marked completed even if the workflow is manually completed until all prior tasks have also been marked complete.

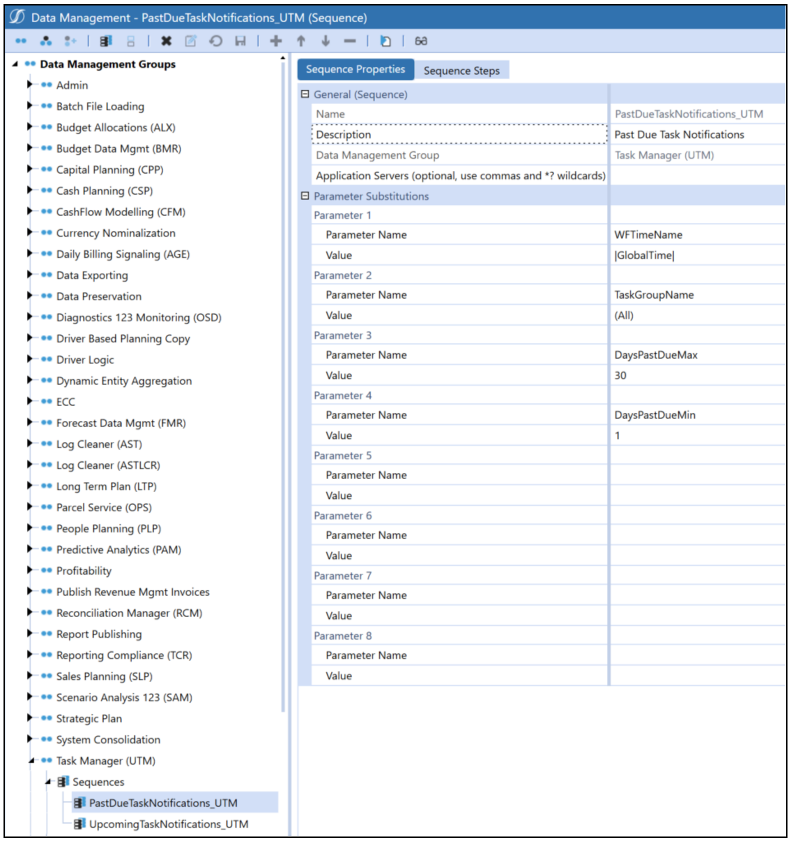
Set up Task Notifications

The OneStream Task Scheduler includes two sequences you can use to set up automatic email notifications for tasks. A sequence is an ordered series of one or more steps that execute in the order in which the steps are organized.

When you install Task Manager, two sequences related to task notification emails are added to the Platform Task Scheduler. The **UpcomingTaskNotifications_UTM** sequence manages notification emails for tasks coming due within a specified number of days. The **PastDueTaskNotifications_UTM** sequence manages when notification emails are sent for tasks that are past due.

> **Note:** The OneStream Task Scheduler is only available in the OneStream Windows application. OneStream encourages using the Windows application upon upgrade.

These sequences include default parameters and default values for the parameters. The sequences are defined in the OneStream Data Management module, in the Task Manager Data Management Group. In OneStream, click **Application > Tools > Data Management** to display the **Data Management** pane. Then in the **Data Management** pane, click **Data Management Groups > Task Manager > Sequences** to see the predefined sequences and their properties.



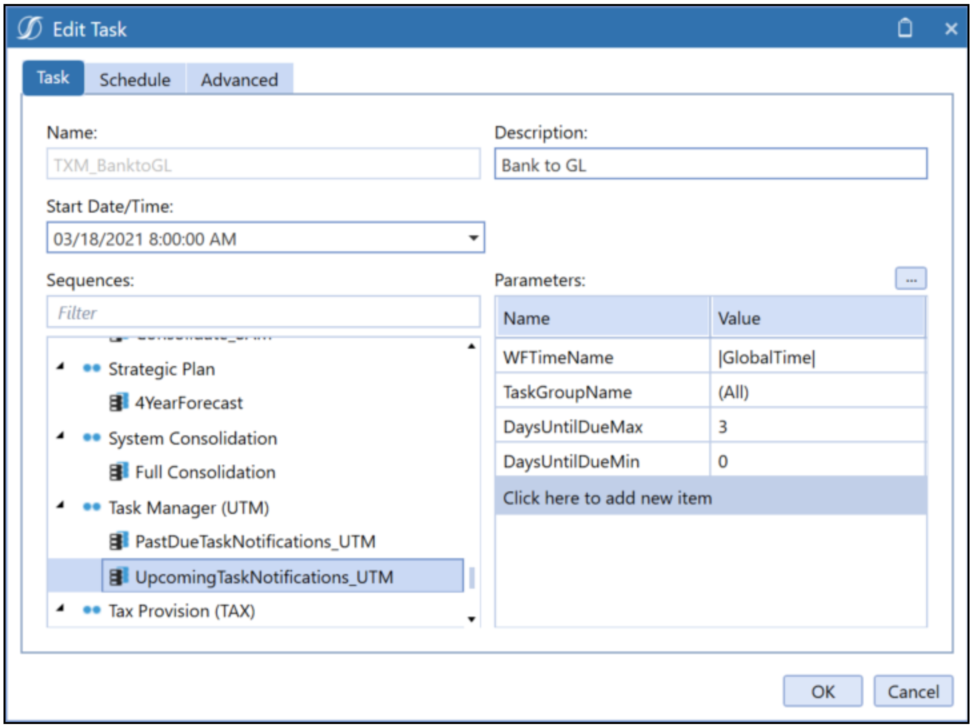
See also: The *Data Management* section in the *OneStream Design and Reference Guide* for more information about the Data Manager and Data Management groups and sequences.

Create a Task and Add the Task Manager Sequences

> **Note:** As part of the Data Management job within Task Scheduler, first run the Task Manager process to ensure all tasks are updated and synchronized to properly calculate what is upcoming or past due.

1. In OneStream, click **Application > Task Scheduler** to open the Task Scheduler. The Task Scheduler Grid View displays the current list of scheduled tasks.

2. Click the **Create Scheduled Tasks** button to open the **New Task**dialog box, where you can add information about the new task and schedule the notification emails.



3. In the **Task** tab, enter a name for the new task in the **Name** field.

4. The **Start Date/Time** field shows the time the task was created. This defaults to the current date and time. You can change this if necessary.

5. In the Data Management groups tree view below the **Sequences** field, navigate to and expand the Task Manager (UTM) Data Management group to display the **PastDueTaskNotifications_UTM** and **UpcomingTaskNotifications_UTM** sequences.

6. Click on each of the sequences under the Task Manager (UTM) Data Management group to see the preset parameters and their values. If necessary, you can edit these values.

   The following table describes the parameters for both Task Manager sequences and their default values.

Parameter	Description
WFTimeName	Workflow time name. This specifies the time function to be used when calculating tasks that are upcoming or are due. The default value is |GlobalTime|, which references the Global POV time.

Parameter	Description
	See also: *Time Functions and General References* in the *OneStream Design and Reference Guide* for more information on various time functions that can be used as values for this parameter.
TaskGroupName	The name of the Task Manager task group containing the tasks to execute the sequence against. The default value is (All) which specifies that all task groups are checked to see if this sequence applies to any of the group's tasks. The Task Scheduler does not validate this parameter's value. If specifying a single task group, ensure the value exactly matches the task group name.
DaysPastDueMax (PastDueTaskNotifications_ UTM sequence)	Represents the maximum number of days past the task's due date in which past due notifications are generated for the task. The default value is 30, which indicates that tasks up to 30 days past due generate past due notifications according to the task's schedule.
DaysPastDueMin (PastDueTaskNotifications_ UTM sequence)	Represents the minimum number of days past the task's due date in which past due notifications are generated for the task. The default value is 1, which indicates that tasks one day past due generate past due notifications according to the task's schedule. DaysPastDueMin works with DaysPastDueMax to define the range of days for a task to be considered past due for generating past due notifications. So for example if DaysPastDueMin is 1 and DaysPastDueMax is 30, then tasks that include this sequence would start to generate past due notifications one day after the task's due date, and continue to generate past due notifications until the task is 30 days past due.
DaysUntilDueMax (UpcomingTask Notifications_ UTM sequence)	Represents the maximum number of days until the task is due in which upcoming due notifications are generated for the task. The default value is 3, which indicates that tasks up to three days until the task's due date generate upcoming due notifications according to the task's schedule.

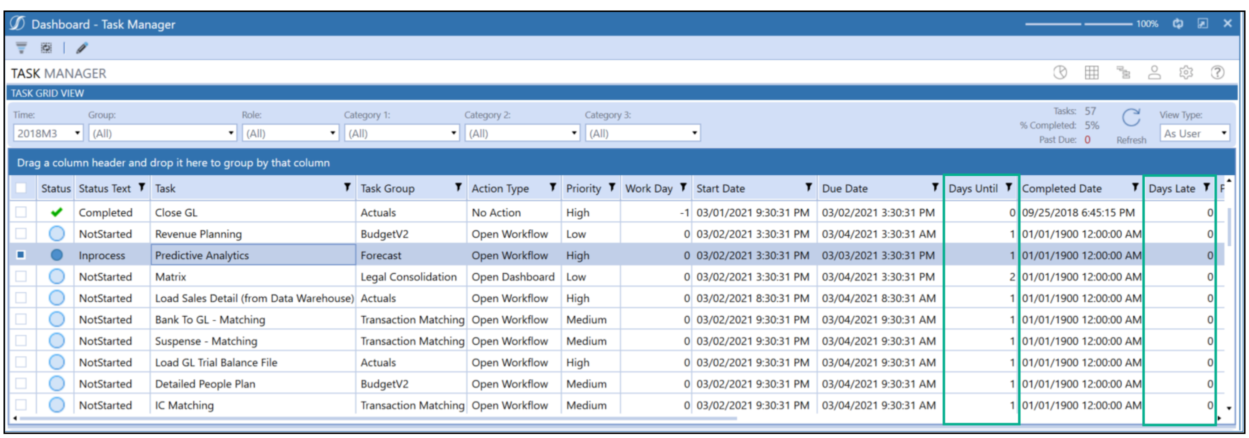
Parameter	Description
DaysUntilDueMin (UpcomingTask Notifications_ UTM sequence)	Represents the minimum number of days until the task's due date in which upcoming due notifications are generated for the task. The default value is 0, which indicates that tasks up to the day of their due date generate upcoming due notifications according to the task's schedule. DaysUntilDueMax works with DaysUntilDueMin to define the range of days for a task to be considered upcoming due for generating upcoming due notifications. So for example if DaysUntilDueMin is 0 and DaysUntilDue is 3, then tasks that include this sequence would start to generate upcoming due notifications starting three days before the task's due date, and continue to generate upcoming due notifications until the task is due.

> **Note:** For the DayPastDueMax/Min and DaysUntilDue Max/Min settings, timings are calculated based on the time zone of the user who creates the data management job that uses the Task Manager sequences.

7. Click on a sequence, then click the **Schedule** tab and use the radio buttons to specify the frequency and recurrence of the task's execution.

8. Click **OK** to save the new task and its schedule and include the Task Manager (UTM) sequences.

The Task Manager Grid View reflects the days until and days past settings for each task in the **Days Until** and **Days Late** columns.



In this example, if Days Until is 0 and Days late is 0 for a task, then notifications are set for tasks due today. If days until is 1, that means the tasks for the sequence are due tomorrow. Days until indicates when upcoming due notifications occur, and days late indicates when past due notifications occur.

Notification Emails

Upcoming email notifications are sent to the current preparer if the preparer is a current user and has a valid email address defined in OneStream. The current preparer for each task shows in the Preparer column of the **Task Grid View**. If the task preparer is **(Unassigned)**, the email is sent to everyone in the preparer group. The current preparer can forward the email as necessary. Past due task notifications are sent to the preparer and approver. If the task approver is (Unassigned), the email is sent to everyone in the approver group.

Email recipients only get one notification per day for all tasks that meet the notification parameters. The email shows every task that they are the preparer or approver of that meets the notification criteria. You can set up past due and upcoming due notifications at the same time within the same job. Notification emails are sent from the OneStream OSUser address (OSUser@onestreamsoftware.com).

For both upcoming due and past due notifications, the email shows the time period in the email subject line. Tasks listed in the email are grouped in alphabetical order by task group.

The email for notification for past due tasks contains the word **Urgent** in the subject line. The email notification for upcoming due tasks contains the word **Warning** in the subject line.

Both upcoming due and past due email notifications list the following for each task:

- Task Group Name
- Task name and task priority
- Days Until Due (upcoming tasks)/Days Past Due (past due tasks)
- Preparer and Preparer Group
- Approver and Approver Group

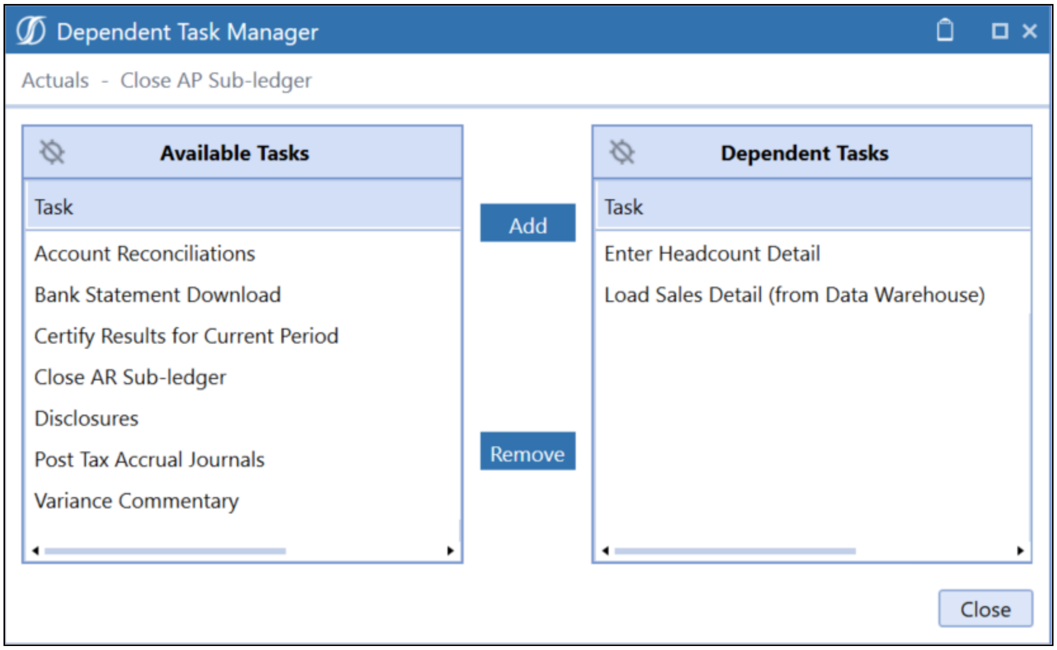
Manage Dependent Tasks

You can select a task and define dependencies with other tasks in the same task group.

Task Manager does not prevent creating task dependencies out of date order. For example, a task that must be started on Day 2 can be created as a dependent of a task that ends on Day 4.

1. In the **Task Administration** page, select the task that requires a dependency association.

2. Click **Depend** to open the **Dependent Task Manager** dialog box.



3. Select the task you want to be a dependent from the **Available Tasks** column.

4. Click **Add** to move the selected task to the **Dependent Tasks** column.

5. Repeat steps 3 and 4 as needed to add additional task dependencies to this task.

6. Click **Close** when all dependencies have been added.

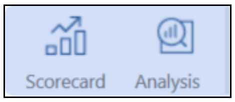
You can also select a task and click **Remove** if you enter a task as a dependent in error. This moves the selected task back to the **Available Tasks** column.

> **Note:** Tasks having dependences cannot be set as completed without all its dependent tasks being marked as completed first.

See also: Tasks Pane - Task List Menu Bar

Switch Between Task Analysis and Scorecard Pages

Task Analysis displays **Scorecard** and **Task Analysis** pages to view task data across various charts and grids. Additional **Scorecard** and **Analysis** icons in the **Task Filter** menu bar let you easily switch between **Scorecard** and **Analysis** pages.



Task Filter Menu Bar

Task Filter menu bar items display on the **Task Analysis**, **Task Grid View** and **Task Gantt View** pages, as well as the **Scorecard** and **Analysis** pages. Scorecard and Analysis pages also display any applied filters that update the tasks presented in the charts, grids, and counts for each page. Navigating between the different pages in Task Manager automatically saves the filters.

Time

A list of monthly time periods. Select the time period for which you want to display tasks.

Group

A list of published task groups.

Role

A list of task ownership by role. Filter results by:

- All
- Preparer
- Preparer/Preparer Group

- Approver
- Approver/Approver Group.

The Preparer/Preparer Group displays any tasks assigned to someone who is the sole Preparer, or as part of the Preparer group. The same behavior applies when selecting the Approver/Approver group.

User– (As Admin only)

Lists users that have access to Task Manager. Only Task Manager Administrators can access this filter when the **View Type** is set to **As Admin**.

Category Filters

Three lists of Category 1, Category 2 and Category 3 for filtering. Any combination of these is considered the intersection of these categories (an **AND** combination) and not the superset of categories that meet each specific entry (an **OR** combination).

Task Manager limits the Category filter results to the categories assigned to tasks the user has access to. The Category filters reset to **All** when changing the task group filter.

Refresh

Selecting **Refresh** synchronizes all custom, workflow, and dependent group task action types and refreshes all task charts, grids, statuses, and counts.

View Type

For Administrators, this drop down lets users switch between Administrator View and viewing as a user - only seeing what is assigned to them. This filter is only visible to Task Manager Administrators.

(Additional Task Information)

The Task Filter Menu for Scorecard and Analysis views, as well as the Task Manager Grid and Gantt views, display the following information that applies to all filtered tasks:

Tasks
The count of total filtered tasks for the selected time period.

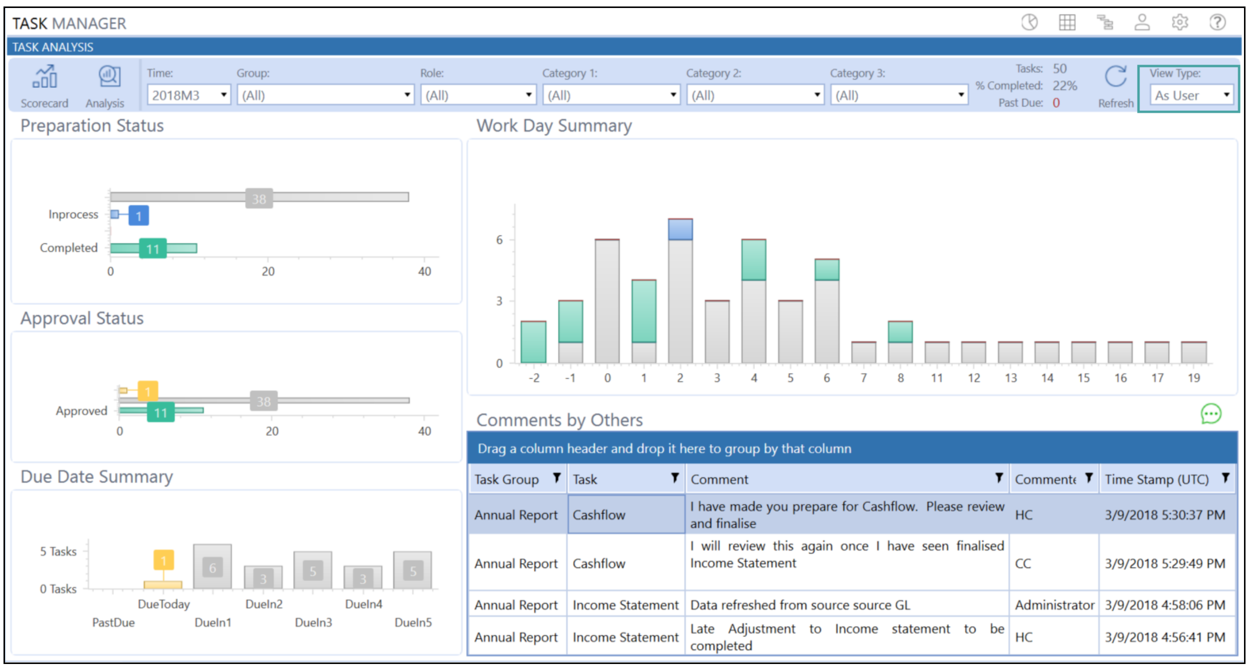
% Completed
The percentage of the total filtered tasks completed for the selected time period.

Past Due
The count of total filtered past due tasks for the selected time period.

Scorecard

The **Scorecard** provide charts that let you know immediately where tasks are in the preparation and approval process. All charts in the different Scorecard pages (As User view, As Admin view, and Simplified view) have drill down capabilities. Click on any chart bar, node or pie area to drill down and display the associated tasks in the **Task Details** dialog box. Task statuses derive from the User's Time set on the **User Preferences** page.

Scorecard – As User View



See also:

- User Preferences
- Task Status Sync Type

The **Scorecard - As User View** page gives you a quick look into the status of tasks that display on the page based on the defined filter criteria. It also shows tasks with comments made by other users.

Overall, this page provides a one-stop overview of where your tasks stand in terms of their completion status, and which tasks are becoming due.

Each bar in the charts on this page show the number of items within the bar itself (unless there are zero items). You can also hover over any bar in the charts to display a pop-up showing the number of items. Click any bar on any of the charts to display and process its tasks using the **Task Details** dialog box.

Preparation Status
This chart uses horizontal bars that represent the total filtered task count by each preparation status – **Completed**, **Rejected**, **Inprocess**, and **Not Started**.

Approval Status
This chart uses horizontal bars that represent the total filtered task count by each approval status – **Approved**, **Unapproved**, and **Approval Not Required**.

Due Date Summary
This chart uses vertical bars that represent the total filtered task count by past due, due today, or due within one to five days.

Work Day Summary
This chart uses vertical bars that represent the number of filtered tasks across the workdays for the selected time period. Selecting one of the columns displays the tasks for that workday in the **Task Details** dialog box. You can also hover over any bar in the chart to display the number of tasks belonging to each preparation status in a pop-up.

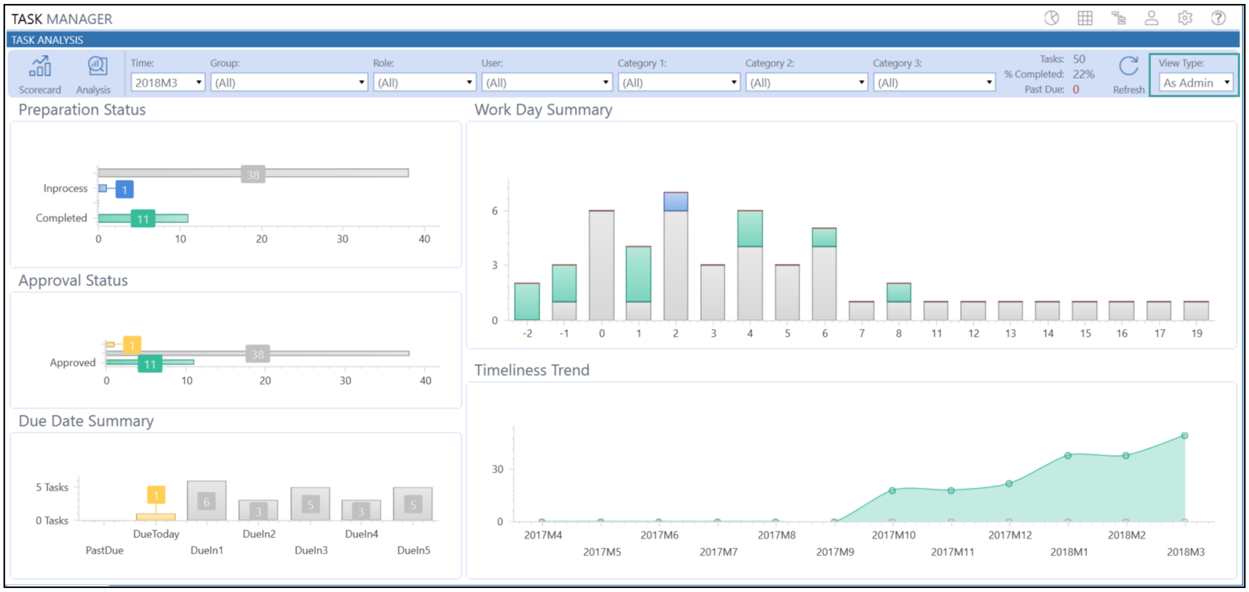
Comments by Others
This grid shows when you apply the **As User** filter. All comments made by other users to assigned tasks display in this grid. This grid works as a pivot chart, so you can drag and drop columns to creating grouping.

Like other grids with columns in Task Manager, you can group comments by any column or column combination.

See also: Group Tasks that Display in Grids

Scorecard – As Admin view

The **As Admin** scorecard displays the Timeliness Trend chart along with the charts presented on the **As User** scorecard.

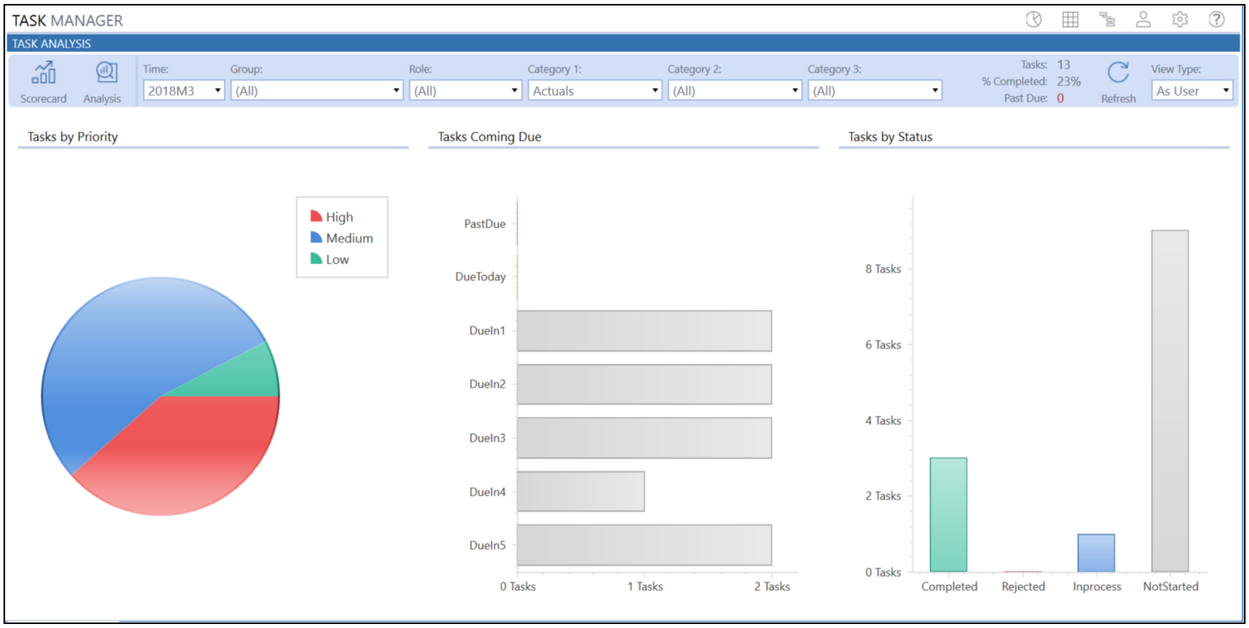


Timeliness Trend
This shows the total number of past due and on-time tasks for the selected time period over a trailing twelve-month period. Selecting one of the nodes opens the respective Task Details dialog box.

Scorecard – Simplified view

The Simplified scorecard view is an alternative view that optionally displays when you select the Simplified Scorecard setting on the **User Preferences** page.

See also: User Preferences



Tasks by Priority
This pane displays a pie chart that represents the percentage of High, Medium and Low priority tasks. Hover over a section of the pie chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display and work with tasks for the selected priority in the **Task Details** dialog box.

Tasks Coming Due
Displays a bar chart that shows the number of tasks due in each of the next five days, as well as the number of tasks due today and number of tasks past due. Hover over a section of the chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display tasks for the selected priority in the **Task Details** dialog box.

Tasks by Status
This displays a bar chart that represents the number of Completed, Rejected, Inprocess, and NotStarted tasks. Hover over a section of the chart to see the number of tasks for the highlighted priority type.

Click a section of the pie chart to display tasks for the selected status in the **Task Details** dialog box.

See also: Task Details

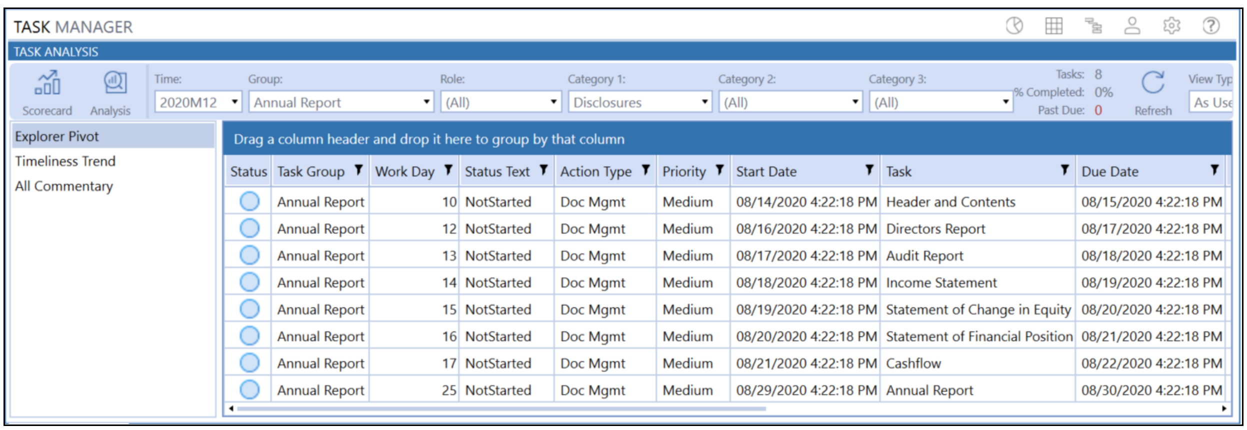
Analyze Tasks

The **Analysis** page includes Explorer Pivot and All Commentary grids. You can reorder grids in the **Explorer Pivot** and **All Commentary** pages.

See also: Reorder Grid Columns

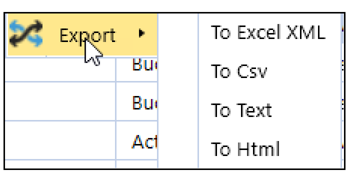
Explorer Pivot

A filtered grid of task data that can be pivoted by dragging a column header into the blue bar above it. Filter data by selecting the filter symbol on each column header.



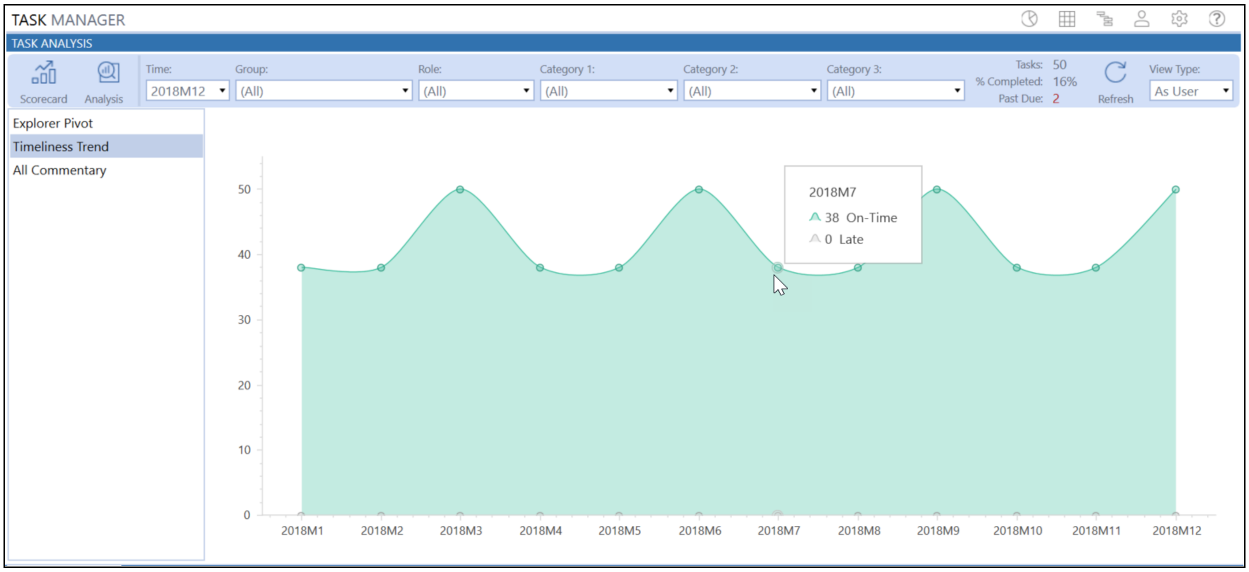
See also: Reorder and Filter Grid Items Columns

The grid data can be exported to Excel XML, CSV, Text, or HTML. Right-click anywhere on the grid and select **Export**, then select the data export type.



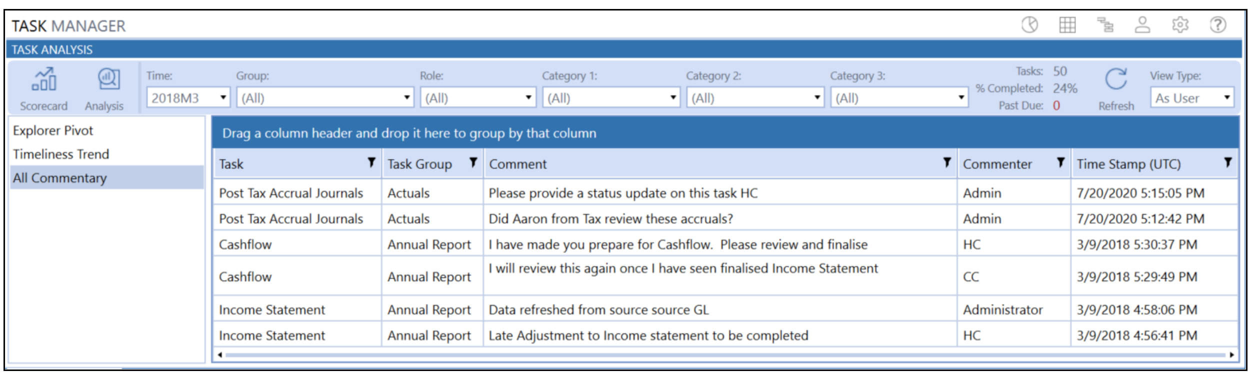
Timeliness Trend (As User only)

This provides the total number of on-time and late tasks for the selected time period over the trailing twelve months. Click on a node to open the **Task Details** dialog box with the filtered task list.



All Commentary

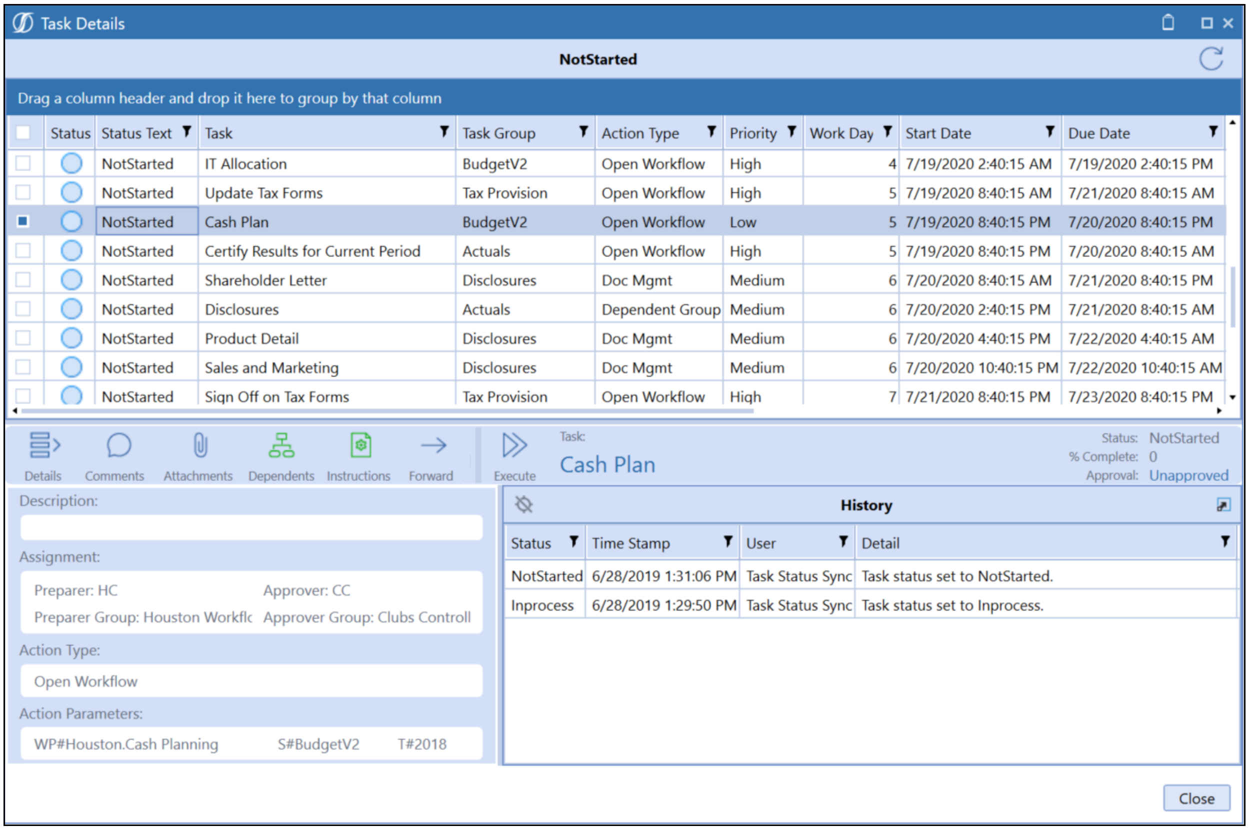
Provides all task comments by task name, group name, commenter, and time stamp.



Task Details

Select any task or chart item in the charts to open the **Task Details** dialog box and display the available task details for the selected task or chart item. Click on any column heading in the task list to sort the tasks by that column.

See also: Group Tasks Using Column Headers



Refresh Task Status

Click **Refresh** to update all task statuses in the **Task Details** dialog box, excluding tasks that require syncing.

Select Tasks to Process

The leftmost column in the Task Details pane contains check boxes that let you select a single task or multiple tasks to process. You can select multiple tasks and perform mass actions to the selected tasks.

See also: Process Tasks in Bulk

Clicking anywhere in a task row selects that task and displays the task's details. Click the check box in the column header to select all tasks.

Task Status Indicator

Each task's status icon in the Status column reflects the task's current state.

Not Started
An empty circle icon indicates that no progress has been made on the task.

Conditional Expression
An orange circle icon indicates that the task has an attached conditional expression.

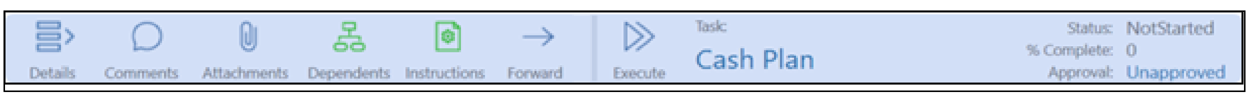
InProcess
A blue circle icon indicates that the task is in process.

Rejected
A red circle icon indicates that task approval is rejected. You must complete the task again and resubmit it for approval.

Completed
A green circle icon indicates that the task has been completed and is awaiting approval.

Approved
A green checkmark icon indicates a completed and approved task.

Task Action Menu Bar

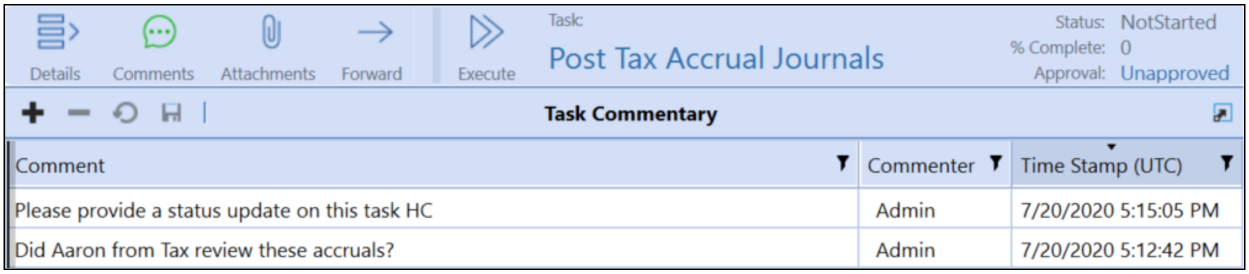


The **Task Action** menu bar includes the following buttons which display in context depending on the type of task, it's status, and the data about the task.

Icons in the **Task Action** menu bar display in green to indicate that the selected task includes items represented by the icon. For example, the task shown in the **Task Action** menu bar above (Cash Plan) includes dependents and instructions.

Details
Selecting this provides task details such as assignment by Preparers, Approvers, and Preparer and Approver groups, action type, action parameters, and history.

Comments
Click **Comments** to display the **Comments** pane, where you can review, add, and edit comments and share additional information about the task. Any user can edit their own comments.



Click **Insert Row** to add a comment, then click **Save** If needed, click **Cancel** to revert any unsaved edits. **Commenter** and **Time Stamp (UTC)** column values default to the current user and time and cannot be edited once saved.

Preparers can only add comments to tasks to which they are assigned and have a status of **Not Started** or **In Process**. Approvers can add comments to tasks with any status assigned to the task.

Administrators and Approvers can edit their own comments until the task is **Approved**. Preparers can edit their own comments until the task is **Completed**.

You can edit your own comments, but you cannot update another user's comments. To edit a comment you added, simply select the comment in the **Task Commentary** pane, click in the comment field to edit, then click **Save**. The time stamp on the comment updates to reflect the latest edit time.

Attachments

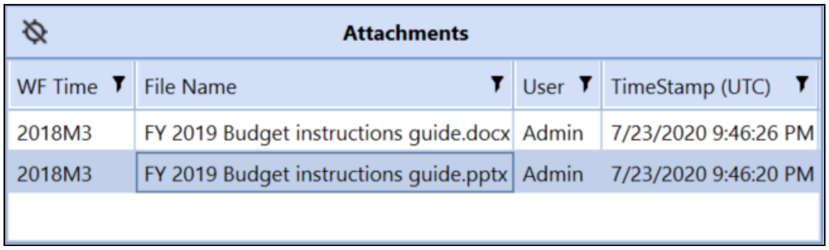
Use attachments to communicate and share additional information needed by those working on the task. Use attachments to associate all supporting documents needed to properly process the task. Task Manager supports a wide range of file types that you can attach to a task. Preparers, Approvers, and Administrators can add an attachment to a task.

> **Note:** All file types except XML can be used as attachments. There are not size limits, though extremely large files may time out during the attachment process.

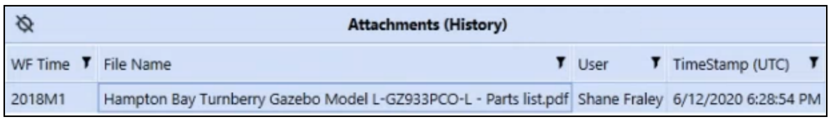
Click the **Attachments** icon to display the **Attachments** and **Attachment History** panes.

The **Attachments** pane lists current attachments for the task and lets you upload additional attachments, or view, and delete attachments for the selected task. Any files that have been attached to the task display in the grid.

The **Attachment History** pane lists any attachments that are part of the task's history.



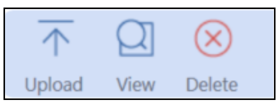
Attachments			
WF Time	File Name	User	TimeStamp (UTC)
2018M3	FY 2019 Budget instructions guide.docx	Admin	7/23/2020 9:46:26 PM
2018M3	FY 2019 Budget instructions guide.pptx	Admin	7/23/2020 9:46:20 PM



Attachments (History)			
WF Time	File Name	User	TimeStamp (UTC)
2018M1	Hampton Bay Turnberry Gazebo Model L-GZ933PCO-L - Parts list.pdf	Shane Fraley	6/12/2020 6:28:54 PM

You can only add attachments to tasks that have not been completed.

Attachments Menu Bar



You can perform the following actions on task attachments when you select an attachment in the Attachments list for a task.

Upload
Opens Windows File Explorer so you can navigate to and select a file to upload as a task attachment.

View
Opens the selected attachment in its native application so you can review and update the attachment's contents as needed.

You can also view an attachment that in the task's attachment history. In the **Attachment History** pane, select the desired attachment and click the **View** icon that appears at the bottom of the pane. The attachment opens in the attachment file's native application.

You make changes to an attached file you are viewing from the **Attachment History** pane, then save the updates and upload and attach it to the same task instance, a different task instance, or any other task. This is useful for instance when you have a document whose data changes on a monthly basis. You can select the current task, select the attachment with the document in the **Attachment History** pane, make changes, then upload the changed document as an attachment to the current task instance.

Delete
Select an attachment in the Attachments pane, then click Delete to remove it from the list of attachments associated with the selected task.

Dependents (tasks with dependencies only)

Click **Dependents** to display any dependent tasks that exist for the selected task. Define task dependencies for a task using the Dependent Task Manager.

See also: Dependent Task Manager

Two different views of dependent tasks display.

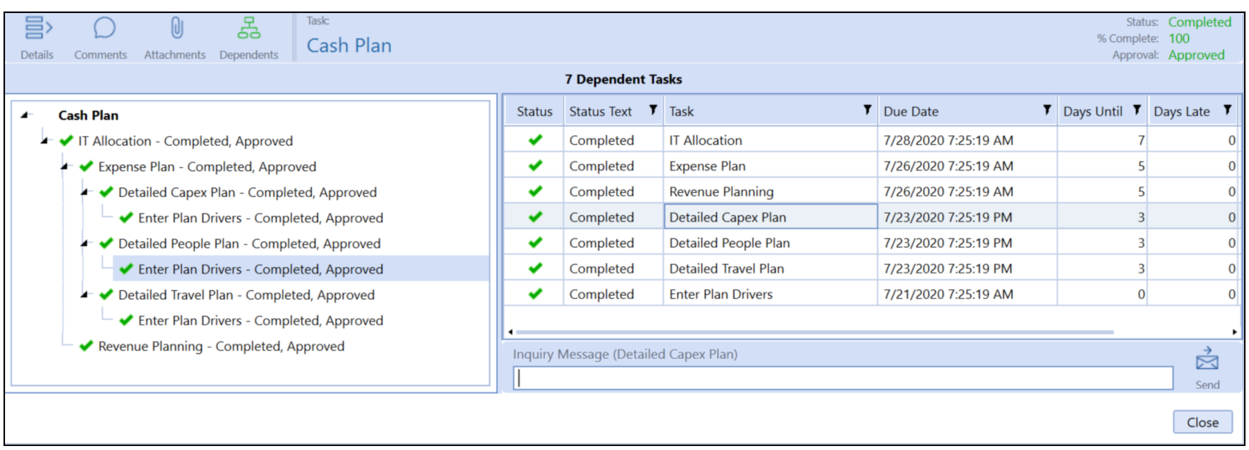
The left side pane displays the entire hierarchy of the selected task's dependents in a tree view. Use the **Dependent Tasks** tree view for a quick overview of the relations between a task's dependencies and to understand the levels of the dependent task parent/child hierarchy. The tree view shows all levels of nested dependency for the selected task.

The right-side pane lists each dependent task in a grid view.

These views allow you to can quickly assess the status of each dependent task and provides information about when the dependent task is due as well as to whom the dependent task is assigned.

Like the Status column of the **Dependent Tasks** grid, icons shown next to each dependent task in the tree view indicate the dependent task's current status. In the following image, all dependent tasks show a green check, indicating all dependent tasks are complete.

See also: Task Status Indicator



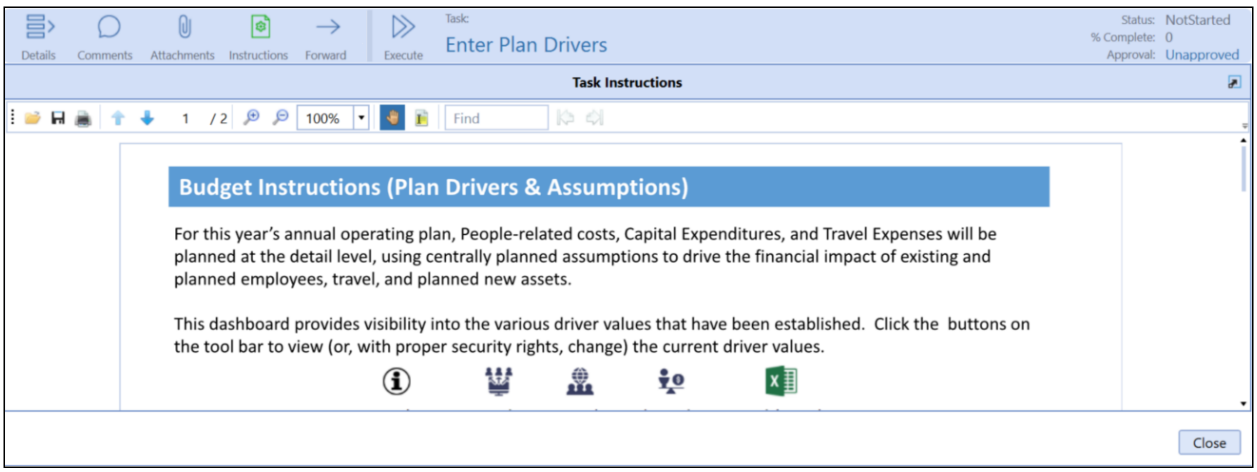
You can send an inquiry message directly from this page to the selected dependent task's Preparer. This lets you easily collaborate and share information about the task. To send an inquiry message, select the desired task, then enter your message in the **Inquiry** field. Click **Send** to send the message to the task Preparer.

The **Dependents** icon appears in green in the Task Action bar for tasks that have dependent tasks.

> **Note:** Tasks with incomplete dependent tasks cannot be approved.

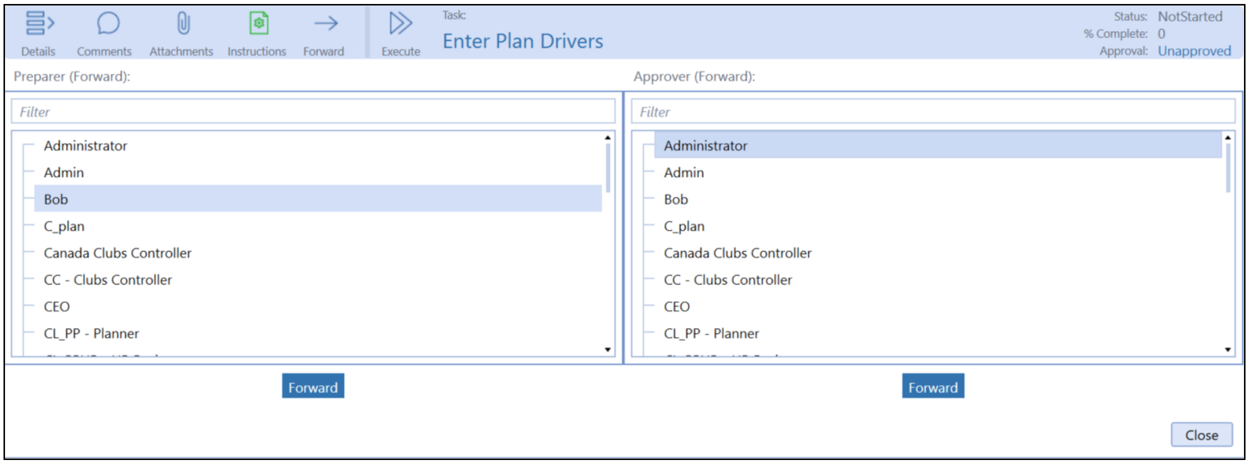
Instructions (tasks with instructions only)

Instructions can be assigned to tasks. You can view any assigned instructions in the Task Instruction viewer. Click to expand the Instruction viewer to the OneStream window size or size as needed.



See also: Instructions

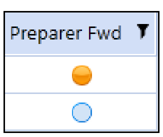
Forward
This icon appears if you have the right to forward the selected task. Forward lets Preparers and Approvers reassign task instance ownership to a different Preparer or Approver in the selected time-period. Task forwarding does not change the task assignment for past or future time-periods. Preparer Group and Approver Group assignments are retained.



Forward lists are not based on security access. If you forward a task to someone who does not have security access to the underlying action, they cannot complete their action. You can filter the lists by typing into the filter text box.

When a task is forwarded to a new Preparer or Approver:

- The task displays in the new Preparer's or Approver's queue.
- The new Preparer or Approver receives an email notification.
- There is an entry logged into the Task Detail History table.
- An orange circle appears in the **Preparer Fwd** or **Approver Fwd** column in the task grids for the selected time-period.



Task status action buttons (Started, Not Started, Complete)
Click **Start** to move the selected task's status to **Inprocess**. Click **Complete** to move the selected task's status to **Completed**.

Execute
This button executes the task action for the selected task. Executed task actions differ based on the Task action type.

See also: Execute Tasks for details on executing tasks based on task action type.

Execute is available for all users assigned as the Preparer of a task and all tasks types.

Note: The **Execute** button is hidden for tasks with the No Action task action type.

Execute Tasks

When you execute a task, the action taken to execute the task is based on the action type of the task.

Execute a Custom Task

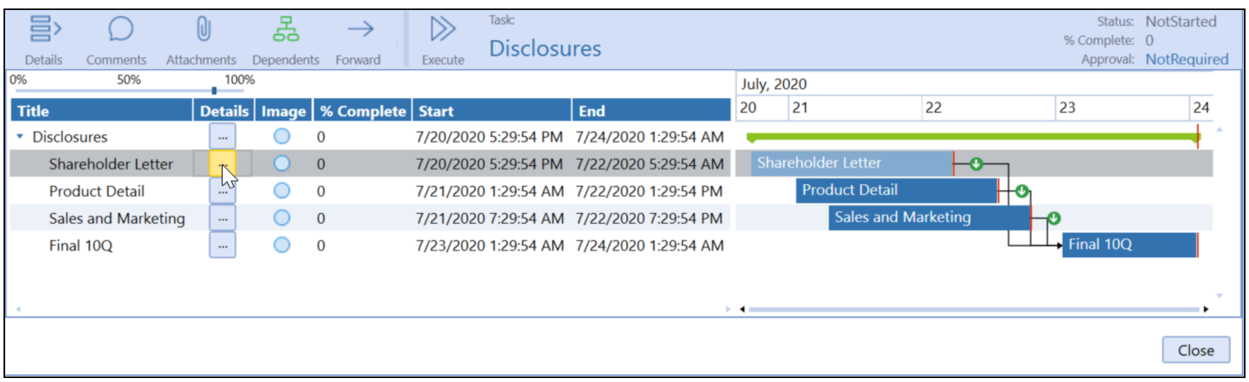
Tasks with a **Custom** task action type display a dashboard in a separate tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task's details. Navigation and actions can be taken in the Task Manager dashboard.

Execute a Data Management Task

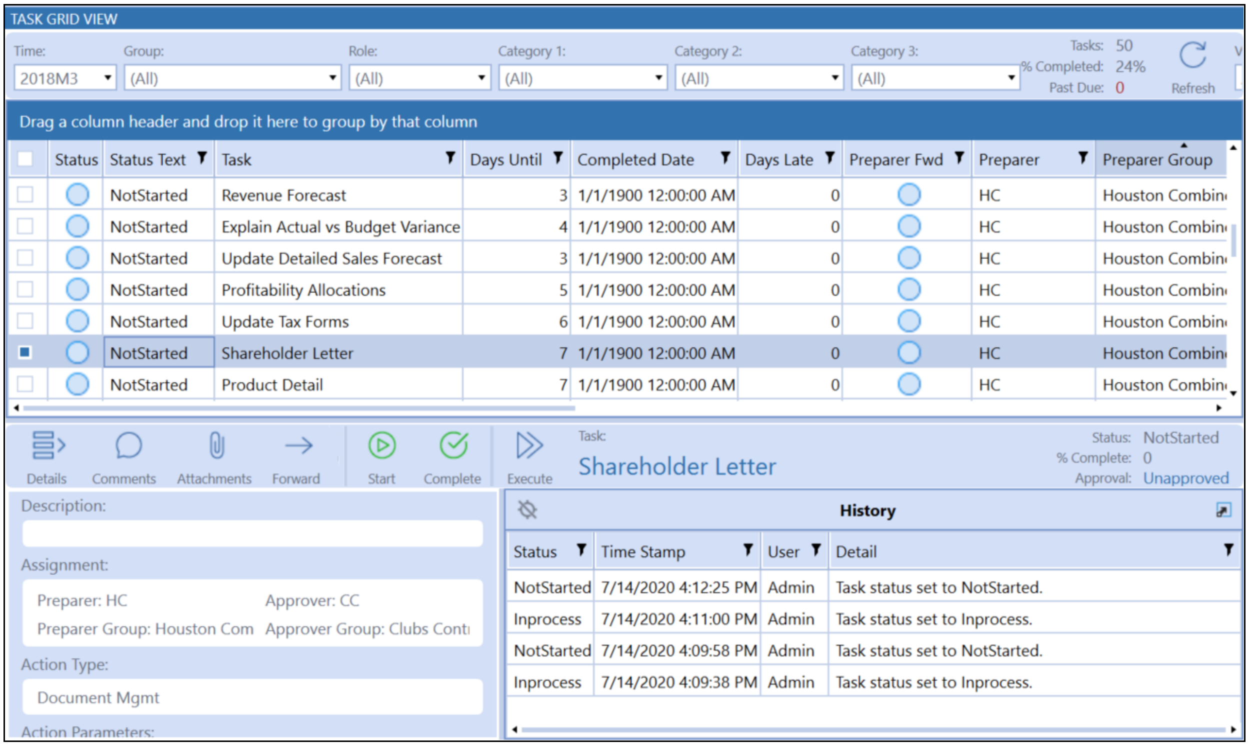
Tasks with a **Data Mgmt** task action type run a data management sequence in the background when you click **Execute**. The OneStream XF Task Activity log reflects updated data management sequence status.

Execute a Dependent Group Task

Tasks with a **Dependent Group** task action type show a Gantt view of the dependent group and its tasks when you click **Execute**.



Click the ellipsis in the **Details** column to display a dependent task's details in the same area. This is helpful to see the dependent task details and take any actions on that task without having to navigate away from the page.

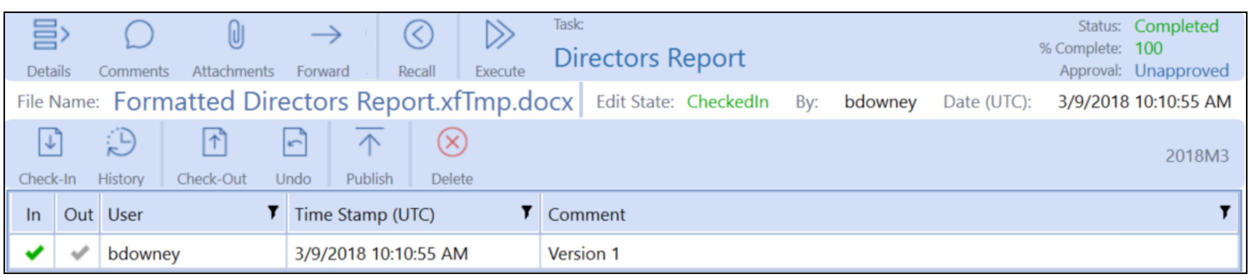


The preceding example shows the original task Disclosures executed, and the dependent task Shareholder Letter is selected from the Gantt view to display in the page. You can also see any cascading dependent tasks on the same page.

Execute a Document Management Task

Tasks with a **Document Mgmt** task action type display the Document Management menu bar when you click **Execute**.

See also: Document Management Tasks



Execute an Open Dashboard Task

Tasks with an **Open Dashboard** task action type behave differently depending on whether you access Task Manager via OneStream for Windows or the Silverlight browser client.

- **OneStream App for Windows:** The OneStream dashboard displays in Task Manager tab when you click **Execute**, so you can easily switch between the dashboard tab and the tab containing the task's details. Navigation and actions can be taken in the dashboard in Task Manager.
- **Silverlight Browser Client:** The OneStream dashboard opens in the same tab and navigates from Task Manager when you click **Execute**.

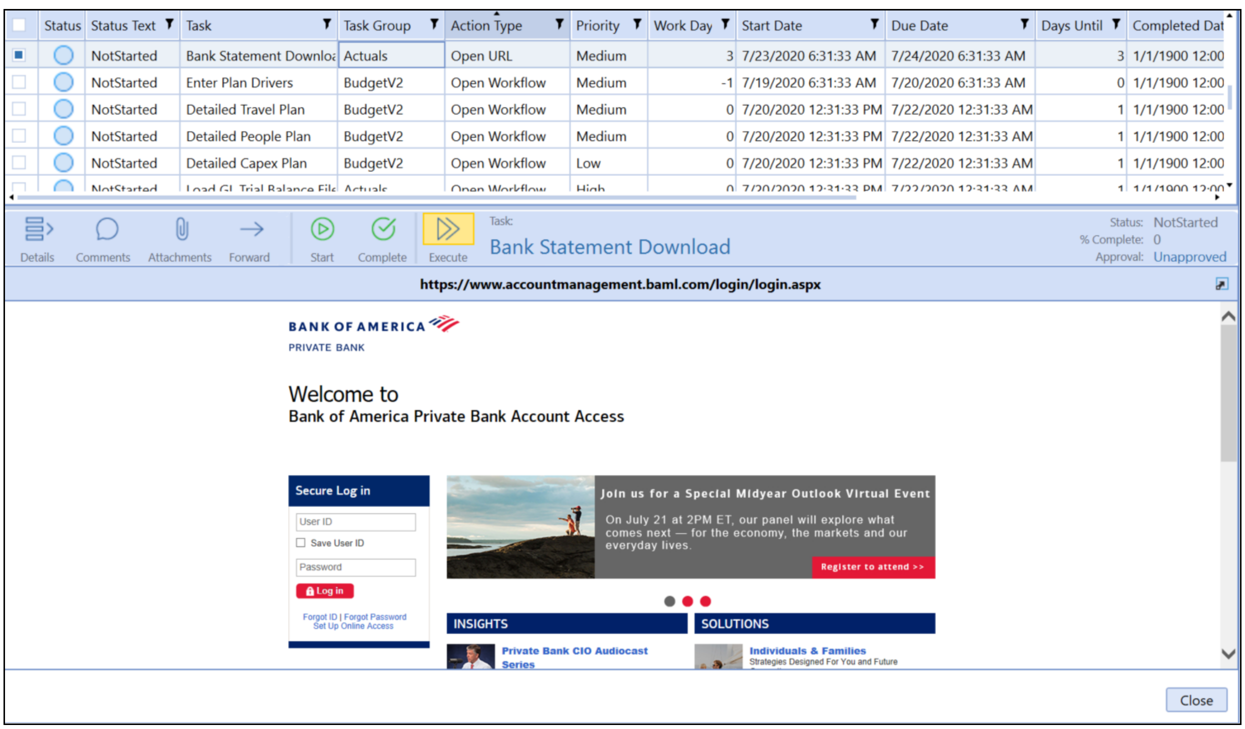
  Custom tasks that open OneStream dashboards also follow this behavior depending on whether you access Task Manager via OneStream for Windows or the Silverlight browser client.

Execute an Open Page Task

Tasks with an **Open Page** task action type open a specified OneStream page in a separate tab when you click **Execute**.

Executing an Open URL Task

Tasks with an **Open URL** task action type display the website in the task when you click **Execute**. You can navigate and perform actions across the website in Task Manager.



Executing an Open Workflow Task

Tasks with an **Open Workflow** task action type open the specified workflow in a separate tab when you click **Execute**.

Task Status Actions

Preparers and Approvers have different task status actions that are available depending on the task state.

Task Manager Administrators can also access these actions for their own tasks or a Preparer or Approver's tasks when you select the **As Admin** filter. However, Segregation of Duties are enforced so that anyone acting as a Preparer who completes a task in any given month cannot approve the same task that month even if they are a Task Manager Administrator. Only actions specific to the current task status display.

Preparer Status Actions

Start
Sets the task status to Inprocess.

Complete
Sets the task status to Completed.

Not Started
Sets the task status to Not Started.

Recall
Sets a completed task to an Inprocess status.

Approver Status Actions

Approve
Sets the task status to Approved.

Reject
Sets the task status to Rejected.

Unapprove
Reverts an approved task status back to Completed.

See also:

- Task Manager State Diagram in Appendix A for the different task states and task status actions available for preparers and approvers.
- Process Tasks in Bulk for information on bulk processing task status actions on tasks.

Status

The **Task Action** bar shows the task's progress. Task Preparers and Approvers can complete and approve directly from **Task Action** bar.

Tasks with the Open Workflow action type are linked to actions taken in OneStream XF. The Status and Approval values for these tasks automatically update as the related actions are completed in OneStream XF.

% Complete

The task completion percentage for the selected time-period.

Approval

The task approval status of **Approved**, **Unapproved**, or **Not Required**.

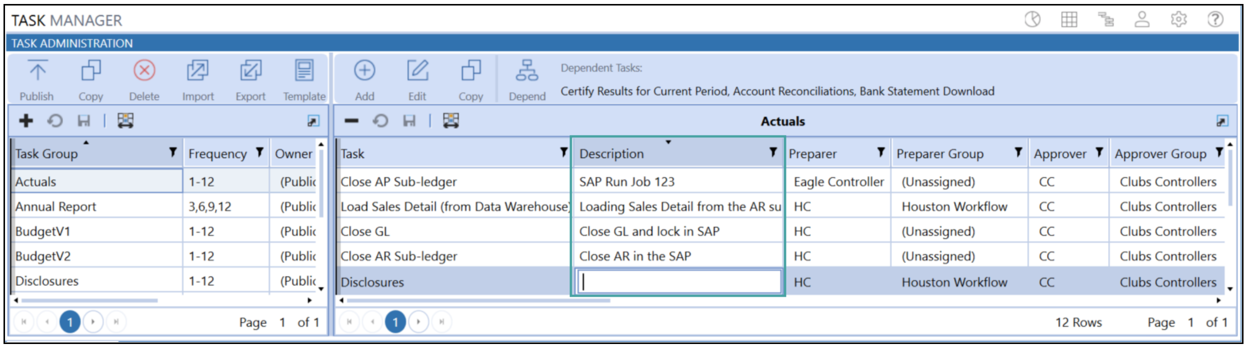
Set up Task Descriptions

Administrators can add descriptive text describing a task. Use the Task Editor or the Description field in the Task Administration Task list to enter description for a task. Simply click in the description field of the desired task to enter the description.

Task descriptions are a useful way for Administrators to quickly assess the nature of the task and lets you communicate what must be done to work on or complete the task.

Descriptions can only be entered by Administrators. Once the task is published, task Preparers and Approvers can view descriptions, but cannot add or edit descriptions.

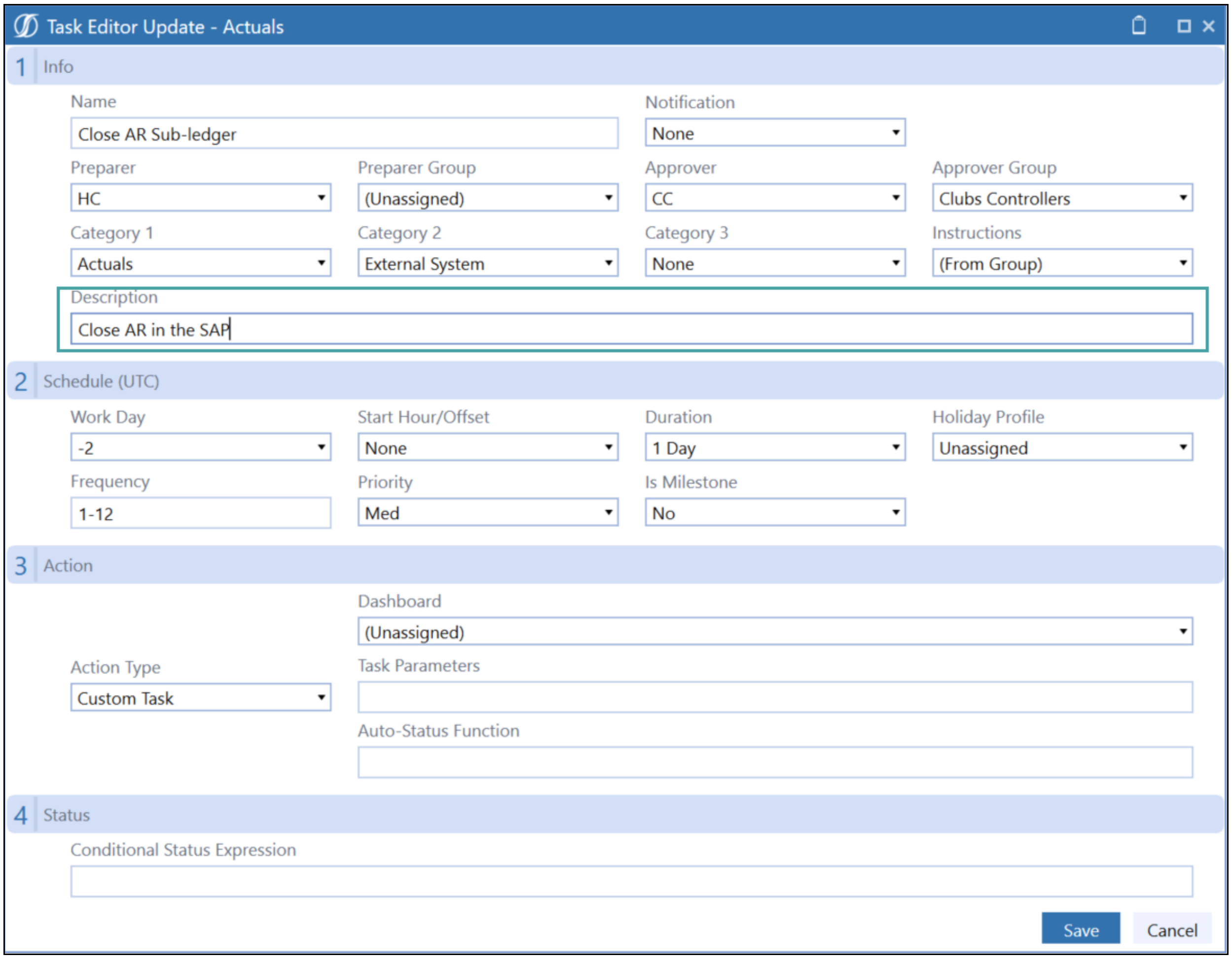
The following image shows the **Description** field in the Task Administration task list.



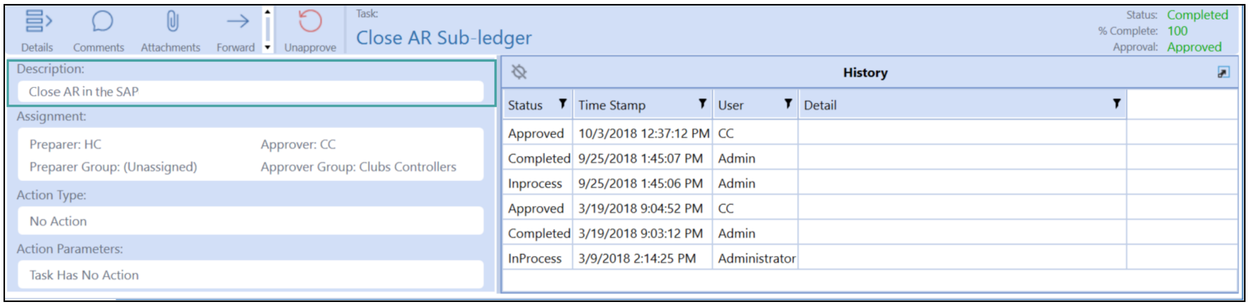
The default column ordering in Task Manager places the **Description** field in the **Task List** as the second rightmost column. You can click **Column Settings** in the task list and use the **Column Settings** dialog box to move the **Description** field to where it can be viewed without scrolling the task list to the right to see the field in its default column ordering location.

See also: Column Settings

The following image shows the Description field in the Task Editor. You can use either the Task Editor or Task Administration task list to enter descriptions for tasks that you manually add.



Task descriptions appear in the **Task Details** pane of the **Task Grid View** and **Task Gantt View** pages, so you can quickly assess the nature of the task. However, you cannot edit the descriptions in the **Task Details** pane.



See also:

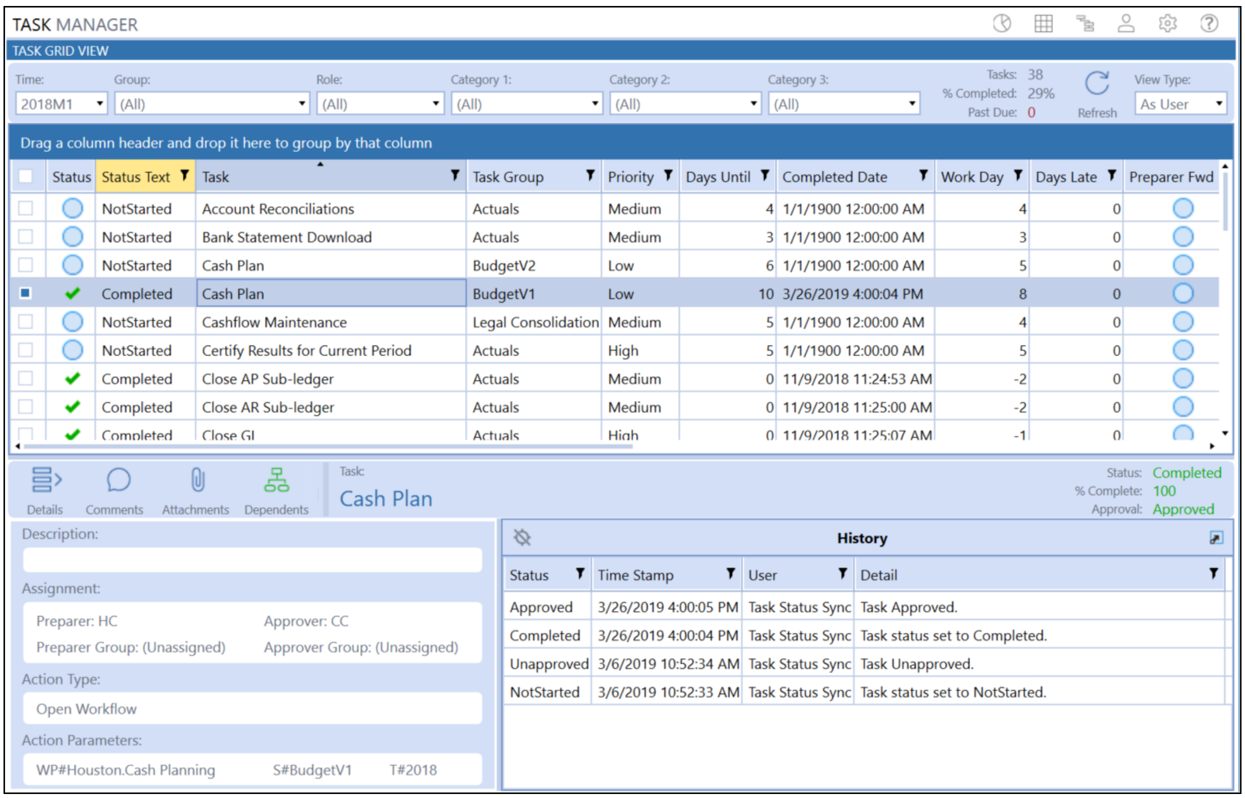
[Task Editor]

[Tasks]

Task Grid View

The **Task Grid View** provides a way for Preparers and Approvers to view and work on their tasks from within a grid. **Task Grid View** and **Task Gantt View** are where Administrators and task Preparers can do most of their task processing.

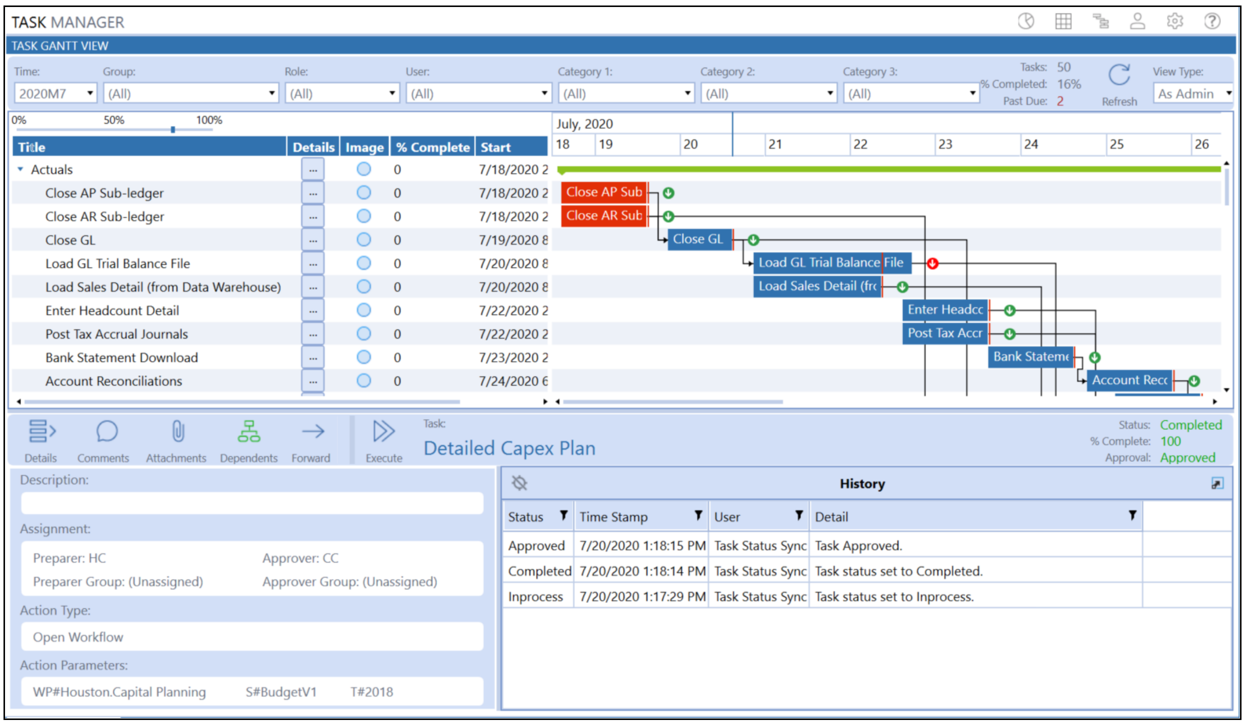
Use the first column in the **Tasks** pane to select multiple tasks to process by clicking the check box for each task.



The task list grid in the **Task Grid View** page works as a pivot grid, allowing column(s) to be dragged to the top, creating groupings. Click any task in the grid to display the task details on the bottom half of the page. The **Task Grid View** page reloads if any of the filters on the **Task Filter** menu bar change or when you click **Refresh**.

Task Gantt View

The **Task Gantt View** displays a Gantt chart with dynamic filters. Tasks presented on the Gantt chart turn from blue to red when a task becomes past due. The Gantt chart displays the **Task Details** pane on the bottom half of the page. The Gantt chart times are based on the user's computer time.



Title

The name of the task.

Details

Click the **ellipsis** button in the row of the task to display its details in the **Task Details** pane on the bottom half of the page.

Image

An indicator showing the task's status.

See also: Task Status Indicator for more information about each status indicator.

%Complete

The percentage a task or task group has been completed.

> **Note:** If a group contains tasks that a user cannot access, those tasks are not considered in the derived completeness calculation. This value matches the Scorecard completion value for any given group.

Start
The local date and time the task is set to begin.

End
The local date and time the task is set to complete.

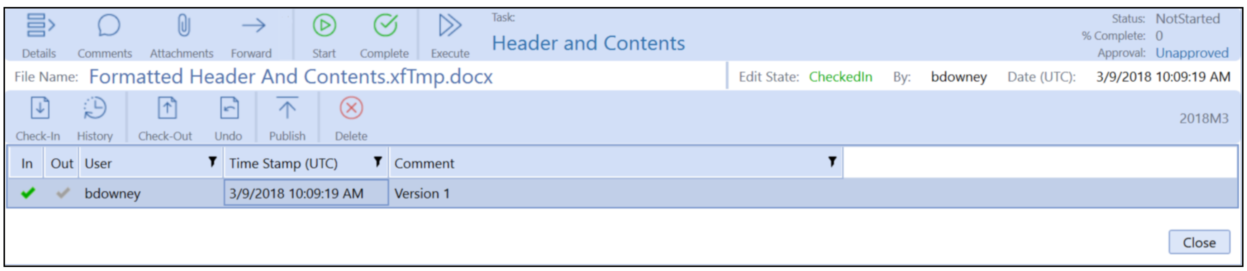
Document Management

Use the **Doc Mgmt** action type to manage document workflow (such as all documents needed for close).

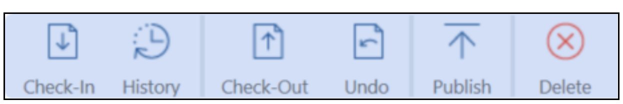
> **Note:** A Document Management task may only contain and manage a single document for document revisions. If several files are required for a task you should use task attachments.

Preparers can create, check-in, publish and modify the documents. Approvers can only publish documents, so they can be reviewed before approval is given.

Select a Doc Mgmt task in the **Task Details** dialog box to display its details on the bottom half of the dialog box. When you click **Execute** to execute the task, the **Document Management** Menu Bar appears.



Document Management Menu Bar



Check-In
Use this to check-in a single document from your local computer. First enter a check-in comment and click **Check-in**, then navigate to and select the document and click **Open**.

History
Opens the Check-In History dialog box to check-in a document version previously used, that is currently stored in history.

Check-Out
Use to check-out a previously checked in version of the document.

Undo
Use to undo document version checkout.

Publish
Use to publish the checked-in version of an XFDoc.

Delete
Deletes the document and all historical instances of the document associated with the selected task.

Document Management Processes

Creating the Document to be Checked-In/Published

1. Open Word and create the document containing the information related to the task.

   OneStream software components are added to the document with the XF Doc Builder Add-In during check-out.

2. Save the document and note its location.

   > **Note:** Documents inserted into other documents must be saved with .xfDoc as part of the file name, for example SouthHoustonSales.xfDoc.docx for a Word document. Documents not stored in this format cannot be inserted in other documents

3. Close the document.

Check In and Publish a Document

1. Click **Check-In** and enter a related comment In the Check-in dialog box. Click **Check-in**.

2. Use Windows Explorer to navigate to the location of the file being Checked-In (created in the previous section) and select it.

   > **Note:** Documents being checked in must be closed before checking them in. An error occurs if the document is still open.

3. Click **Open** to check in the document. The document appears in the task, with a status of **CheckedIn**. The document displays a green check in the In column to indicate it is checked in.

In	Out	User	Time Stamp (UTC)	Comment
✔	✔	Administrator	1/22/2019 4:39:30 PM	1st check-in

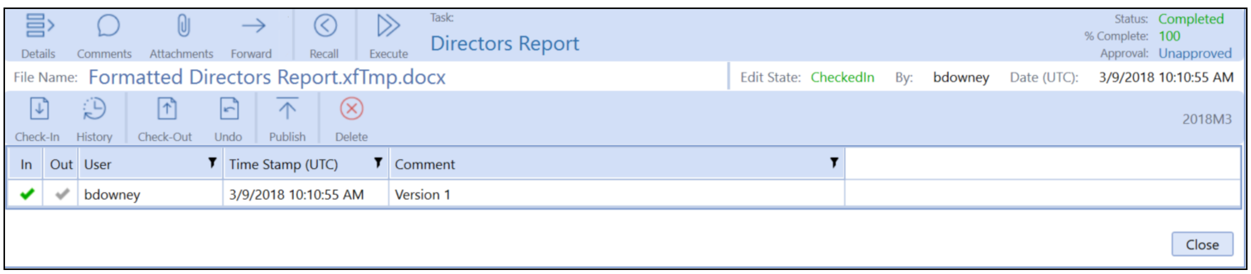
The document is ready to be published if the document does not need any XF Doc components added. Continue to the next step.

See also: Check Out and Publish a Document for instructions if you are adding XF Doc components to this newly published document.

4. Select the newly checked-in document, then click **Publish**. The document opens and displays in the program associated with the file type.

5. Close the document. The status of the document is still **CheckedIn** and it has a green check in the In column.

> **Note:** Document file name suffixes change from .xfDoc to .xfTmp when checked in.



Check Out and Publish a Document

If the document needs to be updated, it must be checked-out, edited, checked-in, and republished. The XF Doc Builder add-in must first be installed as a Word add-in before using it in Word.

1. Click **Execute** to execute the task for the document needing updates.

2. Select the document version to be updated, then click **Check-Out**. The document opens in the file's default File Viewer.

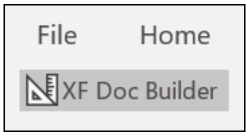
3. Make any required changes needed to the document.

   If not adding XF components, proceed to step 7. Otherwise, proceed with the next step.

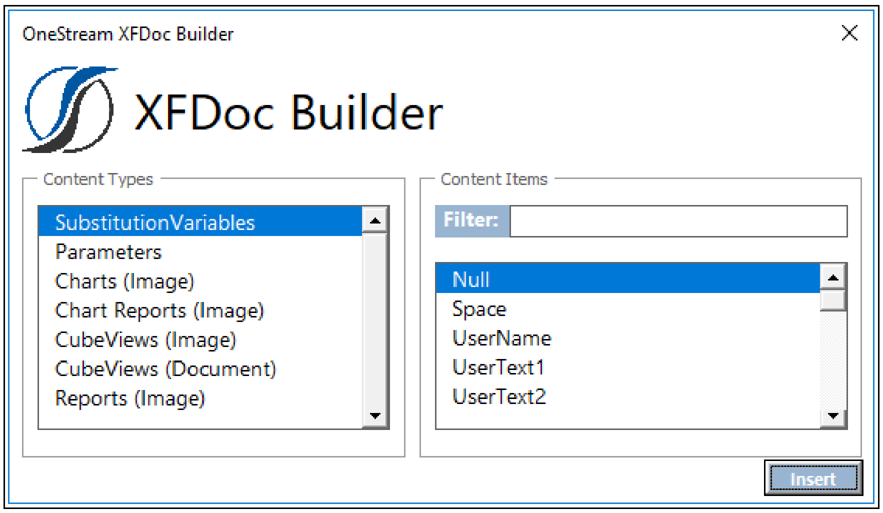
   > **Note:** The XF Doc Builder add-in must first be installed as a Word add-in before using it in Word.

   See also: XF Doc Add-Ins Settings for information on adding the XF Doc Builder add-in.

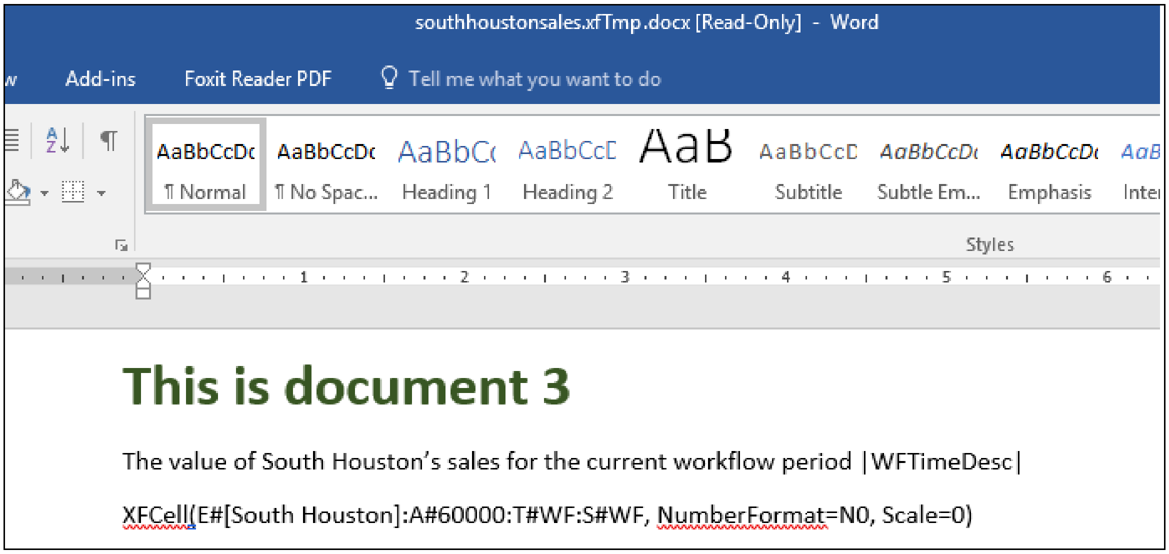
4. In Word, click **Add-ins**, then click the **XF Doc Builder** button.



5. Use the **OneStream FX Doc Builder** dialog box to in insert any XF components needed. To do this, double-click the desired content types to add them to the list of content items, then click **Insert**.



The document updates with the selected XF component information.

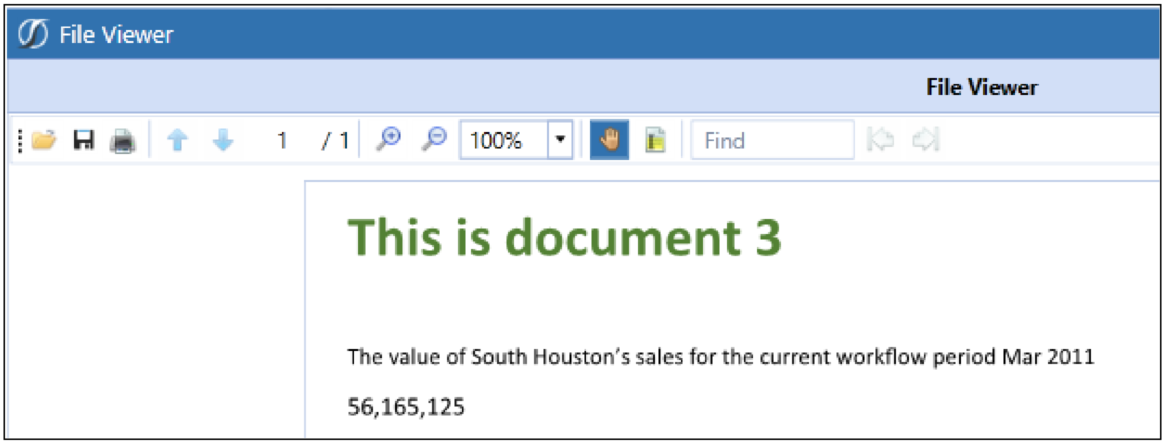


While the document is checked out for editing, the extensible functionality is not processed, due to the .xfTmp in the file name. While editing the document, the extensible code is visible, not the actual data.

6. Save the document. When saving the document in the same file location with its previous name, select the Replace file option when prompted. The document automatically saves with .xfTmp added to the file name.

7. Close the document.

8. Complete the steps documented in Checking-In/Publishing a Document to check the document back in and publish it. When published, the document contains information pulled in from XF based on the components added and the formulas entered.



Provide an explanation of what changed in the Comment field. Both versions of the document display in the Document Management list.

In	Out	User	Time Stamp (UTC)	Comment
✔	✔	HC	1/24/2019 9:41:58 PM	HC review and revision
✔	✔	Administrator	1/24/2019 9:37:19 PM	Intitial draft

Create a Combined Extensible Document

You can create a single document to display data from multiple source documents. Each of the source documents must have .xfdoc in the file name, be associated with a specific task, and already be checked-in and published. Then you can combine multiple documents into a final document. There must also be a task that creates and publishes the combined extensible document already created.

> **Note:** Combining one Word document (Doc Management) task inside of another Doc Management task (Word Document) using a version of Microsoft Word 2010 or earlier is not supported.

1. Create a blank document in Word to contain the combined documents.
2. Enter the appropriate information into the document.
3. Save it and note the location.
4. Launch the task for publishing combined documents.

5. Check in the document created in step 1 of this procedure.
6. Select the document that was just checked in and click **Check-Out**. A window appears with options for the file being checked out.
7. Click **Open**.
8. Click **Add-ins**, then click the **XF Doc Builder** button.
9. In the **XF Doc Builder** dialog box, select **Task Word (Document)** as a content item.
10. Select the file to be inserted, then click **Insert**.
11. Select the next blank line in the document, then press **Enter** to move to a new line.

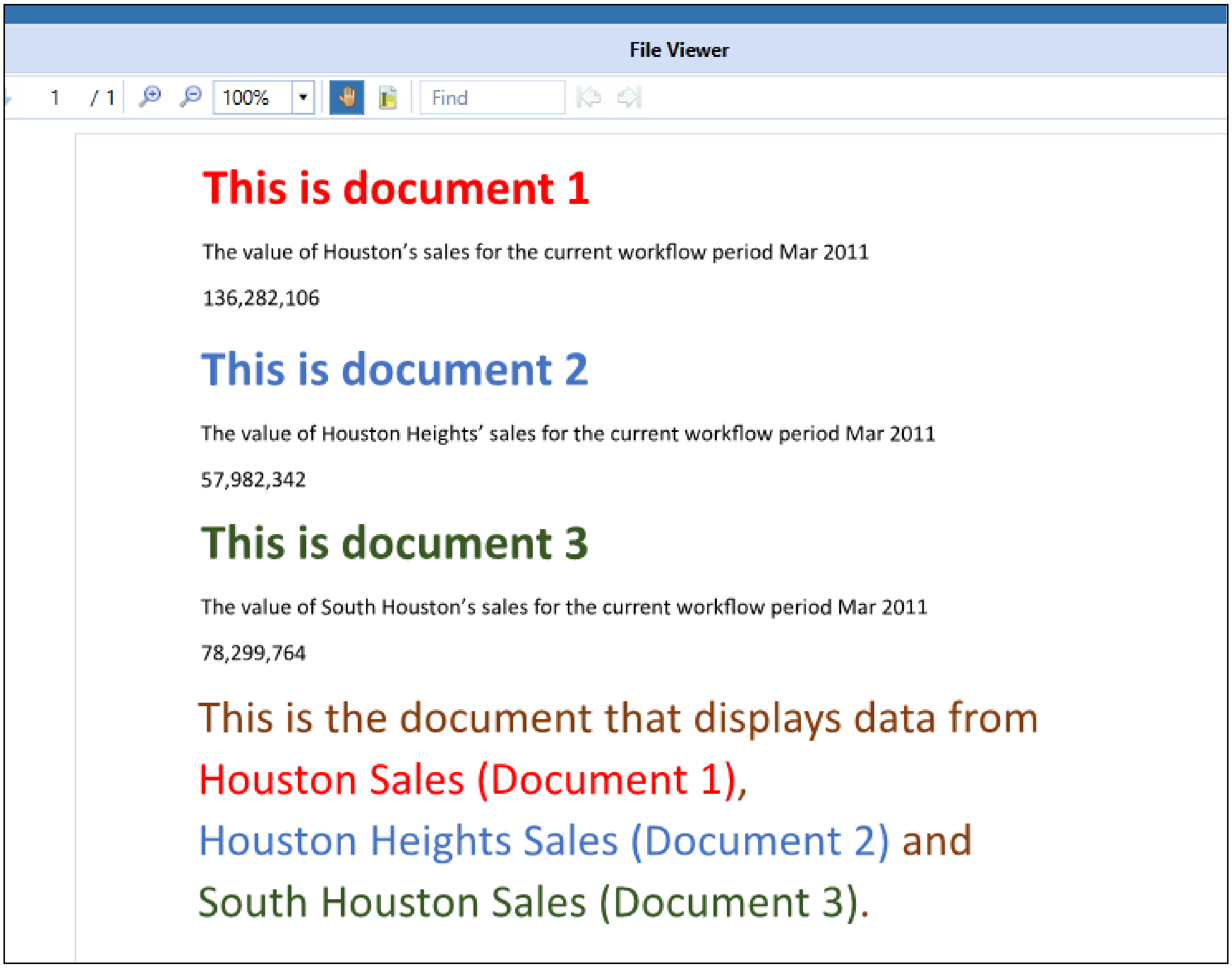
    Note: Inserted files must be added on a separate line within the combined document.

12. Repeat steps 8-11 as necessary to insert all documents.
13. Save the document.

    Note: When saving the document in the same file location with its previous name, select the Replace file option when prompted.

14. Close the document.
15. Complete the steps documented in Check In and Publish a Document to check in and publish the document.

This example shows a combined document.


File Viewer
1
/ 1
100%
Find
This is document 1
The value of Houston's sales for the current workflow period Mar 2011
136,282,106
This is document 2
The value of Houston Heights' sales for the current workflow period Mar 2011
57,982,342
This is document 3
The value of South Houston's sales for the current workflow period Mar 2011
78,299,764
This is the document that displays data from
Houston Sales (Document 1),
Houston Heights Sales (Document 2) and
South Houston Sales (Document 3).

Manage Grid Items

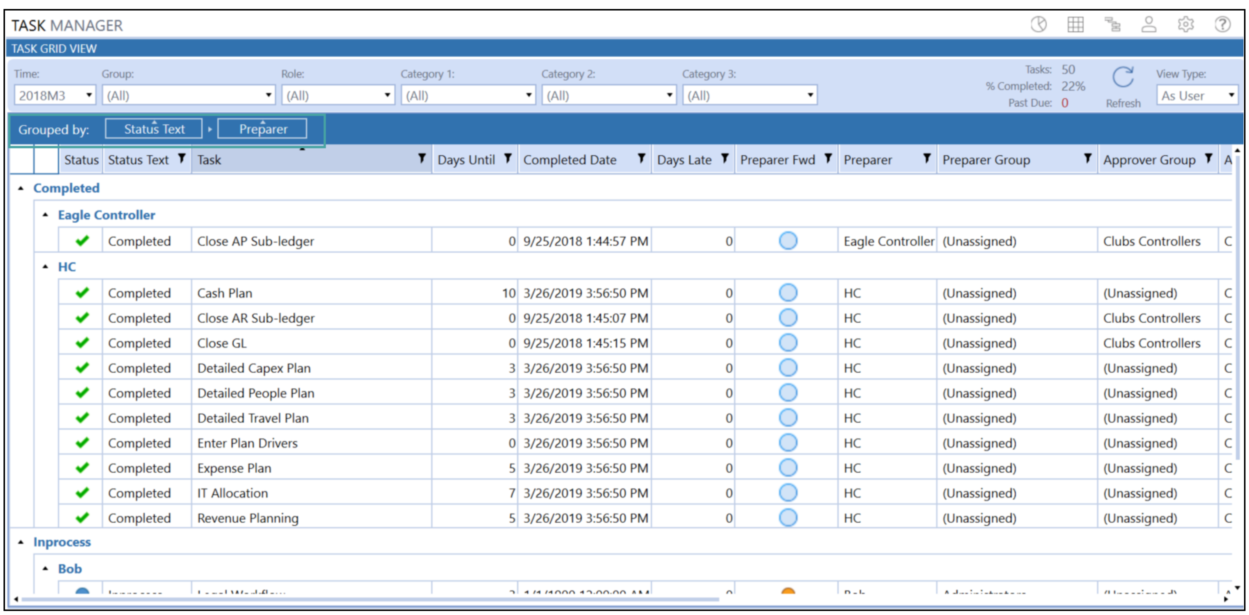
Task Manager provides several features that let you group, filter, and display the data, items and columns in the grid.

Group Grid Items

In Task Manager grids, you can drag and drop column headers to the dark blue bar on top of the column headers to group and display grid items by the dropped column.

Any column or combination of columns can be used. For example, to group tasks by Status Text and Preparer, first drag the Status Text column head up to the bar at the top of the grid, then do the same with the Preparer column head. Dragging and dropping any column head to this area changes it to the Grouped by bar and displays the column head names that you drop into it.

The following image shows the **Task Grid View** page with the tasks grouped first by Status Text, then by Preparer.

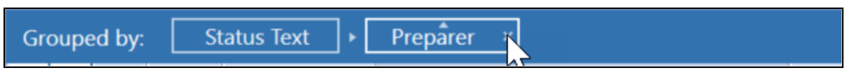


Column groupings are updated and display as soon as the column is dropped into the bar. When more than one grouping is used, groupings display as nested within its higher-level grouping. For example, the previous image lists the tasks by status, then within each status, tasks are grouped by the Preparer.

Expand or collapse grouped items by clicking the **Expand** and **Collapse** widgets on the top left of each grouping.

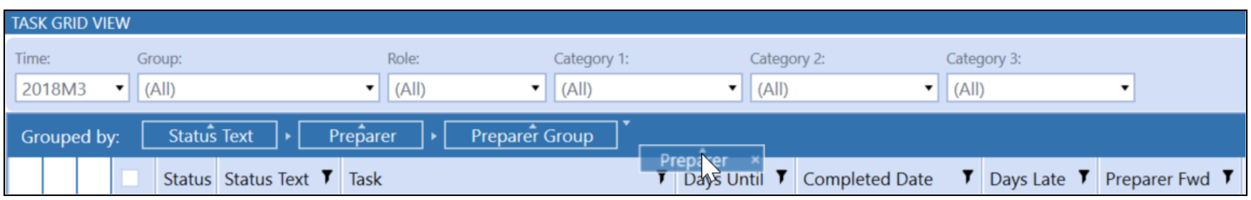
Any column groupings you make are retained between Task Manager sessions. Groupings stay in place until you change them or remove them.

To remove a grouping, hover over the column group you want to remove, then click the x that appears in the group box. You can also click the column group head in the **Grouped by** bar and drag it anywhere outside of the bar to remove it. Removing all groupings restores the list to its original state.



You can also change the list of items within groupings between ascending order and descending order by clicking the ascending/descending widget on the top of the column group box.

When grouping grid items by multiple groups, you can also easily change grouping hierarchy by dragging and dropping a grouping box to the desired grouping level.



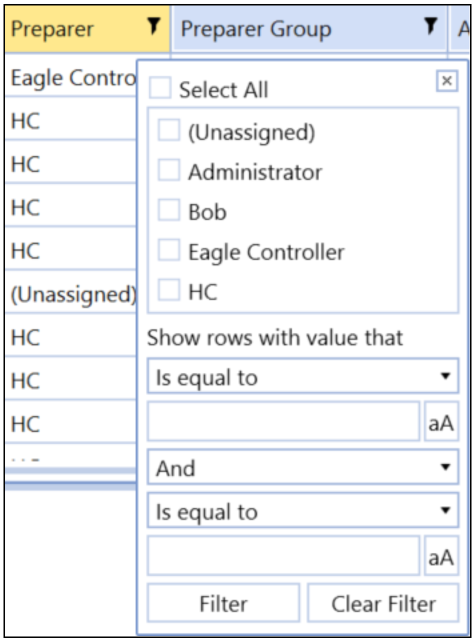
Filter Items that Display in a Grid

Grids allow you to use filters to display a subset of the grid's items. This is useful when working with large numbers of items in a grid and lets you easily focus on the items you need to work with.

Any column reordering stays in state until you change it. In other words, column ordering is remembered and retained from session to session until changed.

Any grid with columns that include the **Filter**  button in the column head let you use filtering criteria to display the items that meet the filtering criteria you define for that column.

In any grid column, you can click the **Filter** button to display the **Filter Criteria** dialog box.



Start by selecting the specific items to include in the filter. Items that you can choose from are based on specific item values available in the selected column. You can select all items, specific items, or a single item for filtering.

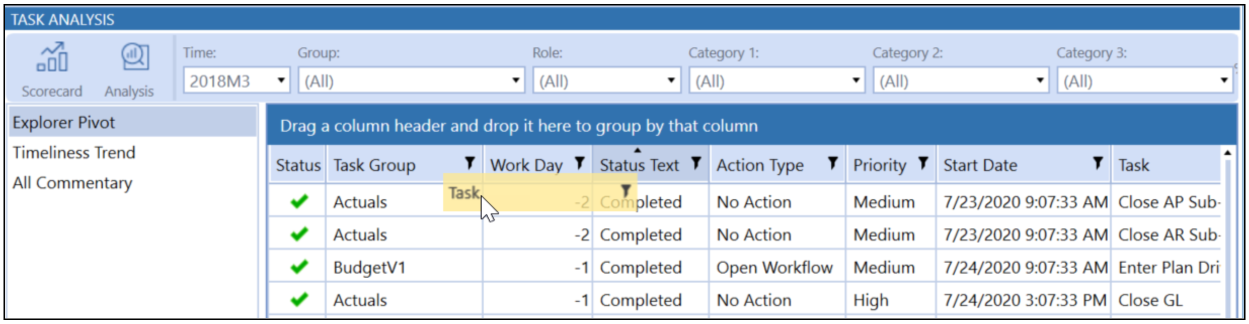
Use the remaining fields to optionally build a filter expression to further filter the items to display in the grid. Use the fields to define the logical operators and relational operators in the filter expression. When a logical operator requires a value, use the text box below the logical operator list box to enter the value. Click the button next to the value if you want case matching to apply to the entered value.

Click **Filter** to apply the filter to the selected task group or task list.

Reorder Grid Columns

Each column in a grid can be moved, so you can customize the display order of columns. This is useful with grids that display many columns, letting you customize the display order to see the column data most important to you. This lets you move the most important columns to the visible area of the grid, so you don't have to scroll right and left to see those columns.

To reorder a column in a grid, just click and drag the heading of the desired column and drag it to its new position in the grid.



Set and Order Grid Columns (Task Administration only)

In the **Task Administration** page, you can use the **Column Settings** dialog box to determine which columns to display and the left-to-right order in which the columns display. You can column display and ordering for both the **Task Group** and **Task list** panes. This allows you to easily focus on just the data you need to see to process your task groups and tasks.

See also: Column Settings for instructions on setting Task Administration column ordering and display using the **Column Settings** dialog box.

Process Tasks in Bulk

The **Task Grid View** and **Task Details** dialog box allow you to update multiple task statuses by selecting the tasks, then applying one status action to all the selected tasks. For example, rather than selecting each task that needs approval and changing the task status to **Approve** one-by-one, you can select all the tasks and approve them all in one mass action.

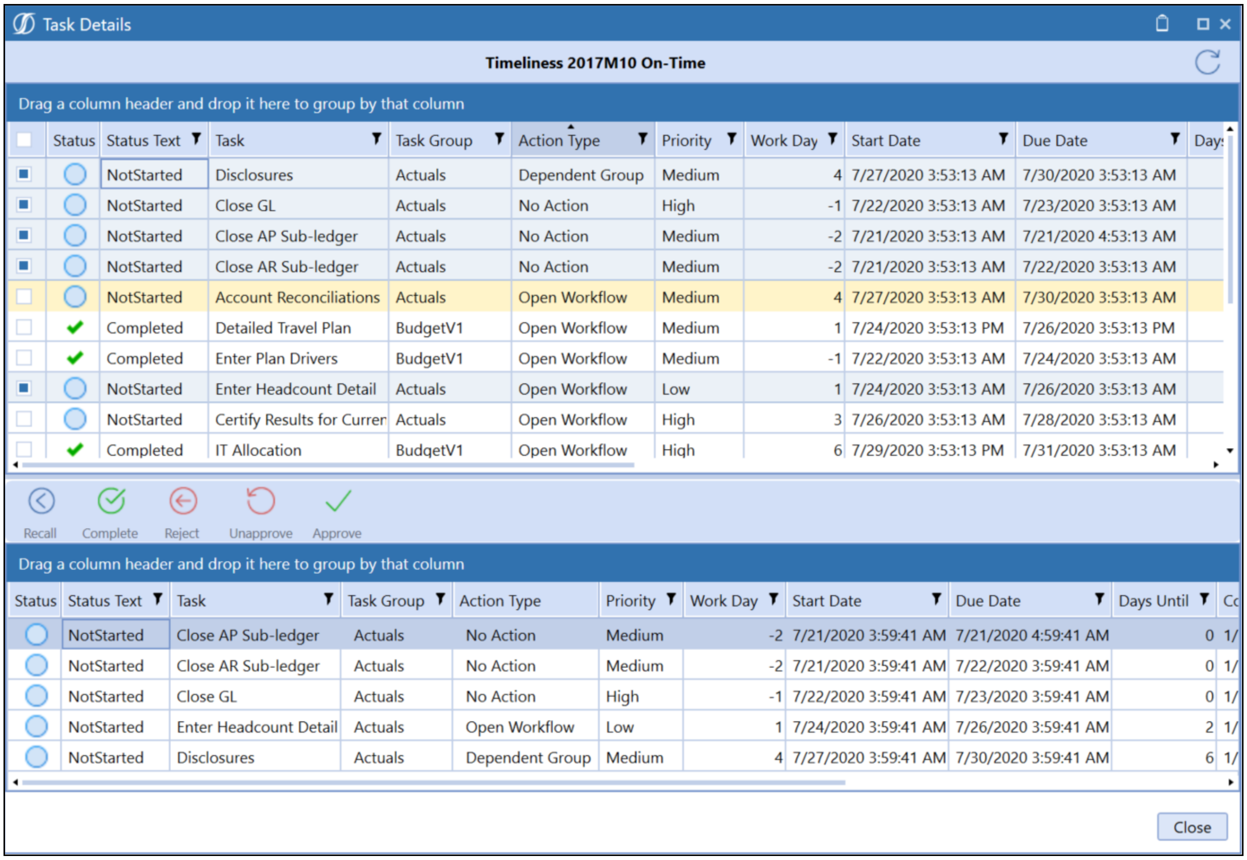
Processing tasks in bulk is an efficient time saver when you need to perform the same task status action on many tasks at once. You can approve, unapprove, complete , reject, or recall multiple tasks just by selecting them and performing a mass task status action on all the selected tasks at once.

All buttons appear regardless of your role. Once you apply the action each selected task is validated against your rights. If you do not have access to that action the selected tasks do not update.

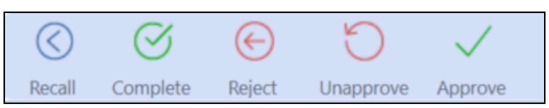
Task Manager statuses indicate where a task currently is in the task workflow.

See also:

- Mass Updates Settings for information on managing what can be updated in bulk.
- Task Status Actions for a description of each task status by role.
- Task Manager State Diagram for an overview of the task status workflow.



When you select multiple tasks, the **Task Detail** pane changes to a grid listing all the selected tasks. Task status icons appear at the top to let you update all the selected task's statuses. Icons that display are based on the task statuses you can apply for your role.



See also: Task Status Actions for a description of each task status by role.

To update multiple tasks at once, first select all of the tasks to process. You can select multiple tasks by:

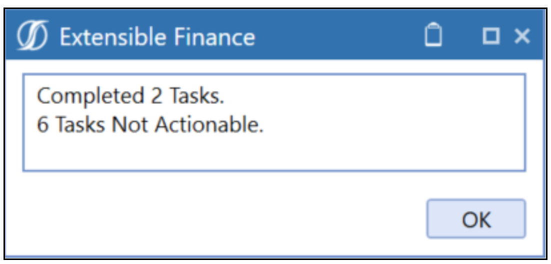
- Holding down the SHIFT key and clicking the first and last task in a range.
- Holding down CTRL and select multiple non-consecutive tasks.
- Clicking the check box in the leftmost column header. This selects all tasks in the list.

When you have selected the desired tasks, click the applicable icon in the Task Status menu bar to update the tasks. Only the actions that can be taken on the selected tasks are made during processing.

When bulk processing, Task Manager considers the task dependencies, task type, the current task status, and your role with the task to determine which selected tasks can be updated. Mass actions cannot be applied to the following task types:

- Open Workflow
- Dependent Group
- Data Management
- Any Custom Task that has any character in the Auto-Status function field.

When the selected tasks are updated, a message displays showing the number of tasks that were changed to the new status and the number of selected tasks that were not actionable and did not update.



When you click **OK** and apply the bulk changes, the top grid does not refresh. This is so you do not lose their selected tasks in the list. However, the bottom grid of selected tasks does reflect the status change. Click the **Refresh** button to update statuses in the top grid.

Help & Miscellaneous Information

This page contains additional solution documentation for Task Manager.

Display Settings

OneStream XF and XF MarketPlace solutions frequently require the display of multiple data elements for proper data entry and analysis. Therefore, the recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

Additionally, OneStream recommends that you adjust the Windows System Display text setting to 100% and do not apply any Custom Scaling options.

Package Contents & Naming Conventions

The package file name contains multiple identifiers that correspond with the Platform. Renaming any of the elements contained in a Package is discouraged in order to preserve the integrity of the naming conventions.

Example Package Name: UTM_PV6.3.0_SV100_PackageContents.zip

Identifier	Description
UTM	Solution ID
PV6.3.0	Minimum XF Platform version required to run solution
SV100	Solution version
PackageContents	File name

Solution Database Migration Advice

A Development OneStream XF application is the safest method for building out a solution with custom tables such as this one. The relationship between OneStream objects such as workflow profiles and custom solution tables is that they point to the underlying identifier numbers and not the object names as seen in the user interface. Prior to the solution configuration and to ensure the identifiers match within the Development and Production applications, the Development application should be a recent copy of the Production application. Once the Development application is created, install the solution and begin design. The following process below helps you migrate the solution tables properly.

See also: *Managing a OneStream Environment* in the *OneStream XF Design and Reference Guide*.

1. In the Production OneStream XF application, install the solution and create the data tables. See Configure the OneStream XF Application Server for Database Server Connection settings and installation details.
2. Data tables are created in the OneStream XF Development application during the solution installation. Using the Microsoft Data Migration Assistant, copy the data from the tables to the Production Microsoft SQL Server Database. Only the Microsoft SQL Administrator should run the migration assistant.

Important: This process has the potential to overwrite existing table data in the Production application database if data already exists.

MarketPlace Solution Modification Considerations

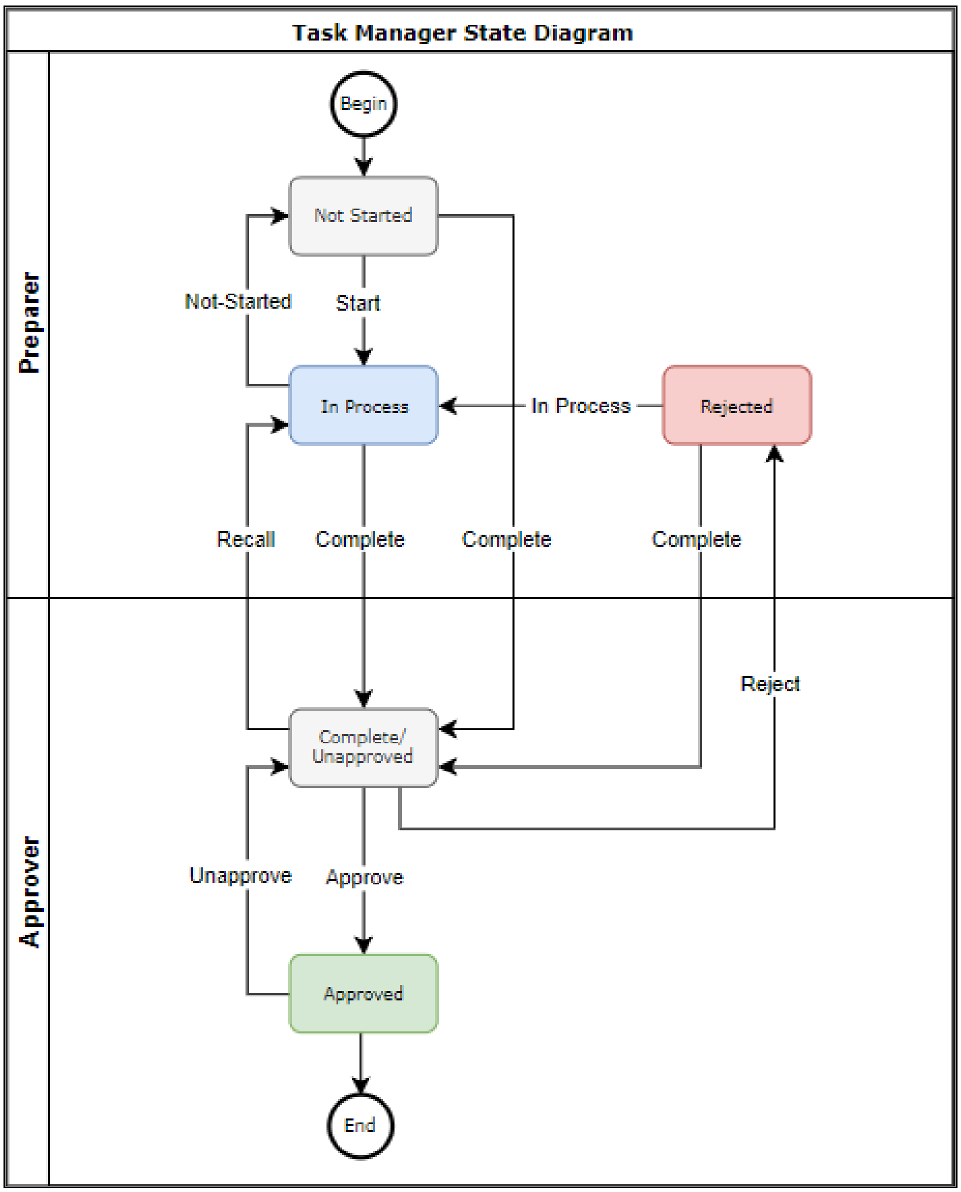
A few cautions and considerations regarding modification of MarketPlace Solutions:

- Major changes to Business Rules or custom tables within a MarketPlace Solution are not 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 is 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, make an upgrade even more complicated.

Appendix A

Task Manager State Diagram



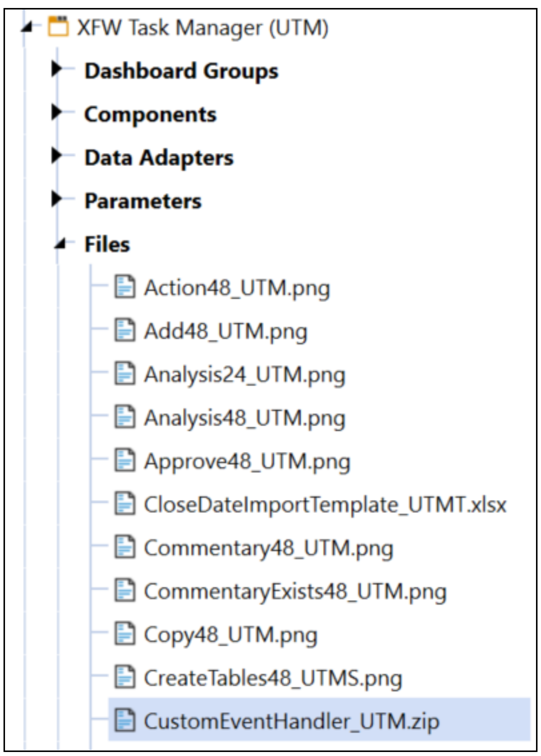
Appendix B: Custom Event Model

The purpose of the Custom Event Model is to provide a method in which you can add customizations to the Task Manager solution that remain in place and are bypassed during a solution upgrade. The Task Manager solution supports these models using Business Rules.

Set Up the Custom Event Model

1. On the Application tab click **Dashboards > Dashboard Maintenance Units > XFW Task Manager (UTM) > Files**.

2. In the Files folder, click **CustomEventHandler_UTM.zip**.



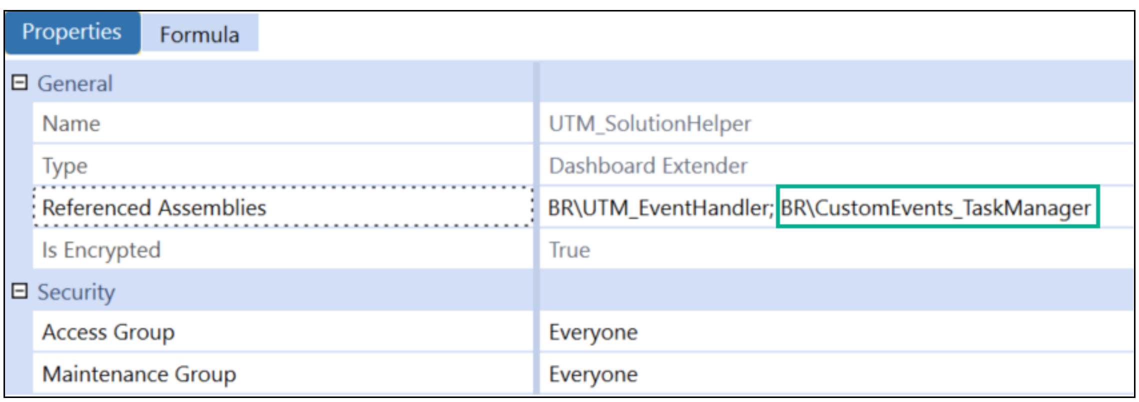
3. In the **General (File)** pane, click **Download File** in the **Content file** field and save the file to an appropriate location.

4. On the **Application** tab, click **Tools > Load/Extract**.
5. On the **Load** tab, locate **CustomEventHandler_UTM.zip** using the Select File icons and click **Open**.
6. When the solution's file name appears, click **Load** to import the business rule.

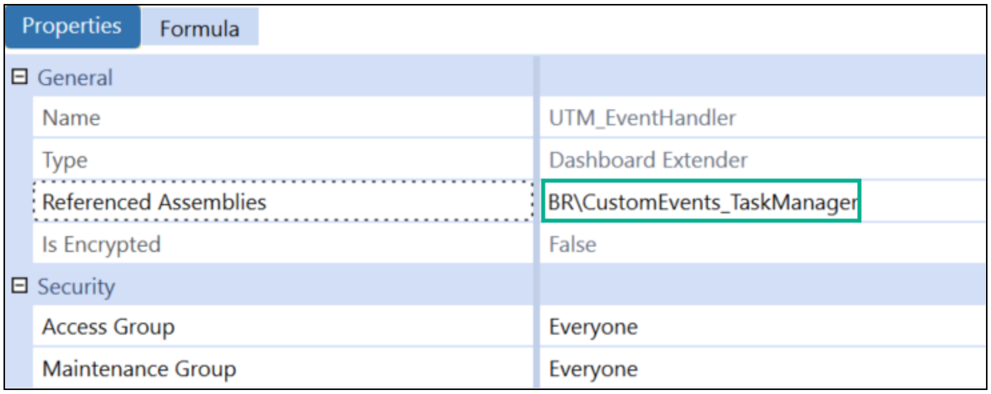
Integrate Business Rules

After importing the business rule, update the UTM_EventHandler business rule to integrate with the CustomEvents business rule.

1. Click **Application > Tools > Business Rules**.
2. In the Business Rules Navigator, open the **Dashboard Extender** folder and click **UTM_ SolutionHelper** to display the Solution Helper properties.
3. In the **General** section of the UTM_SolutionHelper script **Properties** tab, add `BR\CustomEvents_TaskManager` to Referenced Assemblies. Click **Save**.



4. In the Business Rules Navigator, **click UTM_EventHandler**.
5. In the **General** section of the UTM_EventHandler script Properties tab, add `BR\CustomEvents_TaskManager` to Referenced Assemblies.



6. Click the **Formula** tab to display the script and comment out line 42 of the UTM_EventHandler business rule.

7. Uncomment line 43 of the UTM_EventHandler business rule. Click **Save**.

```
41          'Custom Event Handler Declaration
42  '       Public Property m_CustomEvents As Object = Nothing
43          Public Property m_CustomEvents As New DashboardExtender.CustomEvents_TaskManager.MainClass
```

Once the custom event integration is set up, event actions can be defined in the CustomEvents_TaskManager script.

> **Note:** These events are not deleted or overridden when upgrading to new versions of Task Manager. However, each time a new version is upgraded, apply these setup steps.

Available Custom Events

Before/After Selection Changed Events

The following events run before/after a custom control is clicked:

- SaveSettings
- CreateSolutionTables
- ValidateSetupStepsExecuted
- Uninstall

- OnTableEditorOrGridSelection
- OnComboBoxSelection
- OnButtonClick
- OnShowContentPage

Before/After Save Data Events

The following events run before and after the save event for a table editor. Use these events to test grid data prior to saving and potentially not allowing the data to be saved if a check fails.

- OnSaveOrUpdateTableEditor